

**Kasetsart University Faculty of Economics  
Bangkok, Thailand**

**Exchange Partner Student / Visiting KU-SEP Student**

**APPLICATION PROCESS, ACADEMIC YEAR 2018/2019**

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**Application Forms:**

International Affairs Division (IAD) is KU's central organization responsible for the admission process of international exchange students to all international programs in KU.

- Application Forms and the List of Required Documents can be found online [http://iad.intaff.ku.ac.th/wordpress/?page\\_id=8476](http://iad.intaff.ku.ac.th/wordpress/?page_id=8476)

**Delivery:**

The Nominations from partner universities must be sent to the Kasetsart University International Affairs Division (IAD) at [iad@ku.ac.th](mailto:iad@ku.ac.th)

- Nominations  
In case your students wish to study with Faculty of Economics, we RECOMMEND you send your nomination to IAD and a copy (CC) to the Exchange Programs Coordinator, Faculty of Economics at [fecowdka@ku.ac.th](mailto:fecowdka@ku.ac.th) or [wanida.kmn@gmail.com](mailto:wanida.kmn@gmail.com)
- Application and Required documents  
The completed Application and Required Documents must be submitted online to IAD at <https://exam.regis.ku.ac.th/AIS/>

**Application and Nomination Deadlines:**

Semester period:	Semester 1 Fall 2018	August 6 – December 24, 2018
	Semester 2 Spring 2018	January 14 – May 27, 2019
Nomination Deadline:	Semester 1 Fall 2018	April 15, 2018
	Semester 2 Spring 2018	September 15, 2018
Application Deadline:	Semester 1 Fall 2018	May 11, 2018*
	Semester 2 Spring 2018	October 19, 2018*

\*Firm deadlines and details will be updated online. Requests for a modest extension of deadlines may be granted if it is possible to do so.

Once you have submitted the completed Application and all of the Required Documents. International Affairs Division (IAD) will monitor the application process.

- If you are seeking to study at the Faculty of Economics, IAD will send your Application to the Faculty of Economics for review and the final admissions decision.

### **Information Needed to Complete the Application Form:**

Exchange students who seek to study with Faculty of Economics, please use the following information to complete all relevant sections in Part 2 of the Application

Program Level: Bachelor Exchange or Master Exchange  
Program Name: **\*\*Please choose one of these programs\*\***  
Undergraduate programs  
1. EEBA – International Entrepreneurial Economics Bachelor of Arts  
2. BEcon – English Bachelor of Economics  
Graduate Program  
1. Master of Science in Agricultural and Resource Economics  
Faculty: Faculty of Economics  
University: Kasetsart University  
Campus: Bangkhen  
Program Duration: *Orientation until the Last Day of the Semester*  
*For example: August 6 – December 24, 2018*  
Coordinator: Ms. Wanida Kammani

### **Letter of Acceptance or Letter of Invitation / Thai Education (ED) Visa Application:**

If the Exchange or Visiting Student's Application is ACCEPTED, Kasetsart University International Affairs Division (IAD) will send to you a formal Letter of Acceptance.

- This letter is VERY IMPORTANT – you will need it for your Thai Education (ED) Visa Application.
- Because it may take several days to gain your Thai ED visa, it is a good idea to submit your Application, and if admitted, to receive your Letter of Acceptance or Letter of Invitation, as early as possible.
- Information about the Thai ED Visa application (for exchange students) can be found at <http://bit.ly/2BVlwk0>

### **KNOW THE DOCUMENTS YOU NEED IN ORDER TO OBTAIN YOUR THAI EDUCATION (ED) VISA:**

- To apply for your Thai Education (ED) Visa, research the application rules for the documents, fees, and timelines required by the Thai Consulate or Embassy closest to your home.
- The requirements are NOT the same at every consulate.

### **DOES YOUR CONSULATE REQUIRE ORIGINAL OR SCANNED - NOTE THE FOLLOWING:**

- Do you need an **ORIGINAL Letter of Acceptance** sent by international mail?  
OR, is a **SCANNED Letter of Acceptance** sent to you via email sufficient?
- Please note that IAD will send the **ORIGINAL** letter to you by international mail only if **REQUIRED** by the Thai Consulate or Embassy. It takes longer to arrive so plan accordingly.

## IMPORTANT ACADEMIC INFORMATION FOR EXCHANGE STUDENTS

### 1. Academic Calendar and Important Dates

Semester Period: Semester 1 Fall 2018 August 6 – December 24, 2018  
Semester 2 Spring 2018 January 14 – May 27, 2019

- ❖ The official 2018 Academic Calendar from the KU Office of the Registrar can be found at [http://www.eeba.eco.ku.ac.th/main/images/stories/academic\\_calendar/2018\\_Academic\\_EN.pdf](http://www.eeba.eco.ku.ac.th/main/images/stories/academic_calendar/2018_Academic_EN.pdf)

#### Semester 1 Fall 2018

- International Student Orientation 3 August 2018
- First Day of Classes 6 August 2018
- Faculty of Economics Buddy Program and Meet with Academic Advisor 6 August 2018
- Course Registration Period with KU1 Form 6 - 19 August 2018
- Period for Course Change (Add/Drop) To be announced
- Last Day to Withdraw from Courses without 'W' on Transcript 4 September 2018
- Midterm Examinations Period 22 – 30 September 2018
- Last Day to Withdraw from Courses with 'W' on Transcript 14 October 2018
  - Rehearsal Ceremony for graduating students\*\* 15 – 19 October 2018
  - Commencement Ceremony\*\* 22 – 26 October 2018
- Last Day to Submit a Late Add/Drop Form 30 November 2018
- Last Day of Classes 9 December 2018
- Final Examinations Period 10 – 21 December 2018
- Last Day of Semester 24 December 2018
- Last Day to Submit Grade Reports for Instructors 4 January 2019
- Last day to Change Grade "I" and "N" 1 February 2019

#### Semester 2 Spring 2018

- International Student Orientation 11 January 2019
- First Day of Classes 14 January 2019
- Faculty of Economics Buddy Program Meet with Academic Advisor 14 January 2019
- Course Registration Period with KU1 Form 14 – 27 January 2019
- Period for Course Change (Add/Drop) To be announced
  - National Agricultural Fair (KasetFair)\*\* 1 – 9 February 2019
- Last Day to Withdraw from Courses without 'W' on Transcript 12 February 2019
- Midterm Examinations Period 9 – 17 March 2019
- Last Day to Withdraw from Courses with 'W' on Transcript 31 March 2019
- Last Day to Submit a Late Add/Drop Form 3 May 2019
- Last Day of Classes 12 May 2019
- Final Examinations Period 13 – 24 May 2019
- Last Day of Semester 27 May 2019

- Last Day to Submit Grade Reports for Instructors 7 June 2019
- Last day to Change Grade “I” and “N” 5 July 2019

### Remarks\*\*

- 1.1 No class during these events  
 Semester 1 Fall Commencement Ceremony  
 Semester 2 Spring National Agricultural Fair (Kaset Fair)  
*Updated information will be provided later once we receive the University's official announcement.*
- 1.2 During period set aside for Commencement Rehearsals during Semester 1 Fall, there might be make-up classes. **ALWAYS** check announcements from your programs for updates.
- 1.3 Please check your grade results on the “Last Day to Submit Grade Reports for Instructors”. In case you get grade “I” (incomplete) or “N” (grade not reported), contact the Lecturer immediately. Amending the “I” or “N” grade must be done within 30 days after the last day for the lecturer to submit final grades reports, otherwise the student shall automatically get the failing grade (F) or (U). Please see **KU ACADEMIC REGULATIONS** for more information.

## **2. Guidelines for New Students**

International Studies Center (ISC) is the administrative office that coordinates international education activities, offers cultural training, assists with Visa extensions, and generally advises and facilitates visiting International Students.

ISC is located in the RapeeSagarik Building, (Office of the Registrar) on the 6<sup>th</sup> floor.

Exchange Students must visit the ISC Office on your first arrival day to register officially as a Kasetsart University Student.

Please see the Student Exchange Handbook provided by International Studies Center (ISC).

- Location of ISC office
- Transportation to Kasetsart University
- Student Uniform
- Student Registration
- Health Insurance
- Visa Information

## **3. Student ID Card**

In order to make your Student ID Card, you need to wear proper student uniform. The student ID card can be obtained at One Stop Service room, 1<sup>st</sup> floor (ground floor), RapeeSagarik Building (same building as ISC office).

During mid-term and final examination period, students must show their Student ID Card to enter examination room.

#### 4. Student Uniform.

The Student Uniform is mandatory.

- ISC can assist you in purchasing the appropriate attire.
- Details are available on this website. <http://bit.ly/2EVEPs5>

#### 5. Accommodations

Kasetsart University does offer on-campus and off-campus dormitories. The list can be found on this site: <http://bit.ly/2FBY0sa>

- Economics Center for International Affairs (ECIA) and ISC can assist you in locating private housing located off-campus; there are a large number of housing options located nearby campus. We are familiar with housing that has been used by former visiting international students.
- Often, students stay one or two nights at **KU HOME Hotel**, a hotel located on-campus nearby our faculty, while they look for housing.  
<http://www.kuhome-kasetsart.com/home-home.page>

#### 6. Course Registration / Personal Study Plan

Course Registration occurs at the ECIA (Faculty of Economics)

##### Course Registration Period

Semester 1 Fall 2018	6 - 19 August 2018
Semester 2 Spring 2018	14 - 27 January 2019

- If you are uncertain as to which classes you wish to enroll, you may visit several classes before completing your Final Registration.
- Personal Study Plan - select at least 3 courses per semester (4 or 5 is the normal course load; 7 maximum).
- Personal Study Plan – students from Partner Universities may select from the many courses offered by the Faculty of Economics. You must have the appropriate academic background to enroll in advanced classes (note any pre-requisites listed).
- Personal Study Plan - select alternative courses in case your first-choice classes have a schedule conflict, or if your first choices are canceled (this is rarely done, but it does occur if unforeseen circumstances arise).

#### 7. Credits/ECTS Earned and Class Hours Explained

Kasetsart University uses an academic credit system to monitor students' progress in fulfillment of degree requirements and progress of the students toward completing their program of study.

- Most courses offered by the Faculty of Economics earn 3 credits.
- 1 KU credit is approximately equal to 2 ECTS (European Credit Transfer System); thus, one 3 credit course at KU usually earns 6 ECTS credits.
- 1 KU credit is generally equivalent to 1 USA class credit.
- Class Hours per Class per Semester  
15 weeks of classes x 1 class hour (50-60 min) x 3 credits = 45 Class Hours
- Transferability and the number of credits earned are determined by your Home University.

- An Official Transcript showing your matriculated classes and final grades will be sent to you Home University Registrar.

An explanation of KU Course Credit and Grading System can be found:

[http://www.interprogram.ku.ac.th/newsite/images/Kasetsart University Credit and grading system for public.pdf](http://www.interprogram.ku.ac.th/newsite/images/Kasetsart_University_Credit_and_grading_system_for_public.pdf)

## 8. Registration Process

Exchange students must submit the KU1 Form (Course Registration Form) to the ECIA Staff (Faculty of Economics Building Room 5216)

- Firm Deadline
 

Semester 1 Fall 2018	20 August 2018
Semester 2 Spring 2018	28 January 2019
- Incomplete or LATE Course Registration may cause the Exchange Student to be dismissed.
- IF you are granted permission to arrive to campus after classes have started and arrive after the Course Registration Period has finished, you must still complete KU1 Form ON TIME to the best of your ability (please consult with me) and submit the form via email. KU1 Form can be found here: <http://www.interprogram.ku.ac.th/newsite/images/KU1.pdf>

## 9. Bachelor Degree Programs Offered by the Faculty of Economics

The Faculty of Economics offers two English language degree programs. Depending on your background and academic experience, you may select any of the classes offered in either of the two programs. Be mindful of pre-requisites and be sure you have an adequate foundation before attempting to enroll in advanced classes.

### **EEBA (Entrepreneurial Economics Bachelor of Arts)**

Program focus is applied economics, with majors in Logistics/Supply Chain Management; Agricultural Business & Food; Tourism & Hospitality; Financial Economics for Entrepreneurs.

Course Descriptions and Course Syllabus: <https://bit.ly/2KNcdUL>

Class Timetable: EEBA semester 1 Fall 2017 <http://bit.ly/2FDVDVX>  
EEBA semester 2 Spring 2017 <http://bit.ly/2Cqo6PZ>

### **BEcon (Bachelor of Economics)**

Program focus includes International Economics; Fiscal and Monetary Theories; Business Economics; Economic Development & Planning

Course Descriptions and Course Syllabus: <https://bit.ly/2EZGq4a>

Class Timetable: BEcon semester 1 Fall 2017 <http://bit.ly/2FcWQ8L>  
BEcon semester 2 Spring 2017 <http://bit.ly/2BW0CBo>

### Additional Remarks about Selecting Classes

- 9.1 The 2018/2019 Final Schedule of Classes showing the courses offered by the Faculty of Economics will be announced about 1 month prior to First Day of the Semester. We recommend that you review the Current 2017 Class Schedule (most recent past year) to see how our class schedule is structured. Normally, the classes offered each semester are similar year to year. Exchange Students accepted into the Program will be advised as soon as the Final Class Schedule is published.
- 9.2 Note that the courses offered by the Faculty of Economics and the course descriptions are subject to change.
- 9.3 Students may choose their courses **ONLY** from the Faculty of Economics. You will need to separately petition and gain special permission to select classes from another Faculty at KU.

### **10. KU map**

- University map: [http://www.ku.ac.th/images/plan\\_KU.jpg](http://www.ku.ac.th/images/plan_KU.jpg)
- KU Sky view and Google Street view: <http://ku-map.ku.ac.th/>

### **11. Additional Assistance**

For additional assistance or for inquiry regarding the Application Process and Course Registration, please feel free to contact me.

For assistance with Visa, Housing, or other matters, please contact ISC (International Studies Center)

E-mail: [ku.oip@ku.ac.th](mailto:ku.oip@ku.ac.th)

Website: <http://www.interprogram.ku.ac.th/newsite>

I am looking forward to welcoming you to the Faculty of Economics.

Kind regards,

(Ms.) Wanida Kammani

International Programs Coordinator

Faculty of Economics Center for International Affairs (ECIA)

[fecowdka@ku.ac.th](mailto:fecowdka@ku.ac.th)

[wanida.kmn@gmail.com](mailto:wanida.kmn@gmail.com)