



Naresuan University Announcement

Subject: Criteria and Procedures for Credit and Academic Record transfer at the Graduate Level

.....

In order to ensure the smooth process of credit and academic record transfers at the graduate level, in accordance with the Announcement of the Commission on Higher Education Standards regarding the Criteria and Procedures for Credit and Academic Record Transfers at the Higher Education Level, B.E. 2565 (2022).

By virtue of the authority stipulated in Sections 20, 21, and 37 of the Naresuan University Act, B.E. 2533 (1990), and in conjunction with Articles 19 and 26 of the Naresuan University Regulations on Graduate Studies, B.E. 2565 (2022), and pursuant to the resolution of the Academic Council in Meeting No. 11/2566, held on 23 November 2023, the criteria and procedures for credit and academic record transfer at the graduate level are hereby established as follows:

Article 1: This announcement shall be titled "Naresuan University Announcement on Criteria and Procedures for Credit and Academic Record Transfer at the Graduate Level."

Article 2: This announcement shall take effect from the day following its publication.

Article 3: The following announcements are hereby repealed:

(1) The Naresuan University Announcement on Criteria for Graduate-Level Credit Transfer, dated 26 July 2013.

(2) The Naresuan University Announcement on Criteria for the Transfer of Courses Completed under the Graduate Certificate Program into Graduate Programs, dated 26 September 2018.

Article 4: For the purposes of this announcement:

"Formal Education" refers to education organized by higher education institutions with a set objective, methodology, curriculum, duration, and criteria for assessment and evaluation, which serve as the conditions for successful completion of the program.

"Non-formal Education" refers to education that offers flexibility in setting objectives, formats, educational methodologies, duration, and criteria for assessment and evaluation, which are essential conditions for program completion. The content and curriculum must be appropriate and aligned with the issues and needs of specific groups of individuals.

"Informal Education" refers to education that allows learners to acquire knowledge independently based on their interests, abilities, readiness, and opportunities, through learning from individuals, experiences, society, the environment, media, or other sources of knowledge.

"Graduate Certificate Program" refers to an academic service project offered to the general public seeking to enhance their knowledge by enrolling in graduate-level courses under the university's teaching and learning system and standards. Participants may transfer these courses as part of their graduate studies through the accumulation of credits (Collective Credit).

"Short Course Program or Certificate Program" refers to a program designed to provide knowledge, skills, and abilities in specific tasks or activities that meet particular needs. The program has clear learning outcomes that can be tested and evaluated through various methods.

"Academic Performance" refers to the knowledge, skills, ethics, and personal attributes acquired through formal education, which can be expressed as letter grades or grade point values used to calculate academic scores or cumulative grade point averages.

"Learning Outcomes" refers to the results achieved by learners through the learning process, derived from education, training, or experiences gained from practical training or real-world learning in the workplace during the course of study.

"Learner" refers to an individual who gains knowledge through formal education, non-formal education, informal education, the Graduate Certificate Program, or short course programs.

Article 5: Qualifications for Credit and Academic Record Transfer

The applicant must have been selected for admission to a graduate program at Naresuan University.

Article 6: Credit Transfer and Academic Record Transfer Committee

The Dean of the Graduate School shall appoint a committee to consider credit transfer and academic record transfer requests, as follows:

- (1) The Dean of the Graduate School shall serve as the Chair of the Committee.
- (2) The Associate Dean for Academic Affairs or the Associate Dean responsible for graduate studies of the receiving faculty shall serve as a committee member.
- (3) The Head of the Department, Head of the Program, or a representative of the receiving faculty shall serve as a committee member.
- (4) The Associate Dean for Academic Affairs of the Graduate School shall serve as a committee member and Secretary.

(5) The Head of Academic Affairs of the Graduate School shall serve as a committee member and Assistant Secretary.

The Committee for Credit and Academic Record Transfer shall have the responsibility to consider requests for credit and academic record transfers in accordance with the criteria set forth in Articles 8 and 9.

Article 7: Procedure for Credit and Academic Record Transfer Requests

(1) **Submission of Transfer Request:** The student shall submit a request for credit transfer, along with a transcript of the courses they wish to transfer, and a detailed description of the courses they have completed and the courses they wish to transfer.

(2) **Appointment of Committee:** The Graduate School shall appoint a committee to consider the credit transfer request as specified in Article 6.

(3) **Committee Meeting:** The Graduate School shall convene the Committee for Credit and Academic Record Transfer to review the request for credit and academic record transfer.

(4) **Dean's Approval:** The Dean of the Graduate School shall approve the results of the credit transfer.

(5) **Confirmation of Transfer:** The student shall receive the approval document, pay the transfer fee at the Finance Department, and submit the documents to the Academic Affairs Division for record-keeping.

Article 8: The credit and academic record transfer process shall be conducted under the following criteria:

(1) Criteria for Credit Transfer from Formal Education:

(a) The course or group of courses must be part of a higher education program or its equivalent, accredited by the Commission on Higher Education or a legally authorized state agency, or part of the Graduate Certificate Program.

(b) The course or group of courses proposed for transfer must substantially cover the content of the course or group of courses for which the transfer is being requested.

(c) The course or group of courses proposed for transfer must have a credit value not less than that of the course being transferred, and the transfer shall be made for an equivalent number of credits to the course or group of courses being transferred.

(d) The academic performance in the course or group of courses proposed for transfer must have a grade not lower than 3.00 on a 4.00 scale or its equivalent, or a grade of "S".

(e) Thesis courses from other higher education institutions cannot be transferred.

(f) Courses or groups of courses transferred from Naresuan University's formal education programs and Graduate Certificate Programs can be included in the calculation of the cumulative grade point average.

(g) Courses or groups of courses transferred from other higher education institutions cannot be included in the calculation of the cumulative grade point average.

(2) Criteria for Credit Transfer from Non-formal Education, Informal Education, and Short Course Programs:

(a) The individual requesting the transfer must have learning outcomes that align with the desired learning outcomes of the course or group of courses for which the transfer is being requested.

(b) The learning outcomes requested for transfer are not restricted by the time spent in learning and accumulating experience, but they must be current with the academic advancements in the field of study for which the transfer is being requested.

(c) The course or group of courses proposed for transfer must have a credit value not less than that of the course being transferred, and the transfer shall be made for an equivalent number of credits to the course or group of courses being transferred.

(d) Learning outcomes transferred from non-formal or informal education cannot be included in the calculation of the cumulative grade point average.

In the case of short courses organized by Naresuan University, the academic performance may be included in the calculation of the cumulative grade point average. If this is not possible, it shall be handled in accordance with Article 9(4).

In this regard, credit transfers from formal education, non-formal education, informal education, and short courses not organized by Naresuan University shall not exceed half of the total credits required for the receiving program. Consideration must be given to producing graduates that meet the desired outcomes and align with the University's areas of expertise. In cases of credit transfer from education programs organized by Naresuan University, transfers may exceed the specified limit.

Credit transfers from one institution to another cannot be further transferred to another higher education institution.

The transfer must be recorded in the transcript, indicating that the course or group of courses has been transferred.

Article 9: Criteria and Procedures for Credit Transfer Testing and Evaluation

The methods used for testing and evaluation for credit transfer must be of high quality, standardized, transparent, and equitable. They must align with academic and societal developments, while also considering the individual needs of each person. The minimum requirements must be evaluated on a case-by-case basis:

(1) **Credit transfer from formal education and the Graduate Certificate Program:** Consideration must be given to the desired learning outcomes, core content, credit hours, teaching hours, and the results of student assessments and evaluations.

(2) **Credit transfer from non-formal education and short courses:** Consideration must be given to the desired learning outcomes, core content, teaching hours,

assessment and evaluation methods, educational formats and approaches, instructor qualifications, student assessment results, supporting documents from the educational institution, and the background and performance of the institution providing the education.

(3) **Credit transfer from informal education:** Consideration must be given to the learning outcomes derived from experience records, details about the sources of the learner's experiences, and the comparison of those experiences to the desired learning outcomes of the course or group of courses.

(4) **Credit transfer cannot be evaluated based on the criteria outlined in Article 8, Article 9(1), Article 9(2), or Article 9(3):** The university may conduct a competency assessment.

Article 10: The recording of academic results from credit transfers for specific courses or groups of courses shall be documented according to the evaluation methods used. This includes: credits exempted from courses previously studied at higher education institutions, credits earned through examinations, credits obtained from the submission of portfolios, credits acquired from standardized tests, and credits gained from assessments or training conducted by various agencies, among others.

Article 11: The recording of academic results shall be carried out according to the following evaluation methods:

(1) Credits earned from Naresuan University and other educational institutions shall be recorded as follows:

(a) Credits earned from studies at Naresuan University shall be marked with "CA" (Credit from Academic Institution) after the course name, along with the grade received.

(b) Credits earned from other higher education institutions shall be marked with "CA" (Credit from Academic Institution) after the course name, without specifying the grade.

(2) Credits earned from non-formal education and informal education shall be recorded as "CT" (Credit from Training).

Article 12: The President shall be responsible for the enforcement of this announcement. In the event of any issues arising from its implementation or matters not specified herein, the President shall have the authority to resolve such issues. The President's decision shall be deemed final.

Announcement Date: 12 February 2024

Associate Professor Dr. Sarintip Tantanee
Acting President of Naresuan University