



Graduate School, Chulalongkorn University

บัณฑิตวิทยาลัย จุฬาลงกรณ์มหาวิทยาลัย

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Graduate Handbook

Academic Year 2011

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Graduate Handbook

Academic Year 2011

**Graduate School
Chulalongkorn University**

Foreword

The Chulalongkorn University Graduate School has prepared this Graduate Student Handbook for the purpose of familiarizing graduate students with the procedures, rules and regulations with which they will be expected to comply from the time they first enter the University to their graduation. As contained in the Chulalongkorn University Graduate Studies Regulations of B.E. 2551 (2008), these are guidelines which provide a minimum standard applicable to all graduate programs offered by the University. Students seeking further information should consult the Graduate School website at www.grad.chula.ac.th

Students should also be aware, however, that individual programs may have additional requirements above those described in this handbook. Therefore, students should keep abreast of announcements pertaining to the program of study they have chosen to enter. It is also important to check the academic calendar posted on the website of the University Registrar's Office at www.reg.chula.ac.th for additional information that is of benefit to students enrolled at the University.

Graduate School
Chulalongkorn University

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1. Contact-Inquiry

Contact	Direct Number	Extension Number
Office of the Registrar - Enrollment - Request for an academic certificate - Registration service - Interdisciplinary fields	0-2218-3502-5	ext 1
Grant - Application for a study/research grant - Grant Agreement conclusion - Notification of the grant approval	0-2218-3502-5	ext 2
Thesis - Thesis topic online submission - Thesis proposal - Thesis format check - Complete thesis submission - Work Dissemination for graduation	0-2218-3529	ext 3
One Stop Service - Grant Disbursement Request Form submission - Thesis submission - Grant Application Form submission, Grant Agreement conclusion - Graduate School-related document submission	0-2218-3501 0-2218-3516 0-2218-3526 0-2218-3530 0-2218-3532 0-2218-3533	ext 0

2. Education System

2.1 Semester/Trimester/Other Systems

Graduate programs at Chulalongkorn University operate under a credit system with the academic year divided into semesters, trimesters or other study periods as approved by the University Council.

The academic year is divided in two ways:

1) Under the semester system, the academic year is divided into two semesters, the first and second semesters, with a possible summer session following the completion of the second semester.

2) Under the trimester system, the academic year is divided into three trimesters, the first, second and third trimesters.

Under both systems, a term lasts not less than 15 weeks, while the summer session lasts for a period of not less than 6 and not more than 8 weeks. Courses offered in the summer session meet for the same number of hours as those offered in a regular semester or trimester.

2.2 Course Credits

Course credits are measures of academic content. The number of credits assigned to individual courses is determined in accordance with the following guidelines:

1) Theory courses that involve not less than 15 hours of lecture or discussion per term are worth one credit.

2) Laboratory/Practice courses that involve not less than 30 hours of training or laboratory work are worth 1 credit.

3) Professional training or field work totaling not less than 45 hours per term is worth 1 credit.

4) Independent research or thesis work which involves not less than 45 hours of research per term is worth 1 credit.

A required course which a student must pass with a grade of “S” but for which he/she receives no credit toward the completion of his/program of study is referred to as a non-credit course. (Students who receive a grade of “U” must reregister for the course.)

2.3 Credits : There are four types of credits:

1) “Study credits” refers to the number of credits for which a student has registered.

2) “Total term credits” refers to the total number of credits assigned to all courses for which a student has registered and for which he/she has received grades of A,B+,B,C+,C,D+,D and F in a given academic term.

3) “Cumulative credits” refers to the total number of credits assigned to all courses for which a student has registered since beginning his/her program of study and for which he/she has received grades of A, B+, B, C+, C, D+, D and F. This includes courses for which a student has registered more than once.

4) “Earned credits” refers to the number of credits assigned to courses in which the student has earned grades of A,B+,B,C+,C and S. In the event that a student has passed a course more than once or has passed a course designated as equivalent to another course that he/she has previously passed, only the credits earned when the course was first passed shall be counted, unless the course content is different from that of a course the student has previous lypassed and the program administration committee has given the student permission to reregister for the course.

3. Graduate Programs

3.1 There are four types of regular programs:

1) Graduate certificate and advanced graduate certificate programs having not fewer than 24 total credits.

2) Master’s degree programs having not fewer than 36 total credits and divided into two plans

a. “Plan A” programs place an emphasis on research and require students to write a thesis. These programs are further divided as follows:

i) “Plan A 1” programs consist of not fewer than 36 credits of thesis work.

ii) “Plan A 2” programs consist of not fewer than 12 credits of thesis work and not fewer than 12 credits of course work; however, the total number of combined credits must not be less than 36.

b. “Plan B” programs stress coursework and do not require a thesis. In science programs, students are required to complete 6 credits of independent research. In other fields, students complete not less than 3 and not more than 6 credits of independent research.

3) Doctoral degree programs ,which stress research leading to The development of new knowledge and which meets rigorous academic standards, are divided into the following 2 types:

(3.1) “Type 1” programs stress dissertation work and are classified as follows:

(a) “Type 1.1” programs consist of not fewer than 45 credits of dissertation work and are open to students who have completed a Master’s degree.

(b) “Type 1.2” programs consist of not fewer than 32 credits of dissertation work and are open to students who have completed a Bachelor’s degree.

(3.2) “Type 2” programs consist of both coursework and dissertation work.

(a) “Type 2.1” programs consist of not less than 12 credit hours of coursework and not less than 36 credit hours of dissertation and are intended for students entering a program having already completed a Master’s degree.

(b) “Type 2.2” programs consist of not less than 24 credit hours of coursework and not less than 48 credit hours of dissertation work and are designed for students entering a program having completed only a Bachelor’s degree.

4) Continuing Administration Programs at the Ph.D. level combine features of the Types 1.1, 1.2, and 2.2 doctoral degree programs. However, at the Master’s level, these programs offer only Types A1 and A2.

N.B. A Program Administration Committee may require students to take a course or take part in some other academic activity for which he/she does not receive credits.

3.2 International Programs

These programs, designed to generate new bodies of knowledge, are reliant on international input and recognize the essential role that foreign language will play in study related to the field or in the professional lives of graduates. These programs are also seen as springboards for expanding the University's role as an important regional center of learning. They enjoy the participation of foreign institutions with a solid reputation for excellence and are therefore in a strong position to assist the University in developing its own academic capabilities and raising the standard of its programs.

At present, Chulalongkorn University offers graduate-level international programs in 66 subject areas ,including 1 certificate programs, Master's degree programs in 41 fields, 1 advanced certificate program, and 23 doctoral degree programs.

3.3 Period of Study

1) "Period of study" refers to the entire period of time over which a student completes all academic and research work required by his/her program of study: i.e. all coursework, research, and the writing and distribution of a thesis or dissertation. The "period of study" begins when the student first enrolls in his/her chosen program and continues through the term in which he/she passes all examinations and satisfies all the requirements of his/her academic program.

- The period of study for students enrolled in a graduate-level certificate or advanced certificate program shall not exceed the period of time set by the policy committee.

- The period of study for students enrolled in a Master's degree program may not exceed four academic years.

- The period of study for students enrolled in a doctoral degree program is as follows:

- Not more than 6 academic years for students entering the program having already completed a Master's degree.

- Not more than 8 academic years for students entering the program having completed only a Bachelor's degree.

2) Students who have successfully fulfilled their thesis/ dissertation requirement and submitted it within the time period specified above but who are still awaiting publication of their research in an international journal may request an extension of the period of study not to exceed two additional terms. Such requests will be granted for a period of one academic term at a time, and students seeking a request must provide proof of having submitted their research for publication. Students granted such an extension must maintain their student status at Chulalongkorn University throughout the period of the extension.

3) In the event of an emergency situation which prevents a student from completing his/her program within the period of study specified above, the student must submit an extension request to the Program Administration Committee and the Faculty Board. Should the Faculty Board approve the request, the matter will be forwarded to the Graduate School Board and the President of the University for their approval.

N.B. The period of study for part-time students is equal to 1.5 times the period of study specified above.

4. Student Status

Persons enrolled in certificate or degree programs offered by Chulalongkorn University have the status of students.

4.1 Provisional Students

Provisional students are applicants admitted to the University by the Faculty Board on a provisional basis ,except in the case of Plan A (Type A.1) Master's degree programs and Type 1 doctoral degree programs.

4.2 Regular Students

Regular students fall into one of two classifications :full-time and part-time.

4.3 Students enrolled in a continuing education program have the status of graduate students but are not classified as either Master's

degree or doctoral degree students at the time of their initial enrollment. Such classification is made only when they enter a doctoral or Master's degree program within the specified time period.

4.4 Students enrolled at the University but receiving neither a certificate nor a degree fall into one of three categories:

1) Auditors

Interested persons may register for up to 6 credit hours of courses per term within the deadline set by the Office of the Registrar.

2) Student researchers

Graduate students enrolled at other institutions either in Thailand or abroad may be given permission to conduct research on a specific topic at the University for an academic term or another period of time. However, an individual's status as a student researcher may be withdrawn if he/she fails to make adequate progress on his/her research, or behaves in an inappropriate manner, or for any other reason seen as justified by the Program Administration Committee.

3) Graduate exchange students

Graduate students enrolled at other institutions either in Thailand or abroad may be admitted as exchange students at the University, and credits earned while at Chulalongkorn University may be transferred to the program in which they are enrolled at their home institution. However, such students must register for the courses specified by the Office of the Registrar.

5. Registration

5.1 Initial Registration

Applicants admitted to study at Chulalongkorn University must register at the Office of the Registrar. At the time of their initial registration, they must submit all documents specified by the Registrar, register for courses, and pay tuition and additional fees (if any).

Under normal registration procedures for the first academic term, new students must pre-register through the Registrar's website at <http://www.reg.chula.ac.th>. (For further details on registration procedures,

students should consult the Registration Handbook which is posted on the Registrar's website.)

5.2 Registration

There are two types of registration:

1) Regular registration. Students may register before the first day of classes each term.

2) Late registration. Students may register for courses within the first two weeks of the term or within the first week of the summer session.

Registration dates, times and procedures are determined by the Office of the Registrar.

In the event of an emergency that prevents a student from registering within the dates specified, the Registrar may allow the student to register under special circumstances.

5.3 Registration for Regular Students falls into one of two categories:

1) **Full-time students** register for courses and/or thesis/dissertation work not in excess of 15 credits per term.

2) **Part-time students** register for courses and/or thesis/dissertation work not in excess of 6 credits per term.

In the summer session, students may register for courses and or thesis/dissertation work totaling not more than 6 credits. Students may register for more or fewer than the credits indicated above with the permission of the Registrar.

Graduate students who register for undergraduate courses receive only a grade of "S" or "U".

Graduate students who are required to take remedial undergraduate or graduate level courses for which they receive "S" or "U" must also register for required graduate-level courses totaling not less than 3 credits in their own program of study.

5.4 Registration for provisional students falls into one of two categories:

1) Full-time provisional students must register for required graduate-level courses worth not less than 6 credits in their first term.

2) Part-time provisional students must register for required graduate-level courses worth not less than 3 credits in their first term.

The courses for which provisional students must register in their first term are determined by the Program Administration Committee and are counted in the students' cumulative GPA.

Provisional students must earn a GPA of not less than 3.0 at the end of their first term and receive "S" in courses for which they do not earn credits in order to be given regular student status.

5.5 Registering as an Auditor

Any student wishing to audit a course must have the permission of the instructor and the Program Administration committee. In courses with limited enrollment, auditors are permitted only when space is available.

5.6 Registering for Thesis/Dissertation Work

Students may register for thesis/dissertation work as of their first term. Students who have registered for the full number of thesis/dissertation credits permitted by their program but who have not yet completed their thesis/dissertation must register for thesis/dissertation but will not receive additional credits. However, students must pay tuition and any additional fees in full.

5.7 Registering for Courses at another Educational Institution

With the permission of the Program Administration Committee and the Faculty Board, students may take courses at another institution in lieu of specific courses in his/her program of study, and the grades and credits earned for these courses are eligible for transfer. However, the combined number of such credits may not exceed one-third of the total credits required for completion of his/her program of study. If a special educational program is offered, e.g. a joint program involving

more than one institution, registration procedures shall comply with the guidelines adopted for that special program.

5.8 Repeating a Course

Students are required to repeat a course in the following circumstances:

1) Students who receive a grade of D+, D, F, U or W in a required course must repeat that course until such time as he/she receives a grade of A,B+,B,C+,C or S. Otherwise, he/she will not be permitted to graduate.

2) Students who receive a grade of D+, D, F, U or W in an elective course may register for a substitute course, if necessary.

3) In addition to cases 1 and 2 above, students may choose to repeat a course in which they have received a grade of C+ or C.

4) The Program Administration Committee may permit a student to repeat a course if the course content is different from that which the student learned when he/she first took the course.

5.9 Registration is complete when the student has successfully completed the online registration procedures and paid tuition and fees in full. Should a program request the University to charge additional tuition and/or fees, then registration for students enrolled in the program is complete once they have paid the additional charges in full.

6. Course Exemptions

6.1 Students may be exempted from courses in the program in which they are currently enrolled if, as undergraduates, they took courses with similar content within the past five years and received grades of S or not lower than a B or the equivalent. However, the total number of credits for which students are exempted may not exceed one-third of the total credits required for completion of the program in which they are currently enrolled (any fraction of one third is discounted). Thesis/dissertation credits may not be exempted. However, in the cases of students who change fields of study, there is no limit on the number of credits which may be exempted, provided that students

request exemption within the first term of their enrollment in the program have received approval from the Faculty Administration Committee, which may test students' knowledge prior to recommending course exemption.

6.2 When course exemptions are granted, students who have successfully completed other non-exempted courses as required by their program of study shall be considered as having obtained the full number of credit hours required for completion of their program, unless they are required to take additional coursework.

7. Adding/Dropping/Withdrawing from Courses

To add, drop or withdraw from courses, students observe the following instructions:

7.1 Procedures for adding, dropping and withdrawing from courses are stipulated in item 6: Registration.

7.2 Students may add courses within the first two weeks of the Semester or the first week of the summer session.

7.3 Students may drop courses within the first six weeks of the semester or the first two weeks of the summer session. Dropped courses will not appear on the transcript.

7.4 Students may withdraw from courses between weeks 7-12 of the semester or weeks 3-4 of the summer session. Withdrawn courses appear on the student's transcript.

7.5 Students are allowed to drop or withdraw from courses so long as they remain registered for at least one course.

8. Request for Leave of Absence

8.1 Submission of Leave of Absence Forms:

Students wishing to take temporary leave from studies at the university may submit a leave of absence form to the Dean of the Graduate School along with necessary supporting documents prior to the last day of the final examinations for the semester or the summer

session. However, students must receive prior approval from the Program administrative committee. If a student should request leave while writing his/her thesis/dissertation, prior approval from the Faculty Board is required.

Students are allowed to take leave for a maximum of two consecutive semesters. Students who wish to extend their leave must resubmit the leave form.

8.2 Conditions for Leave of Absence: Students are entitled to a leave of absence only if they have been officially enrolled for at least one semester and have obtained a GPA of not less than 3.00, or under any of the circumstances below:

- (1) Students have been conscripted or mobilized into the army.
- (2) Students must do research abroad in partial fulfillment of their thesis/dissertation.
- (3) Students suffer from illness and need to be hospitalized for over three consecutive weeks.
- (4) Students suffer from illness and are advised by doctors to recuperate for a period of more than three weeks.
- (5) Students have been awarded an exchange student scholarship or other scholarship not directly related to their graduate studies.
- (6) Students can provide proof that circumstances beyond their control prevent them from enrolling.

To qualify for a leave of absence under (3) and (4) above, students must present a medical certificate from the Chulalongkorn Health Service Center or a hospital run by the government or a state-enterprise or a private health unit accredited by the Ministry of Public Health. In (3), students must also submit a copy of the receipt detailing room rates.

8.3 Leave of Absence Period will be counted towards the student's program duration except when the leave is due to 9.2(1), (2), (3) or (5). Students taking leave under 9.2 (2) are given a semester's grace period, i.e. the first semester's leave will not be counted towards their program duration. However, any additional period of leave will be counted.

Students taking leave under 9.2 (5) are allowed a year's grace period, i.e. the first year's leave will not be counted towards their program duration. However, any additional period of leave will be counted.

Whether leave taken under 9.2 (4) and (6) is counted toward a student's program duration is at the discretion of the Graduate School Board.

8.4 Student Status Maintenance Fee: Students must pay a fee to maintain their student status for each semester they are on leave, unless they have already paid other tuition and fees in that semester.

While on leave, students are prohibited from using any educational supplies, equipment and facilities provided by the University and from conducting any education-related activities.

9. Examinations

9.1 Course Examinations

1) The purpose of the course examination is to measure students' knowledge of a given subject by means of a written or other form of assessment previously announced to students at the beginning of the semester or summer session.

Students must take an examination in all courses for which they are registered except those they are auditing or from which they have properly withdrawn, or except when they are given permission to take leave.

2) Students must attend not less than 80% of classes for each of the courses for which they are registered in order to be eligible to take course examinations, unless they are otherwise given consent by the course instructor.

3) The final examination schedule is announced by the Faculty or the University, and is made known in advance, whereas midterm examination schedules are determined by course instructors or the Faculty.

9.2 Comprehensive Examination

1) Plan B Master's program students are required to take a comprehensive examination in their major and related areas. The examination, which may be written and/or oral, is administered by the comprehensive examination committee twice a year. The exam schedule is announced prior to the beginning of regular registration for the first semester.

2) Eligibility for a comprehensive examination is conditional on passing subjects which are designated as prerequisites for the exam.

3) Students receiving an unsatisfactory grade (U) for their chance to retake the exam in the following semester. A deferral may be allowed if the Program administration committee deems it necessary. Students who receive another unsatisfactory grade will lose their status as graduate students. comprehensive examination will be given another

9.3 Qualifying Examination

1) Ph.D. students must take a qualifying examination, which includes a written and/or oral component. The exam measures students' foundation knowledge, analytical skills, potential for independent research as well as their preparedness to study at the Ph.D. level. The exam is administered twice a year. The date of the exam is announced prior to the beginning of regular registration for the first semester.

2) Eligibility for the qualifying examination is conditional on the approval of the Examination Administration Committee. Criteria for registering for the exam are as follows:

(2.1) Students who enter a Ph.D. program with a Master's degree or with a Bachelor's degree with honors may register for the qualifying examination in their first semester.

(2.2) Other students may register for the qualifying examination only after having registered for not less than 12 credits of coursework in their program and having obtained a GPA not lower than 3.5.

3) Ph.D. students must receive a satisfactory grade (S) on the qualifying examination. This requirement must be met within the following time limits:

(3.1) Regular program: Full-time students are given four semesters, while part-time students are given six semesters.

(3.2) Continuing program:

(a) Master's degree holders enrolled as full-time students in a Ph.D. program are allowed three semesters, while their part-time counterparts are allowed four semesters.

(b) Bachelor's degree holders enrolled as full-time students in a Ph.D. program are allowed four semesters, while their part-time counterparts are allowed six semesters.

The Program administration committee, with the consent of the Faculty Board, may require students to take a qualifying examination and receive a satisfactory grade (S) before the time limits specified above. However, in such cases, students must be informed prior to their admission to the program.

For students on leave under 9.1(1), (2), and (5), leave period does not count in the time limits above.

4) Students who have received an unsatisfactory grade (U) on the qualifying exam will be allowed to retake the exam, but if they receive an unsatisfactory grade again, they will lose their student status. However, students admitted through the continuing education program may be given permission from the Program Administration Committee to change to the Master's program.

9.4 Foreign Language Examination

All applicants seeking admission to Chulalongkorn University's Master's and Ph.D. programs (except applicants to the Faculty of Arts' Master's program in English) are required to take an English Proficiency Test administered by Chulalongkorn University's Academic Testing Center (CU-TEP). Applicants may submit previous CU-TEP results or may submit TOEFL or IELTS scores instead. These substitute scores, however, must satisfy the validity period as specified by the program.

9.5 Thesis/Dissertation Proposal Defense

1) A proposal defense measures students' understanding of critical issues, research methodology, and methods for solving research-related problems. At the doctoral level, students are also tested to

ensure that they have adequate foundation and in-depth knowledge to write a dissertation.

The Proposal Defense Committee both at the Master's and doctoral degree levels consist of three members, and may or may not include a qualified examiner from outside the University.

2) Students must submit their thesis/ dissertation proposal to the Program Examination Committee for approval along with the names of their advisers and members of the thesis/ dissertation defense committee. Following are procedures and timelines as announced by the Faculty Board:

(2.1) Master's program students must submit their proposal within two years of entering the program.

(2.2) Ph.D. program students must submit their dissertation proposal within three years of entering the program.

(2.3) Ph.D. students admitted through the continuing program may submit their thesis proposal at any time but not less than 60 days prior to the thesis defense.

(2.4) Part-time students have 1.5 times the duration specified in (2.1) and (2.2).

- Thesis advisers or thesis defense committee members may be changed if there is sufficient reason or if circumstances dictate. All such changes require the approval of the Program Administration Committee and the Faculty Board.

3) Students whose thesis proposals have not been approved within the time limit lose their student status, unless they have a good reason for which the Faculty Board may extend the deadline by one semester.

9.6 Thesis/Dissertation Defense

1) Students are eligible to make a thesis/ dissertation defense upon meeting the following requirements:

(1.1) Students have completed the required coursework.

(1.2) The thesis/dissertation proposal has been approved by the Faculty Board not less than 60 days prior to the thesis/ dissertation defense.

(1.3) Master's students must show proof of having submitted their research article in partial fulfillment of their thesis to an academic journal for possible publication or proof of having their article accepted for presentation at a conference with full-text proceedings.

(1.4) Doctoral degree students must present the following documents:

(a) Biological and physical sciences

- Program Type 1: Students must show proof of having submitted their research article in partial fulfillment of their thesis requirement to two academic journals, one of which is of international standing, for publication.

- Program Type 2: Students must show proof of having submitted their research article in partial fulfillment of their thesis requirement to an international academic publication.

(b) Social science and humanities

- Students must show proof of having submitted their research article is in fulfillment of their thesis requirement to a peer-reviewed academic journal or international academic journal prior to publication.

- Program Type 1: Students must show proof of having submitted their research article, which is in partial fulfillment of their thesis requirement, to at least two academic journals, for publication.

- Program Type 2: Students must show proof of having submitted their research article, which is in partial fulfillment of their thesis requirement, to at least one academic journal, for publication.

2) Students wishing to make a thesis defense must submit a draft of the thesis approved by their adviser to the Graduate School at least two weeks in advance of scheduling the defense date so as to have the format checked for correctness.

3) After the thesis format has been checked for correctness by the Graduate School, students can, with prior approval from their thesis adviser, request scheduling for their thesis defense within the timeline set by the Program Administration Committee. However, the request date and the thesis defense date must not be less than two weeks apart.

10. Assessment

10.1 Assessment Scale

1) Assessment of theses/dissertations is divided into 4 levels: Very Good, Good, Pass and Fail.

2) Assessment of coursework is based on the following letter and non-letter grades:

Letters/Symbols	Meaning	Points
A	Excellent	4.0
B ⁺	Very Good	3.5
B	Good	3.0
C ⁺	Fairly Good	2.5
C	Fair	2.0
D ⁺	Poor	1.5
D	Very Poor	1.0
F	Fail	0.0
I	Incomplete	-
P	In Progress	-
S	Satisfactory	-
U	Unsatisfactory	-
V	Visitor	-
W	Withdrawn	-
M	Missing	-
X	No Report	-

10.2 Criteria for Assigning Letter/Non Letter Grades

1) Students will receive letter grades: A, B⁺, B, C⁺, C, **D⁺**, **D** and **F** in the following circumstances:

(1.1) when assessed for an examination taken or assignment submitted;

(1.2) when an I (Incomplete) is removed within the first two weeks of the following semester;

(1.3) when the symbol M, P or X is replaced by a letter grade

2) Other than the above circumstances, students will Receive an F

(2.1) in courses for which they are prohibited from taking the final examination;

(2.2) for cheating on an exam or violating University, faculty or program rules and regulations governing examinations currently in effect, when the violation is deemed serious by the Faculty Board;

(2.3) when an Incomplete (I) is not removed because the examination has not been taken or assignments have not been completed within the first two weeks of the following semester.

3) Students will receive a grade of Incomplete (I) in the following circumstances:

(3.1) Students are unable to complete coursework because of illness and do not take the examination for some or all of their courses, and the Dean, after considering the students' request for an Incomplete endorsed by the Department Head or course instructor and having deemed that the work not completed is minor or insubstantial approves the request.

(3.2) Students have completed the work but because of illness, are unable to take the examination for some or all of their courses, and the Dean, after considering the students' request for an Incomplete endorsed by the Department Head or the course instructor, approves the request.

(3.3) Students miss an examination due to a personal emergency and immediately file a request for an Incomplete, and the Dean, after considering the students' request endorsed by the Department Head or course instructor, approves the request.

(3.4) Students are unable to complete the course requirements and the course instructor with the approval of the Department Head deems it appropriate to assign an Incomplete.

The grade attempted for a class in which a student has been given an Incomplete under (3.1) and (3.2) may not exceed a B.

4) In the case of 3(3.1) or (3.2), students must file a request with the Dean within one week of having been ill or upon recovering from a serious illness which has delayed submission of the petition, together with a medical certificate issued by the University Health Service Center, or a

medical facility run by the government or a state enterprise or accredited by the Ministry of Public Health.

5) Students will receive a P for courses still in session at the end of the first semester and for which coursework or other work continues in the following semester, but students may not receive a P for more than two terms.

6) Students receive a Satisfactory grade (S)

(6.1) when their work in courses offered on an ungraded basis or specified in the curriculum as non-credit is deemed satisfactory.

(6.2) when their adviser judges their thesis to meet satisfactory progress required for each semester.

(6.3) when their performance on the comprehensive exam is deemed satisfactory by the Comprehensive Examination Committee.

(6.4) when their performance on the qualifying exam is deemed satisfactory by the Qualifying Examination Committee.

7) Students receive a U (unsatisfactory) grade for achieving less than satisfactory results in coursework, thesis, comprehensive exam, or qualifying exam.

8) Students receive a V for courses attended as visitors when their participation is deemed satisfactory by the instructor.

9) Students receive a withdrawn grade (W) if they withdraw from registered after the sixth week of the term or the second week of the summer session, under one of the following circumstances:

(9.1) Students have withdrawn from the course.

(9.2) Students suffer from a serious illness before the end of the semester and remain ill at the time of the final examinations, resulting in absence from some or all of the exams (Students may file a request with the Dean not later than one week after they first become ill or after they have recovered from the illness. The request form needs to be accompanied by a medical certificate from the Chulalongkorn University Health Service Center or a hospital run by the government or a state-enterprise, or a private health unit accredited by the Ministry of Public Health.).

(9.3) Students are officially on leave.

(9.4) Students have been suspended from their

studies during a given semester for reasons other than violations of the Department's, Faculty's or University's rules, regulations, announcements, or orders concerning the program's examinations.

(9.5) The Dean has approved the replacement of an Incomplete grade (I) with a Withdrawn grade (W) as per 3(3.1) and (3.2) or (3.3) as a result of a student's illness or circumstances beyond his/her control that extends beyond the first two weeks of the semester following the semester students have officially registered.

(9.6) Students are merely auditors in a course, and the teacher considers them as not attentive in class.

(9.7) Students' registration was in conflict with course regulations, conditions or requirements.

10) Students will receive a Missing grade (M) only for a course in which they have not provided a valid reason for not attending the exam.

11) Students receive an X for courses in which the final grades have not yet been reported to the Office of the Registrar.

10.3 Calculation of Grade Point Average (GPA)

1) There are two types of grade points average, the calculation of which are as follows:

(1.1) The semester grade point average, which is a measure of the student's performance in a given semester, can be calculated by multiplying the total grade points for each semester (The grade points for each course are determined first by multiplying the number of credit hours by the value of the letter grade students receive in each course and then adding the grade points of all the courses to get the total grade points) by the total credit hours for that semester.

(1.2) The cumulative grade point average reflects a student's overall performance since first entering his/her program of study. This can be calculated by dividing the total grade points received from all subjects studied by the total number of credit hours earned.

2) Summer session grades are not figured in the grade point average until the following semester in which the student is enrolled.

11. Loss of Student Status and Request for Reinstatement

A student loses his/her student status in the following circumstances:

1) Students fail to register, maintain their status, or pay tuition, fees and any special charges (if any) within the first two weeks of the semester. Students may seek approval from the University President for reinstatement provided that their loss of status hasn't exceeded one semester.

2) At the end of the first semester in the program, a provisional student obtains a grade point average of less than 3.00 or receives an unsatisfactory grade (U) in a non-credit course.

3) A regular student obtains a cumulative grade point average (GPAX) of less than 2.50 or obtains a grade point average (GPA) of less than 2.50 in their first semester in the program.

4) A regular student obtains a cumulative grade point average (GPAX) above 2.50 but less than 3.00 for two consecutive semesters, a state known as probation. An exception is made for students who are on leave. Summer session grades are combined with grades from the next semester in which the student registers.

5) The student receives an unsatisfactory grade (U) twice on the comprehensive examination.

6) The student receives an unsatisfactory grade (U) twice on The qualifying examination. Exception is made if the student is studying in a continuing education program and has been approved by the Program Administration Committee to change to the Master's program instead.

7) The student's thesis proposal is not approved by the program administration committee within the specified deadline.

8) The student receives an unsatisfactory grade (U) on his/her thesis/dissertation on two consecutive occasions. If a student should take leave between receipt of the first and second unsatisfactory grade (U), he/she shall be considered as having received an unsatisfactory grade on two consecutive occasions.

9) The student receives a failing grade (F) on his/her thesis defense.

10) The student is unable to complete program requirements within the specified period of study.

11) Students have their status revoked as a result of a lack of qualification or a violation of University or faculty rules, regulations, announcements or orders concerning examinations or students' regulations.

12) The student has an outstanding balance or fails to pay tuition in full by the deadline set by the Office of the Registrar.

13) The student has completed the program requirements and his/her request for a certificate or a diploma has been approved.

14) The student resigns by submitting a request to the Faculty Registrar and receiving the approval of the Dean.

15) The student dies.

A student who has lost his/her student status due to failure to register or to maintain his/her student status or to pay tuition within the deadline may, within a period not to exceed one term, request reinstatement with the approval of the University President.

12. Status Maintenance

12.1 Whereas it is deemed appropriate to issue a Chulalongkorn University Notification, Subject: Status Maintenance for Doctoral and Master's-Level Students,

By virtue of Section 5 of the Chulalongkorn University Regulations concerning Post-Graduate Education, B.E. 2551 and by approval of the Graduate School Board of Directors in the Meeting no.6/2553 on the 15th day of July 2010, the University President has decided to set forth the following terms and conditions:

1. This Notification is entitled "Status Maintenance for Doctoral and Master's-Level Students Failing to Have Their Thesis or Individual Research Published within the Time Limit of the Graduate School, B.E. 2553 (A.D. 2010)".

2. This Notification shall come into force the next day after the issue date and onwards and apply to all Doctoral and Master's-level students enrolled since Academic Year 2006 and onwards.

3. The Chulalongkorn University Notification, Subject: Status Maintenance for Doctoral and Master's-level students, B.E. 2551(A.D. 2008), shall be annulled.

4. The Doctoral and Master's-level students who have submitted their complete thesis or the students in program B who have completed their curriculum but fail to have their thesis or individual research published within the time limit of the Graduate School shall follow the steps below:

12.1.1 Doctoral students:

1) The students who have not run out of their academic time shall submit a request for their status maintenance and pay the fee at the rate specified in the University's Notification.

2) The students who have finished their academic time and are refused to extend their academic period shall be deprived of their student status.

12.1.2 Master's-level students

1) The students who have not run out of their academic time shall submit a request for their status maintenance and pay the fee at the rate specified in the University's Notification.

2) The students who have finished their academic time and are refused to extend their academic period shall be deprived of their student status.

3) The students in the tri-semester curriculum who have graduated within 1 academic year and have already submitted their complete thesis shall have their thesis published within the next semester after the complete thesis submission. After the time limit, the students shall submit a request for status maintenance and pay the fee at the rate specified in the University's Notification.

12.2 Whereas it is deemed appropriate to issue a Chulalongkorn University Notification, Subject: Status Maintenance for Doctoral and Master's-Level Students Failing the Required English Standard Test,

By virtue of Section 5 of the Chulalongkorn University Regulations concerning Post-Graduate Education, B.E. 2551 and by approval of the

Graduate School Board of Directors in the Meeting no. 6/2553 on the 15th day of July 2010, the University President has decided to set forth the following terms and conditions:

1. This Notification is entitled “Status Maintenance for Doctoral and Master’s-Level Students Failing the Required English Standard Test, B.E. 2553 (A.D. 2010)”.

2. This Notification shall come into force the next day after the issue date and onwards and apply to all Doctoral and Master’s-level students enrolled since Academic Year 2010 and onwards.

3. The students who fail the English Standard Test required by the University or the curriculum and have submitted their complete thesis to the Graduate School or have passed the comprehensive examination required by the curriculum shall follow the steps below:

3.1 The students who have not run out of their academic time shall submit a request for their status maintenance and pay the fee at the rate specified in the University’s Notification.

3.2 The students who have finished their academic time and are refused to extend their academic period shall be deprived of their student status.

13. Graduation

13.1 Conditions for Graduation and Eligibility to Receive a Certificate or Diploma

To be eligible to receive a certificate or diploma, students must satisfy the following requirements.

1) Students have earned the number of credit hours required by their program and maintain no less than a 3.0 grade point average.

2) Students have observed the regulation about the duration of study:

(2.1) The duration of study for Certificate Program and Advanced Certificate Program students is determined by the Policy Committee.

(2.2) Master’s program students are allowed up to four academic years to complete their studies.

(2.3) Ph.D. students' duration of study:

- (a) up to six academic years for students who hold a Master's degree.
- (b) up to eight years for students who hold a Bachelor's degree.

3) **Thesis programs** The thesis or part of the thesis has been published, accepted for publication or considered as having been published by the Graduate School Board.

(3.1) The research article, which is in partial fulfillment of the thesis requirement for a Master's program and a Plan B Master's student's independent research in the sciences, must have been published or accepted for publication in an academic journal or publication or has been presented at a conference with full proceedings.

(3.2) The research article derived from the thesis or in partial fulfillment of the thesis requirements of a Ph.D. program must have been published or accepted for publication according to the following criteria:

(a) Biological Science and Physical Science

- Program Type 1: Students must have their articles published in two academic journals, at least one of which must be recognized internationally.
- Program Type 2: Students must have one article published in a national academic journal.

(b) Social Sciences and Humanities

Students must have their article published in an academic journal or publication which has peer review and is highly recognized in that discipline or in a national academic journal.

- Program Type 1: Students must have articles published in at least two academic journals or publications.
- Program Type 2: Students must have an article published in at least one academic journal.

(3.3) Should the thesis be related to an invention, students may seek approval from the Policy Committee to submit a patent and petty patent registration in lieu of publication of articles as specified in (3.1) or (3.2).

4) Students must observe the guidelines for submitting a complete thesis to the Graduate School as specified in the Graduate School's announcement issued each academic year with regard to: number of copies required, procedures and deadline.

5) To graduate, plan A Master's students must pass the coursework and/or the thesis defense as well as meet all other program requirements as set by the Faculty or University.

6) To graduate, plan B Master's candidates must pass the coursework and the comprehensive exam and satisfy all other program requirements set by the Faculty and/or the Policy Committee.

7) To graduate, Ph.D. students must pass all the courses required by the program, the qualifying exam to earn eligibility to submit a thesis proposal, thesis proposal defense, and thesis defense, and must meet all other program requirements set by the Faculty and/or the Policy Committee.

8) Students who have met the qualifications specified above must submit a request to receive a certificate or diploma to the Office of the Registrar within the specified deadline. Failure to do so will result in a fine determined by the University and may result in the student's eligibility to receive a certificate or diploma requiring approval by the University Council.

9) To be eligible to receive a diploma in a given academic year, students must have their graduation approved first by the Faculty Board no later than the last day of the academic year as set by the University, and then by the University Council.

13.2 Request for Graduation

Students who have completed program requirements and expect to graduate by the final semester must submit their request for graduation online via the Office of the Registrar's website <http://www.reg.chula.ac.th> under the subheading, "**Request for Graduation**," and follow these steps:

1) Verify "personal information, educational background, and study program and plan" by clicking "**correct**" or "**incorrect**." Should

any item need to be corrected or changed, students may contact the Office of the Registrar and provide necessary documents (if any). Once the Faculty announces the name list of graduates, any further correction is prohibited.

2) Having verified the information in step 1, students must confirm this step by clicking “**Request for Graduation**,” before leaving the system; otherwise, this step will be nullified.

3) Students who have missed the deadline in the academic calendar must pay a fine (1,000 baht) at the Office of the Registrar before completing steps 1 and 2.

13.3 Guidelines to Follow after Submitting Request for Graduation

1) The graduate list and date of graduation approved by the University Council can be found at <http://www.reg.chula.ac.th> under the heading “**Request for Graduation**.” Students whose names are not on the graduate list may inquire at the Faculty Registrar.

2) Once the University Council has approved the graduate list, students can request the following items:

(2.1) Two copies of their transcript (available in English only)

(2.2) A copy of the qualification certificate in Thai/English, two copies in English for international programs.

3) The documents aforementioned can be collected 5 working days following the date of the University Council approval. The Office of the Registrar reserves the right to cancel those documents if they are not collected within 60 days following the date of the University Council approval.

4) If you are not able to collect the documents yourself the following arrangements may be made:

4.1) Authorize someone to take collection on your behalf by showing an identify card, government/state enterprise official card, driver's license or any other picture ID. (Document of authorization can be downloaded from the Office of the Registrar website)

4.2) Arrange for them to be sent by post by

1. Downloading and filling out a 42/2 request (request for delivery of documents by post service)

2. Purchase a postal order for the value specified in the 42/2 request from the post office payable to "The Office of the Registrar, Chulalongkorn University"

3. In an envelope, send the postal order together with the 42/2 request you have filled out addressed to "The Office of the Registrar, Chulalongkorn University, Phya Thai Road, Patumwan District, Bangkok 10330"

5) Follow up on commencement ceremony schedules as follows:

5.1) Commencement ceremony rehearsals

- Commencement ceremony rehearsals usually take place between mid-June to early July.

5.2) Commencement ceremonies usually take place around the middle of the month of July each year.

5.3) Commencement ceremony rehearsal schedules for each of the Faculties as well as commencement day schedules will be posted on the website <http://www.reg.chula.ac.th>

Appendices

A. Frequent Errors

1. Schedule of Qualification Examination for Ph.D. Students

It has been misunderstood that the Schedule of Qualification Examination for Students who are enrolled in academic year 2008 stays the same as in Chulalongkorn University's Regulation on Graduate Education, B.E. 2542 (A.D. 1999), i.e. students must pass the Qualification Examination with an "S" grade within 3 academic years. In fact, students who are enrolled in academic year 2008 have time limit for completing the Qualification Examination as follows:

Program	Chulalongkorn University's Regulation, B.E. 2551 (A.D. 2008)
Regular program	Within <u>4</u> academic years for full-time students and within <u>6</u> academic years for non full-time students
Continuing program 1. Enrollment with Master's Degree	Within <u>3</u> academic years for full-time students and within <u>4</u> academic years for non full-time students
2. Enrollment with Bachelor's Degree	Within <u>4</u> academic years for full-time students and within <u>6</u> academic years for non full-time students

2. Academic Leave of Absence

For students who are enrolled in academic year 2008, follow Chulalongkorn University's Regulation on Graduate Education, B.E. 2551 (A.D. 2008), paying attention to the 2 following frequent errors:

1) Clause 135 (2) An academic leave for research, which is a part of the thesis, in a foreign country and not counted into the period of graduate education is allowed for one semester only; the remaining research period will be counted into the period of graduate education.

2) Clause 135 (5) An academic leave taken because students receive an international student exchange grant or any other grant not relating directly to the Graduate Education which is not counted into the period of graduate education is allowed for one academic year only; the remaining leave period will be counted into the period of graduate education.

B. Tuition Payment

1. Tuition Rates

Bracket 1: Faculty of Medical Science, Faculty of Allied Health Sciences, Faculty of Veterinary Science, Faculty of Pharmaceutical Science, Faculty of Engineering, Faculty of Psychology, Faculty of Science, Faculty of Architecture, Faculty of Communication Arts, Faculty of Nursing, School of Sports Science, College of Public Health Sciences

Interdisciplinary Fields: Medical Microbiology, Pharmacology, Environmental Science, Physiology, Bio-medical Science, Dental Biomaterials Science, Environmental Management, Research for Health Development, Biomedical Engineering, Nanoscience and Technology

Academic Year	First/Second Semester				Summer Session			
	Thai Nationals		Foreigners		Thai Nationals		Foreigners	
	Students	Auditing	Students	Auditing	Students	Auditing	Students	Auditing
2011	26,000	13,000	81,500	40,750	7,000	3,500	45,000	22,500
	- Part 1		26,000	13,000			7,000	3,500
	- Part 2		55,500	27,750			38,000	19,000

Bracket 2 Faculty of Arts, Faculty of Political Science, Faculty of Education, Faculty of Commerce and Accountancy, Faculty of Law, Faculty of Fine and Applied Arts, Faculty of Economics, College of Population Studies

Interdisciplinary Fields: Human and Social Development, European Studies, Cultural Management, English as an International Language, Logistics Management, Southeast Asian Studies, Technological

Business and Innovation Management, Environment, Sustainable Development, Korean Studies, Maritime Business Management, Energy Technology and Management, Russian Studies

Academic Year	First/Second Semester				Summer Session			
	Thai Nationals		Foreigners		Thai Nationals		Foreigners	
	Students	Auditing	Students	Auditing	Students	Auditing	Students	Auditing
2011	19,000	9,500	76,000	38,000	7,000	3,500	45,000	22,500
	- Part 1		19,000	9,500			7,000	3,500
	- Part 2		57,000	28,500			38,000	19,000

Remarks:

1. Students in after-hours and other special programs in the semester system must pay education and special fees in addition to tuition at the rates announced by each program.

2. Students in after-hours and other special programs in the trimester system must pay the same tuition rates as students in regular programs every trimester and must also pay educational and special fees at the rates announced by each program.

For further details on registration procedures, students should consult the Registration Handbook which is posted on the Registrar's website. <http://www.reg.chula.ac.th>.

C. English Standard Test

Chart 1

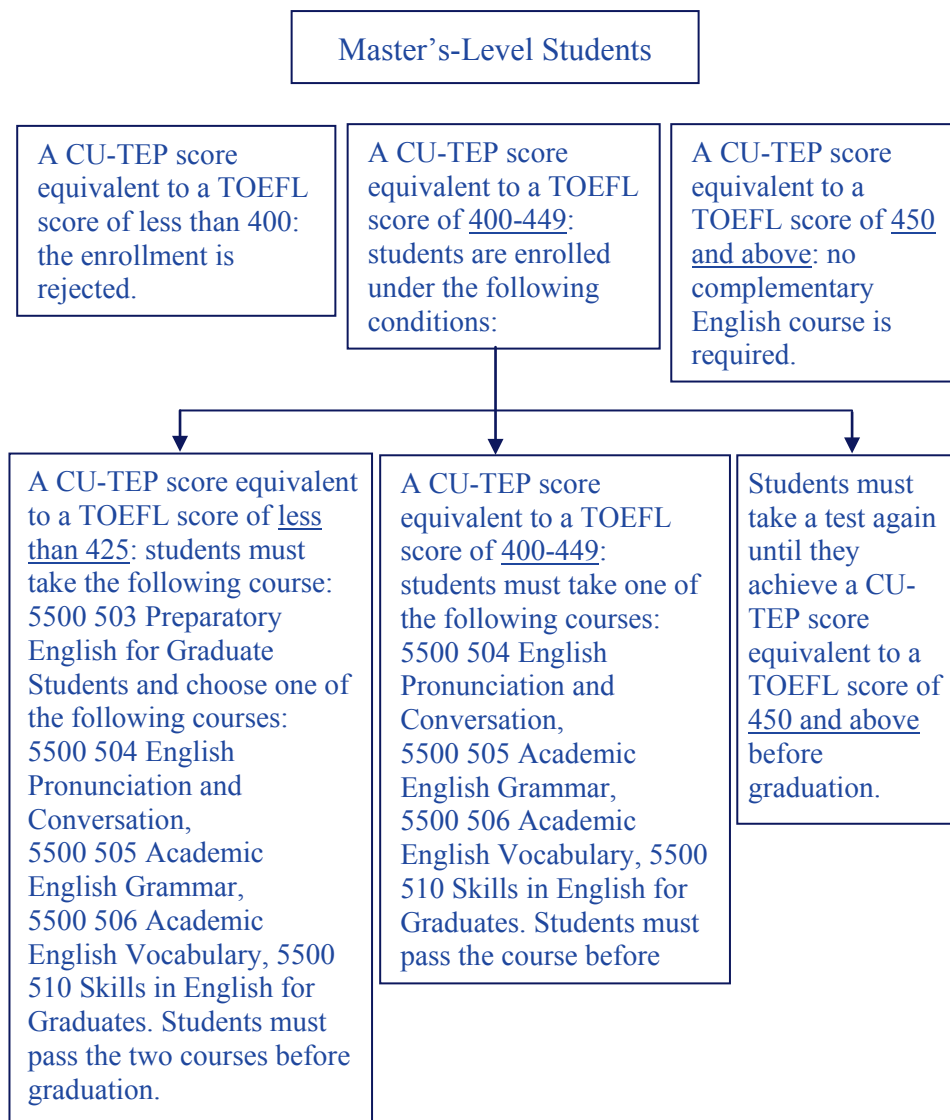
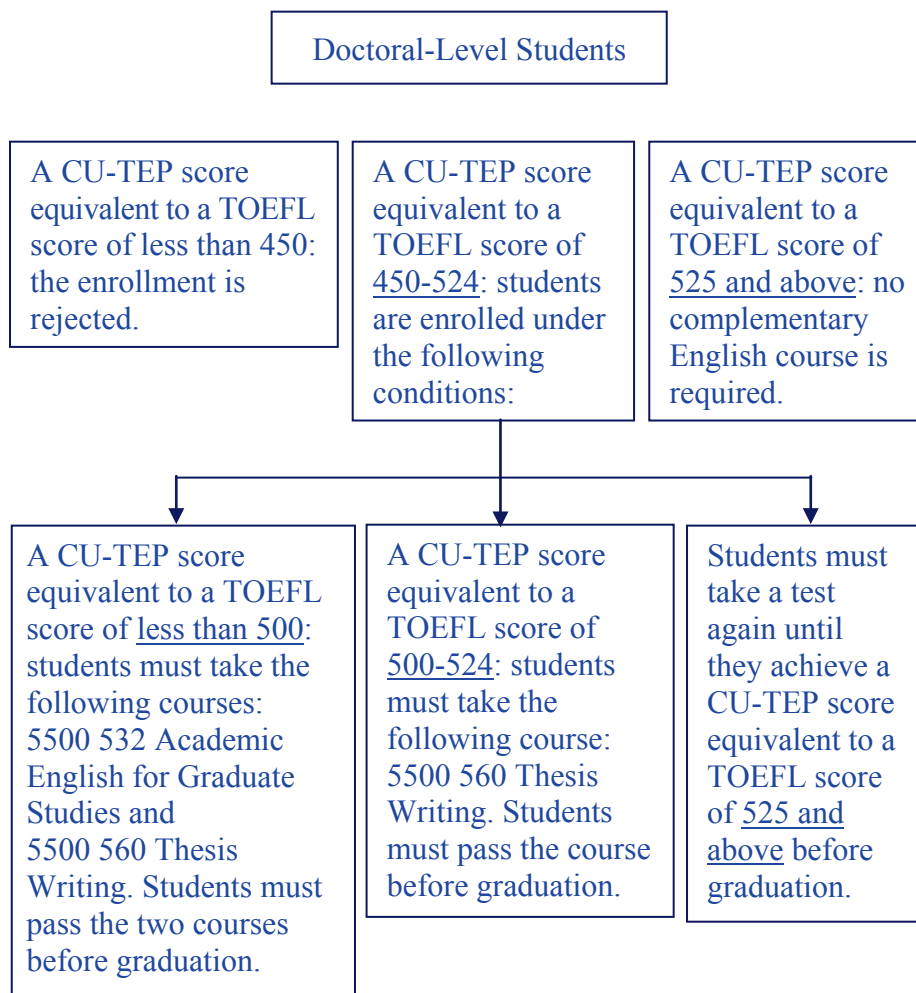


Chart 2



According to the resolution of the Board of Academic Policy of the University's Council no. 3/2552 on 7 May 2009 and in the meeting no. 1/2553 on 10 September 2010, criteria for English Standard Test exemption are as follows:

1. For English native speakers (United Kingdom, United States of America, Canada, Australia, New Zealand), the two English

Standard Tests, one before enrollment and the other before graduation, are exempted.

2. For non-English native speakers

2.1) For students who completed a English/ international Curriculums of not less than two years duration from a university accredited by the Office of the Civil Service Commission.

2.2) For students who receive a grant for study in Chulalongkorn University, an English Standard Test before enrollment is exempted but they have to take and pass the English courses specified by the University.

D. Submission of the Complete Thesis

(copy)

The Graduate School, Chulalongkorn University Announcement on the Submission of the Complete Thesis

According to Chulalongkorn University regulations concerning graduate study 2008 item 8, which states that “in order for the management of graduate studies to proceed in order, the Dean of Graduate School may issue The Graduate School Announcements to execute one of the regulations,” Graduate School hereby issues a Announcement on the submission of the complete thesis as followed:

Item 1 This Announcement is called “The Graduate School, Chulalongkorn University, Announcement on the Submission of the Complete Thesis.”

Item 2 This Announcement is to be enforced on graduate students graduating from the 2010 academic year onward.

Item 3 The deadline of the complete thesis submission follows the university’s academic calendar (CR 90).

Item 4 Student must submit the complete thesis whose content has been edited as indicated by the committee of the examination and edition according to the Graduate School’s thesis writing manual to

Graduate School by 16:00 of the last date of complete thesis submission as announced in the university's academic calendar.

Item 5 In case of emergency or justifiable causes which prevent the student from submitting the complete thesis within the time mentioned in Item 4, the program is to notify the reasons through the director of the program and must be approved by the faculty's administrative committee or equivalent department before the submission deadline. The thesis submission deferment request must be done within at least 3 official days before the start of the next semester after which it will be submitted to Graduate School for further consideration.

Item 6 Students who fail to submit the complete thesis to Graduate School within the time indicated in Item 4 and to complete the procedure in Item 5 must explain the reasons for the late submission of the thesis through the director of the program and must be approved by the faculty's administrative board or the equivalent department and must submit the case to Graduate School for further consideration. The student will be required to pay a fine for the late complete thesis submission of 3,000 Baht.

Item 7 Graduate School will not allow any further edition to the submitted thesis as all the examining committee members have signed in the said thesis.

Item 8 For students who complete the study plan with a thesis, the faculty is to process the authorization of graduation when the student has submitted the complete thesis to Graduate School.

To be announced and executed.

Announced on this 15 January 2010

(Signature) Pornpote Piumsomboon
(Assoc. Prof. Pornpote Piumsomboon, Ph.D.)
Dean of the Graduate School

E. Graduate Studies Regulations

(copy)

Chulalongkorn University Rules on Regulations on Student Conduct Regulations B.E. 2527

In order to protect the honor of Chulalongkorn University and ensure the proper conduct of its students, while also achieving the institution's goals and aspirations, the University Council, by virtue of Article 17 (2) of the Chulalongkorn University Act (1979), approved the following at its 423rd meeting:

Item 1. These regulations shall henceforth be known as “Chulalongkorn University Student Conduct Regulations 1984”

Item 2. These regulations are effective on the day following their announcement.

Item 3. These regulations supersede

3.1 “Chulalongkorn University Student Behavior Regulations 1963”.

3.2 “Chulalongkorn University Courtesy and Behavior Points Announcement” made on April 20, 1964.

Any other rules, regulations or announcements in conflict with the provisions laid down in the regulations herein shall be replaced by these regulations.

Item 4. Students must comply strictly with all laws, rules, regulations, announcements, and orders issued by the University at all times.

Item 5. Students must adhere to the moral, ethical and cultural practices of Thai society on all occasions.

Item 6. Students must maintain the unity, order, reputation and honor of the University.

Item 7. Students must conduct themselves with civility and refrain from all behaviors that may bring disgrace to themselves, their parents or guardian, and the University.

Item 8. Students must obey all legitimate orders or admonitions given by Chulalongkorn University faculty and staff.

Item 9. Students must follow the University dress code when on the University grounds.

Item 10. Students must be ready to present their student identification card to University faculty or staff as requested.

Item 11. Students may not remain on the University grounds beyond the hours specified by the University unless otherwise permitted by the University on a case by case basis.

Item 12. Students may not adopt any traditions or cultural practices that conflict with Thai values.

Item 13. Students may not organize any activity in violation of the law, or the rules, regulations, announcements or orders issued by the University or their respective faculties.

Item 14. Students may not write, draw, publish, or say anything or act in a manner that causes harm to others or to the University.

Item 15. Students may not bring alcoholic beverages or other intoxicants onto the University grounds and may not indulge in alcohol or other intoxicants such that they bring disgrace on themselves, their parents or guardians, or to the University.

Item 16. Students may not gamble, or be involved in or facilitate any form of gambling.

Item 17. Students must not incur a debt of such an amount that it causes harm or trouble to others or to the University.

Item 18. Students may not steal, embezzle, or destroy the property of others or of the University.

Item 19. Students must not bring illegal items onto the University grounds or have any illegal items in their possession.

Item 20. Students must not use narcotics or be in possession of narcotics.

Item 21. Students must not carry or be in possession of any weapon or explosive when on University grounds.

Item 22. Students must not incite or take part in violence between students or against other persons.

Item 23. Any student who incited or was involved in an act of violence that was reported to disciplinary officers must report the offence to their advisor and student affairs teacher in their respective Faculties, or to the Student Affairs Division.

Item 24. Any student who is found guilty of an imprisonable offence, except in the case of a misdemeanor or an unpremeditated offence, is considered as being in serious violation of the University's regulations.

Item 25. Any student who violates the law, or the rules, regulations, announcements or orders issued by the University or his or her Faculty is considered to be in serious violation of University regulations and is punishable by:

25.1 being sentenced to probation

25.2 having points deducted from his/her good conduct scores

25.3 other penalties deemed appropriate by the University
Once the University or Faculty has carried out disciplinary action against a student, the parents, guardian, the University or the student's Faculty must be notified depending on the circumstances. The punishment must also be recorded in the student's record.

Item 26. Deduction of good conduct points

26.1 Each student is given 100 good conduct points for the period that he/she is enrolled at Chulalongkorn University.

26.2 No fewer than 5 points are to be deducted at any one time. However, the number of points deducted is at the discretion of the University or the student's Faculty.

26.3 Any student who is subject to a deduction of more than 40 but not over 60 conduct points, whether on a single or on multiple occasions, shall be suspended for one academic semester.

26.4 Any student who is subject to a deduction of more than 60 but not over 80 conduct points, whether on a single or on multiple occasions, shall be suspended for two academic semesters.

26.5 Any student who is subject to a deduction of more than 80 but not over 100 points, whether on a single or on multiple occasions, shall be suspended for four academic semesters.

26.6 Any student who is subject to a deduction totaling 100 points, whether on a single or on multiple occasions, shall be expelled.

Item 27. Investigation and punishment of disciplinary violations

27.1 When a violation of University regulations occurs in any Faculty, and only the students of that particular Faculty and no other students from other Faculties are found guilty of the violation, the Student Affairs Committee of the respective Faculty has the authority to investigate the violation. Should the investigation find the students accountable for the violation and subject to punishment, the Committee must file a report proposing a suitable punishment to the Faculty.

27.2 In cases other than those covered in 27.1, the disciplinary investigation council of the University has the authority to investigate the violation unless decided otherwise on a case-by-case basis. Should the investigation find the student accountable and punishable for the violation, the council must file a report proposing a suitable punishment to the University.

27.3 In order to obtain all relevant facts and evidence concerning and substantiating the violation, the persons authorized to investigate the violation have the power to

27.3.1 request and collect evidence relating to the violation

27.3.2 call in the student(s) charged with the violation or other persons considered to be involved in the offence for questioning

Any student who refuses to cooperate, commits perjury or withholds facts from the persons to whom investigating authority is given is considered to be in violation of University regulations.

Item 28. To ensure compliance with these regulations, the President of Chulalongkorn University and the Faculty Deans are authorized to implement any additional regulations or announcements that are not in conflict with these regulations.

Item 29. The President of Chulalongkorn University is to supervise the enactment of these regulations.

In the case of any matters not covered under these regulations, the President of Chulalongkorn University is authorized to issue orders and act as he/she sees fit.

Announced on March 30, 1984
(Signature)Boonrod Binson
(Professor Boonrod Binson)
President of the University Council

(Copy)

Announcement
Graduate School of Chulalongkorn University
Penalties for Student Violations of University Regulations

By virtue of the 17/1984 meeting on November 20, 1984, the Graduate School Council approved the following guidelines regarding penalties for graduate students who commit punishable violations of University regulations, and reached agreement over punishment of violators as follows:

Item 1. The Graduate Studies Committee of the student's Faculty or the Graduate Studies Committee of the student's Department is responsible for administering punishment on any graduate student who has committed an offence stated in Items 2 and 3 of this announcement. The punishment imposed on the violator must be reported to the Graduate Studies Council for acknowledgement and for further action to be carried out.

Item 2. In the case where a student commits or is involved in a violation of examination regulations during midterm or end-of-term examinations (including language examinations, final examinations and thesis defense examinations), he/she is to be given commensurate punishment under the Chulalongkorn University Regulations on Diploma Studies.

Item 3. In the case of a regulation violation, the student is to be given a commensurate punishment under the University regulations on student discipline.

Item 4. This announcement is effective immediately.

Announced on January 22, 1985
(Signature) Supradit Boonnag
(Associate Professor Supradit Boonnag)
Dean

(Copy)

Chulalongkorn University Announcement
Guidelines on Student Behavior and Activities

In order to protect the honor of the University and ensure the proper conduct of its students, the University has deemed it appropriate to stipulate the following:

Item 1. Students must adhere to the moral, ethical and cultural practices of Thai society on all occasions.

Item 2. Students must maintain the unity, order, reputation and honor of the University.

Item 3. Students must refrain from all behaviors that may bring disgrace to themselves, their parents or guardian, and the University.

Item 4. Students must not indulge in alcohol or intoxicants such that they bring disgrace on themselves, parents, guardians, or the University.

Item 5. Students must not gamble, or be involved in or facilitate any form of gambling.

Item 6. Students must not take part in or organize any activity that is against the law, or the rules, regulations, restrictions or announcements issued by the University or any of the Faculties.

Item 7. Students must adhere to democratic principles and refrain from causing physical, moral or behavioral damage or harm.

Item 8. Students must obey all legitimate orders and admonitions given by Faculty members or other Chulalongkorn University staff.

Item 9. Students must behave in an exemplary manner.

Announced on May 31, 1993

(Signature) Somkiat Ruchirawat
Vice President for Students Affairs
Acting on behalf of the University President

(Copy)

Chulalongkorn University Announcement
Prohibition on Students' Gambling on Football Matches

Due to recent newspaper reports of student involvement in gambling on both national and international league football matches, which is against the nation's laws and a violation of the University's Student Conduct Regulations 1984 Items 13 and 16, the University hereby cautions all students not to take part or be involved in any way in illegal football gambling under any circumstances. The University will impose punishment according to the University Regulations on any student found to be involved in any form of football gambling.

The University requests that all students be informed thus.

Announced on February 7, 2003

(signature) (Associate Professor Sriddej Pattanasetthapong)

Vice President for Students Affairs

Acting on behalf of the University President

F. Student Life and Accident Insurance

The University maintains life and accident insurance for graduate student registered in the Registrar Department system, for which students are not required to make additional payment as the premium is included in the tuition fee. All students are covered in case of injury or accidental death throughout their enrollment at the University.

Insurance Scheme Period The insurance scheme is valid from June 1 of every year to May 31 of the following year. The coverage is for 24 hours worldwide. In cases where a student leaves the University before the end of coverage period, the student remains eligible for benefits through the end of the coverage period.

G. Scholarships

The Chulalongkorn Graduate School offers a number of scholarships and grants to help alleviate students' financial burden. These funds also promote the enrolment of talented individuals in Chulalongkorn University. Conditions, grant amounts, and application periods for education support scholarships and research support scholarships **for each year** are subject to change in response to varying circumstances. Students are encouraged to keep abreast of Graduate School announcements scholarship availability. Categories of scholarships the Graduate School awards to students are as follow:

Student Support Scholarship

1. Graduate Studies Education Support Scholarship on the Occasion of His Majesty the King's 72nd Birthday
2. Tuition Fee Scholarship
3. Education Support Scholarship for Teaching Assistants
4. Tuition Support Scholarship for Research Assistants
5. Scholarships for Gifted Students in Sport
6. Chulalongkorn University Alumni Association Scholarship
7. Computer and Communication Education Foundation Scholarship
8. Royal Bangkok Sports Club Scholarship
9. Major General Doctor Pacha Siritworasarn Scholarship

10. Bank of Ayudhya Public Company Limited Scholarship
11. Prapai Sakulsri Scholarship

Research Support Scholarship

1. The 90 th Anniversary Of Chulalongkorn University Fund (Ratchadaphiseksomphot Endowment Fund)
2. CU. Graduate School Thesis Grant
3. Phd Scholarship For Research Aboard (D-RSAB)
4. Post Graduate Scholarship For Research Aboard (G-RSAB)
5. CU Graduate School Thesis Grant For “Sufficiency Economy”.
6. Professor Supradit Bunnak Scholarship
7. Lady Chuern Pisonlayabutra Scholarship
8. Pradit Kaljaruek Foundation Scholarship
9. Kasikorn Thai Public Company Limited Dissertation Support Scholarship
10. Overseas Research Presentation Scholarship for Doctoral Degree Candidates
11. National-Level Academic Research Presentation Scholarship for Graduate School Students
12. Postdoctoral Fellowship (Ratchadaphiseksomphot Endowment Fund)

H. Publication of research work from the thesis or individual research work

Since Chulalongkorn University’s Regulation on Graduate Education, B.E. 2551 (A.D. 2008), clauses 103 and 104, specifies that research work from the thesis or individual research work must be published as one requirement for graduation and since the Regulation does not set the guideline for specifying the name of the author of the article taken from the thesis or individual research work, students specify the name differently and sometimes their style is not aligned with the standard. The Graduate School sets hereby the guideline for all faculties to rely on as follows:

1. Students must specify firstly their name as author of the thesis in the article and the Department of Chulalongkorn University offering the curriculum.

2. For the thesis advisor, students must specify the Work Unit of their advisor.

I. Thesis preparation

Thesis preparation is one requirement for graduation for the curriculum which requires the thesis to be submitted as a part of the study. In preparing their thesis, students must avoid copying a piece of writing from someone else and representing it as their own work without quoting the reference. This plagiarism is considered to be a academic fault which causes damage to the reputation of the University, affects the quality and academic ethics, and leads to a disciplinary action, more information is provided in

<http://www.grad.chula.ac.th/download/files/Plagiarism.pdf>

Moreover, students should pay attention to the correct typing format for thesis since Chulalongkorn University's Regulation on Graduate Education, B.E. 2551 (A.D. 2008), Article 101, specifies that "typing format for thesis must comply with the Thesis Typing Format Handbook prepared by the Graduate School". The Graduate School has provided the Thesis Typing Format Handbook and Template for Thesis Typing to help students in typing their complete thesis, reducing their typing errors, and preparing their thesis in a standardized format. Students can download Thesis Typing Format Handbook and Template for Thesis Typing by following this link:

<http://www.grad.chula.ac.th/thesis/download.php>

J. Facilities

Chulalongkorn University provides a large number of facilities and services to meet students' various needs. These range from medical care, on-campus shuttle buses, consultation services, a cooperative store, books centers, and libraries, to a sports center.

A state-of-art health care center is situated on the second floor of Chamchuri 9 building.

The Center of Academic Resources is a resource center where students can find resource materials, borrow books, and conduct research on a wide range of topics. The Center offers related technical services and support on hardware, software and all the Center of Academic Resources' network connection system equipment. The Center coordinates and manages the online Chulalinet library service available in all Faculties and Institutes' libraries and the off-campus Uninet library search service available through network connection, as well as global network connection via the internet.

Internet service is provided through the Office of Information Technology.

On-campus transportation is facilitated by four shuttle bus lines.

The University offers a Consultation Hotline service staffed by professional counselors. Students can call 02-215-1558 Monday to Friday from 12:00 to 17:00 hours.

In addition, cooperative stores offer stationery and consumer goods at reasonable prices. A range of services are also available to accommodate those who need them. The Cooperative welcomes membership subscription, and part of its operating profits are returned to members in the form of dividends, activities, and privileges, while the remainder is spent on operations intended for the benefit of Chulalongkorn University and society. The Chulalongkorn Book Center sells textbooks and other publications. The sports center comprises tennis courts, an indoor gymnasium, a fitness center, and a swimming pool. Interested persons may contact the Chulalongkorn Sports Center at 0-2218-2824-7 and 0-2218-2840.

K. Accommodations/Dormitories near Chulalongkorn University

Puang Chomphu Dormitory (U-Center) (<http://www.u-center-thailand.com>) is a privately-run dormitory under the supervision of the University. It is located directly opposite the Chulalongkorn Secondary Demonstration School and Chamchuri 9 Building. Chulalongkorn students may rent rooms at this dormitory at a reasonable price. Moreover, the dormitory organizes various activities that teach students about living with others and taking responsibility for themselves and the community. Students may obtain more information at the Student Affairs Office, Chula Chakrabongse Building, 2nd floor, Telephone: 0-2218-7043 and 0-2218-7055.

Pathumwan district

@Soi 29/1 Soi Rongmuang2, Rongmuang road, Rongmuang, Pathumwan, Bangkok 10330, A new apartment in the city center, close to MBK center, Siam Paragon, Tesco Lotus Rama1, Chulalongkorn University, Hua Lamphong Station, near National Stadium BTS Station, room rents between 5,000-7,000 baht/month. Telephone: 0-81441-7981, 0-2214-5068.

R.S. COURT 76/1 Soi Kasemsan3, Rama1, Pathumwan, Bangkok 10330, Telephone: 0-2216-3492

KIJDAMRONG MANSION 59/1 Soi Thanon Charasmuang, Rongmuang, Pathumwan Bangkok 10330. All built-in furniture complete with an air conditioner, cabinets, counters, rates between 4,500-5,000 baht/month, live-in owner Two renters may share a room at 3,000 baht/month/person 2,700 baht per month including utilities Telephone: 0-2252-5582

BLUE SMILE TRAVEL 36/44 Soi Kasemsan1, Rama1, Pathumwan, Bangkok 10330

RAMA 4 CITY COURT Soi Plukchit Rama4, Lumpini, Pathumwan, Bangkok Rooms may be rented by 1-4 people, complete with air conditioner, television, furniture, bathroom, key card, security guard, two bus stops from National Stadium BTS Station

SRIPHAN 916 Phyathai road, Wangmai, Pathumwan , Bangkok
Telephone: 0-2215-4021

SUWANNA APARTMENT 70 Rama1, Pathumwan, Bangkok 10330,
Telephone: 0-2214-1941

SENAKIJ APARTMENT Phyathai road, Pathumwan Bangkok,
Telephone: 0-2612-0234 Renovated rooms for rent, rates between 1,800-2,000 per month, shared bathrooms, no furniture, clean, regular maids, many exits including Hua Lamphong Station and Bantad Thong

URAPORN WOMEN'S APARTMENT 56/15-16 Soi Rongmuang3, Rama1, Rongmuang, Pathumwan, Bangkok 10330 2,100 baht/month

ALGELA PATHUMWAN WOMEN'S APARTMENT 32/1 Soi Langsuan, Ploenchit road, Lumpini, Pathumwan, Bangkok 10330

PATHUMWAN WOMEN'S APARTMENT 38-42 Soi Chula 12, Rama6 road, Wangmai, Pathumwan, Bangkok 10330

RTN DORMITORY 185/8-9 Rama1 road, Rongmuang, Pathumwan, Bangkok 10330

Ratchathewi district

CHITNARONG APARTMENT 50 Soi Petchburi5, Petchburi road, Thung Phyathai, Ratchathewi, Bangkok 10400, Telephone: 0-2612-2045

CHINA MANSION Soi Petchburi5, Petchburi road, Thung Phyathai, Ratchathewi, Bangkok 10400, Telephone: 0-2208-9030

RATCHATHEWI COURT 57 Soi Kolit, Phyathai road Ratchathewi, Bangkok 10400, Telephone: 02-251-9743

L.A. MANSION 205-207 Soi Petchburi5, Petchburi road, Thung Phyathai, Ratchathewi, Bangkok 10400, Telephone: 0-2216-7381

RATCHATHEWI APARTMENT 488 Soi Petchburi18, Petchburi road, Thung Phyathai, Ratchathewi, Bangkok 10400, Telephone: 0-2644-9061

RACHAWADI MANSION 322 Soi Thammasaroj, Phyathai, Petchburi road, Ratchathewi, Bangkok 10400

BAAN LERTBENYA 27/41 Soi Lertpanya, Ratchawithi road, Ratchathewi, Bangkok 10400

BAAN WORACHAT Petchburi 6, Petchburi road, Thung Phyathai, Ratchathewi, Bangkok 10400, Telephone: 0-2612-9061

PHYATHAI LIEU APARTMENT Phyathai road Ratchathewi, Bangkok 10400, Telephone: 0-2612-1539

RAMPHAI APARTMENT 124, Soi Petchburi, Petchburi road, Ratchathewi, Bangkok 10400, Telephone: 0-2215-7812

RUANGSIRI APARTMENT 1 Soi Petchburi7, Petchburi .road, Ratchathewi, Bangkok 10400, Telephone: 0-2612-1296

VENEZIA RESIDENT 890/93 488 Soi Petchburi18, Petchburi road, Ratchathewi, Bangkok 10400, Telephone: 0-2656-5177

SUTHIRA MANSION 22 488 Soi Petchburi7, Petchburi road, Ratchathewi, Bangkok 10400, Telephone: 0-2612-1000

MANSIN WOMEN'S APARTMENT 173/15 Rama 6 Soi 2, Thung Phyathai, Ratchathewi, Bangkok 10400

AVENUE MANSION 70/29 Soi Petchburi7, Petchburi road, Ratchathewi, Bangkok 10400, Telephone: 0-2219-7393

Bangrak district

SONG PHRA APARTMENT 240 Mahaprutharam, Bangrak, Bangkok, Telephone: 0-2633-0140

AUSILI-UM WOMEN'S APARTMENT 124 Saladaeng road, Bangrak, Bangkok 10500, Telephone: 0-2233-3430

SIPHRAYA DORMITORY 347/1 Siphraya road, Bangrak, Bangkok, Telephone: 0-2617-5858

Phyathai district

PRATUANGSUK WOMEN'S APARTMENT 779/4 Soi Luecha,
Paholyothin road, Phyathai, Bangkok 10400, Telephone: 0-2278-1652-3

EK-YOTHIN APARTMENT 941/1 Soi Paholyothin1, Paholyothin
road, Samsennai, Phyathai, Bangkok 10400, Telephone: 0-2270-1684-5