

PREFACE

The Student Handbook will help you cope your academic and social life at AIT. There is no doubt that you will get much more if you are well informed on AIT regulations, services and facilities.

This handbook is up-to-date at the time of printing. However, changes in regulations and procedures may be made before the next edition of the Student Handbook is published. Important changes will be announced via email and the on-line Bulletin. This handbook is accessible on-line at http://www.ait.ac.th/admissions/student_handbook.pdf.

Be well informed and make the best of your life at AIT.

Student Welfare Unit
Office of Student Affairs
August 2017

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I. INTRODUCING AIT

The Asian Institute of Technology (AIT) is a leading international higher learning institute of engineering and technology, environment, resources and development, and management.

AIT offers the opportunity to study at an advanced international level at an Asian institution with a strong reputation for applied research. Many progressive developments in the application of engineering, technology, management, and sustainable development have originated at AIT.

At its beautiful main campus located just north of Bangkok, Thailand, AIT operates as a self-contained international community with a cosmopolitan approach to living and learning.

Since 1959, AIT has carried out its mission “to develop highly qualified and committed professionals who play a leading role in the region’s sustainable development and its integration into the global economy” by supporting technological change and sustainable development through higher learning, research, capacity building and outreach.

AIT’s renowned degree programs are administered by its School of Engineering and Technology; School of Environment, Resources and Development; and School of Management. Students benefit from challenging academic programs and exciting faculty-student research projects. All academic programs are conducted in English.

Few institutions of higher learning are as international as AIT with more than 60-70 % of its students coming from outside of Thailand. The Institute maintains a close connection between education, research and industry. It partners with notable public and private sector entities throughout the Asian region and with some of the world’s top universities and international organizations.

AIT’s main campus offers fast and easy access to Bangkok, a city at the crossroads of East, Southeast and South Asia. AIT has also established a key learning center in Vietnam.

With friends all over the globe, a strong history of academic excellence, and an enduring reputation for responding to emerging regional and global challenges such as climate change and sustainability, AIT is advancing new understanding and applying relevant technological solutions across Asia through its knowledge hub in Thailand.

AIT Quick Facts

Students: 1,700 + from 60+ countries

Faculty: 75 internationally recruited Faculty from 20+ countries & 101 Adjunct faculty

Alumni: 20,000+ postgraduate-level graduates from 90+ countries

Partners: 330

Schools: 3

Research and Outreach Centers: 24

Research & Outreach Projects: 400+

Academic Programs: 75+

Courses: 1000+

Research and Support Staff: 500+ from 30+ Countries

II. STUDENT BILL OF RIGHTS

Students' Rights

A. Academic Rights

1. Students have the right to receive regular and scheduled instruction and guidance consistent with the aims and descriptions of the courses for which they have registered.
2. Students have the right to receive regular scheduled guidance from members of their thesis committee, and additional guidance and academic support as might be reasonably required.
3. Students have the right to meet their instructors to ask questions about or to discuss course material, both during scheduled office hours and at scheduled appointments.
4. Students have the right to meet their advisors to receive suggestions and discussions either during scheduled office hours or at a scheduled appointment. Students have the right to reasonable access to responsible faculty members to discuss problems.
5. Students have the right to choose elective courses offered at the Institute, within the framework of their degree program and in line with Institute policy.
6. Students have the right to have classes scheduled within regular class hours. If make-up classes are scheduled out of regular class hours, the re-scheduled classes should not clash with the schedules of students in the class.
7. Students have the right to attend classes for which they have registered, and to express dissent against or support for any teacher's views or any data presented in the course of instruction without fear of retribution from any faculty member or fellow student. This does not, however, give the student the right to disrupt class, obstruct teaching, infringe upon the rights of others to learn or teach in a peaceful environment, or in any way violate the Institute's Policies and Procedures, for the freedom to teach is as important as the freedom to learn.
8. Students have the right to expect that their grade in a course should be determined only by academic achievement consistent with the aims and content of that course. At the beginning of the course, the instructor should make known the criteria that will be considered in determining the grade such as class attendance, class participation, papers, examinations, projects and presentations.
9. Students have the right to have papers and tests graded and returned within a reasonable amount of time. In the case of final exams, students have the right to be given access to their exam scores and final grades and papers.
10. Students have the right to have their final exams according to pre-defined schedules and during the Institute's exam period. All students have the right to have their exams scheduled without timetable conflicts or clashes.

B. Non-Academic Rights

11. All students have the right to the opportunity to participate in and receive the benefits of the programs in AIT in line with institute policy. No one may be excluded on the basis of nationality, race, social background, gender, age, marital status, family status, sexual orientation, disability, economic status, or political belief or affiliation.
12. Financial aid offered and officially accepted will not be revoked without just cause, and only following Institute principles and policies. The student will be notified, and allowed to appeal.
13. Students have the right to work on-campus according to the rules and regulations set by the Institute.
14. Students have the right to use the resources of the Institute in accordance with the rules concerning their use.
15. Students have the right to freedom of expression.
16. All students have the right to have opportunity to participate in the Student Union and student organizations, sports and other activities on campus.
17. All students have the right to fair and reasonable treatment by other members of the AIT community.
18. All students have the right to a peaceful, healthy learning environment in which free discussion is encouraged in the common interest of the pursuit of knowledge.
19. Students have the right to assemble and invite any speaker so long as such assemblies cause no harm to persons or property, do not disrupt the campus community, do not otherwise violate Institute's policies, and so long as the Institute administration is properly informed in advance.
20. Students have the right to privacy of their person and belongings. The fact that a student resides on campus does not imply consent to search the student's person, belongings, or residence by anyone except an official of the Institute in possession of probable cause that the student is engaged in activity that violates Institute's policies and procedures or is likely to cause harm to his or her own person or that of others.
21. Students with physical or learning disabilities have the right to appropriate accommodation to facilitate their participation in academic activities.
22. Students have the right to access all Institute policies that affect their academic and non-academic lives at the Institute.
23. If a student feels that his/her rights have been violated, he or she has the right to redress through the Institute's grievance process.

Students' Responsibilities

1. Each student is responsible for learning the contents and the skills required by his or her courses.
2. Students are responsible for attending their classes. They are expected to arrive by the beginning of the class, and remain for the class period. Students are

responsible for notifying their instructors of extended absences due to illness or other reasons.

3. Each student is responsible for being honest and responsible in all of his or her classes. Students will not cheat on examinations, copy another student's work, plagiarize from secondary sources or from other students or engage in any other forms of academic dishonesty.
4. If a student misses a class or examination, he or she is responsible for making up the work, and for turning in any assignments due.
5. The student is responsible for arranging with faculty any modifications of class requirements necessitated by special needs, such as medical conditions, physical disabilities, or learning disabilities.
6. Students must use the AIT Library and all educational resources of the Institute in a responsible manner. Students may not deface or vandalize books, periodicals, and/or computer resources in the AIT Library as well as computer lab hardware, software and related equipment. Students must abide by the Institute's acceptable use policy for IT resources.
7. Students are responsible for respecting the rights of other members of the Institute, and for treating them fairly, regardless of nationality, race, social background, gender, age, marital status, family status, sexual orientation, disability, economic status, or political belief or affiliation.
8. Students are responsible for sincerely performing every course evaluation.
9. Students are responsible to plan their own work loads, so that they complete all assignments by the due dates. Students are responsible for ensuring that they develop sensible work patterns to complete the assigned work.
10. While students have the right to freedom of expression, including the right to dissent, protest, or take reasoned exception to the information and views offered in any course, this expression must not interfere with the rights of others, impede the progress of instruction, or disrupt the processes of the Institute. Students are responsible for expressing their views in a reasonable and orderly fashion.
11. Students are responsible for knowing the Institute's Policies and Procedures (P&Ps) and other rules and regulations as these affect their lives at AIT, and for abiding by those P&Ps.
12. Students are responsible for the proper use of the dormitories and other facilities.
13. Students are responsible for informing and getting permission from their advisors before leaving the country.
14. Students are responsible for raising their voice if they face problems in their academic and non-academic lives that require changes that will benefit the whole student community.

III. STUDENT CODE OF CONDUCT

Students at AIT are expected to meet the highest standards of personal, ethical and moral conduct. Good conduct and academic honesty are fundamental to the mission of AIT as an institution devoted to the pursuit of excellence in education and research, and to the service of the region and society.

Student misconduct includes academic misconduct and also encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the Institute.

It is important that all students are familiar with the rules under which they attend the Institute, use facilities, and are assessed. Ignorance of the rules is not an acceptable defense against charges of misconduct.

Concerns about what constitutes misconduct either in general or specific situations may be referred to the Director, OSA for general advice.

Academic Misconduct

Student Academic Misconduct means:

- a) breach of such rules or guidelines relating to student academic conduct as may be prescribed by the AIT Board and the Policy and Procedure Statements defined by the AIT Administration and the Academic Senate;
- b) misconduct relating to assessment or examinations; and
- c) any other conduct (the general nature of which has been made known to students) regarded as misconduct according to current academic usage.

Policies and Procedures on Cheating

Definition

Cheating in an examination, assignment or research project is dealt with as an offence. It involves any of the following actions*:

1. Students having unauthorized items, devices or texts (as defined by the instructor) at his/her desk in an examination room during an examination;
2. Making use of unauthorized items, devices or texts in an assignment, research project or during an examination;
3. Copying from the examination book of another student during an examination or copying from another student's assignment or research project;
4. Soliciting help from another student during an examination;
5. Intentionally giving help to another student during the examination; and
6. Acting in any way, whether before, during or after, so as to assist another student to obtain an unfair advantage in an examination, assignment or research project.

PROCEDURES FOR INVESTIGATION AND DISCIPLINARY ACTION

1. *Record.* If there is suspicion of cheating during an examination, in an assignment or a research project, the instructor/invigilator should immediately call the attention of the student and put a notation on segments of the exam, assignment or project where cheating has been suspiciously committed.
2. *Incident Report.* The instructor/invigilator should seek an explanation from the student at the end of the examination or when the assignment or project was submitted, and submit an incident report to the Department Head, who should then notify the School Dean.
3. *Interview of Student.* The instructor/invigilator, Department Head and School Dean will decide based on the incident report, whether the case can be handled at the School level.

If it can be handled at the School, the Department Head together with the instructor/ invigilator will interview the student. The student can be accompanied by his/her advisor. Notes of the interview will be recorded and should be agreed upon by all parties.

4. *Without Evidence of Cheating.* If the interview panel is satisfied that there is no evidence of cheating, the Department Head and the instructor/invigilator may recommend to the School Dean to give no penalty.
5. *With Concrete Evidence of Cheating.* However, if cheating was proven, the Department Head and the instructor/invigilator may recommend to the School Dean to *disregard the original examination score and* require the student to submit an equivalent piece of work or retake a different version of the examination. Upon receipt of the retake, the School Dean may decide to:
 - Downgrade by 1 step the grade the student will receive upon repetition of the exam or resubmission of the assignment/project;
 - Give a score of 'zero' for the specific exam, project or assignment; or
 - Give a failing grade or "F" for the course; or
 - Recommend the student for suspension or dismissal.

The penalty will depend on the seriousness of the offence. The student will have the usual right to appeal against the decision. The appeal should be addressed to the School Dean.

6. *Suspension or Dismissal from the Institute.* If School Dean feels that there is evidence of serious dishonesty and the recommendation of the Field of Study Coordination and instructor/invigilator was suspension or dismissal, the matter should be elevated to the Vice President for Academic Affairs.
7. *Procedures for Assessment at the Administration.*
 - The Director, OSA will be delegated or anybody on behalf of the Vice President for Academic Affairs to interview the student concerned.

- Upon receipt of the incident report based on student's interview, the Vice President for Academic Affairs will then appoint a neutral investigating committee consisting of members from outside the School where the student belongs.
 - The investigating committee should consider all the available evidence, including that of the incident report submitted by the School, and the student accused. The committee will then submit to the Vice President for Academic Affairs a report of its findings and, if it wishes, a recommendation on action. This report should be submitted promptly, if possible permitting the required action to be taken before the beginning of the next semester.
8. *Penalty at the Disposal of the Administration.* On receipt of the recommendation of the investigating committee, the Vice President for Academic Affairs will determine the appropriate penalty depending on the seriousness of the offense. The Vice President for Academic Affairs may:
- No penalty; or
 - Downgrade by 1 step the grade the student will receive upon repetition of the exam or resubmission of the assignment/project;
 - Give a score of 'zero' for the specific exam, project or assignment; or
 - Give a failing grade or "F" for the course; or
 - Suspend the student from the Institute for a specific period; or
 - Recommend dismissal especially if there is evidence that the incident is already the second offence, a report to the Academic Senate should be made for decision.

The penalty will depend on the seriousness of the offence. The student will have the usual right to appeal against the decision. The appeal should be addressed to the Vice President for Academic Affairs.

9. *Dismissal and Appeal.* A student found guilty of grave cheating by the School Dean, the Vice President for Academic Affairs and the Academic Senate may be dismissed. If the student pursues an appeal to the President, the Tribunal of Appeals may be convened.

Plagiarism and Failure to Acknowledge Sources

All members of the AIT community are expected to comply with the relevant Institute policy and procedures in the conduct of research and to observe high standards of academic integrity and ethical behavior in publishing research outputs by self-regulation and by adherence to professional standards. Serious deviations from commonly accepted practices in the academic community constitute academic misconduct, including, but not limited to the following:

1. Deliberate fabrication of information, including falsification of data, credentials or other academically-related information.
2. Appropriation of research work done by others, including plagiarism – e.g. presenting methods, data or conclusions from a research project in which one has had no involvement, and direct copying of textual material – with intentional omission of acknowledgements.

3. Use of data of a confidential nature, particularly that of a contracted research where secrecy may be necessary for a limited period, for one's personal advantage or that of a third party.
4. Intentional or reckless violation of the principles of authorship.
5. Other conduct which seriously deviates from accepted ethical standards in scholarship.

Difference of interpretation or judgment, or honest error, do not constitute academic misconduct.

AIT has a new procedure to help enforce the Institute's anti-plagiarism policy thru the Turnitin anti-plagiarism software. This software is available for checking all written assignments in all classes as well as for special study reports, proposals and thesis drafts. With its routine use it is hoped that this will increase awareness of what plagiarism is and how to avoid it.

From August 15, 2007 onwards, all theses and research studies will be subject to electronic anti-plagiarism check before final defense can be conducted. All doctoral dissertations will be subject to check before they can be sent to the external examiner. Please see Section V of Academic Integrity in Research and Publication on the Policy and Procedures web page for details: <http://203.159.12.3/interimcodes/PandP/Standards/docs/pandp/AA/AA-4-1-1.pdf>

Student Misconduct

Student misconduct of a kind that impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the Institute includes such activity as:

- a) breach of any rule relating to student conduct at AIT;
- b) conduct which unduly disrupts or interferes with a class, a meeting or any other official activity within the Institute;
- c) conduct detrimental to Institute property, such as stealing, destroying or deliberately damaging laboratory equipment or any Institute property ;
- d) stealing, destroying, impairing the accessibility of or defacing any part of the Library/any Institute property or stealing/shoplifting from Institute vendors, off-campus vendors or from private individuals;
- e) using AIT computing or communications facilities in a manner which is illegal or which will be detrimental to the rights and properties of others;
- f) acting so as to cause students or staff or other persons within the Institute to fear for their personal safety;
- g) refusing or failing to identify oneself truthfully when so required by a member of the academic staff or other officer of the Institute

- h) violation of the Institute's Acceptable Use Policy of its information technology resources.

Discipline and Penalties

Discipline

Given the maturity of the student body, there is no reason to think that disciplinary action will be required more frequently. However, when a case does arise, it is helpful to know what procedures should be followed and the penalties applied.

The following procedures have been approved by the President and have been endorsed by the Student Union.

1. A complaint against a student should be made to the Director, OSA. If the matter cannot be settled informally the complaint must be confirmed in writing and be presented by the complainant to the Director, OSA, who will decide whether or not to proceed with an investigation.

2.
 - a. If an investigation is authorized, a meeting of the Standing Disciplinary Commission will be convened thru the Vice President for Academic Affairs (who is also the Chair), which constitutes the following membership:
 - Secretary of the Commission (to be appointed by the VPAA)
 - Director, Office of Student Affairs (OSA)

Additional members for cases involving students may consist of:

 - Dean concerned
 - Department Head concerned
 - Student Advisor
 - Coordinator, Student Welfare Unit
 - Student Union President
 - b. Before the Commission convenes, the Director, OSA will inform the student concerned of the complaint made against him or her.
 - c. The student against whom the complaint has been made shall have the right to be present while the Commission hears the evidence against him or her. He/She may question witnesses.
 - d. The Commission's first responsibility will be to determine, as far as possible, the truth of the complaint made and its seriousness and make recommendations of disciplinary measures to be taken, if any.

Penalties

The most extreme penalty that the Institute can impose is expulsion. Otherwise, he/she may face:

- suspension for a stated period;

- expulsion or suspension from the dormitory;
- prohibition from entering certain AIT buildings;
- suspension of library privileges;
- temporary or permanent suspension of the student's access to the Institute's information technology resources;
- a fine of Baht 2000 or 3x the cost of the item for theft;
- a public warning;
- performance of some useful task in the community or on the campus;
- being declared persona non grata;
- prohibition from being employed at the Institute.

IV. GUIDANCE FOR NEW STUDENTS

The Institute understands the stress confronting new students. To assist in this crucial time, the Institute has put in place a well-developed support structure that will help students during the settling-in period. Before classes start, the Institute holds an all-day institute-wide orientation for all new students. After that, another orientation follows in each School, Thematic Area and Field of Study. On the orientation day, incoming students are briefed on what to expect in their years of study at the Institute.

Arrival on Campus

New students are expected to arrive within a period of **3 days** before the first day of the semester. Please bring an extra copy of the Offer Letter and Certificate of Admission for accommodation purposes. Get in touch with the Office of Student Affairs located at the Ground Floor of Administration Building upon arrival. Get to know your campus and make sure you contact the Student Union for practical advices. All students are required to bring one passport size photo (4 cm x 6 cm) to be attached to the registration form. For non-Thai students, four additional photos must be submitted to the Government Relations Unit for visa. Please write your full name, AIT School, and Nationality at the back of all photographs.

The first day of the semester is normally devoted for student registration and orientation seminar. The second day is for AIT Writing Test and Library Orientation. All new students are required to attend the orientation seminar. Students who attended the Bridging Program are also required to register and attend the orientation seminar.

Students who have submitted all the required documents for admissions and proof of payment of first semester fees can register even before the formal registration date.

Please note that the Student ID Card and Internet Access/Log-in Password will only be issued after submission of all the required documents and payment of first semester fees. Photo taking for Student ID is done by the Registry Unit. ID is printed at **minimum cost of 100 Baht**.

Writing Placement Test for Registration/Enrolment

All degree program students (including CAS and Certificate leading to Master) must take the AIT Writing Test (AIT-WT) upon arrival on campus. *Students will only be allowed to enroll for courses after they have taken the AIT-WT.*

Students on AIT Administered Scholarships

If you were offered an AIT administered scholarship, please remember that the conditions of the award are not negotiable. The scholarship bursary is only a contribution towards the cost of books, food and miscellaneous expenses. You may find it necessary to supplement this allowance from your own funds.

All scholarship recipients are advised to bring advanced personal funds (~US\$300-400) to cover at least the first 2 weeks living on campus as the 1st month bursary is normally provided 2 weeks after enrollment. A minimum fee deposit of 500 Baht is required to open a bank account and another 300 Baht for ATM card at the local bank near campus.

A scholarship recipient who, without AIT approval, leaves the Institute before completing the program of study is liable to repay the equivalent amount of the grant which was utilized up to the period of leaving AIT.

Students on External / Self-Support or AIT Fellowships

As you have agreed to the conditions of the offer of admission, you are expected to have understood the stipulations in the offer as Self-Support, External-Support or AIT Fellowship holder. These conditions are not negotiable and cannot be changed after enrollment.

Students within the normal study period must pay the semester fee of Baht 188,000 for 12 credits Tuition Fee and Registration Fee in advance and/or fully paid up upon enrolment but not later than the deadline for adding/dropping of courses, otherwise they will not be allowed to register.

Late payments, i.e., made after the start of the semester, but before the deadline for adding/dropping of courses, will be subject to an interest penalty of 1.5% per month.

Additional invoice will be issued at the end of adding/dropping deadline for audit and repeated courses. This has to be fully paid one week before mid-semester examination period starts. Otherwise, student will be removed from the roster and will not be allowed to sit in examinations.

If the total number of credits taken during the semester is less than the number of credits covered by the advanced payment, the balance will be carried forward to the next semester.

Payments may be made by bank transfer, cash or bank draft payable to ASIAN INSTITUTE OF TECHNOLOGY. Additional tuition charges will be levied for courses taken beyond the compulsory credit requirements and invoiced separately in the final semester.

A student is charged a registration fee of Baht 20,000 per semester as standard fee to maintain the status and privileges of an AIT student. This also applies to students who are on research leave, sick leave, on exchange leave and for those who have been extended in their study program. **Students must submit a leave form if they are travelling out of the country.**

The registration fee is not refundable after you have completed registration at AIT. **Further, there will be no refund of tuition fees if you resign after the deadline for adding and dropping of courses.**

For further inquiries, please contact the Admissions and Scholarships Unit.

Other Campus Fees

Medical Insurance	Baht 1,090 is the initial premium for August Intake (for 5 months), to be renewed in January semester of the following year; for students studying in January and August semesters, the annual premium is Baht 2,599; for students graduating in
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	May or during the inter-semester, the final premium is Baht 1,509 for standard insurance plan.
Visa Extension	Baht 1,900 per year of educational visa extension
Student Union Fee	Baht 150 per semester as contribution to the Student Union. Please pay to the Cashier at the AIT Finance Department

STUDENT RESEARCH GRANT - ADVANCE AND SETTLEMENT

This is applicable to all students initiating research from 3rd semester (with or without scholarships).

- Student research expenses will be based on the consideration of each committee and the field of study.
- In case the student needs advance payment, the maximum advance per time is 15,000 Baht. This would have to be approved by the Program Committee Chair and the Department Head. The student is requested to settle the advance three weeks before graduation. The settlement should be supported by collated appropriate receipts containing the name "Asian Institute of Technology".

The procedures for receiving advance and settlement are as follows:

A. Request for student research advance

1. Complete the Student Research Expense - Advance (SRA) form which must be approved by the School and submit to Finance for payment to student.
2. This advance is only a loan by AIT to the student. Final research expenses must be accounted for in the Student Research Expenses - Settlement (SRS).

B. Request for settlement of student research advance

1. Student to complete SRS form.
2. The settlement should be supported by collated receipts issued under the name of Asian Institute of Technology. For the items which have no receipts by nature (i.e taxi fare), the student is requested to report in a separate form called "Expenses declared with no receipts" with details of the spending, date and place to be clearly specified. Total collated receipts and expenses with no receipts (as reported in the no receipts form) must be equivalent to total settlement amount.
3. The approved SRS form to be submitted to Finance to settle student's advance. The outstanding balance (a. more settlement balance than advance: AIT owes student or b. less settlement balance than advance: student owes AIT) will appear in student SIS record. It will be settled together with other balance when student prepares the clearance form for graduation.

The relevant forms are attached and can be downloaded at: <http://www.ait.ac.th/admissions/current-students/sre-advance.xls>
<http://www.ait.ac.th/admissions/current-students/sre-settle.xls>

PRIVILEGES OF STUDENTS DURING THEIR STUDY PERIOD

1. The normal study period of students under the different degree programs is as follows:
 - (i) Certificate and Special/Exchange program = 1 semester
 - (ii) Diploma program = 2 semesters
 - (iii) Professional Master program = 2 semesters
 - (iv) Master program = 4 semesters
 - (v) Doctoral program = 7 semesters

2. The privileges of students under the normal study period are as follows:
 - (i) Student visa
 - (ii) On-campus accommodation
 - (iii) Issuance of AIT email account which allows access to the Student Information System (SIS) and Internet services
 - (iv) Access to all AIT facilities (School, Library, Sports and Recreation facilities, etc.)
 - (v) Discount of children in AIT International School except for part-time degree programs (i.e. EMBA and DBA)

3. Students who are allowed to extend beyond the normal study period have the following privileges:
 - (i) Student visa
 - (ii) Can continue in their current on-campus accommodation unit only if there are no requests for their units. However, they could be allocated or request for on campus accommodation unit following the queue, but with lower priority.
 - (iii) Continuation of AIT email account which allows access to the Student Information System (SIS) and Internet services
 - (iv) Access to all AIT facilities (School, Library, Sports and Recreation facilities, etc.)

Extended students can no longer avail of discount on AITIS fees for their children.

(Approved by the AMT on 23 June 2016 meeting)

CREDIT POLICY

I. PURPOSE

To set forth the credit policy and procedures of the Institute.

II. TUITION AND OTHER FEES

1. Before a student is accepted for enrolment, the Admissions and Scholarships Unit (ASU) is required to ensure that there is proof of financial support for the student's full study program. For self-paying students, the proof can be in the form of bank statement, cash, etc. and for external/sponsored students, authorized documentary proof of sponsorship must be submitted.
2. For self-support students and holders of externally-managed scholarships (externally-supported/sponsored students who sought their own funds)
 - (i) With regard to self-paying students and students with external sponsors, first semester fees must be paid in advance and/or fully paid up upon enrolment, otherwise they will not be allowed to register. Consequently, the student ID and Internet/e-mail access will not be released by Registry if fees are not paid.
 - (ii) Continuing full-time students, i.e. those who completed at least one semester, will be invoiced for registration fee and 12-credits each semester from the second semester onwards, which must be paid in advance and/or fully paid up before each semester starts, otherwise they will not be allowed to register.
 - (iii) Continuing part-time students, e.g. employee-students, will be invoiced for registration fee and 3-credits each semester from the second semester onwards, which must be paid in advance and/or fully paid up before each semester starts, otherwise they will not be allowed to register.
 - (iv) Registrations for each semester can only be activated upon full payment of tuition and other fees.
 - (v) If fees remain unpaid by the start of a semester, a student's status shall be 'suspended due to financial inability'. Registration for the current semester and viewing of grades and transcripts will be disallowed.
 - (vi) 'Suspended' students lose their status as students, and are not charged registration fee. Thus, they cannot enroll in any course nor can they avail of student privileges and benefits during the suspended period such as use of AIT ID card, access to SIS and registration record, staying in AIT accommodation, use of Library and School facilities, discount of children in AITIS, etc. Their educational visas may also be cancelled. Suspension status can only be lifted upon full payment of the outstanding fees and interest charges before the deadline for adding / dropping of courses.
 - (vii) Registration will no longer be allowed after the deadline for adding/ dropping of courses.
 - (viii) Additional payments for audited and repeated courses, as well as beyond the minimum 3 credits for part-time students, registered

for the semester must be fully paid one week before mid-semester examination period starts.

(ix) If additional payments for audited and repeated courses remain unpaid a week prior to the mid-semester examination period, students with outstanding fees will be removed from the roster, and they will not be allowed to sit in examinations.

(x) If additional payments for audited and repeated courses remain unpaid a week prior to the mid-semester examination period, students with outstanding fees will be removed from the roster, and they will not be allowed to sit in examinations.

(xi) If fees remain unpaid after the deadline for adding/dropping of courses of the semester in which a student was 'suspended due to financial inability', the student shall be recommended for dismissal. Once dismissed, Registry will notify the concerned units of the student's dismissal.

(xii) 'Dismissed' students lose their status as students. Once dismissed, students who are staying on campus accommodation shall be asked to vacate their dormitory rooms; and their educational visas will be cancelled.

(xiii) 'Dismissed' students can no longer avail of student privileges and benefits after their dismissal. Their student status can only be reinstated upon full payment of the registration fee and 12-credits for the following semester, which must be paid in advance and/or fully paid up before the semester starts.

(xiv) Graduating students without financial clearance will not be allowed to have the final defense of their dissertation/thesis/research study/project/ internship.

(xv) Graduating students with unpaid fees will not be permitted to graduate nor will they be allowed to rent gowns, and join the graduation rehearsal and ceremony. They will also not be listed among the graduating students in the graduation booklet. Interest penalty of 1.5% per month will apply on outstanding fees of graduating students.

(vi) Provisional transcripts are not provided to self-support and externally supported/sponsored students with outstanding fees.

(vii) Overdue accounts shall be reviewed periodically and follow-up on collections shall be initiated. Sponsors must be invoiced for outstanding dues and requested to send AIT a promissory note detailing when and how payment will be made.

3. For holders of AIT-administered scholarships and those where AIT has active MoU/MoA/LoA (donor-funded students)

- (i) With regard to students who received AIT-administered scholarships and those who are covered by active MoU/MoA/LoA with AIT, credit is extended automatically.
 - (ii) For these students, interest penalty for delayed payments will not be applied.
 - (iii) Students with donor funding who resign after the deadline for adding and dropping of courses will be liable to repay the total amount of tuition and registration fees that have been charged to the donor.
 - (iv) Graduating students who are not able to complete financial clearance before graduation, due to outstanding financial obligations caused by delay in the transmission of payment by their donors are allowed to graduate and join the graduation ceremony if there is an endorsement from the Director of External Relations Office (OEXR) based on the confirmation from the donor that payment will be transmitted to AIT soon.
 - (v) Affected graduating students' Transcript and Degree Certificate will be withheld by Registry. Exception to this policy will only be made if the affected graduating student submits to Registry, through OEXR, proof or evidence that requires the Transcript or Degree Certificate to be presented to the external donor as part of the scholarship contractual obligations. The Registry will provide the Transcript or Degree Certificate to ERCO for sending to the external donor.
 - (vi) The ASU shall regularly follow up with the external donor partners to ensure that payments are disbursed.
4. The ASU will monitor outstanding bills and reconcile with the Finance Office on a regular basis, preferably twice a semester.
 5. A student is charged a registration fee of Baht-20,000 per semester as standard fee to maintain the status and privileges of an AIT student. This also applies to students who are on research leave, sick leave, on exchange leave and for those who have been extended in their study program. Suspended and dismissed students, who lose their status as students, are not charged registration fee.
 6. There will be no refund of tuition and registration fees for all continuing students who resign after the deadline for adding and dropping of courses.
 7. Nobody is authorized to approve delay or waiver of payments of tuition, other fees, and interest charges.
 8. Provision on doubtful accounts will be applied on the outstanding student bills of inactive students and charged as expenses of the concerned Schools.

9. Writing-off of outstanding student bills including interest due will be requested by the concerned Dean and have to be approved by the AIT Management and forwarded to Finance for action.

III. ACCOMMODATION AND UTILITIES

1. Student Accommodation Rental

- (i) Housing rental is payable on the first day of each month. Commencing from August 2005, one-month advance deposit is required for self support students.
- (ii) With regard to unpaid rental and utilities, interest of 1.5% per month is imposed if amount remains unpaid after 30 days.
- (iii) If outstanding amount exceeds two-month rental, students will be required to vacate the rooms.
- (iv) At the end of each month, the list of students falling under this regulation will be provided to ASU for review and checking. Eviction letters will be sent to the concerned students with a grace period to pay the outstanding amount. Otherwise, concerned students have to vacate the room within two weeks after the given deadline to pay.
- (v) Allocation of new rooms to students (based on queuing) will not be allowed for those with outstanding accommodation rentals.

2. Faculty/Staff Accommodation Rental

- (i) Faculty/Staff are required to pay two months deposit, which is collected in advance.
- (ii) Invoices will be billed monthly and payment will be made through deduction from monthly payroll account.
- (iii) In case of insufficient amount for deduction through payroll account, penalty of 1.5% per month will be imposed on the balance that remains unpaid.
- (iv) If a tenant defaults on any payment for a period of two successive months, the housing lease agreement may be terminated by written notice from the Accommodation Office, and the tenant is required to vacate the housing unit within seven days.

3. The Office of Facilities & Asset Management (OFAM) will monitor outstanding bills and reconcile with the Finance Office on a quarterly basis.

4. Writing-off of outstanding bills including interest due will be requested by Head-OFAM and have to be approved by the AIT Management and forwarded to Finance for action.

IV. REQUEST FOR TRAVEL AUTHORIZATIONS AND PROMISSORY NOTES

1. All Request for Travel Authorization (RTA) and Promissory Note (PN) to faculty/staff are required to be settled by the indicated due dates. For RTAs, settlement due date is a month after the date of arrival from official travel at AIT. For PNs, settlement due date is a month after the date committed by the requester.
2. If an RTA/PN has not been submitted for settlement to Finance Office after the due date:
 - (i) An interest penalty of 1.5% per month will be imposed.
 - (ii) The outstanding amounts will be deducted from the requester's payroll after an overdue period of two months. Prior consent is obtained at the time of RTA and PN application.
 - (iii) No new RTA/PN will be issued.
 - (iv) The Human Resources Office (HRO) and Finance Office will ensure that renewal/reappointment of employment contracts will not be granted unless all overdue RTA/PN is settled upon submission for approval of renewal/ reappointment to HRO.

V. CHILD SCHOOL FEES

1. AITIS school fees are charged according to parents' statuses that will be checked at the beginning of each semester.
 - (i) For children of an AIT faculty or staff member with a contract of employment of not less than one year, AIT discounts (subsidizes) the full tuition fee by 75%.
 - (ii) For children of AIT students of full-time degree programs, within their normal study period and with married accommodation units on the AIT campus duly approved by SAO, AIT discounts the AITIS fees by 85%. For example, AIT students of part-time degree programs and on extension are not entitled to discounts on AITIS fees for their children.
 - (iii) Where both parents are entitled to receive assistance (discount/subsidy) with fees for the education of dependent children, the lower discount / subsidy rate applies.
 - (iv) Where one parent is a seconded faculty or staff to AIT, concessionaire on the AIT campus, or non-AIT, they are not eligible for any discount / subsidy with fees for the education of their children studying in the AIT International School.
2. With regard to parents (AIT students and employees) with two children:
 - (i) Fees for the first child shall be paid up in full within 30 days from the first day of the semester.
 - (ii) Fees for the second child shall be paid up in full by the end of the second month of the semester.

3. With regard to parents (AIT students and employees) with three or more children:
 - (i) Fees for the first two children shall be paid up in full within 30 days from the first day of the semester.
 - (ii) Fees for the rest of the children shall be paid up in full by the end of the second month of the semester.
4. With regard to other students, fees shall be paid up in full within 30 days from the first day of the semester.
5. If the payment is not received within the periods stipulated, the students concerned shall be removed from the rolls of the school and shall not be allowed to attend classes.
6. The AIT International School will monitor outstanding bills and reconcile with the Finance Office on a regular basis.

VI. CONCESSIONAIRE RENTAL

1. Lessees are required to pay three-month advance deposit to take on the lease of premises.
2. With regard to unpaid rental and utilities:
 - (i) Interest penalty of 1.5% per month will be imposed on outstanding balance exceeding five days.
 - (ii) If outstanding amount exceed two-month rental, lessees will be required to vacate the units.
3. The Office of Facilities & Asset Management (OFAM) will monitor outstanding bills and reconcile with the Finance Office on a regular basis.

VII. AIT CONFERENCE CENTER

1. Dining
 - (i) Personal meals are required to be settled. No credit shall be granted.
 - (ii) Meals that are charged to non-personal accounts must be authorized and payment is to be settled through internal charge. In the event that there is insufficient budget, the person signing the bill will be responsible for settlement.
2. Hotel/Conference Rooms
 - (i) No credit is granted for individuals.
 - (ii) With regard to third parties, credit limit (not exceeding Baht-80,000) is to be evaluated and recommended on a case-by-case basis by the AIT Conference Center management based on credit standing and track record of the client and limit established is to be reported to Finance.

Interest penalty of 1.5% per month will be imposed for outstanding balance exceeding 30 days.

3. The Office of Facilities & Asset Management (OFAM) will monitor outstanding bills and reconcile with the Finance Office on a regular basis.

VIII. SPONSORED CONTRACTS AND PROJECTS

1. Invoices are required to be settled by the indicated due date. Overdue accounts shall be reviewed periodically and follow-up on collections shall be initiated.
2. The Sponsored & Contracted Projects Unit will monitor outstanding bills.

(Approved by: President's Executive Council – 24 May 2005; 7th Revision on 30 June 2016; Rationale for Revisions on 30 June 2016: (i) Reinstated semester-based invoicing of tuition fees to ensure payments prior to the start of each semester. (ii) Administrative restructuring; to reduce arrears)

V. STUDENT WELFARE UNIT & THE AIT CAREER CENTER

The **Student Welfare Unit** is responsible for all non-academic matters relating to students. In a multinational environment such as AIT campus, the Student Welfare Unit's role and functions are to advise and counsel students on:

1. Student Welfare Matters

- Gender related matters
- Personal Counseling
- Dispute Mediation
- Any other problem that a student may wish to seek advise

2. Feeling of Academic Inadequacy

3. Difficulties with English Language

4. Medical Insurance/AIT Student Health Benefits Program

All new AIT degree program students (except those under EMBA-BKK and Special Program students) are required to take compulsory standard medical insurance plan from Generali Life Assurance (Thailand) Co. Ltd. The standard plan, which entails an annual premium covers certain costs for hospitalization, outpatient treatment, dental as well as life plus personal accident but not major medical expenses. Initial premium for **August Intake is Baht 1,090 for five months, to be renewed in January at Baht 2,599 for the yearly premium.** The medical card issued 2 weeks after the months of February can be presented to the network hospitals listed in the Generali Manual (including AIT Clinic). Those who avail of the medical plan who visit hospitals not in the Generali Manual can also reimburse medical expenses from the Generali Life Assurance (Thailand) directly to their bank account provided upon application. This can only be done after submitting the **ORIGINAL MEDICAL RECEIPT and a DOCTOR'S CERTIFICATE** to the Student Affairs Unit. Any student who may want upgraded health benefits may avail of the other options provided by the company as described in their manual. Further information on the compulsory medical insurance can be obtained from the Student Welfare Unit.

Donor and externally-funded students may consult the Admissions and Scholarships Unit if their sponsors have provisions for such. If not, they are enjoined to subscribe to the plan just like any other new student.

Questions about the plan, enrollment, claim should be directed to **Generali Life Assurance (Thailand) Co., Ltd.** Hotline 09-499-6918 Fax: (662) 685 3829, E-mail address: info@generalithailand.com Website: <http://www.generalithailand.com> or stop by to speak with our Medical Officer at the AIT Medical Clinic or at the Student Welfare Unit .

GROUP HOSPITALIZATION INSURANCE
Schedule of Health Insurance Benefit

(Sickness / Accident)

Benefit Schedule	Benefit Amount		
	Standard Plan	Voluntary Plan for Students	
	Student Only		
	Plan 1	Plan 2	Plan 3
A. Group Hospital and Surgical Benefit per one disability			
1. Room & Board and Nursing Service Charges / day (Unlimited)	800	2,000	2,500
I.C.U. per day)Max. 15 days per disability(1,600	4,000	5,000
2. Other Hospital Services (Max. per disability)	15,000	30,000	35,000
Ambulance Service Charges) Included in No.(2	1,000	1,000	1,000
	20,000	35,000	40,000
.3Surgical Fees – (Non-Schedule)	400	1,000	1,200
.4In-Hospital Doctor’s Consultation (Unlimited)		3,500	4,000
.5 Emergency OPD Treatment by accident within 24 hours and OPD Follow-up within 31 days (Max per accident)	2,000	3,500	4,000
6. Specialist’s Consultation Fee (Included in No.2 or No.3 above)	2,000		
B. Supplementary Major Medical			
Max. per disability (Co-Insurance 80/20)	-	800,000	1,000,000
Max. Room & Board per day	-	2,000	2,500
C. Out-Patient Benefit			
)1 Visit / day and Max. 30 visits / year(500	1,100	1,600
D. X-Ray & Lab Test			
Max. per disability for accident(2,000	4,000	5,000
Max. per policy year for illness(2,000	4,000	5,000
E. Dental Benefit			
Scaling, Filling, Extraction and Treatment of Root Nerve			
Max. per visit per day	500	800	900
Max. per policy year	2,500	4,000	4,500
Total Premium per person (Baht)			
August Semester Intake (5 months)	1,090	3,129	4,160
January & August Semesters (12 mos.) & onwards/yearly rate	2,599	7,464	9,924
January Semester Intake (7 mos)	1,509	4,335	5,764

Remark:

Plan 1 is Standard Plan for students only.
Plan 2 & 3 is Voluntary Plan for Students of AIT.

Health Declaration (Insured's Application Form) of each eligible member will be required and has to be approved by the insurer prior to the effective date of insurance.

Exclusions of Generali Health Insurance Benefit

No benefit shall be payable under any of the following occurrences:

1. Self-destruction or intentional self-inflicted injuries or any attempted threat conditions related to functional disorders of the mind including without limitation anxiety, depression, neurosis, psychosis, neurasthenia, drug addiction or alcoholism, communicable disease requiring isolation or quarantine under the law, genetic disease or congenital anomalies
2. Sickness or injury arising directly or indirectly wholly or partly from war, declared or undeclared, revolutions or any warlike operations, riot and civil commotion, strikes, terrorist activities or participation in brawl.
3. Nuclear weapon, radiation or radioactive from nuclear fuel or any nuclear drugs in accordance with nuclear fuel burning and fission
4. Whilst the Insured Member is in the course of committing a felony by attention or whilst under arrest by authorities because of such a felony, except for petty offence or offence that can be compromised.
5. Cosmetic treatment or surgery for purposes of beautification or plastic surgery, except primary surgery from accident, treatment from acnes, brown spots, scurf, hair dropping, examination or surgery which is selective.
6. Pre-existing conditions for which the Insured member had injury or sickness during 90 days preceding the effective date of coverage, unless the Insured Member affected by these conditions has been insured under this Supplementary Contract for 12 consecutive months.
7. Treatment caused directly or indirectly, wholly or partly, by Acquired Immuno-Deficiency Syndrome (AIDS) or any Human Immunodeficiency Virus (HIV).
8. Convalescence treatment, treatment of abnormal function related with sleeping, disorders of a functional nature including without limitation constipation, dyspepsia, indigestion, anorexia.
9. Treatment resulting from menopause, communicable sex disease, sterilization of either sex, treatments pertaining to infertility, treatment for birth control, pregnancy and any complications, childbirth, miscarriage or abortion.
10. Treatment for purpose of physical therapy, general physical or medical check-up, any treatment which is not medically necessary, special nursing care, X-ray or tests for purpose of diagnosis only.
11. Any dental or gingiva treatment or surgery of any nature whatsoever except procedure necessitated by damage to sound natural teeth as a result of an Injury. Eye examination and eyeglasses procedure.
12. Unnecessarily incurred expenses and any expenses that are not related with treatment of the disease, (e.g. medicine, appliance & equipment, laboratory), service charge, personnel service charge such as telephone, extra meal, drugs purchased without doctor's prescription.

Medical Insurance for dependents of AIT students

Generali Thailand agrees to provide insurance coverage for dependent of AIT students under the following conditions:

1. All dependents have to complete the health declaration form and get approval from Generali before the effective date.

2. Generali allows dependents to apply for insurance at semester period only. Addition of dependents within the valid period of insurance is not allowed by Generali.

5. Student Employment/Career Counseling

The AIT Career Center assists students make informed decisions by providing the resources, programs and counseling that will lead to different career options to internships opportunities, part-time (on and off-campus) jobs, exchange programs or ideas where to go best for further education.

The AIT Career Center's services revolves around:

1. Career Counseling and Placement Assistance
2. Student Assistantship/Internship Guidance
3. Further Studies and Exchange Program Counseling

For more information on the AIT Career Center activities, please visit www.careercenter.ait.asia

The Career Center & Student Welfare Unit can be reached at tel. ext. 6744 or visit us at Ground Floor, Office of Student Affairs (OSA), Administration Building.

Policies and Procedures on Student Assistantship

1. Students registered for the master or bachelor degree are:

- i. eligible for employment on an hourly basis as Student Assistant, Student Research Assistant or Student Teaching Assistant. Master students are allowed to work only after the successful completion of the first semester of study; while Bachelor students are eligible to work as Student Assistants only after first year of study and as Student Teaching (non-instructional) Assistants only after their second year of study;
- ii. entitled to a maximum of 40 hours of employment per month during the semester;
- iii. entitled to a maximum of 60 hours of employment per month during breaks;
- iv. entitled to a maximum of 80 hours of employment per month if registered beyond the normal period of study;
- v. entitled to a minimum of Baht 150 Baht/hour (please see also Item 3 below), provided that a Request for Student Assistantship Form is properly executed.
- vi. Depending on the funding, the appropriate Student Assistant Form should be used. The form is also available at: <http://www.ait.ac.th/admissions/current-students/online-forum.html>

2. Students registered for the doctoral degree are:

- i. eligible for employment on an hourly basis as Student Associate, Student Research Associate or Student Teaching Associate;

- ii. entitled to a maximum of 60 hours of employment per month during the semester;
- iii. entitled to a maximum of 80 hours of employment per month during breaks;
- iv. entitled to a maximum of 80 hours of employment per month if registered beyond the normal period of study;
- v. entitled for Baht-200 per hour (please see also Item 3 below), provided that a Request for Student Assistantship Form is properly executed.
- vi. Depending on the funding, the appropriate Student Assistantship Form should be used. The form is available at: <http://www.ait.ac.th/admissions/current-students/online-forum.html>

3. Categories of Assistantships: Student Assistants/Associates can be involved in four categories of functions:

- i. **Teaching Assistants/Associates:** who aid in the instructional functions of the Institute and are engaged in oral instruction or e-teaching. They may support in teaching laboratory courses or in conducting tutorials and discussion sections including bridging courses and English tutorials.

Required Qualifications: Doctoral and master candidates with GPA of at least 3.50 with teaching background and proficient in English/good communication skills. Master students may support in teaching undergraduate laboratory courses or in conducting tutorials and discussion sections including bridging courses and English tutorials for undergraduate students.

Salary Range: Baht-200 to Baht-300 per hour. A doctoral co-teacher is remunerated for the number of actual lecture hours plus three hours for course preparation for every lecture hour completed.

Please see also Policy and Procedures on:
Use of Doctoral Students in Co-Teaching Courses (P&P AA-7-1-3)
<http://www.ait.ac.th/administration/policies-and-procedures/AA/AA-7-1-3>

- ii. **Non-instructional Teaching Assistants/Associates:** who aid in the instructional functions of the Institute but are not involved in oral instruction or e-teaching. The duties of non-instructional teaching assistants may include assisting a faculty member in preparing materials for lectures, grading assignments and quizzes, projects, preparing laboratory set-ups or posting web-based materials.

Required Qualifications: Master's students with GPA of at least 3.00 or Bachelor students with a GPA of at least 3.50 or doctoral candidates with GPA of at least 3.50 with the specific skills required for work

Salary Range: Baht-150 to Baht-250 per hour

- iii. **Research Assistants/Associates:** who assist faculty and staff with research and data collection (e.g. researchers, technical writers, field assistants).

- a. For a student whose work is directly related to his/her own thesis or dissertation, the maximum number of work hours are not limited. The qualifications and salary range are as follows:

Required Qualifications: (a) Master's students who are enrolled for thesis with GPA of at least 2.75 or above or doctoral students with GPA of at least 3.50; and (b) The corresponding Student Assistantship form should be duly signed by all members of the student's Thesis Committee.

Salary Range: Baht-150 to Baht-250 per hour

- b. For a student whose work is not directly related to his/her own thesis or dissertation, the maximum number of work hours as prescribed in this P&P shall be followed. The qualifications and salary range are:

Required Qualifications: Master's students who are enrolled for thesis with GPA of at least 2.75 or above or doctoral students with GPA of at least 3.50.

Salary Range: Baht-150 to Baht-250 per hour

- iv. **Staff Assistants/Associates:** who assist in roles other than teaching or research; e.g. as administrative assistants to be posted in the library, registry, admissions, housing assistants and other non-school units.

Required Qualifications: Master's students with GPA of at least 3.00 or Bachelor students with GPA of at least 3.50 and with the needed administrative skills.

Salary Range: Baht-150 to Baht-250 per hour

4. Assistantship Conditions:

- i. Student Assistants shall be students in good standing on the effective dates of their appointment. An Assistant's contract shall be terminated if, during the period of appointment, he/she is (a) not achieving good academic standing after one semester; or (b) is on probationary status.
- ii. A student employed as an assistant/associate will not normally be permitted to take any other form of employment.
- iii. A special student who is a bachelor, master or doctoral student studying at another institution and enrolled at AIT under a Memorandum of Understanding, for a purpose other than obtaining a regular degree, may be employed as an assistant or associate subject to the approval of the Dean.
- iv. The normal sources of funds to be used for payment of students employed as assistants/associates are sponsored research contracts and grants, research funds, or special programs. Funding may only come from Central Funds or from Restricted Funds used for normal operational purposes if part-time employment of students as assistants/associates is required by central administration/management to perform tasks that are beyond regular staff assignments.

5. Special Provisions:

- i. All vacancies for students as assistants/associates will be announced through the Career Center so that all qualified students have the opportunity to apply except in cases when the work is related to the student's research/thesis and/or a specific sponsored-project of for whom a faculty member is committed to provide funding for. In such cases, the Advisor or Work Supervisor has the freedom to choose the Student Assistant/Associate most appropriate to the assistantship position.
- ii. If two or more students compete for a position and they are equally qualified to undertake the work, preference should be given to the student who is self-paying or partially funded over one who receives full scholarship.
- iii. Payroll/Finance Office will process the appointment and payment, which must be executed through the Director, OSA who should countersign/approve the Request for Student Assistantship Form.
- iv. The Dean, Department Head and Work Supervisor, as appropriate, will be responsible for the selection of a student employee.
- v. A student work time report should be completed for each student employee at the end of each month. It must be approved by the student advisor and the work supervisor, who will send the form to Payroll/Finance Office.

VI. HARASSMENT POLICY

Introduction

The Institute's Policy and Procedures on harassment, abuse and discrimination articulate the:

1. Five **General Principles** of the behavior expected of all members of the Institute's community to help ensure a fair, tolerant, sensitive, unprejudiced, supportive and democratic environment.
2. Key specific **Problem Areas** where special effort may be necessary to prevent or penalize infringement of the five principles.
3. **Remedial Action**, which provides channels and processes for handling queries or complaints about contravention of the Institute's principles on harassment, abuse and discrimination, and sets out possible remedial, investigatory and disciplinary action to be taken if complaints are found to be justified.

Every attempt is made to ensure that the Institute's policies are balanced and reasonable, firm but not vindictive, and fair to all concerned.

A. General Principles

The Institute seeks always to ensure an environment appropriate to its status as an autonomous international postgraduate institution, and its mission to provide high-level teaching, research and outreach to meet regional needs. The aim is to promote collegiality and to develop a harmonious and supportive environment for study, work and living.

This intention will be realized through the observance by all members of the AIT community, trustees, faculty, staff, and students including outreach program participants, of the following general principles, when on campus, at Institute outreach centers and at the venues of official Institute activities off-campus:

1. Every member of the AIT community has a duty to help create and sustain an environment which is honest, fair and unprejudiced, founded on equality and respect for group and individual differences in an exceptionally multi-cultural community.
2. The Institute supports academic freedom within the context of its academic programs, defined as the freedom to teach, study, discuss and publish without interference, subject to the observance of all the principles defined here, with due regard for the feelings of other members of the community and to the laws, culture and conventions of the Institute's host country.
3. No member of the AIT community, trustee, faculty, staff, or student, including outreach program participants, should act deliberately or thoughtlessly to interfere with the study, work or home environment of other members of the community.
4. Those with academic or administrative supervisory authority, permanent or temporary, over faculty, staff or students, should use such authority with respect,

sensitivity, and solely for the purposes stated or implied in Institute objectives and policies.

5. The opportunities, services, facilities and support offered by AIT should be compatible with the purposes of the Institute, and be open impartially to everyone in the community according to qualification, performance and achievement. There should be no denial or granting of rights or privileges wholly or partly, on irrelevant grounds such as race, nationality, gender, creed, age, marital status, handicap, or physical characteristics.

B. Problem areas

Sexual and other forms of harassment, the abuse of supervisory authority, and discrimination are problem areas where the general principles above are prone to be contravened. They are thus defined here so that all members of the AIT community may be aware of what behavior is unacceptable, and take their own steps, as individuals and group members, to ensure that the Institute's policies, rules and guidelines are implemented and enforced.

Other crucial areas of ethical behavior, for example, academic / professional ethics, and computer ethics, are covered by a separate *Policy and Procedure Statement*.

1. Sexual harassment

- 1.1 Given the unique diversity of the Institute community, AIT must develop special awareness and sensitivity to deter or respond to the problem of sexual harassment. This is an area where our cultural differences can lead to additional misunderstanding; for example, certain conduct and communication may be construed as sexual harassment by some groups that may not be so construed by others.
- 1.2 The Institute, while espousing the general principles of freedom and tolerance (see section A), thus needs to set out and implement clear and firm policies, based on the premise that it will not tolerate sexual harassment of any kind.
- 1.3 Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical, oral or written conduct or visual manifestations of a sexual nature, when:
 - i. acceptance of sexual advances or invitations is made or implied as a condition for education or employment; or
 - ii. rejection of sexual advances, requests or other sexual manifestations affects grades or performance evaluation or any academic or personnel decisions that concern the recipient; or
 - iii. unwelcome sexual advances or other sexual manifestations, interfere with the recipient's work or create an offensive, intimidating or hostile employment, academic or residential environment.
- 1.4 Although consensual sexual or romantic relationships between individuals in hierarchically distinct positions, (e.g.; faculty/staff:student;

supervisor:employee) may not constitute sexual harassment, individuals must declare such a conflict of interest and remove themselves from the situation.

2. Other forms of harassment

- 2.1 In its quest to promote collegiality and to develop a harmonious, supportive working and living environment, the Institute seeks to deter or discipline those who abuse the principles of good conduct in other ways.
- 2.2 No individual or group will attempt to exert physical or psychological force over or bully other members of the community. Such conduct includes:
 - i. Intimidation: picking on and dominating individuals or groups through fear; bullying physically or by threatening or humiliating remarks, asking unwelcome questions or making unwelcome comments about a person's personal professional life;
 - ii. Invasion of privacy: all members of the AIT community, trustee, faculty, staff, student, including outreach program participants, are entitled to a reasonable degree of privacy; violations of privacy can arise through unwarranted inquiries into or interference in people's family and private lives, accessing other people's private letters, faxes, e-mail, telephone calls, or other forms of message manipulation; destroying information belonging to others; prank or malicious, false or anonymous communications; the deliberate and malicious spreading of rumors.

3. Abuse of supervisory authority

- 3.1 True to its principles of fairness, tolerance, sensitivity, supportiveness, democracy and mission focus, the Institute seeks to deter all forms of abuse of supervisory authority, academic and administrative.
- 3.2 All those in supervisory positions at the Institute are obliged to exert their authority without abusing it. A supervisor abuses authority if he/she makes conditional or appears to make conditional on irrelevant considerations, institutional services or benefits it is in the remit of his/her position to bestow. It is thus an abuse of authority to make any of the Institute's academic, employment, or other opportunities, services, facilities, benefits or support conditional on performance unrelated to the academic status of the student, faculty or staff member for whom he/she is responsible. Such abuse can occur even if it does not have the intention or effect of benefiting the supervisor in question.

4. Discrimination

- 4.1 Discrimination is an outcome of prejudice, a perception or feeling based on flawed, unfair and inflexible generalizations relating to particular group or individual characteristics. It is particularly unacceptable in a multi-cultural institution, and will not be tolerated at AIT.
- 4.2 For the purpose of its policies and procedures, AIT defines discrimination as any action that prejudicially penalizes or favors any member of the AIT community

with reference to any of his/her Institute opportunities, services, facilities, benefits or support.

- 4.3 The Institute will not tolerate discrimination on the basis of country, race, ancestry, color, ethnic origin, nepotism, locality of residence, social background, gender, creed, ideology, age, marital status, family status, sexual orientation, handicap, or medical condition.
- 4.4 Discrimination also includes any act of communication whether oral, written, electronic or non-verbal, which promotes disrespect or intolerance for anyone based on the characteristics listed above.

C. Remedial action

1. General principles

- 1.1 It is essential to the creation of the intended environment of tolerance and respect for all members of the community, that anyone who believes he/she has been injured by violation of the Institute's principles on harassment, abuse or discrimination, and who seeks redress, is sure of clear, accessible and confidential informal and formal remedial procedures. All faculty, staff and students of the Institute need to be confident that the appropriate authorities, once aware of violations of policies will act promptly to initiate remedial measures in accordance with this and other relevant policy and procedure statements. Every person in the AIT community has the right to protection under this policy without reprisal or threat of reprisal for so doing.
- 1.2 But the Institute seeks to maintain a balance between informal and formal remedies to the problems outlined above. Informal remedies, with action taken at the lowest appropriate level, may sometimes be the most effective approach, and the one preferred by the complainant. These are also outlined here as an option.
- 1.3 Complaints or reports of harassment, abuse or discrimination, will be taken seriously and dealt with promptly. The action taken in each case, which depends upon the nature and gravity of the conduct reported, may include intervention, mediation, investigation, and, once the decision is made that informal procedures are not appropriate, the initiation of formal grievance and disciplinary processes.
- 1.4 AIT recognizes the importance of confidentiality and privacy. Those responsible for implementing complaint procedures will respect the right to confidentiality and privacy of individuals reporting or accused of any violation. It must be recognized by all concerned that breaches of confidentiality or privacy in the informal or formal response to a complaint may divert or even redirect the remedial action concerned.
- 1.5 Reprisals against an individual, who in good faith reports or provides information in an investigation of conduct that may violate Institute policy, will not be tolerated.
- 1.6 It is equally a violation of Institute policy to malign the character or reputation of any other person. False accusations or false evidence offered in the remedial process may themselves be considered grounds for disciplinary action.

- 1.7 Individuals who are found to have violated the Institute's policies on harassment, abuse or discrimination, will be subject to disciplinary action decided by the President, taking account of the disciplinary guidelines of other appropriate Institute bodies with Thai Labor, and where appropriate, Thai Civil or Criminal Law.
- 1.8 Nothing in this policy should be construed as abridging the authority of the President of the Institute or of presidential designees to an immediate emergency remedies to ensure the maintenance of order in the event of Institute disruption, disturbance of the ongoing business and educational mission of the Institute, or threats to life or property.

2. Informal procedures

- 2.1 The complainant of harassment, abuse or discrimination may choose to address the problem through informal methods because it may be felt that these will best remedy the questionable conduct concerned. The main channels for informal remedial action may be through consultation, direct confrontation or third-party intervention.
- 2.2 Consultation refers, in this context, to discussion of problems or potential problems before recourse to remedial action, informal or formal, but not to completely informal conversations about problems with seniors, colleagues, line managers, partners, friends or relatives, although these may, of course, solve more straightforward problems.
- 2.3 Preliminary consultation should be available to any member of the Institute community who wishes to discuss issues related to problem areas. This way forward may be chosen because of a desire to keep matters confidential or **"off the record"**. The consultation concerned may thus perhaps not identify the other person(s) involved, sometimes not even the consultor. The Institute will establish and arrange special training for a set of individuals available for this form of consultation, to include the Deans, Director- OSA, Coordinator, Student Welfare Unit and other designated individuals, who will be able to provide in confidence.
- 2.4 Direct communication refers to the action of an individual who chooses to act on perceived harassment, abuse or discrimination by addressing the other party or parties directly, or writing a statement to the individual(s) concerned, describing the unwelcome behavior and its effect and stating that the behavior must cease.
- 2.5 Direct communication may sometimes follow consultation, the complainant seeking the advice of one of the advisors listed in Section C-2.3 above, on what to say or write. The person(s) to whom the direct communication is made may likewise use consultation and direct communication in their response. Any kind of reprisal against an individual or group initiating such communication in good faith, would itself amount to harassment, and risk disciplinary action.
- 2.6 Third-party intervention requires the participation of a qualified party not involved in the claimed harassment, abuse or discrimination, and acceptable to both sides, (probably, though not exclusively, someone from the list in Section C-2.3 above). The agreed individual(s) will meet privately and/or together with each of the sides involved, attempting to clarify their perceptions, and to reach a mutually-acceptable understanding for their future interactions. Outcomes of the third-party

intervention include explicit agreements about future conduct, changes in personnel, changes in study or workplace assignments, or other appropriate remedies.

3. Formal procedures

- 3.1 A complainant may, with or without previous recourse to informal channels, decide to seek redress through formal grievance procedures. The formal grievance process is initiated when the complainant makes an oral or written statement direct, or through a chosen contact, to one of the counselors listed in Section C-2.3, stating that he/she wishes to make a formal complaint. If the counselor concerned, perhaps after consulting others, agrees that formal grievance procedures may be appropriate, the President or his specifically-delegated designee, will appoint a grievance committee composed of chairperson and three to five members.
- 3.2 Formal grievance procedures may be initiated only if, in the opinion of the President or his designee, they do not contravene Thai Labor, Civil or Criminal Law, or other Institute regulations taking precedence over these policies and procedures.
- 3.3 Formal complaint statements should be made as soon as possible; the earlier the report, the easier it is to investigate and take appropriate remedial action.
- 3.4 The person(s) against whom the complaint has been initiated must be informed immediately of the complaint by the appointed grievance committee, and be provided with opportunity for rebuttal.
- 3.5 If the grievance committee considers that the facts contested are too significant for the case to be settled without further inquiries, the President will be requested to authorize an investigation. Such an investigation may only be initiated on the instructions of the President or his designee, and after the complaine(s) has (have) received a written general description of the perceived conduct and the provisions which they are claimed to violate. Any evidence to be considered in the investigation should be reported to the complaine(s), who should have opportunity to challenge it and/or to present evidence in defense.
- 3.6 Matters preliminary to any hearing should normally be decided and notice of the hearing given as soon as possible, certainly no later than five working days after the grievance committee has been informed of the case concerned, and not less than 72 hours prior to the hearing. Hearings should normally be held within ten working days of the notice.
- 3.7 The written notification of the hearing should give: the time and place of the hearing; the name(s) of the complainant(s); a general description of the conduct complained of and the policies allegedly infringed; and the name of the Institute office where any additional information may be obtained.
- 3.8 All investigations will be conducted so that the privacy of all concerned is respected to the fullest extent possible. Hearings will be open only to the members of the appointed grievance committee, the complainant(s) and complaine(s). Findings and recommendations are confidential and shall not be made public by the Institute or by any participant in a hearing, including the

individual charged. A tape recording may be kept of the hearing, but will remain confidential. The taped and written records of each hearing of grievance committees will be at the President's disposal.

- 3.9 When the complaint is against more than one person, a single hearing may be held for all complainees, the grievance committee to seek the authorization of the President for such a consolidation. The separation of one or more cases from a group of cases previously set for a consolidation hearing should not, however, be considered to affect the remaining cases in the group.
- 3.10 No individual(s) will be required to give self-incriminating evidence, and no inference of guilt will be drawn by reason of not giving evidence on this ground. Failure of a complainant or complainee to appear at a hearing will not preclude the grievance committee from proceeding with the investigation. If no satisfactory explanation for the absence is received, or if a complainee leaves a hearing before its conclusion or adjournment, the hearing proceed without the individual(s) concerned, and the committee may reach a conclusion based on the available evidence and make its report accordingly. A report of the hearing procedures will be included in the written notification provided to the individual(s) concerned.
- 3.11 Any relevant evidence may be admitted if it is of the kind on which responsible persons are accustomed to rely in the conduct of serious affairs, but all evidence admitted must be justified before it can be used to explain or supplement other evidence. Third-party evidence is not in itself sufficient to support any finding. No evidence, other than that discussed at the hearing, should be considered by a grievance committee.
- 3.12 It is the responsibility of a grievance committee chair to maintain an orderly hearing, and not to permit any participant to be subjected to abusive treatment. Any hearing participant may be rejected or excluded if he/she refuses to behave in an orderly manner.
- 3.13 Following the presentation and examination of evidence at the hearing, a grievance committee shall agree in private its written report to the President, which must be submitted within two working days of the termination of the hearing. The Report of the grievance committee shall summarize the facts, and make a determination as to whether the individual(s) concerned did or did not commit the acts alleged.
- 3.14 All decisions on disciplinary action will be made by the President, taking account of the evidence reported in the context not only of the relevant Institute policies and procedures, but also of relevant legal factors. The President's decision shall be final.

Further information on the Institute's Policy and Procedure Statement on Ethical Behavior and Grievances can be viewed at: <http://www.ait.ac.th/administration/policies-and-procedures/PA/pa-2-1-2.pdf>

VII. SUBSTANCE ABUSE POLICY

The purpose of this policy is to work toward the prevention of substance abuse on campus. The Institute recognizes the importance of health and safety of its students, thus, to further enhance and improve students' life and study, the Institute observes the following policies related to substance abuse.

- AIT is obligated to comply with the laws of the host country. This policy shall be implemented to enforce and monitor the laws of the host country.
- All students, faculty and staff are expected to take responsibility for their own actions. The Institute cannot be responsible for the personal lives and decisions of students.
- Students with substance abuse problems usually come to the attention of the Institute by exhibiting behavior that is not socially acceptable. These people may be referred to the Director, Office of Student Affairs.
- Treatment may be required in addition to other appropriate disciplinary action. If the use or abuse of alcohol threatens to cause disorder or danger to the members of the campus community, others, or campus property, appropriate action will be taken. The AIT Medical Clinic shall serve as the unit for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the unit will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

The Institute shall be guided by the following:

In case of alcohol abuse:

- a. Possession and consumption of alcohol is permitted only in the living quarters of persons or outlets having appropriate license and permits.
- b. All incidents of alcohol violations shall be reported to the Director, Office of Student Affairs in case of students.
- c. All reports of incidents involving alcohol will be forwarded to the Director, OSA in case of students.

Disciplinary Action:

- (1) Warning/written reprimand to be placed on student file
- (2) Community service
- (3) Suspension for 1 semester if behavior leads to injury
- (4) Dismissal/Expulsion

The student may appeal thru the Director, Office of Student Affairs to the President.

In case of drug abuse:

1. Possessing, taking and/or selling drugs on campus is strictly prohibited under the laws of the host country.

2. Students may be subject to arrest and prosecution in cases where the host country's laws have been violated.

3. Expulsion shall be imposed for drug abuse.

In case of gambling:

Gambling is prohibited under the laws of the host country and is not tolerated by the Institute. Any student caught engaging in this activity will be subject to disciplinary action and could face possible termination of employment.

VIII. ENVIRONMENT POLICY

AIT Environment Policy

1. This statement applies to all land, premises and activities within the control of the Institute.
2. The Institute is committed to the conservation and improvement of the environment and to minimizing the environmental impacts of risks arising from its activities.
3. The Institute will manage its operations in ways that are environmentally sustainable and economically feasible, and that provide appropriate environmental education and training for its employees and students.
4. In order to achieve these aims, the Institute has the following key objectives:

Objective 1 – Institutional practice

The Institute will

- Promote sound environmental management practices throughout the Institute;
- Make efficient and environmentally responsible use of water, and review opportunities and implement measures for reducing its use;
- Practice energy conservation by improved energy utilization and appropriate investment in energy efficient measures;
- Use recycled products wherever feasible;
- Minimize waste production by reusing or recycling waste where practicable, by regulating the treatment and disposal of residual solid and liquid waste at all discharge points, and by providing responsible disposal for all wastes, particularly with regard to hazardous wastes;
- Identify and minimize hazardous wastes on campus, and to ensure their responsible disposal;
- Strive to eliminate the release of pollutants, to be achieved by application of discharge controls, and also by initial assessment and continuing evaluation of the appropriateness of and need for any activity which could have an adverse impact on the environment;
- Minimize the impact of transport on the environment arising from its own vehicles and those brought on to the campus;
- Minimize any adverse environmental impact of any new Institute development;
- Maintain the Institute's campus in an environmentally sensitive way;
- Adopt policies which take into account the visual impact of Institute activities; and
- Preserve and enhance flora and fauna on campus and elsewhere, with particular emphasis on native vegetation and species.

Objective 2 – Standards and regulations

The Institute will

- Comply with or exceed the requirements of relevant legislation, and all relevant advisory codes of practice;
- Practice environmentally responsible procurement of goods and services;
- Minimize the adverse environmental impact of the disposal of assets;
- Expect similar environmental standards from all parties with whom the Institute deals; and
- Upgrade procedures, plant and equipment to accepted environmental standards
- Carry out institutional functions and operations so that environmental risks are minimized; and
- Keep abreast of developments in environmental regulations and legislation at local, national and international levels.

Objective 3 – Teaching, research, consultancy and community work

The Institute will

- Actively encourage research, consultancy and community work aimed at achieving conservation of natural resources, minimizing pollution and waste and improving environmental practice and awareness in industry and the wider public;
- Actively encourage, facilitate and coordinate new and existing environmental content in courses;
- Promote cooperative and collaborative environmentally focused research and consultancy across the Institute;
- Encourage employees and students to expand their environmental understanding through research projects, workshops, seminars and conferences;
- Regularly offer extra-curricular, environmentally focused activities such as short courses, seminars, public lectures and professional training courses for faculty, staff, students and the wider public, for professional, academic and personal development;
- Ensure that knowledge of environmental concerns and their consequences are incorporated into student laboratory and workshop training;
- Recognize and acknowledge faculty, staff and student contributions to improved environmental awareness and practice;
- Communicate within the Institute and to the outside community the Institute's environmental performance;
- Raise awareness of employees, students and residents about the Institute's environmental impact, activities and performance, and
- Promote individual good practice.

Implementation

1. Ultimate responsibility for implementation of this policy rests with the Board of Trustees, which delegates responsibility to the President as the Chief Executive Officer of the Institute.

2. Responsibility Center Heads are responsible for ensuring compliance with Institute Environment Policy within their area of control. The Institute will actively monitor the performance of Responsibility Centers in the implementation of the key objectives of this Policy in the activities under their control.
3. Responsibility centers are required to produce internal systems and documentation for implementing this policy locally.
4. Individuals have an important role in cooperating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.
5. In discharging his/her responsibility to implement this Policy, the President may be assisted by the Campus Environment and Development Committee.
6. The Institute Master Plan is now four decades old, and no longer a relevant guide for the development of the campus. A task force has been appointed by the President to update the plan, providing a framework for enabling AIT to develop its campus as a model of good environmental practice and governance, and a framework for investment.
7. In order to establish action plans for improvements, a number of other policies such as transport, energy and waste will be developed that outline short, medium and long term objectives and targets to be achieved, and the success of these is reviewed on a regular basis.
8. Current policies and procedures that AIT staff need to follow, and more information about what the Institute is doing to improve its environmental performance, may be accessed from the Institute's Environment web pages. Information on how faculty, staff and students can help the Institute maintain and improve its environmental its performance is also given.

IX. STUDENT ORGANIZATIONS

AIT Student Union

The Student Union (SU) of AIT promotes the interests and welfare of the student body, promotes gender equity and equality, and promotes awareness of the international atmosphere on AIT campus. The Student Union facilitates the organization of several activities off and on-campus. It provides opportunities for cultural and non-cultural interaction among AIT community members through its varied activities after being exhausted from the rigors of academic life. Students' sole representation, the AIT Student Union is committed in the pursuit of a high level of academic, non-academic, extracurricular, cultural, recreational, and learning environment. The SU also helps provide an opportunity for everyone to mix with fellow students from other countries and appreciate their cultures.

All full-time students are members of the AIT Student Union, and are entitled to vote in the election for the General Assembly Speaker, Treasurer, General Secretary and Vice President. The Vice President becomes President of the SU in the succeeding semester. The Student Union operates with the following committees: Academic Affairs, Accommodation and Reservation, Campus and Environment, External Affairs, Culture and Gender, Film and Entertainment, Leisure, Media Affairs, Sports and Assets & Recreation.

Student Union Activities

Contributions from the Institute and the student (Baht 150 per semester, which is mandatory) support the multinational welcome shows, cultural shows, social activities, open forums, movies on campus, free computer courses, quizzes, career fairs, food fairs, allocation of rooms, debates, environmental awareness campaigns, maintenance of student welfare facilities, Grad nights, volunteer appreciation parties, Graduate 'Batch' books, sports events, and leisure trips including Welcome Trip and Grand Trip.

The Student Union is structured as follows:

- a President, acting as Chief Executive Officer;
- a General Assembly, consisting of members from the different nationalities, different departments and different religious associations represented in the student body;
- Vice President, General Secretary, General Assembly Speaker and Treasurer are elected by students through direct voting in the election conducted by SU in the start of each semester;
- an Executive Council, consisting of the SU President, Vice President, the General Secretary, the General Assembly Speaker, Treasurer, and all Committee Chairpersons and Secretaries, who are appointed by the SU President as per Student Union Constitution.

The responsibility for long-term policy matters rests with the General Assembly. The Executive Council manages the affairs of the Union with the policies approved by the General Assembly under the advice of the Director, Office of Student Affairs.

After approval by the General Assembly, Student Union proposed budget is endorsed by the Director, OSA to the Director, Finance Office of the Institute. At the end of the term of office, the SU Auditor conducts an audit of the Student Union accounts and presents a report to the Director, Office of Student Affairs and Director, Finance Office.

Elections, leading to a complete change in SU administration, are normally held at approximately eight-month intervals.

Nationality Associations

Several student nationality associations exist on campus. These associations organize a range of activities. As the coordinators change over time, the list of contact names and phone numbers can be obtained from the Student Union Office.

Student participation in Institute Governance

The Student Union (SU) -Administration meetings include the President, Vice President, General Secretary, General Assembly Speaker, and Treasurer of the Student Union, with the chairpersons and secretaries of the SU committees and the SU Secretary, and members of the AIT administration, President, Vice President for Academic Affairs and Director, Office of Student Affairs.

The SU President or a SU Committee Chair pertaining to the agenda discussed is also invited to other institute committees upon selection by appropriate bodies for student representation.

SU Location and officers

The Student Union (SU) office is located near SU Snack Bar between Dorm J & K and is open from 9:00 a.m. to 5:00 p.m. It can be reached at telephone extension: 5979 and 5982 email: supresident@ait.asia.

X. CAMPUS FACILITIES AND SERVICES

Student Accommodation on Campus

The allocation of student accommodation is the responsibility of the *Accommodation Unit* (ext. 5093). Any issue or concern involving student welfare that is related to accommodation should be brought to the attention of the Director, Office of Student Affairs (OSA), on action required.

Policy and Procedures on Student Accommodation: Eligibility and Allocation

Definition and Scope

A student accommodation is a unit under the following dorm categories

Category 1:	Dorms A, B, C, D, F, G, H
Category 2:	Dorms E, J, K
Category 3:	Dorms M, N, R, S
Category 4:	Dorms L, Q, P3
Category 5:	Dorms T, U, V, W, X, Y
Category 6:	Dorms P1, P2, X11, Y11 (Married Units)
Student Villages:	I, II, III (Single and Married Units)

Eligibility

1. Students holding a current AIT student ID card and registered in the doctoral, master's, undergraduate, diploma, certificate or special program are provided with an accommodation unit on campus by the *Accommodation Unit*.
2. *Full-Time Doctoral and Master Degree Students*. Doctoral and master's students are encouraged to live on campus for the first two semesters of their study period to experience the benefit of living in the Institute's multi-cultural community, which is part of the profile of an AIT graduate. For subsequent semesters, these students may opt to reside off-campus.

Non-Resident Doctoral Students are granted accommodation for a maximum of five months per year only.

3. *Diploma, Certificate and Undergraduate Students* are encouraged to stay on-campus for the entire study period. Exceptions, on a case-to-case basis, may be given to those have already exceeded their normal study period.
4. *Married Students* are permitted to bring their immediate families (spouse and children) to join them during their studies. They can reside on-campus only when they have been allocated a married accommodation unit.

Families of non-resident students may not reside on campus if the non-resident student is off-campus.

5. *Students with AIT-Employed Spouses.* Master's, doctoral or undergraduate students with spouses who are AIT employees must register for staff accommodation. Students should move with the spouse when staff accommodation becomes available. Failure of the student to move with his/her AIT-employed spouse will mean automatic eviction from the student dormitory.
6. *Students on Exchange/Dual-Degree Programs.* Students, who will study in another country as part of the Exchange/Dual Degree program, are required to vacate their rooms while they study abroad. Exceptions may only be given to those whose exchange program is less than two months.
7. *Alumni/Employee/Interns.* Student dormitories may be provided for a maximum period of one month, in case of availability to:
 - a. Alumni
 - b. AIT employees upon evidence of employee ID
 - c. Student Interns (from partner universities/organizations)
8. *Guests.* All guests must be registered with the Accommodation Unit three days before arrival. With prior approval of the Accommodation Unit, they may stay in student dormitory for a maximum quota of one week per semester.

In case of over staying guests, special prior permission must be obtained from the Director, OSA and a daily rent will be charged for the room. To maintain a decent living environment, it is recommended to restrict the number of residents to two per room in a single unit or two per bedroom in a married unit. Extra provisions (such as mattresses, etc.) for the guests may be requested from the Accommodation Unit, if available and upon payment of a nominal service charge. The Institute shall in no way be held responsible for the legal status of the guests. Visas, residence permits, etc. shall be the responsibility of the guests and not the Institute.

9. *Living Off-Campus.* All requests to reside off-campus will require the approval of the concerned Advisor and the Director, Office of Student Affairs (OSA).
10. *Temporary Stay in Staff Accommodation.* Students may put their names in the waiting list and live in staff housing depending on availability.

Please note however that the first priority will always be for staff members in the queue. If there are no staff members in queue then the available staff housing will be offered to the student on the top of the waiting list.

They are allowed to temporarily stay in such units until the period provided by the Accommodation Unit or until such time that they have been allocated a room in student accommodation. Queuing and temporary stay in staff housing requires prior approval from the Director, Office of Student Affairs (OSA).

10. *Graduating Students.* Students are required to vacate their rooms within five days (including weekends) after their graduation. Extended stay requires the approval of the Director, OSA.

11. *Rent Refund.* Students who are supported by scholarships will not be entitled to an accommodation rent refund as the accommodation allowance is a privilege and not a right.

Allocation

1. *Allocation of Rooms to New Students.* New students are advised to be on campus during the arrival period specified in the admission offer letter.

- New students are served on a queue based on a 'take a number' system drawn by lot (i.e. queuing numbers mixed in random are placed in a box and every student is asked to take a number from the box).
- New students may choose from all the available rooms when their queue number is called.

2. *Waiting List System.* New and continuing students wishing to move in another category of rooms may queue during the period designated by the Accommodation Unit. Queuing requires presentation of a student ID.

- A student may queue for a maximum of three dorm categories in order of preference.
- By queuing in more than one category the student risks getting the least preferred room.
- A student may put special requirements in the "specifications" column of the waiting list form available with the Accommodation Unit.
- A student residing on campus must put his/her name on the waiting list at the Accommodation Unit in person.
- Only continuing students, who are off-campus on data collection or on approved leave, may put their names on the waiting list through email to accommodation@ait.asia. They must provide the approximate date of their arrival on campus.
- A student wishing to move within the same dorm category requires prior approval of the Director, OSA.

3. *Transfer/Relocation According to Waiting List*

- An offer for transfer/relocation from one unit to another according to the waiting list shall start during the period designated by the Accommodation Unit and is done every Saturday.
- Allocation by waiting list is done only during the semester. The Accommodation Unit will inform concerned students on room allocation specifics (e.g. new room, date of transfer, etc.) by email and paper mail (posted at student dorms).

- A student shall have five working days to accept the offer. Failure to accept the allocated dorm shall result in the removal of the student from the waiting list.
- A student wishing to move to a new room MUST settle all outstanding dues related to the previous room, before being assigned a new room.
- The Student Union (SU) assists in the allocation by waiting list during the 'May' clearance and graduation period. This is not done in any other time due to the short break after the July and December graduations.

The representative appointed by SU for the purpose will match the waiting list with the list of available rooms. SU will then issue slips to students with the number of the new rooms assigned to them. In the absence of a representative from SU, the allocation by waiting list through the Student Union is suspended.

- The allocation to continuing students in the waiting list will be stopped during the arrival of new students until the last day of 'adding/dropping'. During this period, new students are given priority in accommodation services.
- Category 2 dorms (E, J, K) are blocked for continuing students. These dorms are continually allocated (upon vacancy).
- Transfer of room in the same category is allowed. This however is only for cases where there is mutual consent of both parties/roommates who are swapping rooms and there is no one on queue.

4. *Allocation of Student Villages.* New and continuing students may apply for student villages following the policies below:

Shared Unit for Unmarried Students

- Students may apply for a shared unit provided they are able to find a group of three students in their batch (i.e. with similar entry and graduation dates) who mutually agree to live together. Student groupings will then be included on the waiting list for the allocation of shared units. A changed grouping after the application has been made will necessitate lodging of a new application. A change in the grouping after allocation is not permitted unless otherwise approved by the Director, Office of Student Affairs (OSA).
- If shared units become available, the groups at the head of the waiting list will be notified. The students concerned will be given five working days to confirm receipt of notice to the Accommodation Unit; otherwise, the group may lose the offer.

Shared Unit for Married Students

- Married applicants will be asked if and when they wish to bring their families to AIT, and informed that the Institute has limited married accommodation units. If married accommodation is not available, new students may be given the option to reside with their family off-campus

(provided that a prior approval from the Advisor and Director, OSA has been granted) or in AIT staff housing units, if available. In such instances, the Accommodation Unit will provide information on the types, locations, and rents of suitable accommodations.

- Married students choosing to remain unaccompanied for some or all of their study period at AIT will be subject to the same campus accommodation policies and procedures as unmarried students (see above) for as long as they remain unaccompanied.

Infringement of the above rules may mean sanctions to parties involved. Sanctions may include withdrawal of names from waiting lists, community service, formal reprimand, fine, suspension or ban from campus accommodation.

Revised by: SAO/DSCA/SU (June 2003)/ Head-Student Office (June 2008); (Accommodation Unit, and Head-Student Office (June 2010)

Policy and Procedures on Student Accommodation: Regulations, Sanctions on Violations and Charging System

Regulations

1. Students are responsible for keeping their rooms, furniture and equipment in good order. No furniture or equipment must be moved out of the room or transferred from one dormitory to another without the prior approval of the Accommodation Unit. Student dormitories are inventoried and checked regularly.
2. Every room is maintained as the need arises and, once vacated, will be renovated in keeping with Institute standards. Furniture and fittings will be changed as necessary due to wear and tear.
3. All maintenance queries must be reported to the helpline via phone extension number 5800. Requests can also be made online via: <http://fims.ait.asia/> or email: callcenter@ait.asia
4. Internal cleaning is carried out once a week. External cleaning and ground maintenance are carried out when necessary.
5. Linens (two sets) which are provided with the room are replaced when necessary and regularly washed/maintained by the cleaning services, except for dorms under Category 2 and SV Married Units where linens are not provided. However, students staying in a room under Category 2 or SV Married rooms are required to provide their own linens.
6. Cooking is not permitted except in rooms where cooking arrangement is provided. In units where cooking is not permitted, shared cooking facilities will be explored, when Institute space and resources become available.
7. The use of flammable/combustible cooking appliances like LPG is permitted only in rooms with cooking facilities.

8. Students are allowed to install outdoor antennae, cable or data lines only upon prior agreement of the Accommodation Unit with the approval of Director, OSA. Split connection is strictly prohibited.
9. Students are not allowed to install heavy appliances, such as air conditioners in rooms without the approval of the Director, OSA.
10. Students are required to leave their units clean, empty of all possessions and in the same condition as when the tenancy began upon leaving the unit after graduation. A deposit of 3,000 Baht is charged to each student when they apply for the graduation clearance, which may be used if necessary, to pay for service, loss, or damage to accommodation or other debts incurred during tenancy.
11. Students shall not disturb fellow students in the residential area. Games and activities shall be stopped at 2300 hours in all sports fields and courts in and near campus residential areas.
12. Noisy group studies and parties are not allowed in student accommodation. Rooms designated for this purpose must be used, i.e. Korea House and SU Café.
13. Students who misplace their dorm keys may contact the Accommodation Unit during office hours. After office hours up to 10:00 p.m., residents may contact the Security together with a presentation of their ID and this service will demand a minimal fee of 50 baht.
14. Storing personal belongings in common corridors and walkways in front of dorms is not allowed
15. Plants and other movable objects should not be placed on parapets.

Infringements of any of the above regulations will mean sanctions against all parties involved according to the recommendation of the authorities concerned. The sanctions may include withdrawal of names from waiting lists, community service, formal reprimand, fine, suspension or ban from campus accommodation.

Sanctions

1. Graduating students residing beyond the five day limit (including weekends) after graduation without prior approval from the Director, OSA may have their accommodation unit sealed by the Accommodation Unit.
2. Furniture and appliances should not be removed from the dormitory. The fine for removal of furniture and appliances is Baht 500 per item. Repair and replacement of furniture and appliances must be requested from and approved by the Accommodation Unit, which may ask the tenant to pay additional charges, if applicable (in situations where damage to furniture and appliances has resulted from direct negligence of, or abuse to, by the tenant, to the furniture and appliances).

3. Students who cook in dormitories where cooking is prohibited may face a minimum fine of Baht 500 or the actual costs of the damage caused by cooking.
4. Students who install heavy appliances, such as air conditioners, in dormitories not designed for such facilities, will be fined Baht 500 and charged for the services related to the uninstallation of the appliance.
5. Smoking, burning or bon-fires in and near student dormitories is strictly prohibited. Students found guilty may face a fine of Baht 500 or the actual costs of the damage caused by smoking or burning.
6. Pets are not allowed in student dormitories. The fine for non-compliance is Baht 500.
7. Students disturbing the peace of their surroundings shall receive reprimand as a first warning. Students repeating the actions will face sanctions, i.e. expulsion from dorms and dismissal.
8. Rooms must be used for residential purpose only. Sub-letting may result in eviction from student accommodation.
9. Students found guilty of throwing garbage outside the bins/around their dorms will be fined Bht 2,000 and asked to do community service.
10. If a student is found storing personal belongings in common corridors and walkways in front of the dormitories and having plants and other movable objects placed on parapets, the Director, OSA will issue a warning letter for the first violation; for a second violation, a penalty fine of one month's rent will be imposed; for a third violation, student will be given notice in writing from Director, OSA and will require to vacate the student accommodation unit within seven days.

Charging System

1. Housing rental is payable on the first day of each month. The half-month cut-off date is on the 15th and the last day of the month for a full month payment.
2. Self-support students are required to pay one-month advance deposit. For new students, the first invoice includes rental for two months.
3. Special and exchange students are required to pay in full the rent for the whole duration of their stay on campus. The full payment will be reflected in the first bill/invoice upon registration.
4. Rent does not include charges for utilities (electricity, water, alternative internet access, telephone, etc.).
5. Payment made beyond or after 30 days from the date of invoice generates an interest penalty of 1.5% per month. If the outstanding amount exceeds

two month's worth of rent, the student will be asked to vacate the room. Further details are provided in the Credit Policy and Procedures:
<https://www.ait.ac.th/administration/policies-and-procedures/FB/FB-6-1-1>

Reviewed by: Student Affairs Working Group (17 Aug. 1998) and Executive Council of Senate (9 Sep. 1998); Revised Head, Student Office – 2010; Revised by Head, Student Office - 2014

On holidays, the community can still send dorm work requests by email thru callcenter@ait.asia or through web <http://fims.ait.asia/>. Please specify the details of work request clearly, along with specific details of location and details of contact no., student ID and email address.

PROCEDURES FOR COMPLAINTS ON STUDENTS:

A. Noise/Disturbance In Or Near Student Dormitories

- Complaints lodged to Security Officer at any time:
 - i) The Security Officer on duty will personally check the reported noise disturbance.

The Security Officer will demand the ID card from the student(s) concerned for record. If ID card is not available, other form of identification should be provided.

If the report is confirmed, the Security Officer will verbally admonish the concerned student(s) to minimize/stop the noise. This verbal admonition serves as the first warning. This will be reported to Student Affairs with copy to Student Union.

- ii) The Security Officer will observe for some time to ensure that verbal admonition is complied with. If the noise/disturbance continues 30 minutes after the first warning was given, the case will be reported to the Head-Security.
- iii) The Head-Security will give the second warning and try to settle the case. If the concerned student(s) still refuse to heed the second warning, the Police Officer near AIT Gate 1 (Klong Luang Sub-Branch) will be called to intervene. The Police on duty will try his best to stop the noise/disturbance and settle the case. At this stage, the student(s) concerned will be called at Student Affairs office and receive a written reprimand to be placed on student file as well as the necessary sanctions.
- iv) If the student concerned refused to cooperate with the Police, the Police will contact the Klong Luang Police Station and do the necessary according to Thai law.

SANCTIONS:

No. of offenses per semester	Sanction
1	<ul style="list-style-type: none">• Community service of one week to be determined by the Student Union
2	<ul style="list-style-type: none">• Community service of two weeks to be determined by the Student Union
3	<ul style="list-style-type: none">• Eviction from the student dormitory
4	<ul style="list-style-type: none">• Suspension of one semester

Reviewed by: SU President, Coordinator-Student Affairs and Head, Student Office - 2014

STUDENT ACCOMMODATION RENTAL STRUCTURE		
Dorm/Village	Air conditioned	MONTHLY RENT
A	-	2,150
B	-	2,150
C	-	2,150
D	-	2,150
F	-	2,150
G	-	2,150
H	-	2,150
E	Yes	3,050
J	Yes	3,050
K	yes	3,050
L	yes	3,050
Q	yes	3,050
P Single unit	yes	3,050
M	-	2,650
N	-	2,650
R	-	2,650
S	-	2,650
T	yes	3,450
V	yes	3,450
U	yes	3,450
W	yes	3,450
X single	yes	3,450
Y single	yes	3,450
P married	yes	6,350
X married	yes	6,350
Y married	yes	6,350
Village I single	-	2,650
Village II single	-	2,650
Village III single	-	2,650
Village I married *	-	5,350
Village II married *	-	5,350
Village III married *	-	5,350

Visas

Thai Government Relations

AIT students are advised to cooperate fully with the Thai authorities. Any contact with the police or difficulties off-campus should be reported to the Director, OSA.

AIT is specially chartered by the Thai Government as an independent educational institution; it is thus important that the Institute's status not be prejudiced. As an international institution, AIT must be neutral on political issues. While students have the right to engage in political activities as individuals outside of AIT, they should not portray themselves or make any claim to represent AIT in such activities.

Identity Cards

Every student is issued with an identity card. Proof of identity is required for most transactions at the campus bank, and may be asked for in the Library or at other campus facilities. ***Students are also strongly advised to carry their ID card and a copy of their passport when they are off-campus.***

Family members of students with married accommodation are issued campus resident passes. Students must contact the Coordinator, Student Accommodation Unit to obtain such pass.

The reverse side of the ID card has a statement in Thai which translates as follows:

The Asian Institute of Technology hereby certifies that:

- a) all expatriate students of AIT are allowed to stay in Thailand under special conditions of the AIT Enabling Act of B.E. 2522;*
- b) the passports of expatriate students are held in safe keeping at the Institute;*
- c) normally, this ID card should be sufficient proof of identity. If there is a specific need to see the holder's passport, please inform the Institute by calling **02-524-5022 or 095 356 6245 (Emergency).***

Visas

The Institute can handle visa arrangements for all non-Thai students and can also assist in securing visas for their spouses and children, ***if prior permission for married accommodation/accompaniment has been obtained.***

Students in receipt of an offer of admission must obtain a non-immigrant visa (code "ED") from the Royal Thai Embassy or Consulate in their respective countries.

The Institute has a commitment to the Thai Government upon completion to ensure that all non-Thai students will leave Thailand within 30 days of their study programs. If any non-Thai student fails to leave Thailand within the 30-day period, AIT has an obligation to notify the Immigration Department and the graduate's Embassy that the official connection with AIT has terminated and that he or she has not yet left the country. A student with the privilege to a return airfare awarded by AIT may lose such benefit in case of over-staying.

Non-Thai students may place their passports in the custody of the Government Relations Unit throughout their stay in Thailand. If passports are deposited with the Government Relations Unit, this office will ensure that visas are kept up-to-date. Passports will be returned to students either on presentation of an approved application to take leave outside Thailand or on completion of clearance procedures at the end of the program. If a passport is needed for other purposes, such as for identification or for bank use, it can be retrieved from the Government Relations Unit temporarily.

Non-Thai students deciding to keep their passports for safekeeping are responsible for ensuring that their visas and passports are kept up-to-date. They are expected to take full responsibility in complying with Thai Government regulations.

Re-entry Visas

Non-Thai students who travel out of Thailand during their period of study should obtain a re-entry visa before EXIT at:

- 1) **Suvarnabhumi Airport (Gate#6)**: on departure day, after getting the boarding pass with 1 photograph and Baht 1,200 for a single re-entry visa or Baht 4,000 for multiple re-entry visa
- 2) **Donmuang Airport (3rd floor)**: on departure day, after get boarding pass with 1 photograph and Baht 1,000 for single re-entry visa or Baht 3,800 for multiple re-entry visa
- 3) **Pathumthani Immigration Office**
1 photograph and Baht 1,300 for single re-entry visa or Baht 4,100 for multiple re-entry visa

If no re-entry visa is obtained, a new application for permission to stay in Thailand must be made before the student returns to Thailand. Students who leave without a re-entry visa **MUST** follow the steps prescribed above as if they are new students. ***Returning without a proper non-immigrant visa means leaving the country again after 15 days.***

Visa Extension Fees

All Non-Thai students are required to pay **Baht 1,900.00** fee for visa extension. **Applications for visa extension of students and their dependents must be submitted to the GRU, along with the passports and 4 RECENT official photographs (size 4 x 6 cm., NO T-SHIRT) one and half months before the visa expiry date.**

Failure to extend the visa after the expiry date will result to a fine of 500 Baht per day up to maximum of 20,000 Baht. If the 20,000 Baht limit is reached, the Thai immigration will not renew the visa and the student will be deported.

ANNOUNCEMENT FROM IMMIGRATION BUREAU, effective 20 March 2016

- 1. An alien who overstays his/her permission more than 90 days will be barred from re-entering the country for 1 year, starting from the departure date.**
- 2. An alien who overstays his/her permission more than 1 year will be barred from re-entering the country for 3 years, starting from the departure date.**
- 3. An alien who overstays his/her permission more than 3 years will be barred from re-entering the country for 5 years, starting from the departure date.**
- 4. An alien who overstays his/her permission more than 5 years will be barred from re-entering the country for 10 years, starting from the departure date.**

Visas of Students' Spouses

When possible and with approval from the Student Accommodation Unit, the Government Relations Unit will assist in securing visas for spouses of students. In requesting a non-immigrant visa, the Ministry of Foreign Affairs (MOFA) requires a copy of the applicant's passport containing the following: full name and birthdate; serial number of passport; expiry date of passport. This information must be given to the Government Relations Unit as early as possible and the required fees should be paid by the student. The minimum time required before a notification is sent from the MOFA to the Thai Embassy in the student's home country is three weeks.

Students' Dependents' Extension of Stay

The dependent spouse and children of AIT students must apply for an extension of stay to the Government Relations Unit one and a half months before the visa expiry date. In granting an extension of stay, the Immigration Department requires the following original documents: marriage certificate for

the spouse; birth certificate for each child.

The original documents should be in the student's own language, submitted together with the English translation. Make sure your dependents have the required documents when they arrive. Please contact the Government Relations Unit for assistance in processing your application.

Students' dependents whose presence have been approved in writing according to the rules and priorities are granted the same status on the same conditions as the student; hence they must follow the same procedures and rules.

Enquiries about visas should be made at the Government Relations Unit between **7:30 a.m. - 4:30 p.m. (Monday – Friday), Tel. 02-524-5022.**

Report on Ninety Days of Stay

Students, together with spouses and dependents, if staying in Thailand longer than ninety days must submit to the Immigration Department reports concerning their place of stay as soon as possible upon expiration of ninety

days. Students are required to do so every ninety days of stay. Students who fail to comply with this immigration provision shall be fined up to Baht 2,000. **"Suspended"** students due to financial inability - the student shall be recommended for dismissal.

"Dismissed" students can no longer stay with "Education Visa" which will be cancelled after 15 days and cannot come to Thailand for studies at AIT.

Degree and Transcript Attestation by Thai Ministry of Foreign Affairs

All AIT graduated students can request a Degree and Transcript attestation at the Consular Department (2nd fl.), Thai Ministry of Foreign Affairs at CHAENG WATANAH ROAD, LAK SI, BANGKOK. at 08.30 hrs.-15.30 hrs. with the following requirements:

1. Application form (download from website or GRU)
2. All original documents for attestation
3. Passport copy (all pages) with certify true copy and
4. Fee Baht 400/page

Police Clearance or Criminal Record from Thai Police Department

All AIT students can request "POLICE CLEARANCE CERTIFICATE" from the Royal Thai Police Department, Building 24, Rama 1, Pathumwan, Bangkok 10330, Thailand. Tel. 0 2 205 2168-9. For more information, please check this link:

<http://www.thaiembassy.ca/en/visiting-thailand/police-clearance-certificates>

Banking

A Siam Commercial Bank ATM machine is located at the ground floor of the Administration Building. Other ATM machines by Kasikorn Bank and Krungthai Bank are located on the second entrance of the AIT Cafeteria, while one by Bangkok Bank can be found beside the Lawson 108 Shop.

Hotel & Dining

AIT Conference Center (AITCC)

A fully equipped conference center at your doorstep within the campus, with guest rooms, dining facility, with conference and meeting rooms, the AITCC provides modern, efficient and fully-equipped on-campus conference facilities for the trustees, faculty, students, alumni, staff and visiting faculty.

- **100 guest rooms** categorized as suites, superior and standard rooms
- **500 seat tier auditorium** is fully equipped and state-of-the art perfect for holding big conferences, workshops and other social gatherings
- **Dining facility** with selection of international cuisine and buffet lunch served every Tuesdays and Fridays and other set menus every day

With a special discount for AIT students upon presentation of ID, the main dining facility is open every day from 6:30 a.m. until 10:00 p.m. Aside from international and Thai food, Halal and vegetarian menus are also available.

Rooms/venue for events reservations may be made through AITCC Admin Office at 02524-5250. Reservation for dining may be made by contacting the main dining room at 02524-5256. Organizers can arrange coffee breaks, meals or dinner parties for their participants or guests by contacting the AITCC (aitccr@ait.asia) to make prior arrangements.

Cafeteria and SU Snack Bar

The Cafeteria and SU Snack Bar is intended to serve meals that meet the varying tastes of AIT students. Students, however, should not always expect to obtain viands that exactly match their preferences.

Cafeteria is open from 7:00 a.m. to 9:00 p.m., while SU Snack Bar is open from 8:00 a.m. to 11:00 p.m. Cash card system is being used at both Cafeteria and SU Snack Bar. Cash cards may be obtained from the cashier at both places. This cash card has a deposit of 10 Baht each which will be given back once the cash card is returned. Students' ID with barcode may also be used in place of the cash card.

Other coffee lounges and restaurants on campus include the following:

- | | |
|--------------------------------|------------------------------------|
| a. Coffee Lounge SET | - open from 8:00 a.m. to 4:30 p.m. |
| b. Coffee Lounge AFE | - open from 7:30 a.m. to 5:30 p.m. |
| c. Coffee Lounge ISE | - open from 7:30 a.m. to 4:00 p.m. |
| d. Coffee Lounge Energy | - open from 7:30 a.m. to 4:00 p.m. |
| e. Coffee Lounge SOM | - open from 7:30 a.m. to 4:00 p.m. |
| f. West-End Kiosk | - open from 8:00 a.m. to 9:00 p.m. |
| g. Bahay Kubo
weekdays | - open from 5:00 p.m. to 9:00 p.m. |
| h. Easy House Kiosk | - open from 7:00 a.m. to 4:00 p.m. |
| i. AIT Extension Coffee Lounge | - open from 7:00 a.m. to 4:00 p.m. |
| j. 5 Star Chicken | - open from 8:00 a.m. to 4:00 p.m. |
| k. Inthanin Garden | - open from 7:00 a.m. to 7:00 p.m. |

There are many restaurants and food outlets on campus and in the general area, which you can find out with the help of your neighbors and colleagues. Some fast foods and snack bars are located in AITCC Arcade. Hom Krun Coffee is a coffee shop in the Administration Building.

24-hr Convenience Store/Grocery

The Lawson 108 Shop and 7-Eleven, 24-hour convenience stores/grocery are strategically located near the Cafeteria and across Dorm L respectively. Consumers can walk in and shop and is open 24 hours to serve the community.

A grocery store is located near Dorm D. It offers a variety of food items, including fresh vegetables, fruits, meat and other wet products, as well as canned goods, spices, sauces, snacks to cleaning supplies. It is possible to obtain basic supplies from 9:00 a.m. until 10:00 p.m. or later.

Sports and Recreation

With its extensive open space, AIT campus offers many opportunities for sports activities that include golf, swimming, basketball, badminton, tennis, table tennis, volleyball, football, cricket, hockey, running, squash and petanque.

A multi-purpose field, more popularly known as the cricket field, squash courts, tennis courts, badminton courts, basketball court and running track are all located near the apartments while the table tennis room and other tennis courts are closer to the cafeteria. The renovation of the multipurpose field had been completed with the support of Thailand Cricket Association.

Student Union also organizes some trips for the enjoyment of the AIT community. There is a one day trip and the other one is the Grand trip for 2-3 days. Various cultural events are also organized to enhance friendships among different country associations and promote their cultures for the highly diversified AIT Community.

General Sports Facilities House Rules:

1. Sports hours: Monday to Sunday, 6:00 a.m. – 11:00 p.m.
2. Proper sports attire is required for each sports facility. Slippers/flip-flops are not allowed.
3. Users must follow standard sports rule for each facility or upon mutual agreement of players depending on need.
4. Sportsmanship and proper decorum is highly encouraged in the conduct of sports events.
5. First come-first served basis rule must be followed for each court/field and queuing must be adhered to if there are many players waiting. Priority for use of AIT residents.
6. For racquet sports, doubles events should be prioritized over single events if there is a queue.
7. Sports facilities cannot be used for other sporting events aside from the intended use of the court/field.
8. Food and beverages are not allowed in the sports facility. Food may be consumed on the sitting area only.
9. Last players of the evening must turn off the lights and other electrical equipment of the court.
10. Student organizations who wish to book the courts/fields must seek permission from the Student Union and inform the community before its use.
11. Individuals breaking the sports facility house rules will be subject to possible forfeiture of privileges.

Swimming Pool

The swimming pool is located behind the AIT Conference Center and changing rooms are available. A lifeguard is on duty daily from opening to closing time.

Swimming Pool Regulations:

1. Pool hours: **Monday to Sunday**
6:00 a.m. – 7:00 p.m.

Pool is closed for cleaning from 8:00 a.m. – 10:00 a.m. daily.

2. All users have to register before using the swimming pool.
3. Proper swim wear is required. No outerwear including cut-offs or shorts will be allowed.
4. Food and beverages are not allowed in the pool. Food may be consumed on the lawn area only.
5. Bringing liquor or any intoxicating drinks is prohibited.
6. Individuals intoxicated with liquor are not permitted to use the pool. Lifeguards and/or security guards have the authority to prevent intoxicated individuals from entering the pool area.
7. Smoking is not permitted at the pool.
8. Take a shower before getting to the pool.
9. Take off shoes or slippers before entering the pool.
10. No screaming, running, rough play or any activity that would disturb other users and prevent general swimming.
11. No spitting, spouting water or blowing nose in the pool.
12. Children must be accompanied and supervised by parents or guardians at all times.
13. Inexperienced swimmer must be accompanied by an experienced swimmer.
14. Individuals breaking the pool regulations are subject to possible forfeiture of swimming privileges.

Mini Olympics

A 15-day long sports fest is organized in which various students participate creating a 'Mini-Olympics' inside AIT. A mini marathon is also held prior to Mini Olympics around the AIT campus involving more than 100 runners. Participation is open for all students, staff and faculty. Mini Olympics is organized to promote sportsmanship and the feeling of brother/sisterhood among the people of various nationalities on campus. It includes around 15 sports – both team and individual. International teams comprising students of different countries are also formed. The highlights also include an opening ceremony and a closing ceremony.

Movies on Campus

The Student Union regularly sponsors movies in the AIT Conference Center Auditorium or in the Milton Bender Auditorium. The films and dates are posted on each notice board. The announcements are also made via emails.

Religious Services

A number of religious groups on campus organize worship services. Christian services are held on Sundays in selected places on campus. The Muslim prayer room is located near G Dormitory. Special religious services like Friday's Prayer and Eid Prayer are conducted in the Muslim prayer room. The Catholic prayer room/chapel is located at the ground floor of E Dormitory, while the Buddhist and Christian Fellowship prayer rooms are located in the SU Building beside SU

Office. Hindu Prayer room is also located at the SU building. The names of contact persons for each group are available from the Student Union office.

Mails

The AIT Campus Mail Services

Office Hours

The AIT Campus Mail Service Office receives the incoming mails, is located at Physical Plant building adjacent to Accommodation Office, operates Mondays through Friday, except on AIT recognized holidays, from 7:30 a.m. to 4:30 p.m. (tel. 02-524-5094). There are two post offices accessible to students.

- Klong Luang Branch 1 Government Post Office located in Administration building, operates from 9:00 a.m. to 4:00 p.m. Mondays through Fridays.
- Another Post Office located just outside the campus operates from 8:30 a.m. to 4:00 p.m. (tel.: 02-516-8383).

Courier Services

DHL is the courier service provided by the AIT Campus Mailing Service (AITCMS) Office. All (official and personal) outgoing courier shipments are consolidated and dispatched each working day. Anyone wishing to use the courier service should contact the AIT Campus Mail Services Office and bring the intended shipment during office hours.

Outgoing Mail

Personal outgoing letters, cables, packets and parcels, postal money orders, telegraphic transfers, and registered mail can be sent only through the Government Post Office.

Incoming Mail

Incoming mail which indicates the School/Field of Study (FoS) name will be delivered directly to the addressee's school/unit. For parcels & packages, a message slip is sent to the School/FoS or if needed (contact number is provided) mail office staff will contact the student. Parcels are to be collected from the AITCMS Office.

Mails for students who are off-campus are deposited in the Student Union office, but can be delivered instead to the student's academic unit if the academic unit name is included in the address.

Departing Persons

All persons leaving AIT permanently are advised to leave their forwarding address with the AITCMS prior to their departure so that mail can be promptly forwarded to them instead of "return to sender."

AIT Address

Student mail address:
Student Name: _____ Student ID No.: _____
Department/Field of Study: _____ School of _____
Asian Institute of Technology
P.O. Box 4 Klong Luang
Pathumthani 12120, Thailand

AIT Reception

AIT Reception is located at the AIT Admin Building.

AIT telephone operator can be reached through telephone numbers **02-524-5000 and 02-524-5090**. Incoming calls on these lines are received by an automatic answering machine through which the caller can key in the desired internal extension number or direct the line to the operator on duty.

User can also call directly 02-524-xxxx, which will directly connect to all internal extension numbers.

The service hours for telephone/fax services are from Monday – Friday, 7:30 a.m. – 4:30 p.m. The office is closed on Saturdays and Sundays and during AIT and official holidays.

Office of Media and Communications (OMCO)

The Office of Media and Communications (OMCO) tells the story of AIT through various channels.

Specifically, it performs the functions:

NEWS: OMCO is the official news organ of AIT and is responsible for writing and production of news materials. It includes news writing and features coverage of important AIT activities including seminars and conferences, graduation and other events, important visitors, and achievements particularly related to awards achievements, scientific and other research. This is also done through regular updating and maintenance of the News and Events section of the AIT website including News, Events, Announcements, AIT in the News, Who is Coming, and Who is Traveling. OMCO's news production includes writing articles, stories, features and opinion pieces in various external publications, newspapers, magazines and online portals. It also develops and produces news products such as the Weekly AIT Campus Bulletin, Monthly Newsletter, and other news-based digital media products. OMCO also provides regular monitoring of media for AIT news (in both print and online), and shares AIT-related media reports with relevant authorities, and providing feedback, if required.

BRANDING: OMCO promotes the AIT brand identity through consistency in the use of standard logo, promotional materials and leads the AIT BrandBook and Logo policy providing a clear, integrated direction to the AIT community regarding adherence to standard AIT branding. It also liaises with external stakeholders and partners on the fair use of AIT logo, and branded materials.

MEDIA RELATIONS: OMCO leads the institutional work on drafting press releases and pitching press releases, articles, features and photographs for publication in the media;

maintains contacts with the media (both local and international) and facilitates coverage of developments in AIT. OMCO also, drafts responses to media queries and questions, and provides the media with latest AIT information, while serving as the official spokesperson of the Institute.

SOCIAL MEDIA: OMCO is responsible for the launch, maintenance and regular updating of Institute-level AIT Social Media channels (including Facebook, Twitter, and LinkedIn etc.).

PHOTOGRAPHY/ VIDEO/GRAPHIC DESIGN: OMCO provides for photography coverage of important events at AIT, as well as significant off-campus AIT events. It also provides graphic design services for production of AIT materials including brochures, posters, pamphlets etc., and liaises with external service providers for facilitating video services for important AIT events. OMCO also produces art work, visual products and infographics for the Institute and its publications.

CONTACT: OMCO is located on the second floor of the Library Building. It shares the entrance with the Language Center.

Coordinates: Tel: 02-524-5830

Email: omco@ait.asia

Books and Office Supplies

AIT Bookstore

The AIT Bookstore, located at the AIT Arcade near the AIT Conference Center, is operated by a private concessionaire. Its hours of operation are from 8:00 a.m. to 5:00 p.m., Mondays through Fridays, except during AIT official holidays, and from 9:00 a.m. to 4:00 p.m. on Saturdays. The bookstore is closed on Sundays.

Stocks include stationery, general supplies, AIT souvenir, books, and periodicals required by students and staff. Photocopying and binding services are also provided.

English Language Training and Advising

Language Center (LC)

The Language Center supports AIT students before and during their degree studies by providing language programs, testing services, writing courses, one-on-one tutorials, and academic skills workshops.

English is the official language for all activities at AIT. While some of you are very fluent speakers of English, at AIT all degree program students are expected to become competent academic **writers** before starting their thesis or dissertation. Therefore, all AIT degree program students are required to attend the writing course **EL19: Academic and Technical Writing**, which they must pass in order to begin writing their thesis or dissertation.

Students who are already competent writers may test out of this course when they begin their studies. Therefore, a writing test, the **AIT Academic Writing Placement Test** (AWPT), is administered to all incoming degree program students. If you score above a 6.0 on this test, you will automatically be exempted from having to take EL19. If you score below 6.0, you are required to take writing courses until you pass EL19. Some students with officially accepted standardized test scores, or students from native English speaking countries may be exempted from EL19, and can elect not to take the AWPT.

The LC offers a range of **academic writing courses** each semester and during term breaks. Students are automatically enrolled in appropriate level courses based on their most recent AWPT score. These courses are: **EL15** and **EL19**. Until students pass EL19, attendance in these writing courses is mandatory each semester. Students with weaker writing skills may be restricted to enrolling in only 9 credits per semester until they improve their AWPT scores. In addition, an optional **EL21-Research Writing Workshop** is offered occasionally to help students at any writing level prepare their research proposals.

Before You Can Enroll in Thesis or Dissertation Credits:

Unless, exempted from the course, all degree program students are to obtain a passing grade for EL19 – Academic and Technical Writing before they can start writing their thesis or dissertation.

Before Graduation:

All students must have their advisor approve and sign the title page of their research report, thesis or dissertation, and then submit the signed title page to the LC for title-checking. Finally, they must submit the title page signed by their advisor and by an LC teacher to the AIT Registry.

Visit the LC

The LC is located in the Library Building (2nd floor). The LC Office (Room 216) is open daily 9:00-11:30am & 12:30-4:00pm. The LC Office houses a collection of books, CDs, DVDs and language learning materials for English, French, Japanese and Thai. Each term, the LC arranges language courses to help students learn English, French, and Thai. From time to time, other Asian languages such as Chinese and Japanese are offered.

For information, come to Room 216, call 02-524-6623, or email languages@ait.asia. We will help you register for courses, answer your questions, and make an appointment for a one-to-one tutorial.

Library

AIT Library

The Library collection consists about 147,510 volumes of books, technical reports, theses, dissertations, proceedings and 91 titles current print journal plus 2,865 titles of non-current periodicals covering the subject areas corresponding to the Academic Programs and activities of the institute. Subscriptions include both print and online journals. New arrivals are displayed

once a month in a special section on the ground floor and list of new titles is posted every month on the library home page at <http://library.ait.asia>

LIBRARY HOURS

Regular hours:

Monday – Sunday 08:00 AM – 10:30 PM

Examination Weeks:

Monday – Sunday 08:00 AM – 01:00 AM

Closed:

Public holidays

External User:

Monday – Sunday 08.00 AM -05:00 PM

The Library services include:

- Book Loan
- Book Reserve
- Interlibrary Loan
- Pass Examination Papers
- Reserve Course Materials
- Electronic Resources
- Online Databases
 - Full-text database
 - Proquest-ABI/Inform Complete
 - ACM Digital Library
 - ASCE Library Complete Collection
 - Emerald Management eJournal Plus
 - IEEE/IET Electronic Library (IEL)
 - Elsevier-ScienceDirect
 - SpringerLink
 - WorldSciNet
 - Abstracts and citation database
 - Journal Citation Reports (JCR)
 - Scopus
 - Web of Science
- Request for ISBN/ISSN
- Group Study Room/Meeting Room/Conference Room
- Bibliographic Instruction

The library staff can assist in locating information and provide instruction in the use of the Online Public Access Catalog (OPAC), the online databases and other electronic resources.

For more information, please contact:

Director's Office 02 524 5878
Acquisition Section 02 524 5860
Cataloging Section 02 524 5859
Serials Section 02 524 5856
Reference Section 02 524 5853
Circulation Section 02 524 5851
Home page: <http://library.ait.asia>

E-mail: library@ait.asia ; ref@ait.asia

Internet and other campus wide IT Services

Internet and all other campus wide IT Services are provided by the interLab (ITServ). Internet connection is available throughout the campus covering all academic/administration buildings, Library, AIT Hotel & Conference Centers (AITHCC), Cafeteria as well residential buildings (students and staff dormitories, student villages, faculty houses). Both wired and wireless connections are supported. AIT has multiple lines of high speed connections to Internet, ensuring fast and reliable access to both commercial and education/research sites.

When using Internet from non-residential areas such as academic/administrative buildings or Library, students have to adhere to the Institute's Acceptable Use Policy (AUP) where Internet can be used for academic purposes only. AUP details can be viewed from http://www.ait.asia/it_committee/aup/

However, Internet access from residential areas is not subjected to the AUP but governed by Unrestricted Internet Access (UIA) Policy. Students can use UIA for any purpose, including entertainment. Nevertheless adherence to the host country's (Thai) laws still have to be strictly observed. UIA subscription is mandatory for every student residing on campus and its current fee of 400 Baht/month is monthly collected together with accommodation rental fee. Details of the UIA Policy can viewed from http://www.ait.asia/it_committee/uia/

Violation to the AUP or UIA Policy will be penalized ranging from blocking Internet access for a period of various length depending on its severity and frequency up to expulsion from the Institute.

The Institute has implemented computerized systems for almost all Information System applications. Student and academic records are available online from Student Information System (SIS) accessible from <https://sis.ait.asia> for graduate students or <https://ugsis.ait.asia> for undergraduate students. Almost all actions related to student academic records are performed online through SIS ranging from enrolling courses, viewing transcript/grades, evaluating courses up to clearance process before graduation. Student financial obligations such as invoices/bills for tuition & registration fee, accommodation charges, together with payment records, are also recorded in SIS and can be viewed online by students.

Email and other cloud based applications are available through Google Apps for @ait.asia. Gmail, Google Drive, Google Sheet, Google Docs, Google Hangouts are examples of the Google Apps.

Students may also avail of Microsoft Office 365 licenses through Microsoft's Student Advantage Program where every student is entitled to install Microsoft Office 365 on up to 5 devices, including PC, Mac, Tablets and Smart Phones.

Through Microsoft's Imagine (formerly DreamSpark) program, students can download and install various Microsoft's system and application software such as Windows Operating System, Microsoft Projects, various developer tools, etc.

Details of IT services mentioned above as well other information are available on Helpdesk website (<http://itserv.ait.asia/helpdesk>)

Students encountering difficulties in using Internet and other campus wide IT services above shall contact Helpdesk preferably by sending email to helpdesk@ait.asia. Helpdesk can also be reached through telephone at Ext. 6082 or personal visit to ITServ Building, Room 203 during office hours. Helpdesk website (<http://itserv.ait.asia/helpdesk>) contains useful information and tips. Students are advised to read information on Helpdesk website before contacting Helpdesk.

Child Schooling

AIT International School (AITIS)

AIT International School offers instruction from Nursery to Grade Six through the medium of English. Our American-based curriculum is modified to meet international school standards in English, Mathematics and Science and is adapted to the specific needs of our multi-cultural school population from more than 20 nationalities. The curriculum is designed to develop enjoyment of and commitment to learning and it aims to help pupils become responsible and caring citizens who work for the common good and are committed to sustainable development at a personal, local, national, and global level. The curriculum promotes an enquiring mind and capacity to think independently, creatively, critically, and rationally.

The School year starts in August and follows the same bi-semester system as the Institute. The medium of instruction is English. Parents are advised to check with the Principal as to the availability of places before children are brought to attend the school.

Pre-Kindergarten section curriculum (Nursery–Pre-K2)

AITIS Pre-Kindergarten section curriculum focuses on all-round development of the child's physical, social, emotional and cognitive development. The Pre-K curriculum forms a theme-based entity to provide children with a broad variety of experiences that will enable them to develop their skills for a smooth transition to the Kindergarten. All Pre-K classes have a Homeroom teacher and an Assistant Teacher (two in Nursery class). Music, Computer studies, Library studies and Physical Education are taught by Subject teachers.

Elementary School section curriculum (Kindergarten–Grade5)

The AITIS Elementary school section curriculum includes the following subjects: Language Arts, Mathematics, Science, Information and Communication Technology, Social Studies, Arts: Music and Visual arts, Library lessons, Thai language (A and B), Physical Education (KG-G2), Health and Physical Education (G3 – G5), and Counselling (G5). All classes have a Homeroom teacher and Elementary school and Grade 6 share 4 Assistant

teachers. Music, ICT, Library studies, Physical (and health) Education, and Counselling are taught by subject teachers.

Secondary School section curriculum (Grade 6)

Secondary School consists of G6 classes upwards. The AITIS Secondary school section curriculum includes the following subjects: Language **Arts**, Mathematics, Science, Information and Communication Technology, Social **Studies**, Arts: Music and Visual **Arts**, Library lessons, Thai language, Health and **Physical Education**, and Counselling.

ESL

Elementary school children with limited English skills will be offered English as Second Language (ESL) instruction according to their language proficiency in three levels: Beginner, Intermediate, and Advanced. ESL instruction is designed to support the mainstream academic subject contents. AITIS collects a separate fee for ESL teaching.

Special Education

AITIS is able to admit and serve students with mild learning difficulties who demonstrate the ability to access and benefit from the regular curriculum and program with limited assistance from our Support Learning Program. AITIS will approve admission on a case by case basis. AITIS does not have resources and facilities to organize professional therapy services. Special education is included in the school fees.

Admission age rules (Cut-off date July 31)

Admission to AITIS is open to students of all nationalities who demonstrate the ability to access and benefit from the challenging international curriculum and program offered by the school.

Admission is dependent on:

- Availability of places in appropriate classes and programs.
- Meeting all admissions procedures and qualifications.
- Completing the AITIS Admission application form with requested documentation attached
- Admission test

In the event of a shortage of places, priority will be given to:

- Families employed by AIT and families who have at least one parent as a student in AIT.
- Qualified siblings of current AITIS students.

AITIS age rules for Pre-K and Elementary sections are as follows:

2 Yrs 6 Months	Nursery
3 Yrs	Pre Kindergarten 1
4 Yrs	Pre Kindergarten 2
5 Yrs	Kindergarten
6 Yrs	Grade 1
7 Yrs	Grade 2

8 Yrs	Grade 3
9 Yrs	Grade 4
10 Yrs	Grade 5
11 Yrs	Grade 6

AITIS school fees

1. The AITIS school fees consist of three components: (1) Tuition fee; (2) School and Campus Development Fund (SCDF); (3) Technology Development Fund

The Tuition fee covers the operating expenses, and The SCDF is used to cover AITIS campus developments. The Technology Development Fund is for developing technology throughout the AITIS campus.

2. The School fees are defined as follows:

- 2.1 Children of AIT staff and faculty are eligible for a compensation of 75% that will be paid by their respective Units and to pay 25% only of the tuition (+fees). Children of AIT students are eligible for a full discount of 50 % and pay 50% of the SCDF (+fees).

2.2 A. Fee rates

Nursery, Pre-K1, Pre-K2

Status	Tuition Fee	SCDF	Snack Fees Morning	Lunch Supervision	PTA Fund	Snack Fees Day Care	Day Care Fee	Technology Fee/Year
Student	8,025	750	2,000	1,500	150	1,350	1,500	5,000
Staff, FAC	53,500	1,250	2,000	1,500	150	1,350	5,000	5,000
Seconded	53,500	5,000	2,000	1,500	150	1,350	5,000	5,000
Non-AIT	53,500	5,000	2,000	1,500	150	1,350	5,000	5,000

Note: Snack fees may be altered any time without notice

KG, G1, G2, G3, G4, G5 and Grade 6

Status	Tuition Fees /semester	SCDF /Semester	PTA Fund	Technology Fee/Year
Student	9,630	750	150	5,000
Staff, FAC	64,200	5,000	150	5,000
Seconded	64,200	5,000	150	5,000
Non-AIT	64,200	5,000	150	5,000

ESL fees for Elementary School only

Level	Fee (Baht)
Beginner	5,000
Intermediate	3,000

Advanced	1,500
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Technology Development Fee: All AITIS students will be assessed a THB 5,000 Technology Development fee once per academic year. (This fee will not be waived, discounted or compensated.)

For more information, please visit the school's website at www.aitis.ait.asia or contact AITIS Office 5984.

AIT Medical Center Services

The mission of the AIT Medical Center is to provide the best possible medical care to AIT students and the members of the Institute staff. The Clinic has three part-time physicians and seven nurses (two full-time nurses and five part-time nurses). In addition, the general medical care given by the general practitioner, the clinic provides consultations in ENT (ear, nose, throat) and Rehabilitation Physician (physical rehabilitation), as scheduled below. You can call the AIT Medical Center for appointment at 02-524-5286 during office hours, Monday - Friday from 0730 hrs to 1630 hrs and for **24-hours medical emergency service**, call **02-524-5555**.

Date	Time	Type of doctors	Name of the doctors
Monday	09:00 - 12:00	General Medicine	Dr. Bunsert Jatchavala
Tuesday	09:00 - 12:00	General Medicine	Dr. Bunsert Jatchavala
Wednesday	09:00 - 12:00	General Medicine	Dr. Bunsert Jatchavala
Thursday	09:00 - 12:00	General Medicine	Dr. Bunsert Jatchavala
	14:00 - 15:00	ENT Specialist (Ear, Nose, Throat)	Dr. Amornwan Nilswan
Friday	09:00 - 12:00	General Medicine	Dr. Bunsert Jatchavala
	15.00 - 17.00	Physical Rehabilitation	Dr. Chuenchom Chueluecha

***Remark: The schedule can be changed, but will be announced via email.**

Medical Emergencies: Emergency medical care is available at the AIT Medical Clinic all times. However, the AIT Medical Clinic's emergency care service is not a hospital emergency room. Emergency illness conditions such as suspected heart attack, stroke or poisoning require immediate treatment at the nearest hospital emergency room. If a student is too ill to come to the Clinic or to go to a hospital without assistance, you can call 1669 for **Emergency Medical Service (provided by the Ministry of Public Health, Thailand)**.

Night-Shift Nurse: The night-shift nurse on duty from 1930 hrs - 0730 hrs is reserved for medical emergencies. Due to safety and security reasons of the on duty nurse, the door of the Clinic is locked from 2200 hrs - 07:30 hrs. In emergency cases or if you wish any emergency assistance, you can contact the on duty nurse by calling 02-524-5555.

Medical appliance/apparatus: Crutches, canes and wheel Chairs can be borrowed from the Clinic. The nurse should be contacted for borrowing such appliance/apparatus (refundable deposit is required).

Generali Insurance: Students insured under the Generali Medical Insurance should meet the doctor for diagnosis of any illness and charge treatment to Generali by presenting the Generali Card. If a doctor is not consulted, they have to pay in cash.

Security Service

Campus Safety and Security

The Institute endeavors to provide a safe and healthy environment in which to live, work and study. The AIT campus includes a diverse mixture of settings, from offices, classrooms and laboratories to houses and dormitories, and each setting may present potential hazards. The AIT Safety and Security Unit monitors conditions and recommends safety and security improvements throughout AIT.

- For your own safety, do not attempt to use any laboratory equipment and chemicals that you are not familiar with. You should not work alone in the laboratory, especially at night, without written permission from the Laboratory Supervisor. If it is really necessary for you to work at night, please call for security service (02-524-6000) to escort you to and from your dormitories.
- Always lock your doors. Turn off electrical and gas appliances when going out of your rooms. If possible, unplug all electrical appliances when leaving for an indefinite period of time.
- To protect you from risks of pilferage and theft, keep watch of your belongings. Avoid using outside services for your laundry, food delivery, etc. As much as possible, use available campus-wide services. If you have to use an outside technician, ask for a company ID card. Be extra watchful when there are certain persons expected to enter your room, e.g. during special cleaning and pest control. Immediately report any suspicious behavior to the AIT Security Service (02-524-6000).
- Do not feed any stray animal and dump garbage only in bins provided at strategic locations.
- As part of campus security measures, you will be asked, on occasions, to show your ID card upon entering or exiting the Main Gate after 10:00 p.m. and every time you pass through Gate No. 2, **which will be closed after 10:00 p.m.** Please extend your cooperation to the security guards on duty when an ID card is demanded.
- Your guests should know your personal details (name, house/room number, telephone, School/Program, etc.), for security reasons.
- Keep noise down and do not disturb peace on campus especially during the late hours.

- Lock your bicycles even if they are old. Never purchase a bicycle from a stranger. Do not park your bicycles in prohibited areas, like the entrance doorways and walkways, or they will be impounded by the security guards. Students are encouraged to register their bicycle at security office with identification number AIT sticker.
- Do not misuse any fire prevention and firefighting equipment and accessories placed in and out of all buildings, houses and dormitories on campus.
- Do not tamper or change the direction of the CCTV placed in and out of all buildings, houses and dormitories on campus.
- Setting -off firecrackers to celebrate an occasion as part of tradition or culture is allowed with the following precautions:
 - ◆ Permission should be sought from OFAM before the event
 - ◆ In order to avoid any untoward incident, firecrackers can be set-off only at the basketball court near SV3.
 - ◆ Organizers shall be responsible to clear all the trash and waste from the fire crackers after the event.
 - ◆ Setting-off firecrackers near the residential units or any other areas is strictly prohibited.
 - ◆ Organizers of the event shall be responsible for any untoward incident that may occur in relation to this activity.
- Members of the AIT community are requested to kindly adhere to the no smoking policy implemented in the campus and are allowed to smoke only at assigned smoking areas in the campus. Smoking is also prohibited in the student accommodation units as stipulated in the Accommodation policy.
- In case of health emergency, please call at Security telephone at 02-524-6000. Security will assist the student to AIT Clinic any time of the day and from 7:00 p.m. to 7:00 a.m. Security will assist the student in going to AIT Clinic and if needed, will provide transportation to the nearest hospital.
- Any safety and security concerns should be reported to Security Officer. For further assistance for CCTV footage or assistance to police station, permission should be sought from OFAM.
- Alcohol consumption is strictly prohibited in all educational organizations of Thailand and a strict policy is implemented in the campus. Violation of the policy will be dealt with accordingly by Office of Student Affairs (OSA).

- In accordance with the policies of making AIT at the forefront of environmental protection and campus safety, the following traffic and parking rules are enforced:
 - The speed limit on campus is 20 km/hr. The security personnel are authorized to stop any vehicle violating the speed limit. The offender is required to present an AIT or valid ID card to the security on duty. If the offender is an Institute student/trainee, the Security Officer will also notify the concerned Dean and the Director, OSA, accordingly.
 - Motorcycles are not allowed inside the campus.
 - Vehicles and bicycles should be properly parked on designated parking areas.
 - If a car is parked in the area marked "NO PARKING", the violation notice will be put on the wide screen of the car and the vehicle license number will be recorded. Fine may also be imposed, if needed.
 - The security personnel are also authorized to remove any wrongly parked bicycle into an appropriate parking place and are not responsible for loss of that bicycle.
 - The security personnel are also authorized to turn off all the flood lights of the sports area after 11.00 p.m. and students are expected to cooperate with the Security personnel.

Violent Behaviors of Any Cause

- Complaints lodged to Security Officer at any time:
 - i) The Security Officer on duty will personally check the reported violent behaviors.

The Security Officer will demand the ID card from the student(s) concerned for recording. If ID card is not available, other form of identification should be provided.

If the report is confirmed, the Security Officer will verbally admonish the concerned student(s) to stop the violent behavior and calm down. This verbal admonition serves as the first warning. This will be reported to Student Affairs with copy to Student Union.
 - ii) The Security Officer will observe for some time to ensure that verbal admonition is complied with. If the concerned student(s) refuse to cooperate, the case will be reported to the Head-Security who should try to calm down the student(s) concerned and stop the violent behavior.
 - iii) If the student(s) concerned could not be stopped by the Head-Security, the Police officer near AIT Gate 1 will be called to intervene. The Police Officer on duty will try his best to stop the violent behavior and settle the case. At this stage, the student(s) concerned will be called at Student

Affairs office and receive a written reprimand to be placed on student file as well as the necessary sanctions.

- iv) If the student concerned refused to cooperate with the AIT Police, the AIT Police will contact the Klong Luang Police Station and do the necessary according to Thai law.

SANCTIONS:

No. of offenses per semester	Sanction
1	<ul style="list-style-type: none">• Community service of two weeks to be determined by the Student Union
2	<ul style="list-style-type: none">• Suspension of one semester

If you have any questions about security or safety issues, talk to your Advisor/Department Head. On holidays, for emergency issues, please call 02-524-6000.

XI. GETTING AROUND

On Campus

Getting around campus

Bicycles are the vehicle of choice for both faculty and students and can be purchased either second hand from people who are leaving (check the bulletin and the bulletin boards near the cafeteria and lounge for notices), or new from the bicycle repair shop. You may prefer to bring a bicycle with you. Both adult and children's bicycles can be ordered locally. The repair shop is located between the Library and the Student Union office and is open from 8:30 a.m. to 5:00 p.m. every day except Sunday.

Walking on campus is a pleasant experience: there are many walkways which are sheltered from sun and rain and there is extensive green open space for strolling, exploring or exercising. AIT is a wildlife sanctuary and since over 200 bird species have been recorded, the campus attracts keen birdwatchers. A variety of reptiles, including harmless and venomous snakes and large monitor lizards are also common. There are several modes of transportation for getting to and from campus both formal and informal, i.e. van.

Going to Thammasat

Off Campus

The adjacent Thammasat campus provides another venue for walking and cycling. Unfortunately, neither of these activities can be pursued comfortably or safely off the two campuses, so it is important to be aware of the other options available. There are several modes of transportation for getting to and from campus both formal and informal, i.e. van.

XII. COMMUTING AND TRAVELS WITHIN/OUTSIDE THAILAND

AIT Transport

In special circumstances, students are permitted to use AIT vehicles in connection with their research or for some official student activities. In all such cases, the reservation of the vehicle must be made by a member of the faculty or a senior administrative staff member in the School or by the Student Union President to the Motor Pool.

Staff Buses

A daily transport service is provided for staff members who live off-campus. A total of 2 buses and 3 vans leave the campus at 4:30 p.m. to 5 different routes. For going to Future Park-Rangsit, you may take Staff Bus No. 1. For going to Vipavadee Road route, i.e. BTS Mochit, Jatuchak and Victory Monument, you may take Bus No. 2. The 3 other vans have limitations for seats, so confirmation is needed thru Tel. 02-524-5018 before riding the vans. You may also find other details of the route in the AIT Website under HRO. Staff members (and students who do not occupy a dormitory room) may register as regular users and are charged a monthly fee at the minimum rate of 2.5% of their salary, up to a maximum of Baht 1,365 per month. Occasional users may travel on the staff buses if space is available and at a charge of Baht 30 (students Baht 15) per one-way trip. If at any time there is no sufficient space to accommodate occasional users, preference will be given to those who are registered regular users.

City Buses

There are three bus routes between Bangkok and our neighbor, Thammasat University (TU), Rangsit Campus.

No. 39, non- and air-conditioned, from AIT to TU (Ta Prachan Campus, near the Grand Palace in Bangkok);

No. 356 from AIT to Parkkret, Nonthaburi;

No. 29, non- and air-conditioned, from AIT to Hualamphong Station.

The first bus leaves Bangkok at 5:00 a.m. and TU-Rangsit Campus at 5:20 a.m. The last bus leaves for Bangkok at 8:00 p.m. When returning late from Bangkok (i.e., after 10:00 p.m.), you may take the No. 39 up to Rangsit and from there may ride a pick-up, popularly known as "Luth".

From Rangsit, you may take the following buses:

Non-air-conditioned

Bus No.	Route	First Bus	Last Bus
29	Rangsit-Bangkok Railway Station	5:00a.m.	10:00 p.m.
39	Rangsit-TU (Ta Prachan)	5:00 a.m.	11:00 p.m.

Air-conditioned (Fares for entire route are Baht 13.00 -22.00)

Bus No.	Route	First Bus	Last Bus
4	TU Rangsit-Krungthep Bridge	4:10 a.m.	8:30 p.m.
10	TU Rangsit-Bangprakaew, Thonburi	4:10 a.m.	9:30 p.m.
29	TU Rangsit-Bangkok Railway station	4:30 a.m.	8:30 p.m.
21	TU Rangsit-Ramkhamhaeng	4:30 p.m.	8:30 p.m.

Taxis

Meter taxis as well as fair-bargaining taxis are available. Fares for the latter should always be agreed in advance with the driver, and must be paid in full on arrival at the destination. Tipping is not expected.

AIT TAXI SERVICE CHARGE RATE

Location point Rate	Destination Point	Service charge
AIT rate	Thammasat University	50 Baht
AIT	NSTDA	60 Baht
AIT	Talad-Thai	80 Baht
AIT	Bangkhan	80 Baht
AIT	Chaing Rak	80 Baht
AIT	Navanakorn-Makro	100 Baht
AIT	Don Muang Airport	200 Baht
AIT (included toll)	Suvarnabhumi Airport	660 Baht

Kindly Note:

- If the AIT taxi rates are not followed, passengers are requested to report to the AIT Security Office (02-524-6000) the taxi details, so that the service in AIT Campus can be canceled.
- Taxi service charge rate will be shown at the back seat of taxis
- For package tours to: Ayutthaya, Bangkok, Pattaya, Huahin, Rayong, Chonburi, etc. agreement will be between the passenger and the taxi

3. Other Taxi Services:

There are also many outside service groups to provide taxi services. Please see contact details below:

No.	Company	Tel.
1	Taxi Radio	1681
2	SoonSaim	1661
3	Howa International	0-2714-0422
4	Taxi Pathuwan	0-2864-3300
5	Taxi Ruammit	0-2911-4444
6	Ruam Thai Taxi	0-2883-6621-25
7	Sahakorn Taxi	0-2676-1000
8	Sahakorn Chareungmuang Taxi	0-2611-6499

Note: The AIT taxi service is a private taxi group, whose drivers live near the campus and have given AIT the taxi service for a long time.

Train Services

Suburban trains also cover the route between AIT and Bangkok. From Chiang Rak railway station behind Thammasat University (Rangsit Campus), trains leave for Bangkok around every half hour between 6:00 a.m. and 8:00 a.m., and about once an hour between 2:00 p.m. and 6:00 p.m., though much less frequently at other times. Trains back from Bangkok stop at Chiang Rak around every hour from five to eight in the evening, but none later than that. With ever increasing traffic congestion in and around Bangkok, the suburban train alternative may be a good one. Sky trains and subway trains are also available to make travel inside the city faster. Motorcycles are available at the gate of AIT or you can cycle to the station.

Vans

There are vans leaving from nearby Thammasat University (TU) going to the city. Students may wait for the vans at the Thammasat Road near AIT Gate No. 2 or at the bus stop near the AIT Front Gate No. 1. These vans ply the TU-Mochit Skytrain Station or the TU-Victory Monument routes at a fare of Baht 30 per person.

Travel Within and Outside Thailand

General

AIT is located 42 km north of Bangkok. Depending on the mode of transportation and the time of day, the trip into the city can take around one hour. A good map of both Bangkok and Thailand are essential to help you get around. Maps are available from the AIT Bookstore. There are several ways to move around both on and off campus and these are outlined below.

Getting to and from the Airport

Transport from the airport to AIT is available from the Suvarnabhumi Airport limousine service (about Baht 1,500) and metered taxi (about Baht 500). If passengers are traveling on light baggage, it is cheaper to take Bus No. 554. When getting off at the Don Muang (Bangkok International Airport), you may take local buses no. 29 or 39 and tell the conductor you are getting off at AIT (say it with "beside Thammasat Rangsit University"). The fare will cost about 16 baht.

Otherwise, you may also prefer to take another taxi when you get off at Don Muang (Bangkok International Airport) and the fare will be about 200 baht (by meter). It is always advisable to insist on the use of the meter.

When going to the airport from AIT, a taxi can be requested by calling telephone number tel. 516-5888.

XIII. SHOPPING AND OTHER SERVICES

On Campus

There are several shops on campus where you can get basic supplies for daily living, but quality and choice may be limited and prices higher than in local markets in commercial areas.

At the AIT Arcade, one will find a bakery (UFM Bakery), a shop that sells snacks and toiletries (Jammy Mart), a gift shop (Star Shop), a book and stationery shop (AIT Bookstore), a tailor (Aston Tailor), food shops (Thai Interfood) and (So Good), two beauty salons (Kung Salon and Chittinan Hair Dresser), a shop that provides Thai massage and therapeutic body treatments (Line Thai Massage), a commodities and flower shop (Sari Sari) and a sustainability awareness merchandise shop (Chill Chill). Another restaurant, The Park, beside the AIT Golf Course offers international cuisine.

A travel agency Travel Click is located on the ground floor of the Administration Building.

Laundry service (Vichai Laundry) is available at the ground floor of Dorm A.

Photocopy services are located at the following areas: beside the Library and at SU Building.

Bicycle shop (Bike Shop) located beside Dorm J is selling brand new bicycles and accessories. There is also a bicycle rental where the community can rent on an hourly, daily or monthly basis.

The ASYS Computer operates an authorized service center at the Arcade, Room C138. They provide technical support and customer services. It also sells and repairs personal computer, laptop, printer, camera, scanners and computer accessories. It is open from 9:00 a.m. to 6:00 p.m.

There is an express photo service (Fotomatic), a coffee and beverages vending machine beside the Student Affairs Office at the Administration Building.

Water vending machines are located near Dorm F, Dorm Q, Dorm T and strategic places besides bicycle shop, SVII, SVIII, ST5, ST6, and ST9.

Washing machines and dryer machines can be found at Dorms K, X, Y, ST5, ST6 and ST9.

There is also a mobile top up machine and a weighing vending machine located at the second entrance of the AIT Cafeteria.

Off Campus

There are stores which stock general merchandises in nearby Thammasat University campus.

As development increases in the general area of Rangsit and northern Bangkok, more shopping facilities are being built closer and closer to AIT. Unfortunately, none are conveniently accessible by bicycle.

The nearest markets are in Bangkan and Talad Thai which is one stop away after AIT on the public bus. Fresh vegetables, fruit, seafood and meat, as well as some other services are available in the area. Near this vicinity you can also find Tesco Lotus and Makro.

Future Park, a shopping mall at Rangsit, has branches of Robinson, Central, Zpell, Big C, Homepro, Index Living Mall and Office Depot. Also close by at Rangsit are branches of Mega Home, Tesco Lotus, Makro, Zeer Hypermart, and Depot.

The Weekend Market at Chatuchack offers an extensive variety of food, plants, clothing and handicrafts and is well worth the trip. It is located near the Northern Bus Terminal and Mochit BTS Station. It can be reached thru the public vans passing by AIT from Thammasat going to Mochit Station; or by bus and van if you get off at Central Plaza Ladprao and cross over the expressway on the pedestrian footbridge.

A wide variety of services are now available in the Don Muang/Rangsit area, which is about 15 km from campus including the Sri Mum Muang wholesale market (open 5:00 a.m. to 10:00 a.m.) where you can buy large (5 to 10 kilos) quantities of fresh produce for reasonable prices. Another wholesale market (Saphan Mai) is located behind the Don Muang Airport and can be reached by Bus # 39.

XIV. OFFICE OF ADVANCEMENT (OADV)

Scope of Services and Responsibilities:

The Office of Advancement (OADV) is responsible for the following services and functions related to fundraising, alumni and industry relations, and collaboration with foundations and other partners.

1. Serves as the focal point for individual alumni, the AIT Alumni Association (AITAA), and national chapters in order to provide support to the alumni, and to develop collaboration and partnership for mutual benefits with a focus on fundraising.
2. Develops collaborations with multinational and Thai companies, with a view to creating awareness and exploring internship, tuition scholarships, and other funding opportunities.
3. Develops collaborations with foundations and other partners for scholarships and other funding opportunities.

FUNDRAISING AND INDUSTRY RELATIONS

AIT Endowment Fund Campaign

During AIT's memorable 51st Anniversary celebration in September 2010, all of those present witnessed the soft launch of the AIT Endowment Fund Campaign which was presided over by Her Royal Highness Princess Maha Chakri Sirindhorn, also an AIT alumna and honorary faculty member. The first ever fundraising campaign for the Institute will be a long term Campaign with the initial / silent phase focusing on internal members, while the public phase focusing on the philanthropists, corporate, foundations, etc. will run over the later part of the Campaign. The first step of the fundraising strategy is to increase the awareness and involvement of the AIT Family members, including current and former faculty, staff and alumni.

Objective of the campaign:

The objectives of the Campaign are:

- To receive contributions to fund **world-class visiting scholars** to conduct joint research and collaborative teaching at AIT.
- For **endowment of scholarships** where the interest obtained will be earmarked to provide scholarships for top students from all corners of the world to study at AIT.

In 2013, the office ventured in to multinational foreign private sector organizations in Thailand with a view of creating awareness, exploring in to funding, resource development, and outreach opportunities. Expected outcome is to obtain internship opportunities for AIT students, tuition scholarships and other forms of partnerships.

The Office of Advancement (OADV) continue to initiate new partnerships with the Industrial private sectors which would provide the institute with more opportunities for student internships, tuition scholarships, and other forms of partnership with both local and multinational companies in Thailand and overseas. The office also continued to

secure fully funded scholarships at Masters and PhD level from Universities and Governments ministries and institutes especially in Sri Lanka.

In 2016/2017, in terms of Industrial linkages and private sector scholarships, the office initiated the scholarships with Bangchak Petroleum Co. Ltd., BRIDGEX BINA Sdn Bhd in Malaysia, Chaipattana Foundation, INDEX International Group Co., Ltd., Pruksa Real Estate Public Company Limited, Thai Pipe Industry Company Ltd., Theun-Hinboun Power Company Limited (THPC) in Lao, Unocal Myanmar Offshore Co., Ltd and Wisit Engineering Consultants Limited. The office also initiated student internships placements in leading companies, such as INDEX International Group Co. Ltd., Nawarat Patanakarn Public Co Ltd. and Wisit Engineering Consultants Ltd.

Furthermore, OADV also received new perpetual scholarships in honor of the late AIT President, Prof. Robert B. Banks and contribution from alumni batch, SEC'88 to support AIT fellowship in the Structural Engineering, School of Engineering & Technology. This contribution will pave the way as an exemplary example for other alumni batches/groups to follow.

ALUMNI AFFAIRS

In its fifty-six years of existence, AIT has produced more than 22,789 alumni from origin in 101 countries with currently residing in 111 countries and territories around the world. In June 2010, the AIT Alumni Affairs Office (AAO) was established with its **vision** to provide a common platform to promote the common interests of AIT and its alumni. Its **mission** carries the mandate of developing strong commitments to establish lifelong relations between AIT, its alumni and alumni network, leading to increased support for the Institute's vision, mission and goals.

The main **goals** of AAO are to increase alumni participation and involvement in institute activities as well as increase alumni participation in fund raising activities, to serve as the main focal point for individual alumni and the AIT Alumni Association (AITAA) and liaise between AIT, AITAA and its 27 National/Regional Chapters in a wide array of programs, including highlight the achievements of its alumni, social activities, continuing education and professional development, among others. It will work to increase the effectiveness and regularity of alumni communications through all possible communications means, such as website, periodicals and alumni directory. Furthermore AAO will take an active role in maintaining good relationships between the AIT Administration, AITAA Mother Chapter and its National Chapters, including as well all individual alumni.

The office will also actively create partnerships between AIT and alumni, and between alumni in areas of mutual interest. It will take a role in fostering interactions between the alumni and current students in the form of industrial mentorship, internship and job opportunities. Above all, the AIT Alumni Affairs Office will help in connecting, networking and enriching AIT alumni and its partners in supporting the strategic goals of their alma mater.

In addition, this Office fosters interaction between alumni and current students in the form of industrial mentorship and coordinates with the Student Office and alumni for internships and job placement of current students with the alumni's organizations.

The Office Of Advancement can be reached through:
Sanjeev Jayasinghe, Director(OADV)

Tel: + 66 (0)2 524 6302/6318
Fax: +66 (0)2 524 6311
E-mail: aru@ait.asia/sanjeev@ait.asia
URL: www.alumni affairs.ait.asia

XV. WHOM TO CONTACT

Useful Numbers

Medical Emergency	02-524-5555
Medical Clinic	02-524-5286
AIT Security, Fire, Ambulance	02-524-6000
AIT Police Box	02-524-5051
Call Center/Facility Services	02-524-5800
AIT Accommodation Office	02-524-5093
Thammasat Hospital	02-926-9999
GRU	02-524-5022, 095-356-6245
Student Union	02-524-5979, 5982
ITServ Help Desk	02-524-6082
AITCC Front Desk	02-524-5250
AIT Reception/Telephone Operator	02-524-5090
Taxi	02-524-6300

Academic:

Dean, School of Engineering and Technology	02-524-6054
Dean, School of Environment, Resources & Dev't	02-524-6072
Dean, School of Management	02-524-5657
Director, Academic Administration	02-524-6304
Director, Student Affairs/Registry	02-524-6325
Admissions	02-524-5024
Scholarships	02-524-5012
Career Center and Student Welfare Unit	02-524-6744, 02-524-5006