

Regulations for Undergraduate Degrees 1997 (3rd revision 2012, the latest)

abridged from Thai complete version
(3rd revision 2012, the latest)
and
translated by
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TU Academic Regulations

Registration for New Students

- Qualified applicants...
 - must register as Thammasat University students in person as during registration period scheduled by TU / Institute.
- In case qualified applicants are not able to register on specified date on TU / Institute schedule ...
 - must submit a written explanation for their absence to TU / Institute office by the last day of regular registration period; otherwise, such absence will be considered as renouncing their rights.
- After obtaining an approval for late registration from the Rector, applicants...
 - must register within 30 days from the beginning of regular semester, otherwise their rights to register as new students will be revoked.

Course Enrolment of Current Students

- In each regular semester : undergraduate students
 - must enrol in 9 - 22 credits only.
 - Course enrolment of less than 9 credits is only permitted by the Dean's approval. Usually accepted reasons are either illness or final semester.
 - Course enrolment of over 22 credits is only permitted by the Rector's approval in case the student currently holds fourth-year status.
- For summer sessions: undergraduate students..
 - must enrol in no more than 6 credits.
 - course enrolment of over 6 credits but not exceeding 9 credits is only permitted by the Dean's approval in case the coming summer session is expected to be their final semester.
- Students...
 - must enrol during the scheduled period following the enrolment procedures set by TU / Institute.
 - must enrol in courses with an academic advisor's approval.

- Late registration is subjected to a fine of 45 Baht per working days starting from the first day of late registration and add-drop period. (announced by TU / Institute).
- Course registration after the first 14 days of regular semester or the first 3 days of summer session will not be allowed unless a special permission is granted by the Dean.
- Exchange students or international scholarship students will be allowed to enrol within 4 weeks from the beginning of regular semester.
- In case of any debt to the university, students..
 - must clear their debts before course enrolment unless a special approval is granted by the Rector.
- In case of being unable to enrol in any regular semester, students ...
 - must apply for a leave of absence within 30 days from the beginning of regular semester along with the Dean's approval; otherwise, their student status will be revoked.
 - must also pay fees to maintain their status as a student.

Add-Drop and Withdrawal

- With advisor's and / or course instructor's approval, students...
 - must enrol in additional courses within the first 14 days of regular semester or within the first 7 days of summer session.
 - Additional courses beyond mentioned period will be permitted only under specific circumstances and by the Dean's approval.
- With advisor's approval, students...
 - can withdraw from courses, as long as you are still enrolled in no less than 9 credits in a regular semester.
- Course withdrawal will result in one of the following cases:
 1. If withdrawn within the first 14 days of regular semester or within the first 7 days of summer session, the result of withdrawn courses **will not appear** in the academic record.
 2. After the first 14 days of regular semester or the first 7 days of summer session but not later than the first 10 weeks of regular semester or the first 4 weeks of summer session, the withdrawn courses will appear as **W** in the academic record.

3. After the first 10 weeks of regular semester or the first 4 weeks of summer session, the course withdrawal are not allowed unless a special permission is granted by the Dean. The withdrawn courses will also appear as **W** in the academic record.

Leave and Suspension

- Leave....
 - Students may apply for a leave of absence along with an appropriate reason approved by the Dean.
 - The first-year students cannot apply for a leave during the first 2 semesters unless a special permission is granted by the Rector.
 - Students cannot apply for a leave in more than two consecutive semesters (not including summer session) unless a special permission is granted by the Rector.
 - A leave will result in one of the following cases:
 - If applied within the first 14 days of regular semester or within the first 7 days of summer session, that semester will be marked as “LEAVE”. The student’s academic record will be indicated the word “**LEAVE**” and students must pay fees for maintaining student status.
 - After the first 14 days of regular semester or the first 7 days of summer session but not later than the first 10 weeks of regular semester or the first 4 weeks of summer session, all the enrolled courses in the current semester will appear as **W** in the academic record.
 - A leave beyond the first 10 weeks of regular semester cannot be allowed only if there is an appropriate reason and must be granted by the Dean or the Rector depending on circumstances. All the enrolled courses in the current semester will appear as **W** in the academic record.
- Suspension:
 - A student who is suspended from studying **due to disciplinary cause** must pay a fee for maintaining student status as the following cases:
 - Suspension affective the next semester that paid the educational fees, a suspended student will refund all but he/she must pay fees for maintaining the student status instead.

- Leave and suspension cannot be claimed as a reason to extend the maximum limit of 7 years to complete the degree requirements.
- Suspension **during the current semester**, all enrolled courses are deleted from the academic record.

Grading

- Student performance evaluation methods may include quizzes, midterm exams, term papers and final exams, group projects or individual projects.
- The academic evaluation results are reported in grade point average system (GPA).
- Eight levels of grade are given:

Grade:	A	B+	B	C+	C	D+	D	F
Point:	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.00
- For some courses, **S** (Satisfactory) and **U** (Unsatisfactory) grading system can be used.
- **S** and **U** grades earn neither point nor credit, and are not included in the calculation of GPA.
- In case of any incomplete assessment that is not caused by student, an “I” (Incomplete) will be used in student’s record for only a certain period of time. Only the following conditions are identified as “incomplete assessment that is not caused by student” that is to be indicate with an “I” :
 - a. Incomplete research paper, in all research course code 400 or over, which are not being taken in summer session.
 - b. Incomplete session of field – training indicated by the course requirement, which is not being taken in summer session.
- However, the following conditions will not be considered as an “incomplete assessment that is not caused by student” and therefore will not be indicated with an “I” :
 - a. Absence in any examination.
 - b. Late submission of any term paper.

- In case an “I” is indicated in any course result, an assessment for the course indicated with an “I” must be taken within 80 days from the semester-end date. If this made-up assessment is not completed within indicated period of time, the course instructor must assess his/her student from student’s examination marks and/or any other assessment already taken, and must assume the mark of the incomplete research paper or field - training session as “0” (zero).
- In case the course instructor fails to submit student assessment result within 90 days from the semester-end date to be processed by the faculty, a “W” will be indicated in student record.
- Students cannot re-enrol in any completed course graded with S, D or above unless it is specified in the curriculum.
 - If student is required to retake a course due to curriculum requirements, all grade results will be calculate into the GPA.
 - Only the first enrolment earns credits towards the degree.

Absence from Final Examination due to Inevitable Event

- In case of an emergency, extreme event or inevitable event that causes student to be absent from final examination, student can submit a request for Withdrawal or Re-examination along with evidence to advisor and instructor of the course within 10 days from the examination date as appearing in the official examination schedule.
- If the request and the evidence are proved valid, the request will be passed on to the Dean to approve.
- If the request was made LATER than 10 days from examination date, the request will be submitted to the Rector to be considered for approval.

Warning and Probation

- Students are required to maintain a cumulative grade point average at 2.00.
- If GPA drops below 2.00 in any semester, students will receive a **WARNING 1**

- Receiving a **WARNING 1 and a WARNING 2** for two consecutive semesters, students will be placed on **PROBATION** in the next semester.
- If students fail to regain their GPA to at least 2.00 after one semester on **PROBATION**, students will be **dismissed from the University**.
- Grades of summer session are considered as part of the second semester grades, and therefore do not affect student's academic status of previous semester.

Example: semester 1/2009 GPA = 2.00
 semester 2/2009 GPA = 1.86 WARNING 1
 summer 2009 GPA = 1.97 WARNING 1
 not WARNING 2

- **In the first semester** of first-year students with GPA lower than 2.00 but not lower than 1.50 will not be given a **WARNING**.
- **In the first semester** of first-year students with GPA lower than 1.50 will be given a **WARNING** (a special warning).
- If students fail to regain their GPA lower than 1.50 **after the first two semesters**, they **will be dismissed** from the University.

Nomination for the Degree

- Students will be nominated for the Bachelor Degree....
 - After having completed all of the curriculum requirements with a GPA of at least 2.00.
 - After having enrolled in the curriculum for at least 7 semesters.
 - Students must submit a request to be nominated for their degrees within the first 14 days of their final semester or the first 7 days of their final summer session.

Awarding an honor degree

- **First-Class Honors** will be granted for students who:

1. Complete all of the curriculum requirements within 4 years, not including leaves of absence.
2. Achieve an overall GPA of at least 3.50.
3. Have never been graded with **U** or any grade **below C**.
4. Have never repeated any course or **F**.

- **Second-Class Honors:** will be granted for students who:

1. Complete all of the curriculum requirements within 4 years, not including leaves of absence.
2. Achieve an overall GPA of at least 3.50.
3. Achieve an overall **GPA of major area courses** of at least 2.00.
4. Have never been graded with **U**.
5. Have never repeated any course or **F**.

OR

- **Second-Class Honors:** will be granted for students who:

1. Complete all of the curriculum requirements within 4 years, not including leaves of absence.
2. Achieve an overall GPA of at least 3.25.
3. Have never been graded **below C** in major area courses for each.
4. Have never been graded with **U**.
5. Have never repeated any course or **F**.