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Chiangrai Rajabhat University
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25 August, 2011

President
Dali University
Yunnan, CHINA

Dear President,

Staff and Student Exchange Program for 2012

Refer to the MOU between Chiangrai Rajabhat University and your university in Faculty and Student Exchange Program and a letter of the Office of Higher Education (CHE), Ministry of Education of THAILAND, concerning the Guidelines for Staff and Student Exchange Program between Thailand and Greater Mekong Sub-region (GMS) Countries for the Year 2012.

On behalf of Chiangrai Rajabhat University (CRU), we would like to inform you that Commission on Higher Education (CHE), Ministry of Education has laid down guideline promoting the Staff and Student Exchange Program between Thailand and Neighboring Countries for the year 2012. It will serve as terms of reference for Thai and neighboring (GMS) countries' higher education institutions to comply with, when applying for the support funds. They will also regulate the implementation of the exchange program in line with the development of technical and academic cooperation between Thailand and neighboring countries as indicated in the enclosure. Therefore, you must consider only one applicant and sending the application through the cooperation university in Thailand within **15th September, 2011.**

Your kind cooperation in transmitting this information to the concerned authorities and this would be very much appreciated.

Sincerely yours,

(Dr. Simmee Oupra)
Assistant President of Chiangrai Rajabhat University
International Affairs Division
Chiangrai Rajabhat University

Enclosure: 1. Guidelines for the Staff and Student Exchange Program between Thailand
and Greater Mekong Sub-region (GMS) Countries for the Year 2012
2. Application Form.

Guidelines for the Staff and Student Exchange Program between Thailand and Greater Mekong Sub-region (GMS) Countries for the Year 2012

The Office of the Higher Education Commission (OHEC), Ministry of Education of Thailand has laid down guidelines promoting the Staff and Student Exchange Program between Thailand and the GMS countries. The guidelines will serve as terms of reference for Thai and the GMS countries' higher education institutions to comply with, when applying for financial support. They will also regulate the implementation of the exchange program in line with the development of technical and academic cooperation between Thailand and the GMS countries. The OHEC's guidelines are as follows:

1. Type of Project:

- 1.1 Projects proposed by higher education institutions must concentrate on exchange activities between Thailand and member countries of the Greater Mekong Sub-region (GMS) namely; Cambodia, China (Yunnan Province and Guangxi Province), Lao PDR, Myanmar and Vietnam. Projects proposed must identify specific plan of exchange activities.
- 1.2 Types of staff exchange activities and duration
 - 1.2.1 Teaching and lecturing in higher education institutions in the GMS countries,
 - 1.2.2 Research conduct or joint research at higher education institutions in the GMS countries,
 - 1.2.3 Development or advisory of curriculum and instructional methods or joint undertaking of activities with responsible teaching staffs in partner higher education institution, which may lead to institutional linkage between participating universities,
 - 1.2.4 Staff exchange should be in reciprocal manner, and its duration must be at least one month and not exceed four months.
- 1.3 Types of student exchange and duration
 - 1.3.1 Study or research, which must be registered as a part of study program, at a higher education institution in the GMS countries. **Training or study visits not accepted.**
 - 1.3.2 Student exchange should be in reciprocal manner. Study program duration must be one semester/trimester/quarter and not exceeding four months.
 - 1.3.3 Research program must be at least one month and not exceeding four months.

Note: Transfer of credits earned from host to home higher education institutions will be highly prioritized. Evidence of earning credit transfer is required.

2. Eligibility of Applicant

2.1 Staff

- 2.1.1 Having Thai, Cambodian, Chinese, Myanmar, Laos and Vietnamese nationalities,
- 2.1.2 Being in good health,
- 2.1.3 Serving in a home higher education institution as a faculty member or academic staff for at least one academic year,
- 2.1.4 Being not over 58 years of age on 1 October 2011 (Born after 1 October 1953)
- 2.1.5 **Language Proficiency**
 - 1) **Having good English proficiency** (TOEFL score of at least 500 for paper-based or other equivalent English proficiency). English proficiency test result or other evidence to prove English proficiency i.e. transcript of records or degree/diploma (if an applicant completed abroad degree) is required.

Recommendation from university without English proficiency test result is not accepted. **or**

- 2) **Having proficiency in languages officially used in the GMS countries** that applicants apply to join their exchange program. Language proficiency test result such as HSK, transcript of records or degree/diploma (if an applicant completed abroad degree) is required.

2.1.6 Being able to join the program at least one month and not exceeding four months.

2.1.7 Being formally nominated by a Thai higher education institution.

2.2 Student

2.2.1 Having Thai, Cambodian, Chinese, Myanmar, Laos and Vietnamese nationalities,

2.2.2 Being in good health

2.2.3 Being an undergraduate (second year and above), master's, or doctoral students,

2.2.4 Having grade point averages of the latest semester before applying must not be lower than 2.50 for undergraduate, and not lower than 3.25 for postgraduate.

2.2.5 Language Proficiency

- 1) **Having good English proficiency** (TOEFL score of at least 480 for paper-based or other equivalent English proficiency). English proficiency test result or other evidence to prove English proficiency i.e. transcript of records or degree/diploma (if an applicant completed abroad degree) is required. Recommendation from university without English proficiency test result is not accepted. **or**

- 2) **Having proficiency in languages officially used in the GMS countries** that applicants apply to join their exchange program. Language proficiency test result such as HSK, transcript of records or degree/diploma (if an applicant completed abroad degree) is required.

2.2.6 Being able to join the program throughout the academic session (one semester/trimester or quarter) or the period as specified and not exceeding four months.

Research program must be at least one month and not exceeding four months.

2.2.7 Being formally nominated by a Thai higher education institution.

Note: additional details of staff and students' qualifications are at the discretion of sending higher education institutions. However, the additional qualifications shall not contradict with those stipulated in the Guidelines.

3. Financial Support from the OHEC

Disbursement to host/home higher education institutions in Thailand for every participant from the GMS countries, in the form of lump sum.

Financial support from OHEC	For staff	For student
1. Accommodation	√	√
2. Stipend	√	√
3. Accident insurance	√	√
4. Visa fee	√	√
5. Airport tax	√	√
6. Transportation to and from airport- accommodation- Airport in Thailand	√	√
7. Round-trip air ticket (<i>economy class for every participant</i>)	√	√
8. Health insurance (exempt for faculty members and staff from Thai higher education institutions)	√	√
9. Books and educational materials	-	√

- Note:**
1. Air fare must be no more than actual fare at economy-class for the shortest routes between the nearest airports.
 2. Air ticket will be provided by Thai higher education institutions with the financial support from the OHEC.
 3. A round-trip air ticket (economy class for every participant) must be issued by Thai Airways International PCL. from the home higher education institution to the designated host higher education institution. Under some circumstances, participants may purchase air tickets from authorized agencies of Thai Airways International by complying with the guidelines issued by the Ministry of Finance reference number 0408.2/Wor 112 dated December 30, 2003. Disbursements must be consistent with the actual purchasing price and not exceeding the quoted price.
 4. Travelling by bus (economy class) with individual reimbursement is allowed. Car rental is totally prohibited.
 5. Participants are to hold responsible for other expenses incurred outside the listed items provided by the OHEC.
 6. **The OHEC will not provide any financial support for tuition fees.**

4. Selection Criteria

The Committee will consider:

- 4.1 Applicants who have fully completed application form and attached all documents required.
- 4.2 Applicants who have received an acceptance letter to participate in the program from host higher education institutions. The acceptance letter from host higher education institution should provide a clear work plan and activities for exchange program with clear specification of starting and ending dates.
- 4.3 Applicants who have proficiency in English or other languages officially used in the GMS countries.
- 4.4 For each project, exchange with only one partner country is acceptable. However, if applicants wish to exchange with more than one higher education institution in that particular country, the same specific area of exchange must be emphasized. In that case, only one Thai higher education institution must be assigned to serve as the core coordinator who will send in the application. Higher education institutions involved must coordinate among one another before submitting their applications. The whole duration of the exchange with each of partner institutions must be no less than 1 month.
- 4.5 Applicants who have been selected to join the program will be ranked in a lower priority.
- 4.6 In case of having more than one staff or one student from the same home higher education institution applying to conduct the same activity in the same host higher education institution, the OHEC will select only a proficiency applicant to receive the scholarship.
- 4.7 Applicant must not have applied for or be the awardees of other scholarships.
- 4.8 Study programs registered at higher education institutions in the GMS countries have to be related with main subjects that applicants study at his/her home higher education institution.
- 4.9 Teaching programs or research topic conducted at higher education institutions in the GMS countries have to be related with main subjects that applicants teach at his/her home higher education institution.
- 4.10 The decision of the committee shall be final.

5. Follow-up Report of the Exchange Program

Participants are required to submit reports of the exchange program to the OHEC within 30 days of return. Thai higher education institutions whose participants fail to return reports of the exchange program within 30 days will become lowered in priority in the support for participation in the following year. Reports are as follows:

5.1 For staff

- 5.1.1 Report on participation
- 5.1.2 Abstract of research or executive summary of teaching/ program development and other academic activities conducted under the exchange program in Thai or English. Abstract and executive summary should not exceed two pages describing objective, content and benefit application of academic activities. The OHEC will compile executive summary and then publish for the public.
- 5.1.3 Disbursement report.

5.2 Student

- 5.2.1 Report on participation and Transcript
- 5.2.2 Abstract of research for master's, or doctoral students,
- 5.2.3 Disbursement report.

6. Required Documents

6.1 Staff applying for participation in the exchange program

- 6.1.1 Completed application form (an original copy),
- 6.1.2 Nomination letter from home higher education institution (an original copy),
- 6.1.3 Acceptance letter from host higher education institution (an original copy),
- 6.1.4 A copy of the TOEFL test result or other equivalent English proficiency test result or other evidence to prove English proficiency **or**
- 6.1.5 A copy of other evidence to guarantee applicants' proficiency in the GMS countries' languages is required.

6.2 Students applying for participation in the exchange program

- 6.2.1 Completed application form (an original copy)
- 6.2.2 Nomination letter from home higher education institution (an original copy)
- 6.2.3 Acceptance letter from host higher education institution (an original copy)
- 6.2.4 A copy of Transcript of records with a grade point average of the latest semester.
- 6.2.5 A copy of the TOEFL test result of other equivalent English proficiency test result or other evidence to prove English proficiency **or**
- 6.2.6 A copy of other evidence to guarantee applicants' proficiency in the GMS countries' languages is required.

7. Specific Dates for Applying the Exchange Program

- 7.1 Each Thai higher education institution proposes totally **2 applicants** (1 Thai or GMS staff, and 1 Thai or GMS student) including their completed application forms and all required documents to the OHEC no later than 4.30 pm.on 30 September 2011.

★★★ Application documents from higher education institutions in the GMS countries must be sent to Thai partner higher education institutions prior to 30 September 2011.

- ★ Application documents sent by post are subjected to the date shown on postal stamp at origin.
- ★ No other support or related documents are accepted after **30 September 2011**
- ★ OHEC reserves the rights to not accepting all required documents via fax or e-mail

- 7.2 OHEC announces selection **within December 2011**
- 7.3 Expense disbursement **starting in January 2012**
- 7.4 Applicant departs for the exchange program **before 30 September 2012**

The Guidelines for the exchange program and application form can be downloaded from website: www.inter.mua.go.th topic **“Program and Funding”**

For more information please contact Ms. Chulee Srinuan
Tel: +66 2 610 5401 Fax: +66 2 354 5570
E-mail: chuleesrinuanster@gmail.com

Financial Support from the Office of the Higher Education Commission (OHEC) for Participants under the Staff and Student Exchange Program between Thailand and Greater Mekong Sub-region (GMS) Countries for the fiscal year 2012

Items	Type of participants		Statement
	Thai Staff and Students	GMS Staff and Students	
1. Accommodation/ Stipend (lump sum)	800 US\$ per month	-16,000 Baht per month for those who stay in Bangkok, Nonthaburi, Pathumthani, Samutprakran, Nakorn Phathom, Phuket, Chonburi -13,000 Baht per month for those who stay in cities other than Bangkok, Nonthaburi, Pathumthani, Samutprakran, Nakorn Phathom, Phuket, Chonburi	OHEC's receipt form
2. Visa fee/ airport tax	Actual expense		Receipt
3. Round-trip air ticket	A round-trip air ticket (economy class for every participant) issued by Thai Airways International PCL. from the home higher education institution to the designated host higher education institution.		- Copy of e-ticket or boarding pass - Receipt
4. Transportation (in Thailand only)	Transportation to and from airport- accommodation-airport in Thailand (actual expense but not exceed 1,000 Baht)		- Receipt - OHEC's form 111
5. Health insurance and accident insurance	Accident insurance and health insurance premium must be actual expenses but not exceed 650 Baht per month. Insurance premium will cover only the period of scholarship but exclude fee for dentist surgery, cosmetic surgery, denture, eyeglasses and extra charge for nursing. (Applicants who are Thai government officials or government employees have to reimburse medical fee from their home higher education institutions)		Receipt
6. Books and education materials (for students only)	Books and education materials fee for research and report - Bachelor degree: actual expense (no more than 500 baht per month) - Master degree: as much as expense (no more than 800 baht per month)		Receipt (from host higher education institutions)

Remarks:

- 1) Use exchange rate of Bank of Thailand 1 day (official day) before leaving Thailand for counting all expense.
- 2) Under some circumstances, participants may purchase air tickets from authorized agencies of Thai Airways International by complying with the guidelines issued by the Ministry of Finance reference number 0408.2/Wor 112 dated December 30, 2003. Disbursements must be consistent with the actual purchasing price and not exceed the quoted price.
- 3) Staff will receive financial support for at least 1 month but no more than 4 months
- 4) Students will receive financial support for 1 semester but no more than 4 months
- 5) Staff and students who join the program less than approved schedule must reimburse the accommodation/stipend fee counted by day.
- 6) Staff who join the program less than one month and student who join the program less than one semester (attending the class) and less than one month (research study) must return all expenses to OHEC.
** Home/host Thai higher education institutions will be responsible for ensuring all exchange staff and students participating the whole length of the exchange. Otherwise home/host Thai higher education institutions will be responsible for returning all expenses that OHEC had paid to exchange staff and students. **

**GMS APPLICATION FORM FOR THE FISCAL YEAR 2012
(FOR STUDENT)**

1. BIOGRAPHICAL INFORMATION

Mr. Miss Mrs.

Given Name.....**Family Name**.....

Date of Birth (DD/MM/YY) / / 19..... **Age**.....**year**.....**months**.....

Nationality.....

Contact Information

Name of higher education institution.....

Department, School/Faculty.....

Address.....

Phone number.....Mobile number.....

E-mail address.....

Academic Background

Record of tertiary education (in chronological order)

Level of Study	Higher Education Institution/ Place and Country	Year Attended	Year of Study (i.e.2 nd)	Field of Study	GPA
Undergraduate					
Graduate -M					
-PhD					

For undergraduate student, please identify

Major subject.....

Minor subject.....

English language proficiency TOEFL =

Or Evidence to prove English proficiency (please specify) =
Equivalent to TOEFL =

Degree/diploma majoring in from (name of foreign higher education institution)

Other languages (Please specify)

Evidence to prove the GMS countries' languages proficiency (please specify).....

HSK Transcript (majoring in.....)

Have you ever been awarded this scholarship? Yes No

If yes, please specify.....
.....
.....
.....
.....

2. EXCHANGE PROGRAM

Host Higher Education Institution

Name of host higher education institution.....

Country.....

Department, School or Faculty.....

Contact person.....

Telephone number Fax number.....

E-mail..... Mobile number.....

Duration of Participation: From date.....month.....until date.....month.....year

Type of Activities at Host University

Registered on course subjects in (name of program).....Faculty.....

1. Subject name.....Credit to earn:.....

2. Subject name.....Credit to earn:.....

3. Subject name.....Credit to earn:.....

4. Subject name.....Credit to earn:.....

5. Subject name.....Credit to earn:.....

6. Subject name.....Credit to earn:.....

7. Subject name.....Credit to earn:.....

8. Subject name.....Credit to earn:.....

Research: Title.....

(Please indicate scope of research, research methodology, expected results, and how the research would contribute to your study.)

3. ATTACHED SUPPORTIVE DOCUMENTS

- Completed application form (an original copy)
- Nomination letter from home higher education institution (an original copy)
- Acceptance letter from host higher education institution (an original copy)
- A copy of transcript of records with a grade point average of the latest semester.
- A copy of the TOEFL test result of other equivalent English proficiency test result or other evidence to prove English proficiency **or**
- A copy of other evidence to guarantee applicants' proficiency in the GMS countries' languages is required.

4. DECLARATION BY APPLICANT

The applicant agrees to submit a report on participation, disbursement reports, and a copy of transcript to the Office of the Higher Education Commission within 30 days after completing the program. The report on participation and disbursement reports have to be completed in a form provided.

I declare that the information given above is true and correct to my knowledge and that I satisfy all the requirements. If it becomes known later that I lack one of the qualifications stated, I will unconditionally accept that this application is invalid.

Signature: **Date:** / /

(Applicant's original signature)

**GMS APPLICATION FORM FOR THE FISCAL YEAR 2012
(FOR STAFF)**

1. BIOGRAPHICAL INFORMATION

Prof. Assoc.Prof. Assist.Prof. Mr. Mrs. Ms.

Given Name..... **Family Name**.....

Posititon Lecturer other (please specify).....

Date of Birth (DD/MM/YY) / / **19**..... **Age**.....**years**.....**months**.....

Nationality.....

Phone number.....**Mobile number**.....

E-mail address.....

Contact Information

Name of higher education institution.....

Department, School/Faculty.....

Address.....

Phone number.....Mobile number.....

E-mail address.....

Academic Background

Record of tertiary education (in chronological order)

Level of Study	Department, School/Faculty Higher Education Institution, Country	Year Attended	Field of Study	GPA
Undergraduate				
Graduate -M				
-PhD				

Professional Background

Record of professional experience (in chronological order)

Department, School/Faculty Higher Education Institution/ Organization	Year Attended	Place and Country	Position Held

Publications and titles of articles/research/books,etc.

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English language proficiency TOEFL =

Or Evidence to prove English proficiency (please specify) =
Equivalent to TOEFL =

Degree/diploma majoring infrom (name of foreign higher education institution)

Other languages (Please specify)

Evidence to prove the GMS countries' languages proficiency (please specify).....

HSK Transcript (majoring in).....

Have you ever been awarded this scholarship? Yes No

If yes, please specify

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2. EXCHANGE PROGRAM

Host Higher Education Institution

Name of host higher education institution.....

Country.....

Department, School or Faculty.....

Contact person.....

Telephone number.....Fax Number.....

E-mail.....Mobile number.....

Duration of Participation: From date.....month.....until date.....month.....year

Type of Activities at Host Higher Education Institution

Research: Title.....
.....
.....

(Please indicate scope of research, research methodology, expected results, and how the research would contribute to your work.)

Development of curriculum in.....
 Lecture in (subject).....
 Other activities in.....

3. ATTACHED SUPPORTIVE DOCUMENTS

- Completed application form (an original copy),
- Nomination letter from home higher education institution (an original copy),
- Acceptance letter from host higher education institution (an original copy),
- A copy of the TOEFL test result or other equivalent English proficiency test result or other evidence to prove English proficiency **or**
- A copy of other evidence to guarantee applicants' proficiency in the GMS countries' languages is required.

4. DECLARATION BY APPLICANT

The applicant agrees to submit an abstract of research or a executive summary of work/lectures, and/or academic activities conduct under the exchange program, report on participation and disbursement reports to the Office of the Higher Education Commission within 30 days after completing the program. The report on participation and disbursement reports have to be completed in a form provided.

I declare that the information given above is true and correct to my knowledge and that I satisfy all the requirements. If it becomes known later that I lack one of the qualifications stated, I will unconditionally accept that this application is invalid.

Signature: **Date:** / /

(Applicant's original signature)