



# STAMFORD INTERNATIONAL UNIVERSITY

*Unleash Your Potential*

## STUDENT HANDBOOK 2018 – 2019

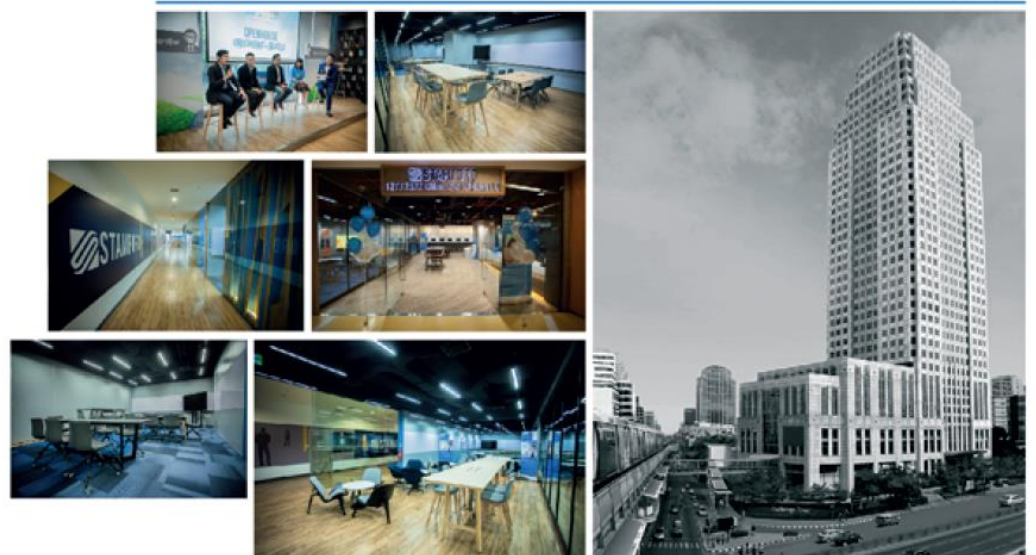
### Rama 9 – Bangkok Campus



### Cha-Am – Petchaburi Campus



### Asoke Campus Learning Centre









# TABLE OF CONTENTS

1. Foreword	5
2. President's Message	6
3. Introduction	7
4. University Locations	8
5. Campus Information	9
6. Student Code of Conduct	11
6.1. Student Identification	11
6.2. Facilities	11
6.3. Damage to property	12
6.4. Computer privileges	12
6.5. Vehicles	12
6.6. Smoking, Alcohol and Drugs	13
6.7. Campus Security	14
6.8. Respect for Health, Safety, Rights of Others, Rights of Self	14
6.8.1. Harassment	14
6.8.2. Sexual Harassment	14
6.8.3. Privacy	15
6.8.4. Physical Harm/Violence	15
6.8.5. Weapons	16
6.8.6. Hazing	16
6.8.7. Retaliation	16
6.8.8. Gambling	17
6.8.9. Fraudulent Behaviour	17
6.8.10. Misdemeanor	17
6.8.11. Visitors	17
6.8.12. Unscheduled Closing	18
6.9. Pets	18
6.10. Lost & Found	18
6.11. Use of campus Facilities	18
6.12. Campus Hours	18
6.13. Insurance	19
6.14. Student Grievance	19
6.15. Student Grooming	19
7. Academic Policies and Guidance	21
7.1. Acceptance/Admission into the program	21
7.2. Student Classification	21
7.3. Academic Advising	22
7.4. Enrollment	23
7.5. Fees	24

7.6. Refunds	25
7.7. Number of courses required to registered	25
7.8. Adding and dropping courses	26
7.9. Withdrawal from courses	27
7.10. Student class attendance	27
7.11. Academic Integrity	28
7.11.1. Truthful Access	28
7.11.2. Truthful Information	28
7.11.3. Tampering with information	28
7.11.4. Academic Dishonesty	28
7.11.5. Plagiarism	29
7.11.6. Cheating on Assessments	29
7.12. Examinations	30
7.13. Examination Rules	30
7.14. Make up Examinations	31
7.15. Grade Reports	32
7.16. Incomplete Grades	32
7.17. Failing Grades	32
7.18. Grade Appeal	32
7.19. Academic Renewal	33
7.20. Academic Re-entry	34
7.21. Upgrade your GPA	34
7.22. Grade Point Average	34
7.23. Academic Standing	35
7.24. Term Leave	35
7.25. Degree Completion	36
7.26. Cross Institutional Studies	37
7.27. Dual Award Opportunities for Stamford Undergraduate Student	37
7.28. Transfer of Credits	37
7.29. Second Bachelor's Degree	39
7.30. Double Major	39
8. Student Services	40
8.1. Study Abroad and Exchange	40
8.2. Student Service Hub	40
8.3. Visa Services	41
8.4. Career & Employability	42
8.5. Student Counsellor	42
8.6. Inside Stamford	42
8.7. Library	43
8.8. Student Engagement	43
8.9. Stamford Student Council	44

## 1. FOREWORD

The Stamford International University Student Handbook provides information and guidance which you may need to help you to make the most of the opportunities on offer at Stamford International University. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures, and relevant contact details and web links where you can find out more.

Enrollment at this University is an agreement to comply with all rules, regulations, and policies and it is your responsibility to become familiar with these expectations. Ignorance of a policy or regulation is not an excuse for failure to observe it. It is essential, and your responsibility, to read the Student Handbook. This handbook sits alongside other relevant guides to your course and programs, with which you should also familiarize yourself.

While these standards pertain primarily to student actions and behavior occurring on the University campus, it should be noted that the University has the same high expectations of students' off campus activity. Off-campus conduct may also be subject to University jurisdiction.

The relationship of Stamford International University with all students enrolled in its classes and programs is non-custodial in nature, and legally no special relationship exists between Stamford International University and its students. The University is not a guarantor of student safety on campus, on trips or excursions, in transportation situations or in any other situations involving physical risks.

The University oversees student matters and ensures that the University's statutes and policies are followed, with particular interest in examinations, conduct and welfare, and other aspects of the student experience. If you have any concerns or constructive suggestions for improvement, they can be channeled through the Stamford Student Council or through your program advisors.

The Student Handbook does not constitute a contract, between any student and the University. The University reserves the right to make changes to the Student Handbook as deemed necessary. Changes become effective immediately or as determined by the designated academic/administrative committee.

We hope that your time as a student at Stamford International University will be successful and enjoyable.

## 2. PRESIDENT'S MESSAGE

Dear Students

It is my privilege as President of Stamford International University Thailand to welcome you to our University and to thank you for choosing Stamford to pursue your studies.

Enrolling in your first program does mark some new beginnings for you in that a University degree is very focused on helping you prepare for your future career by equipping you with the knowledge, skills and capabilities, attitudes and values that are required of a career professional. However, in addition to supporting your development as a career professional, a University education can also provide you with many more opportunities than just obtaining your degree.

At Stamford we aim to support your further development as a person. We will provide you with opportunities that come through developing relationships and networks on a local and international scale that open up endless potential for you to be a solid citizen who can work confidently in various organizations around the world, and here at Stamford you also have a great meeting place to develop friendships and networks of colleagues that will remain with you for the rest of your life.

Whilst University can be seen as a new beginning, it is perhaps better described as a further stage in your journey of 'life-long learning' which started when you were born and will continue as you forever move forward.

To achieve success and to aspire to excellence at Stamford also requires as much from you as it does from the University Faculty and Staff. By accepting our Stamford code of student conduct, you commit to giving of your best, to honoring and respecting each of your Stamford colleagues regardless of where we come from, what we look like or what we believe. By working together as partners in education we can truly achieve great things. Please become a vital member of our Stamford Community and be prepared to give of your time and energy to maximize the great experience that the University can provide, and to harvest the opportunities that you are offered.

I hope you will find the Student Handbook useful and will refer to it throughout the year. I also hope that your years at Stamford will be all you want them to be, and that you will take full advantage of all the opportunities to Create Your Path, Expand Your World, and Achieve Your Success!

With every best wish;

Dr. Andrew Scown Ph.D., MBA, B. Ed., B. Theol, Grad. Dip. R.E., Dip. T.  
President



### 3. INTRODUCTION

Stamford International University was founded in 1996 at the Palm Hills Golf Resort, Hua Hin. The University was formed in close cooperation with Stamford International College, which was established in Malaysia and Singapore in the 1950s. It is named after Sir Stamford Raffles (1781-1826), the English colonial administrator, historian and educator. The Bangkok campus was opened in 2006 to meet the growing need for international education.

Stamford offers Undergraduate and Graduate degree programs on all of its campuses. At the undergraduate level, programs are offered in Thai, Bilingual and English in Hua Hin and Bilingual and English in Bangkok. Bilingual versions of programs facilitate gradual transition from mother tongue-medium to English medium. The bilingual programs are offered in Thai



as well as in Chinese. Our approach emphasizes the combination of strong academic programs, connections to industry, hands-on learning and a marked international flavor, all delivered with integrity. We believe and administer our '4 I Philosophy' which is: The university is fully accredited by the Ministry of Education of Thailand.

Our vibrant student body currently includes 117 different nationalities.

#### STUDENTS' NATIONALITIES AT STAMFORD

Afghan / Albanian / Algerian / American / Angolan / Australian / Austrian / Bangladeshi / Bahraini / Belarusian / Belgian / Belizean / Bhutanese / Brazilian / British / Bulgarian / Cambodian / Cameroonian / Canadian / Chadian / Chilean / Chinese / Colombian / Congolese / Cuban / Czech / Danish / Djiboutian / Dutch / Egyptian / Emirati / Equatorial Guinean / Estonian / Ethiopian / Filipino / Finnish / French / Gambian / German / Ghanaian / Greek / Guinean / Hungarian / Icelander / Indian / Indonesian / Iraqi / Iranian / Israeli / Italian / Jamaican / Japanese / Jordanian / Kazakhstani / Kenyan / Kuwaiti / Kyrgyz / Laotian / Latvian / Lebanese / Liberian / Libyan / Lithuanian / Malagasy / Malawian / Malaysian / Maldivian / Malian / Mexican / Moroccan / Mongolian / Mozambican / Myanmar / Namibian / Nepalese / Nigerian / Nigerien / Norwegian / Pakistani / Panamanian / Papua New Guinean / Paraguayan / Peruvian / Polish / Portuguese / Qatari / Russian / Rwandan / Saudi / Serbian / Sierra Leonean / Singaporean / Slovakian / Slovenian / South African / South Korean / Spanish / Sri Lankan / Sudanese / Surinamer / Swazi / Swedish / Swiss / Syrian / Taiwanese / Tanzanian / Timorese / Thai / Turkish / Turkmen / Ugandan / Ukrainian / Uzbek / Venezuelan / Vietnamese / Zambian / Zimbabwean

## 4. UNIVERSITY LOCATIONS

Stamford International University currently comprises of three locations:

### **Cha-Am – Petchaburi Campus**

1458 Petchkasem Rd.,  
Cha-Am, Phetchaburi 76120  
Tel: +66 (0) 32442-322-23



### **Rama 9 – Bangkok Campus**

16 Motorway Road, KM 2  
Prawet, Bangkok 10250  
Tel: + 66 (0) 2769 4000



### **Asoke Campus Learning Center**

388, Sukhumvit Rd., Khlong Tan,  
Klong Toey, Bangkok 10110  
Tel: +66 (0) 6 4585 2098





## 5. CAMPUS INFORMATION

### CHA-AM - PETCHABURI CAMPUS

The Hua Hin Campus was established on 29 November 1995, set amidst the picturesque green hills and beautiful lakes with a panoramic view of mountains. The setting has made the place extraordinary and one of a kind on a 110 rai (43.49 acres) of land and located only minutes away from the Hua Hin Airport.

The two buildings include 17 classrooms, 3 labs, 1 art studio, the library, the auditorium and 4 dormitories. The hotel mock-up rooms give our students a real experience of IHM.

The newly renovated library offers books and e-books in a vibrant atmosphere and a dedicated student center aims to give students' inspiring experience with learning and recreational activities.

#### CAMPUS FACILITIES AND SERVICES

##### Building 1

1st Floor - Receptionist/Operator, Admissions Office, Counselling Rooms (1 and 2), Student Center / Student Café, Student Services, Cafeteria

2nd Floor - Classrooms, Nursing Room, HR/Facility/Purchasing Office, Registrar Office, Management Office

3rd Floor - Classrooms and Computer Labs, Academic Support Teams (UG & PG), Undergraduate and Post-Graduate Faculty Offices, Laureate English Program Lecturers' Office, IT Support Center



##### Building 2

1st Floor - Auditorium

2nd Floor – Library, Center for Academic Excellence (CAE) Room, Classrooms

3rd Floor - Communication Arts Studio, Classrooms, Dormitories, a Hotel Mock-up Room, and a Staff Dormitory

Outdoor Activities - Football Field, Basketball Field, Volleyball Field



### RAMA 9 - BANGKOK CAMPUS INFORMATION

To accommodate our growing community in a modern, student-centered environment, our Rama 9 campus was established in 2006 at a convenient location near Rama IX Road and close to the Airport Link Sky Hua Mak station. A second building was added to the campus in 2012, giving us more classroom space, practice facilities for International Hotel Management students, computer labs, a restaurant and a cafeteria. Simultaneously, the original building was renovated, adding a state-of-the-art library and the new Student Service Hub.

## CAMPUS FACILITIES AND SERVICES

### Building 1

1st Floor – Library, Student Life Office, Nursing Room, Counselling Room

2nd Floor - Campus Mini-store and Copy Center, Vending Machines,

3rd Floor – Classes,

4th Floor - Muslim Prayer Room, Auditorium



### Building 2

1st Floor - Reception - International Admission Dept, Registrar Office, Cashier, Canteen, Leura Restaurant & Demo Kitchen

2nd Floor - Mock-up Hotel Room, Mock-up Hotel Front Desk

3rd Floor - Bloomberg Lab

4th Floor - Communication Arts Studio, Mac Room

5th Floor - Laureate English Program Office, Computer Labs, Center for Academic Excellence

6th Floor - President and CEO's Office, Undergraduate and Post-Graduate Faculty Offices, Academic Support Team, IT support team.



## ASOKE CAMPUS LEARNING CENTER INFORMATION

The Asoke Campus Learning Center was established in October 2015, located in the heart of Bangkok's business center at The Exchange Tower, conveniently connecting with the BTS and MRT stations.

Stamford offers an unconventional urban learning space, encouraging students to think in new ways in an innovative and interactive learning environment. Asoke Campus offers International and Thai MBA with a variety of study modes and class times to adapt to modern working adults' lifestyle.

## CAMPUS FACILITIES & SERVICES

### G Floor (Ground Floor)

Campus Reception / Lost & Found, Library, Common area for students, Space for Seminars and Special Events

### LG Floor (Lower Ground Floor)

Student service hub, consist of IT, Academic support, Registrar, Cashier, Computer Lab, Classrooms, Domestic Admission, International Admission, and Faculty Lounge



## 6. STUDENT CODE OF CONDUCT (University Rules & Regulations)

Stamford International University is dedicated to the pursuit of knowledge through teaching, learning and co-curricular activities, and research conducted in an atmosphere of intellectual freedom. Moreover, members of the Stamford campus community are committed to assist one another in the creation and maintenance of an environment conducive to these activities, based on respect and mutual understanding. Our community is a multicultural one, bringing together people from diverse parts of the world in pursuit of a common goal. It is therefore the policy of the University that members of the community must respect the rights of others to pursue their education in a safe and nurturing environment, free of disturbances and distractions. The following rules and regulations have been laid down in pursuance of that goal.

### 6.1. Student Identification

- 6.1.1. The student agrees to provide complete and accurate information to the University concerning his/her identity, supported by official documents.
- 6.1.2. The student is responsible for updating his/her information, such as official change of name or nationality.
- 6.1.3. Each student is identified by a unique ID number, issued upon admission to the University.
- 6.1.4. The name of the student that will appear in official documents, such as transcripts and diploma will be as written on the national identification or passport provided by the student.
- 6.1.5. Each student, upon registration, is assigned an official STIU email address using the format youridnumber@students.stamford.edu. This email address will be to be used for official communications with students, who are expected to read their inbox daily.
- 6.1.6. The university issues an official student ID card to each student once.
- 6.1.7. Students must carry this ID card when on university property and produce it on request from any member of the University staff.
- 6.1.8. The ID card is issued free of cost when students are registered.
- 6.1.9. Subsequent ID card printing due to loss or damage on the part of the student will be charged 300 THB per card at the Student Service Hub.
- 6.1.10. In case of loss and urgency, a temporary card can be obtained from the Student Service Hub for minimal fee until the permanent one is obtained.
- 6.1.11. The student ID card validity applies as long as the student is enrolled for the current term. This validity can be verified by anyone using the QR Code at the back of the ID card.
- 6.1.12. The student ID card remains the property of the University.
- 6.1.13. The student ID card is used to access library and printing services.

### 6.2. Facilities

- 6.2.1. The use of University facilities for purposes other than instruction (for example for student meetings, club activities or concerts) requires permission in advance



from Student Engagement, who will in turn coordinate with Academic Support to see how to best accommodate the request.

**6.2.2.**Permission from Student Engagement is also needed before any posters or papers are affixed on any of the university facilities.

**6.2.3.**No food or drink is allowed in any classroom/practical laboratory at any time. If a classroom/practical laboratory is being used for instructional purposes or is even vacant, no food or drink is allowed inside.

### **6.3. Damage to Property**

**6.3.1.**The University is responsible for managing buildings, or operating services and facilities through sub-contractors who are empowered to report misuse and damage of property to Stamford. You are advised to familiarize yourself with any published rules, for example as displayed on noticeboards in or at the entrance to buildings or property or on the Student Website.

**6.3.2.**Vandalism or damage to any university property or to the property of another member of the University community will, as a rule, require restitution and, depending on the circumstances, may lead to disciplinary and / or legal action.

**6.3.3.**Fire extinguishers, emergency exits, smoke detectors, fire alarms and other emergency equipment are placed on campus in order to save lives. Tampering with them, damaging them or misusing them is a very serious act and will result in strict disciplinary and / or legal action.

### **6.4. Computer Privilege**

**6.4.1.**Access to and use of computer facilities, networks, electronically stored data and software must comply with Thai and International law. Please note that all electronic devices using Stamford networks can be monitored, tracked and identified.

**6.4.2.**University computing facilities and networks must not be used to conduct any sort of personal or business activities that has a direct conflict of interest to the mission of the University.

**6.4.3.**Downloading movies or participating in prohibited online games through University computing facilities or networks is prohibited. Downloading prohibited content is a very serious act and will result in strict disciplinary and / or legal action.

**6.4.4.**Students should keep their login and password information secure and must not share them with others. Under no circumstance will one student be allowed to use the Login and Password of another student. Should this be the case for any reason whatsoever, this breach will result in strict disciplinary action.

### **6.5. Vehicles (Cars and Motorbikes)**

**6.5.1.**There are a limited number of parking spaces available on campus for student use. Parking stickers must be obtained from the Reception desk in advance in order to park in these spaces or to gain entrance to campus grounds.

- 6.5.2.** It takes three days to issue a parking sticker. During that time, you may park in the designated spaces by handing over your I.D. card to the guard at the front gate.
- 6.5.3.** Parking of students' vehicles in other places on campus is not permitted. Students are not allowed to park in the driveway leading to the staff/faculty underground parking.
- 6.5.4.** Parking in front of the receiving area of the canteen is an obstruction to operations. Therefore, if a student vehicle is found in this area, appropriate action may be implemented to address this misconduct.
- 6.5.5.** Students must exercise great care at all times when driving on campus and observe the 20 km/h speed limit.
- 6.5.6.** The use of roller blades or skateboards within campus buildings is not permitted due to the lack of space and the constant flow of students across the campus.
- 6.5.7.** All motor bikes are required to be parked appropriately in the parking space.
- 6.5.8.** Creating unnecessary noise by revving your bike during class hours is prohibited and should a student be caught in the act of doing so, will face strict disciplinary action.
- 6.5.9.** Parking regulations and enforcement are in effect 24 hours a day, 365 days a year. Security officers may require identification of any person(s) on campus. Refusal to comply may result in the issuance of a citation, a towed vehicle and/or notification of the Prawet district Police station for Rama 9 and Hua Hin Campus grounds.
- 6.5.10.** STIU assumes no responsibility or liability for fire, theft, damage to or loss of any vehicle or any article left therein.

## **6.6. Smoking, Alcohol and Drug**

While smoking is proven as a severe detriment to good health and with potential dangerous outcome, it is acknowledged that some students may choose to engage in the practice. For student who choose to smoke, the following rules are to be noted:

- 6.6.1.** A designated Smoking Area is provided for all those who wish to smoke. It is strictly prohibited elsewhere on campus. Smoking outside the designated area will result in the following action;
- 6.6.2.** Students must attend Corporate Social Responsibility (CSR) and/or university activities for 12 hours within 6 months from the effective date or pay a fine of: 1<sup>st</sup> offense: 500 THB, 2<sup>nd</sup> offense: 1,000 THB and 3<sup>rd</sup> offense will face a disciplinary measure. All fines will be donated to the foundation related to a non-smoking campaign. The Student Engagement office will schedule the activities for the students and maintain an attendance record.
- 6.6.3.** Students who failed to comply with item 6.1.1 will receive a disciplinary action together with receiving a formal warning letter which will be filed and recorded.
- 6.6.4.** The University also prohibits the advertising of alcohol and tobacco products by students and student organizations including at University activities.
- 6.6.5.** Public consumption of alcoholic beverages on University grounds is prohibited. The consumption of alcohol or possession of an open container of alcohol is

prohibited in public areas. A public area is any area such as, but not limited to classrooms, corridors, stairways, bathrooms, lounges, lawns and parking spaces.

**6.6.6.** Possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or illegal drugs on University property is strictly prohibited. Such behavior will result in immediate disciplinary/legal action.

## **6.7. Campus Security**

**6.7.1.** The campus security is responsible for the safety of all people on campus. The campus security is responsible for enforcing the policies and procedures laid out by the University.

**6.7.2.** All students on campus are required to respect the security officers and assist them by upholding the Student Code of Conduct.

**6.7.3.** All security officers receive training in security principles, patrol techniques, authority of arrest, defensive tactics, emergency procedures and crisis intervention. Should any of these be enforced, students are required to comply with the instructions administered.

## **6.8. Respect for Health, Safety, Rights of Others, Rights of Self**

The University expects its students to treat other persons with respect and human dignity. All members of the community share the responsibility for protecting and maintaining community health, safety, and the rights of other persons. Violation government laws on University premises or at University sponsored or supervised activities are prohibited. Because of the University's varied activities, and the individual needs of students, cooperation of all is needed in order to maintain standards so faculty and staff can pursue their work free from hazards and intrusions on their privacy.

### **6.8.1. Harassment**

Harassment may be a single or repeated incident/s of unwanted contact or communication by any means, including using any form of technology, or behavior or verbal abuse that threatens to injure or endanger the health, safety, or welfare of oneself or another person. Harassment means a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury. Students who are found to be harassing another person willfully will face disciplinary / legal action being taken against them.

### **6.8.2. Sexual Harassment**

Sexual Harassment is any unwelcome conduct of a sexual nature. It can include unwelcome verbal, nonverbal and physical conduct that ranges from sexual gestures or teasing to sexual assault, acts of sexual violence, including domestic and dating violence, sexually motivated stalking and coerced activity. Examples include, but are not limited to the following:



Verbal: Sexual remarks, comments, jokes and innuendos, communicating unwelcome stories about someone's social or sexual life, and propositions or pressure for social or sexual contact.

Non-verbal: The display of sexually explicit stares, gestures or suggestive pictures, including secretly video recording sexual acts or objects.

Physical: Unwanted touching, patting, grabbing, pinching, including sexual assault. Sexual harassment need not be intentional. The intent of the person who is alleged to have behaved improperly is not relevant to determining whether a violation has occurred. The relevant determination is whether a reasonable person similarly situated could have interpreted the alleged behavior to be sexual harassment. Students who are found to be in violation of this will result in disciplinary / legal action being taken against them.

### **6.8.3. Privacy**

**6.8.3.1.** Privacy violations such as video or audio taping without permission, voyeurism, or watching others from a place of concealment are prohibited. Examples of private space would include but are not limited to dormitories, bathrooms, and locker rooms. Disseminating or threatening to disseminate sensitive personal material (e.g. photos, videos) by any means to any person or entity without consent is prohibited. Students who are found to be in violation of this will result in disciplinary / legal action being taken against them.

**6.8.3.2.** The University abides by a strict privacy policy whereby student information will not be divulged to third parties, whether verbally or in writing, without the prior consent of the student, with the exception of the Thai Government, the Laureate Network, and the student insurance company.

**6.8.3.3.** Requests for information by the student will only be serviced if students are able to identify themselves with the STIU Student ID card, national ID card or passport or if the request is done in writing using the STIU email address assigned to the student upon registration.

**6.8.3.4.** Students who wish to send a third party to retrieve information or documents for themselves, must provide such authorization prior to retrieval. This third party must provide identification matching the authorization.

**6.8.3.5.** However, the University reserves the right to provide information regarding the students to their direct family members upon proof of such kinship.

### **6.8.4. Physical Harm/Violence**

Physical Actions, physical abuse or other inappropriate, harmful physical action that injures, threatens or endangers the health, safety, or welfare of oneself or another person is completely unacceptable and prohibited.

Examples include, but are not limited to the following:

- Self harm, threats of self harm, or attempts of self harm which impact others in the community.
- Assault, willful attempt to threaten to inflict bodily harm, inflicting bodily harm, making physical unwanted contact, putting someone in fear of physical contact or

bodily harm. An assault may be committed without actually touching, striking or doing bodily harm.

Students who are found to be in violation of this will face disciplinary / legal action being taken against them.

#### **6.8.5. Weapons**

On-campus possession of firearms (including blank pistols, replicas, pellet guns, BB guns, and tazers), ammunition, explosives, knives, fireworks, bow and arrow, and other articles or substances recognized as weapons or used as weapons, is prohibited. Possession of a device designed to produce an electrical charge that can be used as a weapon or to cause bodily injury (e.g., stun gun, immobilizer, cattle prod, brand) is also prohibited.

Bringing unauthorized objects which are used as weapons onto University property/grounds/campus is strictly prohibited.

Students who are found to be in violation of this will result in disciplinary / legal action being taken against them and may result in expulsion.

#### **6.8.6. Hazing**

The campuses prohibit hazing by individuals or groups and defines it as follows: Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental or emotional pain, discomfort, humiliation, embarrassment or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group or organization. Hazing includes any activity, whether it is presented as optional or required, that places a new member in a position of servitude as a condition of membership. There are two primary conditions that create a hazing dynamic: (1) New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing; (2) Any activity that places new members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization may expect to be trained, oriented or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members.

#### **6.8.7. Retaliation**

Retaliatory action of any kind by any member of the University community against individual(s) who bring complaints and who are cooperating in the investigation of a complaint is prohibited and shall be regarded as a separate and distinct violation. This includes individuals who bring complaints of harassment, including sexual harassment or individuals who are cooperating in the investigation of a complaint, but is not limited to harassment or sexual harassment.

Students who are found to be in violation of this will result in disciplinary / legal action being taken against them.

#### **6.8.8. Gambling**

No form of gambling is permitted on the university campuses. All forms of gambling, is prohibited by the university and students who are caught to be gambling will be subject to disciplinary action.

#### **6.8.9. Fraudulent Behaviour**

During any stage of study, students should avoid plagiarism, any form of cheating or trying to cheat during any individual or group assignments, course assessments, examinations or any other element within their program. Related to this, any attempt towards forging the signatures of others to be used on an official form, attempting to forge documents or amending any content of university material to be used as evidence or falsifying unfortunate family incidents for any reason in the benefit of the perpetrator, is illegal and prohibited and will result in disciplinary / legal action being taken against them.

#### **6.8.10. Misdemeanor**

##### **Behavioural Misconduct**

Following are possible behavioural misconducts, but not limited to: Constant failure to produce ID card; Misuse/damage/intent to damage university property; Misuse/damage/intent to damage university equipment; Use of illicit/illegal substances on university premises; Failure to follow reasonable and lawful instruction by university faculty/staff; Verbal abuse or inappropriate language; Psychological violence or harassment; Physical violence; Withholding or falsification of documents/certificates; Failure to comply with penalties imposed; etc.

##### **Academic Misconduct**

Following are possible academic misconducts, but not limited to: Plagiarism (including: Self-plagiarism; Reproducing submitted work; Cheating-copying); Sabotage/damage to academic material; Accessing restricted academic information and material; Cheating on Assessments (using unauthorized materials like mobiles; electronic devices; cheat sheets; smartwatch and any such material; Academic impersonation/misrepresentation; Academic dishonesty with individual/group tasks; reports; presentations, etc.; Purchasing online buying or selling of any assessment items; Non-compliance of ethics approval/requirements; Failure to comply with penalties imposed; etc.

#### **6.8.11. Visitors**

**6.8.11.1.** Students are welcome to bring visitors to the campus but must assume responsibility for their behavior at all times.

**6.8.11.2.** Stamford International University reserves the right to exclude any visitors from the campus and from the university's activities should the university find the visitors/visitors' actions (verbal/non-verbal) derogatory, demeaning and which threatens the reputation of the university.

**6.8.11.3.** The university will not be liable for any injury to visitors or damage to their property, unless it is proven to be the result of the University's negligence.

**6.8.11.4.** Any person who has been suspended or expelled from the university will be denied entrance to the campus, unless the President has given written permission, in advance, for the visit.



**6.8.11.5.** Students or visitors must not bring pets or any other animals inside campus facilities (with the exception of assistance animals). People may have allergies or be allergic to fur and animals. Students who are found to be in violation of this will result in serious action taken against them.

#### **6.8.12. Unscheduled Closing**

The University reserves the right to close when a threat occurs to the health or safety of any member of the University community. At such time, every effort will be made to communicate with students, through the University's website, email, Facebook and Blackboard.

### **6.9. Pets**

No pets are allowed inside Campus buildings, including student dormitories,

Note: this prohibition does not apply to individuals accompanied by Seeing Eye dogs or other trained, assisting animals.

Pets can pose a threat to the health and safety of the campus community, as well as to a healthful educational environment (through allergy, excessive noise, animal bites, and disease transmission via fleas, tick, parasites, viruses, bacteria, etc.) Individuals with disabilities are at particular risk. For instance, dogs running freely pose a particular hazard to individuals using service animals. Student found in violation of this will be subject to penalization.

### **6.10. Lost and Found**

Any items of significance found on the campus should be brought to the Student Service Hub.

The Student Service Hub will log the item in the Lost and Found database. All lost and found items will be tagged and the following information recorded;

- A brief description of the item.
- The date on which it was lost, found, or on which it was turned in to Student Service Hub.
- The location in which it was lost or found, if known.
- The owners or finder's contact information.

Student Service Hub will make a reasonable attempt to identify the owner of all found property, including determination of whether the item is STIU property.

### **6.11. Use of Campus Facilities**

Registered student organizations, faculty, and staff wanting to use campus facilities for meetings and/or activities are required to complete a General Activity Requisition Form (GARF). This form is used to verify the availability of facilities and equipment for activities. Organizations, faculty, and staff should adhere process for equipment and space requests.

### **6.12. Campus Hours**

Normal operating hours for Rama 9 and Hua Hin is:

Monday – Saturday	7:00 am to 10:00 pm
Sunday	9:00 am to 6:00 pm
Public Holidays	Closed

Security maintains daily logs, which contains the name/s of anyone admitted onto campus grounds after it has been secured at the end of a normal working day. Therefore it is required that all people entering the campus ground after hours need to have ID cards for the purpose of records and acceptance onto the grounds

### **6.13. Insurance**

**6.13.1.** Upon registration, students will be registered to and covered by a standard accident insurance service selected and paid for by the University.

**6.13.2.** The insurance service will cease once the student status becomes inactive. Hence, a student who has resigned or graduated will not be covered by this insurance.

**6.13.3.** The insurance coverage is left to the discretion of the University. The student may request insurance coverage details from the University.

**6.13.4.** Once the insurance card is issued, the University will send a notification for students to pick up their card.

**6.13.5.** Students should present their insurance card at the hospital they receive treatment prior to receiving the treatment. They may alternatively claim their coverage at the Student Service Hub.

### **6.14. Student Grievance**

Stamford encourages students to share concerns about the quality of service provided by any unit or the quality of the learning experience provided by faculty. Grievances will be treated seriously, and students must not suffer any disadvantage or recrimination as a result of making a grievance in good faith.

A grievance may involve, but not limited to: false accusations, malicious intent or is otherwise made in bad faith, as determined by the investigation, may be considered a violation of the Student Code of Conduct and may face strict disciplinary action.

*Students with a grievance may go to the Student Service Hub and fill out the Student Grievance Form with complete details. Confidentiality will be maintained from the time of lodging to the time of resolution.*

### **6.15. Student Grooming**

Each student is an ambassador of Stamford International University. The way you present yourself in public reflects not only on you personally, but also on the quality of education offered at Stamford. We are an international university and, as such, adhere to international standards of appropriate dress that will not offend any particular group. Although Stamford International University is contemporary with the grooming standards and attire of its students, it is the onus of the students to be modestly groomed that reflects, not just the standards of Stamford, but also reflect

an acceptable norm by the industry and the Thai society. Stamford International University students can expect to go on many company visits and to give presentations in front of senior members of companies. As such, when representing the university in such situations, students are expected to dress in business casual attire or wear their full student uniform. You are requested to take it upon yourself that when you wear the University uniform, you wear it appropriately and with pride. The way you groom yourself reflects the person you are and the character you possess. Stamford International University has a formal uniform. It exists in two versions, one for men and one for women (applicable for undergraduate):

#### **Student Uniform and Dress Code for female**

1. Blazer Gray color
2. Shirt White shirt, short sleeves, button down
3. Button University emblem
4. Skirt Gray color, knee length
5. Pin University emblem, right side
6. Belt University emblem buckle, black leather belt
7. Shoes Black covered shoes

#### **Student Uniform and Dress Code for male**

1. Blazer Gray color
2. Shirt White shirt, short sleeves, button down
3. Trousers Plain black according to the university pattern
4. Necktie University pattern
5. Pin University emblem, on the necktie
6. Belt University emblem buckle, black leather belt
7. Socks Formal black color
8. Shoes Black covered shoes



## 7. ACADEMIC POLICIES AND GUIDANCE

The Academic Policies and Guidance provided by Stamford International University are provided to assist students understand specific academic policies and procedures. They are meant to supplement the policies listed by the Office of the President. In addition, students should be responsible to review the information and seek assistance should anything be unclear or in doubt.

*Policies are subject to change, and students will be responsible to comply with the most current policy unless an exception has been granted by the proper authority.*

### 7.1. Acceptance/Admission into a program

- 7.1.1 The University is subject to the admission criteria set down by the Ministry of Education of Thailand.
- 7.1.2. To be admitted to the university, the student must conform to these criteria and provide evidence of academic qualification relative to their degree.
- 7.1.3. Upon admission, students must be able to present original documents and submit translated copies thereof in order to be admitted.
- 7.1.4. Provisional admission of students who, for legitimate reasons, are not able to present all original documents related to their academic qualifications is left to the discretion of the University.
- 7.1.5. These students will be given a grace period of one academic term to present their full academic qualification to the University, with sufficient evidence that they have completed the requirements and are able to present all documents within that period.
- 7.1.6. Students who fail to present all required documents within that grace period will have their student status suspended at the university until they are able to present all necessary documents.

### 7.2. Student Classification

#### Undergraduate

- 7.2.1. Students who have taken fewer than 48 credits are classified as first-year students.
- 7.2.2. Students who have already taken 48 credits but not yet completed 96 credits are classified as second-year students.
- 7.2.3. Students who have already taken 96 credits but not yet completed the required credits for program completion are classified as final-year students.  
*For the International Hotel Management Program,*
- 7.2.4. Students who have taken fewer than 60 credits are classified as first-year students.
- 7.2.5. Students who have already taken 60 credits but not yet completed 112 credits are classified as second-year students.
- 7.2.6. Students who have already taken 112 credits but not yet completed the required credits for program completion are classified as final-year students.



### Postgraduate

**7.2.7.** The allowable course load for full-time and part-time students are as follows:  
Full-time: minimum of 3 subjects (12 credits) per term and maximum of 6 subjects.

Part-time: minimum of 2 subjects (8 credits) per term and maximum of 4 subjects.

Remarks

**7.2.8.** Exception for course or credit limits apply only for graduating students in their last term, provided that the Dean's approval is obtained prior to registration.

**7.2.9.** With the Dean's approval, outstanding and graduating students may register an additional course.

### 7.3. Academic Advising

Every undergraduate student who enrolls in the university will be assigned an academic advisor who will provide assistance in the areas of choosing a major, degree requirements, course selection, etc.

Before registering for classes each term students are advised to consult with their academic adviser for guidance on which courses to take. For students with a GPA of less than 1.75, meeting with their academic adviser is mandatory in order to be allowed to register for courses.

Following are the advisors for programs offered at Stamford:

*(Program advisors are subject to change)*

#### FACULTY OF BUSINESS & TECHNOLOGY

No.	PROGRAM	PROGRAM TYPE	ADVISOR	CAMPUS
1	International Business Management	MAJOR	Diana Herrero	RAMA 9
2	International Hotel Management	MAJOR	Phothiwong Suwannatat	RAMA 9
3	Airline Business Management	MAJOR	Rungkaew Katekaew	RAMA 9
4	Information Technology	MAJOR	Chaklam Silpasuwanchai	RAMA 9
5	Marketing	MAJOR	Shrimoyee Sen	RAMA 9
6	Entrepreneurship	MAJOR	Edward Tang	RAMA 9
7	Accounting	MAJOR	Keertiman Sharma	RAMA 9
8	Logistics & Supply Chain Management	CONCENTRATION	Phanrajit Havarangsi	RAMA 9
9	Finance & Banking	CONCENTRATION	Kristian Luciani	RAMA 9

10	Event Management	CONCENTRATION	Natasha Doowa	RAMA 9
11	International Relations	CONCENTRATION	Ricardo Ortiz	RAMA 9
12	International Business Management	MAJOR	Lee Kornowski	HUA HIN
13	International Hotel Management	MAJOR	Matueros Maturasai	HUA HIN
14	Airline Business Management	CONCENTRATION	Colin Law	HUA HIN
15	General Management	CONCENTRATION	Patjai Piyachon	HUA HIN
16	Business Administration	MASTER	TBA	Asoke

#### **FACULTY OF COMMUNICATION ARTS & DESIGN**

<b>No.</b>	<b>PROGRAM NAME</b>	<b>PROGRAM TYPE</b>	<b>ADVISOR</b>	<b>CAMPUS</b>
1	Broadcast & Journalism	MAJOR	Worapron Chanthapan	RAMA 9
2	Advertising & Public Relations	MAJOR	Worapron Chanthapan	RAMA 9
3	Creative Media Design	MAJOR	Wari Chokelumlerd	RAMA 9
4	English (AGC)	MAJOR	Maytee Sukasem	RAMA 9
5	English (AGC)	MAJOR	Cell Dilon	HUA HIN

#### **FACULTY OF PUBLIC ADMINISTRATION AND SOCIAL STUDIES**

<b>No.</b>	<b>PROGRAM NAME</b>	<b>PROGRAM TYPE</b>	<b>ADVISOR</b>	<b>CAMPUS</b>
1	Public Administration	MAJOR	Woropong Sangpud	HUA HIN
2	Public Administration	MASTER	Nittaya Sintao	HUA HIN

### **7.4. Enrollment**

**7.4.1.** Students are responsible for their own enrolment in classes, except:

**7.4.1.1.** New students upon admission who are pre-enrolled into their classes.

**7.4.1.2.** When the University, for any operational reason, requires enrolling students for them.

**7.4.2.** Students are responsible for following their study plan.

**7.4.3.** The University strives, but does not guarantee, to open classes required by the students' study plan. The University will not guarantee the availability of their required subjects on their preferred time slot if students do not enroll during the specified period.

**7.4.4.** Enrolment is possible only during specific periods of time, published in the Academic Calendar and announced on campus as well as by email.

**7.4.5. Usual enrolment periods are:**

**7.4.5.1.** Undergraduate: Week 10-14 for senior students. Week 11-14 for junior students.

**7.4.5.2.** Postgraduate: Week 12-14.

**7.4.6.** Enrolment is processed via the <http://reg.stamford.edu>. Enrolment support videos are available one.

**7.4.7.** Students who enroll after the required period may enroll up until the end of the add-drop period with a penalty of 300 THB per late day for late enrolment.

**7.4.8.** Students applying for late enrolment must request a quotation from the Student Service Hub and submit their full payment before the late enrolment is processed.

**7.4.9.** The University reserves the right to cancel the enrolment of the student if he/she fails to settle payment of fees in full before the stated deadlines.

**7.4.10.** Once students have enrolled and paid for courses during the enrolment period, they may add or drop or swap courses or section during the add-drop period specified on the Academic calendar.

**7.4.11.** Adding extra courses will result in an increase in fees, which the students are expected to pay immediately.

**7.4.12.** Dropping a course will result in removing that course from the transcript and invoice of the student.

**7.4.13.** Student on an 8-weeks block calendar, may drop and add any course in any future block. Student may add more subject on the following block and term from week 7 till week 1 of the following term (Adding Period). A course of a current block may be added during the first week of that block. A course of that block may be dropped during the first 2 weeks of the block.

*International students need to be registered for a minimum of 12 credits to be eligible for a student visa.*

## **7.5. Fees**

**7.5.1.** The student must pay his/her fees for the term to come prior to the termly payment deadline.

**7.5.1.1.** Termly payment deadlines are non-negotiable and are published by the University to all students by email, on notice boards as well as on the academic calendar published on the website

**7.5.1.2.** The University reserves the right to cancel the enrollment of the student if he/she fails to settle payment of his/her fees in full before the stated deadlines.

**7.5.1.3.** Students with late payments will be charged 300 THB per late day, starting from the payment deadline. These fees are non-negotiable and apply until receipt of the amount paid to the University.

**7.5.2.** The student must have settled all debts with STIU in order to be eligible for enrollment in the next term.

**7.5.3.** Students may find their invoice under the enrolment confirmation section of <http://reg.stamford.edu>

**7.5.4.** Students should use the slip attached to that invoice to make a bill payment at the bank in Thailand only or at the cashier on campus. Any other forms of payment,

such as online credit card payment or wire transfer, are not recommended and may cause delays in recording your payment leading to disenrollment. For queries about payments, the students should contact [stiufinance@stamford.edu](mailto:stiufinance@stamford.edu).

**7.5.4.1.** Students must pay the full education fee, even if they enroll in one subject. There is no pro-rata reduction of education fee.

**7.5.4.2.** However, dropping education fees (100% discount on education fees) is allowed when:

- The student is taking an internship only.
- The student is taking an IS only.
- The student is taking a combination of internship and IS only.
- The student is compelled to study 1 subject in class only due to the University not being able to deliver the course within the expected duration of the study (10 terms UG international, 11 terms UG Bilingual), excluding certificates.

## **7.6. Refunds**

**7.6.1.** The Student must notify the University in writing before the beginning of the term in order to be eligible for a refund of the fees for that term.

**7.6.2.** Refund may include only tuition and education fees but exclude deposit.

**7.6.3.** Bank and certain processing fees will be deducted from the refund.

**7.6.4.** If due to any reason an international applicant is denied a visa to Thailand, the full amount paid will be returned minus 7,500 Baht processing charges.

**7.6.5.** Any eligible refund will be considered forfeited if the Student does not notify us within 2 years from the eligible date.

**7.6.6.** Special refund conditions may apply if the student was admitted via an education recruitment agent.

**7.6.7.** Upon resignation of the student, the University reserves the right to retroactively annul scholarships and promotions offered at admission.

**7.6.8.** Tuition fees per credit is assigned at Admission and remains applicable to the student's invoice until the end of the study.

**7.6.9.** If the student changes program, the tuition fee per credit for this student may be adjusted to reflect a change in total credit per program.

**7.6.10.** The University reserves the right to adjust the tuition fee to the latest market prices in case of re-entry, for students who have resigned, or have been dismissed, or have obtained an inactive student status after taking leave for more than two consecutive terms.

**7.6.11.** Refunds are made to the bank account of the student, which may take up to 2 months to be fully processed.

## **7.7. Number of courses required to register**

**7.7.1.** Students must register for at least 12 credits per term in order to be classified as fulltime students. The only exception is for students who are enrolled for either their internship or final project.



- 7.7.2.** Students placed on Academic Probation are not allowed to register for more than 12 credits. Students on Academic Probation are students with a accumulated GPA of 1.74 and below.
- 7.7.3.** Students are normally allowed to register for 16 credits per term. Students following the 2016 curriculum will register for not more than 4 courses for the first year. Subsequently, on academic approval, students may register for an additional course (total of 5 courses) provided they meet the condition of a GPA of 3.00 and above.
- 7.7.4.** Students who are in their final term, or their term before last, may be allowed to register for maximum of 24 credits (6 courses), if they have the written approval of their Academic Advisor and the Dean of the Faculty
- 7.7.5.** Undergraduate students are advised that they need to remain in a program for a minimum duration of 9 terms (3 years) and postgraduate students need to remain in a program for a minimum of 1 year, in order to comply with M.O.E. graduation requirements

*Students are strongly advised to meet their program advisor before registering for courses.*

## **7.8. Adding and Dropping Courses**

### **Undergraduate**

Once students have chosen and paid for their courses, they have an opportunity to change their selection of courses. This opportunity is facilitated during the Add-Drop period. The Add-Drop period is a week before the term starts and the first week of the new term. Any course dropped during this period will not appear on the student's academic record or transcript. It is best to consult with your academic advisor before you do add or drop a course.

If more courses are added than dropped, the student will receive a bill for the extra courses. The payment for this bill needs to be done by the end of Week 1. If you do not pay it, your registration for extra courses will be cancelled, with no chance of registering for the courses again until the following term.

### **Postgraduate**

Week 1-3 Can add course. Week 3-4: This is an enrollment period for the following term. Students are expected to enroll their required subjects on their own respective time slot. (PT: evening, Saturday or Sunday / FT: Monday & Wednesday)

Week 4-6 of Block 2: Any subjects being enrolled after week 4 of block 2, "Late Registration" at THB 300/day will be applied

Students who fail to enroll their required subjects during week 3-4 of block 2, the University will not guarantee that students will be able to add their required subjects on their preferred time slot they have registered at the point of admission

Week 5 – week 1 of the following block: Students can add the available subjects across their time slot.

However, full time students can enroll and add subjects across the time slot, only if the University opens that subject for both Full Time & Part Time Program, otherwise students must select available subjects in their time slot.

Students are strongly advised to meet their program advisor before adding or dropping a course.

## **7.9. Withdrawal from courses**

### **Undergraduate**

Students may withdraw from a course (or courses) from week 2 through week 8 by logging on to the Registrar's website: <http://reg.stamford.edu/registrar/home.asp> and following the instructions there. If they do this, they will receive a W grade, but none of the money they have paid for the course will be refunded. Students who fail to withdraw officially by the end of Week 8 will receive the grade they earn for the course at the end of the term.

Students who receive a W for any course(s) they register for, there will be no effect on the GPA but will be reflected on the transcript.

Students who do not attend any class and fail to withdraw during withdrawal week, will result in a 'F' (Fail) grade being awarded to them.

### **Postgraduate**

Week 3-5, students can withdraw from class which will result in a grade of "W" (withdraw) on the transcript and a withdrawn subject will be non-refundable. Week 6-8, student can withdraw from class which will result in a grade of "F" on a transcript.

Students are advised to meet your program advisor before withdrawal from a course/s

## **7.10. Student Class attendance**

### **Undergraduate**

Students are required to attend at least 75% of lectures/classes (i.e. 9 classes for each 12 class sequence or 18 classes for a 24 class sequence) each semester to be eligible to sit for a final examination of a course. For courses in which there is an alternative assessment to a final examination (Eg. A project presentation), students who do not meet the attendance requirement (and have not been able to show cause) will have their final grade reduced by 10% for every absence beyond the 75% attendance requirement

### **Postgraduate**

Postgraduate courses are not subject to this policy although the principles of the policy should be respected and upheld by all post-graduate students. In cases where a post-graduate student has missed more than 50% of lectures without showing due cause and/or evidence of how the required work covered in class will be addressed, the faculty member teaching the class may recommend to the Dean that the student be excluded from assessment in that course. Any such decision will be communicated to the student in advance of the final assessment period for that particular course.

Attendance is mandatory, and recorded in all classes, unless explicitly instructed by your course instructor. Students, with a valid reason for being late or not being able to come to class, should explain that reason to the course instructor, presenting documentation where appropriate. However, both excused and unexcused absences

count as absences, unless the student's absence was requested by the University. Such activities need to be communicated to the course instructor (using the appropriate form) so that you will not be marked as absent.

Punctuality is expected, and all student attendance is recorded on Blackboard, the Learning Management System at Stamford. Every student has access to Blackboard and it is the responsibility of the student to constantly access Blackboard for updates and communications.

Attendance on Blackboard is recorded as:

- P** Present (physically present for the duration of the course)
- L** Late (during the first 15 minutes of each class. Late 3 times is considered as 1 absent)
- E** Excused (absence due to documented requirement by the University)
- A** Absent (physically absent; and arrival after the first 15 minutes of the class. Students who leave a class which has already started and are missing from the class for more than 15 minutes will also be considered absent)

## **7.11. Academic Integrity**

Students are expected to be honest and have integrity in all their interactions including academic work.

### **7.11.1. Truthful Access**

Seeking or obtaining University privileges or services to which you are not entitled is prohibited.

### **7.11.2. Truthful Information**

Providing incorrect, untruthful or incomplete information in response to legitimate requests by University officials or academics is prohibited.

### **7.11.3. Tampering with Information**

Destroying, altering, or concealing information of violations of community standards in an attempt to avoid consequences or to assist another to avoid consequences is prohibited.

### **7.11.4. Academic Dishonesty**

Students are expected to be honest in all academic work. A student's name on any written work including assignments, lab reports, internship reports, papers, creative work, or examinations, shall be regarded as assurance that the work is the result of the student's own thought and study. Work should be stated in the student's own words and produced without assistance or properly attributed to its source. When students are authorized to work jointly, group effort must be indicated on the work submitted.

Most academic work builds on the contributions of others. Students have an obligation to know how to quote, paraphrase, summarize, or reference the work of others with integrity. A source need not be given for common knowledge within a discipline. Students should seek guidance from instructors about the preferred citation style for each course. It is the student's responsibility to become familiar with that style and utilize it in their work for that course. In addition, utilizing

campus academic resources including the Center for Academic Excellence and the Library are encouraged and not seen as a violation of academic integrity. Students should take pride in their own work. Any form of academic dishonesty is an offense against the Stamford Community, as well as a demonstration of a lack of personal integrity and academic rigor. Students will be given every opportunity to understand what is needed to avoid academic dishonesty. Cases of academic dishonesty will be referred to the Disciplinary Committee and an appropriate consequence will be administered based on the severity of the case.

#### **7.11.5. Plagiarism**

Plagiarism is credit taken for any work belonging to another person who does the work. "Passing off the work of another person as your own is plagiarism". Plagiarism is wrong and students who resort to plagiarism will be appropriately dealt with.

While intent or negligence may affect the seriousness of the sanction, the following examples of academic dishonesty apply regardless:

- Using story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures, websites or similar sources without appropriate quotation marks, citation or footnote reference
- Claiming disproportionate credit for work not done independently
- Submitting work without acknowledging aid received or claiming disproportionate credit for work done jointly
- Unauthorized possession or access to exams
- Unauthorized communication during exams
- Unauthorized use of another's work or preparing work for another student
- Taking an exam for another student
- Altering or attempting to alter grades
- The use of notes or electronic devices such as calculators, computers, or cell phones to gain an unauthorized advantage during exams
- Fabricating or falsifying facts, data or references
- Facilitating or aiding another's academic dishonesty
- Submitting the same paper for more than one course without prior approval from the instructors

#### **7.11.6. Cheating on Assessments**

Cheating on assessments, be it written or submission, or even assisting others in doing so, is a serious issue. Under no circumstances will any student resorting to cheating in any form be tolerated. The incident will be reported to the Disciplinary Committee. The Disciplinary Committee will decide what action should be taken depending on the severity of the case in question. A confirmed case of cheating on an any assessment will result in the student receiving an "F" for that assessment during the term in which the cheating occurred.

Sometimes, a project (either group or individual) will take the place during or at the end of the term. Student caught cheating on projects in any forms will be treated in the same way as cheating on an assessment.



## **7.12. Examinations**

Most of the courses have a midterm exam and a final exam. Students must take the midterm and final exams for each course they are registered for. Without taking both mid-term and final tests, a student is most likely not to pass the course, as among the assessments, midterms and final exams carry the most weighting.

Sometimes, a project (either group or individual) may take the place of a midterm or final exam. The project (s) must be completed for the student to receive a passing grade.

## **7.13. Examination Rules**

- 7.13.1.** Students are responsible for checking the correct date, time and classroom for their examinations. Information for final exam can be found on Blackboard weeks before, and the information for midterms can be found in your courses guide as well as by confirmation from your course instructor.
- 7.13.2.** Students are required to arrive at the exam room no less than five (5) minutes before the examination is due to begin.
- 7.13.3.** Before entering the examination room, students must possess a Stamford International University ID card. A student who does not have an ID card, must go to the Registrar's Office to get a Temporary Card. No additional time will be added to the exam for such cases. The ID cards must be placed on the table while taking the examination
- 7.13.4.** Students must present themselves at the examination room dressed in business casual attire or their student uniform. A modest and respectful dress code needs to be adhered to. Improperly dressed students will be not allowed to sit in the examination. No additional time will be added to the exam for such cases.
- 7.13.5.** Students are required to leave their bags, documents, books, mobile phone and other belongings at the front of the examination room in full view of proctors. Students are not allowed access to these items during the exam.
- 7.13.6.** Students may bring to their seat only such items as are explicitly permitted by the faculty member who set the test. The proctor may check any books, documents, equipment, pens, pencils, rulers, and erasers that the students have on hand to use within the examination room to ensure that they do not contain material that would give any student unfair advantage. A calculator may be reset by the proctors. Only calculators that are not programmable are allowed. No form of electronic organizer is permitted.
- 7.13.7.** Students should sit according to the seating plan arranged by Academic Support/faculty for the course in an examination room.
- 7.13.8.** After the first 15 minutes, no students will be admitted to the examination.
- 7.13.9.** Students are required to remain in class during the first 45 minutes of the examination.

**7.13.10.** Students may only leave the room temporarily with the approval and supervision of the proctors. No extra time will be added to the exam in such cases. Proctors may at their discretion accompany students going to the restroom to avoid student from gaining an unfair advantage while outside the examination room

**7.13.11.** At the end of the examination, students must hand in all papers, question papers, answer sheets and any rough notes they have made, or reference documents supplied and allowed during the examination and sign their names on these documents.

**7.13.12.** If any student is caught in any act of academic dishonesty during a final written examination, the paper will be confiscated along with the evidence (physical cheat sheets, electronic devices or picture of devices used for cheating, etc.) used in the act of cheating. Disturbance during final examination that may be interpreted as cheating, but not limited to are:

- Talking to another student
- Looking at another student's paper
- Using an unauthorized calculator or dictionary
- Having in one's possession an electronic communication device which has not been left at the front of the room at the start of the exam

The Academic Integrity Report will be filled out along with the exam paper and evidence, and will be submitted to the Academic Disciplinary Committee for review.

Should a student be found guilty of cheating, the student will receive an "F" grade for the course in question, will be on a final warning status and will be allowed to register for only 3 courses, of which the failed course will be one of the three allowed.

## **7.14. Make up Examinations**

The right to take a 'make-up' examination for the midterm and final assessment can be granted only by the Dean, and only in cases where a serious illness or accident, or a death in the family, has prevented the student from taking the test on the assigned day.

The student should make a request for a make-up exam by using the Make-up Examination Form, which can be obtained from the Student Service Hub. On receiving a request for a make-up test for a midterm or final examination, the Dean has two options:

1. To allow the student to withdraw from the course, even though the period for withdrawal has finished.
2. To deny the request should the reason/excuse not be legitimate
3. To allow the student to take a make-up test. A make-up examination fee must be paid before the student takes the make-up examination by providing the appropriate receipts.

### 7.15. Grade Reports

Grade Reports are normally available online two weeks after the final exams. In the case of Internships, grades will be posted within two weeks of the Internship Presentation and, in any case, by the end of Week 1 of the following term. Should there be an amendment, the announcement will be disseminated via Blackboard.

The following grading system is used for all courses:

Percentage Grade	GPA	Letter Grade	Description
90% - 100%	4.00	A	Excellent
85% - 89%	3.50	B+	Very Good
80% - 84%	3.00	B	Good
75% - 79%	2.50	C+	Very Fair
70% - 74%	2.00	C	Fair
65% - 69%	1.50	D+	Poor
60% - 64%	1.00	D	Very Poor
0% - 59%	0.00	F	Fail
		I	Incomplete
		W	Withdrawal
		S	Satisfactory
		U	Unsatisfactory

### 7.16. Incomplete Grades

A course grade of incomplete (I) is given only to students who are facing serious illness, accident, personal emergency or a Final Major Project where students' project submission goes beyond the term. When the faculty member agrees to the above conditions, the grade is registered as 'I' on the student's grade report and transcript. The work required to convert the Incomplete into another letter grade must be completed by the end of Week 3 of the following term, or within four weeks of approval of the 'I' grade. If the work is not completed, the 'I' grade will be converted to an F.

### 7.17. Failing Grade

A student who receives a grade of (F) in a required/core subject, the student must repeat the subject in order to meet the program requirements.

If the subject is a free elective, minor, major elective or General Education subject, students may earn the credits by taking a different subject. As always, students should be guided by their Academic Advisor in making this decision.

### 7.18. Grade Appeal

Students shall, without prejudice, be given access to their examination papers and student records upon request to the Registrar.

The first week of a new term is designated as an appeal period and grade re-check period for grades from the previous term. After the deadline, there will be no grade re-check and appeals.

**7.18.1.** Should a student wish to re-check an assigned grade, the student needs to fill out the Grade Recheck Form which would form the basis of a formal discussion between the student and the instructor.

**7.18.2.** Should the discussion between the student and instructor be resolved, the Grade Recheck Form would serve as a basis to formally have the grade changed.

**7.18.3.** A Grade Appeal to the committee will be facilitated only if the student's concern remains unresolved after the discussion with the course instructor regarding the assigned grade.

**7.18.4.** Grade appeals to the committee must be made in writing using the appropriate Grade Appeal form. The form must contain substantial reason for wanting to appeal a grade.

If students have any questions regarding their final grades, they can request to have their grades checked and appealed only during the Grade Appeal Period. Anything beyond the appeal period will not be entertained.

#### **Academic Appeals Committee (AAC)**

The AAC is the committee comprised of faculty and staff that will assess every application for all academic matter, including but not limited to, re-entry, renewal, cheating, plagiarism, etc., and will ascertain whether each application has enough evidence to be approved, and applications without credibility, rejected.

#### **University Appeals Committee (UAC)**

The UAC, headed by the President of STIU, is a committee to which a student can appeal should the student consider the outcome of the AAC unfair. The decision of the UAC will be final after consultation and endorsement of the University's President, or nominee.

### **7.19. Academic renewal**

Application for Academic Renewal may be described as a student wanting to re-start the academic program from the beginning, due to a decline in academic results which had adversely affected the student's GPA. Applications for academic renewal will be judged by the Academic Appeals Committee and students will be given an opportunity to present their case before the committee.

#### **Student applying for Renewal must:**

- Be a former/existing student of Stamford International University
- Must have completed at least two academic terms
- Must not have been suspended for academic or serious disciplinary misconduct
- Must have cleared their previous debt/outstanding fees



If the application is successful, the student can be re-admitted to the University with a new student ID number. All courses with a grade of C or above will be retained. All other results will be removed from the student's transcript and the student will have to take the courses again and register in the latest version of the program.

## 7.20. Academic Re-Entry

Application for Academic Re-Entry may be described as a student wanting to continue their education from where they discontinued or stopped during their program due to circumstances.

### Student applying for Re-Entry must:

- Be a former/existing student of Stamford International University
- Be in good academic standing according to UG and PG regulations
- Not have received academic warning letter
- Not have been suspended for academic or serious disciplinary misconduct
- Have cleared their previous debt/outstanding fees
- Be away for more than two (2) terms but less than six (6) terms

If the application is successful, the student will be able to continue the program from when it was discontinued. The student will continue the same ID number and enroll normally. All courses taken in the previous term will stand as they are with their relevant grades. The student may also choose to apply for the new version of the program by choice.

## 7.21. Upgrade your GPA

Students may upgrade their GPA by repeating subjects in which they received a D or D+ or taking new subjects if the subject taken was a General Education, major elective or free elective course. However, an upgrade is only permitted with the consent of the Faculty Dean before the course begins.

## 7.22. Grade Point Average

The GPA is determined by multiplying the number grade points for each Stamford subject by the number of credits for that subject and dividing by the total number of credits. GPA is calculated on both per term and a cumulative basis.

Calculation of your GPA (example)

Course Code	Course Name	Grade	Grade Points	Credits
BUS206	Principles of Management	C+	2.50	4
ENG101	College English 1	A	4.00	4
MIS103	Computer Applications	B	3.00	4
GEO101	World Geography	B+	3.50	4

GPA = Grade Points multiplied by credits

GPA = Total Grade Point Score divided by total number of course credits

Grade	Grade Points	Credits	Grade Point Score
C+	2.50	4	10
A	4.00	4	16
B	3.00	4	12
B+	3.50	4	14
		<b>16</b>	<b>52</b>

$$\text{GPA} = ((2.50 \times 4) + (4.00 \times 4) + (3.00 \times 4) + (3.50 \times 4)) / (4 + 4 + 4 + 4)$$

$$\text{GPA} = 52 / 16 = 3.25$$

### 7.23. Academic Standing

- At the end of each term, each student's academic performance will be assessed to identify whether or not they are in good standing:
- Students with a cumulative GPA of 2.00 or higher are considered to be in satisfactory standing.
- Students with a cumulative GPA between 1.75 and 1.99 must reach 2.00 in order to graduate.
- Students with a cumulative GPA of 1.74 and below will be placed on Academic Probation for two terms.
- Students will receive a First Warning the first term their GPA is below 1.74. Should a student not improve in one term, a Final Warning will be issued for the following term. Should a student not improve two consecutive terms, the student will be summoned to the Academic Appeals Committee and student status will likely be revoked.
- Students on Probation will be allowed to register for only 3 courses/subjects.
- Student on probation must see their advisor and report their performance and any concerns they have that hinders them to progress academically.
- Students on probation are not allowed to register for their next term courses without the consent of their program advisor as their names will be locked on the system and will be unlocked only by the program advisor after meeting with them.

### 7.24. Term Leave (Dropping a term)

- Students who wish to take a time away from their education may do so by applying for a term leave before it begins.
- Courses for which the student has already registered for that term may be de-registered and will not appear on the student's transcript. This decision is done in consultation with the program advisor.
- Grades for courses which students have already started studying before the student applies to drop the term will be set to (W).
- To apply to take a term leave, students must have completed at least one academic term and have obtained a cumulative GPA of not less than 1.75. No more than two consecutive terms can be dropped.

- Student who are away from the university for more than two (2) academic terms must request and seek permission to re-join the program. (These requests are addressed on a case to case basis taking into consideration academic standing, student history and profile of the student).
- Students wishing to drop a term must visit the Student Service Hub to complete a Request for Term Leave Form, which needs to be signed by the relevant Program Head and Dean of the Faculty. There is a term leave fee associated with approval of a term leave that students need to pay at the Student Service Hub.
- \*\*\*Remark: International students who hold student visa supported by Stamford International University are subject to student visa cancellation when they drop a term. This is in accordance with the strict Immigration rules that apply to education visa\*\*\*

## 7.25. Degree Completion

### Degree Qualifications

Undergraduate students who complete their program in minimum of 3 years but no more than 8 years with a cumulative GPA of at least 2.0 be considered eligible to graduate.

Postgraduate students who finish their study with a cumulative GPA of not lower than 3.00 will be considered eligible to graduate

### Distinctions

For students to be entitled to distinctions, they must:

- Complete all the requirements of the program
- Have no more than 20 transfer credits from another institution
- Have no failing grades
- Students who are exempted from a course are still qualified to receive distinctions.

### Distinction

An Undergraduate student eligible to be awarded a Distinction shall be one who has fulfilled all requirements for the degree within the designated period and has cumulative GPA of not less than 3.25 and, fulfilling the distinction conditions.

A Postgraduate student eligible to be awarded a Distinction shall be one who has fulfilled all requirements for the degree within the designated period and has cumulative GPA of not less than 3.75 and, fulfilling the distinction conditions.

### High Distinction (For undergraduate only)

A student eligible to be awarded a High Distinction shall be one who has fulfilled all requirements for the degree within the designated period and has a cumulative GPA of not less than 3.5 and, fulfilling the distinction conditions.

## 7.26. Cross-Institution Studies

Stamford International University offers its student an opportunity of completing their program at an institution other than Stamford. The institution collaborating with Stamford may be overseas or domestic. Students who wish to gain credit towards graduation from Stamford by studying at another university must seek the advice of their program leader who will inform them about the academic requirements of Stamford as well as the requirements of the collaborating institute. The next step would be to obtain permission from the Dean of the Faculty, both for the course to be studied and the number of credits to be transferred, at least one academic term before commencement.

Students enrolled at other universities who wish to take courses at Stamford International University must submit a full application at least two weeks before the start of the term. They must pay all relevant fees stipulated by Stamford and are expected to observe Stamford's rules and regulations.

## 7.27. Dual Award Opportunities for Stamford Undergraduate Students

Program	Collaboration with
Airline Business Management	Vaughn College of Aeronautics & Technology, New York
Marketing	Pace University, New York
International Business Management	Kendall College, Chicago Solbridge Business School, South Korea
International Hotel Management	Blue Mountains International hotel Management School. Australia
International Relations	European University, Switzerland, Germany, Spain
Event Management	Kendall College, Chicago
Accountancy	University of North Hampton, UK University of the West of England, UK
Finance & Banking	University of North Hampton, UK University of the West of England, UK
Logistics & Supply Chain Management	University of North Hampton, UK
Advertising & Public Relations	Richmond University, the American International University, London

**For more details, please see your program advisor**

## 7.28. Transfer of Credits

Stamford International University accepts transfer students, provided they are in good standing with their previous institution and that the student meets Stamford admissions requirements.

Transfer students are required to have an official transcript from each college or university previously attended sent to Stamford's Admissions Office. The criteria for credit transfer are as follows:

- 7.28.1.** Credits can be transferred only once, at the time of admission, or latest by the end of the first term, and no later. Should a credit transfer request reach the academic office beyond the first terms, the transfer document will not be entertained.
- 7.28.2.** The institution in which the student had originally studied/completed is accredited, locally or internationally.
- 7.28.3. Undergraduate:** The maximum number of credits for undergraduate that can be transferred will not exceed 60%.
- 7.28.4. Postgraduate:** The maximum number of credits for postgraduate that can be transferred is 16. For postgraduate, each credit transferred must have had 15 classroom hours or equivalent, which is 45 hours for one course.
- 7.28.5.** The courses for which credit is awarded must usually have been taken within 5 years of application to Stamford.
- 7.28.6. Course Credit Transfer:** When a Credit Transfer Form is completed, it is a requirement that supporting evidence be provided, i.e. Course Syllabi, Learning Outcomes or at least, a substantial Course Description to understand what the student has studied. If the evidence provided matches 75% of our courses, it will then be transferred.
- 7.28.7. Internship Credit Transfer:** As per the curriculum, an Internship is done at the end of a program where all the course requirements have been met. Generally, an internship is not transferrable. Allowance may be given only in very certain cases which need to be discussed, assessed and approved by Program Heads only.
- 7.28.8.** The rule of thumb for a Credit Transfer process is that the “student” actually fills out the form and supplies required documents to facilitate the transfer.
- 7.28.9.** Credits will not be transferred unless the Credit Transfer Form is signed off first by the Registrar’s office, then the Program Head, followed by the Department Head/Dean and finally by the Director UG/PG.
- 7.28.10.** The Registrar’s Office first needs to approve the validity and credibility of the institution before further consideration takes place.
- 7.28.11.** A form filled out should not be interpreted as approved
- 7.28.12.** The grade earned for an undergraduate course transfer must be C or higher only. The grade earned for a postgraduate course transfer must be B or higher only. There will be no exception to the rule.

Credit Transfers may be categorized by the following:

CS	Credits from Standardized Test	Credits obtained from Standardized Test.
CE	Credits from Examination	Credits obtained from Examination that is not Standardized test.
CT	Credits from Training	Credits obtained from evaluating the study/training from other institutions.
CP	Credits from Portfolio	Credits obtained from Portfolio.

**7.28.13.** All UG transfer students must spend at least five (5) terms at Stamford in order to graduate.

**7.28.14.** A Credit Transfer fee is applicable during the application process.  
*(Please refer to yearly fees and charges)*

### **7.29. Second Bachelor's Degree**

To qualify to study for a second Bachelor's degree at Stamford International University, students must have earned their first Bachelor's degree from an accredited college or university, either locally or internationally.

The second Bachelor's degree must be in a different area of study to the first one. Students may be exempted from the General Education requirement. The requirements for other courses will be assessed using the same standard and criteria that are used for credit transfer.

### **7.30. Double Major**

Students interested in taking a Double Major should submit a request to their Dean of the Faculty. In order to qualify to receive a double major, students must complete all degree requirements for both majors.



## 8. STUDENT SERVICES

### 8.1. Study Abroad and Exchange

Students who wish to do part of their studies at a university overseas have two main options:

1. **Exchange:** Students must choose one of Stamford's Student Exchange partner universities. They must continue to pay their Stamford tuition but do not need to pay tuition to the overseas university.
2. **Study Abroad:** Students may study at any accredited university in the world which has a curriculum that is compatible with their study program at Stamford. Students will pay tuition fees to the overseas university and the Student Status fee at Stamford in order to maintain their status as a student.

Whichever option students choose, the following rules apply:

- 1) They should not be in their first year at Stamford.
- 2) They must not be in their final term at Stamford.
- 3) They must have a GPA of 3.00 or above.
- 4) They must fulfill the language proficiency requirements of the university they will be going to.

There is no guarantee that each course taken as part of a study abroad term will be credited to the student's program. Careful checking with both home and host universities is advised.

### 8.2. Student Service Hub

The Student Service Hub exists to make sure student can access the assistance/information they need as easily as possible during their time at Stamford International University. The Hub brings a wide range of frequently used services together under one banner, meaning students can resolve a whole range of queries through a single point of contact.

The Student Service can help you with questions on all of the services listed below, and you can get in touch with us by calling, emailing or visiting the Student Service Hub located on the 1<sup>st</sup> Floor of Building 1.

Services and information provided to students:

- Registration and academic information
- Visa and immigration
- Payments and financial aids
- Accommodation and dormitory
- Military exemption
- Lost and Found
- Feedback and Grievances
- IT support

Should any academic matters be unresolved at the Student Service Hub, those matters may then be escalated to the program advisor for further assistance.

For more information, visit: <http://help.stamford.edu/public/>

### 8.3. Visa Services

- The University offers visa assistance services to support international students in processing their visa in Thailand. These services include: visa extension, visa conversion, 90-days report, re-entry application, visa cancellation.
- The University merely offers visa assistance. It is not liable for the visa of the student who is ultimately responsible for her own visa and for informing herself of Thai Immigration Laws.
- The student must abide by the instructions of the University, request and provide documents in a timely manner for the processing of visas.
- Should the student fail to abide these instructions the University reserves the right to deny visa assistance service to the student.
- The University offers visa assistance services to spouse or children of the students.
- To benefit from a visa for the current term, the student must:
  - Have paid all debts from the prior terms and the current term;
  - Be enrolled in at least 12 credits worth of courses this term;
- To benefit from a visa for the following term, the student must:
  - Have paid prior terms and the current term in full;
  - Be enrolled in at least 12 credits worth of courses in the following term;
  - Have paid the following term in full;
- The duration of the ED visa is indicated by STIU, though the ultimate decision on visa duration is made by the Immigration Bureau. The visa duration will depend on meeting the following requirements:

	Conditions		Visa duration (rounded up to end of term's month)
1	Enrollment period has begun and you are not enrolled for the following term	→	Your visa will be extended to the end of the current term <sup>2</sup> .
2	Enrollment period has begun and you haven't paid your following term in full	→	Your visa will be extended to the middle of the following term (week 6).
3	You haven't paid in full this term <sup>1</sup>	→	Your visa will be extended to the end of the current term <sup>[1]</sup> .
4	You are on an installment payment plan this term	→	Your visa will be extended for 3 months.
5	You are enrolled in IS or Thesis II or Last Internship	→	Your visa will be extended for 3 months.
6	You study at LEP	→	Your visa will be extended for 3 months.
7	Your GPA is below 1.75	→	Your visa will be extended for 3 months.

<sup>[1]</sup> Including term break and rounded up to end of month.

8	You enrolled less than 36 credits in the past year	→	Your visa will be extended for 6 months.
9	Otherwise:	→	Your visa will be extended for 12 months.

#### 8.4. Career & Employability Hub (C&E)

The Career & Employability Hub provides a comprehensive resource for all things career and internship related. The C&E Hub assists students in exploring and obtaining internships, and internship information, seeking employment after graduation or looking for a workshop to prepare industry required professional skills. The C&E Hub works in close liaison with the academic program to make sure that students are placed at the correct organization to meet the internship requirements.

The C&E Hub also assists in supplying information related to management traineeship and employment opportunities. Very frequently, an event like Meet the Professionals or Networking Night is organized to get industry linkage into the academic with an intention to produce industry ready graduates. Some of the services provided to the students are internship opportunities, resume critique, job opportunities, walk-in advising, etc.

For more information, visit: <https://careerhub.stamford.edu/>

#### 8.5. Student Counsellor

Our student counsellor provides services to assist students with their social, emotional, and educational development. Our counsellor is also equipped in assisting students, parents, and staff through counseling, consultation, and workshops. The areas of psychological expertise are in relationship problems, depression, suicide, addiction, gambling, academic concerns, personal growth, educational and career planning, adjustment issues, stress reduction and coping skills. Our student counsellor is also a mental health hotline counsellor, individual face to face counsellor, education guidance in educational events, and a speaker in workshop for parents or students.

Should students feel the need to share their thoughts or confide in someone who understand their inner feels and thoughts, student may make an appointment beforehand either directly through our student counsellor or through the Student Service Hub.

#### 8.6. Inside Stamford

Inside Stamford is an intranet created by the student, run by the students, for the student. The website contains much more comprehensive information about courses that are offered by Stamford, who the teacher is and what are the expectations of the course

The site also contains information about activities and events that have happened in the past and those that are to take place during the term. The site provides assistance all students looking to participate and enroll in clubs of their interest. Bear in mind that

this site is not accessible to external viewers. Only a registered student, with a valid ID can access

For more information, log into <https://inside.stamford.edu/>

## **8.7. Library**

The Library at Stamford International University houses both paperback as well as online copies of text books, journals, magazines, articles and all related materials. The Library also provides students with photocopying and printing services using a pre-paid key card that is available at the Student Service Hub.

## **8.8. Student Engagement**

To produce successful students and alumni who are recognized nationally and internationally for their personal status, career achievement and ethical behaviour

Student Engagement is also responsible for overall student development and student life on campus. Student Engagement is committed to providing students with the environment and opportunities for leadership and character development through a wide variety of student activities and services.

### **8.8.1. Student Activities**

Student Engagement works in planning and organizing a wide range of student activities and events. STIU classifies these activities into the following five groups:

1. Academic Activities
2. Sport and Health Promotion Activities
3. Social Service and Environmental Protection Activities
4. Art and Cultural Activities
5. Recreational Activities

### **8.8.2. Student Clubs**

1. Football Club (Male & Female)  
To create a platform for STIU students to not only develop and become a better football player and global citizen but also to connect with members of other communities.
2. Basketball Club (Male & Female)  
Injecting diversity of sports to STIU students by not only providing teaching and training sections regularly but also offering other platforms for the students to be connected regarding their interests.
3. Volleyball Club  
Providing STIU students with particular trainings and activities focusing on students' health and wellness as well as to represent STIU to compete in external competitions.
4. Dance Club  
A STIU community where students can unleash their dancing performance during free-time and also to support overall STIU activities to perform various kind of dances and performances.
5. Closed-Up Magic Club  
Promoting students' self-confidence for socializing with friends and people in/out sides university and others at the same time improving creativity and problem-solving skills together with entertaining people within STIU community.

6. Music Club  
Reaching out to people who are interesting and talented in music, helping them to improve their skills through both internal and external performances as well as providing assistance to STIU activities.
7. Charity Club  
STIU unit which aim to raise awareness of important subject matters impacting global and local community by providing them an assisting hand.
8. Public Speaking & Debate Club  
Encouraging STIU students' confidence in public speaking at the same time fostering and fixing their speaking and debating skills.
9. AIESEC Club  
A small STIU activity unit which help and empower STIU students to think and achieve big through various leadership events and conferences then create positive impact to STIU and local communities.  
For more information, log into <https://inside.stamford.edu/>

### **8.9. Stamford Student Council (SSC)**

The SSC provides the means whereby members of the student body may express themselves effectively in the development and maintenance of the university programs which affect their intellectual, leadership, physical, social, economic, and spiritual welfare.

The SSC plans, manages, and implements activities and services in cooperation with the Students Engagement department and faculty members, for the benefit of the student body and of the entire university.

The SSC promotes a better understanding and cooperation between students, faculty members, and university staff.

The SSC is the voice of the student population and contributes to the decision-making of the university.

***Stamford International University would like to take this opportunity to encourage all students to comply with University Rules and Regulations and the Student Code of Conduct.***

***During your time at the University, we are confident that you can attain the knowledge and skills that you have been seeking in a university experience.***

***Stamford International University wishes you the very best in your academic journey and endeavors***