



*Chulalongkorn University Graduate Studies  
Regulation, 2008*





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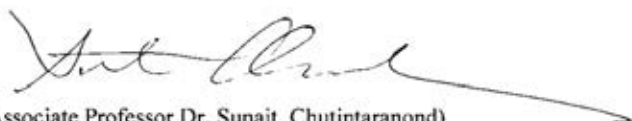


## **Foreword by the Dean of the Graduate School**

The Graduate School has published Chulalongkorn University Graduate Studies Regulations 2008 to be used as in the administration of the graduate studies and that they serve the 2008 Chulalongkorn University Act. The contents are categorized into different sections for ease of reference and some additional parts were added and clarified.

This set of regulations is applicable to students who enroll the graduate programs from academic year 2008 onwards. For those who commenced their studies before this year, it is stated in the temporary provision that the previous set of regulations remains applicable to them until their status as a graduate student is terminated.

On behalf of the Graduate School, I hope that this document will be useful for the students, faculty members and all those involved in the graduate studies of Chulalongkorn University.



(Associate Professor Dr. Sunait Chutintaranond)

Dean of the Graduate School



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## **Chulalongkorn University Graduate Studies Regulations, 2008**

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Chulalongkorn University Graduate Studies Regulations, 2008 have been formulated in order to promote academic excellence and maintain the University's standards for postgraduate study so that they remain internationally accepted.

By virtue of Article 21 (2) in Chulalongkorn University Act (2008), the University Council, at its 698<sup>th</sup> meeting (special meeting) on 24 April 2008, approved the stipulations of the following :

**Number 1.** The regulations shall henceforth be known as "Chulalongkorn University Graduate Studies Regulations, 2008."

**Number 2.** These regulations shall be applied to all students enrolled from the academic year 2008 on.

**Number 3.** Any other rules, regulations or announcements subsumed in the foregoing regulations and those in conflict with the provisions laid down in this new set of regulations shall be replaced by this current set.

The present set of regulations shall not be applied to the postgraduate programs of Sasin Graduate Institute of Business Administration of Chulalongkorn University and the joint programs which were granted exemption by the University Council.

**Number 4.** In these Regulations :-

"Graduate School" means the Graduate School of Chulalongkorn University,

"The Graduate School Board" means the Graduate School Board of Chulalongkorn University.

“The Faculty” means faculties, schools or other units called otherwise, whose status are equivalent to a faculty which offers a postgraduate program.

“Dean” means the Dean of the faculty or school which offers graduate programs as well as Director or Head of the unit, whose status is equivalent to a faculty which offers a graduate program.

“The Faculty Board” means the Board of a faculty or school as well as of a unit, whose status is equivalent to a faculty.

“The Program Committee” means the committee responsible for administering and developing a graduate program offered by a faculty, school, or unit, whose status is equivalent to that of a faculty.

“The Head of the Department” means the Head of the Department which is responsible for a graduate program, a program director who is not affiliated to a particular department, or the director of an interdisciplinary program.

“Chulalongkorn University Staff” means staff of Chulalongkorn University, including lecturers, researchers, or other staff members who receive monthly remunerations from Chulalongkorn University.

“External Scholar” means an expert from outside the University.

“Specialist” means a staff member of Chulalongkorn University or an outside expert who was appointed as Special by the University Council so as to perform an undertaking related to postgraduate studies at Chulalongkorn University.

“Full-time lecturer” means a staff member of Chulalongkorn University, who is responsible for teaching or performing other duties for particular degree programs, as stated in his/her job assignment. Full-time lecturers also include (1) full-time lecturers of other universities or educational institutes who hold contracts with Chulalongkorn University to provide courses or conduct joint research for a particular program, and (2) staff members of other organizations holding contracts to conduct the abovementioned missions.

“Special lecturer” means a person who has been appointed by the President of the University at a faculty dean’s recommendation to teach and be responsible for a course during each academic year.

“Program” means graduate programs in various fields of study, which have been approved by the University Council and of which the Board of University Affairs have been informed.

“Doctoral - Master Continuing Program” means Doctoral and Master programs that share the same title, the same Program Committee and most of the requirements for degree courses, and rely on the continuing administrative systems.

“Student” means, unless stated otherwise, Chulalongkorn University students, both full-time and part-time.

**Number 5.** The President of Chulalongkorn University is to supervise the enactment of these regulations.

With the approval of the University Council, the President of Chulalongkorn University is authorized to erect any regulations or announcements which are necessary for graduate studies and comply with this set of Regulations.

## **Section 1**

### **General matters**

**Number 6.** Chulalongkorn University Staff and External Scholar who are involved in postgraduate programs are required to have all the qualifications stated in this set of Regulations and specified by the Academic Policy Board.

The Academic Policy Board may instead appoint as Specialist Chulalongkorn University staff member or External Scholar whose qualifications do not match all the requirements stated above, so that he/she can undertake to perform his/her duties related to graduate studies, as stated in the regulations.

The criteria and procedures for appointing the Specialist as stated above shall be in accordance with those set up by the Board of Academic Policy.

**Number 7.** In cases where there are issues concerning any aspects of graduate studies that are not addressed in the present regulations, or problems in executing any of the regulations, the Postgraduate Board shall submit the cases to the University President, so that he/she can make decisions as deemed appropriate.

**Number 8.** In order to ensure smooth and efficient administration, the Dean of the Graduate School may make any announcements for the purposes of these regulations.

In order to facilitate the enactment of these regulations, the Faculty Board may make any announcements on the criteria for execution of the regulations within the Faculty, all of which must be consistent with these regulations.

## **Section 2** **Academic Administration**

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### **Part 1** **Academic System**

**Number 9.** The Graduate School operates a credit system. The academic year is divided into two semesters, or three terms or any other period divisions as may be prescribed by the University Council.

**Number 10.** Academic year is divided into two types, as follows:

(1) The bi-semester academic year is divided into two semesters: first and second semesters. There may also be an additional summer session after the conclusion of the second semester.

(2) The tri-semester academic year is divided into three terms: first, second and third semesters.

Each semester consists of not less than 15 weeks, while the summer session is made up of approximately 6 to 8 weeks, with the number of class periods for each course subject equaling those of a regular semester.



**Number 11.** Semester hour units representing the volume of academic work shall be referred to as "Credits". The number of credits granted for each course subject is determined as follows:

(1) Theory-based courses entailing at least 15 hours of lectures or seminars over one full semester shall yield one credit.

(2) Laboratory based courses entailing at least 30 hours of training or laboratory sessions over one full semester shall yield one credit.

(3) Training or fieldwork practice entailing at least 45 hours over one full semester shall yield 1 credit.

(4) Independent study or thesis/dissertation work entailing at least 45 hours of research over one full semester shall yield 1 credit.

In the case of a different academic system, the criteria for and details about the calculation of credits and their equivalent values in the bi-semester system shall be spelled out in the documents of the Program concerned.

**Number 12.** The subjects specified in the curriculum as courses that students must study and pass examinations in order to receive an "S" grade but do not merit a grade to be accumulated for the overall credit requirements in the program shall be referred to as "Non-Credit Courses".

Students who receive a "U" grade in a non-credit course, as explained above, must re-register for that course.

**Number 13.** "Credits" are divided into three types, as follows:

(1) "Credits studied" mean the number of credits for the courses students have registered for.

(2) "Aggregated Credits per Semester" means the total number of credits for every subject taken and students receive the letter grades of A, B+, B, C+, C, D+, D and F in a particular semester.

(3) "Overall Cumulative Credits" mean the total number of credits for all subjects which students have gained every time they receive grades of A, B+, B, C+, C, D+, D and F at the conclusion of a semester. Acceptance of credits from re-registration for any one self-same subject shall be subsumed under this regulation.

(4) "Credits Completed" means the number of credits for subjects students shall have passed at grades A, B+, B, C+, C, or S. In cases where students have passed any course more than once or where they have passed any additional course specified as equivalent to the course already completed, only the number of credits gained at the first pass shall be awarded. Notwithstanding this regulation, students may, with the permission of the Graduate Studies Committee, re-register and have the credits for both subjects in question validated, provided that the additional subject's content is significantly different from that of the previous one.

## **Part 2 Period of Study**

**Number 14.** "Period of Study" means a total period of time which students spend on studying and producing academic works, as required by the curriculum, namely taking courses, conducting research, writing up a thesis or dissertation, as well as having his/her thesis published.

The Period of Study, as defined above, shall commence from the date of first registration for graduate study in the program and finish when students pass the examinations and complete all of the Program's requirements.

**Number 15.** The period of study for a Graduate Diploma and an Advanced Graduate Diploma shall not exceed that determined by the Policy Board.

**Number 16.** The maximum period of study for a master's degree shall be 4 academic years.

**Number 17.** The maximum period of study for a doctoral degree shall be

- (1) 6 academic years with regard to candidates who hold a master's degree.
- (2) 8 academic years with regard to candidates who hold a bachelor's degree.

In cases where a student succeeds in an a thesis or dissertation examination and submits a copy of his/her thesis/dissertation within the appropriate period of time, as indicated above, but is still waiting for his/her research to be published in an international journal, the student may request an extension of the study period, which shall be the maximum of 2 semesters. Each granted extension shall not exceed 1 semester. To request an extension of the study period, students are required to provide evidence for the submissions of their research papers for publication and maintain their status as a Graduate Student during the semester in which he/she has been granted an extension.

**Number 18.** In cases where there are unavoidable cases that prevent a student from completing his/her study within the period of time stipulated, he/she shall submit his/her case to the Program Committee and the Faculty Board, respectively, for their consideration. Should the Faculty Board agree to allow the student an extension of the period of study, he/she shall proceed to submit the matter to the Graduate School Board and the President of the University for an approval.

**Number 19.** The period of study for the foregoing programs with regard to regular part-time students shall not be 1.5 times longer than the duration specified above.

### **Part 3**

#### **Language of Instruction**

**Number 20.** Courses may be conducted in Thai or in a foreign language.

Students may write their theses/dissertations or their research exercises in Thai or in a foreign language as specified by the Program Committee.

The above-mentioned regulations on language of instruction shall be announced before an application to the Program takes place.

## **Section 3 Graduate Programs**

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### **Part 1 Available Study Programs**

**Number 21.** The Graduate School offers the following programs of study:

(1) The Graduate Diploma Program is a program of advanced study aimed at building up professional expertise and efficiency. It is a self-contained program for holders of bachelor's degrees or the equivalent.

(2) The Master's Degree Program is a program of advanced study aimed at promoting academic and research advancement in a variety of disciplines at a higher level than the bachelor's degree level.

(3) The Advanced Graduate Diploma Program is a program designed to build up professional expertise and efficiency. It is a self-contained program for holders of bachelor's degrees that require 6 academic years of study, of master's degrees or equivalent. In some cases, holders of the graduate diplomas in specialized areas of study may be accepted.

(4) The Doctoral Program is a program of advanced study aimed at promoting academic and research advancement in a variety of disciplines at a higher level than the master's degree level.

### **Part 2 Structure of Programs of Study**

**Number 22.** For the Graduate Diploma Program and the Advanced Graduate Diploma Program, each of them consists of courses carrying a minimum of 24 credits in total throughout the entire duration of the course.

**Number 23.** The Master's Degree Program consists of a minimum of 36 credits in total throughout the entire duration of the course. Students can opt for one of the following two plans:

(1) **Plan A:** this is a research-based program plus thesis.

(2) **Plan B:** this is a coursework-based program. No thesis is required. Departments offering **Plan B** are required to offer **Plan A** as well, so that students can make their choices. On the other hand, the Department offering **Plan A** for its master's degree program may choose to offer **Plan B** as well. This shall comply with the criteria set up by the Academic Policy Board.

**Number 24.** **Plan A** of the Master's Degree Program is divided into two formats.

(1) "Plan A1": this consists of a minimum of 36 credits of Thesis

(2) "Plan A2": this consists of a minimum of 12 credits of Thesis and a minimum of 12 credits of coursework. The combination between them, however, must result in a minimum of 36 credits in total.

**Number 25.** Students who follow **Plan B** of the Master's Degree Programs (see **Number 23 (2)**) in the scientific field of study must complete 6 credits of Independent Study while those in the Program in other fields are required to complete not less than 3 credits and not more than 6 credits of Independent Study.

**Number 26.** The Doctoral Program is a research-based degree leading to a dissertation. The doctoral dissertation is expected to contribute to the advancement of knowledge and must meet the most rigorous academic standards. The doctoral program is available to students in two schemes of study.

(1) "Scheme 1" is a research-based program leading to a dissertation. This type of scheme consists of two formats:

(a) "Scheme 1.1": Candidates who have a master's degree shall produce a dissertation worth not less than 48 credits.

(b) "Scheme 1.2": Candidates who have a bachelor's degree with Honours shall produce a dissertation worth not less than 72 credits.

(2) "Scheme 2" is a research-based program, combining coursework with research leading to a dissertation. This type of scheme consists of two formats:

(a) "Scheme 2.1": Candidates with a master's degree shall take courses of at least 12 credits in total and produce a dissertation worth not less than 36 credits.

(b) "Scheme 2.2": Candidates with a bachelors degree shall take courses of at least 24 credits in total and produce a dissertation worth not less than 48 credits.

**Number 27.** As for the Continuing Program, it offers all of the above-mentioned schemes of the Doctoral Degree Program, i.e. Schemes 1.1, 1.2, 2.1 and 2.2 while only Plan A of the Master's Degree Program, consisting of both Plans A1 and A2, is available.

**Number 28.** Students may take courses or be involved in other approved academic activities on a non-credit basis, subject to the specifications of the Program Committee.

### **Part 3 Program Administration**

**Number 29.** There must be Program Committee for each graduate program, represented as "Committee of the ....(Program Title).... Program", which is appointed by the Faculty Board and consist of at least 5 people, namely:

(1) Program Director, who is either Head of the Department or a staff member appointed by Head of the Department;

(2) 2 Committee Members in charge of the administration of the Program;

(3) At least 1 Committee Member, who can be a full-time lecturer of the Program, a full-time faculty member, or an external scholar in the relevant field of study;

(4) Member and Secretary to the Committee, who is a full-time lecturer of the Program.

One or two Assistants to the Committee Secretary may be appointed by the Program Committee.

In cases where the Program is offered by the Faculty that holds no departments, is a joint program offered by multiple departments, is an interdisciplinary program, or is based on administrative structures other than those mentioned above, the Faculty Dean or a staff member appointed by the Dean shall be Director of the Program.

The Program Committee of a Master's Degree Program and a Doctoral Degree Program in the same field of study may be the same Committee.

A person can be appointed to be in more than one Program Committees.

**Number 30.** The term for Program Committee is 2 years and they can be re-appointed.

In cases where the post of Program Director is vacated, the Dean shall appoint as Acting Program Director one of the two Committee Members, who are in charge of administration of the Program, and arrange for the new Program Director to be appointed within 30 days, starting from the day the post is vacated.

**Number 31.** The Program Committee is authorized to perform the following duties:

- (1) administering the Program in the way that serve the policies of the Faculty, Graduate School and University;
- (2) monitoring the standards of the Program so that they meet the present Regulations and standards of the relevant profession (if any);
- (3) supervising the execution of instructions and examinations in the Program;
- (4) ensuring that the Program is run in a way that corresponds to the Quality Assessment system;
- (5) performing other tasks assigned by the Dean, the Graduate School Board and the Academic Policy Board.

**Number 32.** The Faculty Board shall appoint 5 full-time lectures as full-time staff members of the Program, who will be responsible for running the Program throughout the time when it is open.

There are 2 types of full-time staff of the Program, namely:

(1) Those in charge of running the Program, consisting of 3 faculty members, who have the following qualifications:

(a) holding a doctoral degree or its equivalent, or holding an academic title not lower than Associate Professor in the relevant fields of study, in order to be in charge of the Graduate Diploma Program, the Advanced Graduate Diploma Program and the Master's Degree Program;

(b) holding a doctoral degree or its equivalent, or holding an academic title not lower than Professor in the relevant fields of study, in order to be in charge of the Doctoral Degree Program.

(2) Those who are not in charge of running the Program, consisting of 2 faculty staff, who have the qualifications as stated in Number 66.

**Number 33.** Full-time faculty members can be appointed as full-time staff of more than 1 program at the same time, in cases where:

(1) they have already been full-time staff of a particular program and later been appointed as full time staff of an interdisciplinary program related to the program they have been working for.

(2) they have been appointed as full-time staff of both the Master's and Doctoral Degree Programs in the same area of studies.

**Number 34.** Changes in full-time lecturers of the Program must be first approved by the Program Committee and the Faculty Board before reported to the Academic Policy Board.

Each evaluation and development of the Program should also involve a review of the performance of the Program's full-time staff.

**Number 35.** The Program Committee shall set up a clear Quality Assurance System for the Program, relying on the University's Quality Assurance System (CU-CQA) or other academic quality assurance systems, which are approved by the Academic Policy Board.

**Number 36.** An evaluation and development of the Program shall be conducted by the Program Committee at least every 5 years.



## **Section 4 Admission**

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### **Part 1 Qualifications of Candidates**

**Number 37.** Candidates for each Program must complete their studies from the programs endorsed by the Ministry of Education, have the qualifications required by each Program and other qualifications prescribed by the Program Committee.

Prescription of other qualifications, as mentioned above, must be approved by the Faculty Board and shall be conducted annually.

**Number 38.** Candidates for the Graduate Diploma Program must hold a bachelor's Degree or its equivalent.

**Number 39.** Candidates for the Advanced Graduate Diploma Program must hold a bachelor's degree from a six-year program or a master's degree or its equivalent. However, for a vocation-oriented Program, a candidate with a bachelor's degree is deemed qualified for admission.

**Number 40.** Candidates for a Master's Degree Program must hold a bachelor's degree or its equivalent.

It should be noted, however, that candidates adopting Plan A, Version A(1) should have graduated in the same field of study as that in their master's degree Programs or in any other fields as may be approved or prescribed by the Program Committee, in which case the prescribed other fields of study shall be announced before the application takes place.

**Number 41.** Under the Regulations in Numbers 84 and 124, candidates for a Doctoral Degree Program must hold either:

- (1) a master's degree or its equivalent
- or (2) a bachelor's degree or its equivalent in the same field of study as that of their doctoral degree programs or in any other field as may be

approved by the Program Committee. They should in addition have graduated with an undergraduate academic record demonstrating a cumulative average quality-point ratio equivalent to an Honours-degree level of attainment.

For Continuing Programs, candidates for a Master's Degree Program or a Doctoral Degree Program must have either the above-mentioned qualifications or the ones stated in Number 40. The candidates must also pass a foreign language test for a Master's Degree Program, required by the Academic Policy Board.

**Number 42.** Applicants whose status as a graduate student has been terminated after having completed their studies specified in the curriculum of a program of study but have failed to graduate or after failing to maintain the minimum cumulative grade required may gain re-admission to the same program of study only at the discretion of the Graduate Studies Committee.

## **Part 2**

### **Criteria and methods for admission**

**Number 43.** Admissions to the Graduate Program may be made by way of an examination, a selection or any other method that the Program Committee deems appropriate.

In cases where the results of the selection process indicate that an applicant's performance is inadequate or that the applicant's performance surpasses the level he/she is applying for, the Program Committee may consider accepting the applicant at a level a step lower or higher of the program the applicant is applying for.

The execution of the selections, whether those stated in the first or second paragraph above, must be approved by the Faculty Board.

**Number 44.** Acceptance to Doctoral and Master's levels is contingent upon the applicant's passing of a foreign language test according to criteria announced by the Academic Policy Board or set up by the Program.

The foreign language to be tested is normally English. However, languages other than English may be tested if they are approved by the Program Committee. In such case, the language to be tested must not be that which a candidate regularly uses in ordinary communication. For a language-related program of study, the language must not be the one a candidate is using in his/her application as a major concentration.

**Number 45.** In cases where an applicant is awaiting the results of his/her bachelor's or master's degree course, whichever is applicable, admission will be complete only when the applicant has submitted the necessary evidence of completion of a degree at whichever level within the period of time stipulated by the Office of the Registrar.

**Number 46.** Graduate students may not enroll in more than one program at the same time.

**Number 47.** The Faculty Board is responsible for the final approval of the admissions.

### **Part 3**

#### **Categories of students**

**Number 48.** Successful applicants for any level of diploma or degree will enjoy the status of student in any of the following categories:

- (1) Regular student
- (2) Conditional student

The Faculty Board may allow an applicant to be admitted as a conditional student on a trial basis in certain programs except for areas of study in the A (1) type of plan A in the master's program and type 1 of the doctoral program.

**Number 49.** Students of a Continuing Program shall enjoy the status of a graduate student, without being indicated as a PhD or MA student until they pass the criteria stated in Part 1 of Section 8 and are officially admitted to a Doctoral or Master's Degree Program.

**Number 50.** Those who enter a program of study but will not receive a diploma or degree at whichever level are divided into three categories:

- (1) visitors
- (2) research students
- (3) inter-university students

Admission of the students in the above categories must be approved by the Faculty Board.

**Number 51.** Consideration may be given by the Program Committee to those other than graduate students of Chulalongkorn University to be visitors in certain subjects. However, they are allowed to register no more than 6 credits of coursework per semester and must complete the registration at the Office of Registrar within the period of time determined by the Office of the Registrar.

**Number 52.** Consideration may be given by the Program Committee to accept a graduate student from another program, or another institution within Thailand or abroad, to undertake research on a specific topic in one particular semester or at a certain time as deemed appropriate.

The Program Committee may revoke the status of a research student should it be apparent that the research shows inadequate progress or that the student has been guilty of misconduct.

The acceptance of a research student and revocation of the status of a research student must be reported to the Graduate School. In cases where a research student comes from overseas, the Graduate School shall further notify the matter to the Office of International Affairs.

**Number 53.** Consideration may be given by the Program Committee to accept graduate students from another institution within Thailand and abroad as an inter-university student in order to register for certain course(s) so as to transfer the credit(s) and grade(s) to the program of the institution of their affiliation. The registration must be done at the Office of Registrar within the period of time determined by the Office of Registrar.

## **Section 5 Registration**

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### **Part 1 Registration for entry to the University**

**Number 54.** Those who are admitted to the University as a student must register for their entry to the University by presenting the documents and evidence prescribed by the Office of Registrar, for their courses of study and pay tuition fees as well as, if applicable, other fees

### **Part 2 Course registration**

**Number 55.** Registration for courses of study is divided into 2 categories:

(1) Regular registration takes place before the beginning of every semester.

(2) Late registration takes place within the first two weeks of the semester or the first week of the summer semester.

The registration schedule, date, time and method shall be in accordance with those announced by the Office of Registrar.

In cases where exceptional circumstances render it impossible for a student to register within the stipulated period of time, special permission may be granted on a case by case basis by the Director of the Registrar's Office.

**Number 56.** Registration by a regular student is categorized according to his/her student status:

(1) Full-time students must register no more than 15 credits for coursework and/or thesis in each semester.

(2) Part-time students must register no more than 6 credits for coursework and/or thesis in each semester.

Students can register no more than 6 credits for coursework and/or thesis for the summer semester.

Registrations that do not comply with the above-mentioned stipulations can be conducted only when they gain approval from the Director of the Office of Registrar.

Registration for courses at the undergraduate level, which are stated in the Graduate School Announcement, shall require an assessment system of S or U grades only.

In cases where a regular student needs to register for a course at the graduate or undergraduate level in order to gain a more solid basis in his/her studies and the said subjects are assessed as S or U grades he/she is required to register at least 3 credits for a required subject at the graduate level in the program of study.

**Number 57.** Registration by a conditional student is categorized according to his/her student status:

(1) Full-time conditional students - In the first semester the student must Register for no fewer than 6 credits of required courses at the graduate level in the program of study he/she has enrolled in.

(3) Part-time conditional students - In the first semester the student must register for no fewer than 3 credits of required courses at the graduate level in the program of study he/she has enrolled in.

The courses, which the conditional students must register in the first semester, shall be determined by the Program Committee and these credits must be computed for a grade point average.

At the end of the first semester in which the student has registered for courses, a conditional student must obtain a GPA of no less than 3.00 and the S grade in non-credit courses so that his/her status can be changed to that of a regular student.

**Number 58.** A student may register as a visitor in certain courses only with the consent of the course instructor and the Program Committee. If a particular course limits the number of students, the visitor should be given the lowest priority.

**Number 59.** Students may register for Thesis from the first semester of their study. Should a student have achieved the number of credits for thesis as prescribed by the Program but have not yet completed his/her thesis, he/she must still register for thesis but the credits will not be counted. The student is also required to pay a full amount of tuition fees and other fees (if any).

**Number 60.** A student may register for courses in another institution instead of courses stipulated in the program of study in order to be computed for a grade point average of not more than one third of the total credits in his/her program of study. Before doing so, consent must be given by the Program Committee and the Faculty Board.

In cases where a special course of study has been organized, such as in a joint program, registration should proceed according to the stipulations of the program.

### **Part 3**

#### **Exemption of subjects**

**Number 61.** A student may be exempted from taking a course in the program he/she is studying provided he/she has enrolled in that particular course and achieved an S or a grade no less than B or the equivalent.

The course that the student is requesting exemption for, in accordance with the conditions mentioned above, must have been taken within a period of no more than 5 years, starting from the semester that follows the one in which the student received the grade in the subject requested for exemption.

Exemption can be made for no more than 1 out of 3 of the credits of the total number of courses (decimals not included) in the program of study, discounting thesis credits. In cases where a change in the program of study takes place according to number 131, an exception is given where the number of exemptions is unlimited.

Exemption of subjects in a program of study must take place, with the approval of the Faculty Board, within the first semester that the student registers for study. In certain cases, the Program Committee may arrange for the student's knowledge to be tested in order to determine eligibility.

**Number 62.** In cases where an exemption has taken place, after the student has taken and passed other regular subjects apart from those that have been exempted, it can then be considered that he/she has fulfilled the requirements of subjects to be taken in his/her program, except in cases where the program stipulates that additional subjects must be taken.

#### **Part 4**

#### **Addition, reduction or withdrawal from courses**

**Number 63.** Addition, reduction of and withdrawal from courses must be in accordance with the following stipulations:

(1) Addition and reduction of courses must be in accordance with the stipulations in Part 2: Registration.

(2) Application for the addition of courses can be done only within the first two weeks of a semester or within the first week of the summer semester.

(3) Application for a reduction of courses can be done only within the first six weeks of a semester or within two weeks for the summer semester. The reduced course(s) will not appear on the student's transcript.

(4) Application for withdrawal from courses can be done only within the first six weeks but not after the initial twelve weeks of a semester or within two weeks but not after four weeks for the summer semester. The course(s) withdrawn will appear on the student's transcript.

(5) Reduction of and withdrawal from courses must not result in fewer than one remaining registered course in the semester.



## **Part 5**

### **Re-registration**

**Number 64.** Re-registration must be in accordance with the following stipulations:

(1) Students who have obtained a D+, D, F, U or W in a required course must re-register for that course until they obtain an A, B+, B, C+, C or S in the course. Without one of these grades, they will not be able to graduate.

(2) Students who have obtained a D+, D, F, U or W in an elective course are allowed to take another course instead, if necessary.

(3) In other cases than those stipulated in numbers (1) and (2), students may re-register for the course for which they have obtained a C+ or C.

(4) By consent of the Program Committee, students may re-register in a course when the subject matter is different from that of the one they have taken before in the previous registration.

## Section 6 Instruction and Examination

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### Part 1 Instruction

**Number 65.** Arrangement of courses, course schedules and course instructors shall be in accordance with the stipulations set by the Program Committee.

**Number 66.** Instructors of courses in a graduate program shall be full-time lecturers, special lecturers or external scholars with experiences in teaching and doing research, which is not part of the study for a degree. They must also have the following qualifications:

(1) for graduate diploma, advanced graduate diploma and master's degree programs, a course instructor must hold at least a master's degree or its equivalent, or have achieved an academic title, at the minimum, of Assistant Professor in the field of study relevant to the course for which he/she is responsible.

(2) for doctoral degree programs, a course instructor must hold at least a doctoral degree or its equivalent, or have achieved an academic title, at the minimum, of Associate Professor in the field of study relevant to the course for which he/she is responsible.

A course instructor is responsible for teaching, conducting activities and assessment of a course assigned to him/her.

**Number 67.** A student shall have one supervisor for his/her thesis writing. However, for academic benefits, a student may also have the maximum of two co-supervisors.

A full-time lecturer shall assume the role of main supervisor for no more than 5 students in master's and doctoral degree programs. Exceptions are given when the Faculty Board has agreed that a lecturer of the program has enough potential to supervise more than 5 students. In this case, a lecturer can be assigned to be the main supervisor of more than 5 students in the program, with the maximum of 10 students in his/her charge.

The number of students mentioned above includes all those who have not completed their studies while a faculty member is assuming the role of the main supervisor. A student shall be counted only when his/her thesis proposal has gained approval from the Faculty Board.

**Number 68.** A thesis supervisor must have the following qualifications.

- (1) the main thesis supervisor must be a full-time lecturer.
- (2) A co-supervisor may be a full-time lecturer, a special lecturer or an expert from outside the University.

A thesis supervisor must have experiences in conducting research, which is not part of his/her study for a degree, and hold at least a doctoral degree or its equivalent, or have achieved an academic title, at the minimum, of Associate Professor in a field of study relevant to the research he/she is supervising. Exceptions are given to those who have been appointed as Specialist in a particular field of study.

For Scheme 1 of a doctoral degree program, the main thesis supervisor must have academic publications that are internationally recognized and can clearly indicate his/her capability to supervise a student's research.

For a field of study which is in demand and suffers a lack of experts, an expert from outside the University may be appointed to perform the role of the main thesis supervisor. In such case, the matter must initially gain consent from the Faculty Board before it is proposed to the Graduate School Board for further consideration. The result will afterwards be forwarded to the Academic Policy Board for final consideration before approval is granted on a case-by-case basis.

**Number 69.** The main thesis supervisor has the following responsibilities:

- (1) giving a student advice on preparing research proposals and arranging for the proposals to be submitted within the prescribed period of time;
- (2) supervising the students' theses so that they correspond to the proposals that have passed the examination and approved by the Faculty Board;
- (3) giving students advice on the theories, approaches and methodologies relevant to the student's research, as well as assisting them in solving the problems that may arise along the course of their research;

(4) giving students advice on thesis writing and language use;

(5) ensuring that a student's work progresses in accordance with his/her work plan, assessing the student's work performance as well as reporting his/her work progress to the Program Committee every semester until the thesis is completed;

(6) giving consent to a student's proposal for entering a thesis examination

(7) being an examiner of a thesis and taking part in the examination of his/her supervisee

(8) giving the students advice on the way to have their PhD research published, which is in accordance with these Regulations and the criteria set by the Academic Policy Board.

**Number 70.** A co-supervisor shall have the following responsibilities:

(1) joining in supervising the students' theses so that they correspond to the proposals that have passed the examination and approved by the Faculty Board;

(2) joining in giving students advice on theories, approaches and methodologies relevant to the student's research, as well as assisting them in solving the problems that may arise along the course of their research;

(3) joining in giving students advice on thesis writing and language use;

(4) joining in ensuring that a student's work progresses in accordance with his/her work plan, assessing the student's work performance as well as reporting his/her work progress to the Program Committee every semester until the thesis is completed;

(5) joining in examining a thesis and taking part in the examination of his/her supervisee

## **Part 2**

### **Course examination**

**Number 71.** Course examination is aimed at testing a student's knowledge in a particular course. It may be a written examination or other form(s) of assessment. Students must be informed in advance at the beginning of the semester of the type of assessment.

Students must be tested for all the courses registered except for courses where they are registered as visitors or courses from which they have been appropriately withdrawn according to regulations or when they have been granted permission to obtain leave of absence.

**Number 72.** Students must demonstrate at least 80% of class attendance in each course in order to be entitled to take an examination except where dispensation is granted by the instructor.

**Number 73.** Final examination schedules are to be according to Faculty or University announcements. Examination schedule announcements are made in advance.

Examinations that take place during the semester are scheduled at the discretion of the instructor or the Faculty.

## **Part 3**

### **Comprehensive examination**

**Number 74.** The comprehensive examination of a master's degree program is a written exam and may also include an oral exam in the student's major or related program of study in order to test the student's ability to integrate the knowledge gained from his/her studies.

A comprehensive examination shall be organized by the Comprehensive Examination Committee.

**Number 75.** The Comprehensive Examination Committee comprise the Chairperson of the Program Committee, or a permanent graduate studies faculty member assigned by the Program Committee Chairperson, as Chairperson and at least two permanent graduate studies faculty members. In certain cases it can be proposed that the Dean appoint an external examiner as an additional member.

The Program Committee shall be responsible for submitting, through the Department Head, the list of comprehensive examination committee members to the Dean for appointment.

**Number 76.** The Program Committee is to be responsible for organizing comprehensive examinations at least twice in each academic year with announcements from the Faculty in the semesters when the examinations take place before the regular registration period of the first semester.

**Number 77.** A student can take the comprehensive examination only when he/she has completed all the courses announced by the Faculty as the prerequisites for taking a comprehensive examination. The student is entitled to take the comprehensive examination in any semester after he/she has completed all the registered courses required by the Program.

**Number 78.** When the comprehensive examination has completed, the Comprehensive Examination Committee shall report the outcome of the examination to the Faculty Board through the Chairperson of the Program Committee and the Department Head, respectively, within 2 weeks from the day the examination has been completed.

**Number 79.** A student who receives a U is entitled to submit an application for re-examination one more time within the subsequent semester. Exceptions are given in cases deserving leniency, which are decided at the discretion of the Program Committee, wherein the student is allowed to apply for re-examination after the time specified. If the second examination results in another U, the student's status as a graduate student shall be terminated.

The qualifying examination shall be executed by the qualifying examination committee.

## **Part 4**

### **Qualifying examination**

**Number 80.** A qualifying examination for the doctoral program is aimed at testing a student's basic knowledge, analytical skills and potential to conduct an independent study, in order to determine whether he/she is prepared to write a doctoral level dissertation.

The qualifying examination shall be executed by the qualifying examination committee.

**Number 81.** The qualifying examination committee must comprise no less than 3 people, with the Department Head, or a permanent graduate studies faculty member assigned by the Department Head, as Chairperson, 1 faculty member of the program and 1 full-time faculty member or faculty member of the program. In certain cases, an expert from outside the University may be appointed as an additional committee member.

The Graduate Studies Committee shall propose a list of the qualifying examination committee members to the Dean for consideration and appointment.

**Number 82.** The Graduate Studies Committee is responsible for organizing qualifying examinations at least twice in each academic year by making an announcement in the semesters when the examinations take place before the regular registration period of the first semester.

**Number 83.** A qualifying examination is a written exam and may also include an oral exam.

**Number 84.** Students are entitled to take a qualifying examination only when they have gained consent from the Graduate Studies Committee and registered for Qualifying Examination in the semester they wish to take the exam. They must also have the following qualifications:

(1) Those holding master's degrees or bachelor's degrees with honors upon their entry to the program are entitled to register for Qualifying Examination from the first semester of their studies.

(2) Those holding bachelor's degrees without honors must register no less than 12 credits of courses in the program and obtain a GPA of no less than 3.5.

**Number 85.** The student must be able to attain an S result in the qualifying examination within the following periods of time:

(1) Doctoral degree programs which are not a continuing Doctoral - Master program: full-time students must be able to attain an S result within 4 years from the first semester they enroll in, or within 6 years for part-time students.

(2) Doctoral - Master continuing programs:

(a) For students holding master's degrees upon their entry to the program and wish to pursue a doctoral degree, they must obtain an S result within 3 semesters from the first semester they enroll in if they are full-time students, or within 4 semesters if they are part-time students;

(b) For students holding bachelor's degrees, they must obtain an S result within 4 semesters from the first semester they enroll in if they are full-time students, or within 6 semesters if they are part-time students.

The period of time in which students are on leave of absence (see Number 135 (1), (2) and (5)) shall not be counted as part of the time conditions specified above.

The Program Committee, with consent from the Faculty Board, may require the students in the program to take a qualifying examination and obtain an S result before the period of time specified above. However, this must be announced before admission of students to the program.

**Number 86.** When a qualifying examination has been completed, the Qualifying Examination Committee is responsible for submitting a report on the result of the examination to the Faculty Board through the Chair of the Program Committee within two weeks from the day the examination is completed.

**Number 87.** A student who receives a U after taking the qualifying examination the first time is entitled to submit an application for re-examination one more time.



## **Part 5**

### **Thesis/ Dissertation proposal examination**

**Number 88.** An examination of thesis/ dissertation proposal is aimed at testing a student's knowledge and understanding of the research topics, methodologies, approaches, and techniques in solving possible problems in their research.

A thesis/ dissertation proposal examination in a doctoral program must test a student's knowledge, both at the basic and in-depth levels, that is essential for conducting research. This is to ensure that the student has enough essential knowledge to conduct research.

A thesis/ dissertation proposal examination shall be organized by a thesis/ dissertation proposal examination committee, which may comprise an expert from outside the University.

**Number 89.** The thesis/ dissertation proposal examination committee, both at the master and doctoral levels, must comprise no less than 3 members. There are two types of the committee, i.e.:

(1) the Thesis/ Dissertation Proposal Examination Committee, formed by the Program Committee;

(2) the Thesis/ Dissertation Proposal Examination Committee for a particular thesis/ dissertation proposal, appointed by the Program Committee

**Number 90.** The Thesis/ Dissertation Proposal Examination Committee have the following responsibilities:

(1) examining a student's knowledge and understanding by considering the scope of the study, its duration and benefits gained from the study;

(2) report the result of the examination to the Program Committee and the Faculty Board, respectively, for consideration

**Number 91.** A student must submit a thesis proposal to the Program Committee according to the criteria and within the period of time stipulated by the Committee.

A student's thesis proposal, the name of the thesis advisor and the thesis examination committee (see Number 94) must be approved by the Program Committee and the Faculty Board, respectively. This must take place within the period of time and comply with the criteria stipulated by the Program Committee.

The criteria and time conditions mentioned above shall be put as the Faculty's announcements.

**Number 92.** Students must gain approval of their thesis/ dissertation proposals within the following periods of time:

(1) for a master's degree program: within 2 academic years, starting from the first semester they enroll in the program;

(2) for a doctoral degree program: within 3 academic years, starting from the first semester they enroll in the program,;

(3) for an Doctoral - Master continuing program: any semester, as long as it is in accordance with Number 97 (2);

(4) the period of time for part-time students shall be 1.5 times longer than those specified in (1) and (2).

The Program Committee, with consent from the Faculty Board, may require the students in the program to take an examination and gain approval of their thesis/ dissertation proposals before the above-mentioned periods of time. This must be announced before admission of students to the program.

Failure to gain approval of their thesis/ dissertation proposals within the aforementioned period of time shall result the termination of the student's status as graduate student. Exception may be granted in extreme cases where the Faculty Board will grant an extension of another semester following the last semester when the proposal was due for submission.

**Number 93.** After the thesis proposal has been approved, the Faculty must make an announcement of the topics and the names of persons writing the theses as well as the names of the thesis advisors for submission to the Graduate School to publicize.

Changes of thesis/ dissertation supervisors or the thesis/ dissertation examination committee can be made only for extreme cases. The change must be approved by the Program Committee and the Faculty Board, respectively, before it is submitted to the Graduate School for information.

## **Part 6**

### **Thesis examination**

**Number 94.** The thesis examination committee for a master's degree program must consist of no less than 3 but not more than 5 members while that for a doctoral degree program must comprise 5-7 members. The Committee comprise:

- (1) Chairperson, who is the Chair of the Program Committee, or a person assigned by the Chair of the Program Committee;
- (2) the thesis supervisor and co-supervisor (if applicable), in which case both are taken as one member of the committee;
- (3) at least 1 expert from outside the University

For a master's degree program, a full-time faculty member may be appointed as an additional committee member. However, for a doctoral degree program, at least 2 full-time faculty members must be appointed as members of the committee.

In certain cases, where academic advantages can be achieved, a committee may consist of more members than the numbers stated above.

A thesis supervisor cannot perform the role of Chairperson of the Thesis Examination Committee.

**Number 95.** The chairperson and members of a thesis examination committee must have the following qualifications:

- (1) being a full-time faculty member, a special lecturer or an expert from outside the University;
- (2) holding a doctoral degree or its equivalent, or an academic title not lower than Associate Professor in a particular field of study, or having been appointed as Specialist;
- (3) having experience in conducting research which is not part of the study for a degree

**Number 96.** The Thesis Examination Committee is expected to read a thesis, discuss with each other on the day of the examination and test the student's knowledge by interviewing the student or by other means. They are also responsible for granting an approval of a change in the topic of a thesis, which shall not affect the research proposal previously approved.

In cases where there are changes in students' research topics, the chairperson of a thesis examination committee shall inform the Graduate School and the Office of Registrar.

**Number 97.** Students can take a thesis examination only when:

(1) they have registered for all the courses required by the Program;

(2) their research proposals have been approved by the Faculty Board no less than 60 days before the day of the examination;

(3) there are evidence that the students have submitted research articles, which are part of their theses, to academic journals for publication, or that the students have been accepted to present their research in academic conferences. This shall be in accordance with the Regulation Numbers 103 or 104.

**Number 98.** A student who wishes to take a thesis examination shall submit the final version of his/her thesis, which has already gained approval from his/her supervisor, to the Graduate School no less than 2 weeks before submitting a petition for an appointment to be made for the thesis examination.

After the thesis format has been checked by the Graduate School, the student, with the consent of his/her thesis supervisor, shall submit a petition for an appointment to be made for the thesis examination to the Faculty within the period stipulated by the Program Committee. The petition must be submitted no less than two weeks before the exam date.

The Program Committee shall make an announcement publicizing the examination date no less than 1 week before the examination date.

**Number 99.** The thesis examination shall be conducted openly and people from outside may be allowed to observe the examination. Exceptions are given when it is deemed necessary for certain part(s) of the information must be protected, in which case the Chairperson of the Thesis Examination Committee or the thesis supervisor may arrange to have the examination conducted otherwise.

On the day of the thesis examination the Thesis Examination Committee, including the Chairperson and Committee Members, must consist of a minimum

of 3 people for an examination of a thesis at the master's degree level and a minimum of 5 people for that of a doctoral thesis. In cases where the members fall short of the aforementioned number and components, the examination is to be postponed.

In inevitable cases where the Chairperson or Members of the Committee cannot attend the examination, the examination may be conducted via information technology networks or an assessment of a thesis is made in writing. In such cases, the reasons and result of the assessment must be notified to the Chairperson of the Thesis Examination Committee before the examination takes place.

**Number 100.** Once the thesis examination has been completed, the Thesis Examination Committee should convene in private in order to determine the outcome of the exam. Afterwards, the Chairperson of the examination shall submit a report of the results, through the Chairperson of the Program Committee and Department Head, to the Faculty Board within 2 weeks from the day the examination was completed. The results must be notified to the student within 3 weeks from the day of the examination.

With respect to the assessment of a thesis, the Chairperson and members of the Examination Committee shall have one vote each. The votes from the thesis supervisor and a co-supervisor shall be counted as one vote. The result shall be decided by the majority votes. In cases where the number of votes is equal, the Chairperson of the examination shall decide on the result. Exceptions to this practice are given in cases where the Program Committee agree to have a different method of assessment, in which case an announcement of the method(s) must be made in advance.

## Part 7

### Thesis/ dissertation format, copyrights and publicizing research work

**Number 101.** The format of the thesis/ dissertation should comply with the Graduate School's instruction manual.

Students must submit the copies of their complete theses to the Graduate School in the number and form within the period of time announced by the Graduate School each academic year.

Under Part 2 of Section 2: Period of Study, students who submit their complete theses later than the deadline stipulated by the Graduate School will not graduate in that semester and still have to register for Thesis/ Dissertation in the next semester.

**Number 102.** Copyrights to all theses/ dissertations and output from independent study belong to Chulalongkorn University.

**Number 103.** Research articles which are parts of the MA theses/ dissertations and output from student's independent studies in Plan B of the master's degree programs in the scientific field of study, must be published or accepted to be published in academic journals or other sorts of academic publications, or presented to academic conferences of which complete proceedings are produced afterwards.

**Number 104.** Research articles from doctoral theses or parts of the doctoral theses must be published or accepted to be published in accordance with the following criteria:

- (1) For doctoral research in physical and biological science,
  - (a) Plan 1: the studies must be published in at least 2 academic journals, one of which must be an international journal
  - (b) Plan 2: the studies must be published in 1 international journal
- (2) For doctoral research in social science and humanities, the studies must be published in academic journals or in other types of academic publications which have peer review and are accepted in that field of study, or in international academic journals.

(a) **Plan 1:** the studies must be published in at least 2 academic journals or other types of academic publications;

(b) **Plan 2:** the studies must be published in at least 1 academic journal or other types of academic publications.

**Number 105.** In cases where a doctoral thesis/dissertation takes the form of an invention, registration for patent may be regarded as equivalent to publication, as stated in Numbers 103 and 104. This must gain consent from the Graduate School Board.

**Number 106.** Publication of (part of) a doctoral thesis or acceptance of it to be published in journals or other types of academic publications, or presentation of it at a conference, of which a complete proceedings is produced, as stated under Numbers 103 or 104, are conditions for graduation, which must be fulfilled within the period of time stipulated in Part 2 of Section 2 of these Regulations.

## **Section 7 Assessment**

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### **Part 1 Assessment levels**

**Number 107.** A thesis/ dissertation shall be assessed by the following criteria:

- (1) Very Good
- (2) Good
- (3) Pass
- (4) Fail

**Number 108.** Courses taken will receive a letter grade and equivalent grade point as follows:

<b>Grade</b>	<b>Meaning</b>	<b>Score</b>
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	-

## **Part 2**

### **Criteria for assignment of letter grades**

**Number 109.** Assessment of the courses is performed at the end of each semester in accordance with criteria spelled out below.

Petition for changes to course assessments must be executed within the first semester of the subsequent semester to that in which the assessment took place and by consent of the Faculty Board.

**Number 110.** Letter grades of A B+ B C+ C D+ D and F can be issued in the following cases:



(1) A student is assessed for a subject taken with an examination or other requirement(s)

(2) When an assessment has taken place resulting in the change of the I (Incomplete) within the first two weeks of the subsequent semester that the student registers for courses

(3) When there is a change from an M (Missing) P (In Progress) or X (No Report)

**Number 111.** The issuance of an F (Fail) for reasons other than that which is stipulated in Number 110 may be done in the following cases:

(1) Courses where the instructor will not permit a student to take the examination;

(2) A student has cheated in examination or violated the rules, regulations or orders related to examinations of the University, Faculty or Department and the Faculty Board deems it sufficiently serious to result in the issuance of an F;

(3) When an assessment has not taken place resulting in the change of the I (Incomplete) within the first two weeks of the subsequent semester that the student registers for courses;

(4) When the change of the M (Missing) has not taken place because the student is unable to produce sufficient evidence explaining his/her absence from an examination within the first two weeks of the subsequent semester.

**Number 112.** The issuance of an I (Incomplete) may be done in the following cases:

(1) A student becomes ill before the end of the semester and remains ill up until the examination time and is thus unable to take the examination in some or all subjects and the Dean of the Faculty of his/her affiliation has considered the petition furnished with the opinion of the instructor of that subject and the Department Head;

(2) A student has completed his/her studies at the end of the semester and becomes ill during the examination period is thus unable to take the examination in some or all subjects and the Dean of the Faculty of his/her affiliation has considered the petition;

(3) A student misses an examination in extreme circumstances and has immediately submitted a petition to the Dean of the Faculty of his/her affiliation who deems it deserving of an I (Incomplete);

(4) A student is unable to complete the work that is a partial requirement of the course and the instructor approves of the postponement of the final assessment and receives the consent of the Department Head and informs the Office of the Registrar in writing together.

In cases (1) and (2) the grade I may be changed afterwards to another grade not higher than B.

**Number 113.** For the circumstances described in Numbers 112 (1) or (2), the student must submit a petition to and the Dean of the Faculty of his/her affiliation within one week from the day of the illness furnished with a physician's certificate from Chulalongkorn University Health Service Center or a medical facility of a government or state enterprise or a private medical facility with government accreditation.

**Number 114.** The issuance of a P may be done only at the end of the first semester that a student is registered in a course being taught and/or other requirement(s) for no more than two consecutive semesters.

**Number 115.** The issuance of an S (Satisfactory) may be done when assessment has yielded satisfactory results in following cases:

(1) in courses stipulated in the curriculum as a non-letter grade course or as a non-credit course;

(2) in a thesis supervisor's assessment of the student's progress in his/her work on the thesis/dissertation each semester;

(3) in a comprehensive examination, assessed by the Comprehensive Examination Committee;

(4) in a qualifying examination, assessed by the Qualifying Examination Committee.

**Number 116.** The issuance of a U(Unsatisfactory) may be done when assessment of a course or thesis or a comprehensive examination or a qualifying examination yields unsatisfactory results.

**Number 117.** An assessment of progress in thesis/ dissertation writing stated in Numbers 115 and 116 shall be conducted in accordance with the criteria and methods stipulated by the Faculty Board. This should be done as Faculty Announcement.

**Number 118.** The issuance of a V (Visitor) may be done only in courses that a student registers as a visitor and the student is deemed by the instructor to have been sufficiently attentive in his/her studies.

**Number 119.** The issuance of a W (Withdrawn) may be done for a registered course and may be done after the first six weeks of a semester or the first two weeks of the summer semester in the following cases:

- (1) The student has withdrawn from the course;
- (2) The student becomes ill before the end of the semester and remains ill up until the examination time and is thus unable to take the examination in some or all subjects providing that the student has complied to the regulations in Number 113 and hence leniency is granted.
- (3) The student has applied for proper leave of absence;
- (4) The student is ordered to suspend his/her studies in a particular semester for reasons other than a violation of the rules or regulations or orders enforced by a Program, Department, Faculty or the University.
- (5) The Dean of the Faculty of the student's affiliation has granted the approval for an I (Incomplete) to be changed according to the stipulations in number 112 (1) or (2) or (3) should it become apparent that the illness or extreme circumstance has not ended within the first two semesters of the subsequent semester to that which the student is registered in.
- (6) The student registers in a course as a visitor and the instructor is of the opinion that the student is sufficiently attentive in his/her studies.
- (7) The student has not complied with the regulations or conditions in registering for the course.

**Number 120.** The issuance of an M (Missing) is permissible in a course if the student fails to take an examination and is, as yet, unable to provide sufficient evidence for the reason of this absence.

**Number 121.** The issuance of an X is possible only in the courses where there is a failure to report the result of the assessment in accordance with the deadline of the Office of the Registrar.

### **Part 3**

#### **GPA Computation**

**Number 122.** A GPA is to be computed at the end of a semester.

**Number 123.** There are two types of GPA, which are computed as follows:

(1) The GPA for a semester is to be computed from a student's academic performance for each semester by taking the total number of credits derived from the multiplication of the numeric value assigned to the letter grade that the student has received for each course and dividing by the addition of the number of credits accrued per semester.

(2) Accumulated GPA is to be computed from a student's academic performance from the time of enrollment to the semester being computed by taking the total number of credits derived from the multiplication of the numeric value assigned to the letter grade that the student has received for each course and dividing by the addition of the total number of credits accrued.

The grades obtained in the courses taken during the summer semester are added and computed with the grades obtained in the subsequent semester and the grades are to be computed in accordance with the semester those courses were taken.

## **Section 8**

### **Change in academic status**

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#### **Part 1**

#### **Doctoral - Master Continuing Programs**

**Number 124.** A student may request that he/she enter a doctoral scheme or that his/her level of study be changed to doctoral level only when:

(1) the student, with a master's degree upon his/her entry to the program, has taken a qualifying examination and obtained the S grade within 3 semesters, or within 4 semesters for those holding a bachelor's degree upon their entry to the program, starting from the first semester he/she enrolled in the program;

(2) the student has passed a test of foreign language, as stipulated by the Academic Policy Board.

For those holding bachelor's degrees without honors, they must have registered no less than 12 credits of courses in the program, obtained a GPA of no less than 3.5 and fulfilled the above two conditions.

**Number 125.** A student may enter a master's degree scheme in any of the following cases:

(1) when a student submits a petition for entering a master's degree scheme within 2 weeks of the first semester he/she is enrolled in the program or within 2 weeks from the end of the second semester;

(2) a student fails to obtain the S grade in a qualifying examination within the following periods of time, starting from the first semester he/she is enrolled in the program:

(a) within 3 semesters, for those with master's degrees upon their entry to the program;

(b) within 4 semesters, for those with bachelor's degrees upon their entry to the program

(3) a student has received the U grade twice in the qualifying examinations and gained approval from the Program Committee to change the level to the master's degree scheme.

**Number 126.** After an approval of the change in level of study has been granted, all the courses a student has registered and the grades he/she has obtained shall be transferred to his/her record in the new program/scheme and applied for the computation of his/her GPA throughout his/her study.

**Number 127.** Computation of the duration of study shall be conducted from the first semester a student is enrolled in the program even though he/she has changed a level of study.

**Number 128.** Students whose status as a doctoral student has been terminated after they entered the doctoral scheme/program due to their failures in the thesis/dissertation proposal examination or in the thesis/dissertation examination, may request a return to the master's degree scheme/program. In this regard, the student must submit the petition and an application form for entry to the program within the semester that follows the one in which his/her status as a doctoral student is terminated.

In this case the computation of duration of study shall be conducted from the semester the student has returned to the master's degree program/scheme.

All the courses the student has registered and the grades he/she has obtained shall be transferred to his/her record in the program/scheme he/she has returned to and applied for the computation of his/her GPA throughout his/her study.

**Number 129.** The Program Committee shall be responsible for consideration on entry to the program, change in level of study and return to the program/scheme. The issue shall then be submitted to the Faculty Board for approval and the Office of Registrar shall be informed of the approval within 2 weeks from the day of the approval.

## **Part 2**

### **Change in area of study**

**Number 130.** A student may request a change in the area of study offered by the University according to criteria below. The change must be approved by the Program Committee, the Faculty Board of the faculty to which he/she was originally affiliated and that of the faculty to which he/she is to be affiliated.

(1) A student has been enrolled as a student of the University no less than 1 semester but no longer than 1 academic year;

(2) A student has achieved a GPA of no less than 3.00.

**Number 131.** A student who has changed an area of study may be exempted from certain courses, if approved by the Faculty Board.

## **Part 3**

### **Change in plan of study**

**Number 132.** Students who have opted for Plan A cannot change to Plan B. However, those who have opted for Plan B may change to Plan A provided that they have gained approval from the Program Committee. The change shall be reported to the Graduate School.

## **Section 9**

### **Leave of absence**

**Number 133.** A student who wishes to suspend his/her academic pursuit shall submit a petition for leave of absence and relevant documents to the Dean after he/she has gained consent from the Program Committee. In cases where the leave of absence is to take place while the student is writing his/her thesis/ dissertation, the consent must be granted by the Faculty Board.

The submission of a petition for leave of absence must be performed before the last day of the examination of that semester or of the summer semester, as prescribed in the University's academic calendar.

Approval for leave of absence outlined will be given no more than two consecutive semesters at a time. If needed, a student will need to submit another request in order to extend his/her leave of absence.

**Number 134.** Upon the receipt of an approval of leave of absence, the student must make a payment of fees in order to maintain his/her student status except for the semester(s) that tuition and other fees have already been paid.

During their leave of absence student shall not be permitted to use any of the university's equipment or facilities and may not carry out any activities related to their studies.

**Number 135.** A student may apply for special leave of absence only after he/she has registered for a graduate level course for at least one semester and achieved a grade point average of no less than 3.00, except in the following cases:

- (1) Military service or conscription
- (2) Overseas research undertaking, which is part of his/her thesis
- (3) An illness that requires more than three weeks of medical treatment in a clinical setting
- (4) An illness that requires more than three weeks of medical treatment on physician's orders
- (5) Acceptance as a foreign exchange student or any other scholarship that is not directly related to the student's graduate studies



(6) Extreme circumstances barring the student from his/her studies in that semester. In such cases the student must be able to demonstrate the reason or provide evidence to support the necessity.

A petition for leave of absence in cases (3) and (4) must be certified by a medical doctor of Chulalongkorn University's Health Clinic or a government or state enterprise medical facility or a private medical facility with government accreditation. In case (3) a request must be furnished with a receipt which states the amount of the fee for a room.

**Number 136.** The period of the absence must be computed as part of the duration of study with the exception for leaves of absence of the types outlined in Number 135 (1), (2) (3) or (5).

The leave of absence for the reason in Number 135 (2) will not be counted as part of the duration of study for only one semester. Should it take longer than that, the exceeding period shall be counted towards the duration of study.

The leave of absence for the reason in Number 135 (5) will not be counted as part of the duration of study for one year only. Should it take longer than that, the exceeding period shall be counted towards the duration of study.

The leave of absence for the reasons in Numbers 135 (4) and (6) may not be counted as part of the duration of study if it is approved by the Graduate School Board.

## **Section 10**

### **Termination and restoration of status as a Graduate Student**

**Number 137.** Student status will be terminated under the following circumstances:

- (1) death
- (2) resignation
- (3) after they have completed all the requirements of their program and have been conferred with a certificate or a degree.

(4) failing to register after the first two weeks of the semester or failing to pay the fee to maintain their status as a graduate student

(5) at the end of the first semester of their registration, conditional students have obtained a GPA of less than 3.00 or a U in a non-credit course,

(6) at the end of the first semester of their registration, regular students have obtained less than a 2.50 GPA or less than a 2.50 GPAX,

(7) at the end of any semester, regular students, who have obtained a minimum of 2.5 GPA but less than a 3.00, a state termed "on probation", for two successive semesters

(8) obtaining U in two comprehensive examinations

(9) obtaining U in two qualifying examinations, except for students in Doctoral - Master Continuing Programs who have gained approval by the Program Committee to change to the MA program/scheme

(10) failing to pass the thesis/dissertation proposal examination within the period of time stipulated

(11) The thesis/dissertation proposal has not been approved by the Board of the Faculty within the period of time stipulated.

(12) Obtaining U in two successive assessments of the student's progress in his/her thesis/dissertation. In cases where a leave of absence takes place between the two semesters in which the U is assigned, the student shall be taken as obtaining U in two consecutive semesters.

(13) obtaining an F in thesis/dissertation examinations

(14) after having registered for the duration as specified in Section 2 Part 2 but failing to graduate.

(15) Their status as graduate students is terminated by order of the University due to their being disqualified as applicants to or as students of the Graduate School or due to an offense or taking part in an offense against the rules concerning examinations or other rules of the University.

Students who wish to resign from the program shall submit their petition for resignation to the Faculty's Registration Unit and must gain approval by the Dean of the Faculty of their affiliation

In case (7), where students are on probation, this status shall be accounted for in every semester, except when they are granted with a special leave of absence and the grades obtained in the courses taken during the summer semester shall be added and computed with the grades obtained in the subsequent semester when he/she registers for courses.

**Number 138.** Students whose status as graduate students is terminated not more than 1 semester, because of failure to register or pay the fees to maintain their status or other related fees, may submit a petition to restore their status with the approval by the President.

## **Section 11**

### **Eligibility of degree**

**Number 139.** To be qualified for a certificate or a degree, students must have all qualifications as follows:

(1) Being enrolled in the program and having achieved the number of credits required by the Program, with a GPA of no less than 3.00;

(2) Having pursued his/her studies for the duration no longer than that required by the Program and is in accordance with the stipulations in Section 2 Part 2;

(3) For the program that requires a thesis/dissertation as part of the study, (part of) a thesis has been published, accepted to be published or fulfilled the conditions considered by the Graduate College Board as equivalent to publication, as outlined in Numbers 103, 104 and 105.

**Number 140.** Students in Plan A of a master's degree program must pass the course and thesis examinations and observe all the other stipulations designated by the Program, Faculty or University, so that they are eligible for the degree.

**Number 141.** Students in Plan B of a master's degree program must pass the course and comprehensive examinations and observe all the other stipulations designated by the Program, Faculty or University, so that they are eligible for the degree.

**Number 142.** Students in doctoral programs must pass the course examinations required by the Program, qualifying examination, thesis proposal examination, thesis examination and observe all the other stipulations designated by the Program, Faculty and/or the Academic Policy Board, so that they are eligible for the degree.

**Number 143.** Students who have all qualifications as stated in this section must submit a petition to the Office of the Registrar within the designated period of time stating their intent to be conferred with a degree. Failure to do so will result in fines according to the University's announcement and their names may not be submitted to the University Council for approval of a certificate or a degree in time for graduation in that particular semester.

The students who have gained consent by the Faculty Board to complete their studies by the last day of the academic year, as prescribed by the University, and whose graduation have been approved by the University Council are eligible to be conferred with a degree in that academic year.

### **Temporary Provision**

**Number 144.** The Chulalongkorn University's 1999 Regulations Stipulating Graduate Studies and the amendments, as well as the announcements and orders by the Faculty and University, which were applied to students who entered the graduate programs before the academic year 2008, shall remain applicable to those students until their student status are terminated.

Announced on May 14, 2008

(Signature) Charas Suwanwela  
(Professor Dr. Charas Suwanwela)  
President of the University Council

**Chulalongkorn University Announcements**  
**On**  
**Student Tuition and Other Fee Rates**



**Chulalongkorn University Notification**

**Subject: 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)**

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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 15<sup>th</sup> 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.
  - 4.1 Doctoral students:
    - 4.1.1 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.
    - 4.1.2 The students who have finished their academic time and are refused to extend their academic period shall be deprived of their student status.
  - 4.2 Master's-level students
    - 4.2.1 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.
    - 4.2.2 The students who have finished their academic time and are refused to extend their academic period shall be deprived of their student status.
    - 4.2.3 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.

Issued this 6<sup>th</sup> day of August, 2010.  
(Prof. Dr. Phrom Kamolrattanakul)

University President



**Chulalongkorn University Notification**  
**Subject: Status Maintenance for Doctoral and Master's-Level Students**  
**Failing the Required English Standard Test**  
**(B.E. 2553 (A.D. 2010))**

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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 15<sup>th</sup> 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.

Issued this 6<sup>th</sup> day of August, 2010.  
 (Prof. Dr. Phirom Kamolrattanakul)  
 University President



**The Graduate School,  
The Chulalongkorn University Announcement  
Re: Administration of The Doctoral - Master Continuing Program**

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Chulalongkorn University Regulations Regarding Graduate Studies, B.E. 2551 item 8 stipulate that "In order to ensure smooth and efficient administration, the Dean of the Graduate School may make any announcements for the purpose of these regulations in order to facilitate the enactment of these regulations" the Graduate School therefore deems it appropriate to stipulate procedures regarding the administration of the Doctoral - Master continuing program as follows:

1. The programs coming under the administration of the Doctoral - Master continuing program must be a Doctoral and Master program approved by the University Council and has the qualifications stipulated in item 4 and item 27 of Chulalongkorn University Regulations Regarding Graduate Studies, B.E. 2551 and has the ability or demonstrates the potential to produce qualified graduates and manage the program in an efficient manner in accordance with the CU-CQA standards.

2. The Administrative Board of the Program should process the matter to the Faculty Board for approval and then submit the matter to the Graduate School Administrative Board for due consideration before submission to the President for approval after which an announcement can be made.

This announcement is therefore made and enforced.

Announcement made on this June 2, 2008

(Signature) Kalaya Tingsabudh  
(Assistant Professor M.R. Kalaya Tingsabudh, Ph.D.)  
Vice President  
Acting for the Dean of the Graduate School











**Chulalongkorn University Graduate Studies  
Regulations, 2008**

August 2016

**Chulalongkorn University Graduate Studies  
Regulations, 2008**

August 2016

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