

Exchange Application Process

Fall 2018 and Spring 2019

(August 2018 - May 2019) **BBA ID 59**

1. Rationale and Reasons

The Office of International Affairs, the Faculty of Commerce and Accountancy (for Thai Program) and the BBA International Program have established academic co-operations with well-known universities around the world. One direct benefit is the student exchange agreement which provides outstanding students an opportunity to study abroad in foreign universities that best meet their long-term professional interests. According to Chulalongkorn's regulations, students are required to pay tuition fees to Chulalongkorn University before leaving the country and are exempt from paying tuition fees to the partner university during the period of exchange. In addition, students will be able to transfer credits earned from the partner universities to the Chulalongkorn University.

2. Objectives

- 2.1 To broaden student perspectives and visions.
- 2.2 To allow students an opportunity to gain study abroad experience.
- 2.3 To practice English or other foreign language skills.
- 2.4 To learn more about foreign cultures.

3. Qualifications

- 3.1 Year – Applicants must be third year or forth year student. Forth year student can participate in Partner University for Fall semester only.
- 3.2 GPAX – Applicants must achieve a minimum cumulative GPA of 2.5 out of 4.0.
- 3.3 English Result – Applicants must achieve a minimum score as follows:
 - TOEFL score of 79/550 is required. (79+/550+ is recommended) or
 - IELTS (for UK) score of 6.5 is required (6.5+ is recommended)
- 3.4 Records – Applicants mustn't have the following records:
 - Record of Behavioral penalties and/or academic suspension
"In particular, the students who get deducted 30 or more penalty points will be sanctioned by preventing them from participating in the BBA exchange program"
 - Record of Absence from all required activities offered by BBA Program
- 3.5 Concurrent Application – Applicants have no concurrent application to another exchange program. If the BBA office finds out at any point of the process, your application will be dropped and your exchange privilege will be moved to the next semester.

4. Application Calendar

Activities	Fall 2018	Spring 2019
► Consult BBA Office (P'Boom) and Office of International Affairs (P'Som – Thai Program) to obtain information about university, course equivalency and study plan.	January 8 – 31, 2018	July 3 – 31, 2018
► Online Score Submission (both GPAX and English result) at: http://studentbba.cbs.chula.ac.th/Account/Login.aspx A copy of transcript and a copy of TOEFL must be uploaded thru the link. Hardcopies are not required to be submitted at the BBA Office.	February 5 – 6, 2018 (The system opens 9.00 on February 5 and closes at 12.00 noon on February 6.)	August 6 – 7, 2018 (The system opens 9.00 on August 6 and closes at 12.00 noon on August 7.)

Activities	Fall 2018	Spring 2019
▶ Online Application at: http://studentbba.cbs.chula.ac.th/Account/Login.aspx	February 7 – 8, 2018 (The system opens 9.00 on February 7 and closes at 17.00 on February 8.)	August 8 – 9, 2018 (The system opens 9.00 on August 8 and closes at 17.00 on August 9.)
▶ Selection Announcement	February 9, 2018 (The result will be announced at 17.00.)	August 10, 2018 (The result will be announced at 17.00.)
▶ Cancellation Deadline (Letter of cancellation must be provided.)	February 16, 2018 (before 12.00 noon)	August 17, 2018 (before 12.00 noon)
▶ Final Selection Announcement	February 19, 2018	August 20, 2018
▶ Submit requisition form and all required documents	February 12 – 28, 2018	August 13 – 31, 2018

5. Required Documents (to be submitted at the BBA Office by February 28, 2018 for Fall 2018 and August 31, 2018 for Spring 2019)

Please submit one set of the following documents to BBA Office:

5.1 A completed requisition form with photo downloaded from:

<http://studentbba.cbs.chula.ac.th/Account/Login.aspx>

5.2 An academic transcript for courses taken up to Fall 2017 or Spring 2018

5.3 A copy of TOEFL or IELTS score (taken within two years of the application date)

5.4 A current resume

5.5 A statement of purpose essay (Maximum one page describing your background, interest in the university you chose, and your expectation of participation benefits)

5.6 A copy of passport with “Certified True Copy” and your signature

5.7 A copy of student ID card

5.8 A completed study plan

6. Duration of Program

- Fall Semester (August – December 2018)
- Spring Semester (January – May 2019)

7. List of Partner Universities, Criteria and Number of Acceptance

To be announced.

8. Credit Transfer and Regulations

According to Chulalongkorn regulations, strict adherence to the following procedures by students is required:

1. Course registered in the partner university must be considered and approved by the BBA Office and the Office of International Affairs to get course description equivalency. Course descriptions of free elective courses are not required for approval.
2. The maximum number of credits that can be transferred to Chulalongkorn University in one semester is twenty-two (22) or 7 courses. Most courses are awarded three credits.
3. Students need to earn a grade of "C" (or equivalent) or better in order to get credits transferred. A cumulative GPA will not be calculated. An "S" or "Satisfactory" will be shown in the student's transcript. On the other hand, students who earned a grade lower than "C" (or equivalent), an "U" or "Unsatisfactory" will be shown in the transcript.
4. Since a study plan can help students prepare course registration correctly both before going abroad and after returning from the exchange semester, it is a student responsibility to prepare a study plan and provide the BBA Office and the Office of International Affairs the course description or syllabus for the course equivalency process before selecting the universities. For more course equivalencies, a long course description or course syllabus should be sent to coordinators, BBA Office – P’Boom, Thai Program – P’Som. In addition, BBA students are recommended to take courses according to their major specified in the tentative course plan.

5. According to the Accounting Department Head's suggestion, accounting major students who aim to take the CPA examination in Thailand should not take the following courses abroad:

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|--------------------------------------|----------------------------------|
| - 2601123 Intermediate Accounting I | - 2601225 Cost Accounting |
| - 2601223 Intermediate Accounting II | - 2601323 Advanced Accounting I |
| - 2601224 Managerial Accounting | - 2601423 Advanced Accounting II |
| - 2601322 Auditing | - 2601227 Taxation |

9. Selection Process

The BBA Committee and the Office of International Affairs will consider applicants and required documents of each student application. A personal interview may also be required.

10. Evaluation Criteria

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|-------------------------|------|
| - TOEFL or IELTS scores | 60 % |
| - GPAX | 40 % |

11. Online Application

Students can go to this link for online application:

<http://studentbba.cbs.chula.ac.th/Account/Login.aspx>

- 11.1 Students are free to select three (3) universities and rank them by personal preference.
- 11.2 Student scores (based on GPAX and English result) will be used to determine priority in university selection.
- 11.3 Students who fail to report and confirm participation after the final selection is made will forfeit their exchange privileges of the semester.

12. Agreement on Exchange Application Process

- 12.1 Increasing quotas is impossible.
- 12.2 Grades and English scores are not flexible.
- 12.3 Official scores and required documents must be submitted by the deadline.
- 12.4 Online application ranking will not be adjusted and replaced in case of the cancellation after application process.

13. Exchange Cancellation

Students withdrawing from the Exchange Program after being accepted will not be allowed to participate in the future unless their reasons are judged genuine and compelling by BBA.

14. Expenses

Students are responsible for all expenses incurred during the exchange period, including food, transportation and accommodations. Students must also pay tuition fees to Chulalongkorn University before leaving the country.

15. Accommodations

Students must be responsible for securing their own accommodations, including on or off campus arrangements. Host universities typically provide valuable housing recommendations and suggestions.

16. Visa

Before students apply for a student visa, students should receive an admission package or acceptance package from partner university. When the admission package/acceptance package arrives, the email will be sent to student for picking it up. Students are responsible for applying for a visa themselves. However, students are required to book the air ticket after you obtained the visa.

17. Post - Exchange Program Report

Each student is required to do a report about his/her experience upon returning from the exchange semester. Information from student report is used to help students interested in going to the same university in the future as well as improve the overall management system for the exchange program.

18. Contacts

- **For BBA students**, please contact Kewalin Sripirom (P' Boom),
BBA Office, 4th Floor, Building 8
Office Hours: 9:00-16:00 hrs.
Telephone: 02-218-5738, Ext. 103 or 108
Email: kewalin@cbs.chula.ac.th
- **For Thai students**, please contact Supeeporn Chaleauka (P'Som)
Office of International Affairs, 2nd Floor, Building 8
Office Hours: 9.00-16.00 hrs.
Telephone: 02-218-5871
Email: supeeporn@cbs.chula.ac.th

Please update information about exchange program from the BBA and the Office of International Affairs' boards, website or via your email. BBA Office and Office of International Affairs will not accept any petition if students fail to follow up regarding the updates.