

Graduate Student Handbook

Faculty of Medicine Ramathibodi Hospital

Mahidol University



Mahidol University
Faculty of Medicine
Ramathibodi Hospital



Content

Introduction to Faculty of Medicine Ramathibodi Hospital	3 - 4
Vision & Missions & Value	5
Administrative Team	6 - 10
Organizational Chart	11
Postgrad Curriculum Chart	12
Scholarships	13 - 14
Medical Welfare & Mental Health Counseling	15 - 16
Guidelines to prevent the spread of communicable diseases for Student (selected parts of the announcement)	17
Mental Health Counseling for Graduate Students	18
Facilities @ Ramathibodi	19 - 23
Academic Calendar	24 - 26
Steps for Thesis / Thematic Paper for PhD Students	27 - 33
Steps for Thesis / Thematic Paper for Master Students	34 - 39
Forms of Thesis/Thematic Paper & General Forms for Graduate Students	40 - 43
Introduction to Graduate Education Education Section	44 - 46



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, FRCPT, FACPsity



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 Ronnchai 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 Plaseu, 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-Udomlapi, 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*

Associate Professor Prut Hanutsaha, MD



Faculty of Medicine Ramathibodi
Hospital Mahidol University

*Deputy Dean for Student
Affairs*

Associate Professor Sirichai Hongsguansri, 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



- 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)	- PhD & M.N.S. in Nursing Science (international program)	Nutrition - PhD & MSc Nutrition Translation Medicine - PhD & MSc in	Office of Education - MSc in Medicine (international program) - Higher Grad. Dip. (Clinical Sciences)
Diagnostic and Therapeutic Radiology - MSc in Medical Physics	- M.N.S. in Pediatric Nursing	Translational Medicine (international program)	
Emergency Medicine - PhD in Paramedic	- M.N.S. in Community Nurse Practitioner		
Community Medicine - MSc in Occupational Health and Toxicology (international program)	- M.N.S. in Psychiatric and Mental Health Nursing		
Communication	- N.S. in Adult and Gerontological Nursing		
Sciences and Disorders - MSc in Communication Disorders	- M.N.S. in Gerontological Nurse Practitioner		
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)			

Scholarships

Type of Student	Detail	Amount of allocated money (Thai baht)	Number of scholarships
For New Entry	Postgraduate Student ทุน บัณฑิตศึกษา - Master students - Doctoral students	6,000/Month 8,000/Month	10 persons/year 5 persons/year
	International PhD Students with Outstanding Potential ทุน นศ.ป.เอกต่างชาติศักยภาพสูง	200,000/Year	2 persons/year
Current students	Master Degree Student Research Assistant ทุนผู้ช่วยวิจัยระดับ ป.โท	120,000/Year	5 persons/year
	Research Assistant (MU+RA) ทุนผู้ช่วยวิจัยระดับ ป.เอก	120,000/Year	10 persons/year
	Grant to Support Graduate Students in Academic Presentations Abroad ทุนสนับสนุนการเดินทางไปนำเสนอผลงานในต่างประเทศ	- 75,000 for Europe America Australia Japan and Korea - 50,000 THB for Asia not include Japan and Korea	Not more than 400,000/ year package by continent zone

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
For New Entry	Mahidol Postgraduate Scholarships for Graduate International Students ทุนสำหรับนักศึกษาชาวต่างชาติ	- Education Services Fee - Graduate Tuition Fee	Full scholarships 50/year Partial Scholarships 450/year
	Graduate Loan การให้เงินยืมเพื่อชำระค่าธรรมเนียมการศึกษา	- Not more than 25,000/person/ - 2 times/person/year	Unlimited person
Current students	Grant to Support Graduate Students in Academic Presentations in Thailand ทุนสนับสนุนนักศึกษาระดับบัณฑิตศึกษา ในการเสนอผลงานทางวิชาการภายในประเทศ	- 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
	Distinguished Thesis Awards การให้ทุนสนับสนุนการทำวิทยานิพนธ์บางส่วน สำหรับนักศึกษาระดับบัณฑิตศึกษา	Distinguished Thesis Award - Doctoral level 50,000 and a certificate - Master's degree level 30,000 and a certificate Outstanding Thesis Award - Doctoral level 25,000 and a certificate - Master's degree level 15,000 and a certificate	- Not more than 2,000,000 /year package by continent zone - Unlimited person

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

Guidelines to prevent the spread of communicable diseases For student (selected parts of the announcement)

Students and trainees before getting to work practice in the patient's treatment unit proceed as follows:

1. Evidence of immunization by vaccination

1.1 measles-mumps-rubella (MMR) vaccine at least 2 times apart, at least 1 month apart, unless there are medical restrictions on receiving the vaccine

1.2 varicella at least 2 times apart, at least 1 month or Has the result of detecting immunity against chicken pox (varicella Ab) or have a history of chickenpox in the past along with a medical certificate and a copy of the examination evidence, unless there are medical restrictions on receiving the vaccine

1.3 Evidence of receiving hepatitis B at least 3 times or having an immune response to anti-HBs ≥ 10 IU/mL

1.4 Evidence of receiving tetanus-diphtheria (Td) หรือ tetanus-diphtheria-acellular pertussis vaccine (Tdap) 1 time within 10 years, unless there are medical restrictions on receiving the vaccine

2. Must have a normal chest radiographic examination within 6 months before enrolling, if any abnormalities are suspected to have tuberculosis must receive treatment for at least 2 weeks before enrolling

NOTE :

All of students must submit documents of receiving the vaccination according to item 1&2 and deliver evidence documents at personnel Health Service Unit, main building second floor within August 31, 2020

Mental Health Counseling for Graduate Student

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

L ibrary

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.



C omputer 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 sports 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	1st floor
Starbucks coffee	1st floor
7-11 mini mart	1st 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
Semester start-end dates	Aug 10 - Dec 4, 2020	Jan 4 - Apr 30, 2021	May 24 - Jul 16, 2021
Students meet the advisors to ask for course registration approval	from Jul 6, 2020	from Nov 30, 2020	from May 3, 2021
Regular Registration	Jul 6 - Jul 17, 2020	Nov 30 - Dec 11, 2020	May 3 - May 7, 2021
Regular Registration closed	Jul 18 - Aug 9, 2020	Dec 12, 2020 - Jan 3, 2021	May 8 - May 23, 2021
Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 7, 2020	Jan 1, 2021	May 21, 2021
Late Registration	Aug 10 - Aug 21, 2020	Jan 4 - Jan 15, 2021	May 24 - May 28, 2021
Payment for late registration	Aug 8 - Sep 11, 2020	Jan 2 - Feb 5, 2021	May 22 - Jun 11, 2021
Late payment of 2,000 baht *	Aug 10 - Oct 2, 2020	Jan 4 - Feb 26, 2021	May 24 - Jun 18, 2021
Add / Drop course Registration	Aug 10 - Aug 21, 2020	Jan 4 - Jan 15, 2021	May 24 - May 28, 2021
Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 10 - Sep 9, 2020	Jan 4 - Apr 30, 2021	May 24 - Jul 16, 2021
Add / Drop course Payment	Aug 10 - Sep 11, 2020	Jan 4 - Feb 5, 2021	May 24 - Jun 18, 2021
Course withdrawal (no refund)	Aug 22 - Nov 27, 2020 or until the week before the final exam	Jan 16 - Apr 23, 2021 or until the week before the final exam	May 29 - Jul 9, 2021 or 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
Registration 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 payment	Regular Registration, Late Registration, Add/ Drop Course Registration 12 days after receiving student registration request	Regular Registration, Late Registration, Add/ Drop Course Registration 12 days after receiving student registration request	Regular Registration, Late Registration, Add/ Drop Course Registration 12 days after receiving student registration request
Announcement of student enrollment's list and payment status at https://graduate.mahidol.ac.th/ (e-registration)	from Jul 20, 2020	from Dec 14, 2020	from May 17, 2021
Students who do not register and/ or do not pay the fee must contact the Academic Services Section, Salaya to confirm the student status	Sep 14 - Sep 25, 2020	Feb 8 - Feb 19, 2021	-
Students status terminated due to non-registration and/ or nonpayment of fees	Oct 2, 2020	Feb 26, 2021	-
e-registration closed **	Nov 23 - Nov 29, 2020	Apr 26 - May 3, 2021	Jun 28 - Jul 4, 2021
Students give comments on the On-line Course Evaluation Form	Nov 9 - Dec 21, 2020	Apr 5 - May 17, 2021	Jul 26 - Aug 16, 2021
Program directors submit evaluation of student's achievement in each course to FGS.	within Dec 25, 2020	within May 21, 2021	within Jul 23, 2021
Announcement of Grade Report at https://graduate.mahidol.ac.th/ (e-registration)	from Dec 30, 2020	from May 27, 2021	from Jul 30, 2021

Note

* Student download invoice late payment fines of 2,000 baht from the system e-registration and pay at the bank specified in invoice.

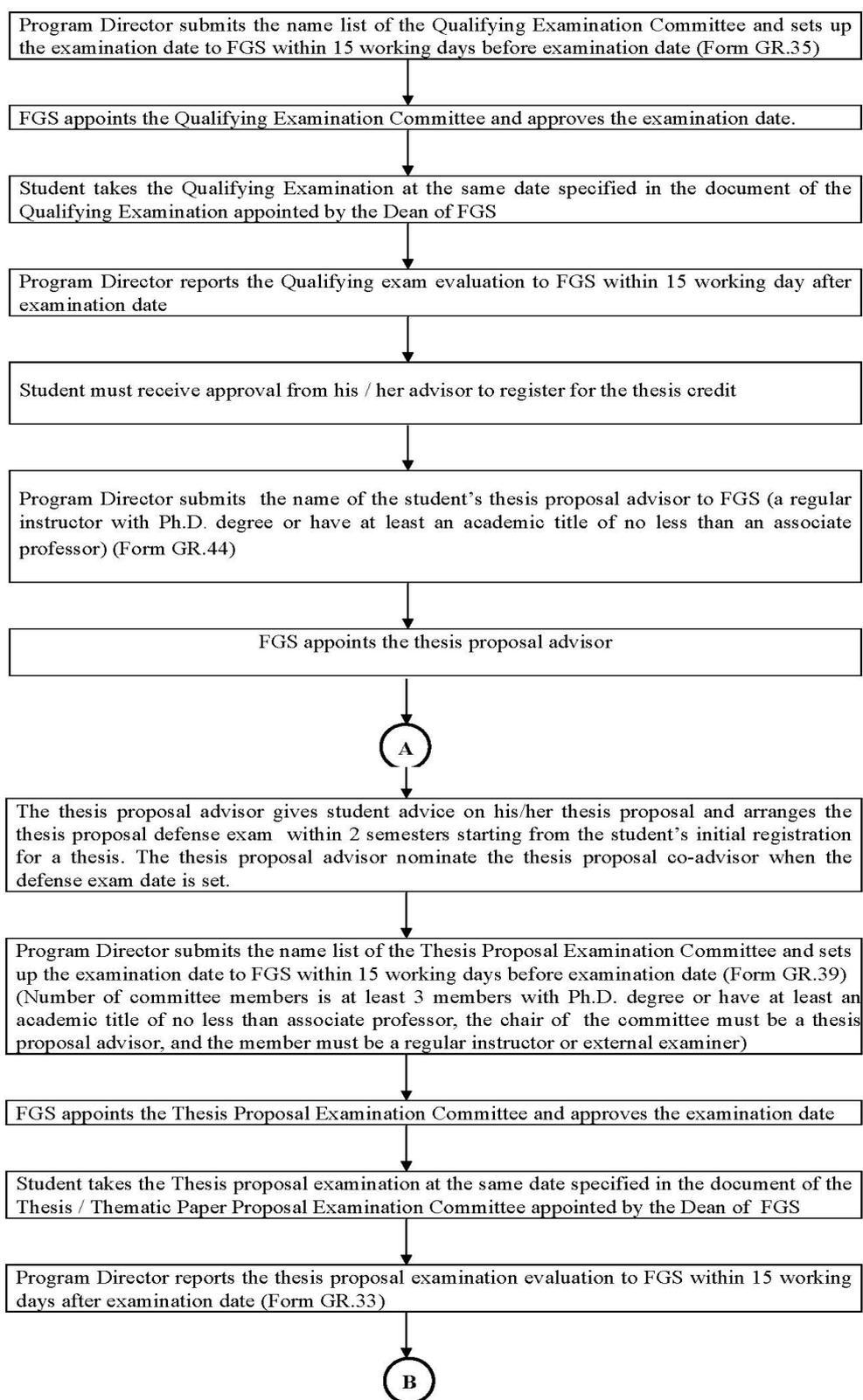
2.** Registration may be allowed in person after online registration is closed by filling in the form AS-3-06

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

A Steps for Thesis / Thematic Paper Processes

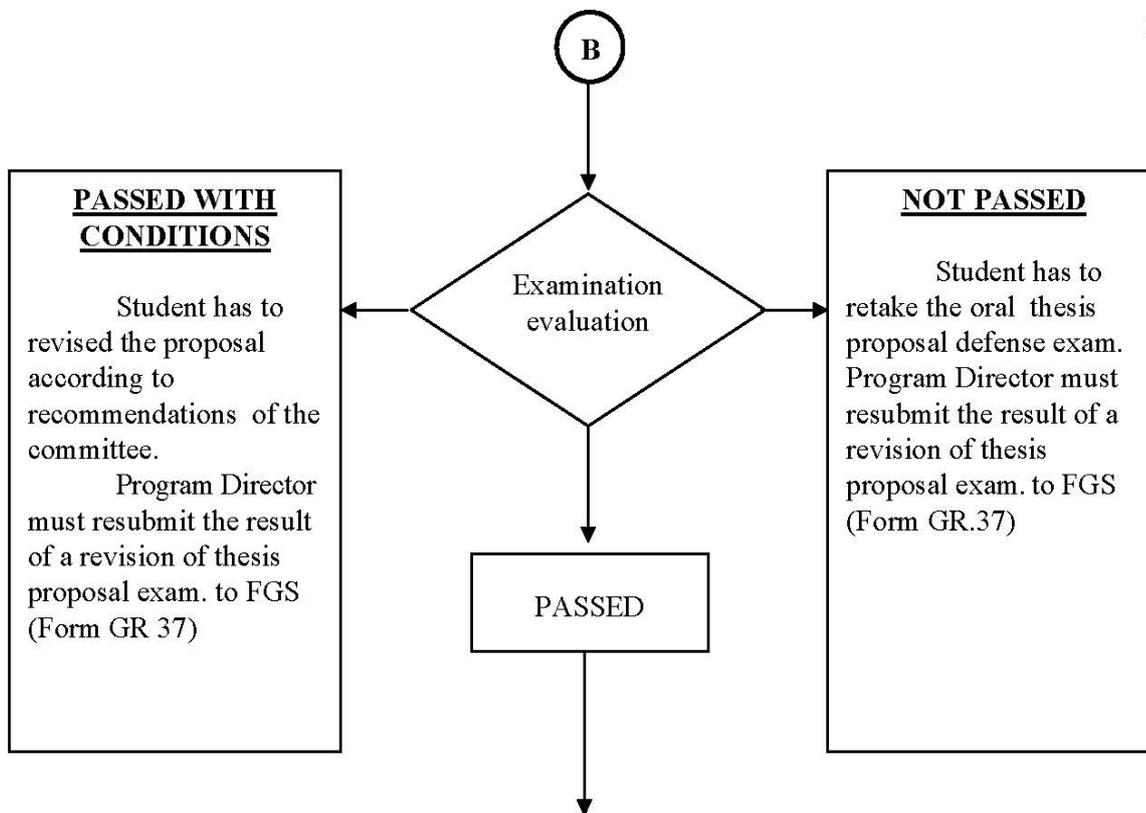


Steps for Thesis Processes (PhD Program) 1/6



Steps for Thesis Processes (PhD Program) 2/6

3



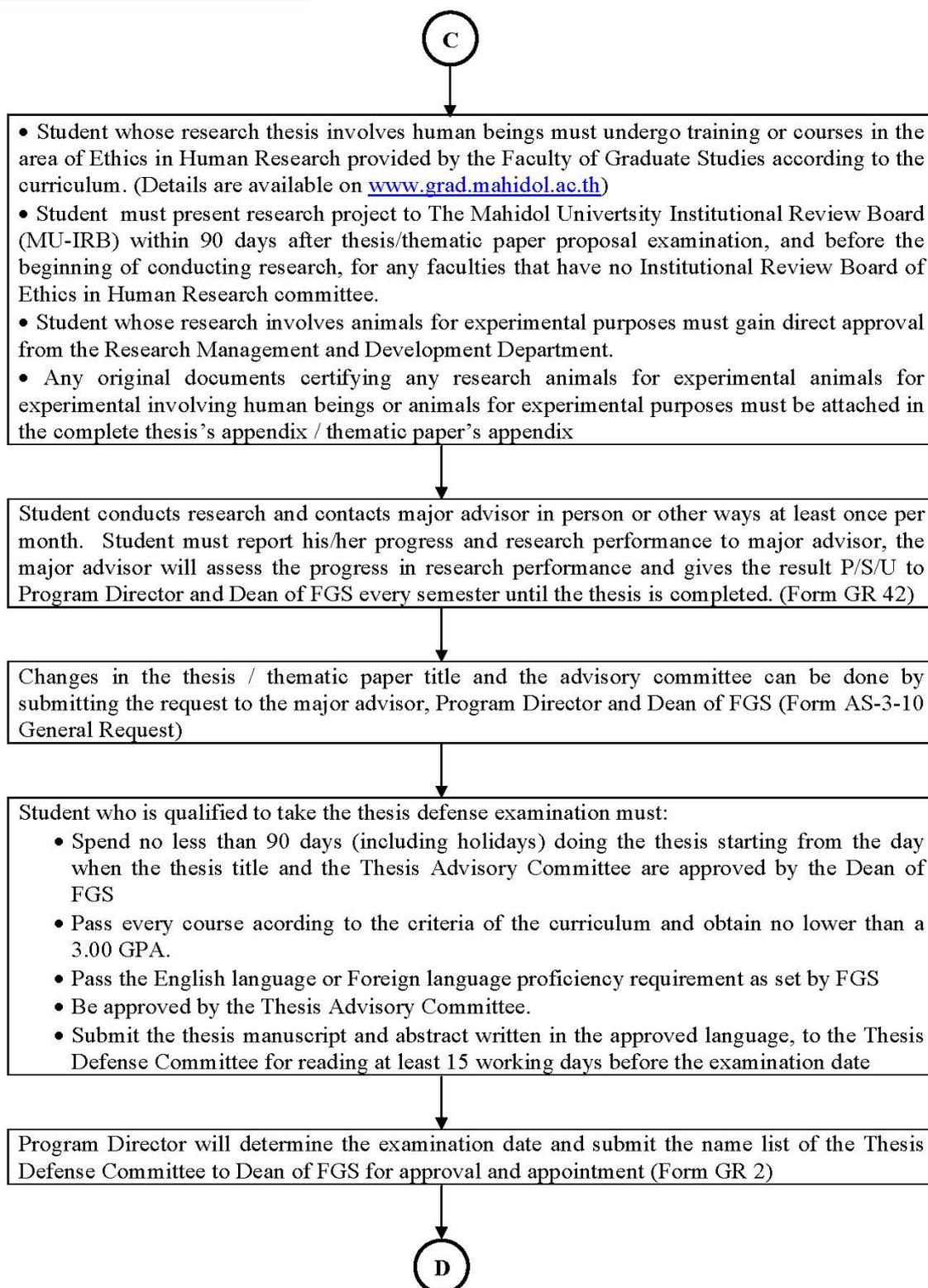
Program Director submits the name list of the Thesis Advisory Committee of at least 3 members and the thesis title to FGS (Form GR 1)
(The Thesis Committee consists of one thesis major advisor and at least two co-advisors who are regular instructor or external person with Ph.D degree or have at least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

FGS appoints the Thesis Advisory Committee and approves the thesis title

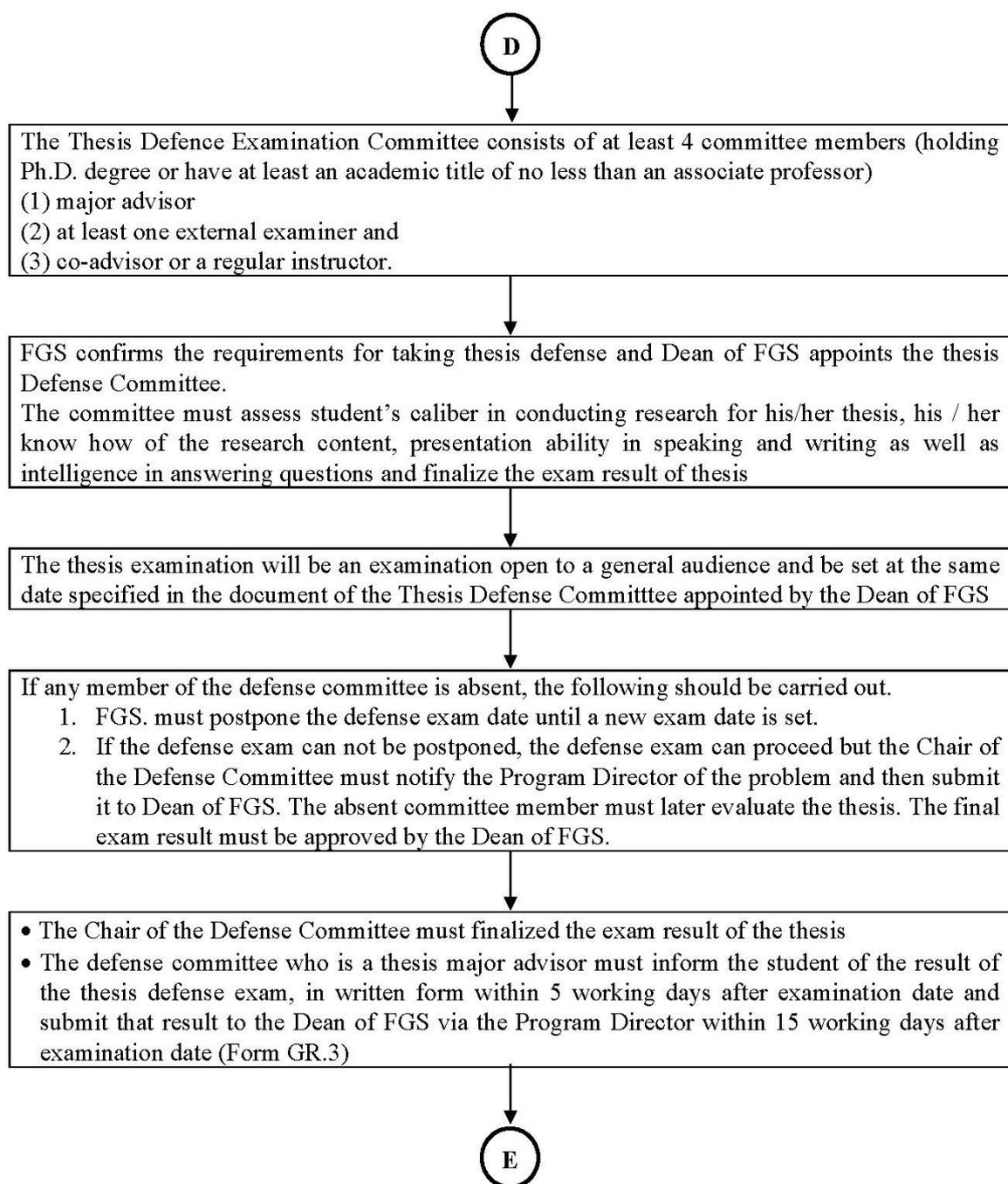
The Thesis Advisory Committee gives student advice on the theoretical concepts, research methodology and analytical processes, and helps solve relation problem that may occur / gives student advice on the writing of a thesis and the language used / checks for and prevents dishonesty in thesis / thematic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

C

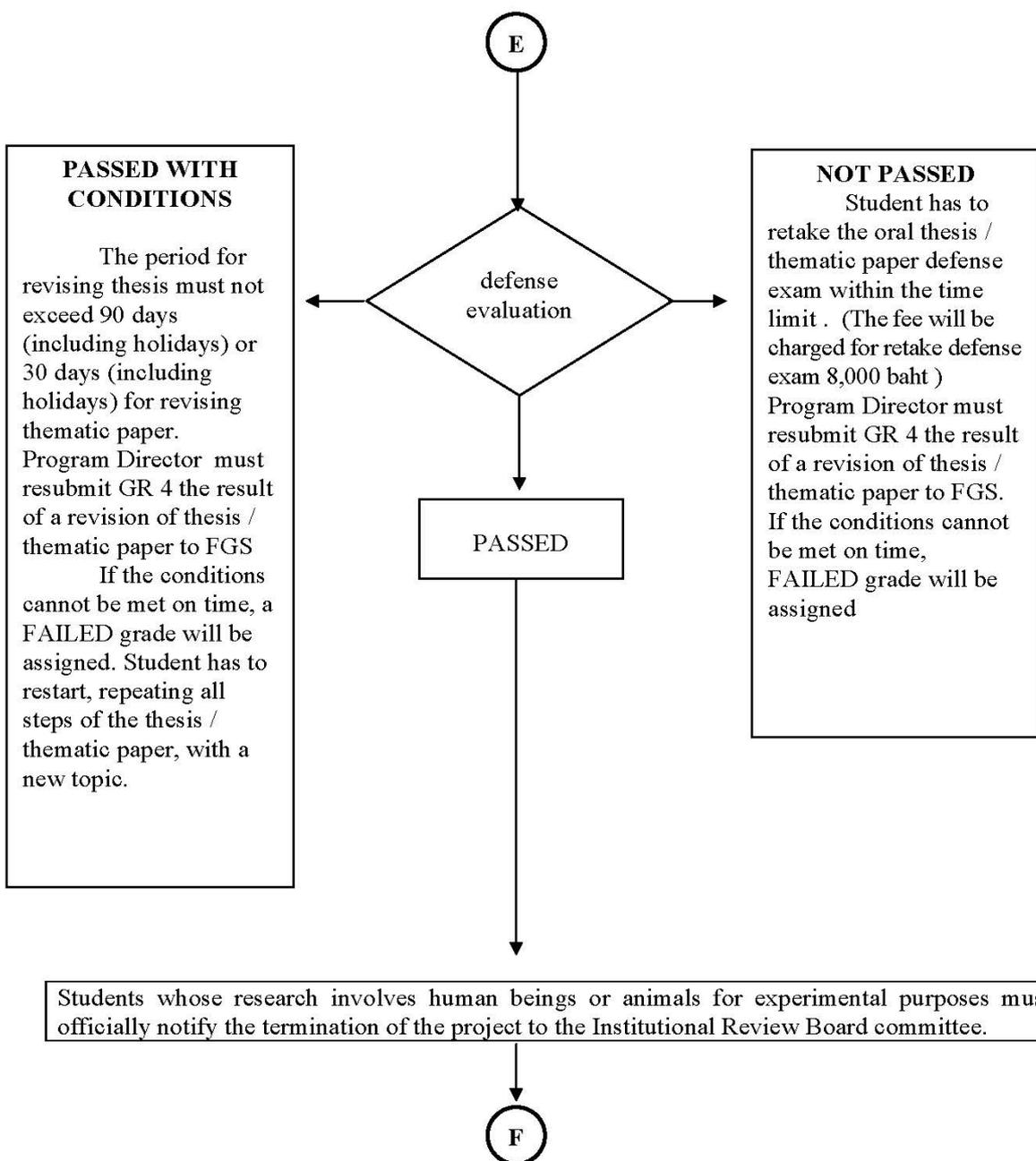
Steps for Thesis Processes (PhD Program) 3/6



Steps for Thesis Processes (PhD Program) 4/6



Steps for Thesis Processes (PhD Program) 5/6



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.

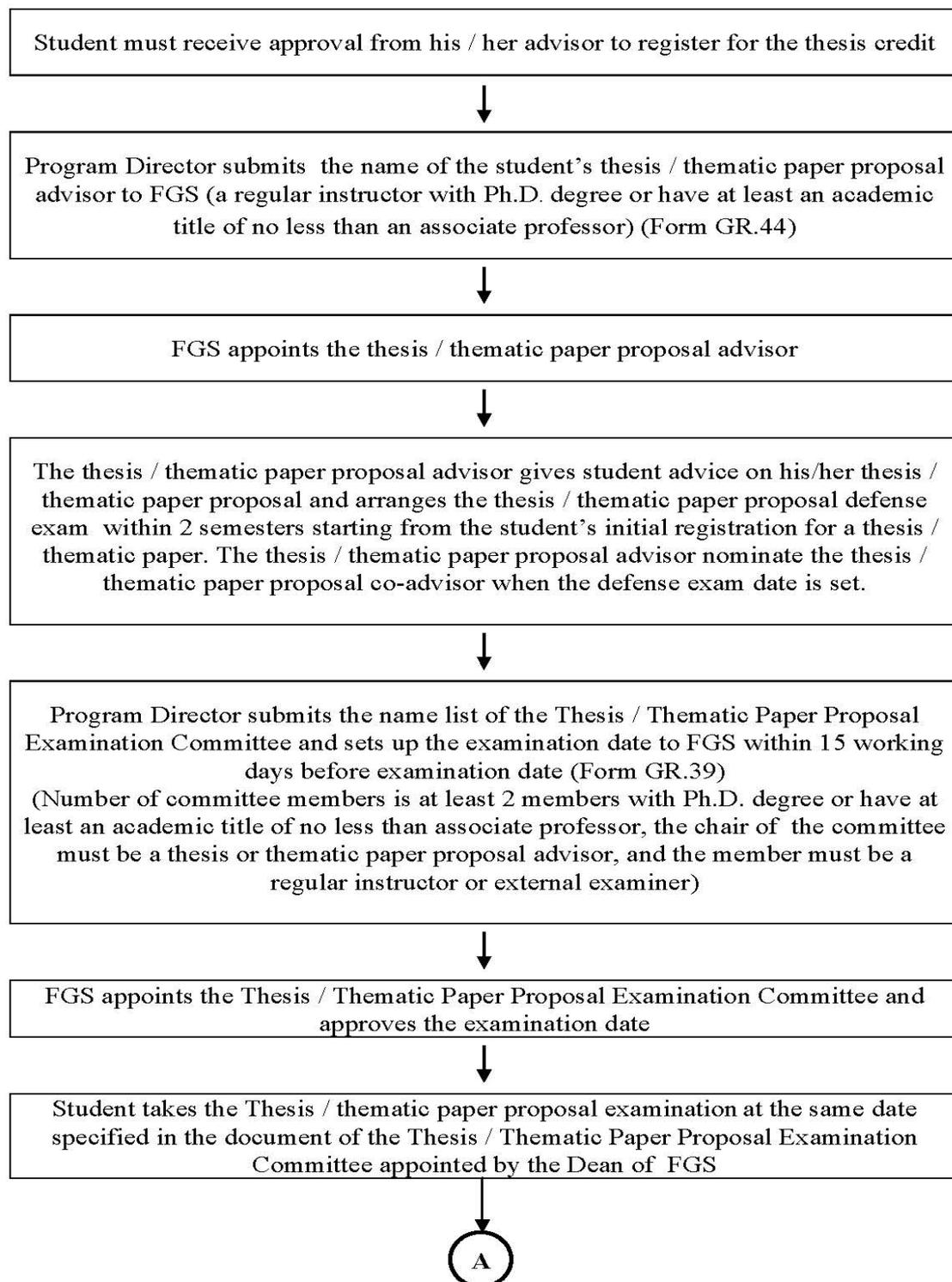
Student must submit the evidence for Thesis Publishing for Graduation.
(Published documents or letter of acceptance from International Peer-reviewed academic Journal)

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

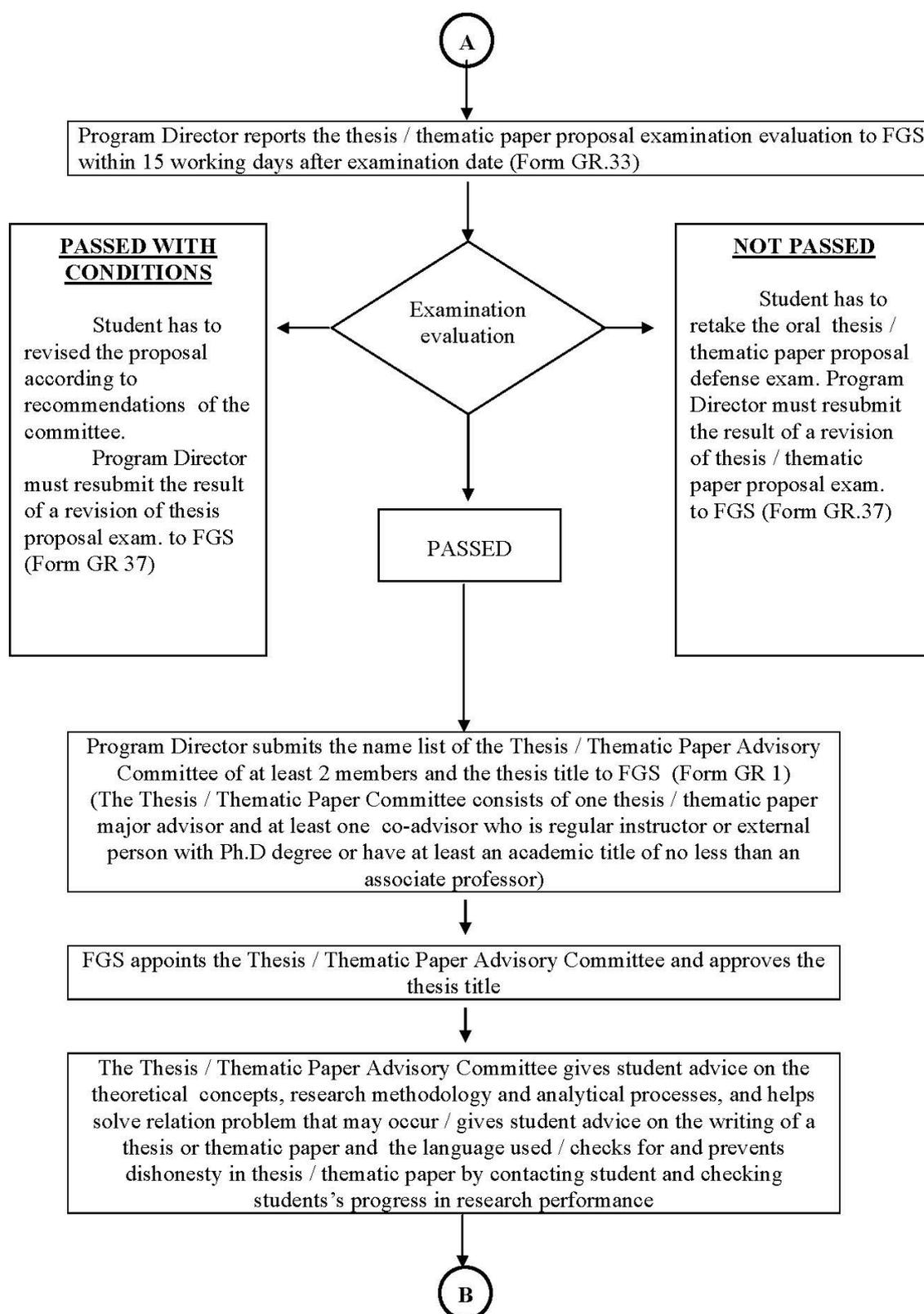
FGS gives consideration regarding referrals to the Mahidol University Council for authorization of degree

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



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 University 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 purposes must be attached in the complete thesis's appendix / thematic paper's appendix

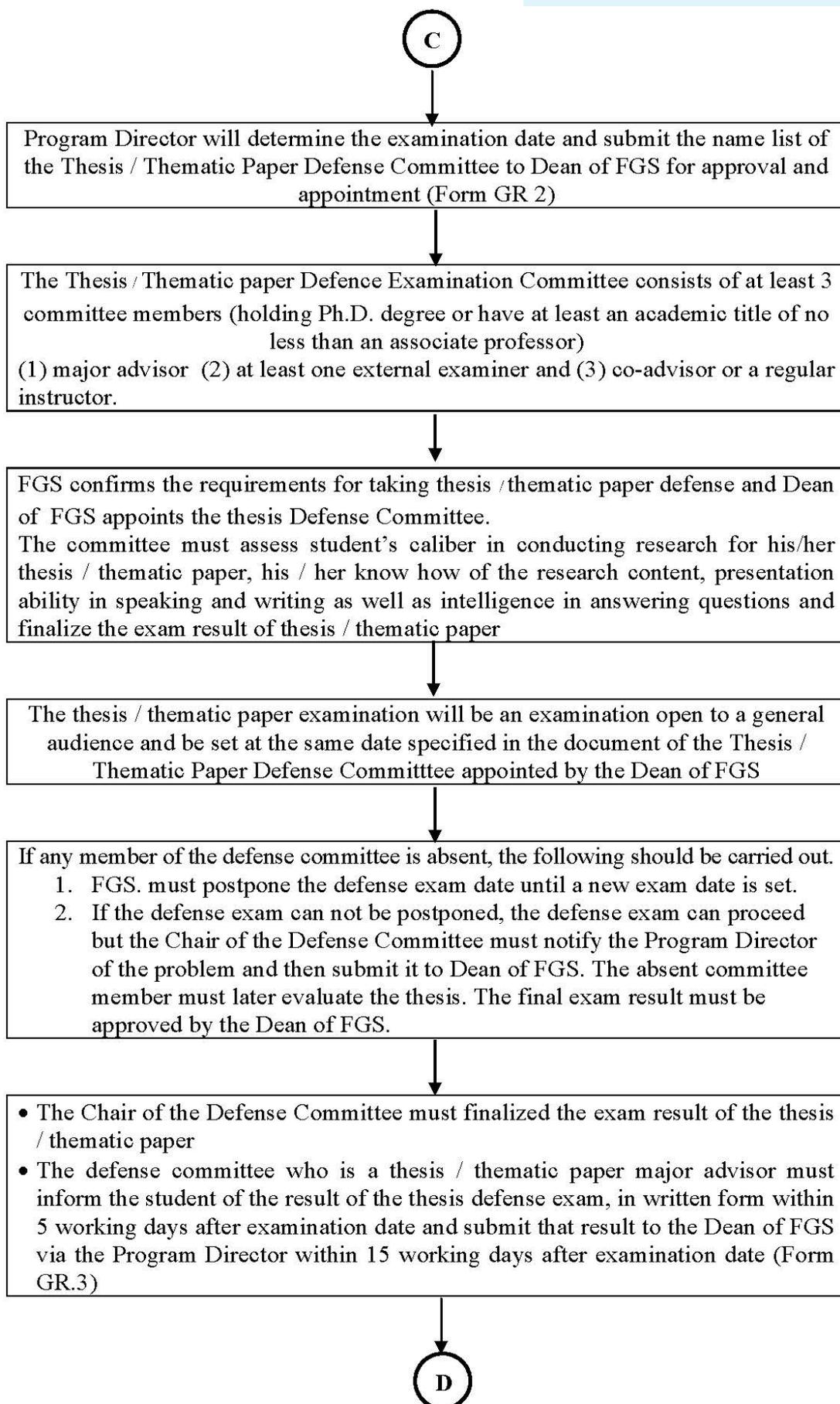
Student conducts research and contacts major advisor in person or other ways at least once per month. Student must report his/her progress and research performance to major advisor, the major advisor will assess the progress in research performance and gives the result P/S/U to Program Director and Dean 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)

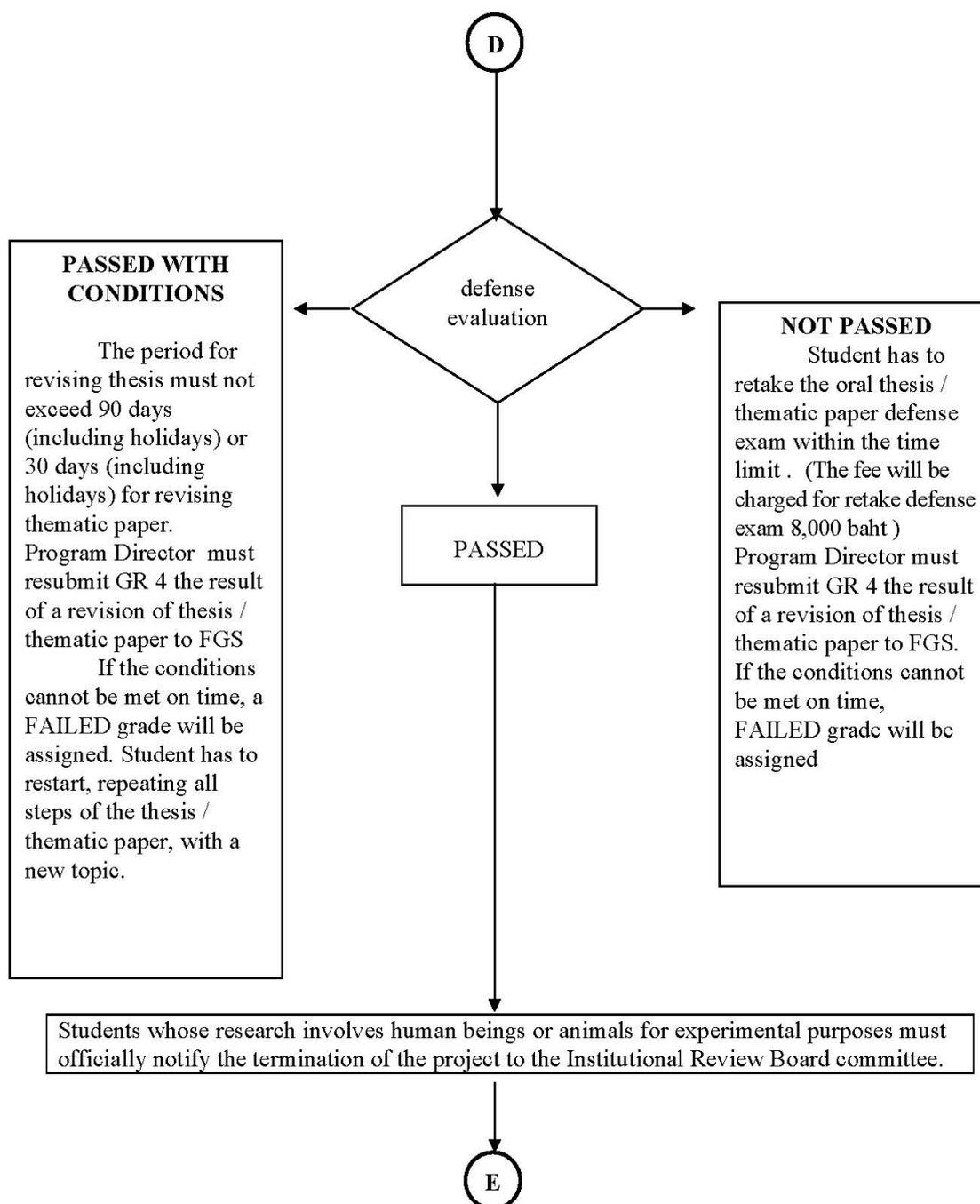
- Student who is qualified to take the thesis / thematic paper defense examination must:
- Spend no less than 90 days (including holidays) doing the thesis or no less than 45 days (including holiday) doing the thematic paper starting from the day when the thesis or thematic paper title and the Thesis or Thematic Paper Advisory Committee are approved by the Dean of FGS
 - Pass every course according 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



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)

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

**Forms of Thesis Paper / Thematic
Paper & General Forms for**

Graduate 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 examination	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	-	-

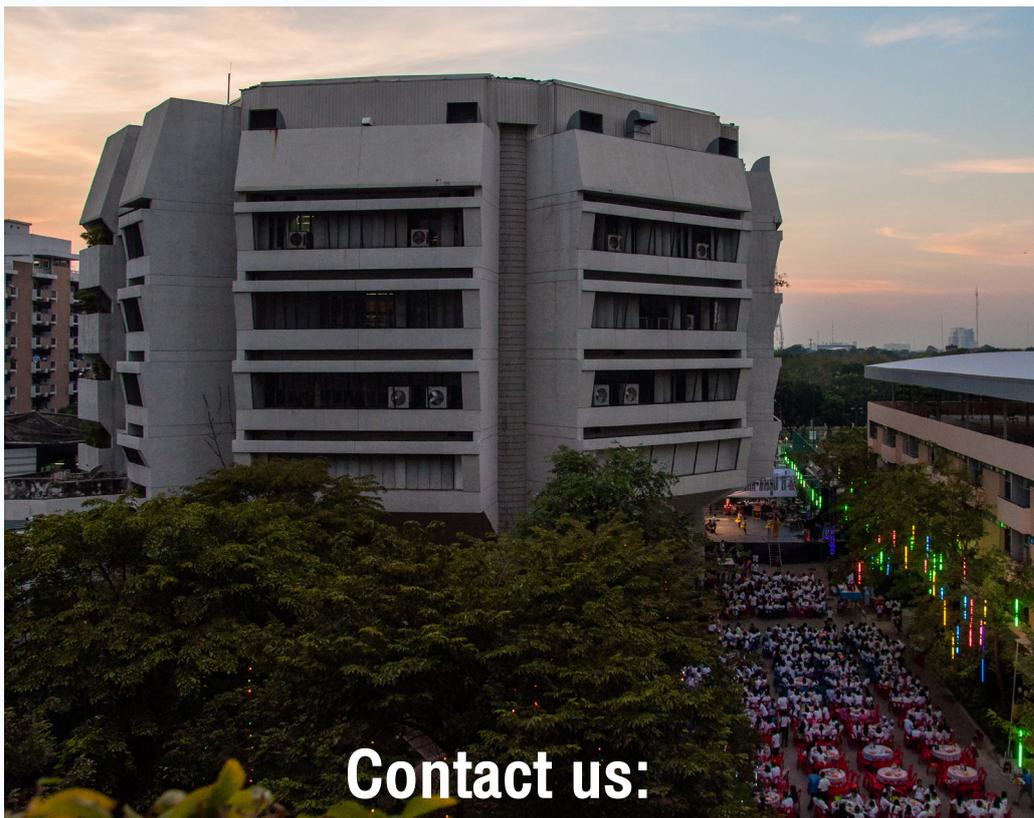
General Forms

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 Graduation Graduate 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 1201 853

Graduate Education : 02 201 1804, 02 201 1806

Quality Assurance : 02 201 1804

Faculty of Medicine Ramathibodi Hospital, Graduate Education Section



Assoc.Prof. Soamarat Vilaiyuk, MD
Assistant Dean for Graduate Education



Assoc.Prof. Hanutsaha, MD
Deputy Dean for Graduate Education



Prof. Chatchai Muanprasat, MD., Ph.D
Assistant Dean for Graduate Education and Research



Miss Sirirat Ruangsawat
Head of Graduate Education Section

General Administration



Miss Jarusri Pengchan
Administration Officer



Mr. Jadesada Asawathanyasakul
Administration Officer



Miss Maneenuch Jampa
Administration Officer

Educational of Information Technology



Mr. Warongkarit Ingkutanon
Graphic Designer



Mrs. Rujira Pethrak
Computer Programmer



Miss Wanna Seangjaroen
Computer Programmer

Professional Training



Miss Pornnapas Bunkosang
Educator



Miss Preempan Hinthao
Educator

Graduate Education



Mrs. Nipa Piyoserirat
Educator



Miss Nongnuch Phuntuta
Educator



Mr. Pamorn Namsanor
Educator

Quality Assurance



Miss Kanokwan Piyanuwatkun
Educator

Our Missions

General Administration

- 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