

**Regulation of King Mongkut's University of Technology North Bangkok
Concerning Code of Student Conduct for Thai-German Pre-Engineering School, 2011 (B.E. 2554)**

To ensure that students at Thai-German Pre-Engineering School, College of Industrial Technology, King Mongkut's University of Technology North Bangkok are nurtured properly, consistent to their maturity and traditional, cultural, disciplinary and morality expectation, in addition to personal positive perception, admirable traits, and improved quality of life which result in their capacity to lead a fulfilled life among others in campus and in society, the King Mongkut's University of Technology North Bangkok Council, following the University Act 2007 (B.E. 2550), Article 22 (2) , during the meeting no. 5/2011 held on 14th September 2011, agreed to set the regulation on code of student conduct as follows:

Item 1 These regulations shall be referred to as the King Mongkut's University of Technology North Bangkok Regulations on Code of Student Conduct for Thai-German Pre-Engineering School, 2011 (B.E. 2554).

Item 2 These regulations shall be effective as of the following day when these regulations have been announced.

Item 3 Existing regulations, rules, orders, or notifications which contradict these regulations shall be superseded.

Item 4 In these regulations:

'University' means King Mongkut's University of Technology North Bangkok.

'Faculty' means faculties, colleges, or equivalent academic units that are called other names including other units that are approved for being established by the University Council.

'College' means College of Industrial Technology.

'School' means Thai-German Pre-Engineering School, College of Industrial Technology, King Mongkut's University of Technology North Bangkok.

'Hall of Residence' means the hall of residence of King Mongkut's University of Technology North Bangkok.

'Education constituent' means schools, faculties, colleges, or the University

'President' means the president of King Mongkut's University of Technology North Bangkok.

'College Director' means the director of College of Industrial Technology.

'Vice-College Director' means the vice-director for student affairs of College of Industrial Technology, or other designated vice-directors.

'School Director' means the director of Thai-German Pre-Engineering School.

'Administrative Committee' means the committee that has been appointed to be responsible for supervising the school students in accordance with these regulations.

'Instructor' means one who has been given a full-time curriculum teaching, including special instructors, academic advisors of Thai-German Pre-Engineering School, or College of Industrial Technology, and instructors of King Mongkut's University of Technology North Bangkok.

'Officer' means government officers, university employees, special employees, permanent employees, or other employees who are employed using budgets or earnings of Thai-German Pre-Engineering School, faculties, college, university.

'Parent' means a father and mother who gave birth to a student or has legally adopted a student as their own child, or a person who financially supports a student.

'Code of Conduct' means code of student conduct.

'Student' means students of Thai-German Pre-Engineering School, College of Industrial Technology, King Mongkut's University of Technology North Bangkok.

Item 5 In the case that disciplinary infractions have been made prior to the notification date of these regulations and the punishing process has yet been finalized, the consideration for punishment shall be made in favor of the students who committed those infractions.

Item 6 Instructors and officers of the university, college, faculties, or school are responsible for warning students not to violate the Code of Conduct, or informing the school when finding those who have conducted any actions deemed as a breach of discipline.

Item 7 The president is in charge of the implementation of these regulations. If there is any problem regarding compliance with these regulations, the president is empowered to finalize the decision.

Section 1
Code of Student Conduct

Item 8 Students must regularly and strictly observe the regulations of the Code of Conduct. Any unethical conduct which is considered a disciplinary offence is subject to the actions stipulated in these regulations.

Item 9 Students must respect the rights and the duties of instructors, officers and others. Students must conduct themselves in a manner which follows morality principles, ethical standards, and Thai culture. Any actions that cause damage to the rights, duties, nationalities, religions, or sexual assault must not be made.

Item 10 Students must be responsible for their own duties and must not violate any other applicable laws, or other regulations, principles, notifications of the university, college, faculties, or school and hall of residence.

Item 11 Students must dress politely, in accordance with the regulations in order to maintain the reputation and honor of the university. Any inappropriate actions must not be conducted both inside and outside the university.

Item 12 Students must be honest and behave themselves in the way that a gentleman or a lady does. No actions that show insults or looking down upon others must be made. Students must not conduct themselves in a manner which causes damage to oneself, groups, parents, or the university.

Item 13 Students are expected to maintain unity without doing any actions that annoy or bother the peace of others. Students must not get involved in any actions that obstruct the teaching-learning environment or cause the separation of students, or the university.

Item 14 Students must not cause disputes or engage in the physical assault among students themselves, students of other education institutions, or other individuals.

Item 15 Students are expected to behave politely towards the instructors and officers with respect and esteem without showing aggressive behavior, insults, or attempts to cause physical assault. Students must follow orders or warnings properly made and given by the instructors, or officers.

Item 16 Students must not have in one's possession narcotics, liquor, illegal drugs, or narcotic paraphernalia for either personal use or distribution. Students shall not consume narcotics or drink alcohol or intoxicants on the campuses or outside.

Item 17 Students must not breach the regulations on the use of vehicles, buildings and areas of the university including staying on the campuses beyond the time limit, except for being given permission to do so.

Item 18 Students must not have in one's possession electronic devices for distribution of images, prints, drawings, or written texts which may cause damage to the reputation of others, the society, or the university, or damage to the morality, convention and culture.

Item 19 If any student is accused of violating the code of conduct, one has to identify oneself and show supporting evidence to the instructor, or officer. Neither actions nor words shall be made to conceal the fact and gain advantage from this action.

Item 20 Students must not engage in theft, embezzlement, or destroying the property of others or the university.

Item 21 Students must bear the Student ID Card at all times and show it to instructors, or officers of the university once being asked to.

Item 22 Students are expected to maintain the reputation of oneself and the honor of the university. They must not do something dishonest or attempting to do so.

Item 23 Students must not engage in any sexual activity that violates public sensibilities or sexual assault.

Item 24 Students must not have in one's possession gambling objects, or engage in any activity that promotes gambling.

Item 25 Students must not forge university documents or any documents, which may cause damage to the university.

Item 26 Students must not possess or carry weapons, explosive devices, or other dangerous and illegal materials either on campus or outside.

Item 27 Students must not misbehave, annoy or upset others, or meet or gather for unlawful purposes. Students must not engage in all kinds of illegal activities including prostituting oneself, or selling narcotic substances either on campus or outside.

Item 28 Students must not get into inappropriate entertainment venues, or gambling dens, or any illegal places.

Item 29 Students must not go outside the university premises during the learning period except for being permitted to do so by instructors, or school officers.

Item 30 Students must not organize or participate in any activity that violates the regulations or notifications of the university except for being permitted to do so by the university.

Item 31 Students must not visit any places that are not suitable for students, or behave in a manner that may damage the reputation of oneself, one's parents or the university.

Item 32 Students must not commit any criminal offence that may result in imprisonment with the exception of doing it by negligence or committing a petty crime which does not damage the reputation and honor of the university.

Item 33 Students must not engage in the behavior which is inappropriate for one's age, morality principles, cultural conventions, regulations and laws although not being stipulated in these regulations. Any cases of such behavior will be submitted for consideration by the Student Administrative Committee. If one's action is unanimously agreed as a breach of discipline, the Committee will finally notify the student, one's parents and the university.

Section 2 Dress Code and Personality of Students

Item 34 Male students:

1. Hairstyle - Short in back but long on top. Moustache, beard, sideburns (except for those whose religion, custom and tradition regulate it), unnatural coloring, or altering in different ways is not allowed.

2. Shirt – White plain shirt, open-collar, lower than the waist, made of medium thick cloth, with elbow length sleeves (with no cracks on the slits). It's a 6-button-front shirt, the left pocket decorated with a machine cutting blade design in red thread embroidery. When being worn, the hem of the shirt must be put inside the trousers. Alternatively, any other design may be stipulated by the college.

3. Trousers - Standard style, regular fit, no pleats, black or dark blue with a front zip and belt loops made of the same fabric. The length of the trousers must be from the waist to the heel, uncuffed. When being worn on campus or outside, the hem of the shirt must be put inside the trousers. No jeans are allowed. Alternatively, any other design may be stipulated by the college.

4. Belt - Black leather with a metal buckle, or any other design stipulated by the college.

5. Shoes - Black leather or canvas with no fashionable designs, or any other design stipulated by the college.

6. Socks - Black or dark blue, polite style, not too thin. When being worn, the socks must not be folded or rolled up.

7. Workshop dungarees, and physical education clothes - as stipulated by the college.

8. All kinds of body decorations and accessories are prohibited, except for a watch with a modest strap.

9. Piercing part of the body to wear decorations, or nail coloring, or body tattooing is not allowed.

Item 35 Female students:

1. Hairstyle - Hair must not be long beyond the middle of the back. Long hair must be politely tied or worn in a bun with a black or dark blue bow. Hair coloring or perming is not allowed.

2. Shirts - Loose, navel-length, open-front, medium thickness, plain white with 5 slits buttons, elbow length sleeves (with no on the sleeves) and folded edge at the end of the sleeves. No edge must be lined on the back part, but there must be a 30mm edge down the front. When being worn, the hem of the shirt must be put inside the skirt. Alternatively, any other design of shirt may be stipulated by the college.

3. Skirt - Knee-length, black or dark blue, T-skirt with no pleat (no denim). When being worn either on campus or outside, the hem of the shirt must be put inside the skirt to show the buckle. Alternatively, any other design of skirt may be stipulated by the college.

4. Buttons - Metal, silver-colored, 17-mm diameter. The design meets the University specification.

5. Belt – Black or dark brown leather with a buckle in the design of university logo, or as stipulated by the college.

6. Shoes - Black court shoe or white trainers without fashionable designs, as stipulated by the college.

7. Socks - Short, white, modest design, not too thin.

8. Dungarees, or physical education clothes – design and wearing as stipulated by the college.

9. Female students must wear no make-up at all when being on campus.

10. All kinds of hair or body decorations are prohibited except for a wrist watch with a modest strap. Only small-sized, modest style earrings are allowed

11. Body piercing (except for ears), accessories, or nail coloring, or body tattooing are not allowed.

Section 3 Penalties for Breach of Discipline

Item 36 Any student who violates or breaches the regulations on code of student conduct as stipulated in Section 1 shall be subject to disciplinary action except for having appropriate reasons to abstain from taking the penalty.

There are 5 disciplinary penalties as follows:

1. Verbal warning

2. Being invited to sign the warning and acknowledge one's breach of discipline. If the student repeats the offence, he/she will be subject to serious disciplinary action.

3. Being deducted behavioral marks

4. Being requested to attend behavior modification activities

5. Other penalties as stipulated by the college but not exceeding those postulated by the law

Section 4
Administration and Disciplinary Promotion

Item 37 The college shall appoint a committee for student administration, comprising 13 persons as follows:

1. College Director or the one who is assigned by the College Director, as Chairperson
2. The Director of Thai-German Pre-Engineering School, as Vice-chairperson
3. Representatives, one from each department, as committee members
4. A representative from the Parent Association, as committee member
5. Experts in psychology, sociology, religion, law or other areas, not more than 5 persons, as members
6. An officer in charge of student administration, as committee member and secretary

Item 38 The Student Administrative Committee is responsible for:

1. monitoring, enforcing and strengthening the disciplinary regulations; promoting the virtues of discipline and activities that help to improve the students' behavior; or proposing penalties in compliance with regulations, notifications, or orders stipulated by the university/ the college; and giving advice on behavior, morality principles and ethical standards to the College Director.
2. producing rules that are in compliance with these regulations.
3. organizing activities that can increase students' behavior marks, designing the activities and specifying the amount of marks, which is in compliance with the university notification.
4. investigating any student who has committed an offence, or appointing a subcommittee to investigate the case and submit the details to the school or college for finalizing the penalties in compliance with these regulations.

Item 39 Each student is provided 100 marks for behavioral practices throughout their student status at Thai-German Pre-Engineering School.

Item 40 Any student who has committed a disciplinary offence against regulations, notifications, orders, rules of the university, college, faculties, school, or state laws must be deducted one's behavioral marks and given disciplinary actions according to the regulations set by the college as follows:

1. Deducting 21-30 marks with a written warning to parents who are invited to acknowledge the student's breach of discipline in support of the improvement of the student's behavior.
2. Deducting 31-50 marks with the first promise that such misbehavior will not be made again. Parents are invited to sign the formal notification to acknowledge the student's breach of discipline and witness the student's attending behavior modification activities for not exceeding 1 month.
3. Deducting 51-70 marks with the second promise not to commit malpractice again, and have the student attend behavior modification activities held by Thai-German Pre-Engineering School no less than 2 months.
4. Deducting 71-100 marks with the third promise not to commit misconduct again. Students have to participate in behavior modification activities held by Thai-German Pre-Engineering School no less than 1 academic term.

Item 41 For any students whose behavior marks are cut up to 51 marks or more, their behavior certificate shall be withheld. The penalty deprives students of their right to further their undergraduate education under the University's quota condition.

Item 42 Rules of and guidelines for deducting behavior marks must be in compliance with the college notifications.

Item 43 The College Director has full power to provide disciplinary actions against any student who has committed an offence at any level against these regulations.

Item 44 The school director has full power to penalize any student who has committed an offence at any level according to Section 3, item 36 and the deduction of behavioral marks according to item 40. As for the penalty under item 4, the college director is empowered to finalize the judgment.

Item 45 Students are entitled to appeal the penalty under item 40 to the college director. In case of the penalty imposed as in item 41, they may appeal to the president within 30 days from the date of penalty notification acknowledgement.

Announcement issued on the 14th September 2011, (B.E. 2554)

Professor. Dr. Kasem Suwannagul
Chairperson, KMUTNB Council
