



**MAE FAH LUANG UNIVERSITY NOTIFICATION ON
GUIDELINES FOR GRADUATE-LEVEL QUALIFYING AND COMPREHENSIVE
EXAMINATIONS, BE 2558 (2015)**

Mae Fah Luang University's Graduate School Regulation, BE 2545 (2002), and Mae Fah Luang University's Graduate School Regulation, BE 2554 (2011), stipulate that a master's degree student must pass a qualifying examination or a comprehensive examination as a graduation requirement.

For increased efficiency of this requirement, Mae Fah Luang University, empowered by Article 26 of the Mae Fah Luang University Act, BE 2541 (1998), and by consent of the Academic Council given in meeting 4/2558 (2015) on 1 April 2015, hereby issues this notification, as detailed hereunder.

1. This Notification is referred to as the 'Mae Fah Luang University Notification on Guidelines for Graduate-Level Qualifying and Comprehensive Examinations, BE 2558 (2015)'.
2. This Notification is of immediate effect.
3. In this Notification:

'**A qualifying examination**' refers to a test of basic knowledge, analytical skills, potential and readiness, all of which must be exhibited by a student in his/her conduct of independent research. A qualifying examination may be conducted orally, in writing or in both manners.

'**A Comprehensive examination**' is a test of the student's ability to integrate all of his/her acquired knowledge and skills. A comprehensive examination may be conducted orally, in writing or in both manners.
4. The President is in authority to enforce This Notification, to make interpretations and to arbitrate any problem or dispute arising out of This Notification or enforcement thereof. The President's judgment is final.
5. To be eligible for a qualifying or comprehensive examination, the student must possess the qualifications required by Mae Fah Luang University's Graduate School Regulation, BE 2545 (2002), or Mae Fah Luang University's Graduate School Regulation, BE 2554 (2011), whichever case applies.
6. The school under which a graduate programme is offered shall issue a notification on qualifying or comprehensive examination criteria, whichever case applies. The criteria shall be approved by (i) the Programme Management Committee or the School's Graduate Studies Committee; (ii) the School Committee; and (iii) the Graduate School Committee. The approved criteria shall be signed by the Dean of the school in question.

In the case that the school considers it necessary to amend any parts of the said notification, the school shall follow the procedure stated in the first paragraph.

7. The appointment and components of a committee of examiners for the qualifying or comprehensive examination shall conform to Mae Fah Luang University's Graduate School Regulation, BE 2545 (2002), or Mae Fah Luang University's Graduate School Regulation, BE 2554 (2011), whichever case applies.

The appointment of a committee of examiners, as stated in the first paragraph, must be approved by (i) the Programme Management Committee or the School's Graduate Studies Committee; (ii) the School Committee; (iii) the Graduate School Committee; and (iv) the Academic Council. The school is required to appoint such a committee every semester, except for a semester in which no qualifying or comprehensive examination is to be administered.

In case that the school considers it necessary to make any changes to the appointed committee, the school shall follow the procedure stated in the second paragraph.

8. Within three weeks following a qualifying or comprehensive examination, the examining committee shall report the results to (i) the Programme Management Committee or the School's Graduate Studies Committee; (ii) the School Committee; and (iii) the Dean, before submitting the results to the Office of the postgraduate studies. The entire process must be completed before the end of the semester in which the qualifying or comprehensive examination has been administered.
9. The following criteria and conditions apply to a Ph D level qualifying examination and a master's degree (plan B) comprehensive examination.
 - (1) If a Ph D student or a master's degree (plan B) student does not pass his/her first qualifying examination or comprehensive examination attempt, the student is eligible for one more attempt and must pay the examination fee as required by the university. If the student fails his/her second attempt, his/her studentship shall be terminated, as stipulated in Mae Fah Luang University's Graduate School Regulation, BE 2545 (2002), or Mae Fah Luang University's Graduate School Regulation, BE 2554 (2011), whichever case applies.
 - (2) A Ph D student must take the qualifying examination within three semesters, and must pass it within six semesters, after the start of his/her study; otherwise, his/her studentship shall be terminated, as stipulated in Mae Fah Luang University's Graduate School Regulation, BE 2545 (2002), or Mae Fah Luang University's Graduate School Regulation, BE 2554 (2011), whichever case applies.
 - (3) A Ph D student shall be qualified to request a proposal defense only after s/he has passed the qualifying examination.
10. The qualifying examination for a master's degree student requesting promotion to the Ph D level must conform to the following criteria and conditions.
 - (1) The student must pay the examination fee required by the university.
 - (2) The qualifying examination shall be administered according to the school's criteria, conditions, and appointed time and place.
 - (3) If the student does not pass his/her first attempt, s/he is eligible for one more attempt.

- (4) Having failed his/her first attempt, the student shall retain his/her master's degree status.
 - (5) If the student passes the qualifying examination and is promoted to the Ph D level, it shall be considered that s/he has passed the qualifying examination, which is a graduation requirement for the given Ph D programme.
11. In the case that a student having been permitted to take a qualifying or comprehensive examination misses the examination, the student must submit a re-examination request, together with a statement of reason and/or evidence, if any, to (i) the Programme Management Committee or the School's Graduate Studies Committee; and (ii) the School Committee, within one week of the examination day.

If the student is unable to submit the said request, along with a statement of reason and/or evidence, within the specified period, the student may submit it later, together with the reason for the delayed submission.

- (1) If the school approves of the student's request, the student shall receive an 'M' and must take the very next examination administered by the school.

However, if a Ph D student misses his/her first qualifying examination attempt, which must be taken within three semesters after the start of his/her study, the school shall report the absence to the Graduate School Committee and the Academic Council, to be considered on a case-by-case basis.

- (2) If the school does not consent to the student's request, the student shall be considered to have failed the examination in question.

Issued this 11 of May, 2015.

Vanchai Sirichana
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