THESIS PROCEDURES

REGISTRATION

1. Students are eligible for thesis registration only after they have completed at least one semester of study and a minimum of fifteen (15) credits, with a minimum cumulative G.P.A. of 3.00.

2. Students may register for full credits in their first semester or at least 3 credits in the first semester and take the remaining credits as desired in the next semesters, until completion.

3. Students who do not register for thesis credits nor for other courses in a particular semester is to maintain their status by paying a fee equivalent to that of one thesis credit hour until the completion of thesis.

4. After enrolling in thesis credits, the students may propose a name list of main academic advisor and co-advisor before submitting a request to Program Director. The qualifications of advisors must meet the criteria set by the relevant Office of Higher Education Commission.

The advisory committee shall consist of a full-time professor, and a part-time professor at the Graduate School of Bangkok University or a professional expert, each committee member will give advice to not more than five graduate students.

The advisory committee, shall convene to consider the student's thesis topic and his /her thesis proposal for either approval or disapproval.

THESIS PROPOSAL DEFENSE

5. Students must complete their thesis proposal defense (Chapter 1, 2, 3) before continue with the Thesis. If a student fails in the first oral defense, they may attempt the second defense (with fees) within three months, but no sooner than the first month after the first defense. The student has to submit a petition to the Graduate School if he/she wants to extend the second defense beyond three months.

6. The student must submit 1 copy of the manuscript to each advisor and 2 copies (of the manuscripts) to the Graduate School Office at least 1 month before the scheduled date of defense.

THESIS FINAL DEFENSE

7. After the approval of the thesis proposal and advisory committee, students may proceed with the final thesis writing under the supervision of their thesis advisor. Each student will arrange the schedule of the thesis final defense with the approval of the Graduate Chairman, and submit to the examining committee four manuscripts of the completed thesis: 2 copies to the Graduate School Office and 1 each to the respective advisor.

8. The student must submit the completed thesis and the additional abstract to the examining committee at least 1 month before the scheduled date of defense.

9. The manuscript preparation must be in accordance with the Graduate School's guidelines.

10. While the thesis is in process, the enrolled thesis credits will be recorded as I (Incomplete) and changed to S (Satisfactory) or U (Unsatisfactory) after the thesis completion.

11. The Graduate School shall appoint an examining committee for the oral defense. The committee shall consist of no more than four members: the Graduate Chairman as the committee chairman, a thesis advisor, and others, including the Commission on Higher Education. In case a student fails the oral defense he/she may have the second defense within three months, but no sooner than the first month after the first defense.

12. Students must submit the completed thesis and abstract to the examining committee at least one month prior to the scheduled date of defense.

13. Students are allowed to have thesis defense for a maximum of three times. In case of failure, they shall then be moved to plan B as specified in "Comprehensive Examination" and required to take the take the comprehensive examination instead. This case, credits registered for thesis will not be counted towards the degree. A grade of "W" (Withdrawal) will appear on the transcript of records.

14. After the satisfactory completion of the oral defense, students must secure the format approval from the Graduate School.

PUBLICATION

15. Student must have their thesis or part of their thesis published in academic journal(s) or proceeding.

16. Student must bring the following to the Graduate School no later than 3 weeks after the completion of the oral examination.

a. Their personal data (download from URSA system)

b. Title page or second cover of their thesis manuscript

c. Uploading their thesis into iThesis system

d. Submission document (download from iThesis system)

e. Document(s) concerning the publication(s) of the dissertation

17. Only after thesis or part of their thesis has been published in academic journal(s) that has peer review and the completed thesis been uploaded into iThesis system will the student be considered as having passed thesis defense and eligible for graduation.

18. The student must hold the full graduate student status on the day of submitting the completed thesis to the graduate school.