



Student's Booklet

Academic year 2012

Academic Regulations of Graduate Studies,
Kasetsart University, B.E. 2550 (2007)



**International Standards, Excellent Services,
Fit for ASEAN**



A Message from the Dean of The Graduate School

The Graduate school is one of the faculties of Kasetsart University established by a royal decree. The Graduate School is a center which is in charge of control, support, and coordination of all study fields and programs as to attain the potential development of graduate education, augmentation of the competitiveness, as well as the realization of achievements comparable to world standards. For its existence of 46 years,



The Graduate School has organized many activities to develop both the quality and the standards of the education of graduate students. The main role of The Graduate School is to provide educational services to the students and lecturers of Kasetsart University with special focus on the standardized control of graduate education in accordance with the research university policy, the Academic Regulations of Graduate Studies, Kasetsart University, and the Office of the Higher Education Commission. Furthermore, The Graduate School endeavors to prepare both the students and the lecturers for the implementation of the ASEAN Economic Community (AEC).

This handbook is designed for the benefit of the graduate students to render all the pertinent regulations, complete with the applicable directives and further general issues, to cover the duration of the graduate studies. This booklet is intended to function as a guide for students and other stakeholders for the pursuit of their activities at Kasetsart University.

Finally, on the occasion of the orientation day, we trust the students will find their studies at Kasetsart University both constructive and enjoyable and extend our best wishes to all graduate students.

A handwritten signature in black ink that reads "Gunjana Theeragool". The signature is fluid and cursive, with a long horizontal stroke at the end.

Associate Professor Dr. Gunjana Theeragool

Dean of The Graduate School

Checklist for International Graduate Students

Name

Student's ID Number.....Faculty.....

Program..... (X.....)

Campus.....

Study Plan..... Semester..... Year

Regulation	Date of Approval	Remark
1. Registration		1. Within 15 days of the commencing of semester
2. Appointment of Thesis advisory committee		2. Within two semesters
3. Submit of study plan		3. Within two semesters
4. English Examination, alternatively Transfer of TOEFL or IELTS result		4. To be completed in the first semester
5. Qualifying Examination / Comprehensive Examination		5. Master's degree plan A1 and doctoral degree plan 1 must take this examination at least six months prior to the final examination
6. Submission of Thesis Proposal (if any)		6. Within four semesters with proposal of approved not later than 120 days for master's degree and 365 days for doctoral degree students prior to the final examinations
7. Final Examination / Comprehensive Examination (for plan B)		7. GPA of GA* subject ≥ 3.00 GPA of UA* subject (if any) ≥ 2.50 Pass English proficiency examination Doctoral degree: Thesis proposal must be approved for at least 365 days Master's degree: Thesis proposal must be approved for at least 120 days
8. Completion of thesis results publication or approve of thesis results publication		8. Doctoral degree: Complete thesis results publication in peer-reviewed journal. Master's degree: Complete thesis results publication in a journal or proceedings

* GA = Graduate Audit, UA = Undergraduate Audit

Introduction

Kasetsart University

Kasetsart University, formed from the Primary School for Agriculture Teacher Training in 1917, was the first higher educational institute engaged in the education in agricultural fields in Thailand. Later, the Primary School for Agriculture Teacher Training was expanded and elevated as Kasetsart University by the first Kasetsart University Act on February 2, 1943. During the period of 1943 to 1961, a total of six Kasetsart University Acts were promulgated. The current Act is the Kasetsart University Act of 1998, which was announced in the Royal Gazette, vol. 115, section 15a, on 24 March 1998.

A total of 25 faculties exist at Kasetsart University as per the announcements of the relevant government divisions and the University Council. Those faculties are engaged in the education at diploma, bachelor's degree, master's degree, and doctoral degree levels. The Bangkok campus accommodates 14 faculties, one graduate school, and the School of Environment. The Kamphaeng Saen campus comprises five faculties. The Si Racha campus hosts four faculties, and the Chalermphrakiat Sakon Nakhon Province Campus has three faculties. Additionally, the two affiliated institutes comprise the Irrigation College and the Boromarajonani College of Nursing Nopparat Vajira. The above mentioned faculties and affiliated institutes cover all science and social science studies. Associate Professor Vudtechai Kapilakanchana is the 14th and incumbent president of Kasetsart University.

The Graduate School

Kasetsart University initially inaugurated postgraduate programs in 1956 in the fields of agriculture and animal husbandry (presently known as the Animal Science program). Six year later, The Graduate School initiated two master's degree programs in the fields of agricultural economics and economy development (presently know as the Economics program). As the postgraduate programs grew rapidly, The Graduate School was officially established to be in charge of all graduate studies at Kasetsart University on 10 October 1966.

Supervisor Positions



Mrs. Achara Pongudom
(Head of Secretary Office)



Mrs. Sunun Tamthinthai
Educator, Specialist
(Head of Educational Services Section)



Mrs. Somsuk Nooharn
Educator, Senior Specialist
(Head of Educational Quality Assurance Section)



Mr. Manid Wongklay
Educator, Senior Specialist
(Head of Inter-campus Coordination Section)



Mrs. Wattana Witeejongjaroen
Finance and Accounting Technical Officer, Senior Specialist
(Head of Finance and Supplies Section)



Mrs. La-orrat Prisingh
Plan and Policy Analyst, Specialist
(Head of Policy and Information Section)



Mr. Sandro Kunz
English Editor



Mrs. Sriusa Palawatanakul
Educator, Senior Specialist



Miss Daranee Laksanakaeiti
Educator, Senior Specialist



Mrs. Sopa Intharung
Educator, Senior Specialist

Administrative Team



Associate Professor Dr. Gunjana Theeragool
(Dean of the Graduate School)



Assistant Professor Dr. Nuchanata Mungkung
(Associate Dean for Education Services and Foreign Affairs)



Associate Professor Dr. Penkhae Wanchaithanawong
(Associate Dean for Education Standards)



Associate Professor Dr. Somwang Khantayanuwong
(Associate Dean for Administration)



Associate Professor Dr. Somchai Numprasertchai
(Associate Dean for Information Technology)



Assistant Professor Dr. Sujate Chaunchom
(Associate Dean for Kamphaengsaen Campus)

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Mr. Pinit Jenkitnarong 3950



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Academic Regulations of Graduate Studies,

Kasetsart University, B.E. 2550 (2007)

As to assure the standard of graduate education, the Council, as empowered by virtue of Article 16 of the Kasetsart University Act of B.E. 2541 (1998) and the resolution of Kasetsart University Council meeting number 2/2550 on 19th February, B.E. 2550 (2007), has enacted the regulations of Graduate Studies as follows:

Item 1 These regulations are referred to as “Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2550 (2007)”.

Item 2 These regulations shall apply as from the academic year B.E. 2549 (2006) onwards.

Item 3 These Regulations shall supersede the following Regulations:

3.1 The Announcement by Kasetsart University Council: Academic Regulations for Graduate Studies, Kasetsart University, B.E. 2546 (1993) issued on 6th November B.E. 2546 (1993).

3.2 The Announcement by Kasetsart University Council: Academic Regulations for Graduate Studies, Kasetsart University (Issue 2), B.E. 2547 (1994) issued on 19th February B.E. 2547 (1994).

Item 4 The President of Kasetsart University is to supervise the application of these regulations.



Chapter 1 Admission of Students

Item 5 Qualification of Candidates

5.1 Candidates for the graduate diploma program must hold a bachelor's degree or equivalent.

5.2 Candidates for the higher graduate diploma Program must hold a master's degree or equivalent.

5.3 Candidates for the Master's Degree Program must hold a bachelor's degree or equivalent.

5.4 Candidates for the Doctoral Degree Program must hold a bachelor's degree or equivalent with an outstanding study record or a master's degree or equivalent.

Item 6 Application

6.1 The application process is made by announcement of The Graduate School for each academic year.

6.2 The application form and other pertinent documents for application are as announced by The Graduate School.

Item 7 Criteria for Admission

The Dean of The Graduate School appoints the Graduate Studies Admission Examination Committee. The committee members consist of program lecturers in representation of their departments or graduate programs. The main responsibility of the committee is to choose qualified candidates with the consent of the head of department or the graduate program committee chairperson and the Dean of The Graduate School.



Item 8 Students' Status

8.1 The status of graduate students is to be defined as either regular student or trial student:

8.1.1 Regular students are recipients not subject to a trial period of enrollment.

8.1.2 Trial students are registrants who have been accepted on a trial basis for the first semester whose status is subject to amendment to regular students in compliance with the requirements as outlined in 8.2.

8.2 The amendment of the status of trial students to regular students is subject to attainment of a minimum Grade Point Average (GPA) as follow:

8.2.1 A Grade Point Average (GPA) of 2.00 for enrolled undergraduate subjects as fundamental studies.

8.2.2 A Grade Point Average (GPA) of 3.00 for graduate subjects.

The accumulated credits of the subjects enrolled, as outlined in 8.2.1 and/or 8.2.2 is not to be less than 9 credits and the registration in the first semester is to be under the consideration of the students' department or program. If at the time of admission a condition to enroll in fundamental subjects prevails, students are to attend at least one fundamental subject. In case of non-attainment of the student's GPA as outlined in 8.2.1 and / or 8.2.2, expulsion of the student from The Graduate School is mandatory

Item 9 Prerequisites for Entry to the University

9.1 Admitted students are not to enroll in more than one field of study/program simultaneously.

9.2 Students must register within the deadlines specified. Failure to adhere to deadlines may void the admission.



Chapter 2 Registration

Item 10 Registration

10.1 Students must enroll on the date and time as specified by Kasetsart University.

10.2 Late registration may result:

(1) Students to be subject to fines as announced by current Kasetsart University Announcement on Tuition and Fees.

(2) In the termination of the students' status as specified in 28(7) if the tuition fee payment is delayed in excess of 15 days as deemed from the first day of a particular semester.

10.3 Registrations in summer semesters are to comply with the Summer Session Regulations.

Item 11 Registration for Maintenance of Student Status

11.1 Students with completed course work who do not graduate are to register to maintain their status and are subject to the applicable tuition fees for each particular semester.

11.2 Students scheduled for graduation in the summer semester are subject to the applicable tuition fees for the summer semester.

11.3 Students with incomplete course work who request a leave of absence are required to register as to maintain their status.

11.4 If students with successful final examination results who are unable to submit a complete thesis in the timeframe specified in that semester, a complete thesis in the subsequent semester is to be presented and tuition fees for the particular semester are applicable.

For plan B students who do not complete their independent study, tuition fees for the particular semester are also applicable.



11.5 Unless students complete the registration for the maintenance of student status within 15 days deemed from the first day of the semester, the student status is to be terminated as given in 28(8).

Item 12 Tuition Fees

The Tuition Fee rates are applicable as announced in the Kasetsart University Announcement. Any such rates are subject to change without prior notice.

Item 13 Advisory Committee

The advisory committee is to consist of lecturers listed in The Graduate School lecturer database with qualifications as outlined below:

Thesis Oriented Program

13.1 The main thesis advisors is to be a permanent lecturer with a doctoral degree or equivalent or an academic title of no less than Associate Professor in the study or correlated field, in addition to experience in the conduct of research, not pertinent to the degree studies. The responsibilities of main thesis advisor consist of dispense of consents of the study plans, provision of advice, control of studies, and contribution of suggestions towards the students' theses.

13.2 Co-thesis advisors (if applicable) are to be permanent lecturers or external experts with a doctoral degree or equivalent or an academic title of no less than Associate Professor in the study or correlated field with experience in the conduct of research which is not part of any study related to a degree. The responsibilities of the co-advisor consist of the cooperation in dispense of consents of the study plans, provision of advice, control of studies, and contributions of suggestion towards the students' theses.



Non-Thesis Oriented Program

Independent study advisors are to be permanent lecturers with a doctoral degree or equivalent or an academic title of no less than Associate Professor in the relevant fields of study. The responsibilities of advisor consist of the dispense of consents of the study plans, provision of advice, control of studies, and contributions of suggestion towards the conduct of the students' independent studies.

Students are required to submit a request form for the advisory committee appointment with consent from the lecturer or group of lecturers selected as advisory committee and the head of department to the Dean of The Graduate School within the second semester as deemed form the commencement of studies.

As in respect to students with no advisors or advisory committees, the head of department, or the graduate program committee chairperson, or lecturers in the department listed in The Graduate School lecturer database appointed by the head of department or the graduate program committee chairperson can supervise the studies of the students.

Chapter 3 Graduate Lecturers

Item 14 Graduate lecturers are defined as follows:

14.1 The term "Permanent Lecturer" denotes to government officers, government employees, or any person appointed as a senior expert engaged in programs at Kasetsart University. The main duties of such individuals consist of teaching and research. The appointed officers need to possess the pertinent qualifications in accordance with the teaching assigned.

14.2 The term "Program Lecturer" denotes any permanent lecturer appointed as a key person for the conduct of educational management of the program by means of



assignment as lecturer and/or thesis advisor, or independent study advisor. During the entire duration of the program, each lecturer is limited to a single program as a program lecturer. Duplication of duties assigned to a program lecturer is subject to exemption as follows:

- Any lecturer previously assigned as a program lecturer is further permitted to assume the functions of a program lecturer for a single multidisciplinary program which is both directly or correlated with any previous assignment as program lecturer.

- Any lecturer with previous experience as a program lecturer in either a master's degree or doctoral degree program is admissible to accept the function of a program lecturer for a further doctoral degree or master's degree program in the same field of study.

14.3 The term "Program Coordinator" denotes to a program lecturer who is appointed to manage and administrate the program, teaching, program development, program evaluation, and other relevant duties.

14.4 The term "Lecturer" denotes a permanent lecturer or an adjunct lecturer appointed to teach in a particular subject or diverse topics related to a single subject of study.

14.5 The term "Advisor" denotes to a permanent lecturer appointed to be accountable for the erudition for the conduct of thesis, or independent study of each student, for example: approval of thesis proposal, provision of suggestions and control as well as progress evaluation, and thesis or independent study examination.

14.6 The term "External Expert" denotes any individual who is not employed as a permanent lecturer of Kasetsart University.

14.7 The term "Senior Expert" denotes any individual appointed by Kasetsart University as a program lecturer with an explicit function for a particular program during a specified period.

14.8 The terms "Specialist" denotes to an individual who has expert knowledge in a particular subject. The Specialist may not be engaged in any academic staff or may be an



external expert absent of any academic qualifications or academic position.

Specialists appointed as a main thesis advisor are to be permanent staff of Kasetsart University.

Specialists appointed as co-thesis advisors are required to be either permanently members staff of Kasetsart University or external expert of relevant expertise and skills in specific fields, equal to government officer class 9 or above, as specified by the criteria of the Office of the Civil Service Commission and further relevant organizations.

If any doctoral degree program does not comprise either a co-thesis advisor, a thesis examiner, or a lecturer with a PhD degree nor a lecturer with a minimum academic appointment of an Associate Professor to teach the pertinent subjects offered, The Graduate School may appoint a specialist on a case by case basis with the consent of the Kasetsart University Council and is subsequently to notify such an appointment to the Office of the Higher Education Commission.

14.9 The term “Adjunct Lecturer” denotes a permanent lecturer registered in a dissimilar field or an expert or a specialist appointed by the Dean of The Graduate School to teach a graduate subject.

Chapter 4 Academic System

Item 15 Academic System

15.1 The study requirements are based on a credit system.

15.2 One credit equals one weekly hour of lecture or a discussion class, or two to three weekly hours of laboratory class per semester.

15.3 One Academic year can be categorized as bi-semester, tri-semester or quart-semester as follows:



(1) The bi-semester academic year is divided into two regular semesters. One regular semester usually constitutes a minimum duration of 15 weeks. Additionally, a summer semester may be given. The number of class periods and credits in the summer semester are proportionally equally to those of the regular semesters.

(2) The tri-semester academic year is divided into three regular semesters. One regular semester usually constitutes a minimum duration of 12 weeks.

(3) The quart-semester academic year is divided onto four regular semesters. One regular semester usually constitutes a minimum duration of 10 weeks.

For alternative arrangements of academic years, a pertinent description is to be clearly stated as to allow for conversion of applicable class credits to the bi-semester system.

15.4 Students absent, unless exempt, in excess of 20 percent of class attendance of a particular subject as accounted from the commencement of a semester are not eligible to partake in the final examination and consequently deemed to have failed such a subject.

Item 16 Program Structure

16.1 The graduate diploma program and the higher graduate diploma program:

16.1.1 The structure consists of a curriculum with a minimum of 24 accumulated credits.

16.1.2 Program coordinators and lecturers are outlined in paragraphs 16.2.2(1), (2) and 16.2.3.

16.2 The Master's Degree structure consists of a curriculum with a minimum of 36 accumulated credits. The Master's Degree structure is classified into two plans:

16.2.1 Structure

Plan A is a research oriented program which is characterized by two subcategories as follows:



- Plan A1 consists of a minimum of 36 credits for the thesis. The departments or the programs may require additional audited class participation or involvement in further academic activities which are subject to attainment of achievements as determined by The Graduate School.

- Plan A2 consists of a minimum of 12 credits for the thesis and a further minimum of 12 credits for course work.

Plan B is a course work oriented program. Students are required to conduct independent studies of at least 3 credits but not in excess of 6 credits to substitute a thesis.

16.2.2 Number and qualification of lecturers

(1) Any graduate programs are to consist of at least 5 program lecturers.

(2) Each program must be composed of at least 3 program coordinators who are fulltime program lecturers with doctoral degrees or equivalent, or with an academic title of no less than Associate Professor in the study or correlated field.

16.2.3 Instructors are to be permanent lecturers or external experts with master's degrees or equivalent, or with an academic title of no less than Assistant Professor in the study or correlated field, with both teaching skills and experience in the conduct of research which is not part of any study related to a degree.

16.3 Doctoral degrees are classified into two plans: research for academic staff development and research for profession development.

16.3.1 Structure

Plan 1 is a research oriented program with the objective of an innovative thesis. Departments may require additional audit class participation or involvement in further non-credit academic activities but are subject to attainment of achievement as determined by The Graduate School. This plan is characterized by two formats as follow:



Plan 1.1 is designed for students with a master's degree. This plan consists of a curriculum with a minimum of 48 credits of thesis.

Plan 1.2 is designed for students with a bachelor's degree. This plan consists of a curriculum with a minimum of 72 credits of thesis.

The theses conducted in both Plan 1.1 and Plan 1.2 need to attain equivalent levels of standard and quality.

Plan 2 is a research oriented program with the objective of a high quality thesis as well as the academic advancement and the development of occupational skills, and may require additional study participation. This plan is further classified into two distinct formats as follow:

Plan 2.1 is designed for students with a master's degree. This plan consists of a minimum of 36 credits for the thesis and 12 credits of course work.

Plan 2.2 is designed for students with a bachelor's degree. This plan consists of a minimum of 48 credits for the thesis and 24 credits of course work.

The theses conducted in both Plan 2.1 and Plan 2.2 need to attain equivalent levels of standard and quality.

16.3.2 Number and qualification of lecturers

- (1) Any graduate programs are to consist of at least 5 program lecturers.
- (2) Each program must be composed of 3 program coordinator and must be full-time program lecturer with a doctoral degree or equivalent, or an academic title of no less than Professor in the study or correlated field.

16.3.3 Instructors are to be permanent lecturers or external experts with a doctoral degree or equivalent, or with an academic title of no less than Associate Professor in the study or correlated field, with teaching experience and experience in the conduct of research which is not part of any study related to a degree.



16.4 Any curricula of a structure dissimilar than those outlined in 16.1, 16.2, and 16.3 are subject to consent from The Graduate School and need to be presented to The Graduate School approval on a case by case basis at the Deans Meeting.

Item 17 Study Plan

17.1 The preparation of study plans is to be conducted with the consent of the main thesis advisor, or Independent Study Advisor' for non-thesis oriented programs in collaboration with the head of department, or the graduate program committee chairperson and Dean of The Graduate School.

For curricula which include minor fields of study, the departments/ programs of the minor fields of study are to establish a distinct group of applicable minor subjects as to attain consistency with the objectives of such minor fields of study.

17.2 Students are to submit their study plans with the consent of the main thesis advisor or the Independent study advisor, for the non-thesis oriented program, in collaboration with the head of department or the graduate program committee chairperson for submission to The Graduate School no later than the end of their second semester, lest students are required to register for the subsequent semester as to maintain the student status.

Item 18 Study Periods

18.1 The maximum permissible period for the completion of the graduate diploma program and the higher graduate diploma program is not to exceed three academic years.

18.2 The maximum permissible period for the completion of a master's degree is not to exceed five academic years as deemed from the date of acceptance for study by The Graduate School, lest the student status is subject to termination.

18.3 The maximum permissible period for the completion of a doctoral degree is



not to exceed eight academic years for candidates with a bachelor's degree and six academic years for candidates with a master's degree. Students are to register for doctoral degrees for a duration of no less than four regular semesters, and students are to study for three regular semesters at Kasetsart University.

18.4 Students who have already resigned and readmitted to an identical program are subject to the completion of their course work in accordance with the periods defined in paragraphs 18.1, 18.2, and 18.3 with the period deemed as continuous from the preceding studies with an extension not in excess of one academic year.

18.5 Students with a requirement to change the major field of studies are subject to adherence to the new curriculum within the timeframe as specified in paragraphs no. 18.2 and 18.3 with the period deemed as continuous from the preceding studies with an extension not in excess of one academic year.

Item 19 Assessment levels

19.1 Assessment levels are as follows:

<u>Grade</u>	<u>Point</u>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0



<u>Grade</u>	<u>Denotation</u>
I	Incomplete
U	Unsatisfactory
S	Satisfactory
N	Grade Not Reported
P	Pass

19.2 Pass-fail and incomplete scores

19.2.1 Graduate diploma program students, higher graduate diploma program students, and master's degree students with an F grade (0 point) for any undergraduate subjects, or a grade of less than C (2.0 points) for any graduate subjects, are subject to below the standard and students must re-enrollment in the course.

19.2.2 Doctoral degree students with a grade of any subjects less than C (2.0 points) are subject to below the standard and students must re-enrollment in the course.

19.2.3 Students with grade of Incomplete in any subjects are subject to the completion of all pertinent requirements within a next regular semester, lest the grade is to be recorded as 0 point automatically.

19.3 Grade Point Average (GPA.)

19.3.1 The assessments of all registered courses are subject to inclusion into a grade point average (GPA.). Undergraduate subjects are to be calculated separately.

19.3.2 A GPA for undergraduate subjects as requested for fundamental for graduate studies is not to be less than 2.5 points.

19.3.3 Unsuccessful students of an undergraduate subject are consented to re-enroll in the course. Student with successfully completed undergraduate courses, but with GPAs of less than 2.50 points, are permitted to either register for the same course or register



another undergraduate subject as to elevate their GPAs, on the consent of the advisor or advisory committee or program coordinator for non-thesis oriented program, the head of department and the graduate program committee chairperson as well as consent of the Dean of The Graduate School.

19.3.4 Graduate subjects cannot be re-enrolled for the sole purpose of the elevation of students' GPA.

19.3.5 Students enrolled in a graduate diploma programs, higher graduate diploma programs, master's degree programs, or doctoral degree programs are to acquire a GPA. of not less than 3.0 points to qualify for a successful graduation.

Item 20 Foreign Languages Examinations

20.1 All master and doctoral degree students are necessitated to pass the foreign languages examinations set forth by The Graduate School in at least one foreign language. The nature of the language subject to examination is to be determined by either the advisor or student's advisory committees or the program coordinator. For non-thesis oriented programs, such determination is to be arrived at by the head of department or the graduate program committee chairperson, and the Dean of The Graduate School.

20.2 Master degree students are eligible to sit for a foreign languages examination. Students who pass the examination are qualified as specified in 20.1 and are consequently excused from the foreign language classes as specified in 20.3.

20.3 Master degree students who do not pass the examinations as outlined in section 20.2, may choose to enroll in a foreign languages class as set forth by The Graduate School and need to pass the pertinent examinations as to comply with the pertinent requirements for attainment of graduation.

20.4 The Graduate School permits a transfer of either TOEFL or IELTS English



examination scores for both master and doctoral degree students. The acceptance of further examinations scores from other institutes in either English or any other foreign languages is upon the discretion of The Graduate School.

20.5 Foreign languages examination for doctoral degree students:

Doctoral degree students are requested to pass the foreign languages examination as to complete the doctoral program. The examination consists of both written and oral assessments:

1. The written assessments are held in groups thrice yearly.
2. The oral assessments are held individually. Students are required to pass the

written assessment prior to be eligible for the oral assessment.

The examination committee in the oral assessment consists of two foreign languages experts in addition to one representative of The Graduate School, who is to be an appointed graduate lecturer from a major field pertinent to the degree perused.

Applicants for language examinations are requested to submit pertinent applications to the Dean of The Graduate School together with consents of main thesis advisor in addition to approvals issued by the head of department or the graduate program committee chairperson.

Item 21 Qualifying Examination and Comprehensive Examination

21.1 Master's Degree

21.1.1 The Examination

(1) Students in plan A (A1) are admitted to take the qualifying examination upon completion of two semesters of the program, however no later than six months prior to the final examination.



(2) Students in plan A (A2) may sit for the comprehensive examination upon completion of at least $3/4$ of the graduate subject specified in the study plan (exclusive the thesis credit).

The comprehensive examination is held upon the discretion of chairperson of the graduate programs or heads of departments.

(3) Students in plan B are required to sit for the comprehensive examination once all subjects as specified in each individual curriculum are completed and a Grade point Average (GPA.) as specified in 19.3, is attained.

The comprehensive examination format may be written, oral, or both.

21.1.2. Written Examination

(1) Plan A (A1) students are to select the examination relevant with students' research conducted with the consents from the main thesis advisor, the head of department, or the graduate program committee chairperson together with an approval from the Dean of The Graduate School. The examination representative of students examination selected field is appointed by the head of department of the particular field. The main thesis advisor is to assume the responsibilities of the coordinator.

(2) For plan A (A2) and plan B students, the examination is operated by the committee appointed by the head of department or the graduate program committee chairperson in student's major field together with lecturers of the relevant subjects as members with an approval from the Dean of The Graduate School.

21.1.3. Oral Examination

(1) Plan A (A1) students are requested to select to take the examination relevant with student's research conducted with the consent of the main thesis advisor, the head of department or the graduate program committee chairperson together with an approval from the Dean of The Graduate School. The examination representatives of the



subjects selected by the students are appointed by The Graduate School. The main thesis advisor is to assume the responsibilities of the examination chairperson.

(2) In plan A (A2) and plan B, The Graduate School is to appoint a minimum of three committee members inclusive the main thesis advisor, co-thesis advisor (if any), and one representative of Graduate School. The main thesis advisor is to assume the responsibilities of the chairperson of the examination. For students absent of a co-thesis advisor, the students' program/department can admit one additional committee member.

(3) In plan B, The Graduate School is to appoint an examination committee composed of a minimum of three members to comprise an examination chairperson, committee member(s), and external expert(s).

21.1.4. Students unable to attain acceptable examination results are allowed to sit for a further examination within 60 days as from the date of the first examination. Failure of attainment of satisfactory results in a second examination results in the termination of student status.

21.2 Doctoral Degree

21.2.1 The Examination

(1) Plan 1.1 and plan 1.2 students may sit for the qualifying examination once two semesters of the program are completed, but no later than six months prior to the final examination. The examination format may be written, oral, or both.

(2) As for plans 2.1 and 2.2, students are requested to sit for the qualifying examination upon completion of a minimum of 2/3 of graduate subject specified in the study plan (exclusive thesis credits). The examination is both written and oral.

21.2.2. Written Examination

(1) As for plans 1.1 and 1.2, students are asked to select the examination relevant with students' research conducted with the consents from the main thesis advisor, the



head of department, or the graduate program committee chairperson together with an approval from the Dean of The Graduate School. The examination representative of students examination selected field is appointed by the head of department of the particular field. The main thesis advisor is to assume the responsibilities of the coordinator.

(2) As for plans 2.1 and 2.2, the examination is operated by the committee appointed by either the head of department or the graduate program committee chairperson in student's major field together with lecturers form relevant subjects who are assigned as members with an approval from the Dean of The Graduate School.

21.2.3. Oral Examination

(1) As for plans 1.1 and 1.2, students are necessitated to choose to sit for the examination relevant to student's research conducted with the consents from main thesis advisor, the head of department, or the graduate program committee chairperson together with an approval from the Dean of The Graduate School. The examination representative of each students examination selected field is appointed by The Graduate School. The main thesis advisor is to assume the responsibilities of the examination chairperson.

(2) As for plans 2.1 and 2.2, The Graduate School is to appoint a committee composed of a minimum of three members to comprise a main thesis advisor, co-thesis advisor(s) (if any), and one representative of The Graduate School. The main thesis advisor is to assume the responsibilities of the chairperson of the examination. For students absent of a co-thesis advisor, the students' programs/departments can admit one additional committee member.

21.2.4 Students unable to attain satisfactory examination results are allowed to sit for a further examination within 90 days as from the date of the first examination. Failure of attainment of satisfactory results in a second examination results in the termination of student status.



21.3 Attainment of satisfactory examination results is based upon unanimous decision of all examination committee members.

Item 22 Thesis

22.1 Students who request to present thesis proposals need to complete:

22.1.1 Master's degree: complete registration of master's degree subjects at least one semester prior to thesis proposal submission. The thesis proposal has to be approved at least 120 days prior to the final examination.

22.1.2 Doctoral degree students: may submit the thesis proposals as from the time of validation of doctoral student's status at Kasetsart University. The thesis proposal has to be approved a minimum 365 days prior the final examination.

22.2 Students need to submit their thesis proposal with the appropriate consent of the thesis advisor and the head of department or the graduate program committee chairperson in the students' major fields of study no earlier than the end of the 4th semester since commencement of studies; otherwise, students are subjects to the applicable fees as to maintain the student status for the sub-sequential semester.

22.3 Presentation of thesis proposal approval

22.3.1 Master's Degree students are to establish with the apposite thesis advisor the pertinent details of thesis proposal. Once consent from the thesis advisor is attained, students may submit one proposal to the Dean of The Graduate School with the consent of the head of department or the graduate program committee chairperson of the students' major fields of study.

22.3.2 Doctoral Degree students are to establish with the apposite thesis advisor the pertinent details of thesis proposal. Once consent from the department by means of seminar is attained, students may submit one proposal to the Dean of The Graduate School



with consent of the head of department or the graduate program committee chairperson of the students' major fields of study.

22.4 Any changes related to the approved thesis proposal necessitates the submission of a request of alteration authorized by the advisor or advisory committee and the head of department or the graduate program committee chairperson to the Dean of The Graduate School. A period of 120 days or 365 days respectively prior to the final examination as outlined in section 22.1 above commences as from the date of thesis proposal approval.

22.5 The style of the thesis is to abide by the formats and patterns rendered in the current thesis manual of Kasetsart University.

Item 23 Final Examination of Thesis Oriented Program

23.1 The Graduate School appoints the thesis examination committee, which is to be composed of an examination chairperson, an external expert, a main thesis advisor and a co-thesis advisor (if any). The minimum academic requirements of committee members are either doctoral degrees or equivalent, or alternatively, a minimum academic position of Associate Professor in the study or correlated field with experience in the conduct of research which is not part of any study related to a degree.

23.2 Students are to submit the thesis to the final examination committee no later than one week prior to the examination.

23.3 The thesis used in the final examination needs to abide by the thesis format.

23.4 Successful final examination is based upon the unanimous discretion of the examination committee.

23.5 As to validate a successful final examination, students are to comply with the suggestions given as to their thesis by the examination committee and the current thesis



manual of Kasetsart University. For any students not to attain graduation in the subsequent semester, the pertinent final examination results are to be rendered void.

Item 24 Change of Major Field

24.1 Any alteration in a major field of study is subject to consent of both the heads of departments or programs relevant to both the prior and new fields of study as well as the approval of the Dean of The Graduate School.

24.2 Regular Students who request for an alteration in a major field of study need to have completed a minimum of one semester in their current major field of studies. However, the Students' Grade Point Average (GPA.) is not to be less than 3.00 by means of calculation of all registered subjects from the commencement of the student status. Counting of study period commences from the time of validation of student's status at Kasetsart University.

Item 25 Transfer of Subjects and Credits

25.1 Any transfer of credits is subject to approval with the consent of the Department's Board of Graduate Study, the head of department or the graduate program committee chairperson, and the Dean of The Graduate School. The criteria of credit transfer are as follows:

(1) Subjects or groups of thereof are required to have been taught on a graduate level or equivalent as approved by the Office of the Higher Education Commission, or other governmental legal authorities.

(2) The contents of transferred subjects or groups thereof are to be relevant to at least 3/4 of the transferred subjects or groups thereof; moreover the attainment of credits of the transferred subjects or groups thereof is to be within five years as from the successful completion of the applicable study.

(3) The examination results of subjects or group of thereof are not to be less



than grade B or 3.00 Point or equivalent to grade S.

(4) A transfer of credits cannot be accepted for:

- Transfer of credits of thesis/independent study
- Transfer of credits of subjects from a degree-approved curriculum.

(5) Transfer of credits in excess of 1/3 of the total number of credits applicable to the program requested is not admissible.

(6) The transfer of subjects or group thereof from other universities is not to be calculated as a Grade Point Average (GPA.).

(7) Students need to pursue a minimum of one academic year at Kasetsart University and to have appropriately registered a minimum of 12 credits for either course work or thesis as described in the pertinent curriculum descriptions for master's degree. For doctoral degree students, the number of transferred thesis credits has to correspond with the curriculum.

25.2 Transfer of credits of cooperation institute degree programs

25.2.1 Students registered at other domestic and international universities which are administered under a cooperative credit transfer project are eligible to transfer a maximum of 50 percent of the total number of credits.

25.2.2 Transfer of credits earned at other domestic and international universities which are administered under a cooperative credit transfer project is not eligible for:

- (1) Subjects registered as fundamental study
- (2) Subjects previously registered at other programs

Students registered at other universities which partake in the cooperative credit transfer project regarded as a fulltime student and with current student status of Kasetsart University by settlement of tutorial fees in any one of the universities.



Item 26 Graduation

26.1 For students to graduate with graduate diploma and higher graduate diploma programs, the complete number of credits as specified in curriculum and a minimum Grade Point Average (GPA.) of 3.00 points out of 4.00 or equivalent is to be attained.

26.2 Master's degree students

26.2.1 As for plan A (A1), students are to submit the thesis and pass the final examination with either actual or at least approved publication of thesis or parts thereof in journals or academic publication or alternatively presentation of thesis in an academic conference which issues proceedings of the conference.

26.2.2 As for plan A (A2), students are to complete all pertinent course work requirements as specified in the curriculum and gain a minimum Grade Point Average (GPA.) of 3.00 points out of 4.00 or equivalent together with submission of thesis and successful final examination with either actual or at least approved publication of thesis or parts thereof in journals or academic publication or alternatively presentation of thesis in an academic conference which issues a proceedings of the conference.

26.2.3 As for plan B, students are to complete all pertinent work requirements as specified in the pertinent curricula and gain a minimum Grade Point Average (GPA.) of 3.00 points out of 4.00 or equivalent together with successful oral or written comprehensive examinations.

26.3 Doctoral degree students

26.3.1 As for plan 1, students are to successfully pass the foreign language examination in at least one foreign language as specified by higher education institutes, successfully pass the qualifying examination as required for the conduct of thesis, submit the thesis, and pass the final examination given by a committee of proficient internal and external experts; furthermore, either actual or approved publication of thesis or parts thereof in



journals or academic publications with the application of stipulations attained at in a peer reviews performed by a trustworthy external committee prior to publication.

26.3.2 As for plan 2, students are to complete all pertinent course work requirements as specified in the pertinent curricula and need to attain a minimum Grade Point Average (GPA.) of 3.00 points out of 4.00 or equivalent together with a successful foreign language examination in at least one foreign language as specified by higher education institutes, pass the qualifying examination as required for the conduct of thesis and pass final examination given by a committee of proficient internal and external experts, furthermore, either actual or approved publication of thesis or parts thereof in journals or academic publications with the application of stipulations attained at in a peer review performed by a trustworthy external committee prior to publication.

Chapter 5 General

Item 27 Leave of Absence

27.1 Upon the approval of leave of absence, students are requested to obtain the appropriate consent from the main thesis advisor, the head of department, or the graduate program committee chairperson together with an approval from the Dean of The Graduate School.

27.2 Students cannot submit a petition for leave of absence in excess of two consecutive semesters, and are subject to the applicable tuition fees for semesters in which a leave of absence occurs as to maintain the student status.

27.3 Leave of absence is not permissible for novice graduate students enrolled in the first semester.



Item 28 Termination of Student Status

Student status is subject to termination when:

- (1) Students pass away.
- (2) Students graduate.
- (3) Students withhold documentation or present false evidence thereof for the purpose of application to graduate studies.
- (4) Trial students prove unable to attain a Grade Point Average (GPA) as specified in item 8.2.
- (5) Students prove unable to pass a qualifying examination and comprehensive examination at the second attempt.
- (6) A request for resignation from studies has been approved. The request for resignation is subject to rejection prior to the publication of examination results, lest termination of student status is applicable as stipulated in 28(4) and 28(5).
- (7) Students fail to complete their registration procedure within 15 days as from the date of the commencement of the semester.
- (8) Students fail to settle the applicable tuition fees as to maintain the student status within 15 days as from the onset of the semester.
- (9) Students do not graduate within time frame specified.
- (10) Students are subject to detention by ruling of the judiciary with the exception of crimes of misdemeanor or negligence.
- (11) Students face disciplinary dismissal or expulsion.
- (12) The Graduate School announces the termination of student status

The termination of the student status is mandatory should students be found to have altered or counterfeited any relevant documentation in the process of application for admission to the graduate studies.



Item 29 Restoration of Student Status

29.1 Students, whose status is terminated due to reasons as specified in 28(7), 28(8) or 28(9), can submit a petition for the restoration of graduate student status. The restoration is subject to consent from the main thesis advisory or independent study advisor for non-thesis oriented programs as well as the consent of the head of department or the graduate program committee chairperson; the Dean of The Graduate School is to consider approve any such relevant request and to establish the applicable conditions for the continuance of studies.

29.2 A request for special reinstatement

Students with completed studies but deficient of a successful final examination are to proceed as follows:

(1) Submission of a general request form for a request of special reinstatement (The extended study period is limited to one year) with the identical student's ID.

(2) Upon approval of request, students are to apply for new admission together with settlement of the applicable thesis fee, registration of all new thesis subjects, and subsequent settlement of any further applicable fees as specified in announcements rendered by Kasetsart University.

(3) Any request for special reinstatement is limited to a single instance.

29.3 A request for the restoration

For any request for the restoration of graduate student status of students with completed specified study periods and satisfactory final examination results who failed to submit a thesis within the specified timeframe of each semester a procedure as follows needs to be complied with:

(1) Submission of a general request form for the restoration of status of graduate student.

(2) Arrangement of a research work schedule with the approval of the



main thesis advisory or the independent study advisor for any non-thesis oriented programs (attached to the General Request Form).

(3) Upon approval of request, students are subject to settlement of applicable restoration fees, with the exception of the faculty fee, and are to register as to maintain the student status.

(4) The request for the restoration of graduate student status can be done only once and the period of restoration is to be no less than one year.

Item 30 Disciplinary Guidelines

The disciplinary guidelines of The Graduate School are in accordance with the currently effective Undergraduate Regulations of Kasetsart University by *mutatis mutandis*.

There are nine disciplinary procedures

- (1) Verbal or written warning, contingent on misdemeanor;
- (2) Administration of probation;
- (3) Warning of probation;
- (4) Reparations of damages caused;
- (5) Suspension: the student is to be barred from studies for the duration of one semester to three academic years contingent to the misdemeanor;
- (6) Withholding grant of degree certificate or issuance of transcripts or any letters of certification not in excess of three academic years;
- (7) Dismissal with the term "Dismissed" scribed in student's transcript;
- (8) Expulsion with the phrase "Dishonorably Expelled" scribed in student's transcript;
- (9) Examination Cheating Procedure



A. Students who cheat in examinations shall fail (grade F) in all registered credit subjects and be given an unsatisfactory assessment (U) in all registered audit subjects and/or registered Thesis subjects in the particular semester or

B. Dismissed as 30(7) or

C. Expelled as 30(8)

The Dean of The Graduate School is authorized to appoint an ad hoc committee to deliberate or investigate the any committed violation(s) of Student Conduct Code and propose a reasonable reprimand to the University President.

Item 31 Application for Degrees Conferred

31.1 Students are subject to all pertinent requirements for the conferment of a degree and settlement of related degree fees as specified in the announcement published by the university.

31.2 Students who nominate for degree conferment have to:

31.2.1 Adhere to all The Graduate School's regulations

31.2.2 Clear all the debts owed to the university or institutions thereof or any other organizations within Kasetsart University

31.2.3 Adhere to decent forms of conduct.

Item 32 Miscellaneous

32.1 Kasetsart University may amend, supersede, and delete this regulation in any part herein by means of prior announcement at any time deemed pertinent.

32.2 In absence of directives specified in this regulation, the current version of Undergraduate Regulations of Kasetsart University is applicable *mutatis mutandis*.

32.3 The President of Kasetsart University retains the privilege of issuance of



regulations, further procedures, and commands as deemed appropriate.

32.4 In circumstances which preclude the enactment of any part of this regulation, extraordinary approvals may be granted by the University Council on a case by case basis.

Chapter 6 Transitory Provision

Item 33 Any announcements or directives which have become effective either prior or concurrent to the enactment this regulation are to remain applicable until the provision of pertinent amendments of this regulation or any actions empowered by the academic regulations of graduate studies, Kasetsart University, render such aforementioned announcements and directives void.”

Item 34 Students who entered the graduate programs prior to the academic year 2006 (B.E. 2549) are deemed subject to the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2546 (2003) announced on November 6 , B.E. 2546 (2003) as well as the second amendment edition B.E. 2547 (2004) announced on February 19, 2004 until the termination of student status.

Announced on February 27, B.E. 2550

Signed

Pramote Maiklad

(Mr. Pramote Maiklad)

Chairman of Kasetsart University Council



Instructions and General Matters for Graduate Students

Students are requested to carefully study the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2550 (2007) as to be able to conduct their studies in accordance with all the pertinent directives and regulations concerned parties.

Registration

1. Students need to carefully complete the registration form; this especially applies to trial students who have to comply with the requirements as outlined in item 8.1.2 of the Academic Regulations. Any applicable fundamental or conditional subjects need to be registered in the first semester of studies.

2. New students are requested to provide their personal information online at <http://www.grad.ku.ac.th>.

3. The student's ID number serves as password as to access the aforementioned online registration (the password can be amended as outlined in the student handbook each semester)

4. New students are to settle tuition fees by means of bank transfer within the timeframe specified by The Graduate School as to attain access to the Nonsee account of Kasetsart University.

5. The Nonsee account can be activated with registration at <https://nontriregis.ku.ac.th>. The account is essential for registration.

6. Students are requested to consult with their advisors for registration. Students who have erroneously selected the type of registration may petition to cancel such a registration. Should neither an advisor nor an advisory committee be available, the head of



department or the graduate program committee chairperson, or lecturers, whose names are listed in The Graduate School lecturer database and are appointed by head of department or the graduate program committee chairperson in the applicable program, may temporarily assume the functions of such an advisor.

7. Enrollment in graduate fundamental subjects is obligatory while registration of any pertinent undergraduate fundamental subjects is based on the discretion of the main advisory committee and the lecturers of pertinent subject.

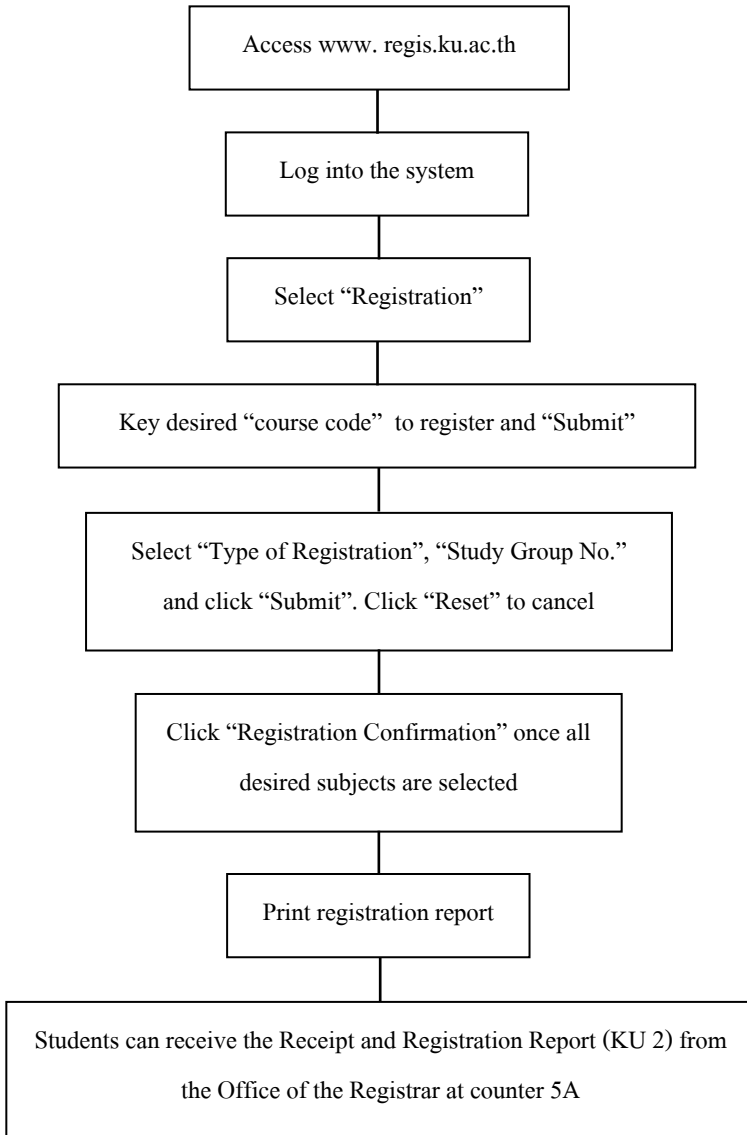
8. Students can receive the Receipt and Registration Report (KU 2) from the Office of the Registrar at counter 5A

The students' timetable is available from the Office of the Registrar or can alternatively be accessed online at <http://www.registrar.ku.ac.th>. The Graduate School is to announce dates of tuition fee payment and registration as well as any pertinent changes of registration for each semester prior the commencement of the semester.

The academic calendar is accessible at <http://www.grad.ku.ac.th>.



Online Registration Chart



Type of Registration

GC (Graduate Credit) is used for subjects with credits counted in graduate studies. The grading is reported on a scale from A to F (with the exception of both thesis and independent study which are reported as either S or U).

GA (Graduate Audit) is used for subjects with credits not counted in graduate studies. The grading is reported as either S or U.

UC (Undergraduate Credit) is used for subjects with credits counted in undergraduate studies. The grading is reported on a scale from A to F.

UA (Undergraduate Audit) is used for subjects with credits not counted in undergraduate studies. The grading is reported as either S or U.

Graduate Subjects

Graduate subjects refer to subjects with a course code of at last three digits starting with 500 or above e.g. 01001597).

Registration of Trial students

Trial students are registrants accepted on a trial basis for the first semester whose status is subject to amendment to regular students in compliance with the requirements as follow:

1. A Grade Point Average (GPA) of 2.00 for enrolled undergraduate subjects as fundamental studies.



2. A Grade Point Average (GPA) of 3.00 for graduate subjects and the accumulated credits of the subjects enrolled (UC,GC), as outlined in 1 and/or 2 not to be less than 9 credits with the registration in the first semester under the consideration of the students' departments or programs. If at the time of admission a condition to enroll in fundamental subjects prevails, students are to attend at least one fundamental subject. In case of non-attainment of the student's GPA as outlined in 1 and / or 2 expulsion of the student from The Graduate School is mandatory

Alternation, Adding and Dropping Subjects

1. In KU 2 (Receipt and Registration Report), subsequent to registration, students are requested to use form KU 3 if alterations, adding, or dropping of subjects is required. The applicable periods for alternation, adding, and dropping subjects are published in the academic calendar of Kasetsart University each semester.

2. Subsequent to approval of a study plan, students are requested to submit a request to change, add, or drop subjects in an approved study plan through their main thesis advisor or independent study advisor, the head of department, or the graduate program committee chairperson as to attain consent from the Dean of The Graduate School.

Study for Re-grading

Students unable to attain a minimum of 2.50 points as a Grade Point Average (GPA.) for undergraduate subjects, or at least 3.00 point as a Grade Point Average (GPA.) of graduate subjects need to register further subjects related to their major or minor fields of study or related to their thesis for the purpose of regarding their GPA. Submittal of a General Request Form is to be though their main thesis advisor or independent study advisor, the head of department, or the graduate program committee chairperson as to attain consent from the Dean of The Graduate School. (This provision is not applicable to course code no. XXXXXX498 for re-grading undergraduate grade point average).



Cross-University Registration

If students need to register in another university, students need to submit a request to the Dean of The Graduate School, Kasetsart University through the main thesis advisor or independent study advisor, the head of department, or the graduate program committee chairperson by means of description of pertinent information such as the course code, course name (both Thai and English), the number of credits, name of department, and name of university students desire to register for the consideration and issuance of a letter for cooperation to the applicable institute of university.

Student's Advisory Committee

In accordance with the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2550 (2007), students can access the list of graduate lecturers and workloads of thesis advisors and independent study advisors at <http://www.grad.ku.ac.th>.

For lecturers requested as members of a student's advisory committee not recorded in the list of graduate lecturers, students are required to contact their head of department or the graduate program committee chairperson for a request of consent from The Graduate School to register as such an academic as a graduate lecturer upon approval of such a request, student subsequently can request such a graduate lecturer to be their advisor.

Transfer of Subjects and Credits

The transfer of subjects and credits are to be in agreement with the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2550 (2007) item 25 along with pertinent additional instructions as follow:

1. A transfer of all subjects is admissible for students with a completed bachelor's degree who originally applied for a doctoral degree and subsequently requested for transfer to



a master's degree in an identical field of study (involves issuance of new student's ID.).

2. A transfer of all subjects is admissible for students with completed bachelor's degree who originally applied for a master's degree and subsequently requested for transfer to a doctoral degree in an identical field of study (involves issuance of new student's ID.).

3. No transfer of subjects is admissible for students who request a re-admission subsequent to a prior resignation in an identical field of study.

4. No transfer of subjects is admissible for students, with completed course work requirements but with subsequent loss of student status due to two successive failures at the final examination.

5. The English subject is admissible for transfer within three years since the date of the approval of degree for master's degree students who apply for a further master's degree in another field of study.

6. No transfer of subjects is admissible for students who wish to move from a regular study program to an international study program and vice versa.

Extra Designated Date Examination

Students with valid grounds as to miss an examination on the designated date can, within 7 days of such an examination date, submit a request to the lecturer of the subject as to take the examination on an alternative date. Upon approval of such a request, students are to complete the examination within 30 days as counted from the original date of the examination, lest the student is deemed to be absent from the examination. Students may submit a request to the Dean of The Graduate School to extend such an aforementioned 30 day period.



Subject Retaking

Students are to retake any failed subjects with insufficient standard examination results. The failed or insufficient standard examination results have to be taken as to allow for the calculation of the students' GPA. Doctoral degree students are to attain a minimal GPA of 2.00 (C) of all registered subjects, lest doctoral students are considered as below averaged and consequently are to retake the subject.

Foreign Language Examinations

Master's Degree Students:

To fulfill the requirement, students must satisfy one of these three means:

1. Student must pass an English proficiency examination, which will be held six times a year on February, April, June, August, October, and December (for more information, students can visit <http://www.foreignlang.hum.ku.ac.th> or <http://www.ku-tofl.hum.ku.ac.th>).

2. Students who failed the English proficiency examination may either choose to apply for the "English Required by Graduate School" (355501) course (register as GA type) or re-apply for the examination.

3. Alternatively, students can transfer either their TOEFL or IELTS scores. If any such examination was taken before the enrollment at Kasetsart University, the date of the result is not to exceed one year prior the submittal date of transfer. If any such examination was taken as enrolled student at Kasetsart University, both TOEFL and IELTS examination results are considered valid for two years prior the submittal date of transfer. The criteria of TOEFL and IELTS examination results are as follows:



(1) **TOEFL:**

- Paper-based test: the attained score in sections 2 and 3 is to be not less or equal to 45 points; or alternatively the total attained score is not to be less or equal to 450.
- Computer-based test: the attained scores in sections 2 and 3 are to be equal or above 14 and 13 points respectively; or alternatively the total attained score is not to be less or equal to 133.
- Internet-based test: the total attained score is not to be less or equal to 45.

(2) **IELTS:** the attained score is not to be less or equal to 5.0

4. Exemption: Students who graduated from an English speaking country as approved by the Office of the Civil Service Commission (OCSC), or students graduated from an international program in Thailand are exempt.

Doctoral Degree Students: two types of examinations apply:

Written Examination

Written examinations are held as a group assessment, which will be held six times a year as for the Master's Degree students (for more information, students can visit <http://www.foreignlang.hum.ku.ac.th> or <http://www.ku-tofl.hum.ku.ac.th>).

Oral Examination

The oral examination is held as an individual assessment. Students are required to pass the written examination prior to be eligible for the oral examination.

The oral examination committee consists of two lecturers from the Department of Foreign Language and one representative of The Graduate School, appointed from a lecturer



from a major field of studies the candidate is perusing.

Students applying for the oral examination are requested to submit a General Request Form (GS 01) to the Dean of The Graduate School together with a thesis advisory's consent as well as consent of the head of department or the graduate program committee chairperson.

Alternatively, students can transfer either their TOEFL or IELTS scores. If any such examination was taken before the enrollment at Kasetsart University, the date of the result is not to exceed one year prior the submittal date of transfer. If any such examination was taken as enrolled student at Kasetsart University, both TOEFL and IELTS examination results are considered valid for two years prior the submittal date of transfer. The criteria of TOEFL and IELTS examination results are as follows:

(1) TOEFL:

- Paper-based test: the attained score is not to be less or equal to 500 points.
- Computer-based test: the attained score is not to be less or equal to 173 points.
- Internet-based test: the attained score is not to be less or equal to 61 points.

(2) IELTS: the attained score is not to be less or equal to 5.5.

Qualifying Examination and Comprehensive Examination

Master's degree students in plan A* and doctoral degree students

A qualifying examination is aimed at the assessment of the student's knowledge in both major and minor fields as well as the analytical skills.

Students must submit a request form to The Graduate School with an approval from the main thesis advisor, the head of department, or the graduate program committee chairperson. The examination may be written, oral, or both. If students choose an oral examination, students

* *Master's degree students in plan A2 may elect to take a comprehensive examination.*



are required to arrange for an appointment with the committee of examiners and The Graduate School representative. The examination is to be held within 30 days of the appointment as deemed by The Graduate School representative.

Master's degree students in plan B

Students with completed course work as specified in the study plan, all grades reported, with a Grade Point Average (GPA) of graduate audit (GA) subjects of no less than 3.0, and a Grade Point Average of undergraduate audit (UA) subjects of no less 2.50 may submit for assessment. Examinations may be chosen as written, oral, or both.

- Oral Examination

Students submit a request form, which is approved by the independent-study advisory committee and the head of department or the graduate program committee chairperson, to the Dean of The Graduate School. The Graduate School is to appoint a committee of examiners which consists of a chairperson, committee members, and an external expert for the examination.

- Written Examination

The examination is to be held in a group. The head of department or the graduate program committee chairperson is to collect the examination requests for The Graduate School. The Graduate School is to appoint a committee of examiners which consists of a chairperson, committee members, and an external expert for the examination.

Final Examination

To be eligible for final examination, students need to meet all of the requirements listed below:

- Completion of all subjects as specified in the study plan/curricula with all grades reported appropriately.



- A Grade Point Average (GPA) of graduate audit (GA) subjects of not less than 3.0 and a Grade Point Average of undergraduate audit (UA) subject of not less than 2.50, and a reported thesis grade (XXX599/XXX699) at S (Satisfactory) level.

- Passed English proficiency requirements.

- An approved thesis proposal at least 120 days prior the examination for Master's Degree and 365 days prior to the examination for Doctoral Degree students.

- A passed qualifying examination at least 6 months prior the final examination for master's degree students in plan A1 and doctoral degree students in plan 1.

- Passed comprehensive examination (only applicable for master's degree students in plan A2 required to take the examination by the departments or programs).

Documents for Final Examination Submission

1. Application for Final Examination Form (GS 07)

2. Thesis bound in paperback in accordance with the thesis format as suggested by The Graduate School

3. Transfer version of transcript (if any) is required for students with a special reinstatement or changes of study plan (for example: changes from Plan B to Plan A or vise versa) with grades from other curricula/program transferred accordingly.

Students in the thesis oriented programs are to choose a session from the qualifying examination, comprehensive examination, and final examination appointment schedule as follows:

Session 1	09.00-12.00
Session 2	13.00-16.00
Session 3	16.00-19.00



Students in the independent study oriented programs are to choose a session from the final examination appointment schedule as follows:

Session 1	08.00-10.00
Session 2	10.00-12.00
Session 3	13.00-15.00
Session 4	15.00-17.00
Session 5	17.00-19.00
Session 6	19.00-21.00

Graduation

Thesis oriented program

The last date of the final examination for each semester is as follows

1 October	The first semester
1 March	The second semester
1 May	Summer semester

The Graduate school settles a graduation process by final examination date basis as shown below:

1. Thesis submittal process

Within two weeks following the final examination

1) Submittal of a thesis manuscript (paperback binding) in the format as suggested by The Graduate School and complete with a Thesis Review Form (TH 01)

2) Submit a final examination result



3) Submittal of a General Request Form (GS 01), without the advisor's signature, to The Graduate School accompanied with the following documents for a review of the thesis format: thesis approval form (without the advisory committee's signatures), abstract page (student's signature only is required), request for Thesis Title Change by the Final Examination Committee (TH 03) (where applicable).

Within three weeks following the final examination

The following documents need to be obtained following the completed reviewing process:

- 1) A thesis manuscript together with a Thesis Review Form (TH 01)
- 2) A Thesis approval form, abstract page and General Request Form (GS 01)

Within four weeks following the final examination

Submittal of the unbound thesis manuscript, Submission Form for Thesis Binding (TH 02), and other relevant documents as specified on the TH 02 form for verification. The Graduate School is to stamp the TH 02 form as approved for a publication grant, once all relevant documents as specified above are deemed acceptable.

Within five weeks following the final examination

Payment of the binding and CD compiling fees at the financial counter – 1st floor, The Graduate School building. Registration of the student's name in the graduated student name list and return of the TH 02 form to the officers at the student counter service.

2. If the specified date falls on a public holiday, the date of the subsequent working day is applicable.

3. If students fail to complete all processes after the final examination within the subsequent semester, the examination results are to be canceled.



Thesis manuscript submittal process

Submission Form for Thesis Binding (TH 02) needs to be accompanied by:

1. Student ID card
2. Thesis binding and Thesis CD form (to be obtained subsequent to the completion of the thesis format checking process).
3. General Request Form (GS 01) used for the submittal of request of approval of thesis format along with abstract complete with a signature from an officer of The Graduate School.
4. Thesis Review Form (TH 01) with completed signatures signed by the student's advisor.
5. Publication of Thesis Result Form (TH 04) and paper from a conference:
 - If already published in a journal: attach copies of (1) cover of journal (2) table of contents (3) student's paper
 - If accepted for publication in journal: attach copies of (1) letter of acceptance from publisher and (2) student's paper for publication in journal (student's paper needs to have passed the pertinent revisions from reviewers/editors and corrected/amended as per the reviewers/editors recommendations.)
 - If the paper is to be presented in a conference with proceedings: attach copies of (1) prove of attendance for oral presentation in the conference (2) cover of proceedings or cover of CD-ROM (3) table of contents and (4) paper published in proceedings

- Remarks:**
1. This only applies for master's degree students
 2. Students must complete the oral presentation in a conference prior to submittal of the document for graduation.



6. Application for Thesis Access Restriction (TH 05) (if applicable), together with two copies of the Application for Thesis Access Restriction (TH 05) and a copy of the Thesis Approval Form

7. Thesis Approval Form with a complete with signatures from the student's advisory committee along with one copy

8. English abstract complete with the signatures from the student's main advisory committee

9. A debt obligation free document from the library of Kasetsart University.

10. An Application for Graduation form (available for download at <http://info.grad.ku.ac.th/endform/index-en.php>)

11. A copy of the Receipt and Registration Report (KU 2) or proof of tuition payment for the semester in which students submit thesis manuscripts to The Graduate School

12. A letter of a completion of scholarship obligations issued by the scholarship section of The Graduate School (applicable only for students who received scholarships from The Graduate School and have met the thesis publication obligation prior to graduation)

13. A CD-ROM of the thesis

14. Further pertinent media, for instance, film slides, video cassette tapes, programs etc, along with the student's thesis.

However, if the student's publication acceptance is pending, the final examination result is to remain valid, nonetheless students are required to complete the thesis submittal process within four weeks, and accept the settlement of a tuition fee as to maintain the student status for each semester.



Each student is to order at least 5 copies of the thesis and 7 copies of the thesis CD-ROM. The Graduate School is to deliver all thesis bindings and copies of the CD-ROMs as outlined:

Thesis binding:

1. Student (original book)
2. Thesis Advisor (book copy)
3. Kasetsart University library, Bangkhen Campus (book copy)
4. Kasetsart University library, Kamphaeng Saen Campus (book copy)
5. The Graduate school (book copy)

Copy of CD-ROM:

1. Thesis Co-Advisor (if any)
2. Head of department
3. The National Library of Thailand
4. The National Research Council of Thailand
5. Kasetsart University library, Bangkhen Campus
6. Kasetsart University library, Kamphaeng Saen Campus
7. The Graduate school

Non-thesis Oriented Program

Necessary documents for the completion of the graduation are:

1. A student's ID card
2. A copy of the comprehensive examination result
3. A copy of Receipt and Registration Report (KU 2) or a copy of tuition



payment for the semester in which students propose to graduate

4. An Application for Graduation form (available for download at <http://info.grad.ku.ac.th/endform/index-en.php>)
5. A debt obligation free document from the library of Kasetsart University.
6. A CD-ROM of independent study with a cover page printed in the format as suggested by The Graduate School

Graduation in a Summer Semester

1. For the non-thesis oriented program, students do not need to register for courses, but are subject to tuition fees as to maintain the student status.

2. For the thesis oriented program, students with completed theses as specified in the program, do not need to register for the thesis but are subject to tuition fees as to maintain the student status.

Request for Special Reinstatement

The following procedures are required for students with completed study periods but absent of successful final examination:

1. Submit a General Request Form for a request for special reinstatement (The extended study period is one year).

2. Upon approval of the request is approved, students the following procedure is to be adhered to:

2.1 Regular program students

2.1.1 Students petition a request form to get an application form and are subsequently subject to an admission fee (500 Baht), thesis fee (3,000 Baht for master's degree or 5,000 Baht for doctoral degree) payable at the counter service at The Graduate School.



2.1.2 Students complete the application form to which a photograph is to be attached

2.1.3 Students present the completed request form, two copies of the application form, and the student's admission form to the student's applicable department/program for admission approval.

2.1.4 Upon completion by the pertinent department/program, students are requested to return all completed documents mentioned above (2.1.3) to The Graduate School along with the student's registration form and a copy of the completed application form for approval by the Dean of The Graduate School. Upon such an approval, the Dean signs for the acceptance of the student and issuance of a new student list announcement.

2.1.5 Students are to verify their names on the list announcement as well as submit a copy of the application form to the pertinent departments/programs. Students are encouraged to retain a copy of the application form as evidence.

2.1.6 Students must re-register a new thesis/independent study on the website as specified in the department/program curriculum with the old student's ID number.

2.1.7 Subjects passed within a period not in excess of five years, approvals of thesis proposal, comprehensive examination results, and study plans are automatically transferred without petition.

2.1.8 Students have to petition for a new appointment of the advisory committee.

2.1.9 Students need to re-take any subjects with pertinent examination results in excess of five years.

2.1.10 Students have to request for a transcript (transfer version) with form GS 08 on which the approval for special reinstatement is to be indicated.

2.1.11 Students are to request a new student ID card by means of form GS



01 to which a one inch photograph is to be attached. The approval for special reinstatement needs to be clearly specified in the aforementioned form.

2.2 Special program students

2.2.1 Students petition a request form to purchase an application form from student's program.

2.2.2 The application form has to be completed and submitted for admission to the applicable program.

2.2.3 Students present the completed request form, two copies of the application form, and the student's admission form to the student's applicable program for admission approval. Furthermore, the settlement of any applicable thesis fees (3,000 Baht for master's degrees or 5,000 Baht for doctoral degrees) payable at the applicable program is requisite.

2.2.4 Upon completion of the form by the pertinent program, students are requested to return all completed documents stated above (2.2.3) to The Graduate School together with student's registration form, a copy of the application form, and receipt of fees paid for approval by the Dean of The Graduate School. Upon such an approval, the Dean signs for the acceptance of the student and instigates the issuance of a new student list announcement.

2.2.5 Students submit the new student list announcement as well as a copies of all relevant admission documents together with a copy of the application form to the their pertinent programs. Students are encouraged to retain copies of all above mentioned documents as evidence.

2.2.6 Students are to follow the process as specified in 2.1.6-2.1.9 and 2.1.11. For 2.1.10, students need to request for a transcript (transfer version) from The Graduate School by means of form GS 08 on which the approved special reinstatement needs to be indicated (with the exception of students enrolled in the tri-semester system. Students have to request a transcript (transfer version) from the pertinent student's program.)



Restoration of Student Status

1. Students who fail to complete their registration within the timeframe specified need to adhere to the following procedure:

- A General Request form (GS01) for the restoration of graduate student status needs to be submitted (restoration of student status is valid for a single semester only).

2. Students who have completed the final examination however do not submit student's thesis manuscript and wait for either publication or / qualifying examination (Plan B) with written / oral examination need to adhere to the following procedure:

- A General Request form (GS01) for the restoration of graduate student status needs to be submitted (restoration of student status is valid for a single semester only).

3 Students who are to complete their studies within one year from a request for special reinstatement, but are unable to graduate need to adhere to the following procedure:

- A General Request form (GS01) for the first restoration of student status needs to be submitted (restoration of student status is valid for a single semester only).

- A research work schedule with the approval of the main thesis advisory needs to be attached.

The approved General Request form for restoration of student status must be complete by:

Regular program students

1. An approved General Request form along with the settlement of the restoration fee of 3,000 Baht at student counter service of The Graduate School needs to be submitted.

2. The student's registration needs to be completed

3. A photocopy the General Request form as a proof needs to be provided

4. The original completed General Request form along with a copy of the registration document needs to be submitted to The Graduate School.



Special program students

1. An approved General Request form along with the settlement of the restoration fee at needs to be submitted at the student's program.
2. The student's registration needs to be completed
3. A photocopy the General Request form as a proof needs to be provided.
4. The original completed General Request form along with a copy of the registration document needs to be submitted to The Graduate School.

Degree Approval

The Graduate School is to submit the degree approvals on a monthly basis.

Documents needed for thesis oriented programs

1. A final examination result with a unanimous result from the examination committee.
2. An Application for Graduation and a Submission Form for Thesis Binding (TH 02)
3. A Publication of Thesis Result Form (TH 04) and a copy of the book or original acceptance letter for publication accompanied by a copy of the manuscript.

More than one publication may be necessary for in some doctoral programs. Further information is available on The Graduate School website (<http://www.grad.ku.ac.th>) or the student's department.

Guideline for Thesis Publication

1. The name of students' advisory committee is to appear in the journal/papers along with the name "Kasetsart University"
2. The first name of author apparent in a journal is to be elected by consent between the student and the lecturers.



Documents needed for non-thesis oriented programs

1. A comprehensive examination result with a unanimous result from the examination committee.
2. A CD-ROM of the student's independent study with all pertinent documents for graduation.

Thesis oriented program students are requested to submit the thesis manuscript, and settle the thesis binding and thesis CD compilation fess at the cashier counter, 1st floor The Graduate School Building. Students are subsequently requested to return a Submission Form for Thesis Binding (TH 02) to the student counter service and register the students' names in the graduated student name list.

Non-thesis oriented program students are requested to submit the independent study CD-ROM and any other relevant documents to The Graduate School, students are subsequently requested to sign the graduate student name list of non-thesis program. For each month, The Graduate School is to gather all names to be submitted for the monthly degree approval. The graduate students' names can be verified at the

- Counter services of The graduate School
- Graduate School website (<http://www.grad.ku.ac.th>)

After the publication of the students' names in the graduate name list, students can request documents for graduation as follow:

- Students can obtain a transcript from the Office of the Registrar (Graduation version). Two-inch students' photos with proper attire (neckties are obligatory for male students) are to be provided by the students.
- Students can obtain certifications of graduation from The Graduate School by



submission of transcripts and Certification Letters Request Forms (GS 08) complete with two-inch students' photos with proper attire (neckties are obligatory for male students).

Scholarships:

Several options for financial support are available to Kasetsart graduate students.

Oral Presentation Scholarships:

Funds for students scheduled for presentations at international conferences are available.

- ❖ 10,000 baht for an international conference held outside Thailand
- ❖ Up to 5,000 baht for an international conference held within Thailand

Publication Support Scholarship:

Students can apply for support for subsequent publications of papers in international journals other than that of the student's thesis.

- ❖ 20,000 baht for each title published 10,000 Baht for the student and 10,000 Baht for the thesis advisor)

Teacher's Assistant Support:

Students who choose to work as teacher's assistants in the first and second semester of their studies are entitled to apply for funding:

- ❖ Master's degree student: 2,000 baht per month
- ❖ Doctoral degree student: 3,000 baht per month



Research Scholarships:

This Scholarship is allocated for students engaged in research projects without the requirement of publication.

- ❖ Master's degree or doctoral degree student: 30,000 baht for an English thesis proposal (20,000 Baht for the student and 10,000 Baht for the student's thesis advisor)
- ❖ Master's degree or doctoral degree student: 10,000 baht for a Thai Thesis proposal

Graduate Study Research Scholarship for International Publications:

The Graduate School allocates fifteen million baht per year for students conducting research projects. All project proposals are to be authored in English and published in an international journal.

- ❖ Master's Degree Student: 100,000 baht (Two consecutive years)
- ❖ Doctoral Degree Student who apply with Master's Degree:
100,000 baht (Three consecutive years)
- ❖ Doctoral Degree Student who apply with Bachelor's Degree:
100,000 baht (Five consecutive years)

Further information for students interested in scholarships is available from either the scholarship section, The Graduate School, Tel 0-2942-8445-50 ext. 215, 302 or from The Graduate School website.



Other Services

The Graduate School offers a multitude of services and recreational activities to improve the potentials of both Thai and international students, for instance orientation, abstract checking service, English conversation classes, English writing workshops, English lunchtime seminars, English grammar classes, and English oral examination practice sessions.

The Library





1. The main library contains all study fields of books and documents.
2. The faculty's library contains books and documents of the particular faculty.
3. The department's library contains only books and documents in the field of study of that department.

4. The Graduate School's library is situated on the fourth floor of The Graduate School building. The library is open on Monday - Friday at 8.30-12.00 and 13.00-16.00 and closed on official holidays. Hundreds of theses and independent studies dated as from 2002 to the present are available in both hard copy and PDF format -- whole book; or as abstracts only. Abstracts of theses and independent studies as from 1975 to the present are available (abstracts dated as from the period of 1975-2003 are in hard copy, while abstracts dated as from 2000 to the present are in the PDF format). The library also provides computers for information retrieval as well as a CD-Rom copy service of abstracts, theses and independent studies free of charge.






5. Other government and organization libraries situated in proximity to Kasetsart University include: The Library of the Department of Agriculture; National Document Center, Office of the National Research Council of Thailand, and Library of the Thai Institute of Scientific and Technological Research.








QR codes for The Graduate School Forms

	General Request Form (GS 01)
	Appointment/Change of Student's Advisory Committee Request Form (for thesis program) (GS.02)
	Appointment/Change of Student's Advisory Committee Request Form (for independent study program) (GS 02-1)
	Approval of Study Plan (GS 03)





	Request for Change of Study Plan (GS 03-1)
	Thesis Proposal Review Form (GS 04)
	Application for Approval of Thesis Proposal (GS 05)
	Application to Alter Thesis Proposal (GS 05-1)
	Application for Comprehensive / Qualifying Examination (for thesis program) (GS 06)



	Application for Comprehensive / Qualifying Examination for Plan B Students (Written Examination) (GS 06-1)
	Application for Comprehensive / Qualifying Examination for Plan B Students (Oral Examination) (GS 06-1)
	Application for Final Examination (GS 07)
	Transcript and Certification Letters Request Form (GS 08)
	Thesis Review Form (TH 01)



	Submission Form for Thesis Binding (TH 02)
	Request for Thesis Title Change by Final Examination Committee (TH03)
	Publication of Thesis Result Form (TH 04)
	Publication of Independent Study Result Form (TH 04-IS)
	Application for Thesis Access Restriction (TH 05)





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