



Announcement

Faculty of Graduate Studies

**Subject: Guidelines for the Transfer of Non-Formal and Informal Education to Formal Education Systems for Graduate Programs at Mahidol University, B.E. 2568 (2025)**

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To ensure an orderly process for transferring non-formal and informal education into the formal education system for graduate programs at Mahidol University, while maintaining the quality and standards of graduate education at Mahidol University,

Under the authority conferred by article 76 of the Mahidol University Graduate Education Regulations, B.E. 2567 (2024), and based on the resolution from the Faculty of Graduate Studies Committee meeting no. 1/2568, held on January 15, 2568 (2025), the Dean of the Faculty of Graduate Studies hereby issues the following guidelines for transferring non-formal and informal education as part of the formal education system for graduate programs at Mahidol University:

**No. 1** The announcement by the Faculty of Graduate Studies, Mahidol University, regarding the criteria for transferring non-formal education and/or informal education credits to be part of the formal education system at Mahidol University at the graduate level, B.E. 2557 (2014), announced on February 24, B.E. 2557 (2014), is hereby revoked.

**No. 2** In this announcement:

“Program” refers to the graduate programs of Mahidol University that have been approved by the University Council of Mahidol University and acknowledged by the Office of the Permanent Secretary, Ministry of Higher Education, Science, Research, and Innovation.

“Course” refers to the courses within the graduate programs of Mahidol University that have been approved by the University Council of Mahidol University and acknowledged by the Office of the Permanent Secretary, Ministry of Higher Education, Science, Research, and Innovation. This does not include theses or independent studies.

“Program Management Committee” refers to the committee appointed by the Dean of the Faculty of Graduate Studies to manage and develop the program.

“Official Committee of the Unit” refers to the standing committee of the faculty, institute, or college under which the program belongs.

“Non-formal Education” refers to education that offers flexibility in setting objectives, formats, methods of delivery, duration, as well as assessment and evaluation. The content and curriculum must be appropriate and aligned with the problems and needs of different groups of individuals.

“Informal Learning” means learning that allows individuals to learn independently according to their interests, capabilities, readiness, and opportunities. This can involve learning from people, experiences, society, environment, media, or other knowledge sources.

“Learning Outcomes” are the results achieved by learners through learning processes gained from education, training, or experiences drawn from practice or real-life learning at work during their studies.

“Recognition of Prior Learning from Non-formal and Informal Education” refers to the evaluation of a learner’s work, knowledge, skills, and experiences acquired from non-formal and informal education, as well as training or real-life workplace learning. This is assessed to be compared with the content or learning outcomes of courses to be included as part of the graduate programs of Mahidol University. The content or learning outcomes being compared must have no less than 80% alignment.

**No. 3** Those eligible for recognition of prior learning from non-formal and informal education must be individuals who have been selected for admission to a graduate program and are registered as students in the graduate program.

**No. 4** Recognition of prior learning from non-formal and informal education will be considered for courses offered in the graduate program. The total credit transfer from formal, non-formal, and informal education should not exceed half of the course credits in the curriculum structure being studied.

**No. 5** Non-formal and informal education cannot be transferred as theses or independent studies.

**No. 6** Work, knowledge, skills, and experiences derived from non-formal and informal education, which are to be used for credit transfer, must be acquired after the individual seeking recognition has completed a bachelor's degree.

**No. 7** The comparison for transferring non-formal and informal education as part of the formal education of graduate programs can be carried out in two formats as follows:

7.1 Comparison of Content or Details: This involves comparing the content or details of work, knowledge, skills, and experiences gained from non-formal and informal education **with the content of courses** in the graduate program. The alignment must be at least 80%.

7.2 Comparison of Learning Outcomes: This involves comparing learning outcomes achieved through non-formal and informal education **with the learning outcomes of courses** in the graduate program. The alignment must be at least 80%.

**No. 8** The criteria, methods of comparison, and the use of comparability for transferring non-formal and informal education as part of the formal education of graduate programs are as follows:

### **8.1 The Comparison of Content or Details from Non-Formal Education and Informal Education with the Content of Courses Graduate Programs**

8.1.1 Students wishing to compare content or details from non-formal and informal education must inform the program director and submit evidence of learning outcomes regarding work, knowledge, skills, and experiences gained from non-formal and informal education.

For courses that need to be transferred from another program, the program committee responsible for the course should consider the procedure.

8.1.2 The program management committee is responsible for determining the courses that students can compare their content to transfer non-formal and informal education. This should be proposed with approval from the governing committee of the relevant unit to the dean of the graduate school for final consideration and approval.

Details for Requesting Equivalence are as follows:

(1) The method for evaluating the learning outcomes of the work, knowledge, skills, and experience of students, based on the criteria for recognition of non-formal education and informal education as specified in Section 8.1.3.

(2) Specify the evaluation results that the student received from non-formal and informal education (the test results or evaluation should not be less than grade of B or a GPA of 3.00 or scores equivalent to the passing grade of S (Satisfactory) according to the course's evaluation criteria).

8.1.3 Methods of evaluation and criteria for recognition of non-formal and informal education can be done by considering:

(1) Standardized Tests

(2) Examinations conducted under the curriculum with approval from the program administration committee.

(3) Evaluation from education/training conducted by professional associations or agencies other than higher education institutions, and the training must be comparable to educational standards.

(4) Submission of a Portfolio

8.1.4 The test results or evaluation results must equate to not less than a grade of B or a GPA of 3.00 or scores equivalent to the satisfactory level S (Satisfactory) according to the course evaluation criteria of the graduate program, but they will not be used in calculating the grade point average.

8.1.5 The recording of course results approved for recognition of non-formal and informal education as part of the formal education shall be recorded according to the evaluation method as follows:

(1) Credits obtained from standardized tests shall be recorded as "CS" (Credits from Standardized Test).

(2) Credits obtained from examinations organized by the program administration committee are recorded as "CE" (Credits from Examination).

(3) Credits obtained from evaluations or training conducted by various agencies are recorded as "CT" (Credits from Training).

(4) Credits obtained from portfolio submission are recorded as "CP" (Credits from Portfolio).

8.1.6 Students who are approved to transfer non-formal and informal education as part of the formal education must register for the courses approved for transfer and pay the education fees according to the course's fee schedule they are studying, without having to attend the course, but will receive the evaluation results according to Section 8.1.5.

## 8.2 Equivalence of Learning Outcomes from Non-formal and Informal Education with Course Learning Outcomes in Graduate Programs

8.2.1 Students shall express their intention to equate the learning outcomes derived from non-formal and informal education with the learning outcomes of the courses to the program chair, along with providing evidence of the learning outcomes related to their work, knowledge, skills, and experience gained from non-formal and informal education. Should the course for which equivalence is requested belong to another program, the program management committee responsible for that specific course shall consider and proceed with the matter.

8.2.2 The program management committee is responsible for determining the courses for which students can equate the learning outcomes derived from non-formal and informal education, proposing equivalence with the course learning outcomes. This equivalence request must be approved by the board of the corresponding administrative unit, then submitted to the Dean of the Faculty of Graduate Studies for consideration and approval. Once approval is received, the request to use the equivalence results may be submitted.

8.2.3 The program shall propose approval for utilizing the equivalence of learning outcomes by attaching relevant supporting evidence for consideration:

(1) Approved equivalence results

(2) Methods for assessing learning outcomes, specifying the evaluation methods of work, knowledge, skills, and experience

(3) The criteria for evaluating results to determine a “pass” from non-formal and informal education, as prescribed. The test results or evaluations from non-formal and informal education must not be less than a B grade or a GPA of 3.00 or scores equivalent to the passing criteria of S (Satisfactory), according to the course evaluation standards of the graduate program (as per Section 8.2.4).

(4) The presentation of “passed” evaluation results that students receive from non-formal and informal education is based on the evaluation criteria for the topics studied or training or actual learning specified in Section 8.2.3 (3).

8.2.4 The test results or evaluations from non-formal and informal education must equate to no less than a grade B or a GPA of 3.00 or scores equivalent to the passing criteria

of S (Satisfactory) according to the course evaluation standards of the graduate program. These evaluation results will not be used in the GPA calculation but will be recorded according to the learning outcome recording criteria stated in clause 8.2.5. When applying the equivalence for the whole course, the course evaluation must be symbolized as S only.

8.2.5 Recording the learning outcomes should follow these equivalence outcomes:

(1) For full course equivalence:

The course evaluation results from accumulated credits for the entire course should be recorded with a symbol that has no grade points, which is S (Satisfactory), and cannot be included in the cumulative GPA calculation. If the evaluation result is U (Unsatisfactory), it cannot be used.

(2) For partial course equivalence:

Students must enroll in the course but are exempted from studying topics approved for learning outcome equivalence. However, they must study additional topics that cannot be equated to meet the full course requirements. Upon completion of the course, the results must be submitted via the online grading system according to the course evaluation symbols.

8.2.6 Students approved to equate learning outcomes from non-formal and informal education as part of formal study with course learning outcomes in the graduate program will have their course information and evaluation results recorded with the symbol "S" (Satisfactory) by the Faculty of Graduate Studies. Students must pay the equivalence request fee as announced by the Faculty of Graduate Studies and are not required to enroll in the course.

**No. 9** For the transfer of credits from non-formal and informal education, students must submit their credit transfer requests within the first academic year of enrollment in the graduate program. The program and the Faculty of Graduate Studies must complete the transfer process to inform students of the additional courses and credits they need to study to fulfill the program's graduation requirements.

**No. 10** In case of any issues relating to the interpretation or implementation of this announcement, the Dean of the Faculty of Graduate Studies has the authority to make final decisions.

This announcement is effective from now onwards.

Announced on 20 January B.E. 2568

Signature

(Professor Dr. Chatchaloem Isarangkun Na Ayutthaya)

Dean of the Faculty of Graduate Studies