

# Academic Regulations

## Graduate

### 1. Semester System

Payap University follows a semester system with each academic year divided into two semesters. Each semester has no less than fifteen weeks of study. There may be an additional summer semester of no less than five weeks of study.

### 2. Course Registration

2.1 A student must register for courses according to the curriculum of study as established by the university and must receive approval from his/her [academic] advisor.

2.2 A student must follow all the steps for registration each semester within the time established by the university. After this time the student does not have the right to register. A student who registers without following all the steps will be considered not to have registered, and must make corrections to all the steps within the time that the university establishes.

2.3 Students can register for no more than 15 credits in a normal semester or 6 credits in a summer semester, or according to the conditions of their particular program.

2.4 A student cannot re-register for a course in which he/she received a grade of “B” or higher.

2.5 A student who has finished his/her course work but who has not yet finished his/her thesis or independent study/project/special project/special project paper must register and pay all the regular registration fees each semester according to the University Regulations, unless he/she receives permission to take a leave of absence.

### 3. Dropping and Adding Courses

3.1 Courses may be added within the first two weeks of a regular semester or the first week of a summer semester. Approval of the department offering the course must be obtained before the add-form is given to the Registration & Educational Service Office.

3.2 Courses may be dropped and the approval for dropping must be obtained from the department offering the course before the drop-form is given to the Registration & Educational Service Office. The conditions for dropping are the following:

3.2.1 If a course is dropped within the first two weeks of a regular semester or the first week of a summer semester, no record of registration in the course will appear on the student's transcript.

3.2.2 For courses dropped after the first two weeks but not after the sixth week of a regular semester, or after the first week but not after the fourth week of a summer semester, the student will receive a grade of “W”.

3.2.3 If a course is dropped after the sixth week of a regular semester or after fourth week of a summer semester, the student must request a special exception from the university to receive a grade of “W”. Otherwise the grade will be an “F”.

3.2.4 Refunds: If the university cancels a course, the student will receive a full refund. In the case of a student dropping a course within the normal period and adding another, there will be no change in tuition, but the student will pay any additional fees that are charged for certain courses. A student who drops some courses but continues to study other courses in that same semester will not receive a refund for the courses he/she has dropped. A student who resigns or takes a leave of absence will not receive a refund of any kind for the semester, except that a student who resigns will be refunded the breakage fees.

3.2.5 A student cannot withdraw from every course unless he/she requests a leave of absence.

3.2.6 A student who requests to resign or withdraw all courses in that semester must pay all the remaining fees for that semester.

## 4. Duration of Study

Graduate programs have a length of study of not more than five [academic] years from the date that the student first registers. This five-year period includes all periods on leave of absence.

## 5. Grading

5.1 The university uses a grading system with letter grades of A, B+, B, C+, C, D+, D and F, which show the results of the student’s study in each course. The meaning of the grades are following:

<b>Letter grade</b>	<b>Value (per credit)</b>	<b>Meaning</b>
A	4.0	Excellent
B+	3.5	Very good
B	3.0	Good
C+	2.5	Average
C	2.0	Fair
D+	1.5	Below Averages
D	1.0	Poor
F	0	Fail

In addition to the above grades, other letters may be used to show the results of the study as listed below.

<b>Letter grade</b>	<b>Meaning</b>
I	Incomplete
W	Withdrawn
U	Audit
P	Pass
NP	No Pass
IP	Grading in Progress
EP	Excellent Pass (for thesis)

5.1.1. A grade of “I” is given when the student is unable to complete work of study because of unavoidable circumstances. The student must complete the work of study within the following semester, then he/she may receive consideration for changing the grade of “I” to a regular letter grade. If the student is not able to complete the work of study within that time the university will consider the circumstances and may change the grade of “I” to an “F”.

5.1.2 A grade of “W” indicates that the student officially withdrew from a course with the permission of the department offering the course. Such a withdrawal must be done according to the regulations of the masters program and no credit will be given for the course.

5.1.3 A grade of “U” means that the student registered for the course without asking to receive any credit.

5.1.4 A grade of “P” means that the student completed satisfactory work in the course but will not receive credit. In case of the thesis a grade of “P” is given for satisfactory work on a thesis. The credits for the thesis will count as credits received, but will not be calculated in the cumulative grade point average.

5.1.5 A grade of “NP” means that the student was unable to do satisfactory work in the course. The grade of “P” and “NP” are used for a course that the student wishes to a passing grade in the previous course, or for a course that the student wishes to study to increase his/her knowledge, but for which he/she does not require credit.

5.1.6 A grade of “IP” means that the grading has not yet been completed. Courses that receive a grade of “IP” are not yet given credit.

5.1.7 A grade of “EP” or excellent pass, is used for Independent Study (6 credits) or a thesis that is of excellent quality.

5.2 Only course for which the student receive a grade of A, B+, B, C+, C, D+, D and F are credited and calculated in the cumulative grade point average.

5.3 A student may re-register for any course in which he/she has received a grade of C+ or C but will not receive additional credit.

5.4 Every course for which a student has registered will be recorded in the student's permanent transcript.

## **6. Evaluation**

6.1 The student performance will be evaluated at the end of the each semester.

6.2 The grade point average (GPA) is calculated based on the course that the student has registered and received a grade of A, B+, B, C+, C, D+, D or F.

6.3 The GPA will be calculated according to the following:

6.3.1 The semester GPA: the total of the value of the grades for graduate courses taken in that semester divided by the number of graduate credits for that semester.

6.3.2 The cumulative GPA: the total of the values of the grades for graduate courses taken in the whole curriculum divided by the total number of graduate credits. The score will be calculated to two decimal points with no rounding.

## **7. Comprehensive Examinations**

7.1 Students who are eligible to take a written comprehensive examination must have completed all the courses include independent study/project/special project/special project paper in his/her curriculum with a GPA of no less than 3.00 or as specified in his/her curriculum, and must have paid the comprehensive examination fee.

7.2 The student must pass written and/or oral comprehensive examination according to the conditions of his/her department.

7.3 The university will give comprehensive examination once per semester at the time established by the department.

7.4 A student who wishes to take comprehensive examination must apply and follow the procedures that the university establishes.

7.5 A comprehensive examination will receive a grade of "P" or "NP" which will be decided by a majority vote of the evaluation committee.

## **8. Thesis**

8.1 A student may register for a thesis according to the conditions set by his/her department. After registering, the student must proceed according to the Thesis Handbook of the university.

8.2 The thesis advisors will be not more than two people consisting of:

8.2.1 The main advisor must be a full-time instructor with a Ph.D. or its equivalent, or having academic rank of no less than Associate Professor in that subject or a related subject. The main advisor must have research experience beyond the research done for his/her dissertation.

8.2.2 A co-advisor (if there is one) must be a full-time instructor or a qualified person from the outside the university. He/she must have a Ph.D. or its equivalent, or have academic rank of no less than Associate Professor in that subject or a related subject. The co-advisor must have research experience beyond the research done for his/her dissertation.

In unusual circumstances, as when the department lacks qualified people, a co-advisor from outside the university may be appointed as the main advisor. The student must submit a list of thesis advisors to the department to ask for their appointment.

8.3 The student may write his/her thesis in Thai or in another language that seems suitable, according to the judgment of his/her thesis advisor. An abstract of the thesis must be prepared in both Thai and English.

8.4 The student must petition to submit and defend the thesis with the permission of his/her thesis advisor within the time limit set by the university. The thesis may be defended only after the student has passed all the other courses required in the program.

8.5 The university will establish a committee of 3-5 people composed of full-time instructors and qualified outside examiners. All committee members must have a Ph.D or its equivalent, or have academic rank of no less than Associate Professor in that subject or a related subject. They must have research experience beyond the research done for their dissertation.

The thesis main advisor and co-advisor must be among the examiners, but must not be the head of the examination committee. They must attend all the defenses done by the examination committee.

8.6 The student must submit five copies of the thesis to the members of examination committee at least four weeks ahead of the oral defense.

8.7 The thesis will be given a grade of EP, P or NP.

EP Excellent Pass

P Pass

PC Pass with Conditions

NP No Pass

8.8 The examination committee will decide which grade to give by majority vote, i.e. EP, P, PC, or NP.

8.9 The examination committee will submit the results of the examination to the university within one week after the defense.

8.10 A student who passes his/her thesis defense must follow the regulations and conditions of the university. He/she must prepare four copies of the thesis properly bound to submit to

the university along with a copy on a CD-ROM in a PDF file that is identical to the printed copies.

## **9. Requirements for Graduation**

The university will submit the student's name to the Board of Trustee for consideration of receiving a degree when he/she has completely fulfilled by the following conditions.

9.1 The student completes all the course requirements of his/her program with a cumulative GPA of no less than 3.00.

9.2 The student passes a foreign language requirement according to the conditions of the department.

9.3 A thesis student must pass a thesis defense and submit four properly bound copies of the thesis to the university or according to the conditions of his/her department. The thesis must be published or the thesis in whole or in part be accepted for printing in a journal or academic publications, or submitted to an academic conference which publishes its proceedings.

9.4 A non-thesis student must pass a written and/or oral comprehensive examination as required in each program and if an oral comprehensive examination is not required, examiners are needed for an Independent Study defense as well as a Thesis defense, according to the criteria of curriculum standard 2548.

9.5 The student must not have any outstanding debts with the university.

9.6 The student must have completed any other requirements of the university.

## **10. Foreign Language Requirement**

The student must fulfill the foreign language requirement established by his/her department.

## **11. Student Status**

There are two kinds of masters degree students:

11.1 Regular students are those whom the admission committee considers to have completely fulfilled all the requirements for admission.

11.2 Probationary students are those admitted on probation with some conditions imposed by their department. A probationary student may have his/her status changed to that of a regular student by the academic affairs committee of his/her department, after he/she has studied for a period of time and received grades that the department requires. If the probationary student completes nine graduate credits or two semesters of study and has a GPA of no less than 3.00 the student shall be accepted as a regular student. If at that time the GPA is less than 3.00 he/she will lose his/her status as a student.

# 12. Transfer Credits

Graduate credits may be transferred from another university, or within the university with the following conditions.

12.1 A student can request to transfer credits on entering as a student with these qualifications:

12.1.1 The student must be qualified for acceptance by a department.

12.1.2 The student must be or have been a student in an institution of higher education that is credited by a government department office/s.

12.2 A comparison of equivalence will be done in the following manner:

12.2.1 It must be a course in a graduate curriculum from an institution of higher education or its equivalent that is accredited by a government department with official authority to do so.

12.2.2 The course content of the course being transferred must be similar to or equivalent to the content of a course that is offered in a curriculum of Payap University. The university will decide whether a course sufficiently resembles a Payap course.

12.2.3 The student must have studied the course no earlier than five years before the date that the transfer request is made.

12.2.4 Transfer credit is not included in the grade point average (GPA).

12.2.5 Credits for thesis or Independent Study (IS) cannot be transferred.

12.3 Knowledge and credits from the non-formal education and/or informal education may be transferred following these regulations:

12.3.1 The student who requests to transfer knowledge and credits from the non-formal education and/or informal education must have the following qualifications:

- (1) The student must hold a Bachelor's Degree or equivalent.
- (2) The student's qualifications must meet the admission requirements of the program.

12.3.2 Knowledge and credits may be transferred following these regulations:

(1) Knowledge transfer

(1.1) The student must take an equivalent examination of every course in the graduate program that the student requests to transfer knowledge.

(1.2) The department can administer the methods and/or the criteria for evaluating the student's knowledge and/or use the results of the standardized tests for knowledge transfer. This process must be approved by the administrative committee of the curriculum or the

committee appointed by the university. The university will consider the knowledge transfer based on the results of the standardized tests for each individual student, case by case.

(2) Knowledge Test: The student must have received a grade of at least a “B” or 3.00 or its equivalent for the graduate level.

(3) The grade received on the test and/or knowledge evaluation must be “CE” (credits from examination). The grade on the standardized test must be “CS” (credits from the standardized test). The credit of each course will be counted but the letter grade will not be given and calculated for the grade points or GPA.

(4) In the case that the student can transfer credits or pass the exam of any courses which have prerequisites, it will be considered that s/he also requests for transferring credits of the prerequisites. The student must pay for fee of transfer credits for all prerequisites following the rates set by the university.

12.4 Credits may be transferred and given following these regulations:

12.4.1 The total number of transferred credits and the given credits may not exceed one third of the total required credits in the curriculum being studied.

12.4.2 The student must study at least one full academic year at Payap University and must register for course work or thesis in the curriculum being studied before s/he can graduate.

## **13. Leave of Absence and Withdrawal**

13.1 A student who wishes to take a leave of absence for a semester or longer must request permission from the university on the appropriate form. A student who is suspended must also fill out the appropriate paperwork. He/she must pay the leave of absence fee for each semester except for summer semesters or semesters for which he/she has already paid tuition.

13.2 A student who wishes to resign from the university must request permission on the appropriate form. Until he/she has received permission to withdraw to withdraw, he/she still retains student status and must conform to all the university regulations regarding students.

## **14. Losing Student Status**

Student will lose their student status under the following circumstances:

14.1 Death.

14.2 Resignation.

14.3 Graduation.

14.4 Studying beyond the time limit set in the curriculum. The time starts from when the individual registers as a student.

14.5 Not registering to study during a normal semester without an official leave of absence or without reporting to the university within 60 days of the beginning of the semester.

14.6 Taking a leave of absence of two regular semesters in the first year of study, with no registered credits.

14.7 A probationary student will lose student status if he/she has a GPA that is lower than the department specifies after the required time.

14.8 Receiving a grade of D+, D or F in any course.

14.9 The university will expel any student who grossly violates the rules of conduct of the university.

14.10 Receiving a prison sentence (unless it is due to negligence).

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