



The Regulation of King Mongkut's University
of Technology Thonburi
on Undergraduate Studies B.E. 2557 (2014)



The Regulation of King Mongkut's University of Technology Thonburi on Undergraduate Studies B.E. 2557 (2014)

For the significant improvement on the Regulation of King Mongkut's University of Technology Thonburi for Undergraduate Studies

By virtue of Clause 18 (2) of King Mongkut's University of Technology Thonburi Act of B.E. 2541, the University Council, King Mongkut's University of Technology Thonburi has enacted the regulations of undergraduate studies B.E. 2557 (2014), on the 18th of July, B.E. 2557 (2014), at the 180th University Council meeting, as follows:

CHAPTER 1 General Provision

Section 1 This regulation is called 'the Regulation of King Mongkut's University of Technology Thonburi on Undergraduate Studies B.E. 2557 (2014)'.

Section 2 This regulation is in effect from the first semester of the academic year B.E. 2557 (2014) onwards.

Section 3 All existing regulations, provisions, announcements and orders relating to those promulgated in this regulation or contrary to or inconsistent with the provisions of this regulation are annulled and henceforth replaced by this regulation. The annulment includes measures or regulations for undergraduate studies on the following issues:

3.1 The Regulations of King Mongkut's University of Technology Thonburi on Undergraduate Studies B.E. 2548 (2005).

3.2 The Regulations of King Mongkut's University of Technology Thonburi on Undergraduate Studies (Issue 2) B.E. 2550 (2007).

Section 4 In this regulation:

'University' means; King Mongkut's University of Technology Thonburi.

'University Council' means; King Mongkut's University of Technology Thonburi University Council.

'Chairman' means; the Chairman of King Mongkut's University of Technology Thonburi University Council.

'President' means; the President of King Mongkut's University of Technology Thonburi.

‘Faculty’	means; faculties, school, offices, or institutes that offer undergraduate studies at King Mongkut’s University of Technology Thonburi.
‘Dean’	means; dean of faculties, school, offices, or institutes that offer undergraduate studies at King Mongkut’s University of Technology Thonburi.
‘Faculty Committee’	means; the committee of the faculty appointed in accordance with the regulations of with King Mongkut’s University of Technology Thonburi.
‘Head of department’	means; Head of the department or chairman of the program or those with an equivalent position.
‘Academic advisor’	means; a lecturer appointed as an academic advisor.
‘Student’	means; an undergraduate student of King Mongkut’s University of Technology Thonburi.
‘The last year student of the program’	means; an undergraduate student of King Mongkut’s University of Technology Thonburi who has no more than 40 credits left before graduation.
‘Compulsory activities’	means; compulsory activities of the university that students must attend.
‘Higher Education Institutions’	means; Thai higher education institutions under the Ministry of Education or other government institutions or overseas educational institutions accredited by the Ministry of Education.
‘Credit transfer’	means; the transferring of courses, grades and credits in the same level of study which students that have been taken at King Mongkut’s University of Technology Thonburi. Its aim is to count as a part of study at King Mongkut’s University of Technology Thonburi.
‘Equivalency transfer’	means; the transferring of courses, grades and credits in the same level of study which students have taken from other Higher Education institutions. Its aim is to count as a part of study at King Mongkut’s University of Technology Thonburi.
‘Knowledge, skills and experience transfer’	means; knowledge, skills and experience of students from non-formal education systems and/or an independent study knowledge that can be credited as course can be transferred to course work under requirements announced by King Mongkut’s University of Technology Thonburi.
‘Double degree program’	means; the Bachelor’s degree double degree program where students are studying two bachelor’s degree programs

concurrently and will be awarded with degrees from both programs.

‘Bachelor and Master program’ means; a program that allows students to complete Master’s degree courses in advance and students will be awarded with both Bachelor’s and Master’s degrees.

Section 5 The president of King Mongkut’s University of Technology Thonburi oversees the application of this regulation and is authorized to formulate rules, regulations, and announcements related to their application. The judgment of the president is considered final.

CHAPTER 2

Educational System

Section 6 The educational system is a credit system

6.1 The academic calendar consists of two semesters; the first semester and the second semester. A special semester may be conducted after the second semester. Each semester is not less than 15 weeks. The special semester is scheduled for a number of hours and credits must have an equivalent proportion to a regular semester.

6.2 Each program at the university consists of courses, or modules (group of courses). Each course or module organizes the content based on the number of credits.

6.2.1 ‘Credit’ means; a unit that shows workload and learning hours of each course based on the following provisions:

6.2.1.1 Lecture or coursework - one credit equals lectures or discussions of not less than an hour per week or 15 hours per regular semester.

6.2.1.2 Laboratory practice - one credit equals practice or experimentation of not less than two hours per week or 30 hours per regular semester.

6.2.1.3 Training practice or field study - one credit equals practice of not less than 160 hours or 20 working days per a semester.

6.2.1.4 Project or other assigned activities - one credit equals time spent engaged on a project or assigned activities of not less than 120 hours or 15 working days per a semester.

6.2.2 ‘Studied Credit’ means; numbers of credits that students register for in each semester.

6.2.3 ‘Calculated Credit’ means; the numbers of credits that students earn with a grade of A, B+, B, C+, C, D+, D, F, Fa or Fe, except for preparation courses or approved course or repeated courses mentioned in item 28.3.

6.2.4 ‘Earned credit’ means the numbers of credits students earned from taking courses with a grade of A, B+, B, C+, C, D+, D, or S.

6.2.5 ‘Grade Point Average’ means; the number of calculated credits in the stated semester.

- 6.2.6 'Cumulative Grade Point Average' means; the number of calculated credits from all courses registered from the beginning of study to the latest semester.
- 6.3 Student status is divided into two types, namely regular student and probationary student.
 - 6.3.1 Regular student is:
 - 6.3.1.1 A student who has registered for the first time, or
 - 6.3.1.2 A student who has a cumulative grade point average not less than 2.00.
 - 6.3.2 Probationary student is a student who has cumulative grade point average less than 2.00.
- 6.4 Student year of study is based on student identification number of the enrollment year and numbers of earned credit in comparison with the number of credits of each program required.

Section 7 A student who enrolls in a 'Double degree program' can register for credits from both programs and will awarded with a degree from each program. The number of credits per semester must be in accordance that specified in Section 15.

A student who enrolls in the 'Bachelor and Master Program' can register for credits from the Master program in advance, but the enrollment must be in accordance with announcements of 'Bachelor and Master Program'.

CHAPTER 3 **Registration**

Section 8 The registration is complete only when students register and pay the course and the tuition fees of each semester by the rate and date specified by the university.

Failing to pay for the course and the tuition fees will result in the cancellation of the registration.

Section 9 In the case that students cannot pay the total amount or partial amount of the course and the tuition fees, they can submit a request to pay by installment to Student Financial Aid Unit which needs an approval by president.

Students who are waiting for scholarships from the university or other scholarships can submit a request to pay by installments along with necessary documents about the scholarship, but this must be processed before the final examination.

In the case that students do not receive the scholarship or the financial support from the scholarship cannot cover all of the course and the tuition fees, they can submit a request to pay by installments, but this must be processed before the final examination. And in the case that students still fail to pay for the course and the tuition fees on time, they can submit a request to pay by installments by having a contract with the university to complete the payment for the tuition fees at the latest final examination before their graduation.

- Section 10 The Registrar's Office will check for students who fail to pay their course and tuition fees and inform the students' parents or guardians and the students to pay the course and the tuition fees before the midterm examination. Students who fail to pay the tuition fees by the specified date will not be allowed to sit for the midterm examination of that semester whereby in effect they must withdraw from all registered courses in that semester, otherwise they will be dismissed from the university.
- Section 11 All or partial course and tuition fees exemption or exemption for any fine for late registration depends on the president's authorization and the agreement of Faculty Committee of the students.
- Section 12 Probationary students' registration will be the responsibility of the academic advisor in accordance with the provisions of the program.
- Section 13 If necessary, the university reserves the right to cancel any courses or limit the number of students registered in each course.
- Section 14 Students who are registering in one bachelor's degree course are not permitted to enroll in another program offers at King Mongkut's University of Technology Thonburi, except for students who are in the program mentioned in Section 7.
- Section 15 The number of credits for each semester
- 15.1 Students are allowed to register with a minimum of 12 credits and a maximum of 19 credits in each regular semester. Exceptions can be approved in accordance with the program regulations.
- In the special semester, registration must not to exceed 9 credits.
- 15.2 Students who register for less than the minimum or more than the maximum required must receive approval from their academic advisor, but this must not exceed 3 credits and the total credits must not exceed 22 credits per regular semester.
- In the case that students have to register less than or exceed the number of credits mentioned in the first paragraph, they must be granted the approval from the head of department and the Faculty Committee.
- 15.3 Credit counting mentioned in 15.1 will not include credits of field practice or any courses with an 'I' grade.
- 15.4 Students must not register in courses which overlap study hours and examination hours, except for the following exceptions may register in courses which overlap examination hours with the approval of their academic advisor;
- 15.4.1 Students are in their last year of study.
- 15.4.2 Students are in the year before their fulltime training practice or field study outside university as part of their program requirements such as teaching practicum or co-operative education.

Section 16 Special Semester

16.1 The opening of any courses in a special semester is under the consideration of the Faculty Committee.

16.2 The opening of each course depends on the number of students, which is according to an announcement by the University.

Section 17 To register for some courses, students are requested to pass or to have studied the prerequisites or the core courses with no score of Fa, Fe or W, unless the program indicates otherwise.

If students register without meeting these requirements, their registration will be invalid without any refund from the University.

Section 18 Late registration is allowed within five working days. Students have to pay a penalty fee as identified by the University.

A student who fails to do so will be disqualified for that semester, except in the case of students who have valid reasons along with the approval of the head of department. In this case, students need to pay for a late registration fine.

For a regular semester, the procedure for late registration must be completed within 30 days. If a student fails to do so, the dean will approve the students' study leave for that semester. In this case, the student must pay a fee to retain their student status and the late registration fine within 45 days.

Section 19 Adding courses or changing sections can be done during the first two weeks of instruction for a regular semester or within the first week of instruction for special semester with the approval from the academic advisor and course instructor.

Section 20 Dropping can be done before the midterm examination for a regular semester or within the first two weeks of instruction for a special semester with the approval from the academic advisor. The result of dropped courses will not appear in the academic record.

The university will give an 80% refund to students who drop from a course during the first two weeks of instruction for a regular semester or within the first week of instruction for a special semester, except for students who are studying in the commutation program.

Section 21 Withdrawing courses

21.1 A request for withdrawing from courses must be processed 3 weeks before the final examination for a regular semester. For a special semester, it must be processed after two weeks, but not later than the first 4 weeks of instruction. The withdrawn courses will appear as 'W' in the academic record.

21.2 Course withdrawal must be approved by the academic advisor and the head of department.

21.3 If the university cannot find a training places for students, students can withdraw from the course, even it passes the specified date of withdrawing. This will not be recorded and the university will fully refund the course fee.

Section 22 The number of credits after adding or dropping or withdrawing must be in accordance with Section 15 of this regulation.

Section 23 Non-requisite course registration

Non-requisite courses are courses which are not required by the program. Students may register for non-core courses in order to gain more knowledge. Students may choose the type of registration as follows:

23.1 Registration with the results of A, B+, B, C+, C, D+, D, F, Fa or Fe and this will be calculated in the GPA of the students.

23.2 Registration with the results of S and U will not be calculated in the GPA of the students.

23.3 In case of preparation courses, the results of study will be A, B+, B, C+, C, D+, D, F, Fa or Fe, but it will not be calculated in the GPA of the students.

23.4 Registration with the result of Audit.

23.5 If students receive F, Fa, Fe or U in the course mentioned in items 23.1, 23. 2 and 23.3, they will not have to retake the course.

Section 24 Audit study

24.1 An audit course cannot be changed to a credit course and the academic result from an audit course cannot be converted to a grade and used in the calculation for students' GPA mentioned in 23.1.

24.2 Audit registration is allowed only for courses that do not have laboratory practice with the approval of academic advisor and course instructor.

24.3 Audit registration is not eligible for training practice or field study.

24.4 Audit registration is not allowed to be a prerequisite of any core courses.

24.5 Audit registration will not earn any credit. Students will receive 'Aud.' in the academic record if they perform if course instructor consider that students have put in enough study time and been attentive in their studies.

24.6 Students will not have to attend the examination or complete any tasks if they audit a course, but they must have attendance of at least 80%.

24.7 Students who register for 'audit' is expected to have a minimum of 80 percent class attendance. Students who have less than that will receive 'W' and this will be recorded in the academic record.

24.8 A student who registers for audit courses must pay for course and tuition fees the same rate as those of regular courses.

Section 25 Only the last year students or those who will graduate in that semester or the next semester are allowed to sit for an examination without attending the class and must meet these requirements:

25.1 A course that is requested to sit for an examination must be the course that students have taken previously and received a grade for lower than 'C' or be one for which they failed to attend a final examination with valid reasons such as illnesses, and in which they maintained more than 80 percent of class attendance.

25.2 Students must register in the course that they submit a request to sit for examination in that semester.

25.3 Students must get approval from their academic advisor and course instructor.

CHAPTER 4 Grading System

Section 26 Grading system

26.1 Evaluation of a student's achievement in coursework will be done at the end of the semester using the following letter grade symbols:

Letter Grades	Credit Points	Definitions
A	4	Excellent
B+	3.5	Very Good
B	3	Good
C+	2.5	Fairly Good
C	2	Fair
D+	1.5	Fairly Poor
D	1	Poor
F	0	Failure
Fa	0	Failure due to insufficient attendance
Fe	0	Failure due to absence from examination
W	-	Withdrawal
I	-	Incomplete
S	-	Satisfactory (equivalent to a grade not lower than C
U	-	Unsatisfactory
Aud.	-	Audit (No credit granted)

26.2 Students whose attendance is less than 80% will receive 'Fa' from that course and this grade will be calculated in the student's GPA of that semester and the cumulative GPA, except cumulative GPA calculation that includes repeated courses as mentioned in 28.3.

26.3 If students fail to attend the examination, they will receive 'Fe' from that course and this grade will be calculated in the student's GPA of that semester, except cumulative GPA calculation that includes of repeated courses as mentioned in 28.3.

Students who fail to attend the examination due to reasons mentioned in item 50.2 will be considered by the Faculty Committee.

26.4 If students have been granted a permission to withdraw from a course, they will receive 'W' for that course

26.5 'I' will be given to students for the following conditions:

26.5.1 Incomplete work or partially incomplete work indicated by the course requirements, and the course instructor has agreed to wait for the completion.

26.5.2 Credits will not be counted towards GPA calculation.

- 26.5.3 Converting 'I' to other grades for lecture and laboratory practice must be processed within the first two weeks of the next semester. Otherwise, 'I' will be converted to 'F' automatically.
- In this case, students will not have to register in the next semester.
- 26.5.4 For a project course, if students fail to complete the project, they will receive 'I'.
- 'I' will be converted to other grades when students have taken an examination for or completed that project in the next regular or special semester. Otherwise, 'I' will be converted to 'F' automatically.
- In this case, students have to register for the project course in the next semester. If they only have one course left, they do not have to pay for the course fee. They only have to pay the tuition fee.
- 26.5.5 If 'I' is converted to 'F' as mentioned in 26.5.3 and 26.5.4, students must retake that course and must pay for the course fee again.
- 26.6 'S' or 'U' will be given to students for the following conditions:
- 26.6.1 Students whose academic performance is satisfactory will receive 'S' and if the academic performance of students is unsatisfactory the students will receive 'U'.
- 26.6.2 Academic result of 'training practice or field study'
- 26.6.2.1 'S' (Satisfactory) and 'U' (Unsatisfactory) grading system is used for training practice or field study'. In the case that the training practice or field study is a core course, if students receive 'U', they will have to retake the training practice or field study in the next semester.
- 26.6.2.2 Students who fail to submit a training practice report with 15 days after the next semester opens will receive 'U'.
- 26.6.2.3 Students must follow university announcement about 'training practice or field study' or for work-integrated learning in a special semester; if not, they will receive 'U'.

Section 27 Assessment, evaluation and GPA calculation

- 27.1 Each course and module must have at least one examination per semester.
- 27.2 A course and module evaluation must be undertaken at the end of each semester.
- 27.3 For a special semester, a course evaluation must be done at the end of semester, but the status of students will not be taken into account.
- 27.4 Calculation of Grade Point Average (GPA)
- 27.4.1 Grade Point Average is calculated by multiplying the number of credits with the grade received, then dividing the total number of credits registered in for the semester concerned. The final accumulated grade point average may carry only 2 decimal points.
- 27.4.2 Two types of calculation of Grade Point Average (GPA) are as follows:
- 27.4.2.1 GPA is calculated from all courses register in the semester concerned.
- 27.4.2.2 Cumulative GPA is calculated from first enrollment at the university up to date, except for repeated courses mentioned in item 28.3.

Section 28 Retaking the course

- 28.1 Students who receive F, Fa, Fe, or U from any of the core courses must retake that course.
- 28.2 Students who have completed an academic program with GPA lower than 2.00 can retake the course in which they performed poorly (D, D+) or register in other courses from other faculties that they have never registered previously. In the latter case, approval from the faculty dean must be granted first.
- 28.3 Students who received F, Fa, or Fe and have retaken a course. Calculation of GPA will include grades that is higher than 'D' and the number of credits is counted only once for GPA calculation. However, the original grade will also be recorded in the academic record of that semester.

Section 29 The Faculty Committee will consider academic results of all levels and every semester with the approval of the dean, and the Registrar's Office will report the academic results to the Academic Council in every semester.

Section 30 Graduation

- 30.1 Students who can submit a request for graduation must fulfill the following requirements:
 - 30.1.1 They complete all course and credit requirements of the particular program.
 - 30.1.2 They have a cumulative GPA of at least 2.00.
 - 30.1.3 They spend less than twice the study period allowance of the curriculum, excluding study leave mentioned in 51.1.1 in this regulation.
 - 30.1.4 They are not indebted to the university.
 - 30.1.5 They maintain the code of honor of the university mentioned in Chapter 9 of this regulation.
- 30.2 Students who can submit a request for graduation must meet these requirements.
 - 30.2.1 They must be last year students who have completed all course requirements.
 - 30.2.2 They have participated in compulsory activities specified by the university.
 - 30.2.3 Students who fulfilled requirements mentioned in 30.2.1 and 30.2.2 can submit a request for graduation to the Registrar's Office within the specified date. Otherwise, the nomination for graduation will not be considered by the University Council in that semester.

CHAPTER 5 Granting the Degree

Section 31 The Faculty Committee will nominate students who have fulfilled all requirements for graduation as mentioned in Section 30 and Chapter 9 in this regulation. The nomination for the degree will be processed by the Registrar's Office to get degree granting approval from the University Council.

CHAPTER 6
Awarding an honors degree

- Section 32 Students who receive an honorable degree must obtain all total credits in the curriculum and must meet these requirements:
- 32.1 First-Class Honors will be granted for students who achieve a cumulative GPA of at least 3.60.
 - 32.2 Second-Class Honors will be granted for students who achieve a cumulative GPA of at least 3.25.
 - 32.3 Students must complete the study duration under the specification of the program, excluding study leave mentioned in 51.1.1 in this regulation.
 - 32.4 Students have never been graded with an F, Fa, Fe or U.
 - 32.5 Students have never been penalized for cheating or other disciplinary misconduct.
 - 32.6 Students have not transferred more than one fourth of credits earned, except those who change major program as mentioned in Section 33.

CHAPTER 7
Transfer Credits/Program of Study

- Section 33 Change of major program
- 33.1 Change of major program within the faculty needs to meet that faculty's announcement.
 - 33.2 Change of major program to other faculties must be under these conditions:
 - 33.2.1 Students must be approved by the academic advisor, head of department, and dean of the original faculty and must register in the changed program at least for two semesters, excluding study leave or other suspensions.
 - 33.2.2 Change of major program will be considered by the Faculty Committee with the approval of the faculty dean that students wish to be transferred to.
 - 33.3 After the transfer, all courses and calculated credits will be used for the GPA calculation in the new program.
 - 33.4 All courses, earned credits and grades obtained will be transferred or equivalent transferred to the new major program with the approval of the dean and the Faculty Committee. Students do not have to pay for the transfer of academic results.
 - 33.5 The transfer will be completed only when the students pay for the transfer fee and receive a new student identification number.
- Section 34 Transferring from other institutions
- 34.1 The university will accept the transfer of students from other institutions in Thailand or other countries. The transfer will be allowed only with the approval of the dean and the Faculty Committee that students wish to transfer to.

- 34.2 Students who will be considered for transferring must meet the requirements or the specified regulations or announcements of King Mongkut's University of Technology Thonburi for students' admission and recruitment.
- 34.3 Requirements for university transfer are as follows:
- 34.3.1 Students must transfer into the same program that students are studying in their original institution or into an equivalent program or have been approved by the Faculty Committee.
 - 34.3.2 Students are currently studying in their original institution and have been studying for at least two semesters without any study leave.
 - 34.3.3 Original institution courses that wish to be transferred must be graded not lower than C or 2.00 or equivalent.
 - 34.3.4 Earned credits can be transferred for no more than half of the number of credits required by the curriculum.
 - 34.3.5 Students must achieve a cumulative GPA not lower than 2.25 up to the date of application for transfer.
- 34.4 Academic record and assessment
- 34.4.1 Courses registered in and grades obtained for each semester and academic year from the original institution before the transfer must be recorded, but will not be calculated for grade point average.
 - 34.4.2 Assessment is applied for the courses that students registered in at the University only.
- 34.5 Period of Study
- 34.5.1 Students who transfer from other institutions will be given student IDs similar to the original institution and they have the right to study for a period no longer than the number of years specified by the curriculum, including the period of time spent in the original institution.
 - 34.5.2 Students transferring into the University must study at King Mongkut's University of Technology Thonburi for at least 4 semesters, excluding special semester.
- 34.6 Students who are eligible to be awarded with honors degree must follow requirements mentioned in Section 32, Chapter 6 in this regulation.
- 34.7 Students must pay for a course transfer fee, but not the fee for the academic result equivalency transfer.

Section 35 Students who completed any courses, or modules offered by King Mongkut's University of Technology Thonburi and have been admitted to the University as new students can submit a request for courses and credits transfer with the approval of dean and the agreement of the Faculty Committee in accordance with these requirements:

- 35.1 Transfer courses must be graded not lower than 'C' and the academic record must be in accordance with the course codes and titles that students have admitted to in the concerned year. Credit earned will be counted towards the requirements of the program, but not for the calculation.
- 35.2 The number of credit transfers is not limited.
- 35.3 The period of study must not exceed the time specified by the curriculum.

35.4 Students must pay for the academic result equivalency transfer fee specified by the university.

Section 36 Academic result equivalency transfer

36.1 Students who have attended other institutions within Thailand or overseas or are exchange students under the university program or other sponsorships that have been approved by the Faculty Committee can submit a request for equivalency transfer. The following criteria must be met in order to transfer credits from previous courses:

36.1.1 Academic results wished to be transferred will be recorded as A, B+, B, C+, C, D+, D, F, Fa, Fe, S and U.

36.1.2 Academic results from item 6.2.3 will be calculated towards students' GPA together with the courses taken at King Mongkut's University of Technology Thonburi.

36.1.3 Courses mentioned in 36.1.1 will be recorded using the course codes and titles of King Mongkut's University of Technology Thonburi.

36.1.4 Students will not have to pay for this equivalency transfer.

36.2 Students who have ended their student status from the university as mentioned in Section 40 and items 41.2-41.9 in this regulation and wish their student status to be reinstated through an official selective procedure of the university to their original major program or new program can transfer course credits they have taken previously. The approval for this must be granted from the dean and the agreement of the Faculty Committee. The following criteria must be met in order to transfer credits from previous courses:

36.2.1 Courses wished to be transferred will be recorded as the original course codes and titles and grades obtained must not be lower than 'C'. Earned credits will be counted towards the credit requirements of the program, but will not be used in the calculation.

36.2.2 There is no limit for the amount of credit transfers and/or academic result equivalency transfer.

36.2.3 The period of study must not exceed the period of study specified by the curriculum.

36.3 Students from other institutions who have been dismissed from those institutions and have been admitted through an official selective procedure of the university to study at King Mongkut's University of Technology Thonburi can transfer course credits that they have earned with the approval of dean and the agreement of the Faculty Committee. The following criteria must be met in order to transfer credits from previous courses:

36.3.1 Courses wished to be transferred will be recorded as the course codes and titles of King Mongkut's University of Technology Thonburi and must not be graded lower than 'C'. Earned credits will be counted for program requirements, but will not be used in the calculation.

36.3.2 Transferred credits must not exceed half of the credits required by the curriculum.

36.3.3 The period of study must not exceed the period of study specified by the curriculum and they must study for at least 4 regular semesters at the university.

36.4 Students who have been admitted into the university after completion of an associate degree or a 'high vocational certificate' to study in a bachelor degree program can transfer courses and credits that they have taken previously with the approval of the dean and the agreement of the Faculty Committee.

Section 37 Knowledge, skills and experience transfer and credit transfer from non-formal education or/and independent study must be approved by the University Council according to the following regulations:

37.1 Knowledge, skills and experience can be transferred to credit courses in the program that the students have been admitted into. The amount of credits from knowledge, skill and experience transfer depends mainly on the experience. The committee appointed from the department and related fields will consider this. The transfer process must include a variety of methods such as tests, portfolios, and observations to ensure the standard that students have to meet for the transfer.

37.2 The numbers of credit transferred must not exceed three-fourth of the credits required by the program.

37.3 Students must study at the university for at least two regular semesters.

37.4 Evaluation of work experience transferred and criteria for that evaluation will be in accordance with the rules specified by university.

Section 38 Study for another Bachelor Degree

38.1 Graduates of King Mongkut's University of Technology Thonburi or other accredited institutions can ask to pursue another bachelor degree program at the university under the conditions that they must meet all requirements specified regulations or announcements of King Mongkut's University of Technology Thonburi for students' admission and recruitment.

38.2 The Faculty Committee will be responsible for the number of courses, credits and period of study that students have to complete with the approval from dean.

38.3 The academic record for transferred course codes and titles will be in accordance with the year that students start their study.

38.4 The period of study must not exceed twice the period of study specified by the curriculum and students must register for at least two regular semesters.

Section 39 The equivalency transfer mentioned in Sections 36, 37, and 38 must follow these criteria:

39.1 Transfer courses must cover at least 80% of course syllabus in the new program.

39.2 A minimum of grade 'C', 2.00 or equivalent value is required for credit transfer.

39.3 A calculation of GPA includes only credits and grades earned at King Mongkut's University of Technology Thonburi.

39.4 The transferred academic record will be recorded as 'S' and will not be used for the calculation.

39.5 Students must pay for this transfer, except those mentioned in item 36.1.

CHAPTER 8
End of student status

- Section 40 Students will end their student status under the following conditions:
- 40.1 Students have a cumulative GPA score of less than 1.50 in the first semester of enrollment.
 - 40.2 Students have a cumulative GPA score of less than 1.75 within two consecutive regular semesters.
 - 40.3 Students have probationary status for four consecutive regular semesters.
If students end their student status due to reasons mentioned in items 40.2 and 40.3. However, in the case that they have earned the complete courses and number of credits required by the program even with a GPA lower than 2.00, they will be permitted to study for two more regular semesters, but not more than twice the period of study required by the program, to raise their GPA higher than 2.00 if they fail to comply with this, they will be dismissed from the university.
- Section 41 Apart from conditions mentioned in Section 40, students would end their student status under the following conditions:
- 41.1 They have completed courses and credits required by the program and have been granted a degree.
 - 41.2 They have been approved for resignation.
 - 41.3 They fail to register by the specified date of the university, and do not request for postponement in writing.
 - 41.4 They are absent for more than 30 days without valid reasons.
 - 41.5 They fail to pay a fee to retain a student status by the specified date of the university.
 - 41.6 They fail to pay tuition fees after registration by the specified date of the University without written permission for delayed payment.
 - 41.7 Their period of study exceeds the time specified by the program, including suspension periods, except those with permission mentioned in item 51.1.1.
 - 41.8 They commit serious misconduct and is expelled from the University.
 - 41.9 They are currently in possession of student status of other institutions, except open universities.
 - 41.10 They transfer to other institutions.
 - 41.11 They are deceased.
- Section 42 The president may approve with valid reasons the reinstatement of students whose student status ended under the conditions mentioned in 41.2-41.6. Students can maintain their original identification number. The period of withdrawal will be counted as study leave. In this case, students must pay a study leave fee to retain student status and pay other related fees.
- The president might not approve the reinstatement if the discontinuation of the study is longer than one year since the date of withdrawal approved.

CHAPTER 9 Consideration Code of Honor

- Section 43 To be nominated for a degree, the Faculty Committee will consider not only academic performance, but also students' behavior, morals and ethics which are codes of honor specified by the university during the period of study at the university.
- Section 44 Students who violate the code of honor specified by the University as mentioned in Section 43 may be subjected to any of the following outcomes:
- 44.1 Termination of degree nomination will be in effect only when affected students have been advised about the penalty of the violation of the code of honor.
 - 44.2 Termination of degree nomination will last 1-3 years, depending on the seriousness of the misconduct.
 - 44.3 The offending students is no longer eligible for a degree.
- Section 45 When students have completed all requirements of a program and meet all the criteria for graduation, the Faculty Committee will consider their code of honor mentioned in Section 43 of this regulation and then submit comments to the president.
- Section 46 In considering the code of honor of the students as mentioned in Section 44, the Faculty Committee must call the offending students for an interview for the benefit of consideration. Students must also be informed about their misconduct at least 5 days prior to the interview and if there are students from other faculties involved in the misconduct mentioned in Section 43, the Faculty Committee must inform the dean of that faculty immediately for further considerations.
- Section 47 Students whose degree nominations have been terminated due to the violation of the code of honor in this regulation can do the following:
- They can submit a petition through the dean within 15 days from the date that they have learnt about that decision and the dean must submit the petition to the committee appointed by the University within 7 days after receiving the petition.
- Section 48 When the committee appointed by the university receives the petition, the process of consideration must be within 30 days after receiving the petition.
- If the committee appointed by the university agrees with the decision of the Faculty Committee. The judgment of the committee is considered final.
 - The consideration meeting according to reasons mentioned in the first paragraph must have at least half of the committee members present to make the decision.
 - Decisions will be based on a voting system and in the case of an equal number of votes, the chairperson of the meeting will make the final decision.

CHAPTER 10

Leave of Absence

Section 49 Leave of absence is divided into three types:

49.1 Personal leave or sick leave

49.2 Study leave

49.3 Resignation

Section 50 Personal leave or sick leave

50.1 Personal leave or sick leave during the period of study that does not have examinations.

50.1.1 Personal leave or sick leave of class time must be permitted by the course instructor.

50.1.2 An official request with valid reasons is required for personal leave or sick leave for more than 1 day with the approval of the academic advisor and students must inform the course instructor about the absence.

50.1.5 In the case that students are absent for more than five days owing to illness, a certificate from a registered medical clinic/hospital, and a receipt or certificate from a medical doctor of the university are required.

50.2 Personal leave or sick leave during the examination period

50.2.1 Personal leave during an examination period must be requested in advance with valid reasons approval by his/her academic advisor unless unforeseen events prevent doing so.

50.2.2 In case of an emergency, extreme event or inevitable event that causes a student to be absent from the examination, the student must inform the academic advisor immediately.

50.2.3 Sick leave during the examination requires a certificate from a registered medical clinic/hospital, and a receipt or certificate from a medical doctor of the university.

50.2.4 For personal or sick leave during the examination, students must submit a request through the academic advisor with the Faculty Committee's approval to re-take the examination or to withdraw or to conform to practical of owner faculty of course within seven days from the examination date as listed in the official examination schedule.

50.3 An academic advisor can permit students to take a leave of no more than three days at a time and no longer for 15 days consecutively. The head of the department can permit students a leave of absence for no more than seven days at a time and no longer than 30 days consecutively. A longer leave of absence requires an approval from the dean.

Section 51 Study leave

51.1 Study leave can be permitted under the following conditions:

51.1.1 Military recruitment or be called for military service.

- 51.1.2 Be granted student exchange student scholarship or other scholarship advantageous to study under the agreement of the University.
- 51.1.3 Illness with absence for more than 20 percent of class attendance; a medical certification is required.
- 51.1.4 Unavoidable event preventing students from attending class.
- 51.2 With valid reasons for study leave, students must submit a request for study leave to the academic advisor in order to get the approval from the dean and the Faculty Committee.
- 51.3 For study leave under conditions mentioned in 51.1.2-51.1.4, students can take a leave of no longer than two semesters consecutively.
- 51.4 When the request for a study absence is permitted, the duration of the absence will be counted as part of the maximum duration of the study period, except when the absence is under conditions mentioned in 51.1.1.
- 51.5 To retain student status during a study absence, students must pay for study leave fees, except when the study leave is permitted under item 51.1.2 or they have already paid all fees in that semester. Failure to comply with this retaining regulations will result in removal from the University.
- 51.6 In the case that the request for a study absence is permitted and the students have already paid for their course and tuition fees, they will not be refunded any fees in any case.
- 51.7 After the study leave, students can submit a request for reinstatement to the Registrar's Office through the academic advisor at least two weeks before the period specified for registration.
- 51.8 After the reinstatement, students will be subjected to all regulations as existing prior to the study leave.

Section 52 A student who submits a request to resign from the university will be checked for any debts to the University. Approvals from the dean and the Faculty Committee are required. Students who are approved for resignation must not be indebted to the University.

Section 53 For the leave of absence mentioned in Sections 51 or 52 in this regulation:

- 53.1 In the case that a student is a minor under the law, approval documentation from a parent or guardian is required.
- 53.2 After the resignation process has been completed, the resignation date will be the same date as the Faculty Committee's date of approval of the requested resignation. Following that, all documents must be sent to the Registrar's Office for the next process to complete the resignation from the University.

CHAPTER 11
Miscellaneous

Section 54 The faculty must keep all answer sheets and examination papers for one semester from the date academic results are announced after that they can be destroyed.

CHAPTER 12
Transitory Provision

Section 55 This regulation is in effect from the Academic Year B.E. 2557. Students enrolling before the day when this regulation is enacted will follow only the B.E. 2548 Academic Regulations of Undergraduate Studies. However, they are required to follow only Chapter 6 Evaluation-Sections 22 and 25, Chapter 8 Grant for Honorable Degree-Section 31, and Chapter 11 End of student status-Section 37 until the students graduate.

Section 56 Programs which have their own instruction methods shall issue the regulations, guidelines, or announcements in the level of the University.

Announced on 18 August B.E. 2557 (2014)

-Signed-

(Dr.Thongchat Hongladaromp)

Chairman, King Mongkut's University of Technology Thonburi Council