



**REGULATION OF
SURANAREE UNIVERSITY OF TECHNOLOGY**

**STIPULATING
UNDERGRADUATE STUDIES, B.E. 2536**

Regulation of Suranaree University of Technology
Stipulating Undergraduate Studies, B.E. 2536
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By virtue of Article 16 (2) and (3), and Article 48 of the Suranaree University of Technology Act B.E.2533, together with the resolution of Suranaree University of Technology's University Council, adopted during the 1/2536 meeting on April 24, 2536 B.E., the Suranaree University of Technology's University Council, by the advice of the Suranaree University of Technology's Academic Senate has thus issued the regulation stipulating undergraduate studies of Suranaree University of Technology as follows:

1. This regulation is referred to as "Regulation of Suranaree University of Technology Stipulating Undergraduate Studies, B.E. 2536".

2. This regulation has entered into force from the academic year 2536 on.

3. In this regulation,

"University" means Suranaree University of Technology;

"University Council" means Suranaree University of Technology's University Council;

"Academic Senate" means Suranaree University of Technology's Academic Senate;

"Rector" means the Rector of Suranaree University of Technology;

"Institute" means the Institutes in Suranaree University of Technology;

"Dean" means the Dean of the Institute to which a student belongs.

4. The Rector shall act in accordance with this regulation.

5. Qualifications of those eligible to study at the University

5.1 Those who have completed an education of a high school level or its equivalent from an educational institute accredited by the Ministry of Education, or

5.2 Those who hold a college diploma or a degree of any level, or its equivalent from an institute of higher education accredited by the University Council, or

5.3 Those who are considered as eligible by the Academic Senate.

Those who are qualified by one of the above items must not have any disease that may obstruct studies, and must never have been dismissed from the university because of misbehavior.

6. Admission : The University shall admit those qualified according to item 5, following the procedure specified by the Academic Senate and shall make announcements at intervals.

7. Student Registration

7.1 An applicant shall hold students' status after having been registered by the University.

7.2 The students' registration shall be in accordance with the procedure specified by the University, and announcements shall be made at intervals.

8. Academic System

8.1 The University shall follow the trimester system. Each academic year shall be divided into three semesters, each of which shall comprise approximately fourteen weeks.

8.2 "Credit" means a unit indicating the load of studies. The allocation of credits for each course relies on the following:

8.2.1 A lecture or teaching session that is equivalent to one hour per week throughout the semester shall be counted as one credit.

8.2.2 Laboratory work, experiment or training that requires two to three hours of work per week throughout the semester shall be counted as one credit.

8.2.3 Training in a workplace during office hours throughout the semester shall be counted as six credits.

8.3 "Credits taken" mean the number of credits that a student has enrolled to take.

8.4 "Credits of the trimester system" mean the total credits of all the courses taken and evaluated by the letter grades A, B+, B, C+, C, D+, D and F in the semester.

8.5 "Accumulated credits" mean the total credits of all courses taken and evaluated by the letter grades of A, B+, B, C+, C, D+, D and F.

8.6 "Credits granted" mean the total credits of the courses in which a student gains the letter grades A, B+, B, C+, C, D+, D or S.

In case a student enrolls in one course more than once, or has passed the final examination of the course which is considered as equivalent to the course already taken, only the credits obtained from the first examination shall be counted.

9. Course Registration

9.1 New students of the first semester of their studies have to register within the time specified by the University, or else they shall be regarded as renouncing their right to become students and their names shall be removed from the registration list.

9.2 Current students have to register within the time specified by the University, or else they shall have no right to register and study during that semester.

9.3 Current students who fail to register within the time specified by the University have to request a leave of absence from the University in accordance with item 18 and have to pay fees to maintain the students' status, or else they shall lose that status.

9.4 The number of credits that students have to register for the courses in the curriculum are as follows:

9.4.1 Students have to register for not fewer than 9 credit hours and not more than 20 credit hours in each semester.

9.4.2 In case students are going to graduate and the courses left to be fulfilled according to the curriculum are of fewer credits than as specified in 9.4.1, or during the term which the curriculum permits the registration of fewer credits than as specified in 9.4.1, the students can register for fewer credits than specified in 9.4.1 on the condition that the Institute to which the students belong has to report the students' names to the Center for Educational Services before the time of registration.

9.5 Registration in the courses other than as specified in the curriculum and without the students' intention to have those courses evaluated by letter grades can be done within the period of course adding as specified in 10.1 by submitting a petition to the Center of Academic Services on the condition that the petition has to be approved by the academic advisor as well as permitted by the lecturer of the course. The total number of the credits registered must not be over the number specified in 9.4.1.

9.6 Auditing has to be conducted according to 9.4.

9.7 Registration has to be implemented according to requirements of the curriculum and the University's announcements, also it has to be approved by the academic advisor.

The date, procedures and courses offered for the registration shall be in accordance with the University's announcements.

10. Adding, Dropping and Withdrawal of Courses

10.1 Adding is allowed within the first two weeks of the semester.

10.2 Dropping is allowed within the first two weeks of the semester and the course dropped shall not be recorded in the transcript.

10.3 Withdrawal is allowed after the first two weeks but before the tenth week of the semester. The course withdrawn shall be recorded in the transcript.

10.4 Adding and dropping are allowed with approval of the academic advisor. Withdrawal can be done with permission of the Dean through the consent of the lecturer of the course.

10.5 After all course additions, dropping and withdrawals have been totalled, there must be sufficient credits remaining in accordance with the specifications in 9.4 .

11. Class Attendance

Students have to maintain the minimum class attendance of 80 % in order to be eligible to take the final examination. In case this minimum is not reached, lecturers may at their own discretion allow the students to take the examination.

12. Letter Grades for the Evaluation

12.1 In evaluating each course, letter grades shall be used, with the following meaning and credit values of each letter grade:

Letter grades	Meanings	Values
A	Excellent	4.00
B+	Very Good	3.50
B	Good	3.00
C+	Fairly Good	2.50
C	Fair	2.00
D+	Poor	1.50
D	Very Poor	1.00
F	Failure	0.

F Failure 0.

In case the above letter grades and values are not applicable, the following letter grades shall be used :

Letter grades	Meanings
I	Incomplete
M	Missing
P	In Progress
S	Satisfactory
U	Unsatisfactory
V	Visitor
W	Withdraw with permission
X	No report

12.2 Assignment of Letter Grades

12.2.1 Assignment of letter grades A, B+, B, C+, C, D+, D and F is allowed due the following:

- (1) An examination of a course taken by a student, and/or work that can be evaluated by letter grades.
- (2) Change from I and the result has to be submitted to the Center for Educational Services before the end of the first two weeks of the subsequent semester.
- (3) Change from M, P or X.

12.2.2 Assignment of F, besides item 12.2.1, can be done due to the following :

- (1) In courses a student is not allowed to take an examination according to item 11.
- (2) A student violates the examination regulations and is decided to receive an F according to item 19.

(3) Change from I after the first two weeks of the subsequent semester.

(4) Change from M after the first two weeks of the subsequent semester.

12.2.3 Assignment of I is allowed due to the following :

- (1) In case a student is sick before the examination schedule, causing him to be absent from some or all the examinations, on the condition that requirements in item 17 have been fulfilled and permission from the Dean, with the consent of the lecturer, has been

granted.

(2) In case a student becomes sick during the examination schedule, causing him to be absent from some or all the examinations, on the condition that requirements in item 17 have been fulfilled and permission from the Dean has been granted.

(3) In case a student is absent from the examination because of an unforeseeable course of events.

(4) In case student has not yet fulfilled partial requirement of the course and the lecturer, through the Dean's permission, considers it appropriate for the result of the examination to be pending by notifying in writing the Center for Educational Services, together with the examination results of other students.

12.2.4 The letter M will be given for the course in which a student fails to take the examination and has not been able to provide complete evidence to state the reason for being absent.

12.2.5 The letter P will be given at the end of the semester, for the course in which there has been teaching and/or work consecutively for not more than two semesters.

12.2.6 The letter S will be given when the evaluation is satisfactory in the following course :

(1) In courses specified in the curriculum that are to be evaluated by letter grades that do not bear credit values.

(2) In courses a student registers according to 9.5.

12.2.7 The letter U will be given in courses specified in 12.2.6 but the evaluation is unsatisfactory.

12.2.8 The letter V will be given in courses a student is permitted to register as visitor, according to 9.6, with a minimum attendance of 80% and the lecturer decides that the student has been attentive in class.

12.2.9 The letter W will be given after the first five weeks of the semester due to the following :

(1) In case a student is permitted to withdraw according to item 10.3.

(2) In case a student is sick before the examination schedule, causing him to be absent from some or all the examinations, on the condition that the requirements in item 17 have been fulfilled and permission from the Dean and the lecturer has been granted.

(3) In case a student is on leave of absence owing to item 18.1 or

(4) In case a student is suspended from his studies during that particular semester because of the reasons other than as specified in item 19.

(5) In case the Dean has granted permission to change the letter grade from I that is obtained according to items 12.2.3(1) or 12.2.3(2) or 12.2.3(3) due to concurring sickness or an unforeseeable course of events.

(6) In case a student is permitted to register as visitor according to item 9.4 but fails to fulfill the minimum requirement of 80% of class attendance or being considered by the lecturer as not being attentive in class.

(7) In case a student fails to follow the conditions in registration.

12.2.10 The letter X will be given only in the courses for which the Center for Educational Services has not yet received the result of the examination, as scheduled.

13. Evaluation and Computation of GPA

13.1 Evaluation shall be conducted at the end of each semester.

13.2 GPA Computation

13.2.1 A GPA shall be computed from the sum of the products of the value and the number of all the courses assessed in letter grades in a semester divided by the sum of the credits for all these courses of the trimester system.

13.2.2 A GPAX shall be computed from the sum of the products of the value and the number of all the courses assessed in letter grades from the first semester up to the present semester.

14. Re-registration

14.1 A student who obtains an F, a U or a W in any required course has to re-register in that course until the letter grade A, B+, B, C+, C, D+, D or S is acquired.

14.2 A student who obtains an F, a U or a W in an elective course can re-register in that course or may choose to register in another course.

14.3 Besides 14.1 and 14.2, a student may re-register in any course in which he obtained a D or a D+. This is considered as a way to upgrade the letter grade. In this case, the latest letter grade obtained shall be used for GPA computation.

15. Student Classification

15.1 Student classification shall be done at the end of the semester, except

15.1 Student classification shall be done at the end of the semester, except for first-year students who shall be classified after the end of the second semester of their enrollment.

15.2 There are two types of students--regular students and probational students.

15.2.1 Regular students are

(1) Students who register in the first semester of their enrollment, or

(2) Students who gain a GPAX of at least 2.00.

15.2.2 Probational students are those who obtain a GPAX of at least 1.50 but less than 2.00.

16. A student's standing can be estimated from the credits gained as follow :

Credits gained	fewer than 42	credits	first-year standing
	between 43-84	credits	second-year standing
	between 85-126	credits	third-year standing
	more than 126	credits	fourth-year standing

17. Sick-Leave

17.1 Sick-leave can be divided into two types as follows:

17.1.1 Sick-leave before the examination means that a student has been sick before the end of the semester and has not recovered from such sickness by the time of the examination, and therefore he has to be absent from the examination of some or all courses.

17.1.2 Sick-leave during the time of the examination means a student has attended classes until the end of the semester, but becomes sick so he has to be absent from the examination of some or all courses.

17.2 In being permitted to have sick-leave according to 17.1, a student has to submit a petition to the Dean within a week from the date the student has become sick, together with a doctor's letter of testimony from the University's Health Center, or any hospital or clinic approved by the University.

18. Leave of absence

18.1 A student may submit a petition to the Dean for leave of absence due to the following:

18.1.1 Being drafted or mobilized to serve in a military service.

18.1.2 Being granted a scholarship as an exchange student, or any other scholarships approved by the University.

18.1.3 Suffering from an illness that requires more than three weeks of treatment, and accompanied by a doctor's letter of testimony.

18.1.4 Personal reason (s) , and a student has to be enrolled in the University for at least a semester and obtain at least a GPAX. of 2.00.

18.2 When a student experiences an unforeseeable cause of events and wishes to ask for leave of absence, a petition has to be submitted to the Dean as soon as possible and the permission shall be granted by the Board of the Institute that the student belongs to.

18.3 Leave of absence according to 18.1 and 18.2 cannot be longer than two semesters. If a student needs to have longer leave of absence, the petition has to be resubmitted.

18.4 In case a student is granted leave of absence, the period of such leave shall be counted as time of study, except for a student who is granted leave of absence according to 18.1.1 .

18.5 During leave of absence, a student has to pay a fee to maintain student's status every semester in accordance with the University's regulations, except for the semester in which the tuition fees have already been paid, or else the student shall lose his student's status.

18.6 After the leave of absence ends, a student who intends to re-enter the University has to submit a petition to the Dean for such permission. The Dean's permission for the student's re-enrollment must be received by the Center for Educational Services at least a week before the registration schedule of each semester.

18.7 After being permitted to re-enter the University, a student shall maintain the same student's status as before being granted the leave of absence.

19. Penalties for a student who violates rules and regulations.

19.1 Penalties for a student who violates or takes part in the violation of examination regulations, whether mid-term or final examinations, shall be considered by the Board of the Faculty to which the student belongs as follows:

19.1.1 If a student is dishonest in an examination of a course, an F shall be given as the penalty of dishonesty. As for other courses enrolled in by the student, the courses of which examinations for which have already been taken shall be evaluated and graded according to the student's performance; the courses for which examinations have not yet been taken shall proceed as usual and they shall be evaluated and graded according to the student's

performance. Then, the student shall be suspended from studies for at least one semester, or the student's status may be removed.

19.1.2 If there is an evidence that a student intends to be dishonest in an examination of a course, an F shall be given for that course, and the student may be suspended from studies for not more than one semester.

19.1.3 If a student violates any of the examination regulations, appropriate penalties shall be given to that student, but these penalties shall not exceed the lowest level of the violation of the regulations by being dishonest as indicated in 19.1.1 .

19.2 If a student violates or takes part in the violation of any academic rules, the Board of the Faculty to which the student belongs shall consider how to penalize the student accordingly.

19.3 The Dean shall penalize the student according to the decision made by the Board of the Faculty to which the student belongs and shall notify the University for subsequent action

19.4 The student suspension by order shall begin at the end of the semester of the violation. The time of penalty shall be consecutive and the period of suspension shall be counted as time of study and the student's standing shall be classified every semester during the suspension.

19.5 The student on suspension has to pay a fee to maintain the student's status every semester according to the University's regulations, or else the student's status shall be removed.

20. Termination of the student's status. A student's status shall be terminated owing to the following :

20.1 After having acquired all the credits required by the curriculum and having been granted a degree according to item 22.

20.2 After having been approved for withdrawal by the Dean.

20.3 Failing to register or to maintain the student's status after the first two weeks of the semester.

A Student who has lost the student's status according to the above clause may be reinstated within the semester by the Rector's permission.

20.4 Having a GPAX of less than 1.50 after being classified by student classification.

20.5 Being a probational student who has a GPAX of less than 1.80 for two consecutive semesters.

20.6 Being a probational student for four consecutive semesters.

20.7 Being unable to acquire the total credits required by the curriculum or acquiring a GPAX of less than 2.00 .

20.8 By the Dean's order according to item 19.

20.9 Violating other rules and regulations of the University and being ordered by the University to be terminated of the student's status.

21. Those eligible for a degree

21.1 A student who is eligible to apply for a degree shall have the following qualifications:

21.1.1 Being a student of the last semester of studies who has fulfilled all the courses required by the curriculum and the regulations of the Institute.

21.1.2 Having at least ten semesters of studies or equivalent for a four-year curriculum.

21.1.3 Never known for misconduct.

21.1.4 Leaving no debts to be paid to the University.

21.2 In applying for a degree, a student who is qualified by 21.1 has to apply for a degree to the Center for Educational Services within the period specified, or else the student's name might not be submitted to the University Council for approval of a degree in that semester.

21.3 A student who is qualified by 21.1 but is still interested in taking more courses in the next semester without applying for a degree has to petition the Center for Educational Services for approval within the first two weeks of the semester.

The Dean shall grant permission with the consent of the academic advisor.

21.4 For students who are qualified by 21.1 but have not applied for a degree according to 21.2 or petition to enroll in more courses according to 21.3, the Center for Educational Services may compile the names to be submitted to the University Council for approval of a degree in the next semester, on the condition that the students continue to maintain the student's status in the next semester.

22. Granting of a degree

The Dean, with the consent of the Board of the Institute to which the students belong, shall submit the names of the students who have gained the credits required by the curriculum and whose GPAX is not lower than 2.00 to the Academic Senate in order to be further

submitted to the University Council for approval.

23. Granting of an honors degree

23.1 A first-class honors student shall have the following qualifications

23.1.1 Acquiring all the credits required by the curriculum within the time specified by the curriculum.

23.1.2 Never obtaining an F or a U in any course.

23.1.3 Never re-registering in any course to upgrade the grade point.

23.1.4 Obtaining a GPAX of at least 3.50 .

23.2 A second-class honors student must have the qualifications according to 23.1.1 - 23.1.3 and have a GPAX of at least 3.25 .

23.3 The Dean, with the consent of the Board of the Institute to which the students belong shall submit the names of the students who should graduate with honors to the Academic Senate in order to be further submitted to the University Council for approval.

24. Awarding of medals

A student who is eligible for a medal must have the following qualifications :

24.1 Obtain first class honors degree, and

24.2 Obtain the highest GPAX of all the graduates of the same curriculum and in the same academic year.

Awarding of medals shall be executed at the end of each academic year.

25. Students have to comply with other guidelines, rules and regulations that do not violate this regulation.

Announced on April 24, 2536 B.E.

(Signed) Wichit Srisa-an

(Prof. Dr.Wichit Srisa-an)

Chairman, the Suranaree University
of Technology's University Council