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**Mahidol University Announcement**  
**on Enrollment of Mahidol University Undergraduate Students**  
**For Academic Year 2025**

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This announcement is to ensure orderly and accurate enrollment procedures for Mahidol University undergraduate students.

By virtue of Clause 22 Paragraph 2 of the Mahidol University Regulations on Diploma and Undergraduate Studies B.E. 2564 (2021), the following announcement is hereby issued:

**Clause 1 In this announcement:**

"Students" refers to Mahidol University undergraduate students, comprising new students and current students.

"New Students" refers to students entering in Academic Year 2025.

"Current Students" refers to students who enrolled before Academic Year 2025 (Student IDs 67XXXXX and prior).

**Clause 2 New Student Orientation**

Departments shall provide orientation to new students covering essential matters including: academic study, advisory services for course enrollment and academic planning for each semester (particularly for the first semester), curriculum information, teaching and learning management, departmental and university announcements, and proper conduct in the university.

**Clause 3 Student Profile Registration for New Students**

**3.1 Privacy Policy**

The university has established a privacy policy in accordance with Mahidol University Announcement on Personal Data Protection Policy. All new students must review and agree to the terms and conditions for university system usage at <https://smartedu.mahidol.ac.th> by logging in, reviewing the terms, and checking ✓ to acknowledge and accept the terms of service.

**3.2 Student Profile Information**

New students must complete their profile registration online at <https://smartedu.mahidol.ac.th> by selecting the student information menu and student profile menu and complete the student profile along with their parents' information. The profile registration must be completed within the timeframe specified in the Mahidol University Announcement on New Student Activities for Undergraduate Level for each admission round. This student profile will allow the university to conduct relevant operations.

Failure to complete the student profile registration as specified above may affect student benefits and privileges, such as scholarships and various welfare services.

**Clause 4 Course Registration and Tuition Payment for Students in Departments with Specific Registration Systems**

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4.1 The provisions in Clauses 1 through 13, except Clause 4 of this announcement, shall apply to course registration and tuition payment for students in the following departments:

4.1.1 College of Music

4.1.2 International College

4.1.3 Faculty of Information and Communication Technology

4.2 Course registration and tuition payment for each academic year for students in departments under Clause 4.1 shall proceed according to departmental heads by establishing guidelines approved by the respective departmental committees. These shall be issued as departmental announcements and submitted to the university for consideration before each academic year's registration period.

Such announcements above must include essential information regarding new student preparation, registration procedures, tuition payment methods, and contact channels. All registration criteria and procedures must comply with Mahidol University Regulations on Undergraduate and Graduate Studies B.E. 2564 (2021).

4.3 If any department wishes to establish a specific registration and tuition payment system, the process must be completed and the university notified at least 30 days before the next academic year's registration period for approval.

## **Clause 5. Course Registration through Online Registration System**

### **5.1 Regular Registration**

#### **5.1.1 New Students**

##### **(1) Registration for First Semester of First-Year Students**

##### **(1.1) "Regular" Registration for First Semester**

(1.1.1) The university will automatically register required courses as specified by the curriculum for new students in the online registration system.

(1.1.2) New students must log in to the online registration system at <https://smartedu.mahidol.ac.th> by selecting "Student Registration System" and "Regular Registration." Students must verify that their pre-registered required courses align with their curriculum requirements, then follow regular registration procedures and tuition payment as outlined in Clause 9.2.1.

##### **(1.2) "Adding" Courses in First Semester**

New students must register for "General Education Courses" and "Free Elective Courses" as specified in their curriculum structure and study plan. This registration is completed independently, without additional tuition fees. More details are as follows:

**(1.2.1) Students in Thai programs where the curriculum requires MUGE 100 General Education courses and language courses (both Thai and English):**

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(1.2.1.1) New students must verify required courses, sections, and class schedules through the Center for Life-Integrated Learning website (<https://clil.mahidol.ac.th>).

(1.2.1.2) When the course addition period begins, new students shall register for additional courses ("Add") by themselves, selecting courses, sections, and class schedules as announced on the Center for Life-Integrated Learning website (<https://clil.mahidol.ac.th>).

**(1.2.2) Students in Thai programs and international programs must register for "General Education Elective Courses" from the university's course listings and/or "Free Elective Courses" during the first semester of their first year, as specified in their study plan.**

(1.2.2.1) New students must verify "General Education Courses" in the central course listings, and "Free Elective Courses" being offered, including sections, class schedules, and examination schedules, through the Center for Life-Integrated Learning website (<https://clil.mahidol.ac.th>).

(1.2.2.2) During the drop/add period, new students shall register for additional courses (Add) by selecting their desired courses and sections through <https://smartedu.mahidol.ac.th>. To do this, students must select "Student Registration System," "Add Course," and "Register Additional Courses" menus. All elected courses must align with the curriculum study plan, and the total credit hours for all courses combined must not exceed the limit set by the university and/or curriculum.

## **(2) Registration for Second Semester of Year 1 Onwards**

For new students, the registration criteria for current students as specified in 5.1.2 shall apply, *mutatis mutandis*.

### **5.1.2 For Current Students**

Prior to each registration period, students must verify the courses they intend to register for against their curriculum structure and study plan requirements. Students should consult with their academic advisors regarding course additions, drops, or withdrawals, and seek guidance on planning their studies in accordance with curriculum requirements. After consultation, students shall register for courses through the online registration system at <https://smartedu.mahidol.ac.th> and verify that their registration is complete and correct.

Please note that once students have paid their tuition fees, the university will not refund tuition fees under any circumstances.

## **5.2 Late Registration**

**5.2.1 For New Students:** The late registration period shall follow the schedule specified in the Mahidol University Announcement on New Student Activities for Undergraduate Level, Academic Year 2025.

**5.2.2 For Current Students:** Late registration is permitted for no more than two weeks after the start of a regular semester, or no more than one week after the start of a

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summer semester. After these periods have elapsed, students will forfeit their right to register for that academic term.

**5.2.3 Late Registration Fees:** When students register late or make late tuition payments, they must pay a late registration fee, according to the Mahidol University Announcement regarding criteria and rates for educational fees collection, at the following rates:

**(1) For students in regular Thai programs (Student IDs 62XXXXX and prior) and international programs (Student IDs 65XXXXX and prior):**

(1.1) For late registration within one week before the semester begins, students must pay a late fee of 500 baht per registration.

(1.2) For late registration after the semester has started, students must pay a daily late fee of 100 baht, with a maximum total late fee not exceeding 1,900 baht.

**(2) For students in regular Thai programs with Student IDs 63XXXXX and subsequent:** In cases of late registration, students must pay a late fee of 1,000 baht (one thousand baht only) per instance.

**(3) For students in international programs with Student IDs 66XXXXX and subsequent:** In cases of late registration, students must pay a late fee of 2,000 baht (two thousand baht only) per instance.

### **5.3 Adding Courses, Dropping Courses, and Course Withdrawal**

When students wish to change course or sections, correct registration errors, or have other reasons for adding courses, dropping courses, or for course withdrawal, they must proceed within the specified timeframe and seek advice from both the course instructor(s) and their academic advisor. The procedures are as follows:

**5.3.1 Students requesting to add, drop, or withdraw from courses under normal circumstances:**

**(1) Adding Courses (Add)** must be completed within 2 weeks from the start of the regular semester, or within the first week of a summer semester. For courses that do not begin classes simultaneously with the semester opening, requests to add must be submitted within the first week of that course's classes. In cases where students wish to register for courses that have reached their enrollment capacity, they must obtain permission from the course instructor before adding.

**(2) Dropping Courses (Drop)** must be completed within 2 weeks from the start of the regular semester, or within the first week of a summer semester. For courses that do not begin classes simultaneously with the semester opening, dropping a course must be completed within the first week of that course's classes. Dropped courses will not appear on the academic transcript and will not count as a registration attempt.

**(3) Withdrawing from Courses (Withdrawal)** can be processed after the drop/add period specified in 5.3.1(2) has ended. Courses from which a student has withdrawn will be recorded with a 'W' grade on the academic transcript and will count as a registration attempt.

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**5.3.2 Adding, Dropping, and Course Withdrawal in Special Cases:** If students face any of the following circumstances that prevent them from adding, dropping, or withdrawing from courses within the periods specified in 5.3.1(1), (2), or (3), the department head shall have the authority to approve such actions and report them to the university:

(1) Cases involving health issues must be supported by a medical certificate.

(2) Cases involving technical errors in the registration system must include relevant supporting evidence.

(3) Cases where a course that charges per-credit fees has insufficient student enrollment to meet the minimum requirement, making it impossible to open the class. The university will refund the fees to students who have already paid, and students must process the refund request with the department offering the course within that academic semester.

(4) Cases where students must retake courses they have failed and wait for grades and cases where courses that are prerequisites for their program, making it impossible to register within the specified period.

(5) Students who change their field of study or department within Mahidol University, transfer from other higher education institutions, or have transferred credits may register retroactively without incurring late fees, provided they submit the required supporting documentation for consideration.

### **5.3.3 Related Fees**

**(1) For students in regular Thai programs (Student IDs 62XXXXXX and prior) and international programs (Student IDs 65XXXXXX and prior):**

**(1.1) For course additions,** the university will not collect additional tuition fees. However, students must pay in full for the credit hours of added courses as specified by the university.

**(1.2) For course drops or withdrawals,** the university will not collect additional tuition fees and will refund credit hour fees to students only in cases where the course was not opened or there were other compelling circumstances as determined by the university. However, credit hour fees will not be refunded if students drop or withdraw from courses voluntarily.

**(2) For students in regular Thai programs (Student IDs 63XXXXXX and subsequent) and international programs (Student IDs 66XXXXXX and subsequent),** the university will not collect additional tuition fees and will not refund tuition fees under any circumstances.

### **5.4 Course Selection for International Program Students**

Students enrolled in international programs are not permitted to register for courses that are part of Thai programs or courses taught in Thai language.

**5.5 Credit Load Requirements** The total credit hours for course registration in each semester must comply with the following regulations:

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**5.5.1 For New Students:** Registration must comply with Mahidol University Regulations on Undergraduate Studies B.E. 2567 (2024). Students may register for no more than 22 credits in a regular semester and no more than 9 credits in a summer semester.

**5.5.2 For Current Students:** Registration must comply with Mahidol University Regulations on Diploma and Undergraduate Studies B.E. 2567 (2024) and its amendments. Students must register for no fewer than 9 credits and no more than 22 credits in a regular semester, and no more than 9 credits in a summer semester.

For students in their final semester before graduation, they may request to register for a different number of credits than specified above, subject to approval from their department head. Such requests must be reported to the university and must comply with Mahidol University Regulations on Diploma and Undergraduate Studies B.E. 2567 (2024).

#### **Clause 6 Registration for Students in Programs with Educational Cooperation Agreements (MOU)**

For departments with students studying under educational cooperation agreements (MOU) between Mahidol University and other higher education institutions, both domestic and international, the department must notify the university about accepting such students and submit the relevant MOU documentation. This will allow proper preparation for registration procedures at least one month before the first semester of study begins.

#### **Clause 7 Failure to Complete Registration Within Specified Period**

After the first two weeks of the semester have elapsed, if a student encounters any of the following circumstances, the university will proceed to terminate their student status:

- 7.1 Has not registered for the regular semester
- 7.2 Has not paid tuition fees
- 7.3 Has not maintained student status and paid the associated maintenance fee
- 7.4 Has not received approval for registration extension and extended tuition payment deadline

#### **Clause 8 Other Registration Cases**

The university may consider allowing non-students to register for undergraduate courses in the following cases:

8.1 School students or undergraduate students from other institutions participating in educational cooperation projects with the department responsible for the curriculum or specific courses. This applies only to projects approved by the Dean and does not include training programs or special curricula for which the university does not grant degrees or professional certificates.

8.2 Graduate students from other institutions with credit transfer agreements, as approved by the departmental committee appointed by the university or as delegated by the President.

8.3 Professional practitioners who have completed an undergraduate degree from an accredited educational institution and wish to register for specific courses to enhance their professional knowledge as required by their professional organizations.

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8.4 General individuals studying undergraduate courses.

### **Clause 9 Tuition Fee Payment**

**9.1 Payment Methods:** Students may pay their tuition fees through the following methods:

#### **9.1.1 QR Code Payment**

(1) Students can pay tuition fees through the online registration system at <https://smartedu.mahidol.ac.th> by selecting "Student Registration" and "Payment".

(2) When the system displays the payment invoice, select "QR Payment" to show the QR Code, which can be scanned using any bank's application. Students can make payments via QR Code through any bank's application without additional bank fees.

**9.1.2 Credit Card Payment:** This must be an installment payment plan using only Siam Commercial Bank credit cards. The installment fee is 0.5% per month of the total tuition amount to be paid in installments. Students may choose payment terms of 3, 4, 6, or 10 months. Since credit card payments cannot be processed through the online registration system, students must complete their credit card payment transaction at the EDC machine at the Finance Division, Office of the President, Mahidol University, Salaya Campus only.

### **9.2 New Students**

#### **9.2.1 First Semester of Year 1**

After new students have verified their registration for "required courses" pre-registered by the university as specified in Item 5.1.1 (1.1), they must pay their tuition fees using either the payment method in Item 9.1.1 or Item 9.1.2 as applicable. Payment must be completed within the timeframe specified in the Mahidol University Announcement on New Student Activities for Undergraduate Level, Academic Year 2025.

#### **9.2.2 Second Semester of Year 1 Onwards**

After new students have registered for courses through the online registration system, they must pay their tuition fees using either the payment method in Item 9.1.1 or Item 9.1.2 as applicable.

### **9.3 Current Students**

After current students have registered for courses through the online registration system, they must pay their tuition fees using either the payment method in Item 9.1.1 or Item 9.1.2 as applicable.

### **9.4 Scholarship Recipients**

New scholarship recipients, including those receiving funds from the Student Loan Fund (SLF) and other departmental scholarship programs, must secure advance payment for their first-semester tuition fees of Year 1 as specified in Item 9.2.1. If new scholarship students do not have advance payment available, they must request an extension for registration and tuition payment following the procedures in Item 9.6.

For the second semester of Year 1 onwards, the Office of Student Affairs will process funding directly from the scholarship-granting units, and students will not need to secure advance tuition payment.

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### **9.5 Students Taking Leave of Absence**

9.5.1 Students wishing to take a leave of absence must submit a request for approval, clearly specifying the duration of the leave, to their department head for consideration. The department must then report the approval decision to the university.

9.5.2 After receiving approval for leave of absence, students must pay the student status maintenance fee for the semester of absence as specified by the university.

9.5.3 Students who have been granted a leave of absence and wish to return to their studies must submit a request for reinstatement to their department head and register for courses within the regular registration period of that semester.

### **9.6 Current Students with Registration and Tuition Payment Issues**

#### **9.6.1 Extension of Registration and Tuition Payment Deadlines**

(1) In cases where students face reasonable financial difficulties that prevent them from paying tuition fees within the university's specified period, or where circumstances prevent them from registering by the deadline, students must submit a request for extension of registration and tuition payment deadlines. This request should specify the reason for extension and the intended payment date within that semester. The request must be submitted to the department head through the academic affairs or academic services division of their affiliated department at least 3 working days before the registration deadline. The department will then forward the request to the Dean of Academic Affairs for approval.

(2) Upon receiving approval for the extension, the university will register the student under the "pending payment" category. Students must pay their tuition fees within the extended period specified in their approved request.

If students face exceptional circumstances that prevent them from paying tuition fees within the initially approved extension period under Item 9.6.1(2), they may submit a request for an additional extension of registration and tuition payment deadlines. This request must be submitted at least 3 working days before the expiration of the first extension. The request should specify the reasons for the additional extension and the proposed payment date within the remaining semester period. The request must be submitted to the department head through the academic affairs or academic services division of their affiliated department, who will then forward it to the Dean of Academic Affairs for approval. The university may grant an extension that shall not exceed the last day of that semester. Students must complete their tuition payment within the university-approved extension period.

If after the registration deadline or approved extension period has passed, students still have not paid their tuition fees, the university will consider the registration incomplete and the tuition fees unpaid within the specified period. The university will proceed to terminate the student's status and take legal action through the legal affairs division.

#### **Clause 10 Verification of Course Registration**

10.1 After students complete their course registration through the online system and pay their tuition fees, all information will be recorded in the database and can be verified immediately.

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10.1.1 If students discover registration errors or wish to change courses or sections, they must proceed with adding, dropping, or withdrawing from courses according to Item 5.3 and should verify their registration information in the invoice form thoroughly before making payment.

10.1.2 If students fail to proceed according to Item 10.1.1 within 2 weeks after the start of a regular semester or 1 week after the start of a summer semester, the university will consider the registration correct, and students will not be able to modify their registration information after these deadlines.

10.2 In cases where students do not pay tuition fees within the university-specified period, the online registration system will cancel their registration invoice, which cannot be retrieved. If students wish to pay tuition fees, they must contact their student affairs office to request special registration consideration, and the department will submit the request to the university for approval.

### **Clause 11 Contact Channels Regarding Registration**

Students can inquire about their registration information, academic records, and student registration data through the following channels:

#### **11.1 Online Channels**

11.1.1 New Student Website (<https://mustudent.mahidol.ac.th/>)

11.1.2 Student Portal (<http://www.student.mahidol.ac.th/portal/>)

11.1.3 Educational Services Division Website  
(<https://op.mahidol.ac.th/ea/>)

11.1.4 Center for Life-Integrated Learning Website  
(<https://clil.mahidol.ac.th/>)

#### **11.2 Other Contact Locations**

11.2.1 Academic Affairs or Registration Office of the affiliated student office, which maintains departmental contact information. Contact details for registration and academic affairs coordinators can be found at <http://www.student.mahidol.ac.th/portal/>.

##### 11.2.2 Division of Educational Administration

4th Floor, Mahidol Learning Center, Mahidol University, Salaya Subdistrict,  
Phutthamonthon District, Nakhon Pathom Province  
Office Hours: 08:30 - 16:30 Tel: 0 2849 4576 - 72  
Fax: 0 2849 4558

##### 11.2.3 Center for Life-Integrated Learning

4th Floor, Mahidol Learning Center, Mahidol University, Salaya Subdistrict,  
Phutthamonthon District, Nakhon Pathom Province  
Office Hours: 08:30 - 16:30  
Tel: 0 2849 4556

### **Clause 12 Student Information and Public Relations**

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Students should regularly check university news and information. The university will communicate information and news to students through the following channels:

12.1 Website: <https://mustudent.mahidol.ac.th/>

12.2 Facebook: Division of Educational Administration, Mahidol University  
(<https://www.facebook.com/MAHIDOL.EA/>)

12.3 Facebook: Center for Life-Integrated Learning  
(<https://www.facebook.com/GenEdMahidolU/>)

12.4 University electronic mail system (e-mail)

**Clause 13 In cases where problems arise concerning the implementation of this Announcement, the President shall have the authority to make final decisions and rulings.**

This announcement applies to Academic Year 2025 only.

Announced on 31 January 2025

[Signature]

(Prof. Piyamitr Sritara, M.D.)

President of Mahidol University