มหาวิทยาลัยกรุงเทพ
BANGKOK UNIVERSITY

Graduate School

Registration Handbook

Summer Session, Academic Year 2019

For Students Admitted in the Academic Year 2016 - 2019

Contents

Academic Calendar: Summer Session, Academic Year 2019

Period of Online Registration	May	20 - 22,	2020
Last Day of Payment	June	4,	2020
Adding/Dropping Period	June	18 - 20,	2020
Classes Begin	June	20,	2020
Withdrawal Period	July	13 - 18,	2020
Registration Details for 1/2020 (http://graduateschool.bu.ac.th/)	June	26,	2020
Last Day of Classes	July	18,	2020

Note:

- Adding/Dropping : June 18 - 20 , 2020   10.00 a.m. - 4.00 p.m.

   (Contact Graduate School and Records Division)

- Withdrawing : Monday - Saturday   8.30 a.m. - 5.00   p.m.

   (Contact Graduate School and Records Division)

Chart of Online Registration Process

Registration Details for Semester 3/2019 are available at

URL: http://graduateschool.bu.ac.th/

1. Check details of registration for 3/2019 online at URL: http://graduateschool.bu.ac.th/

2. Consult your advisor about courses to register (advisor's endorsement is not required);

3. Choose courses and sections;

4. Begin registering online;

5. Print a confirmation slip (BU.F.018);

6. Choose a method of payment (see pages 22 - 27 for details):

    6.1 By cashier check, at the Financial Department located on the Financial Department, 1st Floor, building no. 3 at One Stop Service, City Campus and Financial Department, 1st Floor, Building A3, Main Campus.

    6.2 At a bank counter

    6.3 Via ATM Banking service

    6.4 Via TeleBanking service

    6.5 Via Internet

    6.6 Via Mobile Banking

(Only through payments by 6.1 and 6.2 will students receive a BU.F.018 slip as receipt of payment.)

To avoid errors, always consult your advisor prior to registration.

Requirements for Online Registration for Course/Section

1. To register for courses and sections at *URSA for Graduate Students*,
   students must obtain the internet accounts, including username (similar to the student ID
   number) and password (confidential). Any actions related to online registration request must
   be done by the student.

2. In order to access the network for the first time, students must use the last 8 digits of their
   national ID number as password. This password can be changed later at URL:
   http://ursa.bu.ac.th/graduate/ (Choose *Check Modem Quota*). Please note that only the new
   password is eligible to access *URSA for Graduate Students*.

3. Students who have lost their passwords and need new ones will be charged 20 baht for
   each new password issued. Payment can be made at the Financial Department located on the
   First Floor of Building 3, City Campus. Bring the receipt to the Computer Center to get a new
   password.

4. Details of registration procedures and related information will be available online at URL:
   http://recordsoffice.bu.ac.th/ (Registration handbook will no longer be distributed.)

5. Ensure that the selected courses/sections are offered.

6. Ensure that the grade results of core or prerequisite courses (if any) reach the minimum
   requirements of the selected courses.
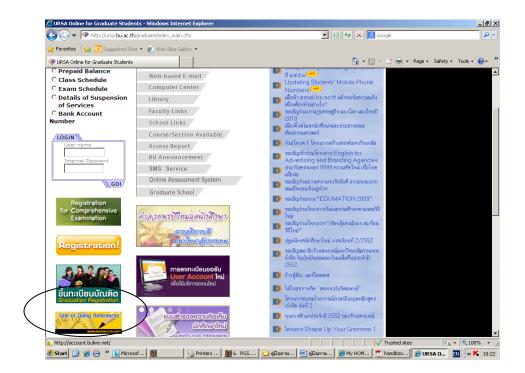
Regulations for Online Registration

1. The online registration takes effect immediately after the courses/sections have been chosen. Students can print a confirmation slip or make a payment via Internet.

2. Some courses or sections may be cancelled, even after the online registration is completed.

3. Your password is confidential. Any activities via Internet is regarded as students' responsibility.

4. Each student must process the online registration by himself/herself only.

5. Online registration must be processed during the registration period (as specified in the Registration Handbook).

Procedure for Online Registration

Bangkok University allows students to register online as follows:

1. Check registration details and regulations (available online) at URL: http://recordsoffice.bu.ac.th/ or http://graduateschool.bu.ac.th/.

2. Register online by yourself only during the scheduled period. Use the University's computer or your own.

3. Choose courses and sections from URSA for Graduate at Course/ Section Available or URL: http://recordsoffice.bu.ac.th/. Please check if you are qualified to register for the chosen courses/sections and if you have completed the prerequisite courses, if any. Students must comply with the registration requirements and registration regulations as stipulated by the University.

4. The preview and instructions on online registration can be seen at *URSA for Graduate* or URL: *http://ursa.bu.ac.th/GSRO* as follows:

    ทางอินเทอร์เน็ตได้จาก URSA for Graduate หรือ http://ursa.bu.ac.th/GSRO/ ดังนี้

4.1 Read through the Agreement. If you agree, click "Agree".

4.2 Choose the academic year/semester, then type student ID and password.

Remark: You have already registered and made payment. Any other transactions could be done during adding-dropping period.

4.3 If the data input is correct, the screen will display your student record (e.g. name, major, curriculum and GPA).

1. Paid Course

2. Reserved Course

3. Specify course number section

Remark: The course reserved would be kept only 15 minutes, otherwise all will be lost

4.4 Choose courses/sections you wish to take and then click "Add". Changes can be made to the chosen courses/sections by clicking "Delete".

4.5 The screen will display all courses chosen.

4.6 Type your password again to confirm your choices.

4.7 The screen will display the registration report.

4.8 Print the registration report (BU.F.018) and make the payment on the scheduled dates.

5. The registration will not be complete unless payment is made within the scheduled period. Late payment means the cancellation of the registered courses. Students then need to do the registration again during Adding/Dropping period by filling the Add/Drop form (RGS 103) at the Graduate School (the previous registration report has to be attached).

For more information on registration, please contact:

- the Graduate School Office (for details on courses available) at 0-2407-3888 Ext.1508, 1509, 1611, 1627

- the Records Division (for registration procedures) at 02-407-3888 Ext. 1551

- the Financial Department (for payment details) at 02-407-3888 Ext. **1920, 2929, 2922, 2923**

Note for Students in Plan A (both Doctoral and Master's Programs)

who have registered for all thesis/dissertation credits

Students in Plan A (both Doctoral and Master's Programs) who have registered for all thesis/dissertation credits but have <u>not</u> completed their thesis/dissertation are required to request for a Leave of Absence to maintain their student status. Submit the request form (RGS 904) during adding/ dropping period together with a payment for 1 credit of the thesis/dissertation (7,000 baht for Doctoral Programs and 4,000 baht for Master's Programs). The payment can be made with a cashier check payable to Bangkok University.

Procedure for Adding/Dropping

1. Pick up the Add/Drop form (RGS103) at the Graduate School.

2. Fill in the form for the courses/sections of your choice. (You can use one form for both adding and dropping courses.) Submit your Add/Drop form (RGS 103) to the Records Division on the Specified dates and get the registration report (BU.F.018)

3. After receiving the registration report (BU.F.018):

   3.1 **Dropping:** The dropping of course(s) is effective immediately. However, the 40 % refund the student is entitled to receive will be kept in record as part of the student's tuition fee for the following semester. After receiving the registration report (BU.F.018), students have to take BU.F.018 form to the Financial Department for the official signature.

   3.2 **Adding:** The adding of course(s) will not be complete unless the following is done:

   3.2.1   Taking the BU.F.018 slip to the Financial Department for an official signature.

   3.2.2   Making a payment during the specified period; otherwise, the courses added will be cancelled.

   (If you wish to file an Add/Drop request on the same day the payment for the registration of courses is made, take the receipt/payment slip to the Financial Department to record the payment.)

   3.3 **Adding/Dropping** on one request:

   Upon receiving the registration report (BU.F.018), additional payment, if any, should be made within the specified period. Otherwise, courses added will be cancelled, but the dropping of course(s) is immediately effective.

Withdrawing Procedures

(Day & Evening Programs)

1. Pick up the withdrawal form (RGS102) at the Graduate School.

2. Fill in the form for the courses/sections you wish to withdraw. See your advisor for advice.
    The Dean's approval is needed if students need to withdraw from all courses.

3. Submit your withdrawal form (RGS102) to the Records Division within the period specified.
    Once the form is submitted, the Records Division will withdraw the requested course. The letter
    grade "W" will be recorded on the student's transcript.

Withdrawing Procedures

(Module System)

1. Students who wish to withdraw from the enrolled courses must contact the Records Division in
    person on the LAST WEEK OF CLASSES, (Tuesday-Feiday: 8.30 a.m. – 5.00 p.m.). The letter grade
    "W" will be recorded on the student's transcript.

2. Pick-up the withdrawal form (RGS 102) at the Graduate School, fill in courses/sections to be
    withdrawn, and submit the RGS102 form to the Records Division.

Cancellation of Registration

The registration will be cancelled if:

1.   Students do not follow the registration procedure;

2.   The numbers of credits registered are:

     2.1   either less than 6 credits or over 15 credits in a regular semester;

     2.2   over 6 credits in a summer session;

3.   Students do not pass a prerequisite course.

Note:

- Students with a cumulative GPA lower than 3.25 but not lower than 3.00 who wish to enroll 15 credits in the First /Second Semester must seek an approval from the Dean of the Graduate School .

- Registration after the specified period is not allowed.

- Those who fail to proceed the registration within the specified period must file a request for academic leave to the Records Office within 30 days after the semester has started (except summer session). Otherwise, their student status will be terminated.

Vehicle Registration

Students who want to park their vehicles in the University's parking areas are required to submit a request for registration of their vehicles at:

- **Student Services and Welfare Division (One Stop Service)**, Building 3, Floor 1

    Monday - Friday: 8.30 a.m. - 5.00 p.m.

.

Summer Session 2019

MBA – English Program

(Main Campus)

First Year (2019 Entrants)

Elective Courses

MG 754	Organizational Relationship Management	Section 7210
MK 712	International Marketing Management	Section 7210

Plan B

BA 715	Independent Study	Section 7211

(2013 – 2018 Entrants)

Plan B

BA 715	Independent Study	Section 7211	Group 1
BA 715	Independent Study	Section 7212	Group 2

Remarks :   Students who registered for Independent Study course are requested to submit

Independent Study Form to the Graduate School not within one week after registration.

Plan A

Thesis

BA 700	MBA Thesis	1 credit	Section 7001
BA 700	MBA Thesis	2 credits	Section 7002
BA 700	MBA Thesis	3 credits	Section 7003
BA 700	MBA Thesis	4 credits	Section 7004
BA 700	MBA Thesis	5 credits	Section 7005
BA 700	MBA Thesis	6 credits	Section 7006
BA 700	MBA Thesis	7 credits	Section 7007
BA 700	MBA Thesis	8 credits	Section 7008
BA 700	MBA Thesis	9 credits	Section 7009
BA 700	MBA Thesis	10 credits	Section 7010
BA 700	MBA Thesis	11 credits	Section 7011
BA 700	MBA Thesis	12 credits	Section 7012

Summer Session 2019

M.Com.Arts – International Program

First Year (2019 Entrants)   (Section 7311)

Elective Courses

ICA 674	Global Communication Seminar	Section 7311
ICA 681	International Advertising Campaign Planning (Plan B)	Section 7311
ICA 682	Creative Interdisciplinary Project (Plan B)	Section 7311

(2017 – 2019 Entrants)

Plan B Independent Study

ICA 701	Independent Study	Section 7316

(2013 – 2016 Entrants)   (Section 7311)

Plan B

ICA 701	Independent Study	Section 7311

Remarks : Students who registered for Independent Study course are requested to submit

Independent Study Form to the Graduate School not within one week after registration.

Plan A

Thesis

ICA 700	M.Com.Arts Thesis	1 credit	Section 7001
ICA 700	M.Com.Arts Thesis	2 credits	Section 7002
ICA 700	M.Com.Arts Thesis	3 credits	Section 7003
ICA 700	M.Com.Arts Thesis	4 credits	Section 7004
ICA 700	M.Com.Arts Thesis	5 credits	Section 7005
ICA 700	M.Com.Arts Thesis	6 credits	Section 7006
ICA 700	M.Com.Arts Thesis	7 credits	Section 7007
ICA 700	M.Com.Arts Thesis	8 credits	Section 7008
ICA 700	M.Com.Arts Thesis	9 credits	Section 7009
ICA 700	M.Com.Arts Thesis	10 credits	Section 7010
ICA 700	M.Com.Arts Thesis	11 credits	Section 7011
ICA 700	M.Com.Arts Thesis	12 credits	Section 7012

Tuition and Fee 3/2019
MBA(EP) & M.Com.Arts (IP)
(2016-2019 Entrants)

Year of Entrants		2016	2017	2018	2019
1 Tuition & Fees					
Tuition	(baht/ credit)	3,500	3,500	3,500	3,500
Thesis	(baht/ credit)	4,000	4,000	4,000	4,000
2 Educational Fees (MBA, MBA-SMEs)	(baht/ semester)	5,250	5,250	9,750	9,750
Educational Fees (Others)		5,250	5,250	8,550	8,550
3 Students who did not register in semester 1/19 and 2/19 are required to pay for the following fees					
Accident Insurance (Effective date starts from May 20, 2020 or the registered date and ends on Dec. 31,2020)		-	400	-	
4 Text Books	(baht/ semester)	3,800	3,800	-	-
Text Books (MBA)	(baht/ semester)	4,500	4,500	-	-
5 Honorarium for Independent Study Committee	baht (per course)	2,500	2,500	2,500	2,500
6 Plagiarism Check Fee		-	-	-	5,000
(A one-time fee to be paid when enrolling in Independent study or Dissertation Course)					

PAYMENT Year of Entrants	2016	2017	2018	2019
- Master in Business Innovation (MBI)	-	-	-	40,000
- Master of Engineering (Electrical and Computer Engineering) Year Entry 1/61	-	-	63,000	63,000
- Master of Engineering (Electrical and Computer Engineering)Year Entry 2/61	-	-	64,000	64,000

Laboratory fee

AD 604 Advertising Creativity and Production	baht (per course)	1,000
CA 593 Production for Strategic Communication	baht (per course)	1,000
CA 595 Corporate Print and Online Publication	baht (per course)	1,000
CE 405 Computer Application	baht (per course)	1,000
PR 604 Public Relations Creativity and Production	baht (per course)	1,000
ITM 401 Computer Programming I	baht (per course)	1,000
ITM 401 Computer Programming II	baht (per course)	1,000
PL 143 Computer Aided Design	baht (per course)	1,000

Remarks :

Students admitted before 2019 who desire to take the accident insurance must contact the

Student Services and Welfare Division.

Summer Session 2019

Ph.D. in Communication

(International Program)

(2017 Entrants) **(Section 9311)**

<u>Dissertation</u>

CA 990	Dissertation	1 credit	Section 9001
CA 990	Dissertation	2 credits	Section 9002
CA 990	Dissertation	3 credits	Section 9003
CA 990	Dissertation	4 credits	Section 9004
CA 990	Dissertation	5 credits	Section 9005
CA 990	Dissertation	6 credits	Section 9006
CA 990	Dissertation	7 credits	Section 9007
CA 990	Dissertation	8 credits	Section 9008
CA 990	Dissertation	9 credits	Section 9009
CA 990	Dissertation	10 credits	Section 9010
CA 990	Dissertation	11 credits	Section 9011
CA 990	Dissertation	12 credits	Section 9012

> **Summer Session 2019**
>
> **Ph.D. in Knowledge Management**
>
> **and**
>
> **Innovation Management (KIM)**

First Year (2019 Entrants)   (Section 9111)

PL 181	Advanced Research Methodology for Social Science	Section 9111
PL 182	Theories and Current Issues in Knowledge Management and Innovation Management	Section 9111

Second Year (2018 Entrants)

Dissertation

KIM 803	Dissertation 3	Section 9006

Tuition and Fee 3/2019 Doctoral Program Ph.D.in communication (2013,2017 Entrants)			
Year of Entrants		**Communication**	
		2013	**2017**
1. Tuition & Fees			
Tuition	baht per credit	7,000	10,000
Dissertation	baht per credit	7,000	10,000
2. Educational Fees		8,450	16,900
3. Other fees			
Course materials	(baht/ semester)	-	1,500
Total		**8,450**	**18,400**

Remarks:-

1. Students admitted before 2017 who desire to take the accident insurance must contact

 the Student Services and Welfare Division.

Tuition and Fee 3/2019 Doctoral Program Ph.D. in Knowledge Management and Innovation Management (2016-2019 Entrants) Ph.D. of Engineering (Electrical and Computer Engineering) (2016-2019 Entrants)					
PAYMENT	Year of Entrants	2016	2017	2018	2019
Ph.D.(KIM)		-	-	60,000	100,000
Ph.D. of Engineering		-	45,000	64,000	64,000

Methods of Payment

Bangkok University offers different methods of payment for tuition and fees as follows:

1. **Check Payment** payable to "Bangkok University"

   Take the BU.F.018 form together with the check to make an immediate payment at the Financial Department, 1st Floor, building no. 3 at One Stop Service, City Campus and Financial Department, 1st Floor, Building A3, Main Campus and get Part 1 of the registration slip as receipt of payment.

   Payment can be done :

   1.1 In Bangkok Metropolitan Area :

   - Cashier check of any commercial bank

   - Current check (Date specified on the check must be the same as the date

   the payment is done. The check issued from other provinces is not accepted.

   Write your name, student ID and telephone number at the back of the check.)

   1.2 Outside Bangkok Metropolitan Area:

   - Draft or commercial note of any commercial bank

2. **Counter Payment (cash only)** at any branch of

   ◊ Bangkok Bank ☺ Kasikorn Bank 🔶 Siam Commercial Bank TMB Thai Military Bank and

   ▦ United Overseas Bank(Thai). Please bring confirmation slip (BU.F.018) part 1 and part 2 to the bank when making the payment. The students are not obliged to pay any fee (The University will be responsible for the bank's fees).

3. **ATM Banking Payment**

   ◊ *Bangkok Bank*   (Service is available from 6 a.m. to 11 p.m.)

   - Select "Payment" – Educational Institution "Bangkok University"

   - Enter Customer no.(Ref.No.1) xxxxxxxxx (10-digit student ID no)

   - Enter Reference no.(Ref.No.2) xxxxxxxxx (9-digit reference no.)

🌀 *Kasikorn Bank*   (Service is available from 6 a.m. to 9 p.m.)

   - Select "Payment"

   - Enter Bangkok University code "32704"

   - Enter Customer no.(Ref.No.1) xxxxxxxxx (10-digit student ID no)

   - Enter Reference no.(Ref.No.2) xxxxxxxx (10-digit reference no.) and **add "0" (1-digit)**

   - Amount of money

   - Confirm payment

🔶 *Siam Commercial Bank*   (Service is available from 6 a.m. to 11 p.m.)

   - Select "Products & Services Payment".

   - Enter Bangkok University account no. "0353014766".

   - Enter Customer no.(Ref.No.1) xxxxxxxxx (10-digit student ID no)

   - Enter Reference no.(Ref.No.1) xxxxxxxx (9-digit reference no.)

   - Amount of money

   - Confirm payment

TMB *Thai Military Bank*   (Service is available from 6 a.m. to 9 p.m.)

   - Select **"Bill Payment"**

   - Select **"Other"**

   - Select **"Tuition Fee"**

   - Select **"University/College"**

   - Enter Service Code (4 Digits) = **5138**

   - Select "Account Type"(Saving / Current Account)

   - Enter Customer No. /Ref. No.1 (10 digits from student ID no.)

   - Enter Reference No. /Ref. No.2 (9 digits reference no.)

   - Enter your payment amount

   - Confirm your payment

4. **Internet Banking Payment** (Printer is recommended in order to print out the proof of payment)

    Students must have a bank account and apply for the internet banking service

    (Bualuang i-banking, K-Cyber Banking, SCB Easy Net, or UOB Cyber Banking) with the

    bank in advance.

    ◇ *Bangkok Bank*   (Service is available from 6 a.m. to 11 p.m.)

    Users must have a saving or current account of this bank and open service BualuangiBanking.

    - Go to www.bangkokbank.com/ibanking

    - Select saving or current account and enter Bangkok University's code "BU".

    - Enter Customer no.(Ref.No.1) xxxxxxxxx (10-digit student ID no)

    - Enter Reference no.(Ref.No.1) xxxxxxxx (9-digit reference no.)

    ☯ *Kasikorn Bank*   (Service is available from 6 a.m. to 10 p.m.)

    Users must have a saving or current account of this bank and open service K-Cyber Banking.

    - Go to www.kasikornbank.com.

    - Enter Bangkok University code "32704".

    - Enter Customer no.(Ref.No.1) xxxxxxxxx (10-digit student ID no)

    - Enter Reference no.(Ref.No.1) xxxxxxxx (9-digit reference no.) and **add "0" (1-digit).**

    - Amount of money

    - Confirm payment

    ⌂ *Siam Commercial Bank*   (Service is available from 6 a.m. to 11 p.m.)

    Users must have a saving or current account of this bank and open service .

    - Go to www.SCBEASY.com.

    - Enter Bangkok University account no. "0353014766".

    - Enter Customer no.(Ref.No.1) xxxxxxxxx (10-digit student ID no)

    - Enter Reference no.(Ref.No.1) xxxxxxxx (9-digit reference no.)

    - Amount of money

    - Confirm payment

TMB *Thai Military Bank*   (Service is available from 6 a.m. to 9 p.m.)

Pay via website www.tmbdirect.com (To apply the service,please contact your account issuing branch)

- Select **TMB** InternetBanking

- Enter your User ID and Password

- Select "Bill Payment"

- Select "Group of Biller : Education Institution"

- Select either your saving or checking account

- Enter your payment amount

- Enter Customer no. XXXXXXXXX (10 digits from student ID no.)

- Enter Reference no. XXXXXXXXX (9 digits from student ID no.)

- Confirm your payment

United Overseas Bank(Thai)   (Service is available from 6 a.m. to 11 p.m.)

Users must have a saving or current account of this bank.

- Go to www.UOB.co.th.

- Enter 10-digit student ID no.

- Enter 9-digit reference no.

5. **Mobile Application** (Printer is recommended in order to print out the proof of payment)

Students must have a bank account and apply for the Mobile Application service (Bualuang m-banking, KMA-Krungsri Mobile, SCB Easy, TMB Touch or K-PLUS) with the bank in advance.

Mobil Baling – m-Banking   (Service is available from 6 a.m. to 9 p.m.)

- Select "Pay Bill"

- Enter Bangkok University

- Enter Customer No. (Ref. #1) xxxxxxxxx (10-digit student ID no.)

- Enter Reference No. (Ref. #2) xxxxxxxxx (9-digit reference no.).

- Amount of money

- Confirm payment

SCB Easy   (Service is available from 6 a.m. to 9 p.m.)

- Select "Bill Payment"
- Enter Bangkok University account no. "0353014766".
- Enter Customer No. (Ref. 1) xxxxxxxxxx (10-digit student ID no.)
- Enter Reference No. (Ref. 2) xxxxxxxxx (9-digit reference no.).
- Amount of money
- Confirm payment

K-PLUS   (Service is available from 6 a.m. to 9 p.m.)

- Select "Payment"
- Enter Bangkok University code "32704".
- Enter Customer No. (Ref.1) xxxxxxxxxx (10-digit student ID no.)
- Enter Bill No. (Ref.2) xxxxxxxxx (9-digit reference no.).   and **add "0" (1-digit)**
- Amount of money
- Confirm payment

TMB Touch   (Service is available from 6 a.m. to 9 p.m.)

- Select "Bill Payment"
- Educational Institution "Bangkok University Rangsit" Code "0210"
- Amount of money
- Enter Ref. 1 xxxxxxxxxx (10-digit student ID no.)
- Enter Ref. 2 xxxxxxxxx (9-digit reference no.).
- Confirm payment

KMA-Krungsri Mobile (Service is available from 6 a.m. to 9 p.m.).

- Select "Pay Bill"
- Enter Bangkok University "Comp Code 51081"
- Enter Customer No. (Ref. 1) xxxxxxxxxx (10-digit student ID no.)
- Enter Reference No. (Ref. 2) xxxxxxxxx (9-digit reference no.).
- Amount of money
- Confirm payment

Notes:

- The registration payment to the University must be made in full amount, no installments.

- Payment must be made within the date specified in the registration slip (BU.F.018), otherwise the registration for the semester will be invalid and the student subject to an academic leave. In that case, he/she must report to the Records Office (or Graduate School for graduate students) by the date specified in the registration handbook. Failure to do so will result in termination of student status unless he/she brings the expired registration slip to the Records Office (or Graduate School for graduate students) during Adding/Dropping period to redo the registration.

- Once the payment of tuitions and fees has been made, the University reserves the right not to refund such payment in any circumstance.

- The University held no responsibility for any problems or damages to the registration due to the student's failure to complete the payment process.