



**Mahidol University Announcement**  
**Re: Enrollment of Mahidol University Undergraduate Students**  
**for Academic Year 2024**

This is to ensure that admission to Mahidol University and course enrollment for Mahidol University graduate students (except the College of Music, Mahidol University International College, and the Faculty of Information and Communication Technology) are proper and orderly.

By virtue of Clause 34 (1) of Mahidol University Regulations B.E. 2550 (2007), the President hereby issues the announcement as follows:

**Clause 1 In this Announcement**

“The university” refers to Mahidol University.

“Organization” refers to any faculties, colleges, institutes, schools, centers, and other organizations with equivalent status to a faculty, including any campuses where undergraduate studies are offered under the University curriculum.

“Head of the organization” refers to any vice-presidents assigned to oversee existing campuses, deans, directors, and heads of other organizations with equivalent status.

“Students” refers to undergraduate students of Mahidol University (excluding the College of Music, Mahidol University International College, and the Faculty of Information and Communication Technology), including:

- (1) New students admitted in the academic year 2024
- (2) Current students admitted before the academic year 2024 (student ID number starting with 66 or lower).

## **Clause 2 Preparations for New Students**

The university would like to request its organizations to provide new students with information on how to prepare for various aspects of their education, such as enrolling in classes, and to allocate advisors to assist them with registration for each semester, especially the first semester in the university. The information should cover key details of the curriculum, teaching and learning management, requirements, announcements of the organizations and the university, and the code of conduct in the university.

## **Clause 3 Eligibility to Pursue an Undergraduate Program at the University**

To be eligible to study at the university, students must meet one of the following qualifications:

3.1 Students who have passed the admission for undergraduate studies through the TCAS system according to the university announcement or direct admission of the university organizations according to the organizations' announcements.

3.2 Students in foreign institutions that have an MOU for student exchange programs with the university or its organizations. These students will hold the status of exchange students for the exchange program period specified in the MOU or specified by the program.

3.3 Students whose student status is dismissed from Mahidol University and readmitted to the university. The dismissal period must not exceed one year. They are required to pay for all outstanding fees, including student status retention fee, student status reinstatement fee, and tuition fee for the readmitted semester.

3.4 Persons who have been approved by the Mahidol University Council are to be admitted as special cases. However, they must pass the test or pass the standard criteria set by the committee of relevant organizations.

## **Clause 4 Filling out online student records for new students**

### **4.1 Privacy Policy**

All persons eligible to study at the university must act in accordance with the Privacy Policy and the terms and conditions for use of various university systems via the website <https://smartedu.mahidol.ac.th>. When successfully logged in, students must study and understand before checking ✓ to acknowledge and accept the terms of service according to the specified conditions.

#### 4.2 Filling out online student records

New students are required to complete their student records online within the period specified in the Mahidol University announcement regarding the schedule of new student activities for undergraduate studies at Mahidol University for each admission round via the website <https://smartedu.mahidol.ac.th>. Students are advised to choose the Student Information menu and Student Record System menu, then fill in their information accurately and completely. The university will use the information in various tasks. However, if the student record is not completed online, students will lose their rights as Mahidol University students, such as scholarships and other benefits.

#### Clause 5 Course registration through the online system

##### 5.1 Normal registration

##### 5.1.1 For new students

When new students have filled out their student records online according to Item 4, they must register for courses and take the following steps to pay tuition fees via the website <https://smartedu.mahidol.ac.th>.

(1) In the first semester, first-year students are automatically enrolled in mandatory courses as per the curriculum via the online system for “normal registration” and “tuition fee payment”. Students should verify their registration status on the website <https://smartedu.mahidol.ac.th> to ensure correct enrollment in their respective programs. They must then proceed to the tuition fee payment section and complete payment within the university's specified timeframe.

##### (2) Course registration in the case of "adding more courses"

A. For students in Thai programs where registration in core courses for general education subjects is required from the university's list, students can view available courses and their sections on the website <https://lifelong.mahidol.ac.th>. They should register for desired courses according to the university's academic schedule through <https://smartedu.mahidol.ac.th>. Students should navigate to the “student registration system”, select the “add more courses” menu, and proceed to register for their chosen courses.

B. For undergraduate students whose programs require registration in general education courses from the university's list and/or free electives during

the first semester of their first year, they must follow the university's education schedule for adding or dropping courses. Students are advised to check the list of available general education courses and open free electives, along with their respective class schedules, on the website <https://lifelong.mahidol.ac.th>. Subsequently, students should proceed to register for these courses and their sections online via <https://smartedu.mahidol.ac.th>. This involves navigating to the "student registration" menu, selecting "add more courses", and then "register for the selected course". It's important to note that some general education courses and free electives have limited enrollment capacities. If a course reaches its maximum enrollment, students will need to select an alternative course for registration.

C. As Mahidol University charges a lump sum for tuition fees, students who have already paid their tuition fees during normal registration do not need to make additional payments when registering for additional courses.

(3) For registration in the second semester of the first year, the registration criteria for current students in Item 5.1.2 shall apply *mutatis mutandis* to new students.

(4) Once a new student has paid the tuition fees, it is non-refundable in any circumstance.

#### 5.1.2 For current students

(1) Before registering for each course, students should always seek advice from their advisers for course registration, request to add more courses, cancel, or withdraw from courses. Advisers will provide advice on the study plan according to the curriculum criteria. After that, students should register for the course online through the website and check the registration results to ensure that the registration is accurate and all desired courses are registered.

(2) Once a new student has paid the tuition fees, it is non-refundable in any circumstance.

#### 5.2 Late registration

5.2.1 Late registration for new students shall comply with Mahidol University announcement regarding the schedule of new student activities for undergraduate studies at Mahidol University B.E. 2567 (2024).

5.2.2 Late registration can be achieved no later than the first two weeks of the regular semester or the first week of the summer semester, as the case may be. After the specified periods, students are not allowed to register for courses in that semester.

5.2.3 After the specified periods in Item 5.2.2, if a student has not applied for a deferment of enrollment, or has not had evidence of contact with the university or organizations, or has not applied for a leave of absence before the specified period has elapsed, or has not applied for an extension of the deferral period for tuition fee payment in the case of exceeding the deadline for requesting a deferment, the Educational Administration Division, Mahidol University, will send a letter asking the student about the payment status of tuition fees for six times. If the student has not yet paid the tuition fees, this matter will be submitted to the President for consideration in dismissing the student from student status at Mahidol University.

5.2.4 In the case where a student registers for a course late or makes a payment late, late registration fees must be paid at the following rates:

(1) In case of current students in regular (Thai) programs with a student ID number starting with 62xxxxx or lower and students in international programs with a student ID number starting with 65xxxxx or lower.

(1.1) For late registration within one week before the semester starts, students must pay a fine of 500 baht each (five hundred baht only).

(1.2) For registration after the semester has begun, students are required to pay an additional fine of 100 baht (one hundred baht only) per day, up to a maximum of 1,900 baht (one thousand nine hundred baht only).

(2) In case of students in regular (Thai) programs with a student ID number starting with 63xxxx, for late registration, students are subject to a fine of 1,000 baht (one thousand baht only) for each person for each late registration.

(3) In case of students in international programs with a student ID number starting with 66xxxx onwards, for late registration, students are subject to a fine of 2,000 baht (two thousand baht) each person for each late registration.

5.2.5 For Organizations in Mahidol University that have students under an education MOU, the organization must notify the university at least one month before registration.

### 5.3 Registration in the wrong course

If a student finds that they have registered in a wrong course, the student must correct the registration by dropping the wrong course and adding a new course following the method and period specified in Item 5.5.

### 5.4 Add, drop, or withdrawal

Add, drop, or withdrawal must be done within a specified time. Before taking these actions, students should seek advice from the course lecturer and the adviser. The method is described below.

5.4.1 Add: A student may request to add a course or courses within the first two weeks of a regular semester or within the first week of a summer semester. In case a course starts at a different time than the semester's beginning, the student may request to add a course or courses within one week starting from the first day of studying in the course. After this period, students are not allowed to add more courses.

5.4.2 A student may request to drop a course or courses within the first two weeks of a regular semester or within the first week of a summer semester. If a course starts at a different time than the semester's beginning, the student may request to add a course or courses within one week from the first day of class. A dropped course will not appear on the transcript and will not count towards the student's registered courses.

5.4.3 Withdrawal: A student may request a withdrawal from a course or courses after the second week of a regular semester, or after the first two weeks of a summer semester, or after the first two weeks in case a course starts at a different time than the semester's beginning. It should be noted that withdrawal will appear as W in the transcript and will be counted as one time of registration each.

If a student fails to complete the actions specified in Items 5.4.1 – 5.4.3 within the designated period, they may submit a request form to their respective organization for approval from the dean. Subsequently, the request must be submitted to the vice president for education for approval, providing one of the following reasons:

(1) If students have health problems, they must provide a medical certificate from the Mahidol University Student Health Care Unit or another medical certificate certified by a doctor from the Mahidol University Student Health Care Unit.

(2) In case of an error with the registration system, the student must present relevant evidence for review.

(3) In the case of a course offered for which tuition fees are paid according to the number of credits, and the number of students enrolled does not reach the minimum required by the course, making it impossible to open that course, the university will refund the money to the students who registered for the course and already paid. In such a case, students must request a refund within that semester.

(4) Students must retake exams for failed courses and await results. If students do not pass the required courses of the program, they will be unable to register within the deadline.

(5) Students who change the field of studies or faculties in the university, or who transferred from another higher education institution, or students who request to transfer academic results from another higher education institution can register to study the university courses retrospectively without a fine. However, they must present relevant evidence for review.

5.4.4 The number of credits: In case of add, drop, or withdrawal, students must maintain a minimum of nine credits and a maximum of 22 credits for a regular semester, and a maximum of nine credits for a summer semester.

In case of the last semester before graduation, the student may register more than or fewer than the number of minimum or maximum credits in the above paragraph. In this case, they must seek approval from the president or the authorized person, according to Mahidol University Regulation regarding Undergraduate Studies B.E. 2552 (2009) and its applicable amendments.

#### 5.4.5 Relevant expenses

(1) For students in the regular program (Thai program) with a student ID starting with 62xxxxxx or lower and international students with a student ID starting from 65xxxxxx or lower:

(1.1) In case of add courses, the university will not charge additional fees. However, the student must pay the fees for all the added courses as required by the university.

(1.2) In cases of drop or withdrawal, the university will not charge additional fees and will refund the credit fees to students only when the course cannot be offered or if there is any other obstacle caused by the university. However, the university will not issue a refund if the student drops or withdraws from courses at their own discretion.

(2) For students in the regular program (Thai program) with a student ID number starting from 63xxxxxx onwards and international students with a student ID number starting with 66xxxxxx onwards, the university will not charge additional tuition fees and will not refund tuition fees in any circumstance.

#### 5.5 Registration for re-examinations

Students who have failed (F) or earned unsatisfactory results (U) as required by the program and have received approval from the responsible course organization to retake the examination may submit a request through the Education or Academic Affairs department of their respective organization. Students are required to pay a re-examination fee of 200 baht. The organization must submit proof of payment for the re-examination fee or additional services to the university.

5.6 International students cannot register for courses belonging to the Thai program and courses taught in the Thai language.

#### 5.7 Registration in other cases

The university may approve individuals who are not the university students to register for courses in the following cases:

5.7.1 High school students or students from other higher education institutions under an educational Memorandum of Understanding (MOU) with the organization responsible for the program or course, approved by the President. This does not apply to training programs or special courses for which the university does not grant a degree or professional certificate.

5.7.2 Students from other higher education institutions with an educational Memorandum of Understanding (MOU) to transfer credits with the university. Such MOU must



be approved by the committee designated by the university or by an individual appointed by the President.

5.7.3 Professional personnel who have completed a bachelor's degree program from an educational institution accredited by a professional organization and wish to register for certain courses to increase their knowledge as determined by the professional organization

5.7.4 General public who study undergraduate courses

#### **Clause 6 Payment for tuition fees**

##### 6.1 Payment methods

Students may pay tuition fees through two methods.

6.1.1 QR Code: The university has developed tuition fee payment through QR Code since 2019. Students may pay tuition fees through QR Code on mobile applications of any bank without banking fees.

6.1.2 Credit card payment in installments through SCB card: This method of payment is subject to a monthly interest rate of 0.5 percent of the total fees. Students may choose to pay in three, four, six, or ten months of installment. This payment method does not apply to online payment. Students are required to make transactions through the EDC machine at the Finance Affairs, Finance Division, Mahidol University, Salaya campus only.

##### 6.2 New students

###### 6.2.1 The first semester of the first year

The university will enroll courses for new students as outlined in Item 5.1.3. At the designated time specified by the university, new students are required to pay tuition fees using the methods described in Item 6.1.1. They should access the website <https://smartedu.mahidol.ac.th>, select the 'student registration' menu, and then the 'payment slip' menu. The system will generate an invoice. Students must choose 'QR Payment' to display a QR Code, which can be scanned using the online banking application of any bank. For payments by credit card, students may contact the Finance Division, Finance Affairs, Mahidol University, Salaya campus, as specified in Item 6.1.2.

6.2.2 From the second semester of the first year onwards, new students may register online and pay tuition fees with either of the two methods stated in Item 6.1.1 or 6.1.2.

6.3 Current students, after online registration, can pay tuition fees with either of the two methods specified in Item 6.1.1 or 6.1.2.

#### 6.4 Scholarship students

6.4.1 Students who receive a scholarship from various organizations, such as the Student Loan Fund, a scholarship from various government projects, or private companies, must advance the tuition fee payment in the first semester of the first year, as stated in Item 6.2.1. If a student does not have an advance payment for the tuition fees, the student must file a deferment request with the university organization for the dean's approval before submitting the request to the Vice President for Education for approval. The university will collect the tuition fees for the second semester of the first year from the organization that grants scholarships to students.

#### 6.5 Students on study leave

A student who plans to take a study leave must file a request to the chief or the organization or the person appointed by the chief. The study must clearly indicate the period of the leave (not more than one academic year). When the request is granted, the student must pay the student status retention fee for the academic year to take leave as required by the university within the first four weeks of the academic year.

#### 6.6 Students who experience difficulties in registration and payment

6.6.1 If an unexpected event causes a student to experience financial difficulties, preventing them from paying the tuition fees within the university's specified period, or if there are compelling reasons for course registration, the student must submit a deferment request at least three days before the registration date. In this case, the student must provide the reason along with supporting evidence and specify their intention to pay the tuition fees at least one week before the final examinations to seek approval from the Vice President for Education. The request must be submitted to the Education Affairs or Academic Affairs department of their respective organization.

6.6.2 When a deferment request is approved, the university will allow the student to register and designate them as an overdue student. The student must pay the tuition fees by the date indicated in the deferment request. If the student fails to pay after the grace period, it will be considered that ~~the student does not~~ intend to continue their studies. The Education Administration Division of Mahidol University will send two letters to the student regarding the status of their tuition fee payment. If the student still does not pay, the matter will be escalated to the President for consideration of dismissal from the university.

6.6.3 If the student has valid reasons for not paying by the specified date in the approved request, they may request an extension of the grace period to pay the tuition fees. The request must include the reason, supporting evidence, and the expected payment date within the remaining semester period. Approval must be sought from the Vice President for Education, and the request must be submitted to the Education Affairs or Academic Affairs department of their respective organization. It should be noted that the university will only extend the grace period for paying the tuition fees until the end of the semester, and the student must make the payment within the approved period set by the university.

If a student experiences financial difficulties, they should contact the Student Affairs department of their respective organization or the Student Affairs Division for consultation, advice, and information about scholarships.

#### **Clause 7 Verification of registration**

When a student registers for courses and successfully pays the tuition fees through the online system, all data is stored in the database for immediate verification. After verification, the student may add or drop any registered course following the procedures outlined in Item 5. The university does not refund tuition or credit fees for registration mistakes made by students. If a student fails to contact the university within two weeks of a regular semester or one week of a summer semester after registration, it will be assumed that the student confirms the accuracy of their registration data. Changes to registration will not be permitted, except as specified in Item 5.4.

#### **Clause 8 Contact with the registrar and processing affairs**

The student may inquire about registration, academic results, or student registrar data through the following channels:

## 8.1 Online channels

8.1.1 Students' website <https://www.student.mahidol.ac.th/portal/>

8.1.2 Mahidol Student Affairs: <https://www.op.mahidol.ac.th/ea/>

8.1.3 The Facebook Page of the Division of Academic Affairs, Mahidol University: <https://www.facebook.com/Mahidol.ac.th/ea/>

8.1.4 The website of the Center for Life Integrated Learning (General education courses and free elective courses) <https://lifelong.mahidol.ac.th/> and Facebook page <https://www.facebook.com/GenEdMahidolU->

## 8.2 Other contact places

8.2.1 The Education Affairs or the Registrar Affairs of the student's superordinate organization: The contact information is available in Mahidol University Student Handbook 2024 on the website <https://www.mustudent.mahidol.ac.th/>, the download document menu and Student Handbook 2024 menu.

8.2.2 Educational Administration Division, 4<sup>th</sup> Floor, Mahidol Learning Center, Mahidol University, Salaya campus, Salaya Subdistrict, Phutthamonthon District, Nakhon Pathom Province, Telephone 0 2849 4562 – 72 and Fax 0 2849 4558.

8.2.3 The Center for Life integrated Learning, 4<sup>th</sup> floor, Mahidol Learning Center, Mahidol University, Salaya campus, Salaya Subdistrict, Phutthamonthon District, Nakhon Pathom Province, Telephone 0 2849 4586

8.2.4 Kanchanaburi Campus Coordination Center, Mahidol University, Telephone 0 3458 5058 ext. 2101 - 2104 and 08 6377 9947

8.2.5 Amnat Charoen Campus Establishment Project Coordination Center, Mahidol University, Telephone: 0 2849 6556

8.2.6 Nakhon Sawan Campus Establishment Project Coordination Center, Mahidol University, Telephone: 08 6445 6406

## Clause 9 For contact and distributing information to students

The university communicates important information through multiple channels to ensure students stay informed. Updates are published on the university's official website at <https://www.mustudent.mahidol.ac.th/> and on the Division of Academic Affairs, Mahidol University's Facebook page at <https://www.facebook.com/MAHIDOL.EA/>. Additionally, students

receive notifications via the university email system. It is crucial for students to regularly check these channels to stay updated on registration, academic results, and other student registrar-related information.

**Clause 10** If there is any problem in complying with this announcement, the President has the power to command, and the President's decision is final.

This announcement is effective for the academic year 2024 only.

Announced on 2 May 2024

(Prof. Banchong Mahaisavariya, M.D.)

President of Mahidol University President