

(Translation)

**RULE OF THE MINISTRY OF EDUCATION
ON ISSUANCE OF EDUCATION COMPLETION CERTIFICATES AND KNOWLEDGE RECOGNITION
CERTIFICATES OF EDUCATIONAL INSTITUTIONS,
B.E. 2547 (2004)**

Whereas it is expedient to revise the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) as amended in order to be appropriately in line with the revision of study programmes in the administration of education and in line with actual circumstances in connection with the issuance of educational evidence for persons completing education, the Ministry of Education hereby issues the Rule as follows:

Clause 1. This Rule is called the “Rule of the Ministry of Education on Issuance of Education Completion Certificates and Knowledge Recognition Certificates of Educational Institutions, B.E. 2547 (2004)”.

Clause 2. This Rule shall come into force on the date of its publication.

Clause 3. The following shall be repealed:

(1) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974);

(2) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) (No. 2), B.E. 2518 (1975);

(3) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) (No. 3), B.E. 2519 (1976);

(4) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) (No. 4), B.E. 2519 (1976);

(5) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) (No. 5), B.E. 2520 (1977);

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(6) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) (No. 6), B.E. 2520 (1977);

(7) the Rule of the Ministry of Education on Education Completion Certificates and Certificates of Educational Institutions, B.E. 2517 (1974) (No. 7), B.E. 2520 (1982).

Clause 4. This Rule shall apply to all types of educational institutions which provide education under study programmes of study of the Ministry of Education or approved by the Ministry of Education, where such study programmes require the issuance of education completion certificates as evidence of the completion of the education.

Clause 5. In issuing education completion certificates, an educational institution shall take action as follows when the person who has completed the education submits an application in writing to the head of the educational institution:

(1) when the educational institution has fully entered particulars in an education completion certificate in accordance with the written form of education completion certificates and the authorised person has entered a signature, the educational institution may issue such education completion certificate;

(2) in the case where the education completion certificate as received by the person who has completed the education is lost or so damaged as to be unusable, the educational institution shall make a copy of its original counterpart and the head of the educational institution shall enter a signature in certification of accuracy of the copy.

Clause 6. The issuance of knowledge recognition certificates shall be permissible in the case where an educational institution is unable to issue education completion certificates under Clause 5. In this regard, the educational institution shall examine the evidence of education completion, academic transcript and other academic evidence which form the conclusion that the person concerned has completed the education.

In the case where the evidence of education completion, academic transcript or other academic evidence has been lost, the educational institution shall conduct inquiries and gather evidence for submission to the agency of its affiliation which is of higher hierarchy by one level and, if such agency considers that the evidence is reliable, it may grant permission to the educational institution for the issuance of a knowledge recognition certificate.

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Knowledge recognition certificates shall be in accordance with the form attached hereto.

Clause 7. In the case of an educational institution which is dissolved for any reason whatsoever or a private school which is transferred to the State, the head of its unit in charge of the retention of evidence of such educational institution shall be the issuer of education completion certificates or knowledge recognition certificates under Clause 5 or Clause 6, as the case may be.

Clause 8. Educational institutions may collect a fee for the issuance of education completion certificates or knowledge recognition certificates at the rate not exceeding 100 Baht a copy.

Clause 9. The Permanent Secretary for Education shall have charge and control of the execution of this Rule and shall have the power to interpret and decide questions in connection with the execution of this Rule.

Given on the 30th Day of September B.E. 2547 (2004).

Mr. Adisai Potaramik
(Mr. Adisai Potaramik)
Minister of Education

(Translation)

No. /

KNOWLEDGE RECOGNITION CERTIFICATE

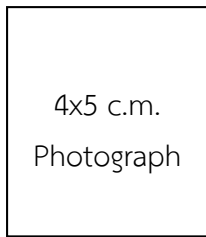
Date Month Year

This Knowledge Recognition Certificate is hereby given to certify that born on the Day of the Month of in the Year with the father's name being indicated as and the mother's name being indicated as holding a status as a student of School, which is the school attached to or classified in the category of being located in the area of Amphoe in Province,

Has most recently passed the final examination for the Level or Programme on the Day of the Month of in the Year held at Amphoe in Province.

(Sign)

Position



(Sign)

Registrar

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