

Kasetsart University Regulations on

Kasetsart University Undergraduate Studies

B.E. 2566 (2023)

Whereas it is expedient to establish the Regulations on Kasetsart University Undergraduate Studies, by virtue of Section 22(2) of the Kasetsart University Act, B.E. 2558 (2015) and through the resolution of Kasetsart University Council in the meeting no. 5/2559 on the 30th of May 2016, this set of regulations has thus been set up with the contents as follows:

1. This set of regulations shall be entitled “Kasetsart University Regulations on Kasetsart University Undergraduate Studies, B.E. 2566 (2023).”

2. This set of regulations shall come into force from the first semester of Academic Year 2006 onwards.

3. The following announcements shall be cancelled:

3.1 The Announcement of Kasetsart University Council on Kasetsart University Undergraduate Studies, B.E. 2548 (2005)

3.2 The Announcement of Kasetsart University Council on Kasetsart University Undergraduate Studies (No. 2), B.E. 2548 (2005)

3.3 The Announcement of Kasetsart University Council on Kasetsart University Undergraduate Studies (No. 3), B.E. 2557 (2014)

4. In this set of regulations:

“University” refers to Kasetsart University.

“Faculty” refers to faculty or college.

“Student” refers to a student of Kasetsart University.

“Academic Committee” refers to Kasetsart University Academic Committee.

“Working Unit Committee” refers to a faculty or college committee.

“Student Academic Advisor” refers to an instructor appointed by the Dean of the student’s faculty to supervise and provide consultation to the student under supervision with regard to studies and other issues.

“Student Registration Division” refers to the organization in charge of student registration at a campus level.

“Special Program” refers to the special program according to Kasetsart University Regulations on the Administration of Special Programs of Kasetsart University.

(Translation)

“University Area” refers to the place where the University, its campuses, centers, stations, dormitories, and organizations are located.

5. The President shall have charge and control for the execution of this sets of regulations.

In any case not included or not prescribed as a guideline under this set of regulations, the President shall have the authority to take action as deemed appropriate as long as it is not contradictory to the currently enforced criteria for undergraduate studies of the Ministry of Higher Education, Science, Research and Innovation.

Section 1

Admission and Education System

6. Undergraduate program candidates must have completed a high school level or equivalent as certified by Ministry of Education and met the criteria specified by each program.

7. The schedule and method of admission shall be in accordance with the announcement of the University in each academic year.

8. Education system

8.1 Each academic year is divided into two regular semesters, which are first and second semesters, while a summer session may be carried out after the second semester. The study time must not be less than 15 weeks for a regular semester and approximately six weeks for a summer session. The study time of each summer session must be equivalent to that of a regular semester.

8.2 The credit system is used, in which one credit is equivalent to a lecture or a discussion of one hour per week per one regular semester (equivalent to 15 hours per one regular semester) or a laboratory session of two–three hours per week per one regular semester (equivalent to 30–45 hours per one regular semester).

8.3 Internship or field training (career internship) which spans three–six hours per week or 45–90 hours in one regular semester is equivalent to one credit in the bi-semester system.

8.4 An assigned project or any other academic activity that requires a minimum of 45 hours of time during one regular semester is equivalent to one credit in the bi-semester system.

8.5 Lectures, discussions or laboratory sessions take 50 minutes per one hour.

8.6 Approval from the Academic Committee and University Council is required for the administration of academic semesters that differ from Items 8.1-8.2, or in situations where there are variations in instruction or teaching administration.

9. Registration

9.1 The schedule and method of registration shall be in accordance with the University prescription in each semester.

9.2 To register courses of study, **the schedule of each course must not overlap** and must be in accordance with the requirements of the student’s program and faculty.

9.3 To register courses of study in each **regular semester**, students are required to register **for a maximum of 22 credits**. For a **summer session**, students may register **no more than nine credits** except for the following cases:

9.3.1 If the study plan of the curriculum has prescribed a different number of credits, students may follow the study plan.

9.3.2 If students are in the **last registering regular semester before graduation** with more than 22 credits to be registered, they may register **no more than 25 credits**, except for students in professional programs, cooperative education, pursuing further studies overseas, or other situations as prescribed by the University announcement.

9.4 Students may register later than the period specified in the University schedule, but it must be within the first two weeks of a regular semester. For a summer session, please follow the announcement of the University. If the late registration period has elapsed, students must seek approval from the Dean of their faculty.

Late registration across semester is not allowed, except in the case of registration to maintain student status.

9.5 Students must check their student status before every registration. Those indebted to the University or failing to observe the terms or conditions of the University are not entitled to proceed with registration.

9.6 Students who are not eligible to register credits but have already proceeded with registration and paid the tuition fees are not entitled to ask for a refund.

9.7 Course instructors have the option to submit justifications to the Dean of the faculty who has the authority to close the courses for opening courses with fewer than six registered students. However, these courses shall not be compulsory or major core courses that students must acquire to graduate. In case the courses are ultimately closed, students will be refunded for the credit fees, except for a fixed payment where no extra amount shall be paid or refunded.

10. Add, drop, and withdrawal

10.1 To add, drop or make changes to courses or sections can be done in the first six weeks of a regular semester. For a summer session, please follow the Regulations on Summer Session Studies.

10.2 For withdrawal of some courses after 30 days from the start of a regular semester, such courses will be recorded as “W (Withdrawn)”. For a summer session, no “W” will be recorded.

10.3 **For withdrawal** of some courses after 60 days from the start of a regular semester or as prescribed in the calendar of each academic year, approval must be granted by the course instructor

(Translation)

and academic advisor. **All the processes must be completed not less than seven days prior to the final examination of that particular semester** according to the University announcement.

10.4 For every change of courses, students must pay additional registration fee if the total fee of the new course is more than that of the former one, except when the fee has been paid as a fixed cost, where no additional payment is required in case of adding courses. Payment cannot be refunded in case of a request for course reduction or withdrawal.

11. Registration of courses with prerequisites

11.1 To register a course with a prerequisite, students must pass the prerequisite course first; otherwise, the registration will be invalid.

11.2 Students may enroll in a course concurrently with its prerequisite in case the prerequisite course was taken in the previous semester, and an F was awarded, but with the approval from the course instructor. However, if students fail the prerequisite course again, the continuing course will not become invalid, and the grade will be calculated in the cumulative GPA as usual.

11.3 For students enrolling in a continuing course concurrently with its prerequisite, if they wish to withdraw the prerequisite course, the continuing course must also be withdrawn at the same time. If not, such continuing course will be invalid.

11.4 For students enrolling in courses that includes both lectures and laboratory sessions simultaneously according to the conditions of the courses, but the courses have separated course codes, they have the option to withdraw from the lecture course after the midterm examination without being required to withdraw from the laboratory course. In this case, students can continue attending the laboratory sessions as usual, and the results obtained from the course will remain valid. However, the approval of the course instructor is necessary for this withdrawal exemption to be granted.

11.5 Final-year students who will graduate in that academic year may ask for a registration delay, in accordance with Item 11.1-11.4. However, this request must be approved by the Vice President who is appointed to supervise academic affairs prior to registration.

Section 2

Tuition Fees

12. Tuition fees and tuition fee payment

12.1 The tuition fee rate shall be in accordance with the University announcement approved by Kasetsart University Board.

12.2 The tuition fee payment shall be made in accordance with the procedures, methods, and periods prescribed by the University. The approval for late tuition fee payment mentioned in the first paragraph shall be at the discretion of the Dean of the student's faculty, and such payment cannot be made later than one semester.

(Translation)

12.3 Exemption of tuition fees shall be under the authority of the President, and each type of exempted tuition fees must be included in the University announcement.

12.4 Students taking leave of absence or being suspended after registration cannot claim a tuition fee refund.

Section 3 Education Regulation

13. Study and examination regulations

13.1 Study regulations

13.1.1 Students must consecutively register courses in every regular semester. For leave of absence, students must follow Item 24 regarding leave of absence.

13.1.2 To be eligible to take the final exam, students must have not less than 80 percent of the total study hours of that course, except with the approval from the course instructor.

13.2 Types of registration

13.2.1 Credit courses are courses registered based on the curriculum structure, and the study results are calculated in the cumulative GPA.

13.2.2 Audit courses are courses registered to enhance knowledge, and the study results are not calculated in the cumulative GPA.

13.3 Examination regulations

13.3.1 The examination regulations shall be based on the University announcement.

13.3.2 In case a student has missed an exam with reasonable grounds, such student is entitled to submit to the course instructor a request for a make-up exam within seven days from the exam date. Approval must be granted by the course instructor, and the make-up exam must be carried out within 30 days from the actual exam date. If later than that, it shall be deemed that the student has missed the exam. In case it is necessary to take a make-up exam later than 30 days after the actual exam date, it shall be at the discretion of the Dean of the faculty owning such course.

13.3.3 Students committing examination dishonesty shall fail such course, and it shall be deemed as breaking discipline. Such students shall be penalized in accordance with the University regulations and are not able to withdraw such course.

14. Evaluation and assessment

14.1 Assessment of each course can be done by evaluating the learning outcomes of students as specified in each course and is in the form of grades, which can be interpreted as follows:

(Translation)

Grade	Meaning	Points
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	Very poor	1.0
F	Fail	0.0
I	Incomplete	-
S	Satisfactory	-
U	Unsatisfactory	-
P	Passed	-
NP	Not passed	-
N	Grade not reported	-

Grade “I” is used only in the case where some works of a student in a particular course are incomplete, but such student has been assessed for other tasks throughout the semester, which met the instructor’s satisfaction.

Grades “S” and “U” are used for audit courses.

Grade “P” and “NP” is used for the courses whose grades are not calculated in the cumulative GPA, non-credit internship, or courses whose credits are transferred from another institution.

Grade “N” is used only in the case where the grade has not been reported.

14.2 Students need to **proceed with adjusting the grades I and N within 30 days after the last date of grade submission of each semester**. Late adjustment of grades must be approved by the course instructor and the Dean of the faculty owning such courses, but it must not be later than the end of the following regular semester. If students fail to follow this regulation, they will receive an F or U in that course.

14.3 **Adjustment of grades must be based on reasonable grounds and accompanied by supporting documents and evidence.** In addition, **approval** must be granted by the **course instructor, the Working Committee of the faculty owning such courses, and Vice President** for Academic Affairs.

14.4 Calculation of cumulative GPA

14.4.1 For the calculation of a student’s cumulative GPA, the points of all the registered credit courses, both pass and fail, shall be included.

(Translation)

14.4.2 For the calculation of the cumulative GPA of a student transferred from another major, program or faculty, the points of all the courses appearing in the new program to which the student has been transferred, whether they are transferred courses or not, must be included. The courses that do not appear in the program to which the student has been transferred will not be calculated in the cumulative GPA.

14.4.3 For the calculation of the cumulative GPA of a student transferred from another educational institution and a student with a diploma or equivalent who has been admitted to continue their education, only newly registered courses will be included.

14.4.4 The calculation of the cumulative GPA for student status differentiation based on the criteria in Items 26.3.8 and 26.3.9 will be carried out twice a year at the end of the first semester and the second semester. The study result of a summer session shall be calculated with the study results in the following semester, except for those graduating in such summer session.

14.4.5 **The faculty may suspend the announcement** of study results or issuance of a transcript for students if **they are still indebted** to their department or faculty.

14.4.6 The University may suspend issuance of a transcript and any certificate to students if they have outstanding academic-related debts within or outside the University although the study results have already been announced.

15. Summer session studies shall be in accordance with the University Regulations on Summer Session Studies.

16. Internship and Cooperative Education

16.1 Students are required to participate in internship or Cooperative Education as prescribed in the curriculum. Those who have not completed the tasks shall not graduate as they have not met the curriculum requirements.

16.2 During the internship and Cooperative Education, the students' behavior and performance must be in accordance with the regulations in all respect. Violators will be sent back by the supervising instructor or external supervisor, and it shall be deemed that such internship or Cooperative Education is incomplete.

17. Change of faculty and major

17.1 Regulations on change of faculty

17.1.1 Students with a terminated student status are not entitled to change the faculty.

17.1.2 Students in a special program are not eligible to change the faculty to a regular program.

17.1.3 A change of faculty must be approved by the parents, academic advisor, Dean of the former faculty, and the Working Committee of the new faculty. Transferring cross-campus is prohibited.

17.1.4 Students may request to change the faculty only after they have studied in the former faculty for not less than two regular semesters.

(Translation)

17.2 Regulations on changes of program and major within the same faculty

17.2.1 Students may request to change from the former program to a new program, or from the former major to a new major with the approval from the Head of the former department or a person of equivalent authority or the instructor in charge of the former program; the Head of the new department or a person of equivalent authority or the instructor in charge of the new program; the Working Unit Committee and the Dean. However, students in a special program are not eligible to change to a regular program.

17.2.2 Students who wish to change the program or major must have study hours in the former program or major of not less than one semester.

18. Acceptance of transfer

18.1 The University will accept transfer of students with the following qualifications:

18.1.1 Students from educational institutions accredited by the University.

18.1.2 Students who have passed all the courses based on the program structure of the former institutions for first-year students at a minimum.

18.1.3 Students with a cumulative GPA of 2.50 or equivalent in the last semester before requesting a transfer.

18.2 The consideration on acceptance of transfer shall be at the discretion of the Dean of the faculty to which students are transferred, with the approval from the Working Unit Committee.

18.3 To be conferred a degree or a diploma, transferred students must have study hours in the University of no more than twice the number of regular semesters to acquire the required remaining credits. In this regard, 18 credits shall be deemed equivalent to one regular semester, and a fraction of nine credits shall be deemed equivalent to one regular semester.

19. Admission

19.1 The University will consider admission of only those with at least a diploma or equivalent from educational institutions accredited by the University.

19.2 Consideration on admission shall be at the discretion of the Dean of the faculty to admit students and with the approval from the Working Unit Committee.

19.3 The period of time for studies in the University must not exceed twice the number of regular semesters to acquire all the required credits. For conversion of credits into number of regular semesters, follow the criteria in Item 18.3.

20. Course and credit transfer

20.1 Students eligible to transfer courses and credits are:

20.1.1 Students who have changed the faculty, program, or major are eligible for transferring of all the courses that appear in the new program.

20.1.2 Newly admitted individuals are eligible to transfer their previously acquired courses with the discretion of the new program's Working Unit Committee.

(Translation)

20.1.3 Students under the partnership program of the University allowing transfer of courses.

20.1.4 Transferred or admitted students who come from other educational institutions.

20.1.5 Students approved to register for courses cross-educational institutions or cross-campuses.

20.1.6 Students enrolled in KU Credit Bank system.

20.1.7 Kasetsart University Students whose their student statuses are terminated with grade not lower than C or 2.0.

20.2 Criteria for course and credit transfer are as follows:

20.2.1 For transferred or admitted students who come from another educational institution, transfer of courses which are comparable to the courses in the program where they are admitted, with the grade of not lower than C or 2.0 shall be recorded as P only. Please be aware that courses or subject groups transferred from other educational institutions are not included in the calculation of the cumulative GPA. The admitted students can transfer courses and credits of no more than three-fourths of the total credits of the program to which they are admitted.

20.2.2 Course transfer for students from different institutions shall be at the discretion of the course instructor with the approval from the instructor in charge of the program and the Dean of the faculty owning the course.

20.2.3 Terminated Kasetsart University students are entitled to transfer all their acquired courses, either by selectively transferring certain courses or re-registering them as new courses.

20.2.4 For students enrolled in the credit bank system, transferring courses shall adhere to the regulations, announcements, or criteria specific to the credit bank system.

20.3 Transfer of subject group

20.3.1 The overall content of the subject group to be transferred to a comparable subject group must be 60% consistent, and the total number of credits of the subject group to be transferred must not be less than the total number of credits of the comparable subject group.

20.3.2 Every course in the subject group to be transferred must be awarded not lower than C or 2.0, which will be recorded as P.

20.3.3 In case the courses to be transferred are not courses in the bi-semester system, it shall be based on the discretion of the instructor in charge of the course, and approval must be granted by the instructor in charge of the program and the Dean of the faculty owning the course. In this case, the number of credits must be transferred to meet the bi-semester system criteria.

20.4 Transfer of experience, transfer of credits from non-formal education, and transfer of credits from informal education will be at the discretion of the instructor in charge of the program and

(Translation)

with the approval from the Dean of the faculty owning the program by primarily considering students' learning outcomes. In this case, written or practical examinations may be carried out as deemed appropriate.

20.5 A student must proceed with a request for course transfer in order to be exempted from studies, with the approval from the instructor in charge of the program and the Dean of the student's faculty. The student must complete the process within the first regular semester in which the change of faculty, program or major takes place, or in which the student is admitted or transferred from another educational institution. In case it cannot be done within the specified period, the decision shall be based on the instructor in charge of the program and approval from the Dean of the student's faculty.

21. Cross-institutional registration and cross-campus studies

21.1 Students may register cross-institutional studies in each semester if it is an audit course to enhance knowledge with the approval from the Dean of the student's faculty.

21.2 Students wishing to register a cross-institutional credit course must have one of the following qualifications:

21.2.1 Being students under the project carried out through the cooperation between two institutions with the approval from the Dean of the faculty owning the program.

21.2.2 Being students in the last registering semester, but the required course is not opened in that semester.

21.3 Courses to be registered in another institution must be transferred based on the University curriculum and at the discretion of the instructor in charge of the course, with the approval from the Dean of the faculty owning the course by primarily considering students' learning outcomes.

21.4 The study results of another institution shall be recorded as P or NP and not calculated in the cumulative GPA, except for cross-campus studies and registering courses in the program under the instructional partnership between the University and another institution, whose study results can be calculated in the cumulative GPA at the discretion of the instructor in charge of the program and the approval of the Dean of the faculty owning the course.

21.5 The practice as in Item 21.4 requires approval from the Dean of the student's faculty and the Vice President for Academic Affairs.

21.6 Students can **register cross-campus studies** with the approval from the academic advisor and from the Dean of the student's faculty. However, the student must proceed with **registration and tuition fee payment at the student's original campus first** in order to pay the tuition fees for another campus according to the University announcement.

22. Study to adjust the cumulative GPA

22.1 To adjust the cumulative GPA by retaking a course, a student must have been awarded the grade of lower than C or 2.0 from such course before.

(Translation)

22.2 For a retaken course, calculation of the cumulative GPA must include both the former and new grades.

22.3 In each semester, students can retake courses but with the condition that they must study other courses in the curriculum of not less than nine credits. However, in the case students have achieved all the required undergraduate credits but the cumulative GPA is lower than the criteria set in Item 28.2, students may only retake courses to upgrade their cumulative GPA.

22.4 To retake any course, the approval from the academic advisor is required.

23. Sick and business leave

23.1 Sick and business leave of not over 15 days shall be at the discretion of the academic advisor to grant approval. If more than the specified period, approval from the Department Head and the Dean of the student's faculty is required.

23.2 A student who has been approved to take leave according to Item 23.1 is entitled to ask for taking examinations, having attendance checked, and other benefits related to study and examination from the course instructor as deemed appropriate.

24. Leave of absence

24.1 A student may submit a request for leave of absence in any of the following cases with the approval from the Dean of the student's faculty:

24.1.1 Being recruited to enter the military service;

24.1.2 Receiving an international student exchange scholarship or any other scholarship the University deemed appropriate to support;

24.1.3 Suffering from accidents, dangers or illnesses to the extent that he/she is prevented from studying effectively;

24.1.4 Other necessary circumstances not mentioned in Item 24.1.1-24.1.3.

24.2 A request for leave of absence requires the approval from the parents.

24.3 A request for leave of absence must be **approved before the start of the final examination date** of that particular semester in accordance with the University announcement.

24.4 Each leave of absence cannot last over 2 consecutive semesters. If a student needs to extend the leave, he/she must resubmit a request for approval from the Dean of the student's faculty.

24.5 A student approved **to take leave of absence must pay for student status maintenance fee and register student status maintenance.**

25. Resignation

To resign from the University, a student needs approval from the parents, academic advisor, and the Dean of the student's faculty.

Section 4 Student Status

26. Student status

26.1 A normal student is a student who registers the first semester or who has the cumulative GPA of not less than 2.00.

26.2 A student on probation is a student with the cumulative GPA of less than 2.00.

26.3 Student status shall be terminated from:

26.3.1 Death

26.3.2 Resignation

26.3.3 Disqualifications according to the admission criteria

26.3.4 Having already been granted a diploma or a degree from the University Council, except being approved by the President to further studies

26.3.5 **Not registering courses or student status maintenance within the first two weeks** from the start of the semester, except with the approval from the Dean of the student's faculty

26.3.6 Taking leave of absence without permission as prescribed in this set of regulations

26.3.7 Maintaining the student status for twice the number of academic years prescribed in the curriculum or twice the number of regular semesters required to achieve the required credits for the curriculum, but failing to meet the requirements of the curriculum. Converting the number of credits into the number of regular semesters shall be based on the criteria in Item 18.3. Counting of semesters shall include both registering semesters and semesters taking leave of absence.

26.3.8 Obtaining the cumulative GPA of less than 1.50, except for a new student's first semester.

26.3.9 Obtaining the cumulative GPA of less than 1.75 for two consecutive regular semesters, but not including a new student's first semester.

26.3.10 Receiving disciplinary punishment or being expelled.

26.3.11 Being sentenced to imprisonment, except for petty offenses or offenses from negligence.

26.4 Those with a student status must possess a student identification card as prescribed by the University to avail themselves of the privileges and benefits offered by the University.

Section 5 Graduation, Degree Conferral, and Giving of Academic Excellence Awards

27. Giving of Academic Excellence Awards

Students entitled to receive an academic excellence award must obtain the GPA for that academic year of 3.50 or over and pass every course. However, the study results of the summer

(Translation)

session shall not be included for calculation. Students must register not less than 32 credits throughout the two regular semesters of that academic year, excluding the credits from internship. In addition, the registered courses must not be retaken courses, courses awarded with an “F”, courses taken to adjust the cumulative GPA, or courses taken as audit courses before. Final-year students of each program are not under the scope of being granted this award. The specific criteria and process are in accordance with the University announcement.

28. Request for graduation and approval of a degree or a diploma

28.1 Students must submit a request for graduation to their academic advisor and the Dean of their faculty within 30 days from the start of the last semester in which they expect to acquire all the required credits.

28.2 Students entitled to apply for graduation and degree conferral must have completed all the required courses, follow all the curriculum requirements, and have learning outcomes in line with undergraduate studies standard with the cumulative GPA of 2.00 or over throughout the curriculum, and with the study hours in the University of not less than 6 regular semesters for 4-year-program students, or not less than 8 regular semesters for 5-year-program students, and not less than 10 semesters for 6-year-program students, except for those with transferred courses and credits.

28.3 Students may submit an application for diploma conferral after completing all the required courses and satisfying the diploma conditions as prescribed in each program, or after they have completed all the required courses as in Item 28.2 and have satisfied the terms and regulations, but with the cumulative GPA of lower than 2.00.

28.4 Students need to pay off all the debts owed to the University, Faculty or Department in order to be nominated for conferral of a degree or a diploma.

28.5 Students qualified for being nominated for conferral of a degree or a diploma must not behave against the University regulations and Student Code of Conduct.

28.6 **Graduates** who shall be nominated **for conferral of a degree** or a diploma in the commencement ceremony **must have participated in student activities, knowledge tests, or tests of other skills as prescribed by the University.**

28.7 The commencement ceremony is held once a year.

29. Awarding honors

29.1 Qualifications of students qualified for honors

29.1.1 Have never retaken any course to adjust the cumulative GPA.

29.1.2 Have never received an F or a NP nor retaken any previously registered audit course as a credit course.

29.1.3 **Have never been under disciplinary punishment** from the severity level of suspension or over.

(Translation)

29.1.4 Have obtained a cumulative GPA of 3.50 or over for first-class honors and 3.25 or over for second-class honors.

29.1.5 Graduate within the number of semesters prescribed in the curriculum.

To convert the study hours into semesters, only semesters with registered courses will be counted. Students registering courses in the summer session after the last semester of the curriculum are not qualified for honors.

29.1.6 Students with transferred courses from the University and other educational institutions, in case they can transfer courses, are qualified for honors if such courses have the study results equivalent to honors, but the number of transferred credits must not exceed 25% of the total credits throughout the curriculum.

29.2 Students awarded with honors are allowed to wear a medal of honor.

Section 6

Student Conduct and Discipline

30. Student conduct

30.1 All students must follow the laws, rules, announcements, and regulations of the University in all respect and always strictly observe discipline.

30.2 All students must always behave morally in accordance with the Thai social norm.

30.3 All students must protect the reputation of the University by refraining from any behavior which might bring or lead to damage to the students themselves and the University.

30.4 Students must be able to present their student identification card promptly when they are in the University area or upon request by the University staff.

30.5 Students must inform the University immediately when they change their personal or address information.

30.6 Students must maintain unity and refrain from any behavior which might bring or lead to disunity.

30.7 Students must follow the examination regulations and not commit any act as a sign of dishonesty or as dishonesty.

30.8 Students must not possess, take, or sell liquor and drugs in the University area.

30.9 Students must not carry weapons or explosives when they are in the University area.

30.10 Students must not quarrel with one another or with other persons inside or outside the University area.

30.11 Students must not engage in gambling of all kinds with or without wagers in the University area.

30.12 Students must not publish any printed matters, drawings, writings or electronic media which may affect others without seeking approval from the University.

(Translation)

30.13 Students must not adopt inappropriate norms or practice both inside and outside the University.

30.14 Students must not carry out meetings, clubs or activities without seeking approval from the University.

30.15 Students must not destroy the property of the University and of others.

30.16 Students must not bring illegal items inside the University or have illegal items in possession.

30.17 Students must not have delinquent behavior.

30.18 Students must not falsify documents or forge others' signatures.

31. Disciplinary punishment

31.1 There are nine cases of disciplinary punishment for students.

Students violating the laws, rules, regulations and announcements of the University shall be deemed as breaking discipline and shall be liable for the following punishment:

31.1.1 Oral or written warning as the case may be.

31.1.2 Social services as deemed appropriate.

31.1.3 Putting on probation and parole.

31.1.4 Suspension from studying for one to three semesters as the case may be.

31.1.5 Suspension from conferral of a degree or a diploma for the period of not over three academic years.

31.1.6 Suspension from issuance of transcripts or certificates for the period of not over three academic years.

31.1.7 Suspension from issuance of a degree certificate or a diploma for the period of not over three academic years.

31.1.8 Being dismissed.

31.1.9 Being expelled.

In case students cause losses or damages to the University property, they may also be liable for compensation.

31.2 The Vice President for Student Affairs or the appointed Vice President is authorized to appoint a committee to consider or investigate the students' wrongful conduct and propose the matter to the President.

31.3 Different faculties may set up regulations to promote discipline among students as deemed appropriate and put them in the University announcement.

31.4 When there are reasonable grounds for disciplinary punishment reduction in any case except for examination dishonesty, the President is authorized to issue orders as deemed appropriate.

31.5 The Student Registration Division must always record punishment in student records.

(Translation)

32. Appeals and the review of disciplinary penalties outlined in Article 31.1 shall follow the guidelines set forth in the Administrative Procedure Act.

Section 7

Academic Advisor

33. Student academic advisors have the rights and duties as follows:

33.1 Provide consultation and jointly create a study plan with students under their supervision to ensure accuracy based on what is prescribed in the curriculum.

33.2 Provide consultation on education regulations.

33.3 Be responsible for registration, changing, adding and dropping some courses, as well as the number of credits per semester of students under their supervision.

33.4 Provide consultation on study methods, give guidance and monitor student academic performance.

33.5 Consider requests of the students under their supervision and take action in accordance with the regulations.

33.6 Provide consultation on student education and life in the University.

33.7 Be responsible for ensuring that students' conduct is consistent with what is prescribed in the University regulations.

In the case a student breaks discipline, the academic advisor shall report to the Department Head and the Dean of the student's faculty to be proposed to the President for disciplinary punishment.

Temporary Provisions

34. During the time the announcements, rules, provisions or criteria for following this set of regulations have not been issued, the announcements, rules, provisions or criteria on undergraduate studies which were enforced before or on the date this set of regulations came into force shall be used mutatis mutandis until the announcements, rules, provisions or criteria according to this set of regulations are issued.

Announced on 9th June B.E. 2566 (2023)



(Krissanapong Kirtikara, Ph.D.)

Chairman of Kasetsart University Council