

Orientation International Program 26C

November 5, 2023



ACADEMIC AFFAIRS

 02 206 2000 ext. 3102-06

 cmservice@mahidol.ac.th

 <https://www.cm.Mahidol.ac.th>

How to Identify yourself @ CMMU?

CMMU Student ID Card



Students **MUST WEAR** the ID **AT ALL TIMES** while in the building. Your *Student ID card* is your gateway to many services e.g.

- Use for **floor access**
- Use for **examination identification**
- Use for **library service**
- Use for **document printing and IT facility**
- Use for **entrance to car park building**

Where we are?

College of Management Mahidol University

Open: Everyday

Office Hours: 08.30 – 22.00

Address: 69 Vipawadee Rangsit Road

Samsennai, Phayathai District,

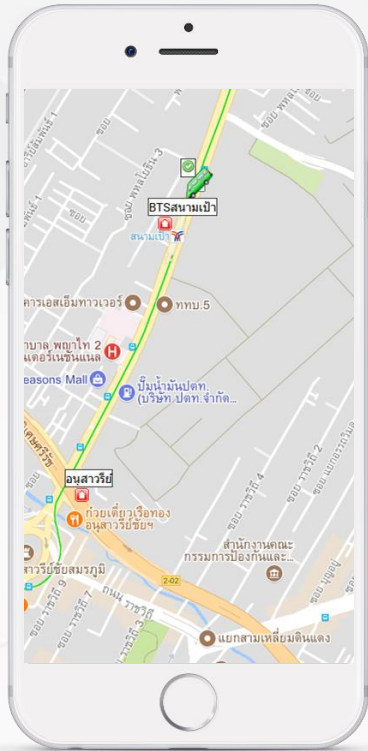
Bangkok, Thailand 10400

Telephone: 02 206 2000

CMMU Website: <http://www.cmmu.mahidol.ac.th>



Route to CMMU?



CMMU SHUTTLE VAN SERVICE

You can Track and check Van status
@ www.cmmu.mahidol.ac.th/bus



- The CMMU shuttle van service schedule is available on the 1st floor.
- Pickup Point: BTS Sanam Pao Exit 4 (สนามเป้า ทางออก 4)
- Van Schedule:

Weekday (BTS – CMMU – BTS)	Weekend (BTS – CMMU – BTS)
-	08.00 – 10.00
16.00 – 19.30	12.00 – 14.00
20.30 – 22.00	16.00 – 18.00

FACILITIES AND SERVICES

1ST
FLOOR

Reception and Syndicate room reservation services

Contact number: 0-2206-2000 Ext. 0

Office hours : Monday to Friday
 Saturday to Sunday
 Public Holidays

08:30 am. – 06:30 pm.

08:30 am. – 04:30 pm.

10:30 am. – 06:30 pm.

2ND
FLOOR

Student Lounge/Canteen

3RD
FLOOR

Knowledge Center (Renovation)

5TH **6TH** **8TH** **9TH**
FLOOR FLOOR FLOOR FLOOR

Classrooms

FACILITIES AND SERVICES (Cont.)

7TH
FLOOR

Library Knowledge Center

Contact number: 0-2206-2000 Ext. 4101, 4103

Office hours:	Monday to Friday	10:00 am. – 09:00 pm.
	Saturday and Sunday	08:30 am. – 04:30 pm.
	Public Holidays	10:00 am. – 09:00 pm.

10TH
FLOOR

Academic Affairs & Students Services

Contact number: 0-2206-2000 Ext. 2031, 2062, 3102 -3106

E-mail address: cmservice@mahidol.ac.th

Office hours:	Monday to Friday	08:30 am. – 06:00 pm.
	Saturday and Sunday	08:30 am. – 04:30 pm.
	Public Holidays	10:00 am. – 06:00 pm.

Thai Program Educators

International Program Educators

E-mail address: cmacademic@mahidol.ac.th

Contact number: 0-2206-2000 Ext. 3201-3211

Office hours:	Monday to Friday	10:00 am. – 06:00 pm.
	Saturday and Sunday	08:30 am. – 04:30 pm.
	Public Holidays	10:00 am. – 06:00 pm.

13,14th

Faculty rooms

Know more about CMMU building!

FACILITIES AND SERVICES

Syndicate Room



- 21 Syndicate rooms
- Open daily
Mon – Fri 08.00-21.00 hrs.
Sat – Sun 08.00 – 16.00 hrs.

Except 7th Floor: Open during library hours

Note: Reserve at least **1 day** before using



Online Reservation

Printing Service



- Locate: 6th and 7th Floor
- 1,000 Baht per student
- 1 Baht per page (black&white)
- Top-up @Reception 1st floor
- Student ID card required
- First-time activation required

Parking Policy @ CMMU

- **1 Student / 1 ID card for 2 cars.** Please register by apply with request form + copy of Student ID + copy of car's book at basement.
- **If you do not present a student ID card or use a non-registered car, you are required to pay an extra parking fee.**
- Parking Fee condition:
 - Free for the first 30 minutes. Over 30 minutes 30 Baht per day.
 - Overnight parking (after 24.00) 200 Baht per night
 - Lost Car Park Ticket 200 Baht charge plus parking fee.



CMMU Online Services

Contact IT CMMU
0-2206-2000 Ext. 2355

CMMU Internet and Application Services

	Internet Account*	CMMU Account
Provider	Mahidol University	CMMU
Verification	Given by Mahidol University Username: “g” and 7 digits of student ID e.g. g6649xxx Password: Random password. Check with your given letter	Assign by CMMU Username: “g” and 7 digits of student ID e.g. g6649xxx Password: The last 4 digits of your Thai citizen ID or passport ID
Access to	Wi-Fi and Wired Internet Wi-Fi name “MU-WIFI”	Computer at CMMU Student registration system e-learning system /WIFI “@CMMUWIFI”
Point of Service	10th Floor	3rd Floor
Reset Password	7 – 14 working day	Immediately

Remark: *Students can activate email and internet accounts and will be able to use them when the term begins in January 2024

IT FACILITIES

User Name: gxxxxxxx

(Your user name begins with a letter
'g' followed by **7 digits** of student ID)

Password: xxxx

(The last 4 digits of your Thai citizen ID or the
last 4 digits of your **passport ID** in case you
are foreign student)

These general username and password are for...

- Login computer at CMMU
- Login student registration system <http://reg.cm.mahidol.ac.th>
- Login e-learning system <https://elearning.cm.mahidol.ac.th/>
- WiFi “@CMMUWIFI”

Communication Channels at CMMU

CMMU Official website

Inside CMMU

Registration System

e-learning system

e-library

MU Student E-mail

Facebook

www.cmmu.mahidol.ac.th

<http://inside.cm.mahidol.ac.th>

<http://reg.cmmu.mahidol.ac.th>

<http://elearning.cm.mahidol.ac.th>

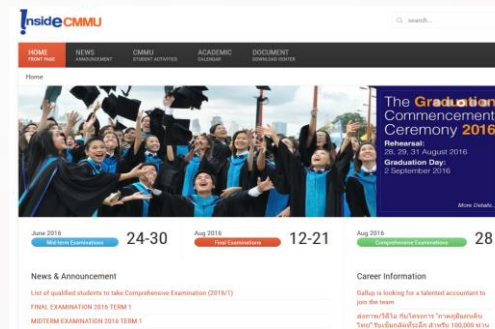
<http://library.cmmu.mahidol.ac.th>

<https://login.microsoftonline.com>

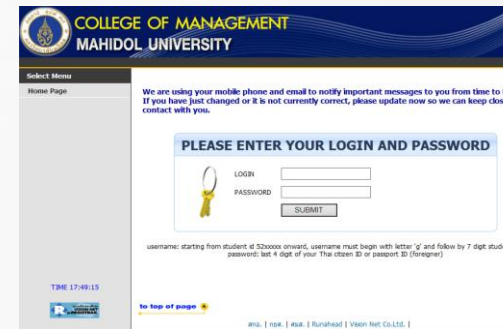
<http://www.facebook.com/cmmumahidol>



CMMU website



Inside CMMU



Registration System



e-Learning System

Communication Channels at CMMU

- We will announce and inform about all activities, urgent changes in policies, and upcoming events via student e-mail, website, Facebook, and Line app.
- Students **must update your current mobile phone number and email address** in order to receive all important messages from CMMU
- Public Relations and announcements via Email cmservice@mahidol.ac.th such as:
 - CMMU's compliment items
 - CMMU activities: Leadership Trip, Seminar, CSR, etc.

“For urgent information, students will be promptly informed by SMS via mobile phone or email.”



Add

@cmmu

Registration System

How to update your profile?

1. Login to the Registration System via <http://reg.cm.mahidol.ac.th>
2. Edit your e-mail address and mobile phone
3. Click “SAVE” to update your information

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top, it displays the 'COLLEGE OF MANAGEMENT MAHIDOL UNIVERSITY' logo and a language dropdown set to 'English'. A 'Select Menu' sidebar on the left includes options like 'Print Friendly', 'Back', 'ATK Submission', 'Enrollment Result', 'Research Advisor', 'Format Thematic Paper', and 'Student Biblio'. The main content area is titled 'BIOGRAPHY' and contains an 'EDUCATIONAL DATA' form. The form includes fields for 'STUDENT ID:', 'Program:', 'Entrance English Score:', 'MU Test:', 'TOEFL / WSI:', 'CMMU TAP:', 'EMAIL ADDRESS:', and 'Mobile phone no.:'. A 'SAVE' button is located at the bottom right of the form. Below the form, there is a section for 'Debt/Scholarship' with the text 'Student Current There is an outstanding balance'. Two yellow callout boxes are overlaid on the image: one pointing to the 'Acceptance Letter' link with the text 'Download Acceptance Letter', and another pointing to the 'Mahidol Internet & E-Mail' link with the text 'Activate Mahidol Internet Account and Email'.

Activate Mahidol Internet Account and Email

Download Acceptance Letter

Online Request Form



Students are able to track a status of their request submission online via REQUEST & TRACKING DOCUMENT. If the requested documents are finished, the system will prompt you to pick up the documents or deliver the documents to the address you put on the request.



Smartphone screen content: LINE@ @cmmu, cartoon characters, REQUEST & TRACKING DOCUMENTS, REGISTER, SPECIATE ROOM RESERVATION, CMMU VAN Tracking System.

ONLINE REQUEST FORM

- Expected to Graduate
 - Leave of Absence
 - Major Change
 - Official Transcript
 - Check Examination Paper
 - Request for Change of Title and Name
 - Request for Tuition Fee Receipt
 - Request for Refund
 - Request for Certification of Student Status
 - Request for Graduated Confirmation Letter
 - Request for New Student Card
 - Request for Study Extension
 - Termination of Study
 - Request for Postpone Enrollment
 - The Postponement Request for Examination
 - Unofficial Transcript
- REQUEST FORM (OFF-LINE)
- Add/Drop Request Form
 - Document Request Form
 - Request Form for Visa purpose

CMMU Academic Affairs 10 FL.


Mon-Fri: 08.30 am. - 6.00 pm.

Sat-Sun: 08.30 am. - 4.30 pm.

Except for the period of term break, working hours is only on Mon-Fri.

Email: cmservice@mahidol.ac.th

Document Request Form

 College of Management Mahidol University Document Request Form		No.
To Whom It May Concern		Date
Student ID. _____	Name _____	Major _____
Email _____	Mobile No. _____	
ประเภทเอกสาร / Items (ใช้เวลาในการดำเนินการเอกสารอย่างน้อย 4 วันทำการ) **โปรดยื่นใบคำร้องพร้อมชำระค่าธรรมเนียมที่ งานสนับสนุนการศึกษา ชั้น 10**	จำนวนฉบับ No. of Copies	จำนวนเงิน Amount
<input type="checkbox"/> หนังสือสำหรับบุคคล / องค์กรภายนอก (โปรดแนบเอกสารเพิ่มเติมที่เกี่ยวข้องกับหัวข้อรายงานหรืองานวิจัย เช่น Proposal, Course Syllabus, เอกสารรับรองจริยธรรมการวิจัย (IPSR-IRB), หรืออื่นๆ) () ขออนุญาตรหัสข้อมูล () ขอสัมภาษณ์ () ขอสนับสนุน (Sponsor) () ขอขอบคุณผู้สนับสนุน (Sponsor) () เชิญวิทยากร () ขอขอบคุณวิทยากร		Free of Charge
รายละเอียดสำหรับหนังสือสำหรับบุคคล / องค์กรภายนอก กรุณาเขียนด้วยลายมือที่ชัดเจน (ตัวบรรจง)		
ชื่อบุคคล / ตำแหน่ง / บริษัท		
ที่จะไปขอข้อมูล, สัมภาษณ์, วิทยากร		
หัวข้องาน / รายงานเรื่อง		
วิชา MGMT		
รายละเอียดที่จะขอข้อมูล / สัมภาษณ์เกี่ยวกับ / ขอ Sponsor อะไร		
วันที่ไปขอข้อมูล / สัมภาษณ์ / จัดสัมมนา / เชิญวิทยากร (ถ้ามี)		
อาจารย์ผู้สอน		
เรื่องอื่นๆ		
<input type="checkbox"/> อื่น / Other		
ท่านสามารถส่งข้อมูลผ่านทางอีเมลได้ที่: cmservice@mahidol.ac.th You can send a form via this email: cmservice@mahidol.ac.th		
For Office Use Only		
Registrar's Office Action	Completed By	

AF Form 02/2022

1. Particular Request Letter Ex: Request for Sponsor, Invitation for Guest speaker, and Enquiry letter

2. Other requests

*Requests are required at least 3 Official Days of Operation

Download form at:

<https://inside.cm.mahidol.ac.th/inside/index.php?id=50:request-form&catid=10>

Fill out a form and send it to E-mail
cmservice@mahidol.ac.th


“Once it’s ready you will receive an email informing you to pick it up within office hours on the 10th floor”



Current Student (inside CMMU)

<https://inside.cm.mahidol.ac.th>






BACK TO CMMU CONNECT WITH EDUCATOR

 College of Management
Mahidol University

HOME STUDENT HANDBOOK REQUEST & DOWNLOAD DOCUMENT
หน้าหลัก คู่มือนักศึกษา ดาวน์โหลดเอกสาร, คำร้องขอ

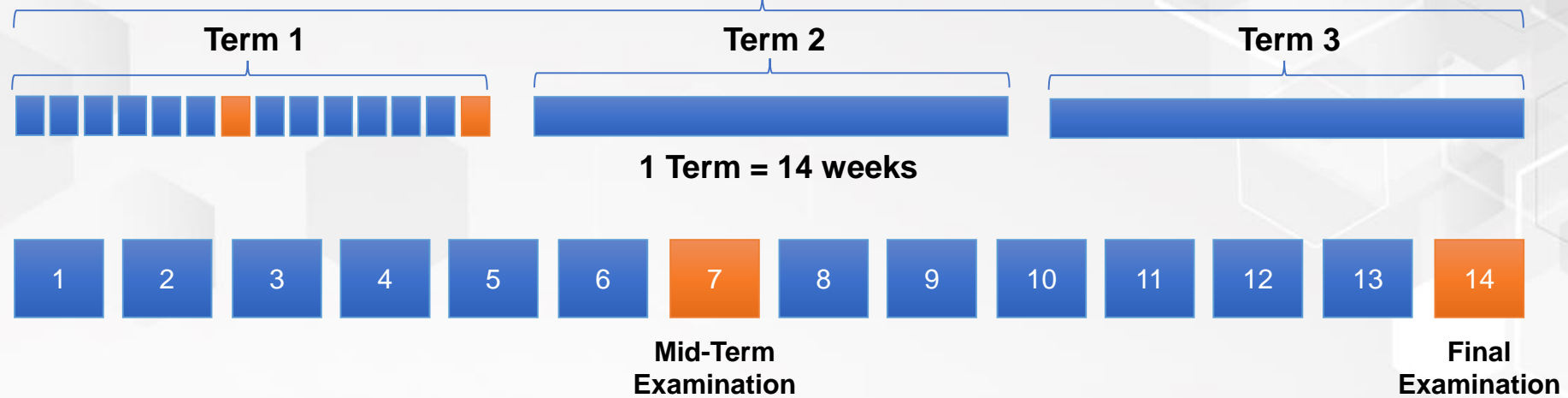
ACADEMIC AFFAIRS: TEL: 0-2206-2000 EXT.3102 - 3106
LINE OFFICIAL: @CMMU

ONLINE SERVICE FOR CURRENT STUDENT

-  STUDENT INFO. SYSTEM
ระบบทะเบียน
-  ACADEMIC CALENDAR
ปฏิทินการศึกษา
-  ONLINE REQUEST FORM
ระบบขอฟอร์มออนไลน์
-  DOC. DOWNLOAD CENTER
ดาวน์โหลดเอกสาร
-  ONLINE GRAD. REQUEST
ระบบยื่นขอสำเร็จการศึกษา

You must know!

College runs Academic year trimester Academic Year (Trimester)



- Students can register for at least **6 – 9 Credits per semester** and remain a cumulative GPA of 3.0
- Maximum **9 credits** for student **cumulative GPA > 3.0**
- You are flexible to manage your study time e.g. 6 credits/term
- Typically study **5 terms** for students who complete 3 courses per term.
- However, you have a maximum of **5 years** to complete the program.

You must know!

Student Status

	1. Current	2. Probationary	3. Retire	4. Maintain
GPA	GPA > 3.0	GPA < 3.0	GPA < 2.5 or GPA < 3.0 for 2 consecutive terms	Semester 6 onward Paid
Consequence	None	Allowed to register for only 6 credits (2 courses). Extend your graduation more than 5 term	Retired from the College	Matriculation fee 5,000 THB/Semester + Credit fee

You must know!

Student Status

Intermission Leave

Students may have personal reasons for requesting a study leave. Here are the conditions.

- Students are **allowed a maximum of 2 consecutive semesters** of Intermission Leave. However, it is the students' responsibility to **maintain Active Student** Status.
- Students have to pay a **leaving fee of 3,000** THB/term.
- Students need to fill out the academic request form before the semester begins.
- Leaving without notifying CMMU for **more than 2 semesters** will automatically result in **inactive student** status. The status can be changed to active after completing the re-admission process.

You must know!

Change your Major

- You need to follow these steps:
- Submit a request form via e-mail or on the 10th Floor
 - Interview with the new major program chair
 - Must complete the process before the **2nd term begins**
 - **NOT** allowed to change program from Thai to Inter or reverse

Fine for Late Payment

- Students must pay a fine
Day 1st – 10th
200 THB/Day
Day 11st – 20th
300 THB/Day
- Maximum payment 5,000 THB/term
- **If the payment is late for more than 20 days, the student status will be terminated.**

Enrollment Fee Refund

- Submit a request form on the 10th Floor
- Students can request a refund of the **total enrollment fee**, in case of termination
- Students are required to **withdraw** during the **Add/Drop** period according to the Academic Calendar.



You must know!

Class Attendance

- Class attendance is expected of all CMMU students.
- Active participation in class is also expected of all students
- Inform your instructor of expected and unexpected absences by Email and ask for advice on how to make up for the class you missed.
- Contact your instructor when you do not attend class to find out what assignment/report may need to be done.

“Attending 80% of classes on a regular basis.”



CMMU English Requirement *Students must pass English Graduation Criteria before graduation*

International students whose TOEFL ITP score from the entrance exam is below 520 or whose submitted English test score is lower than the criteria below, need to take the Pre-Course English. After finishing and passing the English Pre-course, you will automatically pass the graduation criteria for English score.

- MU ELT 84: Writing 10, Speaking 10
- MU Grad Plus 70: Writing 10, Speaking 10.
- TOEFL iBT 64: Writing 17, Speaking 15
- IELTS band 5.0: Writing 5, Speaking 5
- TOEFL ITP 520

****If you cannot pass English Proficiency Requirement, you cannot defend Thematic Paper/Thesis.**

CMMU English Requirement

Pass Pre-Course



Course No.	Course Title	Crs	Grade			
2013, 1st Trimester						
MGMG504	Organizational Behavior and Human Resource Management	3	B+			
MGMG508	Strategic Marketing Management	3	A			
MGMG508	an Economy in Global Context	3	B			
MGMG591	Precourse : Accounting	0	S			
MGMG593	Precourse : English Language 1	0	S			
		Attempted	Passed	Grade	Point	G.P.A.
This Trimester		9.00	9.00	9.00	31.50	3.50
Cumulative		9.00	9.00	9.00	31.50	3.50
2013, 2nd. Trimester						
MGMG505	Management Information Systems	3	B+			
MGMG513	Financial Management	3	B			
MGMG523	Decision Skills	3	B+			
		Attempted	Passed	Grade	Point	G.P.A.
This Trimester		9.00	9.00	9.00	30.00	3.33
Cumulative		18.00	18.00	18.00	61.50	3.42

Course No.	Course Title	Crs	Grade			
2014, 2nd. Trimester						
MGMG629	Managerial Negotiation Strategy	3	A			
MGMG644	Digital Marketing	3	A			
MGMG697	Thematic Paper: Consulting Practice (Retail to eTail)	1.5	S			
MGMG697	Thematic Paper: Consulting Practice (Thematic paper)	1.5	S			
		Attempted	Passed	Grade	Point	G.P.A.
This Trimester		9.00	9.00	6.00	24.00	4.00
Cumulative		45.00	45.00	39.00	139.50	3.58
ENGLISH PROFICIENCY						PASS
TRANSCRIPT CLOSED						
Verified by Registrar						

Pass Graduation Requirement



You must know!

Graduation Requirement

- Must achieve a **Pass “P”** equivalent to **“S”(Satisfactory)** in all pre-course subjects.
- Must earn an overall **GPA of at least 3.00 in their 45 credits.**
- Pass Written Comprehensive Examination.
- Pass Defense Examination of Thesis or Thematic paper.
- Pass English Examination
- Thesis must also be accepted for publication in standard journal or conference proceedings.
- Students need to register for Graduation

Dismissal from the Program

- GPA < 2.50
 - GPA below 3.00 in two consecutive terms.
 - Fail the Written Comprehensive Exam for the second time
 - Unpaid tuition fees within the prescribed period.
 - Suspended their studies without notifying the college
 - Fail to complete all required courses within five-year period.
 - Cheating during examination, plagiarism, falsification or/and fabrication of work.
- * **Details may be found in the Student Handbook.**

Students Must Do

1

Update yourself

- Academic Calendar
- Graduate Student Policy
- Handbook on CMMU Website

2

Follow up

- News from CMMU Website
- Click Like on CMMU Facebook
- Make sure the email of CMMU is not in Junk mail. Then create a rule to move CMMU email to your inbox.

“If students do not complete course evaluation and have debt status in the registration system, students cannot preview their grades”



Keep in Mind

CMMU Academic Calendar

Term 3/2023

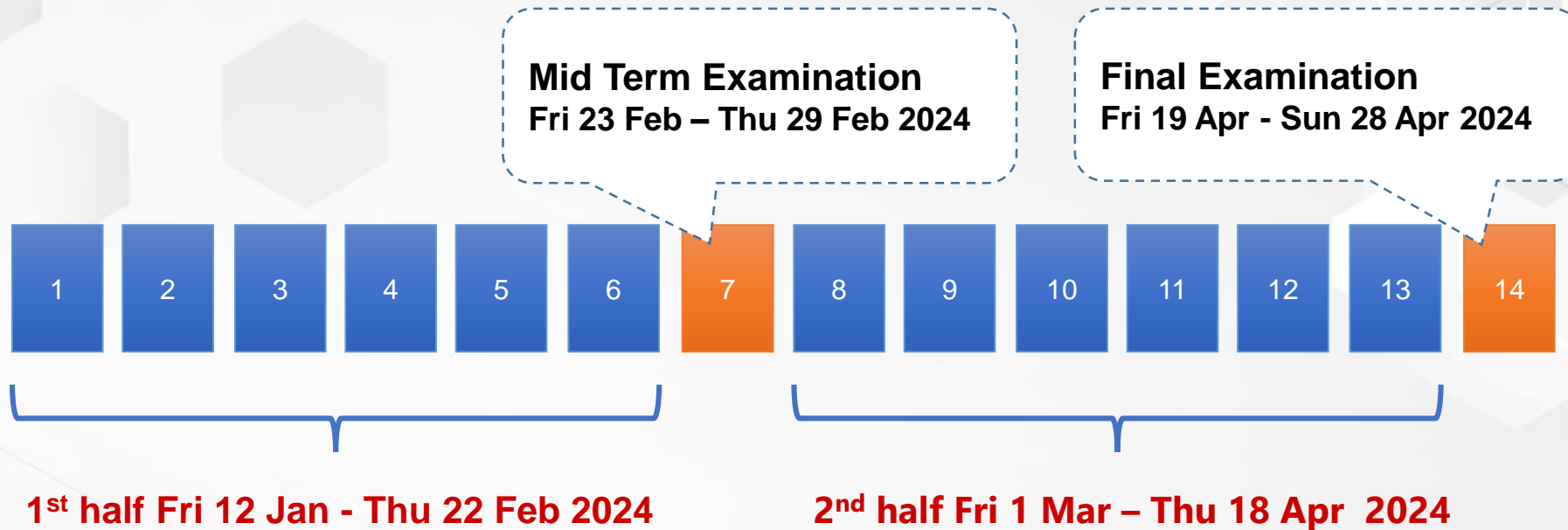
Activity	Dates
Pre-registration	23 - 25 November 2023
Registration	14 – 16 December 2023
Payment period	18 Dec 2023 – 14 Jan 2024
Add / Drop period	5 – 18 January 2024
<i>Classes Begin (Start with Friday class)</i>	12 January 2024



Academic Calendar

CMMU Academic Calendar

Term 3/2023 (12 January 2024 to 28 April 2024)



See Academic Calendar on the CMMU website: < <http://inside.cm.mahidol.ac.th/>>

- S** Study
- E** Examination

WELCOME TO CMMU

