

## Naresuan University Rules Undergraduate Education 2006

### The Qualifications of Students

5.1 A student must complete high school or the equivalent which has been certified by the Ministry of Education.

5.2 A student must have a diploma or equivalent or bachelor's degree or equivalent from a domestic or international higher education institution which has been certified by the University Council.

5.3 A student must be healthy and not have a disease or any condition which can be a barrier in studying.

5.4 A student must not have been convicted and imprisoned as the final judgement of the court except if the student was convicted of negligence or a misdemeanor charge.

5.5 A student must not be expelled from an education institution because of misconduct.

### 6 Student Admission

6.1 The university will give an entrance exam or select a student who finished high school or the equivalent as per the declaration of the university or the Office of the Higher Education Commission.

6.2 The university might make an entrance exam or select a student who received a diploma or equivalent or a bachelor's degree or equivalent to be an undergraduate student in any major in the university as per the regulations of the university.

### 7 Transfer Student (other institutions)

7.1 The university will accept a transfer student from another institution which has been certified by the university.

7.2 The qualifications of a transfer student

7.2.1 Have qualifications as No. 5

7.2.2 The student must have studied in the former institution which has been certified by the university for at least 1 academic year.

7.3 A student who wants to transfer to be a Naresuan University student must abide by the following:

7.3.1 The student must submit the request form to the university at 30 days before enrollment begins.

7.3.2 The former institution must directly submit the transcript and course descriptions which the student has already studied to Naresuan University.

7.4 The university might approve the transfer with the consideration of the faculty or equivalent.

#### 7.5 Credit and achievement transfer

7.5.1 The university will consider course transfer with approval from the faculty or equivalent. The transferred credits must not be more than 3 in 4 of the curriculum as per the declaration of Naresuan University.

7.5.2 The transferred courses must be the same number of credits as the university's course and the achievement must not be lower than "C."

### 8 Admission for a 2<sup>nd</sup> degree

8.1 A student who has completed a bachelor's degree in Naresuan University or at another institution of higher learning might ask to study for a bachelor's degree in another major, but he/she must qualify as No. 5

8.2 The request for studying must abide by the following:

8.2.1 The student must submit the request form to the university at least 30 days before enrollment begins.

8.2.2 Admission to the university is with the approval of the concerned faculty.

#### 8.3 Credit transfer

8.3.1 Credits transfer follows No. 7.5.

### 9 Admission for continuing program in a bachelor's degree

The university might give an admission exam to those who qualify as No. 5 or as per the university declaration.

### 10 Student Registration

10.1 The applicant who has passed the admissions, the transferred student from other institutions, or the applicant who has been approved to study the 2<sup>nd</sup> degree must to be an NU student with the prescribed documents in the stated time.

10.2 The student who does not register at the prescribed time will forfeit his/her right, unless he/she gets approval from the university on a case by case basis.

10.3 After registration, the university will generate the student ID. No., and the faculty will arrange the adviser who will be responsible for advising, guiding and describing the study plan.

### 11 Instructional System

11.1 The university education system coordinates with the faculty or department

11.2 Each major in the university consists of many courses.

11.3 The education system has been divided into 2 types as follows:

11.3.1 The 2 semester system/academic year consists of 2 regular semesters with study periods of not be less than 15 weeks. The university might open a summer semester optionally, and the study period will be only 8 weeks with the time and credits still equal to a regular semester.

11.3.2 The 3 semester system/academic year is 3 regular semesters with the study period of not be less than 15 weeks/semester and the time and credits equal to the 2 semester system.

11.4 In any curricula which needs to open a summer semester for internship or field training or case study, that summer semester will equal the regular semester.

#### 11.6 Credit calculation

11.6.1 Theory courses which have a lecture class or discussion of not less than 15 hours/regular semester will equal 1 credit in the 2 semester system.

11.6.2 Practical courses which have a practicum or experimental class of not less than 30 hours/regular semester will equal 1 credit in the 2 semester system.

11.6.3 Internship or field training which has a training class of not less than 45 hours/ regular semester will equal 1 credit in the two semester system.

11.6.4 Project or assigned activities which require not less than 45 hours/regular semester will equal 1 credit in the two semester system.

11.7 The university might prescribe a prerequisite for some courses for which the student must get a “D” or above to study in those courses.

11.8 For each course there is a course code and course name.

11.9 Course code is included

11.9.1	First 3 digits	mean	Major
11.9.2	The fourth digit	means	Year of studying
11.9.3	The fifth digit	means	Group in the major
11.9.4	The sixth digit	means	Course number

11.10 Student status is divided as follows:

11.10.1 Regular student means student who has a GPA of more than 2.00.

11.10.2 Probation student means a student who has a GPA of lower than 2.00.

11.11 Student status will be identified at the end of the academic year; the achievement of a summer semester will be calculated with the achievement of the next enrolled semester except for a student who will graduate in the summer semester.

## 12 Curriculum

12.1 Bachelor's degree curriculum of each major consists of

12.1.1 general education courses for which a student must enroll for at least 30 credits;

12.1.2 specific courses are grouped as core subjects for which a student must study as follows:

12.1.2.1 bachelor's degree (4 years) must study at least 48 credits,

12.1.2.2 bachelor's degree (5 years) must study at least 114 credits,

12.1.2.3 bachelor's degree (6 years) must study at least 144 credits, or

12.1.2.4 bachelor's degree (continuing program) must study at least 42 credits; and

12.1.3 elective courses for which a student must study at least 6 credits.

12.2 Bachelor's degree (4 years) must study at least 120 credits, and the study duration must not exceed 8 years for the full time and 12 years for non-full time.

12.3 Bachelor's degree (5 years) must study at least 150 credits, and the study duration must not exceed 10 years for the full time and 15 years for non-full time.

12.4 Bachelor's degree (6 years) must study at least 180 credits, and the study duration must not exceed 12 years for the full time and 18 years for non-full time.

12.5 Bachelor's degree (continuing program) must study at least 72 credits, and the study duration must not exceed 4 years for the full time and 6 years for non-full time.

## 13 Enrollment

13.1 A student must enroll within the prescribed time; otherwise, the student will be fined as the university declaration.

13.2 A student can enroll for courses or add-withdraw through the Internet network within the prescribed time.

13.3 Late enrollment can be done in the adding course system during the time announced, if not, the university will terminate the enrollment in that semester.

13.4 The enrollment will be completed after the student pays the tuition fee as described in the declaration.

13.5 If a student gets “I” or “P” in any courses, the student does not have to enroll in those courses again.

13.6 In the 2 semester/academic year system, a student must enroll for at least 9 credits in each semester but not more than 22 credits, and student cannot enroll for more than 9 credits for the summer semester.

In the 3 semester/academic year system, a student must enroll for at least 6 credits in each semester but not more than 15 credits.

A student who wants to enroll in fewer than 9 credits or more than 22 credits for the 2 semester/academic year system or wants to enroll in fewer than 6 credits or more than 15 credits for the 3 semester/academic year must ask for approval from the university.

13.7 Enrollment which does not follow the university regulations will be invalid and the student will get a “W” for that course.

13.8 If a student wants to study in any courses to improve his/her knowledge with the approval of an adviser and the consent of the faculty, the student must pay for the tuition fee as described and the achievement will be “S” or “U.”

13.9 If a student does not enroll in any regular semester, the student must take academic leave in those semesters by submitting a letter for approval to the dean and pay for maintaining student status within 15 days after a semester starts; otherwise, the student’s status will be terminated.

13.10 The university will approve the suspended student to return to his/her student status if the student has a valid reason; the time that student has been suspended will be changed into academic leave, and the student must pay the tuition fee and other fees for being a student. The university will not approve if the student has been suspended more than 2 academic years.

#### 14 Withdrawal and Adding Courses)

14.1 Adding courses must be processed within the first 2 weeks of the semester or within 1 week of the summer semester.

14.2 Withdrawal of courses can only be processed if less than 75% of the study period has passed. Withdrawal of courses at the time of adding courses will not incur a “W” on the transcript. If a student withdraws any course after the system has closed, the student will get a “W” on his/her transcript.

14.3 Student must follow the declaration of the university in withdrawal and adding courses.

#### 15 Educational Measurement and Evaluation

15.1 The university prescribes to evaluate the achievement at least 1 time per semester.

15.2 A student must attend at least 80% of the study period of each course in any semester to be eligible for an examination; otherwise, the student will get an “F” or “U.”

15.4 Letters and the meaning of measurement and evaluation in any courses:

Symbol	Meaning	Rate of grade level
A	Excellent	4.00
B <sup>+</sup>	Very good	3.50
B	Good	3.00
C <sup>+</sup>	Fairy good	2.50
C	Fair	2.00
D <sup>+</sup>	Poor	1.50
D	Very poor	1.00
F	Failed	0.00
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
P	In process	
W	Withdrawn	

15.5 For courses which prescribe an “S” or “U” evaluation:

15.6 “I” means students cannot be completely evaluated in that course because of unforeseeable circumstances. In getting “I”, it must be given by the lecturer and approved by the dean of that course. The student must ask to be evaluated within 4 weeks of the start of the next semester; otherwise, it will be recorded as an “F” or “U.”

15.7 “P” means students are still studying so that course will not be evaluated in the enrolled semester. “P” will be used in some courses that the university prescribes, and the “P” will be changed after students have been evaluated.

15.8 “W” means

15.8.1 the student withdrew the enrolled course as per the condition of enrollment,

15.8.2 the enrollment is incorrect and hence invalid,

15.8.3 the student has been suspended in that semester, or

15.8.4 the university approved withdrawal of all enrolled courses.

15.9 “S, U, I, P and W” will not be calculated in the GPAX.

15.10 The accumulated credits and GPAX calculation:

15.10.1 The accumulated credits for finishing the course of study will be calculated for credits from the enrolled courses only. If a student has enrolled in any course more than 1 time, only the final grade will be calculated as GPAX.

15.10.2 The university will calculate the GPAX from credits and grades from all enrolled courses each semester.

## 16 Re-enrollment

16.1 A student can re-enroll in any courses in which they received lower than “C.”

16.2 A student can re-enroll in any course in which they received an “F.”

16.3 A student can re-enroll in any course in which they received a “U.”

## 7 Leave

17.1 Sick leave and business leave

นิสิตผู้ใดมีกิจจำเป็น หรือเจ็บป่วย ไม่สามารถเข้าชั้นเรียนในชั่วโมงเรียนได้ให้ยื่นใบลาตามฟอร์มของมหาวิทยาลัยผ่านอาจารย์ที่ปรึกษา แล้วนำไปขออนุญาตจากอาจารย์ผู้สอน

Student who cannot attend class because he/she is sick or having personal business. Student must submit the Naresuan University leave form through the adviser and ask the permission from the instructor/lecturer.

17.2 Academic leave

17.2.1 A student can ask for permission to take academic leave in the following cases:

- (1) being called for military service,
- (2) Receiving a scholarship as an international exchange student or other scholarship approved by the university,
- (3) being sick or having an accident, or
- (4) any reason approved by the faculty.

17.2.2 A student who wants to take academic leave throughout 1 regular semester or more must submit the request form to the university with the letter of consent from his/her parents through his/her adviser and dean for approval, and the faculty must inform the university.

17.2.3 A student who takes academic leave or is suspended for 1 regular semester or more must pay the tuition fee for maintaining student status every semester.

17.3 Resigning: a student who wants to resign can submit the request form with his/her parents' consent letter through an adviser and dean, and then submit it to university for approval.

## 18 Changing major

18.1 Changing his/her major within a faculty must follow that faculty and major's conditions.

18.2 Changing his/her major to another faculty must follow these conditions:

18.2.1 A student who wants to change his/her major must be approved by his/her adviser and the dean and must have studied at least 2 semesters in his/her former faculty.

18.2.2 A student must receive approval to change his/her major from the faculty that the student wishes to study in, and the faculty must make the declaration of change.

18.2.3 Changing the major to another faculty must be completed before enrollment.

18.2.4 After a student has changed his/her major, the enrolled courses will be calculated in the GPA of the new major.

## 19 Student Termination

A student will be terminated under the following conditions:

19.1 Death

19.2 Resignation

19.3 Transferred to another institution

19.4 Lacks student qualifications as per Naresuan University Rule No. 5

19.5 Did not enroll within the prescribed of time as per No. 13.9

19.6 Misconduct which caused dishonor to the university, and the university wishes to terminate student status.

19.7 A student who has already registered 2 times the prescribed length of study of that curriculum and still cannot graduate.

19.8 A student has the following study achievement:

19.8.1 A student who has studied for 2 regular semesters and has a GPA lower than 1.50,

19.8.2 Student who has studied for 4 regular semesters and GPA lower than 1.75,

19.8.3 Student who has studied for 4 regular semesters/6 regular semester of the 3 semester system per academic year and GPA lower than 1.75

## 20 Nomination for degree

20.1 In the final semester that a student will graduate, the student has to submit the graduation form through his/her adviser and the university within 1 month of the semester start.

20.2 A student who will be nominated to graduate must have the following qualifications:

20.2.1 Finished all courses as per the curriculum and major conditions without an "I" or "P."

### 20.2. Length of study

20.2.2.1 For graduation of the 2<sup>nd</sup> bachelor's degree, a student must study at least 2 regular semesters for full time course work and for non-full time course work must study at least 3 regular semesters.

20.2.2.2 For graduation of a bachelor's degree (2 years continuous course), a student must study at least 4 regular semesters for full time course work and for non-full time course work must study at least 8 regular semesters.

20.2.2.3 For graduation with a bachelor's degree (4 year course), a student must study at least 6 regular semesters for full time course work and for non-full time course work must study at least 14 regular semesters.

20.2.2.4 For graduation with a bachelor's degree (5 year course), a student must study at least 8 regular semesters for full time course work and for non-full time course work must study at least 17 regular semesters.

20.2.2.5 For graduation with a bachelor's degree (6 year course), a student must study at least 10 regular semesters for full time course work and for non-full time course work must study at least 20 regular semesters.

20.2.2.6 A student who wants to transfer courses or experience or working experience must have been studying in Naresuan University at least 1 academic year.

20.3 If a student does not want to ask for graduation approval for any reason, the university will consider the request case by case.

20.4 A student who has been nominated to receive honors must have qualifications as per 20(2) and for a transfer student from another institution must have additional qualifications as follows:

20.4.1 GPAX throughout the course must be at least 3.50 for first class honors and GPAX of 3.20-3.49 for second class honors.

20.4.2 The student must never have received an “F” or “U” and never re-enrolled in any course.

21 The university will approve graduation for students at the end of the semester except in the case of a student who cannot graduate according to his/her curriculum who will be approved after finishing his/her studies.

22 The faculty will nominate students to the university for approval of medals for outstanding students throughout the course and academic year as follows:

22.1 Medals for outstanding students throughout the course of study:

22.1.1 A gold medal for outstanding students throughout the course of study: No “F” or “U” in any courses from another institution or Naresuan University and a GPA of at least 3.75.

22.1.2 A silver medal for outstanding students throughout the course of study: No “F” or “U” in any courses from another institution or Naresuan University and a GPA of at least 3.50.

22.2 Medal for Annual Outstanding Student

A student who has a GPA of at least 3.50 with no “F” and has studied more than 30 credits in that academic year will get a bronze medal.

23 Every curriculum must prescribe the curriculum assessment system which consists of at least the following 4 indices:

(1) Curriculum management

(2) Research and instruction resources

(3) Student support and advising

(4) The needs of the labor market/society and/or the satisfaction of entrepreneurs

24 Every curriculum must be up-to-date, developed continuously, and assessed for curriculum development every 5 years.

Provisional Clause

25 A student who has studied before these rules were enacted will use the former rules until the student graduates.

26 These rules will be put into force by the president of Naresuan University. In case of any problem not covered by these rules, the president will have full authority in making a decision and informing the university council.

## Naresuan University Declaration

### Rules and guidelines of undergraduate course and credit transfer

1. A student who wants to transfer courses and credits must submit the request form to the university with the transcript and course description of the course already completed at the Division of Academic Affairs, Naresuan University. The request form must be approved by the course administrator and the related course administrator.

2. The content of transferred course must be 75 comparable and the credits must be equivalent or more than as prescribed in the curriculum.

3. The university will consider transferring a course with a “C” grade and above.

4. Credit transfer must be completed before the enrollment date in that semester.

5. The transferred course will not be calculated in the GPA.

## Naresuan University Declaration

### Guidelines for course enrollment/payment/fine rate and late enrollment

#### 2 Guidelines for course enrollment

(1) The university schedules the enrollment date, adding-withdrawal courses and payment date and informs students in the academic calendar.

(2) Students must enroll for courses through the Internet network website: [www.reg.nu.ac.th](http://www.reg.nu.ac.th) and pay the tuition fee at the prescribed banks and counter service.

(3) Students must enroll, add and withdraw courses within the prescribed time only;

(4) otherwise, the university will terminate student status.

#### 3 Guidelines for recovering student status and enrollment and late payment:

(1) A student must request a return to student status/enrollment/late payment.

(2) The fine for return to student status is as follows:

Week	Description	Rate of return to student status		Fine Rate	
		Under-graduate	Graduate	Undergraduate or lower	Graduate
1	Late Enrollment			25 baht/day	25 baht/day

2	Payment Duration				
3	Late Enrollment within 1 <sup>st</sup> week	1,000	2,000	100	200
4	Late Enrollment within 2 <sup>nd</sup> week	1,000	2,000	200	400
5	Late Enrollment within 3 <sup>rd</sup> week	1,000	2,000	300	600
6	Late Enrollment within 4 <sup>th</sup> week	1,000	2,000	400	800
7	Late Enrollment within 5 <sup>th</sup> week	1,000	2,000	500	1,000

(3) If a student requests late enrollment after the 8<sup>th</sup> week, the student can only maintain student status.