Announcement of the Faculty of Graduate Studies, Mahidol University

Subject: Application for English Language Proficiency Examinations at the Graduate Level, Mahidol University, B.E. 2566

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The Faculty of Graduate Studies, Mahidol University, deems it appropriate to revise the criteria for applying for English language proficiency examinations at the graduate level to make them more appropriate and to provide consistent guidelines for all examination types. These examinations include MU GRAD Plus (Computer-based) E-Package, MU GRAD TEST (Computer-based) with the exceptions of Speaking Section, Speaking Section, Writing Section, and TOEFL ITP for graduate students of Mahidol University. This announcement also applies to the general public who are interested in furthering their studies and wishing to take the English language proficiency examinations at the graduate level, Mahidol University.

By virtue of Article 37 of the Mahidol University Act B.E. 2550 along with No. 22.3 and No. 23 of the Mahidol University Announcement regarding the Criteria and Methods for Revenue Collection, Revenue Management, Fund Disbursement, Fund Payment, and Fund Control B.E. 2551, as well as subsequent amendments in line with Article 38 of the Mahidol University Regulations on Budget and Finance Management B.E. 2551, the Dean of the Faculty of Graduate Studies hereby announces the following:

No. 1 The announcement of the Faculty of Graduate Studies, Mahidol University, entitled the application for English language proficiency standard examinations at the graduate level, Mahidol University, B.E. 2564, dated May 14, B.E. 2564, is hereby revoked.

No. 2 Application procedures

2.1. The start of the application period and examination dates for English language proficiency examinations of all types can be checked on the website at https://graduate.mahidol.ac.th.

2.2. In the event that the number of applicants for the TOEFL ITP examination is less than 10 candidates per examination session, the Faculty of Graduate Studies will not be able to conduct the examination. Applicants may choose to transfer their examinations to the next round or to request a refund of the application fee as stated in No. 6.

2.3. Applicants with visual impairments who wish to take the TOEFL ITP examination are allowed to extend the examination time up to 50% of the regular examination duration, following the regulations in the TOEFL ITP Supervisor's Manual 2016 from the Institute of International Education: IIE/Southeast Asia.

No. 3 Examination fees

The examination fees for English language proficiency examinations are to be collected in accordance with the announcement from the Faculty of Graduate Studies, Mahidol University, regarding the rates of other expenses for graduate students, B.E. 2566, dated May 26, B.E. 2566, and the additional amendments are as follows:

Examination Type	Examination Fee
3.1 MU GRAD PLUS (Computer-based) E-Package	3,500 Baht per session
3.2 MU GRAD TEST (Computer-based) excluding Speaking Section	1,500 Baht per session
3.3 Speaking Section	2,500 Baht per session
3.4 Writing Section	1,000 Baht per session
3.5 TOEFL ITP 3.5.1 Graduate students 3.5.2 General public	 1,700 Baht per session 1,800 Baht per session
3.6 MU GRAD (Computer-based) – Placement Test 3.6.1 Only for students who have registered and paid the registration fee for the graduate program are entitled to receive English language proficiency assessment, one-time, per person	1,000 Baht per session

No. 4 Eligibility of examination applicants

Graduate students of Mahidol University or the general public who wish to take the English language proficiency examination with the Faculty of Graduate Studies.

Graduate students are advised to check the type of English language examination that is appropriate for their application requirement before proceeding with the application.

No. 5 Registration and payment procedures

5.1 Examination registration procedures

5.1.1 Applicants must apply for English language proficiency examination on the website https://graduate.mahidol.ac.th. All information must be accurate and completed before saving the data because each applicant can apply for the examination only once per examination session (1 Email for 1 account for 1 examination session).

5.1.2 Uploading the required documents, including:

(1) A straight-faced photograph taken within the past 6 months, sized at 1 inch (the file needs to be in .jpg format and not exceeding 2 megabytes in size).

(2) A copy of graduate student ID card of Mahidol University or a valid national ID card of the applicant. The document needs to be certified and clear with visible information and image of the applicant, and not expired (the file needs to be in .jpg format and not exceeding 2 megabytes in size).

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5.2 Payment methods

       5.2.1 Applicants can choose one of the following methods for paying the examination fee for the English language proficiency examinations:

       (1) QR payment system

       (2) Invoice/Receipt

       (3) Credit cards/debit cards (VISA, MasterCard, and JCB) via SCB payment gateway system (it may incur additional fee for card payment)

       Please note that the Faculty of Graduate Studies does not accept cash, bank transfer, or any other forms of financial documents for payment, except for the specified payment methods.

       5.2.2 Applicants must make full payment via the methods mentioned in No. 5.2.1 within the deadline stated in the payment notification before 22:00/10 p.m. of the specified date in order to be eligible for the chosen examination date/time.

       5.2.3 In case of the payment is made after the deadline mentioned in the invoice or payment document, the applicant will be eligible to take the examination on the next available examination date or on a date with available seats for the chosen examination type.

       5.2.4 The examination application is considered complete only when the examination fee has been successfully paid. Applicants can check the payment status within three working days from the date of payment on the English language proficiency examination system under the section "Registration", which will be marked as "Completed" for the chosen examination round.

       5.2.5 Applicants who have applied for the examination but have not paid the examination fee in full, or have not followed the specified payment methods, or have not complied with the application requirements, or have provided false application information will be considered as having submitted invalid application.

5.3 Venue and seat number

       The Faculty of Graduate Studies will announce the seat number 2 days before the examination date. Applicants can check the examination venue and their seat number on the English language proficiency examination system under the "Seat No." section.

5.4 Results announcement

       The Faculty of Graduate Studies will announce the examination result 7 days after the examination. Applicants can check their scores on the website https://graduate.mahidol.ac.th by logging into the English language proficiency examination system and selecting "View Scores" menu.

No. 6 Refund of examination fee

       6.1 If the Faculty of Graduate Studies postpones or cancels the examination and the applicant does not wish to reschedule for a later examination round, the Faculty of Graduate will refund the examination fee only to applicants who have made the correct full payment within the given time

frame through QR payment system, Invoice/Receipt, and Credit cards/debit cards (VISA, MasterCard, and JCB) via SCB payment gateway system.

6.2 The Faculty of Graduate Studies will refund the examination fee to applicants under the following circumstances:

6.2.1 Applicants who have not paid the full examination fee as stated in the payment notification.

6.2.2 Applicants who have paid beyond the specified payment deadline and do not wish to reschedule.

6.2.3 Applicants who have overpaid or made multiple payments for the same invoice.

Applicants must request for the refund from the Faculty of Graduate Studies within 1 month of the payment date.

No. 7 Guidelines for exam takers

7.1 Exam takers should carefully study the details related to the examination preparation as provided in the announcements made by the Faculty of Graduate Studies, Mahidol University concerning the guidelines for examination candidates of MU GRAD Plus (Computer-based) E-Package, MU GRAD TEST (Computer-based), MU GRAD TEST (Computer-based) - Placement Test, and TOEFL ITP.

7.2 Exam takers who do not show up for the examination on their chosen date and time will be considered absent on that examination round. No refund or rescheduling will be allowed.

No. 8 Contact Information for Inquiries

Language Center Section

25/25 Graduate School Building, Mahidol University

Salaya Subdistrict, Phutthamonthon District, Nakhon Pathom 73170

Tel. 0-2441-4125 ext. 150-152

No. 9 In any other circumstances that are not mentioned in this announcement, it shall fall under the Dean of the Faculty of Graduate Studies' discretion to decide on a resolution that is considered to be final.

This announcement shall be effective from now and onwards.

Announced on October 12, B.E. 2566

(Prof. Dr. Chartchalerm Isarankura-Na-Ayudhya)

Dean of Faculty of Graduate Studies