

# INFORMATION SHEET FOR EXCHANGE STUDENT

Faculty of Political Science  
Thammasat University, THAILAND

## Institution

Name and Address	
Name of Institution	Faculty of Political Science, Thammasat University
Mailing Address	2 Prachan Road, Pra-Nakhon, Bangkok 10200 THAILAND

## International Studies Program

Details	
Undergraduate Program	BIR Program: Bachelor of Political Science Program in Politics and International Relations
Full-time Program	<a href="http://www.birpolsci.com">www.birpolsci.com</a> E-mail: <a href="mailto:exchange.bmir@gmail.com">exchange.bmir@gmail.com</a>
Graduate Program	MIR Program: Master of Political Science Program in International Relations
Weekend Program	<a href="http://www.polsci.tu.ac.th/mir">www.polsci.tu.ac.th/mir</a> E-mail: <a href="mailto:mir@tu.ac.th">mir@tu.ac.th</a>

## Contact Details

Executive Orgnaization and Management		
Head of Faculty	Associate Professor Puli Fuwongcharoen, Ph.D	
	Dean of Faculty of Political Science, Thammasat University	
	E-mail: puli_fu@tu.ac.th	
Head of Academic and International Affairs	Associate Professor Jittipat Poonkham, Ph.D.	
	Associate Dean for Academic and International Affairs	
	E-mail: jittipat@tu.ac.th	
Academic Coordinators		
Academic Affairs	Ms. Prompat Saroch	Ms. Kanchana Kamhun
International Studies Program	<b>BIR Program</b>	<b>MIR Program</b>
	Tel. (66) 2-613-2304	Tel. (66) 2-613-2311
	Fax. (66) 2- 226-5652	Fax. (66) 2- 623-5323
	Email: exchange.bmir@gmail.com	Email: mir@tu.ac.th

## International Affairs

The Office of International Affairs (OIA) is responsible for the student exchange program, MOU cooperation, academic collaborations, and visiting professor/fellowship. For more information, please visit the faculty website at

<https://polsci.tu.ac.th/en/exchange-students/>

### Contact Student Mobility and Liaison Service:

Ms. Suphorn Mukphimphun  
International Liaison Officer

Tel. (66) 2-613-2302  
Fax. (66) 2- 226-5652

Email: [oia.polsci@gmail.com](mailto:oia.polsci@gmail.com); [oiapolsc@tu.ac.th](mailto:oiapolsc@tu.ac.th)

## Application Information

Admission & Criteria					
Deadline of nomination	<b>Step 1:</b> The nomination student should be conducted by their home institution.				
Online nomination form	An outgoing exchange coordinator or academician could request "Nomination Form" in each semester or academic year at oia.polsci@gmail.com				
	<b>Semester 1 (Fall): April 25</b>				
	<b>Semester 2 (Spring): September 30</b>				
Deadline of application	<b>Step 2:</b> Applicant should fill the <b>Incoming Exchange Application Form</b> and upload				
Online application form	materials in the period of admission.				
	<b>Semester 1 (Fall): May 10</b>				
	<b>Semester 2 (Spring): October 10</b>				
	<b>TU staff will contact student when get the nomination list from their student exchange coordinator.</b>				
Material requirements	<ol style="list-style-type: none"> <li>1. Letter of nomination from the home institution</li> <li>2. Statement of purpose or Motivative letter</li> <li>3. <b>Study plan for your semester exchange*</b> <a href="#">[download]</a></li> <li>4. Academic Transcripts (in English)</li> <li>5. Letter of recommendation</li> <li>6. Certificate of English Proficiency Test Score</li> <li>7. A photocopy of passport identification page</li> <li>8. Research proposal (Ph.D. candidate only)</li> </ol>				
	<b>Step 3: Supplementary materials for admission</b>				
	<ol style="list-style-type: none"> <li>1. <b>Thammasat University Certificate of Health*</b> <a href="#">[download]</a></li> <li>2. <b>A medical/travel insurance as coverage of COVID-19 treatments</b></li> <li>3. Other requirements</li> </ol>				
	<i>The above addendum sheets (step 3) should be submitted before your departure into Thammasat University at least 2 weeks via oia.polsci@tu.ac.th.</i>				
Admission requirements		Undergraduate Program		Graduate Program	
Language requirements	A minimum GPA	2.80 out of 4.00		3.00 out of 4.00	
	IELTS: Minimum score	6.0		6.5	
	TOEFL: Minimum score	pBT	iBT	pBT	iBT
		500	61	550	79
Duration of exchange	1 year or 1 semester :	- Semester 1 (Fall)		August to December	
		- Semester 2 (Spring)		January to May	

## Academic Information

Academic Calendar		
Class Commences	1st Semester	2nd Semester
	mid-August to December	mid-January to May
Examination dates	October/December	March/June
(Mid-term/Final)	<i>*The final examination date will be planned at least 2 weeks before the term break.</i>	
Language of Instruction	All lectures and tutorials in this program are conducted in English.	
Course Registration and International Student Orientation		
Registration	<ul style="list-style-type: none"><li>• Before arrival. The academic coordinators will send a pre-arrival form with course offerings and necessary information via e-mail.</li><li>• The course registration will be confirmed upon arrive within 14 days (2 weeks).</li></ul>	
Process and dates	<ul style="list-style-type: none"><li>• Students must register before the first day of the semester.</li><li>Each student must register in person on a date specified at the international program.</li><li>• Students will receive further instructions closer to the beginning of the semester</li></ul>	
International Student Orientation	1st Semester	An orientation session would be held a week before the semester starts. Actual date/time would be informed via e-mail.
	2nd Semester	

Course Related Information						
Course Offerings for non-degree students	<ul style="list-style-type: none"><li>• Course lists are available at the website of the program.</li></ul> <i>Please note that some courses are not available for exchange students.</i>					
Standard Course Load per semester	<ul style="list-style-type: none"><li>• Exchange students are required to be enrolled as full-time students under the terms of their visa. Undergraduate students are allowed to register for at least 9 credits (3 courses) and the maximum of 18 credits (6 courses) per semester. Graduate student can be able to register for 3 credits (1 course) but no more than 12 credits per semester.</li></ul>					
	<ul style="list-style-type: none"><li>• Exchange students are also required to register for at least 9 BIR credits (3 courses) and are allowed to take non-BIR courses offered by other faculties. Graduate students are allowed to register MIR 3 credits and 1 course left outside the faculty.</li></ul>					
Course Add/Withdrawal	<ul style="list-style-type: none"><li>• If exchange students wish to add, withdrawal or change courses, please contact an academic coordinator of the international program directly by the first week of the academic semester.</li></ul>					
Course Credit	<ul style="list-style-type: none"><li>• 3 credits per course = 3 hours per week (45 hours per course for each semester)</li></ul>					
Class Attendance	<ul style="list-style-type: none"><li>• Students must attend at least 80 percent of the schedule course.</li></ul>					
Course Related Information						
Grading System	The following grading scale is used for letter grades.					
	Grade (Undergraduate)	Point	Marks	Grade (Graduate)	Point	Interpretation
	A	4.0	85-100	A	4.0	Excellent
	B+	3.5	75-84	A-	3.67	Almost Excellent
	B	3.0	70-74	B+	3.33	Good
	C+	2.5	65-69	B	3.00	Almost Good
	C	2.0	60-64	B-	2.67	Fairly Good
	D+	1.5	50-59	C+	2.33	Almost Fair
	D	1.0	40-49	C	2.00	Fair
F	0.0	0-39	D	1.0	Poor	
			F	0.0	Fail	
Do you offer preparatory language courses?	<ul style="list-style-type: none"><li>• The International Program of the Faculty of Political Science does not offer language courses. Please note that language courses are generally not available as regular courses for exchange students.</li></ul>					
Are students allowed to take cross-faculty courses?	<ul style="list-style-type: none"><li>• Yes</li></ul> <i>Student will be provided a course catalogue directly from the international program.</i>					
Academic Transcript	For Fall Students: February to March                      For Spring and Full Year Students: June to July Please note that this is only an indication schedule of the official transcript will be issued to all grades of record. <b><i>The pdf format transcript will be shared with student and their coordinators.</i></b> <i>If make a request for the physical transcript, it will be sent via the registered air mail later.</i>					

## Practical Information

Arrival and Transportation		
Transportation	Chao Phraya Express Boat	Orange Express Line: 16 Baht
		Green-Yellow, Gree, and Red Express Lines: 21 upto 33 Baht
	MINE Smart Ferry	30 Baht per single trip
	Buses to Sanam Luang <i>*Prices range from 8 to 25 Baht++</i>	1, 2, 3, 9, 15, 19, 25, 32, 39, 42, 43, 44, 47, 53, 59, 60, 68, 70, 79, 80, 82, 91, 123, 124, 201, 189, 203
	MRT Blue Line (Sanam Chai Station)	17-45 Baht

Accommodation		
Housing and Residence	Thammasat does not provide on-campus accommodation for students but a list of private apartments located nearby the campus may be provided. For further recommendation, please visit our website at: <a href="#">Housing list</a> or search for rental condominium or accomonation on the search engine.	
Average cost for Housing	Approx.:	9,000 Baht per month (250 USD)
Living Expenses		
Estimated Living Expenses	Approx.:	25,000 Baht per month (735 USD) *exclusive of accommodation
Health Insurance		
Insurance	<ul style="list-style-type: none"><li>Thammasat University provides accident insurance and also on-campus medical clinic service for students. <b>However, we strongly encourage you to buy a comprehensive health insurance from your home country before arrival.</b></li></ul>	
Health Check	<ul style="list-style-type: none"><li>Students must/can make their own arrangements.</li></ul>	
Work and Study		
Internship	<ul style="list-style-type: none"><li>Graudate exchange student may work at an international organizations or business companies during the semester exchange, but your home universities need to approve their internships before departure.</li></ul>	

## Visa Information

Visa and Residence Permits	
Visa holder	<ul style="list-style-type: none"> <li>Non-Thai students must apply for a non-immigrant (ED) visa.</li> <li>Single visa type is much appropriated entry</li> <li>- Student will receive a single-entry visa only although your length of study is longer than 5 months. However, a non-immigrant visa will allow to stay for 90 consecutive days upon arrival, for this reason, you need to extend ED visa by yourself at the Bangkok Immigration in advance 15 days before the expiration date.</li> <li>- Regarding the faculty's letter for ED visa extension and renewal stay permission, the Faculty's International Affairs Unit will provide the letter for the student's request.</li> <li>- If you plan to visit other countries during your stay in Thailand, you may apply for a re-entry permission for visa validity before traveling. Upon returning student will be granted permission of stay for no longer than visa expiry.</li> </ul>
How to apply	<ul style="list-style-type: none"> <li>When a student receives a letter of acceptance from the International Program, please submit it together with other appropriate documents to the Royal Thai Embassy or Consulate in order to apply for a Non-immigrant ED (Thai Student Visa).</li> <li>If Thai embassy/consulate requests a letter of verification directly from Thammasat University. The place and address of Royal Thai office need to inform us for the verification issuance that the letter will be sent to their home institution.</li> </ul>

**Remark:** To learn about living in Thailand and studying at Thammasat University, you can visit the website of the Office of International Affairs of Thammasat Universtiy at [www.oia.tu.ac.th](http://www.oia.tu.ac.th).

**Further information about Immigration for renewal of ED visa & stay permit, 90-day reporting, etc., visit**  
[https://bangkok.immigration.go.th/en/home\\_en/](https://bangkok.immigration.go.th/en/home_en/)