



**MAE FAH LUANG UNIVERSITY NOTIFICATION ON
CRITERIA AND CONDITIONS FOR GRADUATE STUDENTS' CHANGE OF
STUDY LEVELS, BE 2560 (2017)**

To ensure that graduate students' change of study levels complies with Mae Fah Luang University's Regulation on Graduate Studies, BE 2560 (2017), Mae Fah Luang University, empowered by Article 101 of Mae Fah Luang University's Regulation on Graduate Studies, BE 2560 (2017) and Article 26 of the Mae Fah Luang University Act, BE 2541 (1998), and by consent of the Academic Council given in meeting 13/2560 (2017) on 1 May 2017, considers it appropriate to issue 'Mae Fah Luang University Notification on Criteria and Conditions for Graduate Students' Change of Study Levels, BE 2560 (2017)', as specified hereunder.

1. This notification is referred to as 'Mae Fah Luang University Notification on Criteria and Conditions for Graduate Students' Change of Study Levels, BE 2560 (2017)'.
2. This notification applies to all of the graduate students, admitted in the school year 2017 and thereafter.
3. This notification is effective as of the day on which it is issued, and applies to (i) the graduate programmes offered for the first time in the school year 2017, (ii) the existing programmes revised before the school year 2017 in accord with the Ministry of Education's Standard Requirements for Graduate Programmes, BE 2558 (2015), and (iii) the graduate students registered in any of the aforesaid programmes.
4. Any previously issued notifications that contradict this notification is revoked and replaced with this notification.
5. The President has full 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.
6. A change of study level may be to a higher or lower level and only between related programmes.
7. To be eligible for a change of study level, the student must possess the qualifications stipulated in Mae Fah Luang University's Regulation on Graduate Studies, BE 2560 (2017).
8. Criteria, conditions and procedure for a change of study level:
 - 8.1 A change from a master's degree programme to a related doctor of philosophy (hereinafter 'PhD') programme:
 1. Credit transfer shall comply with the following requirements.
 - A. Credits earned in every master's degree-level course which is identical in credit number, title, code and contents to a PhD-level course are transferrable.

- B. Credits earned in a master's degree-level course or group of courses which is NOT identical in credit number, title, code or contents to a PhD-level course are transferrable ONLY IF the master's degree-level course and the PhD-level courses or groups of courses in question share a minimum of 75 percent content similarity.
- C. Transfer of credits earned in a thesis course to a dissertation course is subject to consideration by the PhD Programme Administration Committee.
If allowed to change to the PhD level, the student is required to do another proposal defense, for the dissertation level.

Transfer of credits earned is permissible only by consent of the PhD Programme Administration Committee, the School's Graduate Studies Committee, and the Graduate Studies Committee, and by approval of the Academic Council.

- 2. A master's degree-level research study already published or in the process of publication shall qualify as one of the requirements of a PhD degree completion ONLY UPON approval by the PhD Programme Administration Committee, the School's Graduate Studies Committee, and the Graduate Studies Committee, respectively.
- 3. The student's duration of study shall be determined in accord with the PhD programme's requirements, and shall date from the student's enrollment on his/her first master's degree course.
- 4. The student must pay the PhD-level tuition fees, minus the paid master's degree level tuition fees, for all the semesters starting from the one in which the student was registered as a master's degree student, to the one in which the student's study level change request was approved. The student is also required to pay full tuition fees as of his/her first semester as a PhD student.
- 5. The student shall be issued a new student identity number consisting of the original entry-year code and new study-level and programme codes.

8.2 A change from a PhD programme to a related master's degree programme:

- 1. Credit transfer shall comply with the following requirements.
 - A. Credits earned in every PhD-level course which is identical in credit number, title, code and contents to a master's degree-level course are transferrable.
 - B. Credits earned in a PhD-level course or group of courses which is NOT identical in credit number, title, code or contents to a master's degree-level course are transferrable ONLY IF the PhD-level and the master's degree-level courses or groups of courses in question share a minimum of 75 percent content similarity.
 - C. Transfer of credits earned in a dissertation course to a thesis course is subject to consideration by the Master's Degree Programme Administration Committee.

Transfer of credits earned is permissible only by consent of the Master's Degree Programme Administration Committee, the School's Graduate Studies Committee, and the Graduate Studies Committee, and by approval of the Academic Council.

2. If the student does not pass his/her dissertation defense, the student must defend his/her thesis again after having been allowed to change to the master's degree level. However, the student may not be required to defend his/her thesis again if the panel of dissertation examiners unanimously concurred that the dissatisfactory dissertation defense qualified as a satisfactory thesis defense. This exception must be approved by the Master's Degree Programme Administration Committee, the School's Graduate Studies Committee, and the Graduate Studies Committee, respectively.
3. A PhD-level research study already published or in the process of publication shall qualify as one of the requirements of a master's degree PhD degree completion.
4. The student's duration of study shall be determined in accord with the PhD programme's requirements and shall date from the student's enrollment on his/her first PhD course.

However, the remainder of the PhD programme's maximum duration shall not exceed the maximum study duration specified by the master's degree programme.
5. The student must pay the PhD-level tuition fees for all of the semesters in which the student is enrolled as a PhD student. After being allowed to change to the master's degree level, the student is required to pay full tuition fee for all of his/her remaining semesters as a master's degree student.
6. The student shall be issued a new student identity number consisting of the original entry-year code and new study-level and programme codes.
9. A study level change is valid ONLY IF the student is enrolled in a programme that is offered in the semester in which the study level change request is granted. In case the student needs to study in any other programme, his/her request may be granted only by consent of the Master's Degree Programme Administration Committee, the School's Graduate Studies Committee, and the Graduate Studies Committee, and by approval of the Academic Council, respectively.
10. A change of study level request is granted only by consent of the student's advisor (or thesis/dissertation supervisor(s), if already appointed), the Administration Committee of the programme in which the student is currently enrolled, the Administration Committee of the programme to which the student aims to transfer, the School's Graduate Studies Committee, and the Graduate Studies Committee, and by approval of the Academic Council, respectively.
11. A change of study level must be completed before the enrollment period of the semester for which the change is approved.
12. To be eligible to graduate, the student, after having been allowed to change his/her study level, must fulfill all of the requirements as stipulated by the new programme and by the university.

Issued this 20 of November, 2017.

(Signed) Vanchai sirichana
(Associate Professor Dr. Vanchai Sirichana)
President of Mae Fah Luang University