



Mae Fah Luang University Regulation
Subject: Postgraduate Studies B.E. 2560

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For academic excellence and international recognition of Mae Fah Luang university's postgraduate studies, Mae Fah Luang University regulations regarding postgraduate studies should be amended.

Pursuant to section 17 (2) of the Mae Fah Luang university Act B.E 2541; the approval of Mae Fah Luang University academic council no. 3/B.E. 2560 dated 1st March B.E. 2560; and the university council resolution no. 2/B.E. 2560 dated 15th March B.E. 2560, the regulation about postgraduate studies have been issued as follows:

1. This regulation is referred to as "Mae Fah Luang University's regulation on postgraduate studies B.E.2560

2. This regulation shall apply to programs and students entering the academic year B.E.2560 onwards.

3. This regulation shall replace any other rules, regulations, announcements, requirements, resolutions or orders that disagree with this regulation.

4. In this regulation:

"The university"	refers to Mae Fah Luang university.
"The university council"	refers to Mae Fah Luang University council.
"The academic council"	refers to Mae Fah Luang University academic council.
"The president"	refers to the Mae Fah Luang University president.
"The dean"	refers to the deans of the schools of Mae Fah Luang University.
"The school"	refers to the schools of Mae Fah Luang University.
"The school committee"	refers to the school committee of the schools of Mae Fah Luang University.
"The postgraduate committee"	refers to the postgraduate committee of Mae Fah Luang University.
"The school postgraduate committee"	refers to the postgraduate committee of the schools of Mae Fah Luang University.
"The program committee"	refers to the postgraduate program committee.
"The program"	refers to the post graduate programs of Mae Fah Luang University.
"The full-time lecturer"	refers to academic staff members who are full-time lecturers of Mae Fah Luang University.

“The program lecturer”	refers to the full-time lecturers who are qualified or have related degree(s) with the program.
“The lecturer in charge of the program”	refers to the program lecturers who are responsible for the program management including planning, quality control, assessment, evaluation and program development.
“The external expert”	refers to someone who is NOT a full-time lecturer of Mae Fah Luang University but has duties assigned by the school.
“The special lecturer”	refers to an external expert who teaches and/or is responsible for courses according to her/his expertise each semester.
“The curriculum”	refers to the curriculum of programs at postgraduate level approved by the Mae Fah Luang University council.
“The multidisciplinary program”	refers to the postgraduate program of Mae Fah Luang University that combines knowledge from various disciplines in which the distinction of the original disciplines remain obvious; this includes the application of knowledge of one discipline to another.
“The interdisciplinary program”	refers to the postgraduate program of Mae Fah Luang University that integrates knowledge from multidisciplines into a new curriculum.
“The cooperative program”	refers to the postgraduate program of Mae Fah Luang University that is in cooperation with other institutions in instructions and/or research.
“The students”	refers to the postgraduate students of Mae Fah Luang University

5. The president is in charge and authorized to issue rules, regulations, announcements, and orders according to this regulation.

Section 1
General Provision

6. "The postgraduate committee" consists of:

6.1 The vice president who has been appointed to be the chairperson.

6.2 The chairperson or the secretary of the school's postgraduate committee is a committee member.

6.3 The head of the Office of the Postgraduate Studies is a committee member and secretary.

The postgraduate committee must be appointed by the president.

7. The postgraduate committee is responsible for the following duties:

7.1 to specify policy, quality assurance standards for the postgraduate studies and practices under the policy framework of the university.

7.2 to consider and approve the management of postgraduate curriculums according to this regulation.

7.3 to provide opinions and suggestions regarding the management of postgraduate curriculums to the academic council.

7.4 to scrutinize and resolve problems regarding rules and regulations about postgraduate studies; to design practices and provide suggestions which are beneficial to the instruction of the university's postgraduate studies.

7.5 to perform other duties assigned by the academic council or the president.

The postgraduate committee is authorized to invite people to meetings and to clarify agendas relevant to them.

If there are any problems relating to the postgraduate studies that are not identified in this regulation or any problems with the implementation of this regulation, the postgraduate committee shall propose the issue(s) to the academic council's consideration.

8. The school postgraduate committee must have at least 5 members, consisting of:

8.1 The dean as the chairperson

8.2 The chairperson of the program committee as a committee member and secretary. If the dean is the chairperson of the program committee, the lecturer in charge of the program or the program lecturer shall be a committee member and secretary.

8.3 At least three lecturers in charge of the program or the program lecturers shall be the school postgraduate committee members.

The school postgraduate committee must be appointed by the dean.

9. The school postgraduate committee is responsible for the following duties:

9.1 to specify the policy and quality assurance standards for the postgraduate studies of the school according to the policy of the University.

9.2 to consider and approve the management of postgraduate curriculums according to this regulation.

9.3 to perform other duties assigned by the postgraduate committee, the academic council or the president.

Section 2 Programs

Part 1 Offered Programs

10. The postgraduate studies offer the following programs:

10.1 The graduate diploma and the higher graduate diploma are in accordance with the national higher education development plan, the philosophy of higher education, the university philosophy, and academic and professional standards. These programs are to develop scholars and professionals to specialize in specific disciplines and to have better performance in their own expertise. These programs are self-contained.

10.2 The master's programs and the doctoral programs are in accordance with the national higher education development plan, the philosophy of higher education, the university philosophy, and international academic and professional standards. These programs are to develop scholars and professionals to have high speciality in various disciplines. By using research-based study, these programs encourage postgraduate students to explore and find new knowledge freely, in addition to their abilities in creating and sustainable academic progress. Additionally, they will be able to connect and integrate their expertise with other disciplines. Moreover, the postgraduate students must have academic and professional ethics. The master's programs emphasize the process of creating and applying new knowledge. Meanwhile, the doctoral programs focus on research to create new knowledge or innovation which are beneficial to professional, social, and national development.

Part 2 Program Structures

11. Program structures are as follows:

11.1 The graduate diploma and the higher graduate diploma must consist of at least 24 credits.

11.2 The master's programs must consist of at least 36 credits throughout the program. There are 2 plans of the master's programs:

(1) "Plan A" focuses on research and a thesis. This plan is divided into 2 types:

(1.1) "Plan A.1" focuses only on research, which is equivalent to 36 credits. The postgraduate students in this plan may be assigned to study courses or do other

academic activities, but they could NOT be counted as credits. The students must meet the university requirements.

(1.2) “Plan A.2” focuses on at least 12 credits of research and at least 12 credits of coursework. The combination of two parts must be at least 36 credits.

(2) “Plan B” focuses on coursework without any thesis. Independent Study (IS) is required which is equivalent to no less than 3 credits but no more than 6 credits.

The programs which offer Plan B must have Plan A as an option for the students. Programs that offer Plan A may offer Plan B as an option, however, this must be in accordance with the criteria set by the academic council.

11.3 Doctoral programs are divided into 2 types.

(1) “Type 1” focuses only on research. The dissertation of this type must generate new knowledge. The postgraduate students in this type could be assigned to study courses or do other academic activities, but they could NOT be counted as credits. The students must meet the university requirements. There are 2 sub-types.

(1.1) “Type 1.1” The dissertation is not less than 48 credits for those who have a master’s degree.

(1.2) “Type 1.2” The dissertation is not less than 72 credits for those who have a bachelor’s degree.

The dissertations of types 1.1 and 1.2 must be held in the same standard.

(2) “Type 2” focuses on research. The students produce high quality dissertations which have an effect on academic and professional progress. Coursework is required in this type. “Type 2” has 2 sub-types.

(2.1) “Type 2.1” The dissertation is not less than 36 credits and coursework consisting of 12 credits is required for those who have a master’s degree.

(2.2) “Type 2.2” The dissertation is not less than 48 credits and coursework consisting of 24 credits is required for those who have a bachelor’s degree.

The dissertations of types 2.1 and 2.2 must be held in the same standard.

Part 3 Program Management

12. Each program must have “the program committee (program Title).” The lecturers in charge of the program will be appointed as committee members. One member will be selected as the chairperson; one will be a committee member, and one as a secretary.

The program’s lecturers could be appointed to be additional committee member(s) as deemed appropriate.

The program committee must be appointed by the dean.

13. The program committee is responsible for the following duties:

13.1 Manage the program according to the policy of the school and the university.

13.2 Plan, examine, assess, and evaluate the program management so it is in accordance with the benchmark criteria of the Higher Education Commission and the profession standard (if any).

13.3 Operate instructions and examinations of courses in the program.

13.4 Supervise the program management and implement the curriculum according to quality assurance system.

13.5 Manage the program evaluation every 5 years.

13.6 Perform other duties assigned by the dean, the school postgraduate committee, the postgraduate committee, or the academic council.

14. Every program is required to have program quality assurance in 6 categories:

14.1 Program standard supervision

14.2 Graduates

14.3 Students

14.4 Lecturers

14.5 Curriculum, teaching and learning, and student evaluation

14.6 Study supporting facilities

15. Every program must be improved and revised regularly or at least every 5 years basing on the program's evaluation and report results at the end of each academic year.

Section 3

The Education Management

Part 1

Education System

16. The education system of the postgraduate studies is the credit system (or other systems) according to the resolution of the university council.

17. The postgraduate studies use the bi-semester system, in which there are no less than 15 weeks in the study period per semester. If a summer semester is offered, the period and credits must be equivalent to the regular semesters.

If a program uses the tri-semester system, an academic year will be divided into 3 semesters in which there are no less than 12 weeks as the study period per semester.

One credit in the tri-semester system is equivalent to 12/15 credits in the bi-semester system. Four credits in the bi-semester system are equivalent to five credits in the tri-semester system.

If a program offers a different education system, the information of the education management and criteria for credit calculation must be presented clearly in comparison with the bi-semester system.

18. The unit which is used to quantify study is “credit.” Credits which are set for the management of each course in the bi-semester system must be in accordance with the following rules:

18.1 Theoretical courses in which lecturing, discussing or other equivalent methods are applied for at least 15 hours per semester are equal to 1 credit.

18.2 Practical courses in which practice or experiment is applied for at least 30 hours per semester are equal to 1 credit.

18.3 Internship or field training which require at least 45 hours per semester is equal to 1 credit.

18.4 Projects or other assigned activities which require at least 45 hours per semester is equal to 1 credit.

18.5 A dissertation/thesis/independent study which requires at least 45 hours per semester is equal to 1 credit.

19. There are 4 types of credits as follows:

19.1 “Study credit” means the credits of a course the students enroll.

19.2 “Grade Point Average” (GPA) means total number of credits of all courses which the students receive letter grades A, B⁺, B, C⁺, C, D⁺, D and F in a semester.

19.3 “Credit attempted” (CA) means total number of credits of all courses which the students receive letter grades A, B⁺, B, C⁺, C, D⁺, D and F in a semester, including courses that the students enroll more than once.

19.4 “Credit earned” (CE) means a number of credits of the courses which a student receives letter grades A, B⁺, B, C⁺, C and S. In case that the students have enrolled in a course more than once or have taken any courses equivalent to the courses they have taken before, only the credits earned the first time will be counted.

If the students receive a letter grade which is lower than C in a required course, re-enrollment is needed. If the students receive a letter grade which is lower than C in elective courses, they can alternatively enroll in different elective courses.

Part 2

Study period

20. “Study period” means all the time the students spend on studying and creating academic work specified in the curriculum including coursework, research, dissertation/thesis/independent study, English proficiency test, and publication of dissertation/ thesis/independent study.

The aforementioned study period is counted from the first semester of studying to the semester that the students pass and complete all requirements of the curriculum.

20.1 The students in the graduate diploma program and the higher graduate diploma program have a maximum of 3 academic years to complete their programs from the first semester of study.

20.2 The students in the master's programs have a maximum of 4 years from the first semester of study to complete their programs.

20.3 The students in the doctoral programs have the following study periods:

(1) The students in types 1.1 and 2.1 have a maximum of 5 years from the first semester of study.

(2) The students in types 1.2 and 2.2 have a maximum of 7 years from the first semester of study.

21. In the case that a student cannot graduate within the time limit in item 20, the student could request a study period extension via approval from dissertation/thesis/independent study advisor, the program committee, the school postgraduate committee, the postgraduate committee and the academic council, respectively. However, the extended period must not exceed the maximum study period determined by the Office of the Higher Education Commission.

Rules, conditions and process of the request for study period extension must be in accordance with the university's announcement.

Part 3 Language in Instruction

22. Thai or a foreign language can be used as a medium of instruction in the postgraduate studies as specified in the curriculum. However, it must be announced to applicants before the admission.

23. Thai or a foreign language can be used in writing dissertation/thesis/independent study as specified in the curriculum. However, it must be announced to applicants before the admission.

Section 4 Lecturers

Part 1 Program Lecturers

24. Each program must have program lecturers throughout the duration of the program. The program lecturers must have the following qualifications:

24.1 A graduate diploma

Qualifications of the program lecturers:

- (1) Be a full-time lecturer
- (2) Hold a doctorate degree or equivalent, or a master's degree or equivalent
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree title(s). At least 1 piece of work must be research; the

work must be published in accordance with the criteria for the appointment of academic titles.

- (4) For the professional graduate diploma, the program lecturers must be qualified according to the professional standards.

Responsibilities of the program lecturers:

- (1) Teach courses of the program
- (2) Research subjects relating to the program
- (3) Perform other duties required by this regulation or assigned by the dean.

24.2 The higher graduate diploma

Qualifications of the program lecturers:

- (1) Be a full-time lecturer
- (2) Hold a doctorate degree or equivalent, a master's degree or equivalent with the title of associate professor
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles; at least 1 piece of work must be research. The work must be published in accordance with the criteria for the appointment of academic titles.
- (4) For the higher professional graduate diploma, the program lecturers must be qualified according to professional standards.

Responsibilities of the program lecturers:

- (1) Teach courses of the program
- (2) Research subjects relating to the program
- (3) Perform other duties required by this regulation or assigned by the dean.

24.3 The master's programs

Qualifications of the program lecturers:

- (1) Be a full-time lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works must be research; the work must be published in accordance with the criteria for the appointment of academic titles.

Responsibilities of the program lecturers:

- (1) Be an advisor and/or a thesis examiner/independent study and/or teaching course in the program
- (2) Research subjects relating to the program
- (3) Be a comprehensive examination examiner
- (4) Perform other duties required by this regulation or assigned by the dean.

24.4 The doctoral programs

Qualifications of the program lecturers:

- (1) Be a full-time lecturer
- (2) Hold a doctorate degree or equivalent, a master's degree or equivalent with the title of associate professor

- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works must be research; the work must be published in accordance with the criteria for the appointment of academic titles.

Responsibilities of the program lecturers

- (1) Be an advisor and/or dissertation examiner and/or teaching courses in the program
- (2) Research subjects relating to the program
- (3) Be a comprehensive examination examiner
- (4) Perform other duties required by this regulation or assigned by the dean.

25. A full-time lecturer can only be appointed to be a program lecturer in more than 1 programs if the lecturer is directly qualified or related to the program.

26. Cooperative programs could appoint a lecturer from the cooperative institution if the lecturer has qualifications according to item 24 to be a program lecturer.

27. The appointment and change of the program lecturers must be approved by the program committee, the school postgraduate Committee, the school committee, the academic council, and the university council, respectively. Then the Office of Higher Education Commission must be notified of the appointment and/or the change.

Part 2

The Lecturer in Charge of the Program

28. Each program must have lecturers in charge of the program throughout the duration of the program. Numbers, qualifications and responsibilities of the lecturers in charge of the program are as follows:

28.1 The graduate diploma

There must be at least 5 lecturers in charge of the program

Qualifications of lecturers in charge of the program:

- (1) Be a full-time lecturer who is a program lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works is research; the work must be published in accordance with the criteria for the appointment of academic titles.

In the case that the program has difficulty recruiting lecturers in charge of the program, or there are less than 10 students in the program, alternate qualifications and numbers of the lecturers in charge of the program must be proposed to the school committee, the academic council, the university council and the Office of Higher Education Commission.

Responsibilities of lecturers in charge of the program:

- (1) Supervise and manage teaching and learning of the students in the program
- (2) Plan and monitor quality control and evaluate program management
- (3) Develop and improve curriculum to be updated
- (4) Teach courses in the program
- (5) Perform other duties required by this regulation or assigned by the dean.

28.2 The higher graduate diploma

There must be at least 5 lecturers in charge of the program

Qualifications of lecturers in charge of the program:

- (1) Be a full-time lecturer who is a program lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of professor
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works is research; the work must be published in accordance with the criteria for the appointment of academic titles.

In the case that the program has difficulty recruiting lecturers in charge of the program, or there are less than 10 students in the program, alternate qualifications and numbers of the lecturers in charge of the program must be proposed to the school committee, the academic council, the university council and the Office of Higher Education Commission.

Responsibilities of lecturers in charge of the program:

- (1) Supervise and manage teaching and learning of the students in the program
- (2) Plan and monitor quality control and evaluating program management
- (3) Develop and improve the curriculum to be updated
- (4) Teach courses in the program
- (5) Perform other duties required by this regulation or assigned by the dean.

28.3 The master's programs

There must be at least 3 lecturers in charge of the program

Qualifications of lecturers in charge of the program:

- (1) Be a full-time lecturer who is a program lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works is research; the work must be published in accordance with the criteria for the appointment of academic titles.

In the case that the program has difficulty recruiting lecturers in charge of the program, or there are less than 10 students in the program, alternate qualifications and numbers of the lecturers in charge of the program must be proposed to the school committee, the academic council, the university council and the Office of Higher Education Commission.

Responsibilities of lecturers in charge of the program:

- (1) Supervise and manage teaching and learning of students in the program
- (2) Plan and monitor quality control and evaluating program management
- (3) Develop and improve the curriculum to be updated
- (4) Be advisors and/or thesis/independent study examiners; and/or teach courses in the program
- (5) Be comprehensive examination examiners
- (6) Perform other duties required by this regulation or assigned by the dean.

28.4 The doctoral programs

There must be at least 3 lecturers in charge of the program

Qualifications of lecturers in charge of the program:

- (1) Be a full-time lecturer who is a program lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of professor
- (3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works is research; the work must be published in accordance with the criteria for the appointment of academic titles.

In the case that the program has difficulty recruiting lecturers in charge of the program, or there are less than 10 students in the program, alternate qualifications and numbers of the lecturers in charge of the program must be proposed to the school committee, the academic council, the university council and the Office of Higher Education Commission.

Responsibilities of lecturers in charge of the program

- (1) Supervise and manage teaching and learning of students in the program
- (2) Plan and monitor quality control and evaluating program management
- (3) Develop and improve the curriculum to be updated
- (4) Be advisors and/or dissertation examiners; and/or teach courses in the program
- (5) Be the qualifying examination examiners
- (6) Perform other duties required by this regulation or assigned by the Dean.

29. A lecturer cannot be appointed to be a lecturer in charge more than 1 program at a time, except in the following cases:

29.1 Full-time lecturers, who are the lecturers in charge of a master's or doctoral program, could be appointed to be lecturers in charge of another master's or doctoral program in the same field.

29.2 Full-time lecturers, who are the lecturers in charge of a master's or doctoral program, could be appointed to be the lecturers in charge of a multidisciplinary program or an interdisciplinary program. However, in a multidisciplinary curriculum or an interdisciplinary curriculum, the number of lecturers who are in charge of 2 programs must not exceed 2 persons.

30. In the case of the cooperative program, lecturers from the partner institution who have qualifications according to items 28 could be appointed to be the lecturers in charge of the program. However, at least 3 full-time lecturers must be the lecturers in charge of the program.

31. The appointment and change of the lecturers in charge of the program must be approved by the program committee, the school postgraduate committee, the school committee, the academic Council, and the University Council, respectively. Then the Office of Higher Education commission must be notified of the appointment and/or the change.

Part 3 Lecturers

32. Lecturers must have the following qualifications:

32.1 A graduate diploma

Qualifications of lecturers:

- (1) Be full-time lecturers or special lecturers
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent in the same/related field of the program
- (3) Have teaching experience
- (4) Have at least one piece of academic work in the past 5 years that is not a part of conferred degree titles. The work must be published in accordance with the criteria for the appointment of academic titles.
- (5) For the professional graduate diploma, lecturers must be qualified according to the professional standards.

In case of the special lecturers, a doctoral or master's degree could be exempted; however, the lecturers must have a bachelor's degree or equivalent and at least 6 years of working experience related to the responsible course(s).

32.2 The higher graduate diploma

Qualifications of lecturers:

- (1) Be a full-time lecturer or special lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor in the same or related field of the program
- (3) Have teaching experience
- (4) Have at least one piece of academic work in the past 5 years that is not a part of conferred degree titles; the work must be published in accordance with the criteria for the appointment of academic titles.
- (5) For the professional higher graduate diploma, lecturers must be qualified according to the professional standards.

In case of the special lecturers, a doctoral degree could be exempted; however, the lecturers must have a master's degree or equivalent and at least 4 years of working experiences related to the responsible course(s).

32.3 Master's programs

Qualifications of lecturers

- (1) Be a full-time lecturer or special lecturer

- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent in the same or related field of the program
- (3) Have teaching experience
- (4) Have at least one piece of academic work in the past 5 years that is not a part of conferred degree titles; the work must be published in accordance with the criteria for the appointment of academic titles.

In case of a new lecturer with a Doctoral degree, s/he is exempt from academic works for 2 years from the first appointment as a lecturer in the program.

32.4 Doctoral programs

Qualifications of lecturers:

- (1) Be a full-time lecturer or the special lecturer
- (2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor in the same or related field of the program
- (3) Have teaching experience
- (4) Have at least one piece of academic work in the past 5 years that is not a part of conferred degree titles; the work must be published in accordance with the criteria for the appointment of academic titles.

To teach courses which are not in the program curriculum, lecturers with a master's degree or equivalent with the title that is lower than an associate professor are allowed to teach.

33. Lecturers are responsible for the arrangement of teaching and learning activities, and the evaluation of the course's teaching and learning outcomes as assigned.

34. The appointment of an external expert to be a special lecturer must be approved by the program committee, the school postgraduate committee, the postgraduate committee, and the academic council respectively.

However, a special lecturer must not teach more than 50% of a course that has a full-time lecturer responsible for the course.

Part 4

Dissertation/Thesis/Independent Study Advisors

35. There should be one main advisor for dissertation/thesis/independent study. In some cases, there may not be more than 2 co-advisors for a dissertation or thesis, and not more than 1 co-advisor for independent study.

The appointment and change of the advisor(s) for dissertation/thesis/independent study must be approved by the program committee, the school postgraduate committee, and the dean.

36. The advisor(s) for dissertation/thesis/independent study must have the following qualifications:

36.1 Master's programs

- (1) The main advisor

(1.1) Be a lecturer in charge of the program or a program lecturer

(1.2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor

(1.3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works is research; the work must be published in accordance with the criteria for the appointment of academic titles.

(2) The co-advisor (if any)

(2.1) A co-advisor who is a full-time lecturer must have the same qualifications and academic work as the main advisor.

(2.2) A co-advisor who is a external expert must have a doctoral degree or equivalent and at least 10 pieces of academic work which have been published in journals which are in a nationally or internationally recognized database. The published works must be relevant to thesis or independent study topics

In the case that external experts do not have the aforementioned degrees and/or academic work, they must be highly knowledgeable and experienced in subjects directly related to or relevant to thesis or independent study topics. They must be approved by the program committee, the school postgraduate committee, the postgraduate committee, the academic council, and the university council, respectively. Then the Office of Higher Education Commission must be notified of the appointment.

36.2 Doctoral Programs

(1) The main advisor:

(1.1) Be a lecturer in charge of the program or a program lecturer

(1.2) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor

(1.3) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works must be research; the work must be published in accordance with the criteria for the appointment of academic titles.

In the case of the doctoral program type 1, at least 1 piece of research must have been published in a journal or other academic publication which is in an internationally recognized database.

(2) The co-advisor (if any)

(2.1) A co-advisor who is a full-time lecturer must have the same qualifications and academic work as the main advisor.

(2.2) A co-advisor who is an external expert must have a doctoral degree or equivalent and at least 5 pieces of academic work which have been published in journals found in a internationally recognized database. The published works must be directly related or relevant to dissertation topics.

In the case that external experts do not have the aforementioned degrees and/or academic work, they must be highly knowledgeable and experienced in subjects directly related to or relevant to thesis or independent study topics. They must be approved by the program committee, the school postgraduate committee, the postgraduate

committee, the academic council, and the university council, respectively. Then the Office of Higher Education Commission must be notified of the appointment.

37. The dissertation/thesis/independent study advisor has the following responsibilities:

37.1 An advisor can be the main advisor for thesis and dissertation of master's degree students and doctoral degree students according to the following regulations:

If an advisor has a doctoral degree or equivalent and academic work in accordance with regulation, that person can be an advisor of no more than 5 master's degree students and doctoral degree students

If an advisor has a doctoral degree or equivalent with the title of assistant professor; or has a master's degree or equivalent with the title of associate professor and higher; and has academic work in accordance with the regulation, s/he can be an advisor of no more than 10 master's degree students and doctoral degree students

If an advisor has a doctoral degree or equivalent with the title of professor and is an advisor of more than 10 students, there must be approval from the program committee, the school postgraduate committee, the postgraduate committee, the academic council, and the university council, respectively. If the number of students in supervision exceeds 15 students, the approval by the Office of Higher Education Commission is required.

37.2 An advisor can be the main advisor for independent study of no more than 15 master's degree students

If a lecturer supervises dissertation, thesis, and independent study, the proportion of different types of work must be calculated. The proportion of a student who does a dissertation or thesis is comparable to 3 students who do independent study. However, the total number of students must not exceed 15 students.

An advisor's responsibilities start from the date of appointment to be the dissertation/thesis/independent study advisor and end at students' graduation or students' status dismissal. The work of students that is in process is also counted as an advisor's responsibility.

38. In the case of the main advisor's retirement, s/he can continue her/his supervision until the student's graduation if the student's proposal is approved before the retirement of the main advisor. However, this must be approved by the school postgraduate committee, the postgraduate committee, and the academic council, respectively.

39. The dissertation, thesis and independent study advisor has following responsibilities:

39.1 Give advice regarding proposal writing; and arrange dissertation/thesis/independent study proposal presentation within the time limit required by the program.

39.2 Supervise dissertation/thesis/independent study writing to be in accordance with the proposal approved by the postgraduate program committee.

39.3 Give advice regarding theories, concepts and research methods.

39.4 Give advice regarding language use and techniques in dissertation/thesis/independent study writing.

39.5 Control the quality and credibility of dissertation/thesis/independent study; enforce research ethics regarding plagiarism or originality including reporting the percentage of duplication during the research process prior to the request for dissertation/thesis/independent study defense, prior to the full paper submission, and prior to research publishing as required by the university.

39.6 Follow up and evaluate dissertation/thesis/independent study to assure that it follows the plan; report the progress to the program committee every semester until the students' graduation.

39.7 Approve the request for dissertation/thesis/independent study examination

39.8 Be a committee member and participate in proposal defense examination and dissertation/thesis/independent study defense examination of the students under supervision.

39.9 Give advice regarding publishing dissertation/thesis/independent study in accordance with regulations and conditions required by the university and the Office of Higher Education Commission.

Section 5

Proposal Defense Examination Committee Members

Dissertation/Thesis/Independent Study Defense Examination Committee Members

40. Lecturers who are proposal defense examination committee and dissertation/thesis/independent study defense examination committee must have the following qualifications:

40.1 Master's programs

(1) For the lecturers in charge of the program and program lecturers, the following qualifications must be applied:

(1.1) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor

(1.2) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works must be research; the work must be published in accordance with the criteria for the appointment of academic titles.

(2) For external experts, the following qualifications must be applied:

(2.1) Hold a doctorate degree or equivalent

(2.2) Have at least 10 pieces of academic work which have been published in journals which are found in a nationally or internationally recognized database. The published works must be directly related to or relevant to thesis or independent study topics

In case that external experts do not have the aforementioned degrees and/or academic work, they must be highly knowledgeable and experienced in subjects directly related to or relevant to thesis or independent study topics. They must be approved by

the program committee, the school postgraduate committee, the postgraduate committee, the academic council, and the university council, respectively. Then the Office of Higher Education Commission must be notified of the appointment.

40.2 Doctoral programs

(1) For the lecturers in charge of the program and the program lecturers, the following qualifications must be applied:

(1.1) Hold a doctorate degree or equivalent or a master's degree or equivalent with the title of associate professor

(1.2) Have 3 pieces of academic work in the past 5 years that are not a part of conferred degree titles. At least 1 piece of works must be research; the work must be published in accordance with the criteria for the appointment of academic titles.

(2) For external experts, the following qualifications must be applied:

(2.1) Hold a doctorate degree or equivalent

(2.2) Have at least 5 pieces of academic work which have been published in journals which are found in an internationally recognized database. The published works must be directly related to or relevant to thesis or independent study topics

In case that external experts do not have the aforementioned degrees and/or academic work, they must be highly knowledgeable and experienced in subjects directly related to or relevant to thesis or independent study topics. They must be approved by the program committee, the school postgraduate committee, the postgraduate committee, the academic council, and the university council, respectively. Then the Office of Higher Education Commission must be notified of the appointment.

41. The dissertation/thesis/independent study proposal defense examination committee must consist of no less than 3 but no more than 5 members. The committee members are as follows:

(1) At least 2 of the lecturers in charge of the program or the program lecturers or the external experts. One member must be selected as a chairperson.

(2) The main advisor or co-advisor (if any)

42. The dissertation/thesis/independent study defense examination committee has the following numbers and elements:

42.1 Master's programs

The committee must consist of no less than 3 but no more than 5 members. The committee members are as follows.

(1) At least 1 lecturer in charge of the program or the program lecturer

(2) The main advisor or co-advisor (if any)

(3) At least 1 external expert

The chairperson of the committee must not be an advisor.

42.2 Doctoral programs

The committee must consist of no less than 5 but no more than 7 members. The committee members are as follows:

- (1) At least 1 lecturer in charge of the program or the program lecturer
- (2) The main advisor or co-advisor (if any)
- (3) At least 1 external expert

The chairperson of the committee must be the external expert only.

43. An appointment and/or change of the dissertation/thesis/independent study proposal defense committee must be approved by the program committee, the school postgraduate committee, and the dean.

Section 6 Admission

Part 1

Qualifications of Prospective Students

44. Prospective students must have graduated from a curriculum that is accredited by the Ministry of Education or the university council. Furthermore, the qualifications of prospective students must meet the requirements in each program and have the following qualifications:

44.1 The prospective students for the graduate diploma must have a bachelor's degree or equivalent.

44.2 The prospective students for the higher graduate diploma must have a graduate diploma or a master's degree or equivalent.

44.3 The prospective students for master's programs must have a bachelor's degree or equivalent.

44.4 The prospective students for doctoral programs must have one of the following degrees:

(1) A master's degree or equivalent

(2) A bachelor's degree with honors or equivalent

In addition, the prospective students for doctoral programs must submit their results of the English proficiency test according to the university requirement.

Part 2

Admission regulations and procedures

45. The admission could be made by any means, e.g. examination or selection. However, the mean must be specified by the program committee and approved by the school postgraduate committee.

46. The admission to graduate studies is subject to approval of the program committee and the school postgraduate committee.

47. In the case that prospective students are waiting for an official transcript of the graduate diploma, bachelor's degree or master's degree, the admission will only be affective if prospective students submit proof of graduation to the Division of Registrar within 60 days after the registration.

Part 3

Types of Graduate Students

48. There are 2 types of graduate students who study for a diploma or a degree from the university:

48.1 The students with full graduate student status refer to those who are admitted to study in postgraduate programs without conditions.

48.2 The students with 'conditional student' status refer to those who are admitted to study in the first semester of postgraduate programs with some conditions regarding grade results (See item 52.2).

All programs, except master's program plan A.1 and doctoral programs type 1, can admit prospective students with conditional student status, but it must be approved by the program committee and the school postgraduate committee.

49. Prospective students who study without receiving a diploma or a degree could be divided into 2 types as follows:

49.1 Visitors refer to those who participate in lectures of some courses.

49.2 Students across institutions refer to postgraduate students who study at other domestic and/or international institutions; these students come to study at Mae Fah Luang University in order to transfer credits and grade results as a part of their study completion at other institutions. The admission of students across institutions must be approved by the program committee, the school postgraduate committee, the postgraduate committee, and the academic council, respectively. Students must be enrolled within the time limit required by the university.

Section 7

Registration

Part 1

Student Registration

50. Those who are admitted to postgraduate studies must register within the time limit required by the university and submit the required documents as specified by the university announcement within 60 days of the student registration date.

Part 2

Course Enrollment

51. The rules regarding enrollment is as follows:

51.1 In the first semester, new students must be enrolled within the time limit required by the university; otherwise it will be considered a renunciation of student registration and students' name will be withdrawn from the register.

51.2 Current students must be enrolled within the time limit required by the university; otherwise, student status will be revoked, except for those whose request for a leave of absence is approved according to section 13: Leave, part 2 Leave of Absence. Moreover, students must pay a specified fee to maintain student status.

52. Details of course enrollment are as follows:

52.1 Students with full graduate student status can enroll in no more than 15 credits in each semester.

In a summer semester enrollment (if any), the students can enroll in no more than 9 credits.

The students can enroll in courses without receiving a grade, in addition to the required courses of the curriculum. However, the enrollment must be approved by the advisor, the course lecturers and the dean. The students must enroll within the time limit for course addition according to item 55.2. Nevertheless, enrollment in additional courses must not conflict with the number of credits stated in item 52.1.

52.2 Students with conditional student status can enroll in no less than 6 and no more than 15 course credits of the program.

The advisor, course lecturers and the dean must approve courses that students with conditional student status enroll in during the first semester. Moreover, grades for all courses must be calculated into the grade point average (GPA).

At the end of the first semester, the grade point average of students with conditional student status must be no less than 3.00; and they must receive a mark of S in any courses without credits. Consequently, the student's status will change to full graduate student status.

53. The enrollment of dissertation/thesis/independent study should be done in accordance with the program requirements.

Part 3

Course Transfer

54. Details of course transfer are as follows:

54.1 The course or group of courses must be found in the postgraduate programs or equivalent; they must be certified by the Office of Higher Education Commission or government agencies in authority.

54.2 No less than three-fourths of the content in the course or group of courses of both institutions match.

54.3 The student must receive a grade not lower than B, S or equivalent in the course or group of courses that the student would like to transfer.

54.4 The transfer of dissertation/thesis/independent study credits must be approved by the program committee or in accordance with this regulation.

54.5 Not more than one-third of the total credits can be transferred, except for those who change the education level.

In the case of course and credit transfer for those who have a graduate diploma, in order to enroll in a master's program of the same or related field, credits transferred cannot account for more than 40% of the program.

For those who have a higher graduate diploma, credits cannot be transferred to a doctoral program.

54.6 Students who would like to transfer credits must study in the target program for at least 1 academic year and enroll in courses or dissertation/thesis/independent study as required by the target program to complete no less than 12 credits, except for those who change the education level.

54.7 Courses completed over 5 years prior to the semester of enrollment, cannot be transferred.

54.8 To consider a request for a course transfer, an examination can be arranged to evaluate the students' knowledge about the transferred courses. The examination results may be used to consider the request.

54.9 Grade results of a transferred course or a transferred group of courses are not calculated and included in the grade point average.

54.10 When the request for course transfer is approved, it means that the student will have a grade for that course. Transferred course credits will be counted as credits earned in the current program and presented as such in a transcript.

54.11 The request for course transfer must be approved by the program committee, the school postgraduate committee, the postgraduate committee and the academic council, respectively.

54.12 In order to transfer credits and grade results, the student may only enroll in courses of other institutions whose content and standards are the same or similar to courses of the current program being studied. Nonetheless, the enrollment must be approved by the program committee, the school postgraduate committee, the postgraduate committee and the academic council, respectively.

Part 4

Course Adding, Dropping and Withdrawing

55. Details for course adding, dropping and withdrawing are as follows:

55.1 The request for adding and dropping courses must be in accordance with section 7 part 2: Course Enrollment.

55.2 The request for adding courses must be submitted within the first 2 weeks of a semester, or within the first week of a summer semester (if any).

55.3 The request for dropping courses must be submitted from week 1 to week 5 of a semester, or from week 1 to week 2 of a summer semester (if any). The dropped courses will not be shown in the official transcript.

55.4 The request for withdrawing courses must be done from week 6 to week 12 of a semester, or from week 3 to week 4 of a summer semester (if any). A symbol of W will be presented in an official transcript for a withdrawn course.

55.5 After a course is dropped or withdrawn, there must be courses remaining in the enrollment in that semester.

55.6 The request for adding and dropping courses must be approved by the lecturers of the courses and the advisor.

55.7 If the students study in the system of a block course or module, the students can drop courses within the first week and withdraw courses within the second week of each course with the approval of the course lecturers and the advisor.

Part 5 Course Re-enrollment

56. The regulations of course re-enrollment are as follows.

56.1 The students who receive grades of D+, D, F, U or W in major required courses must re-enroll in the courses until they receive symbols of A, B+, B, C+, C or S; otherwise, they will not graduate.

56.2 The students who receive symbols of D+, D, F, U or W in elective courses could enroll in other courses with the approval of the course lecturers and the program committee.

56.3 In the case that the students have completed the curriculum, but received a grade point average lower than 3.00, the students can re-enroll in subjects that they have received grades lower than an A with the approval of the course lecturer and the program committee.

Section 8 Instruction Management

57. Instruction management, scheduling and lecturer appointment must be in accordance with the agreement of the program committee.

**Section 9
Examination**

**Part 1
Course Assessment**

58. Courses assessment is meant to assess the achievement of the students in a course. This could be a written examination or by other means. The school must notify the students in advance.

The students must be assessed in all courses enrolled in each semester, except in courses enrolled as visitors, withdrawn courses; or for the students who are on leave of absence.

59. To be eligible for the course assessment, the students must attend class regularly by attending at least 80% of the study period of each course, except in the case of necessity and permission of the course lecturers.

**Part 2
Comprehensive Examination**

60. The comprehensive examination for master's programs, plan B is meant to assess the knowledge integration of students. It could be a written examination, an oral examination or both.

61. Students who are eligible for the comprehensive examination must have the following qualifications:

61.1 The students have enrolled in all courses required in the curriculum.

61.2 The students have accumulated a grade point average (GPAX) not lower than 3.00.

62. The program committee must arrange the comprehensive examination at least 1 time each semester. The school must notify the students in advance.

The regulations, conditions and procedures of the comprehensive examination are in accordance with the university announcement.

63. The comprehensive examination committee must consist of at least 3 members.

63.1 The program committee chairperson is the chairperson of the comprehensive examination.

63.2 At least 1 lecturer in charge of the program is a comprehensive examination committee member. An external expert can be a comprehensive examination committee member.

The appointment of the comprehensive examination committee must be approved by the program committee, the school postgraduate committee, the postgraduate committee and the academic council, respectively.

64. The comprehensive examination committee must report the results to the program committee and the school postgraduate committee within 3 weeks after the comprehensive examination. The result must then be reported before the end of the semester during which the comprehensive examination occurs.

65. The students who fail the first comprehensive examination can request for a second comprehensive examination; however, if they fail the second examination, their student status will be revoked.

Part 3 **Qualifying Examination**

66. The qualifying examination for doctoral programs is meant to assess the students' basic knowledge, analytical skills, potentials, and readiness to conduct research independently. It could be a written examination or an oral examination or both.

67. The students who are eligible for a qualifying examination must have the following qualifications:

67.1 The students must have full graduate student status.

67.2 The students with full graduate student status who would like to change educational levels must have the following qualifications:

(1) The students in plan A1 must have research that has the potential to develop into a doctoral dissertation.

(2) The students in plan A2 must have enrolled in at least 12 credits in courses that give grades as letter grades. The students' GPAX until the last semester must not be lower than 3.50. Moreover, the students must have research that has the potential to develop into a doctoral dissertation.

The qualifying examination for graduation level change must be approved by the program committee, the school postgraduate committee, the postgraduate committee and the academic council, respectively.

68. The doctoral degree students must take the first qualifying examination within 4 semesters from the first semester of study. The students must pass the qualifying examination within 6 semesters from the first semester of study; otherwise, their student status will be revoked.

69. The program committee must arrange the qualifying examination at least 1 time each semester. The school must notify the students in advance.

The regulations, conditions and procedures of the comprehensive examination are in accordance with the university announcement.

70. The qualifying examination committee must consist of at least 3 members.

70.1 The program committee chairperson or the lecturer in charge of the program who is assigned by the program committee chairperson is the chairperson of the qualifying examination.

70.2 At least 1 lecturer in charge of the program is a qualifying examination committee member. An external expert may be a qualifying examination committee member.

The appointment of the qualifying examination committee must be approved by the program committee, the school postgraduate committee, the postgraduate committee and the academic council, respectively.

71. The qualifying examination committee must report the results to the program committee and the school postgraduate committee within 3 weeks after the qualifying examination takes place. The result must then be reported before the end of the semester during which the qualifying examination occurs.

72. The students who fail the first qualifying examination can request for a second qualifying examination; however, if they fail the second examination, their student status will be revoked.

73. If master's degree students requesting an educational level change, fail the first examination, they can request a second examination. If they fail the second examination, they will remain in the master's degree student status.

If master's degree students can pass a qualifying examination and receive an approval to change their educational level, the result of that qualifying examination will be counted as the qualifying examination required by doctoral programs.

Part 4

Dissertation/Thesis/Independent Study Proposal Defense Examination

74. Dissertation/Thesis/Independent Study proposal defense examination is meant to assess the students' comprehension regarding the research problem, research methodology, methods and techniques to use in a research project.

75. The students who are eligible to request for a dissertation/thesis/independent study proposal defense examination must have the following qualifications:

75.1 The dissertation/thesis/independent study advisor has been appointed.

75.2 The students' dissertation/thesis/independent study proposal has been approved by the advisor.

For doctoral degree students, the qualifying examination must be passed before requesting for the dissertation proposal defense examination.

76. The dissertation/thesis/independent study proposal defense examination committee's responsibilities include revising, testing students' knowledge by asking questions or other means, concluding the examination result and approving topic changes.

77. After a dissertation proposal defense examination, the committee must do as follows:

77.1 The committee examines and evaluates the examination confidentially. The chairperson and the committee members have one vote each. Except for the main advisor and the co-advisor, they are counted as one voice. The result of the examination will be in accordance with the majority rule. In case of equal votes, the chairperson of the examination shall be the judge.

77.2 The chairperson must inform the students of the examination results.

77.3 The chairperson must submit the examination results to the program committee and the school postgraduate committee within 2 weeks after the examination day.

In the case that the students fail the examination, the chairperson must inform the students of the result and provide suggestions for improvement as advised by the examination committee. The students will be notified of the schedule of the next examination.

78. The students must pass a dissertation/thesis/independent study proposal defense examination and receive an approval by the following time limits:

78.1 Master's programs: within 4 semesters from the first semester of study.

78.2 Doctoral programs: within 6 semester from the first semester of study.

The abovementioned time limits include the leave of absence period.

In case that the students cannot pass a dissertation/thesis/independent study proposal defense examination within the time limit, their student status will be revoked.

79. After the approval of a dissertation/thesis/independent study proposal, if there is a need to change the topic of a dissertation/thesis/independent study which will change the original research question, methodology, methods and techniques in the research project from the proposal, the students must submit a request for changes to the advisor of dissertation/thesis/independent study, the program committee, the school postgraduate committee and the postgraduate committee, respectively.

In the case that the students are approved to change the topic of dissertation/ thesis/independent study, the students must undertake a dissertation/thesis/independent study proposal defense examination again. The time limit in item 78 will not be applicable for this case.

Part 5

Dissertation/ Thesis/Independent Study Defense Examination

80. Students who are eligible to request for a dissertation/thesis/independent study defense examination must have the following qualifications.

80.1 Students in the following programs must have completed all courses required in the curriculum. The students' accumulated grade point average (GPAX) must not be lower than 3.00.

(1) Master's programs, plan A.1 and plan B

(2) Doctoral programs, type 2

80.2 The dissertation/thesis defense examination must be done not less than 90 days after the proposal approval.

80.3 The independent study defense examination must be done not less than 45 days after the proposal approval.

80.4 Students must pass the English proficiency test for postgraduate studies in accordance with the conditions and regulations required by the University.

80.5 Students in master's programs, plan B must pass the comprehensive examination.

81. Students who have qualifications in accordance with item 80 and have obtained the approval from the dissertation/thesis/independent study advisor must submit a request for the defense examination as follows:

81.1 Students must submit a request with a draft of a dissertation/thesis and a report of plagiarism check or originality report not less than 4 weeks prior to the examination to obtain the approval from the program committee, the school postgraduate committee and the dean.

81.2 The students must submit a request with a draft of an independent study and a report of plagiarism check or originality report not less than 2 weeks prior to the examination to obtain the approval from the program committee, the school postgraduate committee and the dean.

82. The advisor of a dissertation/thesis/independent study reports the result of a plagiarism check to the defense examination committee.

83. The dissertation/thesis/independent study defense examination committee's responsibilities include revising, testing students' knowledge by asking questions or other means, checking originality of the research project, concluding the examination result and approving topic changes.

However, the approval for the topic change must not have any impacts on the research methodology stated in the previously approved proposal.

84. The dissertation/thesis/independent study defense examination must be conducted openly. A third party may observe the examination, unless there are any parts of the information that must be confidential. The advisor may request for an approval from the program committee to arrange a confidential defense examination without observation of a third party.

85. After the dissertation/thesis/independent study defense examination, the committee must do as follows:

85.1 The committee must examine and evaluate the examination confidentially. The chairperson and the committee members have one vote each. Except for the main advisor and the co-advisor, who are counted as one vote. The result of the examination will be in accordance with the majority rule. In case of equal votes, the chairperson of the examination shall be the judge.

85.2 The chairperson must inform the students of the examination result.

85.3 The chairperson must submit the the examination result to the program committee and the school postgraduate committee within 2 weeks after the examination day.

In the case that the students fail the examination, the chairperson must inform the students of the result and provide suggestions for improvement as advised by the examination committee. The students will be notified of the schedule of the next examination.

86. If the students cannot pass the first dissertation/thesis/independent study defense examination, they can request for a second examination. Nevertheless, if the students cannot pass the second examination, their student status will be revoked.

87. In case that the students must revise the dissertation/thesis/independent study according to the examination committee's advice, the committee must assign a committee member or various committee members to examine the revision and specify a dateline for the revision submission. The deadline must be in accordance with the following time limits:

87.1 For an independent study, the revision must be completed within 60 days after the day of the defense examination.

87.2 For a dissertation or a thesis, the revision must be completed within 90 days after the day of the defense examination. If circumstances require that the revision take longer than the required time limit, the defense examination committee must request for an approval from the program committee, the school postgraduate committee, the postgraduate committee and the academic council respectively.

If the students cannot submit the revision within the abovementioned time limit, the result of the defense examination is considered as "FAIL."

Part 6

English Proficiency Test

88. Every postgraduate student must pass an English proficiency test before graduating as required by the university.

The regulations regarding the English proficiency test must be in accordance with the university announcement.

Section 10

Format, Submission, Copyright and Intellectual Property of a Dissertation/Thesis/Independent Study

89. The format of a dissertation/thesis/independent study must follow the publication guidelines for a dissertation/thesis/independent study required by the university.

90. The students must submit the completed dissertation/thesis/independent study in the format, the number and the time limit required by the university.

In the case that students cannot submit the completed dissertation/thesis/independent study within the time limit, they will not graduate in that semester and will have to enroll in the course of the dissertation/thesis/independent study in the following semester.

91. Every copy of dissertation/thesis/independent study is the copyright of the university.

In addition to the copyright, other intellectual properties from dissertation/thesis/independent study belong to the university. However, intellectual properties from cooperation

with other institutions will be in accordance with the cooperation agreement. The regulations and procedures must follow the university announcement.

Section 11
Learning Assessment

Part 1
Gradin Levels

92. The assessment in every course must be in accordance with the following grade symbols, grade points and meanings.

Symbol	Meaning	Grade point
A	Excellent	4.00
B ⁺	Very Good	3.50
B	Good	3.00
C ⁺	Fairly Good	2.50
C	Fair	2.00
D ⁺	Poor	1.50
D	Very Poor	1.00
F	Fail	0.00
I	Incomplete	-
M	Missing	-
P	In Progress	-
S	Satisfactory	-
U	Unsatisfactory	-
V	Visitor	-
W	Withdrawn	-
X	No Report	-

93. In order to report the dissertation/thesis/independent study examination result, a word to represent the overall quality level of the students must be used by selecting from the following words.

93.1 “Excellent” applies to the case where the examination committee has unanimous agreement that the dissertation/thesis/independent study and the students’ ability in answering questions are excellent, accurate and complete.

93.2 “Good” applies to the case where the examination committee agrees that the dissertation/thesis/independent study and the students’ ability in answering questions are fairly satisfactory, accurate and complete.

93.3 “Pass” applies to the case where the examination committee agrees that the dissertation/thesis/independent study and the students’ ability in answering questions are satisfactory. The content needs slight improvement.

93.4 “Pass with conditions” applies to the case where the examination committee agrees that the dissertation/thesis/independent study and the students’ ability in answering questions are satisfactory. However, the committee agrees that the content needs amendments or additional main points, and/or reorganization to make the content accurate and complete.

93.5 “Fail” applies to the case where the examination committee agrees that the dissertation/thesis/independent study and the students’ ability in answering questions are unsatisfactory. The students do not exhibit complete comprehension regarding the content and/or the research methodology used in the dissertation/thesis/independent study.

Only quality words of “Excellent” and “Good” for a dissertation/thesis/independent study (items 93.1 and 93.2) will be presented in an official transcript.

Part 2

Regulations for Granting Grade Symbols

94. Grade symbol granting

94.1 Grade symbols of A, B+, B, C+, C, D+, D and F will be granted in the following cases:

(1) In courses that the students take an examination or have any work that can be evaluated as letter grade.

(2) When a symbol of “I” is changed and the grade result is submitted to the Division of the Registrar within the second week of the following semester

(3) When a symbol of “M” or “X” is changed when the Division of the Registrar receives the grade result from the school.

94.2 In addition to cases in item 94.1, a symbol of “F” will be granted in the following cases:

(1) In courses for which the students are ineligible to take the examination.

(2) When the students cheat on examinations, break rules, regulations or orders regarding examinations enforced by the university or the school; and the school finds the students are guilty to deserve a penalty as a grade of “F”.

(3) When a symbol is changed from “I” without an examination or a piece of work within the second week of the following semester.

(4) When a symbol is changed from “M” in the case that the students cannot provide a complete proof of absence from an examination within the second week of the following semester.

94.3 A grade symbol of “I” will be granted in the following cases:

(1) When the students are sick before or during the examination period, resulting in an absence from the examination of some or all courses. The students must follow the regulation section 13: Leave, part 1: Examination Leave.

(2) When the students need to take an examination leave with school approval according to the regulation section 13: Leave, part 1: Examination Leave.

(3) When the students have not completed a piece of work that is a part of the course of study. With the dean's approval, the advisor agrees that the grade result shall be pending. The school must notify the case to the Division of the Registrar and submit grade results of other students in the same course.

94.4 Grade symbol "M" will be granted in the following cases:

(1) When the students miss examinations and have not presented a complete proof of absence.

(2) When the students miss a qualifying examination or a comprehensive examination and can present a complete proof of absence to the program committee and the school postgraduate committee.

94.5 Grade symbol of "S" will be granted in the following cases:

(1) The courses whose assessments are not in letter grades or whose credits are not counted as specified in the curriculum.

(2) The courses in which students enroll in, in addition to the required courses in the curriculum.

(3) The comprehensive examination.

(4) The qualifying examination.

(5) The English proficiency test.

94.6 A grade symbol of "U" will be granted when the cases in item 94.5 do not have any progress or do not meet the criteria.

94.7 A grade symbol of "V" will be granted when the students are approved to enroll as visitors and the course lecturer considers that the students have paid attention to the class and attended the class during at least 80% of the study period.

94.8 A grade symbol of "W" will be granted in the following cases:

(1) When the students are approved to withdraw from a course.

(2) When the students are sick before the end of the study period until the examination period, resulting in absence from some or all examinations; or if the illness does not end within the first 2 weeks of the following semester.

However, the students must follow the regulation section 13: Leave, part 2: Leave Permission (*Mutatis Mutandis* Application)

(3) When the students are on leave of absence due to reasons according to section 13: Leave, part 2: Leave of Absence.

(4) When the students are suspended in that semester in accordance with the university's regulations, rules, announcements or orders.

(5) When the students enroll in a course as visitors but the course lecturer considers that the students' attention to the course is insufficient.

(6) In the case that the students' enrollment does not follow the regulations, conditions or requirements of the program.

94.9 A grade symbol of "X" will be granted only in the case that the Division of the Registrar has not received the grade report of a course in the time limit.

94.10 Grade symbols for evaluating the dissertation/thesis/independent study progress in each semester are "P" or "S" or "U" which have the following meanings.

P (In Progress) refers to the research project which is in process.

S (Satisfactory) refers to the research project which meets the criteria of the program.

U (Unsatisfactory) refers to the research project which does not meet the criteria of the program.

Part 3 Grade Point Calculation

95. The course assessment must be conducted at the end of each semester.

96. The grade point average calculation must be conducted at the end of each semester.

97. There are 2 types of grade point calculations.

97.1 Grade point average (GPA) is a calculation of credits and grade symbols in each semester.

97.2 Accumulated grade point average (GPAX) is a calculation of credits and grade symbols from the first semester of study to the current semester.

97.3 Two decimal places without rounding is applied in grade point calculations.

97.4 In the case that the students receive symbols of "I", "M" and "X", grade point calculation in that semester will be pending.

Section 12 Student Status Changes

Part 1 Educational Level Changes

98. An educational level change could be from lower to higher or from higher to lower in related fields.

99. Students who request for a change from a master's degree to a doctoral degree in the same field must have the following qualifications:

99.1 The students have studied in a master's program plan A for no longer than 4 semesters.

99.2 The students have an English proficiency test result that meets university regulations and conditions of admission for a doctoral degree.

99.3 The students have passed the qualifying examination.

99.4 In addition to items 99.1-99.4, the students who study in a master's program plan A.1 must have academic article(s) published in international journal(s) which can be used for doctoral degree graduation. The students' name must appear as the first name of the article. The article(s) may be a part of a thesis or not.

100. Doctoral degree students may be considered for a change in the level of education to a master's degree in the following cases:

100.1 The students cannot pass the qualifying examination as required by the program.

100.2 The students cannot graduate in the time limit required by the university.

100.3 The students fail the dissertation examination.

100.4 Other cases besides items 100.1-100.3 shall be considered on a case by case basis.

101. A request for an educational level change must be approved by the advisor or the dissertation/thesis advisor (if appointed), the program committee of the current program, the program committee of the new program, the school postgraduate committee, the postgraduate committee and the academic council, respectively.

The regulations and conditions of the educational level change must be in accordance with the university announcement.

102. The students who request for an education level change will graduate only when they have complete qualifications for graduation required by the university and the new program.

Part 2 Program Transfer

103. The students can request for a program transfer within the university if they have the following qualifications:

103.1 The students have studied in the university for no less than 1 semester.

103.2 The students' GPAX is not lower than 3.00.

The students' request must be approved by the program committee, the school postgraduate committee, the school committee of both the current school and the new school, the postgraduate committee and the academic council.

104. The students, who request for a program transfer, can transfer courses they have studied only with the approval of the program committee, the school postgraduate committee, the school committee, the postgraduate committee and the academic council.

105. The study period is continuously counted from the semester during which the request for a program transfer is approved.

The result of program transfer must be notified to the Division of the Registrar prior to the enrollment schedule of the approved semester.

Part 3
Study Plan Change

106. A request for a study plan change can be done only once and within 3 semesters from the first semester of study.

107. A request for a study plan change must be approved by the program committee, the school postgraduate committee, the graduate committee and the academic council.

108. The study period is continuously counted from the semester during which the request for a study plan change is approved.

The result of a study plan change must be notified to the Division of the Registrar prior to the enrollment schedule of the approved semester.

Section 13
Leave

Part 1
Examination Leave

109. "Sick Leave" refers to when the students are sick prior to the end of the course in a semester and remain sick until the examination date(s); or the students study until the end of the courses but are unable to take the examination(s) of some or all courses. The students must submit a request for leave of absence with a medical certificate issued by a public hospital or a private hospital which is certified by the Ministry of Public Health. The request for leave of absence must be approved by the course lecturer(s), the program committee and the school postgraduate committee.

110. The request for examination leave with other reasons must be submitted together with a statement of reason and proof. The request must be approved by the course lecturer(s), the program committee and the school postgraduate committee.

111. The request for an examination leave is subject to the consideration of the program committee and the school postgraduate committee.

Part 2
Leave of Absence

112. The students can request for a leave of absence in the following cases:

112.1 The students receive international scholarships or other scholarships that the university deems appropriate.

112.2 The students are ill and need medical treatment for longer than 3 weeks. The students must submit a medical certificate issued by a public hospital or a private hospital that is certified by the Ministry of Public Health.

112.3 The students have a personal necessity and have studied in the University for not less than 1 semester with a GPAX not lower than 3.00.

However, the request for a leave of absence is not allowed in the last semester that the students have to take a qualifying examination and/or dissertation/thesis/independent study proposal defense examination according to items 68 and 78, except in the case of item 112.2 or other unavoidable necessities. Nevertheless, the students must have an approval to extend the period of the qualifying examination or dissertation/thesis/independent study proposal defense examination.

113. The leave of absence must be approved by the advisor or the appointed dissertation/thesis/independent study advisor, the program committee and the school postgraduate committee, respectively.

The result of request must be notified to the Office of Postgraduate Studies and the Division of the Registrar prior to enrollment schedule of the approved semester.

114. If the students have an unavoidable necessity to take a leave of absence during a semester, the students must submit a request of approval from the advisor or the appointed dissertation/thesis/independent study advisor, the program committee, the school postgraduate committee, and the school committee, respectively.

115. The approval for a leave of absence according to items 112 and 114 is only for 1 semester. If the students would like to extend the leave, they must submit a new request.

116. A leave period is counted as a part of the study period of the students.

117. For every semester that the students are granted with a leave of absence, they must pay leave fees to maintain their student status, except in the semester that they have paid the tuition fee; otherwise, their student status will be revoked.

118. For re-admission, the students on leave of absence must submit a request for re-admission to the dean. The approval of the request will be notified to the Registrar Office not less than 1 week prior to the enrollment schedule of the semester that the students will be re-admitted.

119. After the re-admission, the students will have the same student status as before the leave.

Section 14 **Penalty for Cheating**

120. The penalty for students who cheat in examinations is a grade of F in the course.

However, the penalty must be approved by the course lecturer, the program committee and the school post-graduate committee.

121. When there is an accusation regarding cheating on dissertation/thesis/ independent study, the program committee must investigate the facts and report to the school postgraduate committee, the postgraduate committee and the academic council for further consideration.

In the case that the students are found guilty of cheating on dissertation/thesis/ independent study, one of the following penalties shall be applied.

121.1 If the case is not critical, the result of the dissertation/thesis/ independent study defense examination will be changed to "Fail." The students will have to restart the dissertation/thesis/ independent study process. This is not considered a reason to extend the study period.

121.2 If the case is critical, the issue must be reported to the academic council to dismiss student status. In the case that the students have already graduated, the issue must be reported to the academic council for a degree withdrawal.

Section 15 Student Status Dismissal

122. The student status will be revoked in the following cases:

122.1 When the university finds that the students lack qualifications according to item 44.

122.2 When the students have completed all courses required in the curriculum and have received a degree diploma or certificate.

122.3 When the students are approved to resign by the president. The request for resignation must be approved by the advisor, the dean, the Office of Registrar and the president.

122.4 After the first two weeks of a semester, if the students have not enrolled or requested to maintain a student status or paid the tuition and other fee(s) (if any), the student's status will be revoked. However, the students can regain student status within the semester by submitting a request to the advisor, the dean and the president.

122.5 The students with conditional student status, whose GPAX is lower than 3.00 or who cannot pass conditions required by the program at the end of the first semester.

122.6 The students with full graduate student status, whose GPA is lower than 3.00 in 2 consecutive semesters.

122.7 The students in master's programs plan B who cannot pass the second comprehensive examination.

122.8 Doctoral degree students who do not take the qualifying examination within 4 semesters from the first semester of study, or cannot pass the examination within 6 semesters from the first semester of study.

122.9 Doctoral degree students who cannot pass the second qualifying examination; unless their educational level is approved to change to a master's degree.

122.10 The students who cannot pass the dissertation/thesis/independent study proposal defense examination within the time limit in item 78.

122.11 The students who cannot pass the second dissertation/thesis/independent study defense examination.

122.12 The students who cannot graduate within the time limit in section 3: Education Management, part 2: Study Period.

122.13 The students who receive a grade of U two consecutive times within the course of a dissertation/thesis/independent study or thematic paper.

122.14 The students who cheat on the production of a dissertation, thesis, or independent study according to item 121.2.

122.15 The students who are dismissed for breaking university regulations, rules and announcements.

122.16 The students who are deceased.

Section 16

Graduation and Request for Degree Certificate or Diploma

123. The details of graduation are as follows:

123.1 The students who are studying for graduate diploma and a higher graduate diploma must complete the credits required in the curriculum and have a GPAX not lower than 3.00.

123.2 Master's programs

(1) Plan A1

(1.1) The students have presented their thesis and passed the thesis defense examination.

(1.2) The students have submitted a complete thesis according to the format and number required by the university.

(1.3) A thesis paper must be published; or a thesis paper or a part of it is accepted to be published in an academic journal(s). The regulations regarding publication must be in accordance with the program conditions and the university announcement.

(1.4) The students must pass the English proficiency test as required by the university.

(2) Plan A2

(2.1) The students must complete all courses required in the curriculum and have a GPAX not lower than 3.00.

(2.2) The students have presented their thesis and passed the thesis defense examination.

(2.3) The students have submitted a complete thesis according to the format and number required by the university.

(2.4) A thesis paper must be published; or a thesis paper or a part of it is accepted to be published in an academic journal(s); or the paper is presented in an academic conference in which a full thesis paper is published in the proceedings. The regulations regarding publication must in accordance with the program conditions and the university announcement.

(2.5) The students must pass the English proficiency test as required by the university.

(3) Plan B

(3.1) The students must complete all courses required in the curriculum and have a GPAX not lower than 3.00.

(3.2) The students have presented their independent study and passed the independent study defense examination.

(3.3) The students have submitted a complete independent study according to the format and number required by the university.

(3.4) An independent study paper must be published; or an independent study paper or a part of it is accepted to be published in an academic journal(s); or the paper is presented in an academic conference in which a full paper of the independent study is published in the proceedings. The regulations regarding publication must be in accordance with the program conditions and the university announcement.

(3.5) The students must pass the comprehensive examination.

(3.6) The students must pass the English proficiency test as required by the university.

123.3 Doctoral programs

(1) Type 1

(1.1) The students pass a qualifying examination.

(1.2) The students have presented their dissertation and passed the dissertation defense examination.

(1.3) The students have submitted a complete dissertation according to the format and number required by the university.

(1.4) A dissertation paper must be published; or a dissertation paper or a part of it is accepted to be published in an academic journal(s); or the paper is presented in an academic conference in which a full thesis paper is published in the proceedings. The regulations regarding publication must be in accordance with the program conditions and the university announcement.

(1.5) The students must pass the English proficiency test as required by the university.

(2) Type 2

(2.1) The students must complete all courses required in the curriculum and have a GPAX not lower than 3.00.

(2.2) The students pass a qualifying examination.

(2.3) The students have presented their dissertation and passed the dissertation defense examination.

(2.4) The students have submitted a complete dissertation according to the format and number required by the university.

(2.5) A dissertation paper must be published; or a dissertation paper or a part of it is accepted to be published in an academic journal(s). The regulations regarding publication must be in accordance with the program conditions and the university announcement.

(2.6) The students must pass the English proficiency test as required by the university.

124. The students who are eligible to request for a degree certificate or diploma must have the complete qualifications as follows:

124.1 The students are studying in the last semester and have enrolled in all courses required by the curriculum.

124.2 The students' study period is not less than the following criteria:

(1) Master's programs: not less than 3 semesters.

(2) Doctoral programs for those students who are admitted continually after master's programs: 5 semesters.

(3) Doctoral programs for those students who are admitted continually after Bachelor's programs: 6 semesters.

The abovementioned study periods are not applicable to the students who transfer courses.

124.3 The students must have met qualifications according to the regulations of graduation, item 123.

124.4 The students do not have any misbehaviors.

124.5 The students do not have any debts owed to the university.

125. If the students have the abovementioned qualifications, they shall do the following procedures:

125.1 The students must submit a request for graduation and pay the graduation registration fee to the Division of the Registrar within the time limit required by the university; otherwise, their names might not be proposed to the university council for approval in that semester.

125.2 The request will be invalid for any students who have submitted a request for graduation, but cannot graduate in that semester for any reason. The students must resubmit the request in the following semester without paying the graduation registration fee to the Division of the Registrar. However, the students have to pay the fee to maintain student status in the following semester.

126. The students who have complete qualifications according to item 123, but would like to enroll in additional courses in the following semester, must submit the request to the Division of the Registrar before the enrollment schedule of the following semester. The students must be approved by the course lecturer(s) and the program committee.

127. Certificate or diploma granting

The dean, with the school committee's approval, propose the name list of the students who have earned credits as required by the curriculum, to the academic council's consideration and then to the university council for the approval.

Section 17 **Transitory Provision**

128. All new programs or revised programs (before year B.E. 2560), which follow the Ministry of Education's announcement regarding postgraduation curriculum standard B.E. 2558, must be in accordance with this regulation from the date it is effective.

129. According to the provision item 128, Mae Fah Luang regulations regarding postgraduate education B.E. 2554 and its additional amendment, and the university and school announcements and orders are applicable to those programs and the students who enrolled before B.E. 2560.

Announcement made on 16th March B.E. 2560

General Sampao Choosri
(Sampao Choosri)
Chairperson of Mae Fah Luang University Council