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CHAPTER 7

◆ Participating in Orientation

Every year, at the beginning of the first semester (mid- to end August), the PSU Graduate School organizes an International Students Orientation session for the new graduate students. For the first-year undergraduate students, their faculties will arrange orientation sessions during the same period of time. This is your chance to meet other international students, learn about life in Thailand, resources on campus, health insurance and exchange experiences with senior international students.

For students entering university in January (second semester), you will be invited to participate in orientation sessions before the start of your first term.

Moreover, each faculty plans events throughout your first weeks at PSU, where you can meet professors and find out more about what it is like to be a student in your faculty.



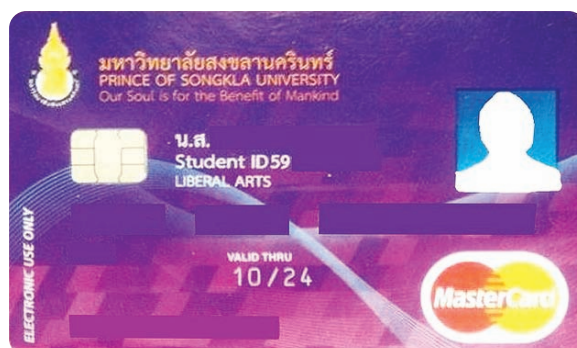
◆ Getting ready for classes

Student Identification Card

Students are issued a temporary ID card at the Registration Division located at the Learning Resources Center (LRC) Building (a one-inch photograph is required). Students should apply for a permanent ID card at the Siam Commercial Bank, PSU Branch, at their earliest convenience (another one-inch photograph is required). The ID card will be issued in approximately one month and will also serve as an ATM card. Students and employees will need their ID cards to use the library and some other recreational facilities.

The following documents are needed for application:

- 2 photographs of 2x3 cm.
- 2 photocopies of your passport
- your blood type
- a savings account at the Siam Commercial Bank PSU Branch. Students having already an account may contact the bank with the bank book and passport two weeks after the beginning of the semester.





Student Passport

Upon your arrival at PSU, you will receive a PSU Passport from your faculty, which is your user ID and password to access the [Student Information System \(SIS\)](#). Please remember to personalize your password and activate you PSU Passport.

With this Passport you can access the SIS system to find your class schedule, financial records, transcript and other important information regarding your study at PSU.

Study Plans at PSU

The study experience varies quite significantly between degree programs, but one should keep in mind that:

- successful completion of thesis (& on time) is the common goal,
- even if your program has coursework focus on the 1st year, you must already start thinking about a research topic,
- you should pay attention to the publication requirements and develop a strategy with your supervisor.

Bachelor's Degree

International students can enroll any of PSU programs taught in English language as listed on its website at [International and English Programs](#). The other undergraduate programs are offered in Thai language.

Duration of study:

- Most of programs: 4 years (extend for maximum 8 years)
- Medical, Dentistry and Pharmacy programs: 6 years (extend for maximum 10 years)

Master's Degree

Plan A: Thesis

- Plan A 1 - Thesis only with 36 credits. Student may be assigned additional audit course work.
- Plan A 2 - Combined course work and thesis with at least 18 credits, and 18 course work credits.

Plan B: Part-time study

- Course work only with a self-study of at least 6 credits.

Duration of study: 2 years

- extend to maximum 5 years

Doctoral Degree

Plan 1: Thesis only

- Plan 1.1 – From Master's degree, 48 credits.
- Plan 1.2 – From Bachelor's degree, 72 credits.

Plan 2: Combined course work and thesis

- Plan 2.1 – From Master's degree, 36 credits of thesis, 12 credits of course work.
- Plan 2.2 – From Bachelor's degree, 48 credits of thesis, 24 credits of course work.

Duration of study: 3 years

- from Master, extend to maximum 6 years
- from Bachelor, extend to maximum 8 years

Learning Approach for Graduate Study

Master's Degree: 2 years

Plan A1: Thesis only

Plan A2: Course work + Thesis

- Year 1:** Pass English proficiency test
Course work
Proposal defense
Pilot study
Preparation for publication

- Year 2:** Start your thesis
Publication
Completion of your thesis
Submission of thesis

PhD: 3 years

Plan 1.1: Thesis only

Plan 2.1: Course work + Thesis

- Year 1:** Pass English test
Course work
Qualification exam
Proposal defense, Pilot study
Preparation for publication

- Year 2, 3:** Start your thesis
Publication 2 papers
Completion of your thesis
Submission of thesis

Course work style is Active Learning:

- Self study
- Writing & presenting reports
- Group work/ discussions
- Active class participation

Thesis: Professor-student relationship

- Thesis supervision is one of the forms of one-on-one teaching.

Estimated living expenses for one year of study at Prince of Songkla University:

Accommodation (plus utilities and amenities): 60,000 Thai Baht / per year (5,000 THB/month)

Books and Supplies: 5,000 Thai Baht / per year

Meals: 60,000 Thai Baht / per year (5,000 THB /month)

Health Insurance Coverage: 2,000 - 6,000 Thai Baht / per year

Notes:

- All costs are approximated and should be used as a guideline only. The cost of living may differ depending on your lifestyle and general economy.
- Health insurance charges are set by the health care provider and are subject to change at their discretion.

Student Services & Support

The **PSU International Affairs Office** and the **PSU International Students & Staff Office**, both located on the 3rd floor of President’s Office Building (behind SCB Bank), can offer you support and assistance in various matters regarding your stay at PSU. Moreover, International Affairs officers are appointed at every faculty to offer you assistance and support.

PSU International Students & Staff Office (PSU ISSO) assist international students & staff to better adjust to university life at PSU and aims to foster the international spirit of PSU and offer various and convenient services to international students & staff. ISSO provides guidance & assistance with:

- Immigration Procedures: visa extension; 90-day report; re-entry permit
- Health and Accident Insurance
- Contact other PSU offices and outside companies for various services

Contact: Tel: 074-28-2968 Email: psu-international@psu.ac.th

On-campus Immigration Assistance

Representatives from the Hat Yai City Immigration Office come to PSU Hat Yai Campus usually on the last Wednesday of each month, in order to assist PSU’s foreign staff and students with a variety of immigration affairs such as:

- One-year Visa Extension,
- Re-entry Permit,
- 90-day Report and
- advice on a range of issues.

Necessary documents, official forms to fill in and more details can be found on the [relevant page of the International Office website](#).



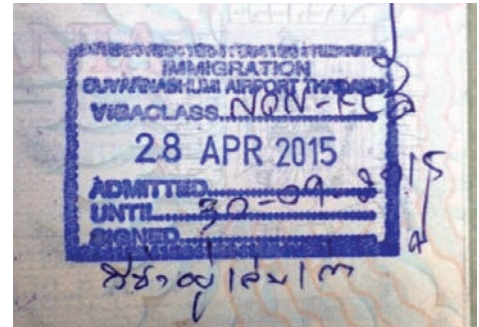
Notification of Residence

PSU foreign students and staff must notify their residence to local immigration authorities within 24 hours after the first arrival in Thailand.

See more information in the [Getting Started](#) section of this guidebook.

One-year Visa Extension for Students

A foreign student must enter Thailand with a Non-immigrant “Ed” visa, obtained from the Royal Thai Embassy / Consulate in his/her country. The validity of this visa is three months and once in Thailand, student can apply for an extension of stay for one year at the related Immigration Office in Thailand (or at PSU on specific days) before the expiry date mentioned on the first stamp you get upon entering Thailand. After receiving the extension, one should check that the extension date is correct. The last visa extension may be shorter than one year, depending on student’s graduation date.



90-day Report

A foreigner staying in Thailand for a period longer than 90 days and holding a Non-Immigrant Visa is required by the Thai Immigration to report the current address every 90 days. He /she must file this report within 15 days before or 7 days after the 90-day-period expires. However, if he / she leave Thailand anytime during the 90-day period, then the day-count will restart upon the re-entry date into Thailand.

Re-entry Permit

Foreign students holding a single entry visa or an extension of stay and planning to travel abroad, must obtain a Re-entry Permit before their departure, otherwise their visa will be invalidated and they will have to go through the whole process of getting the proper visa at a Thai Embassy or Consulate outside Thailand. The Re-entry Permit must be obtained from the Immigration Office (or at PSU on specific days) before leaving Thailand.



Important:

- check well the expiry date of your One-year Visa Extension: one can submit the documents not more than 45 days in advance. If the one-year visa expires, there is a fine of 500 Baht per day, but not exceeding 20,000 Baht in total, and a possible ban from Thailand. (link to notice on web)
- for the 90-day Report, one can submit the documents even 15 days in advance or 7 days after the expiry date; if not, he/she will be fined 2,000 Baht.
- be sure that you obtained a Re-entry Permit before travelling abroad/exiting Thailand; otherwise, your One-year Visa extension will be invalidated.

Necessary documents, official forms to fill in and more details can be found on the relevant page of the International Affairs Office website.

Accommodation

International Dormitories

International students will be provided accommodation on campus.

Dormitory Reservation

- Contact Student Affairs for on-campus dormitory reservation
- dorm.psu.ac.th

For more information, please contact the [International Students and Staff Office](#).



Alternative Accommodation

One may opt to lease housing in town:

- most apartments in Hat Yai and the surrounding areas are similar to studio apartments: a single room with a restroom and balcony.
- houses may also be rented, if you let your PSU contact know well in advance.

How to book off-campus housing?

- please contact the International Affairs officer/ adviser at your faculty in order for them to help you book accommodation off-campus.

Health Insurance for PSU Students

University Health Insurance Plan

International students are required to have health and accident insurance from their own countries. In addition, during registration, one will obtain a University Health and Accident Insurance for 300 Baht a year (included in the tuition fee). This insurance covers free treatment (not exceeding 10,000 Baht per year) at Songklanagarind (PSU) Hospital. This will only be effective for the period of time that one is registered. Accident insurance coverage includes free treatment at any public hospital, but is limited to a maximum of 12,000 Baht for each accident. At Songklanagarind Hospital, students are not required to pay in advance, but in any other hospitals they must pay the fees and submit claims to the PSU Student Affairs Division to obtain reimbursement.

The full specifications of this insurance can be seen on the website of the PSU IAO at “Health Care Service and Personal Accident Insurance for International Students”: <http://interaffairs.psu.ac.th/index.php/health-and-accident-insurance-for-psu-students>.

Health & Accident Insurance by Siam City Insurance Company

PSU foreign students can opt for insurance provided by Siam City Insurance Company, having a branch on the 1st floor of PSU Saving and Credit Cooperative (the new building located behind the President’s Office Building, PSU Hat Yai Campus). There are different plans available, with costs from 2,000 to 6,000 Baht per year. The price includes fees.

Insurance is effective from the day of application and full payment, and is valid for one year. Insured person must complete and sign an application form. For more details, please contact the [International Students and Staff Office](#), or see the [IAO website at Health and Accident Insurance](#).

❖ Multicultural Student Clubs and Societies

At PSU, one can join one of the multicultural student clubs and societies:

- International Students Association
- Sport Clubs
- Community Services and Volunteers Unions

International Students Association (ISA), PSU Hat Yai Campus

ISA PSU is an association of diverse entities representing all international students enrolled at Prince of Songkla University Hat Yai Campus. Every year, the campus opens its doors to international students from different countries and the newcomers automatically become members of ISA PSU. Currently, there are almost 300 students from 29 nationalities, thus, on campus there is a harmonious mix of cultures and customs from all around the world. ISA's main objective is to create a pleasant and comfortable environment for all international students of PSU Hat Yai Campus and to make their stay and studies convenient by cooperating with university's management. ISA also aims at uniting all international students and Thai students in harmony with different cultural perspectives for the benefit of human's kind, which follows university's motto: "Our Soul is for the Benefit of Mankind".



ISA members engage in various academic and social activities that are of great benefit to students, PSU and Hat Yai community at large. ISA's future and past activities can be seen on their [website](#) and [Facebook page](#).

Sport Clubs

Depending on their interest, PSU students can join one or more of the sporting clubs available in Hat Yai Campus, such as:

- Softball and Baseball Club
- Takraw Club
- Bridge Club
- Basketball Club
- Futsal Club
- Football Club
- Shooting Club
- Rugby Club
- Volleyball Club
- Swimming Club
- Martial Arts Club
- Tennis Club
- Petanque Club
- Badminton Club
- etc.



Cultural and Academic Clubs

One can also join student's cultural and academic clubs, such as:

- Community Choir
- Christian Club
- Buddhist Society
- Muslim Society
- Chinese Language Club
- Malay Language Club
- Universal Music Group
- Thai Music Club
- Thai Dance Club
- Cheerleader Club
- Art Club
- Student Entrepreneurs Club
- Oratory Club
- Peace Studies Club
- Public Relations Club
- Environmental Conservation
- Community Development Volunteers
- etc.

Academic integrity

Classes

1. Students should attend every class.

Students arriving up to five minutes late after the registration has been taken will receive a late mark. Students arriving more than five minutes after the roll has been taken will receive an absent mark. Three late marks are equivalent to one absent mark.

2. Class attendance required to take examinations.

Students must attend at least 80% of their classes to take the midterm or final examinations.

3. Mobile Phones

Mobile phones must be switched off during class. If a student's phone rings or vibrates in class, the teacher will confiscate the phone and the student may be marked late or absent. The phone will be returned at the end of the day.

4. Food and Drink

No food or drink is permitted in the classroom.

Notes:

It is the student's responsibility to frequently check the SIS online system for important information such as cancellation of classes, 'make-up' classes, examination schedule and other information.

Examination Rules:

1. **Students must wear appropriate uniform and shoes.**
2. **One must bring a valid student ID card for any examination.**
3. **Students must be on time for the start of an examination.** Students arriving after the start of an examination will not be allowed to enter the room.
4. **All possessions must be kept out of sight and reach,** including mobile phone, books, etc. Students should follow teacher/ proctor directions and store their possessions in a suggested safe place, e.g. in front or back of the room.
5. **Students are not allowed to talk during examination.** If there are questions, they should be directed to the teacher/ proctor.
6. **No dictionaries or other reference materials are allowed during an examination.** Unless otherwise specified, any form of supporting material is expressly forbidden.
7. **All mobile phones must be switched off and submitted to the teacher/ proctor before an examination begins.** Any student whose mobile phone is on during an examination will be penalized by the loss of marks and/or may be asked to leave the examination room.
8. **Students must sit in assigned seats and sign the examination attendance record.** Students are responsible for ensuring their names are recorded on the attendance records.
9. **Students are not permitted to leave an examination room for any reason.** Students who need to use the restroom should do so BEFORE the examination begins. If a student leaves the examination room before the designated time, the paper submitted at the time of exit will count as the final score.
10. **Students who fail to take any examination on the scheduled date (without prior arrangement with faculty's staff will not be allowed to take a make-up examination and will receive an 'F' grade.** All excuses for non-attendance of an examination will be carefully checked for accuracy and authenticity.

Cheating:

If a student is discovered cheating during an examination, he/she will automatically fail the course and be put on behavioral probation. Serious cases of cheating may result in ineligibility to pass to the next academic level, enroll in the next quarter or even attend PSU.

Any form of cheating (including talking/ whispering/ signaling to anyone other than the teacher/proctor, looking at another exam paper, holding an exam paper in the air, using crib notes or mobile phones, etc.) will lead to an 'F' in that course and/or a 'ZERO' score for that course.

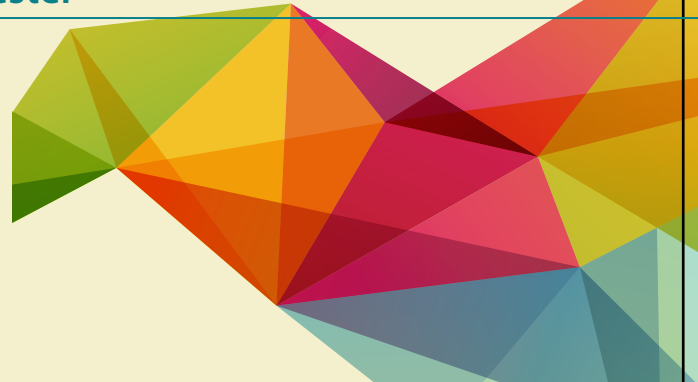
Research Misconduct:

- Fabrication: construct/fabricate the results without actually conducting the research e.g. doing experiment, collecting data.
- Falsification: change/alter/distort the data for 'successful' purposes.
- Plagiarism: the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another's work. It does not include authorship or credit disputes.
- Duplicate/Redundant publication.

Withdrawal Procedures:

Students who would like to withdraw from a subject are required to fill out a withdrawal form via the [PSU Registrar's Division](#).

CHECKLIST



- I checked with PSU Graduate School or my faculty the date for the Orientation
- I already applied or prepared to apply for a PSU ATM ID Card
- I learned about Thai classroom culture
- I read about Students Services and Support available at PSU
- I learned about immigration procedures and accommodation at PSU
- I studied the Health Insurance policies for PSU students
- I know that I can contact the International Students Association, International Affairs Office or International Students & Staff Office for any assistance
- I noted the available student clubs on campus
- I carefully read the academic rules during classes and examination

NOTES:



<https://en.psu.ac.th>



<http://interaffairs.psu.ac.th>

