



**Thammasat University Regulations
On Grade Submission Procedures,
B.E. 2569 (2026)**

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Whereas it is deemed appropriate to establish the Thammasat University Regulations on Grade Submission Procedures;

By virtue of Section 23 (2) and (3) of the Thammasat University Act, B.E. 2558 (2015), the University Council passed a resolution at Meeting No. 9/2568 on September 30, B.E. 2568 (2025) to issue the following regulations:

Clause 1: These Regulations are called the “Thammasat University Regulations on Grade Submission Procedures, B.E. 2569 (2026).”

Clause 2: These Regulations shall take effect from the day following the date of their announcement onwards.

Clause 3: These Regulations shall apply to grade submissions starting from the 2025 Academic Year onwards.

Clause 4: In these Regulations:

- “University” means Thammasat University.
- “Faculty” includes colleges, institutes, or other academic divisions under different names that offer undergraduate and graduate education.
- “Semester” means Semester 1, Semester 2, and the Summer Session in the semester system, as well as Trimester 1, Trimester 2, and Trimester 3 in the trimester system.
- “Grade Submission” means the submission of course grades under the Thammasat University regulations governing undergraduate or graduate studies to the Office of the Registrar.
- “Dean” includes institute directors, heads of academic divisions under other names, or Vice Rectors responsible for managing undergraduate and graduate education.
- “Instructor Responsible for the Course” means the instructor listed as teaching that course in the Office of the Registrar system, who may be a full-time instructor or a guest lecturer.

Clause 5: A Grade Submission Review Committee shall be appointed by the Rector, consisting of:

- (1) The Vice Rector assigned to oversee academic affairs, serving as Chairperson;
- (2) The Director of the Office assigned to oversee student registration affairs, serving as Committee Member;
- (3) The Assistant Rector assigned to oversee academic affairs, serving as Committee Member;
- (4) The Assistant Rector assigned to oversee human resources affairs, serving as Committee Member;
- (5) The Chairperson of the Faculty Senate or a designated representative, serving as Committee Member;
- (6) The Secretary of the Office of the Registrar, serving as Committee Member;
- (7) One qualified expert appointed from full-time instructors, serving as Committee Member;

(8) The Director of the Academic Affairs Division, serving as Committee Member;

(9) The Head of Section assigned to oversee academic affairs within the Academic Affairs Division, serving as Committee Member and Secretary.

The Chairperson may appoint university staff under the Academic Affairs Division as Assistant Secretaries, up to a maximum of two persons.

Clause 6: The Grade Submission Review Committee shall have the following duties and powers:

(1) Analyze late grade submission data from faculties;

(2) Investigate facts and screen late grade submissions prior to presenting them to the University Executive Committee;

(3) Provide recommendations to the University Executive Committee regarding the determination of grade submission deadlines, criteria for considering late grade submission courses, and the implementation of measures for late grade submission courses for submission to the Rector;

(4) Carry out other duties as assigned by the University Council or the Rector.

Clause 7: Grade submission is the duty and responsibility of the instructor responsible for the course.

In cases where the instructor responsible for the course delegates another person to submit grades on their behalf, this may not be raised as grounds to release them from responsibility for the grade submission or from measures under Clause 9. An exception is made if there is more than one instructor responsible for the course and one of them has been designated with the duty to submit the grades.

Clause 8: The Office of the Registrar shall set the grade submission deadlines in the Academic Calendar.

The timeframes and schedules for grade submissions shall comply with the Thammasat University Announcement on Criteria for Determining Timeframes for Grade Submissions.

Clause 9: The Rector, with the approval of the University Executive Committee, shall proceed with measures against instructors responsible for courses who submit grades past the deadline specified in Clause 8 as follows:

(1) Full-time instructors with civil servant status:

(1.1) First offense: The Dean shall issue a written warning.

(1.2) Second offense onwards: Salary raise shall be withheld on April 1 or October 1, subject to Clause 10.

(2) Full-time instructors with university employee status:

(2.1) First offense: The Dean shall issue a written warning.

(2.2) Second offense: Salary raise shall be capped at no more than two percent on October 1, subject to Clause 10.

(2.3) Third offense onwards: Salary raise shall be withheld on October 1, subject to Clause 10.

(3) Full-time instructors with employee status: Measures deemed appropriate by the Dean shall be applied.

(4) Guest lecturers: The Dean shall issue a written warning. If late grade submissions occur twice within two academic years, the guest lecturer shall not be invited to teach in the following semester.

The Grade Submission Review Committee shall begin recording the number of late grade submissions for instructors responsible for courses under (1) and (2) who are subject to measures under paragraph one starting the day following the date of announcement of these Regulations. Late submissions recorded prior to the effective date of these Regulations shall not be counted.

Actions taken under paragraph one shall not be considered disciplinary proceedings.

Clause 10: Measures taken under Clause 9 shall take effect in the performance evaluation cycle approved by the University Executive Committee, which may not align directly with standard performance evaluation cycles due to course teaching periods and grade submission schedules being counted by academic calendar year rather than fiscal year.

Clause 11: Implementation of measures under Clause 9 shall be exempted if the instructor responsible for the course submits grades past the deadline specified in Clause 8 due to the following reasons:

(1) Evidence proves the instructor submitted grades on time, but external factors beyond their control caused the grades to not reach or reach late to the Office of the Registrar (e.g., system issues at the Office of the Registrar or operations of external units beyond the instructor's control);

(2) Unforeseen events occurred (e.g., sudden illness or death of the instructor, or their legal parents, spouse, children, or dependents), provided supporting evidence is presented:

(2.1) In case of illness of the instructor, a medical certificate recommending work leave during the grade submission period must be provided.

(2.2) In case of illness of legal family members/dependents, proof of relationship and a medical certificate specifying severe illness or need for special care during the grade submission period must be provided.

(2.3) For other unforeseen events, relevant supporting evidence must be presented for consideration.

(3) Grades are submitted no later than 12:00 PM (noon) on the day following the deadline;

(4) The delay was caused by force majeure, or without intention or negligence by the instructor;

(5) The delay resulted from staff operational error (e.g., notification of grade submission deadlines or performance of related duties specified in assignment documents, job descriptions, or faculty announcements). This excludes cases where staff assigned by the instructor to submit grades on their behalf make an error. In staff error cases, the staff member must report the error to the faculty, which will then submit it to the Committee. If staff make errors across three or more semesters, the Committee may propose that the faculty establish a fact-finding committee for potential disciplinary action.

Clause 12: Measures under Clause 9 shall be enforced if the late submission was caused by:

(1) The instructor forgot, failed to click submit, or incomplete submission in the system;

(2) The instructor was unaware of, forgot, or mistook the submission deadline;

(3) The instructor lost exam papers/reports or could not contact students;

(4) The instructor had a heavy teaching or workload burden;

(5) The instructor traveled abroad or out of the area;

(6) The instructor chose non-standard procedures (e.g., unannounced exam schedule changes, assigning non-authorized persons to record/submit grades);

(7) The instructor withheld submission while awaiting faculty verification committee results;

(8) Other reasons deemed by the Committee to stem from negligence or factors within the instructor's control.

Clause 13: The Faculty shall notify the names of all instructors responsible for each course so the Office of the Registrar can record the information in the system during the course offering request process.

Clause 14: The Office of the Registrar shall report courses with late grade submissions past the deadline in Clause 8, along with the names of responsible instructors and relevant documents, to the Grade Submission Review Committee.

Clause 15: Instructors subjected to measures under Clause 9 may appeal or lodge a grievance to the University Appeals Committee within 30 days of receiving notification of the decision. The Appeals Committee shall finalize the review within 90 days of receiving the appeal.

Clause 16: After a period of 10 years from the date an instructor was last subjected to measures under Clause 9, that instructor shall be considered as never having been subjected to measures under Clause 9.

Clause 17: The Rector shall maintain charge and control of these Regulations and shall have the power to issue University announcements to execute these Regulations.

Announced on July 6, B.E. 2569 (2026)

(Professor Surapon Nitikraipot)
Chairman of the University Council