2022

BBTech

BBTECH STUDENT HANDBOOK

Bachelor of Science in Biotechnology International Program
Faculty of Science Chulalongkorn University

Message from the Program Director

"Biotechnology can profoundly impact our lives and health. Biotechnologists will create the world fully benefited from science and technological advancements that have been and are being rapidly developed. With our valuable biodiversity, those who are equipped with the right skills in biotechnology will be ready for the bio-based economy toward a sustainable future."

Associate Professor Teerapong Buaboocha, Ph.D.
Program Director

Introduction

The International B.Sc. Program in Biotechnology (BBTech) is an interdisciplinary program under the Faculty of Science, Chulalongkorn University focusing in various areas including animal and plant biotechnology, microbial biotechnology, environmental biotechnology, food biotechnology, bioinformatics, and biotechnology management.

Biotechnology is essential to the advancements in agriculture, health and medicine, food and non-food products, as well as environmental protection. Advancements expand to involve diverse and multidisciplinary sciences, such as recombinant DNA technology, applied immunology, and genomics. Therefore, Thailand must prepare researchers who are well-equipped and skillful in latest technologies and biotechnological innovations in order to contribute to the sustainable development and health, and economic growth of the country and the world.

This student handbook provides you with important policies, procedures, practices and information that would help you live and study pleasantly with Chulalongkorn University.

The Student Handbook covers five topics including:
1. About Us
2. Process how-to for students
3. Student Life and Activities
4. Contact and Places
5. Chulalongkorn University Regulation

On behalf of the University, we hope that your time as a student at Chulalongkorn University is successful and memorable.

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About the University

Chulalongkorn University (Chula) is a public and autonomous research university in Bangkok, Thailand. The university was originally founded during King Chulalongkorn's reign as a school for training royal pages and civil servants in 1899 at the Grand Palace of Thailand.

Chulalongkorn University is a comprehensive and research-intensive university. It is ranked as the best university in Thailand in many aspects include quality of students, quality of research, quality in particular subjects, university reputation, environmental management systems.

Visit the University website
https://www.chula.ac.th/en/

About the Faculty

The Faculty of Science was established in 1916, as a part of the Faculty of Arts and Science to provide prerequisite basic science courses for medical and engineering students.

The Faculty of Arts and Science grew rapidly. One of the great benefactors was His Royal Highness Prince Mahidol of Songkla, a son of King Chulalongkorn and the present King's father. who set up scholarships to enable university lecturers in science and medicine to further their studies abroad. Foreign aid in structural organization and teaching activities was subsequently introduced to raise the standard of Thai education. Prince Mahidol of Songkla played a key role in the negotiation with the Rockefeller Foundation which generously contributed to the development of the Faculty of Science in a joint effort with the Ministry of Education.

Bachelor of Science Degrees were first conferred in 1935. Eight years later, the Faculty of Science was established as an independent faculty with 4 service departments: Biology, Chemistry, Mathematics and Physics.

Today, the Faculty has 14 departments offering both undergraduate and postgraduate studies. The additional departments that followed include: Biochemistry, Botany, General Science, Geology, Marine Science, Microbiology; and the other 4 technology-base departments, Chemical Technology, Food Technology, Materials Science and Photographic Science & Printing Technology. Many post-graduate programs in new specializations, such as Biotechnology, Environmental Science and Petrochemistry and Polymer Science, have resulted from multidisciplinary collaborations among various departments. Extramural lectures of prerequisite courses to students from other faculties such as Engineering, Education, Arts and Medical Science are also taught by the Faculty's members.

Since the establishment of the Faculty in 1943, over 10,000 students have graduated with Bachelor degrees. At present, the number of undergraduate and post-graduate students is more than 2,000 and 800 respectively, and represents the third largest faculty of the university. The Faculty of Science has almost 400 academic staff supported by over 300 administrative staff and technicians. It serves as a center for academic and intellectual pursuits and provides professional services in the form of research consultation, workshops, seminars, national and international conferences, technology transfer and development.

Visit the Faculty of Science website
https://web.sc.chula.ac.th/index.php?lang=EN

Since the establishment of the Faculty in 1943

over **10,000** students have graduated with Bachelor degrees.

" the number of undergraduate and post-graduate students is more than **2,000** and **800** respectively, "

Program Objective

Graduates who are able to explain in molecular level of important foundations in biotechnology and its applications. Graduates are expected to command skills of using essential laboratory instruments and carry out research in biotechnology for applications in agriculture, industry, food, environment, or medicine, which will serve the need of the Thai society. They will be able to communicate and work effectively with people of different culture.

Why This Program at Chula?

Thailand's Oldest and Most Prominent School of Science

Regarded as a school that produces proficient science graduates since 1916, Chulalongkorn's Faculty of Science, the third largest faculty of the university, offers graduate and undergraduate education in 14 departments. Since the establishment of the Faculty, over 10,000 students have graduated with Bachelor degrees. At present, the number of undergraduate and post-graduate students is more than 3,000 and 1,000 respectively.

Outstanding Faculty-Student Ratio

The Faculty of Science has almost 400 academic staff supported by over 300 administrative staff and technicians. The faculty provides academic services through consultations, academic seminars, and technological development and transfer. Our courses and research are taught and supervised by outstanding faculty members who are at the forefront of biotechnological researches and innovations in Thailand.

Exposure to Diverse Cultures Across the World

International and intercultural experiences can support intercultural learning. BBTech students come from various nationalities who bring in variety through their diverse cultures, which all students can expose to.
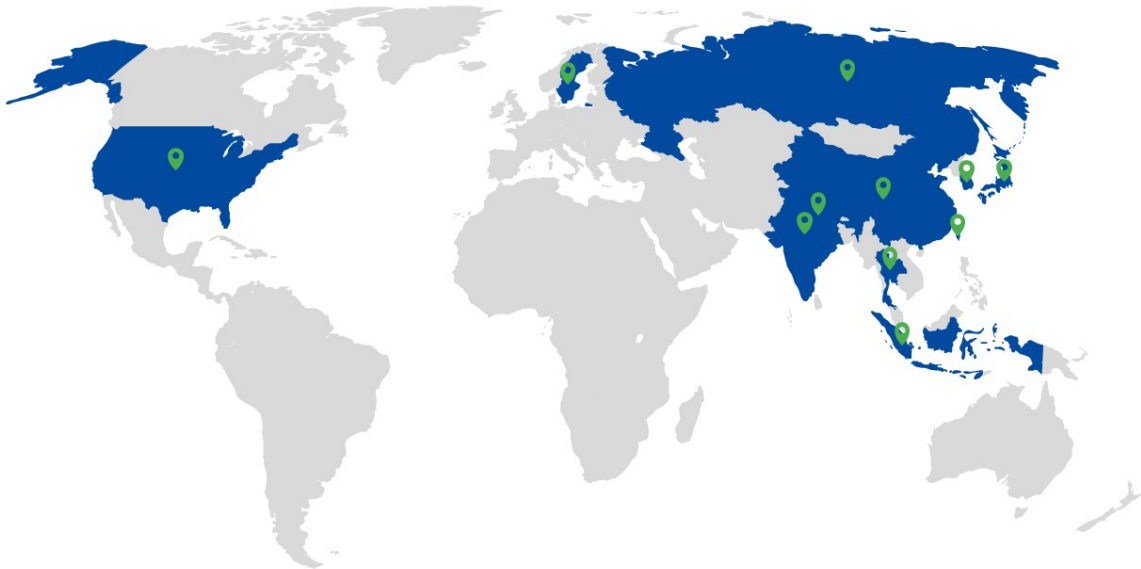
Taking Advantages of Thailand's Great Biodiversity

Thailand is a country of great biodiversity, which provides valuable resources that can be used to improve our health and lives. Students will be able to take advantage of the country's great resources for the studies and experiments in the field of biotechnology that which has now expanded to include interdisciplinary of diverse sciences, such as applied immunology, genomics and big data.

Various Areas to Choose From

The program's curriculum is designed to accommodate candidates with different interests in biotechnology through various coursework and research opportunities. Various areas of Biotechnology offered include:
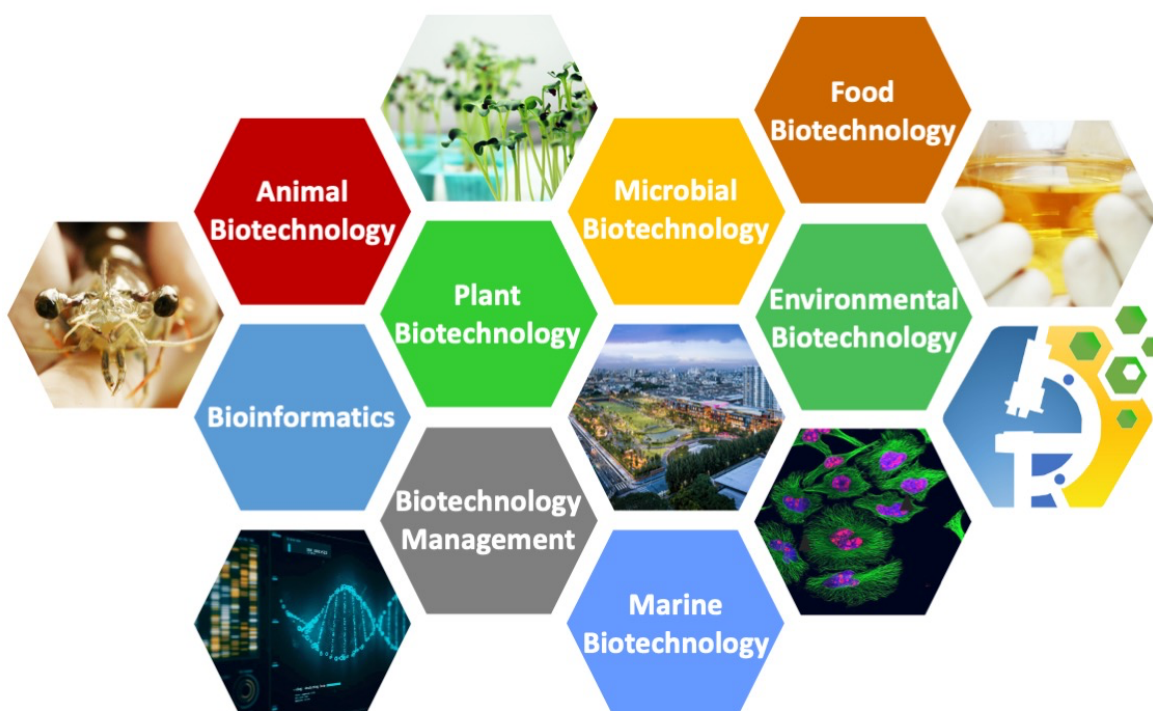
Collaborating with instructors from seven departments in the Faculty of Science as follows

- Department of Biochemistry
- Department of Biology
- Department of Botany
- Department of Environmental Science
- Department of Food Technology
- Department of Marine Science
- Department of Microbiology

Research Area

The Bachelor of Science in Biotechnology focuses on preparing scientists, innovators and entrepreneurs in the field of Biotechnology. Graduates of the program will be well-armed with skills in making changes with new methods, ideas, and products that can help improve our country's competitiveness through biotechnological advancements.

With our outstanding faculties in various departments at Chulalongkorn University, BBTech program provides stimulating environments for research and development in Biotechnology with unique and well-diversified areas of interest.

Food and Agriculture

- From discovery of biodiversity in terrestrials and marine (microorganisms, animals, plants and corals), forests and plants, air, and extreme environments, through creation of taxonomy systematics and characterization of new compounds, to application and innovation of novel products and services in health and wellness of all mankind and environments

- Food processing, and functional food and supplements for health and disease benefits

Health

- Vaccine and drug discovery

- Novel diagnostic methods by genetics and proteins for the development of test kits and disease biomarkers

- Precision medicine

Environment

- Current scientific impact issues such as air pollution, bioremediation, pollutant decontamination, waste utilization, and global warming

- Sustainable resources for biobusiness

Industry

- Bioenergy such as biogas and Briquette charcoal of ethanol industry, and metabolic engineering

- Biomaterials

Big Data

- Omics technology to create big data, bioinformatics, artificial intelligence, and development of new algorithms for comparative genomic analysis, database organization, machine learning, and integration into biological networks

Program Committee

Program Director
Associate Professor Teerapong Buaboocha, Ph.D.
Department of Biochemistry

Vice Program Director
Assistant Professor Kanogwan Seraypheap, Ph.D.
Department of Botany

Program Committee
Associate Professor Chatchawan Chaisuekul, Ph.D.
Department of Biology

Program Committee
Assistant Professor Jittra Piapukiew, Ph.D.
Department of Botany

Program Committee
Assistant Professor Kiattisak Duangmal, Ph.D.
Department of Food Technology

Program Committee
Nuttapon Pombubpa, Ph.D.
Department of Microbiology

Program Committee
Associate Professor Pantana Tor-ngern, Ph.D.
Department of Environmental Science

Program Committee
Assistant Professor Sanit Piyapattanakorn, Ph.D.
Department of Marine Science

Program Committee
Associate Professor Saowarath Jantaro, Ph.D.
Department of Biochemistry

Program Committee
Sarisa Suriyarak, Dr.rer.nat.
Department of Food Technology

Program Committee
Supawin Watcharamul, Ph.D.
Department of Environmental Science

Program Committee
Sutaporn Bunyajetpong, Ph.D.
Department of Marine Science

Program Committee
Vorrapon Chaikeeratisak, Ph.D.
Department of Biochemistry

Program Committee and Secretary
Associate Professor Naraporn Somboonna, Ph.D.
Department of Microbiology

Program Committee and Secretary Assistant
Wacharaporn Tiyasatkulkovit, D.V.M., Ph.D.
Department of Biology

Program Staff

Program Manager
Nopphawitchayaphong Khrueasan, Ph.D.

Program Administrative Officer
Meenta Maskul

Program Coordinator
-

Academic Advisor 2020
Student ID 633XXXXX23

Group 631
6338005623 - 6338018823
Assistant Professor Kiattisak Duangmal, Ph.D.

Group 632
6338019423 - 6338034823
Associate Professor Naraporn Somboonna, Ph.D.

Group 634
6338019423 - 6338034823
Assistant Professor Kanogwan Seraypheap, Ph.D.

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Academic Advisor 2020
Student ID 633XXXXX23

Group 634
6338060023 - 6338070323
Vorrapon Chaikeeratisak, Ph.D.

Group 635
6338073223 - 6338091523
Sumeth Wongkiew, Ph.D.

Group 636
6338094423 - 6338112023
Wacharaporn Tiyasatkulkovit, D.V.M. Ph.D.

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Academic Advisor 2021
Student ID 643XXXXX23

Group 641
6438003423 - 6438020023
Associate Professor Saowarat Jantaro, Ph.D.

Group 642
6438021723 - 6438037823
Sarisa Suriyarak, Dr.rer.nat.

Group 643
6438038423 - 6438051523
Assistant Professor Juthamas Chaiwanon, Ph.D.

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Academic Advisor 2021
Student ID 643XXXXX23

Group 644
6438052123 - 6438071023
Nontivich Tandavanitj, Ph.D.

Group 645
6438073323 - 6438084223
Nuttapon Pombubpa, Ph.D.

Group 646
6438086523 - 6438097423
Supawin Watcharamul, Ph.D.

Academic Advisor 2022
Student ID 653XXXXX23
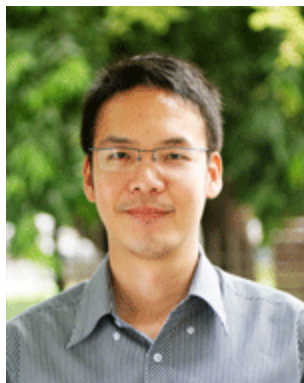
Group 651
6538002923 - 6538018023
Associate Professor Supaart Sirikantaramas, Ph.D.

Group 652
6538019623 - 6538033323
Chonchanok Muangnapoh, Ph.D.

Group 653
6538034023 - 6538053923
Associate Professor Pattamawadee Yanatatsaneejit,
Ph.D.

Academic Advisor 2022
Student ID 643XXXXX23

Group 654
6538060223 - 6538076323
Associate Professor Roongkan Nuisin, Ph.D.

Group 655
6538078623 - 6538093023
Assistant Professor Amporn Wiwekweaw, Ph.D.

Group 656
6538099823 - 6538112223
Associate Professor Cheunjit Prakitchaiwattana, Ph.D.

Academic Year Calendar and Registration Timeline

We highly recommend students to regularly check the update for Academic Year Calendar and other timeline at RegChula website (https://www.reg.chula.ac.th).

สำนักงานการทะเบียน
OFFICE OF THE REGISTRAR
Chulalongkorn University

Schedule for Successful Applicants of Chulalongkorn University (Undergraduate Level)

(Semester-Semester International System) First Semester, Academic Year 2022

Date	Subject
June 30, 2022 onwards	- Student ID number for new undergraduate students of first semester, Academic Year 2022 announced at www.reg.chula.ac.th
	- New students **download details of enrollment documents and online enrollment manual** at www.reg.chula.ac.th.
	- New students **download CU NEX application** from App Store or Play Store.
	*to receive latest news and schedule from the university and to issue a student ID card
July 1 - 10, 2022	- New students request for CUNET password at www.it.chula.ac.th.
	- New students upload enrollment documents and student photo (770 x 900 pixels, white background) at https://adm.reg.chula.ac.th/login
	- New students fill in "New Student Survey" (CR19) and "Student Profile" (CR20) at https://adm.reg.chula.ac.th/login by using student ID number and password to login.
July 11 - 15, 2022	- New students **register for courses** for first semester, Academic Year 2022.
July 12 - August 7, 2022	- New students **pay tuition fees** via CU NEX application.
July 22 - 27, 2022	- New students check result of course registration as requested CR74 (1st Round) for first semester, Academic Year 2022.
	- New students **register for courses** for first semester, Academic Year 2022 (2nd Round).
July 25, 2022 onwards	- New students check result of photo upload from the online enrollment system.
July 28, 2022 onwards	- New students **start requesting for student ID card** via CUNEX application. Students may check the status of card delivery via CUNEX.
August 5 - 7, 2022	- New students check result of course registration as requested (CR74) for first semester, Academic Year 2022 (2nd round).
August 8, 2022	- First day of classes of First Semester, Academic Year 2022
August 8 - 19, 2022	- New students do **late registration/changing sections/dropping** for first semester, Academic Year 2022 at www.reg.chula.ac.th
	- New students **check student registration result (CR54)** for first semester, Academic Year 2022 at www.reg.chula.ac.th.

Remark:
1. For successful candidates of undergraduate level, if you still have status as a Chula student, you must resign before May 31, 2022. Otherwise, you will not receive your new student ID number according to the schedule.
2. Students MUST complete every part of the enrollment (upload all enrollment documents, fill in student profile, fill in student survey). Otherwise, students will not be able to register for courses in the system.
3. To request for student ID card, students must completely enroll, register for courses, *and* pay tuition fees.

June 22, 2022

Admission Section, Office of the Registrar

Opening and Closing Dates of Academic Year 2022

First Semester

First day of classes	Monday, August 8, 2022
Midterm Examinations (If any)	Monday, October 3 – Friday, October 7, 2022
End of first semester activities	Sunday, October 30, 2022
Last day of classes	Friday, November 25, 2022
Final Examinations	Monday, November 28 – Tuesday, December 13, 2022
End of first semester	Wednesday, December 14, 2022

Second Semester

First day of classes	Monday, January 9, 2023
Midterm Examinations (If any)	Tuesday, March 7 – Friday, March 10, 2023
End of second semester activities	Sunday, April 2, 2023
Last day of classes	Friday, May 5, 2023
Final Examinations	Monday, May 8 – Friday, May 19, 2023
End of second semester	Wednesday, May 20, 2023

Semester Session

First day of classes	Tuesday, June 6, 2023
Last day of classes and examinations	Friday, July 21, 2023
End of summer session	Saturday, July 22, 2023
Last day of Academic Year	Friday, August 4, 2023

Public Holiday

July 2022

Asalha Puja	July 13	Buddhist observance commemorating the Buddha's first discourse, the Dhammacakkappavattana Sutta.
Beginning of Vassa	July 14	Buddhist observance marking the beginning of Vassa, also known as Buddhist Lent.
Additional Special Holiday	July 15	
H.M. King Maha Vajiralongkorn Phra Vajiraklaochaoyuhua's Birthday	July 28	Commemorates the birth of King Maha Vajiralongkorn in 1952.
Additional Special Holiday	July 29	

August 2022

The Queen Mother's Birthday	August 12	Commemorates the birth of Queen Mother Sirikit in 1932; also observed as National Mother's Day.

Public Holiday

October 2022

King Bhumibol Adulyadej Memorial Day	October 13	Commemorates the passing of King Bhumibol Adulyadej in 2016.
Additional Special Holiday	October 14	
King Chulalongkorn Day (Observed)	October 24	Commemorates the passing of King Chulalongkorn in 1910.

December 2022

King Bhumibol Adulyadej's Birthday	December 5	Commemorates the birth of King Bhumibol Adulyadej in 1927. Also observed as National Day and National Father's Day.
Constitution Day (Observed)	December 12	Commemorates the promulgation of the first permanent constitution in 1932.
New Year's Eve	December 31	Final day of the solar year.

Public Holiday

January 2023

New Year's Day (Observed)	January 2	Celebrates the start of the solar and Gregorian year.

March 2023

Magha Puja	March 6	Buddhist observance commemorating the Buddha's teaching of Ovada Patimokkha.

April 2023

Chakri Memorial Day	April 6	Commemorates the establishment of the Chakri Dynasty and the founding of Bangkok by King Phutthayotfa Chulalok in 1782. Officially known as King Phutthayotfa Chulalok the Great Day and Chakri Dynasty Memorial Day.
Songkran Festival	April 13 - April 15	Traditional Thai new year. The first day is known as Wan Maha Songkran, the second as Wan Nao, and the third as Wan Thaloeng Sok.

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Public Holiday

May 2023

Coronation Day	May 4	Commemorates the coronation of King Maha Vajiralongkorn in 2019.
Royal Ploughing Ceremony	To be announced	Ceremony giving blessing to the country's farmers.

June 2023

Vesak (Observed)	Monday, June 4	Buddhist observance commemorating the birth, enlightenment and passing of the Buddha.
H.M. Queen Suthida Bajrasudhabimalalakshana's Birthday (Observed)	Monday, June 4	Commemorates the birth of Queen Suthida in 1978.

Program Contact

BBTech Office
Room 302, 3rd Floor, Tab Nilanidhi Building
Faculty of Science, Chulalongkorn University
Phayathai Road, Wang Mai, Pathumwan
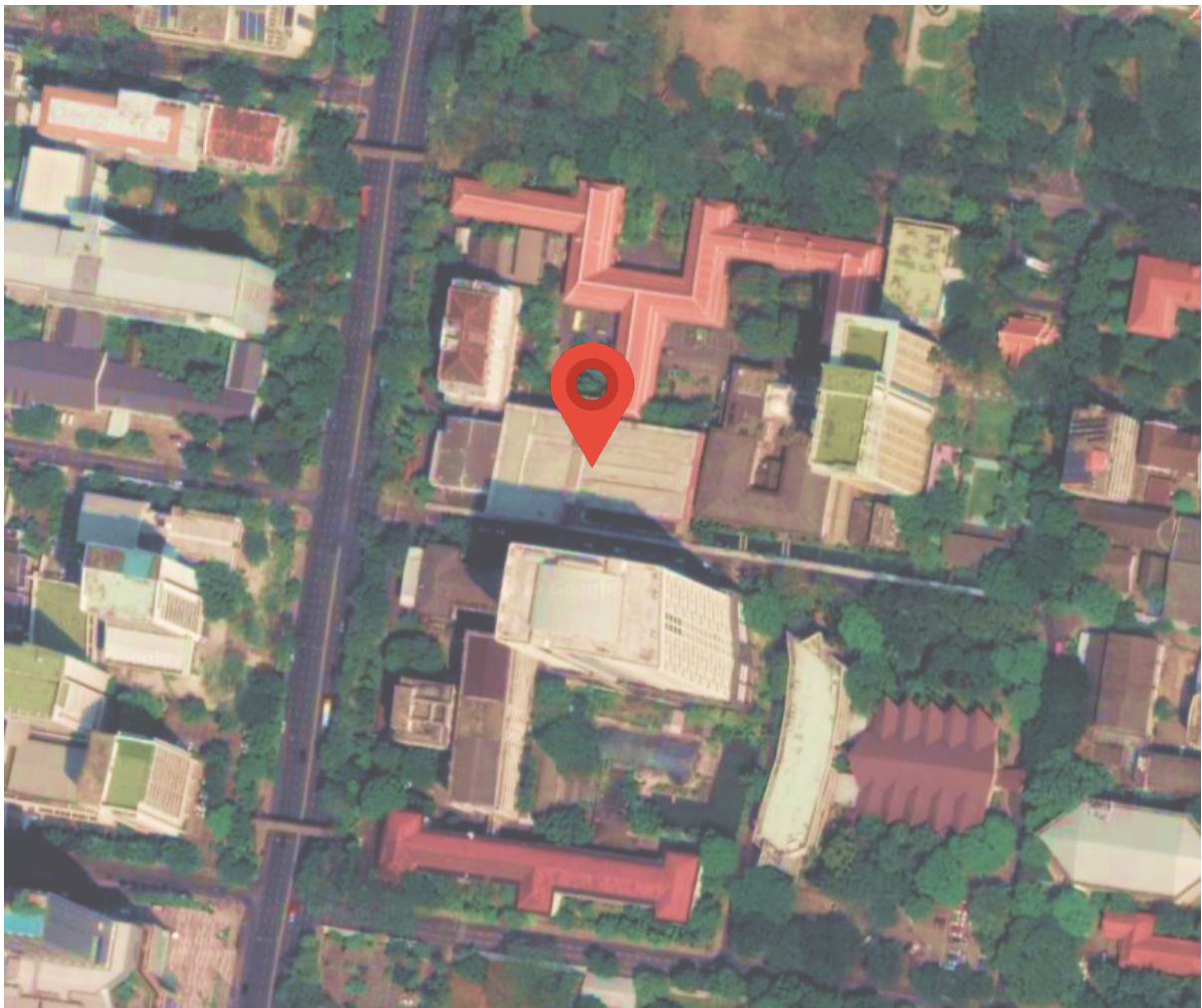Bangkok 10330, Thailand

Telephone
(+66) 02–218–6599

Email
bbtechchula@gmail.com

Opening hours
Monday–Friday: 08.00–12.00, 13.00–17.00

Visit the BBTech Program website
http://www.bbtech.sc.chula.ac.th/

Tuition Fee

		Thai student (baht)	Non-Thai student (baht)
Regular Semesters	Tuition Fee	25,500	79,500
	Special Academic Fee	70,000	70,000
	Total/Semester	**95,500**	**149,500**
Summer Semesters	Tuition Fee	6,375	44,630
	Special Academic Fee	40,000	40,000
	Total/Semester	**46,375**	**84,630**

Registration for New Students

New students entering the university for the first time in the first semester are required to submit a request for registration via the internet at https://www.reg.chula.ac.th/

1. Log on to https://www.reg.chula.ac.th/eindex.html After logging on the website, students have to choose "Login" Access to Online Registration System, and follow the instructions below:

1) Enter the Student ID

2) Enter the Password which is used for the Internet run by the Information Technology Department, Chulalongkorn University.

   For the new students, they can ask for their passwords by access to http://www.it.chula.ac.th/New_Password_for_Student, or contacting the Office of Information Technology, 4th Floor, Chamchuree Building 3, if there is a problem about logging on.

3) Click Submit > Registration

2. Click on "Registration Request (CR 11)". In order to make a request for registration, the students have to strictly follow the instructions:
   - Complete information about a course or the course required
   - Complete information about a course or courses in the Registration System
   - Confirm

3. The students should read the instructions carefully and then click "Accept".

4. Later on, the students have to complete all details required in each course.

5. When all information required for registration is entered and checked, students have to scroll down to click on "Submit" and all information entered will reappear including the group of subjects.

6. After checking the entire course details thoroughly, the students have to confirm the registration within the deadline by clicking on "Confirm" In other words; the students have completed the registration procedures. All courses and their credits including "CR 11 already confirmed" will appear. In addition, the date for picking up CR 74 (Student Registration as Requested) will be shown.

7. The confirmed courses which are already processed (prioritized) will be shown in CR 74. Students cannot correct course details / add subjects after the confirmation of CR 11. They can do so during the period of adding-dropping and changing. Therefore, the students can confirm CR 11 only once within each semester.

8. The students are able to check the results of their registration by clicking on "Personal Information > Registration Request". Last but not least, as soon as all tasks have been done, the students should not forget to "Log out" of the system.

Tuition Payment

Payment of New Students

Payment of tuition fees will be made via Kasikorn Bank or KBank channels. Students are required to have a KBank savings account and K PLUS when making tuition fee payment, which must be under the following conditions:

1. Students who already have a KBank savings account (opened at a KBank branch located within the Bangkok metropolitan area) are not required to open a new account.

2. If a student has a KBank savings account which was opened at a branch outside the Bangkok metropolitan area, they are allowed to use the existing account. However, if they apply for a new student ID/debit card linked to the existing account and use it for cash withdrawal at an ATM located in the Bangkok metropolitan area, they will be charged a service fee as established by KBank.

3. If a student has no KBank account or wants to open a new account, they can open an account (with no minimum deposit required) and apply for K PLUS at the Siam Square Branch, Chamchuri Square Branch, or Chulalongkorn Hospital Branch.

4. If students cannot open an account at the above venues, they may go to any KBank branch in the Bangkok metropolitan area to request an account opening and application for K PLUS, which is subject to the normal conditions for account opening established by KBank (500 baht minimum deposit required).

5. If students already have a KBank account per item 1 or 2 and want to apply for K PLUS, they may bring the account information to apply for K PLUS service at any KBank branch.

6. If students already have a KBank account and debit card, they may activate K PLUS
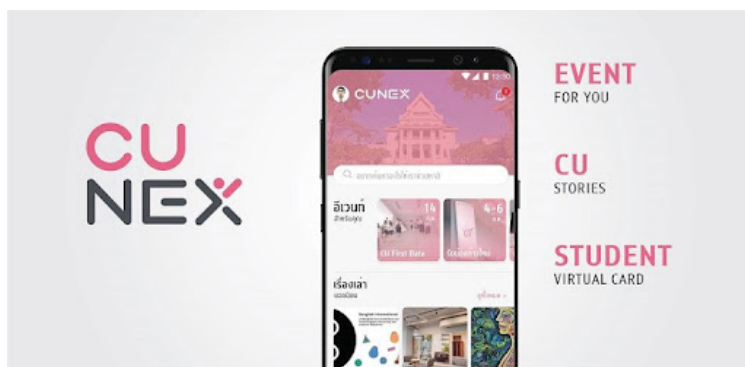themselves by following the steps below.
- Download K PLUS application
- Enter your debit card number
- Enter your debit card PIN
- Enter your personal information
- Set your password, and the service is available immediately
- You can now conduct transactions via the 3G/4G internet network. If you want to use K PLUS via WiFi network, you have to access the "Settings" menu and choose "Full service via WiFi"

7. To learn more about how to activate K PLUS, please visit
https://www.kasikornbank.com/en/personal/Digital-banking/kplus/functions/personalization/Pages/me-mode.html

8. Any further information about CU NEX, please contact
CU NEX Call Center Tel. 02-008- 6556

iOS
https://apple.co/2skrPrV

Android
http://bit.ly/2LSuOQn

Payment of current students

For each semester, the University will deduct the current students' tuition fees from their accounts at Kasikorn Bank. The University opens a savings account for each student in the first semester.

On the day that students receive their student cards and bank books, they have to produce a letter of approval so that the bank can deduct the fees from their accounts. When they have to pay their tuition fees for each semester, they have to

1. Students can check the amount of tuition fees at the website: https://www.reg.chula.ac.th/fee_en.html

2. The courses which are accepted will be designated with the amount of fee to be paid and students' account number. Students are advised to check their account number and deposit enough money in their accounts for the deduction by the deadline of the academic calendar. The bank will deduct the amount of tuition fees payable to Chulalongkorn University's account.

3. If the bank cannot deduct the fees, the results of paying tuition fees will appear on the screen and the system will ask students to print the CR8. The payments should be paid in cash at the bank by the deadline specified in CR8.

4. Students can inquire about the result of payment deducted from the account via Internet the day after depositing the money at https://www.reg.chula.ac.th/eindex.html under "Payment Information" and "Result of Payment". If students make the payment at the counter, they can check the result on the first day of classes.

5. Students can change their method of payment from deduction of tuition fees from their accounts to printing the CR8 only during payment of regular registration by accessing https://www.reg.chula.ac.th/eindex.html.

Students have to select Payment Information and go to Paying Tuition Fees. Then, they must click Change of Payment at the bottom of the screen and confirm before printing the CR8 and take it to the bank to make the payment. If students, however, would like to make payment by deducting the tuition fees from their accounts again, they have to file a request at the Office of the Registrar.

6. Students can print for the receipt of tuition fee payment via internet at https://www.reg.chula.ac.th/eindex.html from the first day of classes. (Follow the advisement for printing from Office of the Registrar's announcement)

7. Students who would like to have a copy of Rates of Tuition Fee for reimbursement can download such information from
 https://www.reg.chula.ac.th/eindex.html under "Paying
Tuition Fees".

* Please note that the tuition payment is subject to change due to the Office of the Registrar. To confirm the tuition payment, please contact the program officers.

Course adding, dropping and changing of sections

Students, who have registered for their courses and paid the tuition fees, and wishing to add courses or change the sections for the courses they have registered may do so during the first two weeks of the semester. Those wishing to drop any course must do so within the first six weeks of the semester. The process may be done via Internet at website: http://www.reg.chula.ac.th/eindex.html (follow the instructions in registration manual of registration website)

1. To enter the system click on "Login", "Registration/Personal Information" and choose "Registration".

2. Choose Registration: Late / Add / Drop. Record the courses and sections

3. Confirm your registration.

4. Check the result of your registration via Internet under the menu "Personal Information"

5. Log out in order to exit the system; Students need to log out from the system each time they stop using the system. This is done in order to prevent unauthorized persons from accessing the system.

Withdrawal (W)

Students can withdraw courses during weeks 7- 12 of the semester or weeks 3 – 4 of summer by following the steps below:

1. Students have to express their intention to withdraw via Internet at https://www.reg.chula.ac.th/eindex.html by the deadline specified in the academic calendar.

2. After that, students have to print the request form CR48 (Request Form for Course Withdrawal) and provide reason(s) for withdrawal. Then the form has to be approved by the advisor or course instructor.

3. Hand in the approved request form at the Faculty Registrar Office so that the Faculty Registrar can submit the form to the Dean for consideration.

4. Students can inquire about the result of withdrawal via Internet at https://www.reg.chula.ac.th/eindex.html
   under "Personal Information Inquiry" and "Inquiry about Course Withdrawal Status." The date of the request form acceptance and date of withdrawal confirmation from the faculty as well as the status of course withdrawal will appear on the screen.

5. After filing the CR48 (Request Form for Course Withdrawal), if the request is approved, the symbol W will appear in the Status column.

6. Students print the result of course withdrawal and keep it as the evidence of withdrawal.

Request for Change of First Name, Last Name or Title

Students who wish to change their title, name and last name, or spelling of names should do so only during the time of their studies by following these procedures.

1. Student collects CR47 (Request form for Name-Surname, Title Change) at the Office of Registrar.

2. Submits the CR47 at the Office of Registrar and attaches the copy of documents demonstrating change of title, name and last name, or marriage certificate, or an order indicating change in rank and title together with all relevant original documents.

3. For those wishing to apply for a new student ID card, a 100 baht fee is charged and collect the student ID card at the Office of the Registrar.

* It is the responsibility of the student to check his /her title, name and last name, or correct spelling. After the Faculty has declared that the student has graduated, changes or alterations can no longer be done.

Request for Change of Student Record

The student checks his/her record such as parent's name, guardian's name, guarantor's name, identification number (passport number), house registration, birth place, birth date, nationality, religion, initial of academic qualification and date of graduation. Should there be any mistake, make a request for change during the time of study by following these procedures.

1. Collect CR33 (Request Form for Change of Student Record) at the Office of Registrar or download from https://www.reg.chula.ac.th/eindex.html.
2. Submit CR33 at the Office of Registrar and attach copies of all relevant documents.

* It is the responsibility of the student to check his/her record during the time of study. After the faculty declares that the student has graduated, no alteration can be made.

Collecting Personal Academic Performa

Students check and print Grade Report (CR60) at https://www.reg.chula.ac.th/eindex.html. Should any M I or X symbols appear on the CR60, Students are required to follow up and inquire about the results from the website every Friday of the week until all the results of the study are completed.
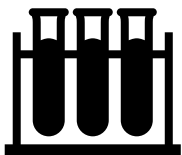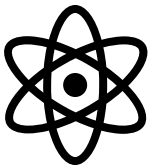
Leave of Absence

Students who need to take a leave of absence should consult Chulalongkorn University Regulations regarding Undergraduate Level Education, B.E. 2565 with the following procedures:

1. Request a CR49 (Request Form for Leave of Absence) from the Faculty Registrar's Office or download from https://www.reg.chula.ac.th/dlforms.html.

2. Submit the CR49 together with evidence of reasons for applying for leave of absence to the Faculty Registrar's Office.

3. Contact the Office of the Registrar for results and make a payment to retain your student status within the first two weeks of the semester. (This payment does not apply to students who have already paid their tuition fees for the semester in which they are taking a leave of absence.)

4. In case that students have already paid their tuition fees for the semester in which they are taking a leave of absence but submitting the request for leave of absence at their faculty before the first day of the semester, they can make a payment to retain their student status. They also have to submit a CR45 asking for a refund of the tuition that has already been paid by week 6 of the semester.

5. Students who have not registered for courses and requiring leave of absence must submit their request and pay the necessary fees within the first two weeks of the semester.

- Application for Leave of Absence due to Military Enlistment or Military Service and due to International Student Exchange Scholarship Program or any Scholarship Program that is beneficial to students' higher education, student must provide necessary documents as proof along with the application form.

- Application for Leave of Absence due to Medical Reasons (Rule 14.1.3) Students who fall sick and require medical treatment or rest on doctor's orders for a period exceeding 20% of the entire study period or more than 3 weeks may apply for sick leave. A doctor's certificate issued from a government hospital or a private hospital accredited by the Ministry of Health or an institute within Chulalongkorn University must be provided along with the application form.

Sick Leave

There are two types of sick leave:

Sick leave taken prior to examinations

If a student falls sick before the semester ends and remains sick until the examination date and is unable to take the exam in one or more, or all subjects, an application for sick leave must be made before the examination date since the period of application for leave of absence is already over.

Sick leave taken during examinations

In cases where a student has completed the semester of studies and falls sick during the examination period and is unable to take the exam in one or more, or all subjects, an application for sick leave during the examination period must be made.

The following procedures should be undertaken for both types of sick leave:

1. Obtain a CR44 (Request Form for Sick Leave) form from the Faculty Registrar's Office or download from https://www.reg.chula.ac.th/dlforms.html.

2. Submit the CR44 (signed by the Academic Advisor) to the Faculty Registrar's Office. The form must be accompanied by a physician's certificate from a government or state enterprise medical facility or a private medical facility accredited by the Ministry of Health.
3. Contact the Office of the Registrar for results. Students have to submit CR44 within 1 week of the day they get sick and study item 105 in the Regulations of Chulalongkorn University about the Education System for Graduate Level.

If the sick leave request form is approved, the highest grade(s) awarded for the course(s) that students who have not sat for the examination(s) are C (for undergraduate level).

Absence from an Examination due to Extreme Circumstances

Students who have missed an examination due to extreme circumstances do the following procedures:

1. Obtain a CR41 form from the Faculty Registrar's Office or download from https://www.reg.chula.ac.th/dlforms.html.

2. Submit the CR41 furnished with documents explaining the reason for the absence to the Faculty Registrar's Office.

3. Contact the Office of the Registrar for results.

Resignation

Students who wish to resign from the University should submit a request to the Dean and take the following procedures:

1. Obtain a CR31 (Request form for Resignation) from the Faculty Registrar's Office or download from https://www.reg.chula.ac.th/dlforms.html.

2. Submit the CR31 furnished with documents explaining the reason for the resignation to the Faculty Registrar's Office.

3. When the Dean has given the approval the resignation will take effect from the date the resignation request was submitted to the Faculty Registrar's Office.

4. Students whose resignation has been approved will not be entitled to any refunds for the tuition fees which have been paid.