



Announcement

**The Faculty of Graduate Studies, Mahidol University
Regulations on Transfer of Educational Results from Non-formal Education and/or
from Informal Education to the Formal Education
in the Graduate Program of Mahidol University
B.E. 2557**

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This announcement is hereby enacted to ensure that the transfer of educational results from non-formal education and/or in informal education runs smoothly and to ensure the standards and quality of graduate studies at Mahidol University.

By the virtue of section 52 of the Academic Regulations of Graduate Studies, Mahidol University, B.E. 2556 and with the resolution of the Faculty of Graduate Studies Committee in the meeting no. 2/2557 on February 12, B.E. 2557, the Dean of the Faculty of Graduate Studies stipulates the regulations, as follows.

1. The Announcement of the Faculty of Graduate Studies, Mahidol University on Transfer of Educational Results from Non-formal Education and/or from Informal Education to the Formal Education in the Graduate Program of Mahidol University, B.E. 2553 is repealed.

2. In this announcement,

“University” means Mahidol University.

“Faculty of Graduate Studies” means The Faculty of Graduate Studies, Mahidol University.

“Program” means all graduate programs in any field of study approved by Mahidol University Council and recommended by the Commission on Higher Education

“Administrative Program Committee” means a committee appointed by the Dean of the Faculty of Graduate Studies to manage and develop a program.

“Student” means graduate student, Mahidol University.

“Non-formal Education” means educational activities which have clear target service user and educational objectives. The format, curricula, approach of managing and duration of study or training is flexible and vary according to the need and competency in learning of the target group. The target group is measured and evaluated their learning outcomes by standard method in order to obtain academic qualifications or to be leveled their learning outcomes.

“Informal Education” means learning activities that person can learn from daily way of life and choose to learn in a continuous and lifelong way according to their interest, needs, opportunities, readiness and competency in learning of each person.

“Transferring educational results from non-formal education and/or informal education” means to transfer performance, knowledge, skills and experience that learner obtains from non-formal education and/or informal education, from professional practice or from working experience to be part of the study in university’s program.

3. Those who are eligible to request for transfer educational results from non-formal education and/or informal education must be accepted to study in the graduate program and enrolled as the graduate students of Mahidol University with the status of regular student.

4. The educational results from non-formal education and/or from informal education can be transferred to the course in the graduate program of the Faculty of Graduate Studies, Mahidol University. The total number of credits to be transferred cannot exceed 25% of all credits of the program.

5. The educational results from non-formal education and/or from informal education cannot be transferred to thesis or thematic paper credits.

6. The process of transfer performance, knowledge, skills and experience from the non-formal education and/or from informal education can be processed after the requestor has graduated a bachelor's degree. The performance, knowledge, skills and experience must be performed by the requestor within 5 years counted from the date that the performance, knowledge, skills and experience appeared until the year that the request for transfer educational result from non-formal education and/or informal education is submitted.

7. The criteria and methods of transferring the educational results from non-formal education and/or from informal education to the formal education of the Faculty of Graduate Studies, Mahidol University are as follows.

7.1 Student submit the request for transfer the educational results from non-formal education and/or from informal education to the Chair of Administrative Program Committee along with the proof of performance, knowledge, skills and experience from non-formal education and/or from informal education.

If the course that student request to transfer to is belonged to other program, the course transferable shall be considered by the Administrative Program Committee of the program that is responsible for such course.

7.2 The Administrative Program Committee shall consider and specify course that students can transfer the educational results from non-formal education and/or from informal education to and specify the evaluation methods to evaluate performance, knowledge, skills and experience according to the evaluation methods and judging criteria for transferring the educational results from non-formal and/or from informal education. The Administrative Program Committee also specify the evaluation results that student is obtained in order to submit it to the Faculty of Graduate Studies Committee for approval.

7.2.1 The evaluation methods and judging criteria for transferring educational results from non-formal education and/or informal education shall be considered from

- a. Standardized tests
- b. Examination held by the program with the consent of the Administrative Program Committee
- c. Evaluation results from study/training organized by professional association or non-educational organization. The standard of the training must be equivalent to the educational standard for graduate program of Ministry of Education.
- d. Portfolio Presentation

7.2.2 Test results or evaluation results must be equivalent to grade of not less than B or G.P.A. point of 3.00 but is not counted in the calculation of the student's GPA.

7.3 The Faculty of Graduate Studies Committee shall make a final decision.

7.4 The educational results will be recorded according to the evaluation methods as follows.

- a. Credits obtained from the Standardized Test is recorded as "CS" (Credits from Standardized Test)

b. Credits obtained from the examination organized by the Administrative Program Committee is recorded as “CE” (Credits from Examination)

c. Credits obtained from the evaluation or training organized by organizations is recorded as “CT” (Credits from Training)

d. Credits obtained from portfolio presentation is recorded as “CP” (Credits from Portfolio)

8. To transfer the educational results from non-formal education and/or from informal education, students must submit the request for transfer within the first semester that student is enrolled. The program and the Faculty of Graduate Studies must complete the process of transfer in the same semester in order that student can acknowledge the course and credits that he/she needs to additionally take as required by the program. In case of necessity, if the process of transfer cannot be completed within time, it will be up to the discretion of the Dean of the Faculty of Graduate Studies.

9. After the request for transfer educational results from non-formal education and/or from informal education is approved, students must register and pay the tuition fee for the course that is approved to transfer educational results from non-formal and/or from informal education to without attending the class and receive the evaluation results in accordance with item 7.4.

This announcement shall be effective from this day onwards.

Announced on February 24, B.E. 2557
(Prof. Banchong Mahaisavariya, M.D.)
Dean, Faculty of Graduate Studies