

## **Regulations of Rangsit University regarding Standards for Graduate Studies, A. D. 2006**

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To be reasonable for imposing the Regulations of Rangsit University regarding Standards for Graduate Studies, A.D. 2006 (B.E. 2549) and suitable for Education Administration by virtue of Clause 34 (2) of Private Higher Education Institution Act, A. D. 2003 (B.E. 2546) of the Rangsit University Council. According to the Meeting 1/2006 held on the 22<sup>nd</sup> of March 2006 that stipulates the Regulations of Rangsit University regarding Standards for Graduate Studies as follows:

- Article 1** This set of regulations is entitled “Regulations of Rangsit University regarding Standards for Graduate Studies, A.D. 2006”
- Article 2** This set of regulations applies to graduate students at Rangsit University from the academic year 2006 onwards.
- Article 3** All regulations of Rangsit University regarding Graduate Studies 2003, including all regulations, orders, or other announcements previously issued by the university or contradict the present regulations shall be superseded by these regulations.
- Article 4** In the regulations, unless there are any other specified statement.
- “University” refers to Rangsit University.
- “Graduate School” refers to the Graduate School of Rangsit University.
- “Program Chair” refers to the Chairperson of the Program.
- “Program Administrative Committee” refers to Administrative Committee of the Program.

### **Section 1**

#### **Education Administrative System**

**Article 5 Education Administrative System**

- 5.1 The university is to provide academic administration and co-ordination among faculties and departments. The faculties and departments are responsible for their own programs under the support and administration by the university.
- 5.2. Education system at Rangsit University is divided into three systems, i.e. a bi-semester system, a tri-semester system and a module. A bi-semester system is divided into 2 regular semesters. There are at least 15 weeks of study for the first and the second regular semesters, and a summer session might be offered for at least 6 weeks of study. However, it is optional and the number of teaching hours for each subject must be equivalent to that of a regular semester.

A tri-semester system is divided into 3 regular semesters in a year. There are at least 12 weeks of study for each semester and the university may offer an extra session as optional. This optional session should last at least 6 weeks of study. In addition, the number of teaching hours for each subject must be equivalent to that of a regular semester.

The duration of study for a module system is specified by each program.

- 5.3 The quantity of education for each subject is specified in terms of credit as follows:
- 5.3.1 A Theory Course. There are at least 15 hours for lectures and discussions for a bi-semester system, and there are not less than 12 hours for a tri-semester system per semester should be worth 1 credit.
  - 5.3.2 A Practicum Course. There are at least 30 hours of practicum for a bi-semester system and at least 24 hours for a tri-semester system per semester should be worth 1 credit.
  - 5.3.3 An Internship or a Field Study or Other Training. There are at least 45 hours of training for a bi-semester system, and at least 36 hours for a tri-semester system per semester should be worth 1 credit.
  - 5.3.4 Projects or Other Assigned Learning Activities. There are at least 45 hours for a bi-semester system, and at least 36 hours for a tri-semester system per semester should be worth 1 credit.
  - 5.3.5 An Independent Study Course. The course is supervised by the students' advisor and the students must carry on studying and researching mainly by themselves. There are at least 45 hours of study for a bi-semester system, and at least 36 hours for a tri-semester system per semester or equivalent including both inside a laboratory and outside the classroom per semester should be worth 1 credit.
  - 5.3.6 A Thesis Course. There are at least 45 hours of study for a bi-semester system, and at least 36 hours of study for a tri-semester should be worth 1 credit.
  - 5.3.7 A Module System. There must be at least 15 hours of study per credit.
  - 5.3.8 Special Courses Different from Regular Courses. The university may specify credits by other criteria as appropriate.
- 5.4 The number of credits cumulatively earned by students to meet the requirement of each program and each field is called cumulative credits.

## **Article 6 Structure of Graduate Program**

- 6.1 A Graduate Diploma Program and Higher Graduate Diploma Program. There must be a total number of credits of not less than 24 credits for a bi-semester system and not less than 30 credits for a tri-semester system.
- 6.2 A Master's Degree Program.
  - 6.2.1 A Master's Degree Program consists of coursework and thesis work unless otherwise specified by that program.
  - 6.2.2 For a bi-semester program, there must be a total number of credits not less than 36 credits. For a thesis requirement plan (Plan A), students are required to conduct a research and complete a thesis. For Type A1, a thesis is equivalent to at least 36 credits for Type A2, a thesis is equivalent to at least 12 credits.

For a non-thesis plan (Plan B), students are not required to write a thesis, they must complete an independent study of not less than 3 credits and not more than 6 credits including having to take a comprehensive examination.

For a tri-semester program, there must be the total number of credits of not less than 45 credits. For Plan A, a thesis work is equivalent to at least 45 credits for Type A1 which requires only a thesis work, and a thesis work is equivalent to at least 15 credits for Type A2. For Plan B, there must be an independent study of not less than 4 credits and not more than 8 credits including having to take a comprehensive examination.

6.2.3 The students must pass the English Language Proficiency Test according to the regulation and restrictions specified by the university.

6.3 A Doctoral Degree Program.

6.3.1 A Doctoral Degree Program consists of a thesis work and coursework unless otherwise specified by that program.

6.3.1.1 Type 1 is a research emphasized plan which requires a thesis work that expands academic knowledge to new areas. The university may assign an extra non-credit subject or other extra academic activities that reaches the achievement specified by the university. There are 2 types of Type 1 for a Doctoral Degree Program as follows:

Type 1.1 Those holding a Master's degree must complete a thesis work of not less than 48 credits for a bi-semester program and not less than 60 credits for a tri-semester program.

Type 1.2 Those holding a Bachelor's degree must complete a thesis work of not less than 72 credits for a bi-semester program and not less than 90 credits for a tri-semester program.

Nevertheless, the thesis of both Type 1.1 and Type 1.2 must contain the same quality and standard.

6.3.1.2 Type 2 is a research emphasized plan which requires a highly qualified thesis work that expands academic knowledge to new areas and other professions. There is also additional coursework. There are 2 types of Type 2 for a Doctoral Degree Program as follows:

Type 2.1 Those holding a Master's degree must complete a thesis work of

not less than 36 credits and coursework of not less than 12 credits for a bi-semester program. Students must complete a thesis work of not less than 45 credits and coursework of not less than 15 credits for a tri-semester program.

Type 2.2 Those holding a Bachelor's degree must complete a thesis work of not less than 48 credits and coursework of not less than 24 credits for a bi-semester program. Students must complete a thesis work of not less than 60 credits and coursework of not less than 30 credits for a tri-semester program.

Nevertheless, the thesis of both Type 2.1 and Type 2.2 must contain the same quality and standard.

6.3.2 Students must pass the Foreign Language Proficiency Test of at least 1 language according to the regulations and restrictions specified by the university.

#### **Article 7 Duration of Study**

- 7.1 A Graduate Diploma and Higher Graduate Diploma Program should not exceed 3 academic years of study.
- 7.2 A Master's Degree Program should not exceed 5 academic years of study counting from the first semester of the enrollment in each program.
- 7.3 A Doctoral Degree Program should not exceed 8 academic years of study for those who have completed a Bachelor's degree. Those with a Master's degree should not spend more than 6 academic years of study counting from the first semester of the enrollment in each program.

### **Section 2 Admission**

#### **Article 8 Qualifications of an Applicant**

- 8.1 Graduated with not lower than a Bachelor's degree from an institution certified by the Higher Education Commission or Office of the Civil Service Commission or have other qualifications as specified by the program.
- 8.2 Has never been sentenced to be imprisoned except for light penalty or wrong doing without discretion.
- 8.3 Has never been penalized on discipline.
- 8.4 Is not considered insane and does not carry severe contagious disease or other disease being avoided by society.

#### **Article 9 Acceptance to the Program**

- 9.1 The Graduate School has specified the number of students for enrollment in each field of each year.

- 9.2 The Graduate School is responsible for judging the qualifications of the applicant according to Article 8 in order for the applicant to be accepted as a student by means of examinations which can be done in terms of a written examination, an interview or other methods specified by the Graduate School. For those waiting for graduation results prior to the program, the enrollment is deemed completed when the applicant submits all documents specifying his/her graduation and has qualifications as required.
- 9.3 The Graduate School may consider accepting an applicant with a background of lower than a Bachelor' degree to enroll as a non-degree student in the first semester under this condition i.e. the applicant must pass the examination with result of CGPA of not lower than 3.00 in order to change his/her status to become a regular student.
- 9.4 The Graduate School may accept an applicant with a background of lower than a Bachelor's degree to study or carry out research with no intentions to receive a degree as a special case.

#### **Article 10 Types of Students**

- 10.1 Regular students are persons accepted into the program by the Graduate School according to number 9.2.
- 10.2 Non-degree students are persons accepted into the program according to number 9.3, and once they can not meet the university's requirement, they will be released from student status.
- 10.3 Special students are persons accepted into the program by the Graduate School according to number 9.4.

### **Section 3**

#### **Graduate School Faculty and Education Control Committee**

#### **Article 11 Graduate School Faculty**

Graduate School Faculty must be appointed by the university under the guidance of the Dean of the Graduate School. The Graduate School Faculty is divided into 2 types i.e. a permanent lecturer and a part-time lecturer. These lecturers are responsible for advising, teaching and supervising a thesis work. The Graduate School Faculty consists of:

- 11.1 A permanent lecturer referring to a full-time lecturer of the program who is appointed by the Graduate School with the following qualifications:
  - 11.1.1 Faculty for a Master's Degree Program must have either of the following qualifications:
    - A. Hold a Doctoral Degree or equivalent in that field, or
    - B. Hold an academic title of not lower than an associate professor
  - 11.1.2 Faculty for a Doctoral Degree Program must have either of the following qualifications:
    - A. Hold a Doctoral Degree or equivalent in that field and has done an additional research work other than the research which is a part of the study for a degree, or

B. Hold an academic title of not lower than an associate professor.

11.2 A part-time lecturer referring to an expert who is appointed to be a part-time lecturer by the Graduate School with the following qualifications:

11.2.1 A part-time lecturer for a Master's Degree Program referring to an expert according to number 11.1.1.

11.2.2 A part-time lecturer for a Doctoral Degree Program referring to an expert according to number 11.1.2.

#### **Article 12 Lecturers in Charge of Program**

Lecturers in charge of program must be permanent lecturers with the following qualifications:

12.1 A Master's Degree

Lecturers of the program must hold a Doctoral Degree or equivalent or hold an academic title of not lower than an associate professor in that field or in a related field with the total number of at least 3 lecturers.

12.2 A Doctoral Degree

Lecturers must hold a Doctoral Degree or equivalent or hold an academic title of not lower than a professor in that field or in a related field with the total number of at least 3 lecturers.

#### **Article 13 An Advisor**

An advisor refers to a permanent lecturer who is appointed by the Graduate School under the guidance of the Program Administrative Committee, and has been assigned to engage giving students advice on their learning plans and others.

#### **Article 14 A Thesis Advisor**

A thesis advisor is divided into 2 types as follows:

- 1) A major advisor who must be a permanent lecturer holding a Doctoral Degree or equivalent or holding an academic title of not lower than an associate professor in that field or in a related field, and must have done a research which is not a part of the study for a degree.
- 2) A co-advisor (if any) must be a permanent lecturer or an expert from outside the university who holds a Doctoral Degree or equivalent or holds an academic title of not lower than an associate professor in that field or in a related field, and must have done a research which is not a part of the study for a degree.

#### **Article 15 Thesis Examination Committee**

Thesis Examination Committee must consist of permanent lecturers and experts from outside the university. These lecturers and experts must hold a Doctoral Degree or equivalent or hold an academic title of not lower than an associate professor, and must have done a research which is not a part of the study for a degree.

#### **Article 16 Lecturers**

Lecturers for Master's degree must be permanent lecturers of Rangsit University or experts from outside the university who have the qualification of not lower than a Master's Degree or equivalent or hold an academic title of not lower than an assistant professor in that field or in a related field and must have teaching experience, and have done a research which is not a part of the study for a

degree. For Doctoral Degree, lecturers must be permanent lecturers or experts from outside the university who hold a Doctoral Degree or equivalent or hold an academic title of not lower than an associate professor in that field or in a related field and must have teaching experience, and have done a research which is not a part of the study for a degree.

#### **Article 17 Thesis Advising Committee**

Thesis Advising Committee are persons who are appointed by the Graduate School under the guidance of the Program Administrative Committee. This committee is responsible for advising and supervising a thesis work of each student including administrating a thesis examination. The Thesis Advising Committee consists of:

- 17.1 Thesis advisors, permanent lecturers from the Graduate School and at least 1 expert from outside the university totaling 3 persons for a Master's degree thesis.
- 17.2 Thesis advisors, 3 permanent lecturers from the Graduate School and at least 1 expert from outside the university totaling 5 persons for a Doctoral Degree thesis.

#### **Article 18 Comprehensive Examination Committee**

Comprehensive Examination Committee are persons who are appointed by the Graduate School under the guidance of the Program Administrative Committee (The components of the committee are as specified in number 17.1.) The Comprehensive Examination Committee are responsible for the administration of a comprehensive examination for students.

#### **Article 19 Qualifying Examination Committee**

The Qualifying Examination Committee are persons who are appointed by the Graduate School under the guidance of the Program Administrative Committee. This committee is responsible for administrating and evaluating the qualifying examination. The Qualifying Examination Committee must consist of at least 3 permanent lecturers who are responsible for that field from the Graduate School. The chair of the committee must be a permanent lecturer from the Graduate School. Not more than 1 expert from outside that field may be invited to be part of the Qualifying Examination Committee. The Qualifying Examination Committee must have the same qualifications as thesis advisors i.e. must hold a Doctoral Degree or equivalent or hold an academic title of not lower than an associate professor in that field or in a related field, and must have done a research which is not a part of the study for a degree.

### **Section 4**

#### **Registration and Course Addition and Withdrawal**

#### **Article 20 Registration**

- 20.1 Students who are eligible for registration must have already been enrolled as students only.
- 20.2 Dates, times, places and methods of registration for each semester must follow the schedule specified by the university.
- 20.3 Students who do not register after 2 weeks counting from the date of the beginning of a regular semester or 1 week for a summer session are not eligible to register in that semester.
- 20.4 The faculty and department can set its own restrictions for registration of each subject in order to obtain the effectiveness of registration. The registration is considered voided once students register without following the restrictions of the registration.

- 20.5 For a regular semester, if students do not register, they must request for a leave within 30 days counting from the date of the beginning of that semester. If they do not follow this, their name will be removed from the enrollment.
- 20.6 The registration for each subject must be under the consent of an advisor.
- 20.7 Students must register by themselves, and tuition fees or debt (if any) must be paid according to the announcement of the university.
- 20.8 The number of credits students must register for:
  - 20.8.1 A Graduate Diploma and Higher Graduate Diploma. Students must register for not less than 6 credits and not more than 15 credits under a bi-semester system. Students must register for not less than 6 credits and not more than 18 credits under a tri-semester system.
  - 20.8.2 A Master's Degree Program. Students must register for not less than 6 credits and not more than 15 credits under a bi-semester system. Students must register for not less than 6 credits and not more than 18 credits under a tri-semester system.
  - 20.8.3 A Doctoral Degree Program. Students must register for not less than 6 credits and not more than 15 credits under a bi-semester system. Students must register for not less than 6 credits and not more than 18 credits under a tri-semester system.
- 20.9 Registration with the number of credits more than the maximum or less than the minimum required according to numbers 20.8.2 and 20.8.3, students must have the consent from the program chair and an approval from the dean except for the last semester prior to graduation and they must register with the total number of credits less than the minimum required according to numbers 20.8.1 and 20.8.2, students can obtain an approval from their advisor.
- 20.10 The university may announce the cancellation for offering any subject or the limit number of enrollment of any subject, if necessary.

#### **Article 21 Course Addition and Withdrawal**

- 21.1 Course addition must be done within the first 2 weeks for a regular semester or the first week for a summer session with the consent of the advisor.
- 21.2 Course withdrawal of any subject must be under the consent of the advisor which results as follows:
  - 21.2.1 If a withdrawal is done within the first 2 weeks of a regular semester or the first week of a summer session, that subject will not be recorded in a transcript.
  - 21.2.2 If a withdrawal is done after the first 2 weeks but still within the first 10 weeks for a regular semester or after the first week but still within the first 5 weeks for a summer session, that subject will be recorded in a transcript with the symbol "W".



- 21.2.3 After the deadline of withdrawal with the symbol “W” according to number 21.2.2, students are not permitted to withdraw any subject.
- 21.3 The request for the refund of tuition fees from withdrawing of any subject must be as follows:
- 21.3.1 If withdrawal is within the first 2 weeks of a regular semester, students will get a refund of 80%.
- 21.3.2 If withdrawal is within the first 3 weeks of a regular semester, students will get a refund of 60% .
- 21.3.3 If withdrawal is within the first 4 weeks of a regular semester, students will get a refund of 40%.
- 21.3.4 If withdrawal is within the first 5 weeks of a regular semester, students will get a refund of 20%.
- 21.3.5 If withdrawal is after the first 5 weeks and the withdrawal is in a summer session, students will get no refund.
- 21.3.6 Students will get a full refund for the subject that the university has cancelled the registration.
- 21.3.7 The request for the refund of tuition fees must be done within that academic year (fiscal year) once there is a withdrawal and cancellation of the subject.
- 21.4 Registration of additional subjects with the number of credits exceeding the maximum or a withdrawal with remaining credits less than the minimum specified in numbers 20.8.1, 20.8.2 and 20.8.3 is not permitted unless students obtain the approval from the dean of the Graduate School.

## **Section 5**

### **Testing and Evaluation of Study**

#### **Article 22 Testing and Evaluation**

- 22.1 The university administers testing and evaluation of each subject that students register. The testing and evaluation may be done by having to take an examination or other methods specified by the faculty responsible for that subject. Testing and evaluation must be administered at least twice per subject.
- 22.2 Testing and evaluation are the duties and responsibilities of lecturers teaching that subject or persons assigned by the faculty responsible for that subject.
- 22.3 Students must have attendance of at least 80% or have done adequate assignments as required for that subject in order to be eligible for testing and evaluation for every subject of registration. For students who have attendance of less than 80% due to some reasons that they can not be blamed for, they must obtain a special approval from the dean in order to be eligible for testing and evaluation.
- 22.4 A comprehensive examination, a qualifying examination and a thesis examination are the duties and responsibilities of the program chair and advisors as specified by the Graduate School.

22.5 The testing and evaluation of each subject involves letter grades and corresponding numeric grades and symbols of grade levels as follows:

22.5.1 The 6-numeric grades are as follows:

<u>Level of Grade</u>	<u>Meaning</u>	<u>Value per Credit</u>
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Fair	2.5
C	Very Poor	2.0
F	Failed	0.0

22.5.2 Symbols without value per credit are as follows:

- S The evaluation is completed with satisfaction and the credits can be accumulated.
- U The evaluation is completed with unsatisfaction and the credits can not be accumulated.
- W The withdrawal or cancellation of registration is used when students are permitted to withdraw or cancel the registration of that subject according to number 21.2.2 of these regulations or is permitted for a leave.
- I The evaluation is incomplete. It is used when the lecturer, with the agreement of the program chair responsible for the subject, decides to delay the evaluation because the student has not completed the work which is a part of the course. Students who get an 'I' must contact the lecturer or the department responsible for the course for re-evaluation within three weeks. With proper reasons, this period of time can be extended by the lecturer or the department responsible for the course, but no later than the first two weeks of the next semester. After these two weeks, no evaluation can be done and the 'I' given will be changed to the failing grade of an 'F' or a 'U' as the case may be.
- IP It is used for the studies which are not finished yet. This can only be used for studies or practicum of a course of which the period of studies or practicum is longer than one semester. Once the studies or practicum are completed, the 'IP' will be changed as the evaluation is done with the result of an 'S' or a 'U' as the case may be.

22.6 Students can not re-register for the same course they had taken and earned a letter grade of 'B' or higher or 'S' (Except for the subjects that are given a different condition by the program.) Any registrations that contradict this regulation are considered void.

22.7 Credit Count

22.7.1 The University counts credits of all the subjects registered which are evaluated with numeric grades.

- 22.7.2 The University also counts credits of subjects registered that are evaluated without numeric grades. But these subjects will not be counted for the calculation of grade points.
- 22.7.3 For a particular course a student studied more than one time, its credits are counted for the cumulative credits only once and the credits of the last registration are to be counted.
- 22.8 At the end of each semester, the university will calculate the results of evaluation for all the students. The GPA is calculated by following the criteria described below.
  - 22.8.1 Grade point of each subject is the result of the number of credits times the grade value earned.
  - 22.8.2 Cumulative GPA is gained by dividing the result of all the grade points of all the subjects studied from the beginning up to now added up with the number of cumulative credits of these subjects. Only subjects with the evaluation as grade level are used. For a particular course a student studied more than once, the grade points and the number of credits earned each time are used for the calculation of CGPA.
  - 22.8.3 Two decimal points are used for CGPA, with no round up of the second figure after the decimal.
  - 22.8.4 If students were given an 'I' for the subjects with the evaluation as grade levels, the calculation of CGPA will be delayed until the 'I' has been changed to another symbol.
  - 22.8.5 Only subjects studied in Rangsit University are used for the calculation of CGPA.
- 22.9 When it is found that a student cheated in any evaluation or examination, he or she will be penalized, resulting in him or her failing the course he or she cheated in, being made to leave the study at least one semester, or being released from student status as the case may be.

### **Article 23 The Status of the Student**

- 23.1 The university uses the results of evaluation for regular students to classify their student status every semester, except for those students who have studied in Rangsit University for less than two semesters. The status of these students will be classified at the end of their second semester, not including the semester(s) they left the study or the semester(s) they were made to leave.
- 23.2 Regular students can be classified as follows:
  - 23.2.1 Students in good standing. This is used for regular students with the CGPA of at least 3.00 or students whose thesis was evaluated as an 'S' in every semester.
  - 23.2.2 Probation. This is used for regular students with the CGPA of lower than 3.00 but at least 2.50 or students whose result of thesis evaluation was a 'U' but still secure the student status.

## **Article 24 Release from Student Status**

- 24.1 Earned a CGPA of lower than 2.50
- 24.2 Has been on probation of study for three consecutive semesters
- 24.3 Failed the comprehensive examination twice
- 24.4 Could not pass the qualifying examination within 3 years
- 24.5 Failed the thesis examination twice
- 24.6 Regular students who failed to retain the student status for two consecutive semesters
- 24.7 Has used the study time up to the limit allowed as stated in Article 7 and not completed the study
- 24.8 Dismissed or expelled by the university due to disciplinary misconduct
- 24.9 Did not register within 30 days from the first day of the regular semester without any permission to take a leave of study
- 24.10 Took a leave of study for more than two consecutive semesters without the permission from the Graduate School
- 24.11 Deceased or granted resignation
- 24.12 Graduated
- 24.13 Was sentenced to be imprisoned for violating the criminal law.
- 24.14 Was diagnosed by the committee of medical doctors appointed by the President as being sick with the disease which the Graduate School have given common consent that the illness will obstruct the study or present danger to others

## **Article 25 Leave of Study**

- 25.1 A leave of study is a leave of the whole semester. For those who have registered, that registration will be cancelled and all those subjects registered in that particular semester will not be recorded in the transcript of records.
- 25.2 Students who wish to take a leave of study must submit a leave of study request with reasons to the Dean of the Graduate School through the program chair for the Dean's approval or for further decisions by the Graduate School committee.
- 25.3 Students can not leave their study for more than two consecutive semesters.
- 25.4 In the first two regular semesters of their study in the university, students cannot take a leave of study, except for those students who are ill, who get enlisted in the army, who are mobilized or who are granted a scholarship as an international exchange student to study abroad.
- 25.5 Any leave not complying with the criteria stated in number 25.3 and 25.4 must be approved by the Dean of the Graduate School.
- 25.6 Students given a leave of study have to pay a student status retaining fee as set by the university for every semester of their leave of study, except for the semester in which they have registered.

25.7 The graduate school committee can ask a particular student to leave his or her study for a medical treatment when the committee of medical doctors appointed by the President have diagnosed him or her as being ill, with the Graduate School committee's common consent that the illness will obstruct his or her study and will present danger to others.

## **Section 6**

### **Credits Transfer**

#### **Article 26 Change of Faculty and Department within the University**

- 26.1 A change of faculty or department within the same faculty requires consent from the academic advisor and the program chair and this has to be approved by the Dean of the Graduate School. Students can only change their faculty or department after they have studied in the old faculty/department for not less than one regular semester, not including the semester(s) they left the study or the semester(s) they were made to leave by the university.
- 26.2 A change of faculty or department must be completed before the end of the registration period of the semester the students wish to start the new program in.
- 26.3 The student status of the students remains the same in their new faculty or department. The new faculty or department will transfer all of the students' records of evaluation results without any changes. All evaluation results of the old program are used for the calculation of the CGPA. However only credits of the courses studied in the new program are counted and used for the calculation of the program's cumulative credits.

#### **Article 27 Subject Transfer and the Criteria**

Subject comparison and credits transfer within the formal education system and awarding of credits for study in the informal education system and/or the non-formal education system when students get transferred to the university will comply with the university's announcement regarding Knowledge Comparison and Credit Transfer at the Undergraduate and Graduate Study Level, A.D. 2003(B.E.2546).

## **Section 7**

### **Comprehensive examination and qualifying examination**

#### **Article 28 Qualifications of Applicants**

- 28.1 Studied and have earned the number of credits as required by each program
- 28.2 Earned the CGPA of at least 3.00
- 28.3 Are well-behaved, and not being penalized on students' disciplines.

## **Article 29 The Execution of Comprehensive Examination**

- 29.1 Comprehensive examination consists of a written examination and an oral examination. The written examination is always compulsory, whereas the oral examination is optional i.e. giving only an oral examination is not accepted. However particular programs can require students to take both examinations.
- 29.2 Each program will set its own details regarding its examination as well as how many times the examination is given in one academic year. (But not more than 1 time each semester.)
- 29.3 The Graduate School will appoint the comprehensive examination committee for each examination with the qualifications as described in Article 18.
- 29.4 The result of the examination is an 'S' (pass) or a 'U' (fail). Each student is required to pass the comprehensive examination with an 'S' within two times of taking the examination otherwise he/she will be released from student status.

## **Article 30 Qualifying Examination**

- 30.1 Qualifying examination consists of a written examination and an oral examination. The written examination is compulsory i.e. giving only an oral examination is not accepted. However particular programs can make both the written examination and oral examination compulsory. Criteria for the qualifying examination should comply with the criteria of the Office of the Higher Education Commission and the criteria of each program.
- 30.2 The Graduate School will appoint the qualifying examination committee for each examination with the qualifications as described in Article 19.
- 30.3. Each student is required to pass the qualifying examination with an 'S' within the period of 3 years; otherwise, he/she will be released from student status. Requirements for the qualifying examination of each particular program are also applied for this case.

## **Section 8 Thesis**

### **Article 31 Thesis Work Procedures**

- 31.1 Conducting of thesis work
  - 31.1.1 Proposing the thesis outline
    - 31.1.1.1 Plan A Master's Degree students who are required to complete thesis work must get the outline of their thesis approved no less than one semester prior to their thesis examination.
    - 31.1.1.2 Ph.D. students of Type1 (Only thesis required) and Type 2 (both regular coursework and thesis required) have to pass the qualifying examination before they can

propose the thesis outline for approval. The thesis outline must be approved not less than 2 academic years and 1 academic year prior to their thesis examination for Type1 and Type2 respectively.

- 31.1.2 To propose the thesis outline, the students have to consult the academic advisor or the committee of thesis advisors about the title and the thesis outline first. Once the title and the thesis outline have been agreed on, the students will submit a copy of the research outline to the Dean of the Graduate School with the agreement of the program chair (Head of Department and Dean)
  - 31.1.3 Students who want to change the thesis title and the thesis outline should repeat the same procedures as stated in Number 31.1.2 and the period of minimum time allowed will be counted from the date on which the latest thesis outline got approved.
  - 31.1.4 Students must submit the progress report of their thesis to the committee of thesis advisors for them to consider, analyze and give comments as well as suggest ways to solve problems within the period for progress report submission as designated by the committee of thesis advisors prior to the request for the thesis outline approval. When students have made considerable progress on their research for the thesis, the thesis seminar has to be organized with the consent of the committee of thesis advisors for interested people to participate. The seminar is divided into 2 phases.
    - 31.1.4.1 Thesis outline seminar. This is to make sure the outline is correct and appropriate for the thesis.
    - 31.1.4.2 Seminar of the progress of the research for the thesis
  - 31.1.5 The format of the thesis is to comply with the guidelines stated in the Handbook for Thesis Conducting of the Graduate School.
- 31.2 Thesis examination
- 31.2.1 Request for thesis examination  
Students have to submit the request for thesis examination together with examination copies of the thesis enough for all the thesis advisors committee members for the Graduate School to check before the copies are given to the thesis advisors 7 days and 15 days before the examination for the Master's Degree program and Ph.D. program respectively.
  - 31.2.2 Committee of thesis advisors  
The Graduate School will appoint the committee of thesis advisors by following Article 17 of the University's Regulations on Graduate Studies to give the thesis examination. The date of the thesis examination of Ph.D. students should be after at least

one section of the thesis work has been published in an international journal.

31.2.3 Schedule of thesis examination

The Graduate School will announce the date, time and venue for the interested people.

31.2.4 Thesis revision and submission of the complete copy of the thesis. The Committee of thesis advisors may recommend some corrections. In any cases, students are obliged to make corrections as recommended. When the corrections are done, students will submit the thesis paper to the committee of thesis advisors again for their agreement. Students must have 7 copies of the complete thesis paper made and each one must bear the signatures of all the research advisors.

31.2.5 In order for a Master's Degree student to graduate, his/her research paper must have been published (or at least the paper or a section of the paper has been accepted for publication) in an academic journal or an academic printed matter or, alternatively, must have been presented at an academic conference where the papers presented will be published in the proceedings. For a Ph.D. student, his or her thesis paper must have been published (or at least the paper or a part of the paper has been accepted for publication) in a peer-reviewed academic journal or a peer-reviewed academic printed matter well-recognized by that field of study or, alternatively, in a journal or printed matter that meets the criteria set by the program and these criteria must not be lower than the criteria described earlier in this number (31.2.5).

31.2.6 Publication and presentation of both Master's Degree and Ph.D. students' research paper as described in number 31.2.5 is regarded a part of the graduation.

31.2.7 Approval of graduation and thesis paper

Students who have taken and passed the thesis examination but have not submitted the copies of complete thesis papers within the period of study results approval of that particular semester will not be considered "graduated". Consequently, they must retain the studentship until they graduate. The thesis paper that has been approved by the Dean of the Graduate School can be regarded as a complete thesis paper.



## **Section 9**

### **Degree Request and Approval**

#### **Article 32 Proposing Students' Names for Degree Approval**

- 32.1 Students whose names can be proposed for degree approval must possess the following qualifications.
- 32.1.1 Must earn all credits required by the program and must pass the thesis examination (if any) as well as meet all the criteria of the program and the requirements of the department that offers the degree
  - 32.1.2 Must obtain a CGPA of not at least 3.00
  - 32.1.3 Is not being tried for a penalty on disciplines resulting in temporarily not being illegible for degree request
  - 32.1.4 Completed the procedures of degree request established by the university.

#### **Article 33 Degree Approval**

At the end of each semester, the university will propose names of students who meet the requirements stated in item number 32.1 to the University Council for degree approval.

## **Section 10**

### **Ad Hoc Chapter**

#### **Article 34 The president shall adhere to these regulations.**

In case there are actions to be taken which have not been established or have not been clearly established or in case lenience has to be applied to any regulations as special cases, for the smooth administration of the Graduate Studies of the university, the president shall have the authority to interpret, reach a decision and give orders as well as take the most appropriate actions. The order of the president is final and his decisions or orders will be reported to the University Council.

These regulations are effective from the date of the announcement onwards.

Announced on 22 March 2006 (2549).

Signed

H.E. Air Chief Marshal Kamthon Sindhvananda  
Council President