

Theodore Maria School of Arts Advising and Counseling Manual

Assumption University

Theodore Maria School of Arts

Vision

Theodore Maria School of Arts, Assumption University of Thailand envisions itself as an outstanding international school for business language education with:

- qualified and experienced lecturers
- applicative curriculums
- international teaching and learning environments and
- internship opportunities.

Mission

For students:

1. To acquire and applied business language skills
2. To be competent and sound individuals equipped with entrepreneurial spirit

Core Values

A = Adaptability

R = Responsibility

T = Toward Language Excellence

S = Sustainability

Degree

Bachelor of Arts (B.A.)

Objectives

The Bachelor of Arts Program (B.A.) is designed to help meet the needs of the business community and the economic and social development of the nation.

We believe that socially, culturally and internationally conscious, ethically-minded, professionally competent as well as linguistically versed business executives will be in an ideal position to make their business a service to the community and enhance the development and continued prosperity of the nation.

Therefore, our program emphasizes the following principles:

- business ethics
- a sound business knowledge
- competence in the use of English and the use of the languages of Thailand's trading partners
- a deep understanding of the customs, cultures and backgrounds of these partnering countries.

Requirements for Graduation

ABAC confers the degree of Bachelor of Arts upon students who meet all the general requirements and the specific requirements listed below:

General Requirements

1. Complete a minimum of 142 from any of the particular curriculum as follows:

Business English (142 credits)

Business French (142 credits)

Business Chinese (142 credits)

Business Japanese (142 credits)

Students must have at least 'C' grade in all major required courses.

2. Have participated in 16 sessions of the Seminar in Ethics for Business.
3. Have a cumulative grade point average of 2.00 ("C" average).
4. Have library and financial clearance with the University.
5. Have good behavior and discipline.
6. Have met the minimum English proficiency requirement specified in one of the following criteria:

Test Instruments	Required Passing Score
AU English Proficiency Assessment OR	70%*
TOEFL (iBT) OR	90
TOEFL (P) OR	575
IELTS	6.5

**70% = Level B2 of Common European Framework of Reference for Language (CEFR)*

Specific Requirements

➤ Course Load

- A minimum of 9 credit hours per week or a maximum of 18 credit hours per week for students who have no academic problems
- 9-12 credit hours per week for students who are studying Basic English I or II and/or Remedial Mathematics
- A maximum of 12 credit hours per week for students on probation (below GPA. 2.00)
- A maximum of 21 credit hours per week for graduating students
- For exceptional cases, seek the advice and ask the permission of the Chairperson concerned

➤ ***Attendance***

• 80 % attendance is required for all courses in the university. Students who fail to fulfill the attendance requirement will not be allowed to take the final examination and they have to withdraw from the course.

➤ ***Required English Courses (English I, II, III, IV)***

• Students must register for English every semester until they successfully complete all the four required courses.

• Students who fulfill all course requirements but fail in the exams will receive "WP" instead of "D" or "F" and they have to repeat the course.

• TOEFL/IELTS Policy: The IELE has set up the TOEFL/IELTS Policy as an alternative for students to pass their English courses. Students have to follow the rules and procedures in order to benefit from the policy. (See announcements posted at both campuses)

➤ ***Pre-requisites***

• Students must take responsibility regarding the deletion or changing of subject(s) they have registered should they fail the pre-requisite subject.

• Students registering for a course must make sure that they have completed the pre-requisite for that course.

• Students who fail to do so will have their courses without pre-requisites withdrawn without refund.

➤ ***Advising and Counseling***

• Each student is assigned to an academic advisor, who provides advice and guidance about their study plan and personal issues.

• Names of academic advisors are posted on the university website (www.au.edu), the faculty website (www.arts.au.edu), at CL 11, SR building and on Department Board at SM building. Students are required to check their advisors' names every semester.

• Students will have to meet their advisors once each semester.

Penalty for students who fail to attend any academic advising session

Students who fail to come to any academic advising session will NOT be allowed to register during the preregistration period.

➤ **Examination**

1. Time Conflicts

- As stipulated in the registration regulations, only graduating students will be allowed to appear for the time conflict examinations without obtaining Dean's approval, given that their petition is turned in to the Office of Registrar, as such, it is the non-graduating students' prime responsibility to ascertain during the pre-registration and adding periods that the subjects enrolled or added do not have examination time conflict.
- The non-graduating students may seek Dean's approval for the time conflict examination at CL 11. 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.
- All petitions for the time conflict examination for both graduating and non-graduating students who have the Dean's approval must be submitted to Office of Registrar within the first three weeks (15 working days) of the semester/summer session.
- 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".
- 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 would remain unchanged, except for the examination time i.e. one subject would take place before the other - "back-to-back examinations".

- The students must appear for the examinations, only in the assigned "Time Conflict Examination Room ". Should the students sit for the examination of any

conflicting subject 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.

2. Campus Conflicts

Campus Conflict Examinations: Students with more than one examination on the same day at different campuses can request to take all examination for that day at only one campus. Petitions must be submitted to the Registration Office three weeks before the Examination Period begins.

3. Late Examination

In case of (1) sickness, (2) accident or (3) death in the family, students may request to take late examination. Petitions and required document must be submitted to the Registration Office within three days from the day of absence.

➤ **Petitions**

No petition will be considered if:

1. the student did not prepare his/her study plan in accordance with the university's regulations and requirements,
2. the situation arises because the pre-requisites were not checked carefully beforehand and the examination time was not checked carefully in order to avoid the time and campus conflict problem before the subjects were registered.

➤ **Probations**

• Students with a cumulative GPA. of less than 2.00 (1.99 to 1.50) will be put under probation condition. This is except for students in the first semester of the freshman year.

• There are two types of probation

1. High Probation: Students with a cumulative GPA. of 1.75 to 1.99 are allowed to remain under the high probation condition for no more than four consecutive semesters except the first semester of the freshman year.

2. Low Probation: Students with a cumulative GPA. of 1.50 to 1.74 are allowed to remain under the high probation condition for no more than two consecutive semesters except the first semester of the freshman year.

➤ ***Extension of Probation***

• Only students who have shown steady progress in raising their GPA. and have received a positive written recommendation from advisor and chairpersons will be granted special consideration. recommendation

• Upon the basis of student's transcript and analysis of his or her situation, the Dean will write a recommendation for extension to the Vice-President for Academic Affairs for approval

Advising and Counseling Guidelines for Advisors

The advisors are required to post their interview hours at the office to make arrangements for the students who will sign up for advising sessions.

During each interview which should last at least 15 minutes, it is essential that advisors

✓ *Ask the advisee to complete the curriculum record form OR use the online curriculum form which is available on ausparkpro.au.edu,*

✓ *Check each student's grade record (from the student's unofficial transcript OR on ausparkpro),*

- ✓ *Check the student's study plan, time conflict (check from the current semester exam time), campus conflict and, pre-requisite subjects (for major and minor courses).*

In addition, advisors for graduating students are requested to check that the students have completed all the general education courses, specialized courses (e.g. required core courses, core courses, elective core courses, major required and major elective courses and minor required and minor elective courses) and free elective courses.

At the end of the advising, the advisor should record the advice given to the student and make sure that the student signs his or her name on the name list.

Students who fail to come to any academic advising session will NOT be allowed to register during the preregistration period.

Students should be allowed to meet with their advisors again after the pre-registration period if they have problems with their study plans.

NOTE

Students with serious personal issues could be advised to contact Student Affairs on CL14 (A. Amavatee N. ext. 2138).

Useful Questions for the Interview Session

Where do you live, near or far from the campus?

How do you come to ABAC?

Do you get to ABAC on time for your classes?

What time do you leave home?

What time do you get home?

Do you have enough time to study at home?

How many days do you come to ABAC every week?

How many classes do you have to attend each day?

What do you do during the breaks between classes?

Do you spend time at the library between classes?

How are you doing with your studies?

Which subjects are easy for you?

Which subjects are difficult for you?

Do you go to classes regularly?

Do you talk to your teacher if there are problems?

How much time do you take to study for an exam?

Do you have many friends at ABAC?

How much time do you spend with your friends?

What do you usually do with your friends?

Do you study together with your friends?

Do you have problems with your friends?

Do you live with your family?

Is your family happy that you are studying at ABAC?

Is studying at ABAC your choice?

Does your family support you to study at ABAC?

When will you graduate from ABAC?

What do you plan to pre-register for next semester?

How many times have you taken English I,II,III,IV?

Do you have time-conflict or campus-conflict exams?

What is your minor?

Have you checked your minor courses?

Have you passed all pre-requisite subjects?