

**The Regulation of King Mongkut's University of Technology North Bangkok  
Concerning Student Discipline, 2011 (B.E. 2554)**

It is proper to adjust the KMUTNB regulations in terms of student discipline as to maintain the university dignity and make students aware of their rights, responsibilities and self-discipline. Then, they would abide by rules and regulations and conduct themselves in an appropriate and civil manner at all times, as law-abiding members of the University community and the general community. Additionally, students are expected to behave properly in accordance with the standards of the University, society, traditional and cultural aspects until their graduation. The discipline policy is consistent to the new institutional status subsequent to the transformation into an autonomous state university.

In accordance with Article 22 (2) of the KMUTNB Act of 2007 and the resolution of the University Council in the meeting no. 4/2011 held on the 13th July 2011, the disciplinary regulation was enacted as follows:

Item 1 The Regulation is called "KMUTNB Regulation concerning Student Discipline 2011".

Item 2 The University Regulation Concerning Student Discipline 2004 (B.E.2547) is annulled. The current regulation shall supersede other prior contradictory rules, orders, notices or announcements

Item 3 This Regulation becomes effective the day following the proclamation.

Item 4 In this Regulation:

|                                     |       |   |
|-------------------------------------|-------|---|
| "University"                        | means | the King Mongkut's University of Technology North Bangkok   |
| "Faculty"                           | means | an organizational unit responsible for learning and teaching activities   |
| "Dormitory"                         | means | KMUTNB dormitory  |
| "President"                         | means | KMUTNB President  |
| "Vice President"                    | means | Vice President of Student Affairs or faculty or staff members designated by the vice president  |
| "Dean"                              | means | Dean, Director, or Head of department with comparable status to that of a faculty   |
| "Vice Dean"                         | means | Vice Deans, Deputy Directors or attorneys of Student Affairs of the Faculty   |
| "Lecturer"                          | means | Teachers, Lecturers, Special Lecturers, and Supervisors of academic missions or activities  |
| "Officers"                          | means | staffs members, civil servants, special and permanent employees under the University  |
| "Student"                           | means | students or enrolled special students, excluding those from the Pre-engineering school  |
| "Discipline Committee"              | means | appointed members responsible for disciplinary administration for integrity matters   |
| "Disciplinary Committee of Enquiry" | means | the committee appointed by the University or University residence hall committee responsible for a disciplinary enquiry, evidence collection and report submission to the disciplinary authority. |
|                                     |       | submission of the disciplinary case   |
| "Semester"                          | means | the normal period of learning and teaching  |
| "Warning"                           | means | a disciplinary action of warning  |
| "Parole"                            | means | speech or a document promising not to break the given condition   |
| "Suspension"                        | means | an academic suspension as a result of serious personal misconduct, imposed by the University  |
| "Terminating"                       | means | to end the student status of the university in any cases according to the university order  |
| "Expelling"                         | means | removing students from the university list, and students cannot get accepted for 1 year.  |
| "Other penalties"                   | means | other types of proper punishments as imposed by the University  |

Item 5 In case the regulatory misconduct has been committed prior to regulatory enforcement action, the penalty applied for the violation of rules and conduct is based on the student disciplinary regulation, 2004 (B.E. 2547) . Any rules that are more beneficial to students will apply.

Item 6 The faculty members shall encourage students in the pursuit of these rules.

Item 7 The President has full authority and preserve the right to set up announcements, rules or orders adhering to this regulation.. In case of any queries in the interpretation, the judgments of the President shall prevail.

Section 1  
Discipline

Item 8 Students must observe these rules and standards. The violation of the standard codes and regulation is considered misconduct and students are subject to the possible penalties for academic misconduct as described in this document.

Item 9 Students must behave as a good citizen and have an obligation to remind themselves of their educational duties and opportunities from government tax allocation, while tax incomes are paid by people. Thus, it is not appropriate for students to commit an act of misconduct.

Item 10 Students have to respect freedom rights and duties of lecturers and officers or other people. They should be honest and always behave well according to good Thai ethics and culture. They must not commit offences of misconduct including violation of the rights, and malpractice relating to nationality, religious, political, sexual orientation.

Item 11 It is students' responsibility not to violate the laws applicable, civil and criminal laws, along with rules, announcements and orders stated by the residence hall or the university.

Item 12 Students are expected to dress neatly, appropriately and maintain proper hygiene. Unseemly behavior in the University premises is not allowed at all times.

Item 13 Student should be honest and trustworthy as far as behavior and discipline are concerned. They are to maintain the University's reputation and dignity. Actions that damage corporate, individuals or someone's reputation are unacceptable. University's reputation rather than on protecting the integrity of the university,

Item 14 Students are responsible to maintain and strengthen the unity. Any actions that interrupt class session and team spirit, contravene others' wellbeing or inflict harm upon the well-being of society are considered intolerable.

Item 15 Students must not get involved in arguments, quarrels, physical fights or assaults that may arise from conflicts between individuals, groups or institutions.

Item 16. Students are required to behave in an appropriate manner to staff, faculty as outlined in the Code of Conduct for Students. They are to treat others with civility and respect. Bullying of any kinds including verbal insults, ridicule, criticism, aggression and physical abuse is unacceptable and will not be tolerated,

Item 17 Possession, distribution, supplying and consumption of alcoholic beverages, cigarettes, and other addictive drugs are not allowed. The regulation also prohibits paraphernalia for the consumption of drugs, narcotics, controlled substances or intoxicants in the university premises.

Item 18 Students must abide by the University policies and campus regulations, such as campus vehicle regulations, policies on campus building and facility access, residence hall rules and time limitation for non-residents of the University housing.

Item 19 Student are prohibited to use personal telecommunications or other electronic devices for possessing, releasing, disseminating, or sharing electronic messages, including graphic and visual representations of information that are damaging to the reputation of other individuals, the University, and society as a whole. These actions may result in a substantial disruption of traditional code of conduct, ethical regulations and cultural considerations.

Item 20 Students alleged to have committed the disciplinary violation have a responsibility to cooperate with any authorized investigation by the Student Affairs. Their duty of cooperation includes the obligation to provide any evidence in good faith, maintaining the standard of honesty. Above all, students must not lie or conceal truth solely for the benefit of themselves or other persons.

Item 21 Students must not steal, destroy, damage property belonging to others the University.

Item 22 On the occasions where a reasonable request is made by an authorized person including faculty and staff members, student should be prepared to show their ID card.

item 23 Students are to uphold and maintain their organization's reputation through integrity. They shall not conduct themselves in a way that hinder or undermines the reputation of the University.

Item 24 Students are to refrain from any illegal, dishonest, or unethical conduct. They should resolutely avoid the temptation of an affair which may result in dishonor and bad reputation.

Item 25 No students shall have in their possession gambling equipment. All students are prohibited from gambling and from support of gambling activities.

Item 26 Consumption of drugs, alcohol, and related addictive substances are prohibited in any circumstances, both inside and outside the University. The violation can bring utter disgrace to the institution.

Item 27 The production of fraudulent documents, willful falsification, alteration or any unauthorized use, which may harm the University property or jeopardize the well-being of others, will be considered serious misconduct.

Item 28 Possession or use of weapons, explosive materials, any illegal, offensive materials that may cause harm or threaten others on the University premises is not allowed.

Item 29 Students must never have been convicted of a criminal offense that leads to a prison sentence, except for a petty misdemeanor that do not bring the University disgrace.

Item 30 Each student must observe applicable rules and regulation both on and off campus. Those committing a disciplinary violation will face penalty actions.

Section 2  
Disciplinary penalties

Item 31 Students will have to observe and abide by all rules and regulations set forth in section. Any other failure to comply with the Regulations can result in disciplinary penalties.

There are 6 types of the student punishment as following:

- (1) Warning
- (2) Parole
- (3) Suspension for 1 to 3 academic years
- (4) Withholding academic transcripts, verification documents or degree certificates (3 years in maximum)
- (5) Terminating student status by: a. Discontinue an enrolled status                      b. Expulsion
- (6) Other types of punishment imposed by Student Disciplinary Committee

Section 3  
Student Disciplinary Committee

Item 32 The University President shall set up the Student Disciplinary Committee which consists of:

- (1) Vice President of Student Affairs or an authorized person as Chair
- (2) Vice Dean/ Deputy Director of Student Affairs or designated individuals as committee
- (3) Specialists (in Psychology, Sociology, Political Sciences, and Law) not more than 4 people as committee
- (4) Director of Student Affairs Unit as committee
- (5) Head of Student Discipline and Development Unit as committee and secretary
- (6) Officer of Student Discipline and Development Unit as secretary assistant

Item 33 The Student Disciplinary Committee in item 32 have responsibilities and duties as follow:

- (1) Improve and adjust disciplinary rules, regulations, announcements, or orders and propose them to the university.
- (2) Propose a framework to improve, adjust, and add criteria discipline punishment to the university.
- (3) Enact regulations, announcements, and orders which are not against this Regulation.
- (4) Set up guidelines to promote student discipline and ethical conduct
- (5) Establish specific forms of disciplinary punishment as expressed by a majority voting. In the event that the votes are equal, chairman has a right to give a casting vote. In the meeting minutes, disagreements must be recorded with accurate depiction of the essential information from the discussion.
- (6) Perform duties as assigned by the University

Item 34 The KMUTNB President sets up the Student Disciplinary Committee of the Faculty or Dormitory:

- (1) Faculty- Disciplinary Committee consists of:
  - a. Vice Dean or Deputy Director of Student Affairs or authorized person as Head
  - b. Specialists or Representatives from each department, approved by the Dean, as committee
  - c. Head of the Student Affairs Unit in the Faculty, as committee or secretary
- (2) Hall- Disciplinary Committee consists of:
  - a. The Head of the Student Dormitory Committee, as Head
  - b. Faculty members or Officers responsible for the dormitory as agreed by Residence Hall Head, as committee
  - c. Specialists in various fields in the number that the Head agrees as the committee
  - d. Dormitory Officer, as committee and secretary

Item 35 The Student Disciplinary Committee in item 34 have responsibilities and duties as follows:

- (1) Promote the student Code of Conduct. Encourage them to abide by the policies, rules, and regulations of the University
- (2) Provide guidance or counselling on students' ethical and moral development .
- (3) Propose to the university, faculty, or dormitory to launch regulations, orders, or announcements to promote discipline, morals, and ethics among students in the faculty or dormitory.
- (4) Propose to the authority appropriate penalties for students in the faculty or residence hall who have committed serious misconduct. Majority rule will apply. In case of equal votes, Chairman will have the right to cast another final vote. Disagreements must be recorded in the meeting minutes.
- (5) Other duties as assigned by the faculty, dormitory, or the university.

Section 4  
Disciplinary Punishment for Students

Item 36 If a student is found guilty of misconduct after the hearing, the Disciplinary committee can issue a range of penalties. . The President, or Vice President, or Dean, or Head of the Student Dormitory, on a case-by-case basis will appoint a Commission of Inquiry of at least 3 members, i.e. Head, Committee member, and Committee and Secretary. They are responsible for investigating allegations of misconduct . Then, the inquiry committee proposes to impose a penalty to the Disciplinary Committee. The proposed penalty will be reviewed by the committee, which constitutes, if any, appointed faculty members, civil servants, or University staffs, or any appropriate individuals.

Item 37 In the investigation process , at least a half of inquiry committee to review allegations and misconduct must be present. The opinion will contain an accusation, a defense, the validity of the reports, rationale for consideration, outcomes and punishment proposal.

To submit the opinion to the President, or authorized Vice President, Dean, or Head of the Dormitory, the majority voting of the Commission of Inquiry will apply. In case of equal votes, the Head of the Commission of Inquiry needs to make a casting vote. Any disagreements will be recorded in the meeting minute.

Item 38 The Investigating Committee is required to complete any investigation within 60 days, commencing from the acknowledged date of the appointed order. In case the committee have not completed their initiation, the investigative process, may be extended for an additional 30 days, twice.

Item 39 Commissions of Inquiry have the power to take evidence from those dealing with the cases, and to call for witness for providing first-hand testimony to the inquiry.

Item 40 The student accused of a violation of the Student Code of Conduct has a right to present evidence with regard to details of the incident to the Commission of Inquiry before the end of the proceedings.

Item 41 The Secretary of the Commission of Inquiry in item 36 is responsible for providing meeting attendance fee from the University income. The fee rate is 300 Baht per attendee.

Item 42 The Authority empowered to impose penalties:

- (1) The President or Vice President of Student Affairs or any appointed person(s) from the President
- (2) Dean or the Head of the Dormitory is empowered to impose penalties for misconduct in items 31(1) and 31(2). A penalty may be imposed only for students whose violations occur within university housing or faculty.

Item 43 A clear and conspicuous written notice with information on the penalties along with the right appeal must be notified to each student. Students are require to sign the acknowledgement of receipt of the notice. In case of student refusal to sign the acknowledgement, another witness may sign the form. If the notice is delivered by postal service, a postal receipt is needed as written confirmation of the acknowledgement.

Item 44

Item 44 When the University announce an appropriate penalty against a students, the Student Discipline and Development Unit, Student Affair Department will send the notification to:

- (1) the punished student(s) and parents
- (2) the registration office and any related offices
- (3) the faculty or dormitory of which the student committed misconduct, and
- (4) any penalties imposed on the student will be recorded in the personal file of the student concerned.

Item 45 Following the use of punishment procedures, the faculty or housing will forward information to:

- (1) the punished student(s) and parents
- (2) the department of that student
- (3) the university
- (4) record the information

## Section 5 Penalty appeal

Item 46 Only the imposed student has a right to appeal decisions on penalties.

Item 47 If the penalty for academic misconduct is less than an academic suspension, the student may file an application to the president, directly through the Student Discipline and Development Unit, Student Affairs Department. The appeal must be filed within 30 days of receipt of the notice,

Item 48 The Vice President of Student Affair or any person designated by the President has a right for final decision making following item 47. The penalty review shall be concluded not later than 30 days after receipt of the request. The decisions made after a review may include charge dismissed, penalty abatement, increment, elimination, or granting a pardon for a reasonable cause. Any judgment determined by Vice president of Student Affairs or assigned personnel becomes absolute.

Item 49 In case of misconduct severity with the minimum penalty imposed from 1 semester suspension, the convicted student may appeal to the President to seek a review of the decision in which the student feel the verdict is not fair. of the decision on penalty. The appeal must be filed directly through the Student Discipline and Development Unit within 30 days from the date of the acknowledgement.

Item 50 The President has full authority to make the final decision or appoint a committee of no less than 3 persons to consider the appeal on item 49. The decisions made after a review may include charge dismissed, penalty abatement, increment, elimination, or a pardon as determined on a case-by-case basis. Any judgment within the president's discretion shall be final.

Item 51 During the appeal process, the punishment imposed on the convicted student still remains effective, with the exception of a reasonable cause sufficient to justify the abatement. Filing is not special reasons for abatement of penalty. Penalty abatement procedures should be applied with reasonable justifications. A mercy petition for suspension of proposed penalty until a final decision made, as in item 48 or 50, shall be submitted to the President, Vice President of Student Affairs, or assigned person, depending on specific circumstances.

Announcement issued on the 28<sup>th</sup> July 2011,

Prof. Dr. Kasem Suwannagul  
Chairperson, KMUTNB Council

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