

**Regulation of King Mongkut's University of Technology North Bangkok
Concerning Vocational Studies, 2009 (B.E. 2552)**

In order to manage the vocational studies smoothly and suitably, it is necessary to set the regulations about the vocational studies, 2009.

According to Article 22 (2) of King Mongkut's University of Technology North Bangkok Act 2007 (B.E. 2005) as well as the resolution of the University Council's sixth meeting dated 25th November, 2009, the University sets the vocational studies regulations as follows:

Item 1 These regulations are called "King Mongkut's University of Technology North Bangkok's Regulations about Vocational Studies, 2009"

Item 2 These regulations become effective in the Academic Year 2009. For those who had studied before Academic Year 2009 (B.E. 2552), they have to follow the regulations about vocational studies and higher vocational studies, 1991 (B.E. 2534) as well as the extensions of those regulations.

Item 3 The regulations about vocational studies and higher vocational studies, 1991 and their extensions are to be canceled. In addition, any regulations that do not comply with these regulations will not apply.

Item 4 Definitions of terms:

"University" refers to King Mongkut's University of Technology North Bangkok.

"President" refers to the President of King Mongkut's University of Technology North Bangkok.

"Faculty/ College" refers to any constituent parts of the university that are in charge of teaching and learning.

"Department" refers to any constituent parts of the Faculty or College.

"Dean or Director" refers to the Head of the constituent parts of the university that are responsible for teaching and learning of the vocational level.

"Students" refer to those taking vocational studies and have been registered as students.

"Curriculum completion" refers to students' registration of all credits and passing all the courses in the respective curriculum.

Item 5 The students have to strictly follow any guidelines, orders, rules and regulations of the Faculty or College in the event these guidelines, orders, rules and regulations must not conflict with this regulation.

Item 6 The president has the authority to enforce these regulations as well as to set the rules, announcements, or orders, in order to put these regulations into practice. In case of inquiries or problems in interpretation, the President has the sole authority to make final judgments.

Section 1
Accepting to Study

Item 7 The prospective students must have the following qualifications:

(1) They must sincerely support the democracy regime with the King as Head of State under the Constitution.

(2) They must finish primary high school (grade 9) and they must obtain at least the minimum grade point average (GPA) set by the Academic Council of the University.

(3) They must be single and have good health. Additionally, for people with disabilities, they should be capable of studying vocational studies.

(4) They must be polite and civil, and they must have good manners. They must be interested in studying vocational studies and vocational training. They must not have had a bad record, or have been dismissed from school because of moral or legal wrongdoings. They must have trustworthy parents who can control them.

(5) Applicants who pass the entrance exam must not be students in other institutions which have the same class schedules as this University during the time that they are studying here.

(6) They must not have been in prison or sentenced to prison because they were convicted of committing a crime except in a petty offence case or an offence committed by negligence.

(7) Applicants do not have any infectious disease; mental disorders that hinder the study .

(8) They must have parents or guardians who can support them financially until they graduate.

(9) They must legally live in Thailand.

(10) If any applicants appear unable to fulfill the qualifications above, the university will suspend their right to study. They will be dismissed from this university even if they have already been registered.

Item 8 Admission

Applicants must pass the entrance examination of the university. The details of this will be announced prior to each occasion. In case of necessity, the University also has a special procedure to select applicants who fulfill all the requirements

stated in Item 7 to be special students according to the policy of the university. Special status students are those who may not require a certificate; or those who wish to transfer credits obtained to the host institution.

Item 9 Tuition fee payment and registration

Applicants who pass the entrance exam or those who are selected to study must reserve their rights by paying all the fees within the date and time scheduled by the university. They have to bring all evidence, such as receipts and related documents, in order to register as a student on the date and time scheduled by the university.

Section 2 Teaching and Learning System and Registration

Item 10 Teaching and learning system

(1) The university uses the semester system: the first and second semesters in each academic year. Each semester consists of 16 weeks of teaching and learning. Additionally, there might be a summer session (6 weeks of teaching and learning). The number of course hours in summer session is equivalent to the number of hours of the regular semester.

(2) Credits refer to the units that show the status/condition of the course which are based on the following criteria.

- a. Coursework - one hour per week totaling at least 16 hours a semester is equal to one credit.
- b. Workshop - 2 to 3 hours per week, totaling between 32 to 48 hours a semester is equal to one credit.
- c. Training or internship - 3 to 6 hours per week, totaling 48 to 96 hours a semester is equal to one credit.

Item 11 Registration

(1) Registration day in each semester is according to the university announcement. If students fail to register, they can't take any exams for that semester.

(2) Students must register for the following courses.

- a. Credit courses that count towards a grade point average.
- b. Non-credit courses required in the curriculum.
- c. Non-credit courses that the university requires the students to take.
- d. Credit courses with the letter grade of S (Satisfactory) or U (Unsatisfactory). These courses count towards certificate completion, but they do not count towards a grade point average.

(3) In each regular semester, the students have to register for the following courses:

- a. They have to register for the workshop courses to reach the number of credits required in each semester.
- b. The total number of credits for the coursework and workshop courses must be between 12 to 24 credits.
- c. Students can register for courses totally less than 12 credits in a semester, if there are less than 12 credits in completing the requirements in the curriculum.

(4) Registering to maintain student status

Students can apply for a leave if they do not have courses for that semester. They must pay the fees in order to maintain their status within 15 days after the semester starts. Failure to do so would result in student status termination following Item 24

(8). The period maintaining student status is counted towards the duration period allowed for graduation.

(5) In the summer session, students can register for no more than 6 credits.

Item 12 Add-drop and withdrawal from courses

(1) For coursework, if the students would like to change or add courses, they can do so within the first 3 weeks after the semester starts. For workshop courses, they can change or add these courses within the first week of the semester. The dropped courses will not be used for grade point average calculation.

(2) Students can drop from courses within the first 12 weeks of the regular semester; or the first 2 weeks of the summer session. If they fail to do so, the withdrawn courses will appear as W in the academic record.

Item 13 Transfer of credits

(1) Students re-enter the program after resignation or student status termination according to Items 24 (3)-24(8) may transfer credits of the courses that they have taken with grades not below C or 2.00. The approval from the Faculty or College is required. The courses that have been transferred will be marked in their academic record, but they will not be used for grade point average calculation.

(2) Students can transfer no more than a third of the total credits required for certificate completion.

(3) The courses that the students would like to transfer must have been taken within 3 years counting backwards from the beginning of the semester that the students would like to transfer these courses.

(4) The transfer of credits must be done within the first 15 days of the semester that they would like to transfer.

(5) Students who transfer credits must pay a transferring fee and tuition fee for courses they would like to transfer according to regulations of the university.

Item 14 Learning time

(1) If students miss classes more than 20 percent of the learning time in coursework courses; or 10 percent of the learning time of the workshop courses, they will get "Fe" in these courses. The Fe grades will be used for grade point average calculation.

(2) If students miss the exams of any courses without proper reasons, they will get "Fe" in those courses. The Fe grades will be used for grade point average calculation.

Section 3
Grading and Student Status

Item 15 Grading system

(1) The letter grades are used and each letter grade refers to the following point and meaning.

Grade	Point	Meaning
A	4.0	Excellent
B+	3.5	Very good
B	3.0	Good
C+	2.5	Above average
C	2.0	Average
D+	1.5	Below average
D	1.0	Poor
F	0	Failure
Fa	0	Failed, Insufficient Attendance
Fe	0	Failed, Absent from Examination
I	-	Incomplete
S	-	Satisfactory
U	-	Unsatisfactory
W	-	Withdrawal

(2) A final exam is used to evaluate students' performance for each course, a midterm exam is recommended.

(3) The committee of the Faculty or College approves the evaluation of courses in each semester with the signature of the Dean of the Faculty or the Director of the College. The approval of the evaluation is to be proposed to the University's Council for certificate approval.

(4) The examination papers will be retained for a minimum of one semester starting from the date that the university announces the final grades, and thereafter will be destroyed.

Item 16 Grade point average (GPA) calculation

(1) The number of credits is multiplied by the point obtained for each course and then the results of all courses taken are combined. After that, divide the overall result by the total number of credits from all courses. Two decimal digits are used without rounding up or down the grade point average. Courses that students have retaken or have taken instead of other courses must be used for grade point average calculation.

(2) Grade point averages (GPAs) are classified into two types as follows:

2.1 GPA for each semester is obtained from the grade point average of courses taken in that semester.

2.2 Cumulative GPA is the overall grade point average calculated from the first semester to the current semester.

Item 17 Changes of grades and retaking courses

(1) Students who get an F in any course have to do the following:

a. Submit a request form to retake the test at the registrar office as scheduled by the Faculty or College. Students will be permitted to take only one remediation exam. They must pay a fee which is equal to the amount of money paid for the tuition fee of each course. If this process is not implemented, students have to re-enroll in that course or take another course which is approved by the Faculty or College.

b. Show the receipt as evidence to the teacher of that course so the teacher can set a date and time for teaching and giving assignments. Failure to comply may result in not being permitted to take the remedial exam. In case of emergency in which students are unable to take the exam, teachers will be notified immediately with supporting evidence.

c. Students must retake the test on the date and time set by the teacher or in the timetable. Failure to do so results would result in the deprivation of their rights to take the remedial exam.

d. Students who pass the remediation exam will only get a D in that course. If they fail, they will get an F and they are required to repeat the fail course to earn a passing grade.

(2) If students get a D in any course, they cannot retake the test to change their grade.

(3) Students who get an "Fa" (Failed from Insufficient Attendance) or "Fe" (Failed from Absent from Examination) are required to repeat the course to replace a failing grade.

Item 18 Assigning an Incomplete grade (I)

(1) The grade of Incomplete (I) may be assigned in the following cases:

a students have sufficient learning time according to items 14(1) and 26(1), but they get sick before the exam and they cannot take the tests for some or all courses registered in that semester. The petition along with the comment from the teacher is subject to dean or director's approval.

b students get sick during the exam period and they have filed an appeal according to No. 26(2); and have received the approval from the dean or director

c students miss the exams because of an emergency and they get the approval from the Dean or Director.

d students have not yet completed the assignments and the teacher agrees to wait for the assignments from the students. The teacher has to give an I for the incomplete assignments.

(2) Students who receive an "I" have to start to change the I grade within 30 days from the grade approval date. If they fail to do so, the "I" grade will be replaced by an F (failing) or a U (Unsatisfactory).

Item 19 Taking an internship

- (1) The students can ask for an internship outside the university. This case will be under the supervision of the Department or the one assigned by the Faculty or College.
- (2) The students will get S or U grade for an internship.

Item 20 Classification of student status

There are two types of student status: normal student status and probationary student status.

- (1) Normal student status will be given to students who register in the first semester or those who maintain a grade point average of 2.00.
- (2) Probation status will be given to students whose cumulative GPA drops below 2.00. The probationary students must report to their advisor to acknowledge their academic status. A student on academic probation shall not be permitted to register for more than two-thirds of the number of credits required in the following semester. However, they can register for more credits when they get approval from the Faculty or College. They will get a normal student status when their cumulative GPA reaches 2.00.

Item 21 Students' year levels

Students' year levels can be set according to the course credits earned towards graduations:

- (1) First-year students are those who have obtained 1 – 40 credits.
- (2) Second-year students are those who obtained 41 – 81 credits.
- (3) Third-year students are those who obtained more than 81 credits.

Item 22 Time duration of the program

Students cannot spend more than twice the learning time set in the curriculum for certificate completion.

Item 23 Punishment

(1) Exam fraud

If students are engaged in activities against the regulations in either the midterm or final exam, the committee of the Faculty or College has the right to:

- a. fail these students in the course that they have cheated in.
 - b. fail these students in the course that they have cheated in and give a suspension for at least one semester effective the next semester;
 - c. fail these students in the course that they have cheated in. They will receive no grades for other courses registered in that semester and will be placed on academic suspension for at least one semester effective the ensuing semester;
 - d. terminate the current student status
- (2) For any other misconduct, the university will take disciplinary actions against students on a case by case basis.
- (3) The suspension time will be counted towards the learning time in the curriculum.
- (4) Students who are suspended from studying are required to pay a fee for maintaining their student status; otherwise, their status will become invalid

Item 24 Termination of Student Status

Students may have Student Status terminated when they:

- (1) Die
- (2) Complete all the requirements and get a certificate as in Item 30
- (3) Get the approval from the Dean or Director to be dismissed from school
- (4) Have student status terminated (Item 23)
- (5) Cannot complete all the requirements within the allotted time
- (6) Students will be dismissed for the following reasons:
 - a Get a GPA less than 1.5 in the first semester;
 - b Get a GPA less than 2.00 in the subsequent semester after they are on probation;
- (7) Get a cumulative GPA of less than 2.00 after completing all courses in the curriculum. Then they may seek approval from the Faculty or College to retake courses in the curriculum to adjust the GPA within the allocated time, but are still unable to get a 2.00 cumulative GPA after time spent in the allotted period.
- (8) Fail to register for courses in any regular semesters and do not register to maintain their student status within the first 15 days after the semester starts, according to Item 11 (4).

Item 25 Reinstatement process for out-of-status students

- (1) Students whose status is terminated, as in Item 24(8) can apply for reinstatement within 15 days after announcement.
- (2) The appeal for reinstatement must receive the approval from the department head, academic dean or director, and ultimately the president
- (3) The reinstatement fee will be charged according to the University regulation.
- (4) After they get approved to resume their student status, they will maintain the same status that they used to hold before they were dismissed. The time that they were dismissed from school will count towards the time spent in the curriculum as stated in Item 22.

Taking Leave and Returning to study

Item 26 Sick leave

Sick leave is divided into two types:

- (1) Sick leave before exam means students who become sick before the semester ends and illness continues until the exam session. A request for leave must be submitted to dean or director within the first week of being sick together with the medical documentation from public or accredited private hospitals recognized by the government.
- (2) Students who is absent from an examination due to illness must submit a completed application from for absence and make-up examination for consideration by the dean or director. Verifying medical documentation from a public, private hospital or clinic accredited by the government is required.

Item 27 Personal leave

- (1) If students want to take personal leave of absence during class hours, they must ask for permission from the class teacher.
- (2) If students would like to take personal leave of absence for more than one day, they have to submit a request/form certified by their parents or guardians with proper reasons.

Item 28 Study leave

(1) Students can apply for study leave to the dean or director in the following cases:

- a. They serve in the military.
 - b. They get a scholarship for overseas training or academic visit.
 - c. They get sick and they need to get a medical treatment, approved by the doctor, for more than 20% of studying time. Medical documentation from a public or private hospital or clinic accredited by the government is required.
 - d. They have personal reasons to apply for study leave, and they have been studying at this university for at least one semester.
- (2) Students can apply for one semester of Academic Study Leave, except serving in the military as stated in Items 28 (1) a. and 28 (1) b.
- (3) The time that student take study leave will count towards the total study time except the time they spend serving in the military as stated in item 28 (1) a.
- (4) Once students get approval to take study leave, they have to pay a fee to maintain their student status within the first 15 days of the new semester for every semester that they apply for study leave. Students will not have to pay the study leave fee if they academic and tuition fees have already been charged.

Item 29

- (1) Students who have taken study leave have to submit a request to return to study through their advisor to get approval from the dean or director before the registration date. When approved, students will have the same enrolled status last held and will be in the same academic standing as before taking study leave.
- (2) Students who are suspended have to report to their department when the suspension period is over. They also have to submit a request to return to study to their advisor to get approval from the Dean or Director before their registration date. Their student status be the same enrolled status last held before suspension.

Section 5 Certificate Completion

Item 30 Students who are nominated to get a vocational certificate must have the following qualifications:

- (1) They have completed all the courses and obtained the credits stipulated in the curriculum. For course retaking or replacement, only the courses that the students have repeated or have taken instead of other courses with a pass grade will count towards credits gained.
- (2) They obtain a cumulative GPA of at least 2.00.
- (3) They have honor and dignity as stated in Item 31.

Section 6 Students' Honor and Dignity Judgments

Item 31 To be eligible for certification offered by the University, students must maintain their dignity and honor. They must have necessary qualifications of desirable graduates. These qualifications include being polite and courteous, preserving the honor and rights of the university, abiding by the rules, orders and regulations of the university. Additionally, they must maintain appropriate behavior and appropriate standards of conduct:

- (1) They must not be diagnosed as having mental disorders, or must not be determined by the court as incapacitated or quasi-incapacitated persons.
- (2) They have never been serving a prison sentence nor have never been convicted for crimes other than by offences related to negligence or petty offences.
- (3) They have not conducted unacceptable, offensive behavior including getting involved in alcohol intoxication, getting into debt, being involved in gambling or in an adulterous affair which may result in defamation or slanderous comments.
- (4) They have not jeopardized party unity through causing institutional violence nor cross-campus disputes.
- (5) They have not demonstrated oppositional behavior, lack of respect nor aggression against faculty members and staff.

- (6) They must not interfere with the administration of the university.
- (7) They must not intentionally damage, or attempt to damage University property.
- (8) They must not be reported as students who owe a debt to the University.

Item 32 Students a lack of qualifications above qualifications in Item 31 are considered as students who have no honor or dignity. They do not deserve to get a certificate from the University. Accordingly, the university might do the following:

- (1) The university does not nominate these students as certificate recipients
- (2) The university might postpone the certificate nomination of these students for 1-3 years according to the types of wrongdoing.

Item 33 When students have completed all courses required, but it was found out that they do not possess all the qualifications of desirable graduates in Item 31, the Faculty or College committee has to submit comments to the University.

Item 34 Three-fourths of the committee which renders judgments of student honor, dignity and upheld personal integrity must be present in the meeting. The chairman of the committee has the right to invite all those involved for clarification and reserves the right to ask for any documents for consideration. The committee may or may not require the students to explain themselves. A majority rule is used to judge students' honor and dignity. If there are equal votes, the chairman has the rights to make a final judgment.

Item 35 When an investigation reveals that any other students involved in the wrongdoing, written information will be proceeded to the Dean of that Faculty so judgments about disciplinary actions can be rendered.

Item 36 If the students who are not nominated for a certificate feel the committee's decision is unfair, they shall have the right to appeal such matter to the president through the College's Dean within 15 days of the notification of not being nominated for a certificate.

The complaint to the President is in a form of a letter with one copy that has their signature to certify the true copy of the original document. The dean or director will then send the complaint together with their explanation to the university within 7 days starting from the date that he/she receives the complaint in item 36.

Item 37 When the university receives the complaint, the President or the person assigned by the President acting as the chairman of the meeting, the dean or director of each Faculty or College, and the Director of the Educational Service Division acting as both the committee and the secretary of the meeting will hold a meeting to consider the issue within 30 days starting from the date that the complaint is received. If the resolution of the committee of the College is confirmed, this resolution is deemed final. However, if they do not confirm the resolution of the Faculty or College's committee, the chairperson of the university's council has the right to make the final judgment and this judgment must be submitted to the university's council of KMUTNB. Three-fourths of the committee must be present in the meeting. Majority rule is used to determine judgment. In case of an equal number of votes, the chairman has the right to casts his/her deciding vote.

Given on November 25, 2009 (B.E. 2552).

Professor Dr. Kasem Suwannagul
Chairman, KMUTNB Council
