

Bangkok University
Rules and Regulations for Graduate Studies 2019

Bangkok University deems it appropriate to revise the Rules and Regulations for Graduate Studies 2019 (B.E. 2562). In the Forth Meeting of the Board of Trustees of Bangkok University for the Academic Year 2018, on February 26, 2019, the Board Members reached a consensus to establish the following rules and regulations in accordance with Section 34(2) of the Private Higher Education Institutions Act of 2003 (B.E. 2546).

Item 1: This regulation is entitled “Bangkok University Rules and Regulations for Graduate Studies 2019 (B.E. 2562)”

Item 2: This regulation is effective as from the Academic Year 2019 onward.

Item 3: Other regulations, orders, or announcements in contrast with what is being stipulated in this regulation shall be totally invalid.

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 Graduate School” refers to an office in charge of arranging teaching and learning in the graduate level of the University.

“Dean of the Graduate School” refers to an executive in charge of tasks of the Graduate School.

“Graduate School Policy Committee” refers to a committee responsible for setting up administrative policies of the Graduate School.

“Graduate School Academic Committee” refers to a qualified individuals appointed by the University to give advice and suggestions on matters related to academic affairs of the Graduate School.

“Program Director” refers to a designated person who is responsible for the program/project.

“Advisor” refers to a faculty member appointed by the University to give academic advice to students.

“Student” refers to an individual studying in a program of the Graduate School.

“Doctoral Candidate” refers to a doctoral student who passes the comprehensive examination and are eligible to enroll Dissertation credits

“Special Student” means an individual considered by the University as qualified to study in a particular course or program but not requiring official evaluation.

“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.

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

The Graduate School shall regularly function by coordinating with other schools, departments or other units of the university in terms of academic matters.

Item 6: In each year, the academic system shall be divided into two regular semesters: first and second semesters, with a duration of 15 weeks for each semester. A summer session will be conducted following the second semester. The number of study hours in the summer session, shall be equal to that of regular semesters.

In programs requiring students to study in an overseas institution which has a different academic system, the students are required to study and comply with the academic system and regulations. The University will consider a transfer of credits to enable students to transfer credits earned at the other institution to the University.

Section 2

Academic Programs

Item 7: The University shall offer three categories of graduate programs, as follows.

- (1) Diploma Program
- (2) Master’s Degree Programs
- (3) Doctoral Degree Programs

Item 8: The Diploma programs comprises of a minimum of 24 credits.

Item 9: The Master’s program offers two (2) plans:

(1) Plan A: comprising a minimum of 36 credits of both core and elective courses, and a minimum of 12 thesis credits, or completing 36 thesis credits.

8.2 Plan B: comprising a minimum of 36 credits, of both core and elective courses, with no less than 3 credits and no more than 6 credits of an independent study which must be completed as independent study course.

Item10: The Doctoral program requires a minimum of 12 credits of coursework, and a minimum of 36 dissertation credits, or completing a minimum of 48 dissertation credits.

Item 11: The academic programs in the graduate level shall be divided into 4 programs, namely, Thai Program, English Program, International Program, and Bilingual Program.

Item 12: All graduate students of all programs must select their program of study during the application period. A change of program will be allowed only with a legitimate reason and with the approval of the Dean of the Graduate School.

Item 13: Master's Degree students must select their plan of study no later than the first semester of their second academic year. A petition for changing a study plan, if any, must be submitted to the Program Director for approval no later than the start of the registration period.

Section 3

Qualification of Applicants

Item 14: An applicant must:

- (1) not suffering from any infectious diseases or mental disorders.
- (2) Be of good moral character and has not been dismissed from other institutions of higher learning.
- (3) Agree to comply with the university rules and regulation

Item 15: Qualifications of Applicants for Graduate Studies are as follows.

(1) An applicant at the diploma level must be a holder of a bachelor's degree from a local or an overseas educational institution accredited by the Office of Higher Education Commission.

(2) An applicant at the master's level must be a holder of a bachelor's degree or equivalent in any field from a local or an overseas educational institution accredited by the Office of Higher Education Commission, with a cumulative grade point average of 2.50. Those with a G.P.A. lower than 2.50 are eligible to apply. However, they have to secure the approval of the Graduate School Committee.

(3) An applicant at the doctoral level must be a holder of a master's degree or equivalent in any field from a local or an overseas educational institution accredited by the Commission on Higher Education, with a cumulative grade point average of 3.50. Those with a G.P.A. lower than 3.50 are eligible to apply. However, they have to obtain the approval of the Graduate School Committee.

An applicant at the doctoral level must submit a TOFEL score of 550 (PBT) or 213 (CBT) or 79-80 (iBT) or equivalent. Native speakers need not meet this requirement.

An applicant at the doctoral level may be required to present some other qualifications, i.e. research competency.

Item 16. In case an applicant is found inadequate in terms of knowledge background, he or she may be required, after passing the written entrance examination, to study some preliminary or English courses as deemed necessary. These courses are not counted as part of the regular program of study, and must be satisfactorily completed before the applicant is allowed to register in the regular program.

Item 17. The admission procedure and schedules related to the admissions must be in accordance with the procedures, practices and details as set forth by the university. As specified in the Regulations for Admission to Bangkok University, the admission process starts with an entrance examination, the schedule of which shall be announced publicly at a proper time. The admission process may be conducted after the completion of the entrance examination before the start of the semester, and only with the approval of the Graduate School Policy Committee.

Section 4

Admission Procedure and Registration

Item 18: 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 and follow the academic regulations of that program.

Applicants admitted will become graduate students upon registration. They must submit all other credentials to the Admissions Office, along with payment of tuition and fees as specified by the University.

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.

Item 19: Course Registration must be done in accordance with the procedures set forth by the University Announcement. The University will arrange for the registration for each semester before the start of that semester.

Item 20: Should any course be canceled by the University or a limitation be placed on the number of students allowed to register for a particular course, the University will make an announcement within the first 7 days of the semester or within the first 3 days of a summer session. In the event of such a cancellation or limitation, any affected student will be permitted to register for an alternative course.

Item 21: Students must register for a minimum of 6 credits, but not over 15 credits in each semester. In the summer session, students cannot register for more than 6 credits, unless the students are able to meet the program requirement and receive an approval from the Program Director.

For students with a cumulative GPA of lower than 3.25 but not lower than 3.0 who wish to register more than 15 credits in a regular semester must obtain an approval from the Program Director. In the summer session, students cannot register for more than 6 credits, unless the students are able to meet the program requirement and receive an approval from the Program Director.

The registration for less than the minimum number of credits for registration as specified in these regulations is granted to students only if they are in their last semester of studies or in any circumstances deemed proper by the University and with approval from the Program Director.

Item 22. For Registration, students are required to follow the following procedures.
During the first semester, students are required to register and enroll as specified in Item 18.

For other semesters, students are required to follow the following procedures.

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

(2) If the students are unable to complete their registration as specified in (1), they are required to complete their late registration in person during a registration period as specified by the university but no later than one week after the semester starts.

(3) If the students are unable to complete their registration as specified in (1) and (2), students must obtain an approval to proceed with a late registration within a specified date, time and place as specified by the University, within two weeks after the beginning of the semester or no later than one week from the beginning of the semester. Dean of the Graduate School may authorize an approval for registration in case of emergency or when required.

If the students are unable to register in person, the students may authorize a representative to register on their behalf and must submit required documents.

Item 23. With reference to a registration as specified in Item 22, Clause 1 or Clause 2, the students must complete a registration payment during a specified date and time and at a location specified by the University. Failure to make a 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 22, Clause 1 or Clause 2 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.
Students must comply with the university's payment procedures/payment agreement for installments/payment plans/number of installments/rate of fees/regulations and other related information.
- (3) The university shall make appropriate provisions to receive or transfer information of related to 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 24. Students are allowed to audit a course only after receiving prior advice and approval from the Program Director and Dean of the Graduate School. They must pay tuition and other fees as required by the University, and will receive "NC" (No Credit) in their grade report.

Item 25. Students completing coursework but having obtained a cumulative G.P.A. lower than 3.00 are allowed to retake courses in which they obtained a grade of lower than "B" or take new courses in their curriculum which they had not previously registered for, only with approval from Program Director and Dean of the Graduate School The total number of credits allowed to register to upgrade their cumulative G.P.A. should not exceed 54 credits.

Item 26. If the students do not register in any course or in any regular semester, they need to request for an Academic Leave of Absence as specified in Item 70 otherwise their names will be revoked from the Registrar's List as specified in Item 67 (5) (Kor).

Section 5

Adding, Dropping, Withdrawing Courses

Item 27. During the first semester, students must enroll in required courses and credits as specified by the university. Students are eligible to withdraw from registered courses but are not

eligible for adding and/or dropping, unless they receive an approval from the Program Director and Dean of the Graduate School. For other semesters, students may add or drop courses they registered during the Adding/Dropping period and at a specified location.

Item 28. Adding/Dropping may be carried out if deemed not to be in conflict with required credits as specified in Item 21.

Item 29. Students who registered in any semester may request for a withdrawal during a specified date and time and at a location and in accordance with the university registration rules and regulations.

Item 30. Students who enroll or register but fail to withdraw during the specified period as detailed in Item 29 may request for a special withdrawal, with an approval from the Program Director and Dean of the Graduate School, by submitting a request at the Graduate School before the last day of the semester.

Item 31. Subjects/Courses that are withdrawn as in Item 29 or as granted a special withdrawal as stated in Item 30 will be recorded with a letter “W” in a student’s transcript/ grade report.

Section 7

Courses and Credits Transfer

Item 32. Courses and Credit Transfer are divided into 2 categories as follows.

- (1) Courses and credit transfer from Formal Education
- (2) Courses and credit transfer from Non-Formal Education and Informal Education transfer to obtain credits to enter this academic system.

Item 33. Transferring from Formal Education must meet the following requirements

- (1) Qualifications of students allowed to transfer courses and credits are as follows:
 - (A) Must be of good moral character.
 - (B) Must not have been dismissed from previous institutions due to improper conduct.
 - (C) Must comply with the University rules and regulations
 - (2) Must be a holder of an undergraduate level or equivalent.
 - (3) Must be a former student of a university or equivalent in an institution of higher education accredited by the authorized government body.
 - (4) Must pass a selection process and is eligible to transfer credits and meet the requirement of the university.
 - (5) Must present the following documents in order to request for a transfer of credits.
 - (A) Transcript from a former institution of higher education
 - (B) Course Description from a former institution of higher education
 - (C) Letter of Recommendation from a former institution of higher education
 - (6) Students who wish to transfer credits must submit a request at the related offices at least one month before the start of the semester of the academic year in which they have to take courses for credit transfer, unless they have an approval from responsible offices.
 - (7) Program Director will be responsible for validating courses and tests for credit transfer to obtain approval from the Graduate School Committee.
- Transfer of thesis credits cannot be done unless carried out under a

collaborative/exchange academic collaboration with an agreement on a transfer of credits.

(8) Transfer of credits can be made only for courses with no less than three quarters of the courses the students wish to transfer to.

(9) Transfer of credits can be made only for courses in which the students have obtained a higher or equivalent grade of "B", 3.00, "S".

(10) The number of credits transferred must not be over one third of the total credits of the transferred academic program at the University.

(11) Grade of the transferred credits is recorded as CF (Credits from Formal Education

(12) Once a transfer of credits is approved, the students are required to study for a minimum of one academic year and register in individual courses or thesis courses of the transferred program a minimum of 12 credits.

(13) To qualify for graduation and to be awarded a degree by the University and in determining the G.P.A. for graduation, only credits earned in the graduate program at Bangkok University will be considered.

(14) For a new program offered by the University, transferred students can only be permitted into a class/year of study/a semester with current students.

(15) Once a transfer of credits is approved, a payment of tuition and fees must be made accordingly.

Item 34 Transferring courses and credits from the Non-Formal Education or Informal Education must adhere to the following conditions.

(1) Requirements of Applicants who wish to transfer courses and credits

(A) Must be of good health and not suffer from contagious or incurable disease which may be deterrent to their study.

(B) Must be of good character and has never been expelled from any educational institution.

(C) Must be of good standing and able to comply with the university rules and regulations.

(2) Must hold an undergraduate degree or equivalent.

(3) Must be a former student of the university or an institute of higher education or equivalent of a program accredited by an authorized government office.

(4) Must pass a selection/admission process of the university and meet all requirements in order to transfer the credits.

(5) Students who wish to transfer credits must submit a request at the related offices at least one month before the start of the semester of the academic year in which they have to take courses for credit transfer, unless they have an approval from responsible offices.

(6) A committee for Credit Transfer of Non-Formal Education/Informal Education must be established consisting of Dean of the Graduate School or a Representative serving as Chair; Program Director serving as Committee Member; and Instructor or Expert/Specialist serving as Committee Member.

A committee for Credit Transfer of Non-Formal Education/Informal Education performs the following duties.

(A) Setting criterion for knowledge assessment, skill assessment or professional experience assessment for Non-Formal Education/Informal Education, in order to transfer credits of selected courses to the university, using various assessment methods such as Testing, Portfolio, Interview or Observation.

- (B) Carrying out the assessments appropriately and transferring credits accordingly to a current program
 - (C) Summarizing a result of the assessment and report to Vice President or a Representative for an approval which is deemed final.
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- (7) Professional experience, skills, past achievement the applicants/students gained from Non-Formal Education which will be used as part of the qualifications/assessments to study in the University must meet all curriculum/program requirements and be well-aligned with current trends and well-received at professional levels and fields.
 - (8) The result of the evaluation must not be less than grade “B”, 3.00, “S”, or equivalent. In determining the G.P.A. for graduation, only credit hours earned at Bangkok University will be considered.
 - (9) To qualify for graduation and to be awarded a degree by the University and in determining the G.P.A. for graduation, only credits earned in the graduate program at Bangkok University will be considered.
 - (10) Academic Records are as follows.
 - “CS” for Credits from Standardized Test
 - “CE” for Credits from Exam
 - “CT” for Credits from Training
 - “CP” for Credits from Portfolio
 - (11) Once a transfer of credits is approved, a payment of tuition and fees must be made accordingly.

Section 8

Special Student Status

Item 35. The University appoints Special Student Admission/Selection Committee

Term of duty and responsibilities of the Special Student Admission/Selection Committee are as set forth and determined by the university.

Item 36. Special Student Selection Criteria:

- (1) Applicants must meet the selection requirement as stated in Item 14.
If the applicants wish to be considered for admissions via an assessment for each course, the applicants must also meet the program requirements of the program they wish to apply for.
- (2) The applicants must submit an application and statement of purpose, including relevant academic records and credentials to a relevant admission office at least one month before a semester begins.
- (3) The relevant admission office send the application form and request to the Special Student Admission/Selection Committee.

The Special Student Admission/Selection Committee considers admitting the applicants into a program and select appropriate courses for the admitted candidates and provide necessary assessments as appropriate. A

decision rendered by the Special Student Admission/Selection Committee is deemed final.

- (4) Once the Special Student Selection/Admission Committee announces a result of the assessment as detailed in Clause (3) of Item 36, a relevant designated office will inform the applicants of the admissions result.
- (5) The admitted special students are eligible to enroll only in approved courses and must make a payment during a specified period and at a specified office, otherwise their registration and special student status are deemed invalid.
- (6) When a special student is allowed to study in a course where an assessment is required, it is deemed appropriate to adhere to the procedures, assessment criteria and grading system as detailed in this set of rules and regulations.
- (7) Students admitted with a special status can change their status to regular students of the university only after obtaining an approval from the Special Student Selection/Admissions Committee.

Section 8

Tuition Fees and Refund Policy

Item 37. Tuition, surcharge, and other fees are set according to the University's announcement.

Item 38. 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 full refund of tuition and other fees after registration if the University announces the formal termination of their student status.

(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.

(5) Approval for a refund must be determined and granted by Vice President of relevant offices.

Criteria for approval and refund procedures as detailed in Clauses 1-5 are as set forth by the University

Section 9

Program Duration

Item 39. Program Duration

- (1) Diploma level: no more than three academic years
- (2) Master's Degree level: no more than five academic years
- (3) Doctoral Degree level: no more than six academic years

Section 10

Evaluation and Assessment

Item 40. The University set appropriate evaluation and assessment systems and criteria, for example testing, coursework, assignment, project-based activity, skill testing or experiment, etc. Evaluation of Study, in accordance with the criteria of quality assurance systems for higher education set by the Ministry of Higher Education, Science, Research and Innovation.

Item 41. The grades awarded by the University are as follows.

Letter Grade	Definition in English	Definition
A	Excellent	4.00
A-	Very Good	3.67
B+	Good	3.33
B	Fairly Good	3.00
B-	Almost Good	2.67
C+	Fair	2.33
C	Almost Fair	2.00
C-	Poor	1.67
D	Very Poor	1.00
F	Failed	0

Other letter grades are as follows.

W	Withdrawal
S	Satisfactory
U	Unsatisfactory*
	(*Students must retake the course to change U to S)
NC	Non Credit
I	Incomplete
P	Passed

The grades for Non-Formal Education and Informal Education are as follows.

CF	Credits from Formal Education
CS	Credits from Standardized Test
CE	Credits from Exam or non-standardized tests
CT	Credits from Trainings arranged by organizations other than institutions of higher education
CP	Credits from Portfolio

The letter grade 'I' refers to the following conditions.

- (1) A course evaluation of a student is not complete yet.
- (2) When a grade of I is recorded, students must contact the Program Director or instructors 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 of the Graduate School to extend a period for assessment.

Item 42. Grades of 'C-' and higher constitute students' total credit hours earned. Grades below 'C-' will be included in the calculation of students' cumulative grade point average.

Item 43. Students receiving 'D' or 'F' grades for core courses need to repeat those courses.

Students receiving D or F for elective course may re-register in the same courses or in other courses.

Item 44. All grades awarded will be recorded on students' transcript.

Item 45. The grade 'S' or 'U' will be used to evaluate preliminary courses and will not be included in the calculation of students' cumulative grade point average.

Item 46. The grade 'P' (Passed) or 'F' (Failed) will be used to evaluate students' performance on the comprehensive examination at both the doctoral and master's levels, and will not be included in the calculation of students' cumulative grade point average.

Item 47. The grade 'W' is given to a registered course, with one of the following conditions.

- (1) Master's Plan A students who fail in the thesis proposal defense may be allowed to take the comprehensive examination of Plan B. Their registered thesis credits will be automatically changed to 'W' (Withdrawal).
- (2) Students withdraw from the course as detailed in Item 29 or Item 30.
- (3) Students fail to meet the university academic requirements or are proved to have engaged in academic dishonesty.
- (4) The students fail to make a payment of tuition and fees as detailed in Item 23.
- (5) A record of 'W' on an academic transcript must be in accordance with the rules and regulations of the university.

Item 48. The grade 'P' (Passed) or 'F' (Failed) will be used to evaluate students' performance on the thesis/dissertation proposal defense, and will not be included in the calculation of students' cumulative grade point average.

Item 49. The grade 'S' or 'U' will be used to evaluate students' performance on the thesis/dissertation final defense, and will not be included in the calculation of students' cumulative grade point average. While the thesis/dissertation is in process, the enrolled thesis/dissertation credits will be recorded as 'I' (Incomplete), and will be changed to 'S' (Satisfactory) or 'U' (Unsatisfactory) after the completion of the thesis/dissertation.

Item 50. Rules and regulations regarding assessments and student academic dishonesty including a disciplinary committee and academic penalty are set forth by the university.

Section 11

Thesis/Independent Study at Master's Degree Level Dissertation at Doctoral Degree's Level

At the Master's level

A. Thesis

Item 51. Students choosing program Plan A may register for full credits in their first semester or at least 3 credits in the first semester and take the remaining credits as desired in the next semesters, until completion.

Item 52. If students do not register their thesis credits or do not register in any courses in a regular semester, the students must request for an approval for an academic leave of absence for that semester, as stipulated in Item 70. Failure to do so will result in a termination of the student names from the Registrar's List, as stipulated in Item 67 (5) (C).

Item 53. After enrolling in thesis credits, the students may propose a name list of main academic advisor and other advisors (if any) before submitting a request to Program Director. The qualifications of advisors must meet the criteria set by the relevant Office of Higher Education Commission.

Item 54. Criteria, Procedures, Rules and Regulations of the thesis proposal defense must meet the requirements set by the university, in accordance with the university announcements.

B. Comprehensive Examination

Item 55. Students choosing a study program Plan B, as detailed in Item 9 (2) must pass a comprehensive examination.

Item 56. Students choosing a study program Plan B, as detailed in Item 9 (2) must register in Independent Study and must pass an oral examination.

Item 57. Program Director approves of the academic advisors who meet qualification requirements set by the Office of Higher Education Commission. Each of the academic advisors will be responsible for an Independent Study in accordance with the requirement set by the Office of Higher Education Commission.

After enrolling in an independent study course, the students must send a topic for the independent study course to their advisors to request for an approval and for further actions.

Item 58. Criteria, Procedures, Rules and Regulations of the independent study and comprehensive examination must meet the requirements set by the university, in accordance with the university announcements.

C. At the Doctoral Degree Level

Item 59. There are 2 tracks of Doctoral Degree as follows.

(A) Without Coursework, students are required to take a qualifying examination to be considered as a qualified candidate to propose for a dissertation and must pass a comprehensive examination.

(B) With Coursework, students must earn a GPA of no lower than 3.0 and pass a qualifying examination to be considered as a qualified candidate to propose for a dissertation and must pass a comprehensive examination.

Item 60. The students must pass a qualifying examination to be considered as Doctoral Candidate and eligible to propose a dissertation.

Item 61. Students who are eligible to register for dissertation credits must pass a qualifying examination and are required to register a minimum of 6 dissertation credits.

Item 62. . If students do not register their dissertation credits or do not register in any courses in a regular semester, the students must request for an approval for an academic leave of absence for that semester, as stipulated in Item 70. Failure to do so will result in a termination of the student names from the Registrar's List, as stipulated in Item 67 (5) (C).

Item 63. After enrolling in dissertation credits, the students may propose a name list of main academic advisor and other advisors (if any) before submitting a request to Program Director. The qualifications of advisors must meet the criteria set by the relevant Office of Higher Education Commission.

Item 64. Criteria, Procedures, Rules and Regulations of the thesis proposal defense must meet the requirements set by the university, in accordance with the university announcements.

Section 12

Student Status, Classification of Student Status, Termination of Student Status and Reinstatement of Student Status

Item 65. Student Status

- (1) There are 2 types of students as follows.
 - (A) Students in a track with course works, students must earn a minimum GPA of 3.00.
 - (B) Students on a track without course work are required to register thesis or dissertation credits or those who maintain their student status.
- (2) Student on Probation refers to students who study a track with course work but with a GPA of lower than 3.00 but not lower than 2.50.
- (3) Doctoral Student refers to students of doctoral degree programs who have not passed a qualifying examination.
- (4) Doctoral Candidate refers to doctoral students who pass a qualifying examination and are eligible to write a dissertation.

Item 66. Classification of Student Status is carried out yearly at the end of each regular semester, except for students who enroll for the first year.

Item 67. Termination of Student Status

- (1) Students with a GPA lower than 2.50 at the end of a regular semester, except for the first year students. A termination of the student status can be carried out at the end of an academic year.
- (2) Students who are on probation 2 executive years.
- (3) Students who take a comprehensive examination as stipulated in Item 55 but do not pass as stipulated in Item 60.
- (4) Students who exceeds their academic duration as stipulated in Item 39 but have not yet completed their Studies.
- (5) Students whose student status have been terminated and their names are revoked from the Registrar's List due to the following reasons.
 - (A) Use false documents when applying to the program.
 - (B) Breach the rules and regulations of the University.

- (C) Fail to register in required courses or thesis or dissertation in any semester and fail to request for an academic leave of absence as stipulated in Item 26, 52 or 62.
- (5) Death
- (6) Resignation
- (7) Completion of the Program

Item 68. Students whose status are terminated as detailed in Item 67 (5) (C) and Item 67 (7) may request for their student status to be reinstated, with an approval from Program Director and Dean of the Graduate School, in accordance with the following procedures.

- (1) Students must meet the following qualification requirements.
 - (A) Students must meet the qualification requirements as stated in the Rules and Regulations of the Graduate School of 2019 (B.E. 2562) Item 14.
 - (B) Student status was terminated as detailed in Item 67 (5) (C) and Item 67 (7)
- (2) Students submit a request for the reinstatement of their student status, with details of their reason, to relevant/designated office.

A decision for the reinstatement of the student status will be under a discretion of the designated office and their decision is deemed final.
- (3) Once the student status is reinstated as detailed above in Clause 2, the student will be assigned a new student identification number and is required to pay for tuition and fees of the same rate as other students newly admitted in the semester.
- (4) The reinstated students as detailed in Clause 2 above must complete their study of a previously enrolled course or a current one, with an approval from Program Director and with further approval from Dean of the Graduate School. If any of the courses previously studied prior to the reinstatement of their student status are not aligned with courses of the current program, the students must take additionally required courses.
- (5) A duration of study-period must not exceed the period allowed as stipulated in Item 39.

Section 13 **Leave of Absence**

Item 69. Students who have studied at the university for at least one semester may request for a leave of absence due to one of the following circumstances.

- (1) Students suffer from major illnesses and are required to recuperate for a long period of time. Students must submit a doctor's note
- (2) Students must travel abroad to attend or participate in exchange programs or for work-related duties.
- (3) Students do not enroll in any courses, thesis credits or dissertation credits in a regular semester.
- (4) Other circumstances

Item 70. Students who wish to request for a leave of absence must submit a request in a semester which they wish to take the leave of absence and must pay a fee to maintain their student status. For students who enroll dissertation credits, a fee to maintain their student status is equivalent to a fee of one credit of the dissertation credits.

When a request for a leave of absence is received by a relevant/designated office, the office may grant a permission for a leave of absence for one semester at a time. A request for a leave of absence of two executive semesters or over cannot be done, without an approval from Program Director, and a decision made by Program Director is deemed final

Students who wish to take a leave of absence must submit their request every semester that they wish to take a leave and must pay a required fee in order to maintain their student status. If the students do not register their thesis or dissertation credits and do not receive an approval to take a leave of absence in any regular semester, their student status will be revoked from the Registrar's List , as stipulated in Item 67 (5) (C).

Item 71. A period of a leave of absence must be included in a period of study allowed, as stipulated in Item 39, unless the students receive an approval for their military services.

Item 72. A request for a leave of absence during a semester

- (1) Students who request for a leave of absence within the first week of a regular semester, the period of their leave of absence will not be recorded in their transcript.
- (2) If the students request for a leave of absence after the period allowed and as stipulated in Item 70, a letter grade 'W' will be recorded in their transcript.

Section 14 Graduation

Item 73. Graduate students in their final semester of study, and who have completed all the requirements for a particular degree with the minimum cumulative G.P.A. of 3.00, may apply for graduation.

Item 74. Awarding of Degree

- (1) Candidates for graduation must meet the following requirements.
 - (A) Complete all coursework required of the program
 - (B) Achieve a minimum cumulative GPA of 3.00 or higher from a four-point scale of numerical equivalents for calculating grade
 - (C) Maintain proper conduct worthy of being a degree holder.
 - (D) Do not have any outstanding or unpaid fees.
- (2) Candidates for Master's degree, who choose Plan B of study, must pass the comprehensive examinations as required by the University.
- (3) Candidates for the Master's degree who choose Plan A must have their dissertation or parts of their dissertation published in academic journal(s) or conference proceeding(s).
- (4) Candidates for the Doctoral degree must have their dissertation or parts of their dissertation published in academic journal(s) that has peer reviews.
- (5) Candidates of the Master's degree and the Doctoral degree, as described in Item 2 and Item 4 must pass the thesis/ dissertation defense and submit completed and bound manuscripts to the Graduate School.

Item 75. Candidates for a Master's degree who are eligible to receive a gold medal must meet the following qualifications.

(1) Complete all degree requirements within five regular semesters and two summer sessions excluding semesters in which they have applied for leave of absence;

(2) Achieve a minimum cumulative G.P.A. of 3.85 with no letter grades of "B-" or lower or "U" or never re-enrolled in the same course to improve the grade point average.

(3) Students who choose Plan B must request for a comprehensive examination after the completion of coursework as stipulated in Item 30.4.1 and must successfully pass the comprehensive examination in their first attempt.

Item 76. Degree Conferment

(1) Students must file a request form for graduation and pay required fees to a designated office of the university at the end of the semester which the students expected to graduate.

(2) Once the designated office receive a request form for graduation and related fees as detailed in Clause 1 above, the designated office will rectify if the students meet all requirements as detailed in Item 73 or Item 74, and to be awarded Gold Medal as detailed in Item 75, before submitting their request further to seek an approval from President of the University and the Board of Trustees respectively.

Section 15
Temporary Provision

Item 77. All rules and regulations that have been announced prior to the date of this announcement shall continue to be in effect and apply to all students who started their graduate studies prior to the academic year 2013 until their graduation. In addition, some of the rules and regulations of the graduate studies of the academic year 2013 that are beneficial to the students are effective immediately.

This announcement was made on July 26, 2019.

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