



### **Announcement**

The Faculty of Graduate Studies, Mahidol University  
Registration and Tuition Fee Payment for Academic year 2014

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 2014.

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

(Documents attached to this announcement)

#### **2. Online Registry Service e-registration at [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)**

(Registration guidelines can be found in the document attachments)

#### **3. Course loads** - total number of credits allowed to register per semester.

- 3.1. The number of credit students are allowed to take during the first and second semester must not be less than nine (9) credits and not more than fifteen (15). For those students enrolling in the Summer-semester, students are allowed to take not more than 6 credits.
- 3.2. For those students who register for special programs, they are allowed to take not less than 6 credits and not more than 12 credits per that particular semester.
- 3.3. For students who are required to register for credits that do not comply with the above prerequisites, please submit an AS-3-10 general request form to the Dean of the Faculty of Graduate Studies for approval.
- 3.4. In the event a student will not register for any of the offered courses, please specify "No Course Taken".
- 3.5. In the event student receives approval to temporarily suspend studies, students must register by specifying "voluntarily suspend".

#### **4. Thesis or Thematic Paper registration**

- 4.1. First time registration for thesis or thematic paper, a student needs to select Thesis or Thematic Paper program by specifying the amount of credits based on the Thesis or Thematic Thesis credits and tuition in total, or divided tuition payment according to the education fees announcement of the Faculty of Graduate Studies, Mahidol University.
- 4.2. In the event a student is in the process of completing thesis or thematic paper but has not completed thesis defense and received "Passed" on their Thesis or Thematic Paper, student must submit Thesis or Thematic Paper registration for each and every semester.

#### **5. Registration and tuition fee payment installment request**

For students who are not able to fulfill the payment requirements necessary to register, for example those who will receive their scholarship after the last day of the payment period, students must submit the AS-3-14 postponed payment Form. In order to request to postponed payment and be exempt from the late payment fee, the request must be submitted prior to the tuition fee payment deadline of the current semester.

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

- 6.1. Student tuition payments that are made after the final register payment due date will be fined 2,000 baht.
- 6.2. Late registration penalty fees must be paid in cash at any branches of the Faculty of Graduate Studies. The penalty fee will not be included on the registration invoice issued by the Faculty, of Graduates Studies.
- 6.3. 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, and the registration system has issued confirmation to students, if students wish to make changes to the list of registered courses, students must have paid registration fees in-full before any changes can be processed. This can be accomplished through the process of Add/Drop course registration to create a revised registered course list in the e-registration system.

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

- 8.1. In the event a student request to “Drop” a course, the student can request a refund of fees 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. Request for Graduate tuition refunding, student should submit the AS-3-05 form along with the payment invoice receipts stamped by Bank officials and proof of registration with the course(s) dropped that received approval of the Program Director.

## **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:

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

- Case #2: Perform addition task(s) and receive a new evaluation by the end of the next semester
- 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 by way of e-registration but are not able to attend the course must request to “Drop” that course regard less 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 fees as following:

### (1) Education Services Fee

First semester	5,050 baht	}	Student ID beginning with 56 or before
Second semester	4,350 baht		
First semester	5,300 baht	}	Student ID beginning with 57 or after
Second semester	4,600 baht		

### (2) Maintaining student status fee 4,000 baht

- 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 forth-coming 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 requirement	
	Semseter1/2014	Semester 2/2014
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 exam.	On or Before Friday, August 8, 2014	On or Before Friday, January 2, 2015
16.1.2 Students in the Master's and Doctoral degree program must <b>"Pass"</b> Thesis or Thematic Thesis examination.	On or Before Friday, August 8, 2014	On or Before Friday, January 2, 2015

If student is unable to make arrangements within the time limits established before due date, student must register and pay tuition per requirement set for each and every regular semester in order to maintain student status.

### 17. Request to register for courses by individuals that are not Mahidol University graduate students.

- 17.1. Individuals that are not regularly enrolled at Mahidol University are permitted to register for courses.

The Faculty of Graduate Studies, Mahidol University gives individuals, those with a bachelor degree or higher but are not students of Mahidol University and students from other institutions, permission to register for graduate level courses offered during the period of registration for each semester by submitting an AS-3-04 form to register for selective courses.

- 17.2. Conditions for admission

- 17.2.1. Must not be a part of the requirements to receive a degree from Mahidol University.
- 17.2.2. Courses to register must be graduate courses that are taught within the specified Mahidol University curriculum.
- 17.2.3. Courses to register must be courses that are already established and being offered in the graduate program of Mahidol University, except in case when there is an agreement with the department or program responsible for courses that are offered for special circumstances.
- 17.2.4. The number of credit requested to register per semester cannot exceed 6 credits

17.2.5. An individual who requests registration has the right to participate in learning once that individual has registered and the payment of tuition process has been completed.

## **18. Contact Us**

For any further assistance or questions on the details of registering and tuition fees, please contact Academic Services Section on the 1<sup>st</sup> floor of the Faculty of Graduate Studies, Mahidol University, Salaya.

Telephone: 0-2441-4125-39 ext. 109-111 and 123 or Fax: 0-2441-9834 during office hours.

e-mail: [sriruen.kos@mahidol.ac.th](mailto:sriruen.kos@mahidol.ac.th)

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