



STUDENTS FORUM ON INTERNSHIPS AND EXCHANGES 11 February 2021

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I. INTRODUCTION

- Objectives
- Forum Speakers
 - VPKT, Dr Naveed Anwar on What's New For Internships
 - SOM Dean, Dr Roger Levermore on What's New For Exchanges
 - OAAA Director, Mr Sanjeev Jayasinghe on Exchange Scholarships
 - OAA Director, Ms Izel Ann Dante on Application Process and Review
 - OSA Director, Dr Kamonkanok Kiatisakchai on Credit Transfer
 - Students Testimonials
 - Q & A

II. WHAT'S NEW FOR INTERNSHIPS

Application
Requirements

Criteria for doing the internships (GPA, duration)

Approval

Using SIS to seek approval with academic advisor*

Selecting the
companies

Select the companies from the internship portal

Credit Transfer

Complete the requirements for grading and credits

II. WHAT'S NEW FOR INTERNSHIPS *(cont'd)*

Credited
Internship

Criteria for doing the internships (GPA, duration)

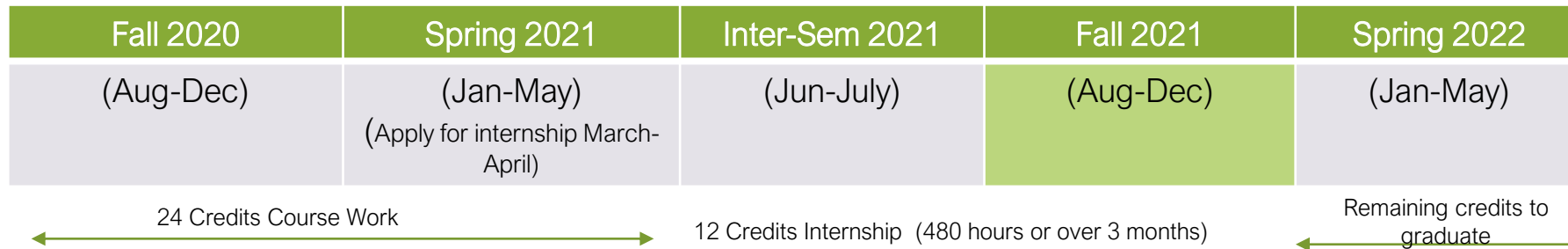
- **Credited Internship:**
 - Students are able to do credited and graded internship as a part of their study at AIT;
 - The total eligible credit for the internship will be 12;
- **Requirements:**
 - Students must be completing two semesters / four terms (for SOM) of coursework;
 - Students with minimum CGPA of 3.0 and English level of at least 6.0 on AIT Standard are eligible for Internship;
 - The period should be at least 480 hours over a minimum of 3 months;
 - The internship should be project-based assignments or community-based type of assignments;
- **Internship committee**
 - The hosting organization and AIT faculty advisor, who will co-supervise it, must agree upon the internship assignment.

II. WHAT'S NEW FOR INTERNSHIPS *(cont'd)*

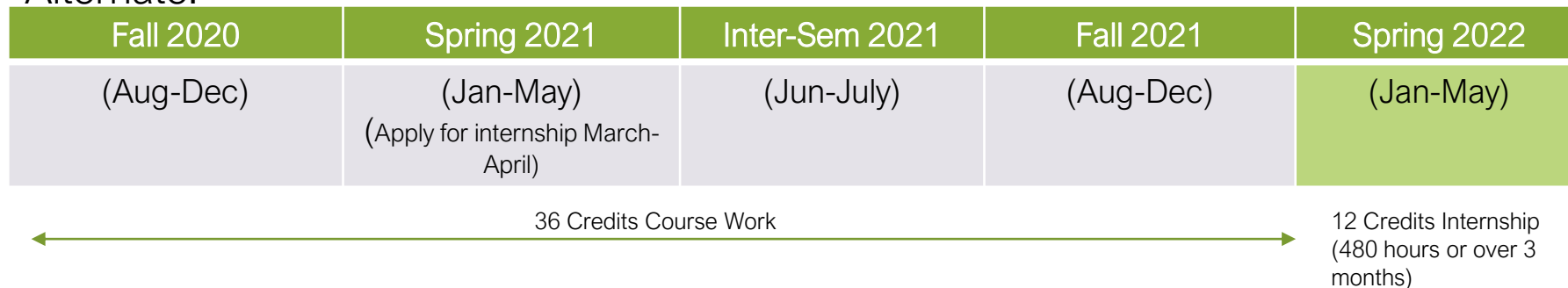
Credited
Internship

Criteria for doing the internships (duration)

Joining AIT in Fall Semester



Alternate:



II. WHAT'S NEW FOR INTERNSHIPS *(cont'd)*

Credited
Internship

Criteria for doing the internships (duration)

Joining AIT in Spring Semester

| Spring 2021 | Inter-Sem 2021 | Fall 2021 | Spring 2022 | Inter-Sem 2022 | Fall 2022 |
|-------------|----------------|--|-------------|----------------|-----------|
| (Jan-May) | (Jun- Jul) | (Aug-Dec) (Applying for internship: Sep-Nov) | (Jan-May) | (Jun-July) | (Aug-Dec) |

← 24 Credits Course Work →

← 12 Credits Internship (480 hours or over 3 months) →

← Remaining credits to graduate →

Alternate:

| Spring 2021 | Inter-Sem 2021 | Fall 2021 | Spring 2022 | Inter-Sem 2022 | Fall 2022 |
|-------------|----------------|-----------|--|----------------|-----------|
| (Jan-May) | (Jun- Jul) | (Aug-Dec) | (Jan-May) (Applying for internship: March-May) | (Jun-July) | (Aug-Dec) |

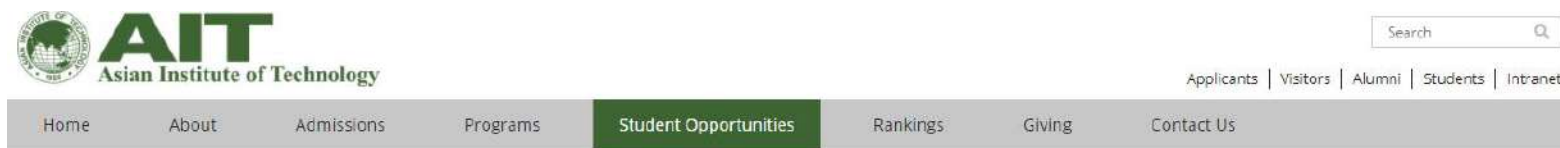
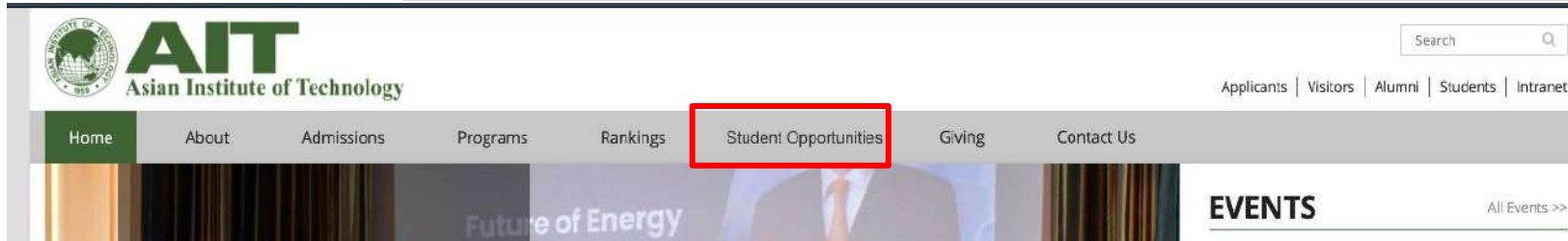
← 36 Credits Course Work →

← 12 Credits Internship (480 hours or over 3 months) →

II. WHAT'S NEW FOR INTERNSHIPS *(cont'd)*

Approval

Using SIS to seek approval with academic advisor*



Student Opportunities



The screenshot shows the SIS student frame interface. The browser address bar displays 'sis.ait.ac.th/student/sisframe.studentframe'. The page title is 'Next Semester Calendar (Registration)'. The interface includes a sidebar with a navigation menu and two main calendar tables.

Next Semester Calendar (Registration)

| | |
|-------------------------|--------------|
| Semester | 2021 January |
| Registration Start Date | 21-DEC-20 |
| Registration End Date | 22-JAN-21 |
| Approve End Date | 25-JAN-21 |

Current Semester Calendar

| | |
|---------------------------------|--------------|
| Semester | 2021 January |
| Orientation Date | 11-JAN-21 |
| Graduation Date | 28-MAY-21 |
| Mid Sem. Start | 08-MAR-21 |
| Mid Sem. Enter Grade Start | 08-MAR-21 |
| Mid Sem. Enter Grade Close | 23-MAR-21 |
| Mid Sem. Grade Out | 23-MAR-21 |
| Final Sem. Start | 05-MAY-21 |
| Final Sem. Enter Grade Start | 05-MAY-21 |
| Final Sem. Enter Grade Close | 20-MAY-21 |
| Final Sem. Grade Out to Student | 22-MAY-21 |
| Evaluation Start | 23-APR-21 |
| Evaluation Close | 20-MAY-21 |
| For Graduating Student | |
| Research Evaluation Start | 25-DEC-20 |
| Research Evaluation Close | 30-MAY-21 |
| For Graduating Student | |
| Clearance Start | 03-JAN-21 |
| Clearance Close | 18-MAY-21 |

The sidebar menu includes items such as Course Catalog, Course Offered, New Time Table, Current Time Table, Register/Enroll, Course Registered, Special Study, Apply for Exchange/Internship (highlighted with a red box), VClass, Invoices, Medical Claims, Grade/Evaluation, Order Academic Records, Personal Info, Graduation, Req.Link, Graduation, Cer.Link, and Log Out. Technical Services information is also provided at the bottom of the sidebar.

II. WHAT'S NEW FOR INTERNSHIPS (cont'd)

Credit and
Grading

Complete the requirements for grading and credits

- **Reporting:**

The students are required to submit a report and make a presentation three times:

- Proposal submission and presentation for assignment approval (within first month of joining internship)
- Progress report and presentation for midway evaluation and feedback;
- Final report and presentation for grading to the evaluation committee. (The final report contains introduction, statement of the problem, objective, methodology, results and discussion, conclusion and future recommendation and internship time sheet.)
- The students are required to submit an evaluation form from the host organization's supervisor

III. WHAT'S NEW FOR EXCHANGES

- Exchange mechanism
 - An international exchange of 12 credits is to provide AIT student with an opportunity to learn inside and outside classroom in a partnering university. A positive exchange experience will offer students an opportunity to cultivate academic knowledge, transversal skills, and intercultural communication, and to expand their personal and professional network.
 - Partial scholarships are available

III. WHAT'S NEW FOR EXCHANGES *(cont'd)*

- Exchange mechanism
 - The period of exchange should be equivalent to one semester / two terms (for SOM) of the AIT system. The student is required to select from the following options to complete 12 credits and need to get approval from the AIT faculty advisor who will supervise it in case of project/special study.
 - The 12 credits of exchange can be completed as follows:
 - 12 credits of coursework transferred back to AIT
 - 9 credits of coursework transferred back to AIT, and 3 credits of special study.
 - 6 credits of coursework transferred back to AIT, and 6 credits of project/special study.
 - Supervision

III. WHAT'S NEW FOR EXCHANGES (cont'd)

- Who Can Apply?
 - Students upon completing two semesters / four terms (for SOM) of coursework with minimum CGPA of 3.0 and English level of at least 6.0 on AIT Standard are eligible for going on Exchange.
 - Must be a student enrolled in courses at AIT
 - Students upon completing two semesters / four terms (for SOM) of coursework with minimum CGPA of 3.0 and English level of at least 6.0 on AIT Standard are eligible for going on Exchange.
 - Each university has different eligibility requirements including English requirements; therefore, students must go through each of their preferred university's full details for detailed information before applying.
 - Approval, in principle, from Academic Advisor

III. WHAT'S NEW FOR EXCHANGES *(cont'd)*

- When to Apply?

| Semester | Application Period | Exchange Duration |
|-------------|--------------------|------------------------|
| Fall 2021 | 1-15 March 2021 | August – December 2021 |
| Spring 2022 | 1-15 August 2021 | January – April 2022 |

- Application through the [SIS Portal](#).
- Expected response date: May 2021 (*after second semester/fourth term grades are submitted*)

III. WHAT'S NEW FOR EXCHANGES (cont'd)

- **Partner Universities:** <https://www.ait.ac.th/programs/exchange-programs/>
 - 66 universities in 21 countries
 - 40 Asia
 - 20 Europe
 - 1 Africa
 - 4 America
 - 1 Australia
 - Requirements of partner universities
 - Most run exchange programs every year, in both Fall and Spring semesters

IV. EXCHANGE SCHOLARSHIPS

- Types of Exchange Scholarships
- Scholarships coverage
- How to apply for Exchange Scholarships

For more details, please visit: <https://students.ait.ac.th/exchangescho/>

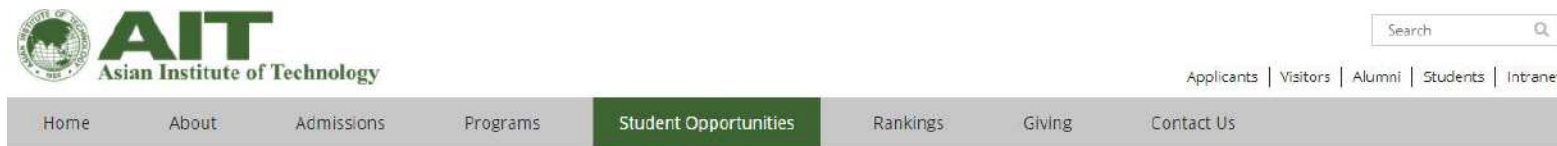
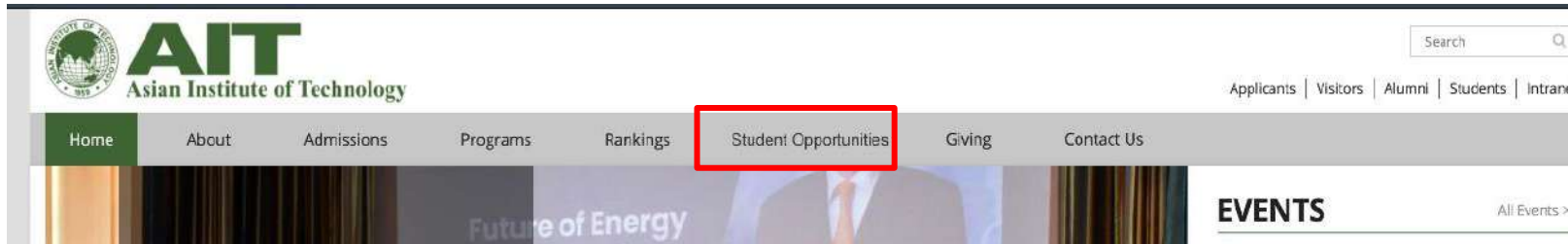
Contact:

Office of Advancement and Alumni Affairs

Email: oaaa@ait.ac.th

V. APPLICATION PROCESS AND REVIEW

- AIT Main Website: <https://www.ait.ac.th/>



Student Opportunities



The screenshot shows the AIT student portal. The 'Next Semester Calendar (Registration)' table is highlighted with a red box. The 'Current Semester Calendar' table is also visible. The 'Apply for Exchange/Internship' link is highlighted with a red box in the left sidebar.

| Next Semester Calendar (Registration) | |
|---------------------------------------|--------------|
| Semester | 2021 January |
| Registration Start Date | 21-DEC-20 |
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| For Graduating Student | |
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| Clearance Close | 18-MAY-21 |

V. APPLICATION PROCESS AND REVIEW *(cont'd)*

- Personal details
 - Full name
 - Sex
 - Date of birth
 - Nationality
 - Telephone number
 - Email address
 - School
 - Department
 - Program
 - Year and Semester of admission
 - Total credits completed
 - Registered credits (both course and research)
 - Latest cumulative GPA
 - Name of academic advisor

V. APPLICATION PROCESS AND REVIEW *(cont'd)*

- Application details
 - Motivation statement
 - Proposed exchange / internship period
 - University / Organization to apply for to apply for exchange / internship
 - Application for exchange scholarships
 - Interest to attend the exchange program without scholarship or internship if there is no allowance
 - Deferral of graduation after outbound exchange

V. APPLICATION PROCESS AND REVIEW *(cont'd)*

- Application details *(cont'd)*
 - Certification that the information in the application is true, complete and accurate.
 - After exchange / internship, to provide evaluations and sharing regarding the experience
- Submission

V. APPLICATION PROCESS AND REVIEW *(cont'd)*

- Review and Approval Process
 - Student's Advisor's endorsement
 - Student's School Dean's recommendation
 - Review Committee's decision
 - Chair: OSA Director
 - Members: Schools, OIA, OAAA, EEO

V. APPLICATION PROCESS AND REVIEW *(cont'd)*

- School Coordinators
 - School of Management
Ms Chomchaba Katinted
chaba@ait.ac.th
 - School of Environment, Resources, and Development
Ms Sarina Pradhan Thapa
sarina@ait.ac.th
 - School of Engineering and Technology
Ms Danielle Bildan
danielle@ait.ac.th

VI. CREDIT TRANSFER

- Credit Transfer
 - Courses completed at another graduate school or institution may be transferred towards the partial completion of the credit requirement of the AIT master's program at the discretion of the Academic Program / Department and if conditions are satisfied.

VI. CREDIT TRANSFER (cont'd)

- Transcript Examples

| OFFICIAL TRANSCRIPT | | | | | | | Issue Date: 11 Feb. 2021 | |
|---------------------------------|---|--|------|--------------------|-------|--------|--------------------------|--|
| Name: Ms. Sample | | Previous Degree(s)/Institution: M.Mgt. EDHEC Business School, France | | Year Awarded: 2017 | | | | |
| Date of Birth: 04 December 1996 | Country: France | Degree Awarded: Master of Business Administration | | | | | | |
| Registration No.: 100001 | Date Admitted to AIT: 03 August 2018 | Option: Internship | | | | | | |
| School: School of Management | | Date of Graduation / Completion: 17 May 2019 | | | | | | |
| Department: | | Academic Program: Business Administration - MBA | | | | | | |
| Notes | | | | | | | | |
| Course No. | Descriptive Course Title | Total Hours | | Credits | Grade | GPA | Cumulative GPA | |
| | | Lab. | Lec. | | | | | |
| August Semester 2018 | | | | | | | | |
| SM80.1705 | Leadership and Organization Management | 0 | 45 | 3.0 | B+ | | | |
| SM80.50 | Strategic Supply Chain Management | 0 | 45 | 3.0 | B+ | 3.50 | 3.50 | |
| October Semester 2018 | | | | | | | | |
| SM80.1710 | Strategy and Corporate Sustainability | 0 | 45 | 3.0 | B+ | | | |
| SM80.9059 | Selected Topic: Selected Topics on Advanced Financial Management | 0 | 45 | 3.0 | B | 3.25 | 3.38 | |
| January Semester 2019 | | | | | | | | |
| SM80.1704 | Entrepreneurship and New Ventures | 0 | 45 | 3.0 | A | | | |
| SM80.9046 | Selected Topic: Consumer Behavior | 0 | 45 | 3.0 | A | 4.00 | 3.58 | |
| March Semester 2019 | | | | | | | | |
| SM80.1707 | Managing Technology and Innovation | 0 | 45 | 3.0 | A | 4.00 | 3.64 | |
| SM01 | Cost Accounting & Management Control Comptabilite Generale | | | 3.0 | | | | |
| SM02 | Big data and business analytics Big Data, analyses et Decisions | | | 3.0 | | | | |
| SM03 | Corporate Finance | | | 3.0 | | | | |
| SM04 | Financial Management Analysis Managing Human Capital | | | 3.0 | | | | |
| SM04 | Microeconomie pour l'entreprise Macroeconomie pour l'entreprise 1 Economie Industrielle | | | 3.0 | | | | |
| SM05 | Macroeconomie pur l'entreprise2 Cultures et Economies | | | 15.0 | | | | |
| | Marketing Management Enjeux de la consommation Analyse de marche | | | 3.0 | | | | |
| | | | | 15.0 | | | | |
| | Coursework Credits Gained: | | | 36.0 | | | 3.64 | |
| | Internship Credits Gained: | | | 12.0 | | | | |
| | Total Number of Credits Gained: | | | 48.0 | | | | |
| | Internship Evaluation: | | | Passed | | | | |
| Title of Research: | | | | | | Grade: | | |
| Program Committee: | | | | | | | | |

| PROVISIONAL TRANSCRIPT - DEGREE OF MASTER | | | | | | | Issue Date: 11 Feb. 2021 | |
|---|---|---|------|--------------------|-------|------|--------------------------|--|
| Name: Mr. Sample II | | Previous Degree(s)/Institution: B Eng. West Yangoon Technological University, Myanmar | | Year Awarded: 2018 | | | | |
| Date of Birth: 20 July 1993 | Country: Myanmar | Degree Awarded: | | | | | | |
| Registration No.: 1200001 | Date Admitted to AIT: 02 August 2019 | Option: Research | | | | | | |
| School: School of Engineering and Technology | | Date of Graduation / Completion: | | | | | | |
| Department: Department of Civil & Infrastructure Engineering | | Academic Program: Transportation Engineering | | | | | | |
| Notes | | | | | | | | |
| Course No. | Descriptive Course Title | Total Hours | | Credits | Grade | GPA | Cumulative GPA | |
| | | Lab. | Lec. | | | | | |
| August Semester 2019 | | | | | | | | |
| CE73.11 | Transportation Systems | 0 | 45 | 3.0 | B | | | |
| CE73.15 | Public Transportation Systems | 0 | 45 | 3.0 | C+ | | | |
| CE73.36 | Transportation Planning Methods and Analysis | 0 | 45 | 3.0 | C+ | | | |
| CE73.37 | Transportation Demand Modeling and Forecasting | 0 | 45 | 3.0 | B | | | |
| EL00.15 | English Composition II | 0 | 28.5 | .0 | P | 2.75 | 2.75 | |
| | | | | 12 | | | | |
| January Semester 2020 | | | | | | | | |
| CE73.14 | Transportation Economics and Project Evaluation | 0 | 45 | 3.0 | D | | | |
| CE73.32 | Design and Performance of Highway and Airport Pavement | 0 | 45 | 3.0 | B | | | |
| CE73.35 | Traffic System Analysis and Control | 0 | 45 | 3.0 | B | | | |
| CE73.40 | Advanced Geometric Design and Highway Safety | 0 | 45 | 3.0 | C+ | | | |
| CE73.9005 | Selected Topic: Logistics Systems | 0 | 30 | 3.0 | B | 2.46 | 2.60 | |
| | | | | 12 | | | | |
| Courses transferred from EDHEC Business School, France: | | | | | | | | |
| CE01 | Cost Accounting & Management Control Comptabilite Generale | | | 3.0 | | | | |
| CE02 | Big data and business analytics Big Data, analyses et Decisions | | | 3.0 | | | | |
| CE03 | Corporate Finance | | | 3.0 | | | | |
| CE04 | Financial Management Analysis Managing Human Capital | | | 12.0 | | | | |
| | | | | 36.0 | | | 2.75 | |
| | Coursework Credits Gained: | | | 36.0 | | | | |
| | Research Credits Gained: | | | 12.0 | | | | |
| | Total Number of Credits Gained: | | | 48.0 | | | | |
| DEGREE PROGRAM NOT YET COMPLETED ENTRIES BELOW THIS LINE ARE NULL AND VOID | | | | | | | | |
| Program Committee: | | | | | | | | |

VII. STUDENTS TESTIMONIALS

- Students Experience on Exchange
 - SERD
 - SOM
- Students Experience on Internships
 - SOM

Q&A