



## ANNOUNCEMENT

The Faculty of Graduate Studies, Mahidol University

Course Registration and Fee Payment

Academic Year 2010

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The Faculty of Graduate Studies announces the dates, course registration and fee payment for students, academic year 2010, as following :

### 1. Course Registration and Fee Payment Schedule

Registration Process Activities	Timetable		
	1 st Semester	2 nd Semester	Summer
1. Semester start-end dates.	May 31 - Oct 1, 2010	Nov 1, 2010 - Mar 4, 2011	Mar 14 - May 13, 2011
2. Students meet the advisors to ask for course registration approval	From Apr 26, 2010	From Sep 27, 2010	From Feb 28, 2011
3. e-Registration via <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a>			
3.1 Regular Registration	Apr 26 - May 14, 2010	Sep 27 - Oct 15, 2010	Feb 28 - Mar 4, 2011
3.2 Regular Registration closed	May 15 - 30, 2010	Oct 16 - 31, 2010	Mar 5 - 13, 2011
3.3 Late Registration	May 31 - Jun 11, 2010	Nov 1 - 12, 2010	Mar 14 - 18, 2011
3.4 Course enrollment changes (add/drop) with refund	May 31 - Jun 11, 2010	Nov 1 - 12, 2010	Mar 14 - 18, 2011
3.5 Course withdrawal, no refund	From Jun 12 - Sep 24, 2010 or until the week before the final test	From Nov 13, 2010 - Feb 25, 2011 or until the week before the final test	From Mar 19 - May 6, 2011 or until the week before the final test

Registration Process Activities	Timetable		
	1 st Semester	2 nd Semester	Summer
4. Advisors/ Program directors gives approval for each student	within 7 days after receiving student registration request		
5. Registration staff will send INVOICE and GR 42 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.			
5.1 Regular Registration	within 12 days from registration		
5.2 Late Registration			
5.3 Add/ Drop course			
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>	From May 10, 2010	From Oct 11, 2010	From Mar 11, 2011
7. Fee Payment			
7.1 Fee payment deadlines (before 11.00 pm.)	May 27, 2010	Oct 29 ,2010	Mar 18, 2011
**7.2 Late Payment (Registration fee plus fine)	From May 28, 2010	From Oct 30, 2010	From Mar 19, 2011
8. Student status terminated due to non-registration and /or non-fee payment	Aug 9, 2010	Jan 11, 2011	_____
*9. e-Registration is closed	Sep 20-26, 2010	Feb 21-27, 2011	Apr 18-24, 2011
10. Grades for each course are sent to Registration Unit	Before Oct 22, 2010	Before Mar 25, 2011	Before May 20, 2011
11. Announcement of Grade Report at <a href="http://www grad.mahidol.ac.th">http://www grad.mahidol.ac.th</a>	From Oct 29, 2010	From Mar 31, 2011	From May 26, 2011

**Note**

***\*Students may make request to register during closing period (AS-3-06 form) The request would be considered and approved by Dean on the basis of individual merit.***

***\*\* Late payment fine is not included in the invoice, student must pay at the branch offices or academic services section, 1st floor, Faculty of Graduate Studies Building, Salaya Campus***

## **2. Course Registration**

2.1 All new students must use “passwords” from account numbers which receiving from the Faculty of Graduate Studies.

2.2 Students can access the registration process by simply logging into <http://www.grad.mahidol.ac.th> , and click menu : Graduate Online Service, after that go to menu : Graduate Online Service Zone.

2.3 If students have trouble registering, please go to menu “Help and Support” for assistance.

2.4 Students can choose advisor’s name by typing the first alphabet of the advisor’s name, not specify his/her title or academic title.

2.5 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”

2.6 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 minimum of 6 credits and a maximum of 12 credits per semester, in each regular semester, in the two-semester system. The summer semester is not to exceed 6 credits for all students.

For students who are required to register with the number of credits that do not comply with the above requirements, must fill in the form AS-3-10 to ask for approval to the Dean of the Faculty of Graduate Studies before or have registered with the e-Registration system

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

2.8 When students register fees and all course registration and then click the next preview to check the accuracy. If correct, click submit registration form to submit registration information into the system.

2.9 Students must check their e-mail during registration process activities to check message from registration unit until they can print out the GR 42 and invoice.

## **3. Fee Payment**

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

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

3.2 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 machines.

3.3 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 Siam City Bank Public Company Limited (any branch)

3.4 Students who pay the registration fee after the payment deadline of each semester, students must be charged of 2,000 baht. They must pay fine at any branch office of the Faculty of Graduate Studies.

3.5 Students who can not pay the registration fee by deadline for fee payment, they must fill in the form AS-3-10 General Request Form to postpone and waive the late registration fee **before** the fee payment deadline at each semester.

#### **4. Course Enrollment Changes**

Adding and/ or dropping courses can be done after students make fee payments already, if students drop course in the period of add/ drop course, they can get the refund of graduate tuition fee.

#### **5. 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, be it a coursework, practice, laboratory practice, training study or field study.

Students whose name are 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.

#### **6. Study leave and absence**

6.1 Students can request for absence from study from Program Director, have completed coursework and examinations for at least one semester with a cumulative GPA of not lower than 2.00 by filling a written explanation and documents (if any) for approval from the Dean of the Faculty of Graduate Studies before registering 2 weeks.

6.2 When students already received approval from the Dean of the Faculty of Graduate Studies. Students must register by the specified “Voluntarily Suspend” and pay the fee (Education Service fee, Student Activities fee, Graduate Studies fee, Internet fee) 5,050 baht for first semester and 4,350 baht for second semester and also pay the absence study fee 4,000 baht of each semester.

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

#### **7. End of Student Status**

The President’s approval can end a student’s status under any of the following conditions:

7.1 Students do not pay the tuition fee and late registration fee. Though, students already register.

7.2 Students do not register.

#### **8. Students who can not graduate before the deadline and do not want to pay the tuition fee for next semester**

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

Students must complete the following	Duration	
	First Semester	Second Semester
8.1 Students in Graduate Diploma and Higher Graduate Diploma Program must be 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 28, 2010	Within October 29, 2010
8.2 Students in Mater's Degree Program and Doctorate Degree must pass a thesis examination with the result "passed"	Within May 28, 2010	Within October 29, 2010

Students can not complete the following within course registration and fee payment schedule. Students must register and pay the fees of each semester to maintain student status.

## 9. Registration for Non-Mahidol University students

### 9.1 Allow to register

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

### 9.2 Conditions of Study

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

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

9.2.3 Courses must be a graduate courses offered in the graduate program of the Faculty of Graduate Studies, Mahidol University of each semester. Unless Non-Mahidol University students have agreements with the department and program.

9.2.4 The number of credits is not exceed 6 credits of each semester.

9.2.5 Non-Mahidol University students can attend the courses when already register and pay the fees.

## 10. Contact

Students with questions that are not answered in this announcement should contact the Registration Unit, Academic Services Section, Telephone Number: 0-2441-4125-39 Extension 111 or 0-2441-0182 Fax. 0-2441-9834 in the official time. E-mail: grass@mahidol.ac.th

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