



**Rangsit University Regulation
Education at the Graduate Level
B.E. 2563 (2020)**

To be reasonable for imposing the Regulations of Rangsit University regarding Standards for Graduate Studies, B.E.2563 (2020) and suitable for Education Administration by virtue of section 34 (2) of Private Higher Education Institution Act, B.E.2546 (2003). Upon the Rangsit University Council's approval in the 4/2020 meeting on the 18th of November 2020, Rangsit University hereby issues the "Rangsit University Regulation: Education at the Graduate Level B.E.2563 (2020) " detailed as follows:

Section 1. This regulation shall be cited "Rangsit University Regulation: Education at the Graduate Level B.E. 2563 (2020)."

Section 2. This regulation shall be applied to graduate certificates and higher graduate certificate programs, masters and doctoral programs, and new and revised programs. This regulation shall come into force on the 11th of May 2016.

Section 3. The Rangsit University Regulation: Education at the Graduate Level B.E. 2559 (2016) shall be repealed.

Section 4. Rules, regulations, orders, or announcements previously issued or against this Regulation shall be repealed and substituted by this Regulation.

Section 5. Definitions of terms in this Regulation:

"University" refers to Rangsit University.

"Graduate School" refers to the Graduate School of Rangsit University.

"Program director" refers to the director of a program.

"Program committees" refers to the committees who administer a program.

"Full-time lecturer" refers to a lecturer at the University in the position of lecturer, assistant professor, associate professor, or full professor responsible for teaching and conducting research, working full-time in the assigned program and formally approved to be registered in the Graduate School's lecturer list. New recruited lecturers are required to have an English proficiency score as required by the Rangsit University Announcement: "English Proficiency Standard."

"Program lecturer" refers to a lecturer whose educational qualification meets the requirements of the program and who is responsible for teaching and conducting research in the subject area of the program. A program lecturer is eligible to work for more than one program at a time as far as his or her educational qualification meets the requirements of the program.

“Lecturer responsible for the graduate program” refers to a lecturer who is responsible for a graduate program, administering, instructing, developing and assessing the program. A Lecturer responsible for the graduate program shall be assigned not more than one program at a time except for that the second program is either multidisciplinary or interdisciplinary program. However, the maximum number of programs to be assigned to each lecturer at the same time is two. In each graduate program, not more than two out of three lecturers responsible for the program can be each assigned for two programs. A lecturer responsible for the graduate program is required to work as a thesis supervisor and/or examiner and/or lecturer in the responsible program.

“Part-time lecturer” refers to a lecturer from outside who is professionally specialized or experienced, who has been invited by the university to teach or conduct an examination, or advise and supervise students in conducting research, and who is formally approved to be registered in the Graduate School’s lecturer list.

CHAPTER 1

Educational Management System

Section 6. Educational Management

6.1 The university facilitates the educational management as an academic coordinator between a faculty and other departments as well as supports all faculties and departments dealing with any academic affairs for students’ benefits.

6.2 The university’s education is managed using two systems: semester and term modules. In the semester system, there are two normal semesters per academic year: 1st and 2nd semesters of not less than 15 weeks each. The semester system could include a summer session of not less than 6 weeks, and the number of course hours must be equivalent to the normal semester. A summer session is not compulsory. In the term module system, the duration of study follows the requirements as determined by each curriculum.

6.3 The determination of number of credit hours for courses is as follows:

6.3.1 In the semester system, at least 15 lecture or discussion hours per semester is assigned to one credit.

6.3.2 In the semester system, at least 30 practical or experimental hours per semester is assigned to one credit.

6.3.3 In the semester system, at least 45 hours for professional practice, field study, or equivalent per semester is assigned to one credit.

6.3.4 In the semester system, at least 45 hours of projects or other activities or studies per semester is assigned to one credit.

6.3.5 At least 45 hours of independent studies per semester in which students conduct in laboratories on their own or field study under their advisors’ supervision is assigned to one credit.

6.3.6 In the semester system, at least 45 thesis hours per semester is assigned to one credit.

6.3.7 In the module system, at least 15 study hours is assigned to one credit.

6.3.8 The credit number of any course including other studies different from the aforementioned shall be determined by the university or follow other criteria as appropriate.

6.4 The number of credits a student has taken to fulfill the requirement of the curriculum is referred to as “cumulative credits.”

Section 7. Curriculum Structure

7.1 In the semester system, a total credit number of a graduate diploma or a higher graduate diploma curriculum must not be less than 24.

7.2 Master Curriculums

7.2.1 A master curriculum consists of course study and thesis except as determined by the curriculum.

7.2.2 In the semester system, a master curriculum is required to include at least 36 cumulative credits for its thesis plan (Plan A) with two alternatives: A1 and A2. In Plan A1, the total number of credits for thesis is not less than 36. In Plan A2, the total number of credits for thesis is not less than 12 with additional 12 course credits. For a non-thesis plan (Plan B), an independent study with at least 3 credits but not exceeding 6 credits and a comprehensive exam are required.

7.2.3 Students are required to pass English exams as determined by the university.

7.3 Doctoral Curriculums

7.3.1 A doctoral curriculum consists of course study and thesis except as determined by the curriculum.

7.3.1.1 Plan 1 is a research-oriented plan that emphasizes research for new knowledge. The university shall consider students taking additional courses or completing more academic activities for no credits for the purpose of learning proficiency in their subject area. Plan 1 consists of two alternatives as follows:

Plan1.1: The plan is specialized for master graduates. In the semester system, the thesis must not be less than 48 credits.

Plan1.2: The plan is specialized for bachelor graduates. In the semester system, the thesis must not be less than 72 credits.

The thesis either in Plan 1.1 or 1.2 needs to be of quality, following the same standard.

7.3.1.2 Plan 2 is a research-oriented plan which emphasizes research of high quality which contributes to academic and professional progress. The university probably considers students to take additional courses. Plan 2 consists of two alternatives as follows:

Plan2.1: The plan is specialized for master graduates. In the semester system, students are required to enroll not less than 36 thesis credits and not less than 12 course credits.

Plan2.2: The plan is specialized for bachelor graduates. In the semester system, students are required to enroll not less than 48 thesis credits and not less than 24 course credits.

A thesis, either in Plan 1.1 or 1.2, needs to be of quality, following the same standard.

7.3.2 Students must pass a foreign language exam as determined by the university.

Section 8. Duration of Study

8.1 Duration of study means the total time students have spent on their study and conduct of academic work including research, thesis, and independent studies as well as academic publication as required by the curriculum starting from the semester they enter the

curriculum to the semester they pass their exams, completing all the requirements of the curriculum and meeting the graduation criteria.

Duration of study is exclusive of military service leave and/or sick leave considered by the curriculum committee to be an obstacle to the study or be harmful to others.

8.2 The duration of study for a graduate diploma or a higher graduate diploma curriculum must not exceed three academic years.

8.3 The duration of study for a master curriculum must not exceed five academic years.

8.4 For bachelor graduates studying in a doctoral curriculum, the duration of study must not exceed eight academic years.

8.5 For master graduates studying in a doctoral curriculum, the duration of study must not exceed six academic years.

8.6 Students having taken and passed evaluations and exams, and submitted the thesis within the time as stated in 8.1,8.2,8.2,8.4 and 8.5, but in publication progress, can request a maximum of two extensions, one normal semester each. A request for an extension must be submitted together with evidence of publication submission, and students must maintain their student status in the semester they are granted the extension.

CHAPTER 2

Admission

Section 9. Qualifications of the Eligible Candidate for Admission

9.1 Graduate diploma, higher graduate diploma, and master's program applicants are required to:

9.1.1 hold at least a bachelor's degree from institutes approved by the Higher Education Commission or the Office of the Civil Service Commission, and must have other additional qualifications as required by the curriculum

9.1.2 behave well

9.1.3 be in good health and do not have mental abnormalities, severe diseases, or contagious diseases

9.2 Doctoral program applicants are required to:

9.2.1 hold at least bachelor's degrees with outstanding academic performance or master's degrees and pass an English proficiency test as designated by the university

9.2.2 behave well

9.2.3 have good health and do not have mental abnormalities, severe diseases, or contagious diseases

Section 10. Admission Criteria

10.1 The Graduate School shall indicate the number of students admitted for each program each year.

10.2 Each program shall select the applicants who have qualifications as specified in section 9 to be admitted by means of testing, interviewing, or other methods as designated by the program. If the applicants are waiting for their complete transcripts, the admission process shall be completed only when the applicants submit their proof of graduation and have qualifications as specified. However, if any document used as proof of graduation is

inapplicable or the student is not qualified, the admission shall be considered invalid and the University might take legal action against the student.

10.3 The Graduate School may consider admitting students who have bachelor degree certificates for enrollment in classes and/or research activities without pursuing for any graduate degree.

Section 11. Types of Students

11.1 Normal students are students who are approved by the Graduate School as indicated in section 10.2

11.2 Special students are students who are approved by the Graduate School as indicated in section 10.3

CHAPTER 3

Lecturers and Education Supervising Committees

Section 12. Graduate School Lecturers

Graduate School lecturers include full-time lecturers and part-time lecturers who have been approved and registered by the committee of the Graduate School. Their main responsibilities are to teach and evaluate students, and supervise students' thesis and independent studies.

Section 13. Program Lecturers

13.1 Graduate diploma program lecturers must have at least a master's degree or equivalent and have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

For a professional graduate diploma program, lecturers must have qualifications that match the profession's standards.

13.2 Higher graduate diploma program lecturers must have a doctoral degree or equivalent, or at least a master's degree or equivalent with associate professor position. In addition, they must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

For the higher professional graduate diploma program, lecturers must have qualifications that match the profession's standards.

13.3 Master program lecturers must have at least a master's degree or equivalent and have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

13.4 Doctoral program lecturers must have a doctoral degree or equivalent, or at least a master's degree or equivalent with associate professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

Section 14. Lecturers Responsible for the Graduate Program

14.1 Lecturers responsible for the graduate diploma program, at least 5 persons, must have a doctoral degree or equivalent, or at least a master's degree or equivalent with associate professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

If the number of lecturers responsible for the curriculum is less than specified or the number of students in the program is less than 10, the number and qualifications of lecturers must be submitted to the Higher Education Commission for consideration.

14.2 Lecturers responsible for the higher graduate diploma program, at least 5 persons, must have a doctoral degree or equivalent, or at least a master's degree or equivalent with professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

If the number of lecturers responsible for the curriculum is less than specified or the number of students in the program is less than 10, the number and qualifications of lecturers must be submitted to the Higher Education Commission for consideration.

14.3 Lecturers responsible for the master's program, at least 3 persons, must have a doctoral degree or equivalent, or a master's degree or equivalent with associate professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

If the number of lecturers responsible for the curriculum is less than specified or the number of students in the program is less than 10, the number and qualifications of lecturers must be submitted to the Higher Education Commission for consideration.

14.4 Lecturers responsible for the doctoral program, at least 3 persons, must have a doctoral degree or equivalent, or a master's degree or equivalent with professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

If the number of lecturers responsible for the curriculum is less than specified or the number of students in the program is less than 10, the number and qualifications of lecturers must be submitted to the Higher Education Commission for consideration.

Section 15. Advisors

Advisors are full-time lecturers appointed by the Graduate School to supervise students about study plans and other issues.

Section 16. Thesis Advisors

Thesis advisors' duties are to provide supervision and guidance for the student during the thesis writing and publication process. They must also evaluate the students' progress every semester until the thesis is completed and copied to a CD as required by the thesis committees. There are two types of thesis advisors, i.e. thesis advisors and thesis co-advisors.

16.1 Master's Programs

16.1.1 Thesis advisors for the master's program must be full-time lecturers and registered by the Graduate School. They must have a doctoral degree or equivalent, or at least master's degree or equivalent with associate professor position and have published at least three academic papers in the last five years. These papers

must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

16.1.2 Thesis co-advisors (optional) must have qualifications as follows:

1) Thesis co-advisors who are full-time lecturers and registered by the Graduate School must have the same qualifications as thesis advisors.

2) Thesis co-advisors who are invited specialists and registered by the Graduate School must have a doctoral degree or equivalent and have at least 10 academic papers published in journals, which are nationally accepted. The mentioned published papers have to be relevant to students' topics, accordingly.

If invited specialists' qualifications do not meet the criteria above, they must be experts who have been approved by the university council and the Higher Education Commission.

16.2 Doctoral Programs

16.2.1 Thesis advisors for the doctoral program must be full-time lecturers and registered by the Graduate School. They must have a doctoral degree or equivalent, or at least master's degree or equivalent with associate professor position and have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

16.2.2 Thesis co-advisors (optional) must have qualifications as follows:

1) Thesis co-advisors who are full-time lecturers and registered by the Graduate School must have the same qualifications as thesis advisors.

2) Thesis co-advisors who are invited specialists and registered by the Graduate School must have a doctoral degree or equivalent and have at least five academic papers published in the journals, which are internationally accepted. The mentioned published papers have to be relevant to students' topics, accordingly.

If invited specialists' qualifications do not meet the criteria above, invited specialists must be experts who have been approved by the university council and the Higher Education Commission.

Section 17. Thesis Examiners

Thesis examiners are responsible for evaluating students' thesis for both the quality of the thesis and students' presentation, and give useful suggestions to the students.

Thesis examiners include graduate program lecturers and invited specialists whose qualifications are indicated as follows:

17.1 Master's Programs

17.1.1 Thesis examiners who are graduate program lecturers must have been registered by the Graduate School and have a doctoral degree or equivalent, or at least a master's degree or equivalent with associate professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

17.1.2 Thesis examiners who are invited specialists must have been registered by the Graduate School and have a doctoral degree or equivalent and have at least 10 academic papers published in the journals, which are nationally accepted. The mentioned published papers have to be relevant to students' topics, accordingly.

If invited specialists' qualifications do not meet the criteria above, invited specialists must be experts who have been approved by the university council and the Higher Education Commission.

17.2 Doctoral Program

17.2.1 Thesis examiners who are graduate program lecturers must have been registered by the Graduate School and have a doctoral degree or equivalent, or at least a master's degree or equivalent with associate professor position. They must have published at least three academic papers in the last five years. These papers must not be part of the thesis and must meet the criteria for an academic rank advancement. One of these three papers must be a research paper.

17.2.2 Thesis examiners who are invited specialists must have been registered by the Graduate School and have a doctoral degree or equivalent and have at least five academic papers published in the journals, which are internationally accepted. The mentioned published papers have to be relevant to students' topics, accordingly.

If invited specialists' qualifications do not meet the criteria above, invited specialists must be experts who have been approved by the university council and the Higher Education Commission.

Section 18. Independent Study Advisors and Examiners

The required qualifications of independent study advisors and independent study examiners are similar with those of master's program thesis advisors and examiners.

Section 19. Workload for Thesis and Independent Study Advisors

19.1 The workload for a graduate program lecturer as a thesis advisor for master's and doctoral students is as follows:

19.1.1 The lecturers who have a doctoral degree or equivalent and publish academic papers as indicated in the qualifications can supervise not more than 5 master's and doctoral students per semester.

19.1.2 The lecturers who have a doctoral degree or equivalent and hold the position of assistant professor or higher, or have a master's degree or equivalent and hold the position of associate professor or higher and published academic papers as indicated in the qualifications can supervise not more than 10 master's and doctoral students per semester.

19.1.3 If it is necessary for a lecturer who has a doctoral degree and holds the position of professor to supervise more than the number of students specified, then the number of students must be submitted to the university council for consideration, but it must not exceed 15 per semester. A lecturer shall be allowed to supervise more than 15 students only if granted permission from the Higher Education Commission.

19.2 A graduate program lecturer can supervise not more than 15 master's students for their independent studies.

If a lecturer supervises both thesis and independent study, one thesis student shall be equal to 3 independent-study students, and the number of students under one lecturer's supervision must not exceed 15.

Section 20. Lecturers

Lecturers are responsible for teaching and managing instruction and assessment for students in graduate programs.

20.1 Eligible lecturers in graduate diploma programs shall be full-time or part-time lectures holding a master's degree or equivalent in the same or related field of the program; or in any of the field of responsible courses and must possess a teaching experience with at least one academic work published during the past five years; the published academic work must not be part of the completion of the degrees.

Eligible part-time lecturers may not hold a master's degree but are alternatively required to hold a bachelor's degree or equivalent and possess at least 6 years of work experience and a background related to the field of course they are responsible for.

Eligible part-time lecturers are required to be responsible for not over 50% of the total class hours under the supervision of the course coordinator. If more than 50% of the total class hours are needed to be conducted by part-time lecturers, the course manager, with consent from Rangsit University Council, is required to assign a full-time co-lecturer to be mutually responsible for the course.

Lecturers in professional diploma programs are required to have qualifications as specified by the professional standard.

20.2 Higher graduate diploma program lecturers must be full-time or part-time lecturers who have been granted at least doctoral degrees or equivalent, or at least a master's degrees or equivalent and hold the position of associate professor in the related field. They must have teaching experience and have published at least one academic paper in the last five years. The published paper must not be a part of the thesis conducted during their study and must meet the criteria for an academic rank advancement.

For part-time lecturers, they must have at least a master's degree or equivalent and must have work experience related to the field of more than 4 years. In addition, the teaching load for a part-time lecturer must not exceed 50% of the teaching time of that course. Also, part-time lecturers must not be course-coordinators.

For professional graduate diploma programs, lecturers must have qualifications that meet the profession's standards.

20.3 Master's program lecturers must be full-time or part-time lecturers who have been granted at least master's degrees or equivalent. They must have teaching experience and have published at least one academic paper in the last five years. The published paper must not be a part of the thesis conducted during their study and must meet the criteria for an academic rank advancement.

The teaching load for a part-time lecturer must not exceed 50% of the teaching time of that course. Also, part-time lecturers must not be course-coordinators.

20.4 The doctoral program lecturers must be full-time or part-time lecturers who have been granted a doctoral degree or equivalent, or at least a master's degree or equivalent with the position of associate professor in related field. They must have teaching experience and have published at least one academic paper in the last five years. The published paper must not be a part of the thesis conducted during their study and must meet the criteria for an academic rank advancement. However, if the course is not part of the curriculum, it can be taught by lecturers who have a master's degree or equivalent and hold a position lower than the associate professor.

The teaching load for a part-time lecturer must not exceed 50% of the teaching time of that course. Also, part-time lecturers must not be course-coordinators.

Section 21. New lecturers who hold doctoral degrees but have not published any research papers after their graduation are eligible for teaching in master's programs. They shall be allowed to teach in doctoral programs, be responsible for the curriculum, supervise students' thesis, and be present at the thesis examination only if they have published at least one research paper within two years, two papers within three years, or three papers within five years after their graduation.

For external specialists who hold honorary degrees or have special academic positions, they shall be eligible for serving as co-thesis advisors or examiners if they are specialized in the students' research fields.

Section 22. Thesis Examination Committees

Thesis examination committees are those who are appointed by the Graduate School to provide useful suggestions to students during the long process of thesis and thesis examination. The number and structure of the thesis examining committees is detailed as follows:

22.1 Thesis examination committees for master's programs shall consist of at least 3 members including a program lecturer, an external specialist, and a thesis supervisor. However, the chair must not be the advisor or co-advisor.

22.2 Thesis examination committees for doctoral programs shall consist of at least 5 members including program lecturers, external specialists, and thesis supervisors. However, the chair must be an external specialist.

The number and structure of independent studies examination committees of master's programs is similar to that of thesis examination committees.

Section 23. Comprehensive Examination Committees

Comprehensive examination committees include at least 3 members appointed by the Graduate School to conduct the comprehensive examination. The members include program lecturers or external specialists who are specialized in related fields. The qualifications of the comprehensive examination committees are similar to those of the thesis examination committees of master's programs.

Section 24. Qualifying Examination Committees

Qualifying examination committees include at least 3 members appointed by the Graduate School to conduct a qualifying examination for Ph.D. candidates to evaluate students' knowledge and qualifications and to determine if they are qualified to conduct the doctoral thesis. Qualifying examination committees include program lecturers. It is possible to include invited specialists. The committees' qualifications are similar to those of the thesis examiners of doctoral programs.

CHAPTER 4

Course Enrollment, Adding, and Withdrawal

Section 25. Course Enrollment

25.1 Students are able to enroll in a course only after registration and the submission of their records to the university.

25.2 Enrollment date, time, place, and procedure in each semester are determined by the university.

25.3 After the first two weeks of a normal semester or one week for a summer semester during which enrollment is allowed, students who have not enrolled in any courses shall be restricted from enrollment for that semester.

25.4 Faculties and departments shall determine the enrollment conditions for having their students enroll in courses effectively. Violation of conditions determined for the enrollment of a course shall lead to the cancellation of the course enrolled.

25.5 In a normal semester, a student whose enrollment is not conducted within 30 days after the semester opens shall be withdrawn from the university's student registration.

25.6 Course enrollment must be approved by advisors.

25.7 Students are required to enroll in their courses on their own and settle fees and balances (if any) according to the university's announcements.

25.8 The number of credits to be enrolled

25.8.1 For a graduate diploma or a higher graduate diploma curriculum, in the semester system, students are required to enroll in courses totaling at least 6, but not more than 15 credits for a normal semester and not more than 6 credits for a summer semester.

25.8.2 For a master's curriculum, in the semester system, students are required to enroll in courses totaling at least 6, but not more than 15 credits for a normal semester and not more than 6 credits for a summer semester.

25.8.3 For a doctoral curriculum, in the semester system, students are required to enroll in courses totaling at least 6, but not more than 15 credits for a normal semester and not more than 6 credits for a summer semester.

25.9 Enrollment of which the number of credits is higher or lower than stated in 25.8.1, 25.8.2, and 25.8.3 must be granted approvals from the program director and the Dean of the Graduate School, except for cases in which students shall complete their graduation, and their final courses to be enrolled in take a credit number lower than as stated in 25.8.1, 25.8.2, and 25.8.3; this exception must also be approved by the program director and the Dean of the Graduate School.

25.10 In any reasonable case, the university shall consider the announcement of the cancellation of a course or limitation of a number of students in a course.

25.11 Students having completed all courses but not yet graduated are required to pay the status maintenance fee every normal semester until graduation, or their student status shall be terminated.

25.12 Students not completing all courses and requesting a leave are required to pay the tuition fee to maintain their status, or their student status shall be terminated.

25.13 Maintenance of student status must be completed within two weeks starting from the first day of a normal semester. Failure to do so shall lead to the termination of student status.

Section 26. Course Adding and Withdrawal

26.1 Adding a course must be processed during the first two weeks of a normal semester and approved by advisors.

26.2 Withdrawal of a course must be approved by advisors, following the conditions as follows:

26.2.1 A course withdrawn during the first two weeks of a normal semester shall not be recorded on a transcript.

26.2.2 A course withdrawn after the first two weeks but within ten weeks of a normal semester or after the first week but within five weeks of a summer semester shall be recorded as a "W" on the transcript.

26.2.3 After the withdrawal period in which a course is graded a "W" as stated in 26.2.2, withdrawal of a course shall not be allowed.

26.3 A request of a refund of the withdrawal fee shall be as follows:

26.3.1 In cases where the course is officially canceled by the university, students enrolled in that course can request a full refund. A request must be processed within the semester the course is canceled.

26.3.2 Full refund shall be granted on a withdrawal during the first two weeks of a normal semester.

26.3.3 No refund shall be granted on a withdrawal after the first two weeks of a normal semester.

26.3.4 No refund shall be granted on a withdrawal in a summer semester.

Chapter 5

Educational Assessment and Evaluation

Section 27. Evaluation and Assessment

27.1 The university shall conduct the assessment and evaluation of students in a course through examinations or other assessment methods depending on the determination of the faculty responsible for the course. Each course is required to have at least one examination.

27.2 Assessment and evaluation shall be the responsibility of the course lecturer or others assigned by the responsible faculty.

27.3 Students whose number of class hours is not less than 80 percent of the total class hours or who completed the tasks assigned by the course lecturer shall have the right to be assessed and evaluated. For those not reaching the number of class hours as required, assessment and evaluation shall be granted only if the case is approved by the Dean considering the cause of absence to be reasonable and not originating from the students themselves.

27.4 Comprehensive, qualifying, and thesis examinations are under the responsibility of program directors and advisors and follow the Graduate School's regulations.

27.5 The grading system includes "Numeric Grades" and "Letter Grades" detailed as follows:

27.5.1	Letter Grades	Numeric Grades	Meanings
	A	4.0	Excellent
	B+	3.5	Very Good
	B	3.0	Good
	C+	2.5	Fair
	C	2.0	Very Poor
	F	0.0	Failure

27.5.2 Other codes with no numerical values have meanings as follows:

Codes

S	means	The learning outcome is satisfactory, and the credit number is accumulated.
U	means	The learning outcome is unsatisfactory, and the credit number is not accumulated.
W	means	The course has been withdrawn. This code is present when a student has withdrawn from the course and the withdrawal has been approved as stated in 26.2.2 or

granted a leave.

- I means The evaluation is incomplete. This code is present when the course lecturer under approval of the program director suspends the evaluation due to incompleteness of a task assigned in the course. A student graded an “I” is required to contact the course lecturer to have the evaluation completed within three weeks. For a reasonable case, the course lecturer shall probably consider an extension which lasts until the first two weeks of the next semester. Exceeding the period, the code “I” shall immediately turn into “F” or “U,” as the case may be.
- IP means The study of the course is in progress. This code is allowed only for thesis or independent study courses or any course of time spent on projects or tasks is longer than one semester. The code “IP” shall turn into normal letter grades or codes, “S” or “U,” as the case may be.
- CS means Credits from Standardized Test
- CE means Credits from Examination
- CT means Credits from Training
- CP means Credits from Portfolio

27.6 Re-enrolment of a course graded a B or over, or S is not permitted, except as otherwise required by the curriculum. Any re-enrolment other than the aforementioned condition shall result in the re-enrolment cancellation.

27.7 Count of the number of credits

27.7.1 The number of credits from all courses enrolled in as required by the curriculum and graded with numerical values shall be counted toward credits.

27.7.2 The number of credits gained from a course enrolled in as required by the curriculum and graded with no numerical values shall be counted toward cumulative credits, but not calculated for a grade level.

27.7.3 In case a student re-enrols in a course more than once, only the number of credits of the most recent enrolment shall be counted for cumulative credits.

27.8 When a semester ends, the university shall evaluate students’ learning outcome. The calculation of grade point average (GPA) is as follows:

27.8.1 A course level score is the product of the number of credits and the numerical value obtained from the evaluation in the course.

27.8.2 A cumulative grade point average (CGPA) is the sum of the level scores of all courses enrolled in divided by the total number of credits obtained from all courses with numerical values. A course enrolled more than once shall be included in the calculation of a GPA.

27.8.3 A grade point average shall be calculated to two decimal points; the third decimal place shall not be rounded up.

27.8.4 In case of “I”, the calculation of grade point averages shall be suspended until it turns into a credit grade.

27.8.5 Only courses enrolled in the university are included in the calculation of cumulative grade point averages.

27.9 Any corruption occurring during evaluation, e.g. cheating on an exam, shall lead to punishments (e.g. approval of failure in the course corrupted and suspension for at least one semester or termination of student status as the case may be).

Section 28. Student Status

28.1 The university shall classify the status of full-time students for every normal semester by considering their grade records, except for those not completing two normal semesters. The consideration shall be conducted after the second semester ends; the semester in which a student leaves or is suspended shall not be included.

28.2 Full-time students shall be classified into:

28.2.1 Normal students who are full-time students earning a CGPA of at least 3.00 or those who earn an “S” in the thesis course.

28.2.2 On-probation students who are full-time students earning a CGPA of 2.50-3.00 or those who earn a “U” in the thesis course but the student status has not been terminated.

Section 29. Termination of Student Status

The student status shall be terminated in the following cases.

29.1 Earning a grade point of lower than 2.50 in the first normal semester or a CGPA of lower than 2.50

29.2 Having on-probation status for three continuous normal semesters

29.3 Not passing the second comprehensive exam

29.4 Not passing the qualifying exam within three years

29.5 Earning an English test score of less than what is required by doctoral curriculums, 450 which is comparatively equivalent to TOEFL (Paper-based) within four years.

29.6 Not passing the second thesis examination

29.7 Not maintaining student status for two continuous semesters

29.8 Not completing graduation during the time allowed as stated in Section 8

29.9 Being dismissed due to disciplinary misconduct

29.10 Not enrolling in courses within thirty days starting from the first day of the semester and not granted approval for a leave

29.11 Exceeding the limit of leave duration, two continuous semesters, without approval from the Dean of the Graduate School

29.12 Dying or resigning

29.13 Completing graduation

29.14 A mutual diagnosis made by the medical committee appointed by the President identifying that an illness is serious and harmful to others and could obstruct study.

Section 30. Leave

30.1 A leave is for a whole semester. If having enrolled in courses, a leave is the cancellation of all courses enrolled in, and those courses shall not appear on the transcript.

30.2 To request a leave, students are required to submit a request passing the program director to the Dean of the Graduate School. The Dean shall approve the request or shall have the Graduate School's committee consider the request.

30.3 The duration of a leave must not exceed two continuous normal semesters.

30.4 During the first two semesters of the study in the university, leave shall not be allowed, except for those with sickness or on military service and/or granted an international exchange scholarship.

30.5 Any leave not stated in 30.3 and 30.4 must be granted an approval from the Dean of the Graduate School.

30.6 Students must pay a status maintenance fee for the semester a leave is granted, except the semester enrolment occurs; the rate of the status maintenance fee follows the university's regulation.

30.7 In case the mutual diagnosis made by the medical committee appointed by the President and the Graduate School's committee identifies that the sickness is seriously harmful to others and could obstruct study, the Graduate School's committee shall allow that student to leave to receive medical treatment.

CHAPTER 6

Credit Transfer

Section 31. Internal transfer

31.1 Internal transfers must be approved by advisors, program directors, and the Dean of the Graduate School. Students are required to study for at least one regular semester. Any semester of leave or suspension shall not be counted.

31.2 The transfer process must be completed by the enrollment deadline of the semester of the new program.

31.3 Students whose internal transfers have been approved shall remain their student status. The faculty or the department responsible for the new program shall transfer all credits without change, and the cumulative transfer grade point average shall be included in the calculation of CGPAs earned in the new program. However, the cumulative credits are counted only in the course credits of the new program.

Section 32. Transfer and transfer criteria

Course and credit transfer during study in formal education, and credits from non-formal and/or informal education into formal education shall follow Rangsit University's Announcement regarding Credit Transfer (2003) and Amendment (2007). The submission of transfer requests must be completed within 30 days starting from the first day of admission to the University.

CHAPTER 7

Comprehensive examination and qualifying examination

Section 33. Qualifications of applicants for comprehensive examination

33.1 Applicants study and complete the number of credits as required by each program.

33.2 Applicants maintain CGPAs of not less than 3.00.

33.3 Applicants have good behaviour, not punished due to any action against the University's student discipline regulation.

Section 34. Comprehensive examination

34.1 A comprehensive examination consists of written and oral examinations. Each program is eligible to have both types of examinations. However, each program needs to have a written examination. Having an oral examination alone is ineligible.

34.2. Each program is responsible for determining the exam details and the number of exams per year; the number of exams must not exceed one time per semester.

34.3 The Graduate School shall appoint the committee for each examination in accordance with section 23.

34.4. The results of the comprehensive examination are S (pass) and U (pass). Students must obtain S within 2 attempts; otherwise, their student status will be terminated.

Section 35. Qualifying Examination

35.1 A qualifying examination is composed of written and oral examinations. However, each program needs to have a written examination. Having an oral examination alone is ineligible. The examination criteria are in accordance with those of the Office of the Higher Education Commission and of each curriculum.

35.2 The Graduate School shall appoint committees for each qualifying examination in accordance with section 24.

35.3 Students must obtain an S in their qualifying examinations within 3 years; otherwise, their student status will be terminated. A qualifying examination is subject to follow the terms and conditions of each curriculum. In their application to the University, doctoral students who submit scores of English proficiency tests equivalent to the TOEFL (Paper-based) of lower than the minimum requirements of the University must enroll English courses and pass them as required by the University before taking the qualifying exam.

CHAPTER 8

Thesis

Section 36. Thesis Procedures

36.1 Thesis supervisors and thesis examination committees

The Graduate School shall appoint thesis supervisors as specified in item 16 of Rangsit University Regulation Regarding Graduate Education for thesis supervision and guidance for students.

The Graduate School shall appoint thesis committees for thesis examination according to item 22 of Rangsit University Regulation Regarding Education at the Graduate Level; the examination date for a doctoral thesis shall be scheduled only after a minimum of one article based on the thesis is published in a national or international journal.

36.2 In conducting a thesis, students in master's degree programs (plan A) are required to receive approval of the thesis proposal at least thirty (30) days prior to the thesis defense examination.

36.3 Students in doctoral degree program in type 1 (thesis only) and type 2 (coursework plus thesis) are required to have an English proficiency test result equivalent to a minimum TOEFL score of 450 (paper-based) and must pass a qualifying examination before submitting thesis proposal. However, the thesis proposal must be approved at least 60 days before the thesis defense examination.

36.4 Thesis proposal examination

36.4.1 Students are required to discuss their thesis title as well as proposals with their thesis supervisors. With consent from their supervisors and program

directors, students are required to file a request for a thesis proposal examination to the Dean of the Graduate School.

36.4.2 Students are required to submit their proposal copies according to the number of thesis proposal committees at least seven (7) days prior to the thesis proposal examination.

36.4.3 In case of change in thesis proposals or titles, students are required to follow item 36.4 and complying with the date of submission as specified in item 36.2 (masters degree programs: plan A) and item 36.3 (doctoral degree programs) from the date of receiving the approval of the current thesis proposal

36.5 Thesis Defense

36.5.1 Regarding a request for thesis defense of a master's student, the student must receive approval from the program director before submitting the request for the thesis defense to the Dean of the Graduate School. In addition, the student is required to submit a copy of the thesis manuscript to each of the thesis defense committee at least seven (7) days prior to the date of the thesis defense.

36.5.2 To file a request for the thesis defense, doctoral students are required to have an English proficiency test result equivalent to a minimum TOEFL score (paper-based) of 500 prior to the submission of a request for the thesis defense examination to the Dean of the Graduate School with the approval from the program director. In addition, students are required to submit copies of the thesis manuscript according to the number of thesis defense committees at least fifteen (15) days prior to the thesis defense examination.

36.5.3 The thesis writing and structuring must strictly follow the instructions and guidelines in the thesis manual of the Graduate School.

36.5.4 Regarding the thesis revision and submission of the complete thesis, the student must revise the thesis according to the recommendations of the thesis examiners and resubmit to the committee for approving. In addition, the student is required to submit one copy of the thesis book with signatures of all the thesis examiners along with 4 CD-ROMs containing the complete thesis book.

36.5.5 Thesis publication is one of the graduation requirements for students in master's and doctoral programs.

36.5.6 Regarding the approval of the student's thesis and graduation, the student who has already passed the thesis defense examination but fails to submit the complete thesis book by the graduation approval date shall be restricted from graduating. The student must maintain the student status until being approved as graduated. The thesis that has been approved by the Dean of the Graduate School shall be considered as a complete thesis

CHAPTER 9 Degree Granting

Section 37. Nomination for conferment of a degree

37.1 Students to be nominated for graduate diploma and high-level graduate diploma must meet the following requirements:

37.1.1 Students have taken and passed the evaluation of the courses, and have passed English proficiency test according to the announcement of Rangsit University on the standard of English proficiency for master degree programs, and pass all other criteria in the program and the requirements toward the degree of the department.

37.1.2. Students must have a cumulative grade point average of not less than 3.00.

37.1.3 Students must not be in a period of disciplinary penalties to be nominated for a degree granting.

37.1.4 Students must follow the process to be nominated for a graduate diploma determined by the University.

37.2 Students who will be nominated for a master program in Plan A1 must meet the following qualifications:

37.2.1 Students proposed the thesis and passed the final oral examination evaluated by the committee and be open to the public. Students must pass the English examination according to the announcement of Rangsit University on the requirements of English proficiency for master's degree programs including all other criteria in the program and the requirements of the department that offers the degree.

37.2.2 The thesis or any part of a thesis must be published and accepted for publication in national or international qualified journals in accordance with the notification of the Higher Education Commission on publications for academic dissemination.

37.2.3 Students must not be in a period of disciplinary penalties emphasizing on not eligible for being nominated for a degree granting.

37.2.4 Students must follow the process for being nominated for a graduate diploma identified by the university.

37.3 Students who will be nominated for a master program in Plan A2 must meet the following qualifications:

37.3.1. Students have studied and passed the measurement and evaluation of courses and have passed the English examination according to the announcement of Rangsit University on the standard of English proficiency for their master programs including all other criteria in the program and the requirements of the department that offers the degree.

37.3.2 Students must have a cumulative grade point average of not less than 3.00.

37.3.3 The thesis or any part of a thesis must be published and accepted for publication in national or international qualified journals in accordance with the notification of the Higher Education Commission on publications for academic dissemination or the article must be presented in a conference where the full paper has been published in the conference proceedings report.

37.3.4 Students must not be in a period of disciplinary penalties emphasizing on not eligible for being nominated for a degree granting.

37.3.5 Students must follow the process for being nominated for a program degree identified by the university.

37.4 Students in plan B who wish to be nominated for graduation are required to meet the following qualifications.

37.4.1 Having passed all courses required by the program, passed the written comprehensive examination, completed an independent study presentation, passed the public final oral examination evaluated by the committee, pass the English proficiency test as specified in Rangsit University's notification on the standard criteria of English proficiency test for the graduate students, and completed all the program requirements and regulations.

37.4.2 Having obtained a cumulative GPA (i.e., GPAX) of at least 3.00.

37.4.3 For students in master's programs, an independent study or its part is required to be published as a complete article and be accessible, as specified in Rangsit University Notification Regarding Criteria for Independent Study Publication.

37.5 Students who will be nominated for a doctoral program in Plan 1 must have the following qualifications:

37.5.1. Student have passed English proficiency test according to the announcement of Rangsit University on the standard of knowledge in a foreign language for doctoral degree program.

37.5.2 Students have passed qualifying examination, have submitted dissertation, and has passed the final oral examination by the dissertation committee under open-to-public environment, as well as have passed other criteria identified by the program and the requirements toward the degree of the department.

37.5.3A thesis or any part of it must be published and accepted for publication in at least two national or international qualified journals in accordance with the notification of the Higher Education Commission on publications for academic dissemination.

37.5.4 Students must not be in a period of disciplinary penalties to be nominated for a degree program.

37.5.5 Students must follow the process of being nominated for a program degree identified by the university.

37.6 Students who will be nominated for a doctoral program (Plan 2) must have the following qualifications:

37.6.1 Student have passed English proficiency test according to the announcement of Rangsit University on the standard of knowledge in a foreign language for doctoral degree program.

37.6.2 Students have passed the qualifying examination to be eligible to apply for make a thesis.

37.6.3. Students must have a cumulative grade point average of not less than 3.00 in a 4.00 system.

37.6.4. Students presented their thesis and passed the final oral examination evaluated by the committee. The final oral examination needs to be open to the public to attend.

37.6.5 The thesis or any part of a thesis must be published and accepted for publication in national or international qualified journals in accordance with the notification of the Higher Education Commission on publications for academic dissemination.

37.6.6 Students must not be in a period of disciplinary penalties to be nominated for a degree program.

37.6.7 Students must follow the process of being nominated for a program degree identified by the university.

Section 38. Plagiarism

If students are found to violate research ethics including plagiarism or the duplication of any work or works, or submission of an independent study or thesis that has been partially or fully written by others, they must be punished according to the stipulations of the University's announcement.

Section 39. Degree approval

At the end of each semester, the University will nominate qualified students in accordance with section 37 to approve the degree to the University Council.

CHAPTER 10 **Final Provision**

Section 40. Any action having been taken or being taken before the 11th of May 2016 shall resume, following Rangsit University Regulation: Education in the Graduate Level B.E. 2556 (2013).

Section 41. Rangsit University Regulation Regarding Graduate Studies B.E. 2556 (2013) shall be applied to students who enroll in newly established and existing graduate programs of which curriculum have been revised prior to May 11, 2016, until the termination of their student status.

Section 42. The president shall enforce this regulation. In case any action is not mentioned or unclearly mentioned in this Regulation or there is a necessity to act against it to facilitate the university's graduate education management, the president shall have full authority on interpretation, decision making, and giving of orders and report to the University Council of all actions taken.

The Regulation is effective today henceforth.

Announced on the 18th of November 2020

-signed-
(Prof. Kasem Sawanagul, Ph.D.)
President
Rangsit University Council