**Factsheet for Partners**

**BBA Program**

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**Nomination & Application Process**

**STEP 1: Online nominations by partner university**

The Exchange Coordinator of the home school will receive an email from the Exchange Coordinator of Chulalongkorn Business School regarding the BBA online nomination.

**STEP 2: Online application by students**

After nomination has been submitted, students will automatically receive instruction for application by email. They are required to fill in an online form by the following the deadlines.

- by April 30 for Fall Semester
- by September 30 for Spring Semester

**The following supporting documents are required to upload:**

1. Color photo (White shirt and plain background).
2. ID page of the student’s passport.
3. Recent academic transcript (with English translation if applicable).
4. Proof of the English language proficiency
   (Required for a non-English native speaker)

**Notes:**

1. Only complete applications with all required supporting documents uploaded can be processed.
2. Admission will be processed and letter of acceptance for visa application will be sent out to your school:
   - by May 30 Fall Semester
   - by October 30 for Spring Semester
3. Students will be in contact with the exchange coordinator of Chulalongkorn Business School by the above dates for the up-to-date information, such as course list, accommodation, buddy program, online registration, orientation and etc.

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**Academic Calendar**

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class</td>
<td>Early August</td>
<td>Early January</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>Last week of September – Early October</td>
<td>Last week of February – Early March</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Last week of November – Mid December</td>
<td>Last week of April – Mid May</td>
</tr>
<tr>
<td>Close of Semester</td>
<td>Early December</td>
<td>Early May</td>
</tr>
</tbody>
</table>
The course list and timetable for the semester you plan to attend will be not be available until 1 month before the start of the semester.

You can refer to the tentative course list and syllabus in the previous semesters for an idea: [https://bba.acc.chula.ac.th/index.php/2014-06-27-06-11-06/exchange-incoming](https://bba.acc.chula.ac.th/index.php/2014-06-27-06-11-06/exchange-incoming)

**Courses Selection & Workload**

Students can take any courses as long as they have enough basic background and no schedule conflict. 7 courses are the maximum per semester.

Since class schedule is not ready to announce until 1 month prior to the start of the semester, students are suggested to choose 7 courses or more as back up to avoid any schedule conflict in the future. They can drop the courses later.

**Note:**
1. Students are allowed to take one course outside Business School according to the regulations.
2. Taking class at the Master level is totally not allowed.

<table>
<thead>
<tr>
<th>Chulalongkorn Credit System</th>
<th>Type of courses</th>
<th>Chula Number of credits</th>
<th>Number of hours per session</th>
<th>Number of sessions</th>
<th>Total number of workload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture hours</td>
<td>Practice hours</td>
<td>Self-study hours</td>
<td>Exam hours</td>
<td>Lecture</td>
</tr>
<tr>
<td>General courses</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Law courses</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>N/A</td>
<td>1.5</td>
<td>1.5</td>
<td>0</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>Sport &amp; some courses</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Conversion to European System</th>
<th>Type of courses</th>
<th>European Credits</th>
<th>Number of hours per session</th>
<th>Number of sessions</th>
<th>Total number of workload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture hours</td>
<td>Practice hours</td>
<td>Self-study hours</td>
<td>Exam hours</td>
<td>Lecture</td>
</tr>
<tr>
<td>General courses</td>
<td>1 ECTS = 25 – 30 workload hours in general: lecture + practice + exam + self-study hours</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
137 is the total required number of credits for graduation or getting a bachelor degree (4-year program).


Here below is more explanation on Hour Code for each course which does not show in the above link, for example:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hour Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>5506101 Essential English for Business I</td>
<td>3(2-2-5)</td>
<td>3 credits&lt;br&gt;(2 lecture hours/week – 2 practice hours/week – 5 self-study hours/week)</td>
</tr>
<tr>
<td>2602344 Production/Operation Management</td>
<td>3(3-0-6)</td>
<td>3 credits&lt;br&gt;(3 lecture hours/week – 0 practice hours/week – 6 self-study hours/week)</td>
</tr>
</tbody>
</table>

If you want to obtain more information about Hour Code for other courses, feel free to contact me at Thirawut@cbs.chula.ac.th.

**Registration Process**

Online registration data: login, password and up-to-date course list and class schedule will be sent directly to student’s email around 1 month before the start of the semester.

**Area of Study Not Available to Exchange Students**

No.

**Number of Credits Per Course**

Typically, the number of credits for each course is 3 credits (the US system) except some courses such as Law and Sport will be 2 and 1 respectively.

**Language of Instruction**

English

**English Proficiency Requirements**

A non-English native speaker should provide one of the following tests:

- TOEFL not less than 79 Internet based
- IELTS not less than 6.5
- Or some other forms of language assessment may be acceptable.

**GPA or Grade Requirements**

2.75 (US 4-point scale system), C+ or 70% or any equivalency

**Accommodation**

# Generic Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Meaning</th>
<th>Equivalent Grade Point</th>
<th>Approx. Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>100 - 90%</td>
</tr>
<tr>
<td>B+</td>
<td>Very good</td>
<td>3.5</td>
<td>89 - 86%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>85 - 80%</td>
</tr>
<tr>
<td>C+</td>
<td>Fairy good</td>
<td>2.5</td>
<td>79 - 76%</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
<td>75 - 70%</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.5</td>
<td>69 - 66%</td>
</tr>
<tr>
<td>D</td>
<td>Very poor</td>
<td>1.0</td>
<td>65 - 60%</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
<td>&lt; 60%</td>
</tr>
</tbody>
</table>

# Health Insurance

Students are strongly suggested to obtain appropriate insurance coverage while living in Thailand. However, you are required to buy additional insurance from Chulalongkorn University as well. It costs 2,000 THB.

# Scholarship & Financial Aid

We do not have a scholarship. Students who are interested in participating in the exchange program should comprehensively plan their own financial support before arrival.

# Textbooks & Reading Materials

- Handouts and class materials will be posted on My Course Ville.
- Textbooks, E-textbooks and reading package are available to buy at the BBA Office.

# Buddy Program

We have a student team called “IntDept” taking care of all activities for exchange students every semester.

# Letter of Acceptance & Visa Requirements

Letter of acceptance for visa application will be sent to the Exchange Coordinator. It should reach your Office by the following dates:

- within May 31 for the Fall Semester
- within October 31 for the Spring Semester

Students are suggested to contact the Thai Embassy or Consulate for a non-immigrant “ED” type visa. **Notes:**

1. All students will be allowed to stay 90 days for the first entry with a student visa. They are required to get their visa extended before the expiry date so that they can stay until the end of the semester. The BBA Office will provide an extension letter to all students.
2. Students are required to obtain a re-entry permit before leaving Thailand to secure a student visa when coming back. There are 2 options: single and multiple re-entry permit.

# Activities Provided to Exchange Students

- Orientation session will be normally arranged within the first week of the semester.
- Welcome dinner will be arranged on Wednesday last week of the first month.
- Cultural trip
- Thai culture class
- Volunteer trip
- Farewell dinner

# Approximate Cost of Living

- Accommodation (water & electricity fees) 2,000
- Meal 1,500
- Transportation 500
- Textbooks 150
- Chula insurance 60
- Miscellaneous (Traveling, shopping) 1,200

**Total (USD)** 5,410 for 4.5 months

**Remark:** Exchange rate USD 1 = THB 36
According to Chulalongkorn’s regulations, you are required to:

- Attend **80%** of all classes otherwise you will not be allowed to take exams and will get an “F” for the course.
- Wear a proper Chula uniform when you attend classes, use facilities such as library, computer room or contact the BBA Office.

<table>
<thead>
<tr>
<th>Male Students</th>
<th>Female Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ White shirt: <em>(must be tucked in)</em></td>
<td>▪ White shirt: <em>(must be tucked in and buttoned up to a respectable height)</em></td>
</tr>
<tr>
<td>▪ Long black trousers</td>
<td>▪ Black skirt: <em>(its length must be long covering your knees)</em></td>
</tr>
<tr>
<td>▪ Chula belt</td>
<td>▪ Chula pins, buttons and belt</td>
</tr>
<tr>
<td>▪ Polite shoes</td>
<td>▪ Polite casual shoes</td>
</tr>
</tbody>
</table>

T-Shirts, shorts, jeans, sandals and slippers are prohibited.

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**Postal Mailing Address**

BBA International Program  
Chulalongkorn Business School  
Chulalongkorn University  
Phayathai Road, Bangkok 10330  
THAILAND

Tel: 662 – 218 – 5738, 218 - 5840  
Fax: 662-251-3718  
Website: [http://bba.acc.chula.ac.th](http://bba.acc.chula.ac.th)  
Email: [bba@chula.ac.th](mailto:bba@chula.ac.th)

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**Contact People**

- **Associate Professor Chackrit Duangphastra, Ph.D.**  
  Director, BBA International Program  
  Tel: 662-218-5707  
  Email: [Chackrit@cbs.chula.ac.th](mailto:Chackrit@cbs.chula.ac.th)

- **Mr. Photipong Chanawangs**  
  Manager, BBA Office  
  Tel: 662-218-5738  
  Email: [Photipong@cbs.chula.ac.th](mailto:Photipong@cbs.chula.ac.th)

- **Mr. Thirawut Sutabut**  
  Coordinator, Student Exchange and Study Abroad Programs (Inbound)  
  BBA International Program  
  Tel: 662-218-5840  
  Email: [Thirawut@cbs.chula.ac.th](mailto:Thirawut@cbs.chula.ac.th)

- **Mr. Wasuwat Sirikul (new in January 2023)**  
  Coordinator, Student Exchange and Study Abroad Programs (Outbound)  
  BBA International Program  
  Tel: 662-218-6120  
  Email: [Wasuwat@cbs.chula.ac.th; Outbound.exchange@cbs.chula.ac.th](mailto:Wasuwat@cbs.chula.ac.th; Outbound.exchange@cbs.chula.ac.th)

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