

Guideline for doing Thesis/I.S. in Master's degree

Order	Guideline for doing Thesis/I.S.
1	Thesis/I.S. title and proposal approval (more detail on page 40) <ol style="list-style-type: none">1. Having passed required course not less than 6 credits2. For Type A students, having passed foreign language condition.
2	Enrollment for Thesis/I.S. (more detail on page 43) <p>There's 2 ways of enrollment for student</p> <ol style="list-style-type: none">1. Enrolled in the next semester after passed the Thesis/I.S. proposal2. Enrolled for Thesis/I.S. and doing Thesis/I.S. in the same
3	Comprehensive examination for Type B students (more detail on page 43) <ol style="list-style-type: none">1. Having studied all courses as specified in the curriculum and graded at least C in required courses.2. Apply for comprehensive examination at department's admin
4	Requested for Thesis/I.S. Examination (more detail on page 44) <ol style="list-style-type: none">1. Having studied all courses as specified in the curriculum and passed all preparation courses.2. Student consult with advisor and committee for examination date3. Send requested form to department's admin at least 2 weeks before examination date.4. Re-confirmed for examination 3 days before examination date5. Process on Thesis/I.S. examination6. Report the examination result to graduated school within 7 days after examination ended.
5	Thesis/I.S. Examination (more detail on page 46)
6	Documents submission procedure for Graduation (more detail on page 47)

1. Thesis/I.S. title and proposal approval

Students can do Thesis/I.S. title and proposal examination when

1. Having passed required course not less than 6 credits
2. For Type A students, having passed foreign language condition.

Thesis/I.S. title and proposal approval procedure

Before Thesis/I.S. title and proposal examination, student have to send proposal for department's committee reviewing first

1. Student's proposal should be reviewed and approved by advisor before send to department's committee review. 2 Copies of proposal should be printed and signed by advisor at the first page and send to department's admin. It will take around a week for committee review, then student have to edit proposal refer to comments with in 2 weeks.
2. After proposal has been edited refer to committee's comments, advisor should check and send back to committee for approval. If there's no other comment, the committee will sign on document back to student.
3. Student can request for Thesis/I.S. title and proposal examination.

Students can do Thesis/I.S. title and proposal examination when

- Having passed required course not less than 6 credits
- Thesis/I.S. advisor approved proposal for doing examination

(In case of student's Thesis/I.S. title and proposal isn't approved by graduated school's committee within 2 academic years, the student's status will be terminated)

Step 1

Request for Thesis/I.S. title and proposal examination

1. Student fill request form for Thesis/I.S. title and proposal examination (Download at www.ie.eng.cmu.ac.th) and get approval signature from advisor.
2. Please contact all examiners to appoint the examination date. The examiners are (1) student's advisor, (2) advisor's selected examiner and (3) department's selected examiner which is informed during department's proposal review process.
3. Send request form with full proposal in correct format to department's admin at least 2-3 weeks before examination date otherwise examination may be cancelled.

Step 2

Student consult with advisor in case need more suggestions and prepare for examination.

Step 3

Examination process

On examination date, student should standby at least 1 hour before appointment. The evaluation form and concerned documents can be collected at admin's office before the examination begin.

P.S. student is responsible for refreshments for examiners during the examination.

***** Please re-confirm examination date with all examiners again to avoid any incident*****

Step 4

After examination

1. Student send the evaluation form with the result back to department's admin when the examination ended.
2. Student must edit the proposal as committee's comments during the examination. If the editing has been done, proposal must be signed and approved by advisor and committee.
3. For department monthly meeting, the proposal need to be reviewed in this meeting also. Student send these following documents to department's admin at least 1 week before meeting day.
 - a copy of full Thesis/I.S. proposal and a copy of proposal in short format as specified by graduate school, both signed by advisor.
 - a copy of English language test result
 - evaluation form which is signed and approved by committee

Step 5

If there's any comment from department monthly meeting, admin will inform student to edit proposal and send back only proposal in short format which already approved by advisor. Then will continue to faculty monthly meeting for final review. (This step should be done within document acceptable period in each month, otherwise the proposal review will be reviewed by the next month.

Step 6

When the proposal was edit refer to department monthly meeting, at least 2 weeks before faculty monthly meeting student should send the documents to admin as following,

1. Proposal in short format for faculty's review.
2. English language test result

Student have to fill out the Request Form for Thesis/I.S. Title and Proposal Approval in faculty website. (no need to print out at this step)

Step 7

1. If there's any comment from faculty's monthly meeting, please discuss and edit with advisor. Then send these documents (with advisor signature) to admin for final process
 - Full proposal after editing
 - Proposal in short format for Graduated school
 - Print out the "Request Form for Thesis/I.S. Title and Proposal Approval" and "Letter of Consent Intellectual Properties" from faculty website.
2. If your proposal got rejected from faculty's monthly meeting, student have to discuss with advisor, redo the proposal and send to admin for faculty's next review again.

Note : Students are allowed to request to do Thesis/I.S. title and proposal examination when,

1. Have passed English language test
2. Have enrolled and passed the required course at least 6 credits

2. Thesis and Independent Study Enrollment

- Enrolled through the website
- Student must get the required credits of Thesis/I.S. before request for examination.
- Department always open the Thesis/I.S. courses in every semester, student can enroll in any section which is available or department will specified the section for each student. (please see the study plan as a guide to split credit for enrollment)
- If student enrolled the Thesis/I.S. courses as study plan but not ready for examination, please enroll the next semester as 0 credits or enrolled for the university service until student request to do Thesis/I.S. examination.

3. Comprehensive examination for Plan B student

- Comprehensive examination is to test the overall knowledge, to see student's ability to combine concepts and contents of the courses, and how to solve problems with knowledge.

Comprehensive examination procedure

Step 1

Student should have enrolled and granted more than "C" in all required courses.

Step 2

Student who meet the requirement please send comprehensive examination request form to department's admin. If student request for 2nd examination, please do payment at Graduated school within specific period as shown in university academic calendar unless student have to do examination in next semester.

The student status will be terminated if 2nd comprehensive examination result is "U" (failed) according to Graduated School regulation.

Step 3

Student take comprehensive examination.

4. Thesis and Independent study (I.S.) examination procedure

1) Thesis/I.S. that was completed and be approved by advisor or examiners member to request for examination, must be

- complied to Graduate school format as announced
- number of print-out Thesis/I.S. should be at least 3-4 copies depend on number of examiners and send to department's admin at least 3 weeks before examination date.

2) Thesis/I.S. examiners should be not less than 3 person consist of (1) Examination chairman (cannot be Thesis/I.S. major advisor) (2) Examiners which are advisor and external qualified person. For external qualified person can be choosen either by department or student. *In case of the external qualified person has never been listed in Graduated School's external qualified person approval list, department have to request for approval and it takes around a month for this process.*

3) Student do Thesis/I.S. examination as an opened examination, for other people who's interested in student's research. Student have to announce the details of examination to public at least 2 weeks before examination date. (Student's brochure should be approved by department before published)

Thesis and Independent study (I.S.) examination procedure

Step 1

Plan A2 and Plan B student must enroll courses as in curriculum requirement, GPA must not less than 3.00 and have passed all preparation classes before request for examination

Step 2

Thesis/I.S. must be completed and get approval from advisor for doing the examination. The examination date and time should be advice to department's admin at least 1 month.

Step 3

Advisor or Department choose 1 committee from other university to join the examination

Step 4

Student fill out the application form for Thesis/I.S. examination and send to department's admin. The full Thesis/I.S. should be send to all examiners and admin at least 3 weeks before examination date.

Step 5

1. Contact department's admin and standby for examination
2. Doing examination

Step 6

Examiners send the evaluation result with comments back to department's admin within 3 days after the examination.

Step 7

Student have got 60 days, to edit Thesis/I.S. as committee's comments, get approval from examiners, get approval from Graduated school and send all documents for graduation. (*Refer to Announcement of Graduate School, Chiang Mai University*
No. 36/2560 Subject: Steps and Guidelines in Doing Thesis (Issue no. 2))

Thesis major advisors (Refer to CMU Regulation on Graduate Education 2559 B.E.)

1. Thesis major advisor must be a program instructor with doctoral degree or equivalent, or at least master's degree or equivalent with the position of associate professor, together with at least 3 academic works within past 5 years, where at least 1 is research work.
2. Thesis co-advisor (if any) must have qualifications as follows
 - a. In case of graduate instructor, qualifications must be same as Thesis major advisor.
 - b. In case of external qualified person, a qualification of doctoral degree or equivalent with at least 10 academic publications in acceptable national database in the same field or related area to master's Thesis or I.S.
 - c. In case of external qualified person being not qualified with the specified qualifications, an expert with acceptable high level of knowledge and experience in the field or related area to the Thesis may be approved by the university council, then inform the commission of higher education to acknowledge.

Thesis/I.S. examiners

At least 3 Thesis examiners comprise program instructor(s) and external qualified person. Thesis examiner chairman must not be Thesis major advisor or co-advisor. Thesis examiners are classified into 2 categories, i.e.,

1. In case of program instructor, qualifications are same as chair of Thesis major advisor.
2. In case of external qualified person, qualifications, or in special case, are same as Thesis co-advisor.

5. Thesis/I.S. examination

Student can request to do Thesis/I.S. examination after proposal presentation have been done and got approved from graduated school at least 90 days.

Thesis/ I. S. examination is an oral presentation between student and examiners, the presentation should be not over than 3 hours. In case of external audience attend the presentation, the examination chairman must inform that they are not allow to ask the student during the presentation. Examination will be evaluated by quality of Thesis/I.S., student's knowledge and competency. The oral presentation is ended when the examiners conclude the result and fill in university's evaluation form and report to Graduated School.

If there's any change of Thesis/I.S. title with the approval of examiners, please fill out the Request form for changing title of Thesis/I.S. and send to the department after the examination has been done.

****** In case of the first examination result was failed, student have got one more chance to do re-examination within 6 months (student have to pay re-examination fee). ******

6. Reporting the results of the Thesis/I.S. examination and Submitting Thesis/I.S.

The examination report must have submitted to Graduated school with approval signature of examiners, copies of CMR 54 document and one set of Thai and English abstract endorsed with graduated school stamp within 30 days of the original of CMR 54 has be sent to the Registration Office.

If the Thesis/I.S. title need to be changed, send Request form for changing title of Thesis/I.S. together with examination report.

Students who fail Thesis/I.S. examination can be re-examination once within 6 months. The examination fee must be paid in accordance with an announcement of Chiang Mai University.

Student have got 60 days to edit Thesis/I.S. and submit to Graduated school to get approval. In case of Thesis/I.S. editing process cannot finish in the registered semester, student need to do university service enrollment for next semester.

Documents for graduation

All documents must be send to Graduated school within 60 days after examination.

1. Result of Thesis/I.S. examination report
2. Abstract in Thai and English with watermark, and complete Thesis/I.S. file submission report from Graduated School.
3. CMR.54
4. Announcement of Thesis/I.S. examiners
5. Request form for changing title of Thesis/I.S. (if any)
6. Enrollment of graduation receipt.
7. Course enrollment or Enrollment for use university's service receipt
8. Depts online check at Engineering's Library
9. Turnitin check result with advisor signature

9. Public papers include cover of conference, contents and certificate (For Plan A student)
10. Transcript