

Announcement of the Graduate School, Chiang Mai University**No. 010/2013****Subject: Graduate Student Thesis Procedures**

According to Article 26 of the Chiang Mai University Regulations on Graduate Study, 2011, thesis procedures are set to be brought into consonance with Chiang Mai University Graduate School Announcements.

To ensure that graduate students' thesis procedures are conducted with the same quality and standards, the Graduate School with the consent of the Board of the Graduate School at the 5/2013 meeting on 26 July 2013, established the following procedures for graduate students' theses from Student Code 56..... onward, as follows:

That the announcement of the Graduate School, Chiang Mai University No. 11/2012, Subject - Procedures for Extension of Study for Graduate Students - signed on 11th December, 2012, is nullified and the following procedures be used instead.

1. Submitting a topic and thesis proposal

When a master's degree student, Plan A and a doctoral degree student have already selected a thesis advisor or thesis advisory committee, the department of the student's faculty will submit his/her choice to the chairperson of the Graduate Study Committee to authorize the main thesis advisor or thesis advisory committee to designate one committee member to be the main thesis advisor. After that, if the student is ready to present his/her topic and thesis proposal, it will be done as follows:

1) A master's degree student, Plan A Type A2, must have completed at least six credits of coursework and a master's degree student, Plan A Type A1, must have fulfilled the conditions as set out by the Graduate Program Administrative Committee.

A Doctoral degree student must have satisfactorily completed the Qualifying Examination, fulfilled the conditions of the program requirements, and received the approval of the Thesis Advisory Committee.

2) A student must already have passed the foreign language requirements which complies with the conditions set by the Graduate School and can submit a topic and thesis proposal for consideration by the Graduate Program Administrative Committee, and submit it to the Graduate Study Committee for approval before submitting it to the chairperson of the Graduate Study Committee for endorsement.

In the case where the topic and thesis proposal of the student aren't approved by the Graduate Study Committee, when the master's degree student has completed two academic years and a doctoral degree student, three academic years, starting from the first semester of study, the student will lose his/her student status.

If the Thai and English thesis topics submitted to the Graduate School do not accord with each other, the Graduate School will inform the department of the faculty and will suggest corrections by qualified individuals whom the Graduate School has appointed to consider the suitability of the proposed thesis topic.

2. **Corrections on the Topic and Thesis Proposal** must follow Announcements set by the department of the faculty who will inform the Graduate School.

3. **Registration of Thesis**

- 3.1 When the topic and thesis proposal has been approved, the student may enroll for his/her thesis in the same semester or not more than two regular semesters later.

Enrollment for thesis and coursework in a regular semester will not be greater than 15 credits and in the summer session not more than six credits.

If such a student expects to graduate in a particular semester, he/she can enroll for more than 15 credits in a regular semester or over six credits in a summer session with the approval of the dean of the faculty.

- 3.2 A student who has a main thesis advisor or a thesis advisory committee, or a doctoral degree student as a counselor during the process of the thesis, the student can submit a request to research in a field outside the university to the chairperson of the Graduate Study Committee. The student must have approval from his/her main thesis advisor and should contact the thesis advisor regularly.
- 3.3 While working on the thesis, the student must report every semester their progress using the Graduate School's form, with the approval of the Graduate Program Curriculum Administrative Committee and the Graduate Study Committee and inform the Graduate School.
- 3.4 A student who has already completed enrollment of his/her thesis but before completion of the thesis and wants to continue work on it, he/she will have to register in order to use university services.

4. **The Format and Language for Composing Theses**

- 4.1 The Printing Format will follow the instructions in the manual for thesis writing and independent study.
- 4.2 The language composing a thesis
 - 4.2.1 A Doctoral degree student must compose his/her thesis in English. If a doctoral degree student can't compose the thesis in English, he/she must so inform the Graduate School, which will consider the matter on a case by case basis.
 - 4.2.2 A Master's degree student can compose his/her thesis in Thai or English at the discretion of the thesis advisor.

Both Master's degree thesis and Doctoral degree thesis must have an abstract in Thai and English.

5. Anticipating graduation

When a student is ready to defend his/her thesis, he/she must print the results of the study on the website of the Registration Office, in order to:

5.1 Check that the number of credits of the courses and the thesis that he/she has enrolled in corresponds to the number of credits in the course of study.

5.2 Check the enrollment information for all semesters completed, in case the student has not requested study leave.

If the student finds that the enrollment information is not correct or is incomplete, he/she must contact the faculty department to make adjustments.

5.3 Report expected graduation to the Registration Office and submit the document reporting expected graduation to the department of the faculty.

6. Requesting thesis defense

When a student has completed the thesis and it has been approved by the thesis advisor of a Master's degree student or the Advisory Committee of a Doctoral degree student, he/she must prepare the completed thesis before binding and stapling in the format prescribed in the Thesis and Independent Study Writing Guidelines of the Graduate School. The student is required to complete the printing of the thesis and independent study with sufficient copies for the total membership of the examination board, and apply for examination to the Chairperson of the Program Committee of the Faculty of Graduate Studies.

The Chairperson of the Committee on Graduate Study appoints the Thesis Committee, proposes the date of examination and informs the Graduate School. The thesis advisor must forward the completed thesis before covering and bookbinding to the Chairperson of the Program Committee of the Graduate School for submission to the committee at least two weeks before the date of examination.

6.1 Thesis Defense for the Master's degree student, Plan A Type A1 and Doctoral degree, Type 1, will be under the conditions and at the discretion of the Program Committee of the Faculty of Graduate Studies and the main faculty advisor, and include passing the Comprehensive Examination (if any) in accordance with the terms of the program.

6.2 For the Thesis Defense for the Master's degree student, Plan A Type A2 and Doctoral degree, Type 2, the student must pass all courses completely and also the Comprehensive Examination (if any) in accordance with the terms of the program.

Having requested examination, the student must submit the thesis proposal and thesis and receive approval before defense of the thesis, counting not less than 90 days from the date of submission of the thesis proposal until the date of defense thesis.

7. Appointment of Thesis Defense Committee

7.1 For a Master's degree student, the Chairman of the Committee on Graduate Studies will appoint a Thesis Defense Committee of at least three people, including at least one lecturer of the Graduate School from the same or a related discipline and at least one qualified person from outside the university who is not qualified to be a co-advisor.

7.2 For a Doctoral degree student, the Chairman of the Committee on Graduate Studies will appoint a Thesis Defense Committee of at least five people, including at least three lecturers of the Graduate School from the same or related disciplines and at least one qualified person from outside the university who is not qualified to be a co-advisor.

The main Thesis Advisor/Co-Advisor must participate in the defense process at all times as a committee member or participant, but not as chairman of the defense committee.

8. Thesis defense

8.1 The Chairman of the Program Committee of the Faculty of Graduate Studies announces the thesis defense and invites participants. The venue for the defense thesis can be anywhere.

8.2 The main thesis advisor monitoring a thesis committee will provide an unbound completed thesis at least two weeks before the date of thesis defense.

8.3 The thesis defense is a formal oral examination between student and committee. A Doctoral degree student must use English as the medium of communication for thesis defense.

8.4 The length of time of the thesis defense should not be in excess of three hours for the Master's degree student while the length of the Doctoral degree defense depends on thesis defense committee but should not exceed six hours.

8.5 Evaluation for thesis defense is divided between assessment of the thesis and assessment of the ability displayed by the student in the oral examination.

8.6 Opening the defense, the student presents a summary of the key points of the thesis work during approximately 30 minutes.

8.7 The Chairman of Thesis Defense Committee provides the opportunity for everyone to be able to thoroughly ask questions. The questions should be clear and relevant to the thesis. If the student cannot answer a question initially, he/she can skip to answer the next question first.

8.8 The Chairman of the Thesis Defense Committee should inform outside participants prior to the thesis defense that they will not be allowed to ask questions during the examination but may ask permission to do so afterwards.

8.9 Errors in the printing format should not be an issue in the thesis defense, but should be assigned to the student for correction when the examination is complete.

8.10 When the thesis defense is complete, the Thesis Defense Committee meets immediately to complete an evaluation report (as required by CM 6), and submits it with the thesis to the Chairman of the Program Committee of the Graduate Faculty, the Chairman of the Division of Graduate Studies and the Graduate School.

9. Reporting of the thesis defense result and submission of the final bound copy of the thesis report

9.1 The department of the faculty reports the result of the thesis defense/ Independent Study (CMR 6) in a one page document approval signed by the committee, and a copy of the recording sequence (CMR 54), including one Thai abstract and one in English abstract stamped by the Graduate School to the Graduate School, within 30 days after the date of thesis defense. As for the original grade level record (CMR 54), it should be submitted to the Registration Office directly.

If any changes to the topic of the thesis are required, they should be made with the approval of the Thesis Defense Committee. The main thesis advisor does the requested topic change thesis report, and submits it with the result of the thesis defense (CMR 6).

9.2 A student who does not pass the oral examination of the thesis defense can be examined only once within a period of six months, with payment of exam fees as announced by Chiang Mai University.

9.3 In case a student cannot finish correcting the report of the thesis after thesis defense within 30 days, he/she must request an extension with reasons for the requested extension. The Graduate School will allow student extension within 30 days. If the extension is requested for the next semester, a student must enroll to use the university services too.

If the student has had approval for a requested extension of a further 30 days but cannot finish within the time allowed, the thesis defense examination of the student will be considered void, and the student must renew a thesis defense within 30 days, with payment of exam fees.

9.4 In order to complete the thesis process and prepare a CD-ROM when the student has completed the examination successfully, he/she should do as follows:

9.4.1 Correct the thesis after defense and before binding, submit it to the Defense Thesis Committee for approval page signature.

9.4.2 Submit the original thesis to the Graduate School official to check format.

9.4.3 Take the original thesis and CD-ROM (in Word file) to print out three file copies, and make six CD-ROMs using PDF file format.

9.5 The Graduate School will ask for approval of the degree when it receives the report of the Thesis Defense examination and other documentation in accordance with the conditions of the particular curriculum and regulations, in addition to receiving a request form (CMR 22) to approve the degree.

Announced on 29th July, 2013

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Dean of the Graduate School