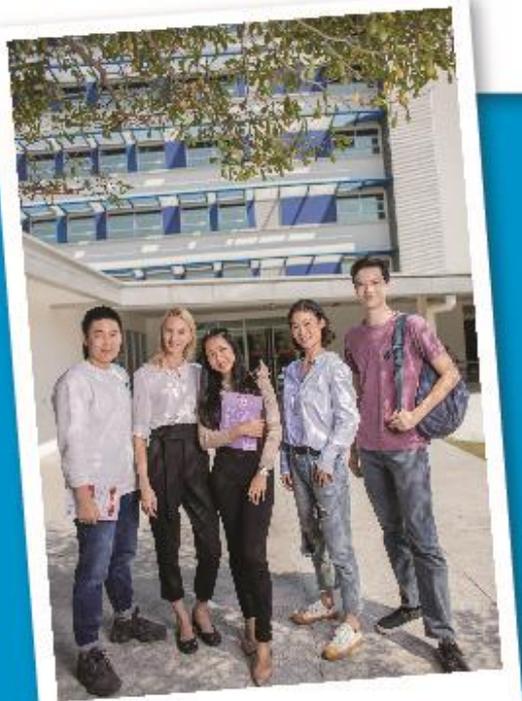




# STUDENT HANDBOOK 2022

UNDERGRADUATE PROGRAMS



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# 1. FOREWORD

The Stamford International University Student Handbook provides information and guidance which you may need to help you to make the most of the opportunities on offer at Stamford International University. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures, and relevant contact details and web links where you can find out more.

Enrollment at this University is an agreement to comply with all rules, regulations, and policies and it is your responsibility to become familiar with these expectations. Ignorance of a policy or regulation is not an excuse for failure to observe it. It is essential, and your responsibility, to read the Student Handbook. This handbook sits alongside other relevant guides to your course and programs, with which you should also familiarize yourself.

While these standards pertain primarily to student actions and behaviour occurring on the University campus, it should be noted that the University has the same high expectations of students off campus activity. Off-campus conduct may also be subject to University jurisdiction.

The relationship of Stamford International University with all students enrolled in its classes and programs is non-custodial in nature, and legally no special relationship exists between Stamford International University and its students. The University is not a guarantor of student safety on campus, on trips or excursions, in transportation situations or in any other situations involving physical risks.

The University oversees student matters and ensures that the University's statutes and policies are followed, with particular interest in examinations, conduct and welfare, and other aspects of the student experience. If you have any concerns or constructive suggestions for improvement, they can be channeled through the Stamford Student Council or through your program advisors.

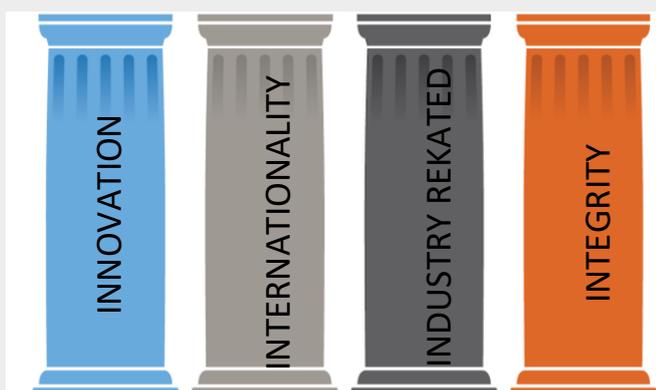
The Student Handbook does not constitute a contract, between any student and the University. The University reserves the right to make changes to the Student Handbook as deemed necessary. Changes become effective immediately or as determined by the designated academic/administrative committee.

We hope that your time as a student at Stamford International University will be successful and enjoyable.

## 2. INTRODUCTION

Stamford International University was founded in 1995 at the Palm Hills Golf Resort, Hua Hin. The University was formed in close cooperation with Stamford International College, which was established in Malaysia and Singapore in the 1950s. It is named after Sir Stamford Raffles (1781-1826), the English colonial administrator, historian and educator. The Bangkok campus was opened in 2008 to meet the growing need for international education.

Stamford offers Undergraduate and Graduate degree programs. At the undergraduate level, programs are offered International and in Bilingual track at the Hua Hin and Bangkok Campus. Bilingual track versions of programs facilitate gradual transition from mother tongue-medium to English medium. The bilingual programs are offered in Thai as well as



in Chinese. Our approach emphasizes the combination of strong academic programs, connections to industry, hands-on learning and a marked international flavor, all delivered with integrity. We believe and administer our '4 I Philosophy' which is: INNOVATION, INTERNATIONALITY, INDUSTRY LINKAGE & INTEGRITY. The university is fully accredited by the Ministry of Education of Thailand.

Our vibrant student body currently includes different nationalities.

### STUDENTS' NATIONALITIES AT STAMFORD

Afghan / Albanian / Algerian / American / Angolan / Australian / Austrian / Bangladeshi / Bahraini / Belarusian / Belgian / Belizean / Bhutanese / Brazilian / British / Bulgarian / Cambodian / Cameroonian / Canadian / Chadian / Chilean / Chinese / Colombian / Congolese / Cuban / Czech / Danish / Djiboutian / Dutch / Egyptian / Emirati / Equatorial Guinean / Estonian / Ethiopian / Filipino / Finnish / French / Gambian / German / Ghanaian / Greek / Guinean / Hungarian / Icelander / Indian / Indonesian / Iraqi / Iranian / Israeli / Italian / Jamaican / Japanese / Jordanian / Kazakhstani / Kenyan / Kuwaiti / Kyrgyz / Laotian / Latvian / Lebanese / Liberian / Libyan / Lithuanian / Malagasy / Malawian / Malaysian / Maldivian / Malian / Mexican / Moroccan / Mongolian / Mozambican / Myanmar / Namibian / Nepalese / Nigerian / Nigerien / Norwegian / Pakistani / Panamanian / Papua New Guinean / Paraguayan / Peruvian / Polish / Portuguese / Qatari / Russian / Rwandan / Saudi / Serbian / Sierra Leonean / Singaporean / Slovakian / Slovenian / South African / South Korean / Spanish / Sri Lankan / Sudanese / Surinamer / Swazi / Swedish / Swiss / Syrian / Taiwanese / Tanzanian / Timorese / Thai / Turkish / Turkmen / Ugandan / Ukrainian / Uzbek / Venezuelan / Vietnamese / Zambian / Zimbabwean

### 3. UNIVERSITY LOCATIONS

Stamford International University currently comprises of three locations:

#### **Cha-Am – Petchaburi Campus**

1458 Petchkasem Rd.,  
Cha-Am, Petchaburi 76120



#### **Rama 9 – Bangkok Campus**

16 Motorway Road, KM 2  
Prawet, Bangkok 10250



#### **Asoke Learning Center**

388, Sukhumvit Rd., Khlong Tan,  
Klong Toey, Bangkok 10110



## 4. CAMPUS INFORMATION

### CHA-AM - PETCHABURI CAMPUS

The Cha-am Petchaburi Campus was established on 29 November 1995, set amidst the picturesque green hills and beautiful lakes with a panoramic view of mountains. The setting has made the place extraordinary and one of a kind on a 110 rai (43.49 acres) of land and located only minutes away from the Hua Hin Airport.

The two buildings include 17 classrooms, 3 labs, 1 art studio, the library, the auditorium and 4 dormitories. The hotel mock-up rooms give our students a real experience of IHM.

The newly renovated library offers books and e-books in a vibrant atmosphere and a dedicated student center aims to give students' inspiring experience with learning and recreational activities.

### CAMPUS FACILITIES AND SERVICES

#### Building 1

1<sup>st</sup> Floor - Receptionist/Operator, Admissions Office, Registrar Office, Counselling Rooms (1 and 2), Student Center / Student Café, Student Services, Cafeteria

2<sup>nd</sup> Floor - Classrooms, Nursing Room, HR/Facility/Purchasing Office, Management Office

3<sup>rd</sup> Floor - Classrooms and Computer Labs, Academic Support Teams (UG & PG), Undergraduate and Post-Graduate Faculty Offices, Stamford English Program Lecturers' Office, IT Support Center



#### Building 2

1<sup>st</sup> Floor - Auditorium

2<sup>nd</sup> Floor – Library, Center for Academic Excellence (CAE) Room, Classrooms

3<sup>rd</sup> Floor - Communication Arts Studio, Classrooms, Dormitories, a Hotel Mock-up Room, and a Staff Dormitory

Outdoor Activities - Football Field, Basketball Field, Volleyball Field



### RAMA 9 - BANGKOK CAMPUS INFORMATION

To accommodate our growing community in a modern, student-centered environment, our Rama 9 campus was established in 2008 at a convenient location near Rama IX Road and close to the Airport Rail Link, Hua Mak station. A second building was added to the campus in 2012, giving us more classroom space, practice facilities for International Hotel Management students, computer labs, a restaurant and a cafeteria. Simultaneously, the original building was renovated, adding a state-of-the-art library and the new Student Service Hub.

## CAMPUS FACILITIES AND SERVICES

### Building 1

1<sup>st</sup> Floor – Library, Student Service Hub, Nursing Room, Counselling Room

2<sup>nd</sup> Floor - Campus Mini-store and Copy Center, and classrooms

3<sup>rd</sup> Floor – Classrooms

4<sup>th</sup> Floor - Muslim Prayer Room, Auditorium



### Building 2

1<sup>st</sup> Floor - Reception - Admission Dept, Canteen, Leura Restaurant & Demo Kitchen

2<sup>nd</sup> Floor - Mock-up Hotel Room, Mock-up Hotel Front Desk, IT Lab, Classrooms

3<sup>rd</sup> Floor – ABM Lab and AOC Lab, Classrooms

4<sup>th</sup> Communication Arts Studio, Mac Labs, Classrooms, CMD lab

5<sup>th</sup> Floor - Stamford English Program Office, Computer Labs, Center for Academic Excellence, Classrooms

6<sup>th</sup> Floor - President and CEO's Office, Undergraduate and Post-Graduate Faculty Offices, Academic Support Team, IT support team, HR, Finance and Department, Administration Department, Quality Assurance Team



## ASOKE LEARNING CENTER INFORMATION

The Asoke Campus Learning Center was established in October 2015, located in the heart of Bangkok's business center at The Exchange Tower, conveniently connecting with the BTS and MRT stations.

Stamford offers an unconventional urban learning space, encouraging students to think in new ways in an innovative and interactive learning environment. Asoke Campus offers International and Thai MBA with a variety of study modes and class times to adapt to modern working adults' lifestyle.

### CAMPUS FACILITIES & SERVICES

LG Floor (Lower Ground Floor)

Student Service Hub, consists of IT, Academic support, Registrar, Cashier, Computer Lab, Classrooms,

Domestic Admission, International Admission, and Faculty Lounge



## 5. STUDENT CODE OF CONDUCT (University Rules & Regulations)

Stamford International University is dedicated to the pursuit of knowledge through teaching, learning and co-curricular activities, and research conducted in an atmosphere of intellectual freedom. Moreover, members of the Stamford campus community are committed to assisting one another in the creation and maintenance of an environment conducive to these activities, based on respect and mutual understanding. Our community is a multicultural one, bringing together people from diverse parts of the world in pursuit of a common goal. It is therefore the policy of the University that members of the community must respect the rights of others to pursue their education in a safe and nurturing environment, free of disturbances and distractions. The following rules and regulations have been laid down in pursuance of that goal.

### 5.1. Student Identification

- 5.1.1 The student agrees to provide complete and accurate information to the University concerning his/her identity, supported by official documents.
- 5.1.2 The student is responsible for updating his/her information, such as official change of name or nationality.
- 5.1.3 Each student is identified by a unique ID number, issued upon admission to the University.
- 5.1.4 The name of the student that will appear in official documents, such as transcripts and diploma will be as written on the national identification or passport provided by the student.
- 5.1.5 Each student, upon registration, is assigned an official STIU email address using the format [youridnumber@students.stamford.edu](mailto:youridnumber@students.stamford.edu). This email address will be to be used for official communications with students, who are expected to read their inbox daily.
- 5.1.6 The university issues an official student ID card to each student only once.
- 5.1.7 Students must carry their ID card when on university property and produce it on request from any member of the University staff.
- 5.1.8 The ID card is issued free of cost when students are registered.
- 5.1.9 Subsequent ID card printing due to loss or damage on the part of the student will be charged 300 THB per card at the Student Service Hub.
- 5.1.10 In case of loss and urgency, a temporary card can be obtained from the Student Service Hub for minimal fee until the permanent one is obtained.
- 5.1.11 The student ID card validity applies as long as the student is enrolled for the current term. This validity can be verified by anyone using the QR Code at the back of the ID card.
- 5.1.12 The student ID card remains the property of the University.
- 5.1.13 The student ID card is used to access library and printing services

## **5.2 Facilities**

- 5.2.1** The use of University facilities for purposes other than instruction (for example for student meetings, club activities or concerts) requires permission in advance from Student Engagement, who will in turn coordinate with Academic Support to see how to best accommodate the request.
- 5.2.2** Permission from Student Engagement is also needed before any posters or papers are affixed on any of the university facilities.
- 5.2.3** No food or drink is allowed in any classroom/practical laboratory at any time. If a classroom/practical laboratory is being used for instructional purposes or is even vacant, no food or drink is allowed inside.

## **5.3 Damage to Property**

- 5.3.1** The University is responsible for managing buildings, or operating services and facilities through sub-contractors who are empowered to report misuse and damage of property to Stamford. You are advised to familiarize yourself with any published rules, for example as displayed on noticeboards in or at the entrance to buildings or property or on the Student Website.
- 5.3.2** Vandalism or damage to any university property or to the property of another member of the University community will, as a rule, require restitution and, depending on the circumstances, may lead to disciplinary and / or legal action.
- 5.3.3** Fire extinguishers, emergency exits, smoke detectors, fire alarms and other emergency equipment are placed on campus in order to save lives. Tampering with them, damaging them or misusing them is a very serious act and will result in strict disciplinary and / or legal action.

## **5.4 Computer Privilege**

- 5.4.1** Access to and use of computer facilities, networks, electronically stored data and software must comply with Thai and International law. Please note that all electronic devices using Stamford networks can be monitored, tracked and identified.
- 5.4.2** University computing facilities and networks must not be used to conduct any sort of personal or business activities that has a direct conflict of interest to the mission of the University.
- 5.4.3** Downloading movies or participating in prohibited online games through University computing facilities or networks is prohibited. Downloading prohibited content is a very serious act and will result in strict disciplinary and / or legal action.
- 5.4.4** Students should keep their login and password information secure and must not share them with others. Under no circumstance will one student be allowed to use the Login and Password of another student. Should this be the case for any reason whatsoever, this breach will result in strict disciplinary action.

## **5.5 Vehicles (Cars and Motorbikes)**

- 5.5.1** There are a limited number of parking spaces available on campus for student use. Parking stickers must be obtained from the Reception desk in advance in order to park in these spaces or to gain entrance to campus grounds.
- 5.5.2** It takes three days to issue a parking sticker. During that time, you may park in the designated spaces by handing over your I.D. card to the guard at the front gate.
- 5.5.3** Parking of students' vehicles in other places on campus is not permitted. Students are not allowed to park in the driveway leading to the staff/faculty underground parking.
- 5.5.4** Parking in front of the receiving area of the canteen is an obstruction to operations. Therefore, if a student vehicle is found in this area, appropriate action may be implemented to address this misconduct.
- 5.5.5** Students must exercise great care at all times when driving on campus and observe the 20 km/h speed limit.
- 5.5.6** The use of roller blades or skateboards within campus buildings is not permitted due to the lack of space and the constant flow of students across the campus.
- 5.5.7** All motor bikes are required to be parked appropriately in the parking space.
- 5.5.8** Creating unnecessary noise by revving your bike during class hours is prohibited and should a student be caught in the act of doing so, will face strict disciplinary action.
- 5.5.9** Parking regulations and enforcement are in effect 24 hours a day, 365 days a year. Security officers may require identification of any person(s) on campus. Refusal to comply may result in the issuance of a citation, a towed vehicle and/or notification of the Prawet district Police station for Rama 9 and Hua Hin Campus grounds.
- 5.5.10** STIU assumes no responsibility or liability for fire, theft, damage to or loss of any vehicle or any article left therein.

## **5.6 Smoking, Alcohol and Drug**

While smoking is proven as a severe detriment to good health and with potentially dangerous outcome, it is acknowledged that some students may choose to engage in the practice. For student who chooses to smoke, the following rules are to be noted:

- 5.6.1** A designated Smoking Area is provided for all those who wish to smoke. It is strictly prohibited elsewhere on campus. Smoking outside the designated area will result in the following actions.
- 5.6.2** Students must attend Corporate Social Responsibility (CSR) and/or university activities for 12 hours within 6 months from the effective date or pay a fine of: 1<sup>st</sup> offense: 500 THB, 2<sup>nd</sup> offense: 1,000 THB and 3<sup>rd</sup> offense will face a disciplinary measure. All fines will be donated to the foundation related to a non-smoking campaign. The Student Engagement office will schedule the activities for the students and maintain an attendance record.

- 5.6.3** Students who failed to comply will receive a disciplinary action together with receiving a formal warning letter which will be filed and recorded.
- 5.6.4** The University also prohibits the advertising of alcohol and tobacco products by students and student organizations including at University activities.
- 5.6.5** Public consumption of alcoholic beverages on University grounds is prohibited. The consumption of alcohol or possession of an open container of alcohol is prohibited in public areas. A public area is any area such as, but not limited to classrooms, corridors, stairways, bathrooms, lounges, lawns and parking spaces.
- 5.6.6** Possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or illegal drugs on University property is strictly prohibited. Such behaviour will result in immediate disciplinary/legal action.

## **5.7 Campus Security**

- 5.7.1** The campus security is responsible for the safety of all people on campus. The campus security is responsible for enforcing the policies and procedures laid out by the University.
- 5.7.2** All students on campus are required to respect the security officers and assist them by upholding the Student Code of Conduct.
- 5.7.3** All security officers receive training in security principles, patrol techniques, authority of arrest, defensive tactics, emergency procedures and crisis intervention. Should any of these be enforced, students are required to comply with the instructions administered.

## **5.8 Respect for Health, Safety, Rights of Others, Rights of Self**

The University expects its students to treat other persons with respect and human dignity. All members of the community share the responsibility for protecting and maintaining community health, safety, and the rights of other persons. Violation government laws on University premises or at University sponsored or supervised activities are prohibited. Because of the University's varied activities, and the individual needs of students, cooperation of all is needed in order to maintain standards so faculty and staff can pursue their work free from hazards and intrusions on their privacy.

### **5.8.1 Harassment**

Harassment may be a single or repeated incident/s of unwanted contact or communication by any means, including using any form of technology, or behaviour or verbal abuse that threatens to injure or endanger the health, safety, or welfare of oneself or another person. Harassment means a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress or be in fear of bodily injury. Students who are found to be harassing another person willfully will face disciplinary / legal action being taken against them.

### **5.8.2 Sexual Harassment**

Sexual Harassment is any unwelcome conduct of a sexual nature. It can include unwelcome verbal, nonverbal and physical conduct that ranges from sexual gestures or teasing to sexual assault, acts of sexual violence, including domestic and dating violence, sexually motivated stalking and coerced activity. Examples include, but are not limited to the following:

Verbal: Sexual remarks, comments, jokes and innuendos, communicating unwelcome stories about someone's social or sexual life, and propositions or pressure for social or sexual contact.

Non-verbal: The display of sexually explicit stares, gestures or suggestive pictures, including secretly video recording sexual acts or objects.

Physical: Unwanted touching, patting, grabbing, pinching, including sexual assault. Sexual harassment need not be intentional. The intent of the person who is alleged to have behaved improperly is not relevant to determining whether a violation has occurred. The relevant determination is whether a reasonable person similarly situated could have interpreted the alleged behaviour to be sexual harassment. Students who are found to be in violation of this will result in disciplinary / legal action being taken against them.

### **5.8.3 Privacy**

5.8.3.1 Privacy violations such as video or audio taping without permission, voyeurism, or watching others from a place of concealment are prohibited. Examples of private space would include but are not limited to dormitories, bathrooms, and locker rooms. Disseminating or threatening to disseminate sensitive personal material (e.g. photos, videos) by any means to any person or entity without consent is prohibited. Students who are found to be in violation of this will result in disciplinary / legal action being taken against them.

5.8.3.2 The University abides by a strict privacy policy whereby student information will not be divulged to third parties, whether verbally or in writing, without the prior consent of the student, with the exception of the Thai Government, and the student insurance company.

5.8.3.3 Requests for information by the student will only be serviced if students are able to identify themselves with the STIU Student ID card, national ID card or passport or if the request is done in writing using the STIU email address assigned to the student upon registration.

5.8.3.4 Students who wish to send a third party to retrieve information or documents for themselves, must provide such authorization prior to retrieval. This third party must provide identification matching the authorization.

5.8.3.5 However, the University reserves the right to provide information regarding the students to their direct family members upon proof of such kinship.

### **5.8.4 Physical Harm/Violence**

Physical Actions, physical abuse or other inappropriate, harmful physical action that injures, threatens or endangers the health, safety, or welfare of oneself or another person is completely unacceptable and prohibited.

Examples include, but are not limited to the following:

- Self harm, threats of self-harm, or attempts of self-harm which impact others in the community.
- Assault, willful attempt to threaten to inflict bodily harm, inflicting bodily harm, making physical unwanted contact, putting someone in fear of physical contact or bodily harm. An assault may be committed without actually touching, striking or doing bodily harm.

Students who are found to be in violation of this will face disciplinary / legal action being taken against them.

#### **5.8.5 Weapons**

On-campus possession of firearms (including blank pistols, replicas, pellet guns, BB guns, and tazers), ammunition, explosives, knives, fireworks, bow and arrow, and other articles or substances recognized as weapons or used as weapons, is prohibited. Possession of a device designed to produce an electrical charge that can be used as a weapon or to cause bodily injury (e.g., stun gun, immobilizer, cattle prod, brand) is also prohibited.

Bringing unauthorized objects which are used as weapons onto University property/grounds/campus is strictly prohibited.

Students who are found to be in violation of this will result in disciplinary / legal action being taken against them and may result in expulsion.

#### **5.8.6 Hazing**

The campuses prohibit hazing by individuals or groups and defines it as follows: Hazing is any reckless or intentional act, occurring on or off-campus, that produces physical, mental or emotional pain, discomfort, humiliation, embarrassment or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group or organization. Hazing includes any activity, whether it is presented as optional or required, that places a new member in a position of servitude as a condition of membership. There are two primary conditions that create a hazing dynamic: (1) New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing; (2) Any activity that places new members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization may expect to be trained, oriented or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members.

#### **5.8.7 Retaliation**

Retaliatory action of any kind by any member of the University community against individual(s) who bring complaints and who are cooperating in the investigation of a complaint is prohibited and shall be regarded as a separate and distinct violation. This includes individuals who bring complaints of harassment, including sexual harassment or individuals who are cooperating in the

investigation of a complaint, but is not limited to harassment or sexual harassment.

Students who are found to be in violation of this will result in disciplinary / legal action being taken against them.

#### **5.8.8 Gambling**

No form of gambling is permitted on the university campuses. All forms of gambling, is prohibited by the university and students who are caught to be gambling will be subject to disciplinary action.

#### **5.8.9 Fraudulent Behaviour**

During any stage of study, students should avoid plagiarism, any form of cheating or trying to cheat during any individual or group assignments, course assessments, examinations or any other element within their program. Related to this, any attempt towards forging the signatures of others to be used on an official form, attempting to forge documents or amending any content of university material to be used as evidence or falsifying unfortunate family incidents for any reason in the benefit of the perpetrator, is illegal and prohibited and will result in disciplinary / legal action being taken against them.

#### **5.8.10 Misdemeanor**

##### **Behavioural Misconduct**

Following are possible behavioural misconducts, but not limited to: Constant failure to produce ID card; Misuse/damage/intent to damage university property; Misuse/damage/intent to damage university equipment; Use of illicit/illegal substances on university premises; Failure to follow reasonable and lawful instruction by university faculty/staff; Verbal abuse or inappropriate language; Psychological violence or harassment; Physical violence; Withholding or falsification of documents/certificates; Failure to comply with penalties imposed; etc.

##### **Academic Misconduct**

Following are possible academic misconducts, but not limited to: Plagiarism (including: Self-plagiarism; Reproducing submitted work; Cheating-copying); Sabotage/damage to academic material; Accessing restricted academic information and material; Cheating on Assessments (using unauthorized materials like mobiles; electronic devices; cheat sheets; smartwatch and any such material; Academic impersonation/misrepresentation; Academic dishonesty with individual/group tasks; reports; presentations, etc.; Purchasing online buying or selling of any assessment items; Non-compliance of ethics approval/requirements; Failure to comply with penalties imposed; etc.

#### **5.8.11 Visitors**

5.8.11.1 Students are welcome to bring visitors to the campus but must assume responsibility for their behaviour at all times.

5.8.11.2 Stamford International University reserves the right to exclude any visitors from the campus and from the university's activities should the university find the visitors/visitors' actions (verbal/non-verbal)

derogatory, demeaning and which threatens the reputation of the university.

5.8.11.3 The university will not be liable for any injury to visitors or damage to their property, unless it is proven to be the result of the University's negligence.

5.8.11.4 Any person who has been suspended or expelled from the university will be denied entrance to the campus, unless the President has given written permission, in advance, for the visit.

5.8.11.5 Students or visitors must not bring pets or any other animals inside campus facilities (with the exception of assistance animals). People may have allergies or be allergic to fur and animals. Students who are found to be in violation of this will result in serious action taken against them.

#### **5.8.12 Unscheduled Closing**

The University reserves the right to close when a threat occurs to the health or safety of any member of the University community. At such time, every effort will be made to communicate with students, through the University's website, email, Facebook and Blackboard.

### **5.9 Pets**

No pets are allowed inside Campus buildings, including student dormitories,

Note: this prohibition does not apply to individuals accompanied by Seeing Eye dogs or other trained, assisting animals.

Pets can pose a threat to the health and safety of the campus community, as well as to a healthful educational environment (through allergy, excessive noise, animal bites, and disease transmission via fleas, tick, parasites, viruses, bacteria, etc.) Individuals with disabilities are at particular risk. For instance, dogs running freely pose a particular hazard to individuals using service animals. Students found in violation of this will be subject to penalization.

### **5.10 Lost and Found**

Any items of significance found on the campus should be brought to the Student Service Hub.

The Student Service Hub will log the item in the Lost and Found database. All lost and found items will be tagged and the following information recorded:

- A brief description of the item.
- The date on which it was lost, found, or on which it was turned in to Student Service Hub.
- The location in which it was lost or found, if known.
- The owner's or finder's contact information.

Student Service Hub will make a reasonable attempt to identify the owner of all found property, including determination of whether the item is STIU property and Student Service Hub will keep the items for a maximum period of 1 year

## 5.11 Use of Campus Facilities

Registered student organizations, faculty, and staff wanting to use campus facilities for meetings and/or activities are required to complete a General Activity Requisition Form (GARF). This form is used to verify the availability of facilities and equipment for activities. Organizations, faculty, and staff should adhere process for equipment and space requests through the Office of University Administration.

## 5.12 Campus Hours

### Normal operating hours for Rama 9:

Monday – Friday      8:30 am to 5:30 pm  
Saturday/Sunday      (closed or with appointments)

### Normal operating hours for Cha-am Petchaburi:

Monday – Friday      8:00 am to 6:00 pm  
Sunday 8:00 am to 6:00 pm (Weekend classes only or with appointments)  
Public Holidays      Closed

Security maintains daily logs, which contains the name/s of anyone admitted onto campus grounds after it has been secured at the end of a normal working day. Therefore, it is required that all people entering campus grounds after hours need to have ID cards for the purpose of records and acceptance onto the grounds

## 5.13 Insurance

- 5.13.1 Upon registration, students will be registered to and covered by a standard accident insurance service selected and paid for by the University.
- 5.13.2 The insurance service will cease once the student status becomes inactive. Hence, a student who has attrition status, dismissed, terminated, resigned or graduated will not be covered by this insurance.
- 5.13.3 The insurance coverage is left to the discretion of the University. The student may request insurance coverage details from the University.
- 5.13.4 Once the insurance is issued, the University will send a notification to students via the Stamford email account.
- 5.13.5 Students can inform by presenting their Insurance Policy number and Thai ID Card/Passport, or by presenting their Insurance Card at the hospital they receive treatment from prior to receiving their treatment. They may alternatively claim their coverage at the Student Services Hub.

## 5.14 Student Grievance

Stamford International University encourages students to share concerns about the quality of service provided by any unit or the quality of the learning experience provided by faculty. Grievances will be treated seriously, and students must not suffer any disadvantage or recrimination as a result of making a grievance in good faith.

A grievance may involve, but not limited to: false accusations, malicious intent or is otherwise made in bad faith, as determined by the investigation, may be considered a violation of the Student Code of Conduct and may face strict disciplinary action.

*Students with a grievance may go to the Student Service Hub and fill out the Student Grievance Form with complete details. Confidentiality will be maintained from the time of lodging to the time of resolution.*

## 5.15 Student Grooming

Each student is an ambassador of Stamford International University. The way you present yourself in public reflects not only on you personally, but also on the quality of education offered at Stamford. We are an international university and, as such, adhere to international standards of appropriate dress that will not offend any particular group. Although Stamford International University is contemporary with the grooming standards and attire of its students, it is the onus of the students to be modestly groomed that reflects, not just the standards of Stamford, but also reflect an acceptable norm by the industry and the Thai society. Stamford International University students can expect to go on many company visits and to give presentations in front of senior members of companies. As such, when representing the university in such situations, students are expected to dress in business casual attire or wear their full student uniform. You are requested to take it upon yourself that when you wear the University uniform, you wear it appropriately and with pride. The way you groom yourself reflects the person you are and the character you possess.

Stamford International University has a formal uniform. It exists in two versions, one for men and one for women (applicable for undergraduate):

### **Student Uniform and Dress Code for female**

1. Blazer Gray color
2. Shirt White shirt, short sleeves, button down
3. Button University emblem
4. Skirt Gray color, knee length
5. Pin University emblem, right side
6. Belt University emblem buckle, black leather belt
7. Shoes Black covered shoes

### **Student Uniform and Dress Code for male**

1. Blazer Gray color
2. Shirt White shirt, short sleeves, button down
3. Trousers Plain black according to the university pattern
4. Necktie University pattern
5. Pin University emblem, on the necktie
6. Belt University emblem buckle, black leather belt
7. Socks Formal black color
8. Shoes Black covered shoes



## 6. ACADEMIC POLICIES AND GUIDANCE

The Academic Policies and Guidance provided by Stamford International University are provided to assist students understand specific academic policies and procedures. They are meant to supplement the policies listed by the Office of the President. In addition, students should be responsible to review the information and seek assistance should anything be unclear or in doubt.

*Policies are subject to change, and students will be responsible to comply with the most current policy unless an exception has been granted by the proper authority.*

### 6.1. Acceptance/Admission into a program

- 6.1.1 The University is subject to the admission criteria set down by the Ministry of Higher Education, Science, Research and Innovation (MHESI) of Thailand.
- 6.1.2 To be admitted to the university, the student must conform to these criteria and provide evidence of academic qualification relative to their degree.
- 6.1.3 Upon admission, students must be able to present original documents and submit translated copies thereof in order to be admitted.
- 6.1.4 Provisional admission of students who, for legitimate reasons, are not able to present all original documents related to their academic qualifications is left to the discretion of the University.
- 6.1.5 These students will be given a grace period of one academic term to present their full academic qualification to the University, with sufficient evidence that they have completed the requirements and are able to present all documents within that period.
- 6.1.6 Students who fail to present all required documents within that grace period will have their student status suspended at the university until they are able to present all necessary documents.

### 6.2 Student Classification

#### Undergraduate

- 6.2.1 Students who have taken fewer than 48 credits are classified as first-year students.
- 6.2.2 Students who have already taken 48 credits but not yet completed 96 credits are classified as second-year students.
- 6.2.3 Students who have already taken 96 credits but not yet completed the required credits for program completion are classified as final-year students.  
*For the International Hotel Management Program,*
- 6.2.4 Students who have taken fewer than 60 credits are classified as first-year students.
- 6.2.5 Students who have already taken 60 credits but not yet completed 112 credits are classified as second-year students.
- 6.2.6 Students who have already taken 112 credits but not yet completed the required credits for program completion are classified as final-year students.

### 6.3 Academic Advising

Every undergraduate student who enrolls in the university will be assigned an academic advisor who will provide assistance in the areas of choosing a major, degree requirements, course selection, etc.

Before registering for classes each term students are advised to consult with their academic adviser for guidance on which courses to take. For students with a GPA of less than 1.75, meeting with their academic adviser is mandatory in order to be allowed to register for courses.

Following are the advisors for programs offered at Stamford:

*(Program advisors are subject to change)*

#### FACULTY OF BUSINESS & TECHNOLOGY

No.	PROGRAM	PROGRAM TYPE	ADVISOR	CAMPUS
1	International Business Management	BACHELOR	Dr. Phanrajit Havarangsi	RAMA 9
2	International Hotel Management	BACHELOR	Aj. Phothiwong Suwannatat	RAMA 9
3	Airline Business Management	BACHELOR	Aj. Rungkaew Katekaew	RAMA 9
4	Information Technology	BACHELOR	Dr. Surekha Lanka	RAMA 9
5	Marketing	BACHELOR	Aj. Ponglert Ponglertnapakorn	RAMA 9
6	Entrepreneurship	BACHELOR	Aj. Edward Tang	RAMA 9
7	Logistics & Supply Chain Management	BACHELOR	Aj. Edward Tang	RAMA 9
8	Finance & Banking	BACHELOR	Aj. Kristian Luciani	RAMA 9
9	International Relations	BACHELOR	Aj. Edward Tang	RAMA 9
10	International Business Management	BACHELOR	Aj. Lee Kornowski	HUA HIN
11	General Management	BACHELOR	Aj. Patjai Piyachon	HUA HIN
12	Bilingual Tracks	BACHELOR	Kewarin Tantong – Thai	RAMA 9
		BACHELOR	Dr. Yunlin Yang – Chinese	HUA HIN

#### FACULTY OF COMMUNICATION ARTS & DESIGN

No.	PROGRAM NAME	PROGRAM TYPE	ADVISOR	CAMPUS
1	Creative Media Production & Entertainment	BACHELOR	Dr. Pakamon Sasatanun	RAMA 9
2	Advertising & Digital Marketing Communication	BACHELOR	Dr. Pakamon Sasatanun	RAMA 9
3	Creative Media Design	BACHELOR	Aj. Wari Chokelumlerd	RAMA 9
4	English (AGC)	BACHELOR	Aj. Lim Chong Ewe	RAMA 9

#### FACULTY OF PUBLIC ADMINISTRATION AND SOCIAL STUDIES

No.	PROGRAM NAME	PROGRAM TYPE	ADVISOR	CAMPUS
1	Public Administration	BACHELOR	Dr. Woropong Sangpud	HUA HIN

### 6.4 Student Registration

- 6.4.1** A revised registration system has been put into place whereby each student will be assigned their courses for the following term by their respective advisors based on their study plan.
- 6.4.2** Students who are away and do not apply for term leave or not in contact with their respective advisors or have not met their financial obligations will not be pre-registered for courses for the following term.
- 6.4.3** All new students, upon admission, will also be pre-enrolled into their classes based upon their entry criteria through admissions.
- 6.4.4** The number of assigned courses will depend if the student is on probation, if the student is in IHM program, if a student in in the last term or if a student requests for special consideration. Any request for special consideration must be made on a General Request Form available at the Student Service Hub and signed by the people indicated on the form.
- 6.4.5** The University strives, but does not guarantee, to open classes required by the students' sequential study plan. But the University will make sure that all courses that the students are pre-enrolled for will be according to their study plan. The University however, does not guarantee the preferred/requested time slots of the courses to the students. Any special request can be made through the program advisor pending approval from the Office of Academic Affairs
- 6.4.6** Once the courses have been identified and selected, the registrar will then register the students in Vision Net based on the advising of the program advisor. All amendments will be made before the schedule is announced to the students.

- 6.4.7** Once all students have been registered, the following term's class schedule and course registration will be made public to all students on the mentioned date stated in the academic calendar.
- 6.4.8** The University reserves the right to cancel the enrolment of the student if he/she fails to settle payment of fees in full before the stated deadlines.
- 6.4.9** Once students are enrolled and paid for courses during the enrolment period, they may add or drop or swap courses or section during the add-drop period specified on the Academic calendar. All such requests need to be filled out and approved by the academic advisor before it can be processed.
- 6.4.10** Adding extra courses will result in an increase in fees, which the students are expected to pay immediately.
- 6.4.11** Dropping a course will result in removing that course from the transcript and invoice of the student.  
*International students need to be registered for a minimum of 12 credits to be eligible for a student visa.*

## **6.5 Fees**

- 6.5.1** The student must pay his/her fees for the term to come prior to the termly payment deadline.
  - 6.5.1.1 Termly payment deadlines are non-negotiable and are published by the University to all students by email, on notice boards as well as on the academic calendar published on the REG website ([www.reg.stamford.edu](http://www.reg.stamford.edu))
  - 6.5.1.2 The University reserves the right to cancel the enrollment of the student if he/she fails to settle payment of his/her fees in full before the stated deadlines.
  - 6.5.1.3 Students paying for the courses late will have to pay a certain amount (late registration fee and/or late payment fee). The policy for late Fees can be found on the REG website ([www.reg.stamford.edu](http://www.reg.stamford.edu)), or alternatively, students can contact/email the cashier ([cashier\\_rm9@stamford.edu](mailto:cashier_rm9@stamford.edu)) or Registrar ([registrar.bkk@stamford.edu](mailto:registrar.bkk@stamford.edu)) for more details. These fees are non-negotiable and apply until receipt of the amount paid to the University.
- 6.5.2** The student must have settled all debts with STIU in order to be eligible for enrollment in the next term.
- 6.5.3** Students may find their invoice under the enrolment confirmation section of [www.reg.stamford.edu](http://www.reg.stamford.edu)
- 6.5.4** Tuition fees per credit is assigned at Admission and remains applicable to the student's invoice until the end of the study. If the student changes program, the tuition fee per credit for this student may be adjusted to reflect a change in total credit per program.
- 6.5.5** The University reserves the right to adjust the tuition fee to the latest market prices in case of reinstatement, for students who have resigned, or have been

dismissed, or have obtained an inactive student status after taking leave for more than two consecutive terms.

**6.5.6** Students are required to make payments through the payment methods stated on their individual invoice. For queries about payments, the students should contact [cashier\\_rm9@stamford.edu](mailto:cashier_rm9@stamford.edu).

6.5.6.1 Students must pay the full education fee, even if they enroll in one subject. There is no pro-rata reduction of education fee.

6.5.6.2 However, dropping education fees (100% discount on education fees) is allowed when:

- The student is taking an internship only.
- The student is taking an IS only.
- The student is taking a combination of internship and IS only.
- The student is compelled to study 1 subject in class only due to the University not being able to deliver the course within the expected duration of the study (10 terms UG International, 11 terms UG Bilingual), excluding certificates.

## **6.6 Refunds**

**6.6.1** Students who are eligible for a refund, may request for a refund of any excess payments plus refundable deposit upon graduation, termination, or resignation.

**6.6.2** Students must notify the University in writing before the beginning of the term in order to be eligible for a refund of the fees for that term.

**6.6.3** Bank fees will be deducted from the refund.

**6.6.4** If due to any reason an international applicant is denied a visa to Thailand, the full amount paid will be returned minus 7,500 Baht processing charges.

**6.6.5** Any eligible refund will be considered forfeited if students do not notify the Finance Department within 2 years from the eligible date.

**6.6.6** Special refund conditions may apply if the student was admitted via an education recruitment agent.

**6.6.7** Upon resignation of the student, the University reserves the right to retroactively annual scholarships and promotions offered at admission.

**6.6.8** Refunds are made to the bank account of the student, which may take up to 2 months to be fully processed.

## **6.7 Number of courses required to register**

**6.7.1** Students must register for at least 12 credits per term in order to be classified as fulltime students. The only exception is for students who are enrolled for either their internship or final project. Any other requests should be discussed and approved by the Program Head.

**6.7.2** Students placed on Academic Probation are not allowed to register for more than 12 credits. Students on Academic Probation are students with an accumulated GPA of 1.74 and below.

- 6.7.3** Students are normally allowed to register for 16 credits per term. Subsequently, on academic approval, students may register for an additional course (total of 5 courses) provided they meet the condition of a GPA of 3.00 and above. Any other requests should be discussed and approved by the Program Head.
- 6.7.4** Students who are in their final term, or their term before last, may be allowed to register for maximum of 24 credits (6 courses), if they have the written approval of their Academic Advisor Director of Office of Academic Affairs, and Assistant President of Academic Affairs.
- 6.7.5** Undergraduate students are advised that they need to remain in a program for a minimum duration of 9 terms (3 years) in order to comply with MHESI graduation requirements.

## **6.8 Adding and Dropping Courses**

Once students have chosen and paid for their courses, they have an opportunity to change their selection of courses providing substantial evidence for the change followed by the approval of their program advisor. This opportunity is facilitated during the Add-Drop period. The Add-Drop period is a week before the term starts and the first week of the new term. Any course dropped during this period will not appear on the student's academic record or transcript. It is best to consult with your academic advisor before you add or drop a course.

If more courses are added than dropped, the student will receive a bill for the extra courses. If a student does not pay for it, the registration for extra courses will be cancelled, with no chance of registering for the courses again until the following term.

*Students are strongly advised to meet their program advisor before adding or dropping a course.*

## **6.9 Withdrawal from courses**

Students may withdraw from a course (or courses) from week 2 through week 8 by logging on to the Registrar's website: <http://reg.stamford.edu/registrar/home.asp> and following the instructions there. If they do this, they will receive a 'W' grade, but none of the money they have paid for the course will be refunded. Students who fail to withdraw officially by the end of Week 8 will receive the grade they earn for the course at the end of the term.

Students who receive a 'W' for any course(s) they register for, there will be no effect on the GPA but will be reflected on the transcript.

Students who do not attend any class and fail to withdraw during withdrawal week, will result in a 'F' (Fail) grade being awarded to them.

## **6.10 Student Class attendance**

Students are required to attend at least 75% of lectures/classes (i.e. 9 classes for a 12 class sequence or 18 classes for a 24 class sequence) each semester to be eligible to sit for a final examination of a course. For courses in which there is an alternative

assessment to a final examination (Eg. A project presentation), students who do not meet the attendance requirement (and have not been able to show cause) will have their final grade reduced by 10% for every absence beyond the 75% attendance requirement.

Attendance is mandatory, and recorded in all classes, unless explicitly instructed by your course instructor. Students, with a valid reason for being late or not being able to come to class, should explain that reason to the course instructor, presenting documentation where appropriate. However, both excused and unexcused absences count as absences, unless the student's absence was requested by the University. Such activities need to be communicated to the course instructor (using the appropriate form) so that you will not be marked as absent.

Punctuality is expected, and all student attendance is recorded on Blackboard, the Learning Management System at Stamford. Every student has access to Blackboard and it is the responsibility of the student to constantly access Blackboard for updates and communications.

Attendance on Blackboard is recorded as:

- P** Present (physically present for the duration of the course)
- L** Late (during the first 15 minutes of each class. Late 3 times is considered as 1 absent)
- E** Excused (absence due to documented requirement by the University)
- A** Absent (physically absent; and arrival after the first 15 minutes of the class. Students who leave a class which has already started and are missing from the class for more than 15 minutes will also be considered absent)

## **6.11 Academic Integrity**

Students are expected to be honest and have integrity in all their interactions including academic work.

### **6.11.1 Truthful Access**

Seeking or obtaining University privileges or services to which you are not entitled is prohibited.

### **6.11.2 Truthful Information**

Providing incorrect, untruthful or incomplete information in response to legitimate requests by University officials or academics is prohibited.

### **6.11.3 Tampering with Information**

Destroying, altering, or concealing information of violations of community standards in an attempt to avoid consequences or to assist another to avoid consequences is prohibited.

### **6.11.4 Academic Dishonesty**

Students are expected to be honest in all academic work. A student's name on any written work including assignments, lab reports, internship reports, papers,

creative work, or examinations, shall be regarded as assurance that the work is the result of the student's own thought and study. Work should be stated in the student's own words and produced without assistance or properly attributed to its source. When students are authorized to work jointly, group effort must be indicated on the work submitted.

Most academic work builds on the contributions of others. Students have an obligation to know how to quote, paraphrase, summarize, or reference the work of others with integrity. A source need not be given for common knowledge within a discipline. Students should seek guidance from instructors about the preferred citation style for each course. It is the student's responsibility to become familiar with that style and utilize it in their work for that course. In addition, utilizing campus academic resources including the Center for Academic Excellence and the Library are encouraged and not seen as a violation of academic integrity.

Students should take pride in their own work. Any form of academic dishonesty is an offense against the Stamford Community, as well as a demonstration of a lack of personal integrity and academic rigor. Students will be given every opportunity to understand what is needed to avoid academic dishonesty. Cases of academic dishonesty will be referred to the Disciplinary Committee and an appropriate consequence will be administered based on the severity of the case.

#### **6.11.5 Plagiarism**

Plagiarism is credit taken for any work belonging to another person who does the work. "Passing off the work of another person as your own is plagiarism". Plagiarism is wrong and students who resort to plagiarism will be appropriately dealt with.

While intent or negligence may affect the seriousness of the sanction, the following examples of academic dishonesty apply regardless:

- Using story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures, websites or similar sources without appropriate quotation marks, citation or footnote reference
- Claiming disproportionate credit for work not done independently
- Submitting work without acknowledging aid received or claiming disproportionate credit for work done jointly
- Unauthorized possession or access to exams
- Unauthorized communication during exams
- Unauthorized use of another's work or preparing work for another student
- Taking an exam for another student
- Altering or attempting to alter grades
- The use of notes or electronic devices such as calculators, computers, or cell phones to gain an unauthorized advantage during exams
- Fabricating or falsifying facts, data or references
- Facilitating or aiding another's academic dishonesty

- Submitting the same paper for more than one course without prior approval from the instructors

#### **6.11.6 Cheating on Assessments**

Cheating on assessments, be it written or submission, or even assisting others in doing so, is a serious issue. Under no circumstances will any student resorting to cheating in any form be tolerated. The incident will be reported to the Disciplinary Committee. The Disciplinary Committee will decide what action should be taken depending on the severity of the case in question. A confirmed case of cheating on an any assessment will result in the student receiving an “F” for that assessment during the term in which the cheating occurred.

Sometimes, a project (either group or individual) will take the place during or at the end of the term. Student caught cheating on projects in any forms will be treated in the same way as cheating on an assessment.

### **6.12 Examinations**

Most of the courses have a midterm exam and a final exam. Students must take the midterm and final exam for each course they are registered for. Without taking both mid-term and final exam, a student is most likely not to pass the course, as among the assessments, midterms and final exams carry the most weighting.

Sometimes, a project (either group or individual) may take the place of a midterm or final exam. The project (s) must be completed for the student to receive a passing grade.

### **6.13 Examination Rules**

- 6.13.1** Students are responsible for checking the correct date, time and classroom for their examinations. Information for final exam can be found on Blackboard weeks before, and the information for midterms can be found in your courses guide as well as by confirmation from your course instructor.
- 6.13.2** Students are required to arrive at the exam room no less than five (5) minutes before the examination is due to begin.
- 6.13.3** Before entering the examination room, students must possess a Stamford International University ID card. A student who does not have an ID card, must go to the Registrar’s Office to get a Temporary Card. No additional time will be added to the exam for such cases. The ID cards must be placed on the table while taking the examination
- 6.13.4** Students must present themselves at the examination room dressed in business casual attire or their student uniform. A modest and respectful dress code needs to be adhered to. Improperly dressed students will be not allowed to sit in the examination. No additional time will be added to the exam for such cases.
- 6.13.5** Students are required to leave their bags, documents, books, mobile phone and other belongings at the front of the examination room in full view of proctors. Students are not allowed access to these items during the exam.

- 6.13.6** Students may bring to their seat only such items as are explicitly permitted by the faculty member who set the test. The proctor may check any books, documents, equipment, pens, pencils, rulers, and erasers that the students have on hand to use within the examination room to ensure that they do not contain material that would give any student unfair advantage. A calculator may be reset by the proctors. Only calculators that are not programmable are allowed. No form of electronic organizer is permitted.
- 6.13.7** Students should sit according to the seating plan arranged by proctors for the course in an examination room.
- 6.13.8** After the first 15 minutes, no students will be admitted to the examination.
- 6.13.9** Students are required to remain in class during the first 45 minutes of the examination.
- 6.13.10** Students may only leave the room temporarily with the approval and supervision of the proctors. No extra time will be added to the exam in such cases. Proctors may at their discretion accompany students going to the restroom to avoid student from gaining an unfair advantage while outside the examination room.
- 6.13.11** At the end of the examination, students must hand in all papers, question papers, answer sheets and any rough notes they have made, or reference documents supplied and allowed during the examination and sign their names on these documents.
- 6.13.12** If any student is caught in any act of academic dishonesty during a final written examination, the paper will be confiscated along with the evidence (physical cheat sheets, electronic devices or picture of devices used for cheating, etc.) used in the act of cheating. Disturbance during final examination that may be interpreted as cheating, but not limited to are:
- Talking to another student
  - Looking at another student's paper
  - Using an unauthorized calculator or dictionary
  - Having in one's possessing an electronic communication device which has not been left at the front of the room at the start of the exam
- The Academic Integrity Report will be filled out along with the exam paper and evidence, and will be submitted to the Academic Disciplinary Committee for review.
- Should a student be found guilty of cheating, the student will receive an "F" grade for the course in question, will be on a final warning status and will be allowed to register for only 3 courses, of which the failed course will be one of the three allowed.

## **6.14 Make up Examinations**

Make-up Examinations apply to only midterm and final assessments. The right to take a 'make-up' examination can be approved only by the Dean, and only in cases where a

serious illness or accident, or a death in the family, has prevented the student from taking the exam on the assigned day.

The student should make a request for a make-up exam by using the Make-up Examination Form, which can be obtained from the Student Service Hub. On receiving a request for a make-up exam for a midterm or final examination, the Dean has two options:

1. To allow the student to withdraw from the course, even though the period for withdrawal has finished.
2. To deny the request should the reason/excuse not be legitimate.
3. To allow the student to take a make-up exam. A make-up examination fee must be paid before the student takes the make-up examination by providing the appropriate receipts.

### 6.15 Grade Reports

Grade Reports are normally available online two weeks after the final exams. In the case of Internships, grades will be posted within two weeks of the Internship Presentation and, in any case, by the end of Week 1 of the following term. Should there be an amendment, the announcement will be disseminated via Blackboard.

The following grading system is used for all courses:

Percentage Grade	GPA	Letter Grade	Description
85% - 100%	4.00	A	Excellent
80% - 84%	3.50	B+	Very Good
75% - 79%	3.00	B	Good
70% - 74%	2.50	C+	Very Fair
65% - 69%	2.00	C	Fair
60% - 64%	1.50	D+	Poor
55% - 59%	1.00	D	Very Poor
0% - 54%	0.00	F	Fail
		I	Incomplete
		W	Withdrawal
		S	Satisfactory
		U	Unsatisfactory

### 6.16 Incomplete Grades

A course grade of incomplete 'I' is given only to students who are facing serious illness, accident, personal emergency or a Final Major Project where students' project submission goes beyond the term. When the faculty member agrees to the above conditions, the grade is registered as 'I' on the student's grade report and transcript. The work required to convert the Incomplete into another letter grade must be completed by the end of Week 3 of the following term, or within four weeks of approval of the 'I' grade. If the work is not completed, the 'I' grade will be converted to an 'F'.

## **6.17 Failing Grade**

A student who receives a grade of 'F' in a required/core subject, the student must repeat the subject in order to meet the program requirements.

If the subject is a free elective, major elective or General Education subject, students may earn the credits by taking a different subject. As always, students should be guided by their Academic Advisor in making this decision.

## **6.18 Grade Appeal**

Students shall, without prejudice, be given access to their examination papers and student records upon request to the Registrar.

The first week of a new term is designated as an appeal period and grade re-check period for grades from the previous term. After the deadline, there will be no grade re-check and appeals.

**6.18.1** Should a student wish to re-check an assigned grade, the student needs to fill out the Grade Recheck Form which would form the basis of a formal discussion between the student and the instructor.

**6.18.2** Should the discussion between the student and instructor be resolved, the Grade Recheck Form would serve as a basis to formally finalize the grade result.

**6.18.3** A Grade Appeal to the committee will be facilitated only if the student's concern remains unresolved after the discussion with the course instructor regarding the assigned grade.

**6.18.4** Grade appeals to the committee must be made in writing using the appropriate Grade Appeal form. The form must contain substantial reasons for wanting to appeal a grade.

If students have any questions regarding their final grades, they can request to have their grades checked and appealed only during the Grade Appeal Period. Anything beyond the appeal period will not be entertained.

### **Academic Appeals Committee (AAC)**

The AAC is the committee comprised of faculty and staff that will assess every application for all academic matters, including but not limited to, reinstatement, cheating, plagiarism, etc., and will ascertain whether each application has enough evidence to be approved, and applications without credibility, rejected.

### **University Appeals Committee (UAC)**

The UAC, headed by the President's Office, is a committee to which a student can appeal should the student consider the outcome of the AAC unfair. The decision of the UAC will be final after consultation and endorsement of the University's President, or nominee.

## 6.19 Academic Reinstatement

Application for Academic Reinstatement may be described as a student wanting to re-start the academic program from the beginning, due to a decline in academic results which had adversely affected the student's GPA; or a student wanting to continue their education from where they discontinued or stopped during their program due to circumstances. Applications for academic reinstatement will be judged by the Academic Appeals Committee and students will be given an opportunity to present their case before the committee.

### Student applying for Academic Reinstatement:

- Must be a former/existing student of Stamford International University
- Can only apply after being away for more than 2 consecutive academic terms and less than 6 consecutive academic terms
- Must not have been suspended for academic or serious disciplinary misconduct
- Must have cleared their previous debt/outstanding fees

NOTE: Every case will be assessed individually by a committee. Students who do not attend the Academic Appeals Committee meeting on the day announced by Academic Support will not have their application entertained.

### Reinstatement Regulations

- Students with a dismissed status may apply for reinstatement after a minimum of 3 terms of leave.
- Expelled students may not apply.
- Students should declare the intent of reinstatement either by stating one of the following:
  - Continue Study (same transcript)  
*Student continues where they left off.*
  - Start New Studies (new transcript without transfer)  
*Student starts all over again.*
  - Start new studies (new transcript with transfer)  
*Student starts again by carrying courses that have a grade of 'C' and above*

If the application is successful, the student can be re-admitted to the University with the same student ID number and the student will be able to continue the program from when it was discontinued based on the request through the application.

## 6.20 Upgrade your GPA

Students may upgrade their GPA by repeating subjects in which they received a D or D+ or taking new subjects if the subject taken was a General Education, major elective or free elective course. However, an upgrade is only permitted with the consent and approval of the Program Head before the course begins.

## 6.21 Grade Point Average

The GPA is determined by multiplying the number grade points for each Stamford subject by the number of credits for that subject and dividing by the total number of credits. GPA is calculated on both per term and a cumulative basis.

Calculation of your GPA (example)

Course Code	Course Name	Grade	Grade Points	Credits
BUS206	Principles of Management	C+	2.50	4
ENG101	College English 1	A	4.00	4
MIS103	Computer Applications	B	3.00	4
GEO101	World Geography	B+	3.50	4

GPA = Grade Points multiplied by credits

GPA = Total Grade Point Score divided by total number of course credits

Grade	Grade Points	Credits	Grade Point Score
C+	2.50	4	10
A	4.00	4	16
B	3.00	4	12
B+	3.50	4	14
		<b>16</b>	<b>52</b>

$GPA = ((2.50 \times 4) + (4.00 \times 4) + (3.00 \times 4) + (3.50 \times 4)) / (4+4+4+4)$

$GPA = 52 / 16 = 3.25$

## 6.22 Academic Standing

- At the end of each term, each student's academic performance will be assessed to identify whether or not they are in good standing:
- Students with a cumulative GPA of 2.00 or higher are considered to be in satisfactory standing.
- Students with a cumulative GPA between 1.75 and 1.99 must reach 2.00 in order to graduate.
- Students with a cumulative GPA of 1.74 and below will be placed on Academic Probation.
- Students will receive a First Warning the first term their GPA is below 1.75. Should a student not improve in one term, a Final Warning will be issued for the following term. Should a student not improve two consecutive terms, the student will be summoned to the Academic Appeals Committee and student status will likely be revoked.
- Students on Probation will be allowed to register for only 3 courses/subjects per term.
- Student on probation must see their advisor and report their performance and any concerns they have that hinders them to progress academically.

## 6.23 Term Leave (Dropping a term)

- Students who wish to take time away from their education may do so by applying for a term leave before it begins.
- Courses for which the student has already registered for that term may be de-registered and will not appear on the student's transcript. This decision is done in consultation with the program advisor.
- Grades for courses which students have already started studying before the student applies to drop the term will be set to (W).
- To apply to take a term leave, students must have completed at least one academic term. No more than two consecutive terms can be dropped.
- Students who are away from the university for more than two (2) academic terms must request and seek permission to re-join the program. (These requests are addressed on a case-by-case basis taking into consideration academic standing, student history and profile of the student).
- Students wishing to drop a term must visit the Student Service Hub to complete a Request for Term Leave Form, which needs to be signed by the relevant Program Head. There is a term leave fee associated with approval of a term leave that students need to pay at the Student Service Hub.
- \*\*\*Remark: International students who hold a student visa supported by Stamford International University are subject to student visa cancellation when they drop a term. This is in accordance with the strict Immigration rules that apply to education visa\*\*\*

## 6.24 Degree Completion

### Degree Qualifications

Undergraduate students who complete their program in minimum of 3 years but no more than 8 years with a cumulative GPA of at least 2.0 be considered eligible to graduate.

### Distinctions

For students to be entitled to distinctions, they must:

- Complete all the requirements of the program
- Have no more than 20 transfer credits from another institution
- Have no failing grades
- Students who are exempted from a course are still qualified to receive distinctions.

### Distinction

An Undergraduate student eligible to be awarded a Distinction shall be one who has fulfilled all requirements for the degree within the designated period and has cumulative GPA of not less than 3.25 and, fulfilling the distinction conditions.

### High Distinction

A student eligible to be awarded a High Distinction shall be one who has fulfilled all requirements for the degree within the designated period and has a cumulative GPA of not less than 3.5 and, fulfilling the distinction conditions.

## 6.25 Cross-Institution Studies

Stamford International University offers its students an opportunity of completing their program at an institution other than Stamford. The institution collaborating with Stamford may be overseas or domestic. Students who wish to gain credit towards graduation from Stamford by studying at another university must seek the advice of their program leader who will inform them about the academic requirements of Stamford as well as the requirements of the collaborating institute. The next step would be to obtain permission from the Dean of the Faculty, both for the course to be studied and the number of credits to be transferred, at least one academic term before commencement.

Students enrolled at other universities who wish to take courses at Stamford International University must submit a full application at least two weeks before the start of the term. They must pay all relevant fees stipulated by Stamford and are expected to observe Stamford's rules and regulations.

## 6.26 Dual Award Opportunities for Stamford Undergraduate Students

Program	Collaboration with
Airline Business Management	<ul style="list-style-type: none"><li>• Vaughn College of Aeronautics &amp; Technology, New York</li></ul>
Marketing	<ul style="list-style-type: none"><li>• Pace University, New York</li></ul>
International Business Management	<ul style="list-style-type: none"><li>• National Louis University, Chicago</li><li>• University of Northampton, UK</li></ul>
International Hotel Management	<ul style="list-style-type: none"><li>• Blue Mountains International Hotel Management School, Torrens University, Australia</li><li>• Middlesex University, London, UK</li></ul>
International Relations	<ul style="list-style-type: none"><li>• European University, Switzerland, Germany, Spain</li></ul>
English for Applied Global Communication	<ul style="list-style-type: none"><li>• University of North Hampton, UK</li></ul>
Event Management	<ul style="list-style-type: none"><li>• National Louis University, Chicago</li></ul>
Entrepreneurship	<ul style="list-style-type: none"><li>• International College of Management, Sydney, Australia</li></ul>
Accountancy	<ul style="list-style-type: none"><li>• University of North Hampton, UK</li></ul>
	<ul style="list-style-type: none"><li>• University of the West of England, UK</li></ul>
Finance & Banking	<ul style="list-style-type: none"><li>• University of North Hampton, UK</li></ul>

	<ul style="list-style-type: none"> <li>University of the West of England, UK</li> </ul>
Logistics & Supply Chain Management	<ul style="list-style-type: none"> <li>University of North Hampton, UK</li> </ul>
Creative Media Production & Entertainment (Broadcast and Journalism)	<ul style="list-style-type: none"> <li>Richmond University, the American International University, London</li> </ul>
Advertising and Digital Marketing Communications (Advertising & Public Relations)	<ul style="list-style-type: none"> <li>Richmond University, the American International University, London</li> </ul>
Creative Media Design	<ul style="list-style-type: none"> <li>University of Hertfordshire, UK</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>Middlesex University, London, UK</li> </ul>
English for Applied Global Communication	<ul style="list-style-type: none"> <li>University of North Hampton, UK</li> </ul>

**For more details, please see your program advisor**

## 6.27 Transfer of Credits

Stamford International University accepts transfer students, provided they are in good standing with their previous institution and that the student meets Stamford admissions requirements.

Transfer students are required to have an official transcript from each college or university previously attended sent to Stamford's Admission Office. The criteria for credit transfer are as follows:

- 6.27.1** Credits can be transferred only once, at the time of admission, or latest by the end of the first term, and no later. Should a credit transfer request reach the academic office beyond the first terms, the transfer document will not be entertained.
- 6.27.2** The institution in which the student had originally studied/completed is accredited, locally or internationally.
- 6.27.3** The maximum number of credits that can be transferred will not exceed 75% of the total credits.
- 6.27.4** The courses for which credit is awarded must have been taken within 7 years of application to Stamford.
- 6.27.5 Course Credit Transfer:** When a Credit Transfer Form is completed, it is a requirement that supporting evidence be provided, i.e. Course Syllabi, Learning Outcomes or at least, a substantial Course Description to understand what the student has studied. If the evidence provided matches 75% of our courses, it will then be transferred.
- 6.27.6 Internship Credit Transfer:** As per the curriculum, an Internship is done at the end of a program where all the course requirements have been met. Generally, an internship is not transferrable. Allowance may be given only in very certain cases which need to be discussed, assessed and approved by Program Heads.

**6.27.7** The rule of thumb for a Credit Transfer process is that the “student” actually fills out the form and supplies required documents to facilitate the transfer.

**6.27.8** The Registrar’s Office first needs to approve the validity and credibility of the institution before further consideration takes place.

**6.27.9** A form filled out should not be interpreted as approved

**6.27.10** The grade earned for an undergraduate course transfer must be C or higher only.

Credit Transfers may be categorized by the following:

CS	Credits from Standardized Test	Credits obtained from Standardized Test.
CE	Credits from Examination	Credits obtained from Examination that is not Standardized test.
CT	Credits from Training	Credits obtained from evaluating the study/training from other institutions.
CP	Credits from Portfolio	Credits obtained from Portfolio.

**6.27.11** All UG transfer students must spend at least three (3) terms at Stamford in order to graduate.

**6.27.12** A Credit Transfer fee is applicable during the application process.  
*(Please refer to yearly fees and charges)*

## **6.28 Second Bachelor’s Degree**

- To qualify to study for a second Bachelor’s degree at Stamford International University, students must have earned their first Bachelor’s degree from an accredited college or university, either locally or internationally.
- The second Bachelor’s degree must be in a different area of study to the first one.
- Students may be exempted from the General Education requirement. The requirements for other courses will be assessed using the same standard and criteria that are used for credit transfer.

## **6.29 Double Major**

Students interested in taking a Double Major should submit a request to their Dean of the Faculty. In order to qualify to receive a double major, students must complete all degree requirements for both majors.

## 7. STUDENT SERVICES

### 7.1 Exchange Programs & Study Abroad

Students who wish to do part of their studies at a university overseas have two main options:

**Exchange:** Students must choose one of Stamford's Student Exchange partner universities. The requirements to apply for exchange programs are as follows:

- To have completed 64 academic credits at Stamford International University,
- To have a minimum CGPA of 3.0,
- To have successfully completed ENG 103,
- To have good level of English as per written confirmation by the relevant department (and/or any other English level test required by the host institution as per respective agreement),
- To have good academic standing in the university,
- To have, at least, one academic term to complete at Stamford International University (besides their internship) before they graduate.

**Study Abroad / Dual Degree / Completion Degree:** Students may study at any accredited university in the world which has a curriculum that is compatible with their study program at Stamford and which there is an agreement in place between both institutions. For this option, students must discuss it with their Academic Advisor first to learn about the process and requirements.

There is no guarantee that each course taken as part of a study abroad term will be credited to the student's program. Careful checking with both home and host universities is advised

### 7.2 Student Service Hub

The Student Service Hub exists to make sure student can access the assistance/information they need as easily as possible during their time at Stamford International University. The Hub brings a wide range of frequently used services together under one banner, meaning students can resolve a whole range of queries through a single point of contact.

The Student Service can help you with questions on all of the services listed below, and you can get in touch with us by calling, emailing or visiting the Student Service Hub. Services and information provided to students:

- Registrar
- Graduation
- Student loan
- Academic information
- Visa

- Payment
- IT support
- Accident Insurance
- Lost and found
- Feedback and Grievances
- Nurse

### **7.3 Visa Services**

- The University offers visa assistance services to support international students in processing their visa in Thailand. These services include: visa extension, visa conversion, 90-days report, re-entry application, visa cancellation.
- The University merely offers visa assistance. It is the student who is ultimately responsible for his/her own visa and for being informed of Thai Immigration Laws.
- The student must abide by the instructions of the University, request and provide documents in a timely manner for the processing of visa.
- Should the student fail to abide these instructions the University reserves the right to deny visa assistance service to the student.
- For further details on visa duration and conditions, please refer to the booklet on Visa Procedures available at the Student Services Hub.

### **7.4 Student Counsellor**

Our student counsellor provides services to assist students with their social, emotional, and educational development. Our counsellor is also equipped in assisting students, and staff through counseling, consultation, and workshops. The areas of psychological expertise are in emotional problems, depression, suicide, addiction, gambling, academic concerns, personal growth, gender identity, sexual concerns, adjustment issues, stress reduction and coping skills. Our student counsellor provides service individually through face to face or through video call during counselor office hours.

Should students feel the need to share their thoughts or confide in someone who understands their inner feelings and thoughts, please make an appointment beforehand, either directly through our student counsellor, or LINE chat.

### **7.5 Library**

The Library at Stamford International University houses both paperback as well as E-copies of textbooks, journals, magazines, articles and all related materials for reading, viewing, researching, listening, studying and referencing. The Library also provides photocopying and printing services to all student, faculty member and staff.

### **7.6 Student Engagement**

The Student Engagement department is responsible for overall student development and student life on campus. Student Engagement is committed to providing students

with the environment and opportunities for leadership and character development through a wide variety of student activities and services. The three pillars of this department are at the core of every action and decision they make: sense of belonging, respect, and inclusion, with the purpose of supporting the students becoming good citizens who are recognized nationally and internationally for their personal status, career achievement and ethical behaviour.

### **Student Activities**

Student Engagement works in planning and organizing a wide range of student activities and events where students can feel welcome, practice, and learn those skills that they are interested in. Activities can be done online and offline. Some examples of past activities range from yoga/mindfulness workshops, alumni discussions, fun activities, sports discussions, quiz events and friends listening/talking, etc.

#### **7.6.1 Student Clubs**

All students are encouraged to join existing student clubs and/or register new students clubs of their interests following the relevant process and regulations. Examples of the existing student clubs are as follows (it is important to note that the below list is updated regularly):

### **Social Responsibility & Arts and Culture Club**

#### **Arts and activities club**

The Arts and Activities Club aims to cultivate an appreciation for the arts and provide diverse creative outlets for students. It organizes events in various artistic disciplines, including painting, and crafts. It fosters a supportive environment where students can explore their creativity, collaborate on artistic endeavors, and develop new skills. Additionally, the club provides a fun and relaxing environment, foster creativity, supports mental health and well-being, improves cognitive skills, builds leadership and personal development skill and to connect and make friends.

#### **Sport Club**

##### **1. Basketball Club**

The Basketball Club aims to promote physical fitness and teamwork through the sport of basketball. It provides regular training sessions and practice matches to help members improve their basketball skills. Additionally, it encourages a sense of community and camaraderie among members, emphasizing the values of dedication, discipline, and mutual support.

## **2. Boxing Club**

The Boxing Club aims to promote physical fitness and self-discipline through the practice of boxing. It provides a safe and supportive environment for members to learn and improve their boxing skills, organizing regular training sessions, sparring matches, and competitions. Additionally, the club fosters a sense of camaraderie and teamwork among its members.

## **3. Football Club**

The objective of the Football Club is to encourage participation in football as a means of promoting physical health and social interaction. The club focuses on developing members' football skills through regular practice sessions and matches, competing in local football leagues and tournaments. It also aims to instill values of teamwork, sportsmanship, and fair play.

## **4. Dance Club**

The Dance Club provides a platform for students to explore and express themselves through various dance forms. It organizes dance workshops, classes, and performances to foster creativity and cultural appreciation. The club also offers opportunities for members to perform at events and competitions, promoting an environment where students can develop their dance skills.

## **5. Badminton Club**

The Badminton Club promotes badminton as a fun and engaging sport for students of all skill levels. It organizes regular practice sessions, friendly matches, and tournaments to improve members' physical fitness and agility. The club aims to build a community of badminton enthusiasts who support and encourage each other in their pursuit of the sport.

## **6. Volleyball Club**

The Volleyball Club encourages participation in volleyball for fitness, recreation, and competition. It provides training and practice sessions to improve members' volleyball skills and participates in inter-college and regional volleyball competitions. The club also promotes teamwork, communication, and strategic thinking among its members.

## **Arts and Culture Club**

### **1. Music Club**

The Music Club fosters a love for music and provides a creative outlet for musical expression. It organizes music lessons, jam sessions, and performances. The club joins events such as campus activity, event, talent shows to showcase members' talents and promote musical engagement.

## **2. Muslim and Arabic Culture Club**

The Muslim and Arabic Culture Club promotes understanding and appreciation of Muslim and Arabic culture. It organizes cultural events, workshops, and discussions related to Muslim and Arabic heritage, providing a supportive community for Muslim students and those interested in Arabic culture. The club fosters intercultural dialogue and respect among the student body.

## **3. Indian Club**

The Indian Club celebrates and promotes Indian culture, traditions, and festivals. It organizes cultural events, performances, and activities related to Indian heritage, providing a sense of community and belonging for Indian students and those interested in Indian culture. The club also facilitates cultural exchange and understanding among students from diverse backgrounds.

## **4. Myanmar Students Society Club**

The Myanmar Students Society Club supports Myanmar students in their academic and social endeavors. It promotes awareness and appreciation of Myanmar culture and traditions through cultural events, social gatherings, and community service projects. The club provides a network of support for Myanmar students studying abroad, fostering a sense of community and connection.

## **Academic Club**

### **Stamford Syntax Club (Coding Club)**

The Stamford Syntax Club (Coding Club) aims to foster a passion for programming and software development among students. It provides a platform for members to learn and improve their coding skills through workshops, coding challenges, and collaborative projects. The club organizes the various events to encourage innovation and practical application of coding knowledge. It also promotes a supportive community where members can share knowledge, collaborate on projects, and solve problems together, emphasizing the importance of creativity, critical thinking, and teamwork in the field of technology.

## **7.7 Scholarships**

The Student Engagement department is also responsible for the current students' scholarships. There are two types of scholarships for current undergraduate students: 'Academic Excellence' and 'Special Talent'. The application process is shared with all students via email and on Blackboard when the application opens.

## **7.8 Stamford Student Council (SSC)**

The Stamford Student Council (SSC) is the representative of the student population at Stamford International University and acts as a bridge between the students, the faculty members, and the staff in the university.

The objectives of the Student Council are:

- To provide the means whereby members of the student body may express themselves effectively in the development and maintenance of the university programs which affect their intellectual, leadership, physical, social, economic, and spiritual welfare.
- To plan, manage, and implement activities and services in cooperation with the Students Engagement department and the faculty members, for the benefit of the student body and of the entire university.
- To promote a better understanding and cooperation between students, faculty members, and university staff.
- To be the voice of the student population and to contribute to the decision-making of the university.

***Stamford International University would like to take this opportunity to encourage all students to comply with University Rules and Regulations and the Student Code of Conduct.***

***During your time at the University, we are confident that you can attain the knowledge and skills that you have been seeking in a university experience.***

***Stamford International University wishes you the very best in your academic journey and endeavors***