

**(Translation)**  
**Announcement of the Graduate School, Chiang Mai University**  
**No. 24/2560**  
**Subject: Steps and Guidelines for Completion of Graduate Theses**

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Completion of a graduate thesis at Chiang Mai University (CMU) is governed by the Regulations of Chiang Mai University on Graduate Education 2559 B.E., clause no. 12.2 and clause no. 25 that a thesis enrolment and the steps and guidelines for doing a thesis shall comply with that specified by the Graduate School, along with the recommendation of the Graduate School Executive Committee (GSEC) met on 10/2560, 30<sup>th</sup> June 2017. So, guidelines for doing a thesis are set as follows.

1. This announcement is effective for graduate students who enroll from the academic year 2560 (2017) on.

2. “Thesis” means a composition of chapters describing and explaining the research, search or study undertaken, under a title. A thesis is a part of study for a degree. Theses are classified as one of three types:

2.1 *Dissertation* or *Doctoral Thesis* is for every type of doctoral degree program.

2.2 *Master’s Thesis* is for master’s degree programs type 1 and 2.

2.3 *Independent Study (I.S.)* is for master’s degree program type 3.

3. Steps and Guidelines for Completion of a Thesis

3.1 Thesis Advisor Appointment

3.1.1 A student shall make a contact, approach and propose a Thesis Advisor or Thesis Advisory Committee, with the approval of Thesis Advisor or Major Advisor and the Graduate Program Executive Committee (GPEC) chair, to the Graduate Education Executive Committee (GEEC) chair for making an appointment, then inform the graduate school to acknowledge within 15 days from the date of appointment.

Qualifications of the thesis advisor and thesis advisory committee shall comply with CMU Regulations on Graduate Education.

3.1.2 A master’s student shall be under a supervision of a Thesis Advisor or a Thesis Advisory Committee of at least 2 members. A member of the Thesis Advisory Committee shall act as the Thesis Major Advisor, while other member(s) are Co-Advisor(s).

3.1.3 A doctoral student shall be under a supervision of a Thesis Advisory Committee of at least 3 members who are expert in the field of study or are helpful for the dissertation. A member of the Thesis Advisory Committee shall act as the Thesis Major Advisor, while other members are Co-Advisors.

3.2 Submission of Thesis Title and Proposal

3.2.1 Type 1 master’s students shall comply with the conditions specified in the curriculum and/or by the GPEC, and shall have passed the foreign language conditions for graduate students.

3.2.2 Type 2 master's students shall have earned at least 6 accumulated credits, and shall have passed the foreign language conditions for graduate students.

3.2.3 Type 3 master's students shall have earned at least 6 accumulated credits.

3.2.4 Doctoral students of all types shall have:

- 1) passed the foreign language conditions for graduate students.
- 2) passed the qualifying examination.
- 3) passed all the conditions specified in the curriculum.
- 4) been approved by the Dissertation Advisory Committee.

### 3.3 Student Status Termination (for reasons concerning thesis)

Students who have not received approval for their thesis titles and proposals within the specified periods:

3.3.1 For all master's programs, within two years.

3.3.2 For all doctoral programs, within three years.

### 3.4 Approval of Thesis Title and Proposal

3.4.1 The GPEC shall consider the thesis title and proposal, emphasizing on various criteria. These include: the conformity of the title between Thai and English, the title and objectives and the overall contents, the suitability of the research methodology and process of search or study, the clarity of the goals, the expected outputs and outcomes, boundary and quantity of work, the period of time, the value and standard of the work corresponding to the level of study and number of thesis credits.

3.4.2 Once the GPEC has agreed with the thesis title and proposal, it shall proceed to the GEEC for approval, then inform the graduate school to acknowledge within 15 days from the date of approval.

### 3.5 Changing of Thesis Proposal and/or Advisor

3.5.1 In case of a student who wants to change the approved thesis title and proposal, it shall proceed through the thesis major advisor in writing with the agreement of the GPEC chair and approval of the GEEC chair, then inform the graduate school to acknowledge within 15 days from the date of approval.

3.5.2 A student or the chair of GPEC may propose a change of some thesis advisor(s) or the whole thesis advisory committee. The changes may be caused by various reasons such as resignation or retirement of the advisor(s), or changes in the thesis title and proposal.

The proposal for change of thesis advisor(s) shall proceed in writing with the reasons and the opinions of GPEC chair to the GEEC chair to make an approval and appointment, then inform the graduate school to acknowledge within 15 days from the date of approval.

3.5.3 With the agreement of the thesis examination committee, a thesis title may be modified for suitability. The changes must be agreed by the GPEC chair and approved by the GEEC chair, then submit the document together with the Thesis Examination Report (CMU 6 GS) to the graduate school for updating the data base.

### 3.6 Thesis Enrollment

3.6.1 Students shall register for their thesis in the same semester that they receive approval for their thesis title and proposal, or within next 2 normal semesters.

3.6.2 Coursework and/or thesis registration in a normal semester shall not be more than 15 credits. In a special session, it shall not be more than 6 credits. In the semester in which the student is expecting to finish his/her study, the student may propose an excess number of credits, subject to the approval of the GEEC chair, then inform the Registration Office to proceed.

3.6.3 A student who has completed all the required credits for the completion of a degree, but has not completed a thesis within the time specified in the curriculum, then the student shall register for using the university services in every normal semester, as well as every special session that the student still have academic activities which are parts of the program.

### 3.7 Completing the Thesis

3.7.1 The student shall do the research work, search or study by following the approved proposal, especially in terms of research methodology, ethics, processes and time frame.

3.7.2 In case of having necessity to do research, search, study or collect data outside the country, the student shall propose through major advisor to GEEC chair of the academic sector to approve, then inform the Graduate School to acknowledge. The student shall also communicate and send operational report to his/her major advisor on a regular basis.

3.7.3 The student shall submit a thesis progress report in every semester, in the form specified by the Graduate School, to the GPEC chair to agree and to the GEEC chair to approve, then inform the Graduate School to acknowledge.

### 3.8 Thesis Documentation

3.8.1 All theses must conform to the guidelines published in the *Thesis Writing and Printing Manual of Graduate School, CMU*, or submit through the online system specified by the Graduate School.

#### 3.8.2 Language of a Thesis

1) A dissertation (or Doctoral Thesis) must be written in the English Language. If an academic necessity dictates that the dissertation cannot be written in English, other languages can be used, subject to the approval of the GSEC (except other languages that are specified in the curriculum).

2) A Master's Thesis or I.S. may be written in either Thai or English, at the direction of the thesis advisor.

All thesis titles and abstracts must be in both Thai and English.

### 3.9 Request for Thesis Examination

3.9.1 A students may request for a thesis examination to the GEEC chair of the academic sector, with the agreement of the thesis major advisor and GPEC chair, when the following criteria are met:

1) The student has completed the thesis documentation as specified in clause no. 3.8. Further, the thesis major advisor has agreed that the student can proceed to examination.

2) The student must have met all the conditions specified in the curriculum.

3) The student must have passed the foreign language conditions for graduate student (for master's student type 3)

### 3.10 Thesis Examination Committee Appointment

3.10.1 The GEEC chair of the academic sector shall appoint a Thesis Examination Committee together the date, time and place of examination by making an Order of the Academic Sector.

The examination committee may be proposed by the thesis major advisor. The thesis examination committee shall be composed of Program Instructor(s) and External Examiner(s). The thesis Examination Chair must not be the thesis advisor or co-advisor.

- 1) A master's thesis examination committee must be composed of at least 3 members.
- 2) A doctoral thesis examination committee must be composed of at least 5 members.

The qualifications of the thesis examiners, as well as the composition of the committee, must conform to the Regulations of CMU on Graduate Education.

3.10.2 The student shall submit copies of the thesis document, as specified in clause no. 3.8, to the GPEC chair for distribution to the examiners at least 1 week prior to the date of examination. The number of copies of the thesis document must not be less than the number of the examiners.

### 3.11 Thesis Examination Process

3.11.1 The GPEC chair shall announce to the public the date, time and place of the thesis examination. The examination is open to all interested persons who may ask questions before the formal examination by the committee.

3.11.2 The thesis examination shall be an oral examination that operated by thesis examination committee.

3.11.3 Dissertations (or doctoral theses) must attest to the originality of the work done. The statement(s) must be contained in the dissertation, in the format as specified in the *Thesis Writing and Printing Manual of Graduate School, CMU*. The dissertation presentation and oral examination must be conducted in English, or in another language with the approval of the Graduate School, or as specified in the curriculum.

#### 3.11.4 Examination Duration

- 1) A master's thesis examination should not be longer than 3 hours.
- 2) A dissertation (or doctoral thesis) examination should not be longer than 6 hours.

3.11.5 The chair of the thesis examination shall ensure that the examination is conducted smoothly and efficiently.

3.11.6 The thesis major advisor is responsible for facilitating the needs of the examiners, and further responsible for recording, reporting, concluding and submitting the examination result.

### 3.12 Thesis Examination Evaluation

The thesis examination evaluation shall follow the criteria and methods as specified by the examination committee. The examinee shall be informed and acknowledge the criteria and methods prior to the start of the examination.

### 3.13 Thesis Examination Result Submission

The Academic Sector shall report the examination results in the Examination Result Form (CMU 6 GS). This includes an Approval Page, with all the examiners' signatures, as

well as a Copy of the Study Result Record Form (CMU 54), and an Abstract in both Thai and English, with the stamp from the Graduate School. This report shall be submitted to the Graduate School within 30 days from the date of examination. The original of the Study Result Record Form (CMU 54) shall be submitted directly to the Registration Office by the Academic Sector.

### 3.14 Thesis Re-examination

A student who fails his/her thesis examination may request for a 1-time only re-examination within 6 months of the original examination. There will be a Re-examination Fee as specified by the CMU.

### 3.15 Thesis Document Submission (with CD-ROM)

Students shall submit to the Graduate School all the required documents within 30 days from the date of thesis examination. The required documents include:

13.5.1 A completed final edition of the thesis document. Its format must comply with the specifications of the Graduate School, and it must be approved by the examination committee, thesis advisor and/or members of the thesis advisory committee, with all the necessary signatures.

13.5.2 The student must submit 7 CD-ROMs containing the completed final edition of the thesis document. The thesis documents must be in the formats of MS Words as well as PDF. With permission, the documents may be submitted through the online system of the Graduate School.

In case the student is unable to submit the documents to the Graduate School within the specified time, the student may request an extension of not more than 30 days. If the extension occurs in the period of a normal semester the student must register for using the university services.

Where a student has been granted a 30-day extension, and is still unable to submit the completed final edition of his/her thesis, the result of the examination shall automatically be regarded as a fail. If the student wishes to have a re-examination, then a request for re-examination must be made within 30 days from the last day of the extension. The student must pay a re-examination fee.

### 3.16 Request of Graduation

In the semester that the student expects to finish his/her study (normally the same semester that the student expects to take the thesis examination), the student should check his/her record at the website of the Registration Office, in order to make sure that all the registration data are correct and complete, especially number of credits of coursework and thesis earned and completion of all the conditions specified in the curriculum. If the student discovers any incorrectness or incompleteness, it should be informed to the program administrative staff or the department where affiliated for making correction and completion of the registration record. This must be done prior to making the Graduation Expectation Report at the Registration Office, or submitting the Graduation Expectation Report to the affiliated Academic Sector.

The Graduate School will process of Graduation Approval when the following documents have been received and verified:

- 3.16.1 Thesis Examination Report (from the examination committee)
- 3.16.2 Graduation Expectation Report (from the Registration Office)
- 3.16.3 Graduation Approval Requirement Document (CMU 22 GS)

3.16.4 Any other document(s) specified in the curriculum.

3.16.5 Letter of Consent to Conceal Intellectual Properties.

3.16.6 All the required conditions specified in the curriculum, by CMU, and by the Graduate School have been completed.

3.16.7 All fees and outstanding debts have been paid.

### 3.17 Graduation Approval

The University Council (UC) shall approve the date of graduation on the date that the GSEC has agreed.

4. In extreme cases of necessity that the above steps and guidelines may not apply, the case may be appealed with reasons and necessities by passing through the GPEC, the GEEC of academic sector and the Graduate School Academic Committee (GSAC) respectively, for making remarks and/or recommendations, then to the GSEC for approval. The GSEC reserves the right to make the final determination.

Announced on 7<sup>th</sup> July 2560 B.E.

(Signed)

(Associate Professor Akachai Sang-in, PhD, DIC)  
Dean of the Graduate School

***Note: This document has been translated from the Thai Language. In case of court proceedings, or any other disagreement between this document and the original document, the Thai Language version of this document shall take precedence.***