



Graduate School, Khon Kaen University Announcement

(No. 78/2023)

On The Transfer of Courses, Course Grades, and The Conditions for Graduation from Graduate-Level Programs

To facilitate the transfer of courses, course grades, and the conditions for graduation from graduate-level programs, as well as to provide educational opportunities to students who have passed the admission process for postgraduate study at Khon Kaen University, while maintaining the quality and standards of graduate-level education at Khon Kaen University. In accordance with the Act of Khon Kaen University A.D. 2015 Section 40 and Khon Kaen University Regulations on Graduate Education Level, A.D. 2023, Clause 28. Adhere to the agreement of the Committee Board of Graduate School Meeting at 6/2023 on June 1, 2023, therefore issued the announcement of the Transfer of Course, Course Grades, and The Conditions for Graduation from Graduate-Level Programs as follows.

Clause 1 This announcement shall be called “Graduate School, Khon Kaen University Announcement (No. 78/2023) on The Transfer of Courses, Course Grades, and The Conditions for Graduation from Graduate-Level Programs.”

Clause 2 This announcement is effective from the issued date onwards.

Clause 3 The previous Graduate School, Khon Kaen University Announcement (No. 23/2017) On the Transfer of Courses and Course Grades in Graduate-Level from Formal Education is no longer applied.

Clause 4 In this announcement

“University”	refers to	Khon Kaen University
“Faculty”	refers to	Faculty, College, or any department or unit that offers graduate-level programs.
“Student”	refers to	Graduate student of Khon Kaen University

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“Course” refers to Courses offered in graduate-level programs.

Clause 5 Those who are eligible to request courses transfer and course grades transfer are students who have been admitted to study at Khon Kaen University through the admission process.

Clause 6 The process of course transfer and course grade transfer are as follows.

6.1 Students who wish to transfer courses and course grades must submit a request and the following documents to the academic service office of the faculty to which the major is affiliated.

- **If you have not previously studied at Khon Kaen University** and wish to transfer courses within the Khon Kaen University curriculum, please attach transcripts, details of the courses you wish to transfer, and the course syllabus.
- **If you have previously studied at Khon Kaen University** and wish to transfer courses within the Khon Kaen University curriculum, please attach your transcripts only.

6.2 Then, the affiliated faculty will consider the request for courses and course grades transfer and report the approval results to the Graduate School and the Bureau of Academic Administration and Development, KKU.

Clause 7 The criteria for course and course grade transfer consideration, and the process for verifying the requested course transfer, are as follows:

7.1 The criteria for course and course grade transfer consideration

7.1.1 Certified by Accredited Authorities: The courses or course modules must be part of a graduate-level curriculum or equivalent, certified by the Ministry of Higher Education, Science, Research, and Innovation or relevant government agencies with legal authority.

7.1.2 Essential Coverage: The courses or course modules should cover essential content not less than three-quarters of the courses. or course groups that are requested to be compared.

7.1.3 Minimum Grading Level: Must earn a minimum grade level of 'B' or a score of 3.00 or their equivalents or grade S, which must be in accordance with the conditions of the curriculum for that course.

7.1.4 Cumulative Grade Point Average (CGPA) Exclude: Credits transferred from other higher education institutions will not be included in the calculation of the cumulative grade point average (CGPA).

7.1.5 Thesis and Independent Study Course Credits: To transfer credits of thesis or independent study must be considered by the affiliated program committee and approved by the Graduate School's committee.

7.1.6 Maximum Course and Credit Transfer: The transfer of credits from different higher education institutions should not exceed half of the total credits required for the program being transferred into. This must be considered by the affiliated program committee and approved by the Graduate School's committee.

7.1.7 Transfer Within the Same Institution: The transfer of courses and credits within the same institution is subject to be considered by the affiliated program committee and approved by the Graduate School's committee.

7.2 The process for verifying the requested course transfer.

7.2.1 Courses Submission by Faculty: The student's affiliated faculty is responsible for submitting a list of courses to the program committee of the program that the student enrolled in. The committee will then evaluate which courses are eligible for transfer.

7.2.2 Faculty Committee Evaluation: The faculty committee, to which the student is affiliated as in 7.2.1, reviews the submitted courses according to the criteria outlined in 7.1. If approved, they will send the request for approval to the Dean of the affiliated faculty.

Clause 8 students at the master's or doctoral level who have newly applied for admission due to having reached the maximum study duration for their program, as specified in Clause 14 of Khon Kaen University Regulations on Graduate Education Level,

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A.D. 2023, but have not yet completed their studies, may request to transfer the conditions for graduation from graduate-level programs that existed before their student status ended. This must be considered by the affiliated program committee and approved by the Graduate School's committee.

The criteria for considering the transfer of conditions for graduation from graduate-level programs are as follows:

8.1 The results of the English language proficiency test shall be in accordance with the Graduate School, Khon Kaen University announcement on English proficiency test criteria for master's students and doctoral students or the announcement that has been revised.

8.2 The assessment results of the comprehensive examination, qualifying examination, thesis or independent study work, the publication of thesis or independent study, and the final oral examination, including all processes related to study management and thesis or independent study.

8.3 To transfer the thesis or independent study courses shall follow the guidelines outlined in Clause 7. If agreed, it shall be reported to the Graduate School's committee for approval.

Clause 9 The fees for the transfer of courses and course grades at the graduate level shall be in accordance with Khon Kaen University's announcement.

Clause 10 The Dean of the Graduate School shall be in charge of this announcement. In case the principles or guidelines are not defined, or any dispute arises from this announcement, the Dean of the Graduate School has the final authority regarding arbitration, and his/her decision is final.

Announced on 2 June 2023

signed

(Assoc. Prof. Dr, Kiaticchai Faksri)
Dean of Graduate School

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