



**Thammasat University Graduate Studies Regulation
2561 B.E.**

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Whereas it is as deemed appropriate to modify the Thammasat University Regulation on Graduate Studies,

By virtue of Article 23 of Thammasat University Act, 2558 B.E. (2015), the University Council, at its 9/2018 meeting on 24 September 2018, approved the stipulations of the following:

Number 1 The Regulation shall henceforth be known as “Thammasat University Graduate Studies Regulation, 2561 B.E. (2018)”

Number 2 The Regulation shall become effective after the promulgation date and henceforth.

Number 3 The Regulation shall be applied to all students enrolled as graduate students from the academic year 2018 on.

Number 4 In this Regulation,

“University” means Thammasat University

“University Council” means Thammasat University Council

“Rector” means Rector of Thammasat University

“Faculty” means colleges, institutes, or other university units called otherwise, which offer a graduate program.

“Dean” means institute directors or heads of university units called otherwise, which offer a graduate program.

“Faculty Board” means board of a college, institute, or other university units called otherwise, which offer a graduate program.

“Graduate Program Director” means director of a graduate program or director of academic service program for graduate study in each Faculty who is appointed by the Dean

“Graduate Program Committee” means Graduate Program Committee of each Faculty, appointed by the Dean

“Graduate study” means the University’s Graduate Diploma Program, Master’s Degree Program, and Doctoral Degree Program

“Program” means university graduate program

“Semester” means bi-semester or tri-semester, excluding summer semester.

“Other higher institutions” means other universities or institutions of higher education which are established under the Thai laws, or foreign universities/institutions of higher education

“Program Specification” means graduate program specifications that stipulate criteria and conditions of a study program as approved by the University Council

“Registrar” means Director of Office of Registrar

Number 5 The University Rector is authorized to supervise the enactment of the Regulation, and to issue university announcements in compliance with the Regulation.

Section 1

Academic Administration System and Advisors

Number 6 The University operates on the principle of academic collaboration between faculties. A faculty responsible for a specific academic discipline is tasked to administer the academic disciplinary study for students throughout the University, unless there is a valid reason for other faculties to administer the specific academic disciplinary study, which shall be approved by the University Council

Number 7 The University’s academic year is divided to 2 types as follows:

(1) The bi-semester academic year is divided into 2 semesters, the first and second semesters. There may also be an additional summer session following the second semester

(2) The tri-semester academic year is divided into 3 terms, first, second, and third semesters

Academic period under clause 1 may be divided based on study topics with equivalent volume of academic work as the bi-semester or tri-semester academic years

The University Council is authorized to make approval to the implementation of academic system under clause 1 of an academic program

Number 8 Semesters under the bi-semester academic year consists of not less than 15 weeks, while summer session is made up of not less than 6 weeks, with the number of class periods for each course subject equaling those of a regular semester

Semesters under the tri-semester academic year consists of not less than 12 weeks, and no more than 14 weeks.

Each course may consume study period that are different from those in clause 1, and 2, but the volume of academic work per credit must not be less than the stipulation set in Number 10

Number 9 A graduate program may be offered on a full-time or part-time basis, as stipulated in Program Specification

Number 10 The number of credits for course subjects in each program shall be calculated according to volume of academic work. One credit per volume of academic work is determined as follows:

(A) Bi-semester system

(1) Theory-based courses entail at least 1 hour per week or at least 15 hours over one full semester of lectures or seminars

(2) Laboratory-based courses entail at least 2 hours per week or at least 30 hours over one full semester of training or laboratory sessions

(3) Training or fieldwork practices entail at least 3 hours per week or at least 45 hours over one full semester

(4) Projects or any other assigned activities entail at least 3 hours per week or at least 45 hours over one full semester

(5) Thesis, dissertation, thematic paper, or an independent study entail at least 3 hours per week or at least 45 hours over one full semester

(B) Tri-semester system

(1) Theory-based courses entail at least 1 hour per week or at least 12 hours over one full semester of lectures or seminars

(2) Laboratory-based courses entail at least 2 hours per week or at least 24 hours over one full semester of training or laboratory sessions

(3) Training or fieldwork practices entail at least 3 hours per week or at least 36 hours over one full semester.

(4) Projects or any other assigned activities entail at least 3 hours per week or at least 36 hours over one full semester

(5) Thesis, dissertation, thematic paper, or an independent study entail at least 3 hours per week or at least 36 hours over one full semester

Number 11 Criteria for overall cumulative credits of an academic program is as follows:

(1) Graduate Diploma Program, not less than 24 credits under bi-semester system, and not less than 30 credits under tri-semester system

(2) Master's Degree Program, not less than 36 credits under bi-semester system, and not less than 45 credits under tri-semester system

(3) Doctoral Degree Program for those who have obtained a Master's Degree, not less than 48 credits throughout the entire duration of the program

(4) Doctoral Degree Program for those who have obtained a Bachelor's Degree, not less than 72 credits throughout the entire duration of the program

Number 12 Master's Degree Program offers 2 plans of study:

(A) Plan A

(1) Format A1: A thesis-based program which consists of credits equivalent to at least 36 credits under bi-semester system, or at least 45 credits under tri-semester system. The Faculty may prescribe additional non-credited courses or any other academic activities as program requirements that students need to fulfill

(2) Format A2: A thesis-based program which consists of credits equivalent to at least 12 credits under bi-semester system and the minimum of 12 credits of course work, or at least 15 credits under tri-semester system and the minimum of 15 credits of course work

(B) Plan B: A course work-based program with no thesis requirement. A minimum of 3 credits but not over 6 credits of independence study for a bi-semester system, or a minimum of 4 credits but not over 7 credits of independence study for a tri-semester system shall be required

Number 13 A Doctoral Degree Program consists of 2 schemes of study

(A) Scheme 1: A research-based program leading to a dissertation that contributes to the advancement of knowledge. The Faculty may prescribe additional non-credited courses or any other academic activities as program requirements that students need to fulfill. Scheme 1 is divided into 2 formats:

(1) Format 1.1: A Doctoral Degree Program for students with the Master's Degree: a dissertation worth at least 48 credits shall be produced

(2) Format 1.2: A Doctoral Degree Program for students with the Bachelor's Degree: a dissertation worth at least 72 credits shall be produced

(B) Scheme 2: A research-based program leading to a dissertation that contributes to high-quality research works, and professional and knowledge advancement. Additional course work is required. Scheme 2 is divided into 2 formats:

(1) Format 2.1: A Doctoral Degree Program for students with the Master's Degree who shall produce a dissertation worth at least 36 credits, and complete the minimum course work of 12 credits

(2) Format 2.2: A Doctoral Degree Program for students with the Bachelor's Degree who shall produce a dissertation worth at least 48 credits, and complete the minimum course work of 24 credits

Dissertations for the Doctoral Degree Program under both (A) and (B) shall meet rigorous quality and standard

Number 14 A Faculty may assign an advisor to suggest, and advise students on planning of study, registration, course addition and withdrawal, program transfer, and any other procedure to keep track on students' behaviors and performances

Section 2

Change of Study Plan and Level

Number 15 In an event that a Faculty offers both plans for Master's Degree under an academic discipline, students may request for change of study plan by way of a written request with appropriate reason to the Dean, through his/her advisor or the Graduate Program Director. Students under Plan A must submit the request prior to thesis examination. Students under Plan B must submit the request prior to the examination of an independent study

Number 16 A Master's Degree student for an academic discipline may change study level to a Doctoral Degree Program for the same academic discipline, or a Doctoral Degree student for an academic discipline may change study level to the Master's Degree Program for the same academic discipline under conditions prescribed under the Program Specification

Request for change of study level under clause 1 shall be submitted to the Graduate Program Committee, which shall be forwarded to the Dean for approval. Study period shall be counted from the registration for entry to the University during the former level of study

Section 3

Study Period

Number 17 Study period must not be over the period stipulated in Program Specification, which must not exceed the following periods:

(1) Graduate Diploma Program: not over 6 semesters

(2) Full-time Master's Degree Program under the bi-semester system: not over 10 semesters, and part-time: not over 14 semesters

(3) Full-time Master's Degree Program under the tri-semester system: not over 15 semesters, and part-time: not over 21 semesters

(4) Doctoral Degree for students with Master's Degree: not over 12 semesters

(5) Doctoral Degree for students with Bachelor's Degree: not over 16 semesters

Number 18 In the case that students transfer from a full-time program to a part-time program, or from a part-time program to a full-time program, study period completed under the former program shall be counted as the study period of the new program based on what stipulated in Number 17. Calculation of the study period shall be made by computing the ratio of study period completed and the maximum study period of the former program, and apply this ratio with the maximum study period of the new program

Number 19 In an event where student under a Doctoral Degree Program completes his/her study, and succeeds in the dissertation examination, but is waiting for the research to be published in an international journal, the student may request for an extension of study period stipulated under Number 17. The request shall be submitted to the Dean who shall report to the Rector for approval. The Rector shall further report to the University Council for acknowledgement

In the request for extension of study period under clause 1, the student is required to provide evidence for the submission of his/her research paper, and maintain the status as a Graduate student during the semester in which he/she has been granted an extension

Number 20 Students who take longer study time than what stipulated in Number 17, and are not allowed to extend his/her period of study shall be dismissed.

Section 4

Admission

Number 21 Admission to a Graduate Program shall be conducted in accordance with selection criteria stipulated in the Program Specification

Criteria and admission method shall be determined by the University and announced as a University Announcement

Aside from the selection under clauses 1 and 2, the Faculty may execute other methods of selection as approved by the Rector

Number 22 University students must possess general qualifications and must not possess the prohibited characteristics as follows:

- (1) must complete minimum study required in the Program Specification
- (2) must not be diagnosed with serious illness or be in the condition that may pose serious obstacles to studying
- (3) must not be those who act against good morals or possess seriously inappropriate behaviors
- (4) must not be terminated from the University or other higher institutions due to a disciplinary cause within 10 years prior to the application for admission

Other than the aforementioned qualifications and prohibited characteristics, applicants to an academic program shall possess specific qualifications stipulated in the Program Specification, and in accordance with the University admission announcement.

Number 23 Qualifications stipulated in the Program Specification according to Number 22 (1) shall be in accordance with Graduate Study Program standard criteria of Office of the Higher Education Commission

Number 24 Graduate students may not enroll in more than one program at the same time, unless studying in the existing program is not an obstacle to studying in the other program. The Rector may make approval for the student to enroll in the other program.

Section 5

Student Registration

Number 25 Those who are admitted to the University as a student must register for their entry to the University according to the criteria and methods set by the University within 14 days from the start of semester, except when necessity arises that the Rector may permit late registration, but no later than the first semester of the first academic year.

Those who are admitted with the degree from foreign academic institutions must submit their diploma to the Faculty on the registration date. Should it not be possible to do so, the Rector may allow late submission, but no later than the first semester of the first academic year. Failure to submit within the deadline results in revocation of student registration.

Number 26 Candidate who registers in a Graduate Program cannot change into another program unless there is a valid reason or necessity arises. In that case, he/she must submit a request for change of program to the Dean for an approval made by the Faculty Board

Request for change of study program requires an approval from the Faculty Board of the Program the student is moving to. Study period completed under the former program shall be counted as the study period of the new program.

Upon obtaining approval under clause 2, study period completed under the former program shall be counted as the study period of the new program

Number 27 If it is discovered that registered students do not meet the qualifications or possess prohibited characteristics stipulated in Number 22, or that submitted documents contains incorrect or fraudulent information, the Registrar may propose to the Rector for revocation of the student's registration.

In an event that the case according to clause 1 occurs after the offender graduated, it is deemed for the Rector to propose to the University Council for revocation of the offender's degree certificate

Section 6

Course Enrollment

Number 28 The University shall open for enrollment of course works and thesis/dissertation for each semester only before the opening date of the semester

The Dean may issue a Faculty Announcement for closing of a course, or limitation of number of students enrolled in a course, where it is deemed appropriate

Announcement for closing of courses that have already been enrolled by students shall be done within 7 days after the opening date of a regular semester, or 4 days after the opening date of a summer session

Number 29 Course enrollment shall be conducted in accordance with the Program Specification. Prerequisites may be met prior to the enrollment of certain courses. Exemption may be made by way of a University Announcement where it is deemed appropriate

Students are required to proceed according to the criteria, and methods specified by the Rector by way of a University announcement

Students owing any debt to the University must clear their debts before course enrollment, unless a special permission is granted by the Rector

After the enrollment, students are required to review the result of their own registration within an appropriate time

Students who are not able to enroll within the period stipulated in clause 1 may request for late registration within 14 days after the opening date of a regular semester or 7 days after the opening date of a summer session

Late registration is subject to fine payment on a daily basis at the rate stipulated in the University Announcement on Tuition Fees. In cases that late registration is not the student's fault, he/she shall submit a petition to the Dean who shall propose to the Rector for exemption of fine payment for late registration

Number 30 Full-time students must enroll at least 6 credits and no more than 15 credits in a regular semester. For summer session, the maximum credits allowed is 6, except for laboratory-based courses which can be enrolled for no more than 9 credits

Part-time students must enroll at least 3 credits and no more than 12 credits in a regular semester. For summer session, the maximum credits allowed is 3, unless approval is made by the Dean as a special case to enroll more than 3 credits, but not over 6 credits

Credits attempted under clauses 1 and 2 shall be under the following criteria:

(1) Number of credits to be enrolled does not count credits of courses exempted through equivalence of credits, tests, or examinations

(2) Credits for course work, thesis, dissertation, thematic paper, independent study, and training, as well as fundamental non-credited courses prescribed by the University, extra-curricular courses, English language course enrolled under the criteria stipulated in the Program Specification and for degree completion, and courses enrolled in other higher institutions as approved in Number 36, shall be counted for the maximum credits attempted

(3) Fundamental non-credited courses prescribed by the University, extra-curricular courses, and English language course enrolled under the criteria stipulated in the Program Specification and for degree completion, shall not be counted for the minimum credits attempted

Number 31 Students may enroll for courses less than the stipulation set in Number 30 in the following cases:

(1) The number of credits left for courses according to the program requirement is less than the minimum stipulated in Number 30

(2) Serious sickness or accident that requires time for treatment or rehabilitation. Approval from the Dean must be sought in this case

Number 32 In cases that a student passes all written examinations, he/she shall be able to enroll for all credits of thesis or training required in the Program Specification

Number 33 Students in the Graduate Diploma Program and Master's Degree Program who received a grade that is above C or S in the program's compulsory courses are not able to retake the courses, unless specified otherwise in the Program Specification

Students who received a grade below C or U in the program's compulsory courses must retake the courses only once. Students who still receive a grade below C or U in the second enrollment shall be dismissed

Students who received a grade below C or U in the program's elective courses must retake that course until the specified minimum grade requirement, C and above, or S, is fulfilled, or replace it with any other elective course under the program

Number 34 Students in a Doctoral Degree Program with course work requirement who received a grade that is above B or S in the program's compulsory courses are not able to retake the courses, unless specified otherwise in the Program Specification

Students who received a grade below B or U in the program's compulsory courses must retake the courses only once. Students who still earn a grade below B or U in the second enrollment shall be dismissed

Students who received a grade below B or U in the program's elective courses must retake that course until the specified minimum grade requirement, C and above, or S, is fulfilled, or replace it with any other elective course under the program

Number 35 Students who have not enrolled in a semester, nor requested for leave of absence, as stipulated in Number 86, shall be dismissed.

Number 36 The Rector, through the Dean's proposal, may approve for a student to enroll in courses offered by other higher institutions, and include those courses as part of the student's curriculum study in the following cases:

- (1) An agreement for exchange of students between the University and the higher institution
- (2) A scholarship agreement made between a student and a public sector, government agency, private sector, or non-profit organization
- (3) The student's intention to study in other higher institution

Number 37 In case of an agreement for exchange of students between the University and other higher institutions, or an agreement made between the University and other agencies that allows an individual's enrollment in the University's or a faculty's courses, the Rector may approve for the individual who are not the University student to enroll in the University's courses

Individuals who enroll in the University's courses under clause 1 are required to pay for the fee at the rates stipulated in the University Announcement on Tuition Fees

Number 38 The Rector has an authority to scrutinize issues related to course enrollment that are beyond what stipulated in the Regulation, only in the cases that are caused by the University's management of academic programs

Section 7

Course Addition and Withdrawal

Number 39 Addition of courses after the registration period can be done within 14 days after the opening date of a regular semester, or within 7 days after the opening date of a summer session. The Dean may allow addition of courses after the aforementioned period only when there is a justifiable reason, but no later than 14 days before the last date of a regular semester or a summer session as the case may be. In any case, students must meet the requirement on class attendance as stipulated in Number 81

Request for addition of courses according to clause 1 requires approval from course instructor

Number 40 Withdrawal of courses can be executed as follows:

(1) Courses withdrawn within 14 days after the opening date of a regular semester, or within 7 days after the opening date of a summer session shall not appear in the transcript

(2) Should a student withdraw from a course after the period stipulated in (1), but within the first 10 weeks of a regular semester or the first 4 weeks of a summer session, student shall receive the "W" grade in that course

(3) Withdrawal after the period stipulated in (2), but not over 14 days before the end of regular semester or a summer session can be done only when there is a justifiable reason, and with the approval from course instructor and the Dean. Student shall receive the "W" grade in that course

It is not possible to withdraw until course enrollment in a semester is fewer than the minimum credits according to Number 30, unless there is an inevitable circumstance, and with the Dean's approval.

Number 41 The Rector has an authority to scrutinize issues related to course addition and withdrawal that are beyond what stipulated in the Regulation, only in the cases that are caused by the University's management of academic programs

Section 8

Course and Credit Transfer and Knowledge Transfer

Number 42 Students who are enrolling in other universities or higher institutions may request for transfer of courses and credits with equivalent course description and assessment criteria under the following criteria:

- (1) Having enrolled in the university for no less than one academic year
- (2) Total number of transfer credits shall not exceed one-third of the total number of credits required for the program. Exemption applies to students with Graduate Diploma Degree, who enroll for a Master's Degree Program in the same area of studies, to be eligible for credit transfer of no more than 40% of the total number of credits
- (3) Courses requested for transfer must not be courses under a program from which the student has been dismissed. Exemption applies to students in the Master's Degree Program and Doctoral Degree Program, who have been dismissed for not being able to complete their study within the study period stipulated in the Regulation or the Program Specification, but have completed course work prescribed under the Program Specification. (They do not meet all program requirements to be conferred for a degree.)
- (4) Courses requested for transfer must be those enrolled within 5 years, from the enrollment year to the date of request for course and credit transfer. Exemption applies to students who re-register for the same study program
- (5) Courses requested for transfer of credits must obtain a grade of not less than B or the equivalent. The exception is for joint programs or academic exchange programs with other universities or higher institutions from which course and credit transfer may be undertaken regardless of the grade earned
- (6) Courses requested for transfer of credits must be course work offered for Graduate Study Program only

Aside from the criteria stipulated in clause 1, the Dean, through the Faculty Board's approval, may set criteria, procedures, and details on course and credit transfer that are different from clause 1 by way of a Faculty Announcement, and report to the Rector for acknowledgement

Number 43 The Dean, through the Faculty Board's approval, is authorized to approve course and credit transfer as stipulated in this section

Number 44 Academic record of courses approved for credit transfer shall be indicated as follows:

(1) Academic record of students who enroll in joint programs or academic exchange programs with other universities or higher institutions, or conduct self-study under the Rector's permission, shall be indicated according to actual results. In courses where grade B and above are achieved, ACC may be recorded according to the criteria set by the Dean, through the Faculty Board's approval, by way of a Faculty Announcement

(2) Academic record of other students who are not under clause 1 shall be indicated as ACC

Number 45 Knowledge transfer and grant of credits from non-formal and informal education, formal education, or specialized trainings may be undertaken based on the criteria and procedure set by the Dean, through the Faculty Board's approval, by way of a Faculty Announcement. Such courses shall be recorded as ACC

The Faculty may proceed according to clause 1 by conducting either written or practical examination

Section 9

Comprehensive Examination, Qualifying Examination, and Foreign Language Examination

Number 46 Comprehensive examination for Master's Degree Program students shall be in accordance with the following criteria and condition:

(1) Comprehensive examination may be conducted by way of written or oral examination, or both, according to the criteria stipulated in the Program Specification

(2) Students must meet the requirement for comprehensive examination according to the Program Specification, and submit a request for comprehensive examination

(3) Comprehensive examination shall be conducted no more than 3 times per academic year

(4) Comprehensive examination committee shall be appointed by the Dean with the duty to execute comprehensive examination and render its decision on the examination result

(5) The letters "P" (Pass) and "N" (Not Pass) shall be given for the examination result

(6) Students shall take up to 3 times of the comprehensive examination to earn “P” (Pass), unless it is prescribed in the Program Specification to limit the number at less than 3 times. Students who do not pass within the times stipulated above shall be dismissed. Result of each time of the comprehensive examinations shall be recorded in the transcript

Number 47 Qualifying examination for Doctoral Degree Program students shall be conducted in accordance with the following criteria and condition:

(1) Qualifying examination may be conducted by way of both written and oral examination according to the criteria stipulated in the Program Specification

(2) Students must meet the requirement for qualifying examination according to the Program Specification, and submit a request for qualifying examination

(3) Students shall take up to 3 times of the comprehensive examination to earn “P” (Pass), unless it is prescribed in the Program Specification to limit the number at less than 3 times. Students who do not pass within the times stipulated above shall be dismissed. Result of each time of the qualifying examinations shall be recorded in the transcript

Number 48 Students under Master’s Degree and Doctoral Degree Programs must earn a “P” (Pass) grade for foreign language competency, as stipulated in the Program Specification, prior to thesis/dissertation examination under either of the following cases:

(1) Achieve “P” (Pass) for a foreign language course work, according to the criteria prescribed by the Rector by way of a University Announcement

(2) Submit foreign language test result, according to the criteria prescribed by the Rector by way of a University Announcement

(3) A non-Thai student whose official language is the language stipulated in the Program Specification

(4) A student who has graduated from an international study program, using the same language as the foreign language the student is required to pass before graduation, within 2 years from the date of graduation to the date of application for entering to the University

Section 10

Thesis, Dissertation, Thematic Paper, and Independent Study

Number 49 Master's Degree Program students under A1 format, according to Number 12 (1), shall enroll for thesis from the first semester they enter the University

Master's Degree Program students under A2 format, according to Number 12 (2), shall enroll to conduct thesis after they have achieved the followings:

(1) Have studied for not less than 2 semesters, or earned the total cumulative credits of not less than 12, with the cumulative grade point average of at least 3.00, and have met all qualifications according to the Program criteria

(2) In an event that the Program requires students to pass a comprehensive examination, he/she must earn the "P" (Pass) grade for the comprehensive examination

Number 50 Doctoral Degree Program students under format 1, according to Number 13(B) shall enroll for the dissertation from the first semester they enter the University

Doctoral Degree Program students under format 2, according to Number 13(B) shall enroll to conduct the dissertation only when they meet the following qualifications:

(1) Have studied for not less than 2 semesters, or earned the total cumulative credits of not less than 12, with the cumulative grade point average of at least 3.00, and have met all qualifications according to the Program criteria

(2) Have received "P" (Pass) for comprehensive examination

Number 51 In an event that a student has completed all credits earned for course work, but is not eligible for enrollment of thesis, dissertation, thematic paper, or an independent study according to Number 49 and Number 50, the student must maintain student status, and pay for status maintenance fee for each semester the enrollment does not take place

Maintenance of status shall be done by way of a written request to the Faculty

Number 52 For thesis examination, the Dean shall appoint thesis advisor to advise students on thesis proposal writing

After a student completes his/her thesis proposal writing, the Dean shall appoint a thesis proposal defense committee, comprising no less than 3 members for Master's Degree Program, and no less than 5 for Doctoral Degree Program. Thesis proposal defense committee shall at least consist of thesis advisor who is a University lecturer and experts from outside the University whose qualifications are as prescribed by Office of the Higher Education Commission

The Dean shall appoint thesis examination committee, consisting of members under the previous clause, upon thesis advisor's decision that the student's thesis proposal is ready

Appointment of additional committee member or change of thesis examination committee member under the previous clause can be executed only when there is a justifiable reason and necessity

Number 53 Qualifications of thesis advisor and thesis examination committee shall be in accordance with Office of the Higher Education Commission's Graduate Program Standard Criteria

Number 54 Thesis examination must be attended by all thesis examination committee members. The examination shall be postponed if one or more committee members cannot attend

In cases of necessity, the Dean may order for change or appointment of additional committee member

Number 55 Thesis proposal shall be assessed in 2 levels: S (Satisfactory), and U (Unsatisfactory). To assign "S" for a thesis requires consensus of all thesis examination committee members

Number 56 Master's Degree Program students under Plan B, according to Number 12 (B), shall enroll to conduct thematic paper, or an independent study after they have studied for not less than 2 semesters, or earned the total cumulative credits of not less than 12, with the cumulative grade point average of at least 3.00, and have met all qualifications according to the Program criteria

Number 57 For thematic paper/independent study examination, the Dean shall appoint advisor for thematic paper or independent study to advise students on thematic paper/independent study proposal writing

Qualifications of thematic paper/independent study advisor, and thematic paper/independent study examination committee shall be in accordance with Office of the Higher Education Commission's Graduate Program Standard Criteria

Number 58 After a student completes his/her dissertation/independent study proposal writing, the Dean shall appoint a dissertation/independent study proposal defense committee, comprising at least 2 members: thematic paper/ independent study advisor who is a University lecturer or experts from outside the University whose qualifications are as prescribed by Office of the Higher Education Commission

The Dean shall appoint thematic paper/independent study examination committee, consisting of members under the previous clause, upon thematic paper/independent study advisor's decision that the student's proposal is ready

Appointment of additional committee member or change of committee member under the previous clause can be executed only when there is a justifiable reason and necessity

Number 59 Thematic paper /independent study examination must be attended by all thematic paper/independent study examination committee members. The examination shall be postponed if one or more committee members cannot attend

In cases of necessity, the Dean may order for change or appointment of additional committee member

Number 60 Evaluation of thematic paper/independent study shall be in accordance with the Program Specification

Number 61 Criteria and methods for thesis/ dissertation/ thematic paper/ independent study proposal defense shall be prescribed by the Rector by way of a University Announcement

Number 62 Format of thesis/dissertation/ thematic paper/independent study paper shall be in accordance with prescription set by the Rector, from a proposal made by Thammasat University Library, by way of a University Announcement

Number 63 Once a student enrolls for thesis/ dissertation/ thematic paper/ independent study, thesis/ dissertation/ thematic paper/ independent study advisor shall assess the student's work progress as deemed appropriate, and report and submit performance evaluation to the Dean at the end of semester to be recorded in the student's academic record by Office of the Registrar for each semester

In an event that there is a necessity and for the sake of thesis/dissertation/ thematic paper/independent study proposal writing, the Dean may appoint a co-assessor to work with the advisor in evaluating the progress of student's thesis/ dissertation/ thematic paper/independent study

Criteria for progress assessment of thesis/ dissertation/ thematic paper/independent study shall be in accordance with an announcement of each Faculty or a University Announcement, which shall be made known to the students in advance

Number 64 Assessment result of thesis/ dissertation/ thematic paper/independent study shall be made by assigning either of the following letters:

(1) "NP" (No Progress), meaning there is no progress, with the credit earned equal to 0 (zero)

(2) “U” (Unsatisfactory), meaning the student has earned all credits required for the Study Program, but examination result for thesis/ dissertation/ thematic paper/ independent study is “unsatisfactory”

(3) “F” (Failure), meaning the student has earned all credits required for the Study Program under attached point-based evaluation, but has “failed” examination for thesis/ dissertation/ thematic paper/ independent study

(4) “SP” (Satisfactory and Progress), meaning there is a progress. Credits earned shall be in accordance with student’s progress for each semester, but not over number of the credits enrolled

(5) “S” (Satisfactory), meaning the student has earned all credits required for the Study Program, and examination result for thesis/ dissertation/ thematic paper/ independent study is “satisfactory”

Number 65 Students who have been given “NP” twice in a role shall need approval of the advisor or thesis/ dissertation/ thematic paper/ independent study examination committee for his/her enrollment for the next semester

In an event that a leave of absence is approved for the semester following the NP-earned semester, and the student still received NP in the semester after the leave of absence, it is deemed that the student earned “NP” twice in a role

Number 66 In an event that the student has earned NP for progress evaluation of his/her thesis/ dissertation/ thematic paper/ independent study, either of the following actions shall be executed:

(1) In the case that a thesis/ dissertation/ thematic paper/ independent study proposal defense committee, or a thesis/ dissertation/ thematic paper/ independent study examination committee has not been appointed, thesis/ dissertation/ thematic paper/ independent study advisor shall identify the cause and notify the student

(2) In the case that a thesis/ dissertation/ thematic paper/ independent study proposal defense committee has already been appointed, the committee shall identify the cause and notify the student

(3) In the case that a thesis/ dissertation/ thematic paper/ independent study examination committee has already been appointed, the committee shall identify the cause and notify the student

In an event that either student’s or advisor’s expertise, knowledge, and capability is the reason for the letter “NP” earned, or that the topic does not match the student’s interest or aptitude, the Dean, through a proposal of the student, thesis advisor, thesis/ dissertation/ thematic paper/ independent study proposal defense committee, thesis/ dissertation/ thematic paper/ independent study examination committee, or the Graduate Program Director, shall consider either of the following options:

- (1) Change thesis/ dissertation/ thematic paper/ independent study topic
- (2) Change thesis/ dissertation/ thematic paper/ independent study advisor
- (3) Dissolve or change thesis/ dissertation/ thematic paper/ independent study proposal defense committee, or thesis/ dissertation/ thematic paper/ independent study examination committee

Number 67 Students who received the letters “U” or “F” as a result of thesis/ dissertation/ thematic paper/ independent study examination shall be dismissed

Number 68 Students who pass thesis/ dissertation/ thematic paper/ independent study, regardless of revision condition imposed upon by examination committee, and have completed all credits required in the Program Specification, shall submit a full paper to the Faculty within the next semester. Overall study period shall not exceed the period stipulated in the Program Specification

Section 11

Letter Grades for Academic Evaluation Result

Number 69 Academic evaluation results for each course are divided into 2 types as follows:

(1) Courses with attached points, and are calculated for grade point average, shall be given the following letter grades, definition and attached points:

Letters	Definition	Attached Points
A	Excellent	4.00
A-	Almost Excellent	3.67
B+	Very Good	3.33
B	Good	3.00
B-	Fairly Good	2.67
C+	Almost Good	2.33
C	Fair	2.00
D	Poor	1.00
F	Failed	0

(2) Courses with no attached points, and are not calculated for grade point average, shall be given the following letter grades, definition:

Letters	Definition
P	Pass
N	Not Pass
S	Satisfactory
U	Unsatisfactory
ACC	Accreditation
I	Incomplete
W	Withdraw
AUD	Audit

Number 70 Letters P or N shall be used as academic result for non-credited courses

P is given for 'Pass', and N is given for 'Not Pass'

In cases that a student take an extra-curricular course, the result of grade C or above shall be considered 'P', and a grade below C shall be considered 'N' for that course

Number 71 Academic evaluation on all courses taken by a student shall be recorded, except foreign language course which shall be recorded as "P" (Pass) only when the student passes the course, or when examination of the foreign language course is the student's last examination

Number 72 Letters S or U shall be used for courses with academic result prescribing 'satisfactory' and 'unsatisfactory'

S is given for 'satisfactory' level, and U is given for 'unsatisfactory' level

Number 73 Letters ACC shall be used for courses from which students wish to be exempted by way of equivalence examinations

ACC is given for credits that are counted toward the degree

Number 74 Letter 'I' shall be temporarily recorded for courses with incomplete academic evaluation

Students who are given 'I' in any course shall have an assessment for the course indicated with an "I" within 80 days from the last date of the semester. If this made-up assessment is not completed within indicated period of time and is not due to the instructor's fault, course instructor shall assess his/her student from student's examination marks and/or any other assessment already taken.

If the procedure under clause 2 is not undertaken within 90 days from the last date of the semester, a 'W' shall be indicated in student's record

Number 75 Letter W shall be used in the following cases:

(1) In the case that a student is given 'I', and the course instructor fails to submit student assessment result within 90 days from the last date of a semester

(2) In the courses that a student fails to turn up for exams for unavoidable reasons, and receives approval from the Dean or the Rector as the case may be

(3) Approval received for course withdrawal under Number 40 (2) and 40 (3)

(4) Approval received for leave of absence under Number 88(2) and 88(3)

In the case of (2), students shall request for the Dean's approval through course instructor within 10 days from the examination date. If the request is not made within the indicated period of time, and the Dean deems that there is an appropriate reason, the Rector shall be reported for approval

Number 76 Letter 'AUD' shall be used for courses that students wish to audit without being evaluated, and that the students fulfill the required hours of study as stipulated in Number 81, or the requirements set for the program and course

Students who wish to audit a course must receive permission from Program Director or Graduate Program Director, and course instructor. They are required to pay for a fee at the rate stipulated in the University Announcement on Tuition Fees

Changes from auditing to taking the course for evaluation must be done within 14 days after the opening date of a regular semester or 7 days after the opening date of a summer session, with an approval from the Dean. Such change cannot be made after the aforementioned period of time

Students may not register for credit in courses previously earned letter AUD, except when a student transfer to a new program, and the courses are specified in the new program the student transfer to

Number 77 Credits to be accumulated for Graduate Diploma Program and Master's Degree Program include only those for courses which received a grade C and above, or satisfactory (S)

Both compulsory and elective courses with the grade under C shall always be included in the calculation of cumulative credit loaded, and cumulative grade point average

Number 78 Credits to be accumulated for Doctoral Degree Program include only those for courses which received a grade B and above, or satisfactory (S)

Both compulsory and elective courses with the grade under B shall always be included in the calculation of cumulative credit loaded, and cumulative grade point average

Number 79 In case that a student must retake a course or replace a course with another course, according to the Program Specification, credit earned for the course shall be counted only once

Section 12

Student's Performance Assessment

Number 80 The University shall assess every student's performance for courses registered in each semester or summer session

Assessment may be conducted mid-semester by way of reading assignments, group projects, mid-term examination, research papers, or other methods. Final examination shall be conducted for each registered course at the end of the semester. Should a course requires no final examination, there shall be a method to assess students' performance as determined by course instructor

In certain cases, the University may conduct equivalence examinations in lieu of assessment methods stipulated in clause 1

Number 81 Students must attend at least 70% of the total class time to be eligible to take the final examination. However, should there be an appropriate reason that is not the student's fault, the Dean may allow the student to take final examination for the course as a special case

Calculation of class time according to clause 1 shall include both theory-based courses, laboratory-based courses, training, and fieldwork practices, as well as projects or any other assigned activities

Section 13

Calculation of Cumulative Grade Point Average

Number 82 Student's grade point average for a semester or a summer session shall be calculated as follows:

- (1) Multiply attached points the student achieved for each course with the number of credits the course is worth
- (2) Sum the number, calculated in (1), of all courses together
- (3) Divide the number calculated in (2) by the total number of credits enrolled in the semester
- (4) The number calculated in (3) shall be the grade point average of the semester

Number 83 Student's cumulative grade point average shall be calculated as follows

- (1) Multiply attached points the student achieved for each course with the number of credits registered in all semesters and summer sessions
- (2) Sum the number, calculated in (1), of all courses together
- (3) Divide the number calculated in (2) by the total number of credits for all courses enrolled registered in all semesters and summer sessions
- (4) The number calculated in (3) shall be the cumulative grade point average

Number 84 In the calculation according to Number 82 (4) or Number 83 (4), the third decimal digit that is over 5 shall be rounded up

Section 14

Academic Status

Number 85 Student's academic status shall be assessed from his/her grade point average at the end of a semester or a summer session as follows:

- (1) Academic status of a student whose grade point average is no less than 3.00 shall be maintained as normal
- (2) A student whose grade point average is less than 3.00 shall be given the Warning
- (3) A student whose academic status is the Warning, and receive the grade point average of less than 2.70 in the following semester shall be dismissed
- (4) A student whose academic status is the Warning, and receive the grade point average of less than 3.00, but over 2.70 in the following semester, shall be given a Probation status
- (5) A student whose academic status is Probation, according to (4), and receive the grade point average of less than 3.00 in the following semester shall be dismissed

Section 15

Leave of Absence

Number 86 Students may request for leave of absence in the following cases:

- (1) Military service or conscription
- (2) Having received scholarships for study, training, or fieldwork practices research undertaking
- (3) An illness or accident that require leave of absence for medical treatment or rehabilitation on physician's orders
- (4) Any other justifiable reason

For leave of absence under clause 1, students shall submit a request to the Dean for permission. Leave of absence that exceeds 2 consecutive semesters shall require the Rector's approval

Number 87 In the case that students do not enroll for courses, request for leave of absence must be submitted to the Dean within thirty days after the opening date of the semester

Number 88 In the case that students have enrolled for courses, and have been approved for leave of absence, the followings shall be proceeded:

- (1) If applied within the first 14 days of regular semester or within the first 7 days of summer session, courses enrolled in the semester shall be deleted from the academic record
- (2) If applied after the period stipulated in (1) but not later than the first 10 weeks of regular semester or the first 4 weeks of summer session, all the enrolled courses in the semester shall appear as W in the academic record
- (3) A leave beyond the period stipulated in (2), but over 14 days prior to the last date of the semester shall be allowed only if there is an appropriate reason and must be granted by the Rector. All the enrolled courses in the semester shall appear as W in the academic record

Number 89 students who apply for leave of absence before course enrollment or before the opening date of the semester must pay fees to maintain student status at the rates stipulated in the University Announcement on Tuition Fees

Number 90 The Faculties shall notify Registration Office the soonest of the list of students approved for leave of absence

Number 91 Leave of absence period shall be counted as a study period, as stipulated in Number 17

Section 16

Suspension

Number 92 Courses enrolled in a semester by a student who is suspended from studying due to disciplinary cause shall be deleted, and the academic record shall be marked as “Suspended”, which shall later be changed to “Leave” upon graduation

Students suspended for being caught cheating or attempting to cheat shall earn the “F” grade for that course

A student who is suspended from studying due to disciplinary cause must pay a fee for maintaining student status during the suspended semester

Number 93 The Faculty shall notify Registration Office the soonest of the list of students who are suspended

Number 94 Suspension period shall be counted as a study period, as stipulated in Number 17

Section 17

Resignation

Number 95 A Student who wishes to resign must submit a request for student resignation to student advisor, or Graduate Program Director, who shall forward to the Dean as the case may be

Upon the Dean’s approval, resignation shall take effect from the day the student submit the resignation form, as stipulated in clause 1

Number 96 Once the resignation takes effect, courses that have not been graded shall appear as W in the academic record

Section 18

Graduation and Degree Approval

Number 97 Students who are graduating, and are eligible for the University degrees shall possess fitting behavior for the prestige of the University’s degrees, as well as the following qualifications:

A. Graduate Diploma Degree

- (1) Complete all course requirements in a chosen program of study
- (2) A minimum cumulative grade point average of 3.00

(3) Have fulfilled all other conditions required by the Faculty and the Program

(4) Do not owe any debt to the University

B. Master's Degree Program: Plan A, Format A1

(1) Submitted thesis proposal, and passed the final public oral examination conducted by an appointed committee

(2) The letter "P" shall be earned for foreign language competency test according to the criteria prescribed in Number 48 in all cases

(3) Earned the letter "S" for thesis examination, and submit complete thesis paper according to stipulation set in the University Announcement on Thesis, Dissertation, Thematic paper, and Independent Study

(4) Thesis or part of the thesis shall be published, or at least be accepted to be published in a recognized national or international journals according to the criteria set in the Announcement of Office of the Higher Education Commission on Dissemination of Academic Papers

(5) Have complied with other conditions set forth by the Faculty and Program Specification

(6) Do not owe any debt to the University

C. Master's Degree Program: Plan A, Format A2

(1) Completed all course works and credits required in the Program Specification

(2) Earned cumulative grade point average of not less than 3.00

(3) Passed Comprehensive Examination (if any)

(4) Submitted thesis proposal, and passed the final public oral examination conducted by a committee appointed by the Faculty

(5) The letter "P" shall be earned for foreign language competency test according to the criteria prescribed in Number 48 in all cases

(6) Earned the letter "S" for thesis examination, and submitted full thesis paper according to the stipulation set in the University Announcement on Thesis, Dissertation, Thematic Paper, and Independent Study

(7) Thesis or part of the thesis shall be published, or at least be accepted to be published in a recognized national or international journals according to the criteria set in the Announcement of Office of the Higher Education Commission on Dissemination of Academic Papers, or full paper be presented at a conference and published in the conference proceedings

- (8) Have complied with other conditions set forth by the Faculty and Program

Specification

- (9) Do not owe any debt to the University

D. Master's Degree Program, Plan B

- (1) Completed all course works and credits required in the Program

Specification

- (2) Earned cumulative grade point average of not less than 3.00

- (3) Passed Comprehensive Examination

(4) Submitted thematic paper/independent study proposal, and pass final public oral examination conducted by a committee appointed by the Faculty

(5) The letter "P" shall be earned for foreign language competency test according to the criteria prescribed in Number 48 in all cases

(6) Submitted full thematic paper/independent study report according to the stipulation set in the University Announcement on Thesis, Dissertation, Thematic Paper, and Independent Study

(7) Thematic paper or independent study report or part of the thematic paper or independent study report shall be disseminated in any form of publication that can be searched for

- (8) Have complied with other conditions set forth by the Faculty and Program

Specification

- (9) Do not owe any debt to the University

E. Doctoral Degree: Scheme 1

- (1) Passed Qualifying Examination

(2) Submitted dissertation proposal, and passed the final public oral examination conducted by a committee appointed by the Faculty

(3) The letter "P" shall be earned for foreign language competency test according to the criteria prescribed in Number 48 in all cases

(4) Earned the letter "S" for dissertation examination, and submitted full dissertation paper according to the stipulation set in the University Announcement on Thesis, Dissertation, Thematic Paper, and Independent Study

(5) At least 2 articles of dissertation paper or part of the dissertation shall be published, or at least be accepted to be published in a recognized national or international journals according to the criteria set in the Announcement of Office of the Higher Education Commission on Dissemination of Academic Papers

- (6) Have complied with other conditions set forth by the Faculty and Program

Specification

- (7) Do not owe any debt to the University

F. Doctoral Degree: Scheme 2

- (1) Completed all course works and credits required in the Program

Specification

- (2) Earned cumulative grade point average of not less than 3.00

- (3) Passed Comprehensive Examination

(4) Submitted dissertation proposal, and passed the final public oral examination conducted by a committee appointed by the Faculty

(5) The letter “P” shall be earned for foreign language competency test according to the criteria prescribed in Number 48 in all cases

(6) Earned the letter “S” for dissertation examination, and submitted full dissertation paper according to the stipulation set in the University Announcement on Thesis, Dissertation, Thematic Paper, and Independent Study

(7) Dissertation paper or part of the dissertation paper shall be published, or at least be accepted to be published in a recognized national or international journals according to the criteria set in the Announcement of Office of the Higher Education Commission on Dissemination of Academic Papers

- (8) Have complied with other conditions set forth by the Faculty and Program

Specification

- (9) Do not owe any debt to the University

Section 19

Nomination for Graduation and Degree Approval

Number 98 Students who expect to complete their program study in the current semester shall send a completed Request for Graduation form to the University within 14 days after the opening date of the regular semester or 7 days for summer session. The request shall be approved by the University at the end of the semester

Number 99 The Registrar shall verify and compile a list of students, who have fulfilled graduation requirements and possess qualifications with no prohibited characteristics according to Number 97, and who have submitted a Request for Graduation form according to Number 98. The list shall be submitted to the University Council for approval of graduation

Section 20

Fees and Request for Refund of Fees

Number 100 Students shall pay tuition fee, administrative fees, service charges, and fines according to the University's Announcement on Tuition Fees

Number 101 The University may refund the fee paid by a student in the following cases and rates:

(1) Student's resignation or leave of absence prior to the opening date of a semester: the student shall be entitled to full refund

(2) Student's resignation or leave of absence within 14 days after the opening date of a semester: the student shall be entitled to a half refund

(3) Student's withdrawal due to the closing of course that has already been enrolled: the student shall be entitled to the full refund of tuition fee and equipment and facilities fee for the course. However, refund of courses that are closed cannot be made if tuition payment is on the lump-sum basis

(4) Student's course withdrawal within 14 days after the opening date of a regular semester, or 7 days after the opening date of a summer session: the student shall be entitled to the half refund of tuition fee and equipment and facilities fee for the course. However, refund of courses that are closed cannot be made if tuition payment is on the lump-sum basis

(5) Students who have been suspended for the next semester due to a disciplinary cause, but have enrolled for courses and paid tuition fee for the suspended semester shall be eligible for the full refund of the tuition fee

Students who wish to have refund of fees according to clause 1 shall submit a request for refund of fees to the Faculty within 30 days from the opening date of a regular semester or a summer session

Section 21

Termination and Reinstatement of Student Status

Number 102 Termination of student status shall be executed in the following cases:

(1) Have been conferred with a degree

(2) Do not meet qualifications or possess prohibited characteristics stipulated in

Number 22

(3) Be dismissed

(4) Failure to complete study within the period stipulated in the Regulation or Program Specification

(5) Resignation

(6) Have been dismissed for serious disciplinary causes

(7) Death

Number 103 For student whose status has been terminated according to Number 35 for no more than 1 year after the termination date, the Rector may approve reinstatement of the student to the same program

In the case of student reinstatement under clause 1, earlier termination period shall be deemed the leave of absence period. In doing so, the student shall pay for status maintenance fee, and any other fees for the semesters deemed leave of absence period

Number 104 For student whose status has been terminated due to resignation for no more than 1 semester after the resignation date, the Rector may approve reinstatement of the student to the same program

Clause 2 under Number 103 shall be applied mutatis mutandis to clause 1

Number 105 Leave of absence period under Number 103 and Number 104 shall be counted as study period according to Number 17

Section 22

Exemption Clauses

Number 106 In cases that compliance with the Regulation engenders injustice to a student due to a cause deemed responsible by the University, the University Council, through the Rector's proposal, may determine on other approaches different from what stipulated in the Regulation in order to ensure appropriate justice to the student as a specific case

Number 107 In cases that there are other University regulations or program specifications that stipulate criteria, conditions, and methods of graduate study specifically for a Faculty or a program, the specific University regulations or program specifications shall be enforced. However, if any specific topic is not stipulated, the Regulation shall be enforced

Temporary Provision

Number 108 Thammasat University 2010's Regulation on graduate study, which was amended into the 9th version in 2016, and has been applied to students who entered the University before the academic year 2018, shall remain applicable to those students until they graduate

Number 109 The following University regulations, entered into force prior to the date the Regulation goes into effect, shall remain in effect until the University issues new regulations of the similar topics:

(1) Thammasat University Regulation on Graduate Program (International Program) of Faculty of Economics, 2556 B.E.

(2) Thammasat University Regulation on Graduate Diploma Program in Public Law, 2556 B.E.

(3) Thammasat University Regulation on Graduate Diploma Program (Graduate Volunteer), 2558 B.E.

Announcement made on 8 October, 2018

(Professor Noranit Setabutr)

President of the University Council