

(TRANSLATION)

Chulalongkorn University Announcement on Procedure for Course Registration, 2023

As it is deemed appropriate to amend the Chulalongkorn University Announcement on Procedure for Course Registration, under the powers prescribed in Articles 7 and 134 of Chulalongkorn University Regulations on Higher Education Studies, 2023, the University President, with approval from the meeting of Deans in meeting #35/2566 on 8 November 2023, has issued the following announcement:

Article 1. This announcement is titled “Chulalongkorn University Announcement on Procedure for Course Registration, 2023”

Article 2. This announcement is effective as of the day after announcement date onwards

Article 3. The Chulalongkorn University Announcement on Procedure for Course Registration, 2023, dated 21 November 2023, shall be repealed

Article 4. In this announcement:

“Faculty” includes schools, colleges, and common institutes with equivalent status to a faculty that oversees academic programs

“Dean” means the dean of a faculty, school, or college which oversees academic programs and also means the director of common institutes with equivalent status to a faculty that oversees academic programs

Article 5. Course registration is only completed when the student has registered courses and fully paid the tuition fees, late registration fines, instruction fees, and special fees as specified by the program (if any)

New students must perform initial enrollment before course registration.

Article 6. Students with incomplete course registration are:

(1) Students who have registered courses but have not fully paid the tuition fees, late registration fines, instruction fees, or special fees as specified by the program (if any)

(2) Students who have not registered courses but have paid tuition fees, instruction fees, or special fees as specified by the program (if any)

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After the first two weeks of a semester, students with incomplete course registration shall have their student status terminated.

In the case that student status has been terminated as per paragraph two, students shall not be entitled to a refund of any fees already paid to the university or faculty (if any).

Article 7. In the case that a student who has already registered courses subsequently files a resignation request or leave of absence request before the start date of the semester or summer session, when the resignation or leave of absence has been approved by the Dean of the Faculty the student is affiliated with, tuition or instruction fees and special fees shall be refunded to that student, depending on the case.

Any student who files a resignation request or academic leave of absence request after the time period specified in the first paragraph shall not be entitled to a refund of any fees already paid to the university or faculty.

Article 8. In the case that a person files a request to reinstate their student status:

(1) If the request to reinstate student status has been filed within the third week of a semester, and the reinstatement of student status is subsequently approved; or if the request to reinstate student status has been filed after the third week of a semester, and the reinstatement of student status is approved within the fifth week of the semester, and the student wants to register courses, it shall be performed as follows:

(A) In the case that the student has previously registered for courses but has not paid the tuition fees, the student shall pay the student status reinstatement fee, tuition fees, and other fees (if any)

(B) In the case that the student has not previously registered for courses, the student shall pay the student status reinstatement fee, register courses, and pay tuition fees, along with late course registration fees and other fees (if any)

(2) If the request to reinstate student status has been filed after the third week of a semester, and the reinstatement of student status is approved after the fifth week of the semester, the student must file a request for leave of absence, as well as pay the student status reinstatement fee and leave of absence fee. If the student has previously paid tuition fees, the

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tuition fees shall be used for the leave of absence fee, and the student is still subject to pay the student status reinstatement fee.

In the case of graduate students who have already completed their studies as specified in their programs, students must file a request to retain their student status, as well as pay the student status reinstatement fee and student status maintaining fee.

Article 9. Students who have completed their registration for a summer session, but later drop or withdraw courses, shall not be entitled to a refund of any fees that have already been paid to the university or faculty, unless the students had filed a request to receive a refund before the opening day of the summer session.

Students who have completed their registration for a summer session, but the registration for all requested courses is not successful due to seat limitations of the courses or course closures, shall be entitled to a refund of tuition fees, instruction fees, and other fees (if any) from the university in full amount.

Students who have completed their registration for a summer session and have already been successfully registered for at least one course, but subsequently found to have violated conditions for course registration and have had their courses dropped or withdrawn, shall not be entitled to a refund of any fees that have already paid to the university or faculty.

Article 10. Students have a duty to verify correctness of their course registration.

If it is found that the registration is incorrect, the student shall inform the Office of the Registrar as soon as possible.

Article 11. Students must drop or withdraw from courses that they have registered for within the period specified by the Office of the Registrar. The university does not allow students to drop or withdraw from courses after the final exam or after the last day of studies of each semester or summer session as per university orders on the schedule for opening and closing days of the semesters for the academic year, or after the examination date as announced by the faculty.

Article 12. The University President shall maintain these regulations.

In case that interpretation is necessary, or in case there are issues complying with this announcement, the University President shall make the final decision.

Temporary Provisions

Article 13. Registration for courses as per Chulalongkorn University Regulations on Undergraduate Studies, 2013, Chulalongkorn University Regulations on Undergraduate Studies, 2022, and Chulalongkorn University Regulations on Graduate Studies, 2018 shall comply with the procedures in this announcement as well.

Article 14. Registration as per Chulalongkorn University Announcement on Procedure for Course Registration, 2023, dated 21 December 2023 shall be considered as registration as per this announcement.

Announced on 25 December 2023

(Professor Dr. Bundit Eua-aphorn)

University President