



**Kasetsart University Regulations on  
Graduate Studies of The Graduate School, Kasetsart University,  
B. E. 2566 (2023)**

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For effective improvement of the graduate studies, it is appropriate to announce the Kasetsart University Regulations on Graduate Studies of The Graduate School, Kasetsart University, in order to be consistent with the Announcement of The Commission of Higher Education Standards on Standard Criteria of Graduate Studies B.E. 2565 (2022).

As empowered by virtue of Article 22(2) of the Kasetsart University Act of B.E. 2558 (2015), and the resolution of Kasetsart University Council meeting number 5/2566 on Monday 29 May, B.E. 2566 (2023), Kasetsart University has enacted the regulations as follows:

**Item 1** These regulations are referred to as "Kasetsart University Regulations on Graduate Studies of The Graduate School, Kasetsart University, B.E. 2566 (2023)".

**Item 2** These regulations shall apply from the first semester of academic year B.E. 2566 (2023) onwards.

**Item 3** These Regulations shall supersede:

3.1 Kasetsart University Regulations on Graduate Studies of The Graduate School, B.E. 2559 (2016).

3.2 Kasetsart University Regulations on Graduate Studies of The Graduate School (No. 2), B.E. 2564 (2021).

**Item 4** In these regulations:

"University Council" means the Kasetsart University Council

"University" means Kasetsart University

"The Graduate School" means The Graduate School, Kasetsart University

"President" means the President of Kasetsart University

"Dean of The Graduate School" means the Dean of The Graduate School, Kasetsart University

"Students" mean graduate students of Kasetsart University

"Academic Affairs Board" means Academic Affairs Board of Kasetsart University

"Co-Production Agreement" means a formal collaboration between the University and an external organization in the development and administration of the curriculum through the approval of the University Council and that external organization.

"External Organization" means a higher education institute in Thailand or abroad which is accredited by an agency responsible for education in the respective country, a government agency at the department level or equivalent, a state enterprise agency, a public organization, or a private company which is listed in the Stock Exchange of Thailand.

**Item 5** The President shall act in accordance with this set of regulations. The President with approval from the Academic Affairs Board has the authority to issue announcements and commands as it is appropriate. The pertinent announcements and commands shall not

contradict the currently enforced announcement of the Commission of Higher Education Standards on Standard Criteria of Graduate Studies.

In any cases that cannot be resolved according to this set of regulations, the President with the approval of the Academic Affairs Board shall have the authority to make conclusive decision, and such decisions made by the President shall be deemed final.

In any cases not included in this set of regulations, the President with the approval of the Academic Affairs Board shall submit a formal petition to the University Council for consideration upon each case.

## **Section 1 Admission**

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### **Item 6 Student Qualifications**

#### 6.1 Graduate diploma

Students must hold a bachelor's degree or equivalent.

#### 6.2 Master's degree

Students must hold a bachelor's degree or equivalent.

#### 6.3 Higher graduate diploma

Students must hold graduate diploma, or master's degree or equivalent

#### 6.4 Doctoral degree

Students must hold a bachelor's degree or equivalent with an outstanding study record; or a master's degree or equivalent. Candidates must have an English language examination result as required by the University Council.

6.5 Candidates must meet additional requirements as specified by the program being applied for.

6.6 The administration of student admission shall adhere to the announcement of The Graduate School.

### **Item 7 Admission Consideration**

7.1 The Dean of The Graduate School appoints the Graduate Studies Admission Committee. Departments or graduate programs present committee member names consisting of at least three Permanent Lecturers, and two out of the three committee member must be a Program Coordinator.

7.2 The main responsibility of the Graduate Studies Admission Committee is to choose qualified candidates with the consent of the head of department or the graduate program committee chairperson and the approval from the Dean of The Graduate School.

7.3 The announcement of eligible students shall be in accordance with the announcement of The Graduate School in each semester.

### **Item 8 Student Status**

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

8.1 Regular students are students who have been accepted to be a student without a provisional period of enrollment.

8.2 Provisional students are students who have successfully passed the selection process and have been deemed suitable for admission as provisional students by their respective programs with the conditions specified by the programs or The Graduate School. The students are not eligible to be conferred with a degree, graduate diploma, or higher graduate diploma from the University unless they meet the requirements or fulfill the conditions outlined by their programs or The Graduate School. If students have fulfilled the qualifications or passed the

provisional study as per the program or The Graduate School's requirements, their student status can be changed to regular students.

### **Item 9 Student Admission**

9.1 Admitted students are eligible to enroll in only one program, except for a co-production or dual degree program.

9.2 Admitted students must pay tuition fee and report to The Graduate School as specified by The Graduate School Announcement. Failure to adhere to Announcement may void the admission. The Graduate School will not refund tuition fee to admitted students in any circumstances, except in the case that the Dean of The Graduate School with the approval of The Graduate School Committee submit the formal petition to the President for consideration upon each case.

## **Section 2 Registration**

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### **Item 10 Registration**

Students are required to register on the date and time as specified by the university.

10.1 Registration must not be over 15 credits in a regular semester and must not be over seven credits in a summer semester. Additionally, registration in the first semester must not be less than nine credits. In case that students require to register differently from the regulations, students must receive consent form their main thesis advisors, or main independent study advisors; together with consent from their head of department, or from the graduate program committee chairperson; and the Dean of The Graduate School.

10.2 Any late registration must be completed within two weeks of the regular semester. For the summer semester, the period for any later registrations must comply with the university regulations. To register after the registration periods, students are required to receive consent form their main thesis advisors, or main independent study advisors; together with consent from their head of department, or from the graduate program committee chairperson; and the Dean of The Graduate School.

10.3 Failure by students to register within two weeks counting from the beginning of the regular semester will result in the termination of the student status as specified in 32(6).

10.4 Students must check their student status prior to registration of each semester. If students are found to have already registered or paid their tuition fee without the registration right, that registration will be void, and students will not be refunded the paid tuition fee in any circumstances, except in the case that the Dean of The Graduate School with the approval of The Graduate School Committee submit the formal petition to the President for consideration upon each case.

### **Item 11 Add, Drop, and Withdrawal**

11.1 To add, drop, or make changes to courses or sections can be done in the first two weeks of a regular semester. For a summer session, please follow the Regulations on Summer Session Studies.

11.2 For withdrawal of some courses after 60 days from the start of a regular semester or as prescribed in the calendar of each academic year, approval must be granted by the course instructors and main thesis advisors or main independent study advisors. All the processes must be completed not less than seven days prior to the final examination of that particular semester according to the academic calendar.

### **Item 12 Registration for Student Status Maintenance**

12.1 Students who complete coursework specified in the course structure and complete all conditional courses required for admission, but do not graduate, are required to register to maintain their student status for each particular semester as follows:

(1) Students who do not take the final oral examination are subject to paying tuition fees and faculty fee.

(2) Students who pass the final oral examination are subject to paying tuition fees.

12.2 Students, who do not complete coursework specified in the course structure and do not complete all conditional courses required for admission, and request a leave of absence, are subject to paying tuition fees and faculty fee in the semester of the leave of absence, together with having to register to maintain their student status.

12.3 Students who wish to graduate in a summer semester are subject to paying tuition fees for the summer semester.

12.4 Students who wish to register to maintain their student status are subject to paying maintaining student status fee and must register “Maintaining Student Status” within two weeks counting from the first day of semester. Otherwise, their student status is to be terminated as specified in Item 32(6).

### **Item 13 Cross-University Registration**

13.1 Students can petition to register for a course at other universities/institutes when they receive approval from their main thesis advisors or main independent study advisors; together with approval from their head of department, or from the graduate program committee chairperson; and the Dean of The Graduate School with the following conditions.

(1) A course, which is required by a curriculum, is not available in that semester and academic year.

(2) A course that is beneficial to their studies or thesis or independent study conduction.

13.2 A grade obtained from a cross-university course is not included in the calculation of the cumulative GPA, except for the co-production and dual degree program.

13.3 Students are subject to be responsible for the registration fee from cross-university registration at the rate determined by that university/institute.

Deadlines, methods, fee payments, and registrations depend upon details specified by The Graduate School in each semester.

### **Item 14 Tuition Fees**

14.1 The tuition fee rates are applicable as announced in the University Announcement by the approval of the Board of University. Any such rates are subject to change without prior notice.

14.2 Students are required to pay tuition fees according to methods, processes, and periods determined by the University. Delay of tuition fee payment is subject to the authority of the President and cannot be delayed longer than one semester.

14.3 The waiving of all kinds of tutor fees is subject to the authority of the President by means of university announcement for each kind of fee waived.

14.4 The tuition fees are not refundable in any circumstances, unless the Dean of The Graduate School, with the approval from the Board of The Graduate School, presents to the President to refund tuition fees upon case-by-case basis.

### **Section 3** **Graduate Lecturers**

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#### **Item 15 Graduate lecturers can be classified as follows:**

15.1 “Permanent Lecturer” refers to an individual who holds academic positions as lecturer, Assistant Professor, Associate Professor, Professor, and other equivalent positions in the University, as specified by the University Council, or the individual from the External Organization which has the official Co-Production Agreement. The lecturers bear the responsibilities aligned with higher education missions and have understanding of the Thai Qualifications Framework for Higher Education.

15.2 “Program Lecturer” refers to a Permanent Lecturer who has exact or related qualifications to the program that is open according to the consent or the approval of the University Council. The duties of such individuals consist of teaching and conducting research in the teaching program. Additionally, lecturers can be “Program Lecturers” in many programs at the same time.

15.3 “Program Coordinator” refers to a Program Lecturer who is appointed to administration and development of the program, including teaching, planning, quality control, program development, and program evaluation. A lecturer assigned as a Program Coordinator must be in that program throughout the program period. Lecturers are prohibited from serving as Program Coordinators in multiple programs simultaneously, with the exception of interdisciplinary programs where a Program Coordinator may hold the same position in another program. In such case, the Program Coordinates of one program cannot be in another program more than two persons.

For master’s and doctoral degrees within the same program, the use of same Program Coordinators is allowed.

15.4 “Special Lecturer” refers to any lecturers who are not a Permanent Lecturer.

15.5 “Lecturer” refers to a Permanent Lecturer or a Special Lecturer appointed to teach in a particular subject, or diverse topics related to a single subject of study.

15.6 “External Expert” refers to any individuals who are not employed as a Permanent Lecturer of the University.

15.7 “Special Expert” refers to any individuals appointed by the University as a Program Lecturer who has duties in teaching, giving advice, and conducting research with the explicit responsibilities during a specified period.

15.8 “Graduate Special Lecturer” refers to any individuals in the University who hold the positions equivalent to Lecturer, Assistant Professor, Associate Professor, Professor, as specified by the University Council, or the individuals from the External Organization with a formal Co-Production Agreement who is appointed by the Dean of The Graduate School to serve as Program Lecturers. Their roles include the erudition of the conduct of the thesis or independent study of each student.

15.9 “Permanent Researcher” refers to any individuals who hold the position of researcher in the University that opens the particular program. They are accountable for undertaking comprehensive academic research studies and working full-time.

#### **Item 16 Required number of lecturers and their qualifications**

##### **16.1 Graduate Diploma**

16.1.1 Program Lecturers must hold at least a master’s degree or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be

published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

16.1.2 At least three of Program Coordinators must hold a doctoral degree or equivalent, or hold at least a master's degree or equivalent with academic title of not less than Associate Professor and have academic work which is not work written for their graduation. In the last five years, three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

If the academic work results from a Co-Production Agreement with External Organization, a minimum of two Program Lecturers must assume responsibility for it.

In case that the number of the Program Coordinators does not match with the required number as specified above, the University must present the current number and qualifications of Program Coordinators to The Commission of Higher Education Standards upon a case-by-case basis.

16.1.3 Lecturers must be Permanent Lecturers or Special Lecturers holding at least a master's degree or equivalent 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 degrees. In the last five years, at least one piece of work must have been disseminated according to the rule for academic position classification.

If a Special Lecturer does not possess the aforementioned qualifications, they must demonstrate sufficient knowledge and relevant experience in the subject they are assigned to teach. Approval from the University Council is required. When Special Lecturers are required for specific subjects, Permanent Lecturers must also share responsibility for instruction and student development throughout the duration of the instruction for those particular subjects.

16.1.4 Newly admitted Lecturers with a doctoral degree may serve as Lecturers for graduate diploma programs even if they have not yet completed academic work beyond their degree requirements. However, if they are to be appointed as Program Lecturers and Program Coordinators, they must produce at least one academic work within two years after graduation, or two works within four years, or three works within five years.

## 16.2 Master's Degree

16.2.1 Program Lecturers must hold at least a master's degree or equivalent and have academic work which is not work written for their graduation. In the last five years, three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

16.2.2 The minimum number of Program Coordinator is to be three. Program Coordinators must hold a doctoral degree or equivalent, or hold at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

If the academic work results from a Co-Production Agreement with External Organization, a minimum of two Program Lecturers must assume responsibility for it.

In case that the number of the Program Coordinators does not match with the required number as specified above, the University must present the current number and

qualifications of Program Coordinators to The Commission of Higher Education Standards upon a case-by-case basis.

16.2.3 Thesis advisors and independent study advisors can be divided into two groups:

(1) Thesis advisors and independent study advisors must be a Program Lecturer holding a doctoral degree or equivalent, or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

(2) Thesis co-advisors (if any) shall have following qualifications:

Thesis and independent study co-advisors must be a Program Lecturer, a Permanent Lecturer, or a Permanent Researcher holding the same educational qualifications and academic work as those of a main thesis advisor.

For a thesis and independent study co-advisor who is an External Expert or a Graduate Special Lecturer, he or she must hold a doctoral degree or equivalent and have at least five academic works published in journals listed in the acceptable databases, which exactly match with, or relates to the thesis or independent study.

If External Experts do not have adequate academic qualifications or the number of academic works that match with the requirement, External Experts must have expertise or high experience and must be acceptable in the field, or in the related field of the thesis or independent study conducted. The approval of the External Expert's qualifications is upon the decision of the University Council.

#### 16.2.4 Examiner

16.2.4.1 The thesis examiner committee must comprise a minimum of three members, consisting of Program Lecturers and External Experts, and may also include Permanent Lecturers and Permanent Researchers. An examination chairperson must not be thesis advisor or thesis co-advisor. The qualifications of thesis examiners are as follows:

(1) Program Lecturers, Permanent Lecturers, or Permanent Researchers must hold a doctoral degree or equivalent, or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

(2) External Experts must hold a doctoral degree or equivalent and have at least five academic works published in journals listed in the acceptable databases, which exactly match with, or relates to the thesis or independent study.

If External Experts do not have adequate academic qualifications or the number of academic works that match with the requirement, External Experts must have expertise or high experience and must be acceptable in the field, or in the related field of the thesis or independent study conducted. The approval of the external expert's qualifications is upon the decision of the University Council.

16.2.4.2 Independent study examiners must have the same qualifications and the number of academic work requirements as those of thesis examiners.

16.2.5 Lecturers must be Permanent Lecturers or Special Lecturers holding at least a master's degree or equivalent 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 degrees. In the last five years, at least one piece of work must have been disseminated according to the rule for academic position classification.

If a Special Lecturer does not possess the aforementioned qualifications, they must demonstrate sufficient knowledge and relevant experience in the subject they are assigned to teach. Approval from the University Council is required.

When Special Lecturers are required for specific subjects, Permanent Lecturers must also share responsibility for instruction and student development throughout the duration of the instruction for those particular subjects.

16.2.6 Newly admitted Lecturers with a doctoral degree may serve as Lecturers for master's degree programs even if they have not yet completed academic work beyond their degree requirements. However, if they are to be appointed as Program Lecturers, Program Coordinators, thesis advisors, and examiners in master's degree programs, they must produce at least one academic work within two years after graduation, or two works within four years, or three works within five years.

### 16.3 Higher Graduate Diploma

16.3.1 Program Lecturers must hold doctoral degree or equivalent, or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

16.3.2 The minimum number of Program Coordinator is to be three. Program Coordinators must hold a doctoral degree or equivalent, or hold at least a master's degree or equivalent with academic title of Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of academic work must have been disseminated according to the rule for academic position classification. In addition, at least one of the research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

If the academic work results from a Co-Production Agreement with External Organization, a minimum of two Program Lecturers must assume responsibility for it.

In case that the number of the Program Coordinators does not match with the required number as specified above, the University must present the current number and qualifications of Program Coordinators to The Commission of Higher Education Standards upon a case-by-case basis.

16.3.3 Lecturers may be Permanent Lecturers or Special Lecturers holding a doctoral degree or equivalent, or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent 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 degrees. In the last five years, at least one piece of work must have been disseminated according to the rule for academic position classification.

If a Special Lecturer does not possess the aforementioned qualifications, they must demonstrate sufficient knowledge and relevant experience in the subject they are assigned to teach. Approval from the University Council is required.

When Special Lecturers are required for specific subjects, Permanent Lecturers must also share responsibility for instruction and student development throughout the duration of the instruction for those particular subjects.



16.3.4 Newly admitted Lecturers with a doctoral degree may serve as Lecturers for higher graduate diploma programs even if they have not yet completed academic work beyond their degree requirements. However, if they are to be appointed as Program Lecturers and Program Coordinators, they must produce at least one academic work within two years after graduation, or two works within four years, or three works within five years.

#### 16.4 Doctoral Degree

16.4.1 Program Lecturers must hold doctoral degree or equivalent, or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of research work must have been disseminated according to the rule for academic position classification. Such research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

16.4.2 The minimum number of Program Coordinator is to be three. Program Coordinators must hold a doctoral degree or equivalent, or hold at least a master's degree or equivalent with academic title of not less than Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of research work must have been disseminated according to the rule for academic position classification. Such research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

If the academic work results from a Co-Production Agreement with External Organization, a minimum of two Program Lecturers must assume responsibility for it.

In case that the number of the Program Coordinators does not match with the required number as specified above, the University must present the current number and qualifications of Program Coordinators to The Commission of Higher Education Standards upon a case-by-case basis.

#### 16.4.3 Thesis advisor can be divided into two groups:

(1) Main thesis advisor must be a Program Lecturer holding a doctoral degree or equivalent, or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent. His or her academic works must not be part of studies conducted in order to complete his or her degree. In the last five years, at least three pieces of research work must have been disseminated according to the rule for academic position classification. Such research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

(2) Thesis co-advisor must consist of at least one Program Lecturer, Permanent Lecturer, Permanent Researcher, or External Expert. A Program Lecturer, a Permanent Lecturer, or a Permanent Researcher must have a degree and research work qualifications the same as a thesis advisor.

Thesis co-advisor appointed from an External Expert or a Special Lecturer must hold a doctoral degree or equivalent and have at least 10 academic works which were published in international journals indexed in acceptable databases.

For thesis co-advisor appointed from an External Expert who do not have adequate degree and publication qualifications that match with the requirement, that External Expert must be the person who has high expertise and experience that must be acceptable in the field or the related field of thesis conducted. The approval on a thesis co-advisor appointed from an External Expert is upon the decision of the University Council.

16.4.4 The thesis examiner committee should be composed of Program Lecturers and a minimum of two External Experts. The committee may also include Permanent Lecturers and Permanent Researchers. The total number of committee members should be at least five.

The chairperson of a thesis examiner committee must be an External Expert. The qualifications of thesis examiners are as follow:

(1) In case of Program Lecturers, Permanent Lecturers, or Permanent Researchers, they must hold a doctoral degree or equivalent, or hold at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work which is not work written for their graduation. In the last five years, at least three pieces of research work must have been disseminated according to the rule for academic position classification. Such research works must be published in national or international journals, proceedings from an academic conference, anthologies, comprehensive research reports, or monographs.

(2) External Experts must hold a doctoral degree or equivalent and have at least 10 academic works published in journals listed in the acceptable databases, which exactly match with, or relates to the thesis or independent study.

If External Experts do not have adequate academic qualifications or the number of academic works that match with the requirement, External Experts must have expertise or high experience and must be acceptable in the field, or in the related field of the thesis or independent study conducted. The approval of the external expert's qualifications is upon the decision of the University Council.

16.4.5 Lecturers must be Permanent Lecturers or Special Lecturers holding a doctoral degree or equivalent or holding at least a master's degree or equivalent with academic title of not less than Associate Professor or equivalent in the field or a related field of study. They must have teaching experience and have the academic works that are not part of studies conducted in order to complete their degrees. In the last five years, at least one piece of work must have been disseminated according to the rule for academic position classification.

If a Special Lecturer does not possess the aforementioned qualifications, they must demonstrate sufficient knowledge and relevant experience in the subject they are assigned to teach. Approval from the University Council is required.

When Special Lecturers are required for specific subjects, Permanent Lecturers must also share responsibility for instruction and student development throughout the duration of the instruction for those particular subjects.

16.4.6 Newly admitted Lecturers with a doctoral degree may serve as Lecturers for doctoral degree programs even if they have not yet completed academic work beyond their degree requirements. However, if they are to be appointed as Program Lecturers, Program Coordinators, thesis advisor, and examiners in doctoral degree programs, they must produce at least one academic work within two years after graduation, or two works within four years, or three works within five years.

### **Item 17 Student's Advisory Committee**

Students are required to appoint their advisory committee with approval from the committee members; head of department, or graduate program committee chairperson; and then receive approval from the Dean of The Graduate School. The advisory committee appointment should be completed by the end of the fourth semester counting from the beginning of the student's study.

If the student does not yet have an advisory committee, the head of department, or the graduate program committee chairperson, or lecturers in the department/program whose names

are presented in the graduate lecturer list and who have received approval from the graduate program committee chairperson can work as a thesis advisor.

### **Item 18 Responsibilities of Thesis and Independent Study Advisors**

18.1 One Program Lecturer can work as a main thesis advisor of master's and doctoral degree students from the following criteria:

(1) If Program Lecturers have a doctoral degree or equivalent and have academic work as specified in the criteria, that Program Lecturer can be a thesis advisor for master's and doctoral degree students, but totaling not more than five students in a semester.

(2) If Program Lecturers have a doctoral degree or equivalent and have academic title of not less than Assistant Professor or equivalent, or have a master's degree or equivalent with academic title of not less than Associate Professor or equivalent and have academic work as specified in the criteria of thesis and independent study advisors, that program lecturer can be a thesis advisor for master's and doctoral degree students but totaling not more than 10 students in a semester.

(3) If Program Lecturers have a doctoral degree or equivalent and have academic title of Professor or equivalent need to supervise more than the specified number of students, that Program Lecturer is required to submit a request to the University Council for approval. However, the total number of advisees must be no more than 15 students per semester. In case that Program Lecturers need to supervise more than 15 students in a semester, approval from The Commission of Higher Education Standards shall be required upon case-by-case basis.

18.2 One Program Lecturer can serve as an independent study advisor of not more than 15 master's degree students per one semester.

In case that Program Lecturers serve as both thesis and independent study advisors, the student ratio should be maintained at one student working on a thesis being equivalent to three students working on independent study. However, the total number of students should not exceed 15 per semester.

18.3 Program Coordinators must be responsible for thesis and independent study advisors, and/or thesis examiner, and/or Program Lecturers in that particular program.

## **Section 4 Academic System**

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### **Item 19 Academic System**

19.1 Each academic year is divided into two regular semesters, which are first and second semesters, while a summer session may be carried out after the second semester. The study time must not be less than 15 weeks or equivalent for a regular semester and approximately six weeks for a summer session. The study time of each summer session must be equivalent to that of a regular semester.

19.2 The credit system according to the bi-semester system is used, in which one credit is equivalent to a lecture or a discussion of one hour per week or a laboratory session of two–three hours per week per one regular semester.

19.2.1 Study course: minimum of 15 hours in lectures and/or discussion class per regular semester is equal to one credit in the bi-semester system.

19.2.2 Practice course: minimum of 30 hours of practice and/or in laboratory per regular semester is equal to one credit in the bi-semester system.

19.2.3 Internship or field practice: minimum of 45 hours per regular semester is equal to one credit in the bi-semester system.

19.2.4 Other assigned projects or activities: minimum of 45 hours per regular semester is equal to one credit in the bi-semester system.

19.2.5 Independent study: minimum of 45 hours per regular semester is equal to one credit in the bi-semester system.

19.2.6 Thesis: minimum of 45 hours per regular semester is equal to one credit in the bi-semester system.

19.2.7 Any other academic activities not specified in the guideline above, which span the duration of one regular semester, is equivalent to one credit in the bi-semester system. The credit calculation shall be determined by the University Council.

19.3 Students must have attendance time of no less than 80 percent of the total course time in order to sit for final examination, except students who receive approval from the owner of the class.

### **Item 20 Program Structure**

20.1 The graduate diploma program structure and the higher graduate diploma program structure consist of a minimum of 24 accumulated credits.

20.2 The master's degree structure consists of a minimum of 36 accumulated credits. The Master's Degree structure is classified into 2 plans:

Plan 1 is an academic-oriented program. Students are required to conduct a thesis to contribute new knowledge in their chosen fields of study. Students have the option to obtain their degrees through research alone or a combination of taught courses and a thesis. In this regard, students must complete a thesis worth a minimum of 12 credits and are not permitted to pursue coursework-only studies. The specific requirements are outlined 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 additional coursework.

Plan 2 is a professional-oriented program. Students are required to conduct independent studies which they must integrate knowledge from their professions for a minimum of three credits but not in excess of six credits to substitute for a thesis.

20.3 Doctoral degrees are classified into two plans: research for academic staff development, and research for advanced professional development as follows:

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 Plans 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 characterized by two 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 coursework.

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 coursework.

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

20.4 Any programs that have different structures from Items 20.1, 20.2, and 20.3 are required to ask for approval from The Graduate School and submit a request to the University together and The Commission of Higher Education Standards upon a case-by-case basis.

### **Item 21 Study Periods**

21.1 The maximum permissible period for the completion of the graduate diploma program and the higher graduate diploma program cannot exceed three academic years.

21.2 The maximum permissible period for the completion of a master's degree does not exceed five academic years.

21.3 Doctoral degree:

(1) Students enrolled in Plans 1.2 and 2.2 must complete their studies within a maximum duration of eight academic years.

(2) Students enrolled in Plans 1.1 and 2.1 must complete their studies within a maximum duration of six academic years.

If students exceed the permissible period, their student status will be terminated in accordance with Item 32(7), unless they have completed their final oral examinations and are awaiting the publication of their theses or independent studies, or parts thereof, as mandated by the University Council for graduation. In this situation, students are also required to take the following actions:

(1) Students are required to register for student status maintenance and

(2) Students must receive official certification from a main thesis or independent study advisor that specifically prescribes that students have completed their final oral examinations and are awaiting the publication of their theses or independent studies, or parts thereof, as mandated by the University Council for graduation. Approval must be sought from the head of department or head of the program and the Dean of The Graduate School.

21.4 Students with a requirement to change their major field of study are subject to adherence to the new curriculum within the timeframe as specified in Items 21.1, 21.2 and 21.3. The study period consists of the preceding study period, and the new study period.

### **Item 22 Assessment levels**

22.1 Assessment levels are as follows:

<b>Grade</b>	<b>Denotation</b>	<b>Points</b>
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Fairly good	2.5
C	Fair	2.0
D+	Poor	1.5
D	Very poor	1.0
F	Fail	0.0

I	Incomplete	-
S	Satisfactory	-
U	Unsatisfactory	-
P	Passed	-
N	Grade not reported	-

The I grade level is used only when students do not complete partial work or assignments, but they have satisfied class assessment result throughout semester.

The S and U grade levels are used in audit subjects as well as in independent study, and in thesis that students register as credit subjects.

The P grade level is used in subjects for which grades are not included in Grade Point Average calculations, non-credit apprentice classes, or subjects transferred from cross-university registrations.

The N grade level is used when class assessments are not reported.

22.2 The change of I and N grades must be completed within 30 days after the last day of grade submission in that semester. A late change of grade must receive consent from the class owner, together with consent from the dean of the owner of the class. The late change must not occur later than the end of the subsequent semester, otherwise the student's grade is to be changed to F grade or U grade.

22.3 The grade can be corrected for necessary reasons. The correction must be done together with pertinent documents, and must receive consent from owner of the class, consent from the faculty board of the owner of the class, as well as approval from the vice president in charge of academic affairs.

#### 22.4 Pass-fail Grades

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

22.4.2 Doctoral degree students with a grade in any graduate credit subjects of less than C are counted as below the required standard and must re-enroll in the course.

#### 22.5 Grade Point Average (GPA) Calculation

22.5.1 The assessments of all registered courses -- both pass and fail grades -- are subject to inclusion in a grade point average (GPA). Undergraduate subjects are to be calculated separately.

The grades obtained from subjects or groups of subjects transferred from other fields of study of Kasetsart University are to be included in the grade point average (GPA).

The grades obtained from subjects or groups of subjects transferred from other universities are not to be included in the grade point average (GPA).

22.5.2 Unsuccessful students of an undergraduate subject wishing to re-enroll in the course, but with a GPA still less than 2.50, 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, head of department, or the graduate program committee chairperson, and must receive approval from the Dean of The Graduate School.

22.5.3 Graduate subject with B grades and above cannot be re-enrolled for the purpose of the elevation of students' GPA.

22.5.4 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 from 4.00 points or equivalent in order to qualify for a successful graduation.

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

22.5.5 The University may suspend issuance of a transcript and any certificate to students if they have outstanding academic-related debts within or outside the University although the study results have already been announced.

### **Item 23 English Language Examinations of Graduate Students**

23.1 Master's degree students are required to pass the English language examinations set forth by The Graduate School in at least one of the following options:

23.1.1 Students may sit for an English language examination with the University and receive a pass result.

23.1.2 Students may transfer their English language examination scores to receive English proficiency certificate in accordance with the specified criteria.

23.1.3 Students may enroll in English language course as required by The Graduate School and receive a pass grade.

23.2 Doctoral degree students are obligated to pass an English language examination in both oral and written tests so as to complete the doctoral program as follows.

23.2.1 The written examination: Students may sit for an English language examination with the University and receive a pass result, or they may enroll in English language course as required by The Graduate School and receive a pass grade.

23.2.2 The oral examination: This examination is held individually. Students are required to pass the written assessment prior to being eligible for the oral assessment. Applicants for oral English language examinations are required to receive consent of their thesis advisor, in addition to approval from the head of department or the graduate program committee chairperson. The examination committee consists of two English experts and one representative appointed by The Graduate School from the student's thesis advisory committee.

23.2.3 Students may transfer their English language examination scores to receive English proficiency certificate including both written and oral examinations in accordance with the specified criteria.

23.3 The exemption of the English language examination requires approval from the Graduate School Committee and is subject to the discretion of the Academic Affairs Board.

### **Item 24 Qualifying Examination for Master's and Doctoral Degree**

#### **24.1 Candidate Qualifications**

##### **(1) Master's Degree**

Students in Plan 1 (A1) are required to take the qualifying examination upon completion of one semester of the program registration, and the examination must be complete not less than 120 days prior to the final oral examination. The qualifying examination format may be written, oral, or both.

##### **(2) Doctoral Degree**

Students in Plans 1.1 and 1.2 are required to sit for the qualifying examination upon completion of 1 semester of the program registration, and the examination must be completed not less than 120 days prior to the final oral examination. The examination format may be written, oral, or both.

Students in Plans 2.1 and 2.2 are required to sit for the qualifying examination upon completion of not less than two-thirds of the graduate subjects specified in the course structure (exclusive of thesis credits). The examination is conducted in both written and oral.

#### **24.2 Examination Methods**

#### 24.2.1 Written Examination

##### (1) Master's Degree

Students in Plan 1 (A1) are required to select the examination relevant to the student's thesis which is conducted with the consent of the main 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) Doctoral Degree

Students in Plans 1.1 and 1.2 are required to select the examination relevant to the student's thesis which is conducted with the consent of the main 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.

Students in Plans 2.1 and 2.2 are required to sit for the examination held by an examination committee appointed by the head of department, or the graduate program committee chairperson of a student's major field; as well as lecturers in the relevant field of study as the examination committee members, together with approval from the Dean of The Graduate School.

#### 24.2.2 Oral Examination

##### (1) Master's Degree

Students in Plan 1 (A1) are required to select the examination relevant to the student's thesis which is conducted with the consent of the main 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 three persons, the student's department or program is to propose an additional member to complete the three required committee members.

##### (2) Doctoral Degree

Students in Plans 1.1 and 1.2 are required to select the examination relevant to the student's thesis which is conducted with consent from a main thesis advisor; the head of department, or the graduate program committee chairperson; together with approval from the Dean of The Graduate School. The student's main thesis advisor is to assume the responsibilities of an examination chairperson. If members of the thesis advisory committee consist of less than three persons, the student's department or program is to propose an additional member to complete the three required committee members.

Students in Plans 2.1 and 2.2: The Graduate School will appoint the examination committee of at least three persons consisting of a main thesis advisor, thesis co-advisor (if any), and one representative of The Graduate School. The student's main thesis advisor is to assume the responsibilities of the examination chairperson.

24.3 Students unable to attain satisfactory examination results are allowed to sit for the second examination. Failure of attainment of satisfactory results in this examination will result in the termination of student status as specified in Item 32(4).

Doctoral students in Plans 1.2 and 2.2 may transfer to master's degree within the same program. However. In this regard, students must submit a formal request to the Course Coordinators, the head of department or the head of the program. Approval from the Dean of The Graduate School is also required.

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



**Item 25 Comprehensive Examination for Master's Degree**

## 25.1 Candidate Qualifications

25.1.1 Students in Plan 1 (A2) may sit for a comprehensive examination upon completion of at least three-fourths 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.

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

25.1.2 Students in Plan B (professional-oriented program) are required to sit for the comprehensive examination upon completion of at least three-fourths of the graduate subjects specified in the course structure (exclusive of the independent study credit). Attainment of satisfactory examination results is based on the approval of the Course Coordinators, the head of department or the head of the program and the Dean of The Graduate School.

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

## 25.2 Examination Methods

## 25.2.1 Written Examination

The appointment of the comprehensive examination committee, consisting of relevant field lecturers, is proposed by students' head of department or head of the program. The committee's composition is subject to approval by the Dean of The Graduate School.

## 25.2.2. Oral Examination

The Graduate School is to appoint a minimum of three committee members including a main independent study advisor, independent study co-advisor (if any), and one representative of The Graduate School. The main thesis advisor or independent study advisor is to assume the responsibilities of the chairperson of the examination. For students who do not have an independent study co-advisor, the students' program or department can admit one permanent lecturer as an additional committee member.

25.3 Students unable to attain satisfactory examination results are allowed to sit for the second examination. Failure of attainment of satisfactory results in this examination will result in the termination of student status as specified in Item 32(4).

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

**Item 26 Thesis**

26.1 Students are required to submit their thesis proposal with the consent of the thesis advisory committee; and the head of department, or the graduate program committee chairperson in the students' major fields of study; in order to ask for an approval from The Graduate School as follows:

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

26.1.2 Doctoral degree students: before the end of the 6<sup>th</sup> regular semester counting from the commencement of studies.

Failure to do so results in the termination of student status as specified in item 32(5).

## 26.2 Presentation of thesis proposal approval

26.2.1 Master's degree students are to establish with the appropriate thesis advisor the pertinent details of their thesis proposal. Once consent is attained from the student's advisory committee as well as the head of department, or the graduate program committee chairperson of the students' major fields of study, students must seek for the approval of the

Dean of The Graduate School. Students' project proposal must be approved at least 60 days prior to taking the final oral examination.

26.2.2 Doctoral degree students are to establish with the appropriate thesis advisor the pertinent details of their thesis proposal. Once consent is attained from the student's advisory committee as well as the head of department, or the graduate program committee chairperson of the students' major fields of study, students must seek for the approval of the Dean of The Graduate School. Students' project proposal must be approved at least 120 days prior to taking the final oral examination.

26.3 Any changes related to the approved thesis proposal can be made by submission of a request of alteration with consent from the student's advisory committee; and the head of department, or the graduate program committee chairperson; to the Dean of The Graduate School. A period of 60 days or 120 days respectively prior to the final oral examination as outlined in Item 26.2 commences as from the approval date of thesis proposal.

26.4 The style of the thesis is to abide by the formats and patterns rendered in the current thesis manual of The Graduate School.

26.5 Student's thesis must be checked for plagiarism as required by The Graduate School.

### **Item 27 Final Oral Examination**

27.1 The Graduate School appoints the final oral examination committee, which is composed of Program Lecturers who is appointed as internal expert, a thesis or independent study advisor, a thesis or independent study co-advisor (if any), and External Expert. The minimum academic requirements of committee members are specified in Item 16.2.4 for master's degree programs and Item 16.4.4 for doctoral degree programs.

27.2 Students are to submit the thesis or independent study to the final oral examination committee and submit request for final oral examination to The Graduate School at least 15 days prior to the examination.

27.3 The thesis or independent study used in the final oral examination needs to abide by the format suggested and pass the plagiarism check as specified by The Graduate School.

27.4 A final oral examination must be held openly and interested people can attend the examination.

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

27.6 When students successfully pass the final oral examination, students are required to completely correct and edit their thesis or independent study complying with the suggestions given by the examination committee. Additionally, students are required to submit their thesis and independent study to The Graduate School pertaining to the processes and timeframes announced by The Graduate School at that time.

### **Item 28 Change of Student's Major Field**

28.1 Only in a reasonable case, a change in a major field of study is subject to the consent of the thesis advisor; the heads of departments, or the graduate program committee chairperson of both prior and new fields of study; as well as the approval of the Dean of The Graduate School.

28.2 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. Additionally, 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. In case of master's degree students in Plan 1 or doctoral degree students in Plan 1, students must obtain S grades in all registered subjects.

The counting of study period commences from the time of validation of the student's status at Kasetsart University.

### **Item 29 Transfer of Credits**

29.1 Any transfer of credits is subject to approval from the thesis advisor; the head of department, or the graduate program committee chairperson; and the Dean of The Graduate School. The criteria for credit transfers are as follows:

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

(2) The contents of subjects or groups thereof are to be completely relevant to transferred subjects or groups thereof.

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

(4) A transfer of credits of a thesis or independent study cannot be accepted, except for students registered in other universities both in Thailand and in foreign countries under academic collaboration programs.

(5) Transfer of credits in excess of 50 percent of the total number of credits applicable to the program requested is not acceptable.

If students who graduated from a diploma program would like to pursue their study in a master's degree program in the same or relevant field of the graduated diploma program, credits cannot be transferred in excess of 40 percent of the total credits of pursuing program.

(6) Students need to pursue a minimum of one academic year at the University and to have appropriately registered a minimum of 12 credits for either coursework 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. This regulation is not applicable to students registered in both Thailand and international institutes or universities under academic collaboration programs.

#### **29.2 Credit Transfer under Cooperative Credit Transfer Program**

29.2.1 Students registered at other domestic or overseas universities which are administered under the academic collaboration program are eligible to transfer a maximum of 50 percent of the total number of credits.

29.2.2 Transfer of credits earned at other domestic or overseas universities which are administered under the academic collaboration program is not acceptable for subjects registered for fundamental studies.

29.2.3 Students registered at other domestic or overseas universities which are administered under the academic collaboration program are regarded as full-time students with current student status of Kasetsart University. Students are required to register to maintain their student status, or register for coursework and settle of tutorial fees. In case earned credit cannot be transferred according to the guideline set out in Items 29.1 and 29.2, the approval from The Graduate School is required. Then, a formal request must be submitted to the University upon a case-by-case basis.

### **Item 30 Graduation**

30.1 To graduate in diploma and higher graduate diploma programs, students are required to complete the number of credits as specified in the curriculum, obtain a minimum Grade Point Average (GPA) of 3.00 out of 4.00 or equivalent, and fulfill learning outcomes specified in the graduate study qualification standards.

#### **30.2 Master's Degree**

### 30.2.1 Plan 1: Academic-oriented Program (A1 and A2)

(1) Students are required to complete all pertinent coursework requirements as specified in the curriculum (if any) and gain a minimum Grade Point Average (GPA) of 3.00 out of 4.00 or equivalent.

(2) Students have passed English language examination as required by The Graduate School with the approval from Kasetsart University Council.

(3) Students have successfully presented their theses and successfully passed the final oral examinations until they have passed learning outcomes specified in the graduate study qualification standards. The examination committee which is appointed by The Graduate School must have components as outlined in Item 16.2.4.1, and the final oral examinations must be held openly and interested people can attend the examinations.

(4) Theses or parts thereof are published or at least are disseminated as article, innovation, invention, or other academic works in retrieval formats as determined by the University Council.

### 30.2.2 Plan 2: Professional-oriented Program

(1) Students are to complete all pertinent coursework requirements as specified in the curricula and gain a minimum Grade Point Average (GPA) of 3.00 out of 4.00 or equivalent.

(2) Students successfully complete oral and/or written comprehensive examinations in their fields of study.

(3) Students have passed English language examination as required by The Graduate School with the approval from Kasetsart University Council.

(4) Students have successfully presented their independent studies and successfully passed the final oral examinations until they have passed learning outcomes specified in the graduate study qualification standards. The examination committee which is appointed by The Graduate School must have components as outlined in Item 16.2.4.2, and the final oral examinations must be held openly and interested people can attend the examinations.

(5) Independent studies or parts thereof are published or at least are disseminated as article, innovation, invention, or other academic works in retrieval formats.

## 30.3 Doctoral Degree

### 30.3.1 Plan 1 (Plans 1.1 and 1.2)

(1) Students are to successfully pass a qualifying examination in order to be eligible to conduct a thesis.

(2) Students have passed English language examination as required by The Graduate School with the approval from Kasetsart University Council.

(3) Students have successfully presented their theses and successfully passed the final oral examinations until they have passed learning outcomes specified in the graduate study qualification standard. In terms of the final oral examinations, the examination committee which is appointed by The Graduate School must have components as outlined in Item 16.4.4 which consist of internal experts and External Experts. The examinations must be held openly and interested people can attend the examinations. The examination criteria contain the originality of ideas and students' comprehensive knowledge in their theses.

(4) Students achieve at least two publications, or at least approval for publications of thesis, or parts thereof, in acceptable international journals as announced by the Commission on Higher Education Standards.

As an alternative, students are required to have at least one publication of their theses or parts thereof that has been published, disseminated, or accepted in recognized national or international journals, as determined by the Commission on Higher Education Standards. Additionally, they must have produced at least one innovative or creative work with potential commercial, social, and economic values, or have obtained at least one patent.

In case of innovative or creative work, theses must be evaluated by a committee consisting of at least three External Experts who specialize in the same or relevant fields of study. The Experts must have expertise or high experience and must be acceptable in the field and approved by the University Council.

Doctoral degree students in social sciences and humanities may disseminate their theses in recognized national or international journals, as determined by the Commission on Higher Education Standards.

#### 30.3.2 Plan 2 (Plans 2.1 and 2.2)

(1) Students are to complete all pertinent coursework requirements as specified in the curricula and gain a minimum Grade Point Average (GPA) of 3.00 out of 4.00 or equivalent.

(2) Students are to successfully pass a qualifying examination in order to be eligible to conduct a thesis.

(3) Students have passed English language examination as required by The Graduate School with the approval from Kasetsart University Council.

(4) Students have successfully presented their theses and successfully passed the final oral examinations until they have passed learning outcomes specified in the graduate study qualification standards. In terms of the final oral examinations, the examination committee which is appointed by The Graduate School must have components as outlined in Item 16.4.4 which consist of internal experts and External Experts. The examinations must be held openly and interested people can attend the examinations. The examination criteria contain the originality of ideas and students' comprehensive knowledge in their theses.

(5) Theses or parts thereof that has been published, disseminated, or at least accepted in recognized international journals, as determined by the Commission on Higher Education Standards, or have obtained a patent, signify innovative or creative work with potential commercial, social, and economic values.

In case of innovative or creative work, theses must be evaluated by a committee consisting of at least three External Experts who specialize in the same or relevant fields of study. The Experts must have expertise or high experience and must be acceptable in the field and approved by the University Council.

Doctoral degree students in social sciences and humanities may disseminate their theses in recognized national or international journals, as determined by the Commission on Higher Education Standards.

## Section 5

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

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#### Item 31 Leave of Absence

31.1 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 prior to the beginning date of a final examination as announced by the University in a particular semester.

31.2 Students approved for leave of absence are required to pay tuition fees, maintaining status fees, and register to maintain their student status every semester that they take leave.

31.3 Each leave of absence cannot last over two consecutive semesters. If a student needs to extend the leave, he/she must resubmit a request for approval from their main thesis

or independent study advisor, head of department or graduate program committee chairperson, and Dean of The Graduate School.

31.4 The period of leave of absence is counted in student's total study period.

31.5 Leave of absence is not permissible for newly enrolled students in the first semester, unless in cases of force majeure or sickness, for which the approval from the main thesis or independent study advisor, head of department or graduate program committee chairperson, and Dean of The Graduate School is required.

### **Item 32 Student Status Termination**

Student status is subject to termination when:

- (1) Students pass away.
- (2) Students are approved to graduate from the university council.
- (3) Students make a false statement, or conceal the truth, or falsifying evidence
- (4) Students are unable to pass a qualifying examination or comprehensive examination at the second attempt.
- (5) Students are unable to submit their project proposals within the timeframe as specified in Items 26.1.1 or 26.1.2.
- (6) Students fail to complete their registration procedure or maintain their student's status within two weeks of the date of the commencement of the semester, with the exception of students who receive approval from the dean of their program and Dean of The Graduate School.
- (7) Students do not graduate within the timeframe specified.
- (8) Students are approved for resignation by Dean of The Graduate School.
- (9) Students are subject to detention by a ruling of the final judiciary with the exception of crimes of misdemeanor or negligence.
- (10) Students face disciplinary dismissal or expulsion.
- (11) By announcement of The Graduate School, Kasetsart University on "The Termination of Student Status".

### **Item 33 Student Status Reinstatement**

Students whose status is terminated due to reasons as specified in Items 32(5), or 32(6), or 32(7) can submit a petition for the reinstatement of graduate student status within the timeframe specified by The Graduate School. The reinstatement is subject to consent from the main thesis advisor or independent study advisor as well as the consent of the head of department or the graduate program committee chairperson; the Dean of The Graduate School is to consider approval of any such relevant request, and establish the applicable conditions for the continuance of studies.

## **Section 6 Student Code of Conduct**

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### **Item 34 Student Code of Conduct**

34.1 Students are to always comply with all University Rules and Regulations and strictly adhere to the Student Code of Conduct.

34.2 Students are to abide by the moral and traditional principles upheld by Thai society at all times.

34.3 Students are to protect the University's reputation by refraining from behavior that leads to defamation of self and the University.

34.4 Students are to maintain unity in the community and refrain from engaging in any behavior that is detrimental to this unity.

34.5 Students are to notify the University immediately when any change of personal information or residential information occurs.

34.6 Students are to present their student ID card immediately upon the request of the University officer's or other officers.

34.7 Students are to refrain from consuming or selling alcohol, or any addictive substances on the University premises.

34.8 Students are to refrain from carrying weapons or explosives while on the University premises.

34.9 Students are to refrain from engaging in physical violence with fellow students or outsiders on or off the University premises.

34.10 Students are to refrain from any type of gambling activities on the University premises.

34.11 Students are to refrain from publishing, drawing, writing materials or electronic media that may negatively affect other individuals without prior consent from the University.

34.12 Students are to refrain from practicing inappropriate traditions or ceremonies on or off the University premises.

34.13 Students are to refrain from organizing meetings or activities without consent from the University.

34.14 Students are to refrain from vandalizing the University's and others' properties.

34.15 Students are to refrain from bringing into the campus, or possessing, any illegal materials.

34.16 Students are to refrain from hooligan-like behavior.

34.17 Students are to refrain using from counterfeit documents or signatures.

34.18 Students are to abide by the examination regulations and refrain from any actions relating to cheating or attempting to cheat in examinations.

34.19 Students are to refrain from cheating in their thesis or independent study. Committing such offenses is an utterly serious breach of discipline.

34.20 Students are to refrain from thesis, independent study or other academic publication plagiarism. Committing such offenses is an utterly serious breach of discipline.

### **Item 35 Disciplinary Punishment**

35.1 There are 10 disciplinary punishments.

(1) Verbal or written warning

(2) Work for social services

(3) Written reprimand

(4) Suspension: the student is to be barred from studies for the duration of between one semester and three academic years.

(5) Withholding grant of degree certificate or issuance of transcripts, or any letters of certification for maximum 3 academic years

(6) Dismissal with the term "Dismissed" scribed in student's transcript

(7) Expulsion with the phrase "Dishonorably Expelled" scribed in student's transcript

(8) For serious wrong discipline committed, if students have already graduated, the degree can be withdrawn by the University Council.

(9) Students who cheat in examinations or attempt to cheat in examinations shall fail and get a grade F or U in that subject. Students cannot withdraw the cheated subjects, and students shall receive following disciplinary punishments by the University:

A. Suspension as in Item 35.1(4) or

B. Dismissed as in Item 35.1(6) or  
C. Expelled as in Item 35.1(7)  
(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 35.1(6) or  
B. Expelled as in Item 35.1(7) or  
C. If students have already graduated, the degree can be withdrawn by the University Council.

In case that students lose or vandalize University property, students are subject to pay reimbursement for damages caused.

35.2 The Dean of The Graduate School is authorized to appoint an ad hoc committee to investigate any committed violation(s) of the student code of conduct and propose reasonable reprimands to the President.

**Item 36** Appeals and the review of disciplinary penalties outlined in Item 35 shall follow the guidelines set forth in the Administrative Procedure Act.

## **Section 7** **Degree Conferment**

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### **Item 37 Application for Degree Conferment**

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

37.2 Students who are nominated for degree conferment have to:

37.2.1 Adhere to all The Graduate School's regulations.

37.2.2 Clear all the debts owed to the University, any other institutions, or organizations in the University.

37.2.3 Adhere to decent forms of the University conduct code.

37.3 The University Council shall be responsible for degree approval.

## **Transitory Provision**

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**Item 38** 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 of The Graduate School, Kasetsart University, render such aforementioned announcements and directives void.

**Item 39** Students who entered graduate studies prior to the academic year B.E. 2566 (2023) are deemed subject to the academic regulations of graduate studies, Kasetsart University, announced in the admission year until the termination of student status.

Announced on June, 9, B.E. 2566 (2023)

Signed Krissanapong Kiratikara



(Translation)

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(Krissanapong Kiratikara)  
Chairman of Kasetsart University Council