



## **Khon Kaen University Undergraduate Regulations A.D. 2022**

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For the effectiveness of the management of Undergraduate Education that conforms to the standards and criteria for undergraduate programs and the Thai Qualification Framework for Higher Education, as well as for Khon Kaen University's Education Transformation Strategy towards a new paradigm:

By virtue of Article 23(2) of the Khon Kaen University Act, A.D. 2015, the resolution of the Khon Kaen University Administrative Committee at its second meeting of 2022, on the 24<sup>th</sup> of January 2022; and the resolution of the Khon Kaen University Council at its second meeting of 2022 on the 2<sup>nd</sup> of February 2022; the following regulations are hereby issued.

Article 1 These regulations are called “Khon Kaen University Undergraduate Regulations A.D. 2022”.

Article 2 These regulations are effective as of the second semester of the academic year 2021.

Article 3 Regarding the Khon Kaen University Undergraduate Regulations A.D. 2019, all of the rules, regulations, announcements, orders, or any other resolutions, which contradict the present regulations, shall be replaced by the present regulations.

Article 4 In the present Regulations:

“University”	refers to Khon Kaen University.
“University Council”	refers to the Khon Kaen University Council.
“Academic Council”	refers to the Khon Kaen University Academic Council.
“President”	refers to the President of Khon Kaen University.
“Faculty”	refers to the faculty, college, or an organization having another title, which is equivalent to a faculty or a college.
“Dean”	refers to the dean of a faculty, college, or an organization having another title, which is equivalent to a faculty or a college.
“Faculty Board”	refers to the board of the faculty, college, or an organization having another title, which is equivalent to a faculty or a college.
“Curriculum”	refers to an undergraduate curriculum of Khon Kaen University.
“Theoretical Instruction”	refers to instruction that aims at the students' acquisition of knowledge by means of different methods, which can consist of individual learning or group learning, such as the

	flipped classroom approach, problem-based learning approach, or the team-based learning approach, etc.
“Practical Instruction”	refers to the instruction that aims at the students’ acquisition of skills by different methods, which can be individual learning or group learning, such as practices in laboratories, field practices, or practices performed at an entrepreneurial venue, etc.
“Full-time instructor”	refers to an individual holding the position of an instructor, an assistant professor, an associate professor, and a professor in the University.
“Curriculum instructor”	refers to a full-time instructor, whose qualifications are direct or correspond to the field offered by the faculty and who is responsible for teaching and conducting research in that field.
“Instructor responsible for the curriculum”	refers to a full-time instructor, who has been assigned to administer and develop a curriculum and instruction, ranging from planning, quality control, monitoring and evaluation, to curricular development.
“Instructor”	refers to an instructor, who has been assigned by the faculty to teach a course in the undergraduate curriculum of Khon Kaen University.
“Part-time instructor”	refers to an instructor, who is not a full-time instructor.
“Academic advisor”	refers to an instructor, who has been assigned by the faculty as the student advisor.
“Student”	refers to an undergraduate student of Khon University.
“Overseas student”	refers to a student, whose nationality is not Thai.
“Special student”	refers to an individual that the University has authorized to study as a special case, who does not wish to receive a degree certificate, or who wishes to study with the goal of transferring the credit to his/her affiliate university.
“The Academic Development and Administration Bureau”	refers to the Academic Development and Administration Bureau of Khon Kaen University.
“Other institutions”	refers to other universities or institutes that offer instructional programs under standards that are comparable to Khon Kaen University.

Article 5 The President has the authority to modify these regulations and has the authority to issue any announcement, order, or criteria that follow these regulations.

In any cases in which there are problems relating to interpretation or the practice of these regulations, the decision of the President shall be final.

## Section 1 Education System

Article 6 The undergraduate educational system adheres to a credit, bi-semester system, in which one academic year is divided into two regular semesters: the first semester and the second semester. Special sessions can be arranged. Each regular semester lasts at least 15 weeks, whereas the special session is assigned to have the length and number of credits proportionate with the regular semester.

Article 7 The credit calculation under the bi-semester system complies with the following:

7.1 The theoretical part requiring at least 15 hours of instruction counts for one credit.

7.2 The practical part requiring at least 30 hours of practices counts for one credit.

7.3 Practicums, cooperative education, and field practices that require at least 45 hours count for one credit.

7.4 Project-based learning or other assigned activities requiring at least 45 hours count for one credit.

Article 8 The credit calculation of each curriculum may be based on the students' learning outcomes, performance, or experience demonstrated according to the curricular stipulation for proportioning credits, wherein this complies with the relevant University's announcement.

## Section 2 Curriculum

Article 9 The undergraduate curriculum is divided into the following 2 groups:

9.1 The academic undergraduate curriculum that aims at preparing graduates, who are theoretically and practically omniscient, who possess particular academic knowledge and skills, and who have the ability to creatively apply the knowledge in real situations.

The academic undergraduate curriculum can offer advanced academic instruction for students with special abilities, under the already existing curriculum. The students are able to register for certain graduate courses and are encouraged to perform in-depth research or to learn in other ways stipulated by the University.

9.2 The undergraduate professional or practicum curriculum emphasizes professional knowledge, competency, and skills in accordance with the criteria of professional standards, or technically practical skills and competency in the field. Thus, students are to receive a practicum in an entrepreneurial venue. Such a program can be offered at the undergraduate level (Continuing Education) because it aims at preparing graduates, who already possess practical skills, to obtain more academic knowledge and an advanced practicum.

An undergraduate program (Continuing Education) is part of another undergraduate program, and as such, it must reflect the entire philosophy and the content of the specific undergraduate program to which it belongs. The words "Continuing Education" must be attached in a parenthesis after the program's title.

A professional or practicum undergraduate program can offer advanced undergraduate-level instruction in the profession for students with special abilities. It emphasizes

the preparation of graduates with high professional or practicum knowledge and competency using the existing curriculum that addresses the competency of the students. This can be carried out by having the students take certain existing courses at the graduate level, by conducting in-depth research, or by receiving advanced training in an organization, in an entrepreneurial venue, or by other means stipulated by the University.

Article 10 The students of an academically, or professionally, or practically advanced curriculum must have completed their high-school education or the equivalent, with a grade point average of over 3.50 in the 4-level grading system or the equivalent. Each student's achievement in the University must be over 3.50 for all semesters during the study period in the program. If, during any semester, the student's grade accumulation falls below 3.50 in the 4-level grading system or the equivalent, the student shall be considered to be 'unfit' for the program.

Article 11 The number of credits and length of study of the undergraduate curriculum are as follows:

11.1 The total credits of a curriculum

11.1.1 A bachelor's degree curriculum (4 years) requires a total of at least 120 credits.

11.1.2 A bachelor's degree curriculum (5 years) requires a total of at least 150 credits.

11.1.3 A bachelor's degree curriculum (not less than 6 years) requires a total of at least 180 credits.

11.1.4 A bachelor's degree curriculum (continuing education) requires a total of at least 72 credits.

11.2 The length of the time for study shall not be over the doubled length of the program of studies for full-time registration and shall not be over the tripled length of the program of studies for part-time registration, excluding any leave period or suspension period. Should it be determined that the length of any curriculum needs to be longer than those previously mentioned, then approval should be sought on a case-by-case basis from the University Council.

Article 12 The numbers, qualifications, and characteristics of the curricular instructors, instructors responsible for a curriculum, course instructors, and special instructors shall follow the Undergraduate Curricular Standard Criteria of the Ministry of Higher Education, Science, Research, and Innovation and the University's Announcement.

### Section 3 Enrollment Categories

Article 13 Qualifications of applicants

13.1 For a bachelor's degree program (4-, 5-, or at least 6-year program) – A high school certificate or the equivalent.

13.2 For a bachelor's degree program (Continuing Education) – A high vocational certificate or the equivalent, or an associate degree (3-year curriculum) or the equivalent in the same field as the field being applied for.

13.3 Holding other qualifications according to the qualifications requirement for a student enrolled to study for a bachelor's degree in a specific field or according to the announcement of the University for enrollment to study for a bachelor's degree in that field.

13.4 Qualifications of foreign students shall follow the regulations or announcement of the University with approval from the Academic Council.

Article 14 Student enrollment categories are as follows:

14.1 Central admission

14.2 Direct admission

14.3 Special admission

14.4 Admission according to an agreement of collaboration between institutions or an agreement under a collaborative network of universities.

14.5 Admission by other methods, such as a trial study or others, shall be in accordance with the University's stipulation with an approval from the Academic Council.

## Section 4 Registration and Extension of Studentship

Article 15 Registration

15.1 The student, who is able to register, has already been enrolled by the University.

15.2 The student, who has been enrolled in the University, must report, register as a student, pay the registration fees, and pay any other fees within the date set by the University. Otherwise, he /she shall be considered to be abstaining.

15.3 The document certifying a student's conduct and the letter of surety, which is to be submitted on the day that the student reports, must be signed by the endorsers and two other witnesses. Regarding any instances of forgery, the student will be subject to disciplinary action, and a criminal case will be immediately filed by the University.

Article 16 Extension of studentship

16.1 Students are required to extend their student status every regular semester, to pay for the extension fees, and to pay for other fees within the dates and times that have been stipulated by the University.

16.2 In case a student, who has already extended the studentship and registered for the courses, is dismissed as per Article 35, then the extension and registration shall be considered void. The University will, in this case, reimburse all paid fees.

16.3 Extension of studentship without registration for courses can be done in the following cases:

16.3.1 The student has decided to take a leave of absence.

16.3.2 The student has been ordered to be suspended from courses.

16.3.3 The student, who has registered for all of the curricular required courses, has not passed the program completion criteria.

## Section 5 Registration, Addition, and Withdrawal of Courses

### Article 17 Course registration

17.1 All students must register for courses by themselves and pay the tuition fees each semester by the dates and times set by the University.

17.2 With appropriate reasons, the University has the authority to announce any course cancellation or to limit the allowable number of students registered to a course accordingly.

17.3 For full-time study during a regular semester, a student can register for a maximum of 22 credits. For part-time study, a student can register for a maximum of 9 credits.

17.4 The maximum number of credits allowed for a special session is 9 credits.

17.5 If necessary, registration of more or less credits than specified in Articles 17.3 and 17.4 can be done with approval from the student advisor and with authorization from the Dean of the respective faculty. However, this shall not exceed 25 credits for the regular semester and 12 credits for the special session, as well as for a part-time study.

17.6 A student, who has not registered by the registration deadline, will be charged a late fee based on the number of days the student pays past the due date, which includes weekends and holidays.

17.7 The University will not permit any late registration except with an appropriate reason and permission authorized by the President.

17.8 In a case in which a student has not registered in a regular semester, a request for a leave of absence in accordance with Article 44.3 is required. Otherwise, the student's status as a student will be rescinded.

17.9 A student, who has completed his/her course work in the undergraduate curriculum with a passing grade point average, must not register for other courses, except in the case of those students, who are studying in a dual degree program.

17.10 Registration under a dual degree program or a more-than-one-degree program shall comply with the University's regulations.

17.11 A student enrolled by passing the entrance examination has the right to apply for course exemption or for a transfer of credits according to the announcements of the University.

17.12 A faculty will develop a student advisory system in accordance with the objectives of the respective curriculum in order to assist in student registration, learning, and in other development.

17.13 Registration that does not meet the course conditions is considered void.

Article 18 A student, who has enrolled into the University or has studied at Khon Kaen University or another institution, is entitled to make a request for an exemption from or a transfer of a course, in accordance with the University's announcement.

#### Article 19 Re-registration of courses

19.1 A student of the Faculty of Medicine, who has received an “R” according to Section 7, is required to retake that course once the course is offered again, except for those who have obtained special permission from the Dean to postpone the re-registration.

19.2 A student may re-register for a course in which he/she has received a grade of not higher than a “D+” or has been assigned a “Poor” level in order to raise his/her grade point average.

19.3 In case a student has taken and passed all of the undergraduate courses but has not met the minimum grade point average requirement to graduate, he /she may retake any course in which he/she has received a grade lower than an “A,” or has been assigned an “Excellent” level in order to raise the grade point average.

Article 20 Course addition can be made within the first 2 weeks of a regular semester, within the first week of a special semester, or within the time stipulated by the University.

#### Article 21 Course withdrawal shall follow the following criteria:

21.1 Withdrawal from a course must be done within one fourth of the period of instruction time for the course for that semester as of the date classes begin, according to the University’s calendar or the curricular particulars. The course from which a student has withdrawn shall not appear on the transcript. Moreover, a student is able to process this withdrawal by him/herself through the internet.

21.2 Withdrawal of a course later than the time stated in Article 21.1 and one week before the first day of the University’s examination period as stated in the University’s calendar means that the student will receive a grade of “W”, which will not appear on the transcript. The withdrawal in this case must be approved by the student advisor and must be carried out at the Academic Development and Administration Bureau.

21.3 Withdrawal of a course later than the time stated in Article 21.2 will result in an “F” grade, which will appear on the Transcript.

For any courses in which the instruction period is less than 15 weeks, the time for addition and withdrawal must be in proportion with what has been stated in Article 20 and Article 21.

Article 22 The overall credits resulting from the course addition and withdrawal must not contradict that of Articles 17.3, 17.4, and 17.5.

## Section 6 Auditing a Course

Article 23 Auditing a Course is defined as learning for the purpose of broadening knowledge without counting the credit.

Article 24 Registration, addition, and withdrawal of audited courses are to follow Section 5.

Article 25 The credits of the audited courses shall not be included in the overall credits for degree requirements.

Article 26 Audited courses may not be counted as a prerequisite for any credited courses.

Article 27 A student may not retake an audited course to count as a regular credited course unless that student has changed faculties or the field of study, and the audited course is the requirement of the new curriculum.

Article 28 Audited courses will be evaluated only with an “S” (Satisfactory) or a “U” (Unsatisfactory), and the word “Audit” shall be typed in parenthesis next to the course title in the Transcript.

## Section 7 Letter Grades, Meanings, and Values per Credit

Article 29 The grades are assigned as the terms with the following meanings and values:

<u>Letter Grades</u>	<u>Corresponding Terms</u>	<u>Meaning</u>	<u>Values per credit</u>
A	Excellent	Excellent	4.0
B+	Very Good	Very Good	3.5
B	Good	Good	3.0
C+	Fairly Good	Fairly Good	2.5
C	Fair	Fair	2.0
D+	Poor	Poor	1.5
D	Very Poor	Very Poor	1.0
F	Fail	Fail	0
S	Satisfactory	Satisfactory	-
U	Unsatisfactory	Unsatisfactory	-

The other letters designating a specific student’s status consist of the following: I, P, R, T, W, AU, and N. These letter grades are of no value except for the letter grade “T”.

<u>Letters</u>	<u>Corresponding Meanings</u>
I	Incomplete
P	In Progress
R	Repeat
T	Transferred
W	Withdrawn
AU	Audit
N	No grade reported

Any transfer of grades from a non-formal educational system shall follow the regulations for the transfer of grades from a non-formal educational system and an informal education system to a formal educational system in the University curricula and shall be in an amended version.

Article 30 The designation of the letter grades

30.1 The letters A, B+, B, C+, C, D+, D, and F or the terms “Excellent”, “Very Good”, “Good”, “Fairly Good”, “Fair”, “Poor”, “Very Poor” are to be designated in the following cases:



30.1.1 In the case of any course in which the students take an examination or submit assignments that can be scored.

30.1.2 In the case in which an “I” can be changed within the specified period, which is set by the faculty that offers the course.

30.1.3 In the case in which an “R” can be changed within the allotted period of time and in accordance with the regulations stipulated by the University.

30.1.4 Besides the cases in 30.1.1, 30.1.2, and 30.1.3, a letter grade of “F”, or “Fail”, can be designated to a student in the following cases:

(1) The student has been disqualified to take the final examination.

(2) The student violated the final examination regulations and was given an “F” to comply with the examination regulations set forth by the University or the student failed to follow the assessment conditions set forth in 31.2.

(3) The student failed to correct an “I” within the stipulated time period. In this case, the Academic Development and Administration Bureau will change the student’s grade “I” to “F” according to 30.2.

(4) The student failed to withdraw from the course within the specified time period according to 21.3.

(5) The student violated the related rules, regulations, announcements, or orders of the University. (This necessitates obtaining consent from the President.)

30.2 An “I” can be designated to a student in the following cases:

30.2.1 The student failed to complete all of the assignments set forth by the course instructor with a decent reason or due to a *force majeure*.

30.2.2 An “I” can only be designated with the consent of the Board of the Faculty to which the student is affiliated and with the approval of the Dean of the faculty. When an “I” is issued, the faculty is to set a date and time for the examination or set a deadline for the submission of the missing assignment. This date shall not be set beyond the subsequent semester. Otherwise, the letter, “I”, must be changed into an “F”, or to “Fail”. In the case of an audited course, the grade assigned will thus be a “U”, except under the condition in which consent has been given by the Board of the faculty to which the student is affiliated. The Dean of the faculty has the authority to extend the time duration to one semester each time, but not over two semesters, provided that advance notification is made to the Academic Development and Administration Bureau.

30.3 A “P” is designated in cases in which the course is consecutively taught for over 1 semester, and the evaluation is done in the final semester. The students are to be given the following letter grades: A, B+, B, C+, C, D+, D, or F or the terms (“Excellent”, “Very Good”, “Good”, “Fairly Good”, “Fair”, “Poor”, “Very Poor”, or “Fail”).

30.4 An “R” is only designated for students in the Faculty of Medicine and will be issued to students, who did not pass a course based on the curricular requirements.

30.5 An “S” and “U”, or the terms “Satisfactory” and “Unsatisfactory”, are designated in the following cases:

30.5.1 In a designated course that has no regular grading evaluation or in the case of auditing a course.

30.5.2 The correction of an “I” within the time frame set by the faculty offering the course, in which the evaluation has been set as “S” or “U”, or the terms, “Satisfactory” and “Unsatisfactory”.

30.6 A “T” is designated only for a transferred course with the consent of the Board of the Faculty to which the course is to be transferred. The letter, “T”, shall be written in parentheses next to the title of the transferred course.

30.7 A “W” is to be designated in the following cases:

30.7.1 In a course in which the student has received permission to withdraw according to Article 21.2.

30.7.2 The student has been granted permission to take a leave of absence.

30.7.3 The student has been ordered to be suspended during that semester.

30.8 An “AU” is designated when the student has been authorized to register for a course as an audited course, as per Article 23.

30.9 An “N” is designated for a course in which no academic results are to be reported.

## Section 8 Student Assessment and Evaluation

### Article 31 Student Assessment and Evaluation

31.1 The University schedules an assessment and evaluation of each registered course at least twice per semester, and once the final assessment and evaluation of the course has been completed, the course is considered to be concluded.

31.2 The instructor must inform the students in advance of the assessment and evaluation criteria of the course.

31.3 When the instruction of a course is completed, the instructor shall assess and evaluate the students following the criteria of letter grades set forth in Section 7 and shall notify the Academic Development and Administration Bureau based on the academic calendar of the University.

31.4 The grading system is to follow the “Letter Grades”, or terms set forth in Section 7, and the students are allowed to file an appeal in accordance with the University regulations.

31.5 The calculation of the grade point average (G.P.A.) will be carried out at the end of each semester.

31.6 The calculation of the cumulative grade point average (Cumulative G.P.A.) is to be based on the following guidelines:

31.6.1 Multiply the point value that the student obtained with the number of credits of each course that is being evaluated. Total the results of all the courses and divide by the number of cumulative credits. The result will be the cumulative grade point average.

31.6.2 Division should be done until there are 4 decimal points. If the last decimal is higher than 5, add 1 to the third decimal. Continue to do this until there are only 2 decimals left.

31.7 In case a student has registered for a course more than once, the calculation of the cumulative grade point average as per 31.6 shall be done based only on the calculation of the highest point from the letter grade and from the credits the student has obtained.

31.8 The meanings of the cumulative grade point average are as follows:

<u>Cumulative Grade Point Average</u>	<u>Meanings</u>
3.60 and higher	Excellent
From 3.25 but lower than 3.60	Very Good
From 2.50 but lower than 3.25	Good
From 2.25 but lower than 2.50	Fairly Good
From 2.00 but lower than 2.25	Fair
From 1.75 but lower than 2.00	Poor
Below 1.75	Very Poor

Article 32 If it is necessary to designate a student's ordinal year of study in the curriculum, then the respective faculty shall issue it.

Article 33 Assessment and evaluation, which can be both "Formative Assessment" and "Summary Assessment", shall be carried out by means of the following approaches:

- 33.1 Assigning assignments
- 33.2 Assigning projects
- 33.3 Assigning reports
- 33.4 Authentic assessment
- 33.5 Examination
- 33.6 Other approaches set forth in the curriculum

Article 34 Examination Regulations

34.1 Examinations can be categorized as follows:

34.1.1 Quizzes can be carried out during a semester. The results may be used as part of the final evaluation. The numbers, times and dates, and the arrangement of the quizzes shall be decided by the instructor or the by the faculty offering the course.

34.1.2 The midterm examinations are the administration of the mid-term examinations as announced by Khon Kaen University.

34.1.3 The final examinations are the last examination and designate the completion of a course for each semester. The principles and regulations for the administration of the final examinations are to comply with the announcements issued by the University regarding final examinations for the undergraduate students.

34.1.4 A comprehensive examination is a type of examination that is employed to measure a student's comprehensive knowledge required for graduation in order to receive the degree, which is in accordance with the regulations set forth by the respective faculty.

34.1.5 Other types of examinations refer to those examinations, which are not presently stipulated in the regulations, and which shall be set by the respective faculty.

Article 35 Student Dismissal

35.1 Dismissal of a student will be finalized at the end of each academic year. Only the credited courses with computable letter grades are to be included in the calculation. Any courses with an "I" will be excluded from the calculation.

35.2 Dismissal of a student shall be effective under the following cases:

35.2.1 In the case in which the cumulative grade point average is less than 1.50 after registration and the total of earned credits ranges from 30-59.

35.2.2 In the case in which the cumulative grade point average is less than 1.75 after registration and the total of earned credits exceeds 60.

35.2.3 For students in the Doctor of Medicine Curriculum, dismissal shall follow the regulations set by the University.

Article 36 Graduation requires that a student have the following qualifications:

36.1 The student shall have passed all of the required assessments and evaluations of the curriculum under the conditions below:

36.1.1 The credits earned from each course can only be counted once.

36.1.2 If the student has registered for a course indicated in the curriculum as an equivalent course, then the credits of only one of the courses will be counted.

36.2 The student has obtained a cumulative grade point average of at least 2.00, and a grade point average of at least 2.00 for the courses designated as specific in the curriculum, or

not below a “C” grade or “Fair” in all the courses. That, which has been set forth in the curriculum, shall rule.

36.3 The student shall not be undergoing any stage of disciplinary punishment or be undergoing any severe disciplinary investigation as per the University Regulations on Student Discipline.

36.4 The student shall not be under debt suspension with the University.

36.5 The student shall have demonstrated good conduct in accordance with the rules and regulations stipulated by the University.

36.6 The student shall possess other qualifications stipulated by the respective curriculum, the faculty, or by the University.

Any student, who fails to pass the qualifications set forth in 36.2, but who has completed and passed the assessment and evaluation of the required courses in the curriculum, is eligible to apply for an associate degree. The respective Faculty may approve the student as an associate degree graduate. However, the approval must comply with 37.2.

The date of degree completion is the date of approval of curriculum completion by the Board of the faculty.

## Section 9 Authorization for a Degree or an Associate Degree

Article 37 The University Council has the responsibility to authorize a degree or an associate degree to those students, who are being proposed by each Faculty based on the following criteria:

37.1 With the consent of the Faculty Board, each faculty will submit the name of the students, who are appropriately entitled to receive the degree, to the University Council. The student must possess all the required qualifications stated in Article 36.

37.2 In case the faculty or the curriculum has stipulated the conferral of an associate degree, the faculty will submit the name of the student, who is appropriately entitled to receive an associate degree, to the University Council. The student must possess all the required qualifications stated in Article 36, except 36.2, and:

37.2.1 has studied and has been assessed to pass all the required courses of the curriculum and has a grade point average of lower than 2.00, but not lower than 1.75.

37.2.2 has studied and has been assessed to pass all the required courses of the associate degree curriculum and has the required grade point average.

37.3 The University Council’s authorization of a degree or an associate degree for a graduate can be amended within 90 days from the date of authorization.

Article 38 The granting of honors degrees shall comply with the University’s Honors Degree Regulations.

Article 39 Revocation of a degree or an associate degree

In case the University detects that a graduate, who has been authorized to receive a degree or an associate degree, is not qualified as per Articles 13, 36, and 37; the University may consider revoking the degree or the associate degree. The revocation is to be effective as of the date of authorization.

Article 40 In a case in which it is deemed necessary and appropriate, the University may refrain from granting to any graduate the permission to participate in the Royal Degree Conferral Ceremony. This shall be in accordance with the respective announcements of the University.

## Section 10 Transfer of Students

Article 41 The acceptance of students transferred from other universities

41.1 A student from another university can be transferred into a program of Khon Kaen University if his/her admission score is not lower than the score of the last student, who was enrolled into that program. The student's qualifications and academic results must meet the University's standards. The transfer can be done only when there is a vacant seat available in the prospective faculty. The prospective faculty has the authority to accept the transfer, as well as to set the additional criteria and the process.

41.2 A student, who is eligible to be transferred, must still hold a student status at the previous institution and must have completed at least two regular semesters of study at that institution, which shall exclude any leave of absence for a whole semester. Moreover, he/she must have earned a cumulative grade point average of 2.00 or above.

41.3 A student, who wants to transfer to the University, must submit his or her application form to the Academic Development and Administration Bureau of Khon Kaen University not less than 6 weeks before the beginning of the semester being applied for and must have all the required documents stipulated by the University.

41.4 The criteria for equating the courses and transferring the credits must comply with the announcements of the University.

41.5 The student, who is transferring from another institution, must complete his/her education within twice the time set by the curriculum of the respective program, including the time studied in the previous institution.

41.6 The calculation of the cumulative grade point average of the student, who has transferred from another university, shall include the transferred grade values from the previous university.

Article 42 Transferring to another faculty

42.1 Transferring to another faculty can be done with the approval of the former faculty and the faculty to which the student wishes to transfer.

42.2 A student, who is eligible to transfer between faculties, must possess the following qualifications:

42.2.1 The student must still hold his /her studentship at the former faculty and his/her admission score must not be lower than the score of the last student enrolled into that program.

42.2.2 The student must have never previously transferred to another faculty.

42.1.3 The student should have previously studied at the former faculty for at least 2 regular semesters, must have earned at least 30 credits, and must have a cumulative grade point average of 2.00 or over.

42.3 A student, who wants to transfer to another faculty, must submit all the required documents stipulated by the University to the Academic Development and Administration Bureau through the former faculty at least 6 weeks prior to the beginning of the semester for which he/she is applying. The prospective faculty has the authority to set the criteria and the transfer process by issuing an announcement.

#### 42.4 The Criteria for equating courses and others

42.4.1 The prospective Faculty has the authority to equate the transferred courses.

42.4.2 The prospective Faculty must accept all the transferable credits of the equated courses.

42.5 The student, who is seeking to transfer courses, must complete his/her education within twice the time set by the new curriculum by counting from the date the student was enrolled into the University.

42.6 The cumulative grade point average of the transferred student is calculated from the cumulative grade point average from all courses transferred from the former curriculum and from the courses earned in the new curriculum.

Article 43 The change of the program within a faculty or the change of the major field of study must follow the announcements of each faculty and must be completed 4 weeks prior to the beginning of the new semester.

## Section 11

### Leaves of Absence, Dismissal, and the Reinstatement of Studentship

#### Article 44 Taking a leave of absence

44.1 Leaves of absence can be classified into 3 categories:

44.1.1 Taking sick leave or personal leave

44.1.2 Taking a leave of absence from studies

44.1.3 Resigning

44.2 Taking sick or personal leave: A student is entitled to take this category of leave for not over one fourth of the entire class hours. Otherwise, the student will have to take a leave of absence from his/her studies. Taking leave related to an examination shall follow Article 34 and shall be in accordance with the regulations, which have been stipulated by the University.

For the students of the undergraduate medical program, the announcement or the criteria stipulated by the University shall rule.

44.3 Taking a leave of absence from studies

44.3.1 A student may be authorized to take a leave of absence in the following cases:

(1) The student has been enlisted to serve in the army.

(2) The student has been granted a scholarship for an international exchange program or any other scholarship that the University deems appropriate.

(3) The student has a valid reason that the faculty deems appropriate.

44.3.2 For the process of requesting leave, in case a student, who is taking a leave of absence, is unable to proceed with the required procedures, the parent shall submit the request form and documents through the general academic adviser to the Dean of the Faculty to receive authorization and to notify the Academic Development and Administration Bureau to change the student's status. All the procedures must be done at least two weeks before the first day of the final examination according to the academic calendar. In cases of necessity and for decent reasons, the Dean will make the final decision.

44.3.3 A student may only take one full regular semester leave from study unless it is out of necessity or is due to unavoidable circumstances. In such cases, a student may take leave of one full academic year with the authorization of the President.

44.3.4 A student, who is authorized to take a leave of absence from studies, must pay the registration extension fee in accordance with the University's regulations.

44.4 A student, who wants to resign, must submit a resignation letter with the parent's letter of consent and a debt clearance certification. Prior to receiving the University's authorization, the resignation must first be approved by the student advisor and the Dean of the Faculty. In case of necessity or unavoidable circumstances, the parents can process the resignation for the student.

44.5 The documents that are required to make a request for leave are as follows:

44.5.1 A request for leave in the format stipulated by the University.

44.5.2 A medical certification (only in case of sickness), as stipulated by the University.

44.5.3 Both a certified letter from the parents and a letter of approval from the student advisor are required in cases of sick leave over 15 days, or in the case of a leave of absence or resignation.

44.5.4 A letter of approval from the student advisor. (All types of leave are to be approved by the student advisor.)

44.5.5 Other relevant documents addressing the necessity for leave may be required, such as an acceptance letter for a practicum at a foreign institute or a letter informing the University of the student's conscription into the army.

44.5.6 A certification of debt clearance with the University is required in case of a leave of absence or a resignation.

44.6 Authorization for a leave of absence or resignation is effective on the authorization date.

44.7 For all cases of leave, the student shall not be exempt from any of the University's rules and regulations.

#### Article 45 Rescission of studentship

A student will be rescinded from studentship due to the following conditions:

45.1 Death

45.2 Resignation

45.3 Dismissal

45.4 Orders of rescission in accordance with the University's regulations or rules.

45.5 Not possessing the necessary qualities of a student as set forth by the University.

45.6 Completion of the required course work of the curriculum and being granted a degree or an associate degree from the University Council. The official date of the degree conferral represents the termination of the student status, except for those students, who are studying in a dual program curriculum, in which case the date of the final degree conferral is the termination date.

45.7 Failure to register and to complete all the required courses within the time set by the University for each semester without taking a leave of absence as per the University's regulations.

45.8 Failure to pay the tuition fees to retain the studentship within the time set by the University for each semester except in the case of a *force majeure*.

45.9 Studying for a period of time within the set time frame, which has been established in the curriculum as per 11.2.

45.10 Being sentenced to imprisonment from the final judgment, except for petty offenses or negligent offenses.

45.11 Being transferred to another university.

45.12 Other cases as stipulated by the University.

#### Article 46 Reinstatement of studentship

46.1 The student, whose studentship has been rescinded due to the following reasons, is entitled to reinstate his /her studentship:

46.1.1 Rescission as per Article Numbers 45.2, 45.7, 45.8, 45.10, and 45.12;

*or*

46.1.2 Rescission due to the student receiving an “I” grade and has been dismissed without the “I” grade having been corrected.

46.2 The procedure for the reinstatement of studentship shall be in accordance with the University’s announcement.

### Section 12 Management of Specific Curriculum

#### Article 47 The management regulations for the undergraduate Medicine Curriculum

The Faculty of Medicine operates its program differently from other faculties, especially the clinical classes, given that theoretical instruction is carried out in tandem with clinical practices. The following instructions, assessments, and evaluations are, therefore, specific only for the undergraduate medicine curriculum:

47.1 For the academic year, the time and semester shall follow the University’s announcement.

47.2 Registration, the addition and withdrawal of courses, assessments and evaluations, re-examinations, the passing of classes, the repeating of classes, dismissal, leaving, the years of study, and the qualifying examinations for the degree of Bachelor of Medicine, shall follow the University’s announcements.

### Section 13 Punishment

Article 48 A student, who misbehaves or violates the regulations set forth by this set of Regulations, shall be punished according to Article 49 and shall also be subject to disciplinary punishment according to the University’s Student Discipline regulations.

Article 49 Academic punishment for the student making a mistake, cheating, or violating this set of Regulations shall be as follows:

49.1 The reduction of the score for the part on which the student has cheated.

49.2 Failing the course in which the student has cheated.

Article 50 The procedures for mistakes, cheating, or for violations of this set of University regulations

50.1 The Faculty shall compile the facts and evidence to submit to the Board of the faculty for judgment. The Dean of the faculty shall order the punishment. However, the student should be given a chance to report his or her own reasons. The process must be completed within 15 days after the last date of grade submission according to the University calendar.



50.2 In case the academic punishment has been ordered in accordance with 49.2, the Academic Development and Administration Bureau shall be informed of the results of the punishment.

50.3 The Academic Development and Administration Bureau shall record the punishment and shall, in writing, inform the parents and the faculty to which the student is affiliated.

Article 51 In accordance with the present regulations, the punished student, or a student, who has not been approved to receive a degree or an associate degree according to Article 37, has the right to appeal by following the criteria listed below:

51.1 The student has the right to submit an appeal to the President within 30 days of the date of the official punishment announcement.

51.2 The appeal document against the punishment must be a letter that bears the signature of the individual making the appeal.

51.3 The procedure of making an appeal against the punishment can only be done directly by the individual making the appeal, and this procedure shall not be transferred to any other representatives.

51.4 The criteria and procedures for academic punishment shall be issued in accordance with the University's announcements.

Article 52 The President, by the approval from the Academic Council, has the authority to make decisions on the addition, reduction, or exemption of punishments as deemed appropriate.

In the case of appealing an evoked degree, the President must submit the final decision to the University Council for approval.

The decisions of the President and of the University Council are final. The results shall be made known in writing to the individual making the appeal within 15 days.

Article 53 During this time no announcements, orders, or criteria have been issued as per these regulations; the announcements, orders, or criteria of Khon Kaen University Regulations on the 2019 Undergraduate Education applied prior to the issuance of the regulations set forth herein shall rule *mutatis mutandis*, if not contradicting the present regulations.

Announced on the 2<sup>nd</sup> of February 2022.

Signed Narongchai Akrasanee  
(Mr. Narongchai Akrasanee)  
Chairman of the Khon Kaen University Council