

International Student Handbook

Introduction

We would like to take this opportunity to welcome you to Naresuan University (NU) and also wish you a successful and happy stay here in Phitsanulok, Thailand. This guidebook has been compiled to help you through most of the formalities and procedures both before and after your arrival. You will find information including the important immigration regulations. Also included in this handbook are the contact details of the many services which are available to support you throughout your stay. After reading this handbook, if you have any unanswered questions, please feel free to contact Foreign Student Office (FSO) for further information: fsonu@nu.ac.th.

Before you leave home

After receiving an acceptance letter/official letter from Naresuan University, to obtain Thailand's Non-Immigrant Education Visa ("ED"), you will have to go the closest Royal Thai Consulate or Royal Thai Embassy with the documents listed below.

- Visa application form completely filled out.
- Passport or travel document with validity not less than 6 months. The validity of 18 months is required for a one year visa application.
- Photograph (4 x 6 cm) of the applicant, taken within the past six months.
- Official Note certifying the purpose of travel from the Government Agencies/ Embassies and Consulates/International Organizations/State Enterprises in Thailand.
- Evidence of adequate finance (20,000 Baht per person and 40,000 Baht per family).
- Transcript/Letter of acceptance from the concerned schools/universities or institutes.
- Non-Immigrant Education Visa application fee for single entry is 2,000 Baht and 5,000 Baht for multiple entries.
- Single-entry and multiple-entry visas are valid for three months. Multiple-entry visas could also be valid for one year.
- The holders of this type of visa are initially granted a period of stay in the Kingdom not exceeding 90 days unless otherwise instructed by the Office of Immigration Bureau.

VISA

Non-Immigrant Education Visa

Documents for the application for Visa Extension (Non-Immigrant “ED”)

1. Form TM.7
2. Completed acknowledgement of the conditions for permitted stay in the Kingdom of Thailand
3. One photo (size 4X6 cm.)
4. Passport (original) and signed copies of passport (bearer’s details), Non-Immigrant “B” page, and the page identifying the latest expiry date of the visa
5. An official letter to the Immigration Bureau
6. A recommendation letter of the student
7. Transcript (Original)
8. Visa Extension application fee 1,900 baht

Notification of 90 days

Notification of staying in the Kingdom over 90 days

Foreigners who have permission to stay in the Kingdom to study, must submit a notification form every 90 days. (If the students leave the kingdom, when they return, they need to start counting the 90 days again.)

*Notification can be made 15 days before or 7 days after the due date.

Documents for Notification by registered mail

1. Signed copies of passport (bearer’s details), Non-Immigrant “B” page, and the page identifying the latest expiry date of the visa.
2. Copy of arrival/departure card TM.6 (front and back)
3. Previous notifications of staying over 90 days (if any)
4. Completely filled in signed notification form TM.47
5. Envelop with 5 baht stamp affixed and return address of foreigner for the officer in charge to send back the lower part of form TM.47 after having received the notification. This part must be kept for reference and for future notification of staying over 90 days.

6. Documents in accordance with 1-5 above should be sent by registered mail before the expiration of the 90 days, addressed as follows:

Phitsanulok		Immigration
887/4-5	Baromtailokkanart	Road
Muang,	Phitsanulok	65000
Tel. 055-247-722		

* The notification of staying in the Kingdom over 90 days is in no way equivalent to a visa extension.

* If a foreigner stays in the Kingdom over 90 days without notifying the immigration bureau or notifying the immigration bureau later than the set period, a fine of 2,000 baht will be collected. If a foreigner who did not make the notification of staying over 90 days is arrested, he will be fined 4,000 baht.

* If a foreigner leaves the country and re-enters, the counting for the 90 days starts again upon arrival in Thailand.

Re-Entry Permit

International students are allowed to stay in the Kingdom as per their visa. If you go outside the Kingdom during the period your visa is valid for and then re-enter the Kingdom again, you can stay in the Kingdom as per your visa if you had a re-entry permit before leaving the country. Thus, foreign students must apply for a re-entry permit before departure. If you do not have a re-entry permit, your visa will be terminated when you re-enter the country.

Documents for the application for a Re-Entry Permit

1. Form TM.8
2. Passport (original) and signed copies of passport (bearer's details), Non-Immigrant "B" page, and the page identifying the latest expiry date of the visa
3. One photo (size 4X6 cm.)
4. Application Fee
 - Single Entry 1,000 Baht
 - Multiple Entry 3,800 Baht

**Apply for Re-entry at the Phitsanulok Immigration Office.

Registration

E-Registrar Handbook [e-Registrar]

Division of Academic Affairs

Print Friendly : สำหรับพิมพ์

THAI ENGLISH

เข้าสู่ระบบ

- วิชาที่เปิดสอน
- ตารางเรียนหนังสือ
- ตารางสอนอาจารย์
- ตารางการใช้ห้อง
- ปฏิทินการศึกษา
- หลักสูตรที่เปิดสอน
- ตรวจสอบรายชื่อสำเร็จการศึกษา

ระบบทะเบียนออนไลน์
E-Registrar ONLINE

มหาวิทยาลัยนเรศวร <http://www.reg.nu.ac.th>

ข่าวประกาศ

ประกาศเรื่อง

- ประกาศตารางสอบปลายภาค ภาคเรียนต้น ปีการศึกษา 2556 (สำหรับนิสิตชั้นปีสุดท้ายของบางหลักสูตร)(ด่วนที่สุด)
 - ระดบปริญญาตรี แบบ 2 ภาคการศึกษา(ปกติ) สำหรับนิสิตชั้นปีสุดท้ายของบางหลักสูตร ปฏิทินการศึกษา แบบที่ 2

ประกาศโดย หน่วยงานจัดการเรียนการสอน กองบริหารการศึกษา วันที่ประกาศ 18 มิถุนายน 2556

1. Login

1.1 Go on www.reg.nu.ac.th and click English to change language.

1.2 Then, click Login on the left tool bar.

Division of Academic Affairs

Print Friendly : สำหรับพิมพ์

THAI ENGLISH

- Login
- Course - Class
- Student Timetable
- Instructor Timetable
- Room Timetable
- Calendar
- Program Information
- ตรวจสอบรายชื่อสำเร็จการศึกษา

มหาวิทยาลัยนเรศวร

Welcome to Division of Academic Affairs

NEWS

NEWS TOPIC

- (HIGHEST PRIORITY)

ANNOUNCED BY - ANNOUNCED DATE 18 June 2013

1.3 Fill in your student ID number (LOGIN CODE/NUNET Account) and password, and then click LOGIN.

มหาวิทยาลัยนเรศวร
Welcome to Division of Academic Affairs

PLEASE INPUT YOUR LOGIN CODE AND PASSWORD

LOGIN CODE / NUNET Account

PASSWORD

LOGIN

- Password สำหรับ นิสิต อาจารย์ ผู้บริหาร เจ้าหน้าที่ ติดต่อขอรับ ได้ที่งานทะเบียนฯ คณะวิชาการ ศึกษา
- กรณีลืม password กรุณาติดต่อด้วยตนเอง ที่งานทะเบียนนิสิตฯ หรือขอหลักฐานการยืนยันตัวตน เช่น บัตรประจำตัวนิสิต.

2.Password

2.1 Changing Password

To secure your personal information, after first logging in, you should change the password.

2.2 Setting Password It must be a combination of letters, numbers, and symbols (a-z,0-9,@, *, # &, %, \$) for not less than 6 units and must begin with a letter. The password will be valid for 1 year after receiving or changing.

2.3 How to change your password.

After logging in, click **Change Password** which is on the left toolbar.



Remarks: After receiving or changing your password, you should not tell anyone and allow no one to access the system using your account. We will not be responsible for any damage caused by such circumstances.

3. Enrollment. (On Time)

An enrollment menu will appear according to the academic calendar of Naresuan University. The academic calendar is available at <http://www.reg.nu.ac.th> before logging in.

3.1 How to Enroll for Classes.

1. After logging in, click **Add/Drop Enroll** on left toolbar.



2. Fill in the **specify course code** (which you want to enroll in) in the box. Then click **Search**. There will be available courses and groups of studying, and also unavailable courses and groups of studying.

COURSE ENROLL

SEMESTER 1/2013 Type of enrollment NORMAL **Advance (Audit)**

COURSECODE	COURSENAME	CREDIT	GROUP	TYPE	TIME
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COURSE ENROLLED LIST

COURSECODE	COURSENAME	CREDIT	SELECT ACTION		TYPE	TIME
			DROP	CHANGE GROUP		
001201	Thai Language Skills	3		8	Grade A-F	MO10:00-11:50 <small>ป๋ารนโระจ้กร 23</small> FR08:00-09:50 <small>ป๋ารนโระจ้กร 23</small>
001211	Fundamental English	3		64	Grade A-F	WE08:00-09:50 <small>QS 2104</small> FR10:00-11:50 <small>QS 2104</small>
001234	Civilization and Local Wisdom	3		-	Grade A-F	TH08:00-09:50 <small>ป๋ารนโระจ้กร 53</small> TU13:00-14:50 <small>QS 2204</small>
001281	Sports and Exercises	1		4	Audit	TU15:00-16:50 <small>สขานกัษำภวกร</small>
108101	General Food Science	3		1	Grade A-F	WE13:00-14:50 <small>AG 2205</small>
256101	Principle of Chemistry	4		3	Grade A-F	TU09:00-11:50 <small>SC4-103</small> MO13:00-14:50 <small>MD 235</small> FR16:00-16:50 <small>MD 235</small>
261103	Introductory Physics	4		5	Grade A-F	MO08:00-09:50 <small>SC1-311</small> WE12:00-12:50 <small>SC1-311</small> FR13:00-15:50 <small>SC5-105</small>

SPECIFYCOURSECODE TOTAL CREDIT **21**

3. Click  to select course and group of studying (when all the courses have been added, click Enrollment Confirm)



ENROLLMENT CONFIRM

Please check enrolled list.
after making sure Please click the bottom

ENROLLMENT CONFIRM

COURSECODE	LIST	DESCRIPTION	STUDY TYPE	CREDIT	GROUP
001234	ADD COURSE	Civilization and Local Wisdom	GD	3	18

EXAM TIMETABLE					
COURSECODE	COURSENAME	GROUP	MIDTERM	FINALS	
001201	Thai Language Skills ทักษะภาษาไทย	8	-	-	
001211	Fundamental English ภาษาอังกฤษพื้นฐาน	64	-	-	
001234	Civilization and Local Wisdom อารยธรรมและภูมิปัญญาท้องถิ่น	29	-	-	
001281	Sports and Exercises กีฬาและกายออกกำลังกาย	4	-	-	
108101	General Food Science วิทยาศาสตร์อาหารทั่วไป	1	-	-	

4. After checking courses, click **Enrollment Confirm**. Once you confirmed, you will not be able to make any changes until **Add/Drop Enroll** period according to the academic calendar.

4. Adding /Dropping Enrollment

1. Click **Add/Drop Enroll** on the left toolbar.

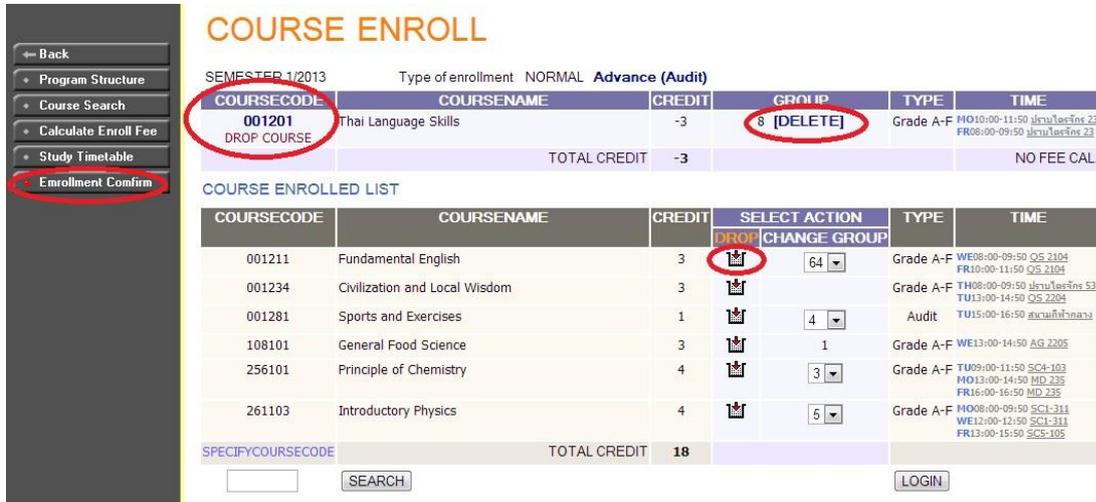
Adding is similar to enrollment.

COURSE ENROLLED LIST

COURSECODE	COURSENAME	CREDIT	SELECT ACTION		TYPE	TIME
			DROP	CHANGE GROUP		
001201	Thai Language Skills	3		8	Grade A-F	MO10:00-11:50 ปรับโครงสร้าง 23 FR08:00-09:50 ปรับโครงสร้าง 23
001211	Fundamental English	3		64	Grade A-F	WE08:00-09:50 QS 2104 FR10:00-11:50 QS 2104
001234	Civilization and Local Wisdom	3			Grade A-F	TH08:00-09:50 ปรับโครงสร้าง 53 TU13:00-14:50 QS 2204
001281	Sports and Exercises	1		4	Audit	TU15:00-16:50 สนามกีฬากลาง
108101	General Food Science	3		1	Grade A-F	WE13:00-14:50 AG 2205
256101	Principle of Chemistry	4		3	Grade A-F	TU09:00-11:50 SC4-103 MO13:00-14:50 MD 235 FR16:00-16:50 MD 235
261103	Introductory Physics	4		5	Grade A-F	MO08:00-09:50 SC1-311 WE12:00-12:50 SC1-311 FR13:00-15:50 SC5-105
SPECIFYCOURSECODE		TOTAL CREDIT				
001234	<input type="text" value="SEARCH"/>				<input type="button" value="LOGIN"/>	
COURSECODE	COURSENAME	CREDIT	GROUP-ADD	TAKE/LEFT OVER	IN PROGRAM	TIME
CLASS GRANTED / RESERVED						
001234-2	LEVELปริญญาตรี ตรีภาค(ปกติ) Civilization and Local Wisdom	3 (2-2-5)	Phitsanulok	18	50/2 RESERVE FOR	TU09:00-11:50 QS 2110 TH08:00-09:50 ปรับโครงสร้าง 13

Dropping once you access **Add/Drop Enroll**, the system will show the courses that you already have been enrolled in. To drop

1. Click  on the course you want to drop. Then the course will appear above.



COURSE ENROLL

SEMESTER 1/2013 Type of enrollment: NORMAL Advance (Audit)

COURSECODE	COURSENAME	CREDIT	GROUP	TYPE	TIME
001201	Thai Language Skills	-3	8 [DELETE]	Grade A-F	MO10:00-11:50 วิชาเรียน 23 FR08:00-09:50 วิชาเรียน 23
TOTAL CREDIT		-3			NO FEE CAL.

COURSE ENROLLED LIST

COURSECODE	COURSENAME	CREDIT	SELECT ACTION	CHANGE GROUP	TYPE	TIME
001211	Fundamental English	3		64	Grade A-F	WE08:00-09:50 QS 2104 FR10:00-11:50 QS 2104
001234	Civilization and Local Wisdom	3			Grade A-F	TH08:00-09:50 วิชาเรียน 53 TU13:00-14:50 QS 2204
001281	Sports and Exercises	1		4	Audit	TU15:00-16:50 วิชาเรียน 23
108101	General Food Science	3		1	Grade A-F	WE13:00-14:50 AG 2205
256101	Principle of Chemistry	4		3	Grade A-F	TU09:00-11:50 SC4-103 MO13:00-14:50 MD 235 FR16:00-16:50 MD 235
261103	Introductory Physics	4		6	Grade A-F	MO08:00-09:50 SCI-311 WE12:00-12:50 SCI-311 FR13:00-15:50 SC5-105
TOTAL CREDIT		18				

SPECIFYCOURSECODE: SEARCH LOGIN

2. Click **Enrollment Confirm** to confirm / click **[DELETE]** to cancel the dropping.

Remark

1. If you want to delete the selected course. Before confirming enrollment, click **[DELETE]**
2. To check courses according to the curriculum, on the homepage click **Program Information**.
3. To search for courses, click **Course-Class**
4. To check academic/enrollment fees, click **DEBT/SCHOLARSHIP** after log in.
5. To check class schedule, click **Study Timetable** after log in.
6. To check enrollment result, click **Enrollment Result**.

Naresuan University Academic Honorable Criterion

No.	GPA Level	Honor
1	above 3.75	Gold Medal honor
2	3.50-3.74	First class honor
3	3.20-3.49	Second class honor

GPA Required

1. In the first year, you must maintain ≥ 1.50 of GPA at the end of 2nd semester (excluded summer semester)

2. In the second year, you must maintain ≥ 1.75 of GPA at the end 4th semester (excluded summer semester)

3. In the third year, you must maintain ≥ 1.75 of GPA at the end 6th semester (excluded summer semester)

4. In the last year, you must maintain ≥ 1.75 of GPA at the end of semester for maintaining the student's status but you must maintain ≥ 2.00 of GPA in order to graduate

NU Regulations

Behavioral Penalties Criteria

Behavioral Penalties Criteria Levels

1. Behavioral Penalties Criteria are in the student disciplinary committees' discretion.
2. A student whose behavioral points were cut down once or many times and together are more than 20 points but not more than 40 points will be put on probation.
3. A student whose behavioral points were cut down once or many times and together are more than 40 points but not more than 60 points will be suspended for 1 academic semester.
4. A student whose behavioral points were cut down once or many times and together are more than 60 points but not more than 80 points will be suspended for 2 academic semesters.
5. A student whose behavioral points were cut down once or many times and together are between 81 points to 100 points will be suspended for 3 academic semesters.

Behavioral Penalties Criteria

No.	Type of Misconduct	Criteria
1	Moral/Ethics or Cultural Behavior in Society	
	(1) Disrespects, incites, insults by getting more than 3 warnings.	5 points
	(2) Behaves inappropriately in the classroom, test room, or when contacting governmental agencies, behaves disrespectfully to lecturers or professors, or disobeys an order or lecturers' warning or officers' while duly performing their duty.	10 points
	(3) Behaves inappropriately causing injury.	20 points
	(4) Tells a lie or conceals the truth.	20 points
2	University Transportation Uses	
	(1) Disobeys the traffic rules and was reported 3 times.	5 points

3	University's Harmonization	
	(1) Breaches of the peace in the university or outside the university.	40 points
	(2) Incites or causes a breach of unity between students.	40 points
4	Honor and Reputation of the University	
	(1) Behaves dishonorably.	40 points
5	Residence in NU Dormitory	
	(1) Cooks or raises a pet in the dormitory.	5 points
	(2) Disturbs or parties in the dormitory without permission.	5 points
	(3) Does not cooperate in looking after the cleanliness of the dormitory and/or damages equipment.	10 points
	(4) Modifies, removes, or attaches equipment in the dormitory.	10 points
	(5) Changes rooms without permission.	10 points
	(6) Brings electric appliances into the dormitory (with the exception of electric iron, fan, radio, personal computer, printer, scanner, and drawing table with a light bulb).	10 points
	(7) Brings disallowed persons into the dormitory without permission.	20 points
	(8) Returns to the dormitory after the gates are closed (01.00 a.m.) more than 3 times.	20 points
	(9) Is found to be living outside the dormitory or room more than 3 times.	20 points
	(10) Possesses weapons, guns, bullets, explosives, inflammable, or illegal objects.	40 points

Illegal Drugs

According to the Criminal Code and Drug Act (1979 A.D.), Naresuan University students are prohibited from participation in any circumstances related to illegal drugs. Whoever

advertises the sale of illegal drugs or possesses illegal drugs for self-usage shall be penalized by being dishonorably expelled.

Soccer Pool

According to Ministry of Education Policy, Naresuan University students are prohibited from participation in any circumstances related to a soccer pool. Whoever violates the regulations shall be penalized by being suspended from courses for 1 academic semester.

Plagiarism

In accordance with the Naresuan University Student Discipline Declaration (2004 A.D.), whoever violates the standards of academic honesty, such as plagiarism, cheating, or other activities which interfere with the educational mission of the University shall be penalized by being suspended from courses for 1 academic semester.

รูป 8-1 (set cartoon)

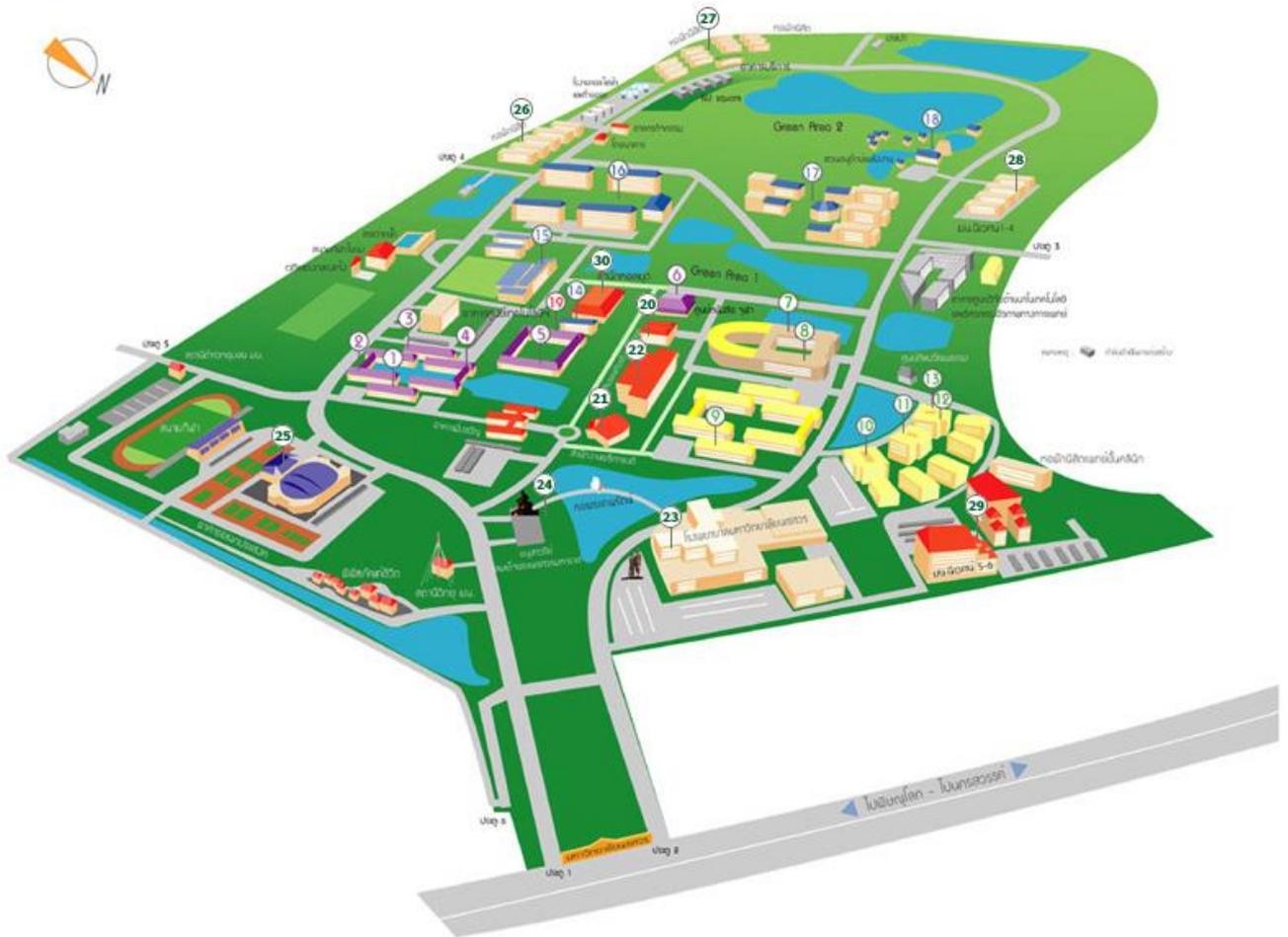
Academic Calendar

Academic Calendar /Naresuan University			
Activity	First Semester	Second Semester	Summer
Meeting with advisors	Jul	Dec	April
Registration period (All Faculties)	Jul-Aug	Dec	April-May
Classes begin	Aug	Jan	May
Add/Drop Period	Aug-Sep	Jan	May
Submission of graduation application	Aug-Sep	Jan- Feb	May-June
Registration payment	Sep	Jan	May-June
University Mid-Term Examinations	Oct		
University Final Examinations	Dec	April-May	July
Final day for Drop I	Sep	Feb	June
Course withdrawal	Sep – Nov	Jan - April	May - July
Semester break	Dec - Jan	May	July – Aug

NU Activities

No.	Project/Activities	Date
1	Pre-Beginning Camp	July
2	Beginning Camp	August
3	Blessing Ceremony	August
4	Buddhist alms giving at the Dorms	August
5	Wai Kru Ceremony (Teachers' Veneration)	August
6	Activities Day	August
7	Freshy Night	August
8	Power Cheer	September
9	Nong-or Games	October
10	Loy Krathong Festival	November
11	Deference to King Naresuan	December
12	Higher Education Games	January
13	International Camp	January
14	NU Voice Music Festival	April

Mapping



- | | |
|---|--|
| 1. Faculty of Humanities | 2. Faculty of Management and Information Science |
| 3. Faculty of Law | 4. Faculty of Social Sciences |
| 5. Faculty of Education | 6. University of Chulalongkorn Book Store |
| 7. Faculty of Medicine | 8. Faculty of Medical Sciences |
| 9. Faculty of Pharmaceutical Sciences | 10. Faculty of Dentistry |
| 11. Faculty of Public Health | 12. Faculty of Allied Health Science |
| 13. Faculty of Nursing | 14. Faculty of Architecture |
| 15. Faculty of Agriculture, Natural Resources and Environment | 16. Faculty of Engineering |
| 17. Faculty of Science | 18. School of Renewable Energy Technology |
| 19. Graduate School | 20. Naresuan University International College |
| 21. The Office of the President | 22. Queen Sirikit (QS) Building |

- | | |
|--|--------------------------------------|
| 23. Naresuan University Hospital | 24. King Naresuan the Great Monument |
| 25. Textile Museum | 26. Staff Dormitory |
| 27. Student Dormitory (Kwanmuang Building) | 28. Staff Dormitory |
| 29. Staff and Student Dormitory | 30. Central Library |

Shops/Canteens on Campus

- Pailyn Restaurant (Next to Engineering Building)
- Naresuan Hospital 2nd floor (Green Cafe)
- NU Square (in front of NU Dorm)
- Queen Sirikit Building (QS) Building
- Available in each faculty