



มหาวิทยาลัยสยาม
Siam University

International Program

STUDENT HANDBOOK



**38,Petchkasem
Road,Phasi Chareon
District,
Bangkok 10160,
Thailand**

Tel: 028678088 ,0224570068

Fax: 028686883, 024576657

Email: ibba@siam.edu

Website: www.inter.siam.edu

www.ibba.siamnet.asia



Disclaimer: Please consider this book as a guideline for students and other relevant stakeholders of the university. The content of the book will have to be approved and will be in practice in due course.

**INTERNATIONAL PROGRAM
STUDENT HANDBOOK
2017-2018**

38,Petchkasem Road,Phasi Chareon District,
Bangkok 10160, Thailand

Tel: 028678088 ,0224570068
Fax: 028686883, 024576657

Email: ibba@siam.edu / ibba@siamnet.asia
Website: <http://www.inter.siam.edu/>
<http://www.ibba.siamnet.asia>

This Book is developed by BBA Team
Version No: 01/2017

Note; *prices mentioned in this book are subjected to change without prior notice*

Welcome to International College

The Student Handbook will help you cope your academic and social life at Siam University; International Program. There is no doubt that you will get much more if you are well informed on Siam University regulations, services and facilities.

This handbook is up-to-date at the time of printing. Important changes will be announced via email and the on-line Bulletin.

This handbook is accessible online at WWW.IBBA.SIAMNET.ASIA

Be well informed and make the best of your life at Siam University.

Development Notes:

This book is developed in order to assist students and other community. User will find most important details for the particular academic year and other general details which will be useful during studies at Siam University.

The first version of student's handbook is prepared using existing reliable data. External assistance was used to gather all the basic details and compiled into a basic version, also referred several literature materials etc. It will be upgraded every year with up to date information. There are some topics that will be added in next versions, thus some important details may not be available in this version. You may find the topics to be added in next versions below. Further, we kindly request your feedback about the content and any suggested topics by emailing to ibba@siam.edu and copy to editor@siamnet.asia.

Next versions of Student Handbook would include following topics:

Initial Editors© 21/07/2017 (Version 1)

Ms. Erandathi Dissanayake
Dr. Eng. Duminda Jayaranjan

Updated Version Editors (From Version 2 onwards)

Last updated version no: 1 Dated: 21/07/2017

Contents

WELCOME TO THAILAND	4
INTRODUCING TO INTERNATIONAL COLLEGE	10
EVENT CALENDER: IMPORTANT DATES OF 2017-2018.....	13
GUIDANCE FOR NEW STUDENTS.....	13
STUDENT ACADEMIC PERFORMANCE POLICY.....	16
STUDENT AFFAIRS AND CAREER CENTER AT SIAM UNIVERSITY	18
HARASSMENT POLICY.....	19
SUBSTANCE ABUSE POLICY	26
ENVIRONMENT POLICY.....	27
CAMPUS FACILITIES AND SERVICES	30
Student Accommodation	30
International Student Center (ISC)	30
Internship & Career Placement Center	30
Visas	30
Uniform	31
Banking	32
Dining	32
Convenience Store 7-11	32
Photocopy centers	32
Pay Phones	33
Sports and Recreation	33
Library	33
Internet and Other Campus Wide IT Services	34
Siam University Medical Clinic and Pharmacy	34
WHOM TO CONTACT	35

WELCOME TO THAILAND

CLIMATE

Thailand is hot all year long, although it can get a little chilly at night in winter, especially in the hills in northern and northeastern parts of the country. The temperature range is 75-95 degrees Fahrenheit (25-35 degrees Celsius). There are three seasons in Thailand:

- Summer: hot & dry (March - May)
- Rainy season: hot & humid (June - October)
- Winter: cooler & dry (November - February) It is advisable that you carry around an umbrella with you all the time during the rainy season

MONEY MATTERS

Thai currency is Baht and Satang (1 Baht = 100 Satang).

- Satang coins: 25 Satang (quarter) and 50 Satang (half) - not frequently used
- Baht coins: 1 Baht, 2 Baht, 5 Baht, and 10 Baht
- Baht bills: 20 Baht (green), 50 Baht (blue), 100 Baht (red), 500 Baht (purple) and 1,000 Baht (gray)

Exchange rates

The exchange rate is around **33 THB**. Around the town, you can find a lot of banks and foreign exchange services that can change most of the major currencies.

Banks

Thai and Foreign banks open on Monday - Friday, except public and bank holidays. The banking hours are 7:30/8:30/9:30 am - 3:30 pm in Bangkok, and 8:30 am - 3:30 pm outside Bangkok. The branches in some department stores may stay open until 8:00 pm. They may also be open on weekends. Many banks in Thailand provide overseas services if you have an account at their bank. To open an account, you have to show your passport first.

Checks

US dollar Travelers checks can be conveniently cashed at all banks and at the authorized moneychangers. Traveler checks in other currencies are best changed in Bangkok where better rates prevail. CREDIT CARDS and ATMs American Express, Diners, Master Card and VISA, are widely accepted and very useful in Thailand. All department stores, many small shops, and supermarkets accept credit cards. And you can use them to withdraw money from most ATMs. Try to keep your credit card in sight in a shop. If possible, follow the sales person to the payment kiosk. Some

unscrupulous vendors may make several copies of credit card slips when you are not paying attention.

Pocket money

We suggest that you carry some cash around since it is still the most accepted form of payment. Some places will not accept credit cards or checks below a minimum purchase. Having 1,000 Baht in small denominations is more than sufficient, although it depends on personal preferences.

FOOD

Eating in Thailand is an essential part of the national lifestyle. Thai dishes range from the very sweet, to sweet and sour, to spicy, to very spicy. If you are not used to spicy food, the best policy is to try everything, but always ask if the dish is spicy. If a Thai says it is, try a very small amount or avoid eating it until your taste buds have adjusted. Another choice is to ask for “mai-ped”, which means “not spicy”. Almost all Thai food is cooked with a wide variety of fresh ingredients, including vegetables, poultry, pork, seafood, and some beef. Predominant flavors are lime juice, lemongrass, salty fish sauce, garlic (lots of it!) and coriander, and, of course, chillies of various degrees. If you like vegetarian food you will find some very satisfactory dishes in Thai and Indian cuisine. There is also a number of vegetarian restaurants and Halal restaurants around. Popular local drinks are lime juice, orange juice, and coconut water.

Restaurants

Bangkok has many international restaurants (generally expensive) and a lot of less expensive exotic restaurants. Check advertisements in publications.

Fast food

Don't be surprised to find many American fast food chains in Bangkok. They are immensely popular, especially among young people. A few of them offer delivery services, such as Pizza Hut, and KFC. Ice cream can be found at Swensen's, and Haagen Daz, etc.

TRANSPORTATION

Buses

Buses are the cheapest form of transportation in Thailand. There are non-air-conditioned buses and air-conditioned buses. You can also find free buses occasionally. The fares start at 8-11 Baht, and may vary according to the distance traveled (tell them your final destination and they will tell you the fair).

Taxis

If you'd rather commute by taxi, the best way is to get a "taxi-meter". Other taxis require that you bargain with them. Metered taxis start at 35 Baht. You must make sure that the driver has his meter on. Drivers may try to coerce foreign passengers into paying a very expensive flat rate (100 Baht or more). Also, it is common for some drivers to refuse to provide service to passengers travelling a long distance (they make less money), or travelling at rush hour (especially around 3:00 - 4:00 p.m. when their shift is almost over)

Tuk-tuks

The ever-popular Thai motor tricycles (Tuk-Tuks) are fun to ride, but they can be dangerous as they drive fast. You will need to bargain. A good starting price is 20-30 Baht for a short distance. They are mainly available in Bangkok and some provinces that are tourist destinations such as Chaing Mai and Ayudhaya.

Motorcycles

These are in great demand during bad traffic times since they will get you to places where cars cannot and they are much faster. Motorbike taxis ("motorcys") can be found at the end of many "Sois", little streets. Although this is a convenient and popular form of transportation, it is more risky. The Law requires helmets for both the driver and passenger. Ask for the fare first.

Sky trains and subways

There are also networks of sky trains and subways in Bangkok. Check their websites for the maps and fares. (Search "BTS" for the sky train, and "MRT" for the subway.)

LANGUAGE

This listing of basic Thai words and phrases is just to help you in the beginning. We also recommend that you buy a small Thai-English phrasebook. Writing words and phrases on a card and carrying it will encourage you to use them in everyday life. Before long, you will be able to distinguish separate words from the initial confusion of foreign sounds.

Numbers

NUMBERS

1 = nueng	11 = sib-ed	30 = saam-sib
2 = song	12 = sib-song	31 = saam-sib-ed
3 = saam	13 = sib-saam	32 = saam-sib-song
4 = sii	14 = sib-sii	...
5 = haa	15 = sib-haa	40 = sii-sib
6 = hok	...	41 = sii-sib-ed
7 = jed	19 = sib-gao	...
8 = paed	20 = yii-sib	100 = nueng-roi
9 = gao	...	250 = song-roi haa-sib
10 = sib	21 = yii-sib-ed	500 = haa-roi
	22 = yii-sib-song	1,000 = nueng-paan
	23 = yii-sib-saam	1,950 = nueng-paan gao-roi haa-sib

Polite speech

In polite speech, women end phrases with “kha”, and men “krub”. When referring to oneself, women say “dichan”, and men “pom”. And referring to the person they speak to, as “khun”. You may hear various pronouns in more casual speech. For example, your friend may call him/herself “rao”.

Greetings

Good morning / afternoon / evening	Sa-wad-dee (kha/krub)
See you again.	Pob-gan-mai (kha/krub)
How are you?	Sa-bai-dee mai (kha/krub)
I'm fine.	Sa-bai-dee (kha/krub)
Thank you	Khob-khun (kha/krub)
OK	Tok-long (kha/krub)
You're welcome. / It's no problem.	Mai-pen-rai (kha/krub)
Excuse me.	Kor-tod (kha/krub)
My name is ...	Pom / Dichan cheu ...
I want ...	Pom / Dichan tong-karn ...

Questions

Yes	Chai (kha/krub)
No	Mai-chai (kha/krub)
No?	Mai? Or Chai-mai (kha/krub)?
Where is ... ?	... yuu-tee-nai (kha/krub)?
How much?	Tao-rai (kha/krub)?
Can I have ... ?	Kor ... dai-mai (kha/krub)?
What is this?	Nee-arai (kha/krub)?
What is your name?	Khun-chue-arai (kha/krub)?
Do you have ... ?	Mee ... mai (kha/krub)?
I don't have ...	Mai-mee ... (kha/krub)
Do you understand?	Khao-jai-mai (kha/krub)?
I don't understand.	Mai-khao-jai (kha/krub)
Do you speak English?	Khun-pud-paasaa-angrid-dai-mai (kha/krub)?

TOURIST ATTRACTIONS

Bangkok

Bangkok is the center of government administration, business, and education. It also has a lot of tourism places. Some of the most famous are Wat Pra Kaew (the Emerald Buddha Temple) and the Grand Palace, both located in central Bangkok, opposite the first campus of Thammasat University (Tha Pra Chan Campus). Also, you can visit other places around Bangkok such as Kaosarn road (a shopping market nightstreet), Dusit Zoo, Wimarn Mek Royal Place, Flower market, and so on.

Ayudhaya

Ayudhaya is the ancient city that contains traces of Thailand in former times. About 30 minutes from Thammasat University (Rangsit Campus), you can see the beautiful historical sites of the old capital city of Thailand, in which the remains of the royal

palaces and temples are preserved. Tourists can go sightseeing around by various kinds of vehicle, or by riding an elephant.

Pattaya

Pattaya has the most popular beaches in Thailand. About 150 km from Bangkok, you can relax and enjoy a lot of activities and visit interesting places along the beaches of Pattaya. For example, scuba diving, bottle museum, the Pattaya Park, cabaret shows, the Model City, the Elephant Village, the Monkey School, etc.

Chiang mai

Chiang Mai is located in the northern part of Thailand. Its historical significance, fresh air and natural beauty attract a large number of tourists, especially in winter. There are various kinds of tourism activities in Chiang Mai, including sightseeing, trekking, local tradition fairs and other kinds of entertainment. It is about 695 km from Bangkok, and takes only 45 minutes by airplane, 9 hours by bus or car, and 13 hours by train.

FESTIVALS

Songkran

Songkran is the Thai New Year festival, held on April 13-15, which Thai people regard as the hottest time of the year. People come back to their home and pay respect to their parents and the elderly. In the afternoon, children and teenagers usually go outside and splash water on each other as a way of giving refreshment and cheer. You can join Songkran festival in Chiang Mai, Pattaya, Kaosarn Road in Bangkok, or anywhere around Thailand.

Loy kra tong

It is the celebration of expressing our gratitude to the river for its usefulness, and making amends for our misuse. On the full moon night of November, people make “Kra Tongs” from a plate of banana trunk, and decorate them with flowers, joysticks and candles. Then, they float them in the river. Famous places that hold Loy Kra Tong festivals are Sukhothai and Ayuthaya.

Official holidays

Here are the official holidays in Thailand when the embassies and the government offices are closed. If a holiday falls on the weekends, the following Monday becomes a substitute holiday. And there are some Buddhist holidays which are changeable according to the lunar calendar. (<http://ibba.siamnet.asia/calendars/>)

DO'S AND DON'TS IN THAILAND

- ✓ Do “wai” a person who is older than you, especially your teachers and your friend’s parents. “Wai” is the polite way of greeting in Thailand, with palms held together in front of your body and a slight bow of your head.
- ✓ Do speak slowly and clearly, especially when ordering food, even when the waiter can speak English. The best way is to simply point at the number in the menu and say “45 - one, please,” or “33 - two, please.” Some menus have many errors.
- ✗ Don’t post any cash and don’t post an important document when you don’t have another copy, even if it is registered. The frequency of loss is very high and it also takes a long time to arrive. It is advisable to post important letters using EMS.
- ✗ Don’t criticize the Royal Family, even in jest. Thais treat the Royal Family with the greatest respect and affection.
- ✗ Do likewise. Don’t point your feet at anyone or anything. When sitting with your legs crossed, it is quite easy to accidentally offend someone with your feet. It’s also not a good idea to point your finger at anything. If you need to indicate an object or a direction, do it the Thai way: with a flat hand, all fingers extended and together.
- ✗ Don’t touch anyone on the head. A person’s head is as exalted, in the Thai way of thinking, as the feet are lowly

INTRODUCING TO INTERNATIONAL COLLEGE

International College at Siam University offers programs leading to Bachelor of Business Administration, majoring in International Business Administration and Service Industry Management as well as Master of Business Administration. The objective of our undergraduate programs are to increase students' language proficiency; prepare students to pursue graduate studies in the Business Administration programs in International Business and Service Industry Management at Siam field of Hospitality Management and Business Administration; and to provide students with technical and management skills necessary for supervisory and management positions in the hospitality industry.

Dedicated staff of the Siam University International Program

International Bachelor of Business Administration Team (IBBA Team)



Siam University Map



Top view map of the Siam University

Siam University Buildings

The university is comprised of 21 buildings and the following are some details of each:

1. Administration Building: house of the radio broadcasting studio, the Public Relations Department, the Office of Finance and the Accounting Department.

2. The Old Main Building: is a reinforced concrete building, containing: classrooms, language laboratories, teachers' offices, a SE-ED Siam University Bookstore, the Siam University's Post Office, a health center and clinic, Bangkok Bank Ltd. (Siam University Branch), the International BBA Office and a Muay Thai Boxing and Judo Gym on the top floor.

3. The Dr. Narong Mongkhonvanit Memorial Building: housing the Faculty of Information Technology, containing seven computer laboratories, a Hotel and Tourism operating room, the Graduate School Library, a teaching and learning-facilities center, teachers' offices, classrooms and the Purchasing Department.

4. The Siam Cultural Center: is a three-story building, housing the Cultural Center, a Hotel and Tourism operating room, Siam University Theatre, a television operating room, physics laboratories, a demonstration court for legal practice, photography and movie production house, teachers offices and classrooms. On the ground floor is a canteen.

5-7. The School of Engineering Operation Buildings: used for engineering course instruction and experiments.

8. The School of Engineering Main Building: Contains a mechanical-engineering laboratory, a computer mechanical-analysis laboratory, a liquid-mechanics laboratory, a design and CAD-CAM laboratory, a power-electricity laboratory, an electronic laboratory, the office of academic training and services, teachers' rooms and classrooms. Used for engineering course instruction and experiments.

10. The Sportsmen's Room Building: --

11. The Science and Technology Innovation Center: Contains offices, classrooms and labs and is a central location for the development and display on innovative inventions and technological creations from the Engineering and Science Departments.

12. The Royal Majesty Jubilee Building: The name is in commemoration of the 60th birthday of King Bhumibol Adulyadej. This ten-story building houses an auxiliary Office of the President, the Office of Academic Affairs, the Office of Educational Services, the Central Library, a 1200 seat auditorium, a seminar room, a demonstration room for banking practice, a cafeteria, lecture rooms, a small meeting room and teachers offices

13. The ATM Kiosk:

14. The Science Complex Building: Housing the Faculty of Science, the Faculty of Nursing, teachers' offices, seminar rooms, food-science laboratories, chemical laboratories, Pharmacy laboratories and the computer center for engineering and sciences.

15. The 30th Anniversary Building: A five-story building with 3,500 square meters of space containing lecture rooms, an Internet center with more than 300 personal computers, classrooms and teachers' offices.

16. Main Canteen: A full service food court.

17. The Students' Clubs Building: Houses the Guidance and Placement Division, the Office of the Student Affairs, a 7-Eleven convenience store, offices of student clubs and the University Guest House.

18. The Electrical Engineering Operations Building: Contains a power/electricity experiment and analysis laboratory, a fiber-optic cable communications system, a computer hardware operating room and an electronic laboratory.

19. The Golden Jubilee Building: The tallest building on campus, constructed in 1999 commemorating King Bhumibol Adulyadej's 50th accession on the throne. This

building contains the admissions office, the University Council Conference Room, the Office of the President, the Office of Graduate Schools, the University Theater, the Siam Heritage Lounge, a small demonstration hotel, a 700 car parking garage, a research room, lecture rooms and additional Placement Division services, as well as houses the Southeast Asia office of the International Association of University Presidents (IAUP).

20. Siam University Sports Complex and Auditorium: The newest building on the Siam University Campus with an area of 2,400 square meters and a seating capacity of over 1,000. It features an air-conditioned fitness center with the latest equipment, full-sized basketball, volleyball and badminton courts and table tennis facilities. The complex is also used as an auditorium for on-campus conventions and special functions.

21. Elephant Gate: The Elephant Gate Plaza is the newly built sculpture of the elephants that image the culture and tradition of the Thai costume. This plaza is utilized as a place for various outdoor activities of the students.

EVENT CALENDER: IMPORTANT DATES OF 2017-2018

Inter BBA Calendar

Event calendar for the year **2017-2018 (from August 17' to July 18')** can be found in the link below <http://ibba.siamnet.asia/calendars/>

GUIDANCE FOR NEW STUDENTS

Admissions

Interested candidates may apply during the following periods:

BBA Program

- May – July for August Semester
- October to December for the second semester (starting in January)

There are two methods for admission at Siam University.

- 1) Transfer from an accredited university or college
- 2) By earning a passing grade on the *entrance examination* (The entrance examination is available prior to each academic term)

Qualifications

Applicants must possess:

1. Grade 12 certificate or its equivalent certified by the Ministry of Education
2. Clear record of good behavior (Criminal record)
3. Good physical and mental health without any communicable disease (exceptions may be made following the recommendation of a medical doctor)
4. Having good behavior and good conduct
5. Working knowledge of English and Mathematics
6. Documents and fees for application for entrance examination
7. A photocopy of the grade 12 certificate or its equivalent
8. Four 3 * 4 cm photographs
9. Application fee of 300 THB (Can be changed without prior notice)
10. Successfully passing the entrance examination Siam University administers the entrance examination is to determine the candidate's proficiency of the following subjects
 - English Comprehension
 - English Grammar

The candidates who are not able to demonstrate a working knowledge of English will be required to take one or more intensive English course **prior to the beginning of the first semester**. The candidates who successfully pass the Entrance Examination are not required to take intensive English exam prior to the beginning of their first semester.

Admission procedure

1. Obtain and complete the Application form QF-03-07 (200 THB). The form is available at the office of the International Program B.B.A. International Building 19, on 1st floor and B.B.A Hotel and Tourism (19-605), Building 19 on 6th floor.
2. Read and sign the program code of conduct. Signing the **student code of conduct** means you accept the International program.
3. Submit the following necessary documents;
 - a. Application form (QF-03-07)
 - b. Student Code of Conduct
 - c. High school diploma with official transcripts
 - d. Photocopy of National ID card/Passport
 - e. 2 photographs
 - f. Certificates(s) and transcripts from previous tertiary education institutes for transfer of credits.
4. Placement test and interview: Applicants whose native language is other than English must have an interview in English and take a placement test in order to assess their level of proficiency in English. The director of the

international Program evaluates the application. If selected, the student can then proceed with the course registration.

See the Course registration section below.

5. Accepted applicants proceed to the admission center located in Building 19 on the 1st floor for the payment of the **annual university fee** (5,600.00 THB – can be changed without any prior notice), upon which the student is issued with a receipt that is needed for the next step.
6. Obtain the university belt and necktie from at Building 1 near the campus entrance. Admission is now complete, you can now proceed with the registration of courses, as well as the obtain a temporary ID card at the registration office at Building 12, 1st floor.

Applying from Abroad

Applications from countries other than Thailand who have not graduated from an English medium high school must submit the score of a recently passed English Proficiency exam such as TOEIC or TOEFL whenever possible. There is no predetermined minimum score for TOEIC or TOEFL. Those who have scored **500** on TOEIC/TOEFL or more will be exempted from the Intensive course requirements.

Additionally, PRIOR TO entering Thailand, accepted candidates must obtain a letter from the University to be presented to proper **Thai authorities** so that they can obtain a non- immigrant visa(ED). **The immigration department** of Thailand does not accept tourist visas for those students wishing to acquire a student visa. Entering Thailand requires a re-entry.

Student ID card (ID)

Siam University issues a Student Identification Card for all the registered students. New students who have been cleared for registration will be given a temporary ID card.

ID card is not transferable. A student may not allow any other person to use his/her Siam University ID for any process. ID cards are a property of Siam University and are intended for university purposes only. Every student is responsible for his/her ID card and any circumstance of misuse. A student who alters or falsifies his/her Siam University ID card or produces/ distributes false ID card is subjected to disciplinary action. Lost cards should be reported immediately to the Register Office.

Replacement of Siam University ID card may be ordered at the Registry office for a fee of **50 THB**.

STUDENT ACADEMIC PERFORMANCE POLICY

Course Load

Student's course load may vary with student's individual circumstances. To maintain fulltime status a student must enroll in **at least 4 courses (12 credit hours)** per semester. The **maximum number of courses is 7 (21 credit hours)** per semester. Special permission must be obtained in order to enroll in 8 or more courses.

- Written permission from the Program Director concerned if they are senior graduating students or junior and senior students with a cumulative CGPA of more than 3.25 and a valid reason.
- In all other cases, written permission of the Program Director is required.

Attendance

Students are expected to attend all classes. A minimum of 80% attendance is mandatory. There are no authorized cuts from classes. Irregular attendance may result in you losing the right to sit for the final examination of the respective subjects for which you were excessively absent (e.g. absent more than 20% of the classes).

In case of **unavoidable absences**, such as illness or accident or serious illness or death of a family member, all work missed due to the student's absence must be satisfactorily made up. The responsibility for completing the outstanding work rests with the student. Unavoidable absences **must be properly documented** with an attending physician's certificate from a duly registered hospital. Failure to provide proper documentation may result in a non-excused absence.

Examinations

There are two examination periods per semester: the mid-term and final examinations. It may happen that some teachers choose not to have a mid- term examination.

All registered students will automatically be listed for the classes they have enrolled for. The lists are displayed on front of **building 3**. If the name of a student is not in the exam schedule, for which a student is enrolled, the student should contact the registration office.

Students are requested to present their student ID card for identification for an exam.

The **use of mobile phones is strictly prohibited** during an exam. All registered students must **take the exam on the date and the time on which the exam is scheduled**. If it is impossible to attend on the scheduled exam, due to an unavoidable matter, please inform the Program Director. If a student falls sick during an exam, the student should inform the proctor prior to leaving the exam hall. The proctor will inform the relevant instructor who may decide to assign you an incomplete grade (I), so that the student can sit for the exam later. The student should be aware, that the

instructor will *not automatically grant an I grade*. The decision may depend on the academic progress of the student.

Honors System

The University, is willing to provide recognition to exceptional students, has an honor system. Students are given awards for hard work measurable in grades, beginning with semester grades and ending with cumulative grades until graduation. Students maintaining a high scholastic average are eligible for graduation with honors.

- **First Class Honor:** GPA 3.60-4.00
- **Second Class Honor:** GPA 3.25-3.59

Requirements For Honors

Students must:

- Have fulfilled all the requirements for graduation **within 4 years**
- Not have been placed on probation in any categories
- Not have received a grade of 'F' for any course Transfer students must have taken all the third and fourth year courses (**or 72 credits**) at the University.

Academic Action

- ✓ Academic action taken on a student can be both favorable and disciplinary. When a student is performing well, all actions on him/her in the academic area are said to be favorable to the student. For example, when a student obtains a high GPA he/she is put on the Academic List of Honors; when he/she consistently achieves very high marks, he/she is given higher honors.
- ✓ How-ever, if his/her achievement is **below standards, disciplinary action** is taken against him/her.
- ✗ Disciplinary Action against the student is of two kinds, depending upon the severity of the poor performance measured in time; **Probation or Dismissal**.

Probation

Students who obtain a cumulative CGPA of less than 2.00 (1.99- 1.50) but above the limits set for dismissal from the University will be put on probation, except the first semester of the freshman year.

Course Registration

Students should register (Registration form **QF-10-01** , available at International Program Office, 19-605, building 19, 6th floor) within the registration period as shown in the academic calendar below (<http://ibba.siamnet.asia/calendars/>). Late registration is possible, usually **within a period of 2 weeks after the first day of class**, with a penalty fee of **100 THB per day**.

Procedure

1. Purchase registration form (5.00 THB)
2. Fill the form
3. Signature of the Director of the Program
4. Handover the pink leaflet to the secretary of the International Program
5. Handover the Registration Form to the office at the Registration Office (Building 12, 1st floor) and do the payment for the number of credits enrolled for.
6. Present the receipt to the International Program Office secretary.

STUDENT AFFAIRS AND CAREER CENTER AT SIAM UNIVERSITY

Student Welfare Matters:

- Gender related matters
- Personal counseling
- Any other issue that the student may have

Feeling of Academic Inadequacy

- A full time faculty is assigned to every student for support and counseling to help students make the best of their academic experience. The advisor may suggest a **customized plan of study** or participation in certain activities to fit the specific needs of each individual

Difficulties with English Language

- Remedial courses in English and English test preparation courses (TOEIC, TOEFL, IELTS) are available throughout the year at the international student center (ISC)

Medical insurance /Health Benefits for Students

- Check with admissions -

HARASSMENT POLICY

The Institute's Policy and Procedures on harassment, abuse and discrimination articulate the:

- A. **General Principles** of the behavior expected of all members of the Institute's community to help ensure a fair, tolerant, sensitive, supportive and democratic environment.
- B. Key specific **Problem Areas** where special effort may be necessary to prevent or penalize infringement of the five principles.
- C. **Remedial Action**, which provides channels and processes for handling queries or complaints about contravention of the Institute's principles on harassment, abuse and discrimination, and sets out possible remedial, investigatory and disciplinary action to be taken if complaints are found to be justified.

Every attempt is made to ensure that the Institute's policies are balanced and reasonable, firm but not vindictive, and fair to all concerned.

A. General Principles

- The Institute seeks always to ensure an environment appropriate to its status as an autonomous international institution, and its mission to provide high-level teaching, research and outreach to meet regional needs. The aim is to promote collegiality and to develop a harmonious and supportive environment for study, work and living.
- This intention will be realized through the observance by all members of the Siam University community, trustees, faculty, staff, and students including outreach program participants, of the following general principles, when on campus, at Institute outreach centers and at the venues of official Institute activities off-campus:
 1. Every member of the Siam University community has a duty to help create and sustain an environment which is honest, fair and unprejudiced, founded on equality and respect for group and individual differences in an exceptionally multi-cultural community
 2. The *Institute supports academic freedom within the context of its academic programs, defined as the freedom to teach, study, discuss and publish without interference*, subject to the observance of all the principles defined here, with due regard for the feelings of other members of the community and to the laws, culture and conventions of the **Institute's host country (Thailand)**..
 3. No member of the Siam University community, trustee, faculty, staff, or student, including outreach program participants, should act deliberately or thoughtlessly to interfere with the study, work or home environment of other members of the community.

4. Those with academic or administrative supervisory authority, permanent or temporary, over faculty, staff or students, should use such authority with respect, sensitivity, and solely for the purposes stated or implied in Institute objectives and policies.
5. The opportunities, services, facilities and support offered by Siam University should be compatible with the purposes of the Institute, and be open impartially to everyone in the community according to qualification, performance and achievement. There should be no denial or granting of rights or privileges wholly or partly, on irrelevant grounds such as race, nationality, gender, creed, age, marital status, handicap, or physical characteristics.

B. Problem areas

Sexual and other forms of harassment, the abuse of supervisory authority, and discrimination are problem areas where the general principles above are prone to be contravened. They are thus defined here so that all members of the community may be aware of what behavior is unacceptable, and take their own steps, as individuals and group members, to ensure that the Institute's policies, rules and guidelines are implemented and enforced.

Other crucial areas of ethical behavior, for example, academic / professional ethics, and computer ethics, are covered by a separate Policy and Procedure Statement.

1. Sexual harassment

- 1.1 Given the unique diversity of the Institute community, Siam University must develop special awareness and sensitivity to deter or respond to the problem of sexual harassment. This is an area where our cultural differences can lead to additional misunderstanding; for example, certain conduct and communication may be construed as sexual harassment by some groups that may not be so construed by others.
- 1.2 The Institute, while espousing the general principles of freedom and tolerance (see section A), thus needs to set out and implement clear and firm policies, based on the premise that it will not tolerate sexual harassment of any kind.
- 1.3 Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical, oral or written conduct or visual manifestations of a sexual nature, when:
 - i. Acceptance of sexual advances or invitations is made or implied as a condition for education or employment; or
 - ii. Rejection of sexual advances, requests or other sexual manifestations affects grades or performance evaluation or any academic or personnel decisions that concern the recipient; or
 - iii. Unwelcome sexual advances or other sexual manifestations, interfere with the recipient's work or create an offensive, intimidating or hostile employment, academic or residential environment.

1.4 Although consensual sexual or romantic relationships between individuals in hierarchically distinct positions, (e.g.; faculty/staff:student; supervisor:employee) may not represent sexual harassment, individuals must declare such a conflict of interest and remove themselves from the situation

2. Other forms of harassment

2.1 In its quest to promote collegiality and to develop a harmonious, supportive working and living environment, the Institute seeks to deter or discipline those who abuse the principles of good conduct in other ways.

2.2 No individual or group will attempt to exert physical or psychological force over or bully other members of the community. Such conduct includes

- i. **Intimidation:** picking on and dominating individuals or groups through fear; bullying physically or by threatening or humiliating remarks, asking unwelcome questions or making unwelcome comments about a person's personal professional life;
- ii. **Invasion of privacy:** all members of the Siam University community, trustee, faculty, staff, student, including outreach program participants, are entitled to a reasonable degree of privacy; violations of privacy can arise through unwarranted inquiries into or interference in people's family and private lives, accessing other people's private letters, faxes, e-mail, telephone calls, or other forms of message manipulation; destroying information belonging to others; prank or malicious, false or anonymous communications; the deliberate and malicious spreading of rumors.

3. Abuse of supervisory authority

3.1 True to its principles of fairness, tolerance, sensitivity, supportiveness, democracy and mission focus, the Institute seeks to deter all forms of abuse of supervisory authority, academic and administrative.

3.2 All those in supervisory positions at the Institute are obliged to exert their authority without abusing it. A supervisor abuses authority if he/she makes conditional or appears to make conditional on irrelevant considerations, institutional services or benefits it is in the remit of his/her position to bestow. It is thus an abuse of authority to make any of the Institute's academic, employment, or other opportunities, services, facilities, benefits or support conditional on performance unrelated to the academic status of the student, faculty or staff member for whom he/she is responsible. Such abuse can occur even if it does not have the intention or effect of benefiting the supervisor in question.

4. Discrimination

4.1 Discrimination is an outcome of prejudice, a perception or feeling based on flawed, unfair and inflexible generalizations relating to particular group or individual characteristics. It is particularly unacceptable in a multi-cultural/international college, and will not be tolerated at Siam University.

4.2 For the purpose of its policies and procedures, Siam University defines discrimination as any action that prejudicially penalizes or favors any member of

the university with reference to any of his/ her Institute opportunities, services, facilities, benefits or support.

- 4.3 The Institute will not tolerate discrimination on the basis of country, race, ancestry, color, and ethnic origin, nepotism, locality of residence, social background, gender, creed, ideology, age, marital status, family status, sexual orientation, handicap, or medical condition.
- 4.4 Discrimination also includes any act of communication whether oral, written, electronic or non-verbal, which promotes disrespect or intolerance for anyone based on the characteristics listed above.

C. Remedial actions

1. General principles

- 1.1 It is essential to the creation of the intended environment of **tolerance and respect** for all members of the community, that anyone who believes he/she has been injured by violation of the Institute's principles on harassment, abuse or discrimination, and who seeks redress, is sure of clear, accessible and confidential informal and formal remedial procedures. All faculty, staff and students of the Institute need to be confident that the appropriate authorities, once aware of violations of policies will act promptly to initiate remedial measures in accordance with this and other relevant policy and procedure statements. Every person in the Siam University community has the right to protection under this policy without reprisal or threat of reprisal for so doing.
- 1.2 But the Institute seeks to maintain a balance between **informal and formal remedies** to the problems outlined above. Informal remedies, with action taken at the lowest appropriate level, may sometimes be the most effective approach, and the one preferred by the complainant. These are also outlined here as an option.
- 1.3 **Complaints or reports of harassment**, abuse or discrimination, will be taken seriously and dealt with promptly. The action taken in each case, which depends upon the nature and gravity of the conduct reported, may include intervention, mediation, investigation, and, once the decision is made that informal procedures are not appropriate, the initiation of formal grievance and disciplinary processes.
- 1.4 Siam University recognizes the importance of **confidentiality and privacy**. Those responsible for implementing complaint procedures will respect the right to confidentiality and privacy of individuals reporting or accused of any violation. It must be recognized by all concerned that breaches of confidentiality or privacy in the informal or formal response to a complaint may divert or even redirect the remedial action concerned.
- 1.5 **Punishments against an individual**, who in good faith reports or provides information in an investigation of conduct that may violate Institute policy, will not be tolerated.

- 1.6 It is equally a violation of Institute policy to malign the character or reputation of any other person. **False accusations or false evidence** offered in the remedial process may themselves be considered grounds for disciplinary action.
- 1.7 Individuals, who are found to have violated the Institute’s policies on harassment, abuse or discrimination, will be subject to **disciplinary action decided by the President**, taking account of the disciplinary guidelines of other appropriate Institute bodies with Thai Labor, and where appropriate, Thai Civil or Criminal Law.
- 1.8 **Nothing in this policy should be construed as condensing the authority** of the President of the Institute or of presidential designees to an immediate emergency remedies to ensure the maintenance of order in the event of Institute disruption, disturbance of the ongoing business and educational mission of the Institute, or threats to life or property.

2. Informal procedures

- 2.1 **The complainant of harassment**, abuse or discrimination may choose to address the problem through informal methods because it may be felt that these will best remedy the questionable conduct concerned. The main channels for informal remedial action may be through consultation, direct confrontation or third-party intervention.
- 2.2 **Consultation refers**, in this context, to discussion of problems or potential problems before recourse to remedial action, informal or formal, but not to completely informal conversations about problems with seniors, colleagues, line managers, partners, friends or relatives, although these may, of course, solve more straightforward problems.
- 2.3 **Preliminary consultation should be available** to any member of the Institute community who wishes to discuss issues related to problem areas. This way forward may be chosen because of a desire to keep matters confidential or “off the record”. The consultation concerned may thus perhaps not identify the other person(s) involved, sometimes not even the consultor. The Institute will establish and arrange special training for a set of individuals available for this form of consultation, to include the Deans, Head, Student Office, Coordinator, Student Affairs Unit and other designated individuals, who will be able to provide in confidence.
- 2.4 **Direct communication refers** to the action of an individual who chooses to act on perceived harassment, abuse or discrimination by addressing the other party or parties directly, or writing a statement to the individual(s) concerned, describing the unwelcome behavior and its effect and stating that the behavior must cease.
- 2.5 **Direct communication** may sometimes follow consultation, the complainant seeking the advice of one of the advisors listed in Section C-2.3 above, on what to say or write. The person(s) to whom the direct communication is made may likewise use consultation and direct communication in their response. Any kind of reprisal against

an individual or group initiating such communication in good faith, would itself amount to harassment, and risk disciplinary action.

2.6 **Third-party intervention** requires the participation of a qualified party not involved in the claimed harassment, abuse or discrimination, and acceptable to both sides, (probably, though not exclusively, someone from the list in **Section C-2.3** above). The agreed individual(s) will meet privately and/or together with each of the sides involved, attempting to clarify their perceptions, and to reach a mutually-acceptable understanding for their future interactions. Outcomes of the third-party intervention include explicit agreements about future conduct, changes in personnel, changes in study or workplace assignments, or other appropriate remedies.

3. Formal procedures

3.1 A complainant may, with or without previous recourse to informal channels, decide to seek redress through formal grievance procedures. The formal grievance process is initiated when the complainant makes an oral or written statement direct, or through a chosen contact, to one of the counselors listed in **Section C-2.3**, stating that he/she wishes to make a formal complaint. If the counselor concerned, perhaps after consulting others, agrees that formal grievance procedures may be appropriate, the President or his specifically-delegated designee will appoint a grievance committee composed of chairperson and three to five members.

3.2 **Formal grievance procedures may be initiated only if**, in the opinion of the President or his designee, they do not contravene Thai Labor, Civil or Criminal Law, or other Institute regulations taking precedence over these policies and procedures.

3.3 **Formal complaint statements** should be made as soon as possible; the earlier the report, the easier it is to investigate and take appropriate remedial action.

3.4 The person(s) against whom the complaint has been initiated must be informed immediately of the complaint by the appointed grievance committee, and be provided with opportunity for rebuttal.

3.5 If the **grievance committee** considers that the facts contested are too significant for the case to be settled without further inquiries, **the President** will be requested to authorize an investigation. Such an investigation may only be initiated on the instructions of **the President or his designee**, and after the complainee(s) has (have) received a written general description of the perceived conduct and the provisions which they are claimed to violate. Any evidence to be considered in the investigation should be reported to the complainee, who should have opportunity to challenge it and/or to present evidence in defense.

3.6 Matters preliminary to any hearing should normally be decided and notice of the hearing given as soon as possible, certainly no later than five working days after

the grievance committee has been informed of the case concerned, and not less than 72 hours prior to the hearing. Hearings should normally be held within ten working days of the notice.

- 3.7 **The written notification of the hearing should give:** the time and place of the hearing; the name(s) of the complainant(s); a general description of the conduct complained of and the policies allegedly infringed; and the name of the Institute office where any additional information may be obtained.
- 3.8 All investigations will be conducted so that the privacy of all concerned is respected to the fullest extent possible. Hearings will be open only to the members of the appointed grievance committee, the complainant(s) and complainee(s). **Findings and recommendations are confidential** and shall not be made public by the Institute or by any participant in a hearing, including the individual charged. A tape recording may be kept of the hearing, but will remain confidential. The taped and written records of each hearing of grievance committees will be at the President's disposal.
- 3.9 When the complaint is **against more than one person**, a single hearing may be held for all complainees, the grievance committee to seek the authorization of the **President** for such a consolidation. The separation of one or more cases from a group of cases previously set for a consolidation hearing should not, however, be considered to affect the remaining cases in the group.
- 3.10 No individual(s) will be required to give self-incriminating evidence, and no inference of guilt will be drawn by reason of not giving evidence on this ground. Failure of a complainant or complainee to appear at a hearing will not preclude the grievance committee from proceeding with the investigation. If no satisfactory explanation for the absence is received, or if a complainee leaves a hearing before its conclusion or adjournment, the hearing proceed without the individual(s) concerned, and the committee may reach a conclusion based on the available evidence and make its report accordingly. A report of the hearing procedures will be included in the written notification provided to the individual(s) concerned.
- 3.11 Any relevant evidence may be admitted if it is of the kind on which responsible persons are accustomed to rely in the conduct of serious affairs, but all evidence admitted must be justified before it can be used to explain or supplement other evidence. Third-party evidence is not in itself sufficient to support any finding. No evidence, other than that discussed at the hearing, should be considered by a grievance committee.
- 3.12 It is the responsibility of a grievance committee chair to maintain an orderly hearing, and not to permit any participant to be subjected to abusive treatment. Any hearing participant may be rejected or excluded if he/she refuses to behave in an orderly manner.

3.13 Following the presentation and examination of evidence at the hearing, a **grievance committee shall agree in private its written report to the President**, which must be submitted **within two working days of the termination of the hearing**. The Report of the grievance committee shall summarize the facts, and make a determination as to whether the individual(s) concerned did or did not commit the acts alleged.

3.14 **All decisions on disciplinary action will be made by the President**, taking account of the evidence reported in the context not only of the relevant Institute policies and procedures, but also of relevant legal factors. The President's decision shall be final.

SUBSTANCE ABUSE POLICY

- The purpose of this policy is to work toward the **prevention of substance abuse on campus**. The Institute recognizes the importance of health and safety of its students, thus, to further enhance and improve students' life and study, the Institute observes the following policies related to substance abuse.
- Siam university is obligated to comply with the laws of the host country. This policy shall be implemented to enforce and monitor the laws of the host country.
- All students, faculty and staff are expected to take responsibility for their own actions. The **Institute cannot be responsible for the personal lives and decisions of students**.
- Students with substance abuse problems usually come to the attention of the Institute by exhibiting behavior that is not socially acceptable. These people may be referred to the **Head, Student Office**.
- Treatment may be required in addition to other appropriate disciplinary action. If the use or abuse of alcohol threatens to cause disorder or danger to the members of the campus community, others, or campus property, appropriate action will be taken. The **university Medical Clinic** shall serve as the unit for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the unit will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

In case of alcohol abuse:

- a. Possession and consumption of alcohol is permitted only in the living quarters of persons or outlets having appropriate license and permits.
- b. All incidents of alcohol violations shall be reported to the **Director, Office of Student Affairs (OSA)** in case of students.
- c. All reports of incidents involving alcohol will be forwarded to the Director, OSA in case of students.

Disciplinary Actions:

- (1) Warning/written reprimand to be placed on **student file**

- (2) Request student be part of community services; E.X help in hospital cleaning work/ similar
- (3) Suspension for 1 semester if behavior leads to injury
- (4) Dismissal/Expulsion

The student may appeal thru the Director, OSA to the President.

In case of drug abuse:

1. **Possessing, taking and/or selling drugs** on campus is strictly prohibited under the laws of the host country.
2. Students may be **subject to arrest and prosecution** in cases where the host country's laws have been violated.
3. **Expulsion** shall be imposed for drug abuse.

In case of gambling:

Gambling is prohibited under the laws of the host country (Thailand) and is not tolerated by the University. Any student caught engaging in this activity will be subject to disciplinary action and could face possible termination of studentship/employment in case of staff.

ENVIRONMENT POLICY

Siam University Environment Policy

1. This statement applies to all land, premises and activities within the control of the Institute.
2. The Institute is committed to the conservation and improvement of the environment and to minimizing the environmental impacts of risks arising from its activities.
3. The Institute will manage its operations in ways that are environmentally sustainable and economically feasible, and that provide appropriate environmental education and training for its employees and students.
4. In order to achieve these aims, the Institute has the following key objectives.

Objective 1 - Institutional practice

The Institute will

- Promote sound environmental management practices throughout the Institute;
- Make efficient and environmentally responsible use of water, and review opportunities and implement measures for reducing its use;
- Practice energy conservation by improved energy utilization and appropriate investment in energy efficient measures;
- Use recycled products wherever feasible;

- Minimize waste production by reusing or recycling waste where practicable, by regulating the treatment and disposal of residual solid and liquid waste at all discharge points, and by providing responsible disposal for all wastes, particularly with regard to hazardous wastes;
- Identify and minimize hazardous wastes on campus, and to ensure their responsible disposal;
- Strive to eliminate the release of pollutants, to be achieved by application of discharge controls, and also by initial assessment and continuing evaluation of the appropriateness of and need for any activity which could have an adverse impact on the environment;
- Minimize the impact of transport on the environment arising from its own vehicles and those brought on to the campus;
- Minimize any adverse environmental impact of any new Institute development;
- Maintain the Institute's campus in an environmentally sensitive way;
- Adopt policies which take into account the visual impact of Institute activities; and
- Preserve and enhance flora and fauna on campus and elsewhere, with particular emphasis on native vegetation and species

Objective 2 - Standards and regulations

The Institute will

- Comply with or exceed the requirements of relevant legislation, and all relevant advisory codes of practice;
- Practice environmentally responsible procurement of goods and services;
- Minimize the adverse environmental impact of the disposal of assets;
- Expect similar environmental standards from all parties with whom the Institute deals; and
- Upgrade procedures, plant and equipment to accepted environmental standards
- Carry out institutional functions and operations so that environmental risks are minimized; and
- Keep abreast of developments in environmental regulations and legislation at local, national and international levels.

Objective 3 - Teaching, research, consultancy and community work

The Institute will

- Actively encourage research, consultancy and community work aimed at achieving conservation of natural resources, minimizing pollution and waste and improving environmental practice and awareness in industry and the wider public;
- Actively encourage, facilitate and coordinate new and existing environmental content in courses;
- Promote cooperative and collaborative environmentally focused research and consultancy across the Institute;

- Encourage employees and students to expand their environmental understanding through research projects, workshops, seminars and conferences;
- Regularly offer extra-curricular, environmentally focused activities such as short courses, seminars, public lectures and professional training courses for faculty, staff, students and the wider public, for professional, academic and personal development;
- Ensure that knowledge of environmental concerns and their consequences are incorporated into student laboratory and workshop training;
- Recognize and acknowledge faculty, staff and student contributions to improved environmental awareness and practice;
- Communicate within the Institute and to the outside community the Institute's environmental performance;
- Raise awareness of employees, students and residents about the Institute's environmental impact, activities and performance, and
- Promote individual good practice.

Implementation

1. Ultimate responsibility for implementation of this policy rests with the Board of Directors, which delegates responsibility **to the President as the Chief Executive Officer** of the university.
2. Responsibility Center Heads are responsible for ensuring compliance with Institute Environment Policy within their area of control. The Institute will actively monitor the performance of Responsibility Centers in the implementation of the key objectives of this Policy in the activities under their control.
3. Responsibility centers are required to produce internal systems and documentation for implementing this policy locally.
4. Individuals have an important role in cooperating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.
5. In discharging his/her responsibility to implement this Policy, the **President** may be assisted by the **Campus Environment and Development Committee**.
6. A task force has been appointed by the President to update the plan, providing a framework for enabling Siam University to develop its campus as a model of good environmental practice and governance, and a framework for investment.
7. In order to establish action plans for improvements, a number of other policies such as transport, energy and waste will be developed that outline short, medium and long term objectives and targets to be achieved, and the success of these is reviewed on a regular basis.

CAMPUS FACILITIES AND SERVICES

Student Accommodation

Siam University **does not offer accommodations on campus**. Student accommodation is readily available in the campus vicinity at very affordable price. Moreover, there are other good alternatives around the University. Accommodations that are available for rents include apartments/flat, mansions, condominiums and houses. Rates may vary based on location, size, facilities, security, etc. normal renting periods are offered per day / per month / per year. Rooms are usually furnished. *Monthly rent ranges from 2,500 Thai Baht to 9,500 Thai Baht*. For more details please visit the provided link. <http://www.inter.siam.edu/accommodation/>

International Student Center (ISC)

The ISC provides assistance and support in areas such as lodging; airport transfer on arrival; orientation of newly arrived students; advising and counseling; extra- curricular activities ;internship and job placements and more. The staff speaks English, Chinese, Thai and French.

Location:

Web Link:

Contact No:

Internship & Career Placement Center.

Siam University helps students to plan their careers. It starts with the assessment of a student's personality, needs and aspiration for the future. An advisor then make suggestions about various career path options. This is an excellent opportunity for students to travel and get acquainted with the future career.

Location:

Web Link:

Contact No:

Visas

The International relations office (9th floor, Building 19) assists international students in applying and visa renewals. Student visas (non-immigrant ED) are valid for one year, except for the first time in which it is valid for only three months.

Visa renewal- The application documents must be submitted 6 weeks prior to expire date, to **Mr. Wisit Keawtip** (for a one-year extension). Once the officer receives the complete set of documents, it is informed to the immigration authorities certifying that, the student is continuing his/her studies in Thailand.

In turn authorities will issue a letter allowing the visa extension for another year, which should be ready in three weeks. When the letter is ready the applicant must go in person to the immigration office with the following;

- 1) Passport
- 2) Letter from SU
- 3) Letter from the Government
- 4) Fee (extension fee= 1900 THB)

NOTE: If the applicant has entered Thailand with tourist visa and now requires a non- immigrant visa in order to study in Siam University, the applicant must leave the country and apply from abroad at Thai Consulate.

For more details please visit to the Ministry of Foreign Affairs for up-to-date details: <http://www.mfa.go.th/main/en/home>

Uniform

Student Uniform

Students are required to purchase a uniform set upon being admitted. The set should contain the followings. (**Note; prices are subjected to change without prior notice**)

Jacket	1,400 THB
Vest	800 THB
White shirt	300 THB
Black skirt /pants	300 THB
Bow/ necktie	<u>50 THB</u>
	2550 THB

Full Uniform	Service Uniform	Class Uniform	Kitchen Uniform
<ul style="list-style-type: none"> • Black skirt/pant • White shirt • Necktie/bow • Program vest • Program Jacket • University belt • Black shoes 	<ul style="list-style-type: none"> • Black trousers • White Shirt • Department vest • Bow/ Bow tie • Black shoes 	<ul style="list-style-type: none"> • Black skirt/pant • White shirt • Program necktie/bow • Black shoes • University belt 	<ul style="list-style-type: none"> • Program kitchen jacket+waist apron+hat= 500 THB • Black cotton pants= 500THB • Non-skid security shoes= 600 THB • Dish towel = 50 THB <p style="text-align: right;">Total = 1650 THB</p>
<ul style="list-style-type: none"> • Long hair should be tighten up 	<ul style="list-style-type: none"> • Long hair should be tighten up 	<ul style="list-style-type: none"> • Long hair should be tighten up 	
<ul style="list-style-type: none"> • For formal occasions 	<ul style="list-style-type: none"> • When attending practical labs on service 		
<ul style="list-style-type: none"> • For attending the following classes: IHT 201, IHT 202, IHT 301, IHT 303, IHT 304, IHT 307, 	<ul style="list-style-type: none"> • Some instructors may request to wear the service uniform. 		

<p>IHT 308, IHT,310, IHT 403, IHT 409, IHT 410.</p> <ul style="list-style-type: none"> Some instructors may also request to wear the full uniform other than the classes listed. 			
---	--	--	--

Banking

Bangkok Bank is located next in Building No 2, 1st Floor (about 30 meters from main entrance).

Opening hours: Monday to Friday: 8.30 am – 3.30 pm

ATM locations

1. At the entrance to the university
2. At the Bangkok Bank
3. At building 12, ground floor & In-front of 12th Building
4. Building 19, Ground floor

Dining

Siam University has 6 areas that offer variety of food

1. **Building 8**, canteen: Located opposite to the Mechanical Engineering Laboratory
2. **Peace Garden** , next to building 19
3. **Behind building 12**, A large open air complex
4. **Building 12**, 5th floor
5. **Building 19**, 8th floor : Sky Lounge , Mon- Fri, 11.00-15.00
6. **IFC** (Bakery and limited foods) located between building 12 and building 15

Convenience Store 7-11

- Opening hours: 8 am- 10 pm
- Location: Building 17, ground floor, room 17- 102.
- Offers a variety of snacks , drinks, personal items and school supplies. Accepts payments for various bills such as water, electricity and telephone utilities.

Photocopy centers

The university has four places that offer this service.

1. Family copy center- **Building 19, Garage level**

2. Three copy centers, **next to building 8 dining area.**

Pay Phones

1. Building 19 , ground floor
2. Between building 2 and 17
3. Near the front entrance
4. Building 12, ground floor
5. In front of building 4

Sports and Recreation

Gym

Located **behind building 19**

Sports Clubs	Cultural Clubs	Community Service Clubs	Academic Clubs
Taekwondo	Music and Fine Arts	Club of Volunteers	International Travel
Cheer Leader and Modern Dance	Occidental Music	Environmental Cause	Business Management
Thai Boxing	Buddhism	Friendship	Marketing
Judo	Islam		Industrial Management
Paytong	Photography Arts		Computer
Table Tennis	Folk Songs		Accounting
Takraw	Demonstration Arts		Law
Basketball			Food Science
Health Science			Leadership
Volleyball			
Badminton			
Ko			

Library

- **Opening hours:** **Monday:** 1.00 pm – 4.30 pm
Tuesday to Saturday: 8.30 am – 6.00 pm
- **Location:** Building 12 (2nd and 3rd floors)
- The central library contains hundreds of thousands of printed and electronic publications in Thai and English languages. Some publications are also available in other languages such as French,

Chinese and Japanese. Students can borrow publications on presentation of their **matriculation card**.

- With the support of stock Exchange in Thailand, Maruey Business Library and Financial Laboratory services can be made use of; located on the 6th floor at the 19th Building. A modern style upscale resource center for the Business related area.

Internet and Other Campus Wide IT Services

- ✓ **Opening hours:** 8.30 am – 4.30 pm
- ✓ **Location (Internet Center):** Building 15 (Ground floor)
- ✓ Internet accounts can be obtained from the Internet Office which is next to the Internet Center. Students receive internet and email account at the time of admission.

Siam University Medical Clinic and Pharmacy

- ✓ **Opening hours:** Monday to Saturday: 8.30 am to 8.00 pm
- ✓ **Location :** Building 15, Ground floor

Disclaimer:

Please note that this book is at the moment a guideline for students. Final printed versions are only available after proof reading and approval by the management.

This Handbook would be improved continuously and we really appreciate if you could send us your suggestions to improve this book.. Send your suggestions to ibba@siam.edu.

Developed by Inter BBA Team @ 2017