



Announcement

The Faculty of Graduate Studies, Mahidol University
Subject: Duration of Study and Graduation Requirements
of Graduate Students, Mahidol University
B.E. 2561

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This announcement clarifies Mahidol University Regulation on the Duration of Study and Graduation Requirements of Graduate Students in all programs and degrees, in compliance with Ministry of Education announcements, entitled *Graduate Program Standard Criteria B.E. 2558*, and *“Directives on Graduate Program Standards Management B.E. 2558.”*

Be it, therefore, under the power in accordance with the statement of Section 37 of the Mahidol University Act B.E. 2550, and following the resolution of the 9th of B.E. 2561 Meeting of the Faculty of Graduate Studies Committee on 5th September B.E. 2561, the Dean of the Faculty of Graduate Studies, Mahidol University announced as follows:

1. Under this regulation:

“Duration of Study” means the time period in which a graduate student enrolls in his or her courses, attends professional and personal skills development activities, works on thesis or thematic paper, and passes his or her thesis or thematic paper examination, in compliance with his or her study plan, stated in Program Specifications (TQF 2). The duration of study starts at any semester that the student registers with the University when he or she first begins his or her study.

“Student” means a person studying a Diploma, Higher Diploma, Master’s Degree, OR Doctoral Degree Program of the Faculty of Graduate Studies, Mahidol University, in any field of study of either new or revised program, in compliance with the Ministry of Education announcement, entitled *Graduate Program Standard Criteria B.E. 2558*.

2. An extended duration of study shall be granted due to academic necessity or force majeure only. The extended duration of study starts from the semester in which the student registers with the Program to the semester in which the normative duration is extended. The total number of years to complete his or her degree that includes normative and extension time of study is as follows:
 - 2.1 A maximum of three (3) academic years for any student in a Diploma OR Higher Diploma program,
 - 2.2 A maximum of five (5) academic years for any student in a Master's Degree program,
 - 2.3 A maximum of eight (8) academic years for any student who finishes his or her Bachelor's Degree and pursues a Doctoral Degree **OR** a maximum of six (6) academic years for any student who finishes his or her Master's Degree and pursues a Doctoral Degree.
3. A student shall apply for an extension of the duration of study at least 30 days prior to the last date on which the normative study duration ends. The student shall explain his or her reasons, rationales, and necessities and attach supporting evidence(s) with the application. The application shall be sent to the Dean of the Faculty of Graduate Studies via Advisor or Main Thesis Advisor, Co-Thesis Advisor, Program Chair, and the Dean/Director of Home Faculty/Institute/College.
4. When the Dean of the Faculty of Graduate Studies grants an extension to the duration of study, the student shall register to maintain student status for the semester that immediately follows the last semester of the normative duration of study. Fees for registration and extension of the duration of study shall be paid.
5. Graduation

The Faculty of Graduate Studies shall propose to the meeting of Mahidol University Council Committee for approval of diplomas and degrees of students who have graduation eligibility. The schedule to propose for the approval shall be designated by the University.
6. To obtain a diploma or a degree, a student must have fulfilled all of the requirements of the Program leading to that degree and has complied with all applicable academic regulations, Details are as follows;
 - 6.1 Students in Diploma and Higher Diploma programs must:
 - 6.1.1 Complete their study within the maximum study duration, stated in Item 2.1.

- 6.1.2 Fulfill all of the requirements, stated in the program structure, and earn all passing grades, required by the Program.
 - 6.1.3 Achieve a cumulative grade point average at a minimum of 3.00.
 - 6.1.4 Meet the English Competence Standards for Graduate Students of Mahidol University.
 - 6.1.5 Fully participate in professional and personal skills development activities, required by the Faculty of Graduate Studies.
 - 6.1.6 Demonstrate honesty and academic ethics and integrity.
 - 6.1.7 Fulfill other requirements, specifically required by the Program and approved by the Faculty of Graduate Studies.
 - 6.1.8 When the students qualify for Items 6.1.1 – 6.1.7, Program Chairs shall propose for the approval of the degrees. The date which the students qualify for Items 6.1.1 – 6.1.7 shall be the actual date of graduation.
- 6.2 Students in Master's Degree programs, Plan A Type 1, must:
- 6.2.1 Complete their study within the maximum study duration, stated in Item 2.2.
 - 6.2.2 Receive a satisfactory result for certain courses or academic activities with no-credit option, required by the Program.
 - 6.2.3 Meet the English Competence Standards for Graduate Students of Mahidol University.
 - 6.2.4 Fully participate in professional and personal skills development activities, required by the Faculty of Graduate Studies.
 - 6.2.5 Present the thesis and deliver the final oral defense to the Committee, appointed by the Faculty of Graduate Studies, and receive a "PASS." The final oral defense shall be open to the university community.
 - 6.2.6 Submit the final version of the thesis document following Guidelines for the Submission and Format of Theses by the Faculty of Graduate Studies, and an electronic copy; the total number of storage disks is specified by the Faculty of Graduate Studies.
 - 6.2.7 The thesis or a part of the thesis requires a minimum of one (1) published paper that is in press or accepted for publication in an academic journal, national or international, in compliance with the Office of the Higher Education Commission (OHEC)'s announcement, entitled the *Guidelines and*

Considerations on Academic Journals for Publication, and the Faculty of Graduate Studies' related announcement. OR, the number of the published papers may vary by the Program's requirements, stated in the Program Specifications (TQF 2).

If stated in TQF 2, the thesis involving invention may substitute for thesis publication when patent or petty patent registration is granted.

- 6.2.8 Demonstrate honesty and academic integrity by creating ethical, legitimate and unbiased works, and avoid engaging in fact-fabrication, violation and plagiarism.
 - 6.2.9 Fulfill other requirements, specifically required by the Program and approved by the Faculty of Graduate Studies.
 - 6.2.10 When the students qualify for Items 6.2.1 – 6.2.9, the Program Chairs shall propose for the approval of the degrees. The date which the students receive a "PASS" from their thesis defense shall be the actual date of graduation.
- 6.3 Students in Master's Degree programs, Plan A Type 2, must:
- 6.3.1 Complete their study within the maximum study duration, stated in Item 2.2.
 - 6.3.2 Fulfill all of the requirements, stated in the program structure, and earn all passing grades, required by the Program.
 - 6.3.3 Achieve a cumulative grade point average at a minimum of 3.00.
 - 6.3.4 Meet the English Competence Standards for Graduate Students of Mahidol University.
 - 6.3.5 Fully participate in professional and personal skills development activities, required by the Faculty of Graduate Studies.
 - 6.3.6 Present the thesis and deliver the final oral defense to the Committee, appointed by the Faculty of Graduate Studies, and receive a "PASS." The final oral defense shall be open to the university community.
 - 6.3.7 Submit the final version of the thesis document following the Guidelines for the Submission and Format of Theses by the Faculty of Graduate Studies, and an electronic copy; the total number of storage disks is specified by the Faculty of Graduate Studies.

6.3.8 The thesis or a part of the thesis requires a minimum of one (1) published paper that is in press or accepted for publication in a standard academic journal, national or international, complying with the Office of the Higher Education Commission (OHEC)'s announcement, entitled the *Guidelines and Considerations on Academic Journals for Publication*, and the Faculty of Graduate Studies' related announcements, **OR** is presented at an academic conference in which the full paper is published in the conference proceedings. However, the number of the published papers may vary by the Program's requirements, stated in the Program Specifications (TQF 2).

If stated in TQF 2, the thesis involving invention may substitute for thesis publication in which patent or petty patent registration is granted.

6.3.9 Demonstrate honesty and academic integrity by creating ethical, legitimate and unbiased works, and avoiding engaging in fact-fabrication, violation, and plagiarism.

6.3.10 Fulfill other requirements specifically required by the Program with approval of the Faculty of Graduate Studies.

6.3.11 When the students qualify for Items 6.3.1 – 6.3.10, the Program Chairs shall propose for the approval of the degrees. The date which the students receive a "PASS" from their thesis defense shall be the actual date of graduation.

6.4 Students in Master's Degree programs, Plan B, must:

6.4.1 Complete their study within the maximum study duration, stated in Item 2.2.

6.4.2 Fulfill all of the requirements, stated in the program structure, and earn all passing grades, required by the Program.

6.4.3 Achieve a cumulative grade point average at a minimum of 3.00,

6.4.4 Receive a "PASS" on a comprehensive examination, written and/or oral, from the Examination Committee, appointed by the Faculty of Graduate Studies.

6.4.5 Meet the English Competence Standards for Graduate Students of Mahidol University.

6.4.6 Fully participate in professional and personal skills development activities, required by the Faculty of Graduate Studies.

- 6.4.7 Present the thematic paper and deliver the final oral defense to the Committee, appointed by the Faculty of Graduate Studies, and receive a "PASS." The final oral defense shall be open to the university community.
- 6.4.8 Submit the final version of the thematic paper following the Guidelines for the Submission and Format of Theses by the Faculty of Graduate Studies, and an electronic copy; the total number of storage disks is specified by the Faculty of Graduate Studies.
- 6.4.9 The thematic paper or a part of the thematic paper must be searchable and distributed through one of the following formats of distribution,
1. Academic journals: evidence showing print publication or acceptance to publish is required, OR
 2. Presentation at a reputable academic conference: the conference proceedings is required, OR
 3. Full-text thematic paper, searchable on Mahidol University Website: a request for distribution on Mahidol University is required.
- 6.4.10 Demonstrate honesty and academic integrity by creating ethical, legitimate and unbiased works, and avoid engaging in fact-fabrication, violation, and plagiarism.
- 6.4.11 Fulfill other requirements, specifically required by the Program with approval of the Faculty of Graduate Studies.
- 6.4.12 When the students qualify for Items 6.4.1 – 6.4.11, the Program Chairs shall propose for the approval of the degrees. The date which the students receive a "PASS" from their thesis defense shall be the actual date of graduation.
- 6.5 Students in Doctoral Degree programs, Type A, must:
- 6.5.1 Complete their study within the maximum study duration, stated in Item 2.3.
 - 6.5.2 Receive a satisfactory result for certain courses or academic activities with no-credit option, required by the Program.
 - 6.5.3 Receive a "PASS" on a qualifying examination, written and/or oral, from the Examination Committee, appointed by the Faculty of Graduate Studies.
 - 6.5.4 Meet the English Competence Standards for Graduate Students of Mahidol University.

- 6.5.5 Fully participate in profession and personal skill development activities, required by the Faculty of Graduate Studies.
- 6.5.6 Present the thesis and deliver the final oral defense to the Committee, appointed by the Faculty of Graduate Studies, and receive a "PASS." The final oral defense shall be open to the university community.
- 6.5.7 Submit the final version of the thesis document following Guidelines for the Submission and Format of Theses by the Faculty of Graduate Studies, and an electronic copy; the total number of storage disks is specified by the Faculty of Graduate Studies.
- 6.5.8 The thesis or a part of the thesis requires a minimum of two (2) published paper that is in press or accepted for publication in a standard academic journal, international, complying with the Office of the Higher Education Commission (OHEC)'s announcement, entitled the *Guidelines and Considerations on Academic Journals for Publication*, and the Faculty of Graduate Studies' related announcement.

If stated in TQF 2, the thesis involving invention may substitute for thesis publication when patent or petty patent registration is granted.

- 6.5.9 Demonstrate honesty and academic integrity by creating ethical, legitimate and unbiased works, and avoiding engaging in fact-fabrication, violation and plagiarism.
 - 6.5.10 Fulfill other requirements, specifically required by the Program and approved by the Faculty of Graduate Studies.
 - 6.5.11 When the students qualify for Items 6.5.1 – 6.5.10, the Program Chairs shall propose for the approval of the degrees. The date which the students receive a "PASS" from their thesis defense shall be the actual date of graduation.
- 6.6 Students in Doctoral Degree programs, Type B, must:
- 6.6.1 Complete their study within the maximum study duration, stated in Item 2.3.
 - 6.6.2 Fulfill all of the requirements, stated in the program structure, and earn all passing grades, required by the Program.
 - 6.6.3 Achieve a cumulative grade point average at a minimum of 3.00,
 - 6.6.4 Receive a "PASS" on a qualifying examination, written and/or oral, from the Examination Committee, appointed by the Faculty of Graduate Studies.

- 6.6.5 Meet the English Competence Standards for Graduate Students of Mahidol University.
- 6.6.6 Fully participate in professional and personal skills development activities, required by the Faculty of Graduate Studies.
- 6.6.7 Present the thesis and deliver the final oral defense to the Committee, appointed by the Faculty of Graduate Studies, and receive a "PASS." The final oral defense shall be open to the university community.
- 6.6.8 Submit the final version of the thesis document following the Guidelines for the Submission and Format of Theses by the Faculty of Graduate Studies, and an electronic copy; the total number of storage disks is specified by the Faculty of Graduate Studies.
- 6.6.9 The thesis or a part of the thesis requires a minimum of one (1) published paper that is in press or accepted for publication in a standard academic journal, international, complying with the Office of the Higher Education Commission (OHEC)'s announcement, entitled the *Guidelines and Considerations on Academic Journals for Publication*, and the Faculty of Graduate Studies' related announcements, However, the number of the published papers may vary by the Program's requirements, stated in the Program Specifications (TQF 2).

If stated in TQF 2, the thesis involving invention may substitute for thesis publication in which patent or petty patent registration is granted.
- 6.6.10 Demonstrate honesty and academic integrity by creating ethical, legitimate and unbiased works, and avoid engaging in fact-fabrication, violation, and plagiarism.
- 6.6.11 Fulfill other requirements, specifically required by the Program with the approval of the Faculty of Graduate Studies.
- 6.6.12 When the students qualify for Items 6.6.1 – 6.6.11, the Program Chairs shall propose for the approval of the degrees. The date which the students receive a "PASS" from their thesis defense shall be the actual date of graduation.

7. Submission of the Final Version of Thesis or Thematic Paper

Students must submit their final versions of thesis or thematic paper following the Guidelines for the Submission and Format of Theses by the Faculty of Graduate Studies, and an electronic copy whose total number of storage disks is specified by the Faculty of Graduate Studies within 21 days of receiving a "PASS" as the result of the thesis or thematic paper defense examination.

If students submit their final versions of thesis or thematic paper later than 21 days after receiving a "PASS" as a result of the thesis or thematic paper defense examination, late submission policy shall be applied, and its penalty fee, specified by the FGS, shall be charged. The duration of the late submission shall not exceed 90 days from the normal due dates.

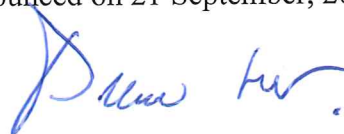
When students cannot submit their final versions of thesis or the matic paper in bound and digital copies within the late submission period, the students shall send a letter to the Dean of the Faculty of Graduate Studies, explaining reasons and requesting for an extension of submission via Thesis/Thematic Paper Advisor, and Program Chair. If students fail to do so, the Faculty of Graduate Studies shall cancel the result of the thesis or thematic paper defense examination. If students wish to continue pursuing the degrees, they are required to register and start the whole process of thesis/thematic paper again.

When an extension of the thesis or thematic paper submission is granted by the Dean of the Faculty of Graduate Studies, the penalty fee amount of over-90-days late submission, specified by the FGS, shall be and doubled.

8. In case there is any necessary policy, not included in this announcement, that requires to be followed, OR there is any restriction arising from this announcement, the Dean of the Graduate Studies shall have the authority to undertake appropriate assessment, command, and proceed in an appropriate manner, and her deliberation is decision final.

This shall take effect from now onwards.

Announced on 21 September, 2018



(Prof. Dr. Patcharee Lertrit, M.D.)

Dean of the Faculty of the Graduate Studies