

## AU Dress Code Requirements

Following are the University's dress codes students are obligated to strictly observe upon entering campus, attending classes, and using the University's facilities on weekdays, except in sport arenas, AU mall and resident halls:

- ✓ Tuck the rim of their shirts or blouses in their trousers or skirts,
- ✓ Wear only black, brown, dark blue or gray coloured trousers (for male students), and knee-length straight skirts (for female students)
- ✓ Please note that when attending the University's formal functions i.e. examinations, quizzes, ethic seminar, class presentations, field trips etc., students are required to wear full uniform with the design stipulated in the University's dress code.

Furthermore, the dress codes also proscribe the wearing of the following:

- × below-waist trousers or skirt.
  - × tight trousers/blouses, or short skirt.
  - × trousers or skirts made from jeans, corduroy or velvet.
  - × trousers with the design resemble to jeans (for male students).
  - × half-pleated skirt with design similar to straight skirt on the upper part and pleated skirt on the bottom part (for female students).
- ⊙ **Breaching the aforementioned dress codes will result in students being denied entry or being requested to leave the university's premises, or being dismissed from classes – in such case, students may lose their class attendance. The rule of debarment will also be applied to the students with less than 80% class attendance.**

(Lecturers and university officers have been authorized to deny university entry permission to students violating this regulation and to request them to leave university's premises, as well as to confiscate their student ID card)

- ⊙ **Please note that all AU students are obligated to carry the University's student ID card upon entering the University's premise, and present it to the University Officers upon being requested. Failing to present their student ID card irrespective of reasons will subject students to a fine of up to 200 baht.**

**Remark:** Students whose ID cards are confiscated are required to contact Students Affairs Office (13<sup>th</sup> floor, CL Building; or 3<sup>rd</sup> floor, Students Organization Building for the ID card being confiscated at Suvarnabhumi campus or Hua Mak campus respectively), within 5 working days after their ID cards are confiscated to retrieve their ID cards, pay a fine of up to 200 baht, and be informed about other punitive actions, if any. Students who do not retrieve their ID cards within the stated period will be required to apply and pay 200 baht fee for their new students ID card. The process of applying for the new ID cards requires students to obtain a letter from Office of Students Affairs to verify the termination of their ID cards, and subsequently contact the Bank officers for their new ID cards.) For future reference, it is advisable for the students to ask for names of lecturers or officers who confiscated their ID cards.

## "Time Conflict Examination Application Procedure"

### Period to apply for time conflict examination.

- AT1.** As stipulated in the registration regulations, only graduating students will be allowed to appear for the time conflict examinations without obtaining Dean's approval, provided that their petition is turned in to the Office of Registrar within specified period (refer to AT3), as such, **the non-graduating students must ascertain during the pre-registration and adding periods that the subjects they prefer to enroll or add do not have examination time conflict.**
- AT2.** Should **the non-graduating students** wish to enroll or add the subjects with conflicting examination time, **advices and approval for the time conflict examination must be obtained from the Dean prior to their registration of the subjects.** The Dean concerned may exercise his/her discretion in declining the non-graduating students' request for time conflict examination. The decision of the Dean pertaining to the request is final.

(The remaining Time Conflict Examination Application Procedure, Law on smoking cigarette, and Restrictions on Foods and Drinks in the classroom buildings are on page 2)

- AT3.** *All petitions for the time conflict examination* for both graduating and non-graduating students who obtain the Dean's approval ***must be submitted to Office of Registrar within the first three weeks (15 working days) of the semester/summer session.***
- AT4.** The students need to keep the "receipt" issued by the Office of Registrar, and present it to the Office in case that their names are not included in the "time conflict examination list".
- AT5.** Ignorant of the Time Conflict Examination Application Procedures or personal reasons causing students to miss the Time Conflict Examination Application's dead line are not justifiable reasons for the late submission of the Time Conflict Examination Application.

### **Checking the time conflict examination schedule and venue**

- SV1.** *The students are also required to contact Office of the Registrar five working days before the first day of the examination period for the time conflict examination schedule as well as the "time conflict examination room".* Usually the date of the examination with time conflict would remain unchanged, while the examination time would be rescheduled i.e. one subject would take place before the other - "back-to-back examinations", and the venue would be the examination room designated only for "Time Conflict Examination".

### **Venue for Time Conflict Examination**

*The students must appear for the examinations, only in the assigned "Time Conflict Examination Room".* Should the students sit for the examination of any subject with time conflict examination in regular examination rooms, they will not be allowed to appear for another examination or apply for "late examination", and will hence obtain automatic withdrawal for the subject.

### **Law on smoking cigarette**

As the Health Ministry stipulates the University as a health protection area where smoking is prohibited, hence ***smoking cigarette is only allowed in the designated areas.*** Breaching the law will subject students to a fine of 2,000 baht.

### **Restrictions on Foods and Drinks in the classroom buildings**

***Foods and Drinks are not allowed to be brought into classroom buildings.*** Should the students violate the regulation, their students' ID card will be confiscated.

**Office of Vice President for Academic Affairs**