



# KIMBA Policies & Regulations

To: All KIMBA Exchange Students

Fr: Dr. Nirundon Tapachai, KIMBA Director

Date:

Re: KIMBA Policies & Regulations Regarding Class Attendance, Examinations, Grades, and Miscellaneous Matters

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This memorandum is being issued to clarify for all Exchange Students KIMBA policies and regulations regarding class attendance, examinations, grades and other matters.

Please note that simply scanning your thumb at the time of class does not satisfy the academic requirements of the KIMBA Program. Scanning your thumb requires that you attend class. Should you fail to attend class incident to the scanning of your thumb, you will not be given attendance credit for the class session.

I have directed that all professors and lecturers in the KIMBA Program record the actual in class attendance of KIMBA students including Exchange Students. This means that if you do not actually attend class, your absence will be a matter of record and any scanning of your thumb for a particular class session will be voided.

As a matter of policy, you may assume that if you do not regularly attend class that your final course grade will be negatively impacted; and it is quite probable that you will fail the course.

KIMBA Exchange Students may not schedule or take any type of individual or group examination in advance of regular Batch course examinations. This is expressly prohibited and any such examination grade will not be accepted or recognized by KIMBA.

Exchange students are expected to wear appropriate attire at all times when attending class or using KIMBA facilities. This is something expected in the Thai culture and for graduate Business students.

Unless indicated otherwise, the appropriate attire is business casual. While we do not expect you to wear a suit or evening gown when attending class or utilizing KIMBA facilities, you should NOT wear jeans, shorts, flip flops, undershirts, tank-tops or any other type of recreational or leisure clothing. Please help us to send a positive impression of all KIMBA students to the Kasetsart University.

**Miscellaneous Matters:** 1.) Textbooks will not be provided by KIMBA for Exchange Students. Exchange Students should obtain them at their own expense at the KU Bookstore located in the building adjacent to KIMBA. 2.) If an Exchange Student wishes to have a meal with regular KIMBA students in the commissary, he or she must first advise the KIMBA Staff Officer and pay in advance. 3.) Exchange Students must have an Identification Card photograph taken. The photograph must be 1.0 by 1.5 inches. Males must wear a shirt and tie while females must wear a blouse or dress for the photograph. No casual attire is permitted for the photograph.

Finally, any KIMBA Exchange Student that chooses not to abide by the KIMBA policies and regulations stated in this memorandum, as well as all other KIMBA and Kasetsart University Exchange Student policies and regulations (Found at: [www.ku.ac.th](http://www.ku.ac.th)), subjects him or herself to potential dismissal from the KIMBA Program and DIRECTED EARLY RETURN to the Exchange Student's home university. The DIRECTED EARLY RETURN will be accompanied by a detailed explanation of the conduct, events and actions leading to such a decision on the part of KIMBA management.

Your cooperation is most appreciated. Should you have any questions regarding the information contained in this memorandum, please feel free to contact me.

I have read and understand all of the above and I voluntary agree and accept each and all of the above stated conditions and provisions.

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Signature of Student (Date)

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Printed Name of Student (Date)

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Signature of Witness (Date)

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Printed Name of Witness (Date)