Announcement
The Faculty of Graduate Studies, Mahidol University
Registration and Tuition Fee Payment for Academic year 2018

To ensure the Faculty of Graduate Studies registration and tuition payment process is simple and suitable to the needs of graduate students, the Faculty of Graduate Studies has organized and initiated registration and tuition fee payment program for the Academic Year 2018.

1. **Registration and tuition fee payment schedule**

   (Document attached to this announcement)

2. *Online* **Registry Service e-registration at www.grad.mahidol.ac.th**

3. **Course Registration**

   3.1 Full time students are allowed to register for a minimum of 9 credits and a maximum of 15 credits per semester and part-time students are allowed to register for a minimum of 6 credits and a maximum of 12 credits peer semester, in each regular semester, in the two-semester system. The maximum course load during summer session is 6 credits.

   3.2 For students who are required to register with the number of credits that do not comply with the above requirements, the students must fill in the form AS-3-10 to ask for approval from the Dean of the Faculty of Graduate Studies before or during the registration process.

   3.3 If students can not take any course, please specify "No Course Taken".

   3.4 If students set approval to temporarily suspend studies, please specify "voluntarily suspend".

4. **Thesis or Thematic Paper registration**

   4.1 First time registration for thesis or thematic paper, students are required to add thesis or thematic paper course and specify the amount of credits based on the Thesis or Thematic paper credits in total, or divided tuition payment according to the tuition fee announcement of Mahidol University.

   4.2 Students have to register thesis or thematic paper course every semester until they take the thesis/thematic paper defense examination and get the result "PASSED".

5. Fee Payment

5.1 Students can use the invoice downloaded and printed out from e-registration to make a payment at any designated banks:

△ Siam Commercial Bank Public Company Limited;

TMB Thai Military Bank Public Company Limited;

Bank of Ayudhya Public Company Limited;

Krung Thai Public Company Limited;

Bangkok Bank Public Company Limited; or

Thanachart Bank Public Company Limited.

5.2 The payment can be made via the following methods:

5.2.1 Cash payment can be made at any designated banks with the invoice specifying the fee, pay-in slips not required, Please note that a 10-Baht processing fee will be charged. The invoice can be used as the receipt for registration fee; or

5.2.2 Electronic payment can be made through:

1) the Internet-banking

2) students' personal ATM card.

3) QR Payment

Remarks: Students must specify accurate *Comp.code* or *Service Code* of each bank. If the *Comp.code* or *Service Code* is not accurate, the payment will not be successfully processed.

6. Late registration penalty fees

The payment made after the due date is considered late payment. The sum of 2,000 Baht late fine must be paid. To pay for the fine the following steps shall be followed:

6.1 Enter e-registration system. The screen will display "Student must pay fine for your late payment".

6.2 Download and print out the invoice to make payment at the designated banks; and please note that a 10-Baht processing fee will be charged.

△ Siam Commercial Bank Public Company Limited;

TMB Thai Military Bank Public Company Limited;

Bank of Ayudhya Public Company Limited;

Krung Thai Public Company Limited;

Bangkok Bank Public Company Limited; or

Thanachart Bank Public Company Limited.

Students who fail to pay the late fine will not be able to register for any courses in the following semester.

7. Postponed payment

For students who can not make the tuition fee payment on fee payment deadline, they can submit AS-3-14 form in order to request postponed payment and be exempted from the late payment fee. The request must be submitted prior to the last week of registration in the next semester.

8. Course changes

After the registration process has been completed, students can change the list of registered courses through the process of Add/Drop course. Students must have paid registration fees in-full before any changes can be processed.

9. Request for refund of graduate fee

9.1 Students can request a refund of graduate fee paid as per the following:

- Request to drop a course has been made within the timeframe of the Add/Drop period.
- The course has been cancelled and will not open.
- Student does not receive registration approval from the Program or the Faculty of Graduate Studies.

9.2 Students can submit AS-3-05 refund graduate tuition form to request a refund of graduate fee. Should the Student refund after deadline no refund should be made.

10. Withdrawal

Withdrawal from a course is possible after the Add/Drop period has been finalized, up-and-until one week prior to the final examination of the course. A course which a student has requested a withdrawal will receive a letter grade "W".

11. Retaking a course (Regrade)

Students who receive a course evaluation letter grade lower than "B" for a required course or a letter grade lower than "C" for an elective course must register for retaking the course (regrade) in order to provide course assessment results that meet the standards of the required and elective courses. For a required course students must register to "regrade" the same course. For an elective course students can register to "regrade" the same course or select another course with the same number of credits that can be a substitute for the previous course. In order to register for "regrade" students must specify the details for requesting "regrade" i.e. course name and code, semester and academic year of the original course student requesting "regrade" to process the study accordingly. The course evaluation grade for the course registered as "regrade" cannot be higher than a letter grade "B".

12. Courses which have received the letter grade "I" (Awaiting assessment)

Students who receive the letter grade "I" from the situation as follows:

"I" Case #1: Need to re-take an examination or present additional assignments or portfolio within one month after the course director provided notification of assessment results

"I" Case #2: Perform addition task(s) and receive a new evaluation by the end of the next semester

"I" Case #3: Repeat the entire course the next time that course is offered

Such students are not required to register for a course which they have received a letter grade "I" and are able to rectify the letter grade "I" in accordance with the criteria set for each case for the course that student has received the letter grade "I". Once the remedial requirement has been completed, students will be able to amend the letter grade "I" per the conditions as established by the course director responsible for resubmitting the assessment result needed to amend the letter grade "I".

13. Absence from registered course

Students who have registered for a course but are not able to attend the course must request to "Drop" that course regardless of whether registration and tuition fees have been paid or not.

Otherwise, it will create a situation whereas student will not be able to complete their academic studies-obtain graduation, because learning assessment results will not appear on the registry stemming from student not attending course.

14. Attendance

Students must participate and attend course they have registered for at the very minimum of 80% of the course period. If students are unable to attend course, they should "Drop" otherwise, students will automatically receive a letter assessment grade of "F" (Fail).

15. Request to temporarily suspend studies

15.1 Students can request to temporarily suspend studies per the following conditions: student has studied and completed at least 1 semester and must have maintained a GPA of not less than 2.00. Students must submit the AS-3-09 form requesting a temporary suspension of studies/retire from the status of student, accompanied with the justification for student's request and necessary document (if any) to the Dean of the Faculty of Graduate Studies via approval of the Program Director at least two weeks prior to the registration period.

15.2 Once students have received approval from the Dean of the Faculty of Graduate Studies to temporarily suspend studies, students must register by specifying "Voluntarily Suspend" and pay the maintaining student status fee 4,000 baht/semester and the education services fee.

15.3 Students that receive a notification of approval to temporarily suspend studies must fill the form AS-3-10 General Request to receive Permission from the Program Director and the Dean of the Faculty of Graduate Studies to re-enroll at least one week before the registration period.

16. Termination of student status as a result of not registering

The Faculty of Graduate Studies will submit the name of the student to the President to terminate student status as per follows:

16.1 Student that has not paid registration and tuition fees for each and every semester including any late penalty fees accrued even though student has already registered.

16.2 Student that has not registered for a regular semester.

17. Permission to not register or pay tuition fees for the forthcoming semester

Permission for students to not register or pay tuition fees for the next regular semester are as follows:

Requirements to be completed	Deadline to complete the requirements	
	Semester 1/2018	Semester 2/2018
1. Students in the graduate diploma and higher graduate diploma program must complete courses required in the program structure according to the criteria of the program. Student must have a GPA not less than 3.00, including passing the English proficiency requirement announced by the Faculty of Graduate Studies.	on or before August 10, 2018	on or before January 4, 2019
2. Students in the Master's and Doctoral degree program must take the thesis/thematic paper defense examination and get the result "PASSED"	on or before August 10, 2018	on or before January 4, 2019

If student is unable to make arrangements within the time limits established before due date, student must register and pay tuition fees in order to maintain student status.

If student can make arraignments with in the time limits established before due date but student pay the fee after the passed thesis/thematic paper defense examination date no refund should be made.

18. Contact

Student with questions or requiring further information should contact the Registration Unit, Academic Services Section at the telephone number : 0-2441-4125-39 extension 111, 123, 319 or 0-2441-0182 or by facsimile at the number 0-2441-9834 during the official working hours or send a message via e-mail : arnath.pal@mahidol.ac.th

Announced on February   **14**   , 2018

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Deputy Dean for Academic Affairs
Faculty of Graduate Studies
Mahidol University

Course Registration and Fee Payment for Graduate Students, Academic Year 2018

Faculty of Graduate Studies, Mahidol University

Registration Process Activities		Timetable		
		1 st Semester	2 nd Semester	Summer
1.	Semester start-end dates	Aug 14 - Dec 7, 2018	Jan 7 - May 3, 2019	May 27 - Jul 19, 2019
2.	Students meet the advisors to ask for course registration approval	from Jul 9, 2018	from Dec 3, 2018	from May 6, 2019
3.	Registration period e-registration at http://www.grad.mahidol.ac.th			
	3.1 Regular Registration	Jul 9 - Jul 20, 2018	Dec 3 - Dec 14, 2018	May 6 - May 10, 2019
	3.2 Regular Registration closed	Jul 22 - Aug 13, 2018	Dec 15, 2018 - Jan 6, 2019	May 11 - May 26, 2019
	3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 10, 2018	Jan 4, 2019	May 24, 2019
	3.4 Late Registration	Aug 14 - Aug 24, 2018	Jan 7 - Jan 18, 2019	May 27 - May 31, 2019
	3.5 Payment for late registration	Aug 11 - Sep 21, 2018	Jan 5 - Feb 15, 2019	May 25 - Jun 21, 2019
*	3.6 Late payment of 2,000 baht	Aug 14 - Nov 2, 2018	Jan 7 - Mar 29, 2019	May 27 - Jul 5, 2019
	3.7 Add / Drop course Registration (Refund Graduate Tuition Fee Drop Course)	Aug 14 - Aug 24, 2018	Jan 7 - Jan 18, 2019	May 27 - May 31, 2019
	3.8 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 14 - Sep 14, 2018	Jan 7 - Feb 8, 2019	May 27 - Jun 21, 2019
	3.9 Add / Drop course Payment	Aug 14 - Sep 21, 2018	Jan 7 - Feb 15, 2019	May 27 - Jun 21, 2019
	3.10 Course withdrawal (no refund)	Aug 25 - Nov 30, 2018 or until the week before the final exam	Jan 19 - Apr 26, 2019 or until the week before the final exam	Jun 1 - Jul 12, 2019 or until the week before the final exam
4.	Advisor or Program director give approval for each student	within 7 days after receiving student registration request		
5.	Registration staff will send invoice and course list via e-mail to each student. The students can download and print out the invoice to make **each payment at the bank counter or** electronic payment Registration period 5.1 Regular Registration 5.2 Late Registration 5.3 Add/ Drop Course Registration	12 days after receiving student registration request		
6.	Announcement of student enrollment's list and payment status at http://www.grad.mahidol.ac.th (e-registration)	from Jul 23, 2018	from Dec 17, 2018	from May 20, 2019
7	Students who do not register and/ or do not pay the fee must contact the Academic Services Section, Salaya to confirm the student status	Sep 24 - Oct 12, 2018	Feb 18 - Mar 8, 2019	.
8	Students status terminated due to non-registration and/ or non-payment of fees	Oct 29, 2018	Mar 22, 2019	.
** 9.	e-registration closed	Nov 26 - Dec 2, 2018	Apr 29 - May 5, 2019	Jul 1 - Jul 7, 2019
10.	Students give comments on the Online Course Evaluation Form	Nov 5 - Dec 17, 2018	Apr 1 - May 13, 2019	Jul 22 - Aug 13, 2019
11.	Program directors submit evaluation of student's achievement in each course to FGS.	within Dec 28, 2018	within May 24, 2019	within Jul 26, 2019
12.	Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration)	from Jan 4, 2019	from May 29, 2019	from Aug 1, 2019

Note

* Student Download Invoice late payment fines of 2,000 baht from the system e-registration and pay at the bank specified in Invoice.

**Registration may be allowed in person after online registration is closed by filling in the form AS-3-06.