

**New regulations from the Faculty of Graduate Studies (FGS), Mahidol University
on graduate studies: qualification and thesis examinations for PhD students
(In effect from May, 2020)**

1) There shall be at least 3 persons who act as the Qualifying Examination (QE) committee appointed by the Dean of the FGS. The chairperson of the QE committee must be a full-time instructor of the course as stated in TQF 2 manual.

An external expert may also be invited to act as a joint QE committee.

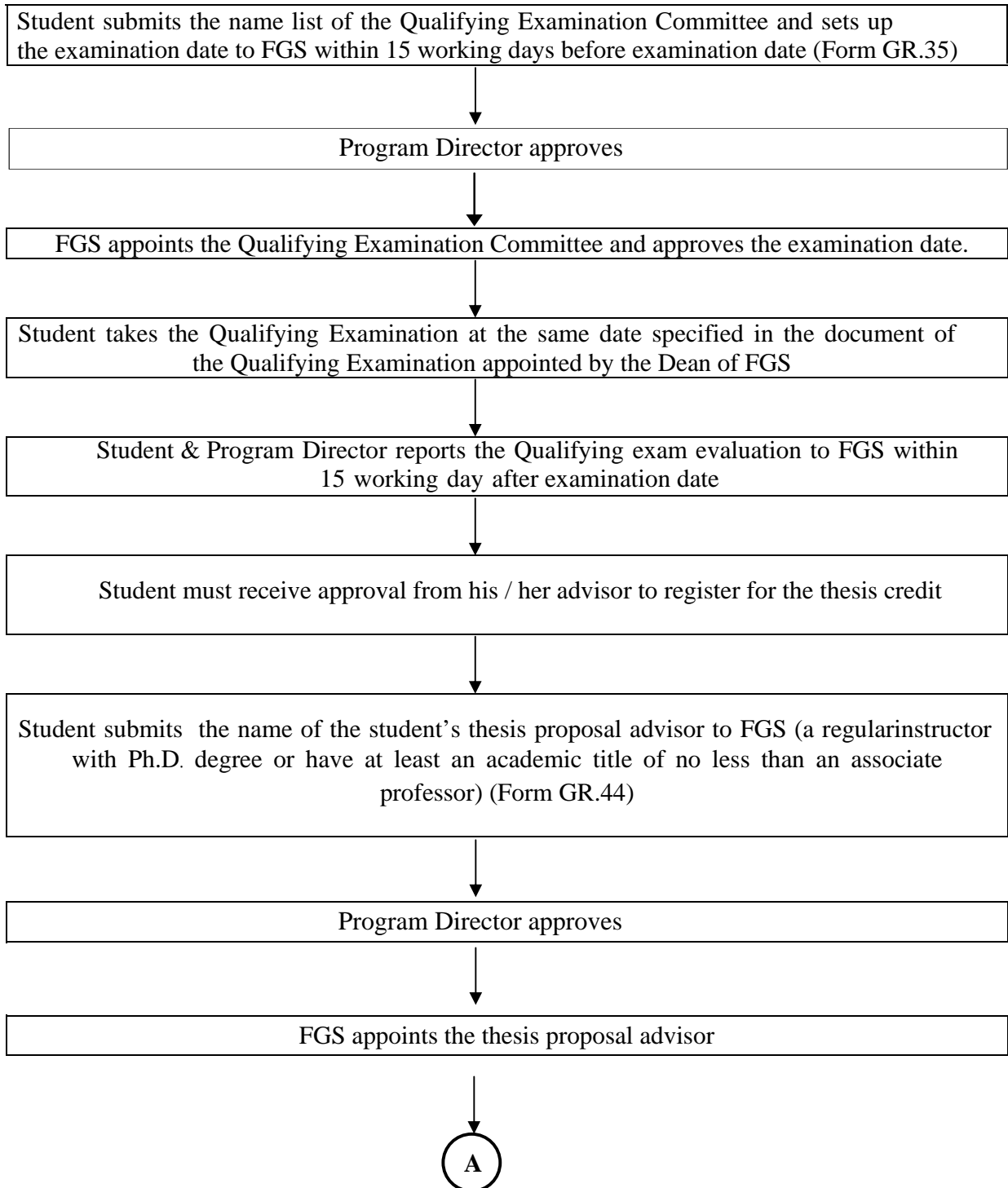
2) At least 3 thesis proposal examination committee member, who are appointed by the Dean of the FGS are required. The thesis proposal examination committee chairperson must be the major advisor of the thesis proposal.

3) Thesis advisory committee appointed by the Dean of the FGS consists of the major thesis advisor and at least 2 thesis co-advisers.

4) Thesis examination committee appointed by the Dean of the FGS consists of at least 5 person including full-time instructors (as stated in TQF 2 manual) of the program and external expert(s)

The thesis examination chairperson must be an external expert from another university or institute.

Steps for Thesis process (Doctoral Degree Program)



A

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

Student submits the name list of the Thesis Proposal Examination Committee and setup the examination date to FGS within 15 working days before examination date (Form GR.39) (Number of committee members is at least 3 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 proposal advisor, and the member must be a regular instructor or external examiner)

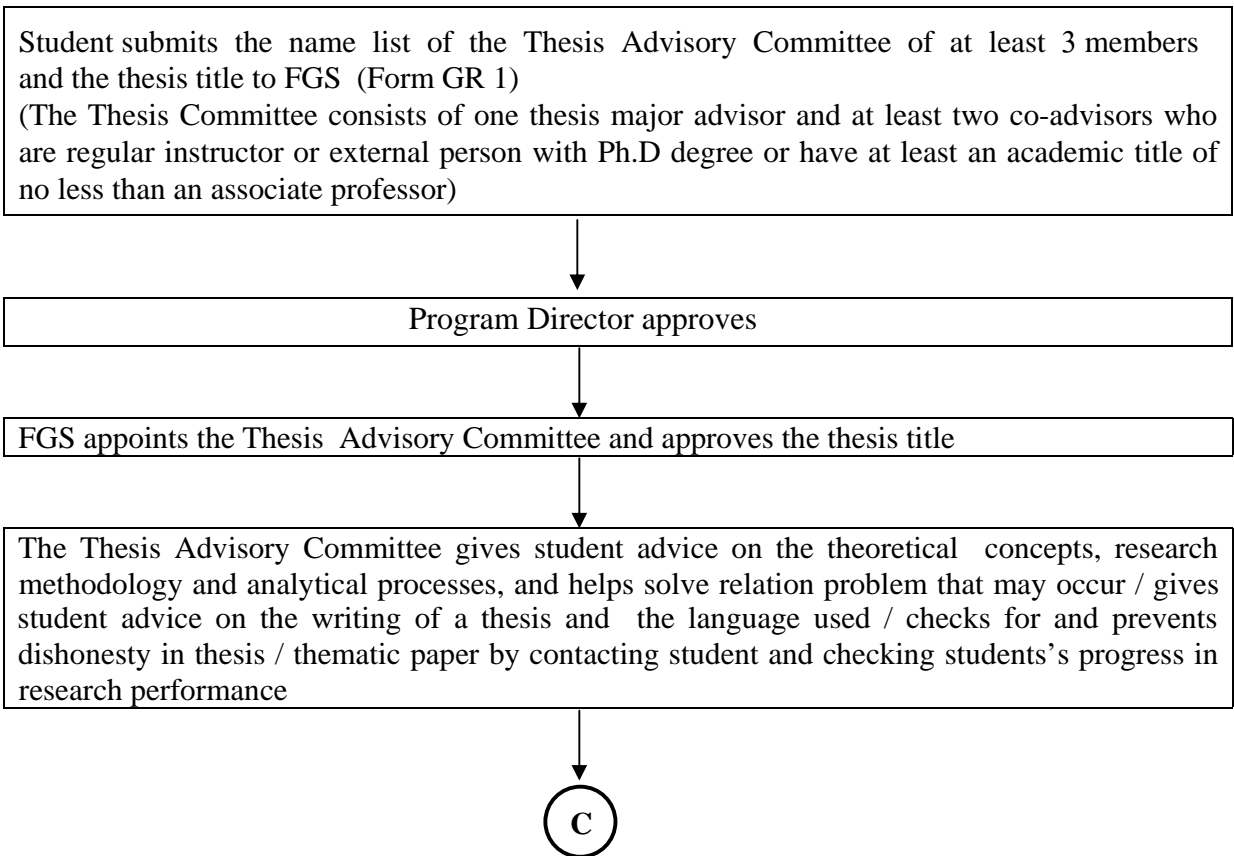
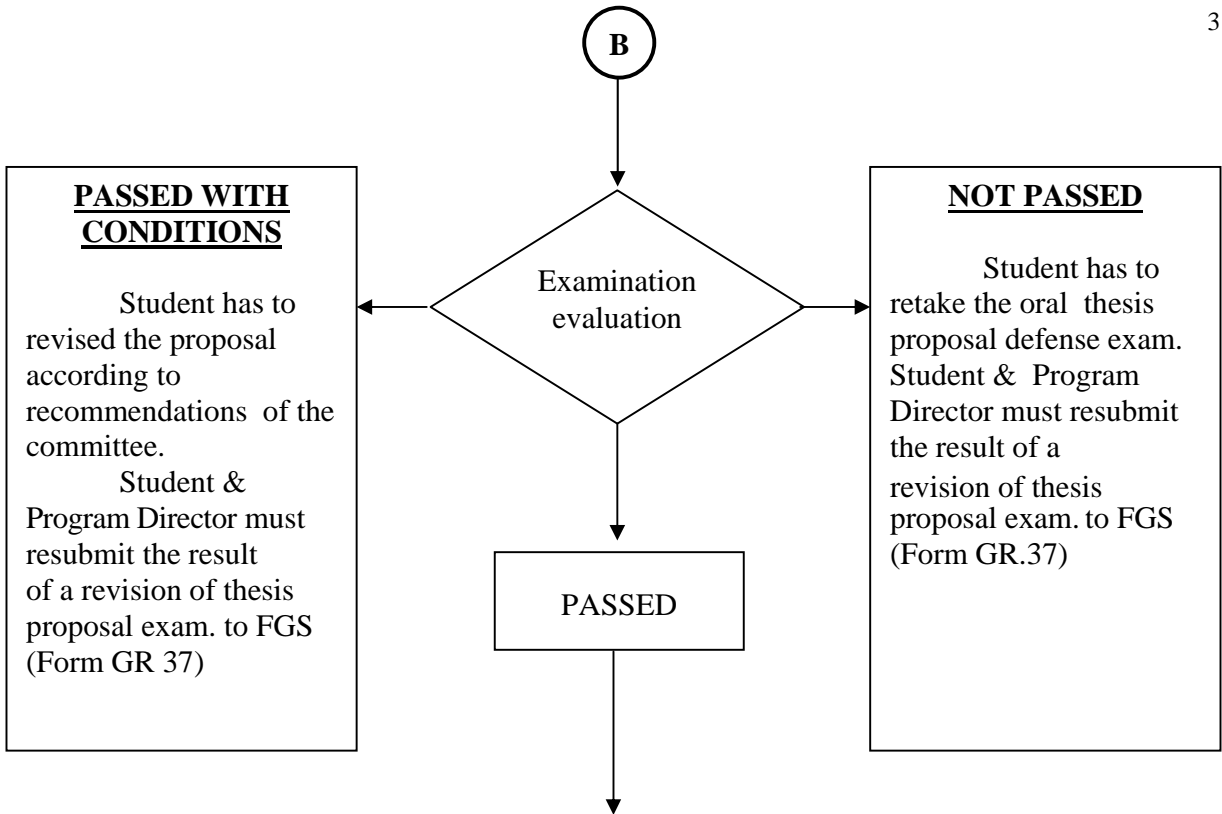
Program Director approves

FGS appoints the Thesis Proposal Examination Committee and approves the examination date

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

Student & Program Director reports the thesis proposal examination evaluation to FGS within 15 workingdays after examination date (Form GR.33)

B



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 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 animals for experimental involving human beings or animals for experimental purposes must be attached in the complete thesis's appendix / thematic paper's appendix

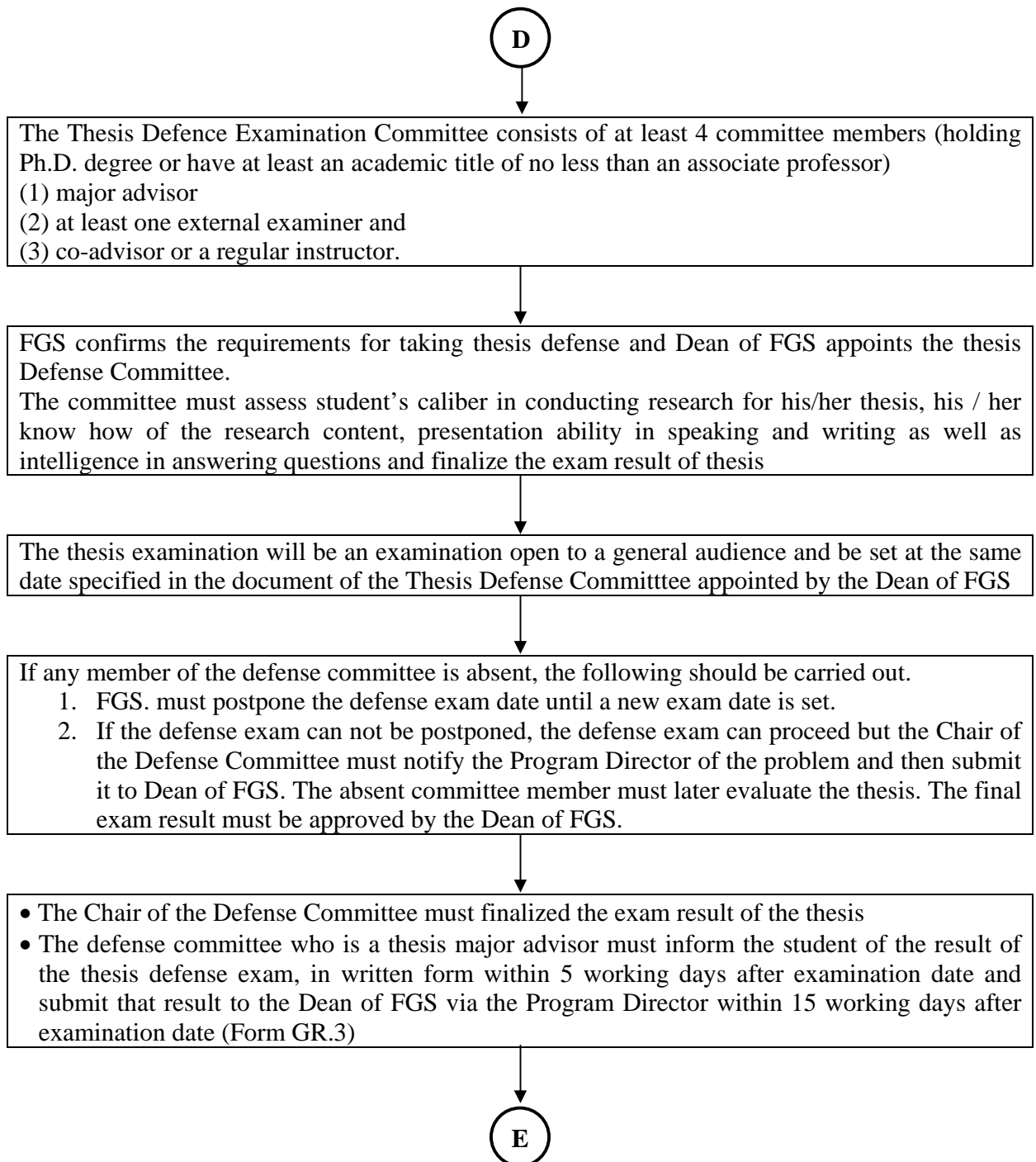
Student conducts research and contacts major advisor in person or other ways at least once per month. Student must report his/her progress and research performance to major advisor, the major advisor will assess the progress in research performance and gives the result P/S/U to Program Director and Dean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

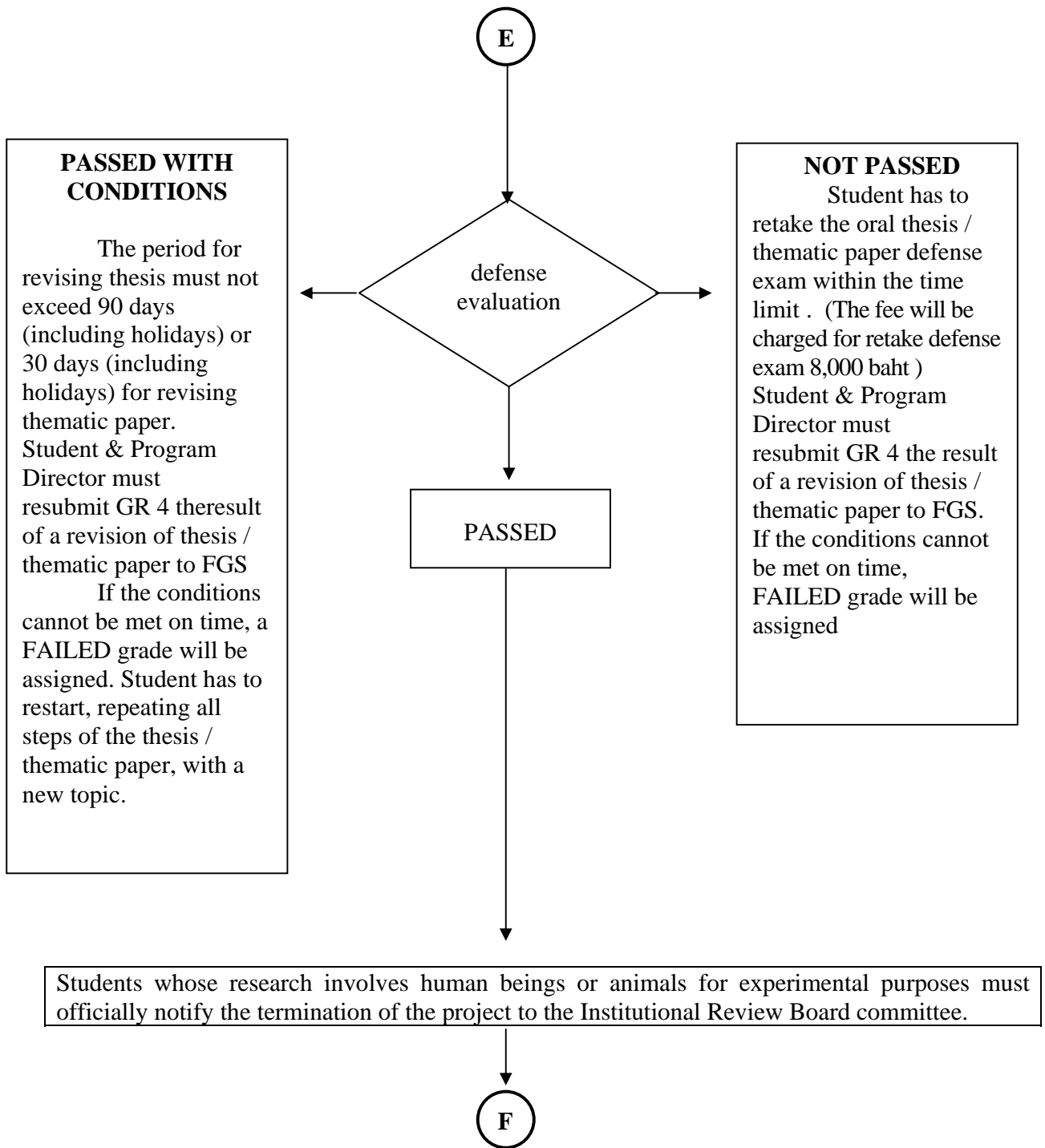
Changes in the thesis / thematic paper title and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean of FGS (Form AS-3-10 General Request)

- 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 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
 - 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

Student & Major advisor will determine the examination date and submit the name list of the Thesis Defense Committee to Program Director, who approves and send to Dean of FGS for approval and appointment (Form GR 2)

D





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)

Student & 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