

# MUIC Outbound Student Exchange Process

This presentation outlines the steps involved in the MUIC Outbound Student Exchange Program, providing guidance for students interested in studying abroad.



# Step 1: Getting Started: Essential Steps for Exchange Program

## 1 MUIC Outbound Student Student Requirements

Review the MUIC Outbound Student Qualifications and process on the ICAbroad website.

## 3 Explore Exchange Destinations

Each partner university offers a unique experience. Study abroad as many times as you like, and if your preferred university is full, re-apply or explore other amazing options!

## 2 Explore Courses

Create your study plan and check ICAbroad website for past course equivalencies.

For a **stress-free experience and CV boost**, try I- Design courses at partner universities

## 4 Buddy Program

Engage in the Buddy Program to connect with inbound students, easing cultural transitions and preparing for the exchange.





# Step 2: Application to Be an Outbound Student

1

## Application Registration

**Applications** can be submitted during two intake periods: January Round and June Round. **January Round:** For exchanges starting in July onward of the same year/ **June Round:** For exchanges starting in January onward of the following year.

2

## Select Three Destinations

Select your three preferred destinations in order.

**No worries, this is just to help us understand your preferences better**

3

## Announcement of Exchange slot Assignments

The announcement will be approximately two weeks after the application deadline. If the slots are limited and don't cover your request, **let's find a destination that suits you best from the available slots.**

4

## Prepare for Your Journey

Begin working on host university application, researching visa requirements, including necessary documents, processing time, and accommodation details.

# Tips : get to know I-Design elective (20 Credits) :

I-Design electives encourage multidisciplinary learning, allowing students to explore courses from various fields across MUIC, Mahidol University, and [partner institutions](#). Students can fulfill these electives by completing courses from the following categories:

## Type of I-Design elective

1. Minor courses in any MUIC program
2. Certificate courses in any MUIC program
3. Major courses in any MUIC program
4. Major courses in Mahidol University programs (including undergraduate and graduate levels) – advisor and Curriculum Committee approval required
5. [Any Major courses at partner institutions with an MOU with Mahidol University or MUIC – advisor and Curriculum Committee approval required - no MUIC equivalent subject is required](#)

Remark : A minimum of 20 credits of I-Design elective is required for graduation, but students may take additional credits to make the most of this opportunity.

# Step 3: Preparation Before Departure

## Course Equivalency Approval

Complete MUIC course equivalency which is crucial part for your application at host university.

## Regularly Check Email

All communication from both MUIC and the host university will be conducted via email. Students must provide a valid email address and regularly check it for news and updates.

## Logistics and host university application

Prepare necessary documents as instructed by the host university's application process such as; Passport and Most update Official Transcript.

Carefully follow instructions provided for accommodation

## Visa and Travel Arrangements

While waiting for the acceptance letter, study in advance the required document and process for a visa application.

Soon after you receive acceptance letter, start your visa application and flight reservations.

**Important: All outbound students must attend pre-departure session.**

# Step 4: Begin Your Study Abroad

1

## Smooth transition to study at the host university

Attend the orientation and follow the provided guidance to ensure a smooth and enjoyable experience at your host university (e.g., understanding the insurance policy, course registration policy and other important requirements).

2

## Confirmation of your arrival

Get your arrival form signed by the host university and submit it back to MUIC Outbound Coordinator.

3

## Contact the Thai Embassy : inform your arrival and keep in touch

Inform the nearest Thai Embassy (for Thai students) or your home country's embassy (for non-Thai students)

4

## Registration for Credit Transfer to MUIC

Stay alert—the outbound coordinator will provide you with the timeline for registration and payment. Make sure to complete it on time to avoid any issues..

5

## Enjoy Your Experience

Embrace new teaching styles, cultures, and make new friends. Be a good ambassador for MUIC at your host university. Represent MUIC well by showing respect provide accurate info about MUIC and sharing your positive experiences

Keep in contact with the outbound coordinator during your exchange abroad.

# Step 5: Earning Credits from Study Abroad

## Provide Transcript

After completing your exchange, send the transcript from the host university to the outbound coordinator.

## Credit Transfer

The outbound coordinator will work with OAA to transfer the credits earned abroad to your MUIC academic record.

## Share Your Experience

Contribute your exchange experience to MUIC, helping future students with their study abroad journey.



# Grades and Credit Transfer from the Exchange Program

## 1. Completion of Exchange Program

- Grades for approved courses (equivalent MUIC courses or “I-Design” category) will be transferred in a letter grade form (A to F) regardless of the grade.
- Grades shown are based on the conversion between MUIC and the partner university's grading systems

## 2. Credit Transfer Process : Managed by the IA office

## 3. Independent Program Participation

If participating independently in any program abroad , follow the OAA (Office of Academic Affairs) guidelines for credit transfer.



# FAQ : Explore destinations and plan the ideal timing for your journey

**Q :** Semester/trimester term

**A:** Many partner universities follow a semester system, with one semester often aligning with MUIC's.

Choosing to spend a semester that slightly overlaps with MUIC's, to take equivalent or interesting courses, will offers an extended chance to explore new cultures, gain valuable experiences, and make the most of your time abroad before resuming your studies at MUIC. The destination with overlap settings often less competitive. Possibility to secure full year exchange abroad.

**Q :**Need additional terms at MUIC to catch up the remaining courses?

**A :** Mahidol University supports the exchange program, accommodating additional terms without affecting honors eligibility.

**Q :** Want to stay for a whole year?

**A :** For year-long exchanges, consider applying destinations with fewer applicants ( less competition) or no applicant

# FAQ : courses selection for study abroad

**Q:** What should I start with for courses?

**A:** Start by reviewing your study plan and checking ICAbroad for past course equivalencies. **Or, keep your I-Design elective** and take advantage of the exciting opportunity to select unique courses at a partner university that can enhance your CV and enrich your study abroad experience

**Q:** How does course equivalency work?

**A:** All courses, except iDesign electives, must have an MUIC equivalent. If none are found in past approved courses equivalency, submit a course equivalency request with a syllabus from the host university. The course content must match at least 75% with MUIC courses.

**Q:** Why are i-Design courses stress-free?

**A:** Choosing iDesign courses abroad is a great option, as no equivalency is required thus no long process for courses equivalency approval, and it allows you to take unique courses that can boost your CV..