

Announcement of the Graduate School, Chiang Mai University**No. 009/2013****Subject: Graduate Students Independent Study Procedures**

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

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

The announcement of the Graduate School, Chiang Mai University No. 10/2012, Subject - Procedures for Extension Study for Graduate Students - signed on 11th December, 2012, is nullified and these procedures be used instead.

1. **Independent Study** means self-study on an approved topic under supervision of the designated main independent study advisor(s).

2. **Submitting proposal for Independent Study**

A student will be eligible to submit an Independent Study proposal after completing at least six credits of coursework. Then, after the student has chosen a main Independent Study advisor or advisory committee, the department of the student's faculty will submit his/her choice to the chairperson of the Graduate Study Committee designating the Independent Study advisor or advisory committee to be the main advisor of Independent Study.

When the student is ready to present the topic and proposal, he/she should submit the topic and Independent Study proposal for consideration by the Graduate Program Administrative Committee and gain the consent of the appropriate Graduate Study Committee before forwarding to the chairperson of the appropriate Graduate Study Committee for approval and, after the independent study advisor has been appointed, the inform the Graduate School.

If the topic and proposal of the student is not approved by the Graduate Study Committee after completing two academic years, starting from the first semester of study, the student will forfeit his/her student status.

3. **Correction on Topic and Proposal**

Any changes in the topic and outline of an independent study must follow the procedures in consonance with the faculty announcements and the Graduate School must be informed.

4. Enrollment for Independent Study

4.1 A student may enroll for Independent Study in the semester he/she submits his/her Independent Study proposal, or within at least two regular semesters after his/her topic and outline have been approved.

Enrollment for Independent Study and coursework in the regular semester cannot exceed 15 credits and for a summer session cannot exceed six credits.

In the event that a student will graduate in that semester, he/she can enroll for more than 15 credits in the regular semester or more than six credits in a summer session with the approval of the dean of the faculty.

4.2 With the consent of the main Independent Study advisor and permission from the chairperson of the Graduate Study Committee, a student may do his/her research outside the university. During his/her outside-the-university research, the student needs to regularly contact his/her main Independent Study advisor.

4.3 A student who has completed all the required courses in which he/she has enrolled, but has yet to complete his/her Independent Study and wishes to continue his/her Independent Study research, he/she must register for university services in each semester.

5. Printing Format and Language Composing Independent Study

5.1 Printing Format will be according to the Thesis Writing and Independent Study Handbook.

5.2 The language to be used in writing an Independent Study may be either Thai or a foreign language, but the abstract must be in both Thai and English.

6. Request for Graduation

When a student is ready to defend the Independent Study, he/she should print the results of the study from the website of the Registration Office and then:

6.1 Check the number of credits of enrollment courses and independent study to ensure recording the full amount of credits in the course of study.

6.2 Check the enrollment information to ensure that all semesters have been completed, in case the student did not request study leave.

If the student finds that the enrollment information is not correct and complete, he/she must contact the department of the faculty to correct it.

6.3 Report on expected graduation at the Registration Office and submit the document reporting expected graduation to the department of the faculty.

7. Request for Independent Study Defense

After a student has completed his/her Independent Study and it has been approved by his/her main Independent Study advisor, he/she must submit a completed draft copy of his/her Independent Study in the format as specified in the Graduate School's thesis and independent study-writing handbook. The Independent Study must be neatly typed with enough copies for each member of his/her Independent Study defense committee and application must be made 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 Independent Study Committee, proposes the date of examination and informs the Graduate School. The Independent Study advisor must forward the completed draft of the Independent Study 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.

Independent Study defense can be arranged only after the student has completed all the coursework. The student must also pass a foreign language test in accordance with the provisions set by the Graduate School, as well as a comprehensive examination.

In the request for Independent Study defense, the student must submit an Independent Study topic and proposal, and gain approval before the defense of the Independent Study, not less than 30 days counting from the date of submission of the proposal until the date of the independent study defense.

8. Appointment of the Independent Study Defense Committee

The chairperson of the appropriate Graduate Study Committee will appoint an independent study defense committee composed of not less than three members; at least one of whom is a regular instructor in the same or related field of study, and at least one an expert from outside the university.

Main/coordinate independent study advisors have the responsibility to always participate in the defense as defense committee members or parties attending, but none of them may be the defense committee chairperson.

9. Independent Study defense

- 9.1 The chairperson of the Graduate Program Administrative Committee will announce the independent study defense schedule and allow interested parties to attend an open examination.
- 9.2 The main independent study advisor will ensure that the independent study defense committee receives the completed draft copies of the independent study at least two weeks before the defense date.
- 9.3 The independent study defense shall be conducted officially as an oral examination between the student and the independent study defense committee.
- 9.4 The examination should be completed within three hours.
- 9.5 Evaluation of the independent study defense comprises an evaluation of independent study quality and evaluation of the student's intellectual abilities through oral examination.
- 9.6 As the defense commences, the student shall summarize the important issues of the independent study work for about 30 minutes.
- 9.7 The chairperson of the independent study defense committee shall allow all examiners the opportunity to ask questions. The questions should be clear and related to the independent study work. Any unanswered questions should be temporarily passed over.

- 9.8 The chairperson of the independent study defense committee must notify the parties attending that they have no right to question during the defense.
- 9.9 Errors due to editorial mistakes of the independent study should not be an issue in the defense. The independent study defense committee should forward the details of the mistakes to the student for correction after the defense has been completed.
- 9.10 After the defense has been completed, the independent study defense committee must issue its conclusion immediately in the form of an independent study defense result (CMU 6), and forward the result to the chairperson of the Graduate Program Administrative Committee, the chairperson of the Graduate Study Committee and the Graduate School.

10. Reporting the independent study defense result and submission of the final bound copy of the Independent Study Report

- 10.1 Within 30 days of the date of the thesis defense, the department of the faculty should report the result of the thesis defense/Independent Study on a one page document (CMR6) approved and signed by the committee members, with a copy of the recording sequence (CMR54) and also an English and a Thai copy of the abstract, stamped by the Graduate School, to the Graduate School. As for the original grade level record (CMR 54), it should be submitted to the Registration Office directly.

In the case of a change of the Independent Study topic, approved by the Independent Study defense committee, the main independent study advisor must submit the request to change the topic at the same time as submitting the report of the defense result (CMU 6 GS).

- 10.2 A student who does not pass the oral examination on the Independent Study defense can take the examination again only once within a period of six months, with payment of the exam fees announced by Chiang Mai University.
- 10.3 In case a student cannot finish correcting the report of the Independent Study after independent study 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 request for an extension is made in the next semester, a student must enroll to use the university services too.

If the student has had approval for extension of more than 30 days, but he/she cannot finish within the time allowed, the independent study defense examination of the student will be considered void. The student must renew Independent Study defense within 30 days, with payment of exam fees.

- 10.4 For preparation of the Independent Study and the CD-ROM of the completed Independent Study report:

When a student has taken the exam successfully, she/he must-

- 9.8 The chairperson of the independent study defense committee must notify the parties attending that they have no right to question during the defense.
- 9.9 Errors due to editorial mistakes of the independent study should not be an issue in the defense. The independent study defense committee should forward the details of the mistakes to the student for correction after the defense has been completed.
- 9.10 After the defense has been completed, the independent study defense committee must issue its conclusion immediately in the form of an independent study defense result (CMU 6), and forward the result to the chairperson of the Graduate Program Administrative Committee, the chairperson of the Graduate Study Committee and the Graduate School.

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- 10.4 For preparation of the Independent Study and the CD-ROM of the completed Independent Study report:

When a student has taken the exam successfully, she/he must-

- 10.4.1 Correct the Independent Study after defense before binding and submitting it to the committee for signature on the approval page.
 - 10.4.2 Submit the original Independent Study to the appropriate Graduate School official to check the format.
 - 10.4.3 Take the original Independent Study and CD-ROM (in Word file), and compile three word file copies of the book and six CD-ROMs as PDF files.
- 10.5 The Graduate School will arrange for degree ratification after receiving the completed final bound copy of the Independent Study Report and CD-ROM and a request for graduation (CMR 22).

Announced on 29th July, 2013

(Signed) Akachai Sang-in

(Associate Professor Akachai Sang-in, Ph.D., DIC.)

Dean of the Graduate School