

# Student Handbook

## I. KASEM BUNDIT UNIVERSITY

### 1. Introduction

**Kasem Bundit University** has taken its place among Thailand's top private universities. Since its establishment in 1987, the University has been continuing to be an innovative leader in education, preparing graduates to serve the increasing demand of qualified professionals in various fields. The University offers a broad portfolio of academic programs at the graduate and undergraduate levels enriched by prominent academic personnel with extensive experience and exceptional academic background. KBU graduates are entitled to absolute equal academic status and privilege as those from state universities. Accreditations by several respected institutions including the Ministry of Education. The University reassures students of earning the qualifications they need in preparation to their quest in the employment world

**The University aims to produce graduates with:**

1. **Values** - comprising of knowledge and wisdom in order to think critically and analytically.
2. **Virtues** - comprising of morality, conscience and respect to professional ethics.
3. **Worthiness** - comprising of dedication to societal development and improvement.

## **2. Campuses**

Kasem Bundit University maintains two campuses: the Pattanakarn Campus and the Romklao Campus.

The Pattanakarn Campus is situated in SuanLuang, Pattanakarn Rd, in the inner part of Bangkok. It is the first and the flagship of the two campuses, and it is where the administrative offices are located. The campus is accessible by buses, taxis and other public transportation modes. Fashionable malls, commercial districts, serene residential streets, safe apartments and dormitories, the famous King's Park, and landmarks of Thai history are only a few of the places with close proximity to the campus.

The Romklao Campus is situated on Romklao Rd, in the outskirts of Bangkok, and it is just 20 minute drive to the Pattanakarn campus. It is opened to accommodate more students as the University continues to expand. Presently, the Romklao campus prides itself on its friendly atmosphere and diverse community. It has on campus dormitories resided by a lively student community, including a considerable number of overseas students. The facilities on campus are filled with state of the art equipment and infrastructures, a recreational park and a one of its kind sports complex.

## **3. Faculties**

1. Faculty of Engineering
2. Faculty of Business Administration
3. Faculty of Architecture
4. Faculty of Liberal Art
5. Faculty of Communication Arts
6. Faculty of Law
7. Faculty of Science and Technology
8. Faculty of Psychology
9. Faculty of Sport Science
10. Graduate School

#### 4. International Programs

Kasem Bundit University offers 4 undergraduate and 1 graduate international programs, excluding Thai for Foreigners program.

##### A. Undergraduate Programs

###### A.1 Bachelor of Business Administration

Program was established with the aim of educating the business leaders and economic players of tomorrow. The program offers a stimulating learning experience that inspires new ways of thinking and brings unique insights into business. Its focus is on responsible leadership and strategic thinking with emphasis in collaborative learning culture.

###### Program Structure

General Education Courses	34 credits
Core Courses	45 credits
Major Required Courses	30 credits
Major Elective Courses	9 credits
Free Elective Courses	6 credits
Total	124 credits

###### *Majors Offered:*

1. Marketing
2. Management
3. Business Computer

###### A. 2 Bachelor of Business Administration in Aviation Industry Management(AIM)

The AIM Program is to unquestionably deliver top quality education in both business and aviation to students. The program provides its students with academic knowledge, skills and functional applications in both business and aviation in order to serve the ever growing global aviation industry. The students will be well-equipped with knowledge to qualify and succeed in their chosen careers in aviation and its related industries which they will play a vital role in propelling to the new and innovative era.

### *Program Structure*

General Education Courses	34	credits
Core courses	33	credits
Major required courses	38	credits
Major elective courses	6	credits
Internship	2	credits
Free electives	6	credits
Minor courses	15	credit
Total	131	credits

#### *Minor Courses:*

1. Business Computer
2. Business English
3. Marketing
4. Thai Studies (International Students only)

### **A. 3 Bachelor of Arts in Hotel Management**

The Hotel Management Program is designed to educate the next generation of leaders for Thailand and the world's largest and most dynamic industry. The program builds students the service mind/hospitality knowledge and skills under the most accomplished faculty in the field.

#### *Program Structure*

General Education Courses	31	credits
Core courses	24	credits
Major required courses	30	credits
Major elective courses	30	credits
Free electives	6	credits
Practicum (Co-operative program)	6	credits
Total	127	credits

#### A.4 Bachelor of Arts in English for Communication

The B.A. in English for Communication Program is committed to developing graduates with English proficiency and skills for global communication. Besides the four-year curriculum, the Program offers students opportunities in gaining more educational experience through cooperative education.

##### *Program Structure*

General Education courses	34	credits
Core courses	21	credits
Major required courses	33	credits
Major elective courses	15	credits
Free electives	6	credits
Minor courses	18	credits
<b>Total</b>	<b>127</b>	<b>credits</b>

##### *Minor Courses:*

1. English Teaching
2. Business Computer
3. Marketing

#### A.5 Bachelor of Arts in Thai for Foreigners

The program is designed for international students who are interested in Thai Language. It also incorporates other aspects of Thai culture and society in the program.

##### *Program Structure*

General Education Courses	30	credits
Major required courses	30	credits
Major elective courses	42	credits
Electives courses	12	credits
Minor courses	15	credits
Free elective courses	6	credits
<b>Total</b>	<b>135</b>	<b>credits</b>

***Minor Courses:***

1. Marketing
2. Management
3. Human Resource Management
4. Finance and Banking
5. International Transportation
6. Hotel and Tourism Business Management

**B. Graduate Program**

**Master in Business Administration (MBA)**

The International Programs and the Graduate School recognized the influence of globalization resulting in rapid changes to international markets. Entrepreneurs from numerous countries realized the importance of forming worldwide strategic alliances. Consequently, it requires business leaders who have an in-depth but broad understanding of multi-national working atmosphere in diverse countries and comprehend the differences in cultures, politics, economy, social, and environment at various levels in order to integrate those dissimilarities with values and ethics in each country. This will benefit the corporations having the competitive advantage over their competitors.

***Program Structure***

**Plan A**

Core Courses	27 credits
Elective Courses	3 credits
Thesis	12 credits
<b>Total</b>	<b>42 credits</b>

**Plan B**

Core Courses	27 credits
Elective Courses	12 credits
Independent Study	3 credits
<b>Total</b>	<b>42 credits</b>



## 5. International Collaborations

KBU has signed MOUs with several international universities and has collaborated with other academic institutions for the purpose of promoting academic and cultural understandings and experiences while enhancing and furthering exchange of knowledge, faculty members and students. Some of these leading international universities are Southern New Hampshire University in the USA, The Free University of Bozen-Bolzano in Italy, University of Applied Sciences Neubrandenburg in Germany, Edinburgh Napier University in Scotland, Universiti Teknologi MARA in Malaysia as well as Kunming Metallurgy College, Chuxiong Normal University and Lincang Teachers' College in China.

## II. 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 retake 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 Office of the Registrar 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

## 9. Educational Standard Equivalent

Within the first year of the studies, international students must request for a certificate of Foreign Educational Standard Equivalence at the Thai Ministry of Education.

### The required documents are as follows:

- Processing fee : 500 BHT
- An original and 2 photocopies of transcript
- An original and 2 photocopies of certificate  
(If the certificate and transcript are not in English version, they must be translated into English.)
  
- Two photos (2 inches) with front view taken within the last 6 months. Dark glasses and hat are inadmissible.
- A valid passport
- An original certificate of name/last name change with 1 photocopy
  - An original certificate of accreditation issued by the Embassy or Ministry of Education of that country
  - An original certificate or testimonial issued by the last school in Thailand (if any) with a photocopy
  - Admission requirements, curriculum guide and course descriptions of the current institution

## Reminders:

1. Official documents (not English version) must be translated in English by a certified translation company.
2. Photocopy of required documents must be used for official purposes only.
3. Official documents and confirmation letters of your graduation from your previous school (Requested by the Thai Ministry of Education) must be forwarded directly from your school to the following address:

*Director*

*Bureau of Education Communication*

*Ministry of Education*

*Rachadamnoen Nok Road, Dusit, Bangkok 10300*

*Thailand*

## 10. VISA Matter

1. International students must report to the Immigration Bureau every 90 days to confirm the visa status. Failing to do so, the students will be fined. (For more details, the students should contact Office of International Affairs.)
2. The international students who wish to travel abroad while studying must inform the Office of International Student Affairs before leaving, and make sure that the VISA is still valid after the reentry

## Changing of VISA type

### Documents to be submitted with the request:

1. A photocopy of house registration and ID card of residence owner
2. A photocopy of the residential contract with the last month rental receipt
3. An original and a photocopy of high school certificate
4. An original and a photocopy of certificate of no criminal conviction
5. An original and a photocopy of birth certificate
6. An original and a photocopy of money transfer report of tuition fees in dollars from the applicant's country of residence
7. An original and a photocopy of money exchange receipt from dollars to Thai baht dollars to Thai baht
8. An original and a photocopy of bank account in Thailand
9. A course schedule and a letter of confirmation from the student's advisor
10. A photo of current residence

## 11. 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.

## 12. 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.

## 13. 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.

#### 14. 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.

#### 15. 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.

#### 16. 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.



### III. LOCATION OF OFFICES & CENTERS

Offices & Centers	Pattanakarn Campus	Romklao Campus
Library	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> floor, building 4	2 <sup>nd</sup> floor, building 2
Learning Center	4 <sup>th</sup> floor, building 3	2 <sup>nd</sup> floor, building 2
Internet Center	1 <sup>st</sup> floor, building 1 4 <sup>th</sup> floor, building 3 6 <sup>th</sup> floor, building 4	6 <sup>th</sup> floor, building 2 1 <sup>st</sup> floor, dormitory, buildings C&D
Sport Complex	-	10 <sup>th</sup> , 11 <sup>th</sup> , Sport Complex
Prayer Room	10 <sup>th</sup> floor, building 3	5 <sup>th</sup> floor, building 2
Health Care Clinic	1 <sup>st</sup> floor, building 1	2 <sup>nd</sup> floor, building 2
Office of the International Affairs	-	2 <sup>nd</sup> floor, building 1

### IV. Accommodations

#### 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.

### V. GETTING TO KNOW THAILAND

#### Religion

Buddhism is the dominant religion in Thailand. Orange-robed monks, gold, marble or stone Buddha images are common sights. The prevalent form of Buddhism practiced is the Theravada school, which emphasizes the potential of the individual to attain nirvana without the aid of saints or gurus.

## 1. The Royal Family

The King and the Royal Family are highly revered in Thailand. Not only is it culturally insensitive to criticize any member of the Royal Family or their actions, it is against the law. Never speak derogatorily or joke about the Royal family.

## 2. Food

Thai dishes range from the very sweet, to sweet and sour, to spicy to very spicy. The best practice is to ask if the dish is spicy.

## 3. Currency

The local currency is Thai Baht. There are coins of 25 and 50 satangs, 1, 5 and 10 baht, and bills in 20, 50, 100, 500 and 1000 baht denominations.

## 4. Transportation

Public transportations include :

1. Bus
2. Taxi
3. Tuk-Tuk
4. Boat
5. Motorcycle
6. Skytrain (BTS)
7. Underground train (MRT)