



Mae Fah Luang University' Notification

Subject: Guidelines for Transferring Credits and Grade Results from Formal Education, Non-Formal Education, and Informal Education Systems at the Postgraduate Level, B.E. 2567 (2024)

Pursuant to the Commission on Higher Education Standards' (CHES) directive on the Criteria and Procedures for Transferring Credits and Grade Results in higher education system, B.E. 2565 (2022), Mae Fah Luang University duly issued Mae Fah Luang University Notification on Criteria and Procedures for Transferring Credits and Grade Results at Mae Fah Luang University, B.E. 2567 (2024), to stipulate criteria and methods for transfer of credits and grade results.

To establish clear guidelines ensuring that transfer of credits and grade results from postgraduate-level formal education, non-formal education, and informal education programmes to Mae Fah Luang University's curricula conforms to Article 13 of Mae Fah Luang University Notification on Criteria and Procedures for Transferring Credits and Grade Results at Mae Fah Luang University, B.E. 2567 (2024), Mae Fah Luang University, empowered by Article 26 of the Mae Fah Luang University Act, B.E. 2541 (1998), the Postgraduate Committee's resolution reached in meeting 2/2024 on 23 February 2024, and the Academic Council's resolution reached in meeting 3/2024 on 8 March 2024, hereby issues this notification.

1. This notification is referred to as **'Mae Fah Luang University' Notification Subject: Guidelines for Transferring Credits and Grade Results from Formal Education, Non-Formal Education, and Informal Education Systems at the Postgraduate Level, B.E. 2567 (2024)'**.

2. This notification applies to the postgraduate students enrolled in the programmes under Mae Fah Luang University Regulations on Postgraduate Studies, B.E. 2565 (2022).

3. The student must require to file a request for transferring credits and grade results of the previously completed courses to the Registrar Division using the format and procedures specified by the university within the first 4 weeks of each academic semester. Failure to do so will result in the loss of the right to transfer credits and grade results in that semester.

In the case of transfer to a 'block course' offered by Mae Fah Luang niversity, the student must require to file a request for transferring credits and grade results within the first 2 weeks of the block course in question.

4. Transfer of credits and grade results from another formal education programme must comply with the following procedure.

4.1 In the case transfer of credits and grade results from other institutions, the student must submit their academic transcript of Records and the course descriptions of the courses to be transferred as supporting evidence for consideration. The school responsible for relevant courses has the authority and responsibility to consider credit transfer requests to ensure alignment with the student's program structure.

4.2 In the case transfer of credits and grade results of courses completed from Mae Fah Luang University, the School responsible for the course has the authority and responsibility to consider credit transfer requests, as well as to examine to ensure significant correspondence between the transfer-requested course and the course in the curricular structure.

5. Transfer of credits and grade results from non-formal education and informal education programme must comply with the following procedure.

5.1 The student must submit for consideration certified copies of the transcript of records and course description, or any other relevant documents, of every transfer-requested course.

5.2 The School to which the student is affiliated must determine the method of transferring the credit and study result, in line with the University's procedure. Transfer of proof of knowledge or study result from a non-formal education or informal education programme must be based on an assessment system that conforms to the University's standards. The student's knowledge must be assessed to be worth a minimum of grade B or a grade point of 3.00 in the 4.00 system or equivalent, to be counted as cumulative credits for graduation according to the programme's requirements.

5.3 Each school is responsible for determining its own guidelines for transfer of grade results from non-formal education and informal education programmes to formal education programmes, and shall issue a notification accordingly.

6. Transfer of credits and grade results from formal education, non-formal education, and informal education programmes can only be done by consent of the Programme Administration Committee, the School Committee, and the Postgraduate Committee, respectively, after which it shall be submitted to the Academic Council for approval.

7. The process of transferring credits and grade results shall conform to the Registrar Division's requirements.

8. For each course in which the credits and study result have been transferred, the Registrar Division shall announce the transfer result to the student, who in turn shall pay the transfer fee at the University's rate.

9. In cases where it is not possible to comply with this notification or where it is necessary to deviate from the provisions outlined herein, such matters shall be subject to the discretion and adjudication authority of the Academic Council and the decisions rendered by the Academic Council shall be final.

Issued on 31 March 2024

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The President of Mae Fah Luang University