

ANNOUNCEMENT

Online Graduation Registration for Class XLVI is Compulsory

Following are the instructions for “Online Graduation Registration for Class XLVI”

- **The Commencement Exercises** is scheduled on **Saturday January 12, 2019 at Queen Sirikit National Convention Center**
- Prior to executing an online registration for their graduation, it is compulsory for graduates to ascertain whether:
 - Requirements of the program and concentration they have chosen and declared were successfully fulfilled (in case the major and concentration they have intended to choose and successfully completed the requirements were not declared, contact the Office of Registrar at either campus to make declaration)
 - Details of their academic records in the transcript are accurate. (*Note: Transcript of academic records can only be obtained after the verification of the completion of the program and concentration’s requirements is finished, and their graduation status is confirmed and dated*),
 - Their name and surname in the transcript are correct, *as changing the said information after the confirmation of graduation status was granted is disallowed. If their name and/or surname were changed during the studies, it is necessary to ascertain that the pertinent documents concerning the change have been submitted to and that the change has been properly recorded by the Office of the University Registrar, otherwise the Office must be informed of the change, and the documents be submitted to the Office prior to the confirmation of their graduation status (the documents can be submitted at either Campuses during the office hours)*,
 - All the books/textbooks borrowed from the library have been returned in order to receive **Library Clearance**
- **Additionally, Bachelor’s degree graduates are also required to verify whether:**
 - Requirements of 8 Professional Ethics Seminar courses were fulfilled. In case of doubt, contact the Office of Student Affairs at St. Martin Center for Professional Ethics & Service Learning to clarify and verify the accuracy of the information (the office is on the 13th floor, CL building, Suvarnabhumi Campus, Tel 0-2723-2140 or 0-2723-2149 or www.sainet.au.edu)
 - The training and/or internship as part of the program’s requirements were completed,
 - The loan clearance (applicable to graduates whose enrollments were on the University’s loan), was granted by the Financial Assistance Division, 14th floor, CL Building, Suvarnabhumi Campus, Tel 0-2723-2277.
 - The requirements on the scholarship stipulated by the university and/or the program were completely fulfilled. In case of doubt, contact the Office of the University Registrar, SM116, Suvarnabhumi Campus, Tel 0-2723-2673.

Remark: All the aforementioned graduation requirements must be completed by September 14, 2018 in order for graduates to be eligible to obtain Graduation Diplomas for class XLVI and attend commencement exercise.

Office of the University Registrar

July 25, 2018

Online Graduation Registration and e-Payment

Date : **October 16 – November 3, 2018**
 Time : 24 hours (for online register and e-Payment)

Procedure

- Log onto www.graduation.au.edu and go to **Graduation 2017** to fill up and submit Graduation petition online.
- All graduation requirements are checked automatically. If you have not fulfilled all the requirements please contact Office of the University Registrar, M Building, Window 5, Hua Mak Campus immediately.
- Check whether the personal data is correct, update it if necessary and fill up all the data fields in the survey as required by CHE and ONESQA. Please note that you need to fill up all data before proceeding to make e-payment or cash payment.
 - **Bachelor's Degree** students **6,550** Baht
 - **Master's and Graduate Diploma** students **6,650** Baht
 - **Ph.D.** students **11,350** Baht
 - **ABACA Life Membership (2,500 Baht)** is advised to pay.
- **Krungsri E-Payment** (Krungsri Online Membership is required), can be made 24 hours online during Online Graduation Registration period. The receipt of payment is available at the Office of Financial Management, "P" Bldg., Hua Mak campus two days after payment.
- For **cash / credit card payment** can be made at the Office of Financial Management, "P" Bldg., Hua Mak campus.
- Graduates must use the receipt to collect the graduation gown and hood at the ABAC Bookstore.

Remark: Online Graduation Registration is confirmed after the Graduation petition and survey are submitted and fees are paid.

Gown and Hood Rental Service

Date : **October 16 – November 3, 2018** (Monday - Saturday)
 Time : 8.30-16.00 hrs.
 Place : ABAC Bookstore, "P" Bldg., Hua Mak Campus

Procedure : Use the receipt above to claim your gown and hood.

Remark : Assumption University reserves the right to permit only graduates wearing the University's designed academic gown, hood, cap and pin (academic dress) as approved by Assumption University council, to participate in the University Commencement Exercise class 46. The approved academic dress is available only at the University's book store at the Hua Mak and Suvarnabhumi campuses.

Rehearsal

Date : **December 23, 2018 and January 6, 2019** (Sunday)

Group A : 1. All Bachelor degree graduates
2. Master degree graduates;
 - MS-CS, MS-IT, MS-TechM, MS-SCM, MS-CT, MS-FE, MS-FB
 - LL.M, MA-ILDP, MA-TCFL

Date : **January 5, 2019** (Saturday, 13:00-16:30 hrs.)

Group B : 1. All Doctoral degree graduates (Ph.D.)
2. Master degree graduates;
 - MBA., MBA-TRM, MBA-TecM, MM-OD, MS-IAM
 - MS-CP, MA-IFS, MA-PSY, MA-Ph, MA-Rs, M.Ed-C&I, M.Ed-EA
 - MA-ELT, MA-PEMS
 - MS-MGT, MS-ICT, M.Ed-T&T

Place & Time : To be announced at www.graduation.au.edu

Note : Attendance at rehearsals is compulsory.

Official Faculty Photograph taking Day

Date : **January 5, 2019** (Saturday)

Time : 8.30-12.00 hrs.

Place & Time : To be announced at www.graduation.au.edu

Graduation Ceremony

Date : **January 12, 2019** (Saturday)

Time : 07.00-13.00 hrs.

Place : Queen Sirikit National Convention Center

Refunds (Gown Deposit)

Date : **January 14 – February 2, 2019** (Monday-Saturday)
(except Sundays and official holidays)

Time : 9.00-16.00 Hrs.

Place : **Only at Hua Mak campus**
 - Gowns can be returned to the "ABAC Bookstore", "P" Bldg.
 - Gown deposit can be refunded at the Office of Financial Management, "P" Bldg.

Remarks : 1. Gowns must be returned during the above period.
 2. Graduation registration receipt and Thai identification card / passport (Non-Thai) / AU ID are required.
 3. Any student who fails to receive the cash refund on the given date must report it to the university for verification within 15 days from the date the refund is due. It will be assumed that the student forfeits his/her right for the refund claim if the student fails to report within the 15-day period.

Online Graduation Registration

Date : **October 16 – November 3, 2018**
 Time : 24 hours (for online register and e-Payment)

Procedure

- Log onto www.graduation.au.edu and go to **Graduation 2017** to fill up and submit Graduation petition online.
- All graduation requirements are checked automatically. If you have not fulfilled all the requirements please contact Office of the University Registrar, M Building, Window 5, Hua Mak Campus immediately.
- Check whether the personal data is correct, update it if necessary and fill up all the data fields in the survey as required by CHE and ONESQA. Please note that you need to fill up all data before proceeding to make e-payment or cash payment.
 - **Bachelor's Degree** students **3,200** baht
 - **Master's and Graduate Diploma** students **3,200** baht
 - **Ph.D.** students **3,200** baht
 - **ABACA Life Membership (2,500 Baht)** is recommended.
- **Krungsri E-Payment** (Krungsri Online Membership is required), can be made 24 hours online during Online Graduation Registration period. The receipt of payment is available at the Office of Financial Management, "P" Bldg., Hua Mak campus two days after payment.
- For **cash / credit card payment** can be made at the Office of Financial Management, "P" Bldg., Hua Mak campus.
- The receipt must be shown to the Office of the University Registrar in order to pick up the graduation diploma during Issuance of Graduation Diplomas.

Remark: Online Graduation Registration is confirmed after the Graduation petition and survey are submitted and fees are paid.

Issuance of Graduation Diplomas*

Date : **January 15 – February 2, 2019** (Monday-Saturday)
(except Sundays and official holidays)

Time : 8.30-16.00 Hrs.

Place : Office of the University Registrar, "M" Bldg., Window 5, Hua Mak Campus

Remarks : 1. Those who are unable to pick up their graduation diploma themselves may send a representative who submits the following documents to get the diploma:
 - Copy of the citizen identification card of the diploma owner (Thai Graduates) / Copy of passport (non-Thai graduates)
 - Copy of the citizen identification of the representative (Thai) / Copy of passport (non-Thai)
 - An authorization letter with signature of the diploma owner
 2. Graduated Students are supposed to collect their Graduation diplomas during the mentioned period (Jan. 15 – Feb. 2, 2019), otherwise, graduated students will relinquish their rights to claim the diploma.
 3. Please be informed that the university cannot reprint/reissue a graduation diploma under any circumstances, it can only be printed out once.

For Online Graduation Registration

Click www.graduation.au.edu

Go to AU Graduation 2017 (Graduating Class XLVI)

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