



Announcement of Chiang Mai Rajabhat University
Subject: Procedures and Guidelines for Thesis or Independent Study Preparation
at the Graduate Level
Year B.E. 2566 (A.D. 2023)

In recognition of the imperative need to enhance the procedures and guidelines for the preparation of thesis and independent study at the graduate level, and to ensure that the management and operations of the Graduate School are appropriate, efficient, and in alignment with the Ministry of Education's announcement concerning the standards for graduate-level curriculum in B.E. 2558 and the announcement of the Committee on Educational Standards for Higher Education pertaining to the standards for graduate-level curriculum in B.E. 2565, and by virtue of the authority vested in Section 31 (1) and (2) of the Rajabhat University Act B.E. 2547, with the approval of the Graduate Studies Committee at its meeting No. 3/2566 on March 9, 2023, it is hereby announced the revocation of Chiang Mai Rajabhat University's previous announcement regarding the procedures and guidelines for thesis or independent study preparation at the graduate level in B.E. 2564 (A.D. 2021). A new announcement is issued regarding the procedures and guidelines for thesis or independent study preparation at the graduate level in B.E. 2566 (A.D. 2023) as follows:

1. Submission of Thesis or Independent Study Topic and Advisor Approval Request

Students may submit a request for the approval of a thesis or independent study topic and advisor when registering for a thesis or independent study course according to the study plan. The submission should include a Concept Paper (GS. 1) for review, as detailed below:

1.1 The Curriculum Management Committee will review the proposed thesis or independent study topic and the selection of advisor (s).

1.1.1 Upon approval, the Concept Paper should be attached and submitted to the Graduate Studies Committee of the respective faculty/college.

1.1.2 In cases where approval is not granted, students will be notified to make revisions, after which the proposal will be resubmitted for reconsideration by the Curriculum Management Committee.

1.2 The Graduate Studies Committee of the respective faculty/college, appointed by the President, will consider the thesis or independent study topic and advisor (s).

1.2.1 Upon approval, students are required to submit the revised Concept Paper, along with the Revised Concept Paper Report Form (GS. 1-1) and the Request Form for Thesis/Independent Study Title and Advisor Approval (GS. 2), to the Graduate School within 30 days for the appointment of advisor (s).

1.2.2 In cases where approval is not granted, the faculty/college will inform the students to revise the Concept Paper and prepare a report on the amendments to the Concept Paper, following which the proposal will be resubmitted to the Curriculum Management Committee and the Graduate Studies Committee for reconsideration, in that order.

2. Thesis or Independent Study Proposal Examination

2.1 Proposal Examination Request

Students must submit the Request Form for Thesis/Independent Study Proposal Examination (GS. 4) along with a copy of the thesis or independent study, to the Graduate School at least 14 days before the examination date.

2.2 Proposal Examination Postponement

If necessary, students may submit the Request Form for Postponement of Thesis/Independent Study Proposal Examination (GS. 5) to the Graduate School within 7 days prior to the scheduled examination date. The Graduate School shall evaluate such requests on an individual basis. If postponement entails fees and no examination takes place, the Graduate School will present the case to the university for further consideration.

2.3 Request for Thesis or Independent Study Approval

2.3.1 Upon successful examination or conditional approval, students must proceed to incorporate recommended revisions and present a finalized version of the thesis or independent study, including the Request Form for Thesis/Independent Study Proposal Approval (GS. 7) after the cover page. This submission should occur within 7 days from the examination date.

2.3.2 In cases where students do not pass the examination, students are required to make revisions in accordance with the recommendations of the examination committee and subsequently submit the thesis examination request (as per 2.3.1) within 7 days from the examination date.

2.4 Students are required to submit the completed proposal of thesis or independent study to the Graduate School as follows:

- 1) For doctoral level : 5 copies of the thesis,
- 2) For master's level : 4 copies of the thesis, or
3 copies of the independent study.

2.5 Once the thesis or independent study has been approved by the Graduate School, it will be presented to the Graduate Studies Committee for acknowledgement.

2.6 Students are required to submit the Report Form for Checking Plagiarism and Duplication in Thesis/Independent Study (GS. 6) to verify the absence of plagiarism or duplication of others' academic work within the thesis or independent study .

3. Changing Thesis or Independent Study Advisor

Students have the option to request a change of advisor through the submission of the Request Form for Advisor Change in Thesis/Independent Study (GS. 3).

4. Requesting an Expert to Verify Equipment/Experimental Equipment/Instrument Usage/Data Collection for the Thesis or Independent study

Students may submit the Request Form for Expert Review of Research Instruments, Tool Experimentation/Usage, and Data Collection in Thesis/Independent Study (GS. 8) to obtain a letter of endorsement from the Graduate School.

5. Thesis or Independent Study Examination

Students are eligible to undertake the thesis or independent study examination subsequent to the approval of their thesis or independent study, provided that a minimum of 60 days have elapsed, and they have successfully completed the Qualifying Examination at the doctoral level or the Comprehensive Examination at the master's level, while maintaining a minimum cumulative GPA of 3.00 on a 4.00 scale. This requirement is excepted for Plan A at the master's level and Plan 1 at the doctoral level. The examination process unfolds as follows:

5.1 Examination

5.1.1 Students are obliged to submit the Request Form for Thesis/Independent Study Examination (GS. 9), accompanied by the requisite documents, to the Graduate School no later than 14 days prior to the scheduled examination date, as delineated below:

- 1) Receipt of thesis or independent study examination fee payment,
- 2) Copies of the thesis or independent study, as follows:
 - 2.1) Doctoral level : 2 copies of the thesis,
 - 2.2) Master's level : 1 copy of the thesis, or
2 copies of the independent study.

5.1.2 In the case of a pass, students must make corrections according to the recommendations of the thesis or independent study examination committee within 30 days from the examination date.

5.1.3 In the case of a fail, students must make corrections according to the recommendations of the thesis or independent study examination committee within 30 days from the examination date and submit a request for re – examination as per 5.1.1.

5.2 Examination Postponement

Students may apply for an examination postponement through the Request Form for Postponement of Thesis/Independent Study Examination (GS. 5) to the Graduate School at least 7 days before the examination date in case of necessary circumstances. The Graduate School will consider such cases on an individual basis. In cases where no examination is held due to extraordinary circumstances; the Graduate School will submit the request to the university for consideration as an exceptional case.

6. Completion of Thesis or Independent study

6.1 Students are required to submit the manuscript of their thesis or independent study (Revised Version) (GS. 10), along with one copy of the thesis or independent study, which has been revised in accordance with the recommendations of the examination committee, to the Graduate School for format review.

6.2 Subsequent to the successful format review of the thesis or independent study, students are expected to make any required corrections and then submit the complete hardbound copies of the thesis or independent study to the Graduate School for final approval. This must be done before the production of the final bound copies.

6.3 Students are required to submit the Report Form for Checking Plagiarism and Duplication in Thesis/Independent Study (GS. 6) to verify the absence of plagiarism or duplication of others' academic work within the thesis or independent study.

6.4 Students must submit 4 hardbound copies of the complete thesis or independent study, along with the Submission Form for Full-Text Thesis/Independent Study (GS. 11), and evidence of publication and/or dissemination of the thesis or independent study in accordance with the program's graduation requirements.

This regulation shall be effective from the academic year 2023 onwards.

Announced on October 10, 2023.



(Associate Professor Dr. Chatree Maneekosol)
Acting President of Chiang Mai Rajabhat University