



Announcement
Thammasat Business School
Rules and Regulations about the student attendance for courses offered by
BBA International Program
Thammasat Business School
Thammasat University

Pursuant to the rules and regulations by Thammasat University regarding the Bachelor degree study B.E. 2018 section 9: Educational Measurement and Cumulative GPA calculation no 43, the rule stipulates that

“Students with attendance in any subject less than 70 percent of the class time or as per designated by the course or degree is not eligible to sit in the final exam for that course except valid reasons which will need to be approved by the Dean as a special case.”

To ensure a smooth and effective class administration, with pursuant to Thammasat University Act 2015 section 41, the following rules and regulations regarding the student attendance for courses offered by BBA International Program, Thammasat University, should be strictly enforced.

1. Students must wear the Thammasat students uniform or other dress code as per specified by the announcement of BBA dress code regulations, otherwise, your attendance will not be considered.
2. Students must check their own attendance by themselves before attending each class by scanning their student ID card according to the procedures set forth by the BBA International Program.
3. Being late to the class between 15 minutes to 30 minutes will be considered 30 minutes absence.
4. Being late to the class after 30 minutes will be considered absence from the class.
5. Students who do not attend the class or do not comply to the rules with the total number of absence exceeding 22 hours in any course will not be eligible to sit in the final exam and will be considered “F” in that course.

The student attendance check in any course covers study with various methods including in-class, practical, internship, on-site work and student project learning.

In addition, the aforementioned rule will be enforced for the course without any final exam but with other performance measurement.

In case students are absent more than 13 hours but less than or equal to 22 hours, students must file a petition through the course instructor or course coordinator to request for eligibility to sit in the final exam or other

performance measurement with approval of the Dean on a case by case basis. The decision by the Dean is considered final.

6. Should any students be found that they scan ID card on behalf of the other students for student attendance checking, such manner is considered wrongdoing. Both students will be subject to the punishment as follow:
 - 6.1 First wrongdoing: Students will not be eligible to sit in the final exam and students have to withdraw that specific class. In addition, students will be under parole.
 - 6.2 Second wrongdoing: Students will get an “F” in that specific subject.
 - 6.3 Third wrongdoing: BBA students will be suspended from studentship for semester. Students from other program will be subject to punishment by the Dean of the faculty students enroll in.
7. Should students be found that they have scanned the ID card for attendance check but are not present full time in class, the attendance will be considered absence and students will be subject to punishment according to no. 5.

However, if students have scanned ID card for attendance check but have not been present for full time period, students will not be punished as per aforementioned in case they get an approval by the instructor on a case by case basis before leaving the class.

8. Should any students be found wrongdoing in any quiz, project or report, such action will be considered wrongdoing similar to that of the final exam. Students will be subject to punishment according to the rules and regulations of Thammasat University regarding student discipline B.E. 2004.

Rules and regulations are enforced for all students enrolled in the courses offered by the BBA International Program, Thammasat Business School, Thammasat University onwards.

Announced on March 2, 2020

Associate Professor Dr. Ruth Banomyong
Dean