

## **Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009)**

Rules and guidelines for diploma and undergraduate studies are to be enforced in accordance with Mahidol University's act, 2007.

Mahidol University Council, under Section 24 (2) of Mahidol University Act B.E.2550 (2007), agreed to enact the following regulations in its 526<sup>th</sup> meeting, April 22, 2009.

**Rule 1:** These regulations are referred to as "Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009)"

**Rule 2:** These regulations shall become effective for the diploma and undergraduate students who enroll at Mahidol University in 2009 academic year onwards.

**Rule 3:** In these regulations

"University"	means	Mahidol University
"Faculty"	means	Faculties and divisions otherwise named, equivalent to other faculties that conduct teaching.
"Faculty committee"	means	Committee of the faculties and other divisions named equivalent to the faculties that conduct teaching.
"Dean"	means	Head of the faculties or other divisions, otherwise named, equivalent to the faculties that conduct teaching.
"Curriculum"	means	Diploma and undergraduate curriculum that supports the policies or operation or regulations and rules of Federations or Division of Art of Healing (if any) approved by the university council and acknowledged by the Higher Education Commission.
"Program Lecturers"	means	Lecturers in the diploma or undergraduate program.
"Program Committee"	means	Committee appointed by the Dean to manage and take the curriculum under consideration.

#### **Rule 4: Admission**

University or faculty, through the faculty committee, can accept students according to the conditions and methods indicated in the curriculum or the faculty's announcements approved by the president. Admission can be classified into three types;

- 4.1 Students are accepted by the quota system.
- 4.2 Students are accepted through the Office of Higher Education Commission.
- 4.3 Faculty can select and accept students directly according to the faculty's announcement which has been approved by the university.

#### **Rule 5: Teaching System**

- 5.1 **Semester System:** each academic year is divided into two regular semesters; Semester 1 and Semester 2. Each semester consists of at least 15 weeks broken into intervals. A faculty can organize a summer session if necessary. However, the summer session time period and registered credits must be comparable to the regular semester.
- 5.2 **Trimester System:** each academic year consists of three regular terms which are Trimester 1, Trimester 2, and Trimester 3, with at least 12 weeks in each trimester with semester breaks. The faculty can organize a summer session if necessary. However, the summer session time period and credit registration must be comparable to the regular semester.
- 5.3 **Others:** Faculty may use another system, the details of which must be clearly given in the curriculum period and credit registration must be equivalent to the semester or the trimester system.

#### **Rule 6: Credits in each course are assigned according to the following criteria.**

##### **6.1 Semester System**

1. A theoretical course with lectures or discussions or equivalent that is one hour per week or at least 15 hours per semester and two hours self-study per week or at least 30 hours per semester is assigned one semester credit.
2. A practical, laboratory course, or equivalent that is 2-3 hours per week or 30-45 hours per semester, and one hour self-study per week or 15 hours per semester is assigned one semester credit.

3. An internship, a project or any learning activity that has been assigned which is 3-6 hours per week or 45-90 hours per semester, and one hour self-study per week or 15 hours per semester is assigned one semester credit.

## **6.2 Trimester System**

1. A theoretical lecture course or equivalent that is one hour per week or at least 12 hours per semester, and two hours self-study per week or at least 24 hours per semester is assigned one trimester credit.
2. A practice, laboratory course or equivalent that is 2-3 hours per week or 24-36 hours per semester, and one hour self-study per week or 12 hours per semester is assigned one trimester credit.
3. An internship, a project or any learning activity that has been assigned which is 3-6 hours per week or 36-72 hours per semester, and one hour self-study per week or 12 hours per semester is assigned one trimester credit.

**6.3 If Rule 6.1 or 6.2 cannot be applied**, the faculty committee or the person appointed by the faculty committee can assign the credits for each course as he/she sees fit and clearly details how they compare with the semester credit system in the curriculum.

## **Rule 7: Total credits and time of study**

- 7.1 In an undergraduate study (4 years), the total number of credits must be at least 120 semester credits or 150 trimester credits, and the maximum time of study is 8 academic years.
- 7.2 In an undergraduate study (5 years), the total number of credits must be at least 150 semester credits or 187.5 trimester credits, and the maximum study time is 10 academic years.
- 7.3 In an undergraduate study (not less than 6 years), the total number of credits must be at least 180 semester credits or 225 trimester credits, and the maximum study time is 12 academic years.
- 7.4 In an undergraduate study (continuing), the total number of credits must be at least 72 semester credits or 90 trimester credits, and the maximum study time is 4 academic years.

An undergraduate study (continuing) has to be considered as part of an undergraduate study and must reflect the philosophy and contents of that particular undergraduate curriculum completely. The word “continuing” must be clearly written put in the parentheses after the name of the program.

In all cases, study time is to be counted from the first day of the first term for which the student has been accepted in that program.

**Rule 8: Symbols showing evaluation results**

**8.1 Symbols and their assigned scores**

Grade results of each course may be shown in symbolic type as follows;

<b>Symbol</b>	<b>Score</b>
A	4.00
B+	3.50
B	3.00
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00

**8.2 Symbols without scores**

Grade results of each course may be shown in symbolic type as follows;

<b>Symbol</b>	<b>Meaning</b>
AU	Study which leads to no credit (Audit)
I	Awaiting for evaluation (Incomplete)
P	The study is incomplete (In Progress)
S	Satisfactory
T	Transfer of credit
U	Unsatisfactory
W	Withdraw
X	No report

**8.3 Grading system**

1. Symbols with at least 2.00 points, or the symbol S, means **Pass** in that course
2. Symbols with 1.00 or 1.5 points, or the symbol U, means that knowledge or ability of the student is below average. Other grading results are at the discretion of the faculty committee or the person appointed by the committee. On re-grading a course, the grade score will be 2.00 (or S), at the maximum.

8.4 **F will be given** in the following situations;

1. The student took the examination and failed in the exam or project.
2. The student was absent from the exam without any permission from the faculty committee or person appointed by the faculty committee.
3. The student was not allowed to take the exam according to Rule 11.
4. The student violated the examination regulation; for example, being late to the exam, dressed inappropriately according to student uniform regulation or act as in Rule 22.
5. The student who received an I and did not take the exam or finish the project within one regular semester or trimester after they received the I grade, except that the student has the permission as in Rules 15.1 and 15.2.
6. The student who received a P and did not take the exam and/or did not hand in report on time.
7. The student who does not re-take the exam or re-do the project as indicated in 8.3 (2), or the student has re-taken the exam or re-done the project and is still evaluated as "failed".

8.5 **S or U are given** only in non-credit courses or courses with credits for which the faculty has decided to use the non-score grading system.

8.6 **AU is given** only in the courses in which the student gives his/her intention to study for no credit and the student must participate in classes or practical activities not less than 80 percent of the total study time and practice time period must not be less than 80 percent.

8.7 **I will be given** in according to the following situations;

1. The student did not come to the exam or did not hand in the report in time due to ill health, as evidenced by a medical certificate endorsed by the university's Health Service Unit. However, the final decision will be made by the person appointed by the committee.

2. The student was not allowed to take the exam according to Rule 11 due to ill health, as evidenced by a medical certificate endorsed by the university's Health Service Unit. However, the final decision will be made by the committee.
3. The student was not able to take the exam or hand in the report due to force majeure. However, the final decision will be made by the person appointed by the committee.

8.8 **P can be** given only in the courses in which the classes are still on going, and/or the courses last longer than one semester/trimester.

8.9 **T can be given** in the case that the credits for the course have been transferred from another faculty or institute.

8.10 **W will be given** in the following situations;

1. The student is allowed to withdraw from the courses according to Rule 10.3.
2. The student is allowed to take a leave.
3. The student is suspended.

8.11 **X can be given** only in courses in which the faculty has not yet received the grade report.

#### **Rule 9: Registration**

Students have to register for courses and the total credits must be no less than specified in the curriculum according in the following criteria.

9.1 For a full time student, the number of registered credits should be no less than 9 and no more than 22 credits in each regular session. In the summer session, the number of registered credits can be no greater than 9. Registration will be completed only if the student has completed everything in the specified time period.

The faculty may allow registration which differs from the above criteria if necessary. However, changes must not disrupt the standard and quality of learning, while the total number of registered credits must be as specified in the curriculum

9.2 Re-registration or re-grading can be done in the following situations;

1. The student received F or W or U, or the committee or the person appointed by the committee agreed that the student should re-grade according to Rule 8.3(2). If it is an

elective course, a student is allowed to register for any other elective courses instead.

Or,

2. The student has to re-grade in order to improve CUM-GPA, in which case the approval of the advisor and instructor is needed.
3. The student is allowed to re-grade in each course as stated in Rules 9.2(1) and 9.2 (2), at the number of times set by the faculty, but no more than twice, except when the student has been allowed to take a leave according to Rules 15.1(2), 15.1(2), and 15.1(3).

### 9.3 Registration in more than one program

A student who wants to study in more than one program can register for courses according to Rule 9.1 for each program. Once the student completes all courses required in each program of study, the student receives a degree of that program. However, the study time must not exceed 8 academic years, counted from his/her first enrollment in the undergraduate study.

## **Rule 10: Add, drop, and withdrawal**

A student can request to add, drop, and withdraw from courses provided the instructors approves and the request has to be approved by the Dean or a person appointed by the Dean. Approval is given according to the following criteria;

**10.1 Adding:** Request for adding the course must be done within the second week of a regular session, counted from the session's starting date or within the first week of summer session. For the courses that are not offered at the start of that session, adding can be requested in the first week of that course counted from the time the course starts.

**10.2 Dropping:** Dropped courses will not be shown in the transcript or grade report. The course will not be counted as having been registered once if dropping is done within the second week of a regular session, counted from the session's starting date or within the first week of the summer session. For the courses that are not offered at the start of that session, dropping can be requested in the first week of that course counted from the time when the course starts.

**10.3 Withdrawal:** Course withdrawal can be done after the second week of the regular session or after the first week of the summer session, or after the first week of the courses that do not start at the start of the session, until the week before the exams are

held. Courses that are withdrawn will be shown in the transcript and grade report, and the course is counted as registered once.

Reasons must be given for either approval or disapproval by the Dean or an appointed person.

#### **Rule 11: Study time**

The student has to be present in a theoretical, lecture, practice, internship, or field study no less than 80 percent of the total study time of that course in order to be allowed to take the exam.

#### **Rule 12: Credits counting**

12.1 Credits identified as “pass” will be counted in order to complete the program of study.

Only the credits for courses that have been given a “pass” grade are to be counted towards graduation. If the student has re-graded the course; only the credits of the course last registered for will be counted if evaluated as passed, and counted only once.

12.2 All scored credits will be counted to calculate the CUM-GPA.

If a student registers for the course more than once, only the latest score will be considered and used to calculate the CUM-GPA.

#### **Rule 13: Calculating GPA**

There are 2 types of GPA; GPA per session and CUM-GPA. GPA can be calculated as follows;

13.1 **GPA per session** is calculated from the grades in that session by dividing the sum of the products of the score and the number of credits by the total number of credits in that session. GPA is rounded off to two decimal places.

13.2 **CUM-GPA** is calculated from the first session of study to the last session by dividing the sum of all the products of the score and the number of credits by the total number of credits earned under Rule 12.2. CUM-GPA is rounded off to two decimal places.

If a student has registered for a course more than once, only the latest score is used.

#### **Rule 14: Credits Transfer**

A student who changes division or faculties within the university, or transfers from another institute is allowed to request credit transfer in order to acquire the total number of credits in the

program without having to register for those courses again. The transferred courses are shown as T in the transcript and grade report. The transfer of credits or courses can be done only for a student who has been approved to take such courses by the program committee or the person appointed by the faculty committee to be responsible for the program of study from which the transfer is to be made.

#### 14.1 Credits transfer conditions

1. The standard quality of the institute from which the credits are transferred to Mahidol University must be comparable to that of Mahidol University's, and approval must be given by the program committee.
2. The course content must overlap with at least three quarters of the content of the corresponding course, or group of courses, in the university, and the courses must be approved by the program committee.
3. The transferred courses must have been registered for within the last 5 years, if not the decision is up to the program committee.
4. The transferred courses must receive at least Grade C or the equivalence.
5. Credits transfer can be made at most half of the total number of credits in that program.

14.2 In order to transfer the credits, the student has to write a letter to the Dean together with documents related to the course under consideration. Then the program committee and/or the faculty committee considers the request and gives reasons for approval. The matter is then presented to the university and/or the president for approval.

14.3 Grades of transferred courses are shown in the transcript and grade report as T and are not used to calculate the GPA or CUM-GPA.

14.4 Students with transferred courses according to Rules 14.1(1)-14.1(3) are able to receive a degree with honors complying with Rule 21.

14.5 Courses that do not follow the regulation, can still be transferred under the program committee and/or faculty committee with the university/president's approval in compliance with Rule 14.1

### **Rule 15: Leave of Absence**

15.1 A student can request for leave of absence in the following situations;

1. Being conscripted or drafted for the army or military service.

2. Receiving grants to go abroad or on an exchange program under the university's approval.
3. Being sick or having health problems requiring more than 20 percent of class time in order to recover or to be cured as evidenced by a medical certificate endorsed by the Student Health Service of the university.
4. A student having personal reasons may ask for leave provided the student has been studying in the university for at least one session and has a CUM-GPA of at least 2.00.

Under Rule 15.1, the student has to request for leave as soon as possible to get approval from the Dean or the appointed person.

15.2 Under the force majeure, students' reasons may not come under Rule 15.1. The student must request for leave as soon as possible to get approval from the faculty committee or the person appointed by the faculty committee.

15.3 On the approval of leave of absence under Rules 15.1 and 15.2, the maximum time allowed is two regular semesters or 3 regular trimesters. If more time for leave of absence is needed, the student has to request for another leave of absence according to Rule 15.1 or 15.2.

15.4 During a leave of absence, study time is still counted: except in the case of 15.1(1) and 15.1(2) or other force majeure approved by the president.

15.5 During the leave, the student must maintain student status by paying fees according to university regulations; otherwise the student status will not be maintained.

15.6 If a student who has been approved leave wishes to return to study, the student has to request for re-admission to the Dean or the appointed person at least 1 week before the registration period.

Reasons must be given for approval or disapproval of leave of absence by the Dean or an appointed person.

#### **Rule 16: Student Status Classification**

16.1 Student status for a freshman is classified at the end of the second semester or trimester after entry. From sophomore onwards, classification is made at the end of each regular session or at the end of the academic year for the continuing program of study. For

students who request to graduate with a diploma or a bachelor's degree, classification may be done at the end of the summer session.

16.2 A student is classified normal or as under probation according to the following;

1. Normal status applies to students who are registered in the very first session or students who have CUM-GPA of at least 2.00.
2. Probation status applies to students who have CUM-GPA greater than or equal to 1.50 but less than 2.00, which can be further classified into 2 types.

**Type 1** means a group of students who have Cum-GPA of 1.50 or higher but less than 1.80.

**Type 2** means a group of students who have Cum-GPA of 1.80 or higher but less than 2.00.

#### **Rule 17: Student's level**

A student's level is classified from the total number of credits that the student has earned out of the total number of credits in the curriculum.

**Rule 18: Student status will not be maintained** according to the following conditions;

18.1 The student has completed the program of study according to the curriculum and has been approved to receive a diploma or a bachelor's degree under Rule 20.

18.2 The student has been approved from the Dean to be dismissed.

18.3 The president orders the student to be dismissed according to the following situations;

1. After classification, the student has CUM-GPA less than 1.50.
2. The student is under type 1 probation having CUM-GPA less than 1.80 and is still under probation in the next 2 semesters or the next 3 trimesters continuously or for one academic year by Rule 5.3.
3. The student is under type 2 probation having CUM-GPA less than 2.00 and is still under probation in the next 4 semesters or the next 6 trimesters continuously or 2 academic years by Rule 5.3.
4. The student registers in the same course at the maximum number of times stipulated in Rule 9.2(3) and still does not pass the course.
5. The student has used twice the time specified in the curriculum.

6. No registration or no leave of absence request has been made after the first two weeks of the session. The university cannot contact the student and the student has no appropriate reason to explain the situation.
7. The student acts against the university or joint institute regulations on students' discipline.
8. The student has difficulty with studying or working due to mental disorders. In this case, the university will appoint a committee to deliberate on the situation and make recommendations for the university council's approval.
9. The student is punished according to Rule 22.
10. Death.

#### **Rule 19: Graduation**

- 19.1 Graduation from full-time undergraduate study (4 years) can be made on or after the 6<sup>th</sup> regular semester.
- 19.2 Graduation from full-time undergraduate study (5 years) can be made on or after the 8<sup>th</sup> regular semester.
- 19.3 Graduation from full-time undergraduate study (not less than 6 years) can be made on or after the 10<sup>th</sup> regular semester.
- 19.4 Graduation for full-time undergraduate study (continuing) can be made on or after the 4<sup>th</sup> regular semester.

#### **Rule 20: Granting Diploma or Bachelor's Degree**

In order to be eligible to receive a Diploma or a Bachelor's Degree, a student has to;

- 20.1 Pass all courses and fulfill other criteria indicated in the curriculum.
- 20.2 Have CUM-GPA of at least 2.00
- 20.3 Have good behavior suitable for the prestige of the degree.

#### **Rule 21: Degree with Honors**

A student who has studied in an undergraduate program in the university with at least 120 credits including transferred courses, is eligible to receive a degree

with honors. However, transferred courses require at least Grade B (or equivalent) and are not used to calculate the CUM-GPA. In order to receive Class 1 honors, the student must have a CUM-GPA of 3.50 or above, while a Class 2 honors student must have a CUM-GPA of 3.25 or above, also a student must;

21.1 Not used time that exceeds that which is indicated in the curriculum.

21.2 Be eligible to receive a degree according to Rule 20.

21.3 Never have re-graded or re-registered in other courses or re-taken an exam or re-done a report or project in any course in the curriculum including the transferred courses.

21.4 If the student has transferred some credits, the sum of the transferred credits should not exceed one quarter of the total number of credits in the curriculum.

#### **Rule 22: Dishonesty Punishments**

Cheating during the exam is punished as follows;

22.1 Given F on the course in which cheating is committed.

22.2 Given F on the course in which cheating is committed, and be suspended in the next session for at least one session.

22.3 Given F to all courses registered in that session.

22.4 Given F to all courses registered in that session and be suspended in the next session for at least one session.

22.5 Be dismissed.

The president has the right to dismiss a student who has cheated in the exam, and that student cannot be re-admitted to study at Mahidol University.

**Rule 23:** Any act that is not included in this regulation, regulations of other universities or faculties that conforms to this regulation may be adopted.

**Rule 24:** The president is in charge of these regulations. In case of any problems concerning these regulations, the president has the power to make diagnostic interpretation and issue a command as he deems appropriate.

Announced on 27<sup>th</sup> April, 2009

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Chairman of Mahidol University Council