Announcement of Suranaree University of Technology

Subject: Procedures for Course Transfer and Course Substitution

for Graduate Students, B.E. 2566 (2023)

In accordance with Article 24 of the Suranaree University of Technology Regulations for Graduate Studies, B.E. 2566 (2023), by virtue of the authority under Section 21 and Section 24 of the Suranaree University of Technology Act, B.E. 2533 (1990), together with the Announcement by Office of the Prime Minister regarding the Appointment of the Rector of Suranaree University of Technology dated 14th September, B.E. 2564 (2021). This announcement is hereby issued regarding the procedures for course transfer and course substitution for graduate students, whereby the procedures are as follows:

1. **Students who have been selected for admission to the University**

    1.1 Students who have previously studied at the University

    1.1.1 Submit a course transfer petition using the Course Transfer/Course Substitution Petition Form for New Students (download from the website http://reg.sut.ac.th). Complete the form accurately and in its entirety, along with the academic transcript and course description, then submit the documents to the Registration Office, Integrated Building 2, within 10 working days from the start of the academic term.

    1.1.2 The Registration Office compiles the petitions and verifies eligibility in accordance with the Regulations for Graduate Studies, B.E. 2566 (2023), forwarding them to the respective School to which the student has been admitted for approval of the course transfer.

    1.1.3 The School/Institute presents the petition to the Institute Committee for consideration regarding the approval of the course transfer.

    1.1.4 The Institute returns the deliberation outcome to the Center for Education Services within 5 working days After the Institute Committee meeting.

    1.1.5 The Registration Office informs the student of the course transfer outcome.

    1.1.6 The Registration Office forwards the approved applications to the Evaluation and Graduate Information Office to proceed with the course transfer.

    1.2 Students who have previously studied at other higher education institutions

    1.2.1 Submit a course substitution petition using the Course Transfer/Course Substitution Petition Form for New Students (download from the website http://reg.sut.ac.th). Complete the form accurately and in its entirety, along with the academic transcript and course descriptions, then submit the documents to the Registration Office, Integrated Building 2, within 10 days from the start of the academic term. This petition may be submitted only once, subject to the following qualifications:

    1.2.1.1 Accumulated grade point average obtained from the previous institutions must not be less than 3 on the 4 scale or equivalent.

1.2.1.2 Must not be a person whose student status has been terminated due to misconduct.

1.2.1.3 The University shall consider substituting only courses that appear in the program of higher education institutions recognized by the University and are deemed to have comparable standards.

1.2.1.4 Courses eligible for substitution must have identical or similar course content and have an equivalent or greater number of credits than that specified by the program offered by the University.

1.2.1.5 Courses that the University shall consider for substitution must be courses in which the student has achieved a letter grade of no less than B or S or equivalent.

1.2.1.6 The number of credits that may be substituted shall not exceed one-half (1 out of 2) of the program currently enrolled.

1.2.2 The Registration Office compiles the petitions and verifies eligibility in accordance with the Regulations for Graduate Studies, B.E. 2566 (2023), forwarding them to the respective School responsible for the course to approve the course substitution.

1.2.3 The School/Institute presents the petition to the Institute Committee for consideration regarding the approval of the course substitution.

1.2.4 The Institute returns the deliberation outcome to the Center for Education Services within 5 working days After the Institute Committee meeting.

1.2.5 The Registration Office informs the student of the course substitution outcome.

1.2.6 The Registration Office forwards the approved petitions to the Evaluation and Graduate Information Office to proceed with the course substitution.

2. **Learners in the Credit Bank System who have been granted approval to change status from learner to student.**

   2.1 **Learners in the University's Credit Bank System**

   2.1.1 Submit a course transfer petition using the Course Transfer/Course Substitution or Course Module Petition Form for Learners Approved to Change Status from Learner to Student (download from the website http://reg.sut.ac.th). Complete the form accurately and in its entirety, along with the academic transcript, then submit to the Institute together with the Procedures for Request to Change Status from Learner to Student.

   2.1.2 The Institute presents the petition to the Institute Committee for consideration regarding the approval of the course or course module transfer.

   2.1.3 The Institute returns the deliberation outcome to the Center for Education Services within 5 working days after the Institute Committee meeting.

   2.1.4 The Registration Office informs the student of the course or course module transfer outcome.

   2.1.5 Forward the approved petitions to the Evaluation and Graduate Information Office to proceed with the course or course module transfer.

   2.2 **Learners in the Credit Bank System of other higher education institutions <u>with a memorandum of agreement</u>**

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2.2.1 Submit a course transfer or course substitution petition for courses or course modules using the Course Transfer/Course Substitution or Course Module Petition Form for Learners Approved to Change Status to Student (download from the website http://reg.sut.ac.th). Complete the form accurately and in its entirety, along with the academic transcript and course descriptions, then submit to the Institute together with the Procedures for Request to Change Status from Learner to Student.

2.2.2 The Institute presents the petition to the Institute Committee for consideration regarding the approval of course transfer, course substitution, or course module transfer.

2.2.3 The Institute returns the deliberation outcome to the Registration Office within 5 working days after the Institute Committee meeting.

2.2.4 The Registration Office informs the student of the deliberation outcome.

2.2.5 The Registration Office forwards the approved petitions to the Evaluation and Graduate Information Office to proceed with the course transfer, course substitution, or course module transfer.

2.3 Learners in the Credit Bank System of other higher education institutions without a memorandum of agreement

2.3.1 Submit a course substitution petition for courses or course modules using the Course Transfer/Course Substitution or Course Module Petition Form for Learners Approved to Change Status to Student (download from the website http://reg.sut.ac.th). Complete the form accurately and in its entirety, along with the academic transcript and course descriptions, then submit to the Institute together with the Procedures for Request to Change Status from Learner to Student.

2.3.2 The Institute presents the petition to the Institute Committee for consideration regarding the approval of course or course module substitution.

2.3.3 The Institute returns the deliberation outcome to the Center for Education Services within 5 working days after the Institute Committee meeting.

2.3.4 The Registration Office informs the student of the course or course module substitution outcome.

2.3.5 The Registration Office forwards the approved petitions to the Evaluation and Graduate Information Office to proceed with the course or course module substitution.

3. Students who have registered for courses in other programs of the University or courses at other higher education institutions

3.1 Submit a course transfer or course substitution petition for courses or course modules using the Course Transfer or Course Substitution Petition Form for Students Who Have Registered for Courses in Other Programs of the University or Courses at Other Higher Education Institutions (download from the website http://reg.sut.ac.th), along with the academic transcript and course descriptions, to the School responsible for the course to approve the course transfer or course substitution.

3.2 The School returns the deliberation outcome to the Center for Education Services within 5 working days after considering the petition.

3.3 The Registration Office forwards the petitions considered by the School responsible for the course to the Institute affiliated with the student and presents them to the Institute Committee to consider approval of the course transfer or course substitution.

3.4 The Institute affiliated with the student presents the petition to the Academic Senate for consideration and approval of the course transfer or course substitution.

3.5 The Institute notifies the deliberation results from the Academic Senate to the Center for Education Services.

3.6 The Registration Office informs the student of the course transfer or course substitution outcome.

3.7 Forward the approved petitions to the Evaluation and Graduate Information Office to proceed with the course substitution or course transfer.

Fee Rates

Learners who have been granted approval to change status from learner to student and have been approved for course transfer, course substitution, or course module transfer shall be required to pay associated fees for course substitution, course transfer, or course module transfer, or other applicable fees. The fee rates shall be determined by the University, and payment shall be made within the date and time specified by the University.

Announced on the 31st of January, Buddhist Era 2567 (2024)

(Associate Professor Dr. Anan Tongraar)

Rector of Suranaree University of Technology