

Chapter 2

Regulation of Thesis Process

1. Registration of the thesis

A student may register their thesis for the first time after a thesis advisor has been appointed and/or has qualification specified in each program. The number of credits registered for be in accordance with the suggestions of the thesis advisor and co-advisor or with respect to the specific qualification in each program.

2. Proposal for thesis advisor appointment

Students propose a selected advisor and co-advisor (if any) according to the GS 21 to the faculty with the approval of the Department Head and Program Administrator. The major advisor and co-advisor shall be in accordance with the following:

2.1 Number of major advisor and co-advisors

There should be one major advisor and there may be a co-advisor should it be deemed appropriate and comply with the regulations (if any) of each faculty.

2.2 Qualifications of the major advisor

2.2.1 Must be a member of the teaching staff of Khon Kaen University

2.2.2 Must have attained a Doctoral Degree or equivalent level **or** an academic position not lower than Associate Professor in that field or a related field.

2.2.3 Must have done research work exclusive to degree requirements.

2.3 Qualifications of the co-advisor

Must hold a full time teaching or academic position, with experience in research work as a major advisor.

The Dean reserves the right to appoint an expert as a co-advisor.

2.4 The responsibilities of advisor are as follows

2.4.1 Provide guidance and advice on theory, research methodology, and any other problems encountered.

2.4.2 Supervise process of thesis writing.

2.4.3 Evaluate the progress of thesis writing during the research.

2.4.4 Approve the student's thesis defense.

The co-advisor should cooperate with the advisor in approval of the thesis draft, give advice, and supervise the student in thesis writing.

The advisor and co-advisor should be aware of rules and criteria affecting thesis writing, including applicable regulations and printing format so as to supervise students correctly.

In case where it becomes necessary to change the thesis advisor and/or co-advisor, the student must submit approval to the Dean from both previous and new advisors and the Department Head or Program Administrator according to the Form GS21

3. Presenting the thesis draft

3.1 The thesis draft

The thesis draft is a research document explaining the background and specification of research problems, objective, scope, methodology and outline as a study proposal. The draft should be arranged subsequent to the registration of the thesis by the

student, comprising issues and components according to Graduate School's GS23, or conforming to standards accepted in each faculty with the approval of the thesis advisor and co-advisor.

3.2 Draft approval

3.2.1 After the registration of thesis subject, the student should submit the draft that already approved by advisor and co-advisor to the Dean for approval within the time allowed by each faculty.

3.2.2 Doctoral Degree students must pass the Qualifying defense before submitting the draft for approval.

3.2.3 Submit 6 copies of the draft for approval. Following the format of GS23 as assigned by the Graduate School.

3.3 Changing thesis title

In case of the student wish to change the title of a Thesis in progress, and where such change has the effect of altering the focus of content, the evaluation result of the previous title can be replaced with a new title. This new title, however, must be the same number of credits, and the symbol of passed credit must be "S". This change must be approved by the Dean of the Faculty with the agreement of the Program Administrative Committee. The faculty staff must inform the Registration Section within 15 days, and also record the result in the student's profile.

4. The evaluation of thesis progress

The evaluation of the thesis progress during the semester must be as follows;

4.1 Thesis advisor shall evaluate the thesis progress of the student every semester. They are to report the result of this evaluation to the Program Administrative Committee, and the Bureau of Academic Administration and Development. [The student could submit a report of thesis progress as sample on page 13]

4.2 The evaluation of thesis progress

4.2.1 Use of S shall indicate a satisfactory result of the thesis evaluation. The advisor shall indicate to evaluate the student's progress in thesis writing by recommending how many thesis credits have been evaluated as S in each semester. This number shall not be excess of the credits for which the student has registered. If no progress has been made, the credits earned with S in that semester shall be equal to 0 (Zero).

4.2.2 The draft of the thesis for presentation to the Defense Committee and the original Thesis manuscript that has to be published as the program's condition are defined as a part of Thesis that can be set as number of credit which is depends on each case.

4.2.3 For the student who has been evaluated as having made no progress in their thesis and earned 0 (Zero) credits, the Program Administrative Committee shall investigate the cause. This may cause the student to change the thesis or independent study proposal, or change the thesis advisor. The Program Chair shall report this cause to the Dean of the Faculty so a solution may be proposed.

If the student has made no progress toward completion of their thesis and earns 0 credits for 2 consecutive semesters, the student status shall be invalid.

5. Thesis defense approval

5.1 Qualification of students taking thesis defense the students may request a thesis defense given that

5.1.1 The thesis draft has been approved for not fewer than 60 days.

5.1.2 The progress evaluation report contains a symbol S for the total credit numbers of the Thesis course.

5.2 Preparation before thesis defense

5.2.1 The student must submit a copy of the unbound thesis manuscript to each member of the thesis defense committee and submit a request for the defense according to the Form GS25 with approval of the advisor and Department Head or The Program Chair, at least 20 days prior to the defense.

5.2.2 The student must pay the defense fees through the Financial Section of his/her faculty before the defense date.

5.2.3 The Department Head or The Program Chair must submit a proposal for the appointment of the Thesis Defense Committee to the Faculty for approval, at least 15 days prior to the defense date.

6. Thesis defense

An evaluation of the student's thesis shall be comprised of proof reading and an evaluation of thesis quality, oral defense, and evaluative conference; all conducted by the thesis defense committee.

6.1 A Thesis defense should be arranged within 45 days after the student passes the progress evaluation with a symbol S for the total credit numbers of the Thesis course.

For the report of the last progress evaluation with a symbol S for the total credit number of the Thesis, the advisor must propose the appointment of a Defense Committee to the Dean of the Faculty including the Defense date for approval.

If, for an approved reason, the student can not present a Defense within 45 days, the last symbol is invalid.

6.2 The faculty shall appoint the Thesis Defense Committee comprising of at least one external expert who is not a co-advisor, at least one full time faculty staff who is not a co-advisor, and a major advisor; however, the co-advisor may be additionally appointed (if available). One of the committee members who is not the advisor shall act as the chairperson of the defense committee.

The teaching staff and external experts for the Defense must hold a Doctoral Degree or equivalent level, or an academic position not lower than Associate Professor in that field or in a related field, and must have done research work which is not a part of the study for a degree.

In case of necessity, the Dean of the Faculty may appoint an expert to be on the Defense committee, with approval from the Graduate School Committee, and this shall be in accordance with the Graduate School Announcement.

The Defense must be open to those interested in attending the presentation and the faculty shall announce the Defense 7 days prior to the Defense date.

The Defense committee is authorized to permit or exclude these other people from asking questions or sharing opinions regarding the content of the thesis and may further impose time limitations on asking questions so as to conduct the Defense procedure smoothly.

6.3 On the defense day there shall be at least 3 persons including a full time faculty staff or an external expert and thesis advisor. This will enable the defense to be complete.

If a full complement is not presented, the defense shall be postponed and a new date arranged which gives the newly appointed committee members time to review the thesis in its entirety.

6.4 Defense evaluators

A defense evaluator must be a member who is present at the defense. An evaluation by an advisor(s) should be counted as 1, a teaching staff(s) should be counted as 1, and an expert(s) should be counted as 1. The results of the evaluation of the committee members shall be determined by a majority vote.

6.5 Reporting the result of the thesis defense

6.5.1 The chairperson of the defense committee shall report the result in a letter to both the Dean of the Faculty and the student within 3 working days from the defense date.

6.5.2 In such a case where the student passes the defense with condition, the defense committee shall note the items which are in need of revision and shall inform the student of the same. The student must present these revisions to the defense committee for approval within 45 days of the defense date. If the student is unable to acquire the approval, the result of the defense is invalid. The defense committee shall report this result to the Dean of the Faculty.

6.5.3 If the student is unable to pass the defense, the defense committee must report the primary reason in a letter to the Dean of the Faculty within 3 days of the defense date. The faculty shall report the result of the defense to the Bureau of Academic Administrative and Development within 15 working days.

6.5.4 If the student cancels the defense without presenting a satisfactory reason, the result of this shall be failure of the defense.

6.6 Failure of the defense

6.6.1 The student who fails the exam may request a second defense within 15 working days of the defense date, and must complete the defense within 60 days after the first defense has ended.

6.6.2 If the student is failed pursuant to No. 6.5.2, the student may request the second defense within 15 days of the ending date of the revision, and must complete the defense within 60 days of the ending date of the revision.

6.6.3 In both aforementioned cases (No. 6.5.2 and 6.5.3), the student must submit the defense fee as per the faculty's regulations. If the student does not, the student's status is invalid.

6.6.4 For the second defense, the student must follow all regulations as relevant to the first defense.

7. Thesis submission

7.1 Students who pass the thesis defense must publish their thesis according to the specifications and format assigned by the Graduate School. Students must submit 1 copy of the unbound manuscript to the Graduate School within 45 days after the day of the defense for the thesis correctness and format check.

If the students have conditionally passed the thesis defense, they must also publish their thesis according to the specifications and format assigned by the Graduate

School. These students must also submit 1 copy of the unbound manuscript to the Graduate School within 45 days after the day of the defense for the thesis correctness and format check. However, the students must submit the complete unbound thesis to the Graduate School within 3 days after the revision has been approved by the thesis defense committee.

7.2 The Graduate School shall review the thesis for correctness and general format within 3 working days from the date of submission. If further revision is necessary the students shall resubmit to the Graduate School within 7 days.

7.3 If the student is unable to proceed within the day assigned in No. 7.1 and 7.2 The student shall pay a fine of 100 baht/per day past the deadline. If the student does not complete the thesis within 45 days, the result of the thesis defense is invalid and the student must submit a request for a new defense.

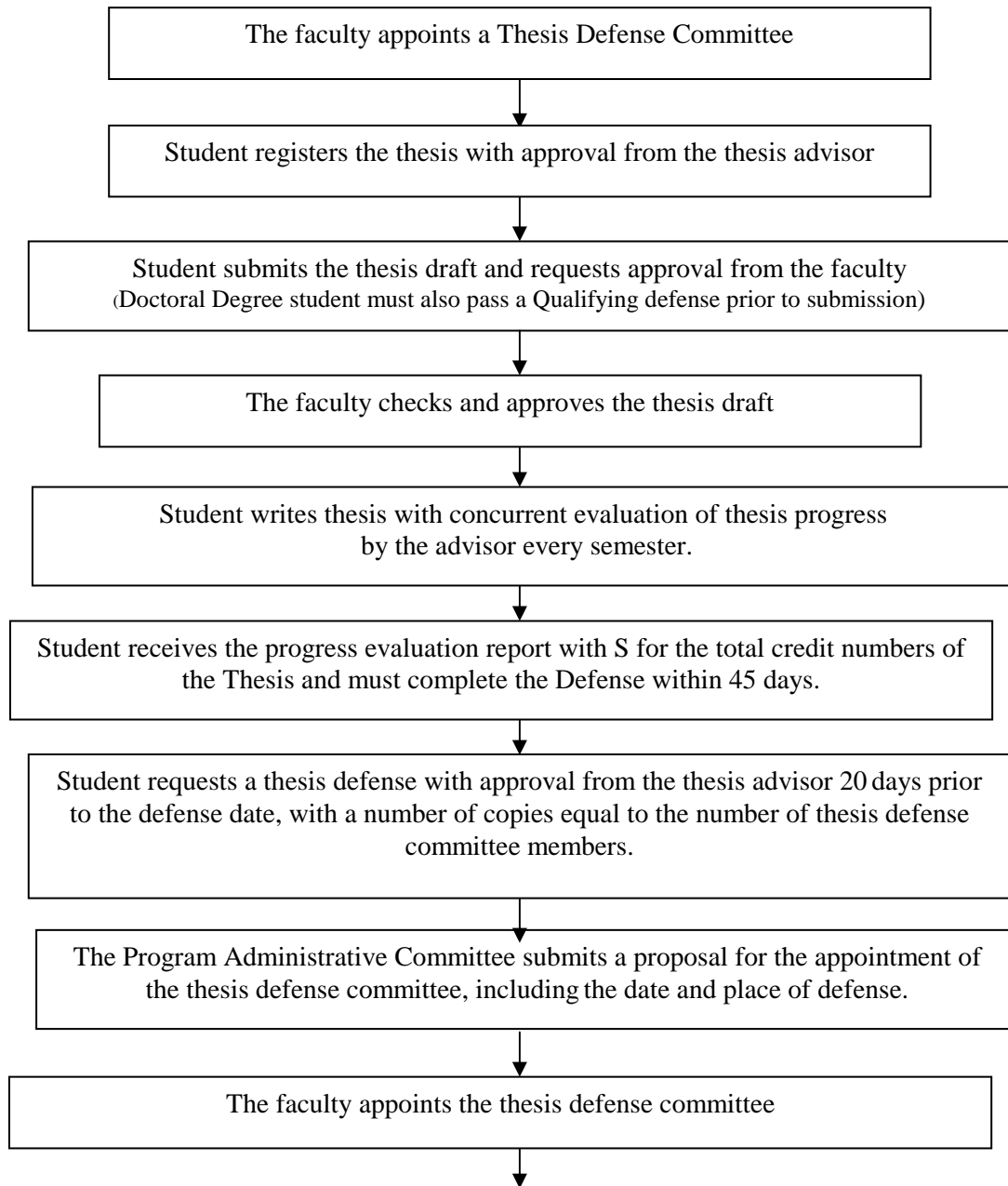
7.4 The Graduate School shall forward the Thesis Certification to the faculty for the Dean's approval within 1 day after the thesis submission assigned in No.7.1

7.5 The student must collect the complete thesis with the signature of the Dean of the Graduate School to be bound according to the standard set forth by the Graduate School. The student must submit 4 copies of the bound thesis and 1 copy of the unbound manuscript with 1 copy on CD ROM to the Graduate School within 30 days after the approval from the Dean.

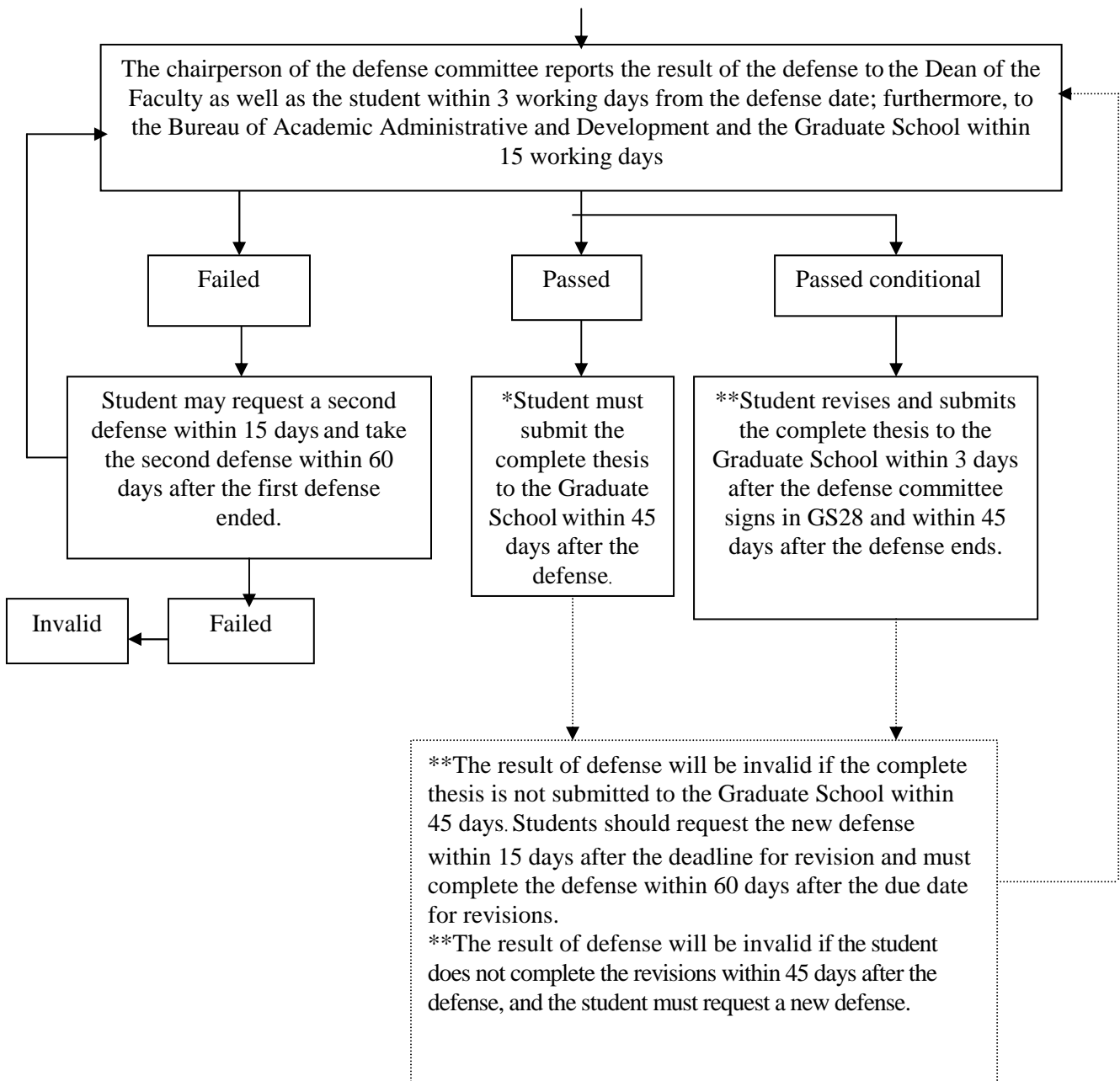
7.6 After the student's completion of the final draft of the thesis as in No. 7.5, the Graduate School will notify the faculty to recommend the student to the faculty committee board for approval of students' graduation.

7.7 The Faculty shall recommend the student to the University's Council for approval of degree.

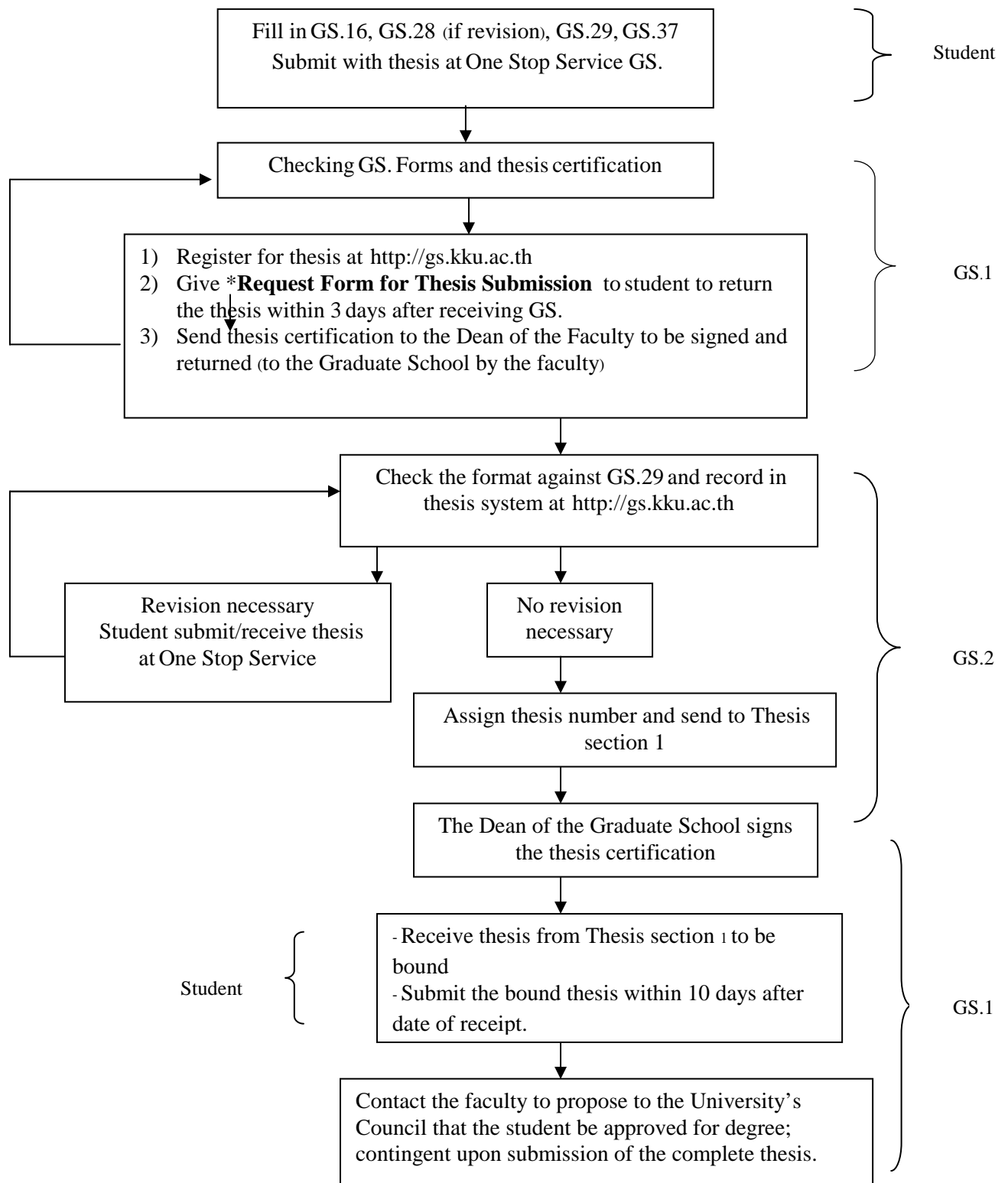
8. Summary of steps involved in the thesis process



Summary of step involved in the thesis process (cont.)



Thesis submission: Process of checking format and submitting thesis



***Request Form for Thesis Submission** is a document comprised of important information and requiring a signature as a credential; must be brought every time when the student submits or receives the thesis (In case of proxy, submit the form of proxy with either of student card/ ID card/Government officer card)

(Sample)
Thesis Progress Report Form
Doctoral Degree in(Program).....

Title (in Thai).....

Title (in English).....

This is the (1st 2nd 3rd 4th) time that the progress report has been submitted
Date submitted.....

(Mr./ Mrs./ Miss.).....

Advisor

Draft approval date.....

Objective of the research.....

Date of last progress report.....

Summary of research results up to present.....

Summary of research progress since the last update.....

Possibility of publication in the academic conference

- Local ()High ()Not sure ()Not at all
- Nation ()High ()Not sure ()Not at all
- International ()High ()Not sure ()Not at all

According to the contributions, the possibility of publication in an International academic journal is

- ()High ()Not sure ()Not at all

Specific problems and obstacles (if any).....

Next proposal.....

Signature.....(Student)

Signature.....(Advisor)

(Sample)
Evaluation of the Thesis Progress
Doctoral Degree in Biomedical Science

Title (in Thai).....

Title (in English).....

This is the (1st 2nd 3rd 4th) time that the progress report has been submitted

Date submitted.....

(Mr./ Mrs./ Miss.).....

Assessment of the Thesis Progress Committee

() Progress (S =)

() No Progress (S = 0)

Standard to receive an S according to student's total amount of work

Presentation of the thesis draft	10 %
Research and Analysis	50 %
Thesis Writing	25 %
Selection for an International journal, either published or in the process of acceptance for publication	10 %
Distribution in academic conference	5 %

These standards are intended as comprehensive measures of student progress (the total amount of Doctoral Thesis work must be in accordance with the Announcement of Doctoral Degree of Biomedical Science (issue 51/2545) indicating the details about management of Doctoral thesis subject.

Comments and suggestions

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Signature.....Chairperson

(.....)

(Sample)
Progress Evaluation Reporting Form for Thesis Subject
Doctoral Degree in Biomedical Science

To: Chair of Program Administrative Committee

The committee has received the report of thesis progress of
Mr./Mrs./Miss.....ID Code.....

Doctoral Degree student Date.....Time.....

Title (in Thai).....
.....
.....

Title (in English).....
.....
.....

The result is

- Passed
- Failed because

.....
.....
.....

Signature.....Advisor
(.....)

Signature.....Co-Advisor
(.....)

Signature.....Co-Advisor
(.....)

Signature.....Committee
(.....)

Signature.....Committee
(.....)