



## **Handbook – welcome to CPG, Bangkok, Thailand**

If you are reading this booklet you either signed up or are seriously considering to sign up to become a legal intern (Praktikant) or legal clerk (Rechtsreferendar) at the CPG or one of its partner institutions. Legal clerks can join the CPG either for their administrative or elective stage (Verwaltungs- bzw. Wahlstation).

This handbook aims to give you an overview of what to expect concerning your work at the CPG and your stay in Bangkok, Thailand.

### **Work at CPG**

CPG is short for German-Southeast Asian Center of Excellence for Public Policy and Good Governance. The CPG is funded by the German Federal Foreign Office and supported by the German Academic Exchange Service (DAAD). It is a common institute of Thammasat University Bangkok and Goethe-University Frankfurt am Main, Westfälische Wilhelms-University Münster, and Passau University in Germany. Its research and work focus lies on public law and its role in facilitating good governance. Based on the cooperation between the Faculties of Law at the four participating universities our approach is interdisciplinary. Pursuing a comparative perspective of transfer of ideas and knowledge between Europe and Southeast Asia, the CPG pays particular attention to Southeast Asian countries. Numerous co-operations exist with further European and Asian universities and other private and public institutions concerned with public law, good governance and politics.

Depending on your placement as either an intern or a legal clerk your work for the institute will differ. Interns are integrated into the day-to-day work of the office and are invited to participate in the conception and conduct of conferences, work-shops and in-house seminars. Legal clerks will be assigned individual projects producing content for the online newsletter, assisting with the course work for the Thai students of German Law and depending on their level of expertise are invited to either participate in or give guest lectures at workshops and seminars. Upon request an extensive vocational training schedule (Ausbildungsplan) is available and can be used to allow the home university or Justizprüfungsamt to assess the suitability.

Both interns and legal clerks are assigned their own workplace in the Thammasat Law Faculty building on Tha Prachan Campus either within the staff office based on the second floor room 204 or at the fourth floor in the computer pool in front of the director's office and the CPG library. Office hours are Monday to Friday from 9am to 6pm.



You may contact your colleagues as following:

Name	Position	E-Mail	Telephone
Henning Glaser	Director	contact@cpg-online.de	02613 - 2968
Dr. Duc Quang Ly	Project Manager		
Siraprapa "Tudtoo" Chalermphao	Office Manager		
Shavaorn "Bas" Wongkom	Program Officer		
Chatmongkhon "Chat" Sutthiwichai	Project Assistant		

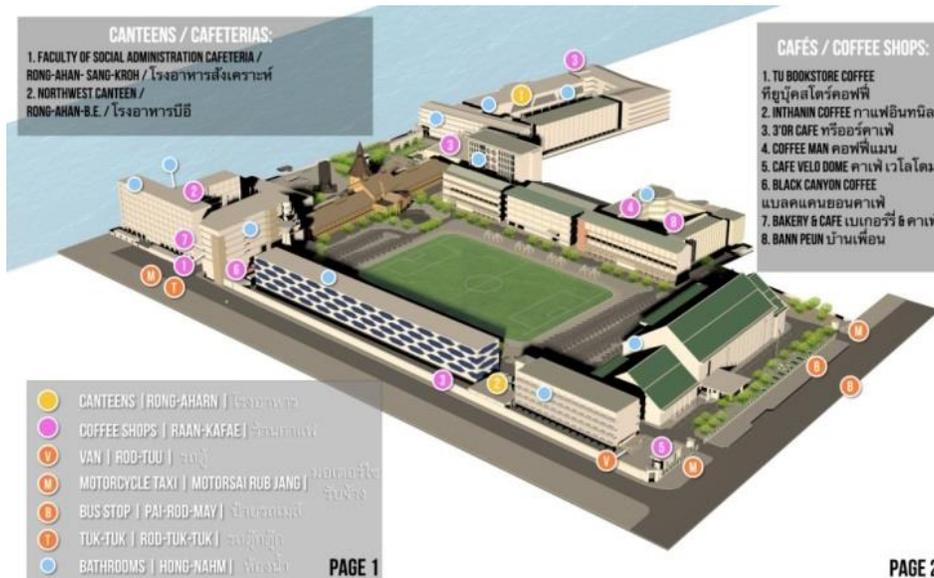
If you use a computer for the first time please create a new user account and download the internet-based cloud "dropbox" from the following URL:

<https://www.dropbox.com/downloading>

Login ID: [contact@cpg-online.de](mailto:contact@cpg-online.de)  
Password: *please ask your colleagues*

After login you can store your files in the folder "dropbox" you will find in the Windows Explorer to work on them on every location you would like to and allow an editing by different users.

The Campus looks like this:





Location of the CPG within the Faculty of Law of Thammasat University

**CODE PART 2**

(CODE FOR PAGE 3-4)

# Buildings:

1. Faculty of Law
2. Faculty of Commerce & Accountancy
3. Faculty of Political Science
4. Faculty of Economics
5. Faculty of Social Administration, Faculty of Sociology & Anthropology
6. Faculty of Liberal Arts
7. Faculty of Journalism & Mass Communications
8. Dome Building
9. Dome Plaza
10. Anekprasong 1 Building
11. Thammasat University Bookstore
12. Bhodi Court
13. Language Institute
14. Student Activities Center
15. Gymnasium
16. Old Library Building / College of Innovative Education
17. Pridi Banomyong Library
18. 60th Anniversary Thammasat Building (Anekprasong 2) / Viceroys Palace Wall
19. Viceroys Palace Restaurant
20. Pridi Banomyong Plaza
21. Buddha Image House
22. Historic Sculpture Garden
23. Faculty of Social Administration Cafeteria
24. Main Auditorium
25. Sriburapha Auditorium
26. 60th Anniversary Thammasat Plaza
27. Dharma Chakra
28. Northwest Canteen

- Canteens:** In Thai & Karaoke on PAGE 1-2
- 23. Faculty of Social Administration Cafeteria
- 28. Northwest Canteen

- Cafes:** In Thai & Karaoke on PAGE 1-2
- 1. TU Bookstore Coffee
- 2. Inthanin Cafe
- 3. 3'Or Cafe
- 4. Coffee Man
- 5. Cafe Velo Dome
- 6. Black Canyon Coffee
- 7. Bakery & Coffee
- 8. Baan Peun

(CODE FOR PAGE 3-4)

Buildings (In Thai & Karaoke)

1. คณะนิติศาสตร์ = Kha-na-ni-ti-sard
2. คณะพาณิชยศาสตร์และการบัญชี = Kha-na-pha-nid-cha-ya-sard-lhae-kan-ban-shi
3. คณะรัฐศาสตร์ = Kha-na-rat-tha-sard
4. คณะเศรษฐศาสตร์ = Kha-na-set-tha-sard
5. คณะสังคมวิทยาและมานุษยวิทยา = Kha-na-sang-kom-song-kroh-sard-lhae-sang-khom-wit-ta-ya-lhae-ma-nud-sa-ya-wit-ta-ya
6. คณะศิลปศาสตร์ = Kha-na-sil-pra-sard
7. คณะวารสารศาสตร์และสื่อสารมวลชน = Kha-na-wa-sa-sarn-sard-lhae-sue-sarn-muan-chon
8. หอศิลป์ = Tuek-dome
9. ศาลโดม = Lhan-dome
10. อาคารอนุประสงฆ์ = Ar-khan-ar-niek-pra-song
11. ศูนย์วิจัย มธ. = Soon-nhung-sue-mor-thor
12. ศาลโฆง = Lhan-Pho
13. สถาบันภาษา = Sa-tha-bun-pha-sa
14. อาคารกิจกรรมนักศึกษา = Ar-khan-kit-ja-kum-nuk-suek-sa
15. อาคารอเนกประสงค์ = Ar-khan-gymnasium
16. อาคารอนุประสงฆ์ 5 ชั้น = Kha-na-ni-ti-sard
17. หอสมุดใหญ่ = sum-nuk-hor-sa-mud
18. อาคารธรรมศาสตร์ 60 ปี (อาคารอนุประสงฆ์ 2) = Ar-khan-thammasat-60-phae
- อาคารอนุประสงฆ์ 2 = Hong-ar-han-dome-thaprachan-chun-2
- สหกรณ์หอพัก มธ. ชั้นโดม = Sa-ha-gorn-aom-sub-mor-thor-chun-tye-din
19. อาคารพาณิชย์ = Lhan-kam-pang-wang-nha
20. อาคารพิพิธภัณฑ์ = Lhan-phae-dee-pra-nom-yong
21. หอพระ "พระพุทธธรรมวิจิตรศาล" = Hor-pra-pud-dha-tham-ma-thi-ti-sard-sa-da
22. อาคารบริหารงานพัฒนาระดับชาติ = Lhan-pra-ti-ma-khum-kum-pang-pra-wud-thi-sard
23. โรงอาหารโดมอนุประสงฆ์ = Rong-ar-han-sang-khom-song-kroh
24. หอประชุมมหาวิทยาลัยธรรมศาสตร์ = Hor-pra-chum-mahawittayalai-Thammasat
25. หอประชุมพิพิธภัณฑสถาน = Hor-pra-chum-sri-bu-ra-pa
26. ศาลพระ 60 ปี ศาลาธรรมศาสตร์ = Krob-rob-hok-sip-bi-pla-sa-tha-ma-sat
27. จักรพรรดิ = Chakra-tham
28. โรงอาหารบีอี = Rong-ahan-B.E.

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## Arrival

Traveling to Bangkok, Thailand, from Germany takes no more than half a day and can be accomplished on a student budget. While a Lufthansa flight will set you back around 1000 Euro with some smart searching and a willingness to change flights for example in Dubai you can get tickets to Bangkok from Frankfurt Airport for as little as 400 Euro. We recommend watching the prices through kayak.com or similar websites.

For any stay in Thailand for longer than 30 days a visa is required. The CPG staff will provide you with an invitation letter for you to present with your personal information (either in person or via mail) at the Thai Embassy in Germany. You will have to apply for a non-immigrant-education visa either in “S” for a 90 day stay with one entry into Thailand or – if you wish to travel around the adjacent Asian countries – “M”, which allows for a 90 day stay per entry with multiple entry. In 2014 the non-immigrant-ed visa S cost 55 Euro and M 140 Euro in fees payable to the Thai embassy in Germany. The visa issuing time takes anything between three weeks and three months.

Upon arrival in Thailand you will be requested to give a permanent address for your visa slip.

After immigration you can easily pick up a local phone card with 3G or 4G internet at around 500 THB including some credit for messaging. The company AIS 1 2 Call provides good national coverage at a decent price.

Make sure to have some 500 THB ready for the taxi ride from the airport. You can either change the money at any currency exchange or take it out from any of the available ATM. Since at the airport exchange rates are bad (1 Euro is worth approx. 40 THB in 2014) and ATM charges high it is advisable to exchange/take out only a minimum amount. If you wish to frequently take out cash from local ATM we recommend you check your contracts while still in Germany. Some banks such as “DKB” advertise with free cash withdrawals from their visa cards worldwide.

When looking for a taxi at the airport do not accept any offers made to you but follow the signs saying “public taxi” to one of the lower floors. There are computers available to print out a slip assigning you to a specific taxi lane. Those taxis will be safe and some English is spoken by the drivers. The fee comprises a 50 THB airport charge for the taxi driver and the destination charge determined by the meter (usually around 250-400 THB to the inner city of Bangkok depending on the state of the ubiquitous traffic jam). Since the highways in Thailand frequently are toll highways the driver will ask you for the toll fee of 50 THB at the first and 25 THB at the second



toll station. Sometimes the drivers front the fee and request repayment at the end of the trip. A small tip is appreciated for this 30 to 70min ride.

### **Living arrangements**

The possible living arrangements in Bangkok are as diverse as the city itself. The local staff of the CPG will gladly assist you in finding suitable accommodations. Ruen Indra Court at a cost of 7000-1000 THB depending on size and furnishings has been previously used by legal clerks and interns. However, frequently legal clerks and interns choose to book a hotel using either booking.com or agoda.com for the first part of their stay and look for apartments from there.

### **Transport**

Coming from a German perspective transport in Bangkok is very cheap. This includes taxis, which are a true transportation vehicle of convenience, as well as the public transport via boat along the river, the BTS (Bangkok Sky Train), busses and MRT (Metro). Unfortunately all operate independently. There is no common ticket. Here is a 2014 current list of prices:

Mode of transportation	Price
Express Boat (orange flag)	15 THB
Tourist Boat (blue flag)	40 THB
MRT	16-40 THB depending on distance
BTS	15-42 THB depending on distance
Taxi	35 THB + small distance charge according to meter
Bus - air-conditioned	13 THB
- no air-condition	8 THB

For the BTS and MRT there also exist day-passes and value cards with multiple rides that offer a much better deal.

### **Travel**

It is a declared wish of the CPG to allow its legal interns and clerks to experience both Thai culture and nature. Legal clerks are invited to use their official vacation time to travel the country. The local colleagues provide valuable advice as to the best rates and sights.



Almost all destinations are quickly accessible through either a bus or minivan (very cheap) or a quicker and also inexpensive flight with local airlines.

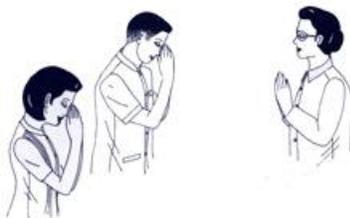
## Food

Thai Food is delicious and tends to be incredibly spicy. While most vendors – especially those selling to-die-for street food – do not speak English some easily learned Thai words will reduce the level of spiciness to accommodate the European palate and as a last resort a big smile combined with the good old method of point-point-this-point-point-that will get you everything you need. While some restaurants do demand different prices for Thai and foreign customers, this is only a slight inconvenience as main courses usually amount to 50-200 THB. The from a thai perspective not so “excotic fruits” are of an amazing quality and sold everywhere.

The CPG staff will show you around the best joints near the office and after some short days the coffee stores around campus will prepare your favorite order as you approach.

## Culture

Thai culture is very different from the German approach. It is best to approach the differences with a curious mind and big smile. Some simple rules for the start:



1. Do greet the people you approach with a smile and a polite wai. Note: the further you bend your head and the closer your hands come to your nose the more respectful it becomes.
2. Do not touch monks – especially if you are a woman. If you want to take a picture – ask first.
3. Thai society is conservative. Thais appreciate if foreigners cover knees and shoulder and abstain from consuming alcoholic beverages while on the go.
4. On campus smoking and drinking is not permitted.
5. The CPG dress code is smart casual.