

**Bangkok University**  
**Rules and Regulations for Undergraduate Studies 2018**  
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Bangkok University deems it appropriate to revise the Rules and Regulations for Undergraduate Studies. In the Forth Meeting of the Board of Trustees of Bangkok University for the Academic Year 2017, on July 20, 2018, the Board Members reached a consensus to establish the following rules and regulations in accordance with Section 34(2) Section 56 and Section 57 of the Private Higher Education Institutions Act of 2003 (B.E. 2546).

**Item 1:** This regulation is entitled “Bangkok University Rules and Regulations for Undergraduate Studies 2018 (B.E. 2561)”

**Item 2:** This regulation is effective as from the Academic Year 2018 onward.

**Item 3:** Cancellation of the following Rules and Regulations

- (1) Rules and Regulations of the Undergraduate Studies B.E. 2552
- (2) Rules and Regulations of the Undergraduate Studies (Volume 5) B.E. 2559

Any rules and regulations, announcements, directives, including any requirements

or procedures stated/stipulated in this issue/volume of rules and regulations that are different or in contrary to the information stated in this volume

**Item 4:** In this regulation

“The Board of Trustees” refers to the Board of Trustees

“The University” refers to Bangkok University.

“President” refers to President of Bangkok University.

“Vice President” refers to Executive Vice President and Vice President of Bangkok University.

“Assistant President” refers to Executive Assistant President and Assistant President of Bangkok University.

“The Board of Executive Meeting” refers to a meeting of the Board of Executive.

“Dean” refers to an executive in charge of tasks of the School at an undergraduate degree level.

“Chairperson” refers to an executive in charge of the Department.

“Student” refers to an individual studying in an undergraduate degree level.

“Special Student” refers to an individual considered by the University as qualified to study in some selected courses and receive credits, but is not seeking a degree.

“School” refers to an academic school at an undergraduate degree level.

“Department” refers to an academic department under the academic school at an undergraduate degree level.

“Credit Hour” refers a unit of measuring educational credit.

“Registration Fee” refers to tuition and fees, activity fees, laboratory fees, regular fees, fees for additional services, miscellaneous fees which the university charges the students, including flat-rate tuition fees, if any.

“Guardian/Patron” refers to father, mother, grandparents, aunt, uncle, siblings, guardian of an adoptee who pays tuition and fees for the Student.

**Item 5:** President of the University shall enforce compliance with these regulations. President of the University may make announcements, directives, or procedures or cancellation of the announcements, directives or procedures when appropriate.

Interpretation of any dispute or any temporary cancellation of the rules and regulations according to Clause 2 shall be deemed as final.

## **Section 1**

### **Academic Systems**

**Item 6:** The University shall regularly function by coordinating with other schools, departments or other units of the university in terms of academic and related matters to enable the students to maximize their learning and development and to produce the students with outstanding academic and practical prowess leading to a greater service to society.

**Item 7:** The University offers classes to students with two major semesters: First and Second semesters, with a duration of 15 weeks per semester. A summer session of a minimum of 8 weeks may be conducted following the second semester. The number of study hours in the summer session, shall be equal to that of regular semesters. The summer session is optional, except for the programs where enrolling in a summer session is part of the study requirement.

**Item 8:** Credit Evaluation is as follows.

- (1) One credit hour equals one hour of lecture time or equivalent, for a whole semester.
- (2) One credit hour equals two hours of practical training or workshop per week, for a whole semester.

**Item 9:** For other types of academic arrangement which are different from what has been described in this section, the University is obliged to provide and establish policies and procedures pertaining to the programs offered and to be in compliance with the standard and quality of higher education as required by the Office of Higher Education Commission.

## **Section 2**

### **Qualifications of Applicants**

**Item 10:** Qualifications of the applicants are as follows.

- (1) Must not suffer from any communicable diseases
- (2) Must be of good moral and never been expelled from any educational institution.
- (3) Must agree to abide by all of the University’s rules and regulations, announcements, directives, agreements and other related policies and procedures.

**Item 11:** Qualifications of the applications of the academic programs are as follows.

- (1) Applicants of an undergraduate degree level must hold a M.6 certificate or its equivalent.
- (2) Applicants of an advanced undergraduate degree level must hold a M.6 certificate or its equivalent, with a minimum GPA as required by the University and as in accordance with the qualification standards of a bachelor's degree as determined by the Office of Higher Education Commission.

In addition to the above qualifications, the applicants must meet the requirements of the program they wish to study as determined by the University.

### **Section 3 Student Admissions**

**Item12:** The admissions of students into the undergraduate degree programs shall be in compliance with the rules and regulations including the policies and procedures as determined by the Vice President in charge.

### **Section 4 Special Students**

**Item 13:** The University shall establish a committee titled, "Special Student Selection Committee" to select special students and carry out other assigned tasks.

Term of duty, qualifications and responsibilities of the Special Student Selection Committee are as determined by the University.

**Item 14:** Admissions procedures of special students are as follows.

- (1) Applicants must meet all requirements as specified in Item 10 regardless of whether or not the applicants wish to seek a degree at the University or not. If the applicants wish to be considered for admissions using an individual course assessment, the applicants must also meet all requirements set by a program where they wish to study.
- (2) Applicants must submit to designated offices all required documents and Application form stating their intention to study and agreeing to academic assessment, at least one month prior to the beginning of the semester they intend to study.
- (3) After the application is submitted, the designated office shall proceed to send it further for a consideration of the Special Student Selection Committee.
- (4) The Special Student Selection Committee makes a final decision on Item 3 and notify the applicants accordingly.
- (5) After being admitted, the special students are eligible to enroll only in approved courses and are required to make a payment for tuition and fees during a payment period and at a payment point as specified by the University.

(6) In case the students are approved to study in a course where the assessment, method of teaching and learning and academic result are required, a provision is made to apply the academic rules and procedures including academic evaluation as stated in this edition of Rules and Regulations.

(7) Special Students are not considered as Regular Students, unless officially approved by the Special Student Selection Committee.

## **Section 5**

### **New Student Status Registration**

**Item 15:** Registration of the applicants who have been admitted to the program must register as New Students. Registration must be made in person and at the time, date and place specified by the University. Applicants admitted to a particular program are required to register in courses and credit hours as specified by the designated office/department/school.

Students who are unable to register on the specified date must inform the Admissions Office, in writing, before the registration date, and secure the approval of the Director of the Admissions Office. Failure to do so will result in automatic cancellation of admission.

The University designated office/department/school may, as appropriate, approve of any extension of registration period but not exceeding the end of the first semester after being admitted into the University.

**Item 16:** If the University finds later that the admitted students are not qualified as stated in Item 10 or as stated in Item 11 or found to use false documents for admissions, the University designated office/department/school shall report to the Vice President in charge to revoke or terminate the student status. If the person already graduated, a report must be submitted to President of the University and to the Board of Trustees respectively, in order to consider a revocation of the conferred degree.

## **Section 6**

### **Registration and Change of Program**

**Item 17:** For Registration, students are required to follow the policies and procedures for registration as specified by the University.

**Item 18:** During the first semester, students are required to register and enroll in courses and credit hours as specified by the University. Students are eligible for Withdrawal from enrolled courses but are not eligible for Adjusting, Adding and/or Dropping of enrolled courses with an approval from Dean or Designated Officer.

**Item 19:** For other semesters, students are required to follow the following procedures.

(1) Students must register via the registration system during a period and at a Location. Students must also meet the requirements as specified by the University.

- (2) If the students are unable to complete their registration as specified in (1), they are obliged to complete their late registration in person during a registration period as specified by the University.
- (3) If the students are unable to complete their registration as specified in (1) and (2), they must obtain an approval to proceed with a late registration within a specified date, time and place as specified by the University.

The students must abide by the policies and procedures for registration including late registration fine, late registration, as issues and announced by the University.

**Item 20:** With reference to a registration as specified in Item 18 and Item 19, the students are obliged to complete a registration payment during a specified date and time and at a location specified by the University. Failure to make the registration payment during a specified period may result in a cancellation of the registration, unless the students receive an approval to make a payment in installments.

A request to make a payment in installments can be made as follows.

- (1) Students who are eligible to make a payment in installments must be of Thai national and are those who register as detailed in Item 18 and Item 19 (for late registration) but have not completed a registration payment.
- (2) Students who are eligible to make a payment in installments as specified in (1) must pay at least a 60% of a total amount of the registration fee within a specified period and are required to sign an a payment agreement. If the students wish to register as detailed in Item 18, they are required to complete their registration within two weeks after the first day of the semester. For registration as described in Item 19 (2), the students are required to complete their registration within one week after the first day of the semester.
- (3) When approved to proceed with the installment payment plan, the students and/or their parent or guardian are obliged to enter into an agreement with the University via a designated office/department/school within a specified period. Failure to do so within the time limit will result in a termination of the agreement to allow the students to pay for their registration by installments.
- (4) The university shall make appropriate provisions to receive or transfer information related to a payment of registration fees and/or procedures for installment payment, payment agreement, or any related procedures via electronic channels or computer system as appropriate.

**Item 21:** A number of credit hours for registration in a regular semester and in a summer session must be in accordance with the requirement by the Office of Higher Education Commission.

**Item 22:** Students who do not register for any regular semester must be approved of a leave of absence as stipulated in this volume of rules and registration, otherwise, their student status may be terminated.

**Item 23:** Registration of special courses as Auditing must be done in accordance with the following policies and procedures.

- (1) Registration of special courses as Auditing courses which the credit hours are not calculated must be approved by Dean or Program Administrator/Director, and the students are obliged to make a registration payment.
- (2) Registration of special courses as Auditing (as described in (1)) does not require academic assessment and letter grades will not be recorded. For courses registered, NC will be recorded in the transcript.
- (3) Registration for special courses requires an approval from Special Student Selection Committee.

**Item 24:** Students who already enrolled in the programs may request for change in the program in accordance with the rules and regulations of the University via the announcement by the University.

## **Section 7**

### **Transfer of Courses and Credits and Institutional Transfer**

**Item 25:** Students from other institution of higher learning which are accredited by the Office of Higher Education Commission may transfer courses and credit hours to continue their studies or pursue their second degree at the University, and may transfer courses and credits from Informal Education and Non-formal Education to the University as follows.

- (1) Transfer of courses and credits from other institute of higher learning to continue studies at the University.
- (2) Transfer of courses and credits from other institute of higher learning to pursue a second degree at the University.
- (3) Transfer of courses and credits from Informal Education and Non-formal Education.

Transfer of courses and credits from other institution of higher learning to continue their studies or to pursue a second degree, and transfer of courses and credits from Informal Education and Non-formal Education must be carried out in accordance with the rules and regulations of the University via the announcements of the University.

**Item 26:** Students of the University may enroll in other institutions of higher learning or other students from other institutions of higher learning may enroll at the University.

Inter-University Registration must be done in accordance with the rules and regulations of the University, via the announcement of the University.

## **Section 8**

### **Course Adjusting/Adding/Dropping/Withdrawal**

**Item 27:** With reference to Item 19 where the students enroll via the University registration system as detailed in Item 19 (1) in any semester may request for course Adjusting/Adding and/or Dropping during a specified date and time and at a specified location and in accordance with the rules and regulations of the University.

Courses Dropping as detailed in Clause 1 will not be recorded in the Transcript.

For Course Registration as detailed in Clause 1, students are required to make an additional registration payment at a specified period and at a specified location. Failure to do so may result in a cancellation of registration.

**Item 28:** Students who complete their registration may proceed with a Withdrawal during a specified period and at a location as specified by the University.

**Item 29:** Students who complete their registration but fail to withdraw as detailed in Item 28 may request to withdraw, in accordance with the rules and regulations of the University.

**Item 30:** Courses which are withdrawn as detailed in Item 28, or receive a special approval as detailed in Item 29, will be recorded with “W” in a transcript.

## **Section 9**

### **Tuition and Fees and Refund of Tuition and Fees**

**Item 31.** Tuition, surcharge, and other fees are set according to the University’s announcement.

#### **Item 32. Refund Policy**

(1) Students are eligible to receive full refund of tuition fees for courses canceled by the University.

(2) Students are eligible to receive a full refund of tuition fees of the courses which the students enrolled as specified by the University but after having registered in the courses the University announces the grade result of a previous semester resulting in a completion of the studies of the student or a termination of the student status as detailed in Item 48 (1) (2) or (3), depending on each case.

(3) Students requesting for dropping a course as stipulated in Item 27 are eligible to receive 40% (forty percent) of the amount paid for tuition fees for that particular course.

(4) Students who have been granted permission to take a leave of absence within the first week of regular semesters are eligible to receive 40% (forty percent) of the amount of tuition fees paid.

Criteria for approval and refund procedures as detailed in Clauses 1-4 are as set forth by the University

## **Section 10**

### **Program Duration**

**Item 33:** A duration of the undergraduate degree program is in accordance with the Standard for Higher Education Administration of the Office of Higher Education Commission.

Item 34: If students exceed the time limit of the program duration as detailed in Item 33 and does not complete the program of studies, the students may request for an extension of the program duration. The policies and procedures for an extension of program duration are as determined by the University, via the University’s announcements.

## **Section 11**

### **Evaluation and Assessment**

**Item 35:** The University establishes appropriate evaluation and assessment systems and criteria, which may be one method or a combination of methods such as testing,

coursework, assignment, project-based activity, skill testing or experiment, etc. The evaluation and assessment must be employed in accordance with the criteria of the standard for higher education set by the Office of Higher Education Commission.

**Item 36:** Students are obliged to undertake the evaluation and assessment during a period and at a location as specified by the Instructor. Failure to complete the evaluation and assessment, the students will not receive the result of the evaluation and assessment of the course(s).

**Item 37:** The letter grades awarded by the University are as follows.

Letter Grade	Definition in English	Definition
A	Excellent	4.00
B+	Very Good	3.50
B	Good	3.00
C+	Very Fair	2.50
C	Fair	2.00
D+	Poor	1.50
D	Very Poor	1.00
F	Failed	0

Item 38: Other letter grades are as follows.

W	Withdrawal
I	Incomplete
S	Satisfactory
U	Unsatisfactory
NC	No Credit
CF	Credits from Formal Education
CS	Credits from Standardized Test
CE	Credits from Exam
CT	Credits from Trainings arranged by organizations other than institutions of higher education
CP	Credits from Portfolio

**Item 39:** The grade 'W' is given to a registered course, under one of the following conditions.

- (1) Students are proved to have engaged in academic dishonesty as detailed in Item 43.
- (2) Students fail to make a payment of tuition and fees as detailed in Item 20 (3)
- (3) Students withdraw from the course as detailed in volume of rules and registration.

**Item 40:** The letter grade 'I' will be given under the following conditions.

- (1) The student does not complete a course evaluation/assessment as required by the Instructor. A letter grade I will be recorded, with an approval from the Dean/Program Administrator.
- (2) When a grade of I is recorded, students must contact the Instructor/Dean/Program Administrator to seek their advice and/or to complete any incomplete assignment/assessment, with a period



specified by the university, otherwise the letter grade I will be automatically changed to F, unless the students receive an approval from Dean/Program Administrator to extend a period for assessment.

**Item 41:** The University shall evaluate and assess academic performance of students at the end of each semester, in accordance with the following policies and procedures.

- (1) A number of credit hours to be calculated are only from credits which the students passed the required evaluation and assessment only.
- (2) The points earned must be of two decimal places only or that round off to two decimal places only. A calculation of the points earned is as follows.
  - (A) A calculation of a Grade Point Average (GPA), to be calculated from credits earned in a registered semester, by dividing a total number of grade points by a total number of credits earned.
  - (B) A calculation of a Cumulative Grade Point Average, to be calculated by dividing a total number of grade point average by a total number of credits earned.

In case the students enroll in any course more than once, the grade from the course to be used in a GPA can be used only one time and the grade received from the latest date of enrolled course is to be used in a calculation.

**Item 42:** If the students do not pass an evaluation/assessment of any Core Courses, the students are obliged to re-take the course until they pass the required evaluation/assessment.

If the students do not pass an evaluation/assessment of any major elective courses or minor elective courses or free elective courses, students may re-take the courses or enroll in other courses.

**Item 43:** Policies and Procedures, Restrictions, Rules and Regulations related to academic evaluation and assessment or academic dishonesty and Disciplinary Committee for Academic Dishonesty and any matters related to academic dishonesty shall be in accordance with the Rules and Regulation of the University.

## **Section 12**

### **Special Request for Academic Evaluation/Assessment**

Item 44: If the students are unable to partake in any evaluation/assessment, a special request for an evaluation/assessment can be made under the following conditions.

- (1) Serious Illnesses which require hospitalization of more than one day: Students are required to submit a doctor's note and certificate stating reasons and symptoms which require the students to receive medical care and treatment at the hospital on the day of the evaluation/assessment.
- (2) Accident: Students suffer from injuries causing the students to be absent from the evaluation/assessment
- (3) Parent or Guardian of the students falls ill or involves in an accident or is hospitalized which requires the student's attention and care causing the student to be absent from the evaluation/assessment.

- (4) Students who are national athletes/scholarship recipients and are obliged to travel abroad to partake in a competition and fulfill their duties causing them to be absent from the evaluation/assessment.
- (5) Other reasons causing them to be absent from the evaluation/assessment

**Item 45:** A special request for academic evaluation/assessment can be made as detailed in Item 44, in accordance with the rules and regulations of the University, via the University's announcements.

**Item 46:** The University reserves the right to charge a fee for an arrangement for a special evaluation/assessment, in accordance with the policies and procedures, conditions and rates as determined by the University.

### **Section 13**

#### **Student Status, Classification of Student Status, Termination of Student Status/Dismissal and Reinstatement of Student Status**

**Item 47:** Students whose status are On Probation shall be reviewed by the University every year.

Students with a GPA lower than 1.75 but not lower than 1.50 will be classified as On Probation.

**Item 48:** Termination of Student Status/Dismissal is carried out under the following conditions.

- (1) Students with a cumulative grade of average if less than 1.50 assessed at the end of each semester (with the exception of the first semester of the first year.
- (2) Probationary students with a cumulative grade point average of less than 1.75 but not lower than 1.50 for two executive years.
- (3) Students who exceeds a time limitation of study as detailed in Item 33 but do not complete their studies and do not have an approval to extend their study period as detailed in Item 34.
- (4) Students whose student status is revoked as detailed in Item 16.
- (5) Students whose student status is revoked from the Registrar's List as they fail to register in a required semester and do not receive an approval for a leave of absence or breach the students code of conduct or rules and regulations of the University.
- (6) Student's Death
- (7) Voluntary resignation
- (8) Completion of study program

**Item 49:** Students whose student status is terminated but has not yet completed his/her studies may request to be reinstated under the following conditions.

- (1) Students must meet the qualification requirements as detailed in Item 10.
- (2) Student's GPA is not lower than 1.75.
- (3) Students whose student status are not terminated due to the reasons as detailed in Item 48 (1) (2) (3) (5) or (8) or have not engaged in any

academic dishonesty or breach any rules and regulations or any student code of conduct or whose names are not revoked from the Registrar's List.

A reinstatement of student status must be carried out in accordance with the policies and procedures as determined by the University, via the University's announcement.

## **Section 14**

### **Student Year of Study**

**Item 50:** The year of studies can be calculated from a number of credits earned by the student from the program they enrolled, with the following details.

- (1) A Year of Study of an undergraduate degree program of 4 years are determined by a number of credits earned as follows.
  - (A) Students with less than 33 credits earned are classified as 1<sup>st</sup> Year Student.
  - (B) Students with more than 33 credits earned but less than 66 credits earned are classified as 2<sup>nd</sup> Year Student.
  - (C) Students with more than 66 credits earned but less than 99 credits earned are classified as 3<sup>rd</sup> Year Student.
  - (D) Students with more than 99 credits earned are classified as 4<sup>th</sup> Year Student.
- (2) A Year of Study of an undergraduate degree program of 5 years are determined by a number of credits earned as follows.
  - (A) Students with less than 33 credits earned are classified as 1<sup>st</sup> Year Student.
  - (B) Students with more than 33 credits earned but less than 66 credits earned are classified as 2<sup>nd</sup> Year Student.
  - (C) Students with more than 66 credits earned but less than 99 credits earned are classified as 3<sup>rd</sup> Year Student.
  - (D) Students with more than 99 credits earned but less than 132 credits earned are classified as 4<sup>th</sup> Year Student.
  - (E) Students with more than 132 credits earned are classified as 5<sup>th</sup> Year Student.

## **Section 15**

### **Leave of Absence**

**Item 51:** Students who has completed one regular semester may be eligible to request for a leave of absence due to the following reasons/conditions.

- (1) Severe illness supported by a doctor's note/letter indicating a need for medical treatment/care
- (2) Participation in a university exchange program or receiving overseas scholarship or a call of official duty
- (3) Failure to register in a particular semester within the registration period
- (4) Other personal crisis

A leave of absence shall be carried out in accordance with the policies and procedures as determined by the University, via the University's announcement.

## **Section 16**

### **Completion of Program**

**Item 52:** Students who meet the following qualifications and requirements are qualified for graduation.

- (1) Complete all coursework required of the program, as detailed in Item 10.
- (2) Complete all credits as required of the program.
- (3) Achieve a minimum cumulative GPA of 2.00 from a 4-point scale of numerical equivalents for grade calculation.
- (4) Maintain proper conduct worthy of being a degree holder.
- (5) Do not have any outstanding or unpaid fees.

**Item 53:** Candidates for an associate degree must meet the following qualifications and requirements.

- (1) Complete all credits as required of the associate degree program.
- (2) Achieve a minimum cumulative GPA of 2.00 from a 4-point scale of numerical equivalents for grade calculation.
- (3) Maintain proper conduct worthy of being an associate degree holder.
- (4) Do not have any outstanding or unpaid fees.

**Item 54:** In case the students exceed a time limit of study program, as detailed in Item 10, and do not have an approval to extend a study period and the students have a Cumulative GPA of less than 2.00 but not lower than 1.75 from a 4-point scale or equivalent, the University may submit for consideration from the Board of Trustees to be qualified for graduation from an associate degree if the students meet the requirements and qualifications as detailed in Item 53 (1) (3) and (4).

**Item 55:** Awards of First Class Honors and Second Class Honors shall be in accordance with the policies and procedures of the University, via the University's announcements.

**Item 56:** Conferment of Associate Degree and Degree are to follow the following requirements.

- (1) Students may file for graduation and pay a required fee during the last semester where they expect to complete their study program, as detailed in Item 52 or 53, to a designated office during a period and at a location as specified by the University.

- (2) When the designated office receive a request for graduation as detailed in (1), it shall vet if the students meet all requirements for graduation as detailed in Item 52 or Item 53, and/or Item 55 before submitting the request further for a consideration of President of the University and the Board of Trustees, respectively.
- (3) The University holds the Commencement Ceremony every academic year, during a period and at a location as determined by the University.

### **Section 15** **Temporary Provision**

**Item 57.** All rules and regulations that have been announced prior to the date of this announcement shall continue to be in effect provided than they are not in conflict of the rules and regulation as detailed in this announcement.

This announcement was made on July 20, 2018.

Prof. Dr. Kittipong Kittayarak  
Chairman of the Board of Trustees  
Bangkok University