Faculty of Economics, Kasetsart University

Request for Approval of Achievements for Registration in the Achievement to Excellence Course

(Per the Faculty of Economics Announcement on Guidelines for Registration and Grading of the Achievement to Excellence Courses)

For staff use
Ref. No.....
Date.....

Date..... To: Chair, Curriculum Committee (through Academic Advisor)

1. Student Information

Full name..... Student ID..... Year.....
Phone..... E-mail.....@ku.th
Program ☐ BECON ☐ EEBA
Course to register (according to your program, Clause 1.1)
☐ 01101495 (BECON) ☐ 01111495 (EEBA)
Semester of registration ☐ First ☐ Second ☐ Summer Academic year.....

2. Achievements Submitted

List all achievements in this one request; the course may be registered only once (Clause 1.2).

No.	Item no. (Cl. 1.4)	Title of work / article	Journal, or competition name and organizer	Date published/ accepted/held	Result / award	Team: share (%)	Cr.
1							
2							
3							
Total credits requested (max. 6 credits; items 5–6 combined max. 3 credits – Clauses 2.1–2.2)							

Additional information for items 5–6 (Clauses 2.3–2.4)

Work no.	Organizer type (Clause 2.3)	No. of competitors/teams	Presentation language (item 6)
	☐ (1) Government/SOE ☐ (2) Professional assoc./Int'l org. ☐ (3) Academic institution ☐ (4) SET100/MNC ☐ (5) Other		
	☐ (1) Government/SOE ☐ (2) Professional assoc./Int'l org. ☐ (3) Academic institution ☐ (4) SET100/MNC ☐ (5) Other		

If applicable: ☐ Work no.....is revised/developed from a previous work by at least 25% (Clause 2.6)
☐ Work no.....is part of/extends work from course.....already credited (Clause 2.7)

3. Supporting Documents (Clauses 3.2–3.3)

☐ Published article or acceptance letter, and proof of Scopus / TCI Tier 1–2 indexing (items 1–2)
☐ Nomination letter from the department/faculty (item 3.2)
☐ Team members' consent letter and evidence of contribution share (joint work; at least 20%)
☐ Certificate / organizer's confirmation of results, or official announcement (items 3–6)
☐ Organizer documents showing organizer, level, number of competitors and language (items 5–6)
☐ Explanation of revisions (Clause 2.6) / human research ethics approval (if any)

4. Student Declaration (Clauses 1.2, 1.3, 3.4)

I certify that I have not previously registered for an Achievement to Excellence course; the achievements were made while I was a Kasetsart University student and state my affiliation with the Faculty of Economics, Kasetsart University; all work and evidence are true and not plagiarized; I have complied with research ethics and obtained human research ethics approval where applicable.

Signature.....Student
(.....)

5. Review

(1) Academic Advisor (endorsement required for registration under university regulations)	
☐ Endorsed ☐ Not endorsed. Reason.....Signature.....Date.....	
(2) Staff (preliminary check)	**(3) Curriculum Committee (Clause 4)**
☐ Documents complete ☐ Incomplete:..... ☐ Has not registered this course before ☐ Total credits comply with Clauses 2.1–2.2 Signature.....Staff Date..... ☐ Student notified; section opened Sec.....	☐ Approved: work no.....total.....credits (grade A) ☐ Not approved. Reason:..... Course instructor (Clause 3.5)..... Signature.....Chair Date..... *Note: Once approved, copy to Educational Services Unit, Fac. of Economics.*

Once approved, the student registers for the approved number of credits within the university registration period (Clause 3.1).