

Appendix D
Thesis Announcement Regulations and Forms



Graduate School Announcement 31/2006
On Regulations affecting Thesis and Independent Study
(Second Revision)

To ensure that the Thesis and Independent Study proceed correctly, attain high quality, and beneficial to government affairs; in accordance with the Regulations of Khon Kaen University on Graduate Education Level, A.D. 2005 Section 8 Thesis and Independent Study. Adhere to Article 10 of the Criteria of Khon Kaen University On Graduate School Management and the agreement of the Committee Board of Graduate School Meeting at the 4/2006 on April 18, 2006 has therefore declared the *Graduate School Announcement 72/2005* and *Graduate School Announcement 94/2005 Clause 9.5* shall be superceded by following clause:

“9.5 Students are to take the complete thesis or independent study with signature of the dean to be bound in hard cover according to Graduate School’s format. Students are to submit the 4 bound copies and 1 unbound thesis including 1 CD-ROM standardized to Article 10 to the Graduate School within 30 days after the date of certification by the dean. Once having registered for thesis or independent study, the proposal approved by the thesis or independent study advisor and co-advisor must be submitted to the dean for approval within the time limit set by each department. This announcement applies to graduate students who submit a complete thesis from June1, 2006 onward”

Announced on April 21, 2006

(Signed) Sommai Priprem
(Assoc. Prof. Sommai Priprem)
Dean of Graduate School

Note: The Instructional Resource Centre requests 3 copies of the thesis; 1 original, 1 bound copy, and 1 unbound copy for scanning. No need to include CD



Graduate School Announcement 72/2005
On Regulations affecting Thesis and Independent Study

To ensure that the Thesis and Independent Study proceeds correctly, attain high quality, and are beneficial to government affairs; in accordance with the Regulations of Khon Kaen University on Graduate Education Level, A.D. 2005 Section 8 Thesis and Independent Study. Adhere to Article 10 of the Criteria of Khon Kaen University On Graduate School Management and the agreement of Committee Board of Graduate School Meeting at the 8/2006 on August 1, 2005 has therefore issued the Announcement On Regulations affecting Thesis and Independent Study as follows:

Article 1 This announcement shall be called “Graduate School Announcement (article 72 /2005) on Regulations affecting Thesis and Independent Study”

Article 2 This announcement shall be effective on the date following the official announcement.

Article 3 The Graduate School Announcement (article 58/2001) on the Regulation of Thesis and Independent Study shall be superceded by this announcement.

Article 4 Registration for thesis and independent study

4.1 Students can register for thesis or independent study course after the thesis/independent study advisor has been appointed, with requirement set by the program.

4.2 The credits registered for must follow the guideline of the thesis/independent study advisor and co-advisor, or follow the regulations of a particular program.

Article 5 Request for an approval for thesis or independent study proposal

5.1 After registering for the thesis/independent study course, students have to present the proposal with approval from thesis/independent study advisor and co-advisor, and submit it to the dean for approval within the time limit set by the related program. For Master degree students, the process must be completed within 1 academic year after the date of enrollment, and within 2 years for Doctoral degree students.

5.2 Students studying for doctoral degree must pass the qualifying examination to be allowed to present the thesis proposal.

5.3 The proposal requested for an approval must be submitted with 6 copies with format specified by Graduate School.

Article 6 Evaluation of the Progress of Thesis and of Independent Study

6.1 The thesis or independent study advisor is responsible for evaluating the progress of thesis or independent study of the students every semester in which they are registered for a thesis or independent study course, and must report the results of this evaluation to the Program Administrative Committee, Faculty, and the Bureau of Academic Administrative and Development.

6.2 Use S to refer to the result of the evaluation of Thesis or Independent Study that is satisfactory. A thesis or independent study advisor shall evaluate

student's progress, specify the amount of credit eligible for "S" in each semester not exceeding the credit registered. In case there is no progress, the "S" given in that semester will become a "0" (zero).

6.3 To achieve "S" from evaluation of the Progress of Thesis and an Independent Study, students are to present the draft of thesis or independent study to the Defense committee. The original manuscript of the thesis that must be published according to the program's conditions is considered as a part of the Thesis or Independent Study, and the amount of credits have to be set depending on each case.

6.4 If the student was evaluated, and the progress of the thesis or independent study earned "0" (zero), the Program Administrative Committee shall determined the cause. This may allow the student to change the title of the thesis or independent study, or change thesis or independent study advisor, or take other actions depending on the case. In addition, the Program Chair is to report both the cause and the result to the Dean of the faculty to reach a conclusion.

If the student achieves no progress and receives "0" for 2 consecutive semesters, the student's status shall be revoked.

Article 7 In case the students gain approval to change the title of thesis or independent study which may effect the main content of thesis or independent study, the credits evaluated as "S" of the previous title could be transferred to the new title, in the same amount as the previous, and considered as "S". This can be counted towards degree completion by meeting the dean's approval with agreement from the Program Administrative Committee. The faculty is to report to the Bureau of Academic Administrative and Development within 15 days, and also append these changes to the student's profile.

Article 8 Thesis and Independent Study Examination

8.1 A student who takes the thesis or independent study examination must satisfy the following qualifications:

8.1.1 The thesis or independent study proposal has been approved not less than 60 days

8.1.2 The progress of thesis or independent study has been evaluated, with symbol S as required by the program

8.2 Thesis or Independent Study Defense Examination

8.2.1 The thesis or independent study examination should be arranged within 45 days after the student completes the progress evaluation and completely obtains S for the total credits of thesis or independent study course of the program. In the last progress evaluation report, the Program Chair is to propose the appointment of defense committee to the dean of faculty, including defense date.

In case the student can not proceed with the defense within 45 days, the symbol S of the last progress will become invalid. The advisor, with approval from the Program Administrative Committee, should propose cancellation of the progress result to the faculty and the Bureau of Academic Administrative and Development.

8.2.2 Students are to submit copies of the unbound thesis or independent study to every member of the examination committee, and submit the request for examination to the faculty with approval from thesis or independent study advisor, and Head of Department or the Program Chair at least 20 days prior to the examination.

8.2.3 Students have to pay the examination fee as defined by the faculty.

8.3 The process of thesis and independent study defense examination shall be in line with the Regulation of Khon Kaen University on Graduate Educational Level A.D. 2005 Article 48.2 and 48.3

8.4 The evaluation of thesis and independent study follow the Regulations of Khon Kaen University on Graduate Educational Level A.D. 2005 Article 49, and Graduate School Announcement (article 71/2005) on The Evaluation of Thesis and Independent Study.

8.5 Report of Thesis and Independent Study Examination Result

8.5.1 If students pass with conditions, the chairperson shall notify the students the result of the examination in written form as it was reported; and report the same to the dean of the faculty within 3 working days after the examination. Students are to complete the revision and submit the thesis or independent study paper to the Graduate School within 45 days, along with the approval and signature of the examination committee. If students can not proceed within this time, the examination result is a Fail. The chairperson or authorized representative will report this result to the dean of the faculty, and the faculty is to report to the Bureau of Academic Administrative and Development and Graduate School within 15 working days.

8.5.2 In case students fail the examination, the examination committee has to report the reason in a letter to the dean of the faculty within 3 working days from the examination date, and the faculty is to report to the Bureau of Academic Administrative and Development and Graduate School within 15 working days.

8.5.3 If students are absent for any inappropriate reason from the examination, the examination result is a Fail. The examination committee is to report the result as specified in No. 8.5.2

8.6 The student who fails the first defense as in No. 8.5.2 is able to submit a request for the second examination within 15 days after the first examination, and must complete the examination within 60 days after the date of first examination.

The student who can not pass the examination as in No. 8.5.1 has to submit a request for the second examination within 15 days of the due date of revision, and must complete the examination within 60 days.

For both cases, students have to pay the examination or registration fee as defined by the faculty. If the students do not comply, the students' status is invalid.

Students who take the second examination are not liable to the regulations on The Status of the Student, that the student status would be revoked if they do not complete the examination within the maximum duration specified by the program.

Article 9 Thesis Submission

9.1 Students are to submit a complete thesis with approval from the thesis examination committee, along with a Form for Rectification as in No. 8.5.1 within 3 working days after the examination committee reports their approval to the Graduate School.

9.2 Graduate School checks the thesis format within 3 working days from the date submitted to Graduate School. Students are to complete all revisions and resubmit to the Graduate School within 7 days.

9.3 Students who can not proceed within the duration in No. 9.1 and 9.2 shall be fined a late fee at 100 Baht per day. In case students can not proceed within 45 days, the examination result becomes invalid. Students must resubmit a request for examination.

9.4 Graduate School will submit a Thesis Certification to the faculty within 1 day after students have submitted a complete revised thesis to the dean of Graduate School.

9.5 Students are to take the complete thesis with signature of the dean of Graduate School to be bound in hard cover according to Graduate School's format. Students shall submit 6 copies of hard cover, 2 copies of the Abstract both in Thai and English, and a CD-ROM to Graduate School within 30 days after the approval from the dean.

9.6 After the submission of thesis in No. 9.5, students are to report to the faculty within 1 working day.

Article 10 Thesis Format

10.1 Thesis format and publication should be in accordance with the Thesis Handbook of the Graduate School.

10.2 Thesis cover must be a hard cover.

10.2.1 Use Navy blue (dark blue) cover for Master Degree thesis.

10.2.2 Use black cover for Doctoral Degree thesis.

10.3 The spine of thesis should be laced permanently, and enclosed with a blank cover.

10.4 Logo and text on a cover, title page, and spine should be in accordance with Graduate School's format.

Article 11 Independent Study Submission

11.1 The format of an independent study may follow either the format of a thesis or the format assigned by the faculty.

11.2 Students are to submit an independent study report, along with a CD-ROM of Thai and English Abstract, which has been approved by the examination committee, to the faculty within 3 working days after approved by the examination committee.

11.3 The faculty is to submit a CD-ROM of Thai and English Abstract to the Instructional Resource Centre.

Article 12 Article 11 shall come into effect for students completing an independent study examination from November 1st, 2005 onward. For students taking the independent study examination before these regulations are to come into effect, the process will follow the Graduate School Announcement 58/2001 on Regulation of Thesis and Independent Study.

Article 13 The Dean of the Graduate School is responsible for this announcement.

Article 14 If there is any dispute regarding this announcement, the Dean of the Graduate School has final authority as regards arbitration and his/her decision is final.

Announced September 15, 2006

(Signed) Sommai Priprem
(Assoc. Prof. Sommai Priprem)
Dean of Graduate School



**Graduate School Announcement 71/2005
On Thesis and Independent Study Defense Evaluation**

To ensure that the Thesis and Independent Study Defense Evaluation proceeds correctly; in accordance with the Regulations of Khon Kaen University on Graduate Education Level, A.D. 2005 Article 48. Adhere to Article 10 of the Criteria of Khon Kaen University On Graduate School Management and the agreement of Committee Board of Graduate School Meeting at the 8/2005 on August 1, 2005 has therefore issued this announcement as follows:

Article 1 This announcement shall be called “Graduate School Announcement (article 71 /2005) on Thesis and Independent Study Defense Evaluation”

Article 2 This announcement is to come into effect on the date following the official announcement.

Article 3 The Regulations of Khon Kaen University on Graduate Education Level, A.D. 2005 (13/2001) shall be superceded by this announcement.

Article 4 The evaluation of thesis and independent study defense must be comprised of 2 parts:

- 4.1 An evaluation of thesis and independent study’s quality by means of reading.
- 4.2 An evaluation of student’s capabilities in an oral presentation.

In addition, a meeting to evaluate the contribution as to No. 4.1 and 4.2 must be held by the thesis/independent study examination committee.

Article 5 The methodology of an evaluation of thesis or independent’s quality by means of reading.

The thesis/independent study examination committee may adhere to following principles when evaluating the quality of thesis or independent study:

5.1 Significance of the research problem

- 5.1.1 The presentation of research problem and the justification of research, aiming to answer the research question
- 5.1.2 The relevance of research problem and present condition.
- 5.1.3 The relevance of research problem and field of study

5.2 Purpose of the research

- 5.2.1 The presentation of research purpose
- 5.2.2 The relevance between research purpose and research problem
- 5.2.3 The possibility to conduct the research according to the purpose

5.3 Literature Review

- 5.3.1 Literature Review covering concept, theory, and relevant research
- 5.3.2 An analysis and presentation of data from literature review
- 5.3.3 The connection between the literature and research topic

5.4 Research methodology

- 5.4.1 The appropriateness of research methodology
- 5.4.2 The appropriateness of research process, control of variables, and experimental design.

5.4.3 The appropriateness of research materials, research technique, population and sampling selection

5.4.4 The accuracy of research methodology referenced

5.4.5 The relevance between research methodology and research purpose

5.4.6 The rationality and reliability of data sources

5.5 Research results

5.5.1 The appropriateness of presentation process of research result

5.5.2 The presentation of research result and knowledge gained

5.5.3 The techniques of research presentation such as appropriate use of graph, tables, and figures

5.5.4 The relevance of research results and research methodology

5.6 Research analysis and discussion

5.6.1 The appropriateness of data analysis such as proper selection of statistical methods

5.6.2 The potential to integrate knowledge from relevant research and research result to answer the questions

5.6.3 The potential to synthesize new knowledge from research

evidence

5.7 Conclusions and recommendations

5.7.1 The potential to draw conclusion from the research result in relation to research purpose

5.7.2 The reasonability in recommendations concerning application of research

5.7.3 Knowledge acquired from the research

5.7.4 The reasonability in recommendations on relevant research

5.8 Quality of thesis/independent study writing

5.8.1 Quality of the abstract

5.8.2 The correctness of structure

5.8.3 The correctness of references

5.8.4 The correctness of grammar

5.9 Publication of research in an academic journal

(For Doctoral and Master Degree thesis)

Article 6 Method to evaluate student's defense in presentation and oral examination:

6.1 Presentation

6.1.1 The appropriateness of method of presentation

6.1.2 The appropriateness of the media of presentation

6.1.3 The content is logically presented in steps

6.1.4 The presentation of concepts is clear and coherent

6.1.5 The personality, expression, and confidence of the presenter

6.1.6 The relevance between the content presented and that written in thesis or independent study

6.1.7 The potential to make a conclusion

6.2 Answering questions

6.2.1 The potential to give reasons and cite supporting evidence

6.2.2 The potential to answer questions with reference to the data appearing in the research

6.2.3 The understanding of the research, and the understanding of relevance between research and knowledge of related field

Article 7 The methods in articles 5 and 6 in this announcement are set to support thesis/independent study committee evaluating the examination. The faculty, department, or program may apply them partially, or in combination with additional methods as appropriate, concerning the appropriation and relevance of the characteristic of thesis or independent study in the related field

Article 8 The scale of score and weight of the evaluation can be assigned by each program in accordance with approval of faculty

Article 9 Thesis and Independent Study Defense Evaluation must be recorded in written form. The record shall comprise list of necessary revisions according to the recommendations of the examination committee, and they shall inform the students; so that these revisions may be completed

Article 10 The Dean of Graduate School is authorized to responsible for this announcement.

Article 11 If any dispute arises regarding this announcement, the Dean of the Graduate School has final authority as regards arbitration and his/her decision is final.

Announced September 15, 2005

(Signed) Sommai Priprem
(Assoc. Prof. Sommai Priprem)
Dean of Graduate School



**Graduate School Announcement 66/2007
On Publication of Thesis for graduation**

To ensure that the publication of the thesis for graduation is accurately standardize academically; in accordance with the Regulations of Khon Kaen University on Graduate Education Level, A.D. 2005, applied to students who have enroll since the academic year 2005. Adhere to Article 10 of the Criteria of Khon Kaen University On Graduate School Management and the agreement of the Committee Board of Graduate School Meeting at the 6/2007 on September 4, 2007 has therefore issued the following announcement:

Article 1 This announcement shall be called “Graduate School Announcement (article 66 /2550) On Publication of Thesis for graduation”

Article 2 This announcement is to come into effect on the date following the official announcement.

Article 3 In this announcement:

“Article” refers to research article resulting from thesis study and must be a full paper, not an abstract.

“Student” refers to a graduate student of Khon Kaen University, enrolled in the study plan that includes a thesis course

Article 4 A student who intends to complete the degree must submit document of publication or a letter of acceptance for publication, and the full text of the research article enclosed with 1 copy of the complete thesis and 1 CD-ROM to Graduate School

Article 5 Principles concerning thesis publication:

5.1 The article which is requisite for graduation must include the name of the author, order as the first author.

5.2 The published article, or the article presented in the academic conference submitted for graduation, must be a part of thesis course or study plan but not a review article.

5.3 The components of the article must consist an introduction (background and significance), purpose, methodology, results and discussion, and references, or as specified by the particular journal.

5.4 The article which is a part of Doctoral Degree requirements must be published or accepted for publication in a journal or academic document which involves a Peer-Review process.

Article 6 The Dean of the Graduate School is responsible for this announcement.

Article 7 If any dispute arises from this announcement, the Dean of the Graduate School has final authority as regards arbitration and his/her decision is final.

Announced September 10, 2007

(Signed) Lampang Manmart
(Assoc. Prof. Lampang Manmart)
Dean of Graduate School