



Mahidol University  
International College

# Student **HANDBOOK**

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# Introduction

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

This handbook provides guidelines for policies and rules for both MUIC and Mahidol University. They were developed 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, 5) Mahidol University Regulation on Diploma and Undergraduate Study, and 6) Mahidol University Disciplinary Measure 2010. 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.

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 2 sections provide

## STUDENT HANDBOOK UPDATES

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

information of the Mahidol University Regulation on Diploma and Undergraduate Study and Mahidol University Disciplinary Measure 2010.

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



# 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 (OAA).

The Office of Academic Affairs prepared this Student Handbook and the MUIC General Catalog to familiarize students with all the necessary information that students need to know during their studies here at MUIC. Students should download their own copy of the MUIC General Catalog from the MUIC website [www.muic.mahidol.ac.th](http://www.muic.mahidol.ac.th). Please make sure to download the correct Catalog for your ID number.

This Catalog contains detailed information concerning the curriculum of each academic program available at MUIC, with the majors, the concentrations, and

the course descriptions. Students with questions that are not answered by reading this section of the Student Handbook or the MUIC General Catalog should contact the Office of Academic Affairs (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 (OAA) or on the MUIC website.

On the registration date, students can quickly access the registration process by simply logging on to <http://skyplus.muic.io/> or via SKY+ Application. Registration will be complete with the 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 academic advisors who will help students select courses to meet general education and major requirements for their chosen 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 recommended 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 credits excluding internship.

## 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 course or 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 (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.



## TUITION AND OTHER FEES

Tuition and Other Fees are as follows:

Tuition		Resident	Non-Resident
Lecture credit	(Per credit)	3,300	4,700
Lab/studio credit	(Per credit)	6,000	7,500
Lecture and Lab credit for General Education courses	(Per credit)	3,300	4,700
Other Fees			
Admission fee	(One-time payment)	10,000	10,000
Education service 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

For non-cash transactions, such as credit card, student will be responsible for transaction/service fee charged by the service provider

Drop Fee		10 % of the tuition fee	
Insurance Premium for full-time international students*	(Per trimester)	-	1,500

**\* Cost may change**

Approximate tuition and fees (for four-year Bachelor Program)

### Bachelor of Arts Programs:

Intercultural Studies and languages	Baht	787,800	1,020,200
International Relations and Global Affairs	Baht	761,400	982,600

**Bachelor of Business Administration Programs:**

Business Economics	Baht	843,900	1,100,100
Finance	Baht	843,900	1,100,100
International Business	Baht	843,900	1,100,100
Marketing	Baht	843,900	1,100,100

**Bachelor of Communication Arts Programs:**

Media and Communication	Baht	832,200	1,068,800
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**Bachelor of Fine Arts Programs:**

Communication Design	Baht	954,600	1,203,400
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**Bachelor of Management Programs:**

Travel and Service Business Entrepreneurship	Baht	794,400	1,029,600
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**Bachelor of Engineering Programs:**

Computer Engineering	Baht	819,900	1,058,600
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**Bachelor of Science Programs:**

Applied Mathematics	Baht	805,800	1,031,200
Biological Science	Baht	865,800	1,106,200
Chemistry	Baht	869,700	1,112,800
Computer Science	Baht	816,300	1,047,200
Food Science and Technology	Baht	845,700	1,101,600
Physics	Baht	860,100	1,105,400

**Bachelor of Art and Science in Creative Technology Program:**

Creative Technology	Baht	1,134,000	1,474,200
The lump sum per trimester	Baht	94,500	122,850
The lump sum for summer session	Baht	47,250	61,425

*Note : The aforementioned fees may be subject to change.*

## **TUITION PAYMENT**

Students have to pay the first registered courses tuition plus all required fees before the first payment due date mentioned in the academic calendar. But if students would like to do Add/Drop, then this payment must be finalized before the add/drop period.

## **COURSE WITHDRAWAL**

Students are allowed to withdraw from a course in which they no longer wish to continue. The withdrawal period is usually during weeks 10 of each trimester. Please check in the Academic Calendar which can be downloaded from the MUIC website.

Students officially withdrawing from any subject 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 class lecturer. Withdrawal from English Resources Skills (ERS) and English

Communication (EC) courses are not allowed. The grade of W will not be used in calculating grade point averages but the course will be counted as having been registered and therefore affect the dismissal decision. Students having W grades will not be eligible for honors.

Students can access the withdrawal process by simply logging on to SKY+ Application. 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.



## 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, can be assigned as follows:

Symbols	Meaning
AU	Study which leads to no credit
I	Incomplete
P	The study is incomplete
S	Satisfactory
T	Transfer of Credits
U	Unsatisfactory
W	Withdrawal
X	No report
*	Grade points not included in C-GPA

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 within the following trimester (Exception for 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 course with credits in which that subject has a non-score grading system.

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 their health problems, but they have to submit a medical certificate with the requested form. 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 their health problems, but they have to submit a medical certificate with the requested form. 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 majors or other educational institutes.



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

1. Students are allowed to withdraw from courses during the withdrawal period; however, they will not receive a refund.
2. Students are allowed to take a leave of absence during the withdrawal period.
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.

## RE-GRADE OR REPEAT COURSES

### RE-GRADING COURSES

Students may re-grade a course in order to improve Cumulative GPA. The latest grade will be used to calculate the Cumulative GPA. However, the previous grade(s) will still appear on the transcript, and all credits registrations will be counted as a credit registered.

### REPEATING COURSES

Students may repeat a course when they received F or W or U, and the latest grade will be used to calculate the Cumulative GPA (except grade "W"). However, the previous grade(s) will still appear on the transcript, and all credits registrations will be counted as a credit registered.

Students who withdraw "W" or fail a course with an "F" or a "U" grade must re-register 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.

## TRANSFERRING ACADEMIC CREDITS TO MUIC

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

- The course or courses must have been taken for no more than 5 years.
- The transferred course and credit for MUIC must be from an international program with the courses taught in English.
- The course or courses will be considered by the division for transfer credit if its content matches three-fourths or more of the content of the equivalent MUIC course.
- The course or courses must show a grade of no less than C or its equivalent, 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 courses 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 show on the transcript for the course of credits transferred, but it will not be counted as part of the Cumulative Grade Point Average.
- Students will be required to learn, compare and match courses that they are requesting a credit transfer with their courses descriptions, and they may request assistance from the Registrar Unit, the Office of Academic Affairs (OAA)
- Students will then be requested to pay a fee for credit transfer. This fee is 10 percent of the cost of tuition fees for the equivalent courses at MUIC.

Check & Compare course here: <https://muic.mahidol.ac.th/eng/academic-resources/academic-catalog/>

## DOCUMENTS TO BE ATTACHED:

- Official Transcript and Copy of Official Transcript
- Course Descriptions or Course Syllabi

## NOTICE:

- The office will need about one trimester to process the request. If the request is approved, it will be effective next trimester.
- English and Mathematics as force track are transferable

## LEAVE OF ABSENCE

If the students cannot continue their study under theses following situation, they can request to take a leave of absence for a maximum of one academic year to maintain their MUIC student status.

- 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 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 request 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 in that trimester will result as grade "W" (withdrawal) 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 fill in the re-admission request form at the

Registrar Unit, Office of Academic Affairs 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. (Except for the students who were being conscripted into the army or military service)

## **PAYING RESIDENT TUITION RATES**

Full-time foreign students who were born in Thailand and or have been living in Thailand for the past 5 years continuously are allowed to request paying the Resident Tuition Rate. Consideration to approve this request will be based upon the submission of the following documents:

1. Full-time foreign students who were born in Thailand
  - 1.1 A photocopy of Thai Birth Certificate (must have)
2. Full-time foreign students who have been living in Thailand for the past 5 years continuously until present:
  - 2.1 A letter from the previous educational institution confirming the duration of study (must have)
  - 2.2 A photocopy of passport showing at least 5-year duration of continuous stay in Thailand until present (the visa pages showing the extension of stay permit)

2.3 A Photocopy of the House Registration Book (if any)

- the page which shows the address with the house number, students' name and house owner(s) and must show that the student has lived in this house for at least the past 5 years.

### **NOTICE:**

To request paying the resident tuition rate, full-time foreign students must submit a completed request form and all the required documents to the Registrar Unit, Office of Academic Affairs within the mid-term examination period of the current trimester. After approval, the status will be effective in the following trimester.

## **CHANGING OF PERSONAL INFORMATION**

### **CHANGING OF NAME OR SURNAME**

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

Moreover, if the guardians have changed their name, the students have to fill in the change of name form and attached all related documents.

## **CHANGING 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.

Students are responsible for keeping their addresses and contact numbers currently.

If the guardians change their contact address, the students must request to change the guardian's address by filling the form and submit a copy of house registration and a copy of ID card/passport of the guardians.

## **TRANSCRIPTS AND OTHER DOCUMENTS**

The Registrar Unit, Office of Academic Affairs, Aditayathorn Building 3<sup>rd</sup> 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.

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

## **STUDENT ID CARDS**

When first entering MUIC, students will 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 have 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 pay a fine of 500 Baht per subject.

## **NOTICE:**

Student who changes the name, surname or major, or lost ID card should request a new ID card by filling in the request at the Registrar Unit, Office of Academic Affairs, and then pay 150 baht at the Finance Unit. The request takes 3 working days to process.

## **CHANGE OF MAJOR**

Students may request to change their major during the specified period in the Academic Calendar or on website announcement. The students must make a request on the application SKY+.

Wait for the Registrar Unit staff to send the 'change of major form' to you via the email after submitting the request via the SKY+. The filled form must be done prior to the end of the Change of Major period.

## **GENERAL CRITERIA:**

1. Complete the courses at least one academic trimester by the time of creating a request.
2. Have never changed a major.
3. Meet all the specified criteria of the requested major.
4. Acknowledge course equivalency as following:
  - 4.1. In case that the course code of the



current major are the same with the 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.)

All letter grades will be shown in the transcript and grade report and also be calculated to the GPA and CUM GPA.

4.2. In case that the content of the courses that will be transferred to the NEW major match three-fourths or more of the content of the equivalent new major courses, all grades that are transferred to the new major will be shown as the letter grades (A, B, C, D).

All letter grades will be shown in the transcript and grade report and also be calculated to the GPA and CUM GPA.

However, it is the students' responsibility to double check the computerized transfer of courses that are required by the new major.

*\* Students are advised to update the new major for additional conditions and requirements.*

*\*\*Any additional information required, please contact the Registrar Unit: Office of*

*the Academic Affairs.*

## **MAINTAINING STUDENT STATUS**

If students take internship and/or a final research project in their last trimester and these subjects' grades cannot be submitted to the Registrar Unit and cannot be published in SKY at the end of the trimester, also have no more courses to take, the students need to maintain their student status by contacting The Registrar unit: Office of Academic Affairs, completing the requested form and paying a 2,000 Baht fee.

**NOTICE:** If the student get an 'I' grade, it 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.

## **GRADUATION**

In order to graduate, the students must earn a minimum Cumulative GPA of 2.00. and must complete credits based on each student ID and 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

The Commission on Higher Education also requires that a student must study at least three years before qualifying for graduation.

## **GRADUATION PREPARATION**

MUIC students must request for graduation preparation, when they expect to graduate in one or two following trimesters.

The purposes of this request are

- To see whether you have fulfilled all courses required to complete the degree, and if you have not, then you must complete all courses that you have not fulfilled.
- To acknowledge MUIC Graduation information as attached.
- To declare the trimester that you intend to graduate, and notice the next process you have to do after you completing all courses.

## **NOTICE:**

Only students who have completed all course requirements within the second trimester can attend the graduation ceremony in that academic year.

## **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.

- 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

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:

- Completed all courses required to earn the chosen degree within 4 years.
- 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.

## **GRADUATION REGISTRATION**

MUIC students who have successfully completed all courses required to earn the

degree and have processed the registration for graduation are allowed to participate in the Royally-presented diploma graduation ceremony. Please check whether all grades have been announced on SKY before proceeding to apply for the Graduation Registration. The Graduation Registration Form is available at the Registrar Unit: Office of Academic Affairs. A commitment to either participates in the Commencement Ceremony or not should be declared in the Graduation Registration Form.

## 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.

MUIC students who processed the registration for graduation are allowed to participate in the Royally-presented diploma graduation ceremony. They can then proceed to apply for the Graduation Ceremony at The Registrar Unit: Office of Academic Affairs.

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.

## PROBATION

As per the Mahidol University Regulation on

Diploma and Undergraduate Studies 2009 Rule No. 16, MUIC students are classified under the following status:

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

The classification will start at the end of the students' third trimester of their first academic year, and 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 status when the student achieves a Cumulative GPA of 2.00 or higher. Failure to achieve the minimum Cum-GPA standard during the designated probation period will

result in dismissal as stated in the Mahidol University Regulations on Diploma and Undergraduate Studies 2009, Rule No. 18.3.

## ACADEMIC COUNSELING

Students encountering academic problems are encouraged to seek advice and guidance as soon as possible before it is too late. The Academic Counseling Unit provides students with advice, guidance, and academic counseling. For consultations, students may walk-in during regular office hours and or make appointments through telephone/e-mails mentioned below. The Academic Counseling Unit keeps 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 and the unit will then prepare and arrange the following:

- 1.A formal notification letter issued by the Associate Dean for Educational Affairs 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.

The Academic Counseling Unit is available to give consultations to students and parents/guardians to clarify the students' academic status and performance. Meetings and consultations can be arranged during regular office hours on weekdays from 08:00 – 17:00 hrs. Appointments can be made by phone or email to the following:

- Ms. Kurniati (Titi) Wirakotan (for English language)  
Office phone: 02-7005000 ext. 4318,  
Email: [kurniati.wir@mahidol.ac.th](mailto:kurniati.wir@mahidol.ac.th)
- Ms. Pathyphorn (Gai) Thitimongkol (for Thai language)  
Office phone: 02-7005000 ext. 4319,  
Email: [pathyphorn.thi@mahidol.ac.th](mailto:pathyphorn.thi@mahidol.ac.th)

Students may also walk-in to see the counselor if she is available at the Office of Academic Affairs (OAA), Aditayathorn Building, 3rd floor, Room 348.



# Student Affairs

**T**he 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 Office of Student Affairs, located in room 1110, Building 1, consists of two sections, which are the Student Affairs Section and the Alumni Affairs & Career Development Section.

**The Student Affairs Section** is divided into two units: the Student Development unit and the Student Services and Welfare unit.

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

**The Alumni Affairs & 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.



**The Student Help Center** provides information and answers questions of students through our special MyMUIC Line Application. You can contact staff directly, and no other students or teachers can read the post.

When messaging, please include your student ID, major and issue that you have, and we will contact you as soon as possible during regular office hours, from 8 am. to 5 pm.

This group is for posting questions about routine day-to-day problems. If the issue is confidential, contact the Student Affairs staff directly.

We welcome the following questions:

- Add/drop
- Course registration
- Directions to classrooms, nursing station
- e-Learning and IT help
- International student Visa
- Student activities
- Student exchange program
- Student services
- Transferring courses from other institutions
- Tuition fee payment

To connect, please scan the following QR code:



## **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.

### **Condominiums**

Four 14-storey condominiums are located near the back gate of the Salaya Campus. There are two room types: Deluxe room and Twin bed room, starting from 5,500 Baht per month / 800 Baht per night with elevator, spacious bathroom, air conditioner, closet, water heater and WIFI.

Security: 24 hours Security Guards / CCTV  
Other facilities: Coin operated washing machine, Water vending machine  
Interested students can call 0-2441-9205 or contact the condominium manager in Condominium A.

Website: <http://condosalaya.mahidol.ac.th>

Facebook: [www.facebook.com/mucondosalaya](http://www.facebook.com/mucondosalaya)



### 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 four men's dormitories and six women's dormitories. They are located near the Central Facilities of the Salaya Campus. Each room can house 2-4 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. 0-2441-9116, 066-104-5599 or contact The Office of Student Affairs, MUIC which is located on the 1<sup>st</sup> floor of MUIC Building 1.



Other private housing options are available in the Salaya area, with prices ranging from 3,500 to 8,000 Baht per month.

More information: <https://op.mahidol.ac.th/sa/en/mahidoldorm/>

### 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.

Students are also entitled to consultation on minor health problems at the MU Health Centre which is located on the 1<sup>st</sup> floor of the MU Learning Center (MLC), Tel: 0-2849-4529-30. Service hours are every day from 8:00 a.m. to 8:00 p.m. (except public holidays).

MUIC also has a First Aid Center in room A216, Zone B, 2<sup>nd</sup> Floor, Aditayathorn Building. A nurse is available on Monday – Saturday from 9:00 a.m. to 5:00 p.m.

For more information, please contact the Office of Student Affairs Tel: 0-2700-5000 ext. 1115, 1210

RIGHTS	DESCRIPTION
<b>1.National Health Security Office (NHSO) Rights</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- Students must not have other rights such as The Comptroller General's Department, Social Security, State Enterprise Employee rights, etc.</li> <li>- Never having had any health insurance cards or those who are holding a health insurance card can change their status to Siriraj Hospital.</li> </ul>	<ul style="list-style-type: none"> <li>- Students can seek medical care at Siriraj Hospital and Golden Jubilee Medical Center.</li> <li>- Students must show both ID and Student ID cards at every visit.</li> <li>- In case of emergency, students can exercise their rights with the following hospitals:               <ol style="list-style-type: none"> <li>1. Siriraj Hospital</li> <li>2. Hospital for Tropical Diseases</li> <li>3. Ramathibodi Hospital</li> <li>4. Golden Jubilee Medical Center</li> </ol> </li> </ul>
<p><i>Remark: Students who would like to change their status, please contact the Office of Student Affairs Tel. 02-700-5000 Ext. 1115, 1210. Otherwise, students will not be entitled to any of the services.</i></p>	
<b>2. The Comptroller General's Department Rights</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- For students under the age of 20 and whose parent is a government officer.</li> </ul>	<ul style="list-style-type: none"> <li>- Student must presenting their identification card at Siriraj Hospital, Golden Jubilee Medical Center or any government hospital before receiving medical treatment.</li> </ul>

RIGHTS	DESCRIPTION
	<ul style="list-style-type: none"> <li>- If students have not presented their identification card, 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).</li> <li>- Students must show their ID and Student ID cards at every visit.</li> </ul>
<b>3. State Enterprise Employee Rights</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- For students under 20 years of age and whose parent is a State Enterprise employee.</li> </ul>	<ul style="list-style-type: none"> <li>- 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).</li> </ul>
<b>4. Rights for International Students</b>	
Qualifications:	Medical Treatment:
<ul style="list-style-type: none"> <li>- Full time international students</li> </ul>	
4.1 Covered by Mahidol University student health insurance	<ul style="list-style-type: none"> <li>- Students can seek medical care at Siriraj Hospital or Golden Jubilee Medical Center</li> </ul>

RIGHTS	DESCRIPTION
	<ul style="list-style-type: none"> <li>- For inpatient care, reimbursement of room/food expenses must not exceed 300 Baht/day (Student must make their own payment for a private room.).</li> <li>- Students must show their passport and Student ID card at every visit.</li> </ul>
<p>4.2 Health insurance with AIA Company</p> <p>Health insurance for MUIC full-time international students with American International Assurance</p> <ul style="list-style-type: none"> <li>- A yearly premium of 4,500 Baht. The payment is divided into 1,500 Baht per trimester.*</li> <li>- Maximum protection of 100,000 Baht.</li> </ul> <p><i>*Costs may change</i></p> <p><b>Remarks:</b> Mental Health Issue and Dental Treatment expenses are not included</p>	<ul style="list-style-type: none"> <li>- Receive medical treatment at any private or government hospital.</li> <li>- For inpatient care, reimbursement of room/food expenses must not exceed 1,200 Baht/day.</li> <li>- For Out Patient Department (accident) reimbursement of medical expenses must not exceed 5,000 Baht/visit.</li> <li>- For Out Patient Department, reimbursement of medical expenses must not exceed 1,000 Baht (30 times/ year).</li> <li>- Students must show AIA Group Privilege card at every visit.</li> <li>- 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.</li> </ul>
<b>5. Additional Health Insurance for all MUIC students</b>	
<b>Qualifications:</b>	<b>Medical Treatment:</b>
5.1 Group Personal Accident with the AIA Company	<ul style="list-style-type: none"> <li>- Receive medical treatment at any private or government hospital.</li> </ul>

RIGHTS	DESCRIPTION
<p>MUIC has agreed upon the provisions for group personal accident for all MUIC students:</p> <ul style="list-style-type: none"> <li>- MUIC is responsible for the premium.</li> <li>- Maximum protection of 100,000 Baht.</li> </ul>	<ul style="list-style-type: none"> <li>- Medical expenses must not exceed 10,000 Baht per visit.</li> <li>- Students must show the AIA Group Privilege card at every visit.</li> <li>- 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.</li> </ul>

## 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
Asian Students Scholarship	<ul style="list-style-type: none"> <li>-For Asian Nationality (except Thai Nationality)</li> <li>-50% of tuition fee waiver for 4 years</li> </ul>	4 scholarships per year	<ul style="list-style-type: none"> <li>-Asian Nationality (except Thai Nationality)</li> <li>-Students who completed high school from Asian countries (except in Thailand)</li> <li>-Students must maintain a cumulative GPA above 3.00 each trimester during the scholarship period</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
			<ul style="list-style-type: none"> <li>-Students must complete their studies in 4 years</li> <li>-Considering from IELTS/TOEFL and ACT (Math Score)/ SAT (Math Score) testing score</li> </ul>
Scholarship for students with physical disabilities	<ul style="list-style-type: none"> <li>-Funding available for students with physical disabilities</li> <li>-Tuition fee waiver for 4 years</li> </ul>	N/A	<ul style="list-style-type: none"> <li>- Students have to apply prior to the admission process</li> <li>- Disability identification card are required</li> </ul>
Foreign Language Ambassador Scholarship	Budget of 1,000,000 Baht per year	Depends on the committee's consideration	<ul style="list-style-type: none"> <li>-Students must register for a minor language program</li> <li>-Students must attend the Foreign Language Summer Program for a month which is organized by MUIC Foreign Language Department</li> <li>-Cumulative GPA of 3.00 or above</li> <li>-At least B+ grade in the language in the 2 previous Trimesters</li> </ul>



Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
MUIC Young Ambassadors Scholarship	<ul style="list-style-type: none"> <li>-Outbound Exchange Program and Research activities</li> <li>-For Bachelor and Master degree students</li> </ul>	Depends on the budget per year and the committee's consideration	-For outbound MUIC students for academic and research activities
	<ul style="list-style-type: none"> <li>-The amount of scholarship up to 50,000 Baht per scholarship</li> <li>-The credits from abroad can be transferred</li> </ul>		<ul style="list-style-type: none"> <li>-Bachelor degree: for 2nd year full-time student with CUM-GPA of 2.85 or above</li> <li>-Master degree: for Master degree student with CUM-GPA of 3.50 or above</li> </ul>
Internship Abroad Scholarship	<b><i>Internship Abroad Award</i></b>		-For outbound MUIC students for internship abroad
	<u>For Asian Country</u> <ul style="list-style-type: none"> <li>-20,000 Baht per scholarship</li> <li>-The credits from abroad can be transferred</li> </ul>	10 scholarships per year	<ul style="list-style-type: none"> <li>-Bachelor/Master Degree students at any major</li> <li>-Bachelor Degree: 2nd year students with CUM-GPA 2.85 or above</li> <li>-Master degree students with CUM-GPA 3.50 or above</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
	<p><u>For Non-Asian Country</u></p> <ul style="list-style-type: none"> <li>-40,000 Baht per scholarship</li> <li>-The credits from abroad can be transferred</li> </ul>	5 scholarships per year	<ul style="list-style-type: none"> <li>-Bachelor/Master Degree students at any major</li> <li>-Bachelor Degree: 2nd year students with CUM-GPA 2.85 or above</li> <li>-Master degree students with CUM-GPA 3.50 or above</li> </ul>
ASEAN International Mobility for Students (AIMS) Program Scholarship	<ul style="list-style-type: none"> <li>- For 2nd year students Business Administration, Science or THM's major</li> <li>- Up to 60,000 Baht per scholarship</li> <li>- 12 credits or 3 subjects from abroad can be transferred</li> <li>- The exchange can be for only 1 trimester</li> </ul>	12 scholarships per year	<ul style="list-style-type: none"> <li>-CUM-GPA of 2.85 or above</li> <li>-Be a Thai national and have knowledge of Thai culture</li> <li>-Participate in social activities</li> <li>-Scholarship recipients are required to publicize a project of 'Student exchange program' with the Ministry of Higher Education, Science, Research and Innovation and the MUIC Student Exchange unit</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
MUICSA Scholarships	<p>For MUICSA Committee by waiving tuition fees</p> <ul style="list-style-type: none"> <li>-24,000 baht per year for President</li> <li>-18,000 baht per year for Vice President</li> <li>-12,000 baht for each Committee</li> </ul>	Depends on the MUICSA Committee in each year	<ul style="list-style-type: none"> <li>-Selected as a member of the Student Association Committee</li> <li>-Strictly follow the university code of conduct (especially the Student Association Regulations)</li> <li>-Meet requirements of the Student Association Regulations</li> </ul>
MUIC Financial Aid Grants	<ul style="list-style-type: none"> <li>-Budget of 750,000 Baht per year</li> <li>-Scholarship given will be used as a tuition fee waiver for the next trimester</li> <li>-Maximum of 50,000 Baht per scholarship</li> </ul>	-No. of scholarships and the amount depends on the committee's consideration	<ul style="list-style-type: none"> <li>-Registered for at least 1 year</li> <li>-CUM-GPA above 2.50 and must register for at least 12 credits in that trimester</li> <li>-Strictly follow the university code of conducts</li> </ul>

Scholarship Program	Details of Scholarship	No. of Scholarship	Criteria
Thai Government Loans	-60,000 – 70,000 Baht per year -The loan with interest has to be repaid two years after graduation	N/A	-Thai nationality -Full-time student -CUM-GPA of 2.00 or above -Annual income of parents does not exceed 360,000 Baht -Attended the Corporate Social Responsibility (CSR) activities for 36 hours

*Remarks: External scholarships information is providing at the Office of Student Affairs*

## RESERVE OFFICER TRAINING COURSE (ROTC)

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.*

## POSTPONEMENT OF MILITARY RECRUITMENT

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.

For more Information: <https://muic.mahidol.ac.th/eng/student-life/student-services/reserve-officer-training/>


## 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.

Find lost items at: [https://icapp.muic.mahidol.ac.th/lostandfound/std\\_login.php](https://icapp.muic.mahidol.ac.th/lostandfound/std_login.php)

## MUIC COUNSELLING SERVICE

MUIC Counselling Service offers a free-nonjudgmental and confidential psychosocial counselling to support student with emotional and psychological difficulties that are affecting students experience and engagement with the studies at university.

COUNSELOR	CONTACT
<b>MUIC Social Counselors</b>	
MUIC Counselors Team	<p>Appointment can be made at the Office of Student Affairs through;</p> <ul style="list-style-type: none"> <li>• Tel. 0-2700-5000 ext.1210</li> <li>• Email: pattanit.mee@mahidol.ac.th</li> <li>• Registration Link: <a href="https://forms.gle/Tw3mzGzcstb1A5AaA">https://forms.gle/Tw3mzGzcstb1A5AaA</a></li> </ul> 
<b>Adolescent Clinic, Mahidol University</b>	
<p>Adolescent Clinic, Mahidol University 4<sup>th</sup> Floor, Panyawattana Building, National Institute for Child and Family Development</p>	<p>Tel. 0-2441-0602-8 ext. 1202, 1208 or 094-461-2407 or contact the Office of Student Affairs, MUIC to make an appointment</p>

COUNSELOR	CONTACT
<b>Mahidol Friends</b>	
3 <sup>rd</sup> Floor, Mahidol Learning Center (MLC)	<ul style="list-style-type: none"> <li>Monday – Friday 8.30 a.m. – 4.00 p.m. Tel 0-2849-4538</li> <li>Facebook page: MU Friends</li> </ul>
<b>After Hours service</b>	
OOCA (Wall of sharing program)	<ul style="list-style-type: none"> <li>For non-emergency, after hour service</li> <li>Free counselling service provided for MU students</li> <li>How to use:  <a href="https://drive.google.com/file/d/1ZqbpuivmEsbqw1EEBeh9sMzaDK86_KLk/view?usp=drivesdk">https://drive.google.com/file/d/1ZqbpuivmEsbqw1EEBeh9sMzaDK86_KLk/view?usp=drivesdk</a> </li> </ul> 

Remarks: MUIC counselling service does not provide crisis support. In case of emergency, please contact MU Hotline at 088-874 7385 or Department of Mental Health Hotline 24hrs.: 1323

For information, please contact  
the Office of Student Affairs, MUIC 1<sup>st</sup> Floor, Building 1  
Tel: 0-2700-5000 ext. 1210

## 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 HIDEF, 21<sup>st</sup> Century skills and other essential skills.

MAHIDOL CORE VALUE	MAHIDOL HIDEF	21 <sup>ST</sup> CENTURY SKILLS
<b>M</b> = Mastery	<b>H</b> = Health Literacy	- Critical Thinking & Problem Solving skill
<b>A</b> = Altruism	<b>I</b> = Internationalization	- Creativity & Innovation skill
<b>H</b> = Harmony	<b>D</b> = Digital Literacy	- Communication & Collaboration skill
<b>I</b> = Integrity	<b>E</b> = Environmental Literacy	- Leadership & Management skill
<b>D</b> = Determination	<b>F</b> = Financial Literacy	- Social skill
<b>O</b> = Originality		
<b>L</b> = 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 recorded in their Activity Transcript.

## REQUIREMENT FOR STUDENTS TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

According to the Announcement of Mahidol



University, Requirement for Students to Participate in Mahidol University Students' Extracurricular Activities, B.E. 2564 (2021). The university requires the students who enrolled in the 2017 academic year onwards to participate in extracurricular activities provided by the university alongside their study according to the details as follows:

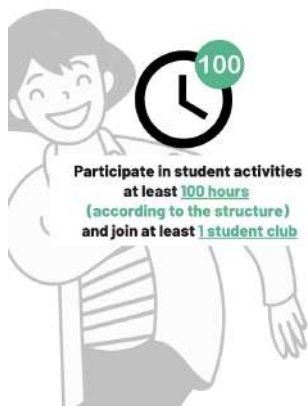
- Students must participate in the activities at least 100 participation hours according to the structure of the activities. The activity participation record will be included in their Activity Transcript.
- Students must be a member of at least one student club. The membership status will be included in their Activity Transcript.

Student who fulfil the requirements will receive the Activity Transcript from the university upon their graduation. visit <https://smartedu.mahidol.ac.th/> to check the number of activity participation hours or visit <https://newmy.muic.io/> to check you activity records. Extracurricular activity information and news can be found on the following websites

- MUIC Official Website:  
<https://muic.mahidol.ac.th/>
- MUIC Student Affairs Official Facebook:  
<https://www.facebook.com/MUICSA>
- MUIC Student Association Official Facebook:  
<https://www.facebook.com/muicsmo>
- MU Activity Transcript:  
<https://activity.mahidol.ac.th/>



Mahidol University  
International College



### Requirement for Students to participate in extracurricular activities



## **STUDENT ASSOCIATION (MUICSA/SMO)**

The Mahidol University International College Student Association 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, Student Class Committee President, Club/Sport Commissioners, Project Managers, Public Relations Officer and Academic Branch Officer. The office of the Student Association is located in MUIC Building 2, Room 2212.

## **MUIC CLUBS**

MUIC Clubs provide students 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 30 clubs.

### **1. ANIMAL LOVERS CLUB**

The Animal Lovers Club was established for people who love animals and interested in helping all kind of animals. Moreover, the club also provides students with useful knowledge which can be used for their pets or animals near their resident, and also assist animals that are left behind and lacked of care. Moreover, the club will be volunteer to improve the quality of lives of the stray dogs and other animals.

### **2. ANIMATIONS, GAMES AND COMICS CLUB**

The Animation, Game, and Comic Club improves not just only skills but also the community environment and diversity. The club is like a big family that gathers people with similar interests so that they can share their thoughts and have conversations about their favorite AGCs and techniques for making artwork.

### **3. ART CLUB**

The 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 museum and art exhibition.

#### 4. BOARD GAME CLUB

The Board Game club was established for those who are interested in board game by creating a suitable space for them. The club is focusing in developing skills that rarely enhanced by normal curriculum and also essential in daily life such as critical thinking, negotiation management and creativity by using board games as it is the method that can both develop and enjoy at the same time.

#### 5. CAREER INSIGHT CLUB

The Career insights club provides students with diverse experiences and opportunities to gain meaningful insights from various industries. Company visits, workshops, competitions, video creation, and many more activities are here for students to

explore and prepare for their future career paths.

#### 6. CHEER AND DANCE CLUB

The MUIC Cheer and Dance club offers dancing workshops from expert choreographers in a variety of dance styles and arranges dancing-related activities both online and on-site. The club also 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.

#### 7. 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.



## **8. DEBATE CLUB**

The Debate Club allows everyone to analyze their opinions by using various arguments, engaging with opposing perspectives, and improving their persuasion abilities. The club is always involved in local, national, and global competitions.

## **9. DIVING CLUB**

The Diving Club provides students the opportunity to learn how to dive and participate in pool and ocean diving sessions. Students become more environmentally conscious and understand the importance of clean beaches and coral reefs. The club concentrates on diving safety and ocean conservation.

## **10. E-SPORTS CLUB**

The E-sports club encourages students to spend their free time playing games with other people in order to bond and develop themselves. We will also teach gamers on how to do better at their favorite game because not everyone has the same skill level.

## **11. FILM CLUB**

The establishment of a film club would provide students with several opportunities. Students would be exposed to a wide variety of films, ranging from all-time classics to

lesser-known international productions. This would encourage students out of their comfort zone and extend their film choices, maybe leading to the discovery of a new favorite genre. Showing a varied selection of films from around the world would also encourage students to examine various cultures and approaches to cinema, helping them to develop a more well-rounded understanding of the art form.

## **12. GENSCAPE CLUB**

The Genscape club aims to empower students from all backgrounds about gender diversity and variety. The club is concerned with all gender-related issues, such as feminism, gender abuse, and stereotypes. Our club will offer a variety of activities aimed at transforming students' attitudes about gender. We hope that, regardless of background, every member of our club will integrate and unite under a shared understanding of gender diversity.

## **13. INNER PEACE CLUB**

The Inner Peace club focuses on helping all students to the beautiful ways to respect all religions and world traditions through various forms of activities. The club also organizes workshops to help students better understand themselves and concentrate their minds.

#### **14. KENDO CLUB**

Kendo is the Japanese martial art of sword fighting. It means “ways of the sword” The Kendo Club provides weekly Kendo training for interested students. The club will join Kendo tournaments and compete with Kendo practitioners from other universities.

#### **15. 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.

#### **16. MUIC INNOVATION CLUB**

The MUIC innovation club is a community of students that are interested in fostering innovation and technology such as blockchain and artificial intelligence (AI). The club's goal is to provide a platform for members to interact, learn, and generate new ideas that will have a positive impact for the world.

#### **17. MUIC CAR CLUB**

The MUIC Car Club welcomes all students with automotive interests to network, learn, explore, and positively impact one another on the road and in life, with safety and appropriateness in mind.

#### **18. MUIC CASE CLUB**

The MUIC Case 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. The club also organizes an internal case competition in every trimester

#### **19. MODEL UNITED NATIONS CLUB**

The MUIC Model United Nations (MUN) allows students to explore the mechanism of the United Nations by role-playing as delegates of different nations to the UN committee and engaging in the negotiation to solve global issues. Club members will gain the opportunity to attend MUN conferences and develop their researching, critical thinking, public speaking and diplomacy skills.

#### **20. MUSIC CLUB**

The Music club allows student to get together learn and play music. Every year, the club organizes concerts and allows students to participate in competitions. It helps students to gather and form bands and encourages them to perform together.

#### **21. 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 is preservation.

## **22. PHOTOGRAPHY AND MULTI-MEDIA CLUB**

The Photography and Multimedia Club provides instruction about photography and multimedia technology. Activities also include a photography competition, and a photography trip.

## **23. RAKKAEW CLUB**

The Rakkeaw club enables students to improve their academic, business, and leadership skills by using entrepreneurial action to improve the quality of life and standard of living for those who live in the areas around the Salaya campus. The club also offers a beneficial workshop and field trip to learn about local community sustainability.

## **24. SCIENCE SOCIETY CLUB**

The Science Society club is composed of students loving in science. The members are responsible for conveying information and organizing events specific to their interesting.

## **25. SIGMA CLUB**

The Sigma Club is a place for club members to get together and share ideas, interests, and knowledge related to creative reading and writing. The club strives to promote the collaboration and integration of students from various backgrounds and expand their mindsets as well as skill sets.

## **26. SIGN LANGUAGE CLUB**

The Sign Language club is dedicated to educating students American Sign Language and Thai Sign Language in order to assist students, hard hearing persons, and the development of society as a whole. This involves interactive activities with deaf or mute people, such as field trips to the School of the Deaf or visits to industries led by deaf and mute personnel. The club's goal is to teach sign language to students in order to help them become better and more responsible citizens of society, to bridge the gap between the hearing and hard of hearing communities, and to encourage community advancement.

## **27. SPORTS CLUB**

The Sports club consists of teams playing American flag football, basketball, badminton, , soccer, table tennis and volleyball. 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.

### **28. THEATRE CLUB**

The Theatre club was established for lovers of theatre plays who are interested in further developing their acting skills and aesthetic sensibilities. It also provides students with opportunities to relax and enjoy themselves away from the stresses of daily life.

### **29. 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, enhance skills through workshops and creates networking among students.

### **30. VOLUNTEER CLUB**

The Volunteer club helps 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 personal hygiene, English language and other subjects, build new classrooms as well as repair libraries and other facilities. The club also organizes various type of voluntary activities to provide students a chance to be a part of volunteer team.

## 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 the 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 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  
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  
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 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.

### **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.

### **Path for Career Success**

All expected graduates of the 4th year students are encouraged to participate in the Path for Career Student, which primarily consists of an extended panel discussion with MUIC alumni and experts, 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.

### **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 Unit is located on the 1<sup>st</sup> Floor of Building 1, Room 1109, Alumni Affairs and Career Development Group, Office of Student Affairs.

**For more information, please visit**

<https://muic.mahidol.ac.th/eng/student-life/career-services/>

**Or Follow us on Facebook:**

<https://www.facebook.com/muic.career.development/>

### **Alumni Affairs & Networking Unit**

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.

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.

At present, MUIC has more than 10,000 alumni. All alumni information is managed through an alumni database management system which their contact details (e.g. change of name, address, further education, workplace and achievement) are constantly updated. In terms of interaction, we provide online channel: Facebook and Website, where we can get real-time feedback from alumni. Our aims are to engage with alumni and build the strong network between the college and alumni through various activities.

### **Academic seminars**

MUIC invites alumni, who may represent many industries: business, finance, hotel management, entertainment, education,

governmental and non-governmental organizations to give an inspirational talk to their younger generations. The students therefore learn more from their seniors 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.

### **The Untold Story | MUIC Alumni**

Alumni are encouraged to share their inspiring career journeys and memories from their time as MUIC students through the Untold Story | MUIC Alumni. These stories, highlighting their accomplishments, are published at least once every trimester on the MUIC Alumni Fanpage and the MUIC website, providing current students with valuable insights and motivation for their future careers.

### **Alumni Stories**

Alumni are encouraged to provide MUIC current students with inspiration for their future careers through Alumni Story. Each of alumni has a story to tell. They share their accomplishments as well as their memories of their time as students at MUIC. The stories are published at least 1 story every trimester throughout the year on MUIC Alumni Fanpage and on MUIC website.

## **Alumni Idols**

MUIC films selected achiever alumni to give an interview about their memories as MUIC students, professional experiences, and advice on life after graduation. Their interviews featured on Youtube, MUIC Alumni Fanpage, and MUIC website are available for MUIC students and alumni to listen and be inspired with the stories.

## **MUIC Outstanding Alumni Awards**

Mahidol University International College (MUIC) is initiating the Outstanding Alumni Award Program to recognize the exceptional contributions to society of MUIC alumni. The program also aims to strengthen the relationship amongst MUIC alumni and encourage them to use their knowledge and skills for the benefit of the community and the nation. The MUIC Outstanding Alumni Awards are divided into five categories which are Outstanding Academic Alumni Awards, MUIC Outstanding Management Alumni Award, Outstanding Professional Alumni Award, Outstanding Community Service Alumni Award and Rising Star Alumni Award. The awards are given every year to five alumni who have notable achievements in their respective careers.

The Alumni Affairs & Networking Unit collaborates closely with the MUIC Alumni Association (MUICAA) to actively engage all alumni through various networking events such as reunions, fairs, corporate social responsibility (CSR) initiatives, sports activities, and more.

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 are officially elected every 2 years.

For further information in regard to alumni please contact:

Alumni Affairs & Networking Unit, 1st Floor, Building 1, Room 1109 (Alumni Affair and Career Development Group, Office of Student Affairs)

## **Follow us:**

MUIC Alumni Website:

<https://muic.mahidol.ac.th/eng/alumni/>

MUIC Alumni Facebook:

<https://www.facebook.com/MUICAlumni>

# International Affairs



IA, through its student exchange unit, assists the fulltime students in following matters;

## 1. VISA SERVICES

### Visa Application:

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

### Required Documents:

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

### Visa renewal:

Once you enter Thailand, your ED visa will be valid for 90 days. Students are strongly encouraged to contact the IA office to start the renewal process at least one month before the visa expiry date.

### 90 Days Report:

Once the Thai Immigration Bureau has admitted students into the country with ED visa type, their passport will be stamped with a condition of study. All foreigner staying in Thailand for longer than 90 days are required to do 90 days notification of stay. The process can be done both in-person at the respective immigration office of your address

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

## Required Documents

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

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

## 2. MUIC EXCHANGE PROGRAM

Participating in an exchange program to spend one term or one year at the partner university is an excellent opportunity for MUIC students not only to expand their educational experiences but also to gain an integrated, international curricular experience and expand student connection.

## QUALIFICATIONS

**To apply for study abroad, students must meet the following requirements:**

- Have completed at least one trimester of study at MUIC
- Achieve a minimum cumulative GPA of at least 2.85 at the time of application (students who have a slightly lower than the set requirement will be considered on a case-by-case basis)

**Before studying abroad, students must meet the following requirements:**

- Have completed at least three trimesters of study at MUIC
- Be at least 18 years of age at the time of application.
- Participate in the [\*Buddy Program\*](#) with the Student Exchange Office or participate in international guest relations activities at MUIC
- Meet any additional requirements (e.g. GPA, language proficiency) set by the [\*partner university\*](#)

For more information about exchange slots, available scholarship, list of courses, please visit the link below;

<https://muic.mahidol.ac.th/eng/study-abroad/outbound-exchange/>





# 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 of 1.50 but less than 1.80; 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 of 1.80 but less than 2.00; 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

1. A student must present his / her student I.D. based on the university regulations. If the student has no student I.D., the student must contact the Registrar of Education Administration to request for the issuance of a temporary examination I.D. and pay 500 Baht per 1 course examination for the temporary examination I.D.
2. A student must dress properly based on the university regulations. A person who is wearing jeans, short skirt, sandals and/or flip flops is not allowed to enter the examination room.
3. A student must have completed the registration payment before being allowed to take the examination of each course.  
A person who is not a student or not on the name list for the course is not allowed to take the examination.
4. A student who requests to enter the examination room 30 minutes after the examination has started will not be allowed to take the examination.
5. A student must sit according to the assigned number and must sign on the examination name list.
6. A student is allowed to place the examination stationeries such as pen, pencil and valuables near himself / herself.
7. A student is not allowed to keep mobile phone, communication device and/ or all types of electronic recorder with themselves during examination time.
8. A student is not allowed to bring textbook, notes, documents, calculator, or anything that has formula, message, and symbol that are related to that course into the examination unless the lecturer has allowed it by stating on the examination paper. In case of allowing dictionary or other equipment, said equipment must be checked by

invigilator or lecturer and not allow the use of electronic dictionary during the examination.

9. A student is not allowed to talk during the examination. In case of questions, a student should raise his / her hand to ask the lecturer or invigilator directly.
10. A student is not allowed to leave the examination room 30 minutes after the examination has started. They are allowed to leave the examination room only after the invigilator has collected the examination paper, answer sheet and/or answer paper.
11. In case a student needs to leave the examination room temporarily during the examination, it must be approved by the lecturer, with the staff / invigilator following the student outside. If the student leaves the examination room without any approval, the examination will be considered done and he / she must submit the examination paper immediately.
12. A student is not allowed to copy, take a photo, tear or bring the examination paper, answer book, question paper, and/or answer sheet out of the examination room unless approved by the lecturer.
13. A student is not allowed to send or receive any information through email

or all kinds of electronic devices during the examination unless approved by the lecturer.

14. A student who is suspected of cheating or committed and/or associated with cheating in the examination will receive disciplinary action according to the Rules and Policies about Student Discipline 2018 of Mahidol University and its revised editions.  
Leaking or smuggling of examination questions, question paper, or any part thereof in any manner that would cause it to be distributed to an unauthorized person, as well as disclosing or providing username and password or any other similar information to other persons who are not authorized to access the examination and/or evaluation system, shall be regarded as cheating in the examination.
15. A student who does not attend the examination as on the date and time specified by the university will be marked as absent from the examination. His / her examination score will be marked as "Zero" unless the student has approval to be absent from the examination and approval for the makeup examination. In this case, the score will be marked as "I" until the adjustment.

16. In case a student is suspected to be cheating on the examination, the invigilator and/or staff, lecturer has a right to check/search the belongings and student's body as needed.
17. If before or during the examination there is reliable information that the examinee is suspected of cheating, even if the examination paper has been already marked, if there is proof that the examination is not fair and equal, the Dean may declare the examination to be invalid and will arrange a new examination or evaluate the results through other appropriate procedures.

### **MUIC WILL ALLOW FOR MAKEUP EXAMINATION FOR THE FOLLOWING REASONS:**

- A. A student who has been seriously injured or sick, with a doctor's recommendation to be confined in a hospital. A doctor's certificate with the corresponding medical expense bills should be presented.
- B. A family member such as a parent, sibling, legal stepsister or brother has passed away during the examination period. A photo, death certificate, and copy of house registration to show the relationship should be presented.
- C. A student who joins a university event.

A document issued by the Student Affairs Office should be presented.

- D. A student who joins selection of conscript for army service. The official of selection of conscript for army service document should be presented.

## **MAKEUP EXAMINATION REQUEST**

### **METHOD**

A student who wishes to request for a makeup examination must follow these steps:

1. The student must inform the lecturer and officer of Education Affairs Office, at the first chance in any way.
2. The student must fill up the makeup examination form at Education Management, Education Affairs Office.
3. The student must submit the makeup examination form with the corresponding evidence to the lecturer and the head of that subject field for approval before the deadline.

3.1 In case of the makeup examination reason as **A**, the student must submit the makeup examination form with the corresponding evidence to the lecturer and officer of Education Management, Education Affairs Office within 7 days after the examination date.

The university allows the guardian and/or friend to proceed on behalf of the student.

3.2 In case of the makeup examination reason as **B**, the student must submit the makeup examination form with the evidence to the lecturer and officer of Education Management, Education Affairs Office within 7 days after the examination date.

3.3 In case of the makeup examination reason as **C** or **D**, the student must submit the makeup examination form with the evidence to the lecturer and officer of Education Management, Education Affairs Office at least 2 weeks before the examination date.

4. Students must submit the approved request from the lecturer and the head of that subject field respectively with the evidence to the Education Management, Education Affairs Office to prepare the makeup examination later on.

computers, papers, electronic devices, electronic file, electronic means or any other documents without prior authorization by the instructor during the examination.

2. 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.
3. Sending a substitute to take an examination or acting as a substitute for another student at any examination.
4. Plagiarizing assigned work or copying others' works.
5. Having a cell phone or any other communication device on one's person during the examination.
6. Having anything other than writing instruments, examination papers and answer sheets on the desk during the examination.
7. Sending and/or receiving an examination paper and/or answer sheet via e-mail or any other electronic media during examination unless approved by the lecturer.
8. Copying, taking a photo, tearing or bringing the examination paper, answer book, question paper, and/or answer sheet out of the examination

## MUIC EXAMINATION RULES

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

1. Using or attempting to use textbooks, notes, message, study aids, calculators,

room unless approved by the lecturer.

9. Unauthorized communication during the examination.
10. Leaking or smuggling of examination questions, question paper, or any part thereof in any manner that would cause it to be distributed to an unauthorized person, as well as disclosing or providing username and password or any other similar information to other persons who are not authorized to access the examination and/or evaluation system.

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.

### FORMAL UNIFORM

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

#### 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
- Navy blue dress pants (No Jeans)
- Black socks
- Dress black shoes

#### 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
- Black court shoes



## FORMAL UNIFORM



## REGULAR UNIFORM

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

### Male Students

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

### 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 plain sport shoes (No Flip-flops or Sandals)

## REGULAR UNIFORM



## 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 must maintain the unity, peace, reputation and honor of the University; they must not cause disorder, engage in the physical assault, or destroy the property of the University or that of others.
2. Students must behave in a polite manner and must not behave in any

way causing disgrace and damage to themselves, other persons, or the University.

3. Students must obey instructors and duty officers of the University.
4. Students must wear the student uniform or appropriate clothes in modest attire in accordance with the regulations and announcements of the University or its working units.

In classrooms or examination rooms, or in contact with working units on the University campus, students must wear or present the student ID card in order for the University instructors or officers to check it at all times.

5. Students must not drink alcohol or intoxicants on the University campus or while they are wearing student uniform.
6. Students must not smoke in the non-smoking area of the University.
7. Students who engage in the following behavior will be subject to serious disciplinary action:
  - o Gambling or engaging in any act relating to or promoting all kinds of gambling
  - o Any act concerning a narcotics drug offense with criminal penalties

- o Any act concerning a property offense with criminal penalties, which is an outrageous act
  - o Any act purposely destroying the University property causing damage to the University
  - o Possessing or carrying firearms or other dangerous materials on campus which may cause danger to the lives and property of other persons
  - o Committing an obscene act, or a sexual offense, or immoral conduct causing serious disgrace to the University
  - o Physical assault on others that results in serious injury or death, or causes serious disgrace to the University
  - o Being ultimately sentenced to imprisonment except for a punishment for an offense committed by negligence or a petty offense
  - o Cheating on an examination or evaluation of the University's academic performance or plagiarism of a thesis or an independent study
  - o Producing, publicizing or possessing media, drawings, printed or written materials, electronic media or any other acts that may cause serious damage to the University
  - o Forging the signatures of others; forging documents or amending any content in actual documents; or using such documents as evidence required by the University, all of which may cause serious damage to the University
  - o Committing any act causing dishonor to the University's student status and resulting in serious disgrace to the University
8. Any student who violates these regulations shall be subject to disciplinary action.
- o In the case of minor disciplinary infractions
    - Warning
    - On parole
  - o In the case of serious disciplinary infractions
    - Disqualification from examinations for all courses or some courses
    - Academic suspension for not more than one academic year
    - Suspending or delaying the approval of graduation for not more than one academic year
    - Dismissal

## 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. When any student is accused with reasonable evidence that he/she has committed a breach of discipline, or it appears to Head of a Working Unit that a student has committed a disciplinary offense, the Head of Working Unit shall promptly take a disciplinary action under this regulation. Except in the case that the offense involves the students of several working units, the President shall proceed with the case.
3. In case the accused student confesses in writing to the President or Head of the Working Unit, or that person has ultimately been sentenced to imprisonment, the president or Head of the working Unit may order a disciplinary action without appointing an investigation committee, or the investigation committee shall be allowed to terminate the investigation.
4. The President or Head of the working Unit shall designate an investigation committee consisting of the chairperson who is a regular lecturer of the related working unit and at least 2 committee members. One

committee member is the secretary and an assistant secretary shall also be appointed.

5. The Investigation Committee shall conduct an investigation and summarize the inquiry file without delay. This shall be completed within 60 days from the date Chairperson of the Investigation Committee is informed of the appointment order.

Where necessary the Investigation Committee may propose an extension of the investigation period to the Appointing Authority for not exceeding 30 days per each extension and not more than twice.

## STUDENT ETHICS AND DISCIPLINARY COMMITTEE

1. The President shall designate a committee called Student Ethics and Disciplinary Committee comprising
  - Vice President assigned by the President as Chairperson
  - An external expert as Committee Member
  - Three Working Unit Heads elected by the University Committee as Committee Members
  - A legal officer from Division of Legal Affairs as Secretary

2. The President may appoint an assistant secretary.
  - The Student Ethics and Disciplinary Committee has the following duties.
  - Considering and screening the report on investigation results of disciplinary offenses proposed the punishments and giving opinions to the President for consideration of ordering disciplinary penalties
  - Suggesting additional amendments of the regulation or prescribing guidelines for disciplinary actions and disciplinary procedures
  - Other duties assigned by the President
2. The appellant has the right to request examining and making a copy of personal statement records, other evidence, or relevant documents. To allow this request, however, is under the discretion of the person who orders the punishment, or it can be allowed under any condition.
3. For the purpose of deterring the appeal period, the date on which the student signs the penalty order shall be regarded as the date of acknowledgement of the order.
4. With regard to an appeal, the appellant shall write a letter to Chairperson of the Appeal Committee by submitting or sending it directly to the Chairperson or through the Head of the Working Unit that the appellant belongs to.

## **APPEAL AND CONSIDERATION OF APPEAL**

1. An appeal shall be made for oneself only and must be made within 30 days from the date of being acknowledged or regarded to be aware of the order.

The appeal must be in writing showing the facts and reasons for the appeal and explain how the order is invalid, inappropriate or unfair. In addition, the appellant is required to put his/her signature, affiliated working unit and address.

5. The appeal to be accepted for consideration must be valid in the essence under Clause 1 The Appeal Committee shall consider promptly, not more than 60 days from the date the appeal letter is received.

In case that whether or not any appeal is accepted for consideration, the Appeal Committee shall consider and promptly notify the appellant of the resolution.

6. The student appellant may withdraw the appeal before the Appeal Committee completes a decision. With regard to this, the appellant shall write a letter and submit to Chairperson of the Appeal Committee. When the case has been withdrawn, the consideration of appeal shall be terminated.
7. When the Appeal Committee has considered an appeal and passed a resolution, the Chairperson shall notify the University Council, the appellant for acknowledgement and notify the person who issues the penalty order to promptly proceed with the decision of the Appeal committee.” “In case the student is not of the legal age, the parents or the guardian of the student shall also be notified.

**\*\*Read  
for  
more  
details**



<https://muic.mahidol.ac.th/eng/student-life/student-discipline-rules-and-regulations/>





# Library Guide for Students

The MUIC Library, located on the 3rd and 4th floors of Building 1. We aim to support the information and knowledge resources for academic needs in accordance with the college's mission and objectives. Various collections of English-language books, periodicals, audio-visual materials and electronic resources are offered at the library.

## OPENING HOURS

### Regular Session

Monday to Friday 8.00 a.m. – 6.00 p.m.

Saturday 10.00 a.m. – 5.00 p.m.

Sunday Closed

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## MEMBERSHIP

All MUIC faculty, staff, and students are automatically eligible for membership of MUIC library. Their student ID cards are already attached to the library barcode and can be used to check-out various resources from MUIC library and other faculty libraries in Mahidol University.

Please bring your ID card to borrow library

materials, access library resources and request other library services.

Library membership of students will expire at the end of each trimester. It will be automatically renewed if students completely register for the next trimester.

## LIBRARY RESOURCES

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

(To return library materials after office hours, just drop the library materials in the Book Drop Box which is located on the side of the library.)

## CHECK OUT POLICY

Student can check out maximum 10 books for 10 days. Each borrowed book can be renewed twice to extend the loan period if there is no patron requesting it. To renew,

please bring the book(s) and library member card to the library or do it by yourself via online system from this link <https://library.mahidol.ac.th/patroninfo>

### **OVERDUE FINE**

An overdue book will be charged with a fine of 10 Baht per day. It is the responsibility of users to return the borrowed materials on time regardless of absence, vacation, or lack of notification. Users cannot borrow any item until the payment has been made. Failure to pay fines will result in deterring course registration.

### **LOSS OF MATERIALS**

Students must report loss of materials to library staff immediately. Student must pay for the processing fee, replacement copy and overdue fees; these fees will be calculated from the date due to the date

### **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 for the service.

## **AUDIOVISUAL MATERIALS AND MULTIMEDIA SERVICES**

The MUIC library owns a number of DVDs, and CD-ROMs that can be used to support learning, teaching and entertainment. The library has two audio visual viewing rooms to watch DVDs.

### **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.

### **ELECTRONIC RESOURCES ACCESS**

Mahidol University and the MUIC Library subscribe to a variety of e journals, online databases and e-books. They are accessible from any PC computer or mobile device that is connected to the Mahidol network.

## **MUIC CO-WORKING SPACE, 3RD FLOOR AT ADITAYATHORN BUILDING.**

The Co-working Space is served for researching, writing, and even chilling. The room area is divided into sectors like the computer, study, relaxation, and quiet zones, the multipurpose rooms, and alumni corner.

Signing an MOU with the Thailand Creative and Design Center (TCDC), the co-working Space also hosts TCDC's community project called mini-TCDC Link, a resource center that provides students and researchers access to online design databases and TCDC publications, among others.

### MINI-TCDC LINK

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### OPENING HOURS

#### Regular Session

Monday to Friday	7.30 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	Closed

Students can find more information about the library and co-working space from the website <http://lib.muic.mahidol.ac.th>

We would like to receive your comments and suggestions on how we can improve our services, including staff performance or purchasing new materials, you can contact us as the below detail:

**MUIC LIBRARY & CO - WORKING SPACE**



## Contact Us

Need Help or Ask Question about our services

Web : [lib.muic.mahidol.ac.th](http://lib.muic.mahidol.ac.th)

Twitter : @muiclibrary

FB : MUIC Library & Co-Working Space



f FACEBOOK



LINE



**Tel. : 02-700-5000 ext.1415-1416**  
(Mon.-Fri., 8.00 – 17.00)

Email : [iclibrary@mahidol.ac.th](mailto:iclibrary@mahidol.ac.th)

# Student **HANDBOOK**

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