



**Mae Fah Luang University's Announcement**  
**On Undergraduate-Level Course and Credit Transfer, 2006**

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Article 15 of the National Education Act, 1999 allows transfer of comparable or equivalent courses and the earned credit units between formal, non-formal and informal education settings. To comply with this Article, Mae Fah Luang University allows students who have passed courses and earned credit units elsewhere to transfer them to fulfill the curricular requirements of his/her study program at Mae Fah Luang University.

Mae Fah Luang University considers it necessary to establish clear standards of criteria for undergraduate-level course and credit transfers. Therefore, empowered by Article 26 of Mae Fah Luang University Act, 1998, and by consent of the Academic Council reached in meeting 10/2006 on 4 October 2006, Mae Fah Luang University hereby annuls its Notification on Course Equivalence, dated 12 February 2004, and effectuates this 'Notification on Undergraduate – Level Course and Credit Transfer, 2006' in its lieu, as detailed hereunder.

1. A new student wishing to transfer courses and credit units previously earned at Mae Fah Luang University or elsewhere to fulfill his/her current study program's requirements must submit a request to the Registration Division within the first semester of his/her study in the current program, as required by the university; otherwise, the student will not be eligible to submit a course and credit unit transfer request.

2. The documents that must be submitted include:

2.1 A completed Course and Credit Unit Transfer Request (downloadable from the website <http://reg.mfu.ac.th>);

2.2 For transfer of courses and credit units from another institution, attach the following.

2.2.1 One certified copy of the Transcript of Records; and

2.2.2 One certified copy of the course descriptions of the courses to be transferred.

3. For transfer of courses and credit units previously earned at Mae Fah Luang University, the steps below shall be undertaken by the involved authorities.

3.1 The Registration Division shall examine the documents submitted according to Clause 2 above and forward them to the School to which the student belongs, for approval.

3.2 The School to which the student belongs shall consider if the transfer request can be granted, by examining whether or not the courses to be transferred can validly fulfill the student's current study program's requirements. The consideration result must be approved by the School Committee and forwarded to the Academic Council for approval.

4. For transfer of courses and credit units previously earned at another institution, the steps below shall be undertaken by the involved authorities.

4.1 The Registration Division shall examine the documents submitted according to Clause 2 above and forward them to the Quality Assurance and Curricular Development Division, for approval.

4.2 After a preliminary check on the correctness, validity and School-based classification of the transfer-requested courses, the Quality Assurance and Curricular Development Division shall coordinate with the School, which will proceed with the transfer process.

4.3 The School in question shall consider if the transfer request can be granted, by examining whether or not the courses to be transferred can validly fulfill the student's current study program's requirements. The consideration result must be approved by the School Committee and forwarded to the Academic Council for approval.

In case of a course without any equivalent in the target curricular structure, and provided that the student insists on transferring it, the course may be transferred as a free elective, with its Mae Fah Luang University equivalent stated.

5. After the Academic Council has approved of the transfer request, the Registration Division shall notify the student of the result. The student, then, shall pay the transfer fee as stipulated by Mae Fah Luang University.

If the student fails to pay the transfer fee within one month of the transfer approval date, the transfer will be annulled, and the student will NOT be allowed to submit a transfer request again.

6. If any of the transfer-related documents is proven to be false, incomplete or illegitimate, the transfer will be invalidated and no refund shall be made.

7. Students entering Mae Fah Luang University before the academic year 2007 who wish to, but have yet to, file a course transfer request must do so at the Registration Division within one month after the start of the second semester of the academic year 2006; otherwise, the student will NOT be eligible to submit a course and credit unit transfer request.

8. Cases other than those stated herein are subject to the Academic Council's judgment.

To be effective as of the second semester, academic year 2006

Issued this ninth day of October, 2006

Signed                      Vanchai Sirichana  
(Associate Professor Dr.Vanchai Sirichana)  
President, Mae Fah Luang University