



Mae Fah Luang University's Regulations on Graduate Studies B.E. 2554 (2011)

The Mae Fah Luang University's Regulations on Graduate Studies are seen appropriated to be revised with the aim of academic achievement and in order that its academic quality of the Graduate School of the University meets with national and international standards.

By virtue of part 17(2) of Mae Fah Luang University Act B.E. 2541 (1998) together with the resolution of the Academic Council in the meeting of 29th April 2011 and 23rd May 2011 and the resolution of the University Council as appeared in the Memorandum of Mae Fah Luang University dated 14th June 2011, the Regulations shall be issued as follows:

1. This Regulation shall be referred to as "Mae Fah Luang University's Regulations on Graduate Studies B.E. 2554".
2. These Regulations shall be applied to students enrolling at this University from the academic year of 2554 (2011) onwards.
3. Any rule, announcement, regulation, requirement, resolution or order previously enforceable that contradicts these Regulations, the current Regulations shall prevail.
4. In these Regulations;

"the University"	refers to Mae Fah Luang University
"the University Council"	refers to the Mae Fah Luang University Council
"the Academic Council"	refers to the Mae Fah Luang University Academic Council
"the President"	refers to the Mae Fah Luang University President
"the Dean"	refers to the Dean of each School in Mae Fah Luang University
"the School"	refers to a School in Mae Fah Luang University
"the School Executive Committee"	refers to the School Executive Committee of Mae Fah Luang University
"the Graduate Studies Committee"	refers to the Graduate Committee of Mae Fah Luang University
"the School's Graduate Studies Committee"	refers to the Graduate Committee of each School
"the Program Administrative Committee"	refers to the Program Administrative Committee of each School
"the Major"	refers to the Graduate Studies Major of Mae Fah Luang University
"the Staff"	refers to academic and professional and administrative staff of Mae Fah Luang University
"the Regular lecturer"	refers to academic staff of Mae Fah Luang University

“the External expert”	refers to a person who is not a regular lecturer of Mae Fah Luang University, but is responsible for assignments as required by the Schools.
“the Special lecturer”	refers to an external expert who teaches and/or is responsible for his/her course according to his/her expertise in each academic semester.
“the Specialized expert”	refers to internal and external personnel of Mae Fah Luang University who possess knowledge and expertise in available courses and may or may not be personnel in the academic discipline or an external expert. Academic qualifications and positions shall not be taken into account.
“the Curriculum”	refers to the graduate curriculum of Mae Fah Luang University
“the Multi-integration Curriculum”	refers to the graduate curriculum of Mae Fah Luang University which combines multiple sciences to be used in courses for the benefit of analysis and research so that learners may be able to develop knowledge and elements on knowledge to a new science.
“the Cooperative Curriculum”	refers to graduate curriculum of which cooperation of other institutions in arranging courses and research in Mae Fah Luang University is provided.
“the Student”	refers to graduate students of Mae Fah Luang University.

5. The following Regulations shall be cancelled;

5.1 Mae Fah Luang University’s Regulations on Graduate Studies
B.E. 2545 dated 5th March 2002

5.2 Mae Fah Luang University’s Regulations on Graduate Studies
(2nd Issue) B.E. 2547 dated 12th November 2004

5.3 Mae Fah Luang University’s Regulations on Graduate Studies
(3rd Issue) B.E. 2547 dated 16th June 2004

5.4 Mae Fah Luang University’s Regulations on Graduate Studies
(4th Issue) B.E. 2547 dated 16th August 2004

5.5 Mae Fah Luang University’s Regulations on Graduate Studies
(5th Issue) B.E. 2547 dated 15th November 2004

6. Regulations enforcement;

The President shall enforce these Regulations and have the authority to issue rules, announcements, orders or guidelines according to these regulations as necessary.

Part 1
General Provisions

7. The Academic Council may, by agreement, appoint a staff or an external expert to be the specialized expert to work at the graduate level according to these Regulations.

The requirements and procedures in appointing the expert in clause one shall be in accordance with the requirements and procedures required by the Office of the Higher Education Commission. The agreement from the Program Administrative Committee or the School's Graduate Studies Committee, the Graduate Studies Committee, the Academic Council, and the University Council is required. The Office of the Higher Education Commission shall be notified on a case by case basis.

8. The Graduate Studies Committee shall be composed of;

8.1 The appointed Vice President; Chairperson

8.2 The Dean, Chairperson of the School's Graduate Studies Committee or any person so appointed by the School's Graduate Studies Committee, Head of Academic Quality Assurance and Curriculum Development Division; Members.

8.3 Head of Graduate Studies Coordination Division; Member and Secretary.

The Graduate Studies Committee shall be appointed by the President.

9. The Graduate Studies Committee shall have the following responsibilities;

9.1 Specify policy and graduate quality assurance standards and guidelines under the established policies of the University.

9.2 Consider and provide recommendations to the Academic Council in relation to education management or research at the graduate level.

9.3 Consider and solve problems in relation to rules and requirements on graduate studies. Specify guidelines and provide other recommendations which are beneficial to graduate courses of the University.

9.4 The Graduate Studies Committee shall have the authority to invite relevant persons in order to inform regarding relevant regulations and issues.

9.5 Perform any other duty as assigned by the Academic Council or the President.

In case problems related to the study at the graduate level arise and nothing is specified in these Regulations or there is any problem on the Regulations' implementation, the Graduate Studies Committee shall propose the issue to the Academic Council for its consideration.

Part 2
Curriculums

Part 1
Available Curriculums

10. The available curriculums at the graduate level are as follows;

10.1 Graduate Certificate and Higher Graduate Certificate Curriculum

aim to provide relationship with the national higher education development plan, higher education philosophy, university philosophy and academic and professional standards. It emphasizes the development of scholars and professionals to be expert in the field in order that they have better knowledge and expertise in their work. The curriculum shall be an academic curriculum which is complete in itself.

10.2 Master's degree and doctor's degree curriculum aim to provide relationship with the national higher education development plan, higher education philosophy, university philosophy and academic and professional international standards. It emphasizes the development of scholars and professionals at higher level in various academic disciplines particularly in research procedures in order to explore new knowledge independently including being able to create and sustain academic advancement, and to connect and integrate their science of expertise with other sciences continuously. They shall have moral, academic and professional ethics.

Part 2 ***Curriculum Structures***

11. Curriculum structures are as follows;

11.1 Graduate Certificate and Higher Graduate Certificate Curriculum shall have in total no less than 24 credits.

11.2 Master's degree curriculum shall have in total no less than 36 credits and are divided into 2 plans which are;

(1) "Plan A" which emphasizes research with the requirement of thesis submission and is divided into 2 types as follows;

(1.1) "Plan A 1", thesis submission which is equivalent to no less than 36 credits. However, each major may require the completion of particular courses or any other academic activities without being credited but to satisfy the University's requirements.

(1.2) "Plan A 2", thesis submission which is equivalent to no less than 12 credits and coursework of no less than 12 credits.

(2) "Plan B" which emphasizes coursework, however, thesis submission is not required. However, independent study or special projects on problem solving equivalent to no less than 3 credits but not exceeding 6 credits are required.

Courses opened in Plan B shall be available in Plan A as well. However, courses opened in Plan A may be available in Plan B. This shall be according to the requirements specified by the Academic Council.

11.3 The doctor's degree course is divided into 2 plans as follows;

(1) "Plan 1" emphasizes dissertation. However, each curriculum may require the completion of particular courses or any other activities without being credited to satisfy the University's requirements. This is divided into 2 plans as follows;

(1.1) "Plan 1.1", dissertation of no less than 48 credits for students entering with master's degree

(1.2) "Plan 1.2", dissertation of no less than 72 credits for students entering with bachelor's degree

(2) "Plan 2", dissertation and coursework, is divided into 2 plans as follows;

(2.1) "Plan 2.1", dissertation of no less than 36 credits and coursework of no less than 12 credits for students entering with master's degree

(2.2) "Plan 2.2", dissertation of no less than 48 credits and coursework of no less than 24 credits for students entering with bachelor's degree

Part 3
Curriculum Management

12. Each curriculum shall have a “Program Administrative Committee (Name of Curriculum)” of no less than 5 members consisting of;

12.1 The Dean or a responsible lecturer who has been assigned by the Dean as a chairperson

12.2 2 responsible curriculum lecturers as members

12.3 1 curriculum lecturer or external expert in related disciplines as a member

12.4 1 curriculum lecturer as a member and secretary

The Program Administrative Committee of the master’s degree and doctor’s degree curriculum in the same disciplines may be the same committee.

The Program Administrative Committee shall be appointed by the School Executive Committee with the term of 2 years and may be re-selected.

13. The Program Administrative Committee shall have the following responsibilities;

13.1 Manage the curriculum to be in line with the School and University’s policies.

13.2 Control and assure standards on responsible curriculum to be in line with these Regulations and professional standards (if any).

13.3 Monitor teaching and testing of courses in the curriculum.

13.4 Monitor business performance of the curriculum to be in accordance with the education quality assurance.

13.5 Evaluate the course for its development every 5 years continuously.

13.6 Perform other duties as assigned by the Dean, School Executive Committee, Graduate Studies Committee and Academic Council.

14. In appointing a regular lecturer in the position of curriculum lecturer in more than 1 academic discipline at the same time, this shall be allowed on the following circumstances;

14.1 A regular lecturer who has been appointed as a curriculum lecturer in any particular curriculum may be appointed as a regular lecturer in one more curriculum which is a multidisciplinary curriculum. The curriculum so stated shall match or be related to the responsible curriculum.

14.2 A regular lecturer who has been appointed as a curriculum lecturer in any particular masteral or doctoral level curriculum may be appointed as a regular lecturer in 1 more masteral or doctoral level curriculum in the same academic discipline.

15. Changes of a regular lecturer shall be agreed upon by the Program Administrative Committee, the School Executive Committee and approved by the Dean.

16. Quality assurance of curriculum in graduate studies shall be in accordance with education quality assurance of the University which consists of;

16.1 Curriculum management

16.2 Resources in learning and teaching and researching

16.3 Support and advice on students

16.4 Demand of labor market, society and/or satisfaction of graduate hirer

Part 3
Education Management

Part 1
Education System

17. Education system on graduate studies is a credit or other system as specified by the University Council.

18. Education Management is on a bi-semester basis; 2 semesters in 1 academic year. A usual academic semester shall be no less than 15 weeks. If summer course is available, the duration and credits shall be managed proportionately to the usual academic semester.

The University may arrange education on a tri-semester basis; 3 semesters in 1 academic year. A usual academic semester shall be no less than 12 weeks.

19. The unit which identifies the quantity of education is referred to as a “credit”. Credit specified in arranging education in each course on a bi-semester system shall be in accordance with the following rules;

19.1 Theoretical courses involving lecture and discussion or other equivalent method of no less than 15 hours per semester shall be equivalent to 1 credit.

19.2 Practical courses involving practice or experiment of no less than 30 hours per 1 semester shall be equivalent to 1 unit.

19.3 Training or field training involving study of no less than 45 hours per 1 semester shall be equivalent to 1 credit.

19.4 Dissertation/thesis/independent study involving study of no less than 45 hours per 1 semester shall be equivalent to 1 credit.

In case any other education arrangement provided other than in 18, details in relation to education arrangement shall be provided and criteria in calculating and comparing credits with the bi-semester shall be specified in the curriculum clearly.

20. Credit is divided into 4 types as follows;

20.1 “study credit” refers to credits in which students have enrolled.

20.2 “credit calculated in each semester” refers to the total credits of all courses in which students are graded as A, B+, B, C+, C, D+, D and F in that academic semester.

20.3 “accumulative credit” refers to the total credits of all courses in which students are graded as A, B+, B, C+, C, D+, D and F including courses in which students have enrolled for more than once.

20.4 “passing examination credit” refers to the credits of courses which students are graded as A, B+, B, C+, C and S. In case students passed any course for more than once or passed any course which is indicated to be equivalent to the passed course, the credit shall be counted as once.

Part 2
Study Duration

21. “Study duration” refers to the whole study time students used for studying and creating academic work as specified in the curriculum i.e. coursework, research, and writing of dissertation/thesis/independent study, English proficiency test as well as publication of dissertation/thesis.

The study duration in clause one shall start from the first semester of study to the semester that students pass examinations and proceed according to the curriculum requirements completely.

21.1 Students in Graduate Certificate and Higher Graduate Certificate Curriculum shall have no more than 3 academic years of study starting from the first semester of study.

21.2 Students in master's degree curriculum shall have no more than 4 academic years of study starting from the first semester of study.

21.3 Students in doctor's degree curriculum shall have the study duration according to the following criteria;

(1) Students in plan 1.1 and 1.2 shall have no more than 5 academic years of study starting from the first semester of study.

(2) Students in plan 1.2 and 2.2 shall have no more than 8 academic years of study starting from the first semester of study.

22. In case students fail to complete the study within the study duration, students may file a request to the School Executive Committee. If the School Executive Committee has considered that the reason and necessity of not completing are highly critical, it may agree to extend such study duration according to 21. as necessary. However, the agreement from the Graduate Studies Committee and the Academic Council are required.

Part 3 ***Language in Study***

23. Thai or foreign language may be used in education arrangements at the graduate level and in dissertation/thesis/independent study. This shall be according to the requirements as specified in the curriculum and notification thereof and it shall be made to applicants prior to an application.

Part 4 **Lecturer Qualifications**

Part 1 ***A Regular Lecturer in a program***

24. The number of curriculum lecturers in each curriculum for the duration of the curriculum shall be no less than 5 and shall have the following qualifications;

24.1 The number of curriculum lecturers who are responsible for the curriculum shall be no less than 3 and shall possess the following qualifications;

(1) For master's degree courses, the lecturer in a program shall have completed a doctor's degree or equivalent or be in an academic position of no lower than Associate Professor in such or related disciplines.

(2) For a doctor's degree course, the lecturer in a program shall have completed the doctor's degree or equivalent or be in an academic position of no lower than Professor in such or related disciplines.

24.2 The number of lecturers in a program who are not responsible for the curriculum shall be no less than 2 with the qualifications stated in 25.

For the Graduate Certificate and Higher Graduate Certificate Curriculum, the numbers and qualifications of lecturers in a program shall be according to 24.1 (1) and 24.2 mutatis mutandis.

Part 2
Teaching Lecturer

25. The teaching lecturer in graduate studies curriculum shall be qualified as a regular lecturer, special lecturer or external expert who possess the educational degree and academic position as follows;

25.1 For the Graduate Certificate and Higher Graduate Certificate and Master's degree curriculum, the teaching lecturer shall have completed a master's degree or equivalent or is in the academic position of no lower than Assistant Professor in such or related disciplines and shall have experience in research which is not part of the fulfillment in obtaining the degree.

25.2 For the doctor's degree course, the teaching lecturer shall have completed a doctor's degree or equivalent or is in the academic position of no lower than Associate Professor in such or related disciplines and shall have experience in research which is not part of the fulfillment in obtaining the degree.

Part 3
Advisor to dissertation/thesis/independent study

26. The qualifications in education and academic position of an advisor to the dissertation/thesis/independent study shall be as follows;

26.1 The major advisor shall be a regular lecturer who has completed a doctor's degree or equivalent or is in the academic position of no lower than Associate Professor in such or related disciplines and shall have experience in research which is not part of the fulfillment in obtaining the degree.

26.2 Co-advisor (if any) may be a regular lecturer or external expert who has completed a doctor's degree or equivalent or is in the academic position of no lower than Associate Professor in such or related disciplines and shall have experience in research which is not part of the fulfillment in obtaining the degree or is a specialized expert.

Part 4
Qualifications of Regular Lecturers in the proposal and defense committee of dissertation/thesis/independent study

27. The qualifications in education and academic positions of Regular Lecturers in the proposal and defense committee of dissertation/thesis/independent study shall be as follows;

27.1 is an external expert or specialized expert or regular lecturer.

27.2 has completed a doctor's degree or equivalent or is in the academic position of no lower than Associate Professor in such or related disciplines.

27.3 shall have experience in a research which is not part of the fulfillment in obtaining the degree or is an expert in the opening courses.

Part 5
Admission

Part 1
Qualifications of Students

28. Students in the graduate level shall complete the curriculum as certified by the Ministry of Education or University Council and shall fulfill the requirements as specified in each curriculum and shall have other qualifications as required by the Program Administrative Committee and shall be approved by the School Executive Committee.

28.1 A person who studies in the Graduate Certificate curriculum shall have completed a bachelor's degree or equivalent.

28.2 A person who studies in the master's degree curriculum shall have completed a bachelor's degree or equivalent.

28.3 A person who studies in the Higher Graduate Certificate curriculum shall have completed a master's degree or equivalent.

28.4 A person who studies in the doctor's degree shall have completed education in one of the particular levels as follows;

(1) Master's degree or equivalent

(2) Bachelor's degree with honor or equivalent

29. A person who has been dismissed at the postgraduate level due to failure in completing the education within the duration as specified in the curriculum or has been dismissed due to failure in meeting requirements of grade point average is not allowed to enroll in the same field of study.

Part 2

Requirements and Procedures in Admission

30. Admission may be in the form of examination, selection or other methods as specified by the Program Administrative Committee with the agreement from the School Executive Committee.

31. Admission in graduate studies level shall be agreed by the Program Administrative Committee or School's Graduate Studies Committee and approved by the School Executive Committee.

32. In case an applicant is in the period where the academic record at the bachelor's level or master's level is to be announced, admission shall be completed once the applicant submit his/her academic record to the Registrar Office within 60 days from the date of registration.

Part 3

Types of Students

33. Students attending to obtain certificates or degrees from the University are classified as students in 2 types as follows;

33.1 Regular Students which refers to students admitted by the University without conditions.

33.2 Provisional Students which refers to students admitted by the University on probation conditions on their study in the first semester with the academic result according to 37.2.

The School Executive Committee may admit students on a provisional type except for master's degree curriculum in Plan A, Type A1 or doctor's degree curriculum in Plan A.

34. Students attending a study without obtaining certificates or degrees from the University are classified in 2 types as follows;

34.1 Lecture Attendant refers to attendant of a lecture in a particular subject.

34.2 Transfer Students refers to graduate students studying in either domestic or international, or in other institutions and attending the University in order to take credits and obtain academic results to fulfill their study according to the curriculum of the accepting institution in 34. This shall be approved by the Program Administrative Committee or the School's Graduate Studies Committee and School Executive Committee and shall be registered within the period as specified by the University.

**Part 6
Registration**

***Part 1
Student Registration***

35. The person who has been admitted shall be registered as a student within the period specified by the University and shall submit documents when notified as required by the University within 60 days from the registration date.

***Part 2
Course Registration***

36. Types of course registration are as follows;

36.1 New students in their first semester of study shall enroll in courses within the period as specified by the University or the student status shall be revoked and dismissal shall be made.

36.2 Current students shall enroll in courses within the period specified by the University unless study suspension is allowed according to Part 12, Re: Leave, Part 2, Study Suspension and shall pay the fee to sustain the student status.

37. Types of course registration are as follows;

37.1 Regular students shall enroll in courses in each semester for no more than 15 credits without counting credits on dissertation/ thesis/independent study.

However, enrollment in summer semester (if any) shall be no more than 9 credits without counting credits on dissertation/ thesis/independent study.

Students may enroll in courses outside the curriculum by without showing study results by approval from their advisor, lecturer and dean during the course adding period according to 40.2 with total credits in such semester not exceeding those stated in to 37.1.

Registration which is not in accordance with 37.1 shall be made when agreement from the Program Administrative Committee or the School's Graduate Studies Committee, School Executive Committee and the Dean is received.

37.2 Provisional students in their first semester shall enroll in compulsory courses in the graduate level in the full-time curriculum of no less than 6 credits but not exceeding 15 credits.

Courses registered by provisional students in their first semester must be approved by their advisor, lecturer, and the Dean. Credits shall be counted for GPAX.

Provisional students shall change their status into a regular student once their GPAX is no less than 3.0 and they receive an "S" in non-credit courses in the first semester.

38. Enrollment in courses of dissertation/ thesis/independent study shall be according to the curriculum's requirements within the scope of the Office of the Higher Education Commission.

***38. 1st amendment was made by the Mae Fah Luang University Regulations on Graduate Studies (2nd Issue) B.E. 2555 dated 19th January 2012 (B.E. 2555).**

Part 3
Credit Transfer

39. Criteria on credit transfer shall be as follows;

39.1 Be courses or a category of courses in graduate level or equivalent as certified by the Office of the Higher Education Commission or competent government agencies.

39.2 Be courses or a category of courses which the contents covered no less than three fourth of the courses or category of courses transferred.

39.3 Be courses or a category of courses which the result of no less than B, S or equivalent is received.

39.4 Transfer of credits on dissertation/ thesis/independent study shall not be allowed.

39.5 Transfer of credits on courses shall be allowed for no more than one third of the total credits of the curriculum to which it is transferred. In cases where it is necessary to transfer credits exceeding the criteria, an agreement from the Program Administrative Committee or the School's Graduate Studies Committee, School Executive Committee, the Graduate Studies Committee and Academic Council shall be obtained on a case by case basis.

The transfer of courses and credits for certificate graduates entering master's degree courses in the same or relevant disciplines, courses and credits transferred shall not exceed 40 percent of the credits of the entering course.

Higher graduate certificate students entering a doctor's degree curriculum program may not transfer his/her credits.

39.6 Students transferring credits shall study in the course he/she transferred to for no less than half of the study duration specified by the curriculum.

39.7 In courses which have been studied for more than 3 years from the semester the course was enrolled, credits shall not be transferred.

39.8 In consideration of the transfer of credits request for credits which are not more than 3 years old, the School may require students to be tested on the courses transferred so that the results can be considered.

39.9 Courses or category of courses transferred shall not be calculated against the GPAX.

39.10 When courses have been transferred, it shall be deemed that students have passed the transferred courses and the credits of such courses shall be counted in conjunction with credits of the attending curriculum. The transferred courses shall be shown on the academic transcript.

39.11 The transfer of courses shall be agreed by the Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the Academic Council.

39.12 Students may be allowed to enroll in courses of other institutions in which the course content and quality are the same of the attending curriculum so that credits and academic results are counted as part of the study in that particular curriculum. However, this must be agreed to by the Program Administrative Committee or School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the Academic Council.

Part 4
Adding/ Dropping and Withdrawal of Courses

40. Adding, dropping and withdrawal of courses shall be according to the following regulations;

40.1 Adding and dropping of courses shall be as specified in Part 6 Part 2 RE: Registration.

40.2 Adding of courses shall be made within the 1st to 2nd week of the semester or the 1st week of the summer semester.

40.3 Dropping of courses shall be made within the 1st to 5th week of the semester or the 1st or 2nd week of summer semester (if any). The dropped courses shall not appear on the transcript.

40.4 Withdrawal of courses shall be made within the 6th to 12th week of the semester or the 3rd or 4th week of summer semester (if any). The withdrawn courses shall be marked W on the transcript.

40.5 For dropping and withdrawal of courses, remaining credits of courses registered in such semester shall be as specified in 37.

40.6 Adding and dropping of courses shall be agreed upon by the course lecturer and advisor.

40.7 In case the teaching is a Block Course or Module, students shall drop courses within the 1st week or withdraw such course within the 2nd week of the study of each course. This shall be agreed upon by the course lecturer and advisor.

Part 5 ***Repeat Enrollment***

41. Repeat Enrollment shall be according to the following regulations;

41.1 Students with the evaluation of D+, D, F, U or W in required courses shall re-enroll in such courses until A, B+, B, C+, C or S are received or students may fail the degree.

41.2 Students with the evaluation of D+, D, F, U or W in selective courses shall enroll in other courses instead with agreement from the course lecturer and approval from their advisor.

41.3 Besides 41.1 and 41.2, students may re-enroll in courses which have been evaluated with C+ or C with agreement from such course lecturer and approval from their advisor.

Part 7 ***Teaching***

Part 1 ***Teaching and Studying Arrangement***

42. Teaching, Studying, Scheduling and course lecturers for the curriculum shall be determined by the Program Administrative Committee.

Appointment of external experts to be lecturers shall be agreed by the Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the Academic Council.

Lecturers and Special lecturers shall be responsible for teaching and study activities and evaluation of courses in the curriculum as assigned.

Part 2
Writing of Dissertation/ Thesis/ Independent Study

43. In writing a dissertation/ thesis/independent study, there shall be 1 major advisor or no more than 2 co-advisors, when it is important to academic benefits.

1 regular lecturer shall be the advisor to the dissertation/ thesis/independent study of no more than 5 students in a master's or doctor's degree course or be the advisor to an independent study of no more than 15 students in a master's degree course. If such lecturer is the advisor to a dissertation/ thesis/independent study, the number of advisees shall be proportionately as 1 student writing a dissertation/thesis equals to 3 students writing an individual studies/independent study.

Thus, this responsibility shall begin when the appointment of an advisor is made by the President in overseeing the writing of the dissertation/ thesis/ independent study and shall terminate when students finish his/her study or are dismissed.

In case there is a lecturer who is willing to oversee more than 5 students in writing a dissertation/thesis, the number of students may be extended but not more than 10. However, this shall be agreed by the Program Administrative Committee or School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the Academic Council.

44. Advisors to a dissertation/ thesis/independent study shall have the following responsibilities;

44.1 Advise students in writing a proposal and arrange the proposal of the dissertation/ thesis/ independent study to be submitted within the stated period.

44.2 Be responsible for and control the writing of the dissertation/ thesis/ independent study to be consistent with the proposal approved by the Program Administrative Committee.

44.3 Advise and direct students regarding theoretical contents, thoughts and research methodology.

44.4 Advise and direct students on writing and the use of language in writing a dissertation/ thesis/ independent study.

44.5 Monitor and evaluate the dissertation/ thesis/independent study to be consistent with the plan and report such progress to the Program Administrative Committee every semester until students finish their study.

44.6 Advise on the request of the dissertation/ thesis/ independent study defense examination.

44.7 Be a member of the defense examination committees of a dissertation/ thesis/independent study of their advisees on every occasion.

44.8 Advise and direct students on publishing the thesis/dissertation to be consistent with the conditions or announcements of the University and regulations of the Office of the Higher Education Commission.

Appointment of advisors to the dissertation/ thesis/independent study shall be agreed upon by the Program Administrative Committee or School's Graduate Studies Committee, the School Executive Committee, and the Dean.

Part 8

Examination

Part 1

Assessment

45. Examination is an assessment for learning achievement. It can be a written exam or non-written exam. The School must announce an advance exam timetable to students.

Students must pass the examination in every enrolled course; however, there are exceptions for the courses in which students enroll as a visitor, and for students who are on educational leave.

46. Students must attend the course not less than 80 percent of a total learning period in order to be eligible for the examination. This rule can be exempted upon an instructor's consent.

Part 2

Comprehensive Examination

47. A Comprehensive Examination for students in masteral degree in plan B must be a written exam or an oral exam or both.

48. Students who will be eligible for Comprehensive Examination must:

48.1 Complete all required courses and obtain the grading record satisfying the requirements of the particular program;

48.2 Fulfill the program requirement with a GPAX of at least 3.00.

49. The Program Administrative Committee must announce an advance timetable for Comprehensive Examination which must occur at least once per a semester.

50. There must be at least 3 members in a Comprehensive Examination Committee:

50.1 A Chair of the Program Administrative Committee or an assigned person as a Chair of the Committee;

50.2 At least 1 regular lecturer of a program and/or an external expert

The Comprehensive Examination Committee must be appointed by the Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the University Academic Council.

51. After students complete a Comprehensive Examination, the Committee must report the result to the Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee and the Dean within 3 weeks.

52. Students who do not pass the first Comprehensive Examination will be able to request taking one more examination. Students who do not pass the second Comprehensive Examination will be immediately disqualified from student status.

Part 3

Qualifying Examination

53.A Qualifying Examination for a doctoral program is a measurement of an analytical skill, competency and qualification of students who must independently complete research dissertation. A Comprehensive Examination for students in masteral degree in plan B must be a written exam or an oral exam or both

54. Students who will be eligible for a Qualifying Examination are:

54.1 Regular students in a doctoral program;

54.2 Regular students in a masteral program who are under these conditions:

(1) He/She must study in plan A (A1) and have a research which can be developed into a doctoral dissertation

(2) He/She must study in plan A (A2). He/She must receive at least 12 credits with a cumulative grade point not less than 3.50 or has a research which can be developed into a doctoral dissertation. Students must be approved by the Program Administrative Committee or the School's Graduate Studies Committee.

Besides meeting these requirements, students must receive the approval from the Program Administrative Committee, the School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the University Council.

55. Students in a doctoral program must request for a Qualifying Examination within 3 semesters and must pass the exam within 6 semesters counting from the 1st semester of the program unless they will be placed on academic dismissal.

56. The Program Administrative Committee must set a Qualifying Examination at least once per semester with a prior announcement.

57. The committee of a Qualifying Examination must have at least 3 members:

57.1 A Chair of the Program Administrative Committee or an assigned person as a Chair of the Committee;

57.2 At least 1 regular lecturer from a program and 1 external expert.

Besides meeting these requirements, students must receive the approval from the Program Administrative Committee, the School's Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and from the University Council.

58. Students who fail the first Qualifying Examination can request for 1 more examination. Students who fail to pass the exam within the second time will be placed on academic dismissal.

Students in a doctoral level can register for a Dissertation Proposal Defense only when they pass a Qualifying Examination.

Part 4

Dissertation/ Thesis/Independent Study /Proposal/ Defense Examination

59. A Dissertation/Thesis/Independent Study Proposal Defense Examination is the assessment of understanding toward research problems, methodology, tools and techniques used in researching.

60. Students who are eligible for the Examination must complete these requirements:

60.1 Students must have a major advisor for a research under the approval of the Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee, the Dean, and he/she must also be appointed by the President. .

60.2 A dissertation/ thesis/independent study proposal must be approved by a major advisor

Students in a doctoral program must pass a Qualifying Examination before requesting for a dissertation proposal defense examination.

61. The committee for the Examination must have at least 3 members but not exceed 5 members as listed:

61.1 The Dean or the Chair of the Program Administrative Committee or an assigned person as a Chair of the Committee;

61.2 At least 1 major advisor;

61.3 At least 1 external expert or/and 1 regular lecturer of a program.

The major advisor of dissertation/ thesis/ independent study paper must not be the chair of the examination, and he/she must attend every Examination. The Proposal Defense Examination Committee can be the same committee as the Committee of the Dissertation/ Thesis/Independent Study Defense Examination.

The committee for Proposal Defense Examination must be approved by the Chair of a Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee and the Dean, and they must also be appointed by the President.

62. Students must pass and receive the approval for Dissertation/ Thesis/Independent Study Proposal within these following periods:

62.1 Students in a masteral program must pass within 2 academic years starting from the 1st semester of a program.

62.2 Students in a doctoral program must pass within 3 academic years starting from the 1st semester of a program.

Students who fail and do not receive the approval for the Proposal within the limited time frame as mentioned in 62.1 and 62.2 must be placed on academic dismissal.

63. Changing of a major advisor and of the topic of Dissertation/Thesis/Independent Study shall be allowed only under a necessary and reasonable appeal with the approval from the Program Administrative Committee or the School's Graduates Studies Committee, the School Executive Committee, the Dean and it must also be appointed by the President.

Part 5

Dissertation/ Thesis/Independent Study Defense Examination

64. Students can request for a Defense Examination when they meet these requirements:

64.1 Complete all required courses of a program with a cumulative grading record not of less than 3.00. This is applied to the listed programs:

(1) A masteral program plan A (A2) and plan B

(2) A doctoral program plan 2

In the case of the masteral degree plan A (A1) and the doctoral program plan (A), a major advisor must approve and proceed the exam request within the University's scheduled calendar as mentioned in 21.

64.2 In case of Dissertation/Thesis, the Defense Examination must be set not less than 90 days after receiving proposal approval.

64.3 In case of Independent Study, the Examination must be set not less than 45 days after receiving proposal approval.

64.4 Students must pass an English Proficiency Examination at the Graduate Level according to the University's Requirements as mentioned in Part 8: Examination, Part 6: An English Proficiency Examination

64.5 Students in a masteral level plan B must pass a Comprehensive Examination as mentioned in Part 8 Examination, Part2: A Comprehensive Examination

65. Students with qualifications in 64 who receive approval from a major advisor of the dissertation/thesis/independent study can request a Defense Examination by following these steps:

65.1 Students must request for a Dissertation/Thesis Defense Examination and submit a complete paper not less than 4 weeks before the exam date with the approval of the Program Administrative Committee or the School's Graduate Studies Committee and the Dean.

65.2 Students must request a Independent Study Defense Examination and submit a complete paper not less than 2 weeks before the exam date with the approval of the Program Administrative Committee or the School's Graduate Studies Committee and the Dean.

66. The number of the Committee for Defense Examination of a Dissertation/ Thesis /Independent Study shall follow these criteria:

66.1 Minimum 3 to 7 members in a Dissertation Defense Examination Committee consisting of:

(1) The Dean or a Chair of the Program Administrative Committee or an assigned person as a chair of a committee;

- (2) A major advisor of a dissertation;
- (3) An external or specialized expert.

In this case, the Dean can also appoint a regular lecturer as a co-committee.

66.2 Minimum 3 to 5 members in a Thesis Defense Examination which consist of:

- (1) The Dean or a Chair of the Program Administrative Committee or an assigned person as the chair of the committee;
- (2) A major advisor of a thesis;
- (3) An external or specialized expert.

In this case, the Dean can also appoint a regular lecturer as a co-committee.

66.3 Minimum 3 to 5 members in an Independent Study Defense Examination Committee which consisting of :

- (1) The Dean or a Chair of the Program Administrative Committee or an assigned person as the chair of the committee;
- (2) A major advisor of an Independent Study;
- (3) An external examiner or expert or a regular lecturer.

In all cases, the Defense Examination Committee must be approved by the Program Administrative Committee or the School's Graduate Studies Committee, the School Executive Committee, the Dean and appointed by the President.

67. The duties of a Defense Examination Committee are to read and evaluate the research paper of students by questioning, or other methods, summarize the examination result and approve a research topic changing.

Students can change a research topic only with the agreement from the Thesis Defense Committee and approval from a Chair of this Committee. The change must not affect the existing approved proposal.

68. The Defense Examination will be opened for general audience except only when the committee considers that the research information is needed to be protected unless instructed by the Chair of the Examination or the advisor to the dissertation/ thesis/ independent study otherwise.

69. When the Examination is complete, the Committee must follow this process:

(1) The Committee will discuss and deliver their judgement of the result in secrecy. Each member has 1 vote except a major advisor and co-advisors will share only 1 vote. The result of the examination will be based on the majority of the votes. In case of equal votes, the Chair's judgement is final.

(2) The Chair of a committee will inform the result to the student.

(3) The Chair of a committee will report the result to the School Executive Committee through a Chair of the Program Administrative Committee within 2 weeks from the date of the examination.

In case students fail the Examination, the Chair of the Committee must provide reasons and suggestions to the students. The 2nd examination date shall also be notified.

Part 6

English Proficiency Examination

70. Every graduate student must pass an English Proficiency Examination before graduation as mentioned in the University's regulations.

71. The University shall set an English Proficiency Examination at least once per semester.

72. Students can be exempted from the English Proficiency Examination when they submit the equal substitute English Proficiency scores according to the announcement of the University.

Part 9

Format, Submission and Copy Rights of Dissertation/ Thesis/ Independent Study

73. Students must follow the format of dissertation/thesis/independent study as mentioned in the University's guideline.

74. Students must submit a complete dissertation/thesis/independent study with the correct format and number within the due date specified by the University.

Students who fail to submit a complete dissertation/thesis/independent study shall not graduate in that semester and are required to register their research again in the next semester.

75. The University owns the copyrights of all dissertation/thesis/independent study.

Part 10

Educational Assessment

Part 1

Grading System

76. Letter grade symbols, with credit point, are recorded as follows:

Letter Grades	Definitions	GPA Points
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	-

77. A grading system for dissertation/thesis/independent study will be graded with the following words:

77.1 Excellent: this will be given by the Examination Committee to papers of students who can defend their dissertation/thesis/independent study very completely.

77.2 Good: this will be given by the Examination Committee to papers of students who can defend their dissertation/thesis/independent study highly satisfactorily.

77.3 Pass: this will be given by the Examination Committee to papers of students who can defend their dissertation/thesis/independent study to satisfactory level with minor correction needed.

77.4 Fail: This will be given by the Examination Committee to papers of students who cannot demonstrate their understanding towards their dissertation/thesis /independent study to a satisfactory level.

Only the result in 77.1 and 77.2 will be placed in students' transcripts.

Part2 ***Grading Symbol Criteria***

78. Grading Symbol Criteria are:

78.1 These symbols: A, B+, B, C+, C, D+, D and F which will be given in the following cases:

(1) in the courses which students must attend the examination or there is an assessment with a grade ranking;

(2) when there is a grade change from "I" and the result is submitted to the Registrar Office in the second week of the next semester;

(3) when there is a grade change from "M", "X" , and the Registrar Office receives a grade report from the School.

78.2 In addition to 78.1, "F" will be given in the following cases:

(1) when students are not permitted to attend an examination;

(2) when students commit exam fraud or violate the University's examination rules and regulations and the School Executive Committee agrees to grade "F";

(3) when there is a grade change from "I" in the case of none of grading result replacement within the 2nd week of the next semester;

(4) when there is a grade change from "M" in which students cannot submit valid evidence of the exam absence within the 2nd week of the next semester.

78.3 The symbol "I" will be given in the following cases:

(1) Students get sick before or during an examination period, and they are not able to take some/ every course evaluation; however, they must follow the practice in Part 12: Part 1: Examination Leave;

(2) Students who request emergency leave under the approval of the Dean;

(3) Students are still in progress of an assignment completion, with discretion of the course lecturer and under approval of the Dean indicating that the grade result of that particular course can be postponed. There must be a letter to notify the Registrar Office together with the grade result of other students enrolled in that course.

78.4 The symbol "M" will be given when students are absent from an examination without submitting any valid evidence.

78.5 The symbol "P" will be given to students enrolling in a course which requires continuing project completion that might be extended to the next semester. Students will be given "P" when their performance is considered satisfactory.

78.6 The symbol "S" will be given when meeting requirement in the following courses:

(1) Non-credit or no-grade courses;

(2) Additional courses which are not included in a curriculum;

(3) A Comprehensive Examination;

(4) A Qualifying Examination;

(5) An English Proficiency Examination

78.7 The symbol "U" will be given when the progress of students in the course as mentioned in 83.6 is considered unsatisfactory or does not pass the evaluating criteria.

78.8 The symbol "V" will be given when students register as a visitor in a course with discretion of a lecturer. Students must have at least 80 percent of a total course attendance.

78.9 The symbol “W” will be given in the following cases:

- (1) Students who receive approval to withdraw from a course;
- (2) Students who get sick before the ending of that semester, and are not able to sit in the examination in some or every course(s). In the case of students who are still sick until the 2nd week of the next semester, they must request for a sick leave as mentioned in Part 12 Part 2;
- (3) Students who are on leave according to the reasons mentioned in Part 12 Part 2;
- (4) Students who are placed on academic sabbatical because of violating rules and regulations of the University;
- (5) Students who enroll as a visitor in a course, and, later, are reported by the lecturer for unsatisfactory in-class behavior;
- (6) Students who enroll incorrectly with conditions, or by not following curricular regulations.

78.10 The symbol “X” will be given in the course which the instructor has not submitted the grading result to the Registrar Office within the scheduled timetable.

Part 3

Calculation of Grade Point Average (GPA)

79. The course evaluation must be done at the end of each semester.

80. Calculation of grade point average must be done at the end of each semester.

81. There are 2 kinds of grade point calculation:

81.1 Grade point average for a semester is calculated from all courses taken in that semester. The total credits of each course are multiplied by the grade point received. The results of the multiplication for all courses are summed up and divided by the total number of credits taken in that semester.

81.2 Accumulated grade point average (GPAX) is calculated from the summation of all courses taken by the student since first enrollment up to the time of evaluation. The total credits of each course are multiplied by the grade point received, and the summation of the multiplication for all courses are then divided by the total of credits registered.

81.3 The final accumulated grade average may carry only 2 decimal points.

81.4 Should students receive the result of “I”, “M” and “X” in the enrolled course, the grade point average calculation could be postponed.

Part 11

Change of Study Status

Part 1

Change of Study Level

82. It is possible to transfer the study level within the same program with the agreement of the Program Administrative Committee or the School’s Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the University Academic Council.

In this case, students must inform the Registrar Office before the enrollment period of a semester of which their request is approved.

83. Students who study at a lower level may be transferred to a higher level or vice versa.

84. Students are able to change their level of study can only do so in the following cases:

84.1 Students in a masteral level who are in plan A with the qualifications as mentioned in 54.2 and pass a Qualifying Examination with the result of “S” can be transferred to a doctoral degree program before completion of a masteral degree program.

84.2 Students in a doctoral program may be transferred to a masteral program if they fail a Qualifying Examination.

85. After receiving the approval on a change of study level, students can transfer their credits according to the conditions in Chapter 6: Enrollment, Part 3: Credit Transfer

86. An academic year of a new program will be counted from the start of a new semester after receiving the approval for a change of study level.

Part 2 ***Transfer of a program***

87. Students can transfer to a new program offered in the University under these conditions:

87.1 Students must study not less than 1 academic semester;

87.2 Students must receive a cumulative grade point of not less than 3.00

Students can change program only with the agreement from the Program Administrative Committee or the School’s Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the University Academic Council.

88. Students can request credit transfer with the approval from the Program Administrative Committee or the School’s Graduate Studies Committee, the School Executive Committee, the Graduate Studies Committee and the University Academic Council.

89. Academic duration of a new program will be continuously counted from the semester when students receive the approval for a program transfer.

Students must notify the Registrar Office before enrollment in the semester that they receive the approval.

Part 3 ***Change of a Study Plan***

90. Students can change a study plan only with the agreement from the Program Administrative Committee or the Graduate Studies Committee of the School, the School Executive Committee, the Graduate Studies Committee and the University Academic Council.

In this case, students must notify the Registrar Office of the change before enrollment of the semester that students receive the approval.

Part 12

Leave

Part 1 ***Examination Leave***

91. Sick leave applies to students are in sickness before a semester ends and still are in sickness until the examination day; or to students who have studied until the end of a semester and are in sickness so that they are unable to sit in an examination in a course or all courses. Under this condition, students must submit a written sick leave form with medical certificate from a hospital accredited by the Ministry of Public Health with the consent of the course lecturer, and advisor to request for approval from the Dean of the School.

92. Examination leave because of emergency reasons can be approved upon the consent of an lecturer, advisor and the Dean.

Part 2 ***Study Leave***

93. Students can request study leave under the following conditions:

93.1 Students receive an overseas exchange scholarship or other scholarship advantageous to study or research;

93.2 Students are in sickness and needed to take leave longer than 3 weeks due to a doctor's recommendation. In this case, students must submit a medical certificate from the hospital accredited by the Ministry of Public Health

93.3 Students who have personal urgent matters are able to request leave if they receive a GPAX of not less than 3.00 and study at least 1 academic semester.

Students can take leave only with the consent of their advisor and receive approval from the Dean. They must then submit a request form to the Registrar Office before the enrollment period of the next semester.

94. In case of requesting leave due to an emergency, students must submit the requesting form with the approval from their advisors to the Dean; then the School Executive Committee will consider its approval.

95. Students can take leave under the condition mentioned in 93 and 94. They cannot leave more than 2 consecutive semesters. If need be, they must renew the leave request.

96. A leave period will be counted as an academic semester.

97. Upon the approval of leave, students still need to pay a fee for retaining their status every semester except for the semester which they have already paid an academic fee. A student's status will be ended if they fail to pay the status retaining fee.

98. Students on leave must file a request to be back for study to the Dean. After receiving the approval, they must inform the Registrar Office at least 1 week before the enrollment period of that semester.

99. Students who receive the approval to return to study will obtain their previous status.

Part 13

End of Student Status

100. Student status will be ended according to the following conditions;

100.1 Students do not meet the qualifications as mentioned in 28;

100.2 Students complete the requirements of the program and receive a program or degree certificate;

100.3 Students resign from the program with the consent of the advisor and the Dean. They must submit a resignation form to the Registrar Office to receive approval from the President;

100.4 Students do not register within 2 weeks of an academic semester; or they fail to retain student status and do not pay the tuition fee or other fee (if any). In case student status is ended, students can request reinstatement within such semester only with the consent of an advisor, the Dean and receive approval from the President;

100.5 Provisional Students receive a GPAX of less than 3.00 or fail to meet the requirements of a program within the end of the first semester.

100.6 Regular students receive a GPAX of less than 3.00 in 2 consecutive semesters.

100.7 Students in a masteral program in Plan B fail in the 2nd Comprehensive Examination.

100.8 Students in a doctoral program fail in the 2nd Comprehensive Examination. Only with the consent of the Program Administrative Committee and receiving approval from the School Executive Committee, their study level can be transferred to a masteral degree program.

100.9 Students fail in the dissertation/ thesis/independent study proposal defense examination within the specified period as mentioned 62.

100.10 Students fail in the 2nd dissertation/ thesis/independent study defense examination.

100.11 Students fail to complete a program within specific the academic duration as mentioned in Part2: Educational Management, Part 2; Study Duration

100.12 Students violate the University's rules and regulations and a student status is terminated.

100.13 Death

100.14 Receive a letter grade of "U" for the PhD dissertation/master thesis/master project/independent studies in two consecutive semesters.

Part 14

Requirements for Graduation

101. To complete a degree, students must conform to these requirements:

101.1 Students in graduate certificate and higher graduate certificate level must obtain credits as required in a curriculum, and must obtain a GPAX of not less than 3.00

101.2 Students in a masteral degree program must meet these requirements:

(1) Students in plan A (A1) must pass a Thesis Defense Examination. The Thesis or part of it must be accepted for publication in a journal or in an academic publication or in a proceeding of an academic conference. They must also pass an English Proficiency Examination as mentioned in Part 8: Examination; Part 6: English Proficiency Examination

(2) Students in plan A and plan A2 must complete all required courses in a curriculum with a cumulative GPAX of not less than 3.00. Students must pass a Thesis Defense Examination. The Thesis or part of it must be accepted for publication in a journal or in an academic publication or in a proceeding of an academic conference. They must also pass an English Proficiency Examination as mentioned in Part 8: Examination; Part 6: English Proficiency Examination

(3) Students in plan B must complete all required courses in a curriculum with a cumulative GPAX of not less than 3.00. They must also pass a Comprehensive Examination and an English Proficiency Examination as mentioned in Part 8: Examination; Part 6: English Proficiency Examination.

101.3 Students in a doctoral degree program must meet these requirements:

(1) Students in plan 1 must pass the Qualifying Examination, Dissertation Defense Examination. Their dissertation or part of their research must be published in a journal or an academic peer-reviewed journal in such particular field. They must also pass an English Proficiency Examination as mentioned in Part 8: Examination; Part 6: English Proficiency Examination.

(2) Students in plan 2 must complete all required courses in the curriculum with a GPAX of no less than 3.00. They must pass the Qualifying Examination, Dissertation Defense Examination. Their Dissertation or part of their research must be published in a journal or an academic peer-reviewed journal in such particular field. They must also pass

an English Proficiency Examination as mentioned in Part 8: Examination; Part 6: English Proficiency Examination.

The Dissertation/Thesis publication in a journal or in a proceeding of an academic conference for completing a graduation must be proceeded according to curriculum requirements and the University's rules and regulations.

102. Students can request to receive a degree or a graduation certificate when they meet these requirements:

102.1 Students must be in the last semester of their program.

102.2 Students must have study duration as per the following:

(1) Students in a masteral program must study not less than 3 semesters.

(2) Students in a doctoral program who continue their study from the masteral program must study not less than 5 semesters.

(3) Students in a doctoral program who continue their study from a bachelor program must study not less than 7 semesters.

102.3 Students meet requirements as mention in 101

102.4 Students must not violate any of the University's rules and regulations.

102.5 Students must not have an outstanding debt with the University

103. Students who meet all requirements as mentioned above can request to receive a degree/ certificate at the Registrar Office to pay a fee within the scheduled period in order to get the approval from the University Council within that semester.

103.1 Students must file a request and pay for graduation registering fee at the Registrar Office within the due date or the request is not approved within that semester.

103.2 A request shall not be granted to students who file a request but cannot meet the requirements mentioned above; and students must file the request again next semester without paying the graduation registration fee, however; they are required to pay a fee for retaining student status.

104. Students who meet all requirements as the mentioned in 102 but still want to enroll for additional courses in the next semester must file a request to the Registrar Office before the enrollment period of the next semester with the agreement of the advisor and receive the approval from the Dean.

105. Granting a degree/ graduation certificate

With approval from the School Executive Committee, the Dean will submit names of students who complete a program to the Academic Council of the University for their consideration and propose them to the University Council for approval a degree or graduation certificate.

Part 15

Addendum

106. Students who were accepted for study before B.E.2554 must follow Mae Fah Luang University's Rules and Regulations of Graduate Studies B.E.2545 including the added addendum and the School's announcements until the end of their study status.

This announcement is on 15th June B.E.2554

Police General Phao Sarasin
(Phao Sararin)

Chair, Mae Fah Luang University Council