



มหาวิทยาลัยเกษตรศาสตร์  
72nd Anniversary Kasetsart University  
W.R. 2486-2558

# Student's Booklet

## Academic year 2013

**Academic Regulations of Graduate Studies,  
Kasetsart University, B.E. 2556 (2013)**



### THE GRADUATE SCHOOL KASETSART UNIVERSITY

Agriculture

Fisheries

Agro-Industry

Forestry

Architecture

Liberal Arts

Business Administration

Interdisciplinary Graduate Program

Environmental Science

Liberal Arts

Economics

Science

Education

Life Sciences

Education and Development

Sports Science

Engineering

Veterinary Medicine

THE GRADUATE SCHOOL

**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 so as to attain the potential development of graduate education, augmentation of competitiveness, as well as the realization of achievements comparable to world standards. Throughout its 47 years of existence, 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 Community.



This handbook is designed for the benefit of the graduate students in terms of the rendering of all the pertinent regulations, complete with the applicable directives and further general issues, in order 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 that the students will find their studies at Kasetsart University both constructive and enjoyable, and we 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 I.D. Number.....Faculty.....

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

Campus.....

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

| <b>Regulation</b>  | <b>Date of Approval</b> | <b>Remark</b>  |
|--|-------------------------|--|
| 1. <u>Registration</u>   |                         | 1. <u>Within 15 days of the commencement of semester</u>   |
| 2. <u>Appointment of Thesis advisory committee</u>                           |                         | 2. <u>Within 4 semesters</u>   |
| 3. <u>English Proficiency Examination</u>                                    |                         | 3. <u>To be completed in the first semester</u>  |
| 4. <u>Qualifying Examination / Comprehensive Examination</u>                 |                         | 4. <u>Master's degree plan A1 and doctoral degree plan 1 must take this examination at least 120 days prior to the final oral examinations</u>   |
| 5. <u>Submission of Thesis Proposal (if any)</u>                             |                         | 5. <b>Doctoral Degree:</b> <u>within 6 semesters</u><br><b>Master Degree:</b> <u>within 4 semesters</u>  |
| 6. <u>Final Oral Examination / Comprehensive Examination (for plan B)</u>    |                         | 6. <b>GPA of GC*</b> subject $\geq 3.00$<br><b>GPA of UC*</b> subject (if any) $\geq 2.50$<br>Pass English Proficiency Examination:<br><b>Doctoral degree:</b> Thesis proposal must be approved prior to final oral examination at least 270 days<br><b>Master's degree:</b> Thesis proposal must be approved prior to final oral examination at least 90 days |
| 7. <u>Completion of thesis publication or approval of thesis publication</u> |                         | 7. <b>Doctoral degree:</b> Complete thesis publication in a peer-reviewed journal.<br><b>Master's degree:</b> Complete thesis publication in a journal or present in academic conference with <u>proceedings</u>   |

\* GC = Graduate Credit, UC = Undergraduate Credit

## Introduction

### Kasetsart University

Kasetsart University, formed from the Primary School for Agriculture Teacher Training in 1917, was the first higher educational institute engaged in 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 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 26 faculties exist at Kasetsart University as per the announcement of the relevant government divisions and the University Council. Those faculties are engaged in education at diploma, bachelor's degree, master's degree, and doctoral degree levels. The Bangkok campus accommodates 15 faculties and one graduate school. The Kamphaeng Saen campus comprises 5 faculties. The Si Racha campus hosts 4 faculties, and the Chalermphrakiat Sakon Nakhon Province Campus has 3 faculties. Additionally, the 2 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 14<sup>th</sup> and incumbent president of Kasetsart University.

### The Graduate School

Kasetsart University initially inaugurated postgraduate programs in 1956 in master's degree in agriculture and animal husbandry (presently known as the animal science program). In 1961, The Graduate School initiated 2 master's degree programs in the fields of agricultural economics and economic development (presently known 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.

## Administrative Team



**Associate Professor Dr. Gunjana Theeragool**

(Dean of the Graduate School)



**Associate Professor Dr. Somwang Khantayanuwong**

(Associate Dean for Administration)



**Associate Professor Dr. Penkhae Wanchaithanawong**

(Associate Dean for Education Standards)



**Assistant Professor Dr. Surang Hensawang**

(Associate Dean for Education Services and Foreign Affairs)



**Associate Professor Dr. Somchai Numprasertchai**

(Associate Dean for Information Technology)



**Assistant Professor Dr. Sujate Chaunchom**

(Associate Dean for Kamphaengsaen Campus)

## Supervisor Positions



Mrs. Achara Pongudom  
(Head of Secretary's Office)



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 Procurement section)



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



Mrs. Sopa Intharung  
Educator, Senior Specialist  
(Head of Educational Services Section)



Mr. Neil Barnett  
English Editor

## Contact Information

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### Administrative Team

|  |     |
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### Educational Services Section

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Miss Santita Prising 106

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### Inter-campus Coordination Section

#### Head of Section

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| Mr. Pinit Jenkitnarong   | 3912 |
| Miss Jiraporn Pai-Rin    | 3950 |
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## ***Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2556 (2013)***

So 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 5/2556 on 27 May, B.E. 2556 (2013), 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. 2556 (2013)”.

**Item 2** These regulations shall apply as from the first semester of academic year B.E. 2556 (2013) onwards.

**Item 3** These Regulations shall supersede the Announcement of Kasetsart University Council: Academic Regulations for Graduate Studies, Kasetsart University, B.E. 2550 (2007) issued on 27<sup>th</sup> February B.E. 2550 (2007).

**Item 4** The President shall monitor that these Academic Regulations are observed.

### ***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 is made in accordance with the announcements of The Graduate School, Kasetsart University in each academic year.

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

### **Item 7 Admission Consideration**

The Dean of The Graduate School appoints the Graduate Studies Admission Committee. The committee members consist of at least 3 program lecturers in representation of their departments or graduate programs. The main responsibility of the committee is to choose qualified candidates at the discretion of the committee, and 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 registrants who have been accepted to be a student without a trial period of enrollment.

8.1.2 Trial students are registrants who have been accepted to be a student on a trial basis for the first semester, and whose status is subject to amendment to regular students in compliance with the requirements as outlined in item 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 follows:

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

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

The accumulated credits of the enrolled subjects, as outlined in items 8.2.1 and/or 8.2.2 is to be not less than 9 credits, and the registration in the first semester is to be at the discretion 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 1 fundamental subject. In case of non-attainment of the student's GPA as outlined in items 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 report to The Graduate School within the deadlines specified by The Graduate School Announcement. 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 in:

(1) Students being subjected to fines as announced by the current Kasetsart University Announcement on Tuition and Fees.

(2) The termination of the students' status as specified in item 27(8), if the tuition fee payment is delayed in excess of 15 days, as deemed from the first day of a regular 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 who complete course work specified in the course structure and graduation terms of a department or program, but 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 paying tuition fees for the summer semester.

11.3 Students, who are unable to complete course work specified in the course structure and/or graduation terms of a department or program, and request a leave of absence, are required to register in the semester of the leave of absence, so as to maintain their status.

11.4 Students with successful final oral examination results who are unable to submit a complete thesis in the timeframe specified, and/or cannot graduate as specified in items 25.2.1(2) or 25.2.2(2) or 25.3.1(2) or 25.3.2(2) must pay tuition fees for each particular semester.

Plan B students with successful comprehensive examination results who cannot graduate within the timeframe specified must pay tuition fees for each particular semester.

11.5 Unless students complete the registration for the maintenance of student status within 15 days from the first day of the semester, their student status is to be terminated as specified in item 27(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**

Students are required to submit a request form for an advisory committee appointment, with consent from a lecturer or a group of lecturers selected as members of the advisory committee, and the head of department, and submit it to the Dean of The Graduate School for approval, within the fourth semester, counted from the beginning of their studies.

With 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 students.

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 thesis advisor is to be a permanent lecturer with a doctoral degree or equivalent, or an academic title of not less than Associate Professor in the field being studied or a related field, who has conducted research work which is not part of studies conducted in order to complete a degree. The responsibilities of the thesis advisor consist of cooperation in gaining approval for the study courses, provision of advice, control of studies, and contribution of suggestions towards the students' theses.

13.2 The thesis co-advisor (if applicable) is to be a permanent lecturer or external expert with a doctoral degree or equivalent, or an academic title of not less than Associate Professor in the field of study or a related field, who has conducted research work which is not part of studies conducted in order to complete a degree. The responsibilities of the thesis co-advisor consist of cooperation in gaining approval for the study courses, provision of advice, control of studies, and contributions of suggestions 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 not less than Associate Professor in the field of study or related fields. The responsibilities of the independent study advisor consist of cooperation in gaining approval for the study courses, provision of advice, control of studies, and contribution of suggestions towards the conduct of the students' independent studies.

#### 13.3 Thesis Advisor and Independent Study Advisor Workload

13.3.1 One permanent lecturer can work as a thesis advisor for a maximum of 5 master's and doctoral degree students. Departments or programs which have particularly high quality permanent lecturers can be allowed to take care of more than 5 students, but not more than 10 students, at the discretion of the Board of The Graduate School.

13.3.2 One permanent lecturer can work as independent study advisor for a maximum of 15 master's degree students.

In a situation in which a permanent lecturer works as both thesis advisor and independent study advisor, a ratio of 1 student conducting a thesis can be compared to 3 students conducting an independent study. The total of students, who do not graduate, is included in this calculation.

### *Chapter 3 Graduate Lecturers*

#### **Item 14 Graduate lecturers are defined as follows:**

14.1 The term “Permanent Lecturer” denotes 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.

In case of joint programs or curriculums from two or more institutes, the permanent lecturers of that joint institute are regarded as “Permanent Lecturers”. This term is specified by the Benchmark for Higher Education.

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 connected or related 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.

- A Lecturer assigned as a program lecturer of graduate diploma programs and higher graduate diploma programs in the same field of study can be the same person.

14.3 The term “Program Coordinator” denotes a program lecturer who is appointed to management and administration of 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 a permanent lecturer appointed to be accountable for the erudition of the conduct of the thesis, or independent study of each student, for example: approval of thesis proposal; provision of suggestions and control; research progress evaluation; and thesis or independent study examinations.

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 term “Specialist” denotes an individual who has expert knowledge in a particular subject. The Specialist may not be involved in an academic field, or may not be an external expert, regardless of any academic qualifications or academic position.

Specialists appointed as thesis advisors are to be permanent staff of Kasetsart University only. Specialists appointed as thesis co-advisors are required to be either permanent members of staff of Kasetsart University, or external experts with relevant expertise and skills in specific fields, as specified by the criteria of the Office of the Civil Service Commission, and relevant organizations.

If any doctoral degree program does not comprise a thesis co-advisor, a thesis examiner, a lecturer with a PhD degree, or a lecturer with a minimum academic appointment of 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 subsequently notify the Office of the Higher Education Commission of such an appointment.

For those who hold an honorary degree, or are adjunct lecturers, evaluation of academic qualifications can be compared to the qualifications of a specialist in the pertinent field or in other positions correlated with specialist qualifications.

14.9 The term “Adjunct Lecturer” denotes a permanent lecturer registered in another field or program, or an expert or specialist appointed by the Dean of The Graduate School to work on graduate studies.

## ***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 lectures and/or a discussion class, or two to three hours weekly of laboratory class per semester.

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

(1) The bi-semester academic year is divided into 2 regular semesters. One regular semester usually has a minimum duration of 15 weeks. Additionally, a summer semester may take place. The number of class periods and credits in the summer semester are proportionally equal to those of the regular semesters.

(2) The tri-semester academic year is divided into 3 regular semesters. One regular semester usually has a minimum duration of 12 weeks.

(3) The quart-semester academic year is divided into 4 regular semesters. One regular semester usually has a minimum duration of 10 weeks.

For alternative arrangements of academic years, a pertinent description is to be clearly stated, so 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 classes of a particular subject, as counted from the beginning of a semester, are not eligible to partake in the final examination, and are 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 as specified in items 16.2.2(1), (2), and 16.2.4.

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 2 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 for a minimum of 3 credits but not in excess of 6 credits to substitute for 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 who have an academic title of not less than Associate Professor in the field of study or a related field, and have conducted research work which is not part of studies conducted in order to complete a degree.

16.2.3 Thesis examiners are to be composed of permanent lecturers and external experts holding doctoral degrees or equivalent, or with an academic title of not less than Associate Professor in the field of study or a related field, who have conducted research work which is not part of studies conducted in order to complete a degree.

16.2.4 Instructors are to be permanent lecturers or external experts with a minimum of a master's degree or equivalent, or with an academic title of not less than Assistant Professor in the field of study or a related field, with teaching skills and experience in the conduct of research which is not part of studies conducted in order to complete their degree.

16.3 Doctoral degrees are classified into 2 plans: research for academic staff development, and research for advanced professional development.

#### 16.3.1 Structure

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

Plan 1.1 is designed for students with a master's degree. This plan consists of a curriculum with a minimum of 48 credits for the 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 for the 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 academic advancement and the development of occupational skills, and may require additional study participation. This plan is further classified into two distinct formats as follows:

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 minimum 12 credits for the 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 minimum 24 credits for the 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 at least 3 program coordinators who must be full-time program lecturers with a doctoral degree or equivalent, or an

academic title of not less than Professor in the field of study or a related field, and who must have conducted research work which is not part of studies conducted in order to complete a degree.

16.3.3 Thesis examiners are to be composed of permanent lecturers and external experts holding doctoral degrees or equivalent, or with an academic title of not less than Associate Professor in the field of study or a related field, and who have conducted research work which is not part of studies conducted in order to complete a degree.

16.3.4 Instructors are to be permanent lecturers or external experts with a doctoral degree or equivalent, or with an academic title of not less than Associate Professor in the field of study or a related field, with teaching experience, and experience in the conduct of research which is not part of any studies related to a degree.

16.4 Any curricula of a structure dissimilar to those outlined in items 16.1, 16.2, and 16.3 require consent from The Graduate School, and need to be presented to Kasetsart University on a case by case basis.

## **Item 17 Study Periods**

17.1 The maximum permissible period for the completion of the graduate diploma program and the higher graduate diploma program does not exceed 3 academic years.

17.2 The maximum permissible period for the completion of a master's degree does not exceed 5 academic years as deemed from the date of acceptance for study by The Graduate School.

17.3 The maximum permissible period for the completion of a doctoral degree does not exceed 8 academic years for candidates with a bachelor's degree, and does not exceed 6 academic years for candidates with a master's degree. Students are to register for doctoral degrees for a duration of not less than 4 regular semesters, and students are to study for not less than 3 regular semesters at Kasetsart University.

If students fail to comply with the permissible period, their student status is terminated as specified in item 27(10).



17.4 Students with a requirement to change their major field of studies are subject to adherence to the new curriculum within the timeframe as specified in items 17.1, 17.2 and 17.3. The study period consists of the preceding studies period, and a new study period.

### Item 18 Assessment levels

18.1 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 |

18.2 Pass-fail and incomplete scores

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

18.2.2 Doctoral degree students with a grade in any graduate audit subjects of less than C (2.0 points) are counted as below the required standard and must re-enroll in the course.

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

### 18.3 Grade Point Average (GPA)

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

18.3.2 A GPA for undergraduate subjects as requested for fundamental graduate studies is to be not less than 2.50 points.

18.3.3 Unsuccessful students of an undergraduate subject, when they re-enroll in the course, but their GPA is still less than 2.50 points, are permitted to either register for the same course, or register for another undergraduate subject so as to elevate their GPAs, with the consent of their advisor, advisory committee, or program coordinator; and with the consent of the head of department, the graduate program committee chairperson, and the Dean of The Graduate School, for non-thesis oriented programs.

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

18.3.5 Students enrolled in graduate diploma programs, higher graduate diploma programs, master's degree programs, or doctoral degree programs are to acquire a GPA of not less than 3.00 points in order to qualify for a successful graduation.

## **Item 19 Foreign Languages Examinations**

19.1 All master's and doctoral degree students are required to pass the foreign languages examinations set forth by The Graduate School in at least one foreign language. Language which is subject to examination is to be determined by the advisor, 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.

19.2 Master's degree students are eligible to sit for a foreign languages examination. Students who pass the examination are qualified, as specified in item 19.1, and are consequently excused from the foreign language classes as specified in item 19.3.

19.3 Master degree students who do not pass the examinations as outlined in item 19.2, may choose to enroll in a foreign languages class as set forth by The Graduate School, and need to pass the pertinent examinations, so as to comply with the pertinent requirements for attainment of graduation.

19.4 The Graduate School permits a transfer of both written and oral examinations for master's and doctoral degree students from TOEFL, IELTS, or CU-TEP scores. The acceptance of further examinations scores from other institutes in either English or any other foreign languages is at the discretion of The Graduate School on a case by case basis.

19.5 Foreign languages examination for doctoral degree students:

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

1. The written assessments are held in groups.
2. The oral assessments are held individually. Students are required to pass the written assessment prior to being eligible for the oral assessment.

The examination committee in the oral examination 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 which is pertinent to the degree pursued.

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

## **Item 20 Qualifying Examination and Comprehensive Examination**

### **20.1 Master's Degree**

#### **20.1.1 The Examination**

(1) Students in plan A (A1) are admitted to take the qualifying examination upon completion of 1 semester of the program at least 120 days prior to the final oral examination.

(2) Students in plan A (A2) may sit for the comprehensive examination upon completion of at least 3/4 of the graduate subjects specified in the course structure (exclusive of the thesis credit). The comprehensive examination is held at the discretion of programs or departments.

(3) Students in plan B are required to sit for the comprehensive examination once all subjects as specified in the curriculum are completed and a Grade Point Average (GPA) as specified in item 18.3 is attained.

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

#### 20.1.2. Written Examination

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

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

(3) For Plan B students, The Graduate School is to appoint a comprehensive examination committee composed of a minimum of 3 members to comprise an examination chairperson, examination committee member, and external expert.

#### 20.1.3. Oral Examination

(1) Plan A (A1) students are required to select the examination relevant to student's research which is conducted with the consent of the thesis advisor, the head of department, or the graduate program committee chairperson, together with approval from the Dean of The Graduate School. The thesis advisor is to assume the responsibilities of the examination chairperson. If members of the thesis advisory committee consist of less than 3 persons, the student's department or program is to propose an additional member to complete the 3 required committee members.

(2) Plan A (A2), The Graduate School is to appoint a minimum of 3 committee members including the thesis advisor, thesis co-advisor (if any), and 1 representative of The Graduate School. The thesis advisor is to assume the responsibilities of the chairperson of the examination. For students who do not have a thesis co-advisor, the students' program or department can admit 1 additional committee member.

(3) Plan B, The Graduate School is to appoint an examination committee composed of a minimum of 3 committee members, comprising an examination chairperson, external expert, independent study advisor, and independent study co-advisor (if any).

20.1.4. Students unable to attain acceptable examination results are allowed to sit for a further examination within 60 days of the date of the first examination. Failure to attain satisfactory results in a second examination results in the termination of student status as specified in item 27(5).

## 20.2 Doctoral Degree

### 20.2.1 The Examination

(1) Plan 1.1 and plan 1.2 students are required to sit for the qualifying examination when they have completed 1 semester, and to do so not less than 120 days prior to the final oral examination. The examination format may be written, oral, or both.

(2) Plans 2.1 and 2.2 students are required to sit for the qualifying examination upon completion of not less than 2/3 of the graduate subjects specified in the course structure (exclusive of thesis credits). The examination is both written and oral.

### 20.2.2. Written Examination

(1) Plans 1.1 and 1.2, students are asked to select the examination relevant to students' research which is conducted with consent from the thesis advisor, the head of department, or the graduate program committee chairperson, together with approval from the Dean of The Graduate School. The examination committee of the students' selected field is appointed by the head of department, or the graduate program committee chairperson of the particular field, and the thesis advisor is to assume the responsibilities of a coordinator.

(2) 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 the student's major field, together with lecturers from relevant subjects who are assigned as members with approval from the Dean of The Graduate School.

### 20.2.3. Oral Examination

(1) Plans 1.1 and 1.2, students are required to choose to sit for the examination relevant to student's research which is conducted with the consent of the thesis advisor, the head of department, or the graduate program committee chairperson, with approval from the Dean of The Graduate School. The thesis advisor is to assume the responsibilities of the examination chairperson. If members of thesis advisory committee consist of less than 3 persons, the student's department or program is to propose an additional member to complete the required 3 committee members.

(2) Plans 2.1 and 2.2, The Graduate School is to appoint a committee composed of a minimum of 3 members, to comprise a thesis advisor, a thesis co-advisor (if any), and 1 representative of The Graduate School. The thesis advisor is to assume the responsibilities of the chairperson of the examination. For students who do not have a thesis co-advisor, the students' programs or departments can admit 1 additional committee member.

20.2.4 Students unable to attain satisfactory examination results are allowed to sit for a further examination within 90 days of the date of the first examination. Failure of attainment of satisfactory results in a second examination results in the termination of student status as specified in item 27(5).

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

## **Item 21 Thesis**

21.1 Students are required to submit their thesis proposal with the consent of the thesis advisor and the head of department, or the graduate program committee chairperson in the students' major fields of study, as follows:

21.1.1 Master's degree students: before the end of the 4<sup>th</sup> regular semester since commencement of studies.

21.1.2 Doctoral degree students: before the end of the 6<sup>th</sup> regular semester since commencement of studies.

Failure to do so results in the termination of student status as specified in item 27(6).

#### 21.2 Presentation of thesis proposal approval

21.2.1 Master's Degree students are to establish with the appropriate thesis advisor the pertinent details of their thesis proposal. Once consent is attained, students may submit 1 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. Students' project proposal must be approved at least 90 days prior to taking the final oral examination.

21.2.2 Doctoral Degree students are to establish with the appropriate thesis advisor the pertinent details of their thesis proposal. Once consent is attained, students may submit 1 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. Student's project proposal must be approved at least 270 days prior to taking the final oral examination.

21.3 Any changes related to the approved thesis proposal can be made by submission of a request of alteration with consent from 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 90 days or 270 days respectively prior to the final oral examination as outlined in item 21.2 above commences as from the approval date of thesis proposal.

21.4 The style of the thesis is to abide by the formats and patterns rendered in the current thesis manual of The Graduate School, Kasetsart University.

### **Item 22 Final Oral Examination of Thesis Oriented Program**

22.1 The Graduate School appoints the thesis examination committee, which is to be composed of an examination chairperson, an external expert, a thesis advisor, and a thesis co-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 field of study or a related field, along with research work which is not part of the studies conducted in order to complete a degree.

22.2 Students are to submit the thesis to the final oral examination committee at least 7 days prior to the examination.

22.3 The thesis used in the final oral examination needs to abide by the format suggested by The Graduate School.

22.4 Successful final oral examination is based upon the unanimous consent of the examination committee.

22.5 So as to validate a successful final oral examination, students are to comply with the suggestions given as to their thesis by the examination committee, and the current thesis format of The Graduate School. For any students who cannot submit their complete thesis within 120 days from the final oral examination date, the pertinent final oral examination results are to be rendered void.

### **Item 23 Change of Student's Major Field**

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

23.2 Regular Students who request a change in a major field of study need to have completed at least 1 semester in their current major field of study. However, the students' Grade Point Average (GPA) is to be not 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 the student's status at Kasetsart University.

### **Item 24 Transfer of Subjects and Credits**

24.1 Any transfer of credits is subject to approval from 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 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 subjects or groups thereof are to be relevant to at least 3/4 of the transferred subjects or groups thereof; moreover, the subjects or groups thereof to be transferred must have been studied for not more than 5 years ago.



(3) The examination results of subjects or groups thereof are to be not less than grade B or 3.00 points, or equivalent to grade S.

(4) A transfer of credits of a thesis or independent study cannot be accepted.

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

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

(7) Students need to pursue a minimum of 1 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 degrees. For doctoral degree students, the number of transferred thesis credits has to correspond with the curriculum.

#### 24.2 Transfer of credits of cooperating institutes' degree programs

24.2.1 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, or an amount in accordance with current "Guideline on Academic Cooperation between Thai and Overseas Higher Education Institutions" announced by the Ministry of Education.

24.2.2 Transfer of credits earned at other domestic and international universities which are administered under a cooperative credit transfer project is not acceptable for subjects registered for fundamental studies.

Students registered at other universities which partake in the cooperative credit transfer project are regarded as full-time students with current student status of Kasetsart University, following settlement of tutorial fees in any one of the universities.

### **Item 25 Graduation**

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

#### 25.2 Master's degree students

#### 25.2.1 Plan A (A1)

- (1) Students are to submit their thesis and pass the final oral examination; and
- (2) Achieve either publication or at least approval for publication of thesis or parts thereof in journals or academic publications, or alternatively, presentation of thesis in an academic conference which issues proceedings of the conference.

#### 25.2.2 Plan A (A2)

- (1) 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 out of 4.00 or equivalent, together with submitting a thesis and successfully completing the final oral examination and;
- (2) Achieve either publication or at least approval for publication of thesis or parts thereof in journals or academic publications, or alternatively, presentation of thesis in an academic conference which issues proceedings of the conference.

#### 25.2.3 Plan B

- (1) Students are to complete all pertinent work requirements as specified in the curricula and gain a minimum Grade Point Average (GPA) of 3.00 out of 4.00 or equivalent and;
- (2) Successfully complete oral and/or written comprehensive examinations.

### 25.3 Doctoral degree students

#### 25.3.1 Plan 1

- (1) Students are to successfully pass the foreign language examination in at least 1 foreign language as specified by The Graduate School, successfully pass the qualifying examination as required for the conduct of the thesis, submit the thesis, and pass the final oral examination given by a committee of proficient internal and external experts.
- (2) Furthermore, achieve either publication, or at least approval for publication, of thesis or parts thereof in journals or academic publications, along with the application of stipulations attained in a peer review performed by a trustworthy external committee, prior to publication.

#### 25.3.2 Plan 2

- (1) Students are to complete all pertinent course work requirements as specified.

in the curricula and need to attain a minimum Grade Point Average (GPA) of 3.00 out of 4.00 or equivalent, together with successfully passing a foreign language examination in at least 1 foreign language as specified by The Graduate School, pass the qualifying examination as required for the conduct of their thesis, and pass final oral examination given by a committee of internal and external experts and;

(2) Achieve either publication or at least approval for publication of thesis or parts thereof in journals or academic publications, along with the application of stipulations attained in a peer review performed by a trustworthy external committee, prior to publication.

## *Chapter 5 General*

### **Item 26 Leave of Absence**

26.1 Upon the approval of leave of absence, students are required to obtain consent from the thesis advisor, or independent study advisor, the head of department, or the graduate program committee chairperson, together with approval from the Dean of The Graduate School.

26.2 Students cannot submit a petition for leave of absence in more than 2 consecutive regular semesters. Students are subject to the applicable tuition fees and faculty fees for semesters in which a leave of absence occurs, so as to maintain their student status.

26.3 Leave of absence is not permissible for new students enrolled in the first semester.

### **Item 27 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 for graduate studies.

(4) Trial students are unable to attain a Grade Point Average (GPA) as specified in item 8.2.

(5) Students are unable to pass a qualifying examination or comprehensive examination at the second attempt.

(6) Students cannot submit their project proposals within the timeframe specified in items 21.1.1 or 21.1.2.

(7) 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 items 27(4) or 27(5).

(8) Students fail to complete their registration procedure within 15 days of the date of the commencement of the semester.

(9) Students fail to settle the applicable tuition fees so as to maintain their student status within 15 days of the date of the commencement of the semester.

(10) Students do not graduate within the timeframe specified.

(11) Students are subject to detention by a ruling of the judiciary with the exception of crimes of misdemeanor or negligence.

(12) Students face disciplinary dismissal or expulsion.

(13) By announcement of The Graduate School, Kasetsart University on “The Termination of Student Status”.

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

### **Item 28 Restoration of Student Status**

28.1 Students, whose status is terminated due to reasons as specified in items 27(6) or 27(8) or 27(9) or 27(10) can submit a petition for the restoration of graduate student status. The restoration is subject to consent from the thesis advisor, or independent study advisor, for non-thesis oriented programs, as well as the consent the of head of department or the graduate program committee chairperson; the Dean of The Graduate School is to consider approval of any such relevant request, and establish the applicable conditions for the continuance of studies.

28.2 A request for special reinstatement

Students with completed studies but deficient of a successful final oral examination or comprehensive examination (Plan B) are to proceed as follows:

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

(2) Upon approval of request, students are to apply for new admission together with settlement of the applicable thesis fee or independent study fee, registration of all new thesis or independent study 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 only a single time.

### 28.3 A request for the restoration

Students who have completed study periods and obtained satisfactory results in their final oral examination or comprehensive examination (Plan B) but are unable to graduate within the specified timeframe. The following procedures need to be complied with for student's restoration:

(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 thesis advisor, or the independent study advisor (attached to the General Request Form).

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

(4) The request for the restoration of graduate student status is limited to only a single time, and the period of restoration is a maximum of 1 year.

## **Item 29 Student's Conduct Code**

29.1 To always comply with all University Rules and Regulations and strictly adhere to the Student Conduct Code. Dishonesty in examinations is deemed a violation of such Code.

29.2 To abide by the moral and traditional principles upheld by Thai society at all times.

29.3 To protect the University's reputation by refraining from behavior that leads to defamation of self and the University.

29.4 To maintain unity in the community and refrain from engaging in any behavior that is detrimental to this unity.

29.5 To refrain from consuming alcohol or using any addictive substances on campus, as well as refrain from being so intoxicated that it results in impaired judgment or loss of rationality leading to defamation of self, parents, guardians, or the University's reputation.

29.6 To refrain from carrying weapons or explosives while on campus.

29.7 To refrain from engaging in physical violence with fellow students or outsiders on or off campus.

29.8 To refrain from any type of gambling activities on campus.

29.9 To refrain from publishing, drawing or writing materials that may negatively affect other individuals without prior consent from the university.

29.10 To refrain from practicing inappropriate traditions or ceremonies on or off campus.

29.11 To refrain from organizing meetings or activities without consent from the University.

29.12 To refrain from vandalizing the University's properties.

29.13 To refrain from bringing into the campus, or possessing, any illegal materials.

29.14 To refrain from hooligan-like behavior.

29.15 To be able to show a Student ID upon request of University officials or other officials.

29.16 To immediately report to the University any change of personal information or address.

29.17 To refrain from cheating in thesis or independent study. Committing such offenses is an utterly serious breach of discipline.

29.18 To refrain from thesis and/or academic publication plagiarism. Committing such offenses is an utterly serious breach of discipline.

### **Item 30 Disciplinary Punishment**

30.1 There are 10 disciplinary punishments

(1) Verbal or written warning, contingent on misdemeanor

(2) Administration of probation

(3) Warning of probation

(4) Reparations for damages caused

(5) Suspension: the student is to be barred from studies for the duration of between 1 semester and 3 academic years, contingent to the misdemeanor

(6) Withholding grant of degree certificate or issuance of transcripts, or any letters of certification for maximum 3 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 can lead to one of the following:

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 or independent study subjects in the particular semester or

B. Dismissed as in item 30.1(7) or

C. Expelled as in item 30.1(8)

(10) Academic cheating on thesis or independent study and thesis or independent plagiarism can lead to one of the following:

A. Dismissed as in item 30.1(7) or

B. Expelled as in item 30.1(8) or

C. If the student has already graduated, the committee will propose that the University Council withdraw the degree.

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

### **Item 31 Application for Degrees Conferred**

31.1 Students are subject to requirements for the conferment of a degree and settlement of related degree fees, as specified in the announcement published by Kasetsart University.

31.2 Students who are nominated 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 these regulations, along with in any part herein, by means of prior announcement at any time deemed pertinent.

32.2 In the absence of the 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 additional 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 to, or concurrent with the enactment of this regulation are to remain applicable until the provision of pertinent amendments to 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 B.E. 2556 (2013) are deemed subject to the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2550 (2007) announced on February 27, B.E. 2550 (2007) until the termination of student status.

Announced on May 29, B.E. 2556 (2013)

Signed

Niwat Ruangpanit

(Professor Dr. Niwat Ruangpanit)

Chairman of Kasetsart University Council



## *Instructions and General Matters for Graduate Students*

Students are required to carefully study the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2556 (2013), so as to be able to conduct their studies in accordance with all the pertinent directives and regulations which apply to the 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 required to provide their personal information online at <http://www.grad.ku.ac.th>.

3. Personal ID number, passport number, and student's ID number, serve as the password to access the aforementioned online registration (information might be changed. Please check with 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, so as to attain access to the Nonsee account of Kasetsart University.

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

6. Students are required to consult with their advisors for registration. Students who have erroneously selected a 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 who are appointed by the 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 in any pertinent undergraduate fundamental subjects is at the discretion of the main advisory committee, and the lecturers of the pertinent subject.

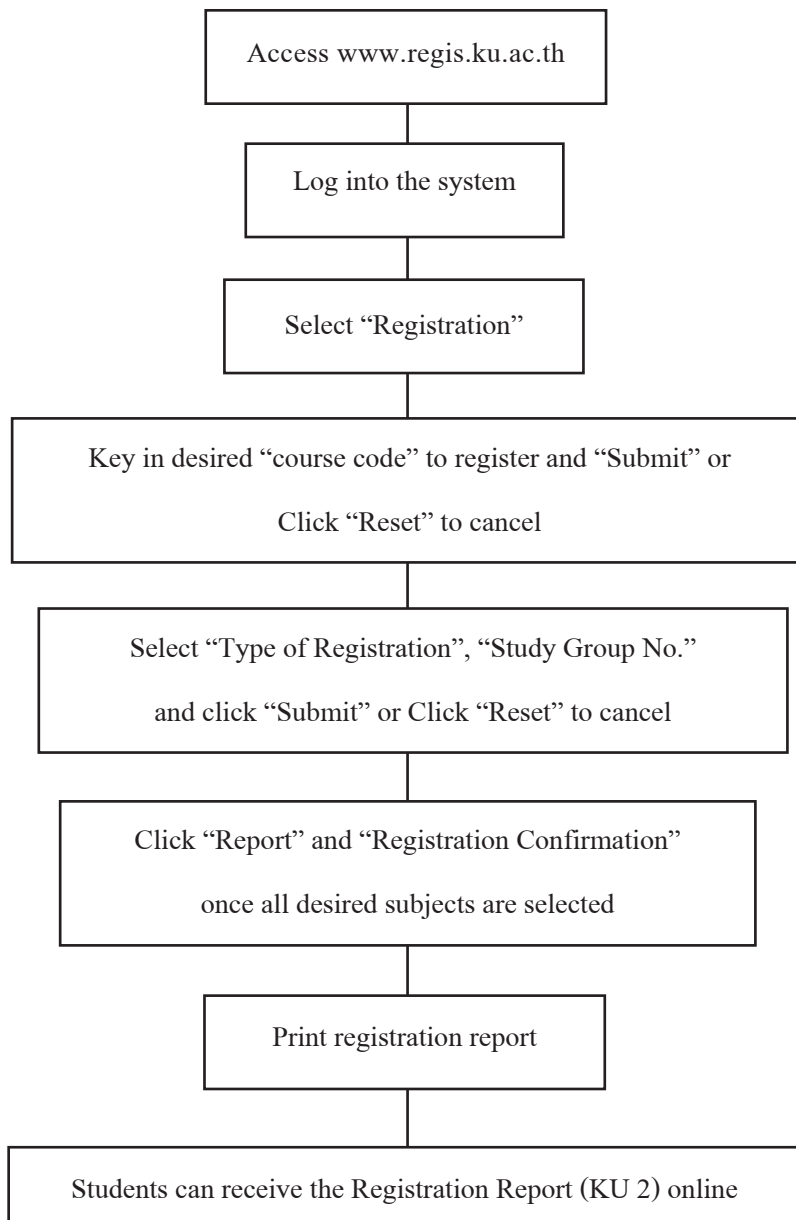
8. Students can receive the Registration Report (KU 2) online.

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 to the commencement of the semester.

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



## 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, the last three digits of which start 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 follows:

1. A minimum Grade Point Average (GPA) of 2.00 for enrolled undergraduate subjects, such as fundamental studies.
2. A minimum Grade Point Average (GPA) of 3.00 for enrolled graduate subjects, and the accumulated credits of the subjects enrolled (UC, GC), as outlined in 1 and/or 2 are not to be less than 9 credits, with the registration in the first semester at the discretion 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 1 fundamental subject. In case of non-attainment of the student's GPA as outlined in no. 1 and/or no. 2, expulsion of the student from The Graduate School is mandatory.

### **Alternation, Adding and Dropping Subjects**

In KU 2 (Registration Report), subsequent to registration, students are required 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 in each semester.

### **Study for Re-grading**

Students unable to attain a minimum Grade Point Average (GPA) of 2.50 for undergraduate subjects, or a minimum Grade Point Average (GPA) of 3.00 for 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 re-grading their GPA. Submittal of a General Request Form is to be through their thesis advisor or independent study advisor, the head of department, or the graduate program committee chairperson, so as to attain consent from the Dean of The Graduate School. (This provision is not applicable to course code no. XXXXX498 for re-grading undergraduate GPA).

### **Cross-University Registration**

If students need to register in another university, students need to submit a request to the Dean of The Graduate School through the thesis advisor or independent study advisor, the head of department, or the graduate program committee chairperson, by means of a 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 at which students want to register, for the consideration and issuance of a letter of cooperation to the applicable university for cross-university registration.

### **Student's Advisory Committee**

In accordance with the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2556 (2013), item 13, students can access the list of graduate lecturers and workloads of

thesis advisors and independent study advisors at <http://www.grad.ku.ac.th>. If lecturers requested as members of a student's advisory committee are 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 such an academic as a graduate lecturer. Upon approval of such a request, students can subsequently 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. 2556 (2013) item 24, along with pertinent additional instructions as follows:

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

2. A transfer of all subjects is admissible for students with a completed bachelor's degree, who originally applied for a master's degree, and subsequently requested transfer to a doctoral degree in an identical field of study (involves issuance of new student 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 consecutive failures at the final oral examination.

5. The English subject is admissible for transfer within 3 years from 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 program to an international program and vice versa.

### **Extra Designated Date Examination**

Students who miss an examination on the designated date can, within 7 days of such an examination date, submit a request to ask for consent from the lecturer of the subject 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) for all registered subjects, lest doctoral students are considered as below average, and consequently are required to retake the subject (as in the Academic Regulations of Graduate Studies, Kasetsart University, B.E. 2556 (2013) items 18.2 and 18.3).

### **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 held by Department of Foreign Languages, Faculty of Humanities (for more information, students can visit <http://www.foreignlang.hum.ku.ac.th>, <http://www.ku-tofl.hum.ku.ac.th> or <http://www.hum.ku.ac.th>).

2. Students who fail the English proficiency examination may either choose to apply for the "English Required by Graduate School" (01355501) course (register as GA type) and pass with a successful result, or re-apply for the examination in no. 1.

3. Alternatively, students can transfer their TOEFL, IELTS, or CU-TEP scores. If any such examinations were taken before the enrollment at Kasetsart University, the date of the result is not to be in excess of 1 year prior to the submittal date of the transfer. If any such

examination was taken as an enrolled student at Kasetsart University, these examination results are valid if achieved no more than 2 years prior to the submittal date of transfer. The criteria of TOEFL, IELTS, and CU-TEP examination results are as follows:

**(1) TOEFL:**

- Paper-based test: the attained score in sections 2 and 3 is to be not less than 45 points; or alternatively the total attained score is to be not less than 450.

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

- Internet-based test: the total attained score is to be not less than 45.

**(2) IELTS:** the attained score is to be not less than 5.0.

**(3) CU-TEP:** the attained score is to be equal to the TOEFL score.

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

**Doctoral Degree Students:** two types of examinations apply:

**Written Examination**

Written examinations are held as a group examination by the Department of Foreign Languages, Faculty of Humanities (for more information, students can visit <http://www.foreignlang.hum.ku.ac.th>, <http://www.ku-tofl.hum.ku.ac.th>, or <http://www.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 being eligible for the oral examination.

The oral examination committee consists of 2 lecturers from the Department of Foreign Language and 1 representative of The Graduate School, appointed from among lecturers in a major field of studies the candidate is pursuing.

Students applying for the oral examination are required to submit a General Request Form (GS 01) to the Dean of The Graduate School, together with a thesis advisor's consent, as



well as the consent of the head of department, or the graduate program committee chairperson. Alternatively, students can transfer their TOEFL, IELTS, or CU-TEP scores. If any such examination was taken before the enrollment at Kasetsart University, the date of the result is not to be in excess of 1 year prior to the submittal date of transfer. If any such examination was taken as an enrolled student at Kasetsart University, TOEFL, IELTS, or CU-TEP examination results are valid if achieved no more than 2 years prior to the submittal date of transfer. The criteria of TOEFL, IELTS, or CU-TEP examination results are as follows:

**(1) TOEFL:**

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

**(2) IELTS:** the attained score is to be not less than 5.5.

**(3) CU-TEP:** the attained score is to be equal to the TOEFL score.

### **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 their analytical skills.

Students must submit a request form to The Graduate School with approval from the 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 are required to arrange for an appointment with the examination chairperson, 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 course syllabus, all grades reported, with 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) subjects of not less than 2.50, may

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

submit for assessment. Examinations may be written, oral, or both.

### ***Oral Examination***

Students submit a request form, which is approved by the independent study advisor 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 Oral Examination**

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

- Completion of all subjects as specified in course syllabus /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) subjects of not less than 2.50, and a reported thesis grade (XXX599/XXX699) at S (Satisfactory) level.

- Passed English proficiency requirements or approved for English examination exemption.

- Thesis proposal must be approved at least 90 days prior to the examination for Master's Degree students, and 270 days prior to the examination for Doctoral Degree students.

- Passed qualifying examination at least 120 days prior to the final oral examination for master's degree students in plan A1, and doctoral degree students in plan 1.

- Passed qualifying examination for doctoral degree students in plan 2.

- 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 Oral Examination Submission***

1. Application for Final Oral Examination Form (GS 07).
2. Thesis used in the examination must be 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 with changes of study plan (for example: changes from Plan B to Plan A or vice versa), with grades from other curricula/program transferred accordingly.

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

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

Students conducting an independent study are to choose a session for a final oral examination appointment from the 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 oral examination for students who want to graduate in each semester is as follows:

|                  |                            |
|------------------|----------------------------|
| <b>1 October</b> | <b>The first semester</b>  |
| <b>1 March</b>   | <b>The second semester</b> |
| <b>1 May</b>     | <b>Summer semester</b>     |

The Graduate school settles a graduation process on a final oral examination date basis, as shown below:

1. Thesis submittal process

Within 2 weeks following the final oral 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) Submittal of a final oral examination result.

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

Within 3 weeks following the final oral examination

The following documents need to be obtained from The Graduate School 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 4 weeks following the final oral 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 5 weeks following the final oral examination

Payment of the binding and CD compiling fees at the financial counter 1<sup>st</sup> 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 public holidays, the date of the subsequent working day is applicable.

3. If students fail to complete all processes after 120 days from the final oral examination, 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 in the approval of thesis format checking submittal, 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), together with a copy of paper published in a journal, or a copy of paper published in proceedings 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 (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 to have been corrected/amended as per the reviewers/editors recommendations).
    - If the paper is to be presented in a conference with proceedings: attach (1) proof of attendance for oral presentation in the conference; (2) cover of proceedings books or cover of CD-ROM; (3) table of contents; and (4) a copy of 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 documents for graduation.
6. Application for Thesis Access Restriction (TH 05) (if applicable), together with 2 copies of the Application for Thesis Access Restriction (TH 05), and a copy of the Thesis Approval Form.

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

8. English abstract complete with the signature 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 Registration Report (KU 2).

12. A letter of a completion of scholarship obligations issued by the scholarship unit 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.

If students are waiting for thesis publication acceptance result, the final oral examination result is to remain valid. Nonetheless, students are required to complete the thesis submittal process within 120 days after final oral examination, and accept the settlement of a tuition fee, so as to maintain their 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, Bangkheng 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 Registration Report (KU 2)
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, so as to maintain their 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, so as to maintain their student status.

**Request for Special Reinstatement**

The following procedures are required for students with completed study periods, but lacking successful final oral examination or comprehensive examination (for master's degree students in Plan B):

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

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

2.1 Regular program students

2.1.1 Students petition for 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, 2 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 required to return all 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 granting such an approval, the Dean signs for the acceptance of the student and the 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 to retain a copy of the application form as evidence.

2.1.6 Students are required to register a new thesis/independent study via website as specified in the department/program curriculum with their old student ID number.

2.1.7 Approvals of thesis proposal and comprehensive examination result are automatically transferred without petition.

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

2.1.9 Students need to register subjects that were studied more than 5 years ago.

2.1.10 Students have to make a 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 for 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, 2 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 required 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 granting 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 copies of all relevant admission documents, and together with a copy of the application form, to the pertinent programs. Students are to retain copies of all above mentioned documents as evidence.

2.2.6 Students are to follow the process as specified in items 2.1.6-2.1.9 and 2.1.11. For item 2.1.10, students need to request a transcript (transfer version) from The Graduate School by means of form GS 08 on which the approved special reinstatement needs to be indicated (For students enrolled in the tri-semester system, students have to request a transcript (transfer version) from the student's department/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 1 semester).

2. Students, who have completed the final oral examination but have not submitted thesis manuscript, and are waiting for publication acceptance or comprehensive examination (Plan B) in written/oral examination format, 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 1 semester).

3. Students who are to complete their studies within 1 year from a request for special reinstatement, but are unable to graduate need to adhere to the following procedure:

1. A General Request form (GS01) for the first restoration of student status needs to be submitted (restoration of student status is valid for 1 academic year).

2. A research work schedule with the approval of the thesis advisor 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 copy of the General Request form needs to be provided as a proof.

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, needs to be submitted to the student's program.

2. The student's registration needs to be completed.

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

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 oral 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 paper already published, or original acceptance letter for publication accompanied by a copy of the manuscript.

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

### ***Guideline for Thesis Publication***

1. The name of students' thesis advisor is to appear in the journal/papers along with the name "Kasetsart University" (As per a resolution of the Board of The Graduate School meeting number 3/2553, on 25 February 2553).

2. The first name to appear as author in a journal/paper is to be elected by students and 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 required to submit the thesis manuscript, and settle the thesis binding and thesis CD compilation fees at the cashier counter, 1<sup>st</sup> floor, The Graduate School Building. Students are subsequently required to return a Submission Form for Thesis Binding (TH 02) to the student counter service, and register the students' names in the graduate student name list.

Non-thesis oriented program students are required to submit the independent study CD-ROM, and any other relevant documents, to The Graduate School. Students are subsequently

required to sign the graduate student name list of non-thesis program. In 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 follows:

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

- Students can obtain a certification of graduation from The Graduate School by submittal of Transcripts and Certification Letters Request Forms (GS 08), complete with two-inch photograph of students, 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

#### ***Scholarship for International Publication:***

Students can apply for support following the publication of work in international journals.

- 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 a teacher's assistant are entitled to apply for funding:

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

***Scholarship for Graduate Thesis:***

1,000,000 Baht is allocated per year for students' thesis proposals which are consistent with the National Research Policy and Strategies. This is focused on 13 research areas.

- Master's degree or doctoral degree student: 20,000 Baht for an English thesis proposal

- Master's degree or doctoral degree student: 10,000 Baht for a Thai Thesis proposal

***Graduate Research Scholarship for International Publications:***

The Graduate School allocates 15 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/year (2 consecutive years)

- Doctoral Degree Student who applies with Master's Degree:

100,000 Baht/year (3 consecutive years)

- Doctoral Degree Student who applies with Bachelor's Degree:

100,000 Baht/year (5 consecutive years)

- Qualified Thesis Proposal 100,000/50,000 Baht/title

***Graduate Scholarship for International Students***

This scholarship is supported by the central budget of Kasetsart University. A maximum of 25 scholarships are allocated in each year. Selected students are eligible to obtain a tuition fee waiver, together with a monthly allowance at the rate specified below:

- Master's degree students: 8,000 Baht per month, not in excess of 2 years

- Doctoral degree students: 12,000 Baht per month, not in excess of 3 years

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






## **Other Services**

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

## **The Library**






1. The main library contains all books and documents of all fields of study.
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. 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<br>(for thesis program) (GS.02)           |
|    | Appointment/Change of Student's Advisory Committee Request Form (for independent study program) (GS 02-1) |
|  | Thesis Proposal Review Form (GS 04)   |
|  | Application for Approval of Thesis Proposal<br>(GS 05)  |

|   |   |
|---|---|
|    | Application to Alter Thesis Proposal<br>(GS 05-1)   |
|    | Application for Comprehensive / Qualifying<br>Examination (for thesis program) (GS 06)              |
|    | Application for Comprehensive Examination<br>for Plan B Students (Written Examination)<br>(GS 06-1) |
|   | Application for Comprehensive<br>Examination for Plan B Students<br>(Oral Examination) (GS 06-1)    |
|  | Application for Final Oral Examination<br>(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 Oral 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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MYANMAR



THAILAND



CAMBODIA



SINGAPORE



INDONESIA



LAOS



VIETNAM



MALAYSIA



PHILIPPINES



BRUNEI DARUSSALAM



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