



## **Announcement Walailak University**

### **Subject: Rules and Regulations for Continuing Cooperative Education Program, B.E. 2564 (2021)**

Due to Walailak University applying the cooperative education system, all students are required to participate in the system that provides classroom learning and practical career work experience. Therefore, after finishing the program, graduated students can find a job and work in the labor market that accomplishes the aims of the University. To achieve the goal of University, Walailak University provides the Continuing Cooperative Education Program

In reference to the resolution of the Academic Council of Walailak University, on April 21st, 2021, has announced Rules and Regulations for Cooperative Education Program, B.E. 2564 (2021) by enforced with students who have student ID number 61xxxxxx henceforward by details as following:

#### **Clause 1 Definition**

‘University’	meaning	Walailak University
‘President’	meaning	President of Walailak University
‘Dean’	meaning	The Dean of student’s school
‘Co-op Coordinator’	meaning	Professor who coordinates Cooperative Education in the program,/college
‘Academic Supervisor’	meaning	A college/program professor who supervises a student at the establishment, and makes an assessment.
‘Student’	meaning	A Cooperative Education student
‘Workplace’	meaning	Public and State Establishments

#### **Clause 2 Cooperative Education Program**

Under the policies of Walailak University, The Cooperative and Work-Integrated Education or CWIE are applied to a study system that requires all participating students to take not less than 16 weeks for cooperative education program in the workplace guaranteed by the university.

#### **Clause 3 Cooperative Education Period**

(1) The cooperative education trimester is depended on the academic major's schedule. However, if student is unable to work in the cooperative education program, student must submit a petition to the cooperative education coordinated teacher under the dean's approval.

(2) The duration of working in cooperative education is not less than thirty-two weeks. In case unable to work continuing in thirty-two weeks, that must be under the dean's approval.

#### **Clause 4 Cooperative Education Enrollment**

(1) A student must comply with the Walailak University Council's Regulations Bachelor's Degree Education B.E. 2562 (2019).

(2) After the job application results have been announced, the Center for Cooperative Education will inform the list of students to the Center for Educational service for registration for (XXXX-491) Cooperative Education Courses I and (XXXX-492) Cooperative Education Courses II.

#### **Clause 5 Qualifications of Co-op Students**

- (1) Must be a student who will graduate.
- (2) Completed academic conditions required by the Cooperative Education course.
- (3) Maintain an accumulated (overall) grade point average (GPAX):

(3.1) Domestic Cooperative Education: maintain an accumulated (overall) grade point average (GPAX) of at least 2.00 before two semesters to attend Cooperative Education program or submitted Cooperative Education application.

(3.2) International cooperative Education: maintain an accumulated (overall) grade point average (GPAX) of at least 2.50 before two semesters to attend the Cooperative Education program or submitted a Cooperative Education application.

Student who is unable to comply with the regulations must be under the dean's consideration.

(4) Have good behavior. A student is subjected to disciplinary punishment require to comply with the guidelines by the Center for Cooperative Education and Career Development.

(5) Have good physical health and do not have any disease or illness that could interfere with the job in the workplace.

A student who lacks qualifications in (4),(5) must take a cooperative education program in Nakhon Si Thammarat closely monitored by the supervision teacher.

(6) Completed a Pre-Cooperative Education course by receiving an evaluation of letter grade satisfied "S."

(7) Approved by parent or guardian

A student who desires to take the International cooperative education program in abroad are required to have an English proficiency test by details as following:

Having an English proficiency test which no more than two years, until he/she has confirmed to attend the International Cooperative Education Program, and the criteria as following:

WU TEP	CU TEP	TOEIC	TOEFL (ITP)	TOEFL (IBT)	TOEFL (CBT)	IELTS	CEFR
≥ 60	≥ 69	≥ 405	≥ 437	≥ 41	≥ 123	≥ 5	≥ B1

(1) A student who does not meet the English test requirements has to attend the Cooperative Education Training Station (CTS) workshop organized by the School of Languages and General Education or other assigned institute.

International College Students is excepted to do an English proficiency test.

(2) A student who needs to work in a workplace where are not use English as the official language is required to have other language proficiency tests depending on each country desired by the following details:

- China	HSK	not below 4
- Japan	JLPT	not below 3
- Germany	Goethe-Zertifikat	not below B1
- France	DELFL	not below B1
- Korea	TOPIK II	not below 3

(3) A student who desires to take the International cooperative education program abroad have to participate in the preparation activity for international cooperative education by complying with the Center for Cooperative Education and Career Development.

#### **Clause 6 Duties of a Cooperative Education Student**

(1) A student has to work at the establishment as temporary staff in a position matching with student ability determined by major.

(2) A student has to practice full time according to the establishment requirement

(3) For leave of absence, students have to follow the workplace regulation. In case of a leave of absence of more than three days, students are required to submit a copy of the Leave Application Form to the Center for Cooperative Education for considering working performance results.

#### **Clause 7 Cancellation and Postponement of Cooperative Education**

(1) For cancellation and postponement of cooperative education, students must inform before applying for work results declaration by the dean approved.

(2) After the declaration of applying for work results, students are unable to cancel or postpone work excepting student who has an illness or disease caused unable to work and has medical certificate under the dean consideration. For other reasons caused from improper behaviors, the student will receive the evaluation letter unsatisfied “U” in Cooperative Education Course and cannot enroll in the other subjects in that trimesters.

#### **Clause 8 Evaluation**

(1) A student has to work at the workplace until completing the cooperative education period, which has a right to be appraised at the end of each trimester.

In case of the student who has uncompleted the cooperative education period by having an illness or disease caused unable to work and has a medical certificate or other reasons not caused by a student, an academic supervisor will consider with the workplace for providing the evaluation under the dean’s consideration.

In the case of the student who has an uncompleted cooperative education period caused by improper behaviors, the student will receive the evaluation letter unsatisfied “U”.

The investigation must collaborate with three parties: an academic supervisor, the Director of the Center for Cooperative and Education and Career Development, and a student by using the evidence from the workplace for consideration.

(2) The evaluation of Cooperative Education Course uses "S" or "U" instead of the meaning of the grade under the Academic Regulations of Undergraduate Studies, Walailak University (2nd Issue) B.E. 2020 (2562).

(3) Evaluation criteria for determining score letter level will be comprised as follows:

(2.1) The score from the establishment of 60 points:

- |                                  |           |
|----------------------------------|-----------|
| - Performance evaluation results | 35 points |
| - Report evaluation              | 25 points |

(2.2) The score from the university supervisor is 40 points:

- |   |           |
|---|-----------|
| - Evaluation results from supervisor              | 10 points |
| - Evaluation result based on presentation/seminar | 5 points  |
| - Report evaluation                               | 25 points |

Therefore, students have to receive evaluation scores from the workplace and the supervisor that not less than 60% of the total scores in each section. The student will receive the evaluation result by the letter grade "S" for achieving the Cooperative Education Course.

#### **Clause 9 Repeated Enrollment**

(1) Students who have received the evaluation "U" in (XXXX-491) Cooperative Education Course I and (XXXX-492) Cooperative Education Course II have to repeat registration till receiving "S."

(2) The students have to attend the Self-Development Program by the Center for Cooperative Education determined before repeated registrations.

#### **Clause 10 Repatriation of a Students from the Establishment and time**

(1) The workplace will repatriate a student before completing the cooperative education period due to student offends to cause an issue to the workplace and discredit the university by the workplace informing with a written notice for terminating the practice.

(2) Student who causes an issue to the workplace and discredits the university, student who treated improper way by the workplace; sexual harassment, bullying, physical abuse, are recalled to the university.

(3) Students who offend to cause an issue to the workplace and discredit the university will receive the evaluation letter unsatisfied "U" in Cooperative Education and might be subjected to disciplinary punishment. For other reasons, The Center for Cooperative Education and Career Development will change the new workplace for students by counting the period from the former workplace.

#### **Clause 11 A requesting graduation after completing Co-op practice**

A student must deliver a requesting graduation petition in advance to the Center for Educational Services, and strictly comply with CES's regulation.

## **Clause 12 Regulation of Cooperative Education for Teacher**

The duties of teachers in the part of Cooperative Education duties have details as following:

(1) Coordinate with the Center for Cooperative Education and Career Development by preparing extra curriculum activities and the essential skills for working not less than 30 hours under the Thailand Cooperative Education Standard Framework.

(2) Strengthen the cooperative education duties by supporting the cooperative educational operations: considering student's qualifications, matching the workplace to support the student's potential and needs, and selecting the quality establishment for encouraging student's academic skills.

## **Clause 13 Regulations of Co-op Coordinator**

The duties of a Co-op Coordinator have details as following:

(1) Hold a meeting with teachers, students, and the workplace to inform the information before starting cooperative education practice.

(2) Hold a seminar after completing the Cooperative Education practice for student performance presentation, discussing curriculum development and the cooperation in academic research and Cooperative Education innovation.

(3) Commit teachers to in charge of the academic supervisor in the supervision, consideration of student petition, and handing in the academic supervisor documents to the dean.

(4) Inform the academic advisor name in advance to a student before the supervision begins by not less than a week.

(5) Consider the supervision schedule and the supervision allowance for suitability before the dean and the director of the Center for cooperative education and career development deliberation.

## **Clause 14 Qualifications of an Academic Supervisor**

(1) Have more than a year of teaching experiences

(2) Achieve the academic supervisor training certificated by the Ministry of Higher Education Science Technology and Innovation, other training determined by Walailak University.

International cooperative education supervisors have to achieve the international supervision training by CWIE.

(3) The curriculum will provide a teacher who achieves the supervision training and supervision experiences as a mentor in the supervision to an academic supervisor who has no supervision experience.

## **Clause 15 Duties of an Academic Supervisor**

(1) As a counselor: giving suggestions to the student, following up student's performance, correcting a student's report, evaluating the cooperative education results. The academic supervisor is required to supervise at the workplace two times.

(1.1) The first supervision round will be held in the 12<sup>th</sup>-16<sup>th</sup> week of the cooperative education period to appraise student and workplace readiness.

(1.2) The second supervision round will be held in the 24<sup>th</sup>-26<sup>th</sup> week of the cooperative education period to appraise student performance, a student report, a cooperative

educational project, and overall performance. The curriculum must submit the petition to the dean for approval. And inform the Director of the Center for Cooperative Education and Career Development.

(2) Examine the job description, a student's report, and a project assigned by the workplace to the student.

(3) Provide the supervision schedule and estimate supervision allowance for submitting to the co-op coordinator for consideration. After the supervision schedule is approved, The Center for Cooperative Education and Career Development will appoint the workplace and an academic supervisor.

(4) Submit the Take Off-Campus Trip Form and other financial forms under Walailak University's rules and regulations.

(5) Submit the Result of Budget Allocation for Cooperative Education Form after the supervision for reimbursement.

(6) Attend a seminar after completing the Cooperative Education practice for advising student performance.

(7) Appraise readiness of the workplace for cooperation in the future.

### **Clause 16 The Supervision**

(1) The supervision determined to provide an academic supervisor per one workplace. If the academic supervisors have more than one person, the reimbursement is allowed for only one person.

In the case of the academic supervisors have more than one person for the cooperation in academic research and Cooperative Education innovation. The academic supervisor must submit the petition to the dean for consideration.

(2) The curriculum will provide a teacher who achieves the supervision training and supervision experiences as a mentor to an academic supervisor who has no supervision experience in the first time of supervision. Reimbursement is allowed for these cases. Reimbursement is allowed for these cases.

(3) A supervision budget should concern with worthiness following the WU financial regulations.

(4) The supervision in domestic workplace operation as following details:

(4.1) The supervision should take not less than one hour.

(4.2) An academic supervisor should separately discuss with the job advisor and students for gathering information.

(5) The supervision in the abroad workplace will operate in the online conference.

(6) The transportation for supervision should concern with worthiness following the WU financial regulations.

Announced on May 24<sup>th</sup>, 2020