

## **SURATTHANI RAJABHAT UNIVERSITY EDUCATION REGULATIONS: 2009 UNDERGRADUATE EDUCATION**

In order that the education organized at the undergraduate level can be smoothly run, by the virtue of section 18 (2) under the 2004 Rajabhat University Bill, there was a decision reached at the 6<sup>th</sup>/2009 of the Suratthani Rajabhat University Board (SRUB) meeting, Suratthani Rajabhat University (SRU), conducted on 25 June 2009, that these regulations shall be issued:

1. These regulations are called “The Suratthani Rajabhat University Regulations on 2009 undergraduate education”.

2. These regulations shall be enforced from the 2009 academic year onward.

3. The following are also included in these regulations: According to these regulations:

“The University Board” refers to the Suratthani Rajabhat University Board

“University” refers to Suratthani Rajabhat University

“Higher education institutes” refers to any educational institutes organizing education for those who have completed higher secondary education, the curriculum of which is not lower than an associate degree level or its equivalence, which is certified by the SRUB.

“The University President” refers to the SRU president.

“Students” refers to the SRU students.

4. The President shall undertake to act according to these regulations and has the power to command or order that these regulations be observed. In case of any problems resulting from the practice of the regulations, the President is to interpret and make judgment on the problems concerned.

### **SECTION 1**

#### **THE UNIVERSITY ADMISSIONS AND EDUCATIONAL SYSTEM**

##### **5. Admissions**

Schedules and methods shall follow the University’s announcement, which will be arranged each academic year.

##### **6. Applicants’ Qualifications**

###### **General Qualifications**

###### **6.1 Undergraduate Level (for both 4 and 5 years’ curriculum)**

6.1.1 Having completed higher secondary education or its equivalent

6.1.2 Being well-behaved

6.1.3 Being healthy, strong, and devoid of any physical or mental conditions that can affect their education

###### **6.2 Bachelor Degree Programs (for continuous programs)**

6.2.1 Having completed an associate degree program or its equivalent

6.2.2 Being well-behaved

## 7. Educational System

7.1 Each academic year is divided into two semesters: the first and the second; however, there can be an additional semester, the summer session. In each semester, there shall be at least 15 weeks of classes. For the summer semester, the class duration shall be organized in proportion with those of the two regular semesters.

7.2 The University applies the course credit system: one unit is equivalent to a 50-minute lecture period or discussion period per week or equivalent to 2 – 3 workshop periods per semester.

7.3 Teaching, lecturing, discussing, or doing workshops shall take at least 50 minutes per period.

## 8. Registration

8.1 Schedules and methods of course enrollment shall follow the University's academic calendar.

8.2 Registration must be approved by faculty advisors and be arranged in accordance with the conditions of each curriculum and the University's regulations.

### 8.3 Semester's registration

Regular students must register for at least 9 credits a semester, but not exceed 22 credits. However, as many as 25 credits are allowed if non-credit courses or retaken courses are included in that semester; also, will be allowed if it is their last semester of study. During the summer semester, the regulations shall be followed as planned by the University.

Students under the Education for All Scheme (EFA) are to register for a maximum of 12 credits or 4 courses a semester. They can, however, register for up to 15 credits if, in that semester, non-credit courses or retaken courses are included; or, if it is their last semester of study. The summer semester's plan shall be expediently regulated each year by the University.

Any other regulations apart from the above-mentioned shall be prescribed by the University Academic Council.

8.4 Enrollment schedules shall be stipulated by the University; if made outside of this specific schedule, students shall be fined for late registration. Any such enrollments must be made within the last date as fixed in the University's announcement.

8.5 Students' rights of enrollment shall follow the University's regulations and conditions.

8.6 In case of any students having already enrolled and paid for the tuition but being found later that they have no right to do so, the fee can be refunded.

8.7 In each semester, students who fail to enroll within the schedule fixed by the University, an appeal for a break must be made for that semester and the fee to maintain their students' status must be paid; or else, the status as students will be terminated. Upon request, however, the ended status is eligible to be renewed if the student status renewal fee as well as the tuition of that semester is paid.

8.8 Re-enrollment made on the same course(s) that have been passed or have been exempted or course equivalencies that have been made, the course credit count is taken on the earlier passed, the exempted, or the transferred.

#### 9. Request for Addition/Withdrawal of Courses in Sequence

9.1 Addition/withdrawal of courses must be made within the first 2 weeks of each semester. In case of course addition, there must be at least 80% of the total time left of course study.

9.2 Enrollment for the courses with sequence codes must be made in order. Judgment for any other matters shall be made by the University.

### **SECTION 2 TUITION FEE**

#### 10. Tuition Fee and Method of Payment

10.1 Tuition rates shall follow the University's educational organization charge regulations.

10.2 Students must pay their tuition fee following the method(s) of payment, dates, and procedures specified by the University's regulations. Any request for fee exemptions must be carried out following the regulations of the payment method.

### **SECTION 3 REGULATIONS FOR EDUCATION**

#### 11. Teaching/Learning and Examination

##### 11.1 Regulations on Study

11.1.1 Students must enroll in each and every regular semester consecutively. Any leave of absence, if taken, must be carried out in accordance with the leave taking regulations.

11.1.2 Students must attend a minimum of 80 percent in each course in order to be eligible to take the final examination. If the attendance is less than 80 percent but more than 60 percent in any course, students must make a request for permission to take the final examination, which is to be approved by the Academic Council.

##### 11.2 Enrollment Types

11.2.1 CREDIT COURSES: These are required by each curriculum and will result in 12.1 below and the acquired grade will be computed for a GPA and accumulative GPA in each semester.

11.2.2 AUDIT COURSES: These are done to obtain additional knowledge; completion of the course does not count towards the completion of the program.

11.3 Testing: This comprises of 3 types: quizzes, midterm tests, and final examinations. For the final examination, the use of the central examination system is required.

11.4 Examination regulations shall follow the University's announcements.

11.5 In case students are unable to take a final examination on the regular scheduled date and time fixed by the University, and have a valid reason, they can forward an appeal to the University together with supporting documentation within 7 days from the final examination date, and they have the right to take the examination. The examination must be taken within 30 days of the officially designated examination date. Final permission, however, depends upon the committee appointed by the University. If students fail to do as aforementioned, they are considered as absent for the examination. In case of the examination being allowed to be taken, but the student cannot do so within 30 days, the decision shall fall to the University President or those appointed by the President.

11.6 Students who cheat in the examination shall fail or receive grade E for that course or for all courses taken in that semester. This shall also be considered a disciplinary offense and therefore shall be punished according to the University's regulations.

## 12. Study Results

Two evaluation systems are employed to calculate results in all courses

### 12.1 Grades with grade points, classified into 8 levels as follows:

Grades	Description	Grade Point
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Fairly Good	2.5
C	Fair	2.0
D+	Poor	1.5
D	Minimum Passing	1.0
E	Failure	0.0

This grading system is employed in evaluating students' study in each curriculum. To pass each course, students must receive a minimum grade of D. If the grade is not achieved, they must retake the course and reach the minimum grade of D. If, however, the course is an elective, it can be left out and another course can be substituted. For these two courses, preparation for Professional Experience and Practicum training, a passing grade is C. If either of these two courses is retaken and they fail the course, their student status shall be revoked.

### 12.2 Grades without grade points:

Study results	grade
Pass with Distinction	PD
Pass	P
Fail	F

This system is used for courses required for some curriculum fulfillment; it can be mandated by the SRUB.

Upon receiving an F in any of the above courses, students must re-enroll until they have achieved a passing grade.

### 12.3 Symbols Employed in the Regulations

Au (Audit): This refers to enrollment in a course for information or additional knowledge; it is not required and there is no grade awarded.

W (Withdraw): This is used as a student's grade after their withdrawal from any course; the withdrawal shall be carried out at least 2 weeks prior to the final examination date.

I (Incomplete): This is used in recording the grade in the case of students being unable to complete their assignments or required tasks towards the end of each semester; or if they miss the final examination. Students with grade "I" must request assessments in order that the received grade level will be changed, which must be done before the end of the next semester. If the students cannot finish the assignment, or if they do not take the examination, the following measures will be carried out:

(1) If the unfinished assignment remains unsatisfactory, the assignment will be rated Nil and the assessment will be calculated from the other marks they received.

(2) In the case of the student missing the final examination and failing to retake the examination within the next semester, the Registration Office shall change the grade "I" to grade "E" for the course.

(3) In the case of the student taking no action to amend the grade "I" before the end of semester, they shall receive an "E" for that course.

12.4 Courses being exempted, the study result shall be "P".

12.5 Undergraduate students doing continuous courses shall not enroll in courses already taken in the lower levels; in doing so, the course(s) shall not be counted.

### 12.6 Computation of GPA.

The semester's GPA and cumulative GPA are calculated using a maximum of 2 digits of the decimal system with no rounding up. Any incomplete grade or "I" that has not been amended for any courses shall not be brought into the grade-point computation.

12.6.1 The failing grade or "F" and the grade points earned from any retaken course shall be brought into computation.

12.6.2 In the case of retaking the same course that has been passed or exempted, the calculation shall count the grades achieved from the first-enrolled courses.

12.7 The University shall refrain from issuance of any transcript and certificate to the students being in arrears with the University or with others inside or outside the University; this is even if the final study results having already been announced.

13. The organization of summer courses shall follow the University's summer course announcement.

### 14. Practical Training Experience

14.1 Students shall receive practical training experience as required by the curriculum. Any students who take a training experience course but fail to meet the complete level as required, that training course shall be considered incomplete.

14.2 During training experience, the student shall behave well and work in accordance with the disciplinary regulations. Neglecting to do so and the overseers, the instructors, or any other persons appointed to take care of the students, may send the students back to the University. In this case, the practical training is considered incomplete.

#### 15. Faculty Transfer or Major Subject Change

15.1 Desiring to transfer to another faculty, students must be permitted by their Advisor and the Dean of the original faculty as well as the Dean of the faculty to which they desire to transfer.

15.2 Prior to the right to transfer to another faculty, students must have studied in the original faculty for at least 2 semesters as a regular student. This is an exception for students under the EFA scheme.

#### 16. Study Results Transfer and Exemption From Courses

“Study Results transfer” refers to taking study results (credits earned and grade points) of all courses studied in the University without having to retake the courses.

“Exemption” refers to taking the credits awarded in SRU or any other higher educational institutes, non-formal education, informal education, occupational apprenticeship, or work experience, the contents and level of difficulty of which are comparable to those of the courses opened in SRU.

17. The course to be transferred or exempted must have been studied and passed, trained, or experienced not more than 10 years to the date of admission to the University, counting from the date of graduation or the last semester or the last date of training or experience.

18. Persons having the rights to transfer courses shall have one of these qualifications:

18.1 Having studied at SRU but not yet finished the study, their student status having been terminated, but having made a re-admission

18.2 Having changed their status from regular students to the ones under other programs, which apply the SRU’s curriculum; or students under other programs using SRU’s curriculum, who want to change the current status to regular students.

18.3 Students who hold an associate degree granted by SRU and desire to further their study at the bachelor degree level.

#### 19. Conditions of Study Results Transfer

19.1 Students desiring to transfer study results must currently have student status as regular students or students taking any courses under SRU’s programs.

19.2 Students desiring to transfer study results must not have been ordered to remove their student status according to the SRU’s regulations governing study evaluation.

19.3 Study results to be transferred shall be done for all courses having been studied without limiting the number of credits earned.

20. Students eligible to be exempted from courses shall have one of these qualifications:

20.1 Having completed a degree or having studied in the University

20.2 Having completed a degree from a higher educational institute

20.3 Having experience training in any courses provided by SRU

20.4 Having been educated in a non-formal education system, self-study projects, occupational apprenticeship, or work experience in their own workplace.

21. Course Exemption Conditions:

21.1 The grade points awarded shall not be lower than C.

21.2 In case of those finishing education from a non-formal education system, self-study projects, occupational apprenticeship, or those having work experience from their own workplaces, the University shall specify methods of evaluation for the courses requested to be exempted and then inform the University Academic Council.

21.3 For those having finished a degree and applying to study for another one, exemption from all general education courses can be made with no need to bring the conditions specified in 17 and 21.1 into consideration.

21.4 The credits to be exempted shall not exceed two-thirds of all the number of credits at a bachelor degree level as specified in each field of study in SRU and, after having been exempted from the courses, the person shall have at least one year's time to study at SRU.

21.5 Any courses being exempted shall be recorded as "P" in that person's study register. The credits earned in general education belonging to the person whose courses are being exempted under the condition of 21.3 shall be counted in whole as educational completion criteria. There shall be no record of the study result in each individual course.

22. Students wishing to transfer their study results or to exempt from courses shall take action within the first semester of being the student at the University.

23. The semester count of those whose courses are transferred or exempted shall follow these criteria:

23.1 For regular students, not more than 22 credits shall be counted as one semester.

23.2 For those being trained under the EFA scheme applying the SRU's curriculum, the earned grade points of not more than 12 credits shall be counted as one semester.

23.3 Study results transfer according to 18.1 shall be counted only the course having been successfully completed. This applies to 18.2 and 18.3 and the number of completed semesters shall be counted.

24. For study results transfers or course exemptions, students must pay the fees following the University's regulations of fee charge on study results transfer and course exemptions.

25. The committee to be appointed by the University shall have the right to consider and propose to approve course transfers or exemptions.

26. Students having their courses transferred shall not lose the right to achieve a bachelor degree of honor while those having their courses exempted lose that right.

## 27. Study Leave of Absence

This means the leave taking for the whole academic year, which is divided into 2 cases as follows:

27.1 Students having enrolled for courses but there being a necessity to take leave of absence in that semester are able to do so two weeks prior to the final examination date; this shall be considered a registration cancellation. All courses enrolled in that semester shall not be recorded in the transcripts.

27.2 In the case of having no desire to take courses in any semester, students are eligible to forward a request for a leave of absence and pay the student status maintenance fee within the date specified by the University, that is 2 weeks prior to the final examination dates.

In requesting a leave of absence, students must forward a statement of necessity according to the procedures specified by the University. A study leave of absence can be requested once in a semester.

Student status maintenance fee must be paid in the semester the student is being allowed to take study leave. The exception is only for those who have already enrolled for that semester and the tuition fees for that semester have already been paid.

## 28. Requests for Course Drop

28.1 Requests for course drop can be made after the schedule of course add/ withdrawal and the request procedure shall be finished at least 2 weeks prior to the start of the final examination date. In the case of a course drop, no educational fees can be refunded.

28.2 The grade points for any courses requested for a drop shall not count; if they are not required courses, there is no requirement to retake the course, and the study result shall not record in the transcript.

28.3 Course drop requests must be signed in approval by the advisor.

## 29. Resignation of Students

Students wanting to resign from being students of the University must follow the procedures as designated by the University.

## 30. Terminations of Student Status

Regular students shall be terminated under either of these criteria:

30.1 The cumulative GPA, computed from their 1<sup>st</sup> semester to the 2<sup>nd</sup> semester, is less than 1.60.

30.2 The cumulative GPA, computed at the end of the 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup>, and 18<sup>th</sup> semester, is less than 1.60.

30.3 All required courses having been taken but the cumulative GPA is less than 1.80

30.4 The persons being regular bachelor's degree students for 8 consecutive semesters (as continuous program students), 16 consecutive semesters as students of the 4-year course, or 20 consecutive semesters as 5-year course students, but they lack the education completion qualifications as specified in 31.2 and 31.3.



Students under the EFA scheme shall terminate their student status when their cumulative GPA being computed at the end of the 4<sup>th</sup> semester is lower than 1.80. The same level of cumulative GPA (lower than 1.80) shall also affect these students: those of bachelor's degree continuous courses having been students for 6 years; those who taking 4-year curriculum/ courses and having been students for 12 academic years; and those who study under the 5-year curriculum/ courses and having reached the 9<sup>th</sup> semester of study or having been students for 15 years.

30.5 Students experiencing the second failure in work practice training.

31. To complete education, these qualifications must fully be met:

31.1 Be well behaved

31.2 Have passed all required courses specified as the standards in the curriculum and the courses as mandated by SRUB

31.3 Have a cumulative GPA of not less than 2.00

31.4 Have been in class attendance as stipulated in the standards for the bachelor degree's curriculum by the Ministry of Education.

32. On completing all courses according to the curriculum requirements and having a cumulative GPA being more than 1.80 but still lower than 2.00, students are eligible to take more courses in order that their cumulative GPA can reach 2.00. This, however, must be within the time as indicated in 30.5.

33. Those completing education eligible for degree with honors must have these qualifications:

33.1 gaining cumulative GPA of at least 3.60 up from the associate degree level or its equivalencies and/or gaining a cumulative GPA of at least 3.60 for the university educational level and the degree with first class honors will be awarded. The degree with second-class honors will be awarded to those whose cumulative GPA reaches 3.25 counting from the associate degree level and/or those whose cumulative GPA reaches 3.25 from the education received in the University.

33.2 Achieving not less than C level in all courses and receiving no F in the non-grade system in all courses of study.

33.3 Spending no more than 4 semesters for regular students; no more than 8 semesters for the regular continuous students of 4-year bachelor degree courses; and no more than 10 semesters for the 5-year course students.

Those who take courses during summer sessions shall not be deprived of the right to achieve a degree of honors standing.

Students under the EFA scheme shall have no more than 8 semesters to study in the University, which is the same length of time as the regular continuous students of 4-year bachelor degree courses; no more than 14 semesters for students of 4-year courses; and no more than 17 semesters for the students of 5-year courses.

Submitted on 25th June 2009

Phadungchat Suwannawong  
SRUB President