



Mae Fah Luang University Regulation

Subject: Postgraduate Studies, B.E. 2565 (2022)

Mae Fah Luang University considers it appropriate to revise the regulation on its postgraduate level education to be in compliance with the Commission on Higher Education Standards Notification on Higher Education Standards, B.E. 2565 (2022), to maintain academic excellence, and to elevate the academic quality of its postgraduate education to meet both nationally and internationally recognised standards.

Therefore, acting on Article 17 (2), (3), and (6) of the Mae Fah Luang University Act, B.E. 2541 (1998), and on the resolutions of the Academic Council reached in meeting 12/2565 (2022) on 7 December 2022 and of Mae Fah Luang University Board of Trustees reached in meeting 9/2565 (2022) on 21 December 2022, Mae Fah Luang University hereby issues this Regulation, detailed hereunder.

1. This Regulation is referred to as ‘**Mae Fah Luang University Regulation Subject: Postgraduate Studies, B.E. 2565 (2022).**’

2. This Regulation applies to all new or revised programmes offered in the school year 2023 and to all of the Students accepted into the said programmes in the school year 2023 and thereafter.

3. Any regulations, notifications, rules, directives, resolutions, or orders stipulated prior to the enforcement of this Regulation, which contradict or are inconsistent with this Regulation, shall be superseded by this Regulation.

4. In this Regulation:

“**The University**” refers to Mae Fah Luang University.

“**The Board of Trustees**” refers to the Board of Trustees of Mae Fah Luang University.

“**The Academic Council**” refers to the Academic Council of Mae Fah Luang University.

“**The President**” refers to the President of Mae Fah Luang University.

“**The Dean**” refers to the dean of each school of Mae Fah Luang University.

“**The School Committee**” refers to the committee responsible for the affairs of each school of Mae Fah Luang University.

“**The Postgraduate Committee**” refers to the Postgraduate Committee of Mae Fah Luang University.

“**The School’s Postgraduate Committee**” refers to the committee responsible for the postgraduate affairs of each school of Mae Fah Luang University.

“**The Curricular Administration Committee**” refers to the committee responsible for the administration of each postgraduate programme’s curriculum.

“**The Department**” refers to each postgraduate department of Mae Fah Luang University.

A “**Full-Time Lecturer**” refers to a person appointed by the University, pursuant to the Board of Trustees’ regulation, to serve in the position of a teacher, an assistant professor, an associate professor, a professor, and/or any other equivalent position, or a person who is affiliated to an external organisation with a Co-Development agreement with the University, is tasked with carrying out higher education missions, and has an in-depth understanding of the Thailand Quality Framework for Higher Education Standards.

A “**Lecturer of the Programme**” refers to a Full-Time Lecturer holding a degree directly relevant or closely related to any of the programmes approved by the Board of Trustees, and is assigned to teaching and researching duties in the given programme. A lecturer can concurrently serve as a lecturer of more than one programme.

A “**Lecturer in Charge of the Programme**” refers to a Lecturer of the Programme assigned to manage and develop study programmes and instructional methods, including curricular planning, quality control, evaluation, and development. A Lecturer in Charge of the Programme must remain in the programme as long as it is offered and is not allowed to be in charge of more than one programme at a time, unless the programme in question is multidisciplinary or interdisciplinary, in which case a Lecturer in Charge of the Programme may serve one more programme, but not exceeding two in total. A master’s degree or PhD programme in the same discipline is allowed to be operated by the same team of Lecturers in Charge of the Programme.

A “**Part-Time lecturer**” refers to a non-full-time lecturer.

An “**External Expert**” refers to a non-full-time lecturer assigned by a School to carry out particular tasks.

A “**Full-time Researcher**” refers to a researcher serving the University full-time by conducting academic research.

A “**Student**” refers to a postgraduate student of Mae Fah Luang University.

A “**Programme**” refers to a postgraduate curriculum approved by the Board of Trustees of Mae Fah Luang University.

A “**Interdisciplinary Programme**” refers to any of Mae Fah Luang University’s postgraduate programmes, which integrates bodies of knowledge from various disciplines whilst maintaining the prominence of the original science. Such integration could be through application of one science to another.

A “**Multidisciplinary Programme**” refers to any of Mae Fah Luang University’s postgraduate programmes, which is a newly developed product of harmonious integration of bodies of knowledge from various disciplines.

A “**Collaborative Programme**” refers to a postgraduate programme involving external organisations’ collaboration in its teaching and/or researching activities.

A “**Co-Development Agreement**” refers to an official agreement between the University and an External Organisation to exercise joint development and administration of a programme, with the consent of the University’s Board of Trustees and the said external organisation.

An “**External Organisation**” refers to: (a) a domestic or overseas higher education institution accredited by the educational affairs agency of the country in question; or (b) a governmental organisation at the department level or equivalent; or (c) a state enterprise; or (d) a public organisation; or (e) a private company registered only in the Stock Exchange of Thailand.

In the case of a private company not registered in the Stock Exchange of Thailand, the University’s Board of Trustees shall exercise its discernment to ensure that they said

company possesses sufficient potential and readiness to jointly produce graduates in accordance with Thailand's higher education quality standards.

A "**Programme-Related Degree**" refers to a degree stated in each programme's standard requirements. In the case of a programme without standard requirements, or in the case that the programme's standard requirements do not include such criteria, the term "Programme-Related Degree" shall refer to the academic or professional qualification related to the programme, or a different degree plus sufficient direct experience in the field of the programme, with evident capability of promoting instruction in the said programme to enable students to fulfill their learning outcomes as required by the curriculum. Each Programme-Related Degree shall be considered according to the Board of Trustees' discretion.

5. Enforcement of this Regulation

The President has the authority to enforce this Regulation and to issue any regulation, notification, order, or directive pertaining to this Regulation.

Chapter 1

General Affairs

6. **The Postgraduate Committee**, which must be appointed by the President, is composed of:

6.1 The appointed Vice President, as Chairperson;

6.2 The Chairperson or the Secretary of each School's Postgraduate Committee, as Committee Member; and

6.3 The Head of the Office of the Postgraduate Studies, as Committee Member and Secretary.

7. **The Postgraduate Committee** has the following responsibilities:

7.1 Setting policies and standards for postgraduate-level educational quality assurance and issuing relevant guidelines conforming to the University's policies;

7.2 Considering giving approval in matters related to curricular management of postgraduate programmes, as stipulated in this Regulation;

7.3 Considering giving opinions to the Academic Council concerning postgraduate-level education or research;

7.4 Screening and addressing problems concerning rules and regulations on postgraduate-level studies, determining a course of action, and giving useful recommendations that contribute to the University's postgraduate-level education; and

7.5 Performing any other duties assigned by the Academic Council or the President.

The Postgraduate Committee has the authority to invite relevant persons to attend the Committee's meetings to explain issues related to any of the items on meeting agendas.

In the case that a problem arises concerning postgraduate-level studies, which is out of the scope of this Regulation, or concerning the implementation of this Regulation, The Postgraduate Committee shall propose it to the Academic Council for consideration.

8. **The School's Postgraduate Committee**, which must be appointed by the President, is composed of at least five members, consisting of:

8.1 The Dean, as Chairperson;

8.2 The Chairperson of any one of the Curricular Administration Committees of the School, as Committee Member and Secretary. In the case that the School has only one programme and its Dean chairs the Curricular Administration Committee, then one of the Lecturers in Charge of the Programme shall be appointed to the School's Postgraduate Committee, as Committee Member and Secretary; and

8.3 At least three Lecturers in Charge of the Programme, as Committee Members. In the case that a programme has fewer than three Lecturers in Charge of the Programme, a Lecturer of the Programme may be appointed to the School's Postgraduate Committee, as a Committee Member.

9. **The School's Postgraduate Committee** has the following responsibilities:

9.1 Setting policies and standards for the School's postgraduate-level educational quality assurance in accordance with the University's policies;

9.2 Considering giving approval in matters related to curricular management of the School's postgraduate programmes, as stipulated in this Regulation; and

9.3 Performing any other duties assigned by the the Postgraduate Committee, the Academic Council, or the President.

Chapter 2

Study Programmes

Section 1

Study Programmes Offered

10. The study programmes offered include:

10.1 Graduate diploma and higher graduate diploma programmes emphasising development of scholars and professionals with expertise and advanced competency in specialised fields, in accordance with the national plans for the development of higher education, higher education philosophy, higher education institutions' philosophies, and academic and professional standards; and

10.2 Master's degree and Ph D programmes emphasising development scholars and professionals with expertise and advanced competency in various fields, promoting independent research-based pioneering and search for new bodies of knowledge, raising the potential and creativity in fostering academic advances, and integrating multidisciplinary approaches, in accordance with the national plans for the development of higher education, higher education philosophy, higher education institutions' philosophies, and universally accepted academic and professional standards, and in compliance with academic and professional ethics and code of conduct.

In essence, master's degree programmes focus on building the knowledge and understanding of the application of new bodies of knowledge to occupational and social development, whilst Ph D programmes concentrate on building research expertise to create innovations or new bodies of knowledge, contributing to occupational, social, national, and global development.

Section 2

Curricular Structures

11. The curricular structures vary as follows.

11.1 A **graduate diploma** and **higher graduate diploma** programme requires a total of no less than 24 credits.

11.2 A **master's degree** programme requires a total of no less than 36 credits, and is available in two study plans.

(1) **Plan 1—Academic:** With an emphasis on research, this plan requires the writing of a thesis promoting the building of knowledge in the given field. However, the thesis-coursework ratio shall conform to the curricular specifications approved by the Board of Trustees. This plan is divided into two sub-plans.

(1.1) “**Plan 1.1**” requires a thesis equivalent to a minimum of 36 credits, and may require some non-credit coursework or academic activities. In any case, the university’s requirements must be fulfilled.

(1.2) “**Plan 1.2**” requires a thesis and coursework, each equivalent to a minimum of 12 credits, to fulfill a minimum of 36 credits in total.

(2) **Plan 2—Professional:** Emphasising coursework and independent studies geared towards application of professional knowledge, this plan requires no thesis but requires an independent study worth no less than three and no more than six credits.

A programme that offers Plan 2—Professional must offer Plan 1.1 and/or Plan 1.2 as options for students. But for a programme that offers Plan 1—Academic, Plan 2—Professional is optional, to be considered based on the criteria stipulated by the Board of Trustees.

11.3 A **Ph D** programme is available in two study plans, both focusing on research for development of advanced scholars and professionalists.

(1) **Plan 1** emphasises research culminating in a dissertation that presents newly developed knowledge. The programme may require some non-credit coursework or academic activities. In any case, the university’s following requirements must be fulfilled.

(1.1) “**Plan 1.1**”, which is for a master’s degree holder, requires a dissertation equivalent to a minimum of 48 credits.

(1.2) “**Plan 1.2**”, which is for a bachelor’s degree holder, requires a dissertation equivalent to a minimum of 72 credits.

(2) **Plan 2** emphasises research culminating in a high-quality dissertation that contributes to academic and professional advances, and some additional coursework, available in the following sub-plans.

(2.1) “**Plan 2.1**”, which is for a master’s degree holder, requires a dissertation equivalent to a minimum of 36 credits and coursework equivalent to a minimum of 12 credits.

(2.2) “**Plan 2.2**”, which is for a bachelor’s degree holder, requires a dissertation equivalent to a minimum of 48 credits and coursework equivalent to a minimum of 24 credits.

Section 3

Curricular Administration

12. Each programme must appoint its “**Curricular Administration Committee for the ___ (name) Programme**”. One of the Lecturers in Charge of the Programme shall be appointed as Chairperson, another as Secretary and Committee Member, and the others as Committee Members. Each programme may also appoint Lecturers of the Programme as additional Committee Members as considered appropriate.

The Curricular Administration Committee must be appointed by the Dean.

13. The Curricular Administration Committee has the following responsibilities:

13.1 Managing and organising the programme in accordance with the School’s and the University’s policies;

13.2 Exercising planning, quality control, monitoring, and evaluation of curricular administration in line with the programme's standard criteria, as stipulated by the Commission on Higher Education Standards, and with professional standards (if any);

13.3 Supervising the programme's process of teaching, learning, and testing;

13.4 Supervising to ensure the programme is run in accordance with the education quality assurance system;

13.5 Organising a programme appraisal every five years; and

13.6 Performing any other duties assigned by the Dean, the School's Postgraduate Committee, the Postgraduate Committee, or the Academic Council.

14. For programme quality assurance, each programme shall formulate a quality assurance system in accordance with the Board of Trustees' requirements.

15. Every programme shall be consistently updated, with an outcome assessment and report submitted every school year. The submitted data shall be used for periodic curricular development, at least in every programme cycle or every five years.

Chapter 3

Education Management

Section 1

Education System

16. The University's postgraduate education is based on the credit system, or on any other system as considered appropriate by the Board of Trustees.

17. The postgraduate education is based on the semester system. Each school year is divided into two regular semesters: the first semester and the second semester. Each regular semester lasts at least 15 weeks or equivalent. A summer session may be offered after the second semester and must last at least 6 weeks, with the same number of class hours as in a regular semester.

Any programme based on any other system shall calculate the study time to be commensurate with the semester system, with a detailed description of the education system clearly presented in the programme handbook. The description shall present details of: 1) the length of each unit of learning compared with the credit count in the semester system; 2) theoretical and practical courses; 3) internship or field internship; 4) projects or any other knowledge-building activities to be assigned; and 5) a dissertation, a thesis, and/or an independent study. The programme must ensure the system is appropriate and consistent with the education system stipulated by the Board of Trustees.

18. The unit for the amount of study is referred to as a "credit". The number of credits for each course offered in the semester system shall conform to the following criteria.

18.1 A lecture- or discussion-based theoretical course taking a minimum of 15 hours per regular semester is worth one credit.

18.2 A training- or experiment-based practicum taking a minimum of 30 hours per regular semester is worth one credit.

18.3 An internship or field internship course taking a minimum of 45 hours per regular semester is worth one credit.

18.4 A project or any other educational activity assigned which requires a minimum of 45 hours of research per regular semester to complete is worth one credit.

18.5 An independent study requiring a minimum of 45 hours of research per regular semester is worth one credit.

18.6 A thesis or a dissertation requiring a minimum of 45 hours of research per regular semester is worth one credit.

18.7 Any learning-promoting activity other than the aforementioned categories, if taking a minimum of 45 hours of research per regular semester, is worth one credit.

19. “Credits” belong to any of four categories, as follows.

19.1 “Study credits” are credits earned in each course enrolled.

19.2 “Semester credits” are the total number of credits earned through all the courses enrolled in each semester, calculated from the grades A, B+, B, C+, C, D+, D, and F.

19.3 “Cumulative credits” are the total number of credits earned through all the courses enrolled since the start of the study, calculated from the grades A, B+, B, C+, C, D+, D, and F.

19.4 “Earned credits” are the number of credits earned through all the courses in which the Student has passed with the grades A, B+, B, C+, C, and S. In the case that the Student has passed a course more than once, or has passed a course equivalent to a course passed earlier, only the credits earned from the first pass shall be counted.

If the Student receives less than C in any compulsory course, the Student is required to re-enroll in that course. In the case of an elective course, the Student may enroll in a different elective course in its stead.

Section 2

Study Duration

20. “Study duration” refers to the total length of time used by the Student to complete his/her study by fulfilling the curricular academic requirements, namely, coursework, research, dissertation, thesis, independent study, English proficiency test, and publication of an article based on the dissertation, the thesis, and/or the independent study.

The study duration, as defined in the preceding paragraph, is counted from the start of the semester in which the Student is first enrolled in the programme to the end of the semester in which the Student fulfills all of the curricular requirements.

20.1 The maximum duration of a graduate diploma or a higher graduate diploma programme is three years.

20.2 The maximum duration of a master’s degree programme is five years.

20.3 The maximum duration of a Ph D programme varies according to study plans:

(1) Plan 1.1 and Plan 2.1, not exceeding six years; and

(2) Plan 1.2 and Plan 2.2, not exceeding eight years.

21. In the case that more time than the maximum duration stated in item 20 is needed, the Student may submit an extension request, with the consent of the Student’s dissertation, thesis, or independent study Supervisor, the Curricular Administration Committee, the School’s Postgraduate Committee, and the Postgraduate Committee, respectively, to be approved by the Academic Council. In any case, the criteria, conditions, and procedures for extension of study time shall conform to the University’s relevant notifications.

Section 3

Languages as Medium of Instruction

22. The medium of instruction for a postgraduate programme may be Thai or a foreign language, as stipulated in the programme handbook, and must be made publicly known prior to the application stage.

23. The language for the writing of a dissertation, a thesis, or an independent study report may be Thai or a foreign language, as stipulated in the programme handbook, and must be made publicly known prior to the application stage.

Chapter 4

Lecturers

Section 1

Lecturers of the Programme

24. Each programme must have Lecturers of the Programme serving throughout the entire period in which the programme is active, with the following qualifications and duties.

24.1 Graduate diploma programme

Qualifications of a Lecturer of the Programme:

- (1) Being a Full-Time Lecturer holding a degree directly or closely related to the programme;
- (2) Holding a master's degree or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

Duties of a Lecturer of the Programme:

- (1) Teaching courses of the programme;
- (2) Researching in a field related to the programme; and
- (3) Performing other duties as stated herein, or as assigned by the Dean.

24.2 Higher graduate diploma programme

Qualifications of a Lecturer of the Programme:

- (1) Being a Full-Time Lecturer holding a degree directly or closely related to the programme;
- (2) Holding a Ph D, or a master's degree or equivalent with the title of associate professorship or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

Duties of a Lecturer of the Programme:

- (1) Teaching courses of the programme;
- (2) Researching in a field related to the programme; and
- (3) Performing other duties as stated herein, or as assigned by the

Dean.

24.3 Master's degree programme

Qualifications of a Lecturer of the Programme:

- (1) Being a Full-Time Lecturer holding a degree directly or closely related to the programme;
- (2) Holding a master's degree or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

Duties of a Lecturer of the Programme:

- (1) Being a thesis and/or independent study supervisor and/or examiner, or teaching courses of the programme;
- (2) Researching in a field related to the programme;
- (3) Being a comprehensive examiner; and
- (4) Performing other duties as stated herein, or as assigned by the

Dean.

24.4 Ph D programme

Qualifications of a Lecturer of the Programme:

- (1) Being a Full-Time Lecturer holding a degree directly or closely related to the programme;
- (2) Holding a Ph D, or a master's degree or equivalent with the title of associate professorship or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

Duties of a Lecturer of the Programme:

- (1) Being a dissertation supervisor and/or examiner, or teaching courses of the programme;
- (2) Researching in a field related to the programme;

- (3) Being a comprehensive examiner; and
- (4) Performing other duties as stated herein, or as assigned by the

Dean.

25. Appointment of a Full-Time Lecturer as a Lecturer of the Programme for more than one programme at a time is allowed only if the said Full-Time Lecturer holds a degree directly or closely related to the other programme(s).

26. Appointment or change of a Lecturer of the Programme is allowed only with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the School Committee, and the Academic Council, respectively, and must be approved by the Board of Trustees. The appointment or change must then be reported to the Commission on Higher Education Standards.

Section 2

Lecturers in Charge of the Programme

27. Each programme must have Lecturers in Charge of the Programme serving throughout the entire period in which the programme is active, with the following qualifications and duties.

27.1 A Graduate Diploma programme must have at least three Lecturers in Charge of the Programme.

Qualifications of a Lecturer of the Programme:

- (1) Being a Lecturer of the Programme;
- (2) Holding a Ph D, or a master's degree or equivalent with the title of associate professorship or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer in Charge of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

In the case that a programme is really unable to appoint its Lecturers in Charge of the Programme according to the number specified in the preceding paragraph, the programme must present its available Lecturers in Charge of the Programme and their degrees to the School Committee, the Academic Council, the Board of Trustees, and the Commission on Higher Education Standards for case-by-case consideration.

Duties of a Lecturer in Charge of the Programme:

- (1) Supervising, monitoring, and implementing instructional activities for students in accordance with the curricular requirements;
- (2) Planning, executing quality control, following up, and evaluating the administration of the programme;
- (3) Improving and revising the programme to be up-to-date;
- (4) Teaching courses of the programme; and
- (5) Performing other duties as stated herein, or as assigned by the

Dean.

27.2 A Higher graduate diploma programme must have at least three Lecturers in Charge of the Programme.

Qualifications of a Lecturer in Charge of the Programme:

- (1) Being a Lecturer of the Programme;
- (2) Holding a Ph D, or a master's degree or equivalent with the title of associate professorship or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer in Charge of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

In the case that a programme is really unable to appoint its Lecturers in Charge of the Programme according to the number specified in the preceding paragraph, the programme must present its available Lecturers in Charge of the Programme and their degrees to the School Committee, the Academic Council, the Board of Trustees, and the Commission on Higher Education Standards for case-by-case consideration.

Duties of a Lecturer in Charge of the Programme:

- (1) Supervising, monitoring, and implementing instructional activities for students in accordance with the curricular requirements;
- (2) Planning, executing quality control, following up, and evaluating the administration of the programme;
- (3) Improving and revising the programme to be up-to-date;
- (4) Teaching courses of the programme; and
- (5) Performing other duties as stated herein, or as assigned by the Dean.

27.3 A master's degree programme must have at least three Lecturers in Charge of the Programme.

Qualifications of a Lecturer in Charge of the Programme:

- (1) Being a Lecturer of the Programme;
- (2) Holding a Ph D, or a master's degree or equivalent with the title of associate professorship or equivalent; and
- (3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer in Charge of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

In the case that a programme is really unable to appoint its Lecturers in Charge of the Programme according to the number specified in the preceding paragraph, the programme must present its available Lecturers in Charge of the Programme and their degrees to the School Committee, the Academic Council, the Board of Trustees, and the Commission on Higher Education Standards for case-by-case consideration.

Duties of a Lecturer in Charge of the Programme:

- (1) Supervising, monitoring, and implementing instructional activities for students in accordance with the curricular requirements;

- (2) Planning, executing quality control, following up, and evaluating the administration of the programme;
- (3) Improving and revising the programme to be up-to-date;
- (4) Being a thesis or independent study supervisor and/or examiner, and/or teaching courses of the programme, and researching in a field related to the programme;
- (5) Being a comprehensive examiner; and
- (6) Performing other duties as stated herein, or as assigned by the Dean.

27.4 A Ph D programme must have at least three Lecturers in Charge of the Programme.

Qualifications of a Lecturer in Charge of the Programme:

- (1) Being a Lecturer of the Programme;
- (2) Holding a Ph D, or a master's degree or equivalent with the title of associate professorship or equivalent; and
- (3) Having published in the last five years at least three academic articles, all of which must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Lecturer in Charge of the Programme if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

In the case that a programme is really unable to appoint its Lecturers in Charge of the Programme according to the number specified in the preceding paragraph, the programme must present its available Lecturers in Charge of the Programme and their degrees to the School Committee, the Academic Council, the Board of Trustees, and the Commission on Higher Education Standards for case-by-case consideration.

Duties of a Lecturer in Charge of the Programme:

- (1) Supervising, monitoring, and implementing instructional activities for students in accordance with the curricular requirements;
- (2) Planning, executing quality control, following up, and evaluating the administration of the programme;
- (3) Improving and revising the programme to be up-to-date;
- (4) Being a dissertation supervisor and/or examiner, and/or teaching courses of the programme, and researching in a field related to the programme;
- (5) Being a qualifying examiner;
- (6) Performing other duties as stated herein, or as assigned by the Dean.

28. Appointment of a Full-Time Lecturer as a Lecturer in Charge of the Programme for more than one programme at a time is prohibited, except in the following cases.

28.1 A Full-Time Lecturer appointed as a Lecturer in Charge of a master's degree or a Ph D programme may be appointed as a Lecturer in Charge of one more curriculum of the same programme at a different level (master's degree or Ph D level);

28.2 A Full-Time Lecturer appointed as a Lecturer in Charge of a master's degree or a Ph D programme may be appointed as a Lecturer in Charge of one more interdisciplinary

or multidisciplinary programme. However, the said interdisciplinary or multidisciplinary programme is allowed to have no more than two Lecturers in Charge who serve two programmes.

29. In the case that a programme has a Co-Development Agreement with an External Organisation, the programme must appoint at least two Lecturers of the Programme to serve as Lecturers in Charge of the Programme.

30. Appointment or change of a Lecturer of the Programme is allowed only with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the School Committee, and the Academic Council, respectively, and must be approved by the Board of Trustees. The appointment or change must then be reported to the Commission on Higher Education Standards.

Section 3

Lecturers

31. A Lecturer has the responsibility to organise teaching, learning, and evaluating activities for courses of the programme, as assigned, and must possess the following qualifications:

31.1 Graduate diploma programme

Qualifications of a Lecturer:

- (1) Being a full-time or Part-Time lecturer;
- (2) Holding a master's degree or equivalent with the title of associate professorship or equivalent in a field directly or closely related to the course assigned;
- (3) Possessing relevant teaching experience;
- (4) Having published in the last five years at least one academic article. The work must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A person who does not possess the qualification stated in the preceding paragraph, but is an expert with recognised knowledge and experience directly or closely related to the course assigned, may be appointed a Lecturer. His/her appointment shall be done only with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and must be approved by the Board of Trustees. However, if any course needs the service of a Part-Time Lecturer, a Full-Time Lecturer must be appointed to be jointly responsible for the learning-teaching and student development processes throughout the duration of the course.

31.2 Higher Graduate Diploma programme

Qualifications of a Lecturer:

- (1) Being a Full-Time or Part-Time Lecturer;
- (2) Holding a Ph D or equivalent, or a minimum of a master's degree or equivalent with the title of associate professorship or equivalent, in a field directly or closely related to the course assigned;
- (3) Possessing relevant teaching experience;
- (4) Having published in the last five years at least one academic article. The work must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A person who does not possess the qualification stated in the preceding paragraph, but is an expert with recognised knowledge and experience directly or closely related to the course assigned, may be appointed a Lecturer. His/her appointment shall be done only with the consent of the Curricular Administration Committee, the School's Postgraduate Committee,

the Postgraduate Committee, and the Academic Council, respectively, and must be approved by the Board of Trustees. However, if any course needs the service of a Part-Time Lecturer, a Full-Time lecturer must be appointed to be jointly responsible for the learning-teaching and student development processes throughout the duration of the course.

31.3 Master's degree programme

Qualifications of a Lecturer:

- (1) Being a Full-Time or Part-Time Lecturer;
- (2) Holding a master's degree or equivalent with the title of associate professorship or equivalent in a field directly or closely related to the course assigned;
- (3) Possessing relevant teaching experience;
- (4) Having published in the last five years at least one academic article. The work must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A person who does not possess the qualification stated in the preceding paragraph, but is an expert with recognised knowledge and experience directly or closely related to the course assigned, may be appointed a Lecturer. His/her appointment shall be done only with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and must be approved by the Board of Trustees. However, if any course needs the service of a Part-Time Lecturer, a Full-Time Lecturer must be appointed to be jointly responsible for the learning-teaching and student development processes throughout the duration of the course.

31.4 Ph D programme

Qualifications of a Lecturer:

- (1) Being a Full-Time or Part-Time Lecturer;
- (2) Holding a Ph D or equivalent, or a minimum of a master's degree or equivalent with the title of associate professorship or equivalent, in a field directly or closely related to the course assigned;
- (3) Possessing relevant teaching experience;
- (4) Having published in the last five years at least one academic article. The work must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A person who does not possess the qualification stated in the preceding paragraph, but is an expert with recognised knowledge and experience directly or closely related to the course assigned, may be appointed a Lecturer. His/her appointment shall be done only with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and must be approved by the Board of Trustees. However, if any course needs the service of a Part-Time Lecturer, a Full-Time Lecturer must be appointed to be jointly responsible for the learning-teaching and student development processes throughout the duration of the course.

32. A new lecturer holding a Ph D may be appointed *mutatis mutandis* to serve as a Lecturer pursuant to item 31, even if s/he has not published any research study after graduation.

33. Appointment of a Part-Time lecturer who has never been appointed by the University must be done with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, and the Postgraduate Committee, respectively, and be approved by the Academic Council. Appointment of a previously appointed Part-Time Lecturer to teach the same course as in the previous appointment must be done with the consent of the Curricular Administration

Committee and the School's Postgraduate Committee, respectively, and be approved by the Postgraduate Committee and reported to the Academic Council.

Section 4

Dissertation, Thesis, and Independent Study Supervisors

34. A dissertation, a thesis, or an independent study requires one Main Supervisor.

A dissertation requires one but no more than two Co-Supervisors.

A thesis may require no more than two Co-Supervisors.

An independent study may require no more than one Co-Supervisor.

Appointment or change of a Dissertation, Thesis, or Independent Study Supervisor must be done with the consent of the Curricular Administration Committee and the School's Postgraduate Committee, and be approved by the Dean.

35. Required qualifications of a Dissertation, Thesis, or Independent Study Supervisor:

35.1 Master's degree programme:

(1) Main Supervisor:

(1.1) Being a Lecturer in Charge of the Programme or a Lecturer of the Programme;

(1.2) Holding a Ph D or equivalent, or a minimum of a master's degree or equivalent with the title of associate professorship or equivalent;

(1.3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Main Supervisor if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

(2) Co-Supervisor (if appointed):

(2.1) In the case of a Lecturer of the Programme, a Full-Time Lecturer, or a Full-Time Researcher: the same degree and publication requirements as those of the Main Supervisor applies;

(2.2) In the case of an External Expert: holding a Ph D or equivalent and having published in journals listed in recognised databases at least five academic articles related to the topic of the thesis or independent study.

In the case that the External Expert does not hold the degree and/or has not published academic the academic articles as required in the preceding paragraph, the External Expert must possess advanced knowledge, expertise, and experience, which are related to and widely recognised in the field of the thesis or independent study. Appointment of the External Expert must be done with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and be approved by the Board of Trustees.

35.2 Ph D programme

(1) Main Supervisor:

(1.1) Being a Lecturer of the Programme or a Lecturer in Charge of the Programme;

(1.2) Holding a Ph D or equivalent, or a minimum of a master's degree or equivalent with the title of associate professorship or equivalent;

(1.3) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as a Main Supervisor if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

(2) Co-Supervisor:

(2.1) At least one Co-Supervisor, who may be a Lecturer of the Programme, a Full-Time Lecturer, or a Full-Time Researcher, shall be appointed. The same degree and publication requirements as those of the Main Supervisor applies to the Co-Supervisor;

(2.2) In the case of an External Expert: holding a Ph D or equivalent and having published in journals listed in recognised databases at least ten academic articles related to the topic of the dissertation.

In the case that the External Expert does not hold the degree and/or has not published academic the academic articles as required in the preceding paragraph, the External Expert must possess advanced knowledge, expertise, and experience, which are related to and widely recognised in the field of the dissertation. Appointment of the External Expert must be done with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and be approved by the Board of Trustees.

36. Workload of a Dissertation, Thesis, or Independent Study Supervisor:

36.1 One Lecturer of the Programme or a Lecturer in Charge of the Programme can serve as the Main Thesis or Dissertation Supervisor in accordance with the following criteria.

(1) A Lecturer of the Programme or a Lecturer in Charge of the Programme who holds a Ph D degree or equivalent and meets the academic publication requirement can serve as the Main Supervisor for a total of no more than five master's degree and Ph D students per semester.

(2) A Lecturer of the Programme or a Lecturer in Charge of the Programme who holds a Ph D degree or equivalent and an academic title of assistant professorship or higher, or holds a master's degree or equivalent and an academic title of associate professorship or higher, and meets the academic publication requirement, can serve as the Main Supervisor for a total of no more than ten master's degree and Ph D students per semester.

(3) In the case that a Lecturer of the Programme or a Lecturer in Charge of the Programme with a Ph D degree or equivalent and an academic title of full professorship or equivalent has a compelling need to supervise more students than stated in this Regulation, a request shall be submitted to the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, the Academic Council, and the Board of Trustees, respectively. However, the number of students under supervision shall not exceed 15. If it is absolutely necessary for the Main Supervisor to serve more than 15 students, a request for consent shall be submitted to the Commission on Higher Education Standards for case-by-case consideration.

36.2 One Lecturer of the Programme or a Lecturer in Charge of the Programme can serve as the Main Independent Study Supervisor for no more than 15 students.

In the case that a supervisor is responsible for a dissertation, a thesis, and an independent study, supervision of one dissertation or one thesis is equivalent to supervision of three independent studies. However, the total number of students supervised per semester shall not exceed 15.

The supervision workload applies to every existing student under supervision who has yet to graduate, and continues from the appointment as the dissertation, thesis, and/or independent study Supervisor until each student's graduation or termination of studentship.

37. In the case that the Main Supervisor for a dissertation, a thesis, or an independent study reaches the retirement age mid-tenure, the said supervisor can continue in the supervising position until the Student graduates if the Student's proposal was approved before the Main Supervisor's retirement. Such extension of supervisorship must be done with the consent of the School's Postgraduate Committee and the Postgraduate Committee, respectively, and approved by the Academic Council.

38. Duties of a Dissertation, Thesis, or Independent Study Supervisor:

38.1 Supervising the Student to develop a dissertation, a thesis, or an independent study proposal and arranging a proposal defense within the curricularly specified time frame;

38.2 Being responsible for and supervising the Student's writing of the dissertation, the thesis, or the independent study report based on the defended proposal approved by the Curricular Administration Committee;

38.3 Counselling the Student regarding relevant theoretical contents, conceptual frameworks, and research methodologies;

38.4 Advising the Student regarding the process of writing and the use of language in composing the dissertation, the thesis, or the independent study report;

38.5 Overseeing to ensure that the Student's dissertation, thesis, or independent study report, and article to be published, meet a credible standard and comply with research ethics. The Main Supervisor shall require the Student to submit a plagiarism check report or originality report that shows the redundancy percentage during the writing, before the defense, before submission of the complete dissertation, thesis, or independent study report, and before publication of an article, as required by the University;

38.6 Monitoring and appraising the Student's dissertation, thesis, or independent study to ensure its progress according to plan, and arranging for the Student to present a progress report every semester until graduation.

38.7 Giving consent to the Student's request for dissertation, thesis, or independent study defense;

38.8 Being on the dissertation, thesis, or independent study defense committee and examining the Student under supervision in every defense;

38.9 Counselling the Student regarding publication of an article based on the dissertation, the thesis, or the independent study, to ensure it conforms to the terms and conditions specified by the University and the Commission on Higher Education Standards.

Chapter 5

Committee of Examiners for Dissertation, Thesis, or Independent Study Proposal Defense and Dissertation, Thesis, or Independent Study Defense

39. Required qualifications of an examiner serving on the Committee of Examiners for Dissertation, Thesis, or Independent Study Proposal and Dissertation, Thesis, or Independent Study Defense:

39.1 Master's degree programme:

(1) For a Lecturer in Charge of the Programme, a Lecturer of the Programme, a Full-time Lecturer, or a Full-time Researcher:

(1.1) Holding a Ph D or equivalent, or a minimum of a master's degree or equivalent with the title of associate professorship or equivalent;

(1.2) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as an Examiner if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

(2) For an External Expert:

(2.1) Holding a Ph D or equivalent;

(2.2) Having published in journals listed in recognised databases at least five academic articles related to the topic of the thesis or independent study.

In the case that the External Expert does not hold the degree and/or has not published academic the academic articles as required in the preceding paragraph, the External Expert must possess advanced knowledge, expertise, and experience, which are related to and widely recognised in the field of the thesis or independent study. Appointment of the External Expert must be done with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and be approved by the Board of Trustees.

39.2 Ph D programme:

(1) For a Lecturer in Charge of the Programme, a Lecturer of the Programme, a Full-time Lecturer, or a Full-time Researcher:

(1.1) Holding a Ph D or equivalent, or a minimum of a master's degree or equivalent with the title of associate professorship or equivalent;

(1.2) Having published in the last five years at least three academic articles, of which one must be research-based. These works must not be part of degree fulfillment and must conform to the publication criteria for the appointment of an academic title.

A new lecturer holding a Ph D may serve as an Examiner if s/he has published one research study in two years, or two research studies in four years, or three research studies in five years, since graduation.

(2) For an External Expert:

(2.1) Holding a Ph D or equivalent;

(2.2) Having published in journals listed in recognised databases at least ten academic articles related to the topic of the thesis or independent study.

In the case that the External Expert does not hold the degree and/or has not published academic the academic articles as required in the preceding paragraph, the External Expert must possess advanced knowledge, expertise, and experience, which are related to and widely recognised in the field of the dissertation. Appointment of the External Expert must be done with the consent of the Curricular Administration Committee, the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council, respectively, and be approved by the Board of Trustees.

40. The Committee of Examiners for Dissertation, Thesis, or Independent Study Proposal Defense shall have no fewer than three but no more than five members, comprising:

(1) A Lecturer in Charge of the Programme, a Lecturer of the Programme, and/or an External Expert, totalling no fewer than two, one of whom shall be appointed Chairperson; and

(2) The Main Supervisor and the Co-Supervisor (if any).

However, a Full-time Lecturer or a Full-time Researcher may be appointed a member of the Proposal Defense Committee.

41. The Committee of Examiners for Dissertation, Thesis, or Independent Study Defense shall have the following structures.

41.1 For a master's degree programme, the Thesis Defense Committee shall have no fewer than three but no more than five members, comprising:

(1) At least one Lecturer in Charge of the Programme or Lecturer of the Programme;

(2) The Main Supervisor and the Co-Supervisor (if any); and

(3) At least one External Expert.

Neither the Main Supervisor nor the Co-Supervisor can be the Chairperson of the Thesis Defense Committee. However, a Full-time Lecturer or a Full-time Researcher may be appointed a member of the Thesis Defense Committee.

41.2 For a Ph D programme, the Dissertation Defense Committee shall have no fewer than five but no more than seven members, comprising:

(1) At least one Lecturer in Charge of the Programme or Lecturer of the Programme;

(2) The Main Supervisor and the Co-Supervisor; and

(3) At least two External Experts.

The Chairperson of the Dissertation Defense Committee must be an External Expert. However, a Full-time Lecturer or a Full-time Researcher may be appointed a member of the Dissertation Defense Committee.

42. Appointment of or change in the Committee of Examiners for Dissertation, Thesis, or Independent Study Proposal Defense and for Dissertation, Thesis, or Independent Study Defense must be done with the consent of the Curricular Administration Committee and the School's Postgraduate Committee, and be approved by the Dean.

Chapter 6

Admission

Section 1

Qualifications of Applicants

43. To be admitted to a postgraduate programme, the applicant must be a graduate of an undergraduate programme accredited by the Ministry of Higher Education, Science, Research and Innovation or be acknowledged by the Board of Trustees. The applicant must possess the qualifications required by the programme that the applicant intends to pursue, in addition to the following general qualifications.

43.1 For a graduate diploma programme, the applicant must hold a bachelor's degree or equivalent.

43.2 For a higher graduate diploma programme, the applicant must hold a graduate diploma or a bachelor's degree, or equivalent.

43.3 For a master's degree programme, the applicant must hold a bachelor's degree or equivalent.

43.4 For a Ph D programme, the applicant must hold a bachelor's degree or equivalent, with a cum-laude distinction, or a master's degree or equivalent, and must submit an English proficiency test result that meets the requirement set by the Board of Trustees.

Section 2

Admission Criteria and Procedure

44. Admission may be by means of an entrance examination, selection, or any other method considered necessary by the Curricular Administration Committee, with the consent of the School's Postgraduate Committee.

45. Admission of an applicant to a postgraduate programme requires the consent of the Curricular Administration Committee and the School's Postgraduate Committee.

46. In the case that the applicant is in the process of acquiring a graduate diploma, a bachelor's degree, or a master's degree academic transcript, the applicant's admission shall be effective only if the said academic transcript has been submitted to the Division of Registrar within 60 days of the applicant's registration as a student.

Section 3

Categories of Student

47. An applicant admitted to a diploma or a degree programme has the status of a student, which belongs to one of the following two categories.

47.1 An ordinary student is admitted without condition by the University.

47.2 A trial student is admitted upon the condition that the Student's study results for the first semester must conform to item 51.2.

Except for Plan 1.1 of a master's degree programme and Plan 1 of a Ph D programme, each programme may accept trial students, with the consent of the Curricular Administration Committee and the School's Postgraduate Committee.

48. An attendant who is not entitled to receive a diploma or a degree from the University belongs to one of the following two categories.

48.1 A visiting student is a student sitting in on some courses; and

48.2 A cross-institutional student is a postgraduate student from another educational institution, whether in Thailand or abroad, who attends courses at the University to earn credits and study results to fulfill the curricular requirements of his/her institution. However, admission of a cross-institutional student must be done with the consent of the Curricular Administration Committee and approved by the School's Postgraduate Committee, which shall then notify the Postgraduate Committee. Cross-institutional enrollment must be completed within the time specified by the University.

Chapter 7

Registration and Enrollment

Section 1

Registration for New Students

49. An admitted applicant must be registered as a student according to the University's regulation. Failing this means relinquishment of the right to study.

Section 2

Course Enrollment

50. Course enrollment belongs to the following categories.

50.1 A new student in his/her first semester of study must be enrolled within the time specified by the University. Failing this means relinquishment of the right to study and removal of the student's name from the registration.

50.2 An existing student must be enrolled within the time specified by the University; otherwise, s/he would not be allowed to enroll for that particular semester. Moreover, if the Student fails to enroll within the first two weeks of the semester, his/her studentship status shall be terminated.

50.3 An existing student who has failed to enroll according to item 50.2 but wishes to maintain his/her studentship status must submit a leave request to the University in accordance with Chapter 12, on Leaves of Absence, and must pay the studentship maintenance fee. Failing this results in termination of his/her studentship status.

51. Course enrollment belongs to the following categories.

51.1 An ordinary student is allowed to be enrolled for no more than 18 credits in a regular semester and no more than 9 credits in a summer session.

The Student may enroll in a course not required by his/her programme, without receiving a grade. Such enrollment must be done with the consent of the advisor and the lecturer, and approved by the Dean. The enrollment must be completed within the Course Addition period stated in item 54.5. However, the Student's total number of credits enrolled for in that semester must not exceed 18.

51.2 A trial student in his/her first semester of study must enroll in the chosen postgraduate programme's full-time compulsory courses worth no less than six but no more than 18 credits.

The courses in which the trial student needs to enroll in his/her first semester of study must be permitted by the Advisor and the Instructor, respectively, and approved by the Dean. The grade points obtained from these courses shall be used to calculate the Student's cumulative grade point average.

At the end of the first semester of study, the trial student must acquire a minimum cumulative grade point average of 3.00 and the S grade in every non-credit course, in order to have his/her status upgraded to that of an ordinary student.

52. Enrollment in the dissertation, thesis, or independent study course shall conform to the requirements stipulated by each programme.

Section 3

Transfer of Credits and Grades

53. Transfer of postgraduate level credits and grades shall conform to the following criteria.

53.1 Transfer criteria for formal education: Transfer of credits and grades are allowed if:

53.1.1 The two courses or groups of courses belong to a higher education study programme or equivalent, which has been accredited by the Commission on Higher Education Standards or by a legally authorised state organisation;

53.1.2 The two courses or groups of courses have significantly similar and consistent contents;

53.1.3 The grade to be transferred, whether from a course or from a group of courses, must be equivalent to a minimum of 3.00 on the 4.00 scale.

53.1.4 Transfer of the grade earned in the dissertation, thesis, or independent study course must conform to the requirements stipulated by the Board of Trustees.

53.1.5 A course whose grade is transferred shall be excluded from the cumulative grade point average calculation.

53.2 Transfer criteria for non-formal education and information education: Transfer of credits and grades are allowed if:

53.2.1 The transfer requester exhibits learning outcomes consistent with the expected learning outcomes of the course or group of courses to which the grade shall be transferred.

53.2.2 No time limit is imposed on the length of time spent on learning and accumulating experience to achieve the learning outcomes, but the knowledge and experience must be up-to-date and abreast with the progress in the field of the course to which the grade will be transferred.

53.2.3 A transferred learning outcome grade shall be excluded from the cumulative grade point average calculation.

However, transfer of credits between formal education, non-formal education, and informal education systems combined may constitute no more than half of the total required credits of the programme to which the credits are transferred, and must conform to the University's regulation.

Section 4

Addition, Cancellation, and Withdrawal of Courses

54. Addition, cancellation, and withdrawal of courses must conform to the following requirements.

54.1 Addition and cancellation of courses must conform to the requirements stated in Chapter 7, Section 2, on Course Enrollment.

54.2 Addition of courses is allowed within the first two weeks of a regular semester or the first week of a summer session.

54.3 Cancellation of courses is allowed within the first five weeks of a regular semester or the first two weeks of a summer session. The cancelled courses shall not be recorded in the academic transcript.

54.4 Withdrawal of courses is allowed from the sixth week to no later than the twelfth week of a regular semester or from the third week to no later than the fourth week of a summer session. The withdrawn courses shall be recorded in the academic transcript, represented by the letter W.

54.5 Addition and cancellation of courses require the Course Instructors' consent and the Advisor's approval.

54.6 Cancellation and/or withdrawal of all of the courses enrolled are not permitted. The Student is required to remain enrolled in at least one course in that particular semester.

54.7 In the case of block courses or module courses, cancellation of courses is allowed within the first week and withdrawal of courses is allowed within the first two weeks of each course, and requires the Course Instructors' consent and the Advisor's approval.

Section 4

Re-enrollment and Enrollment in an Alternative Course

55. Re-enrollment and enrollment in an alternative course must conform to the following requirements.

55.1 A student having received the D+, D, F, U, or W grade for a compulsory course must re-enroll in that course until earning the A, B+, B, C+, C, or S grade. This is a graduation requirement.

55.2 A student having received the D+, D, F, U, or W grade for an elective course may enroll in another elective course in its stead. This requires the consent of the Instructor of the alternative course and approval by the Curricular Administration Committee.

55.3 In the case that a student has studied all of the courses required by the programme but has earned a cumulative grade point average of under 3.00, the Student is allowed to re-enroll in any of the courses for which s/he has earned less than A, or in a different course. This requires the consent of the relevant Instructor and approval of the Curricular Administration Committee.

Chapter 8

Instruction and Examination

Section 1

Course Instruction and Assessment

56. Instruction management, class scheduling, and appointment of Course Instructors shall conform to the principles stipulated by the Curricular Administration Committee.

57. Course assessment concentrates on measuring each student's learning achievement, whether by means of a written test or any other assessment method. In any case, the School must notify the Students in advance.

Each student is required to participate in every assessment activity of every course in which s/he is enrolled, except for a course in which the Student has enrolled as a visiting attendant or a course from which the Student has officially withdrawn, or except that the Student has been permitted to take a leave from study.

Section 2

Comprehensive Examination

58. A comprehensive examination for a master's degree programme, Plan 2, which aims to measure each student's ability to integrate his/her knowledge, may be an oral examination, a written examination, or both.

59. To be eligible for a comprehensive examination, the Student must:

59.1 Pass all of the courses required by the programme; and

59.2 Earn a minimum cumulative grade point average of 3.00.

60. The Curricular Administration Committee must organise at least one comprehensive examination per semester and must notify the Students in advance.

The requirements, conditions, and procedure for a comprehensive examination shall conform to the University's relevant notification.

61. A three-member Comprehensive Examination Committee shall be appointed, comprising:

61.1 The Chairperson of the Curricular Administration Committee, as Chairperson; and

61.2 At least one Lecturer in Charge of the Programme or Lecturer of the Programme, as Committee Member; an External Expert may also be appointed as Committee Member.

Appointment of the Comprehensive Examination Committee requires the consent of the Curricular Administration Committee and approval of the School's Postgraduate Committee, respectively. Then, the Postgraduate Committee shall be notified of the appointment.

62. After the comprehensive examination, the Comprehensive Examination Committee shall report the examination results to the Curricular Administration Committee and the School's Postgraduate Committee within 21 days and before the end of the semester in which the examination has taken place.

Section 3

Qualifying Examination

63. A qualifying examination, which is part of every Ph D programme, aims to measure each student's fundamental knowledge, analytical skills, potential, and readiness to independently conduct research, and may be an oral examination, a written examination, or both.

64. To be eligible for a qualifying examination, the Student must:

64.1 Be an ordinary student in a Ph D programme; and

64.2 Be an ordinary student in a master's degree programme who is in the process of changing his/her study level, in which case the following conditions apply:

(1) For Plan 1.1, being in the process of conducting a thesis-required research project that has potential to be upgraded to a dissertation; and

(2) For Plan 1.2, having earned at least 12 credits from grade-rated courses with a cumulative grade point average of at least 3.50, and being in the process of conducting a thesis-required research project that has potential to be upgraded to a dissertation.

In any case, administration of a qualifying examination for a student in the process of changing his/her study level requires the consent of the Curricular Administration Committee and the School's Postgraduate Committee, respectively, and approval of the School's Postgraduate Committee. Then, the Academic Council shall be notified accordingly.

65. The Curricular Administration Committee must organise at least one qualifying examination per semester and must notify the Students in advance.

The requirements, conditions, and procedure for a qualifying examination shall conform to the University's relevant notification.

66. A three-member Qualifying Examination Committee shall be appointed, comprising:

66.1 The Chairperson of the Curricular Administration Committee, or a Lecturer in Charge of the Programme as assigned by the Chairperson of the Curricular Administration Committee, as Chairperson; and

66.2 At least one Lecturer in Charge of the Programme or Lecturer of the Programme, as Committee Member; an External Expert may also be appointed as Committee Member.

Appointment of the Qualifying Examination Committee requires the consent of the Curricular Administration Committee and approval of the School's Postgraduate Committee, respectively. Then, the Postgraduate Committee shall be notified of the appointment.

67. After the qualifying examination, the Qualifying Examination Committee shall report the examination results to the Curricular Administration Committee and the School's Postgraduate Committee within 21 days and before the end of the semester in which the examination has taken place.

68. A Ph D student who does not pass the first qualifying examination is allowed to take the examination one more time. If the Student still does not pass the qualifying examination, his/her studentship status will be terminated, or the Student may switch to a master's degree programme.

69. If a master's degree student in the process of switching to a Ph D programme does not pass the first qualifying examination, s/he is allowed to take the examination one more time. If the Student still does not pass the qualifying examination, his/her master's degree studentship status shall be retained.

In the case that a master's degree student passes the first qualifying examination and his/her switch to a Ph D programme is approved, his/her qualifying examination result shall be considered valid, pursuant to the Ph D level degree fulfillment requirements.

Section 4

Dissertation, Thesis, and Independent Study Proposal Defense

70. Dissertation, thesis, and independent study proposal defense is a type of examination that measures the Student's knowledge and understanding of his/her problems, research methodology, procedure, and techniques applied to solving problems encountered in the process of conducting research.

71. To be eligible for a dissertation, thesis, or independent study proposal defense, the Student must:

71.1 Already have an officially appointed dissertation, thesis, or independent study supervisors; and

71.2 Already have his/her dissertation, thesis, or independent study proposal approved by his/her dissertation, thesis, or independent study supervisors.

A Ph D programme student must pass the qualifying examination first, to be eligible to request a dissertation proposal defense.

72 The Dissertation, Thesis, or Independent Study Proposal Defense Committee is responsible for checking and reading the proposal, testing the Student's knowledge by means of

inquiries or other relevant methods, concluding the defense result, and approving any change made to the topic.

73. After the dissertation, thesis, or independent study proposal defense, the Committee shall do the following:

73.1 The Committee shall consider and assess the Student's proposal defense confidentially, with the Chairperson and each of the Committee Members having one vote each, and the Main Supervisor and Co-Supervisor(s) combined having one vote. The defense result shall be decided by the majority votes. In the case of a draw, the Defense Committee Chairperson shall make the final decision.

73.2 The Proposal Defense Committee Chairperson shall notify the Student of the defense result.

73.3 The Proposal Defense Committee Chairperson shall report the defense result to the Curricular Administration Committee and the School's Postgraduate Committee within 15 days, and before the end of the semester in which the defense has taken place.

In the case that the Student does not pass the dissertation, thesis, or independent study proposal defense, the Proposal Defense Committee Chairperson shall counsel the Student to revise the proposal according to the Committee's recommendations and shall schedule the second defense.

74. Each postgraduate student must pass the proposal defense within the time specified hereunder:

74.1 For a master's degree programme: within four semesters after the first semester of study; and

74.2 For a Ph D programme:

(1) Plan 1.1 and Plan 2.1: within six semesters after the first semester of study; and

(2) Plan 1.2 and Plan 2.2: within seven semesters after the first semester of study.

Time spent on leave from study shall also be counted.

A student who does not pass his/her dissertation, thesis, or independent study proposal defense within the time specified in (1) and (2) above shall have his/her studentship status terminated.

75. After the dissertation, thesis, or independent study proposal has been approved, if there is a compelling need to change the topic of the dissertation, thesis, or independent study to the extent that the problems, methodology, procedure, and problem-solving techniques could be changed from those stated in the original proposal, the Student must submit a Change of Topic request to his/her dissertation, thesis, or independent study Supervisors, the Curricular Administration Committee, and the School's Postgraduate Committee, respectively, to be approved by the Postgraduate Committee.

In the case that the Student's Change of Topic request is granted, the Student must re-defend his/her dissertation, thesis, or independent study proposal. However, the time specified in item 74 shall not apply to the re-defense.

Section 5

Dissertation, Thesis, and Independent Study Defense

76. To be eligible for a dissertation, thesis, or independent study defense, the following conditions apply.

76.1 The Student has passed all of the courses required by the programme, with a cumulative grade point average of at least 3.00. This applies to the following programme types:

- (1) Master's degree programme, Plan 1.2 and Plan 2; and
- (2) Ph D programme, Plan 2.

76.2 A dissertation or thesis defense can be scheduled no fewer than 90 days after the proposal has been approved.

76.3 An independent study defense can be scheduled no fewer than 45 days after the proposal has been approved.

76.4 The Student has passed an English proficiency test, which is a requirement for postgraduate studies as stipulated by the University.

76.5 The Student has passed the comprehensive examination (for a master's degree programme, Plan 2).

77. A student who possesses the qualifications stated in item 76 above and has obtained the consent of his/her dissertation, thesis, or independent study Supervisors shall submit a Defense Request, together with a copy of the dissertation, thesis, or independent study report draft and a plagiarism check or originality check report, to the Office of the Postgraduate Studies at least 30 days in advance. The Defense Request requires the consent of the Curricular Administration Committee and the School's Postgraduate Committee, respectively, and must be approved by the Dean.

78. The dissertation, thesis, or independent study Supervisors shall report the plagiarism check or originality check result to the Defense Committee.

79. The Dissertation, Thesis, or Independent Study Defense Committee is responsible for checking and reading the proposal, testing the Student's knowledge by means of inquiries or other relevant methods, inspecting the the plagiarism check or originality check result, concluding the defense result, and approving of any change made to the topic.

However, any change made to the topic must not affect the previously approved research process or direction.

80. The dissertation, thesis, or independent study defense shall be conducted openly and may be attended by outsiders. However, in the case that it is absolutely necessary to keep any information confidential, the dissertation, thesis, or independent study Supervisors, with the consent of the Curricular Administration Committee, may request that the defense be conducted in confidentiality and that no irrelevant persons be allowed to attend.

81. After the dissertation, thesis, or independent study defense, the Defense Committee shall do the following:

81.1 The Committee shall consider and assess the Student's defense confidentially, with the Chairperson and each of the Committee Members having one vote each, and the Main Supervisor and Co-Supervisor(s) combined having one vote. The defense result shall be decided by the majority votes. In the case of a draw, the Defense Committee Chairperson shall make the final decision.

81.2 The Defense Committee Chairperson shall notify the Student of the defense result.

81.3 The Defense Committee Chairperson shall report the defense result to the Curricular Administration Committee and the School's Postgraduate Committee within 15 days, and before the end of the semester in which the defense has taken place.

In the case that the Student does not pass the dissertation, thesis, or independent study defense, the Defense Committee Chairperson shall counsel the Student to revise the

dissertation, thesis, or independent study according to the Committee's recommendations and shall schedule a second defense.

82. In case of not passing the dissertation, thesis, or independent study defense, the Student is allowed one re-defense. If the Student still does not pass the re-defense, his/her studentship status will be terminated, or the Student may switch to a master's degree programme.

83. In the case that the Student is required to revise his/her dissertation, thesis, or independent study according to the Committee's recommendations, the Defense Committee shall appoint one or more of its members to check the revised version and set a due date for completion, which must conform to the following time frames.

83.1 For an independent study: no more than 60 days after the defense; and

83.2 For a dissertation or a thesis: no more than 90 days after the defense.

If there is a compelling need to extend the revision period beyond what is stated in 83.1 or 83.2 above, the Defense Committee shall seek the consent of the Curricular Administration Committee, the School's Postgraduate Committee, and the Postgraduate Committee, respectively, and submit the request to the Academic Council for approval. If the Student fails to make the necessary revisions within the specified time frame, the Student shall be considered "not passing" the defense.

Section 6

English Proficiency Test

84. Every postgraduate student must pass an English proficiency test as a graduation requirement, according to the University's regulation.

The criteria for the English proficiency test shall conform to the University's relevant notification.

Chapter 9

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

85. The format of a dissertation, a thesis, or an independent study shall conform to the University's Dissertation, Thesis, and Independent Study Format Manual.

86. The Student must submit his/her complete dissertation, thesis, or independent study report in the format and quantity and within the period of time specified by the University.

If the Student does not submit his/her complete dissertation, thesis, or independent study report within the time specified by the University, the Student shall not graduate in that particular semester and is required to enroll in the dissertation, thesis, or independent study course in the following semester.

87. The copyright of every dissertation, thesis, or independent study report belongs to the University. The right to any form of intellectual property, other than the copyright resulting from the dissertation, thesis, or independent study, belongs to the University, with the exception of any intellectual property generated through collaboration with any other organisation, in which case the right to the intellectual property shall conform to the said collaboration agreement. However, application of rules and procedures shall be consistent with the University's relevant notification.

Chapter 10
Study Assessment

Section 1
Levels of Achievement

88. Achievement in each course is assessed based on the grade system. The grades represent the following definitions and grade point values.

Symbol	Definition	Grade Point Value
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	-

89. The result of the dissertation, thesis, or independent study defense shall be reported using a term that represents the overall quality of the Student's performance during the defense, which is to be chosen from the following alternatives:

89.1 "Excellent" applies to a case where the Defense Committee members agree unanimously that the Student's presentation of his/her dissertation, thesis, or independent study and response to the questions have been excellent, with clear, valid, and complete information.

89.2 "Good" applies to a case where the Defense Committee members agree that that the Student's presentation of his/her dissertation, thesis, or independent study and response to the questions have been very satisfactory, with clear, valid, and complete information.

89.3 "Pass" applies to a case where the Defense Committee members agree that that the Student's presentation of his/her dissertation, thesis, or independent study and response to the questions have been satisfactory, with minor revisions to the content required.

89.4 "Pass with conditions" applies to a case where the Defense Committee members agree that the Student's presentation of his/her dissertation, thesis, or independent study and response to the questions have been satisfactory, but that revision, addition, and/or re-organisation of main contents are still required to make the work valid and complete.

89.5 “Fail” applies to a case where the Defense Committee members agree that the Student’s presentation of his/her dissertation, thesis, or independent study and response to the questions have been unsatisfactory, indicating an absence of profound understanding of the subject matter and/or the methodology for conducting the dissertation, thesis, or independent study.

The terms stated in items 89.1 and 89.2, each of which indicates the result of a dissertation, thesis, or independent study defense, shall be appended at the end of the dissertation, thesis, or independent study titles in the academic transcripts.

Section 2

Grade Assignment Criteria

90. In grade assignment:

90.1 The A, B+, B, C+, C, D+, D, or F grade may be assigned in the following cases:

(1) The Student takes the examinations or fulfills the grade-rated assessment tasks of a course.

(2) The symbol “I” is changed to the actual grade and submitted to the Division of Registrar before the end of the second week of the following semester.

(3) The Division of Registrar receives the actual grade from the School and changed the symbol “M” or “X” accordingly.

90.2 The F grade, in cases other than those stated in item 90.1, may be assigned in the following cases:

(1) The Student is ineligible to take the examinations in a course.

(2) The Student cheats during an examination, or breaks an examination-related rule, regulation, or order enforced by the University, the School, or the Programme, and the School considers the offense punishable by the F grade.

(3) The symbol “I” is changed to “F” because no examination is taken or no task is undertaken, and therefore no assessment result is reported within the first two weeks of the following semester.

(4) The symbol “M” is changed to “F” because the Student fails to present, within the first two weeks of the following semester, complete and credible evidence and reason for having missed the examination.

90.3 The I grade may be assigned in the following cases:

(1) The Student becomes so ill, whether before or during an examination period, that s/he is unable to take one or all of the examinations. The Student shall strictly follow the procedure stated in Chapter 12, on Leaves of Absence, Section 1, on Leave of Absence from Examination.

(2) The Student has any other compelling need to take a leave of absence from an examination and his/her leave of absence request has been approved by the School, pursuant to Chapter 12, on Leaves of Absence, Section 1, on Leave of Absence from Examination.

(3) The Student has yet to completely fulfill any element of a course, and the Instructor, with the consent of the Dean, agrees that it is reasonable to postpone the final assessment of the Student. The Instructor shall notify the Division of Registrar in writing and submit the final grades of the other students enrolled in the same course.

90.4 The M grade may be assigned in the following cases:

(1) The Student misses an examination without submitting credible evidence and reason for the absence.

(2) The Student misses a qualifying or comprehensive examination, but has submitted credible evidence and reason for the absence to the Curricular Administration Committee and the School's Postgraduate Committee.

90.5 The S grade is assigned to a student who passes the test or satisfies the assessment requirements of the following course types:

- (1) A course designed by the programme to be of the non-grade or non-credit nature;
- (2) A course in which the Student is enrolled which is not required by the programme;
- (3) A comprehensive examination;
- (4) A qualifying examination; and
- (5) An English proficiency test.

90.6 The U grade is assigned to a student who does not pass the test or satisfy the assessment requirements of the course types in item 90.5.

90.7 The V grade may be assigned to a student who is allowed to enroll in a course as a visiting attendant and is considered by the Instructor as paying sufficient attention to the course.

90.8 The W grade may be assigned to a student in the following cases:

- (1) The Student is allowed to withdraw from the course.
- (2) The Student becomes ill before the end of the semester and remains so ill at the time of the final examinations that s/he is unable to take some or all of the examinations of that semester, or has not recovered from the illness even after the end of the second week of the following semester. The Student shall strictly follow the procedure stated in Chapter 12, on Leaves of Absence, Section 2, on *Mutatis Mutandis* Leave from Study.
- (3) The Student takes a leave from study, pursuant to Chapter 12, on Leaves of Absence, Section 2, on Leave from Study.
- (4) The Student is suspended from study in that semester, pursuant to a regulation, rule, notification, or order of the University.
- (5) The Student is allowed to enroll in a course as a visiting attendant and is considered by the Instructor as not paying sufficient attention to the course.
- (6) The Student's enrollment in a course contradicts a regulation, condition, or requirement of the programme.

90.9 The X grade can be assigned only in a course in which the Student's assessment results have not been duly submitted to the Division of Registrar.

90.10 The alphabetic symbol representing the Student's semesterly progress in the dissertation, thesis, or independent study course is "P", "S", or "U".

Section 3

Grade Point Average Calculation

91. Study performance assessment shall be done at the end of each semester.

92. A grade point average shall be calculated at the end of each semester.

93. A grade point average is calculated in two ways:

93.1 A semester grade point average is calculated based on the Student's grades earned in all of the courses enrolled in each semester. This is done by (1) multiplying the point

value of the letter grade by the number of credits, resulting in the quality points earned in each course; (2) totalling the credits and quality points for the semester; and (3) dividing the total quality points by the total credits enrolled for in that semester.

93.2 A cumulative grade point average is calculated based on the Student's grades earned in all of the courses enrolled since the start of the study. This is done by (1) multiplying the point values of the letter grades by the number of credits, resulting in the total quality points earned since the beginning; (2) totalling the credits and quality points; and (3) dividing the total quality points by the total credits enrolled for since the beginning.

93.4 A grade point average shall have two decimals, without a round-up or round-down.

93.5 In the case that the Student receives the I, M, or X grade in any of the courses enrolled in any semester, the calculation of the Student's grade point average for that semester shall be pending.

Chapter 11

Change of Study Status

Section 1

Change of Study Level

94. A change of study level may be to a higher or lower level between related programmes.

95. A student requesting to change from the master's degree level to the Ph D level of the same programme must possess the following qualifications:

95.1 Having studied in a master's degree programme, Plan 1, for no more than four semesters;

95.2 Having an English proficiency test result that meets the University-stipulated requirements and criteria for studying in a Ph D programme;

95.3 Having passed the qualifying examination; and

95.4 For a student in a master's degree programme, Plan 1.1, in addition to the qualifications in 95.1 – 95.3 above, having published, as First Author, an article in an international journal ranked high enough to fulfill Ph D graduation requirements. The said article may or may not be part of the Student's thesis.

96. A Ph D level student may be required to switch to the master's degree level in any of the following cases:

96.1 Not passing the qualifying examination as required by the programme;

96.2 Being unlikely to graduate within the time specified by the University;

96.3 Having written the dissertation but not passing the dissertation defense;
and

96.4 Cases other than stated in 96.1 – 96.3 shall be considered on a case-by-case basis.

97. A change of study level requires the consent of the Student's Advisor or thesis or dissertation Supervisor, if already appointed, the Curricular Administration Committee in charge of the programme to which the Student belongs, the Curricular Administration Committee in charge of the programme to which the Student shall switch, and the School's Postgraduate Committee,

respectively, and must be approved by the Postgraduate Committee and reported to the Academic Council.

However, the principles and conditions of the change of study level shall conform to the University's relevant notification.

98. A student who has changed his/her study level shall graduate only after having fulfilled all of the graduation requirements stipulated by the University and the programme to which the Student has switched.

99. The study duration shall be counted as of the semester in which the change of study level is approved.

The Division of Registrar must be notified of the change of study level before the enrollment period of the semester in which the approved change of study level takes effect.

Section 2

Change of Study Programme

100. A student may switch from one study programme offered by the University to another. The following qualifications are required:

100.1 Having studied at the University for at least one semester; and

100.2 Having a cumulative grade point average of 3.0 or higher.

A change of study programme requires the consent of both the original and target Curricular Administration Committees, the School's Postgraduate Committees, and the School Committees, respectively, and must be approved by the Postgraduate Committee and reported to the Academic Council.

101. The study duration shall be counted as of the semester in which the change of study programme is approved.

The Division of Registrar must be notified of the change of study programme before the enrollment period of the semester in which the approved change of study programme takes effect.

Section 3

Change of Study Plan

102. A change of study plan is allowed only once and must be requested within the first three semesters as of the start of the study.

103. A change of study plan requires the consent of the Curricular Administration Committee and the School's Postgraduate Committee, respectively, and must be approved by the Postgraduate Committee and reported to the Academic Council.

104. The study duration shall be counted as of the semester in which the change of study plan is approved.

The Division of Registrar must be notified of the change of study plan before the enrollment period of the semester in which the approved change of study plan takes effect.

Chapter 12

Leaves of Absence

Section 1

Leave of Absence from Examination

105. A sick leave may be taken in the case that the Student becomes so ill before or at the end of the semester that s/he is unable to take one or all of the examinations. In such a case, the Student must submit a sick leave request, together with a medical certificate issued by a government medical facility or by a private medical facility certified by the Ministry of Public Health. The sick leave request requires the consent of the Instructor and the Curricular Administration Committee, respectively, and must be approved by the School's Postgraduate Committee.

105. In the case of a leave of absence from an examination due to any other reason, the Student must submit a leave of absence request, which states the reason and includes any necessary evidence. The leave request requires the consent of the Instructor and the Curricular Administration Committee, respectively, and must be approved by the School's Postgraduate Committee.

106. The study assessment criteria to be applied to the course from whose examination the Student has been allowed to take a leave of absence are subject to consideration by the Curricular Administration Committee and the School's Postgraduate Committee.

Section 2

Leave from Study

108. A student may take a leave from study in the following cases:

108.1 The Student has won an international student exchange scholarship, or any other scholarship that the University considers worthy of supporting.

108.2 The Student is ill and medically advised to undergo a recovery period of more than three weeks, in which case a medical certificate issued by a government medical facility or by a private medical facility certified by the Ministry of Public Health must be submitted.

108.3 The Student has a personal need. This is allowed only for a student who has studied at the University for no less than one semester and earned a cumulative grade point average of 3.00 or higher.

However, a leave from study is not allowed if it is the final semester, in which the Student must defend his/her dissertation, thesis, or independent study, as stated in item 74. A permissible exception could be a case as stated in item 108.2 or a case of inviolable necessity, for which the Student's request for postponement of his/her dissertation, thesis, or independent study defense has been granted.

109. A leave from study requires the consent of the Student's Advisor or dissertation, thesis, or independent study Supervisor, if already appointed, the Curricular Administration Committee, and the School's Postgraduate Committee, respectively.

The Division of Registrar must be notified of the leave from study before the enrollment period of the semester in which the approved leave from study takes effect.

110. A student with a compelling need to take a leave from study during a semester must submit a consent request to his/her Advisor, or to his/her dissertation, thesis, or independent study Supervisor, if already appointed, and to the Curricular Administration Committee, to be approved by the School's Postgraduate Committee.

111. A leave from study as stated in items 108 and 110 is allowed only once per semester. In the case that the leave needs to be extended, the Student must submit an extension request.

112. A student's approved leave from study is considered part of the Student's study period, except that the leave is due to military conscription or mobilisation for military service.

113. A student who has been allowed to take a leave from study must pay the studentship status maintenance fee for every semester during the leave, except for the semester in which the Student has already paid the tuition fee; otherwise, the Student's studentship status would be terminated.

114. When an on-leave student wishes to return to study, the Student must submit a return to study request to the Dean for consideration and approval. The consideration result must be reported to the Division of Registrar at least one week before the start of the enrollment period of the semester in which the Student plans to resume studying.

115. After the on-leave Student has been allowed to return to study, the Student shall retain the same status as s/he did before the leave.

Chapter 13

Penalties for Cheating and Plagiarism

116. The penalty for cheating in an examination is the F grade in that particular course.

Penalisation of a student found cheating in an examination shall be based on the opinions of the Instructor and the Curricular Administration Committee, respectively, approved by the School's Postgraduate Committee, and reported to the Postgraduate Committee.

117. In the case of an accusation of misconduct in the process of writing a dissertation, a thesis, or an independent study, the Curricular Administration Committee shall conduct an investigation, establish the facts of the matter, and present its opinion to the School's Postgraduate Committee, the Postgraduate Committee, and the Academic Council for further consideration.

If the Student's misconduct in writing his/her dissertation, thesis, or independent study can be proved beyond reasonable doubt, the penalty for the Student shall be one of the following:

117.1 If it is not gross misconduct, the results of the Student's dissertation, thesis, or independent study proposal defense and of his/her dissertation, thesis, or independent study defense shall be changed to "Fail". The Student shall be required to start over the process of writing the dissertation, the thesis, or the independent study, and the startover cannot be used as a reason for extension of study time.

117.2 If it is a case of gross misconduct or a case involving ghostwriting service, partial or entire copying of a published academic article, and/or partial or entire copying of a dissertation, thesis, or independent study, the Curricular Administration Committee shall request that the Academic Council terminate the Student's studentship status, or revoke the Student's degree if the Student has graduated.

Chapter 14

Termination of Studentship Status

118. A student's studentship status may be terminated in the following cases:

118.1 The University has discovered that the Student lacks a qualification as stated in item 43.

118.2 The Student has fulfilled all the curricular requirements and been approved to graduate.

118.3 The Student's resignation has been approved by the President.

118.4 After the first two weeks of the semester, the Student still has neither enrolled nor paid the tuition fee and other necessary fees. However, the Student may request reinstatement of his/her studentship status within that semester, with the consent of his/her Advisor and the Dean. The request must be approved by the President.

118.5 A trial student has earned a grade point average of under 3.00, or has failed to fulfill the programme's requirements, at the end of the first semester of study.

118.6 An ordinary student has earned a cumulative grade point average of under 3.00 for two consecutive semesters.

118.7 A Ph D student has not passed the qualifying examination after a second attempt, unless the Student has been allowed to switch to the master's degree level.

118.8 The Student has not passed his/her dissertation, thesis, or independent study proposal defense within the time stated in item 74.

118.9 The Student has not passed his/her dissertation, thesis, or independent study defense after a second attempt, except that the Student has been allowed to switch from the Ph D level to the master's degree level.

118.10 The Student does not graduate within the time specified by the University, pursuant to Chapter 3, on Education Management, Section 2, on Study Duration.

118.11 The Student has received the U grade for the dissertation, thesis, or independent study course twice consecutively.

118.12 The Student has committed gross misconduct in the process of writing his/her dissertation, thesis, or independent study, as stated in item 117.2.

118.13 The University orders termination of studentship status due to the Student's violation of the University's regulation, rule, or notification.

118.14 The Student is deceased.

Chapter 15

Graduation and Receipt of Postgraduate Degrees or Diplomas

119. The requirements for graduation are as follows:

119.1 For a graduate diploma and a higher graduate diploma: The Student must fulfill the credit requirements stipulated by the programme, with a cumulative grade point average of 3.00 or higher on the 4.00 scale or equivalent, and must fulfill the learning outcome requirements in accordance with the postgraduate educational quality standard.

119.2 For a master's degree:

(1) Plan 1.1: Academic emphasis, thesis only

(1.1) The Student has successfully defended his/her thesis proposal and thesis itself, thereby having fulfilled the learning outcome requirements in accordance with the postgraduate educational quality standard. The thesis defense shall be conducted by a University-appointed thesis defense committee, structured according to item 41.1, and shall be open to interested attendants.

(1.2) The Student has submitted his/her thesis in the format stipulated by the University.

(1.3) The content of the thesis or a part thereof has been published or at least has been publicised in the form of an article, or an innovation, or an invention, or any other form of searchable academic work, as specified by the University.

(1.4) The Student has passed an English proficiency test with a score that meets the University's requirement.

(2) Plan 1.2: Academic emphasis, thesis and coursework

(2.1) The Student has successfully completed all of the programme-required coursework, with a cumulative grade point average of 3.00 or higher on the 4.00 scale or equivalent.

(2.2) The Student has successfully defended his/her thesis proposal and thesis itself, thereby having fulfilled the learning outcome requirements in accordance with the postgraduate educational quality standard. The thesis defense shall be conducted by a University-appointed thesis defense committee, structured according to item 41.1, and shall be open to interested attendants.

(2.3) The Student has submitted his/her thesis in the format stipulated by the University.

(2.4) The content of the thesis or a part thereof has been published or at least has been publicised in the form of an article, or an innovation, or an invention, or any other form of searchable academic work, as specified by the University.

(2.5) The Student has passed an English proficiency test with a score that meets the University's requirement.

(3) Plan 2: Professional emphasis

(3.1) The Student has successfully completed all of the programme-required coursework, with a cumulative grade point average of 3.00 or higher on the 4.00 scale or equivalent.

(3.2) The Student has successfully defended his/her independent study proposal and independent study itself, thereby having fulfilled the learning outcome requirements in accordance with the postgraduate educational quality standard. The independent study defense shall be conducted by a University-appointed independent study defense committee, with examiners possessing the qualifications stated in item 39.1 and a structure according to item 41.1, and shall be open to interested attendants.

(3.3) The Student has submitted his/her independent study report in the format stipulated by the University.

(3.4) The Student has passed an oral and/or written comprehensive examination as required by the programme.

(3.5) The Student has passed an English proficiency test with a score that meets the University's requirement.

119.3 For a Ph D:

(1) Plan 1

(1.1) The Student has passed a qualifying examination.

(1.2) The Student has successfully defended his/her dissertation proposal and dissertation itself, thereby having fulfilled the learning outcome requirements in accordance with the postgraduate educational quality standard. The dissertation defense shall be conducted by a University-appointed dissertation defense committee as stated in item 41.2, which is comprised of both internal and external experts, and shall be open to interested attendants. The principal dissertation defense achievement criterion is the newly formulated body of knowledge appraised based on the Student's demonstration of initiation and solid understanding of his/her dissertation.

(1.3) The Student has submitted his/her dissertation in the format stipulated by the University.

(1.4) At least two academic articles based partly or entirely on the content of the dissertation have been published or accepted for publication by international journals meeting the quality requirements set by the Commission on Higher Education Standards, or

At least one academic article based partly or entirely on the content of the dissertation has been published or accepted for publication by an international journal meeting the quality requirements set by the Commission on Higher Education Standards, and at least one patent has been acquired for at least one innovation or commercially, socially, and economically applicable creation based partly or entirely on the content of the dissertation.

A dissertation-based innovation or creation must be assessed by a panel of at least three highly experienced and widely recognised external experts in the same or related field. The appointment of the appraisal panel requires the consent of the Board of Trustees.

A Ph D student in the Social Sciences and Humanities field may have an article published in a national journal meeting the quality requirements set by the Commission on Higher Education Standards.

(1.5) The Student has passed an English proficiency test with a score that meets the University's requirement.

(2) Plan 2

(2.1) The Student has successfully completed all of the programme-required coursework, with a cumulative grade point average of 3.00 or higher on the 4.00 scale or equivalent.

(2.2) The Student has passed a qualifying examination.

(2.3) The Student has successfully defended his/her dissertation proposal and dissertation itself, thereby having fulfilled the learning outcome requirements in accordance with the postgraduate educational quality standard. The dissertation defense shall be conducted by a University-appointed dissertation defense committee as stated in item 41.2, which is comprised of both internal and external experts, and shall be open to interested attendants. The principal dissertation defense achievement criterion is the newly formulated body of knowledge appraised based on the Student's demonstration of initiation and solid understanding of his/her dissertation.

(2.4) The Student has submitted his/her dissertation in the format stipulated by the University.

(2.5) At least two academic articles based partly or entirely on the content of the dissertation have been published or accepted for publication by international journals meeting the quality requirements set by the Commission on Higher Education Standards, or

At least one academic article based partly or entirely on the content of the dissertation has been published or accepted for publication by an international journal meeting the quality requirements set by the Commission on Higher Education Standards, and at least one patent has been acquired for at least one innovation or commercially, socially, and economically applicable creation based partly or entirely on the content of the dissertation.

A dissertation-based innovation or creation must be assessed by a panel of at least three highly experienced and widely recognised external experts in the same or related field. The appointment of the appraisal panel requires the consent of the Board of Trustees.

A Ph D student in the Social Sciences and Humanities field may have an article published in a national journal meeting the quality requirements set by the Commission on Higher Education Standards.

(2.6) The Student has passed an English proficiency test with a score that meets the University's requirement.

120. To be eligible to receive a degree or a diploma, a student must possess the following qualifications:

120.1 Being in the final semester, in which the Student has enrolled in the courses required by the programme;

120.2 Meeting the graduation requirements stated in item 119; and

120.3 Having no unpaid debt or unfulfilled financial obligation to the University.

121. To request receipt of a degree or diploma, a student with the qualifications stated in item 120 shall do the following:

121.1 If a student having submitted a request to receive a degree or diploma fails to graduate in that semester for any reason, the request shall be invalid. The Student must re-submit the request in the following semester without having to pay the graduate registration fee again. However, the Student must pay the studentship maintenance fee for that semester.

122. A student with the qualifications stated in item 119 who wishes to enroll in additional courses in the following semester must submit a request to the Division of Registrar before the start of the enrollment period of the following semester. The request requires the consent of the Instructor(s) and must be approved by the Curricular Administration Committee.

123. Conferment of a degree or a diploma:

The Dean, with the consent of the School Committee, shall submit the list of students who have fulfilled the programme-stipulated credit hour requirements and are eligible to receive a degree or a diploma to the Academic Council, which, in turn, shall give consent and present the list to the Board of Trustees for approval.

The degree title, the programme title, and course titles indicated on the degree or the diploma certificate and on the academic transcript to be conferred must be identical to those indicated in the Programme Handbook certified by the Commission on Higher Education Standards. The degree or the diploma certificate and the academic transcript shall bear the programme-related title of the dissertation, the thesis, or the independent study.

Chapter 16

Transitory Provisions

124. This Regulation, as of the day it comes into effect, shall apply to any new programme offered or any programme revised pursuant to the stipulations stated in the Commission on Higher Education Standards Notification on Higher Education Standards, BE 2565 (2022).

125. Under the effect of item 124 of this Regulation, Mae Fah Luang University Regulation on Postgraduate Studies, BE 2554 (2011), and any amendments thereof, or Mae Fah Luang University Regulation on Postgraduate Studies, BE 2560 (2017), as well as any relevant notification and directive issued by the School and the University, shall apply, as the case may be, to any programme revised prior to the issuance of the Commission on Higher Education Standards Notification on Higher Education Standards, BE 2565 (2022), and to the relevant student.