# **BBA (International Program)**

Thammasat University, Thailand

# **GENERAL INFORMATION**

# **CONTACT ADDRESS (TEMPORARY BUILDING)**

Because of the renovation of the faculty building thus, BBA office has to move the building temporary to

**BBA International Program** 

3<sup>rd</sup> floor Multi-purpose Building II (Anek Prasong 2)

**Thammasat University** 

Prachan Road, Bangkok 10200 Thailand

E-mail: tu-bba@tu.ac.th

Homepage: http://www.bba.bus.tu.ac.th

#### BBA members consist of:

1. Assoc. Prof. Dr. Kulpatra Sirodom Director

E-mail: kulpatra@tu.ac.th

2. Asst. Prof. Dr. Kangwan Yodwisitsak Associate Director of Administration Affairs

E-mail: kangwan@tu.ac.th

3. Assoc. Prof. Dr. Pantisa Pavabutr Associate Director of Academic Affairs

E-mail: pantisa@tu.ac.th

4. Dr. Somboon Kulvisaechana Associate Director of International Affairs

E-mail: cambridge@cantab.net

5. Ms. Sopa Ngamchalermsak Manager

E-mail: sopa@tu.ac.th

6. Mrs. Narisa Klieothong Administrator

E-mail: pompam@tu.ac.th

# STUDENT CHECKLIST

# Things to do BEFORE you arrive

- □ Mail Exchange Application Form, Course Selection Form, Transcript, Essay, a copy of passport and 4 of 1-inch photos and 2 of 2- inch photos to the BBA Office by **May 1**<sup>st</sup> for the first semester or by **October 31**<sup>st</sup> for the second semester.
  - Exchange application form
  - Course selection form
  - A copy of transcript
  - Essay of Motivation
  - A copy of passport
  - 2 copies of 1-inch recent photos and 2 copies of 2-inch recent photos
- Information of your arrival flight schedule via e-mail
- □ Make a confirmation of your housing arrangement.
- □ Exchange students use acceptance letter issued by Thammasat University to apply for NON-IMMIGRANT VISA from the Thai Embassy or Consulate-General in your country. The non-immigrant visa is valid for only 90 days. If you don't have Non-Immigrant Visa when you arrive in Thailand, you will have to leave the country to go to Lao, Malaysia or etc. and contact Thai Embassy or Consulate in order to apply for Non-Immigrant Visa.

# Things to do WHEN you arrive

- Visit BBA Office
- Meet BBA staffs Pam and Aom at the BBA Office to complete your registration forms and submit a copy of passport
- □ Check and confirm your registered courses prior via e-mail
- Check a list of the "BBA buddy".
- □ Purchase the textbooks required for the courses that you have registered. Texts are 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 (check calendar).

# **ACADEMIC CALENDAR 2007/2008**

First Semester (August 20 - December 23, 2007)

May 1 Deadline of exchange application submission

July 2 - 6 Advanced Registration

August 20 Beginning of First semester
August 31 Last day of Withdraw W/O Record

August 31 Last day of refund fee request (non-degree students only)

August 20 - 24 Orientation week (Dates are tentative)

October 8 - 19 Mid-term Examination

October 23 King Chulalongkorn's Day Holiday

October 26 Last Day of Withdraw with "W"

December 5 H.M. The King's Birthday Holiday

December 9 Last Day of Classes

December 10 Constitution Day Holiday

December 11 - 23 Final Examination

Second Semester (January 7 – May 18, 2008)

October 31, 2007 Deadline of exchange application submission

November 26 – 30, 2007 Advanced Registration

January 7 Second Semester Begins

January 7 - 11 Orientation week (Dates are tentative)

January 18 Last day of Withdraw W/O Record

January 26 Last day of refund fee request (non-degree students only)

February 25 – March 2 Mid-term Examination

March 21 Last Day of Withdraw with "W"

April 6Chakri DayHolidayApril 7Substitution of Chakri Day\*HolidayApril 13 - 15Songkran FestivalHoliday

May 4 Last Day of Classes

May 5 Coronation Day Holiday

May 6 - 18 Final Examination

**Important note:** It's your responsibility to arrange the travel schedule to arrive in Bangkok at least a few day 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 you know the date of your last exam.

# **BBA FACTS & FIGURES**

# • BBA Professors

		No. of Professors
1.	TU Professors	124
2.	Adjunct professors	10
3.	Business Professors	79
4.	Visiting Professors	
	- The University of Texas at Austin, USA	9
	- University of Pittsburgh, USA	1
	- California State University at Sonoma, USA	1
	- Carnegie Mellon University, USA	1
	- University of Illinois at Urbana-Champaign	1
	- University of Washington, USA	1
	- Minnesota State University Moorehead, USA	1
	- Monterey Institute of International Studies, California, U	SA 1
	- Simon Fraser University, Canada	1
	- University of Ottawa, Canada	3
	- University of Canberra, Australia	2
	- University of New South Wales, Australia	1
	- University of Hong Kong, Hong Kong	1
	- University of Applied Sciences, Germany	1

# Class Profile

Year	Non-Thai Students	Thai Students	Total
1. 1st Year (Freshman)	2	131	133
2. 2nd Year (Sophomore)	2	99	101
3. 3rd Year (Junior)	4	108	112
4. 4th Year (Senior)	1	87	88

# • Highlight of Incoming International Exchange Students

Year	University	No. of students
1994	<ol> <li>University of Ottawa, Canada</li> <li>University of Canberra, Australia</li> </ol>	1 1
1995	University of Ottawa, Canada	3
1996	<ol> <li>University of Ottawa, Canada</li> <li>McGill University, Canada</li> <li>University of Canberra, Australia</li> </ol>	3 2 1

Year	University	No. of students
1997	<ol> <li>The University of Texas at Austin, USA</li> <li>University of British Columbia, Canada</li> <li>University of Ottawa, Canada</li> </ol>	2 1 5
1998	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Wisconsin-Madison, USA</li> <li>University of British Columbia, Canada</li> <li>University of Ottawa, Canada</li> <li>University of Victoria, Canada</li> </ol>	3 3 1 4 4
1999	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Wisconsin-Madison, USA</li> <li>University of Ottawa, Canada</li> <li>University of Victoria, Canada</li> <li>University of St. Gallen, Switzerland</li> </ol>	2 2 2 5 1
2000	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Hawaii at Manoa, USA</li> <li>University of Alberta, Canada</li> <li>University of Ottawa, Canada</li> <li>University of Victoria, Canada</li> <li>The University of Western Ontario, Canada</li> <li>Copenhagen Business School, Denmark</li> </ol>	3 2 2 4 3 1 3
2001	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Alberta, Canada</li> <li>University of Ottawa, Canada</li> <li>University of Victoria, Canada</li> <li>The University of Western Ontario, Canada</li> <li>Copenhagen Business School, Denmark</li> <li>Norwegian School of Economics and Business Administration, Norway</li> <li>Universite Paris Dauphine, France</li> <li>University of South Australia, Australia</li> </ol>	6 2 4 2 3 3 1
2002	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Hawaii at Manoa, USA</li> <li>University of Alberta, Canada</li> <li>University of Ottawa, Canada</li> <li>The University of Western Ontario, Canada</li> <li>Copenhagen Business School, Denmark</li> <li>EDHEC School of Management, France</li> <li>Universite Paris Dauphine, France</li> <li>Wirtschaftuniversitat Wien, Austria</li> </ol>	3 1 2 1 4 2 1 3 1

Year	Year University	
2003	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Hawaii at Manoa, USA</li> <li>McGill University, Canada</li> <li>University of Alberta, Canada</li> <li>The University of Western Ontario, Canada</li> <li>Copenhagen Business School, Denmark</li> <li>EDHEC School of Management, France</li> <li>European Business School, Germany</li> <li>ESADE, Spain</li> <li>Norwegian School of Management BI, Norway</li> <li>Nottingham Trent University, England</li> <li>Universite Paris Dauphine, France</li> <li>University of St. Gallen, Switzerland</li> <li>Wirtschaftuniversitat Wien, Austria</li> </ol>	2 2 3 2 4 3 1 1 1 1 5 2 2
2004	<ol> <li>The University of Texas at Austin, USA</li> <li>McGill University, Canada</li> <li>University of Alberta, Canada</li> <li>University of Calgary, Canada</li> <li>The University of Western Ontario, Canada</li> <li>University of Ottawa, Canada</li> <li>Copenhagen Business School, Denmark</li> <li>EDHEC School of Management, France</li> <li>European Business School, Germany</li> <li>Norwegian School of Management BI, Norway</li> <li>Nottingham Trent University, England</li> <li>University of St. Gallen, Switzerland</li> <li>Wirtschaftuniversitat Wien, Austria</li> <li>Singapore Management University</li> <li>Swedish School of Economics and Business Administration, Finland</li> </ol>	2 4 3 1 1 1 1 1 3 6 4 1 2 2 1
2005	<ol> <li>The University of Texas at Austin, USA</li> <li>University of Hawaii at Manoa, USA</li> <li>University of North Carolina at Chapel Hill, USA</li> <li>McGill University, Canada</li> <li>University of Alberta, Canada</li> <li>The University of Western Ontario, Canada</li> <li>University of Ottawa, Canada</li> <li>Copenhagen Business School, Denmark</li> <li>EDHEC School of Management, France</li> <li>European Business School, Germany</li> <li>Norwegian School of Management BI, Norway</li> <li>Nottingham Trent University, England</li> <li>University Paris Dauphine, France</li> <li>University of St. Gallen, Switzerland</li> <li>Wirtschaftuniversitat Wien, Austria</li> <li>ESADE, Spain</li> <li>Swedish School of Economics and Business Administration, Finland</li> </ol>	2 1 1 1 1 4 1 2 1 4 4 4 1 2 1

Year	University	No. of students
2006	<ol> <li>Nottingham Trent University, UK</li> <li>Wirtschaftsuniversitaet Wien, Austria</li> <li>European Business School, Germany</li> <li>University of St. Gallen</li> <li>McGill University, Canada</li> <li>Copenhagen Business School, Denmark</li> <li>University of Paris Dauphine, France</li> <li>University of Ottawa, Canada</li> <li>University of South Australia, Australia</li> <li>University of North Carolina at Chapel Hill, USA</li> </ol>	3 4 4 1 3 3 1 3 1 4

# Non-degree Students

Year	University	No. of students
1997	University of Manitoba, Canada     University of Texas-Tech, USA	1 1
1998	University of St. Gallen, Switzerland     Virginia Polytechnic Institute & State University, USA	1 1
2000	The George Washington University, USA	1
2001	<ol> <li>Aoyama Gakuin University, Japan</li> <li>Bellarmine University, USA</li> <li>California State Polytechnic University, USA</li> <li>McGill University, USA</li> <li>University of North Carolina at Greensboro, USA</li> <li>Virginia Commonwealth University, USA</li> <li>Wirtschaftsuniversitat Wien, Austria</li> </ol>	1 1 1 3 1 1
2002	University of Northern British Columbia, Canada	1
2003	<ol> <li>Yonsei University Korea</li> <li>East Tennessee State University, USA</li> <li>Georgia College &amp; State University, USA</li> <li>San Diego State University, USA</li> <li>Michigan State University, USA</li> </ol>	1 1 1 1
2004	University of Florida, USA     Ohio Wesleyan University, USA	1 1

Year	University	No. of students
2005	<ol> <li>Aahus School of Business, Denmark</li> <li>Copenhagen Business School, Denmark</li> <li>Monash University, Australia</li> </ol>	1 1 1
2006	<ol> <li>Boston University, USA</li> <li>University of Victoria, Canada</li> <li>State University of New York at Albany, USA</li> </ol>	1 2 1

# **ACADEMIC INFORMATION**

### • AREAS OF CONCENTRATIONS:

Majors:	Minors:
	Accounting
Accounting	Finance and Banking
Finance and Banking	Marketing
Marketing	Economics
	Open Electives

- <u>CLASS FORMAT</u>: 1 hour and 30 minute lectures twice per week <u>or</u> 3-hour lecture once a week, Monday - Saturday
- <u>ATTENDANCE</u>: Class attendance is mandatory. **Students are required to have a minimum of 70% class attendance to be eligible to sit in the final examination.**
- <u>PARTICIPATION</u>: Class participation affects the student's final grade in most courses. Many courses have group projects that require considerable participation.
- <u>REGISTRATION</u>: The students can register for any BBA courses offered as long as they are, under
  your school recognizes course equivalency towards your degree. : Exchange students may select
  any courses offered by the BBA International Program as long as they meet the pre-requisites
  required by the course. A tentative timetable of courses offered will be forwarded to you directly via
  e-mail as soon as possible.
- <u>GRADING</u>: Final grades are often based on midterm and final exams, projects and class participation. Grading policy is varied by different professors.

Α	B+	В	C+	С	D+	D	F
4.0	3.5	3.0	2.5	2.0	1.5	1.0	0

- <u>CLASS SIZE</u>: Undergraduate classes vary considerably in size. Normally, the class ratio is ranged from 1:15 to 1:60.
- <u>COURSE LOAD</u>: BBA Exchange students take 3-5 courses per semester. Please note that you are required to register the minimum of 3 courses with the BBA Program. It is strongly recommended that pre-registration via e-mail to secure your seat should be completed prior to your arrival.
- <u>EXAMINATIONS</u>: Exam formats vary. Midterm and Final exams are typically held during exam week of each semester.
- <u>ACADEMIC ADVISING</u>: Academic advice is available at the BBA Office. You can make your voice heard through either feedback or face-to-face discussion with BBA Director and associate directors. Prior appointment should be made in advance.

# **ACCOMMODATION**

Thammasat does not have on-campus dormitories for exchange students but we a suggested 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 provides a bed, a closet, a desk and a chair, a mirror and a telephone. However, all students must bring their own towels, pillow and pillowcases, sheet and blankets. 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:

# Unfurnished Housing:

<u>Apartment</u>	<u>Rate</u>	<u>Transportation</u>	<u>Notes</u>
1. Rattanakosin Island Condo.	8,000-17,000B	Bus no. 30, 203 & Ferry	one-bedroom
	21,000-24,000B	Bus no. 30, 203 & Ferry	two-bedroom

Address: 171/38 Pinklao Road, Bangkok-noi, Bangkok 10700 Thailand

Tel. 668 1556 7333, 668 5964 7333(contact Ms. Kang) e-mail: kung 034@yahoo.com

#### **Facilities and Services**

- 24-hour security, elevators, telephone system
- Restaurant, Spa, Swimming Pool and Gymnasium

## Remarks

Please visit <a href="https://www.geocities.com/bancham1970">www.geocities.com/bancham1970</a> to find out more information

<b>Apartment</b>	<u>Rate</u>	<u>Deposit</u>	<b>Transportation</b>	<u>Notes</u>
2. Pinkaew Apartmen	<b>t</b> 4,500 Baht*	4,500 Baht	Bus.no.203,30,123,80	Small room
	4,800 Baht*	4,800 Baht	Bus.no.203,30,123,80	Small room
	5,000 Baht*	5,000 Baht	Bus.no.203,30,123,80	Big room

Address: 120/5 Soi Thepnakarin Aroonamrin Road, Bangkoknoi, Bangkok 10700 Thailand Tel: 66 2882 3456 (Automatic 30 Lines)

# **Facilities and Services**

- 24-hour security, 2 elevators, telephone system
- There are mini marts and laundry service in the building.

#### Service charges for other utilities

- Electricity fee 5 Baht per unit

- Water fee 15 Baht per unit
- Telephone charge 5 Baht per 15 minutes (within Bangkok area)
- Rental of refrigerator 300 Baht per month for a small size or 400 Baht per month for a bigger one. 2,000 Baht deposit is required.
- Rental of television 400-450 Baht per month. Deposit 2,000 Baht.
- Rental of sheet, pillow, pillowcase and blankets is 300 Baht per month.

# **Remarks**

Before signing the contract, you have to inform the apartment's manager of the lease period. Deposits will be refunded when you move out.

<b>Apartment</b>	<u>Rate</u>	<u>Deposit</u>	<b>Transportation</b>	<u>Notes</u>
3. M N Residence	,	10,000 Baht	Bus.no.65,53,32	32 sq.m
	10,000 Bal	nt 20,000 Baht	Bus.no.65,53,32	70 sq.m
	10,000 Bal	nt 20,000 Baht	Bus.no.65,53,32	Double room

Address: 80 Soi Samsen 5, Samsen Road, Pranakorn, Bangkok 10200 Thailand

Tel: 66 2628 7800, 66 2281 4581

Fax: 66 2280 0893

E-mail: yinglek25@hotmail.com

#### **Facilities and Services**

- 24-hour security, 2 elevators, telephone system, swimming pool, garden
- There are food shops, mini marts, barber and beauty shops and other service facilities in the building.

# Service charges for other utilities

- Electricity fee 5 Baht per unit
- Water fee 17 Baht per unit
- Telephone charge 5 Baht per call (within Bangkok area)
- Parking fee 700 Baht per month (lessee only)

# Fully-furnished housing:

<u>Apartment</u>	<u>Rate</u>	<u>Deposit</u>	<u>Transportation</u>	<u>Notes</u>
1. Juladis River Mansion	13,000*	1 month	Bus. No. 19, 53	City view
	15,000*	1 month	Bus. No. 19, 53	River view
	25,000-35,000	1 month	Bus. No. 19, 53	2 bedrooms

Address: 2 Soi Samsaen 3 (Wat Sam Praya), Samsen Road, Pranakorn, Bangkok 10200

Thailand

Tel: 66 2281 0776 78, 66 2282 8337-40

Fax: 66 2281 5661

#### **Facilities and Services**

- 24-hour security, 3 elevators, telephone system

There are mini marts, laundry, swimming pool, fitness room and other service facilities in the building.

# Service charges for other utilities

- Electricity fee 4 Baht per unit
- Water fee 12 Baht per unit
- Telephone charge 5 Baht per minute (within Bangkok area)

#### **Remarks**

25,000 – 35,000 is connecting room with a living room and cooking area.

Deposit is refundable if you move out after 3 months.

You can pay by cash (Thai baht) or visa card.

<u>Apartment</u>	Rate	<u>Deposit</u>	<u>Transportation</u>	<u>Notes</u>
2. East Bank Apartment	18,000*	1 month	Bus. 53, 30, Ferry	Single room
	20,000-25,00 36.000*	1 month	Bus. 53, 30, Ferry Bus. 53, 30, Ferry	2-bedrooms 3-bedrooms

Address: 43 Nakhonchaisri Road, Dusit, Bangkok 10300 Thailand

Tel: 66 2669 1907, 66 1170 1983

Fax: 66 2669 1904

E-mail: <a href="mailto:eastbank43@hotmail.com">eastbank43@hotmail.com</a> (Mr. Suchart)

# **Facilities and Services**

- 24-hour security, 2 elevators, Direct Line
- High-Speed Internet by TRUE
- Laundry service, swimming pool, fitness room and other service facilities in the building

### Service charges for other utilities

- Electricity fee 5 Baht per unit
- Water fee 15 Baht per unit

# **Remarks**

- One bedroom, one bathroom
  - 1. 18,000 Baht is located in the east facing-poolside wing a living room
- Two bedrooms, two bathrooms
  - 1. 20,000 Baht is located in the corner units with a living room.
  - 2. 22,000 Baht is located in the east facing-poolside with a living room. It's 80 sqm.
  - 3. 25,000 Baht is located in the west facing with a living room. It's 90 sqm.
- Three bedrooms three Baths plus maid's room/bath
  - 1. 36,000 Baht is located in the top floors and corner units with living room and kitchen. It's 150 sqm.

\*You can pay by cash (Thai Baht or US.dollar or traveller's check).

	<u>Apartment</u>	<u>Rate</u>	<u>Deposit</u>	<u>Transport</u>	<u>Notes</u>
3. <b>P</b>	SB Apartment	14,000 20,000-25,000 30,000-35,000		Ferry Ferry Ferry	Studio (40 sq.m.) 1-bedroom (50 sq.m) 2-bedrooms (70-90sq.m)

Address: 376/3 Watrakang, Arun-Amarin Road, Siriraj, Bangkok-noi Bangkok 10700

Tel: 66 2412 7823, 66 2866 2066 E-mail: psb\_reservations@yahoo.com

# **Facilities and Services**

- 24-hour security service
- Mini fitness room
- 21-inch TV in living room with multi-language channels and UBC channels
- Internet connection
- 10 lines automatic telephone

- In each room consist of Refrigerator, King size bed, Air-conditioner, Telephone, TV, Water Heater, Safety Box, Sofa, Bathtub/Shower bath
- Laundry service, swimming pool, fitness room and other services in the building.

# Service charges for other utilities

- Electricity fee 6 Baht per unit
- Water fee 18 Baht per unit
- Telephone 5 Baht for Bangkok area

# **Remarks**

- Payment must be paid in cash (Thai Baht) only
- Late payment will be charge 100 baht per day
- In the case that the deposit shall not be return to the lessee, if the lessee leaves the apartment prior to the date of termination or not occupy on the date

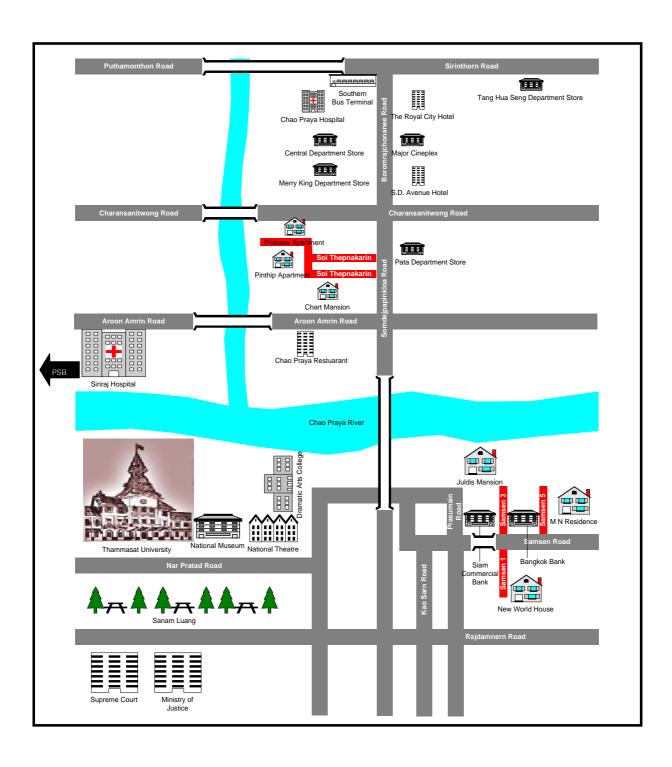
# **TEMPORARY ACCOMMODATIONS**

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

Name	Туре	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	

Remark Subject to change rates per night.

<sup>\*</sup> Rate and booking operated by www.sawasdee.com



# **HEALTH SERVICES**

### **HEALTH CARE**

The Health Service Center, located on the ground floor of Student activities Building, provides basic outpatient medical and dental cares for students on a free-of-charge basis. Students are encouraged to take advantage of such service on campus.

## **ACCIDENTAL INSURANCE**

Please request insurance information from the BBA staff.

APPROXIMATE LIVING COSTS: At the exchange rate 37 Baht per 1 USD (May 2007)

## **Academic-related expenses**

• BOOKS AND CLASS READING MATERIALS: approximately 4,000 Baht per semester.

# Other expenses

- FOOD: approximately 9,000 Baht per month.
- LOCAL TRANSPORTATION: approximately 2,000 Baht per semester.
- PERSONAL EXPENSES: approximately 15,000 Baht per month (Excluded traveling expenses).

# **DRESSCODE**

BBA students are required to wear uniform to the University. Some on-campus facilities; for example, computer center will not serve students who do not wear uniform. Exchange students are urged to participate in the dress code regulation. The uniform guideline is as followed:

#### ♦ Female :

- 1. White-short sleeves shirt
- 2. Black skirt
- 3. Thammasat uniform belt
- 4. Thammasat pins & buttons
- 5. Black shoes

#### ♦ Male:

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



# **BBA STUDENT SERVICES**

BBA Office provides assistance to exchange students prior to their arrival in Bangkok and throughout the time they are on campus. BBA Program arranges a buddy system to ensure that your stay is enjoyable.

■ **Buddy System:** BBA Program will find BBA student volunteers for each exchange student. Exchange students can contact them when you arrive in Bangkok. The student buddies help exchange students feel at home during their stay in Bangkok. The buddy system is informal and the amount of interaction between buddies depends upon the initiative of both students.

Thammasat University and BBA International Program offer the following services and facilities to all students:

- Library: Exchange students use 2 of 1" photo to apply for membership card.
  Lending Policy: Undergraduate students borrow 10 books for a 10-day period.
  - Types of membership:
    - 1. Permanent membership
      Exchange students use 2" of 2 photos to apply and 50 Baht for Library Fee.
    - 2. Temporary membership (Recommended)
      Exchange students use 2" of 2 photos and 100 Baht deposit. Deposit is refundable if you return the card to library.
  - ♥ Library branches:
    - **Pridi Bhanomyong library (Main Library)** located in Library Building Tel: 0 2613 3537, 0 2613 3546, 0 2613 3544, 0 2613 3532, 0 2613 3540 Homepage: <a href="www.library.tu.ac.th/pridi/pridi.html">www.library.tu.ac.th/pridi/pridi.html</a>
      Library Hours:

Term	Mon Fri.	Sat. – Sun.
Regular Semester	8 a.m. – 8 p.m.	9 a.m. – 6 p.m.
University Breaks	8 a.m. – 4 p.m.	9 a.m. – 6 p.m.

 Puey Ungphakorn Library (Faculty of Economics) located on 3<sup>rd</sup> floor of Main Library Building.

Tel: 0 2623 5178, 0 2623 5147

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

Library Hours:

Term	Mon Fri.	Sat.	Sun.
Regular Semester	8 a.m. – 7 p.m.	9 a.m. – 3 p.m.	9 a.m. – 3 p.m.
Summer	8 a.m. – 7 p.m.	Closed	9 a.m. – 3 p.m.
University Breaks	8 a.m. – 4 p.m.	Closed	9 a.m. – 3 p.m.

 Sanya Dharmasakti Library (Faculty of Law) located in Law library building, (1<sup>st</sup>-3<sup>rd</sup> floor).

Tel: 0 2224 1381, 0 2613 2124

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

Library Hours:

Term	Mon Fri.	Sat.	Sun.
Regular Semester	8 a.m. – 7 p.m.	9 a.m. – 7 p.m.	9 a.m. – 7 p.m.
Summer	8 a.m. – 7 p.m.	9 a.m. – 7 p.m.	Closed
University Breaks	8 a.m. – 4 p.m.	Closed	Closed

 Journalism and Mass Communication Library located on 2<sup>nd</sup> floor of Faculty of Journalism and Mass Communication

Tel: 0 2613 2717

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

Library Hours:

Term	Mon Fri.	Sat.	Sun.
Regular Semester	8 a.m. – 7 p.m.	9 a.m. – 3 p.m.	Closed
Summer	8 a.m. – 7 p.m.	9 a.m. – 3 p.m.	Closed
University Breaks	8 a.m. – 4 p.m.	Closed	Closed

- **Prof. Direck Jayanama Library** located on 5<sup>th</sup> floor on Faculty of Political Science.

Tel: 0 2613 2308, 0 2613 2326

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

Library Hours:

Term	Mon Fri.	Sat.	Sun.
Regular Semester	8 a.m. – 7 p.m.	9 a.m. – 6 p.m.	Closed
Summer	8 a.m. – 7 p.m.	Closed	Closed
University Breaks	8 a.m. – 4 p.m.	9 a.m. – 3 p.m.	Closed

- **Educational Media Service Center** located in Pridi Banomyong Library (Main Library) (Basement 2)

Tel: 0 2613 3533

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

Library Hours:

Days	Mon Fri.	Sat.	Sun.
Service Hours	8 a.m. – 8 p.m.	9 a.m. – 6 p.m.	9 a.m. – 6 p.m.

Note: All libraries are closed on National Holidays

Computer Lab: Students can use computer labs which offer both PC & Internet access around the campus. Students use 1 of 1" photo and pay 20 Baht to apply for a membership.

#### PC Lab & Internet Access:

- Faculty of Commerce and Accountancy
  - 1. 2<sup>nd</sup> floor computer lab opens

Date: Monday - Saturday

 $\underline{\mathsf{Time}}:\,\mathsf{Mon}\,\mathsf{-}\,\mathsf{Fri}\,:\,\,08{:}00\,\mathsf{-}\,08{:}50\,\mathsf{pm}.$ 

Saturday: 08:00 - 04:50 pm.

Room: Krung Thai Bank room (Equipped with 60 PC's)

Room: Sorporbortor room (Equipped with 25 PC's and 15 printers)

There are 2 computers offered outside computer lab for Internet access only. In the lab, there are scanner and laser printer services and 2 additional terminals for lab reservation.

2. 4<sup>th</sup> floor computer lab (Room 430)

Date: Monday - Friday

<u>Time</u>: Mon - Fri : 08:00 - 04:00 pm. <u>Computer Sets</u>: Equipped with 20 PC's

- Anek Prasong 2 Building ( 60th year Multi-Purpose II)

3<sup>rd</sup> floor computer lab opens

Date: Monday – Friday

Time: Mon - Fri : 08:00 - 06:00 pm.

■ E-mail Address: After registration, you may request for an account by contacting BBA Office. You will have access to e-mail upon receipt of your account. Your e-mail address will be in the format of <a href="mailto:x0293xxx@alpha.tu.ac.th">x0293xxx@alpha.tu.ac.th</a>; 02 = Faculty of Commerce and Accountancy, 93 = Exchange student. Example: a0293002@alpha.tu.ac.th

- How to reserve a computer at Computer Center 2<sup>nd</sup> & 4<sup>th</sup> floor, Faculty of Commerce and Accountancy
  - 1) The student will be allocated a monthly quota of 60 hours for computer usage in the computer lab.
  - 2) On the "Log On to Windows" screen, you fill out your User name and Password and select "NETSERVER" in the "Log on to" box.



- 3) After completion of the log-on, you will be allocated some data storage space found in Drive Z and applicable in all computers.
- 4) Your time quota of computer usage will be recorded right after completion of the log-on. It is highly suggested that you log off every time when you finish. If you face any technical problems that cause you the inability to log off, you should re-log on the same computer once the system is rebooted.
- 5) One User name can be used to log on to ONLY one computer.
- 6) Your User name and Password are valid throughout your study and able to be used for other Faculty services, such as Wireless Internet, Quota Printing, E-Learning, etc.

# Visa

When an exchange student's visa is expires, BBA staff will take you to extend visa at the Immigration Bureau. Below please find the visa information:

- Before the visa expires, students must extend the visa by bringing following documents:
  - 1. Letter from the Dean
  - 2. Completed Application for extension of temporary stay in the Kingdom (TM.7) with 2" recent photo attached
  - 3. 1,900 Baht fee for visa extension
  - 4. a copy of your passport

#### contact:

Immigration Bureau Soi Suan Plu, South Sathorn Road Sathorn District Bangkok 10120 Tel: 0 2287 3113, 0 2287 3101 10 ext. 2254-5

Transportation will be provided for the visa extension purpose.

**Notes**: The faculty provides transportation for exchange students to extend their visa.

- \*\*\* If students would like to leave Thailand during their stay, they must apply for a <u>re-entry</u> <u>permit before leaving the country</u>. A re-entry permits allows them to reenter Thailand and can stay for the remaining time of the visa. <u>If students do not apply for re-entry</u>, the visa will be automatically cancelled although it is not yet expired.
  - Re-entry Permit Requirement:
    - 1. Completed TM.8 Application Form
    - 2. 2" recent photo
    - 3. 1,000 Baht fees / single re-entry or 3,800 baht fee / multiple re-entry
    - 4. a copy of passport

#### Contact:

Immigration Bureau Soi Suan Plu, South Sathorn Road Sathorn District Bangkok 10120 Tel: 0 2287 3113, 0 2287 3101-10

**Notes:** If students study for one year. You have to report to the Immigration Office (4<sup>th</sup> floor) every ninety days. If you do not report to the immigration office, you have to pay the fine of 2,000 Baht.

<u>Telephone/Fax:</u> If you need to communicate with the international office at your school, feel free to leave your letter with "Pam". The letter will be immediately faxed to your home school.

# **EXTRA-CURRICULAR ACTIVITIES**

- Clubs e.g. boxing club, photography club
- Sports events
  - 3 International Programs: BBA International Program, BE International Program (Economics) and Sirindhon International Institute of Technology (Engineering) of Thammasat have joined following sports events:

#### - Inter-Dome

Each year one of the international programs will be the host of the event. Each program (BBA, BE [Economics], 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.

# - Soccer

BBA International students will send representatives to compete with the other seven teams from the BBA Thai program.

#### - Basketball

- 1. Basketball match between TU (Thammasat University) and CU (Chulalongkorn University).
- 2. Basketball between BBA Thai & International Program.
- 3. Basketball between BBA seniors and freshmen.

# **MISCELLANEOUS SERVICES**

Banking Services

There are a lot of banks nearby the campus.

- 1. Siam Commercial Bank\*, Sub Tha Prachan Branch, opposites Thammasat University (Prachan Road).
- 2. *Thai Military Bank*, Tha Prachan Branch, besides Thammasat University (Prachan Road).
- 3. Siam Commerical Bank\*, Banglampoo Branch located at the corner of Prasumaen Road.

If you would like to go, please take bus no. 53, 32 or Tuk-Tuk or Taxi services.

- 4. Siam City Bank\* located at the corner of Prachan Road (Opposite of Grand Palace).
- 5. Bangkok Bank, Tha-Tien Branch, opposite of Wat Po.
- 6. *Krung Thai Bank*\*, Tha-Tien Branch, opposite of Wat Po. If you would like to go, please take bus no. 53, 32, 82 or Tuk-Tuk or Taxi services.

\*You can use foreign exchange service at these banks or use the money exchange services below:

Money Exchange Services

After Bank Office Hours

- 1. Bangkok Bank Limited Tel: 0 2230 2466, 0 2230 1331-2
  - New World Department Store, Banglampoo

10:00 - 08:00 p.m. (everyday) Tel: 0 2280 1741

- Khaosan Road, Banglamphu

07:30 - 08:00 p.m. (everyday) Tel: 0 2282 5523

- 2. The Siam City Bank Ltd. Tel: 0 2208 5158
  - Khaosan Road, In front of Dior Guest House

09:00 - 08:00 p.m. (everyday) Tel: 0 2282 9142-3

- Inside Wat Arun (Temple of the Dawn)

07:30 - 02:00 hrs. (everyday)

- 3. Krung Thai Bank Limited Tel: 0 2281 6950 2
  - Khaosan Road

08:30 - 08:00 p.m. (everyday) Tel: 0 2280 1726

Naphralan Road

08:30 - 04:30 p.m. (everyday) Tel: 0 2225 5371

- 4. Siam Commercial Bank Tel: 0 2256 1229
  - Khaosan Road

10:00 - 08:00 p.m. (everyday) Tel: 0 2280 1452

Ratchadamnoen Klang

08:30 - 06:00 p.m. (everyday) Tel: 0 2281 5905

- Wat Phra kaeo

08:30 - 04:30 p.m. (everyday) Tel: 0 2225 2770-1

- 5. Thai Dhanu Bank Limited Tel: 0 2230 5000, 0 2233 9160-9
  - Wangburapa

03:30 - 07:30 p.m. (Monday-Friday)

09:30 - 07:30 p.m. (Saturday-Sunday)

- 6. Thai Farmers Bank Tel: 0 2270 1122, 0 2273 1231-38
  - Khaosan Road, Banglamphu

08:30 - 08:00 p.m. (everyday) Tel: 0 2282 8959

- 7. Thai Military Bank Tel: 0 2273 7020
  - Phra Atit Road, Soi Rambuttri

09:00 - 05:00 p.m. (everyday) Tel: 0 2282 6018, 0 2282 6096

- 8. Bank of Ayudhya Ltd. Tel: 0 2253 8632, 0 2253 8102
  - Khaosan Road, Banglamphu

08:30 - 06:00 p.m. (everyday) Tel: 0 2282 6492

- 9. Bangkok Metropolitan Bank Ltd.
  - Khaosan Road

08:30 - 08:00 p.m. (everyday) Tel: 0 2282 9404

- 10. Bank Thai PCL:
  - 181 Khaosan Road

07:30 - 09:00 p.m. (everyday) Tel: 0 2629 4039

- 24/2 Khaosan Road

07:30 - 09:00 p.m. (everyday) Tel: 0 2282 5710

#### Bookstores

TU Bookstore is opposite of the Faculty of Liberal Arts, or next to Multi-Purpose Building. Service hours:

Day: Monday - Saturday

Time: Mon - Fri : 08:30 - 07:00 pm. Saturday : 09:30 - 03:30 pm.

There are 2 bookstores outside the campus:

- Nai-In bookstore next to Kentucky Fried Chicken
- Dok-Yar bookstore next to Seven-Eleven convenience store

## Photocopying

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

- Faculty of Commerce and Accountancy
  - 1. First Floor (Sanam Luang & Tha Prachan sides)
  - 2. Fourth Floor (In front of the library)
- Faculty of Liberal Arts
- TU bookstore.

#### Food Services

Food is very easy to find both on and off campus. On-campus food centers are located beside the Faculty of Commerce and Accountancy, between Language Institute and Dome Building and behind Students Activity Building. Please see the campus map for exact locations. Most off-campus food stores offer one-dish Thai food including fried rice, rice with side dishes and noodles.

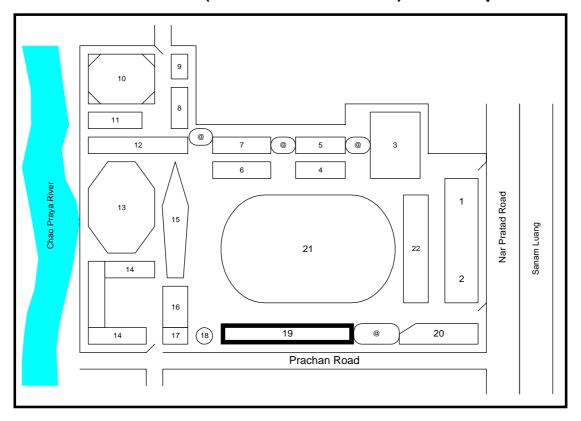
# Photo shops

There is several photo shops located around Tha Prachan lawn that you can buy film, camera or take your photo and complete within 1 hour.

#### Mobile Phone and SIM cards

SIM cards for your mobile phone are available at convenience stores such as 7-eleven nearby the university or mobile phone shops normally located in almost all of shopping malls around Bangkok.

# Thammasat (Tha Prachan) Campus Map



- 1. Main Auditorium
- 2. Art & Culture Auditorium
- 3. Faculty of Law
- 4. Student Activity Building
- 5. Gymnasium
- Faculty of Journalism and Mass Communication
- 7. Language Institute
- 8. Faculty of Political Science
- 9. TU Press
- Anek Prasong 2 Building (Multi-Purpose 2 Building) & Parking Lot
- 11. Faculty of Economics
- 12. Main Library
- 13. Predee Area
- 14. Faculty of Liberal Arts
- 15. Dome Building

- 16. Anek Prasong Building
- 17. TU Bookstore
- 18. TA-TU Internet Center
- 19. Faculty of Commerce and Accountancy
- 20. Faculty of Social Administration, Faculty of Sociology and Anthropology
- 21. Football Field
- 22. Parking Lot
- @ Cafeteria