

Course Registration Note

(Only for incoming **GRADUATE** exchange students)

Name / Last Name:
Home institution:
Semester of exchange (Fall / Spring):
Year of exchange:
E-mail address:

Incoming graduate exchange students are required to comply with rules and regulations below.

- 1) According to Thammasat University's regulations, incoming graduate exchange students are allowed to take up to **nine credits per academic semester**. It is noted that a minimum of 3 credits of business courses is required to maintain the Thammasat Business School (TBS) student status. After fulfilling the minimum course registration requirement, the incoming graduate exchange students are encouraged to take non-business courses, such as Thai Language & Culture and other courses in Thai studies, in order to enhance their study experiences.
- 2) Course credits offered in some courses are 1.5, 2 or 3 credits which may be arranged in a module format. In a case that students are required to take more than nine credits to fulfill the course load at their home institutions, they are required to submit an official note from the home university.
- 3) It is highly recommended that incoming exchange students enroll in courses respectively offered by MIF, MIM or IMBA programs. **Cross-registration is strongly discouraged due to potential class schedule conflict**. The CIA takes no responsibility on reconciling the class schedule conflict which may carry negative consequences to the students' class performance.
- 4) Regular tuition fees, which are varied by each TBS international program, may apply for any course or credit taken beyond the maximum limit. If that becomes an inevitable case, it is suggested that the incoming graduate exchange students seek academic advice from the Center for International Affairs prior to their arrival in Thailand or during a regular course registration period.
- 5) The incoming graduate exchange students are required to send the course registration request form, which includes approval of course equivalency / transfer acknowledged and signed by an exchange coordinator / authority at a home university, to the Center for International Affairs of Thammasat Business School as soon as possible. Due to a limitation of seat availability in some courses, it is first-come-first-served. Exceptional cases can be made only by proof of emergency. Course change or swap among the incoming exchange students is possible upon consent of all parties concerned.
- 6) There is a possibility that final examination schedules of different courses become conflicting. It is recommended that the incoming graduate exchange students be flexible to a greater extent because, in some cases, course instructors / professors are very strict with rescheduling on examination arrangements.

This is to confirm that I have understood and accepted all the conditions above.

[Signature]

[Student's name / last name]

[Date]