

- Translated Version -



## Regulations for Graduate Studies, Suranaree University of Technology, B.E. 2566 (2023)

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By virtue of Section 14 Clause 3 and Section 16 (2) and (3) of the Suranaree University of Technology Act, B.E. 2533 (1990), in conjunction with the Suranaree University of Technology Council's resolutions in the 8<sup>th</sup> /2566 (2023) meeting on 30 September 2566 (2023) with the recommendation Suranaree University of Technology Academic Senate in the 6<sup>th</sup>/2566 (2023) meeting on 22 June 2566 (2023), the regulations are thereby set out as follow:

Section 1: These regulations are called "Regulation for Graduate Studies, Suranaree University of Technology, B.E. 2566 (2023)."

Section 2: These regulations shall come into force from the academic year 2566 (2023) onwards.

Section 3: These regulations are for graduate students starting admission in trimester 1 of the academic year 2566 (2023) onwards.

Any statutes, regulations, requirements, announcements, resolutions, or other orders contrary to or inconsistent with this regulation, this regulation shall prevail.

Section 4: In this Regulation,

"University"	refers to	Suranaree University of Technology
"University Council"	refers to	Suranaree University of Technology council
"Academic Senate"	refers to	Suranaree University of Technology academic senate
"Rector"	refers to	the rector of Suranaree University of Technology
"Institute"	refers to	an Institute of Suranaree University of Technology

“School”	refers to	a School or other university units called otherwise, with equivalent status to a School in an Institute of Suranaree University of Technology
“Dean”	refers to	the Dean of the Institute to which students are affiliated
“Chair of the School”	refers to	the Chair of the School to which students are affiliated. If a student is not yet affiliated with a School, this refers to the Chair of the School to which the student’s advisor is affiliated. If the Chair of the School is not appointed, this refers to the Head of the unit, otherwise called, with equivalent status to the School responsible for managing the program.
“Head of the Program”	refers to	individual appointed by the Rector to hold the position of the Head of the Program, who could be the Chair of the School or any instructor affiliated with the School.
"Full-time Instructors"	refers to	individuals who hold academic positions of Lecturer, Assistant Professor, Associate Professor, Professor and other equivalent positions within the University or external organizations with co-production agreements. The responsibilities of Full-time Instructors are aligned with the mission and understanding of the Qualifications Framework for Higher Education. Newly recruited Full-time Instructors must have English Proficiency

		Exam scores that meet the University's criteria.
"Program Instructors"	refers to	Full-time Instructors whose qualifications align or relate to the School's Program approved by the Academic Senate. The responsibilities of Program Instructors are to teach and do research in fields related to the School. They may simultaneously be Program Instructors of different programs.
"Program Administrators"	refers to	Program instructors who are responsible for the management, development and implementation of the educational program. This involves program planning, quality control, follow-up evaluation and program development. Program Administrators must be responsible for the entire duration of the study program and cannot simultaneously hold such roles for more than 1 program at the same time. Exceptions are made for multidisciplinary or interdisciplinary programs where Program Administrators can simultaneously manage one more Program. In this case, these programs shall not use more than 2 of the same Program Administrators. Master's and Doctoral degree programs in the same School may employ the same sets of program administrators.
"Special Instructors"	refers to	Instructors who are not Full-time Instructors

"Fulltime Researchers"	refers to	Individuals who hold research positions or are full-time researchers at the University, responsible for academic research and work full-time
"Qualifications related to the Program of the School"	refers to	standard qualifications specified by the School. If the School has yet to announce their standard qualifications or the announcement did not specify such requirements, this refers to qualifications related to the academic discipline or profession. Additional exceptions are also made for other qualifications with direct experience, which would enhance students' learning and fulfill the program's set learning outcomes. Qualifications related to the Program of the School must be consented to by the Academic Senate.
"Co-production Agreement"	refers to	Official collaborative agreements between the University and external organizations to develop and manage study programs, with the consent of both the Suranaree University of Technology Academic Senate and the external organizations.
"External Organization"	refers to	domestic or overseas higher education institutions accredited by educational organizations in those countries, the department of governmental agencies or equivalent, state agencies, public organizations, or private companies enlisted only in the Stock Exchange of Thailand. If

the private company is not enlisted in the Stock Exchange of Thailand, approval by the Academic Senate is required. Such organizations must demonstrate the potential and readiness for the co-production of scholars and must meet the standards of the Qualifications Framework for Higher Education.

“Ph.D. Student”	refers to	students studying for a Doctoral Degree and who have not yet passed the Qualifying Examination
“Ph.D. Candidate”	refers to	students studying for a Doctoral Degree and who have passed the Qualifying Examination
“Learners”	refers to	individuals who enrolled in courses or modules of programs registered in the University’s Credit Bank System
“Course”	refers to	subjects offered by the programs of studies at the University, excluding theses.
“Course Substitute”	refers to	courses that students previously studied from other higher education institutions, with equivalent course contents, learning outcomes and assessment methods comparable to the course in the program to be substituted.
“Course Transfer”	refers to	courses that students studied at the Suranaree University of Technology or other educational institutions under a memorandum of agreement. Otherwise, approval of course transfer by the

Academic Senate is required. Transferable courses should have equivalent course content and comparable learning outcomes.

“Double Degree Program” refers to curriculum or educational arrangements that students can study two programs concurrently, whereby the graduates will receive.

degrees from both programs

“Joint Degree Program” refers to curriculum or educational arrangements in the form of inter-institution collaboration, whereby the graduates will receive degrees from both institutes.

Section 5: The Rector is to supervise these regulations and is authorized to issue announcements or instructions for the observance of these regulations.

## Chapter 1

### Admission

Section 6: Qualifications of Applicants

#### 6.1 Graduate Diploma Program

The applicant must hold a Bachelor’s Degree or equivalent qualifications from higher education institutions recognized by the University. Otherwise, the applicant is enrolled in their final term of their undergraduate program or equivalent at a higher education institution recognized by the University. The applicant shall have other qualifications as specified by the University.

#### 6.2 Higher Graduate Diploma Program

The applicant must hold a Master’s degree or equivalent. Otherwise, provide evidence showing that the applicant will graduate with a Master’s degree or an equivalent degree from a higher education institution recognized by the

University. The applicant shall have other qualifications as specified by the University.

### 6.3 Master's Degree

6.3.1 The applicant must hold a Bachelor's degree or equivalent from a higher education institution recognized by the University. Otherwise, provide evidence showing that the applicant will graduate with a Bachelor's degree or an equivalent degree from a higher education institution recognized by the University. The applicant shall have other qualifications as specified by the University.

6.3.2 The accumulated grade point average must not be less than 2.50 or equivalent; or

6.3.3 If clause 6.3.2 is not satisfied, grade point average of major courses completed in their Master's degree program must not be less than 2.75 or equivalent. Otherwise, the applicant has work experience in the field related to the prospective discipline of study, in which case a letter of recommendation issued by former organizations or job supervisors stating their potential to pursue a graduate degree must be provided.

### 6.4 Doctoral Degree Program

6.4.1 The applicant must hold a Master's degree or equivalent. Otherwise, provide evidence showing that the applicant will graduate with a Master's degree or an equivalent degree from a higher education institution recognized by the University, or

6.4.2 The applicant must hold a Bachelor's degree with honors or equivalent from a university or a higher education institution recognized by the University. Otherwise, provide evidence that the applicant will graduate with a Bachelor's degree or equivalent from a higher education institution recognized by the University in the same field as the Doctoral degree program the applicant is applying for. In this case, the applicant must have an accumulated grade point average of the term before

graduation of no less than the honors degree criteria of the institution at which the applicant is studying.

- 6.5 The applicants for all the aforementioned programs must not have had their student status terminated due to unsatisfactory examination results, inadequate accumulated grade point average, or academic misconduct. In addition, applicants' student status must not have been revoked for failing to complete their studies within the maximum duration specified for the program they were enrolled in, especially at the degree level they intended to apply for.
- 6.6 An applicant must have other qualifications as specified by the University.
- 6.7 The Academic Senate, with recommendations from the Institute Committee, may exempt an applicant from any of the qualifications above on a case-by-case basis.

Section 7: Admission

- 7.1 Admission of students is conducted by the Admissions Committee appointed by the Dean with the recommendations of the relevant School responsible for the Program of study.
- 7.2 Admission may require written examinations, tests of knowledge or other means approved by the Dean with the recommendations of the relevant School.
- 7.3 The Institute Committee approves student admission with the recommendations of the Admissions Committee.
- 7.4 If the Admissions Committee determines that an applicant applying for a Doctoral Degree Program is not academically ready to enter the Program, the School, with the approval of the Institute Committee, may consider accepting the applicant in a Master's degree program instead.
- 7.5 For the admission of international applicants from countries with a memorandum of agreement, if the applicant does not satisfy the University's admission criteria mentioned above, such admissions must receive the consent of the Institute Committee with the approval of the Academic Senate.



- Section 8: Qualification for those Eligible for Enrollment
- 8.1 Graduate Diploma: the applicant must graduate with a Bachelor's degree or equivalent.
  - 8.2 Higher Graduate Diploma: the applicant must graduate with a Graduate Diploma or a Master's degree or equivalent.
  - 8.3 Master's Degree: the applicant must graduate with a Bachelor's degree or equivalent.
  - 8.4 Doctoral Degree: the applicant must graduate with a Bachelor's degree with honors or equivalent, or graduate with a Master's degree or equivalent and must have an English Proficiency Exam score that meets the criteria specified by the University.
  - 8.5 In case the students are native speakers or have completed their studies in a country which uses English as the official language, they are exempt from providing English Proficiency Exam scores.

Section 9: Student Registration

- 9.1 Individuals who have been admitted by the University will attain valid student status once registered by the University.
- 9.2 The student registration processes are as specified by the University.

## Chapter 2 Student Status

Section 10: Student Status

- 10.1 Admitted students will have one of the following statuses:
  - 10.1.1 Regular student refers to individuals admitted to study without any conditions.
  - 10.1.2 Trial student refers to individuals admitted on certain conditions to study in the first trimester or course year as specified by the Institute.
- 10.2 Trial students will be considered for a status revision as Regular students once they meet the specified criteria as follows:

- 10.2.1 Pass all the specified undergraduate level courses according to their trial conditions with grade point averages of no less than 2.50. However, these course credits will neither be calculated as part of the accumulated grade point average nor counted as study credits earned.
- 10.2.2 Pass all the graduate courses specified according to their trial conditions with grade point averages of no less than 3.00.

## Chapter 3

### Educational Schemes

#### Section 11: Educational Schemes

- 11.1 There are 2 educational schemes, as follows:
- 11.1.1 Trimester credit system: an academic year consists of 3 trimesters, where each trimester must be no less than 12 weeks.
  - 11.1.2 Year Course credit system: the study duration depends on the designated credits of each course or modular course.
- 11.2 “Credits” means units designating the amount of academic work, whereby the numbers of credits assigned, calculated, or granted must follow the criteria specified by the University.
- 11.3 “Credits Studied” means the number of credits students have registered for in each trimester
- 11.4 “Accumulated Credits” means the total number of credits for all subjects for which the student has received letter grades: A, B<sup>+</sup>, B, C<sup>+</sup>, C or F. In case the student has received letter grades from repeating the same course, the credits are counted only once from the attempt granted the best letter grade.
- 11.5 “Credits Earned” means the total credits earned in all courses for which the student has received letter grades: A, B<sup>+</sup>, B, C<sup>+</sup>, C, O, S or ST, CS, CE, CT, CP. In case the student has received letter grades from repeating the same course, the credits are counted only once from the attempt granted the best

letter grade. This includes the number of registered thesis credits in which the evaluation is granted a “Pass” or “Very Good”.

## Chapter 4

### Type and Structure of Study Programs

#### Section 12: Type of Study Programs

- 12.1 Graduate Diploma Program is a program of study promoting academic advancement, professional expertise, or efficiency in a specific field of study at a higher level than a Bachelor’s degree but lower than a Master’s degree.
- 12.3 Higher Graduate Diploma Program is a program of study promoting academic advancement, professional expertise or proficiency in a specific field of study at a higher level than a Master’s degree but lower than a Doctoral degree.
- 12.2 Master’s Degree Program is a program of study promoting academic, professional and research advancement at a higher level than a Bachelor’s degree. This Program aims to produce academics and professionals knowledgeable in the subject areas and competent in conducting research or independent study.
- 12.4 Doctoral Program is a program of study promoting academic and research advancement at a higher level than a Master’s degree. This Program aims to produce academics and professionals who are highly knowledgeable and competent, especially in conducting research independently for the pursuit of new knowledge and sustained academic progress.

#### Section 13: Structure of Study Programs

##### 13.1 Graduate Diploma Program

The total number of credits throughout the Program is no less than 30.

##### 13.2 Higher Graduate Diploma Program

The total number of credits throughout the Program is no less than 30.

##### 13.3 Master’s Degree Program

The total number of credits throughout the Master's Degree Program is no less than 45. There are 2 completion plans for the Master's Degree Program as follows:

Plan 1: Research-based Program: Research-oriented learning leading to a thesis.

The Program is available in 2 schemes.

Scheme 1.1: Research-oriented program leading to a thesis without coursework requirements. However, the School may assign students to complete specific non-credited courses or academic activities. Although no credits are earned, the completion of such tasks must be at a satisfactory level to achieve designated program outcomes.

Scheme 1.2: Research-oriented program leading to a thesis worth no less than 15 credits, and coursework is required.

Plan 2: Coursework-based Program: Emphasizing coursework and independent research on applied knowledge in their field of profession. A thesis is not required but independent study or equivalent special problem projects, of no less than 4 credits but not exceeding 7 credits, are necessary.

#### 13.4 Doctoral Degree Program

The total number of credits throughout the Doctoral Degree Program is no less than 60.

for students continuing their study from a Master's degree. Otherwise, no less than 90 credits for those continuing their study from a Bachelor's degree. There are 2 completion plans for the Doctoral Degree Program, which are research-oriented to foster highly qualified academics and professionals:

Plan 1: Research-based scheme leading to a thesis which generates new knowledge. No coursework is required, but the School or Program Management Committee may assign additional non-credit courses or other academic activities. Although no credits are earned, the completion of such tasks must achieve outcomes as specified by the University as follows:

Scheme 1.1: For students who have completed a Master's degree, a thesis of no less than 60 credits is required.

Scheme 1.2: For students who have completed a Bachelor's degree, a thesis of no less than 90 credits is required.

The dissertations mentioned in Scheme 1.1 and Scheme 1.2 must meet the same minimum quality and standard requirements.

Plan 2: Research-based scheme leading to a high-quality thesis and contribution towards academic and professional advancement. Coursework is required as follows:

Scheme 2.1: For students who have completed a Master's degree, a thesis of no less than 45 credits and coursework of no less than 15 credits are required.

Scheme 2.2: For students who have completed a Bachelor's degree, a thesis of no less than 60 credits and coursework of no less than 30 credits are required.

The dissertations mentioned in Scheme 2.1 and Scheme 2.2 must meet the same minimum quality and standard requirements.

## Chapter 5

### Course Registration

Section 14: Course Registration

14.1 Trimester System

- 14.1.1 New students must register for courses in their first trimester within a period specified by the University. Otherwise, it is deemed forfeiture of their admission, and their names will be withdrawn from the registration.
- 14.1.2 Current students must register within the timeframe specified by the University. Otherwise, they will not be eligible to register for that trimester.
- 14.1.3 Current students not registering within the period specified by the University, must be permitted a leave of absence according to Section 34 and pay a fee to maintain student status, or their student status will be terminated.
- 14.1.4 Current students who have completed all required courses registrations for their program but have not yet graduated must request to maintain their student status and pay a student status maintenance fee and other fees as stipulated by the University. Failure to comply with this regulation will result in termination of their student status. Exemptions are granted to students who have successfully defended and submitted their thesis within the specified 30-day period but are still waiting to fulfil publication requirements. In this case, there is no need to maintain their student status.
- 14.1.5 The number of credits in each trimester must be as follows:
- (1) Conditional course credits earned by trial students under clauses 10.2.1 and 10.2.2 shall be counted as credits studied.
  - (2) Course credits earned by a student registering as a 'visitor' must be counted as credits studied.

## 14.2 Year Course System

- 14.2.1 Date of registration, start and end dates of the academic year, dates for increase, reduction, and withdrawal from courses, letter grade submission dates, dates to correct letter grade from I, M, X of each course, and the graduation date shall be stipulated by the University.

The Center for Educational Services shall be notified 10 working days before the set registration date.

14.2.2 New students in their first academic year must register for courses within the specified timeframe set by the University. Otherwise, it is deemed forfeiture of their admission, and their name will be withdrawn from the registration.

14.2.3 Course enrollment will be completed only when the fee is paid within the period specified by the University.

14.2.4 Current students not registering within the period specified by the University must be permitted a leave of absence according to Section 34. As such, fees must be paid to maintain their student status, or their status will be terminated.

#### 14.3 Thesis Registration

##### Trimester Credit System

14.3.1 A student whose thesis proposal has not yet been approved can register for a thesis of no more than 3 credits per trimester.

14.3.2 A student whose thesis proposal has been approved must register for a thesis of no more than 15 credits per trimester. If thesis registration exceeds 15 credits per trimester, the advisor's consent and approval of the Dean are required.

##### Year Course System

14.3.3 A student whose thesis proposal has not yet been approved can register for a thesis of no more than 9 credits per academic year.

14.3.4 For a student whose thesis proposal has been approved, the registration for a thesis shall be specified by the School.

#### 14.4 Retaking Courses

14.4.1 Students who receive grades F, U or W in compulsory courses must retake such courses until letter grades of A, B<sup>+</sup>, B, C<sup>+</sup>, C or S is obtained.

14.4.2 Students may re-register for any courses.

- 14.4.3 Registration, according to clauses 12.3.1 and 12.3.2, will consider the attempt with the best letter grade to calculate the accumulated grade point average. Results from each course registration attempt will be recorded in the academic record system.
- 14.5 Course enrollment shall be conducted according to the requirements specified by the Program and the University's announcements, with the consent of the student advisor.
- 14.6 A student who may want to register for additional courses that are not required by the Program and are not conditional courses must submit a petition to the Center for Educational Services. Consent of the advisor, course instructors and the approval of the Chair of the School or Head of the Program are required.
- 14.7 The School may allow other individuals to register as visitors for certain courses as stipulated by the University.
- 14.8 Graduate students from other institutions may be permitted by the Academic Senate to register for courses at the University. The credits and the grades earned through such studies will be included as a part of their study program at their home institution.
- 14.9 University's students may be permitted by the Institute Committee and the Academic Senate to register for courses offered by other universities if the thesis advisor agrees that those courses are relevant and beneficial to the thesis. The course credits and study results earned can then be transferred or substituted and will be included as part of their study program.
- 14.10 The total number of credits for courses under clause 14.9 must not exceed 1 out of 2 of the required coursework credits for the study program enrolled. The credits for the thesis are excluded.
- 14.11 In cases where the University collaboratively administered a Double Degree Program or a Joint Degree Program, registered credits at the University and at the collaborating university can be considered as part of the study.



14.12 Dates, registration procedure, and courses offered shall be in accordance with university announcements.

Section 15: Request to Increase, Reduce and Withdraw from Courses

15.1 Trimester System

15.1.1 The request to increase courses must be completed within the first 10 days of the trimester, and course enrollment will only be completed once the fees are paid within the timeframe specified by the University.

15.1.2 The request to reduce courses is permitted within the first 5 weeks of the trimester, in which case, the removed courses will not be recorded in the transcript. In case students request to reduce courses until no registered credits remain, approval for a leave of absence is required in accordance with section 34.

15.1.3 Course withdrawal requests can be made after the first 5 weeks of the trimester but no later than the first 10 weeks of the trimester, in which case the withdrawn courses will be recorded in the transcript.

15.1.4 Requests to increase and reduce courses must be consented to by the advisor. Withdrawal from courses must be approved by the Chair of the School with the recommendation of the advisor and the instructors of the course.

15.2 Year Course System

15.2.1 The request to increase courses shall be directed by the Institute in accordance with clause 14.2.1 and will be completed once fees are paid within the period specified by the University.

15.2.2 The request to reduce courses shall be directed by the Institute in accordance with clause 14.2.1 and the removed courses will not be recorded in the transcript.

15.2.3 Course withdrawal requests shall be directed by the Institute in accordance with section 14.2.1, in which case the withdrawn courses will be recorded in the transcript.

**Chapter 6**  
**Program Duration**

Section 16: Program Duration

- 16.1 A Graduate Diploma Program must take no more than 9 trimesters.
- 16.2 A Higher Graduate Diploma Program must take no more than 9 trimesters.
- 16.3 A Master’s Degree Program must take no more than 15 trimesters.
- 16.4 A Doctoral Degree Program takes no more than 18 trimesters for students who continue their studies from a Master’s degree, and not exceeding 24 trimesters for those with a Bachelor’s degree.
- 16.5 The duration of study is counted from the first trimester in which the student registers. For those who do not graduate within the timeframe mentioned, their student status will be revoked automatically. If students are permitted to change their major or level of study, the duration of study is counted from the trimester in which approval was given. If approval is given after the first 2 weeks of the trimester or during the trimester break, the next trimester following the approval shall be counted instead. However, the overall duration of study must not exceed the duration stipulated by the University. In cases with justifiable reasons and necessities, the duration of study may be extended with the consent of the Institute Committee and approval of the Academic Senate.

**Chapter 7**  
**Grading and Evaluation Systems**

Section 17: Grading System

- 17.1 To evaluate students in each course, letter grades are awarded according to the grading scheme as follows:

<u>Letter Grades</u>	<u>Evaluation Result</u>	<u>Grade Points</u>
A	Excellent	4.00
B <sup>+</sup>	Very Good	3.50
B	Good	3.00

C <sup>+</sup>	Fairly Good	2.50
C	Fair	2.00
F	Fail	0

In cases where the aforementioned grades are not applicable, then the following letter grades will be applied:

<u>Letter Grades</u>	<u>Definition</u>
I	Evaluation is incomplete (Incomplete)
M	Student missed the exam (Missing)
P	Teaching is still in progress (In Progress)
O	Evaluation result is outstanding (Outstanding)
S	Evaluation result is satisfactory (Satisfactory)
ST	Evaluation result is satisfactory for transferred credits (Satisfactory, Transferred Credit)
U	Evaluation result is unsatisfactory (Unsatisfactory)
V	Took class as a visitor (Visitor)
W	Approved withdrawal (Withdrawal)
X	Evaluation has not been obtained (No Report)

In cases of substituting results from non-formal education or informal education, the following letter grades will be applied:

<u>Letter Grades</u>	<u>Definition</u>
CS	Passing evaluation from standardized tests (Credits from standardized tests)
CE	Passing evaluation from non-standardized tests (Credits from non-standardized tests)
CT	Passing evaluation considering education or training provided by agencies other than institutions of higher education. (Credits from evaluation of training)

CP

Passing evaluation from presentation of portfolio (Credits from portfolio)

## 17.2 Awarding Letter Grades

17.2.1 The letter grades A, B<sup>+</sup>, B, C<sup>+</sup>, C or F are awarded in the following cases:

- (1) For courses in which students sat the exams and/or had produced results that can be evaluated by rank scales.
- (2) Changes from the letter grades I or M, when the Center for Educational Services has been notified of such changes before the end of the first week of the following trimester or course year.
- (3) Changes from the letter grade P or X.

17.2.2 For the letter grade F, aside from the cases mentioned in 17.2.1, are also given for the following cases:

- (1) The student violated the exam regulations and, as such, has been penalized by granting the letter grade F according to clause 35.1.
- (2) As a result of automatic changes from letter grades I or M, in cases where no changes have been reported by the Institute in accordance with clause 17.2.1 (2).

17.2.3 The letter grade I is granted in the following cases:

- (1) Student illness leading to absence from examination(s) whereby the student has complied with Section 33.
- (2) Student missed the exam due to force majeure, and the Chair of the School approves the absence.
- (3) The student has yet to complete assignments, which are part of the course. The instructors, with the recommendations of the Chair of the School or the Head of Program, agree and find it appropriate to postpone the evaluation of the student's study results.

17.2.4 The letter grade M is given in cases when the student missed the exam and remains unable to present the complete evidence to clarify such absence.

- 17.2.5 The letter grade P is given in courses in which the coursework, research, thesis, or project work have extended beyond 1 trimester or 1 course year. As such, the Institute must report the letter grade P every trimester until changes in the letter grade are available.
- 17.2.6 The letter grades O, S and U are specifically granted for non-credited or credited courses deemed inappropriate to be evaluated as letter grades A, B<sup>+</sup>, B, C<sup>+</sup>, C, and F. Such courses are as follows:
- (1) Courses specified by the study program to evaluate using O, S, U.
  - (2) Changing letter grades from I, M, P or X.
- 17.2.7 The letter grades ST, CS, CE, CT or CP are granted for approved substituted courses.
- 17.2.8 The letter grade V is granted to courses for a student permitted to register as a Visitor. In this case, the student shall have no less than 80% attendance, and the instructor considers that the student has performed diligently.
- 17.2.9 The letter grade W can be given after the first 5 weeks of the trimester or as stipulated by the Institute for the Year Course system, in the following circumstances:
- (1) Course that the student's withdrawal request has been approved.
  - (2) The student missed the exam due to illness and complied with Section 33. As such, the Chair of the School or Head of the Program, the student advisor, and the course instructors deemed it appropriate for the student to withdraw from the course.
  - (3) Students have received approved leave of absence for reasons stated in clauses 34.1 and 34.2
  - (4) Students have received mandatory leave of absence for the trimester or during the course year due to other reasons in addition to those stated in Section 35.1.

- (5) The Chair of the School or Head of the Program approves the change from letter grade I granted per clauses 17.2.3 (1) and (2) due to ongoing illness or force majeure.
  - (6) Students who register as Visitors for courses, according to clause 14.7, and have attended less than 80% of the course or the course instructor determined that the student was not actively involved in their studies.
  - (7) Failure to meet the registration conditions for those courses.
- 17.2.10 The letter grade X is specifically used for courses for which the Center for Educational Services has not received any evaluation reports within the specified timeframe.

## Chapter 8

### Educational Assurance Regulations

#### Section 18: Instructors

- 18.1 Instructors of a Graduate Diploma Program and a Master's degree program must satisfy the following qualifications:
  - 18.1.1 Instructors must be Full-time or Special Instructors who at least hold a Master's degree or equivalent in the field or related field of study or otherwise associated with the subjects taught. Furthermore, they must have teaching experience and additional research outputs, which are not used to fulfil the requirement for their own degree. Nevertheless, the instructor must have academic outputs no less than those stipulated by the Ministry of Education regarding Graduate Program Standard Criteria, where at least 1 study shall be published within the past 5 years.
  - 18.1.2 In cases where the Special Instructors do not satisfy the criteria above, they must be acknowledged as experts for their knowledge and experience, which aligns with the field of study or is related to the discipline of the course taught, with the approval of the University

Council. However, if any courses deem it necessary to require the assistance of Special Instructors, the Full-time Instructor must share the responsibility of administrating the teaching and learning processes and student development throughout the course.

18.1.3 New Instructors holding a Doctoral Degree, despite not having academic output after graduation, are permitted as Instructors for Master's Degree level courses. However, suppose such instructors are to be appointed as the Program Instructor, Program Administrator, thesis Advisor and thesis defense examination panel. In that case, the instructor shall have academic outputs after completing their degree of at least 1 study within 2 years, 2 studies within 4 years, or 3 studies within 5 years.

18.1.4 New instructors holding a Doctoral degree, despite not having academic output after graduation, are permitted as instructors for graduate diploma-level courses. However, suppose such instructors are to be appointed as the Program Instructor and Program Administrator, the instructor shall have academic outputs after completing their degree of at least 1 study within 2 years, 2 studies with 4 years, or 3 studies within 5 years.

18.2 Instructors of a Higher Graduate Diploma Program and a Doctoral degree program must satisfy the following qualifications:

18.2.1 Instructors must be Full-time or Special Instructors with a Doctoral degree or equivalent or, at least, hold a Master's degree or equivalent with the academic position of no less than associate professor or equivalent, in the field or related field of study or otherwise associated with the subjects taught. In addition, they must have teaching experience and additional research outputs, which are not part of the requirement to fulfil their own degree. They must also have academic outputs no less than those stipulated by the Ministry

of Education regarding Graduate Program Standard Criteria, where at least 1 study shall be published within the past 5 years.

18.2.2 In cases where the Special Instructors do not satisfy the criteria above, they must be acknowledged as experts for their knowledge and experience, which aligns with the field of study or is related to the discipline of the course taught, with the approval of the University Council. However, if any courses deem it necessary to require the assistance of Special Instructors, the Full-time Instructor must share the responsibility of administering the teaching and learning processes and student development throughout the course.

18.2.3 New Instructors holding a Doctoral Degree, despite not having academic output after graduation, are permitted as Instructors for Doctoral Degree level courses. However, suppose such instructors are to be appointed as the Program Instructor, Program Administrator, thesis Advisor and thesis defense examination panel. In that case, the instructor shall have academic outputs after completing their degree of at least 1 study within 2 years, 2 studies with 4 years, or 3 studies within 5 years.

18.2.4 New instructors holding a Doctoral degree, despite not having academic output after graduation, are permitted as instructors for Higher Graduate Diploma-level courses. However, suppose such instructors are to be appointed as the Program Instructor and Program Administrator, the instructor shall have academic outputs after completing their degree of at least 1 study within 2 years, 2 studies with 4 years, or 3 studies within 5 years.

18.3 Instructors of higher qualification courses may teach in lower qualification courses.

18.4 The School shall examine and superintend the instructors' qualifications in compliance with this regulation.



Section 19: General Advisor

- 19.1 Must be a full-time instructor and a lecturer in the School to which students are affiliated.
- 19.2 Give suggestions and support to ensure the students' study plans align with the syllabus and regulations.
- 19.3 Advise students on other matters as deemed necessary and appropriate.
- 19.4 The Chair of the School or Head of the Program shall promptly nominate an instructor to the Dean for the appointment as a general advisor.

Section 20: Thesis Advisor

- 20.1 Thesis Advisors for a Master's degree may be categorized into 2 types as follows:
  - 20.1.1 Primary Thesis Advisor must be a full-time program instructor with a Doctoral degree or equivalent or, at least, hold a Master's degree or equivalent with the academic position of no less than associate professor or equivalent, in the field or related field of study or otherwise associated with the subjects taught. In addition, they must have teaching experience and additional research outputs, which are not part of the requirement to fulfil their own degree. Such academic outputs shall be in accordance with those stipulated by the criteria for appointments to academic positions, where at least 3 study shall be published within the past 5 years and at least once of such study published must be a research study.
  - 20.1.2 Co-Thesis Advisor (if applicable) must satisfy the qualification criteria as follows:

Co-Thesis Advisor must be a full-time program instructor, full-time instructor or full-time researcher and must satisfy the same qualifications and academic output criteria as those of the Primary Thesis Advisor.

For Co-Thesis Advisors who are an external expert, they must hold a doctoral

degree or equivalent and have publications in journals listed on acknowledged databases related to the thesis topic, no less than 5 publications.

If the external expert does not hold a degree nor has research publications as specified, they must be an expert reputable for their knowledge and experiences in the same or related field of the thesis topic and has also been approved by the University Council.

20.2 Thesis Advisors for a Doctoral degree may be categorized into 2 types as follows:

20.2.1 Primary Thesis Advisor must be a full-time program instructor with a Doctoral degree or equivalent or, at least, hold a Master's degree or equivalent with the academic position of no less than associate professor or equivalent, in the field or related field of study or otherwise associated with the subjects taught. In addition, they must have teaching experience and additional research outputs, which are not part of the requirement to fulfil their own degree. They must also have research outputs as stipulated by the criteria for appointments to academic positions, where at least 3 study shall be published within the past 5 years.

20.2.2 Co-Thesis Advisor must have at least 1 full-time program instructor, full-time instructor, full-time researcher, or external expert. Whereby the Program Instructor, full-time instructor, or full-time researcher must satisfy the same qualifications and academic output criteria as those of the Primary Thesis Advisor.

For Co-Thesis Advisors who are an external expert, they must hold a doctoral

degree or equivalent and have publications in journals listed on acknowledged databases related to the thesis topic, no less than 10 publications.

If the external expert does not hold a degree nor has research publications as specified, they must be the expert highly reputable for their knowledge, insights, and experiences in the same or related field of the thesis topic and have also been approved by the University Council.

### 20.3 Responsibilities of a Thesis Advisor

20.3.1 Advise students on study methods and conducting research, including problems faced during their study and research.

20.3.2 Advise students on the thesis write-up, including the academic and language aspects.

20.3.3 Assessment of thesis progress in each trimester or as stipulated by the Institute Committee for the Year Course system. Progress reports and evaluation results shall be submitted to the Chair of the School or the Head of the Program.

20.3.4 Consider and approve the student's proposed thesis examination arrangement to the Chair of the School or Head of the Program.

20.3.5 Act as a member of the student's Thesis Examination Committee.

### Section 21: Appointing Thesis Advisors or the Thesis Advisory Committee.

21.1 A general advisor and a thesis advisor may be the same person.

21.2 The Dean will appoint a thesis advisor or the thesis advisory committee, with the approval of the Institute Committee and the recommendations from the Chair of the School, before the student registers for their thesis.

21.3 For thesis advisors, there shall be only one primary thesis advisor or shall have no more than 4 additional co-advisors. As such, these co-advisors may be internal instructors or external experts. The latter case shall be considered as a Thesis Advisory Committee whereby the thesis advisor shall be appointed the Head of the committee, and co-advisors shall be appointed committee members.

Section 22: Report on the Progress of a Thesis

22.1 Students who have registered for thesis or maintain their student status after the completion of registered thesis credits, must report their progression through forms stipulated by the University. Students shall present their progress to the thesis advisor before the end of each trimester or as stipulated by the Institute for the Year Course system.

22.2 The thesis advisor must report the result of the evaluation of the student's thesis progress each trimester or as stipulated by the Institute for the Year course system. The progress report shall be submitted to the Chair of the School or the Head of the Program and subsequently presented to the Institute Committee. If the evaluation result is unsatisfactory, the Institute Committee may consider terminating the student's studies.

## Chapter 9

### Changing of School, Transferring and Substituting Courses

Section 23: Changing of School

23.1 A transfer of the School can be requested with the consent of the Chair of the School or the Head of the program of the previous study program and that of the program to be transferred into, and with the approval of the Institute Committee of both programs.

23.2 For the trimester system, the earliest to petition for transfer of a program is the second trimester after enrollment, and the student must have an accumulated grade point average of no less than 3.00. Once approved, the transfer will be effective in the next trimester, and another transfer request is no longer permitted. For the Year Course system, the earliest petition for transfer of a program is after the end of the first year of admission into the program, and the student must have an accumulated grade point average of no less than 3.00. Once approved, the transfer will be effective in the next course year, and another transfer request is no longer permitted.

Section 24: Transferring and Substituting Courses

Courses to be transferred shall be granted the same letter grades, whereas the courses to be substituted shall be granted letter grades ST, CS, CE, CT, CP.

24.1 A student whose change of Program is approved shall proceed as follows:

24.1.1 The student must request to transfer courses within 10 days after the Change of Program has been approved.

24.1.2 All courses studied in the previous program that are required to be studied in the new program must be transferred and will be granted the same letter grades.

24.1.3 The Chair of the School or Head of Program is to consider and approve the transferred courses with the advisor's recommendation.

24.2 A student admitted to study at the University.

24.2.1 Students who have studied at the University may transfer courses previously completed at the University with the consent of the Chair of the School or the Head of the Program that admitted the student, and the approval of the Institute Committee. As such, the course transfer procedures shall be in accordance with the University's announcement.

24.2.2 Students who have studied at other institutions of higher education who wish to substitute their completed course shall proceed as follows:

(1) The student must request to substitute courses within the timeframe specified by the University and, as such, has the right to submit the request once and shall be granted letter grades ST, CS, CE, CT, or CP.

(2) Accumulated grade point average obtained from the previous institutions must not be less than 3.00 on the 4.00 scale or equivalent. In addition, their student status must not have been terminated due to misconduct.

(3) The University shall consider substituting only courses that are parts of the program offered by higher education institutions

recognized by the University and are deemed to have comparable standards.

- (4) Substitute courses must have identical or similar course contents and an equal or greater number of course credits than that specified by the program offered by the University.
- (5) Courses that the University shall consider substitutable must be those that the student has passed and obtained letter grades of no less than B, S or the equivalent. As such, the consent of the Chair of the School or the Head of the Program offering the courses and the approval of the Institute Committee are required. Nevertheless, the substituted credits must not exceed 1 out of 2 of the total credits specified by the program being enrolled by the student.

24.3 Students who have already registered for courses in another program at the University or other higher education institutions can request that such courses be transferred or substituted. However, this is subject to the consent of the School offering the courses and the Institute Committee affiliated with the student, with the approval of the Academic Senate.

24.4 A learner in the Credit Bank System whose status has been approved as a student.

24.4.1 Learners in the University's Credit Bank System can transfer courses or entire modules, except for those granted letter grades ST, CS, CE, CT, CP. Such transferred courses shall not exceed 1 out of 2 total credits of the program that the learners wish to enroll in, and the approval of the Institute Committee is required.

24.4.2 Learners in the Credit Bank System of other educational institutions, with a memorandum of agreement, shall be able to transfer or substitute courses or entire modules, except for those granted letter grades ST, CS, CE, CT, CP. These courses shall not exceed 1 out of 2

total credits of the program that the learners wish to enroll in, and the approval of the Institute Committee is required.

24.4.3 Learners in the Credit Bank System of other higher educational institutions, without a memorandum of agreement, shall be able to substitute courses or modular courses, except for those granted letter grades ST, CS, CE, CT, CP. Such substituted courses shall not exceed 1 out of 2 total credits of the program that the learners wish to enroll in, and the approval of the Institute Committee is required.

24.5 Students who have completed a Bachelor's degree from the University and have previously enrolled in postgraduate level courses may transfer or substitute all credits from preceding postgraduate courses into the graduate program they intend to enroll in. However, this excludes thesis credits. All courses requiring transfer and substitution shall be completed within one request during the first trimester of enrollment or as stipulated by the Institution for the year course system.

24.6 Students are deemed to pass courses approved as substituted courses and granted letter grades ST, CS, CE, CT or CP. The credits earned from such courses shall be integrated into the program the student is currently enrolled in.

24.7 The credit transfer and substitution of courses shall be processed only for credited coursework, but this shall be prohibited for thesis credits.

24.8 The request for course substitution is subject to approval, and the School may request to examine the students' knowledge of their completed substituted courses for further consideration.

24.9 For the request to substitute learning outcomes from non-formal education or informal education, the following shall be considered:

24.9.1 The learning outcome to be considered for substitution should align with the learning outcomes of the course or module courses intended to substitute.

24.9.2 The learning outcome to be considered for substitution shall not be limited by the duration required to learn or accumulate experiences that contribute to achieving that learning outcome. Nevertheless, such learning outcomes must remain current with the advancements in the intended field of study.

24.9.3 Substituted learning outcomes shall not be included in the accumulated grade point average calculation.

24.10 Transferred courses shall be included for the calculation of accumulated grade point average, whereas substituted courses shall not be included for such calculations.

## Chapter 10

### Changing the Level of Study

Section 25: Changing the level of study.

25.1 The study level may change to a higher or lower level of study.

25.2 The following cases are eligible for the change of study level:

25.2.1 A student in a Master's degree program is awarded a scholarship for a Doctoral degree.

25.2.2 A student in a Master's degree program has passed the qualifying examination organized for students in a Doctoral program.

25.2.3 A student in a Doctoral program who has failed the qualifying examination. The School may propose to the Institute Committee to consider the student's admission into a Master's degree program.

25.2.4 A doctoral student may petition to change their level of study at the School, stating the reasons and necessity to downgrade to a Master's degree level, with the approval of the Institute Committee.

25.3 The change of study level shall only be allowed when the School is not changed. This shall be subjected to the approval of the Institute Committee and the Academic Senate has the right to appeal the decision. Exemption is



made per clause 25.2.1, whereby the Institute Committee shall approve then notify the Academic Senate.

## Chapter 11

### Assessment and Evaluation of Study

#### Section 26: Evaluation and Calculation of Grade Point Average

##### 26.1 Trimester Credit System

26.1.1 Evaluation shall be conducted at the end of each trimester.

26.1.2 Calculation of the grade point average shall be calculated from all courses that a student has taken in that trimester. Exemption is made for courses with the letter grade P in that trimester, until such letter grade is changed into other letter grades as follows:

- (1) The grade point average for a trimester is calculated from the results of all courses taken by a student in that trimester. The total number of credits for each course shall be multiplied by the grade point received and be used as a dividend. Then, the total number of credits for that trimester shall be used as the divisor.
- (2) An accumulated grade point average is calculated from all credits earned from the time of enrollment to the time of the evaluation. The total number of credits for each course shall be multiplied by the best grade point attempt received from such course, the resulting number shall be used as the dividend. Then, the total accumulated credits for all courses registered shall be used as the divisor.

##### 26.2 Year Course System

26.1.1 Evaluation shall be conducted at the end of each course year.

26.1.2 The grade point average shall be calculated from all courses a student has taken in that course year. The exemption is made for courses with the letter grade P until such letter grade is changed into other letter grades as follows:

- (1) The grade point average for a course year is calculated from the results of all courses taken by a student in that course year. The total number of credits for each course shall be multiplied by the grade point received and be used as a dividend. Then, the total number of credits for that trimester shall be used as the divisor.
- (2) An accumulated grade point average is calculated from all credits earned from the time of enrollment to the time of the evaluation. The total number of credits for each course shall be multiplied by the best grade point attempt received from such course; the resulting number shall be used as the dividend. Then, the total accumulated credits for all courses registered shall be used as the divisor.

Section 27: Comprehensive Examination

- 27.1 For the Graduate Diploma, the Master's Degree and the Higher Graduate Diploma, students must pass a comprehensive examination that evaluates the student's capability and potential to apply knowledge and academic experience into practice and research.
- 27.2 Master's degree students in Plan 1 must complete the comprehensive examination within the first 3 trimesters of their study Program for the trimester system and within 1 course year for the year course system. If students fail to meet this requirement, their student status will be terminated. Should there be sufficient reasons and necessities, an extension may be requested with the approval of the Institute Committee.
- 27.3 Students in either Master's degree in Plan 2, Graduate Diploma, or Higher Graduate Diploma programs must take their comprehensive examination after fulfilling the credits requirement of the programs.
- 27.4 A comprehensive examination may be conducted as a written or an oral examination, or both.
- 27.5 The administration of comprehensive examination is the responsibility of the School, and such exams shall be administered at least once per trimester for

the trimester system and as stipulated by the Institute for the year course system. Each examination must be conducted by a committee appointed by the Dean, with the approval of the Institute Committee.

- 27.6 The Comprehensive Examination Committee shall consist of 1 Chair, which may be the Chair of the School or Head of the Program, or an individual appointed as the Chair by such parties. Furthermore, 2-4 Instructors of Master's Degree level courses and above shall act as members of the Comprehensive Examination Committee.
- 27.7 The Comprehensive Examination Committee must administer the comprehensive examination at the date and time specified by the Institute Committee, and the result of the examination must be reported to the Institute Committee within 1 week after the date of examination.
- 27.8 The result of the comprehensive examination shall be reported as letter grade S when passed and U when failed.
- 27.9 A student failing their first comprehensive examination shall be allowed to retake the examination only once. The second failure shall result in the automatic termination of the student's status.
- 27.10 If a student fails the comprehensive examination, the result shall appear on the transcript only when the attempt affects the student's status.

Section 28: Qualifying Examination

- 28.1 Ph.D. students must pass a qualifying examination that aims to evaluate students' capabilities in academic concepts and in conducting independent research for their doctoral thesis.
- 28.2 Ph.D. students must pass a qualifying examination within the first 6 trimesters of their Program of studies for the trimester system and as stipulated by the Institute for the year course system. Failure to comply to this regulation shall result in the automatic termination of their student's status. Should there be sufficient reasons, an extension may be requested with the Institute Committee's approval, except for those students taking the qualifying examination as mentioned in section 28.3.2.

28.3 Students eligible for the qualifying examination are as follows:

28.3.1 Ph.D. Students

28.3.2 Master's degree students who intend to change their level of study.

Such students must have accumulated no less than 15 credits and an accumulated grade point average of no less than 3.50. Master's degree students with research output with the potential to develop a Doctoral thesis, in this case, shall be subjected to the Institute committee's approval and the informed Academic Senate shall have the right to appeal such decisions. In both cases, students must have completed their comprehensive examination, and if they pass this qualifying examination, they shall automatically pass the doctoral qualifying examination required for a Doctoral degree.

28.4 A qualifying examination may be conducted as a written or an oral examination, or both.

28.5 The administration of the qualifying examination is the responsibility of the School, and such exams shall be administered at least once per trimester for the trimester system and as stipulated by the Institute for the year course system. Each examination must be conducted by a committee appointed by the Dean, with the approval of the Institute Committee.

28.6 The Qualifying Examination Committee shall consist of 1 Chair, which may be the Chair of the School or Head of the Program, or an individual appointed as the Chair by such parties. Furthermore, 2-4 Instructors of Doctoral Degree level courses shall act as members of the Comprehensive Examination Committee. Committee members may be comprised of no more than 2 invited external examiners, with the approval of the Institute Committee.

28.7 The Qualifying Examination Committee must administer the examination at the date and time specified by the Institute Committee, and the result of the examination must be reported to the Institute Committee within 1 week after the date of examination.

28.8 The result of the qualifying examination shall be reported as letter grade S when passed and U when failed.

28.9 Ph.D. students who pass their qualifying exams are considered as Ph.D. candidates who are eligible to propose their thesis for a doctoral degree.

28.10 Students mentioned in clause 28.3.1 who fail their first comprehensive examination shall be allowed to retake the examination only once. The second failure shall result in the automatic termination of the student's status unless the change of study level has been approved in accordance with clause 25.2.3.

28.11 Students mentioned in clause 28.3.2 shall only be allowed to take the exam once.

28.12 If a student fails the qualifying examination, the result shall appear on the transcript only when the attempt affects the student's status.

#### Section 29: Approval of Thesis Proposal

##### 29.1 Master's Degree Thesis

Students must request the approval of their thesis proposals to the School, which then presents the request to the Thesis Proposal Committee and the Institute Committee for approval. The proposal must be approved within the first 4 trimesters from the start of their study program for the trimester system, and as stipulated by the Institute for the year course system.

Otherwise, the student's status shall be terminated. If deemed necessary, an extension may be granted by the Institute Committee.

##### 29.2 Doctoral Degree Thesis

Students must request the approval of their thesis proposals to the School, which then presents the request to the thesis Proposal Committee and the Institute Committee for approval. The proposal must be approved within the first 7 trimesters from the start of their study program and as stipulated by the Institute for the year course system. Otherwise, the student's status shall be terminated. If deemed necessary, an extension may be granted by the Institute Committee.

29.3 In cases where the thesis proposal has been approved per clauses 29.1 or 29.2 but is deemed necessary for the thesis title to be changed, the student may request to change the thesis title through the routine request for the approval of the thesis proposal. However, such actions must not affect the study period.

#### 29.4 Thesis Proposal Committee

29.4.1 The Master's Degree Thesis Proposal Committee shall consist of no more than 3 Program Instructors, full-time instructors or full-time researchers. Nevertheless, the Thesis Proposal Committee Chair must neither be the primary nor the co-thesis advisor. The Thesis Examination Committee members must satisfy the qualifications and academic output criteria as follows:

Program Instructors, full-time instructors or full-time researchers must hold a doctoral degree or equivalent or at least have a Master's degree or equivalent with the academic position of no less than Associate Professor or equivalent. The members shall have academic outputs that are not considered a part of the requirement to fulfil their own degree. Nevertheless, a member of Thesis Examination Committee must have academic outputs no less than those stipulated by the criteria for appointments to academic positions, where at least 3 studies shall be published within the past 5 years, and of these, at least 1 must be research study.

29.4.2 The Doctoral Thesis Proposal Committee shall consist of Program Instructors or can be full-time instructors or full-time researchers and must include no less than 2 external experts. The Thesis Proposal Committee shall consist of no less than 5 total examiners, as such, the committee chair must be an external examiner. The Thesis Examination Committee members must satisfy the qualifications and academic output criteria as follows:

- (1) Program Instructors, full-time instructors or full-time researchers must hold a doctoral degree or equivalent or at least have a Master's degree or equivalent with the academic position of no less than Associate Professor or equivalent. The members shall have academic outputs that are not considered a part of the requirement to fulfil their own degree. Nevertheless, a member of the Thesis Examination Committee must have research outputs no less than those stipulated by the criteria for appointments to academic positions, where at least 3 studies shall be published within the past 5 years.
- (2) External examiners must hold a doctoral degree or equivalent and have publications in journals listed on acknowledged databases related to the thesis topic, no less than 10 publications. If the external expert does not hold a degree nor has research publications as mentioned above, they must be the expert highly reputable for their knowledge, insights, and experiences in the same or related field of the thesis topic and have also been approved by the University Council

29.5 The written language used in the thesis may be Thai or a foreign language. However, the students must clearly indicate which language will be used for writing up at the time they request the approval of their proposal.

## Section 30: Thesis Examination

### 30.1 Master's Degree Thesis

30.1.1 Thesis Examination is to be conducted by a committee appointed by the Dean of the Institute with approval from the Institute Committee.

30.1.2 Thesis Examination Committee shall have no less than 3 total members, comprising of Program Instructors and external experts. Nevertheless, the Examination Committee Chair must neither be the primary nor co-thesis advisor. The Thesis Examination Committee

members must satisfy the qualifications, merits, and academic outputs as follows:

- (1) Program Instructors, full-time instructors or full-time researchers must hold a doctoral degree or equivalent or at least have a Master's degree or equivalent with the academic position of no less than Associate Professor or equivalent. The members shall have academic outputs that are not considered a part of the requirement to fulfil their own degree. Nevertheless, a member of Thesis Examination Committee must have academic outputs no less than those stipulated by the criteria for appointments to academic positions, where at least 3 studies shall be published within the past 5 years, and of these, at least 1 must be research study.
- (2) External examiners must hold a doctoral degree or equivalent and have publications in journals listed on acknowledged databases related to the thesis topic, no less than 5 publications. If the external expert does not hold a degree nor has research publications as mentioned above, they must be the expert highly reputable for their knowledge, insights, and experiences in the same or related field of the thesis topic and have also been approved by the University Council

30.1.3 Once the students have completed their registered Thesis credits according to the program structure and have completed their thesis according to the format specified by the University, the students shall submit a request for Thesis Examination to the Chair of the School or the Head of the Program, with the recommendation of their Thesis Advisor or the Chair of Thesis Advisor Committee. The draft thesis shall be submitted with the aforementioned request, for approval by the Dean, no less than 2 weeks before the examination date.



30.1.4 In administering the thesis examination, every member of the Thesis Examination Committee must preside over the exam . If any member is absent, the examination must be postponed until all committee members can be present to preside over the exam. If a vote is required for the consideration of the examination outcome, the majority vote of the examination committee shall be applied.

## 30.2 Doctoral Degree Thesis

30.2.1 Thesis Examination is to be conducted by a committee appointed by the Dean of the Institute with approval from the Institute Committee.

30.2.2 Thesis Examination Committee shall consist of Program Instructors or can be full-time instructors or full-time researchers and must include no less than 2 external experts. The Thesis Proposal Committee shall consist of no less than 5 total examiners, as such, the committee chair must be an external examiner and must not be the primary thesis advisor or co-advisors. The Thesis Examination Committee members must satisfy the qualifications, merits, and academic output criteria as follows:

- (1) Program Instructors, full-time instructors or full-time researchers must hold a doctoral degree or equivalent or at least have a Master's degree or equivalent with the academic position of no less than Associate Professor or equivalent. The members shall have academic outputs that are not considered a part of the requirement to fulfil their own degree. Nevertheless, a member of the Thesis Examination Committee must have research outputs no less than those stipulated by the criteria for appointments to academic positions, where at least 3 studies shall be published within the past 5 years.
- (2) External examiners must hold a doctoral degree or equivalent and have publications in journals listed on acknowledged databases related to the thesis topic, no less than 10

publications. If the external expert does not hold a degree nor has research publications as mentioned above, they must be the expert highly reputable for their knowledge, insights, and experiences in the same or related field of the thesis topic and have also been approved by the University Council.

30.2.3 Once the students have completed their registered thesis credits according to the program structure and have completed their thesis according to the format specified by the University, the students shall submit a request for thesis Examination to the Chair of the School or the Head of the Program, with the recommendation of their thesis Advisor or the Chair of Thesis Advisor Committee. The drafted thesis shall be submitted with the aforementioned request, for approval by the Dean, no less than 3 weeks before the examination date.

30.2.4 In administering the thesis examination, every member of the Thesis Examination Committee must preside over the exam . If any member is absent, the examination must be postponed until all committee members can be present to preside over the exam. If a vote is required for the consideration of the examination outcome, the majority vote of no less than 4 shall be applied in all cases.

30.3 The thesis examination shall provide opportunities for any interested party to attend as an observer. After the committee has completed their examination, the Chair of the Examination Committee may permit the observer to pose some questions. In case the Institute Committee considers that the content of the thesis shall not be disclosed to the public, the Rector may not permit those who are not directly involved with the thesis to observe the examination.

30.4 The outcome of the thesis examination shall use descriptors to express the examinee's performance quality level as follows:

30.4.1 “Very Good” means the student has passed the examination, and the Examination Committee has unanimously agreed that the student's

capabilities in their thesis presentation and answering of questions are considered most satisfactory. Furthermore, the contents of the thesis are correct and complete.

30.4.2 “Passed” means the student has passed the examination and applies in cases where the Examination Committee decides the student's capabilities in their thesis presentation and answering of questions to be fairly satisfactory. Furthermore, the contents of the thesis require minor revisions.

30.4.3 “Fail” means a student has failed the examination and applies in cases where the Thesis Examination Committee decides that the student's capabilities in their thesis presentation and/or answering of questions are unsatisfactory.

30.5 In case the student fails the thesis examination, the Chair of the Examination Committee shall notify the student to revise the thesis as suggested by the Examination Committee, together with informing the student of the deadline to complete the revision. Therefore, the student must submit a request for a second thesis examination by the end of the mentioned deadline.

30.6 Failure of the thesis examination for the second time shall result in the automatic termination of the student's status.

30.7 The Institute Committee shall approve the outcome of the thesis examination with the recommendations of the School and the Thesis Examination Committee.

#### Section 31: Format, Submission and Publication of Thesis

31.1 Students must submit their completed thesis in the format, on the date and time, and provide the number of copies as specified by the University.

31.2 For a student who enrolls in Master's Degree Plan 1 must have their thesis work published, or at least parts of their thesis work accepted for publication in a journal, academic printed materials or presented in an academic conference, whereby the full paper has been published as the proceedings of such conference.

31.3 Ph.D. candidates must have their thesis work, or parts thereof, published or at least accepted for publication in a national or an international journal. However, the amount and quality of the thesis work of all degree levels, or parts thereof, must not be less than the criteria stipulated by the University.

Section 32: English Proficiency Standards

32.1 All students must have English proficiency Exam results in accordance with the English proficiency Standards at the passing level, as specified by the University, as follows:

32.1.1 In case a thesis is required, the student must pass the English Proficiency Exam before requesting a Thesis Examination.

32.1.2 If the student enrolls in Master's Degree Plan 2, professional-base program, the student must pass the English Proficiency Exam before requesting a Comprehension Examination.

32.2 In case the students are native speakers or have completed their studies in a country which uses English as the official language, they are exempt from providing English Proficiency Exam scores.

32.3 English proficiency Exam results shall be reported using the letter grade S when the students have passed such exams.

## Chapter 12

### Leave of Absence, Penalties, and Termination of Student Status

Section 33: Sick Leave

33.1 Sick leave is student leave due to illness that prevents the student from taking examinations in some or all courses.

33.2 For sick leave, according to clause 33.1, the student must file a request to the Chair of the School or the Head of Program within 1 week after the start of the illness, attaching a medical certificate issued by the University's hospital or any healthcare facilities recognized by the University.

Section 34: Academic Leave of Absence

- 34.1 Students may submit a request to the Chair of the School or the Head of the Program, through their Advisor, for the approval of Academic Leave of Absence under the following circumstances:
- 34.1.1 Being enlisted or conscripted to active army services.
  - 34.1.2 Awarded international exchange studentship or other scholarships endorsed by the University.
  - 34.1.3 Illness deemed severe that the physician recommends more than 3 weeks of sick leave, and a valid medical certificate is provided in accordance with clause 33.2.
  - 34.1.4 Personal obligation and the student has studied in the University for no less than 1 trimester or as stipulated by the Institute and has accumulated grade point average of no less than 3.00.
- 34.2 Students with accumulated grade point averages less than 3.00, not registered, or have no recorded results but must take an academic leave of absence should immediately submit the petition to the Chair of the School or the Head of the Program. The petition shall be subjected to approval by the Institute Committee.
- 34.3 Students who petitioned for academic leave of absence as stated in clauses 34.1 or 34.2. For the trimester system, petitions must be submitted within the first 10 days of the trimester for students who have not registered for any courses, or within 10 weeks for students who have already enrolled for courses. If the petition submission is delayed after 10 weeks, this shall require the consent of the Institute Committee. And for the Year Course System, such details are as stipulated by the Institute.
- 34.4 Approval for academic leave of absence according to clauses 34.1 and 34.2 shall only be granted leave for two consecutive trimesters. If students require extended leave of absence, they must submit a new petition for the trimester system and, as stipulated by the Institute for the year course system.

34.5 The duration of the approved academic leave of absence is deemed part of the student's duration of study. An exemption is made for absences stated in clauses 34.1.1 and 34.1.2.

34.6 A student whose leave of absence has been approved must pay a fee to maintain student status for every trimester of absence or per duration of absence as stipulated by the Institute. Status maintenance fees are exempt for the trimester in which the fees for registered credits have been paid. Failure to comply with this regulation results in the termination of the student's status.

34.7 The student who wishes to return before the end of the approved duration must file a return to study request for the approval of the Chair of the School or the Head of the Program. Once approved, the student must inform the Center for Educational Services no less than 1 week before the stipulated registration date.

34.8 Once the student has been re-admitted after their leave, their student status shall return to the same status before the leave of absence was approved.

Section 35: Penalties for Misconduct

35.1 When the student is found cheating in an examination or involved in any form of academic misconduct, a committee appointed by the Academic Senate is to determine the penalty for committing the violation. The committee's ruling shall be reported to the University to impose penalties and notify the parties involved.

35.2 Duration of a student's suspension shall be included in the student's duration of studies.

35.3 Students being suspended, according to clause 35.1, must pay a student status maintenance fee as stipulated. Otherwise, their student's status shall be terminated.

Section 36: Termination of Student Status

Apart from cases referred to in other sections, the student's status shall be terminated in the following circumstances:

- 36.1 Once completing the program requirements and conferment has been granted according to Section 40.
- 36.2 Once the student's resignation has been approved by the Dean, with a recommendation from the Chair of the School or Head of the Program and the student's Advisor.
- 36.3 Failure to register, pay registration fees, pay student status maintenance fees, or pay university maintenance fees within the duration stipulated by the University. Students who lose their student status in such cases may request reinstatement of their status with the approval of the Dean.  
For students whose status has been terminated beyond the duration stipulated by the University, the reinstatement of student status shall require the consent of the Institute Committee and the approval of the Dean. In addition, the students must pay re-admittance fees and all outstanding debts.
- 36.4 Master's Degree students who fail to pass their comprehension examination, or Ph.D. students who fail to pass their qualifying examination, within the specified timeframe.
- 36.5 Failure to approve Thesis Proposal within the stipulated timeframe.
- 36.6 Being a trial student and the results of their study do not meet the specified conditions.
- 36.7 Regular students with accumulated grade point average less than 3.00 for 2 consecutive trimesters or students with grade point average less than 3.00 for the course year. Exemptions are made for students enrolled in Master's Degree Plan 1.1 and Doctoral Degree Plan 1.
- 36.8 Once the Institute Committee has decided to terminate the student's study.
- 36.9 University penalizes the student by termination of student status.
- 36.10 Death

Students terminated of their student status as stated in clauses 36.1 -36.7 may submit a request to transfer course credits into the Credit Bank System within the duration specified by the University.

## Chapter 13

### Benefits from Thesis Research Work

Section 37: Thesis Copyrights

In case a student has created any creative work that is copyrighted as part of their study in a University's Program, the University shall own the copyright license, unless it has been agreed otherwise.

Section 38: Patent

In case a student produces an invention or product design as part of their study in a University's Program, the University has the right to obtain that Patent or Petty Patent, unless it has been agreed otherwise.

## Chapter 14

### Graduation

Section 39: Eligibility for Graduate

39.1 Enrollment in the last trimester or course year of their Program.

39.2 Students who qualified as stated in clause 39.1 and wish to graduate must submit their request for notification of graduation to the Center for Educational Services within the specified time, or their names will not be present to the University Council for consideration of degree or diploma conferment in that trimester or course year.

39.3 Students who are fully qualified as stated in clause 39.1 and wish to register for additional courses in the following trimester or course year, without requesting the notification of graduation, must submit their requests to the Center for Educational Services within the time specified by the University. Such cases require approval of the Chair of the School or Head of the Program, with the recommendation of the student's Advisor.

39.4 In case students who fully qualified as stated in clause 39.1 but have not submitted a request for the conferment of a degree or diploma per clause 39.2 or have not submitted a request for additional courses registration as stated in clause 39.3, the Center for Educational Services may submit a list of



such students to the Institute. The Institute shall proceed with presenting such students to the University for the approval of the student's degree or diploma within that trimester or the next trimester. As such, the students must pay all fees as specified by the University.

39.5 Students can choose which courses to include in the calculation of accumulated grade point averages required for graduation. To proceed, the student must submit a petition to the Center for Educational Services within the trimester when they will complete their studies.

26.4 The University will issue the Statement of Academic Summary, in accordance with the program structure, after the students have completed their studies. The statement outlines only courses and letter grades dedicated towards calculating the accumulated grade point average required for the completion of the study program.

Section 40: Considerations for the Conferment of Degrees and Diplomas

40.1 No misconduct

40.2 No bills of tuition and University fees are unpaid.

40.3 The Dean, with the agreement of the Institute Committee, proposes the students' name to the Academic Senate for consideration and consent to the graduation. When the University Council has approved the graduation, then students are eligible for the conferment of degrees or diplomas.

40.4 Criteria for graduation - Graduate Diploma Program and Higher Graduate Diploma Program

40.4.1 Fulfillment of the number of credits required by the program.

40.4.2 Have accumulated grade point average of no less than 3.00 on the 4.00 scale or equivalent.

40.4.3 Achieve learning outcomes in accordance with the Graduate Program Standard Criteria

40.5 Criteria for graduation - Master's Degree Plan 1

40.5.1 Fulfillment of the number of credits required by the program (if applicable)

- 40.5.2 Have accumulated grade point average of no less than 3.00 on the 4.00 scale or equivalent, except students enrolled in scheme 1.1.
- 40.5.3 Propose their thesis and pass the final oral examination, achieving learning outcomes in accordance with the Graduate Program Standard Criteria
- 40.5.4 Have thesis work or parts of their work accepted for publication or at least published as an article, innovation, invention, or other academic outputs which can be searchable, as specified by the University.
- 40.5.5 Pass English Proficiency Exam as required by the University.
- 40.6 Criteria for graduation - Master's Degree Plan 2
  - 40.6.1 Fulfillment of the number of credits required by the program.
  - 40.6.2 Have accumulated grade point average of no less than 3.00 on the 4.00 scale or equivalent.
  - 40.6.3 Pass comprehensive exam by written and/or oral examination in the field of study.
  - 40.6.4 Propose their independent research report and pass the final oral examination, achieving learning outcomes in accordance with the Graduate Program Standard Criteria
  - 40.6.5 Pass English Proficiency Exam as required by the University.
- 40.7 Criteria for graduation - Doctoral Degree Plan 1
  - 40.7.1 Pass the qualifying exam.
  - 40.7.2 Propose their thesis and pass the final oral examination, achieving learning outcomes in accordance with the Graduate Program Standard Criteria. The criteria for assessing thesis examination performance shall consider the new body of knowledge per the statement(s) of originality and demonstration of knowledge and understanding of the student's own dissertation.
  - 40.7.3 Have thesis work or parts of their thesis accepted for publication or at least parts accepted for publication in international journals, per standard stipulated by the university, where at least 2 studies shall

be published. Alternatively, have 1 of the mentioned publications and either 1 innovation or creative output contributing towards commercial, social, or economic applications. Otherwise, have obtained at least 1 patent.

If the output is an innovation or creative product, the thesis must be evaluated by a committee of at least 3 external experts in the same or related field of study. The external experts must be highly reputable for their knowledge, expertise and experiences in the same or related field of study, with the approval of the University Council. Master's degree students majoring in social sciences and humanities may publish in national journals per standards stipulated by the University.

40.7.4 Pass English Proficiency Exam as required by the University.

40.8 Criteria for graduation - Doctoral Degree Plan 2

40.8.1 Fulfillment of the number of credits required by the program.

40.8.2 Have accumulated grade point average of no less than 3.00 on the 4.00 scale or equivalent.

40.8.3 Pass the qualifying exam.

40.8.4 Propose their thesis and pass the final oral examination, achieving learning outcomes in accordance with the Graduate Program Standard Criteria. The criteria for assessing thesis examination performance shall consider the new body of knowledge per the statement(s) of originality and demonstration of knowledge and understanding of the student's own dissertation.

40.8.5 Have thesis work or parts of their thesis accepted for publication or at least parts accepted for publication in international journals, per standards stipulated by the University's announcements. Alternatively, have obtained patent(s), innovation(s) or creative output(s) contributing towards commercial, social, or economic applications.

If the output is an innovation or creative product, the thesis must be evaluated by a committee of at least 3 external experts in the same or related field of study. The external experts must be highly reputable for their knowledge, expertise, and experiences in the same or related field of study, with the approval of the University Council. Doctoral degree students majoring in social sciences and humanities may publish in national journals per standards stipulated by the University.

40.8.6 Pass English Proficiency Exam as required by the University.

40.9 Thesis Advisors and students who conducted research for their degree must comply with the University Regulations regarding the Code of Ethics, Section 6 – Ethics of Researchers.

#### **Transitional Provisions**

Section 41: Students enrolled with the University prior to the academic year B.E. 2566 (2023) are to remain regulated by the Suranaree University of Technology's Regulations for Graduate Studies, B.E. 2560 (2017) and its revised editions, until the completion of their studies or termination of student status. An exception is made for the Program Duration, which shall be regulated by the Suranaree University of Technology's Regulations for Graduate Studies, B.E. 2566 (2023).

Section 42: Until announcements, orders or criteria have been issued to support the enactment of this particular regulation, related regulations for graduate studies in effect before or at the date this regulation comes into force, shall be enforced to the extent deemed not contrary to or inconsistent.

Announced on the 25<sup>th</sup> October B.E. 2566 (2023)

(Signed)

(Professor Dr. Pairash Thajchayapong)

Vice President of Suranaree University of Technology Council