



**BANGKOK SCHOOL**  
*of* **MANAGEMENT**  
*inspiring excellence*



**2018-2019**  
**STUDENT**  
**HANDBOOK**  
**UNDERGRADUATE PROGRAMMES**

# WELCOME!

Welcome to Bangkok School of Management where we strongly believe in maximizing your potential. The School not only provides an opportunity for you to excel in academic learning, but also a chance to develop lifelong skills through personalized, gamified and practical learning system.

At Bangkok School of Management, active participation in the class and school events is a must, which means that you will also benefit from cultural exchanges within our multinational community through class practices and cross curricular activities.

Most importantly, the school takes great pride in the members of its international faculty, who bring with them their knowledge from world-renowned universities and expertise in various industries. Combined with well-designed curriculum, which emphasizes both theoretical and practical aspects of business; the faculty encourages students to develop well-rounded skills needed in today's business world.

In addition, studying here at Bangkok School of Management means you can get an international standard education at a fraction of the cost in other English-speaking countries. Our academic community is a lively and supportive place for intellectual growth. Our programme is truly an international center of faculty and students from all over the world. With the school's extensive network and articulation agreements, upon completion of your programme, you can transfer credits to leading universities in the UK, and Europe in order to complete your bachelor's degree.

This guide provides you with information on our programme, faculty and staff, courses, and requirements. Best wishes as you pursue your academic and professional endeavors.



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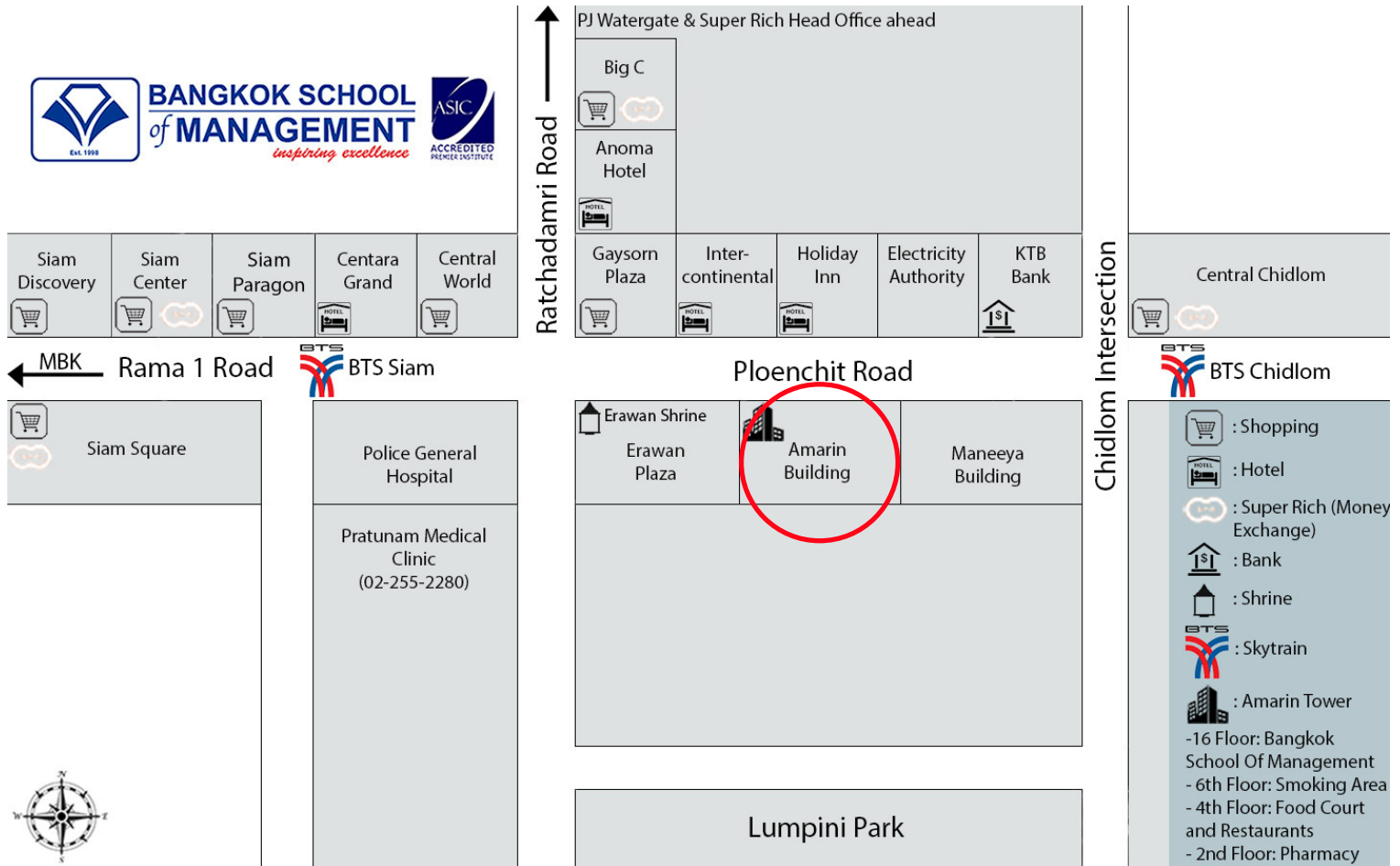
**Northumbria**  
**University**  
NEWCASTLE

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# INTRODUCTION

Bangkok School of Management (BSM) offers a 3+ years Business Program and the degree structure is as followed: The first 2 years hosted in BSM the student will complete a higher Diploma in International Business and the final year BSc. Hons in Business and Management can be either pursued in BSM or in NorthUmbria, UK. Apart from Bachelor Degree, BSM is offering MBA and DBA as well as MA in Education. Bangkok School of Management is located on the 16th floor of Amarin Tower on Ploenchit Road, Bangkok.



## CONTACT INFORMATION

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 496-502 Ploenchit Road,  
 Lumpini, Pathumwan  
 Bangkok 10330 Thailand  
 Tel: +66(0) 2256 9586  
 Fax: +66(0) 2256 91144  
 E-mail: info@bsm.ac.th  
 www.bsm.ac.th

# GENERAL INFORMATION

## Accreditation

All programmes are internationally accredited by the Association of International Schools, Colleges, and Universities (ASIC), a U.K. government recognized accreditation body. In addition to the international accreditation, BSM is an internationally recognized Business School in Bangkok and is officially recognized by the Ministry of Education, Thailand (Kor Ror 235/2554). Students graduating from BSM are internationally employable and are fully equipped to face the challenges of the 21st-century business environment.

## Business Programmes Office

The Business Programme Office consists of a Senior Counselor, an Academic Coordinator and a Secretary of Academic Affairs. The office coordinates various activities and services, including Registration, Academic Advice, Orientation, Student Information and Records.

### *Administration, Registration & Counseling Team*

**Ms. Neda Aria**  
**Head of Academic Administration**  
PhD Candidate Human Behavior &  
Educational Psychology

e-mail: [neda@bsm.ac.th](mailto:neda@bsm.ac.th)

**Ms. Tina Yang**  
**Head of Admission & Counseling**  
BA (Hons.) in Leadership &  
Management

e-mail: [tina@bsm.ac.th](mailto:tina@bsm.ac.th)

**Ms. Tarntip (June) Kongteveith**  
**Director, Head of BSM Tutor Division**  
MS in Counseling Psychology

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**Ms. Rain Quiachon**  
**Academic Coordinator**  
Bachelor of Laws

e-mail: [rain@bsm.ac.th](mailto:rain@bsm.ac.th)

# Student Resources & Facilities

The facilities at Bangkok School of Management are designed to encourage learning while giving a sense of freedom unlike other campuses in Bangkok- classes are spacious with ample lighting, both natural and fluorescent. There are whiteboards, air-conditioning, and projectors in every class to promote a more modern method of teaching and learning. Overall the campus is designed in a way to stimulate and educate while providing the space to be young.

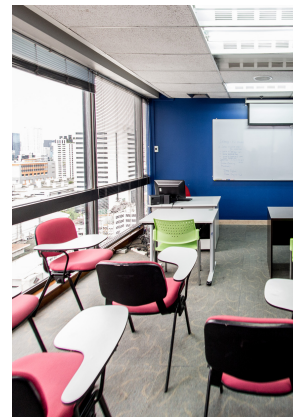
In addition to our spacious classrooms, Bangkok School of Management provides ample resources to further enrich the learning experience such as:

## **Student Lounge**

Student lounge and the waiting area are for students' convenience, allowing students to rest and work during their free time. Please be considerate to fellow students and keep these areas as tidy as possible. All students are not permitted to put their feet on furniture or write on the walls and desks.

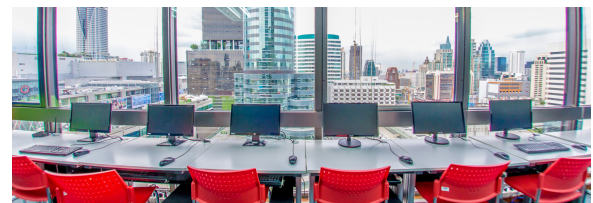
## **Study Rooms**

BSM provides private study rooms for students, where they can study their course work in private within a concentrated environment.



## **Computer Lab**

BSM provides private study rooms for students, where they can study their course work in private within a concentrated environment. By having been granted the privilege of using



the computers provided at the computer labs, certain guidelines have to be followed.

### **Students must NOT:**

- Download and use illegal software (including shareware and freeware)
- Install/save programmes obtained elsewhere onto the computers at the labs
- Bring in outsider/unauthorized users into the computer labs
- Bring in food and drinks of any kind including chewing gum
- Shift any equipment in the lab without prior permission from BSM

These policies exist to safeguard both the interest of the institute and those using the facilities. Students found violating the above mentioned policy will be warned and possibly prohibited to use the computer room.

### **Computer Lab Hours**

Monday-Friday	09:30AM - 06:30PM
Saturday	08:30AM - 03:30PM
Sunday & Public Holiday	Closed

# ACADEMIC ADVICE

Academic advice is crucial to programmes and course selection as it will affect career decision making and the period of completion of programmes requirements. An academic advice is available to all students throughout each term. All students enrolled in the certificate classes will be assigned an advisor, who will provide assistance in the areas of course and major selection, fulfillment of the requirements, etc. Specific questions regarding class schedules, programmes options and graduation requirements can also be answered during counseling appointments, which are scheduled for students at specific times during each term of attendance.

## Registration

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Students are expected to register during the specified registration period and discuss with the Programme Coordinator prior to registration. Registration will only be considered official when students have satisfied all necessary financial arrangements with the Finance Department. Please note that tuition dues and fees must be paid two weeks prior to the first day of class. Late fees of 200 Baht per day (including holidays) apply after the registration period. Tuition fees are not refundable but will be accredited to the subsequent school term.

## Cancellation of Courses

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The school reserves the right to cancel any course in which fewer than 5 students are enrolled.

## Drop/Add Policy

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Students who wish to make any changes in their schedules after the registration period should contact the Administration Office (Ms. Peach) for the correct procedures and forms. Students may add or drop courses during the first week of the term (being absent the first week cannot be used as an excuse). Students withdrawing after the add/drop period will have a "W" recorded on their transcripts. Withdrawal after the deadline will only be permitted if there are unforeseen extenuating circumstances and by approval of the Academic Coordinator.

# Course Load and Overload

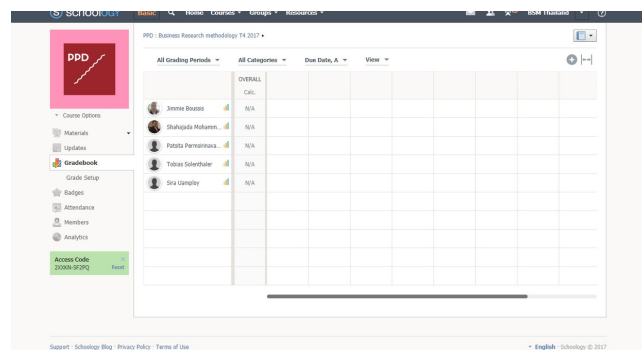
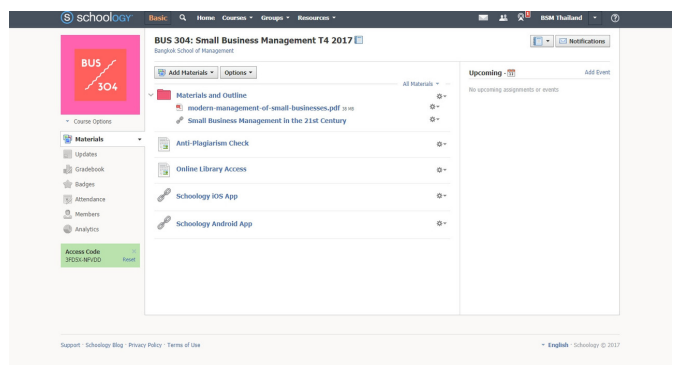
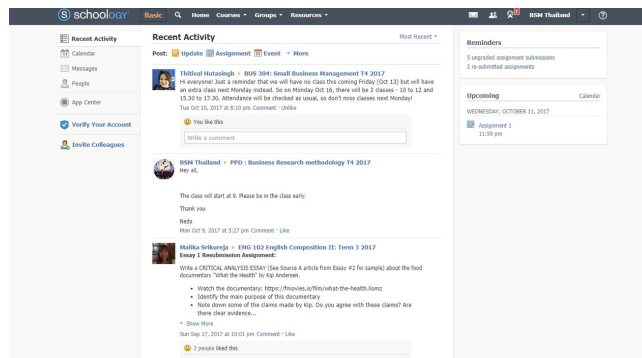
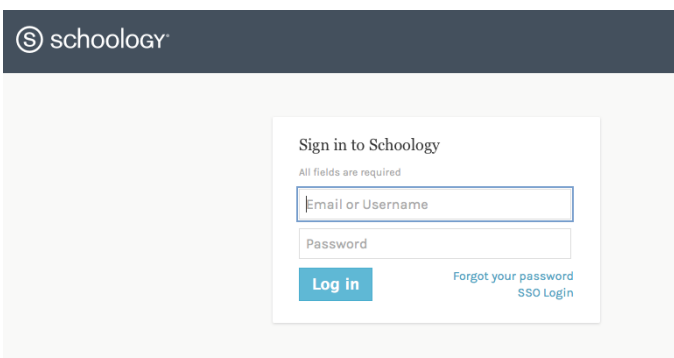
The normal course load (including audit course enrollment) for a full-time student is 3 - 5 subjects per term. If students wish to take over 5 subjects, they must obtain prior permission from the Programmes Coordinator. Only students who have demonstrated academic success and have a Cumulative GPA of 3.50 or higher will be given permission to register for courses over the normal course load (minimum hours for international students is at least 20 hours of studies per week).

# Transfer Options

The Business Programme Office also provides advice and transfer services to students who wish to transfer to institutions abroad or online courses after completing 90 credits. Please contact the Programme Coordinator at least two terms prior to completion of the programme.

# Learning Management System (LMS)

You are required to join [SCHOOLLOGY.COM](https://www.schoolology.com) in order to get access to your grades and course materials. The codes for each class will be sending to your email before the term starts and it is expected from you to join Schoology in advance.





# Plagiarism

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Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

In order to ensure that your paper or work is not plagiarized before sending to your lecturer, you need to submit it for plagiarism check to: <https://form.jotform.me/72121235234443> or you can find the option in Schoology as:



Anti-Plagiarism Check



Up to 10% plagiarism can be accepted for the lecturers to grade the paper. Disciplinary sanctions for violating Bangkok School of Management standards relating to academic dishonesty includes failing grade for the course and /or dismissal from the school.

# Examinations

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Examinations are compulsory. Students who fail to take the final examination will automatically receive zero point for the examination unless the absence has been proved to be a serious matter and approved by the Student Counselor and the Executive Director.

## **Examination Rules**

### **(a) Admission of Candidates**

Candidates will be admitted to the examination room 10 minutes before the time scheduled to conduct the instructor's evaluation. The Proctor will ensure that candidates do not bring books, notes, blotting paper, bags, mobiles or any objects other than pens, correction pens and/or ruler into the examination room. Candidates who fail to comply with the registration regulations will not be permitted in the examination room.

### **(b) Instructions to Candidates**

Candidates should remember to:

- (i) Be in the examination room before the examination time.
- (ii) Mobile phones are not allowed in the examination room.
- (iii) Complete the teacher's evaluation form.
- (iv) Make sure they have the correct examination papers.
- (v) Examination papers must be written in ink. Pencil should not be used.
- (vi) No talking is allowed while taking the examination.
- (vii) Candidates must raise an arm when wishing to make an enquiry and never leave their desk.

***(c) Late Admission and Extra Time***

Late admission will not be allowed in examination. Additional time will not be permitted unless notified by the student counselor.

***(d) Temporary Absence***

There will be no permission to leave the examination room temporarily. If a candidate needs to leave the examination room, the examination must be terminated and exam answer paper/book must be submitted to the proctor.

***(e) Disturbances***

If a candidate's conduct is disturbing other candidates, the proctor may require him/her to withdraw from the examination room, in which case his/her answer paper/book must be submitted with a report of the circumstances.

***(f) Use of Unfair Means (Dishonesty)***

If a candidate is suspected of using unfair means, the proctor will terminate the candidate examination and immediately endorse a report of the circumstances. "Unfair Means" include using unauthorized aids, copying from, and communicating with other candidates.

***(g) Early Leaving***

A candidate, who finishes before the assigned time, may do so with the permission of the proctor. The student must hand in the examination paper to the proctor and leave the room quietly.



# Graduation Requirements

Although “D” (1.0), “D+” (1.33) and “C-” (1.67) grades are considered passing in a course, a student must maintain a minimum cumulative grade-point average of “C” (2.0) for all work completed at Bangkok School of Management.

## Grades

In determining grades at Bangkok School of Management, the following grade system is used:

Letter Grade	Percentage Range	Grade Points
A	90-100%	4.00
A-	85-89%	3.67
B+	80-84%	3.33
B	75-79%	3.00
B-	70-74%	2.67
C+	65-69%	2.33
C	60-64%	2.00
C-	55-59%	1.67
D+	50-54%	1.33
D	45-49%	1.00
F	Below 45%	0.00
I		Incomplete
IF		Incomplete/Fail
N		No Grade Received
W		Withdrawn

### Incomplete Grade

A mark of “Incomplete” (I) on the grade report indicates that the student has not fulfilled the requirements of a course. However, the grade of “I” is under the approval of the instructor of that course, the Student Counselor, and the Executive Director. In addition, the incomplete automatically becomes a grade of “IF” if work has not been completed within one term.

### Grade Changes

Instructors are responsible for all grade changes. Concerns about incompletes, make-ups and grades should be addressed to the Student Counselor.

# Academic Calendar

Please note that the calendar is subject to change and/or revision. Should changes become necessary, students will receive an updated academic calendar at the beginning of each term in which changes occur. The academic calendar of Bangkok School of Management consists of four (4) academic terms completing the academic year.

# General Rules

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Members of Bangkok School of Management community are committed to assist one another in establishing and maintaining a safe academic environment. It is therefore important that the policies, established by the school are followed, that members of the campus community neither violate the rights of others nor disrupts the basic functions or activities of the institution. The following policies are designed to ensure compliance with existing school rules and regulations:

## ***Alcohol - Drugs***

Use, possession or sale (or intent to sell) of drugs and/or alcoholic beverages are not permitted on school ground or at school functions.

## ***Cleanliness***

Students are responsible to preserve the cleanliness and tidiness of the institute, thus maintaining a clean and conducive learning environment for all. Consumption of food, drinks or snacks in the classrooms and computer room are not permitted. Drinks are allowed in student lounges only.

## ***Locker***

A locker is available for students for a deposit fee of 100 Baht (refundable when the locker is returned). In case the student does not return the locker within a specified period, the school reserves the right to keep the deposit of 100 Baht.

## ***Smoking***

In compliance with Thai laws, smoking is prohibited in public areas including the corridors and restrooms. Students who violate this rule will be subject to disciplinary sanctions and fee of 2,000 Baht.

## ***Parking***

Students can park their cars in the parking area at Amarin Tower and are responsible for the parking fee arranged by Amarin Tower. Register each car with the Academic coordinator to receive and 8-hour parking stamp.

## ***Dress Code***

Students must dress properly at all-time. NO slippers, singlet, shorts are permitted on the school ground or at school functions.

## ***Unscheduled Closing***

In case of emergency, the school reserves the right to close when there is a threat to the health and/or safety to any member of the school community is jeopardized. Every effort will be made to inform students in a timely manner in case of such event.

## ***Gambling***

Students are not allowed to participate in any form of gambling, such as cards, wagering, lottery or betting.

## ***Smoking***

In compliance with Thai laws, smoking is prohibited in public areas including the corridors and restrooms. Students who violate this rule will be subject to disciplinary sanctions and fee of 2,000 Baht.

# Attendance (MOE Regulation)

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All students are required to attend their registered classes regularly (International students need to have at least 20 hours of studies per week). If a student is absent due to illness or emergency, it is the students' responsibility to make up any work issued. The students are required to have 80% class attendance. The 20% absence includes excused and unexcused requests of absence (visa, illness, etc.). Students who fail to meet the attendance requirements will be automatically dropped from the class. Being late within 20 first minutes of the class would be count as tardy. (After 20 minutes will be recognized as 1 class absent). Three tardy is equal to 1 class absent.

# Visa Regulations

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International students are to receive Non-immigrant ED visa from the Royal Thai Embassy in their country of origin prior to entering Thailand. If students plan to leave Thailand at any time during their study at the school, they will need to inform the Academic coordinator. Students are responsible for acquiring reentry permit, which can be obtained from the Immigration Division 1 Office, Chalermprakit Government Complex, Chaengwattana Rd., Laksi, Bangkok.

## ***International Students***

To study in Thailand, international students are required to have a Non-immigrant ED visa. Only International students enrolled as full time students at Bangkok School of Management are eligible to apply for a one year Non-immigrant ED visa. BSM will provide all documents needed to apply for the visa.

## ***Maintaining Legal Visa Status***

International students must be enrolled in at least 3 courses (9 credits) per term to maintain legal visa status. They must also make normal progress towards completing the course of study and keep their immigration documents valid.

## ***Visa Extension/90 Days Notification***

All non-Thai students must notify their places of residence to the Bureau of Immigration every 90 days. Students are recommended to process this notification at least 7 days before the 90 day deadline. A fine of 500 Baht per day is applicable after this deadline has passed.

***\* Please note that if you need to travel outside of Thailand, you need to get re-entrée stamp from the immigration office in your passport.***

## Useful Facts on Thai Culture

1. Do keep your patience and smile a lot
2. Do dress properly
3. Do respect the monarchy
4. Don't put your feet up
5. Don't touch anyone's head
6. Don't point
7. Don't expose yourself
8. Do respect all Buddha images
9. Do remove your shoes before entering a temple, somebody's house and even some shops
10. Do avoid PDA

## Average Cost of Living in Bangkok

### Restaurants

	Average Price
Meal, Inexpensive Restaurant	60.00 ฿
Meal for 2 People, Mid-range Restaurant, Three-course	700.00 ฿
McMeal at McDonalds (or Equivalent Combo Meal)	160.00 ฿
Domestic Beer (0.5 liter draught)	60.00 ฿
Imported Beer (0.33 liter bottle)	130.00 ฿
Cappuccino (regular)	71.16 ฿
Coke/Pepsi (0.33 liter bottle)	17.58 ฿
Water (0.33 liter bottle)	8.82 ฿

### Markets

	Average Price
Milk (regular), (1 liter)	51.22 ฿
Loaf of Fresh White Bread (500g)	35.91 ฿
Rice (white), (1kg)	45.00 ฿
Eggs (12)	57.39 ฿
Local Cheese (1kg)	545.45 ฿
Chicken Breasts (Boneless, Skinless), (1kg)	103.43 ฿
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	374.05 ฿
Apples (1kg)	101.85 ฿
Banana (1kg)	49.58 ฿
Oranges (1kg)	76.00 ฿
Tomato (1kg)	39.00 ฿
Potato (1kg)	59.36 ฿
Onion (1kg)	43.25 ฿
Lettuce (1 head)	35.45 ฿
Water (1.5 liter bottle)	17.26 ฿
Bottle of Wine (Mid-Range)	700.00 ฿
Domestic Beer (0.5 liter bottle)	59.12 ฿
Imported Beer (0.33 liter bottle)	106.07 ฿
Pack of Cigarettes (Marlboro)	120.00 ฿

<b>Transportation</b>	<b>Average Price</b>
One-way Ticket (Local Transport)	35.00 ₪
Monthly Pass (Regular Price)	1,200.00 ₪
Taxi Start (Normal Tariff)	35.00 ₪
Taxi 1km (Normal Tariff)	5.75 ₪
Taxi 1hour Waiting (Normal Tariff)	120.00 ₪
Gasoline (1 liter)	27.10 ₪
Volkswagen Golf 1.4 90 KW Trendline (Or Equivalent New Car)	850,000.00 ₪
Toyota Corolla 1.6l 97kW Comfort (Or Equivalent New Car)	815,307.37 ₪
<b>Utilities (Monthly)</b>	<b>Average Price</b>
Basic (Electricity, Heating, Water, Garbage) for 85m2 Apartment	2,724.23 ₪
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	1.90 ₪
Internet (10 Mbps, Unlimited Data, Cable/ADSL)	602.10 ₪
<b>Sports &amp; Leisure</b>	<b>Average Price</b>
Fitness Club, Monthly Fee for 1 Adult	2,281.75 ₪
Tennis Court Rent (1 Hour on Weekend)	291.82 ₪
Cinema, International Release, 1 Seat	200.00 ₪
<b>Childcare</b>	<b>Average Price</b>
Preschool (or Kindergarten), Private, Monthly for 1 Child	6,667.33 ₪
International Primary School, Yearly for 1 Child	500,000.00 ₪
<b>Clothing &amp; Shoes</b>	<b>Average Price</b>
1 Pair of Jeans (Levis 501 Or Similar)	2,003.91 ₪
1 Summer Dress in a Chain Store (Zara, H&M, ...)	1,113.33 ₪
1 Pair of Nike Running Shoes (Mid-Range)	2,914.52 ₪
1 Pair of Men Leather Business Shoes	2,466.67 ₪
<b>Utilities (Monthly)</b>	<b>Average Price</b>
Apartment (1 bedroom) in City Centre	19,849.67 ₪
Apartment (1 bedroom) Outside of Centre	8,984.20 ₪
Apartment (3 bedrooms) in City Centre	63,384.17 ₪
Apartment (3 bedrooms) Outside of Centre	28,524.93 ₪
<b>Buy Apartment Price</b>	<b>Average Price</b>
Price per Square Meter to Buy Apartment in City Centre	137,647.06 ₪
Price per Square Meter to Buy Apartment Outside of Centre	68,437.50 ₪
<b>Salaries &amp; Financing</b>	<b>Average Price</b>
Average Monthly Net Salary (After Tax) Mortgage Interest	25,342.59 ₪
Rate in Percentages (%), Yearly	5.20 %

# Useful Facts on Thai Culture

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These data are based on 2487 entries in the past 18 months from 295 different contributors.  
Last update: April, 2017 – Source <https://www.numbeo.com/cost-of-living/in/Bangkok>

<b>AGENCY</b>	<b>NAME</b>	<b>CONTACT INFO</b>	<b>REMARKS</b>
NPS Property	Ms. Noi	0982691835	Rama 9/Rachada area close to MRT line
Asiarents	Mr. Porj	0971321826	Sukumvit area close to BTS line
On-Nut Condos	Ms. Nala Gill	0847529408	BTS On-nut area
Century 21 Skylux	Ms. Aui	026514021	All areas
Remax Bestlife	Mr. Blake	0859176231	All areas

- Normally landlord requests minimum one year contract
- Tenant needs to pay 2-month deposit and 1 month rental upon contract signing
- No need to pay any service charge to the agency

**We wish you best luck in your studies!**  
**BSM Team**