



Notification of Suan Sunandha Rajabhat University

Subject: Academic activity of the summer semester of academic year 2018

Bachelor degree students

Whereas it is expedient to announce the academic activity schedule, according to Suan Sunandha Rajabhat University's regulations regarding Undergraduate Education 2008, Bachelor's Degree 2015, and Bachelor's Degree 2018;

By virtue of section 31 of the Rajabhat University Act 2004 and clause 5: the regulations of Suan Sunandha Rajabhat University Council of Fee for Undergraduate and Bachelor Degree (continuing) 2018 and Undergraduate and Bachelor Fees (continuing) special semester 2018. The University hereby announces the period of academic calendar as follow:

No.	Academic activity	Period
		All types of students
1	<b><u>Paying tuition fee and Registration</u></b>	
	1.1 Students and lecturers download academic calendar on reg.ssru.ac.th	From 4 Feb. 2019
	1.2 Last day for faculty/college to fill in class schedule at academic calendar on reg.ssru.ac.th	28 Feb. 2019
	1.3 Class schedule announcement on reg.ssru.ac.th	15 Mar. 2019
	1.4 Students meet their advisors for registration	1-20 Apr. 2019
	1.5 Students request for course opening at their faculties/colleges	1-30 Apr. 2019
	1.6 Registration for visiting students at their faculties/colleges	1-30 Apr. 2019
	1.7 Students download payment of registration form on reg.ssru.ac.th	29 Apr.-10 May. 2019
	1.8 Paying tuition fee at banks/service counters as specified	29 Apr.-10 May. 2019
	1.9 Free Enrollment on reg.ssru.ac.th	
	1) Students code 54-59 register/add-withdraw course(s)	13-19 May. 2019
	2) Students code 60-60 register/add-withdraw course(s)	20-24 May. 2019
	1.10 Students pay fine of late registration at One Stop Service (100 baht/day). After this, their registration of summer semester 2018 will be cancelled	13 May. -16 Jun. 2019
	1.11 Students request for late registration at faculty/college and pay 200 baht fine at One Stop Service, 1 <sup>st</sup> floor, Educational Center, Office of the President Building	25 May. -25 Jun. 2019
	1.12 Students request for over required credit registration/internship registration for graduation request at their faculty/college	13 May. -13 Jun. 2019
	1.13 Visiting students pay tuition fee at One Stop Service	25 May. -10 Jun. 2019
	1.14 Request for tuition fee refund in case of death/ academic assessment criteria/ students ID between 54-59 whose registration does not comply with the notification of faculties/colleges	25 May. -25 Jun. 2019

No.	<u>Academic activity</u>	Period
		All types of students
	1.15 Lecturers download list of registered students on reg.ssru.ac.th	From 25 May. 2019
	1.16 Last day for paying retaining student status at One Stop Service	25 Jun. 2019
2	<b><u>Classes and Examination</u></b>	
	2.1 First day of classes	27 May. 2019 (regular/special, Mon.-Fri.) 25 May. 2019 (special, Sat.-Sun.)
	2.2 Students submit request form for examination after second semester 2018 at their faculties/colleges	25 May-13 Jun. 2019 (special, Sat.-Sun.)
	2.3 Midterm examinations (the schedule will be announced later)	Arranged by lecturers
	2.4 Students evaluate lecturers and advisors on reg.ssru.ac.th	1-19 Jul. 2019
	2.5 Students dropping course(s) on reg.ssru.ac.th	1-15 Jul. 2019
	2.6 Last day of classes	19 Jul. 2019 (regular/special, Mon.-Fri.) 14 Jul. 2019 (special, Sat.-Sun.)
	2.7 Make-up classes (if necessary and approved by University)	22-24 Jul. 2019 (regular/special, Mon.-Fri.) 20-21 Jul. 2019 (special, Sat.-Sun.)
	2.8 Final examination week	
	1) Extra scheduled examination (arranged by lecturers)	arranged by lecturers
	2) Scheduled examination (the schedule will be announced later)	25-26 Jul. 2019 (regular/special, Mon.-Fri.) 27 Jul. 2019 (special, Sat.-Sun.)
3	<b><u>Grade transfer</u></b>	
	3.1 Academic Year 2018 students	
	1) Last day for students to submit a request for grade transfer at their faculties/colleges	15 May. 2019 (regular/special, Mon.-Fri.) 5 Aug. 2019 (special, Sat.-Sun.)
	2) Students pay fines of request form for late grade transfer at their faculties/colleges 300 Baht/copy	From 16 May 2019 (regular/special, Mon.-Fri.) From 6 Aug. 2019 (special, Sat.-Sun.)
	3) Last day for Faculty/college to submit a grade transfer approval at Educational Service Division	30 Sep. 2019
	3.2 Last day for Faculty/college submit a free enrolled grade transfer approval of students who will graduate in summer semester 2018 at Educational Service Division	19 Jul. 2019

No.	Academic activity	Period
		All types of students
4	<b><u>Grade submitting</u></b>	
	4.1 Submitting a grade change from “I” grade of second semester 2018	
	1) Lecturers submit a grade change from “I” grade and etc. for students who are going graduate and students whose status will be terminated according to the university’s assessment at faculty/college	6 Jul. 2019
	2) Faculty/college submit a grade change from “I” grade and etc. at rg.ssru.ac.th	12 Jul. 2019
	4.2 Submitting grades for summer semester 2018	
	1) Lecturers submit grades at reg.ssru.ac.th and download, and submit them at faculty/college	2 Aug. 2019
	2) Faculty/college submit grade into the registration system at rg.ssru.ac.th	6 Aug. 2019
4.3 Students check their grades on reg.ssru.ac.th	14 Aug. 2019	
5	<b><u>Announcement of student status termination and grades of the semester</u></b>	
	5.1 Announcement of student status termination for those who fail to pay the retaining fee by the deadline on reg.ssru.ac.th	10 Jul. 2019
	5.2 Announcement of student status termination for those who fail to graduate within the given period on reg.ssru.ac.th	8 Aug. 2019
	5.3 Announcement of student status termination for those who fail academic assessment on reg.ssru.ac.th	23 Aug. 2019
6	<b><u>Graduation request</u></b>	
	6.1 Submitting a request form for graduation on reg.ssru.ac.th	25 May.- 28 Jul. 2019
	6.2 Submitting a request form for late graduation on reg.ssru.ac.th	29 Jul. -14 Aug. 2019
	6.3 List of graduates announcement on reg.ssru.ac.th	17 Sep. 2019
	6.4 List of late graduates announcement on reg.ssru.ac.th	17 Oct. 2019
7	<b><u>Registration of the 1<sup>st</sup> semester 2019</u></b>	
	7.1 Students and lecturers download academic calendar on reg.ssru.ac.th	From 17 Feb. 2019
	7.2 Last day for faculty/college complete classes schedule on reg.ssru.ac.th	25 Mar. 2019
	7.3 Course schedule announcement on reg.ssru.ac.th	30 Mar. 2019

No.	<u>Academic activity</u>	Period
		All types of students
8	<u>Opening and closing date</u>	
	8.1 Close of summer semester 2018	3 Aug. 2019
	8.2 First day of first semester 2019	15 Aug. 2019 (regular/special, Mon.-Fri.) 17 Aug. 2019 (special, Sat.-Sun.)

**Note:** Fines are waived on government holiday/substitution holiday, and holiday of Office of the President's One Stop Service

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(Assoc. Prof. Dr. Luedech Girdwichai)

President