



## **Mae Fah Luang University's Announcement**

### **Subject :   Schedule and Procedures of Request for Graduation for Students Who Expect to Graduate in the First Semester, Academic Year 2024 Undergraduate Degree**

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In order to ensure a smooth process of graduation request for students who expect to graduate and have completed program requirements in the First Semester, Academic Year 2024, Mae Fah Luang University hereby invokes the authority under Section 10 of Mae Fah Luang University's Rules for Bachelor's Degree Education, B.E. 2565 and declares the schedule and procedures as follows:

#### **1. Graduation Request Schedule**

Students can request for graduation from Monday, 19<sup>th</sup> August - Friday, 13<sup>th</sup> September 2024.

#### **2. Eligibility**

2.1 Students must be studying in their final semester of enrollment including the Cooperative Education or the Professional Experience Internship Courses and expect to graduate in the First Semester, Academic Year 2024.

2.2 Students must have completed program requirements set by the School but have not passed the exit examination.

2.3 Students must not owe any debts to the University.

#### **3. Procedures for Graduation Request**

Students who meet the eligibility requirements stated in No. 2 shall thoroughly complete all the following procedures.

3.1 Students shall prepare a photograph in graduation gown with the following requirements:

3.1.1 The photograph file should be under 200 kb.

3.1.2 The photograph file should be .jpeg format only.

3.1.3 The photograph file should be named with the student ID number.

3.1.4 Graduating students, who are the Thai reserve officer training corps students but do not be officially granted rank of "Acting Sub Lt.", shall wear graduation gown with student uniform only.

3.2 Students shall log in through <https://reg.mfu.ac.th> and select the menu "Graduation Check."

3.3 Students shall check their registration by program requirements before pressing the "Graduate Request" button.

/3.4 Students...

3.4 Students shall complete the Graduate Self-Assessment on Future Skills.

3.5 Students shall apply for graduation, check information and record the information correctly as follows:

3.5.1 The personal information such as a spelling of name, surname in both Thai and English languages, a national ID number or passport number and date of birth.

3.5.2 Students shall check accuracy of name and surname. If there is any incorrect spelling, students are required to fill out correct spelling through the Graduation Request System.

3.5.3 An address according to the home registration.

3.5.4 In case of the changes of name or surname in both English and Thai languages, students shall bring the certificate of personal name change to the Registrar Division as soon as possible.

3.6 Students shall upload the photograph onto the Graduation Request System.

3.7 The Registrar Division will edit the spelling of students' name or surname in case that they confirm a change request through the Graduation Request System.

3.8 Students can check accuracy of information through <https://reg.mfu.ac.th> two weeks after the period of requesting graduation ends.

3.9 Students can request the graduation documents after they have been approved to graduate by the University Council.

#### **4. Graduation Registration Fee Payment**

4.1 Students can pay the graduation registration fee through the following channels:

4.1.1 Payment at the Bangkok Bank Counters with a service fee of 10 baht.

4.1.2 Payment via mobile banking application of the bank specified in the invoice with a service fee.

4.1.3 Payment via credit card with a fee at 2.5% include VAT.

4.1.4 Payment at the Division of Finance and Accounting, the AD2 Building.

4.2 In case that students have already paid the graduation registration fee. No further payment is required for that charge.

#### **5. Graduation**

5.1 Students must have requested for graduation via the Graduation Request System in the First Semester, Academic Year 2024.

5.2 In case that students have requested for graduation but they are unable to graduate in the First Semester, Academic Year 2024, students must request for graduation again in the next semester that they expect to graduate within the period specified by the University.

5.3 Students, who expect to graduate but do not request for graduation within the period specified by the University, will not be approved to graduate. The said students, therefore, are required to maintain their student status in the next semester.

Please be informed and comply with this Notification accordingly.

Announced for your information on 14 of August, 2024



(Associate Professor Dr.Darunee

Wattanasiriwech)

Vice President

for President of Mae Fah Luang University