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Announcement of Prince of Songkla University

Subject: Guidelines for Participating in Activities and Criteria for Experiential Learning Credit and Activity Hours on participating in extracurricular activities for student development 2023

To ensure the implementation of participating in extracurricular activities for student development complies with the guidelines for effective student development, by virtue of Section 39(1) of the Prince of Songkla University Act 2016 and number 8 of the announcement of Prince Songkla University on the subject, “ Requirements for Students to Participate in Extracurricular Activities 2023”, therefore, the guidelines for participating in activities and criteria for accessing experiential learning credits and activity hours on participating in extracurricular activities for student development have been established as follow:

Number 1 This announcement is called “Guidelines for Participating in Activities and Criteria for Assessing Experiential Learning Credits and Activity Hours on participating in Extracurricular Activities for Student Development 2023.”

Number 2 This announcement shall come into force after the promulgation date onward.

Number 3 All other announcements or rules of the university subsume in the regulations of Requirements for Students to Participate in Extracurricular Activities or which either contradict or conflict with these regulations shall be replaced by these regulations.

Number 4 In this announcement

“University” means Prince of Songkla University

“President” means Prince of Songkla University’s President

“Campus” means an educational area that consists of more than two divisions located locally, as required by the university council.

“Students” means Prince of Sonkla University's undergraduate

“Extracurricular activities for student development” means activities are specified by the university for undergraduate students to attend by guidelines for student development in activities that promote students’ competency and elective activities as required by the university, campus, or faculty.

“Extracurricular activities to promote students’ competency” means any activities are created or arranged to promote students’ competency as required by the university.

“Elective activities” means any activities that students can select to participate in according to their interests.

Number 5 Requirements to participate in extracurricular activities for student development

consist of

5.1 The undergraduate students who completed high school or equivalent must participate in extracurricular activities for student development not less than 100 activity hours as per details of the university announcement on the subject, “Requirements for Students to Participate in Extracurricular Activities 2023”.

In case a student undertakes to study abroad or at another university for 1 year or 2 years, the student will receive experiential learning credit and activity hours, which is governed by the university, campus, or faculty that the student is associated with.

5.2 Undergraduate students in regular programs or undergraduate students in Saturday to Sunday programs must participate in extracurricular activities for student development not less than 20 activity hours as per details specified by the faculty or department that students are associated with.

5.3 Undergraduate students who enroll with a bachelor's degree have an exemption to participate in extracurricular activities for student development as specified by the university

Number 6 To participate in extracurricular activities for student development of each project or activity, students shall be recorded in each status as follows:

6.1 The status as the project manager is the primary person in charge of organizing the entire project or activity in accordance with the students’ activity project procedure based on the summary of the project assessment report.

6.2 The status as the project cooperater for being a cooperater of the project or activity. The operation team that supports project or activity procedures is based on the summary of the project assessment report.

6.3 The status as the project participant is the person who participates in the project or activity based on the summary of the project assessment report.

Number 7 The person in charge of the project or extracurricular activities for student development specified by the university's internal offices must inform the person assigned by the university to receive experiential learning credits and activity hours as specified below.

7.1 Name of the project in Thai and English

7.2 Name of the responsible department in Thai and English

7.3 Type of extracurricular activities for student development and activity hours that students will receive

7.4 Rational criteria

7.5 Objectives of the project

7.6 Period and location that activities are operated both in Thai and English

7.7 Procedure or format of the project

7.8 Indicator or expected outcomes

7.9 Budget and source of budget

7.10 Evaluation

7.11 Name list of project manager, cooperator, and participants.

7.12 Schedule

7.13 Goals of the project or activity that complies with Sustainable Development Goals: SDGs

The operation team or the person in charge of the project or activity submits information about participating in extracurricular activities for student development to the designated division to record the data within 30 days of the project's completion. The designated division records student activity data in the transcript system within 15 days of receiving the complete information.

Number 8 The experiential learning credits by participating in extracurricular activities for student development shall be complied with the following criteria.

8.1 Students will receive experiential learning credits and activity hours for each extracurricular activity for student development, which are considered as projects or activities based on the project's type. The project or activity shall be compared to one activity or many activities.

8.2 In the extracurricular activities to promote students' competency and elective activities, students shall receive experiential learning credits and activity hours, which are able to be recorded in the activity transcript system more than one activity based on the content and objectives that comply with that the type of activity.

8.3 Students in the position of the management committee of the student activity organization shall be certified for their performance upon completing their term. The data will be stored in the transcript system, and information will appear in the activity transcript without calculating credit hours.

8.4 Calculating activity hours from extracurricular activities for student development shall consider the content, objectives, nature of the project, and schedule of activities by counting actual hours but not exceeding 9 hours per day. If the student participates in an activity in less than one hour, the activity hour will be counted as one activity hour. However, the time spent for travel, break, meal, practicing, and setting up the project will not be counted as activity hour.

8.5 Extracurricular activities for student development that the university allows the student to obtain experiential learning credits and activity hours as follows:

8.5.1 Extracurricular activities for student development are organized by internal divisions or student activity organization which have been approved upon university, campus, faculty, or divisions. Students are eligible to obtain experiential learning credits and activity hours at the student development section of each faculty or division or section that is responsible for student development on each campus.

8.5.2 Activities are arranged by third parties such as public organizations, other government agencies, and volunteer organizations. Students can obtain an experiential learning credit and activity hours from the activities mentioned above. Therefore, activities must have content details and objectives that are aligned with the required activities. Students have to fill in the application accompanied by certification of participation to be submitted to the university, campus, or faculty for approval so that it can be considered to participate in extracurricular activities for student development. The application can be submitted at the student development section of each faculty or division or section that is responsible for student development.

Number 8.6 Experiential learning credits and activity hours from the course, cooperative education, internship, and part-time job shall be complied with details as follows:

8.6.1 Students who study general education courses required by the university and intergraded with activities for student development shall receive experiential learning credits and activity hours from participating in activities with the total of 20 activity hours per one course aligned with the type of extracurricular activities for student development.

8.6.2 For other courses that require students to participate in activities outside of the classroom, students who enroll for the course as mentioned above will receive experiential learning credits and activity hours for joining the activity through the course, with the actual hours not exceeding 20 activity hours per one course following the type of extracurricular activities for student development.

8.6.3 Cooperative education. Students who participate in cooperative education will receive experiential learning credits and activity hours for a total of 30 activity hours per one semester as cooperative education activity in accordance with the type of extracurricular activities for student development.

8.6.4 Internship: Students who complete an internship will receive experiential learning credits and activity hours for a total of 20 activity hours per semester in accordance with the type of extracurricular activities for student development.

8.6.5 Professional field internship: Students who are trained in a professional field will receive experiential learning credits and activity hours for a total of 20 activity hours per semester in accordance with the type of extracurricular activities for student development.

8.6.6 Part-time job while studying: Students with part-time jobs within the university offices, such as work exchange program, teaching assistant, research assistant, and banquet staff. They shall receive experiential learning credits and activity hours not exceeding 10 activity hours per semester in accordance with the work training activity type aligned with the type of extracurricular activities for student development.

8.6.7 Part-time job with third party: students who have part-time jobs with third-party agencies such as public companies, department stores, or other organizations will receive experiential learning credits and activity hours that do not exceed 10 hours per semester in the type of activity that consists of work details consistent with that of activity. Students must submit a request form and supporting documentation to offices responsible for student development in each campus or in the student development section in each

faculty for approval. The activities shall be deemed to be participating extracurricular activities for student development in accordance with the type of extracurricular activities for student development.

Number 9 Credits for participation in extracurricular activities for student development can be transferred. In case a student transfers to another campus, moves to study in another faculty, resigns, or re-enters, the student can transfer extracurricular activity participation credits by submitting a transferred form of extracurricular activity participation for student development to the section responsible for student development in each campus.

Number 10 In the event of failing to complete the activity hours required by the university for both extracurricular activities to promote students' competency and elective activities, the student can make a request to participate in those extracurricular activities at the student development section of the student's faculty or the section responsible for student development in each campus.

Number 11 To receive the activity transcript, students shall contact the division or section responsible for student development in each campus and pay for the fee specified by the university.

Number 12 To collect and record data on participating in extracurricular activities for student development in the activity transcript system, the procedure is as follows;

12.1 Activity hours from the participation in the project or activity organized by faculty, department, student group or club shall be collected and recorded by faculty or the person in charge of the project.

12.2 Activity hours from participation in the project or activity organized by the central organization of the university, clubs, and student union under the student organization, or other internal and external organizations shall be collected and recorded by campus's assigned division or section for student development in each campus.

Number 13 To verify the name list and the result of participating in extracurricular activities for student development, students can check their names in the activity transcript system. However, for more information, students can contact the campus's assigned division or section responsible for student development.

In the event that students participate in extracurricular activities but cannot verify their names in the activity transcripts, or if there are any errors, they must notify the section in charge of collecting and recording data within 6 months of the project's completion.

Number 14 Students who are exempt from participating in extracurricular activities for student development are eligible to be nominated for the degree or approved to earn a degree as follows:

14.1 The student is registered as a disabled person

14.2 The student is severely ill and must be hospitalized for an extended period

14.3 The student who has been diagnosed by a doctor with a significant psychological illness

The students or representatives shall submit a request for exemption from participation in extracurricular activities for student development along with the related document to the division or section responsible for student development on each campus. Suppose such students can participate in extracurricular activities to develop students in any project or activity, their participation can be recorded on the activity transcript as general students.

Number 15 Division of Student Development and Alumni, Hat Yai Campus gathers information on extracurricular activities for student development and summarizes the performance of extracurricular activities for student development of Prince of Songkla University, including problems and obstacles in operations and presenting them to the president or the person assigned by the president to be in charge of student development for consideration every academic year.

Announce on 20 June 2023

(Signed)

(Asst. Prof. Dr. Niwat Keawpradub)

Prince of Songkla University President