

## The 2011 Regulations for Student Discipline at King Mongkut's University of Technology North Bangkok

---

King Mongkut's University of Technology North Bangkok agrees to improve regulations for student discipline in order to maintain university standards that are commensurate with the prestige and upgraded status of the university under government supervision. The regulations will encourage students to respect individual rights and responsibilities as well as practice self-discipline, and behave appropriately as required by law, rules and regulations so that the university population are well-mannered, well-behaved, well-adjusted community members observing the traditions and culture of the university and its social environment until graduation.

Based on the proposition in section 22 (2) of the 2007 Act of King Mongkut's University of Technology North Bangkok together with the resolution of the university council in meeting no. 4/2011 of 13 July 2011, the university then enacts the following regulations:

Item 1 These regulations are called "the 2011 Regulations for Student Discipline at King Mongkut's University of Technology North Bangkok".

Item 2 The 2004 Regulations for Student Discipline at King Mongkut's University of Technology North Bangkok are, henceforth, nullified.

The 2011 regulations also supersede any other conflicting rules and regulations.

Item 3 These regulations are effective on the next day after they are officially announced by the university.

Item 4 In these regulations the following terms of reference are used:

"University" refers to King Mongkut's University of Technology North Bangkok.

"Faculty" refers to the organization as stated in the 2009 Announcement of King Mongkut's University of Technology North Bangkok regarding the establishment of the learning and teaching organizations at King Mongkut's University of Technology North Bangkok.

"Student dormitory" refers to the student dormitory of King Mongkut's University of Technology North Bangkok.

"President" refers to the President of King Mongkut's University of Technology North Bangkok.

"Vice President" refers to the Vice President for Student Affairs.

"Dean" refers to the Faculty Dean, the Director of the College, or the Head of the Organization entitled differently, but with similar or equal work status.

“Deputy Dean” refers to the Deputy Dean, the Deputy Director of the College for Student Affairs, or any other person appointed to be responsible for the student affairs of the faculty.

“Teachers” refers to the teachers or the lecturers of the courses offered at the university including special lecturers and academic or activity advisors.

“Staff” refers to the university staff, government employees in the institution of the tertiary education, government staff, special staff and permanent workers in King Mongkut’s University of Technology North Bangkok.

“Students” refers to the university students including special students registering for certain courses, with the exception of the students in the Thai-German pre-engineering school.

“Board of Student Discipline” refers to the University Board, the Faculty Board or the Dormitory Board of Student Discipline being appointed under this regulation.

“Board of Truth Investigation” refers to the Board appointed by the faculty, the dormitory, or the university to examine the factual information of case(s), gather evidence pertaining to the case(s) or prove claims and submit findings with comments to the authorized person.

“Semester” refers to the study period when the university opens and classes continue regularly. There are usually two semesters in an academic year.

“Caution” refers to warnings given to make one realize minor transgression of rules.

“Probation” refers to being accused or being placed under probation.

“Parole” refers to the statement or letter of assurance agreeing to avoid violation of rules and regulations under stated conditions.

“Suspension” refers to an order by the university to stop studying for a temporary period.

“Resignation” refers to an order by the university to withdraw from the university and terminate one’s student status.

“Dismissal” refers to removal of a name from the university student list by order of the university and the right of the university to deny a place to study in the university for a year.

“Other punishments” refers to different kinds of punishment excluding that stated in this regulation.

Item 5 The university regulations do not apply retrogressively to violations of student discipline regulations before the enforcement date of the 2011 regulations and will also not penalise them under the ‘2004 regulations for student discipline’ at King Mongkut’s University of Technology North Bangkok.

Item 6 The university teachers and staff are responsible for encouraging students to observe the restrictions stated in the regulations.

Item 7 The President is responsible for supervision and holds the authority to issue or state additional principles in enforcing the regulations. In the event that problems arise in considering or interpreting these regulations, the President is the only authorized person to make the final judgment. His or her judgment is thus considered final.

## Section 1

### Student Discipline

Item 8 Students must strictly adhere to the rules and regulations stated in this section. Conduct or behavior in violation of these rules and regulations represent misconduct, and incur a penalty or combination of penalties specified for this.

Item 9 Students enrolled at this university are subsidized by the State and its taxpayers and are thus expected to be good citizens with understanding of their rights and responsibilities. They must therefore refrain from improper behavior.

Item 10 Students must respect the rights and responsibilities of lecturers, personnel of the university and other people. They are expected to be honest, moral and ethical and display conduct in harmony with Thai culture in every situation. They must avoid human rights abuses, racial or religious discrimination and sexual harassment,

Item 11 Students must not violate any provision of the written laws of Thailand or its statutes, rules, regulations, directives, notifications or requirements of the university, faculty, or student dormitory.

Item 12 Students have to dress with propriety as required by the occasion or wear the student uniform of the university in order to appear neat and respectable and to uphold the public profile of the university. They must display appropriate behavior when they are within university premises.

Item 13 Students must be honest, polite, and well-behaved. They must not disparage others or behave in a manner detrimental to their personal reputation or that of their peers, parents or the university.

Item 14 Students must maintain group harmony; they must avoid behavior which disturbs the peace, disrupts teaching and study, or creates division among students on the campus.

Item 15 Students must avoid initiation of, or involvement in disputes or fights with fellow students, students from other institutions, or other people.

Item 16 Students are expected to be civil and to respect and honor the lecturers and the personnel of the university in general. They must not assault, threaten or intimidate lecturers or university personnel; they must follow instructions and heed warnings from lecturers or officers on duty.

Item 17 Students must not have in possession or distribute cigarettes, alcohol, drugs, controlled substances or materials for usage of drugs and controlled substances. Smoking or taking illegal drugs within the university premises is strictly prohibited.

Item 18 Students must not disobey the rules and regulations regarding usage of transportation, university buildings and university premises. They cannot, without authorization remain in the university or its campus after hours designated by the university.

Item 19 Students must not use electronic devices to commit a crime through social media or have in possession, photographs, prints, paintings, sketches, or other media harmful to the reputation of others, society and the university or possess media offensive to the morals, traditions and culture of Thailand.

Item 20 Students who have been accused of misconduct must cooperate with and provide evidence to the lecturer and staff of the university; they must not lie to conceal facts for personal or even public benefit.

Item 21 Students must not steal or damage the property of the university or other individuals.

Item 22 Under special circumstances, students are required to show their student ID upon request to university staff and lecturers.

Item 23 Students must avoid cheating or trying to cheat so as to preserve personal integrity as well as the reputation of their alma mater.

Item 24 Students must not offend Thai ethical and moral codes, traditions and culture or become involved in sexual misconduct.

Item 25 Students must not have in their possession any materials used for gambling, or be involved in or support any form of gambling.

Item 26 Students must not consume alcoholic beverages or illegal drugs within or outside university premises as this leads to problems which impact at personal, social and institutional levels, including the university itself.

Item 27 Students must not forge university documents or other types of documents. They must avoid intentional misconduct which will result in property damage or losses for the university.

Item 28 Students must not possess or carry arms, explosive materials, materials which can be used as arms or illegal materials within the university premises.

Item 29 Students must be free of criminal records except for those involving a minor offence or offences committed through negligence which did not damage the reputation of the university.

Item 30 Students must not act inappropriately, or behave in a manner deemed by the disciplinary board as a violation of student discipline.

## Section 2

### Penalties for failure to maintain student discipline

Item 31 Students who violate regulations or do not maintain discipline as legislated in Chapter 1, are culpable as discipline violators, and will be penalized in accordance with student discipline regulations, with reasonable exceptions as specified by university policy.

Six types of penalty apply for violation of regulations.

- (1) Admonition
- (2) Probation
- (3) Study Suspension for 1 – 3 semesters
- (4) Suspension of issuing transcripts, temporary certificates, certificates or degrees, for up to 3 semesters
- (5) Student status termination imposed through:
  - a. Dismissal
  - b. Expulsion
- (6) Other penalties as specified by the committee for student discipline

### Section 3

#### The Committee for Student Discipline

Item 32 The Committee for Student Discipline at King Mongkut's University of Technology North Bangkok is inaugurated by the President of the university and comprises the following:

- (1) Vice President for Student Affairs or a person in authority as President of the committee
- (2) Deputy Dean/ Deputy Director for Student Affairs or Deputy Dean, Deputy Director in authority as a committee member
- (3) Experts (in Psychology, Sociology, Governance and Law) comprising no more than 4 persons as committee members
- (4) Director for Student Affairs as a committee member
- (5) Head of Student Discipline and Development as a committee member and secretary
- (6) Administrator of Student Discipline and Development as Assistant secretary

Item 33 The Committee of Student Discipline of the university in item 32 has authority to act as follows:

- (1) Propose to the university any development or changes in regulations, policies, announcements or commands on student discipline;
- (2) Propose to the university any development or additions to criteria for student disciplinary penalties;
- (3) Issue policies, announcements and commands not contradicting this principle;

(4) Set guidelines for student development on discipline and a code of ethics;

(5) Set various penalties for students who violate discipline, with committee decisions for student discipline to be set by majority consensus; in the case of equal votes, the President of the committee votes for the final decision and the conflict among the committee members is recorded in the meeting report;

(6) Other responsibilities as specified by the university.

Item 34 The President of the university inaugurates the Committee for Student Discipline of the faculty or dormitory as follows:

(1) The Committee for Student Discipline at the faculty comprises the following members:

a. Deputy Dean or Deputy Director for Student Affairs or a person in authority as President of the committee

b. Experts or representatives from departments of the faculty or college as approved by Dean as committee members

c. Head of Student Affairs of the faculty or college as a committee member and secretary

(2) The Committee for Student Discipline of the dormitory consisting of the following:

a. President of the dormitory as President of the committee

b. Teachers and administrators responsible for the dormitory with the numbers as approved by President as committee members

c. Experts in any field as approved by President of the dormitory as committee members

d. Administrator of the dormitory as a committee member and secretary

Item 35 The Committees in item 34 have authority and responsibility for the following:

(1) Propose guidelines and student behavior at the faculty or dormitory which is consistent with university regulations for student discipline or other policies and regulations

(2) Consider guidance for development of a code of ethics and supporting moral standards among students in the faculty or dormitory

(3) Propose policies, commands and announcements for the development of student discipline, as well as moral and ethical codes in the faculty or dormitory

(4) Propose a person in authority to take action and implement penalties for students who violate student discipline in the faculty or dormitory, with university involvement in the case of serious violations; propose penalties which are imposed by majority vote in the committee; in cases where votes are equally divided, the President of

the committee casts the deciding vote and the conflict among the committee members is recorded in the meeting minutes

(5) Other responsibilities as specified by the faculty, dormitory or university

#### Section 4 Student Disciplinary Proceedings

Item 36 When a university student is found to be, or is accused of discipline violation(s), fair proceedings must be taken against the student. On a case by case basis, the President/ Vice President/ Dean/ Head of Dormitory Committee is required to set up an investigating committee of at least three persons, consisting of Chairperson, a committee, and a secretary to be in charge of examining and investigating the student behavior constituting violation of discipline. The investigating committee has to give recommendations for penalties to the student disciplinary committee. The committee members may be teachers/ civil servants/ university staff/ experts/ or other suitable persons.

In the case of a clear and obvious violation of discipline which is not complex, or minor violations with admission of wrongdoing on the part of the offender, the Vice President of Student Affairs or a person, Dean or Chairperson of Dormitory Committee appointed by the President or Vice President will contact the offender and follow due procedure, ordering offenders to cease and desist the conduct involving disciplinary violation without involvement of an investigation committee.

Item 37 To conduct a violation of discipline inquiry, there must be at least half of the inquiry committee present. The inquiry committee has to state allegations, excuses, facts, reasons for proceedings, the proceeding results, and the penalty.

To report the recommendations by the committee to the President or an appointed Vice President, or Chairperson of Dormitory Committee or else, a majority vote from the inquiry committee is necessary. In the event of an equal number of votes on different recommendations, the Chairperson of the inquiry committee is allowed an additional vote to reach a decision. The disagreement must be documented in writing as meeting minutes.

Item 38 The inquiry committee has to give priority to the inquiry, and the process has to be conducted without delay, within 60 days of the committee being appointed. In the event that the inquiry is not completed in time, the inquiry committee has to request an extension of time not exceeding 30 days, from an authorized person. This can be done twice only.

Item 39 The inquiry committee is authorized to request testimony or evidence from parties related or relevant to the case in order to facilitate decisions.

Item 40 An offending student has the right to lodge evidence with the inquiry committee for consideration of an appeal before a judgment is passed.

Item 41 The secretary of the inquiry committee, according to item 36, pays from the university income budget, three hundred baht as attendance fee to each of the committee members at each meeting.

Item 42 The persons authorized to impose penalties are:

(1) The President or Vice President of Student Affairs or a person appointed by the President to perform all procedures

(2) The Dean or Chairperson of Dormitory Committee who can impose penalties for violations of discipline according to item 31 (1) and item 31 (2) only on offending students from their faculty or dormitory, depending on the case.

Item 43 The imposition notice has to include details of the disciplinary breach, explicit penalty imposition, and declaration of the offending student's right to appeal in writing. The student on whom penalty is imposed, has to sign acceptance of the notice. In the event that the offender does not sign acceptance of the penalty imposition, a witness is brought in to sign acceptance of the imposition notice at the time and date of declaration. Where the penalty imposition is sent by mail, a response to confirm acceptance of the imposition is necessary.

Item 44 Once the imposition notice is issued, the Discipline and Student Development Section, Student Affairs Department proceeds as follows.

(1) inform the offending student and his/her custodians of imposition of penalty

(2) inform the Registrar's Office and other related persons of the imposition

(3) inform the faculty or dormitory responsible for the student

(4) record all information

Item 45 Upon issue of the imposition notice, the faculty or the dormitory, depending on the case, proceeds as follows.

(1) inform the imposed student and his/her custodians of the imposition

(2) inform the relevant department of the imposition placed on the offending student

(3) inform the university

(4) record all information

## Section 5

### Appeal against Imposition

Item 46 The appeal against imposition has to be undertaken by the imposed students themselves and for themselves.

Item 47 The student who is imposed with minor penalties or whose penalty is light or less harsh than suspension from classes at the university, faculty, or dormitory has the right to appeal against the imposition to the President within 30 days, starting from the date the student accepted the imposition notice; the appeal is lodged via the Discipline and Student Development Section, Student Affairs Department.

Item 48 The Vice President of Student Affairs or the person appointed by the President has absolute power, according to item 47, to judge or dismiss the appeal, increase or mitigate punishment depending on the case within 30 days of the imposition appeal being submitted. The decision by the Vice President of Student Affairs or a person appointed by the President has the highest priority.

Item 49 The student who is imposed with serious punishment or whose penalty is suspension from classes for one semester and above by the university, has the right to appeal to the President against this imposition within 30 days starting from the date the student accepted the imposition notice and may appeal via the Disciplines and Student Development Section, Student Affairs Department.

Item 50 The President or a committee of not less than three persons has the sole authority to consider and collect information for the President to make an absolute judgment according to article No. 49, including dismissal of the appeal, increase of punishment, mitigation of punishment, mitigation or dismissal of punishment depending on the case, within 30 days from the date of submission of the appeal against imposition. The decision by the President is given the highest priority.

Item 51 During the appeal proceedings, the student still has to receive penalties according to the imposition notice, except when there are special reasons to relieve the punishment (the appeal is not considered as a special reason). In the case of special reasons, the student can appeal to the President or Vice President of Student Affairs or the person appointed by the President on a case by case basis, presenting the special reasons for relieving the penalty. The student has to present the special reasons as a special action to relieve the punishment before the final decision is passed, according to items 48 or 50, depending on the case.

Issued by 29 July 2011

Professor Kasem Suwannakul  
Chairman of the KMUTNB Council