

# Two Degree Program

Bachelor of Business Administration  
(Entrepreneurship and Innovation)

**Student Program  
Handbook 2021**  
(for August 2021  
Intake)



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# 1 Introduction to the Program

This Handbook is for the Two Degree Program with two awards: BBA from The University of the Thai Chamber of Commerce (UTCC) and Bachelor of Business from The University of Newcastle Australia. The program is delivered in partnership with Goal Business Education.

This Program is designed to stretch your imagination and to launch you on the path to a successful future in an increasingly dynamic commercial world. Your experiences will enable you to think globally and see the big picture, but also give you the tools and networks to dream big and act as a change agent. Embedding business, innovation and entrepreneurial knowledge into a single degree program will make you a leading candidate when applying for jobs in the public and private sectors, both nationally and internationally. The work-ready skills you will gain from this degree will give you a substantial edge in the job market.

## UTCC Degree Title

Full Title: Bachelor of Business Administration  
Abbreviation: B.B.A.  
Major Course: Entrepreneurship and Innovation

## UON Degree Title

Full Title: Bachelor of Business  
Major Course: Entrepreneurship and Innovation

# 2 Philosophy

To produce knowledgeable entrepreneurs and business management graduates with rich expertise in innovative and entrepreneurial business skills, international business management and service management. This degree is designed to develop and inspire students in creating business innovation and services that have societal impacts with national and global perspectives. The program will create the best business practices as a response to the need of national economic development and the expanded competitive edge of globalization.

# 3 Program Objectives

This program aims to:

1. Provide graduates with strong analytical, strategic, operational and business skills.
2. Train and enhance graduates to meet the needs of business.
3. Instil graduates with high moral virtue and ethical standards ready to take on social responsibilities.
4. Provide graduates with an excellent command of English for effective business communication.
5. Provide graduates with digital skills essential for effective business operations.
6. Provide graduates with analytical and research skills required for successful postgraduate study both nationally and internationally.

## 4 Program learning outcomes

On successful completion of the program students will have:

1. Effective oral and written communication skills.
2. Effective skills to work independently and in teams.
3. Critical thinking and analytical problem-solving skills.
4. Knowledge of theories, models and concepts relevant to Entrepreneurship and Innovation.
5. Proficiency in the utilisation of information and technology in business.
6. Business skills that incorporate understanding of ethical, economic, regulatory and global perspectives.

## 5 Program Details

Information correct as at	16 June 2021
Australian Quality Framework level	Level 7 Bachelor Degree
Location	UTCC, Bangkok
Mode and Medium of delivery	Face to Face in English
Duration	Normally 4 Years of Study The time limit for completion is no more than 5 calendar years to complete the full program, with UON courses to take no longer than 2.5 years.
Assumed knowledge	UTCC Maths and English English Language Proficiency: Year 3 Progression: 50 PTE with a minimum in 54 in each section or equivalence
Term type Semesters	First semester      August – December Second semester    January – May Summer session      June – July
Relevant UON Rule and Policies	Governance Rules Awards and Graduation Policy Bachelor Degree (240) - Awards and Programs Schedule

## 6 Admission information

Admission to this program is available to Thai students, Thailand residents and international students who are proficient in English.

Applicants must pass the National Entrance Examinations for the subjects of Mathematics, English or equivalent. All applicants will be interviewed in accordance with the regulations of the University of the Thai Chamber of Commerce.

Applicants who achieve all requirements must take English for academic purposes and pre-mathematics to improve their English and quantitative skills, or according to the regulation of the University of the Thai Chamber of Commerce regarding undergraduate accreditation.

In cases where an applicant's academic qualifications do not meet the above requirements, the application may be reviewed and approved by the Committee of the School of Business. The committee will take into consideration the university's academic standard prior to the acceptance of applicants.

### 6.1 English Language Proficiency Requirements

All applicants must provide evidence of English language proficiency via approved English test results. English language tests scores must be less than two years old at the date of application to the program.

**All Applicants must demonstrate that they meet the University of Newcastle English proficiency requirement prior to admission onto UON courses.**

- Year 3 Transfer: IELTS 6.0 with a minimum of 6.0 in every band or PTE Academic of 50 with a minimum of 54 in each section or equivalence.

Further information regarding English language proficiency requirements can be found at the English Language Proficiency for Admission Policy:

<https://policies.newcastle.edu.au/document/view-current.php?id=165>

Applicants who hold a recognised qualification, (bridging, tertiary or senior secondary\* level) wholly conducted and assessed in English of at least 1 year FTE duration from within one of the countries specified below and are a citizen of, or have resided in, the country for the duration of the studies will be exempted from completing an English proficiency test.

There are no avenues for appeal of admissions as the University of Newcastle's decision on admissions is final. An applicant may be eligible for a waiver of admission requirements as per relevant UTCC policies, waiver requests are not considered as appeals.

**List of Exempted Countries:** Australia, Singapore, American Samoa, Botswana, Canada, Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia and Zimbabwe

## 6.2 Withdrawal of Offer, Suspension or Termination Of Admission Or Enrolment

Grounds for review of an offer include but will not be limited to:

- Failing to accept their offer of admission by the date specified;
- Having supplied false information, false or falsified documentation to the University or a third party;
- Not complying with the terms of this handbook;
- Failing to pay fees and charges payable to the University or partner institution;
- Being found guilty of misconduct and is excluded/dismissed on these grounds;
- Being suspended or excluded;
- Failing to enrol or re-enrol by the date specified;
- Exceeding the maximum time for obtaining an award.

When grounds of review have been identified, the course of action may include but will not be limited to:

- Withdrawal of offer of admission;
- Suspension of admission or enrolment; and
- Termination of admission or enrolment.

## 6.3 Credit transfer

Applicants who wish to be considered for transfer admission must have maintained at least a 2.00 grade point average in 15 or more transferable credits completed after high school at an accredited two- or four-year institution of higher education. However, this will not guarantee admission. Applicants must submit official transcripts from high schools and each college previously attended.

An evaluation showing accepted transfer credits and a list of the University's course equivalencies are sent to students who are admitted. Evaluations are based on the major chosen by students on their applications. The University will make the final determination of which transfer credits are applicable to the degree.

Generally, the University accepts all college-level courses corresponding to those offered at the University. These courses must have been completed with a grade of C or better. Transfer students must receive credit from colleges or universities accredited by the Thai government or by the highest accreditation body.

Transfer of credit from another institution directly onto UON courses is not permitted.

## 7 Fees

Students must pay any prescribed fees for the program and/or course(s) to the University of the Thai Chamber of Commerce by the due date. Failure to pay the fees due by the due date in the relevant term may result in an inability to enrol or cancellation of enrolment. The key dates are included within the annual academic calendar (see Section 14). The key dates relating to fees are;

- Point 3 Tuition Fee Payment Due Date
- Point 6 Late enrolment payment deadline
- Point 8 Deadline for withdrawal from the program (all years) and for adding or dropping of courses (not applicable to first year students) with full refund.  
After this date, if a student withdraws from any course or the program they will not be entitled to any refund.

It is the student's responsibility to obtain information on tuition and fees which vary from year to year and make sure tuition and fees are paid on time. Tuition and fees are subject to change without notice or obligation.

## 8 Registration Requirements

The schedule of classes contains written instructions for registration. Courses listed in the schedule of classes may be canceled due to insufficient enrollment. The University reserves the right to change the class schedule and adjust the individual section enrollment as necessary.

Students are responsible for fulfilling registration requirements by the deadline (Point 9 in the Academic Calendar). Students should confirm the accuracy of their enrolment including dropping and adding courses, as shown in the receipt issued by the University. Incorrect enrollments or late registration may result in academic and financial penalties.

Students are responsible for full tuition payment and grades received for all courses in which they are registered unless registration is administratively canceled because of suspension, dismissal, or termination; the section is canceled; or the course is dropped before the tuition liability begins.

Students who cannot or wish not to take any course in a regular semester must retain their student status by having the Registrar's Office process a registration for inactive students. A fee is charged for this petition. Written approval of the student's advisor is required. This special registration allows students to retain their library privileges and receive a student ID. Failing to retain student status will result in dismissal.

## 9 Refund Policy

Except only the damage deposit which is collected at the first year enrollment, all fees and tuition are normally non-refundable.

The University will refund tuition in the following cases:

- The University cancels a course.
- During the first three weeks of classes (the add/drop period), a student may drop a course or courses according to the University's credit limit policy and receive full tuition refund. However, this refund does not apply to the first semester of the freshman year where no refunds will be given.

## 10 Professional recognition

Not currently applicable on this program.

## 11 Academic requirements for program completion

### **UTCC Total Credits - 138 credits**

On successful completion of the full study plan, students will have attained the equivalent of the 240 required UON units (via credit transfer and completion of UON courses).

### **Program duration**

No more than 5 calendar years to complete the full program, with UON courses to take no longer than 2.5 years.

### **Program requirements**

Students must successfully complete (pass) a total of 138 UTCC credits.

In order to satisfy the requirements for University of Newcastle, students must take and pass **ALL** courses within the published program study plan as approved by UON and UTCC.

## 12 Program structure

**Total credits** 138 credits

**(1) General education** 30 credits

Section 1: UTCC required General Education Courses 12 credits

Section 2: School specific General Education Courses 18 credits

**(2) Specialization courses** 99 credits

A. Core courses 51

B. Major courses 48

Divided into 2 plans:

Plan A: Regular curriculum

Major required courses 33

Major elective courses 15

Plan B: Co-operative education curriculum

Major required courses 33

Co-operative education 6

Major elective courses 9

**(3) Free elective courses** 9 credits

# 13 Study Plan for August 2021 Intake

YEAR	SEMESTER 1	CREDITS	SEMESTER 2	CREDITS
<b>1</b>	<b>COURSE TITLE</b>		<b>COURSE TITLE</b>	
	Thai Language and Culture	3	Business English for International Communication 1	3
	English for Everyday Communication	3	Design your life	3
	Innovation Driven Entrepreneurship	3	Modern Innovation and Technology	3
	Digital Innovative Thinking for Business	3	Personal Development for Leadership	3
	Organization and Management	3	Principles of Accounting	3
	Business Statistics	3	Macroeconomics	3
	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

YEAR	SEMESTER 1	CREDITS	SEMESTER 2	CREDITS
<b>2</b>	<b>COURSE TITLE</b>		<b>COURSE TITLE</b>	
	Business English for International Communication 2	3	English for Professionals	3
	Management Information Systems	3	Organizational Behavior	3
	Taxation	3	Business Finance and Risk Management	3
	Data Analytics for Business	3	Business Law	3
	Principles of Marketing	3	Managerial Accounting	3
	Microeconomics	3	Free Elective	3
	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

YEAR	SEMESTER 1	CREDITS	SEMESTER 2	CREDITS
<b>3</b>	<b>COURSE TITLE</b>		<b>COURSE TITLE</b>	
	Innovation Creativity and Entrepreneurship	3	Entrepreneurial and innovation diversity	3
	Operations Management	3	Business Venturing	3
	Global and Networked Innovation Management	3	Cross Cultural Management and Negotiations	3
	Business and Commerce in Australia	3	Introduction to HR	3
	Research in Entrepreneurship and Innovation	3	Leadership and Ethics	3
	Major Elective	3	Digital and Social Media Marketing	3
	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

YEAR	SEMESTER 1	CREDITS	SEMESTER 2	CREDITS
<b>4</b>	<b>COURSE TITLE</b>		<b>COOPERATIVE STUDY</b>	
	Strategic Business Management	3	<b>COURSE TITLE</b>	<b>CREDITS</b>
	Entrepreneurial Strategy	6	Cooperative Education	6
	Social Entrepreneurship	3	Elective (to be taken in a summer semester)	6
	Business Development and Growth	3	<b>Total</b>	<b>12</b>
	Project in Business	3	<b>NON COOPERATIVE STUDY</b>	
	<b>Total</b>	<b>18</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
			Major Elective	3
			Major Elective	3
			Free Elective	3
		Free Elective	3	
		<b>Total</b>	<b>12</b>	

For English courses, students can use standardized test scores to transfer credits and waive English courses. Students who submit standardized test scores have to submit their English test scores within the first three weeks of that semester to transfer credits. The English test scores must be valid for no more than two years from the date of the announcement and must be in line with the English language proficiency criteria as follows:

เกณฑ์ ก. หลักสูตรนานาชาติที่ใช้ภาษาอังกฤษในการเรียนการสอน เท่านั้น				
Criterion A. International programs using English as the medium of instruction only				
รายวิชา (Courses)	TOEIC	TOEFL iBT	IELTS	CEFR
1) GE071	600 ขึ้นไป 600 or higher	64 ขึ้นไป 64 or higher	6.0 ขึ้นไป 6.0 or higher	B1
2) GE071 GE072	650 ขึ้นไป 650 or higher	73 ขึ้นไป 73 or higher	6.0 ขึ้นไป 6.0 or higher	B2
3) GE071 GE072 GE073	700 ขึ้นไป 700 or higher	81 ขึ้นไป 81 or higher	6.5 ขึ้นไป 6.5 or higher	B2
4) GE071 GE072 GE073 GE074 *	750 ขึ้นไป 750 or higher	89 ขึ้นไป 89 or higher	6.5 ขึ้นไป 6.5 or higher	C1

Remark: **Foreign students who are native English speakers and/or students who have studied in a full-time English program at least six years** Registration for all four English language courses are required: GE071 English for Everyday Life, GE072 Business English for International Communication 1, GE073 Business English for International Communication 2, and GE074 English for the Professionals. All students must pass the required course evaluation by the curriculum committee.

- Seventeen out of twenty four courses in the first five semesters are compulsory courses before moving on to Semester Sixth.
- Students on an August intake study plan are able to take elective courses within summer semesters, if those courses are running.
- Students on a January intake study plan are required to study some courses in the summer sessions in order to align study plans.

### 13.1 Courses Required to be successfully completed prior to UON Unconditional Admission

Students are NOT permitted to start UON courses until they have completed and passed the courses listed below.

1. Business and Commerce in Australia
2. Business Finance and Risk Management
3. Business Law
4. Business Statistics

5. Innovation Creativity and Entrepreneurship
6. Macroeconomics
7. Management Information Systems
8. Managerial Accounting
9. Microeconomics
10. Operations Management
11. Organization and Management
12. Organization Behaviour
13. Principles of Accounting
14. Principles of Marketing
15. Data Analytics for Business
16. Taxation
17. Global and Networked Innovation

If there is a deviation from this (e.g. due to study abroad or exchange), the UTCC Program Leader may seek specific approval from UON. It is the responsibility of the student to communicate any deviations from the study plan presented above.

### **13.2 Exchange Programs and Study Abroad**

Students may consider doing exchange program or study abroad during Year 2 of study. This will be dependent on alignment of academic calendars and curriculum and MUST be approved by the Program Director in advance of application.

Any consideration of exchange or study abroad in Year 3 or Year 4 will impact significantly on the completion of UTCC-UON Two Degree Program and is therefore unlikely to be approved.

If students are interested in studying for some of their program at UON in Australia this may be possible but must be discussed in detail with their Program Director.

**It is the responsibility of the student to communicate possible deviations from their study plan presented in Section 13 likely to occur due to study abroad, exchange programs, leave of absence etc. and it must be noted that the Program Director may not approve these if the student is unable to complete the required program plan.**

Below is the list of UTCC exchange program partners for which you would consider applying.

1. Hanze University of Applied Sciences, Groningen, the Netherlands:

General Exchange info <https://www.hanze.nl/eng/study-at-hanze/study-programmes/exchange-courses>

International Business School  
exchange: <https://www.hanze.nl/nld/onderwijs/economie/international-business-school/programmes/exchange-programmes/ib-exchange-programme>

2. Rotterdam Business School, Rotterdam, the Netherlands:

<https://www.rotterdamuas.com/programmes/exchange/?school=24362>

3. Rennes Business School, Rennes, France:

<https://www.rennes-sb.com/programmes/exchange-programme/>

4. United States International University, Nairobi, Kenya

5. Hankuk University of Foreign Studies, Seoul, South Korea: <http://international.hufs.ac.kr/>

6. Shi Chien University, Taipei, Taiwan: <https://asiaexchange.org/study-destinations/taipei-taiwan/shih-chien-university/>

7. Binus University, Jakarta, Indonesia <https://io.binus.ac.id/binus-students/post/student-exchangestudy-abroad-with-partner-institutions/>

Also, the below Universities have several Summer Exchanges available.

- University of Finance and Administration, Prague, Czech Republic
- MIAS School of Business, Czech Technical University, Prague, Czech Republic
- University of Massachusetts, Lowell, USA (short-term intensive entrepreneur course)
- Osaka University of Economics, Japan (no credits)

### **Student Exchange Program: Key Points and requirements**

- English language requirements: TOEFL 550 or IELTS 6.0
- Tuition fees payable to UTCC iSM to keep student status
- Transfer credits
- iSM scholarship (depending on availability and selection process)
- ASEM-DUO Thai government scholarship available each year for exchanges to Europe (only for Thai nationals) [http://www.asemduo.org/02\\_programs/programs\\_03.php](http://www.asemduo.org/02_programs/programs_03.php)

### **13.3 Goal Business Education Tutor Mentor Sessions**

All students will have a weekly, timetabled Goal Mentor Session. These sessions are specifically to support Two Degree students in their academic, professional and personal development. The content of these sessions will be designed in partnership with students, dependent on their requirements for the semester. Attendance at these sessions will be noted, but do not form part of the attendance monitoring requirements for the program.

## 14 Academic Calendar and Registration/Payment Schedule

Details	First Semester	Second Semester	Summer Semester
1. Meeting between Students and Advisors	Date to be announced by iSM, UTCC		
2. Students' Online Enrolment First Year	To be announced by UTCC	Mon. 29Nov.–Fri. 3 Dec. 2021	Mon. 25 –Fri. 29 April 2022
Second Year	Mon. 19–Fri. 23 July 2021	Tue. 30Nov.–Fri. 3 Dec. 2021	
Third, Fourth and Other Years	Tue. 20–Fri. 23 July 2021	Wed. 1– Fri. 3 Dec. 2021	
3. Tuition Fee Payment by Due Date Mobile Banking: Mobile App. Cash: At the Bank/ Counter Service Credit Card: Online Payment/ Financial Affairs Office	Mon. 19 July 2021 - Sun. 15 Aug 2021	Mon. 29 Nov.2021 - Sun. 9 Jan. 2022	Mon. 25 April2022– Sun. 29 May 2022
4. First Day of Class	<b>Mon. 16 Aug 2021</b>	<b>Mon. 10Jan. 2022</b>	<b>Mon. 30 May 2022</b>
5. New Student Enrolment and Payment	Mon. 2 August – Fri. 3 September 2021	Mon.3–Fri.14 Jan. 2022	Mon. 2 May.–Fri. 3 June2022
6. Late Enrolment for Upcoming Students	Mon. 9 August–Fri. 3 Sep. 2021	Mon. 10 – Sun. 16 Jan. 2022	Mon. 30 May. – Sun. 5 June 2022
7. Payment for Late Enrolment for Current students (with Fine)	Mon. 9 Aug.–Fr. 9 Sep. 2021	Mon.17– Sun. 30Jan.2022	Mon. 30May. – Sun. 5 June 2022
8. Subject Withdrawal with Full Refund (Subject Change and Adding)	Mon. 9 Aug.– Fri. 3 Sept. 2021	Mon. 17– Fri. 28 Jan. 2022	Mon. 30May. – Sun. 5 June 2022
9. Payment for Subject Change and Adding (In Case of more payment, students must pay through as item NO. 4 above (without Fine)	Mon. 9 Aug.– Fri. 3 Sept. 2021	Mon.17– Sun. 30Jan.2022	Mon. 6 – Fri. 10 June 2022
10. Rest Balance of Payment for Loan Students	Mon. 6 – Sat. 18 Sep. 2021	Mon. 31Jan.– Sat. 12 Feb. 2022	-
11. Dismissal Announcement	Mon. 13 Sept. 2021	Mon. 21 Feb. 2022	-
12. Mid-Term Examination	<b>Mon. 4 – Fri. 8 Oct. 2021</b>	<b>Mon. 28 Feb – Fri .4 Mar .2022</b>	-
13. Course Withdrawal with W	Mon. 8–Fri. 12 Nov. 2021	Mon. 4 – Fri. 8 Apr. 2022	28 Jun – 2 Jul 2022
14. Online Lecturer Evaluation by Students	Mon. 11Oct.–Sat. 4 Dec. 2021	Mon. 7 Mar.–Sat. 30Apr. 2022	5 – 17 Jul 2022
15. Last Day of Class	Sat. 4 Dec. 2021	Sat. 30 Apr. 2022	17 Jul 2022
16. Final Examinations	<b>Tue. 7–Mon. 20Dec. 2021</b>	<b>Tue. 3–Wed. 18 May 2022</b>	<b>19 – 23 Jul 2022</b>
17. Exit Exam	<b>Mon. 20 – Fri. 24Dec. 2021</b>	<b>Wed.18–Tue. 24May 2022</b>	<b>23 Jul – 2 Aug 2022</b>

18. Meeting of Committee for Exam Paper Approval	Each School will consider this in accordance with the examination and its results		
19. Meeting of Committee for Grading and Exam Result Approval			
20. Exam Result Announcement	Wed. 5Jan. 2022	Mon. 30 May 2022	Mon. 15 Aug. 2022

## 15 Attendance Policy

Attendance and participation in class are integral parts of the educational process at UTCC, and are significant factors in academic achievement. Students are expected to attend all classes; take exams, tests, and quizzes during scheduled times, and are responsible for all material covered in class.

Instructors are expected to report students whose absence is excessive. At the discretion of the instructor, excessive absences or tardiness may result in a lowered grade or failure of the course. Individual instructors may identify more specific attendance requirements, which are clearly stated in the course syllabus. Nevertheless, the University's policy requires that all students attend a minimum of 80% of their class periods. Students whose attendance is lower than 80% may forfeit their chance to take the final exam, if any.

## 16 Leave of Absence

A student in good academic standing may request a leave of absence from the program in one of the following cases:

- The student is summoned to military service.
- The student receives a scholarship approved by the University, and is required to travel or study abroad.
- The student has a health problem which prevents him/her from attending classes and/or meeting the requirements of the courses he/she will take. A medical certificate issued by an authorized medical institute must be submitted with the petition for leave of absence.
- The student is in a situation considered appropriate by the Dean to permit leave of absence.

Note: Students in good academic standing, who have studied in the program for more than one year and have maintained a GPA higher than 2.00, may request a leave of absence from the program of up to two semesters.

The approval from the Dean is required if the student needs to be absent for no more than two semesters. And if the student needs to be absent for more than two semesters, the approval of the President is required.

Except only in the case of military service, the leave of absence is included in the study time limit . The student must pay a *maintenance-of-status* fee before the beginning of each semester in which they wish to be absent .

Students who wish to return to their active status must report to the Office the Registrar and to the Dean respectively .However, readmission following a leave of absence is granted only on a space available basis.

## 17 Student Grading System and Policy

The following information relates specifically to the grades given by UTCC. Letter grades are given in all courses. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports, and the final examination. The University-wide system for undergraduate grading is as follows:

Grade	Descriptions	Point
A	Excellent	4
B+	Very Good	3.5
B	Good	3
C+	Fairly Good	2.5
C	Fairly	2
D+	Poor	1.5
D	Passing	1
F	Failing	0

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

1. The student cannot meet the course passing requirements
2. The student misses the final exam without the Dean's permission.
3. The student is not allowed to take the final exam because he/she attended the class less than 80% of the time required.
4. The student violates one or more items listed in the University's rules and regulations concerning the exam procedures.

In addition to the grades above, the following grades may be given.

Grade	Descriptions
W	Withdrawal with permission before the deadline
I	Incomplete coursework
S	Satisfactory completion of course
U	Unsatisfactory completion of course

Withdrawals prior to the established deadline for each semester may be made without grade penalty. Nevertheless, the notation **W** is recorded. The student is ultimately responsible for withdrawing from class when appropriate. The signature of the instructor of the course is required.

A student will receive an **I** in the following cases:

1. One or more of the student's assignments is still in process by the time the University computes his/her GPA. Nevertheless, this case must be acknowledged and approved by the Dean.
2. The student is admitted to the hospital or an authorized medical institute. A medical certificate and proof of treatment issued by the hospital or the authorized medical institute are required.

3. The student arrives on time at the examination venue, but claims to be sick, and the University's medical personnel and examination proctors affirm that the student is sick and unable to take the exam.
4. The student has an accident which prevents him/her from taking the examination and evidence of this is provided to the Dean.
5. The student's parent or close relative dies; and the student is in charge of organizing a funeral for the deceased. The student is permitted up to seven days of business leave.
6. The student is granted an authorized scholarship which involves traveling abroad at the time of the examination.
7. The student represents the country in an international event at the time of the examination and evidence of this is provided.
8. The student is summoned to military service, or is subpoenaed by the court.

In any of these above cases, the chairperson of the examination committee must be notified and must approve the petition. The student receiving an **I** according to any of the conditions above will be charged a fee to have his or her grade changed, and must submit his/her assignment or take the required examination before the end of the second week of the following semester, otherwise the **I** will become an **F**.

Each student's grade point average (GPA) is computed at the end of each semester. Only the student's passing grades are computed to determine his/her accumulative GPA.

**IMPORTANT INFORMATION:**

The Grading System used at University of Newcastle is not the same as the one used at UTCC. Your marks will be reported to UON by UTCC and Goal Business Education using an agreed translation of marks. The academic transcript you receive on graduation from UON will contain different marks to those in your UTCC transcript and an explanation of these marks will be provided. You will have access to the UON student system where you will be able to view the grades that have been ratified by a UON assessment board.

The following table explains how marks will be translated between UTCC and UON:

## 17.1 UTCC-UON Grading Translation

UTCC Grading System	UTCC Grade	Range of Marks	UON Grade	UON Numerical Value of Grade	Description
4	A	85-100	High Distinction (HD)	7	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic ability; mastery of skills*; and achievement of all assessment objectives.
3.5	B+	80-84	Distinction (D)	6	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
3	B	75-79			
2.5	C+	70-74	Credit (C)	5	Very Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic ability; reasonable development of skills*; and achievement of all assessment objectives.
2	C	65-69			
1.5	D+	60-64	Pass (P)	4	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic ability; satisfactory development of skills*; and achievement of most assessment objectives.
1	D	50-59			
0	F	0-49	Fail (FF)	0	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

\*Skills are those identified for the purposes of assessment item(s).

## 17.2 Adverse Circumstances/Mitigating Circumstances

Students can seek consideration for the possible impact of allowable adverse circumstances that may affect their performance in assessment items in the following cases:

1. The student is admitted to the hospital or an authorized medical institute. A medical certificate and proof of treatment issued by the hospital or the authorized medical institute are required.
2. The student's parent or close relative dies; and the student is in charge of organizing a funeral for the deceased. The student is permitted up to seven days of business leave.
3. The student is granted an authorized scholarship which involves traveling abroad at the time of the assessment.
4. The student represents the country in an international event at the time of the assessment and evidence of this is provided.
5. The student is summoned to military service, or is subpoenaed by the court.

In any of these above cases, students must submit a request form and need an approval from the instructor in the particular course and from the program leader or the Dean.

### 17.3 Failing and/or Repeating a Course

The follow applies to all courses on the UTCC-UON program.

The student may repeat a course if he/she have received a grade no higher than **D+** from the course. Only his/her latest grade from the course he/she repeat will be used in computing the GPA. Nevertheless, his/her latest grade from the course will not be higher than B.

- A student failing a core course must repeat the core course until he/she passes the course.
- A student failing an elective course may choose to repeat the course or take another elective course however this **MUST** be within the approved study plan for the program.
- A student may repeat a course only when he/she receives a **D+** or lower from the course.

**NOTE: Students will not receive a second opportunity to assess for a UON course outcome if they have passed the course. They may reassess under the UTCC policy above but the mark will only stand on their UTCC transcript and the first mark will stand on the UON transcript.**

### 17.4 Student Academic Status

Except only for the first semester of the program, students' academic status is determined at the conclusion of each semester. Students' grade point average (GPA) from a summer session is calculated with the students' GPA received in the following semester which is normally the first semester of the academic year.

The status of students who have completed only one semester at the University is always in academic good standing, regardless of their GPA. A student is considered in academic good standing if their accumulative GPA is 2.00 or above. A student is placed on academic probation when the cumulative GPA is below 2.00 and may require a remedial study plan to support improvement. Students on academic probation can take up courses up to five courses (or 15 credits) and no less than three courses (9 credits).

**NOTE: If students are on academic probation, they may not finish the UTCC-UON Two Degree program in the allocated time. Students must consult with a student advisor for an advice on study plans before continuing studies.**

### 17.5 Student Classification

Undergraduate students are classified as follows :

<b>Classification</b>	<b>Credits Completed</b>
Freshman	0 -33
Sophomore	34 -66
Junior	67 -99
Senior	99 or more

## 18 Student Behaviour, Discipline and Appeals

Students must comply with the Rules, Regulations, Orders, Announcements or Guidelines of the University in all respects and must maintain discipline at all time.

Students must uphold unity. They should not commit any act which shall considered annoyance, controversy, physical assault, disrespect, or show disdain and have to maintain peace, order, dignity and prestige of the University.

Students must behave politely both inside and outside of the university. They must abstain from behavior that could demean the reputation of the University

Students must demonstrate respect, obedience and comply with the order or instruction of the instructors and staff who legitimately perform their duty.

Students must always carry their UTCC student ID card when the instructors or staff request to check the UTCC student ID card, students must promptly present their student ID cards.

Students must dress appropriately. They must conform to the dress code prescribed by the university regulation regarding student uniforms. When the university is closed, holidays or during semester closing period, Students who wish to enter the university must dress up politely.

Students must not carry weapons or explosives into the University.

Students must not smoke within the university except in places where the university is designated as smoking areas.

Students must conserve university property, and must not destroy university property. Destroying university property which causes serious damage to the university shall be considered as serious disciplinary offense.

Students must strictly comply with the Regulations of the University regarding the practice of students in the examination. In the event that the student is caught cheating on an exam, punishment shall be in accordance with the announcement of the University regarding punishment for student cheating on an exam and shall be considered to be serious disciplinary violation.

The following actions of the students shall be considered as **serious disciplinary violation**.

- Being sentenced to imprisonment according to the court's final judgment, except for minor offense or negligent offense.
- Students must uphold unity, peace, and the reputation of the university. They should not instigate or participate in any quarrels, physical assaults, or damage to university or the other property.
- Commit fraud or misconduct which cause serious degradation to the University

- Sentenced under the Drug Abuse Act with an offense of drug users, distributors, possession of all kind of illicit drugs.
- Drinking alcohol, using drugs and intoxication stimulants or any prohibited substance, drunkenness while they are in the University, or gambling in the University.
- Burglary, embezzlement, fraud, falsification of documents or using documents known as fake documents for seeking unlawful benefits.

There are 4 main types of disciplinary punishment

- Verbal warnings
- Written warnings
- Temporarily study suspended or suspends the student's candidacy for a degree or a diploma. These are scheduled for no longer than 2 regular semesters.
- Termination of student status

Penalties may be reduced if students volunteer to attend additional training, engage in community/humanitarian work or service for the university at the discretion of university.

## 18.1 Student Uniform

**Male Students shall wear uniforms as follows;**

- **Normal study days:** uniforms are Black and navy blue trousers which are not jeans, corduroy or satin, neat with no pattern, not tight, short or long sleeve white shirt , neat with no pattern. Student shall insert shirt in their pants, wear black or brown belts with university brooch badge, and wear socks and brogues.
- **Military studying and training days:** military student uniform
- **Exams and ceremony days:** uniforms are Black and navy blue trousers which are not jeans, corduroy or satin, neat with no pattern, not tight, short or long sleeve white shirt , neat with no pattern. Student shall insert shirt in their pants, wear black or brown belts with university symbol, navy blue tie with university symbol and wear socks and no pattern brogues.

**Female Students shall wear uniforms as follows;**

- **Normal study and exam days:** uniforms are black or navy blue with no pattern skirt, not jeans, corduroy, lace or satin, knee length or covering knee, white plain short sleeve shirt, with no pattern, not tight, front shirt button up with university button, university brooch on the right chest, university chain lapel pin on the left collar. Students shall insert shirt in their skirts, wear black or brown belts with university symbol wear casual shoes or ankle strap shoes.
- **Ceremony days:** same uniforms as of normal study days, button up the top button, and wear black plain leather casual shoes with closed-toe.
- Female Muslim students or students with other religions are allowed to wear in accordance with their religious faiths.

Buckle, button, lapel pin, university chain lapel pin batch and tie shall be in accordance with the uniforms prescribed by the University

In the event that the faculty has set to have lab gown to put on the student uniforms, students must wear such lab gown only in the laboratory.

The President of the University of Thai Chamber of Commerce is in charge of this Code of Conduct and has power to issue announcements orders to set guidelines in order to ensure that the operation is done successfully and in accordance with the objectives of this Code of Conduct.

## **18.2 Disciplinary Proceeding**

Where student is accused to have a disciplinary offense that is to be punished under this Regulation, the Vice President shall appoint an inquiry committee consisting not less than 3 persons, but not more than 5 persons to consider the student's action in accordance with the Regulations

In the event that the Vice President deems that student who is accused of committing disciplinary offense which is a minor offense, Vice President may call in such student and give a warning to suspend or terminate the actions or behavior without having to set up an investigating committee.

The investigating committee must conduct investigation without delay and shall be completed within 60 days from the date of receiving the order.

In the case where investigation is not completed within the time limit, the committee shall seek an approval from the authority who appointed them for a maximum extension of 30 days for each submission.

The investigating committee has the power to ask for evidence that is in the possession of the person concerned or summon relevant persons to give statements to the investigating committee for consideration.

Students who are accused of disciplinary offenses have the right to bring in evidence both witnesses and documentary witnesses to be presented to the investigating committee for consideration. This must be done prior to judgment decision.

After the Vice President has received investigation report from the investigating committee, if the Vice President deems that the student did not do wrong as per the allegations, the allegation shall be terminated. If the Vice President views that the student has committed an alleged offense, he/she may punish according to such the offense. The punishment shall be considered by the level of actions; doing by intention, behavior and the seriousness of the offense, and repeat offenses. If there is reasonable cause, it shall be taken as a reason to reduce the penalty.

In the event that the Vice President deems it serious disciplinary offense, such student must be punished in accordance with either:

- Temporarily study suspended or suspends the student's candidacy for a degree or a diploma. These are scheduled for no longer than 2 regular semesters,
- or**
- Termination of student status.

In the event that the Vice President deems the offended student's status must be terminated, the Vice President must report to the President in order to be submitted to the University Administrative Committee for consideration first. The President is the person who orders the punishment.

### **18.3 Appeals**

A student who is subject to disciplinary punishment in accordance with (i) Verbal warnings (ii) Written warnings or (iii) Temporary suspension (for no longer than 2 regular semesters), and who does not accept the penalty notice or has additional facts which will cause the penalty to be reduced, has the right to file an appeal petition stating reasons to the President within 15 days from the date of the order acknowledgement.

During the appeal process, the student will still be subject to penalty unless there is a special reason that the penalty should have been abated. Student must file a petition to the Vice President stating the reason why they should be excused from penalty. If the Vice President deems appropriate, the student may be suspended from penalty in order to wait for the result of the decision according to the Appeal Committee.

The President shall appoint an Appeal Committee. This Committee consists of a Vice President, who is not the Vice President for Student Affairs, and who shall be a Chairman of not less than 2 committee members, but not more than 4 committee members.

Appeal petition shall be considered from supporting documents, statements and evidences, by the Appeal Committee.

For fairness, the Appeal Committee may order additional evidence investigations.

For the final appeal decision, the President shall order to dismiss the appeal, to stand by the original order, reverse the decision, or amend the order within 30 days from the date of receiving the report of the appeal committee.

The decision of the President on the appeal petition and the penalty shall be final.

In the case of the appeal against the order of student dismissal, the appeal petition shall be submitted to the University Council. The decision of the University Council shall be final.

### **18.4 Strengthening Student Discipline**

For students to have good behaviors and being good youth of society, a Vice President is responsible for fostering proper conducts and supervising students' discipline by creating an awareness among students through appropriate activities.

## 18.5 Ethical Conduct – Responsibilities and Expectations

Within the context of the UTCC's vision and values and UON's University's Vision, Mission and Values, the **International School of Management acknowledges the following responsibilities towards its students:**

- a. To provide a work and study environment free from discrimination or harassment on the basis of race, nationality, sex, age, political conviction, sexual preference, marital status, religious belief, disability, family responsibilities or carers' responsibilities. This environment will take account of the different characteristics of students and their varying cultural and educational backgrounds.
- b. To maintain a safe, positive, harmonious and cooperative teaching and learning environment by ensuring that students have:
  - i. access by appointment to academic staff to discuss program matters;
  - ii. timely, fair and constructive assessment of work;
  - iii. the prompt addressing of concerns and complaints, especially where they relate to academic standing and progress; and
  - iv. work and study areas in compliance with the relevant principles of occupational health and safety.
- c. To deal with all students and their academic work with honesty and integrity, to maintain ethical academic standards and to provide helpful and appropriate feedback in a timely manner.
- d. To encourage a respect for knowledge, excellence and to stimulate students to reach a high level of academic attainment.
- e. To provide, before enrolment, information on courses in a variety of formats, accessible to all students especially students with disabilities, sufficient to allow an informed decision on the programs and courses to be undertaken.
- f. To ensure that information on timetables for lectures and tutorials is available on enrolment and confirmed prior to the commencement of term and that detailed and accurate information about all relevant aspects of the courses chosen by students is provided within two weeks of the commencement of the term in which the courses are offered.
- g. To ensure that, if changes are made to courses or programs, adequate arrangements are made so that students who are undertaking them are not disadvantaged.
- h. To inform students of the common conventions and requirements in relation to proper referencing and acknowledgement of sources as well as providing information on the specific requirements of the Faculty, School or other teaching area.
- i. To ensure the availability and appropriate timing of compulsory courses and sufficient optional courses to enable program completion within the specified minimum time, provided that the standard rate of progress in the program is maintained.
- j. To make information freely available on policies and procedures which affect students in all aspects of their life at university.
- k. To address the concerns and complaints of students and to provide access to suitable appeal and grievance mechanisms.
- l. To provide support services which take into consideration the needs of equity group students.

- m. To provide access to special consideration rescheduled examinations, alternative assessment, replacement assessment or extension of time for assessment where academic performance has been adversely affected by illness or other serious cause beyond the student's control.
- n. To ensure that students have the opportunity to provide input into academic staff teaching performance appraisal.
- o. Where appropriate, to have student members on University committees.
- p. To acknowledge students' intellectual property rights.
- q. To uphold information privacy principles relevant to personal student information in accordance with applicable legislation.

On undertaking this program, **all students acknowledge the following responsibilities:**

- a. To contribute to a work and study environment free from discrimination or harassment.
- b. To act at all times in a way that respects the rights and privileges of others and shows commitment to freedom of expression; and in particular to be sensitive to cultural diversities.
- c. To respect knowledge, scholarship and truth and act with honesty and integrity at all levels of academic life.
- d. To be aware that all forms of academic dishonesty or misconduct are unacceptable, and that the University may put in place measures to test student compliance with its standards.
- e. To participate actively and positively in the teaching and learning environment, it is expected that students will:
  - i. attend classes as required;
  - ii. maintain steady progress within the unit or course framework;
  - iii. comply with workload expectations; and
  - iv. submit required work on time.
- f. To participate in the functioning of the University and to provide constructive feedback on the teaching and learning environment.
- g. To monitor their own progress in the teaching and learning environment and the academic program, in the context of reasonable access to academic staff for assistance and to the various academic support services.
- h. To cooperate in suggested remedial options to improve their academic performance and maintain adequate progress in a course or program.
- i. To be aware of all unit or course information made available to them and to raise any questions or concerns with the appropriate academic staff member in a timely manner.
- j. To be aware of all University rules and regulations pertaining to their rights and responsibilities as students from both UTCC and UON.
- k. To be aware of their individual rights and responsibilities regarding the proper use of copyright material, information security, information technology and library use.

## **18.6 Academic Integrity and Examination Conduct**

Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the University. These principles are at the core of all academic

endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise the integrity of research and devalue the quality of learning.

The University of Newcastle **Student Academic Integrity Policy** supports the University's commitment to "being truthful, sincere and direct in intentions and actions; acting lawfully and with academic integrity" (Institutional Strategic Plan 2011-2015). It has been developed in accordance with advice from the **Independent Commission Against Corruption** (ICAC) and has been adopted by UTCC as the policy by which all students on the Two Degree Program must adhere.

Regard for academic integrity is the responsibility of all staff and students of the University.

To support academic integrity principles, all students are required to complete an Academic Integrity Module (AIM) during the first semester of UON courses (normally their second semester of year three). This is a short quiz that relates to the principles and policies of academic integrity. The quiz does not attract credits but must be completed within the first semester of UON courses.

The full policy can be found here: <https://policies.newcastle.edu.au/document/view-current.php?id=35>.

## 18.7 Academic Dishonesty

When a student is alleged to violate the UON Student Academic Integrity Policy a hearing panel composed of the Dean of ISM, UTCC and UON representative are to investigate and resolve the alleged violation of the code. The University may impose serious measures on students who are found to have breached this policy.

### **Academic Misconduct includes conduct that:**

- a. Involves academic fraud, cheating, plagiarism and any other dishonest or reckless conduct by a student to gain an advantage;
- b. Contravenes the principles or provisions of the University's academic rules, policies, procedures, guidelines or [Code of Conduct](#); or
- c. Encourages, persuades or incites any other person to engage in similar conduct.

### **Research Misconduct means conduct that involves:**

- a. A breach of the [Australian Code for the Responsible Conduct of Research](#);
- b. Intent and deliberation, recklessness or gross and persistent negligence; and
- c. Serious consequences such as false information on the public record, or adverse effects on research participants, animals or the environment.

### **Research misconduct includes:**

- a. Fabrication; falsification, plagiarism or deception in proposing, carrying out or reporting the results of research;

- b. Failure to declare or manage a conflict of interest;
- c. Failure to follow research protocols as approved by a research ethics committee;
- d. Concealment of research misconduct by others; and
- e. Contravention of the [Australian Code for the Responsible Conduct of Research](#), the University's [Code of Conduct](#), and/or rules, policies, procedures or guidelines relating to research.

If the student is found responsible for the violation, the following actions will be taken.

- An "F" grade be given on the student's record of the course in which he/she demonstrates dishonesty. However, this action will not affect the grades of other courses the student is taking at the time of the violation.
- The student be suspended for at least one semester starting in the following semester – not counting the summer session.
- Credit earned at another institute while the student is under disciplinary suspension will NOT be considered for transfer. The suspension period is included in the student's academic time limit. The student must also pay the maintenance-of-status fee according to the University's catalogue.
- If the violation is considered severe, the UTCC's council may order that the student be dismissed.

## 18.8 Dismissal

A student may be subject to dismissal from the program if they have contravened the Academic Integrity or Student Conduct policies. In addition, the following scenarios will also prompt a review of the student's admission on the program and potential dismissal:

- a. At the end of any semester, except the very first semester of the degree program, if a student's GPA is lower than 1.50; the student is subject to dismissal.
- b. If a student's GPA is lower than 1.75 for two consecutive semesters, the student is subject to dismissal. The first semester of the two consecutive semesters will not include the first semester of the program.
- c. After taking courses for sixteen (16) semesters, if a student's GPA is lower than 2.00 or the student has not been able to complete all the courses required by the degree program, the student is subject to dismissal.
- d. Students who do not register according to the University's schedule without notifying the Office of Registrar are subject to dismissal.
- e. The University may dismiss any student for serious misconduct, as detailed in Section 18.5-18.7, with access to an appeal as per section 18.3.
- f. The University may dismiss a student, if the student is legally guilty of a serious crime and receives a prison sentence.
- g. A student will no longer have student status as soon as the student's resignation is approved by the University.

h. A student will no longer have student status as soon as the student is legally declared dead.

Dismissal Status: When a student is academically dismissed, the University notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester.

## 19 Student Complaints

Students are expected to have firstly tried to resolve the issue/problem directly with the person or persons involved (e.g., course leaders, the program, the school). If students wish to submit a formal complaint, they are required to submit a request form (available at the ISM office) to the Associate Dean of ISM, UTCC who will be responsible for handling the complaint, requesting additional information from the complainant, make an assessment of the complaints.

If the complaints cannot be resolved, it will be escalated to the President of UTCC for further investigation.

## 20 Conferral of UTCC Degree

For a degree to be conferred, all course work must be completed. Students must have active registration status in the semester of graduation. Students not registered for any course work in the semester of graduation must obtain a special registration. Clearance for graduation is due one year prior to the desired graduation date. The clearance is not official until it has been reviewed and approved by the Registrar. Undergraduate students should obtain clearance for graduation at least two semesters prior to the intended graduation date.

- Completion of all courses required by the program.
- Achieve a cumulative GPA of 2.00 or higher.
- Have a good record of behavior.
- Have no financial obligation to the University.

The University reserves the right to withhold diploma and/or disallow a student's graduation if the student is found guilty of serious misconduct.

Where a student has completed all courses required by the curriculum, but GPA is less than 2.00, the degree can be conferred only when:

- The student enrolls the courses further required by the curriculum until the GPA is not less than 2.00 within the time period specified
- The student enrolls to repeat the courses with the grade D+, D, or F until the GPA is not less than 2.00 within the time period specified

UTCC has the right to withhold the degree if the student is found guilty of serious misconduct.

## 21 Eligibility for Conferral of a University of Newcastle Award

A student will be qualified for the conferral of an award when they have satisfied the requirements of their program, unless an allegation of student misconduct has been made against the student.

For coursework programs, the Academic Registrar will ensure that qualification for an award is recorded in the student records system once the student has met the requirements of their program.

For the purposes of this policy, the Deputy Vice-Chancellor (Academic) will inform the Academic Registrar of any students who have been qualified against whom an allegation of student misconduct has subsequently been made. The Academic Registrar will prepare a monthly report of students who are qualified to be conferred an award.

Upon conferral, the student becomes a graduate of the University. Prior to conferral, the student is considered to be qualified and eligible to graduate.

## 22 Graduation Documents (UON)

Graduation documents issued by the University include a testamur, academic transcript, and Australian Higher Education Graduation Statement (AHEGS).

The academic transcript is an official record of studies undertaken at the University and will indicate the date on which the student was qualified in the program. Students who have qualified may request an academic transcript for a prescribed fee.

The testamur is an official award certificate issued by the University, a testamur is presented at a graduation ceremony. After conferral, graduates may apply for the release of their testamur for a prescribed fee which may be waived.

The University may issue graduation documents in printed and/or verified digital format. Graduation documents are not released to a student if:

- the student is indebted to the University; or
- an allegation of student misconduct has been made against the student.

Graduates who elect to attend a graduation ceremony will receive:

- a copy of their academic transcript; and
- their testamur, unless they have requested an early release of testamur in which case they will receive a certificate of participation and an academic transcript.

A lost or destroyed testamur can be replaced upon application and where the prescribed fee has been paid or waived.

Additional copies of academic transcripts are available upon request and where the prescribed fee has been paid or waived.

AHEGS statements will be issued electronically after graduation ceremonies and printed copies are available upon request and where the prescribed fee has been paid or waived.

## 23 Graduation with Honours (UTCC)

The University, wishing to provide recognition to exceptional students, has an honours system. Students are given awards for hard work measurable in grades, beginning with semester grades and ending with cumulative grades until graduation. Students maintaining a high scholastic average are eligible for graduation with honours.

In order to graduate Summa Cum Laude, students must:

- Fulfil all the requirements for graduation within 4 years.
- Achieve a cumulative UTCC GPA of 3.50 or higher.
- Have not been placed on probation in any category.
- Have not received an “F” in any course.
- Have not received a grade lower than “C” for any core course.

In order to graduate Magna Cum Laude, students must:

- Fulfil all the requirements for graduation within 4 years.
- Achieve a cumulative UTCC GPA of 3.25 or higher.
- Have not received an “F” in any course.

The relative recognition appears on the student's official transcript and diploma, and will be announced in the commencement program.

## 24 Awarding with Distinction (UON)

The University of Newcastle will award relevant AQF level 7 Bachelor programs and AQF level 9 Masters Coursework and Masters Extended programs as ordinary degrees except where students achieve a minimum Grade Point Average (GPA) of 6.0 based on all studies undertaken in the program, when the degree may be awarded ‘with Distinction’.

Information regarding the translation of UTCC grades to UON grades can be found in section 17.5. The policy on calculating UON GPA can be found here:

<https://policies.newcastle.edu.au/document/view-current.php?id=157&version=1>

This guideline must be read in conjunction with the [Awards and Graduation Policy, Bachelor \(240\) Awards and Programs Schedule, Masters Coursework \(160, 120, 80\) Awards and Programs Schedule](#) and the [Masters Extended \(240\) Awards and Programs Schedule](#).

This guideline defines the circumstances by which students are deemed eligible and which units are utilised in the calculation of the GPA for the purpose of awarding a degree ‘with Distinction’.

To qualify for the degree a student must satisfactorily complete a program of study approved by the Program and Course Approval Committee on behalf of Academic Senate.

In determining a student's eligibility to be awarded their degree ‘with Distinction’, students must:

- Meet all program requirements and be eligible to be awarded an ordinary degree;
- Complete at least 50 per cent of their program at The University of Newcastle; and

- Achieve a minimum GPA of 6.0 based on all studies undertaken in the program.

A Cumulative GPA will be calculated for each graduating student to determine their eligibility to be awarded the degree 'with Distinction' as per the [Grade Point Average Calculation Guideline](#).

## 25 Revocation of Degree

The degree revocation is made by the UTCC's council and apply only to cases in which a University degree has been awarded but the commencement later shows that:

- the graduate's academic record, following a correction, indicates the graduate falls to meet academic requirements for graduation.
- facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.
- a student is found guilty of receiving the degree by dishonest means, his/her degree will be revoked, and legal actions may be taken.

For UON degree revocation, the Vice-Chancellor may recommend to the Council that an award that has been conferred on a former student should be revoked and the Council reserves the right to revoke any award:

- awarded to a graduate if it is later determined that, when a student of the University, the former student was in breach of the regulations on this handbook; or
- awarded in error.

## 26 Graduation

### UTCC Graduation

The undergraduate Graduation Ceremony is held in February each year in Bangkok. All graduates must follow the Commencement manual provided by UTCC at the rehearsal day (usually two weeks prior to the graduation ceremony).

### UON Graduation

Graduates will be invited to attend a graduation ceremony at University of Newcastle in Australia or Singapore.

The Vice-Chancellor approves the dates and locations of each graduation ceremony on the recommendation of the Deputy Vice-Chancellor (Academic). The Chancellor, or another person appointed by the Council, is the Presiding Officer at the graduation ceremony. The Presiding Officer is authorised by the Council to present graduation documents to graduates at the ceremonies.

Graduates may choose to attend the graduation ceremony, defer attendance to a future graduation ceremony, or request their graduation documents to be issued after the scheduled ceremony if they cannot, or do not wish to, attend.

## 27 International students

All International Students enrolled in the program will be provided with an orientation to familiarise them with the rules, expectations, facilities and services offered by the University.

## 28 Additional support

All students must fulfil the inherent requirements of the programs and courses they are undertaking. While reasonable adjustments can be made, these adjustments cannot compromise academic integrity. It is the student's responsibility to check all the requirements of courses, and consider the effects of any medical condition or disability on their ability to complete course requirements.

## 29 Student Services Directory

### **Asst. Prof. Nattapan Buavaraporn, Ph.D.**

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UTCC-UON Two Degree Program leader for BBA

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First Year BBA Advisor

### **Naruporn Panchan** (Bld 21, Fl.1, [naruporn.p2020@gmail.com](mailto:naruporn.p2020@gmail.com) )

### **Teeranan Ritngam** (Bld 21, Fl.1, [teeranan\\_rit@utcc.ac.th](mailto:teeranan_rit@utcc.ac.th) )

Academic staffs

Academic regulations

Registration

Adding/dropping a class

Class schedule

Exam schedule

Change of major

Leave of absence

## 30 Additional Policy Information

Students must read and comply to the policies from UON which applies to their studies. The following full University of Newcastle policies can be found online:

**The full Copyright Law Guideline Policy can be found here:**

<https://policies.newcastle.edu.au/document/view-current.php?id=187>

**Information Security Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=135>

**Information Technology Conditions of Use Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=134>

**Library Use Policy**

(Use will be restricted to online library access only.)

<https://policies.newcastle.edu.au/document/view-current.php?id=116>

**Corporate Identity Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=185>

## 31 Appendix

In case of students have to do the special request about registrartion, students can download request form and fill incomplete information and submit it at Student Service Unit, the Office of the Registrar during working hours in website: <https://registrar.utcc.ac.th/e-request>

31.1 **General Request form** This form is used for Enrollment Request after Program Completion, Study Return, Grades /Scores Check,Registered, Withdrawn, Changed, and AddedSubject Check due to No Exam Seat etc.

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 สำนักงานอธิการบดีและทะเบียนกลาง มหาวิทยาลัยหอการค้าไทย  
 Office of the Registrar, University of the Thai Chamber of Commerce

สำนักทะเบียนกลางและทะเบียนกลาง  
 เลขที่ \_\_\_\_\_  
 วันที่ \_\_\_\_\_

**คำร้องทั่วไป**  
General Petition Form

ชื่อ (Name) \_\_\_\_\_ ปีที่ (Grade) \_\_\_\_\_ ปีที่ (Year) \_\_\_\_\_

ชื่อ (Surname) \_\_\_\_\_ ปีที่ (First Semester) \_\_\_\_\_ ปีที่ (Second Semester) \_\_\_\_\_ ปีที่ (Summer Semester) \_\_\_\_\_ ปีที่ (Academic Year) \_\_\_\_\_

เรียน อธิการบดี คณะฯ (To: President: Dean)  
 ชื่อที่ปรึกษา/อาจารย์ที่ปรึกษา (Advisor's Name) \_\_\_\_\_ เลขที่ (Registration No.) \_\_\_\_\_  
 เลขที่ (School of) \_\_\_\_\_ สาขาวิชา (Subject) \_\_\_\_\_  
 อาจารย์ที่ปรึกษา (Advisor) \_\_\_\_\_ หมายเลขโทรศัพท์มือถือ (Telephone No.) \_\_\_\_\_  
 ต้องการลงทะเบียน/ขอคืนที่นั่ง (I would like to submit this petition for) \_\_\_\_\_

มีมติขอทำเรื่องร้องเรียน/ขอขาน (Please consider this request) \_\_\_\_\_

<b>1. อาจารย์ที่ปรึกษา</b> (Advisor's Comment)  อนุมัติ (Signature) _____ (Date) _____	<b>2. อธิการบดี</b> (Dean's Comment)  อนุมัติ (Signature) _____ (Date) _____
<b>3. ผู้อำนวยการสำนักทะเบียนกลางและทะเบียนกลาง</b> (Director/Deputy Director of the Registrar's Comment)	<b>4. อธิการบดี</b> (President's Comment)

ชื่อ \_\_\_\_\_ เลขที่ \_\_\_\_\_

สำเนาให้ที่ปรึกษา (For Student) \_\_\_\_\_ ปีที่ \_\_\_\_\_  
 ชื่อ \_\_\_\_\_ ปีที่ \_\_\_\_\_  
 (First Semester) (Second Semester) (Summer Semester) (Academic Year)

สำนักงานอธิการบดีและทะเบียนกลางได้รับรองและรับทราบ (The Office of the Registrar has received the petition form of  
 (Advisor's Name) \_\_\_\_\_ เลขที่ (Registration No.) \_\_\_\_\_ มีมติอนุมัติ  
 อนุมัติ (Signature) \_\_\_\_\_ วันที่ \_\_\_\_\_

- **Procedure of General Request Form:**

1. The form is available at the Office of Registrar, Building 1,2ndFloor and registrar website: : <https://registrar.utcc.ac.th/e-request>
2. Students must complete the form and have it signed by the advisor and by the Dean for approval.
3. Students must submit the approval form signed by the advisor and the Dean at the Office of the Registrar, Building 1, 2ndFloor or Office of Registrar Facebook Page: <https://web.facebook.com/regUTCC>
4. Students must keep the slip as evidence, and they can check their enrollment status at <http://reg.utcc.ac.th> and UTCC Plus mobile application.



31.3 **Change of major and Credit transfer** This form is used for student who would like to change the major or transfer the credits from external institution/college/university. This form require the document attach as follows:

1. 1 Copy of Table Comparing Courses and Credits to be transferred.
2. 1 Copy of Official Transcript.
3. For External credits transfer require 1 copy of Program Curriculum from Previous Institute: for Credit Transfer between-Institutes.

The form is titled "UTCC" and "Office of Registrar, University of the Thai Chamber of Commerce". It includes fields for student name, ID, and program details. Below the form is a table with three columns: 1. Information of the external institution, 2. Information of the external institution's program, and 3. Information of the external institution's curriculum. The table has multiple rows for listing courses and credits.

• **Change major/Credits transfer Procedure:**

1. The form is available at the Office of Registrar, Building 1,2ndFloor and registrar website: : <https://registrar.utcc.ac.th/e-request>
2. Students meet with their Director of program for approval.
3. Director submit the forms to the Associate Dean for Academic Affair.
4. Associate Dean for Academic Affairs Checks the forms submitted.
5. The School forwards all credit transfer request forms to the Registrar.
6. The Registrar informs the Ministry of Education regarding the students' credit transfer for consideration in that academic year.



31.4 **Leave of absence or Resignation/ Leave of Absence** Student who need to take leave during the semester, student has to submit this form to office of registrar with the document attach as follow:

1. Consent letter signed for resignation/ leave of absence by the parent/Guardian
2. Copy of parent ID card or passport with endorsement
3. Ipad Fine Receipt (Only Students Starting from Academic Year 2011)\*For resignation only

• **Resignation / Leave of Absence Procedure:**  
**-Leave for Absence**

1. The form is available at the Office of Registrar, Building 1,2nd floor.
2. Consent letter signed for resignation/ leave of absence by the parent
3. 1 copy of a parent ID card or passport with a parent's signature
4. Students complete the form and have it signed by the advisor for approval and then by the Dean of the School where students are studying.
5. Student pay the leave of Absence to maintain student status with Financial Department, Building 1,2nd floor or contact in Facebook page: <https://web.facebook.com/FinanceUTCC>
6. Students submit the form together with the receipt at the Office of Registrar, Building 1,2nd floor or Office of Registrar Facebook Page: <https://web.facebook.com/regUTCC>

**-Resignation**

1. The form is available at the Office of Registrar, Building 1,2nd floor.
2. Consent letter signed for resignation/ leave of absence by the parent
3. 1 copy of a parent ID card or passport with a parent's signature

4. Students submit the form at UTCC Central Library's counter service, Building 24, 7th floor or Central Library website: <http://library.utcc.ac.th> and Facebook page: <https://web.facebook.com/utcclibrary>
5. For the Student Loan Project, contact the UTCC Student Welfare Department, Building 3, 2nd floor or Facebook page: <https://web.facebook.com/utccstudentwelfare>
6. Students complete the form and have it signed by the advisor for approval and then by the Dean of the School where students are studying.
7. In case of leave of absence, students pay to leave cost at the Finance Department, Building 1,2nd floor or Financial Department Facebook page: <https://web.facebook.com/FinanceUTCC>
8. Students contact at Teaching Excellence Center, Building 9,1stfloor to pay for the iPad fee.
9. Students contact Institute of Graduate Academic Achievement, Building 10, 5th floor.
10. Students submit the form together with the receipt at the Office of Registrar, Building 1,2nd floor.
11. Keep the slip as evidence.

## FAQ (A frequently asked questions)

### 1. Q: How to login in Registrar website and UTCC Plus?

A: Student can login by your student id as username and your password start Capital I and small d for Thai student following citizen id number and Foreigner passport number include the letter.

Example: Id1XXXXXXXXXX  
IdNXXXXXX



**2. Q: How to check the class and exam schedule?**

A: After login, student click "Study/Exam Timetable" button for and student can see the class and exam schedule.



**3. Q: How to change, Add and Drop with Full-refund?**

A: Student can change, Add and Drop with Full-refund following the Academic Calendar. The Add-drop period with full refund usually start in 2<sup>nd</sup> week of the semester. The button will appear in the 2<sup>nd</sup> week. Please see the photo above.

**4. Q: What's Academic Calendar?**

A: Academic Calendar is the calendar that provide the important information for student to prepare in the upcoming semester such as the enrollment period, First date of each semester, payment period, examination period and the last date of each semester.

**5. Q: For Scholarship students, How to check the fee and scholarship status?**

A: Student can check on registrar website by click "Debt/Scholarship" button to check the scholarship status.



**6. Q:What's student ID card?**

A: Student ID card is the student information and can use as the atm/debit card. Student have to contact Kasikorn bank to fill the information and get the student card. Moreover, student can use the Virtual ID card in UTCC Plus as student card.

