



## **Regulations for Graduate Studies, Suranaree University of Technology, B.E. 2550 (2007)**

It has been deemed necessary to revise the existing regulations for Graduate Studies. Consequently, by virtue of clause 16(2) and (3) of the University Act of B.E. 2533 (1990), the University Council, Suranaree University of Technology has enacted the regulations for Graduate Studies, B.E. 2550 (2007) at the University Council's first meeting on the 3<sup>rd</sup> Day of February 2550 (2007) with the recommendations of the University Academic Senate, as follows:

**Section 1**      These regulations are called the “Regulations for Graduate Studies, B.E. 2550 (2007)”

**Section 2**      These regulations come into force from the academic year 2550 (2007)

**Section 3**      The Regulations for Graduate Studies, B.E. 2545 (2002) are annulled. All existing rules, announcements, and codes of practice contrary to or in conflict with the provisions of these regulations are annulled and henceforth replaced by the following regulations.

**Section 4**      In these regulations:

**“University”**      refers to Suranaree University of Technology

**“University Council”** refers to the University Council of Suranaree University of Technology

**“Academic Senate”** refers to the Academic Senate of Suranaree University of Technology

**“Rector”**      refers to the Rector of Suranaree University of Technology

- “Institutes”** refer to the Institutes of Suranaree University of Technology
- “Schools”** refer to the Schools in the Institutes of Suranaree University of Technology
- “Deans”** refer to Deans of the Institutes to which students are affiliated
- “Chairs of the School”** refer to the Chairs of the Schools to which students are affiliated.
- “Courses”** refer to subjects offered in the programs of Studies at Suranaree University of Technology excluding theses.
- “Graduate Instructors for Master’s Degree Level”** refer to instructors appointed by the University Academic Senate to teach at the Master’s Degree level.
- “Graduate Instructors for Doctoral Degree Level”** refer to instructors appointed by the University Academic Senate to teach at the Doctoral level
- “Ph.D. Students”** refer to students studying a Doctoral Degree and who have not yet passed the Qualifying Examination
- “Ph.D. candidates”** refer to students studying a Doctoral level who have already passed the Qualifying Examination.

**Section 5** The Rector of Suranaree University of Technology is authorized to take charge and control of the execution of these regulations. In case of problems arising from the implementation of these regulations, the Rector’s judgment and decision is considered final.

**Section 6** Students must conform to the regulations, rules, announcements and codes of practice of the University which are not contrary to or in conflict with these regulations.

# Chapter 1

## Admission

### Section 7 Qualifications of Applicants for Graduate Programs

#### 7.1 Graduate Diploma Program

A Bachelor's Degree or equivalent from an Institution of Higher Education, recognized by the University or a student studying in the last term of the undergraduate program or equivalent in an Institution of Higher Education, recognized by the University and other qualifications as required by the University.

#### 7.2 Master's Degree

7.2.1 An applicant must have a Bachelor's degree or equivalent from an Institution of Higher Education recognized by the University or must provide evidence that he/she will graduate with a Bachelor's degree or equivalent from an Institution of Higher Education recognized by the University.

7.2.2 The accumulated grade point average must not be less than 2.50 or equivalent or

7.2.3 If item 7.2.2 is not applicable, a grade point average of major subjects in the Master's degree program must not be less than 2.75 or equivalent or have work experience in the field related to the field to be studied, with a letter of recommendation from the applicant's organization regarding the applicant's potential to study at graduate level.

#### 7.3 Higher Graduate Diploma Program.

An applicant must hold a Master's degree or equivalent or have a document showing that the applicant will graduate with a Master's degree or equivalent from an institution of Higher Education recognized by the University and other qualifications as required by the University.

#### 7.4 Doctoral Degree Program.

- 7.4.1 An applicant must hold a Master's degree or equivalent or have a document stating that he/she will graduate with a Master's degree or equivalent from an Institution of Higher Education recognized by the University or
- 7.4.2 An applicant must hold a bachelor's degree with honors or equivalent from the university or an Institution of Higher Education recognized by the University or a document stating that the applicant will graduate with a Bachelor's degree or equivalent, from an Institute of Higher Education recognized by the University in the same field as that of the Doctoral degree program an applicant is to study, and he/she must have an accumulated grade point average calculated from the trimester prior to the term of graduation of no less than the criteria for an honors degree of the institution at which the applicant is studying.
- 7.4.3 An applicant for the Doctoral program which especially focuses on research must hold a Master's degree from a research-based program and have research work published in an academic journal recognized by the School.
- 7.5 An applicant must not have had his /her student status previously terminated from the program to be studied.
- 7.6 An applicant must have other qualifications as specified by the University.
- 7.7 An applicant for any of the programs mentioned above must not have been disqualified from graduate level studies because of being unable to graduate within the due time of the program.
- 7.8 The Academic Senate, with recommendations from the Institute Committee, may exempt an applicant from the qualifications specified above on a case by case basis.

**Section 8** Admission

- 8.1 Admission of students is carried out through an Admissions Committee appointed by a Dean with the recommendations of the relevant School.
- 8.2 Admission may require written examinations, tests of practical knowledge or other means approved by the Dean with the recommendations of the relevant School.
- 8.3 Admission is approved by the Institute Committee with the recommendations of the Admissions Committee.
- 8.4 Admission for a Master's Degree Program Scheme A 1 and a Doctoral Degree Scheme 1 which specifically focus on research for a Dissertation must be approved by the Academic Senate.
- 8.5 If the Admissions Committee agrees that an applicant applying for a Doctoral Degree Program is not academically ready to enter the program, the School, with the approval of the Institute Committee, may consider accepting the applicant to study on the Master's degree program in the same field that the applicant has applied for.

**Section 9** Student Registration

- 9.1 Students who have been accepted by the University will obtain complete student status only when those students are registered by the University.
- 9.2 Student Registration must follow the procedures required by the University.

## **Chapter 2**

### **Student Status**

#### **Section 10** Student Status

- 10.1 Students are categorized as follows
  - 10.1.1 Regular students refer to those who have been accepted to study without any conditions.
  - 10.1.2 Trial students refer to those who have been accepted on certain conditions to study in his/her first trimester.
- 10.2 Trial students will be accepted as regular students when they meet the required conditions as follows:
  - 10.2.1 pass all the undergraduate courses required for the trial conditions with a grade point average of no less than 2.50 but the course credits will neither be calculated in an accumulated grade point average nor counted as credits earned.
  - 10.2.2 pass all the graduate courses required for the trial conditions with a grade point average of no less than 3.00

## **Chapter 3**

### **The Educational System**

#### **Section 11** The Educational System

- 11.1 A trimester credit system is used. An academic year consists of three trimesters of no less than 12 weeks duration in each trimester.
- 11.2 “Credits” refer to trimester units designating the amount of academic work. One credit for each course is granted according to the following criteria:
  - 11.2.1 Lectures or other equivalent modes of teaching of no less than 12 hours per trimester.
  - 11.2.2 Laboratory studies, experimental work, training or other equivalent modes of no less than 24 hours per trimester.

- 11.2.3 Independent study or thesis work of no less than 36 hours per trimester.
- 11.2.4 Fieldwork practice of no less than 36 hours per trimester.
- 11.3 “Credits Studied” refer to the number of credits students have registered for in each trimester.
- 11.4 “Aggregated Credits per trimester” refer to the total number of credits for every subject for which a student has received the grades A B<sup>+</sup> B C<sup>+</sup> C or F in that trimester.
- 11.5 “Accumulated Credits” refer to the total number of credits for all subjects for which a student has received the grades A B<sup>+</sup> B C<sup>+</sup> C or F. If a student repeats a course, only the credits of the last course are counted.
- 11.6 “Credits Earned” refer to the total number of credits for all subjects for which a student has received the grades A B<sup>+</sup> B C<sup>+</sup> C or S and the number of credits for a thesis which has been assessed with a “Pass” or “Very Good”

## **Chapter 4**

### **Type and Structure of Study Programs**

#### **Section 12** Type of Study programs

- 12.1 A Graduate Diploma Program is a program of study leading to academic advancement, professional expertise or efficiency in a specific field of studies at a higher level than a Bachelor’s degree, but lower than a Master’s degree.
- 12.2 A Master’s Degree Program is a program of study leading to academic professional and research advancement at a higher level than a Bachelor’s degree aiming at producing academics and professionals who are knowledgeable in the subject areas and competent in conducting research or independent study.

12.3 A Higher Graduate Diploma Program is a program of study leading to academic advancement, professional expertise or proficiency in a specific field of study at a higher level than a Master's degree but lower than a Doctoral degree.

12.4 A Doctoral Program is a program of study leading to academic and research advancement at a higher level than a Master's degree, aiming at producing academics and professionals with a high level of competence especially in conducting research independently for the pursuit of new knowledge and sustained academic progress.

### **Section 13** The Structure of Study Programs

13.1 A Graduate Diploma Program has a total number of credits of no less than 30.

13.2 A Master's Degree program has a total number of credits of no less than 45. There are two plans for the Master's Degree programs as follows:

(1) Plan A: A research-based program leading to a thesis available in two schemes.

Scheme A1: Conducting research leading to a thesis of no less than 45 credits without taking any courses. However, non-credit courses or academic activities may be required and must be accomplished as prescribed by the School.

Scheme A2: A research-based program leading to a thesis worth no less than 15 credits, and courses of no less than 15 credits must be taken. The total credits must not be less than 45.

(2) Plan B: Course work-based program: A thesis is not required.

The aim is to produce knowledgeable academics and well-qualified professionals with wide knowledge which can be applied to the improvement of their work. The syllabus consists of courses of no less than 38 credits, including an independent study or a special project of no less than 4 credits but not exceeding 7 credits. The total number of credits

is 45. Plan B is offered only when there are personnel shortages in the field. To offer this program, approval from the Academic Senate must be obtained.

13.3 A Higher Graduate Diploma Program: The total number of credits is no less than 30.

13.4 A Doctoral Degree Program: The total number of credits is no less than 60 for students continuing their study from a Master's degree and no less than 90 credits for those continuing their study from a Bachelor's degree. This program consists of 2 schemes as follows:

(1) Scheme 1: A research-based scheme leading to a dissertation.

No course work is required, but the School may assign additional non-credit courses or other academic activities, without counting the credits earned but students must satisfy the criteria required.

Scheme 1.1 For a student with a Master's degree, a dissertation of no less than 60 credits is required.

(2) Scheme 2: A research-based scheme leading to a dissertation and course work.

Scheme 2.1 For a student with a Master's degree, a dissertation of no less than 45 credits is required coursework of no less than 15 credits.

Scheme 2.2 For a student with a Bachelor's degree, dissertation of no less than 60 credits is required and course work of no less than 30 credits.

The dissertations mentioned in Scheme 2.1 and Scheme 2.2 must be of the same basic quality and standard.

# Chapter 5

## Registration

### Section 14 Course Registration

- 14.1 A new student must enroll for courses in his/her first trimester within a period specified by the University. Otherwise, his/her student status lapses and his/her name will be removed from the registration.
- 14.2 A current student must register within a period specified by the University. Otherwise, he/she will not be eligible to register for that particular trimester.
- 14.3 A current student who does not register within a period specified by the University, must take leave of absence under Section 34 and a fee for retaining student status must be paid. Failure to observe this regulation will result in termination of student status.
- 14.4 A current student who has completed all courses as required by the program, but has not yet graduated must ask to retain his/her student status and pay a retaining fee and any other fees specified by the University. Failure to observe this regulation will result in termination of student status.
- 14.5 The number of credits in each trimester must be as follows.
- 14.5.1 Course credits of a conditional student under item 10.2.1 and 10.2.2 must be counted as credits studied.
- 14.5.2 Course credits earned by a student registering as a 'visitor' must be counted as credits studied.
- 14.6 Re- registration
- 14.6.1 A student who receives grades F U or W in compulsory courses needs to re-register for those courses until he/she obtains grades A B<sup>+</sup> B C<sup>+</sup> C or S
- 14.6.2 Students who receive grades F U or W in the elective courses may re-register so as to earn grades A B<sup>+</sup> B C<sup>+</sup> C or S or other elective courses may be registered for instead with the consent of the academic advisor and the approval of

the Chair of the School. The grades obtained from the last registration for those courses will be used in the calculation of the accumulated grade point average.

#### 14.7 Thesis Registration

14.7.1 A student whose thesis proposal has not yet been approved can register for a thesis of no more than 3 credits per trimester.

14.7.2 A student whose thesis proposal has been approved must register for a thesis of no more than 15 credits per trimester.

14.7.3 If the number of remaining thesis credits is more than the number of credits stated in item 14.7.2, the number of credits a student registers for can exceed the number stipulated.

14.8 Course registration must meet the program requirements and the announcements of the University and have the consent of the advisor.

14.9 A student who may want to register for additional courses which are not required by the program and which are not a condition of a trial study must submit a petition to the Center for Educational Services with the consent of the advisor, the instructor and with approval of the Chair of the School. The grades assigned will be either S or U only and the course credits will be counted as credits studied.

14.10 The School may allow other students to register as visitors for certain courses as required by the University.

14.11 Graduate students from other institutions may be permitted by the Academic Senate to register for courses at the University in order to transfer credits and the result of their studies will be counted as a part of their study program.

14.12 Students may be permitted by the Institute Committee and the Academic Senate to register for courses offered by other Universities if the thesis advisor agrees that those courses are relevant and beneficial to the thesis. The course credits, then, can be transferred and be part of the study program.

- 14.13 The total number of credits for courses under item 14.12 must not exceed 1/3 of the number of credits for courses in the students' program of study. The credits for the thesis are excluded.
- 14.14 Dates, registration procedure, and courses offered should be in accordance with university announcements.

**Section 15** Addition, Reduction, and Withdrawal from Courses.

- 15.1 Additional courses must be completed within the first 10 days of the trimester.
- 15.2 Reduction of courses is permitted within the first 5 weeks of the trimester and there will no record of these courses on the transcript.
- 15.3 Withdrawal can be made after the first 5 weeks of the trimester but no later than the first ten weeks of the trimester. The courses withdrawn will be recorded on the transcript..
- 15.4 The addition and the reduction of courses must be agreed by the advisor. Withdrawal from courses must be approved by the Chair of the School with the recommendation of the advisor and the instructor of that particular course.

## **Chapter 6**

### **Program Duration**

**Section 16** Program Duration

- 16.1 A Graduate Diploma Program must take no more than 9 trimesters.
- 16.2 A Master's Degree Program must take no more than 15 trimesters.
- 16.3 A Higher Graduate Diploma Program must take no more than 9 trimesters.
- 16.4 A Doctoral Degree Program takes no more than 18 trimesters for students who continue their studies from a Master's degree, and no more than 24 trimesters for those with a Bachelor's degree.
- 16.5 The duration of study is counted from the first trimester for which students register. Those who do not graduate within the time limit will lose their student status automatically. If students are permitted

to change their major or level of study, the duration of study is counted from the trimester in which approval was given. If approval is given after the first two weeks of the trimester or during the trimester break, the duration of study will be counted starting from the following trimester. However, the total duration must not exceed the time required by the University.

## Chapter 7

### Grading and Evaluation System

#### Section 17 Grading System

17.1 To evaluate students in each course, grades are used with credit points as follows.

Grades	Meanings	Grade point
A	Excellent	4.00
B <sup>+</sup>	Very good	3.50
B	Good	3.00
C <sup>+</sup>	Fairly Good	2.50
C	Fair	2.00
F	Fail	0

In some cases, the above grades are not applicable. The following grades will be applied

Grades	Meanings
I	Incomplete
M	Missing
P	In Progress
S	Satisfactory
ST	Satisfactory, Transferred credit
U	Unsatisfactory
V	Visitor
W	Withdrawal
X	No report

## 17.2 Assigning Grades

17.2.1 The grades A B<sup>+</sup> B C<sup>+</sup> C or F are assigned in the following cases:

- (1) To students taking the examination and/or having their academic performance evaluated.
- (2) The change of I or M must be completed and sent to the Center for Educational Services within the first week of the following trimester.
- (3) If there is a change of P or X.

17.2.2 Besides assigning an F grade as in 17.2.1, an F grade is also assigned in the following cases.

- (1) If students violate the examination regulations and those who have been given grade F according to item 35.1
- (2) If there is an automatic change from I or M when there is no report of a change from the Institute after the first week of the following trimester.

17.2.3 An I grade is assigned to students in the following cases

- (1) Absence from an examination due to illness, and the regulation in Section 33 has been observed.
- (2) Absence from an examination due to extreme circumstances and with the approval of the Chair of the School
- (3) Assignments which are parts of the course have not been completed and an instructor with the recommendations of the Chair of the School agrees to postpone the assessment.

17.2.4 An M grade is assigned to students who do not attend the examination and are unable to show evidence clarifying their absence from an examination

17.2.5 A P grade is assigned when coursework, the research, thesis work, or project work is not completed within one trimester and studies are being continued to the next trimester with satisfying progress.

17.2.6 S and U are assigned when the result of the evaluation is satisfactory or unsatisfactory respectively for the following courses.

- (1) Courses specified by the program to be assessed by S or U
- (2) Courses students registered for according to item 14.9
- (3) If there is a change of grade from M, P or X

17.2.7 An ST grade is for those courses for which transfer has been approved.

17.2.8 A V grade is assigned to students who are allowed to register for courses as visitors, with no less than 80% attendance, and who are working conscientiously.

17.2.9 A W grade can be assigned after the first five weeks of the trimester in the following circumstances:

- (1) Students who have been allowed to withdraw according to item 15.4
- (2) Students who could not take the examination due to illness and the regulation in Section 33 has been observed. The Chair of the School together with the instructor agrees that the course should be withdrawn.
- (3) Students who are allowed to take leave of absence for reasons stated in item 34.1 and 34.2
- (4) Students who are ordered to take leave of absence for other reasons in addition to those stated in item 35.1
- (5) The Chair of the School approves the change from an I grade stated in 17.2.3 (1) and (2) due to illness or extreme circumstances which still continue.
- (6) Students on courses for which they register as visitors under item 14.10 and the attendance is less than 80% of the total and the course instructor has confirmed that the student has not been working conscientiously.
- (7) Students who fail to meet the conditions of the registration for those courses.

17.2.10 An X is assigned only to the courses for which the Center for Educational Services has not received the students' evaluations within a specified period of time.

## **Chapter 8**

### **Educational Control**

#### **Section 18** Graduate Instructors

18.1 Graduate Instructors for Master's degree programs must possess one of the following qualifications.

18.1.1 A Ph.D. degree or equivalent in that particular field or related field of study and with teaching experience.

18.1.2 A Master's degree or equivalent in that particular field or related field of study; and they must have research work other than their own theses.

18.1.3 A Master's degree or equivalent in the particular field or in a related field and they must hold an academic title of at least an Assistant Professor.

18.1.4 A specialist who has been approved by the Academic Senate in that particular field or in a related field if that person is not affiliated to any Institution of Higher Education.

18.2 Graduate Instructors for Ph.D. programs must possess one of the following qualifications.

18.2.1 A Ph.D. or equivalent in that particular field or a related field; with teaching experience and research work in addition to their own theses.

18.2.2 A Master's degree or equivalent in that particular field or a related field and they must hold an academic title of at least an Associate Professor and have done research work in addition to their own theses.

18.2.3 A specialist who has been approved by the Academic Senate in that particular field or a related field for at least 5 years if that person is not affiliated to any Institution of Higher Education.

18.3 Graduate instructors may teach at lower levels than the level approved.

**Section 19** General Advisor

19.1 Must be a permanent instructor and graduate instructor in the School to which students are affiliated.

19.2 Give suggestions and support for making students' study plans in line with the syllabus and the regulations.

19.3 Give advice to students on other matters as necessary and appropriate.

19.4 The Chair of the School will propose the name of an instructor to be appointed as a general advisor promptly.

**Section 20** Thesis Advisor

20.1 A thesis advisor for a Master's degree student must be a permanent instructor and graduate instructor of the University at the time of appointment and must have one of the following qualifications.

20.1.1 A Ph.D. degree or equivalent in the field or a related field of the thesis.

20.1.2 A Master's degree or equivalent in the field or a related field of the thesis and hold an academic title of at least an Associate Professor with research work in addition to his/her thesis.

20.1.3 A specialist who has been approved by the Academic Senate in the field of the thesis.

- 20.2 A thesis advisor for a Doctoral degree must be a permanent instructor, and graduate instructor of the University at the time of appointment and must have one of the following qualifications.
- 20.2.1 A Ph.D. degree or equivalent in the field or a related field of the thesis and have done research work in addition to his /her own thesis.
- 20.2.2 A Master's degree or equivalent in the field or a related field of the thesis and hold an academic title at least of Associate Professor and have done other research work in addition to his /her own thesis.
- 20.2.3 A specialist who has been approved by the Academic Senate in the field of the thesis.
- 20.3 Responsibilities of a Thesis Advisor
- 20.3.1 To advise students on how to study and conduct research as well as how to deal with problems occurring while students are in the process of studying and conducting research.
- 20.3.2 To advise students on the writing of an academic thesis and on the use of appropriate language.
- 20.3.3 To assess students' progress on their theses in each trimester and report the result to the Chair of the School.
- 20.3.4 To propose students' requests for their thesis examination to the Chair of School.
- 20.3.5 To be a member of the Thesis Examination Committee.

**Section 21** Appointing Thesis Advisors or the Thesis Advisory Committee.

- 21.1 A general advisor and a thesis advisor can be the same person.
- 21.2 The Dean will appoint a thesis advisor or the thesis advisory committee, with the approval of the Institute Committee and the recommendations from the Chair of the School prior to students' registration for their theses.

21.3 A student may have only one thesis advisor or may have co-advisors of no more than four, who are internal instructors or an external authority as the Thesis Advisory Committee and a thesis advisor will take the role of the Chair and the co-advisors are the members of the committee.

**Section 22** Report on the Progress of a Thesis.

22.1 A student who has registered for a thesis or who maintains his or her student status after completing the registration for a thesis, progress on the thesis on a form as required by the University and present it to the thesis advisor before the final day of each trimester.

22.2 The thesis advisor must report the result of the evaluation of the progress on the thesis each trimester to the Chair of the School for submission to the Institute Committee. If the result of the evaluation is not satisfactory, the Institute Committee may terminate the student's studies.

## **Chapter 9**

### **Transfer of Programs, Courses, and Credits**

**Section 23** Transfer of Programs

23.1 A transfer of the program can be requested with the consent of the Chair of the School of the previous study program and that of the program to be transferred to, and with the approval of the Institute Committee of both parties.

23.2 The earliest submission of a request for a transfer of a program must be processed in the student's second trimester with an accumulated grade point average of no less than 3.00.

**Section 24** Criteria for Transfer of Courses, and Transfer of Credits

24.1 In the case of a transfer of program, all courses registered for in the previous program must be transferred to the new program earning the same grades.

- 24.2 In the case of students who used to study at Suranaree University of Technology and who have now re-entered the program the credits for their courses in the previous program can be transferred but they must have been earned within a period of nine trimesters.
- 24.3 In addition to item 24.1 students may be given permission to transfer courses with grade S or not lower than B or the equivalent. These courses must contain the equivalent or similar content and quality to substitute for the courses in the new program.
- 24.4 In the case of the transfer of courses and the transfer of credits for a Graduate Diploma student pursuing a Master's degree in the same field or a related field, the transfer of courses and the transfer of credits must be no more than 40% of the total credits required by the new program and the transfer must be processed only once and completed in the first trimester of enrollment on the new program.
- 24.5 The transfer of courses at Master's degree and Doctoral degree level must be no more than one - third of the total credits of the new program, not including the thesis credits. The transfer of courses and credits must be processed only once and completed in the first trimester of enrollment on the new program.
- 24.6 For the transfer of courses from other institutions of Higher Education, students must have an accumulated grade point average from the previous institution of no less than 3 on a scale of 4 or the equivalent and those courses must be assigned with grade S or no less than B or the equivalent and have been taken no more than three academic years previously.
- 24.7 If credits of a course have been transferred, it is assumed that a student has passed that course and the grade assigned will be ST and the credits of the course will be counted as credits earned in the new program.
- 24.8 Only the credits of courses can be transferred but not the credits of a thesis.
- 24.9 For the transfer of courses, the School may test a student's knowledge on the courses to be transferred as an additional means of verification.

- 24.10 The transfer of courses must be approved by the Institute Committee.
- 24.11 Credits of courses which have been transferred must be included in the calculation of the accumulated grade point average whereas credits transferred of courses will not be calculated for the accumulated grade point average.

## **Chapter 10**

### **Change of Study Level**

#### **Section 25** Change of Study Level

- 25.1 A change of study level may take place from a lower to a higher level or vice versa.
- 25.2 The following cases are eligible for change of study level.
- 25.2.1 A student in a Master's degree program Plan A who is awarded a scholarship for a Doctoral degree.
- 25.2.2 A student in a Master's degree program who has passed the qualifying examination organized for students on a Doctoral program.
- 25.2.3 A student on a Doctoral program who has not passed the qualifying examination may be proposed by the School to the Institute Committee for admission into a Master's degree program.
- 25.3 A change of study level can only be allowed when there is no program change and with the approval of the Institute Committee. Then it will be reported to the Academic Senate for further comments.

# Chapter 11

## Assessment and Evaluation

### **Section 26** Evaluation and Calculation of Grade Point Average.

26.1 Evaluation must be conducted at the end of each trimester.

26.2 Calculation of the grade point average.

26.2.1 A grade point average for a trimester is calculated from all courses taken in that trimester. The total number of credits for each course is multiplied by the grade point received. Then the total for all courses is divided by the total number of credits for that trimester.

26.2.2 An accumulated grade point average is calculated from all credits earned from the time of enrollment to the time of the evaluation. The total number of credits for each course is multiplied by the grade point received. Then the total for all courses is divided by the total number of credits for courses registered.

### **Section 27** Comprehensive Examination

27.1 For the Graduate Diploma, the Master's Degree and the Higher Graduate Diploma, students must pass a comprehensive examination which evaluates the student's ability and potential to apply knowledge and academic experience in working and in conducting research.

27.2 Master's degree students in Scheme A1 and Scheme A2 must complete the comprehensive examination within the first 4 trimesters of their program of studies. If students fail to meet this regulation, their student status will be terminated. Should there be sufficient reasons, an extension can be requested with the approval of the Institute Committee.

- 27.3 Students on the Master's degree Plan B, the Graduate Diploma, and the Higher Graduate Diploma program must take the comprehensive examination after completing the credits required by the program and they must pass it within 2 trimesters after having completed the required credits. Failing to meet this requirement will result in the termination of the students' status. Should there be sufficient reasons, an extension can be requested with the approval of the Institute Committee.
- 27.4 The comprehensive examination can be either a written examination or an oral examination or both.
- 27.5 The administration of the comprehensive examination is the responsibility of the School and the comprehensive examination should be administered at least once per trimester. Each examination must be carried out by a committee appointed by the Dean with the approval of the Institute Committee.
- 27.6 The Comprehensive Examination Committee consists of the Chair of the School or a person authorized by the Chair of the School to be the Chair of the Comprehensive Examination Committee and Master's degree graduate instructors of not less than 3 but not over 5 persons. An external examiner may be invited with the approval of the Institute Committee.
- 27.7 The Comprehensive Examination Committee must administer the comprehensive examination at the date and time specified by the Institute Committee and the result of the examination must be reported to the Institute Committee within 1 week of the day of the examination.
- 27.8 The result of the comprehensive examination will be reported a grade S when passed and U when failed.
- 27.9 A student failing the first comprehensive examination is allowed to retake the examination only once. A second failure results in automatic termination of the student's status.
- 27.10 If a student fails the comprehensive examination, the result will appear on the transcript only when it affects the student's status.

## **Section 28** Qualifying Examination

- 28.1 Doctoral students must pass a qualifying examination which aims to evaluate students' academic ability in order to conduct independent scholarly research for a doctoral dissertation.
- 28.2 Doctoral students must pass a qualifying examination within the first six trimesters of their program of studies. Failure to observe this regulation will result in the termination of the student's status. Should there be sufficient reasons, an extension can be requested with the approval of the Institute Committee, except in the case of those students taking the qualifying examination as in item 28.3.2
- 28.3 Students eligible for the qualifying examination are as follows:
- 28.3.1 Doctoral students
- 28.3.2 Master's degree students Scheme A2 with cumulative credits of no less than 15 credits and accumulated grade point average of not less 3.50 or Master's degree students on Scheme A1 who are doing research work with the potential to be developed into a doctoral dissertation. The latter needs the approval of the Institute committee. Then the approval will be reported to the Academic Senate for further comments. In both cases, students must have completed their comprehensive examination and if they pass this qualifying examination, they automatically pass the doctoral qualifying examination required for doctoral degree level.
- 28.4 A qualifying examination may be a written or an oral examination or both.
- 28.5 The School is responsible for organizing qualifying examinations and they should be organized at least once a trimester. Each qualifying examination must be conducted by a committee appointed by the Dean with the approval of the Institute Committee.
- 28.6 The Qualifying Examination Committee consists of the Chair of the School, or the person authorized by the Chair of the School to act as the Chair of the Qualifying Examination, Doctoral degree graduate instructors of no less than 3 but not more than 5 persons.

- No more than 2 external examiners, can be invited with the approval of the Institute Committee.
- 28.7 The Qualifying Examination Committee must organize the examination on the date and time specified by the Institute Committee and the result must be reported to the Institute Committee within 1 week of the day of the examination.
- 28.8 The results of the Qualifying Examination are reported using grades: S for passed and U for failed.
- 28.9 Doctoral students who have passed the Qualifying Examination are eligible to propose their dissertation for a doctoral degree.
- 28.10 Students according to item 28.3.1 who fail the qualifying examination at the first attempt, can re-take the examination for only one other attempt. Failure at the second attempt will result in automatic termination of student status unless permission is given to change the level of studies according to item 25.2.3
- 28.11 Students specified in item 28.3.2 can take the Qualifying Examination only once.
- 28.12 In case of failure, the result will be recorded in the transcript when it affects the student's status.

## **Section 29** Approval of Thesis Proposal

### 29.1 Master's degree thesis

Students must submit their thesis proposals to the School. The School must then propose them to the Thesis Proposal Committee and the Institute Committee for approval. The proposal must be approved within 5 trimesters from their first trimester of their program of studies. Otherwise, the student's status will be terminated. If necessary, an extension of the time may be granted by the Institute Committee.

### 29.2 Ph.D. Thesis

Students must submit their thesis proposals for Ph.D. thesis to the School. The School must then propose them to the Thesis Proposal Committee and to the Institute Committee for approval. A Ph.D. thesis proposal must be approved within seven trimesters from a

- student's first enrollment, otherwise, student status will be terminated
- If necessary, an extension of the time may be granted by the Institute
- 29.3 A Thesis Proposal Committee may be of the same composition and qualifications as a Thesis Examination Committee.
- 29.4 The language used in writing a thesis may be Thai or a foreign language which a student must indicate clearly at the time of submitting the proposal.

**Section 30** Thesis Examination.

- 30.1 Master's degree Thesis
- 30.1.1 The thesis examination must be organized by a committee appointed by the Dean with the approval of the Institute Committee.
- 30.1.2 The Thesis Examination Committee consists of the Chair of the School or a person authorized by the Chair to be the Chair of the Thesis Examination Committee, the thesis advisor and at least one authority in the field. The authority examining a student's thesis for Scheme A1 must be an external examiner.
- 30.1.3 The members of the Thesis Examination Committee must hold one of the following qualifications:
- (1) A Ph.D. degree or equivalent in the field or a field related to the thesis.
  - (2) A Master's degree or equivalent in the field or a field related to the thesis and an academic title of no less than an Associate Professor and have done research work other than on his/her thesis.
  - (3) A person approved by the Academic Senate as a specialist in the field of the thesis if the person is not affiliated to any Institute of Higher Education.
- 30.1.4 When a student has finished a thesis in a format specified by the University, he/she must submit a request for a thesis examination to the Chair of the School with the recommendation of the thesis advisor or the Chair person of

the thesis advisory committee, together with a draft of the thesis for the Dean's approval no less than 2 weeks prior to the examination date.

30.1.5 In administering the thesis examination, every member of the Thesis Examination Committee must be present. If any member is absent, the examination must be postponed until all of the committee can be present.

30.1.6 In the case that a vote is needed in considering the result of a thesis examination, a majority vote of the Thesis Examination Committee must be used.

## 30.2 Doctoral Thesis

30.2.1 The thesis examination must be organized by a committee appointed by the Dean with approval of the Institute Committee.

30.2.2 The Thesis Examination Committee consists of the Chair of the School or a person authorized by the Chair to be the Chair of the Thesis Examination Committee, the thesis advisor, and the members of the committee of no less than 3 but not more than 5 persons. At least one person out of 5, as stated above, must be an external authority chosen according to the criteria specified by the University.

30.2.3 Members of the Thesis Examination Committee must hold one of the following qualifications

(1) A Ph.D. degree or equivalent in the field or in a field related to the thesis and have done research work other than his/her own thesis.

(2) A Master's degree or equivalent, in the field or a field related to the thesis, holding an academic title of no less than an Associate Professor and have done research work other than his/her own thesis.

(3) A specialist approved by the academic Senate in the Field or a related field to the thesis for at least 5 years, if the person is not affiliated to an Institute of Higher Education.

30.2.4 When a thesis is completed in the format specified by the University the student must submit a request for a thesis examination to the Chair of the School with a recommendation of the thesis advisor or of the Chair person of the Thesis Examination Committee in order to propose the draft of the thesis to the Dean at least 3 weeks prior to the examination date.

30.2.5 In administering the thesis examination, every member of the Thesis Examination Committee must be present. If any member is absent, the examination must be postponed until all of the committee can be present. In the case that a vote is needed in considering the result of a thesis examination, the majority vote of the members of the Thesis Examination Committee of no less than 4 must be used in all cases.

30.3 During the thesis examination, any interested party can attend as an observer. The Chair of the Thesis Examination Committee may permit the observer to pose some questions after the Thesis Examination Committee have completed their examination. In the case that the Institute Committee considers that the content of the thesis should not be disclosed to the public, the Rector might not give permission to those who are not directly involved with the thesis to observe the thesis examination.

- 30.4 The result of the thesis examination will be reported as follows.
- (1) Very good means a student has passed and the Thesis Examination Committee has agreed unanimously that the student has presented his/her thesis and answered all the questions most satisfactorily and the contents of the thesis are correct and complete.
  - (2) Passed means a student has passed and the Thesis Examination Committee has agreed that the student has presented the thesis and answered all the questions fairly satisfactorily and the contents of the thesis only requires minor revisions.
  - (3) Fail means a student does not pass the thesis examination. The Thesis Examination Committee has agreed that a student has presented the thesis or answered the questions unsatisfactorily.
- 30.5 In the case where a student does not pass the thesis examination, the Chair of the Examination Committee must ask the student to revise the thesis as suggested by the Thesis Examination Committee and inform them of the time for the revision. Then the student must submit a request for a second thesis examination.
- 30.6 Failure of the thesis examination for a second time will result in the loss of the student's status automatically.
- 30.7 The Chair of the Thesis Examination Committee must not be the same person as the Thesis Advisor.
- 30.8 The Institute Committee approves of the result of the thesis examination with the recommendations of the School and the Thesis Examination Committee.

**Section 31** Format, Submission and Publication of Thesis.

- 31.1 The completed thesis must be submitted in a format, on the date and time, and with the number of copies specified by the University.
- 31.2 For Master's degree Plan A students, the research work from the thesis must be published or at least have been accepted to be published in a journal or an academic publication or presented to an academic conference which publishes its proceedings.

31.3 For Ph.D. students, the research work from the thesis must be published or at least have been accepted to be published in a journal or an academic publication with a recognized external authority in a related field to do a peer review prior to the publication.

## **Section 32** Foreign Language Examination

- 32.1 All Ph.D. students are required to take a foreign language examination and pass it according to the criteria specified by the University. In case of failure, the examination can be re-taken but this must be within 9 trimesters of their study program. Failure to observe this regulation will result in a termination of the student's status.
- 32.2 The Academic Senate will specify the foreign language a student must take. It must not be the language students use regularly for communication.
- 32.3 The Foreign Language Examination mainly aims to measure students' reading comprehension but other skills of language may be included. The Academic Senate may specify other means of measurement rather than a test to assess students' foreign language proficiency.
- 32.4 The Academic Senate and the Dean of the Institute of Social Technology or their representative must organize the foreign language examination stipulated by the Doctoral degree programs, at least once a trimester. The arrangements for this examination will be carried out by a committee appointed by the Rector with the approval of the Academic Senate.
- 32.5 The results of the foreign language examination or the results acquired by using other means of examination will be reported by grades: S when passed and U when failed. The grade U can be recorded only once when the student's status is removed resulting failure in the foreign language examination.
- 32.6 In the case that English is the foreign language required, exemption can be requested by submitting TOEFL scores or the equivalent as specified by the Academic Senate.

## Chapter 12

### Leave of Absence, Penalties, and Termination of Student Status

#### Section 33 Sick Leave

- 33.1 Sick leave refers to leave of absence for a student who is so ill that he/she can not attend the examinations for certain courses or all courses.
- 33.2 For sick leave as stated in item 33.1, a student must submit a petition to the Chair of the School within 1 week from the initial date of illness, including a medical certificate from the University infirmary or any other hospitals recognized by the University.

#### Section 34 Academic Leave

- 34.1 A student may submit a petition through his/her advisor to the Chair of the School for approval in the following circumstances.
- 34.1.1 For military conscription
- 34.1.2 For an overseas exchange student scholarship or other scholarships to which the University agrees.
- 34.1.3 For hospitalization with a severe illness that requires more than 3 weeks' medical treatment as verified by a medical certificate as stated in item 33.2.
- 34.1.4 For other personal reasons on condition that a student has studied in the University for no less than 1 trimester with accumulated grade point average of no less than 3.00
- 34.1.5 No registration as stated in item 14.3.
- 34.2 A student whose accumulated grade point average is less than 3.00 or who does not have his/her results of study but must take academic leave should immediately submit the petition to the Chair of the School and approval will be given by the Institute Committee.
- 34.3 The submission of a petition as stated in item 34.1 or 34.2 must be done within the first 10 days of the trimester for a student who hasn't registered for any courses, or within 10 weeks for a student who has already registered for his/her courses.

- 34.4 Approval for leave of absence according to item 34.1 and 34.2 can only be granted for two consecutive trimesters. If students require a longer leave of absence, they must submit another request.
- 34.5 The duration of the approved academic leave must be counted as part of the duration of study of that student except for absence as stated in item 34.1.1 and 34.1.2
- 34.6 A student whose leave of absence has been approved must pay a fee to retain his/her student status for every trimester during the absence except for the trimester for which credits have already been paid. Failure to comply with this regulation results in the termination of the student's status.
- 34.7 A student who intends to be re-admitted before the due date of leave of absence must submit a petition for re-admittance to the Chair of the School for approval. Once it is approved, the student must inform the Center for Educational Services no less than 1 week prior to the date of course registration in the trimester which the student will be re-admitted.
- 34.8 A student who has been re-admitted after leave of absence will retain his/her student status.

**Section 35** Penalties for Misconduct

- 35.1 A student found cheating in an examination or involved in any form of academic dishonesty will be investigated by a committee appointed by the Academic Senate. Then the result will be reported to the University which will decide on the penalty and notify the parties concerned.
- 35.2 The duration of a student's suspension is included in the duration of the period of a student's studies.
- 35.3 A student being suspended according to item 35.1 must pay a fee to maintain his/her student status for every trimester of the suspension except for the trimester in which the registration fee has been paid. Otherwise, the student's status will be terminated.

**Section 36** Termination of Student Status

Apart from those cases referred to in other sections, the student's status will be terminated in the following circumstances:

- 36.1 Having completed the program requirements and conferment has been granted according to section 40.
- 36.2 Receiving approval of resignation from the Dean with a recommendation from the Chair of the School.
- 36.3 Failing to register or to pay a fee to retain student status within the first 10 days of the trimester. A student losing his/her student status in this case may request reinstatement of student status in a particular trimester with the approval of the Dean.
- 36.4 Being a trial student and the results of the study do not meet the specified conditions.
- 36.5 Being a regular student obtaining an accumulated grade point average lower than 3.00 in two consecutive trimesters.
- 36.6 Termination of student status is the result of a penalty given by the University.
- 36.7 Death.

## **Chapter 13**

### **Benefits from Research Work**

**Section 37** Copyrights of Theses

The ownership of the copyrights of theses and related publications will be in accordance with the University's regulations.

**Section 38** Patents

The ownership of patents or any commercial benefits derived from research for theses will be in accordance with the University's regulations.

# Chapter 14

## Graduation

### **Section 39** Eligibility for Graduation

- 39.1 Enrollment for the last trimester of the program.
- 39.2 The qualification as stated in item 39.1 and submission of a petition requesting the conferment of a degree to the Center for Educational Services within the period of time designated by the University. Failure to do so will result in the student's name not being submitted to the University Council for approval of a degree or a certificate in that particular trimester.
- 39.3 Students having been qualified as stated in item 39.1 who want to register for additional courses in the following trimester. In this case they do not intend to graduate after they have completed the program. They must submit their requests to the Center for Educational Services within the time specified by the University and with the approval of the Chair of the School and the recommendations of their advisor.
- 39.4 For students who have all the qualifications stated in item 39.1 but who have not submitted a request to be conferred with a degree or certification as stated in item 39.2 or not having submitted a request for registration on additional courses according to item 39.3, the Center for Educational Services may send the students' names to the Institute to process for the graduation to the University for the approval of a degree or diploma in the following trimester and the students have to pay a fee to retain their student status.

### **Section 40** Requirements for Conferment of Degrees and Diplomas

- 40.1 No misconduct
- 40.2 Bills of tuition and fees have been paid.
- 40.3 The Dean with the agreement of the Institute Committee proposes the students' name to the Academic Senate for consideration and consent to the graduation. When the University Council has approved the graduation, then, students are eligible for conferment of degrees or diplomas.

40.4 Criteria for graduation are as follows:

40.4.1 Fulfillment of the number of credits required by the program.

40.4.2 An accumulated grade point average of no less than 3.00

40.4.3 All conditions have been met as required by the program  
and these regulations.

40.4.4 Having a qualification as stated in item 39.1

### **Temporary provisions**

**Section 41** For students who registered before the academic year 2007 (B.E. 2550) and still retain student status on the date these regulations become effective, the duration of their study program will follow the previous regulations.

**Section 42** For students who have registered before the academic year 2007 (B.E. 2550) and have followed the regulations of the year 2002 (B.E. 2545), changes can not be made to comply with these new regulations.

**Section 43** If the previous or current regulations are not clearly applicable, a decision must be taken in favor of the student.

Announced on the 2<sup>nd</sup> March B.E. 2007 (2550)

(Signed)

(Professor Dr. Wichit Srisa-an)

President of the University Council Suranaree University of Technology



## **Suranaree University of Technology Regulations on Tuition Fees for Graduate Students, B.E. 2538(1995)**

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As it is deemed appropriate to determine the rates of tuition fees for graduate students to be cited as standard criteria for the work performance of the university;

and by virtue of Clause 16(10) of Suranaree University of Technology Act, B.E. 2538(1995) and the resolutions passed in the 2/2538 meeting of the University Council, on 10 June B.E. 2538(1995), the University Council has thus laid down the following regulations.

1. These regulations are called, “Suranaree University of Technology Regulations on Tuition Fees for Graduate Students, B.E. 2538 (1995)
2. These regulations have been effective since the Academic Year of B.E. 2538 (1995)
3. The Rector acts on behalf of these regulations and is authorized to issue nouncements or notices concerning procedures of practices which do not contradict these regulations
4. The rates of tuition fees have been determined as follows:
  - 4.1 Single Payment of  
General Damage Fee: 6,000 Baht (to be returned when leaving the University)
  - 4.2 Annual Fee
    - 4.2.1 University Maintenance Fee: 10,000 Baht
    - 4.2.2 Student Activity Fee: 200 Baht
  - 4.3 Registration Fee  
The registration fee is 1,500 Baht per one academic credit

Issued on 16 June B.E. 2538 (1995)

(Signed)

(Professor Dr. Wichit Srisa-an)

President of the University Council Suranaree University of Technology



## **SUT NOTIFICATION**

### **On the Criteria for the Rebate of Registration Fees**

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In order to facilitate the payment of appropriate rebate of the registration fees for all courses and at all levels of study, paid by Suranaree University of Technology, and by virtue of Clause 21 and Clause 24 of Suranaree University of Technology Act 2533 B.E., accompanied by the resolutions of the Committee on SUT Finance and Property passed in the 1/2547 Meeting on 9 February 2547, authorized by the SUT University Council in the 7/2539 on 23 November 2539, the SUT Notification on the Criteria for the Rebate of Registration Fees dated 29 July 2546 is thus cancelled and a new notification has been issued as follows:

1. Students who request a withdrawal from a course, for which they have registered, within the first 5 days of the new trimester shall be rebated the full amount, but they must pay 50 Baht for the service fee.

Students who request a withdrawal from a course, for which they have registered, after the first 5 days of the new trimester shall not be rebated, and they are not required to pay the service fee.

2. Students who withdraw from a course or courses, for which they have registered, due to changes made by the university, such as the closing of a course, the closing of a class which prevents students from changing their class, changing their class/examination schedules which prevents students from changing their class, advanced registration before the announcement of the results of examination, etc., shall be rebated the full amount by the University.

Effective since 2547 Academic Year onwards

Issued on 2 April 2547 B.E.

(Signed)

(Assist.Prof. Dr. Tavee Lertpanyavit)

Rector, Suranaree University of Technology

