

**Academic Regulations of Graduate Studies,  
Mahidol University, B.E. 2552 (2009)**

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These regulations are hereby enacted in order to ensure the standardization, quality and direction of the regulations of Graduate Studies at Mahidol University, as well as to comply with the regulations of the Commission on Higher Education.

By virtue of clause 24(2) of the University Act of B.E. 2550 (2007), the University Council, Mahidol University has enacted the regulations of Graduate Studies, B.E. 2552 (2009), on the 17<sup>th</sup> Day of June, B.E. 2552 (2009), at the 428<sup>th</sup> University Council meeting, Mahidol University, as follows:

**Section 1**        These regulations are called the “Academic Regulations of Graduate Studies, B.E. 2552 (2009)”

**Section 2**        These regulations are in effect for every graduate program, including new programs and renewed programs, are applicable to all Mahidol University graduate students, and are in effect after its announcement.

All existing regulations, provisions, rules, codes of practice, announcements and orders relating to those promulgated in these regulations or contrary to or inconsistent with the provisions of these regulations are annulled and henceforth replaced by these regulations.

**Section 3**    In these regulations,

“University” *means* Mahidol University.

“Faculty of Graduate Studies” *means*    The Faculty of Graduate Studies, Mahidol University.

“Faculty” *means* faculties, colleges, institutes, centers, government sectors, or university units organized by the University Senate which are equivalent to a faculty, and others, attached to Mahidol University.

“President” *means* The President of Mahidol University.

“Dean” *means* The Dean of the faculties, colleges, directors of the institutes, centers, government sectors, or university units organized by the University Senate which are not equivalent to a faculty.

“Administrative Program Committee” *means* a committee appointed by

the Dean of the Faculty of Graduate Studies to manage and develop a program.

“Program Director” *means* The Chair of an Administrative Program Committee.

“Student” *means* a graduate student of Mahidol University.

“External examiner” *means* a person who is not a regular member of faculty, but has qualifications as required by the Faculty of Graduate Studies.

“Specialist” *means* a member of Mahidol University or an individual outside of Mahidol University who is or is not in an academic field, is a specialist in that field of study without considering a qualification and an academic title, but who is appointed by the University Senate, Mahidol University under Mahidol University’s rules and methods and whose appointment has been reported to the Committee of Education.

“Graduate Studies” *means the* educational organization and management of Mahidol University for Graduate Diplomas, Master’s Degrees, and Doctoral Degrees.

“Program” *means* all curricular graduate programs offered for the Graduate Diploma or the Higher Graduate Diploma Programs, the Master’s Degree Programs, and the Doctoral Degree Programs approved by the University Senate, Mahidol University and recommended by the Commission on Higher Education.

“Other institutions” *means a* national or international university which has joined with Mahidol University under the provision of a Collaborative Program or Joint Program.

“Collaborative Program” *means* a program of Mahidol University which cooperates in teaching with other institutions. The degree is given by Mahidol University, by another institution or by every collaborative institution.

“Joint Program” *means* a program of Mahidol University which involves collaboration with other institutions in teaching and research.

**Section 4** To facilitate efficient management, the Dean of the Faculty of Graduate Studies can stipulate additional details for management and issue directives which must not contradict regulations contained herein.

**Section 5** The President of Mahidol University oversees the application of these regulations and is authorized to formulate rules, regulations, and announcements related to their application. The judgement of the President of Mahidol University is considered final.

## **CHAPTER 1**

### **Management of Educational System**

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#### **Section 6**      Management of Educational System

##### **The Two-Semester System.**

The academic calendar consists of two semesters. Each semester is not less than 15 weeks. The summer session is scheduled to meet the requirements of each program, and as such the study time or duration and number of credits must have an equivalent proportion to a regular semester. Other educational systems, such as the Trimester System, Quarter System and Module System may be managed as follows:

##### **The Trimester System**

The academic calendar consists of three semesters. Each semester must not be less than 12 weeks.

##### **The Quarter System**

The academic calendar consists of four quarters. One quarter must not be less than 10 weeks.

A faculty which manages other educational systems rather than the Two-Semester System must specify in the program the details of the educational system and the details of credits as compared to the Two-Semester System.

##### **Module System**

The period of study is divided according to the topic of the subject. The details of the study time or duration, the amount of the content and credits should be in equivalent proportion to the Two-Semester System.

#### **Section 7**      Credit Evaluation

##### **7.1 The Two-semester System**

7.1.1    *Coursework* - One credit equals lectures or discussions of not less than 15 hours per regular semester.

7.1.2    *Laboratory practice* - One credit equals practice or experimentation of not less than 30 hours per regular semester.

7.1.3 *Training practice or field study* - One credit equals practice of not less than 45 hours per regular semester.

7.1.4 *Project or other assigned activities* - One credit equals time spent engaged on a project or assigned activities of not less than 45 hours per regular semester.

7.1.5 *Thesis or Thematic Paper* - One credit equals time spent conducting research of not less than 45 hours per regular semester.

## **7.2 The Trimester System**

7.2.1 *Coursework* - One credit equals lectures or discussions of not less than 12 hours per regular semester.

7.2.2 *Laboratory practice* - One credit equals practice or experimentation of not less than 24 hours per regular semester.

7.2.3 *Training practice or field study* - One credit equals practice of not less than 36 hours per regular semester.

7.2.4 *Project or other assigned activities* - One credit equals time spent engaged on a project or assigned activities of not less than 36 hours per regular semester.

7.2.5 *Thesis or Thematic Paper* - One credit equals time spent conducting research of not less than 36 hours per regular semester.

## **7.3 The Quarter System**

7.3.1 *Coursework* - One credit equals lectures or discussions of not less than 10 hours per regular semester.

7.3.2 *Laboratory practice* - One credit equals practice or experimentation of not less than 20 hours per regular semester.

7.3.3 *Training practice or field study* - One credit equals practice of not less than 30 hours per regular semester.

7.3.4 *Project or other assigned activities* - One credit equals time spent engaged on a project or assigned activities of not less than 30 hours per regular semester.

7.3.5 *Thesis or Thematic Paper* - One credit equals time spent conducting research of not less than 30 hours per regular semester.

## CHAPTER 2

### Program

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**Section 8** Graduate programs are as follows:

8.1 A *Graduate Diploma Program* is a program for students with a Bachelor's degree. It is complete in itself, and is not part of a Master's degree program. It focuses on academic and professional individual development of competence in numerous fields and increased individual efficiency.

8.2 A *Master's Degree Program* is a program for students with a Bachelor's degree and graduate diploma students. It focuses on academic and professional individual development of competence in numerous fields and increased individual efficiency. This development is achieved through a research methodology developing new knowledge, promoting creative academic ability, encouraging continual connection and integration of the student's field to other fields, and encouraging morality and codes of conduct in academia and other professions.

8.3 A *Higher Graduate Diploma Program* is a program for students with a Master's degree or equivalent. It is complete in itself, and is not part of a Doctoral degree program. It focuses on academic and professional individual development of competence in numerous fields and increased individual efficiency.

Higher diploma graduate students who will study for a Doctoral degree are required to have a Master's degree or equivalent to study.

Undergraduate students who have studied 6 years or the equivalent of a Master's degree can study in the higher diploma program without requiring to study for a Master's degree.

8.4 A *Doctoral Degree Program* is for students with a Bachelor's degree or equivalent who have achieved a high grade report or for students with a Master's degree or equivalent. It focuses on developing academic and professional individuals who have a high competence in any field of study. The research methodology requires acquisition of new knowledge and the publishing of work in an international journal. Students need to have creative academic ability and the ability to continually connect and integrate their field of expertise with others. Students should also have good morals and codes of conduct in academia and their profession.

## **Section 9 Curricula Structure**

### **9.1 Graduate Diploma or Higher Graduate Diploma Program**

The coursework load must not be less than 24 credits for the two-semester system.

### **9.2 Master's Degree Program**

The total credit load must not be less than 36 credits for the two-semester system.

There are two plans for the Master's Degree Program:

*Plan A* focuses on research and requires a thesis. Plan A is divided into two options.

*Plan A (1)* consists of only doing a thesis totaling not less than 36 credits. Additional non credit subjects or academic activities may be optional, but they have to be accomplished as required by the program and the Faculty of Graduate Studies.

*Plan A (2)* consists of coursework and a thesis. The thesis totaling not less than 12 credits, and the coursework totaling not less than 12 credits (the total credit load must be at least 36 credits).

*Plan B* consists of coursework without doing a thesis; however, a thematic paper is required. The total thematic paper credits must not be less than 3 credits and not exceed 6 credits.

### **9.3 Doctoral Degree Program**

This program is divided into 2 plans, both focusing on research in order to develop academic and professional individuals:

*Plan 1* consists of only doing research for a dissertation. Additional non credit subjects or academic activities are optional. Degree completion must conform to the requirements stipulated by the program and the Faculty of Graduate Studies as follows:

1.1 For students with a Master's degree, the dissertation must total not less than 48 credits.

1.2 For students with a Bachelor's degree, the dissertation must total not less than 72 credits.

The dissertations mentioned in item 1.1 and 1.2 have to be of the same quality and standard.

*Plan 2* consists of coursework and research for a dissertation of high quality and which initiates a development in academia and the profession. Degree completion must conform to the requirements stipulated by the program and the Faculty of Graduate Studies as follows:

2.1 For students with a Master's degree, the coursework must total not less than 12 credits and the dissertation must total not less than 36 credits.

2.2 For students with a Bachelor's degree, the coursework must total not less than 24 credits and the dissertation must total not less than 48 credits.

The dissertations mentioned in item 2.1 and 2.2 have to be of the same quality and standard.

## **Section 10** Type of Program

There are 2 types of programs.

10.1 *A Regular Program* means a program in any field which is taught in the Thai language and/or in a foreign language for some subjects.

10.2 *An International Program* means a program in any field which is taught in a foreign language. Knowledge and content taught in the program are of international quality and utilize activities to promote international quality.

## **Section 11** Educational Management

There are 2 types of educational management.

11.1 *Regular Program* means that courses taught at official times. Students must register for full time study as mentioned in item 38.2.1.

11.2 *Special Program* means that courses not taught at official times. Students register for part time study as mentioned in item 38.2.2.

Educational management for a special program may be managed as one of the following systems or as a mixed system.

11.2.1 Distance educational system

11.2.2 Internet-based distance educational system

11.2.3 Modular system

11.2.4 Other suitable system

**Section 12** The educational management, as detailed in item 11, has to consider the suitability of the program and be matched with the credit calculation of the two-semester system. Additionally, it can only be run with approval of both the Dean who manages the teaching and learning of the program and the Dean of the Faculty of Graduate Studies.

## **Section 13** Length of the Program

13.1 Diploma Programs and Higher Diploma Programs must not take more than 3 academic years.

13.2 Master's Degree Programs must not take more than 5 academic years.

### 13.3 Doctoral Degree Programs

13.3.1 Students with a Bachelor's degree who continue to study at a Doctoral level have not more than 8 academic years to complete their study.

13.3.2 Students with a Master's degree who continue to study at a Doctoral level have not more than 6 academic years to complete their study.

## **Section 14** Program Quality Assurance

Every program has to establish a program quality assurance system, covering at least the 4 following points:

14.1 Program administration

14.2 Resources for teaching and research

14.3 Student support and advice

14.4 Demand of labor market, society and/or satisfaction of employers

## **Section 15** Program Development

Every program has to develop and show an improvement in their standards and educational quality index, and assess the program at least every 5 years.

## **CHAPTER 3**

### **Faculty Members**

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**Section 16** *Regular Instructors* are those whose duties are primarily teaching and research, work full time, and have qualifications as described in their job description.

Within collaborative programs or joint programs, regular instructors and other institutions' regular instructors are both regarded as regular instructors under the Academic Regulations of the Faculty of Graduate Studies.

Regular instructor's duties are as follows: teach, assess students' qualifications, act as thesis or thematic paper proposal advisor, serve on the defense committee for thesis or thematic paper proposals, act as thesis or thematic paper advisor, serve as comprehensive examiner, serve as thesis or thematic paper examiner and serve on the administrative committee, as well as other duties involved in teaching and research. Regular instructors are permitted to work in more than 1 program.



**Section 17** *Program Administrators* are regular instructors who work full-time as described in their job description and as administrators for the program. However, they cannot be a program administrator in more than 1 program, with the following exceptions:

A program administrator of one program can be a program administrator of one more program if that program is in a different field, but related in some way (multidisciplinary).

A program administrator of one program can be a program administrator of one more program of a different level, if both degrees are in the same field (i.e. Master's and Ph.D. of the same field).

In a collaborative or joint program, the regular instructors and other institutions' regular instructors are regarded as program administrators under the Academic Regulations of the Faculty of Graduate Studies.

### **17.1 Qualifications and Responsibilities of Program Administrators**

#### **17.1.1 For Graduate Diploma Programs and Higher Graduate Diploma Programs**

##### **Qualifications**

- (1) must be regular instructors;
- (2) must hold at least a Master's degree or equivalent or have an academic title of not lower than an assistant professor in that particular field or related field of study.

##### **Duties**

- (1) responsible for teaching and learning management in the program
- (2) coursework instructor

#### **17.1.2 For Master's Degree Programs**

##### **Qualifications**

- (1) must be regular instructors;
- (2) must hold a Master's degree or equivalent or have an academic title of not lower than assistant professor in that particular field or related field of study;
- (3) must have experience in teaching and conducting research that is not part of the instructor's own graduate studies.

##### **Duties**

- (1) responsible for teaching and learning management in a program, advising student's research as required by the program, as well as having at least one of the responsibilities mentioned in (2) - (7)
- (2) coursework instructor
- (3) thesis or thematic paper proposal advisor
- (4) examiner for the thesis or thematic qualifying exam
- (5) thesis or thematic paper advisor

- (6) examiner for the comprehensive examination
- (7) examiner for the thesis or thematic paper defense exam

### **17.1.3 For Ph.D. Degree Programs**

#### **Qualifications**

- (1) must be regular instructors;
- (2) must hold a Ph.D. Degree or equivalent or have an academic title of not lower than an associate professor in that particular field or related field of study;
- (3) must have experience in teaching and conducting research which is not part of the instructor's own graduate studies.

#### **Duties**

- (1) responsible for teaching and learning management, supervising students' research as required by the program, as well as at least one of the responsibilities mentioned in (2) - (7)
- (2) coursework instructor
- (3) examiner for the qualifying exam
- (4) thesis proposal advisor
- (5) examiner for the thesis proposal exam
- (6) thesis advisor
- (7) examiner for the thesis defense exam

### **17.2 Number of Program Administrators**

Each program must have at least 5 program administrators at all times while the program is being taught.

**Section 18** *Instructors in charge of a program* are program administrators who have the following qualifications and duties:

#### **18.1 Qualifications**

##### **18.1.1 Instructors in Charge of Graduate Diploma Programs and Higher Graduate Diploma Programs**

- (1) must be program administrators;
- (2) must hold a Ph.D. degree or equivalent or have at least an academic title of not less than an associate professor in that particular field or related field of study.

##### **18.1.2 Instructors in Charge of Master's Degree Programs**

- (1) must be program administrators;
- (2) must hold a Ph.D. degree or equivalent or have at least an academic title of not less than an associate professor in that particular field or related field of study.

### **18.1.3 Instructors in Charge of Ph.D. Programs**

- (1) must be program administrators;
- (2) must hold a Ph.D. degree or equivalent or have at least an academic title of not less than a professor in that particular field or related field of study.

### **18.2 Duties**

18.2.1 manage and organize teaching, learning and research of students as required by the program, faculty, and regulations of the Faculty of Graduate Studies.

18.2.2 report assessments of the program to the Head of the department, the Dean of the faculty managing the teaching and learning, and the Dean of the Faculty of Graduate Studies.

18.2.3 take responsibility for the management and development of the program.

### **18.3 Number of Instructors in Charge of a Program**

Each program must have at least 3 instructors in charge of the program at all times while the program is being taught.

**Section 19** *The Administrative Program Committee* consists of instructors in charge of the program and may have regular instructors and external examiners from government and private organizations in related fields as committee members or advisors. A *Program Director* is elected from one of the instructors in charge of the program and a *Secretary* of the program committee is elected from one of the instructors in charge of the program.

Each member of an administrative program committee may be the administrative program committee for more than 1 program.

### **19.1 Duties**

19.1.1 set the policy of program management and produce graduate students of the program that match the goals of the faculty, the Faculty of Graduate Studies, and Mahidol University.

19.1.2 control standards of the programs under their responsibility to meet the Academic Regulations of The Faculty of Graduate Studies, the standards of the Ministry of Education, and the standards of related professions (if any).

19.1.3 fulfill the program management requirements and give advice to develop the program.

19.1.4 coordinate with related units, such as the Faculty of Graduate Studies, faculties and departments, under the guidance of the Program Director.

### **19.2 The Term of the Administrative Program Committee**

The term of the administrative program committee is normally 2 years, starting from the day when appointed by the Dean of the Faculty of Graduate Studies, but expires/ends at the same time as the tenure of the Dean of the faculty who runs the graduate program. The committee may be reelected.

Besides expiration as mentioned in the first clause, the committee may be proclaimed invalid under the following situations:

19.2.1 death

19.2.2 resignation

When a position of the Program Director is vacant, a substitution process must be completed within 30 days from the day of position vacancy. The term of the Program Director must not be more than 8 successive years.

## **Section 20 Master's Degree Thesis or Thematic Paper Proposal Advisor**

### **20.1 Qualifications**

20.1.1 must be a regular instructor;

20.1.2 must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in the particular field or related field of study;

20.1.3 must have experience in conducting research in addition to the advisor's own graduate studies.

### **20.2 Duties**

The thesis or thematic paper proposal advisor must be appointed by the Dean of the Faculty of Graduate Studies to do following duties:

(1) give students advice on their thesis or thematic paper proposal when students register to do a thesis or thematic paper.

(2) advise on students' thesis or thematic paper proposal.

(3) arrange the thesis or thematic paper proposal defense exam within 2 semesters starting from the student's initial registration for a thesis or thematic paper.

(4) be the Chair of the Thesis or Thematic Paper Proposal Defense Committee when the defense exam date is set.

(5) nominate the thesis or thematic paper proposal co-advisor when the defense exam date is set.

(6) examine the editing of the thesis or thematic paper proposal following the conclusions of the Thesis or Thematic Paper Proposal Committee.

(7) respond to and advise on the thesis or thematic paper.

## **Section 21 Master's Degree Thesis or Thematic Paper Proposal Defense Committee Members**

### **21.1 Qualifications**

- (1) must be a regular instructor or external examiner;
- (2) must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in the particular field or related field of study;
- (3) must have experience conducting research in addition to the committee member's own graduate studies.

### **21.2 Duties**

To give an examination of the student's thesis or thematic paper proposal focusing on the following points; statement of the problems, research methodology, length of time needed to do research and benefits expected from the research.

### **21.3 Number of Committee Members**

At least 2 committee members examining the thesis or thematic paper proposal must be appointed by the Dean of the Faculty of the Graduates Studies. The Chair of the Committee must be a thesis or thematic paper proposal advisor.

Should it be necessary and suitable, a specialist may be appointed by the Faculty of Graduate Studies to be a thesis or thematic paper proposal committee member.

## **Section 22 Advisors for Master's Degree Theses or Thematic Papers:**

There are 2 types of advisors for Master's degree theses or thematic papers as follows:

- (1) Thesis or thematic paper major advisor
- (2) Thesis or thematic paper co-advisor

### **22.1 Thesis or Thematic Paper Major Advisor**

#### **22.1.1 Qualifications**

- (1) must be a regular instructor;
- (2) must be a thesis or thematic paper proposal advisor;
- (3) must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in that particular field or related field of study;
- (4) must have experience in conducting research in addition to the advisor's own graduate studies.

#### **22.1.2 Duties**

- (1) respond to and advise on the thesis or thematic paper with reference to the thesis or thematic paper proposal which passed the thesis or thematic paper proposal defense exam.

- (2) nominate the thesis or thematic paper co-advisor.
- (3) give students advice on the theoretical concepts, research methodology and analytical processes, and help solve related problems that may occur.
- (4) give students advice on the writing of a thesis or thematic paper and the language used.
- (5) follow the research process and assess students' progress of the thesis or thematic paper every semester until it is completed.
- (6) give approval for students' thesis or thematic paper defense schedule.
- (7) be a thesis or thematic paper defense committee member.

## **22.2 Thesis or Thematic Paper Co-Advisor**

### **22.2.1 Qualifications**

- (1) must be a regular instructor or external examiner;
- (2) must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in the particular field or related field;
- (3) must have experience in conducting research in addition to the advisor's own graduate studies.

### **22.2.2 Duties**

- (1) cooperate in response to and give advice on the thesis or thematic paper with reference to the thesis or thematic paper proposal which passed the thesis or thematic paper proposal defense exam.
- (2) cooperate in giving students advice on the theoretical concepts, research methodology and analytical processes, and help solve related problems that may occur.
- (3) cooperate in giving students advice on the writing of a thesis or thematic paper and the language used.
- (4) cooperate in following the research process and assessing students' progress of thesis or thematic paper every semester until it is completed.
- (5) may be part of a thesis or thematic paper defense committee, and must attend every thesis or thematic paper defense exam.

## **22.3 Number of Committee Members**

The Thesis or Thematic Paper Committee must be appointed by the Dean of the Faculty of Graduates Studies and consist of one thesis or thematic paper major advisor and at least one co-advisor.

Should it be necessary and suitable, a specialist may be appointed by the Faculty of Graduate Studies to be a thesis or thematic paper committee member.

**Section 23** Comprehensive Examiner for a Master's Degree Program (Plan B):

**23.1 Qualifications**

25.1.1 must be a regular instructor or external examiner;

25.1.2 must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in that particular field or related field of study.

**23.2 Number of Committee Members**

At least 3 members of the Examining Committee for the comprehensive exam must be appointed by the Dean of the Faculty of Graduate Studies. The Chair of the comprehensive exam committee must be a regular instructor. An additional external examiner may be invited to be on the committee.

**23.3 Duties**

give a written and/or oral examination of the course content for academic assessment of the Plan B program.

**Section 24** Defense Examination Committee for the Thesis or Thematic Paper of the Master's Degree Program

**24.1 Qualifications**

24.1.1 must be a regular instructor or external examiner;

24.1.2 must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in that particular field or related field;

24.1.3 must have experience in conducting research in addition to the advisor's own graduate studies.

**24.2 Number of Committee Members**

At least 3 committee members for the thesis or thematic paper defense exam must be appointed by the Dean of the Faculty of Graduate Studies. The committee consists of (1) the thesis or thematic paper major advisor (2) at least one external examiner and (3) the thesis or thematic paper co-advisor or a regular instructor. The thesis or thematic paper major advisor or co-advisor must not be the Chair of the Thesis or Thematic Paper Defense Committee.

**24.3 Duties of the Chair of the Defense Committee**

24.3.1 ensure the thesis or thematic paper follows the Academic Regulations of the Faculty of Graduate Studies.

24.3.2 assess students' ability in conducting research for their theses or thematic paper, their knowledge of the research content, their presentation ability in speaking and writing as well as their intelligence in answering questions.

24.3.3 finalize the exam result of the thesis or thematic paper.

#### **24.4 Duties of a Defense Committee Member Who is a Thesis or Thematic Paper Major Advisor**

24.4.1 assess students' caliber in conducting research for their theses or thematic paper, their knowledge of the research content, their presentation ability in speaking and writing as well as their intelligence in answering questions.

24.4.2 inform the student of the result of the thesis defense exam, in written form, within 5 days of the defense examination day.

24.4.3 submit the result of the thesis or thematic defense exam to the Dean of the Faculty of Graduate Studies via the Program Director within 15 days starting from the defense examination day.

24.4.4 assist the student to make corrections (if necessary) at the conclusion of the Thesis or Thematic Paper Defense and ensure that format regulations of the completed thesis or thematic paper are adhered to and that a compact disc is provided when submitted the final thesis or thematic paper.

#### **24.5 Duties of the defense committee**

assess students' caliber in conducting research for their theses or thematic papers, their know-how of the research content, their presentation ability in speaking and writing as well as their intelligence in answering questions.

### **Section 25 Qualifications and Duties of Coursework Instructors**

#### **25.1 Instructors of Graduate Diploma Program and Higher Graduate Diploma Programs**

##### **25.1.1 Qualifications**

(1) must be a regular instructor or qualified person from outside the university;

(2) must hold a Master's degree or equivalent or have at least an academic title of no less than an assistant professor in that particular field or related field of study.

##### **25.1.2 Duties**

be in charge of teaching and evaluating the coursework in Graduate Diploma Programs and Higher Graduate Diploma Programs.



## **25.2 Instructors of Master's Degree Programs**

### **25.2.1 Qualifications**

(1) must be a regular instructor or qualified person from outside the university;

(2) must hold a Master's degree or equivalent or have at least an academic title of no less than an assistant professor in that particular field or related field of study

(3) must have experience in conducting research in addition to the instructor's own graduate studies.

### **25.2.2 Duties**

be in charge of teaching and evaluating coursework in Master's Degree Programs.

## **Section 26 Qualifying Examiner of Ph.D. Degree Programs**

### **26.1 Qualifications**

(1) must be a regular instructor or external examiner;

(2) must hold a Ph.D. Degree or equivalent or have an academic title of no less than an associate professor in that particular field or related field of study.

### **26.2 Number of Committee Members**

At least 3 committee members for the qualifying examination must be appointed by the Dean of the Faculty of the Graduate Studies. The Chair of the committee must be a regular instructor. An external examiner may be invited to be on the committee.

### **26.3 Duties**

give Doctoral degree students oral or written examinations to determine if they are academically qualified to present their research proposal for a doctoral thesis.

## **Section 27 Thesis Proposal Advisors for Doctoral Degrees**

### **27.1 Qualifications**

27.1.1 must be a regular instructor;

27.1.2 must hold a Ph.D. degree or equivalent or have an academic title of no less than an associate professor in that particular field or related field of study;

27.1.3 must have experience in conducting research in addition to the advisor's own graduate studies.

### **27.2 Duties**

The thesis proposal advisor must be appointed by the Dean of the Faculty of Graduate Studies to do the following duties:

(1) give students advice on preparing their thesis proposal when students register to do the thesis.

(2) advise on the development of a student's thesis proposal.

(3) arrange the thesis proposal defense within 2 semesters starting from the time when students register to do the thesis.

(4) be the Chair of the Thesis Proposal Defense Committee when the students' defense examination date is set.

(5) nominate the thesis proposal co-advisor when the students' defense examination date is set.

(6) examine the editing of thesis proposal to confirm that it follows the recommendations of the Thesis Proposal Committee.

(7) respond to and direct the thesis.

## **Section 28** Thesis Proposal Defense Committee for Doctoral Degree

### **28.1 Qualifications**

28.1.1 must be a regular instructor or external examiner;

28.1.2 must hold a Ph.D. degree or equivalent or have an academic title of no less than an associate professor in the particular field or related field of study;

28.1.3 must have experience in conducting research in addition to the committee member's own graduate studies.

### **28.2 Duties**

give students the proposal defense examination, considering thesis statement, methodology, time spent conducting research and expected benefits from the research.

### **28.3 Number of committee members**

At least 3 exam members for the Thesis Proposal Defense Committee must be appointed by the Dean of the Faculty of Graduate Studies. The Chair of the committee must be a thesis proposal advisor.

Should it be necessary and suitable, a specialist may be appointed by the Faculty of Graduate Studies to be a thesis or thematic paper proposal committee member.

## **Section 29** Advisors for Doctoral degree Theses

There are 2 types of advisors for Doctoral degree theses as follows:

(1) Thesis major advisor

(2) Thesis co-advisor

## **29.1 Thesis major advisor**

### **29.1.1 Qualifications**

- (1) must be a regular instructor;
- (2) must be a thesis proposal advisor;
- (3) must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in that particular field or related field;
- (4) must have experience in conducting research in addition to the advisor's own graduate studies.

### **29.1.2 Duties**

- (1) respond to and advise on the thesis with reference to the thesis proposal which passed the thesis proposal defense exam.
- (2) nominate the thesis co-advisor.
- (3) give students advice on the theoretical concepts, research methodology and analytical processes, and help solve related problems that may occur.
- (4) give students advice on the writing of a thesis and the language used.
- (5) follow the research process and assess students' progress of the thesis every semester until it is completed.
- (6) give approval for students' thesis defense schedule.
- (7) be a thesis defense committee member.

## **29.2 Thesis co-advisor**

### **29.2.1 Qualifications**

- (1) must be a regular faculty member or external examiner;
- (2) must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in the particular field or related field of study;
- (3) must have experience in conducting research in addition to the advisor's own graduate studies.

### **29.2.2 Duties**

- (1) cooperate in response to and advise on the thesis with reference to the thesis proposal which passed the thesis proposal defense exam.
- (2) cooperate in giving students advice on the theoretical concepts, research methodology and analytical processes, and help solve related problems that may occur.
- (3) cooperate in giving students advice on the writing of a thesis and the language used.

(4) cooperate in following the research process and assessing students' progress of thesis every semester until it is completed.

(5) must be a thesis defense committee member.

### **29.3 Number of Committee Members**

The Thesis Advisor Committee must be appointed by the Dean of the Faculty of Graduates Studies and consist of one thesis major advisor and at least two co-advisors.

Should it be necessary and suitable, a specialist may be appointed by the Faculty of Graduate Studies to be a thesis co-advisor.

## **Section 30 Thesis Defense Examiner**

### **30.1 Qualifications**

30.1.1 must be a regular instructor or external examiner;

30.1.2 must hold a Ph.D. Degree or equivalent or have at least an academic title of no less than an associate professor in that particular field or related field of study;

30.1.3 must have experience in conducting research in addition to the examiner's own graduate studies.

### **30.2 Number of Committee Members**

At least 4 members of the exam Thesis Defense Committee must be appointed by the Dean of the Faculty of Graduate Studies. The committee must include (1) the thesis major advisor (2) at least one external examiner from outside of the university and (3) at least one thesis co-advisor or regular instructor (the total must be at least 4 members). The Thesis major advisor and co-advisor must not be the Chair of the Thesis Defense Committee.

Should it be necessary and suitable, a specialist may be appointed by the Faculty of Graduate Studies to be a thesis defense committee member.

### **30.3 Duties of the Chair of the Thesis Defense Committee**

32.3.1 ensure the thesis defense exam follows the Academic Regulations of the Faculty of Graduate Studies.

32.3.2 assess students' caliber in conducting research for their theses, their knowledge of the research content, their presentation ability in speaking and writing as well as their intelligence in answering questions.

32.3.3 finalize the results of the thesis defense committee.

### **30.4 Duties of a Thesis Defense Committee Member Who is a Thesis Major Advisor**

30.4.1 assess students' caliber in conducting research for their theses, their know-how of the research content, their presentation ability in speaking and writing as well as their intelligence in answering questions.

30.4.2 inform the student of the result of the thesis defense exam within 5 days of the defense examination day.

30.4.3 submit the result of the thesis defense exam to the Dean of the Faculty of Graduate Studies via the Program Director within 15 days starting from the defense examination day.

30.4.4 ensure that format regulations of the completed thesis are adhered to and that a diskette is provided at the conclusion of the thesis defense committee.

### **30.5 Duties of thesis defense committee**

assess students' caliber in conducting research for their theses, their knowledge of the research content, their presentation ability in speaking and writing as well as their intelligence in answering questions.

## **Section 31 Coursework Instructors for Doctoral Degrees**

### **31.1 Qualifications**

(1) must be a regular instructor or qualified person from outside the university;

(2) must hold a Ph.D. degree or equivalent or have at least an academic title of no less than an associate professor in the particular field or related field of study;

(3) must have experience in conducting research in addition to the instructor's own graduate studies;

(4) must be a specialist.

### **31.2 Duties**

be in charge of teaching and assessing the courses in the Doctoral program.

## **Section 32 Workload for Thesis and Thematic Paper Advisors**

A regular instructor is permitted to be the major thesis advisor for not more than 5 Master's and Ph.D. degree candidates, or be the major advisor of the Thematic Paper Advisor Committee for not more than 15 Master's degree students. If serving as a major advisor on both Thesis and Thematic Paper Advisory Committees, one thesis is equivalent to 3 thematic papers.

The workload is deemed to have started from the date the thesis or thematic paper documentation is first signed by the Dean of the Faculty of Graduate Studies.

If there is a regular instructor who has the ability to advise more than 5 students conducting a thesis, he/she must ask for permission from the Faculty of Graduate studies to advise more than 5, but not exceeding 10 students.

**Section 33** Guest lecturers are those who are not regular instructor and are invited by the Faculty of Graduate Studies as a specialist in a particular field to teach that subject.

**33.1 Qualification of Guest Lecturers for Diploma Degree Programs and Higher Diploma Degree Programs**

must hold a Master's degree or hold an academic title of not lower than an assistant professor in their field or related field of study.

**33.2 Qualifications of Guest Lecturers for Master's Degree Programs**

(1) must hold a Master's degree or equivalent or hold an academic title of not lower than an assistant professor in their field or related field of study;

(2) must have experience in teaching and conducting research which is not part of the lecturer's own graduate training.

**33.3 Qualifications of Guest Lecturers for Doctoral Degree Programs**

(1) must hold a degree not lower than a doctoral degree or equivalent or hold an academic title of not lower than an associate professor in their particular field or related field of study;

[2] must have experience in teaching and conducting research which is not part of the lecturer's own graduate training.

## **CHAPTER 4**

### **Students Admission**

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**Section 34** Qualifications of Applicants for Graduate Programs are as Follows:

**34.1 Graduate Diploma Program**

34.1.1 must hold a Bachelor's Degree or be studying in the last semester of a Bachelor's program or have an equivalent degree, as required by each program, from an institute accredited by the Commission on Higher Education;

34.1.2 must have a GPA of no less than 2.00;

34.1.3 must have other qualifications as required and announced in the Application Handbook by the Administrative Program Committee;

34.1.4 those lacking the qualifications mentioned in 34.1.1-34.1.3 above may apply under the consent of the Program Director and the Dean of the Faculty of Graduate Studies.

### **34.2 Master's Degree Program**

34.2.1 must hold a Bachelor's degree or be studying in the last semester of a Bachelor's program or an equivalent degree, as required by each program, from an institute accredited by the Commission on Higher Education;

34.2.2 must have a GPA of no less than 2.50;

34.2.3 must have other qualifications as required and announced in the Application Handbook by the Administrative Program Committee;

34.2.4 those lacking the qualifications mentioned in 34.2.1-34.2.3 above may apply under the consent of the Program Director and the Dean of the Faculty of Graduate Studies.

### **34.3 Higher Graduate Diploma Program**

34.3.1 must hold a Bachelor's Degree or be studying in the last semester of a Bachelor's program which has 6 years of study time or hold a Master's degree or equivalent, as required by each program, from an institute accredited by the Commission on Higher Education;

34.3.2 must have a GPA of no less than 2.50 for a graduate of a Bachelor's degree program which has 6 years of study time, or no less than 3.00 for a graduate of a Master's degree or equivalent;

34.3.3 must have other qualifications as required and announced in the Application Handbook by the Administrative Program Committee;

34.3.4 those lacking the qualifications mentioned in 34.3.1-34.3.3 above may apply under the consent of the Program Director and the Dean of the Faculty of Graduate Studies.

### **34.4 Doctoral Degree Program**

34.4.1 must hold a Bachelor's degree or Master's degree or be studying in the last semester of a Bachelor's degree program or equivalent or Master's degree program or equivalent, as required by each program, from an institute accredited by the Commission on Higher Education;

34.4.2 must have a GPA with honors for Bachelor's degree students or of no less than 3.50 for Master's degree students or equivalent;

34.4.3 must have other qualifications as required and announced in the Application Handbook by the Administrative Program Committee;

34.4.4 those lacking the qualifications mentioned in 34.4.1-34.4.3 above may apply under the consent of the Program Director and the Dean of the Faculty of Graduate Studies.

### **Section 35** Student categories

Students are divided into 2 categories:

35.1 *Regular Students* are those who meet all required qualifications and have been accepted to study.

35.2 *Provisional or Trial Students* are those who meet all required qualifications and have been accepted to study in the first semester, and can continue studying as a regular student on the condition that they pass the first semester examination with a GPA of no less than 3.00, or any other condition requested by the Program Director and the Dean of the Faculty of Graduate Studies.

### **Section 36** Criteria for Admission

36.1 by passing written entrance examinations and/or interview or by any means requested and announced by the Faculty of Graduate Studies and the Program Director.

36.2 by selection in special cases for study of particular subjects offered by the Graduate Programs with or without credits. This does not mean the student will receive a degree from the university.

## **CHAPTER 5**

### **Enrollment and Registration**

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#### **Section 37** Enrollment

37.1 Students accepted to study as mentioned in item 36.1 must indicate their intent to enroll by submitting the enrollment document before enrolling and submit other documents required by the Faculty of Graduate Studies within the first semester of study and to the program that they are applying. Students are not permitted to enroll in more than one program at the same time. When enrolling, students must select either full-time or part-time status (see section 38.2). Students must follow the registration schedule and tuition fee payments as required by the Faculty of Graduate Studies.



37.2 Students accepted for study as mentioned in item 36.2 must be accepted by the Faculty of Graduate Studies and must follow the registration schedule and tuition fee payments as required by the Faculty of Graduate Studies.

## **Section 38 Registration**

### **38.1 Registration and Tuition Fee Payment**

The Faculty of Graduate Studies will announce the dates, process of registration and payment for each academic year.

### **38.2 Registration Status**

38.2.1 Full time registration status is the registration by which students are allowed to register for a minimum of 9 credits per semester and a maximum of 15 credits in each regular semester, in the two-semester system. The summer semester is not to exceed 6 credits.

38.2.2 Part time registration status is the registration by which students are allowed to register for a minimum of 6 credits per semester and a maximum of 12 credits in each regular semester, in the two-semester system.

### **38.3 Registration for Retaining Student Status**

Students who have completed all courses in the program but have not yet passed the thesis or thematic paper defense must register and pay a retaining fee every semester until graduation.

### **38.4 Registration for Course(s) Offered by Other Institutes**

38.4.1 Students may register for coursework offered by other accredited institutions with consent of the Program Director and the approval of the Dean of the Faculty of Graduate Studies under the following conditions:

(1) The courses required by the program are not offered in Mahidol University in the prescribed semester.

(2) Regarding courses offered in other institutions, course descriptions will be comparable and cover at least 3/4 of the areas prescribed in the course offered in the Program of study of the students.

(3) The courses will have to be advantageous to the student's field of study or their work on the thesis or thematic paper.

38.4.2 Credits and grade results can be transferred to the student's transcript for grade accumulation.

38.4.3 The student is responsible for the fee set by other institutions.

### **Section 39 Adding/Dropping/Withdrawing Coursework**

Approval from the instructor, the Program Director and the Dean of the Faculty of Graduate Studies must be obtained prior to adding, dropping or withdrawing from a course.

39.1 Adding can be done during the first two weeks of instruction for a regular semester or within the first week of instruction for a summer session.

39.2 Dropping can be done during the first two weeks of instruction for a regular semester or within the first week of instruction for a summer session.

39.3 Withdrawal can be done after the second week of each regular semester or after the first week of summer session until the week before the final examination of that course. A "W" will appear on the student's transcript for that course.

### **Section 40 Class attendance**

A minimum of 80 percent of class attendance is mandatory in order for a student to be eligible to sit in an examination in a course, be it a coursework, practice, laboratory practice, training study or field study.

### **Section 41 Study Leave or Absence**

41.1 Students may personally request for absence from study from the Program Director and receive approval from the Dean of the Faculty of Graduate Studies. It can be requested under the following conditions:

41.1.1 military recruitment.

41.1.2 receiving an overseas exchange student scholarship or other scholarship advantageous to study or research.

41.1.3 illness with absence for more than 20 percent of class attendance; medical certification must be shown.

41.1.4 other personal reasons can be considered if the student has completed coursework and examinations for at least one semester with a cumulative GPA of not lower than 2.00.

41.1.5 in cases of emergency, students can request study absence by attaching a written explanation within 15 days after the day of absence.

41.2 For items 41.1.3, 41.1.4, and 41.1.5, students can take a leave of no longer than two semesters consecutively. If need be, only one more semester of leave is allowed. Regarding items 41.1.1 and 41.1.2, study absence will be conducted according to the conditions and the requirements of the military and/or scholarship funding resources.

41.3 When the request for study absence is permitted, the duration of absence will be counted as part of the maximum duration of study except absence under 41.1.1.

41.4 To retain student status during study absence, students must pay the fees, except study absence under item 41.1.1. Failure to comply with this retaining regulation will result in removal from the program.

41.5 After the study absence, students can petition for readmittance to class through the Program Director and with approval by the Dean of the Faculty of Graduate Studies at least one week before the period specified for registration.

## **Section 42 End of Student Status**

Student status will be ended according to the following conditions:

42.1 completion of the requirements of the program for graduation.

42.2 resignation from the program with approval from the University President.

42.3 with the President's approval, a student's status can end under any of the following conditions:

42.3.1 Students are Provisional or Trial Students as mentioned in item 35.2 and cannot change their status to Regular Students.

42.3.2 Students obtain a cumulative GPA of less than 2.50 in two consecutive semesters.

42.3.3 Students do not complete the program within the maximum duration specified in items 13.1, 13.2, and 13.3.

42.3.4 Students do not register and/or do not pay the tuition fees within the period specified for registration.

42.3.5 Students do not follow the conditions specified for study absence.

42.3.6 Students commit examination fraud.

42.3.7 Students commit academic fraud on their thesis or thematic paper.

42.3.8 Death.

## **Section 43 Student Status Reinstatement**

43.1 Students whose status is ended due to items 42.2, 42.3.4, or 42.3.5, may request reinstatement of student status within the maximum study period as specified in each program starting from the registration day.

43.2 Reinstatement of student status must be approved by the President following the consent of the Program Director and the Dean of the Faculty of Graduate Studies, respectively.

43.3 After being approved by the President, students can earn student status and return to study regularly in the following semester.

43.4 The duration of the study absence will be included in the duration of the maximum study period.

43.5 Students must pay the reinstatement fee for the return of student status as well as other fees incurred during the period of study absence.

43.6 After the return of student status is approved by the President, students will have regular status as before. The computation of the study duration will be made according to item 43.4.

## **CHAPTER 6**

### **Grading System**

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**Section 44** Evaluation of a student's achievement in coursework will be done at the end of the semester using the following letter grade symbols:

#### 44.1 Letter Grade Symbols

44.1.1 Letter grade symbols, with credit points, are recorded as follows:

<i><b>Letter Grades</b></i>	<i><b>Definitions</b></i>	<i><b>GPA Points</b></i>
A	Excellent	4.00
B+	Very Good	3.50
B	Good	3.00
C+	Fairly Good	2.50
C	Fair	2.00
D+	Poor	1.50
D	Very Poor	1.00
F	Fail	0.00

44.1.2 Other designations, without credit points, are as follows:

S	Satisfactory
U	Unsatisfactory
I	Incomplete

P	In Progress
W	Withdrawal
AU	Audit (No credit granted)
X	No report from the instructor

44.2 A student must receive a grade of B or higher in any core or required course and a grade of C or higher in the elective courses. In the case that a student receives a grade lower than B in a core or required course, the student must repeat that course with a grade of B and cannot receive a grade higher than B. If a student receives a grade lower than C for an elective course, the student can repeat the course or take a different course, but cannot receive a grade higher than B in either the repeated or different course.

44.3 An “F” grade is given according to the following conditions:

44.3.1 The evaluation of student’s performance shows “fail.”

44.3.2 The student is absent from the examination without the permission of the instructor, the Program Director, and the Dean of the Faculty of Graduate Studies.

44.3.3 The student is not permitted to take examinations as explained in Section 40.

44.3.4 The student violates the examination regulations and is given a “fail” grade.

44.3.5 The “F” grade will be given in place of an “I” grade because the student does not attend the exam and/or does not submit assignments within the required time.

44.4 “S” (Satisfactory) or “U” (Unsatisfactory) are given only to a non credit subject or a credit subject which the Faculty of Graduate Studies has approved shouldn’t be given letter grade symbols.

44.5 The “I” grade is assigned to students in the following cases:

44.5.1 The student does not attend the final examination or does not complete the assigned work due to illness with submission of a medical report. The student’s attendance must be at least 80%.

44.5.2 The student does not attend the final examination due to emergency or does not complete the course assignments. “I” can be given with the recommendation of the instructor and the Program Director.

44.5.3 The instructor and the Program Director are in agreement to postpone evaluation.

44.5.4 Students cannot have an “I” grade for more than two courses except in the case of item 44.5.1.

44.6 When the “I” grade is given to the students, the following provisions must also be specified by instructors:

44.6.1 Students are assigned to sit for reexamination or submit additional assignments within one month after the regular examination result is announced.

44.6.2 Students are assigned to do extra work for the next semester.

44.6.3 Students have to retake the same subject whenever that subject is offered.

44.7 To change an “I” grade, students shall do one of the following:

44.7.1 retake the examination of that particular course and/or complete the assigned work of the course within one month after the regular examination result is announced.

44.7.2 complete the assigned work of the course and retake the new evaluation within the next semester.

44.7.3 repeat that particular course as soon as it is offered.

44.8 “P” (In Progress) is assigned by the instructor when coursework is not completed within one semester and/or where there is continuing study.

44.9 “W” (Withdrawal) is assigned to students in the following cases:

44.9.1 The student requests for withdrawal from a course, and it is approved as explained in item 39.3.

44.9.2 The student’s request for student absence is approved.

44.9.3 The student is penalized and banned from study.

44.10 “AU” (Audit) is assigned when students request to sit in a course with no intention to earn credit. Students are expected to have a minimum of 80 percent class attendance. Students who have less than that will receive “U” (Unsatisfactory).

44.11 “X” (No report from the instructor) is assigned when the course report has not yet been completed at the specified due date.

44.12 Letter grades assigned for the evaluation of a student’s progress in thesis or thematic papers:

44.12.1 To evaluate the students’ progress in thesis or thematic papers, “P”, “S”, or “U” is assigned with the following meanings:

“P” (In Progress) means the research is in the process of being performed, but cannot be judged as being either satisfactory or unsatisfactory.

“S” (Satisfactory) means the progress of the research performance is considered to be satisfactory.

“U” (Unsatisfactory) means the progress of the research performance is considered to be unsatisfactory, characterized by one of the following cases:

(1) The student registered for the thesis or thematic paper in that semester but still has not prepared the proposal of a thesis or thematic paper.

(2) The student did not perform the research according to the research plan.

44.12.2 If a student receives the “U” rating for two consecutive semesters or the “P” symbol in four consecutive semesters, the thesis or thematic paper major advisor and the Program Director should consider the problems and solve them, then report to the Dean of the Faculty of Graduate Studies.

## **Section 45** Penalty for Dishonest Students

### 45.1 Penalty for Examination Fraud

Any form of academic dishonesty will be decided upon by the course instructor, the administrative program committee, and the Dean of the Faculty of Graduate Studies and will usually lead to one or a combination of the following:

45.1.1 An “F” for that course.

45.1.2 An “F” for all courses registered in that academic semester.

45.1.3 An “F” for all courses registered in that academic semester and ineligibility to enroll in the following semesters for not less than one semester.

The President is authorized to suspend or expel a student from any program and he/she has no right to attend any other programs at Mahidol University.

### 45.2 Penalty for Academic Fraud on Thesis or Thematic Papers

In the case of an accusation of academic fraud on a thesis or thematic paper, the President of Mahidol University will appoint a committee to verify the accusation. Verification procedures and scope of authority of the verification committee will be announced by the University.

The penalty for a student who is found committing academic fraud on a thesis or thematic paper will be considered case-by-case as follows:

45.2.1 If the committee finds that the student did not intend to commit academic fraud, or merely neglected to follow the approved procedure for writing the thesis or thematic paper and this does not constitute a serious case of fraud, the student will receive a grade of “fail” for the thesis or thematic paper examination and the student will have to repeat all steps of the thesis or thematic paper. However, in the above case, a student cannot use these circumstances to extend student status.

45.2.2 If the committee finds that the case is a serious case of academic fraud, the committee will propose to the President that the student’s enrollment be terminated. If the student has graduated already, the committee will propose that the University Council withdraw the degree.

**Section 46** Counting of Credits

46.1 In counting the number of credits accumulated to meet the program requirements, only the credits of the courses which the student has passed are counted.

In case the student registers for the course more than once, only the credits of the last registration which the student has passed are counted.

46.2 In calculating the GPA for that particular semester or year, only credit courses that have letter grades are counted.

In case the student registers for the course more than once, only the credits of the last registration which the student has passed are counted.

**Section 47** Calculation of Grade Point Average (GPA)

There are two kinds of grade point average: grade point average for the semester and accumulated grade point average, each of which is calculated as follows:

47.1 Grade point average for semester is calculated from all courses taken in that semester. The total credits of each course are multiplied by the grade point received. The results of the multiplication for all courses are then summed up and divided by the total number of credits taken in that term. The final accumulated grade point average may carry only 2 decimal points.

47.2 Accumulated grade point average is calculated from the summation of all courses taken by the student since first enrollment up to the time of evaluation. The total credits of each course are multiplied by the grade point received and the summation of the multiplication for all courses are then divided by the total number of credits registered. The final accumulated grade point average may carry only 2 decimal points.

Should a student repeat registration for a course, only the last grade point of that course is used in such calculations. Students cannot receive a grade higher than B in any repeated course.

**Section 48** Change of Study Program

48.1 Transfer of field of study may be made but with appropriate reason, depending on the approval of both the Administrative Program Committee of the prior field of study and that of the field to be transferred to, and the approval of the Dean of the Faculty of Graduate Studies.

48.2 The student must have studied in the previous program for not less than 1 semester.

48.3 Students on probation are not permitted to transfer field of study.



## **Section 49** Change of Study Level

Students who study at a lower level may be transferred to a higher level or vice versa under the conditions of the program and/or the announcements of the Faculty of Graduate Studies.

## **Section 50** Transfer of Course Credit

It is possible to transfer course credits into the student's program from other institutions or from other programs at Mahidol University. Transfer of course credits is possible only with the consent of the course coordinator and the Program Director and must also be approved by the Dean of the Faculty of Graduate Studies with the following stipulations:

50.1 The course whose credits can be transferred

50.1.1 is a graduate course.

50.1.2 for core or required courses, the course must be present in the program and carries an equivalent content to the one to be transferred to.

50.1.3 must be taken by the student within 5 academic years from the academic year in which the student is registered.

50.1.4 has been evaluated with grade of not less than a B.

50.2 Number of Credits to be Transferred

50.2.1 If there are courses or subjects taught at Mahidol University, the number of credits to be transferred is up to the discretion of the Program Committee and the Dean of the Faculty of Graduate Studies.

Should credits from a Graduate Diploma Program be transferred to a Master's degree program, or from a Higher Graduate Diploma to a Ph.D., the total number of course credits to be transferred must not be more than 40% of all credits required by the Master's or Ph.D. program.

50.2.2 If there are courses or subjects taught by a different institution, the total number of course credits to be transferred cannot exceed 25% of all credits required by the program.

50.3 A student's transcript will show only the number of credits and the name of the institution from which the course was transferred, and this is not counted in the calculation of the student's GPA.

## **Section 51** Work experience and Knowledge Transfer and Credit Calculation

Work experience and knowledge from outside and free study can be transferred to a subject in the graduate program under conditions announced by the Faculty of Graduate Studies.

## **Section 52** Transfer of other Institution's Students

52.1 Students from other institutions which are comparable to the University can be transferred under the conditions and methods of the Faculty of the Graduate Studies. Duration of study time is counted from the day when students commenced study in the former institution.

52.2 Students from other institutions who are admitted to study in the graduate program must accept the rules of transfer as mentioned in section 48.

52.3 Transfer students must not study for less than 1 academic year but not exceed the study time as mentioned in item 13.1, 13.2 and 13.3.

## **CHAPTER 7**

### **Steps for Completing a Thesis or Thematic Paper**

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## **Section 53** Completing a Thesis or Thematic Paper

53.1 A student must receive approval from his/her advisor or the Program Director to register for the thesis or thematic paper credit.

53.2 After registering for the thesis or thematic paper, a student will have to prepare in English or non-native language version of the proposal of the thesis or thematic paper that consists of the following elements, and submit it to the thesis or thematic paper proposal advisor.

53.2.1 Title in both Thai and English.

53.2.2 Statement of the Problem

53.2.3 Research methodology.

53.2.4 Instruments to be used and data analysis method.

53.2.5 Other details subject to the requirements of each program

Students studying for a doctoral degree must pass the qualifying examination to be allowed to prepare the thesis proposal.

53.3 Students must defend the thesis or thematic paper proposal within 2 semesters starting from the thesis or thematic paper registration. If students cannot defend their work within 2 semesters, they have to request a new thesis or thematic paper proposal defense schedule from the Dean of the Faculty of Graduate Studies via the thesis and thematic paper proposal committee and the Program Director.

53.4 The Faculty of Graduate Studies will approve the title of the thesis or thematic paper and appoint an Advisory Committee after the student passes the thesis or thematic paper proposal examination.

53.5 Changes in the thesis or thematic paper title and the advisory committee can be done by submitting a request to the thesis or thematic paper major advisor, the Program Director, and the Dean of the Faculty of Graduate Studies for approval.

53.6 The language used in the thesis or thematic paper must be English. If Thai or another language is necessary, the student must request approval from the Dean of the Faculty of Graduate Studies through the language committee.

53.7 The thesis or thematic paper major advisor and the Program Director have to check for and prevent dishonesty in the thesis or thematic paper by contacting the student and checking their progress at least once per month. Students do not have to meet advisors in person but can contact them in other ways, provided that records are kept for citation.

53.8 The thesis or thematic paper major advisor is responsible for presenting an evaluation of the progress of the student in the semester when they register their thesis or thematic paper to the Program Director and submitting it to the Dean of the Faculty of Graduate Studies every semester that the student is still working on the thesis.

## **Section 54** Thesis or Thematic Paper Defense Examination

54.1 A student who is qualified to take the thesis or thematic paper defense examination must:

54.1.1 Spend no less than 90 days doing the thesis or no less than 45 days 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 the Faculty of Graduate Studies.

54.1.2 Pass every course according to the criteria of the curriculum and obtain no lower than a 3.00 GPA.

54.1.3 Pass the non-native language proficiency requirement as set by the Faculty of Graduate Studies.

54.1.4 Pass the Comprehensive Examination for a plan B Master's degree student.

54.1.5 Be approved by the Thesis or Thematic Paper Advisory Committee.

54.1.6 Submit the thesis or thematic paper, written in the approved language, to the Thesis or Thematic Paper Defense Committee for reading at least 15 days before the examination date.

54.2 The Program Director will determine the examination date and submit the name list of the Thesis or Thematic Paper Defense Committee to the Dean of the Faculty of Graduate Studies for approval and appointment.

54.3 The thesis or thematic paper examination will be an examination open to a general audience and be set at the same date specified in the document of the Thesis or Thematic Paper Defense Committee appointed by the Faculty of Graduate Studies.

54.3.1 Should the Thesis Defense Committee for the examination be unable to meet for the examination on the set date, the following should be done:

(1) The Faculty of Graduate Studies must postpone the defense examination date until a new examination date is set.

(2) If the examination can not be postponed, the exam can proceed but the Committee or the Chair of the Defense Committee must notify the Program Director of the problem and then submit it to the Dean of the Faculty of Graduate Studies. The absent committee member must later evaluate the thesis. The final examination result must be approved by the Dean of the Faculty of Graduate Studies.

(3) If a member of the exam committee is absent, that member or the Chair of the Defense Committee must notify the Program Director of the causes and then submit it to the Dean of the Faculty of Graduate Studies. The absent committee member must later evaluate the thesis. The final examination result must be approved by the Dean of the Faculty of Graduate Studies.

#### 54.4 Criteria of Defense Examination Evaluation (Thesis or Thematic paper)

54.4.1 When the examination is complete, the Defense Committee will discuss and deliver their judgement of the examination result. The decision from each individual committee member must be treated as confidential. The net result of the examination will be graded as follows:

(1) “Passed” means the student has satisfactorily completed the thesis or thematic paper and showed the ability to answer all questions asked by the Defense Committee. There are no further corrections or additions in the thesis. The manuscript of the thesis is complete and ready to be printed and published.

(2) “Passed with Conditions” means the thesis is not satisfactorily completed and/or the student could not show ability to answer all questions asked by the Defense Committee. The Committee will require that the thesis or thematic paper be corrected or have main contents added or have the text revised. The conditions and time period for revising the thesis must be specified in order to allow the student to do so. This period, however, must not exceed 90 days or 30 days for revising the thesis or thematic paper, respectively, starting from the date on which the student is informed of the examination results.

(3) “Not Passed” means the student did not demonstrate an ability to write the thesis or thematic paper to the satisfaction of the Defense Committee and/or could not answer many questions. It is apparent that the student did not thoroughly understand the contents and/or the research methods.

A student who receives a “Not Passed” grade will have to correct the thesis or thematic paper according to the suggestions of the Defense Committee within the time limit. When the time limit has elapsed, the student must resubmit a request for a thesis examination and register again.

54.4.2 If the above conditions cannot be met on time, the student will have to explain the reasons and obtain approval for extending the period for thesis or thematic paper submission by petition of the Chair of the Defense Committee and the Program Director. Otherwise, the Faculty of Graduate Studies will assign a “failed” grade and the student will then have to restart, repeating all steps of the thesis or thematic paper, with a new topic.

#### 54.5 Submitting Thesis or Thematic Paper Examination Result

54.5.1 The Thesis Defense Committee member who is the major advisor must inform the result of the thesis or thematic paper defense examination to the student in written language within 5 days of the examination day.

54.5.2 The thesis defense committee member who is the major advisor must submit the result of the thesis or thematic paper defense examination to the Dean of the Faculty of Graduate Studies through the Program Director within 15 days of the examination day.

54.6 A student must submit the completed thesis or thematic paper plus a diskette or CD to the Faculty of Graduate Studies within 21 days of passing the examination. A fee will be charged for late submission. The “delayed submission” can not last more than 90 days after the “Passed” result.

#### 54.7 Cancellation of Thesis or Thematic Paper Examination Result

If the delayed submission of the complete thesis or thematic paper and diskette or CD has not been received by the Faculty of Graduate Studies within 90 days after the “passed” result, the Faculty of Graduate Studies 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.

## **CHAPTER 8**

### **Requirements for Graduation**

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#### **Section 55** Requirements for Graduation

The Faculty of Graduate Studies will submit a request for graduation for students who fulfill the following requirements:

##### **55.1 Graduate Diploma and Higher Graduate Diploma Program**

55.1.1 complete full-time study according to Section 13.1.

55.1.2 complete all required courses and obtain a grade record satisfying the requirements of the particular program.

55.1.3 fulfill the program requirements with a GPA of at least 3.00.

55.1.4 meet the non-native language proficiency requirement announced by the Faculty of Graduate Studies.

55.1.5 meet any other special requirements of a particular program which have been approved by the Faculty of Graduate Studies.

55.1.6 the graduation day is the same day that the students' requirements meet all of the conditions of 55.1.1 to 55.1.5.

55.1.7 The Program Director must submit a request for graduation to the Faculty of Graduate Studies.

##### **55.2 Master's Degree Program**

###### **55.2.1 Plan A (1)**

(1) complete full-time study according to Section 13.2.

(2) pass additional non-credit subjects or academic activities according to the criteria of the program.

(3) meet the non-native language proficiency requirement announced by the Faculty of Graduate Studies.

(4) the graduation day is the same day that the students pass the thesis defense examination.

(5) submit the completed thesis and diskette or CD to the Faculty of Graduate Studies according to "Thesis Requirements."

(6) the thesis study or a part of the thesis must be accepted for publication in an international journal, or an academic journal that has a peer review process with a report.

(7) meet any other special requirements of a particular program which have been approved by the Faculty of Graduate Studies.

(8) The Program Director must submit a request for graduation to the Faculty of Graduate Studies.

#### **55.2.2 Plan A (2)**

(1) complete full-time study according to Section 13.2.

(2) complete all courses and obtain a grade record satisfying the requirements of the particular program.

(3) fulfill the program requirements with a GPA of at least 3.00.

(4) meet the non-native language proficiency requirement announced by the Faculty of Graduate Studies.

(5) the graduation day is the same day that the students pass the thesis defense examination.

(6) submit the complete thesis and diskette or CD to the Faculty of Graduate Studies according to "Thesis Requirements."

(7) the thesis study or part of the thesis must be accepted for publication in an international journal, or in an academic journal that has a peer review process with a report.

(8) meet any other special requirements of a particular program which have been approved by the Faculty of Graduate Studies.

(9) The Program Director must submit a request for graduation to the Faculty of Graduate Studies.

#### **55.2.3 Plan B**

(1) complete full-time study according to Section 13.2

(2) complete all courses and obtain a grade record satisfying the requirements of the particular program.

(3) fulfill the program requirements with a GPA of at least 3.00.

(4) pass the Comprehensive Examination by written or oral examination in the field of study.

(5) meet the non-native language proficiency requirement announced by the Faculty of Graduate Studies.

(6) the graduation day is the same day that the students pass the thematic paper defense examination.

(7) submit the complete thematic paper and diskette or CD to the Faculty of Graduate Studies according to "Thematic Paper Requirements."

(8) meet any other special requirements of a particular program which have been approved by the Faculty of Graduate Studies.

(9) The Program Director must submit a request for graduation to the Faculty of Graduate Studies.

### **55.3 Doctorate Degree Program**

#### **55.3.1 Plan A**

(1) complete full-time study according to Section 13.3.

(2) should students be assigned coursework or academic activities without credit points, students must obtain a grading record satisfying the requirements of the program.

(3) pass the Qualifying Examination.

(4) meet the non-native language proficiency requirement announced by the Faculty of Graduate Studies.

(5) the graduation day is the same day that the students pass the thesis defense examination.

(6) submit the complete thesis and diskette or CD to the Faculty of Graduate Studies according to "Thesis Requirements."

(7) The Ph.D. thesis or part of the thesis must be accepted for publication in an international journal or an academic journal that has a peer review process with report.

(8) meet any other special requirements of a particular program which have been approved by the Faculty of Graduate Studies.

(9) The Program Director must submit a request for graduation to the Faculty of Graduate Studies.

#### **55.3.2 Plan B**

(1) complete full-time study according to Section 13.2.

(2) complete all courses and obtain a grade record satisfying the requirements of the particular program.

(3) fulfill the program requirements with a GPA of at least 3.00.

(4) pass the Qualifying Examination.

(5) meet the non-native language proficiency requirement announced by the Faculty of Graduate Studies.

(6) the graduation day is the same day that the students pass the thesis defense examination.



(7) submit the complete thesis and diskette or CD to the Faculty of Graduate Studies according to “Thesis Requirements”

(8) the thesis study or part of the thesis must be accepted for publication in an international journal, or an academic journal that has a peer review process with report.

(9) meet other special requirements of the particular program which have been approved by the Faculty of Graduate Studies.

(10) The Program Director must submit a request for graduation to the Faculty of Graduate Studies.

## **CHAPTER 9**

### **Transitory Provision**

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**Section 56** For students enrolling before the day when these regulations are enacted, the study time and performance under the requirements for graduation will follow the graduation requirements from the previous Academic Regulations the Faculty of Graduate Studies and will be in effect until the students graduate.

**Announced on 3 July B.E. 2552 (2009)**

**Vichan Panich**

**(Prof. Vichan Panich)**

**Chairman, Mahidol University Council**

*(Edited by Dr. Christopher Schaub, College of Music, for Faculty of Graduate Studies, Mahidol University)*