

WHAT NEW GRADUATE STUDENTS MUST DO

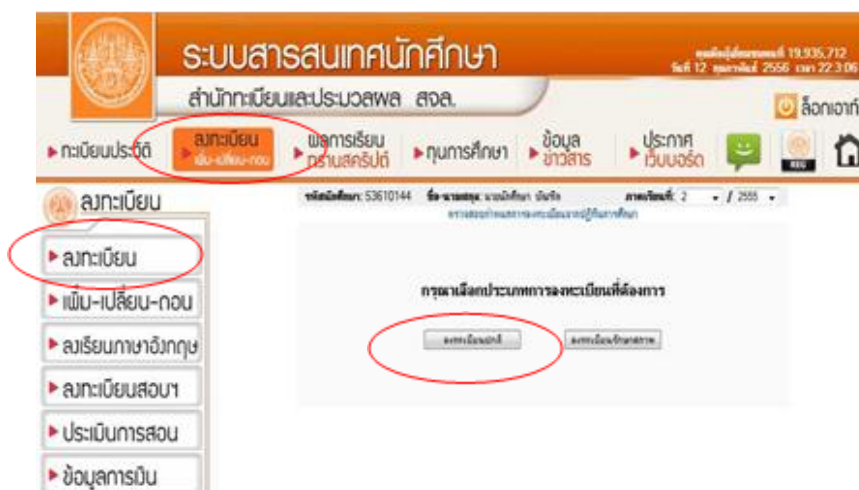
New students will receive a username and password after the announcement date of the new student ID via an email. A username and password will be sent to you before the enrollment day because students have to use a username and password to log into the Office of the Registrar's website in order to:


- Complete a Personal Record form (KMITL.1). If you fail to complete KMITL.1 within the first semester, you will be not allowed to register for the following semester.
- Enrol in courses. Late enrollment/registration will incur a 300 Baht fee.
- Add, drop classes, and change the sections of courses.
- Check results/grades.

If students do not receive a **username and password** or experience any problems, please feel free to contact the Office of Computer Services. Tel. 02-329-8000 ext. 6000

Steps to online registration via <http://www.reg.kmitl.ac.th>

1. After login to the student information system, please select. "Register add, drop classes and change the sections " After that, select "Register" then click "Normal Registration" as in the picture below.



2. When enter to the registration page "Click the image  " to add the courses ID that students want to register.
3. Fill out the courses ID that is open for teaching in that term. The program will show course details for student. After that, select the "Sec" button that students want to enroll. And the "type" that needs to be register.


4. When all the courses ID that need to be registered have been added, please click the "Confirm registration" button to continue the program will show a window to confirm registration. Then, click "OK" button to save the registration results. After the program has finished saving data, the registration window will be show, please click "OK" button. The program will show the registration window successfully as the end of the enrollment process.

****Note****

1. The tuition fee that show in the register system at the time of registration is the tuition fee paid at the time of confirmation of permissions which students do not have to pay more. (Except for late enrollment/registration will incur a 300 Baht fee.)
2. The first entry students should request the tuition fee receipt. (Students have to register first) at Rector Building, 3rd Floor, Finance Section, 9.00 am - 4.00 pm.
3. For the next semester, after students have successfully registered. Students have to print out " Payin Slip" in order to pay at the bank counter as specified in the slip.**

Students can login to personnel record form (KMITL1) via

www.reg.kmitl.ac.th/matriculation

Fill in the personnel record form (KMITL1). Please fill in every information and every page completely and check the accuracy. Then press  on the last page. After that, students will not be able to edit any information.

Registration

There are 3 types of registration:

1. Regular Course Registration is a registration where you register for courses according to your study programme. Adding/dropping classes including changing classes is permitted later after the registration. You are allowed to register for a maximum of 15 credits in one semester.

2. Withdrawing from the Semester is a registration where you have already registered or have not yet registered for the semester and wish to withdraw from the semester. You must contact the Office of the Registrar in order to withdraw from the semester.

3. Maintaining Student Status is a registration where you are required to maintain your student status in the following semester until your thesis/dissertation has been approved or until you pass your comprehensive examination in spite of the fact that you have already enrolled for all credits as required by your study programme. However, you do not have to register to maintain your student status in the summer term.

NOTE: The period for these 3 types of registration is indicated in the academic calendar. Students must register for all semesters or else your studies will be terminated.

Duration of Programme

No more than 5 years for a master's programme.

No more than 8 years for a doctoral programme that builds on a bachelor's degree.

No more than 6 years for a doctoral programme that builds on a master's degree.

Tuition Fees

Payment must be made before the due date as indicated in the academic calendar. The table below provides details of the number of semesters for which students are required to pay tuition and other fees.

Degree	Fixed Tuition Fee	Tuition Fee for the Following Semester
Doctoral Degree	According to the education plan defined in the curriculum	5,500 Baht every semester
Master's Degree	According to the education plan defined in the curriculum	5,500 Baht
		11,000 Baht
		16,500 Baht

Qualifying Examination for Doctoral Students

Doctoral students must pass the qualifying examination before taking a thesis topic examination and thesis proposal examination (if any) and students must pass the qualifying examination within 2 years of the first enrollment, otherwise the student's status will be terminated.

Comprehensive Examination for Plan B Master's Degree

Plan B Master's students must enroll for and complete all required courses (except independent study course) before taking the comprehensive examination. If you fail the comprehensive examination, you are required to retake and pay for the examination.

Graduation

Graduate students must fulfil the following requirements for graduation:

- Completing all credits and courses required by each programme.
- Following the rules and regulations of each programme.
- Achieving the required score of English tests as indicated by the institution.
- Additional requirements are as follows:

Master's Degree Plan A-1	Master's Degree Plan A-2	Master's Degree Plan B	Doctoral Degree Plan 1	Doctoral Degree Plan 2
<ul style="list-style-type: none"> • At least 1 paper which contains part of your thesis/dissertation must be published in either a national or international academic journal. • For a double degree programme with academic agreement, you can follow the foreign research/publication criteria for graduation. • Passing the thesis/dissertation examination. 	<ul style="list-style-type: none"> • Completing all courses required by your programme, achieving an overall GPA of no less than 3.00, and scoring no less than C+ in every subject. • At least 1 paper which contains part of your thesis/dissertation must be either published in an international academic journal or presented at an international academic conference. • Passing the thesis/dissertation examination. 	<ul style="list-style-type: none"> • Completing all courses required by your programme, achieving an overall GPA of no less than 3.00, and scoring no less than C+ in every subject. • Scoring no less than P for an independent study. • Passing the comprehensive examination 	<ul style="list-style-type: none"> • Passing the qualifying examination. • At least 2 papers which contain part of your thesis/dissertation must be published in an international journal both referenced in the approved database and approved by the external committee for your field of study. • Passing the thesis/dissertation examination • For a double degree programme with academic agreement, you can follow the foreign research/publication criteria for graduation. 	<ul style="list-style-type: none"> • Completing all courses required by your programme, achieving an overall GPA of no less than 3.00, and scoring no less than C+ in every subject. • Passing the qualifying examination. • At least 2 papers which contain part of your thesis/dissertation must be published in an international academic journal, or - At least 1 paper which contains part of your thesis/dissertation must be published in an international academic journal and at least 2 papers which contain part of your thesis/dissertation must be presented at an international academic conference. • Passing the thesis/dissertation examination