



Bachelor of Business Administration Program (BBA)

**Student Program Handbook
2021 /22**

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1 Introduction to the Program

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 (International Program)

Abbreviation: B.B.A.

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 business administration.
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	1 st August 2021	
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.	
Assumed knowledge	UTCC Maths and English English Language Proficiency:	
Term type Semesters	First semester	August –December
	Second semester	January –May
	Summer session	June – July

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

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).

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.

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 138 credits.

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

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

12 Program structure

Total credits	138 credits
(1) General education	30 credits
Section 1: Required General Education Courses	21 credits
21 credits from the following course groups:	
1. Language and Communication Skills Courses	
2. Business and Entrepreneurship Course	
3. Science and Technology Course	
Section 2: Elective General Education Courses	9 credits
9 credits from the following course groups:	
1. Language and Communication Skills Courses	
2. Business and Entrepreneurship Course	
3. Science and Technology Course	
4. Aesthetics and Culture Courses	
5. Quality of Life and Sustainable Society Courses	
(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 BBA IBM Major 2021/22

YEAR	AUGUST 2021		JANUARY 2022	
1	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
	English for Everyday Communication	3	Business English for International	3
	Thai Language and Culture	3	Communication 1	
	Presentation and Public Speaking Skill (Thai Students)	3	General Education Elective	3
	Digital Innovative Thinking for Business	3	General Education Elective	3
	Organization and Management	3	Personal Development for Leadership	3
	Business Statistics	3	Principles of Accounting	3
	Total	18	Total	18
YEAR	AUGUST 2022		JANUARY 2023	
2	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
	Business English for International Communications 2	3	English for Professionals	3
	Management Information Systems	3		3
	Taxation	3	Business Finance and Risk Management	3
	Data Analytics for Business	3	Business Law	3
	Principles of Marketing	3	International Business Management	3
	Microeconomics	3	Major Elective or Free Elective	3
	Total	18	Total	18
YEAR	AUGUST 2024		JANUARY 2025	
3	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
	Innovation Creativity and Entrepreneurship	3	Digital and Social Media Marketing	3
	Operations Management	3	International Business Policy and Trade Theory	3
	Entrepreneurs in International Business	3	Internationalization Strategy	3
	International Logistics and Supply Chain Management	3	Contemporary Issues in International Business Management	3
	International Brand Management	3	Managerial Accounting	3
	Major Elective or Free Elective	3	Legal Environment in International Business	3
	Total	18	Total	18
YEAR	AUGUST 2025		JANUARY 2026	
4	COURSE TITLE	CREDITS	COOPERATIVE STUDY	
	Strategic Business Management	3	COURSE TITLE	CREDITS
	International Human Resource Management	3	Cooperative Education	6
	International Business Finance	3	Major Elective or Free Elective (to be taken in a summer semester)	6
			Total	12
	International Business Research	3	NON COOPERATIVE STUDY	
	Major Elective or Free Elective	3	COURSE TITLE	CREDITS
	Major Elective or Free Elective	3	Major Elective or Free Elective	3
	Total	18	Major Elective or Free Elective	3
			Major Elective or Free Elective	3
			Total	12

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.

13.1 Exchange Programs and Study Abroad

Students may consider doing exchange program or study abroad after Year 1 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.

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 Univeristy, 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

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 April 2022- Sun. 29 May 2022
4. First Day of Class	Mon. 16 Aug 2021	Mon. 10 Jan. 2022	Mon. 30 May 2022
5. New Student Enrolment and Payment	Mon. 2 August – Fri. 3 September 2021	Mon.3–Fri.14 Jan. 2022	Mon. 2 May.–Fri. 3 June 2022
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. 30 Jan.2022	Mon. 30 May. – 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. 30 May. – 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. 30 Jan.2022	Mon. 6 – Fri. 10 June 2022
10. Rest Balance of Payment for Loan Students	Mon. 6 – Sat. 18 Sep. 2021	Mon. 31 Jan.– Sat. 12 Feb. 2022	-
11. Dismissal Announcement	Mon. 13 Sept. 2021	Mon. 21 Feb. 2022	-
12. Mid-Term Examination	Mon. 4 – Fri. 8 Oct. 2021	Mon. 28 Feb – Fri .4 Mar .2022	-
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. 11 Oct. – Sat. 4 Dec. 2021	Mon. 7 Mar.–Sat. 30 Apr. 2022	5 – 17 Jul 2022
15. Last Day of Class	Sat. 4 Dec. 2021	Sat. 30 Apr. 2022	17 Jul 2022
16. Final Examinations	Tue. 7–Mon. 20 Dec. 2021	Tue. 3–Wed. 18 May 2022	19 – 23 Jul 2022
17. Exit Exam	Mon. 20 – Fri. 24 Dec. 2021	Wed.18–Tue. 24 May 2022	23 Jul – 2 Aug 2022

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.

17.1 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.

17.2 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.

17.3 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).

17.4 Student Classification

Undergraduate students are classified as follows :

Classification	Credits Completed
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 be 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 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 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.

22 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.

23 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).

24 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.

25 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.

26 Student Services Directory

Asst. Prof. Nattapan Buavaraporn, Ph.D.

Dean, ISM (Bld 21, Fl.1, nattapan_bua@utcc.ac.th)

Asst. Prof. Dr. Li Li (Bld 21, Fl.1, li_li@utcc.ac.th)

Associate Dean in Academic Affairs, ISM

Angsuthon Srisuthisa-ard, Ph.D. (Bld 21, Fl.7, angsuthon_sri@utcc.ac.th)

BBA Program Director

UTCC-UON Two Degree Program leader for BBA

Academic advising for BBA

Internship

Wasinee Thammasiri, Ph.D. (Bld 21, Fl.7, wasinee_tha@utcc.ac.th)

BAcc Program Director

UTCC-UON Two Degree Program leader for BAcc

Academic advising for BAcc

Internship

Asst. Prof. Dr. Li Li (Bld 21, Fl.1, li_li@utcc.ac.th)

First Year BBA Advisor

Naruporn Panchan (Bld 21, Fl.1, naruporn_pan@utcc.ac.th)

Teeranan Ritngam (Bld 21, Fl.1, teeranan_rit@utcc.ac.th)

Undergraduate Coordinator team

Official E-mail: ismundergraduate@utcc.ac.th

Information update (Class information, Schedule, Examination and other announcement)

on Microsoft team (BBA/B.Acc/UON 2021)



And Facebook Group



27 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>

27.1 **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.

ฉบับ 102


 สำนักงานอธิการบดีมหาวิทยาลัยหอการค้าไทย
 Office of the Registrar, University of the Thai Chamber of Commerce

คำร้องทั่วไป
General Petition Form

นาม (Name) _____ ชั้น (Class) _____ ปี (Year) _____
 นาม (Subject) _____ ภาค 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183

28.2 **Adding/dropping a class** (Student can add/drop and change class or section in 2nd week of the new semester) in registrar website and UTCC+ Mobile application. In case student has a special request, student have to submit the form as below


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

Registrar Form of Adding and Withdrawal Enrollment
 ฟอร์มขอเพิ่ม/ถอน/เปลี่ยน/ขอถอนเรียน

ชื่อ (Name) _____ เลขที่ (ID) _____ ร.ร. (Year) _____
 (Subject) _____ เพิ่ม (Add) ถอน (Drop) เปลี่ยน (Change) ขอถอนเรียน (Withdrawal)

ชื่อ อาจารย์ที่ปรึกษา (The Advisor) _____ เลขที่ (ID) _____
 ชื่อ (Name) _____ เลขที่ (ID) _____

ชื่อ (Name of) _____ สาขาวิชา (Major) _____
 หมายเลขบัตรประชาชน (Address) _____ ที่อยู่ (Current Address) _____
 หมายเลขโทรศัพท์ (Telephone NO.) _____ อีเมล (Email Address) _____

ต้องการขอเพิ่ม/ถอน/เปลี่ยน/ขอถอนเรียน (I want to submit this petition for) เพิ่ม/ถอน (Add/Drop) เปลี่ยน (Change) ขอถอนเรียน (Withdrawal)

เงื่อนไขการใช้แบบฟอร์มขอเพิ่ม/ถอน/เปลี่ยน/ขอถอนเรียน (ฉบับ 106) (Conditions for Using This Form)
 1. นักเรียนที่ขอเพิ่ม/ถอน/เปลี่ยน/ขอถอนเรียน ต้องเรียนในภาคเรียนปัจจุบันเท่านั้น 2. นักเรียนที่ขอเพิ่ม/ถอน/เปลี่ยน/ขอถอนเรียน ต้องเรียนในภาคเรียนปัจจุบันเท่านั้น
 1. Students must not request adding, change, drop, and request leave of absence. 2. Students request adding and withdrawal (for new transferred students).

3. ผู้อำนวยการ/รองผู้อำนวยการสำนักงานทะเบียนและประมวลผล (Director/ Deputy Director of the Registrar's Office)	4. ประธานคณบดี (President's Office)
อนุมัติ (Signature) _____ (Approval)	อนุมัติ (Signature) _____ (Approval)

สำหรับนักศึกษา (For Students)

ชื่อ (Name) _____ เลขที่ (ID) _____ ร.ร. (Year) _____
 (Subject) _____ เพิ่ม (Add) ถอน (Drop) เปลี่ยน (Change) ขอถอนเรียน (Withdrawal)

ชื่ออาจารย์ที่ปรึกษา (The Registrar has received the request of) _____ เลขที่ (ID) _____
 ชื่อ (Name) _____ เลขที่ (ID) _____

คุณสามารถตรวจสอบสถานะการขอเพิ่ม/ถอน/เปลี่ยน/ขอถอนเรียนของคุณได้หลังจากการยื่นคำขอที่ <http://reg.utcc.ac.th>
 (You can check the status of your request three days after submission at the website <http://reg.utcc.ac.th>)

02-447-4375 _____

- **Add and Drop Registration Procedure:**
 1. The form is available at the Office of Registrar, Building 1, 2nd Floor 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, 2nd Floor 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>.

28.4 Form of Graduation Check Students who are studying in the last semester of the program and expecting to graduate must submit a petition for graduation to the Office of Registrar after the registration in the last semester.

๑๗๗.110



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

สำนักงานทะเบียนและประมวลผล

เลขที่: _____

วันที่: _____

คำร้องขอจบชั้นการศึกษานิติศาสตร์ สำนักงานทะเบียนและประมวลผลมหาวิทยาลัยหอการค้าไทย
Petition Form of Graduation

วันที่ (Date) _____ เดือน (Month) _____ ปี พ.ศ. (Year) _____

มีตรา ส.จ. (Director of the Office of the Registrar)

To: Director of the Office of the Registrar
 สำนักทะเบียนและประมวลผล (Office) (Mr./Miss S.Mr.) _____ เลขทะเบียน (Registration No.) _____

ชื่อ (Name) (ภาษาไทย) [Grid] (อังกฤษ) (Capital Letter) [Grid]

นามสกุล (Family name) (ภาษาไทย) [Grid] (อังกฤษ) [Grid]

คณะ (School of) _____ สาขาวิชา (Major) _____

อาจารย์ที่ปรึกษา (Advisor) _____ ที่อยู่ปัจจุบัน (Current Address) _____
 หมายเลขโทรศัพท์ (Telephone NO.) _____ E-mail Address _____

มีผลการเรียนที่ลงทะเบียนแล้ว (Acquired Credit) _____ หน่วยกิต ได้มีผลลงทะเบียน (GRAC) _____ และยังมีวิชาที่ลงทะเบียน
 (Credit Registered for Grades Pending) _____ หน่วยกิต และวิชาที่ลงทะเบียน (Credit Registered This Semester) _____ หน่วยกิต
 ซึ่งการเรียนการสอนครั้งสุดท้ายจะสำเร็จการศึกษา ปี ๒๐ _____ ปี ๒๑ _____ ปี ๒๒ _____ ปีการศึกษา _____

(I Expect to Graduate in the...) (First Semester) (Second Semester) (Summer Semester) (Assistant Year)

ขอรับรอง (Signature) _____

<p>1. อาจารย์ที่ปรึกษา (Advisor's Consent)</p> <p>ได้ตรวจสอบและเห็นชอบว่านักศึกษาได้ปฏิบัติตามข้อกำหนดของ ส.จ.หอ (Thai Ideal Graduate Activity) เรียบร้อยแล้ว</p> <p><input type="radio"/> ให้ความสมบูรณ์ (Complete)</p> <p><input type="radio"/> ให้ความไม่สมบูรณ์ (Incomplete)</p> <p>4. ผู้อำนวยการสำนักงานทะเบียนและประมวลผล (Director of the Registrar's Consent)</p> <p>ขอรับรอง (Signature) _____</p>	<p>2. คณะบดีกองวิชา (Department of Student Affairs' Consent)</p> <p>ได้ตรวจสอบและเห็นชอบว่านักศึกษาได้ปฏิบัติตามข้อกำหนดของ ส.จ.หอ (Thai Ideal Graduate Activity) เรียบร้อยแล้ว</p> <p><input type="radio"/> ให้ความสมบูรณ์ (Complete)</p> <p><input type="radio"/> ให้ความไม่สมบูรณ์ (Incomplete)</p> <p>ขอรับรอง (Signature) _____</p>	<p>3. แผนกตรวจสอบและรับรองการศึกษานิติศาสตร์ (Section of Degree Verification and Certification)</p> <p>ได้ตรวจสอบการลงทะเบียนและผลการเรียน (Credit Registered)</p> <p><input type="radio"/> ครบ (Complete) <input type="radio"/> ไม่ครบ (Incomplete)</p> <p>เอกสารการลงทะเบียนและผลการเรียน (High School Graduation Certificate)</p> <p><input type="radio"/> มี (Available) <input type="radio"/> ไม่มี (Not Available)</p> <p>ชื่อ-นามสกุล ตามทะเบียนบ้าน (Name and Family Name as Shows in House Registration Certificate)</p> <p><input type="radio"/> ถูก (Correct) <input type="radio"/> ไม่ถูก (Incorrect)</p> <p>ขอรับรอง (Signature) _____</p>
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คำร้องขอจบชั้นการศึกษานิติศาสตร์ (For Students) ๑๗๗.110

มีตรา ส.จ. (Director of the Office of the Registrar)

Subject: Request for Graduation (First Semester) (Second Semester) (Summer Semester) (Assistant Year)

สำนักงานทะเบียนและประมวลผล มหาวิทยาลัยหอการค้าไทย (The Office of the Registrar has received the request of Mr./Miss S.Mr.) _____

เลขทะเบียน (Registration No.) _____ เลขที่ (ID No.) _____

นักเรียนสามารถตรวจสอบสถานะคำร้องขอจบชั้นการศึกษานิติศาสตร์ บนที่ทาง ส.จ.หอได้ที่เว็บไซต์: <http://reg.utcc.ac.th>

(Students can check the status of their request three days after the submission at <http://reg.utcc.ac.th>.)

ขอรับรอง (Signature) _____

• Graduation Procedures:

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 complete the form and have their advisor sign for approval.
3. Students submit the form after finishing the last registration of the semester as soon as possible at the Office of Registrar, Building 1, 2ndFloor or Office of Registrar Facebook Page: <https://web.facebook.com/regUTCC>
4. Students keep the slip as evidence and they can check the status of your request three days after the submission at the Website. <http://reg.utcc.ac.th>

28.6 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

The form is titled "Petition Form of Resignation / Leave of Absence" and is issued by the Office of Registrar, University of the Thai Chamber of Commerce. It contains the following sections:

- Header:** "คำขอลงทะเบียนให้เขียนสำรองเทอมก่อนด้วย" (Registration application to write a reserve semester in advance). Includes the university logo and name.
- Student Information:** Fields for Name (Name), ID (ID), Date (Date), Semester (Semester), and Academic Year (Academic Year).
- Parent/Guardian Information:** Fields for Name (Name), Address (Address), and Email Address (Email Address).
- Signature Section:** A statement: "ข้าพเจ้าขอรับทราบ รับผิดชอบการที่ตนทำผิดจริง โดยไม่รับงานที่ตนเองทำไม่ได้จนจนทำให้ตนต้องลาออก" (I understand and accept responsibility for my own mistake, and I do not accept work that I cannot do, so I must resign). Below this are four signature boxes:
 1. ผู้ดูแลการดูแลงานของ UTCC (Director Deputy Director of UTCC)
 2. อาจารย์ที่ปรึกษา (Advisor's Consent)
 3. อาจารย์ที่ปรึกษา (Advisor's Consent)
 4. อธิการบดี/คณบดี (President / Dean's Consent)
- Approval/Disapproval:** Checkboxes for "อนุมัติ (Approved)" and "ไม่อนุมัติ (Disapproved)" with a signature line for the Registrar.
- Footer:** "คำขอลงทะเบียน" (Registration application) and "คำขอรับทราบ" (Acknowledgment).

• **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.

29 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.

Main Menu

- Sign out
- Change Password
- Add/Drop Enroll
- Enrollment Result
- Study/Exam Timetable**
- Bibliography
- Dept/Scholarship
- Studied Result
- Graduation Check
- Graduate List
- Suggest
- Weblog

Educational system Manual

- Student manual (Thai)
- Student manual (Eng)
- Teacher Ex.Manual (TH)
- Teacher Ex.Manual (EN)

Announcements:

- 1. วิชาเลือกเสรี BK 425 การตลาดระหว่างประเทศ (High Priority)**
 วิชาเลือกเสรี BK 425 การตลาดระหว่างประเทศ เปิดสอน 2 ภาค วิชาแรก ภาค 1 เวลา 11.30 น. และ ภาค 2 เวลา 14.30 น. ผศ.ดร.ปราณี เมธมาตย์ศักดิ์ โทร 0890009555 (Line)
 Posted by : ปราณี เมธมาตย์ศักดิ์ [4 August 2021]
- 2. Line Group JE922/924 (High Priority) (Instructor)**
 Dear students, I'm AJ.Erk. I can be reached at 083-442-9995 or termtham_sit@utcc.ac.th
 Please join the line group for this class and find more info about the course.
<http://line.me/ti/g/ZwF2mqZYHo>
 Posted by : อภิธรรม สิทธิบาล [3 August 2021]
- 3. วิชา BK 425 การตลาดระหว่างประเทศ (High Priority)**
 ขอให้นักเรียนที่ลงทะเบียนเรียน วิชาการศึกษา 2564 กรุณาติดต่อสอนวิชาเลือกเสรี BK 425 การตลาดระหว่างประเทศ วิชาแรก ภาค 1 เวลา 11.30 - 14.00 น. และ 14.30-17.00 น. ภาค 2 ภาค 2
 Posted by : ปราณี เมธมาตย์ศักดิ์ [20 July 2021]

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สง.ภ. | นสท. | นนท. | Yison Net Co.Ltd. |

ยินดีด้วย
 มีนักศึกษาสมัคร ม.หอการค้าไทย กว่า 2
 ไร่ครึ่ง ขอแสดงความยินดีกับ นาง
 ศวรัณย์ชญา ใจดี นักศึกษา คณะ
 นิเทศศาสตร์ ม.หอการค้าไทย ครับ
 24/01/2563

บัตรนักศึกษา **การเช็คชื่อเข้าเรียน** **ตารางเรียน ตารางสอบ**

ปฏิทิน การศึกษา **ข่าวสาร** **ช่องเอกสาร**

หน้าแรก การลงทะเบียน การศึกษา ติดต่อสอบถาม อื่นๆ

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 2nd week of the semester. The button will appear in the 2nd 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.



The screenshot shows a website interface with a dark sidebar menu on the left and a main content area on the right. The sidebar menu includes items like 'Main Menu', 'Sign out', 'Change Password', 'Add/Drop Enroll', 'Enrollment Result', 'Study/Exam Timetable', 'Bibliography', 'Dept/Scholarship', 'Studied Result', 'Graduation Check', 'Graduate List', 'Suggest', 'Weblog', and 'Educational system Manual'. The main content area features a header with a yellow warning box, followed by three numbered announcements in Thai. The first announcement is about a class for students with scholarships. The second is from an instructor asking students to join a line group. The third is about a class for students without scholarships. At the bottom, there is a footer with contact information and a 'to top of page' button.

Main Menu

- Sign out
- Change Password
- Add/Drop Enroll**
- Enrollment Result
- Study/Exam Timetable
- Bibliography
- Dept/Scholarship**
- Studied Result
- Graduation Check
- Graduate List
- Suggest
- Weblog

Educational system Manual

- [Student manual \(.Thai\)](#)
- [Student manual \(.Eng\)](#)
- [Teacher Pla Manual \(TH\)](#)
- [Teacher Pla Manual \(EN\)](#)

Outstanding Found / Scholarship Student
[For student with every kind of scholarships, room and seat number are arranged by the system of the Office of Registrar. (mid-term examination only)]
[For student without scholarships, room and seat number of examination are not arranged by the system of the Office of Registrar in case the payment is still pending.]

- วิชาเลือกเสรี BK 425 การตลาดระหว่างประเทศ (Highest Priority)**
วิชาเลือกเสรี BK 425 การตลาดระหว่างประเทศ เปิดสอน 2 คาบ ในวันศุกร์ คาบ 1 เวลา 11.30 น. และ คาบ 2 เวลา 14.30 น. ผศ.ดร.ปราณี เข็มมละอองศรี โทร 0890009555 (Line)
Posted By : วิชาเลือกเสรี [6 August 2021]
- Line Group IF922/924 (Highest Priority) (Instructor)**
Dear students, I'm A.J.Erk. I can be reached at 083-442-9995 or termdham_sit@utcc.ac.th
Please join the line group for this class and find more info about the course.
<http://line.me/ti/g/ZwF2mq2YHo>
Posted By : วิชาเลือกเสรี [5 August 2021]
- วิชา BK 425 การตลาดระหว่างประเทศ (Highest Priority)**
ขอฝากประชาสัมพันธ์ในภาคต้น ปีการศึกษา 2564 วิชาที่เปิดสอนวิชาเลือกเสรี BK 425 การตลาดระหว่างประเทศ ในวันศุกร์เวลา 11.30 - 14.00 น. และ 14.30-17.00 น. จำนวน 2 คาบ
Posted By : วิชาเลือกเสรี [20 July 2021]

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ติดต่อ : โทร. | โทร. | โทร. | Vision Net Co.,Ltd. |

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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.

