

The red text serves as instructions and should be removed once the action has been completed. Revised on April 13, 2024

 **Proposal Form for Short Courses for Accumulation in the Credit Bank System** In the case of individual courses or a series of courses detailed in the curriculum specification (TQF 2) at the undergraduate level

**Walailak University**

**Responsible Unit**: Department [ Click to Type ] School/ College [ Click to Type ]

**Section** 1**: General Information**

1. **Course Name**

**Thai: [ Click to Type ]**

Example: ประกาศนียบัตรนักบริหารงานภาครัฐ

 *(Please specify the name of the certificate course offered for training)*

English: **[ Click to Type ]**

Example: Diploma in Public Administrators

1. **Certificate Name** (Specify the name of the certificate to be awarded upon completion of the training)

 Thai Language Full Name : [ Click to Type ]

 Abbreviated Name : [ Click to Type ]

English Language Full Name: [ Click to Type ]

Abbreviated Name : [ Click to Type ]

Example :

 Thai Language Full Name: ประกาศนียบัตร (นักบริหารงานภาครัฐ)

 Abbreviated Name: ป. (นักบริหารงานภาครัฐ)

English Full Name : Diploma (Public Administrators)

 Abbreviated Name : Dip. (Public Administrators)

1. **Keywords for search and a brief description of the course content (for use in publicity and marketing efforts)**
2. **Keywords**: **[ Click to Type ]**
3. **Course Content Description**:[ Click to Type ]

For a brief course description, write in a concise phrase focusing solely on the content, excluding the process. For example, instead of saying "study...", say "covers... introduces students to...", etc. Do not use punctuation. If there are specific terms in English, translate them into Thai as prescribed by the Royal Institute. If there are no specific terms, transliterate them into Thai following the Royal Institute's guidelines.

1. **Subject to professional council oversight:**  **□  Yes**   **□  No** Place a checkmark (✓) in the selected option.
2. **Course Type:** Place a checkmark (✓) in the selected option(s). The course coordinator may select more than one course type

◻Short Training Course for Competency Certification: Specify the competencies to be certified.

◻ Short Course for Accumulating Credit Units

* Specify the course code (more than 1 course can be selected). For any course that requires additional assessment later when the learner is enrolled as a student, mark with a **P (Progress) notation.**
* Consider whether the timeframe for transferring credits after assessment should be within 5 years from the assessment.
* Specify which degree program includes this course in its curriculum structure
1. **Industry Group/Human Resource Development Group: Name of the future skill set and category.**
	1. **Supports the production of high-level specialized manpower according to the country's needs:** (Specify the name of the course group; only one option can be selected).

 Modern Automotive Industry

 Advanced Electronics Industry

 High-Income Tourism and Health Tourism Industry

 Agriculture and Biotechnology Industry

 Food Processing Industry

 Robotics for Industry

 Aviation and Logistics Industry

 Biofuels and Biochemical Industry

 Digital Industry

 Caregiver and Employee

 Smart Innovation Entrepreneur

 Smart Farming

 Smart Tourism

 Data Science and Engineering

 Creative Content

 Food for Future (1st S-Curve)

 Robotics/AI

 Languages

 Comprehensive Medical Industry

 Other: Specify.............................................

**6.2 Name of Future Skill Set (if any):**

[ Click to Type ]

You can check the Future Skills Set for personnel skills needed for targeted industries at <https://www.stemplus.or.th/future_skill_set.>

**6.3** **Categories: (multiple selections are allowed):**

 Arts Photography/Graphic/Design

 Design Language

 Music Crafts/Professions

 Business Tourism

 Agriculture Exam Preparation

 Finance and Investment Mother and Child

 Marketing Cooking

 Tech Startups Lifestyle

 Personal Development Health

 Computers

 Other (Please specify)..................................

 Science and Technology

1. **Target Group:** (Specify the target group or characteristics of participants in the certificate course). Place a checkmark (✓) in the selected option(s). Multiple selections are allowed.

◻ Pre-undergraduate learners

◻ Learners currently enrolled in undergraduate programs

◻ Working-age learners

◻ Seniors or retirees seeking to pursue a different career

◻ Other, please specify.......................................................................................

1. Total hours of the course: [ Click to Type ]

Study period from Date/Month/Year [ Click to Type ]   to Date/Month/Year[ Click to Type ]

(Specify the training duration and the total duration of the training in days)

Example:

After office hours, starting in the 3rd semester of the academic year 2024 onwards.

Batch 1: January 1-31 of every year

Batch 2: February 1-28 of every year

Batch 3: September 1-30 of every year

**Note:** The time frame and number of participants can be adjusted as appropriate.

* Lecture hours in class total [ Click to Type ] hours
* Practical hours in class total [ Click to Type ] hours
* Combined lecture and practical hours in class total [ Click to Type ] hours
* Online learning hours total [ Click to Type ] hours
* Total course hours amounting to [ Click to Type ] hours
1. **Language of instruction:** Place a checkmark (✓) in the selected option(s).

 ◻ Thai ◻ English ◻ Other ..........................

(Multiple selections are allowed in cases where more than one language can be chosen according to needs or suitability for the trainees.)

1. **Instructional management format:** Place a checkmark (✓) in the selected option. Choose only one format.

 □ 1) Entirely **onsite learning** in the classroom

 Please specify the location.......................................................................................

 □ 2) Entirely **remote learning via online meeting programs**

 ⭘ Specify the online meeting program used (e.g., Zoom/Meet/WebEx/Teams)

 □ 3) **Hybrid learning** with both face-to-face instruction in the classroom and through online meeting programs

 ⭘ In-class, please specify the location ......................................................

 ⭘ Out-of-class, through the program........... (Specify the online meeting program used)…….............

 □ 4) Non-face-to-face instruction through an LMS (Online Learning) more than 80% or entirely

 ⭘ WU Moodle ⭘ Other LMS used......(Please provide URL)……

 ⭘ Specify the online meeting program used (if any)……………………………………………

1. **Instructional Management Format:** Place a checkmark (✓) in the selected option. Choose only one option.

◻ Option 1: Learn together with students in the course

◻ Option 2: Separate groups for specialized learning

◻ Manage instruction in combination with both Option 1 and Option 2

1. **Instructional Venue:** (Please specify the exact location(s) of instruction. If there are multiple venues, provide complete information). Place a checkmark (✓) in the selected option(s). Multiple selections are allowed.

◻ Walailak University, Building/Room........

◻ Online

◻ Business establishment

◻ Other .............................

 **13. Enrollment Process:**

**13.1 Number of batches opened per year:** [ Click to Type ]

**13.2 Number of learners per batch:** [ Click to Type ]Example: Each batch consists of 35 participants.

**13.3 Minimum number of registrants required:** [ Click to Type ] คน

**13.4** **Enrollment period and time**:

[ Click to Type ]

**13.5** **Training Plan and Venue (Subject to adjustments as appropriate for each batch)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sequence** | **Start Date, Time** | **End Date, Time** | **Venue/Additional Details** |
| [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |

**14. Which semester is the course offered?** Place a checkmark (✓) in the selected option.

 **🗆** Semester 1

 🗆 Semester 2

 🗆 Summer Semester

 🗆 Not offered according to the academic semester. Specify.............................................

**15. Occupations or job positions that can be pursued after completing the short course**

1) [ Click to Type ]

2) [ Click to Type ]

1. **Collaboration with Other Institutions:** Specify if the course is directly managed by the institution or is a collaborative program with other entities (government/public sector, private sector, industry). Please mention the name of the collaborating organization and describe the nature of the collaboration.

◻ None

◻ Yes, if specified in the table below

| Organization/Business Name | Location | Contact Person Name | Telephone Number |
| --- | --- | --- | --- |
| [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |

\* Please attach an MOU (Memorandum of Understanding) with the organization or business entity.

1. **Budget Plan**
	1. **Estimated Expenses**

| **Sequence** | **Item** | **Rate (Baht) per Unit** | **Number of Units** | **Budget (Baht)** |
| --- | --- | --- | --- | --- |
|  | **Compensation Category** |  |  |  |
| 1 | Instructor Compensation |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Consumables Category** |  |  |  |
|  | - Lunch Costs |  |  |  |
|  | - Snack Costs |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Materials Category** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Equipment Category** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Other** |  |  |  |
|  | University Utilities Expenses |  |  |  |
|  | School/College Utilities Expenses |  |  |  |
| **Total (Estimated Expenses)** |  |

Request for payment of all items

* 1. **Estimated Revenue**
1. Registration fee............................ Baht per person, totaling.........................Bath, excluding the university maintenance fees.
2. Discounts (if any)

🞏 Early bird discount with specified date range, time, and the discount rate as a percentage or a fixed amount.

🞏 Discount for learners who have previously enrolled in courses organized by the academic screening committee at the undergraduate level. Specify the course name and the discount rate as a percentage or a fixed amount.

1. Target number of learners: [ Click to Type ] people
2. Total estimated revenue: [ Click to Type ] Baht

\* Note: In accordance with Walailak University regulations on academic services.

**Section 2: Specific Information of Short Courses**

**1. Design of Short Courses**

**1.1 Origin of the Concept, Reasons, and Importance of the Short Course**

[ Click to Type ]

(Specify the problems, causes, and necessity for the course creation, detailing the rationale, principles, theories, alignment with government policies or the policies of ministries/departments, and university policies, including references to sources.)

**1.2 Expectations of Stakeholders upon Completion of the Short Course or Training Program**

| **Sequence** | **Name of Business/Institution/ Group of Stakeholders** | **Stakeholders’ Expectation****/Stakeholders’ Needs** | **Number of Expectations from Learners** |
| --- | --- | --- | --- |
| [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Short Course Learning Outcome (Shot course learning outcome: SCLO)**

Provide an overview of the learning outcomes (Competencies) obtained from the certificate (Non-Degree) course, which include Knowledge, Skills, and Attitudes that learners are expected to acquire.

 SCLO1 [ Click to Type ]

 SCLO2 [ Click to Type ]

Example

SLOC1: Learners can explain public administration, laws related to public administration, the creation of local development plans, personality, and communication for management.

SLOC2: Learners have the skills to apply their knowledge and understanding of public administration, laws related to public administration, the creation of local development plans, personality, and communication for management to apply in organizations, solve organizational problems, and develop local communities to be sustainably strong.

SLOC3: Learners exhibit characteristics related to having a leadership personality, being a good role model for the public, and creating a trustworthy and reliable image for the public.

1. **Credit Transfer to University Courses and Learning Outcomes of the Course**

3.1 **Credit Transfer to University Courses/Subjects**

 🗆  **3.1.1** Short courses that are part of a subject

 Course Code: ........................... Course Name: .................................

 Number of Hours: ...................

 Curriculum: ............................................ New/Revised for the Academic Year: .............

🗆  **3.1.2** Short Course Included in the Curriculum: Specify Details

 Course Code: ........................... Course Name: .................................

 Number of Hours: ...................

 Curriculum: ............................................ New/Revised for the Academic Year: .............

 🗆  **3.1.2** Short Course as a Module within the Curriculum: Specify Details

 Course Code: ........................... Course Name: .................................

 Number of Hours: ...................

 Curriculum: ............................................ New/Revised for the Academic Year: .............

 🗆  **3.1.4** New Course Designed Based on Learner Demand for Accumulation in the Credit Bank System

3.2 **Program Learning Outcomes (PLOs**):

 The program aims to produce graduates who align with the direction, policies, national strategies, and university goals, as well as meet the expectations of stakeholders, adhering to the four criteria as specified by the Office of the Higher Education Commission regarding the outcomes of higher education qualifications, 2022. This includes a focus on producing graduates capable of analytical and synthetic thinking, lifelong learning, patriotism, gratitude, discipline, and social responsibility. Graduates of this program will have competencies in the following areas:

1. **Knowledge**

PLO1 [ Click to Type ]

PLO2 [ Click to Type ]

PLO3 [ Click to Type ]

PLO4 [ Click to Type ]

PLO5 [ Click to Type ]

PLO6 [ Click to Type ]

When writing Program Learning Outcomes (PLOs) with numbers, they should be written together without spaces.

1. **Skills**

Example:

PLO7 Possess communication skills in Thai and English; in cases where students choose Chinese, they can communicate in Chinese.

PLO8 [ Click to Type ]

PLO9 [ Click to Type ]

PLO10 [ Click to Type ]

PLO11 [ Click to Type ]

PLO12 [ Click to Type ]

PLO13 [ Click to Type ]

1. **Ethics**

PLO14 [ Click to Type ]

1. **Character**

PLO15 [ Click to Type ]

**4. The relationship between related courses and the learning outcomes of the program.**

| **Course code/Code name** | Knowledge | Skills | Ethics | Character |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note**: Indicate the symbol "⬤" in the box corresponding to the courses as detailed in the curriculum handbook (TQF 2).

**5. Course Learning Outcomes (CLOs) as detailed in the curriculum handbook (TQF 2)**

| **Course code, Course name** | **Course Description** | **Course Learning Outcomes (CLO)** |
| --- | --- | --- |
| [ Click to Type ] | [ Click to Type ] | CLO1 [ Click to Type ] |
| CLOs [ Click to Type ] |
| [ Click to Type ] | [ Click to Type ] | CLO1 [ Click to Type ] |
| CLOs [ Click to Type ] |
| [ Click to Type ] | [ Click to Type ] | CLO1 [ Click to Type ] |
| CLOs [ Click to Type ] |

For credit comparison with the semester system, adhere to the credit calculation principles as announced by the Ministry:

* 15 hours of lectures equal 1 credit unit.
* 30 hours of practical work equal 1 credit unit.
* 45 hours of field training or project work equal 1 credit unit.

**Section 3: Implementation and Structure of Short Courses**

**1. Implementation and Training Courses**

* 1. Course Approval and Commencement
		1. The faculty committee approves in the meeting No. ../..... on the date ... month...... year .....
		2. The undergraduate academic screening committee approves in the meeting No. ../..... on the date ... month...... year .....
		3. The academic council approves in the meeting No. ../..... on the date ... month...... year .....
		4. Professional council approves the course in the meeting No. .... on the date ........................... (if applicable)

The course commences from the month, year ...............

1. **Applicant Qualification Requirements (if any)**

2.1 Pre-requisite knowledge or conditions that learners must meet before enrolling

 (1) [ Click to Type ]

 (2) [ Click to Type ]

 (3) [ Click to Type ]

2.2 Qualifications of Participants

(Specify the qualifications of the participants, such as the type of attendees, the number of participants, the level of basic knowledge/experience required, any prior training needed, or specify the educational qualifications)

 (1) [ Click to Type ]

 (2) [ Click to Type ]

 (3) [ Click to Type ]

 2.3 Supplementary Documents for Application (other documents besides photos and a copy of the ID card)

 (1) [ Click to Type ]

 (2) [ Click to Type ]

 (3) [ Click to Type ]

3. **Instructor in Charge of the Short Training Course (Name, Telephone Number, and E-mail)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sequence** | **Name-Surname** | **Academic Position** | **Telephone Number** | **Email** |
| [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |
| [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |

\* The name listed first will appear on the Lifelong Learning System website of Walailak University.

1. **Contact Information for the Course Coordinator** (Specify the Name, Surname, Telephone Number, and E-mail of the Contact Person)

 Name - Surname (Mr./Mrs./Ms.): [ Click to Type ].

Position: [ Click to Type ] Affiliated with School/College: [ Click to Type ]

Telephone Number: [ Click to Type ] email: [ Click to Type ]

**Section 4: Learning Outcomes, Teaching Strategies, and Evaluation Methods**

1. **Learning Process and Assessment of Competencies or Specified Learning Outcomes**

| Topic/Content  | Learning Outcomes (SCLOs) |  Performance Criteria/Tasks | Number of hours | Teaching Methods/Learning Activities | Assessment Methods/Tools | Proportion (Percentage) |
| --- | --- | --- | --- | --- | --- | --- |
| -Main topic-Sub topic | SCLO1 [ Click to Type ] | 1. [ Click to Type ]
 |  | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |
| 1. [ Click to Type ]
 |  | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |
| 1. [ Click to Type ]
 |  | [ Click to Type ] | [ Click to Type ] | [ Click to Type ] |
|  | SCLO2 [ Click to Type ] |  |  |  |  |  |
|  | SCLO3 [ Click to Type ] |  |  |  |  |  |

**\*** The number of hours and subtopics may be adjusted as appropriate, equating to[ Click to Type ]credit units (based on the calculation that 1 credit unit for a lecture course requires 15 hours, a practical course requires 30 hours, and any fraction of hours over half will count as 0.5 credit unit).

1. **Determining Learning Outcomes**

 ◻ Use symbols (S, U)

 ◻ Use a grading scale (A, B+, B, …)

 ◻ Other, please specify.........................................................................

1. **Continuous Improvement and Development Plan for the Quality of Short Training Courses**

 If students are unable to achieve the specified learning outcomes in some areas, what methods will the course employ to assist students, or how will the quality of the short training course be improved and developed in the next iteration? [ Click to Type ]

This has been approved by the faculty committee of the faculty/college during the meeting No. ………….. on the date ……. month …..……. year ……………..

Signed ……………………………………….

 (……………………………………….)

 Project Proposer

 Signed ……………………………

 (……………………………………….)

 Dean

**Appendices**

Please attach additional documents, including:

1. Curriculum specification (TQF2)

2**.** Course specification or Field Experience Specification (TQF3 or TQF4**)**

3**.** Memorandum of Understanding (MOU) with Other Agencies

4**.** Other Relevant Documents

**Annex A: External Instructor's Biography** (if applicable)

1. Name – Surname: ....................................................................................................................................

2. Academic Position: ....................................................................................................................................

3. Educational Qualifications (listed from the most recent year of completion and highest level of education to the lower levels)

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree Abbreviation** | **Name of Institution** | **Country** | **Year of Graduation (B.E.)** |
|  |  |  |  |
|  |  |  |  |

4. Affiliation: ....................................................................................................................................

5. Experience

 ...............................................................................................................................................................

.............................................................................................................................................................................

.............................................................................................................................................................................

6. E – mail address ……………………………………………………………………………………………………………………

7. Telephone number ……………………………………………………………………………………………………………………

**Annex B: Operational Plan**

|  |  |
| --- | --- |
| **Activity** | **Fiscal Year** |
| Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| 1. Prepare information, coordinate with instructors |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Submit approval for the short course |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Promote the short course |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Conduct training |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Evaluate training outcomes |  |  |  |  |  |  |  |  |  |  |  |  |

 **Appendix C**

**Report on the Needs Assessment for the Development of Short Courses**

**Appendix D: Official Directives**

**แบบฟอร์มคำสั่งแต่งตั้งคณะกรรมการดำเนินการจัดหลักสูตรระยะสั้น**



**คำสั่งมหาวิทยาลัยวลัยลักษณ์**

**ที่ /25………**

**เรื่อง แต่งตั้งคณะกรรมการดำเนินการจัดหลักสูตรระยะสั้นด้าน ......เช่น ด้านแอนิเมชั่นเพื่อการศึกษา**

**สาขา………………………………… (หลักสูตร/ใหม่ปรับปรุง ปีการศึกษา 25............)**

……………………………………………………………………………

 ด้วยหลักสูตร........................สำนักวิชา................มหาวิทยาลัยวลัยลักษณ์ จะได้ดำเนินการพัฒนาหลักสูตรระยะสั้นด้าน.............................. ในการนี้เพื่อให้การดำเนินการจัดหลักสูตรระยะสั้นด้าน........................เป็นไปด้วยความเรียบร้อยอย่างมีประสิทธิภาพ จึงแต่งตั้งคณะกรรมการดำเนินงาน ประกอบด้วยบุคคล ดังต่อไปนี้

1. .......................................................... ประธานกรรมการ
2. .......................................................... กรรมการ
3. .......................................................... กรรมการ
4. .......................................................... กรรมการ
5. ......................................................... กรรมการและเลขานุการ

โดยคณะกรรมการดังกล่าว ทำหน้าที่และความรับผิดชอบดังนี้

* + - 1. วางแผนการจัดทำหลักสูตรระยะสั้นของหลักสูตร....................
			2. ประสานงานกับสำนักวิชา และหน่วยงานอื่น ๆ ทั้งภายในและภายนอกมหาวิทยาลัย เพื่อให้การดำเนินการจัดทำหลักสูตรระยะสั้นมีประสิทธิภาพ และเกิดประสิทธิผลสูงสุด
			3. กำกับดูแลให้การดำเนินงานต่าง ๆ ของหลักสูตรระยะสั้นฯ ให้ดำเนินไปอย่างราบรื่น
			4. ดำเนินการประเมินผลการฝึกอบรมและนำผลจากการประเมินมาพัฒนาหลักสูตร

 ทั้งนี้ ตั้งแต่วันที่ ...................เดือน..........พ.ศ.............เป็นต้นไป จนกว่าหลักสูตรจะแล้วเสร็จ

 สั่ง ณ วันที่ ............ เดือน.............. พ.ศ. 25.........

 ( )

 รองอธิการบดี

 ปฏิบัติหน้าที่แทนอธิการบดีมหาวิทยาลัยวลัยลักษณ์