



Mahidol University  
International College

# MUIC Student Handbook 2020 – 2021



# Table of Content

Content <b>1</b>	<b>3</b> Academic Affairs	Student Affairs <b>19</b>
Rules, Policies and Hearings <b>50</b>	<b>64</b> Library Guide for Students	
Mahidol University Regulations on Diploma and Undergraduate Studies		<b>67</b>
<b>94</b>	Mahidol University Disciplinary Measure 2010	



# Table of Content

<b>Introduction</b>	<b>1</b>	Graduation Preparation	<b>15</b>
<b>Academic Affairs</b>	<b>3</b>	Honors and Awards	<b>16</b>
Course Registration	<b>3</b>	Graduation Registration	<b>16</b>
Advising	<b>4</b>	Commencement Ceremony	<b>17</b>
Minimum and Maximum Course Loads allowed	<b>4</b>	Probation	<b>17</b>
Registration Errors	<b>4</b>	Academic Counseling	<b>17</b>
Late Registration and Add/Drop Period	<b>4</b>	<b>Student Affairs</b>	<b>19</b>
Tuition and Fees	<b>5</b>	Student Services	<b>20</b>
Tuition Payment	<b>7</b>	Housing	<b>20</b>
Course Withdrawal	<b>7</b>	Condominiums	<b>20</b>
Grading System	<b>8</b>	University Dormitories	<b>21</b>
Re-Grade or Repeat Courses	<b>10</b>	Health Services	<b>21</b>
Transferring Academic Credits to MUIC	<b>10</b>	Financial Support & Scholarships	<b>26</b>
Leave of Absence	<b>11</b>	Reserve Officer Training Courses	<b>36</b>
Paying Resident Tuition Rates	<b>12</b>	Lost and Found	<b>36</b>
Changing of Personal Information	<b>13</b>	Counseling Services	<b>37</b>
Transcript and Other Documents	<b>13</b>	Student Activities	<b>39</b>
Student ID Cards	<b>14</b>	Student Association (MUICSA)	<b>39</b>
Change of Major	<b>14</b>	MUIC Clubs	<b>40</b>
Maintaining Student Status	<b>15</b>	Career Development Unit	<b>44</b>
Graduation	<b>15</b>	Alumni Affairs & Networking Unit	<b>49</b>

<b>Rules, Policies and Hearings</b>	<b>50</b>	<b>Library Guide for Students</b>	<b>64</b>
Dismissal Policy	50	Opening Hours	64
Academic Dishonesty Fabrication	50	Membership	64
Falsification	51	Library Resources	64
Plagiarism	51	Check out policy	65
Policies	51	Overdue fine	65
Classroom and Building Policies	51	Loss of materials	65
Examination Policies	51	Audiovisual Materials and Multimedia services	65
Examination Rules	55	Group study	65
Student Attire	56	Language lab	65
Regular Uniform	56	Electronic resources access	65
Formal Uniform	59	MUIC Co-Working Space	66
Code of Student Conduct	59	<b>Mahidol University Regulations on Diploma and Undergraduate Studies</b>	<b>67</b>
Violation of Laws and of this Code	59	<b>Mahidol University Disciplinary Measure 2010</b>	<b>94</b>
Prohibited Conduct	59		
Disciplinary Procedures	61		
Requests for Review of Decision (Appeals)	62		





# Introduction

Mahidol University International College (MUIC) strives to develop well-rounded and well-educated international citizens who are actively involved in helping others in their community. The College challenges students to do their best academically and develop an appreciation, understanding and awareness of different cultures.

This handbook provides guidelines for policies and rules for both MUIC and Mahidol University. They were developed by faculty, staff and students. This updated version of the Student Handbook provides current information for the MUIC academic community and supersedes previous editions.

The Student Handbook has five parts: 1) Academic Affairs, 2) Student Affairs, 3) Rules, Policies and Hearings, 4) Library Guide for Students, 5) Mahidol University Regulation on Diploma and Undergraduate Study, and 6) Mahidol University Disciplinary Measure 2010. The Academic Affairs Section provides general information about

the student's education, including topics such as advising, registration for classes, credit transfers and requirements for graduation.

The Student Affairs Section provides current information about the day-to-day affairs and concerns of students. MUIC highly encourages students to get involved in activities at the university and in the local community. These activities help prepare students to become future leaders. This section also includes information on housing accommodations, military obligations and lost items.

The Rules, Policies and Hearings Section deals with disciplinary issues at MUIC. This section informs students of their rights and the formal grievance procedure. This section also lists student responsibilities and the consequences and penalties if they violate the MUIC Student Code. The Library Guide for Students section provides information and guidelines for using the MUIC library. The last 2 sections provide

## **STUDENT HANDBOOK UPDATES**

Students should periodically check with the Office of Academic Affairs (OAA) for the latest supplemental updates to this handbook.

information of the Mahidol University Regulation on Diploma and Undergraduate Study and Mahidol University Disciplinary Measure 2010.

Students should use the Handbook for the next four years as a guide as they familiarize themselves with college life at MUIC.



# Academic Affairs

The MUIC Course Catalog contains detailed information concerning academic programs, majors, minors and course descriptions as well as information about tuition fees and grading/attendance policies. Students with questions that are not answered in this section of the Student Handbook or the MUIC Course Catalog should contact the Office of Academic Affairs (OAA).

The Office of Academic Affairs prepared this Student Handbook and the MUIC General Catalog to familiarize students with all the necessary information that students need to know during their studies here at MUIC. Students should download their own copy of the MUIC General Catalog from the MUIC website <http://www.muic.mahidol.ac.th>. Please make sure to download the correct Catalog for your ID number.

This Catalog contains detailed information concerning the curriculum of each academic program available at MUIC, with the majors, the concentrations, and

the course descriptions. Students with questions that are not answered by reading this section of the Student Handbook or the MUIC General Catalog should contact the Office of Academic Affairs (OAA).

## COURSE REGISTRATION

New students register for classes during orientation week, the week before classes begin. All other students register approximately 1-2 weeks before classes start. The registration dates can be found on the Academic Calendar, which is available at the Office of Academic Affairs (OAA) or on the MUIC website.

On the registration date, students can quickly access the registration process by simply logging on to <http://sky.muic.mahidol.ac.th>. Registration will be complete with the advisor's approval and payment of tuition fees. If a payment is overdue, students will be charged 100 baht per day (a maximum charge of 1,000 baht).

## **ADVISING**

MUIC has established an advising procedure to assist students in selecting suitable courses. All students are assigned academic advisors who will help students select courses to meet general education and major requirements for their chosen majors. Once students have completed a certain number of general education courses, they are eligible to take classes in their respective majors.

## **MINIMUM AND MAXIMUM COURSE LOADS ALLOWED**

The minimum course load for full-time students is 12 credit hours, including non-credit class hours. The standard course load per trimester is 16 credit hours. However, students on academic probation are recommended to a course load of 12 credit hours per trimester, including non-credit class hours. Students with a CGPA lower than 3.00 are recommended to register an average of 16-18 total credits per trimester. The maximum course load during the summer session is 8 credit hours.

## **REGISTRATION ERRORS**

Errors in registration should be corrected within the first week of instruction during a regular trimester and within the first three days of instruction for a summer session.

## **LATE REGISTRATION AND ADD/DROP PERIOD**

Students who do not register during the registration period can register during the late registration and add/drop periods (1,000 baht will be charged for late registration). The add/drop period consists of 2-3 working days.

During the add/drop period, students can change their schedule once with no additional charge. Any subsequent changes will cost 500 baht for each request processed after the first change. The request to change a section must be approved by the academic advisor.

Students who change their schedule due to circumstances beyond their control, such as classes being cancelled, can request an exemption from this fee from the Office of Academic Affairs (OAA).

Students who drop a class without adding a class of equal hours will be charged 10 percent of the cost of the tuition fee for the dropped class. The refund will be transferred to the student's bank account within 1 month after completion of the add/drop process.



## TUITION AND FEES

Approximate fees are as follows:

Tuition Fee		Resident	Non-Resident
Lecture credit	(Per credit)	3,300	4,700
Science lab credit	(Per credit)	6,000	7,500
Fees			
Admission fee	(One-time payment)	10,000	10,000
Education service fee	(Per trimester)	20,000	20,000
Late registration fee		1,000	1,000
Late payment fee		100-1,000	100-1,000
Add/Drop processing fee (no charge for the first process)		500	500
Bank Fee	(Per invoice)	20	20
Drop Fee		10 % of the tuition fee	
Insurance Premium for full-time international students*	(Per trimester)	-	1,500

*\* Cost may change*

### Bachelor of Arts Programs: (Per 4 years)

Intercultural Studies and languages	Baht	787,800	1,020,200
International Relations and Global Affairs	Baht	761,400	982,600

### Bachelor of Business Administration Programs: (Per 4 years)

Business Economics	Baht	843,900	1,100,100
Finance	Baht	843,900	1,100,100
International Business	Baht	843,900	1,100,100
Marketing	Baht	843,900	1,100,100

**Bachelor of Communication Arts Programs: (Per 4 years)**

Media and Communication	Baht	832,200	1,068,800
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**Bachelor of Fine Arts Programs: (Per 4 years)**

Communication Design	Baht	954,600	1,203,400
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**Bachelor of Management Programs: (Per 4 years)**

Travel and Service Business Entrepreneurship	Baht	794,400	1,029,600
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**Bachelor of Engineering Programs: (Per 4 years)**

Computer Engineering	Baht	819,900	1,058,600
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**Bachelor of Science Programs: (Per 4 years)**

Applied Mathematics	Baht	805,800	1,031,200
Biological Science	Baht	865,800	1,106,200
Chemistry	Baht	869,700	1,112,800
Computer Science	Baht	816,300	1,047,200
Food Science and Technology	Baht	845,700	1,101,600
Physics	Baht	860,100	1,105,400

**Bachelor of Art and Science in Creative Technology Program:  
(Approximate tuition fees)**

Creative Technology (lump-sum payment per term)	Baht	945,000 - 1,134,000	1,228,500 - 1,474,200
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*The lump-sum payment for Creative Technology Program is 94,500 THB per trimester for Thai residents and 122,850 THB per trimester for non-resident students.*

*Note : The aforementioned fees may be subject to change.*

## **TUITION PAYMENT**

Students have to pay the first registered courses tuition plus all required fees before the first payment due date mentioned in the academic calendar. But if students would like to do Add/Drop, then this payment must be finalized before the add/drop period.

## **COURSE WITHDRAWAL**

Students are allowed to withdraw from a course in which they no longer wish to continue. The withdrawal period is usually during weeks 10 of each trimester. Please check in the Academic Calendar which can be downloaded from the MUIC website.

Students officially withdrawing from any subject will not receive a refund and will receive a W grade for the class. Permission to withdraw from a class must be obtained from the instructor. Withdrawal from ERS

and EC courses are not allowed. The grade of W will not be used in calculating grade point averages but the course will be counted as having been registered and therefore affect the dismissal decision. Students having W grades will not be eligible for honors.

Students can access the withdrawal process by simply logging on to <http://sky.muic.mahidol.ac.th>. Students cannot allow their course load to drop below 12 credits (non-credit classes are included). For example, if a student is taking four classes for a total of 16 credits, the student can withdraw from only one class. If a student is taking three classes for a total of 12 credits, the student will not be allowed to withdraw from any class. Students are not allowed to withdraw from any class during the summer session.



## GRADING SYSTEM

Evaluation of a student's achievement in a course is recorded by letter grades.

Grade	Achievement	Final score (% range)	GPA
A	Excellent	90-100	4.0
B+	Very Good	85-89	3.5
B	Good	80-84	3.0
C+	Fairly Good	75-79	2.5
C	Fair	70-74	2.0
D+	Poor	65-69	1.5
D	Very Poor	60-64	1.0
F	Fail	Less than 60	0.0

Other letter grades, without credit points, can be assigned as follows:

Symbols	Meaning
AU	Study which leads to no credit
I	Incomplete
P	The study is incomplete
S	Satisfactory
T	Transfer of Credits
U	Unsatisfactory
W	Withdrawal
X	No report
*	Grade points not included in C-GPA

An **F will be given** in the following situations:

1. Students who fail a major examination or project.
2. Students who are absent on the exam date without permission from the Faculty Committee.
3. Students who are not allowed to take the examination because they have failed to attend 80 percent of the total class time (including lectures, internships and field trips).
4. Students who violate the rules regarding examinations, for example, are late for the exam, dress inappropriately according to the student uniform regulations, or engage in cheating.
5. Students who receive an "I" grade and fail to take the exam or complete a project within the following trimester (Exception for those students who have permission to take leave of absence).
6. Students who receive a "P" but do not take the exam and/or do not hand in a report on time.

An **S or U will be given** in non-credit or course with credits in which that subject has a non-score grading system.

An **AU will be given** for those courses in which students receive no credit; however,

students must attend at least 80 percent of the classes.

An **I will be given** in the following situations:

1. Students who do not take the exam or do not hand in their reports on time due to their health problems, but they have to submit a medical certificate with the requested form. However, a final decision will be made by the Faculty Committee.
2. Students who are not allowed to take the exam because they attend less than 80% of the classes due to their health problems, but they have to submit a medical certificate with the requested form. However, a final decision will be made by the Faculty Committee.
3. Students who are unable to take the exam or hand in a report due to circumstances beyond their control. Again, a final decision will be made by the Faculty Committee.

A **P will be given** only when the teaching process of a course has not been completed, or the course needs more than one trimester to complete its requirements.

A **T will be given** for transferred courses from other majors or other educational institutes.



A **W will be given** in the following situations:

1. Students are allowed to withdraw from courses during the withdrawal period; however, they will not receive a refund.
2. Students are allowed to take a leave of absence during the withdrawal period.
3. Students who are suspended.

An **X will be given** if the student's grade has not been submitted by the lecturer within the designated deadline.

## RE-GRADE OR REPEAT COURSES

### RE-GRADING COURSES

Students may re-grade a course in order to improve Cumulative GPA. The latest grade will be used to calculate the Cumulative GPA. However, the previous grade(s) will still appear on the transcript, and all credits registrations will be counted as a credits registered.

### REPEATING COURSES

Students may repeat a course when they received F or W or U, and the latest grade will be used to calculate the Cumulative GPA (except grade "W"). However, the previous grade(s) will still appear on the transcript, and all credits registrations will be counted as a credits registered.

Students who withdraw "W" or fail a course with an "F" or a "U" grade must re- register the course if it is a requirement of the major's curriculum. Please note that students can only register a course for a maximum of three times. If by the third time the student still cannot reach the minimum passing grade for that course, then the dismissal policy will be strictly imposed.

## TRANSFERRING ACADEMIC CREDITS TO MUIC

Students who have studied at the college or university level may wish to transfer credits to MUIC. The following criteria must be met in order to transfer credits for classes taken:

- The course or courses must have been taken for no more than 5 years.
- The course and credit transfers for MUIC must be from an international program with the courses taught in English.
- The class will be considered for transfer credit if its content matches three-fourths or more of the content of the equivalent MUIC class.
- The course or courses must show a grade of no less than C or its equivalent, and that the students must not transfer more than 50% of the total required credits for graduation.

- **For honors**, under the conditions that the transfer credits are from classes in which the student has an equivalent score of B or above, and that the students must not transfer more than 25% of the total required credits for graduation.
- A grade of "T" will show on the transcript for the course of credits transferred, but it will not be counted as part of the Cumulative Grade Point Average.
- Students will be required to compare and match course descriptions for classes which they are requesting transfer credit. They may request assistance from an Academic Affairs Officer. The Office of Academic Affairs will route the transfer request form for necessary approval.
- Students will then be requested to pay a fee for credit transfer. This fee is 10 percent of the cost of tuition fees for the equivalent classes at MUIC.

Check & Compare course here: <https://muic.mahidol.ac.th/eng/programs/undergraduate-programs/current-students/academic-catalog/>

## DOCUMENTS TO BE ATTACHED:

- Official Transcript and Copy of Official Transcript

- Course Descriptions or Course Syllabi

## NOTICE:

- The office will need about one trimester to process the request. If the request is approved, it will be effective next trimester.
- English and Mathematics as force track are transferable

## LEAVE OF ABSENCE

If the students cannot continue their study under theses following situation, they can request to take a leave of absence for a maximum of one academic year to maintain their MUIC student status.

- Being conscripted into the army or military service.
- Having health problems which need to take more than 20 percent of class hours to recover or to be treated properly. A medical certificate is required in this situation.
- Students are allowed to ask for a leave for personal reasons provided that the students have been studying in the university for at least one trimester, and have a CUM-GPA of at least 2.00.

Students are not allowed to take leave of absence in their first trimester under any circumstances.

Please note that all requests need to be approved by the guardians as well as the Divisional Chair and Curriculum Committee.

Students must contact the Registrar Unit, Office of Academic Affairs to fill in a leave of absence form, explain the reasons and identify the trimester in which they will return to study. If the leave of absence request form is approved during the add/drop period, the student will receive a 90-percent refund of the tuition fees for that trimester and will be required to pay a 1,000 Baht fee for the Leave of Absence.

However, if the form is approved after the add/drop period, all classes in which they have registered in that trimester will result as grade “W” (withdrawal) without a refund. In addition, they will be required to pay the 1,000 Baht fee for the Leave of Absence.

If the students request a Leave of Absence when they have not yet registered in that trimester, they will be required to pay a fee of 21,000 baht, which includes the Leave of Absence fee, in order to maintain their student status.

Once the students would like to return, in order to continue their studies, they have to fill in the re-admission request form at the

Registrar Unit, Office of Academic Affairs at least one week before the registration day.

Please be informed that the period of taking a leave of absence is also counted towards the total study time. (Except for the students who were being conscripted into the army or military service)

### **PAYING RESIDENT TUITION RATES**

For the benefits of the foreign full-time students who have lived in Thailand for more than 5 years continually, they can request to pay as a resident tuition rate by submitting the following documents:

- A letter from the previous school confirming the duration of study (must have)
- Other documents certifying that students have lived in Thailand continually for more than 5 years
- A copy of the house registration (Students' or Owner's)
- A copy of passport and Thai immigration stamp showing at least 5 years duration of continuous stay in Thailand

*Note:* To pay as a resident tuition rate, the students have to submit a request form and all required documents at the Registrar Unit, Office of Academic Affairs within the mid-term examination of the present trimester;

if approved, it will affect their resident status in the following trimester.

## **CHANGING OF PERSONAL INFORMATION**

### **CHANGING OF NAME OR SURNAME**

If the students changed their name or surname, they have to fill in the change of name form at the Registrar Unit, Office of Academic Affairs before their last trimester grade(s) has been published in SKY.

Moreover if the guardians have changed their name, the students have to fill in the change of name form and attached all related documents.

### **CHANGING OF ADDRESS**

Students changing their residences and / or contact telephone numbers should fill in a Change of Address form at the Office of Academic Affairs.

Students are responsible for keeping their addresses and contact numbers currently.

If the guardians change their contact address, the students must request to change the guardian's address by filling the form and submit a copy of house registration and a copy of ID card/passport of the guardians.

## **TRANSCRIPTS AND OTHER DOCUMENTS**

The Registrar Unit, Office of Academic Affairs, Aditayathorn Building 3<sup>rd</sup> floor issues the following academic documents when requested:

- Transcript or Grade Report
- Certification of Student Status

Each document takes 3 working days after submitting the form at the Finance Unit, and there is a fee for each type of document; plus a postage charge if the document is mailed.

The students have to fill in the form in person or download the form on the MUIC website, and then follow the process as required. If students cannot submit the form in person, they may authorize a representative to do so on their behalf by attaching a completed letter of authorization form, available at the Registrar Unit, Office of Academic Affairs.

Any request for a special letter or document should be addressed to the Associate Dean for Educational Affairs, and submitted to the Registrar Unit, Office of Academic Affairs. The request should be specific about all the information, the purpose of the request, and it should have full contact details of the student.

## **STUDENT ID CARDS**

When first entering MUIC, students will receive a student ID card. Students must have their ID cards with them at all times while on campus and must show their ID cards when requested by a university official.

Students have to bring their ID cards to mid-term and final examinations. Students who do not bring their ID cards to the examination room will have to request a temporary ID card at the Registrar Unit, Office of Academic Affairs, and pay a fine of 500 Baht per subject.

### **NOTICE:**

Student who change the name, surname or major, or lost ID card should request a new ID cards by filling in the request at the Registrar Unit, Office of Academic Affairs, and then pay 150 baht at the Finance Unit. The request takes 3 working days to process.

## **CHANGE OF MAJOR**

Students may request to change their major during the specified period in the Academic Calendar or by an announcement on the SKY system each trimester. The students must make a request on the SKY system by creating a request through E-request.

One day after submitting the request online, the students are required to contact the Registrar Unit at the Office of Academic Affairs to receive the form/notification. The rest of the procedures must be done prior to the end of the Change of Major period.

### **GENERAL CRITERIA:**

1. Complete the courses at least one academic trimester by the time of creating a request.
2. Have never changed a major.
3. Meet all the specified criteria of the requested major.
4. Acknowledge course equivalency as following:
  - 4.1. In case that course codes of the current major are the same course codes that are required in the NEW major, those course codes will be moved to the NEW major with letter grade (A, B, C, D, etc.)  
  
All letter grades will be shown in the transcript and grade report and also be calculated to the GPA and CUM GPA.
  - 4.2. In case that the content of the courses that will be transferred to the NEW major match three-fourths or more of the content of the equivalent new major courses, all grades that are transferred to



the new major will be shown as the letter grades (A, B, C, D).

All letter grades will be shown in the transcript and grade report and also be calculated to the GPA and CUM GPA.

However, it is the students' responsibility to double check the computerized transfer of courses that are required by the new major.

*\* Students are advised to update the new major for additional conditions and requirements.*

*\*\*Any additional information required, please contact the Registrar Unit: Office of the Academic Affairs.*

## **MAINTAINING STUDENT STATUS**

If students take internship and/or a final research project in their last trimester and these subjects' grades cannot be submitted to the Registrar Unit and cannot be published in SKY at the end of the trimester, also have no more courses to take, the students need to maintain their student status by contacting The Registrar unit: Office of Academic Affairs, completing the requested form and paying a 2,000 Baht fee.

**NOTICE:** If the student get an 'I' grade, it will automatically change to an F or a U grade at the end of the following trimester if the lecturer in charge has not changed the 'I' by that time. If the grade awarded is an F or a U, then the student must register for that course again in the following trimester.

## **GRADUATION**

In order to graduate, the students must complete credits based on each program's requirements. Students have to check the course record which is different in each program. All students must complete the following three areas of study to graduate:

- General education
- Major's field of study
- Free electives

To graduate, students must earn a minimum Cumulative GPA of 2.00. The Commission on Higher Education also requires that a student must study at least three years before qualifying for graduation.

## **GRADUATION PREPARATION**

MUIC students must request for graduation preparation, when they expect to graduate in one or two following trimester, or they have successfully completed more than 140 credits.

The purposes of this request are

- To see whether you have fulfilled all courses required to complete the degree, and if you have not, then you must complete all courses that you have not fulfilled.
- To acknowledge MUIC Graduation information as attached.
- To declare the trimester that you intend to graduate, and notice the next process you have to do after you complete all courses.

### **NOTICE:**

Only students who have completed all course requirements within the second trimester can attend the graduation ceremony in that academic year.

### **HONORS AND AWARDS**

In recognition of exceptional students, the College has an honors system. Students maintaining high scholastic cumulative GPAs are eligible to graduate with honors.

- First Class Honors: earn a cumulative GPA of 3.50 or higher
- Second Class Honors: earn a cumulative GPA between 3.25 and 3.49

Students who have earned a cumulative GPA between 3.25 and 4.00 will be eligible for honors if they meet all of the following

requirements according to Mahidol University regulations:

- Completed all courses required to earn the chosen degree within 4 years.
- Have never received an F and/or a W grade in any course, and have never re-graded or reexamined any subject.
- All transferred grades must not be lower than a B grade.
- Must not have transferred more than 25 percent of the total required credits from another institution, with the exception of courses taken as part of MUIC's Study Abroad Program.

### **GRADUATION REGISTRATION**

MUIC students who have successfully completed all courses required to earn the degree and have processed the registration for graduation are allowed to participate in the Royally-presented diploma graduation ceremony. Please check whether all grades have been announced on SKY before proceeding to apply for the Graduation Registration. The Graduation Registration Form is available at the Registrar Unit: Office of Academic Affairs. A commitment to either participates in the Commencement Ceremony or not should be declared in the Graduation Registration Form.

## COMMENCEMENT CEREMONY

His Majesty the King or a member of the Royal Family, Acting on His Majesty's Behalf, will preside over the annual ceremony.

MUIC students who processed the registration for graduation are allowed to participate in the Royally-presented diploma graduation ceremony. They can then proceed to apply for the Graduation Ceremony at The Registrar Unit: Office of Academic Affairs.

To be eligible to attend the formal graduation ceremony, the registered students must attend all three rehearsals. All students must be dressed in the appropriate graduation gown.

## PROBATION

As per the Mahidol University Regulation on Diploma and Undergraduate Studies 2009 Rule No. 16, MUIC students are classified under the following status:

1. Regular normal status students, or
2. Students on probation status.

The classification will start at the end of the students' third trimester of their first academic year, and at the end of every trimester once the student has entered the second year, and will continue until graduation. The classifications of a student's status are as follows:

Students Status	Criteria
Regular normal status	Students with a Cumulative GPA of 2.00 or higher
Probation Type 1	Students with a Cumulative GPA of 1.50 or higher but less than 1.80
Probation Type 2	Students with a Cumulative GPA of 1.80 or higher but less than 2.00

Students will be removed from probation status when the student achieves a Cumulative GPA of 2.00 or higher. Failure to achieve the minimum Cum-GPA standard during the designated probation period will result in dismissal as stated in the Mahidol University Regulations on Diploma and Undergraduate Studies 2009, Rule No. 18.3.

## ACADEMIC COUNSELING

Students encountering academic problems are encouraged to seek advice and guidance as soon as possible before it is too late. The Academic Counseling Unit provides students with advice, guidance, and academic counseling. For consultations, students may walk-in during regular office

hours and or make appointments through telephone/e-mails mentioned below. The Academic Counseling Unit keeps track of each student's academic performance through the information available on the SKY system. Students with academic performance problems will be identified, using the criteria set by Mahidol University and the unit will then prepare and arrange the following:

1. A formal notification letter issued by the Associate Dean for Educational Affairs that will be sent to the student's parents or guardians, informing them about the student's academic status and the university's academic standard policy.
2. A warning message on the SKY system.

The Academic Counseling Unit is available to give consultations to students and parents/guardians to clarify the students' academic status and performance. Meetings and consultations can be arranged during regular office hours on weekdays from 08:00 – 17:00 hrs. Appointments can be made by phone or email to the following:

- Ms. Kurniati (Titi) Wirakotan (for English language)  
Office phone: 02-7005000 ext. 4318,  
Email: [kurniati.wir@mahidol.ac.th](mailto:kurniati.wir@mahidol.ac.th)

- Ms. Pathyphorn (Gai) Thitimongkol (for Thai language)

Office phone: 02-7005000 ext. 4319,

Email: [pathyphorn.thi@mahidol.ac.th](mailto:pathyphorn.thi@mahidol.ac.th)

Students may also walk-in to see the counselor if she is available at the Office of Academic Affairs (OAA), Aditayathorn Building, 3rd floor, Room 348.



# Student Affairs

**T**he purpose of the Office of Student Affairs is to provide support for students during their term of studies at MUIC.

MUIC students are encouraged to complement their academic studies with extracurricular activities. As future leaders, students need to be actively involved with their community at local, regional and international levels. The mission of Mahidol University is to contribute to humankind; MUIC students should be prepared academically, professionally and socially to achieve that mission.

The Office of Student Affairs, located in room 1110, Building 1, consists of two sections, which are the Student Affairs Section and the Alumni Affairs & Career Development Section.

**The Student Affairs Section** is divided into two units: the Student Development unit and the Student Services and Welfare unit.

**The Student Development Unit** promotes student involvement in the MUIC Student Association and extracurricular activities

through the college clubs, along with participation in national, regional and international conferences and local community outreach efforts.

**The Students Services and Welfare Unit** addresses the students' general welfare, facilitating military requirement, offering scholarships, providing access to health care and personal counseling.

**The Alumni Affairs & Career Development Section** is divided into two units: Alumni Affairs & Networking Unit and Career Development Unit

**The Alumni Affairs & Networking Unit** maintains contact with MUIC alumni through social networks, organizes reunions and submits updated information to the college newsletter for publication.

**The Career Development Unit** takes care of career planning and provides essential resources on job searches as well as useful information on industries and graduate study programs.



## STUDENT SERVICES

### Housing

Although commuting from other parts of Bangkok to the Salaya Campus is not difficult, many students decide to live either on or close to the campus. This allows them to have more time to focus on their studies as well as participate in extra-curricular activities.

There are many housing options available near Salaya even though the demand for housing has increased. The Office

of Student Affairs is happy to help with providing information about on and off campus housing.

### Condominiums

Four 14-storey condominiums are located near the back gate of the Salaya Campus. There are three types of units: for one person, two people and four people with rents at 5,000, 7,000 and 10,000 Baht per month, respectively, not including electricity and water which includes a television set, beds, refrigerator, telephone and other furnishings.

Building	Room Type	Room Rental/month	Room Deposit
Building A (Anchan) for male	4 ppl/unit	10,000 Baht	20,000 Baht
	Studio 1 ppl/unit	5,000 Baht	10,000 Baht
	Studio 2 ppl/unit	7,000 Baht	14,000 Baht
Building D (Dusita) for female	Studio 1-2 ppl/unit	5,500 Baht	11,000 Baht

*Remarks: Building B (Benjamas) and Building C (Chaba) are reserved for staff.*

Interested students can call 02-441-9205, 02-441-9841 or contact the condominium manager in Condominium A.



### University Dormitories

Mahidol University provides low-cost dormitories for students who have financial difficulties. Preference is usually given to other Mahidol University faculties, but MUIC students can apply as well.

There are six men's dormitories and four women's dormitories. They are located near the Central Facilities of the Salaya Campus. Each room can house four people. The dormitory costs 3,600 - 9,250 Baht per person per semester. Again, semesters run from August to December and January to May. The dormitories are closed during the University's summer break from June to July.

Interested students should contact the university dormitory office, Dormitory 11 (Baan Sritrang) Tel. 02-441-9116 or contact The Office of Student Affairs, MUIC which is located on the 1<sup>st</sup> floor of MUIC Building 1.



Other private housing options are available in the Salaya area, with prices ranging from 3,500 to 8,000 Baht per month.

### HEALTH SERVICES

While attending MUIC, Thai students can receive health care services by applying for the University Health Insurance plan to the National Health Security Office. Students whose parents are currently working for Thai government sectors or enterprises can receive reimbursement from the parents' workplaces until the age of 20.



MUIC students who apply for the University Health Insurance can receive the services from Siriraj Hospital and Golden Jubilee Medical Centre. Prior to receiving the services, students must promptly present their identification card and student identification card. In case of emergencies, students can also go to Ramathibodi Hospital or the Hospital for Tropical Medicine. Prior to receiving services, students must present their identification card and student identification card. If a student is admitted and chooses to stay in a private room, he/she will be responsible for that additional expense.

Full-time international students can seek medical care at Siriraj hospital or Golden Jubilee Medical Center by presenting their identification card and their student identification card. Students can also use the AIA Health Insurance card to receive

medical treatment at any hospital, whether government or private.

In addition, MUIC provides group and personal accident insurance with the AIA Company for all MUIC students. Students can receive medical treatment at any hospital, both government and private, by showing the AIA Group Privilege Card on every visit. If the hospital cannot do the Fax Claim, students will need to make an advanced payment and bring the receipt and medical certificate to the Office of Student Affairs for reimbursement.

Students are also entitled to consultation on minor health problems at the MU Health Centre which is located on the 1st floor of the MU Learning Center, Tel: 0-2849-4529-30. Service hours are from 8:30 a.m. to 5:00 p.m. from Monday to Friday.

MUIC also has a First Aid Center in room 216, Zone B, 2nd Floor, Aditayathorn Building. A nurse is available on Monday – Friday from 9:00 a.m. to 5:00 p.m.

For more information, please contact the Office of Student Affairs Tel: 0-2700-5000 ext. 1115, 1210

RIGHTS	DESCRIPTION
<b>1.National Health Security Office (NHSO) Rights</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- Students must not have other rights such as The Comptroller General's Department, Social Security, State Enterprise Employee rights, etc.</li> <li>- Never having had any health insurance cards or those who are holding a health insurance card can change their status to Siriraj Hospital.</li> </ul>	<ul style="list-style-type: none"> <li>- Students can seek medical care at Siriraj Hospital and Golden Jubilee Medical Center.</li> <li>- Students must show both ID and Student ID cards at every visit.</li> <li>- In case of emergency, students can exercise their rights with the following hospitals:               <ol style="list-style-type: none"> <li>1. Siriraj Hospital</li> <li>2. Hospital for Tropical Diseases</li> <li>3. Ramathibodi Hospital</li> <li>4. Golden Jubilee Medical Center</li> </ol> </li> </ul>
<p><i>Remark: Students who would like to change their status, please contact the Office of Student Affairs Tel. 02-700-5000 Ext. 1115, 1210. Otherwise, students will not be entitled to any of the services.</i></p>	
<b>2. The Comptroller General's Department Rights</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- For students under the age of 20 and whose parent is a government officer.</li> </ul>	<ul style="list-style-type: none"> <li>- Student must presenting their identification card at Siriraj Hospital, Golden Jubilee Medical Center or any government hospital before receiving medical treatment.</li> </ul>

RIGHTS	DESCRIPTION
	<ul style="list-style-type: none"> <li>- If students have not presented their identification card, they will have to make an advanced payment. They can bring the receipt and medical certificate to their parents for reimbursement (for inpatient care, reimbursement can be made directly with the Comptroller General's Department).</li> <li>- Students must show their ID and Student ID cards at every visit.</li> </ul>
<b>3. State Enterprise Employee Rights</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- For students under 20 years of age and whose parent is a State Enterprise employee.</li> </ul>	<ul style="list-style-type: none"> <li>- To receive medical treatment at Siriraj Hospital, Golden Jubilee Medical Center or any other hospitals, students will need to make an advanced payment. They can bring the receipt and medical certificate to their parent for reimbursement (for inpatient care, the parent needs to submit a letter of approval from their enterprise to the hospital before receiving medical treatment for each visit).</li> </ul>
<b>4. Rights for International Students</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- Full time international students</li> </ul>	
4.1 Covered by Mahidol University student health insurance	<ul style="list-style-type: none"> <li>- Students can seek medical care at Siriraj Hospital or Golden Jubilee Medical Center</li> </ul>



RIGHTS	DESCRIPTION
	<ul style="list-style-type: none"> <li>- For inpatient care, reimbursement of room/food expenses must not exceed 300 Baht/day (Student must make their own payment for a private room.).</li> <li>- Students must show their passport and Student ID card at every visit.</li> </ul>
<p>4.2 Health insurance with AIA Company</p> <p>Health insurance for MUIC full-time international students with American International Assurance</p> <ul style="list-style-type: none"> <li>- A yearly premium of 4,500 Baht. The payment is divided into 1,500 Baht per trimester.*</li> <li>- Maximum protection of 100,000 Baht.</li> </ul> <p><i>*Costs may change</i></p>	<ul style="list-style-type: none"> <li>- Receive medical treatment at any private or government hospital.</li> <li>- For inpatient care, reimbursement of room/food expenses must not exceed 1,200 Baht/day.</li> <li>- For Out Patient Department (accident) reimbursement of medical expenses must not exceed 5,000 Baht/visit.</li> <li>- For Out Patient Department, reimbursement of medical expenses must not exceed 1,000 Baht (30 times/year).</li> <li>- Students must show AIA Group Privilege card at every visit.</li> <li>- If the hospital cannot do the Fax Claim, students will need to make an advanced payment and bring the receipt and medical certificate to the Office of Student Affairs for reimbursement.</li> </ul>
<b>5. Additional Health Insurance for all MUIC students</b>	
<b>Qualifications:</b>	<b>Medical Treatment:</b>
5.1 Group Personal Accident with the AIA Company	<ul style="list-style-type: none"> <li>- Receive medical treatment at any private or government hospital.</li> </ul>

RIGHTS	DESCRIPTION
<p>MUIC has agreed upon the provisions for group personal accident for all MUIC students:</p> <ul style="list-style-type: none"> <li>- MUIC is responsible for the premium.</li> <li>- Maximum protection of 100,000 Baht.</li> </ul>	<ul style="list-style-type: none"> <li>- Medical expenses must not exceed 10,000 Baht per visit.</li> <li>- Students must show the AIA Group Privilege card at every visit.</li> <li>- If the hospital cannot do the Fax Claim, students will need to make an advanced payment and bring the receipt and medical certificate to the Office of Student Affairs for reimbursement.</li> </ul>

## FINANCIAL SUPPORT & SCHOLARSHIPS

As part of Mahidol University's philosophy, the college rewards excellence in academics and contributions to society. Students who are awarded a scholarship should be outstanding students with good behavior. They should have a good academic standing and never have broken the Code of Student Conduct.

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
MUIC Global Talents	<ul style="list-style-type: none"> <li>- New students who enrolled at MUIC</li> <li>- Tuition fee waiver</li> </ul>	Depends on the committee's consideration on a yearly basis	<ul style="list-style-type: none"> <li>- Students who are studying in high school (last term) or studying last term at the University that has an MOU with MUIC</li> <li>- Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
			-Meet the qualifications as required by MUIC
Asian Students Scholarship	<ul style="list-style-type: none"> <li>-For Asian nationals (except Thais)</li> <li>-50% of tuition fee waiver for 4 years</li> </ul>	4 scholarships per year	<ul style="list-style-type: none"> <li>-Asian nationals (except Thais)</li> <li>-Students who completed high school from Asian countries (except in Thailand)</li> <li>-Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period</li> <li>-Students must complete their studies in 4 years</li> <li>-Considering from IELTS/TOEFL and ACT (Math Score)/ SAT (Math Score) testing score</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
ASEAN Students Scholarship: <b>Full scholarship for Cambodia</b>	<ul style="list-style-type: none"> <li>-For Cambodian Students from the University in Cambodia that has an MOU with MUIC</li> <li>-Tuition fee waiver for 2 years</li> </ul>	1 Scholarship per year	<ul style="list-style-type: none"> <li>-Students who completed high school from Cambodia</li> <li>-Study for at least 2 years from the University in Cambodia that has an MOU with MUIC</li> <li>-Apply for International Relations and Global Affairs major (Social Science Division)</li> <li>-Considering from IELTS/TOEFL and ACT (Math Score)/ SAT (Math Score) testing score</li> <li>-Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period</li> <li>-Students must complete their studies in 2 years</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
ASEAN Students Scholarship: <b>Partial scholarship for Cambodia</b>	<ul style="list-style-type: none"> <li>-For Cambodian Students from the University in Cambodia that has an MOU with MUIC</li> <li>-50% of tuition fee waiver for 2 years</li> </ul>	2 Scholarships per year	<ul style="list-style-type: none"> <li>-Students who completed high school from Cambodia</li> <li>-Study for at least 2 years from the University in Cambodia that has an MOU with MUIC</li> <li>-Apply for International Relations and Global Affairs major (Social Science Division)</li> <li>-Considering from IELTS/TOEFL and ACT (Math Score)/ SAT (Math Score) testing score</li> <li>-Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period</li> <li>-Students must complete their studies in 2 years</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
Scholarship for students with physical disabilities	<ul style="list-style-type: none"> <li>-Funding available for students with physical disabilities</li> <li>-Tuition fee waiver for 4 years</li> </ul>	N/A	<ul style="list-style-type: none"> <li>- Students have to apply prior to the admission process</li> <li>- Disability identification card are required</li> </ul>
Foreign Language Ambassador Scholarship	Budget of 1,000,000 Baht per year	Depends on the committee's consideration	<ul style="list-style-type: none"> <li>-Students must register for a minor language program</li> <li>-Students must attend the Foreign Language Summer Program for a month which is organized by MUIC Foreign Language Department</li> <li>-Cumulative GPA of 3.00 or above</li> <li>-At least B+ grade in the language in the 2 previous Trimesters</li> </ul>
MUIC Young Ambassadors Scholarship	<ul style="list-style-type: none"> <li>-Outbound Exchange Program and Research activities</li> <li>-For Bachelor and Master degree students</li> </ul>	Depends on the budget per year and the committee's consideration	<ul style="list-style-type: none"> <li>-For outbound MUIC students for academic and research activities</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
	<ul style="list-style-type: none"> <li>- The amount of scholarship up to 50,000 Baht per scholarship</li> <li>- The credits from abroad can be transferred</li> </ul>		<ul style="list-style-type: none"> <li>- Bachelor degree: for 2nd year full-time student with CUM-GPA of 2.85 or above</li> <li>- Master degree: for Master degree student with CUM-GPA of 3.50 or above</li> </ul>
Internship Abroad Scholarship	<b><i>Internship Abroad Award</i></b>		<ul style="list-style-type: none"> <li>- For outbound MUIC students for internship abroad</li> </ul>
	<u>For Asian Country</u> <ul style="list-style-type: none"> <li>- 20,000 Baht per scholarship</li> <li>- The credits from abroad can be transferred</li> </ul>	10 scholarships per year	<ul style="list-style-type: none"> <li>- Bachelor/Master Degree students at any major</li> <li>- Bachelor Degree: 2nd year students with CUM-GPA 2.85 or above</li> <li>- Master degree students with CUM-GPA 3.50 or above</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
	<u>For Non-Asian Country</u> -40,000 Baht per scholarship -The credits from abroad can be transferred	5 scholarships per year	- Bachelor/Master Degree students at any major - Bachelor Degree: 2nd year students with CUM-GPA 2.85 or above - Master degree students with CUM-GPA 3.50 or above
ASEAN International Mobility for Students (AIMS) Program Scholarship	- For 2nd year students Business Administration, Science or THM's major - Up to 60,000 Baht per scholarship - 12 credits or 3 subjects from abroad can be transferred - The exchange can be for only 1 trimester	12 scholarships per year	- CUM-GPA of 2.85 or above - Be a Thai national and have knowledge of Thai culture - Participate in social activities - Scholarship recipients are required to publicize a project of 'Student exchange program' with the Ministry of Higher Education, Science, Research and Innovation and the MUIC Student Exchange unit



Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
MUICSA Scholarships	<p>For MUICSA Committees by waiving tuition fees</p> <ul style="list-style-type: none"> <li>-24,000 baht per year for President</li> <li>-18,000 baht per year for Vice President</li> <li>-12,000 baht for each Committee</li> </ul>	Depends on the MUICSA Committees in each year	<ul style="list-style-type: none"> <li>-Selected as a member of the Student Association Committees</li> <li>-Strictly follow the university code of conduct (especially the Student Association Regulations)</li> <li>-Meet requirements of the Student Association Regulations</li> </ul>
MUIC Financial Aid Grants	<ul style="list-style-type: none"> <li>-Budget of 750,000 Baht per year</li> <li>-Scholarship given will be used as a tuition fee waiver for the next trimester</li> <li>-Maximum of 50,000 Baht per scholarship</li> </ul>	-No. of scholarships and the amount depends on the committee's consideration	<ul style="list-style-type: none"> <li>-Registered for at least 1 year</li> <li>-CUM-GPA above 2.50 and must register for at least 12 credits in that trimester</li> <li>-Strictly follow the university code of conducts</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
Thai Government Loans	-60,000 – 70,000 Baht per year -The loan with interest has to be repaid two years after graduation	N/A	-Thai nationality -Full-time student -CUM-GPA of 2.00 or above -Annual income of parents does not exceed 360,000 Baht -Attended the Corporate Social Responsibility (CSR) activities for 36 hours
Certificates for MUIC Academic Excellence	For academic excellence in each major -A maximum of 2 certificates for each major	N/A	-Two students with the highest cumulative GPA in each major, with at least 3.25 -Credits must exceed 61
	For General Education courses -A maximum of 2 certificates for General Education courses	N/A	-Two students with the highest cumulative GPA in General Education courses, with at least 3.25 -Credits must be between 40 - 60

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
Certificates for Outstanding Sportsperson	For students who were selected as Mahidol University Outstanding Sportsperson	Depends on the official announcement from Mahidol University	Was selected as Mahidol University Outstanding Sportsperson
	For students who won a medal for participating in the Thailand University Games (gold medal/ silver medal/ bronze medal)	Depends on the official announcement from Mahidol University	Won a medal for participating in the Thailand University Games

*Remarks: External scholarships information is providing at the Office of Student Affairs*

## RESERVE OFFICER TRAINING COURSE

All male students of Thai nationality are required to register with the Thai military when they reach the age of 20. A citizen can register for training at an earlier age, and the training course taken in high school or at university may count toward meeting national military requirements.

MUIC Students who need to apply for the Reserve Officer Training Course (ROTC) must report to the Office of Student Affairs by the first week of their entry. Students who have not reported to the MUIC Office of Student Affairs within the mentioned period will no longer have the right to join the Reserve Officer Training Course (ROTC).

The training activities will be held on Saturday or Sunday, from 8.00 a.m. to 5.00 p.m. Students must participate in the activities 10 times.

*Remarks: The training schedule will be announced by the Reserve Affairs Centre.*

## POSTPONEMENT OF MILITARY

### RECRUITMENT

Students who request postponement of their Military Recruitment must submit the appropriate legal documents to the Office of Student Affairs during July 1 - October 31 of every year.

It is the responsibility of the students to notify lecturers in a timely fashion about military obligations. Failure to do so may affect a student's academic standing.


*Information (Thai version) Link: <https://op.mahidol.ac.th/sa/studentsoldier>*

## LOST AND FOUND

The Office of Student Affairs takes care of lost and found items. Students who lose an item or may have had it stolen should report the loss to this department.

## MUIC COUNSELLING SERVICE

MUIC Counselling Service offers a free-nonjudgmental and confidential psychosocial counselling to support student with emotional and psychological difficulties that are affecting students experience and engagement with the studies at university.

COUNSELOR	CONTACT
<b>MUIC Social Counselors</b>	
MUIC Counselors Team	<p>Appointment can be made at the Office of Student Affairs through;</p> <ul style="list-style-type: none"> <li>• Tel. 0-2700-5000 ext.1210</li> <li>• Email: pattanit.mee@mahidol.ac.th</li> <li>• Registration Link:  <a href="https://docs.google.com/forms/d/1NwpdUVufuky67JOxLB0XpD5NtAqJnotWzKLgnYMig0/edit?usp=sharing">https://docs.google.com/forms/d/1NwpdUVufuky67JOxLB0XpD5NtAqJnotWzKLgnYMig0/edit?usp=sharing</a> </li> </ul> 
<b>Adolescent Clinic, Mahidol University</b>	
Adolescent Clinic, Mahidol University 4 <sup>th</sup> Floor, Panyawattana Building, National Institute for Child and Family Development	<p>Tel. 0-2441-0602-8 ext. 1202, 1208 or 094-461-2407 or contact the Office of Student Affairs, MUIC to make an appointment</p>

COUNSELOR	CONTACT
<b>Mahidol Friends</b>	
3 <sup>rd</sup> Floor, Mahidol Learning Center (MLC)	<ul style="list-style-type: none"> <li>Monday – Friday 8.30 a.m. – 4.00 p.m. Tel 0-2849-4538</li> <li>Facebook page: MU Friends</li> </ul>
<b>After Hours service</b>	
OOCA (Wall of sharing program)	<ul style="list-style-type: none"> <li>For non-emergency, after hour service</li> <li>Free counselling service provided for MU students</li> <li>How to use:  <a href="https://drive.google.com/file/d/1ZqbpuivmEsbqw1EEBeh9sMzaDK86_KLk/view?usp=drivesdk">https://drive.google.com/file/d/1ZqbpuivmEsbqw1EEBeh9sMzaDK86_KLk/view?usp=drivesdk</a> </li> </ul> 

Remarks: MUIC counselling service does not provide crisis support. In case of emergency, please contact MU Hotline at 088-874 7385 or Department of Mental Health Hotline 24hrs.: 1323

For information, please contact  
 the Office of Student Affairs, MUIC 1<sup>st</sup> Floor, Building 1  
 Tel: 0-2700-5000 ext. 1210

## STUDENT ACTIVITIES

A large part of the education experience can be found outside the classroom where students interact with others and are actively involved not only at the college, but also in the greater community. By being involved, you are helping yourself and helping others.

Therefore, Mahidol University International College encourages all students to participate in all activities which promote Mahidol University core value, Mahidol HIDEF value, 21st Century skills and other essential skills.

MAHIDOL CORE VALUE	MAHIDOL HIDEF	21 <sup>ST</sup> CENTURY SKILLS
<b>M</b> = Mastery	<b>H</b> = Health Literacy	- Critical Thinking & Problem Solving skill
<b>A</b> = Altruism	<b>I</b> = Internationalization	- Creativity & Innovation skill
<b>H</b> = Harmony	<b>D</b> = Digital Literacy	- Communication & Collaboration skill
<b>I</b> = Integrity	<b>E</b> = Environmental Literacy	- Leadership & Management skill
<b>D</b> = Determination	<b>F</b> = Financial Literacy	- Social skill
<b>O</b> = Originality		
<b>L</b> = Leadership		

## BENEFITS FROM JOINING STUDENT ACTIVITIES

- Enjoy experiences outside the classroom setting.
- Develop determination and perseverance as well as to maximize their cognitive and communication skills.
- Develop interpersonal skills that allow you to build up relationships.
- Develop problem solving and analytical skills which can be beneficial for one's future career.

- Practice leadership skills that increase one's ability to plan and execute projects and improve decision making skills.
- Enrich one's resume that will increase the opportunity for future employment.
- All activities in which students have participated will be recorded in their Activity Transcript.

## STUDENT ASSOCIATION (MUICSA)

The Mahidol University International College Student Association has the duty to manage

all activities and clubs according to the rules and regulations of the university. The Student Association aims to encourage all students to develop both their academic and social skills, as well as train them to work for the good of the majority. Moreover, the Student Association also acts as a representative of students in any meetings with the MUIC Executive Committee.

The Student Association is composed of President, Internal and External Vice Presidents, Treasurer, Secretary, Student Class Committee President, Club/Sport Commissioners, Project Managers, Relations Officer and Academic Branch Officer. The office of the Student Association is located in MUIC Building 2, Room 2212.

MUIC currently has 23 clubs and all student members are able to organize any type of activities according to their specialties and interests. MUIC encourages all students to be a member of at least one MUIC club or any other clubs at Mahidol University and participate in activities according to Mahidol University Activity Structure. Participation in extra-curricular activities will provide students a measure of relaxation, away from any stress from their studies, and will enable them to use their free time wisely. These activities also encourage students to establish strong bonds by working together.

## **MUIC CLUBS**

MUIC Clubs provide students with social, instructional, competitive, recreational and service functions. They offer the college community the opportunity to engage in extra-curricular activities. Clubs are run by students, requiring them to make use of their leadership, decision-making and organizational skills as they organize activities for the college. Currently, there are total of 23 clubs.

### **1. AIESEC Club**

AIESEC is the world's largest non-profit youth-run organization recognized by the United Nations Economic and Social Council (ECOSOC). AIESEC Club provides students with leadership opportunities, transferable skills development and cross-cultural volunteer experiences to empower young people to make a positive impact on society.

### **2. Animals Lover Club**

Animals Lover Club was established for people who love animals and interested in helping all kind of animals. Moreover, the club also provides MUIC students with useful knowledge which can be used for their pets or animals near their resident, and also assist animals that are left behind and lacked of care. Moreover, the club will be volunteer to improve the quality of lives of



the stray dogs and other animals.

### **3. Art Club**

The MUIC Art club provides training and support for students interested in any form of art. Throughout the regular term, the Art club provides workshops in different art forms and arranges trips to special art exhibition.

### **4. Board Game Club**

The Board Game club was established for those who are interested in board game by creating a suitable space for them. The club is focusing in developing skills that rarely enhanced by normal curriculum and also essential in daily life such as critical thinking, negotiation management and creativity by using board games as it is the method that can both develop and enjoy at the same time.

### **5. Cheer and Dance Club**

The MUIC Cheer and Dance club has many dedicated members who often perform publicly. The club is frequently invited to perform in major events and ceremonies where they capably represent MUIC. The club is divided into three sections: American Dance, Cheerleading and Drum major.

### **6. Choir and Musical Theatre Club**

The Choir club was established for lovers of music who are interested in further developing their vocal skills and aesthetic

sensibilities. It also provides students with opportunities to relax and enjoy themselves away from the stresses of daily life.

### **7. Cycling Club**

The Cycling club provides an opportunity for students to improve their physical well-being and enjoy the scenic views during their cycling trips.

### **8. Debate Club**

The MUIC Debate Team is one of the most respected debate teams in Southeast Asia. The team consistently participates in national, regional and international competitions. The club allows participants to examine their ideas by using different arguments, engaging with opposing views, and develops their skills of persuasion.

### **9. Diving Club**

The MUIC Diving club gives students an opportunity to explore Thailand's marine environment and makes diving lessons more affordable for students. Club members and other students become more environmentally aware and appreciate the importance of clean beaches and coral reefs. The club activities focus on diving safety and ocean conservation.

### **10. Inner Peace Club**

Inner Peace club focuses on introducing the beautiful ways to appreciate all religions and global tradition to all MUIC students

by engaging in various types of activities. The club encourages everyone to join, particularly international students.

### **11. Kendo Club**

Kendo is the Japanese martial art of sword fighting which means “ways of the sword”. The club provides Kendo training for interested students. The club also joins Kendo tournaments and competes with Kendo practitioners from other universities.

### **12. Muay Thai Club**

The Muay Thai club teaches participants about traditional Thai boxing. In addition to teaching martial art skills, the club activities focus on teaching students the cultural significance of the sport.

### **13. MUIC Case Club**

MUIC Case club aims to offer general knowledge and professional understanding of business case analyses. The club provides different kinds of training for club members in order to enhance their presentation skills. The club also organizes an internal case competition in every trimester.

### **14. Model United Nations Club**

Model United Nations (MUN) allows students to explore the mechanism of the United Nations by role-playing as delegates of different nations to the UN committee and engaging in the negotiation to solve global issues. Club members will gain the

opportunity to attend MUN conferences and develop their researching, critical thinking, public speaking and diplomacy skills.

### **15. Music Club**

The Music club allows student to get together and perform. Every year, the club organizes concerts and allows students to participate in competitions. It helps students to gather and form bands and encourages them to perform together.

### **16. Nature Lovers Club**

The Nature Lovers club was formed to educate students about environmental issues in their daily lives. In addition, the club also emphasize on the importance of a healthy environment and foster a passion for its preservation.

### **17. Photography and Multi-Media Club**

The Photography and Multimedia club gives members an opportunity to learn about photography and multimedia technology. Activities also include the basic and advanced photography class, photography trip. Furthermore, instruction on photography is available for those who are interested.

### **18. Rakkaew Club**

Rakkeaw club allows students to enhance their academic, business and leadership skills, guided by academic advisors, by using entrepreneurial action to improve

the quality of life and standard of living for people who live in the community around Salaya campus.

### **19. Science Society Club**

The Science Society club is composed of students loving in science. The members are responsible for conveying information and organizing events specific to their interesting.

### **20. Sports Club**

The Sports club consists of teams playing American flag football, basketball, badminton, ,soccer and volleyball. The club has participated in many major sports events and also organizes sport competitions both inside and outside the college. The club also holds regular weekly practice sessions every trimester.

### **21. THM Club**

The THM club was established by tourism and hospitality management students with the aim of developing a mastery in the fields of tourism and hospitality management through invited guest speakers and alumni. The club also organizes activities which generates more knowledge in terms of career path, strengthens bonds and creates networking among MUIC students.

### **22. Value Investment Club**

The Value Investment club provides its members opportunities to learn about and making investments, particularly in the stock market of Thailand. By using a variety of value investment tools in different markets around the world. Members will be able to explore the value of stocks from each country. Moreover, members evaluate valued stock through fundamental and technical analyses.

### **23. Volunteer Club**

Members of the Volunteer club help others in society. Each year the club sets up a volunteer camp for 10 days in a different part of rural Thailand. Participants in the camp teach children lessons in the personal hygiene, English language and other subjects, build new classrooms as well as repair libraries and other facilities. The club also organizes various type of voluntary activities to provide students a chance to be a part of volunteer team.

## CAREER DEVELOPMENT UNIT

The MUIC Career Development Unit assists MUIC students in deciding on possible career paths by providing the tools and information required on the way to graduation and that first job. More specifically, the Unit offers (1) one-on-one advising, (2) employment and internship fairs, (3) programs and workshops designed to facilitate prospective careers, (4) mock interviews and (5) job postings through social media.

Essentially, however, career planning is all about our MUIC students and how they help themselves by investing the time and effort that is needed.

### YEAR STEP

# 1

## Know Yourself

Determining your interests, skills and values may take some effort but it is vitally important. You have already begun this process by selecting a major which, in turn, will influence your career path; however, there should be a good match with who you are and what you will be doing. Do you seek adventure or do you like predictability? Do you enjoy interacting with others or do you prefer getting the job done? Are you more analytical or more emotional?

Many of the questions you will encounter in an interview will deal with you as a

person and how well you may fit in an organization. The recruiter will not only judge if you have the necessary expertise but also assess your personality traits and attitude as to whether you will enjoy working in that particular company.

Your college experience should be a time of change and growth. You are responsible for shaping who you will become. This process should require a self-assessment of both your strengths and weaknesses in determining a career path.

**YEAR  
STEP 2****Explore Your  
Options**

Starting this process early will afford you the time to explore all of your options. While some students are certain about their future professions, others may not be.

MUIC's focus on the liberal arts offers a wide range of disciplines and an opportunity to explore different interests. Some students have changed their majors after having taken a class that they really enjoyed. MUIC is one of the few Thai programs in which you can change your major after having started your studies.

Another option is to select a minor which enables you to either specialize or broaden your expertise and skills.

Your exploration should also include the web resources available. The Career Development Unit will provide you with links to interesting websites. Do you want to travel as part of your future job? Look for an industry or a position in an organization that will allow such a possibility. Looking at starting salaries for different jobs may also be helpful in deciding your future career.

**YEAR  
STEP 3****Prepare  
Yourself**

Employers are seeking well-rounded individuals who can offer more than just an academic transcript. Students who participate in conferences and competitions and are actively involved in student clubs and the Student Association are at a clear advantage.

Volunteering for community outreach projects is an additional asset. All of these activities demonstrate that you are motivated, responsible and dependable, traits that top organizations look for when hiring.

During this step of the process you need to organize your activities in writing and frame them in terms that demonstrate you have developed important life skills. We recommend that you attend one of our workshops in preparing your Curriculum Vitae (CV). You will have it on hand for applications to internships, summer employment or scholarships.

This is also the time to develop your interview skills. The Career Development Unit provides training workshops and the annual MUIC Job Fair allows you to engage in actual interviews. You may also have an opportunity to participate in

international conference and exchange program that will require an application, a cover letter and an interview.

For those who are planning to pursue their graduate studies, this is the time to start looking at potential schools, particularly entry requirements, including exams. The best graduate schools in the world expect more than just an impressive transcript. They, too, are looking for outstanding students who have contributed to their communities and demonstrate leadership qualities.

## YEAR STEP 4

## Job Searching

At this stage you need to learn to market yourselves. To begin this process, you need to condense and consolidate your uniqueness, educational experience, past activities and skills by updating your CV.

In addition, the Career Development Unit has direct connections with a

number of organizations through professional relationships and MUIC alumni. New job openings through our network are posted on this site, so bookmark it and visit it regularly. Remember to always check out an organization's website in preparing for an interview.

## **Programs and Workshops**

Every student will need particular skills in order to search and apply for that first job. The Career Development Unit offers training and workshops that will help you better market yourselves in order to find the best opportunities and develop impressive interviewing skills.

### **One-on-One Advising**

Make an appointment through the Career Development Unit in order to meet with one of the lecturers/counselors who can provide insight into your talents and skills as well as assist in directing you to a suitable career choice.

Because our career counselors are also lecturers in the majors you are taking, they can help you select the courses that will develop the necessary knowledge and skills necessary for your future employment.

### **Career Assessment Day**

Every year the Career Development Unit sets aside time for students to consider how their chosen majors will help them to achieve their proposed career paths. Speakers highlight the top jobs in the Thai and ASEAN markets while academic advisors are available to offer students assistance with their majors.

## **Job Fair**

The MUIC Job Fair is conducted once a year, usually scheduled early in the second trimester, during which a wide range of companies and organizations throughout Thailand are represented. It offers the convenience of multiple recruiters in one place. Students have an opportunity to explore a variety of options, fill out application forms and engage in interviews.

A number of firms may be represented by MUIC alumni who can provide insight about working for a particular firm and about their own efforts in finding their first job.

## **Industry Talks**

Since MUIC enjoys close ties with top international companies, professionals are invited to speak about their work experiences in a particular industry or profession. The speakers range from corporate presidents responsible for global enterprises to management trainees who have recently begun their first job.

The student audience is encouraged to participate. On several occasions a question or articulate response from a student to an executive or a human resource regional director of an international organization has led to that student being hired after graduation.

## Final Touch

All prospective graduates are required to participate in the Final Touch Program, which primarily consists of an extended panel discussion with MUIC alumni, who may represent business, finance, the hotel or entertainment industries, education and non-governmental organizations. The discussion focuses not only on their work experiences but also on how they manage their lives in terms of family, friends, recreation and contributions to their respective communities.

At a special luncheon, the prospective graduates are also given tips on dining etiquette and other appropriate social behaviors.

## Resume Workshop

The resume of Curriculum Vitae (CV) is a condensed version of one's experience and interests and is a required document when applying for a job or graduate studies. Most recruiters use the resume as a screening process in order to reduce the pool of applicants who will eventually be interviewed.

In writing a resume, there is always the temptation to exaggerate one's experiences. On the other hand, there may be the problem

of minimizing one's accomplishments even though they may well be considerable. The resume workshop addresses both of these issues, helping students to better market themselves and their skills to the point where their background is both believable and compelling.

## Mock Interviews

Receiving an appointment for an interview is an accomplishment. It means that you have been chosen from that small, select group that a business is truly interested in hiring. However, an interview has its own demands. You will be required to do your research and know as much as possible about the organization beforehand. While you can mentally prepare yourselves to answer the most likely questions, the best alternative is to practice interviewing.

MUIC fourth-year students are invited to attend special sessions during which they practice the art of interviewing, make mistakes, receive feedback and then try again, ensuring in the long run that their improvement will be noticeable.

The Career Development Unit is located on the 1st Floor of Building 1, Room 1109, Alumni Affairs and Career Development Group, Office of Student Affairs.



**For more information, please visit**

<https://muic.mahidol.ac.th/eng/student-life/career-opportunity/>.

**Alumni Affairs & Networking Unit**

The college began as the International Student Degree Program (ISDP) in September of 1986 with a staggering total of 45 students – admittedly, not a particularly auspicious beginning. However, by the time the program moved into its own facilities in 1992, enrollment had reached almost 500.

In 1996 ISDP was officially renamed Mahidol University International College (MUIC), and with the formal opening of a more expansive complex that served approximately 1,000 students two years later, it experienced a dramatic and consistent increase in enrollment which subsequently meant an increase in the number of its graduates.

At present, MUIC has more than 10,000 alumni. All alumni information is managed through an alumni database management system which their contact details (e.g. change of name, address, further education, workplace and achievement) are constantly updated. In terms of interaction, we provide online channel: Facebook and Website, where we can get real-time feedback from alumni. Our aims are to engage with alumni

and build the strong network between the college and alumni through various activities: academic seminars, MUIC Outstanding Alumni Awards, CSR, and Sports, etc. Alumni Affairs & Networking Unit also works hand in hand with the MUIC Alumni Association (MUICAA).

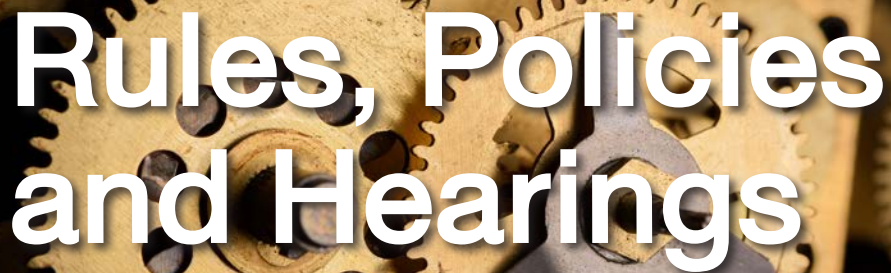
MUICAA was established in 2001, aiming to foster relationships, interaction networks and knowledge sharing platforms among alumni members; to serve alumni members by developing alumni benefits, organizing traditional and cultural activities including societal contributions; and to propagate the reputation of MUIC. The MUICAA steering committee and its president need to be officially elected every 2 years.

**For further information in regard to alumni please contact:**

Alumni Affairs & Networking Unit, 1<sup>st</sup> Floor, Building 1, Room 1109 (Alumni Affair and Career Development Group, Office of Student Affairs)

MUIC Alumni Website:

<https://muic.mahidol.ac.th/eng/alumni/>



# Rules, Policies and Hearings

## **DISMISSAL POLICY**

All MUIC students have to comply with the Mahidol University Regulations on Diploma and Undergraduate Studies, 2009. Please note Rule No. 18.3. the Mahidol University President has ordered that students be dismissed according to the following situations:

1. After classification, the student has a Cumulative GPA of less than 1.50.
2. The student is under Probation Type 1, having a Cumulative GPA of 1.50 but less than 1.80; and is still under probation in the next continuous three trimesters (or for one academic year).
3. The student is under Probation Type 2, having a Cumulative GPA of 1.80 but less than 2.00; and is still under probation in the next continuous six trimesters (or for two academic years).
4. The student has enrolled in the same course for the third time, and has still not passed the course.
5. The student has been studying twice the time specified in the curriculum, which includes leave of absence if

taken.

6. Within 2 weeks of registration, the student has not registered for the regular trimester, or has not retained student status, or has not been approved for postponing the registration.
7. The student has breached the University's or joint institute regulations on students' discipline.
8. The student has difficulty studying or otherwise due to a mental disorder. In this case, the university will appoint a committee to deliberate on the situation and make recommendations for the university council to approve.
9. The student is caught cheating during an exam and the President decides to dismiss the student under Rule 22.5.
10. Death.

## **ACADEMIC DISHONESTY**

Academic dishonesty is prohibited at MUIC. It is a serious offense because it diminishes the quality of scholarship and makes accurate evaluation of student progress

impossible. Academic dishonesty includes, but is not limited to, the following categories.

## **FABRICATION**

Fabricating is the invention or creation of data, research results, information or procedures.

## **FALSIFICATION**

Falsification means altering or falsifying information, as in the following:

- Changing grade reports or other academic records.
- Altering the record of experimental procedures, data or their results.
- Altering the record of or reporting false information about internship, clinical or practicum experiences.
- Forging someone's signature or identification on an academic record.
- Altering a returned examination paper in order to claim that the examination was graded erroneously.
- Falsely citing a source of information.
- Multiple submissions of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the lecturer involved.

## **PLAGIARISM**

Plagiarism is taking someone else's words

or ideas as one's own in any academic exercise. It includes the following:

- Submitting as one's own paper a paper written by another person or by a commercial ghost writing service.
- Exactly reproducing someone else's work without identifying the words with quotation marks or by appropriate indentation or without citing the quotation or referencing.
- Substantially copying prior work.
- Paraphrasing or summarizing someone else's work without acknowledging the source with a citation or reference.
- Using facts, data, graphs, charts or other information without acknowledging the source with a citation or reference.
- Cutting and pasting information from electronic sources without acknowledging the source with a citation or reference.

## **POLICIES**

### **CLASSROOM AND BUILDING POLICIES**

Students are required to wear proper attire while at MUIC, especially when in class and during examinations.

Students are required to have at least 80 percent class attendance to be eligible to take the final examination. Three late attendances (of more than 15 minutes)

equal one absence.

As a courtesy, students need to let the instructor know beforehand when they have a valid reason to leave class early or come to class late.

All electronic devices must be turned off during class time. Permission from the instructor is required to leave a device on in an emergency. Students are not allowed to bring food or drinks in the classrooms.

Smoking is prohibited everywhere on campus. Designated smoking areas are provided for smokers. Students who violate the smoking restrictions may be fined.

## EXAMINATION POLICIES

1. A student must present his / her student I.D. based on the university regulations. If the student has no student I.D., the student must contact the Registrar of Education Administration to request for the issuance of a temporary examination I.D. and pay 500 Baht per 1 course examination for the temporary examination I.D.
2. A student must dress properly based on the university regulations. A person who is wearing jeans, short skirt, sandals and/or flip flops is not allowed to enter the examination room.
3. A person who is not a student or not on the name list for that course is not allowed to take the examination, either for his / her own or others' benefits.
4. A student who requests to enter the examination room 30 minutes after the examination has started will not be allowed to take the examination.
5. A student must sit according to the assigned number and must sign on the examination name list.
6. A student is allowed to place the examination stationeries such as pen, pencil and valuables near himself / herself.
7. A student is not allowed to keep mobile phone, communication device and/ or all types of electronic recorder with themselves during examination time.
8. A student is not allowed to bring textbook, notes, documents, calculator, or anything that has formula, message, and symbol that are related to that course into the examination unless the lecturer has allowed it by stating on the examination paper. In case of allowing dictionary or other equipment, said equipment must be checked by invigilator or lecturer and not allow the use of electronic dictionary during the examination.
9. A student is not allowed to talk during the examination. In case of questions,

a student should raise his / her hand to ask the lecturer or invigilator directly.

10. A student is not allowed to leave the examination room 30 minutes after the examination has started. They are allowed to leave the examination room only after the invigilator has collected the examination paper, answer sheet and/or answer paper.
11. In case a student needs to leave the examination room temporarily during the examination, it must be approved by the lecturer, with the staff / invigilator following the student outside. If the student leaves the examination room without any approval, the examination will be considered done and he / she must submit the examination paper immediately.
12. A student is not allowed to copy, take a photo, tear or bring the examination paper, answer book, question paper, and/or answer sheet out of the examination room unless approved by the lecturer.
13. A student is not allowed to send or receive any information through email or all kinds of electronic devices during the examination unless approved by the lecturer.
14. A student who is suspected of cheating or is caught red-handed

and/or associated with cheating in the examination will receive disciplinary action according to the Rules and Policies about Student Discipline 2018 of Mahidol University.

15. A student who does not attend the examination as on the date and time specified by the university will be marked as absent from the examination. His / her examination score will be marked as "Zero" unless the student has approval to be absent from the examination and approval for the makeup examination. In this case, the score will be marked as "I" until the adjustment.
16. In case a student is suspected to be cheating on the examination, the invigilator and/or staff, lecturer has a right to check/search the belongings and student's body as needed.
17. If before or during the examination there is reliable information that the examinee is suspected of cheating, even if the examination paper has been already marked, if there is proof that the examination is not fair and equal, the Dean may declare the examination to be invalid and will arrange a new examination or evaluate the results through other appropriate procedures.

## **MUIC WILL ALLOW FOR MAKEUP EXAMINATION FOR THE FOLLOWING REASONS:**

- A. A student who has been seriously injured or sick, with a doctor's recommendation to be confined in a hospital. A doctor's certificate with the corresponding medical expense bills should be presented.
- B. A family member such as a parent, sibling, legal stepsister or brother has passed away during the examination period. A photo, death certificate, and copy of house registration to show the relationship should be presented.
- C. A student who joins a university event. A document issued by the Student Affairs Office should be presented.
- D. A student who joins selection of conscript for army service. The official of selection of conscript for army service document should be presented.

## **MAKEUP EXAMINATION REQUEST**

### **METHOD**

A student who wishes to request for a makeup examination must follow these steps:

1. The student must inform the lecturer and officer of Education Affairs Office, at the first chance in any way.
2. The student must fill up the makeup examination form at Education Management, Education Affairs Office.
3. The student must submit the makeup examination form with the corresponding evidence to the lecturer and the head of that subject field for approval before the deadline.
  - 3.1 In case of the makeup examination reason as **A**, the student must submit the makeup examination form with the corresponding evidence to the lecturer and officer of Education Management, Education Affairs Office within 7 days after the examination date. The university allows the guardian and/or friend to proceed on behalf of the student.
  - 3.2 In case of the makeup examination reason as **B**, the student must submit the makeup examination form with the evidence to the lecturer and officer of Education Management, Education Affairs Office within 7 days after the examination date.
  - 3.3 In case of the makeup examination reason as **C** or **D**, the student must submit the makeup examination form with the evidence to the lecturer and officer of Education

Management, Education Affairs Office at least 2 weeks before the examination date.

4. Students must submit the approved request from the lecturer and the head of that subject field respectively with the evidence to the Education Management, Education Affairs Office to prepare the makeup examination later on.

## **MUIC EXAMINATION RULES**

Students are not allowed to engage in any of the following actions:

1. Using or attempting to use textbooks, notes, message, study aids, calculators, computers, papers, electronic devices, electronic file, electronic means or any other documents without prior authorization by the instructor during the examination.
2. Possessing written notes on body parts, paper or other objects during examination. NB. This applies to both notes related to the examination topic and notes not related to the examination topic.
3. Sending a substitute to take an examination or acting as a substitute for another student at any examination.
4. Plagiarizing assigned work or copying others' works.
5. Having a cell phone or any other communication device on one's person during the examination.
6. Having anything other than writing instruments, examination papers and answer sheets on the desk during the examination.
7. Sending and/or receiving an examination paper and/or answer sheet via e-mail or any other electronic media during examination unless approved by the lecturer.
8. Copying, taking a photo, tearing or bringing the examination paper, answer book, question paper, and/or answer sheet out of the examination room unless approved by the lecturer.
9. Unauthorized communication during the examination.

The decision to investigate any violations is at the discretion of the Investigating Committee.

## **PENALTY FOR CHEATING INCLUDES BUT IS NOT LIMITED TO:**

1. Grade F for the subject
2. Grade F for all subjects registered in the trimester
3. Academic suspension for the next regular trimester
4. Dismissal

All essays, projects, thesis and thematic papers must be the student's own original work. Plagiarism could lead to the aforementioned punishments.

## **STUDENT ATTIRE**

Students are required to wear proper uniforms while at MUIC. Generally, students will wear the regular uniform, but for special occasions, a formal uniform will be required.

### **REGULAR UNIFORM**

Students must wear the regular uniform in class and anywhere else on campus.

#### **Male Students**

- ID card with neck cord
- Tucked-in plain white shirt
- Leather or suede belt with the Mahidol University buckle
- Navy blue or black dress pants (No Jeans)
- Plain black or dark colored shoes, or plain sport shoes
- Socks which cover the ankle

#### **Female Students**

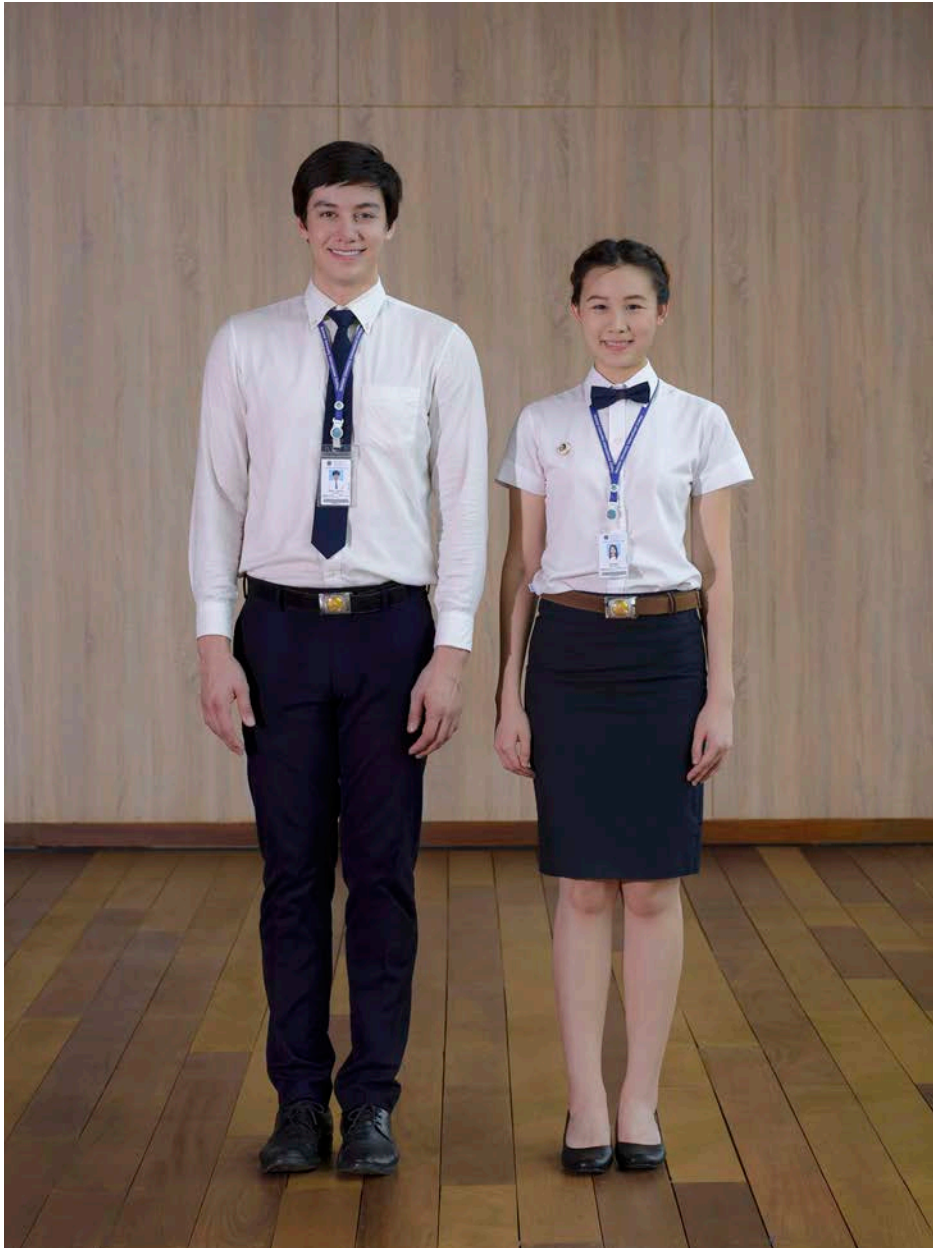
- ID card with neck cord
- Plain and not-too-sheer white blouse
  - Length should be enough to be completely tucked in the skirt
  - Must not be tight
  - Length of the sleeves is above the elbow
- The Mahidol University brooch is pinned on the right side of the blouse
- Leather or suede belt with the Mahidol University buckle
- Knee-length, plain dark blue or navy blue or black skirt
- Black or dark colored shoes which cover the heel or with a back strap
- (No Flip-flops or Sandals)



# REGULAR UNIFORM



# FORMAL UNIFORM



## FORMAL UNIFORM

A formal uniform should be worn by students when attending any university ceremony, including student orientation, Wai Kru, commencement ceremonies, and other formal occasions.

### Male Students

- ID card with neck cord
- Tucked-in plain white long-sleeved shirt
- Navy blue necktie with the Mahidol University logo
- Leather or suede belt with the Mahidol University buckle
- Navy blue dress pants (No Jeans)
- Dress black shoes
- Black socks

### Female Students

- ID card with neck cord
- Plain and not-too-sheer white blouse
  - Length should be enough to be completely tucked in the skirt
  - Must not be tight
  - Length of the sleeves is above the elbow
- A navy blue Mahidol University logo bowtie
- The Mahidol University brooch is pinned on the right side of the blouse

- Leather or suede belt with the Mahidol University buckle
- Straight knee-length, plain dark blue or navy blue skirt
- Black court shoes

## CODE OF STUDENT CONDUCT

The MUIC Code of Student Conduct contains MUIC's policy regarding the discipline of its students. It is meant to protect and preserve the educational environment on campus. The college reserves the right to take any necessary action to protect the safety and well-being of the campus community.

## VIOLATION OF LAWS AND OF THIS CODE

Students may be accountable to both civil authorities and to the college for any illegal activity, such as assault, theft, possession of illegal substances, disorderly conduct and so forth. The college will refer matters to the proper civil authorities.

## PROHIBITED CONDUCT

Students must regularly and strictly observe the regulations of the Code of Conduct. Any non-ethical conduct which is considered a disciplinary offense is subject to the actions stipulated in these regulations.

1. Students are expected to maintain the unity, peace, reputation and honor of the university.
2. Students must conduct themselves in a manner which does not cause disrepute or damage to oneself, other persons or the university.
3. Students must dress appropriately, in accordance with the regulations and notifications of the university. In classrooms or examination rooms or in contact with any departments inside the university, students must wear the Student ID Card at all times.
4. Students shall not drink alcohol or intoxicants on the university campuses or anywhere while they are wearing the student uniform.
5. Students must not smoke on the university campus except in the designated smoking area.
6. Students must not park in the prohibited parking areas on campus.
7. Students must not cause controversy or engage in the physical assault on others.
8. Students must not destroy the property of the college and university.
9. Students who engage in the following behavior will be subject to serious disciplinary action:
  - 9.1 Gambling or engaging in any activity that promotes gambling.
  - 9.2 Consuming or having in one's possession narcotics or illegal drugs for either personal use or distribution.
  - 9.3 Theft, fraud, embezzlement or exerting undue coercion in financial transactions.
  - 9.4 Possessing or carrying firearms or other dangerous materials on campus which may cause danger to the lives and property of others.
  - 9.5 Sexual activity that violates public sensibilities or sexual assault.
  - 9.6 Physical assault on others that may result in serious injury or death.
  - 9.7 Committing any criminal offence that may result in imprisonment.
  - 9.8 Intentionally cheating on examinations or attempting to do so.
  - 9.9 Producing, publicizing or having on one's person any unwarranted material which may cause damage to the reputation of the university or to others.

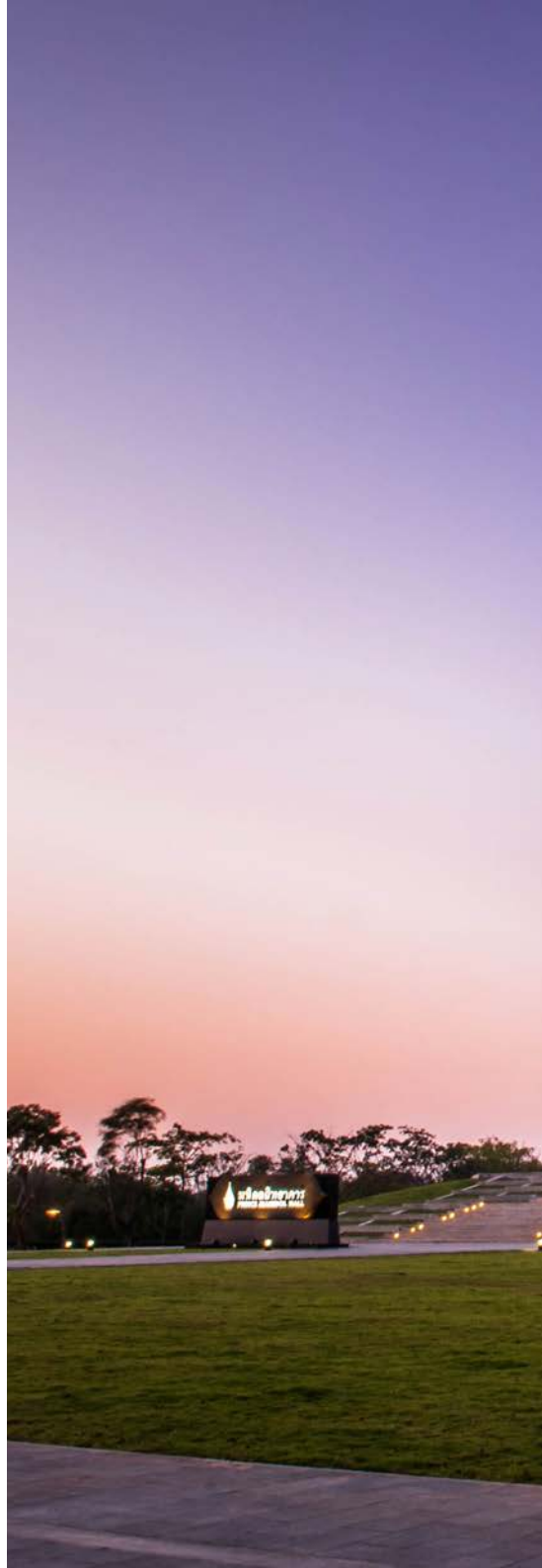
- 9.10 Forging the signatures of others and forging documents or amending any content and using the same as evidence, all of which may cause damage to the college, university and others.
- 9.11 Purposely destroying the property of the university or of others which may cause serious damage.
- 9.12 Conducting any other actions deemed as a serious breach of discipline.
- 10. Any student who violates these regulations shall be subject to disciplinary action.
  - 10.1 In the case of minor disciplinary infractions
    - 10.1.1 Verbal warning and written record
    - 10.1.2 Written warning and formal notification to the student
    - 10.1.3 Written warning and formal notification to the guardian/parents
    - 10.1.4 Written warning to parents who are invited to sign the warning and acknowledge the student's breach of discipline.

- 10.2 In the case of serious disciplinary infractions
  - 10.2.1 Disqualification from examinations
  - 10.2.2 Suspending or delaying the approval of one's degree or diploma
  - 10.2.3 Academic suspension
  - 10.2.4 Dismissal
- 11. Any cases not mentioned in these regulations will be submitted for consideration by the Student Disciplinary Committee.

## **DISCIPLINARY PROCEDURES**

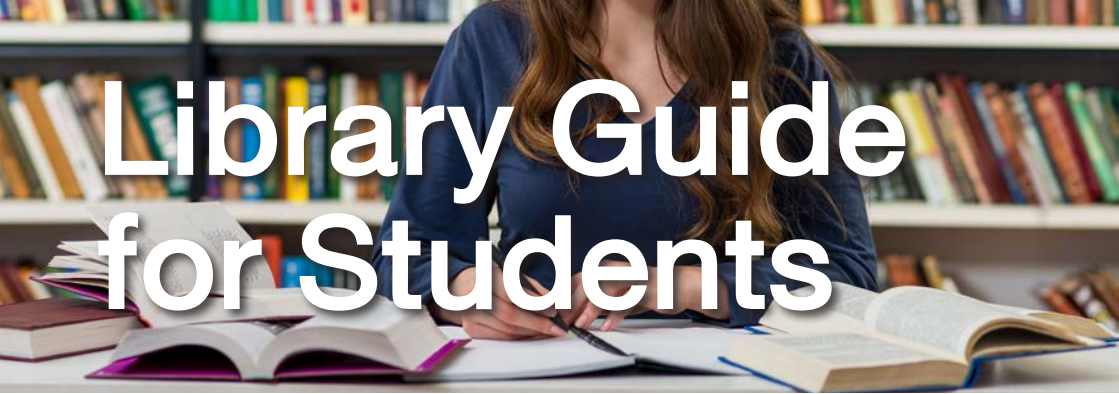
1. Disciplinary action against any student who has committed an offense cannot proceed without the university investigating the details of the case.
2. If any student is accused with sufficient evidence, the Dean shall immediately appoint a committee to investigate and verify the matter unless the following scenarios have occurred:
  - 2.1 The student has committed a criminal offense, which is the responsibility of the courts and legal system.

- 2.2 The student has committed a disciplinary offense and confessed as much in a written statement or a verbal statement to the Dean or to the Investigating Committee.
3. The Investigating Committee consists of the university president, members and a secretary, totaling no fewer than three persons who are required to complete any investigation within 60 days, commencing from the acknowledged date of the appointed order.









# Library Guide for Students

The MUIC Library, located on the 3rd and 4th floors of Building 1. We aim to support the information and knowledge resources for academic needs in accordance with the college's mission and objectives. Various collections of English-language books, periodicals, audio-visual materials and electronic resources are offered at the library.

## OPENING HOURS

### Regular Session

Monday to Friday 8.00 a.m. – 5.00 p.m.

Saturday, Sunday	Closed
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### During Examination Period

Monday to Friday 8.00 a.m. – 6 p.m.

Saturday	10.00 a.m. – 6 p.m.
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Sunday	Closed
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## MEMBERSHIP

All MUIC faculty, staff, and students are automatically eligible for membership of MUIC library. Their student ID cards are

already attached to the library barcode and can be used to check-out various resources from MUIC library and other faculty libraries in Mahidol University.

Please bring your ID card to borrow library materials, access library resources and request other library services.

Library membership of students will expire at the end of each trimester. It will be automatically renewed if students completely register for the next trimester.

## LIBRARY RESOURCES

The MUIC library has different types of information resources, including printed books, audio visual, multimedia and electronic materials to serve and assist students and faculty members in learning, teaching and research in various academic fields.

(To return library materials after office hours, just drop the library materials in the Book Drop Box which is located on the side of the library.)



## **CHECK OUT POLICY**

Student can check out maximum 10 books for 10 days. Each borrowed book can be renewed twice to extend the loan period if there is no patron requesting it. To renew, please bring the book(s) and library member card to the library or do it by yourself via online system from this link <https://library.mahidol.ac.th/patroninfo>

## **OVERDUE FINE**

An overdue book will be charged with a fine of 10 Baht per day. It is the responsibility of users to return the borrowed materials on time regardless of absence, vacation, or lack of notification. Users cannot borrow any item until the payment has been made. Failure to pay fines will result in deterring course registration.

## **LOSS OF MATERIALS**

Students must report loss of materials to library staff immediately. Student must pay for the processing fee, replacement copy and overdue fees; these fees will be calculated from the date due to the date

## **MAHIDOL LIBRARY BOOK DELIVERY**

The Mahidol Library Book Delivery is a service that helps you save time and makes accessing materials more convenient. All MUIC Library members can borrow books

from other faculty libraries outside the Salaya Campus. You will receive your books within 2 days. Please contact the library staff for the service.

## **AUDIOVISUAL MATERIALS AND MULTIMEDIA SERVICES**

The MUIC library owns a number of DVDs, and CD-ROMs that can be used to support learning, teaching and entertainment. The library has two audio visual viewing rooms to watch DVDs.

## **GROUP STUDY**

A total of 4 group study rooms are available at the MUIC Library. They are designed to facilitate and encourage collaborative work for groups of 3 to 8 students. A group may use the room for a maximum of 2 hours.

## **LANGUAGE LAB**

The language lab's objective is to help students improve their foreign language skills. It has 10 computer workstations at which students can work on required class activities which may include listening as well as pronunciation and speaking practice.

## **ELECTRONIC RESOURCES ACCESS**

Mahidol University and the MUIC Library subscribe to a variety of e journals, online databases and e-books. They are

accessible from any PC computer or mobile device that is connected to the Mahidol network.

## MUIC CO-WORKING SPACE, 3RD FLOOR AT ADITAYATHORN BUILDING.

The Co-working Space is served for researching, writing, and even chilling. The room area is divided into sectors like the computer, study, relaxation, and quiet zones, the multipurpose rooms, and alumni corner.

Signing an MOU with the Thailand Creative and Design Center (TCDC), the co-working Space also hosts TCDC's community project called mini-TCDC Link, a resource center that provides students and researchers access to online design databases and TCDC publications, among others.

## OPENING HOURS

### Regular Session

Monday to Friday	9:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 6:00 p.m.
Sunday & Public Holidays	Closed

### Examination period

Monday to Friday	9:00 a.m. to 8:00 p.m.
Saturday	10:00 a.m. to 7:00 p.m.
Sunday & Public Holidays	Closed

Students can find more information about the library and co-working space from the website <http://lib.muic.mahidol.ac.th>

We would like to receive your comments and suggestions on how we can improve our services, including staff performance or purchasing new materials, you can contact us as the below detail:

MUIC LIBRARY & CO - WORKING SPACE



## Contact Us

Need Help or Ask Question about our services

Web : [lib.muic.mahidol.ac.th](http://lib.muic.mahidol.ac.th)

Twitter : @muiclibrary

FB : MUIC Library & Co-Working Space



FACEBOOK



LINE



Tel. : 02-700-5000 ext.1415-1416  
(Mon.-Fri., 8.00 – 17.00)

Email : [iclibrary@mahidol.ac.th](mailto:iclibrary@mahidol.ac.th)



# Mahidol University Regulations on Diploma and Undergraduate Studies

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 526th 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 otherwise names 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 construction.

#### **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 of 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 of 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 of 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 of 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 of 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 of 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;

Symbol	Meaning
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 April 27, 2009

Prof. Vicharn Panich, M.D.

Chairman of Mahidol University Council



**MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA  
AND UNDERGRADUATE STUDIES  
(2<sup>nd</sup> ISSUE), B.E. 2556 (2013)**

Whereas it is deemed as appropriate to modify the Mahidol University Regulations on Diploma and Undergraduate Studies B.E. 2552 (2009)

Mahidol University Council, under Section 24(2) of Mahidol University Act B.E.2550 (2007), agreed to enact the following regulations in its 478th meeting held on 20th November 2013.

1. These regulations are referred to as “Mahidol University Regulations on Diploma and Undergraduate Studies (2nd Issue), B.E. 2556 (2013).”
2. These regulations shall become effective after the promulgation date and henceforth.
3. The statement, hereby called Number 4 of Mahidol University Regulations on Diploma and Undergraduate Studies, 2009 shall be cancelled, and the following statement shall be applied.

“4. Each faculty committee shall consider admitting applicants into their programs in accordance with conditions and procedures stated in the curriculum or in the faculty announcements approved by the President of Mahidol University. The university shall determine the types of opening for undergraduate students which will be in the university announcement.”
4. The statement, hereby called Number 18.3(6) of Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009) shall be cancelled, and the following statement shall be applied.

“18.3 The president shall expel a student in the following cases:  
(6) within 2 weeks of registration, the student not registering for regular semester, not registering to retain student status, or not being approved for postponing the registration.”
5. The following statement shall be added as Number 18/1 to Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009):

“18/1 Student status reinstatement  
18/1.1 The student whose status ends due to Number 18.3(6) may request

reinstatement of student status by presenting the request form for reinstatement of student status to the President within 1 year after the expulsion.

18/1.2 Reinstatement of student status must be approved by the President following the consent of the Chairperson of the Program, the Dean, and Vice President for Education respectively.

18/1.3 After approval by the President, the student can earn student status and return to study regularly in the following semester.

18/1.4 The duration of the study absence will be included in the duration of the program's maximum study period.

18/1.5 The student must pay the fee for the reinstatement of student status as well as the fees incurred during the period of the study absence.

18/1.6 After the return of student status is approved, the student will have his/her regular status as before. However, the computation of the study duration will be made according to Number 7."

Announced on April 16, 2013

Prof. Vicharn Panich, M.D.

Chairman of Mahidol University Council

**MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA  
AND UNDERGRADUATE STUDIES  
(3<sup>rd</sup> ISSUE), B.E. 2558 (2015)**

Whereas it is deemed as appropriate to modify Mahidol University Regulations on the Bachelor's Degrees and the Diploma/Certificate Program B.E. 2552 (2009) and the additionally modified (2nd Issue) B.E. 2556 (2013).

Mahidol University Council, under Section 24 (2) of Mahidol University Act B.E. 2550 (2007), agreed to enact the following regulations in its 495th meeting on 22nd April, 2015.

1. These regulations are referred to as "Mahidol University Regulations on Diploma and Undergraduate Studies (3rd Issue), B.E. 2558 (2015)."
2. These regulations shall become effective from the promulgation date and henceforth.
3. The following statement, hereby called Number 23/1, is to be added to Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009) and additionally modified (2nd Issue) B.E. 2556 (2013).

"Number 23/1: The University Council has the authority to consider cases for exemptions of the regulations provided that the cases have gained approvals from no less than a quarter of the council members presented in the meeting."

Announced on 20<sup>th</sup> May, 2015

Prof. Vicharn Panich, M.D.

Chairman of Mahidol University Council

## MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA AND UNDERGRADUATE STUDIES (4<sup>th</sup> ISSUE), B.E. 2558 (2015)

Mahidol University Regulations on Diploma and Undergraduate Studies was under consideration for improvement, and thus Mahidol University Council, under Section 24(2) of Mahidol University Act B.E.2550 (2007), agreed to enact the following regulations in its 500th meeting on 16th September 2015.

1. These regulations are referred to as “Mahidol University Regulations on Diploma and Undergraduate Studies (4th Issue), B.E. 2558 (2015).”
2. These regulations shall be effective from academic year of 2015 and henceforth.
3. The definitions of a “faculty” and a “faculty committee” stated in number 3 of Mahidol University Regulations on Diploma and Undergraduate Studies 2009 shall be cancelled, and the following statements shall be applied:

A “working unit” refers to a faculty, a college, an institute, a graduate school, and other working units, called by other terms that are responsible for teaching and are an equivalent to a faculty; this includes a campus with a curriculum/curricular complying with the university’s regulations.

A “working unit committee” is a term that covers other working unit committees or working units that are called by other terms and are responsible for teaching.

4. The statement in number 8.4 of Mahidol University Regulations on Diploma and Undergraduate Studies 2009 shall be cancelled, and the following statements shall be applied:

“8.4 An “F” grade shall be given to students with the following circumstances:

- (1) students who have attended the examination and/or failed the examination or failed in an evaluation of their work
- (2) students who have missed the examination despite not being allowed to by the faculty committee or the person authorized by the faculty
- (3) students who have not been allowed to take the examination as stated in number 11
- (4) students who have violated examination rules, such as showing up later than the indicated time, not following the dress code, or having performed

an action as stated in number 22 and therefore it has been decided to fail them in the examination

- (5) students who have received an “I” and have not proceeded with the examination or the assigned work after receiving an “I” within one normal academic year of the semester or the trimester system, except for those who have been allowed to drop the semester as stated in numbers 15.1 and 15.2
- (6) students who have received a “P” and have not taken the examination and/or submitted the assigned work
- (7) students who have not taken the re-examination or have not re-submitted the assigned work as stated in number 8.3 (2); or students who have taken the re-examination or re-submitted the work but still have failed the evaluation
- (8) students who lack the qualifications for the subject’s evaluation as stated by the “working unit committee”

5. The statement in number 22 of Mahidol University Regulations on Diploma and Undergraduate Studies 2009 shall be cancelled, and the following statements shall be applied:

“22. Students who have cheated in the subject’s examination shall get an “F” for that particular subject, and disciplinary actions shall be taken against each student according to the Mahidol University Regulations on Student Disciplines”.

6. If the terms “faculty” and “the faculty committee” are used in the Mahidol University Regulations on Diploma and Undergraduate Studies 2009, they shall refer to a “working unit” and a “working unit committee” as stated in this announcement.

Announced on 15<sup>th</sup> October 2015

Prof. Vicharn Panich, M.D.

Chairman of Mahidol University Council

**MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA  
AND UNDERGRADUATE STUDIES  
(5<sup>th</sup> ISSUE), B.E. 2559 (2016)**

Mahidol University Regulations on Undergraduate Studies were under consideration for improvement, and thus Mahidol University Council, under Section 24(2) of Mahidol University Act 2007, agreed to enact the following regulations in its 507<sup>th</sup> meeting on 20<sup>th</sup> April 2016.

1. These regulations are referred to as “Mahidol University Regulations on Diploma and Undergraduate Studies (5<sup>th</sup> Issue), B.E.2559 (2016).”
2. These regulations shall be effective from the next day after the announcement.
3. The following statement shall be added as number 19/1 in the Mahidol University Regulations on Diploma and Undergraduate Studies 2009:  
    “19/1 English Proficiency Tests  
    Undergraduate students shall pass English proficiency test(s) according to the university’s conditions and regulations”
4. The following statement shall be added as number 20.4 in the Mahidol University Regulations on Diploma and Undergraduate Studies 2009:  
    “20.4 Students are able to pass the English proficiency test according to the university’s announcement.”

Announced on 30<sup>th</sup> May 2016

Prof. Vicharn Panich, M.D.

Chairman of Mahidol University Council

**MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA  
AND UNDERGRADUATE STUDIES  
(6<sup>th</sup> ISSUE), B.E. 2560 (2017)**

Mahidol University Regulations on Diploma and Undergraduate Studies was under consideration for improvement, and thus Mahidol University Council, under Section 24(2) of Mahidol University Act B.E.2550 (2007), agreed to enact the following regulations in its 517<sup>th</sup> meeting on 15<sup>th</sup> February 2017.

1. These regulations are referred to as “Mahidol University Regulations on Diploma and Undergraduate Studies (6th Issue), B.E.2560 (2017).”
2. These regulations shall be effective from the next day after the announcement.
3. The statement in number 14 of Mahidol University Regulations on Diploma and Undergraduate Studies 2009 shall be cancelled, and the following statements shall be applied:

“14 Credits Transfer

A student who changes division/faculty within the university or transfers from other institutes is allowed to request for 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 will be shown as “T” in the transcript and grade report. The transferred courses are allowed only for students who have been approved to change division/faculty or students who have been approved to take courses at other institutes. The transferred courses have to be approved by the program committee or the person appointed by the Faculty Committee to be responsible for the curriculum under the following criteria:

14.1 Course transfer conditions

1. Courses to be transferred must be from the institutes or universities which the quality standard are comparable or higher than Mahidol University with the approval from the Curriculum Committee.
2. Courses to be transferred must have the content matching at least three quarters of the corresponding courses with the approval from the Curriculum Committee.

3. Courses to be transferred must have been registered within the last 5 years. If not, the decision must be made by the Curriculum Committee and the Faculty Committee.
  4. Courses to be transferred must receive at least a C grade or equivalence.
  5. Courses can be transferred no more than half of the total credits of the particular curriculum.
- 14.2 The request for courses/credits transfer must be submitted to the Dean together with the documents related to the course to be transferred. The Dean with the approval of Curriculum Committee and/or Faculty Committee will propose the request to the President for the next approval.
  - 14.3 Grades of transferred courses will be shown in the transcript and grade report as "T" and will not be used for the GPA or CUM-GPA calculation.
  - 14.4 Students with transferred courses/credits according to the rule number 14.1(1) – (3) will be eligible to receive a degree with honors as specified in the Mahidol University Regulations on Diploma and Undergraduate Studies.
  - 14.5 Conditions of courses/credits transfer from other institutes or universities under student exchange programs or MOU can be described as follows:
    - (1) A Bilingual Program in collaboration with international institute which students will receive degrees from both Mahidol University and international institute
    - (2) A Double/Dual Degree Program in collaboration with international institute which students will receive degrees from both Mahidol University and international institute
    - (3) A Joint Degree Program in collaboration with international institute which student will receive a single degree
    - (4) A Distance Learning Program with reliable assessments and evaluations



(5) An MOU between Mahidol University and international institutes Students with transferred courses/credits according to the rule number 14.5 (1)-(5) can receive letter grades with credit points and use them for GPA and CUM-GPA calculation. The grades of transferred courses will be shown in the transcript and grade report. The Dean with the approval of Curriculum Committee and/or Faculty Committee will consider and propose the request to the President for the next approval.

14.6 Any transfer of courses/credits that is not included in this regulation, the Dean with the approval of Curriculum Committee and/or Faculty Committee will consider and propose the request to the President for the next approval.

4. Any MOU with other national universities that MU has signed before this regulation is announced, the transfer of courses/credits must follow the rule number 14.5 of this regulation.

Announced on 1<sup>st</sup> March 2017  
Emeritus Professor Kasem Wattanachai  
Chairman of Mahidol University Council

## MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA AND UNDERGRADUATE STUDIES (7<sup>TH</sup> ISSUE), 2017 (B.E. 2560)

Mahidol University Regulations for Diploma and Undergraduate Studies have been under consideration for improvement.

Thus, Mahidol University Council, under the Article 24(2) of the Mahidol University Act of B.E. 2550 (2007), agreed to enact the following regulations in its 525th meeting on October 18, 2017.

1. These regulations are referred to as “Mahidol University Regulations for Diploma and Undergraduate Studies (Issue 7), 2017 (B.E. 2560)”.
2. These regulations shall be effective from the day after the announcement date and henceforth.
3. The statement in Clause 8.2 of the Mahidol University Regulations on Diploma and Undergraduate Studies 2009 (B.E. 2552) shall be cancelled, and the following statements shall be applied:

“8.2 The symbols without grades

The outcome of the study for each course may be in the forms of certain symbols with the meaning as follows:

Symbols	Meaning
AU	Audit
O	Outstanding
S	Satisfactory
T	Transfer of Credit
U	Unsatisfactory
I	Incomplete
P	In progress
X	No report
W	Withdrawal”

4. The following clause shall be added as (3) of Clause 8.3 of Mahidol University Regulations on Diploma and Undergraduate Studies B.E. 2552 (2009):

“(3) The symbol O in each course signifies outstanding knowledge, ability, and skills or knowledge, ability, and skills that are above the normal criteria used for the assessment of each course.”

Announced on 28<sup>th</sup> November 2017

Prof. Emeritus Kraisit Tantisirin

Vice Chairman of the Mahidol University Council

Acting Chairman of the Mahidol University Council

**MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA  
AND UNDERGRADUATE STUDIES  
(8<sup>TH</sup> ISSUE), B.E. 2561 (2018)**

Mahidol University Regulations on Diploma and Undergraduate Studies has been deemed appropriate for a revision.

As empowered by the virtue of the Article 24(2) of the Mahidol University Act B.E.2550, Mahidol University Council, in the 531st meeting on April 18, 2018, announced the following statements.

1. This regulation is referred to as “Mahidol University Regulation on Diploma and Undergraduate Studies (8th issue) B.E.2561.”
2. This regulation shall be enforced on the announcement date and henceforth.
3. The following statements shall be added as Clause 4/1 in Mahidol University Regulation on Diploma and Undergraduate Studies B.E.2552.

“4/1 All students shall be supervised by appointed advisors who facilitates their educational planning according to their study plan. The Head of each work unit shall appoint instructors in all programs as advisors for all students of all years as stated in the first paragraph.

The advisors should meet their advisees according to the program’s requirement, and the advisors should set certain dates and time when their advisees can meet. All work units shall evaluate the advisors’ work every semester. The advisors shall be responsible for the following.

4/1.1 Giving advice and help their advisees plan their study that complies with the program’s requirements.

4/1.2 Giving advice about rules, regulations, and announcements in their study.

4/1.3 Giving advice about course registration, adding, dropping, and withdrawing and about their credits in each semester.

4/1.4 Giving advice about their studying and follow up on their study results.

4/1.5 Giving advice about how to process all matters in accordance with the University’s rules and regulations.

4/1.6 Giving advice about their advisees’ university life and education

4/1.7 Making sure their advisees' behaviors are appropriate in accordance with the University's rules and regulations.

4/1.8 Reporting their consultation to the Head of the work unit every semester.

4/1.9 Being responsible for other assigned tasks.”

Announced on 21 May 2018

Professor Emeritus Kraisit Tantisirin

Vice Chairman of Mahidol University Council

Acting Chairman of Mahidol University Council

A photograph of a wide, paved pedestrian path at Mahidol University, lined with lush green trees and modern streetlights. The path leads towards a distant building under a warm, orange-hued sunset sky. The title 'Mahidol University Disciplinary Measure 2010' is overlaid in large white text on the left side of the image.

# Mahidol University Disciplinary Measure 2010

To minimize constraints to study within the Mahidol University community, students are protected and bound by a set of social rules. These rules or codes of conduct provide a framework within which students' rights and freedoms can be exercised.

Mandated by Article 24 (2) of the Mahidol University Act, 2007, the 442<sup>nd</sup> meeting of Mahidol University Council on September 15, 2010 enacted the following measures.

1. These measures are hereby called the "Mahidol University Disciplinary Measure 2010".
2. These measures will be activated on the day of the announcement.
3. They override Mahidol University Disciplinary Measures 2004.
4. With regard to these measures,

*"University"* denotes Mahidol University.

*"President"* denotes President of Mahidol University.

*"Department"* denotes Faculty, College, Institute, Faculty of Graduate Studies, and also any provincial campus using the university curriculum.

*"Chair"* denotes Dean, Director of an institute, and also a Vice President who supervises a provincial campus under the university curriculum.

*"Staff"* denotes civil servants, employees, and university officials at Mahidol University who possess work permits.

*"Student"* denotes certificated, undergraduate and graduate students.

## **Chapter 1**

### **Codes of Conduct**

5. Students must maintain discipline and ethical values. They should abide by any university/department announcements and follow the measures outlined.
6. Students must uphold unity, peace, and the reputation of the university. They should not instigate or participate in any quarrels, physical assaults, or damage to university or the other property.
7. Students must behave themselves. They must abstain from behavior that could demean themselves, others, or the reputation of the university.
8. Students must listen to instructions and warnings from instructors and staff and act accordingly.
9. Students must dress appropriately. They must conform to the dress code of their department. Upon entering a class, and examination, or a department within the university, students must make their identification cards available in case any instructor or staff needs to see them.
10. Students must not drink alcohol or use drugs (or any prohibited substance) while they are in the university (including the provincial campuses) or while they are wearing their university uniform.
11. Students who engage in the following misconduct will be subject to serious disciplinary violation:
  - (1) Gamble or take part in gambling businesses, or support thereof
  - (2) Use, possess, or sell illegal drugs
  - (3) Steal, extort, cheat, embezzle, threaten, force, or rob the other or engage in corruption for financial gain
  - (4) Possess or carry weapons or toxic substances that may endanger the lives or properties of others
  - (5) Perform immoral or inappropriate sexual or public behavior that could affect the reputation of the university
  - (6) Quarrel or cause physical harm that ensures a severe injury or death or an adverse effect on the university's reputation
  - (7) Commit a crime with the final court decision of imprisonment, except for mistakes made by carelessness

- (8) Intentionally cheat in an exam or make an effort to take part in an exam dishonestly
  - (9) Produce, circulate, or possess media, publications, drawings, or writings or act in other ways to defile the other or the university
  - (10) Forge a signature, fake a document, or change details in the original document, or file a document that has been adjusted to the university or the other entities that could result in damage to the university or the other
  - (11) Willingly ruin university properties or those belonging to other
  - (12) Act in a manner that the President determines as violating the codes of conduct
12. Students who carry out any of the misconduct listed above will be subject to disciplinary punishment. For minor misdemeanors, the departmental chair may omit punishment and instead give the student verbal warning.
13. There are six (6) main types of disciplinary punishment.
- (1) Verbal warnings
  - (2) Written warnings
  - (3) Dismissal from examination
  - (4) Cancel, reconsider, or suspend the student's candidacy for a degree or a diploma
  - (5) Withdraw for study up to one academic year
  - (6) Dismiss the student from the university
14. Students who are considered as not severely violating the codes of conduct will be on the condition of written promise to behave appropriately. Verbal warnings of misconduct will be administered in cases where the violation is minor or there is a good reason for applying a reduced form the punishment.
15. Students who severely violate the codes of conduct will be subject to dismissal from an examination, degree cancellation, degree reconsideration, suspension of degree, withdrawal for up to one academic year, or dismissal from the university.
16. The departmental chair has the right to make departmental announcements regarding disciplinary measures – as long as the announcements are consistent with, and supplementary to, these existing measures and that they notify the university of their announcements.



## **Chapter 2**

### **Disciplinary Proceeding**

17. For cases with sufficient evidence, investigations and disciplinary punishments will be conducted promptly and fairly.
18. The investigation of the accused student will be performed by the Jury Council as appointed by the President of the departmental chair. This step can be skipped for the cases already settled as follows:
  - (1) The court makes a judgment on the case, resulting in imprisonment or heavier penalties, except for minor misdemeanors, such as those caused by carelessness.
  - (2) The student who conducted a wrongdoing confessed in person or in writing to the departmental chair or the Jury Council and the confession was recorded in writing.
19. The Jury Council in item 18 consists of at least 3 people including a President, a Secretary, and Jury(s). An investigation is carried out as early as possible and within 60 days from the date of the Jury Council appointment. If the investigation cannot be finished within the time period, the Jury Council can submit to the authority who appointed them for a maximum extension of 30 days for each submission.
20. The Jury Council must notify the accused person of his or her charges with the available supportive evidence. The name(s) of the witness(es) may or may not be disclosed. This information will allow the accused person to bring to the jury his or her witness(es) and testimonies prior to judgment decision.
21. For minor cases, the departmental chair may give verbal warnings or in writing as they consider appropriate, then notify the university of the incident as soon as possible.
22. For severe cases, the departmental chair will report the cases and investigation result to the President for a decision regarding punishment. Depending on severity of the case, they will then proceed to dismiss the student's right of taking an exam, cancel, reconsider, or suspend their degree, or withdraw the student for a maximum of one (1) academic year, or dismiss the student from university. Withdrawal from university that the President may order a departmental chair to

carry out on his behalf shall be for a maximum of one (1) semester.

23. Disciplinary punishments must be carried out following a formal letter of order. The authority must also provide information about making an appeal and the length of time allowed for this. Depending on the case, once punishment is delivered, the student's parent or guardian advisor, and the university will be notified.

### **Chapter 3**

#### **Appeal**

24. If a student is subject to a disciplinary punishment and does not accept it, the student has the right to appeal according to the procedures outlined here. During the appeal process, the student will still be subject to punishment.
25. The student who makes an appeal must file a signed formal document. Each individual can only appeal for themselves. A student cannot make an appeal on behalf of another student.
26. To support an appeal, the student can ask to check or make a copy of the past investigation record. The record of witness investigations and other documents may or may not be disclosed depending on judgment of the departmental chair or the Jury Council.
27. The Appeal Committee comprises of 5 to 7 people, one of which must be a paralegal professional or a law graduate appointed by the President with a specified operation period.
28. The Appeal Committee will perform the following tasks;
- (1) Analyze the appeal matter;
  - (2) Make a written request for additional documents or visits from a person involved in the case as considered necessary;
  - (3) Appoint a person or a group of people to make a consideration or to operate on a duty within the committee scope; and
  - (4) Carry out other responsibilities designated by the university.
29. An appeal must be made to the Appeal Committee within fifty (50) working days starting from the first day that the accused student knows or should know about his or her punishment.
30. An appeal must be made directly to the Appeal Committee. The Committee must

finish working on a case within thirty (30) days beginning from the day of the appeal being filed. The length of time for a case consideration may be extended no longer than sixty (60) days from the last of the given thirty (30) days. Written reports and records of the appeal must be made.

31. The Appeal Committee may render the punishment either appropriate or unjust. The Committee will then make a proposal to the President to either immediately dismiss the appealed case, increase, or reduce the punishment. The first deliberation of the Appeal Committee is final. The Committee must immediately pass the deliberation onto the student who made the appeal.
32. To count the exact number of days for these measure, if the end of the period takes place on the weekend, the next working day will be considered as the end.
33. The President acknowledges these measure. When any problem arises regarding compliance with these measures, the President has the power to order an action and his word is final.

## **Chapter 4**

### **Provisional Clauses**

34. Any disciplinary proceedings or appeals that took place prior to the enactment of these measures shall comply with Mahidol University Disciplinary Measures 2004.
35. Until new appointments are made, the appointed body for the Mahidol University Disciplinary Measures 2004 will continue to act in its duty and in compliance with the details in Mahidol University Disciplinary Measures 2010.

Announced on 8<sup>th</sup> October 2010

Prof. Vicharn Panich, M.D.

Chairman of Mahidol University Council

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