

# **BUSINESS ENGLISH PROGRAM**

**STUDENT HANDBOOK**



**UTCC INTERNATIONAL SCHOOL OF MANAGEMENT**

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# 1. Program Details

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<b>Program Title</b>	Bachelor of Arts Program in Business English
<b>Degree Title</b>	Full Title: Bachelor of Arts (Business English) Abbreviated Title: B.A. (Business English)
<b>Major</b>	None
<b>Total Credits</b>	129 Credits
<b>Career Prospects after Graduation</b>	<ul style="list-style-type: none"><li>▪ International Affairs Officials in Government and Private Sectors</li><li>▪ Language Consultants in Government and Private Sectors</li><li>▪ Flight attendants/Ground crews</li><li>▪ Hotel Staff</li><li>▪ Interpreters/Translators</li><li>▪ Language Teachers/Tutors</li><li>▪ Public Relations Officers</li><li>▪ Customer Service Officers</li><li>▪ Entrepreneurs</li></ul>

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## 2. Philosophy

Build highly-qualified graduates who possess good business knowledge, management skills, excellent English communicative skills, and proficient Thai communicative skills together with technological, analytical and critical thinking skills, high ethical standards, and good social responsibility.

## 3. Importance

Currently, English is considered as an international language and it plays an important role in business worldwide. Besides, in 2015, Thailand will become part of the ASEAN Economic Community or AEC. It can be said that English is vital and will be used as a medium in communication among the AEC countries. To compete with other countries in this globalization era, Thailand needs more new graduates who are capable of communicating efficiently in English with good background in business and technology. These graduates will take part in assisting and mobilizing the nation's economic and social development. School of Humanities and Applied Arts, University of the Thai Chamber of Commerce, thus, aims to produce graduates in Business English with excellent English communicative skills as well as a firm background in business and technology to serve the needs of the country. With its location in the heart of Bangkok, School of Humanities and Applied Arts, University of the Thai Chamber of Commerce, will be able to get an access to outside resources and ask for cooperation from both the government and private sectors to enhance the new graduates in various aspects through study trips, cooperative education, and the entrepreneurs' expertise.

## 4. Objectives

- To provide graduates with strong analytical, strategic, operational, international business knowledge and skills, and an excellent command of English and proficient Thai for effective business communication in an intercultural environment.
- To train and enhance graduates to meet the needs of international business communication.
- To instill graduates with high moral virtue and ethical standards ready to take on social responsibilities.
- To provide graduate with computer skills essential for effective business operations.
- To provide graduates with analytical and research skills required for successful postgraduate study both domestically and internationally.
- To provide graduates of international standard caliber.

## 5. Educational Management System

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System	The regular academic year is divided into two semesters, which are the first and the second semesters. A summer session may be offered. First and second semesters are a minimum of fifteen weeks each, excluding the examination period whilst the summer semester is a minimum of eight weeks with an equivalent number of class periods to a semester.
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Summer Semester	The offer of a summer semester is dependent on the consideration of program committees.
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## 6. Qualification of the Applicants

The applicants must possess one of the qualifications as follows:

- Applicants have completed high school or equivalent (Grade 12 from American-system schools or O-Level from British-system schools) from national or international institutions approved by Ministry of Education, or the applicants are or used to be students of higher education institutions approved by Ministry of Education.
- Applicants have completed Bachelor Degree in any major from University of the Thai Chamber of Commerce, and applied for Bachelor Degree in another major.
- Applicants have completed Bachelor Degree from other national or international institutions approved by Ministry of Education, and applied for Bachelor Degree in another major.
- Applicants, whose qualifications have not met the above criteria, are in the consideration of Admission Committee.

## 7. Admission Requirements

- All applicants must pass admission process in accordance with the regulations of University of the Thai Chamber of Commerce.
- 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.

## 7.1 English Language Proficiency

Applicants are exempted from English test if they have a minimum score of IELTS (Academic Band) of 5.5 with minimum of 5 in every band, or a minimum TOEFL of 500 (Paper-Based Test), 173 (Computer - Based Test), or 61 (Internet - Based Test). 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

## 7.2 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 enroll or re-enroll 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.

## 8. Courses and Credit Transfer

Courses and credit transferring must be approved by program committees and must be consistent with The Regulation of University of the Thai Chamber of Commerce, Knowledge, Skills and Experience Transfer from Informal Education to Formal Education, Undergraduate and Postgraduate Programs, B.E. 2547, and The Regulation of University of the Thai Chamber of Commerce, Credit transfer, Undergraduate Program, B.E. 2548 (Appendix A) as well as The Regulation of University of the Thai Chamber of Commerce, Second Degree, Undergraduate Program, B.E. 2543.



## 9. Fee

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.

## 10. Registration Requirements

Schedule of classes may be cancelled due to insufficient enrolment. The University reserves the right to change the class schedule and adjust the individual section enrolment 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 enrolments 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 cancelled because of suspension,

dismissal, or termination; the section is cancelled; 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.

## 11. 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

## 12. Professional Recognition

Not currently applicable on this program

## 13. Academic Requirements for Program Completion

### UTCC Total Credits – 129 credits

On successful completion of the full study plan, students will have attained 129 credits.

Program duration No more than 5 calendar years to complete the full program.

Program requirements Students must successfully complete (pass) a total of 129 UTCC credits

## 14. Program Structure

<b>Total credits</b>	129 credits
<b>1. General education</b>	30 credits
Section 1: UTCC required General Education Courses	21 credits
Section 2 : School specific General Education Courses	9 credits
<b>2. Specialization courses</b>	93 credits
A. Core courses	15 credits
B. Major courses	63 credits
Divided into 2 plans:	
Plan A: Regular curriculum	
Major required courses	33 credits
Major elective courses	30 credits
Plan B: Co-operative education curriculum	
Major required courses	33 credits
Major elective courses	24 credits
Co-operative education	6 credits
C. Minor Courses	15 credits
<b>3. Free elective courses</b>	6 credits

## Study Plan for August Intake

### Study Plan without Co-operative Education

YEAR	SEMESTER 1	Credits	SEMESTER 2	Credits
1	English 1	3	English for Communication 2	3
	Thai Language and Culture	3	English Usage	3
	Innovation Driven Entrepreneurship	3	General Education Course	3
	Digital Innovative Thinking and	3	General Education Course	3
	Coding		Intercultural Business Communication	3
	Organization and Management	3	Reading and Writing Skills	3

	Total	15	Total	18
<b>YEAR</b>	<b>SEMESTER 1</b>	<b>Credits</b>	<b>SEMESTER 2</b>	<b>Credits</b>
<b>2</b>	English for Communication in Careers 1	3	English for Communication in Careers	3
	ASEAN Economics and Trade	3	Ethics for Business and Everyday Life	3
	Principles of Marketing	3	Academic Writing	3
	Business English Conversation	3	Public Speaking	3
	Note-Taking and Summary Writing	3	Major Elective Course	3
	Major Elective Course		Minor Course	3
	Total	18	Total	18
<b>YEAR</b>	<b>SEMESTER 1</b>	<b>Credits</b>	<b>SEMESTER 2</b>	<b>Credits</b>
<b>3</b>	Advanced Business Communication	3	English for Business Discussion and N	3
	English for Business Presentation	3	3-4 Major Elective Courses	9/12
	2-3 Major Elective Courses	6/9	Minor Course	3
	Minor Course	3		
	Total	15/18	Total	15/18
<b>YEAR</b>	<b>SEMESTER 1</b>	<b>Credits</b>	<b>SEMESTER 2</b>	<b>Credits</b>
<b>4</b>	Research and Methodology in Business English	3	1-2 Major Elective Courses	3/6
	Seminar in Business English	3	1 Minor Course	3
	Critical Reading of Business Technical Materials	3	1 Free Elective Course	3
	1-2 Major Elective Courses	3/6		
	1 Minor Course	3		
	1 Free Elective Course	3		
	Total	18/21	Total	9/12

# Study Plan for August Intake

## Study Plan with Co-operative Education

YEAR	SEMESTER 1	Credits	SEMESTER 2	Credits
1	English 1	3	English for Communication 2	3
	Thai Language and Culture	3	English Usage	3
	Innovation Driven Entrepreneurship	3	General Education Course	3
	Digital Innovative Thinking and Coding	3	General Education Course	3
			Intercultural Business	3
	Organization and Management	3	Communication	
			Reading and Writing Skills	3
	Total	15	Total	18
YEAR	SEMESTER 1	Credits	SEMESTER 2	Credits
2	English for Communication in Careers 1	3	English for Communication in	3
	ASEAN Economics and Trade	3	Careers 2	
	Principles of Marketing	3	Ethics for Business and Everyday	3
	Business English Conversation	3	Life	3
	Note-Taking and Summary Writing	3	Academic Writing	3
	1 Major Elective Course	3	Public Speaking	3
			1 Major Elective Course	3
		1 Minor Course	3	
	Total	18	Total	18
YEAR	SEMESTER 1	Credits	SEMESTER 2	Credits
3	Advanced Business Communication	3	English for Business Discussion	3
	English for Business Presentation	3	and Negotiation	
	2 Major Elective Courses	3/6	3 Major Elective Courses	9
	1 Minor Course	3	1 Minor Course	3
	Total	15	Total	15
	SEMESTER 3	Credits		
	2 Free Elective Course	6		
	Total	6		
YEAR	SEMESTER 1	Credits	SEMESTER 2	Credits

4	Research and Methodology in Business English	3	Cooperative Education	6
	Seminar in Business English	3		
	Critical Reading of Business Technical Materials	3		
	1 Major Elective Courses	3		
	2 Minor Courses	6		
	Total	18		

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

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

## 16. 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.

## 17. 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.

## 18. 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.

## 18.1 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.

## 18.2 Failing and/or Repeating a course

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.

## 18.3 Student Academic

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).

## 19. Student Behaviour, Discipline and Appeals

1. Students must comply with the Rules, Regulations, Orders, Announcements or Guidelines of the University in all respects and must maintain discipline at all time.
2. 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.
3. Students must behave politely both inside and outside of the university. They must abstain from behavior that could demean the reputation of the University
4. Students must demonstrate respect, obedience and comply with the order or instruction of the instructors and staff who legitimately perform their duty.
5. 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.

6. 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.
7. Students must not carry weapons or explosives into the University.
8. Students must not smoke within the university except in places where the university is designated as smoking areas.
9. 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.
10. 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.

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.

## 19.1 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.

## 19.2 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.

## 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.

### 19.3 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 students' 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 be 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.

## 20. 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.

## 21. 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.

## 22. Graduation with Honours

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.

## 23. 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.

## 24. 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).

## 25. 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.

## 26. 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.

## 27. Student Services Directory

Asst. Prof. Nattapan Buavaraporn, Ph.D.

Dean, ISM (Bld 21, Fl.1, [nattapan\\_bua@utcc.ac.th](mailto:nattapan_bua@utcc.ac.th))

Asst. Prof. Li Li, Ph.D. (Bld 21, Fl.1, [li\\_li@utcc.ac.th](mailto:li_li@utcc.ac.th) )

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

Undergraduate Coordinator team

Official E-mail: [ismundergraduate@utcc.ac.th](mailto:ismundergraduate@utcc.ac.th)

Information update (Class information, Schedule, Examination and other announcement)  
on Microsoft team (BBA/B.Acc/UON 2021)



And Facebook Group

