



B.E. International Program

Faculty of Economics, Thammasat University



Registration Schedule & Registration Instructions

Please read carefully. For any questions, please contact the B.E. program in person
or at patcharapim@econ.tu.ac.th

Registration and Semester 2/2015 Schedule

Activities	Time Period
Pre- Registration period (Via BE Portal)	November 9 - 12, 2015
Registration period (Via Reg TU)	December 1 – 4, 2015
Tuition payment period	December 1 - 8, 2015
First day of class for Semester 2/2015	January 18, 2016
Add-drop period	January 18 - February 1, 2016
Tuition payment period	January 18 - February 2, 2016
Mid-term Examination Period	March 7 - 12, 2016
Withdrawal period with “W” on record	March 23 - 28, 2016
Last day of class for Semester 2/2015	May 14, 2016
Final exam period	May 16 - June 1, 2016

Pre – Registration (via BE-Portal), Registration (via Reg TU) and

Fee Payment Schedule for Semester 2/2015

Student ID	Pre - Registration	Registration	Fee Payment
55xxx	Monday, November 9, 2015 9 AM – 11.59 PM	Tuesday, December 1, 2015 9 AM – 11.59 PM	December 1 - 8, 2015 9 AM – 8 PM at any Kasikorn Bank’s service counter.
56xxx	Tuesday, November 10, 2015 9 AM – 11.59 PM	Wednesday, December 2, 2015 9 AM – 11.59 PM	
57xxx	Wednesday, November 11, 2015 9 AM – 11.59 PM	Thursday, December 3, 2015 9 AM – 11.59 PM	
58xxx	Thursday, November 12, 2015 9 AM – 11.59 PM	Friday, December 4, 2015 9 AM – 11.59 PM	

Understand “Pre-registration” and “Registration”

- Student registration will be considered a “complete” registration only if the students have successfully pre-registered via BE Portal and registered via reg.tu.ac.th on the date corresponding to those announced by the program.
- Pre-registration must be proceeded the same way with registration on reg.tu.ac.th. All students are required to (1.) pre-register via BE Portal in order to reserve quotas for the particular courses during 9-12 November 2015 and (2.) register via reg.tu.ac.th to confirm their registration and make payment during 1-4 December 2015.
- Student who have successfully pre-registered via BE Portal will be reserved quotas for the particular courses on reg.tu.ac.th. And on the registration day, students must repeat the whole process again on reg.tu.ac.th to print the payment bills.

Pre - Registration (BE Portal) Instructions

1. Students must carefully check their intended to registered courses, time tables as well as the relevant examination dates which are all provided in the ‘INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 2/2015’ in BE-Moodle.

2. The online pre - registration via BE portal website (<http://be-portal.econ.tu.ac.th/>) will be officially accessible from 9.00 of Nov 9th to 23.59 of Nov 12th

3. Students must carefully check the prerequisites for courses. If the students have not completed the prerequisites the system would automatically cancel their registration.

4. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.

5. Students who fail to pre-register via BE-Portal during their assigned pre-registration periods will not be able to register on reg.tu.ac.th until Add-Drop period. Also, 45 baht late registration fee will be applied on registration during Add-Drop period.

Student in special cases including (1.) outbound exchange students whose exchange study’s transcripts have not been updated in reg.tu.ac.th before the pre-registration period, (2.) students who want to Audit courses and (3.) students who need instructor’s consents to enroll the courses, must also successfully proceed the pre-registration to reserve seats and need to submit request forms to BE office. All request forms must be submitted at BE office not later than **Friday, November 20, 2015**. The forms can be downloaded from ‘DOWNLOADABLE FORMS’ link in BE-Moodle. Lists of documents needed to be submitted for each case are as followed:

5.1 Outbound exchange students whose exchange study’s transcripts have not been updated in reg.tu.ac.th (or have not submitted Credit Transfer Form to BE office before the pre-registration period) must submit (i.) General request form (with advisor’s approval), (ii.) Credit Transfer Form and (iii.) Transcript (printed from reg.tu.ac.th).

5.2 Students who want to Audit any courses must submit (i.) General request forms (with advisor’s and instructor’s approval) and (ii.) Transcripts (printed from reg.tu.ac.th)

5.3 Students who would like to register courses that require instructor’s consent must submit (i.) General Request Form (with advisor’s and instructor’s approval) and (ii.) Transcript (printed from reg.tu.ac.th)

6. Students who have any registering problems other than aforementioned, for example financial shortage, overlapped schedule or any failure to register any courses and wish to be specifically considered must submit the following documents before **Friday, November 20, 2015**: (i.) General Request Form (with advisor's approval) and (ii.) Transcript (printed from reg.tu.ac.th).

****The program will not be responsible for any delays or requests that fail to attach the required documents.****

- Procedure of consideration

The requests will be individually considered. Any declines or approvals are based on the meticulous consideration. The program will be announcing those names who have been approved on BE-Moodle.

- Students whose requests are approved will be automatically reserved quotas on reg.tu.ac.th. On the registration date, the students must register all pre-registered courses (same courses as they pre-registered via BE Portal) and add the approved courses on the registration date.

Note: Students who are not able to hand in the request forms personally must notify the office by emailing patcharapim@econ.tu.ac.th or calling the program within the relevant period.

7. We strongly suggest that you take the time to read the Online Registration Manual carefully.

Registration (Reg TU) Instructions

1. Students must carefully check their intended to registered courses, time tables as well as the relevant examination dates which are all provided in the 'INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 2/2015' in BE-Moodle.

2. The online registration via university website (www.reg.tu.ac.th) will be officially accessible from 9.00 of Dec 1st to 23.59 of Dec 4th

3. Students must complete all prerequisites for courses.

4. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.

5. Students are allowed to register only the courses they have pre-registered on BE Portal. Any courses other than their pre-registered courses lists will be unpermitted. Students will be able to change (add) other courses during Add-Drop period.

6. Payment can be made in cash by submitting an invoice with barcode at any Kasikorn Bank service counter. Kasikorn Bank will report your payment to the B.E. office and students need not deliver the transfer slip to the B.E. office.

7. Students are allowed to register only the date corresponding to those announced by the program. The confirmations of their registrations are final, hence, cannot be revised or edited. Any changes are possible again during the Add-Drop period.

8. Any students fail to make the payment in time, specified by the program will be subjected to the cancellation of all courses registered. The students will need to register again during the Add-Drop period and will be subjected to a fine of THB45/day for not being able to register in time.

Note that courses that can be registered are only those with available seats left, the program will not be responsible if the intended to registered courses are full.

12. We strongly suggest that you take the time to read the Online Registration Manual carefully.

Cautions

1. Students are required to register EE-titled courses and/or General Education courses section 1-2/ TU-titled courses/ compulsory courses i.e. AC201, FN201, ST216, ST217, MA216, MA217 more than a half of the courses intended to register in each semester.

***** Exception:** Only for the fourth year students, if needed, must hand in the request for approval of violation of restrictions in registering. The required documents include:

- General Request Form in which descriptive reasons and supervisor's approval are necessary
- Request For of Degree Conferring and and Transcript. All documents are to be submitted within **January 27, 2016**. The program will consider each request individually and meticulously.

2. Students are not allowed to registered EE211, EE212, EE311 and EE312 simultaneously. Students must register only one of these courses in each semester.

Add-Drop Process

1. Add-Drop period is normally the first two weeks of the each semester (from 9.00 of Jan 18th to 23.59 of Feb 1st).

2. Students can edit the list of courses registered during the add-drop period (as long as the courses are available). If the students already confirm the change, any further editing cannot be proceeded unless the payment had been made.

3. If students had already added and confirm the change but wish to withdraw the added courses, students must pay the relevant fees to be able to withdraw the course.

4. Students who wish to change the section (for example from EE211 section/group 1 to section/group 2) must submit the request to change the group to the program directly within the Add-Drop period. Note that the change can be done only when there is/are seat(s) available and students are required to hand in the request form in pairs i.e. already agreed to trade the group among themselves.

Withdrawal (Drop W)

1. For the course that announces the midterm exam score before 28 March 2016, students can *withdraw* (Drop W) from that course via Office of Registrar system (www.reg.tu.ac.th) during 23 - 28 March 2016.

Cautions!!! Important for *withdrawal* (Drop W) via Office of Registrar system (www.reg.tu.ac.th)

- 1) Students need to click “confirm” *twice*!!!! to withdraw from any course; otherwise student would still be listed in the course and likely to get *F* unwittingly.
- 2) After the process is completed, follow the steps below;
 - I. Log off from the system and log on again to verify the *withdrawal* (Drop W) result in the page “Registration Result”
 - II. Print out the withdrawal result (Drop W) from the page “Registration Result” and keep it as evidence.

2. For the course that announces the midterm exam score after 28 March 2016, if students would like to ask for *late withdraw* (Drop W), as a special case, from that course, students have to make a request to B.E. Office within 8 April 2016 with the following documents.

- 1) ***Request Form for Course Withdrawal***; available for download on BE-Moodle in the folder “Downloadable Forms”

Request Form for Course Withdrawal must be approved by students’ academic advisor. The date of midterm score announcement and the score in every course must be specified in the form; otherwise, the faculty would not accept the request.

- 2) ***Academic Record*** (printed from Office of Registrar system www.reg.tu.ac.th)

Notice:

1. The request for course withdrawal (drop W) would not be approved without appropriate reasons.
2. Students need to follow up on the result of consideration by themselves.

Important for Academic Planning:

I. Overlapping of minor courses and required courses for each cluster (Curriculum 2009).

Students who choose minor courses which overlap with required courses in their clusters, such as taking the Monetary and Financial Economics cluster which consists of AC201, FN201, EE431, EE432, EE435, and EE452 as required courses and also take minor courses in Finance such as AC201 and FN201. Credits are counted only once for overlapping courses, so some credit will be lacking when it is time for you to graduate. In this case, students may take any courses offered by Thammasat University (not including General Education courses) to replace the missing credits. For any inquiries, please contact the B.E. office in person or at patcharapim@econ.tu.ac.th

* More details on General Education courses are available at

http://web.reg.tu.ac.th/registrar/link/8_knowledge/curric_cd/curric_ba/BA_00_complete.pdf

II. Changes in Curriculum 2009:

1. Cluster 4 has changed its name from Public Economics to Public Economics, Development and Political Economics.
2. The required course EE460 and Major required courses EE468 and EE488 cannot be counted as prerequisites for Seminar classes.
3. Changes in prerequisites before registering for seminar classes are as follows:

Changes in courses from the 2009 Curriculum

2009 curriculum before changes	2009 curriculum after changes
Cluster 4's Name: Public Economics.	Cluster 4's Name: Public Economics, Development, and Political Economics.
EE 439 Prerequisites: a) EE431 and EE432 or b) with the lecturer's consent.	EE 439 Prerequisites: EE431 AND EE432.
EE 459 Prerequisites: Completing at least two 400 level courses in the International Economics field.	EE459 Prerequisites: EE451 AND EE452.
EE 469 Prerequisites: Completing of at least two 400-level courses in Development Economics.	EE 469 Prerequisites: Completing at least two 400 level courses in Development Economics; EXCEPT EE460 AND EE468.
EE 479 Prerequisites: Completing at least two 400-level courses in Human Resource, Natural Resource, and Environmental Economics.	EE 479 Prerequisites: Completing at least two 400-level courses in Human Resource OR Completion at least two 400-level courses in Natural Resource and Environmental Economics.
EE 489 Prerequisites: Completing at least two 400-level courses in Industrial Economics.	EE 489 Prerequisites: EE481 AND EE482.

All academic changes have been approved by the faculty advisory board and will be effective starting the 2nd semester of 2012 academic year.

4. Students who choose the Business Economics cluster, should note:

Business Economics cluster before changes:	Business Economics cluster after changes:
Business Economics	Business Economics
<u>Required courses</u> 50 credits	<u>Required courses</u> 50 credits
- Required courses in Economics 35 credits	- Required courses in Economics 35 credits
I. MA216 (or MA211) and ST216 (or ST211)	I. MA216 (or MA211) and ST216 (or ST211)
II. EL241 and EL341 (Bachelor of Economics International Program students are exempted (EXE) from both classes and allowed to take other courses instead).	II. EL241 and EL341 (Bachelor of Economics International Program students are exempted (EXE) from both classes and allowed to take other courses instead).
III. EE211 EE212 EE311 EE312 EE460 EE320 (or EE421) and EE325 (or EE425)	III. EE211 EE212 EE311 EE312 EE460 EE320 (or EE421) and EE325 (or EE425)
- Cluster-specific required courses 15 credits	- Cluster-specific required courses 15 credits
EE431 EE451 EE481 AC201 and EE488	EE431 EE451 EE481 AC201 and EE488 (or ONE economics 400-level course)

Note: Changes are valid retroactively starting with the 2009 Academic Year.

III. Submitting Forms for Degree Conferral:

Students who plan to graduate should submit request forms at the B.E. office within the first two weeks of the regular semester or the first week of summer session.

For any questions about registration, please contact Ms. Patcharapim Vitayakaseat, B.E. Academic Coordinator at patcharapim@econ.tu.ac.th

B.E International Program

October 27, 2015