



FACULTY OF ECONOMICS, THAMMASAT UNIVERSITY

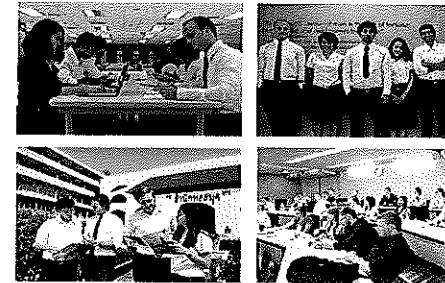
E C O N - T U

Incoming Exchange student Guidebook

2017-2018

Including

- ...Academic Calendar
- ...Academic Information
- ...Visa
- ...Accommodation
- ...Student Activities
- ...Facilities & Services
- ...University Map
- ...and so on



THAMMASAT
SCHOOL OF
ECONOMICS

The International Affairs Office

Faculty of Economics,

Thammasat University (Tho Prachan Campus)

2 Prachan Road, Phranakorn,

Bangkok 10200, Thailand

www.econ.tu.ac.th

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by The International Affairs Office of the Faculty of Economics

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**Faculty of Economics
(Undergraduate Level)**

Thammasat University, Thailand

GENERAL INFORMATION

CONTACT ADDRESS:

The International Affairs Office

Faculty of Economics

Thammasat University

2 Prachan Road, Bangkok 10200 Thailand

Tel: 66 613 2480

Fax: 66 2224 9428

E-mail: narisa@econ.tu.ac.th

Website : http://www.econ.tu.ac.th/incoming_about.php?lang=en

Office Hours: Monday - Friday (08:30 AM - 04.30 PM)

The International Affairs Team:

- | | |
|---|-------------------------------------|
| 1. Dr. Chayanee Chawanote
E-mail: chayanee@econ.tu.ac.th | Vice Dean for International Affairs |
| 2. Dr. Sicha Thubdimphun
E-mail: sicha@econ.tu.ac.th | International Affairs Committee |
| 3. Dr. Brian Patrick Kennedy
E-mail: bpk@econ.tu.ac.th | International Affairs Committee |
| 4. Mrs. Narisa Klieothong
E-mail: narisa@econ.tu.ac.th | International Affairs Coordinator |

IMPORTANT CHECKLIST

Things to do BEFORE you arrive

- Mail out the following documents to the International Affairs Office by **April 30th** for the first semester (Fall) or by **October 1st** for the second semester (Spring).
 - Application form
 - Course registration request form
 - A copy of transcript
 - Statement of purpose
 - A copy of TOEFL scores of 79 (iBT) and/or IELTS scores of 6.5
 - A copy of passport
 - 4 copies of 1.5-inch recent photos
- Send an e-mail to the Office about the arrival flight schedule
- Make a confirmation of housing arrangements
- Take an acceptance letter issued by the Center to *apply for a **NON-IMMIGRANT VISA** at the Thai Embassy or Consulate-General in your country.* Please be noted that the **non-immigrant visa is valid for only 90 days.**

Things to do WHEN you arrive

- Visit the Center for International Affairs at the Meeting Room 60th Year 1, 4th Floor, Thammasat Business School Building
- Meet "**Mrs. Pam**" at the Center to complete the course registration forms and submit a copy of passport
- Check confirmation of the registered courses via e-mail
- Check a list of the "Buddy"
- Purchase textbooks and university uniforms required available at TU Bookstore (opposite of Faculty of Liberal Arts).

Important Note: All course modifications (add, drop, change of sections, withdrawal) must be done officially on the Modification/Cancellation of Registration form and before the deadlines (see Academic Calendar).

ACADEMIC CALENDAR 2017/2018

Second Semester (January – May, 2018)

November 2017	Registration period
December 27-28, 2017	Arrival period
January 3-5, 2018	Welcome orientation
January 8, 2018	First day of classes
January 8-15, 2018	Period of class withdrawal W/O Record
<i>The University Sports of Thailand</i>	<i>Jan. 22 – Feb. 3, 2018 *Holiday</i>
<i>Makhabucha Day</i>	<i>Thursday, March 1, 2018 *Holiday</i>
March 12 – 17, 2018	Mid-term examination
April 2, 2018	Last day of class withdrawal with "W"
<i>Chakri Memorial Day:</i>	<i>Friday, April 6, 2018 *Holiday</i>
<i>Songkran Festival:</i>	<i>April 11 – 17, 2018 *Holiday</i>
<i>Royal Ploughing Ceremony Day</i>	<i>Thursday, May 10, 2018 *Holiday</i>
May 20, 2018	Last day of classes
May 21-June 3, 2018	Final examination
<i>Visakha Bucha Day</i>	<i>Tuesday, May 29, 2018 *Holiday</i>

****Please note that these dates may be subjected to change.****

Important note: It's your responsibility to arrange the travel schedule to arrive in Bangkok at least a few days before each semester commences. Class attendance is strictly required and included in your final grade. Please do not schedule your return flight and traveling until the dates of your last exams are officially announced.

ACADEMIC INFORMATION

• AREAS OF CONCENTRATIONS :

Majors area:	Minors area:
Political Economics and Economic History Economics Theory Quantitative Economics Monetary Economics Public Economics International Economics Development Economics Industrial Economics Agricultural Economics Labor Economics Economics of Natural Resource & Environment	Finance Marketing Non-Economics Elective courses

- **CLASS FORMAT:** Lectures, case analyses/presentations, papers and projects
- **UNITS PER COURSE:** 3
- **CLASS HOURS PER UNIT:** 45
- **CLASS SIZE:** 20 - 60 students per undergraduate class
- **COURSE LOAD:** The students take 3-5 courses per semester.
**Please note that you are required to register the minimum of 3 courses with the BE Program. It is strongly recommended that pre-registration via e-mail to secure your seat be completed prior to your arrival.*
- **LANGUAGE OF INSTRUCTION:** English
- **ATTENDANCE:** No mandatory but if you register courses at Thammasat Business School, the class attendance is MANDATORY, no less than 70% per class.
- **PARTICIPATION:** Class participation is part of a student's final grade in most courses
- **REGISTRATION:** The exchange students are allowed to take any undergraduate courses across Thammasat Business School, Faculty of Political Science, Pridi Banomyong International College and Faculty of Liberty Arts, provided that they meet the pre-requisites, and seats are available. The exchange students are required to register at least half of the courses listed under B.E. course offering list from total courses registered.

ACADEMIC INFORMATION





• GRADING:




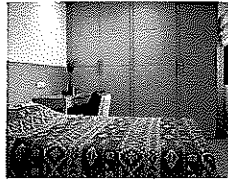
Marks	Interpretation	Grade Equivalents	Grade Point / Credit hour
85-100	Excellent	A	4.0
75-84	Very Good	B+	3.5
70-74	Good	B	3.0
65-69	Almost Good	C+	2.5
60-64	Fair	C	2.0
50-59	Almost Fair	D+	1.5
40-49	Poor	D	1.0
0-39	Failed	F	0

- **EXAMINATIONS:** Formats of exams vary, depending upon the instructors.
- **MAKE-UP EXAM:** Only in a case of medical or family emergency
- **ACADEMIC ADVISING:** Academic advice is available at the International Affairs Office. You can make your voice heard through either feedback or face-to-face discussion with Mrs. Pam. An appointment should be made in advance.

ACCOMMODATION

Thammasat University does not provide on-campus dormitories for exchange students, but we could suggest a list of private apartments located nearby the campus. We can reserve apartments on your behalf before your arrival. The rate is approximately 5,000 – 10,000 Baht per month and 10,000 – 11,000 Baht for deposit. Each apartment is furnished with a bed, a closet, a desk and a chair, a mirror and a telephone. Towels, pillows and pillowcases, bed sheets and blankets are not included. Rooms are equipped with electrical outlets for radios and televisions, and there is enough room for a small rental refrigerator. The apartments usually charge approximately 300-500 Baht for the rental of a fridge. Below please find the suggested list of the apartments:

	<p>Arun Haus 39 Address: 29 Soi Arun Arun 39 Arun Arun Road Bangkoknoi Bangkok 10700 Tel: 66 2433 4848 E-mail: noi252218@gmail.com Website: www.arunhaus39.com</p>
	<p>Rates: - Room rate: 9,500 – 17,000 Baht - Deposit: 3 months</p> <p>Facilities and Service: - 24 hours security system with CCTV - Laundry service - Free wifi - Fitness</p>
	<p>Amarin Mansion Address: 49/2 Soi Arun Arun 39 Arun Arun Road Bangkoknoi Bangkok 10700 Tel: 66 2882 4848 Fax: 66 2882 4499 E-mail: amarinmansion@gmail.com Website: www.amarinmansion.com</p>
	<p>Rates: - Rate: 6,500 – 9,500 Baht - Deposit: 3 months</p> <p>Facilities and Service: - 24 hours security service - Laundry and other services in the building - Free TV & Cable TV - Wireless-Lan 2 MB</p>

	<p>3J Court Address: 8 Somdej Pra Pinklao Soi 6 Bangyikhan Bangplad Bangkok 10700 Tel: 66 2883 3660-3 Fax: 66 2883 3664 E-mail: 3icourt@hotmail.co.th Website: www.3icourt.com</p>
	<p>Rates: - Room rate: 5,700 – 14,600 Baht - Deposit: 1 month - Insurance room: 2 months</p> <p>Facilities and Service: - 24 hours security system with CCTV - Laundry service - High-speed internet - Fitness - Post Office</p>
	<p>Rattanakosin Island Condominium Address: 171/38 Pinklao Road, Bangkok-noi, Bangkok 10700 Tel: 668 1556 7333, 668 5964 7333 E-mail: scemejustin@gmail.com Website: https://sites.google.com/site/rattanakosincondo/</p>
	<p>Rates: - Rate: 1. Room: 5,000 – 10,000 Baht 2. Penthouse: 24,000 Baht (Staying 4 people) - Deposit: 3 months</p> <p>Facilities and Service: - 24 hours security service - Room cleaning service - Laundry and other services in the building - Hi-speed Internet</p>



Suwannin Place

Address: 1190 Arun Amarin Road Bangyikhan Bangplad Bangkok 10700

Tel: 66 2883 3333 Fax: 66 2 883 5777

E-mail: sale@suwanninplace.com

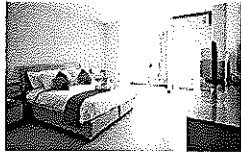
Website: www.suwanninplace.com

Rates:

- Room rate: 6,000 - 10,000 Baht
- Deposit: 2 months

Facilities and Service:

- 24 hours security system with CCTV
- 24 hours delivery food service
- Coffee corner
- Laundry service
- Cleaning service
- Wireless internet services
- Fitness
- Free schedule shuttle van to Thammasat University & UN Office on every business day at 08:10 a.m.



Sunset Residence Pinklao

Address: 138 Charansanitwong Soi 40 Yaek 4 Bangyikhan Bangplad Bangkok 10700

Tel: 668 1044 5656

E-mail: pjirapoomdech@gmail.com

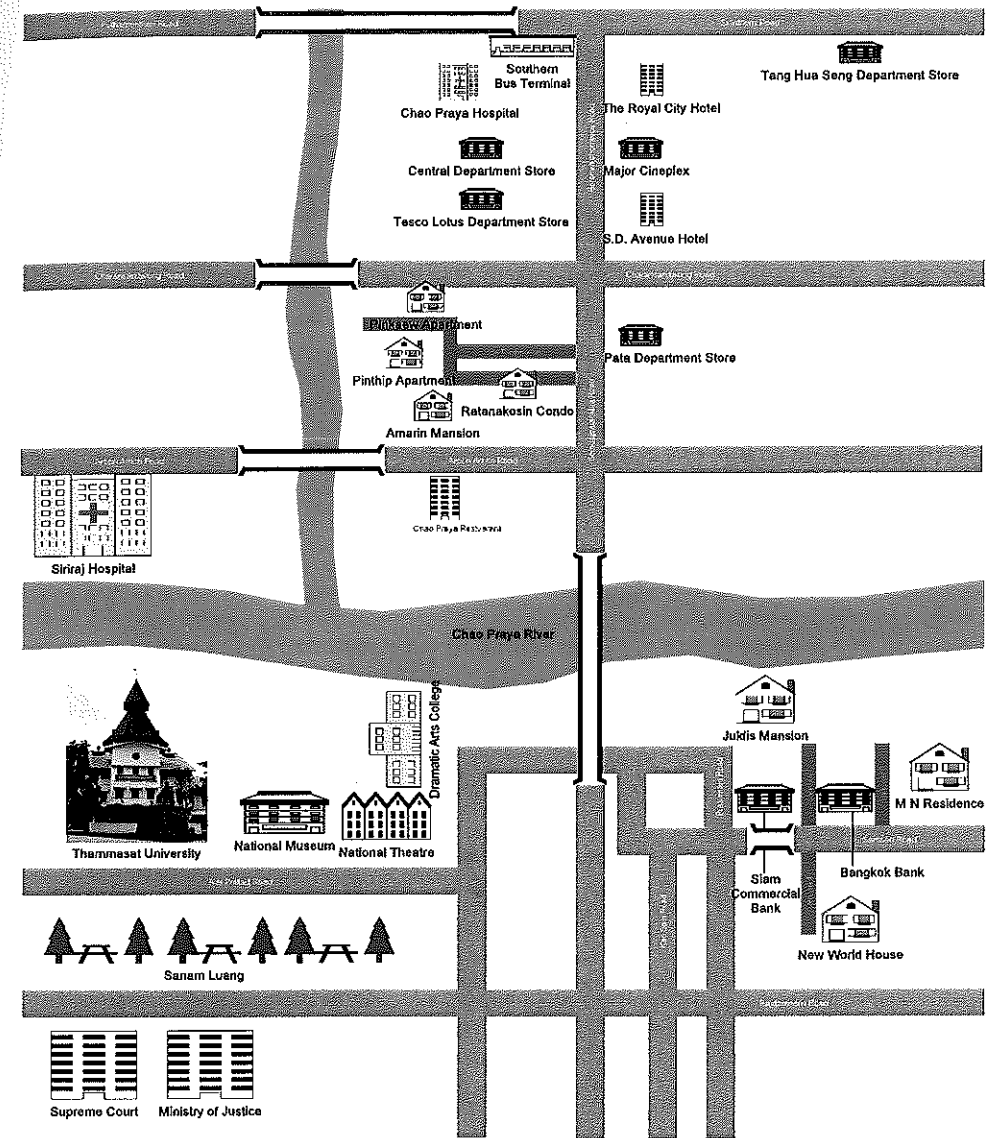
Website: www.staysunset.com

Rates:

- Rate: 8,500 - 16,000 Baht
- Deposit: 2 months

Facilities and Service:

- 24 hours security service with CCTV
- Room cleaning service (once a month free)
- Free internet



TEMPORARY ACCOMMODATIONS

If you arrive at night, and cannot check in at the apartment, you can find temporary accommodations close to the campus from the suggested list of hotels below:

Name	Type	Price	Contact
Sathita Apartment	Single	600	Tel: 66 2434 4104
S.D Avenue Hotel*	Superior	1,000	
Royal City Hotel*	Single	1,250	
	Twin	1,500	
Royal River Hotel*	Single	1,250	
	Twin	1,500	
New World Lodge*	Single	900	
	Twin	1,050	
Viengtai Hotel*	Single	1,300	
Royal Hotel*	Single	1,000	
	Twin	1,200	
Hotel De'Moc	Single	950	Tel: 66 22822831
	Twin	1,250	

Remarks: Subject to change rates per night.

* Rate and booking operated by www.sawasdee.com

HEALTH SERVICES

HEALTH CARE

The Faculty of Economics, Thammasat University provides Accident Insurance and on-campus medical clinic for all exchange students. However, we strongly encourage you to have your own International Health Insurance from the home country.

ACCIDENTAL INSURANCE

Please request insurance information from the International Affairs Coordinator.

APPROXIMATE LIVING COSTS

At the exchange rate 36 Baht per 1 USD or 40 Baht per 1 Euro.

ACADEMIC-RELATED EXPENSES

- **BOOKS AND READING MATERIALS:** approximately \$150.00 to \$300.00 per semester or €135.00 to €270.00/semester

OTHER EXPENSES

- **FOOD & MEALS:** approximately \$150.00 to \$350.00 per month or €135.00 to €315.00 per month.
- **LOCAL TRANSPORTATION:** Varied yet relatively cheap (bus, ferry, express boat, taxi, etc.)
- **PERSONAL EXPENSES:** Varied (approx. \$250-\$550/month or €225-€495/month)

DRESS CODE

All exchange students are required to wear the Thammasat student uniform to take the quizzes and exams (both midterm & final exams). Moreover, the exchange students participating in any university activities, such as orientations and field trips, are required to wear the Thammasat students uniform.

The uniform guideline is as follows:

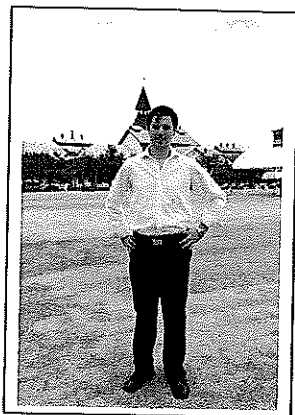
◆ **Female :**

1. White-short sleeves shirt
2. Black skirt
3. Thammasat uniform belt
4. Thammasat pins & buttons
5. Black shoes (no sandals)



◆ **Male :**

1. White shirt (short or long sleeves)
2. Black trousers / pants
3. Thammasat uniform belt
4. Black shoes



All TU official uniforms and accessories are available at Thammasat Bookstore.

STUDENT SERVICES

- **Buddy System:** The International Affairs Office & BE program will promote a buddy system among the BE students to help welcome, if not accommodate, the incoming exchange students. The BE buddies will be in touch with the exchange students prior to or upon their arrival in Bangkok. They will provide advice and assist the exchange students in whichever ways they can to make the exchange students feel at home. The buddy system is informal and the amount of interaction between buddies depends upon the initiative of both students.

The Faculty of Economics and Thammasat University offer the following services and facilities to all students:

▪ **LIBRARY:**

Lending Policy: Undergraduate students use the student ID card for borrowing 20 books for a 15-day period.

1. **Pridi Banomyong University Library (Thammasat University Main Library):**

The Library is located three floors below the courtyard. It has a collection of over 650,000 books and 3,400 periodical titles. The entrance is through the glass doors on the courtyard side of the economics building.

Tel: 0 2613 3537, 0 2613 3546, 0 2613 3544, 0 2613 3532, 0 2613 3540

Homepage: <http://203.131.219.245/demo/pridi/>

Library Hours:

Monday-Friday:	8 am – 9:30 pm
Saturday/Sunday:	9 am – 9:30 pm
Public holidays:	closed

2. **Puey Ungphakorn Library (Faculty of Economics Library):**

The Library is located on the 3rd floor of the Faculty of Economics Building. The Puey Ungphakorn Library is the best economics collection in Thailand and one of the best in Southeast Asia. It has 80,000 books, 6,000 current journals, and 13,000 unpublished works. In addition, the library has collections of government documents and publications from universities and leading research institutions in Thailand and abroad. All graduate theses written at the Faculty can be found in the library collection. The library also offers computerized information search and facilitates inter-library loans from ESCAP, UNESCO, ILO libraries, and others.

Tel: 0 2623 5178, 0 2623 5147

Homepage: www.library.tu.ac.th/puey/puey.html

Library Hours:

Monday-Friday:	8 am – 7 pm
Sunday	9 am – 4 pm
Saturday & Public holidays:	closed
During the exam period in Apr and Nov	
Monday-Friday:	8 am – 9 pm
Saturday-Sunday:	9 am – 4 pm

▪ **COMPUTER LAB:**

The Faculty of Economics Computer Center is located on the 4th Floor near the new economics wing. The computer center offers students and academic staff electronic equipment to handle research tasks. An integrated network provides ready access to international communications networks and satellite transmissions as well as software products. Equipment includes multi-media CD-ROM systems, scanners, DOS /Windows, Apple, UNIX-based machines and a variety of printers. The network is accessible online throughout the faculty, as well as off-site through modem connection.

First-time users are required to contact the lab staff to sign up for a login name and password. Exchange students have unlimited access to the internet. However, Food and drink are not allowed in the lab.

Hours of Operation:

Monday-Friday:	8:30 am – 7:30 pm
Saturday:	8:30 am – 3:30 pm
Sundays/Holidays:	Closed

Public Access Center (PAC) Located in the applied computer laboratory, the Faculty of Liberal Arts building, 2nd floor, the facility occupies a total area of 500 sq. meters equipped with three computerized classrooms with screen projectors and audio systems to facilitate demonstrations or hands-on training. These rooms are open for students' general use when no class is scheduled.

You are also able to use computers in the computer room on the U2 floor of the main library and in the room below the cafeteria.

▪ **WI-FI INTERNET:**

Economics students are also able to bring their own laptops and use them at the Wi-Fi spot around the Economics Building as indicated by the Wi-Fi sign. Students will receive the username & password for a Wi-Fi connection from the International Affairs Coordinator.

▪ **THAMMASAT UNIVERSITY BOOK STORE:**

TU bookstore is stocked with publications and magazines from domestic and foreign publishers. Each semester the bookstore will have the full collection of required textbooks and learning materials for students. Prices are sometimes discounted at the beginning of the semester. It is opposite of the Faculty of Liberal Arts and next to the Multi-purpose 1 Building, next to the Tha Prachan entrance.

Bookshop Hours:

Monday-Friday:	9.30 am – 5:30 pm
Saturday-Sunday:	10:00 am - 4:00 pm
Official holidays:	Closed



▪ **STUDENT HEALTHCARE:**

The university clinic is located on the 5th floor of the Activities Building.

Student Healthcare Hours:

Monday- Friday:	8:30 am – 4:30 pm
Sat-Sun & official holidays:	closed

VISA

When incoming exchange students' visa is nearly expired (around 3 weeks), it requires to be extended by which the International Affairs coordinator will help facilitate the entire process at the Immigration Bureau.

- Required documents include:

1. A testimonial from the Economics Dean
2. A completed application for visa extension of temporary stay in the Kingdom (TM.7) with one 2-inch recent photo attached
3. 1,900 Baht fee
4. A copy of passport

Contact:

Immigration Bureau
Government Center Chaengwattana Building B,
No. 120 Laksi District, Bangkok 10210
Tel: 0 2141 7879-80

Office hours:

Monday-Friday: 8:30 am - 4:30 pm
Sat-Sun & official holidays: closed

Notes: Transportation will be provided for visa extension purpose.

*** If students would like to leave Thailand during their stay, they must apply for a **re-entry permit before leaving the country**. A re-entry permit allows them to re-enter the Kingdom of Thailand and stay for the remaining validity of the visa.

If students do not apply for re-entry, the visa will be automatically cancelled, albeit its expiry date.

- **Re-entry Permit Requirements:**

1. Completed TM.8 Application Form
2. One recent 2-inch photo
3. 1,000 Baht fee / single re-entry or 3,800 Baht fee / multiple re-entry
4. A copy of passport

Contact:

Immigration Bureau
Government Center Chaengwattana Building B, No. 120
Laksi District, Bangkok 10210
Tel: 0 2141 7879-80

Notes: If students study for one year. You have to report to the Immigration Office every ninety days. If you do not report to the immigration office, you have to pay the fine of 2,000 Baht.

EXTRA-CURRICULAR ACTIVITIES

- Activity clubs, e.g. Boxing Club, Photography Club, are located at Rangsit Center.
- Sports events

6 International Programs: BBA International Program, BAS Program (British and American Studies), BE International Program (Economics), BJM English Program (Mass Media Studies), TEP/TEPE (Twinning Engineering Program) and Sirindhorn International Institute of Technology (Engineering) of Thammasat University have joined the following sports events:

- **Inter-Dome**

Each year one of the international programs will be the host of the event. Each program (BBA, BAS [British and American Studies], BE [Economics], BJM [Mass Media Studies], TEP/TEPE [Twinning Engineering Program] and SIIT [Engineering] and Engineering Nottingham) will send teams to compete in several events such as basketball (women & men) and soccer.






- **Inter-Debate**

Each year one of the international programs will be the host. Each of International Exchange Program chooses representatives to debate and give a speech on given topics.

MISCELLANEOUS SERVICES

Banking Services

There are a lot of banks nearby the campus.

1.		<i>Krung Thai Bank</i> Tha Prachan Branch, opposite the Faculty of Liberal Arts
2.		<i>Bangkok Bank</i> Tha Prachan Branch, besides Thai Military Bank (Prachan Road)
3.		<i>Kasikorn Bank</i> Tha Prachan Branch, besides Bangkok Bank (Prachan Road)
4.		<i>Siam Commercial Bank</i> Tha Prachan Branch, opposites Thammasat University (Prachan Road)
5.		<i>Thai Military Bank</i> Tha Prachan Branch, besides Thammasat University (Prachan Road)

Photocopying

There are photocopying services on and off campus. Below is some easy-to-reach services on-campus:

- Faculty of Economics is located on the 5th Floor.
- Faculty of Liberal Arts
- TU bookstore.

Food Services

Food is very easy to find both on and off campus. On-campus food centers/canteens are adjacent to Thammasat Business School Building, The Multi-purpose Building II, Faculty of Law and the Language Institute. Please see the campus map for exact locations. Usually, off-campus food stores offer express Thai food, such as fried rice, rice with side dishes and noodles.

Photo shops

There is several photo shops located around the Tha Prachan common ground that you can purchase digital films, disposable cameras or take express photos for visa applications and ID cards.

SIM cards for cell phones

SIM cards for cell phones are available at convenience stores, such as 7-Eleven, nearby the University or at cell phone shops in shopping malls around Bangkok.

