



## **Foreword**

This Student Handbook for the regular Program, Faculty of Social Sciences, Kasetsart University, was prepared by the Department of Geography to serve as a common guideline for instructors, students, and parents. In particular, it aims to help students understand the procedures for official contact with the department, which are essential matters that students must be familiar with. In addition, the department has compiled relevant rules and regulations, including guidelines for instructional management and important contact websites, procedures for submitting petitions, and key regulations of Kasetsart University. This handbook shall be of benefit to students as a guide for proper conduct.

Department of Geography  
Faculty of Social Sciences, Kasetsart University

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## 1. Program Learning Outcomes and Learning Outcomes

We aim to produce graduates who are *“spatial analysts with knowledge and ability to apply concepts and theories of geography and technology of geoinformatics to explain or analyze processes underlying spatial phenomena in an accurate and appropriate manner,”* which is the distinctive identity of graduates from the Bachelor of Science Program in Geography and Geoinformatics, Department of Geography, Faculty of Social Sciences, Kasetsart University.

For this revised curriculum of 2022, the teaching-learning process has been designed to emphasize learning outcomes aligned with the program, consisting of 6 Program Learning Outcomes (PLOs) as follows:

LO 1 Express academic integrity.

LO 2 Elaborate spatial phenomena using geographic and geo-informatics knowledge.

LO 3 Select geographic concepts and geoinformatics technologies to solve problems for area development appropriately.

LO 4 Analyze geographic and geo-informatics knowledge for spatial development.

LO 5 Behave with leadership and responsibility in group activities.

LO 6 Able to present research in academic forum.

## 2. Official Contact Procedures

Students may contact the Department of Geography on official working days during morning hours 9:00–12:00 AM and afternoon hours 01:00–04:00 PM at the department of geography office, Building 2, Ground Floor, Faculty of Social Sciences, Kasetsart University, Bang Khen Campus. Telephone: 0–2564–3484 ext. 5.

Students may contact the Department personnel as follows:

- (1) Program Manager: Ms. Jitdapa Atmune (General Administrative Officer, Department of Geography), Tel. 02–561–3480–84 ext. 5
- (2) Advisor: The communication channel shall be subject to the arrangements specified by the respective academic advisor.
- (3) Department Secretary: Dr. Sopana Jantawong,
- (4) Head of Department: Dr. Chutipong Romsonthi

If students wish to have the head of department sign any documents, they must contact the department of geography office. Before entering the system, prior approval from the student's academic advisor is required.

When contacting the department, students must dress in accordance with university regulations (student uniform) and maintain a neat appearance (see dress code regulations in Section 13). If students fail to comply with the regulations, the department reserves the right to refuse service.

### **3. Teaching and Learning Guidelines**

The program follows an internationally recognized education system. The 4-year program divides the study period into a semester system, whereby 1 academic year is divided into 2 semesters, each lasting approximately 15 weeks. No courses are offered during summer session, except for practicum courses and university general education courses, which last approximately 6 weeks. The academic calendar is as follows:

- First semester: June–October
- Second semester: November–March
- Summer session: April–May

Course instruction follows the Credit System. The university organizes course content into courses and designates that a course requiring 1 hour of lecture per week in a regular semester is equivalent to 1 credit, or a course requiring 2–3 hours of laboratory practice per week in a regular semester is equivalent to 1 credit. Each semester consists of no fewer than 15 weeks of instruction. Graduates who complete the program shall be awarded the degree of Bachelor of Science (Geography and Geoinformatics).

Each semester, students must register according to the dates and times specified in the academic calendar of Kasetsart University. In the first semester of the academic year in which students begin their studies, the Office of the Registrar shall arrange class schedules and register courses for new students. For subsequent semesters, students must follow the registration procedures as follows:

- Students must meet with their academic advisor at their affiliated faculty to seek guidance and consultation regarding study plans and course registration.
- Students print the tuition fee statement from the Student Information System (<https://stdregis.ku.ac.th/>) and pay the tuition fees.

- Payment is made through the bank by the date specified in the academic calendar. Students register for courses through the Student Information System (<https://stdregis.ku.ac.th/>) according to the dates and times specified in the academic calendar.
- Verify registration results according to the dates specified in the academic calendar (in case of any changes to registration, students must print the documents and keep them as evidence each time).
- Students can check undergraduate courses offered through the Education Administration Information System (KU–ISEA) at menu 959 (<https://isea.ku.ac.th/EDUWeb/login.jsf>).
- Students can register for courses and pay tuition fees at (<https://my.ku.th>).

#### **4. Registration Requirements for Courses with Prerequisites**

- Certain required courses and in-field electives in the curriculum require students to have passed foundational courses (prerequisites) before registering for the course in the subsequent semester. For example, course 01451151 Map Reading is a prerequisite for courses 01451253, 01451254, 01451351, and 01451352, which are referred to as sequential courses.
- When registering for any course that has designated prerequisites, students must have passed the prerequisites. Otherwise, the registration for that course shall be deemed void.
- Students may register for a sequential course concurrently with a prerequisite course that they previously failed (F) or withdrew from (drop with W) in the preceding semester, provided that approval is obtained from the academic advisor and the course instructor. However, if the student fails the prerequisite course again, the grade for the sequential course shall not be voided and shall be included in the cumulative grade point average (GPAX) calculation as normal (both courses must have sections offered concurrently in that semester).
- If a student registered for a sequential course concurrently with a prerequisite course withdraws from the prerequisite course (drop with or without W), the student must also withdraw from the sequential course at the same time. If the student does not withdraw from the sequential course, the registration for the sequential course shall be deemed void. However, students in their final year of the program who are expected to graduate

in that year may request an exemption from the voiding, subject to approval from the Vice President for Academic Affairs prior to registration. For example, if a student wishes to register for course 01451241 Landform Geography, which requires passing course 01451141 Physical Geography, and the student dropped or received grade F in course 01451141 in the second semester of year 1, the student may register for course 01451241 concurrently with course 01451141 in the second semester of year 2, subject to the condition that if the student withdraws from course 01451141, course 01451241 must also be withdrawn at the same time, as illustrated in **Figure 1**.

- The department and the program maintain a clear policy of not accepting grade deposits (attending classes without being registered and having the instructor hold the grade until the semester in which the student registers).

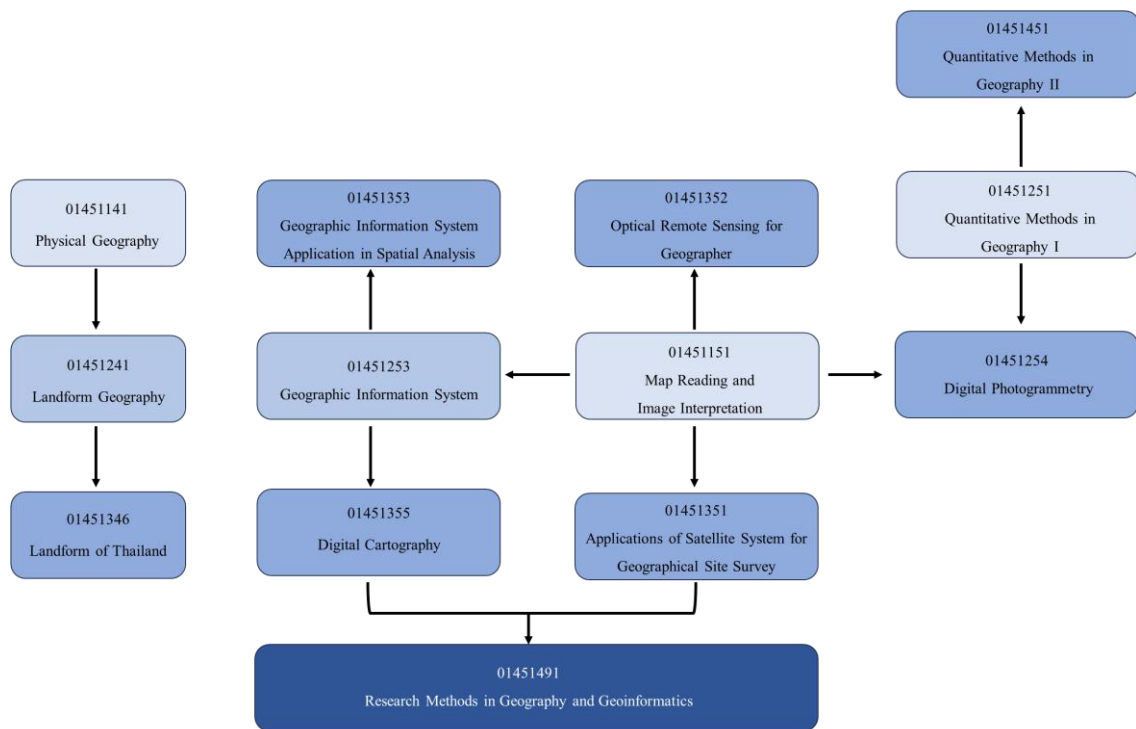


Figure 1 Flowchart for registering sequential courses that require passing prerequisites

## 5. Guidelines for Offering Required Major Courses

- Required courses, both in-field and out-of-field, are offered once per year. Therefore, if students fail or withdraw from a course (Drop or grade W), they must wait to register again in the following academic year.
- Failing a required course that serves as a prerequisite for sequential courses may result in students being unable to graduate within the prescribed 4-year period.

## 6. Guidelines for Offering In-Field Electives, Out-of-Field Electives, and Free Electives

- **In-field electives** Students must enroll in and pass at least 5 courses, totaling 15 credits.
  - The Program offers elective courses that students may select and enroll in freely according to their needs and interests. Students will begin taking these courses in the first semester of their third year.
  - Each course allows a maximum enrollment of seven students to ensure that students have equitable access to all courses offered. Students may request to enroll in additional courses; however, approval is subject to the course instructor's decision on whether to accept additional students.
  - If students choose to register for the practicum course (01451399), they need only take 4 additional in-field elective courses. Students must pass the courses and meet the grade point requirements as specified by the department (see details in Section 10).
- **Out-of-field electives or minor** Students are required to enroll in and pass at least five courses, totaling 15 credits, within a single field of study offered at the Bang Khen Campus. The selected courses must share the same first five digits of the course code, for example, 01455xxx, and must not be classified as University General Education courses. Students shall begin taking these courses in the first semester of their second year.
- **Free electives** Students must enroll in and pass at least 2 courses, totaling 6 credits, selected from the courses offered in that semester at the Bang Khen Campus, from any faculty or department.

## 7. Course Offerings During Summer Session

- The Program does not offer in-field courses during the summer session, except for the practicum course.
- Out-of-field courses offered during the summer session include General Education courses, foreign language courses, English courses, and free electives, subject to the class schedules determined by the relevant faculty, department, and the University.

## 8. Guidelines for Tuition Fee Deferment

Students are required to pay tuition and educational fees in accordance with the methods, procedures, and deadlines prescribed by the University. Approval for the deferral of

tuition and educational fee payment shall be under the authority of the Dean of the Faculty of Social Sciences. Such deferral may be granted for no more than one semester, in accordance with Kasetsart University Regulations B.E. 2559 (2016).

Students who wish to apply for an educational loan from the Student Loan Fund (SLF) may obtain the relevant documents from the Student Services and Welfare Section, Division of Student Affairs, 3rd Floor, Rapee Sagarik Building, during official working days and hours: Monday to Friday, 8:30 a.m.–4:30 p.m.

### **9. Conditions for Practicum Course Registration**

The Department has established conditions for registration in course 01451399 Practicum, which is an in-field elective. The practicum is to be undertaken during the summer session of the academic year in which the student is about to enter the 4th year. Details are as follows:

- Students must have passed course 01451253 Geographic Information System and 01451254 Digital Photogrammetry; and
- Students must have obtained a grade point average of no less than 2.00, or grade C or above, across all 3 courses.

### **10. Conditions for Special Problem Course Registration**

The Department has established conditions for registration in course 01451498 Special Problem, which is a required major course designated for the 4th year. The conditions are as follows:

- Students must have passed course 01451491 Research Methods in Geography and Geoinformatics.
- In the case where a student does not meet the above conditions, the student must wait to undertake the special problem with the next cohort.

### **11. Student Status and Termination of Student Status**

#### **11.1 Student Status**

- A regular student is one who has obtained a G.P.A. of no less than 2.00.
- A probationary student is one who has obtained a G.P.A. of less than 2.00.

## **11.2 Termination of Student Status**

Student status shall be terminated when:

- The student is deceased.
- The student resigns.
- The student lacks qualifications: has not completed upper secondary education or equivalent; or has committed serious misconduct; or is mentally incompetent; or has a serious communicable disease; or has been expelled from an educational institution for disciplinary violations.
- The student is concurrently enrolled at another public higher education institution, unless that institution is an open university.
- The student fails to register for courses or register to maintain student status within the first two weeks from the opening of the semester, unless granted deferment by the Dean.
- The student takes a leave of absence without permission.
- The student exceeds 2 times the number of academic years prescribed in the curriculum (4 years), i.e., exceeds 8 years, including semesters in which a leave of absence was taken.
- The student has a cumulative grade point average below 1.50, except during the first semester of a new student.
- The student has a cumulative grade point average below 1.75 for 2 consecutive regular semesters, excluding the first semester of a new student.
- The student is subject to disciplinary dismissal or expulsion.

Note: There are additional regulations under Kasetsart University Regulations 2016 that students are required to study further.

## **12. Student Discipline, Academic Regulations, Examinations, and Student Uniforms**

### **12.1 Student Discipline**

- 1) Students must strictly comply with the regulations and rules of the University.
- 2) Students must observe moral principles and Thai cultural norms at all times.
- 3) Students must refrain from any conduct that causes or may cause damage to themselves and the University.
- 4) Students must maintain unity among peers.

- 5) Students shall not consume alcohol or any intoxicating substances to the point of losing self-control, thereby causing disgrace to themselves, their parents, and the University.
- 6) Students shall not carry weapons or explosives while on University premises.
- 7) Students shall not engage in altercations with anyone, whether inside or outside the University.
- 8) Students shall not engage in any form of gambling on University premises.
- 9) Students shall not publish or distribute any printed materials or other media that may be offensive to others without permission from the University.
- 10) Students shall not organize any meetings or assemblies without approval from the Vice President for Student Affairs.
- 11) Students shall not damage University property.
- 12) Students shall not possess any illegal items.
- 13) Students shall not engage in delinquent behavior.
- 14) Students must present their student identification card immediately upon request by University officials.
- 15) Students must notify the University immediately of any change in household registration or residential address.

**12.2 Disciplinary Penalties** Disciplinary penalties for students who commit disciplinary offenses consist of 9 levels:

- 1) Warning.
- 2) Probation or conditional penalty.
- 3) Compensation for damages.
- 4) Suspension of studies for a period of 1 semester to 3 academic years.
- 5) Withholding of degree and diploma conferral for no more than 3 academic years.
- 6) Withholding of transcript and any certification issuance for no more than 3 academic years.
- 7) Withholding of degree certificate issuance for no more than 3 academic years.
- 8) Dismissal, with the transcript stating “dismissed.”
- 9) Expulsion, with the transcript stating “dishonorably expelled.”

### **12.3 Academic Regulations**

- 1) Students must enroll continuously every regular semester, unless granted temporary leave of absence by the Dean.

- 2) Students must pass all courses in which they are registered. If a student fails a free elective, another course may be substituted with approval from the Dean.
- 3) Students must study at the University for no fewer than 4 regular semesters and for a total duration not exceeding 2 times the number of academic years prescribed in the curriculum. Students must pass all courses and credits required by the curriculum and obtain a cumulative grade point average of no less than 2.00 to be eligible for a bachelor's degree, and no less than 3.00 to be eligible for a master's or doctoral degree.
- 4) If a student fails a prerequisite course, the student may enroll in the sequential course only by concurrently re-enrolling in the failed prerequisite. If the student fails the prerequisite again, enrollment in the sequential course shall be voided.
- 5) If a student is absent from any course without permission for more than 20 percent of total class hours, the student shall be disqualified from taking the final examination and shall be deemed to have failed that course.

#### **12.4 Examination Regulations**

- 1) For every examination, students must take the exam on the date, time, and at the location designated by the course instructor.
- 2) If a student is unable to attend due to necessity, the student must submit a petition through the course instructor within seven days and must complete the examination within thirty days from the date of absence. The student must pay a make-up examination fee of 20 baht per credit.
- 3) For every examination, students must use the examination paper provided by the course instructor. Examination papers shall not be taken out of the examination room.
- 4) Students must comply with examination regulations as instructed by the examination proctor. Any act of cheating or attempted cheating in an examination by any means shall result in failure of that course.
- 5) Attempted cheating in an examination, such as failure to comply with examination regulations or instructions of the examination proctor, or bringing documents related to the examination subject into the examination room whether intentionally or unintentionally, shall be punished by suspension for 1 semester.

- 6) Cheating in an examination, such as using any documents related to the examination subject, copying during the examination, copying another person's answers, allowing others to copy one's answers, or taking an examination on behalf of another person, shall be punished by suspension for 1 academic year. A second offense shall result in expulsion.

### **12.5 Student Uniforms**

- 1) Regular student uniform / regular class attire is detailed as follows, as shown in Figure 2.

(1) Female Student Attire

- Plain white front-opening blouse with no back yoke, non-fitted, with straight sleeves extending no more than 5 centimeters above the elbow. Silver braided metal buttons bearing the Phra Phirun Songnak emblem. No collar button fastened. Blouse tucked into skirt. Kasetsart University emblem pin worn on the right side of the blouse, aligned with the second button.
- Navy blue, dark navy, or black skirt of modest style and cut, no more than 5 centimeters above the knee, or ankle-length with hemline no lower than 10 centimeters above the ankle.
- Black leather belt with silver metal buckle bearing the Phra Phirun Songnak emblem.
- Black, brown, or white closed-heel or strap-heel shoes of modest style.
- First-year students shall wear white socks and white closed-heel shoes.

(2) Male Student Attire

- Plain white short-sleeved or long-sleeved front-opening shirt, non-fitted, without patterns or prints. Shirt tucked into trousers.
- Navy blue, dark navy, or black long trousers of modest style and cut.
- Black leather belt with buckle bearing the Kasetsart University emblem.
- Black, brown, or white closed-heel shoes of modest style, worn with socks.
- First-year students shall wear a green necktie with the Phra Phirun Songnak emblem pin.
- Neat hairstyle. Mustaches and beards are not permitted.



Figure 2 Regular Student Uniform / Regular Class Attire

Source: Division of Student Affairs

2) Ceremonial student uniform / Royal Ceremony attire is detailed as follows, as shown in Figure 3.

*Ceremonial attire refers to attire worn at official ceremonies of the faculty and the university.*

(1) Female Student Attire

- Plain white front-opening blouse with no back yoke, non-fitted, with straight sleeves extending no more than 5 centimeters above the elbow. Silver braided metal buttons bearing the Phra Phirun Songnak emblem, with collar button fastened. Blouse tucked into skirt. Kasetsart University emblem pin worn on the right side of the blouse, aligned with the second button.
- Navy blue, dark navy, or black skirt of modest style and cut, knee-length or ankle-length with hemline no lower than 10 centimeters above the ankle.
- Black leather belt with silver metal buckle bearing the Phra Phirun Songnak emblem.
- Black or brown leather closed-heel shoes of modest style.

(2) Male Student Attire

- Plain white long-sleeved front-opening shirt, non-fitted, without patterns or prints. Shirt tucked into trousers.
- Navy blue, dark navy, or black long trousers of modest style and cut. Jeans are not permitted.
- Black leather belt with buckle bearing the Kasetsart University emblem.
- Black or brown leather closed-heel shoes of modest style, worn with socks.
- Green necktie with the Phra Phirun Songnak emblem.

*Attire for Royal Ceremonies*

(1) Female Student Attire

- Plain white front-opening blouse with no back yoke, non-fitted, with straight sleeves extending no more than 5 centimeters above the elbow. Silver braided metal buttons bearing the Phra Phirun Songnak emblem, with collar button fastened. Blouse tucked into skirt. Kasetsart University emblem pin worn on the right side of the blouse, aligned with the second button.
- Dark navy skirt of modest style and cut, extending 5 centimeters below the knee.
- Black leather belt with silver metal buckle bearing the Phra Phirun Songnak emblem.
- Black leather closed-heel shoes, worn with skin-tone stockings.

(2) Male Student Attire

- Plain white long-sleeved front-opening shirt, non-fitted, without patterns or prints. Shirt tucked into trousers.
- Dark navy long trousers of modest style and cut. Jeans are not permitted.
- Black leather belt with buckle bearing the Kasetsart University emblem.
- Black leather closed-heel shoes of modest style, worn with socks.
- Green necktie with the Phra Phirun Songnak emblem.

- Note: Students assigned special duties at Royal Ceremonies shall dress as specified by the supervising instructor for that ceremony.



Figure 3 Ceremonial Student Uniform / Royal Ceremony Attire

Source: Division of Student Affairs

- 3) Physical Education Activity Uniform: attire for physical education courses is shown in Figure 4. For laboratory sessions and field practicum of various faculties, attire shall be as specified by the department teaching the respective course and may be worn only during class hours of that course. Attire for students of various religions shall be accommodated in accordance with the rules of the respective religion.

In accordance with Kasetsart University regulations, announced on June 4, 2002, the right to deny services to students who do not dress in compliance with the above regulations shall be enforced as follows:

- 1) Administrative offices of Kasetsart University shall refuse to conduct official business and shall deny services.
- 2) Academic advisors and course instructors shall refuse contact and shall not provide consultation on any matter.
- 3) Course instructors shall not permit entry into the classroom.
- 4) The examination proctor shall deny entry to the examination room for that course.



Figure 4 Physical Education Activity Uniform

Source: Division of Student Affairs

### 13. Requesting and Approving Degree Conferral

Students may request degree conferral when:

- 1) All courses required by the program curriculum have been completed, and the cumulative grade point average (GPAX) is not lower than 2.00. If the GPAX does not reach 2.00, students are entitled to request an associate degree.
- 2) A petition expressing intent to receive a degree or associate degree is submitted within 30 days from the first day of classes in the final semester in which students expect to complete all credits required by the curriculum. The Dean shall consider and nominate those eligible to receive a degree or associate degree.
- 3) Students have no outstanding debts to the department, faculty, or university.
- 4) Students have maintained conduct that does not violate university regulations;  
and
- 5) The University Council shall consider and approve the conferral of degrees or associate degrees.

The commencement ceremony is held once per year. Normally, Kasetsart University holds the Royal Commencement Ceremony in October of every year.

## **14. Eligibility for Nomination to the Royal Commencement Ceremony**

Students who wish to be eligible for nomination to the Royal Commencement Ceremony must comply with university regulations as follows:

14.1 Structure of student activities that students must participate in to be eligible for nomination to the Royal Commencement Ceremony:

- 1) No fewer than 3 university activities.
- 2) No fewer than 4 competency-building activities, comprising:
  - No fewer than 1 moral and ethical development activity.
  - No fewer than 1 analytical and learning skill development activity.
  - No fewer than 1 interpersonal relationship and communication skill development activity; and
  - No fewer than 1 health development activity.
- 3) No fewer than 1 social service activity.

Students must participate in no fewer than 8 co-curricular activities covering all activity categories to be considered as having met the criteria under Kasetsart University Regulations on Undergraduate Studies, Kasetsart University, 2016.

14.2 Students must take the KU–EXITE English language test or a university-approved English language test, which serves as a proficiency assessment for third-year students of Kasetsart University. All students are required to take the test. Failure to take the test or to pass a university-approved English language examination will result in ineligibility to attend the Royal Commencement Ceremony. For test registration, a list of third-year students will be announced for verification approximately 1–2 months before the test date. If a student’s name is missing, omitted, or misspelled, the student may contact the faculty directly to request corrections within the specified period. There is no fee for taking the KU–EXITE test. In addition, students may request to use scores from other English language examinations for equivalency with KU–EXITE scores. Details can be verified at the Language Testing Center, Faculty of Humanities (<http://ku-ept.human.ku.ac.th/?q=th/node/59239>).

## **15. Scholarships and Awards for Students**

### **15.1 Awards and Scholarships of Kasetsart University**

- 1) Students who receive a grade of A in at least 5 courses with no fewer than 12 credits shall be granted a tuition fee waiver for the following regular semester (summer session is excluded). Students must request verification and obtain

the “tuition fee waiver” stamp on the registration card (KU1) before paying fees.

- 2) Students who meet the qualifications under the Regulations on Promoting Good Values among Students, Article 5 of the Regulations on Promoting Good Values among Students, 1994, and who possess outstanding qualifications or have demonstrated exceptional abilities in various areas, shall receive a certificate of honor, a tuition fee waiver, or other awards as determined by the university. A student selection evaluation committee, appointed by the University President, shall consider qualifications and abilities in various areas. The faculty shall nominate students for consideration for outstanding student awards, outstanding conduct awards, outstanding co-curricular activity awards, and outstanding creativity and innovation awards. Recipients shall be granted a waiver of university maintenance fees and tuition fees.
- 3) Academic Excellence Award: Students shall be eligible for the Academic Excellence Award when the cumulative grade point average for that particular academic year is 3.50 or above. Registered courses must not include any repeated courses due to failure or courses previously registered on a non-credit (Audit) basis. Students in the final year of each program are not eligible for the Academic Excellence Award.

### **15.2 Awards and Scholarships of Faculty of Social Sciences**

Faculty of Social Sciences, Kasetsart University, opens applications for various types of scholarships for students of Faculty of Social Sciences as follows:

- 1) Financial Hardship Scholarship: For students experiencing financial difficulties, Faculty of Social Sciences will open applications (for Regular Program students only) to receive scholarships. The Student Affairs Division of Faculty of Social Sciences will announce through the Faculty of Social Sciences Facebook page for departments to nominate students for consideration and interview by the committee.

- 2) Faculty of Social Sciences Alumni Association Scholarship, Kasetsart University: Applications will be open for students (both Regular Program and Special Program) to receive scholarships. Faculty of Social Sciences will announce through the Faculty of Social Sciences Facebook page for departments to nominate students for consideration and interview by the committee.

### **15.3 Scholarships of the Bachelor of Science Program in Geography (Special Program)**

Applications for project teaching assistants (TA) are open every semester, subject to conditions set by the program and the decision of the committee. Application announcements can be followed through the program.

### **15.4 Honors**

Academic qualifications for students to receive an honors degree:

- 1) Must not have failed any course throughout the program.
- 2) Must not have repeated any course to change the cumulative grade point average (regrade).
- 3) Must not have repeated any course for credit that was previously registered on a non-credit basis.
- 4) Must have a cumulative grade point average of 3.50 or above for first-class honors, and 3.25 or above for second-class honors.
- 5) Must have completed studies within the number of years specified in the curriculum.
- 6) Must not be a student who has received course equivalency, except for courses from Kasetsart University and not through equivalency by means of re-admission examination, re-selection, or admission selection. Graduates who receive an honors degree are entitled to wear the honors insignia.
- 7)

## **16. Regulations for Use of Laboratories and Borrowing of Equipment and Supplies**

### **16.1 Regulations for Use of Geography Laboratory**

- 1) Students using the geography laboratory must pay a usage deposit of 1,000 baht per semester. The department shall retain 100 baht from this amount for equipment maintenance expenses. The remaining deposit of 900 baht shall be refunded to students when all computers and equipment are returned in their original condition.
- 2) If any computer or equipment is lost, damaged, or broken due to the student's own actions, the student shall be responsible for replacing the equipment with items of equal or better standard to restore it to its original condition.
- 3) Before and after using computers or any equipment in the laboratory, students must inspect the condition of computers and equipment to verify they are in

good working order. If any problem is found, report it to the instructor immediately. Failure to report beforehand shall be deemed the responsibility of the student.

- 4) Removing, replacing, installing, or relocating equipment or computers without permission is prohibited. Taking any equipment or computers out of the geography laboratory is strictly forbidden.
- 5) If any computer or equipment malfunction is found, report it to the instructor immediately.
- 6) Downloading files, copying, or installing any software not already on the computer is prohibited. If absolutely necessary, permission must be obtained from the instructor each time.
- 7) Opening inappropriate files, data, or images is prohibited.
- 8) Food, snacks, and beverages are not permitted in the laboratory, except for water bottles with secure caps. Students must exercise caution when drinking water and must not cause damage to the laboratory, computers, or any equipment.
- 9) Making loud noises, playing music, or engaging in any activities that produce noise disturbing others in the geography laboratory is prohibited.
- 10) Students must dress appropriately and remove shoes in an orderly manner at all times.
- 11) Students in each course using the geography laboratory must sit at the same assigned seat throughout the semester and must record usage information as evidence each week.
- 12) Use computers with care. Writing or marking on any equipment is strictly prohibited.

### **16.2 Regulations for Borrowing GPS Devices**

Borrowers of handheld GPS devices, which are equipment belonging to Department of Geography, Faculty of Social Sciences, Kasetsart University, must comply with the following regulations:

- 1) Each individual may borrow no more than 1 device at a time, or no more than 2 devices per group.
- 2) For borrowing devices for laboratory coursework, the loan period shall not exceed 1 day (9:00 a.m. – 4:00 PM) or as scheduled in the class timetable.

- 3) For borrowing devices for other coursework, such as special problem, the loan period shall not exceed 1 week per borrowing.
- 4) Borrowing must be endorsed by the course instructor or special problem advisor in accordance with the intended purpose of use, and must be approved by the department head of Geography prior to each borrowing. Students may contact the GPS supervising instructor to obtain the required documents.
- 5) For every borrowing, before leaving the borrowing room, the borrower must inspect all equipment and bring batteries (2 AA batteries) to test the device each time (checking whether equipment is damaged, broken, or functional, and whether all accessories are complete). Once the device has been borrowed, the department shall not be responsible for any damage under any circumstances, and the borrower shall bear full responsibility for all damages incurred.
- 6) Upon returning the device, the borrower must power on, power off, and test the device for inspection by the responsible instructor each time. If the device is returned past the agreed deadline, a late fee of 100 baht per day per device shall be charged.
- 7) If any problem or damage occurs during use of the device, the borrower must notify the department each time.
- 8) Fines for damaged or broken equipment are as follows:
  - 9) Handheld GPS device: 25,000 baht per unit
  - 10) Data download cable: 500 baht per cable
  - 11) Manual: 500 baht per copy
  - 12) Device lanyard: 500 baht per strap
  - 13) Computer virus infection: actual repair costs shall be reimbursed
- 14) If the borrower is not a student or is not a staff member of the department, a written request for borrowing approval must be submitted to the department, with a borrowing fee of 500 baht per day per device. All regulations above must be fully observed.

## 17. Important Information Resources

Faculty of Social Sciences	<a href="http://soc.ku.ac.th">http://soc.ku.ac.th</a>
Faculty of Social Sciences Information Service System	<a href="https://service-soc.ku.ac.th">https://service-soc.ku.ac.th</a>
Department of Geography	<a href="http://geo.soc.ku.ac.th">http://geo.soc.ku.ac.th</a>
Facebook: Department of Geography	<a href="https://www.facebook.com/official.Geography.KU">https://www.facebook.com/official.Geography.KU</a> <a href="https://www.facebook.com/geogclubkaset/">https://www.facebook.com/geogclubkaset/</a>
Facebook Group: Geography-64	<a href="https://www.facebook.com/groups/754041348616648">https://www.facebook.com/groups/754041348616648</a>
Office of the Registrar	<a href="https://registrar.ku.ac.th/">https://registrar.ku.ac.th/</a>
Student Information System	<a href="https://stdregis.ku.ac.th/">https://stdregis.ku.ac.th/</a>
Division of Student Affairs	<a href="http://www.sa.ku.ac.th">http://www.sa.ku.ac.th</a>
Co-curricular Activities	<a href="http://nisit.kasetsart.org">http://nisit.kasetsart.org</a>
Student Loan Fund (SLF)	<a href="http://www.sw.sa.ku.ac.th">http://www.sw.sa.ku.ac.th</a>

## 18. Student Petition Submission System

To submit petitions, students of Faculty of Social Sciences, Kasetsart University, shall access the Faculty of Social Sciences Information Service System (<https://service-soc.ku.ac.th>). Students must first register and complete their personal profile in the system using the same username and password assigned by Kasetsart University. The steps students should be aware of are as follows:

- 1) Students log in using their Kasetsart University account.
- 2) Personal Information: Students must fill in all personal details completely, then click save.
- 3) Academic Information: Select current program and enter all student information completely, then click save.
- 4) Menu – Petition Documents: Select “Create New Petition,” choose the petition type, attach documents (if any), and provide the reason for the petition. \*\* Caution: If information is incomplete or supporting documents are not attached, the petition submission will not be successful and may cause the student to miss the submission deadline. Therefore, all information must be filled in with care.
- 5) If students require assistance with the system, select “Request Assistance” and specify the question or issue for which help is needed. Students are requested to use polite and courteous language when using online communication tools.

## **19. Introduction to Department of Geography Personnel**

### **19.1 Faculty members of the Department of Geography, Faculty of Social Sciences, Kasetsart University: 11 persons**

#### **1) Dr. Chutipong Romsonthi (Head of Department of Geography)**

##### **Educational Qualifications**

- B.Sc. (Geography), Faculty of Social Sciences, Kasetsart University
- M.Sc. (Watershed and Environmental Management), Faculty of Forestry, Kasetsart University
- Ph.D. (Soil Science), Faculty of Agriculture, Kasetsart University

#### **2) Asst. Prof. Dr. Chomchid Phromsin (Deputy Head of Department of Geography and Director of Bachelor of Science Program in Geography, Special Program)**

##### **Educational Qualifications**

- B.A. (Geography), second-class honors, Faculty of Social Sciences, Kasetsart University
- M.Sc. (Geography of Human Settlement Planning), Faculty of Social Sciences, Kasetsart University
- D.Tech.Sc. (Remote Sensing and GIS), Asian Institute of Technology (AIT), Thailand

#### **3) Asst. Prof. Dr. Poonsak Maiphokasap (Deputy Head of Department of Geography)**

##### **Educational Qualifications**

- B.A. (Geography), Kasetsart University, first-class honors
- LL.B. (Law), Ramkhamhaeng University
- M.S. (Remote Sensing and Geographic Information System), Asian Institute of Technology
- Ph.D. (Remote Sensing and Geographic Information System), Asian Institute of Technology

#### **4) Dr. Sopana Jantawong, (Department Secretary)**

##### **Educational Qualifications**

- B.S. (Technology for Marine and Coastal Resources Management), Walailak University

- M.S. (Sustainable Land Use and Natural Resource Management), Kasetsart University
- Ph.D. (Sustainable Land Use and Natural Resource Management), Kasetsart University

**5) Asst. Prof. Dr. Thapthai Chaithong (Secretary of Bachelor of Science Program in Geography, Special Program)**

**Educational Qualifications**

- B.Eng. (Civil Engineering), King Mongkut's University of Technology North Bangkok, 2013
- M.Eng. (Civil Engineering), Kasetsart University, 2015
- Ph.D. (Human security and environment) Tohoku University, Japan, 2019

**6) Assoc. Prof. Dr. Puntip Jongkroy**

**Educational Qualifications**

- B.A. (Geography), Kasetsart University
- M.U.R.P. (Regional Planning), Chulalongkorn University
- M.A. (Urban Management), Erasmus University Rotterdam/ IHS, the Netherlands
- Ph.D. (Geography), Copenhagen University, Denmark

**7) Asst. Prof. Dr. Ponthip Limlahapun**

**Educational Qualifications**

- B.Sc. (Rural Technology), Thammasat University
- M.A. (Geography), Western Michigan University
- Ph.D. (Environmental, Media and Governance) Keio University

**8) Asst. Prof. Dr. Theeraporn Chuenpee**

**Educational Qualifications**

- B.Sc. (General Science), Kasetsart University
- M.Sc. (Earth Science and Technology), Kasetsart University
- D.Eng. (Geosciences, Geotechnology, and Materials Engineering for Resources), Akita University

**9) Dr. Kulapramote Prathumchai**

**Educational Qualifications**

- B.A. (Geography), Kasetsart University
- M.S. (Remote Sensing and GIS), Asian Institute of Technology
- Ph.D. (Remote Sensing and GIS), Asian Institute of Technology

**10) Dr. Settawut Bamrunghul**

**Educational Qualifications**

- B.A. (Geography), First-Class Honour, Chulalongkorn University
- M.S. (Architecture), Chulalongkorn University
- D.Eng. (Architecture), Hiroshima University

**11) Dr. Nutnaree Thongrueang**

**Educational Qualifications**

- B.S. (Geography), Kasetsart University
- M.S. (Remote Sensing and GIS), Asian Institute of Technology
- Ph.D. (Environmental Studies), Tohoku University

**19.2 Support staff of the Department of Geography, Faculty of Social Sciences, Kasetsart University: 3 people**

**1) Ms. Jitdapa Atmune (General Administrative Officer, Department of Geography)**

**Educational Qualifications:** B.Sc. (Agricultural Economics), Faculty of Economics, Kasetsart University

**2) Ms. Patcha Kerdsuk (General Administrative Officer, B.Sc. Geography Special Program)**

**Educational Qualifications:** Bachelor's Degree, Business Administration, Marketing, Rajamangala University of Technology Thanyaburi

**3) Ms. Hassaya Huangsuwannakorn (General Administrative Officer, B.Sc. Geography Special Program)**

**Educational Qualifications:** Bachelor's Degree, Science, Microbiology, King Mongkut's University of Technology Thonburi