

Translated version



Announcement

Faculty of Graduate Studies, Mahidol University
Registration and Tuition Fee Payment for Academic Year 2021

The Faculty of Graduate Studies, Mahidol University, hereby announces the registration and tuition fee payment for the Academic Year 2021 as follows:

1. Registration and tuition fee payment schedule

(Document attached to this announcement)

2. Registration must be online via Student Service System at <https://graduate.mahidol.ac.th>.

3. Number of credits registered in each semester

3.1 Students of a regular program are allowed to register for a minimum of 9 credits and a maximum of 15 credits per semester, and a maximum of 6 credits for summer semester or according to the study plan of the program.

3.2 Students of a special program are allowed to register for a minimum of 6 credits and a maximum of 12 credits per semester or according to the study plan of the program.

3.3 For students who need to register different credit number from 3.1 or 3.2, the students must request by submitting the form AS-3-10 (General Request) to get approval from the Dean of the Faculty of Graduate Studies prior to register in the Student Service System.

3.4 If there is no credit registered in the semester, students must choose “No Course Taken”.

3.5 In the case of being approved for suspending the study, students must choose “Voluntarily Suspend”.

4. Thesis or Thematic Paper registration

4.1 Students with “regular student status” will be able to register for thesis / thematic paper after receiving the approval from their academic advisor or program director. Students who are categorized as a “Probation Student” are not allowed for thesis / thematic paper registration.

4.2 Students who are in the process of conducting for the thesis/thematic paper are required to register for the thesis/thematic paper every semester until they “pass” the thesis/thematic paper defense examination.

5. Fee Payment

5.1 The students must pay the tuition fees within the deadline specified by the Faculty of Graduate Studies. The students can pay the fees via the banks listed in the invoice as follows:



Siam Commercial Bank Public Company Limited;



Bangkok Bank Public Company Limited; or



Krung Thai Public Company Limited.

5.2 The payment can be made via the following methods:

5.2.1 **Cash payment** can be made at any designated banks with the fee specified in the invoice. Please note that the additional bank service fee will be charged. The invoice with the bank stamp can be used as a receipt of the payment; or

5.2.2 **Electronic payment** can be made through:

- 1) Internet-banking
- 2) ATM
- 3) QR Payment
- 4) Credit card/ Debit card (The additional bank service fee will be charged.)

Remarks: For electronic payment, students must specify **accurate** “Comp.code” or “Service Code” of each bank. If the “Comp.code” or “Service Code” is not accurate, the payment will not be successfully processed. Students can check the payment status in the Student Service System approximately 3 working days after the payment has been made.

5.2.3 Students can download a certificate of tuition fees payment from the Student Service System approximately 3 working days after the payment has been made.

6. Fine for late registration and late payment

The payment made after the deadline is considered a late payment. The students are required to pay a fine of 2,000 Baht as follows:

6.1 Log-in to the Student Service System (The system will display “Student must pay fine for your late payment”).

6.2 Download and print out the invoice to make payment at the designated banks and please note that the additional bank service fee will be charged.



Siam Commercial Bank Public Company Limited;



Bangkok Bank Public Company Limited; or



Krung Thai Public Company Limited.

Students who fail to pay the late fine will not be able to register for any courses in the following semester.

7. Course registration record and changes

After completing the course registration, the Student Service System will issue an evidence of course registration for the student. In case any changes in course registration is required, students

need to complete the registration payment before changing the registration. Course registration must be changed through “**Add/Drop**” at the Student Service System within the specific add/drop period as scheduled by the Faculty of Graduate Studies. Be noted that changing of course registration beyond the schedule shall not be refundable (if any).

The student must ensure that their registration is correct prior to submission. In case changes in the rate of tuition fees is required, the program committee must officially submit a request to the Faculty of Graduate Studies before the registration period of each semester. Otherwise, the changes in the tuition fees shall take effect in the next semester.

8. Refunding of credit and other fees

Students can request for a refund of credit and other fees under following conditions:

- 8.1 Drop a course within the schedule of “Add/Drop” period
- 8.2 The registered course does not open

Students must submit a form AS-3-05 (Refund Graduate Tuition) and a form AS-3-10 (General Request) with attachments of evidence of payment and a revised course list. The request for refunding of tuition fees must be submitted to the Faculty of Graduate Studies within the specified period, otherwise, the refund shall be invalid.

9. Withdrawal

Course withdrawal is possible after the “Add/Drop” period, until one week prior to the final examination of the course. This course will be graded as “W” in the transcript.

10. Retaking a course (Regrade)

Students who receive a course evaluation grade lower than “B” for a core course and required course, or a grade lower than “C” for an elective course must register for retaking the course (regrade) in order to meet the standard criteria. **For a core course and required course, students must register the same course to “regrade”.** **For an elective course, students can register the same course or another equivalent course with the same number of credits.** In order to register for “regrade”, students must specify the details for requesting “regrade” course i.e. course name, semester and academic year of the course that the student took. The course evaluation grade for the course registered as “regrade” can be no higher than a grade “B”.

11. Courses evaluated as grade “I” (waiting for evaluation)

Students who have grade “I” are not required to re-register for the course, but are required to fulfill either of the conditions mentioned below.

- Condition 1. Students must take a new exam or submit additional work within 1 month from the date that the instructor informs the examination results
- Condition 2. Students must perform additional tasks and receive new assessments within the next semester

Condition 3. Students must take the course again once the course is open.

At the end of the schedule for revising the grade “I” in each case, the instructor in charge of the course must evaluate and regrade the course within A-D, or F for a course with credit point or the symbol S, U, AU or any other relevant grade for the course without credit point.

12. Course attendance

Students must attend the registered course with a minimum of 80% of the course period in order to be eligible for evaluation in that course.

13. Absence from attending a registered course

Students who have registered for a course but are not able to attend the course must request to “Drop” that course regardless of whether tuition fees have been paid or not.

Otherwise the uncompleted course will appear in the registration record without a grade, and the student is then not eligible for graduation.

14. Request to temporarily suspend the study

14.1 Students can request to temporarily suspend the study under the following conditions: students have studied and completed at least 1 semester, and must have a GPA of not less than 2.00. Students must submit a form AS-3-09 (Voluntarily Withdraw/Voluntarily Suspend Study) together with the reason and supporting evidence (if any) to the Program Director for permission and the Dean of the Faculty of Graduate Studies for approval **at least two weeks prior to the registration period of each semester.**

14.2 Once students have received approval from the Dean of the Faculty of Graduate Studies, students must register by specifying “Voluntarily Suspend” and pay the maintaining student status fee of 4,000 Baht per semester together with the education services fee.

14.3 To resume the study, students must submit the form AS-3-10 (General Request) to receive permission from the Program Director and the Dean of the Faculty of Graduate Studies to re-register at least one week before the registration period of the resumed semester.

15. Termination of student status

The Faculty of Graduate Studies will submit the name of the student to the President of Mahidol University to terminate student status according to the following conditions:

15.1 Students who do not register a semester

15.2 Students who register but do not pay the tuition fee.

16. Exemption of course registration and fee payment for next semester

The Faculty of Graduate Studies shall give an exemption of course registration and fee payment of next semester for students with following conditions:

16.1 Students who are within the duration of study according to curriculum study plan

Condition of Student	Deadline	
	Semester 1/2021	Semester 2/2021
1. Students of Graduate Diploma Program and Higher / Graduate Diploma Program must fulfill the program requirements according to the curriculum structure with a GPA of at least 3.00 and “pass” English proficiency requirement.	Friday, August 6, 2021	Friday, January 7, 2022
2. Students of Master’s Program / Doctoral Program must “pass” Thesis/Thematic paper defense examination	Friday, August 6, 2021	Friday, January 7, 2022

16.2 Students exceeding the maximum duration of study according to curriculum study plan

Condition of Student	Deadline		
	Semester 1/2021	Semester 2/2021	Summer 2021
1. Students of Graduate Diploma Program and Higher Graduate Diploma Program must fulfill the program requirements according to the curriculum structure with a GPA of at least 3.00 and “pass” English proficiency requirement.	Friday, July 16, 2021	Friday, December 3, 2021	Friday, May 6, 2022
2. Students of Master’s Program / Doctoral Program must “pass” Thesis/Thematic paper defense examination	Friday, July 16, 2021	Friday, December 3, 2021	Friday, May 6, 2022

Students who are within the duration of study according to curriculum study plan and unable to complete the above specified conditions within the specified date, they are required to register and pay the tuition fees according to the registration schedule of each semester to maintain the student status.

Students exceeding the maximum duration of study according to curriculum study plan must request an extension of their studies before registering in the next semester and must pay the student's maintaining status fee for every semester until graduation (4,000 baht per semester for first and the second semester and 2,000 Baht for summer semester). The request for extension of the study period must not exceed the maximum study period of the program according to the Announcement of Ministry of Education on the Criteria and Standards of Graduate Studies, 2015.

Students exceeding the maximum duration of study according to the Announcement of Ministry of Education on the Criteria and Standards of Graduate Studies, 2015 and unable to complete the specified conditions within the specified time shall be considered termination of student status.

For the students who have completed the registration, but afterwards obtain the PASS results for thesis or thematic examination and fulfilling the conditions within the deadline mentioned in the above table, there is no need to pay the registration fee. In this case, students must request for refund of their registration fee by submitting the form AS-3-16 (Cancellation of Course Registration). **However, the refund shall not be made for the condition if payment is made after the date of obtaining the PASS results for thesis or thematic examination.**

17. Contact

For further information, it is advisable to contact the Academic Services Section, Faculty of Graduate Studies, during the office hours by Phone: (+66)0 244 141 25-39 ext 100-107 or (+66)0 9339 67490, e-mail: gradregister@mahidol.ac.th, Line ID: @600qubzh.

18. Any other cases not mentioned in this announcement shall be under the Dean of the Faculty of Graduate Studies' discretion.

Announced on February 8, 2021.

(Signature)

(Professor Dr. Patcharee Lertrit, M.D., Ph.D)
Dean of Faculty of Graduate Studies
Mahidol University

Course Registration and Fee Payment for Graduate Students, Academic Year 2021

Faculty of Graduate Studies, Mahidol University

Registration Process Activities		Timetable		
		1 st Semester	2 nd Semester	Summer
1.	Semester start-end dates	Aug 9 - Dec 3, 2021	Jan 10 - May 6, 2022	May 23 - Jul 15, 2022
2.	Students meet the advisors to ask for course registration approval	from Jul 5, 2021	from Dec 6, 2021	from May 2, 2022
3.	Registration period via Student Service System at https://graduate.mahidol.ac.th			
	3.1 Regular Registration	Jul 5 - Jul 16, 2021	Dec 6 - Dec 17, 2021	May 2 - May 6, 2022
	3.2 Regular Registration closed	Jul 17 - Aug 8, 2021	Dec 18, 2021 - Jan 9, 2022	May 7 - May 22, 2022
	3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 6, 2021	Jan 7, 2022	May 20, 2022
	3.4 Late Registration	Aug 9 - Aug 20, 2021	Jan 10 - Jan 21, 2022	May 23 - May 27, 2022
	3.5 Payment for late registration	Aug 7 - Sep 10, 2021	Jan 8 - Feb 11, 2022	May 21 - Jun 10, 2022
*	3.6 Late payment of 2,000 baht	Aug 9 - Oct 1, 2021	Jan 10 - Mar 4, 2022	May 23 - Jun 17, 2022
	3.7 Add / Drop course Registration (Refund Graduate Tuition Fee Drop Course)	Aug 9 - Aug 20, 2021	Jan 10 - Jan 21, 2022	May 23 - May 27, 2022
	3.8 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 9 - Sep 8, 2021	Jan 10 - Feb 9, 2022	May 23 - Jun 17, 2022
	3.9 Add / Drop course Payment	Aug 9 - Sep 10, 2021	Jan 10 - Feb 11, 2022	May 23 - Jun 17, 2022
	3.10 Course withdrawal (no refund)	Aug 21 - Nov 26, 2020 or until the week before the final exam	Jan 22 - Apr 29, 2022 or until the week before the final exam	May 28 - Jul 8, 2022 or until the week before the final exam
4.	Advisor or Program director give 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 students can download and print out the invoice to make each payment at the bank counter or electronic payment <u>Registration period</u> 5.1 Regular Registration 5.2 Late Registration 5.3 Add/ Drop Course Registration	12 days after receiving student registration request		
6.	Announcement of student enrollment's list and payment status at https://graduate.mahidol.ac.th (Student Service System)	from Jul 19, 2021	from Dec 20, 2021	from May 9, 2022
7.	Students who do not register and/ or do not pay the fee must contact the Academic Services Section, Salaya to confirm the student status	Sep 13 - Sep 24, 2021	Feb 14 - Feb 25, 2022	-
8.	Students status terminated due to non-registration and/ or non-payment of fees	Oct 1, 2021	Mar 4, 2022	-
**9.	Student Service System closed	Nov 29 - Dec 5, 2021	Apr 25 - May 1, 2022	Jun 27 - Jul 3, 2022
10.	Students give comments on the Online Course Evaluation Form	Nov 8 - Dec 20, 2021	Apr 11 - May 23, 2022	Jun 25 - Aug 15, 2022
11.	Program Directors submit evaluation of student's achievement in each course to FGS.	within Dec 24, 2021	within May 27, 2022	within Jul 22, 2022
12.	Announcement of Grade Report at https://graduate.mahidol.ac.th (Student Service System)	from Dec 29, 2021	from Jun 1, 2022	from Jul 27, 2022

Note

* Student Download Invoice late payment fines of 2,000 baht from the e-registration system and pay at the bank specified in Invoice or

**Registration may be allowed in person after online registration is closed by filling in the form AS-3-06 Request to register after Registration Deadline.