

Student Manual
THEODORE MARIA
SCHOOL OF ARTS



"LABOR OMNIA VINCIT"

***"Language Education,
Business Inspiration"***

More than faculty, we are family

**ASSUMPTION UNIVERSITY
OF THAILAND**



ASSUMPTION UNIVERSITY
Educating Intelligences and Active Minds to Change the World



UNIQUENESS AND IDENTITY

An International Catholic University inculcating 3Es:
Ethics, English, Entrepreneurial Spirit

Uniqueness

An International
Catholic University

Catholic University

Catholic values
Catholic symbols
Catholic leader
Liturgical services

International University

International programs
International scholars
International students
International recognition
Learning environment

Identity

Ethics

Integrity
Social consciousness
Discipline: Self-discipline
and Social discipline

English Proficiency

Entrepreneurial Spirit

Leadership
Management knowledge
Labor omnia vincit

Approved by the University Council : June 19, 2014

Table of Contents

	Page
Historical Background	2
Vision/Mission	3-4
Curriculum	5-8
Academic Regulations	
➤ Study Plan	8
➤ Course Load	9
➤ Attendance	9
➤ Required English Courses	9-10
➤ Prerequisites	11
➤ Examination	11
➤ Academic Advisors	11
➤ Major Transfer	12
➤ Grading System	12
Au Rules and Regulations	
➤ Au Dress Code Requirements	13-14
➤ Summer Session Dress Code	15
➤ Law on Smoking Cigarette	15
➤ Restrictions on Food and Drinks in the Classroom Buildings	15
Ethics for Arts student/Plagiarism/Quality Assurance Knowledge	15-16
Administrators and Offices/ Faculty Offices	17
Important links	18-19
Assumption University Anthem	20-21

THEODORE MARIA SCHOOL OF ARTS

ASSUMPTION UNIVERSITY

HISTORICAL BACKGROUND

In 1986, the School of Arts officially started the first two programs: Business English and Business French. Then, Business Chinese was added and was followed by Business Japanese in 1988. In 2022, the new ECD program was opened.

The School is now boasting a truly international faculty body of over 20 Nationalities. The School of Arts currently consists of 4 departments in charge of the major programs and a new major program recently opened:

1. Department of Business English (BE)
2. Department of Business French (BF)
3. Department of Business Chinese (BC)
4. Department of Business Japanese (BJ)
5. English-Chinese for Digital Communication (ECD)

In addition, the School also comprises other academic units which are:

- Department of General Education (GE)
- Institute for English Language Education (IELE)
- St. Marin& Center for Professional Ethics

On the occasion of the Arts' 30th Anniversary in 2016, Rev. Bro. Dr. Martin Komolmas, Rector Emeritus, kindly bestowed upon the School a new name:

“Theodore Maria School of Arts”

VISION

**Theodore Maria School of Arts, Assumption University of Thailand,
envisions itself as:**

An international community of business communicators in Thailand

MISSION

Theodore Maria School of Arts will ensure that the School will...

1. Enhance business language skills
2. Promote cultural awareness
3. Foster academic networking
4. Encourage ethical standards and practices



Theodore Maria School of Arts offers 2 programs as follows:

1. International Business Languages

- English for International Business
- French for International Business
- Business for International Business
- Japanese for International Business

Program Learning Outcomes	
PLO 1	Identify basic concepts and contemporary issues through studies in disciplines of Arts, Humanities, Social sciences, Sciences, and Technology.
PLO 2	Describe fundamental concepts of linguistics, business and cultures.
PLO 3	Recognize the needs for and have the preparation to engage in independent and lifelong learning in the context of international business languages.
PLO 4	Use receptive and productive English or French, Chinese, or Japanese skills as well as presentation techniques to accomplish business-related tasks.
PLO 5	Apply soft skills including leadership and teamwork, and entrepreneurial spirit to deal with demands/tasks in the workplace.
PLO 6	Demonstrate moral and ethical characters required for professional practices and global citizenship.
PLO 7	Analyze business-oriented problems to derive practical solutions.
PLO 8	Employ critical thinking and decision-making and digital skills to achieve desirable outcomes.
PLO 9	Integrate business concepts and theories with English or French, Chinese, or Japanese language skills in multinational contexts.

CURRICULUM STRUCTURE

- General Education Courses 24 Credits
 - Language Courses 12 Credits (“C” grade is required for Communicative English I, and II, Academic English, Advanced Academic English)
 - Social Science Required Courses 3 Credits
 - General Education Elective Courses 9 Credits
- Specialize Courses 96 Credits
 - Core Courses 30 Credits
 - Major Required Courses 51 Credits (“C” grade is required for all courses.)
 - English for International Business
 - French for International Business
 - Chinese for International Business
 - Japanese for International Business
- Professional Track Courses 15 Credits

Students in International Business Languages (English/ French/ Chinese/ Japanese) program can choose 5 subjects from the following five professional tracks after fulfilling any prerequisites:

1. Airlines and Hospitality Track
 2. Self-Entrepreneurship Track
 3. Media and Entertainment Track
 4. Languages of Interest Track
 5. Design Your Own Experience Track (offered jointly by the School of Management and the School of Architecture and Design).
- Free Elective Courses 6 Credits

Total **126** credits

Each major within the Theodore Maria School of Arts offers DIFFERENT set of courses. Students must carefully consult the study plan for their specific major before registering each semester.

<https://arts.au.edu/english-for-international-business/>

<https://arts.au.edu/french-for-international-business/>

<https://arts.au.edu/chinese-for-international-business/>

<https://arts.au.edu/japanese-for-international-business/>

International Students

International students majoring in English for International Business who cannot read and write Thai are to take substitute course in place of Art of Business Translation which is a major required course. The substitute course is specified in the Bulletin.

2. English-Chinese for Digital Communication

Program Learning Outcomes	
PLO 1	Exemplify a wide variety of basic concepts and contemporary issues through studies in Humanities, Social Sciences, Languages, and Science and Mathematics
PLO 2	Use oral and written English/Chinese communication skills effectively in various digital communication contexts
PLO 3	Demonstrate moral and ethical characters required for professional practices.
PLO 4	Solve problems related to digital business professions by employing critical thinking and effective decision-making skills
PLO 5	Select appropriate digital communication tools for business purposes
PLO 6	Create engaging and culturally sensitive digital content using English/Chinese in business contexts

CURRICULUM STRUCTURE

- General Education Courses 30 Credits
 - Language Courses 14 Credits (“C” grade is required for Communicative English I, and II, Academic English, Advanced Academic English)
 - Social Science Courses 9 Credits
 - Humanities Courses 2 Credits
 - Science and Mathematics Courses 5 Credits

- Specialized Courses 96 Credits
 - Core Courses 24 Credits
 - Major Required Courses 57 Credits (“C” grade is required for all courses)
- Concentration Courses 15 Credits

Students in English-Chinese for Digital Communication Program can choose one of the following 5 concentration courses:

1. English for Hospitality and Service Industry
 2. Chinese for Hospitality and Service Industry
 3. Communication Arts
 4. Music Entrepreneurship
 5. Digital Communication Technologies
- Free Elective Courses 6 credits

Total **132** credits

Students must carefully consult the study plan for their specific major before registering each semester.

<https://arts.au.edu/bachelor-of-arts-in-english-chinese-for-digital-communication/>

ACADEMIC REGULATIONS

Study Plan

- Students are encouraged to follow the study plan provided in the University Bulletin. However, they may adjust the plan according to their own progress or needs.
- Students are responsible for checking all the courses they have to take for graduation, and calculating their Grade Point Average (G.P.A.). The Registrar’s duty is to keep records and provide official copies of records.

Course Load

- A minimum of 9 credit hours per week or a maximum of 18 credit hours per week for students who have no academic problems.
- 9 - 12 credit hours per week for students who are studying Basic English and/or Integrated Mathematics
- A maximum of 12 credit hours per week for students on probation (below GPA. 2.00)

- A maximum of 21 credit hours per week for graduating students
- For exceptional cases, seek advice and ask for the permission of the Chairperson concerned.

Attendance

- A. 80 % attendance is required for all courses in the university. Students who fail to fulfill the attendance requirement will not be allowed to take the final examination and they have to withdraw from the course.

Required English Courses (Communicative English I, and II, Academic English, Advanced Academic English)

- Students must register for English every semester until they successfully complete all the four required courses.
- Students who fulfill all course requirements but fail in the exams will receive “WP” instead of “D” or “F” and they have to repeat the course.
- **TOEFL/IELTS Policy:** The Institute for English Language Education (IELE) has set up the TOEFL/IELTS Policy as an alternative for students to pass their English courses. Students have to follow the rules and procedures in order to benefit from the policy. The equivalent marks for admission to appropriate grades in English I-IV are as follows:

Course	TOEFL (iBT)	TOEFL (p)	IELTS	Grade
Communicative English I	60	500	5	C
	70	525	5.5	A
Communicative English II	70	525	5.5	C
	80	550	6	A
Academic English	80	550	6	C
	90	575	6.5	A
Advanced Academic English IV	90	575	6.5	C
	100	600	7	A

Criteria and Conditions

1. Exemption Procedure

- A. Enroll in English Courses and make all required payments
- B. Submit all documents before the deadline
- C. Check the grade results at the end of semester

Note: *The same procedure has to be repeated until all English courses (I-IV) are completed.*

- 2. TOEFL scores must be sent directly to Assumption University from the Test Centers. (TOEFL DI code: 0706)
- 3. Assumption University will **only** accept **IELTS** scores from **AU IELTS TEST Center**

For further information, contact the Office of the University Registrar at **Huamak Campus**, M Building, Ground Floor, Tel 02-300-4553 ext. 1176 or **Suvarnabhumi Campus**, SM Building, SM105, Tel 02-783-2222 ext. 2323.

- 4. For IELTS, only the **Academic Module** will be accepted.
- 5. The University will not consider request for grade change upon submission of TOEFL/IELTS score **for any previous English courses**.
- 6. The university will **not** accept any exemption applications if test scores are not submitted before the last week of instruction.
- 7. TOEFL/IELTS scores/band are valid for a period of **2 years** after the official release of the score only.
- 8. The grades granted upon the aforementioned conditions will be released at the end of each semester if all documents submitted are accurate and complete.
- 9. The Office of the Registrar is responsible for the policy and procedures for the course exemption and equivalent English grades.

Pre-requisites

- Students registering for a course must make sure that they have completed the pre-requisite for that course.
- Students who fail to do so will have their courses without pre-requisites withdrawn without a refund.

Examination

1. Time Conflicts

- **Only graduating students** are allowed time-conflicts in mid-term and final examinations.
- Petitions for time-conflict examinations with the Chairperson's approval must be submitted to the Registration Office within the first three weeks (15 working days).

2. Campus Conflict Examinations: Students with more than one examination on the same day at different campuses can request to take all examinations for that day at only one campus. Petitions must be submitted to the Registration within the first three weeks (15 working days).

3. Late Examination: In case of sickness or emergency, students may request to take late examination. Petitions and required documents must be submitted to the Registration Office within three days from the day of absence.

Academic Advisors

- It is students' right and responsibility to seek advice and counseling from their advisor.
- Each student is assigned an academic advisor, who provides them advice and guidance about their study and university life.
- The names of academic advisors are posted on the faculty website (<https://arts.au.edu>), the university website (www.au.edu), at CL 11, SR building and on Department Board at SM building.
- Students must check their advisors' names every semester.
- Students meet with their advisors before they register in each semester and get the approval. Students who fail to come for any academic advising will not be allowed to preregister for any subject.

Note: Every Student must strictly follow the rules and regulations about advising.

Major Transfer

- Students can transfer from one department to another only after they have successfully completed Communicative English II, Chinese II, French II or Japanese II.
- Transfer is allowed after the approval of the two respective department chairpersons and the Dean.

Grading System

Honours System

- Students who are eligible for graduation with honours must have fulfilled all the requirements for graduation within 4 years, not have been placed on probation and have not received a grade lower than 'C' in any course.
- For transfer students, they must have taken all the third- and fourth-year courses (or 72 credits) at the university.
- Summa Cum Laude: Cumulative G.P.A. 3.80- 4.00
- Magna Cum Laude: Cumulative G.P.A. 3.50- 3.79
- Cum Laude: Cumulative G.P.A. 3.25- 3.49

Probations

- Students with a cumulative GPA. of less than 2.00 (1.99 to 1.50) will be put under probation conditions. This is except for students in the first semester of the freshman year.
- There are two types of probation
 - *High Probation:* Students with a cumulative GPA. of 1.75 to 1.99 are allowed to remain under the high probation condition for no more than four consecutive semesters except the first semester of the freshman year.
 - *Low Probation:* Students with a cumulative GPA. of 1.50 to 1.74 are allowed to remain under the high probation condition for no more than two consecutive semesters except the first semester of the freshman year.

Complaints

- Students can pick up a complaint form at SR 308 or CL 1103 and submit the form to the secretarial office.

AU Rules and Regulations

• AU Dress Code Requirements

The University's dress codes requiring students to tuck their shirts or blouses in their trousers or skirts; wear trousers that do not resemble to jeans (for male students); wear only straight skirt or pleated skirt (for female students); and not to wear slippers and trousers or skirts made from jeans, corduroy and velvet, must be observed at all times (except in sport arenas) at both campuses during regular semesters.

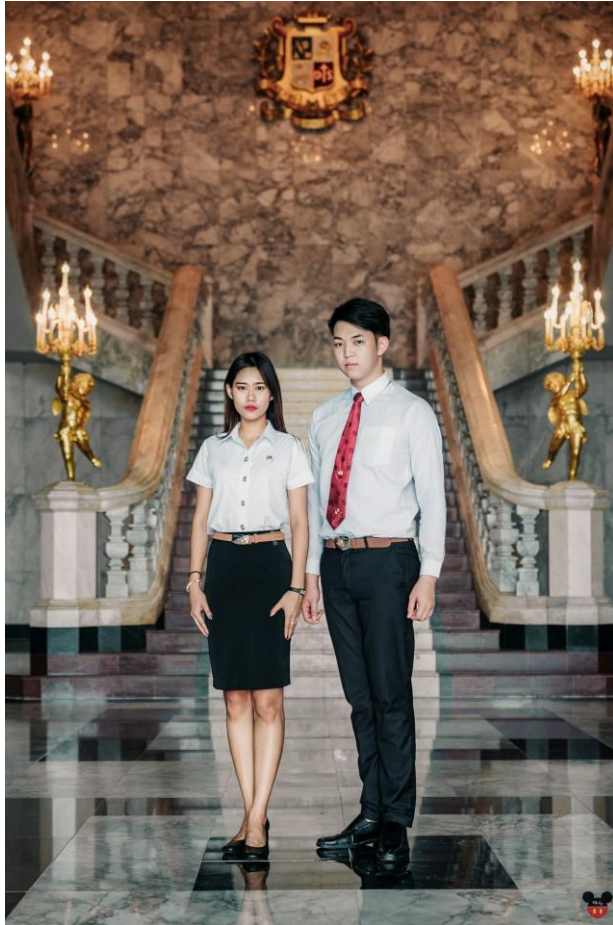
The allowable colours of trousers and skirt students can wear during weekdays in the regular semesters are black, brown, dark blue and "gray", and on examination and quiz days as well as university's formal functions, "black or blue colour".

As such, any students violating the codes will be subjected to the following disciplinary actions.

1. Violating the codes in the classroom will result in:
 - Confiscation of students' ID cards.
 - Deduction of "classroom conduct" marks, if any, by their lecturers.
 - Their dismissal from the class together with the deletion of their class attendance for that particular class.
2. Not observing the codes on "campus" including areas / walkways in front of classrooms and "CL plaza" will subject the students to:
 - Verbal warning from lecturers or the University officers, and/or
 - Confiscation of their students' ID cards.
3. Prohibition from enrollment in the following semester, for the students with 3-violation records.
4. Debarment from examinations/quizzes for students failing to observe the codes on examination/quiz days.

Remark: Students whose ID cards are confiscated will be required to contact Students Affairs Office (14th floor, CL Building; or 3rd floor, Students Organization Building for the ID card being confiscated at Suvarnabhumi Campus or Hua Mak campus respectively), within 5 working days after their ID cards are confiscated to retrieve their ID cards, pay a fine of up to 200 baht, and be informed about other punitive actions, if any. Students who do not retrieve their ID cards within the stated period will be required to apply and pay 200-baht fee for their new students ID card.

AU DRESS CODE



- **Summer Session Dress code**

During summer session, students are required to wear polite/casual dresses. Low waist jeans/trousers, mini skirts, ragged trousers, shorts, single straps, strapless blouses and slippers are not allowed to be worn on both campuses.

- **Law on Smoking Cigarette**

Smoking is only allowed in the designated areas. Breaching the law will subject students to a fine of 2,000 baht.

- **Restrictions on Foods and Drinks in the Classroom Buildings**

Foods and Drinks are not allowed to be brought into classroom buildings. Should the students violate the regulation, their students' ID card will be confiscated.

Ethics for Arts students

1. Have self-discipline, self and social responsibility in accordance with organizational and social rules
2. Have integrity, honesty and credibility
3. Demonstrate a high level of ethical and responsible behavior in academic and professional contexts
4. Have empathy towards others
5. Have the sense of personal value and self-respect

Plagiarism

Plagiarism is a serious academic offence, a serious breach of ethical conduct and is unacceptable student behavior. Students who plagiarize, copying words or ideas without acknowledging the original writer of the words or ideas, will face disciplinary action. This will range from receiving and “F” in the subject to university suspension.

Quality Assurance Knowledge

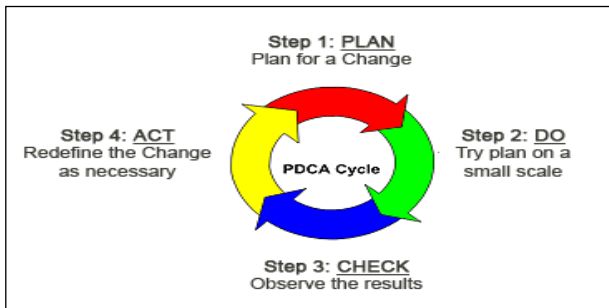
PDCA Model can be defined as follows:

Plan: Define the current problem, process, and issue and establish objectives and processes required to deliver the desired results.

Do: Implement the plans and new processes developed.

Check: Monitor and evaluate the implemented process by testing the results against the predetermined objectives.

Act: Apply actions necessary for improvement if the results require changes.



ADMINISTRATORS AND OFFICES

Administrators	Offices
Dean	CL 1102 Tel.02-783-2222 ext.2112 SM 354 Tel.02-783-2222 ext.2637
Associate Dean	SM 353 Tel. 02783-2222 Ext.2636
Department of English for International Business	SM 221 Tel.02-783-2222 ext.2633
Department of French for International Business	SM 355 Tel.02-783-2222 ext.2638
Department of Chinese for International Business	SM 222 Tel.02-783-2222 ext.2634
Department of Japanese for International Business	SM 223 Tel.02-783-2222 ext.2635
English-Chinese for Digital Communication Program	SR345 Tel.02-783-2222 ext. 2762
Department of General Education	CL 10 Tel.02-783-2222 ext.2485
The Institute for English Language Education (IELE)	CL 27 Tel.02-783-2222 ext.2370 or 2373
St. Martin Center for Professional Ethics	CL 1002 Tel.02-783-2222 ext. 2140

FACULTY OFFICES

Offices	Room	Tel.
Office of Theodore Maria School of Arts	CL 1103	Tel.02-783-2222 ext. 2431
	SR 308	Tel.02-783-2222 ext. 2740
	CL 1003 General Education	Tel.02-783-2222 ext. 2485
Research and Academic Service Center	CL 1103	Tel.02-783-2222 ext. 2431

Important links for students:

Website: Theodore Maria School of Arts	https://arts.au.edu/
E-mail	arts@au.edu
YouTube	Arts Assumption University
Social media: Facebook/ Instagram/ TikTok	Arts Assumption University
English for International Business	Facebook/ Instagram/ TikTok ArtsEngAbac
French for International Business	Instagram: arts_french_au/
Chinese for International Business	Facebook: ArtsAbacCN Instagram/ TikTok/ YouTube: artschineseabac
Japanese for International Business	Facebook: artsjap Instagram: artsau_businessjapanese
English-Chinese for Digital Communication	ECD - ABAC

สดุดีอัลลัมฮ์

คำร้อง : ชิสเตอร์บุญเรือน หมั่นทรัพย์
 วิสุทธิพร สันตศิริ
 ทำนอง : แมนรัตน์ ศรีกรานนท์
 เรียบเรียงเสียงประสาน : น.อ. วีระพันธ์ วอกกลาง

MDD March



Assumption University Anthem

Lyric : Thomas Khng

Music : Lian Sek Lin

March



From
We



eve - ry cor - ner of the land We come to pur - sue truth For
are the salt of the glo - rious earth No task is too hard to do For



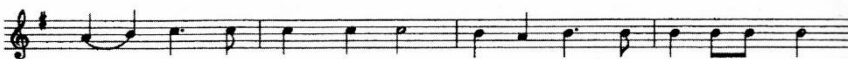
in - te - gri - ty and pro - gress we Stand And learn - ing's ster - ling worth Up -
Assump - tion and the land of our birth We re - main ever loyal and true For



lif - ting vir - tue of mind and hand With the glo - ry of our Youth
ex - cel - lence in all realms of ef - fort We give As - sump - tion its due



As - sump - tion is the light that leads



Our youth to know - ledge sure Ev - er mind - ful of all our needs



It brings us to learn - ing's shore Ennobling our a - ca - de - mic deeds Mak - ing



our fu - ture se - cure!