



## Ubon Ratchathani University Announcement: The 2024 Undergraduate and Graduate Academic Calendar

To achieve academic objectives and efficient university operations pursuant to the resolution of the Ubon Ratchathani University administrative board meeting of September 5, 2023, Ubon Ratchathani University presents the 2024 undergraduate and graduate academic calendar:

No	Activities	Date/Month/Year		
		First semester	Second semester	Summer
1. New student activities prior to the start of the semester				
1.1	Undergraduate and graduate students (for students whose ID begins with #67) submit required documents for new student online registration (reg.ubu.ac.th).	4 June 24	1 November 24	-
1.2	New student orientation and advisor meetings (for all faculties and levels).	5 June 24	2 November 24	-
1.3	UBU Teacher Day (the university will hold a morning session and faculty will hold an afternoon session) (classes are canceled).	27 June 24	-	-
1.4	Welcoming activities and Open World Activity for UBU freshmen 2024.	7-8 June 24	-	-
2. First day of the semester (This day shall be considered as the day which persons who have registered for new students have officially become student status).		10 June 24	4 November 24	31 March 25
3. Request for student transfers to UBU, changes of program, course equivalencies, and credit transfers, resuming student status				
3.1	Last day to submit a transfer to UBU through a request form to the Office of Student Registration and Processing, a sub-division of Academic Services.	26 April 24	20 September 24	14 February 25
3.2	Last day to submit program change request forms approved by program lecturers and committees.	26 April 24	20 September 24	14 February 25
3.3	Last day for students to submit a request form to their faculty for course equivalency approval and credit transfer. The request must be approved by the faculty committee.	26 April 24	20 September 24	14 February 25
3.4	Last day for students to submit a request form to their faculty for major, minor, and study schedule changes (requests must be approved by the program lecturer and dean).	24 May 24	18 October 24	14 March 25
3.5	Last day to submit resumption of student status request forms to the Office of Student Registration and Processing, a sub-division of Academic Services. The request must be approved by the advisor and dean.	24 May 24	18 October 24	14 March 25
3.6	Last day for faculty to submit a decision regarding course equivalency approvals and credit transfers to the Office of Student Registration and Processing, a sub-division of Academic Services.	21 June 24	15 November 24	4 April 25



No	Activities	Date/Month/Year		
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4. Renewal of student status, intermission leave, maintaining student status, and extension of study time				
4.1	Last day for students with intermission leave (during the previous semester) to submit a form to the faculty to resume studies. The request must be approved by the advisor and dean.	31 May 24	25 October 24	21 March 25
4.2	Online student status renewal (register through reg.ubu.ac.th).	13 May-16 June 24	15 October-10 November 24	-
4.3	Student status renewal (submit an online request form for enrollment with approval from course lecturers, advisors and dean).	17-21 June 24	11-15 November 24	-
4.4	Last day for non-UBU students to submit enrollment forms to the Office of Student Registration and Processing, a sub-division of Academic Services. The request must be approved by the course lecturer and dean.	21 June 24	15 November 24	4 April 25
4.5	Last day to submit intermission leave request forms with all enrolled courses cleared from the academic record in the REG system, and approval from the advisor and the dean (tuition fees will be returned as credit payments).	28 June 24	22 November 24	8 April 25
4.6	Submit intermission leave request forms with enrolled classes recorded in the REG system, indicated by a W symbol with approval from the advisor and the dean (no tuition fees returned).	1 July-13 September 24	25 November 24-7 February 25	9 April-7 May 25
4.7	Students who request intermission leave because of non-enrollment or who have completed all the required courses for a program of study, but it remains incomplete due to other requirements, must submit a request form to maintain student status. The form must be submitted to the Office of Student Registration and Processing, a sub-division of Academic Services. Regardless of the number of years of study, students must submit the form by the following dates:			
	- Graduate	10 June-1 August 24	4 November 24-2 January 25	-
	- Undergraduate	1 July-1 August 24	25 November 24-2 January 25	-
4.8	Last day to submit a request for intermission leave to the Office of Student Registration and Processing, a sub-division of Academic Services, for students who have not renewed their status or enrolled in any courses. (If the university discovers later that student status has been terminated, the intermission leave will be canceled and tuition fees will be refunded as specified by university regulations).	1 August 24	2 January 25	-
4.9	Termination of student status in the event that students do not enroll for courses, or submit a request for intermission leave and/or maintaining student status.	2 August 24	3 January 25	-
5. Course enrollment/enrollment for additional courses/section change				
5.1	Last day for submitting a request form to the Office of Student Registration and Processing, a sub-division of Academic Services, to pay debts from the previous	7 June 24	1 November 24	28 March 25



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	semester.			
5.2	First-year students (Student IDs beginning with #67) should check the class schedule for enrollment status, or enroll for more courses or change course sections through reg.ubu.ac.th (For the first semester, the enrollment will be done by the university).	10-16 June 24	15 October-10 November 24	17 March-6 April 25
5.3	Second year and post-second year students (Student ID begins with #67 or less) enroll, or enroll for more courses or change course sections through the REG system (reg.ubu.ac.th).	13 May-16 June 24	15 October-10 November 24	17 March-6 April 25
5.4	Students may enroll for more courses or change course sections by submitting an online request form. They must obtain approval from the course lecturer and their advisor. (Students will not be allowed to enroll after these dates. Special consideration may be given to students with urgent needs at the president's discretion).	17-21 June 24	11-15 November 24	-
5.5	Last day to submit a request form to the Office of Student Registration and Processing, a sub-division of Academic Services, for changing a course audit enrollment to any other enrollment.	21 June 24	15 November 24	11 April 25
5.6	Tuition fee payment at the bank counter or other methods specified in the invoice without a fine. (Students with student loan funding do not need to pay the tuition fee, as it will be covered by the loan. However, if the tuition fees are higher than the amount allowed by the scholarship, the surplus amount can be paid the following semester without a fine).	13 May-30 June 24	13 October-24 November 24	17 March-15 April 25
5.7	Students submit an online request form for tuition-fee installments and delayed payments via reg.ubu.ac.th.	1-26 July 24	25 November-20 December 24	-
5.8	Fines of 50 baht per day may be charged for delayed payment (excluding holidays). The fine and the tuition fees may only be paid on the day the invoice is printed at the bank counter or by other methods specified in the invoice.	1-28 July 24	25 November-22 December 24	16-27 April 25
5.9	Last day to request courses in the event that students have not yet paid tuition fees nor requested intermission leave. The request must be approved by the advisor and dean.	2 August 24	3 January 25	-
5.10	Requests for the cancelation of a course (see 5.9) due to intermission leave, maintaining student status, and resignation with approval from their advisor and the dean, should be submitted to the Office of Student Registration and Processing, a sub-division of Academic Services.	5 August-4 October 24	6 January-28 February 25	-
5.11	Due date for tuition-fee payments via the bank and other methods specified in the invoice without a fine (in the event that the request for tuition-fee installments and delayed payments are approved).	13 August-29 September 24	6 January-23 February 25	-
5.12	Enrollment for the next semester will be unavailable in the event that the debt has not been paid.	30 September 24	24 February 25	-
5.13	Termination of student status due to the cancelation of all enrolled courses and failure to obtain intermission leave as required by the university.	7 October 24	3 March 25	-
<b>6. Withdrawal from enrolled courses</b>				



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6.1	Students may withdraw from courses at reg.ubu.ac.th without any withdrawal notice on the transcript. Students who pay tuition fees by course credits will only have the course credit fees refunded.	13 May- 28 June 24	15 October- 22 November 24	17 March- 8 April 25
6.2	Course enrollment withdrawal through submission of an online course withdrawal form approved by the student's advisor and the course lecturer. The students will receive a W symbol on the transcript as a result of the withdrawal and no fees will be refunded.	1 July- 13 September 25	25 November 24- 7 February 25	9 April- 7 May 25
6.3	Course enrollment withdrawal for students who receive permission for intermission leave. The students will receive a W (withdrawal) symbol on their transcript and no fees will be refunded. The request form must be approved by the advisor and dean and the students must submit the request form to the Office of Student Registration and Processing, a sub-division of Academic Services.	16 September- 4 October 24	10-28 February 25	8-9 May 2025
<b>7. Opening and closing dates for courses</b>				
7.1	Last day for offering general education classes or changing class schedules (for faculties/departments).	31 May 24	28 October 24	24 March 25
7.2	Announcement of closed courses.	8 July 24	2 December 24	28 April 25
<b>8. Examination dates, end of the semester, grade, and student status announcements, and dismissed classes</b>				
8.1	Anniversary of the founding of UBU.	30 July 24	-	-
8.2	Mid-term examinations.	5-16 August 24	6-17 January 25	-
8.3	Two-day activities for National Science Day (general education courses offered by the Faculty of Science will be canceled).	19-20 August 24	-	-
8.4	Last day for student course evaluations.	30 September- 1 November 24	24 February- 28 March 25	6-30 May 25
8.5	Last day of classes.	6 October 24	2 March 25	12 May 25
8.6	Final examinations.	7-18 October 24	3-14 March 25	13-18 May 25
8.7	End of semester.	19 October 24	15 March 25	19 May 25
8.8	Last day for faculty to submit grades approved by faculty committees to the Division of Academic Services.	28 October 24	24 March 25	28 May 25
8.9	Grade announcement on reg.ubu.ac.th.	29 October 24	25 March 25	27 May 25
8.10	Last day for graduate students to submit a request for a thesis advisor.	3 November 24	30 May 25	-
<b>9. Graduation</b>				
9.1	Expected graduates are to submit a request form at reg.ubu.ac.th to register for BA, MA, and Ph.D. graduation and pay fees within the semester the request is submitted.	10 June- 3 November 24	4 November 24- 30 March 25	31 March- 31 May 25
9.2	Last day for graduation approval by the respective faculty (graduate level) without having to pay a student status maintenance fee.	7 June 24	1 November 24	-
9.3	Last day for graduation approval (undergraduate level) without having to pay a student status maintenance fee.	28 June 24	22 November 24	-
9.4	Last day for graduation approval by the respective faculty (graduate level) for students entering the university prior to the 2016 Academic Year. Students must pay a 2,500 baht fee for student status maintenance.	10 July 24	4 December 24	-



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9.5	The Office of Student Registration and Processing submits the names of all students who have fulfilled all of the requirements for their respective degree program, to the faculty for approval for graduation (undergraduate level).	11 November-4 December 24	8 April-6 May 25	10 June-4 July 25
<b>10. Graduation Ceremony</b>				
10.1	Last day for faculty committees to approve graduation eligibility status in order to attend the Academic Year 2023 ceremony (graduate level).	31 July 2024		
10.2	Last day for graduation approval and committees to approve graduation eligibility status in order to attend the Academic Year 2023 ceremony (undergraduate level).	31 July 2024		
10.3	Graduates reserve and order UBU graduation gowns at the Property and Concession Management Office.	March-November 2024		
10.4	Names of graduates who are eligible for the Academic Year 2023 graduation ceremony are published and visible on graduation.ubu.ac.th.	October-December 2024		
10.5	The schedule for the graduation ceremony is announced and registration is opened for eligible graduates via graduation.ubu.ac.th.	November 2024		
10.6	Graduation Day for Academic Year 2023 (Classes are canceled).	Weeks 1-3 of December 2024		

**Note:** This schedule is subject to change when the university deems this appropriate and those concerned will be informed immediately.

This announcement shall come into force from the date issued henceforth:

Issued October 4, 2023



Assistant Professor Charuwan Thanawiroon  
Vice President for Academic Affairs  
Acting for Ubon Ratchathani University President