

A Summary of Guidelines For Graduation Requirements Criteria For Undergraduate Students

Cancel the university announcement subject: Guidelines for Graduation Requirements Criteria For Undergraduate Students on 15th January B.E. 2561/2018 and 2nd June B.E. 2564/2021 and use these guidelines:

1. Students admitted from the academic year B.E. 2559/2016 must complete 3 Graduation Requirements: English proficiency, IT and Moral and Ethics
2. Guidelines For 3 Graduation Requirements are as follows:
 - (1) **English proficiency** (Excepted for IC students)
 - (2) **Information Technology** Student must complete IT Training in 2 levels 1. IT for Learning and 2. IT for Working

Procedures

1. IT for Learning

1.1 Description

To prepare freshmen in IT for learning and research in the higher education level for example IT system in the Payap University, PYU email, Office 365, creating simple forms and websites.

1.2 Student Qualification Freshmen

1.3 Duration

1.3.1 6 hours

1.3.2 In the first semester of enrollment

1.4 Assessment Pass criteria are as follows:

1.4.1 Attendance

Students must have at least 80% of attendance and pass the exam with scores of at least 60%

1.4.2 If students do not wish to attend the provided training class and want to take the exemption test,

- Students must pass the test with scores of at least 60% and pay a fee of 200 Baht.
- Students can retake the test (an unlimited number of times)) with a fee of each test 200 Baht.

1.5. If students do not pass the class or do not attend the class as specified by the university

1.5.1 Students sign up (for the 2nd time onwards) or faculty/college submit the names (for the 2nd time onwards) to the IT and Educational Innovation Office.

1.5.2 Students pay a 300 Baht fee at the financial office.

1.5.3 Students show the receipt to the IT and Educational Innovation Office to attend the class.

1.6 Guidelines for notification of results

1.6.1 IT and Educational Innovation Office submit a notification of results to the faculty/college.

1.6.2 IT and Educational Innovation Office submit a notification of results to the registration office to record in the E-Registrar system.

2. Information Technology for Working

2.1 Description To prepare students before graduation. The content can be specific or the usage of Microsoft Office (intermediate level) for example Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Online Resume.

2.2. Student Qualification Students years 1-4 as specified by faculty/college.

2.3 Duration

2.3.1 18 Hours

2.3.2 Offered as specified by faculty/college to be consistent with the study plan of each program or as specified by the IT and Educational Innovation Office.

2.4 Assessment Pass criteria are as follows:

2.4.1 Attendance

- Students must have at least 80% of attendance and pass the exam with scores of at least 60%.

2.4.2 If students do not wish to attend the provided training class and want to take the exemption test,

- Students must pass the test with scores of at least 60% and paid the fee of 200 Baht.
- Students can retake the test (an unlimited number of times) with the fee of each test 200 Baht.

2.5. If students do not pass the class or do not attend the class as specified by the university

2.5.1 Students can sign up for the second time or faculty/college submit the names to the IT and Educational Innovation Office.

2.5.2 Students must pay a 300 Baht fee at the financial office.

2.5.3 Students show the receipt to the IT and Educational Innovation Office to attend the class.

2.6 Guidelines for notification of results

2.6.1 IT and Educational Innovation Office submit a notification of results to the faculty/college.

2.6.2 IT and Educational Innovation Office submit a notification of results to the registration office to record in the E-Registrar system.

(3) Moral and Ethics Students must complete the following Moral and Ethics training:

Conditions	Procedures/Assessments
Students year 1-3 attend activities to learn the 5 core values of Payap University as specified by the Religious Office.	Students attend the activities: the 5 core values of the Payap University as specified by the Religious Office.
Students organize or attend the community service activity in a total of 20 hours (throughout the study time)	Students organize or attend the community service activity organized by the Religious Office or faculty/college, not less than 20 hours, and submit results to the Religious Office.

Note: Transferred students or students in co-curriculum with other institutions must complete the moral and ethics as specified before graduation.

Procedures

Training

1. The Religious Office schedules the training and notifies faculty/college.
2. Faculty/college inform students list for the training to the Religious Office.
3. Students attend the training.
4. The Religious Office submits a notification of results to the registration office to record in the E-Registrar system.
5. In the case that students cannot attend the training, faculty/college contact the registration office to organize a new schedule.

To organize or attend the community service. The project can be organized by:

1. Students

1. Students propose the project to the Religious Office.
2. Students organize the activity according to the 5 core values of Payap University.

3. Students summarize the result of the project and submit a report to the Religious Office.
4. The Religious Office record the service hours.

2. The Religious Office

1. The Religious Office schedules the community service activity and notifies the faculty/college.
2. Faculty/college inform students list for the activity to the Religious Office.
3. The Religious Office organizes the community service activity according to the 5 core values of Payap University.
4. The Religious Office record the service hours.

3. Faculty/college

1. Faculty/college schedule the community service activity and notify faculty/college.
2. Faculty/college organizes the community service activity according to the 5 core values of Payap University.
3. Faculty/college summarizes the result of the project and submit a report to the Religious Office to record the service hours.

Assessment: Students organize or attend the community service activity and pass the training. Religious Office to record the result “pass” and submit a notification of results to the registration office to record in the E-Registrar system.

Announced on 11th June 2564/2021

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