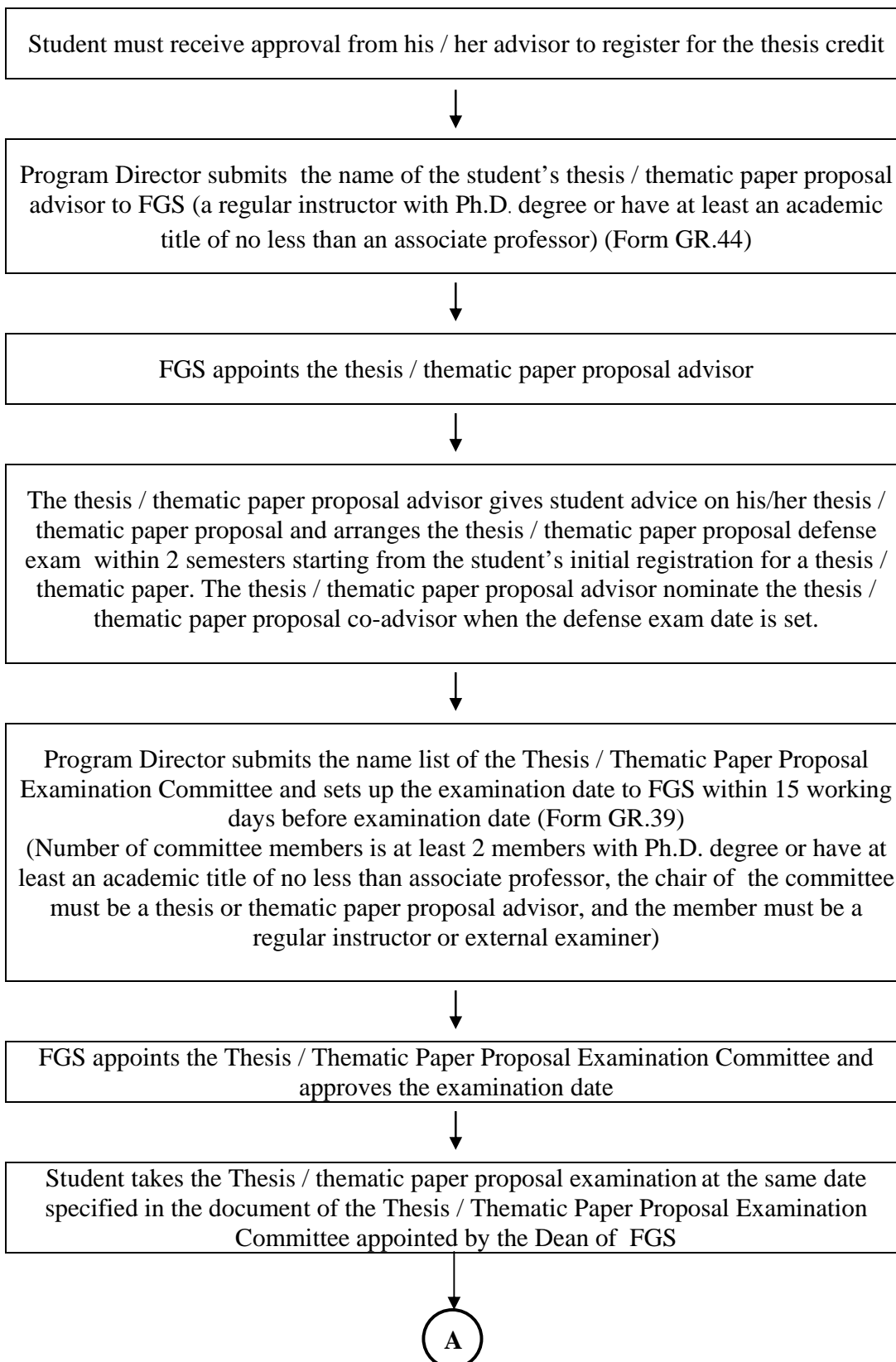
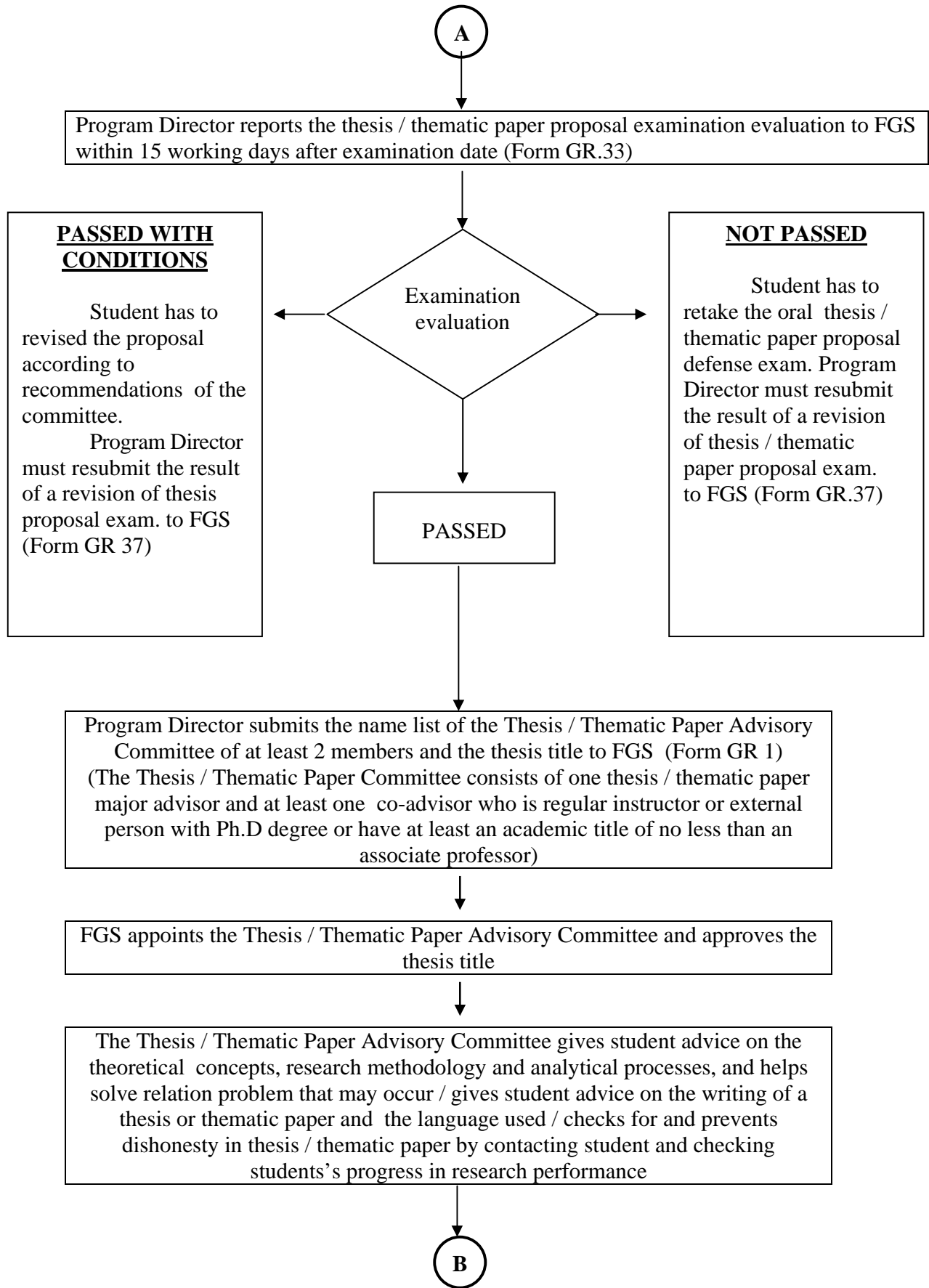


## Steps for Thesis / Thematic Paper Process (Master's Degree Program)





B

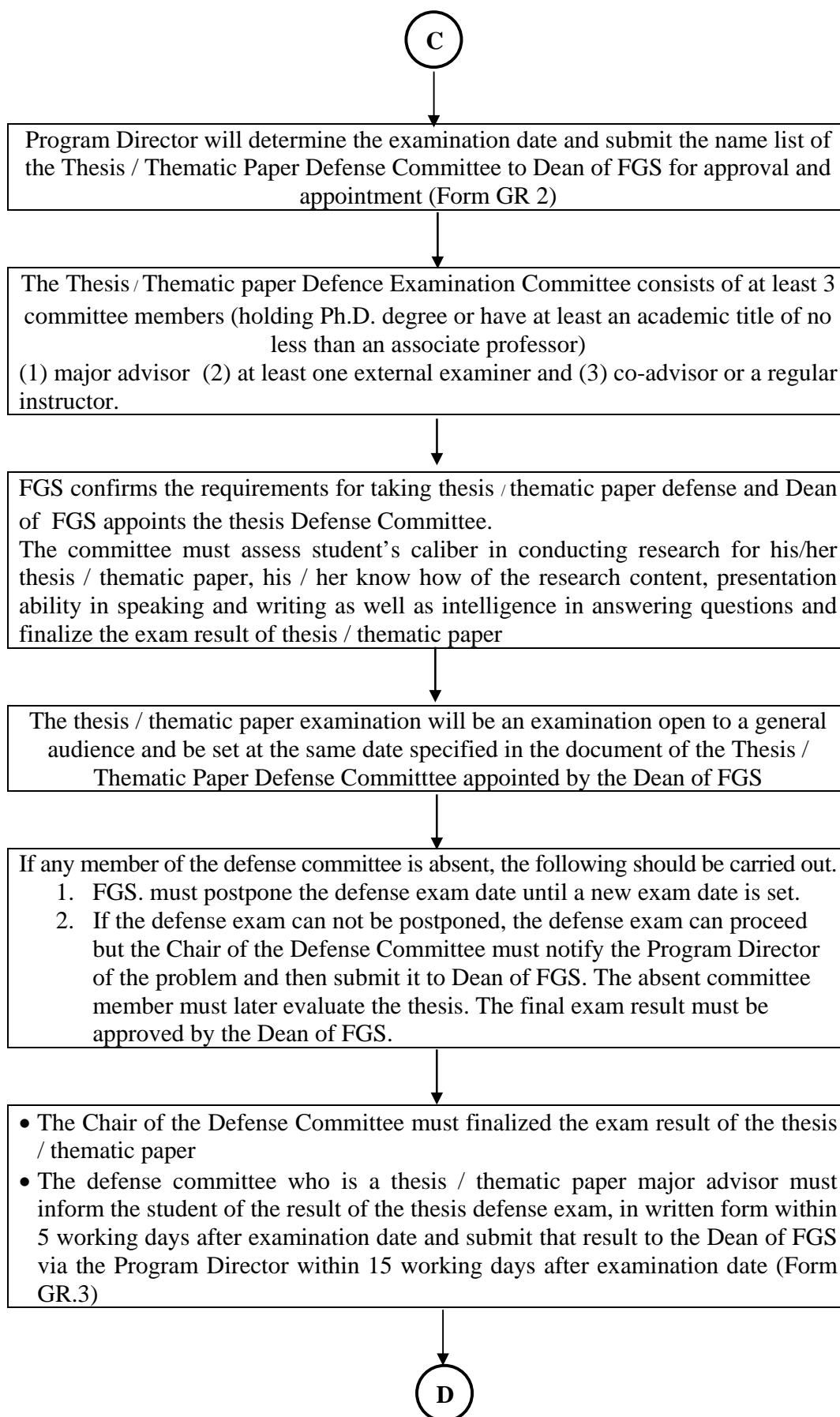
- Student whose research thesis involves human beings must undergo training or courses in the area of Ethics in Human Research provided by the Faculty of Graduate Studies according to the curriculum. (Details are available on [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th))
- Student must present research project to The Mahidol University Institutional Review Board (MU-IRB) within 90 days after thesis/thematic paper proposal examination, and before the beginning of conducting research, for any faculties that have no Institutional Review Board of Ethics in Human Research committee.
- Student whose research involves animals for experimental purposes must gain direct approval from the Research Management and Development Department.
- Any original documents certifying any research animals for experimental animals for experimental involving human beings or animals for experimental purposes must be attached in the complete thesis's appendix / thematic paper's appendix

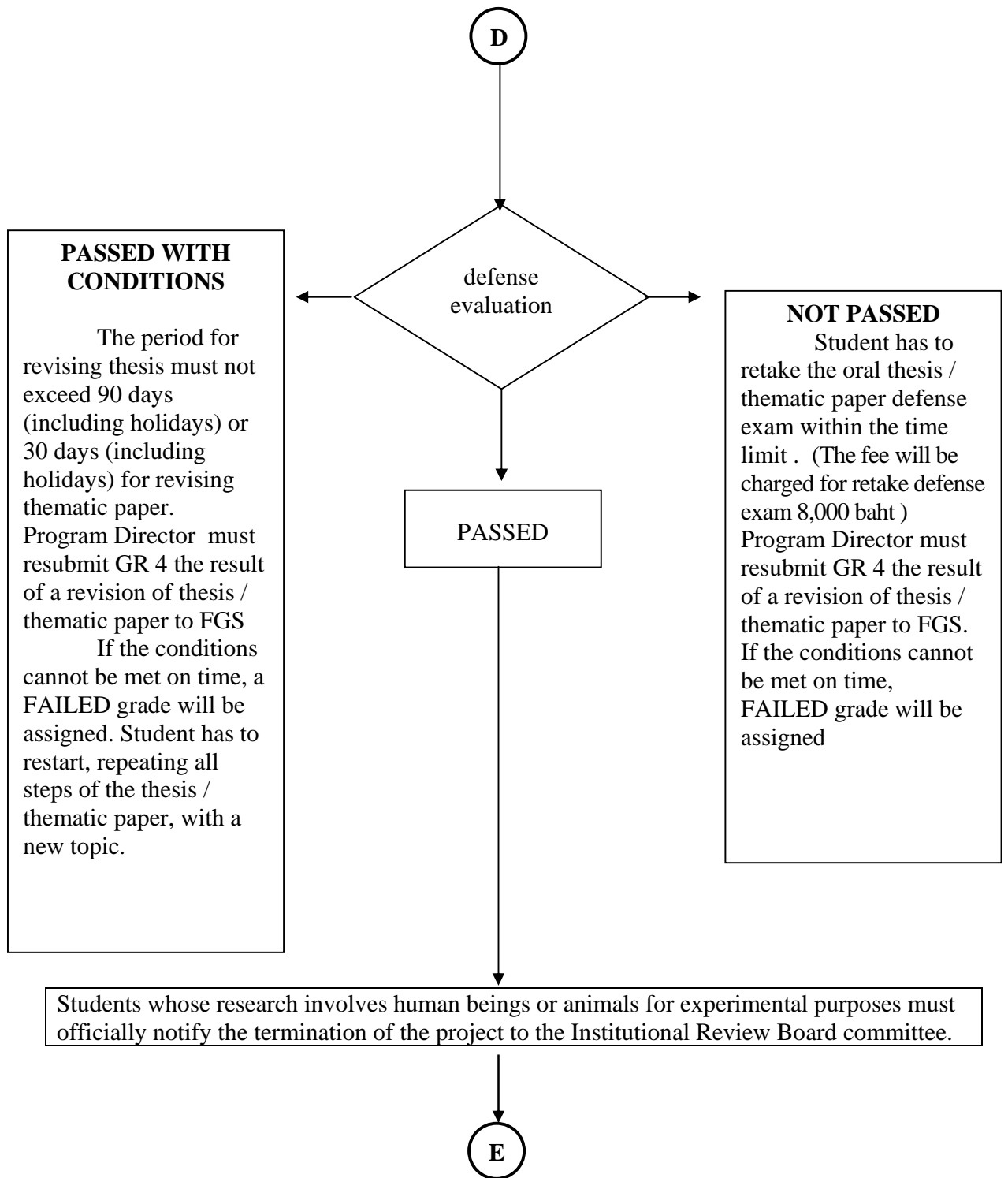
Student conducts research and contacts major advisor in person or other ways at least once per month. Student must report his/her progress and research performance to major advisor, the major advisor will assess the progress in research performance and gives the result P/S/U to Program Director and Dean of FGS every semester until the thesis is completed. (Form GR 42)

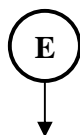
Changes in the thesis / thematic paper title and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean of FGS (Form AS-3-10 General Request)

- Student who is qualified to take the thesis / thematic paper defense examination must:
- Spend no less than 90 days (including holidays) doing the thesis or no less than 45 days (including holiday) doing the thematic paper starting from the day when the thesis or thematic paper title and the Thesis or Thematic Paper Advisory Committee are approved by the Dean of FGS
  - Pass every course according to the criteria of the curriculum and obtain no lower than a 3.00 GPA.
  - Pass the English language or Foreign language proficiency requirement as set by FGS
  - Pass the Comprehensive Examination for a plan B Master's degree student. (Form GR 27 and Form GR 36)
  - Be approved by the Thesis or Thematic Paper Advisory Committee.
  - Submit the thesis or thematic paper manuscript and abstract written in the approved language, to the Thesis or Thematic Paper Defense Committee for reading at least 15 working days before the examination date

C







The process of preparing the original copy of thesis / thematic paper and request for thesis / thematic paper checking format service.

1. Student must prepare the original copy of thesis / thematic paper in the format required by FGS.
2. Student should submit the Cover Page, Entitled Page, Approval Page and Abstract Page to the staff of Academic Services Section, FGS, Salaya Campus to have those checked before the defense examination date. This provides student to be able to bring Entitled Page and Approval Page to the Thesis / Advisory Committee and The Thesis / Defense Examination Committee to sign after passing the defense exam. (result : PASSED)
3. After passing the defense exam. Student should bring the original copy of thesis / thematic paper (hard copy and electronic file) to the staff of Academic Services Section, FGS. to have the thesis / thematic paper format checked. Allow at least two working days for service.
4. As for the English Thesis Abstract / Thematic paper Abstract, student should have the Language Center Staff (at the 2<sup>nd</sup> floor of Graduate Studies Building, Salaya Campus) checked for the English Grammar, the English Abstract should be in a double space format.
5. After having the English Abstract checked by the Language Center Staff, and having corrected, student should submit the final version of the abstract together with Entitled Page and Approval Page to the Dean of FGS to sign. The Dean of FGS will be the last person to sign after other committee members, Program Director and Dean of Faculty where the program held have signed.

- Student must submit the complete thesis or thematic paper (one original and one copy) plus CD in word file and PDF file to the FGS within 21 days (including holidays) of passing the defense exam with “passed” result. A fee will be charged for late submission 200 bath / working day. The “delayed submission” can not last more than 90 days (including holidays) after the “PASSED” result.
- Cancellation of thesis or thematic paper examination result if the delayed submission of the complete thesis or thematic paper and CD has not been received by the FGS within 90 days (including holidays) after the “passed” result, the FGS will cancel the thesis or thematic paper examination result. If the student still wants to receive the degree, the student must register and start the entire processes of the thesis or thematic paper again.

Student must submit the evidence for Thesis Publishing for Graduation.

1. Published documents or letter of acceptance from academic journal
- or 2. Present thesis in academic conference which has proceedings

Program Director must submit the request for student’s graduation to FGS (Form GR 5)

FGS gives consideration regarding referrals to the Mahidol University Council for authorization of degree

Student is awarded the degree and then she/he can get certificate of Graduation and Transcript