



Announcement of the Faculty of Graduate Studies, Mahidol University

Subject: Tuition Fee Enrollment and Payment Criteria
and Methods of Mahidol University Graduate Students

B.E. 2565

By virtue of Articles 74 and 81 of the Mahidol University Regulations on Level Education Graduate Studies, B.E. 2563, the Faculty of Graduate Studies of Mahidol University defined rules and processes for enrollment and payment of tuition fees for Mahidol University graduate students. As a result, the following guidelines and policies have been set by the faculty for enrollment and tuition payment:

1. Enrollment Criteria and Method

1.1 Before submitting enrollment information through the Student Service System, students must contact their advisor or program director.

1.2 Students must register for classes and pay tuition fees according to the registration schedule of each semester to maintain student status.

1.3 Students enrolled in the Faculty of Graduate Studies are not permitted to enroll each semester if they owe tuition fees, have unpaid late and/or tuition fees, have completed their studies according to the study plan or the maximum period permitted, or have not been approved to extend the study period.

1.3.1 Probationary students who are unable to change their status to ordinary students within the time limit and have not been denied permission to extend their trial period

1.4 The number of credits allowed to be registered for each semester is

Course	First Semester and Second Semester	Summer
Regular Program	9 - 15 credits or according to the study plan of the course	Not more than 6 credits or according to the study plan of the course
Special Program	6 - 12 credits or according to the study plan of the course	according to the study plan of the course

1.4.1 Enrollment with the number of credits that does not meet the above requirements must be approved by the Dean of the Faculty of Graduate Studies or assigned Deputy Dean of the Faculty of Graduate Studies.

1.4.2 In the case that a student does not register for any course; for example, a student has completed all the courses according to the study plan, but the thesis or thematic paper advisor has not approved the registration of the thesis or thematic paper. In this instance, please specify "No Course Taken".

1.4.3 In the case of approval of study leave, students must register by stating "Voluntarily Suspend".

1.5 Registration for Thesis or Thematic Paper

1.5.1 After receiving approval from the advisor, students may register for a thesis or thematic paper. In the absence of an advisor, they must obtain permission from the course chairman and enroll as an ordinary student, not a trial student.

1.5.2 After registering their thesis or thematic paper, students must follow certain procedures, including the thesis proposal or thematic paper proposal defense, which involves approving the subject, selecting an advisory committee for the thesis or thematic paper, and the thesis or thematic paper final defense. Doctoral students must pass a qualifying examination to appear "Pass" before requesting the thesis proposal defense.

1.5.3 The student must register for a thesis or thematic paper every semester if they are working on a thesis or thematic paper, but have not yet completed the thesis or thematic paper proposal defense. The last semester for thesis or thematic paper registration is the semester in which the thesis or thematic paper results are presented as "Pass."

1.5.4 Registration and tuition payment are not necessary for students who have passed the thesis examination and are waiting for the thesis or thematic paper to be published.

1.6 Registration of Elective Courses for Master's Degree Students

1.6.1 Students can enroll the elective courses they wish to register for through the Student Service system according to the schedule of the Faculty of Graduate Studies.

1.6.2 Students should double-check the elective courses they have enrolled in before confirming enrollment because they cannot be changed during normal registration.

1.6.3 If there are fewer than three participants or if the Faculty of Graduate Studies does not provide courses in the elective courses that students have reserved after the reservation system has been closed, such courses will no longer be listed as electives by the

Faculty of Graduate Studies. However, students may select another elective course to register for during the add-drop enrollment period.

1.6.4 In the case of after the late registration period or after the add-drop enrollment period, elective courses that students register for are not approved due to the number of registered students, which is less than three. Students have to request a reduction of the unscheduled course.

1.7 Change of Registration Information

1.7.1 Students will be able to request to change their registration information once they have paid the registration fee.

1.7.2 Change of registration information can be done by adding or dropping courses through the Student Service System according to the registration schedule for adding or dropping courses in each semester.

1.8 Withdrawal

1.8.1 Students can withdraw from courses after the end of the add-drop enrollment period until one week before the last exam of that course.

1.8.2 The course that is withdrawn will appear with the course and the symbol "W" in the transcript.

1.9 Regrade

1.9.1 If the symbol evaluation results are lower than those stated above, students must be re-registered in order to receive the results of the course assessment in accordance with the specified symbol. Courses in the core and compulsory categories of the curriculum must receive a symbolic assessment result of not less than "B," and courses in the elective category must receive a symbolic assessment result of not less than "C."

1.9.2 Core courses and required courses must be enrolled in in order to repeat the same course; if a course is optional, students may re-register for it or select an alternative course with the same number of credits.

1.9.3 When re-registering, you must include information about the course, semester, or year you wish to repeat. However, the results of the repeated course will not receive a higher symbolic assessment result than "B".

1.10 Students who are assessed with an "I" symbol do not need to register for courses that have been assessed as an "I" symbol in all cases, but the conditions set forth in each case must be met as follows:

" I" Case 1: Students must retake the exam or submit additional results within one month from the date the instructor informs them of the result of the examination.

" I" Case 2: Students have to perform additional tasks and be re-evaluated within the next semester.

" I" Case 3: Students must repeat the course the first time the course is offered.

1.11 Students who have registered for any course but there is a matter that prevents them from attending the course. The students must request a course reduction (Drop) within the registration deadline for the add-drop enrollment period. If the student does not proceed, any course will appear in the student's registration record and will result in the student being unable to successfully request graduation because the results of the study did not appear as they did not attend the class.

1.12 Students are not required to register and pay tuition fees in the next semester if they are able to proceed with each condition as follows:

1.12.1 In the case of students who have not yet completed their study period according to the study plan or period study, the highest level of each course

Students must complete the following actions.	Time required to complete the process	
	First Semester	Second Semester
1. Students in the graduate certificate program and higher diploma programs must study coursework according to the curriculum to achieve educational results according to the criteria in all subjects and obtaining a GPA of not less than 3.00, including passing an English test.	within the last day of payment of the registration fee of normal registration	within the last day of payment of the registration fee of normal registration
2. Master's degree students and Ph.D. students must take a thesis or thematic paper examination so that the result will appear "Pass".	within the last day of payment of the registration fee of normal registration	within the last day of payment of the registration fee of normal registration

If the specified conditions cannot be fulfilled within the specified period, students must register and pay semester fees according to the regular enrollment schedule for each semester to maintain student status.

1.12.2 In the case of students who have completed the study period according to the study plan or study period maximum of each course

Students must complete the following actions.	Time required to complete the process		
	First Semester	Second Semester	Summer
1. Students in the graduate certificate program and higher diploma programs must study coursework according to the curriculum to achieve educational results according to the criteria in all subjects and obtain a GPA of not less than 3.00, including passing an English test.	within the closing day of the summer semester	within the closing day of the first semester	within the closing day of the second semester
2. Master's degree students and Ph.D. students must take a thesis or thematic paper examination so that the result will appear "Pass".	within the closing day of the summer semester	within the closing day of the first semester	within the closing day of the second semester

1.12.3 Students who register before the thesis or thematic paper examination results appear "Pass" must proceed as follows:

(1) In the case where the education fee has not yet been paid, please submit a cancellation request form.

(2) In the case that the education fee has been paid, If the specified conditions cannot be fulfilled within the specified period, students must register and pay semester fees according to the regular enrollment schedule for each semester.

(2.1) Paid before the date of the thesis or thematic paper examination results appear "Pass". They are able to request a refund of the tuition fee.

(2.2) Paid after the date of the thesis or thematic paper examination results appearing "Pass". The tuition fee is non-refundable.

2. Educational Fee Payment Criteria and Method

2.1 Students must pay tuition fees according to the list and rate specified in the rate announcement of the university tuition fees and as specified in the announcement of the list of eligible applicants for the Faculty of Graduate Studies.

2.2 Students must pay tuition fees within the period specified by the Faculty of Graduate Studies. The tuition fee can be paid at the bank listed on the invoice or receipt.

2.3 Before proceeding with the payment, students must verify registration information and pay any required educational fees as shown on the invoice/receipt.

2.4 Methods for Payment of Registration Fees are as follows:

2.4.1 Bring your invoice or receipt to make a cash payment. The bank personnel will stamp and sign the invoice/receipt to be used as proof of payment instead of a receipt for registration, and students must pay bank fees as specified by the bank. The amount is displayed on the invoice or receipt and you do not have to write on the deposit slip (Pay in).

2.4.2 Payment via electronic channels as follows:

- (1) Online banking payment
- (2) Payment through a bank's ATM
- (3) Payment through QR Payment system
- (4) Credit or debit card (there is a fee for card payments.)

Payment through electronic channels requires accurate specification of the Comp. code or service code of each bank. If the Comp. code or service code is entered incorrectly, the faculty's system will not display the information on the payment of educational fees, and it will be assumed that the registration and payment status is incomplete. The status of the student will be impacted by unpaid tuition. After the payment has been made for around three working days, you may check the payment status at the Student Service System.

2.4.3 After the student has paid the tuition fee for 3 working days, a certificate of payment of tuition fees can be downloaded from the Student Service System for use as proof of payment instead of a receipt of the registration fee.

2.5 Payment of Penalties for Late Payment of Education Fees

Students who register beyond the deadline and students who pay tuition after that date for the regular registration period for each semester have to pay 2,000 baht (two thousand baht). This is regarded as a late tuition payment. They have to pay 2,000 baht as a penalty and perform the following:

2.5.1 When you Log in to the Student Service System, you will see the message "Student must pay fine for your late payment"

2.5.2 Download Invoice/Receipt to pay a fine in the amount of 2,000 baht through the channels which are the same as the registration fee payment.

2.6 Refund of Education Fees

2.6.1 Students who have paid the tuition fees can get a refund only for the following items:

(1) credit fees and other items specified to be paid in addition to credits when enrolling in that course, such as a study tour fee and field training fees

(2) the thesis or thematic paper registration fee and thesis or thematic paper research expenses, which are paid concurrently with the first thesis or thematic paper registration

2.6.2 The refund under 2.6.1 can be processed as follows:

(1) Request to drop a course within the period of add-drop a course

(2) The course is not open for instruction or is not authorized to be taught

2.6.3 Refund Request Process and Submission of Refund Request Evidence

(1) Fill out a refund request form where students sign their names with a pen only and also attach evidence supporting the request for a refund as follows:

- original receipt (the student's copy and bank staff stamped receipt) or evidence of payment via electronic channel with certified true copy, or a certificate of payment of tuition fees that is printed from the Student Service System with a certified true copy and signed with a pen only.

- evidence of registration (course List) that has successfully dropped course

- copy of the front page of the passbook savings account of Siam Commercial Bank Public Company Limited, or Krung Thai Bank Public Company Limited or Bangkok Bank Public Company Limited (account name belongs to students only) and must have an account statement of not less than 6 months with certified true copy and signed with a pen only.

- a certified copy of a valid ID card or passport and the copy must be signed with a pen only.

(2) Consolidated refund request form and all proof of refund into a single PDF file. Submit through the Faculty of Graduate Studies' document submission system (e-document) and send the original document to the Faculty of Graduate Studies within the deadline of each semester.

2.6.4 When the Faculty of Graduate Studies receives the request form with the original document and the evidence of refund in PDF format via the electronic document

system, the Faculty of Graduate Studies will send funds to the student's bank account. If a money transfer fee or any other fees are levied by the bank in this respect, the student is liable for the costs.

3. Contact the Human Capacity Development Section for advice or additional information via e-mail: gradaddskills@mahidol.ac.th or Line ID:@610punyj

4. The dean will have the final say in any action-related decisions that are not included in this notification or when there is a question regarding whether this notice is being followed.

This announcement shall be effective from the academic year of B.E. 2565 onwards

Announced on 30 May B.E. 2565

Signature

(Professor Dr. Patcharee Lertrit, M.D.)

Dean, Faculty of Graduate Studies