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Regulations of King Mongkut's Institute of Technology Ladkrabang
Re: Undergraduate Education, B.E. 2565 (A.D. 2022)

Whereas it is deemed expedient to revise the regulations on undergraduate education of King Mongkut's Institute of Technology Ladkrabang to be more suitable for management of the undergraduate education in the present time;

By virtue of Section 22 (2) of the King Mongkut's Institute of Technology Ladkrabang Act, B.E. 2551 (A.D. 2008) in conjunction with the resolution of the Academic Council at its 8/2022 Meeting on 23 August 2022, and the special agenda at the 2/2022 Meeting on 26 August 2022, the resolution of the Institute Council's Academic Affairs Subcommittee at its 9/2022 Meeting on 2 September 2022, and the resolution of King Mongkut's Institute of Technology Ladkrabang Council at its 10/2022 Meeting on 18 October 2022, this set of regulations is promulgated as follows:

Article 1. These regulations shall be called "the Regulations of King Mongkut's Institute of Technology Ladkrabang Re: Undergraduate Education, B.E. 2565 (A.D. 2022)."

Article 2. These regulations shall come into force from 18 October 2022 onwards.

Article 3. Regulations of King Mongkut's Institution of Technology Ladkrabang Re: Undergraduate Education, B.E. 2564 (A.D. 2021), dated 20 August 2021, shall be repealed.

All provisions of other regulations, rules, orders, notifications, or resolutions insofar as they deal with matters governed by these regulations or are contrary to or inconsistent with these regulations shall be repealed and replaced by these regulations.

Article 4. The President shall hold the acting position hereunder, have the power to issue the regulations, notifications or orders of the Institute that are not contrary to these regulations, with approval of the Academic Council, and report the same to the Institute Council.

In case of doubt, or if no provisions are specifically stated in these regulations, or if it is necessary to specially provide a relief of requirements hereunder, judgment of the Academic Council shall be final.

Relevant notifications of the Higher Education Standard Commission shall be applied *mutatis mutandis* in any instance where no other provisions are specifically stated in these regulations.

Chapter 1
General Provisions

Article 5. In these regulations:

"Institute" means King Mongkut's Institute of Technology Ladkrabang.



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“President” means the President of King Mongkut's Institute of Technology Ladkrabang.

“Student” means undergraduate student of King Mongkut's Institute of Technology Ladkrabang.

“Academic division” means the academic division that offers undergraduate programs in King Mongkut's Institute of Technology Ladkrabang.

“Chief of academic division” means the Dean and shall include the Vice-President assigned to be in charge of a campus.

“Academic Division Committee” means the committee of an academic division in King Mongkut's Institute of Technology Ladkrabang and shall include the Campus Committee.

“Committee of other division” means the committee of the general education office and shall include the committee of other divisions in King Mongkut's Institute of Technology Ladkrabang.

“Special semester” means summer session.

“Full-time lecturer” means a person holding the position of lecturer, assistant professor, associate professor, professor, or other equivalent position in the Institute as required by the Institute Council, or a person in an outside organization that enters into a cooperation agreement with the Institute, being responsible for fulfilling the Institute’s missions and understanding the qualifications for the higher education.

“Program lecturer” means a full-time lecturer whose qualification is corresponding or related to the field of study of the program approved by the Institute Council and is responsible for teaching or conducting research in such field of study. One lecturer can be a program lecturer of many programs at the same time.

“Lecturer responsible for the program” means a program lecturer who is responsible for managing and developing the programs and instruction, from planning to quality control, monitoring and assessment, and program development. The lecturer responsible for the program shall be involved throughout the period of implementation of the program. A lecturer responsible for the program may not be responsible for more than one program at the same time. However, for multidisciplinary or interdisciplinary programs, the lecturer responsible for the program can be responsible for another program. In this case, there shall be no more than two repeated lecturers responsible for the program.

“Qualification related to the field of study of the program” means the qualification established in the field of study standard. If there is no notification on the field of study standard or the existing field of study standard has no provision relating to this matter, it shall refer to the qualification related to the academic or professional matter of the program or any other qualification with direct experience in the program obviously promoting the instruction in such program and enabling the students to complete the objectives of the program. Consideration of the related qualification shall be at the sole discretion of the Institute Council.



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“Part-time lecturer” means a lecturer who is not a full-time one.

“Cooperation agreement” means the execution of a formal agreement between the Institute and an outside organization to develop and manage a program with approval of the Institute Council and such outside organization.

“Outside organization” means a higher education institution in or outside the country that has been endorsed by an agency responsible for education of that country, or a governmental agency of the department or equivalent level, or a state enterprise, or a public organization, or a private company listed on the Stock Exchange of Thailand.

In case of a private company not listed on the Stock Exchange of Thailand, it shall be at the sole discretion of the institute council, provided that such private company is required to show its capability and readiness to jointly produce quality graduates of such company that meet the education quality standards.

“Learning outcome” means the outcome achieved by learners through the learning process from study, training, or experience obtained from practice, or action learning from workplace during study.

Chapter 2 Academic Administration

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Article 6. Undergraduate programs are divided into two groups as follows:

6.1 Academic undergraduate programs with an aim to produce graduates who possess both theoretical and practical knowledge and may require practical training in an establishment. The programs emphasize on academic knowledge and skills and enable the students to creatively apply their knowledge to real life situations; and

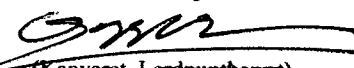
6.2 Professional or operational undergraduate programs that aim to produce graduates who are theoretically and practically well versed and have academic and professional knowledge, competency, and skills, as well as technical capabilities and skills in a particular field of study with work experience in an establishment. The programs focus on participatory teaching and learning between the establishment and the Institute and educational management that integrates theoretical and practical matters into the context of actual work situation.

Only this group of program that can be offered as an undergraduate program (continuing), taken as a part of an undergraduate program, and must entirely reflect the philosophy and contents of that particular undergraduate program. The term “continuing” shall be put in parentheses following the program title.

Article 7. The program shall determine learning outcomes of each level of qualification to be in conformity with identity of the program, higher education institution, profession, the country, and the global context, consisting of four aspects as follows:



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- 7.1 Knowledge;
- 7.2 Skills;
- 7.3 Ethics; and
- 7.4 Character

This shall be in line with Notification of the Committee for Higher Education Standards Re: Details of Learning Outcomes according to the Higher Education Qualification Standards, B.E. 2565 (2022).

Article 8. Educational management system is as follows:

8.1 The Institute operates a bi-semester academic system. Each academic year is divided into two regular semesters: first and second semesters. There may also be a special semester. Each regular semester consists of not less than 15 weeks and can also be divided into certain phases. A special semester can be organized according to the necessity of each program and the length of time and number of credits shall be determined in proportion to those in the regular semester.

8.2 The Institute may also operate other educational systems, such as tri-semester system, module (group of courses) system, distance education, and others, provided that the period of study and the number of credits are in proportion to those of the bi-semester system.

8.3 Each undergraduate program offered at the Institute consists of multiple courses. Each course organizes the content based on the number of credits. The number of credits granted for each course is determined as follows:

8.3.1 A theory-based course involving lectures or discussion or instruction of not less than 15 hours per one regular semester shall be measured as one credit in the bi-semester system.

8.3.2 A practice-based course involving training or laboratory session of a minimum of 30 hours per one regular semester shall be measured as one credit in the bi-semester system.

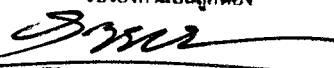
8.3.3 The number of credits of a course involving both theoretical and practical sessions will be measured in accordance with the criteria stipulated under 8.3.1 and 8.3.2.

8.3.4 Training practice, field study, or any other training that takes not less than 45 hours per a regular semester shall be measured as one credit in the bi-semester system.

8.3.5 In case of courses of a specific nature, such as special project, cooperative education, overseas internship, the Institute may use any other criteria to determine the number of credits as it deems appropriate. For overseas internship, the number of credits shall be determined in accordance with the Institute's notifications, subject to consent of the Academic Council.



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8.4 Total number of credits and duration of study:

8.4.1 A 4-year undergraduate program shall have a total of not less than 120 credits.

8.4.2 A 5-year undergraduate program shall have a total of not less than 150 credits.

8.4.3 A 6-year undergraduate program shall have a total of not less than 180 credits.

8.4.4 An undergraduate program (continuing) shall have a total of not less than 72 credits.

8.5 Program structure: the program consists of a number of general education courses, specialized courses, and free elective courses with the proportion and number of credits of each group of courses as follows:

8.5.1 General education courses mean courses which focus on the total development of a human being who is ready for the present and future world, has a desire for knowledge, possesses all of the skills required for the 21st century, is capable of combining a variety of sciences to contribute to development or solve problems, can create opportunities and values for oneself and the society, is aware of changes in the society and the world, lives under moral and ethical principles, understands the value of home country, works with others to create and develop a sustainable society, and is a strong and worthy citizen of the society.

There shall be a total of not less than 24 credits. For the undergraduate program (continuing), students may be exempt from taking the general education courses that they have already taken during the high vocational certificate or associate degree program, subject to approval of the Committee for the General Education Office.

8.5.2 Specialized courses mean core courses, specific courses, professional foundation courses and professional courses which aim to enable students to gain knowledge in and understanding of their field of study and to work. The total number of credits of the specialized courses is as follows:

8.5.2.1 An undergraduate program (4 years) shall have a total of not less than 72 credits of specialized courses.

8.5.2.2 An undergraduate program (continuing) shall have a total of not less than 42 credits of specialized courses, a minimum of which shall be not less than 18 credits of the theoretical courses.

8.5.2.3 An undergraduate program (5 years) shall have a total of not less than 90 credits of specialized courses.

8.5.2.4 An undergraduate program (not less than 6 years) shall have a total of not less than 108 credits of specialized courses.

The major courses shall have not less than 30 credits of specialized courses whereas the minor courses not less than 15 credits of specialized courses.



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8.5.3 Free elective courses mean those aimed at enabling students to gain knowledge and understanding of the subject matters of their expertise or interest. Students are allowed to choose any undergraduate courses offered by the Institute. The total number of credits of the free elective courses shall not be less than 6.

8.6 Qualifications and number of lecturers:

8.6.1 A program lecturer shall, at a minimum, have a master's degree or the equivalent, or hold an assistant professor title or the equivalent, and have produced in the past 5 years at least one academic paper which is not a part of graduation requirements and published in accordance with the publication criteria specified for academic title appointment.

In the case where a cooperation agreement is executed with an outside organization that is not a higher education institution, if necessary persons from such organization may be granted exemption for the master's degree and academic output requirements, but at a minimum they shall have a bachelor's degree or the equivalent that matches and is related to the field of study of the program and have experience working in such organization or performing the same type of work for not less than six consecutive years.

8.6.2 There shall be a minimum of five lecturers responsible for the program who have the same qualifications as the program lecturers.

In the case where a cooperation agreement is executed with an outside organization, there shall be at least three program lecturers of the Institute being the lecturers responsible for the program.

If the program offers more than one major, there shall be not less than three lecturers responsible for the program for each major.

In an extremely necessary case for a field of study where it is impossible to find the sufficient number of lecturers responsible for the program, the Institute shall submit to the Committee for Higher Education Standards the number and qualifications of lecturers responsible for the program for approval on a case-by-case basis.

8.6.3 A lecturer giving instructions shall be a full-time or part-time lecturer who has at least a master's degree or an equivalent or holds the academic title of assistant professor or an equivalent in the particular field of study or a related field of study or in the field of study of the course taught.

In the case where a cooperation agreement is executed with an outside organization that is not a higher education institution, if necessary persons from such organization may be granted exemption for the master's degree requirement, but at a minimum they shall have a bachelor's degree or the equivalent thereof, and have experience working in such organization or performing the same type of work for not less than six consecutive years.

In case of part-time lecturers not having the required qualifications, they shall be experts with recognized knowledge and experience in the field of study taught or a related field of study and obtain approval of the Institute Council.

If any course requires a part-time lecturer, there shall be a full-time lecturer jointly responsible for the process of teaching and developing the students throughout the period of educational management of such course.



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8.7 The Institute may offer a minor, which shall consist of not less than 15 credits in the two following forms:

8.7.1 A minor that is a part of an undergraduate program;

8.7.2 A minor program in accordance with rules and procedures provided as the Institute's notification.

8.8 All programs offered shall have been considered by the Academic Council and approved by the Institute Council before accepting students.

8.9 The Institute may offer programs that enable the graduates to receive two degrees or more, or undergraduate programs for students who have potentials to become innovators, or implement other projects in accordance with regulations of the Institute.

Article 9. Each program must set up a quality assurance system to assure learning outcomes of the program as required by the Academic Council with approval of the Institute Council. The program shall monitor the learning outcomes in accordance with good governance principles and use the results to improve its management and learning processes to lead to achievement of learning outcomes that meet the qualifications standards as prescribed in the related notifications of the Committee for Higher Education Standards.

Article 10. Each program is required to improve and modernize itself. Assessment and reporting of the program's performance shall be made on an annual basis in order to utilize the information obtained to make revision to the program from time to time or at least every five years.

Chapter 3

Admission and Reporting of New Students

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Article 11. Admission of students, schedule, and admission methods of applicants shall be as prescribed in the Institute's notification. The admission shall be conducted by Office of the Registrar in each academic year. Number of students accepted and selection shall be as determined by the Academic Division Committee in the student admission plan or amendment thereof, as the case may be. Moreover, Office of the Registrar shall issue the Institute's notification regarding admission and selection results.

Article 12. Qualifications of Applicants

12.1 An eligible applicant for an undergraduate program (4 years, 5 years, and not less than 6 years) shall have graduated with a high school certificate or the equivalent thereof approved by the Ministry of Higher Education, Science, Research and Innovation or other relevant agencies, or any other educational qualification as required by the Academic Council;

12.2 An eligible applicant for an undergraduate program (continuing) shall have graduated with a higher vocational certificate or the equivalent thereof or an associate degree or the equivalent thereof in the field of study matching or related to the field of study he/she is going to study as determined by the Institute Council;



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12.3 Never having been punished due to commission of or involvement in cheating on any kind of placement examination;

12.4 Having no financial obligations due to the Institute; and

12.5 Other qualifications as prescribed by the Academic Division Committee or the Academic Council in the Institute’s admission announcement.

Article 13. Reporting of new students shall be as prescribed in the Institute’s notification.

Chapter 4

Enrollment, Payment of Tuition Fees, and Maintenance of Student Status

.....

Article 14. Enrollment and payment of tuition fees shall be in compliance with the following requirements and procedures:

14.1 Students must enroll and pay all kinds of tuition fees in a manner specified by the Institute;

14.2 In a regular semester, students who fail to enroll within the period designated by the Institute must complete the late enrollment within the period of time specified in the academic calendar. Students are also required to pay fine at the rate determined by the Institute. Upon expiry of such period, the students must apply for a leave of absence under Article 42.4 hereof or their student status will be terminated.

During a special semester, late enrollment shall be completed within the period of time indicated in the academic calendar.

In case of necessity, the Director of the Office of the Registrar may grant the students a special approval for late enrollment with consent of the chief of academic division and permission of the Director of the Office of the Registrar.

14.3 In a regular semester, students who have enrolled must complete the payment of tuition fee and educational aid under a cooperation agreement with an outside organization (if any) within the period specified in the academic calendar. If the students fail to make payment within such period, they must pay fine at the rate determined by the Institute. If the students have not paid the tuition fee, fine and educational aid under a cooperation agreement with an outside organization (if any) in full, they will not be allowed by the Institute to take the final examinations in that semester and the students shall be required to submit an application for a leave of absence or their student status will be terminated.



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In a special semester, after the period of time specified in the academic calendar, if a student enrolls, but has not made full payment of the tuition fees and fine, it shall be deemed that such student has withdrawn all of the courses enrolled. In this regard, Office of the Registrar will proceed to immediately withdraw the courses and it shall be deemed that such enrollment is invalid.

Cancellation of enrolment, exemption of tuition fees, reduction of tuition fees, time extension for payment of tuition fees, installment payment of tuition fees, refunds, and fines shall be subject to approval of the President.

14.4 In each regular semester, students have to enroll in not less than 9 credits and not more than 22 credits, except for senior students or students before their final academic year who have to take teaching apprenticeship in their final year and have less than 9 credits left to study or need to enroll in more than 22 credits to graduate. However, under any circumstances the number of credits enrolled shall not exceed 27.

With regard to enrollment in a special semester, students have to enroll in not more than 9 credits. If during such special semester, the students enroll in apprenticeship courses, they will not be allowed to enroll in any other courses in that special semester.

Enrollment with the number of credits other than those described above shall require approval of the Academic Council.

14.5 In the case where a student fails to make payment of tuition fees and educational aid under a cooperation agreement with an outside organization (if any) in full, the Institute reserves the right not to issue him/her the transcript and all kinds of certificates. If the student has completed the program, he/she will not be approved for graduation or nominated to the Institute Council to receive the degree until the student has made full payment of tuition fees, fines, and educational aid under a cooperation agreement with an outside organization (if any).

14.6 Students may not enroll in courses with the same or overlapping study or examination dates and times, except for those students to graduate in that particular academic year who may enroll in courses with the same or overlapping examination dates and times, subject to approval of the chief of academic division and permission of director of the Office of the Registrar. The academic division that the students belong to shall organize the examinations. In this regard, the students shall file a request with the academic division they belong to within three weeks from the date of commencement of the semester.

14.7 In case of a dual degree program, provisions of the Institute's relevant rules shall be adhered to.

14.8 Students who have earned all credits required to complete the undergraduate program and have attained the cumulative grade point average required for graduation may apply for an approval to continue their study, which may be academic audit, and shall pay the fee for maintenance of student status every semester. In this regard, the study period shall not exceed the maximum study period of the program.

14.9 Enrollment under the Potential Innovator Project and others shall be in compliance with the Institute's relevant rules, regulations or notifications.



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Article 15. Re-registration must be in accordance with the following stipulations:

15.1 A student, who fails or does not pass a course, must re-register for that course, unless the course is no longer open. In that case, the student may choose to register for another equivalent course in that program and approval of the Academic Division Committee must be obtained. However, this shall not include an elective course.

15.2 A student who applying for re-registering for any course, subject to approval of his/her advisor, and the study result of the re-registered course may be used in place of the previous study result of such course, provided that the number of credits and grade of the re-registered course shall not be included in the calculation of grade point average.

15.3 In the case where a student has earned all credits required by the program, but his/her cumulative GPA is lower than that required for graduation (2.00), the student must re-register for only the program courses that show a grade of less than C in order to increase his/her cumulative GPA to reach the required level. The study result of the re-registered course may be used in place of the previous study result of such course, provided that the number of credits and grade of the re-registered course shall not be included in the calculation of grade point average.

Article 16. To enroll in continuous courses, a student is required to complete a prerequisite course in order to enroll in continuous courses, except for those students who are expected to graduate in that particular academic year. Such students may enroll in both the advanced course and the continuous course at the same time, subject to consent of the Chief of Academic Division and permission of the Director of Office of the Registrar. In this regard, the student shall file a request with the academic division he/she belongs to within three weeks from the date of commencement of the semester.

Article 17. Registration for maintenance of a student status

17.1 A student, who has earned all credits and passed the course examinations, but has not completed the research, experiment, thesis, dissertation, special project, cooperative education, special problem, teaching equipment project, or any similar course called by another name, or has not passed the English Exit Exam in accordance with the Institute's notification, must register to maintain his/her student status in every semester until graduation.

17.2 A student who participates in the overseas internship or student exchange program, which is not a part of the study, must register to maintain his/her student status.

17.3 A student must register to maintain his/her student status within three weeks from the first day of the semester. Upon expiry of such period, the student must obtain approval of the head of academic division to be able to register for maintenance of student status and must complete the registration before the final examination date of that semester.



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Chapter 5
Course Addition, Change, and Withdrawal

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Article 18. Course addition and change shall be in accordance with the following stipulations:

18.1 An application for addition or change of courses must not be in conflict with the provision of Article 14.4.

18.2 Students who wish to add or change any courses must do so within the period of time indicated in the academic calendar. Upon expiry of such period, students will not be allowed by the Institute to add or change any courses.

In a special case where it is necessary, students may add or change courses, subject to consent of the chief of academic division or director of the General Education Office, as the case may be, and permission of director of the Office of the Registrar.

Article 19. Course withdrawal shall be in accordance with the following stipulations:

19.1 An application for withdrawal of courses shall not be in conflict with the provision of Article 14.4.

19.2 Students who wish to withdraw courses shall do so within the period of time stated in the academic calendar.

Chapter 6
Auditing and Learning for the Purpose of Broadening Knowledge and Accumulating Credits

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Article 20. Auditing a course is defined as learning by students or outsiders applying for studying in the program for the purpose of broadening their knowledge. Credits of the audited course will not be included in the program being studied.

Article 21. Registration for an audited course shall be the same as for a regular one.

Article 22. If a student has audited a course, he/she may not subsequently repeat such course for credit, except in the case where the student changes the program and the new program requires the student to take such course and accumulate the credit.

Article 23. Registration, addition, change and withdrawal of audited courses shall be in compliance with Chapter 4 and Chapter 5 hereof.

Article 24. Evaluation of audited courses shall be made only with an "S" or a "U".



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Article 25. Student may enroll in subjects or training courses that the Institute organizes for the general people to study for the purpose of broadening their knowledge and accumulating credits. The credits and study results of any subjects or training courses can be used for graduation in the program the students take. This shall be in compliance with resolutions of the Academic Council and approved by the Academic Division. Such credits and study results may also be transferred when the students attend any other program in the future.

Article 26. Rates of tuition fees, rules and procedures with respect to the learning for the purpose of broadening knowledge and accumulating credits shall be in compliance with the Institute's Regulation Re: Admission of General People to Study for the Purpose of Broadening Their Knowledge and Accumulating Credits, B.E. 2561 (2018), and the Institute's notifications issued pursuant to such regulation.

Chapter 7 Assessment and Grading

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Article 27. Course assessment

27.1 The results of course assessment must be approved by the Academic Division Committee or the committee for another division responsible for such course.

27.2 Study results can be measured by means of examination or other, subject to approval of the Academic Division Committee or the committee for the General Education Office being the course owner.

27.3 The credit system shall be utilized primarily in assessment of the performance of the students. For measurement and reporting of the performance, letter grades shall be assigned and grade point average shall be calculated from the equivalent grade points as follows:

Grade	Score	Meaning
A	4.00	Excellent
B+	3.50	Very Good
B	3.00	Good
C+	2.50	Fairly Good
C	2.00	Fair
D+	1.50	Poor
D	1.00	Very Poor
F	0	Fail
I	-	Incomplete
S	-	Satisfactory
U	-	Unsatisfactory
T	-	Transfer



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27.4 The grades of A, B+, B, C+, C, D+, D, and F can be assigned for courses that students take examination and/or have any outputs that can be evaluated by level of achievement. For courses other than those, only the grade of S or U shall be awarded.

27.5 The letter grade of I may be awarded only in the thesis, dissertation, special project, special problem, independent study, cooperative education course, or any equivalent course called by another name, or alternative courses if the student has not completed a certain part of such course or is unable to submit an assignment within the designated time. The student has to complete the conversion of an I to another grade within one year from the day following the due date for submission of scores and grades stipulated in the academic calendar of that semester. If the student fails to proceed within such period of time, it shall be deemed that the student fails that course and the Office of the Registrar shall convert the letter grade of 'I' to 'F' or 'U' immediately.

27.6 Grade 'T' will be given only for courses transferred from other education institutions.

27.7 The grades considered to pass the examinations include A, B+, B, C+, S, and T.

Article 28. Final examinations shall be in accordance with the following stipulations:

28.1 Every student is required to attend the final examination on the date and at the time and place specified in the examination schedule. Students who miss the final examination of any course will fail such course, except in case of force majeure under Article 28.3, which shall be at the sole discretion of the course lecturer and the chief or deputy of division assigned. In this regard, the examination shall take place at the time not later than the period prescribed in the academic calendar.

28.2 Students whose attendance is less than 80% in any course will not be entitled to take the exam and will fail such course, unless the students are granted permission by the course lecturer to take the exam. Credits of such course will be included in the calculation of grade point average.

28.3 Students may file a petition for special withdrawal of courses in case of any event of force majeure as follows:

28.3.1 Illness or accident: a medical certificate issued by a public or private hospital or any organization determined by the Institute stating that the student is unable to take the examination shall be produced to support the consideration;

28.3.2 Ordination at funeral: a certificate issued by custodian of the student is required in this case;

28.3.3 Death, accident, or illness of the student's' parent, custodian, brother or sister born to the same parents and it is necessary for the students to stay and help with. Evidence supporting such event shall be produced to the Institute to support the consideration; and

28.3.4 Other necessary circumstance, which shall be at the sole discretion of the course lecturer and the chief or deputy of division assigned.



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The student shall file a request together with evidence of force majeure leading to withdrawal of the course. Approval of the chief of academic division or the chief of another division owning the course, as the case may be, and permission of Director of the Office of the Registrar shall be granted.

28.4 For students who get the Institute's approval to participate in any national or international academic contests or activities contributing to the Institute's reputation, the Institute may arrange for them to take the final examination before or after the scheduled examination date.

28.5 In the case where there is an extreme necessity making it impossible for a student to attend the final examination on the date and time indicated in the academic calendar, it shall be at the sole discretion of the Head or deputy Head of academic division owning the course or the chief or deputy chief of another division owning the course to allow the student to take the final examination before or after the scheduled examination date.

Article 29. If a student cheats an examination, his/her performance will not be considered in the semester in which he/she commits cheating and will be suspended in the next regular semester for one semester. If the next semester is a special semester, the suspension shall be effective in that special semester and one regular semester to come.

Article 30. Calculation of grade point average

30.1 Grade point average will be calculated at the end of each semester. To calculate the grade point average, multiply the number of credits with the grade received and, then, divide the total number of credits registered in the semester concerned. The grade point average may carry only 2 decimal points. If the third figure after the decimal point is equal to or greater than 5, the second figure should be rounded up. Credits and grades of re-registered courses shall not be included in the grade point average calculation.

30.2 Three types of grade point average shall be calculated as follows:

30.2.1 Grade Point Average of Semester (GPS), which is the grade point average calculated only for the courses taken or transferred in that particular semester;

30.2.2 Cumulative Grade Point Average (GPA), which is the grade point average calculated from every course taken or transferred from the first semester to the current one; and

30.2.3 Grade point average based on program structure, which is the grade point average calculated from only the courses required by the program.

Article 31. Students who have obtained a cumulative GPA of lower than 2.00 shall be placed on probation. Probationary students will be discharged from the probation status when their cumulative GPA is not less than 2.00, including the special semesters.



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Article 32. The Institute, the Academic Division, or the Office of General Education may organize other special exams, such as a placement test. If students pass such exams in accordance with rules determined by the Institute, the Academic Division, or the Office of General Education, they will be exempt from taking relevant courses or taking exams in such courses.

Article 33. The Office of the Registrar shall process and report the study results.

**Chapter 8
Graduation**

.....

Article 34. To graduate, students shall meet the following requirements:

- 34.1 Earning all credits and completing all courses required by the program structure and attaining the grade point average based on program structure of not less than 2.00;
- 34.2 Attaining a cumulative GPA of not lower than 2.00;
- 34.3 Completing the English Exit Exam with the score prescribed in the Institute’s notification;
- 34.4 Being dignified and honorable as described under Chapter 12 hereof;
- 34.5 Having no financial obligations due to the Institute or an outside organization executing a cooperation contract with the Institute (if any);
- 34.6 Other requirements prescribed in the Institute’s notification.

Article 35. The Director of the Office of the Registrar must send the name list of students under Article 34 to the Academic Division Committee for approval for graduation. The academic division shall notify the Office of the Registrar of such approval for graduation. The matter will then be forwarded to the Institute Council for approval.

Article 36. Undergraduate Honors

- 36.1 Students entitled to honorary degree shall meet the following requirements:
 - 36.1.1 Spending not more than the maximum period of study indicated in the study plan of the program, excluding the special semester of the last academic year in the study plan;
 - 36.1.2 Not being awarded an F or U in any course;
 - 36.1.3 Never re-registering for any course in order to change the cumulative GPA, which has impact on the awarding of the honorary degree;
 - 36.1.4 Never taking leave of absence due to failure to register for courses within the designated time and never having been punished due to disciplinary misconduct;



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36.1.5 In case of a student participating in a short-term course or internship program abroad, resulting in failure to graduate within the time required by the study plan, he/she may file a petition for not counting the time spent on the short-term course or internship abroad as part of the study period. Such petition must be considered and approved by the Director of Office of the Registrar; and

36.1.6 Other matters that may affect the graduation in accordance with the program's study plan shall be made in the form of the Institute's notification.

36.2 Honors awarded can be divided into the following:

36.2.1 First Class Honors and Gold Medal: the student must obtain the highest grade point average based on program structure among the group of graduates in the same academic year in each program. In this regard, the student must have the grade point average based on program structure and accumulative grade point average of not less than 3.75 and must not have any academic records transferred from another educational institution;

36.2.2 First Class Honors: students will be awarded first class honors if they achieve a grade point average based on program structure and cumulative grade point average of not less than 3.50. In case of transfer of credits from another institution, each course must show a grade of not less than B or S. Moreover, the program courses taken by the students must yield not less than two-thirds of the total credits earned throughout the program.

36.2.3 Second Class Honors: students will be awarded second class honors if they achieve a grade point average based on program structure and cumulative grade point average of not less than 3.25. In case of transfer of credits from another institution, each course must show a grade of not less than B or S. Moreover, the program courses taken by the students must yield not less than two-thirds of the total credits earned throughout the program.

36.2.4 The student shall never have enrolled in or take examination of any one course in the program more than once (re-registration).

Chapter 9

Transfer of Credits and Academic Records

.....

Article 37. The Institute may determine the criteria for acceptance of the transfer of students and credits from other higher education institutions in Thailand or other countries, in accordance with Notification of the Higher Education Standard Commission Re: Rules and Procedures for Transfer of Credit of Higher Education, B.E. 2565 (A.D. 2022), and requirements of the Institute stipulated herein as well as provisions of the Institute's future notifications.

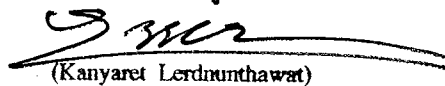
Article 38. The Institute permits transfer of academic records from the formal education, non-formal education, informal education, and the advanced placement program, which must have approval of the Academic Division Committee.

38.1 Transfer of academic records is the comparison and matching of courses (if any) and transfer of credits and grade of the courses that students have taken before. Academic records that can be transferred are as follows:



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38.1.1 Academic records when transferring programs within the Institute;

38.1.2 Academic records of the courses taken in the Institute;

38.1.3 Results of other examinations especially organized by the Institute;

38.1.4 Academic records as a result of students' study in other institutions in Thailand or other countries under the cooperation project to jointly produce new graduates, or the academic exchange programs, or that the students go to study on their own but obtaining the approval of the Academic Division Committee before enrollment;

38.1.5 Academic records from the Institute's Advanced Placement Program;

38.1.6 Academic records or results of tests taken before enrolling with the Institute and organized by a national or international organization approved by the Academic Division Committee and the Academic Council; and

38.1.7 Academic records from training courses organized by the Institute, credits of which can be counted.

38.2 Equivalency transfer is the comparison and matching of courses and transfer of credits of the courses taken before. The academic records that can be transferred are as follows:

38.2.1 Academic records from formal education in other higher education institution or its equivalent. In this regard, only one-third of the total credits required by the program may be transferred; and

38.2.2 Academic records from non-formal or informal education as well as work experience.

38.3 Criteria for matching courses and transferring credits of formal education from other educational institutions at the higher education level or its equivalent:

38.3.1 Being a course or a module in a program at the higher education level or its equivalent endorsed by a competent committee or public authorities;

38.3.2 Content of the course or module to be transferred shall cover the course or module with which it is matched;

38.3.3 Credit transfer is allowed only for a course or module that shows a grade of no less than a C+, or 2.50 or its equivalent, except when the course or module is transferred from the academic record within the Institute, it must show a grade of C or 2.00 and higher. In this regard, approval of the committee of the academic division to which the students belong must be obtained, except for the transfer of credits of a course or module with the grade of 'S', for which approval for transfer shall be granted by the Director of Office of the Registrar.

38.3.4 With respect to a transfer from formal education, desired learning outcomes, essence, number of credit and teaching hours, and results of measurement and evaluation of the student's performance shall be taken into consideration.



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38.4 Criteria for transferring credits from non-formal and informal education:

38.4.1 A student applying for transfer shall have the learning outcomes that are in line with the desired learning outcomes of the receiving course or module;

38.4.2 There is no limitation of time spent on learning and accumulating experience to achieve the learning outcomes to be transferred. However, it shall keep up with academic progress of the field of study to be transferred to;

38.4.3 With respect to a transfer from non-formal education, desired learning outcomes, essence, number of teaching hours, method for measurement and evaluation of the student's performance, patterns and methods for educational management, qualifications of lecturers, results of measurement and evaluation of the learners, documents of study confirmation from the organizations providing the education, and background and performance of organizations providing the education shall be taken into consideration;

38.4.4 With respect to a transfer from informal education, learning outcomes from the experience record, information on sources from which the students gain the experience, and equivalency of the experience and desired learning outcomes of a course or module.

38.5 The number of credits that are allowed to be transferred from the formal, non-formal and informal education shall not exceed three-fourths of the total credits of the receiving program.

38.6 A student who has his/her credits transferred hereunder shall have spent not less than one academic year studying at the Institute.

38.7 Criteria for course matching and transfer of credits from the Advance Placement Program:

38.7.1 The Advanced Placement Program is an educational cooperation between the Institute and partner schools. Students of those schools participating in the program are able to take certain courses in advance and when they pass the examinations and complete such courses, the courses can be transferred as credits in the program and the grade points shall be calculated for cumulative grade point average;

38.7.2 In order to transfer credit of courses enrolled at the Institute under the Advanced Placement Program, the courses that show the grade of no less than a C+, or 2.50 or its equivalent can be transferred and the grade point will be calculated for cumulative grade point average;

38.7.3 To transfer courses enrolled at a school participating in Advanced Placement Program, students are allowed to transfer only those courses whose contents have passed the assessment conducted by the academic division responsible for the courses to be transferred and have been approved by the Institute. Results of the content assessment shall show that content of the course to be transferred covers not less than three-fourths of that of the receiving course. Moreover, students must earn a grade of no less than B+ or 3.50 or its equivalent and the grade point will be calculated for cumulative GPA;



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38.7.4 Students may match courses and transfer credits for not more than one-fourth of the total credits of the receiving program, provided that the students have to enroll in courses and pay tuition fees in accordance with the Institute's rules and notifications; and

38.7.5 Course matching and transfer of credits must be verified and approved by the Academic Division Committee. Then, results of the verification shall be reported by the academic division to the Office of the Registrar for further action.

38.8 To apply for course matching and transfer of academic records in the formal, non-formal and informal education, students shall submit an application for course transfer at the academic division and notify the Office of the Registrar to perform the further transfer of academic records.

Article 39. The Institute, the Academic Division, or the Office of General Education may organize other special exams, such as a placement test. If students pass such exams in accordance with rules determined by the Institute or the Academic Division, they will be exempt from taking exams in the relevant courses.

Article 40. Transfer of program shall meet the following criteria:

40.1 A person requesting the transfer must be a student of the Institute;

40.2 The transfer must be approved by the committees of the academic divisions in charge of the old and new programs;

40.3 A student requesting the transfer of program must have studied for at least two regular semesters and earned not less than 30 accumulated credits;

40.4 An application shall be submitted to the chief of academic division not less than two weeks before the start of that regular semester;

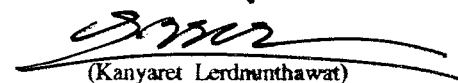
40.5 Other criteria in addition to those specified under 40.1 – 40.4 shall be determined by each academic division, which shall be made in the form of an announcement of the academic division; and

40.6 Decision of the Academic Division Committee shall be final.

Article 41. A student who takes a leave of absence and returns to study in the same program shall transfer all courses taken in the program with the grade of not less than C or 2.00 or its equivalent. In the case where the student returns to study in an improved program that affects or does not affect the structure, only the courses or modules that have been taken before and exist in the improved program may be transferred. Moreover, the student may apply for matching of courses or modules of the program that he/she has taken with the courses or modules of the improved program, subject to approval of the committee of academic division being responsible for such courses or modules.



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Chapter 10
Leave, Leave of Absence, Resignation and Termination of Student Status

.....

Article 42. Leave

42.1 Leave can be divided into four types as follows:

- 42.1.1 Sick leave;
- 42.1.2 Personal business leave;
- 42.1.3 Leave of absence; and
- 42.1.4 Resignation.

42.2 Sick leave

42.2.1 If a sick leave is taken during instruction, students must submit to their course lecturers a sick leave application form on the first day of return. If sick leave is taken for five days or more, a medical certificate must be produced to the course lecturers.

42.2.2 If a sick leave is taken during examination, requirements of 28.3.1 shall be observed.

42.3 Personal business leave

42.3.1 If students have to take a personal business leave during a class, they need to obtain permission of the course lecturer.

42.3.2 Students who need to take a personal business leave for one day or more must file a leave application form, which contains the reason for leave and warranty of either the students' custodian or advisor, to the course lecturer before the leave date.

42.3.3 To take a personal business leave during examination, students have to comply with requirements of 28.3.2-28.3.3 and 28.4.

42.4 Leave of absence

42.4.1 A leave of absence refers to a leave taken for an entire semester. If a student has registered for courses, such registration shall be considered to have been terminated and all registered courses will not appear on the transcript.

42.4.2 The Institute allows students to take leave of absence if approval of the Academic Division Committee is granted. Moreover, the Office of the Registrar shall be notified of such leave.

42.4.3 The period of the leave of absence will not be computed as part of the duration of study in the program.



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42.4.4 A student may take a leave of absence for the entire semester or academic year. In this regard, the student or his/her custodian may apply for a leave of absence together with evidence, as the case may be, to Director of the Office of the Registrar. Consent of the custodian shall be granted when the student applies for a leave of absence. The leave of absence must be completed before the final examinations of the semester that the student wishes to take a leave of absence.

42.4.5 Students who have completed the duration of leave of absence may return to study in the current program by making payment of leave of absence fee in accordance with the Institute's notification. Academic records and credits can be transferred in accordance with Article 41.

Where the students do not return to study and do not submit an application for additional leave of absence, provided that they have lost contact for a total period of more than three academic year shall be deemed to have their student status terminated.

42.4.6 A student who wishes to maintain his/her student status during the leave of absence shall pay the leave of absence fee for every regular semester. In case of the student's failure to pay the leave of absence fee, the Institute will transform the student's status to a general person and keep his/her study results in the credit bank. However, a general person who wishes to resume his/her study in the program may pay the outstanding leave of absence fee to resume his/her student status and the study results, courses, or modules stored in the credit bank will be transferred and can be used normally in the program.

42.5 In order to resign, the student must submit a petition for resignation together with consent of the student's custodian and approval of the Head of academic division to the Director of the Office of the Registrar. No approval will be granted if the student has financial obligations due to the Institute.

Article 43. Student status will be terminated in the following cases:

- 43.1 Death;
- 43.2 Resignation;
- 43.3 Punishment of dismissal under Chapter 12 (Student's Discipline);
- 43.4 Lack of qualifications of a student of the Institute;
- 43.5 Not registering for courses and not applying for a leave of absence within the designated period;
- 43.6 Failure to maintain student status within the period of time designated by the Institute;
- 43.7 Cheating on an exam for more than once;
- 43.8 The Institute issues a notification declaring that the student is terminated due to violation of the regulations or rules of the Institute;
- 43.9 Failure to make payment of the tuition fee and educational aid under a cooperation agreement with an outside organization (if any) as well as fines and not applying for a leave of absence within the period specified in the academic calendar;
- 43.10 A student who is put on probation under Article 31 during the probation period and receives the grade point average lower than 2.0 in the next semester;



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43.11 A student with the grade point average of lower than 1.00.

The date of termination of student status under 43.3 to 43.11 shall be in line with the Institute’s notification, subject to approval of the Academic Council.

Article 44. At the end of every semester, Director of the Office of the Registrar must announce the names of students who are terminated and remove them from the student register, provided that consent must be granted by the Head of academic division before proceeding.

Article 45. If termination of student status is caused by death, the academic division that the student belongs to shall notify relevant units immediately.

Article 46. If necessary, a student whose status has been terminated under 43.2, 43.5, 43.6 and 43.9 may submit an application to resume his/her status with approval of the President and consent of the Head of Academic Division to which the student belongs. In this regard, the student shall take a retrospective leave of absence and make full payment of tuition fees and fines. This, however, shall not exceed one year from the date of termination of student status.

Chapter 11
Student’s Discipline
.....

Article 47. Students must strictly conform to the discipline hereunder at all times. Failure to comply with the following shall be regarded as violation of discipline and punishment shall be imposed as defined in these regulations.

47.1 Students must dress appropriately.

47.2 Students must show respect to lecturers and staff of the Institute.

47.3 Students must behave in a polite and appropriate manner and must not constitute any disgrace to themselves or the Institute.

47.4 Students must not smoke in the Institute’s premises, except in areas where smoking is allowed.

47.5 Students must not drink liquors or consume intoxicants in the Institute.

47.6 The following acts are considered serious disciplinary offenses:

47.6.1 Slander that causes others to suffer damages as well as instigating, supporting or leading any chaotic event within the Institute’s premises, such as quarrel, destruction of property of the Institute, delinquent acts, and demonstration consisting of more than 10 persons in violation of laws;

47.6.2 Drinking liquors or consuming intoxicants in the Institute;

47.6.3 Using illegal or narcotic drugs;



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47.6.4 Carrying weapons or illegal articles;

47.6.5 Cheating in exams;

47.6.6 Displaying any behavior that is disrespectful to lecturers or staff members of the Institute who carry out duties in accordance with laws or regulations or rules of the Institute, which is deemed a serious disciplinary offense by the Discipline Committee;

47.6.7 Forging the custodian's or another person's signature and using it as evidence when contacting the Institute, which causes damages to the Institute;

47.6.8 Engaging in any types of gambling in the Institute;

47.6.9 Carrying out any act that damages or defames the Institute, such as being hired to take exam for other persons, either in or outside the Institute, copying another person's thesis or academic output, or hiring another person to write a thesis or academic output; and

47.6.10 Any other act that is considered a serious offense by the Discipline Committee. After being presented with the matter, the President is of the opinion that it is serious.

Article 48. There are three modest disciplinary actions as follows:

48.1 Verbal warning;

48.2 Probation; and

48.3 Compensation for damage caused.

Article 49. There are three serious disciplinary actions as follows:

49.1 Suspension of study;

49.2 Expulsion; and

49.3 Dismissal.

Article 50. If the student commits any disciplinary offenses under Article 47, except for 47.6.5, the President may order a punishment proportional to the offense committed. However, if there is any reason for punishment mitigation, such reason may be taken into consideration to reduce the punishment.

Article 51. In the case where the student cheats in exam under 47.6.5 and there is clear evidence of such cheat, the Head of academic division must conduct and complete an investigation of the student's offense as soon as possible from the date of detection and propose the investigation result to the President to impose a punishment under Article 29. After the President has issued and signed the punishment order, the Head of academic division shall notify the student of such punishment order without delay as well as the Office of the Registrar.

Article 52. In the case where any student is accused of committing an offense under Article 47, except for cheating in exam under 47.6.5, the Discipline Committee appointed by the Institute shall have the power to initiate a disciplinary investigation against the accused student immediately to obtain fact in a fair manner. The investigation shall be conducted and completed quickly and recommended punishment shall then be submitted to the President for approval. After the President has issued and signed a punishment order, the Discipline Committee shall notify the student of such punishment order without delay as well as the Head of academic division that the student belongs to and the Office of the Registrar.



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Appointment, assignment of power and duties, and meeting of the student discipline committee shall be made in the form of the Institute's notification.

Article 53. The student on whom a punishment is imposed in accordance with Article 48 or Article 49 shall have the right to file an appeal against the punishment with the President within 30 days from the date of receipt of the punishment order. The appeal must be made in writing and signed by the appellant.

After the President has considered the appeal, the Discipline Committee appointed by the Institute or the Head of academic division, as the case may be, shall proceed in accordance with the President's order without delay.

Chapter 12
Dignity and Honor of Students to Receive the Degree or Diploma
.....

Article 54. Students who are eligible to be nominated for a degree or diploma shall possess all qualifications required under Article 34:

Article 55. Students who are suitable for being nominated by the Institute Council to receive a degree shall not only have dignity, honor, morality and ethics, maintain good reputation, prestige and benefits of the Institute, and comply with the student's discipline, rules and regulations of the Institute, but also need to have the following qualifications:

55.1 Not being diagnosed as a person of unsound mind by a medical doctor or adjudged as incompetent or quasi-incompetent by the court;

55.2 Never having been imprisoned pursuant to a final judgment or undergoing criminal prosecution, except for offenses arising out of negligence or for petty offenses;

55.3 Not being a person of evil or immoral behavior, consuming intoxicants to the extent that is unable to have self-control, being insolvent, having gambling problems, committing adultery, which is disgraceful;

55.4 Not causing disunity or fight among fellow students or between the Institute's students and those of another institution or other persons;

55.5 Not displaying any behavior disrespectful or insulting towards the Institute's lectures or personnel who perform their duties in accordance with laws or the Institute's regulations or rules;

55.6 Not interfering with the power to administer the Institute;

55.7 Not intentionally causing serious damage to the Institute's property;



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55.8 Not copying or hiring another person to write a dissertation, thesis, special problem, or similar course called by another name, for oneself;

55.9 Not being hired to write a thesis, special problem, or similar course called by another name, for another person, or being hired to take exam for another person;

55.10 Not copying research paper of oneself or any other person;

55.11 Not having any financial obligations due to the Institute or any agency executing a cooperation agreement with the Institute (if any).

Article 56. To apply for approval to attend the commencement ceremony, students shall comply with all requirements prescribed in the Institute's notification.

Article 57. A student who lacks any qualifications under Article 55 shall be regarded as lacking dignity and honor and not being eligible to receive the degree of the Institute. Any one of the following decision may be made with respect to such student:

57.1 The student will not be nominated to receive the Institute's degree; or

57.2 Nomination for receiving the degree will be delayed for one to three academic years in proportion to severity of the offense committed; or

57.3 Degree revocation: if it is found out by the Institute that any graduate for whom the Institute Council has granted approval for receiving the degree does not have qualifications required under Article 55 hereof, the Institute Council shall consider revoking the degree effective from the date on which the degree was approved by the Institute Council for such person.

Article 58. At the end of each academic year, if there are any students lacking the qualifications under Article 55, the Academic Division Committee shall proceed in accordance with Article 57 and submit the result to the Office of the Registrar to further propose to the Institute Council for consideration. In case of a student who is considered by the Institute Council as unsuitable for receiving the degree, if he/she deems that he/she is treated unfairly, the student has the right to file a written and signed appeal with the President. A certified copy of the appeal must also be submitted to the Head of academic division within 15 days from the date the student is aware that he/she is considered unsuitable for receiving the degree.

Article 59. The Head of academic division must submit a clarification of the appeal to the Institute within seven business days from the date of receipt of the certified copy of such appeal under Article 58.

Article 60. When the President receives the appeal together with the clarification of the head of academic division, they must be presented to the meeting of the Academic Council for consideration as soon as possible. The result will then be proposed to the Institute Council for the final decision.

Article 61. In the case where the student is not satisfied with the decision regarding the appeal under Article 60, he/she may submit a request for reconsideration of the appeal in the following cases:

61.1 There is new evidence, which may significantly change the fact of the matter; or

61.2 The decision on the prior appeal was made on the basis of any fact or provision of law, which has later changed significantly in a way that is beneficial to the student.



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Submission of the request under the first paragraph can be made only if the student was unaware of that circumstance before in the previous consideration, provided that such unawareness was not the student's fault.

Submission of the request under the first paragraph must be made within 30 days from the date the student is aware of the circumstance that enables him/her to make a request for reconsideration.

Transitory Provisions
.....

Article 62. In case of any trouble regarding application of these regulations, the President shall issue orders as he/she may deem fit for a particular matter on a case-by-case basis. If such matter is related to students enrolling before these regulations come into effect, the President shall also take the earlier regulations, rules or criteria into consideration when making a decision.

Article 63. During the period of no rules, notifications, orders, or resolutions being issued to implement these regulations, those rules, notifications, orders, or resolutions in force before the date these regulations come into force shall apply, *mutatis mutandis*, as far as they are not in contradiction with or contrary to these regulations until there are rules, notifications, orders or resolutions issued for the application of these regulations.

Given on this 26th day of October 2022

-Signature-

(Adjunct Professor Kittipong Kittayarak)

Chancellor of the Council of King Mongkut's Institute of Technology Ladkrabang



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