



Student Training Calendar  
Faculty of International Studies  
Prince of Songkla University, Phuket Campus  
Semester 1/2018

Student Training Duration Monday, 20 Aug 2018 – Friday, 19 October 2018

Order	Timing	List
Prior to Training		
1	17 Jan 2018	All students attend a meeting to hear all necessary information on the training program.
2	10 Jan 2018	All students attend a workshop on resume writing.
3	28 Jan 2018	All students attend Student Training Preparation Project.
4	24 Jan - 23 Feb 2018	Students submit Request of Training form (STDTRN-04), two copies of their resumes and transcripts to the program chairpersons for approval. After approval, students must submit all documents to the Cooperative Education Section, 2 <sup>nd</sup> Fl, Building 7. **** In case of choosing own organization, students need to submit two additional documents: <ul style="list-style-type: none"><li>- General request form (COOP 03 – 01)</li><li>- Cooperative Education Proposal (COOP 02-02) (information shall be provided by organization)</li></ul>
5	Within 16 Mar 2018	The Cooperative Education Section follows up (STDTRN-07) from organizations.
6	5 Apr 2018	The Cooperative Education Section announces the training organizations.
7	9 Apr 2018	The Cooperative Education Section confirms students' names to the training organization.
8	11 Apr 2018	The Cooperative Education Section sends out letters to guardians informing about the training organization.
9	13 Apr 2018	The Cooperative Education Section prepares Confirmation of Cooperative Education letters and the training manual for students.
10	27 Apr 2018	The Cooperative Education Section and F.I.S. hold the student training orientation.

During Training			
	Student Group A	Student Group B	List
11	20 Aug – 19 Oct 2018	1 Oct – 30 Nov 2018	Students are trained in organizations.
12	10 Sept - 28 Sept 2018	22 Oct – Nov 2018	Lecturers visit students at their training organizations for evaluation.
After Training			
	Student Group A	Student Group B	List
13	26 Oct 2018	7 Dec 2018	Students submit training report and record at The Cooperative Education Section, 2 <sup>nd</sup> FL, Building 7.
14	26 Oct 2018	7 Dec 2018	Students submit evaluation form at The Cooperative Education Section, 2 <sup>nd</sup> FL, Building 7.
15	31 Oct 2018	12 Dec 2018	Students attend seminar on training experience.
16	14 Dec 2018		Lecturers evaluate training reports and submit scores to the Cooperative Education Section. <ul style="list-style-type: none"> <li>- (Report marking, student training visits, seminar evaluation, scoring)</li> </ul> The Cooperative Education Section collect scores from all lecturers.
17	17 Dec 2018		The Cooperative Education Section submits all scores to F.I.S. for grading.

#### Documents required:

1. Resume (2 copies)
2. Transcript (2 copies)
3. Two 1-inch photos

\*\*\* Photos must be in uniform dress (male students wear neckties), no glasses, proper haircut (ponytail for female students), not older than three months



**Student Training Calendar**  
**Faculty of International Studies (European Studies program)**  
**Prince of Songkla University, Phuket Campus**  
**Semester 3/2017**

**Student Training Duration Monday, 21 May 2018 – Friday, 20 July 2018**

No.	Timing	List
<b>Prior to Training</b>		
1	17 Jan 2018	All students attend a meeting to hear all necessary information on the training program.
2	10 Jan 2018	All students attend a workshop on resume writing.
3	28 Jan 2018	All students attend Student Training Preparation Project.
4	24 Jan – 23 Feb 2017	Students submit Request of Training form (STDTRN-04), two copies of resume and transcript to program chairpersons for approval. After approval, students will submit all documents to the Cooperative Education Section, 2 <sup>nd</sup> Fl, Building 7.  **** In case of choosing own organization, students need to submit two additional documents:  - General request form (COOP 03 – 01)  Cooperative Education Proposal (COOP 02-02) (information shall be provided by organization)
5	Within 16 Mar. 2018	The Cooperative Education Section follows up (STDTRN-07) from organizations.
6	5 Apr 2018	The Cooperative Education Section announces the training organizations.
7	9 Apr 2017	The Cooperative Education Section confirms students' names to the training organization.
8	11 Apr 2018	The Cooperative Education Section sends out letters to guardians informing about the training organization.
9	13 Apr 2018	The Cooperative Education Section prepares Confirmation of Cooperative Education letters and training manual for students.
10	27 Apr 2018	The Cooperative Education Section and F.I.S. hold the student training orientation.
<b>During Training</b>		
11	21 May – 20 Jul 2018	Students are trained in organizations.
12	11-29 Jun 2018	Lecturers visit students at their training organizations for evaluation.

After Training		
13	27 Jul 2018	Students submit training report and record at The Cooperative Education Section, 2 <sup>nd</sup> Fl., Building 7
14	27 Jul 2018	Students submit evaluation form at The Cooperative Education Section, 2 <sup>nd</sup> Fl., Building 7.
15	30 Jul 2018	Students attend a seminar on training experience.
16	31 Jul 2018	Lecturers evaluate training reports and submit scores to the Cooperative Education Section. - (Report marking, student training visits, seminar evaluation, scoring) The Cooperative Education Section collect scores from all lecturers.
17	1 Aug 2018	The Cooperative Education Section submit all scores to F.I.S. for grading.

**Documents required:**

1. Resume (2 copies)
2. Transcript (2 copies)
3. Two 1-inch photos

\*\*\* Photo must be in uniform dress (male students wear neckties), no glasses, proper haircut (ponytail for female students), not older than three months