



Mahidol University
International College

The **STUDENT** **HANDBOOK**

UNDERGRADUATE



2016 - 2017

*"What you need
to know!"*

INTRODUCTION

THE STUDENT HANDBOOK | 2016-2017

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, policies and rules for both MUIC and Mahidol University. They were adopted by faculty, staff and students. This updated version of the Student Handbook provides current information for the MUIC academic community and supersedes previous editions.

The Student Handbook has five parts: 1) Academic Affairs, 2) Student Affairs, 3) Rules, Policies and Hearings, 4) Library Guide for Students and 5) Mahidol University Regulation on Diploma and Undergraduate Study. The Academic Affairs Section provides general information about the student's education, including topics such as advising, registration for classes, credit transfers and requirements for graduation.

STUDENT HANDBOOK UPDATES

Students should periodically check with the Office of Academic Affairs and Research (OAA) for the latest supplemental updates to this handbook.

The Student Affairs Section provides current information about the day-to-day affairs and concerns of students. MUIC highly encourages students to get involved in activities at the university and in the local community. These activities help prepare students to become future leaders. This section also includes information on housing accommodations, military obligations and lost items.

The Rules, Policies and Hearings Section deals with disciplinary issues at MUIC. This section informs students of their rights and the formal grievance procedure. This section also lists student responsibilities and the consequences and penalties if they violate the MUIC Student Code. The Library Guide for Students section provides information and guidelines for using the MUIC library. The last section provides information of the Mahidol University Regulation on Diploma and Undergraduate Study.

Students should use the Handbook for the next four years as a guide as they familiarize themselves with college life at MUIC.

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01 ACADEMIC AFFAIRS

The MUIC Course Catalog contains detailed information concerning academic programs, majors, minors and course descriptions as well as information about tuition fees and grading/attendance policies. Students with questions that are not answered in this section of the Student Handbook or the MUIC Course Catalog should contact the Office of Academic Affairs and Research (OAA).

Course Registration

New students register for classes during orientation week, the week before classes begin. All other students register approximately 1-2 weeks before classes start. The registration dates can be found on the Academic Calendar, which is available at the Office of Academic Affairs and Research (OAA) or on the MUIC website.

On the registration date, students can quickly access the registration process by simply logging on to <http://sky.muic.mahidol.ac.th>. Registration will be complete with the advisor's approval and payment of tuition fees.

**If a payment is overdue, students will be charged
100 baht per day
(a maximum charge of 1,000 baht).**

Advising

MUIC has established an advising procedure to assist students in selecting suitable courses. All students are assigned advisors who will help students select courses to meet general education requirements for their anticipated majors. Once students have completed a certain number of general education courses, they are eligible to take classes in their respective majors.

Minimum and Maximum Course Loads Allowed

The minimum course load for full-time students is 12 credit hours, including non-credit class hours. The standard course load per trimester is 16 credit hours. However, students on academic probation are limited to a course load of 12 credit hours per trimester, including non-credit class hours. Students with a CGPA lower than 3.00 are recommended to register an average of 16-18 total credits per trimester. The maximum course load during the summer session is 8 credit hours.

Course Withdrawal

Students are personally responsible for dropping a course in which they no longer wish to be enrolled. Students may withdraw from a course during the add/drop period at the beginning of the trimester or during the withdrawal period in weeks 8-10 of each trimester. The withdrawal period for each trimester is published in the Academic Calendar which can be downloaded from the MUIC website.

Students officially withdrawing after the add/drop period will not receive a refund and will receive a W grade for the class. Permission to withdraw from a class must be obtained from the instructor. Withdrawal from ERS and EC courses is not allowed. The grade of W will not be used in calculating grade point averages but W grades will also affect any dismissal decision. Students having W grades will not be eligible for honors.

Students can access the withdrawal process by simply logging on to <http://sky.muic.mahidol.ac.th>. Students cannot allow their course load to drop below 12 credits (non-credit classes are included). For example, if a student is taking four classes for a total of 16 credits, the student can withdraw from only one class. If a student is taking three classes for a total of 12 credits, the student will not be allowed to withdraw from any class. Students are not allowed to withdraw from any class during the summer session.

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Tuition and Fees

Approximate fees are as follows:

TUITION FEE		RESIDENT	NON-RESIDENT
Lecture credit	(Per credit)	2,200	3,300
Science lab credit	(Per credit)	4,200	6,200
CDP lab credit (ICCD)	(Per credit)	5,600	6,600
Studio lab credit			
Entertainment Media Production: (Animation, Film, and Television)	(Per credit)	10,300	12,300
Media and Communication	(Per credit)	7,900	10,100
Fees			
Admission fee	(For 4 year)	10,000	10,000
University fee	(Per trimester)	20,000	20,000
Late registration fee		1,000	1,000
Late payment fee		100-1,000	100-1,000
Add/Drop processing fee (no charge for the first process)		500	500
Bank Fee	(Per invoice)	20	20
Drop Fee		10 % of the tuition fee	
Insurance Premium for full-time international students*	(Per trimester)	-	1,500

*** Cost may change****BACHELOR OF ARTS PROGRAMS: (PER 4 YEARS)**

Communication Design	Baht	993,600	1,190,400
Entertainment Media Production (Animation, Film, and Television)	Baht	1,236,800	1,508,400
Intercultural Studies and Languages	Baht	642,000	842,700
Social Science	Baht	636,000	834,400

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMS: (PER 4 YEARS)

Business Economics	Baht	653,600	860,400
Finance	Baht	653,600	860,400
Information Systems	Baht	653,600	860,400
International Business	Baht	653,600	860,400
Marketing	Baht	653,600	860,400
Tourism and Hospitality Management	Baht	662,400	873,600

BACHELOR OF SCIENCE PROGRAMS: (PER 4 YEARS)

Applied Mathematics	Baht	715,600	950,300
Biological Science	Baht	715,600	950,300
Chemistry	Baht	715,600	950,300
Computer Science	Baht	715,600	950,300
Environmental Science	Baht	715,600	950,300
Food Science and Technology	Baht	715,600	950,300
Physics	Baht	715,600	950,300

BACHELOR OF ENGINEERING PROGRAM: (PER 4 YEARS)

Computer Engineering	Baht	715,600	950,300
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BACHELOR OF COMMUNICATION ARTS PROGRAM: (PER 4 YEARS)

Media and Communication (20 Studio credits)	Baht	750,000	970,000
Media and Communication (36 Studio credits)	Baht	841,200	1,078,800

Note : The aforementioned fees may be subject to change.

Registration Errors

Errors in registration should be corrected within the first week of instruction during a regular trimester and within the first three days of instruction for a summer session.

Late Registration and Add/Drop Period

Students who do not register during the registration period can register during the late registration and add/drop periods (1,000 baht will be charged for late registration). The add/drop period consists of 2-3 working days.

During the add/drop period, students can change their schedule once with no additional charge. Any subsequent changes will cost 500 baht for each request processed after the first change. The request to change a section must be approved by the academic advisor.

Students who change their schedule due to circumstances beyond their control, such as classes being cancelled, can request an exemption from this fee from the Office of Academic Affairs and Research (OAA).

Students who drop a class without adding a class of equal hours will be charged 10 percent of the cost of the tuition fee for the dropped class. The refund will be transferred to the student's bank account within 1 month after completion of the add/drop process.

Repeating Courses

Students may repeat or re-grade a course when they are not satisfied with the result, and the latest grade will be used to calculate the Cumulative GPA. However, the previous grade(s) will still appear on the transcript.

Students who withdraw (W) or fail a course with an F or a U grade should retake the course if it is a requirement of the major's curriculum. Please note that students can only register a course for a maximum of three times. If by the third time the student still cannot reach the minimum passing grade for that course, then the dismissal policy will be strictly imposed (see page 38).

Grading System

Evaluation of a student's achievement in a course is recorded by letter grades.

GRADE	ACHIEVEMENT	FINAL SCORE (% RANGE)	GPA
A	Excellent	90-100	4.0
B+	Very Good	85-89	3.5
B	Good	80-84	3.0
C+	Fairly Good	75-79	2.5
C	Fair	70-74	2.0
D+	Poor	65-69	1.5
D	Very Poor	60-64	1.0
F	Fail	Less than 60	0.0

Other letter grades, without credit points, are assigned for course work taken as follows:

- I** Incomplete (awaiting evaluation)
- T** Transfer of Credit
- X** No report from the instructor
- P** In progress (the study is incomplete)
- S** Satisfactory
- U** Unsatisfactory
- AU** Audit (study of a course which leads to no credit being awarded)
- W** Withdrawal

An **F will be given** in the following situations:

1. Students who fail a major examination or project.
2. Students who are absent on the exam date without permission from the Faculty Committee.
3. Students who are not allowed to take the examination because they have failed to attend 80 percent of the total class time (including lectures, internships and field trips).

4. Students who violate the rules regarding examinations, for example, are late for the exam, dress inappropriately according to the student uniform regulations, or engage in cheating.

5. Students who receive an “I” grade and fail to take the exam or complete a project during the next trimester (except those students who have permission to take leave of absence).

6. Students who receive a “P” but do not take the exam and/or do not hand in a report on time.

An **S or U will be given** in non-credit or credit courses in which that subject has a non-score grading system, such as Freshman Seminar.

An **AU will be given** for those courses in which students receive no credit; however, students must attend at least 80 percent of the classes.

An **I will be given** in the following situations:

1. Students who do not take the exam or do not hand in their reports on time due to health problems but submit a medical certificate. However, a final decision will be made by the Faculty Committee.

2. Students who are not allowed to take the exam because they attend less than 80% of the classes due to health problems and submit a medical certificate. However, a final decision will be made by the Faculty Committee.

3. Students who are unable to take the exam or hand in a report due to circumstances beyond their control. Again, a final decision will be made by the Faculty Committee.

A **P will be given** only when the teaching process of a course has not been completed, or the course needs more than one trimester to complete its requirements.

A **T will be given** for transferred courses from other educational institutes.

A **W will be given** in the following situations:

1. Students are allowed to withdraw from courses after the add/drop period; however, they will not receive a refund.

2. Students allowed to take a leave of absence.

3. Students who are suspended.

An **X will be given** if the student’s grade has not been submitted by the lecturer within the designated deadline.

Please note that:

- Students have to maintain their student status if they registered for Research Project or Senior Project or Independent Study or Internship in their last trimester of study, but the grade could not be submitted to the Office of Academic Affairs and Research in time.
- The 'I' grade will automatically change to an F or a U grade at the end of the following trimester if the lecturer in charge has not changed the 'I' by that time. If the grade awarded is an F or a U, then the student must register for that course again in the following trimester.

Leave of Absence

Students can take a leave of absence for a maximum of one year. In order to maintain their MUIC student status, they are allowed to request a leave in the following situations:

- Being conscripted into the army or military service.
- Having health problems which need to take more than 20 percent of class hours to recover or to be treated properly. A medical certificate is required in this situation.
- Students are allowed to ask for a leave for personal reasons provided that the students have been studying in the university for at least one trimester, and have a CUM-GPA of at least 2.00.

Students are not allowed to take leave of absence in their first trimester under any circumstances.

Please note that all requests need to be approved by the guardians as well as the Divisional Chair and Curriculum Committee.

Students must contact the Registrar Unit, Office of Academic Affairs and Research to fill in a Leave of Absence form, explain the reasons and identify the trimester in which they will return to study. If the Leave of Absence form is approved during the add /drop period, the student will receive a 90-percent refund of the tuition fees for that trimester and will be required to pay a 1,000 Baht fee for the leave of absence.

However, if the form is approved after the add/drop period, all classes in which they have registered that trimester will result in a withdrawal (W) grade, without a refund. In addition, they will be required to pay the 1,000 Baht fee for the leave of absence.

If the students request a Leave of Absence when they have not yet registered in that trimester, they will be required to pay a fee of 21,000 baht, which includes the Leave of Absence fee, in order to maintain their student status.

Once the students would like to return, in order to continue their studies, they have to request re-admission at the Registrar Unit, Office of Academic Affairs and Research at least one week before the registration day.

Please be informed that the period of taking a leave of absence is also counted towards the total study time.

Maintaining Student Status

If students are taking internship and/or a final research project in their last trimester, and these subjects' grades have not yet been published in SKY at the end of the trimester and the students have no more courses to take, they need to maintain their student status by contacting the Registrar unit, Office of Academic Affairs and Research, completing the requested form and paying a 2,000 Baht fee.

Please note that

- Students have to maintain their student status if they registered for Research Project or Senior Project or Independent Study or Internship in their last trimester of study, but the grade could not be submitted to the Registrar Unit, Office of Academic Affairs and Research.

- The 'I' grade will automatically change to an F or a U grade at the end of the following trimester if the lecturer in charge has not changed the 'I' by that time. If the grade awarded is an F or a U, then the student must register for that course again in the following trimester.

Transferring Academic Credits to MUIC

Students who have studied on the college or university levels may wish to transfer credits to MUIC. The following criteria must be met in order to transfer credits for courses taken:

- The course, taught in English from an international program, must have been taken within the past 5 years.

- The submission of an official transcript and course syllabus is required.

- The course must show a grade of no less than a C or its equivalent.

(A student who requests a transfer of course will be eligible for honors under the conditions that the transfer courses obtained an equivalent score of B or above, and the number of transferred credits must not exceed 25 percent of total required credits for graduation).

- The course will be eligible for transfer credits if its content matches three-fourths or more of the content of the equivalent MUIC course.
- The credits transferred from higher education institutions in Thailand must not exceed 20 credits hours.
- The credits transferred from foreign higher education institutions must not exceed half of total credits required for graduation.
- A grade of 'T' will appear on the transcript for a transferred course but will not be counted as part of the Cumulative Grade Point Average.
- Once the transfer credit process is completed, students are not allowed to cancel or withdraw approved transfer courses.
- The conditions of transferring credits are under the Regulations of Mahidol University for the Bachelor Degree B.E. 2552.

Graduation

In order to graduate, the students must complete between 178 to 188 credits based on each program's requirements. Students have to check the course record which is different in each program. All students must complete the following three areas of study to graduate:

- General education
- Major's field of study
- Free electives

To graduate, students must earn a minimum Cumulative GPA of 2.00. The Commission on Higher Education also requires that a student must study at least three years before qualifying for graduation.

Students are required to request for their graduation through the SKY system and to check the printed course record provided by the Registrar Unit, Office of Academic Affairs and Research before registering for their last trimester. They need to update themselves about the graduation information at the Registrar Unit. Only students who have completed all course requirements within the second trimester can attend the graduation ceremony in that academic year.

Graduation Registration

After the students have already submitted the checked course record to the Registrar Unit, Office of Academic Affairs, they will have to wait until all the grades have been published in SKY system. If their internship and/or final research project grade(s) has not yet been published in SKY at the end of the trimester and they have no more courses to take, they must maintain their student status by contacting the Registrar Unit and paying a 2,000 Baht fee.

Please note that the 'I' grade will automatically change to an F or a U grade at the end of the following trimester if the lecturer in charge has not changed the 'I' by that time. If the grade awarded is an F or a U, then the student must register for that course again in the following trimester.

Commencement Ceremony

His Majesty the King or a member of the Royal Family, Acting on His Majesty's Behalf, will preside over the annual ceremony.

In order to attend the ceremony, the prospective graduate must register for the ceremony at the proper time (generally after all the grades have been published in SKY), and have successfully passed all the courses, including internship and/or a final research project. They can then proceed to apply for the Graduation Ceremony at the Registrar Unit, Office of Academic Affairs and Research.

To be eligible to attend the formal graduation ceremony, the registered students must attend all three rehearsals. All students must be dressed in the appropriate graduation gown.

Honors and Awards

In recognition of exceptional students, the College has an honors system. Students maintaining high scholastic cumulative GPAs are eligible to graduate with honors.

Students who have earned a cumulative GPA between 3.25 and 4.00 will be eligible for honors if they meet all of the following requirements according to Mahidol University regulations:

- First Class Honors: earn a cumulative GPA of 3.50 or higher
- Second Class Honors: earn a cumulative GPA between 3.25 and 3.49
- Completed all courses required to earn the chosen degree within 4 years (12 trimesters):

- Students taking a minor have 4 years and 2 trimesters to complete all courses required in the curriculum, and the chosen minor (2 trimesters extra for each minor).

- Students taking a half minor or a certificate must complete all of the required courses to earn the chosen degree within 4 years.

- Exchange outbound students should consult with the Registrar Unit, Office of Academic Affairs and Research.

- Have never received an F and/or a W grade in any course, and have never re-graded or reexamined any subject.

- All transferred grades must not be lower than a B grade.

- Must not have transferred more than 25 percent of the total required credits from another institution, with the exception of courses taken as part of MUIC's Study Abroad Program.

Probation

All MUIC students are automatically classified under the following:

1. Regular normal status students, or
2. Students on probation.

The classification will start at the end of the student's third trimester of the first academic year, and will occur at the end of every trimester once the student has entered the second year, and will continue until graduation. The classifications of a student's status are as follows:

STUDENTS STATUS	CRITERIA
Regular normal status	Students with a Cumulative GPA of 2.00 or higher
Probation Type 1	Students with a Cumulative GPA of 1.50 or higher but less than 1.80
Probation Type 2	Students with a Cumulative GPA of 1.80 or higher but less than 2.00

Students will be removed from probation when the student achieves a Cumulative GPA of 2.00 or higher. Failure to achieve the minimum Cumulative GPA standard during the designated probation period will result in dismissal as stated in the Mahidol University Regulations on Diploma and Undergraduate Study 2009.

Academic Counseling

For students with academic performance problems, the Academic Counseling will keep track of each student's academic performance through the information available on the SKY system. Students with academic performance problems will be identified, using the criteria set by Mahidol University. The Academic Counseling Unit will then prepare and arrange the following:

1. A formal notification letter issued by the Associate Dean for Academic Affairs and Research that will be sent to the student's parents or guardians, informing them about the student's academic status and the university's academic standard policy;
2. A warning message on the SKY system;
3. Give consultation to students (and parents/guardians) if they ask for an appointment to clarify the student's academic status.

The Academic Counseling Unit can be contacted at the Office of Academic Affairs and Research, building 2, ground floor, telephone number 02-4415090 ext. 1428/1119.

Change of Address

Students changing their residences and / or contact telephone numbers should fill in a Change of Address form at the Office of Academic Affairs and Research. Students are responsible for keeping their addresses and contact numbers current.

Change of Name or Surname

If the students changed their name or surname, they have to fill in the change of address form or change of name form at the Registrar Unit, Office of Academic Affairs and Research before their last trimester grade(s) has been published in SKY.

Change of Major

Students may request to change their major during the period specified in each trimester of the Academic Calendar. The change of major must be requested on SKY system in eRequest menu and the rest of the procedures must be done prior to the end of the Change of Major period.

One day after the online request for a change of major, students have to contact the staff at the Office of Academic Affairs and Research to receive the

form/notification for an approval. It is the student's responsibility to check the courses that are required by the new major.

Criteria for Change of Major for students with I.D. 58xxxx and onwards:

1. Study at MUIC for at least 1 academic year by the time of making request.
2. Students who request to change their major must have never changed their major before.

3. Meet all the criteria specified by the requested major.

4. Course Equivalency

4.1 In case that course codes of the current major are the same course codes that are required in the NEW major, those course codes will be moved to the NEW major with letter grade (A, B, C, D, etc.).

4.2 In case that course codes of the current majors are NOT the same / different from course codes that are required in the NEW major, those course codes will need to be transferred to the NEW major with the following conditions:

- Only grade of no less than C can be requested to transfer to the new major and that the students must not transfer more than 50% of the total required credits for graduation.

- For honors under the conditions that the transfer credits are from classes in which the student has an equivalent score of B or above, and that the students must not transfer more than 25% of the total required credits for graduation.

- A grade of 'T' will appear on the transcript for the course of credits transferred, but it will not be counted as part of the Cumulative Grade Point Average.

5. If request for change of major is disapproved by the Division Chair of the new major, students have to study in the current major and the request shall be cancelled automatically. All decisions made by all relevant faculties are deemed final.

Note: * Students are advised to carefully check with the new major for additional conditions and requirements.

Paying Resident Tuition Rates

Students who have lived in Thailand for more than 5 years continually can request to pay a resident tuition rate. Students are required to submit the following documents:

- A letter from the previous school confirming the duration of study
- Other documents certifying that students have lived in Thailand continually for more than 5 years
- A copy of the house registration (Students' or Owner's)
- A copy of passport and Thai immigration stamp showing at least 5 years duration of continuous stay in Thailand

Please note that the students have to submit a request form at the Registrar Unit, Office of Academic Affairs and Research within the mid-term examination of the present trimester; if approved, it will affect their resident status in the following trimester.

Transcripts and Other Documents

The Registrar Unit, Office of Academic Affairs and Research, Building 2, 1st floor, issues the following academic documents when requested:

- Transcript or Grade Report
- Certification of Student Status

Each document takes 3 working days after submitting the form at the Finance Unit, and there is a fee for each type of document; plus a postage charge if the document is mailed. The students have to fill in the form in person or download the form on the MUIC website, and then follow the process as required. If students cannot submit the form in person, they may authorize a representative to do so on their behalf by attaching a completed letter of authorization form, available at the Registrar Unit, Office of Academic Affairs and Research.

Any request for a special letter or document should be addressed to the Associate Dean for Academic Affairs and Research and submitted to the Registrar Unit, Office of Academic Affairs and Research. The request should be specific about all the information, the purpose of the request, and it should have full contact details of the student.

Recommendations

Students requiring a recommendation letter for employment or further studies should contact their lecturers. Most lecturers are willing to write a recommendation letter, but it is not an obligation. When making the request, students should provide the lecturer with a copy of their transcript and a short letter that requests a recommendation, stating the purpose of the recommendation and indicating classes or interactions that the student had with the lecturer.

Student ID Cards

When first entering MUIC, students will apply for and receive a student ID card. Students must have their ID cards with them at all times while on campus and must show their ID cards when requested by a university official. Students are also required to bring their ID cards to mid-term and final examinations.

Students who do not bring their ID cards to the examination room will have to request a temporary ID card at the Registrar Unit, Office of Academic Affairs and Research, and pay a fine of 500 Baht per subject.

Lost Student ID Cards

Students who lose their ID cards must first go to the police station and file a report. The students should bring a copy of the report from the police station, request a replacement ID cards from the Registrar Unit, Office of Academic Affairs and Research, and then pay 150 baht to the Accounting and Finance Office. The request takes three working days to process.

02 STUDENT AFFAIRS

The purpose of the Office of Student Affairs is to provide support for students during their term of studies at MUIC.

MUIC students are encouraged to complement their academic studies with extracurricular activities. As future leaders, students need to be actively involved with their community at local, regional and international levels. The mission of Mahidol University is to contribute to humankind; MUIC students should be prepared academically, professionally and socially to achieve that mission.

The Student Affairs Section is divided into three units: the Student Development unit, the Student Services and Welfare unit, and the Student Housing Unit.

The Office of Student Affairs, located in ROOM 1110, BUILDING 1, consists of two sections, which are the Student Affairs Section and the Alumni & Career Development Section.

The Student Development Unit promotes student involvement in the MUIC Student Association and extracurricular activities through the college clubs, along with participation in national, regional and international conferences and local community outreach efforts.

The Students Services and Welfare Unit addresses the students' general welfare, facilitating military requirement, offering scholarships, providing access to health care and personal counseling.

The Student Housing Unit facilitates accommodation and premises of Green Park Home Village and Chaipayruk Village especially for MUIC exchange and visiting students throughout their staying and studying at MUIC.

The Alumni & Career Development Section is divided into two units: Alumni & Networking Unit and Career Development Unit

The Alumni & Networking Unit maintains contact with MUIC alumni through social networks, organizes reunions and submits updated information to the college newsletter for publication.

The Career Development Unit takes care of career planning and provides essential resources on job searches as well as useful information on industries and graduate study programs.

Student Services

• Housing

Although commuting from other parts of Bangkok to the Salaya Campus is not difficult, many students decide to live either on or close to the campus. This allows them to have more time to focus on their studies as well as participate in extra-curricular activities.

There are many housing options available near Salaya even though the demand for housing has increased. The Office of Student Affairs is happy to help with providing information about on and off campus housing.

MUIC International Houses

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

Green Park Home Village is a comfortable three-story 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.



The cost for Thai nationals is 5,300 – 5,500 Baht per month for singles and 2,550 Baht per month/person for shared, not including electricity or water.

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. For Thai students, the cost is 4,600 - 11,000 Baht per month, excluding electricity and water supply.

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 Student Housing Unit, the office of Student Affairs, located on the ground floor of MUIC building 1, room 1100.



Condominiums Four 14-storey condominiums are located near the back gate of the Salaya Campus. There are three types of units: for one person, two people and four people with rents at 5,000, 7,000 and 10,000 Baht per month, respectively, not including electricity and water. Up to four people can live in each unit which includes a television set, beds, refrigerator, telephone and other furnishings. Each unit of the condominium has two bedrooms, two bathrooms, a living room and air conditioning.

Interested students can call **02-441-9205, 02-441-9841** or contact the condominium manager in Condominium A.



University Dormitories Mahidol University provides low-cost dormitories for students who have financial difficulties. Preference is usually given to other Mahidol University faculties, but MUIC students can apply as well.

There are six men's dormitories and four women's dormitories. They are located near the Central Facilities of the Salaya Campus. Each room can house four people. The dormitory costs 3,600 - 9,250 Baht per person per semester. Again, semesters run from August to December and January to May. The dormitories are closed during the University's summer break from June to July.

Interested students should contact the university dormitory office, Dormitory 11 (Baan Sritrang) Tel. 02-441-9116 or contact The Office of Student Affairs, MUIC which is located on the 1st floor of MUIC Building 1.



- **Health Services**

While attending MUIC, Thai students can receive health care services by applying for the University Health Insurance plan to the National Health Security Office. Students whose parents are currently working for Thai government sectors or enterprises can receive reimbursement from the parents' workplaces until the age of 20.

MUIC students who apply for the University Health Insurance can receive the services from Siriraj Hospital and Golden Jubilee Medical Centre. Prior to receiving the services, students must promptly present their identification card and student identification card. In case of emergencies, students can also go to Ramathibodi Hospital or the Hospital for Tropical Medicine. Prior to receiving services, students must present their identification card and student identification card. If a student is admitted and chooses to stay in a private room, he/she will be responsible for that additional expense.

Full-time international students can seek medical care at Siriraj hospital or Golden Jubilee Medical Center by presenting their identification card and their student identification card. Students can also use the AIA Health Insurance card to receive medical treatment at any hospital, whether government or private.

In addition, MUIC provides group and personal accident insurance with the AIA Company for all MUIC students. Students can receive medical treatment at any hospital, both government and private, by showing the AIA Group Privilege

Card on every visit. If the hospital cannot do the Fax Claim, students will need to make an advanced payment and bring the receipt and medical certificate to the Office of Student Affairs for reimbursement.

MU Health Centre

Students are also entitled to consultation on minor health problems at the MU Health Centre which is located on **the 1st floor of the MU Learning Center**,

Tel : 0-2849-4529-30

Service hours are from **8:30 a.m. to 4:30 p.m. from Monday to Friday.**

MUIC First Aid Room

MUIC also has a **First Aid Center in room 2106**, on the **1st floor of Building 2.**

A nurse is available **on Monday – Friday from 9:00 a.m. to 5:00 p.m.** and **a doctor** is available **every Wednesday from 2:00 p.m. to 5:00 p.m.**

Those who need to see the doctor should make an appointment in advance.



For more information, please contact the Office of Student Affairs

Tel: 0-2441-5090 ext. 1115, 1210

RIGHTS	DESCRIPTION
1.National Health Security Office (NHSO) Rights	
<p>Qualifications:</p> <ul style="list-style-type: none"> - Students must not have other rights such as the Comptroller General’s Department, Social Security, State Enterprise Employee rights, etc. - Never having had any health insurance cards or those who are holding a health insurance card can change their status to Siriraj Hospital. 	<p>Medical Treatment:</p> <ul style="list-style-type: none"> - Students can seek medical care at Siriraj Hospital and Golden Jubilee Medical Center. - Students must show both ID and Student ID cards at every visit. - In case of emergency, students can exercise their rights with the following hospitals: <ol style="list-style-type: none"> 1. Siriraj Hospital 2. Hospital for Tropical Diseases 3. Ramathibodi Hospital 4. Golden Jubilee Medical Center <p>(Hospital names can be checked at www.dc.nhso.go.th/HPPWEB/search/SearchAction_init.do)</p>

Remark: Students who would like to change their status, please contact the Office of Student Affairs Tel. 02-441-5090 Ext. 1115, 1210. Otherwise, students will not be entitled to any of the services.

2. The Comptroller General’s Department Rights	
<p>Qualification:</p> <ul style="list-style-type: none"> - For students under the age of 20 and whose parent is a government officer. 	<p>Medical Treatment :</p> <ul style="list-style-type: none"> - Students must scan their finger print at Siriraj Hospital, Golden Jubilee Medical Center or any government hospital before receiving medical treatment. - If students have not done the finger scanning, they will have to make an advanced payment. They can bring the receipt and medical certificate to their parents for reimbursement (for inpatient care, reimbursement can be made directly with the Comptroller General’s Department). - Students must show their ID and Student ID cards at every visit.

RIGHTS	DESCRIPTION
3. State Enterprise Employee Rights	
<p>Qualifications: For students under 20 years of age and whose parent is a State Enterprise employee.</p>	<p>Medical Treatment: - To receive medical treatment at Siriraj Hospital, Golden Jubilee Medical Center or any other hospitals, students will need to make an advanced payment. They can bring the receipt and medical certificate to their parent for reimbursement (for inpatient care, the parent needs to submit a letter of approval from their enterprise to the hospital before receiving medical treatment for each visit).</p>
4. Rights for International Students	
<p>Qualification: - Full time international students.</p> <p>4.1 Covered by Mahidol University student health insurance</p>	<p>Medical Treatment : - Students can seek medical care at Siriraj Hospital or Golden Jubilee Medical Center. - For inpatient care, reimbursement of room/ food expenses must not exceed 300 Baht/day (Student must make their own payment for a private room.) - Students must show their passport and Student ID card at every visit.</p>
<p>4.2 Health insurance with AIA Company Health insurance for MUIC full-time international students with American International Assurance</p>	<p>Medical Treatment : - Receive medical treatment at any private or government hospital. - For inpatient care, reimbursement of room/ food expenses must not exceed 1,200 Baht/day. - For Out Patient Department (accident) reimbursement of medical expenses must not exceed 5,000 Baht/visit.</p>

RIGHTS	DESCRIPTION
<ul style="list-style-type: none"> - A yearly premium of 4,500 Baht. The payment is divided into 1,500 Baht per trimester.* - Maximum protection of 100,000 Baht. <p>*Costs may change</p>	<ul style="list-style-type: none"> - For Out Patient Department, reimbursement of medical expenses must not exceed 800 Baht (30 times/year). - Students must show AIA Group Privilege card at every visit. - If the hospital cannot do the Fax Claim, students will need to make an advanced payment and bring the receipt and medical certificate to the Office of Student Affairs for reimbursement.

5. Additional Health Insurance for all MUIC students

5.1 Group Personal Accident with the AIA Company

MUIC has agreed upon the provisions for group personal accident for all MUIC students:

- MUIC is responsible for the premium.
- Maximum protection of 100,000 Baht.

Medical Treatment :

- Receive medical treatment at any private or government hospital.
- Medical expenses must not exceed 10,000 Baht per visit.
- Students must show the AIA Group Privilege card at every visit.
- If the hospital cannot do the Fax Claim, students will need to make an advanced payment and bring the receipt and medical certificate to the Office of Student Affairs for reimbursement.

Financial Support & Scholarships

As part of Mahidol University's philosophy, the college rewards excellence in academics and contributions to society. Students who are awarded a scholarship should be outstanding students with good behavior. They should have a good academic standing and never have broken the Code of Student Conduct.

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
MUIC Scholarship for the International Science Olympiad Students – award winner	<ul style="list-style-type: none"> - For students who are awarded the winner in the Science Olympiad - Tuition fee waiver for 5 years (from PC until college graduation) 	2 scholarships per year	<ul style="list-style-type: none"> - Applied for a Science Program - Students who are studying in high school (last term) - Awarded the Science Olympiad - Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period - Students cannot change their major except within the Science Division
MUIC Scholarship for the International Science Olympiad Students – non-award winner	<ul style="list-style-type: none"> - For students who participated in the Science Olympiad - 50% tuition fee waiver for 5 years, (from PC until college graduation) 	4 scholarships per year	<ul style="list-style-type: none"> - Applied for a Science Program - Students who are studying in high school (last term) - Participated in the Science Olympiad - Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period - Students cannot change their major except within the Science Division

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
MUIC Scholarship for Potential Students in Science Major	<ul style="list-style-type: none"> - For potential students majoring in Science - Tuition fee waiver for 5 years (from PC until college graduation) 	4 scholarships per year	<ul style="list-style-type: none"> - Thai nationality - Applied for a Science Program - Students who are studying in high school (last term) in Thailand - Cumulative 3.5 or above for 5 terms in high school - Test score and self-reported high school transcript will be considered - Students must maintain B grades while studying at PC and must maintain a cumulative GPA above 3.00 each trimester during the scholarship period - Students cannot change their major except within the Science Division
MUIC Scholarship for Potential Students	<ul style="list-style-type: none"> - For potential students with limited financial support - Tuition fee waiver for 5 years (from PC until college graduation) - Dormitory accommodations provided 	4 scholarships per year	<ul style="list-style-type: none"> - Thai nationality - Students who are studying in high school (last term) in Thailand - Cumulative 3.00 or above for 5 terms in high school - Students must maintain C grades while studying at PC and must maintain a cumulative GPA above 2.50 each trimester during the scholarship period - Parents income not over 200,000 Baht/year

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
Thai Government Loans	<ul style="list-style-type: none"> - 60,000 – 70,000 Baht per year - The loan with interest has to be repaid two years after graduation 	N/A	<ul style="list-style-type: none"> - Thai nationality - Full-time student - CUM-GPA of 2.00 or above - Annual income of parents does not exceed 200,000 Baht - Attended the Corporate Social Responsibility (CSR) activities for 36 hours
ASEAN / South Asian Students Scholarship	<ul style="list-style-type: none"> - For ASEAN nationals (except Thais) and South Asian countries (Nepal, Bangladesh, Pakistan, Bhutan, Maldives, Sri Lanka, Afghanistan and India) - 4 scholarships with a 100% waiver of tuition fees - 4 scholarships with a waiver of 50% of tuition fees 	8 scholarships per year	<ul style="list-style-type: none"> - ASEAN and South Asian Nationals (except Thai) - Students who completed high school from ASEAN and South Asian countries (except in Thailand) with a GPA above 3.00 - Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period - Students must complete their studies in 4 years

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
ASEAN International Mobility for Students (AIMS)	<ul style="list-style-type: none"> - For Business Administration students, especially International Business Majors - Exempt from the tuition fee and other fees - 12 credits or 3 subjects from abroad can be transferred - The exchange can be for only 1 trimester 	10 scholarships per year	<ul style="list-style-type: none"> - Students must have a cumulative GPA of 3.00 or above - Be a Thai national and have knowledge of Thai culture - Participate in social activities
Foreign Language Ambassador Scholarship	<ul style="list-style-type: none"> - Budget of 1,000,000 Baht per year 	Depending on the committee's consideration	<ul style="list-style-type: none"> - Students must register for a minor language program - Students must attend the Foreign Language Summer Program which is organized by MUIC's Foreign Language Department - A cumulative GPA above 2.80
Scholarships for students with disabilities	<ul style="list-style-type: none"> - Funding may be available for students with disabilities 	N/A	<ul style="list-style-type: none"> - Students have to apply prior to the admission process

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
MUIC Financial Aid	<ul style="list-style-type: none"> - Budget of 750,000 Baht per year - Scholarship given will be used as a tuition fee waiver for the next trimester 	<ul style="list-style-type: none"> - Maximum of 50,000 Baht per scholarship - The scholarship amount depends on the student's financial problems 	<ul style="list-style-type: none"> - Registered for at least 1 year - A cumulative GPA above 2.50 and must register for at least 12 credits in that trimester - Strictly follow the university code of conducts
MUIC Student Activities Scholarships	<p>For MUICSA Committees by waiving tuition fees</p> <ul style="list-style-type: none"> - 24,000 baht per year for President - 18,000 baht per year for Vice President - 12,000 baht for each Committee 	Depending on the MUICSA Committees in each year	<ul style="list-style-type: none"> - Selected as a member of the Student Association Committees - Strictly follow the university code of conduct (especially the Student Association Regulations) - Meet requirements of the Student Association Regulations
	<p>For students who were selected as Mahidol University Outstanding Sportsperson</p> <ul style="list-style-type: none"> - 24,000 baht per scholarship by waiving tuition fees 	Depending on the official announcement from Mahidol University	<ul style="list-style-type: none"> - Was selected as Mahidol University Outstanding Sportsperson

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
MUIC Student Activities Scholarships	<p>For students who won a medal for participating in the Thailand University Games</p> <ul style="list-style-type: none"> - 24,000 baht for gold medal - 18,000 baht for silver medal - 12,000 baht for bronze medal 	Depending on the official announcement from Mahidol University	- Won a medal for participating in the Thailand University Games
MUIC Young Leaders Scholarship	<p>For students who are officially nominated by MUIC or MU to participate in an event/activities</p> <ul style="list-style-type: none"> - Actual cost of air ticket (round-trip ticket), registration fee and per diem per scholarship 	N/A	<ul style="list-style-type: none"> - Students must be officially nominated by MUIC or MU to participate in an event - Events/activities can take place abroad or in Thailand
MUIC Young Ambassadors Scholarship	Outbound Exchange Program and Research Activities	Budget of 2,600,000 Baht per year	-For outbound MUIC students for academic and research activities
	For Bachelor Degree	50 scholarships per year	
	<ul style="list-style-type: none"> - 50,000 Baht per scholarship - The credits from abroad can be transferred 		

SCHOLARSHIP PROGRAM	DETAILS OF SCHOLARSHIP	NO. OF SCHOLARSHIP	CRITERIA
MUIC Young Ambassadors Scholarship	For Master Degree - 50,000 Baht per scholarship - The credits from abroad can be transferred	2 scholarships per year	-For outbound MUIC students for academic and research activities
	Internship Abroad Award	Budget of 800,000 Baht per year	-For outbound MUIC students for internship abroad
	For ASEAN + 3 - 20,000 Baht per scholarship - The credits from abroad can be transferred	20 scholarships per year	
	For Non ASEAN - 40,000 Baht per scholarship - The credits from abroad can be transferred	10 scholarships per year	
Certificates for MUIC Academic Excellence	For academic excellence in each major - A maximum of 2 certificates for each major	N/A	- Two students with the highest cumulative GPA in each major, with at least 3.25 - Credits must exceed 61
	For General Education courses - A maximum of 2 certificates for General Education courses	N/A	- Two students with the highest cumulative GPA in General Education courses, with at least 3.25 - Credits must be between 40 - 60

Reserve Officer Training Course

All male students of Thai nationality are required to register with the Thai military when they reach the age of 20. A citizen can register for training at an earlier age, and the training course taken in high school or at university may count toward meeting national military requirements.

MUIC Students who need to apply for the Reserve Officer Training Course (ROTC) must report to the Office of Student Affairs by the first week of their entry. Students who have not reported to the MUIC Office of Student Affairs within the mentioned period will no longer have the right to join the Reserve Officer Training Course (ROTC).

The training activities will be held on Saturday or Sunday, from 8.00 a.m. to 5.00 p.m. Students must participate in the activities 10 times.

Remarks: The training schedule will be announced by the Reserve Affairs Centre.

Students who request postponement of their Military Recruitment must submit the appropriate legal documents to the Office of Student Affairs during July 1 - October 31 of every year.


It is the responsibility of the students to notify lecturers in a timely fashion about military obligations. Failure to do so may affect a student's academic standing.


Lost and Found

The Office of Student Affairs takes care of lost and found items. Students who lose an item or may have had it stolen should report the loss to this department.

Counseling Services

Students seeking counseling services can contact the following counselors for consultations:

COUNSELOR	DATE/TIME
 <p>Aj. Tuptim Lane tuptimlakul@yahoo.com</p>	<p>Monday 12:00 – 14:00 Thursday 12:00 – 14:00</p> <p>Available at the mentioned time through an appointment via e-mail or appointment can be made at the Office of Student Affairs</p>
 <p>Aj. Arpaporn Iemubol arpaporn.iem@mahidol.ac.th</p>	<p>Wednesday 11:00 – 12:00</p> <p>Available at the mentioned time through an appointment via e-mail or Tel. 0-2800-3560, 0-2800-3574 ext. 215 or appointment can be made at the Office of Student Affairs</p>
 <p>Assoc. Prof. Dr. Suriyadeo Tripathi Director of National Institute for Child and Family Development, Mahidol University</p>	<p>Wednesday 2nd and 4th of month 13:00 – 16:30 Thursday 13:00 – 16:30</p> <p>Teen Clinic, Mahidol University 4th Floor, Panyawattana Building, National Institute for Child and Family Development</p> <p>Tel. 0-2441-0608 ext. 1208 or 094: 954-1014</p> <p>or contact the Office of Student Affairs, MUIC to make an appointment</p>

COUNSELOR	DATE/TIME
 <p>Dr. Patcharin Seree patcha.nicfd@gmail.com</p>	<p>Wednesday 2nd and 4th of month 13:00 – 16:30 Thursday 13:00 – 16:30</p> <p>Teen Clinic, Mahidol University 4th Floor, Panyawattana Building, National Institute for Child and Family Development</p>
 <p>Aj. Malirome Hasdinrat Psychiatrist malirome.has@mahidol.ac.th</p>	<p>Tel. 0-2441-0608 ext. 1208 or 094: 954-1014</p> <p>or contact the Office of Student Affairs, MUIC to make an appointment</p>
<p>Galaya Rajanakarindra Institute Buddhamonthon 4 Road, Taweewattana, Bangkok</p>	<p>Students can contact Galaya Rajanakarindra Institute directly by calling</p> <p>Tel : 0-2441-6100 ext. 58204</p> <p>*** students will be required to pay for this service ***</p>
<p><i>For information,</i> please contact the Office of Student Affairs, MUIC 1st Floor, Building 1 Tel : 0-2441-5090 ext. 1115, 1210</p>	

Student Activities

A large part of the education experience can be found outside the classroom where students interact with others and are actively involved not only at the college, but also in the greater community. By being involved, you are helping yourself and helping others. Therefore, Mahidol University International College encourages all students to participate in all activities which promote Mahidol University core value.

Mahidol Core Value

M	=	Mastery
A	=	Altruism
H	=	Harmony
I	=	Integrity
D	=	Determination
O	=	Originality
L	=	Leadership

Benefits from joining student activities

- Enjoy experiences outside the classroom setting.
- Develop determination and perseverance as well as to maximize their cognitive and communication skills.
- Develop interpersonal skills that allow you to build up relationships.
- Develop problem solving and analytical skills which can be beneficial for one's future career.
- Practice leadership skills that increase one's ability to plan and execute projects and improve decision making skills.
- Enrich one's resume that will increase the opportunity for future employment.
- All activities in which students have participated will be reorded in their Activity Transcript.

Student Association (MUICSA)

The Mahidol University International College Student Association (MUICSA) has the duty to manage all activities and clubs according to the rules and regulations of the university. The Student Association aims to encourage all students to develop both their academic and social skills, as well as train them to work for the good of the majority. Moreover, the Student Association also acts as a representative of students in any meetings with the MUIC Executive Committee.

The Student Association is composed of President, Internal and External Vice Presidents, Treasurer, Secretary, Club Commissioners, Project Managers, and Public Relations Officer. The office of the Student Association is located in Building 2, Room 2212.

MUIC currently has 24 clubs and all student members are able to organize any type of activities according to their specialties and interests. MUIC encourages all students to be a member of at least one MUIC club or any other clubs at Mahidol University. Participation in extra-curricular activities will provide students a measure of relaxation, away from any stress from their studies, and will enable them to use their free time wisely. These activities also encourage students to establish strong bonds by working together. The Club Commissioners, along with the executive members of the MUICSA, review and regulate the structure and activities of the clubs. The formation of new clubs is also reviewed by the MUICSA.

MUIC Clubs

MUIC Clubs provide students and college staff members with social, instructional, competitive, recreational and service functions. They offer the college community the opportunity to engage in extra-curricular activities. Clubs are run by students, requiring them to make use of their leadership, decision-making and organizational skills as they organize activities for the college. Currently, there are total of 24 clubs.

**Currently,
There are total of
24 clubs.**

1. ART CLUB

The MUIC Art club provides training and support for students interested in any form of art. Throughout the regular term, the Art club provides workshops in different art forms and arranges trips to special exhibits.

2. CHEER AND DANCE CLUB

The MUIC Cheer and Dance club has many dedicated members who often perform publicly. The club is frequently invited to perform in major events and ceremonies where they capably represent MUIC. The club is divided into three sections: American Dance, Thai Cheerleading and Capoeira.

3. CHOIR AND MUSICAL THEATRE CLUB

The Choir club was established for lovers of music who are interested in further developing their vocal skills and aesthetic sensibilities. It also provides students, teachers, staff members and visitors with opportunities to relax and enjoy themselves away from the stresses of daily life.

4. CYCLING CLUB

The Cycling club provides an opportunity for students to improve their physical well-being and enjoy the scenic views during their cycling trips. The club also successfully participates in local and national competitions.

5. DEBATE CLUB

The MUIC Debate Team is one of the most respected debate teams in Southeast Asia. The team consistently participates in national, regional and international competitions. The club allows participants to examine their ideas by using different arguments, engaging with opposing views, and develops their skills of persuasion.

6. DIVING CLUB

The MUIC Diving club gives students an opportunity to explore Thailand's marine environment and makes diving lessons more affordable for students. Club members and other students become more environmentally aware and appreciate the importance of clean beaches and coral reefs. The club activities focus on diving safety and ocean conservation.

7. KARATE-DO CLUB

Members of the MUIC Karate-Do club practice several times a week, compete in a number of different tournaments and participate in different training camps during the year. The club has done well in competitions but focuses more on its members gaining martial arts experience rather than competitiveness.

8. KENDO CLUB

Kendo is the Japanese martial art of sword fighting which means "ways of

the sword". The club provides Kendo training for interested students. The club also joins Kendo tournaments and competes with Kendo practitioners from other universities.

9. INNER PEACE CLUB

Inner Peace club focuses on introducing the benefits of Buddhist meditation to all MUIIC students by engaging in meditation exercises on a weekly basis. The club also organizes alms offering activity every trimester to provide faculty, staff and students opportunity to make merit. The club encourages everyone to join, particularly international students.

10. MUAY THAI CLUB

The Muay Thai club teaches participants about traditional Thai boxing. In addition to teaching martial art skills, the club activities focus on teaching students the cultural significance of the sport.

11. MULTICULTURAL CLUB

The Multicultural club's vision is to create a better relationship between Thai and foreign national students. The Multicultural club provides students with an exposure to different cultures and promotes multiculturalism which is beneficial for students living in a diverse community.

12. MUSIC CLUB

The Music club allows student to get together and perform. It also invites professional group to perform on-campus. Every year, the club organizes

13. NATURE LOVERS CLUB

The Nature Lovers club was formed to educate students about environmental issues in their daily lives. In addition, the club also emphasize on the importance of a healthy environment and foster a passion for its preservation.

14. PHOTOGRAPHY AND MULTIMEDIA CLUB

The Photography and Multimedia club gives members an opportunity to learn about photography and multimedia technology. Activities also include the application of multimedia computer technology for multimedia presentations. Furthermore, instruction on photography is available for those who are interested.

15. RAKKEAW CLUB

Rakkeaw club, in collaboration with Enactus, allows students to enhance their academic, business and leadership skills, guided by academic advisors, by using entrepreneurial action to improve the quality of life and standard of living for people in need.

16. SPORTS CLUB

The Sports club consists of teams playing American flag football, basketball, badminton, golf, soccer, tennis and rugby. The club has participated in many major sports events and also organizes sport competitions both inside and outside the college. The club also holds regular weekly practice sessions every trimester.

17. SOCIAL DANCE CLUB

The Social Dance club has performed at dinners and other social events at both MUIC and MU. The club also offers members the opportunity to participate in field trips to watch local, national and international competitions and to compete in them as well.

18. SCIENCE SOCIETY CLUB

The Science Society club is composed of students majoring in science (AP, BI, CH, etc.). The members are responsible for conveying information and organizing events specific to their majors.

19. THAI MUSIC AND DRAMATIC ARTS CLUB

Thai Music and Dramatic Art club's main objective is to preserve Thai traditional music and enhance the value of Thai musical instruments as one of the essential features of Thai culture. This club also aims to attract

students who are interested in Thai musical instruments, art and culture. Moreover, the club has publicly performed in special events for example, Music Records to celebrate Princess Maha Chakri Sirindhorn's birthday and an annual Thai musical staged at MUIC.

20. THM CLUB

The THM club was established by tourism and hospitality management students with the aim of developing a mastery in the fields of tourism and hospitality management through invited guest speakers and alumni. The club also organizes activities which generates more knowledge in terms of career path, strengthens bonds and creates networking among THM students.

21. VALUE INVESTMENT CLUB

The Value Investment club provides its members opportunities to learn about and making investments, particularly in the stock market of Thailand. By using a variety of value investment tools in different markets around the world, such as P/E ratio of the market, the absolute and comparative advantage of each country, the net profit margin of the total market and pro-forma income statements, members will be able to explore the value of stocks from each country. Moreover, members evaluate valued stock through fundamental and technical analyses.

22. VOLUNTEER CLUB

Members of the Volunteer club help others in society. Each year the club sets up a volunteer camp for 10 days in a different part of rural Thailand. Participants in the camp teach children lessons in the English language and personal hygiene, build new classrooms as well as repair libraries and other facilities. The volunteers also raise funds for their projects.

23. YOUNG PROFESSIONAL CLUB

Young Professional club aims to offer general knowledge and professional understanding of business case analyses. The club provides different kinds of training for club members in order to enhance their presentation skills.

24. MATHS CLUB

The Math club emphasizes student perceptions in mathematics by solving variables and engaging in algebraic operations. The club also introduces the abstract concepts behind mathematics, ranging from game theory to fractal geometry. Pre-testing is a major activity that will be organized before midterm and final examinations and will serve as a simulation of the real exams.

**START WHERE YOU ARE.
USE WHAT YOU HAVE.
DO WHAT YOU CAN.**

-ARTHUR ASHE

Career development unit

The MUIC Career Development Unit assists MUIC students in deciding on possible career paths by providing the tools and information required on the way to graduation and that first job. More specifically, the Unit offers (1) one-on-one advising, (2) employment and internship fairs, (3) programs and workshops designed to facilitate prospective careers, (4) mock interviews and (5) job postings through social media.

Essentially, however, career planning is all about our MUIC students and how they help themselves by investing the time and effort that is needed.

Year 1/Step 1: Know Yourself

Determining your interests, skills and values may take some effort but it is vitally important. You have already begun this process by selecting a major which, in turn, will influence your career path; however, there should be a good match with who you are and what you will be doing. Do you seek adventure or do you like predictability? Do you enjoy interacting with others or do you prefer getting the job done? Are you more analytical or more emotional?

Many of the questions you will encounter in an interview will deal with you as a person and how well you may fit in an organization. The recruiter will not only judge if you have the necessary expertise but also assess your personality traits and attitude as to whether you will enjoy working in that particular company.

Your college experience should be a time of change and growth. You are responsible for shaping who you will become. This process should require a self assessment of both your strengths and weaknesses in determining a career path.

Year 2/Step 2: Explore Your Options

Starting this process early will afford you the time to explore all of your options. While some students are certain about their future professions, others may not be.

MUIC's focus on the liberal arts offers a wide range of disciplines and an opportunity to explore different interests. Some students have changed their majors after having taken a class that they really enjoyed. MUIC is one of the few Thai programs in which you can change your major after having started your studies. Another option is to select a minor which enables you to either specialize or broaden your expertise and skills.

Your exploration should also include the web resources available. The Career Development Unit will provide you with links to interesting websites. Do you want to travel as part of your future job? Look for an industry or a position in an organization that will allow such a possibility. Looking at starting salaries for different jobs may also be helpful in deciding your future career.

Year 3/Step 3: Prepare Yourself

Employers are seeking well-rounded individuals who can offer more than just an academic transcript. Students who participate in conferences and competitions and are actively involved in student clubs and the Student Association are at a clear advantage. Volunteering for community outreach projects is an additional asset. All of these activities demonstrate that you are motivated, responsible and dependable, traits that top organizations look for when hiring.

During this step of the process you need to organize your activities in writing and frame them in terms that demonstrate you have developed important life skills. We recommend that you attend one of our workshops in preparing your Curriculum Vitae (CV). You will have it on hand for applications to internships, summer employment or scholarships.

This is also the time to develop your interview skills. The Career Development Unit provides training workshops and the annual MUIC Job Fair allows you to engage in actual interviews. You may also have an opportunity to participate in international conference and exchange program that will require an application, a cover letter and an interview.

For those who are planning to pursue their graduate studies, this is the time to start looking at potential schools, particularly entry requirements, including exams. The best graduate schools in the world expect more than just an impressive transcript. They, too, are looking for outstanding students who have contributed to their communities and demonstrate leadership qualities.

Year 4/Step 4: Job Searching

At this stage you need to learn to market yourselves. To begin this process, you need to condense and consolidate your uniqueness, educational experience, past activities and skills by updating your CV.

In addition, the Career Development Unit has direct connections with a number of organizations through professional relationships and MUIC alumni. New job openings through our network are posted on this site, so bookmark it and visit it regularly. Remember to always check out an organization's website in preparing for an interview.

Programs and workshops

Every student will need particular skills in order to search and apply for that first job. The Career Development Unit offers training and workshops that will help you better market yourselves in order to find the best opportunities and develop impressive interviewing skills.

One-on-One Advising

Make an appointment through the Career Development Unit in order to meet with one of the lecturers/counselors who can provide insight into your talents and skills as well as assist in directing you to a suitable career choice.

Because our career counselors are also lecturers in the majors you are taking, they can help you select the courses that will develop the necessary knowledge and skills necessary for your future employment.

Career Assessment Day

Every year the Career Development Unit sets aside time for students to consider how their chosen majors will help them to achieve their proposed career paths. Speakers highlight the top jobs in the Thai and ASEAN markets while academic advisors are available to offer students assistance with their majors.

Job Fair

The MUIC Job Fair is conducted once a year, usually scheduled early in the second trimester, during which a wide range of companies and organizations throughout Thailand are represented. It offers the convenience of multiple recruiters in one place. Students have an opportunity to explore a variety of options, fill out application forms and engage in interviews.

A number of firms may be represented by MUIC alumni who can provide insight about working for a particular firm and about their own efforts in finding their first job.

Industry Talks

Since MUIC enjoys close ties with top international companies, professionals are invited to speak about their work experiences in a particular industry or profession. The speakers range from corporate presidents responsible for global enterprises to management trainees who have recently begun their first job.

The student audience is encouraged to participate. On several occasions a question or articulate response from a student to an executive or a human resource regional director of an international organization has led to that student being hired after graduation.

Final Touch

All prospective graduates are required to participate in the Final Touch Program, which primarily consists of an extended panel discussion with MUIC alumni, who may represent business, finance, the hotel or entertainment industries, education and non-governmental organizations. The discussion focuses not only on their work experiences but also on how they manage their lives in terms of family, friends, recreation and contributions to their respective communities.

At a special luncheon, the prospective graduates are also given tips on dining etiquette and other appropriate social behaviors.

Resume Workshop

The resume of Curriculum Vitae (CV) is a condensed version of one's experience and interests and is a required document when applying for a job or graduate studies. Most recruiters use the resume as a screening process in order to reduce the pool of applicants who will eventually be interviewed.

In writing a resume, there is always the temptation to exaggerate one's experiences. On the other hand, there may be the problem of minimizing one's accomplishments even though they may well be considerable. The resume workshop addresses both of these issues, helping students to better market themselves and their skills to the point where their background is both believable and compelling.

Mock Interviews

Receiving an appointment for an interview is an accomplishment. It means that you have been chosen from that small, select group that a business is truly interested in hiring. However, an interview has its own demands. You will be required to do your research and know as much as possible about the organization beforehand. While you can mentally prepare yourselves to answer the most likely questions, the best alternative is to practice interviewing.

MUIC fourth-year students are invited to attend special sessions during which they practice the art of interviewing, make mistakes, receive feedback and then try again, ensuring in the long run that their improvement will be noticeable.

The Career Development Unite is located on the 1st Floor of Building 1, Room 1100, The Office of Student Affairs.

For more information, please visit http://www.muic.mahidol.ac.th/eng/?page_id=9631

For job opportunities for MUIC student, please visit http://www.muic.mahidol.ac.th/eng/?page_id=10441

For career related counseling, please contact the following:

Ms.Rakchanok Urapoom,

Email: rakchanok.ura@mahidol.ac.th or Tel. 02-441-5090 ext.1707

Alumni Affairs

The college began as the International Student Degree Program (ISDP) in September of 1986 with a staggering total of 45 students – admittedly, not a particularly auspicious beginning. However, by the time the program moved into its own facilities in 1992, enrollment had reached almost 500.

more than
6,000
Alumni

In 1996 ISDP was officially renamed Mahidol University International College (MUIC), and with the formal opening of a more expansive complex that served approximately 1,000 students two years later, it experienced a dramatic and consistent increase in enrollment which subsequently meant an increase in the number of its graduates.

The MUIC Alumni Association (MUICAA) was established in 2001, aiming to foster relationships, interaction networks and knowledge sharing platforms among alumni members; to serve alumni members by developing alumni benefits, organizing traditional and cultural activities including societal contributions; and to propagate the reputation of MUIC. The MUICAA steering committee and its president need to be officially elected every 2 years. At present, MUIC has more than 6,000 alumni. All alumni information is managed through an alumni database management system which their contact details

(e.g. change of name, address, further education and workplace) are constantly updated. In terms of alumni engagement, we provide online channel: facebook and website and various activities: academic seminars, MUIC Outstanding Alumni Awards, Reunion, CSR, and Sports.

For further information in regard to alumni affairs,

please contact:

Alumni Affairs Unit, the Office of Student Affairs

Ms.Pattanant Khamkhanti,

Email: pattanant.kha@mahidol.ac.th

Ms. Nattika Phunyatera,

Email: nattika.phu@mahidol.ac.th

Tel. 02-441-5090 Ext. 1707, 1621

Fax. 02-441-0966

03

RULES, POLICIES AND HEARINGS

Dismissal Policy

All MUIC students have to comply with the Mahidol University Regulations on Diploma and Undergraduate Studies, 2009. Please note Rule No. 18.3. the Mahidol University President has ordered that students be dismissed according to the following situations:

1. After classification, the student has a Cumulative GPA of less than 1.50.
2. The student is under Probation Type 1, having a Cumulative GPA between 1.50 to 1.79; and is still under probation in the next continuous three trimesters (or for one academic year).
3. The student is under Probation Type 2, having a Cumulative GPA between 1.80 to 1.99; and is still under probation in the next continuous six trimesters (or for two academic years).
4. The student has enrolled in the same course for the third time, and has still not passed the course.
5. The student has been studying twice the time specified in the curriculum, which includes leave of absence if taken.
6. Within 2 weeks of registration, the student has not registered for the regular trimester, or has not retained student status, or has not been approved for postponing the registration.
7. The student has breached the University's or joint institute regulations on students' discipline.
8. The student has difficulty studying or otherwise due to a mental disorder. In this case, the university will appoint a committee to deliberate on the situation and make recommendations for the university council to approve.
9. The student is caught cheating during an exam and the President decides to dismiss the student under Rule 22.5.
10. Death.

Academic Dishonesty

Academic dishonesty is prohibited at MUIC. It is a serious offense because it diminishes the quality of scholarship and makes accurate evaluation of student progress impossible. Academic dishonesty includes, but is not limited to, the following categories.

Fabrication

Fabricating is the invention or creation of data, research results, information or procedures.

Falsification

Falsification means altering or falsifying information, as in the following:

- Changing grade reports or other academic records.
- Altering the record of experimental procedures, data or their results.
- Altering the record of or reporting false information about internship, clinical or practicum experiences.
- Forging someone's signature or identification on an academic record.
- Altering a returned examination paper in order to claim that the examination was graded erroneously.
- Falsely citing a source of information.
- Multiple submissions of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the lecturer involved.

Plagiarism

Plagiarism is taking someone else's words or ideas as one's own in any academic exercise. It includes the following:

- Submitting as one's own paper a paper written by another person or by a commercial ghost writing service.
- Exactly reproducing someone else's work without identifying the words with quotation marks or by appropriate indentation or without citing the quotation or referencing.
- Substantially copying prior work.
- Paraphrasing or summarizing someone else's work without acknowledging the source with a citation or reference.

- Using facts, data, graphs, charts or other information without acknowledging the source with a citation or reference.
- Cutting and pasting information from electronic sources without acknowledging the source with a citation or reference.

Policies

Classroom and Building Policies

Students are required to wear proper attire while at MUIC, especially when in class and during examinations.

Students are required to have at least 80 percent class attendance to be eligible to take the final examination. Three late attendances (of more than 15 minutes) equal one absence.

As a courtesy, students need to let the instructor know beforehand when they have a valid reason to leave class early or come to class late.

All electronic devices must be turned off during class time. Permission from the instructor is required to leave a device on in an emergency. Students are not allowed to bring food or drinks in the classrooms.

Smoking is prohibited everywhere on campus. Designated smoking areas are provided for smokers. Students who violate the smoking restrictions may be fined.

Examination Policies

- Students must present their MUIC ID cards every time they take examinations. If they do not have their ID cards, they must report to the Office of Academic Affairs and Research for a temporary card and pay a fine of 500 baht per one subject examination.
- Students must wear proper uniform according to Mahidol University's regulations; those wearing jeans, short skirts, sandals and/or shoes with no back strap will not be allowed to enter the examination room.
- Students are prohibited from using another person as a substitute in taking an examination and/or acting as a substitute for another student at the examination.
- Students must arrive at the examination room on time. Those arriving more than 30 minutes late from the start of the examination will be disqualified from taking the examination.

- Only students on the official registration list are eligible to take examinations.
- Students must sit in their seats assigned by proctor and sign the examination attendance record at every examination.
- Students are allowed to keep necessary examination accessories near them, such as pens, pencils and valuables.
- Students must not keep mobile phones, communication devices and/or electronic recorders of any type on their person during the examination.
- Students must not bring textbooks, notes, documents, calculators or any objects that contain formulas, texts or symbols related to the examination into the examination room unless authorized and clearly indicated by the lecturer. When dictionaries or other reference materials are allowed during the examination, they will be checked by proctor. Electronic dictionaries are not allowed.
- Students are not allowed to talk during the examination. If there are questions, they should be directed to the lecturer or to the proctor.
- Everyone must stay in the examination room for at least 30 minutes from the start of the examination. Students will be permitted to leave the examination room after the examination paper, answer book and/or answer sheet is collected by the proctor.
- In the case where a student needs to temporarily leave the examination room, MUIC will provide a staff member to accompany him/her. If the student leaves the examination room without permission, the examination will be considered over and the examination paper must be turned in immediately.
- Students are not allowed to copy, take pictures of, tear or take the examination paper, answer book and/or answer sheet out of the examination room.
- Students are not allowed to send any information via email or other electronic devices during the examination.
- Students who are suspected of cheating, caught cheating or are involved in any cheating must be subjected to disciplinary procedures and their penalties according to the Regulations of Mahidol University on Student's Discipline, B.E. 2553 (2010).
- Students who fail to take an examination on the date and time scheduled by MUIC will be considered absent from the examination and automatically

receive an F, except for those students who receive approval to take the make-up examination or receive prior permission before the examination date; such students will be given of "I" until the "I" is changed to letter grade.

Students who would like to request a make-up examination must complete the following procedures.

- The student must inform the lecturer and staff of Educational Affairs Section, the Office of Academic Affairs and Research, as soon as the student knows that he/she is unable to attend the examination.
- The student must contact the Educational Affairs Section, the Office of Academic Affairs and Research, to pick up the request form for the make-up examination and submit the completed request form along with supporting evidence to the lecturer within the following period.
- The student must submit the request form, along with approval from the lecturer and from the Chair of the division responsible for the course, to the Educational Affairs Section, the Office of Academic Affairs and Research.

Make-up examinations under the following conditions:

- Student is admitted to a hospital for a serious illness. A doctor's certificate and receipt of medical bill must be presented.
- There is a death in the immediate family. Official documents must be presented.
- The student is participating in an official university event with a letter of certification from the Office of Student Affairs and Research.
- The student is required to attend a session regarding his conscription responsibilities. Official documents must be presented.

Examination Rules

Students are not allowed to engage in any of the following actions:

- Using or attempting to use books, notes, study aids, calculators, computers, papers, electronic devices, electronic files, electronic means or any other documents without prior authorization by the instructor during the examination.
- Possessing written notes on body parts, paper or other objects during examination. NB. This applies to **both** notes related to the examination topic and notes not related to the examination topic.

- Sending a substitute to take an examination or acting as a substitute for another student at any examination.
- Plagiarizing assigned work or copying others' works.
- Having a cell phone or any other communication device on one's person during the examination.
- Having anything other than writing instruments, examination papers and answer sheets on the desk during the examination.
- Sending an examination paper and/or answer sheet via email or any other electronic media during the examination.
- Taking the examination and/or answer sheet out of the examination room.
- Unauthorized communication during the examination.

Signing the examination attendance sheet certifies that you have read the above information and agree to all the rules. Therefore, you consent to accept any punishment according to the MUIC Examination Rules. The decision to investigate any violations is at the discretion of the Investigating Committee.

Penalty for cheating includes but is not limited to:

1. Grade F for the subject
2. Grade F for all subjects registered in the trimester
3. Academic suspension for the next regular trimester
4. Dismissal

All essays, projects, thesis and thematic papers must be the student's own original work. Plagiarism could lead to the aforementioned punishments.

Student Attire

Students are required to wear proper uniforms while at MUIC. Generally, students will wear the regular uniform, but for special occasions, a formal uniform will be required.

Male Students

- ID card with neck cord
- Tucked-in plain white shirt
- Leather or suede belt with the Mahidol University buckle
- Dark blue, navy blue, black, brown, or dark grey dress pants
(No Jeans)
- Plain black or dark colored shoes, or plain sport shoes
- Socks which cover the ankle

Female Students

- ID card with neck cord
- Plain and not-too-sheer white blouse
 - Length should be enough to be completely tucked in the skirt
 - Must not be tight
 - Length of the sleeves is above the elbow
- The Mahidol University brooch is pinned on the right side of the blouse
- Leather or suede belt with the Mahidol University buckle
- Knee-length, plain dark blue or navy blue or black skirt
- Black or dark colored shoes which cover the heel or with a back strap (No Flip-flops or Sandals)

**Regular Uniform**

“Students must wear the regular uniform in class and anywhere else on campus.”

NO!!

Flip-flops or Sandals

Male Students

- ID card with neck cord
- Tucked-in plain white long-sleeved shirt
- Navy blue necktie with the Mahidol University logo
- Leather or suede belt with the Mahidol University buckle
- Dark blue or navy blue dress pants (No Jeans)
- Plain black shoes
- Black socks

Female Students

- ID card with neck cord
- Plain and not-too-sheer white blouse
 - Length should be enough to be completely tucked in the skirt
 - Must not be tight
 - Length of the sleeves is above the elbow
- A navy blue Mahidol University logo bowtie
- The Mahidol University brooch is pinned on the right side of the blouse
- Leather or suede belt with the Mahidol University buckle
- Straight knee-length, plain dark blue or navy blue skirt



Formal uniform

“A formal uniform should be worn by students when attending any university ceremony, including student orientation, Wai Kru, commencement ceremonies, and other formal occasions.”

NO!!

Jeans

Code of Student Conduct

The MUIC Code of Student Conduct contains MUIC's policy regarding the discipline of its students. It is meant to protect and preserve the educational environment on campus. The college reserves the right to take any necessary action to protect the safety and well-being of the campus community.

Violation of Laws and of this Code

Students may be accountable to both civil authorities and to the college for any illegal activity, such as assault, theft, possession of illegal substances, disorderly conduct and so forth. The college will refer matters to the proper civil authorities.

Prohibited Conduct

Students must regularly and strictly observe the regulations of the Code of Conduct. Any non-ethical conduct which is considered a disciplinary offense is subject to the actions stipulated in these regulations.

1. Students are expected to maintain the unity, peace, reputation and honor of the university.
2. Students must conduct themselves in a manner which does not cause disrepute or damage to oneself, other persons or the university.
3. Students must dress appropriately, in accordance with the regulations and notifications of the university. In classrooms or examination rooms or in contact with any departments inside the university, students must wear the Student ID Card at all times.
4. Students shall not drink alcohol or intoxicants on the university campuses or anywhere while they are wearing the student uniform.
5. Students must not smoke on the university campus except in the designated smoking area.
6. Students must not park in the prohibited parking areas on campus.
7. Students must not cause controversy or engage in the physical assault on others.
8. Students must not destroy the property of the college and university.

9. Students who engage in the following behavior will be subject to serious disciplinary action:

- 9.1 Gambling or engaging in any activity that promotes gambling.
- 9.2 Consuming or having in one's possession narcotics or illegal drugs for either personal use or distribution.
- 9.3 Theft, fraud, embezzlement or exerting undue coercion in financial transactions.
- 9.4 Possessing or carrying firearms or other dangerous materials on campus which may cause danger to the lives and property of others.
- 9.5 Sexual activity that violates public sensibilities or sexual assault.
- 9.6 Physical assault on others that may result in serious injury or death.
- 9.7 Committing any criminal offence that may result in imprisonment.
- 9.8 Intentionally cheating on examinations or attempting to do so.
- 9.9 Producing, publicizing or having on one's person any unwarranted material which may cause damage to the reputation of the university or to others
- 9.10 Forging the signatures of others and forging documents or amending any content and using the same as evidence, all of which may cause damage to the college, university and others.
- 9.11 Purposely destroying the property of the university or of others which may cause serious damage.
- 9.12 Conducting any other actions deemed as a serious breach of discipline.

10. Any student who violates these regulations shall be subject to disciplinary action.

- 10.1 In the case of minor disciplinary infractions
 - 10.1.1 Verbal warning and written record
 - 10.1.2 Written warning and formal notification to the student
 - 10.1.3 Written warning and formal notification to the

guardian/ parents

10.1.4 Written warning to parents who are invited to sign the warning and acknowledge the student's breach of discipline.

10.2 In the case of serious disciplinary infractions

10.2.1 Disqualification from examinations

10.2.2 Suspending or delaying the approval of one's degree or diploma

10.2.3 Academic suspension

10.2.4 Dismissal

11. Any cases not mentioned in these regulations will be submitted for consideration by the Student Disciplinary Committee.

Disciplinary Procedures

1. Disciplinary action against any student who has committed an offense cannot proceed without the university investigating the details of the case.

2. If any student is accused with sufficient evidence, the Dean shall immediately appoint a committee to investigate and verify the matter unless the following scenarios have occurred:

2.1 The student has committed a criminal offense, which is the responsibility of the courts and legal system

2.2 The student has committed a disciplinary offense and confessed as much in a written statement or a verbal statement to the Dean or to the Investigating Committee.

3. The Investigating Committee consists of the university president, members and a secretary, totaling no fewer than three persons who are required to complete any investigation within 60 days, commencing from the acknowledged date of the appointed order.

Requests for Review of Decisions (Appeals)

1. Any student who is punished under these regulations and disagrees with such punishment is entitled to an appeal according to the rules stipulated in these regulations. During the appeal period, the student remains liable for the punishment.

2. The appellant must submit a written and signed appeal which can be submitted personally; it is prohibited to assign another person to appeal on one's behalf.

3. The student wishing to appeal is entitled to see the investigative report. However, the inclusion of witness statements may be withheld, depending on the discretion of the Head of the Investigating Committee.

4. The Appeals Committee must consist of at least five persons and not more than seven who are holding positions as legal officers or are graduates of law; at least one person is appointed by the President and a rotation system is supervised by the President.

5. The Appeals Committee has the following powers and duties:

5.1 Consider and make judgments on all appeal matters.

5.2 Issue written orders summoning any person to give statements or deliver documents or materials to support any appeal.

5.3 Appoint members or groups of members to consider appeals or take action within the scope of the Committee's powers.

5.4 Other duties as assigned by Mahidol University.

6. An appeal against any order for punishment shall be submitted to the Committee within 15 days from the acknowledged date of the punishment.

7. The written appeal letter must be directly submitted to the Committee which will make a judgment within 30 days from the date on which the appeal was received. An extension of time may be granted, provided it is recorded as evidence, and shall not exceed 60 days.

8. If the Committee decides that the punishment order is appropriate to the offense or that the punishment is unsuitable and unfair, the Committee, with the President's approval, will either dismiss the appeal or move for acquittal, whatever the case may be.

Any such decision shall be regarded as final and the Committee shall transmit its written decision to the appellant.

9. Regarding the time periods stipulated in these regulations, should any deadline fall on a university holiday, the following work day shall be counted as the last day of the prescribed period of time.

10. The President is responsible for the implementation of these regulations. If there is any problem regarding compliance with these regulations, the President is empowered to finalize any orders.

04 LIBRARY GUIDE FOR STUDENTS

Library Guide for Students

MUIC Library provides information resources and services in support of education. We are responsible for providing, collecting, preserving, servicing and distributing all kinds of documents, journals, newspapers, audiovisual materials, CD-ROMs, and online databases that are accessible from both inside and outside the campus. Our aim is to support the academic needs in accordance to the college's mission and objectives. The MUIC Library is located on the 3rd and 4th floors of Building 1.

Opening Hours

	Monday to Friday	Saturday
Regular Session	8.00 a.m. – 6 p.m.	9.00 a.m. – 6 p.m.
Trimester Break / Summer Session	8.00 a.m. – 5 p.m.	-

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 library membership cancellation.

• 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

2. AUDIOVISUAL 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

4. ELECTRONIC RESOURCES ACCESS

Mahidol University and the MUIC Library subscribe to a variety of ejournals, 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. AUDIOVISUAL VIEWING ROOMS

Two Audiovisual Viewing Rooms offer a quiet viewing and listening space with a TV and DVD player for students, faculty and staff to use multimedia resources. The service will be available for groups of 2 students or more. In order to avoid

inappropriate behaviors, a boy and a girl are not allowed to use the room together.

9. 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

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. Full time faculty members may take you on a tour.
2. The library website <http://lib.muic.mahidol.ac.th>
3. 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 materials. Please send your comments and suggestions to **iclibrary@mahidol.ac.th** or simply drop them in the library suggestion box.

05 MAHIDOL UNIVERSITY REGULATION ON DIPLOMA AND UNDERGRADUATE STUDY

Rules and guidelines for diploma and undergraduate study are to be enforced in accordance with Mahidol University's act 2007.

Under the 24(2) section of Mahidol University's act, Mahidol University Committee enacted the following rules in its 526th meeting, April 22, 2009.

RULE 1: This regulation is called the "Mahidol University Regulation on Diploma and Undergraduate Study, 2009"

RULE 2: This regulation will be enforced with diploma and undergraduate students who enrolled at Mahidol University in 2009 academic year onward.

RULE 3: IN THIS REGULATION

"University" means Mahidol University

"Faculty" means Faculties and divisions otherwise named, equivalent to other faculties that conduct teaching.

"Faculty Committee" means Committee of the faculties and other divisions otherwise names equivalent to the faculties that conduct teaching.

"Dean" means Head of the faculties or other divisions, otherwise named, equivalent to the faculties that conduct teaching.

"Curriculum" means Diploma and undergraduate curriculum that supports the policies or operation or regulations and rules of Federations or Division of Art of Healing (if any) approved by the university council and acknowledged by the Higher Education Commission.

"Program Lecturers" means Lecturers in the diploma or undergraduate program.

"Program Committee" means Committee appointed by the Dean to manage and take the curriculum under construction.

RULE 4: ADMISSION

University or faculty, through the faculty committee, can accept students according to the conditions and methods indicated in the curriculum or the faculty's announcements approved by the president, Admission can be classified into three types;

4.1 Students are accepted by the quota system.

4.2 Students are accepted through the Office of Higher Education Commission

4.3 Faculty can select and accept students directly according to the faculty's announcement which has been approved by the university.

RULE 5: TEACHING SYSTEM

5.1 Semester System: each academic year is divided into two regular semesters; Semester 1 and Semester 2. Each semester consists of at least 15 weeks, possibly broken into intervals. A faculty can organize a summer session if necessary. However, the summer session time period and registered credits must be comparable to the regular semester.

5.2 Trimester System: each academic year consists of three regular terms which are Trimester 1, Trimester 2, and Trimester 3, with at least 12 weeks in each trimester, possibly with breaks. The faculty can organize a summer session if necessary. However, the summer session time period and credits registration must be comparable to the regular semester.

5.3 Others: faculty may use other system the details of which the time must be clearly given in the curriculum period and credits registration must be equivalent to the semester or the trimester system.

RULE 6: CREDITS IN EACH COURSE ARE ASSIGNED ACCORDING TO THE FOLLOWING CRITERIA.**6.1 Semester System:**

1. A theoretical; course with lectures or discussion or the equivalence that takes one hour per week or at least 15 hours per semester and two hours self-study per week or at least 15 hours per semester and two hours self-study

per week or at least 30 hours per semester is assigned one semester credit.

2. A practical, laboratory courses, or the equivalence that takes 2-3 hours per week or 30-45 hours per semester, and one hour self-study per week or 15 hours per semester, is assigned one semester credit.

3. Internship, project or other learning activities that have been assigned which takes 3-6 hours per week or 45-90 hours per semester, and one hour self-study per week or 15 hours per semester, is assigned one semester credit.

6.2 Trimester System:

1. A theoretical; lecture course, or the equivalence, that takes one hour per week or at least 12 hours per semester and two hour self-study per week or at least 14 hours per semester is assigned one trimester credit.

2. A practice, laboratory course, or the equivalence, that take 2-3 hours per week or 24-36 hours per semester, and one hour self-study per week or 12 hours per semester, is assigned one trimester credit.

3. Internship, project or other learning activities that have been assigned which takes 3-6 hours per week or 36-72 hours per semester and one hour self-study per week or 12 hours per semester, is assigned one trimester credit.

6.3 If Rule 6.1 and 6.2 cannot be applied, the faculty committee or the person appointed by the faculty committee assigned can assign the credits for each course as he/she sees fit and clearly details how they compare with the semester credit system in the curriculum.

RULE 7: TOTAL CREDITS AND TIME OF STUDY

7.1 In an undergraduate study (4 years), the total number of credits has to be at least 120 semester credits or 150 trimester credits, and the maximum time of study is 8 academic years.

7.2 In an undergraduate study (5 years), the total number of credits has to be at least 150 semester credits or 187.5 trimester credits, and the maximum study time is 10 academic years.

7.3 In an undergraduate study (not less than 6 years), the total number of credits has to be at least 180 semester credits or 225 trimester credits, and

the maximum study time is 12 academic years.

7.4 In an undergraduate study (continuing), the total number of credits has to be at least 72 semester credits or 90 trimester credits, and the maximum study time is 4 academic years.

An undergraduate study (continuing) has to be considered as part of an undergraduate study and has to reflect the philosophy and contents of the particular undergraduate curriculum completely. The word “continuing” must be clearly written put in the parentheses after the name of the program.

In all cases, study time is to be counted from the first day of the first term for which the student has been accepted in that program.

RULE 8: SYMBOLS SHOWING EVALUATION RESULTS

8.1 Symbols and their assigned scores

Symbol	Score
A	4.00
B+	3.50
B	3.00
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00

8.2 Symbols without scores

Grade results of each course may be shown in symbolic types as follows;

Symbol	Meaning
AU	Study which leads to no credit (Audit)
I	Awaiting for evaluation (Incomplete)
P	The study is incomplete (In progress)
S	Satisfactory
T	Transfer of credit
W	Withdraw
X	No report

8.3 Grading system

1. Symbols with at least 2.00 score point, or the symbol S, means Pass in that course

2. Symbols with 1.00 or 1.50 score point, or the symbol U, means that knowledge or ability or the student is below average. Other grading results are at the discretion of the faculty committee or the person appointed by the committee. On re-grading a course, the grade score will be 2.00 (or S), at the maximum.

8.4 F will be given in the following situations;

1. Student took the examination and failed in the exam or project.
2. Student was absent from the exam without any permission from the faculty committee or person appointed by the faculty committee.
3. Student was not allowed to take the exam according to Rule 11.
4. Student violated the examination regulation; for example, being late to the exam, dressed inappropriately according to student uniform regulation or act as in Rule 22.
5. Student who received an I and did not take the exam or finish the

project within one regular semester or trimester after they received the I grade, except that the student has the permission as in Rule 15.1 and 15.2.

6. Student who received a P and did not take the exam and/or did not hand in report on time.

7. Student who does not re-take the exam or re-do the project as indicated in 8.3 (2), or having the student has re-taken the exam or re-done the project and is still evaluated as “failed”.

8.5 S or U are given only in non-credit courses or courses with credits for which the faculty has decided to use the non-score grading system.

8.6 AU is given only in the courses in which the student gives his/her intention to study for no credit and the student must participate in classes or practical activities no less than 80 percent of the total amount of time study and practice time period must not be less than 80 percent.

8.7 I will be given in according to the following situations;

1. Student did not come to the exam or did not hand in the report in time due to ill health, as evidenced by a medical certificate endorsed by the university’s Health Service Unit. However, final decision will be made by the person appointed by committee.

2. Student was not allowed to take the exam according to Rule 11 because due to ill health, as evidence by a medical certificate endorsed by the university’s Health Service Unit. However, final decision will be made by the committee.

3. Student was not able to take the exam or hand in the report due to force majeure. However, final decision will be made by the person appointed by the committee.

8.8 P can be given only in the courses in which the classes are still on-going, and/or the courses last longer than one semester/trimester

8.9 T can be given only in the case that the credits for the course have been transferred from other faculty or other institute.

8.10 W will be given in following situations;

1. Student is allowed to withdraw from the courses according to Rule 10.3.

2. Student is allowed to take a leave.

3. Student is suspended.

8.11 X can be given only in courses on which the faculty has not yet received the grade report.

RULE 9: REGISTRATION

Students have to register for courses and the total credits must be no less than that specified in the curriculum according in the following criteria.

9.1 For a full-time student, the number of registered credits should be no less than 9 and no more than 22 credits in each regular session. In the summer session, number of the registered credits can be no greater than 9. Registration will be completed only if the student has completed all the process in the specified time period.

The faculty may allow registration which differs from the above criteria if necessary. However, changes must not disrupt the standard and quality of learning, while the total number registered credits must be as specified in the curriculum.

9.2 Re-registration or re-grade can be done in the following situations;

1. Student received F or W or U or the committee or the person appointed by the committee considers it appropriate that the student should re-grade according to Rule 8.3(2). If it is an elective course, a student is allowed to register for any other elective course instead. Or,

2. Student has to re-grade in order to improve CUM-GPA, in which case the approval of the advisor and instructor is needed.

3. Student is allowed to re-grade in each course as stated in Rule 9.2(1) and 9.2(2), at the number of times set by the faculty, but no more than twice, except when the student has been allowed to take a leave according to Rules 15.1(1), 15.1(2), and 15.1(3).

9.3 Re-registration in more than one program

A Student who wants to study more than one program can register for courses according to Rule 9.1 for each program. Once the student completes each program of study in each curriculum, the student will receive a degree of that program. However, the study time must not exceed 8 academic years, counted from his/her first enrollment in the undergraduate study.

RULE 10: ADD, DROP, AND WITHDRAWAL

A student can request to add, drop, and withdraw from courses provided the instructors approves and the request has to be approved by the Dean or the person appointed by the Dean. Approval is to follow following criteria;

10.1 Adding: has to be requested within the second week of a regular session, counted from the session's starting date or within the first week of summer session. For the courses that are not offered at the start of that session, adding can be requested on the first week of that course, counted from the time the course starts.

10.2 Dropping: dropped courses will not shown in transcript or grade report. The course will not be counted as having been registered once if dropping is done within the second week of a regular session, counted from the session's starting date or within the first week of the summer session. For the courses that are not offered at the start of that session, dropping can be requested on the first week on that course, counted from the time when the course starts.

10.3 Withdrawal: can be done after the second week of the regular session or after the first week of the summer session or after the first week of the courses that do not start at the start of the session, until the week before the exams are held. Courses that are withdrawn will be shown in the transcript and grade report, and the course will be counted as having been registered once.

Reasons must be given for either approval or disapproval by the Dean or the appointed person.

RULE 11: STUDY TIME

A student has to be present in a theoretical, lecture, practice, internship, or field study no less than 80 percent of the total study time of that course in order to be allowed to take the exam.

RULE 12: CREDITS COUNTING

12.1 Credits that identify as pass will be counted in order to complete the curriculum.

Only credits for courses that have been given a “passing: grades are to be counted toward graduation.”

If the student has re-graded the course, only the credits of the course last registered for will be counted if evaluated as passed, and counted only once.

12.2 All scored credits will be counted to calculate the CUM-GPA.

If a student registers for the course more than once, only the latest score will be considered and used to calculate the CUM-GPA.

RULE 13: CALCULATING GPA

There are 2 typed of GPA; GPA per session and CUM-GPA. GPA can be calculated as follows;

13.1 GPA per session is calculated from the grades in that session by dividing the sum of the products of the score and the number of credits by the total number of credits in that session. GPA will be counted off to two decimal places.

13.2 CUM-GPA is calculated from the first session of study to the last session by dividing the sum of all the products of the score and the number of credits by the total number of credits earned under Rule 12.2. CUM-GPA will be rounded off to two decimal places.

If a student has registered for a course more than once, only the latest score will be used.

RULE 14: CREDITS TRANSFER

A student who changes divisions, faculties within the university or transfer from other institute is allowed to request for credit transfer in order to acquire the total number of credits in the program without having to register for those course again. The transferred courses will be shown as T in the transcript and grade report. The transferred courses have to be approved by the program committee or the person appointed by the faculty committee to be responsible for the curriculum.

14.1 Credits transfer conditions

1. The standard quality of the institute from which the credits are transferred to Mahidol University must be comparable to that of approval must be given by the program committee.

2. The course content must overlap with at least three quarters of the content of the corresponding course or group to courses, in the university, and the courses must be approved by the program committee.

3. The transferred courses must have been registered for within the last 5 years, if not it decision is up to on the program committee.

4. The transferred courses must receive at least a C grade or the equivalence.

5. Credits transferred can be made at most half of the total number of credit in that curriculum.

14.2 In order to transfer the credits, the student has to write a letter to the Dean together with documents related to the course under consideration. Then, the program committee and/or the faculty committee will consider the request and give reasons for approval. The matter is then presented to the university and/or the president for approved.

14.3 Grades of transferred courses will be shown in the transcript and grade report as T and will not be used to calculate the GPA or CUM-GPA

14.4 Students with transferred courses according to 14.1(1)-14.1(3) are able to receive a degree with honors complying to Rule 21.

14.5 Courses that do not follow the regulation, can still be transferred under the program committee and/or faculty committee with the university/president's approval in compliance with Rule 14.1.

RULE 15: LEAVE OF ABSENCE

15.1 A student can request for leave of absence in the following situations;

1. Being conscripted or drafted for the army or military service.
2. Receiving grants to go aboard or on an exchange program under the university's approval.
3. Being sick or having health problems requiring more than 20 percent of class time in order to recover or to be cure as evidenced by a medical certificate endorsed by the Student Health Service of the university.
4. A student has personal reasons may ask for leave provided, the student has been study in the university for at least one session and has a CUM-GPA of at least 2.00.

Under Rule 15.1, the student has to request for leave as soon as possible to get approval from the Dean or the appointed person.

15.2 Under the force majeure, students' reasons may not come under Rule 15.1. The student has to request for leave as soon as possible to get approval from the faculty committee or the person appointed by the faculty committee.

15.3 Each approval of leave of absence under Rules 15.1 and 15.2, the maximum time allowed is two regular semesters or 3 regular trimesters. If more time for leave of absence is needed, the student has to request for another leave of absence according to Rule 15.1 or 15.2.

15.4 During a leave of absence, study time is still counted: except in the case of 15.1(1) and 15.1(2) or other force majeure approved by the president.

15.5 During the leave, the student has to maintain the student status by paying fees according to the university regulation; otherwise the student status will not be maintained.

15.6 A student who has been approved to leave, once the student wishes to return to study, the student has to request for re-admission to the Dean or the appointed person at least 1 week before the registration period.

Reasons must be given for approval or disapproval of leave of absence by the Dean or the appointed person.

RULE 16: STUDENT STATUS CLASSIFICATION

16.1 Student status for a freshman will be classified at the end of the second semester or trimester after entry. For sophomore onward, classification will be made at the end of each regular session or at the end of the academic year for the continuing program of study. For students who request to graduate with a diploma or bachelor's degree, classification may be done at the summer session.

16.2 A student is classified normal or as under probation according to the following;

1. Normal status includes student who are registered in the very first session or student who have CUM-GPA of at least 2.00.

2. Probation status includes student who have CUM-GPA greater than or equal to 1.50 but less than 2.00, which can be further classified into 2 types.

Type 1 is a group of students who have CUM-GOA of 1.50 or higher but less than 1.80.

Type 2 is a group of students who have CUM-GPA of 1.80 but less than 2.00.

RULE 17: STUDENT'S LEVEL

A student's level is classified from the total number of credits that student has earned out of the total number of credits in the curriculum.

RULE 18: STUDENT STATUS WILL NOT BE MAINTAINED ACCORDING TO THE FOLLOWING CONDITIONS;

18.1 Students have completed the program of study according to the curriculum and have been approved to receive a diploma or a bachelor's degree under Rule 20.

18.2 Students have been approved from the President to be dismissed.

18.3 The President orders the students to be dismissed according to the following situations;

1. After classification, the student has CUM-GPA less than 1.50.
2. The student is under type 1 probation having CUM-GPA less than 1.80 and is still under probation in the next 2 semesters or the next 3 trimesters continuously or for one academic year by Rule 5.3.
3. The student is under type 2 probation having CUM-GPA less than 2.00 and is still under probation in the next 4 semesters or the next 6 trimesters continuously or 2 academic years by Rule 5.3.
4. The student registers in the same course at the maximum number of times stipulated in Rule 9.2(3) and still does not pass the course.
5. Having spent twice the time specified in the curriculum.
6. No registration or no leave of absence request has been made after the first two weeks of the session. The university cannot contact the student and the student has no appropriate reasons to explain the situation.
7. The student acts against the university or joint institute regulations on students' discipline
8. The student has difficulty with studying or working due to mental disorders. In this case, the university will appoint a committee to deliberate on the situation and make a recommendation for university council's approval.
9. The student is punished according to Rule 22.

RULE 19: GRADUATION

19.1 Graduation for a full-time undergraduate study (4 years) can be made at or after the 6th regular semester.

19.2 Graduation for a full-time undergraduate study (5 years) can be made at or after the 8th regular semester.

19.3 Graduation for a full-time undergraduate study (not less than 6 years) can be made at or after the 10th regular semester.

19.4 Graduation for full-time undergraduate study (continuing) can be made at or after the 4th regular semester.

RULE 20: GRANTING DIPLOMA OR BACHELOR'S DEGREE

In order to be eligible to receive a Diploma or a Bachelor's Degree, a student has to;

20.1 Pass all courses and fulfill other criteria indicated in the curriculum.

20.2 Have CUM-GPA of at least 2.00.

20.3 Have good behavior suitable for the prestige of the degree.

RULE 21: DEGREE WITH HONORS

A student who has studied in an undergraduate program in the university with at least 120 credits, including transferred courses, is eligible to receive a degree with honors. However, transferred course must have the grade of at least B and are not used to calculate the CUM-GPA. In order to receive Class 1 honors, the student must have a CUM-GPA of 3.50 or above, with a Class 2 honors student must have a CUM-GPA of 3.25 or above, also a student must;

21.1 Not spent time that exceeds that which is indicated in the curriculum.

21.2 Be eligible to receive the degree according to Rule 20.

21.3 Never have re-graded or re-registered in other courses or re-taken an exam or re-done a report or project in any courses in the curriculum including the transferred courses.

21.4 If the student has transferred some credits, the sum of the transferred credits should not exceed one quarter of the total number of credits in the curriculum.

RULE 22: DISHONESTY PUNISHMENTS

Cheating during the exam can be punished as follows;

22.1 Given F to the course in which cheating is committed.

22.2 Given F to the course in which cheating is committed, and be suspended in the next session for at least one session.

22.3 Given F to all courses registered in that session.

22.4 Given F to all courses registered in that session and be suspended in the next session for at least one session.

22.5 Be dismissed.

The president has the right to dismiss the student who has cheated in the exam, and that students cannot be re-admitted to study at Mahidol University.

RULE 23: Any act that is not included in this regulation, regulations of other university or faculty that conform to this regulation may be adopted.

RULE 24: The president is in charged these regulations. In case of any problem concerning this regulation, the president has to power to make diagnostic interpretation and issue a command as he deems appropriate.

***Announced on April 27, 2009
Prof. Vicharn Panich, M.D.
Chairman of Mahidol University Council***

MAHIDOL UNIVERSITY REGULATIONS ON DIPLOMA
AND UNDERGRADUATE STUDY

(2nd Issue), B.E. 2556 (2013)

Whereas it is deemed as appropriate to modify the Mahidol University Regulations on Diploma and Undergraduate Studies B.E. 2552 (2009)

Mahidol University Council, under Section 24(2) of Mahidol University Act B.E.2550 (2007), agreed to enact the following regulations in its 478th meeting held on 20th November 2013.

1. These regulations are referred to as “Mahidol University Regulations on Diploma and Undergraduate Studies (2nd Issue), B.E. 2556 (2013).”
2. These regulations shall become effective after the promulgation date and henceforth.
3. The statement, hereby called Number 4 of Mahidol University Regulations on Diploma and Undergraduate Studies, 2009 shall be cancelled, and the following statement shall be applied.

“4. Each faculty committee shall consider admitting applicants into their programs in accordance with conditions and procedures stated in the curriculum or in the faculty announcements approved by the President of Mahidol University. The university shall determine the types of opening for undergraduate students which will be in the university announcement.”

4. The statement, hereby called Number 18.3(6) of Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009) shall be cancelled, and the following statement shall be applied.

“18.3 The president shall expel a student in the following cases:

- (6) within 2 weeks of registration, the student not registering for regular semester, not registering to retain student status, or not being approved for postponing the registration.”

5. The following statement shall be added as Number 18/1 to Mahidol University Regulations on Diploma and Undergraduate Studies, B.E. 2552 (2009):

“18/1 Student status reinstatement

18/1.1 The student whose status ends due to Number 18.3(6) may request reinstatement of student status by presenting the request form for reinstatement of student status to the President within 1 year after the expulsion.

18/1.2 Reinstatement of student status must be approved by the President following the consent of the Chairperson of the Program, the Dean, and Vice President for Education respectively.

18/1.3 After approval by the President, the student can earn student status and return to study regularly in the following semester.

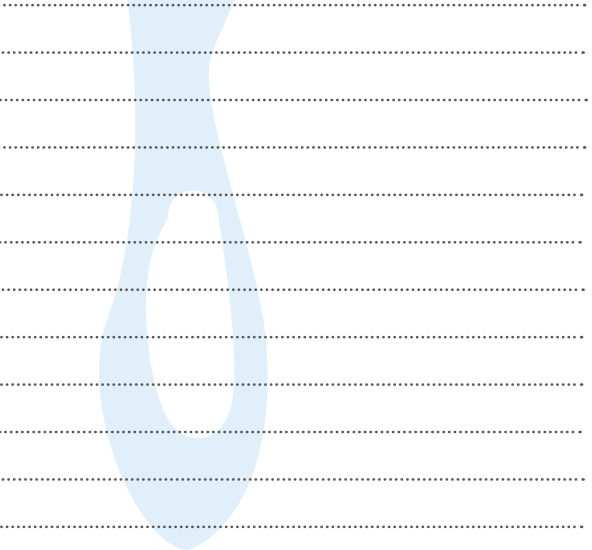
18/1.4 The duration of the study absence will be included in the duration of the program’s maximum study period.

18/1.5 The student must pay the fee for the reinstatement of student status as well as the fees incurred during the period of the study absence.

18/1.6 After the return of student status is approved, the student will have his/her regular status as before. However, the computation of the study duration will be made according to Number 7.”

***Announced on April 16, 2013
Prof. Vicharn Panich, M.D.
Chairman of Mahidol University Council***

Take note!



A series of horizontal dotted lines for writing, spanning the width of the page below the 'Take note!' text.

VISION

**MUIC will be recognized as
a world-class liberal education institution**

MISSION STATEMENT

**MUIC excels in providing international
liberal arts education and selected
professional fields in order to prepare
global citizens for the 21st century and
transforming knowledge for the benefit of society
through sustainability**

Mahidol University International College
999 Phutthamonthon 4 Road, Salaya,
Nakhonpathom, Thailand 73170
Tel: +66 (0) 2441 5090
www.muic.mahidol.ac.th

