



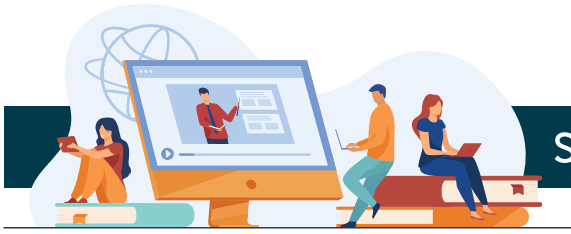
Faculty of Graduate Studies

POSTGRADUATE STUDENT HANDBOOK



Student Affairs Section

Faculty of Graduate Studies, Mahidol University



1. Scholarships and Awards

The Faculty of Graduate Studies provides scholarships and research scholarships, and research grant for graduate students on an annual basis.

1. Mahidol Postgraduate Partial Scholarships
2. Graduate Loan
3. Grant to Support Graduate Students with Disabilities
4. Grant to Support Graduate Students Assisting Students with Disabilities
5. Grant to Support Graduate Students in Academic Presentations in Thailand
6. Scholarship to Promote Master and Doctoral Students' Competency For International
7. RA : Research Assistantship
8. Partial Funding for Graduate Student Thesis
9. Distinguished Thesis Awards
10. Dean's List Awards
11. Innovative Thesis Award

2. Student Development Activities.

In collaboration with the Graduate Student Union and the Graduate Council, Student Affairs offers a wide range of training and activities for development, e.g. academic trainings, sport activities, cultural events, management skills trainings, volunteer activities, recreations, moral and ethical development activities, and professional development trainings.

3. Student welfare

Medical Treatment

- Health and Dental: services are offered at any health services centers located on each campus. The financial amount of the coverage is 30,000 THB per annum.
- The student allowance incase student died, Compensation in case of students' death in the amount of 100,000 THB will be given to students' heirs.



4. On-Campus Dormitory Support

Graduate Students who are looking for dormitory can contact **MU-Home** at 0 2441 9116 press 0 or visit the website : <https://op.mahidol.ac.th/sa/en/>

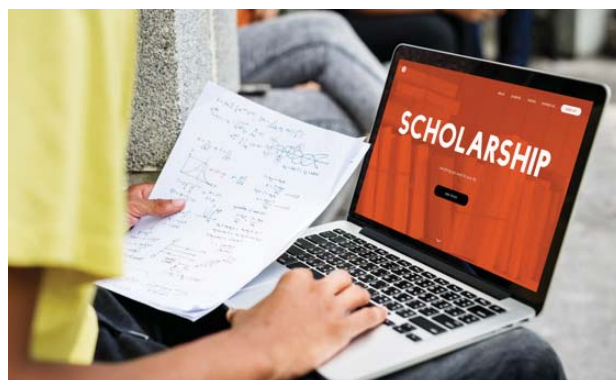
Remarks : Student can declare at the following offices :

- Female Dorms : Baan Sri Trang, Baan Leelawadee, and Baan Puttharaksa
- Male Dorms : Baan Gun Pai Mahidol, Baan Chaiyapruk, and Baan Inthanin

Contact : Student Affairs Section

Tel : 0 2441 4125 ext 600 – 603

Line ID : @451pslqw





Scholarship and Awards for Students

No.	Scholarships Name	Number of scholarships		Amount of allocated money		Application Period
		Ph.D	Master	Ph.D	Master	
For New Entry						
1	Mahidol Postgraduate Scholarships	Unlimited		<ul style="list-style-type: none"> - Education Services Fee - Graduate Tuition Fee 		As the schedule of the study application period
For Current Students						
2	Graduate Loan	Unlimited		Not more than 25,000 THB		<ul style="list-style-type: none"> - 1st July - 2nd Dec
3	Grant to Support Graduate Students with Disabilities	5	5	<ul style="list-style-type: none"> - Doctoral degree 18,000 THB per year - Master's degree 15,000 THB per year 		May – July
4	Grant to Support Graduate Students Assisting Students with Disabilities (4 month per semester)	5	10	<ul style="list-style-type: none"> - Doctoral degree 5,000 THB / month per scholarship - Master's degree 4,000 THB / month per scholarship 		<ul style="list-style-type: none"> - 1st May – July - 2nd Oct – Dec
For Current Students who pass the proposal of thesis / dissertation						
5	Grant to Support Graduate Students in Academic Presentations in Thailand	Unlimited		Not more than 800,000 THB / year <ul style="list-style-type: none"> - Registration Fee - Traveling expenses Fee - Accommodation Fee 		Throughout the year
6	Scholarship to Promote Master and Doctoral Students' Competency For International	Unlimited		Not more than 2,000,000 THB / year package by continent zone		Throughout the year
7	RA : Research Assistantships	Unlimited	-	Expenses 10,000 THB / month not more than 24 month / scholarships		<ul style="list-style-type: none"> - 1st April - 2nd August



No.	Scholarships Name	Number of scholarships		Amount of allocated money		Application Period
		Ph.D	Master	Ph.D	Master	
For Current Students who pass the proposal of thesis / dissertation						
8	Partial Funding for Graduate Student Thesis	30		Expenses 15,000 THB / scholarships		June – October
Awards for Graduates						
9	Distinguished Thesis Awards	4	4	Distinguished Thesis Award – Doctoral level 50,000 THB and a certificate – Master's degree level 30,000 THB and a certificate Outstanding Thesis Award – Doctoral level 25,000 THB and a certificate – Master's degree level 15,000 THB and a certificate		Jan – May
10	Dean's List Awards	Unlimited		– Trophy – Certificate – Record "Dean's List" on the Transcript		Jan – May
11	Innovative Thesis Award	6		Distinguished 1 Award Excellent 2 Awards Satisfactory 3 Awards		Jan – May

Scholarship and Awards are available at :

<https://graduate.mahidol.ac.th/inter/current-students/?p=scholarship>

SCAN ME





Student Health Care

University Health Care

Mahidol University is one of a few universities in the world with 3 Faculties of Medicine providing professional medical treatment up to the quaternary care level for the public. Our staff and students are covered by the University health insurance plan, applicable for treatment at any of the University's three first-class hospitals : Siriraj Hospital on the Bangkok Noi Campus, or Ramathibodi Hospital or the Hospital for Tropical Diseases on the Phayathai Campus. Additional medical services are now available at the Golden Jubilee Medical Center on Salaya Campus. Specialized dental care is also available at the Dental Clinic of the Faculty of Dentistry on Phayathai Campus

Medical Treatment

1. To get medical treatment and dental surgery, you have to contact Health Care Unit near your faculty. The doctor may consider and cure you immediately or transfer to specialty doctor at university hospital.
2. To cure in the university hospital, the university will take responsible for medical treatment following the hospital rate, except the price of room and food.
3. For emergency illness outside working hours, you can have a treatment in university hospital at first. It is important to show your identification card. If you are far from university, it is possible to cure in another public hospital.

****Remark : We don't have any reimbursement system.****





Location and Working Hours of Students Health Care Unit

Mahidol University has 7 Student Health Care Unit. All units open throughout the working hours having doctors and nurses to work as follow :

1. Health Care Unit at Salaya

Located on the 1st floor, Learning Center,

Tel : 0 2849 4529 – 30, having doctors and nurses as follow :

Doctors hours : 11.00 – 13.00

Office hours : 08.30 – 17.00

2. Student Health Care Unit at the Faculty of Medicine, Siriraj Hospital

Located in Room 499, 4th Floor, Outpatient Building, Siriraj Hospital

Tel: 0 2419 7389, 0 2419 4031

Doctors hours : 12.00 – 13.00

Office hours : 08.00 – 16.00

In the case of emergency illness, you can have a treatment at room 104 O.P.D. Building on the 1st floor, by showing your student identification card to the doctor on duty.

3. Student Health Care Unit at the Faculty of Medicine Ramathibodi Hospital

Located on Building 1, Floor 2nd, Personnel Health Care Unit

Ramathibodi Hospital

Tel : 0 2201 0443 – 4

Doctors hours : 08.00 – 16.00

Officers hours : 08.00 – 16.00



4. Student Health Care Unit at the Faculty of Tropical Medicine

Located in 1st Floor, Rajanagarindra Building, Hospital for Tropical Diseases

Tel : 0 2306 9160

Doctors hours : 12.00 – 13.00

Office hours : 08.00 – 16.00

5. Student Health Care Unit at the Faculty of Science

Located in 1st Floor, Biology biology Building, Faculty of Science

Tel : 0 2201 5000 ext 5203

Doctors hours : 12.00 – 13.00

Office hours : 09.00 – 16.00

6. Student Health Care Unit at the Faculty of Pharmacy

Located in Community Pharmacies Faculty of Pharmacy

Tel : 0 2644 4609

Office hours : 08.30 – 16.30

7. Student Health Care Unit at the Faculty of Dentistry

Located in 11th Floor, Chulermphrakiat Building, Faculty of Dentistry

Tel : 0 2246 1225 – 31 ext 5201

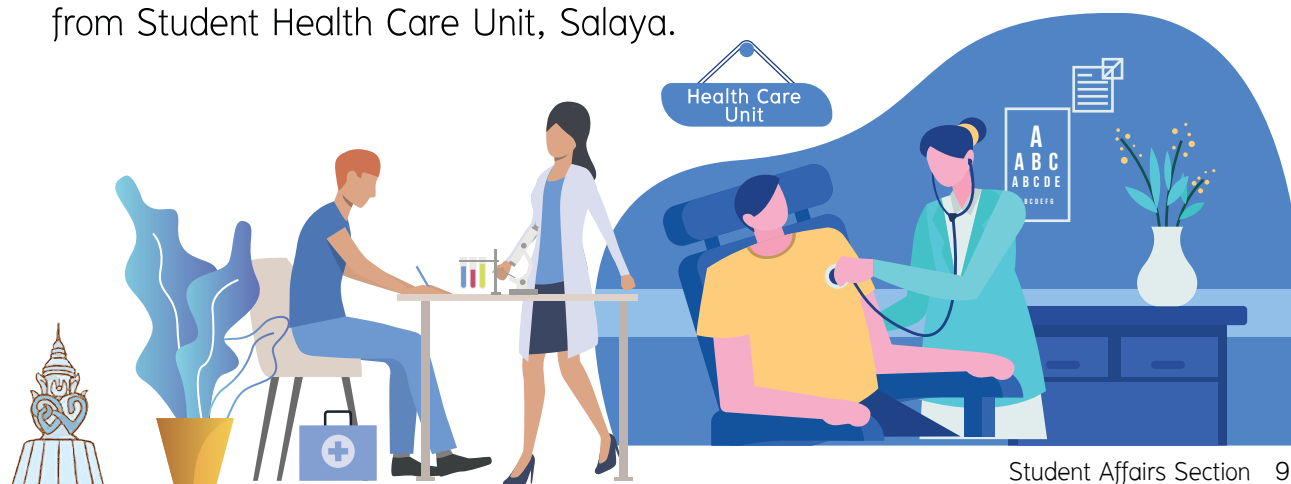
Doctors hours : 12.00 – 13.00

Office hours : 12.00 – 13.00

**Golden Jubilee Medical Center

Student will be transferred (in case of serious illness)

from Student Health Care Unit, Salaya.





Dental Surgery Unit for Students

Dental Surgery Unit for Students

Students of Thai nationality who have no basic rights to the Mahidol University–affiliated health care units and students of non–Thai nationality can claim dental service expenses in the amount of 500 baht per academic year.

1. Dental Surgery Unit at Siriraj Hospital such as students in various curriculum studied in the Faculty of Medicine and Nursing, Siriraj Hospital, Faculty of Medical Technology, Faculty of Nursing, and Graduated School.

Located in the O.P.D Building on the 6th floor Siriraj Hospital,
Tel : 0 2419 7415 – 17
Or Golden Jubilee Medical Care Center,
Tel : 0 2849 6600 ext 2004, 2031, 3053

2. Dental Surgery Unit at Ramathibodi Hospital including the Faculty of Medicine Ramathibodi Hospital, Graduated School, students in various curriculum studied in the Faculty of Medicine Ramathibodi Hospital, Faculty of Science, and Faculty of Pharmacy.

Located in the Dental Unit 3rd Floor Building 4, Ramathibodi Hospital,
Tel : 0 2201 1210, 0 2201 1164

3. Dental Surgery Unit at the Faculty of Dentistry including students in the Faculty of Dentistry, Faculty of Science, Faculty of Public Health, and Graduated School.

Located in Dental Unit 5th Floor, Chalermprakiet Building, Dental Hospital,
Faculty of Dentistry
Tel : 0 2200 7557

4. Dental Surgery Unit at Maha Chakri Sirindhorn Dental Hospital

Located in 2nd Floor, Golden Jubilee Medical Center,
Tel : 0 2284 9660 ext 2004, 2031, 3053

****Remark :** Please show your student id card, health insurance card, and your health record when you contact with Siriraj Hospital or Ramathibodi Hospital, the Hospital for Tropical Diseases and the Golden Jubilee Medical Center.



Health Insurance Plan (AIA)



Health Service from the other private hospital / clinics

Location : Thonburi Hospital : Nearby student residences such as for those who are in Salaya Campus.

Phayathai Hospital for those who are in the Rajavithi Campus area.
(See more from the list)

Office Hours : **Emergency 24 hours**

Limitations : Covers for clinical (OPD) 500 THB (1 call per day, 30 calls per year) and emergency care, may not cover all expense

Emergency call : Ms.Lalita Adulyakittiphaisan

Office : 0 2441 4125 ext 133

Mobile : 08 1269 5626

e-mail : lalita.adu@mahidol.ac.th

For more information please visit : <https://op.mahidol.ac.th/sa/en/>



The student allowance



In case of physical impairment, incapability to continue studies, or death, students / their legitimate heirs are entitled to 100,000 TBH compensation from Mahidol University. **Those who are entitled must contact Student Services to claim the compensation within one year** (after the day of loss).

For further information please contact :

- Student Affairs Section, the Faculty of Graduate Studies
Tel. 0 2441 4125 ext 600 – 603
- Website : <http://www.graduate.mahidol.ac.th/th/current-students/>
- Facebook Fanpage : MUHealth
- Student Services discussion board : <https://op.mahidol.ac.th/sa/>



MU-FGS Mental Health Counselling Service, New service from Faculty of Graduate Studies, Mahidol University

If you have any stress or problem and need support and encouragement, you can register for consultation in simple steps :

1. Advance booking : shorturl.at/cyLY5
2. Waiting for confirmation and appointment email

Contact number for urgent cases (*For international students*)

Ms.Lalita Adulyakittiphaisan : 08 1269 6526



Mahidol University
Faculty of Graduate Studies

New service from
Faculty of Graduate Studies, Mahidol University

MU-FGS Mental Health Counseling Service

- Advance booking
- Wait for our confirmation & appointment email

Contact number for urgent cases :
International Students
• Ms.Lalita Adulyakittiphaisan : 08 1269 6526

SCAN ME!





DORMITORY

Salaya Campus

List of Dormitory	Address	Telephone	Prices
Parinya	Opposite University Gate 2	08 6828 7288	2,000.-
L.P. Suksabuy	Opposite University Gate 2	08 4084 5057	3,500.-
Chatthanan Place	Opposite University Gate 2	0 2800 2131	6,000.-
Triple A	Opposite University Gate 2	08 6374 4588	4,500.-
Chatthanan Luxurious Apartment	Opposite University Gate 2	08 1350 7399	6000.-
The Room	Opposite University Gate 3	0 2889 3112	4,500.-
Benyapa Apartment (Female Only)	Opposite The Faculty of Engineering	08 1646 9895, 0 2800 2651	4,000.-
Viranda the Lodge (Female Only)	Opposite The Faculty of Engineering	08 1934 9579	5,500.-
Inspire Apartment (Female Only)	Opposite The Faculty of Engineering	08 1551 7268, 0 2800 2822	4,600.-
The Dearly Salaya	Opposite The Faculty of Engineering	08 1915 9561, 0 2800 3559	5,000.-
Nadia Place	Opposite The Faculty of Engineering	0 2889 3399	6,000.-
Khumklao (Female Only)	Opposite The Faculty of Engineering	0 2800 2896	3,000.-
Sansirs	Near The Salaya Mall	08 1920 1453	2,800.-
Loft	Opposite The Faculty of Engineering	08 2580 5005, 0 2800 2899	6,500.-
Baan Salaya (Female Only)	Opposite The Faculty of Engineering	08 9117 7119, 08 9489 7131	5,000.-
U Living	Opposite The Faculty of Engineering	0 2800 2453	4,000.-



List of Dormitory	Address	Telephone	Prices
Ying Dormitory	Opposite Mahidol Wittayanusorn school	08 9896 2770	2,200.–
The Best Apartment	Behind University opposite 7-11	08 9699 3701, 0 2441 0995	3,500.–
Sirisun Place	Opposite Mahidol Wittayanusorn school	08 1659 7090, 08 1655 2046	4,300.–
Viriya Mansion	Behind University opposite Soi Sahaporn Village	08 1938 5973, 0 2444 6720	4,500.–
Triple Fivez	Behind University opposite Soi Sahaporn Village	08 4646 6694	3,990.–
A.R. Apartment	Behind University	0 2889 2489 – 96	3,000.–
Oravun Apartment	Behind University Soi Sahaporn Village	08 4644 0599	3,000.–
Siripus Apartment	Behind University Soi Sahaporn Village	08 1837 2763	3,500.–
The Grand Home	Behind University Soi Sahaporn Village	08 6701 4795	4,000.–
Napin Home Place	Behind University Soi Sahaporn Village	08 0904 0004, 09 9154 9396	2,700.–
V.A. Apartment	Behind University Soi Sahaporn Village	08 1751 7173 08 5326 0210	3,500.–
Full House	Behind University Soi Sahaporn Village	081 643 3737	4,000.–
TS House Mansion	Behind University Soi Sahaporn Village	0 2482 2144	3,999.–
Baan Kichkron	Behind University Soi Sahaporn Village	0 2800 3488	3,500.–
Lunna Palace	Behind University Soi Sahaporn Village	092 532 7000	3,700.–



List of Dormitory	Address	Telephone	Prices
Heritage Apartment	Behind University Soi Sahaporn Village	08 8222 9945	5,000.–
My dear Home	Behind University Soi Sahaporn Village	0 2441 0666 – 7	5,000.–
Crystal Place	Behind University near mini Big C	08 3244 4258, 0 2800 2904 – 8	5,400.–
Miracle Place	Behind University near mini Big C	08 1909 8754, 0 2482 2299	4,000.–
Salaya Home Place	Behind University	0 2800 3408	5,500.–
Nunta Place	Behind University	08 5118 4556, 02 482 1571	4,500.–
Baan Suan Apartment	Behind University	08 6971 4969, 0 2889 2921	4,500.–
Sabai Boutique Apartment	Behind University opposite Makro Salaya	08 1898 9170, 0 2482 1841	5,000.–
Bundit place	Behind University opposite Salaya new market	08 6614 8563, 0 2444 6645	6,900.–
Bundit House	Behind University opposite Salaya new market	0 2444 6611	6,900.–
Bundit Home	Behind University opposite Salaya new market	0 2444 6600	6,900.–
Bundit Castle	Behind University opposite Salaya new market	0 2444 6688	6,900.–
Bundit Parlor Salaya	Behind University opposite Salaya new market	0 2444 6655	6,900.–
The September	Behind University opposite Salaya new market	081 911 5866	7,500.–
Sukontha Mansion	Behind University opposite Salaya new market	096 553 9744, 0 2444 6637	4,800.–
MU Place	Behind University opposite Makro Salaya	081 705 7381, 0 2889 3200	4,500.–



PHAYATHAI CUMPUS

List of Dormitory	Address	Telephone	Prices
Kornpisute (Female Only)	Opposite Rajavithi Hospital	08 4004 7190	3,900.–
The LIV Apartment	Rajavithi Road, Soi 20	08 9891 5252	5,000.–
Ratchaprarop Tower	Soi Ratchaprarob 14	0 2246 9301	7,000.–
U.D.Tower Mansion	Near Sam Liam Dindaeng	0 2246 9321	6,700.–
Tuscanus	Rama VI Road, Soi 31	08 1813 3168	8,500.–
Munsin (Female Only)	Rama VI Road, Soi 20	0 22145 153 – 4	3,200.–
Jamorn (Female Only)	Behind Center One	09 1883 3158	3,500.–
V.P. Tower	Rangnam Road, Soi Chawakul	0 2246 8800	11,500.–

SIRIRAJ CUMPUS

List of Dormitory	Address	Telephone	Prices
Aamarin Apartment	Thanon Arun Ammarin, Soi Wanglang	0 2412 0076 – 9	2,100.–
Baansuanprannok Apartment	A soi off Kasikom Bank Prannok Branch, Thanon Phran Nok, Ban Chang Lo	08 5143 2455, 0 2411 2381	6,000.–
24 Residence	Thanon Arun Ammarin, Soi Wanglang	0 2001 8877	6,500.–
Panom Place	Phran Nok Intersection, Ban Chang Lo	0 2411 2575	4,000.–
Num-Ing, Dormitory Siriraj	Thanon Arun Ammarin, Soi Wanglang	09 4241 7002	6,000.–
333 Apartment	Soi Wat Mai Yai Mon	0 2866 0287 – 9	3,300.–
P.house Apartment	Opposite Wat Rakhang	0 2246 8800	4,000.–
Wanglang Apartment	Soi Wat Rakhang	0 2411 0418, 0 2411 0335	4,700.–





Human Capacity Development Section

Faculty of Graduate Studies, Mahidol University



Developing Skills Related to Work and Social Life For Graduate Students, Mahidol University

Background

It is widely accepted that students need more than the knowledge gained from studying in the classroom in order to be successful in work. Development of work-related skills and living in a society known as soft skills is equally important.

Faculty of Graduate Studies, Mahidol University realizes on this importance and has begun to require graduate students to develop skills called soft skills that will be useful for work and living in a society since 2016 apart from studying courses in the curriculum and has continuously developed such skills in the form of activities that each student must attend by themselves and soft skill online activities in order that students can access various channels as needed.

Currently, Faculty of Graduate Studies has set up the required skills for graduate students consisting of 6 skills which are

1. Communication and Language Skills is the development of communication skills both in recognition and presentation by including the presentation of concepts, presentation of attentive, listening, and understanding cross-cultural communication, but it does not include the development of language skills contained in courses or for thesis, or the Thai knowledge enhancement project. However, the additional language should be focused on actual use i.e., speaking, listening, or writing, and developing the ability to communicate in various ways including speaking, writing, or presenting, using various media.

2. Leadership and Management Skills is to develop leadership skills for students, such as leadership and follower development, teamwork, problem solving, negotiation, personality development and social etiquette, motivation techniques, and management skill development in various fields both in personal life and work.

3. Digital Literacy Skills is the development of skills using digital tools and technology, such as computers, phones, tablets, online media programs for data storage to analyze and synthesize data and create public relations media with efficient online cooperation for security. However, it does not include training for information systems related to thesis, such as Turnitin, EndNote, and SPSS, which is a basic activity that must be offered for students as a part of the courses.



4. Creative and Innovative Skills is the ability to think open-minded and to creatively enhance the value to ideas leading to the improvement of creative work development or new things beneficial to oneself and society, such as creating a crisis as an opportunity, developing or fabricating new products, services, or useful processes leading to the research development in to society.

5. Health Literacy Skills is a skill development of good health. It is the development of learning, seeking and communicating health information, integrating health information as well as practical applications for maintaining health, building self-care skills, receiving illness, severity, and incurrent disease, and foresting possible health risks.

6. Entrepreneurial Literacy Skills is the development of entrepreneurial skills, learning, entrepreneurship development through the practice and application of finance, economy, and business for living, as well as considering economic options, planning for investments, and using entrepreneurial skills to create productivity to upgrade and be a career option.

To process skill development activities, it can be divided into 2 categories as follows :

1. Activities provided by Faculty of Graduate Studies are projects or activities that allow all graduate students to participate. Students can see the list of activities and register to participate in the online activities and check the participation in the student profile after 5 official days via www.graduate.mahidol.ac.th/softskills/. Students do not need to submit any evidence as Faculty of Graduate Studies will automatically record attendance. By participating in one activity provided by Faculty to Graduate Studies, students will join not more than 2 skills related to work and social life.

2. Courses activities or organized sections is a project or activity undertaken by the programs or departments within university and can request for comparable skill according to the guideline set by the Faculty to Graduate Studies.

In this regard, Faculty to Graduate Studies requests that graduate students must have skills related to work and social life (soft skills) as detailed above, in the “pass” criteria of no less than 4 skills through participation of activities provided by Faculty to Graduate Studies. At least 2 skills are considered as “pass” the required skills assessment as a qualification for graduation.



For more information, please visit
<http://graduate.mahidol.ac.th/softskills/>





Academic Service Section

Faculty of Graduate Studies, Mahidol University



Academic Supports

Academic supports are available for students until their graduation.

Academic Services provides the following supports during studies :

- Notify dates and deadlines for registration and tuition payment of each semester;
- Help in registration;
- Announce grades on the website after receiving results of each course from students' home department;
- Follow up on students' requests e.g., credit transfer, requests to take an equivalent course at other universities, requests to conduct research abroad, requests to from master's to doctoral degree;
- Grant student status certificate, grade report, and other certificates as requested by students;
- Other issues related to Academic Services.

Academic Services provides the following supports related to graduation request :

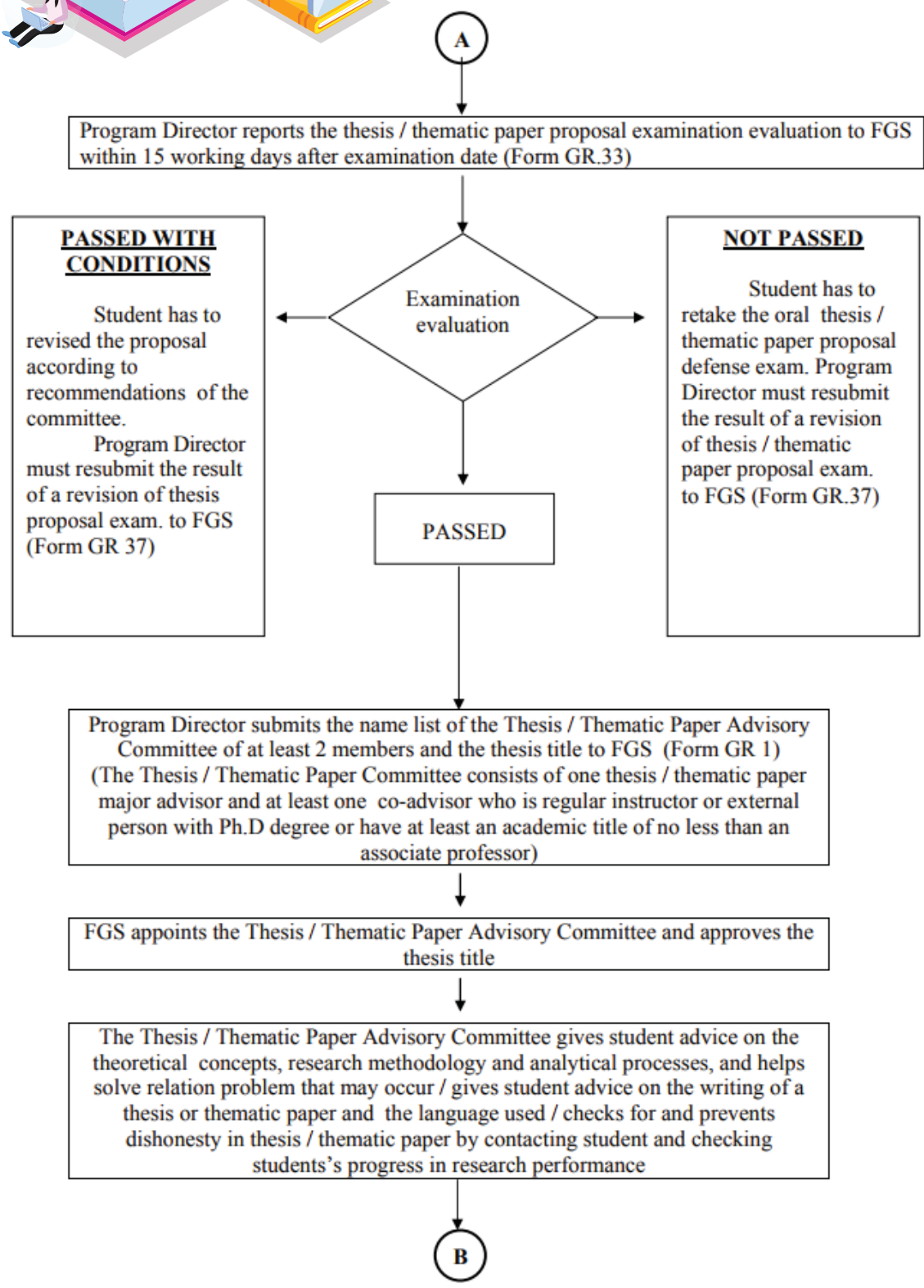
- Thesis format and layout counseling;
- Ensuring that students' academic publications meet the requirement for graduation;
- Presenting students' names to the University Council for graduation approval;
- Providing non-official transcript (pending the university Council for approval).

After the graduation, Academic Services finally provide official transcript and certificate.





Step for Thesis process (Master's Degree Program)



B

- Student whose research thesis involves human beings must undergo training or courses in the area of Ethics in Human Research provided by the Faculty of Graduate Studies according to the curriculum. (Details are available on www.grad.mahidol.ac.th)
- Student must present research project to The Mahidol University Institutional Review Board (MU-IRB) within 90 days after thesis/thematic paper proposal examination, and before the beginning of conducting research, for any faculties that have no Institutional Review Board of Ethics in Human Research committee.
- Student whose research involves animals for experimental purposes must gain direct approval from the Research Management and Development Department.
- Any original documents certifying any research animals for experimental purposes must be attached in the complete thesis's appendix / thematic paper's appendix

Student conducts research and contacts major advisor in person or other ways at least once per month. Student must report his/her progress and research performance to major advisor, the major advisor will assess the progress in research performance and gives the result P/S/U to Program Director and Dean of FGS every semester until the thesis is completed. (Form GR 42)

Changes in the thesis / thematic paper title and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean of FGS (Form GR.49 Requirements for Thesis/ Thematic Paper Revision Form)

- Student who is qualified to take the thesis / thematic paper defense examination must:
- Spend no less than 90 days (including holidays) doing the thesis or no less than 45 days (including holiday) doing the thematic paper starting from the day when the thesis or thematic paper title and the Thesis or Thematic Paper Advisory Committee are approved by the Dean of FGS
 - Pass every course according to the criteria of the curriculum and obtain no lower than a 3.00 GPA.
 - Pass the English language or Foreign language proficiency requirement as set by FGS
 - Pass the Comprehensive Examination for a plan B Master's degree student. (Form GR 27 and Form GR 36)
 - Be approved by the Thesis or Thematic Paper Advisory Committee.
 - Submit the thesis or thematic paper manuscript and abstract written in the approved language, to the Thesis or Thematic Paper Defense Committee for reading at least 15 working days before the examination date

C



C

Program Director will determine the examination date and submit the name list of the Thesis / Thematic Paper Defense Committee to Dean of FGS for approval and appointment (Form GR 2)

The Thesis/Thematic paper Defence Examination Committee consists of at least 3 committee members (holding Ph.D. degree or have at least an academic title of no less than an associate professor)
(1) major advisor (2) at least one external examiner and (3) co-advisor or a regular instructor.

FGS confirms the requirements for taking thesis / thematic paper defense and Dean of FGS appoints the thesis Defense Committee.
The committee must assess student's caliber in conducting research for his/her thesis / thematic paper, his / her know how of the research content, presentation ability in speaking and writing as well as intelligence in answering questions and finalize the exam result of thesis / thematic paper

The thesis / thematic paper examination will be an examination open to a general audience and be set at the same date specified in the document of the Thesis / Thematic Paper Defense Committee appointed by the Dean of FGS

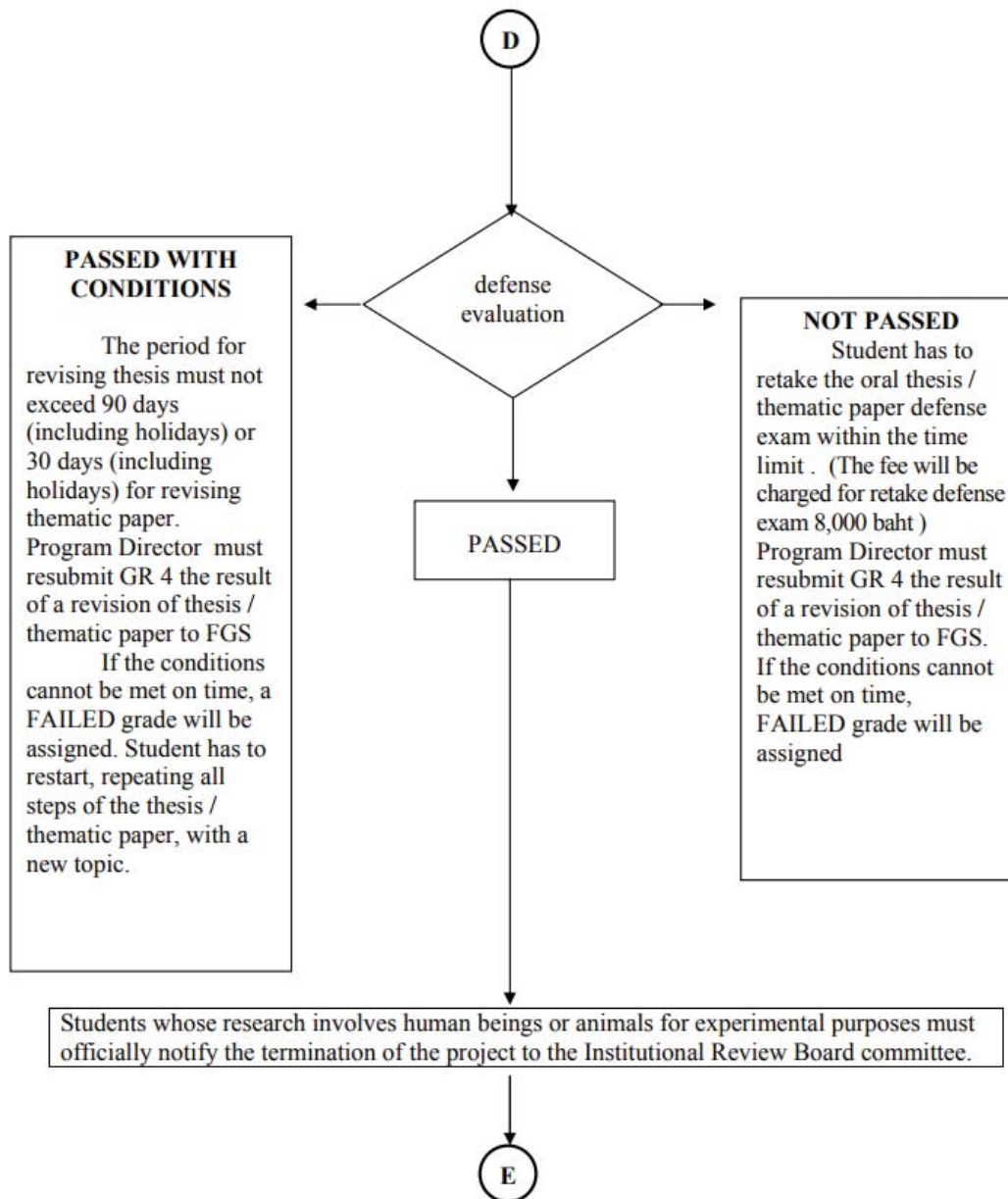
If any member of the defense committee is absent, the following should be carried out.

1. FGS. must postpone the defense exam date until a new exam date is set.
2. If the defense exam can not be postponed, the defense exam can proceed but the Chair of the Defense Committee must notify the Program Director of the problem and then submit it to Dean of FGS. The absent committee member must later evaluate the thesis. The final exam result must be approved by the Dean of FGS.

- The Chair of the Defense Committee must finalized the exam result of the thesis / thematic paper
- The defense committee who is a thesis / thematic paper major advisor must inform the student of the result of the thesis defense exam, in written form within 5 working days after examination date and submit that result to the Dean of FGS via the Program Director within 15 working days after examination date (Form GR.3)

D





E

The process of preparing the original copy of thesis / thematic paper and request for thesis / thematic paper checking format service.

1. Student must prepare the original copy of thesis / thematic paper in the format required by FGS.
2. Student should submit the Cover Page, Entitled Page, Approval Page and Abstract Page to the staff of Academic Services Section, FGS, Salaya Campus to have those checked before the defense examination date. This provides student to be able to bring Entitled Page and Approval Page to the Thesis / Advisory Committee and The Thesis / Defense Examination Committee to sign after passing the defense exam. (result : PASSED)
3. After passing the defense exam. Student should bring the original copy of thesis / thematic paper (hard copy and electronic file) to the staff of Academic Services Section, FGS. to have the thesis / thematic paper format checked. Allow at least four working days for service.
4. As for the English Thesis Abstract / Thematic paper Abstract, student should have the Language Center Staff (at the 2nd floor of Graduate Studies Building, Salaya Campus) checked for the English Grammar, the English Abstract should be in a double space format.
5. After having the English Abstract checked by the Language Center Staff, and having corrected, student should submit the final version of the abstract together with Entitled Page and Approval Page to the Dean of FGS to sign. The Dean of FGS will be the last person to sign after other committee members, Program Director and Dean of Faculty where the program held have signed.

• Student must submit the complete thesis or thematic paper (one original and one copy) plus CD in word file and PDF file to the FGS within 21 days (including holidays) of passing the defense exam with "passed" result. A fee will be charged for late submission 200 bath / working day. The "delayed submission" can not last more than 90 days (including holidays) after the "PASSED" result.

• Cancellation of thesis or thematic paper examination result if the delayed submission of the complete thesis or thematic paper and CD has not been received by the FGS within 90 days (including holidays) after the "passed" result, the FGS will cancel the thesis or thematic paper examination result. If the student still wants to receive the degree, the student must register and start the entire processes of the thesis or thematic paper again.

Student must submit the evidence for Thesis Publishing for Graduation.

1. Published documents or letter of acceptance from academic journal
- or 2. Present thesis in academic conference which has proceedings

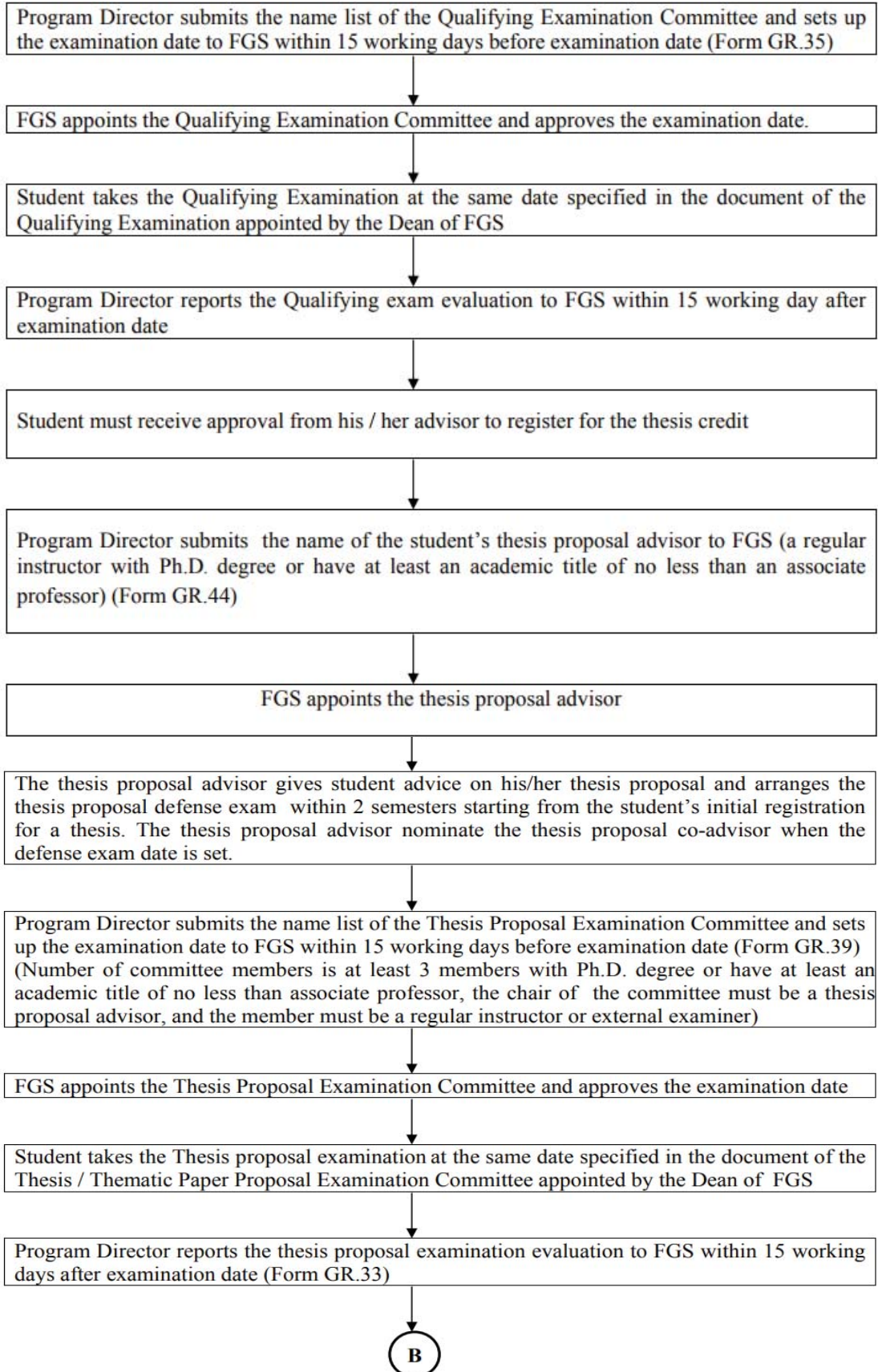
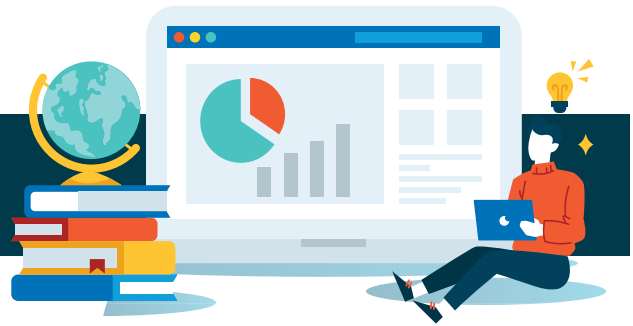
Program Director must submit the request for student's graduation to FGS (Form GR 5)

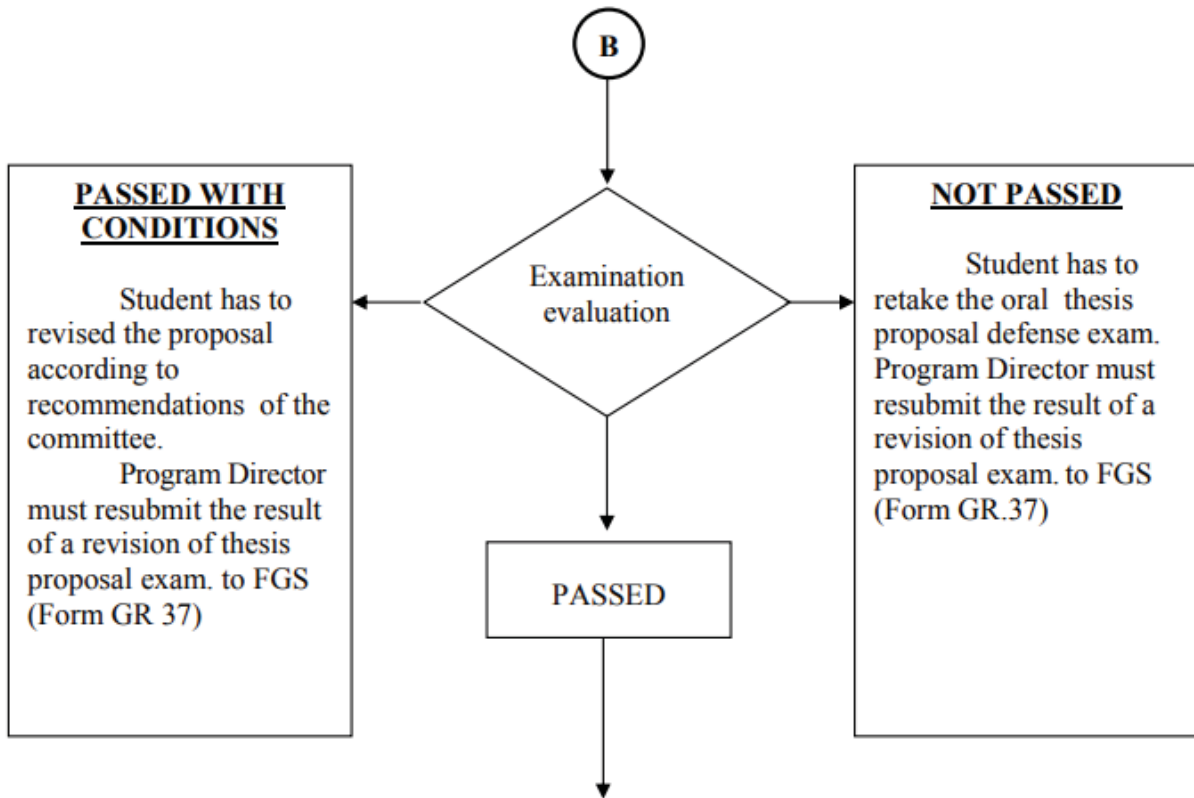
FGS gives consideration regarding referrals to the Mahidol University Council for authorization of degree

Student is awarded the degree and then she/he can get certificate of Graduation and Transcript



Step for Thesis process (Doctoral Degree Program)





Program Director submits the name list of the Thesis Advisory Committee of at least 3 members and the thesis title to FGS (Form GR 1)
 (The Thesis Committee consists of one thesis major advisor and at least two co-advisors who are regular instructor or external person with Ph.D degree or have at least an academic title of no less than an associate professor)

FGS appoints the Thesis Advisory Committee and approves the thesis title

The Thesis Advisory Committee gives student advice on the theoretical concepts, research methodology and analytical processes, and helps solve relation problem that may occur / gives student advice on the writing of a thesis and the language used / checks for and prevents dishonesty in thesis / thematic paper by contacting student and checking students's progress in research performance

C



D

The Thesis Defence Examination Committee consists of at least 4 committee members (holding Ph.D. degree or have at least an academic title of no less than an associate professor)

- (1) major advisor
- (2) at least one external examiner and
- (3) co-advisor or a regular instructor.

FGS confirms the requirements for taking thesis defense and Dean of FGS appoints the thesis Defense Committee.
The committee must assess student's caliber in conducting research for his/her thesis, his / her know how of the research content, presentation ability in speaking and writing as well as intelligence in answering questions and finalize the exam result of thesis

The thesis examination will be an examination open to a general audience and be set at the same date specified in the document of the Thesis Defense Committee appointed by the Dean of FGS

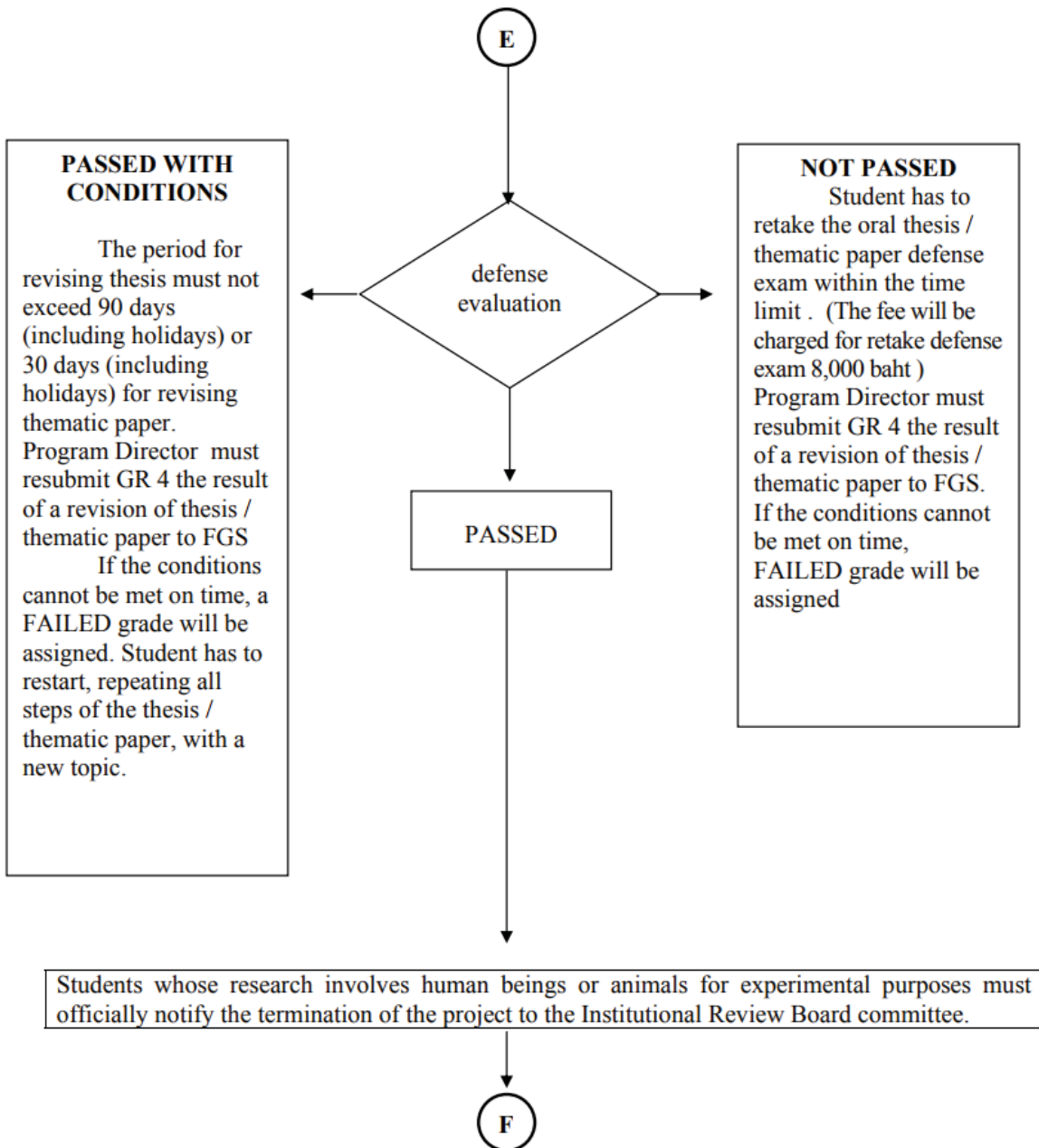
If any member of the defense committee is absent, the following should be carried out.

1. FGS. must postpone the defense exam date until a new exam date is set.
2. If the defense exam can not be postponed, the defense exam can proceed but the Chair of the Defense Committee must notify the Program Director of the problem and then submit it to Dean of FGS. The absent committee member must later evaluate the thesis. The final exam result must be approved by the Dean of FGS.

- The Chair of the Defense Committee must finalized the exam result of the thesis
- The defense committee who is a thesis major advisor must inform the student of the result of the thesis defense exam, in written form within 5 working days after examination date and submit that result to the Dean of FGS via the Program Director within 15 working days after examination date (Form GR.3)

E





F

The process of preparing the original copy of thesis and request for thesis checking format service.

1. Student must prepare the original copy of thesis in the format required by FGS.
2. Student should submit the Cover Page, Entitled Page, Approval Page and Abstract Page to the staff of Academic Services Section, FGS, Salaya Campus to have those checked before the defense examination date. This provides student to be able to bring Entitled Page and Approval Page to the Thesis Advisory Committee and The Thesis Defense Examination Committee to sign after passing the defense exam. (result : PASSED)
3. After passing the defense exam. Student should bring the original copy of thesis (hard copy and electronic file) to the staff of Academic Services Section, FGS. to have the thesis format checked. Allow at least two working days for service.
4. As for the English Thesis Abstract, student should have the Language Center Staff (at the 2nd floor of Graduate Studies Building, Salaya Campus) checked for the English Grammar, the English Thesis Abstract should be in a double space format.

After having the English Thesis Abstract checked by the Language Center Staff, and having corrected, student should submit the final version of the abstract together with Entitled Page and Approval Page to the Dean of FGS to sign. The Dean of FGS will be the last person to sign after other committee members, Program Director and Dean of Faculty where the program held have signed.

- Student must submit the complete thesis (one original and one copy) plus CD in word file and PDF file to the FGS within 21 days (including holidays) of passing the defense exam with “passed” result. A fee will be charged for late submission 200 bath / working day. The “delayed submission” can not last more than 90 days (including holidays) after the “PASSED” result.
- Cancellation of thesis examination result if the delayed submission of the complete thesis and CD has not been received by the FGS within 90 days (including holidays) after the “passed” result, the FGS will cancel the thesis or thematic paper examination result. If the student still wants to receive the degree, the student must register and start the entire processes of the thesis or thematic paper again.

Student must submit the evidence for Thesis Publishing for Graduation.
(Published documents or letter of acceptance from International Peer-reviewed academic Journal)

Program Director must submit the request for student's graduation to FGS (Form GR 5)

FGS gives consideration regarding referrals to the Mahidol University Council for authorization of degree

Student is awarded the degree and then she/he can get certificate of Graduation and Transcript





Language Center

Faculty of Graduate Studies, Mahidol University

Foreign Language Services

The Language Center (LC) offers a variety of language services for graduate students, faculty members, and the general public. our services include :

1. Offering graduate–level English language courses (GRID)
2. Developing English language proficiency exams at graduate level, and stipulating standards of English language proficiency for graduate students : Only the score reports for English Proficiency Standardized Testing : TOEFL–iBT and IELTS, directly sent by official test centers, shall be qualified.
3. Providing a testing center for administering standardized English proficiency tests at the national and international levels, such as MU GRAD TEST (Computer–Based), MU GRAD Plus (MU GRAD TEST + SPEAKING TEST), and TOEFL– ITP
4. Editing English abstract, e–form: Thesis and Thematic Paper
5. Providing language training courses including Academic English, Business English, Professional English, General English, and Preparatory courses for English proficiency tests, such as MU GRAD TEST (Computer–Based), and TOEFL–ITP, IELTS, to students and staff of Mahidol University as well as members of the public
6. Providing English–for–corporate training courses customized to the needs of individual organization



Course Listings

Regular Courses (GRID Courses)

1. GRID 514 : Reading and Writing in Academic Context for Graduate Studies
2. GRID 515 : Speaking and Writing in Academic Context for Graduate Studies
3. GRID 516 : Thesis Writing for Graduate Studies
4. GRID 517 : Essential English Grammar for Graduate Studies
5. GRID 518 : Developing English Test-Taking Skills for Graduate Studies
6. GRID 519 : English Communication Skills for Graduate Studies in an Intercultural Environment

Special Courses

1. GRID 530 : English Academic Writing I
2. GRID 531 : English Academic Writing II
3. GRID 532 : Thesis Writing in Physical Sciences and Biosciences
4. GRID 533 : Thesis Writing in Social Sciences and Humanities
5. GRID 534 : Writing a Research Proposal
6. GRID 535 : Reading and Understanding in the Research Article
7. GRID 536 : Academic Conversation Skills
8. GRID 537 : Oral Presentation Skills
9. GRID 507 : English for Business Communication
10. GRID 508 : English for Banking and Finance
11. GRID 509 : English for Science and Technology
12. GRID 510 : English for Medical Personnel
13. GRID 511 : English for Engineering
14. GRID 512 : Basic Thai Language for Foreigners

Foreign Language Training (short courses) for students, faculty members and members of the public

1. English for Professionals
2. Grammar Refreshments
3. Writing Essentials
4. Intensive MU GRAD Plus
5. Intensive TOEFL ITP
6. English Pronunciation for Oral Academic Presentation
7. Writing Score Boost Up
8. Intensive MU Grad TEST
9. Intensive TOEIC

Course descriptions are available at

<http://www.graduate.mahidol.ac.th/en/current-students/language-center.php>





List of contacts and detailed information

- Academic Services Section Tel. 0 2441 4125 ext 100 – 107
- Student Admission Section Tel. 0 2441 4125 ext 110 – 115
- International Affairs and Corporate
- Communications and Special Mission Section Tel. 0 2441 4125 ext 133 – 137
- Student Affairs Section Tel. 0 2441 4125 ext 600 – 603
- The Language Center Tel. 0 2441 4125 ext 150 – 153

The Faculty of Graduate Studies Branch office at Faculty of Science

Address : R Building, Faculty of Science, 1st Floor, Rama 6 Road,
Ratchathewi, Bangkok 10400
Tel. 0 2201 5207

The Faculty of Graduate Studies Branch office at Faculty of Medicine, Siriraj Hospital

Address : Environment Conservation Building, 3rd Floor, Faculty of Medicine Siriraj Hospital,
Pran-Nok Road, Bangkok-Noi, Bangkok 10700
Tel. 0 2411 2002

The Faculty of Graduate Studies Branch office at Faculty of Dentistry

Address : Preclinic Building 2nd Floor, Faculty of Dentistry, Yothi Street,
Ratchathewi, Bangkok 10400
Tel. 02 200 7661



