

Exchange Program Application Process

Outbound Exchange Program

The Office of International Affairs of the Faculty of engineering and International School of Engineering (ISE) have established academic collaboration with well-known universities around the world. All ISE students are encouraged to participate in exchange program at partner universities (under both faculty level and university level MOUs) that best meet their long-term professional interests. Students will be able to transfer credit earned from the partner university to Chulalongkorn University according to the criteria defined by the Faculty of Engineering and Chulalongkorn University. No tuition fee is charged by the partner institution as the students pay tuition and program fees at Chulalongkorn University prior to their exchange period.

1. Eligibility and required documents

Eligibility:

- Applicants must be a Chulalongkorn University student and must not be in any suspension during participating in the exchange program
- Applicants must have completed at least two semesters at Chulalongkorn University and must have a cumulative GPA of at least 2.00 (preferably ≥ 3.00).
- Students must return to study at Chulalongkorn University for at least one semester before graduation.

Required documents:

- Most recent academic Transcript.
- English Proficiency score from tests taken less than 2 years (if available). Score criteria: IELTS: 6.0 , TOELF: ibt 79.

2. Application Process

- Applicants must complete an online application at intranet.ise.eng.chula.ac.th before the deadline.
- Applicants must attend an interview by ISE exchange program committee.

3. Application Timeline

To do list	Fall 2020
Students attend outbound exchange information session	January (TBA)
Students complete ISE Outbound Exchange Online Application	By January 31
Students are interviewed by ISE program committee	1 st week of February
ISE announces the final result of the exchange program placement	2 nd week of February
Students who wish to cancel the application submits cancellation letter to ISE	3 rd week of February
ISE nominates students to partner university	1 st and 2 nd week of March

4. Selection Process

- ISE program Committee will evaluate the applicants based on academic performance and interview.

5. Nomination

- Selected applicants will be nominated by ISE to the partner university with primary information such as name, surname, major, date of birth, e-mail, etc.
- Please note that being nominated does not guarantee the acceptance by the partner university.

6. Cancellation of Exchange Program

- Students may cancel the application to exchange program ONLY BEFORE being nominated to the partner university.

7. Application to Partner University

- Nominated students will receive an email from the partner university regarding the instructions to the application process. The nominated students are required to submit the application as an exchange student directly to the partner university.
- Each partner university has different application process. Students are suggested to follow the process and the timeline of the partner university strictly.
- If accepted, the partner university will send the acceptance letter (hard copy and soft copy) either to ISE or directly to the students.
- ISE will send an email to the students to pick up the original copy of acceptance letter to be used for visa application at ISE office.

8. Before Departure

- **Course equivalency requests**
 - Students must submit course equivalency requests online by the specified deadlines.

Cycle	Date
1	~April 1 - 30
2	~June 15 - July 15
3	~September 1 - 30

IMPORTANT NOTE: Only courses that have been approved by the Faculty of Engineering Committee prior to student's return from the partner university can be transferred. Each student must make individual course equivalency requests and approval or disapproval is assigned to individual students not to the courses requested by another student.

- **Travel grant for visa and airfare**
 - Students are eligible to ISE travel grant not exceed 30,000 THB, which covers expenses on airfare and visa fee.
 - Original receipts of air ticket, boarding passes and visa fee payment are required for the reimbursement upon return.
- **Travel insurance and health insurance**
 - Students are responsible for paying for their own travel insurance and health insurance.
 - Some partner universities require students to buy specific type of insurance. The university requirements must be strictly followed.

- **Accommodation and airport pick-up services**

- Students are responsible for securing their own accommodation. Partner university will normally provide information about on campus accommodation and suggest valuable off campus housing.
- Some partner universities provide airport pick up services. Students must check pick up schedule with the universities prior to traveling dates.

- **Tuition fee payment to Chulalongkorn University**

- Students must pay full tuition fee and program fee for the exchange semester before their departure to the partner university.

9. Before Return

- Students must request for an official academic transcript to be sent directly to ISE office.
- Students must register for Chulalongkorn University courses to be taken in the return semester online at www.reg.chula.ac.th.

10. Upon Return

- Students are responsible for following up with the partner university in sending official transcripts to ISE as soon as it is available. In case the partner university send the official transcript to the students, the students are responsible to submit the transcript to ISE.
- Students complete ISE online credit transfer request within the deadline.
- Students submit travel grant reimbursement form along with travel report by the deadline.

To do list	Date
Credit transfer request	Before February 28, 2021
Travel grant reimbursement	Before March 15, 2021
Exchange report submission	Before March 15, 2021

11. Criteria for credit transfer

- The Faculty Committee will approve the credit transfer and grade conversion by comparing the course description and the grading criteria between the abroad course and Chulalongkorn's course based on the standard of Chulalongkorn University. However, the credits to be transferred must not exceed 25 per cent (1 out of 4) of the total credits throughout the curriculum.
- The student must receive a grade of \geq C or equivalent on the abroad course to be able to transfer; however, the received grade will not be included in the Chulalongkorn's GPAX calculation, except there is an agreement between two institutions stating otherwise.
- Chulalongkorn's course that the student can transfer must be approved from the Faculty Committee before their departure.
- Student will not be able to re-register the Chulalongkorn's course that has already been transferred.

12. Contact Person

<p>ISE International Affairs:</p> <p>Ms. Fonthong Tangjitwatanakul Email: fonthong.t@chula.ac.th Tel: 02-218-6422 ext. 314 Responsible</p> <ol style="list-style-type: none"> 1. Contact partner universities 2. Students nomination 3. Distribution of acceptance letters from partner universities to exchange students 	<p>ISE Academic Affaires:</p> <p>Ms.Kitakarn Jitauaretikun Email: kitakarn.j@gmail.com Tel: 02-218-6422 ext. 103 Responsible</p> <ol style="list-style-type: none"> 1. Outbound exchange online application 2. Interview arrangements 3. Online course equivalency request and credit transfer
<p>ISE Academic Affaires:</p> <p>Ms. Waranit Nithikornsirikul Email: waranit.n@chula.ac.th Tel: 02-218-6422 ext. 104 Responsibilities</p> <ol style="list-style-type: none"> 1. Coordinate with Faculty staffs responsible for arranging Faculty course equivalency and Faculty committee meetings and students' registration 	<p>ISE Financial Affairs:</p> <p>Ms. Supaphan Pattamanate Email: supaphan.p@chula.ac.th Tel: 02-218-6422 ext. 306 Responsible</p> <ol style="list-style-type: none"> 1. Travel grant reimbursements 2. Report submission