

**ACADEMIC REQUIREMENTS AND PROCEDURES  
FOR THE UNDERGRADUATE PROGRAM  
OF THE ASIAN INSTITUTE OF TECHNOLOGY**

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# ACADEMIC REQUIREMENTS AND PROCEDURES FOR THE UNDERGRADUATE PROGRAM OF THE ASIAN INSTITUTE OF TECHNOLOGY

## DEGREE TITLE

The Bachelor degrees offered by AIT are the degrees of Bachelor of Science in Engineering, Bachelor of Arts, Bachelor of Business Administration and Bachelor of Science. Their abbreviations are B.S.E., B.A., B.B.A. and B.Sc., respectively. Successful applicants for the four-year Bachelor degree are admitted to the B.S.E., B.A., B.B.A. and B.Sc. program depending upon their qualifications and field of study at AIT.

## ADMISSION REQUIREMENTS

### *Admission Qualifications*

The admission requirements for the Bachelor Degree programs are determined by the respective school in accordance with the Asian Institute of Technology policy on admissions. Applicants to the undergraduate program should have graduated successfully from high school, or expect to do so before the start of the first semester. Admission is conditional upon proof of high school graduation diploma. Any of the following may be submitted as proof of high school diploma:

- 'A' Levels (AQA, Brunei, Cambridge, Edexcel, London, Maldives)
- Indonesian [SMA Ujian Akhir Nasional \(UAN\)](#)
- [Australia NSW UAI/Western Australia TER](#)
- Indian Standard 12, CBSE, ICSE or their equivalent
- Chinese Senior Middle School Diploma
- Malaysian Sijil Tinggi Persekolahan Malaysia (STPM) / [Unified Examination Certificate \(UEC\)](#)
- Mauritius [Higher School Certificate \(HSC\)](#)
- Myanmar [Higher School Certificate \(HSC\)](#)
- Philippines [Higher School Certificate \(HSC\)](#)
- PRC National College Entrance Exam (NCEE) or Gao Kao.
- [Sri Lanka 'A' Level Certificate](#)

- Thailand [Mathayom 6](#)
- Vietnam [High School Graduation Certificate](#)
- French Baccalaureate (FB) diploma
- German Abitur
- New Zealand University Entrance
- Hong Kong 'A' level
- American high school diploma and SAT I & II
- ACT Global Assessment Certificate (GAC) and ACT test score
- Bangladeshi Higher secondary certificate (HSC)
- Cambodia High School Certificate (HSC)
- Nepal higher secondary certificate (HSC)
- Pakistani Intermediate
- [All other international qualifications not listed above](#) such as IB

Applicants considered for admission should have achieved an average of above 60% or equivalent in the National high school examination.

Applicants with other high school qualifications not listed above must submit SAT I & II exam scores with their high school diploma. SAT I includes the mathematics, critical reading, and writing sections. SAT II scores must include three subjects. Mathematics Level II is compulsory. The other two subjects should be related to the applicant's specialization and must not include Mathematics Level I.

### ***English Language Proficiency***

AIT accepts several certified English tests for admission. The minimal entry scores for the AIT Bachelor programs are listed in the following table.

Exam	Undergraduate
IELTS/ AIT English Entrance Test (AIT-EET )	5.5
TOEFL	
Paper-based	537
Computer-based	200
Internet-based	76
CET 4 (China)	540
ICE TEFOW	160
CU-TEP (Thailand)	70

### **GRADUATION REQUIREMENTS**

To qualify for an undergraduate degree, a student must:

- Satisfactorily complete the minimum credit requirement of the degree program;-
- Achieve a final cumulative grade point average of not less than 2.5;
- Satisfactorily complete all required and elective courses and any other requirements prescribed by the School; and
- Pass an oral examination on his/her thesis or project and internship.

## **ATTENDANCE/RESIDENCY REQUIREMENT**

- The normal period of study for the Bachelor degree is 8 semesters.
- After admission to the Bachelor degree program, a student must complete a period of full-time attendance of not less than four semesters. This requirement is waived for Dual Degree and Exchange students.

### ***Leave of Absence***

Any student who, for reasons other than sickness, will be absent from his/her academic commitments during a given semester or who will be traveling outside Thailand for a vacation must seek approval from his/her Academic Advisor and Field of Study Coordinator on a form (Request for Leave of Absence) obtainable from the Registry. On return from leave, the student must report to the School and the Registry.

Students absent from the Institute without formal approval of their leave will be suspended, and may subsequently be dismissed.

Occasionally, sickness or other circumstances make it necessary for a student to take an extended or a full semester leave from the Institute. A student may submit a leave of absence from the program for a maximum duration of twelve months, by submitting an application to the student's Academic Advisor, Field of Study Coordinator and the School Dean. A student given an extended leave must write to the Registry at least one month before the agreed date of return to confirm that he/she intends to continue his/her studies.

## **STUDY LIMIT**

A student will not qualify for the award of the Bachelor Degree if the graduation requirements given above are not satisfied within eight academic years from the date of first registration, except when the student is given an extension upon the recommendation of the Academic Senate.

## **PROGRAM**

### ***Field of Study and Academic Advisors***

At the beginning of each student's study program, a provisional Academic Advisor will be appointed from among the faculty of the School. Students are required to consult and obtain the consent of their Academic Advisors prior to applying for registration at the beginning of each semester. Students are also required to consult and obtain the Academic Advisor's consent prior to adding or dropping courses after registration, taking a voluntary leave of absence from the program, or changing their academic load. A student may appeal to the School Dean when disagreement with the Academic Advisor arises.

At the beginning of the third semester of each student's study program, he or she will be assigned to a specific field of study and an Academic Advisor from that field of study will be appointed.

Students may change their designated field of study and provisional Academic Advisor any time during the first year of study. After a student has been assigned to a specific field, requests to change the field of study must be approved by the Academic Advisor and Field of Study Coordinators of both the original and newly proposed field of study. It will be the student's responsibility to ensure that they meet all course requirements for the new field of study. If coursework beyond the normal 4-year credit load is required, additional tuition fees for the extra credits will apply.

### ***Registration***

Registration means indication of the student's intention to continue his/her studies in the following semester. Enrollment means selection of a particular course of study after registration.

At the commencement of each academic year or semester, students are required to complete Registration and Enrollment online through the *Student Information System (SIS)* under the Register/Enroll menu item and indicate with 'Yes or No' whether they are

continuing in the following semester. All students are advised to clear any outstanding dues before registering.

Registration should be done with the consent of the student's Academic Advisor with respect to the courses that a student is enrolling for. In cases where registration for an advised course is not possible, students will be permitted to request alternative courses.

Selection of courses can be approved online by the Academic Advisor through the SIS or manually by signing the printed enrollment page from SIS. It is the responsibility of each student to arrange and select the courses required to satisfy graduation requirements and the award of any minor field of specialization he/she is pursuing.

### ***Changes to Registration***

A student who wishes to drop a course should do so before the add/drop deadline, which is two weeks after the commencement of the semester. A student who wishes to take an additional course or a replacement for a dropped course may do so within two weeks of the commencement of the semester. In cases of late enrollment, permission from the faculty member in charge of the course, the student's Academic Advisor, and the Dean of the school is necessary.

Dropping a course after the add/drop deadline is not normally allowed. However, under special circumstances, with the approval of the Dean on the recommendation of the Academic Advisor, dropping may be allowed.

### ***Tuition fee refunds***

After registration, up to the add/drop deadline, a student wishing to withdraw his or her registration for the current semester may do so and will receive a refund of 50% of any tuition fees paid. Tuition fees are non-refundable after the add/drop deadline.

### ***Courses from Other Schools***

Normally, students are expected to complete their programs by enrolling in courses from their respective School. However, students who wish to take courses from other schools within AIT may, with written permission from their Academic Advisors.

### ***Credit Transfer from Other Institutions***

Normally, students are expected to complete their programs by enrolling in courses from AIT. Students who wish to take a course elsewhere should obtain written permission from the School before enrolling in the course, to ensure that it is acceptable for credit. In such instances, it is the responsibility of the student to ensure that an official transcript of grades is forwarded directly to the AIT Registry for credit transfer. To receive credit, a minimum grade of C must be obtained for a course. Credit transfer is time bound. Only courses completed within five years prior to a request will be considered for transfer.

### ***Credits***

Each course is assigned a credit value representing the student's workload. For a typical course extending over one semester, one credit is given for each hour of academic lecture per week or two hours of tutorials/laboratory/field work/design work per week. Each course, project, or tutorial is assigned credit hours commensurate with its workload.

The courses offered in a given semester and the number of credits assigned to each course are determined by the School. Students are duly informed ahead of the commencement of each semester.

### ***Repeating Courses***

A student may choose to repeat any course. When a course is repeated, all grades are recorded on the final transcript, but only the grade from the most recent attempt is used in computing the student's Cumulative Grade Point Average (CGPA). Credit is only given for one attempt.

Students must repeat any course in which the grade awarded is "F" in order to receive credit for the course.

Students are not charged for repeating required courses in which they received a previous grade of F, but are charged for all other repeated courses at the standard fee per credit hour.

### ***Auditing of Courses***

A student who is academically qualified to take a course for credit may attend classes as an audit student with the approval of the Course Instructor. An audit student cannot be given grades or credit for the course concerned; he/she is not required to take examinations, but may participate in class discussions at the discretion of the Course Instructor.

Audit students should attend at least 80% of the course classes. An audit course is charged 20% of the course fee and is listed on the transcript.

### ***Academic Load***

The academic load of a student in a semester differs depending on the field to which the student belongs, but in general this could vary between 15 to 25 credits. Students are required to enroll in courses to satisfy the normal academic load specified by the respective field in any semester. A student, with the consent of his/her Academic Advisor, may take a maximum of six credits above or below the normal semester academic load. The additional courses may include previously taken courses repeated for purposes of passing or upgrading the final grade.

### ***Area of Specialization***

In some fields of study, the program will specify a group of subjects, the successful completion of which will make them eligible to have an area of specialization within that field of study.

## **EVALUATION OF PERFORMANCE**

The performance of each student in each course will be evaluated by giving different weights to the following course requirements: quizzes, assignments, laboratory work, mid-semester examination, and final examination.

The weight of each of the components in the final grade will be clearly conveyed in writing to the students by the course instructor during the first week of the semester, along with the course outline.

For normal courses, the final examination will carry a weight of at least 40% but no more than 70% of the total points for the course. Internships, camps, research projects, and other special courses may use different weight ranges. Assignments may include in-class exercises, homework exercises, presentations, term papers, projects, and so on. Laboratory work may include in-lab exercises, homework exercises, projects, lab reports, and so on.

Mid-semester examinations will normally be held during the 8<sup>th</sup> week of the semester during regular lecture hours. The mid-semester exam is normally based on coursework,

assignments, and classroom tests. Corrected mid-semester examination papers and assignments will be returned to students and may be discussed with the course instructor.

The final examination period for all courses begins three to five days after classes end. All final examination arrangements are announced by AIT Registry via e-mail and posted on the Registry website.

The Academic Senate will meet at the end of each semester to decide on the performance and the academic standing of each student registered for that year.

## **Grading System**

Letter grades based on the grade point system and corresponding description, as illustrated in the table below, will be used to assess the performance of each student in each course. Percentage point ranges required for each letter grade are merely indicative; actual scores are set by the instructor, guided by the qualitative criteria in the rightmost column.

<b>Grade</b>	<b>Percentage Value</b>		<b>Grade Definition</b>	
90 - 100	A+	4.0	Excellent	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluation; evidence of extensive knowledge base.
80 - 89	A	4.0		
75 - 79	A-	3.7		
70 - 74	B+	3.5	Good	Grasp the subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
65 - 69	B	3.3		
60 - 64	B-	3.0		
55 - 59	C+	2.7	Adequate	Profiting from the academic experience; understanding the subject matter; ability to develop solutions to simple problems in the material.
50 - 54	C	2.5		
45 - 49	C-	2.0		
35 - 44	D	1.0	Marginal	Some evidence of familiarity with the subject matter and some evidence that critical and analytical skills have been developed.
0 - 35	F	0.0	Inadequate	Little evidence of even superficial understanding of subject matter; weakness in critical and analytical skills, with limited or irrelevant use of literature.
	I		Incomplete	Grade not earned.

A grade of **D** or above is required to earn credit for a course. Required courses in which a fail (**F**) grade is obtained must be repeated. If a specific required course a student failed is not offered again, a similar course may be substituted with the approval of the student's academic advisor and field of study coordinator. Elective courses in which a fail (**F**) grade is obtained need not be repeated.

An Incomplete 'I' grade given in any course and reported to Academic Senate will be recorded on the transcript and the new grade given by the Course Instructor recorded on the transcript without deleting the 'I' grade.

Courses not completed at the end of a semester are given an incomplete (**I**) grade. If, at the end of the subsequent semester, the coursework remains incomplete, an 'I' grade will be converted to a failing (**F**) grade.

In the event a student is unable to take the final examination due to illness or other compelling reason, the student must notify Registry within 48 hours of the cause. The student must also provide supporting documents to the School Dean within one week of the date of the examination. The student will be allowed to take the next examination for the course, and the attempt will be considered the first attempt. The course will not be counted in the calculation of the semester's grade point average.

Each grade achieved for each course, including the first attempt and any subsequent attempts to improve the grade, will be entered on the student's transcript of records.

### ***Grade Point Average (Semester)***

The semester grade point average (GPA) will be based on the summation of grade points earned for all courses registered for credit in a semester, weighted according to the number of credits. The semester GPA is rounded to the nearest second decimal place. The semester GPA is reported on the transcript for each semester. The GPA is as follows:

$$\text{GPA} = \frac{\sum n_i \times g_i}{\sum n_i}$$

where  $n_i$  is the number of credits for the  $i^{th}$  course in a given semester and  $g_i$  is the grade point score earned for that course.

### ***Grade Point Average (Cumulative)***

The cumulative grade point average (CGPA) describes a student's current standing across all of the courses registered for credit up to a given point of time

. The calculation is the same as for the semester GPA.

### ***Academic Standing***

#### **Probation**

The grades achieved by a student will be reported each semester to the Academic Senate, which considers whether students who have not achieved the minimum average stipulated by the Academic Senate may proceed to the next semester of study.

A student who achieves a CGPA of not less than 2.00 but less than 2.50 will be placed on automatic probation. Thereafter, a student will remain on probation until such time that he/she achieves a CGPA of at least 2.50.

#### **Dismissal Conditions**

A student on probation for more than two consecutive semesters will face dismissal.

A student will face dismissal if fees remain unpaid at the end of two consecutive semesters including the semester in which he/she was suspended due to financial liability (see P&P FB 6-1-1: Credit Policy (<https://www.ait.ac.th/administration/policies-and-procedures/FB/FB-6-1-1>)).

A student who fails to register for two consecutive semesters will face dismissal.

#### ***Suspension***

Suspension is an action taken by the Academic Advisor together with the Field of Study Coordinator through the appropriate units of the Institute (Field of Study/School/Registry), in certain problem cases.

The following circumstances, among others, may warrant suspension of a student's study program:

- 1) Failure to pay fees, with little evidence that the student intends to pay (see P & P FB 6-1-1: Credit Policy, (<https://www.ait.ac.th/administration/policies-and-procedures/FB/FB-6-1-1>)).
- 2) Non-academic reasons such as unbecoming behavior. ([https://www.ait.ac.th/admissions/student\\_handbook.pdf](https://www.ait.ac.th/admissions/student_handbook.pdf))

Suspension is not a status that a student should apply for. When a student needs to suspend his/her studies for personal reasons such as a medical condition, he/she should apply for officially approved leave and continue to pay registration fees during the leave in order to maintain student status.

### ***Plagiarism***

Students are expected to maintain academic integrity in all of their work. Submitting plagiarized work at any time is strictly forbidden. When plagiarism is detected, penalties may range from a 0 for the assignment or examination in question up to a fail (F) grade for the course.

To guard against plagiarism, all final project reports, thesis or internship reports will be subjected to electronic plagiarism check before final report submission. Course instructors may use electronic plagiarism detection tools for other assignments as well. The detailed guidelines and process for final plagiarism check are in Section V, item B of the P&P AA 4-1-1: Academic Integrity in Research and Publication:

(<http://www.ait.ac.th/administration/policies-and-procedures/policies-and-procedures/academic-and-administrative-affairs/academic-and-administrative-affairs>.)

### ***Publication Ethics***

When student projects or research studies are published, the name of the student should be included as one of the authors of the publication. The sequence of authors' names should be agreed upon by the authors themselves, but should follow appropriate conventions in the particular academic discipline, and should not belittle the input of the student.

It is appropriate to include, wherever the style of the journal/conference permits, in a footnote on the title page or in the acknowledgements, text similar to the following:

*"This paper is based [or partly based] on the [B.S.E./B.A./B.B.A./B.Sc. project, thesis, or internship] conducted by [author initials] under the supervision [or guidance] of [author initials] in [field of study] of the [name of School], AIT, Bangkok."*

### ***Honors***

Honor classes are determined for students completing all of the graduation requirements within five academic years. The CGPA as indicated below will be used for awarding honor classes:

<b>Final CGPA</b>	<b>Class/Honor</b>
3.60 or above	First Class
3.30 – 3.59	Second Class – Upper Division
2.90 – 3.29	Second Class – Lower Division
2.50 – 2.89	Pass

Under exceptional circumstances, a student who satisfies the CGPA but takes longer than five academic years to complete the course requirements may be deemed eligible for the award of an undergraduate degree with an honor class by the Academic Senate on the recommendation of a faculty member.

### ***Academic Awards (Dean's List)***

A student who obtains a semester GPA of 3.70 or greater in any academic semester (except during inter-semester) will be recommended by the Board of Examiners to be

included in the Dean's List. Such placement will be noted on the student's transcript. In addition to the semester GPA, participation in extracurricular activities will also be given consideration as a criterion for inclusion in the Dean's List.

### ***Online Course and Research Supervision Evaluation***

Students are required to evaluate online the courses they have taken in a semester in order to provide the institute with feedback on the quality of the course and its delivery. This exercise involves evaluation of the course characteristics, course delivery, teaching methods, resource materials, course instructor, and the conduct of laboratory sessions, if any. Students will not be allowed to view their grades online in SIS until they complete the course evaluation. Just before the end of the program, students are likewise required to assess the quality of the thesis or project supervision they received from their Academic Advisor.

## **CHEATING**

Cheating in an examination, assignment or research project is dealt with as a serious offense. Cheating may involve any of the following actions:

- 1) Having unauthorized items, devices or texts (as defined by the instructor) at his/her desk in an examination room during an examination;
- 2) Making use of unauthorized items, devices or texts in an assignment, research project or during an examination;
- 3) Copying from another student during an examination or copying from another student's assignment or research project;
- 4) Soliciting help from another student during an examination;
- 5) Intentionally giving help to another student during the examination;
- 6) Acting deliberately in any way, whether before, during, or after, so as to obtain an unfair advantage in an examination; and

- 7) Acting in any way, whether before, during or after, so as to assist another student to obtain an unfair advantage in an examination, assignment or research project.

### ***Procedures for Investigation and Disciplinary Action***

- 1) **Record.** If there is suspicion of cheating during an examination, in an assignment or a research project, the instructor/invigilator should immediately call the attention of the student and put a notation on segments of the exam, assignment or project where cheating is suspected.
- 2) **Incident Report.** The instructor/invigilator should seek an explanation from the student at the end of the examination or when the assignment or project was submitted, and submit an incident report to the Field of Study, who should then notify the School Dean.
- 3) **Interview of Student.** The instructor/invigilator, Field of Study, and the School Dean will decide, based on the incident report, whether the case can be handled at the School level. If it can be handled at the School level, the Field of Study together with the instructor/invigilator will interview the student. The student can be accompanied by his/her advisor. Notes of the interview will be recorded and should be agreed upon by all parties.
- 4) **Without Evidence of Cheating.** If the interview panel is satisfied that there is no evidence of cheating, the Field of Study and the instructor/invigilator may recommend to the School Dean to give no penalty.
- 5) **With Concrete Evidence of Cheating.** However, if cheating is proven, the Field of Study and the instructor/invigilator may recommend to the School Dean to disregard the original examination score and/or require the student to submit an equivalent piece of work or retake a different version of the examination. Upon receipt of the retake, the School Dean may decide to:
  - Downgrade by 1 step the grade the student will receive upon repetition of the exam or resubmission of the assignment/project;
  - Give a score of 0 for the specific exam, project or assignment;
  - Give a failing grade (F) for the course; or
  - Recommend the student for suspension or dismissal.

The penalty will depend on the seriousness of the offense. The student will have the usual right to appeal against the decision. The appeal should be addressed to the School Dean.

- 6) **Suspension or Dismissal from the Institute.** If School Dean feels that there is evidence of serious dishonesty and the recommendation of the Field of Study and instructor/invigilator is suspension or dismissal, the matter should be reported to the Vice President for Academic Affairs.

### ***Procedures for Assessment at the Administration Level***

The Head of the Student Office, or his/her delegate, on behalf of the Vice President for Academic Affairs, will interview the student concerned. Upon receipt of the incident report based on student's interview, the Vice President for Academic Affairs will then appoint a neutral investigating committee consisting of members from outside the School to which the student belongs. The investigating committee should consider all of the available evidence, including the incident report submitted by the School, and the student accused. The committee will then submit to the Vice President for Academic Affairs a report of its findings and, if it wishes, a recommendation for action. This report should be submitted promptly, if possible permitting the required action to be taken before the beginning of the next semester.

### ***Penalties at the Disposal of the Administration***

On receipt of the recommendation of the investigating committee, the Vice President for Academic Affairs will determine the appropriate penalty, depending on the seriousness of the offense. The Vice President for Academic Affairs may give:

- 1) No penalty;
- 2) Downgrade by 1 step the grade the student will receive upon repetition of the exam or resubmission of the assignment/project;
- 3) Give a score of 0 for the specific exam, project or assignment; or
- 4) Give a failing grade (F) for the course;
- 5) Suspend the student from the Institute for a specific period; or
- 6) Recommend dismissal, especially if there is evidence that the incident is a repeat offense. In this case, a report to the Academic Senate should be made for decision.

The penalty will depend on the seriousness of the offense. The student will have the usual right to appeal the decision. The appeal should be addressed to the Vice President for Academic Affairs.

### ***Dismissal and Appeal***

A student found guilty of grave cheating by the School Dean, the Vice President for Academic Affairs, and the Academic Senate may be dismissed. The student may appeal to the President, in which case a Tribunal of Appeals may be convened.

## **APPEAL PROCEDURES**

### ***Appeals Against Assessment***

A student has the right to access all of his/her graded assignments and examinations. Review of assignments and examination grading is an academic right of the student. If a student is not satisfied with his/her grade, he/she may appeal to the relevant course instructor for re-assessment. Any such appeal must be lodged before the second week of the succeeding semester, at the very latest. The level of review to be carried out is at the instructor's discretion.

A student not satisfied with an instructor's review may, after seeking help from his/her academic advisor, make an appeal through the Field of Study and the School Dean for recommendation to the Vice President for Academic Affairs.

If a student believes that his/her academic performance has been adversely affected by illness or some other external factor, he/she should consult his/her academic advisor as soon as possible and before the next meeting of the Academic Senate (Review of Students).

### ***Appeals Against Dismissal***

A Tribunal of Appeal has been established by the President to consider appeals made by students against decisions on dismissal from academic programs made by the Academic Senate. The Tribunal is composed of the President (Chairperson), the Vice President for Academic Affairs, the Head of the Student Office, the Field of Study coordinator, the student's academic advisor, and the Dean of the School concerned, with the Registry Officer and the President of the Student Union in attendance.

An appeal against a Senate decision is made by the student through his/her advisor, the Field of Study, and the School Dean to the President no later than one week before the start of the following semester. Comments on the appeal are expected from the School Dean. A decision by the Tribunal is final. Because questions relating to health, family circumstances, financial realities, etc., are outside the scope of the Senate, they are taken into account by the Tribunal, which may modify the Senate's decision.

Academic Senate-dismissed students who appeal to the Tribunal of Appeals and are allowed to continue with certain conditions should be automatically dismissed, without any discussion in the Academic Senate and without any privilege to re-appeal, if they fail to fulfill the conditions set by the Tribunal for the continuation of their study.

## **RESIGNATION**

A student who wishes to resign should normally do so in writing to his/her academic advisor, who will report through the Field of Study to the School Dean. A student's resignation shall be effective from the time the Dean acknowledges the resignation and passes the case to the Registry. The Registry will record the action on the student's transcript and inform administrative units within the Institute of the resignation.

A student cannot nullify the act of resignation once it has become effective. If a student who has resigned subsequently changes his/her mind, he/she must re-apply for admission. The transcript of a student who has resigned shall have entered on it:

- The date of resignation, and
- Grades of all courses completed at the time of resignation.