ANNOUNCEMENT

The Faculty of Graduate Studies, Mahidol University

Course Registration and Fee Payment

Academic Year 2013

    The Faculty of Graduate Studies announces the academic year 2013 schedule for course registration and fee payment for students as follows :

1. Course Registration

    1.1 All new students with ID 56xxxxx must log in using the "password" from account numbers given by the Faculty of Graduate Studies.

    1.2 Students can access the registration system by simply logging into http://www.grad.mahidol.ac.th , and clicking menu: E-Registration Services for Graduate Students & Program

    1.3 If students have problem registering, please go to menu "Help and Support" for assistance.

    1.4 Students can choose his/her advisor's name by typing the first alphabet of the advisor's name without specify his/her title or academic title.

    1.5 Students have to meet the advisors to ask for course registration approval.

If the students want to check the class schedule, please go to http://www.grad.mahidol.ac.th, at the menu "Academic Information" (Class Schedule)

    1.6 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.

    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 via e-Registration.

    1.7 Students can check the fees and tuition fees at http://www.grad.mahidol.ac.th menu Curriculum, select Faculty and Program and click tuition fee.

    1.8 Students must click the next preview to check the accuracy of their registration.

    1.9 Students must check their e-mail during registration process activities to check for messages from registration unit and for registration status, if the word "Completed" is shown, they can print out the course list and invoice.

2. Fee Payment

Students can download and print out the invoice to make each payment by the following methods:

2.1 Cash payment at bank counter. This must be accompanied by the invoice (no need to write on a pay-in slip). There is a 10 baht bank service charge per payment.

2.2 Electronic Payment
  (1) Internet banking
  (2) Telephone
  (3) Payment by ATM must be made with ATM cards issued by the same banks as that of the ATM machine.

2.3 Students may pay the tuition fee and fees 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)

2.4 Students who pay the registration fee after the payment deadline of each semester will be charged a 2,000 baht fine. They must pay the fine in cash at any branch office of the Faculty of Graduate Studies. If the students do not pay the fine, they cannot register in the next semester.

2.5 Students who cannot pay the registration fee by the deadline for fee payment, must fill in the form AS-3-14 Postponed Payment Form to postpone and waive the late registration fee **before** the fee payment deadline of each semester.

3. Course Enrollment Changes

Adding and/ or dropping courses can be done after fee payment. If students drop any courses during add/ drop period, they can get the refund for graduate tuition fee.

4. Class Attendance

A minimum of 80 percent of class attendance is mandatory in order for a student to be eligible to sit in an examination in a course. This is required for all types of classes including a coursework, practice, laboratory practice, training study or field study.

Student whose name is not on the class enrollment list will not be allowed to sit for examinations of the courses concerned and will not be awarded any grades for the courses.

5. Study Leave and Absence

5.1 Students can request for absence from study from Program Director after completing coursework and examinations for at least one semester with a cumulative GPA of not lower than 2.00. The students must file a written request with reasons and supporting document (if any) for approval from the Dean of the Faculty of Graduate Studies 2 weeks before registering.

5.2 When students receive an approval from the Dean of the Faculty of Graduate Studies. they must register by specified "Voluntarily Suspend" and pay the fee (Education Service fee, Student Activities fee, Graduate Studies fee, Internet fee) of 5,050 baht for first semester and 4,350 baht for second semester of academic year and also pay the student status continuation fee of 4,000 baht.

5.3 After study absence, students can petition for re-admittance to class through the Program Director and with an approval by the Dean of the Faculty of Graduate Studies at least one week before the period specified for registration.

6. End of Student Status

The President's approval can terminate a student's status under any of the following conditions:

6.1 Students do not pay the tuition fee and late registration fee. Although, students already register.

6.2 Students do not register.

7. Students who cannot graduate before the deadline and do not want to pay the tuition fee for next semester

The Faculty of Graduate Studies allow to students to not register and pay the fees for the next semester under any of the following conditions:

Students must complete the following	Duration			
	Semester 1/2555		Semester 2/2555	
	Start Jun 3, 2013	Start Aug 13, 2013	Start Nov 4, 2013	Start Jan 6, 2014
7.1 Students in the Graduate Diploma and the Higher Graduate Diploma Program must completed all courses and obtain a grading record satisfying the requirements of the particular program with a GPA of at least 3.00 and meet the English language proficiency requirement announced by the Faculty of Graduate Studies.	Within May 31, 2013	Within August 9, 2013	Within November 1, 2013	Within January 3, 2014
7.2 Students in the Master's Degree Program and the Doctorate Degree program must pass a thesis examination with the result "passed"	Within May 31, 2013	Within August 1, 2013	Within November 1, 2013	Within January 3, 2014

8. Registration for Non-degree students

       8.1 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.

       8.2 Conditions of Study

            8.2.1 Must not study to obtain the degree from Mahidol University.

            8.2.2 Courses must be a graduate course offered in the graduate program of the Faculty of Graduate Studies, Mahidol University.

            8.2.3 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.

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

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

9. 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 or by facsimile at the number 0-2441-9834 during the official working hours. Or send a message via e-mail to Supranee.ass@mahidol.ac.th

Announced on 10 April 2013

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Dean
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Course Registration and Fee Payment for Graduate Students, Academic Year 2013

Faculty of Graduate Studies, Mahidol University

Registration Process Activities	Timetable		
	1 st Semester	2 nd Semester	Summer
1. Semester start-end dates.	Jun 3 - Oct 4, 2013	Nov 4, 2013- Mar 7, 2014	Mar 17 - May 16, 2014
2. Students meet the advisors to ask for course registration approval	From April 29, 2013	From Sep 30, 2013	From Feb 24, 2014
3. Registration period e-registration at http://www.grad.mahidol.ac.th			
3.1 Regular Registration	April 29 - May 17, 2013	Sep 30 - Oct 18, 2013	Feb 24 - 28, 2014
3.2 Regular Registration closed	May 18 - Jun 2, 2013	Oct 19 - Nov 3, 2013	Mar 1 - 16, 2014
3.3 Late Registration	Jun 3 -14 , 2013	Nov 4 - 15, 2013	Mar 17 - 21, 2014
3.4 Course enrollment changes (add/drop course) with refunds	Jun 3 -14 , 2013	Nov 4 - 15, 2013	Mar 17 - 21, 2014
3.5 Submit Refund Graduate Tuition Form	Jun 3 -Jul 3, 2013	Nov 4 - Dec 4, 2013	Mar 17 - Apr 9, 2014
3.6 Course withdrawal, no refund	From Jun 15 - Sep 27, 2013 or until the week before the final exam	From Nov 16,2013 - Feb 28, 2014 or until the week before the final exam	From Mar 22 - May 9, 2014 or until the week before the final exam
4. Advisor or Program director gives 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 student 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	Within 12 days from registration		
6. Announcement of student enrollment's list and payment status at http://www.grad.mahidol.ac.th (e-registration)	From May 13, 2013	From Oct 14, 2013	From Mar 10, 2014
7. Fee Payment 7.1 Fee payment deadlines before 11.00 pm (If payment is over due, students will be charged 2,000 baht)	May 31, 2013	Nov 1, 2013	Mar 14 , 2014
** 7.2 Late Payment (Registration fee plus fine)	From Jun 1 - Jul 12, 2013	From Nov 2 - Dec 13, 2013	From Mar 15 - Apr 11, 2014
8. Students who do not register and/ or do not pay the fee must contact the Academic Services Section, Salaya to confirm the student status	From Jul 15 - Aug 2, 2013	From Dec 16, 2013 - Jan 7, 2014	-
9. Students status terminated due to non-registration and/ or non-payment of fees	Aug 16, 2013	Jan 21, 2014	-
*10. e-registration Closed	Sep 23 - 29, 2013	Feb 17 - 23, 2014	Apr 21- 27, 2014
11. Program directors submit evaluation of student's achievement in each course to FGS.	Within Oct 25, 2013	Within Mar 28, 2014	Within May 23, 2014
12. Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration)	From Oct 31, 2013	From Apr 3, 2014	From May 29, 2014

Note

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

** Students must pay late payment fine in cash at the branch offices or at the Academic Services Section, 1st floor Faculty of Graduate Studies Building, Salaya Campus during official working hours.*

Oct 5, 2012