

## 12. Graduate English 1-3 Registration Procedures

Whereas the Academic Senate has designated the School of Foreign Languages to provide English language instruction for graduate students, with registration, payment of fees and examination, with no credits earned, to fulfill the graduate level foreign language requirement according to the SUT Graduate Regulations, the following procedures apply:

1. Courses to be enrolled include 900004, 900005 and 900005: Graduate English 1, 2 and 3 respectively, available every trimester for PhD students. Each course requires at least 5 students to enroll and should not exceed 20 students per course.
2. The English Placement Test:
  - 2.1 Every student who wishes to take Graduate English 1, 2 or 3, must take the English Placement Test.
  - 2.2 The English Placement Test is a means of helping to place a student in the proper Graduate English class, 1 – 3, by arranging the scores in a linear fashion.
  - 2.3 Students wishing to take the Placement Test should submit their requests through the CES website.
  - 2.4 CES announces date and time of the Placement Test online.
  - 2.5 CES announces Placement Test outcomes online.
  - 2.6 The Placement Test will only take place once per trimester. If the student misses the Placement Test, he or she may request the Placement Test in the next trimester.
3. Enrolling in Graduate English 1-3 depends on passing the previous course and/or the Placement Test score.
4. The student pays 4,500 Baht registration fee per course within the usual time frame of fee payment of other courses.
5. Successful completion of Graduate English 3 shall be construed as fulfillment of the 2007 SUT Graduate Regulations Item 32.1 concerning the foreign language test requirement.
6. Upon completion of the Placement Test, on the first day of the new trimester, the student will go see the Instructor at the School of Foreign Languages to arrange for date, time and location of the Graduate English class.

7. If there is any confusion concerning registration for Graduate English 1 -3 as outlined above, the Foreign Language Examination Committee shall make a decision on a case by case basis.