

The Regulation of King Mongkut's Institute of Technology North Bangkok Concerning the Undergraduate Level Education, 2009 (B.E. 2552)

To organize the undergraduate education effectively and appropriately, the University stipulated the King Mongkut's University of Technology North Bangkok Regulation on the Undergraduate Education 2009 (B.E. 2552).

Based on the information in Article 22 (2) of the 2007 King Mongkut's University of Technology North Bangkok Act and the resolution of the King Mongkut's University of Technology North Bangkok Council in the meeting no. 6/2009, on 25 November 2009, the University regulation on the Undergraduate Level Education was established as follows:

Item 1 The regulations is called "The King Mongkut's University of Technology North Bangkok Regulations on the Undergraduate Education, 2009".

Item 2 The regulation is applicable to all new students enrolled beginning the academic year 2009 onwards. However, the students entering the University before the academic year 2009 are allowed to conform to the King Mongkut's Institute of Technology North Bangkok Regulation 1991 (B.E. 2534) on the Undergraduate Education and other revised versions until graduation.

Item 3 The King Mongkut's Institute of Technology North Bangkok Regulations 1991 on the Undergraduate Education and other revised versions are nullified. Any other rules, regulations, orders or announcements stated against the information in this regulation will not apply.

Item 4 In this regulation,

"University" refers to King Mongkut's University of Technology North Bangkok.

"President" refers to the President of King Mongkut's University of Technology North Bangkok.

"Faculty/College" refers to academic organizations in the University.

"Department" refers to the sub-organization under the Faculty or College in the University.

"Dean/Director" refers to the dean or the director of the Faculty/College responsible for administering undergraduate education.

"Student(s)" refers to the person(s) who registered to study in an undergraduate program.

"Studied with complete credits as required in the curriculum" refers to students' registering for required courses with complete credits, studying and passing all registered courses in the study plan, and obtaining an in-progress result (Ip) for the ongoing special project or thesis.

Item 5 Students have to follow the guidelines, orders, rules or other regulations of the Faculty/College or the University that do not go against these regulations.

Item 6 The President then enforces the regulation and is authorized to set out the rules, announcements or practical orders based on the regulations. In case of any problems in analyzing or interpreting the regulations, the President has the right to make the ultimate decision.

Section 1 Student Admissions

Item 7 Education and qualifications of the applicants

The applicants:

- (1) must be sincere supporters of the Constitutional monarchy.
- (2) graduated from the secondary school (Matayom 6), or held an equivalent certificate, a vocational education certificate, or a higher vocational education certificate, as specified in each program of study.
- (3) conform to standards of behavior and dress code; and agree to abide by the University rules, regulations and orders.
- (4) have never enrolled in any universities or any other higher education institutions, except in the open universities.
- (5) have never been convicted of a serious crime, e.g. a prison sentence, except the penalties of light offenses or negligence,
- (6) are not getting seriously infectious diseases, mental disorders, socially unacceptable diseases, or any severe diseases that obstruct studying.
- (7) have parents or patrons who responsible for tuition, fees, and other relating expenses throughout the whole study period.
- (8) must legally live in Thailand.
- (9) possess other qualifications as specified by the University.

If the University later finds out that the applicants are not qualified as stated in any items on the list: 7 (1) - 7(9) before applying in the program, they will be deprived of their right to take the entrance exam. Even though the applicants have been allowed to enroll as University students, their status as students of the University will be withdrawn.

Item 8 Student admissions

The applicants will have to take an entrance exam as determined by the University. Further information will be occasionally announced. However, considering the government benefits, the University may select the qualified persons as in Item 7 to be special status students on a case- by- case basis, according to the University policy. Special students are those whose credits

earned are not counted toward the degree. They may enroll in order to transfer credits to the University or other institution where they are studying. This procedure will have to abide by the University regulations.

Item 9 Payment and enrollment

The applicants who passed the entrance exam or got selected and reserved their rights will have to pay for tuition, registration fees and other fees by the dates and time scheduled by the university. They will have to bring proofs of payment and other necessary documents to enroll themselves to the University on the stated date, time and location.

Item 10 The university may allow the Bachelor's Degree graduates in one program of study to continue in another program with similar foundation courses. The appeal must get approved from the committee of the destination Faculty. Supplementary studies and the agreed length of study will be defined by the target department.

Item 11 Cross-institutional enrollment

Students can apply to enroll in units when they wish to undertake relevant units of study at other universities that are not available at KMUTNB, the home university. The application for Cross-institutional Enrolment Approval, with details of course will be submitted for consideration of relevant Faculty Committee members and Presidents of both universities. The approval is based on :

- (1) The courses are not available at home university for certain reasons.
- (2) The courses offered at the destination university need to have similar and comparable contents. At least three- quarters of content areas are required to be parallel to those maintained in the curriculum.
- (3) The credits earned through cross-campus enrollment can be counted toward a degree.
- (4) Students are responsible for a registration fee and other fees as specified by the destination University.
- (5) Students are expected to enroll for maintaining status in case they do not undertake any courses at the home University.

Section 2 Education System and Registration

Item 12 Education system

(1) The University uses the semester system in which the academic year is divided into first and second semesters of roughly 15 weeks in length. The University offers a 6 week summer session as well. The number of class hours in each summer semester must be equal to the number of class hours scheduled in the regular session.

(2) Credits

Credits' refer to the units representing education loads in each course as follows,

- a. A theoretical course having not less than 15 hours of lectures or discussions in a regular semester equals 1 credit.
- b. A practical course including a project or a special project with the practice or lab period of at least 30 hours/semester equals 1 credit.
- c. A training or field trip of at least 45 hours/semester equals 1 credit.
- d. Learning activities of at least 45 hours/semester equals 1 credit.

Item 13 Registration

(1) Each semester, registration dates and guidelines will be announced in advance by the University. If students do not register on the specified dates, they will not be allowed to take the exams (midterm and final exams) in that semester.

(2) Students will have to register for courses as in the following:

- a. Credited courses, included in the GPA calculation
- b. Non-credited courses, but required in the curriculum
- c. Required courses or trainings without credits
- d. Credited courses assigned with S/U (satisfactory or unsatisfactory). The S-U grades are not calculated in the GPA.

(3) In a regular semester, students need to register for courses as follows,

- a. Practical courses - Students need to register for credited courses as assigned.
- b. The registration of theoretical and practical courses adheres to guidelines of the undergraduate curriculum. Full-time students typically register for 9 - 22 credits and not over 22 credits. Part time students can register for 6- 18 credits. Registration is limited to a maximum of 18 credits for the evening session.

c. if students have fewer than credits stated in 13(3) b. remaining for degree completion, they may enroll in fewer credits in the final semester.

(4) Maintaining student status

Students who do not register for courses in a regular semester need to maintain their student status and pay for the maintenance fee within the first 15 days of the new semester. If not, their student status will end as stated in 26 (8). The semester of maintaining student status will be also added up to the study period of the students.

(5) In a summer semester, students can register for courses with no more than 6 credits.

(6) Students registering for a special project or thesis, but not being able to complete the thesis/project in that semester need to do the following:

a. The Registrar's Office will give an 'In-progress' for the incomplete special project or thesis; then process the evaluation of that semester. This can help categorize student academic conditions without taking credits from the special project or thesis for calculation.

b. An In-progress (IP) remains on the record until the work is completed and a final grade is assigned. Final grade processing takes place once the project grade is given.

c. Students fulfilling all coursework requirements are expected to enroll each semester in order to maintain special project/ thesis status until the work is completed.

Item 14 Adding, dropping, changing courses

(1) Students registering for any courses can change them or add more courses within 3 weeks after the first day of semester. The average grade calculation will be performed only with the changed or added courses.

(2) Students registering for a course can drop it within the first 12 weeks of a regular semester, or within the first 2 weeks of a summer session. Dropping a class after the drop deadline will result in a "W" on the transcript

Item 15 Credit transfer

(1) Qualifications of the transfer request person

Credit transfer from non-formal education is allowed to those who:

- a. Graduated with the qualifications as stated in item 7 of the University Regulation on Undergraduate Education, 2009
- b. Already passed the University entrance exam and enrolled as students
- c. At least a C grade is eligible for credit transfer
- d. Transcript or other evidence to prove knowledge and experiences from the non-formal education system and/or continuing voluntary education must not exceed 3 years after the last day of the transferred course.
- e. Students are permitted to transfer course credits before official approval of current course grades.

(2) Credit transfer request

Students who would like to transfer courses and grade results perform as follows:

- a. Submit the transfer request to the Student Registration and Statistics Office, Academic Services Division within 15 days after the first day of the semester students ask for transfer.
- b. Contact the previous institutions to directly send the education results such as transcript, syllabus and course information to the university.
- c. Students submit their proof of knowledge and experiences from non-formal education system and/or continuing education to the Department

(3) Credit transfer from formal education

- a. Credit transfer of students who used to study in a university
 1. The course asked for credit transfer has to include similar contents and have the same number of credits as the one in the new program, but the course with fewer credits cannot be transferred.
 2. Students can transfer only one- third of the total credits to the new program of study.
- b. Credit transfer of students studying in the university or in a different institution
 1. Students must have studied in the previous institution for at least 2 regular semesters, excluding the semester dropped by the students. Also, their GPA must be at 2.5 or more than that.
 2. To transfer credits, students has to complete at least 30 cumulative credits from their previous institution. These credits are to transfer to the similar program of study, with the Faculty/College committee's approval.
 3. The contents of the courses being transferred need to cover not less than three-quarters of the course in the new program.
 4. Students cannot transfer more than half of the total credits to the new program of study.
 5. The Faculty/College is responsible for setting up transfer period and reporting transfer results on the Faculty/College bulletin board.

(4) Knowledge and credit transfer from non-formal education and/or continuing informal education

- a. Students have to pass the exam in the course requested for transfer, organized by the Faculty/College or by the university-approved institution. Or students may be graded from their portfolio, knowledge, experiences and interviews.
- b. Learning results can be reported in credits using the following guidelines: the standardized test results are recorded with "CS" (Credits from standardized test); the non-standardized test results are recorded with "CE" (Credits from exam); the education/training results from an institution, which is not a tertiary institution, are recorded with "CT" (Credits from training); and the student portfolio results are recorded with "CP" (Credits from portfolio).
- c. The Faculty/College will appoint the expert committee to consider the transfer of course credits or group of course credits, and the committee will then inform the transfer results in grade point values to the Faculty/College committee for approval.
- d. The Academic Council Committee approve the course transfer and allow the students to study in the year, the semester and the program they would like to study.
- e. The number of credits transferred to the new program cannot be more than half of the total credits.

(5) Counting the length of study

Students who are allowed to do the transfer can study for not more than two times of their study period in the program. If they transfer from other institution, the study time from the former institution will also be counted.

(6) Calculating credits and grade point average

Course credits from the transfer are also cumulative credits of students in the new program, but will not include in calculating the GPA.

(7) Honors certificate

Transferred students have no rights to get honors certificate.

(8) Payment

Students must pay the transfer fees, as stated in the university regulations.

Item 16 Class times

- (1) Students who attend class less than 80% of the class hours will have no rights to take the exam and fail in that course [Fa] (failed because of not enough class attendance). The course credits will be, however, added up to the GPA value.
- (2) students who do not take the exam without acceptable reasons will fail in that course [FE] (fail because of missing exam). The course credits will be, however, added up to the GPA value.

Section 3 Evaluation and student status

Item 17 Evaluation system

- (1) Evaluation system is represented by a set of English alphabets and each alphabet expresses a different point or value:

Alphabet	Points	Meaning
A	4.0	Excellent
B+	3.5	Very good
B	3.0	Good
C+	2.5	Above average
C	2.0	Average, Fair
D+	1.5	Below average
D	1	Poor
F	0	Failure
Fa	0	Failed, insufficient attendance
Fe	0	Failed, absent from examination
Ip	-	In-progress, the evaluation of special project or thesis is not finished.
I	-	incomplete
S	-	Incomplete
U	-	Satisfactory
W	-	Unsatisfactory Withdrawal

- (2) Student evaluation should be done twice a semester: one midterm exam and one final exam.
- (3) The Faculty/College committee will examine the exam results every semester before the Dean/Director signs to approve the results and submits them to the University Council for granting a degree.
- (4) The Faculty/College will have to collect the completed answer papers for at least one semester, after the grade report day. However, after that, the Dean/Director can order to get rid of them.

Item 18 Calculating grade point average

- (1) Multiply credits by the grade points obtained from the course, do the same with other courses and sum up the points of all courses. Next, to find the grade point average, divide these points by the number of credits and keep two digits. In case students repeat or substitute the course, the credits of that course will be added up.
- (2) There are two types of the grade point average:
 - a. Grade point average of the semester is obtained by calculating the grade results of all courses in each semester.
 - b. Cumulative grade point average is obtained by calculating the grade results of all courses from the beginning of the study to the latest semester you were given grades.

Item 19 Course repetition

- (1) Students failed in a course will have to repeat the course or choose another course to replace it, after being approved by the Department.
- (2) Students getting a course grade lower than C (or 2.00) may ask for permission from the Department to repeat the course. Such permission needs to be done before students can register for the course. Credits and grades of all the courses will be, however, added up and calculated to get the cumulative GPA.

Item 20 Giving an "I" (Incomplete)

- (1) Giving an "I" can be performed on this basis:
 - a. Students regularly attend classes as stated in 16 (1), but do not take exams in some or all courses because they are sick before the exam, but still follow instructions as stated in 28 (1) A. The course teacher reports the Dean/Director to give an "I" to the students because they miss some contents in the course.
 - b. If students are sick in the exam and cannot take the exam, they should follow the guidelines in 28 (1) B, and ask for the Dean's or Director's approval.
 - c. Students do not take the exams for certain reasons and the Dean/ Director allows them to do so.
 - d. Students do not complete work and the teacher agrees to give them more time to finish it. Therefore, an "I" (Incomplete) will be given to those students.
- (2) Students who get an "I" (Incomplete) will have to change it into a valid grade within 30 days after the day of grade report. After the 30-day period, if any students still have an "I" (Incomplete) in that course, the registrar will automatically change an "I" (Incomplete) into an "F" (Failure) or a "U" (Unsatisfactory).

Item 21 Auditing education

(1) Students may ask for suggestions from an academic advisor to register for special courses on an audit basis, i.e. the courses are not in the curriculum, but auditing a course allows students to take a class without benefit of a grade or credit for the course. This is to encourage students to learn more; however, they will have to ask for permission from the course teacher.

(2) According to the University regulations, students will have to pay for tuition and fees for auditing courses and specify in their registration form which courses will not be graded (auditing courses). After the registration, students cannot later change from auditing courses into regular ones, except when they change their program of study and the auditing courses are included in the new curriculum as credited courses with assessment.

(3) Registration for auditing courses can be performed by the dates of adding courses. The credits of the auditing courses will be added up with other course credits and students cannot register for courses at more than the maximum credits allowed in each semester. However, the auditing course credits cannot be added up to get the minimum credits to register in each semester.

(4) Auditing courses without credits and grades will be recorded as "AU" (Audit) in the transcript after the course teacher confirms that students have studied with good attention and completely attended classes as stated in 16 and the teacher gives them an "AU" in the grade report of the course.

Item 22 Types of student status

There are two types of student status: regular students and students on probation.

(1) Regular students are those who just enroll in the first semester or those who get the cumulative grade point average of 2.00.

(2) Students on probation are those who get the cumulative grade point average of less than 2.00.

Students on probation will have to acknowledge their status at the Department and cannot enroll more than 3/4 of the maximum credits in the following semester, or depending on the consideration of the Department. Students on probation will resume their regular status when their cumulative GPA reaches of 2.00 or higher.

Item 23 Students' year of study

The number of passed course credits determines students' year of study at the University.

Students getting 1 – 34 passed credits are the first year students.

Those getting 35 – 68 passed credits are the second year students.

Those getting 69 – 102 passed credits are the third year students.

Those getting 103 – 136 passed credits are the fourth year students.

Those getting 137 passed credits or more are the fifth year students.

Item 24 The length of study in the program

Students cannot study in the program longer than twice the length of study given in their study plan.

The length of study is counted from the duration of entering the university, including summer semester, study leave or academic suspension.

Item 25 Student penalties

(1) Cheating in the exam

A student who obviously violates or participates in violating exam regulations will be punished by the Faculty/College committee with one of the followings:

a. Being failed in the course he/she cheated.

b. Being failed in the course he/she cheated and suspended in the following semester.

c. Being failed in the course he/she cheated, not getting the academic results in that semester and being suspended in the following semester.

d. Ending the student status.

(2) A student who has committed other offences will get punished justly

(3) If a student gets an academic suspension for a semester, the suspended semester will be added up to the length of study.

(4) A student getting suspended from classes will have to pay for the fee to keep his/her student status in every semester within the specified period. Otherwise the student status will end.

Item 26 According to the University Regulation on the Undergraduate Education (2nd Edition), 2011, the ending of student status will happen when a student

(1) dies

(2) completes the study in the curriculum and graduates with a diploma as in item 34.

(3) is allowed to resign by the Dean/Director.

(4) is ordered to end the student status as in item 25.

(5) is unable to complete the study within the allotted time.

(6) Regarding the four-year and five-year undergraduate curriculum, the ending of student status will happen when a student:

a. gets a cumulative GPA of less than 1.25 after the first semester.

b. gets a cumulative GPA of less than 1.50 in the second semester of enrollment.

c. gets a cumulative GPA of less than 1.75 for two consecutive semesters, starting in the third semester of enrollment.

d. gets a cumulative GPA of less than 2.00 for 4 consecutive semesters from the third semester of enrollment, except when the student have completed all credits required and gets a cumulative GPA of 1.80 or higher, they will be allowed to continue studying, but not longer than the length of study given in the program.

(7) In the 2-3 year and transfer undergraduate curriculum, the ending of student status will happen when a student:

a. gets a cumulative GPA of less than 1.50 after the first semester.

b. gets a cumulative GPA of less than 1.75 for 2 consecutive semesters, starting from the first semester of enrollment.

c. gets a cumulative GPA of less than 2.00 for 4 consecutive semesters, starting from the first semester of enrollment, except when the student has completed all credits required, and gets a cumulative GPA of 1.80 or more, the student will be allowed to continue studying, but not longer than the length of study period in the program.

(8) completes all credit courses required, but gets the cumulative GPA of less than 1.80.

(9) does not register for any courses in the regular semester and does not ask for enrollment to keep student status within the first 15 days of the semester, as in 13 (4).

Item 27 Student status reinstatement

(1) A student who loses his/her student status as in 26 (8) can appeal for reinstatement within 15 days after the notification.

(2) Approvals granted by the Department Head, the Dean/Director and the President are required for reinstatement.

(3) A student will have to pay the fee for student status reinstatement according to the University regulations.

(4) When approved, the student status will return to active student status. In this case, the duration of study toward the maximum number of terms is counted as in Item 24.

Section 4

Leave of Absence and Returning to Study

Item 28 Sick leave

(1) There are two types of sick leave:

a. "Sick leave before the exam" refers to the situation when a student gets sick before the end of the semester and he/she is still sick during the exam. The sick student will have to submit a sick leave request and an appropriate medical certificate from a public or private hospital or clinic within a week after the first day of getting sick.

b. "Sick leave during the exam" refers to the situation when a student studies until the end of the semester and he/she gets sick so seriously that he/she cannot take some or all exams. He/she will have to submit a sick leave request to the Dean/Director immediately and rapidly bring an appropriate medical certificate to the Faculty/College.

Item 29 Taking leave from classes

(1) A student needing to take leave during class hours will have to ask for permission from the course teacher to leave the class.

(2) A student needing to take leave for a day or more will have to submit a leave of absence request with appropriate reasons and parent's letter in advance.

Item 30 Taking an academic leave

(1) A student may submit the letter of academic leave to the Dean/Director in the following cases:

a. The student is drafted or selected for military service.

b. He/She gets an overseas training or a visiting scholarship.

c. He/She has been seriously sick so he/she will have to get a medical treatment for more than 20% of the total class hours. In this case, the student will have to submit an appropriate medical certificate from a public or private hospital or clinic.

d. The student who has been studying in the University for at least one semester can take a personal leave.

(2) A student can take an academic leave for a semester at a time, except the case of academic leave as in 30 (1) a, 30 (1) b.

(3) The duration of an academic leave will be added to the length of study, except the academic leave as in 30 (1) a.

(4) During the academic leave, a student will have to pay for the fee to keep student status in every semester within the first 15 days of each semester, except in the semester the student has paid tuition and registration fees. If not, the student status will end.

Item 31 Returning to study

(1) A student already taking an academic leave would like to return to study, he/she will have to submit a request of returning to study through an academic advisor to the Dean/Director before the University registration dates. When he/she is allowed to return to study, his/her student status will become the same as it used to be before the leave.

(2) After the suspension period ends, a student who had been suspended from the study can report to the Department and submit a returning to study request through an academic advisor to the Dean/Director before the University registration dates.

Section 5

Graduation

Item 32 Students getting nominated for a diploma need to meet these requirements:

(1) Completing all credits and courses in the study as required in the curriculum. In case students repeat or substitute a course, only the credits of the passed course will count.

(2) Getting the cumulative grade point average of at least 2.00.

(3) Be an honored and dignified student as in 34.

Item 33 Awarding an honor to outstanding graduates

An honored graduate will have to hold the following qualifications:

- (1) Completing the study in a regular semester; total time spent for the study is within specified study limit.
- (2) Never getting failed (F, Fe Fa) or unsatisfactory (U) in any courses.
- (3) Never repeat any courses to change the grade point average.
- (4) A graduate getting the grade point average of 3.60 or more will get the first class honors degree.
- (5) A graduate getting the grade point average of 3.25 – 3.59 will get the second class honors degree.

Section 6

Considering the student honors and dignity

Item 34 Students who are honored, dignified and deserved for the University degree are those who are well-behaved, qualified of desirable graduates. The qualifications include being moral, polite, caring for reputation, honored and advantageous, as well as obeying the University regulations, rules and order. Besides,

- (1) They must not be diagnosed as having mental disorders, or must not be determined by the court as incapacitated or quasi-incapacitated persons.
- (2) They have never been serving a prison sentence nor have never been convicted for crimes other than by offences related to negligence or petty offences.
- (3) They have not conducted unacceptable, offensive behavior including getting involved in alcohol intoxication, getting into debt, being involved in gambling or in an adulterous affair which may result in defamation or slanderous comments.
- (4) They have not jeopardized party unity through causing institutional violence nor cross-campus disputes.
- (5) They have not demonstrated oppositional behavior, lack of respect nor aggression against faculty members and staff.
- (6) They must not interfere with the administration of the university.
- (7) They must not intentionally damage, or attempt to damage University property.
- (8) They must not be reported as students who owe a debt to the University.

Item 35 Any students lacking one of the qualifications in 34 are deemed not honored and unsuitable for a University's degree. Accordingly, the university might do the following:

- (1) The university does not nominate these students as degree recipients
- (2) The university might postpone the degree nomination of these students for 1-3 academic years according to the types of wrongdoing.

Item 36 Although students pass all courses in the Faculty/College, they are found lacking one of the characteristics in 34, then the Faculty/College committee will have to consider whether the students are honored and dignified, and immediately report the decision to the University.

Item 37 In the Faculty/College committee's meeting to consider the honor and dignity of the students, at least three quarters of all committee members will have to attend the meeting. The Chairperson of the Faculty/College committee can invite any concerned person(s) for clarification. The judgment of the Faculty/College committee will be made via majority decision. In cases of equal votes; however, the chairperson will make the final decision.

Item 38 In considering the students' honors and dignity, if any students lack one of the qualifications in 34 and students of other Faculty also join their misconduct, the Chairperson of the committee will have to quickly send a memorandum to the Dean/Director of the other Faculty/College about the misconduct of those students to let them take action in the case.

Item 39 Any students considered by the Faculty/College committee not suitable for a degree nomination may file a petition with a signed copy through the Dean/Director to the President within 15 days. The Dean/Director will have to send the petition with further explanation, if any, to the university within 7 days after the day of getting the formal petition as stated in 39.

Item 40 When the University gets the petition, the President or the person assigned by the President will be Chairperson of the committee. The committee group constitutes the deans of all Faculties, and the director of the Academic Services Division serving as a committee member and secretary. The committee will have to consider the issue and make decision within 30 days starting from the date that the petition is received. If the committee agrees with the decision made by the Faculty/College committee, this resolution is deemed final. However, if the committee changes the decision, and this judgment must be submitted to the university's council of KMUTNB. Three-fourths of the committee must be present in the meeting. Majority rule is used to determine judgment. In case of an equal number of votes, the chairman has the right to casts the deciding vote.

Given on November 25, 2009 (B.E. 2012).

Professor Dr. Kasem Suwannagul
Chairman, KMUTNB Council
