

- Translated Version -



## Regulations on Credit Bank System

### Suranaree University of Technology, B.E. 2566 (2023)

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By virtue of Section 16 (2) and (3) and Section 48 of the Suranaree University of Technology Act, B.E. 2533 (1990), in conjunction with the Suranaree University of Technology Council's resolution in the 5<sup>th</sup>/ 2566 (2023) meeting on 17 June 2566 (2023) and the recommendation of the Suranaree University of Technology Academic Senate in the 5<sup>th</sup>/ 2566 (2023) meeting on 25 May 2566 (2023). The regulations are thereby set out as follows:

Section 1: These regulations are called "Regulation on Credit Bank System, Suranaree University of Technology, B.E. 2566 (2023)."

Section 2: These regulations shall come into force from the academic year 2566 (2023) onwards.

Section 3: These regulations are for students starting admission in the academic year 2566 (2023) onwards.

Any statutes, regulations, requirements, announcements, resolutions, or other orders contrary to or inconsistent with this regulation, this regulation shall prevail.

Section 4: In this Regulation,

"University"	refers to	Suranaree University of Technology
"University Council"	refers to	Suranaree University of Technology Council
"Academic Senate"	refers to	Suranaree University of Technology academic senate
"Rector"	refers to	the rector of Suranaree University of Technology
"Institute"	refers to	an institute or units called otherwise by the University

“Dean”	refers to	the dean of the Institute or units called otherwise by the University, to which the Head of the Program is affiliated.
“Institute Committee”	refers to	the committee of the Institute or units called otherwise by the University.
“Program Management Committee”	refers to	the program management committee of the Institute or units called otherwise by the University.
“Credit Bank System Steering Committee”	refers to	the committee appointed by the Academic Senate is responsible for establishing and issuing announcements regarding the University’s standard criteria for substituting credits and study results. Moreover, the committee shall consider and approve course credit and study results substitution.
“Course Credit and Study Results Substitution Committee of the Institute”	refers to	the committee appointed by the Institute, with the approval of the Academic Senate, is responsible for establishing criteria, assessments and evaluation protocols for the Institute. The committee is to review and screen individuals requesting substitution of course credits and academic outcomes, also evaluating whether learning outcomes achieved through non-formal and informal education are of equivalent standards to that of students in the curriculum.
“Learner”	refers to	individuals enroll in courses or modular courses registered in the University’s Credit Bank System.

“Course Substitute”	refers to	courses that students previously studied from other higher education institutions, with equivalent course contents, learning outcomes and assessment methods comparable to the course in the program to be substituted.
“Course Transfer”	refers to	courses that students studied at the Suranaree University of Technology and other educational institutions with a memorandum of agreement. Transferable courses should have equivalent course contents and comparable learning outcomes.
“Credit Bank System”	refers to	the study to earn credits, including systems and mechanisms that substitute knowledge, skills, and/or competencies gained from formal, non-formal, informal education, and individual experiences. Credits obtained are deposited in the University’s Credit Bank indefinitely without duration limits.
“Credit Bank”	refers to	a system for registering accumulated credits and academic outcomes for learners of formal, non-formal, and informal education systems, which includes Degree programs, training programs, and experiences. As such, collective evidence shall be provided for credit substitution considerations.
“Formal Education”	refers to	a form of education with specified objectives, study arrangements, curricula, study duration, assessment and evaluation

of study outcome. Required conditions must be satisfied for the completion of studies and the awarding of a certificate, an advanced certificate, a diploma, a degree or other academic qualifications recognized by the University.

“Non-Formal Education” refers to a form of education with flexible objectives, study arrangements, study duration, and assessment and evaluation of study outcomes, which are conditions required for graduation. The course contents and study program should be appropriate and consistent with the problems and individual needs of each group.

“Informal Education” refers to a form of study where learners engage in self-directed learning based on their interests, potential, readiness, and opportunities through learning from people, experiences, society, environments, media, and other sources of knowledge.

“Individual Experiences” refers to acquired skills and/or competencies that learners accumulated through self-study, work experiences, workplace-organized training, practical training, professional training, seminars, and workshops.

“Study Results ” refers to knowledge, skills and ethical values acquired from formal education that can be demonstrated as letter grades or grade point average, indicating academic results, or can

be used for calculation of accumulated grade point average.

“Learning Outcome” refers to the outcomes achieved by learners through their education, training, practical experiences, or real-life work experiences during education programs

“Overlapping Course” refers to course stipulated by the Program that has overlapping course contents

Section 5: The Rector is to supervise these regulations and is authorized to issue announcements or instructions for the observance of these regulations. The Rector has the authority to judge and make final decisions in case any problems arise from enforcing these regulations.

Section 6: Learners must conform to other regulations, statutes, announcements, and codes of practice specified by the University deemed not contrary or inconsistent with these regulations.

## **Chapter 1**

### **Admission**

Section 7: Qualifications of Applicants

7.1 A person entering a Credit Bank System can be of any age and academic qualifications without limitations.

7.2 A student terminated of their status may submit a petition to transfer and deposit their completed courses into the Credit Bank within the duration stipulated by the University.

7.3 Shall have other characteristics as specified by the Institute.

Section 8: Admission processes are to be specified by the Institute.

Section 9: Student Registration

The applicant will attain student status once registration is processed as specified by the University.

## Chapter 2

### Educational Scheme

#### Section 10: Educational Scheme

- 10.1 An education scheme enabling the accumulation of study credits through flexible education arrangements throughout the academic year, in which the duration of study depends on the number of credits offered by the course or modules.
- 10.2 “Credits” means units designating the amount of academic work, whereby the number of credits assigned, calculated, or granted must follow the criteria specified by the University.
- 10.3 “Credits Studied” means the number of credits learners have registered for.
- 10.4 “Accumulated Credits” means the total number of credits for all subjects for which the learner has received letter grades.

## Chapter 3

### Registration for Course

#### Section 11: Registration for Course

- 11.1 Learners must register for courses within the timeframe specified by the University.
- 11.2 Course registration will be completed only when the tuition fee is paid within the period specified by the Institute. If learners fail to pay tuition and additional fees, their registrations for courses, modules or training programs shall be cancelled.
- 11.3 Learners can register for studies in other higher education institutions that implement the Credit Bank System. Learners can petition for such earned study results or learning outcomes to be deposited into the Credit Bank System through course transfer or substitution as specified by the University.
- 11.4 The Institute shall specify the registration dates, study duration start and end dates, tuition fee payment start and end dates, and notify the relevant registration offices such as the Center for Educational Services, Center for

Educational Innovation and Technology, and others. These offices shall be notified 10 working days prior to the registration date.

## **Chapter 4**

### **Accumulation of Credits, Records of Study Results and Learning Outcomes**

- Section 12: Accumulation of credits shall have the criteria and conditions as follows:
- 12.1 To accumulate credits earned from study registration, learners who have registered for courses offered by the University can deposit earned credits into the University's Credit Bank indefinitely, without time limits.
  - 12.2 To accumulate credits earned from non-formal and informal education, the Course Credit and Study Results Substitution Committee of the Institute must evaluate whether the learning outcomes achieved from non-formal and formal education align with the University standard.
- Section 13: Recording study results and learning outcomes of learners in the credit bank system.
- 13.1 In case learners have earned credits from enrolments in courses or modules of the University or other higher educational institutions with the memorandum of agreement, the study results shall be recorded according to letter grades granted by the course.
  - 13.2 In case learners have obtained credits from non-formal and informal education, the study results are recorded based on learning outcomes without using letter grade scales. Instead, letter grades ST, CS, CE, CT, or CP will be assigned, and evidence supporting credit substitution considerations should be provided and recorded.

## **Chapter 5**

### **Changing of Schools, Transferring and Substituting Courses**

- Section 14: The Academic Senate is to appoint a "Credit Bank System Steering Committee" responsible for establishing the University's standard criteria based on the credit system in use. The committee is to issue announcements related to courses and

study results substitution and consider the approval of criteria for substituting courses and study results. Also, the committee is to consider approving the substitution of course credit and study results of individuals presented by the Institute or Program. The composition of this committee shall be as stipulated by the Academic Senate.

Section 15: The Institute, with the consent of the Academic Senate, is to appoint the “Course Credit and Study Results Substitution Committee” of the Institute. The committee shall examine and evaluate the substitution of course credit and study results of individuals and then present their decision for approval by the Credit Bank System Steering Committee.

Section 16: Substituting Courses Credits and Study Results

16.1 The outcome of course credit and study results substitution must be consented to by the Institute Committee and approved by the Credit Bank System Steering Committee.

16.2 Criteria for substituting credits from formal education at the Bachelor’s Degree level.

16.2.1 Courses or modules in a program of study or equivalent, accredited by the University Council. However, substitutable courses or modules must have key concepts covering all aspects of the courses or modules intended to be substituted.

16.2.2 Academic outcome of course or modules to be substituted must have a grade point average of no less than 2.0 of a 4.0 system or equivalent.

16.2.3 Courses or modules to be substituted from other higher education institutions cannot be included in the accumulated grade point average calculation. Exemptions are made for courses or modules from higher education institutions with the memorandum of agreement. In this case, substituting such courses or modules can be included to calculate the accumulated grade point average.



- 16.3 Criteria for substituting credits from formal education at the Postgraduate Degree level.
- 16.3.1 Courses or modules in a program of study or equivalent, accredited by the University Council. However, substitutable courses or modules must have key concepts covering all aspects of the courses or modules intended to be substituted.
- 16.3.2 Academic outcome of course or modules to be substituted must have a grade point average of no less than 3.0 of a 4.0 system or equivalent.
- 16.3.3 Courses or modules to be substituted from other higher education institutions cannot be included in the accumulated grade point average calculation. Exemptions are made for courses or modules from higher education institutions with the memorandum of agreement. In this case, substituting such courses or modules can be included to calculate the accumulated grade point average.
- 16.4 Criteria for substituting credits from non-formal and informal education.
- 16.4.1 The individuals who requested a course substitution have achieved learning outcomes that align with the desired learning outcomes of the courses or modules to be waived.
- 16.4.2 The learning outcome to be considered for substitution shall not be limited by the duration required to learn or accumulate experiences that contribute to achieving that learning outcome. Nevertheless, such learning outcomes must remain current with the advancements in the intended field of study.
- 16.4.3 Substituted learning outcomes shall not be included in the accumulated grade point average calculation.
- 16.5 Studies being transferred from one institution to another cannot be continuously transferred to the Suranaree University of Technology.
- 16.6 Fees for the substitution of credits and study results shall be as stipulated by the University.

## Chapter 6

### Grading and Evaluation Systems

#### Section 17: Grading Systems

17.1 For all courses where learning performance is evaluated, the letter grade scale is used as an index of academic performance. The details are given below.

<u>Letter Grades</u>	<u>Meanings</u>	<u>Grade Points</u>
A	Excellent	4.00
B <sup>+</sup>	Very Good	3.50
B	Good	3.00
C <sup>+</sup>	Fairly Good	2.50
C	Fair	2.00
D <sup>+</sup>	Poor	1.50
D	Very Poor	1.00
F	Fail	0

In cases where the letter grade scale above cannot be used for evaluation, then the following letter grades shall be applied:

<u>Letter Grades</u>	<u>Meanings</u>
O	Evaluation result is outstanding (Outstanding)
S	Evaluation result is satisfactory (Satisfactory)
ST	Evaluation result is satisfactory for transferred credit (Satisfactory, Transferred Credit)
U	Evaluation result is unsatisfactory (Unsatisfactory)

In cases of substituting results from non-formal education or informal education, the following letter grades shall be applied:

<u>Letter Grades</u>	<u>Meanings</u>
CS	Passing evaluation considering standardized tests (Credits from standardized tests)

CE	Passing evaluation considering non-standardized tests (Credits from non-standardized tests)
CT	Passing evaluation considering education or training provided by agencies other than higher education institutions. (Credits from evaluation of training)
CP	Passing evaluation considering presented portfolio (Credits from portfolio)

## 17.2 Awarding Letter Grades

17.2.1 The letter grades A, B<sup>+</sup>, B, C<sup>+</sup>, C, D<sup>+</sup>, D or F are granted in case learners have taken exams and/or generated results that can be assessed using rank scales.

17.2.2 The letter grade F, aside from the cases mentioned in clause 17.2.1, is to be given in cases of violation of exam regulations and is penalized according to Section 18.

17.2.3 The letter grades O, S, U are only granted in case evaluation outcomes are deemed outstanding, satisfactory or unsatisfactory in courses where O, S, or U evaluation is specified.

17.2.4 The letter grades ST, CS, CE, CT or CP are granted for courses in which the learner's substituted learning outcomes have been approved.

17.2.5 Learners who have enrolled in courses but do not wish to take exams or be assessed according to the schedule can petition to take the exam when the University arranges the next round of assessments.

17.2.6 Amendment of letter grades must be consented to by the Institute Committee.

17.3 Program can assess student performance using different evaluation scales from the methods stated in clauses 17.1-17.2, with the approval of the Credit Bank System Steering Committee. Nevertheless, courses using different

evaluation scales must demonstrate how these scales compare with letter grade scales in order to calculate the accumulated grade point average.

## Chapter 7

### Penalties and Termination of Learner Status

#### Section 18: Penalties for Misconduct

- 18.1 When a learner has committed misconduct or participated in violating the examination or evaluation regulations, a committee is to determine the penalty for the individual committing such violation and then report to the University. The University shall impose such penalties and inform all concerned parties. The guidelines for penalization are set out as follows:
- 18.1.1 If the offense is fraud in an examination, an F is given as a penalty in the offended course, and the learner is prohibited from course registration for no less than 3 months, or their status may be terminated.
- 18.1.2 If the offense is fraudulent intent, an F is given as a penalty in the offended course, and the learner is prohibited from course registration for no less than 3 months.
- 18.1.3 In case of other offenses specified in the exam regulations, the penalties will be reasonably imposed but must not surpass the minimum penalty criteria in clause 18.1.1.
- 18.2 If the student has committed or conspired to commit other education-related offences, the Misconduct Committee shall consider reasonable penalties and propose the rulings to the University.
- 18.3 Learners must adhere to the Suranaree University of Technology's Regulations on Learner's Discipline. If learners violate such discipline, the Learner's Disciplinary Committee is to consider reasonable penalties and report to the University.

Section 19: Termination of Learner Status

Apart from cases referred to in other sections, the learner's status shall be terminated in the following circumstances:

- 19.1 Once the learner's resignation has been approved by the Dean.
- 19.2 Once the University, with the recommendation of the appointed Misconduct Committee, penalizes for violation of exam regulations by termination of status, in accordance with Section 18.
- 19.3 Once the University has announced the termination of status due to disqualification or violation of rules or other regulations of the University.
- 19.4 Death

Announced on the 10<sup>th</sup> July B.E. 2566 (2023)

(Signed)

(Professor Dr. Wichit Srisa-arn)

President of Suranaree University of Technology Council