

Procedure for the Execution of the Outbound Student Exchange Program with CU's Partner Universities (University Level), Spring Semester, Academic Year 2023

Chulalongkorn University has organized the outbound student exchange program with its partner universities to enable its students to take time off from their regular programs to study at the partner universities overseas. Students can take part in the program of their choice for one semester or one academic year. After being selected and nominated by the Office of International Affairs and Global Network (OIA) and accepted by the partner universities, students can attend the program at the partner universities with no additional tuition fee. In addition, the applicants might be granted the scholarships from the funding programs which partner university involves in e.g. ERASMUS+.

In this regard, students need to proceed with matching the courses offered by the home and the host university for credit transfer (if any), registering at and paying a full tuition fee to Chulalongkorn University, applying for approval of a leave of absence from Chula to study in a partner university prior to traveling overseas, and after the program is over, proceeding with the transfer of credits to the Faculty of their affiliation. In addition, students are responsible for personal expenses overseas, such as flight tickets, accommodation, food, health and travel insurance, visa fees and other expenses.

The Procedure for Applying to the Outbound Student Exchange Program with CU Partner Universities (University Level)

1. Application to the Outbound Student Exchange Program

1.1 Applicant requirements

- 1.1.1 For an undergraduate student, he/she must have successfully completed at least 2 semesters at CU. For a graduate student, he/she must not be in the last year of study.
- 1.1.2 Having an accumulated grade point average (GPAX) of not less than 2.75 for an undergraduate applicant, and not less than 3.00 for a graduate applicant.
- 1.1.3 Following the procedure for applying to the Outbound Student Exchange Program provided by the OIA.

- 1.1.4 Having sufficient knowledge of the foreign language used in conducting classes at the university of the students' choice, such as English, Japanese, German or other languages, so that they will be able to understand lectures and take part in class activities.
- 1.1.5 Having good behavior, responsibility and suitability to represent Chulalongkorn University overseas.
- 1.1.6 Applicants must be nominated by the Faculty/School of their affiliation and they can choose a total of 3 partner universities according to appropriateness and their preference in taking part in the program. They may check the names of the partner universities and the quota of exchange students from overseas that each university offers in the online application system.

1.2 Application documents

- 1.2.1 Applicants can fill out the application form via the OIA application website:

<https://www.mobility.inter.chula.ac.th/ExOutbound/ApplicationForm.aspx>

and upload the following required documents:

- 1.2.1.1 One student's photo (on white background)
- 1.2.1.2 A nomination letter from the Faculty of the student's affiliation
- 1.2.1.3 A photocopy of the first page of the passport which must be valid for the whole period of study overseas
- 1.2.1.4 An academic transcript with the latest academic record issued by the Office of the Registrar
- 1.2.1.5 Two recommendation letters (the OIA format), one from the student's academic advisor and one from a lecturer, endorsed with the recommenders' signatures. (E-signature is allowed.)
- 1.2.1.6 A table showing the course(s) the applicants are interested in taking at the partner university (the OIA format) that are equivalent to the course(s) offered by Chula and thus the credits earned from the course(s) can be transferred to the home university. (This table is only required for those who wish to have credits transferred). One table is required for one partner university of the students' choice. If the applicants choose more than one university, they are

required to merge all the tables into one file before uploading.

1.2.1.7 Statement of purpose (500 words or one A4 page)

1.2.1.8 A study plan (the OIA format) during student exchange program participation including health insurance plan.

1.2.1.9 Consent form with applicant's signature (E-signature is allowed)

Documents in *1.2.1.5*, *1.2.1.6*, *1.2.1.8* and *1.2.1.9* can be downloaded from:

<https://www.inter.chula.ac.th/exchange/outbound/>

1.2.2 Applicants are required to submit only one of the highest foreign language proficiency scores, which is valid for 2 years after taking the examination, including IELTS that is not below 6.5 Overall band or TOEFL iBT that is not below 79 or JLPT (for Japanese) and CEFR/HSK/ TOPIK (for other third languages). For the applicants who submit TOEIC scores, they need to submit evidence from the university of their choice which states that the application requirements allow TOEIC score submission. For the applicants who are interested in applying for any programs taught in Japanese at partner universities in Japan, they will be interviewed in Japanese by the professors from Japanese Section, Department of Eastern Languages, Faculty of Arts.

1.2.3 The applicants must take responsibility for the correctness and validity of the documents submitted to the partner university where the applicants will participate in the student exchange program aboard.

1.3 Application period and results announcement

Application for the Spring semester 2023 (January – May 2024) is open from July 17th, 2023, 12.00 hrs. to August 11th, 2023, 12.00 hrs. The OIA will announce an application result via applicant's email on Thursday, August 24th, 2023.

1.4 Counseling Time

Students can contact the OIA student exchange coordinator via email: cuexchange.outbound@chula.ac.th. In addition, the students can make their appointment for student exchange program counseling via 'Calendly' website to consult with the academic exchange coordinator (outbound). Students can check the available time slots on the Calendly website (<https://calendly.com/cuexchange/outbound-student-exchange-counselling>) or scan the QR Code appeared below.



QR Code for Calendly Booking

2. Selecting students to take part in the program

- 2.1 From the submitted application documents, the selection committee will consider the students' GPAX score (50%), their foreign language score (50%) and/or their interview score (50%) (if any).
- 2.2 Applicants who receive a **total score of 71** or more, which are computed from the GPAX score, the foreign language score and/or the interview score (if any), will be considered eligible to take part in the student exchange program.
- 2.3 For the result of the choice of the university the applicants are interested in attending, the OIA will consider and allocate the quota available from each partner university to the applicants, ranging from the highest to the lowest scores they have obtained.

3. Nominating students to the partner universities

- 3.1 The OIA will nominate the selected applicants to the partner universities of the students' choice.
- 3.2 The OIA will contact the students for the application documents to be sent to the partner universities within the deadline.

4. Preparing for travel

4.1 Visa application

- 4.1.1 After agreeing to accept a student to its program, the partner university will send a letter of acceptance to the OIA or it may send this letter directly to the student by mail or email (depending on the university's policy).
- 4.1.2 Visa application may require additional documents; please find out more information about the requirements for visa application of each particular country, for instance, house registration, a bank statement or the MOU between Chulalongkorn University and relevant partner university before applying for a visa.
- 4.1.3 In case, the Embassy require a nomination letter from OIA. Students suppose to contact the OIA officer to issue the letter as soon as possible.
- 4.1.4 Students are advised to carefully study the policy, regulations and situations related to the widespread of COVID-19 or other contagious diseases in the host country before travelling.
- 4.1.5 Find out more information about visa application for each particular country via <https://consular.mfa.go.th/>

4.2 Booking a flight ticket, purchasing health and travel insurance

- 4.2.1 After receiving acceptance to the student exchange program, the applicant is recommended to book a flight ticket, purchase travel and health insurance (some airlines may provide exclusive discounts for student-visa passengers; students are advised to thoroughly study relevant information before making a purchase).
- 4.2.2 Check the airline policy if documents related to COVID-19 are required.
- 4.2.3 Certain partner universities may require students to purchase specific health and travel insurance; students are advised to thoroughly study relevant information before making a purchase.

4.3 Finding accommodation and pick-up service

- 4.3.1 Certain partner universities have a policy for finding accommodation for exchange students or arranging a dormitory for international students; please thoroughly study relevant information before travelling.
- 4.3.2 Certain partner universities have pick-up service from the airport; in this case, students need to notify the host university of the day of their arrival; please thoroughly study relevant information before travelling.

4.4 Requesting leave of absence and paying a tuition fee

- 4.4.1 Students need to be approved by the Dean of their Faculty before requesting leave of absence to study overseas.
- 4.4.2 Students need to pay a full tuition fee for the second semester of the academic year 2023 at the Office of the Registrar, Chulalongkorn University or CU NEX Application before travelling.

5. Transcripts and the transfer of credits

- 5.1 Approximately 3 months after the completion of the student exchange program, the partner university will send a transcript to the OIA and the OIA will contact the student to pick it up.
- 5.2 After receiving the transcript, the student must contact the Registration Department at his/her Faculty for the transfer of credits.

Remarks

- 1. The OIA is the main contact person for contacting/coordinating with partner universities to nominate students to the Outbound Student Exchange Program with CU Partner Universities (University Level). In this regard, lecturers, Faculty/program coordinators, or students will not be allowed to directly contact/coordinate with CU partner universities concerning student nomination.
- 2. The OIA and the selection committee will select applicants for the Outbound Student Exchange Program with CU Partner Universities

- (University Level) and the decision of the OIA and the selection committee will be deemed final.
3. Acceptance of an applicant as an exchange student is decided by the partner university overseas and the decision is deemed final.
 4. In case where a scholarship is provided, the university and/or government and/or the scholarship provider of the relevant country reserves the right to accept the applicant under their own terms.
 5. The applicant cannot withdraw from the Outbound Student Exchange Program with CU Partner Universities (University level) after receiving acceptance from the partner university.
 6. The OIA does not guarantee that candidate students will be able to go abroad. This will depend on the consideration of the OIA and COVID-19 border measure of destination country.
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