

**The Regulation of King Mongkut's University of Technology North Bangkok  
Concerning the Doctoral Degree Education of  
the Sirindhorn International Thai-German Graduate School of Engineering, 2013 (B.E. 2556)**

It is deemed necessary to outline the regulation of the doctoral degree education of the Sirindhorn International Thai-German Graduate School of Engineering in accordance with an announcement of the Ministry of Education entitled "Graduate Studies Program Standard Criteria 2005" along with the academic philosophy following the memorandum of understanding between RWTH Aachen University and King Mongkut's University of Technology North Bangkok signed on 22 October 2004 (B.E. 2547) and 20 September 2011 (B.E. 2554).

By virtue of Articles 22(2) and (9) of the King Mongkut's University of Technology North Bangkok Act 2007 and the Academic Council's resolution on its 2/2013 meeting on 11 February 2013, the University Council on its 7/2013 meeting on 14 August 2013 thus established this regulation.

Item 1 This regulation is hereby entitled "the Regulation of King Mongkut's University of Technology North Bangkok Concerning Doctoral Degree Education of the Sirindhorn International Thai-German Graduate School of Engineering 2013"

Item 2 This regulation is application to all new students enrolled in semester 1//2013 onwards.

Item 3 This regulation has been drafted in Thai and English versions. In case of any discrepancies in interpretation, the version of the regulation in Thai language shall prevail.

Item 4 All existing regulations, notices and orders that are found inconsistent with the provisions of this regulation shall be annulled, and henceforth will be replaced by this regulation.

Item 5 This regulation is overseen by the president of King Mongkut's University of Technology North Bangkok. Any procedures related to doctoral degree education, but remain unstated, must be proposed to the University's Academic Council for further consideration.

Item 6 In this regulation,

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

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

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

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

"Graduate School of Engineering" means the Sirindhorn International Thai-German Graduate School of Engineering.

"Dean" means the Dean of the Graduate School of Engineering.

"Program" means all curricular graduate programs offered for the doctoral degree programs in the Graduate School of Engineering.

"Department" means department or other equivalent sector which offers doctoral degree program in the Graduate School of Engineering.

"Head of Department" means head of department or head of other equivalent sector in the Graduate School of Engineering.

"Administrative Committee of the Graduate School of Engineering" means a committee appointed to manage the Graduate School of Engineering.

"Program Coordinator" means the head of field of study in the Graduate School of Engineering.

"Lecturer" means a lecturer in the Graduate School of Engineering.

"Student" means the student in doctoral degree program in the Graduate School of Engineering.

"Doctoral dissertation" means a written document reporting an independent study or a research project aiming to develop and construct the body of knowledge in a field of study, which is supervised by the dissertation advisor and is a part of the degree requirements.

Section 1  
Educational System

Item 7 Educational system

The educational system of the doctoral degree program of the Graduate School of Engineering is an international program using English language as a medium of instruction according to the Graduate School of Engineering's Announcement.

Item 8 Educational management

The program is a two-semester system. The academic calendar consists of two semesters. Each semester is not less than 15 weeks.

Item 9. Length of the program

(1) The study load has a minimum of 6 semesters and a maximum of 12 semesters.

(2) Length of the program is counted from the semester in which a student once registers in the program.

Item 10 The program structure focuses on research in order to develop academic and professional individual. Degree completion must conform to the requirements stipulated by the program. The dissertation module normally has a minimum of 54 credits.

Section 2  
Student Admission

Item 11 Qualifications of an applicant

(1) An applicant must hold a Master's degree or an equivalent qualification in research studies program (plan A) and obtained a minimum GPA of 3.50 or equivalent.

An individual lacking a minimum GPA of 3.50 must have work experience in related field and may apply under the consent of the Graduate School of Engineering committee.

(2) An applicant must have English language proficiency according to the rules of the Graduate School of Engineering.

(3) An applicant must have other qualifications as noted by the program or the Graduate School of Engineering.

Item 12 Criteria for admission

(1) An applicant must pass entrance examinations by any means requested and announced by the Graduate School of Engineering, or

(2) In exceptional circumstances, an applicant is selected in special cases for study under the consent of the department committee and the Graduate School of Engineering committee.

Item 13 Enrollment

(1) A student accepted to study must enroll for credits in order to hold a student status.

(2) A student accepted to study must enroll by the method announced by the Graduate School of Engineering.

(3) A student is not permitted to enroll in more than one program at the same time.

Section 3  
Program Management

Item 14 Study plan

Study plan means plan and activities a student must complete in each semester as assigned by the program.

Item 15 Registration

(1) Registration must follow the academic calendar. A student who has not completed the registration process within 15 days after the beginning of the semester will no longer be considered a student.

(2) A student is allowed to register for a minimum of 9 credits and a maximum of 15 credits in each regular semester.

(3) Maintaining student status

a. Students who have completed their course requirements and are working on other degree requirements that do not require enrollment in courses must nevertheless maintain their active student status for continued advising services until graduation, or terminated from their academic program.

b. To retain a student status, a student must complete the registration process and pay the fees within 15 days after the semester begins. A student who has not completed the above within the deadline will no longer be considered a student.

Item 16 Leave of absence

A leave of absence is a temporary interruption of one's studies at for a period of one or two semesters. A student wishing to make a leave of absence needs to maintain the student status.

(1) A student may personally request for absence from the dissertation advisor and the head of department, and receive approval from the Dean within the period specified in the university announcement. It can be requested under the following conditions:

a. a leave of absence for military service for the duration of military service obligation.

b. a leave of absence due to study abroad exchange scholarship or other scholarship advantageous to study or research

c. Illness with absence for more than 20 percent of class attendance; a medical certificate is required.

d. Other personal reasons can be considered if a student has studied for at least two semesters.

(2) Leave in item (1)a. is granted according to the conditions and the requirements of the military. Leave in item (1)b. is granted according to the conditions and the requirements of the scholarship funding resources. Leaves in items (1)c. and (1)d. are granted for no longer than two consecutive semesters. If necessary, only one more semester of leave is granted.

(3) When the leave of absence is granted, the duration of absence is counted as part of the maximum length of study except absence in item (1)a.

(4) Before the period of approved leave of absence, a student must retain student status by paying the fees within 15 days after the semester begins. For the absence in item (1)a., the student must retain status when the leave is granted. Failure to comply with this regulation will result in termination of student status.

(5) After a period of approved leave, a student can resume studies by addressing the request to the head of department and with approval by the Dean, at least one week before the registration period begins.

(6) Special circumstances other than (1)-(5) shall be subject to the consideration of the President.

Item 17 End of student status

A student status is ended according to the following reasons:

(1) Death

(2) Approved resignation from the program

(3) Completion of the graduation requirements of the program

(4) As approved by the Dean, a student status can be terminated under any of the following reasons:

a. A student does not complete the program within the maximum period mentioned in Item 9.

- b. A student does not register or does not pay the tuition fees within the deadlines.
- c. A student does not follow the conditions specified for leave of absence.
- d. A student does not follow the rules and guidelines mentioned in section 5, dissertation and defense examination.
- (5) Breach of discipline mentioned in Item 36.

#### Item 18 Resumption of student status

- (1) A student who is terminated from reasons in Items 16(4) and 17(4)b. can resume a student status within 15 days after being terminated.
- (2) A student must pay the resumption fee and the tuition fees in order to resume studies.
- (3) Resumption of student status must be approved by the head of department and the consent of the Dean.
- (4) Once resumption of status is approved, a student officially regains status and resume studies.

#### Item 19 Resignation

A student requesting a resignation from the program must submit the request to the dean through main advisor and the department head.

The resignation became effective with the dean's approval,

### Section 4 Faculty Members

#### Item 20 Faculty members in the doctoral degree program

- (1) A regular lecturer is a person employed in the Graduate School of Engineering (TGGS) as an instructor, assistant professor, associate professor, or professor. Regular lecturer is in charge of a full-time teaching in the program.
- (2) A guest lecturer is a person invited to teach in the TGGS. The guest lecturer must hold a doctoral degree with or without an academic title; and must have experience in teaching and conducting research not considered as a part of the degree program.

#### Item 21 A dissertation advisor and defense examiners

- (1) A dissertation major advisor must be a regular lecturer who holds a doctoral degree and specializes in a field of research; or must be a foreign specialist as announced by the TGGS. The major advisor is in charge of giving advice and supervising the dissertation.
- (2) A dissertation co-advisor must be a lecturer who holds a doctoral degree and specializes in the field of research; or must be an associate professor or a professor in related field. The co-advisor must have experience in teaching and conducting research apart from one's own graduation. The co-advisor cooperates with the major advisor in giving advice and supervising the dissertation.
- (3) A dissertation defense examiner must be a lecturer or an external specialist who holds a doctoral degree and specializes in the field of research.

#### Item 22 Appointment of a dissertation advisor and defense examiner

The Dean will approve the appointment of an advisor and examiner. The appointment will be confirmed by the Graduate School of Engineering committee.

### Section 5 Thesis Preparation and Defense

#### Item 23 The process of dissertation preparation and defense

1. Appointment of the thesis advisor
2. Dissertation evaluation
  - 2.1 Qualifying examination
  - 2.2 Dissertation proposal
  - 2.3 The assessment of dissertation progress
  - 2.4 Dissertation defense
  - 2.5 Other evaluation apart from (2.1 -2.4) depends on the main supervisor's consideration

#### Item 24 Appointment and Change of a major dissertation advisor

All graduate students must have at least one principal supervisor but having a co-supervisor is optional.

Changing a major advisor: Students can submit a request form to change a dissertation advisor but they must get approval from both the current and proposed advisor. Students have to ensure that the new advisor will undertake their work before getting approval. After completing this step, students must then submit this form for reviewing and securing final approval from the graduate committee of the Engineering Faculty.

#### Item 25 Dissertation Examination

1. Qualifying Examination
 

The qualifying examination is best viewed as an opportunity for students to demonstrate their knowledge and in- depth understanding of research they have. The purpose of the Qualifying Examination is to ensure that the student has sufficient background knowledge needed for their thesis topic.

  - a. Submitting the qualifying examination form

Prior to the Qualifying Examinations, students need to submit the completed forms to the Graduate School in the first semester. Failure to do so will result in student status termination.

b. Appointment of qualifying exam committee

The overall composition of qualifying exam committee:

1. The qualifying exam committee normally comprises one chairman who has the qualification as identified in the item 21 (3), who should not be the main supervisor or a co advisor.

2. The other members of the committee must have the qualification identified in the item 20 and 23. However, at least one of the qualifying exam committee members has to be the co-supervisor.

Voting procedures: The outcome of the qualifying exam is decided by the number of votes from the members of the qualifying examination committee. If the thesis supervisor and co-supervisor participate in the committee, their vote must be consolidated as one.

The main thesis supervisor will propose 3 names as members to the Dean for further appointment.

c. Qualification examination procedure:

1. Students who take the qualification examination are required to fill out the request form and submit it to the Engineering Graduate School through the advisor and the head of the department.

2. After the exam, the advisor will report the result to the TGGGS through the department head and make an announcement within one week from the exam day.

The organization of the qualification examination will be based on the regulations of the TGGGS.

d. Failing the qualifying exam the first time:

Students who fail the first qualifying exam must submit a request for qualifying exam retaking within one month after the announcement of outcome. Students must take the second qualifying exam within 3 months of the approval.

e. Failure of this qualifying exam will result in terminated candidate status.

f. Students who could not pass their first qualification exam and do not submit the request form to retake it; as in 25 (1) d, and those who fail the second qualifying exam will fail the exam and their status is terminated.

This also includes the students who could not pass their second qualification exam.

2. Thesis proposal presentation:

Students who pass the qualifying exam could submit the request for dissertation proposal to the TGGGS through their principal advisor or the Department Head. The submission process conforms to the announcement of TGGGS.

Students wishing to change the topic after the initial one has been approved need to submit a request for topic proposal. The time for Progress Examination must be counted from the date of approval for dissertation Title.

3. Thesis progress examination:

The purpose of this examination is to evaluate students' dissertation progress including their understanding of the content. It assesses the organizational and conceptual skills of the students necessary for their defense. A student could submit a request for the progress examination after 3 months of the approval date.

a. Request submission: A student is required to submit a request to TGGGS through the dissertation advisor.

b. Appointment of progress exam committee:

The Progress Exam Committee consists of:

1. The chairperson with qualification as in item 21 (3) and should not be the principal supervisor or co-advisor.

2. Other committee members hold qualifications as in item 20 or 21. One person must be the main advisor.

The main advisor will recommend a list of 3-5 members for official appointment by TGGGS Dean.

c. Progress examination

1. A student who wishes to take the progress examination is to submit a request To TGGGS through the dissertation advisor and department head.

2. After the examination, the supervisor will report TGGGS the exam result within a week after the exam date.

The process of the progress examination will comply with TGGGS rules and announcements.

d. Failing the progress exam

A student who fails the progress exam for the first time could submit a request form to retake the exam once again within the duration specified by the committee of the thesis progress exam.

e. A student who passes the progress examination could submit a request form for the defense. Once the result of the progress examination is approved, the defense must be conducted within three months of the date of approval.

4. The dissertation defense

The dissertation defense examination is an opportunity for students to demonstrate the knowledge of their research area and overall process undertaken. The committee will evaluate the student's performance and overall understanding of their academic knowledge to graduate.

a. Submission of the request form for defense examination

After a month of acknowledgement of the progress exam result, students should submit the request for the defense.

b. Appointment of the defense committee

Thesis defense committee is composed of:

1. The chair of the committee must have the qualification as identify in the item 21 (3) and should not be the main supervisor or co advisors.

2. The other members of the committee must have the qualification as in items 20 and 21. This includes the thesis supervisor and other members. At least an external examiner is required for the committee composition. The main supervisor takes charge of proposing 5 -7 members for the appointment by TGGGS dean.

c. Defense procedure:

1. Students wishing to take a defense exam need to submit a request to TGGGS dean through the dissertation advisor and department head.

2. After the examination, the supervisor will report TGGGS the exam result within a week after the exam date.

The process of the progress examination conforms to TGGGS rules and announcements.

d. Failing the dissertation defense for the second time

Students who do not pass the defense on the first try is allowed a second attempt, which must be made within a specified period. A request for the second attempt is required.

Item 26 Dissertation Format

1. The dissertation must be written in English.

2. The manuscript format will following regulations set by TGGGS.

Item 27 Dissertation submission

Candidates are required to submit copies of the manuscript with signatures of all committee members, an electronic version and abstract for the dean approval. The process must be completed within the period determined by university academic schedule.

Item 28 Failure to submit dissertation copies

Failure to comply with Item 27 will result in not graduating. Candidates are responsible for maintaining their student status until completing dissertation submission, or until their current status ends.

Item 29 The dissertation approved by the Dean of TGGGS is considered complete.

## Section 6

### Educational Measurement and Evaluation

Item 30 Educational Measurement

Educational assessment of the study is considered from progress and success of research work assignment in each semester together with outcomes of the qualification, progress and Defense Examinations.

Item 31 Educational Assessment

Grading forms can be used for educational assessment based on defined criteria. The rubric score and grading forms are presented as follows:

Assessment	Quality performance
S	proficiency exam pass / satisfactory
U	failure – inadequate achievement / unsatisfactory
Ip	thesis is in process

Item 32 The evaluation of qualifying examination, progress examination and defense

Pass refers that candidates have outstanding knowledge to conduct the research in their academic area together with the ability to analyze and apply their knowledge in a wider context. They are thus allowed to take the progress exam and defense exam. They are expected to handle questions in the manner indicates their comprehensive knowledge in the field of their research.

“Fail” refers that candidates don't have sufficient knowledge and competence in research work. Their abilities do not meet minimum requirements. Therefore, they are not allowed to submit a request for dissertation proposal, progress examination and defense exam. It means that students don't have sufficient understanding of the research they have studied so they have to prepare more to retake the exam and make an effective presentation.

Item 33 The result of defense examination will be recorded on the candidates' transcript when they graduate. The quality of the defence are Excellent, Very good, Good, and Satisfactory

Section 7  
Graduation and degree and approval for the degree

Item 34 Candidates eligible to graduate must satisfy the following requirements.

1. They pass the thesis defense examination
2. They have submitted the complete dissertation, in compliance with submission guidelines in item 27, and the manuscript was approved by the approval of TGGGS dean.
3. They pass English Proficiency Examination
4. Parts of their dissertation are accepted by international academic journals for publication other sorts of academic publications as stated in the regulations.

Item 35 Eligibility for degree

To be qualified for a degree, student have to meet the requirements as stated in the item 34. They must be clear of any outstanding academic debts in relation to their studies. Besides, students should be free from any disciplinary actions imposed upon them out of disciplinary punishment, except in the case of petty offences according to the university disciplinary regulation.

Item 36 The incidents of academic dishonesty and plagiarism will be submitted to the dean for setting up an investigation committee through the advisor and the department head. The outcomes of investigation will be report to TGGGS committee for consideration. If students are found guilty, they will get severe penalties, such as:

1. If students are pursuing their degree, their status will be terminated.
2. If the degree is granted, the committee will report to the university council for degree revocation.

Section 8  
Quality Accreditation of the Curriculum

Item 37 All current doctorate degree programs of TGGGS are under the quality accreditation according to the Ministry of Education's Qualifications Framework for Higher Education 2009 (B.E. 2552), The assessment for revision is conducted at least every 5 years.

Section 9  
Temporary provision

The regulation will apply to TGGGS students who are pursuing their degree. For those enrolled at the University before semester 1/ 2013 and have not graduated, the former issues that are more advantageous still remains effective.

Announced on August 14, 2013.

(Professor Dr. Kasem Suwannagul)  
Chairman, KMUTNB Council

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