

King Mongkut's University of Technology North Bangkok

Regulations for Undergraduate Study (RUS) (2009) and Amendments

To manage undergraduate level education appropriately, it is deemed necessary to set Regulations on Undergraduate Study 2009.

Empowered by Article 22 (2) of King Mongkut's University of Technology North Bangkok Act 2007 and resolution of University Council meeting no. 6/2009 on 25th November 2009, Regulations are hereby proclaimed:

Item 1. Regulations are titled “King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study (2009).”

Item 2. Regulations become effective from Academic Year 2009 onward. For students who had studied before Academic Year 2009, Regulations on Undergraduate Study 1991 and amendments apply.

Item 3. Regulations on Undergraduate Study 1991 and amendments are revoked. Any regulations/announcements contrary to current regulations are not applicable.

Item 4. Definition:

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

“President” means President of King Mongkut's University of Technology North Bangkok.

“Faculty/College” means an organization in charge of teaching and learning.

“Department” means an organization under Faculty or College.

“Dean/Director” means Head of organization responsible for teaching and learning of Undergraduate Level Education.

“Student” means person taking undergraduate study and has been registered as student.

“Curriculum completion” means student having completed all course credits required in curriculum including receiving grade of incomplete (Ip) special project or thesis or cooperative education courses (internship). [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 5 (2018)]

Item 5. Student must strictly follow other guidelines, orders, rules and regulations of Faculty, College and University, which are not in conflicts with current regulations.

Item 6. President is authorized to enforce regulations as well as to set rules, announcements, or orders to implement regulations. In case of doubts or interpretation problems, President makes final judgment.

Section 1

Admission

Item 7. Student candidate must possess following qualifications: [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 7 (2023)]

- (1) Must sincerely support Democracy with King as Head of State.
- (2) Must complete senior high school (grade 12) or equivalent, or Vocational/Higher Vocational Certificate set by University Academic Council.
- (3) Studying for a second-degree, students must have completed a bachelor's degree or its equivalent from a university or other higher education institution in order to enter a bachelor's degree program in an additional field of study as specified by each program.
- (4) Must be neat, gentle, and strictly follow University rules and regulations.
- (5) Applicant must not concurrently be a student in any institution/university except Open University.
- (6) Must not serve time in prison for criminal cases except petty offence or negligence.
- (7) Applicant must not have any infectious disease, mental disorders, and other ailments that hinder study.
- (8) Must have parents or guardians who can pay all fees, tuitions throughout study period.
- (9) Must be a legal resident in Thailand.
- (10) Other qualifications to be prescribed by University.

If it is later known that applicant lacks any qualification as stated in (1) – (10), student candidate will not be allowed to take entrance examination. If applicant is already a registered student, student status will be immediately terminated.

Item 8. Admission:

Applicant must pass prescribed entrance examination to be announced prior to each occasion. In case of necessity, University may enact specific procedure to select applicant with qualifications (Item 7) to be special student who may not pursue graduate certificate or wish to transfer study credits to original university.

Item 9. Fees payment and student registration:

Applicant passing entrance examination or eligible to study and wanting to become student must pay all fees within prescribed date and time. Then applicant must bring payment receipts and related documents to register as student on prescribed date and time.

Item 10. University may allow a degree holder to register to study in another degree program with similar curriculum if approved by Faculty Committee. Department will prescribe courses and study time.

Item 11. Cross-university enrollment:

Student may apply to enroll in courses at other state university with approval from both faculty committees and university presidents. Criteria to be considered:

- (1) Courses are not available at home university in that semester/year for some reasons.
- (2) Courses offered at other university have similar and comparable contents; at least three-quarters of content are covered.
- (3) Credits earned through cross-institution enrollment count toward degree completion.
- (4) Student is responsible for paying registration fees and other charges specified by destination university.
- (5) Student is required to maintain student status in case of not taking any course at home university.

Section 2

Education System and Registration

Item 12. Teaching and learning system:

(1) University adopts semester system: first and second semester of academic year. One semester comprises at least 15 weeks of teaching and learning. If there is summer semester (6 weeks), number of course hours is equal to regular semester.

(2) Credit means academic course status/condition based on following criteria:

a. Coursework – Instruction/discussion with a total of at least 15 hours per semester is equal to one credit.

b. Workshop – Practice/lab with a total of at least 30 hours per semester is equal to one credit.

c. Training or internship – Total of at least 45 hours per semester is equal to one credit.

d. Assigned academic activities – Total of at least 45 hours per semester is equal to one credit.

Item 13. Registration:

(1) Registration day in each semester is according to University announcement. If the student fails to register, student cannot take examination (mid-term and finals) for that semester.

(2) Student must register following courses:

a. Credit courses that count toward grade point average.

b. Non-credit courses required by curriculum.

c. Non-credit courses required by University.

d. Credit courses with either “S” (Satisfactory) or “U” (Unsatisfactory) grade. The courses earn credits toward certificate completion but are not included to calculate grade point average.

(3) In each regular semester, the student must register:

a. Workshop course according to required credits.

b. Coursework and workshop courses between 9 to 22 credits for regular programs, 6 to 18 credits for special programs (evening).

c. Student can register fewer than required course credits as stated in Item 13 (3) b if there are fewer credits to complete curriculum.

(4) Register to maintain student status.

If there is no course to register in regular semester, student must register and pay fees to maintain student status within 15 days of semester start. Failure to do so will result in student status termination according to Item 26 (9). Maintaining student status period counts toward total study time allowed for graduation.

(5) Student can register no more than 9 credits in summer semester. [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 7 (2023)]

(6) Students who register for special projects, theses, or cooperative education courses but are unable to evaluate within the semester in which they registered must do the following: [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 5 (2018)]

a. Let the Student Registration and Statistics Office record the evaluation of special projects, theses or in-progress cooperative education courses at the end of the course and conduct semester-by-semester academic evaluations and classify student status as usual without taking the credits of courses that have recorded the measurement of special projects, theses or cooperative education courses that have not yet been completed (In-progress) into account in calculating the semester grade.

b. Evaluation of special projects, theses, or cooperative education courses for which the measurement of special projects, theses, or cooperative education courses has not yet been completed (In-progress) at the end of the course, the evaluation and approval of academic results must be made in the semester in which the scores are submitted.

c. In case of registering for all courses according to the curriculum, students must register to maintain the status of special projects, theses or cooperative education courses in the next regular semester or the summer semester in which they are expected to graduate.

Item 14. Add, change and withdraw from courses:

(1) Student wanting to change or add course must apply within 3 weeks of semester start. Dropped courses do not count toward grade point average.

(2) Student can drop course within first 12 weeks of regular semester or within 2 weeks of summer semester. If student fails to do so within deadline, withdrawn course appears as “W” in academic transcript.

Item 15. Credits transfer: [King Mongkut’s University of Technology North Bangkok Regulations on Undergraduate Study No. 7 (2023)]

(1) Qualifications:

The University will approve the transfer of academic results from formal education, non-formal education, and/or informal education only for those who have the following qualifications:

- a. Student with qualifications as stated in Item 7. According to King Mongkut’s University of Technology North Bangkok Regulations on Undergraduate Study No. 7 (2023).
- b. Having passed University entrance examination and enrolled as student.
- c. At least C grade or 2.00 or equivalent is eligible for credit transfer.
- d. Transcript or evidence to prove knowledge and experiences from non-formal education system must not exceed 8 years after completing transferred course.
- e. Having received permission to transfer course credits before official announcement of current course grades.

(2) Credit transfer procedure:

Student who would like to transfer course credits must:

- a. Submit course credits transfer request to Student Registration and Statistics Office, Academic Services Division within 15 days of transfer semester.
- b. Contact former institution to directly send academic results such as transcript as well as syllabus and course information to University.
- c. Student submits proof of knowledge and experiences from non-formal education system to related Department.

(3) Credit transfer from formal education system: King Mongkut’s University of Technology North Bangkok Regulations on Undergraduate Study No. 7 (2023)

a. Credit transfer of student who used to study in University.

1. The original courses that are requested for transfer must have the same content and the same amount or not less than the courses in the new curriculum and must have been studied for no more than 8 academic years.

2. Students may transfer no more than three-quarters of the total number of credits for the entire program.

b. Credit transfer of student presently studying in different university or institution.

1. Student must have studied at former university for at least 2 regular semesters, excluding dropped semester, and cumulative GPA must be at least 2.50.

2. There are courses that have been studied from the original higher education institution that are comparable to the courses in the university according to the study plan of the transferred field of study. They must be transferred to study in the same field of study as the field of study currently being studied at the original higher education institution or a similar field of study with approval from the Faculty/College Committee.

3. Transferred credit course must cover at least three-quarters course content in new program.

4. Student cannot transfer more than half of total credits to new program.

5. Faculty/College Committee shall determine the evaluation schedule, the duration of the evaluation, and inform students of the evaluation results by issuing a faculty/college announcement.

c. Transfer for Second Degree:

Students who have received a bachelor's degree or equivalent and are enrolled as students for a second degree at the university must register for no less than 42 additional credits in the new major program. The total accumulated credits for graduation must be in accordance with the new curriculum.

(4) Credit transfer from non-formal education.

a. Student must pass examination in course requested for credit transfer organized by faculty/college or by university-approved institution. Or student may be graded from portfolio, knowledge, experiences and interviews.

b. Learning credit results can be reported using following guideline:

Standardized test results are recorded with "CS" (Credits from standardized test). Non-standardized test results are recorded with "CE" (Credits from examination). Evaluation of Non-sponsored training results are recorded with "CT" (Credits from training), and student portfolio results are recorded with "CP" (Credits from portfolio).

c. Faculty/College shall appoint a committee of experts in the course or group of courses for which the student requests to transfer credits. The academic results shall be considered and the results shall be submitted as a grade level for the faculty/college committee to approve.

d. Academic Council Committee shall consider and approve the transfer of academic results, allowing the transfer of academic credits to study no more than the year and semester in which the student is permitted to study according to the approved curriculum.

e. The transfer of courses shall not exceed half of the total number of credits of the transferred program, except for the following programs, in which the transfer of courses shall not exceed three-quarters of the total credits of the entire program. [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 6 (2019)]

1. Bachelor of Business Administration Program for those who have completed a Higher Vocational Certificate (Vocational Certificate) and have worked in a business for at least 2 years and completed a training course for advanced technologists or operators according to university standards or an equivalent training course certified by the university.

2. Bachelor of Industrial Technology Program for those who have completed a Higher Vocational Certificate (Vocational Certificate) in a field of study as specified by each program who have experience working in the industrial sector and have other qualifications as specified by the curriculum, depending on the consideration of the faculty committee.

3. Bachelor of Industrial Education Program for those who have completed a Higher Vocational Certificate (Vocational Certificate) with a cumulative grade point average of at least 2.00 in the fields of study as specified by each program or in other fields of study as approved by the faculty committee and passed the advanced teacher and technician development training course according to university standards or equivalent training course certified by the university.

4. Bachelor of Technology Programs for those who have completed a Higher Vocational Certificate (Vocational Certificate) or an Associate Degree, with a cumulative grade point average (GPA) below 2.00, in a field of study as specified by each program or in other fields, who have experience working in the industrial sector, have completed a training program offered by the University, or have completed a program jointly conducted by the University and a government agency, private-sector organization, or industrial organization, subject to the approval

of the faculty committee. [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 8 (2026)]

(5) Counting study time.

Student allowed credits transferred can study no more than twice study time in new program. If student transfers from institution, study time from former university is included.

(6) Calculating credits and grade point average.

Transferred course credits count toward cumulative credits in new program, but will not be included in calculating cumulative GPA.

(7) Honors certificate.

Transferred student cannot obtain honors certificate.

(8) Payment.

Student must pay charges/transfer fees as stated in University regulations.

Item 16. Class time:

(1) Student attending class less than 80% of class hours cannot take examination, and is given "Fa" grade (fail, attendance). Course credit "Fa" grade is used to calculate GPA.

(2) Student not taking examination without acceptable reasons is given "Fe" (fail, examination). Course credit "Fe" grade is used to calculate GPA.

Section 3

Evaluation and Student Status

Item 17. Evaluation system:

(1) Evaluation system is represented by a set of English alphabets and each alphabet expresses different point or value: [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 5 (2018)]

Alphabet	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	Fail
Fa	0	Fail, Insufficient Attendance
Fe	0	Fail, Absent from Examination
Ip	–	In-progress, evaluation of special project/thesis/cooperative course
I	–	Incomplete
S	–	Satisfactory
U	–	Unsatisfactory
W	–	Withdrawal

(2) There should be one final examination and one mid-term examination.

(3) Faculty/College Committee shall consider the results of the academic evaluation every semester, with the Dean/Director signing to approve the academic evaluation results and considering submitting them to the University Council for degree approval.

(4) Faculty/College keep answer papers for at least one semester after grades announcement. After that, Dean/Director can order destruction.

Item 18. Calculation of grade point average:

(1) Number of credits is multiplied by point obtained for each course, and results of all courses are combined, then divided by total number of course credits. Two decimal digits are used without rounding to display grade point average. Any repeated course or substituted course is also used for grade point average calculation.

(2) Grade point average (GPA) is classified into two types:

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

b. Cumulative GPA is overall grade point average calculated from first year's first semester to current semester.

Item 19. Retaking course:

(1) Students who fail a course must repeat that course or choose to study a course approved by the department according to the specified criteria.

(2) Students whose grades in a course are lower than satisfactory (C or 2.00) may request to repeat that course with approval from the department before registering for the course. Credits and grades of all courses including repeated course count toward cumulative GPA.

Item 20. Giving “I” (Incomplete):

(1) “I” can be given for following cases:

a. A student has completed the required study time as stated in Item 16 (1) but is unable to take the examination in some or all subjects because he or she is ill before the examination and has correctly complied the conditions stated in Item 28 (1) a and the Dean/Director considers the approval from the instructor of that course and sees fit to approve because the student's study lacks only a small amount of content.

b. A student who falls ill during an examination and is unable to take the examination in a particular course or all of them must have correctly complied with Item 28 (1) (b) and received approval from the Dean/Director.

c. A student who is absent from exams due to unavoidable circumstances and approved by the Dean/Director.

d. A student does not complete work assignments and the instructor deems it appropriate to wait for the results of the study. The instructor will give the grade of I (incomplete) together with the results of the other students registered for that course.

(2) Student with “I” must change “I” within 30 days of semester grades announcement. If student fails to do so, “I” will automatically be replaced by “F” or “U” (Unsatisfactory).

Item 21. Audit course:

(1) Student may request advisor to register special course not in curriculum on audit basis, i.e. with no grade or credit. Course instructor's permission is required.

(2) Student must pay tuition fees for auditing course and specify in registration form which course is not to be graded. Student cannot later change auditing course to regular one, except change in study program and auditing course is included in new curriculum.

(3) Registration for auditing course is done during adding course schedule. Auditing course credit is included in maximum course credits allowed in each semester, but not included in compulsory minimum course credits.

(4) Auditing course without credit and grade is recorded as “AU” (Audit) in transcript after course instructor confirms that student has studied with good attention and completed class as stated in Item 16, and instructor gives “AU” in grade report.

Item 22. Student status:

There are two types: regular and probationary student.

(1) Regular student is student who just enrolls in first semester or who gets cumulative grade point average at least 2.00.

(2) Probationary student is one who gets cumulative grade point average under 2.00.

Students on academic probation must report to the department to be informed of their academic probation and register for no more than 3/4 of their total credits in the following semester or at the department's discretion. Students on academic probation will be released from academic probation when they receive a cumulative grade point average of at least 2.00.

Item 23. Student academic year status: [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 7 (2023)]

The determination of a student's academic year status shall be based on the period specified in the curriculum or the period that the curriculum is used.

Item 24. Length of study:

Students must study for no more than twice the duration of the study plan specified in the program of study. The study period is counted from the time of enrollment, first semester. This includes the study period, summer semester, study leave, or study suspension.

Item 25. Punishment:

(1) Examination fraud.

If student is engaged in activities against regulations in Midterm or Final examination, Faculty or College Committee may:

a. Fail student in cheated course.

b. Fail student in cheated course and suspend student at least one semester, starting the next semester.

c. Fail student in cheated course, not grade other registered courses in that semester, and suspend student at least one semester, starting the next semester.

d. Terminate student status.

(2) For other misconducts, University impose disciplinary punishment against offending student on case-by-case basis.

(3) Suspension time counts toward study time.

(4) Suspended student is required to pay fees to maintain student status every semester within specified period. If fees are not paid, student status is terminated.

Item 26. Termination of student status when: [King Mongkut's University of Technology North Bangkok Regulations on Undergraduate Study No. 2 (2011)]

(1) Death.

(2) Complete curriculum study and graduate with a degree as stated in Item 34.

(3) Allowed to resign by Dean/Director.

(4) Student status is terminated as stated in 25.

(5) Not complete study within specified study time.

- (6) For 4-year and 5-year Undergraduate programs, student status is terminated when:
- a. Earn GPA less than 1.25 in the first semester.
 - b. Earn cumulative GPA less than 1.50 in the second semester.
 - c. Earn cumulative GPA less than 1.75 for two consecutive semesters, starting from the third semester of enrollment.
 - d. Earn cumulative GPA less than 2.00 for 4 consecutive semester from the third semester of enrollment, except having completed all required course credits and earning cumulative GPA at least 1.80. Student is allowed to continue studying but must not exceed specified study time.
- (7) For 2-3 year Continuing and Transfer Undergraduate Program, student status is terminated when:
- a. Earn GPA less than 1.50 in the first semester.
 - b. Earn cumulative GPA less than 1.75 for 2 consecutive semesters, starting from the first semester of enrollment.
 - c. Earn cumulative GPA less than 2.00 for 4 consecutive semesters, starting from the first semester of enrollment, except having completed all required course credits and earning cumulative GPA at least 1.80. Student is allowed to continue studying but must not exceed specified study time.
- (8) Complete all required course credits, but cumulative GPA less than 1.80.
- (9) Not register for courses in regular semester, nor maintain student status within 15 days of semester start as stated in Item 13 (4).

Item 27. Student reinstatement status:

- (1) Student losing student status as stated in Item 26 (8) can appeal for reinstatement within 15 days after notification.
- (2) Approval from Department Head, Dean/Director and President is required for reinstatement.
- (3) Student must pay student status reinstatement fees according to University regulations.
- (4) When approved, student status is restored as before termination. Termination time counts toward maximum specified study time as stated in Item 24.

Section 4

Leaves and Re-entry of Study

Item 28. Sick leave

Sick leave is categorized into two types:

- (1) Sick leave before examination means student becomes sick before examination and continues until examination period. Request for leave must be submitted within first week of

being sick together with medical certificate from public or private hospital recognized by government.

(2) Sick leave during examination means student absents during examination due to illness. Request for leave must be submitted immediately to Dean or Director together with medical certificate from public or private hospital recognized by government.

Item 29. Personal leave:

(1) If student wants to take leave during class hours, student must request for leave from the class instructor.

(2) If student wants to take leave for one day or more, must submit request for leave before the leave date with reasons and endorsement of parent or guardian.

Item 30. Study leave:

(1) Student can apply for study leave to Dean or Director in following cases:

- a. Military conscription or training.
- b. Scholarship for overseas training or site visit.
- c. Prolonged sickness for more than 20% of study time. Required medical certificate from public or private hospital recognized by government.
- d. Personal reasons but must have studied at least one semester.

(2) Student can apply for only one semester of study leave per request, except the study leave as stated in Item 30 (1) a. and Item 30 (1) b.

(3) Study leave time counts toward total study time except the study leave as stated in Item 30 (1) a.

(4) Once the request is approved, student must pay fees to maintain student status within 15 days of the first day of semester for every semester of study leave. If not, student status is terminated. Student does not need to pay study leave fees if academic and tuition fees have already been paid.

Item 31. Re-entry of study.

(1) Student having taken study leave must submit the request for re-entry of study to advisor for approval from Dean or Director before semester date registration. Once the request is approved, the student will remain in the same status as before the approval for study leave was granted.

(2) Suspended student must report to Department when suspension period is over. Student must submit the request for re-entry of study to advisor for approval from Dean or Director before semester date registration. When approved, the student will remain in the same status as before suspension.

Section 5

Graduation

Item 32. Student eligible for Undergraduate degree must have following qualifications:

- (1) Complete all courses and credits required in curriculum. For retaking or replacement courses, only pass grade counts toward curriculum completion.
- (2) Obtain cumulative GPA at least 2.00.
- (3) Possess honors and dignity stated in Item 34.

Item 33. Honors of Graduates:

Graduates with honors must have following qualifications:

- (1) Complete studies in regular semester within specified study time.
- (2) Never obtain “Fail” grade (F, Fe Fa) or Unsatisfactory (U) in any course.
- (3) Never repeat any course to change grade point average.
- (4) Student with grade point average at least 3.60 is awarded First Class Honors.
- (5) Student with grade point average between 3.25 – 3.59 is awarded Second Class Honors.

Section 6

Student’s Honor and Dignity Criteria

Item 34. To be eligible for degree, student must maintain dignity and honor. Student must have the university’s desired graduate characteristics including being polite and courteous, preserving University honor, complying with rules, orders and regulations. Additionally, student must maintain appropriate behavior and conduct:

- (1) Must not be medically diagnosed as having mental disorders and must not be ruled by court as incapacitated or quasi-incapacitated person.
- (2) Never serve prison sentence nor presently being prosecuted for crime except petty offence or negligence.
- (3) Not commit evil, lacking morality, rogue behavior, excessive alcohol consumption, heavily in debt, gambling addiction, extramarital affairs leading to scandals.
- (4) Not engaged in intra, inter-University quarrels with other students.
- (5) Not demonstrate aggressive behaviors, nor disrespect Faculty and staff.
- (6) Not interfere with administration of University.
- (7) Not intentionally damage, or severely damage University property.
- (8) Not owe debt to University.

Item 35. Student lacking qualifications stated in Item 34 is deemed as having no honor and dignity, not deserving to obtain degree from University. Accordingly, University may consider:

- (1) Not nominate student to receive degree.
- (2) May postpone degree nomination for 1–3 years depending on offense type.

Item 36. When student has completed all required courses and credits but does not possess all qualifications of desirable graduate stated in Item 34, Faculty or College Committee shall consider the student's honor and dignity and present its opinion to the university for consideration without delay.

Item 37. The meeting of the Faculty/College Committee to consider the honor and dignity of students must have at least 3/4 of the total number of committee members present at the meeting. The chairperson of the committee has the authority to invite any person involved in the case to explain and request copies of documents from any agency for consideration. The committee may or may not summon the student to testify. The decision of the meeting shall be based on a majority vote. In the event of an equal number of votes, the chairperson of the meeting shall cast deciding vote.

Item 38. When investigation reveals that there is other student from other Faculty/College involved in misbehavior, Committee chairperson must immediately notify in writing to inform Dean/Director of the student who is involved in the misbehavior so that the Faculty/College can consider taking further action.

Item 39. Any student who is deemed by the Faculty/College Committee not to be nominated for a degree, if it is believed that he/she has been treated unfairly, has the right to appeal to the President by submitting one letter with his/her signature and one certified copy in person to Dean/Director within 15 days of non-nomination notice.

The person receiving the appeal shall forward the appeal together with his/her explanation, if any, to the University within 7 days from the date of receipt of the appeal in accordance with Item 39.

Item 40. When University receive appeal, President or person assigned by President acts as chairperson of appeal meeting. Dean/Director of Faculty or College are members. Director of Education Service Division is member and secretary. Appeal meeting is held within 30 days of receiving appeal. Three-fourths of committee members must be present to form quorum. Majority rule is used. In case of equal votes, chairperson casts deciding vote.

If committee reject appeal, decision is deemed final. If committee side with appeal, it is sent to University Council Chairman to make final ruling and informs the council for acknowledgement.

Announced on 25th November 2009 (B.E. 2552)

Professor Dr. Kasem Suwannagul

University Council Chairman