

**Academic Regulation
of
Graduate Studies**

**Mahidol University
B.E. 2543 (2000)**

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Forward

This book of rules and regulations is published for the benefit of all graduate students at Mahidol University. It provides information on the educational system, faculty member requirements, student admissions, enrollment, grading system and graduation requirements.

It is hoped that this book can serve as a guideline for Mahidol University graduate students in planning and completing their study. With this book, we aim to answer every query and question present and prospective students, members of the public and interested parties might have.

Assoc. Prof. Dr. Rassmidara Hoonsawat
Dean of the Faculty of Graduate Studies

Academic Regulation of Graduate Studies, Mahidol University, B.E. 2543 (2000)

This regulation is hereby enacted in order to ensure the standardization, quality and direction of the regulations of Graduate Studies at Mahidol University, as well as to comply with the regulations of the Ministry of Education.

By virtue of clause 16(2) of the University Act of B.E. 2530 (1987), the Mahidol University Senate enacted the regulation of Graduate Studies, B.E. 2543, on the 20th Day of September, B.E. 2543, at the 320th University Senate meeting, Mahidol University, as follows.

Section 1

This regulation is called the “Academic Regulation of Graduate Studies (volume 2), B.E. 2546 (2003)”.

Section 2

This regulation is in force starting in the academic year of B.E. 2546 (2003).

Section 3

1. This regulation is additional to section 37 in the Academic Regulation of Graduate Studies, Mahidol University, B.E. 2543 (2000).

CHAPTER I

General Provisions

Section 4

In this regulation

"University" means Mahidol University.

"Faculty of Graduate Studies" means The Faculty of Graduate Studies, Mahidol University.

"Faculty" means faculties, colleges, institutes, centers, and others attached to Mahidol University.

"President" means President of Mahidol University.

"Dean" means Dean of The Faculty of Graduate Studies, Mahidol University.

"Graduate Studies" means educational organization and management of Mahidol University for the Graduate Diploma, the Master's Degree, and the Doctoral Degree.

"Program" means all curricular programs offered for the Graduate Diploma or the Higher Graduate Diploma Programs, the Master's Degree Programs, and the Doctoral Degree Programs approved by the University Senate, Mahidol University.

Section 5

The President of Mahidol University oversees the application of these regulations and is authorized to formulate rules, regulations, and announcements related to their application.

CHAPTER 2

Management of Educational System

Section 6

There are three types of educational systems. The faculty will decide which system will be applied to its programs:

6.1 The Two-Semester and One Summer Session System

The academic calendar consists of two semesters and one summer session. Each semester has 15 weeks for scheduled classes. The summer session is scheduled to meet the requirements of each faculty.

6.2 The Trimester System

The academic calendar consists of three regular semesters. Each semester is not less than 12 weeks.

6.3 The Quarter System

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

Section 7

Credit evaluation for each subject

7.1 The Two-semester System

7.1.1 Coursework: One credit equals lectures or discussion of not less than 15 hours per regular semester.

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

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

7.1.4 Independent study or thematic paper: One credit equals time spent on research of not less than 45 hours per regular semester.

7.1.5 Thesis: One credit equals time spent on research of not less than 45 hours per regular semester.

7.2 Trimester System:

7.2.1 Coursework: One credit equals lectures or discussion of not less than 12 hours per regular semester.

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

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

7.2.4 Independent study or thematic paper: One credit equals time spent on research of not less than 36 hours per regular semester.

7.2.5 Thesis: One credit equals lectures or discussion of not less than 36 hours per regular semester.

7.3 Quarter System:

7.3.1 Coursework: One credit equals lectures or discussion of not less than 10 hours per regular quarter.

7.3.2 Laboratory practice: One credit equals practice or experimentation of not less than 20 hours per regular quarter.

7.3.3 Training practice or field study: One credit equals practice of not less than 30 hours per regular quarter.

7.3.4 Independent study or thematic paper: One credit equals time spent on research of not less than 30 hours per regular semester.

7.3.5 Thesis: One credit equals lectures or discussion of not less than 30 hours per regular semester.

Section 8

Curricula Structure:

8.1 Graduate Diploma or Higher Graduate Diploma Programs

The coursework load of not less than 24 credits for a two-semester system

8.2 Master's Degree Program.

The course load of not less than 36 credit per semester for the two- semester system .

There are two plans of the Master's Degree Programs:

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

Plan A (1) consists of doing a thesis only totaling not less than 36 credits. Additional non-credit subjects or academic activities may be optional.

Plan A (2) consists of coursework and thesis combined totaling not less than 36 credits with the thesis totaling not less than 12 credits.

Plan B consists of coursework and 6 credits for the thematic paper. The total number of credits from coursework and thematic paper combined should not be less than 36. There is no thesis required for this plan.

Plan B program may be set up only if Plan A has already existed for not less than 3 academic years. Thereafter, it can run concurrently with plan A.

8.3 Doctoral Degree Programs

This program is divided into 2 forms focussing on research in order to develop academic and professional individuals: I

- **Plan 1** consists of doing research only for a dissertation totaling not less than 72 credits after the completion of Bachelor's degree and not less than 48 credits after the Completion of the Master's degree.

- **Plan 2** consists of coursework and research for a dissertation:

(1) For students with a Bachelor's Degree, the plan consists of coursework totaling not less than 24 credits and a dissertation totaling not less than 48 credits. The total number of credits from coursework and dissertation combined should not be less than 72. I

(2) For students with a Master's Degree the plan consists of I coursework totaling not less than 12 credits and a dissertation totaling not less than 36 credits. The total number of credits from coursework and dissertation combined should not be less than 48.

Section 9

For each Graduate program, the professorial staff must consists of at least 5 regular members. Of this number there must at least be one full-time staff member in charge of the graduate diploma or higher graduate diploma program, at least two full-time staff for the Master's degree program and at least three for the doctoral degree program.

CHAPTER 3

Faculty Member

Section 10

Regular staff member means those who are attached to Mahidol University and are in charge of teaching and learning, administration, and research. Their duties are as follows: to be responsible for program curricula, assess students' qualifications, serve on the defense committee for thesis or thematic paper proposals, act as thematic paper advisors, comprehensive examiners, thesis or thematic paper examiners and coursework instructors.

Section 11

Qualifications and responsibilities of the regular staff for Graduate Diploma Programs, Master's Degree, and Higher Graduate Diploma Degree Programs:

11.1 Faculty member in charge of Graduate Diploma Programs, Master's Degree Programs and Higher Graduate Diploma Degree Programs:

11.1.1 Qualifications:

(1) must be a full time regular staff member working in the department in charge of that particular program.

(2) Must hold a Ph.D. degree or equivalent or have an academic title of not less than associate professor in that particular field or a related field.

11.1.2 Duties:

(1) responsible for teaching and learning management, students' research as required by the program, as well as to serve in at least one of the following responsibilities mentioned in (2)-(6).

(2) coursework instructor.

(3) examiner for thesis or thematic paper proposal.

(4) thesis or thematic paper advisor.

(5) comprehensive examiner.

(6) examiner for thesis or thematic paper defense.

11.2 Thesis/Thematic paper proposal defense committee: 11.2.1 Qualifications:

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

(2) must have experience in doing research in addition to the research done in the course of the examiner's own graduate studies.

11.2.2 Number of committee:

At least 2 members of the committee for examining the thesis or thematic paper proposal must be appointed by the Dean of the Graduates Studies. The chairperson of the committee must be a regular staff member of the program. An external examiner may be additionally invited to be on the committee.

11.2.3 Duties:

To test knowledge or proficiency of the student's thesis or thematic paper proposal, to consider points of discussion or the statement of the thesis methodology, length of time needed to do research and benefits expected from that research.

11.3 Advisors for Master's Degree thesis or thematic papers:

11.3.1 Qualifications:

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

(2) must have experience in doing research in addition to the research done in the course of the advisor's own graduate studies.

11.3.2 Numbers of committee:

At least 2 members of the advisory committee for the thesis or thematic paper must be appointed by the Dean of the Graduate Studies. The chairperson must be a regular staff member of the program. An external examiner may be additionally invited to be on the committee.

11.3.3 Duties:

(1) to give students advice on theoretical concepts, research methodology and analytical processes including solving related problems that may occur.

(2) to give students advice and discuss with them theoretical content, the writing of a thesis or thematic paper and the language used in it.

(3) to assess students' progress on the thesis or thematic paper every semester until it is completed.

(4) to give approval for students' thesis or thematic paper defense schedules.

11.4 Comprehensive examiners for Master's Degree Program (Plan B):

11.4.1 Qualifications:

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

11.4.2 Numbers of the committee:

At least 3 members of the examination committee for the comprehensive exam must be appointed by the Dean of the Faculty of Graduate Studies. The chairperson of the comprehensive examiners must be a regular staff member of the program. An external examiner may be additionally invited to be on the committee.

11.4.3 Duties:

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

11.5 Thesis or thematic paper defense examiners:

11.5.1 Qualifications:

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

(2) must have academic experience in the content and method of defending a thesis or thematic paper.

11.5.2 Numbers of the committee:

At least 3 members of the thesis or thematic paper defense examination committee must be appointed by the Dean of Faculty of Graduates Studies. The committee consists of all or some of the thesis or thematic advisors and at least one external examiner.

11.5.3 Duties:

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

11.6 Course work instructors:

Instructors of the Graduate Diploma Program, Master's Degree Programs, and Higher Graduate Diploma Degree Programs.

11.6.1 Qualification:

must hold at least a Master's degree in that field or a related field of study, must have teaching experience and has published research papers which are not part of the instructor's own graduate thesis work and must hold an academic title of not lower than assistant professor.

11.6.2 Duties:

in charge of teaching coursework in Graduate Diploma Programs, Master's Degree Programs and Higher Graduate Diploma Programs.

Section 12

Qualifications and responsibilities of regular staff members for Ph.D. Degree Programs:

12.1 Faculty member in charge of Ph. D. Degree Programs:
1 2 . 1 . 1 Q u a l i f i c a t i o n s :
(1) must be a full-time regular staff member working in the department in charge of that particular program.

(2) must hold a Ph.D. degree or equivalent or have an academic title of not lower than full professor in that particular field or a related field of study.

12.1.2 Duties:

(1) responsible for teaching and learning, management of students' research as required by the program, as well as serving in at least one of the following roles mentioned in (2) - (6) .

(2) coursework instructor

(3) examiner for qualifying exam

(4) examiner for thesis proposal exam

(5) Thesis advisor

(6) Examiner for the thesis defense exam

12.2 Qualifying Examiner:

12.2.1 Qualifications:

must hold a Ph.D. degree/Doctorate degree or equivalent or have an academic title of not lower than associate professor in that particular field or a related field of study.

12.2.2 Numbers on committees:

At least 3 members for the Qualifying examination committee must be appointed by the Dean of Graduate Studies. The chairperson of the committee must be a regular staff member. An external examiner may be invited to be on the committee.

12.2.3 Duties:

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

12.3 Thesis proposal defense examiners:

12.3.1 Qualifications:

(1) must hold a Ph.D. degree/Doctorate degree or equivalent or have an academic title of not lower than associate professor in that particular field or a related field of study.

(2) must have experience in conducting research in addition to research done in the course of the examiner's own graduate studies.

12.3.2 Numbers of the committee:

At least 3 examiner members for the thesis proposal defense committee must be appointed by the Dean of Graduate Studies. The chairman of the committee must be a regular staff member. An external examiner may also be invited to join the proposal defense committee.

12.3.3 Duties:

to give students the proposal defense examination considering thesis statement, methodology, time spent on doing research and expected benefits of the research.

12.4 Advisor for Ph.D. Degree thesis:

12.4.1 Qualifications:

(1) must hold a Ph.D. degree or equivalent or have an academic title of not lower than full professor in that particular field or a related field of study.

(2) must have experience in conducting research in addition to the research done in the course of the advisor's own graduate studies.

(3) should have previous experience in advising in master's degree theses.

12.4.2 Numbers of the committee:

At least 3 committee members of the thesis advisory committee must be appointed by the Dean of Graduate Studies. The chairperson of the committee must be a regular staff member. Also an external advisor may be invited to be on the thesis advisory committee.

12.4.3 Duties:

(1) to give students advice on thesis content, concepts, research methodology and problem solving.

(2) to give students suggestions and advice on theoretical content, concepts, thesis writing and language use.

(3) to assess the students' progress in writing the thesis every semester until it is successfully completed.

(4) to give approval on the schedule for the thesis defense.

12.5 Thesis defense examiners:

12.5.1 Qualifications:

(1) must hold a Ph.D. Degree or equivalent or have an academic title of not less than associate professor in that particular field or a related field of study.

(2) must know the content and the method of the thesis defense examination.

12.5.2 Numbers of the committee:

At least 4 members of the Thesis Defense examination committee must be appointed by the Dean of Graduate Studies. The committee consists of all or some thesis advisors and at least one external examiner from outside of the university.

12.5.3 Duties:

to determine the students' proficiency and ability in doing research for their theses, their knowledge of the research topic, their presentation ability in speaking and writing, as well as wit and intelligence in answering questions.

12.6 Course work Instructors:

12.6.1 Qualifications:

must hold a degree of not lower than doctorate degree or equivalent in that particular field or a related field of study. They must have with teaching experience, and must have published research papers which are not part of the instructor's own graduate studies and have an academic title of not lower than associate professor.

12.6.2 Duties:

in charge of teaching and learning management in Doctorate Degree Programs.

S e c t i o n 1 3

Work load for advising thesis and thematic papers

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

Section 14

External Examiners for Master's Degree Program:

14.1 Qualifications:

(1) must hold a Ph.D. degree or equivalent or have an academic title of not lower than associate professor in that particular field or related field of study.

(2) if they are not attached to any academic institution and do not have the qualifications or academic title mentioned in (1), they must receive approval and be appointed as an expert in that particular subject by the Dean of Graduate Studies.

14.2 Criteria in nominating external examiners:

(1) if the program of study is under the responsibility of a particular department, external examiners must not be from that department.

(2) if the program of study is under the responsibility of many department, external examiners must not be from the department.

(3) if the program of study is under the responsibility of many departments and/or many faculties, external examiners must not be from the related department and related faculties.

(4) for any graduate program of the faculty which is not under the supervision of the department, the external examiners must not be from that faculty.

Section 15

External examiners for the Ph.D. Program:

15.1 Qualifications

(1) The person must not be from Mahidol University.

(2) Must hold a Ph.D. degree or have an academic title of not less than Associate Professor in that particular field.

(3) If they are not attached to any academic institution and do not have the academic qualification mentioned in (2) they must receive approval from the Dean of Graduate Studies to be appointed as a specialist in that particular subject.

Section 16

Guest lecturers are those who are not regular staff and are invited by the Faculty of Graduate Studies as specialists to teach in a particular field.

16.1 Qualification of special lecturers for Master's degree program:

(1) must hold a Master's degree in that field or a related field of study or hold and academic title of not lower than associate professor and have experience in teaching and research in addition to that which was part of their own graduate training.

(2) if not attached to the university and not holding any qualifications or an academic title as mentioned in (1) above, he/she must be a specialist in that particular subject.

16.2 Qualification of guest lecturers for Doctoral Degree Program:

(1) must hold a degree not lower than a doctoral degree or equivalent in the particular field or a related field of study or hold an academic title of not lower than associate professor. He/she must have experience in teaching and doing research which is not part of the lecturer's own graduate training.

(2) if not attached to the university and not holding any qualifications or an academic title as mentioned in (1) above, he/she must be a specialist in that particular subject.

Section 17

Number, qualifications and responsibilities of the committee in charge of a Graduate Program (administrative program committee):

17.1 Number of committee members:

The number of the committee is not less than 3, consisting of the chairperson, committee members and committee secretary. Consultants/Advisors may be allowed.

17.2 Qualifications:

(1) must hold an academic degree higher than or equivalent to the program degree in question.

(2) must be attached to Mahidol University or be an outsider holding the qualifications mentioned in (1). The number of outsiders must not be more than 1/3 of the total committee.

17.3 Responsibilities:

(1) to manage and process syllabus and curricula as assigned by the head of the department and/or Dean/Faculty running the Graduate Program.

(2) to control program quality to comply with regulations of the Graduate Studies, Mahidol University and standard criteria of the Ministry of University Affairs.

(3) to control, manage and process the Graduate Program and students' research as determined by the department/faculty and the regulations of the Graduate Studies.

(4) to present program assessments to the Head of the department, the Dean of the faculty which runs the Graduate Program and the Dean of Graduate Studies.

(5) to co-ordinate with other academic units that may be concerned.

The term of the program administrative committee is 2 years, starting from the day of appointment by the Dean of Graduate Studies or ending at expiry of the tenure of the Dean of the faculty which runs the graduate program. The committee may be reelected.

Besides ending in the first clause, the committee may be invalidated under the following circumstances

(1) on death

(2) on resignation

When the position is vacant, a substitute must be processed within 30 days of the position becoming vacant. The term of the chair of the committee is not more than 6 successive years.

CHAPTER 4

Student Admissions

Section 18

Qualifications of applicants for graduate programs are as follows:

18.1 Graduate Diploma and Master's Degree Program:

(1) must hold a Bachelor's degree or be studying in the last semester of the Bachelor's program or hold an equivalent degree from an institute accredited by the Ministry of University Affairs and/or be accepted by the Administrative Program Committee.

(2) have a GPA of no less than 2.00 if applying for a Graduate Diploma Program or no less than 2.5 for a Master Degree Program.

(3) have other qualifications as required and as announced in the application handbook by the Administrative Program Committee.

(4) those lacking the qualifications mentioned in (1)-(3) above may apply with the consent of the chairperson of the Administrative Program Committee.

18.2 Higher Graduate Diploma Program:

(1) must hold a Master's degree or be studying in the last semester of the Master's Degree Program or equivalent from an institute accredited by the Ministry of the University Affairs and/or be accepted by the Administrative Program Committee.

(2) have a GPA of not less than 3.00.

(3) have the other qualifications as mentioned in items 18.1 and 18.1 (4).

18.3 Doctorate Degree Program.

(1) must hold a Bachelor's or Master's degree or be studying the last semester of the Bachelor's Degree Program or Master's Degree Program or the equivalent with a GPA of no less than 3.50 or with honors from an institute accredited by the Ministry of University Affairs and accepted by the Administration Program Committee.

(2) have the other qualifications as mentioned in items 18.1 (3) and 18.1 (4)

Section 19

Student category

Students are divided into 2 categories

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

19.2 Provisional or Trial Students are those holding at least a Bachelor's degree or the equivalent and request to study on a trial basis in the first semester on the condition that they pass the first semester examination with a GPA of no less than 3.00 or pass the standard English requirement before becoming regular students or on any condition requested by the Administrative Program Committee and the Dean of the Graduate Studies.

S e c t i o n 2 0

Criteria for Admission:

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

20.2 In some special cases, selected individuals, members or nonmembers of Mahidol University may study particular subjects offered by the Graduate Studies Programs with or without credits. This does not mean the student will receive a degree from the university.

Students applying for 20.2 must have the qualifications as mentioned in item 18.1 or 18.2 or 18.3 depending on each case and must follow the rules for student enrollment specified by the Faculty of Graduate Studies.

CHAPTER 5

Enrollment & Registration

Section 21

Enrollment is the process by which students indicate their intent to enroll and attend a program (only one program is permitted) for a particular semester.

Section 22

Registration and Maximum duration of study for program graduation:

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

22.2 Registration and coursework are the processes by which students are allowed to register for a minimum of 9 credits per semester and a maximum of 15. The summer semester is not to exceed 6 credits. The study time and registration system must follow the following maximum time limits:

22.2.1 The Graduate Diploma Program and the Higher Graduate Diploma Program are to be completed within 3 academic years.

22.2.2 The Master's Degree Program is to be completed within 5 academic years.

22.2.3 The Doctorate Degree Program is to be completed within 8 academic years for applicants holding a Bachelor Degree and 5 academic years for applicants who hold a Master Degree.

22.3 Registration for retaining student status:

Students who have completed all courses of the program but have not yet completed all graduation requirements must register and pay a retaining fee every semester until graduation.

22.4 Registration on the course(s) offered by other institutions:

22.4.1 Students may register for course work offered by other accredited institutions with the consent of the Chairperson of the administrative Program Committee and the approval of the Dean under the following conditions:

(1) the courses are not offered in Mahidol University during the prescribed semester.

(2) if courses are offered in those institutions, credits can be transferred if course descriptions are comparable and cover at least 3/4 of the areas prescribed in the curriculum offered at the Faculty of Graduate Studies.

(3) The courses will have to be advantageous to the study or thesis work or thematic paper.

22.4.2 Credits and grade results can be transferred to the students's transcript for evaluation.

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

Section 23

Adding/Dropping/Withdrawing from course work:

Approval from the instructor, the Chairperson of the Administrative Program Committee and the Dean must be obtained prior to adding or dropping or withdrawing from a course.

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

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

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

Section 24

Class attendance:

Students are expected to attend classes regularly and maintain education goals by completing assigned coursework; for example, lectures, case studies, seminars, site visits and so forth. A minimum of 80 percent of class attendance is mandatory to qualify for taking the final examination.

Section 25

Study leave of absence:

25.1 Students may personally request for the absence of study from the Chairperson of the Administrative Program Committee and with approval from the Dean. It can be requested under the following conditions:

25.1.1 military recruitment.

25.1.2 receiving an overseas exchange student scholarship or other scholarships advantageous study or research.

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

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

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

25.2 For items 25.1.3, 25.1.4, and 25.1.5, students can take them for no longer than two semester consecutively. Students wishing to take the third semester for study absence have to obtain the Dean's approval. Regarding items 25.1.1 and 25.1.2, study absence will be conducted according to the conditions and the requirements of the military and/or scholarship funding resources.

25.3 When the request for study absence is permitted, the duration of absence will be counted as part of the maximum duration of study except absence under 25.1.1 and 25.1.2.

25.4 To retain student status during the study absence, students must pay the fee, except for the study absence under items 25.1.1 and 25.1.2. If the student fails to pay the fee, he/she will be removed from the program.

25.5 After the study absence, the student can petition to return to class through the Chairperson of the Administrative Program Committee and with approval of the Dean.

Section 26

End of Student Status:

Student status will be ended under the following conditions:

26.1 completing the requirements of the program for graduation.

26.2 resigning from the program with approval from the University President.

26.3 the President can end a student's status under any of the following conditions:

26.3.1 Students who are provisional or Trial Students under item 19.2 and who cannot change their status to be Regular Students.

26.3.2 Students obtaining a cumulative GPA of less than 2.50 in two consecutive semesters.

26.3.3 Students not completing the program within the maximum duration specified in items 22.2.1, 22.2.2, and 22.2.3.

26.3.4 Student not registering and/or not paying the tuition fees within the period specified for registration.

26.3.5 Students not following the conditions specified for study absence.

26.3.6 Examination frauds

26.3.7 Death

Section 27

Student Status reinstatement:

27.1 A students whose status ends due to items 26.2,26.3.4, or 26.3.5, may request reinstatement of student status if the student does not exceed the maximum study period as specified in item 22.2.

27.2 Reinstatement of student status must be approved by the President following the consent of the Chairperson of the Administrative Program Committee and the Dean respectively.

27.3 After approval by the President, students can earn student status and return to study regularly in the following semester.

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

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

27.6 After the return of student status is approved by the President, students will have regular status as before. The computation of the study duration will be made according to item 27.4.

CHAPTER 6

Grading System

Section 28

Evaluation of a student's achievement in course work: 28.1 Letter grade symbols:

28.1.1 Letter grade symbols are recorded as follows:

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

28.1.2 Other designations, without credit points, are assigned for coursework taken as follows:

S	Satisfactory
U	Unsatisfactory
I	Incomplete
P	In Progress
W	Withdrawal
AU	Audit (No credit granted)
X	No report from the instructor

28.2 A student must receive a grade of B (3.00) or higher in any core or required courses and a grade of C (2.00) or higher in the elective courses. The student must repeat those required courses to obtain the required grades. As for elective courses the student can change to take other course.

28.3 "F" grade is given according to the following conditions:

28.3.1 The evaluation of student performance shows "fail."

28.3.2 The student is absent from the examination without the permission of the instructor, the Chairperson of the Administrative Program Committee, and the Dean.

28.3.3 The student is not permitted to take examinations as explained in Section 24.

28.3.4 Students do not follow the examination regulations.

28.3.5 When the "I" (Incomplete) grade which requires the student to sit for the extra examination or perform extra assignments cannot be fulfilled, the F will be given in place of "I".

28.4 "S" (Satisfactory) or "U" (Unsatisfactory), these two letter grades have no point value.

28.5 The "I" grade is assigned to students in the following cases:

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

28.5.2 When the student does not attend the final examination due to emergency or does not complete the course assignments, "I" can be given with the recommendation of the instructor and the Chairperson of the Administrative Program.

28.5.3 The instructor and the Chairperson of the Administrative Program Committee are in agreement to postpone evaluation.

28.5.4 Students cannot have an I grade for more than two course work subjects except in the case of Section 28.5.1.

28.6 When the "I" grade is given to the students, the following provisions must also be specified by instructors:

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

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

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

28.7 To change an "I" grade, students can either:

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

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

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

28.8 "P" (In Progress) is assigned by the instructor when course work is not completed within one semester and/or where there is continuing study.

28.9 "W" (Withdrawal) is assigned to students in the following cases:

28.9.1 The student requests withdrawal from a course, and it is approved as explained in Section 23.3.

28.9.2 The student's request for student absence is approved. 28.9.3 The student is penalized and banned from study.

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

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

28.12 Other letter grades are assigned for evaluation of a student's progress in the thesis and thematic paper:

28.12.1 The following symbols represent the evaluation results:

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

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

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

(1) Student is registered in the semester but still has not prepared the proposal of the Thesis or Thematic Paper.

(2) Student has not performed the research according to the research plan.

28.12.2 If a student receives the "U" rating for two consecutive semesters or the "P" symbol in four consecutive semesters, the Chairperson of the Thesis Advisory Committee and the Chairperson of the Administrative Program Committee must consider the problems and solve them, then report to the Dean.

Section 29

Penalty for Examination Fraus:

Any form of academic dishonesty will usually lead to one or a combination of the following:

29.1 An F for that course.

29.2 An F for all courses registered in that academic semester

29.3 Ineligibility to enroll in the next regular semester.

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

Section 30

Counting of credits:

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

In case the student registers for the course more than once, only the credit of the last one which the student has passed is counted.

30.2 In calculating the GPA for that particular semester or year, all courses taken with fixed credits are counted.

Section 31

Calculation of grade point average (GPA):

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

31.1 Grade point average for semester is calculated from the summation of the product of the number of credits of the course multiplied by the grade point received and divided by the total number of credits of all courses taken.

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

In case the student repeats registration for a course, only the last grade point of that course is used in such a calculation but it must not be more than a B.

Section 32

Changing of study program:

32.1 Transfer of field of study may be made with appropriate reasons, depending on the approval of both the administrative program committee of prior field of study and that of the field to be transferred to.

32.2 The student must have studied in the previous program for not less than 2 semesters.

32.3 A student on probation is not permitted to transfer the field of study.

Section 33

Transfer of course credit:

Transfer of course credit is possible only with the consent of the course director and the administrative program committee and it must also be approved by the Dean of the Faculty of Graduate Studies with the following stipulations:

33.1 Courses in which:

credit can be transferred

33.1.1 It is a graduate course.

33.1.2 It is a course present and required in the program and carries an equivalent content to the one to be transferred to.

33.1.3 It must not have been taken by the student in the previous 5 years.

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

33.2 Number of credits to be transferred:

33.2.1 If it is a course or subject taught at Mahidol University, the number of credits to be transferred is up to the discretion of the program committee and the Dean of Faculty of Graduate Studies.

In the case that the credits from the graduate diploma program are transferred to Master's or Ph.D., the total number of course credits to be transferred must not be more than 40% of all credits required by the Master's or Ph.D. program.

33.2.2 If the course is taught by a different institution, the total number of course credits to be transferred cannot exceed 25% of all credits required by the program .

33.3 The student's transcript will show only the number of credits and the name of the institution from which the course is transferred, They will not be taken into account in to the calculation of GPA.

CHAPTER 7

Steps for Completing Thesis/Thematic Paper

Section 34

Completing Thesis/Thematic Paper:

34.1 A student must receive approval from his/her advisor to register for the thesis/thematic paper credit.

34.2 After registering the thesis/thematic paper, a student will have to prepare an English version proposal of the thesis or thematic paper which consists of:

34.2.1 Title in both Thai and English.

34.2.2 Origins of the importance of the problem.

34.2.3 Method of research.

34.2.4 Instruments to be used and data analysis method.

34.2.5 Other details subject to the requirements of each program.

For students in the doctoral degree only, the students must pass the qualifying examination to be allowed to prepare the thesis/thematic paper proposal.

34.3 The Faculty of Graduate Studies will approve the title of the thesis/ thematic paper and appoint, by advice of the Chairperson of the Administrative Program Committee, an Advisory Committee after the students pass a thesis/ thematic paper p r o p o s a l e x a m i n a t i o n .

34.4 Changes in the thesis/thematic paper title and the advisory committee.

If there are any requests to change the title, this can be done by submitting the request to the Chairperson of the Advisory Committee, the chair- person of the Administrative Program Committee, and the Dean for approval.

34.5 Language used in the thesis/thematic paper:

34.5.1 The thesis/thematic paper must be written and typed in English for a Doctoral Degree.

34.5.2 For the Master's Degree level, the thesis/thematic paper must be typed in English. If the student needs to write in Thai, the student must request approval through the Chairperson of the Administrative Program Committee to the Dean by fully explaining the reasons. This exception may be granted on an individual basis.

34.6 The Chairperson of the Advisory Committee is responsible for presenting the evaluation of progress to the Chairperson of the Administrative Program Committee and submitting it to the Dean every semester in which the student is still working on the thesis.

Section 35

Thesis/Thematic Paper Defense Examination

35.1 For a student to qualify to take the thesis/thematic paper defense Examination, the student must:

35.1.1 Spend no less than 3 months doing the thesis or no less than 45 days doing the thematic paper.

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

35.1.3 Pass the English standard requirement as set by the Faculty of Graduate Studies.

35.1.4 Pass the Comprehensive Examination (Non- Thesis plan B Student).

35.1.5 Be approved by the Thesis/Thematic Paper Advisory Committee.

35.1.6 Submit the thesis/thematic paper to the Thesis/Thematic Paper Defense Committee at least 15 days before the examination date.

35.2 The Chairperson of the Administrative Program Committee will determine the examination date and submit the name list of the Thesis/Thematic Paper Defense Committee to the Faculty of Graduate Studies for approval and appointment at least 15 days prior to the defense examination.

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

35.3.1 When the committee thesis defense examination cannot be performed on the set date, the following should be carried out:

(1) Request for a new examination date with the approval form the Dean.

(2) If a certain member of the exam committee is absent and the examination can not be postponed, the exam can proceed but the chair of the defense committee must notify the Chairperson of the Administrative Program committee of the causes. The absent committee member must later evaluate the thesis. The final examination result must be approved by the Dean.

35.4 Criterion of defense examination evaluation (Thesis/Thematic paper):

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

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

(2) "Passed with Conditions" means the thesis is not satisfactorily completed and/or the student could not show ability to answer all questions asked by the Defense Committee. The Committee will require that the thesis/ thematic paper be corrected or have major contents added or that the text be revised. The conditions and time period for revising the thesis must be specified in order to allow the student to do so. This period, however, must not exceed 3 months or 1 month for revising the thesis or thematic paper, respectively, starting from the date on which the student is informed of the examination results.

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

-The student who received "Not Passed" grade will have to correct the thesis/thematic paper according to the suggestions of the Defense Committee within the time limit.

-When the time limit has elapsed, the student must resubmit the request for thesis examination and register again.

35.4.2 If the above conditions cannot be met on time, the student will have to explain the reasons and obtain approval for extending the period for thesis/thematic paper submission by petitioning the Chairperson of the Defense Committee and the Chairperson of the Administrative Program Committee. Otherwise, the Faculty of Graduate Studies will assign a "failed" grade and the student will then have to restart, repeating all steps of doing the thesis/thematic paper with a new topic.

35.5 Submitting Complete Thesis/Thematic Paper and Diskette

A student must submit 2 copies of the complete thesis/thematic paper plus diskette or CD to the Faculty of Graduate Studies with consent of the Chairperson of the Administrative Program Committee within 3 weeks after passing the test. Fee will

be charged for late submissions. The "delayed submission" can not be extended more than 90 days after the "Passed" result.

35.6 Cancellation of Thesis/Thematic paper examination result

If the delayed submission of the complete thesis/thematic paper and, diskette or CD have not been received by the Faculty of Graduate Studies within 90 days after the "passed" result, the Faculty of Graduate Studies will cancel the thesis/thematic paper examination result. If the student still wants to receive the degree, the student must register and start the entire process of doing the thesis/thematic paper again.

CHAPTER 8

Requirements for Graduation

Section 36

Requirements for Graduation:

36.1 Graduate Diploma and Higher Graduate Diploma Programs:

- (1) complete full-time study according to Section 22.2.1.
- (2) complete all required courses and obtain the grading record satisfying the requirements of the particular program.
- (3) fulfill the program requirements with a GPA of at least 3.00.
- (4) pass the English Proficiency Examination as set by the Faculty of Graduate Studies.
- (5) meet the other special requirements of the particular program which have been approved by the Faculty of Graduate Studies.
- (6) students must have met all the conditions of (1) to (5) before the graduation day.
- (7) The Chairperson of the Administrative Program Committee must submit the request for graduation to the Faculty of Graduate Studies.

36.2 Master's Degree Program:

36.2.1 Plan A (1):

- (1) complete full-time study according to Section 22.2.2.
- (2) pass additional non-credit subjects or academic activities according to the criteria of the program.
- (3) pass the English Proficiency Examination as set by the Faculty of Graduate Studies.
- (4) the graduation day is the same day that the students pass the thesis defense examination.
- (5) submit the complete thesis and diskette or CD to the Faculty of Graduate Studies according to "Thesis Requirements".
- (6) the thesis study is accepted for publication in an international journal, or an academic journal that has a peer review process.
- (7) meet other special requirements of the particular program which has been approved by the Faculty of Graduate Studies.
- (8) The Chairperson of the Administrative Program Committee must submit the request for graduation to the Faculty of Graduate Studies.

36.2.2 Plan A (2):

- (1) complete full-time study according to Section 22.2.2.

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

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

(4) pass the English Proficiency Examination as set by the Faculty of Graduate Studies.

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

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

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

(8) The Chairperson of the Administrative Program Committee must submit the request for graduation to the Faculty of Graduate Studies.

36.2.3 Plan B:

(1) complete full-time study according to Section 22.2.2.

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

(3) fulfill the program requirements with a GPA of at least 3.00.~ (4) pass Comprehensive Examination.

(5) pass the English Proficiency Examination as set by the Faculty of Graduate Studies.

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

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

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

(9) The Chairperson of the Administrative Program Committee must submit the request for graduation to the Faculty of Graduate Studies.

36.3 Doctorate Degree Program:

(1) complete full-time study according to Section 22.2.3.

(2) complete all courses and obtain the grading record satisfying the requirements of the particular program for which they are applying.

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

(4) pass the Qualifying Examination

(5) pass the English Proficiency Examination as set by the Faculty of Graduate Studies.

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

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

(8) The Ph. D. thesis must be accepted for publication in an international journal or an academic journal that has a peer review process.

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

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

S e c t i o n 3 7

Education Level Change:

Students may change their student status from a lower level to a higher level of study or vice versa provided it is a condition of the program or an announcement of the Faculty of Graduate Studies.