

The template for a Short-course program for international students Program

Year (B.E.).....

Faculty/College/Office..... Payap University

1. Program Title:

(Thai):

(English):

2. Program Coordinator:

First Name:

Middle Name (If any):

Last Name:

National ID / Passport No.: _____ *(to be completed later in the system)*

3. Student Enrollment Plan

3.1 Number of Students

per Intake: ... persons

per Year: ... persons

3.2 Student Qualifications *(The following qualifications be changed upon your program specifications.)*

☐ 3.2.1 Graduates of upper secondary education or equivalent, or holders of a Vocational Certificate (Por Wor Chor / Certificate of Vocational Education).

☐ 3.2.2 Working professionals seeking to enhance their competencies.

☐ 3.2.3 Individuals who are not currently employed and are interested in the field of _____.

3.3 Admission Period

Intake 1: From Date/Month/Year to Date/Month/Year

Intake 2: From Date/Month/Year to Date/Month/Year

Intake 3: ...

The number of intakes is in accordance with the program specifications.

3.4 Tuition Fees.....Bht.

4. Program Specifications

4.1 Rationale and Background

4.2 Program Objective (s)

5. Teaching and Learning Management

5.1 Venue for on-site teaching and learning

For online teaching and learning, please specify the learning platform

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5.2 Starting Date of Teaching and Learning (Date/Month/Year)

Last Date of Teaching and Learning (Date/Month/Year)

5.3 Average Study Hours per Day: hrs.

5.4 Average Study Hours per Week:hrs.

5.5 Total Program Duration:Days

5.6 Language of Instruction:

6. Learning Assessment and Evaluation

Students' learning outcomes will be assessed based on their ability to integrate and apply the knowledge, skills, and attitudes gained throughout the program. The evaluation will be carried out using clearly established assessment criteria and instruments, including grading rubrics, observation checklists, and assignment assessment guidelines.

Example (can be changed according to your program specifications.)

No.	Assessment Method	Graduation Criteria
6.1	Classroom Participation	Students must attend at least 80% of classes and activities.
6.2	Group Work and Projects	
6.3	Presentation	
6.4	Attendance Requirements	
6.5		

7. Evaluation of Program Instruction and Management

7.1 Student Evaluation

Student satisfaction should be assessed by collecting feedback via surveys or questionnaires at the end of each module or upon program completion. This evaluation aims to assess key aspects identified by or related to the program, such as: *(The following section can be adjusted based on your program specification.)*

7.1.1 Satisfaction with Program Content, Teaching Methods, and Learning Activities

(Please specify the evaluator(s), assessment tools, and evaluation criteria.)

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7.1.2 Perceived Relevance of the Program to Students' Academic, Professional, and Social Goals

(Please specify the evaluator(s), assessment tools, and evaluation criteria.)

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7.1.3 Overall Learning Experience and Suggestions for Improvement

(Please specify the evaluator(s), assessment tools, and evaluation criteria.)

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7.1.4

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7.2 Program Review

The effectiveness of teaching and learning management will be evaluated through systematic review and feedback mechanisms, with a focus on instructional design, teaching methods, and the learning environment. The evaluation will be conducted using documented evidence and structured assessment tools, including surveys and observations, such as: *(The following part can be changed according to your program specifications.)*

7.2.1 Appropriateness of Teaching Methods

(Please specify the evaluator(s), assessment tools, and evaluation criteria.)

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7.2.2 Integration of Theory and Practice

(Please specify the evaluator(s), assessment tools, and evaluation criteria.)

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7.2.3 Learning Resources and Facilities

(Please specify the evaluator(s), assessment tools, and evaluation criteria.)

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7.2.4

8. Program Structure

Module 1:.....	 No. of Hrs.
Module 2:.....	 No. of Hrs.
Module 3:.....	 No. of Hrs.
Total	 No. of Hrs.

9. Content (Teaching Plan)

Week/Time	Subject Content/Course	No. of hours	
		Lecture	Lab/Practice
Total no. of hours			
Total no. of hours of the entire program			

10. Courses

No.	Course code and course title	Study days (Monday-Sunday)	Specify the study time period, e.g. 08:00-12:00	No. of hours of each course	No. of online-teaching hours (if any)	No. of on-site teaching hours

No. of creditscredits (15 hours = 1 credit)

Onsite Class Hours Percentage of onsite class hours/total program hours

Online Class Hours..... Percentage of onsite class hours/ total program hours

Notes for Practices within the International College: the online teaching hours must not exceed 10 percent of the program hours.

11. Guidelines for Monitoring Student Attendance *(The following part can be changed according to your program specifications.)*

11.1 The course instructor or _____ shall be responsible for monitoring the academic progress and activities of international students. The course instructor or _____ shall also be responsible for coordinating matters related to student visas.

11.2 The course instructor must record student attendance for each course on a weekly basis using the designated attendance record form.

11.3 Participation in program activities must be supported by relevant documentation, such as signed attendance records and photographic evidence.

(Please specify the responsible person(s).)

11.4 The course instructor must submit post-teaching reports to _____ upon completion of the required instructional hours for each course.

11.5 Students must attend at least 80% of scheduled classes and activities. If a student's attendance falls below this requirement, the instructor must notify _____ for further investigation. If unjustified absences are identified, the program shall proceed with visa revocation in accordance with applicable regulations.

11.6 _____

Please remove all yellow-highlighted sections from your final draft before submitting your curriculum to Academic Affairs.