



## Announcement

### The Faculty of Graduate Studies, Mahidol University Registration and Tuition Fee Payment for Academic year 2016

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 2016.

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

(Document attached to this announcement)

#### 2. Online Registry Service e-registration at [www.grad.mahidol.ac.th](http://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 per 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/ thematic paper course every semester until they take the thesis/ thematic paper defense examination and get the result "PASSED".

#### 5. 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.

## **6. Late registration penalty fees**

- 6.1 Students can download invoice and print out the invoice for late payment of 2,000 baht from the e-registration system.
- 6.2 Students can pay the late registration penalty fee at the following banks :
  - (1) The Siam Commercial Bank Public Company Limited (any branch)
  - (2) The Thai Military Bank Public Company Limited (any branch)
  - (3) The Bank of Ayudhya Public Company Limited (any branch)
  - (4) The Krung Thai Public Company Limited (any branch)
  - (5) The Bangkok Bank Public Company Limited (any branch)
  - (6) The Thanachart Bank Public Company Limited (any branch)

*Students who have not paid the late registration penalty fees will not be allowed to register for any forthcoming semester.*

## **7. 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.

## **8. Request for refund of graduate fee**

- 8.1 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.
- 8.2 Students can submit AS-3-05 refund graduate tuition form to request a refund of graduate fee.

## **9. 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".

## **10. 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".

## **11. 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”.

## **12. 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.

## **13. 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).

## **14. Request to temporarily suspend studies**

14.1 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.

14.2 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 and the education services fee.

14.3 Students that receive a notification of approval to temporarily suspend studies must 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.

### 15. 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:

- 15.1 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.
- 15.2 Student that has not registered for a regular semester.

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

16.1 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 1/2016                       | Semester 2/2016                 |
| 16.1.1 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<br>August 5, 2016        | on or before<br>January 6, 2017 |
| 16.1.2 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<br>August 5, 2016        | on or before<br>January 6, 2017 |

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.

### 17. Registration for Non-degree students

#### 17.1 Allowance to register

The Faculty of Graduate Studies, Mahidol University allows non-degree students who must hold a Bachelor's Degree or equivalent and graduate students from various institutions to enroll in the graduate courses by filling in the form AS-3-04 during the regular registration period of each semester.

#### 17.2 Conditions of Study

- 17.2.1 Must not study to obtain the degree from Mahidol University.
- 17.2.2 Courses must be a graduate course offered in the graduate program of the Faculty of Graduate Studies, Mahidol University.

17.2.3 Courses must be a graduate course regularly scheduled to offer in each semester. Exceptions can be made by a special arrangement with the graduate program in which the courses belong.

17.2.4 The number of credits must not exceed 6 credits per semester.

17.2.5 Non-degree students can attend the courses after registration and fee payment.

### **18. Contact**

Students with questions or requiring further information should contact the Registration Unit, Academic Services Section at the telephone number: 0-2441-4125-39 extension 109-111, 123 or 0-2441-0182-3 or by facsimile at the number 0-2441-9834 during the official working hours or send a message via e-mail to : [chanidapha.sut@mahidol.ac.th](mailto:chanidapha.sut@mahidol.ac.th).

Announced on January 27 , 2016



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Dean of the Faculty of Graduate Studies

**Course Registration and Fee Payment for Graduate Students, Academic Year 2016**

**Faculty of Graduate Studies, Mahidol University**

| Registration Process Activities |   | Timetable  |  |   |
|---------------------------------|---|--|--|---|
|                                 |   | 1 st Semester  | 2 nd Semester  | Summer  |
| 1.                              | Semester start-end dates  | Aug 8 - Dec 2, 2016  | Jan 9 - May 4, 2017  | May 22 - Jul 14, 2017   |
| 2.                              | Students meet the advisors to ask for course registration approval  | from Jul 4, 2016   | from Dec 6, 2016   | from May 1, 2017  |
| 3.                              | Registration period<br>e-registration at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a>  |  |  |   |
|                                 | 3.1 Regular Registration  | Jul 4 - Jul 15, 2016   | Dec 6 - Dec 16, 2016   | May 1 - May 4, 2017   |
|                                 | 3.2 Regular Registration closed   | Jul 16 - Aug 7, 2016   | Dec 17, 2016 - Jan 8, 2017                                       | May 5 - May 21, 2017  |
|                                 | 3.3 Fee payment deadlines (before 11.00 pm)<br>(If payment is over due, students will be charged 2,000 baht.)   | Aug 5, 2016  | Jan 6, 2017  | May 19, 2017  |
|                                 | 3.4 Late Registration   | Aug 8 - Aug 19, 2016   | Jan 9 - Jan 20, 2017   | May 22 - May 26, 2017   |
|                                 | 3.5 Payment for late registration   | Aug 6 - Sep 16, 2016   | Jan 7 - Feb 17, 2017   | May 20 - Jun 16, 2017   |
| *                               | 3.6 Late payment of 2,000 baht  | Aug 8 - Oct 28, 2016   | Jan 9 - Mar 31, 2017   | May 22 - Jun 30, 2017   |
|                                 | 3.7 Add / Drop course Registration  | Aug 8 - Aug 19, 2016   | Jan 9 - Jan 20, 2017   | May 22 - May 26, 2017   |
|                                 | 3.8 Submit Refund Graduate Tuition Form (AS-3-05)<br>(For dropped course during Add / Drop period)  | Aug 8 - Sep 7, 2016  | Jan 9 - Feb 8, 2017  | May 22 - Jun 14, 2017   |
|                                 | 3.9 Add / Drop course Payment   | Aug 8 - Sep 16, 2016   | Jan 9 - Feb 17, 2017   | May 22 - Jun 16, 2017   |
|                                 | 3.10 Course withdrawal ( no refund)   | Aug 20 - Nov 25, 2016 or until<br>the week before the final exam | Jan 20 - Apr 28, 2017 or until<br>the week before the final exam | May 27 - Jul 7, 2017 or until<br>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<br><u>Registration period</u><br>5.1 Regular Registration<br>5.2 Late Registration<br>5.3 Add/ Drop Course Registration | 12 days after receiving student registration request             |  |   |
| 6.                              | Announcement of student enrollment's list and payment status at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a> (e-registration)  | from Jul 18, 2016  | from Dec 19, 2016  | from May 15, 2017   |
| 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 19 - Oct 7, 2016   | Feb 20 - Mar 10, 2017  | -   |
| 8                               | Students status terminated due to non-registration and/ or non-payment of fees  | Oct 21, 2016   | Mar 24, 2017   | -   |
| ** 9.                           | e-registration closed   | Nov 28 - Dec 5, 2016   | Apr 24 - Apr 30, 2017  | Jul 3 - Jul 9, 2017   |
| 10.                             | Students give comments on the Online Course Evaluation Form   | Nov 1 - Dec 6, 2016  | Apr 4 - May 16, 2017   | Jul 18 - Aug 15, 2017   |
| 11.                             | Program directors submit evaluation of student's achievement in each course to FGS.   | within Dec 23, 2016  | within May 26, 2017  | within Jul 21, 2017   |
| 12.                             | Announcement of Grade Report at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a> (e-registration)  | from Dec 28, 2016  | from May 31, 2017  | from Jul 27, 2017   |

**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.