Graduate Student Handbook
Faculty of Medicine Ramathibodi Hospital
Mahidol University

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Introduction to Faculty of Medicine Ramathibodi Hospital

Following the Second National Economic and Social Development Plan (1964-1966), the Thai Government aimed to increase the number of doctors and nurses in order to meet the needs of the country. In August 1964, the Cabinet approved the plan of setting up a new medical school which would be located around the Phyathai area, Bangkok, Thailand. HM King Bhumibol Adulyadej graciously conferred the name on the new school of medicine "Ramathibodi" and laid the foundation stone for the building on December 30th, 1965. Four years later, the King came to open the new faculty of medicine on May 3rd, 1969. Apart from the Government's fund, the Faculty was financially and academically supported by the Rockefeller Foundation from the United States of America. Since then the Faculty of Medicine Ramathibodi Hospital has been fully equipped and has provided medical education and research facilities to the public. Moreover, it serves patients in Bangkok and from all

The Faculty of Medicine Ramathibodi Hospital has two principal buildings to serve 5,000 out-patients per day; first building, Main Building, mainly provides more than 1,000 beds for the tertiary care of complicated and severely ill patients in various specializing departments and units. The second building, the **Sirikit Medical Center**, serves as a center for modern research projects, namely, bone marrow transplantation project, the project of Advanced Diagnostic Imaging Center (AIMC). It also houses modern operating rooms and intensive care units.

A new and state-of-the-art medical center named “Somdech Phra Debaratana Building” serves as the most excellent service complex for thousands of out-patients. The building has well-equipped facilities to perform high standards of healthcare in the Southeast Asian region. It provides 350 beds, 16 operating rooms, 14 Intensive Care Units, and comprehensive service centers such as Stem Cell Transplantation, Minimal Invasive Endoscopic Surgery Center, Elderly Care Unit, Child Development Center and Complicated Diseases Service by specialized doctors.

Introduction to Faculty of Medicine Ramathibodi Hospital

Chakri Naruebodindra Medical Institute, Faculty of Medicine, Ramathibodi Hospital, was established from a royal initiative of His Majesty King Bhumibol Adulyadej, which had a royal intention to have a large hospital and medical school level at Samut Prakan province. It has a 400-bed hospital, as a primary and secondary hospital suitable for teaching undergraduate students in 3 programs including Doctor of Medicine, Nursing Science and Communication Disorders (Speech & Hearing)

Vision

To become a leading guide for national health advocacy and one of the foremost academic institutions in Thailand with an established international reputation.

Mission

- To educate and generate medical graduates and specialists to meet high international standards.
- To provide high quality of medical care with modern facilities and technology to the public.
- To be the research center for medical innovations and public healthcare services.

Education

To educate and generate physicians, nurses and health science graduates of high potential to be the leaders of public health.

Research

To establish leading-quality health research of mixed methodology for the sake of the country's public health solution and progress.

Academic Service

To be the leadership in health education.

Medical Service

To be the leader university hospital delivering excellence of health services in order to foster the development of enhancing both academic and research activities.

Health Promotion

To be the leadership in campaigning and promoting the country's health awareness to the society.

Value

"To be a Learning Organization with Integrity and Quality"

Administrative Team

Faculty of Medicine Ramathibodi Hospital Mahidol University

Dean

Professor Piyamitr Sritara, MD, FRCP, FACP, FRCP(T)

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean

Clinical Professor Pornchai Mulpruek, MD

Professional Service Cluster

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Policy and Planning

Associate Professor Chusak Kijkunasathian, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Policy And Information Technology

Sani Molagool, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Finance and Procurement

Professor Ronnachai Kongsakon, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Quality Development

Associate Professor Mali Rungreungvanich, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Cooperate Communication

Assistant Professor Pavit Pienvichit, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Physical Environment and Facilities

Assistant Professor Prasit Keesukphan, MD

Professional Service Cluster

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Academic Affairs and Culture

Professor Sarikapan Wilailak, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Human Resources

Miss Nara Pao-in

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Health Promotion

Associate Professor Noppawan Piaseu, PhD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for School of Management Hospital work

Professor Alisa Limsuwan, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Strategy And the director of the Chakri Naruebodindra Medical Institute

Associate Professor Wicharn Choktanasiri, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Director of Ramathibodi Medical School

Associate Professor Artit Ungkanont, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Physical Education Special project

Puchong Likittanasombat, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Operations

Nawanan Theera-Ampornpunt, MD, PhD

Ramathibodi Healthcare System Cluster

Faculty of Medicine Ramathibodi
Hospital Mahidol University

Director of
Ramathibodi
Hospital

Associate Professor Surasak Leela-Udomlipi, MD

Faculty of Medicine Ramathibodi
Hospital Mahidol University

Executive Director of
Somdech Phra Debaratana
Medical Center (SDMC)

Sukit Yamwong, MD

Faculty of Medicine Ramathibodi
Hospital Mahidol University

Deputy Dean for
Excellence Center

Associate Professor Yuwares Sittichanbuncha, MD

Faculty of Medicine Ramathibodi
Hospital Mahidol University

Director of Queen Sirikit
Medical Center (QSMC)
Development

Naronglit Masaya-anon, MD)

Faculty of Medicine Ramathibodi
Hospital Mahidol University

Director of Ramathibodi -
Chakri Naruebodin Hospital

Pairoj Boonkongchuen, MD

Education and Research Cluster

Faculty of Medicine Ramathibodi Hospital Mahidol University

Senior Deputy Dean for Education and Research

Clin. Professor Pongsak Khowsathit, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Undergraduate Education

Professor Anant Khositseth, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Graduate Education

Assocate Professor Prut Hanutsaha, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Student Affairs

Associate Professor Sirichai Hongsaguansri, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for Research

Professor Boonsong Ongphiphadhanakul, MD

Faculty of Medicine Ramathibodi Hospital Mahidol University

Deputy Dean for International Relations

Professor Wing Commander Sirintara Singhara Na Ayudhaya, MD

Organizational chart

Faculty of Medicine Ramathibo Hospital

Department	Ramathibodi School of Nursing	Subject group	Hospital	Center	Chakri Naruebodin Medical Institute	Office
- Pediatrics - Ophthalmology - Psychiatry - Pathology - Diagnostic and Therapeutic Radiology - Anesthesiology - Family Medicine - Emergency Medicine - Rehabilitation Medicine - Surgery - Obstetrics and Gynaecology - Otolaryngology - Orthopaedics - Medicine - Community Medicine - Communication Sciences and Disorders - Clinical Epidemiology and Biostatistics		- Nutrition - Translation Medicine	- Ramathibodi Hospital - Sirikit Medical Center - Somdech Phra Debaratana Medical Center - Chakri Naruebodin Medical Institute	- Mission Support Center - Excellence Center - Center for Health Policy and Management - Integrated Learning and Health Development Center for the Elderly and Caring for terminally ill patients		- Office of Education - Office of Research and Innovation - Office of the dean

Postgrad Curriculum Chart

Department/ Program	Ramathibodi School of Nursing / Program	Subject group / Program	Office /Program
Pathology - PhD & MSc in Clinical Pathology (international program) **Diagnostic and Therapeutic Radiology** - MSc in Medical Physics **Emergency Medicine** - PhD in Paramedic **Community Medicine** - MSc in Occupational Health and Toxicology (international program) **Communication Sciences and Disorders** - MSc in Communication Disorders **Clinical Epidemiology and Biostatistics** - PhD in Clinical Epidemiology (international program) - MSc in Medical Epidemiology (international program) - PhD & MSc in Data Science for Health-care and Clinical Informatics (international program)	- PhD & M.N.S. in Nursing Science (international program) - M.N.S. in Pediatric Nursing - M.N.S. in Community Nurse Practitioner - M.N.S. in Psychiatric and Mental Health Nursing - N.S. in Adult and Gerontological Nursing - M.N.S. in Gerontological Nurse Practitioner	**Nutrition** - PhD & MSc Nutrition Translation Medicine - PhD & MSc in **Translational Medicine** (international program)	**Office of Education** - MSc in Medicine (international program) - Higher Grad. Dip. (Clinical Sciences)

Scholarships

Type of Student	Detail	Amount of allocated money (Thai baht)	Number of scholarships
Newly admitted students	Postgraduate Student ทุนบัณฑิตศึกษา - Master students - Doctoral students	6,000/Month 8,000/Month	10 scholarships/year 5 scholarships/year
	Ph.D. Students with Outstanding Potential ทุนนักศึกษาปริญญาเอกที่มีศักยภาพสูง	240,000/Year	4 scholarships/year
Students who already pass the first semester	Master Degree Student Research Assistant ทุนผู้ช่วยวิจัยระดับ ป.โท	120,000/Year	5 scholarships/year
	Ph.D. Student Research Assistantship (RA+FGS) ทุนผู้ช่วยวิจัยระดับ ป.เอก	120,000/Year	2 scholarships/year
	Teaching Assistantship ทุนผู้ช่วยสอน	8,000 Baht/month (no more than 5 months/semester)	20 scholarships/year (semester each 10 positions)
	Scholarship for Research Presentation at International Academic Conference ทุนสนับสนุนนักศึกษาระดับบัณฑิตศึกษาในการเดินทางไปนำเสนอผลงานในที่ประชุมวิชาการระดับนานาชาติ	Duration of the scholarship - 25,000 Baht/time - 35,000 Baht/time - 50,000 Baht/time - 75,000 Baht/time (Depending on the region)	Unlimited (budget 400,000 Baht/fiscal year)
Students who complete the study	Awards for Student Graduating within the Curriculum Plan with International Publication รางวัลสำหรับผู้สำเร็จการศึกษาในวงรอบหลักสูตรที่มีผลงานวิจัยตีพิมพ์ระดับนานาชาติ	- Master Degree: 5,000 Bath/person - Doctoral Degree: 10,000 Bath/person	- Master Degree: no more than 10 positions - Doctoral Degree: no more than 5 positions

Contact list:

1. Graduate Education Section Tel (02) 201-1804-6
2. https://www.rama.mahidol.ac.th/graded/en/scholarship

Mahidol University's Scholarships

Type of Student	Detail	Amount of allocated money (Thai baht)	Number of scholarships
Newly admitted students	Mahidol Postgraduate Scholarships for Graduate International Students ทุนสำหรับนักศึกษาชาวต่างชาติ	- Education Services Fee - Graduate Tuition Fee	Full scholarships 50/year Partial Scholarships 450/year
	Application for the educational scholarship in honor of: "The 60th Year Supreme Reign of His Majesty King Bhumibol Adulyadej" (ทุนเฉลิมพระเกียรติ 60 ปี ครองราชสมบัติ ประจำปีการศึกษา 2564) (For Thai student)	- Education Services Fee - Graduate Tuition Fee (depend on program Fee)	150 scholarships/year
Students who already pass the first semester	Graduate Loan การให้เงินยืมเพื่อชำระค่าธรรมเนียมการศึกษา	- Not more than 25,000/person/ - 2 times/person/year	Unlimited person
	Grant to Support Graduate Students in Academic Presentations in Thailand ทุนสนับสนุนนักศึกษาระดับบัณฑิตศึกษา ในการเสนอผลงานทางวิชาการ ภายในประเทศ	- maximum 5,000/person/times - Unlimited person	Not more than 800,000 THB/year - Registration Fee - Traveling expenses Fee - Accommodation Fee
	Scholarship to Promote Master and Doctoral Students' Competency For International ทุนอุดหนุนในการพัฒนานักศึกษาระดับบัณฑิตศึกษาในการเสนอผลงานทางวิชาการ ณ ต่างประเทศ	- Asia up to 15,000 – 30,000 /person - Australia up to 30,000 – 35,000/person - Europe up to 45,000/person - Africa up to 50,000/person - America up to 50,000/person	- Not more than 2,000,000 /year package by continent zone - Unlimited person
	Partial Funding for Graduate Student Thesis (การให้ทุนสนับสนุนการทำวิทยานิพนธ์บางส่วน สำหรับนักศึกษาระดับบัณฑิตศึกษา)	Amounting to 15,000 Baht/ scholarship	100 scholarships
Students who complete the study	Distinguished Thesis Awards (โครงการรางวัลวิทยานิพนธ์ดีเด่น)	Distinguished Thesis Award - Doctoral level 25,000 Baht and a certificate - Master's degree level 15,000 baht and a certificate Outstanding Thesis Award - Doctoral level 12,500 Bath and a certificate - Master's degree level 7,500 Baht and a certificate	8 for Master & Ph.D.
	Dean's List (การให้รางวัลเกียรติยศแก่ผู้สำเร็จการศึกษาที่มีผลการศึกษาดีเยี่ยม)	- Trophy - Certificate - Record "Dean's List" on the Transcript	Unlimited for Master & Ph.D.

Contact list: https://www.graduate.mahidol.ac.th/inter/current-students/?p=scholarship

Medical Welfare
&
Mental Health Counseling

Medical Welfare & Mental Health Counseling

Medical welfare

Students under the Faculty of Medicine Ramathibodi Hospital get service at Personnel Health Service Unit, main building second floor, tel (02) 201- 0443-4,
Monday – Friday, 08.00 am to 04.00 pm

Dental service

Students under the Faculty of Medicine Ramathibodi Hospital get service at Dental unit, building 4, third floor,
tel (02) 201-1164,
Tuesday – Thursday, 01.00 – 03.00 pm

Reimbursement of expenses

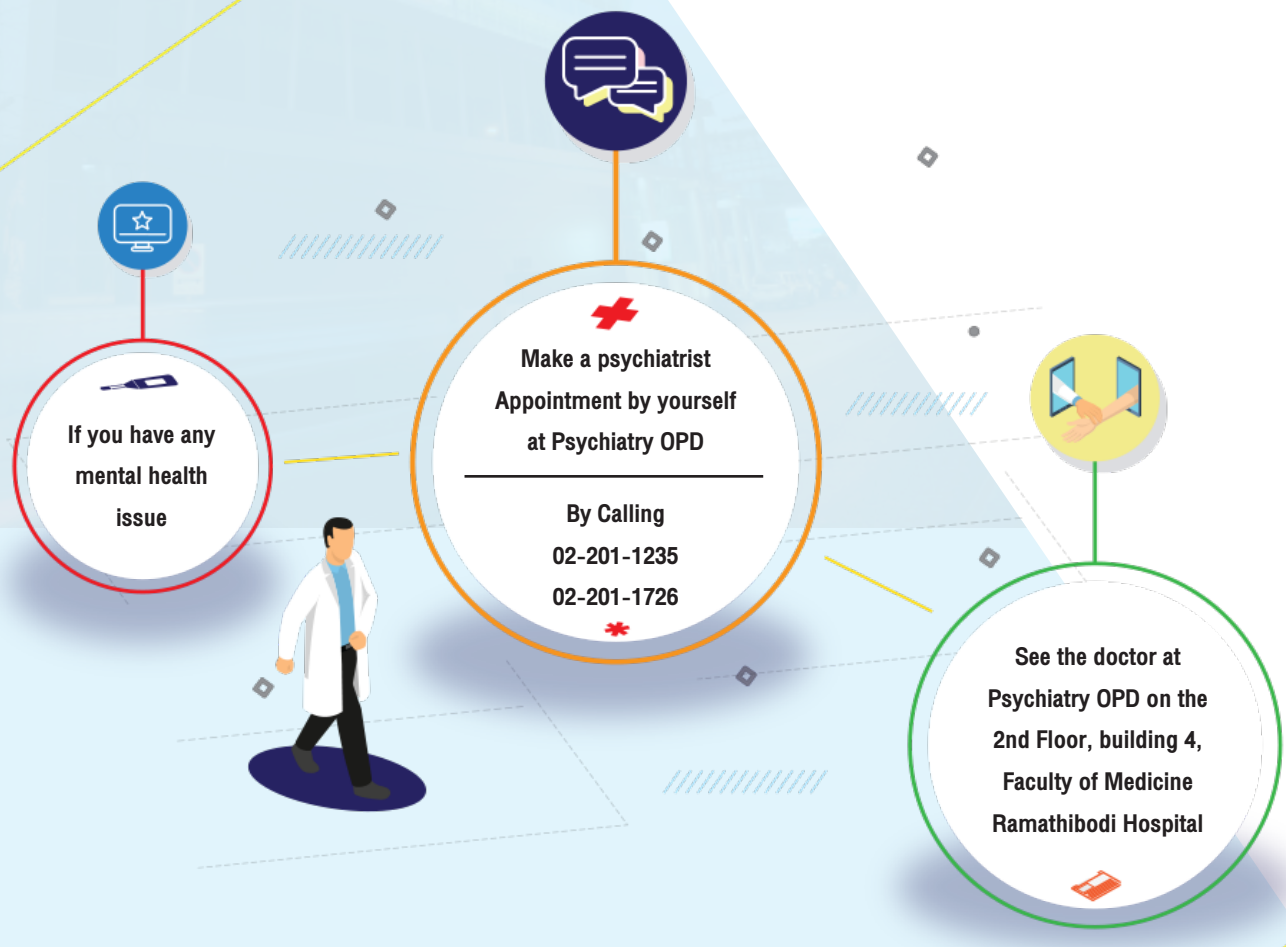
For medical and dental health care under student affiliation such as
- Government employees
- Social security
- National health insurance

other than specified above, Mahidol University has an additional credit line of 30,000 baht/academic year

Student allowance

The allowance will be paid to the heirs for 100,000 bath in the event of death or disability

Mental Health Counseling for Graduate Student



Ramathibodi Foundation

Main building

SDMC building

Sport Center

Book Center & U Studio

Facilities @ Ramathibodi

Flowers shop, Clothing & watch repair shop

Banks

Food & Snack, main building & SDMC building

Library

Computer Center

Library

Location: 2nd Floor, Medical and Education Laboratory Center and Ramathibodi School of Nursing

Open Hours : Weekdays from 7.00 a.m.- 10.00 p.m.
Weekends from 8.30 a.m.- 10.00 p.m.
Learning Commons Zone Open 24 hours
Close on Public Holiday

Service : health information and services with a collection of over 700,000 text books (TH and EN), journals over 400 titles(TH and EN), newspapers, as well as 500 VCD and over 40 online databases.

Computer Center

Location: 3rd Floor, the Medical Learning Resource Center and Ramathibodi School of Nursing

Open Hours: Weekdays from 7.00 a.m.- 8.00 p.m.

Weekends
from 8.30 a.m.- 4.30 p.m.

Close on Public Holiday

Service:
176 computers with Head phone and paper printer

Sport Center

Location: 2nd Floor, Research Building.

Open Hours: Weekdays from 5.30 a.m. – 09.00 p.m.
Weekends from 8.00 a.m. – 08.00 p.m.
Public Holiday from 8.00 a.m. – 8 p.m.

Service: We provide the sport facilities for both indoor and outdoor ports including badminton, table tennis, tennis, basketball, volleyball, petanque and sepak takraw. In addition, we have a fitness center with weight training and offer aerobics and yoga classes.

Book Center & U Studio

@ Faculty of Science

@ Ramathibodi & Faculty of Science

Flowers shop, Clothing & watch repair shop

Location: Rama pavilion, Main building

Open Hours: Weekdays from 8.00 a.m. - 05.00 p.m.
Close on weekends and public holiday

Ramathibodi Foundation

Location: 1st floor, Main building & SDMC building

Open Hours: Weekdays from 8.00 a.m. - 10.00 p.m.
Weekends from 6.00 a.m. - 10.00 p.m.

Banks

Location : 1st floor, SDMC building

The front gate of Ramathibodi Hospital

Open Hours : Weekdays from 8.30 a.m. - 4.30 p.m.

Weekends close

Food & Snack, main building & SDMC building

Canteen	- 2nd floor, main building - Ground floor, research building
S&P restaurant & coffee	Rama pavilion,
Betago mini mart	Ground floor
Grazioso coffee	
UFM bakery hours	
Aromdee milk shop	
7-11 mini mart	

Main building

SDMC building

Canteen	1nd floor
Starbucks coffee	1nd floor
7-11 mini mart	1nd floor
Bakery & coffee by private seller	1st – 4th floor
Seefah Restaurant	2nd floor
CP flesh mart	4th floor

Academic Calendar

Academic Calendar

	1st Semester	2nd Semester	Summer	System
Semester start-end dates	Aug 9 - Dec 3, 2021	Jan 10 - May 6, 2022	**May 23 - Jul 15, 2022**	
Students meet the advisors to ask for course registration approval	from Jul 5, 2021	from Dec 6, 2021	**from May 2, 2022**	
Regular Registration	Jul 5 - Jul 16, 2021	Dec 6 - Dec 17, 2021	**May 2 - May 6, 2022**	
Payment for late registration and late payment (charged 2,000 baht)	Aug 6, 2021 (before 10.00 pm)	Jan 7, 2022 (before 10.00 pm)	**May 20, 2022 (before 10.00 pm)**	
Late Registration	Aug 9 - Aug 20, 2021	Jan 10 - Jan 21, 2022	**May 23 - May 27, 2022**	**Registration period Student Service System Login**
Payment for late registration	Sep 10, 2021 (before 10.00 pm)	Feb 11, 2022 (before 10.00 pm)	**Jun 10, 2022 (before 10.00 pm)**	
Add / Drop course Registration (Refund Graduate Tuition Fee Drop Course)	Aug 9 - Aug 20, 2021	Jan 10 - Jan 21, 2022	**May 23 - May 27, 2022**	
Course withdrawal (no refund)	After "Add/Drop" period until the week before the final exam	After "Add/Drop" period until the week before the final exam	**After "Add/Drop" period until the week before the final exam**	
Advisor or Program director give approval for each student	within 7 days after receiving student registration request	within 7 days after receiving student registration request	**within 7 days after receiving student registration request**	

Academic Calendar

	1st Semester	2nd Semester	Summer	
stration staff will send invoice and course list via e-mail to each student. The students can download and print out the invoice to make each payment at the bank counter or electronic paymentRegular Registration, Late Registration, Add/ Drop Course Registration	12 days after receiving student registration request	12 days after receiving student registration request	12 days after receiving student registration request	-
Announcement of student enrollment's list and payment status at https://graduate.mahidol.ac.th/ (Student Service System)	from Jul 19, 2021	from Dec 20, 2021	from May 9, 2022	Login
Students give comments on the Online Course Evaluation Form	Nov 8 - Dec 20, 2021	Apr 11 - May 23, 2022	Jul 25 - Aug 15, 2022	Login
Program directors submit evaluation of student's achievement in each course to FGS.	Dec 6 - Dec 24, 2021	May 9 - May 27, 2022	Jul 4 - Jul 22, 2022	-
Announcement of Grade Report at https://graduate.mahidol.ac.th/ (Student Service System)	from Dec 25, 2021	from May 28, 2022	from Jul 23, 2022	-

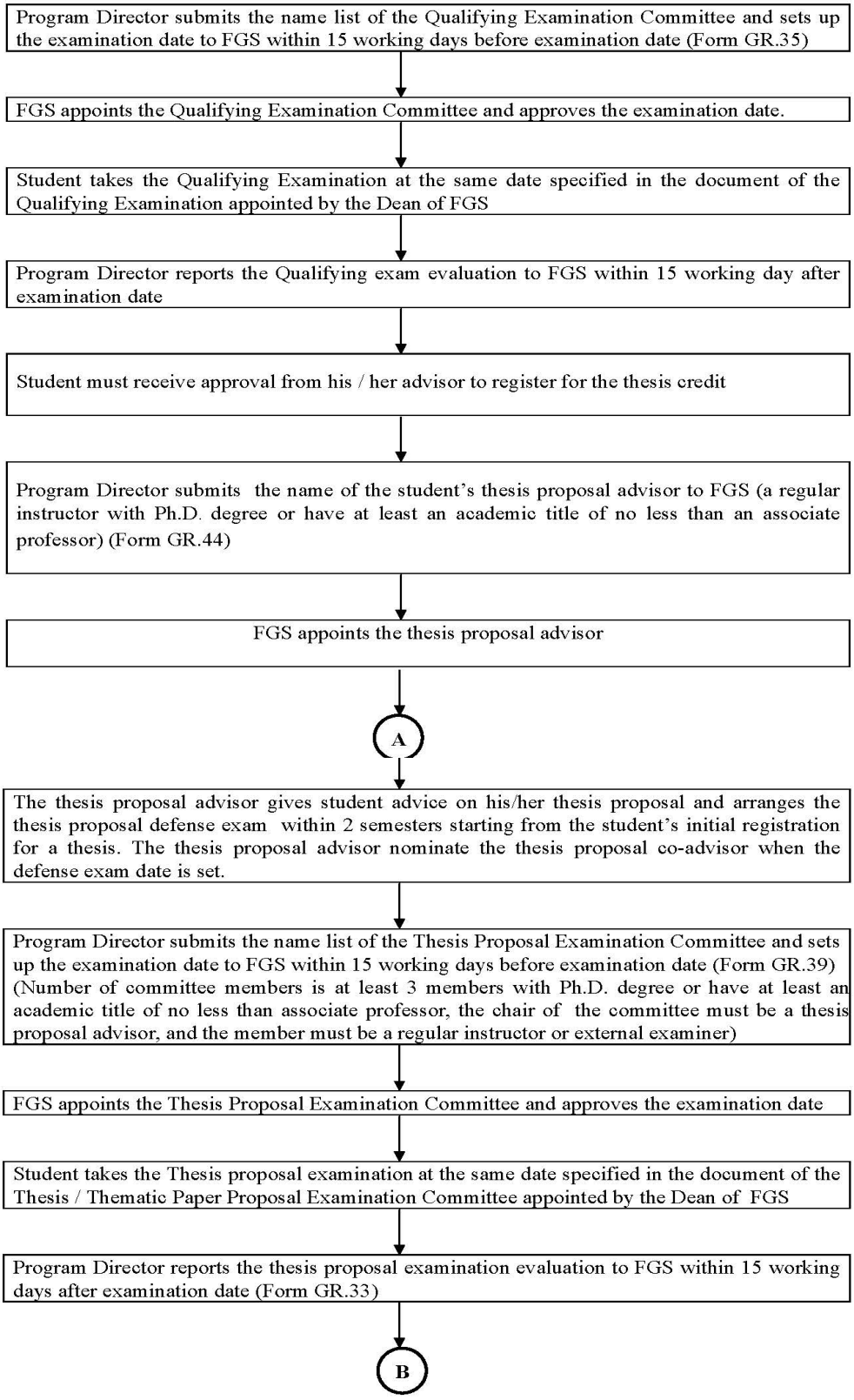
Note

- Registration may be allowed in person after online registration is closed by filling in the form AS-3-06

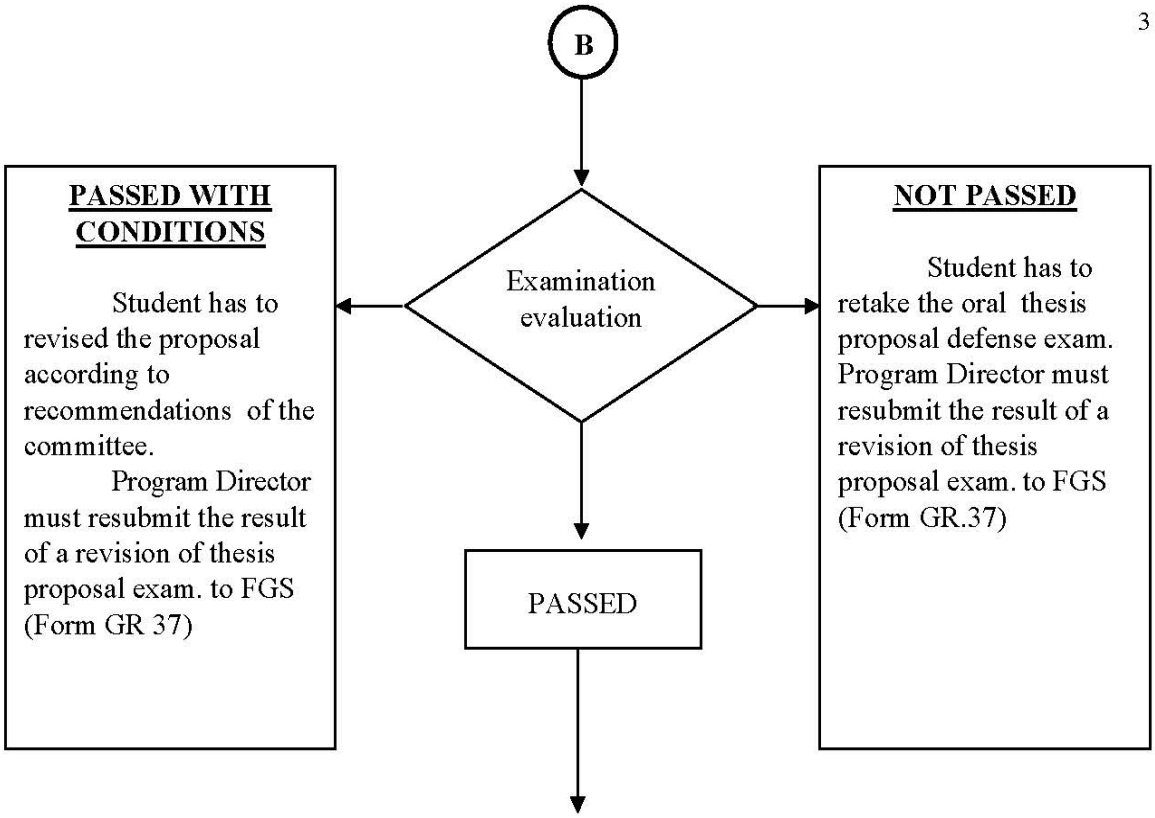
- https://graduate.mahidol.ac.th/inter/current-students/?g=20

A Steps for Thesis / Thematic Paper Processes

Steps for Thesis Processes (PhD Program) 1/6



Steps for Thesis Processes (PhD Program) 2/6



Program Director submits the name list of the Thesis Advisory Committee of at least 3 members and the thesis title to FGS (Form GR 1)
(The Thesis Committee consists of one thesis major advisor and at least two co-advisors who are regular instructor or external person with Ph.D degree or have at least an academic title of no less than an associate professor)

FGS appoints the Thesis Advisory Committee and approves the thesis title

The Thesis Advisory Committee gives student advice on the theoretical concepts, research methodology and analytical processes, and helps solve relation problem that may occur / gives student advice on the writing of a thesis and the language used / checks for and prevents dishonesty in thesis / thematic paper by contacting student and checking students's progress in research performance

C

Steps for Thesis Processes (PhD Program) 3/6

Steps for Thesis Processes (PhD Program) 3/6

C

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

↓

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

↓

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

↓

Student who is qualified to take the thesis defense examination must:

- Spend no less than 90 days (including holidays) doing the thesis starting from the day when the thesis title and the Thesis Advisory Committee are approved by the Dean of FGS
- Pass every course acording to the criteria of the curriculum and obtain no lower than a 3.00 GPA.
- Pass the English language or Foreign language proficiency requirement as set by FGS
- Be approved by the Thesis Advisory Committee.
- Submit the thesis manuscript and abstract written in the approved language, to the Thesis Defense Committee for reading at least 15 working days before the examination date

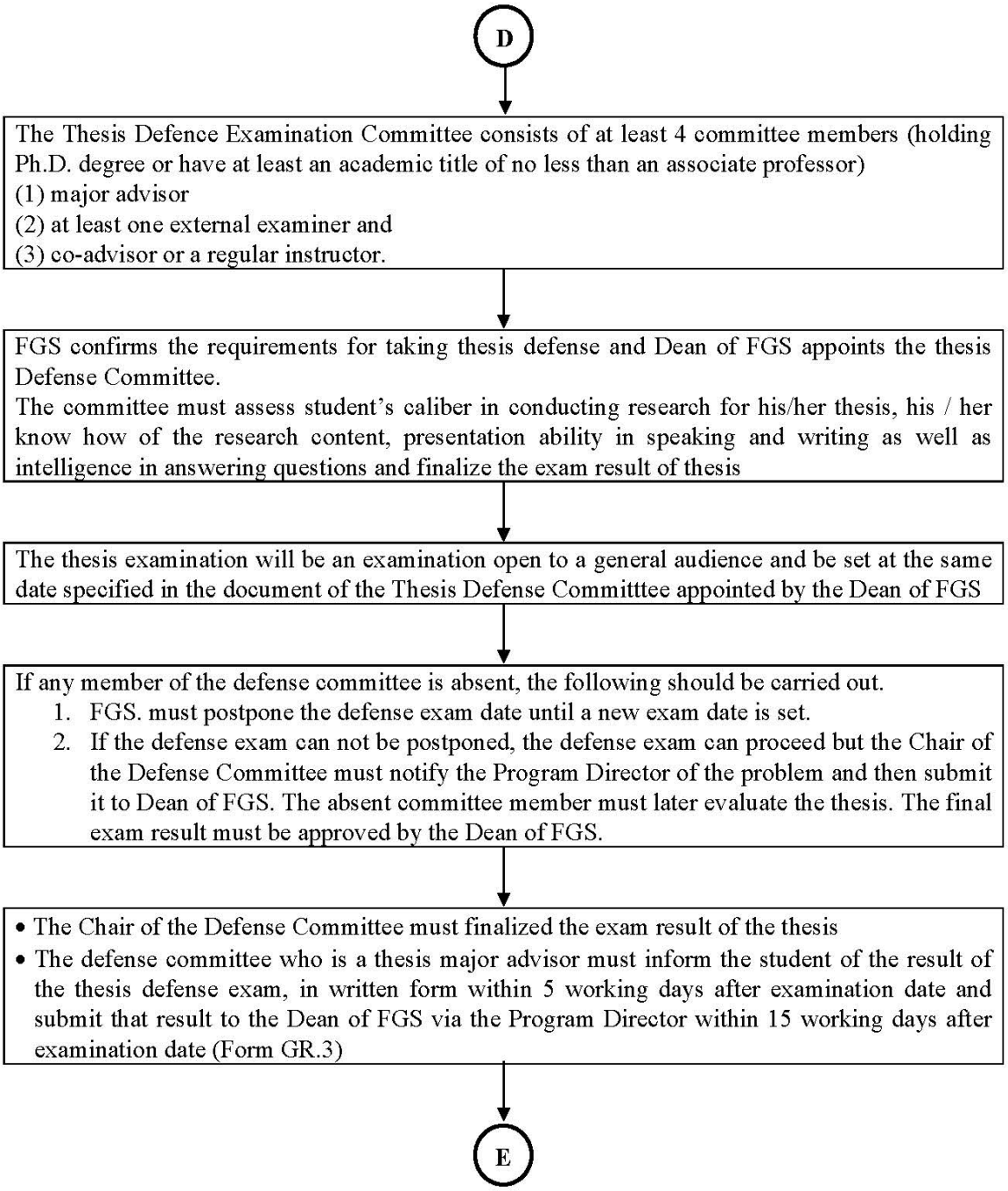
↓

Program Director will determine the examination date and submit the name list of the Thesis Defense Committee to Dean of FGS for approval and appointment (Form GR 2)

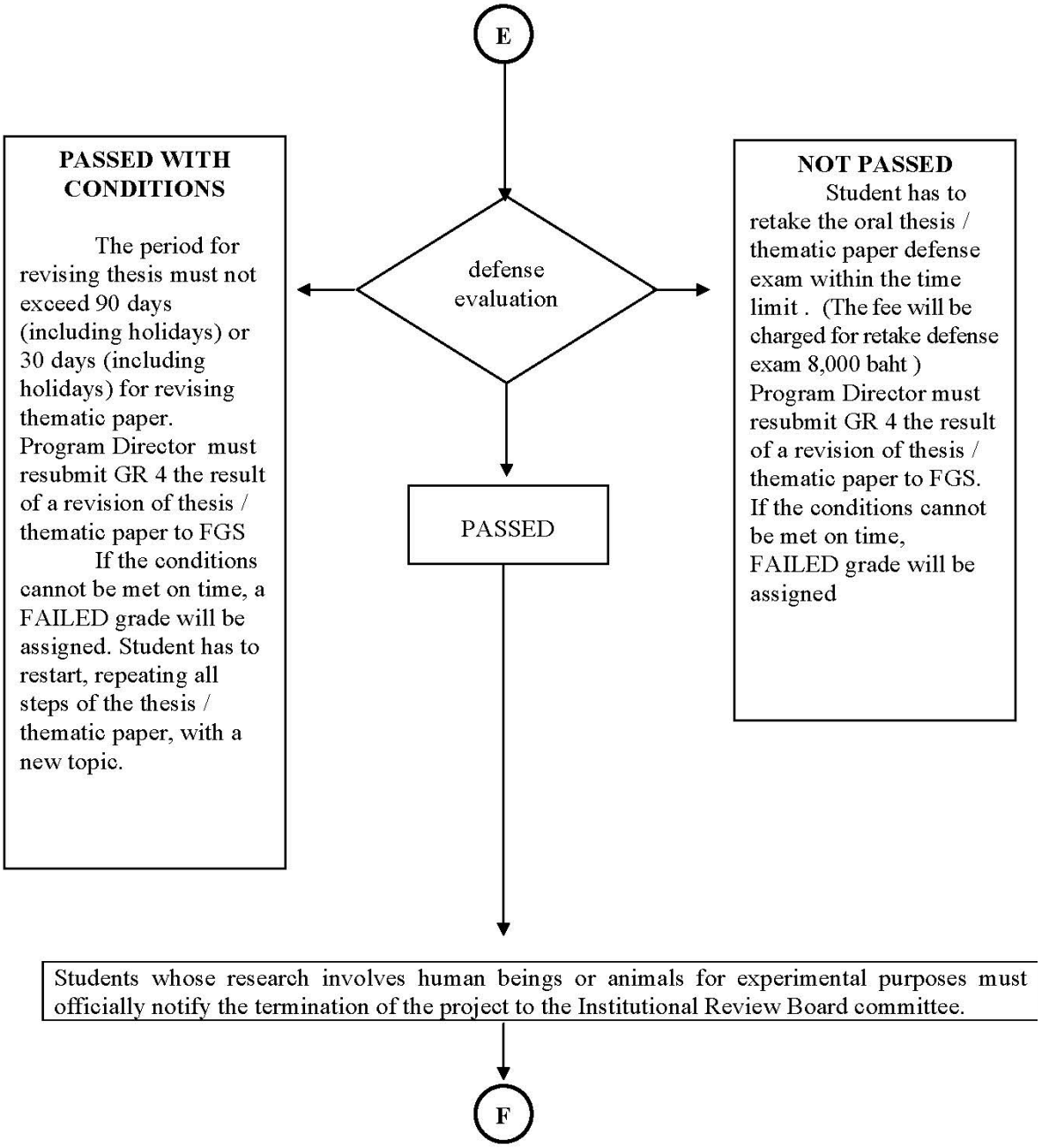
↓

D

Steps for Thesis Processes (PhD Program) 4/6



Steps for Thesis Processes (PhD Program) 5/6



Steps for Thesis Processes (PhD Program) 6/6

Steps for Thesis Processes (PhD Program) 6/6

F

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

1. Student must prepare the original copy of thesis in the format required by FGS.
2. Student should submit the Cover Page, Entitled Page, Approval Page and Abstract Page to the staff of Academic Services Section, FGS, Salaya Campus to have those checked before the defense examination date. This provides student to be able to bring Entitled Page and Approval Page to the Thesis Advisory Committee and The Thesis Defense Examination Committee to sign after passing the defense exam. (result : PASSED)
3. After passing the defense exam. Student should bring the original copy of thesis (hard copy and electronic file) to the staff of Academic Services Section, FGS. to have the thesis format checked. Allow at least two working days for service.
4. As for the English Thesis Abstract, student should have the Language Center Staff (at the 2nd floor of Graduate Studies Building, Salaya Campus) checked for the English Grammar, the English Thesis Abstract should be in a double space format.

After having the English Thesis Abstract checked by the Language Center Staff, and having corrected, student should submit the final version of the abstract together with Entitled Page and Approval Page to the Dean of FGS to sign. The Dean of FGS will be the last person to sign after other committee members, Program Director and Dean of Faculty where the program held have signed.

↓

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

↓

Student must submit the evidence for Thesis Publishing for Graduation.
(Published documents or letter of acceptance from International Peer-reviewed academic Journal

↓

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

↓

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

↓

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

Steps for Thesis Paper / Thematic Paper Processes for M.Sc. Program 1/6

Student must receive approval from his / her advisor to register for the thesis credit

↓

Program Director submits the name of the student's thesis / thematic paper proposal advisor to FGS (a regular instructor with Ph.D. degree or have at least an academic title of no less than an associate professor) (Form GR.44)

↓

FGS appoints the thesis / thematic paper proposal advisor

↓

The thesis / thematic paper proposal advisor gives student advice on his/her thesis / thematic paper proposal and arranges the thesis / thematic paper proposal defense exam within 2 semesters starting from the student's initial registration for a thesis / thematic paper. The thesis / thematic paper proposal advisor nominate the thesis / thematic paper proposal co-advisor when the defense exam date is set.

↓

Program Director submits the name list of the Thesis / Thematic Paper Proposal Examination Committee and sets up the examination date to FGS within 15 working days before examination date (Form GR.39)
(Number of committee members is at least 2 members with Ph.D. degree or have at least an academic title of no less than associate professor, the chair of the committee must be a thesis or thematic paper proposal advisor, and the member must be a regular instructor or external examiner)

↓

FGS appoints the Thesis / Thematic Paper Proposal Examination Committee and approves the examination date

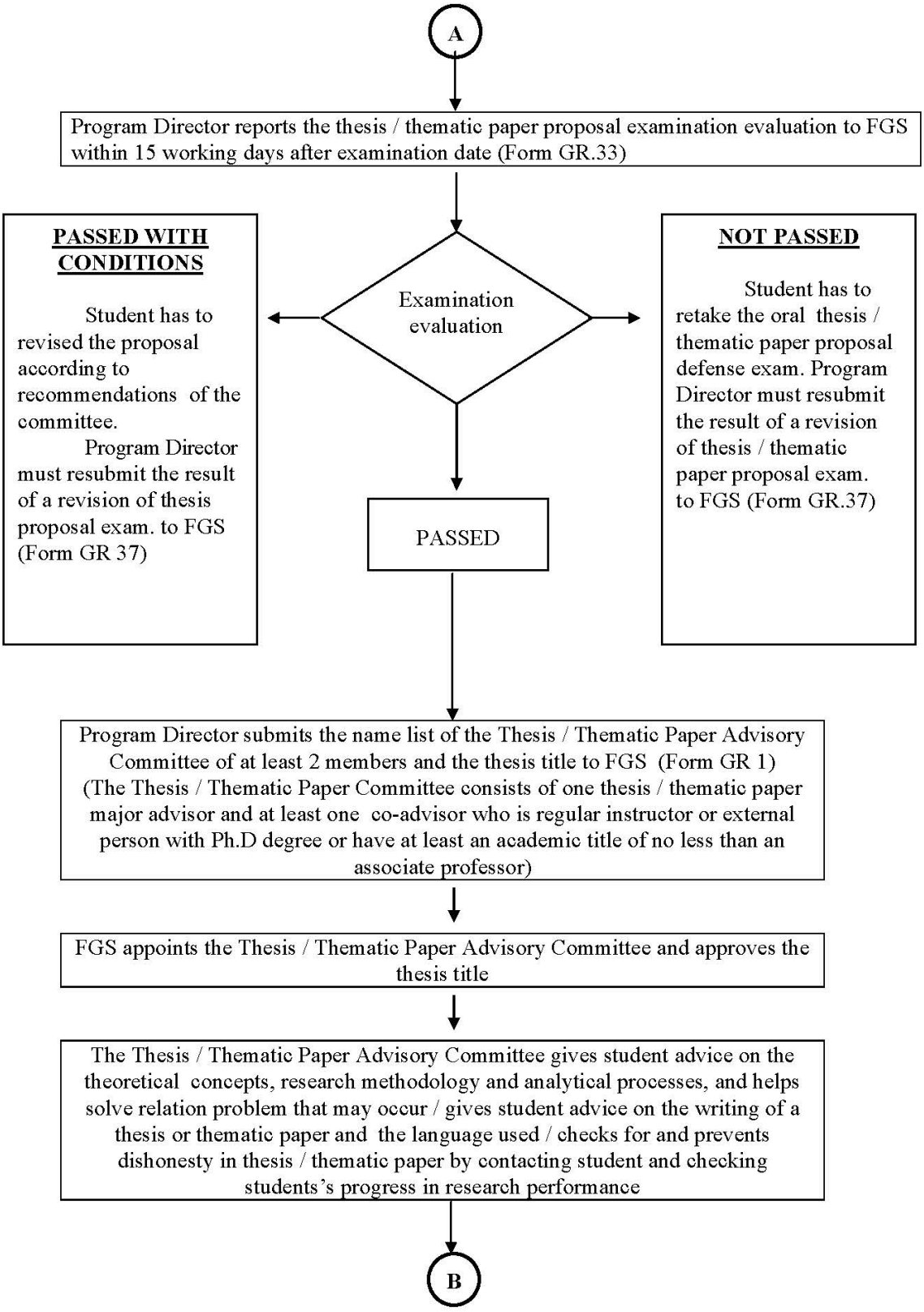
↓

Student takes the Thesis / thematic paper proposal examination at the same date specified in the document of the Thesis / Thematic Paper Proposal Examination Committee appointed by the Dean of FGS

↓

(A)

Steps for Thesis Paper / Thematic Paper Processes for M.Sc. Program 2/6



Steps for Thesis Paper / Thematic Paper Processes for M.Sc. Program 3/6

B

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

↓

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

↓

Changes in the thesis / thematic paper title and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean of FGS (Form GR.49 Requirements for Thesis/ Thematic Paper Revision Form)

↓

Student who is qualified to take the thesis / thematic paper defense examination must:

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

↓

C

Steps for Thesis Paper / Thematic Paper Processes for M.Sc. Program 4/6

C

Program Director will determine the examination date and submit the name list of the Thesis / Thematic Paper Defense Committee to Dean of FGS for approval and appointment (Form GR 2)

The Thesis / Thematic paper Defence Examination Committee consists of at least 3 committee members (holding Ph.D. degree or have at least an academic title of no less than an associate professor)
(1) major advisor (2) at least one external examiner and (3) co-advisor or a regular instructor.

FGS confirms the requirements for taking thesis / thematic paper defense and Dean of FGS appoints the thesis Defense Committee.
The committee must assess student's caliber in conducting research for his/her thesis / thematic paper, his / her know how of the research content, presentation ability in speaking and writing as well as intelligence in answering questions and finalize the exam result of thesis / thematic paper

The thesis / thematic paper examination will be an examination open to a general audience and be set at the same date specified in the document of the Thesis / Thematic Paper Defense Committtee appointed by the Dean of FGS

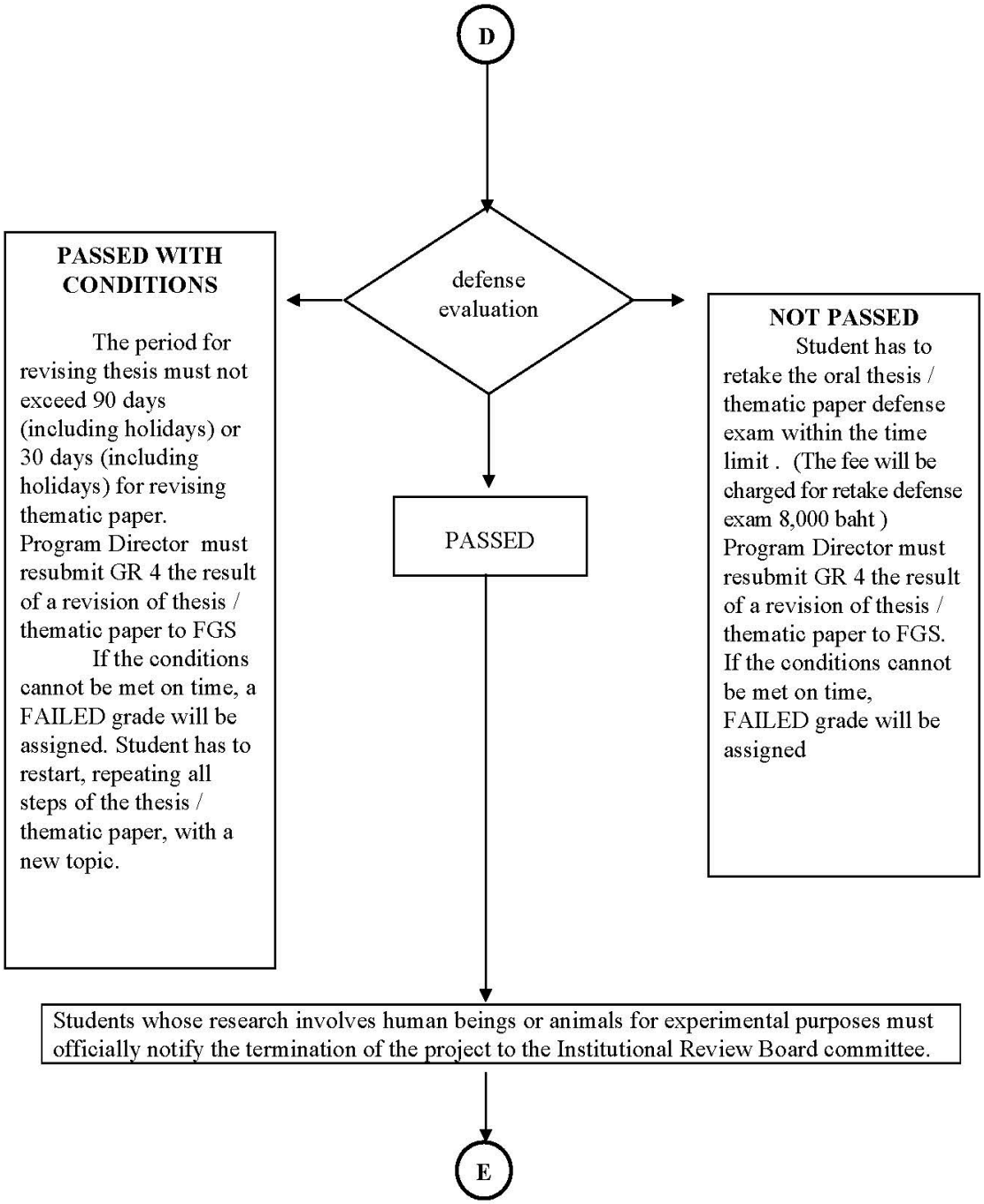
If any member of the defense committee is absent, the following should be carried out.

1. FGS. must postpone the defense exam date until a new exam date is set.
2. If the defense exam can not be postponed, the defense exam can proceed but the Chair of the Defense Committee must notify the Program Director of the problem and then submit it to Dean of FGS. The absent committee member must later evaluate the thesis. The final exam result must be approved by the Dean of FGS.

- The Chair of the Defense Committee must finalized the exam result of the thesis / thematic paper
- The defense committee who is a thesis / thematic paper major advisor must inform the student of the result of the thesis defense exam, in written form within 5 working days after examination date and submit that result to the Dean of FGS via the Program Director within 15 working days after examination date (Form GR.3)

D

Steps for Thesis Paper / Thematic Paper Processes for M.Sc. Program 5/6



Steps for Thesis Paper / Thematic Paper Processes for M.Sc. Program 6/6

6

E

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

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

↓

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

↓

Student must submit the evidence for Thesis Publishing for Graduation.

1. Published documents or letter of acceptance from academic journal

or 2. Present thesis in academic conference which has proceedings

↓

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

↓

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↓

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Forms of Thesis Paper / Thematic Paper & General Forms for Grauduate Students

Forms of Thesis/Thematic Paper

NO.	Title	Description	Thai	English	Online	Manual
1	GR.1	Thesis title and thesis advisory committee / Thematic paper title and thematic paper advisory committee	-	-	Online	คู่มือ
2	GR.2	Oral thesis defence and committee / Oral thematic paper defence and committee	ภาษาไทย	English	Online	คู่มือ
3	GR.3	Evaluation of the oral thesis / thematic paper defences	ภาษาไทย	English	Online	-
4	GR.4	Result of a revision of thesis / thematic paper	ภาษาไทย	English	Online	-
5	GR.5	Requesting degree	ภาษาไทย	English	-	-
6	GR.26	Submission of Bound Volumes of the Thesis/ Thematic paper	ภาษาไทย	English	-	-
7	GR.27	Comprehensive examination and committee	ภาษาไทย	English	Online	-
8	GR.28	To ask permission to collect research data	ภาษาไทย	English	-	-
9	GR.30	Request for Qualified Specialist (s) to Assess a Research Instrument	ภาษาไทย	English	-	-
10	GR.33	Evaluation of the thesis/thematic paper proposal examination	ภาษาไทย	English	Online	-
11	GR.35	Qualify examination and committee	ภาษาไทย	English	Online	คู่มือ
12	GR.36	Evaluation of the comprehensive examinatione	ภาษาไทย	English	-	-

NO.	Title	Description	Thai	English	Online	Manual
13	GR.37	Result of a revision of thesis/thematic paper proposal examination	ภาษาไทย	English	-	-
14	GR.38	Evaluation of the qualifying examination	ภาษาไทย	English	Online	-
15	GR.39	Oral thesis proposal defence and committee / Oral thematic paper proposal defence and committee	ภาษาไทย	English	Online	คู่มือ
16	GR.40	Publication of Thesis on Mahidol's Website	ภาษาไทย	English	-	-
17	GR.42	The Report and Assessment of a Student's Progress and Research Performance for Thesis / Thematic Paper	-	-	Online	-
18	GR.43	Form Submitted to the Faculty of Graduate Studies Requesting Approval of Journal for Completion of Doctoral Degree	ภาษาไทย	English	-	-
19	GR.44	Appointment of Thesis/Thematic Paper Proposal Advisor	ภาษาไทย	English	Online	คู่มือ
20	GR.47	Requesting Approval of Thesis Publishing for Graduation in a Master's Degree Program	ภาษาไทย	English	-	-
21	GR.48		ภาษาไทย	-	-	-
22	GR.49	Requirements for Thesis/Thematic Paper Revision Form	ภาษาไทย	English	-	-
23	GR	Change Title of Thesis/Thematic Paper	-	-	Online	-
24	GR.50	Turnitin Originality Report	ภาษาไทย	English	-	-

General Forms

NO.	Form Code	Description	Thai	English
1	AS-3-10	General Request	Thai	English
2	AS-3-15	Request Form for Extension of Study Duration	Thai	English
3	GR. 14	Grade Report / Transcript Student who is studying now/ student who is in the process to request for degree/ former student requests for grade report or transcript of academic record	Thai	English
4	GR. 16 A	Certified Letter Enrollment and GraduationGraduate students and non-graduate students request for English certified letter of enrollment,fee payment and graduation	Thai	English
5	GR.16 B	Certified Letter Preparation, Examination and Submission Thesis certified letter of these title, the result of the these examination and letter of awaiting approval for the degree	Thai	English
6	GR.18	Request for Change of Given Name/ Surname/ Title/Position/Address	Thai	English
7	GR.23	Certification of Acceptance to Study	Thai	English
8	GR.24	Request to Return to Work	Thai	English
9	GR.25	Request to Extend Study	Thai	English
10	GR.29	Request to take Students to a Work-Site Study/ Work-Site Training	Thai	English
11	GR.31	Request for Guest Faculty* For Curriculum	Thai	English
12	SA. 002	Student ID Card Request Form	Thai	English

Introduction to Graduate Education Section

Graduate Education Section has a mission to control and coordinate the management of postgraduate student, management of residency and fellowship training, internal education quality assurance and provide information, advice, consultation, control, and inspection for residency and fellowship training and graduate programs. Currently, there are 29 programs for residency training, 88 programs for fellowship training, 18 programs for master degrees and 7 programs for doctoral degree and 1 program for Higher Graduate Diploma.

Contact us:

General Administration Unit : 02 201 1806

Educational Information Technology : 02 201 0428

Professional Training : 02 201 1853

Graduate Education : 02 201 1804, 02 201 1806

Quality Assurance : 02 201 1804

Faculty of Medicine Ramathibodi Hospital, Graduate education section

Deputy Dean for Graduate Education

Assoc.Prof. Prut Hanutsaha, MD

Assistant Dean for Graduate Education

Assoc.Prof. Soamarat Vilaiyuk, MD

Assistant Dean for Graduate Education

Prof. Chatchai Muanprasat, MD., Ph.D

Head of Graduate education section

Miss Sirirat Ruangsawat

Administration Officer

Miss Maneenuch Jampa
Administration Officer

Miss Jarussri Pengchan
Administration Officer

Professional Training

Miss Preempan Hinthao
Educator

Mr. Jadesada Asawathanyasakul
Administration Officer

Graduate Education

Mrs. Nipa Pinyosermrat
Educator

Mr. Pamorn Namsanor
Educator

Elective/Grant

Miss Wanna Seangjaroen
Computer Programmer

High diploma

Miss Nongnuch Phuntuta
Educator

Quality Assurance

Miss Kanokwan Piyanuwatkun
Educator

Miss Kodchapon Bunkosang
Educator

Educational of Information Technology

Mr. Warongkarit Ingkutanon
Graphic Designer

Mrs. Rujira Pethrak
Computer Programmer

Graduate Education Section
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Email : ramapostgrad@gmail.com
Facebook Fanpage : https://www.facebook.com/graduaterama

Line :

Our Missions

General Admnistration

- Document Delivery System
- Human Resource Management
- Financial Management

Professional Training

- Employee Enrollment
- Scholarships
- Welfare and Benefits
- Educational Database
- Orientation & Graduation Ceremonies
- Soft Skill Training

Educational Information Technology

- Website
- Online Admission System
- IT System

Graduate Education

- Educational Management
- Program Management & Committee Meeting
- Graduate Information
- Scholarships
- Soft Skill Training
- Curriculum Development / Improvement

Quality Assurance

- External & Internal Quality Assurance
- Education Information reporting