



Rules and Regulations

for

Graduate Studies

2014

Bangkok University
Rules and Regulations for Graduate Studies 2014

In the First Meeting of the Board of Trustees of Bangkok University for Semester 1, Academic Year 2014, on June 27, 2014, the Board Members reached the consensus to set up the following rules and regulations in accordance with Section 34(2) of the Private Higher Education Institutions Act of 2007:

Item 1: This regulation is entitled “Bangkok University Rules and Regulations for Graduate Studies 2014”

Item 2: This regulation is effective from the date of the announcement.

Item 3: Other regulations, orders, or announcements in contrast with what is being stipulated in this regulation shall be totally invalid.

Item 4: In this regulation

“**The Graduate School**” means an office in charge of arranging teaching and learning in the graduate level of the University.

“**Dean of the Graduate School**” means an executive in charge of tasks of the Graduate School.

“**Chairman**” means an executive in charge of academic matters of a particular program.

“**Graduate School Policy Committee**” means a committee responsible for setting up administrative policies of the Graduate School.

“**Graduate School Academic Committee**” mean qualified individuals appointed by the University to give advice and suggestions on matters related to academic affairs of the Graduate School.

“**Program Director**” means a designated person who is responsible for the program/project.

“**Advisor**” means a faculty member appointed by the University to give academic advice to students.

“**Student**” means an individual studying in a program of the Graduate School.

“**Special Student**” means an individual considered by the University as qualified to study in a particular course or program but not requiring official evaluation.

Item 5: The President of the University shall enforce compliance with these regulations.

Section 1

Academic Systems

The Graduate School shall regularly function by coordinating with other schools, departments or other units of the university in terms of academic matters.

Item 6: In each year, the academic system shall be divided into two regular semesters: first and second semesters, with a duration of 15 weeks for each semester. A summer session will be conducted following the second semester, with a minimum of 8-week duration. The number of study hours in the summer session, however, shall be equal to that of regular semesters.

In programs requiring students to study in an overseas institution which has a different academic system, the University shall come up to something equivalent to that system to enable students to transfer credits earned at the other institution to Bangkok University.

In case students are required to go to an overseas institution as part of an on-site observation, a seminar or a semesteral study, students need to go only to that institution and in the semester specified by the University.

Section 2

Academic Programs

The University shall offer three categories of graduate programs.

Item 7: Diploma: comprising a minimum of 24 credits of both core and elective courses.

Item 8: The Master's program offers two (2) plans:

8.1 Plan A: comprising a minimum of 36 credits of both core and elective courses, and a minimum of 12 thesis credits, or completing 36 thesis credits.

8.2 Plan B: comprising a minimum of 36 credits, of both core and elective courses, with no less than 3 credits and no more than 6 credits of an independent study which must be completed as independent study course.

Item 9: The Doctoral program requires a minimum of 12 credits of coursework, and a minimum of 36 dissertation credits, or completing a minimum of 48 dissertation credits.

Item 10: The academic programs in the graduate level shall be divided into 4 programs, namely, Thai Program, English Program, International Program, and Bilingual Program.

Item 11: All graduate students of all programs must select their program of study during the application period. A change of program will be allowed only with a legitimate reason and with the approval of the Graduate School Committee.

Item 12: Master's Degree students must select their plan of study no later than the first semester of their second academic year. A petition for changing a study plan, if any, must be submitted to the Graduate School Committee for approval no later than the start of the registration period.

Section 3

Qualification of Applicants

Item 13: An applicant must:

13.1 not be suffering from any infectious diseases or mental disorders.

13.2 be of good moral character and has not been dismissed from other institutions of higher learning.

13.3 An applicant at the diploma level must be a holder of a bachelor's degree from a local or an overseas educational institution accredited by the Commission on Higher Education.

13.4 An applicant at the master's level must be a holder of a bachelor's degree or equivalent in any field from a local or an overseas educational institution accredited by the Commission on Higher Education, with a cumulative grade point average of 2.50. Those with a G.P.A. lower than 2.50 are eligible to apply. However, they have to secure the approval of the Graduate School Committee.

13.5 An applicant at the doctoral level must be a holder of a master's degree or equivalent in any field from a local or an overseas educational institution accredited by the Commission on Higher Education, with a cumulative grade point average of 3.50. Those with a G.P.A. lower than 3.50 are eligible to apply. However, they have to obtain the approval of the Graduate School Committee.

13.6 An applicant at the doctoral level must submit a TOFEL score of 550 (paper-based) or a computer-based score of 213. Native speakers need not meet this requirement.

13.7 An applicant at the doctoral level may be required to present some other qualifications, i.e. research competency.

13.8 In case an applicant is found inadequate in terms of knowledge background, he or she may be required, after passing the written entrance examination, to study some preliminary or English courses as deemed necessary. These courses are not counted as part of the regular program of study, and must be satisfactorily completed before the applicant is allowed to register in the regular program.

Section 4

Admission Procedure

Item 14: As specified in the Regulations for Admission to Bangkok University, the admission process starts with an entrance examination, the schedule of which shall be announced publicly at a proper time.

Item 15: The admission process may be conducted after the completion of the entrance examination before the start of the semester, and only with the approval of the Graduate School Policy Committee.

Section 5

Registration

Item 16: Registration as Graduate Students

16.1 Applicants who have been admitted to the program must register as new students. Registration must be made in person and at the time, date and place specified by the University.

16.2 Applicants admitted to a particular program are required to register in and follow the academic regulations of that program.

16.3 Applicants admitted will become graduate students upon registration. They must submit all other credentials to the Admissions Office, along with payment of tuition and fees as specified by the University.

16.4 Students who are unable to register on the specified date must inform the Admissions Office, in writing, before the registration date, and secure the approval of the Director of the Admissions Office. Failure to do so will result in automatic cancellation of admission.

Item 17: Course Registration

17.1 The University will arrange for the registration for each semester before the start of that semester.

17.2 Should any course be canceled by the University or a limitation be placed on the number of students allowed to register for a particular course, the University will make an announcement within the first 7 days of the semester or within the first 3 days of a summer session. In the event of such a cancellation or limitation, any affected student will be permitted to register for an alternative course.

17.3 Students must register for a minimum of 6 credits, but not over 15 credits in each semester. To qualify for registration for 15 credits, students must have obtained a cumulative G.P.A. of 3.25 or higher. Students with a cumulative G.P.A. of 3.00- 3.24 must obtain approval from the Dean of the Graduate School. In the summer session, students cannot register for more than 6 credits.

17.4 The registration for less than the minimum number of credits for registration as specified in these regulations is granted to students only if they are in their last semester of studies or in any circumstances deemed proper by the University and with approval from the Dean of the Graduate School.

17.5 The enrollment for the maximum number of credit hours as specified in Item 17.3 includes the credit hours earned for preliminary courses.

17.6 Any registered credits whose number is lower than the minimum number required for a regular semester as specified in Item 17.3 will be null and void. Any registered credits over the maximum limit of 15 credits for a regular semester will be null and void.

17.7 Prior to registration, students must take courses which are prerequisites to regular courses, if any.

17.8 Students should register in person at the specified date, time and place, along with payment of tuition and other fees as required by the University. Otherwise, students must authorize their representatives to register on their behalf.

17.9 Students are allowed to audit a course only after receiving prior advice and approval from the advisor. They must pay tuition and other fees as required by the University, and will receive "NC" (No Credit) in their grade report.

17.10 Students completing coursework but having obtained a cumulative G.P.A. lower than 3.00 are allowed to retake courses in which they obtained a grade of lower than "B" or take new courses in their curriculum which they had not previously registered for, only with approval from Program Director and Dean of the Graduate School The total number of credits allowed to register to upgrade their cumulative G.P.A. should not exceed 54 credits.

Section 6

Adding, Dropping, Withdrawing Courses

Item 18: Adding shall be done within the first week of every semester.

Item 19: Dropping shall be done within the first week of every semester.

Item 20: Whether adding or dropping courses students must comply with Regulation 17.3 in terms of number of credits.

Item 21: Withdrawal

21.1 Withdrawal of courses will be allowed only three weeks after the end of the midterm examination for the regular semesters, or the first week after the end of the midterm examination of summer session until the last day of classes as specified in the Academic Calendar. The letter grade “W” will be recorded on students’ transcripts.

21.2 Withdrawal of courses after the specified period may be allowed with the approval from the Dean of the Graduate School. In this case, students must secure approval from the Dean. The letter grade “W” will be recorded on the students’ transcripts.

Section 7

Courses and Credits Transfer

Item 22: Students can transfer courses and credits from Formal Education, Non-Formal Education, and Informal Education. Transferring from Formal Education is for those in other institution of higher education who wish to study at Bangkok University. Transferring from Non-Formal Education and Informal Education is knowledge transfer to obtain credits to enter this academic system.

Formal Education

22.1. Qualifications of students allowed to transfer courses and credits are as follows:

22.1.1 Must be of good moral character.

22.1.2 Must be previously or currently holding the student status in an institution of higher education accredited by the Commission on Higher Education.

22.1.3. Must not have been dismissed from previous institutions due to improper conduct.

22.1.4. Must hold a minimum GPA of 3.00, if transferred from an institution of higher education accredited by the Commission on Higher Education.

22.1.5. Program Director will be responsible for validating courses and tests for credit transfer to obtain approval from the Graduate School Committee.

22.1.6. Transfer of credits can be made only for courses in which the students have obtained a higher or equivalent grade of "B", 3.00, "S".

22.1.7 The number of credits transferred must not be over one third of the total credits of the transferred academic program at Bangkok University.

22.1.8. Transfer of thesis credits cannot be more than half of the total thesis credits required by Bangkok University.

22.1.9. In determining the G.P.A. for graduation, only credit hours earned in the graduate program at Bangkok University will be considered.

Students of the diploma level wishing to continue their study in the same field in the master's degree level can transfer no more than 40% of their credits.

22.2. Documents to be presented when transferring credits are as follows.

22.2.1. An official transcript of records from the student's former institution

22.2.2. Course Description from the former institution

22.2.3. A letter of recommendation from a faculty member of the student's former institution

22.3. Students intending to transfer credits must contact the Office of Admissions at least one month before the start of the semester of the academic year in which they have to take courses for credit transfer.

Non-Formal Education and Informal Education

22.4. Transferring courses and credits from the Non-Formal Education or Informal Education must adhere to the following conditions.

22.4.1. The student must pass Bangkok University Entrance Examination and be able to transfer his/her knowledge to the courses or groups of courses in Bangkok University's curriculum that the student applies to.

22.4.2 To transfer work experience, knowledge gained from experience will be considered mainly.

22.4.3 The Program Director will be responsible for validating courses or groups of courses, evaluation, and evaluation criteria, and obtain approval from the Graduate School Committee.

22.4.4 The result of the evaluation must not be less than grade "B", 3.00, "S", or equivalent. In determining the G.P.A. for graduation, only credit hours earned at Bangkok University will be considered.

22.4.5 The number of credits transferred must not exceed nine credits.

22.4.6 Grade recording

- "CS" for Credits from Standardized Test

- "CE" for Credits from Exam or non-standardized tests

- "CT" for Credits from Trainings arranged by organizations other than institutions of higher education

- "CP" for Credits from Portfolio

Section 8

Special Student Status

Item 23: Requirements for Special Students are as follows:

23.1 Students with special status must submit their request to the Admissions Office at least one month before the start of the semester. The particular course title and reason for attending that course must also be submitted.

23.2 Students with special status must enroll in the courses approved and pay tuition and other fees as follows:

23.2.1 Tuition of the courses registered

23.2.2 Education surcharge fees

23.2.3 Library fees

23.2.4 Infirmary fees

23.2.5 Damage insurance fees

The rate of tuition and other fees of students with special status is equal to that of the regular students.

23.3 Students admitted with a special status can change status to regular students only after obtaining approval from the University's Academic Committee.

Section 9

Tuition Fees and Refund Policy

Item 24: Tuition, surcharge, and other fees are set according to the University's announcement.

Item 25: Refund Policy

25.1 Students are eligible to receive full refund of tuition fees for courses canceled by the University.

25.2 Students are eligible to receive full refund of tuition and other fees after registration if the University announces the formal termination of their student status.

25.3 Students requesting for dropping a course as stipulated in Item 19 are eligible to receive forty percent of the amount paid for tuition fees for that particular course.

25.4 Students who have been granted permission to take a leave of absence no later than the first week of regular semesters are eligible to receive forty percent of the amount of tuition fees paid.

Section 10
Program Duration

Item 26: Program Duration

26.1 Diploma level: no more than three academic years

26.2 Master's Degree level: no more than five academic years

26.3 Doctoral Degree level: no more than six academic years

Item 27: Request for extensions will be submitted to the Graduate School Committee at least two months before the end of the study period as specified in Item 26. The Graduate School Committee will decide on a case-by-case basis whether to forward such requests to the Board of Trustees for final approval. Extensions will not be for more than one academic year of study.

Item 28: Students who fail to complete their studies within the period specified in Item 27 can request for an extension of one more semester.

Section 11

Evaluation and Grading System

Item 29: Evaluation of Study

29.1 An examiner for the graduate program may base the assessment of the students' performance upon class work, special projects, assignments, midterm or final examinations, or on any combination of these.

29.2 The grades awarded by the University are:

A	Excellent	=	4.00
A-	Very Good	=	3.67
B+	Good	=	3.33
B	Fairly Good	=	3.00
B-	Almost Good	=	2.67
C+	Fair	=	2.33
C	Almost Fair	=	2.00
C-	Poor	=	1.67
D	Very Poor	=	1.00
F	Failed	=	0

Other letter grades include:

W	Withdrawal
S	Satisfactory
U	Unsatisfactory
NC	Non Credit
I	Incomplete
P	Passed

The grades for Non-Formal Education and Informal Education are:

CS	Credits from Standardized Test
CE	Credits from Exam or non-standardized tests
CT	Credits from Trainings arranged by organizations other than institutions of higher education
CP	Credits from Portfolio

The letter grade 'I' means the course evaluation of a student is not complete yet. The student must complete the assignments and change 'I' to a regular grade within four weeks after the last day of the final examination. Otherwise 'I' will be automatically changed

to 'F'. This case is not applicable to students who have registered for thesis credits but have not completed the thesis yet. To be eligible to sit for the final examination, students must attend at least eighty percent of the required study time. For other cases, instructor's consent must be obtained. Otherwise they will receive a grade of "W" for that specific course.

29.3 Grades of 'C-' and higher constitute students' total credit hours earned. Grades below 'C-' will be included in the calculation of students' cumulative grade point average.

29.4 Students receiving 'D' or 'F' grades for core courses need to repeat those courses.

29.5 All grades awarded will be recorded on students' transcript.

29.6 The grade 'S' or 'U' will be used to evaluate preliminary courses and will not be included in the calculation of students' cumulative grade point average.

29.7 The grade 'P' (Passed) or 'F' (Failed) will be used to evaluate students' performance on the comprehensive examination at both the doctoral and master's levels, and will not be included in the calculation of students' cumulative grade point average.

29.8 Master's Plan A students who fail in the thesis proposal defense may be allowed to take the comprehensive examination of Plan B. Their registered thesis credits will be automatically changed to 'W' (Withdrawal).

29.9 The grade 'P' (Passed) or 'F' (Failed) will be used to evaluate students' performance on the thesis/dissertation proposal defense, and will not be included in the calculation of students' cumulative grade point average.

29.10 The grade 'S' or 'U' will be used to evaluate students' performance on the thesis/dissertation final defense, and will not be included in the calculation of students' cumulative grade point average. While the thesis/dissertation is in process, the enrolled thesis/dissertation credits will be recorded as 'I' (Incomplete), and will be changed to 'S' (Satisfactory) or 'U' (Unsatisfactory) after the completion of the thesis/dissertation.

Section 12
Comprehensive Examination, Qualifying Examination
and Thesis/Dissertation Procedures

Item 30: Comprehensive Examination

30.1 Master's students choosing study program Plan B must take the comprehensive examination.

30.2 The University will appoint a committee of qualified scholars to administer the written examination and supervise the examination procedures.

30.3 The University will administer the comprehensive examination three times each year; in August, November, and April. The date, time and place of the examination will be announced no later than two months prior to the actual examination date.

30.4 Students eligible to sit for the comprehensive examination must have the following qualifications:

30.4.1 Have completed all courses required in the particular program of study excluding the independent study;

30.4.2 Have received a cumulative grade point average of no less than 3.00

30.5 Students are allowed to take the written examinations no more than three times and must obtain a grade of no less than eighty percent to pass. If that examination consists of more than one part, students are required to retake only the failed part(s).

Students who are unable to pass the examination as specified will be dismissed.

Item 31: Qualifying Examination

31.1 Doctoral students are required to take the qualifying examination.

31.2 The University will appoint the Committee for Qualifying Examination, which consists of no less than five members as detailed below to supervise the qualifying examination: following five - committee members to supervise the qualifying examination:

31.2.1 Chairman of **the Doctoral Program, as Chairman of the Committee**

31.2.2 Advisor

31.2.3 A minimum of three distinguished scholars

31.3 The University will hold a minimum of one qualifying examination per year and will announce the date, time, and place for the qualifying examination at least two months prior to the date of the examination.

31.4 Students are eligible to sit for the qualifying examination after they have completed all course work, received a minimum of 3.00 cumulative G.P.A. and passed the research competency test (if required).

31.5 Students are allowed to take the written examinations for a maximum of two times.

31.6 Students are eligible to take the oral examination after passing the written part, for a maximum of two times. The Committee for Qualifying Examination will designate the date and time and place for the examination. Students who pass the oral examination will become doctoral candidates, and are eligible to register for dissertation credits. Those who fail will be dismissed.

Item 32: Thesis and dissertation

32.1 At the Master's level:

32.1.1 Students choosing program Plan A are required to take at least six thesis credits in their initial registration, and three in the second registration, and the rest of thesis credits in the third registration.

32.1.2 Students are eligible for thesis registration after they have completed at least one semester of study and a minimum of fifteen credits, with a minimum cumulative G.P.A. of 3.00.

32.1.3 Students who do not register for thesis credits nor for other courses in a particular semester are to maintain their status by paying a fee equivalent to that of one thesis credit hour until the completion of thesis.

32.1.4 After the completion of thesis registration each student will nominate to the Graduation School for approval the members of his/her advisory committee, whose qualifications must meet the requirements of the Commission on Higher Education.

The advisory committee shall consist of a full-time professor acting as the main thesis advisor and an advisor or a professional expert as the thesis co-advisor. Each committee member will give advice to not more than five graduate students.

The program director or his designated representative shall be appointed as chairman in all of student's advisory committee(s).

The advisory committee shall convene to consider the student's thesis topic and his/her thesis proposal for either approval or disapproval.

Thesis Proposal Defense

32.1.5 Students must complete their thesis proposal defense within the first semester of thesis registration. Otherwise a petition for postponement must be submitted in writing to seek approval. If the students fail the thesis proposal defense, the students are allowed for one more time of their thesis proposal defense within three months after the date

of the last thesis proposal defense but no sooner than one month. The students must submit a request to the Graduate School in case the requested date of the next thesis proposal defense is later than the three month deadline. In case of failure, the students shall be moved to Plan B.

Thesis Final Defense

32.1.6 After the approval of the thesis proposal and advisory committee, students may proceed with the final thesis writing under the supervision of their thesis advisors. Each student must submit a request for an oral examination and submit copies of the completed thesis as required by the Graduate School.

32.1.7 The manuscript preparation must be in accordance with the Graduate School's guidelines.

32.1.8 The Graduate School shall appoint an examining committee for the oral defense. The Graduate School shall appoint the program director or a representative to chair the oral examination committee. The said committee shall consist of a thesis advisor, and other committee members but no more than 4 persons. In case a student fails the first oral defense he/she may have the second defense within three months but no sooner than the first month after the first defense. The student must submit a petition to the Graduate School if he/she wishes to extend the period for the second defense that is beyond the three month period.

32.1.9 Students must submit the completed thesis and abstract to the examining committee at least one month prior to the scheduled date of defense.

32.1.10 After the examination committee approves of the passing of the oral defense, the students must submit the thesis for a format approval from the Graduate School before submitting required copies of the thesis completed with abstract to the Graduate School no later than three weeks after the completion of the oral defense. Only after the completed thesis has been submitted will the students be considered as having passed the thesis defense.

32.1.11 Students must hold the full graduate student status on the day of submitting the completed thesis to the Graduate School.

32.2 At the doctoral level:

32.2.1 Students eligible to register for the dissertation credits must have passed the qualifying examination.

32.2.2 They must register for at least twelve credit hours in their initial registration. Students who do not register for dissertation credits nor for other courses in a particular semester are to maintain their status by paying a fee equivalent to that of one thesis credit hour until the completion of the dissertation.

32.2.3 After the completion of dissertation registration, each student will nominate his/her advisors and submit the name list of the advisory committee, the name list must be approved by the advisor and the chairman of Doctoral Program before being approved by the Dean of Graduate School. The advisory committee shall consist of the chairman of the Doctoral Program or a representative, an advisor, a minimum of three distinguished scholars or professional experts whose qualifications meet the requirements of the Commission on Higher Education.

The advisory committee, headed by the chairman of the Doctoral Program or a representative designated by the Graduate School, shall convene to consider the student's dissertation topic and his/her dissertation proposal. The students must present and defend his/her dissertation proposal to the advisory committee.

Dissertation Proposal Defense

32.2.4 Students complete their dissertation proposal defense within the first semester of the dissertation registration. In case the students do not complete the dissertation proposal defense during the designated period, the students must submit a request for a postponement of the dissertation proposal defense no longer than one academic year after the date of their passing of the qualifying examination. Each student is allowed for a maximum of two dissertation proposal defense during the designated period. If the students fail to pass their dissertation proposal defense twice, they will be dismissed from the program.

Dissertation Final Defense

32.2.5 After the approval of the dissertation proposal and advisory committee, students may proceed with dissertation writing under the supervision of their dissertation advisors. Each student must submit a request for an oral defense to the Graduate School and submit copies of their dissertation as required by the Graduate School.

32.2.6 The manuscript preparation must be in accordance with the Graduate School's guidelines.

32.2.7 The Graduate School shall appoint an examining committee for the oral defense, with Doctoral Chairman or a representative as the chairman of the committee and a dissertation advisor, other members, and a representative of the Commission on Higher Education. The committee shall consist of minimum five persons whose qualifications meet the requirements of the Commission on Higher Education. If a student fails in the first oral defense, he/she may attempt the second defense within three months after the date of the first defense but no sooner than the first month after the first defense. The student has to submit a request to the Graduate School if he/she wishes to extend the second defense beyond the three month period.

32.2.8 Students must submit the completed dissertation and abstract to the examining committee at least one month prior to the scheduled date of defense.

32.2.9 After the examination committee approves of the passing of the oral defense, the students must submit the thesis for a format approval from the Graduate School before submitting required copies of the thesis completed with abstract to the Graduate School no later than three weeks after the completion of the oral defense. Only after the completed thesis has been submitted will the students be considered as having passed the thesis defense.

32.2.10 Students must hold the full graduate student status on the day of submitting the completed dissertation to the Graduate School.

Section 13

Student Discipline Punishment

Item 33: Examination dishonesty

33.1 These acts refer to the following activities:

33.1.1 Having any kind of document with content related to the content of the examination course except for the document(s) given by the proctor, or having any written message on objects, or parts of the examinee's body, related to the examination content. Only allowable materials can be brought into the examination room, to be used as tools.

33.1.2 Copying the answers from other examinees or committing any act which may lead to the use of the question sheets or examination documents by other examinees.

33.1.3 Receiving or sending a signal message that relates to the course in the examination room.

33.1.4 Usage of communication devices or other equipment which are relevant to the examination course.

33.1.5 Taking the examination on behalf of somebody else is considered as dishonesty for both the student and the person taking the examination on behalf of the student.

Student will be given "F" for the examination course and needs to take leave of absence during the following semester, summer session may apply, and student is required to pay the fee for student status maintenance

If the substituted examinee or person who delivers the written evidence is a graduated student, his/her graduate documents and other will be issued one year later after the date on the Bangkok University Directive.

Student found guilty and has been on penalty according to item 33.1 and repeated committing an act of dishonesty for the second time, the student will be terminated.

33.2 Act 2, students who purposely communicate with each other in order to copy or trying to copy or allowing others to copy the answers in the examination, but without any written evidence. Both students will be given "F" for that course.

33.3 Act 3, students who purposely create difficulties to obstruct the examination but not considered as dishonesty, will be sentenced for one, or more than one, of these punishments,

Item 34: Academic dishonesty

34.1 Academic dishonesty meaning as follows:

34.1 Plagiarisms mean to copy an article from an author without giving reference or giving credit or taking an idea or an academic work of others and presenting this as his/her own.

34.1.2 False information means to make up data or create unreal data.

34.1.3 Producing academic work on behalf of someone else means to hire or ask someone to produce or complete the work on the student's behalf, particularly in the essential procedures of the dissertation or independent study as follows: research structure, experimentation (if any), research report. Except for those mentioned procedures, if the student is unable to do the work, the student has to get permission from the advisor and also the approval from the program advisor.

34.2 Student having committed academic dishonesty will be penalized as follows:

34.2.1 The student who did not comply with the regulations or intentionally abandoned the regulations will be given "F" for the course, all registered thesis courses will be withdrawn and the student needs to redo the thesis process and extension of study duration cannot be granted.

34.2.2 The student who purposely attempted to commit academic dishonesty or any other violation will be terminated from the University.

34.3 The student who has been proven having committed academic dishonesty, after his/her graduation approval was granted, the Board of Trustees may revoke the graduation certificate.

Item 35: Dishonesty Consideration

Consideration for dishonesty must be made by the Committee for Dishonesty Consideration, shall consist of the Vice President for Academic Affairs or a person appointed by the Vice President for Academic Affairs as the Chairman, the Dean and the Program Director of the School, course instructor and dissertation/independent study advisor

Item 36: Appeals

36.1 Student found guilty has the right to appeal to the President within 15 days after the sentence has been made. However, the appeals is not the subject to reducing the punishment and appeals request must be in written form with the statement of the argument with its supporting reason and signed by the appellant.

36.2 The President appoints the Committee for Appeals Consideration as for appealing consideration. The committee consists of the Chairman with maximum three other members and those members must not be the members of the Committee for Dishonesty Consideration. The committee shall reconsider the appeals for the punishment and present to

the Board of Executives for the final decision within 15 days after the date on the directive. The decision of the Board of Executives is the final sentence.

36.3 If an unavoidable circumstance occurs and the Committee for Appeals Consideration is unable to complete the appeals process within the given time as specified in item 36.2, the Committee has to report the necessity to extend time for the appeals consideration for not longer than 15 days and a maximum of two times.

Section 14

Student Status, Classification and Dismissal

Item 37: Students will be classified at the end of each regular semester. The academic results of the summer session will be computed with those of the subsequent regular semesters. First year students will be classified at the end of the second semester of their first year of studies.

Item 38: Students in good standing are those who have obtained a cumulative grade point average of 3.00 and higher.

Item 39: Students who have obtained a cumulative grade point average lower than 3.00 but higher than 2.50 will be classified as “on probation”.

Item 40: Doctoral candidates are those who have passed the qualifying examination, and are eligible to register for dissertation credits.

Item 41: A student will lose graduate student status if he/she:

41.1 receives a cumulative grade point average lower than 2.50 at the end of any regular semester, except for the first year students whose student’s status will be terminated at the end of the summer session of the academic year or at the end of the first semester of the next academic year after their first academic year;

41.2 is on probation and receives a cumulative grade point average lower than 3.00 at the end of the summer session of the academic year that the student is on probation or at the end of the first semester of the next academic year after the year the student on probation;

41.3 exceeds the periods allowed as stipulated in Item 26 or 27 but fails to complete the required credits or fails to pass the qualifying examination.

41.4 completes the degree;

41.5 is deceased;

41.6 resigns from the University;

41.7 is dismissed from the University due to one of the following reasons:

41.7.1 Submission of false documents during the admission period

41.7.2 Serious misconduct

41.7.3 Failure to register for courses without a request for leave of absence at the Registrar’s Office with a proper fee payment within thirty days of the start of a regular semester.

41.7.4 Committing any act of examination dishonesty or academic dishonesty according to Item 34

Item 42: A student who loses his/her status as stipulated in Item 41.7.3 may request for re-admission after obtaining approval from the Graduate School Committee.

Section 15

Leave of Absence

Item 43: Leave of absence signifies the maintenance of student status when a student does not register for a particular semester. A student is eligible to request for a leave of absence only after completing at least one whole semester or receiving an approval from the Graduate School Committee.

43.1 A student may request for a leave of absence in any one of the following circumstances:

43.1.1 Rehabilitation due to sickness with a confirmation from a physician;

43.1.2 Participation in an international exchange student program as agreed upon by the University;

43.1.3 Other uncontrollable factors deemed necessary by the University;

43.1.4 Absence from registration as required in a regular semester.

43.2 After receiving approval for the leave of absence the student needs to proceed as follows:

43.2.1 During the leave of absence period, the student must pay the appropriate fee to maintain student status every semester. Otherwise he or she will be dismissed.

43.2.2 The student's duration of study as stipulated in Item 26 or 27 will include the leave of absence period. This rule is not applicable to the student's leave for military conscription.

43.2.3 The student must report in person to the Registrar's Office prior to registration after a leave of absence.

43.3 If the leave of absence is during a semester, the following rules are applied:

43.3.1 If the student's request for leave of absence is made within the first week of the first semester, or within the first week of the second semester, his/her courses registered for that particular semester will not be recorded on the transcript.

43.3.2 If the student's request for leave of absence is made after the time stipulated in Item 43.3.1, and receives an approval from the Graduate School Committee, his/her courses will be recorded as "W" on the transcript.

Section 16

Graduation

Item 44: Graduate students in their final semester of study, and who have completed all the requirements for a particular degree with the minimum cumulative G.P.A. of 3.00, may apply for graduation at the Registrar's Office.

Item 45: Awarding Degree

45.1 Candidates for graduation must meet the following requirements:

45.1.1 Complete all coursework required of the program;

45.1.2 Achieve a minimum cumulative GPA of 3.00 or higher from a four-point scale of numerical equivalents for calculating grade;

45.1.3 Maintain proper conduct worthy of being a degree holder.

45.2 Candidates for Master's degree, who choose Plan B of study, must pass the comprehensive examinations as required by the University.

45.3 Candidates for the Master's degree who choose Plan A must have their dissertation or parts of their dissertation published in academic journal(s) or conference proceeding(s).

45.4 Candidates for the Doctoral degree must have their dissertation or parts of their dissertation published in academic journal(s) that has peer reviews.

45.5 Candidates of the Master's degree and the Doctoral degree (41.3 and 41.4) must pass the thesis / dissertation defense and submit the completed and bound manuscripts to the Graduate School.

45.6 Candidates must settle all financial obligations to the University.

Item 46: Gold Medal Award - Candidates for a Master's degree are eligible to receive a gold medal if they:

46.1 Complete all degree requirements within five regular semesters and two summer sessions excluding semesters in which they have applied for leave of absence;

46.2 Achieve a minimum cumulative G.P.A. of 3.85 with no letter grades of "B-" or lower or "U" or never re-enrolled in the same course to improve the grade point average.

46.3 Students who choose Plan B must request for a comprehensive examination after the completion of coursework as stipulated in Item 30.4.1 and must successfully pass the comprehensive examination in their first attempt.

Item 47: Conferring the Degree

47.1 The University's Board of Trustees will convene to approve a list of candidates for graduation during the scheduled meetings.

47.2 The University will hold the commencement ceremony once a year, the schedule of which will be announced at a proper time.

Section 17

Temporary Provisions

Item 48: All rules and regulations that have been announced prior to the date of this announcement shall continue to be in effect and apply to all students who started their graduate studies prior to the academic year 2014 until their graduation. In addition, some of the rules and regulations of the graduate studies of the academic year 2014 that are beneficial to the students are effective immediately.

This announcement was made on June 27, 2014.

Somkid Jatusripitak, Ph.D.
Chairman of the Board of Trustees
Bangkok University