# Standard Opening Procedure (SOP) 

Procedures of approval of internal/external staffs for Major Advisor/Thesis Proposal Examination/Co-Advisor/ the committee of the

## Thesis Defence



- Firstly, student download "Approval internal and external staff, faculty of Pharmacy Mahidol University" form which is available from http://intranet.py.mahidoV in order to appoint internal/external staff to be the committee of thesis.
- Student completely fill the form and submit the form to "Division of Graduated Studies" for format checking.
- After completing format checking, Student submit corrected documents to Professor for his/her signature.
- And finally, student must send a complete signed document to "Division of Graduated Studies". We will process this form to your Program director (Within final week of the month before the meeting of the committee of Graduate Studies, Faculty of Pharmacy)
- Graduate and Post-Graduate Studies' staff submits completed document to the committee of your program for considering and give clearace. (Normally, within first week of the month of Committee of Graduate Studies Meeting)
- The program director and committee will carefully consider for approve document approval of internalexternal staff of Faculty of pharmacy, Mahidol University. Consideration base on announcement of Ministry of Education. In topics, Standard Criteria of Graduate Program B.E. 2558 and Guidelines for administering the standard curriculum for higher education B.E. 2558

- Criteria of Internal Personnal, Mahidol University for appoint to be the Major Advisor/Thesis Proposal Examination/CoAdvisor/ the committee of the Thesis Defence. Must be a course instructor obtaining Doctorate degree OR a minimum of a master's degree with the position of associate professor AND have academic papers that published according to the criterion for considerations personnel take a position of academic papers at least 3 pieces in last 5 years AND 1 out of 3 academic papers must be a research paper.*
- Criteria of External Personnel, Mahidol University for appoint to be Thesis Proposal Examination/Co-Advisor/the committee of the Thesis. Must hold doctorate's degree AND have academic papers that published in National Journal and related with thesis topics (the number of national papers are not less than 10 papers OR have published in International Journal and related with thesis topics not less than 5 papers.

- Criteria of Internal Personnel, Mahidol University for appoint to be Major Advisor/Thesis Proposal Examination/Co-Advisor/ the committee of the Thesis Defence. Must be a course instructor obtaining Doctorate degree OR a minimum of a master's degree with the position of associate professor AND have academic papers that published according to the criterion of considerations personnel take a position of academic papers at least 3 pieces in last 5 years AND 1 out of 3 academic papers must be a research paper.*
- Criteria of External Personnel, Mahidol University for appoint to be Thesis Proposal Examination/Co-Advisor/ the committee of the Thesis Defence. Must hold doctor's degree AND have academic papers that published in International Journal and related with thesis topics not less than 5 papers.

- Committee program will check information with rule and regulation. In case, there are no objection from committee program, Graduate and Post Graduate Studies' staffs will sent summary report of that meeting to Faculty of graduate studies within week.
- Division of graduate studies also gather information of Internal and External professors propose to graduate committee of Faculty of Pharmacy for check and considerate qualification of advisor and the committee of thesis.
- Graduate and Post Graduate Studies staff will summarize and announce the result to student by E-mail.
*Note: Academic papers of internal and external professor

1. Not the part for graduation.
2. Academic papers do not in Beall's List: predatory open-access publishers. (can check on website: http://scholarlyoa.com)
3. In case of new professor with doctor's degree, even if not have academic paper after graduated, faculty allow new professor can be advisor and thesis committee in Master's degree and Doctor's degree but the professor must have academic paper after graduation at least 1 piece within 2 years / or 2 pieces within 4 years / or 3 pieces in 5 years.
