

**King Mongkut's University of Technology North Bangkok Regulation
Concerning Graduate Level Education, 2009 (B.E. 2552)**

It is expedient to amend the regulation on graduate level education to comply with Curriculum Standard Criterion of Graduate Studies from the Office of the Higher Education Commission.

Based on to Article 22 (2) of King Mongkut's University of Technology North Bangkok Act 2009 along with the resolution of the University Council in the meeting no. 1/2552, held on April 29, 2009, the relevant regulatory framework is set up.

Item 1 This regulation is called "King Mongkut's University of Technology North Bangkok Regulations Concerning Graduate Level Education, 2009 "

Item 2 This regulation is applicable to all new students enrolled beginning academic year 2009 (B.E. 2552) onwards.

Item 3 KMUTNB Regulation concerning Graduate Level Education 2007 (B.E. 2550) and revised editions are annulled. Should a rule, regulation, or provision contradict this regulation, it will be deemed invalid and this 2009 regulation will remain in force.

Item 4 The President is responsible for the enforcement of this regulation, and is authorized to issue rules, announcements following actions in the regulation, with the approval of the Graduate College Committee.

Any issues related to graduate level education, but remain unspecified or not in compliance with this regulation, shall be submitted to the University Council on a case-by-case basis.

Item 5 in this regulation

"University" means King Mongkut's University of Technology North Bangkok.

"University Council" means University Council of King Mongkut's University of Technology North Bangkok.

"Academic Council" means Academic Council of King Mongkut's University of Technology North Bangkok.

"President" means President of King Mongkut's University of Technology North Bangkok

"Graduate School" means Graduate School of King Mongkut's University of Technology North Bangkok.

"Graduate Dean" means Graduate School Dean of King Mongkut's University of Technology North Bangkok.

"Graduate Education" means the higher education than undergraduate.

"Program" means any programs in the graduate level, offered with the University council's approval

"Faculty" means an organization unit offering graduate level education and those set up with KMUTNB Council's approval.

"Dean" means Dean, College Director and Dean of the Faculty established with University Council's approval.

"Department" means Department or a unit with equivalent status to a Department, providing graduate level education.

"Department Head" means Department Head or Head of a unit as called by another name, whose status equals to the Department Head or Program Director in the graduate level education

"Graduate Education Instructor" means permanent instructor or special instructor for graduate education, possessing qualifications as determined in section 5.

"Student" means a person who attends a graduate level education program

"Professional" means person who has knowledge and ability acceptable in that major, and may be a person from inside or outside the university.

"Specialist" means a person with special knowledge and skill relating to a particular area of study. They may be academic-related or non-academic related persons, with or without an academic titles; and they can be people outside the organization.

"Non-Credit Courses" means courses determined in a program or additional courses stipulated by the department. Students must fulfill the non-credit course requirements with S (Satisfactory notations).

Section 1

General

Item 6 The Graduate College takes charge of coordinating and supporting the running of graduate level education. Faculties and departments are responsible for administering, operating and providing academic services in a particular academic discipline.

Item 7 Graduate school has establish interdisciplinary committee, associated with departmental cooperation and working under the joint supervision of Faculties and the University. The committee is responsible for program administering. The authority of designated interdisciplinary committee must comply with the University announcement.

Item 8 The President assigns committees associated with the graduate program administration. The members must not be under any department. Their duties are to carry the general responsibility for administering the Graduate Program. The components and authority of designated committee must comply with the University announcement.

Section 2 Education System

Item 9 The graduate education implements the semester system.

- (1) The education is arranged into a binary pattern. An academic year consists of 2 compulsory semesters or roughly 15 weeks each. The summer session, where the number of study hours is equal to that of the regular semester, extends to approximately 6 weeks length. Summer semester is considered part of the same academic year.
- (2) The special education program arranges education for any special purposes, which may be available in any semester:
 - (2.1) The program is available in a particular time, e.g. during the break or in summer session.
 - (2.2) The program is offered during weekend or outside business hours in regular semester.
 - (2.3) The module system is offered occasionally.
 - (2.4) The distance learning program is an approach where open access can be performed via the web or other networks.
 - (2.5) International program refers to a study program where a foreign language is used for instruction. Applicants must have qualifications and sufficient language proficiency as determined by the Graduate College announcement on the foreign language requirements and proficiency examination for graduate students.

For all program implementation, appropriateness of courses is taken into consideration. Through credit hours weighing, the set of contents and the number of class hours must be in balance with the total credits of the program. The program proposal of producing graduates must be submitted to the University prior to the announcement.

Item 10 Graduate level education is the process of learning through a collection of graduate credit courses.

- (1) Theory course, with minimally 15 hours of lecture/ discussion per semester, equals 1 credit.
- (2) Practical course, with minimally 30 hours of practice or training, equals 1 credit.
- (3) Work training or field training, where time spent to work is no less than 45 hours per semester, equals 1 credit.
- (4) Thesis or independent research, where time required to work is no less than 45 hours per semester, equals 1 credit.
- (5) Project or other activity assigned, where time spent to work is no less than 45 hours per semester, equals 1 credit.

Section 3 Educational Program

Item 11 The programs available are as follows:

- (1) Diploma Program, a self-completion program for career enhancement, is offered for those obtaining an undergraduate degree or equivalent.
- (2) Master's Degree Program is a program designed to enable students to progress academically or professionally into a more advanced level.
- (3) High Diploma, a self-completion curriculum, for career enhancement, is offered for those obtaining a master's degree or equivalent.
- (4) Doctoral program, provides more advanced studies and research with a higher level of education than that of a master's degree.

Item 12 Program Structure

- (1) Diploma Program, the total number of requested and elective courses is not less than 24 credits.
- (2) Master Degree Program, total credits earned are not less than 36 credits. The curriculum is divided into 2 plans:
 - (2.1) Plan A (thesis option)
 - (1) Plan A1: Research only with no coursework for not less than 36 credits. Additional non-credit courses or credit-free activities may be required.
 - (2) Plan A2: This path of the program consists of a coursework (12 credits) and a thesis (12 credits).
 - (2.2) Plan B (non-thesis) Independent Study Project, Master's Special Problems or Master's Research Project (3-6 credits) is compulsory. For every Master's program that offers Plan B (non-thesis), Plan A (thesis) is required, but not vice versa.
- (3) High Diploma program requires not less than 24 credits of compulsory and elective courses.
- (4) Doctoral program offer 2 paths which emphasize research conduct for advanced academic and professional purposes.
 - (4.1) Pattern 1 doctoral program by dissertation only is a graduate programs that emphasize research involvement. Additional non-credit courses or credit-free activities may be required. The learning outcomes and requirements must be assessed appropriately.
 - Plan 1.1 For doctoral candidates who have previously earned a master's degree, at least 48 dissertation credits are required.
 - Plan 1.2 Doctoral candidates who have earned a bachelor's degree are expected to complete the minimum of 72 dissertation credit requirements. Dissertations in Plan 1.1 and 1.2 are expected to reflect equivalent standards.
 - (4.2) Pattern 2 Doctoral Dissertation and Other Research Experience
 - Plan 2.1 For doctoral candidates who have previously earned a master's degree, at least 36 dissertation credits and 12 credits of research experience credits are required.

Plan 2.2 For doctoral candidates who have previously earned a bachelor's degree, at least 48 dissertation credits and 24 credits of research experience credits are required. Dissertations in Plan 2.1 and 2.2 are expected to reflect equivalent standards.

Item 13 The study period

- (1) Diploma and High Diploma Program: The time limit of study is 3 academic years.
- (2) Master Degree Program: the study period must not exceed 5 academic years.
- (3) Ph.D. Degree Program: the study period for doctoral candidates who have earned a bachelor's degree must not exceed 8 academic years, while the maximum total enrolled time of those earning a master's degree is 6 academic years.
- (4) The candidate's period of study for the degree shall be counted from the initial date of attending the program, with student status according to items 17 (2.1) and 17 (2.2).

Section 4 Student Admission, Type and Student Status

Item 14 Admission Qualification

- (1) Diploma program and master's degree program: students must hold a bachelor's degree or equivalent, together with other qualifications determined by the program.
- (2) High Diploma program: participants must hold a master's degree or equivalent, and other qualifications as defined.
- (3) Ph.D. Degree:
 - (3.1) participants are expected to earn a bachelor's degree or equivalent, with cumulative GPA not less than 3.50; or holding a master's degree.
 - (3.2) participants can meet qualification requirements which are based on the curriculum.
 - (3.3) They have never lost their status as a result of failing the qualifying examination of the undergraduate curriculum corresponding to the program of study.

Item 15 Application & Admission Procedures.

- (1) The applicants can follow the admissions process defined by the University, including the admission examination or other approaches as approved by the curriculum committee and graduate college committee.
- (2) In case an applicant is waiting for studies result in any degree level, admission will be complete once the applicant has submitted official graduation verification prior to the scheduled enrollment date.
- (3) Graduate school may permit cross-institutional course enrollment with the consent of the department or curriculum committee. Fees will be charged in compliance with the provisions of pertaining regulations or the announcement.
- (4) A person interested in the program may be permitted to enroll as a special student, with the department or curriculum committee's approval. That person is required to meet the qualifications requirement as in item 14. Fees will be charged according to relevant regulations.

Item 16 Registration as a student

- (1) Persons selected for admission obtain student status once they complete their initial registration.
- (2) All persons need to be present at the initial registration. They must submit all the required documents to the Registrar's Office. Payments of tuition and fees will be made as specified in the relevant regulations.
- (3) Those who failed to register cannot maintain student status unless they have provided written information explaining the reasons of absence. When the application is approved, the process of initial registration must be completed within 7 days, starting from the date scheduled for registration.
- (4) A person is not allowed to register for more than one graduate program at a time.

Item 17 Student categorization, status, and change of status

- (1) Students of the University can be classified as:
 - (1.1) Regular students refer to those enrolled as in Item 9 (1)
 - (1.2) Special students refer to those enrolled as in Item 9 (2)
- (2) Students Categorization
 - (2.1) Normal students means persons accepted into a curriculum by the Graduate School.
 - (2.2) Provisional students are ones who does not fulfill the academic requirements for admission as a degree candidate. However, if they successfully complete specific provisions prerequisite, they can later be admitted as a degree student. This condition does not apply to the master's program Plan A1 and the doctoral program Plan 1.
 - (2.3) Non-degree special student status are individuals interested in non-degree seeking study or research. They are admitted to conduct doctoral research or study by the approval of the department head and dean of the Graduate College.
- (3) Changing of student categorization and status
 - (3.1) In case necessity, student type from regular can be changed into special student status by consent of the Graduate College. Students must abide by all rules and regulations. Payment of all fees is required as stipulated in the program's regulations.
 - (3.2) Change of special student status to the regular graduate student status is not permitted.

(3.3) Students initially admitted on a provisional basis will not be eligible for a change of status to become a regular degree student until all prerequisites are met. For instance, they are required to enroll in the graduate program and complete the first semester of graduate work with a minimum GPA of 3.00.

Section 5 Graduate Education Instructors

Item 18 The 2 types of Graduate Education Instructor are

- (1) Permanent Graduate Education Instructor such as personnel under university that take a position of instructor, assistant professor, associate professor, or professor who participates in process of teaching in a bachelor's degree curriculum.
- (2) Special instructor such as university staff member holding position other than those in 18 (1); or an outside specialist.

Item 19 The president will appoint graduate instructors from qualified persons according to Item 22 or 23, through Graduate College Dean's suggestions.

Item 20 Faculty members are appointed on a 3-academic year basis. The cessation of an appointed status occurs with:

- (1) Death or resignation
- (2) A resolution from the department of program committee to withdraw the faculty status, through approval of Graduate College's committee.
- (3) Approved resolution for withdrawal from the Graduate school committee

Item 21 Adviser, Thesis Adviser, Thematic Adviser

(1) Main adviser means a graduate school instructor appointed according to the department head's suggestion. He/she take charge of academic advising for students since their first admission, until an official advisor is appointed following item 21(2) or item 21 (3) or item 21 (4).

(2) Main Thesis Adviser must be permanent graduate school instructor holding a Ph.D. qualification or equivalent; or a person holding an academic position not lower than associate professor in that area of study or relevant field. Research work experience that is not a part of graduate work is required

(3) Joined Thesis Adviser (if any) must be a permanent graduate school instructor or a professional outside hold a doctoral degree or be deemed equivalent to holding a doctoral degree; or a person with academic position not lower than associate professor in that major or concerning major. and must have experience in researching that is not a part of education for graduation. Research work experience that is not a part of graduate work is required

(4) Main Thematic Adviser and Joined Thematic Adviser means graduate school instructors appointed by that department head for advising and supervising the thematic paper of master's students Plan B.

Item 22 Permanent Graduate School Instructor in each program must have the following minimum qualifications:
Diploma program

- (1) Instructors are required to hold a degree not lower than the master's degree in that area of study or relevant fields, have teaching experience and takes academic position not less than assistant professor.
- (2) Instructors responsible for the program must hold a doctoral degree or take academic position rank not lower than that of the associate professor in that major or concerning major. Moreover, they must be full-time faculty members.

Master Degree Program

(1) An Instructor, Advisor, Thematic Advisor and Examiners must hold a minimum of a Master's degree with a minimum academic position of assistant professor in that major field of study or relevant filed. Research experience in addition to that toward degree completion is required.

(2) A Main and a Joined Thesis Advisor are those having a doctoral degree with a minimum academic position of associate professor in that major or related major. Research experience not counted toward the degree completion is required.

(3) A Master Thesis examiner must hold a minimum of a doctoral degree with a minimum academic position of associate professor in that major or related major. Research experience not counted toward the degree completion is required.

(4) An Instructor in charge of the program must hold a minimum of a doctoral degree with a minimum academic position of associate professor in that major field of study or related area. Research experience in addition to that toward degree completion is required. He/ she is required to be a full time faculty member working in the unit in charge of the program.

High Diploma Program

(1) Instructors must be permanent faculty members or outside professionals holding a minimum of a master's degree or equivalent, with a minimum academic position of assistant professor in that major field of study or relevant field. Teaching experience and research work experience not counted toward degree completion are required.

(2) Instructors in charge of the program are required to hold a doctoral degree with a minimum academic rank of associate professor in that major field of study or related area. They must be full-time faculty members under the organization unit in charge of that program.

Doctoral Program

(1) Instructors, Advisors, Qualifying Examiners are those holding a doctoral degree, with a minimum academic position associate professor in that field of study or relevant area. Teaching experience and research work experience not counted toward degree completion are required.

- (2) A Main and a Jointed dissertation Advisor are those having a doctoral degree with a minimum academic position of associate professor in that major or related major. Research experience not counted toward the degree completion is required.
- (3) A dissertation examiner must hold a minimum of a doctoral degree with a minimum academic position of associate professor in that area of study or related field. Knowledge of the content and the examination process is required.
- (4) An Instructor in charge of the doctoral program must hold a minimum of a doctoral degree with a minimum academic position of professor in that major field of study or relevant field. He/ she is required to be a full time faculty member working in the unit in charge of the program.

Item 23 Graduate Special Instructors in each program must have the following qualifications:

Diploma Program, Master Degree Program, High Diploma Program

- (1) Special instructors must have qualification according to item 22, master's degree program (1) in compliance with the regulatory requirements
- (2) Jointed thesis instructors or thesis examiners are required to be qualified as item 22 master degree program (2) by complying.
- (3) In case the mentioned instructors are not working for a higher education institution nor do they hold a degree or academic qualification according to items (1) and (2), they need to be professionals in that study field.

Doctoral Program

- (1) Special instructors are required to hold a minimum of a doctoral degree or equivalent, along with a minimum academic position of associate professor in that area of study or related field. Teaching experience and additional research work not counted toward the degree completion are required.
- (2) In case special instructors are not active staff members of a university nor do they hold an academic position according to item (1), they need to be professionals in that study field.

Item 24 Workload of thesis advisors, thematic advisors, instructors and instructors in charge of the program is in compliance with the Graduate College's announcement.

Section 6 Educational Management

Item 25 "Plan of study" means courses, special problems, and theses required by the program.

Item 26 Registration

- (1) Students are to register for courses in each semester according to the university's announcement.
- (2) Each semester students are to be enrolled in at least 3 credits and no more than 15 credits, except when there are fewer than 3 credits required to complete the program and/or when the students are to complete their theses or term papers.
- (3) During summer semesters, students may be enrolled in no more than 6 credits.
- (4) In case a student wishes to be enrolled in courses with more or fewer credits than designated in item 26(2), the case is to be approved by the department head and the dean of the Graduate School.
- (5) Registration for auditing a course
 - (5.1) Registration for auditing means being enrolled in a course without including the course's credits in the students' registered courses and the program requirements.
 - (5.2) Students are to receive the grade "AUD" if they attend the class at least 80% of the total class time.
- (6) Non-credit registration
 - (6.1) Students with an inadequate academic background may be required to enroll in additional courses deemed necessary by the department or the program committee, and they must receive the grade S for the course.
 - (6.2) Courses whose grades are S or U in the students' transcripts are restricted to graduate courses only.
- (7) Students that do not register within 15 days after the semester begins will lose their student status.
- (8) Registration for maintaining student status
 - (8.1) Students that have been enrolled in all of the courses required by the program but have not graduated will be charged fees for maintaining their student status and other maintenance fees in accordance with the university's regulations. The fees are to be charged every semester until graduation or until the students lose their student status.
 - (8.2) Students wishing to register to maintain student status are to register within 15 days after the semester begins; otherwise they will lose the student status.

Item 27 Adding or dropping courses

- (1) Adding courses can be done within the first 3 weeks of a regular semester; or within the first week of a summer semester.
- (2) Dropping courses can be done within the first 12 weeks of a regular semester; or within 2 weeks of a summer session.
- (3) The adding and dropping of courses stated in items 27(1, 2) must comply with the statements in items 26(2) and 26(3).
- (4) The adding and dropping of courses that do not comply with items 27(1), 27(2) and 27(3) must be approved by the department head and the dean of the Graduate School.

Item 28 Leave of absence

“Leave of absence” means the case that the students have not completed the requirements for a program; but wish to take a temporary leave. The students are to file for maintaining student status one semester at a time.

(1) A student may file for a leave of absence with the approval of his/her advisor, department head, and the dean of the Graduate School. The application must be done within the deadline for dropping courses announced by the university, with the following criteria:

(1.1) The student is enlisted in the army.

(1.2) The student is granted an international student exchange scholarship or any grant beneficial for his/her education or research pertaining to the program, as approved by the university.

(1.3) The student is on sick leave for longer than 20% of the time required for class participation. A medical certificate must be included in the application.

(1.4) The student with personal reasons to take a leave must have been enrolled in at least 1 semester, with a grade point average of at least 2.75.

(2) The reason for the leave in item 28(1.1) must be in accordance with military service. The reason for item 28(1.2) must be in accordance with the conditions indicated in the scholarship contract. A leave for reasons stated in items 28(1.3) and 28(1.4) may not be over 2 consecutive semesters. No more than 1 additional semester will be allowed afterward.

(3) The time the student is on leave is included in the total time spent in the program, with the exception of item 28(1.1).

(4) During the leave of absence, the student must register for maintaining his/her student status according to the university's regulation. The registration must be done within 15 days after the semester begins, or he/she will lose his/her student status. This rule does not apply to those leaving for the reason stated in item 28(1.1).

(5) A student on a leave of absence must file an application to return to his/her studies and the application must be approved by the department head and the dean of the Graduate School at least 1 week before course registration.

(6) A leave of absence that is not in accordance with items 28(1) to 28(5) must be approved by the president of King Mongkut's University of Technology North Bangkok.

Item 29 Losing student status

A student loses his/her student status for the following reasons:

(1) Death

(2) The student's resignation has been approved.

(3) The student lacks one or more of the qualities stated in item 14.

(4) The student has completed the courses required by the program and is granted graduation.

(5) The student is considered by the dean of the Graduate School to lose his/her student status for the following cases:

(5.1) Provisional students according to item 17(2.2), who cannot change their status to regular student as in 17(3.3).

(5.2) Students that cannot graduate within the deadline according to item 13.

(5.3) Students not register for courses and/or pay for tuition fee, registration fee, or educational fees by the deadline.

(5.4) Students that do not comply with the conditions for the leave of absence.

(5.5) Students that do not comply with the criteria in Section 7.

(6) The student has committed a disciplinary offense according to No. 43.

Item 30 Regaining student status

(1) Students that have lost their student status based on item 29(5.3) may file to regain their status within 15 days after the announcement of the loss of student status.

(2) The regaining of student status must be approved by the department head and the dean of the Graduate School.

(3) The students must pay for the fee for regaining student status, educational fees, and registration fee according to the university's regulations.

(4) The students that regain their student status will resume their original status. The calculation of the time spent on studying is based on Item 13.

Item 31 Termination of studies

Students wishing to terminate their studies at King Mongkut's University of Technology North Bangkok must submit a request to the dean of the Graduate School through the advisor and department head. Termination becomes active when the form has been approved.

Item 32 Changing academic plans, majors, or foci

(1) Students may change their academic plans, majors, or the foci of their study within the same department with the approval of the department head, the dean of the faculty of that department is located, and the dean of the Graduate School.

(2) Students may change their major to a different department after they have been enrolled in the original department for at least 1 semester, with the approval of the heads or both departments, the deans of both faculties, and the dean of the graduate school.

(3) Students changing majors, foci, and/or departments will be charged fees according to the university's regulations.

(4) Provisional students are not allowed to change majors.

Item 33 Registering at the university or at another university

(1) Students may register at King Mongkut's University of Technology North Bangkok or at another university, with the approval of their advisor, department head, and the dean of the Graduate School, with the following criteria:

(1.1) A course required by the program is not available at King Mongkut's University of Technology North Bangkok during that semester or that academic year.

(1.2) The course available at another university must have similar content or have at least three-fourths of the contents stated in the course description of the required course in the program's curriculum.

(1.3) The course must be beneficial for the students' education or their theses or term papers.

(2) The grade of the course taken at another university will be a part of the evaluation of the program.

(3) The students are liable for the payment of tuition fees and other fees required by the other university.

Section 7

Evaluation and Assessment

Item 34 Course examinations are to evaluate whether the students have acquired the knowledge pertaining to that course, which can be done through written examinations or in other ways. The nature of the examinations and the scoring criteria must be announced at the beginning of the semester. The evaluation and assessment of each course must be approved by the dean of the faculty.

Item 35 Comprehensive examinations

(1) Comprehensive examinations are applicable to Plan B master's students.

(2) Comprehensive examinations are composed of a written examination and an oral examination. All of the subject matter is to be tested at the same time for the evaluation of the students' ability to apply the theories and their experience from the program.

(3) The department or the program committee members will organize a comprehensive examination at least once per semester when the students file for taking the examination, with approval of the department head.

(4) Students can take a comprehensive examination after they have passed the courses required by the program, with a grade point average of at least 3.00. The grade point average excludes the grade (S/U) for independent study courses requiring a term paper for their fulfillment.

(5) The students wishing to take a comprehensive examination must submit their application for the approval of their advisor, department head, and the Graduate School, and pay for the fees based on the university's regulations.

(6) The department head is to propose 3-5 comprehensive examination committee members to the dean of the Graduate School, one being the chairperson of the examination. The committee members are to supervise the examination and report the examination results to the Graduate School through the department head within 2 weeks after the examination.

Item 36 Foreign language tests

1) All graduate students (both master's degree and doctoral degree) are required to take at least one foreign language test. The arrangement of the tests is subject to the head of department or the program administration committee's consideration and the approval of the graduate college committee.

2) Testing methods and the criteria for the foreign language tests are subject to the graduate college announcement.

Item 37 Qualifying examination

1) The qualifying examination is an examination for assessing the quality and the competence of master's degree students who are in a research plan (type A), as well as doctoral degree students in order to measure their knowledge and readiness to conduct research. Once they pass the examination, they will be able to submit a research proposal.

2) The department or the program administration committee are in charge of arranging a qualifying examination at least once a semester or upon the students' requests. The arrangement of the examination is according to the heads of departments' consideration.

3) The qualifying examination consists of a written test and an oral test. The test contents are derivative of the lessons from the taken courses.

4) The head of department should submit 3-5 names of the comprehensive examination committee to the graduate college for official appointment. One of the committee is appointed as a chairperson to handle the examination and report the examination results to the graduate college through the department head within 2 weeks after the exam.

5) Students will be allowed to take the qualifying examination when the research advisor and the head of department have approved that they are qualified to take the examination (in accordance with the university's regulation regarding the study in the graduate level, fifth edition, 2012 or B.E. 2555).

Doctoral degree students who are in plan 2 are excluded. They are allowed to take the examination when completing all the courses specified in the curriculum, as long as their grade point average is at least 3.00.

6) Students wishing to take the qualifying examination are to submit the request form to the advisor, the head of department and the graduate college. The fee has to be paid according to the university regulations.

7) Students who are absent on the examination day with no justifiable reasons will fail the examination. The judgment is subject to the consideration of the examination committee.

8) Students who fail the first examination or get a U (unsatisfactory) grade are allowed to take the second examination, which is allowed after 60 days of the first examination. If they do not pass the exam, their studentship will be cancelled.

9) In order to pass the qualifying examination, students have to obtain "S" (satisfactory) grade within the time period specified by each program. The exact period of time will be counted from the first semester students enroll in the program.

The periods of time students are required to pass the examination are as follows:

9.1 Master's degree program (Research plan, Type A1): within 3 semesters

9.2 Doctoral degree program (Type 1.1): within 4 semesters

9.3 Doctoral degree program (Type 1.2): within 4 semesters

9.4 Doctoral degree program (Type 2.1): within 4 semesters

9.5 Doctoral degree program (Type 2.1): within 6 semesters

Item 38 The evaluation of study results must be accomplished at the end of each semester. The evaluation will be reported according to the following details:

Grade	Credit	Meaning
A	4.0	Excellent
B+	3.5	Very good
B	3.0	Good
C+	2.5	Above average
C	2.0	Average
D+	1.5	Below average
D	1.0	Poor
F	0	Fail
Fa	0	Fail, insufficient attendance
Fe	0	Fail, absent from examination
S	-	Satisfactory
U	-	Unsatisfactory
I	-	Incomplete
Ip	-	In-progress
W	-	Withdrawal
AUD	-	Audit

Item 39 For the comprehensive examination, the qualifying examination, the foreign language test, and the defensive examination for the thesis or the master project, the results will be reported according to the following details:

Grade	Meaning
S	Satisfactory
U	Unsatisfactory
Ip	In-progress

Regarding the evaluation of the thesis or master project, an “Ip” can be assigned according to the progress of the thesis or master project implementation. If the title of the thesis or the master project has not been approved, Ip grade can be given for up to one- third of the total credits of the thesis or master project. “S” grade can be assigned when the students have passed the defensive examination and submitted the full paper of the thesis or the master project.

Item 40 The calculation of the cumulative credits and the cumulative grade point average (cum GPA)

- 1) The cumulative credits and the grade point average (GPA) will be calculated at the end of each semester.
- 2) The cumulative credits are the total number of credits obtained from the enrolled courses, as details provided in item 38.
- 3) There are 2 types of GPA: 1) GPA per semester and 2) cumulative GPA. The methods for calculating are:
 - 3.1 Semester GPA can be calculated by the study results obtained from that semester. The formula is:

$$\frac{\sum (\text{number of credits of course1} \times \text{the score point of the grade obtained from course1} + \text{credit of course2} \times \text{the score point of the grade obtained from course2} + \dots)}{\text{the total number of the credits of the enrolled courses in that semester}}$$
 - 3.2 The cumulative GPA is calculated by the study results from the first semester to the last semester. The formula is:

$$\frac{\sum (\text{number of credits of course1} \times \text{the score point of the grade obtained from course1} + \text{credit of course2} \times \text{the score point of the grade obtained from course2} + \dots)}{\text{the total number of the credits of all enrolled courses}}$$

Item 41 Studentship and reenrollment

- 1) The studentship will be cancelled when a student obtains a cumulative GPA lower than 2.50.
- 2) At the end of each semester, the student with a Cum GPA of more than 2.50 but less than 3.00 is required to earn a minimum Cum GPA of within the specified period; otherwise the studentship will be cancelled. The specified periods of time for each curriculum are as follows:
 - 2.1 Diploma students: within the next 2 regular semesters.
 - 2.2 Postgraduate (master’s and doctoral students): within the next 3 regular semesters.
- 3) For students who get a GPA of more than 2.50 but less than 3.00, their studentship will be on “probation”.
- 4) Postgraduate students earning grades lower than “C” or receive “U” from compulsory courses need to re-enroll those courses.
- 5) Postgraduate students who get grades lower than “C” or receive “U” from elective courses may select to enroll in the other courses, upon the advisor or the head of department’s consideration.
- 6) Students are not allowed to re-enroll in the courses they have taken, except course repetition is done following the conditions in items 41 (4) and 41 (5).
- 7) When all the required courses have been completed, graduate students with a GPA higher than 2.90, but lower than 3.00 can enroll in other courses besides the courses undertaken for increasing their cumulative GPA. However, this enrollment must be approved by the advisor and the head of department. The revised grade of 3.00 or higher must be obtained within the first following semester. Otherwise their studentship will be cancelled.

Item 42 Credit transfer (University regulations regarding study at the graduate level, 2012)

1) The credit transfer for postgraduate level can be implemented by the approval of the head of department and the dean of the graduate college. The credit can be transferred when the credit gained from the course is no less than 3.00. The following criteria must be met in order to transfer the credits:

1.1 The transfer credit should not exceed one-third of the total number of the credits specified in the curriculum. The number of credits obtained from the thesis or master project is excluded.

1.2 When transferring the credits, they must hold the status of the university students from this university or from other universities. Moreover, they must have been studying for not more than five years (the number of the years is counted from the year they first enrolled on that course).

1.3 Transfer of credits will not be granted for subjects that have been completed for more than 2 years.

2) The course titles, grades and credits of the transferred courses will be shown on the transcript but the grades for these courses will not be included in the cumulative grade point average. For the courses taken at other universities, the university's name has to be specified.

Item 43 The penalty of students cheating in an examination and acts of plagiarism of a thesis or a master project

1) The penalty of students cheating in an examination

Students who cheat or are involved in the cheating of midterm or final examinations will be reported to the dean. One of the following penalties will be determined by the dean.

1.1 The student will fail the course.

1.2 The student will fail the course and will serve a minimum of one-semester academic suspension in the following regular semester.

1.3 The student will fail the course and the study results in that semester will be cancelled. Moreover, he/ she will serve a minimum of one-semester suspension in the following regular semester.

1.4 The studentship will be cancelled.

2) Acts of academic dishonesty include plagiarism of thesis or academic work shall be subject to penalties imposed by the Graduate College. The case will be reported to the dean for appointment of an investigation committee. The committee will determine one of the following penalties:

2.1 If the academic dishonesty is detected before students' graduation, it is deemed an action of disciplinary violation and could result in the termination of student status at the University.

2.2 If the case is found after the degree has been conferred, the University reserves the right to revoke the degree.

Section 8

Thesis and Thesis Examination

Item 44 Thesis means work from research and investigation conducted as an academic part for a student's eligibility for graduation. The proposed thesis title must have been approved by the Graduate School as stipulated by the 2012 University Act, issue 4 concerning the Graduate Level Education.

Item 45

1. The Thesis Advisory Committee consists of a thesis advisor who serves as the principal adviser. A co-advisor is permitted if necessary.

2. The Doctoral Dissertation Supervisory team consists of a principal dissertation advisor and no more than two co-advisors.

Item 46 The Thesis Examination Committee is a supervisory team appointed by the Graduate College for administration and supervision of the said examination. A committee member, who is not the advisor/co-advisor, serves as Chair. The constitution of the Examination Board is as follows:

1. The members of the Master's Thesis Committee includes 3-4 individuals, i.e. thesis advisor, at least a recognized expert in the related field of research, and an external expert from outside the University.

2. The members of the Dissertation Examining Committee includes 5-6 individuals, i.e. dissertation advisor, at least one recognized expert in the field and an external examiner from outside the University serving as the Graduate School Representatives.

Item 47 Thesis Proposal

To be eligible for thesis proposal, students must register for at least 3 thesis credits in that term.

1. Master's students Plan A1 (with thesis) are required to pass the qualifying examination.

2. Master's students Plan A2 are required to take not less than 12 credits and maintain at least a 3.00 total GPA (grade point average).

3. Each doctoral student must pass the doctoral qualifying examination and the foreign language proficiency requirement

4. Consideration of a research proposal shall conform to the guidelines designated by the Departmental Graduate Studies or the Graduate Program Committee

5. The thesis proposal to be presented to the Graduate School must obtain the approval of the advisor and the department head. This document must be submitted with the request for appointment of thesis advisor.

6. Any modifications/changes of the approved Thesis Proposal aspects related to the topics or major contents result in U (unsatisfactory for all registered thesis courses. Thesis registration must be redone and students need to resubmit the proposal, starting from the recent date of official topic and proposal approval .

Item 48 Proposal Examination and Progress Examination

1. The procedure of proposal examination must be completed within 30 days following the Graduate College approvals of advisor appointment and thesis proposal. Otherwise students are to resubmit a thesis proposal for consideration.

2. The examination report will be returned to the Graduate College. The passing outcomes will be announced. However, any remedial actions recommended by the Committee must be completed and officially submitted through the advisor, department head and the Graduate College within 30 days from the date of the examination.

3. Thesis Progress Examination is meant to assess students' advancement and to offer specific advice or recommendations, enabling students to accomplish a successful thesis. The examination is attended by all members of the Thesis Examination Committee and other interested parties.

4. Thesis advisor is responsible for reporting the examination result to the Graduate College.

5. To conduct the proposal or progress examinations, students are to submit 5 copies of request and abstract at least 3 working days to the Graduate College. After approval, thesis title, the date, time and place of the examination will be announced.

6. Thesis progress reports will be officially presented to Graduate School every semester by the designated graduation date.

Item 49 Thesis Examination

1. The Thesis Defense Examination must be taken at least 30 calendar days after passing the Thesis Progress Examination. The following considerations must be taken into account:

1.1 Approval of the thesis title:

1. The Master's degree program Plan A 1 - The thesis topic must be approved no less than 240 days.

2. The Master's option Plan A2 – Students must satisfactorily complete required courses, earn grade point average of at least 3.00 and the thesis title approval is not less than 120 days.

3. The Doctoral program Plan 1, a candidate's proposed dissertation title has been approved no less than 2 years.

4. The Doctoral program Plan 2 - Students have completed their required coursework, maintaining a grade point average of not less than 3.00. The proposed dissertation title has been approved no less than 1 year.

1.2 Students have other qualifications as required.

1.3 Students receive the advisor and department head's approvals for the Dissertation: Defense

2. Submission for Dissertation Defense (in accordance with the University Act on Graduate Education, 3rd issue, 2012

2.1 The application for the doctoral dissertation defense will follow the Graduate College announcement.

2.2 The request from, 5 copies of abstract in prescribed format, and a suitable number of copies of the dissertation are required for each committee member.

2.3 When the exam is approved, date, time and location of defense examination will be announced.

3. Dissertation Defense Examination will be open to all interested parties. Anyone who is interested can participate; however, attendees will not be invited to ask questions except as otherwise or permitted by the dissertation examining committee.

4. All committee members are required to attend the final actual defense. In case a committee member is unable to attend in person, the following process should be conducted:

4.1 Students timely file an application for the postponement in the defense.

4.2 In case the test cannot be reschedule, that defense committee member or the committee chair must formally file the application to the Dean for arranging the exam as original schedule. In any case, sound justification and evidence must be provided.

Item 50 Voice of judgment

1. After the defense, the dissertation defense committee makes its decision on the defense, of which three possible decisions are Pass, Pass with Revisions, or Fail.

1.1 "Pass" means the candidates show sufficient potential for PhD work while there is no need for correction. The dissertation is deemed of potentially publishable quality. Submission of dissertation hard copy bearing all signatures of defense committee members to the Graduate College must be done within 30 days following the defense. Failure to do so in a timely fashion would result in students' failing in the dissertation defense.

1.2 "Pass with Revisions" means the candidates cannot demonstrate satisfactory potential and the Committee recommend revisions to the dissertation. Candidates must submit a new revised version bearing all signatures of committee members by the due date, i.e. within 60 consecutive days of the defense. Otherwise candidates would fail their defense.

1.3 "Fail" means candidates' failure to satisfy the Board of Examiners in their dissertation or project report and questions cannot be answered, demonstrating incompetence to comprehend information basic concepts and content of the dissertation. Candidate who have failed their dissertation examination are eligible to file to retake their second (and final) defense within the prescribed time. Otherwise the examination result will be released as "U". All aspects of the dissertation process, from registration and conducting a new research project under a new title must be redone. Dissertation processing fee will be paid with the submission for the second defense, complying the University regulations.

2. The dissertation committee chair is responsible to report the defense result through the Head of Department within the exam week.

Item 51 Writing a dissertation.

1. The language of thesis writing is expected to comply with the program's specification.
2. Dissertation writing format is conducted in accordance with the Graduate School's applicable guidance on writing dissertations.

Item 52 Candidates must submit the following documents to the Graduate School within the graduation approval date: 3 hard copies of the dissertation, with signatures of all committee members, one digital copy and an abstract as a prescribed format. The candidate is responsible for ensuring that, according to the obligations, the appropriate number of copies of doctoral dissertation are delivered to different agencies as an acknowledgement of support (University Regulations Concerning Graduate Level Education , 3rd issue, 2009).

Item 53 Cancellation of dissertation examination result

In the event the Graduate College does not receive the hard copies with all committee members' signature and one electronic version of approved dissertation within the prescribed time limit, as 50(1.1-1.2), the examination result will be cancelled, grades of all registered dissertation courses being changed to 'U'.

Item 54. After the candidate's defense, failure to provide the hard copies with signatures of each committee member to the Graduate College within specified time of graduation approval, candidates are determined not eligible to graduate. They are required to enroll to maintain their valid status with the time frame consistent to the duration in 53.

Item 55 Dissertation approved by the Dean is taken as the final, complete and accurate version, considered as a part fulfilling an academic requirement for conferral of a doctoral degree.

Section 9 Master Project and Oral Examination.

Item 56 A master's project an independent research project, part of the requirements for the master's degree plan B as stipulated by the program. The master research project is under the supervision and guidance of a faculty advisor.

Item 57 The master's supervisory committee consists of a principal advisor and (if any) a co-advisor appointed by the department for project supervision.

Item 58 The master's examination committee consists of 3 appointed members: a primary supervisor and experts in the student's research area. One of the examining committee members may serve as chair.

Item 59 Master Project Proposal

In the master's project process, students must register for the project in that semester, and

1. complete no less than 18 specified credits with a GPA of 3.0 or better.
2. The consideration on proposed project is based on the procedures postulated by the department or the program committee.
3. The advisor must approve the proposal before it will be submitted to the department head, together with a request for an advising appointment.
4. Any changes on approved project topic and major contents will result in a U for all registered courses in project. Students are required to retake the process from registration and submission of proposal within the prescribed period.

Item 60. Master Project Proposal Examination

1. The examination must be taken within 30 days after the approval of Master Thesis proposal and advisor appointment.
2. The examination results are reported to the department head by the thesis director. if the result is 'Pass', the department will approve the title and proposal of the research project. Otherwise, students need to complete the revision and officially submit to the department within 30 days of the examination. Notification of the successful revision is to be submitted to Graduate College.
3. The advisor will provide an evaluation of the student's progress on the project and report to the department head each semester when the project is still being worked on..

Item 61 The Master's research project manuscript is written based on the applicable thesis / dissertation handbook of the Graduate College.

Item 62 Master's Project and Oral Examination

1. The Master's Examination must be taken after approval of the proposed Master's project topic along with the proposal no less than 45 days
2. Submission of a request for Master's project defense with the advisor and department head's approval. and 5 copies of abstracts have to comply with regulatory requirements of the Graduate College. If approved, The Graduate College will place an announcement on date, time, and location of the defense examination.
3. The final defense is an oral examination open to the public. All interested parties are welcomed to attend the presentation in accordance with scheduled date, time, and location of the defense. Participants will not be allowed to ask , except when permitted by the examination committee.

4. It is imperative that all committee members be present at the defense. If a member of the committee is unable to attend, student should file for a postponement to another appropriate time.

Item 63 Final judgment of Master's Project Defense

1. After the project defense, the Committee will discuss and vote whether to pass, pass the student with reservations, or fail the student, according to the established criteria.

1.1 "Pass" means the defense is of a standard acceptable and the student provided satisfactory answers to all the questions. There are no major revisions to undertake. The original manuscript can be reproduced. The final version hard copy with all committee members' signatures must be submitted to the Graduate College within 30 days of the defense. Or else the defense is considered to be a fail.

1.2 "Pass with conditions" indicate that the oral defense does not completely and satisfactory meet the committee requirements. The student is required to make necessary revisions that has been composed by the defense committee. Such revisions have to be carried out and the final, complete version with signatures of all committee members will be submitted to the Graduate College within 60 days of the defense. Failure to do so will result in an "F" for the defense examination.

1.3 "Fail" means the exam performance was Unsatisfactory as judged by the examining committee. The defendant fails to provide justified answers, indicating incomprehension in the contents. The student shall submit the request for second oral defense within the prescribed time period. Failure to do so will result in a "U" for the defense examination. The student must retake the entire procedure starting from registration to take the master project and conduction of the research project under a new title. A written application is to be submitted for the second Master's project defense. The charge of Oral Defense fee complies with the University regulatory framework.

2. Report of Defense Results will be forwarded by the examining committee Chair to the Graduate College within a week of the defense date.

Item 64 A copy of final typed manuscript with complete signatures of Committee, an electronic version and an abstract in a prescribed format are submitted to the Graduate College within the Project Approval date of the respective semester. The defense result must not contradict the outcome in 63.

Pursuant to a prior commitment, students are responsible to distribute master's project copies to support agencies, as an acknowledgement of their contribution (University regulations on graduate education, 3rd issue, 2012).

Item 65 Cancellation of the outcome of Master's Project defense

In the event the Graduate College does not receive the hard copies with all committee members' signatures and one electronic version of approved master project within the prescribed time limit, as 63(1.1-1.2), the examination result will be cancelled, grades of all registered dissertation courses being changed to 'U'. In the event students still need to complete their degree, they are responsible to ensure that all procedures are retaken, from registration and conducting the master's project.

Item 66. After the defense, students' failure to provide the hard copies with signatures of each committee member to the Graduate College within specified time of graduation approval, students are determined not eligible to graduate. They are required to enroll to maintain their valid status with the time frame not contradict the duration in 65.

Item 67 The Master's Project approved by the Dean is taken as the final, complete and accurate version, considered as a part fulfilling an academic requirement for conferral of a Master's degree.

Section 10

Graduation and degree/ diploma applications

Item 68 Graduation

1. Graduate students who are re eligible to obtain the Master's degree have to meet these requirements and qualifications:

1.1 They must have completed graduate course work and fulfilled the examination requirements.

1.2 They must pass a language proficiency examination as stipulated in item 36.

1.3 Graduate degree candidates must maintain a grade point average of not less than 3.00.

1.4 The study period does not exceed the maximum time limit set by item 13.

1.5 Students must comply with the other requirements postulated by their respective program.

2. Master's Students (the University Act on the Graduate Level Education, 4th issue, 2012)

2.1 Master Degree Program Plan A1

1.. In case the credit earned (if any) cannot be counted as accumulated credits, students must participate in academic activities arranged to fulfill the requirements.

2. Students have passed the qualifying examination.

3. They have to pass the thesis defense.

4. The complete thesis copies in the specified format along with a digital thesis copy are to be submitted.

5. Students must have at least a paper from thesis or thesis parts submitted for publication in the relevant field., and the work was accepted for publication through a peer review process. The process complies with the University's detailed policies and procedures concerning regulations applicable to the Master's degree graduation requirements.

2.2 Master Degree Program Plan A2

1. In case the credit earned (if any) cannot be counted as accumulated credits, students may elect to fulfill academic requirements as specified by the program.

2. Students have passed the defense examination

3. The complete thesis copies in the specified format along with a digital thesis copy are to be submitted.

4. Students must have at least a paper from thesis or thesis parts submitted for publication in a peer-reviewed journal in their relevant field. Otherwise, they need to have at least an accepted paper published in the conference proceedings. The process complies with the University's detailed policies and procedures concerning regulations applicable to the Master's degree graduation requirements.

3. Master's Students (Plan B)

3.1. In case the credit earned (if any) cannot be counted as accumulated credits, students may elect to fulfill academic requirements as specified by the program.

3.2 Students have passed the comprehensive examination.

3.3 Students are required to pass the master's oral examination of the project. Student must provide final, complete copies of the master's project that match the specified format exactly, and an electronic copy to the Graduate College.

4. Doctoral Students (the University Act on the Graduate Level Education, 4th issue, 2012)

4.1 If additional courses (if any) are not acceptable for credits toward the degree, candidates must maintain satisfactory academic standing

4.2 Candidates must pass the doctoral Qualifying Exam.

4.3 Candidates must pass a final, public defense of the doctoral dissertation.

4.4 Complete copies of doctoral candidate's dissertation and an electronic copy are submitted. The dissertation must comply with the specific format prescribed by the Graduate College.

4.5 Plan 1 The dissertation or a section has been accepted by a scholarly recognized, peer review journal for consideration of publication, in accordance with the University Act on Doctoral Candidacy Qualification along with Graduation, intended for doctoral students, Plan 1.

4.6 Plan 2 The dissertation or a section has been accepted by a scholarly recognized, peer review journal for consideration of publication, in accordance with the University Act on Doctoral Candidacy Qualification along with Graduation, intended for doctoral students.

Item 69 Application for Degree/ Diploma Conferral

Student's eligibility for degree/ diploma conferral involves:

1. Students have fulfilled the requirements as item 68.

2. Students have completed all requirements of the Graduate College.

3. Students have paid all outstanding debts owed to the University or campus units.

4. Students are not subject to disciplinary penalties.

5. Students demonstrate good behaviors that conform to academic disciplines.

Section 11

Curriculum Quality Assurance

Item 70 The department, division authorities or the curriculum committee are responsible for the creation or development of quality assurance systems creation Ideally, all curriculums should undergo constant evaluation. Minimally the quinquennial reviews should be applied for further development process.

Section 12

Transitory Provisions

Item 71 In respect of any ongoing actions or matters occurring prior to the effective date of this regulations, previous regulations, rules and resolutions of the Graduate College committee shall be imposed.

Item 72 The regulations become effective for students whose ID begins with 52 onwards. Students enrolled in academic year 2009 should abide by all rules, regulations and procedures set forth in the 2007 University Regulations Concerning Graduate-Level Education and all regulatory amendments.

Announced on April 29, 2009 (B.E. 2012).

Professor Dr. Kasem Suwannagul
Chairman, KMUTNB Council
