

Bangkok University
Rules and Regulations for Undergraduate Studies 2023

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 2023 (B.E. 2566)”

Item 2: This regulation is effective for students enrolled in the New Curriculum or the Renewed Curriculum of Academic Year 2022.

Item 3: 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 4: 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 5: The University shall regularly function in accordance with the National Higher Education Plan as well as the University’s Policies, Vision, Philosophy and Direction to produce graduates who meet the Standard Criteria for Undergraduate Study and Sustainable Development Goals–SDGs. Hence, the curriculum is divided into two sections as follows

(1) Academic Undergraduate Curriculum

(A) Academic Undergraduate Curriculum aims to produce graduates who are well-rounded in both theory and practice. Graduates are able to perform in various organizations with theoretical knowledge and academic proficiency that can be applied creatively in practical context.

(B) Advanced Academic Undergraduate Curriculum aims to produce graduates who are highly talented and knowledgeable to acquire more expertise. Students are not only able to enroll in the existing undergraduate courses but also some of the graduate courses. Students are encouraged to conduct a research project.

(2) Practical Training Undergraduate Curriculum

(A) Practical Training Undergraduate Curriculum aims to produce graduates who are well-rounded in both theory and practice. The curriculum focuses on knowledge, competency and academic and practical proficiency or competency and technical/practical skills in their area of expertise. Graduates are able to perform in various organizations.

(B) Advanced Practical Training Undergraduate Curriculum aims to produce graduates who are highly talented and knowledgeable to enhance their practical training competency. Students are not only able to enroll in the existing undergraduate courses but also some of the graduate courses. Students are encouraged to conduct a comprehensive research project or acquire an advanced training program in organizations or business entities. Advanced Practical Training Undergraduate Curriculum requires 12 credit hours of graduate courses.

Item 6: The University offers classes to students with two major semesters: First and Second semesters, with a duration of 15 weeks per semester or equivalent. 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 7: 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.

(3) One credit hour equals three hours of internship or practical training, for a whole semester.

(4) One credit hour equals three hours of special project or assignment, for a whole semester.

(5) One credit hour equals three hours of special project or assignment, for a whole semester.

Item 8: For other types of academic arrangement which are different from what has been described in this section, the University is obliged to establish an academic arrangement equivalent to two major semester procedures 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 9: 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 owing to disciplinary penalty.

(3) Must agree to abide by all of the University's rules and regulations, announcements, directives, agreements and other related policies and procedures.

Item 10: 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 undergraduate degree level (Post-diploma) must hold a high vocational certificate/ its equivalent or a diploma in the same or related field of the program they wish to continue their study.

(3) Applicants of an advanced undergraduate degree level must hold a M.6 certificate or its equivalent, with a minimum GPA of 3.50 from a 4-point scale of numerical equivalents for grade calculation or its equivalent and maintain a minimum GPA of 3.50 every semester during their undergraduate years. If student fail to maintain a minimum GPA of 3.50 from a 4-point scale of numerical equivalents for grade calculation in each and every semester, students are deemed disqualified.

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

Item 11: 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 12: 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 13: Admissions procedures of special students are as follows.

(1) Applicants must meet all requirements as specified in Item 9 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) If a special students enroll 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. In case a special student requests to register for the course as Auditing, NC will be recorded in the transcript.

(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 14: 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 15: 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 16: For Registration, students are required to follow the policies and procedures for registration as specified by the University.

Item 17: 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 18: 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 19: With reference to a registration as specified in Item 17 and Item 18, 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 as issued and announced by the University.

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 as issued and announced by the University.

Item 20: 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 Commission on Higher Education Standards.

Item 21: 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 22: 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) For registration of special courses as Auditing (as described in (1)), NC will be recorded in the transcript.

Item 23: 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.

(1) Students who have studied in the same curriculum at least one required semester may request for change in the program.

A required semester does not include the one which students are granted permission to take a leave of absence or breach the students code of conduct or rules and regulations of the University.

(2) As indicated in (1), students may request a change in program with specific reasons, as well as specify their request for graded courses, and submit to the Dean or Chairperson of the program to which they wish to change. The GPA will be recalculated once the courses in the new program have been graded and the registration fees are paid. This process must be completed before the semester in which students change program starts. Dean or Chairperson of the program are authorized to grant approval for a request for a change in the program in accordance with the University's Admission Policies. The approval/permission granted is deemed final.

Section 7

Transfer of Courses and Credits and Institutional Transfer

Item 24: 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 25: 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 26: 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 27: Students who complete their registration may proceed with a Withdrawal as from Week 4 after the new semester starts or Week 3 for Summer Session until the last day of the semester. This regulation does not apply to Block Course which will be as specified by the University

Item 28: Students who complete their registration but fail to withdraw as detailed in Item 27 may request to withdraw, in accordance with the rules and regulations of the University. Students may make a special withdrawal request with reasons and supporting proofs to the designated office before the last day of the semester. This regulation doesn't apply to Block Course.

After a special withdrawal request with reasons and supporting proofs are received. A special withdrawal request will be considered as necessary and appropriate. The approval/permission according to this Clause is deemed final.

Item 29: 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 30. Tuition, surcharge, and other fees are set according to the University's announcement.

Item 31. 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 26 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 32: A total credit hour and duration of the undergraduate degree programs are as follows.

- (1) An undergraduate degree with the duration of 4 years and a minimum of 120 credit hours.
- (2) An undergraduate degree with the duration of 5 years and a minimum of 150 credit hours.

Section 11

Evaluation and Assessment

Item 33: 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 34: 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 35: 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 36: 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

The letter grades listed above will not be included in the calculation of Grade Point Average (GPA) and Cumulative Grade Point Average.

Item 37: 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 41.
- (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 38: 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, within the upcoming semester, otherwise the letter grade I will be automatically changed to F, unless the students receive an approval from Dean/Person in Charge to extend a period for assessment.

Item 39: 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 40: 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 41: 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 42: 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 43: A special request for academic evaluation/assessment can be proceeded as follows.

(1) Students who are unable to attend any evaluation/assessment must inform Instructor/Person in Charge of the reasons of their absence as soon as possible.

(2) Students shall request for a special evaluation/assessment and provide proof(s) of absence to Instructor/Person in Charge within 5 working days of the evaluation/assessment. Instructor/Person in Charge may extend the period if required, but no longer than 2 weeks following the evaluation/assessment.

(3) After receiving the request for a special evaluation/assessment and proof(s) of absence, Instructor/Person in Charge shall grant the permission for an arrangement of a special evaluation/assessment. If the evaluation assessment amounts to less than 40 percent of the total score or Instructor/Person in Charge does not grant permission for an arrangement of a special evaluation/assessment. Instructor/Person in Charge must submit the request for a special evaluation/assessment for further consideration to Dean/Chairperson for permission. The decision is deemed final.

(4) After the permission for an arrangement of a special evaluation/assessment is granted, Instructor/Person in Charge may arrange a special evaluation/assessment. If students are unable to attend the special arrangement in any case, they will earn no score for the evaluation/assessment.

(5) If students' request for a special evaluation/assessment is rejected, they will earn no score for the evaluation/assessment.

Item 44: 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 45: 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 46: 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 consecutive years.
- (3) 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.
- (4) Students who takes a leave of absence for three consecutive semesters.
- (5) Students whose student status is revoked as detailed in Item 15.
- (6) Student's Death
- (7) Voluntary resignation
- (8) Completion of study program
- (9) Other reasons specified by the University

Item 47: 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 46 (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.

Students who wish to be re-instated must submit a re-instated student request with specific reason(s) at least 1 month prior to the beginning of the semester students wish to be re-instated in. The re-instated student request shall be approved as appropriate. The decision is deemed final.

Re-instated students will receive a new student ID number and pay registration fees at the rate specified for that semester. Students must complete the credits hours of the same curriculum or the current curriculum. If the graded course(s) prior to reinstatement cannot be transferred to the current curriculum. Re-instated students must take addition course(s) as suggested by Dean/Chairperson.

Section 14

Student Year of Study

Item 48: 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 36 credits earned are classified as 1st Year Student.

(B) Students with more than 36 credits earned but less than 70 credits earned are classified as 2nd Year Student.

(C) Students with more than 70 credits earned but less than 105 credits earned are classified as 3rd Year Student.

(D) Students with more than 105 credits earned are classified as 4 th 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 36 credits earned are classified as 1st Year Student.

(B) Students with more than 36 credits earned but less than 70 credits earned are classified as 2nd Year Student.

(C) Students with more than 70 credits earned but less than 105 credits earned are classified as 3rd Year Student.

(D) Students with more than 105 credits earned but less than 120 credits earned are classified as 4th Year Student.

(E) Students with more than 120 credits earned are classified as 5th Year Student.

Section 15

Leave of Absence

Item 49: 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.

Item 50: A request for a leave of absence can be proceeded as follows.

- (1) Students who wish to take a leave of absence in any semester may request for a leave of absence with supporting documents within the period specified by the University and pay student status maintenance fee at the rate determined by the University.
- (2) After receiving a request for a leave of absence, supporting documents, and student status maintenance fee, the request shall be approved as appropriate.
- (3) If students wish to take a leave of absence for another semester after granted permission for a leave of absence for the requested semester. They may proceed as listed in (1) and (2).

Item 51: A request for a leave of absence results in the following conditions.

- (1) Students whose leave of absence request is approved will retain their student status in a semester even though they have not registered for any courses in that semester.
- (2) If students have registered for courses in the semester they wish to take a leave of absence, the results of registration are as follows.

(A) If students' request for a leave of absence is approved within one week after a semester starts, they are eligible to request for a 40% refund on tuition fees and laboratory fees. Courses registered for that semester will not be recorded. The status "On Leave" will be recorded in their transcript.

(B) If students' request for a leave of absence is not approved within one week after a semester starts, the students are not eligible to request for a refund on registration fees. "W" will be recorded for the courses registered in their transcript.

Section 16

Completion of Program

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

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

Item 54: Students who meet the qualifications and requirements listed in Item 52 and expect to graduate must make a graduation request and register for graduation as they have completed their study. Students can make a graduation request online within the period specified in the University's academic calendar.

If students who have made a graduation request are not able to complete their study in within the specified semester, the graduation request will be nullified. Students must make a graduation request in another semester they expect to graduate.

If students are unable to make an online graduation request within the specified period but wish to register for graduation, students must apply for late graduation request. The fine of 50 Baht/day is applied after the last day of the specified period for online graduation request (holidays included) up to a maximum of 1,000 Baht.

Item 55: Awards of First Class Honors shall be in accordance with following criteria.

- (1) Students meet the qualifications and requirements for graduation listed in Item 52.

(2) Students complete their study within the period of 4 years for an undergraduate degree program of 4 years and within 5 years for an undergraduate degree program of 5 years. This condition does not include the period of time while students are on leave.

(3) Students have registered for less than 150 credit hours for an undergraduate degree program of 4 years and less than 180 credit hours for an undergraduate degree program of 5 years.

(4) Students have a minimum GPA of 3.50 from a 4-point scale of numerical equivalents for grade calculation

(5) Students have not earned D+, D or F or U in their transcript and have not repeated registration for any courses.

(6) Students have less than 6 credit hours as institution transfer.

Item 56: Awards of Second Class Honors shall be in accordance with following criteria.

(1) Students meet the qualifications and requirements for graduation listed in Item 52.

(2) Students complete their study within the period of 4 years for an undergraduate degree program of 4 years and within 5 years for an undergraduate degree program of 5 years. This condition does not include the period of time while students are on leave.

(3) Students have registered for less than 150 credit hours for an undergraduate degree program of 4 years and less than 180 credit hours for an undergraduate degree program of 5 years.

(4) Students have a minimum GPA of 3.25 from a 4-point scale of numerical equivalents for grade calculation

(5) Students have not earned F or U in their transcript and have not repeated registration for any courses.

(6) Students have less than 6 credit hours as institution transfer.

Item 57: Awards of First Class and Second Class Honors to Bangkok University graduates who wish to transfer courses and credits for their second degree at the university from formal education at University shall be in accordance with Item 55 and 56. The courses they wish to compare and transfer credit will be included in the calculation of Grade Point Average as listed in Item 55(4) and 56(4).

Item 58: Awards of First Class and Second Class Honors to Bangkok University graduates who have transferred courses and credits from formal Education, Informal Education and Non-formal Education shall be in accordance with Item 55 and 56. The numbers of credit hours to be completed and the duration of study shall be in accordance with the following criteria.

Students who have transferred courses and credits from formal Education, Informal Education and Non-formal Education shall complete more credits hours at the University (no less than 75% of total credit hours of the program). The duration of study depends on the following conditions.

- For students who shall complete less than 113 credits, the duration of study is up to 3 years

- For students who shall complete more than 114 credits but less than 113 credits, the duration of study is up to 4 years.

- For students who shall complete more than 151 credits but less than 180 credits, the duration of study is up to 5 years.

This duration does not include the period of time while students are on leave.

Item 59: 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) After completing their study, graduates must register for graduation and pay graduation registration fee.

(4) Graduates who wish to attend the Commencement Ceremony must pay graduation ceremony fee and related fees at the rate specified by the University.

Section 17 Temporary Provision

Item 60: 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 March 7, 2023.

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