



**Announcement of Mahidol University  
on Notifying the Change in Status for Attending the Graduation Ceremony  
for the Graduates in Academic Year 2020**

.....

This announcement is to ensure that the guidelines on notifying the change in status for attending the graduation ceremony for graduates in Academic Year 2020 who have registered to attend the ceremony shall be appropriate and in compliance with the university's postponement of the graduation ceremony of Academic Year 2020 due to the situation of the Coronavirus disease 2019 (COVID-19) epidemic.

As empowered by virtue of Section 34 (1) of the Mahidol University Act, B.E. 2550, and Number 11 of the Mahidol University Regulations on Budget and Financial Management, B.E. 2551 and its amendments, and with reference to the resolution of the 3/2022 Mahidol University Executives Board Meeting, dated on Tuesday 8 February, 2022, the President hereby announces the followings:

Item 1 All graduates in Academic Year 2020 must confirm the registration for graduation in order to attend the graduation ceremony of Academic Year 2020. Graduates can confirm or change the ceremony attendance status from Thursday 21 April 2022 to Friday 20 May 2022 via the university registration system for graduation.

However, in case the graduates do not confirm or change the status for joining the ceremony by the due dates stated in Item 1, it is considered that such graduates do not register for attending the ceremony.

Item 2 The graduates in Item 1 with student IDs from Academic Year 2016 onwards do not have to pay for graduation registration fees in order to confirm or change the attendance status.

Item 3 For the graduates in Item 1 with student IDs prior to Academic Year 2016

3.1 There is no need to pay for graduation registration fees in order to confirm the ceremony attendance status.

3.2 Graduation attendance fee of 600 baht/person will be refunded for the change in status from attending to not attending the ceremony as designated in the university announcement on Placing the Graduation Registration Fees for Attending the Graduation Ceremony for Undergraduate and Graduate students, B.E. 2558.

Refund of graduation registration fee in Item 3.2 can be processed as follows:

(1) Graduates request a refund of graduation registration fee and notify the change in ceremony attendance status as mentioned in Item 1. Graduates can choose one of the following refund methods:

(1.1) receiving money transfer via Siam Commercial Bank Public Company Limited

(1.2) receiving money transfer via Promptpay

(1.3) refusing to receive the money and donating it to the university

(1.4) having an authorized person to collect the money at the Division of Finance on the third floor of Office of President in case the graduates do not live in Thailand

(2) The Division of Academic Affairs must check and collect the documents in Item (1). The division must keep a record of the refund request and summarize the list of graduates categorized by refund methods. Essential information on fee refunding must be identified, depending on particular case as specified by the university such as name and surname, national ID, bank account number, destination country, e-mail, and home address, and submitted to the Division of Finance by Thursday 30 June 2022.

(3) If the refund is processed through Item (1.1), (1.2), and (1.3), the Division of Finance will pay the money back to the graduates by Wednesday 31 August 2022.

(4) If the refund is processed through Item (1.4), the graduates and the authorized persons must write an authorization letter by using the template specified by the university, and attach a certified copy of an identity card or passport of the graduates and the authorized persons. Then the authorized persons can contact the Division of Finance during office hours (8.30 am - 4.30 pm) on the third floor of Office of President, from Monday 1 August - Wednesday 31 August, 2022.

The refund can be obtained only through the method requested in the registration system for graduation. Not completing the refund process by the duration specified in this announcement can be considered that the graduates refuse to obtain the refund of graduation registration fee mentioned in Item 3.2.

3.3 Graduates pay for graduation registration fees (600 baht/person) for the change in status from not attending to attending the ceremony.

The graduates must pay for the graduation registration fees through the registration system for graduation from Thursday 21 April - Friday 20 May 2022 via one of these methods:

(1) scanning the QR Code using a bank application (Mobile Banking)

(2) choosing a bank, filling in a bank account number, and uploading the pay-in slip onto the graduation registration system.

This shall come into force from now on.

Announced on 8 April, 2022

(Prof. Banchong Mahaisavariya, M.D.)  
President, Mahidol University