

## **Regulations for Cooperative Education**

### **Suranaree University of Technology, B.E. 2554 (2011)**

It has been deemed necessary to revise the existing Cooperative Education Regulations. Consequently, by virtue of clause 16(2) of the University Act of B.E. 2533 (1990), the University Council, Suranaree University of Technology has enacted the regulations for Cooperative Education, B.E. 2554 (2011) at the University Council's first meeting on 26<sup>th</sup> February B.E. 2554 (2011), as follows:

**Section 1** These regulations are called the "Regulations for Cooperative Education, B.E. 2554 (2011)"

**Section 2** These regulations commence during the academic year 2554(2011)

**Section 3** The following Regulations for Cooperative Education are annulled.

3.1 Regulations for Cooperative Education B.E. 2544(2001)

3.2 Regulations for Cooperative Education (2<sup>nd</sup> issue)

B.E. 2547(2004)

3.3 Regulations for Cooperative Education (3<sup>rd</sup> issue)

B.E.2548(2005)

All existing rules, regulations, announcements, resolutions and codes of practice contrary to or in conflict with the provisions of these regulations are annulled and henceforth replaced by the these revised regulations B.E.2554(2011).

In circumstances that these regulations are not explicitly applicable, the committee has the authority to make a decision. The decision of the committee is ultimate.

**Section 4** The Rector has authority to issue enforcement and make announcement of these regulations.

**Section 5** In these regulations:

**“University”** means the Suranaree University of Technology

**“University Council”** means the Suranaree University of  
Technology Council

**“Rector”** means the Rector of Suranaree University of  
Technology

**“Institutes”** means the Institutes of Suranaree University of  
**Technology**

**“Schools”** means the Academic Schools in the Institutes of  
Suranaree University of Technology

**“Center”** means the Center for Cooperative Education and  
Career Development

**“Dean”** means the Dean of the Institutes to which students are  
affiliated.

**“Chairs of the Schools”** mean the Chairs of the Schools of  
Suranaree University of Technology

**“Committee”** means the Committee of the Center for Cooperative  
Education and Career Development.

**“Cooperative Education”** means the education that emphasizes  
working in the workplace systematically by combining classroom learning and  
sending students of Suranaree University of Technology to work in the  
workplaces which offer cooperation.

**“Student”** means a student of Suranaree University of  
Technology.

**“Co-op student”** means a student of Suranaree University of  
Technology who has registered for cooperative courses.

**“Workplace”** means an organization offering students of Suranaree University of Technology cooperative job placement.

**“Credit”** means a unit used to express the quantity of the study of cooperative education.

**“Cooperative Education Term”** means the term students pursuing their co-op practicum for 16 weeks within the duration specified by the committee.

**“Pre- cooperative Education Course”** means a course specified in the syllabus to prepare students to be ready for the co-op practicum.

**“Cooperative Education Course”** means a course specified in the syllabus for a co-op student to use during the co-op work term.

**“Course substituting Cooperative Education”** means a course specified in the syllabus for a student to take as a substitute course for the Cooperative Education.

## **Section 6** Duties of the Center

The Center has the following duties:

6.1 Preparing students for the co-op work term placements, finding job placements, making arrangement in sending students to the workplaces, coordinating among students, supervising instructors, and the workplaces participating in the co-op program.

6.2 Organizing various supportive activities so that students can increase their professional skills.

6.3 Providing consultation on job application, how to choose the workplaces, and other matters concerning Cooperative Education.

## **Section 7** Number of Credits and Duration of the Cooperative Education

7.1 Number of Credits of Cooperative Education is 9 credits consisting of 1 credit of a pre-co-op course and 8 credits of Cooperative Education Courses.

7.2 Co-op students must work continuously according to the time scheduled by the workplaces not less than 16 weeks continuously unless it is approved by the Committee.

7.3 The Cooperative Education Term must not be the last academic year of the study unless it is extremely necessary.

7.4 If students take co-op substituting courses without having passed a pre-co-op course, the total credits of co-op substituting courses they must take are not less than 9 credits which are equal to the total credits of a pre-co-op course and Cooperative Education Courses.

7.5 If students take co-op substituting courses and have passed a pre-co-op course, the total credits of co-op substituting courses they must take are not less than 8 credits.

## **Section 8** Qualifications of Co-op Students

8.1 Pass a pre- co-op course.

8.2 Maintain a cumulative grade point average (CGPA) of least 2.00 at the end of the last trimester prior to the co-op application.

8.3 Complete academic conditions required by the academic School.

8.4 Haven't been suspended from the studies in the co-op trimester.

8.5 Haven't been penalized for misconduct leading to suspension from studies except for receiving approval from the Academic School and a written guarantee of behaviors from the guardians.

8.6 Doesn't have any disease or illness that could interfere the job in the workplace.

## **Qualification of Supervising Instructors**

9.1 Have teaching experience at least 1 academic trimester.

9.2 Be permanent instructors of the Academic Schools to which co-op students are affiliated.

## **Section 9** Duties of Supervising Instructors

The roles of the supervising instructors are to give advice concerning Cooperative Education courses, monitor the progress of co-op

practicum, supervise co-op students at the workplace at least 1 time, participate in the co-op activities as specified by the Center and involve in the evaluation of Cooperative Education courses.

**Section 11** Qualifications of the Chairperson of the Supervising Instructors

11.1 Be a supervising instructor

11.2 Be the Chair of the School or the instructor in the School, appointed by the Rector.

**Section 12** Duties of the Chairperson of the Supervising Instructors

12.1 Give advice and suggestions in finding qualified job placements.

12.2 Approve the quality of job placements offered by workplaces.

12.3 Advise students on the registration for Cooperative Education Courses and in all activities related to Cooperative Education.

12.4 Scrutinize the student's petition for co-op term postponement or co-op student resignation.

12.5 With the Director of the Center, review and assess the case when a student returns from the workplace before the end of the co-op work term.

12.6 Coordinate with the Center in all aspects of activities related to Cooperative Education Courses in the School.

**Section 13** Co-op students being terminated from the workplaces before the co-op work term ends.

The Center coordinates with the Schools and the workplaces regarding the termination of co-op students' work term before the last day of the co-op work term as stipulated. Termination may result from the following circumstances:

13.1 Co-op students commit an offence or are co-offenders which can be proved and undermines the reputation of the University.

13.2 The workplace requests for the termination of co-op students by submitting a written document giving reasons and necessity to do so to the University.

13.3 Co-op students are treated inappropriately by the workplaces which might lead to injuries or loss physically and mentally.

13.4 In some exceptional cases, the Chairperson of the supervising instructor committee and the Director of the Center can approve of the termination of the student's co-op work term before the date originally specified.

**Section 14** Measurement and evaluation of students' achievement in a pre-co-op and a co-op course

Letter grade systems-“S”(satisfactory) and “U” (Unsatisfactory) are assigned in measuring and evaluating student s' achievement in a pre-co-op and a co-op course in accordance with the Academic Regulations of Undergraduate Studies, Suranaree University of Technology , Section 5.

**Section 15** Registration for a Co-op re- entry

A Co-op re-entry for a student having received “U” can be processed with the approval of the CCECD committee.

**Section 16** End of Co-op student Status

Co-op student status will be ended in the following circumstances:

16.1 complete the co-op work term according to the specified period and receive evaluation on the co-op work term.

16.2 resignation from the co-op program with approval from the Dean.

16.3 student's status is ended by announcement of the University.

**Section 17** Requirements for Co-op Achievement Certificate

Students must meet the following requirements to receive a Co-op Achievement Certificate:

17.1 Received “S” on the evaluation of co-op work term.

17.2 No misconduct during the co-op work term in the workplace , and it must be considered and approved by the CCECD Committee.

**Section 18** Graduation Date of Co-op students

18.1 The graduation date of the co-op students complies with the Academic Regulations for the Undergraduate studies , Suranaree University of Technology.

18.2 For a student whose co-op work term is scheduled in the final academic trimester, the graduation date will be the day in which the complete report is submitted and evaluated with a passing grade.

### **Transitory Provision**

**Section 19** Any operations which have been undertaken prior to the announcement of these regulations cannot be changed to fit to these regulations.

**Section 20** For a student whose program admission was prior to the announcement of these regulations, the number of credits must follow the requirements specified by the program studies of each Academic School.

Announced on the 18<sup>th</sup> March, B.E.2554



(Professor Dr. Wichit Srisa-an)

President of the University Council Suranaree University of Technology