

Student Handbook

I. ACADEMIC INFORMATION

1. Admissions

A prospective student will only hold a student status after fulfilling all admission requirements. The students are required to submit all necessary credentials to the Office of Registrar on or before the deadline of the registration period.

The students who are admitted but fails to comply all requirements will be required to submit a written statement to the registrar justifying the deficiency within seven days after the date of notification. If the students fail to do so the University reserves the right to terminate their admission without further notice.

2. Registration

1. All freshmen are required to register the courses outlined by their respective departments upon the recommendations of their academic advisors.

2. The students are sometimes required to pass the prerequisite courses before taking the advanced courses with the approval of their advisor or the head of the department. The students who have registered without the advisor's approval may be required to withdraw from the course.

3. The Students who do not register within the specified dates are not eligible to attend the classes in that semester. Under certain circumstances, the students may be exempted by the director if any sufficient grounds are tendered. In case of the late registration, a fine is obligatory in conformity with the University regulations.

4. The students who wish to drop out for one semester must submit an education suspension letter and make a payment to the Registration and Evaluation Office to retain student status within 30 days after the beginning of the semester. If the students fail to do so, their status may be terminated.

3. Adding & Withdrawing

1. The students may add or withdraw a course or courses within the first-two weeks of the regular semester or within the first week of the summer session with the approval of their advisor. The course(s) withdrawn will not appear in the transcript.

2. Subsequent to the specified period, the students who wish to withdraw a course or courses are required to submit a request form to the department head or program director. If it is endorsed, the letter “W” will appear on the transcript for the course(s) withdrawn, but registration fee is not refundable. students who are in the final semester of the program are exempted to this rule, but extra credits must be approved by the program director.

4. Credit Load Registration

1. The students are required to register at least 12 credits, but not exceeding 22 credits for a regular semester and 10 credits for a summer session. The students who are in the final semester of the program are exempted to this rule, but extra credits must be approved by the program director.

2. The students with the GPA below 2.00 can register at least 9 credits but not exceeding 16 credits for a regular semester and 6 credits for a summer session. To register for extra credits (3 credits maximum), the students must submit a petition to the program director

5. Course Failure & Repeating

1. It is mandatory for all the students who fail in a core course to re-take and pass the course.

2. The students who fail in an elective course must attempt to pass the course or choose another elective course.

3. The students may request to repeat the course if the grade is D+ or lower.

6. Class Attendance / Missing the Examination

1. To be eligible to take the midterm and final examinations, the students must attend at least 80 percent of the course.

2.

The students who miss the midterm exam with/without valid reasons will not be allowed to take a reschedule exam, but could still pass the course if they do well in the final exam.

3. The students who miss the final exam could appeal the request to take reschedule according to the following reasons:

a. Having a serious accident, severe sickness or admission into hospital. A doctor's certificate is required to prove all reasons.

b. The death of the student's loved one (parents, guardian, spouse or children). Death certificate is required.

Note:

1. All the required documents must be submitted to be acknowledged by the director within 3 days after the final exam. If the students fail to do so, they have to withdraw the subject beyond the deadline.

2. The permission will be approved by the University committee.

Reminders for Attending the Exams

The students must

1. wear proper KBU uniform.

2. show their student ID before entering the examination room.

3. must request for a permit to sit for the examination from the Registration and Evaluation Office in case of the loss of student ID.

7. Course Evaluation

1. The midterm and final examinations are held every semester.
2. The grade results: A, B, B+, C, C+, D and D+ will be considered for the number of credits required for the degree.
3. At the end of each semester, a grade point average (GPA) is calculated to summarize the academic performance of the students of the whole semester.
4. The accumulated (overall) grade point average (GPAX) is calculated at the end of the program to summarize the performance of the student of the whole program.

8. Grading System

The percentages from the final and midterm examinations, class reports, class discussions, or other academic activities are accumulated and serve as the basis for evaluation. The gradings, the attached points, and the definition are as follow:

Gradings	Attached Points	Definition
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Fairly Good
C	2.0	Fair
D+	1.5	Poor
D	1.0	Very Poor
F, Fe	0.0	Fail
I	-	Incomplete
S	-	Satisfactory
U	-	Unsatisfactory
W	-	Withdraw with permission
AUD	-	Audit
P	-	In progress

R	-	Re-registration
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9. Graduation

In order to graduate, the students must

1. complete all required credits of the program and earn a GPA of 2.00 or higher.
2. access the online registration for graduation and submit necessary documents at the Office of the Registrar in the last semester of the program.

10. Commencement

KBU holds the annual commencement in a specified date arranged by the University. A member or a prestigious representative from the Revered Thai Royal Household comes to present the degrees. To get more information about the requirements, the procedures and the schedules of the commencement, the graduates can contact the Office of the Registrar or access the University's website.

11. Code of Conduct

KBU students must strictly comply with the following University's regulations:

1. Wear student uniform during classes and proper clothes while in campus.
2. Behave well and honor the university in every possible way.
3. Be well mannered and respectful to the administrators, faculty members staffs, university guests, and fellow students.
4. Attend classes for at least 80 percents of the total hours; otherwise the students are requested to drop the classes.
5. Submit the letter when taking a sick leave or an errand
6. Submit the medical certificate to the advisor after taking sick leave for more than 3 days.
7. Respect and follow the instruction of the instructor.
8. Must not enter or leave the class without the instructor's permission.
9. Must not drink alcohol, take drugs, or bring those substances in the campus.
10. Must not involve in gambling.

11. Must not bring any weapons at all time.
12. Must not damage the University's property.

12. Examination Regulations

The students must

1. wear proper KBU uniform.
2. show their student ID before entering the examination room.
3. request for a permit to sit for the examination from the Office of the Registrar in case of the loss of student ID.

13. Cheating on an Examination

- Earn an F in all courses taken on that semester and be suspended for the next semester, or
- Be terminated and lose their student status, or
- Be sanctioned in accordance with the disciplinary committee's decision or recommendation.

14. Termination of Student Status

KBU reserves the right to terminate the students' status if their qualifications are under one or more of these conditions:

1. Obtaining a GPA below 1.50 (excluding the first semester of the program).
2. Obtaining a GPA below 1.75 for 2 consecutive semesters
3. Can not complete the program within twice the time specified in the curriculum.
4. Taking a leave for 2 consecutive semesters without the approval of the University's registrar.
5. Dropping out from the University.
6. Breaking of University's rules and regulations.

LOCATION OF OFFICES & CENTERS

Offices & Centers	Pattanakarn Campus	Romklao Campus
Registration and Evaluation	2 nd floor, Chalermpraiat Bldg.	2 nd floor, Kasem Nakara Bldg.
Finance	2 nd floor, Chalermpraiat Bldg.	2 nd floor, Kasem Nakara Bldg.
Accounting	2 nd floor, Chalermpraiat Bldg.	2 nd floor, Kasem Nakara Bldg.
Counseling Center	2 nd floor, Kasem San Bldg	2 nd floor, Kasem Nakara Bldg
Library	5 th , 6 th , 7 th floor, Chalermpraiat Bldg.	2 nd floor, Kasem Nakara Bldg.
Learning Center	4 th floor, Kasem San Bldg.	2 nd floor, Kasem Nakara Bldg.
Internet Center	1 st floor, Kasem Pat Bldg. 4 th floor, Kasem San Bldg. 6 th floor, Chalermpraiat Bldg.	6 th floor, Kasem Nakara Bldg. 1 st floor, dormitory, Buildings C&D
Sport Complex	-	10 th , 11 th , Kasem Thassana Bldg.
Prayer Room	10 th floor, Kasem San Bldg.	5 th floor, Kasem Thassana Bldg.
Health Center	1 st floor, Kasem Pat Bldg	2 nd floor, Kasem Thassana Bldg.
Office of the International Affairs	-	2 nd floor, Building 1

ACCOMMODATION

1. On - Campus Dormitory (Romklao campus only)

International students are welcomed to stay on-campus dormitory. There are five dormitory buildings. Each building has about 440 rooms. Each room is designed for a maximum of two students with a private bathroom. Wireless internet connections

are provided throughout the dormitory building. Security is a priority at KBU. Numerous CCTV cameras are located throughout the dorm hallways. Every student staying at the dorm is required to use a magnetic access card to enter the building.

2. Finding a Place of Your Own

You may wish to find your own housing. There are a large number of dormitories around the campuses. The range of rents depends on the variables of sizes, types (furnished or unfurnished room) as well as facilities.