



---

# Payap University 2014-2015 Academic Regulations

---

International College

---

Compiled by Dr. Seung-Hwan  
Kang under the guidance of Dr.  
Tawewan Tharnpipat from  
Academic Affairs.

---

## Contents

The International College.....	2
Academic Regulations.....	3
1. Registration for Courses.....	3
2. Adding and Dropping Courses .....	3
3. Department During Examination.....	4
4. Request to Postpone and Examination.....	4
5. Grading.....	5
6. Academic Evaluation.....	6
7. Student Status.....	7
8. Transferring Credits and Leaves of Absence.....	7
9. Losing Student Status.....	8
10. Graduation .....	8
11. Graduating with Honors.....	9
12. Registering for Graduation .....	9
13. Study for a Second Bachelor’s Degree.....	10
14. Semester System.....	11
15. Period of Study.....	11
16. Regulations and Announcements.....	11
Directive Number 16/2550 Criteria for Tuition and Fees Refunding for Undergraduates.....	11
Announce Criteria for Transfers of Credit 2551 Criteria for Credit Transferring .....	12
Division 1: Transferring of Courses and Credits within the System .....	13
Division 2: Transferring of Credits from Outside the System and/or Independent Courses	13
Division 3: Procedures .....	14
Regulations Inter-institutional Education 2551.....	15
5. Conditions and procedures for students from Payap University who wish to register for certain courses at other institutions of higher education:.....	16
6. Conditions and procedures for students from other institutions who wish to take certain courses at the [Payap] university:.....	16
Regulations Cheating 2547 .....	17
Section 1: Proctors and Committees .....	17
Section 2: Determining Appropriate Punishment .....	18
Section 3: Appeals and Processing of Appeals .....	19

Section 4: Reconsideration of Cases.....	19
Directive Number 12/2552 Regarding: Regulations for Punishing Students for Counterfeit and Forgery .....	20
Appendices.....	20
Student Services Guidelines.....	20
Visa Information for Foreign Students .....	23
University Dress Code, Etiquette, Behavioral Responsibilities, and Legal Issues.....	25
Dress Code .....	25
Undergraduate Students .....	25
Graduate Students.....	25
Behavioral Responsibilities .....	25
Legal Issues .....	26

## The International College

<b>Position</b>	<b>Name</b>
Dean, International College	Dr. Somboon Panyakom
International Business Management Department Head	Mr. Michael Meallem
Information Technology Department Head	Dr. Seung Hwan Kang
Hospitality Industry Management Department Head	Mr. Chanvit Jatuprayoon
English Communication Department Head	Mr. Sam Chutima
MA Linguistics Department Head	Mr. Arthur Cooper
Master of Business Administration Department Head	Dr. Somboon Panyakom
Masters of TESOL Department Head	Dr. Somboon Panyakom
Admissions & Marketing Coordinator	Mr. Mark Hefner

# Academic Regulations

## 1. Registration for Courses

1.1 Registration for courses must be in accordance with the plan set forth by the university and must be approved in advance by the student's academic advisor.

1.2 Students must register together with paying all tuition and fees, taking all the steps at the times stipulated by the university. If this is not done the student will not have the right to register. Any student who does not fully comply with these regulations will not be considered as having registered. Furthermore, any student who has not fully complied has 4 weeks to comply after the normal registration date. After that the student will not be allowed to register under any circumstance.

1.3 Students must comply with the following registration procedures each semester:

1.3.1 Ordinarily students must register for not less than 9 credits and not more than 22 credits per semester. In case the student registers for credits not in accordance with this regulation the student must have permission from the university.

1.3.2 It is absolutely forbidden for students to register for courses which have examinations scheduled at the same time as other courses for which they are registering. In any cases of such conflict the university will not take responsibility and the student will be required to desist from registering for one or the other of the courses without any refunds of fees, and the students may be awarded a W for such a course.

1.3.3 In cases of absolute necessity, as for example when the conflict occurs in the final semester before graduation and both courses are required according to the curriculum, the student must receive permission from the Academic Affairs division in advance in order to register for the courses (in which the examination schedules are in conflict).

## 2. Adding and Dropping Courses

2.1 Courses may be added to those for which the student has already registered during the first week of the semester, or during the first 3 days of the summer term.

2.2 Courses may be dropped [i.e. the students may decide not to take the courses] after a student has registered for them according to the following procedures:

2.2.1 The student must say they are dropping the course within the first week of the regular semester or within 3 days of the summer term. Those courses will not be recorded in the permanent record.

2.2.2 After the first week of a semester or the third day of the summer term a student must receive permission from the academic advisor, the instructor of the course and the head of the division or department in which the course is a part and the matter must be taken to the academic affairs and academic services offices at least 3 weeks before the first scheduled day of final examinations for a regular semester or at least 2 weeks before the first scheduled day of final

examinations for the summer term. Students will receive a grade of W for such courses. Aside from these stipulations students will not be permitted to drop courses.

Note: for regulations regarding refunds see the Regulation 16/2550 appended.

### **3. Deportment During Examination**

3.1 Students must come to the examination on the day, hour and place appointed by the university. If a student misses an examination with excuse, the student will not be permitted to take the examination at another time and the student will be given a grade of zero for the examination.

3.2 Students must wear the correct Payap University uniform or they will not be allowed to enter the room for the examination.

3.3 Student may bring into the examination room only these writing instruments that are needed for that subject. Students may bring a purse (or handbag) to be placed under their chair after being examined by the proctor.

3.4 Student must provide a student identification card, Thai citizenship card or passport [as proof of identity] to enter the examination room.

3.5 Students must enter the examination room at the appointed time. Students will not be permitted to enter later than the following times:

3.5.1 35 minutes after the start of a final examination.

3.5.2 20 minutes after the start of a mid-term examination.

3.5.3 10 minutes after the start of other examinations.

3.6 Students will not be permitted to leave the examination room before the following times:

3.6.1 35 minutes after the time the final examination begins.

3.6.2 25 minutes after the time a mid-term examination begins.

3.7 Student who need anything or have any necessary business during the examination must raise their hand and ask permission from the proctor [before leaving their seats].

3.8 Students must stop writing immediately at the end of the examination time.

3.9 Students who violate the regulations 3.2, 3.3, 3.7 or 3.8 will receive a warning for the first offense. Students who violate these regulations a second time will not be allowed to take any further examinations.

### **4. Request to Postpone and Examination**

4.1 Students can request a postponement of either a mid-term or final examination for one of the following reasons:

4.1.1 Sickness or injury that makes taking the examination impossible. The student must have a letter from a doctor at a hospital which clearly explains the situation.

4.1.2 The father or mother of the student dies before or during the examination and circumstances prevent the student from appearing to take the examination.

4.2 The students must submit a request for one of the above reasons within seven days from the date of the examination to the teacher of the course for the matter to be considered.

4.3 Circumstances other than those specified above, which cannot be successfully resolved, should be submitted to the Vice President for Academic Affairs.

## 5. Grading

5.1 The university will establish times for grading of no less than once per semester. When the final grade for a course has been given that course will be considered to be completed.

5.2 Class attendance.

5.2.1 Students who attend a course for no fewer than 80% of the class hours will have the right to take the final examination. If a student has attended fewer than 80% of the class hours for a course but has more than 70 other behavior points they might receive consideration and be permitted to take the final examination.

5.2.2 If a student has attended fewer than 80% of the class hours for a course and it not permitted to take the final examination they may receive a grade of F, I or W, depending on the situation.

5.3 Letter grades.

5.3.1 The university gives the following letter grades:

Letter grade	Value (per credit)	Meaning
A	4.0	excellent
B+	3.5	very good
B	3.0	good
C+	2.5	above adequate
C	2.0	adequate
D+	1.5	poor
D	1.0	very poor
F	0	fail

5.3.2 In addition to the letter grades, the instructor may assign other letter grade with the following meanings:

Letter grade	Meaning
I	Incomplete
W	Withdrawn
U	Audited (not for academic credit)
P	Pass
NP	Not Pass
IP	The grading is in progress
CE	Credits earned through an Examination
CS	Credits earned from a Standardized Test

5.3.3 The grade of I means that the student was not able to complete the coursework because of unavoidable circumstances. If the student completes the work with the following semester, not including a summer term, the grade of I will be changed to a regular letter grade. If the work is not completed in that time the grade of I will be automatically changed to a grade of F.

5.3.4 A grade of W means that the student withdrew from the course with permission and will receive no academic penalty.

5.3.5 A grade of U means that the student registered for the course without receiving any academic credit.

5.3.6 A grade of P means that the student was able to do satisfactory work in the course, but will not receive credit toward the cumulative grade point average (GPA). The grades of P and NP are usually used for courses which a student must pass in order to have the prerequisites for other courses, or for subjects which the student is interested in studying without receiving credit.

5.3.7 A grade of NP means that the student was not able to do satisfactory work in the course. (The grade of NP and P are calculated similarly)

5.3.8 A grade of IP means that the grading has not yet been completed, or the results have not yet been sent to the registrar. A grade of IP will not be calculated into the grade point average.

5.3.9 CE signifies that the student has passed the course by taking an examination provided by the university.

5.3.10 CS signifies that student has passed the course by taking a standardized examination. (*NOTE: This applies only to non-Payap students*)

5.3.11 Only courses for which the student receives a regular grade (A, B+, B, C+, C, D+, D or F) will be included in the student's cumulative grade point average.

5.3.12 For every course in which a student takes a final examination and receives a final grade of D or better, it will be considered that the student has passed.

## 6. Academic Evaluation

6.1 An academic evaluation will be done for each student at the end of each semester.

6.2 The university will calculate a cumulative grade point average including every course for which the student has registered and received a regular grade (see 5.3.11 above)

6.3 If a student registers to take a course more than once only the last grade they receive will count toward their grade point average.

6.4 If a student receives a grade in any course that does not meet the conditions of their curriculum they must retake the course until they meet the conditions.

6.5 The following formula is used in calculating the grade point average: the total of the numerical values of the grades given for all the credits for which the student has registered is divided by the total number of credits. The results are calculated to two decimal places without rounding off.

6.6 The grade point average is calculated in two ways:

6.6.1 The semester GPA is the total values of the grades given for that semester divided by the number of credits for that semester.

6.6.2 The cumulative grade point average is the total of the values of the grades given

## **7. Student Status**

Each student is considered to be in a particular class based on the following criteria:

7.1 A student who has completed fewer than 30 credits is considered to be a first year student.

7.2 A student who has completed no fewer than 30 credits is considered to be a second year student.

7.3 A student who has completed no fewer than 65 credits is considered to be a third year student.

7.4 A student who has completed no fewer than 100 credits is considered to be a fourth year student.

7.5 A student who has completed no fewer than 135 credits is considered to be a fifth year student.

## **8. Transferring Credits and Leaves of Absence**

8.1 In the event that a student wishes to have credits transferred, the student should follow the procedures in the “2551 Criteria for Transferring Credits for Bachelor Students”; credits can be transferred as follows:

8.1.1 Transfers of courses and course credits from studies taken within the system, in such instances as readmission to study, readmission in order to transfer programs of study, or transfers from other institutions.

8.1.2 Transfers from studies taken outside the system and/or studies taken at will.



8.2 In the event that a student wished to do inter-institutional study and transfer credits the student should follow the Payap University procedures outlined in the 2551 Regulations of Payap University Concerning Inter-Institutional Study.

8.3 In the event that a student wished to take a leave of absence while maintaining student status in order to return the student should follow the procedures in the 2533 Payap University Regulations Concerning Leaves, Maintaining Student Status, and Resuming Study.

Note: The regulations cited above are attached to this document at the end.

## **9. Losing Student Status**

Students will lose their student status under the following circumstances:

9.1 Resign

9.2 Death

9.3 Graduation

9.4 The university may expel any student for gross violation of the rules of conduct of the university.

9.5 In the event that the student receives a prison sentence (unless it is due to negligence).

9.6 In the event the students does not register in a regular semester, does not take a leave of absence, and does not notify the university in writing within 60 days of the start of the semester.

9.7 The student takes more time than is specified in the bachelor's curriculum. This is measured from the time the student first starts studies.

9.8 A final transcript from the previous institution is lacking.

## **10. Graduation**

A student must meet these requirements before receiving a degree, associate's degree, or diploma:

10.1 The student must meet all the requirements according to the regulations and conditions of their curriculum. There may not be any general education or major courses for which they still have a grade of F, I, IP or NP. An exception is made for elective courses for which the student has taken another course in its place. The course in which the student received an F and the one substituted for it will both be counted in computation of the GPA. A replacement course can only count as replacing one other course.

10.2 The student must not take more time than is specified in the curriculum. This is measured from the time they first start study.

10.3 To receive a Bachelor's degree the student must have a total cumulative GPA of not less than 2.0, and also a cumulative GPA for the sum of all the core courses and all the major courses of not less than 2.0.

10.4 A student who has completed all the coursework for a Bachelor's degree, and has a GPA as specified (in 10.3 above) of less than 2.0 but not less than 1.75 will receive an associate degree.

10.5 A student who meets the requirements for a degree with honors will be considered to receive a Bachelor's Degree with Honors.

10.6 The student must have no unpaid fees or obligations to the university.

10.7 The student's behavior must be in keeping with the dignity of the degree.

10.8 Students who expect to graduate in any term must submit a form of intention to graduate at the time specified by the university to the Registration and Educational Services Office.

## **11. Graduating with Honors**

The university will consider giving a Bachelor's Degree with Honors to students with the following qualifications:

11.1 The student has completed all the courses in their curriculum and all the conditions of their department, and has never received a grade of F in any course. *(NOTE: While not officially in writing, a grade of CE is eligible to graduate with honors)*

11.2 The student has studied continuously and completed their curriculum within the time specified in the recommended study program of their department, with the exception of students who have participated in university students exchanges.

11.3 The student has not requested exemption from courses because of having studied similar courses in other institutions or transferred credits from other institutions, or been in a continuing education program; exceptions are made for students who have participated in university student exchanges.

11.4 If the student has a cumulative grade point average of 3.5 or higher the student will be considered to receive a Bachelor's Degree with Highest Honors.

11.5 If the student has a cumulative grade point average of 3.25 or higher, but less than 3.50 the student will be considered to receive a Bachelor's Degree with Honors.

## **12. Registering for Graduation**

In order that documents and the commencement ceremony, including completing a personal history for graduates, can be completed the student should follow these regulations:

12.1 Those students who have finished their coursework and have the right to graduate according to the list published by the university shall report at the times stipulated by the university to request permission to participate in the commencement ceremony.

12.2 Students who have reported as required have the right to receive a diploma or to attend the graduation ceremony.

12.3 Students who apply for graduation privileges must pay the fee that the university stipulates.

### **13. Study for a Second Bachelor's Degree**

Students who desire to continue their studies for a second Bachelor's degree may do so according to the regulations of the Ministry of University Affairs regarding a second Bachelor's degree. These are the salient points:

13.1 The student must have the qualifications to apply for a second Bachelor's degree.

13.1.1 The student must have the qualifications specified in the regulations.

13.1.2 The student must have completed a Bachelor's degree or its equivalent from an accredited institution and have received an accredited degree.

13.2 Regulations for studying toward a second Bachelor's degree.

13.2.1 The student may be able to receive an exemption from studying the general education courses in the curriculum of the second degree. If, after consideration, it is decided that the student lacks knowledge in the general education courses they may be required to study those courses, but the credits will be counted separately and not included in the cumulative grade point average.

13.2.2. The student must register for courses including not less than 25% of the total number of credits in the second curriculum.

13.2.3 Courses which the student has already studied in the curriculum of the original degree must be considered for transfer into the second curriculum.

13.2.4 In order for a course to be considered for transfer to the second curriculum, three quarters of the course content must be the same as the content of the course in the second curriculum. The student must have received a grade of no lower than C in the course.

13.2.5 If the university feels that the student does not have adequate knowledge in the basics of the second curriculum the university may require the student to take those [basic] courses.

13.3 Length of student for the second degree: the total length of study for the second degree may not be longer than twice the length of student stipulated for the course of study, beginning with the start of study.

13.4 Consideration of comparison and transfer of courses must be down according to the regulations of the university regarding the transfer of courses.

## 14. Semester System

Payap University will organize the international program under the semester system. The academic year shall consist of a first semester, second semester and summer term. The first and second semesters shall consist of not less than fifteen (15) weeks of academic study and the summer semester shall consist of not less than eight (8) weeks of academic study including no fewer hours of instruction than during the first and second semesters.

Semester	Calendar Period	Duration
First	August - December	15 weeks
Second	January - May	15 weeks
Summer	June - July	8 weeks

## 15. Period of Study

Completion of the international program shall require four (4) academic years with a total accumulation of at least 130 credits. Students shall be allowed no longer than eight (8) years to complete the program as according to the regulations governing under programs (MUA regulation BE 2542).

*(NOTE: A later MUA Regulation, year BE 2548, amended the number of credits for a bachelor's degree to 120 credits. This particular reference was found in the National Qualifications Framework for Higher Education in Thailand implementation handbook, page 16.)*

## 16. Regulations and Announcements

### Directive Number 16/2550 Criteria for Tuition and Fees Refunding for Undergraduates

*This is a summary of the regulation; please refer to the full official version in Thai in case of disputes.*

4. In cases in which the university announces the discontinuation of announced courses.

Students who have registered four such courses the students will receive full refunds of the tuition and the air-conditioning fees only.

In the event that the discontinuation of a course results in the student not having and courses to take all tuition and fees of all sorts will be refunded in full.

5. In cases in which the student withdraws from all courses within the time specified by the university.

The university will withdraw the registration of the student as stipulated in the registration regulations. The student will receive a refund for tuition, all fees and all special charges for that term, in full, if they have already been paid.

6. In cases in which the student withdraws from some courses within the time specified by the university and has added other courses in their place.

The university will apply the tuition, activities fees, and charges for air conditioning for those courses toward the charges, tuition and fees for the course added; students will have to pay any additional costs if not enough was already paid, or they will receive refunds if there are residues.

7. In cases in which the student withdraws from a course for any reason outside of the time specified by the university.

Students will not receive refunds of any kind.

8. In cases in which the student receives permission to withdraw or to suspend study for any length of time.

Student will not receive refunds of any kind, except the damage deposit which will be refunded if the student withdraws from the university.

9. In cases in which the student is suspended from student status for any reason except voluntary withdrawal.

The student will receive only a portion of their tuition paid for that term.

Put in effect as of March 1st, 2550

Signed by the President on January 25th 2550

## **Announce Criteria for Transfers of Credit 2551 Criteria for Credit Transferring**

### **2551 Criteria for Transferring Bachelor's Degree Credits**

Notes: This relates to Academic Regulation 8.1

Note: Item 1-5 are definitions included in the original Thai document. The Thai document is the official version of this material and should be referred to in all cases of dispute. The English version is a translation summary for the convenience of Payap personnel and students who would like to have access to the substance of the regulations in English.

Note: Students are advised that the word "transfer" in this set of regulations has a special set of meanings and can refer to (1) the movement of credits for courses previously taken either at Payap or at another institution, (2) as well as the request to have previous study be considered as equivalent to the study in a course required for the student's degree program at Payap, (3) and also basic competency that may not have been the result of formal education at the bachelor's level [for example language proficiency]. Payap requires a student to either take the course or to apply not to take the course on the basis that the student has taken the course before and wishes to transfer those credits to apply to the present degree, or the student wishes to be exempt from taking the course on the basis of having proficient knowledge and skills already.

## **Division 1: Transferring of Courses and Credits within the System**

### *Part 1: Qualifications*

6. Persons who have the right to transfer academic credits must have completed secondary education (12th grade or the equivalent).

### *Part 2: Transfers with the System*

7. The courses or groups of courses must have been part of a bachelor's level program, or its equivalent, or those approved by an authorized governmental agency, and must have at least three-quarters of the same content as the same courses [in the Payap curriculum], and the student must have received at least a letter grade of C, or numerical grade of 2.00, or the equivalent.

8. Transfers of credits from international institutions must be from institutions recognized by the Commission on Higher Education, the agency with governmental authority under the law.

9. The total number of credits to be transferred must not be greater than three-quarters of the credits from the degree program.

10. Credits transferred from other institutions will not be used to calculate a student's cumulative grade point average [at Payap].

11. After being allowed to transfer courses and credits a Payap University student must complete at least one academic year of student at Payap in order to complete the program.

12. In cases in which the university opens new courses of student, credits cannot be transferred from courses that are beyond the level of the year and semester that has been approved for instruction to begin.

## **Division 2: Transferring of Credits from Outside the System and/or Independent Courses**

### *Part 1: Qualifications*

13. Persons who have the right to transfer academic credits must have completed secondary education (12th grade or the equivalent).

### *Part 2: Transfers from Outside the System or independently taken courses*

14. Students who want to transfer courses [i.e. to request exemption from taking them again] must take an examination on the content of every course they request permission to not take again, and/or use the results of a standardized test to establish equivalency. In these cases the university will consider the

examination results from either the proficiency or the standardized examination, but the student must have received a letter grade of at least a C or a numerical grade of at least 2.00 for all courses under consideration.

15. Credits for courses for which the student took a Payap proficiency examination will be listed in the transcript as CE (credits from examination) and credits for courses for which a standardized examination was used will be listed in the student's transcript with CS (credits from standardized tests). These courses will not be used to calculate the student's cumulative grade point average.

16. In cases in which a transfer of a course is allowed for which there was a basic pre-requisite course, it is considered that the basic pre-requisite course was also included in the transfer. The student in such cases must also pay a transfer fee for the basic pre-requisite course at the rate stipulated by the university.

17. No more than three quarters of the credits for any program can be transferred to apply to a student's program of study.

18. After being allowed to transfer in courses and credits a Payap University student must complete at least three academic years as a student at Payap in order to complete the program.

19. In cases in which the university opens new courses of student, credits cannot be transferred from courses that are beyond the leave of the year and semester that have been approved for instruction to begin.

### **Division 3: Procedures**

#### *Part 1: Transferring within the System*

20. Students who wish to transfer courses or groups of courses must make the request at least 2 weeks before the beginning of the academic semester, and pay the stipulated transfer fees.

21. The university will follow the transfer procedures and will inform the student of the results of the request within one week of receiving the request.

22. If permission is granted for the student to transfer 15 or more credits, the student will be admitted to a course of study without taking an entrance examination. If the student is granted permission to transfer less than 15 credits the student must take the university's entrance examination, as well as transfer in the credits that were accepted.

#### *Part 2: Transferring from Outside the System and/or from Independent Courses*

##### **Circumstance 1 For Persons from Outside**

23. The transfer student must contact the Academic Affairs division to receive instruction and the criteria for transfers, and must take the examinations, having applied to take the examinations and paid

the fees. The examinations must be taken within 7 days of the application being approved. In cases in which an applicant is taking several examinations the university will set up not more than 3 examinations per day.

24. The university will inform the student of the examination results within one week after the student completes the examination.

25. After the student has completed the equivalency examinations it is not necessary for the student to take the university's entrance examination.

#### Circumstance 2 For Payap University Students

26. Students who wish to take the proficiency examination [to establish that they have knowledge equivalency] must not have registered for the subject before.

17. Students who wish to transfer knowledge by taking a test must contact their academic advisory to receive information about the criteria for transfers and equivalency examinations, and to submit an application for the examination, together with the fees. The examination must be taken within 7 days of receiving approval. In cases in which many examinations are given, the university will administer only 3 tests per day until the list is completed.

28. The university will inform the student of the examination results within one week after the student completes the examination.

#### Division 4: Fees

29. A fee is charged of 500 baht for the transfer of each course.

30. A fee of 1,500 baht is charged for each equivalency examination.

31. A fee of 1,000 baht is charged for transferring each required pre-requisite course.

### **Regulations Inter-institutional Education 2551**

Note: These regulations are to outline the procedures for such educational programs between institutions as student exchanges, study overseas, and the like, both on the part of Payap students going elsewhere for part of their academic work or for students from other institutions coming to Payap for part of their academic work. The original document in Thai is the official version and should be referred to in all cases of dispute. This English version is a translation summary. Items 1-4 are definitions. The material begins with Item 5.



## **5. Conditions and procedures for students from Payap University who wish to register for certain courses at other institutions of higher education:**

### *5.1 Registering for certain courses at institutions with the country:*

1. The course must be one(s) that Payap University is not offering but which a student desires to take in order to complete graduation requirements in that semester.
2. Please get an application form to take an inter-institutional course from the academic student services office and follow the steps on the form, attaching an explanation of the course and the correspondence with the department.
3. Submit the form to the registration and educational services office at least 4 weeks before the other institution begins the course.
4. When permission has been given to take the course at the other institution please get a letter of reference from the registration and educational services department to present together with other registration forms at the other institution.
5. Study must follow the procedures of that institution.
6. When evaluation of the study [grade reports] have come from the other institution, apply to that institution of higher education for a report to be sent to the registrar's office of the Academic Affairs Department of Payap so the results can be added to the student's transcript.

### *5.2 Registering for certain courses at institutions outside the country:*

1. Registering for courses from institutions of higher education overseas must be with institutions which have processed academic memoranda of understanding with Payap University, or with the permission of the university.
2. Please get an application form to take an inter-institutional course outside the country from the registration and educational services office and follow the procedures on the form, attaching a description of the course(s) and the correspondence with the department as well as the international affairs or other department that has responsibility. In order to allow for time for contacts between the registration and student services division and to investigate the details of our memorandum of understanding with the other institution, please submit your application at least 5 weeks in advance.
3. When permission has been granted for study outside the country, payment of applicable fees must be paid to the finance department, and then a copy the application together with evidence of the payment should be filed with the registration and educational services division as evidence.
4. When results of the study [grade reports] have been issued please present the evidence together with details of the course of study to the registration and educational services office so they can proceed to transfer the academic credits from that institution.

## **6. Conditions and procedures for students from other institutions who wish to take certain courses at the [Payap] university:**

1. The applicant must be a full-fledged student of another institution of higher education. In cases in which the student is a student from an institution overseas the student should contact the

international affairs division or other department taking responsibility at Payap University in order to find out the details about inter-institutional study.

2. Submit an application together with certification of one's student standing from the other institution to the registration and educational services division, at least 4 weeks before the opening of the semester, to allow time for approval.
  3. When permission has been given to study at Payap University, registration and payment of fees must be done according to the university's procedures.
  4. While studying at the university the student must comply with the regulations of the university in every way.
  5. When the process of evaluation has been completed the registration and educational services office will issue evidence of the study and will send grade report(s) to the student's home institution in order to transfer the credits.
7. Exceptions to these regulations based upon necessity can be made by the president in cases of items 5 and 6.
8. Any subject taken at another institution must have at least three quarters of the same content as a course in the student's course program at Payap.
9. The number of students accepted for inter-institutional study must not exceed ten percent of the number of [regular] students studying in a class level in any year.
10. The number of [Payap] students studying in inter-institutional programs must not be more than ten percent of the students studying in any program, and individual students may not take more than 12 credits per semester or 6 credits per summer term.
11. The president has final authority to make decisions and to carry out these programs.

Signed 19 December 2551.

## **Regulations Cheating 2547**

This translation is for the convenience of those who prefer to have access to the regulations in English. The official form of the document is the Thai version. Please refer to that version in case of disputes. The original version begins with items 1-4 which are legal descriptions and definitions. This translation summary begins with item 5.

### **Section 1: Proctors and Committees**

5. The proctor (invigilator) as specified in these regulations has responsibility to inspect, seize, and impound any items or documents as may be necessary in cases of suspected cheating during examinations. The proctor should make a report immediately with signatures of at least two proctors as evidence. Then the incident should be reported following the university's procedures.

6. When a student has been accused of cheating in an examination the university should appoint a committee to process the matter within seven days. The committee will consist of five instructors with one serving as chair and another serving as secretary. The committee will follow the regulations as outlined herein. The investigation should take place after the student has completed all other examinations.

## **Section 2: Determining Appropriate Punishment**

7. Cheating in an examination is defined by the university as any behaviour which supplies or uses information for answering examination questions by any means which does not follow the honest and normal methods for answering the questions. Examples include asking other students for help, looking at the work of others, taking notes from outside the examination room, exchange of information in any form between those who enter the examination and others in other places; use of tools or equipment of any kind; bringing documents, technological equipment or communication devices into the examination room (whether they were actually used or not), or any circumstances which might reasonably be an unfair advantage; other cheating includes posing as someone else in order to take an examination; creating or sending any signals by any means to convey information during an examination, or any behaviour which is in preparation for cheating.

8. When it has been clearly demonstrated that there has been cheating or evidence of cheating to the satisfaction of the committee (in item 6) the following punishments may be considered:

8.1 Giving an F for the course in which the cheating took place.

8.2 Giving an F for the course as well as W for every other course the student was taking that semester.

8.3 Giving an F for the course as well as suspending the student for one semester.

8.4 Giving an F for the course as well as a W for all other courses students was taking that semester, as well as suspending the student for one semester.

8.5 Giving an F for every course the student was studying for that semester.

8.6 Giving an F for every course for which the student was registered that semester as well as suspending the student for one semester.

8.7 Expelling the student from student status.

9. In cases in which the examination was taken by someone who was not the student registered for the course and entitled to take the examination, both students will be expelled. If the one who took the examination is not a Payap University student that person will be prosecuted according to law.

10. One semester suspension will start from the beginning of the following semester. Undergraduate students in the regular program, if the cheating has occurred during the second semester, will not be allowed to register for the summer term and the one-semester suspension will begin with the first semester of the following school year. In the case of special students the suspension will start in that summer semester.

11. The level of punishment will be determined by the nature of the cheating, the degree of intent, the material evidence of witnesses, and other circumstances surrounding the incident.

12. The committee will report the results of their investigation and their recommendation for punishment to the president within seven days after the investigation is finished.

13. The president will authorize the punishment within fifteen days from the day that the committee report is sent to the president, and the president will notify the student and those in charge.

### **Section 3: Appeals and Processing of Appeals**

14. If a student wishes to appeal the decision on the grounds that the judgment was unfair the student should submit a letter directly to the president or by registered mail to the president within fifteen days of the day when the student receives the judgment.

15. The president shall appoint an appeals committee with a vice-president as its chair and four other instructors as committee members at least one of whom has a degree in law, and at least one other with experience in academic administration. One of the committee members will serve as secretary. The appeals committee [may be a standing committee] will be appointed for a maximum term of two years.

16. The appeals committee may, by a majority vote, has the authority to amend the judgment or propose a different punishment from the one proposed by the committee that investigated the incident.

17. The appeals committee will consider the appeal based on the documentation and reports of the investigation. The appeals committee may request that the original investigating committee seek additional facts and/or supply other documents, as well as to summon other witnesses, in order to insure a fair judgment.

18. The appeals committee should conclude their deliberations within thirty days. If they need an additional thirty days they may request one extension (to a maximum of 60 days).

19. After completing their deliberations the appeals committee should submit their report to the president within seven days.

20. The president should validate the appeals committee report and within fifteen days of receiving the report should send a response to the appeal to the student who made the appeal and to the supervisor of the student.

### **Section 4: Reconsideration of Cases**

21. If new facts come to light which show that the judgment was carried out in violation of any of these regulations and that the resulting judgment was unjust, the president should issue an order to invalidate the judgment in whole or in part and initiate a new process of deliberation in whole or in part.

22. The new deliberation has no influence on those involved in the original investigation. A new committee, however, should be appointed consisting of persons who were not on the original committee. The report of the new deliberation should be submitted to the president for a final decision.

23. The president of the university is responsible for the administration of these regulations and has the final authority in their implementation.

Dated May 8, 2547

## **Directive Number 12/2552 Regarding: Regulations for Punishing Students for Counterfeit and Forgery**

In order to conform to current laws and practices the Board of Trustees of Payap University has enacted the following regulations for punishing students who counterfeit university documents and/or forge official signatures.

**The following is a change to the 12th section of the 2546 Royal Decree on Private Higher Education.**

### 12.2 Discipline and Punishment of Students

#### 12.2.1 Regulations for students who counterfeit and forge

12.2.1.1 [In cases in which] students who counterfeit university documents, whether whole documents or parts, adding or deleting content, or altering actual documents in any way, the academic affairs division will submit the charge and suggested penalty to the president to consider ordering suspension or expulsion in accordance with the severity of the circumstances.

12.2.1.2 [in cases in which] students forge the name of an instructor or the signature of the stamp, onto a document concerning the university, the academic affairs division will submit the charge and suggested penalty to the president to consider ordering suspension or other penalty in accordance with the severity of the circumstances. For repeated offense the academic affairs division shall recommend to the president the expulsion of the student.

12.2.1.3 If students use the documents described above the academic affairs division shall propose to the president penalties as stipulated in those paragraphs.

Put in effect as of December 19th, 2551

Signed by the President on January 22nd, 2552

## **Appendices**

### **Student Services Guidelines**

## *1. Student services before registration*

How to report to the Office of the Registrar (Panyajarn Building, telephone number 053 851 478, ext. 372)

1. Students will submit their Letter of Acceptance with a valid passport.
2. Students will fill out a registration form.
3. Students will obtain a student identification number (ID No) and the details of tuition and fees associated with registering in the program.
4. Students will receive a book of curriculum, regulations, and student services guidelines for international students.
5. Students will pay tuition and fees at the Finance Office, located adjacent to the Office of the Registrar.
6. Students can confirm their ID number at <http://reg.payap.ac.th>.

## *2. Student services during the registration period*

Obtain Student Identification Card

- Students can contact the Office of the Registrar Monday through Friday between the hours of 8.30 and 16.00.
- On the day of the picture-taking, students must wear their Payap University student uniform in accordance with university regulations.
- Students must verify the correctness of their names and other personal information at <http://reg.payap.ac.th>.
- Student must obtain their ID cards within the first two months of their first semester.
- In the event that that ID card becomes lost or stolen, the student must present a police certificate indicating whether the ID card was lost or stolen before the Office of the Registrar can issue a replacement ID card.
- In the event that the student ID card becomes destroyed or expired, the student may request a replacement ID card by filling out a request form and submitting it to the Finance Office, along with the old student ID card.
- In the event that personal information on the ID card has changed (e.g., name, surname, address, etc.), the student may request a replacement ID card with the updated information by filling out a request form. The student should also include the appropriate documents/certificates which confirm the change of personal information.

### *“Adding” after the deadline*

- Students can “add” courses within 4 weeks after the first registration date.
- Students desiring to add courses after the first registration deadline will have to pay a late registration fee of 50 baht per day, calculated from the first registration date.
- Students must complete a general request form and submit it to the Vice President for Academic Affairs. This form can be downloaded at <http://reg.payap.ac.th>.
- The late registration fee must be paid at the Finance Office.

### *“Withdrawing” from a course(s)*

- Students can withdraw from a course(s) in accordance with the deadline date announced by the Office of the Registrar.
- Students must complete a general request form and submit it to the Vice President for Academic Affairs. This form can be downloaded at <http://reg.payap.ac.th>.

Verifying timetable, classroom, examination date, examination room, and the university calendar

- All of this information can be found at <http://reg.payap.ac.th>.

### *Leave-of-absence*

- Students must present their student ID card to the Office of the Registrar to receive a leave-of-absence request form.
- Students are allowed to take an extended leave-of-absence for up to two consecutive semesters.
- Students must clear his/her financial obligations/debt with the university prior to requesting a leave-of-absence.
- The administrative fee for processing a leave-of-absence request is 500 Baht.

### *Extension of the study period*

- Students can request a one-year extension of study period after eight years of regular study.
- Students must present his/her student ID card to the Office of the Registrar to receive an extension of study period form.

### *Registering for graduation*

- Students can register for graduation within two weeks for the first day of their final semester.
- Students must complete the registration for graduation form. This form can be downloaded at <http://reg.payap.ac.th>.
- Students must complete a request form for transcripts which must be approved by the Board of Trustees of Payap University.
- Students must verify his/her academic record along with the registering for graduation form.
- The registering for graduation form must be approved by the student’s academic advisor.
- Submit all documents to the Office of the Registrar.

Important note: It is the student’s responsibility to verify all personal information contained in their academic record. This includes name (spelling) and other personal information. Once the student’s academic record has been submitted to the Office of the Registrar (and ultimately to the Board of Trustees of Payap University), no further changes will be authorized.

### *Student status approval*

- Students must clear his/her own financial obligations/debts with the library and return all items borrowed from the library before submitting a request from fro student status approval.

### *Transcript request*

Students must complete a transcript request form and submit it to the Office of the Registrar. This form can be downloaded at: <http://reg.payap.ac.th>.

### *Transcript approval*

- Students must complete a transcript approval request form. This form can be downloaded at: <http://reg.payap.ac.th>.
- Students must clear his/her own financial obligations/debt with the university and pay the associated fee for this request at the Finance Office.

### 3. Student services after graduating from Payap University

#### *Receiving a diploma*

- Students must complete the required form and submit it to the Office of the Registrar.
- In the event that a student representative is submitting the completed form, she/she must attach the student's identification card and the representative's identification card with the request form.
- The student must clear his/her financial obligations/debt with Payap University prior to submitting the form.

#### *Translation of a diploma*

- Students may submit form to request translation of their diploma.
- The translation fee of 200 Baht must be paid at the Finance Office.

#### *Online service*

- The process for this service is similar to that for registered students at Payap University.
- Students should update their personal information so that they can receive updated information from Payap University in the future.

## **Visa Information for Foreign Students**

Payap University will help all admitted students who are non-Thai citizens legally extend their visas to make the full length of study at Payap legal. The contact person for helping your visa paperwork process smoothly is Khun Amarin in Human Resources and Legal Affairs, [person@payap.ac.th](mailto:person@payap.ac.th), 66-53-851-478 extension 312.



Required documents include:

- original passport (Amarin will photocopy)
- 4 color passport size (2 inch) photos of student in uniform
- copy of tuition receipt (shows tuition and fees & courses) A4 size
- copy of registration form (small rectangular sheet)
- copy of your Payap application form

NOTE: If you are accompanied by your spouse and children who will not be able to apply for a visa extension through an employer or another school, be sure to bring an original or notarized copy of your marriage certificate to enable your spouse to remain in Thailand on your student visa. Bring original birth certificates for all of your children.

All students who do not have Thai citizenship must arrive in Thailand on a non-immigrant visa. If you have entered Thailand on a "visitor" (tourist) visa, you will have to leave the country, apply for a non-immigrant visa in another country (Malaysia and Laos are popular destinations) and then re-enter Thailand with a non-immigrant visa. If you need to do this, Khun Amarin can give you information about what specifically you will need for the Thai embassy in the country you will visit.

Questions? Please consult this check-list before contacting Khun Amarin with passport or visa questions. We strongly recommend that you:

- Keep track of the time limit specified on your visa; ask if you are not sure.
- Visit K. Amarin with your passport at least three weeks before your visa expires.
- Carry a photocopy of your passport in your wallet in case of emergency, and keep the original some place safe.
- Report to Immigration every 90 days (beginning the 90th day after you have arrived in Thailand) and fill out the "form for alien to notify of staying longer than 90 days". This only takes a few minutes and there is no charge. If you fail to do this, you can be fined severely or incarcerated.
- If you plan to leave the country and then return after being in Thailand for 90 days or longer, you will need to get a re-entry permit. The re-entry visa request paperwork must be completed prior to your departure. For the re-entry permit, see Khun Amarin for advice and then apply directly at Immigration. You will need several copies of your passport, several two-inch passport photographs, and the re-entry fee. If you do not apply for a re-entry permit before you leave Thailand, and then you return, your previous non-immigration visa will become void and you will then have to leave Thailand again in order to re-apply for a non-immigrant visa so you will be allowed to study at Payap again.

All non-Thai citizens are here at the courtesy of the Thai government. Payap University is very unusual in that there is a staff person assigned to help international students and staff with visa procedures. The University is not responsible for keeping each of you legal. It is the responsibility of each person holding a passport for a country other than Thailand to be in touch with Chiang Mai Immigration as well as Human Resources and to keep track of the dates when visas, visa extensions, and passports expire. Last minute emergencies are expensive for everyone and can usually be avoided. You will find working with Khun Amarin very pleasant and efficient, particularly if you have ever tried to complete the required paperwork by yourself.

# **University Dress Code, Etiquette, Behavioral Responsibilities, and Legal Issues**

All international students and staff are expected to act, dress, and behave politely, and in a manner which represents local culture.

## **Dress Code**

You will quickly discover that virtually all Thai schools (if not all Thai institutions) require students to wear a school uniform. This uniform varies in detail from school to school and according to the level of the school.

There is a lot of variety within this standard, as you will quickly find out when you look around campus. Teachers are expected to maintain the standard for student attire in their classes. This means that if you are a student clearly in violation of the school uniform policy, you may be asked to make a change for the next class meeting. Repeated failures to meet the minimum standard can lead to your being dismissed from class.

This focus on a standard might not meet with your own personal taste, but Thai students at Payap and other schools are expected to dress in a certain way and risk not being admitted to the classroom if they do not adhere to the standard. The dress code at Payap serves as a social leveler in that everyone wears similar attire. It also serves to show respect to the professors. In Thailand, school is not the place for focusing on one's individual tastes in clothing as it often is in the West. Please note that the vast majority of Thai students are proud to wear their school uniforms, as it is an easily recognizable sign of achievement and status.

## **Undergraduate Students**

Here at Payap, black trousers and white dress shirts with dark leather shoes are required for Male students, and black skirts with white blouses and dark leather shoes are required for female students. Additionally, women may wear leather belts with a Payap buckle and a Payap pin on the blouse, or a white blouse with Payap buttons.

## **Graduate Students**

Graduate students do not wear a uniform but must dress neatly (no shorts or tank tops).

## **Behavioral Responsibilities**

Students will be expected to behave themselves in a culturally appropriate manner at all times while attending Payap. Please listen closely to the advice and recommendations given you by your program advisors and/or staff at the Office of International Affairs. Furthermore, while in Thailand, students must refrain from any political activities, including, but not limited to: joining political parties or unions; participating in demonstrations; soliciting political material; or picketing.

Please note: Any violent behavior by a student will result in automatic dismissal.

## **Legal Issues**

International students are all subject to the laws of Thailand. Should any student fall into legal problems, s/he is responsible for handling the matter with personal funds. The University does not guarantee assistance under these circumstances. Illegal drugs are treated as a serious criminal offense in Thailand. In accordance with Thai law and Payap policy, possession and use of illegal drugs is strictly prohibited. Violation of this policy will result in immediate expulsion from the university and loss of all course credit. Citizens of other countries are subject to Thai law while in Thailand and if you are caught with drugs there is nothing that your embassy can do to help you. There are many foreigners who have been in Thai jails on drug possession charges for years and years.