



Announcement

Faculty of Graduate Studies

**Subject: Guidelines and Procedures for Course Registration and Payment of Flat Rate Tuition Fees for Graduate Students Enrolling from the Academic Year B.E. 2567 onwards
B.E. 2567**

In recognition of the need to establish guidelines and procedures for course registration and payment of tuition fees for graduate students at Mahidol University enrolling in the programs adopting a flat rate tuition fee structure starting from the academic year 2024, pursuant to the authority under Section 70 of the Mahidol University Regulations concerning Graduate Education B.E. 2567, the Dean of the Faculty of Graduate Studies hereby issues the following announcement:

No. 1 In this announcement,

“Student” refers to graduate students enrolling in the programs that implement the flat-rate tuition fee structure starting from the academic year 2024 onwards.

No. 2 The course registration for students shall proceed according to the following guidelines:

2.1 Students must consult with their academic advisor or program chair before transferring course registration information to the Student Service System.

2.2 Students must register for courses within the designated registration schedule set by the Faculty of Graduate Studies for each academic term.

2.3 Students shall not be permitted to register for courses if they appear:

2.3.1 Outstanding payment of tuition fees.

2.3.2 Outstanding late payment fees for tuition fees.

2.3.3 Outstanding fees for requests for an extension of the study period.

2.3.4 Having reached the maximum study period of the program and not been granted approval for an extension.

2.4 Students may register for courses for each academic term according to the following stipulated study credits:

Program Type	Regular Semester	Summer Semester
Regular	9-15 credits or following the academic plan stipulated by the program	not exceeding 6 credits or following the academic plan stipulated by the program
Special	6-12 credits or following the academic plan stipulated by the program	following the academic plan stipulated by the program

2.4.1 Registration for courses with credit hours that do not meet the above requirements must receive approval from the program chair or the thesis, dissertation, or independent study advisor, as applicable.

2.4.2 In cases where a student does not register for any courses—for example, if a student has taken all required courses in accordance with the curriculum structure but the thesis, dissertation, or independent study advisor has not approved registration for the thesis, dissertation, or independent study "No Course Taken" should be indicated.

2.5 Registration for a thesis, dissertation, or independent study must follow these guidelines:

2.5.1 Students may register for a thesis, dissertation, or independent study only after receiving approval from the program chair.

2.5.2 Students who have completed all required courses in accordance with the curriculum structure and are in the process of completing a thesis, dissertation, or independent study must register for it and pay tuition fees until the semester in which the thesis, dissertation, or independent study shows the result as "pass."

2.5.3 Students who have received a "pass" for their thesis, dissertation, or independent study but are in the process of publishing their work for graduation do not need to register for the thesis, dissertation, or independent study but must register to maintain their

student status and pay tuition fees until the semester when the university council approves the degree.

2.6 International Program Students wishing to count elective courses they have registered as part of graduation completion must ensure these courses are contained within the graduate-level international program curriculum.

2.7 Students needing to take a leave of absence should refer to Mahidol University's regulations regarding graduate studies, specifically sections 77 to 80, and should follow these procedures:

2.7.1 Complete the leave of absence request form and submit it along with supporting documentation to the program chair within 15 days of the occurrence, directing it to the Dean of the Faculty of Graduate Studies for approval, using the Faculty of Graduate Studies' E-document submission system.

2.7.2 Students who have received approval from the Dean of the Faculty of Graduate Studies to take a leave of absence but have not yet paid the tuition fees must proceed as follows:

(1) Upon receiving approval for a leave of absence, students must pay the fee for the leave and register by indicating "Voluntarily Suspend," along with paying the tuition fees according to the schedule set by the Faculty of Graduate Studies.

(2) If the leave of absence is approved after the tuition fees for the particular semester have already been paid, students must follow one of the two cases below:

(2.1) If approved for a leave of absence after registering for courses but while still in the add/drop period, students must drop all courses they have registered for that semester, pay the leave fee, and re-register by indicating "Voluntarily Suspend."

(2.2) If approved for a leave of absence after the add/drop period has closed, students must withdraw from all courses registered for that semester and pay the leave fee.

2.8 Changes to course registration can be made by adding or dropping courses through the Student Service System during the designated add/drop period of each semester. Students who have registered for a course but cannot attend for any reason must submit a course drop request within the specified add/drop period. If students do not take any

action, the course will remain on their registration history, affecting their eligibility for graduation as no grades will be recorded due to not attending the course.

2.9 Students can withdraw the course after the add/drop period until one week before the final exam of that course. Courses that are withdrawn will appear on the transcript as "W."

2.10 Retaking Courses (Regrade) shall be in accordance with the following criteria:

2.10.1 Courses that are specified as the core and mandatory within the curriculum must be graded at no less than "B," while courses as the elective must be graded at no less than "C." If the evaluation grade falls below the specified threshold, students must register to retake the course when it is offered to meet the specified grade.

2.10.2 For core and mandatory courses, students must re-register for the same course. For elective courses, students may either re-register for the same course or choose another course with an equivalent number of credits.

2.10.3 When retaking a course, students must specify the details, including the course name, semester, and academic year of the particular course they wish to retake. The evaluation grade for the retaken course will not be higher than "B."

2.11 Students who receive an evaluation grade of "I" do not need to re-register for the course assessed as "I" in all cases, but must follow one of the conditions set by the course instructor as follows:

(1) Students must retake the examination or submit additional work within 30 days from the date of the examination results announcement.

(2) Students must fulfill additional work requirements in the next semester.

(3) Students must retake the particular course at the first opportunity it is offered.

2.12 In cases where the program submits Form 34 to request approval for a diploma for graduate certificate students and advanced graduate certificate students or submits Form 05 to request approval for degrees for Master's and Doctoral students to the Faculty of

Graduate Studies by the last day of the regular registration fee payment period, students are not required to pay tuition fees or register for the following semester.

No. 3 Students must pay tuition fees at the rates specified in the university's announcement regarding the flat-rate tuition fees for graduate studies by the date and time set by the Faculty of Graduate Studies for each semester, in accordance with the following criteria and procedures;

3.1 Payment of flat-rate tuition: Students are required to pay each regular semester according to the study plan of their program. For the summer semester, payment is required only when registering for courses or applying for a thesis, dissertation, or independent research supervision. If a student cannot graduate according to their program's study plan, the tuition fee rate to be paid must comply with the criteria mentioned in the university's announcement regarding the flat-rate tuition for graduate studies.

3.2 Payment of other fees includes research fees and/or special equipment costs, as well as fees for field studies. In cases where students cannot pay the full amount at once, the program chair may consider approving installment payments within the time frame specified in the program's study plan, reduce the payment amount, or grant exemptions as appropriate.

3.3 Students must verify the items and tuition fee amounts listed on the invoice to ensure accuracy prior to making the payment.

3.4 Payments of tuition fees can be made in two ways:

3.4.1 Payment in cash: Students should take the invoice to the counter of the bank indicated and pay the amount stated on the invoice without needing to fill out a deposit slip. Bank staff will stamp and sign the invoice as proof of payment instead of providing a receipt, and students must pay any bank charges if required.

3.4.2 Payment through electronic means, which can include one of the following methods:

(1) QR payment system

(2) Credit or debit card (subject to processing fees for card payments)

Students are required to verify the correct entry of the Comp.code or Service code for each bank as specified in the invoice. If incorrect, information regarding tuition fee payments will not appear in the Faculty of Graduate Studies' system, and the status of the tuition fee payment will be deemed incomplete, affecting the student's status. Students can check their payment status and download the electronic receipt in the Student Service System three business days after completing the tuition payment.

3.5 Tuition Fee Late Payment Penalty: Students who pay tuition fees after the final deadline for regular registration each semester will incur a late payment fee of 2,000 baht per semester. The following steps should be taken:

3.5.1 Log into the Student Service System, which will display the message "Students must pay a fine for their late payment."

3.5.2 Download the invoice and pay the fine using the same method as paying the tuition fees outlined in Section 3.4.

3.6 Students who take a leave of absence, withdraw from their studies, or lose their student status after paying tuition fees will not be able to request a refund.

No. 4 Students unable to pay tuition fees by the regular registration deadlines each semester may request a deferral according to the following criteria:

4.1 Students must submit a tuition fee deferral request form to the Faculty of Graduate Studies by the final tuition payment deadline for regular registration each semester, under the following conditions:

4.1.1 If requesting a deferral due to a pending disbursement from a funding source, students must provide the funding name along with an announcement or contract indicating the funding, which must be for the semester they are enrolled in (if the funding has expired, it will not be eligible for deferral).

4.1.2 If requesting a deferral due to financial difficulties, new students cannot request a tuition fee deferral in their first semester of enrollment.

4.2 Students who have been granted approval for an extension of tuition fee payment must register for courses according to the registration schedule for each academic term and must complete payment of tuition fees by the approved deadline. Otherwise, students will

be unable to access the system to participate in registration activities for the following term and will be recommended for dismissal due to failure to register or pay tuition fees on time.

No.5 The responsibility for course registration and tuition fee payment as per the semester schedule falls upon the student. Students who attend classes without registering, who register but do not pay tuition fees, or who pay tuition fees but do not register within the stipulated time are not considered to have completed their registration.

No.6 Students can contact the Registration and Records Office of the Faculty of Graduate Studies for guidance or to inquire for more information at email: gradaddskills@mahidol.ac.th or Line ID: @610punyj.

No.7 In cases of issues concerning compliance with this announcement, the Dean of the Faculty of Graduate Studies has the authority to make decisions, and such decisions are considered final.

This provision is effective from the commencement of registration for the first semester of the academic year 2567 onwards.

Announced on July 1, 2024.



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Dean of the Faculty of Graduate Studies