



Declaration

Please read carefully before signing your application:

1. I understand that once I have enrolled and registered into the program, I am aware that all the fees are nonrefundable in any cases.
2. I understand that late fine fee of 200.-Thai Baht is applicable if I pay my tuition fee later than the registration deadline but still within the timing of the stipulated registration period.
3. As an international student, I am attentive that I will have to be aware of my ED visa length and expiry date. I have to contact the IIS in time of one month before the expiration.
4. I am aware that dishonesty in the final examination of any course by whatever means will face disciplinary action and receive 'F' grade for the course and will be asked to take study leave for not less than two academic semesters.
5. I understand that the selecting committee of the Institute of International Studies, Ramkhamhaeng University needs this information so that it can fully and properly assess my application for study and administer any subsequent enrollment in accordance with its policies and procedures.
6. I certify that all information given in, and in association with, this application is complete and accurate, and I understand that if I have given false or misleading information my application and registration will not be processed, IIS-RU will not be able to give me any certifying documents, i.e., student certificate, transcript, etc.
7. I understand that if my Diploma and Transcript of Bachelor's Degree (for Master's Degree applicant) and the Diploma and Transcript of Master's Degree (for Ph.D. applicant) is not equivalent to the Bachelor's or Master's Degree level of the Thailand education system then my application and registration will not be processed and IIS-RU will not be able to give me any certifying documents i.e., student certificate, transcript, etc.
8. I understand that it is my responsibility to submit the completed application form as well as all requested documents/materials by the requested date and that the selecting committee will not evaluate my application if I fail to do so.
9. I authorize the selecting committee to obtain, and utilize, further information relating to my application from third organizations as it deems necessary.
10. I understand that the selecting committee will evaluate my application in fair manner and accept the committee's decision as final.
11. Application fee is non-refundable.
12. I agree to follow all the rules and regulations set by the Institute of International Studies, Ramkhamhaeng University.

Class Attendance

1. Students must attend not less than 80 per cent of the total class hours for each course to be eligible to sit for the examination of the course.

Students who have attended less than 80 per cent of the class hours but attended 50 per cent or more will receive a grade 'I' for that course, for which the student must request for rectification of the grade according to the requirement of the University, which will be announced in due course.

Students who have attended less than 50 per cent of the class hours will receive a grade 'W' for that course. The student must re-register to take that course and attend classes as stipulated in the first paragraph in order to be eligible to sit for the examination of that course.

2. In case of necessity when student cannot attend the class, the student is to submit a leave form to the lecturer/Vice President of Academic Services/Chairperson of the Special Program. The leave is not counted as class hours.
3. Signing for other student is considered as dishonesty. If found, the student will face disciplinary action.
4. Students must dress properly in the classroom.
5. Students must turn off the mobile phone or other communication devices they have with them when the class is ongoing.

Taking Final Examination/Comprehensive Examination

1. Students must take final examination/comprehensive examination on the date, time and location as specified by the University. Those missing the final examination for any course with a valid reason will receive an 'I' grade for that course. The student must request to rectify the grade 'I' as stipulated by the University, which will be announced in due course. Those who fail to take the Comprehensive Examination will receive a 'U' grade and can have only 1 chance to rectify.
2. Students must present their student ID card and the receipt for the semester to the proctor of the examination and place their signature on the name list for the examination of the course.
3. Students will not be allowed to enter the examination room if they are more than 15 minutes late from the time the examination starts.
4. Students are not allowed to leave the examination room before 30 minutes from the time the examination starts.
5. Students are not allowed to leave the examination room when the examination is taking place, unless prior permission is obtained from the proctor.
6. Students must turn off their mobile phone and communication devices they have with them while the examination is taking place.
7. While the examination is taking place, students must not talk or send signals to other people, look or copy the answer from others or show the answers or allow others to look at their answers.

Any student violating is considered as having a dishonest intention in the examination.

8. Students are strictly forbidden to bring in documents, short notes, books, or lecture notes into the examination room, unless permitted to do so by the examiner, which is stated on the examination paper. Any student violating is considered as having a dishonest intention in the examination.
9. Dishonesty in the final examination of any course by whatever means will face disciplinary action and receive an 'F' grade for that course, and will be asked to take study leave for not less than 2 academic semesters.
10. Dishonesty in the comprehensive examination of any course by whatever means will face disciplinary action and receive a 'U' grade, and will be asked to take study leave for not less than 2 academic semesters.

Name (Print) _____

Signature _____

Program _____

Date _____