Graduate Student Guidelines
Graduate School
Silpakorn University

Provided by
Graduate School, Silpakorn University

http://www.graduate.su.ac.th/

Foreword

Graduate School of Silpakorn University has prepared this Graduate Student Guidelines for the purpose of facilitating graduate students with the procedures which they will be expected to comply as following:

Part 1 Admission to Graduate Studies

Part 2 Study Procedures

Part 3 Graduation

The students can search for additional information via website:http://www.graduate.su.ac.th.

Graduate School, Silpakorn University

10 February 2021

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The first semester of academic year 2021

New Student SU registration and Orientation

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Curriculum and Academic Time

      ** Doctoral Degree: holding a master's degree, a maximum of 6 academic years of study

              (Academic year 2025)

             : holding a bachelor's degree, a maximum of 8 academic years of study

              (Academic year 2027)

     ** Master's Degree: holding a bachelor's degree, a maximum of 5 academic years of study

              (Academic year 2024)

    ** Or required by the programs of study.

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Course Enrollment in Accordance with the Curriculum

1. Preliminary courses = S (Satisfied)

2. Compulsory core courses ≥ B (Below B = regrading)

3. Prescribed elective courses ≥ B (Below B = regrading or registration in other courses as substitution)

4. Elective courses for Doctoral Degree ≥ B

  **(In case of regrading or registration in other courses as substitution, the new credits are not included.)

5. The comprehensive / qualified examination = S

  – Doctoral Degree: Assessment for 'S' grade before the comprehensive / qualified examination has been finished.

  – Master's Degree: Assessment for 'S' grade before the Thesis title has been approved.

6. The English Proficiency Test Result = Above B2 (The scores and test result must be presented before the comprehensive / qualified examination has been finished.)

7. Thesis / Independent Study = Excellence / Good / Pass

8. The publication of Thesis / Independent Study

   <u>Doctoral Degree</u> – Type 1: At least 2 articles, as the result or parts of the thesis, are published in the national or international journals.

                 – Type 2: At least 1 article, as the result or parts of the thesis, is published in the national or international journals.

   <u>Master's Degree</u> – Program A: Type A.1 → The result or parts of the thesis is published in the national or international journals.

                 – Program A: Type A.2 → The result or parts of the thesis is published in the national or international journals, or presented in the conference proceedings.

                 – Program B   → The result or parts of the thesis is published in some sorts of search engine.

** Or required by the programs of study.

Caution

Probation

1. Assessment for 'U' Grade in one of the preliminary courses or compulsory core courses.

2. Assessment for 'NP' in the Thesis / Independent Study progress evaluation.

3. Failure to reach the minimum of grade point average (GPA) at 3.00 in the 1st semester of academic year.

(Except for the provisional students or students in the dissertation-only programs.)

4. Failure to reach the minimum of cumulative grade point average at 3.00 in the 2nd semester of academic year.

Caution (To be Continued)

Termination

1. Failure to reach the minimum of grade point average (GPA) at 2.5 in the 1st semester of academic year, or

at the minimum of cumulative grade point average at 2.5 in the 2nd semester of academic year.

2. Being placed on academic probation for 2 semesters in a row.

3. Failure to pass the comprehensive / qualified examination for 2 times.

4. Failure to have the Thesis title approval within 3 years or 5 years, in case of holding a bachelor's degree to

further the study in the doctoral program.

5. Failure to complete the study within the prescribed period.

6. Being dismissed from the programs of study.

7. Failure to pass Thesis defense examination.

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Thesis / Independent Study

1. Attend the training, carry out Thesis work or the Independent Study (iThesis)

The schedule of iThesis training and I Thesis Clinic are informed via website:

http://www.graduate.su.ac.th.

2. Prepare Thesis work and receive the Thesis title approval within 3 years, under the advisors' guidance and supervision.

3. The prescribed period for receiving Thesis title approval are as following:

** Doctoral Degree: holding a Master's degree, within a maximum of 3 years (Academic year 2022)

                    : holding a bachelor's degree, within a maximum of 5 years (Academic year 2024)

** Master's Degree: within a maximum of 3 years (Academic year 2022)

4. Pas Thesis / Independent Study defense examination and submit the complete Thesis with other documents concerning or approving its publication.

** Doctoral Degree

                : holding a Master's degree, a maximum of 6 academic years of study

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(Academic year 2025)

: holding a bachelor's degree, a maximum of 8 academic years of study

(Academic year 2027)

** Master's Degree

: holding a bachelor's degree, a maximum of academic years of study

(Academic year 2024)

** Or required by the programs of study.

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Request for Graduation

and Registration Approval for Graduate

Contact-Inquiry
for Graduate Studies, Silpakorn University

1. Talingchun, Bangkok Tel. 0 2849 7502 – 3 or 088 229 2015

2. Sanamchandra Palaces Campus, Nakhon Prathom Tel. 034 218 808 or 088 229 2013

3. Phetchaburi IT Campus, Petchaburi Tel. 032 594 107

4. www.graduate.su.ac.th or www.facebook.com/graduatesu

Contacts and Direct Numbers	Inquiries

1. Office of Administration and Secretary
  Talingchun   Tel. 0 2849 7502 Ext. 31205
  Nakhon Prathom   Tel. 034 218 808
                    or 034 253 840-4
                    Ext. 22500
  Phetchaburi Tel. 032 594 107
	- Administrative work
	- Administrative documents
	- Administrative staff
	- Meeting and coordination
	- Public relations
	- IT system and websites

2. Finances and Supplies
  Talingchun Tel. 0 2849 7502 Ext. 31203
  Nakhon Prathom   Tel. 034 218 789
                    or 034 253 840-4
                    Ext. 22540
  Phetchaburi Tel. 032 594 107
	- Finance and accounting
	- Grant and cost estimation for each program of study
	- Supplies
	- Budget

3. Thesis
    Talingchun Tel. 0 2849 7502 Ext. 31204
    Nakhon Prathom Tel. 034 218 790
                      or 034 253 840-4
                      Ext. 22520
    Phetchaburi Tel. 032 594 107
	- Thesis work, e.g. Thesis title and proposal approval, Thesis advisor, Thesis proposal change, the advisor change.
	- Other documents concerning Thesis, e.g. the invitation letter inviting experts for assessment of research tools or collection of data.
	- The process of preparation Thesis / IS
	- Request form for submission completed Thesis
	- Application for scholarship or research grant

4. Students and Curriculum
    Talingchun Tel. 0 2849 7502 Ext. 31207
    Nakhon Prathom   Tel. 034 218 788
                      or 034 253 840-4
                      Ext. 22530
    Phetchaburi Tel. 032 594 107
	- Admission to Graduate Studies
	- Developing of the curriculum
	- Approval of students' qualification and graduation
	- Registration and tuition fee
	- Rules and regulations

5. Academic Services and Art and Culture Conservation Nakhon Prathom Tel. 091 424 9362-3 or 034 253 840-4 Ext. 22550	- Academic conference - Quality assurance

Contact of Academic and Administrative Unit

Academic and Administrative Unit: Registration and Statistics Nakhon Prathom Tel. 06 5571 5342, 034 255 091 or 034 253 840-4 Ext. 22530, 22315	- Enrollment - Course registration (Adding / Withdrawing) - Letter of certification, transcript, etc. - Registration approval for graduate

Regulations for Graduate Studies, Silpakorn University
Part 1 Admission to Graduate Studies
New Student Registration
Online registration. The due dates and times are in accordance with the university
announcement. Failure to finish the registration means forgoing the rights of study.

New Student Orientation
Engaging with faculty and academic staff to be informed about the Graduate School's
guidelines, announcement, and regulations.

Registration: Courses, Thesis / Independent Study
1. The period of an academic year includes 2 semesters (first and second semester).

2. The period of a semester includes at least 15 weeks.

3. Online registration for each course (both adding and withdrawing) is in accordance with the
academic calendar of the University.

4. The course registration should be under the advisors' guidance and supervision. It should
also be completed
in accordance with the structure of each curriculum.

5. The course registration is required in every academic year, or until students graduate.

6. Typically, the maximum credits for registration per semester are 15. (For summer semester,
the maximum of credits are 16.)

7. In case of the late registration, the charge of 50 baths per day is required. (Or not more than
1,000 bahts.)

8. In case of credits for registration are more than 15, the request form for adding more credits
must be submitted.

9. If the Thesis / Independent Study Title is approved, the registration is continuously required
in every academic year, or until the students graduate.

10. The tuition fee payment must be competed and transferred through the bank service.
Failure to compete the payment, the registration will be cancelled.

11. In case of late payment, students will be charged at least 50 bahts per day. (Or not more
than 1,000 bahts)

The Process of Online Registration

(The course registration should be under the advisors' guidance and supervision.)

Log in : http://reg.su.ac.th

(Use student's ID codes as the password to access)

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Click : Registration > Add the course codes > Enter

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Choose section of study (to reserve the seat).

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Add more course codes which students want to register.

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Review the detail of all courses which are registered and click : confirm.

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When the registration is competed, click : the result of the registration

to download the PDF file, and print out the documents that confirm your registration and

tuition fee for payment.

Part 2 Study Procedures

The period of study

Doctoral Degree   : holding a bachelor's degree, a maximum of 8 academic years of study

                        : holding a Master's degree, a maximum of 6 academic years of study / Or

                          required by the programs of study

Master's Degree   : holding a bachelor's degree, a maximum of 5 academic years of study / Or

                          required by the programs of study

The other University's course registration

1. The courses are not included in any program of study in Silpakorn University.

2. The academic staff in charge of the program of study contact the requested University officially.

3. The program of study receives the approval from the requested University officially.

4. For Master's Degree, maximum 9 credits are allowed for registration in the other University's courses. The credits can be included in the cumulative grade point average.

5. For Doctoral Degree, the credits can be included in the cumulative grade point average. (Assessment for 'S' Grade only.)

6. The official letters or documents from Silpakorn University must be submitted to the requested University.

Evaluation

Every courses will be evaluated at the end of semester.

1. Preliminary courses = S (Satisfied)

2. Compulsory core courses ≥ B / S (The courses prescribed by the programs of study.)

3. Prescribed elective courses ≥ B / S (The courses prescribed by the program s of study..)

4. Elective courses ≥ C

5. Free elective courses ≥ C (The courses prescribed by the program s of study..)

6. The comprehensive / qualified examination = S

7. The English Proficiency Test Result : Doctoral Degree Admission ≥ A2, Doctoral Degree and Master's Degree Graduation ≥ B2

7. Thesis / Independent Study = Excellence / Good / Pass

Remark 1 : Doctoral Degree (Type 2) : all courses evaluation ≥ B2

Doctoral Degree (Type 1) and Master's Degree (Program A, Type A. 1) : all courses evaluation = S

Remark 2 : All courses without evaluation will receive 'X'.

All courses with incomplete evaluation will receive 'I', and receive 'W' for withdraw and 'Au' for 'Audit'.

Credits of study

Master's Degree**:** Compulsory core courses / Prescribed elective courses ≥ B

Doctoral Degree (Type 2): all courses evaluation ≥ B / S (The courses prescribed by the program.)

(In case of regrading or registration in other courses as substitution, the new credits are not included.)

Regrade

1. Compulsory core courses < B / U (Below B or receiving U = regrading)

2. Prescribed elective courses < B / U (Below B receiving U = regrading or registration in other courses as a substitution)

3. Compulsory core courses / Prescribed elective courses ≥ B (= No more registration in that course.)

4. Elective courses < B (= Able to regrade or register in other courses as substitution.)

Credit Transfer

1. The courses are included in the curriculum of Graduate Studies.

2. The contents of courses are not less than three quarter of the transferred courses' content.

3. The courses must have been taken not more than 5 five years, since the first registration.

4. The courses must show a grade of no less than B / 3 / S.

5. Amount of credits for Thesis / Independent Study or the qualified examination and comprehensive examination cannot be transferred.

6. The credit transfer is not allowed for more than one third of the total amount of credits, in accordance with the curriculum that accepts the transfer.

7. The transfer must be approved by persons in charge of the curriculum and the committee of Graduate School

8. Spending at least 1 academic year of study is required before the transfer is allowed.

9. The courses transferred from other universities are not counted for the cumulative grade points.

The Study Plan Change

1. For the change within the same curriculum or program of study.

      Master's Degree: Within Program A (Type A.1 & A.2) and Program B.

      Doctoral Degree: Within Type 1 and Type 2.

2. The request form for changing the study plan must be approved by the persons in charge of the curriculum, the advisor and the committee of Graduate School.

3. Once the process of changing the study plan is complete, the cumulative period of study has been counted since the admission.

The Field of Study Change

1. The field of study change can be allowed within the same curriculum or the same faculty.

2. The request form for changing the field of study must be approved by persons in charge of the curriculum, the advisor and the committee of Graduate School.

3. Once the process of changing the field of study is completed, the cumulative period of study has been counted since the admission.

The Curriculum Change

1. The process is allowed in case of changing from the high level of study to the lower one, or from the low level of study to the higher one.

2. The request form for the curriculum change must be approved by persons in charge of the curriculum, the advisor and the committee of Graduate School.

3. Once the process of changing the curriculum is completed, the cumulative period of study has been counted since the admission.

The Program of Study Change

1. The process is allowed in case of changing from the general program to the special one, or from the special program to the general one.

2. The request form for the curriculum change must be approved by persons in charge of the curriculum, the advisor and the committee of Graduate School.

3. Once the process of changing the program is completed, the cumulative period of study has been counted since the admission.

Probation

1. Assessment for 'U' Grade in one of the courses.

2. Assessment for 'NP' in the Thesis / Independent Study progress evaluation.

3. Failure to reach the minimum of grade point average at 3.00 in the 1st semester of academic year.(Except for the provisional students or students in the dissertation-only programs.)

4. Failure to reach the minimum of cumulative grade point average at 3.00 in the 2nd semester of academic year.

   Remark: The probation for 2 academic years in a row means termination.

Intermission Leave

If necessary, students are able to apply for the intermission leave as following:

1. Spending at least 1 academic year of study is required before the intermission leave is allowed.

2. Within 30 days from the beginning of semester, the request form for the intermission leave must be approved by persons in charge of the curriculum, the advisor and the committee of Graduate School.

3. The conditions for the intermission may include:

- Military service leave

- Obtain an international scholarship, or other kinds of scholarship

- Sick leave, in case of the long period of treatment (with the medical certificate provided)

- Some inevitable or unexpected events

4. When the request for intermission leave is approved, here are the condition.

- Students have to pay a leave fee.

- The period of leave must be included in the total period of study.

- Students receive the grad of 'W' (Withdraw) in all courses taken during their leave.

Remark : In case of leaving because of some inevitable or unexpected events, 2 semesters are allowed for each leave. The total period of leave are not more than 4 semesters.

Returning to Study

1. Students are able to return to study after their intermission leave or suspension.

2. At least 14 days before the beginning of semester, the request form for returning to study must be submitted. Failure to submit the form, students are not allowed to register in that semester. (Some exceptional cases may be considered.)

Resignation

1. The request form for resignation must be submitted before the final examination starts.

2. The form must be approved by the advisor and the committee of Graduate School.

3. Once the resignation is in process, students are continuously required to follow the rules, regulation and other conditions of the Graduate School and Silpakorn University.

Termination

1. Fail to gain all qualification in accordance with the Graduate School's regulation.

2. Request for resignation.

3. Receive grade point average below 2.50 in the 1st academic semester, or below 3.00 or receive 'U' for the provisional students.

4. Receive cumulative grade point average below 2.50 from the second semester onwards.

5. Receive a probation for 2 academic years in a row.

6. Fail to receive Thesis / IS proposal approval within the prescribed period.

7. Fail to follow the regulations of intermission leave, retuning to study, or registration.

8. Fail to pass qualified examination and comprehensive examination for 2 times.

9. Fail to pass Thesis defense examination.

10. Receive the penalty for cheating during examination, or other misconducting.

11. Receive the penalty for breaking regulations of the university.

12. Fail to complete the study within the prescribed period.

13. Complete the study within the prescribed period and receive the approval of graduation.

14. Died

15. Other conditions in accordance with the Council of Silpakorn University Office.

Remark: In case of condition 2. and 7. students can return to study within 2 years, since the first date of termination. The period of termination must be included in the total period of study. Students also have to pay a leave fee, including other academic fees.

Penalty

Penalties for cheating during examination, breaking regulations of the university. or other misconducting include:

1. Probation

2. Assessment for 'F' (Fail) in every courses taken in the semester.

3. Suspension (The period of termination must be included in the total period of study.)

4. Termination

The English Proficiency Test

1. **Admission**

   <u>Doctoral Degree</u>

   1. The result of English Proficiency Test according to CEFR standard ≥ A2. Or the alternate criteria of English proficiency scores equaling to CEFR standard ≥ A2, and in accordance with the Silpakorn University's regulation. The date of test result is not in excess of 2 years prior to the submittal date of transfer.

   2. Higher criteria of English proficiency scores for admission may be set by some programs.

   3. Exemption:

   - Graduate students who graduated from institutes/universities which the official language is

   English, and which are approved by the Office of the Civil Service Commission (OCSC).

   - Graduate students receiving scholarships or gaining admission under the MOU between

   the organization and Silpakorn University.

Graduation

Doctoral Degree and Master's Degree

1. The result of English Proficiency Test according to CEFR standard ≥ B2.

2. Students who do not have English Proficiency scores as mentioned in 1. are highly advised to attend the intensive courses as following:

The Result of Test	Amount of Intensive English Courses to be taken
Below A2	3 courses
A2	2 courses
B1	1 course

3. The alternate criteria of English proficiency scores equaling to CEFR standard ≥ A2, and in accordance with the Silpakorn University's regulation. The date of test result is not in excess of 2 years prior to the submittal date of transfer.

CEFR Standard	English Proficiency Criteria						
	TOEIC (Listening and Reading Test)	TOEFL iBT	TOEFL ITP	IELTS (band scores)	Cambridge English	Oxford Online Placement Test	CU-TEP
A1	120-220	n/a	n/a	n/a	100-119	0-20	n/a
A2	225-545	n/a	337-459	n/a	120-139	21-40	14-34
B1	550-780	42-71	460-542	4-5	140-159	41-60	35-69
B2	785-940	72-94	543-626	5.5-6.5	160-179	61-80	70-98
C1	945-990	95-120	627-677	7-8	180-199	81-100	99-120
C2	n/a		n/a	9	200-230	101-120	n/a

The qualified examination

1. For Doctoral Degree in Type 1, the qualified examination must has been finished before carrying out the Thesis.

2. For Doctoral Degree in Type 2, the qualified examination can be finished after passing all compulsory courses prescribed by the programs of study.

3. Register for the qualified examination, in accordance with academic calendar.

4. Assessment for 'S' or 'U' grade.

Remark: In case of receiving 'U' for 2 times, students are terminated.

The comprehensive examination

1. The comprehensive examination is required for some programs of study.

2. For Master's Degree, Program A, the comprehensive examination is required. All courses and the cumulative credits are completed before having the examination, in accordance with programs of study.

3. Register for the qualified examination, in accordance with academic calendar.

4. Assessment for 'S' or 'U' grade.

Remark: In case of receiving 'U' for 2 times, students are terminated.

The official letters and documents

The process of Thesis / IS preparation and its official letters and documents are as following:

1. Submit all request forms approved by the advisor, Head of Department / Program Director to the Graduate School

2. The request forms include the invitation letter inviting experts for assessment of the research tools, collection of data and conducting a focus group, etc.

3. Certificate of students status, Transcript and other qualification certificates can be requested online and submitted to the Division of Academic Affair.

Scholarship and grant

1. Tuition fee scholarships (From Donation)

2. Research grant

- Research and Thesis grant

- Borankadee Sunjorn Grant (Organized by the Faculty of Archeology)

3. Research publication grant

- For attending the national or international conference proceedings and presenting the research work.

- A prize award for publishing parts of Thesis in the national or international journals.

4. Other sources of scholarship and grant.

Thesis / Independent Study (IS)

1. iThesis is required in order to manage and keep track of Thesis / Independent Study (IS).

2. Access www.reg.su.ac.th to submit the request form for the process of Thesis / IS preparation as following:

- Thesis / IS title and proposal examination

- Thesis / IS title approval and the designation of advisors

- Thesis / IS defense examination

Remark: All the above processes must be approved by the Thesis / IS advisors, Head of Department / Program Director, and the Committee of Graduate School.

The process of Thesis / IS preparation

1. Attend the training, preparation of Thesis / IS using iThesis.

2. Access www.reg.su.ac.th to submit the request form for the approval of Thesis / IS title and proposal. The request must be approved by Head of Department / Program Director, and the Committee of Graduate School.

3. Submit the form for designing Thesis / IS advisor. The form must be approved by Head of Advisory Committee, Head of Department / Program Director, and the Committee of Graduate School.

4. Carry out Thesis / IS work, including testing the research tools and collecting data.

5. Submit the request form for Thesis / IS defense examination and graduation. The form must be approved by Advisory Committee and the Committee of Graduate School, in at least 15 days before having the examination.

6. Submit the request form for the submission of complete Thesis / IS, and other documents that prove the publication of research work from Thesis / IS.

7. After the complete Thesis / IS is approved by Graduate School, submit the request form for graduation. When the form is approved by the Council of Silpakorn University Office, students register online for the approval of graduation.

(1) Thesis / IS proposal examination

1. Thesis / IS proposal approval is under the advisors' guidance and supervision.

2. iThesis is required for Thesis / IS work.

3. Submit the request form for the approval of Thesis / IS title and proposal, and confirming the date and time for examination.

4. For Doctoral Degree, at least 5 committees are required in the examination, and at least 3 committees for Master's Degree. The committees include lecturers in charge of the curriculum and/or experts from other universities.

Remark: In case of including lecturers in charge of the curriculum, they must hold the Doctoral Degree / Master's Degree, with the position of Associate Professor and having at least 3 academic paper works published within 5 years, which 1 of 5 works is the research paper.

In case of including experts from other universities, they must hold the Doctoral Degree and having at least 10 academic paper works published. All information about the experts is also required in the request form.

5. The form must be approved by the Advisory Committee, Head of Department / Program Director, and the Committee of Graduate School.

6. After the revision according to guidance and supervision of the Advisory Committee, submit the request form for Thesis / IS proposal approval and designation of Thesis advisor.

(2) Thesis / IS proposal approval and the designation of Thesis / IS advisor

1. Pass Thesis / IS proposal examination and submit the online request form for proposal approval.

2. The form includes details of Thesis title (English and Thai), a main advisor's name and co-advisors (not more than 2). For IS, a main advisor's name is required.

Doctoral Degree

1. The form includes a name of main advisor who is in charge of the curriculum, and holds the Doctoral

Degree / Master's Degree, with the position of Associate Professor and having at least 3 academic paper works published within 5 years, which 1 of 5 works is the research paper.

3. The form can also include names of co-advisors who are in charge of the curriculum, or experts form other universities.

* In case of being in charge of the curriculum, the co-advisors' qualification and academic achievement must be equal to the main advisor's.

* In case of being experts from other universities, they must hold the Doctoral Degree and having at least 5 academic paper works published in the international journals.

Master's Degree

1. The main advisor is in charge of the curriculum, holding the Doctoral Degree / Master's Degree, with the position of Associate Professor and having at least 3 academic paper works published within 5 years, which 1 of 5 works is the research paper.

2. The co-advisors (if included) are in charge of the curriculum, or experts from other universities.

* In case of being in charge of the curriculum, the co-advisors' qualification and academic achievement must be equal to the main advisor's.

* In case of being experts from other universities, they must hold the Doctoral Degree and having at least 10 academic paper works published in the international journals.

Remark: The form must be approved by the Advisory Committee, Head of Department / Program Director, and the Committee of Graduate School.

Processing period for Thesis / IS proposal approval (Failure to receive the approval means termination.)

1. Doctoral Degree: holding a Master's degree, a maximum of 3 academic years (6 semesters) : holding a bachelor's degree, a maximum of 5 academic years (10 semesters)

2. Master's Degree: a maximum of 3 academic years of study (6 semesters)

** Or required by the programs of study

Remark: When Thesis / IS proposal is approved and the advisors are designated, register for starting the preparation of Thesis / IS, in accordance with the academic calendar. The registration is required in every academic year, or until students graduate.

(3) Thesis / IS defense examination and graduation

1. Complete Thesis / IS work.

2. Pass all courses required in the program of study.

3. Pass the English Proficiency Test and the comprehensive / qualified examination.

4. Have observed and followed all the regulations of study.

5. Submit the request form for Thesis / IS defense examination.

6. The form must be approved by the Thesis / IS advisors, the program of study and the Graduate School.

<u>Doctoral Degree</u>

The examination requires at least 5 committees, as following:

1. The experts from other universities, holding the Doctoral Degree and having at least 5 academic paper works.

2. The main advisor and co-advisors (if included).

3. The Lecturers, in charge of the curriculum and holding the Doctoral Degree / Master's Degree, with the position of Associate Professor, and having at least 3 academic paper works published within 5 years, which 1 of 5 works is the research paper.

<u>Master's Degree</u>

Thesis examination requires at least 3-5 committees or 3 committees for IS examination, as following:

1. The Lecturers, in charge of the curriculum and holding the Doctoral Degree / Master's Degree, with the position of Associate Professor, and having at least 3 academic paper works published within 5 years, which 1 of 5 works is the research paper.

2. The main advisor and co-advisors (if included).

3. The experts from other universities, holding the Doctoral Degree and having at least 5 academic paper works

7. The form must include the specified date and time for examination, and all detail about experts from other universities.

8. Submit the form in at least 15 days before having the examination.

9. After the form is approved by Graduate School, the committees of Thesis / IS examination are designated and invited officially.

10. Review and complete Thesis / IS work, according to guidance and supervision of the Advisory Committee.

Thesis / IS publication

Doctoral Degree:

Type 1, at least 2 articles, as the result or parts of the thesis, are published in the national or international journals.

Type 2, at least 1 article, as the result or parts of the thesis, is published in the national or international journals.

Master's Degree:

Program A: Type A.1 ➔ At least 1 article, as the result or parts of the thesis is published in the national or international journals.

Program A: Type A.2 ➔ The result or parts of the thesis is published in the national or international journals, or presented in the conference proceedings.

Program B: The result or parts of the thesis is published. (In some sorts of search engine)

Part 3: Graduation

Graduation and request for graduation

Conditions for graduation and eligibility to receive a certificate

1. Pass all courses required by the programs of study and complete the study in the prescribed period.

2. Reach the minimum of cumulative grade point average at 3.00. (Except for Master's Degree, Program A: Type A.1 and Doctoral Degree Type 1)

3. Receive, at least, the grad of 'B' in all compulsory core courses / prescribed elective courses, as required by the programs of study. (Except for Doctoral Degree, assessment is at least the grad of 'B' in every course which is evaluated.)

4. Receive the grad of 'S' in some courses, as required by the programs of study to be assessed for 'S' or 'U'.

5. Pass the English Proficiency Test at the level of B2.

6. Pass the comprehensive examination in some programs of study. Pass the qualified examination, for Doctoral Degree.

7. Pass Thesis / IS defense examination.

8. Submit the complete Thesis / IS in the prescribed period, as required by the programs of study.

9. Publish the result or parts of Thesis / IS, in accordance with the standard of Graduate School.

10. Some extra regulations are required for students who receive the scholarship of History of the Royal Golden Jubilee (RGJ) Ph.D. Program.

11. Have observed and followed all the regulations of study, in accordance with the programs of study.

12. Be verified that have no debt to the Graduate School, Silpakorn University.

13. Be eligible to receive the certificate and never been received the penalty for breaking regulations of the University.

14. There's no any rejection of Thesis / IS submitted to the Graduation School.

Degree cancellation

In some cases, the Council of Silpakorn University Office is able to consider the degree cancellation, in accordance with the rules and regulations of the university.

The Process of Requesting for Graduation

Students submit the following documents.

1. The request form for submission the complete Thesis / IS, which is approved by the advisors, Head of Department / Program Director, and Dean of Graduate School.

2. The form for submission the complete Thesis / IS, printing out from iThesis and having the signatures of student and the advisors.

3. The form for approval of the complete Thesis / IS, printing out from iThesis and having the signatures of committee of Thesis / IS defense examination.

4. The documents confirming the publication of the result or parts of Thesis / IS, in accordance with the standard of Graduate School.

     - The letter confirming the acknowledgment of Thesis / IS publication.

     - The copy of certificate confirming the participation in conference proceedings

     - Other evidence confirming the publication in some sorts of search engine.

5. The letter confirming the transfer of Thesis / IS copy right to the University.

6. The request form for graduation registration, in accordance with the regulation of Graduate School.

7. Other documents required by the programs of study.

Remark: The Graduate School considers the date receiving all documents as the graduated date. (In accordance with the prescribed period of completing the study and the academic calendar.)