

***Kasetsart University Regulations on  
Graduate Studies of The Graduate School, Kasetsart University,  
B.E. 2559 (2016)***

For effective implementation of the graduate study, it is appropriate to announce the Kasetsart University regulations on graduate studies of The Graduate School, Kasetsart University, in order to be consistent with the Announcement of the Ministry of Education on Standard Criteria on Graduate Studies B.E. 2558 (2015), as well as to be an autonomous university.

As empowered by virtue of Article 22(2) of the Kasetsart University Act of B.E. 2558 (2015), and the resolution of Kasetsart University Council meeting number 10/2559 on Monday 14 November, B.E. 2559 (2016), Kasetsart University has enacted the regulations as follows:

**Item 1** These regulations are referred to as “Kasetsart University Regulations on Graduate Studies of The Graduate School, Kasetsart University, B.E. 2559 (2016)”.

**Item 2** These regulations shall apply from the first semester of academic year B.E. 2559 (2016) onwards.

**Item 3** These Regulations shall supersede:

3.1 The Announcement of Kasetsart University Council on Academic Regulations for Graduate Studies, Kasetsart University, B.E. 2556 (2013) issued on 29 May B.E. 2556 (2013).

3.2 The Announcement of Kasetsart University Council on Academic Regulations for Graduate Studies, Kasetsart University, (No. 2) B.E. 2558 (2015) issued on 7 April B.E. 2558 (2015).

**Item 4** In these regulations:

“University Council” means the Kasetsart University Council

“University” means Kasetsart University

“The Graduate School” means The Graduate School, Kasetsart University

“President” means the President of Kasetsart University

“Dean of The Graduate School” means the Dean of The Graduate School, Kasetsart University

“Students” mean graduate students of Kasetsart University

“Academic Affairs Board” means Academic Affairs Board of Kasetsart University

**Item 5** The President shall monitor these regulations as follows:

For any announcements or directives that are not contained in these regulations, or not specified in these regulations, the President, with approval from the Academic Affairs Board, has the authority to issue regulations, specify methods, and command as it is appropriate. The pertinent regulation, method and command shall not contradict the current announcement of the Ministry of Education on “Standard Criteria on Graduate Studies B.E. 2558 (2015)”.

In any cases that cannot be resolved according to these regulations, a petition to the President, with approval from the Academic Affairs Board is required, for consideration upon each case.

## *Chapter 1*

### *Admission of Students*

#### **Item 6 Qualifications of Candidates**

##### 6.1 Graduate diploma program

Candidates must hold a bachelor's degree, or be studying in the last year of a bachelor's degree or equivalent.

##### 6.2 Master's degree program

Candidates must hold a bachelor's degree, or be studying in the last year of a bachelor's degree or equivalent. Candidates must have an English examination result as required by the university.

##### 6.3 Higher graduate diploma program

Candidates must hold a master's degree or equivalent, or be studying in the last year of a graduate diploma program or a 6-year bachelor's degree program.

##### 6.4 Doctoral degree program

Candidates must hold a bachelor's degree, or be studying in the last year of a bachelor's degree or equivalent with an outstanding study record; or a master's degree or equivalent. Candidates must have an English examination result as required by the university.

6.5 Candidates must meet additional requirements as specified by the program being applied for.

##### 6.6 Candidates must not:

6.6.1 Have severely damaged behavior

6.6.2 Have any mental health issues

6.6.3 Have a lethal contagious disease

6.6.4 Have been expelled from an academic institution due to committing a disciplinary offence

Admission, application form, and relevant application documents are subject to The Graduate School Announcement in each semester.

#### **Item 7 Admission Consideration**

7.1 The Dean of The Graduate School appoints the Graduate Studies Admission Committee. Departments or graduate programs present committee member names consisting of at least 3 permanent lecturers, and 2 out of the 3 committee member must be a Program Coordinator.

7.2 The main responsibility of the Graduate Studies Admission Committee is to choose qualified candidates at the discretion of the committee. The consideration for admission depends upon the consent of the head of department, or the graduate program committee chairperson, and the Dean of The Graduate School.

#### **Item 8 Students' Status**

8.1 The status of graduate students is to be defined as either regular student or trial student:

8.1.1 Regular students are registrants who have been accepted to be a student without a trial period of enrollment.

8.1.2 Trial students are registrants who have complete qualifications and have already been accepted to be a student. In the first semester, trial students are required to register at least 9 credits of GA (Graduate Credit) subjects and must pass all the subjects enrolled with a Grade Point Average (GPA) of 3.00 in order that they can change their status from a trial student to a regular student. In case of non-attainment of the required GPA, expulsion of the student from The Graduate School is mandatory.

#### **Item 9 Students Admission**

9.1 Admitted students must be graduates and can enroll in only one field of study/program. Simultaneous registration of more than one field of study/program is prohibited.

9.2 Admitted students must pay tuition fee and report to The Graduate School within the deadlines specified by The Graduate School Announcement. Failure to adhere to deadlines may void the admission. The Graduate School will not return tuition fee to admitted students in all circumstances

### *Chapter 2 Registration*

#### **Item 10 Registration**

Students are required to register on the date and time as specified by the university.

10.1 Registration must not be over 15 credits in a regular semester and must not be for over 7 credits in a summer semester. Additionally, registration in the first semester must not be less than 9 credits.

In case that students require to register differently from the regulations, students must receive consent from their main thesis advisor, or main independent study advisor; together with consent from their head of department, or from the graduate program committee chairperson; and the Dean of The Graduate School.

10.2 Any late registration must be completed within 2 weeks counting from the beginning of the regular semester. For the summer semester, the period for any later registrations must comply with the university regulations. To register after the registration periods, students are required to receive consent from their main thesis advisor, or main independent study advisor; together with consent from their head of department, or from the graduate program committee chairperson; and the Dean of The Graduate School.

10.3 Failure by students to register within 2 weeks counting from the beginning of the regular semester will result in the termination of the students' status as specified in 32 (8).

10.4 Students must check their student status every time prior to registration. If students are found to have already registered or paid their tuition fee without the registration right, that registration will be void, and students will not be refunded the paid tuition fee in all circumstances.

#### **Item 11 Adding, Dropping, and Withdrawal from Courses**

11.1 Requests for adding, dropping, or changing a course or a group must be made within 2 weeks counting from the beginning of a regular semester. Adding, dropping, or changing a course or a group in the summer semester must comply with the university regulations.

11.2 The withdrawal from some courses after a period of 60 days counting from the beginning of a regular semester, or after the timeframe specified in academic calendars of each semester, must receive consent from the student's main thesis advisor, or main independent study advisor. The withdrawal must be completed at least 7 days before the final examination of that semester as