



**DPU**

**REGULATION AND POLICY FOR STUDENTS**

**ACADEMIC YEAR 2019**

## GENERAL INFORMATION ABOUT DPU



Dhurakij Pundit University (DPU), founded in 1968, is one of Thailand's leading private universities with a proud and vigorous history and a reputation that is increasingly recognized by the international academic community. Its name means 'Knowledge of Business,' and throughout DPU's history, the underpinning philosophy has been to instruct students in the basic principles of modern business, no matter what their chosen discipline of study.

### Mission

Dhurakij Pundit University aims to nurture academic excellence as Thailand's premier business-knowledge-enhanced place of learning, providing business know-how for graduates in all disciplines, and to stay ahead in shaping business leaders and knowledge experts of tomorrow in an international academic and research atmosphere. This mission reflects today's realities and requirements, while maintaining the underpinning philosophies and values of the university's foundation mottos of nearly forty years ago: 'Business professionals build a nation' and 'Work purifies the soul.'

### DPU Emblem



The Emblem of the university is Phra Siddhi Dhada, the God of Success, who is believed to remove all obstacles from human beings. Phra Siddhi Dhada is sitting with his/her vehicle-rat, in the middle of the two circles.

**DPU Colors** - Purple and blue which symbolize business practice

**Tree of DPU** –Bamboo

## INTERNATIONAL AFFILIATION

Dhurakij Pundit University is a member of a number of international and regional bodies, including:

- International Association of University Presidents (IAUP)
- Association of Southeast Asian Institutions of Higher Learning (ASAIHL)
- Asian Regional Training and Development Organization (ARTDO)
- Asian Media Information and Communication Center (AMIC)
- Phi Delta Kappa (Thailand Chapter)

## COMMITMENT TO QUALITY

### **Professional Staff**

Dhurakij Pundit University has nearly 600 qualified and experienced lecturers and instructors from diverse backgrounds and nationalities, and about 500 administrators and support staff, who tend to the many academic and other needs of students. Not only does DPU seek to hire the most suitably qualified staff, but it also actively encourages and supports the personal career development of its people through further studies at home and abroad.

### **ISO 9001:2008**

Dhurakij Pundit University is fully committed to continued quality improvement. Internal quality control systems are designed to ensure high-quality education and these are under constant review and evaluation. DPU was the first university in Thailand to have all work units certified according to ISO 9001:2008 standards.

### **Faculty Development Scholarship Programs**

Dhurakij Pundit University realizes the importance of faculty development; hence it has set a policy on granting scholarships to qualified faculty members to take up advanced degrees in Thailand and abroad. The scholarships are also offered each year to the public. Successful candidates are competitively selected to receive scholarships which come with a responsibility to work at DPU as faculty members.

DPU has extended its faculty development programs to short-term overseas training at international universities and institutions of higher learning. The program is called “Reaching for a Global Perspective” and aims at raising the qualifications of the faculty, providing the highest standards of education to our undergraduate and postgraduate students.

The program broadens DPU’s horizons and enhances its relationships and partnerships with an increasing number of highly recognized universities and higher institutions worldwide. To date DPU has seen its international affiliations growing with institutions in the United States, the United Kingdom, Europe, Australia, China, Japan and across Asia.

## **REGIONAL AND INTERNATIONAL TRAINING AND RESEARCH PROGRAMS**

In addition to its alliances with international universities offering joint degrees, Dhurakij Pundit University actively fosters and promotes institutional and organizational research and academic enquiry and the benchmarking of professional standards through regional and international training and research programs. These include:

### **Asia Pacific Development Communication Centre (ADCC)**

The ADCC was established at DPU in 1991 to promote understanding of the role of communication in development in a multi-sector and multi-cultural setting. The goal of the ADCC is to facilitate more effective communication methods and appropriate transfer of knowledge and skills.

The ADCC offers training programs and consultancy services for both governmental and non-governmental staff in the development sector in Asian and Pacific countries. In ADCC courses, participants develop new skills for proper delivery and evaluation of development programs. They also exchange ideas and gain a better understanding of development issues. The ADCC is fully dedicated to sustainable development and gender equality.

The ADCC's highly skilled presenters and resource experts possess solid international experience from both within and outside DPU. ADCC also conducts courses tailor-made to the individual needs of development organizations in the region.

### **Centre for Academic and Business Services (CABS)**

The CABS conducts seminars and workshops on special interest subjects for government and non-government organizations and the private sector. Working at the strategic level, it provides business consulting, in-house training and public course services and tailor-made services for HR planning and development. It also manages the Small to Medium Enterprise Joint Development Project, which collaborates with the government in supporting and advising Thai SMEs.

### **Institute for Social and Economic Studies (ISES)**

The ISES focuses on providing research and consultancies in the field of economics and social issues which contribute to a better understanding and knowledge of these matters. It also conducts seminars for the general public on important current topics.

### **Research Institute for Higher Education Policy and Planning (RIHEPP)**

Established in 2003, RIHEPP focuses on higher-education policies and planning in the areas of development strategies, organization administration and high-education management, and maintains a higher-education database, including information on the graduate job market.

### **Institute for Development of Economic Education (IDEE)**

The IDEE conducts seminars, workshops, special courses, and offers a free advice service in the area of economics.

### **Institute for Professional Accountant Development (IPAD)**

Affiliated with the Faculty of Accountancy, the Institute for Professional Accountant Development (IPAD) has the objectives to provide services to the public in all aspects of accountancy such as bookkeeping, auditing, internal control, risk management, financial management, and accounting information systems.

### **Total Business Solutions Center (TBSC)**

The CBR was established in 2004 to focus on market research and training and to provide business data to the public and private sectors. Its research team includes lecturers and research-oriented students from DPU's Faculty of Business Administration, which manages the Center. CBR strengthens the university's key academic functions and gives hands-on research experience to students under the guidance of their lecturers.

### **Learning and Teaching Innovation Center (LTIC)**

This center provides support and develops the quality of teaching and learning through periodical training for teachers to improve teaching styles and techniques.

### **Research Center**

This center provides support for faculty staff in doing research, obtaining research funding and training in research methods and publishing of research articles.

### **Legal Counseling Service**

A Legal Counseling Service, attached to the Faculty of Law, offers free legal advice to those in need.

## CAMPUS AND FACILITIES



### **Campus, Buildings and Facilities**

DPU sits on more than 30 acres (75 rais) in the northern suburbs of Bangkok. It is situated between two expressways and is about 60 minutes from Bangkok Suvarnabhumi International Airport and about 30 minutes from downtown Bangkok.

All buildings and classrooms are fully air-conditioned and equipped with state-of-the-art amenities. The university provides not only the knowledge for academic work but also for the social and cultural development of students. The university is conscious of the value of a tranquil environment for study and research and has created a garden atmosphere on campus, with manicured lawns, carefully chosen plants and shrubs, man-made lakes and ponds and tree-lined walkways.

### **Library, Theatres**

DPU Library and Information Center (DPULIC) has 150,000 texts and reference and general reading books, subscribes to 600 journals and periodicals in Thai, English and other languages, and offers a daily selection of Thai and English language newspapers. It has many areas for study, research and quiet reflective reading.

On the fifth floor of the DPULIC there is a video, DVD, CD and cassette library with a limited but expanding range of reference volumes and general entertainment volumes.

There are also theatres for small group screening.

### **Computer Services**

DPU Internet Services, located (in computer centers) in Building 7, provides computer laboratories with a low student-to-facility ratio of computers, complete with Internet access for student research and assignments. The Self Access Language Learning Center (SALLC), in Building 5, provides state-of-the-art computer assisted language learning for students at all levels of language acquisition.



**DPU Place**

DPU Place is a 4-star boutique hotel on campus with 25 guest rooms providing hands-on training for students studying hospitality and tourism at the University. Run like a commercial hotel, DPU Place offers high-standard and convenient accommodation for outstation visitors to the University. Meals and drinks are served at its air-conditioned cafeteria to non-residents as well as hotel guests.

## **Student Affairs**

The Student Affairs Office assists students in the attainment of their educational goals. It provides numerous student services and programs to enhance student learning, leadership potential and career development.



## **Gym, Sporting and Recreational Facilities**

DPU boasts a modern, well-equipped gym, complete with basketball courts and exercise rooms. The gym is located in the south-west corner of the campus, at the end of the centrally-sited football and track field. Next to the gym is an Olympic-sized swimming pool and tennis courts.

DPU has many sport clubs and teams, which practice within the university and also compete in intervarsity games.

## **Medical Services**

DPU provides a free emergency medical service at a clinic on the ground floor of Building 2. It is staffed by a medical doctor and qualified nurses.



## **Thai Cultural Center**

To encourage the preservation and promotion of Thai culture and heritage, The Thai Cultural Center was built in accordance with traditional Thai architecture. It is located in the center of the campus, alongside a tranquil lake and gardens

The DPU Cultural Center is also the focal point of many university student groups, which play their part in the preservation of traditional Thai music, dance and theatre.

### **The Sawai Sudhipitak Museum**

The Sawai Sudhipitak Museum, on the 7<sup>th</sup> Floor of Building 6, is a tribute to DPU's co-founder and first president, Dr. Sawai Sudhipitak. Born in humble circumstances in 1917, Dr. Sawai rose from school student to youth leader, government official, politician and confidant of prime ministers. Later he was to go to greater heights as a businessman, writer, translator, teacher, educationalist and internationally acclaimed scholar.

The museum provides a personal and sometimes intimate insight into the life of this extraordinary man, and also into the lifestyle and customs of the Thais with whom he grew up, was educated with and worked.

The galleries of the museum preserve a fine collection of Dr. Sawai's personal possessions, and a fascinating array of memorabilia from the Thailand in which he lived.

### **DPU Place and Cafeteria**

On the south-eastern side of the campus is a four-star boutique hotel, offering high-class, reasonably-priced accommodation for guests and visitors to DPU, and featuring an a-la-carte restaurant. It also provides practical hands-on training for the university's many Hospitality and Tourism students.

Next to it is a large, open-sided cafeteria, featuring nearly 30 stalls offering a wide variety of budget-price regional Thai foods, desserts and drinks. Other food, drink and snack stalls are located in many other areas around the campus.

### **Bookshop, Bank, Post Office and Other On-Campus Facilities**

A bookshop carrying a wide range of textbooks, dictionaries, magazines, newspapers, diaries, and stationary is located on the ground floor of the car park building, on the western side of campus.

There is a fully operational branch of the Siam Commercial Bank and a Post Office agency in the same location.

Trade and business fairs are held on campus during the week. These offer a wide range of Thai artifacts, household and personal goods, massage and podiatry services, and other varieties of Thai foods and drinks.

### **Car Parks**

A car park building with a 400-car capacity is located on the western perimeter of the campus. A surface car park is located on the far eastern part of the campus.

# **DHURAKIJ PUNDIT UNIVERSITY**

## **Regulations and Requirements For Bachelor's Degree Education of the Year 2019**

Dhurakij Pundit University has annulled the Regulations and Requirements of the year 1998 and replaced them with a revised version on the subject of bachelor's degree education, as follows:

- 1 These regulations shall be called "Regulations and Requirements of Dhurakij Pundit University for Bachelor's Degree Education of the Year 2019."
- 2 The University's Regulations and Requirements of the Year 1998 shall be annulled and replaced by this new version as of the academic year 2019.
- 3 The President shall be responsible for the implementation of the regulations and requirements.

### **4 Educational System**

#### 4.1 Semesters and Trimesters

4.1.1 Semesters: An academic year comprises 2 semesters. The duration of study for each semester is approximately 16 weeks. There is also a summer session over a period of 8 weeks. A summer session course requires the same number of study hours as that provided in the daytime semester.

4.1.2 Trimesters: An academic year is composed of 3 terms: the first, the second, and the summer term each of which offers approximately 12 weeks of study.

4.2 Two programs of study are offered: the daytime program and the evening program. The daytime program study hours are 08:00-18:00 from Monday to Saturday. The evening program study hours are 18:00-21:20 from Monday to Friday and 08:00-21:20 on Saturday and Sunday. Students who attend the daytime program shall be called full-time students, and those who attend the evening program shall be called evening students.

4.3 The course of study is divided into two types according to the duration of study time:

4.3.1 A four-year course that requires four full years of study;

4.3.2 A two-year continuing course that requires two years of study.

4.4 A study load for each course is calculated in credits. One credit equals:

4.4.1 One hour of study per week in the form of lecture, seminar, or equivalent mode all through a daytime semester or about 16 hours for each semester.

4.4.2 2-3 hours of study per week in the form of practicum or laboratory experiment all through a daytime semester or about 32-48 hours for each semester.

4.4.3 3-6 hours of study per week in the form of job training, field trip, or any other kind of training all through a daytime semester or about 48-96 hours for each semester.

Other forms of study not mentioned above may be assigned credits at the university's discretion.

## **5 Qualifications of Applicants**

Applicants shall possess the following:

- 5.1 For the four-year course, a Mattayom 6 certificate or its equivalent from an educational institution accredited by the Ministry of Education;
- 5.2 For the continuing two-year course, a diploma in Vocational Educational equivalent to an associate degree from an institution accredited by the Ministry of Education;
- 5.3 Not be diagnosed as insane or mentally handicapped;
- 5.4 Not be afflicted by leprosy, tuberculosis, addiction to harmful drugs, alcoholism or any disease that may hinder their study;
- 5.5 Never been sentenced to imprisonment except for an offence caused by carelessness or a minor offence;
- 5.6 Not be of disreputable conduct, or have been expelled from a tertiary education institution for a disciplinary offence;
- 5.7 A fixed permanent address to enable the university to contact either the student or his/her guardian at all time.

## **6. Admissions**

Students are enrolled in accordance with the university's announcements regarding student admissions, which will be made prior to each enrollment.

## **7. Transfer of Credits**

- 7.1 Transfer of credits from other tertiary institutions for further study in this university is acceptable provided that it complies with the university's announcements on credit transfer concerning formal and informal education.
- 7.2 Transfer of credits within the university is allowed in the following cases:
  - 7.2.1 Students' requests to change faculties or departments have been approved.
  - 7.2.2 Dismissed students regain their student status.
  - 7.2.3 Students who have completed their undergraduate courses and wish to obtain another bachelor's degree.
  - 7.2.4 The course of study is indicated in the structure of the curriculum and contains similar or equivalent content to that offered in the curriculum of the department concerned.

## **8. Student Registration**

Applicants will gain official recognition as students of the university only when they have followed the registration procedures as prescribed by the university.

## **9. Payment of Tuition Fees, Educational Fees and Other Fees**

- 9.1 Students must pay tuition fees, educational fees and other fees at the rate and in the form required by the university.
- 9.2 For new students, payment of registration fees, tuition fees, educational fees, service fees and any other charges must be made on the registration day.
- 9.3 For second-year, third-year and fourth-year students, payment must be made prior to or by the registration date for each semester, which will be announced in advance.

- 9.4 Late payment of tuition fees, educational fees, and service fees will result in students having to pay a penalty fee or an increased amount of fees at the rate fixed by the university.

## **10. Course Enrollment**

- 10.1 Students who have applied for the daytime program or the evening program must register for the courses and examinations as indicated in their respective programs.
- 10.2 Students are not permitted to enroll in courses or examinations outside the program of their choice or take two programs concurrently unless approved by the President on a case-by-case basis.
- 10.3 In each semester, students must register for courses on the date and at the place in accordance with the university's announcements.
- 10.4 Semester Program: For a daytime program, students must register for at least 12 credits and not more than 24 credits in each semester. In the summer session, a maximum of 10 credits is allowed. Evening students must enroll a minimum of 9 credits and a maximum of 18 credits for each daytime semester. In the summer session, a minimum of 3 credits and a maximum of 9 credits are required.

The minimum requirement of credits is not applied to students who have studied all the courses required in the curriculum but have failed the examinations in some courses, or have not attained the required cumulative G.P.A., or to those who register in the semester expected to be their final one before graduation.

- 10.5 For a course that demands a prerequisite, students must have studied or passed the examination of that prerequisite course before they are permitted to register unless this condition is waived by the dean of the faculty.
- 10.6 Students cannot register without the approval of their advisors whose signatures on the registration forms are mandatory.
- 10.7 Registration for courses with total credits over or below the numbers specified in Item 10.4 may be permitted only when approved by the President after receiving recommendation from the student's advisor and the dean of the faculty.
- 10.8 Students should complete their registration before the first day of a semester. Late registration, which is allowed up to 14 days from the first day of daytime semester or up to 7 days for the summer session, will incur an extra payment.
- 10.9 Students, who fail to register within 14 days or 7 days from the first day of a daytime semester or a summer session respectively, will forfeit their rights to register for that particular term unless they obtain special consent from their dean and approval from the President.
- 10.10 Students may seek permission to register for certain courses provided by other tertiary institutions provided that it is in line with the university's terms and conditions.

## **11. Adding or Withdrawing From Courses**

Change in registration of courses is feasible under the following conditions:

- 11.1 The last day to add a course is 14 days from the first day of a daytime semester or within 7 days from the first day of the summer session. Advisors' consent is required.
- 11.2 Withdrawal from a course, which requires approval of the advisor will have the following consequences:
- 11.2.1 A course withdrawal during the first 14 days of a regular semester, or the first 7 days of a summer session will not be recorded on the student's transcript and the course registration fee will be refunded.

- 11.2.2 A course withdrawal after 14 days but not later than 8 weeks from the first day of a regular semester, or after 7 days but not later than 4 weeks from the first day of a summer session will be recorded as a “W” on the student’s transcript and the registration fee will not be refunded.
- 11.3 A course may be withdrawn from after the period of time stated in 11.2.2 only with the approval of the dean on a case-by-case basis. If the approval is granted, students will receive a “W” for the course but will not be reimbursed for the registration fee. If the approval is not granted, students will have to continue to study that course.
- 11.4 Requests for adding or withdrawing courses must correspond to the number of credits specified in the regulations 10.4 and 10.7.

## **12. Registration to Repeat a Course**

- 12.1 Students may register to repeat a course in which they have obtained an “F”, or “D”, or “D+” grade.
- 12.2 The grade students can obtain after repeating a course will not be higher than B+.
- 12.3 Students may apply to resit an examination for the course in which they have failed, instead of registering to repeat the course, provided that such an examination is held by the university and that their request is approved by the President. The highest grade that students can obtain is no greater than B+.

## **13. Class Attendance**

Students are entitled to attend classes only when they have completed the course registration. They will not be allowed to take an examination unless their attendance for each course amounts to at least 80 percent of the total class hours. However, the President may grant a special approval on the recommendation of the course instructor stating that students’ failure to reach the attendance requirement is not due to their negligence.

## **14. Evaluation**

- 14.1 Evaluation is conducted at the end of each semester.
- 14.2 An evaluation is the sum total of the marks a student obtains from the final examination, mid-term examination, training sessions, and any other forms of assessment determined by the course instructor.
- 14.3 Each examination is conducted in accordance with the university’s regulations and must comply with the following conditions:
- 14.3.1 Students who register for courses that are scheduled for examinations at the same time and on the same date are entitled to take only one examination and are required to withdraw the other courses as specified in 11.3.
- 14.3.2 Students who have been penalized for bad conduct and who fail to obtain a score of 60 percent for good conduct may, at the discretion of the President, forfeit their right to examinations for that semester.
- 14.3.3 Students who do not take an examination for any course will be considered as having failed in that particular course. Exceptions can be made if the cause for failing to sit examination is beyond the students’ control. In such a case, the instructor may grant a “W” grade for the course or if students are in their final semester, the instructor may, with the dean’s consent and the President’s approval, grade the student’s coursework and mid-term examination.

#### 14.4 Grading System

14.4.1 Letter grades are used with the following meanings and values for the calculation of a student's G.P.A.

<u>Letter</u>	<u>Quality of Performance</u>	<u>Grade Point Equivalent</u>
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Fair	2.5
C	Satisfactory	2.0
D+	Rather Poor	1.5
D	Poor	1.0
F	Failure	0.0

14.4.2 Letter grades that have no bearing on a student's G.P.A.

<u>Letter</u>	<u>Meaning</u>	<u>Grade Point Equivalent</u>
AU	Audit	-
I	Incomplete	-
S	Satisfactory	-
U	Unsatisfactory	-
W	Withdrawal	-

14.5 Students who obtain a "D" are considered to have passed the course.

14.6 An "I" signifies an incomplete evaluation. Students who are awarded an "I" must contact their instructors to ensure that their evaluation is completed within 6 weeks after the announcement of the examination results. Failure to do so will result in the "I" being changed into an "F".

14.7 Calculation of Cumulative Credits, Semester Grade Point Average and Cumulative Grade Point Average

14.7.1 Cumulative credits represent the total number of credits of the courses that a student has registered for. If a student has registered for any course more than once, the number of credits for that course will be calculated only once. However, if the student has already repeated the same course three times, the number of credits registered from the fourth time repeated onwards will be counted cumulatively in the calculation of the cumulative grade point average.

14.7.2 Accumulation of credits for completion of the degree will be governed by regulation 14.7.1 unless it is stated in the curriculum that only credits successfully completed with a passing grade may be counted.

14.7.3 The semester grade point average is calculated by multiplying the grade point equivalent earned for each course by the credits of the course enrolled in the semester. Then, the sum of the multiplication results is divided by the total number of credits taken in the semester.

- 14.7.4 A cumulative grade point average is calculated from all registered courses. If a student has registered for any course more than once, the last grade point equivalent earned for that course will be calculated towards a cumulative grade point average. However, if the course has been repeated more than three times, the grade point equivalent earned for that course from the fourth time repeated onwards will be calculated cumulatively towards a cumulative grade point average.
- 14.7.5 A cumulative grade point average is calculated, for the student's total enrollment period, by multiplying the grade point equivalent earned for each course by the credits of the course. Then, the sum of the multiplication results is divided by the total number of credits taken in the enrollment period (refer to Item 14.7.4).

## **15. Leave of Absence**

### **15.1 Personal Leave or Sick Leave**

- 15.1.1 Students' personal leave of not more than 7 days requires a written request to be approved by their advisor. A personal leave of more than 7 days requires the approval of the dean with the prior consent of the advisor. Permission for a personal leave does not waive the Regulation stated in item 13 which specifies that a student must attend at least 80 per cent of all the class meetings.

With regard to a practicum examination or practical training that a student misses during his/her leave, the instructor may, at his/her own discretion, allow the student to forgo the activity, take an examination, or undertake make-up assignments.

- 15.1.2 In case of illness, either before or after an examination, resulting in a student not being able to take any or all the examinations, the student is required to submit a written request together with a doctor's certificate to the President after having received prior consent from his/her advisor and dean. Once approval is given, the letter "W" will be assigned to all the courses of which the student has not taken the examinations.

### **15.2 Prolonged Leave of Absence**

- 15.2.1 Students are entitled to take a prolonged leave only when they have studied for at least one semester.
- 15.2.2 A prolonged leave cannot be taken in more than two consecutive semesters unless approved by the President on a case-by-case basis.
- 15.2.3 A written request for a prolonged leave must be submitted to the advisor and the dean who will pass it on to the President for his approval. The request should be supported by a valid reason and attached pertinent documents, for example, a serious illness that requires a long period of treatment, or a conscription to serve in the army, etc.
- 15.2.4 For a prolonged leave, a student is required to pay a fee to maintain his/her student status at a rate fixed by the university.
- 15.2.5 A student, who has enrolled for courses but has to take a prolonged leave, may submit a request for the leave one week before the final examination. In such a case, he/she will be awarded "W" for all his/her registered courses.

### **15.3 Withdrawal From University**

- 15.3.1 A student who wishes to withdraw from the university may submit a request to his/her advisor and dean who will pass it on for the President's approval. In the case of a full-time student, the consent of his/her guardian is required.

- 15.3.2 Approval will be granted only to those who do not owe any money to the university. Insurance money against damage will also be returned in full provided that no damage has been inflicted on the university's property.

## **16. Changing Faculty, Department, or Study Program**

- 16.1 A student will be entitled to request for a change of faculty, department, or study program only after he/she has studied in the original faculty, department or study program for at least one semester excluding the period of time on leave or suspension.
- 16.2 The request for changing the faculty, department, or study program cannot be submitted more than once and must be made at least 8 weeks before the start of the next semester.
- 16.3 Students who are allowed to change their faculties or departments can transfer their courses and credits as stated in 7.2
- 16.4 In cases where students move from the the daytime program to the evening program or vice versa, the maximum time of study spent on each program will be acknowledged and credited.

## **17. Termination of Student Status**

Student status is terminated when a student:

- 17.1 Dies.
- 17.2 Withdraws from the university.
- 17.3 Suffers from a serious illness that hinders his/her study or has a harmful effect on other people.
- 17.4 Is dismissed for violation of the Code of Conduct for University Students
- 17.5 Has a cumulative grade point average lower than 1.50 for two consecutive semesters. However, the President may allow the student to stay on with or without any conditions being imposed if he/she can provide a valid justification.
- 17.6 Fails to complete his/her study within the specific period of time:
- 17.6.1 Eight academic years for full-time students in the 4-year course.
- 17.6.2 Twelve academic years for evening students in the 4-year course.

The enforcement of the above periods becomes effective from a student's first semester at the university regardless of change of faculty, department, or study program, or any leave of absence, suspension of study, or even when the student regains his/her student status after having withdrawn from the university.

## **18. Reinstatement of Student Status**

Students whose statuses have been terminated may submit a request to have their status reinstated in order to return to their studies at the university on the following conditions:

- 18.1 Those who lose their student status under 17.4 should follow the procedures required by the Code of Conduct for University Students.
- 18.2 Those who lose their student status under 17.2 should submit a request to the dean of the faculty where they used to study at least one month before the beginning of the semester. The final approval will be made by the President.
- 18.3 Those who regain their student status shall have to pay a fee for reinstatement of student status as well as tuition, educational and other fees at the current rate.

## **19. Degrees and Associate Degrees**

The university will confer degrees and associate degrees under the following terms and conditions:

- 19.1 The University Council approves the conferring of degrees and associate degrees to students whose names are proposed by the President.

The University Council holds three sessions a year to consider the conferring of degrees and associate degrees at the end of the first semester, second semester and the summer session respectively. The graduation ceremony is held once a year at a date to be announced by the university.

- 19.2 Students eligible for degrees or associate degrees must possess the following qualifications:

- 19.2.1 Have successfully completed all the courses required by their department and faculty with a number of cumulative credits not less than that specified in the curriculum.

- 19.2.2 Those whose cumulative grade point average is not lower than 2.00 will be nominated for a degree. However, those whose cumulative grade point average is lower than 2.00 but not lower than 1.75 will be nominated for an associate degree at their own request.

- 19.2.3 Be a person of good conduct, morality and ethics, who has observed the rules and regulations of the university throughout his/her study.

- 19.3 The President may not nominate, or may withhold the nomination of any student who fails to meet the requirements in 19.2.3 in order to keep track of that student's conduct. The withholding of nomination cannot extend longer than a period of 3 years, at the end of which the President will nominate that student only when he/she has shown considerable improvement in his/her conduct.

- 19.4 If deemed appropriate, the university may organize a graduation seminar for students before their nomination for the degrees or associate degrees. The graduation seminar will be conducted in line with the university's regulations.

## **20. Graduation with Honors and Medals of Honors**

- 20.1 The university will award an honors degree to a student who:

- 20.1.1 Has studied in a four-year course.

- 20.1.2 Has not transferred credits from any other tertiary institution.

- 20.1.3 Has acquired all the cumulative credits in the curriculum in 4 academic years without failing an examination or repeating any course.

- 20.1.4 Students who have acquired a cumulative grade point average of 3.50 or higher will be awarded a first-class honors degree. Those who have graduated with a cumulative grade point average of 3.25 or higher but below 3.50 will be awarded a second-class honors degree.

- 20.2 Medals of honor are awarded to students with excellent academic performance and good conduct. There are 2 kinds of medals of honor:

- 20.2.1 A gold medal is awarded to the student who obtains a first-class honors degree and the highest cumulative grade point average among all the students who graduate from the same department in the same year.

- 20.2.2 A silver medal is awarded to the student who obtains a second-class honors degree and the highest cumulative grade point average among all the students who graduate from the same department in the same year.

- 21.** Any of the rules and regulations may be waived or relaxed only when there is a strong valid cause, which is to be sanctioned by the President.
- 22.** The President may authorize a person to act on his behalf with regard to the enforcement of any of the regulations.

These Regulations and Requirements shall take effect for all students from the academic year 2005 onwards.

# **DHURAKIJ PUNDIT UNIVERSITY**

## **Regulations and Requirements Regarding Student Code of Conduct For Bachelor's Degree Education of the Year 2019**

Whereas Dhurakij Pundit University sees it appropriate to revise the student code of conduct for a Bachelor's Degree Education to correspond with the policies of the university and present situation.

Therefore, in accordance with the powers given in Item 9 of Dhurakij Pundit University Regulations and Requirements Regarding Administration of the Year 1985, the revision of the Dhurakij Pundit University Regulations and Requirements Regarding the Student Code of Conduct for Bachelor's Degree Education of the Year 2019 is as follows:

- 1 These regulations shall be called "Dhurakij Pundit University Regulations and Requirements Regarding the Student Code of Conduct for Bachelor's Degree Education of the Year 1996."
- 2 These regulations and requirements shall be effective from the official announcement date onwards.
- 3 All regulations and requirements regarding student conduct, dress code and other notifications or announcements which are in conflict with these regulations and requirements shall be annulled and these regulations shall be used in their place.
- 4 The President shall be responsible for the implementation of these regulations and requirements.
- 5 The President shall appoint a Subcommittee on Student Conduct, to be nominated by the Student Affairs Committee, with authority as follows:
  - 5.1 Support, advise and oversee that students' conduct is in accordance with the regulations and requirements of the university;
  - 5.2 Coordinate and cooperate with teaching faculty, student advisors and other staff in directing and advising student conduct development;
  - 5.3 Recommend and impose sanctions on students who have engaged in misconduct in accordance with the university's standards within the Subcommittee's scope of authority. Other matters outside the Subcommittee's scope of authority shall be directed to the Student Affairs Committee
  - 5.4 Make recommendations regarding student conduct to the Student Affairs Committee;
  - 5.5 Act upon other requests made by the Student Affairs Committee.
- 6 Students shall act in accordance with the Regulations of the university as follows:
  - 6.1 Must carry their student ID cards with them at all times when on the university campus;
  - 6.2 Must dress in accordance with the dress code of the university when on the university campus;
  - 6.3 Must not be late for class or exit the classroom while the class is still in session except with the permission of the instructor;
  - 6.4 Must not talk or act inappropriately while the class is in session;
  - 6.5 Must attend classes regularly, must not be late or be absent from class;
  - 6.6 Must follow the lecturers' orders;
  - 6.7 Must not act against or be disrespectful of the university, its administrators, faculty or staff of the university;
  - 6.8 Must not smoke in prohibited areas;
  - 6.9 Must not drink or bring alcoholic substances or drugs onto the university campus;

- 6.10 Must not gamble or enter into areas where there is gambling;
  - 6.11 Must not bring outsiders into university buildings or classrooms;
  - 6.12 Must not argue with, fight with or harm other university students;
  - 6.13 Take care of classrooms and classroom materials, buildings and the university campus;
  - 6.14 Must not act in ways deemed as conflicting with good traditions, values and customs;
  - 6.15 Must not destroy or damage university property;
  - 6.16 Behave in a good way and refrain from acts that would harm or jeopardize the university;
  - 6.17 Must not engage in acts that are deemed harmful to the nation, religion or monarchy;
  - 6.18 Must not collect funds or donations within or outside the university without the university's prior approval;
  - 6.19 Must receive the university's prior approval in organizing trips;
  - 6.20 Must strictly abide by the regulations, notifications, announcements and memos of the university.
- 7 Students must dress according to the university's dress code as follows:
- Full-time students
- 7.1 Male students
    - (1) Wear a plain white long or short-sleeved shirt tucked in pants and wear a necktie for certain occasions;
    - (2) Wear black or navy-colored long trousers and wear a belt with the university's emblem;
    - (3) Wear covered black or dark-brown shoes.
  - 7.2 Female students
    - (1) Wear a white short-sleeve blouse, with university buttons and pin on the left side;
    - (2) Wear a black or navy-colored, knee-length or longer skirt and wear a belt with the university's emblem;
    - (3) Wear covered black or dark-brown shoes.
- Part-time students
- 7.3 Male students
 

Wear an appropriate shirt, trousers and covered shoes.
  - 7.4 Female students
 

Wear an appropriately colored and style blouse and skirt, covered shoes or shoes with ankle-straps.
- 8 A student who is found to have violated the Student Code of Conduct will be subject to one of the following sanctions:
- 8.1 Notify the student in writing that his/her behavior is unacceptable and that any other violation may warrant further sanctions;
  - 8.2 Reduce points for behavior;
  - 8.3 Impose disciplinary probation;
  - 8.4 Impose disciplinary suspension for 1 or 2 semesters;
  - 8.5 Impose disciplinary dismissal from the university.

- 9 Authority and procedures for imposing sanctions
  - 9.1 The university has established points for behavior to be 100 points per year.
  - 9.2 The university administrators and full-time and part-time faculty have the authority to impose disciplinary action in Items 8.1 and 8.2 on students who have violated the Student Code of Conduct.
  - 9.3 Reduction of points for behavior in Item 9.2 shall be reduced a maximum of 5 points each time and shall be reported through the chain of command and to the President.
  - 9.4 Reduction of 5 or more points for behavior and imposing disciplinary action in Items 8.3, 8.4 and 8.5 shall be proposed to the Student Affairs Committee of each faculty or to the Faculty Committee of the faculty members that the student belongs to, then to the Student Affairs Committee of the university for proposal to the President;
  - 9.5 Imposing of sanctions on a student, in Item 9.4, shall be recorded as the university's announcement and signed by the President.
- 10 In the following cases of student misconduct, the university has the right to dismiss the student:
  - 10.1 Behaves publicly in a way that adversely affects the reputation of the university;
  - 10.2 Fights or inflicts harm against the university's students or another person;
  - 10.3 Does not respect, listen to or act in accordance with the directions of the university's administrators and faculty;
  - 10.4 Harms or destroys the property of the university or another person;
  - 10.5 Commits adultery and harms the university;
  - 10.6 Is indicted by the courts and incarcerated for an act that is not accidental or unintentional;
  - 10.7 Falsifies documents of the university or another person;
  - 10.8 Misbehaves, gambles, takes alcoholic substances and drugs or brings weapons onto the university campus;
  - 10.9 Has less than 60 points for behavior of in one academic year.
- 11 A student who has been dismissed by the university, and who wishes to be reinstated as a student, shall submit a request to the President which includes a letter from the student's father, mother or parental guardian stating that he/she will oversee that the student's behavior strictly follows the Student Code of Conduct of the university from then on.

A request for reinstatement of student status may be considered by the President one year after the university has imposed a disciplinary dismissal on the student.
- 12 Any exceptions to these Regulations must be approved by the President or a person with authority in the matter.

## INTERNATIONAL PROGRAM POLICIES

### DPUIC Plagiarism Policy Statement

Plagiarism is an academic offense which DPU takes seriously and is a form of dishonesty that will not be tolerated. Each student is responsible for reading, understanding and abiding by this policy. . Examples of plagiarism include, but are not limited to, the following examples:

1. **Submitting Another Writer's Paper:** A student puts their name on someone else's work.
2. **Using Copy-And-Paste:** A student copies phrases, sentences, or larger sections from a source and pastes them into their paper without proper citation.
3. **Neglecting Necessary Quotation Marks:** A student fails to add the necessary quotation marks (“ ”) around the words of another author.
4. **Paraphrasing Without Citing Source:** A student paraphrases the work of another without acknowledging and citing the source of the original text.

**Plagiarism is a DPU Offense:** Instructors are required to report all instances of plagiarism to the relevant Program Director. *Students found to have violated this policy will at least receive a zero (0) for the assignment or fail the whole course and receive a notation in their academic record.*

**All Parties to Plagiarism are Considered Equally Guilty:** If a student shares their work with another student and the other student plagiarizes it, both students are equally guilty, as the first student enabled the plagiarism to take place. *Under no circumstances should a student make their coursework available to other students.*

#### Inadvertent Plagiarism

Copying someone's work is a blatant act of plagiarism. However, it is sometimes possible for a student to plagiarize without realizing they have done so. This generally happens when a student accidentally fails to acknowledge the work of another. While unintentional plagiarism may be treated more leniently than intentional plagiarism, it is nonetheless a sign of sloppiness and/or the failure to educate oneself about plagiarism. In any specific case, it is best to talk with your instructor if you are unsure about what is or is not acceptable. In general, it is better to cite too much than not cite enough.

### Alcohol and Illegal Drugs Policy Statements

Possession or use of illicit drugs or alcohol on campus, or whilst participating in other student activities, is against the university's no alcohol or drugs policy. Unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on DPUIC property or as part of any of its activities is prohibited. Compliance with the following policy is mandatory and violation of the policy will be cause for disciplinary action.

#### Policy Statement Regarding Alcohol

Faculty, administrators, staff and students recognize the responsibility and potential harm inherent in the use of alcoholic beverages. The following university policy will govern all undergraduate university social activities on and off campus. Undergraduate university social activities are any social activities on university property or for which university funds or other resources are used. All members of the university community have an individual and collective responsibility to adhere to the following policy:

1. In all circumstances, the university expects its faculty, administrators, staff, students, alumni and their respective guests to conduct themselves, both individually and collectively, in a responsible manner. Therefore, DPUIC has a no alcohol policy for all persons (students, faculty, and guests) during undergraduate university social activities. This rule prohibits

- purchase, possession and drinking. Breach of this policy may result in disciplinary action and in extreme cases your suspension or expulsion from DPUIC.
2. If university faculty members, administrators, staff, students, alumni, and their respective guests consume excessive alcohol, or become abusive, resulting in interference with the rights of other persons, personal injury or damage to property, it will result in severe disciplinary action up to and including suspension or expulsion from DPUIC.
  3. If a member of the faculty or a student is aware of alcohol consumption by faculty members, students, or guests of the university on campus or during an undergraduate student affairs activity they must report the incident to the Dean of the respective faculty.

### Policy Statement Regarding Illegal Drugs

Faculty members, administrators, staff and students recognize the responsibility and potential harm inherent in the use of illegal drugs. The following university policy will govern all undergraduate university social activities on and off campus. Undergraduate university social activities are any social activities on university property or for which university funds or other resources are used. All members of the university community have an individual and collective responsibility to adhere to the following policy:

1. The university cannot deny access to its property to properly constituted law enforcement agents. Therefore, activities involving the unlawful use or sale of drugs by one student may also, by bringing law enforcement agents to the campus or on any undergraduate student activities, risk compromising the privacy of the academic community. With the legal and medical welfare of the students in mind, the university cannot approve the medically unsupervised use, possession or distribution of drugs. When such medically unsupervised use, possession or distribution of drugs comes to the attention of the university, the student will be subject to disciplinary action which could include suspension or expulsion.
2. In any instance where a violation of the laws concerning drugs occurs on the DPU campus or in connection with the activities of DPUIC students, the disciplinary policy of the university will permit taking action beyond or separate from any which may be taken by civil authorities.
3. The medically unsupervised possession, use or distribution of potentially harmful drugs such as marijuana, hallucinogens, amphetamines, barbiturates and opiates is illegal and subject to very harsh penalties. Although the university does not assume the responsibility of acting as an arm of the law, members of the academic community have no immunity from enforcement of the law. Use of many of these drugs may threaten the physical and mental health of the user. Use by one student may also threaten the welfare of other students. Distribution by any student clearly threatens the welfare of the academic community.

Therefore, students found in the possession of illegal drugs or associated paraphernalia will be reported to the appropriate law enforcement agency, with the potential outcome being prosecution for breach of the law. Breach of this policy may result in disciplinary action and in all cases your suspension or expulsion from University.

### Classroom Code of Conduct

The following seven rules are for classroom conduct at DPU:

1. Be on time
2. Silence or switch off your mobile phone
3. Do not engage in side conversations
4. Eat and drink responsibly
5. Leave class during emergencies only
6. Use your laptop or mobile device for class activities only

# **DHURAKIJ PUNDIT UNIVERSITY**

## **Regulations and Requirements Regarding Final Examinations**

### **For Bachelor's Degree Education of the Year 2019**

Whereas Dhurakij Pundit University sees it appropriate to revise the Regulations and Requirements Regarding Examinations for Bachelor's Degree Education to correspond with the policies of the university and present situation.

Therefore, in accordance with the powers given in Item 9 of Dhurakij Pundit University Regulations and Requirements Regarding Administration of the Year 2019, a revision of the Regulations and Requirements Regarding Examinations for Bachelor's Degree Education of the Year 2019 is as follows:

- 1 These regulations shall be called "Dhurakij Pundit University Regulations and Requirements Regarding Examinations for Bachelor's Degree Education of the Year 2019"
- 2 These regulations and requirements shall be effective from the official announcement date onwards.
- 3 The Regulations and Requirements Regarding Examinations for Bachelor's Degree Education of the Year 1996 shall be annulled along with all other notifications or announcements which are in conflict with these regulations and requirements, and these regulations shall be used in their place.
- 4 The President shall be responsible for the implementation of these regulations and requirements.
- 5 Administration and Overseeing of Examination Process
  - 5.1 The President shall appoint an Examination Committee to oversee the examination process.
  - 5.2 The Chairperson of the Examination Committee shall appoint the committee or working committee in various areas, with scope of authority designated by the Examination Committee.
  - 5.3 Instructors shall submit the original examination to the Academic Committee of the faculty or External Examination Committee for approval, and then submit it to the Quality Assurance Division of the Academic Affairs Department. Thereafter, the Registration and Processing Department shall proceed with it.
  - 5.4 If a student violates these examination regulations, the Chairperson of the Examination Committee or an authorized committee member has the authority to forbid the student from entering the examination room or remove the student from the examination room as he/she deems appropriate;
  - 5.5 Instructors shall submit grades to the Academic Committee of the faculty or External Examination Committee for approval, and then submit it to the Quality Assurance Division of the Academic Affairs Department for approval. Thereafter, the Registration and Processing Department shall make official announcements of the grades.
- 6 The student shall act in accordance with the Regulations of the university as follows:
  - 6.1 The student must take examinations on the date, time and in the room in which the university designates. All other cases shall be considered as absences;
  - 6.2 The student must show his/her student ID cards to the examination proctor upon entering the examination room or else he/she cannot enter;

If the student's ID card is damaged or expired, the examination proctor may allow the student to take the examination by submitting the student ID card to the Registration and Processing Department to issue a new card;

- 6.3 The student must dress in accordance with the dress code of the university or else will not be permitted to enter the examination room;
  - 6.4 A student who takes examinations for another student is in severe violation of Item 8.2 and in the event where an outside individual takes the exam, the university may take legal action upon this person;
  - 6.5 The student must bring his/her own writing utensils and supplies to the examination and is not permitted to borrow from another student unless he or she receives permission from the examination proctor;
  - 6.6 The student is not permitted to bring textbooks, course materials, notes, calculators or other items into the examination room unless the instructor of that course has given prior permission to do so and indicated it in the remarks of the examination;
  - 6.7 The student is not permitted to bring communication devices of any kind into the examination room;
  - 6.8 The student must enter the examination room when a signal is given. If he/she enters the examination room before the signal is given, he/she will forfeit his/her right to take the examination.  
    - If the student arrives more than 30 minutes late to the examination, he/she will not be permitted to enter the examination room;
  - 6.9 The student must use the examination booklet and blank paper provided by the university only;
  - 6.10 The student must sit in the examination seat assigned by the university and is forbidden from changing seats;
  - 6.11 Upon entering the examination room, the student must sign the examination attendance sheet or else he/she will be considered absent;
  - 6.12 During the examination, if the student has a question or needs something, he/she should ask the examination proctor and is forbidden from speaking to other students or causing disturbance;
  - 6.13 The student must follow the instructions given in the examination paper and given by the examination proctor or else the instructor may not grade the student's answer booklet;
  - 6.14 Once the examination is over, the student must stop writing and immediately submit the answer booklet and/or examination paper to the examination proctor. No changes are allowed;
  - 6.15 The student may exit the examination room 45 minutes from the time that the examination begins and must wait until the examination proctor has collected his/her examination papers and/or answer booklet. The student may temporarily leave the examination room at the discretion other examination proctor.
  - 6.16 Once the student has submitted the answer booklet and/or answer paper to the examination proctor, he/she must leave the testing area immediately and not make noises or signals which may help those students who are still taking the examinations.
- 7 Requirements of the Examination Proctor
- 7.1 Must have at least two per examination room
  - 7.2 Responsibilities of the Examination Proctor
    - 7.2.1 Must pick up and sign for the examination papers, booklets, blank paper and other materials 30 minutes before the start of the examination;
    - 7.2.2 Must arrive at the examination room 10 minutes before the start of the examination in order to distribute the examination papers, face down on the desks, with the answer booklets and/or answer paper on top, before the signal to begin the examination;

- 7.2.3 Does not have the authority to permit the students to bring textbooks, course materials, notes, calculators or other items into the examination room unless the instructor of that course has given prior permission to do so and indicated in the remarks of the examination;
  - 7.2.4 Must collect the answer paper and/or answer booklet from the desks of absent students 30 minutes after the start of the examination;
  - 7.2.5 Must supervise and oversee the examination room. In the event where the examination proctor must leave the examination room temporarily, he/she must inform the other examination proctor in advance;
  - 7.2.6 Must not make loud noises, read, use any communication devices or bring other work into the room while proctoring the examination.
- 7.3 Students entering and exiting the examination room
- 7.3.1 The examination proctor must make sure that all students enter the examination room within 10 minutes of the signal to enter the examination room. If a student is more than 30 minutes late to the examination, the examination proctor does not have the authority to allow the student into the room;
  - 7.3.2 The examination proctor shall permit the student to exit the examination room 45 minutes from the time that the examination begins; In the event that the student must leave the examination room, it is at the discretion of the examination proctor and if permitted to do so, the examination proctor must oversee it as well.
  - 7.3.3 The examination proctor must see to it that individuals who have no role in the examination process are not close to the examination area.
- 7.4 Checking the names of students sitting for the examination
- 7.4.1 The examination proctor must check the student ID card of each student before entering the examination room. If the student does not have a student ID card, he/she is not permitted from entering the examination room.
  - 7.4.2 The examination proctor must have the student must sign the examination attendance sheet as evidence of his/her attendance and check his/her student ID card. In the event that the student's name does not appear on the examination attendance sheet, he/she must have a form from the Registration and Processing Department showing the addition of his/her name to the examination.
  - 7.4.3 Once 45 minutes have passed, the examination proctor shall complete the Examination Proctoring Report to be reported to the Examination Committee, after reporting to the responsible individual assigned to each building.
- 7.5 The examination proctor is forbidden from explaining or answering questions regarding the examination of the students. Any changes or additions to the examination will be notified by the Registration and Processing Department.
- 7.6 The examination proctor shall hand out the answer papers and/or answer booklets to the students, who may request no more than one additional answer paper and/or answer booklet. The examination proctor must sign his/her name, date and time on the extra answer paper and/or answer booklets.
- 7.7 The end of the examination period
- 7.7.1 When the examination time has ended, the examination proctor shall direct all students to stop writing and submit their answer papers and/or answer booklets to the examination proctor immediately.
  - 7.7.2 If a student continues to write after the examination time has ended, the examination proctor shall record the excess time on the student's answer paper and/or answer booklet for the instructor to consider.

- 7.8 Collection of answer books and/or answer paper
    - 7.8.1 The examination proctor shall not permit the student from removing the examination paper, answer paper and/or answer booklet from the examination room.
    - 7.8.2 The examination proctor shall sign all answer papers and/or answer booklets.
    - 7.8.3 In the event that the answer papers and/or answer booklets must be separated in order to give to more than one instructor, the Registration and Processing Department will inform the examination proctor to separate the answer papers and/or answer booklets and write on each envelope the name of the instructor and the number of additional answer papers and/or answer booklets collected.
    - 7.8.4 The examination proctor shall put the answer papers and/or answer booklets in order of examination ID of the students into the envelope. Extra examination papers, answer papers and/or answer booklets shall be put separately in another envelope and these shall be submitted to the Registration and Processing Department.
    - 7.8.5 In submitting the answer papers and/or answer booklets to the Examination Committee to return to the Registration and Processing Department, the staff of the Registration and Processing Department shall immediately sign and seal the envelope of answer papers and/or answer booklets.
  - 7.9 In the event that the examination proctor cannot proctor the examination as scheduled, he/she must find a substitute and propose this person to the Examination Committee or an authorized committee member. In emergency situations where advance approval cannot be sought, the examination proctor shall notify the faculty of which he/she is affiliated once he/she is able to, and then propose to the Examination Committee.
  - 7.10 The examination proctor who does not abide by these regulations shall be considered irresponsible and may be punished as appropriate.
- 8 Cheating on Examinations
- 8.1 Requirements of the examination proctor
    - 8.1.1 In the event that there are noises made, signals given or acts deemed as cheating during the examination, the examination proctor shall issue a warning to the student. If the warning is not heeded, the examination proctor shall write a report which must be signed by the student, to the authorized person of the examination building and the Examination Committee.
    - 8.1.2 Any dishonesty or deception such as passing on, showing, possessing or bringing notes, class materials, calculators, any instruments that contain formulas, notes or others materials related to the examination which the instructor has not permitted in the examination instructions; or another student or person assists in doing or sitting for the examination instead shall be reported in writing by the examination proctor as cheating and signed by the individual, to be proposed to the authorized person of the examination building and the Examination Committee.
    - 8.1.3 If a student who is caught cheating in Item 8.1.1 or 8.1.2 refuses to sign the report of the incident, his/her actions shall be recorded to determine the appropriate punishment.
  - 8.2 Punishment of students who cheat on examinations may include the following:
    - 8.2.1 First time violation
      - (1) Fail the course
      - (2) Fail all registered courses in the semester
      - (3) Fail all registered courses in the semester and academic suspension for 1 more semester

(4) Fail all registered courses in the semester and academic suspension for 2 more semesters

(5) Termination of student status

a. Punishment shall be proposed by the Student Affairs Committee of the Student Affairs Department for consideration by the President.

8.2.2 Second time violation shall result in the student's termination from the university.

9 Results of the Examination

9.1 The university will announce the results of the examination in a timely manner.

9.2 It is the student's responsibility to keep his/her examination results. The university will not permit the student to look at or check the exams afterwards unless he/she has the approval of the Dean.

9.3 If the student has any question about the examination grade, he/she should submit a request for an investigation with the President or an authorized representative.

9.4 In the request for an investigation of the examination grade, a reason must be clearly stated by the student and the President or an authorized representative may or may not approve the request.

9.5 The request for an investigation of the examination grade must be submitted within 14 days of the university's announcement of grades, or else the student forfeits this right.

10 Midterm examinations or quizzes shall be subject to these regulations.

11 Exceptions or postponement of abiding by these regulations shall be given by the President or an authorized representative as necessary.

## **ADMISSION PROCESS AND REQUIREMENTS**

In order to apply to DPU bachelor degree programs, students must:

- 1) Pass the DPU International College English Proficiency Test. (ICEPT). For applicants who do not pass the ICEPT, further intensive academic English study will be recommended before beginning the degree program.

Students who are natives or residents of English-speaking countries (the United States, Australia, United Kingdom, etc.) do not need to take ICEPT.

- 2) Submit a complete application form with the following documents:

- Two copies of Academic Record /Transcript
- Health certificate
- Copy of house registration
- One 1.5” color photos (wearing university uniform for undergrads only)
- Copy of Thai citizen ID card (or passport)

- 3) Students who have graduated from a school outside of Thailand must obtain a Certificate of High School Equivalency from:

Bureau of Educational Testing  
Office of Basic Education Commission  
Ministry of Education  
Rachadamnoen Nok Road  
Bangkok  
Tel. No. 0-2288-5787, 0-2288 5791  
Fax. No. 0-2281-6236

Documents to be submitted to The Office of Education Assessment and Testing Service include:

- Two 2 inch black and white photos
- Original Thai citizen ID card (or passport) and two copies
- Original diploma and two copies
- Original academic transcript and two copies
- Evidence of last completed high school level in Thailand (if any)
- Evidence of name change (if any)
- A letter from the student’s country embassy or the Ministry of Education certifying the existence of your school (if graduated from a private school)

## REGISTRATION PROCESS FLOW DIAGRAM

Student registration takes place on the dates announced by the university.



