



Mahidol University
Wisdom of the Land

HANDBOOK FOR INTERNATIONAL EMPLOYEES OF MAHIDOL UNIVERSITY



Temporary University Employee(Budget)
&
Temporary University Employee(Unit)

Preface

In accordance with our internationalization strategy, Mahidol University has enjoyed a rising number of international students and personnel. The university places high value on the intellectual and cultural diversity this brings to our campus. The publication of this manual is part of the university's broader effort to increasingly attract and support high quality international talent. The aim of the manual is to provide essential information in an accessible form.

We would like to express our heartfelt gratitude towards Prof. Suwanna Ruangchanasetr, Vice President, Asst. Prof. Dr. Surakit Nathisuwan, Vice President for International Relations, Asst. Prof. Dr. Jitlada Amornwatana, Assistant to the President for Human Resources, and others who have contributed to the preparation of this manual.

We hope you find this manual useful and welcome any comments you might have as to how it can be improved.

Compiled by Human Resources Division

October 2013

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Chapter 1

General Information

1. History

Mahidol University has its origins in the establishment of Siriraj Hospital in 1888 by His Majesty King Chulalongkorn (Rama V), and the hospital's medical school is the oldest institution of higher learning in Thailand, granting its first medical degree in 1893. Later becoming the University of Medical Sciences in 1943, Mahidol University was renamed with great honor in 1969 by H.M. King Bhumibol Adulyadej, after his Royal Father, H.R.H Prince Mahidol of Songkla, who is widely known as the 'Father of Modern Medicine and Public Health in Thailand'. Mahidol University has since developed into one of the most prestigious universities in Thailand, internationally known and recognized for the high caliber of research and teaching by its faculty, and its outstanding achievements in teaching, research, international academic collaboration and professional services. This diversified institution now offers top quality programs in numerous social and cultural disciplines, including the most doctoral programs of any institution in Thailand, yet has maintained its traditional excellence in medicine and the sciences.

2. Symbol

Symbolic Emblem



Granted by His Majesty Bhumibol Adulyadej on 29th July 1969.

Colour

Blue: granted by Princess Mother Srisangwan on 23rd June 1969.

The Symbolic Plant



Kan phai Mahidol: Granted by HRH Princess Kalaya Niwattana Krom Luang Narathivat Rajanakarin on 19th February 1999.

Motto

“Do unto others as you would have others do unto you”

Philosophy

True success is not in the learning, but in its application to the benefit of mankind.

Determination Statement

Wisdom of the Land

Vision

Mahidol University is determined to be a world class university.

Mission

To excel in health, sciences, arts, and innovation with integrity for the betterment of Thai society and the benefit of mankind.

Core Values

M – **Mastery**

A – Altruism

H – Harmony

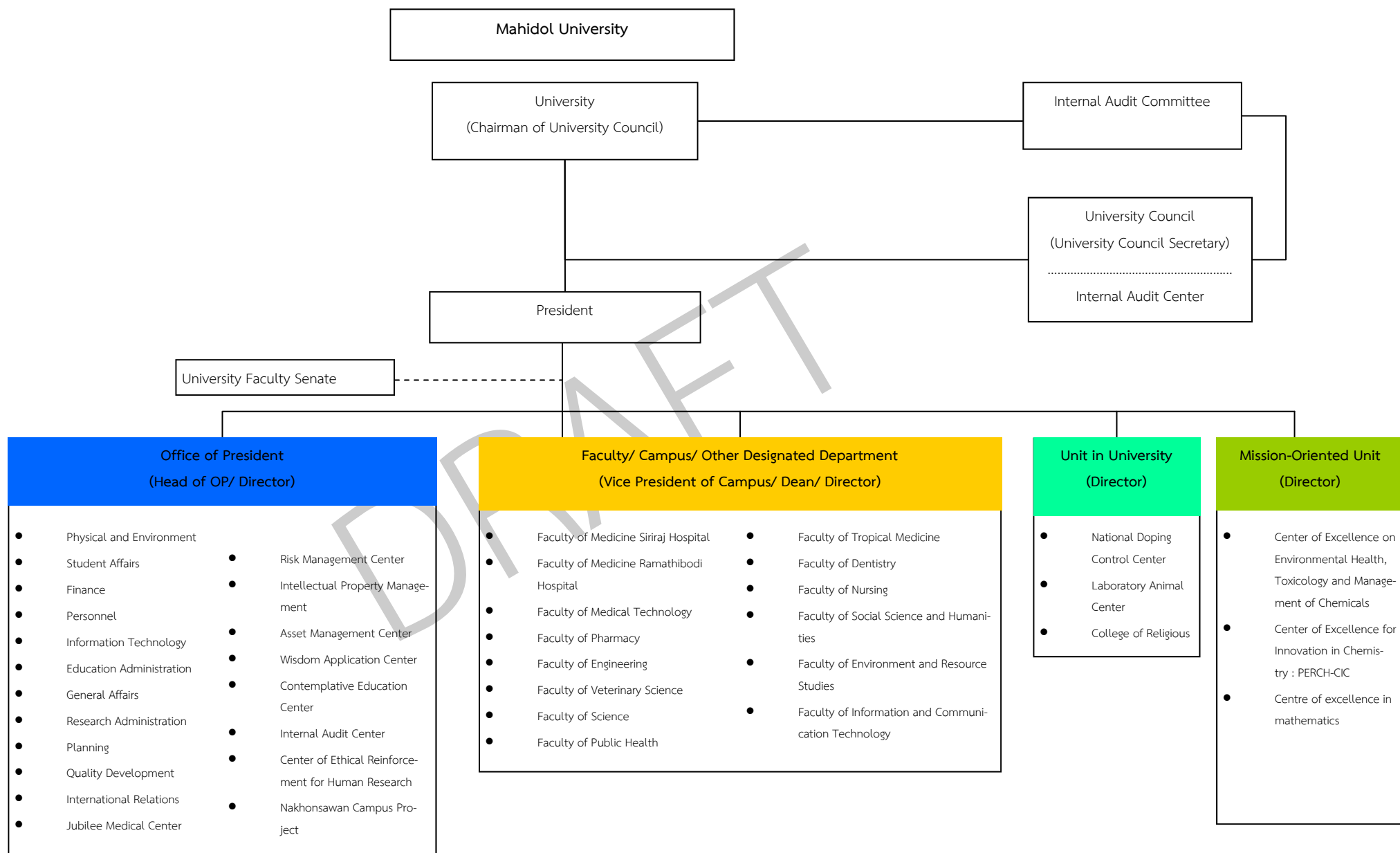
I – Integrity

D – Determination

O – Originality

L – Leadership

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Map



Salaya Campus Layout



Contact

Mahidol University

Website: www.mahidol.ac.th

Office of President (Salaya)

www.op.mahidol.ac.th

999 Phuttamonthon 4 Road, Salaya, Nakhon Pathom 73170, THAILAND

Tel. 0-2849-6000

Fax. 0-2800-2909 , 0-2849-6211

Office of President (Bangkok)

272 Rama XI Road, Thung Phaya Thai Ratchathewi, Bangkok 10400, THAILAND

Tel. 0-2201-5099

Kanchanaburi Campus

<http://ka.mahidol.ac.th>

199 Moo 9 Lum Sum, Sai Yok, Kanchanaburi 71150, THAILAND

Tel. 034-585060-5

Fax. 0-2849-6126 , 034-585-077

Nakhon Sawan Campus (Establishing)

www.na.mahidol.ac.th

402/1 Khao Thong , Phayuha Khiri, Nakorn Sawan 60130, THAILAND

Tel. 088-2786883

Fax. 056-274-366

Amnaj Charoen Campus (Establishing)

www.acr.mahidol.ac.th

259 Moo 13 Non Nam Thaeng, Muang, Amnaj Charoen, 37000, THAILAND

Tel. 0-4552-3211

Fax. 0-4552-3211

Chapter 2

Visa and Work Permit Application

In general, it is required by laws that an alien who is intended to work in the Kingdom of Thailand must obtain both visa for working and work permit before starting working in the country.

1. In case of having not entered Thailand

Process	Evidence/Document/Fee
<p>Condition: NON - IMMIGRANT VISA Class B required</p> <p>1. Contacting a university unit to issue an employment certificate and an employment contract both in Thai and English. These items are required for visa approval consideration.</p> <p>2. After granted, entering Thailand is possible. The visa will expire within 90 days, which needs to be extended prior to the expiry date.</p> <p>3. Contacted the university unit to apply for a work permit (within 30 days after arrived Thailand). It is suggested that working should start only after the work permit granted and the permissible period is observed. (For work permit, please contact Office of Foreign Workers Administration (Bangkok) or Provincial Employment Office). Process of item 3 can be done via Power of Attorney.</p>	<p style="text-align: center;"><u>Visa</u></p> <ol style="list-style-type: none"> 1. Visa Application 2. Employment Certificate and Employment Contract 3. 1 Photo 4. Copy of Passport and the original 5. Fee (1,900 THB) <p style="text-align: center;"><u>Work Permit</u></p> <ol style="list-style-type: none"> 1. Application (W.P.1) 2. 3 photos 3. Employment Certificate and Employment Contract 4. Copy of Passport and the original 5. Copy of Educational certificate 6. Medical certificate 7. Working location/manpower 8. Power of Attorney from alien (Principal) (10 THB Stamp Duty) and a copy of ID card (Agent) 9. Power of Attorney (Principal) from head of university unit (10 THB Stamp Duty) and a copy of ID card (Agent) <p>9. Fee</p> <ul style="list-style-type: none"> - Application 100 THB - 3 months 750 THB - > 3 but less than 6 months 1,500 THB - > 6 months but less than 1 year 3,000 THB

2. In case of currently residing in Thailand

Process	Evidence/Document/Fee								
<p>1. For those holding NON - IMMIGRANT VISA Class B, please contact the registered unit to action.</p> <p>2. For those holding other type of visa, please contact Immigration Bureau, Immigration Division 1, to change type of visa. Please note that the valid period of the visa should be more than 21 days otherwise it is required to depart from Thailand and request NON - IMMIGRANT VISA Class B abroad.</p> <p>3. Contacted the university unit to apply for a work permit (within 30 days after arrived Thailand). It is suggested that working should start only after the work permit granted and the permissible period is observed. (For work permit, please contact Office of Foreign Workers Administration (Bangkok) or Provincial Employment Office). Process of item 3 can be done via Power of Attorney.</p>	<p><u>Visa</u></p> <ol style="list-style-type: none"> 1. Visa Change Application (T.M. 86) 2. Employment Certificate and Employment Contract 3. 1 Photo 4. Copy of Passport and the original 5. Fee (2,000 THB) <p><u>Work Permit</u></p> <ol style="list-style-type: none"> 1. Application (W.P.1) 2. 3 photos 3. Employment Certificate and Employment Contract 4. Copy of Passport and the original 5. Copy of Educational certificate 6. Medical certificate 7. Place of work/manpower 8. Power of Attorney from alien (Principal) (10 THB Stamp Duty) and a copy of ID card (Agent) 9. Power of Attorney (Principal) from head of university unit (10 THB Stamp Duty) and a copy of ID card (Agent) 10. Fee <table> <tr> <td>- Application</td> <td>100 THB</td> </tr> <tr> <td>- 3 months</td> <td>750 THB</td> </tr> <tr> <td>- > 3 but less than 6 months</td> <td>1,500 THB</td> </tr> <tr> <td>- > 6 months but less than 1 year</td> <td>3,000 THB</td> </tr> </table> 	- Application	100 THB	- 3 months	750 THB	- > 3 but less than 6 months	1,500 THB	- > 6 months but less than 1 year	3,000 THB
- Application	100 THB								
- 3 months	750 THB								
- > 3 but less than 6 months	1,500 THB								
- > 6 months but less than 1 year	3,000 THB								

3. In case of extension

Process	Evidence/Document/Fee
<p>In case that the employment contract extension, please follow the following steps.</p> <p>1. After contract renewed, please contact the registered unit to notify the department of employment about extension furnished with employment certificate, employment contract, and renew work permit 1 month prior to expiry date. (In person or via power of attorney).</p> <p>2. Submitted an extension application to Immigration Bureau (extension request letter/ work permit/ employment contract). The extension is valid for 1 year and the application can be done 1 month prior to expiry date.</p>	<p><u>Visa</u></p> <ol style="list-style-type: none"> 1. Extension Application (T.M. 7) 2. Notification of residence of foreigners (T.M. 30) 3. 1 Photo 4. Employment Contract with seal 5. Letter to Immigration Bureau 6. Copy of current work permit and the original 7. Copy of Passport and the original 8. Fee: (1,900 THB) <p><u>Work Permit</u></p> <ol style="list-style-type: none"> 1. Work Permit Extension Application (W.P.5) 2. Letter to Department of Employment 3. Employment Certificate/Employment Contract 4. Copy of visa-renewed Passport and its original 6. Medical Certificate 7. Place of work/manpower 8. Power of Attorney from alien (Principal) (10 THB Stamp Duty) and a copy of ID card (Agent) <p>9. Fee</p> <ul style="list-style-type: none"> - Application 100 THB - 3 months 750 THB - > 3 but less than 6 months 1,500 THB - > 6 months but less than 1 year 3,000 THB

Notification of staying in the Kingdom over 90 days

- The foreigner makes the notification in person, or
- The foreigner authorises another person to make the notification, or
- The notification must be made within 15 days before or after 7 days the period of 90 days expires.
- Document cannot be processed if the 90 days limit passes. The nearest immigration office or Immigration Division 1 must be contacted in person and 2,000 will be fined.

Required Documents

1. T.M. 47
2. Passport
3. Notification of staying in the Kingdom over 90 days (in case of limit exceeding)

Offices accepting notification

1. For foreigners residing in Bangkok contact at Immigration Division1 Office, Chalermprakiat Government Complex, Chaengwattana Rd., Laksi ,Bangkok
2. Immigration office where foreigner stays

Re-entry-Permit

Re-entry-permit is possible should the notification has been made before leaving the country.

Required Documents

1. T.M. 8
2. 1 Photo
3. Fee for re-entry permit:
 - 1,000 Baht for single
 - 3,800 Baht for multiple

Offices accepting notification

1. For foreigners residing in Bangkok contact at Immigration Division1 Office, Chalermprakiat Government Complex, Chaengwattana Rd., Laksi, Bangkok
2. Immigration office where foreigner stays

****Please kindly be noted that rules and regulations concerning immigration might be subject to change without prior notice. Contacting the Bureau to update the immigration policy and specific procedures before going to the Bureau is strongly encouraged.****

Chapter 3

Temporary University Employee (Budget/Unit) Essential Information

1. Guidelines

Contracts for temporary university employees fall into two categories:

1. Contracts with a term of less than 2 years
2. Contracts with a term of 2 years or more

These differ in terms of some benefits, wage increases, and eligibility for reimbursement of relocation expenses, as explained later in this handbook.

Since the personnel costs for temporary university employees (budget) is funded from the government supplied university budget, their employment is governed by the Ministry of Finance via the Comptroller General's Department and is subject to restrictions on the total number of positions allocated to the university. The funding for the personnel costs of temporary university employees (unit) comes from each unit's revenue and there is thus no similar restriction on the total number of such positions.

2. Position

Temporary university employees fall into two categories.

- (1) Lecturer
- (2) Expert 1
Expert 2
Expert 3

3. Employment Contract

While a standard contract exists, the contract may be tailored to specific circumstances by crossing out selected clauses. The employer and employee must both indicate their agreement to the striking of the clauses by signing next to them.

4. Dress Code

Ordinary

Polite Dress

Ceremony

- (1) Formal Dress
- (2) Half-Decorated
- (3) Fully-Decorated

5. University Card

University Personnel is required to scan university card to mark attendance. Other measures may be in place subject to each unit's requirements. Apart from attendance record, this card is used to show to the university communities that the person with this card is a university personnel.

6. Employment Certificate

University unit may certify an employee in terms of employment status, wage rate, length of service.

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Chapter 4

Wages

1. Wage Scale (1st April 2011)

Position	Responsibility	Range
Lecturer		20,780 - 21,620 - 22,490 - 23,370 - 24,270 - 26,460 - 27,480
	<ul style="list-style-type: none">- Teaching foreign language to undergraduates.- Teaching a non-language discipline and conducting research- Multidisciplinary work	25,530 - 26,660 - 27,800 - 28,930 - 30,100 - 31,290 - 32,510
Expert 1	<ul style="list-style-type: none">- Giving advice on an on-going project.	32,510 - 33,770 - 37,120
Expert 2	<ul style="list-style-type: none">- Initiating a project.	33,770 - 37,120 - 38,620
Expert 3	<ul style="list-style-type: none">- Initiating a project and conducting research on the project.- Giving general and technical advice on a project.- Acting as liaison with international institutions.- Equipped with higher expertise than expert 2 and well-recognized in the field.	37,120 - 38,620 - 40,100

2. Wage increase

- No wage increase within the first two years
- Wage may be increased by one or two steps under the following conditions

1 Step

- (1) The employee has completed serving out a 2-year contract.
- (2) The employee has been offered contract renewal for another 2- year term.
- (3) Performance has been outstanding
- (4) Sufficient budget exists.

2 Steps

- (1) Qualified for 1-step wage increase
- (2) Performance has been exceptional
- (3) Only 15% of temporary international employees whose contract terms are 2 years on 1st October of that fiscal year may qualify for this.

In case of contracts with unspecified term of employment, wage increase may be considered every two years.

3. Overtime Pay

Overtime pay will be extended in case that employee is requested from head of university unit to work overtime.

- Overtime pay rate on working day is 50 baht per hour, not exceeding 7 hours per day.
- Overtime pay rate on holiday is 60 baht per hour, not exceeding 7 hours per day

University unit may provide other types of allowance as deemed fit such as professional allowance, special allowance, honorarium, travel allowance.

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Chapter 5

Benefits and Entitlements

1. Paid Leave

(1) Sick Leave

- Up to 15 days per year. Requests for sick leave of more than five consecutive days must be accompanied by a medical certificate.

- Should an employee need to take leave due to illness in excess of 15 working days in one year, the balance of leave of other types may be used.

- Should an employee take sick leave in excess of the annual 15 day allotment, monthly wages will be reduced at the rate of one twenty-second of the monthly wage per excess day of sick leave.

(2) Private leave or Annual Holiday Leave

- Up to 10 working days per year (not within the first 6 months of employment)

- Employees may accumulate up to 22 days of holiday leave. Should an employee wish to utilize accumulated holiday leave, the unit must be notified at least 15 working days in advance.

2. Medical Services

Social Security Fund

3. Social Security Fund and Benefits

The insured is required to contribute 5% of wage (750 THB per month tops) and the employer will supplement the contribution at the same rate.

Benefits

1. Event Of Injury Or Sickness (Applicable if contributing more than 3 months within 15 months)
2. Maternity (Applicable if contributing more than 7 months within 15 months)
3. Invalidity (Applicable if contributing more than 3 months within 15 months)
4. Decease (Applicable if contributing more than 1 months within 6 months)
5. Child Allowance (Applicable if contributing more than 12 months within 36 months)
6. Old Age Benefits
 - Pension (Applicable if contributing more than 180 months and 55 years of age)
 - Gratuity (Applicable if contributing less than 180 months and 55 years of age or invalidity or decease with a condition that the status of the insured is terminated)
7. Unemployment Benefits (Applicable if contributing more than 6 months)

4. Gratuity

Ordinary Gratuity

At the end of a contract if the employee has served for at least 12 months, he/she is eligible for an ordinary gratuity as follows:

1. The wage for the last month is multiplied by the number of months of service and divided by twelve.
2. In the case that a contract is terminated due to an employee's serious misconduct or desertion of duty without justification, the employee is not entitled to receive the ordinary gratuity.

Special Gratuity

In the case that an employee dies because of violence or becomes disabled or incapacitated on account of or in the course of performing his/her duty and an officially authorized physician has examined the employee and concludes that the employee is no longer able to perform his/her duty, the employee shall receive a special gratuity as follows:

1. In case of being disabled or incapacitated, the employee shall receive a special gratuity of an amount that the employer deems appropriate by taking into account the circumstances and the state of being disabled or incapacitated, which shall be from six to twenty-four times the monthly wage.
2. In case of death, a special gratuity of thirty times the monthly wage shall be paid to the heirs.

Indemnity

In the case that an employee suffers injuries through violence or loses any organ on account of or in the course of performing his/her duty and is still able to resume employment under the current contract, the employer shall pay indemnity.

5. Accommodation

The employee must reside in the official accommodation provided by the employer. If official accommodation is not available, the employer shall provide an accommodation allowance of eight thousand Baht per month. (specified in the employment contract)

6. Reimbursement for Relocation Expenses

For terms of employment of not less than two years where the employee must travel from abroad for the specific purpose of assuming employment with the university, the cost of travel and shipment of personal belongings shall be reimbursed to the employee as follows:

- (1) Economy class air fare for the most direct flight for the employee, accompanying spouse and children.
- (2) Shipment of personal belongings by land or sea.

Chapter 6

Performance Evaluation

The university applies uniform guidelines and procedures for performance evaluation to all categories of personnel.

PA Process

The university has established a fair and transparent system for performance assessment in order to foster a collaborative work atmosphere and increase understanding between supervisors and subordinates. A key component of the university's performance assessment system is the **Performance Agreement (PA)**, which specifies performance expectations for the employee. The PA is agreed upon between the employee and unit before signing of the contract and becomes an integral part of the contract. The content of the agreement should be aligned with strategies objectives of the university and should encourage excellence in employee performance.

Guidelines

Assessment is conducted biannually with the result used to improve performance, for career development, and for consideration for salary increase, annual reward, allowance, incentives, and other human resource issues.

Assessment Criteria

- (1) Performance as agreed in the PA
- (2) Competency consisting of Core Competency, Functional Competency (where relevant) as well as Managerial Competency for those in management positions.

Evaluator A committee with at least three members

Evaluation Result Excellent, Very Good, Good, Fair, Needs Improvement

Chapter 7

Academic Titles

Academic Titles

- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

The request for academic title can be made in two ways.

1) Ordinary Track: The employee has all required qualifications.

2) Special Track: The employee has exceptional qualifications but does not satisfy all the normal requirements or is seeking promotion outside the normal career path progression. Examples include not meeting the requirement for length of service in the current position, skipping steps in the normal career path, and moving between faculties.

For more details

Thai www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html

English www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html

Chapter 8

End of Employment

End of employment conditions

An employee's employment status will end under any of the following conditions:

(1) Completion of term of employment. In this case an ordinary gratuity will be paid if the length of service has been at least 12 months.

(2) Death of the employee

(3) Termination of the contract by either party by providing written notice at least three months in advance.

(4) Termination of the contract by the employer in the case where an officially authorized physician has examined the employee and concluded that the employee should not be employed further due to ill health.

(5) Termination of the contract by the employer due to the employee's serious misconduct or desertion of duty without justification.

When the contract is terminated:

I. (2), (3), (4) and (5): the employer shall pay remuneration up to the date of termination.

II. (2), (3), (4): the employer shall pay accommodation allowance for the entire month of termination.

III. (5): the employer shall pay accommodation allowance in proportion to what the employee would normally receive up to the date of termination.

Appendix

Website

For more details

Thai www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html

English www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html

✧ Comptroller General's Department

Website: www.cgd.go.th

✧ HR Contact

- Director of Human Resources Division

Tel. 0-2849-6290

- HR Management Unit

Head Tel. 0-2849-6289

Staff Tel. 0-2849-6281, 6295-96, 6283, 6389-90

- HR Welfare and Benefit Unit

Head Tel. 0-2849-6280

Staff Tel. 0-2849-6282, 6284, 6286, 6291-92, 6391, 6387

- HR Strategic Unit

Head Tel. 0-2849-6297

Staff Tel. 0-2849-6238-39, 6285, 6294, 6298

- HR Capacities Building Unit

Head Tel. 0-2849-6278

Staff Tel. 0-2849-6275-6277, 6279

- HR Career Path Unit

Head Tel. 0-2849-6293

Staff Tel. 0-2849-6293, 6388

✧ Immigration Bureau

Website: www.immigration.go.th/

- For foreigner whose residence is Bangkok

The Government Complex Commemorating His Majesty , B Building , Floor 2 (South Zone) Chaengwattana Road (Soi 7) , Laksi , Bangkok 10210

Tel. 0-2141-9889

Website: www.immigration.go.th/intro_th.html

- For foreigner whose residence is not Bangkok

Provincial Office where residence is situated. For instance,

Nakhonpathom Provincial Office
53/11 Moo 2 Raikhing Sampran Nakhonpathom
Tel. 0-3431-8996-7
Website : <http://nakhonpathom.immigration.go.th>

✧ Department of Employment

- **For Bangkok**

Department of Employment, Ministry of Labour
Maitri Rd., Din Daeng, Din Daeng, Bangkok 10400
Tel. 0-2247-9423, 0-2248-4773
Website: www.doe.go.th

- **For Non-Bangkok**

Provincial Office where workplace is situated. For instance,
Nakhonpathom Provincial Office
Department of Employment, Ministry of Labour
898/7-9 Phet Kasem, Huai Chorakhe Muang Nakhonpathom 73000
Tel. 0-3425-0861-2
Website: www.doe.go.th/nakhonpathom



Pay Period and Pay Day

- ✓ Three days before the last working day of a given month.

Payment Method

- ✓ Cash Wire Transfer, Via Siam Commercial Bank (Please provide the first page of saving passbook, “for” accounts and “and” joint accounts is not allowed.)

Taxation

- ✓ Subject to Revenue Code

Personal mail

- ✓ Each individual will be provided with a university e-mail.
- ✓ Desk telephone can make a call to a number with “02” as initial.

- ✓ Sensitive information such as salary or performance review is considered confidential.

- ✓ Smoking area restriction is strictly observed.

- ✓ MU-Wifi is basically accessible throughout campuses via the university e-mail provided.

- ✓ Essential software for work is available via MUIT (Division of Information Technology)

Process: 1. Access URL: <http://muit.mahidol/>

2. Select icon “Software and Download Manual” > Download Software > Download Licensed Software

3. Select “More” (Staff)

4. Login with the e-mail and password (for example, mahdiol.mui@mahidol.ac.th)

Parking

- ✓ University unit generally has its own parking lot. Public parking facility is provided at

Parking 1, 2, 3, and 4. Please see the map in the handbook for details.

Dining Facilities

- ✓ Some faculties or lecture building will provide a canteen.

Bank

- ✓ Three major banks (Siam Commercial Bank, Bangkok Bank, and Krungthai Bank) have their branches in Salaya campus.

Transport

- ✓ Shuttle bus (for inter-campus transport) and Tram (for transport in Salaya campus) is available. For more details, please visit General Affair Division website.

Sport Facilities

- ✓ Various athletic and recreational facilities are provided at College of Sports Science and Technology.

(Translation)