College of Management
Mahidol University

Student Handbook International Program

For pre-2026 academic year students

Executive Committee Approved: November 2025
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Introduction

This graduate study handbook is prepared with the objective of providing information about various regulations and requirements for Master's degree students of the College of Management, Mahidol University, which will be referred to as "the College" instead of stating the name “College of Management”.

These regulations and requirements include:

1. Academic System and Program Structure
2. Student Registration and Enrolment
3. Measurement and Evaluation of Education
4. Thesis / Independent Study
5. Examination and Honour Code
6. Graduation
7. Students Educational Services

The regulations and requirements in this graduate study handbook are effective for all students entering the Master of Management (International Program) of the College of Management, Mahidol University. Students can download this handbook from the College website. It is the responsibility of all students to thoroughly study and remain familiar with the College’s graduate program regulations and requirements to ensure the correct conduct of their education. Any neglect, failure to comply, or violation of these regulations and requirements will not be considered an excuse, and the College will not accept any justification or reason for failure to observe them

Regulations and requirements specified in this handbook are to be considered as practice guidelines for graduate students of the College of Management; however, they:

- Are not meant to be all-inclusive
- Do not constitute a legal obligation
- The College of Management reserves the right to amend, add, or cancel any regulation and requirement specified. The College will inform students in advance of such changes so students have time to prepare for the changes in said regulations and requirements

Vision and Mission of the College of Management, Mahidol University

CMMU Vision

"*Wisdom of the Land in Management Education"*

CMMU Mission

"*To develop organizational leaders through practical learning, relevant research, and industry engagement"*

Section 1 Academic System and Program Structure

The College opens for teaching with the aim of creating management tools that can be practically applied in business contexts and strengthening management skills which are important factors in international business management.

Master of Management (International Program) is classified into 5 specialisations:
1. General Management
2. Entrepreneurship and Management
3. Corporate Finance
4. Marketing and Management
5. Healthcare and Wellness Management

1. Program Description

Program Title: Master of Management (International Program)
Degree: Master of Management
Abbreviation: M.M.

2. College Contact Channels

Location 69 Vipavadee Rangsit Rd., SamsenNai, Phayathai, Bangkok 10400
Website www.cm.mahidol.ac.th
Email: cmwebmaster@mahidol.ac.th
Tel: (662) 206 2000
Line Official: @cmmu
Facebook Page: CMMUMAHIDOL

3. Program Rationale

1. The changing demands of the domestic and international business environments require the development of a new cadre of managers, whether for organizations or entrepreneurs.
2. There is a demonstrated need in business for improving managerial effectiveness.
3. Globalization is changing the core competencies needed to succeed as a manager in Thailand.

4. Program Objectives

1. To satisfy the demands of business students for an education that gives them a competitive edge in a rapidly changing corporate environment.
2. To prepare graduates for a major management role in international business.
3. To develop a high level of professionalism and ethical responsibility among graduates that will serve themselves, their organizations and society.
4. To develop life-long learners who have the motivation and skills to continue to learn and adapt throughout their careers.
5. To prepare students who have the skills to succeed in a business environment where information technology plays an increasingly important role in the effectiveness of professionals and organizations.

5. Program Structure

The structure of the Master of Management program has a total number of credits not less than 45 credits in a trimester system, which consists of Required Courses and Elective Courses according to specialization, and divides study into 2 study plans:

Program Structure Plan 1.2 Academic (Thesis)

- Pre-courses		Non-credit
- Required courses	21	credits
- Elective courses not less than	9	credits
- Thesis	15	credits
- Comprehensive exam		Non-credit
Total	45	credits

Program Structure Plan 2 Profession (Independent Study)

- Pre-courses		Non-credit
- Required courses	21	credits
- Elective courses not less than	18	credits
- Independent Study	6	credits
- Comprehensive exam		Non-credit
Total	45	credits

6. Learning Management

The College manages teaching in a trimester system. 1 academic year is divided into 3 terms with 14 weeks of study (including midterm and final exams):

Term 1: May to August
Term 2: September to December
Term 3: January to April

Teaching management and study times are divided into 2 modes:

1. Regular Program: Monday to Friday, 09.00-12.00 and/or 13.30-16.30.
2. Special Program: Monday to Friday, 18.00-21.00 and/or
   Saturday to Sunday, 09.00-12.00, 13.30-16.30, and/or 17.00-20.00.

7. Study Times

Students have the right to take exams in theoretical and practical courses only when they have study time in that course not less than 80% of total study time. Each course can define study time otherwise, but not less than 50% of total study time.

8. Program Duration

1. Students have a study duration according to the program study plan equal to 5 terms in the trimester system.
2. Students have a maximum study duration of 5 academic years. If graduation is not achieved within this timeframe, student status will be terminated.

Section 2: Student Enrolment and Course Registration

9. Student Enrolment

Those who pass admission criteria must follow new student enrolment schedules and pay the entrance fee within the College's specified period. Failure to do so is considered a waiver of student rights. Registered students will receive a written acceptance letter before orientation.

10. Academic calendar

The College announces an academic calendar every term, containing:

0. Pre-registration period
1. Registration Period
2. Add-Drop Period
3. Fee Payment Period
4. Last day for Withdrawal from classes with a “W” symbol
5. Term Opening and Closing Dates
6. Mid-term and Final Examination Period

Students can find additional information and familiarise themselves with the Academic calendar on the College website.

11. Postponement of Study

Students must enroll and pay the entrance fee completely to submit a request for postponement. Postponement is allowed for no more than 1 batch. The maximum study duration is counted from the date the College admitted the student. Students must submit the request via the online system before the first term opens and receive approval from the Program Chair. (See 40: Official Channels and Procedures to submit requests for educational services/documents):

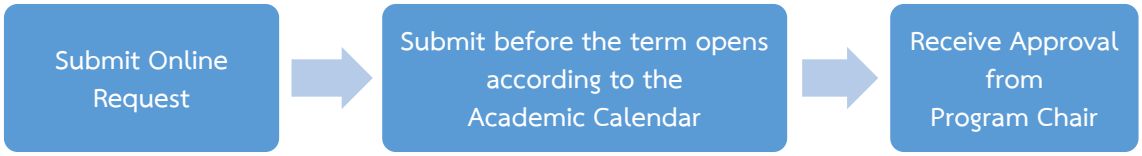


Figure 1: Steps and Procedure to request Postponement of study

12. Course Registration, Add-Drop, and Withdrawal

12.1 Students must register for courses according to program structure and study plans within specified periods. Each term, students must register for at least 3 credits. International Program students can pre-register and register maximum 9 credits per term. Students can add-drop courses within add-drop period stated in the Academic calendar:

12.1.1 Students who intend to register for Add-drop courses between 3 up to 9 credits:

The student must proceed by submitting the Add-drop and Withdrawal request form (in paper format) and clearly specify the courses and reason to be added and/or dropped within the Add-drop registration period specified in the Academic calendar of each term, and receive approval from the instructor of the course being added and/or dropped, and receive the approval from the program chair.

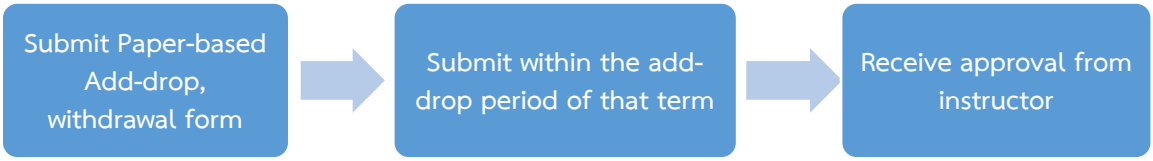


Figure 2: Steps and Procedures to request add-drop courses between 3 up to 9 credits

12.1.2 Students who intend to register for more than 9 credits but not exceeding 12 credits in one term are subject to the following conditions and procedures:

(1)The student must have a cumulative grade point average (GPAX) for every course in the previous term of not lower than 3.50.

(2)If the cumulative grade point average for every course in the previous term has not yet been fully released, the student may submit the request in advance. However, if the student has received approval and is awaiting the academic results, and when the results of the previous term are fully released and it appears the cumulative grade point average is less than 3.50, the student will be permitted to register for only 9 credits and must automatically drop the additional requested courses.

The student must proceed by submitting the request for registration exceeding 9 credits via the College's online system and clearly specify the courses to be added within the add-drop registration period specified in the Academic calendar of each term, and receive approval from the Program Chair, and the Academic Committee is informed, respectively.

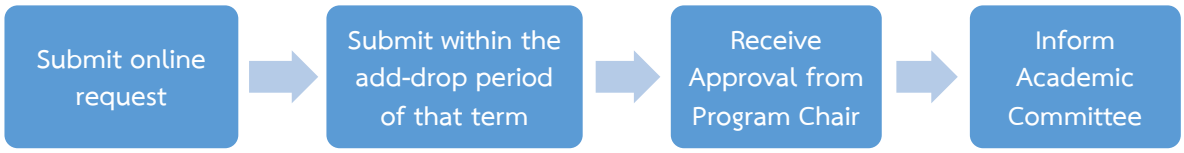


Figure 3: Steps and Procedures to request to register for more than 9 credits, but not exceeding 12 credits

12.2 After the end of the Add-drop registration period, the student can still request a Withdrawal until the final day for Withdrawal as specified in the Academic calendar. The student will receive a "W" symbol (not included in the cumulative grade point average calculation) for the withdrawn course, and it will appear on the transcript. The steps and procedures for course Withdrawal must receive approval from the instructor.

12.3 If the student submits a Withdrawal request after the Withdrawal deadline, the student will receive an "F" or "U" symbol, and it will appear on the transcript for that specific course.

12.4 If a student does not register for courses in any given term without providing a written notice to the College, that student shall be considered to have reached Termination of student status.

13. Probation

Students who obtain a cumulative grade point average (GPAX) lower than 3.00 shall be placed on probation, which is governed by the following regulations:

1. Students on probation must seek advice and consultation with the Program Chair to re-adjust their study plan.
2. Students on probation must register for no more than two courses (6 credits) in the term for which the student is on probation.
3. If a student obtains a cumulative grade point average (GPAX) lower than 3.00 for two consecutive terms, the student shall reach Termination of student status.
4. The refund of Academic Fees shall be conducted in accordance with the College Announcement regarding Regulations for Academic Fee Refunds.

14. Retaking a course (Regrade)

A student may request to register for retaking a course (regrade) in any given course to improve their academic results, subject to the following conditions and procedures:

1. The initial academic result obtained must be lower than a B grade.
2. The student may register to repeat each course only once throughout the entire period of study.
3. The final academic result of the course for which the student has registered to repeat will be used to calculate the cumulative grade point average (GPAX) in place of the original result of the same course. Nevertheless, the initial academic result of the repeated course will remain displayed on the transcript.

The student must proceed by submitting the request to retake the course via the College's online system within the Add-drop registration period specified in the Academic calendar of each term, and must receive instructor endorsement and Program Chair approval, respectively.

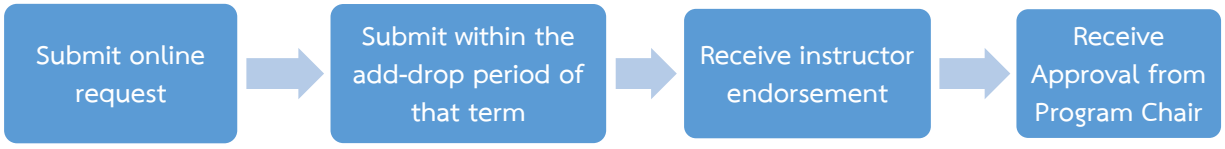


Figure 4: Steps and Procedures for request to retake the course (regrade)

15. Specialisation Change

A student may request a specialisation Change, subject to the following conditions and procedures:

1. Must have registered for courses in at least one term and have paid matriculation and tuition fee for that term.
2. Can be submitted only once throughout the entire period of study.
3. A change from the International Program to the Thai Program is not permitted.
4. Deliberation of the specialisation Change results may involve scheduling an interview with the student or requesting additional documents for consideration, subject to the discretion of Program Chairs from both specialisations.
5. The decision made by both Program Chairs regarding the specialisation change is final.
6. Students who have received approval for a Major Change must register for all courses as specified by the specialization.

The student must proceed by submitting the Specialisation Change request via the College's online system (REG) within the period specified by the College, which is before the end of the student's second term (the final day of the term as specified in the Academic calendar), and must receive approval from both Program Chairs, and the Academic Committee is informed, respectively

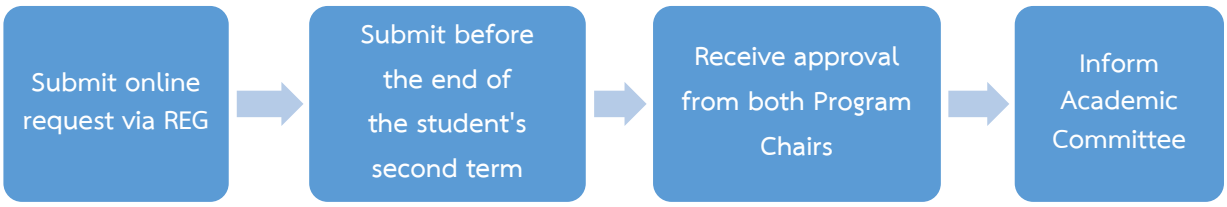


Figure 5: Steps and Procedures to request the specialisation change

16. Student Status Maintenance Registration

Students who exceed the study plan duration, but do not exceed the maximum study duration of the program must register for Student Status Maintenance. Student Status Maintenance fee shall be in accordance with the Announcement of the College of Management, Mahidol University regarding Criteria and Academic Fee Rates for the Master of Management Program (International Program), B.E. 2545 (Amendment), B.E. 2546 as follows:

16.1 Students who have registered for all courses according to the curriculum structure and have paid the Matriculation Fee for all 5 terms, but have not yet obtained a complete passing result for every course, must register for Student Status Maintenance. An education fee shall be collected at the rate of 5,000 Baht per term, starting from the 6th term until the term in which complete passing results for all courses appear.

16.2 Students who have not registered for all courses according to the curriculum structure, but have paid the Matriculation Fee for all 5 terms and are required to register for courses to complete the curriculum structure, must register for Student Status Maintenance at the rate of 5,000 Baht per term.

16.3 If a student fails to pay the fee for Student Status Maintenance within 20 working days from the final day of the fee payment period for that term, they will automatically reach Termination of student status.

16.4 It is the responsibility of all students to register for Student Status Maintenance. Any neglect or failure to comply in any term during the course of study will result in the student being disqualified from continuing in the program, and the course registration will be cancelled, leading to Termination of student status.

17. Leave of Absence

Students may encounter unforeseen personal or professional problems that force them to leave school for a period of time during their course of study and may request a Leave of Absence. The Leave of Absence fee shall be collected at the rate of 3,000 baht per request, subject to the following conditions and procedures:

1. A student may request a Leave of Absence for one term at a time, but not exceeding two consecutive terms.
2. If the student has submitted the Leave of Absence request within the specified time and received approval no later than the Add-drop registration period specified in the Academic calendar of each term, the College will adjust the student status to 'Leave of Absence' and drop all registered courses for that term. If the student has paid the tuition fee of that term, students are entitled for a refund of the tuition fee.
3. If the student has received approval for a Leave of Absence after the Add-drop registration period, the student status for that term shall be considered as normal. The College will not adjust the student status to 'Leave of Absence', but it will be recorded as a Withdrawal of all courses. The student will receive a 'W' symbol (not included in the cumulative grade point average calculation) for the withdrawn courses, and it will appear on the transcript. The student status will remain as “Normal” and will receive no refund.
4. During a Leave of Absence, students will not be permitted to perform the following:
    4.1 Not permitted to sit for any course examinations, including the Comprehensive Examination
    4.2 Unable to register for graduation
5. If a student who has received approval for a Leave of Absence fails to pay the education fee within 20 working days from the final day of the education fee payment period for that term, they will automatically reach Termination of student status.
6. If a student takes a leave of absence without formal written approval from the College, that student shall be considered to have reached Termination of student status.

The student must proceed by submitting the Leave of Absence request via the College's online system starting before the start of the term for which the leave is requested until the last day of the Add-drop registration period as specified in the Academic calendar of each term, and must receive approval from the Program Chair.

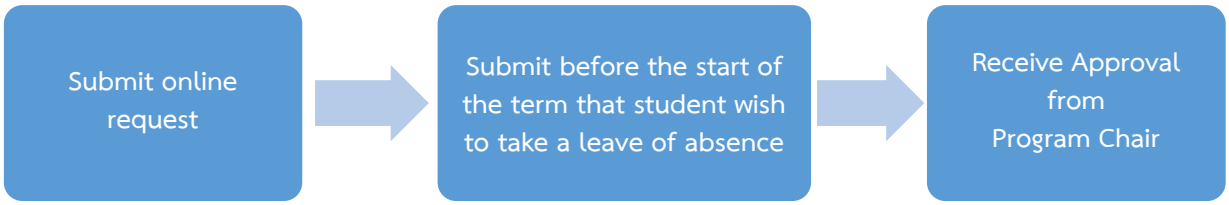


Figure 6: Steps and Procedures to request Leave of Absence

17.1 In the case where a student has a reason (specifically in the case of illness) and intends to request an additional Leave of Absence for the third term, the student can request a Leave of Absence for only one more term.

The student must proceed by submitting the Leave of Absence request accompanied by a medical certificate via the College's online system before the start of the term for which the additional leave is requested, and must receive Program Chair endorsement and approval from the Academic Committee.

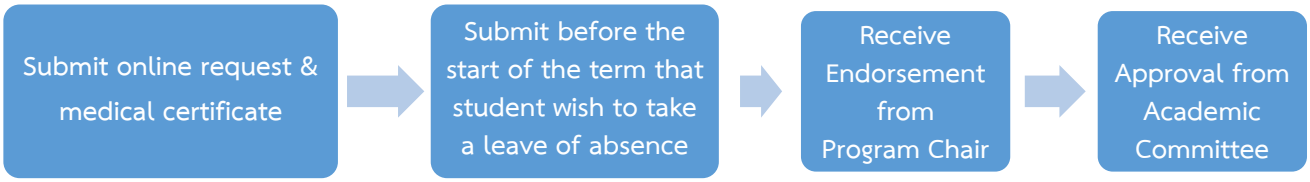


Figure 7: Steps and Procedures to request the additional Leave of Absence (in the case of illness)

17.2 Students who have already paid the tuition and matriculation fees for that term and wish to request a Leave of Absence, the student status shall remain as normal. However, the College will proceed according to one of the following cases:

(1) If the Leave of Absence process is completed during the Add-drop registration period specified in the Academic calendar of each term, the College will drop all registered courses for that term and only the paid tuition fee will be refunded. The matriculation fee will not be refunded.

(2) If the Leave of Absence process is completed after the closing of the Add-drop registration period, it shall be recorded as a Withdrawal (W) for every course registered in that term, and the paid tuition fee and matriculation fee will not be refunded.

18. Termination of Study

Students who intend to resign from the College shall proceed by submitting a written request in order for the College to record the Termination of student status. The student must proceed by submitting the Termination of Study Form via the College's online system, and must receive approval from the Program Chair and follow the procedures of the regulations, respectively.



Figure 8: Steps and Procedures to request to terminate student status

19. Termination of Student Status

A student shall reach Termination of student status in the following cases:

19.1 Completion of all curriculum requirements and receiving approval for graduation.

19.2 Resignation

19.3 Obtaining a cumulative grade point average (GPAX) lower than 2.50 in any term.

19.4 Obtaining a cumulative grade point average (GPAX) lower than 3.00 for two consecutive terms of registration.

19.5 Failing the Comprehensive Examination for the second time.
19.6 Failure to graduate within the maximum study duration of five academic years.
19.7 Failure to register for courses in a term without providing a written notice to the College.
19.8 Failure to pay education fees within the specified period.
19.9 Failure to comply with the conditions for a Leave of Absence.
19.10 Death
19.11 Being subject to a disciplinary punishment of Termination of student status due to behaviour that violates or infringes upon the regulations of Mahidol University Student Discipline, namely:
(1) Plagiarism, impersonation, and/or falsification of research or academic work of others.
(2) Committing fraud or cheating in any examination or assessment.
(3) Causing damage to the College's property, drug use, gambling, theft, or displaying conduct that is inappropriate or disreputable to the College.
(4) Others as specified in the Mahidol University Announcement about Student Discipline section.

20. Study Time Extension

For students approaching the maximum study duration of five academic years, a request for a Study Time Extension may be submitted, subject to the following conditions and procedures:

1. The student must have registered for Student Status Maintenance and have paid the full tuition fee and other academic fees that occurred during the time of study at the College.
2. A request for a Study Time Extension can be submitted only once throughout the entire period of study.
3. If approved, the study duration can be extended for maximum of one term only.
4. If a student receives approval for a Study Time Extension beyond the maximum study duration of the program, the student must pay the Student Status Maintenance fee of the program from the approved term until the term in which complete passing results for all courses appear.

The student must proceed by submitting the Study Time Extension request via the College's online system at least one term before the expiration of the five-year maximum study duration. The request must include a progress report for the Thesis / Independent Study, along with comments from the Thesis / Independent Study Advisor. The request must receive Program Chair endorsement and approval from the Academic Committee, and follow the procedures of the regulations, respectively.

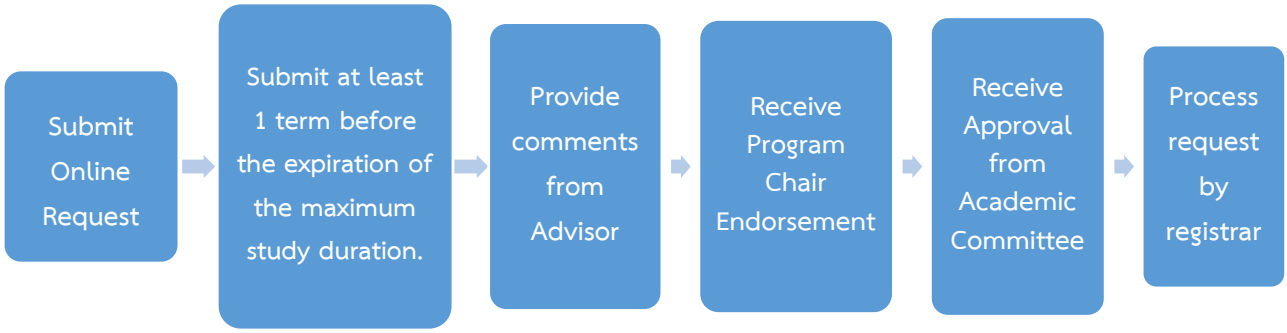


Figure 9: Steps and Procedures to request study time extension

21. Reinstatement of Student Status

Students who have reached Termination of student status according to clauses 19.6, 19.7, and 19.8 may submit a Reinstatement Request, subject to the following conditions and procedures:

1. A request for Reinstatement of student status can be submitted only once throughout the entire period of study.
2. The period during which the student was unenrolled shall be counted as part of the maximum study duration.

3. Upon receiving approval, the student must pay the Reinstatement Fee, any outstanding Academic Fees (if any), and all Late Payment fines remaining in the educational system within 10 working days after approval is granted for the reinstatement process to be considered complete.

The student must proceed by submitting the Reinstatement Request via the College's online system, and must receive Program Chair and Deputy Dean of Academic Affairs endorsement, and Academic Committee approval, and follow the procedures of the regulations, respectively.

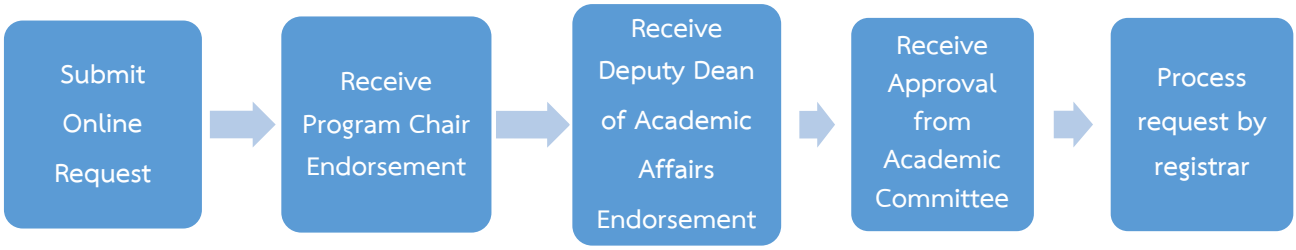


Figure 10: Steps and Procedures to request for Reinstatement of Student Status

22. Credit Transfer

Students who intend to perform a Credit Transfer are subject to the following conditions and procedures:

1. The student must have passed the selection process for enrolment at the College and have completed student registration.
2. Courses for which the student intends to transfer credits must be courses successfully completed at the Master's degree level from a higher education institution recognised by the Office of the Civil Service Commission (OCSC), and Office of the Higher Education Commission, OHEC)
3. Transferable courses must have a minimum grade of B and have been taken within the last 5 years.
4. Courses to be transferred must have content substantially equivalent to courses offered by the College, covering no less than 80% of the College's course content.
5. Internal Credit Transfers within the College shall follow the College announcements and the program's transfer guidelines.
6. Credit Transfers from other institutions are permitted for no more than 12 credits. Transferred credits will be reported on the transcript, specifying the institution's details and the transferred courses with a 'T' symbol; these will not be included in the grade point average calculation.
7. Comprehensive Examination results, Thesis, or Independent Study results cannot be transferred.
8. Students who successfully transfer credits are required to pay the full matriculation fees for all five trimesters.

For Internal Credit Transfers, student must proceed by submitting the Credit Transfer request form before the start of the first term according to the Academic calendar, accompanied by the transcript and course(s) syllabus(es) for content comparison. The request must receive instructor endorsement for that specific course, as well as Program Chair and receive the final approval from Deputy Dean of Academic Affairs.

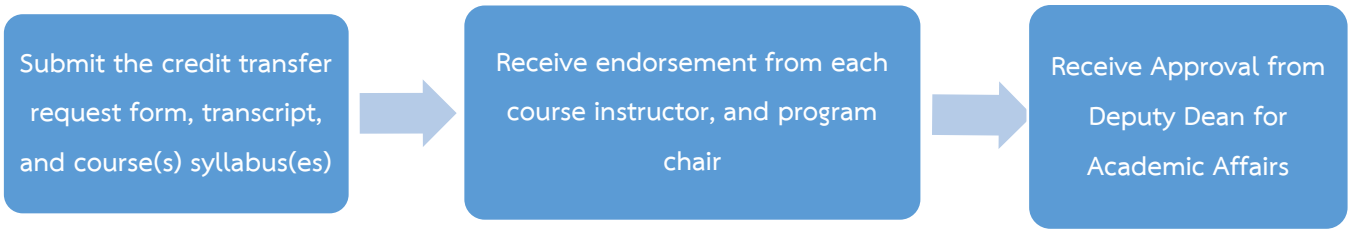


Figure 11: Steps and Procedures to request for Internal Course Credit Transfer

For External Credit Transfers, student must proceed by submitting the Credit Transfer request form before the start of the first term according to the Academic calendar, accompanied by the transcript and course(s) syllabus(es) for content comparison. The request must receive instructor endorsement for that specific course, as well as Program Chair and Deputy Dean of Academic Affairs endorsement, and receive the final approval from the Academic Committee respectively.



Figure 12: Steps and Procedures to request for Credit Transfer from other institution(s)

23. Academic Fees Payment

The Academic Fees for the Master of Management (International Program) consist of the Entrance Fee, the Matriculation Fee, the Tuition Fee, the Academic Fees for students on a Leave of Absence (if any), and the Academic Fees for students registered for Student Status Maintenance (if any)

1. The Entrance Fee is a fee collected when the applicant has enrolled as a new student.
2. The Matriculation Fee is an all-inclusive fee used for the teaching and learning activities of the program, divided into installment payments for each term for a total of 5 terms. In the event that students graduate before the fifth term, they must pay the remaining balance of the matriculation fee during the regular registration period of their final term.
3. The Tuition Fee is a fee collected based on the credits of course(s) students enrolled in each term.
4. Students must pay the Academic Fees within the period specified in the Academic calendar. If a student fails to pay the Academic Fees as scheduled or pays later than specified, Late Payment fines will be applied according to the College announcement.
5. Students who register for a Leave of Absence and students who register for Student Status Maintenance must pay the Academic Fees for that term.
6. Students can read and familiarise themselves with information regarding the Academic Fees, on the College website.
7. The channels for Academic Fees payment are as follows:
   - 7.1 Pay online via credit card or transfer via the banking application in the College's registration system.
   - 7.2 Print an invoice from the educational system to pay at any branch of Siam Commercial Bank counter.

7.3 Pay by credit card at the College on Monday - Friday, 08:30-16:30, during the Academic Fees payment period specified in the Academic calendar.

24. Late Payment Fines

The College has specified the period for Academic Fees payment in the Academic calendar. If a student pays Academic Fees later than scheduled, the student must pay additional fines according to the College's Late Payment announcement in each term, as follows:

1. From the 1st to the 10th working day starting from the final day of the payment period for that term, the student shall be fined 200 Baht per day.
2. From the 11th to the 20th working day starting from the final day of the payment period for that term, the student shall be fined 300 Baht per day.
3. The maximum Late Payment fine shall not exceed 5,000 Baht per term.

In the event that more than 20 working days have passed since the final day of the Academic Fees payment period for that term and the student has not paid the Academic Fees, the College will cancel the course registration and record the Termination of student status.

25. Academic Fees Refund

1. The refund of tuition fees shall be in accordance with the College's official announcement on Regulations for Tuition Fee Refund Requests.
2. The Matriculation Fee cannot be refunded, except in cases where a student reaches Termination of student status according to clauses 19.3 and 19.4, and the student has already paid the Matriculation Fee for the term after student status was terminated. In such cases, the College will refund the Matriculation Fee and Tuition Fee for that specific term for one term only (provided that the student submits a refund request and attaches all required documents via the online system)
3. The Tuition fee can be refunded if student has paid the tuition fee, but later submitted the Leave of Absence request or drop courses registered within the Add/Drop period. In such cases, the College will refund the Tuition Fee for the term that student submitted the request (provided that the student submits a refund request and attaches all required documents via the online system).

Section 3: Measurement and Evaluation

26. Grading System

Mahidol University has specified the system for the measurement and evaluation of education for each course, to be expressed as symbols with corresponding meanings and grade points, as follows:

Grade Symbol	Grade Point (Value)	Grade Meaning
A	4.00	Excellent
B+	3.50	Very Good
B	3.00	Good
C+	2.50	Fairly Good
C	2.00	Fair
D+	1.50	Poor
D	1.00	Very Poor
F	0.00	Fail
I	-	Incomplete
O	-	Outstanding
S	-	Satisfactory
U	-	Unsatisfactory
P	-	In Progress
W	-	Withdrawal
T	-	Transfer of Credit
AU	-	Audit

1. The Grade "F" may be assigned under the following circumstances:
   (1) The student fails to meet the assessment criteria specified for each course.
   (2) The student is ineligible to sit for the examination because they have attended less than the required class hours as specified in Clause 7.
   (3) The student violates the examination regulations of each course and is officially determined by the Academic Committee to have failed.
   (4) The grade "F" is assigned in place of an "I" because the student fails to take the examination and receives a failing evaluation result, or fails to submit work within the specified conditions for resolving the "I" symbol.
   (5) The student commits academic misconduct in the measurement of education, evaluation of education, or examinations.
2. The grade symbols "O", "S", or "U" may be assigned only in courses specified by the curriculum to have evaluation results as "O", "S", or "U", regardless of whether credits are counted.
3. The grade symbol "I" may be assigned under the following circumstances:
   (1) The student was unable to sit for the examination or submit coursework according to the criteria for that course due to illness and provides an official medical certificate as evidence.
   (2) The student was unable to sit for the examination or submit coursework according to the criteria for that course due to other justifiable reasons, subject to the discretion of the course instructor.
   (3) The student is under investigation due to allegations of academic misconduct in the measurement of education, evaluation of education, or examinations.

In cases where the course instructor assigns the symbol "I" to a student under Clause 3(1) or Clause 3(2), the course instructor must establish one of the following conditions for the student to fulfil:

a) Require the student to sit for the examination or submit additional work within 30 days from the date the examination results are officially announced.
b) Require the student to complete new additional work in the following term
c) Require the student to repeat the same course in the following term without registration (provided that the same course with the "I" result is being offered)

4. The grade symbol "P" may be assigned only to courses involving instruction or work conducted over more than one term. In the first term of registration, the student shall be evaluated with the 'P' symbol, and in the final term, evaluation shall be with a symbol that has a corresponding grade point or a symbol that does not have a grade point ("O", "S", or "U")
5. The grade symbol "W" may be assigned in any of the following cases:
   (1) In courses for which the student has received approval for a course withdrawal according to Clause 12.2.
   (2) The student has received approval for a Leave of Absence after the closing of the Add-drop registration period until the final day for course withdrawal in each term.
6. The grade symbol "AU" may be assigned only to courses in which the student has requested to participate without counting credits and must have attended no less than the class hours or practicum hours specified in Clause 7. However, if the student attends less than the specified hours, they must be evaluated with the "U" symbol.
7. Evaluation of progress in a Thesis or Independent Study for each term shall be recorded using the symbols "P", "S", "O", or "U" subject to the following criteria and conditions:
   Symbol "P" means the progress of the research study is still in progress and cannot yet be evaluated as being at the level of "S", "O", or "U".
   Symbol "S" means the progress of the research study is satisfactory.
   Symbol "O" means the progress of the research study is at an outstanding level.
   Symbol "U" means the progress of the research study is unsatisfactory.

27. Credit Counting and Grade Point Average Calculation

1. The counting of a student's cumulative credits to complete curriculum requirements shall count only the number of credits specified in the program for courses that have been passed. In the event that a student registers for any course more than once, only the credits from the final assessment in which the course was passed shall be counted toward cumulative credits only once.
2. The totaling of credits for grade point average calculation shall count the credits of every course that has a corresponding grade point. In the event that a student registers for any course more than once, the credits from the final assessment shall be used for grade point average calculation.
3. There are two types of grade point averages: the term grade point average (GPA) and the cumulative grade point average (GPAX).

Note:

1. Students who receive the evaluation symbols "F" or "U" in a registered course are considered to have failed that course and must re-register.
2. Students who obtain a cumulative grade point average lower than 3.00 in any term must consult with the Program Chair to plan their study plan. In such cases, the student may register for no more than 6 credits in that term; once the student obtains a cumulative grade point average exceeding 3.00, they may register for 9 credits as normal.

28. Dean's List with Distinction and Dean's List

28.1 Dean's List with Distinction

An Honorary Certificate for Outstanding Academic Performance shall be awarded by the College to students who graduate with outstanding academic results, and who have displayed good conduct and commendable behaviour throughout their course of study. Students eligible for this award must possess the following qualifications:

1. Possess a total cumulative grade point average of 3.75 or higher for the 45 credits (or more) curriculum structure within a duration of 5 consecutive terms, without repeating any course to improve a grade and without any course withdrawals; and
2. Have maintained continuous normal student status without any "Student Status Maintenance" Academic Fees appearing in the registration system throughout the period of study; and
3. Have no evaluation symbols lower than "B" in any course; and
4. Have received an "O" (Outstanding) evaluation symbol in the following cases:
    4.1 In the case where a student chooses Plan 1.2 Thesis, they must receive an "O" evaluation symbol in the course MGMG698 Thesis.
    4.2 In the case where a student chooses Plan 2 Independent Study, they must receive an "O" evaluation symbol in the second term of the course Independent Study.
    4.3 In the case where a student chooses Plan 2 Consulting Practice: Thematic Paper, they must receive an "O" evaluation symbol in at least 3 out of 4 modules of the course Consulting Practice.

28.2 Dean's List

An Honorary Certificate for Very Good Academic Performance shall be awarded by the College to students who graduate with very good academic results, and who have displayed good conduct and commendable behaviour throughout their course of study. Students eligible for this award must possess the following qualifications:

1. Possess a total cumulative grade point average of 3.75 or higher for the 45 credits (or more) curriculum structure within a duration of 5 consecutive terms, without repeating any course to improve a grade and without any course withdrawals; and
2. Have maintained continuous normal student status without any "Student Status Maintenance" Academic Fees appearing in the registration system throughout the period of study; and
3. Have no evaluation symbols lower than "B" in any course.

Section 4: Thesis / Independent Study

29. Thesis

A Thesis is an in-depth research study on a specific topic and is an individual project; therefore, the student must complete the Thesis independently, and it must be written in English only. Furthermore, the work or a part of the Thesis must be published according to specified formats and methods—at least one publication—in accordance with the Faculty of Graduate Studies Announcement regarding the Criteria for Publication of a Thesis or a Part of a Thesis for Graduation at the Graduate Level, Mahidol University, B.E. 2568. Students who intend to register for the Thesis course must follow the criteria and conditions as follows:

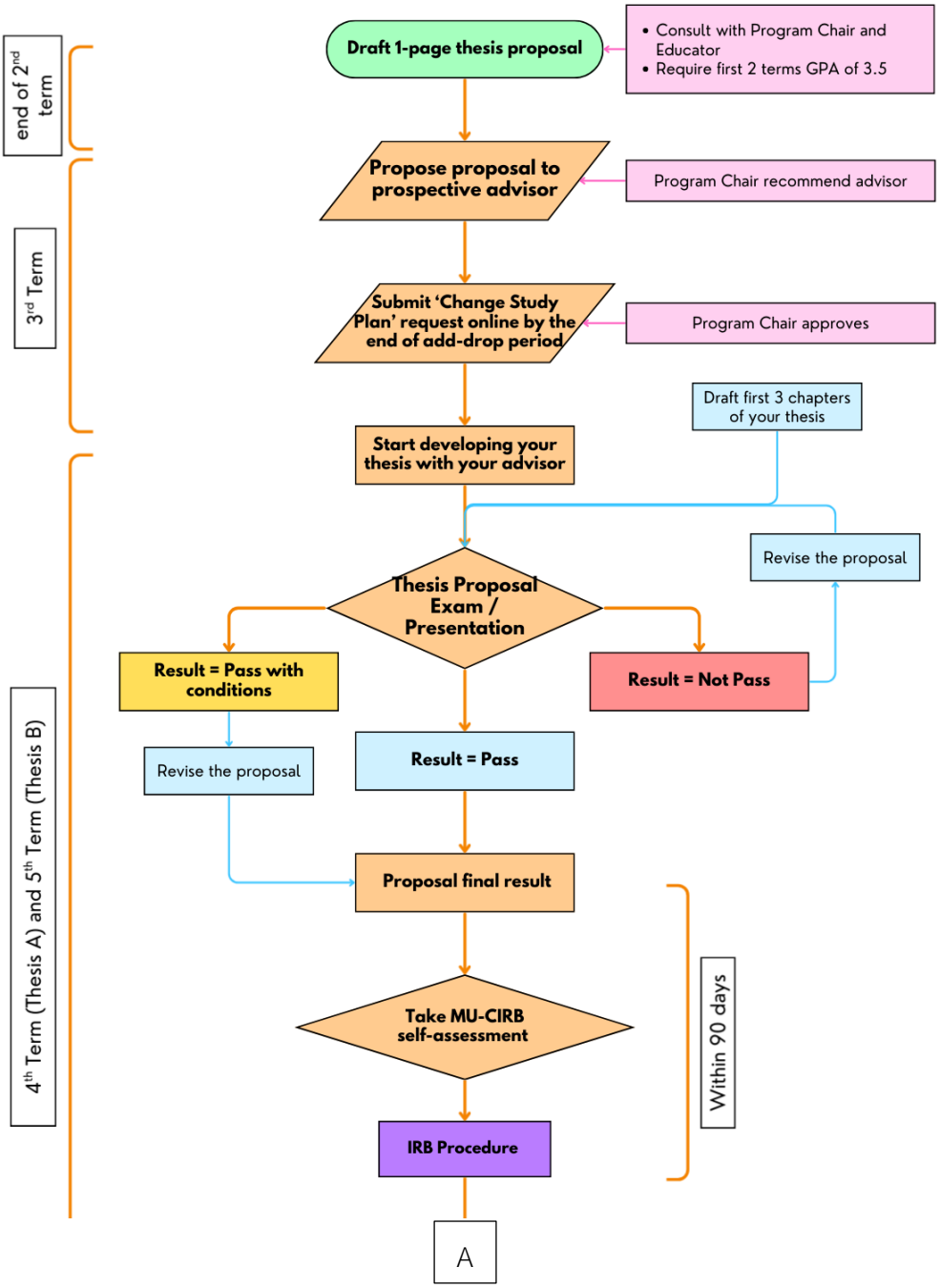
1. Students who intend to study the Thesis course must have a cumulative grade point average (GPAX) of no less than 3.50 in the term preceding the Thesis course registration. The student must Draft 1 - page thesis proposal and Propose proposal to prospective advisor for consideration and acceptance as an advisor before registering for the Thesis course.
   (Note: The student must also Submit 'Change Study Plan' request online by the end of the Add-drop period).
2. The student must Start developing your thesis with your advisor in defining the conceptual framework, information retrieval, literature review, data analysis, conceptual synthesis, critique, conclusion, article composition, report presentation, and ethics of academic publication.
3. When the advisor deems that the Thesis has progressed and the proposal is complete, the student must undertake the Thesis Proposal Presentation. In the event that the result is 'Pass with conditions' or 'Not Pass', the proposal advisor must monitor and verify the Revise the proposal to ensure it complies with the resolution of the proposal examination committee and submit the Proposal final result or results of the new proposal examination.
4. A Thesis is research that involves or relates to human subjects. The student must undergo training or attend human research ethics sessions and submit the proposal to request certification from the Mahidol University Central Institutional Review Board (MU-CIRB) within 90 days after the Thesis proposal examination and before commencing the research.
5. Once the Thesis has received certification from the Mahidol University Central Institutional Review Board (MU-CIRB), the student may then proceed to commence data collection and subsequent result analysis.
6. All students completing a thesis must publish their thesis in one of the following formats:
   - 6.1 Work that has been published or, at minimum, has received a publication acceptance letter in the form of an article, such as a Research Article, a Systematic Review, or a Systematic Review and Meta-analysis, through one of the following publication channels:
     - 6.4.1 Publication in an international journal; or
     - 6.4.2 Publication in a national journal or a journal appearing in the database of the Thai-Journal Citation Index Centre (TCI) Tier 1 or Tier 2; or
     - 6.4.3 Thesis Publication or presentation at an international academic conference.
   - 6.2 Work categorised as an innovation or an invention, published in one of the following manners:
     - 6.2.1 A report on the development of the innovation or invention and its utilisation.
     - 6.2.2 Intellectual property documents for the innovation or invention.
     - 6.2.3 Dissemination through national or international platforms that provide opportunities for the public presentation of innovations or inventions.
   - 6.3 Other types of academic work as specified by the Civil Service Commission in Higher Education Institutions.

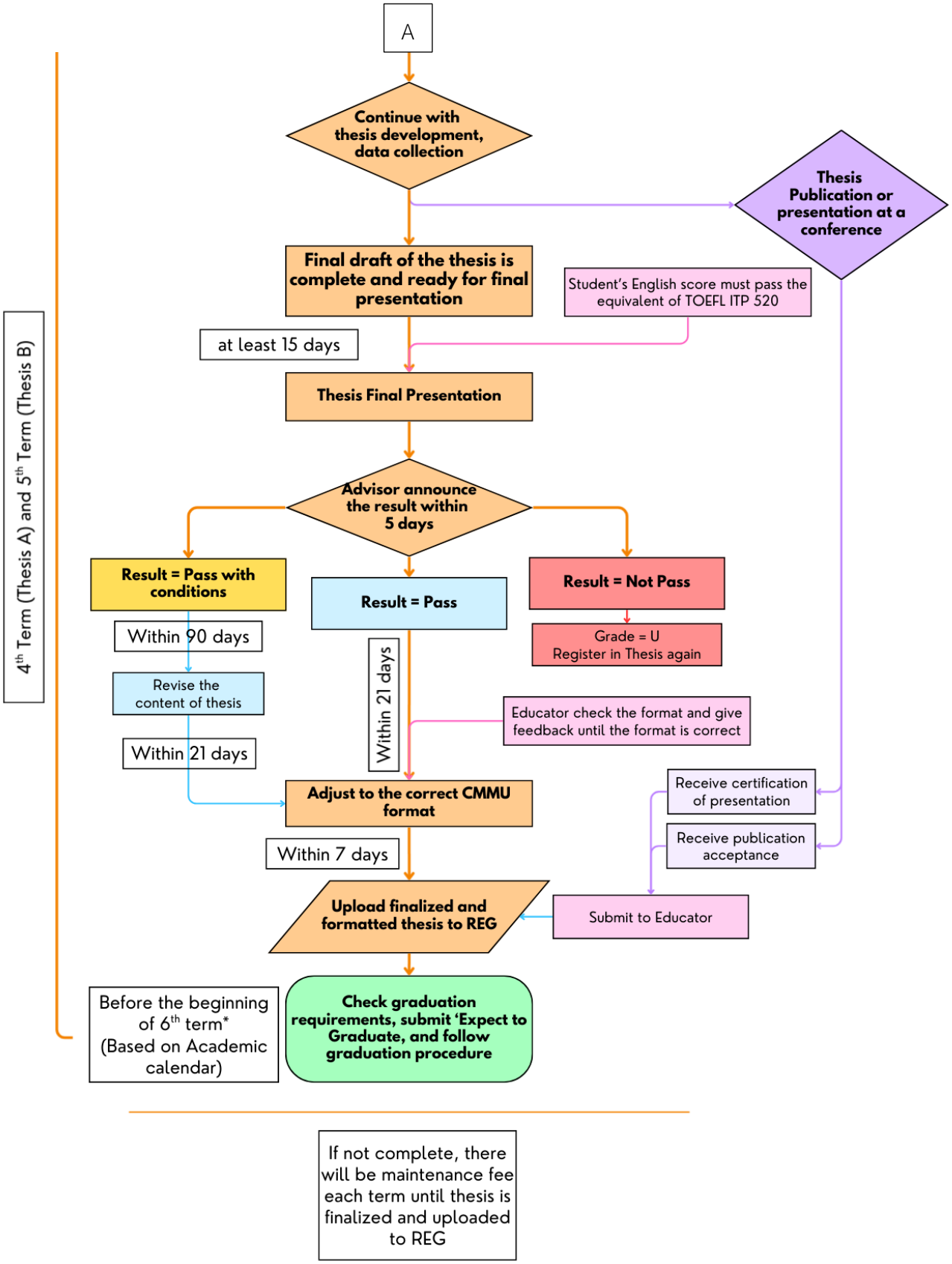
7. When the final draft of the thesis is complete and the Advisor deems it ready for final presentation, the student must submit a notification at least 15 days in advance along with the thesis draft for the examination, enabling the College to proceed with the appointment and scheduling of the Thesis Examination Committee.
8. To be eligible for the Thesis Final Presentation, the student must pass the English Proficiency Standards for graduate students as specified in Clause 30.
9. After the Thesis Final Presentation, the Advisor must announce the result via the College's Independent Study / Thesis system within 5 days of the examination date. The student will receive one of the following examination results:
    9.1 Result = Pass: The student must adjust to the correct CMMU format within 21 days after the Thesis Final Presentation
    9.2 Result = Pass with conditions: The student must revise the content of thesis based on the committee's comments and receive content approval from the Advisor within 90 days after the Thesis Final Presentation, and then adjust to the correct CMMU format within 21 days of receiving the Advisor's approval.
    9.3 Result = Not Pass: The student must re-register and pay the tuition fee to register in Thesis (A) course again.
10. Once the student has adjusted to the correct CMMU format, they must upload finalised and formatted thesis to REG via the College's Independent Study / Thesis system within 7 days after the format is correct for the thesis to be considered complete.
11. The student must submit evidence of Thesis publication to the Educator in the final step, in accordance with the Faculty of Graduate Studies Announcement regarding the Criteria for Publication of a Thesis or a Part of a Thesis for Graduation at the Graduate Level, Mahidol University, B.E. 2568.
12. If the student has not submitted the complete thesis and evidence of Thesis publication before the beginning of the 6th term, they must register for Student Status Maintenance and pay Academic Fees for every term, in accordance with the Announcement of the College of Management, Mahidol University regarding Criteria and Academic Fee Rates for the Master of Management Program (International Program), B.E. 2545 (Amendment), B.E. 2546, until the process is completed and a "Pass" result appears for the Thesis course.

Note:

1. A "Pass" result in the Thesis course signifies that the complete thesis and evidence of Thesis publication have been successfully submitted in the Independent Study / Thesis system.

CMMU
Thesis Track




A
Continue with thesis development, data collection
Thesis Publication or presentation at a conference
Final draft of the thesis is complete and ready for final presentation
Student's English score must pass the equivalent of TOEFL ITP 520
at least 15 days
Thesis Final Presentation
Advisor announce the result within 5 days
Result = Pass with conditions
Result = Pass
Result = Not Pass
Within 90 days
Grade = U
Register in Thesis again
Revise the content of thesis
Within 21 days
Within 21 days
Educator check the format and give feedback until the format is correct
Receive certification of presentation
Receive publication acceptance
Adjust to the correct CMMU format
Within 7 days
Upload finalized and formatted thesis to REG
Submit to Educator
Check graduation requirements, submit 'Expect to Graduate, and follow graduation procedure
Before the beginning of 6th term* (Based on Academic calendar)
4th Term (Thesis A) and 5th Term (Thesis B)
If not complete, there will be maintenance fee each term until thesis is finalized and uploaded to REG

30. Independent Study

This Independent Study is suitable for students who intend to apply practical knowledge to an individual project. Therefore, the student must complete the Independent Study project independently and individually. Independent Study (IS) involves research and the use of research methodology to study general management problems or problems occurring within an organisation. The format and procedural steps of the Independent Study are similar to those of a thesis; however, it differs from a thesis in that the scope of the Independent Study project content is narrower.

The curriculum provides opportunities for students to choose between two formats of Independent Study to align with their interests and self-development goals, as follows:

- Independent Study (6 credits) (MGMG696: Independent Study)
- Independent Study (Coursework) (MGMG696: Independent Study - Thematic Paper)

30.1 Independent Study (6 credits) (MGMG696: Independent Study) This is an individual research project focusing on the use of academic research methodology to study management problems or actual problems occurring within an organisation. The format and procedures are the same as those for a thesis, but with a narrower scope of content and a focus on the application of practical knowledge. Students who intend to register for the Independent Study (6 credits) course must follow the criteria and conditions as follows:

For students who intend to register for the Independent Study course, they must follow these criteria and conditions:

1. Students shall register for the Independent Study course for two terms. The student must Draft 1-page IS proposal and Propose proposal to prospective advisor for consideration and acceptance as an Advisor before registering for the Independent Study course. The first term involves registration for Independent Study (A); during this term, students should draft their first 3 chapters.
2. At the end of the first term of the Independent Study course, if a student is unable to proceed according to the timeline specified by the Advisor, the Advisor may consider requiring the student to re-register in the following term.
    1.1 Students who receive an "In Progress" (P) evaluation result may register and pay the tuition fee for the Independent Study (B) course in the following term.
    1.2 Students who receive a "Not Pass" (U) evaluation result must re-register and pay the tuition fee for the Independent Study (A) course again.
3. In the second term of the Independent Study (B) course, the student must perform data collection, result analysis, and research conclusion, and must report progress to the advisor according to the specified timeline.
4. When the final draft of the IS is complete and ready for final presentation and the Advisor deems it ready for the examination, the student must submit a notification at least 15 days in advance along with the Independent Study draft for the examination to enable the College to proceed with the appointment and scheduling of the IS Final Presentation Committee.
5. To be eligible for the IS Final Presentation, the student must pass the English Proficiency Standards for graduate students as specified in Clause 30.
6. After the IS Final Presentation, the Advisor must announce the result via the College's Independent Study / Thesis system within 5 days of the examination date. The student will receive one of the following examination results:
    6.1 Result = Pass: The student must adjust to the correct CMMU format within 15 days after the IS Final Presentation.
    6.2 Result = Pass with conditions: The student must revise the content of IS based on the committee's comments and receive content approval from the Advisor within 15 days after the IS Final Presentation, and then adjust to the correct CMMU format within 15 days of receiving the Advisor's approval.
    6.3 Result = Not Pass: The student must re-register and pay the tuition fee for Independent Study (A) and Independent Study (B) courses again.

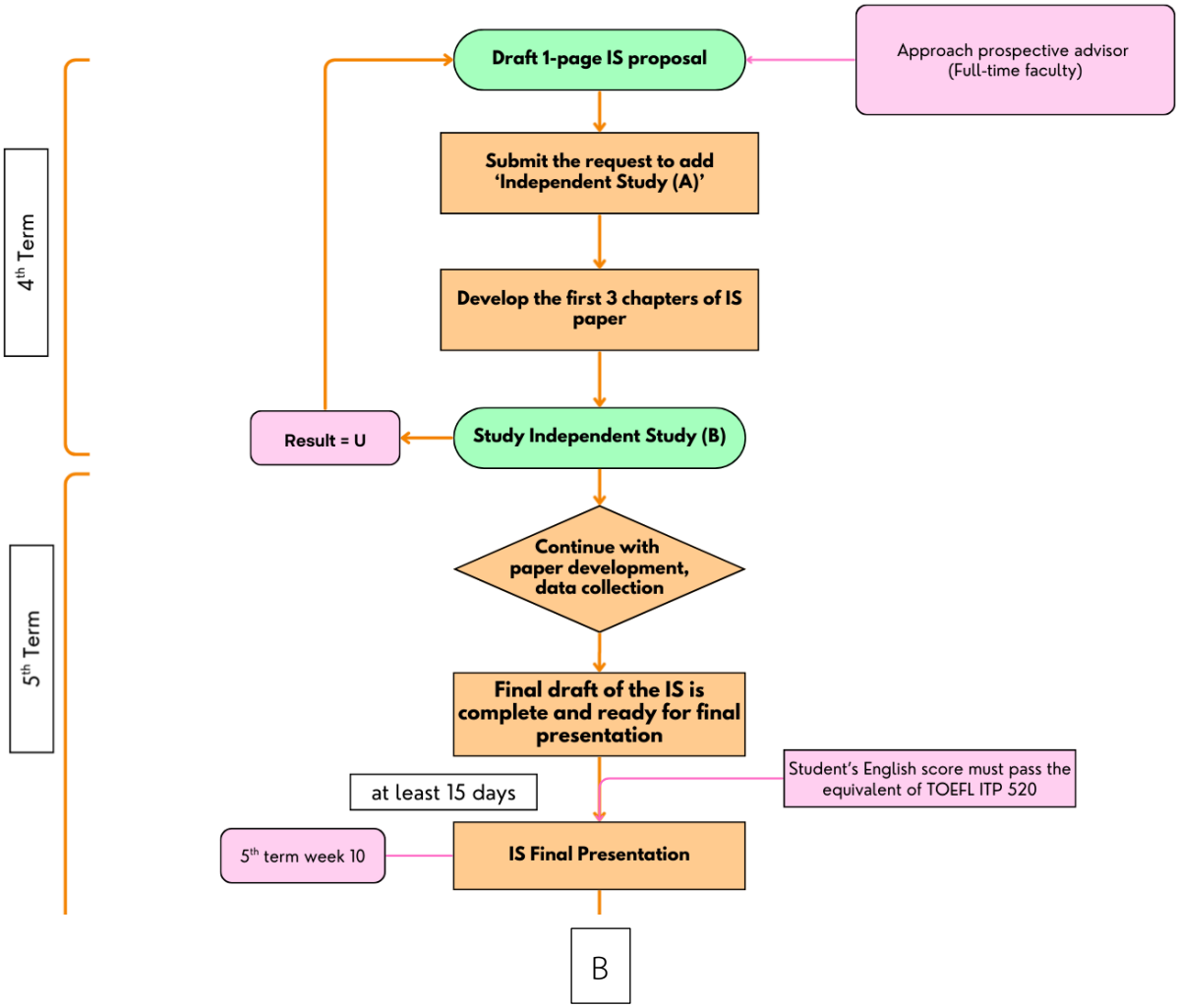
7 Once the student has adjusted to the correct CMMU format, they must upload finalised and formatted IS to REG via the College's Independent Study / Thesis system within 3 days after the format is correct for the Independent Study to be considered complete.

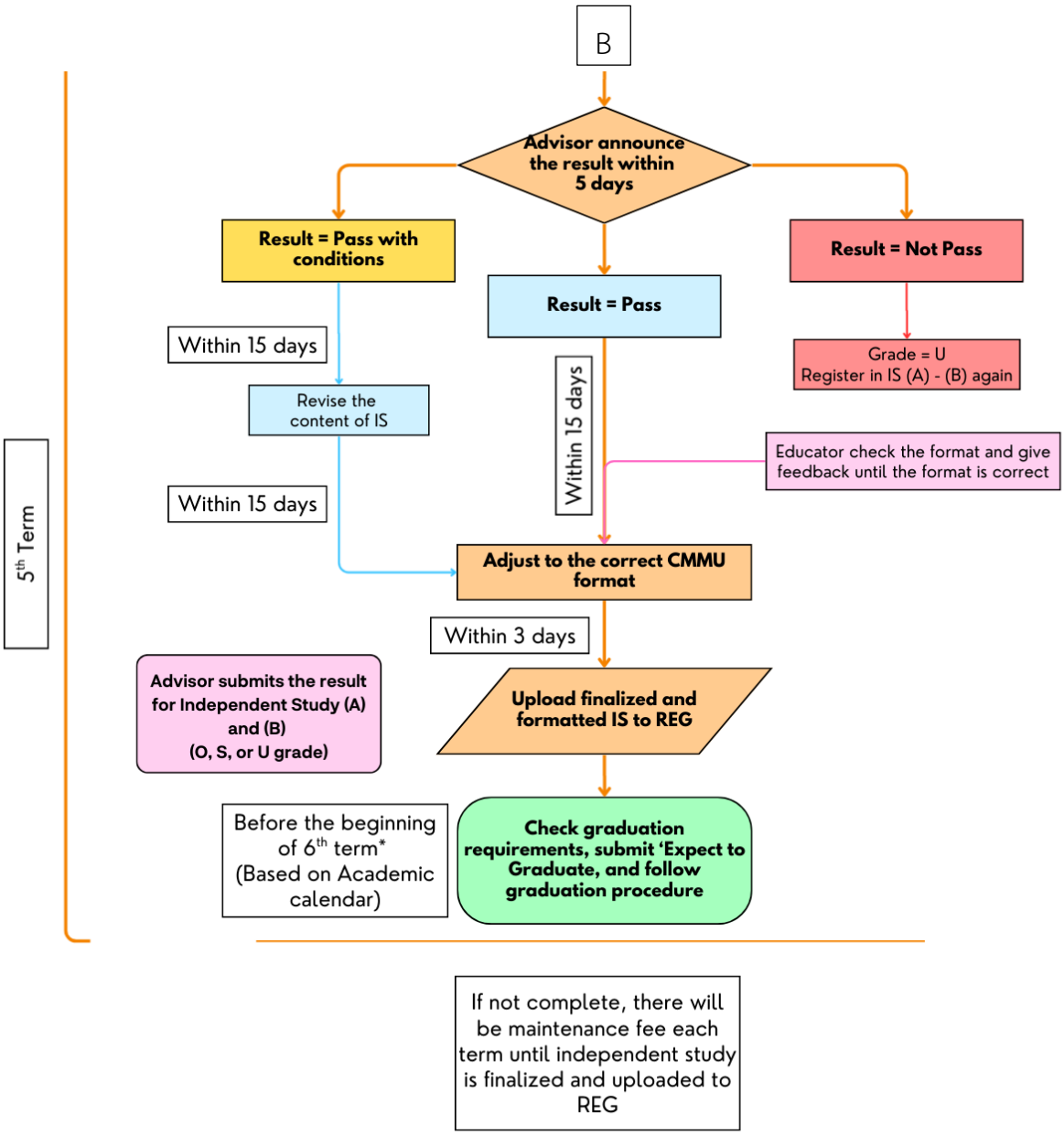
8 If the student has not submitted the complete Independent Study before the beginning of the 6th term, they must register for Student Status Maintenance and pay Academic Fees for every term, in accordance with the Announcement of the College of Management, Mahidol University regarding Criteria and Academic Fee Rates for the Master of Management Program (International Program), B.E. 2545 (Amendment), B.E. 2546, until the process is completed and a "Pass" result appears for Independent Study (A) and Independent Study (B).

Noted:

1. In the event that the Advisor requires the student to submit a request for certification from the Mahidol University Central Institutional Review Board (MU-CIRB), the student must undertake an Independent Study Proposal Examination and submit the proposal examination results along with relevant documents to the MU-CIRB within 90 days after the proposal examination and before commencing the research.
2. A "Pass" result in the Independent Study (A) and Independent Study (B) courses signifies that the complete Independent Study has been successfully submitted in the Independent Study / Thesis system.
3. For students interested in undertaking a Consulting Internship (CI), the study can be conducted in the same format. The Consulting Internship is intended to enable students to apply knowledge to a management problem rather than to study it academically. Note that the CI project is not a research study and the format is flexible.

Independent Study Track (IS 6 credits)




B
Advisor announce the result within 5 days
Result = Pass with conditions
Result = Pass
Result = Not Pass
Within 15 days
Revise the content of IS
Within 15 days
Within 15 days
Grade = U
Register in IS (A) - (B) again
Educator check the format and give feedback until the format is correct
Adjust to the correct CMMU format
Within 3 days
Upload finalized and formatted IS to REG
Advisor submits the result for Independent Study (A) and (B) (O, S, or U grade)
Before the beginning of 6th term* (Based on Academic calendar)
Check graduation requirements, submit 'Expect to Graduate, and follow graduation procedure
5th Term
If not complete, there will be maintenance fee each term until independent study is finalized and uploaded to REG

30.2 Independent Study (Coursework) (MGMG696: Independent Study - Thematic Paper) This format is divided into 4 modules (1.5 credits each), totaling 6 credits:

- Modules 1-3: Focus on learning through a business problem with a practical and hands-on approach.
- Module 4: Preparation of a Thematic Paper, which is an Independent Study that the student must conduct independently.

This Independent Study is suitable for students who intend to apply practical knowledge to an individual project; therefore, the student must complete the Independent Study project independently and individually. The Independent Study (Thematic Paper) involves research and the use of research methodology to study general management problems or problems occurring within an organisation. The format and procedural steps of the Independent Study are similar to those of a Thesis and the Independent Study (6-credit track); however, it differs in that the scope of the Independent Study (Thematic Paper) content is limited within one term.

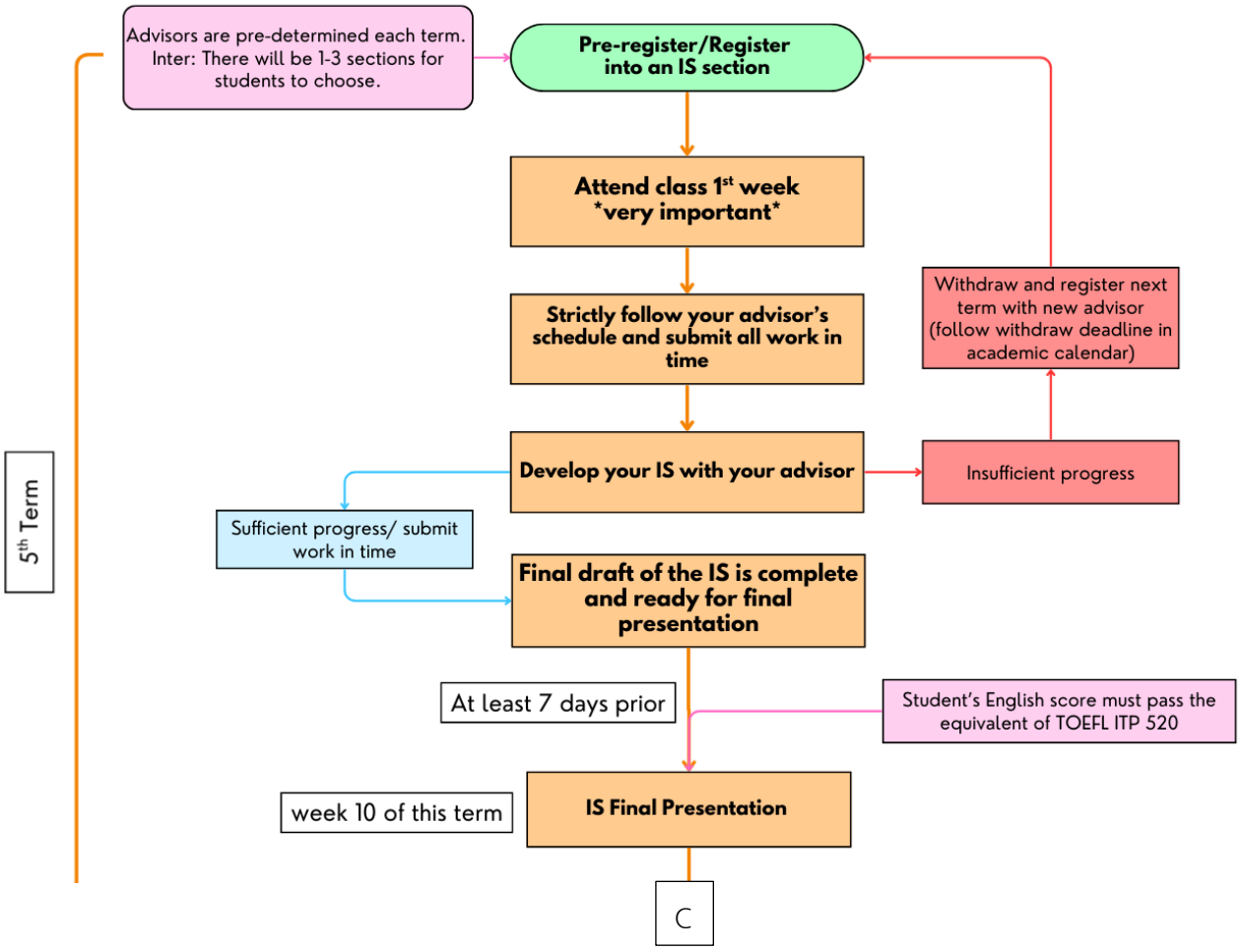
Students who intend to register for the Independent Study (Thematic Paper) course must follow the criteria and conditions as follows:

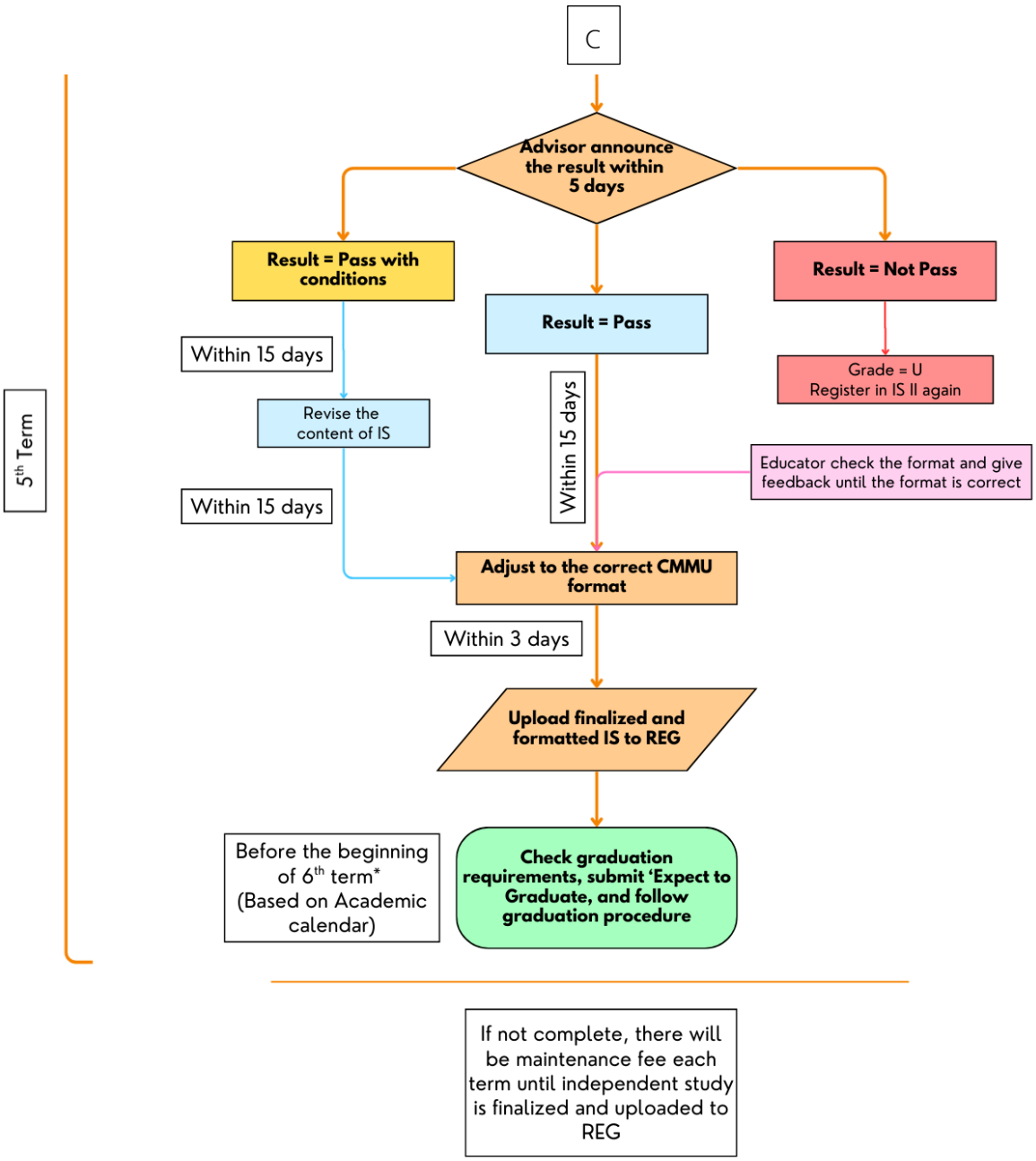
1. The student shall register for the Independent Study course for one term, with advisors pre-determined by the College. If the student is unable to proceed according to the timeline specified by the Advisor, the Advisor may consider requiring the student to re-register in the following term.
2. The student must perform data collection, result analysis, and research conclusion, and must report progress to the advisor according to the specified timeline.
3. When the final draft of the IS is complete and ready for final presentation and the Advisor deems it ready for the examination, the student must submit a notification at least 7 days in advance along with the Independent Study draft for the examination to enable the College to proceed with the appointment and scheduling of the IS Final Presentation Committee.
4. To be eligible for the IS Final Presentation, the student must pass the English Proficiency Standards for graduate students as specified in Clause 30.
5. After the IS Final Presentation, the Advisor must announce the result via the College's Independent Study / Thesis system within 5 days of the examination date. The student will receive one of the following examination results:
   5.1. Result = Pass: The student must adjust to the correct CMMU format within 15 days after the IS Final Presentation.
   5.2. Result = Pass with conditions: The student must revise the content of IS based on the committee's comments and receive content approval from the Advisor within 15 days after the IS Final Presentation, and then adjust to the correct CMMU format within 15 days of receiving the Advisor's approval.
   5.3. Result = Not Pass: The student must re-register and pay the tuition fee for Independent Study (A) and Independent Study (B) courses again.
6. Once the student has adjusted to the correct CMMU format, they must upload finalised and formatted IS to REG via the College's Independent Study / Thesis system within 3 days after the format is correct for the Independent Study to be considered complete.
7. If the student has not submitted the complete Independent Study before the beginning of the 6th term, they must register for Student Status Maintenance and pay Academic Fees for every term, in accordance with the Announcement of the College of Management, Mahidol University regarding Criteria and Academic Fee Rates for the Master of Management Program (International Program), B.E. 2545 (Amendment), B.E. 2546, until the process is completed and a "Pass" result appears for Independent Study (A) and Independent Study (B).

Note:

1. A "Pass" result in the Independent Study (Thematic Paper) course signifies that the complete Independent Study has been successfully submitted in the Independent Study / Thesis system.

Independent Study Track (Thematic Paper 1.5 credits)




C
Advisor announce the result within 5 days
Result = Pass with conditions
Result = Pass
Result = Not Pass
Within 15 days
Revise the content of IS
Within 15 days
Within 15 days
Grade = U
Register in IS II again
Educator check the format and give feedback until the format is correct
Adjust to the correct CMMU format
Within 3 days
Upload finalized and formatted IS to REG
Check graduation requirements, submit 'Expect to Graduate, and follow graduation procedure
Before the beginning of 6th term*
(Based on Academic calendar)
5th Term
If not complete, there will be maintenance fee each term until independent study is finalized and uploaded to REG

Section 5: Course Examinations and Code of Honour

31. English Proficiency Examination

Before graduation, the student must undertake the examination and pass one of the English Proficiency Standards for graduate students as specified in the letter of admission.

32. Comprehensive Examination

1. Qualifications of Eligible Applicants for the Comprehensive Examination
    - 1.1 The student must have passed and received evaluation results for all required courses.
    - 1.2 Students who are currently on a Leave of Absence cannot register for the Comprehensive Examination.
    - 1.3 Students who fail the Comprehensive Examination must register for a new Comprehensive Examination and pay the new registration fee completely.
    - 1.4 Students are entitled to no more than three attempts at the Comprehensive Examination; students who fail the third attempt shall reach Termination of student status.
2. Criteria for Passing the Comprehensive Examination
    - 2.1 The student must choose to take examinations for 4 out of the 5 required courses and must achieve a total score for all 4 courses that passes the minimum threshold of 60 percent.
    - 2.2 In the event that a student completes more than 4 course examinations, the course with the highest score shall be automatically excluded.

33. Student Responsibilities

The College aims to develop graduate-level education to international standards in every aspect, including the curriculum, instruction, quality of educational equipment and facilities, the standards of various disciplines, the use of information technology systems, and the quality of teaching. Following the philosophy of many universities abroad, the success of education depends primarily on the commitment and effort of the students within the institution.

Furthermore, the development of potential towards professionalism begins with daily conduct. Therefore, students should participate in creating a professional environment within the College. Students who neglect or ignore their responsibilities and duties may be ineligible for graduation and may not receive a degree from Mahidol University.

Aspirations for College Students:

a. Ethical conduct and behaviour at all times throughout the period of study.
b. A positive attitude towards inquiry and a desire to seek knowledge to enhance intellectual growth.
c. Appropriate dress and conduct, as well as positive interactions with classmates, instructors, and communications with both internal and external agencies.

Learning Behaviour: All students should attend classes punctually, according to the following regulations:

1. Students must attend the correct class group for each course as per their registration.
2. Students must arrive at class on time and be prepared for learning.
3. Students must attend every course, with attendance of no less than 80 percent of the total class time.
4. Students must notify the instructor in advance regarding a leave of absence or for absences due to force majeure.
5. In the event of an absence on any given day, the student is responsible for catching up on work and instructional materials for the missed class.
6. Students must complete assigned classwork and submit it within the specified deadline.

Student Responsibility and Class Participation: Every student must be enthusiastic and take responsibility for participating in various class activities:

1. Students must collaborate with fellow students in conducting classroom activities.
2. Students must enquire with the instructor if they have doubts or do not understand the instructional materials.
3. Students must contact the instructor if they are absent on any day to follow up on work assigned in class.

Interaction with External Agencies: During the period of study (and after graduation), students serve as representatives of the College. Therefore, when students have the opportunity to meet professional experts from various companies, they must always be mindful that these individuals may judge the image of the College based on the student's behaviour and attitude.

Teaching and Learning Evaluation: At the end of instruction for each course, students must perform a course evaluation and an instructor evaluation. Students should provide useful, clear, and factual feedback regarding the teaching and learning process. Student data and suggestions will be considered to improve courses, select instructors, and further develop instructor potential. The summary report of the teaching evaluation will be shared with the instructor only after they have submitted the final grades. The summary report received by the instructor will be an overview of the teaching, without identifying or disclosing the personal information of individual student evaluators, to ensure maximum fairness and privacy. If a student fails to complete the teaching and learning evaluation within the specified period, they will be unable to check their grades for that term via the student registration system.

34. Examination Rules & Policies

1. Arrive punctually. Students arriving more than 30 minutes late shall not be permitted to sit for the examination, except with prior written approval from the instructor (no compensatory time will be granted)
2. Attend all examinations for courses in which you are actually registered, provided the course requires an examination for assessment.
3. Store personal belongings out of sight and reach at the front or back of the classroom, or in areas designated by staff.
4. Do not place personal belongings outside the examination room.
5. Maintain silence. Talking during the examination is strictly prohibited; direct all questions only to the instructor.
6. Consent to inspection of any reference materials if their use has been permitted in the examination room.
7. Do not remove materials. Taking examination papers, answer sheets, or any other examination documents out of the room is prohibited.
8. Do not record online exams. For online examinations, recording or copying examination papers, answer sheets, or any related documents is strictly forbidden.
9. Use only College dictionaries. Only dictionaries provided by the College are permitted for use.
10. Prohibit electronic devices. Communication devices and all types of electronic equipment are not allowed in the examination room, unless the instructor has granted specific approval for their use.
11. Sit in assigned seats. You must occupy your designated seat and sign the examination attendance register.
12. Present your Student ID. You must show your student identification card to be eligible to sit for the examination.
13. Do not leave the room. Leaving the examination room is not permitted unless there is a necessary reason and you are accompanied by a proctor.
14. Follow all regulations. Failure to comply with these rules will result in the examination being declared null and void, and answer sheets will not be considered.

15. Report absences immediately. If you miss a midterm or final examination, you must submit an online request form before the scheduled date and receive approval from the instructor. Except in cases of force majeure or emergencies (such as severe illness), unauthorized absences will result in an "F" grade for that examination.
16. Complete make-up exams. Students approved for an examination postponement must complete the compensatory examination within 7 days of the original examination date.
17. Strictly avoid misconduct. Cheating or collaborating in any form, including whispering, signalling, peeking at others' papers, or using unauthorised notes, is a serious disciplinary offence.

35. Penalties for Committing Academic Misconduct

i. Procedures for cases where a student is alleged to have committed academic misconduct or wrongdoing—whether in examinations, a Thesis, an Independent Study, or other measurement methods—and subsequent penalties shall be conducted in accordance with the Mahidol University Regulations on Student Discipline.

ii. Students who commit academic misconduct or wrongdoing under Clause 1 and are penalised with Termination of student status shall forfeit their right to study at the University permanently. However, if the student has already graduated and it is subsequently discovered that the case was serious and damaging to the University's reputation, a proposal shall be submitted to the University Council to consider the revocation of the degree.

36. Discipline and Maintaining Discipline

Every student must familiarise themselves with the regulations of the Code of Honour, as a violation of the Code of Honour may result in disciplinary consequences for the student. Furthermore, students must strictly maintain the discipline and ethics prescribed in the regulations and announcements of the University and the College at all times.

Students should maintain discipline as follows:

1. Students must maintain unity, peace, order, reputation, and the honour of the University. Students are prohibited from causing disturbances, committing physical assault, or damaging the property of the University or others.
2. Students must behave as polite individuals and refrain from conduct that may bring disrepute or damage to themselves, others, or the University.
3. Students must obey and comply with the orders or warnings of instructors and University staff in the performance of their duties.
4. Students must dress appropriately and politely. When attending classes, sitting for examinations, or contacting departments, students must wear or display their student identification card so that instructors or staff may verify it at all times.
5. Students must not consume alcohol or intoxicants within the University premises.
6. Students must not smoke in non-smoking areas.

The following actions by a student shall be considered serious disciplinary offences:

7. Gambling or performing any act related to gambling, or being involved in or supporting any type of illegal gambling.
8. Performing any act that constitutes a drug-related offence with criminal penalties, which is considered a flagrant and serious act.
9. Performing any act that constitutes an offence against property with criminal penalties, which is considered a flagrant and serious act.
10. Intentionally performing any act against University’s property that causes serious damage to the University.
11. Possessing or bringing firearms or serious dangerous items into the University, which may cause danger to the lives and property of others.
12. Committing indecent or obscene acts, or committing a sexual offence, or behaving in a manner contrary to good morals, which brings serious disrepute to the University.

13. Committing physical assault against others that results in serious injury or death, or causes serious disrepute to the University.
14. Being subject to a final court judgement of imprisonment, except for penalties for offences committed through negligence or petty offences.
15. Committing academic misconduct in examinations or educational assessments of the University or other agencies, whether public or private, or committing misconduct in a Thesis or Independent Study.
16. Producing, publishing, or possessing media, printed matter, or electronic media, or performing any other act that causes serious damage to the University.
17. Forging the signatures of others, forging documents, or altering the contents of genuine documents, or using such documents as evidence against the University, which may cause serious damage to the University.
18. Performing any act that brings disrepute to the dignity of being a student of the University and causes serious damage to the University.

37. Penalties and Disciplinary Considerations

Disciplinary penalties according to the Mahidol University Regulations on Student Discipline consist of six levels:

1. Verbal warning.
2. Probationary bond.
3. Disqualification from sitting for examinations in some or all courses.
4. Suspension of study for a period not exceeding one academic year.
5. Withholding the nomination for approval of graduation according to the program for a period not exceeding one academic year.
6. Termination of student status.

The consideration of offences and the imposition of disciplinary penalties shall be conducted in accordance with the Mahidol University Regulations on Student Discipline.

Section 6: Graduation

38. Graduation Criteria

To graduate from the Master of Management program, for both Plan 1.2 Academic (Thesis Track) and Plan 2 Profession (Independent Study Track), a student must possess all the following qualifications:

1. Must receive a "Pass" evaluation in all registered pre-courses.
2. Must complete all courses according to the curriculum structure and receive a "Pass" evaluation symbol as specified.
3. Must earn a cumulative grade point average (GPAX) of no less than 3.00 for the credits of passed courses only, throughout the 45 credits (or more) program.
4. Must pass the Comprehensive Examination.
5. Must receive a "Pass" evaluation result in the Thesis course (the complete thesis must be submitted and successfully published) or in the Independent Study course (the complete Independent Study must be submitted).
6. Must pass the English Proficiency Standards for graduate students.
7. Must have paid all Academic Fees and other educational fees in full.
8. Must have returned all borrowed library books in good order.

39. Graduation Registration Procedures

Students who meet the graduation qualifications in Clause 37 must submit a graduation request via the online system and pay the graduation registration fee. Only then shall the student be considered to have completed the graduation registration process.

The graduation request process must be approved by the College board and the University Council, which takes approximately 2–3 months. Once the request has passed the College meeting, the student may request a "Certificate of Expected Graduation". After the University Council has approved the graduation, the student may request a "Certificate of Graduation".

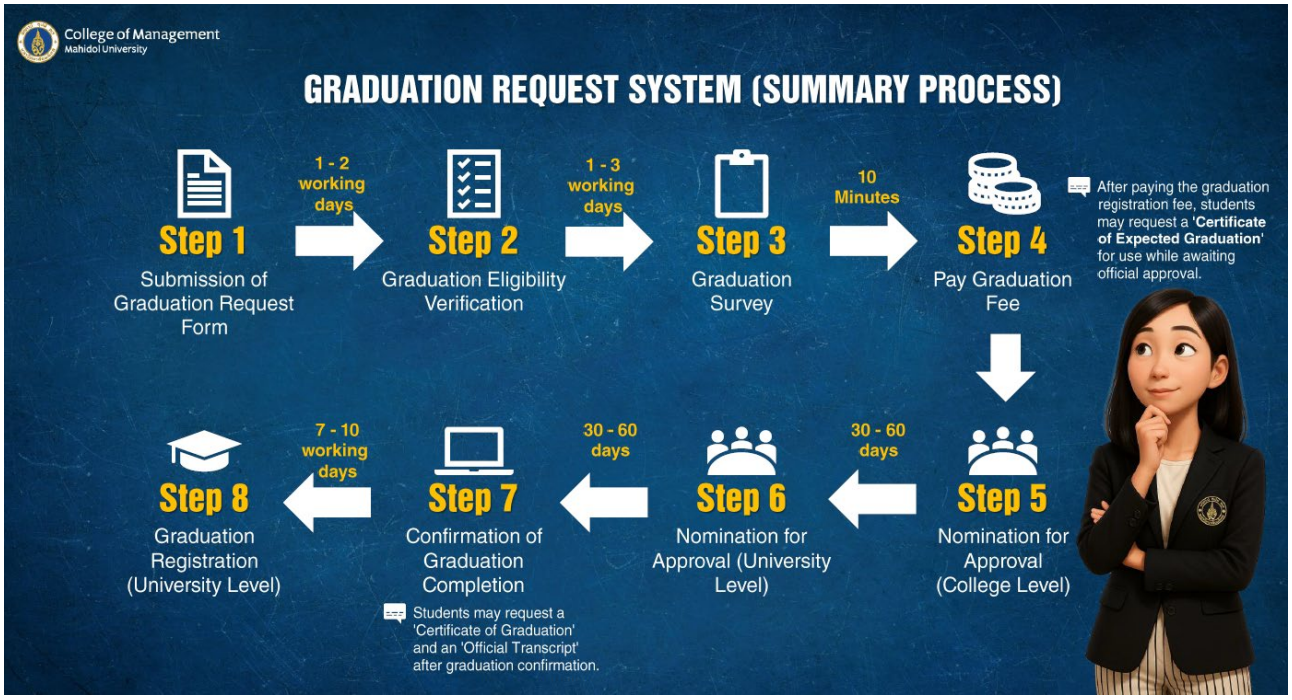


Figure 13: Steps and Procedures to request expect to graduate

Section 7: Student Educational Services

40. Official Channels and Procedures to submit requests for educational services/documents

Students may submit various requests related to their education, including requests for academic documents such as various certificates and transcripts. Most requests must be submitted via the College's online system through the CM Connect Plus application, or students may access these services via Line ID: @CMMUSERVICE.

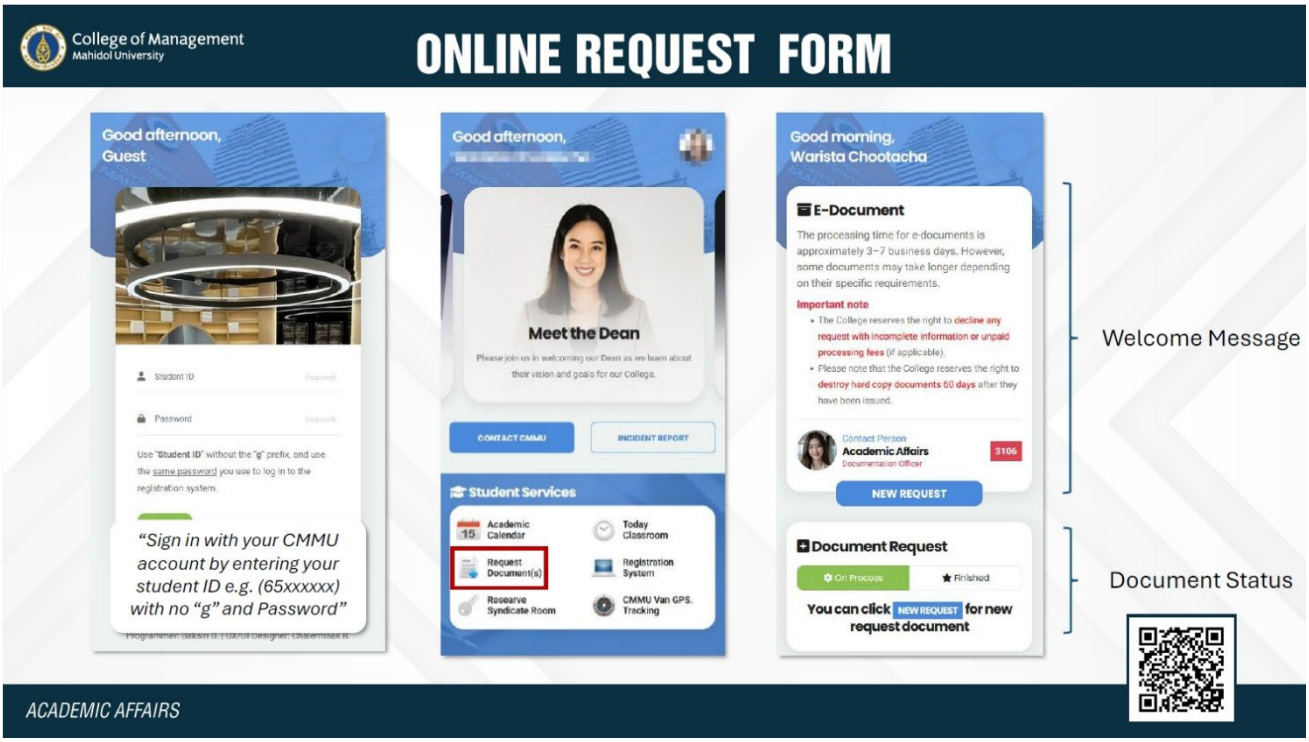
For certain types of documents or requests, students must settle any applicable Academic Fees (if any) in full before the request can be processed. Each document type involves specific details, procedures, and processing timelines as determined by the College. Students are able to monitor the status of their document requests via the online system.

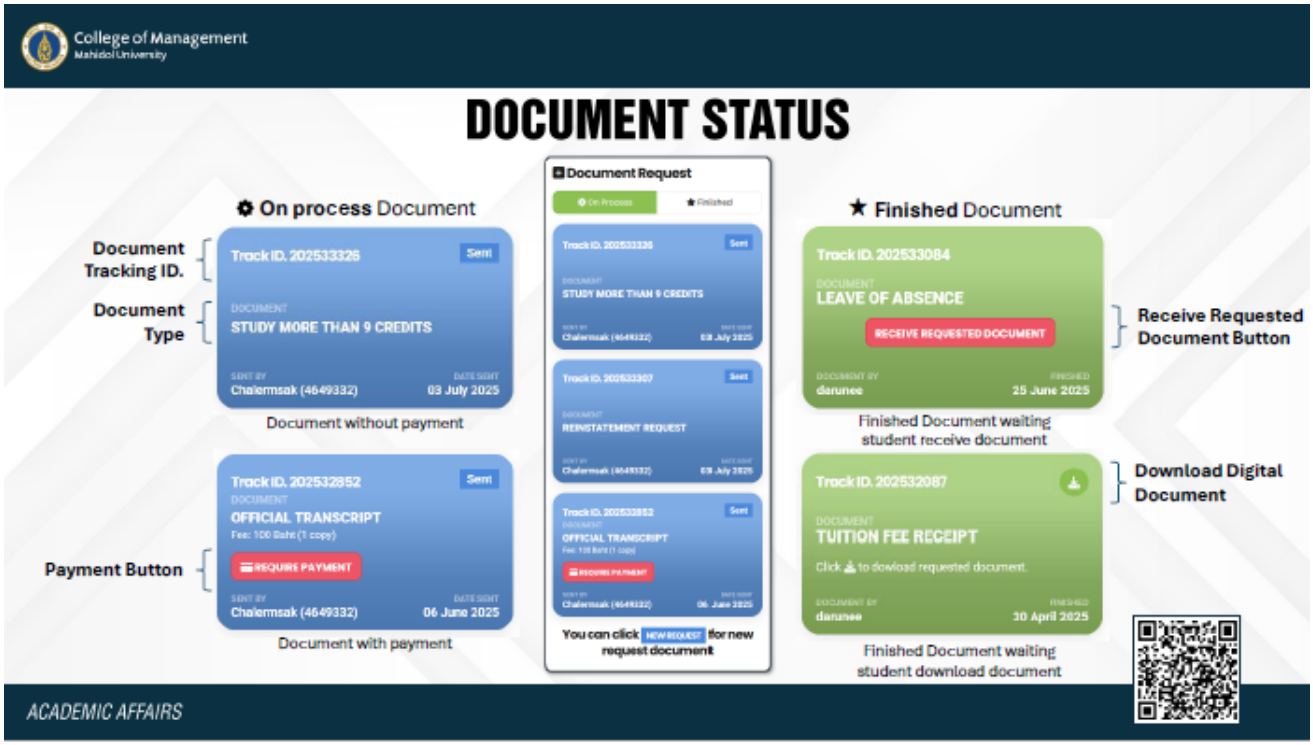
The Add-drop-Withdraw request form is the only request that remains in paper format, which students may download from https://inside.cm.mahidol.ac.th/web/. Upon completing the details for course adding, dropping, or withdrawal, the form must be submitted to cmservice@mahidol.ac.th to enable the College to finalise the request process.

Information and procedures for submitting requests and requesting documents via the online system are provided as follows:



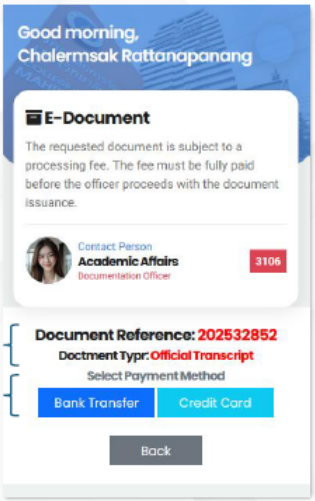
Figure 14: List of Academic Affairs Online Request Form


College of Management
Mahidol University
ONLINE REQUEST FORM
Good afternoon, Guest
Student ID
Password
"Sign in with your CMMU account by entering your student ID e.g. (65xxxxxx) with no "g" and Password"
Good afternoon,
Meet the Dean
CONTACT CMMU
INCIDENT REPORT
Student Services
Academic Calendar
Today Classroom
Request Document(s)
Registration System
Reserve Syndicate Room
CMMU Van GPS Tracking
Good morning, Warista Chootacha
E-Document
The processing time for e-documents is approximately 3–7 business days. However, some documents may take longer depending on their specific requirements.
Important note
Contact Person
Academic Affairs
Documentation Officer
3106
NEW REQUEST
Document Request
On Process
Finished
You can click NEW REQUEST for new request document
Welcome Message
Document Status
ACADEMIC AFFAIRS


College of Management
Mahidol University
DOCUMENT STATUS
On process Document
Document Tracking ID.
Track ID. 202533326
Sent
Document Type
STUDY MORE THAN 9 CREDITS
Chalermsak (4649332)
03 July 2025
Document without payment
Track ID. 202532852
Sent
OFFICIAL TRANSCRIPT
Fee: 100 Baht (1 copy)
REQUIRE PAYMENT
Payment Button
Chalermsak (4649332)
06 June 2025
Document with payment
Document Request
On Process
Finished
You can click NEW REQUEST for new request document
Finished Document
Track ID. 202533084
LEAVE OF ABSENCE
RECEIVE REQUESTED DOCUMENT
darunee
25 June 2025
Receive Requested Document Button
Finished Document waiting student receive document
Track ID. 202532087
TUITION FEE RECEIPT
Click to download requested document.
darunee
30 April 2025
Download Digital Document
Finished Document waiting student download document
ACADEMIC AFFAIRS

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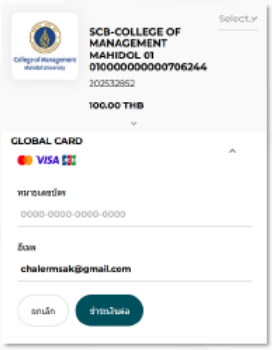
DOCUMENT PAYMENT



Document Ref.
Document Type

Payment Method

Pay by Credit Card



Pay by Bank Transfer



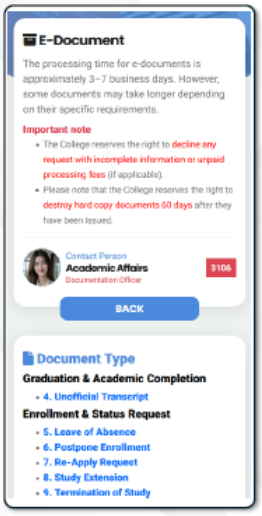
Note

1. Pay at SCB bank counter only or
2. Use SCB mobile application scan barcode to pay

ACADEMIC AFFAIRS

College of Management
Mahidol University

REQUEST NEW DOCUMENT



Welcome Message

Select Document Type

Online Request form list

Graduation & Academic Completion

1. Letter of Expected to Graduate
2. Official Transcript
3. Graduate Confirmation Letter
4. Unofficial Transcript

Enrollment & Status Request

5. Leave of Absence
6. Postpone Enrollment
7. Re-Apply Request
8. Study Time Extension
9. Termination of Study

Student Records & Identity

10. Certificate of Student Status
11. Change of Title and Name
12. Major Change
13. New Student Card

Financial Requests

14. Tuition Fee Receipt
15. Refund Tuition Fee

Academic Requests

16. Add-Drop Form
17. Change Study Plan
18. Certify Project Management Study
19. IRB Request Form
20. Postpone Examination
21. Reinstatement Request
23. Study more than 9 credits
24. Transfer of Course Request

Letters & Correspondence

25. Interview Request Letter
26. Sponsorship Request Letter
27. Sponsor Appreciation Letter
28. Guest Speaker Invitation Letter
29. Guest Speaker Appreciation Letter

Special Request Form

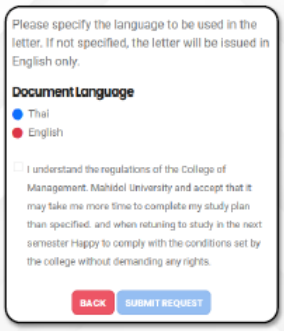
30. Area Permission form
31. TOEFL ITP Score Report
32. Visa Purpose

ACADEMIC AFFAIRS

College of Management
Mahidol University

DOCUMENT INFORMATION

1. Expected to Graduate
Document Fee: **100 Baht**
Preparation: **7 Days**



"This temporary document certifies that the student has completed all academic requirements and is in the process of final approval by the University Council for official graduation."

2. Official Transcript
Document Fee: **100 Baht**
Preparation: **7 Days**



"The Official Transcript will be issued in digital format. Should you require a hard copy, please contact the Academic Affairs Office for further assistance.

The Official Transcript is valid for 60 days. If you do not collect the document within this period, the College reserves the right to dispose of it."

3. Graduate Confirmation Letter
Document Fee: **100 Baht**
Preparation: **7 Days**



"The Graduation Confirmation Letter will be issued after your graduation, following approval by the University Council.

The Official Transcript is valid for 60 days. If you do not collect the document within this period, the College reserves the right to dispose of it."

4. Unofficial Transcript
Document Fee: **- Baht**
Preparation: **3 Days**



"The Unofficial Transcript will be issued in digital format. Should you require a hard copy, please contact the Academic Affairs Office for further assistance.

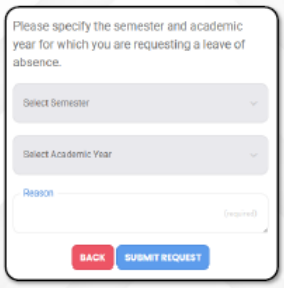
The Unofficial Transcript is valid for 60 days. If you do not collect the document within this period, the College reserves the right to dispose of it."

ACADEMIC AFFAIRS

College of Management
Mahidol University

DOCUMENT INFORMATION

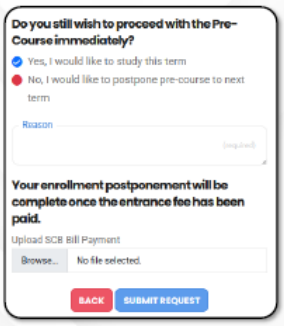
5. Leave of Absence
Document Fee: **- Baht**
Preparation: **7-14 Days**



"Students requesting a leave of absence must pay the maintain-status fee within 30 days from the semester start; otherwise, their student status at CMMU will be terminated.

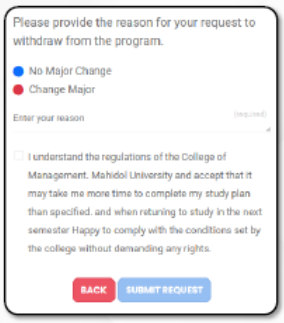
A leave of absence may be requested for one semester at a time, up to a maximum of two consecutive semesters."

6. Postpone Enrollment
Document Fee: **- Baht**
Preparation: **7-14 Days**



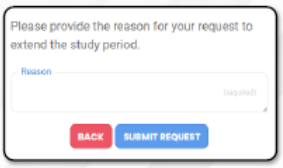
"Academic Affairs staff will contact you via phone or email to reconfirm your decision. Please note that if no confirmation is received within 30 days, your request will be considered null and void."

7. Re-Apply Request
Document Fee: **- Baht**
Preparation: **7-14 Days**



"Academic Affairs staff will contact you via phone or email to reconfirm your decision. Please note that if no confirmation is received within 30 days, your request will be considered null and void."

8. Study Time Extension
Document Fee: **- Baht**
Preparation: **30 Working Days**



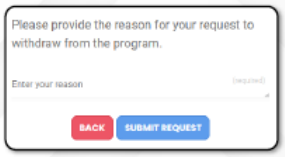
"Academic Affairs staff will contact you via phone or email to reconfirm your decision. Please note that if no confirmation is received within 30 days, your request will be considered null and void."

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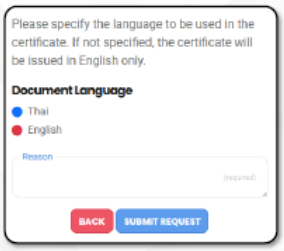
DOCUMENT INFORMATION

9. Termination of Study
Document Fee: **- Baht**
Preparation: **7-14 Days**



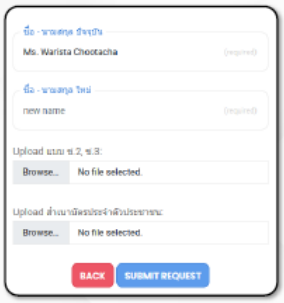
"Academic Affairs staff will contact you via phone or email to reconfirm your decision. Please note that if no confirmation is received within 30 days, your request will be considered null and void."

10. Certificate of Student Status
Document Fee: **- Baht**
Preparation: **3 Days**



"The Certification of Student Status is valid for 60 days. Students may download the PDF version for use; however, if a hard copy is required, it must be collected within 60 days from the date of issuance. After this period, the College reserves the right to dispose of expired documents."

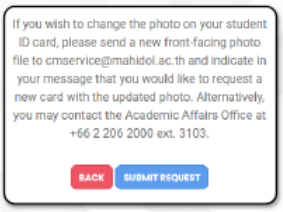
11. Change of Title and Name
Document Fee: **- Baht**
Preparation: **3 Days**



นักศึกษาต้องส่งเอกสารดังต่อไปนี้

- สำเนาหนังสือสำคัญแสดงการเปลี่ยนชื่อตัว (แบบ ช.3) หรือ
- สำเนาหนังสือสำคัญแสดงการจดทะเบียนชื่อสกุล (แบบ ช.2) หรือ
- เอกสารรับรองการเปลี่ยนคำนำหน้าชื่อ เช่น ทะเบียนสมรส คำสั่งแต่งตั้งตำแหน่งทางราชการ และ
- สำเนาบัตรประจำตัวประชาชน

13. New Student Card
Document Fee: **180 Baht**
Preparation: **3 Days**



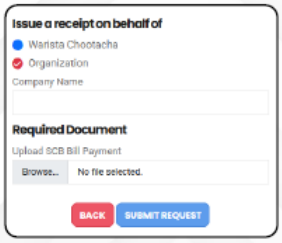
"The student ID card must be collected in person. Please contact the Academic Affairs staff on the 10th floor to arrange the pickup."

ACADEMIC AFFAIRS

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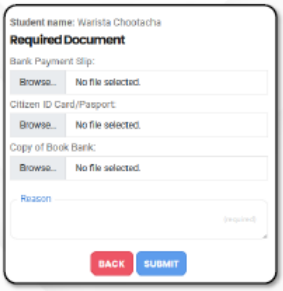
DOCUMENT INFORMATION

14. Tuition Fee Receipt
Document Fee: **- Baht**
Preparation: **7-14 Days**



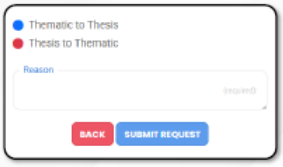
"Students are required to present the SCB-issued bill payment slip to the Academic Affairs Office on the 10th floor in order to obtain the official CMMU receipt. The College reserves the right to withhold the issuance of the receipt if the bill payment slip is not submitted."

15. Refund Tuition Fee
Document Fee: **- Baht**
Preparation: **7-14 Days**



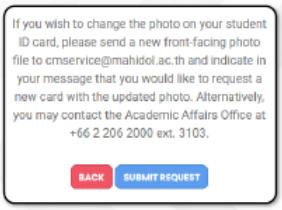
"Refunds will be transferred to the SCB account associated with the student's provided account number. If no SCB account is available, a cheque will be issued instead."

17. Change Study Plan
Document Fee: **- Baht**
Preparation: **7-14 Days**



"Academic Affairs staff will contact you via phone or email to reconfirm your decision. Please note that if no confirmation is received within 30 days, your request will be considered null and void."

18. Certify Project Management Study
Document Fee: **- Baht**
Preparation: **30 Days**



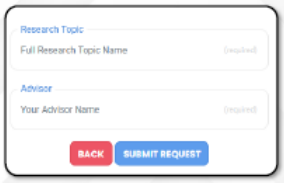
"Students must specify the semester in which they took the course MGMG605 Project Management."

ACADEMIC AFFAIRS

College of Management
Mahidol University

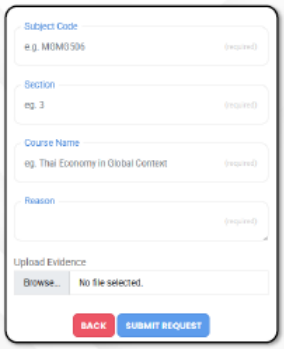
DOCUMENT INFORMATION

19. IRB Request Form
Document Fee: **- Baht**
Preparation: **Depend on Ethics on Human Committee**



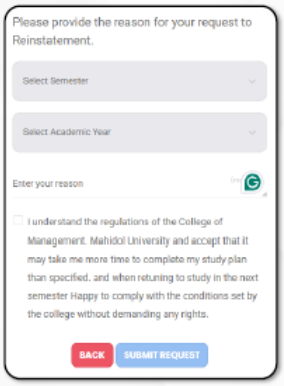
"Submit the finished document along with required documents from this link"

20. Postpone Examination
Document Fee: **- Baht**
Preparation: **30 Days**



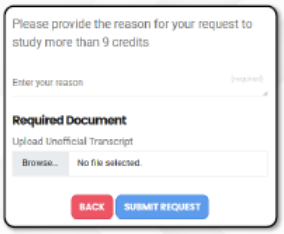
"Students must submit a request to postpone an examination at least 7 days in advance of the scheduled exam date."

21. Reinstatement Request
Document Fee: **- Baht**
Preparation: **7-14 Days**



"The reinstatement of student status will be considered complete only after the student has fully paid the reinstatement fee."

22. Study more than 9 credits
Document Fee: **- Baht**
Preparation: **30 Days**

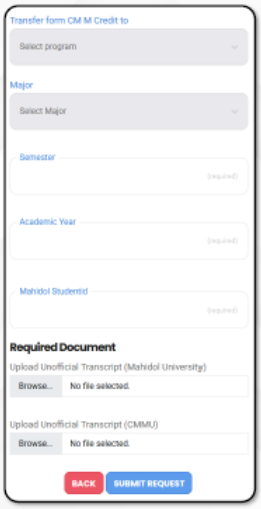


"Students are allowed to register for more than 9 credits no more than twice throughout their entire period of study. The maximum number of credits allowed in such cases is 12. To be eligible, students must have earned a GPA of 3.50 or higher in the semester preceding the one in which the request is made."

ACADEMIC AFFAIRS

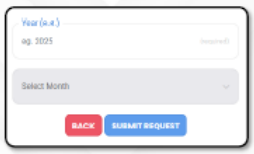
College of Management
Mahidol University

DOCUMENT INFORMATION



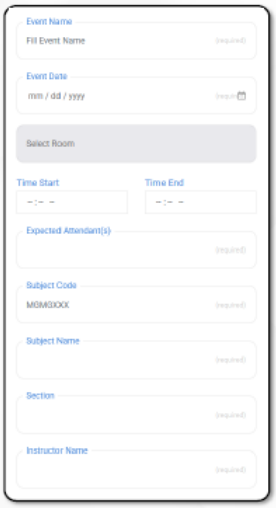
24. Transfer of Course Request
Document Fee: **- Baht**
Preparation: **7-14 Days**

"For students enrolled in the CM M Credit system only. To request a course transfer from the CM M Credit program to the regular degree program, the course must have been completed with a minimum grade of B or higher in order to be eligible for transfer."

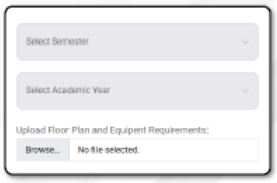


31. TOEFL ITP Score Report
Document Fee: **- Baht**
Preparation: **7 Days**

"The TOEFL ITP score report can be requested only once. For any additional copies, please contact ETS directly. The score report is valid for two years from the date of the test. The College reserves the right to permanently destroy the document upon its expiration."

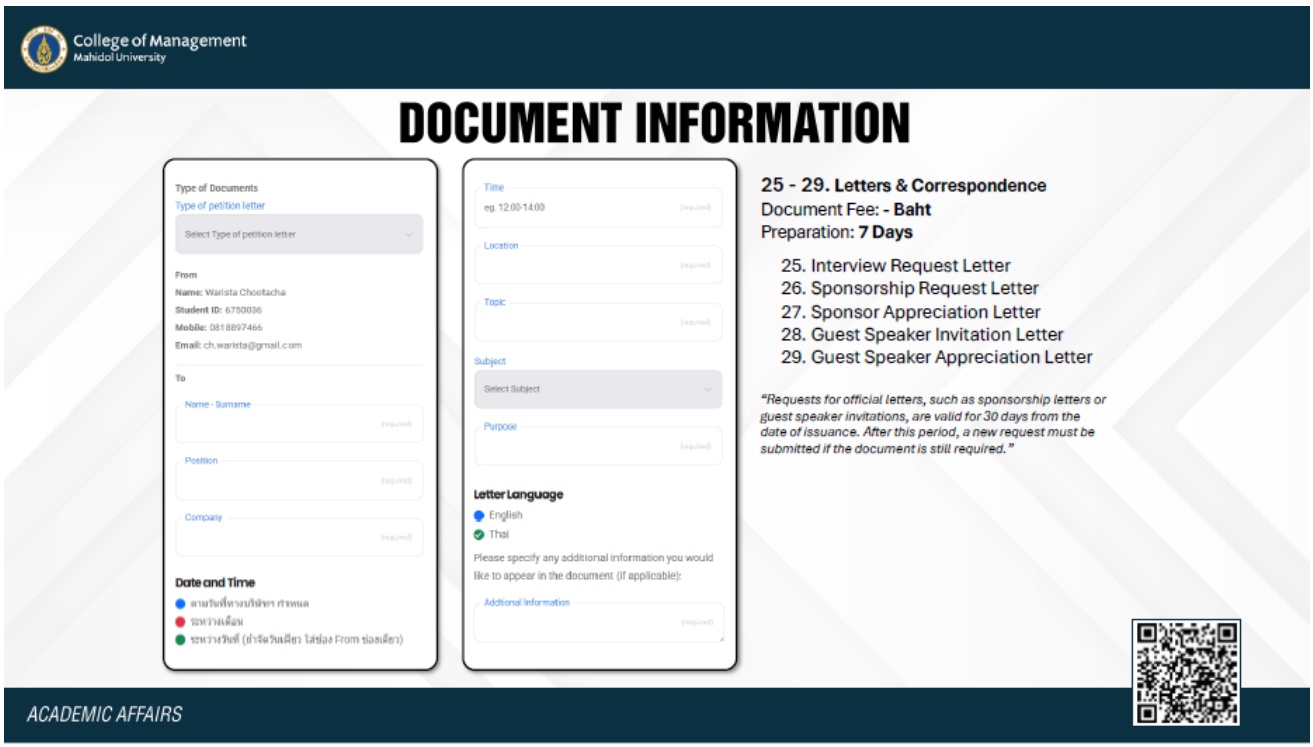


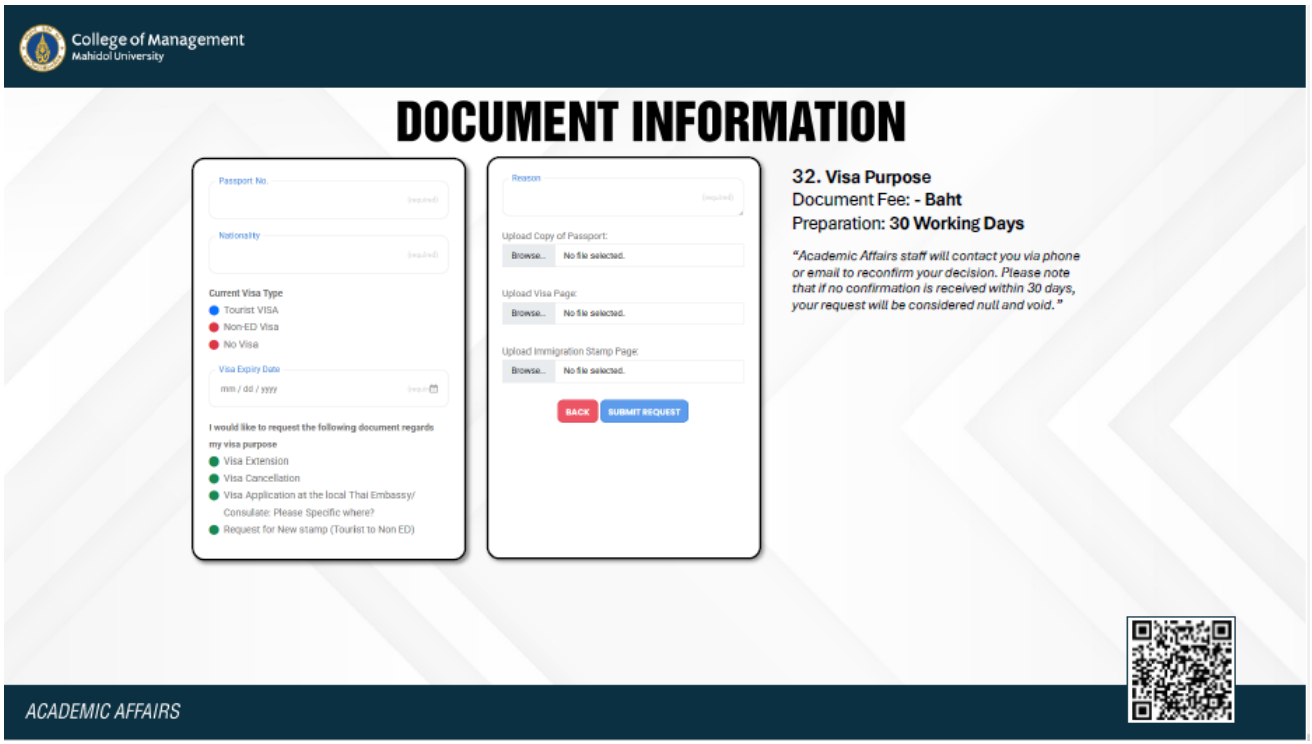
30. Area Permission form
Document Fee: **- Baht**
Preparation: **7 Days**



"Please download the request form from the provided link. Complete all required information, including the floor plan and layout, and submit the form through this system."

ACADEMIC AFFAIRS





Online Request Form as of February 2026