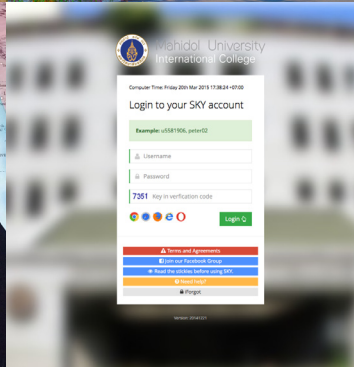




# EXCHANGE AND VISITING STUDENT Handbook



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## Message from the Dean

If I were asked what the two strong features of Mahidol University International College (MUIC) are, I would answer, without hesitation: international standards and academic excellence.

Indeed, MUIC's oft-repeated claim of being "the first and leading international college in a public university" does not go unsubstantiated. For almost three decades, MUIC has led the way in Thailand in terms of instituting international standards in both its academic and administrative aspects. The medium of instruction used in classes is English. More than half of its faculty members are composed of foreign nationals. Among MUIC students, a significant proportion is composed of students from scores of other countries. The College's exchange program, both inbound and outbound, is very active. MUIC enjoys the trust and recognition of other universities abroad, as shown by the College's formal linkages with more than a hundred partner universities in North and South Americas, Europe, Oceania, and Asia.

Adhering to Mahidol University's motto, "Wisdom of the Land," MUIC strives to uphold academic excellence, beginning with its stringent admission requirements. Enrollees can choose from 20 undergraduate degree programs, along with 22 minors, which include seven in the foreign language curriculum. Students also enjoy a low teacher-student ratio, giving lecturers more opportunities to interact with students in a manner that follows a transformative educational style. A stable IT platform supports educational activities along with Wi-Fi hotspots in key areas on campus. The College also has strong on- and off-campus internship programs. Students in MUIC also take advantage of the extra-curricular activities through the various student clubs. Many of our students participate in conferences and excel in international competitions. Our graduates enjoy a high percentage of getting hired both locally and abroad, with a majority of our alumni currently occupying key positions in various industries.

MUIC continues to move forward with the times, with change and success as key goals. The upcoming economic integration of ASEAN brings numerous challenges. MUIC will tackle these head on, aiming for a surge in quality international student recruitment, not only from the West but also from East and Southeast Asia, as well as in the growth of our infrastructure, stronger support for research endeavors, enhanced student development, better human resources management and overall sustainability for the College.

It is my pleasure to welcome you to MUIC.

**Assoc. Prof. Phitaya Charupoonphol**  
**Dean, Mahidol University International College**

## General Information

Mahidol University International College (MUIC) strives to develop well-rounded and well-educated international citizens who are actively involved in helping others in their community. The College challenges students to do their best academically and develop an appreciation, understanding and awareness of different cultures.

This handbook provides guidelines for information, policies and rules for both Thai and International students. They were developed by faculty, staff and students. This updated version of the Student Handbook provides current information for the exchange and visiting student academic community.

### **The Student Handbook has four parts:**

- 1) Student Exchange Unit
- 2) Campus Services
- 3) Academic Information for Exchange and Visiting Students
- 4) Thailand General Information.

The Student Exchange Unit provides information about MUIC development and MUIC services. The Campus Service Section includes information about MU's campus services. As a part of Mahidol University, getting to know more about the campus and its facilities provides benefit to all student of MUIC.

Academic Information for Exchange and Visiting Students Unit includes vital information that an exchange and visiting student needs to know. The last section provides information about Thailand and how to live in the land of smile.

Students should use this handbook as a guide to acculturate with international education life

Student Handbook Updates  
Student should periodically check with the  
Student Exchange Unit Office for the  
latest supplemental updates to this book



# Student Exchange Unit

The Student Exchange Unit is responsible for selection, nomination, and orientation of outgoing and incoming students. The office also provides supports for exchange and visiting students during their stay in Thailand.

The Student Exchange Unit is located at Room 2204, Building 2. The office hours are **8:00 am - 5:00 pm Monday – Friday**. This unit has been set up to assist the students with any problems that may come up during their stay at MUIC. Students are encouraged to drop by the office to use facilities or to enquire more information etc.

**Tel. 024415090 ext.1701; 1702; 1708; 1711; 1714**

## MUIC Services Provided for the Exchange and Visiting Student

1. Visa Service
2. Academic, Registration and Transcript Services
3. Payment Service
4. Emergency Service
5. Cultural Trip Service (upon request from study abroad agencies)
6. Library Service
7. Internet Service / SKY System
8. E-Learning
9. Postal Service
10. Health Service
11. Housing Service

## Visa Application

Once a student's application to MUIC has been approved, a letter of acceptance, along with a letter for a visa application, will be issued. International students require a Non-Immigrant Education Visa (category ED) to study in Thailand. Applications should be made at any Royal Thai Embassy or Consulate in advance before departing for Thailand.



### Required documents:

- Visa application form
- Passport, with a remaining validity of not less than 6 months
- Two recent 4 cm x 6 cm full-face photos
- A letter of acceptance/admission from MUIC
- Evidence of adequate finances as determined by the Royal Thai Embassy

Students who plan to study at MUIC for just one trimester will be granted a single entry visa. Students who plan to study at MUIC for more than one trimester can apply for a single entry visa or a multiple entry visa. Each entry allows a 90-day period of stay in Thailand. This can be extended to cover the full period of studies.

## Visa Extension

Students can extend their student visa before its expiry date by submitting the following **documentation:**

- Visa extension form TM.7
- Letter of certification from MUIC (in Thai)
- A photocopy of the passport
- One recent 4 cm x 6 cm full-face photo
- Tuition fee receipt
- Grade report

### **The visa extension fee is 1,900 Baht.**

If the visa is about to expire while in Thailand, students should notify the Student Exchange Unit at least two weeks before the expiry date to allow enough time to prepare the required documents and procure the authorized signatures. The visa extension must be submitted in person at the Immigration Bureau.

Ultimately, students are responsible for ensuring that they renew their visa before the expiration date. Overstaying a visa is a serious issue that will result in daily fines and possible deportation. This lapse will be stamped in the students' passport and will become part of their record at the Immigration Bureau. If the overstay exceeds 40 days, the student must leave the country.

### **Required documents to extend a visa in the “overstay” status:**

- Visa extension form TM.7
- Letter of certification from MUIC (in Thai)
- A photocopy of the passport
- One recent 4 cm x 6 cm full-face photo
- Tuition fee receipt
- Grade report

The visa extension fee is 1,900 Baht. In addition, the overstay fine is 500 Baht per day, up to a maximum of 20,000 Baht. Students may check the Immigration Bureau's website for more details and inquire about any new steps and/or changes in the process. Current visa information is also available from the staff at Student Exchange Unit Office. <http://www.immigration.go.th/>

## 90-Day Notification

Once the Immigration Bureau has admitted students into the country, their passport will be stamped with the conditions of entry. One such condition is the 90-Day Notification.

Students may check the Immigration Bureau's website for more details and inquire about any new steps and/or changes in the process. Current 90-Day Notification information is also available from the staff at Student Exchange Unit Office. <http://www.immigration.go.th/>

### **Required Documents**

- 90-Day notification form TM.47 available at the Student Exchange Unit
- Original passport

**Please note:** There is a 2,000 Baht fine for a late 90-Day notification.

### **Re-entry Permit**

Students holding a one-year extension visa who plan to spend their holidays outside of Thailand need to apply for a single or multiple re-entry permit before their departure. Otherwise their visa will be invalidated and they will have to go through the whole process of getting the proper student visa at a Thai Embassy or Consulate outside Thailand. The re-entry permit can be obtained at the local Immigration Bureau.

#### **Required documents:**

- Re-entry Permit form TM.8 available at the Student Exchange Unit
- One recent 4 cm x 6 cm full-face photo
- A copy of the page containing the most recent entry visa
- A copy of the page containing the stamp and “Kingdom of Thailand” label
- A copy of the photo and information page of the passport
- 1,000 Baht for a single entry or 3,800 Baht for a multiple entry permit

**Note:** When filling out any of the aforementioned application forms, students must use the full name as it appears on their passport.

### **Van Service for Visa Matters**

Student Exchange Unit will arrange a college van to the Immigration Office at NakhonPathom. Please contact Student Exchange Unit Office (Room 2204) for more information.

## **Academic, Registration and Transcript Services**

All exchange and visiting students are given the privilege to be the first group of students to pre-register courses. However, upon first week of study at MUIC, student can add, drop, or change their selected courses at Student Exchange Unit.

### **Transcript**

- Exchange Student
  - Will be sent directly to your university
- Visiting Student
  - Fill in the request form and submit to the Student Exchange Office
- Visiting Student through agencies
  - MUIC will send official transcripts directly to their agencies.

Process normally takes a couple of weeks after the end of final exams for the transcripts to be ready and sent to your given address.



## Housing Service

There are two locations for MUIC International Houses: Green Park Home Village and Chaiyapruk Village.

Green Park Home Village is a comfortable three-storey complex, consisting of 39 rooms (singles and shared) with shared bathroom facilities. The rooms are fully furnished and include air conditioning. Students have access to a lounge and kitchen area, the internet, cable TV as well as laundry and cleaning services.

Chaiyapruk Village offers modern and luxurious accommodations, consisting of 15 rooms (singles and shared). A private bathroom is provided in each room. The house is just 10 minutes by bicycle.

While priority is given to exchange and visiting students, regular students are invited to rent as well. For those who are interested, please contact the MUIC International House Office or Student Exchange Unit.

# Housing



## **Payment Service**

### **Exchange Students**

• Only responsible for housing expenses (if you apply for MUIC's housing) Your status on SKY and the Class Attendance sheets will say "unpaid" until the end of the third week of the trimester because of the length of time it takes to complete our process.

### **Visiting Students**

• Responsible for tuition fee, application fee, and housing expenses  
(if you apply for MUIC's housing)

### **Visiting Students**

who came to MUIC through agencies

• You do not have to pay tuition fees or an application fee.  
• Your status on SKY and Class Attendance sheets will say " unpaid" until the middle of the trimester (Week5-6)

### **Note:**

For student who stay at Chaipayruk, they are required to pay as the following items at the beginning of the term;

- deposit (2 months of rent)
- 3 months in advance of rent
- key deposit (100 Baht)
- 3 months in advance of cleaning service

For student who stay at Green Park Home, they are required to pay as the following items at the beginning of the term;

- deposit (2 months of rent)
- 3 months in advance of rent
- key deposit (100 Baht)
- 3 months in advance of cleaning service
- Bed sheet (500 Baht)

In each month, students will only pay electricity and water supply. The deposit will be refunded when students move out. All the expenses information, our housing staff will contact you directly. Pay housing expenses by cash only at the Finance Office, Building 1, 2<sup>nd</sup> floor, during office hours.

## **Emergency Service**

The Student Exchange Unit service includes an emergency phone number, in which exchange and visiting students can call in case of an emergency (084-560-6815) or by email: [icir@mahidol.ac.th](mailto:icir@mahidol.ac.th)

## **Cultural Trip Service**

(upon request from study abroad agency)

Entering and learning different culture can be difficult for international students. Student Exchange Unit offers very special trip to visit famous destination in Thailand. The purpose of this trip is for exchange and visiting students to see various parts of Thailand and its cultures.





## Library Service

As a part of the broader Mahidol University Library system, the International College library has been expanding its collection of English language books, periodicals, audiovisual materials and electronic resources. The MUIC Library is located on 3<sup>rd</sup> and 4<sup>th</sup> floors of Building 1.

### Opening Hours

#### Regular Session

Monday to Friday 8:00 am - 6:00 pm

Saturday 9:00 am - 5:00 pm

Sunday and Holidays Closed

#### Trimester Break / Summer Session

Monday to Friday 8:00 am - 6:00 pm

Saturday Closed

Sunday and Holidays Closed

### Membership

#### • New Students

All new MUIC students are automatically eligible for full membership in the MUIC Library. Their ID cards are issued with barcodes that function for a library card which is used to contact the library and check-out resources at the MUIC Library and other faculty libraries at Mahidol University.

#### • Renewal of Library Cards

Memberships expire at the end of each trimester and will be renewed automatically if students register for the next trimester.

## **Library Resources**

The MUIC library has different types of information resources, including printed, audio visual, multimedia and electronic materials to serve and assist students and faculty members in learning, teaching and research in various academic fields.

The library also has a number of books in general knowledge and various practical fields for MUIC supporting staff members in such areas as work, ethical behavior and entertainment.

MUIC library members are able to check out a variety of information resources from the Mahidol University and Knowledge Center and other libraries in the Mahidol University system.

## **Resources Materials**

1. Books (textbooks, reference books, fiction, non-fiction and others)
2. Journals and magazines
3. Audiovisual and multimedia resources (CDs, VCDs, DVDs)
4. Electronic resources

## **Library Services**

### **1. Circulation Services**

#### **• Borrows>Returns**

Students can check out a maximum of 10 books for 10 days. Books must be returned to the library from which they were borrowed. For more information, please study the borrowing privileges in the library brochure, at the web site or on signs posted in the Library.

#### **• Renewals**

Books on loan may be renewed twice for a further loan period, as long as other members do not require them. Please bring your library card and books on loan to the Library One Stop Service Counter for renewal

#### **• Reservations**

Books on loan to another user may be reserved. All reserved books must be done personally.

#### **• Fines**

Fines are charged on overdue materials. They are the responsibility of the borrower regardless of absence, vacation, illness or lack of notification. If you owe 100 Baht, you cannot borrow any materials until you make that payment. Failure to pay fines will result in blocked registration.

#### **• Loss of materials**

Students must report loss of materials to the One Stop Service Counter immediately. You must pay for the processing fee, replacement copy and overdue fees; these fees will be calculated from the date due to the date reported lost.

The Circulation staff handles the borrowing, return and renewal of MUIC Library materials, as well as the processing of payment for library fines. The Circulation Desk can be reached at (02) 441-5090 extend 1416 or [iclibrary@mahidol.ac.th](mailto:iclibrary@mahidol.ac.th)

### **2. Audio-visual Materials and Multimedia Services**

The MUIC Library owns a number of DVDs, VCDs and CD-ROM databases that can be used to support learning, teaching and entertainment. The library has two audio-visual viewing rooms to watch DVDs and VCDs. Please contact the One Stop Service Counter and fill in the appropriate form to use the room.

### **3. Reference and Information Enquiries**

You may request assistance for your information search from the library staff who are on hand to offer advice on the availability of the relevant library resources and to help you fully utilize them. Enquires can be made in person at the library or by e-mail: [iclibrary@mahidol.ac.th](mailto:iclibrary@mahidol.ac.th)

### **4. Electronic Resources Access**

Mahidol University and the MUIC Library subscribe to a variety of e-journals, online databases and e-books. They are accessible from any PC connected to the MUC-Net. More information can be found at the Library Web Site. <http://lib.muic.mahidol.ac.th>

### **5. Mahidol Library Book Delivery**

The Mahidol Library Book Delivery is a service that helps you save time and makes accessing materials more convenient. All MUIC Library members can borrow books from other faculty libraries outside the Salaya Campus. You will receive your books within 2 days. Please contact the library staff at the One Stop Service Counter for the service.

### **6. Group Study**

A total of 4 group study rooms are available at the MUIC Library. They are designed to facilitate and encourage collaborative work for groups of 3 to 8 students. A group may use the room for a maximum of 2 hours. Please leave the room at the end of your reserved time or go to the information counter to see if your time can be extended.

### **7. Language Lab**

The language lab's objective is to help students improve their foreign language skills. It has 10 workstations at which students can work on required class activities which may include listening as well as pronunciation and speaking practice.

### **8. Library Orientation and Tours**

At the beginning of each trimester, the orientation programs are offered on a drop-in basis. A tour of the MUIC Library consists of an introduction to OPAC, our online catalog system and an introduction to electronic resources.

### **How to find a book in the MUIC Library catalog**

The MUIC library uses the Library of Congress Classification (LC) to identify call numbers and organize the books on the bookshelves. Library users can search book information from OPAC, the public online catalog for all libraries of Mahidol University. Books owned by the MUIC Library are also included in this system.

### **Guideline for using the library**

Some DOs

- Do wear the Mahidol University uniform.
- Do return the books on time to avoid paying fines.
- Do switch your mobile phone to silent mode before entering the library.
- Do handle all library materials and other facilities with care and respect.
- Do ask the library staff for help if you are having difficulties. Some DON'Ts
- Don't eat, drink or smoke in the library.
- Don't disturb other readers with mobile phones, other noise and talking.
- Don't leave valuables on the tables.

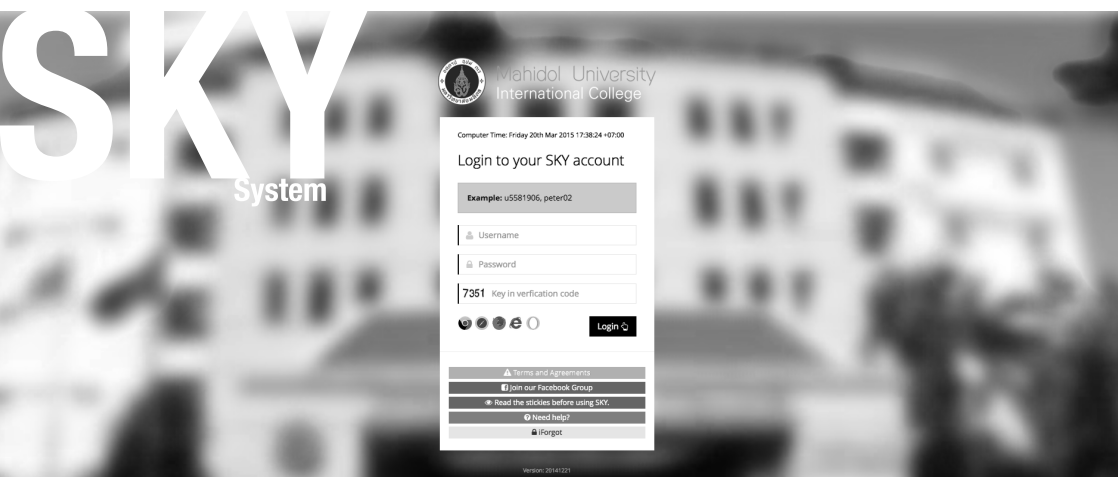
- Don't attempt to re-shelve books; please leave them on the provided trolleys.
- Don't move or change computer accessories

### How can you learn more about the library and its services?

1. The library website <http://lib.muic.mahidol.ac.th>
2. Signs posted in the library.

### Comments and Suggestions

We would like to receive your comments and suggestions on how we can improve our services, including staff performance or purchasing new books or materials. Please send your comments and suggestions to [iclibrary@mahidol.ac.th](mailto:iclibrary@mahidol.ac.th) or simply drop them in the library suggestion box.



## Internet Service / SKY System

### Internet Services

MUIC and MU provide wireless internet access throughout MUIC and on campus. Computer and Internet services are also available at Student Exchange Unit Office and Computer Lab (Room 1512-1514). Student can pick up internet account along with ID card around 2<sup>nd</sup> week of the trimester.

### SKY Service

SKY system is for accessing academic information, such as grade report, time table, make up / cancelled class, etc. You can login to SKY system by :

**Username:** 'U' followed by your student ID number, for example "u5680123"

**Password:** Date of Birth (YYYYMMDD), for example, 2 January 1990. Your password will be "19900102"

You are not logged in. (Login)  
Friday 20 March 2015

MAHIDOL UNIVERSITY International College

Home Course Categories MUIC e-Learning Club Popular Links Suggestion Box Help About Us

MUIC e-Learning > Login to the site English (en)

<p><b>Returning to this web site?</b></p> <p>Login here using your username and password (Cookies must be enabled in your browser) @</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/> <input type="button" value="Login"/></p> <p>Forgotten your username or password? <input type="button" value="Yes, help me log in"/></p>	<p><b>Is this your first time here?</b></p> <p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none"> <li>1. Fill out the New Account form with your details.</li> <li>2. An email will be immediately sent to your email address.</li> <li>3. Read your email, and click on the web link it contains.</li> <li>4. Your account will be confirmed and you will be logged in.</li> <li>5. Now, select the course you want to participate in.</li> <li>6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.</li> <li>7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.</li> </ol> <p><input type="button" value="Create new account"/></p>
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MUIC e-Learning

Mahidol University International College (MUIC) For more information please [contact us](#). Audio-Visual Unit,  
999 Buddhamonthon 4 Road, Salaya, Nakhonpathom, Thailand 73170 Tel: +66 (0)2441 5090 ext.3411-15

MUIC e-Learning  
Handbook e-Learning  
About Us

## E-Learning

MUIC e-Learning (<http://www.muelearning.ic.mahidol.ac.th>) is an online learning environment used to complement classroom instructions. The implementation of MUIC e-Learning varies from class to class. Lecture notes, lecture recordings, reading materials, class discussion, assignments, quizzes and other learning resources including your personalized score report may be available on the website. For general information and support, please contact Educational Technology Section at Room 3402.

## Postal Service

During their stay at MUIC, student can use the following address to send and receive mail and package:

Mr. / Ms. ....

C/O Ms. Sarinya Saihom

International Affairs Officer

Student Exchange Unit

Mahidol University International College

999 Buddhamonthon 4 Road, Salaya Campus

Nakhon Pathom 73170 Thailand

Tel: +66 (0) 2441-5090 ext. 1701-1702, 1708

E-mail: [icir@mahidol.ac.th](mailto:icir@mahidol.ac.th)

Student can pick up their mail at Student Exchange Unit, Room 2204, during office hours.

# Postal Service





## First Aid Room

While attending MUIC, student can receive, free of charge, health care service at MUIC infirmary, or Golden Jubilee Medical Center. Siriraj Hospital or Ramathibodi Hospital, two teaching hospitals under Mahidol University are also the alternative health service in case of major treatment.

MUIC first aid center is located at room 2106, on the 1<sup>st</sup> floor of Building 2. A nurse is available on Monday – Friday from 10:00 am to 5:00 pm and a doctor is available every Wednesday from 3:00 pm to 6:00 pm. Those who need to see the doctor should make an appointment in advance.

**MUIC Health Clinic**

**for minor health consultation**

**Operating hours:**

**Doctor**

Wed. : 15:00 - 18:00 hrs.

**Nurse**

Mon. - Fri. : 10:00 - 17:00 hrs.

# Tram



## Campus Service

### Transportation Services

Tram Services:

- Route 1 (Green) - serves the south side
- Route 2 (Blue) - the core area (counter-clockwise)
- Route 3 (Red) - serves the north side

### Salaya Link

Operating Hours: Monday – Friday

**30** baht  
one way  
per person



Departure time	
from College of Music Mahidol University, Salaya	from Bang Wa BTS Station Exit No. 1-2 and walk about 20M to the Bus stop
06:00	06:45
06:30	07:10
07:00	07:30
08:00	08:35
09:00	09:35
11:00	11:35
12:00	12:30
13:00	13:30
14:00	14:30
15:30	16:10
16:30	17:10
17:30	18:10
18:00	18:40

For more information please visit: <http://www.music.mahidol.ac.th/salaya/link/>

### Free Shuttle Van

Services between Salaya, Phayathai and Bangkok Noi Campuses for staff and students

Operating hours: Monday – Friday

For more information please contact the Student Exchange Unit Office.



## Campus Post Office

**Service hours 8:30 am - 4:30 pm (Monday – Friday)**

- Mail letters, postcards, and packages locally and internationally
- Purchase boxes and envelopes for mailing items
- Western Union Money Transfer

### **Location:**

Ground floor of the Faculty of Engineering

## BANKING

To open a bank account, international students are required to present a copy of the first page of their passport.

### **Banks on the Salaya campus:**

- Siam Commercial Bank
- Bangkok Bank
- Krungthai Bank.

Branches of these and other banks are also available in the immediate vicinity.

On-campus ATM stations are available in the lobby of MUIC Building 1, the Mahidol University Post Office and the President's Building, among other locations.

ATM withdrawals: **a limit of 20,000 Baht/day.**



# Health

For your convenience, you may choose to visit private hospitals under your health insurance plans since Thai private hospitals rank among the highest in healthcare and nursing standards.

To receive health care service at Thai private hospital under your health insurance coverage, you need to notify in advance your Health Insurance Company regarding name of Thai private hospital that you will visit during your stay in Thailand. In case of emergency, you may need advance the health treatment fee for further reimbursement with your health insurance.

For your convenience, we recommend you to consider purchasing a supplemental health insurance policy that provides appropriate coverage for the duration of your stay in Thailand (dental care, OPD, and minimal IPD coverage)

<b>MU Health</b>	<b>for minor health consultation</b>
<b>Operating hours:</b>	<b>Doctor</b> Mon-Fri: 12:00 - 13:00 hrs. 15:00 - 16:00 hrs.  <b>Nurse</b> Mon-Fri: 08:30 - 16:30 hrs.

<b>MU Services (off campus)</b>	<b>for major health consultation</b>
• Golden Jubilee Medical Center      • Siriraj Hospital	

<b>Private hospitals</b>	<b>for major health consultation</b>
<p><b>A copy of the information page of your passport and a copy of health insurance are required upon your check – in at the hospital</b></p>	



## Fitness Center

Mahidol University offers a wide range of modern and well-equipped sports facilities for both indoor and outdoor sports at all campuses, including swimming pools, basketball and tennis courts and indoor gymnasiums. At Salaya Campus, the College of Sports Science and Technology, in particular, has five swimming pools (one Olympic-sized) and a fitness center with weight training equipment, sauna and aerobics facilities available for use. Additional sports facilities include tennis courts, petanque courts, soccer fields and large indoor stadiums for basketball, volleyball and other indoor sports. Students are encouraged to take part in both competitive sports and physical exercise.

# FITNESS







## Academic Information for Exchange and Visiting Students

MUIC academic information is available in the Student Handbook 2014-2015 for general MUIC regulations. However, this handbook highlights MUIC regulations for **Exchange and Visiting Students as follows.**

### **Minimum and Maximum Course Loads Allowed for Exchange and Visiting Student**

The minimum course load for exchange and visiting students is 12 credit hours. The standard course load per trimester is 16 credit hours.

### **Add/Drop for Exchange and Visiting Student**

All exchange and visiting students are given the privilege to be the first group of students to register for a course. About a month before start of term, Student Exchange Unit will contact you by email assigning you to a time slot for pre-registration. You will be able to register for your additional courses during the add/drop period which is usually scheduled a few days after the start of the trimester. During add/drop period, students can change their courses/section with no additional charge.

### **Course Withdrawal for Exchange and Visiting Student**

Students are personally responsible for dropping a course in which they no longer wish to be enrolled. Students may withdraw from a course during withdrawal period in week 8-9 of each trimester. In order to withdraw from a course please contact Student Exchange Unit during withdrawal period. Students cannot have their course below 12 credit hours. Students will not receive a refund after withdrawing from a class and W grade will be shown on your transcript.

### **Student ID Card**

All exchange and visiting students will have their individual photos taken for the MUIC student ID card during on orientation day. Students must have their ID card with them at all times while on campus and must show their ID card when requested by university officials. Students are also required to bring their ID card to midterm and final examinations. The student ID card can be picked up during the 2<sup>nd</sup> week of the trimester at Student Exchange Unit Office.

# Thailand General Information

## The Kingdom of Thailand

### Location

Thailand is situated in the heart of the Southeast Asian mainland, covering an area of 513,115 sq.km. and extending about 1,620 km from north to the south and 775 km from east to west. Thailand borders the Lao People's Democratic Republic and the Union of Myanmar to the north, the Kingdom of Cambodia and the Gulf of Thailand to the east, the Union of Myanmar and the Indian Ocean to the west, and Malaysia to the south.

### National Flag

Thailand's national flag, ceremoniously raised each morning in every town and village, is composed of five horizontal bands of red, white and blue. The harmony of design expresses the complimentary nature of these three pillars of the Thai nation. This tri-colored flag, called the "Trirong" in Thai and first introduced by King Vajiravudh (Rama VI) in 1917, succeeded an earlier design that had a white elephant (emblem of the absolute monarch) on a red background.

### Historical Background

There are conflicting opinions as to the origins of the Thais. Three decades ago it could be said with presumed certainty that Thais originated in northwestern Szechuan in China about 4,500 years ago and later migrated down to their present homeland. However, this theory has been altered by discovery of remarkable prehistoric artifacts in the village of Ban Chiang in the Nong Han District of Udon Thani Province in the Northeast. These include evidence of bronze metallurgy going back 3,500 years, as well as other indications of a far more sophisticated culture than any previously suspected by archaeologist. It now appears that the Thais might have originated here in Thailand and later scattered to various parts of Asia, including some parts of China. Siam is the name by which the country was known to the world until 1939 and again between 1945 and 1949. On May 11, 1949, an official proclamation changed the name of the country to "Prathet Thai," or "Thailand," by which it has since been known. The word "Thai" means "free;" therefore "Thailand" means "Land of the Free."

### Climate

Thailand is a warm and rather humid tropical country with monsoonal climate. Temperatures are highest in March and April with an average temperature of 28° Celsius to 38° Celsius and humidity averaging between 82.8% to 73%.

### Seasons

Dry: March to May, Rainy: June to October, Cool: November to February.

### Population

The population in Thailand is approximately 62 million, of which around 6 million live in the capital city, Bangkok.

### Vital Information

#### *Thailand's warmest gesture of greeting: The "Wai"*

This characteristic Thai way of greeting is one of the most, if not the most, beautiful ways of contact ever devised to promote understanding among human beings. Done well and gracefully, even for the umpteenth time by the same person to another person, the one being "waied to" cannot help but feel a certain warmth for the person "wai-ing."

Anyone who has been “wai-ed” to must have felt this sentiment. The wai is used for several reasons, the most popular being to express a hearty “welcome” or “hello.” When it is intended as this form of greeting, the greeter almost always smiles and says “sawasdee” while lowering the head slightly.

Do use the wai correctly. A foreigner should never wai a waiter, tailor, vendor, domestic help or a taxi driver even if he/she is younger. Anyone who is paying for any service is the boss and bosses don’t wai first. However, we recommend you just give them a smile.

## **Very important points about Body Language**

### **Head**

Don’t touch anyone’s head for any reason! The head is the most important part of the body. It should never be touched.

### **Hands**

Don’t point with the forefinger at anyone. The hand has two categories: the right being more acceptable and polite when giving or receiving things and putting things into the mouth. The left is generally regarded as less significant.

### **Feet**

Do keep both feet on the ground when sitting. The feet are the lowest section of the anatomy. They are used for walking and never for pointing. Don’t place your feet, with or without shoes on, so that they inadvertently point towards a person, or religious image or picture of the Royal Family.

### **Female Body**

As far as the female body goes, remember: Never touch a local female, friend or otherwise, on any part of her body in public, not even her hand.

### **Person**

Don’t step over any part of another person. You should not step over a person’s feet if he/she is sitting up, or any part of the body if he/she is lying down.

### **Cleanliness and Smartness**

Thais dress decently and in clean clothes even at home. If you appear unkempt, looking like a junkie or worse still, smelly, do not be surprised if a Thai shies away from you or refuses to greet you with the over-publicized Thai smile.

## **Concerning Religion**

It might seem strange how something “personal” in clothing can cause religious offense in Thailand. However, all foreigners, regardless of country of origin, should observe the following: Do change clothes. If you are already dressed for the beach in a very loose blouse or semisee-through top or short shorts—this includes the men as well—and then decide to visit the temple, change into “acceptable” clothing first. If this is too bothersome, don’t go at all. Decent attire is a must in the vicinity of any temple, including its compound. No exceptions.

## **Monks and nuns**

More likely, short-time visitors might not even see a white-robed, clean shaven head, female religious person. Happily, there are fewer rules (for the stranger, that is) governing the nuns than the saffron-robed monks. Whether the person in a yellow robe is eighty years old or an eight-year old boy, Thais accord them proper respect, though obviously the small fellow, a novice normally, gets less reverence. The probable area of physical contact with a monk, outside the temple area could be on the public transportation system: a bus, boat or train. Women should make a note of it.

### **When a monk is around**

Rule number one: Women must never touch a monk or his robe. In any public transportation or at home or in a private car, women cannot sit next to the man in yellow robe.

### **Do try to sit lower than a monk**

Rule number two: No one should sit with his/her head higher than the monk's. That is why in temples, monks sit on a platform.

### **Do Wai the men in saffron robes**

Rule number three: One should always wai a monk when he comes face to face for a chitchat. The monk will never wai back. At most he will smile. Even if he appears to ignore the wai, remember that he cannot return the same gesture. But that does not mean he does not appreciate your respect for him.

### **Do walk slightly behind a monk when strolling with him**

Rule number four: Try not to be abreast of him. Walk just behind him. A short distance is acceptable today. It is another sign of displaying respect for the religious man and to uphold an old belief. The actual space should be further back so that your shadow does not fall on him.



## **Money and Banking**

You need to have sufficient money in Thai currency or traveler's cheques to cover your expenses during the first few days. As a general rule, try not to carry all of your money and credit cards with you all the time. Be careful about using debit card. If someone is fraudulently using your account, you can contact the credit card company and your loss will be limited. With a debit card, a thief has full access to a bank account, and it would be extremely difficult to recover your money.

Always keep a little cash with you while in Thailand because it is more of a cash rather than a credit-card culture. Well-known hotels and large shopping centers will take credit cards, but most small vendors won't. When traveling to other countries, it is best to convert your Thai Baht back to either US Dollars or Euros and then convert a little at a time to the local currency. Please check with your bank about transferring funds to Thailand. If your stay here is short, you can rely on your ATM card or credit cards. If you intend staying for longer periods, we'd recommend opening a Thai bank account.

To open a bank account you need a copy of your passport. Please note that you need the original document when opening a new account. Banks are usually open 8:30 am – 3:30 pm daily, but are closed on weekends and on public holidays. There are some banks in department stores that are open until 8:00 pm and some even open on weekends.

## Health Risks in Thailand

Even though Thailand has been highly successful in controlling the spread of the pandemic, HIV/AIDS remains a serious problem in Southeast Asia. Students are strictly advised to avoid associating with HIV-related risk behaviors, including infrequent condom use, commercial sex activity and unprotected anal intercourse.

Malaria prophylaxis should be avoided as Bangkok and the vicinity, including Salaya, are not endemic areas. The falciparum malaria parasite in Thailand is resistant to all conventional anti-malarial medications. Prophylactic drugs only hamper the diagnosis of the condition. Since many students from overseas are not well-acquainted with the nature of Thai food, they are likely to experience mild diarrhea or more severe illnesses such as food poisoning or dysentery. Mild diarrhea can be alleviated through taking plenty of water and soft foods; however, for more severe diarrhea or gastro-intestinal disturbances, it is better to avoid taking diarrhetic medication. Using activated charcoal pills instead, sold in Thai pharmacies is highly advised. However, it is better for the diarrhea to run its course, to aid the body in getting rid of the bacteria/virus, which otherwise can cause severe health problem. And there are also serious bacterial infections that cause diarrhea. Please be aware of this.

## Eating and Ordering Thai Food

Thai food is eaten with a fork and spoon. Even a single dish, such as fried rice with pork or steamed rice topped with roasted duck, is served in bite-sized slices or chunks obviating the need for a knife. The spoon is used to convey food to the mouth. Ideally, eating Thai food is a communal affair involving two or more people, principally because the greater the number of diners the greater the number of dishes ordered. Generally speaking two diners order three dishes in addition to their own individual plates of steamed rice, three diners four dishes, and so on. Diners choose whatever they require from shared dishes and generally add it to their own rice. Soups are enjoyed concurrently with rice and other dishes, not independently. Spicy dishes are balanced by bland dishes to avoid discomfort.

The ideal Thai meal is a harmonious blend of the spicy, the subtle, the sweet and the sour, and is meant to be equally satisfying to the eye, nose and palate. A typical meal might include a clear soup (perhaps bitter melons stuffed with minced pork), a steamed dish (mussels in curry sauce), a fried dish (fish with ginger), a hot salad (beef slices on a bed of lettuce, onions, chilies, mint and lemon juice) and a variety of sauces into which food is dipped. This would be followed by sweet desserts and /or fresh fruits such as mangoes, durian, jackfruit, papaya, grapes or melon.







## Meals

MUIC provides several on-campus options for students, including cafeterias, buffet lunches, hotel outlets, and the Brew & Bev Bistro. Restaurants and cafes can easily be found along the road opposite the campus. Additionally, convenient stores and markets are located both on- and off campus. If you prefer to cook for yourself, you can prepare your meal at home. The College provides cooking facilities for your convenience.

## Thai Cuisine

Thai food is internationally famous. Whether chili-hot or comparatively bland, harmony is the guiding principle behind each dish. Thai cuisine is essentially a marriage of centuries-old Eastern and Western influences harmoniously combined into something uniquely Thai. The characteristics of Thai food depend on who cooks it, for whom it is cooked, for what occasion and where it is cooked to suit all palates. Originally, Thai cooking reflected the characteristics of a waterborne lifestyle. Aquatic animals, plants and herbs were major ingredients. Large chunks of meat were eschewed. Subsequent influences introduced the use of sizeable chunks to Thai cooking.

## Living Expenses

You are strongly advised to make sure you will have sufficient money to cover all your expenses while studying in Thailand. As well as money to pay your fees you will need enough money for your living expenses. How much money you will actually spend will depend on your personal lifestyle. Each month you should allow at least 20,000 – 25,000 Baht for yourself.

### Example of what you will have to pay for are :

Accommodation

3,000-7,000 Baht per month

Bills

(Air conditioning, lighting and water) 2,000 Baht per month

Sample Food Prices

A can of Coke: 18 Baht

A plate of rice with curry: 35 Baht

A hamburger at McDonald's: 30 Baht

A bottle of milk (830ml): 40 Baht

## Public Transportation

Located on the outskirts of Bangkok and the neighboring province of NakhonPathom, Salaya provides easy access to both Bangkok and the countryside.

### BUS

No. 515: Victory Monument (BTS)  
No. 125: Saam-Sean Train Station  
No. 84๗: MUIC | Green Park Home  
No. 547: Silom Road (BTS) | Siam Square

### SHUTTLE VAN

Start from 20 Baht, in front of 7-Eleven outlet across from the campus, to Central Pinklao/Pata Department Store.

## Safety and Security

Students are advised to insure their possessions before leaving the country. If you are traveling with valuables such as computers and cameras, make a note of their serial numbers. You should also keep a record of your credit card numbers. Always keep money in a safe place as it may not be possible to insure against its loss or theft.

### Additional Suggestions

- Keep your room locked at all times.
- Always keep a copy of your passport/student ID card with you.
- Be careful of pickpockets, especially in crowded public places.
- Always remember the number plate of a taxi before you get in.
- You should keep your residential address both in English and Thai in your pocket in case you get lost or have communication problems.
- Always wear a helmet whenever you take a motorcycle.
- Any MUIC student found to be involved in drug abuse or drug trafficking will be instantly expelled from the College. Be aware of the use of illegal drugs at parties, nightclubs, disco, and pubs.
- Avoid going out alone or traveling with strangers. Better stay together as a group, especially the girls.
- In case of an accident or problem with the police, show your student ID card to identify yourself as a student of Mahidol University.
- In case of an accident, emergency, or sickness, give us a call. We will help you with your problem.

## Driving in Thailand

The traffic in Thailand runs on the left lane, so please be extra careful when driving, especially if you are coming from a country where the traffic runs on the right.

## Electricity

The electrical current in Thailand is 220 v /50 cycle. All electrical appliances need 220 volts.

## Leisure and Entertainment

With some 500 acres of managed land, including parklands, sports facilities, student health center, banking service, post office, and convenient store, the Salaya Campus is the largest of the four Mahidol University campuses and is one of the largest university campuses in the region.

Apart from the tranquil scenery, the surrounding areas provide a wealth of attractions, from the sacred Buddhist Park (Buddhamonthon) and its magnificent Aksa Road decorated with hundreds of the mythical creatures called “Kinnaree” to the fresh traditional Thai market at “Don Wai.”

Salaya is a thriving campus town and residential suburb. Buses to the city leave every 5 minutes and a modern expressway runs directly to the heart of Bangkok. It takes only 15 minutes to reach the department store in town plus another 10 to go chill out at the famous Kaosan Road.

## LOCAL ATTRACTIONS IN BANGKOK

### TEMPLE:

- Wat Phra Kaew
- Wat Pho
- Wat Arun
- Wat Benjama Bophit

### PALACE:

- The Grand Palace
- Vimanmek Mansion
- Wang Suan Pakkad
- Ananta Samakhom Palace

### SHOPPING AREAS:

- Phat Pong Night Market
- Silom Road
- Soi “Lalai Sap”
- Siam Square
- Pratunam
- Jatujak Weekend Market

### WALKING STREETS:

- Khao San Road
- China Town, Yaowarat
- Phra Chan / Phra Atit Road
- Convent Road

### DEPARTMENT STORES

- Asiatique
- Mah Boon Krong (MBK)
- Siam Paragon
- Central Department Store
- The Emporium







EXCHANGE AND VISITING  
**STUDENT  
Handbook**



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