



Naresuan University Announcement
Re: Thesis Management Regulations of 2017

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To ensure that the theses of the graduate students of Naresuan University are appropriately managed following the established standards in accordance with the Ministry of Education's Announcement on Graduate Studies Framework B.E. 2558.

By virtue of Section 20, Section 21, and Section 37 of the Naresuan University Act of B.E. 2533 and Article 27 of the Naresuan University Regulations on Graduate Studies B.E. 2559 together with Academic Council Resolution in Meeting No. 2/2560 held on 14 February 2017, the Naresuan University thesis management regulations for graduate students are set as follows:

Clause 1 This announcement is titled "Naresuan University Announcement Re: Thesis Management Regulations of 2017".

Clause 2 This announcement shall apply to graduate students under the new or the revised curriculum updated from the curriculum that used the Graduate Studies Regulations of 2015.

Clause 3 Graduate students who have registered for a thesis in line with the course study plan must propose for the appointment of a thesis advisor.

Clause 4 For the appointment of a thesis advisor, Naresuan University Graduate School shall observe the following guidelines:

For master's degree: 1 main thesis advisor and 1 to 2 co-advisors (if needed)

For doctoral degree: 1 main dissertation advisor and 1 to 3 co-advisors (if needed)

Clause 5 Guidelines for the number of master's degree and doctoral degree students for every main thesis advisor are as follows.

(1) Main thesis advisor with a doctoral degree or equivalent and who has academic contributions that qualify the requirements to be the main thesis advisor can supervise up to 5 graduate students per semester.

/(2) Main thesis advisor...

(2) Main thesis advisor with a doctoral degree or equivalent, holds an academic position of Assistant Professor or higher or has a master's degree or equivalent, and has an academic position of Associate Professor or higher and has academic contributions that meet the requirement for main thesis advisor can supervise up to 10 graduate students per semester.

(3) Main thesis advisor with a doctoral degree or equivalent and holds an academic position of a Full Professor can supervise more than the specified number of graduate students but should not be more than 15 students, subject for approval from the Naresuan University Council. In cases where more than 15 students need to be supervised, it requires approval from the office of the Higher Education Commission, depending on the circumstances.

Clause 6 Main thesis advisor for master's degree and doctoral degree students must be a full-time course lecturer; has a doctoral degree or equivalent or at least a master's degree or equivalent; has an academic position of Associate Professor; has academic work that is not a part of a study to obtain a degree; has academic articles that are published in accordance with the requirements specified to qualify for an academic position – at least 3 articles wherein 1 of the articles must be a research result.

A thesis co-advisor (if any) must have the same qualifications and academic performance as the main thesis advisor.

An external co-advisor (if any) must have the qualifications and academic performance as follows:

(1) Has a master's degree and qualified for a doctoral degree or equivalent and has published at least 10 papers that are related to the thesis topic in journals indexed in nationally recognized databases.

If the above-mentioned academic qualifications and achievements are not met, the external advisor must be a highly recognized expert, knowledgeable and highly experienced in the field related to the thesis topic, and the appointment must be approved by the Naresuan University Council and confirmed by the Office of the Higher Education Commission.

(2) Has a doctoral degree or equivalent and has published at least 5 papers related to the thesis topic in journals indexed in international databases.

If the above-mentioned academic qualifications and achievements are not met, the external advisor must be a highly recognized expert, knowledgeable and
/highly experienced...

highly experienced in the field related to the thesis topic, and the appointment must be approved by the Naresuan University Council and confirmed by the Office of the Higher Education Commission.

Clause 7 The duties of the thesis advisors are as follows:

- (1) Supervise the thesis
- (2) Approve the thesis proposal and appoint experts to review the tools to be used in the research
- (3) Check and approve requests to agencies to collect data
- (4) Check and approve thesis examination request
- (5) Coordinate with experts and committee members involved in the thesis examination.
- (6) Evaluate the result of the thesis examination.

Clause 8 Thesis proposal examination process

(1) Students who already have been appointed with a thesis advisor must attend and pass the research ethics training in accordance with Naresuan University Announcement Re: Research Ethics Training for Graduate Students to qualify to take the thesis proposal examination as prescribed by the course.

If a student is enrolled in a course that includes research ethics, the student can use the result of the course instead of attending a research ethics training by submitting a request addressed to the Dean of Naresuan University Graduate School, and it will be subject to approval by the Graduate School Board.

(2) Department head/course coordinator shall propose to the faculty /college the appointment of the thesis proposal examination committee, which includes – the main thesis advisor, co-advisor/s (if any), and a lecturer of a graduate degree program related to the thesis discipline. A total of 3 to 6 persons shall be assigned to serve as Committee Chair, Committee members, and Secretary.

(3) The thesis proposal examination committee shall submit a report of the thesis proposal examination result along with a copy of the thesis proposal and a copy of the certificate from the Research Ethics Committee on human or animal research or institutional biosafety to the faculty responsible for the course. The faculty shall send the documents mentioned above to Naresuan University Graduate School and make a request to allow the student to conduct the research.

Clause 9 If there is a need for an expert to review the research instruments or a need to request for assistance from various agencies to collect data, the student shall request for a letter, with the approval of the main thesis advisor, from the Naresuan University Graduate School. The Graduate School shall issue the letter for the expert or head of the agency, as the case may be. For research involving human subjects, the student must attach the certificate of approval to conduct human research and the questionnaires.

Clause 10 Thesis examination preparation process

(1) The student shall request for the appointment of the thesis examination committee approved by the main thesis advisor and submit copies of the complete thesis according to the number of the thesis exam committee, a copy of the thesis examination form, and a copy of the thesis examination report. For research involving human subjects, the student must attach a copy of the certificate of approval from the Naresuan University Institutional Review Board. For research that involves animals, the student must attach a copy of the certificate of approval to conduct research from the Center of Animal Research, Naresuan University.

(2) The department head/course coordinator shall propose the list of the thesis examination committee members approved by the dean of the faculty/college. The course coordinator shall send a request to the Graduate School to appoint the thesis examination committee 30 days before the exam date. Application for thesis examination shall be made at least 90 days after the announcement date of the approval to conduct research according to the result of the thesis proposal examination.

(3) Master's degree students under Plan A, type A1 may take the thesis examination after completing the thesis registration in accordance with the curriculum, and students under type A2 may take the thesis examination after completing the course and the thesis registration in accordance with the curriculum.

(4) Doctoral degree students taking type 1 and type 2 courses can take the thesis examination after registering for the thesis or after completing the thesis and the course in accordance with the curriculum and after passing the Qualifying Examination for at least 1 semester.

(5) Master's degree thesis examination committee must have at least 3 committee members consisting of the following:

a) Committee Chair: A full-time course lecturer or an expert in the related field not working at Naresuan University

/b) Committee Member/s...

b) Committee Member/s: The main thesis advisor and co-advisor/s (if any)

c) Committee Member/s: At least one full-time lecturer of the course or an expert in the related field not working at Naresuan University

The master's degree thesis examination committee must have at least one committee member who is an expert in the related field working outside of Naresuan University.

(6) Doctoral degree examination committee must have at least 5 committee members consisting of the following:

a) Committee Chair: An expert in the related field working outside of Naresuan University

b) Committee Member/s: Main thesis advisor and co-advisor/s (if any)

c) Committee Member/s: At least one full-time lecturer of the course or an expert in the related field not working at Naresuan University

The doctoral degree thesis examination committee must have at least one committee member who is an expert in the related field working outside of Naresuan University.

Clause 11 Members of the thesis examination committee must have the following expertise, academic qualification, and academic accomplishments:

(1) Master's Degree

A full-time course lecturer with a doctoral degree or equivalent is required or a minimum of a master's degree or equivalent, has an academic rank of Associate Professor, must have academic works that are not part of the requirement of a study to obtain a degree, and must have at least 3 academic papers published in the past 5 years in accordance with the criteria set to qualify for an academic position. 1 of the published articles must be a research paper.

An external expert must have a doctoral degree or equivalent and must have published at least 10 academic articles, which are related to the thesis topic, in journals indexed in nationally recognized databases

If the external advisor does not have the above-mentioned academic qualifications and achievements, the external advisor must be a highly recognized expert, knowledgeable and highly experienced in the field related to the thesis topic, and

/ the appointment...

the appointment must be approved by the Naresuan University Council and confirmed by the Office of the Higher Education Commission.

(2) Doctoral Degree

A full-time course lecturer with a doctoral degree or equivalent is required or a minimum of a master's degree or equivalent, has an academic rank of Associate Professor, must have academic works that are not part of the requirement of a study to obtain a degree, and must have at least 3 academic papers published in the past 5 years in accordance with the criteria set to qualify for an academic position. 1 of the published articles must be a research paper.

An external expert must have a doctoral degree or equivalent and must have published at least 5 academic articles, which are related to the thesis topic, in journals indexed in internationally recognized databases.

If the external advisor does not have the above-mentioned academic qualifications and achievements, the external advisor must be a highly recognized expert, knowledgeable and highly experienced in the field related to the thesis topic, and the appointment must be approved by the Naresuan University Council and confirmed by the Office of the Higher Education Commission.

Clause 12 The thesis examination process:

(1) The main thesis advisor and the head of the department/course coordinator shall coordinate with the members of the examination committee and request for the approval of the budget for the thesis examination from the faculty/college responsible for the course.

(2) The faculty/college responsible shall review and approve the proposed budget of the thesis examination submitted by the main thesis advisor and the head of the department/course coordinator.

(3) The thesis examination committee must conduct the graduate student's thesis examination on the date, time, and place specified in the Graduate School announcement.

(4) The thesis examination committee is responsible for testing the student's knowledge and understanding and assessing the student's thesis. If there are recommendations to revise certain parts of the thesis, the student must revise it accordingly and have it approved by the thesis examination committee.

/(5) If the student...

(5) If the student fails to pass the thesis examination, the student may apply to retake the examination not less than 1 month after the first examination. The thesis examination can be taken not more than 2 times.

(6) For the thesis examination to be considered successful and valid, all members of the thesis examination committee must be present during the exam. If the committee is not complete, the exam could be postponed. If necessary, a request for a change of Examination committee members is possible. The new examination committee must be appointed 15 working days before the exam date.

(7) The thesis examination committee must submit the report of the result to the Graduate School within 2 weeks after the examination date.

(8) The thesis examination must be open to the public.

Clause 13 Submission of the complete thesis

(1) Students who have passed the thesis examination must submit a copy of the complete thesis and a CD containing all the thesis information to the Graduate School in preparation for the production of the thesis book in accordance with the format specified by Naresuan University.

(2) Students who have passed the thesis examination but have not submitted a copy of the complete thesis and all the thesis information saved on a CD in preparation for the production of the thesis book in accordance with the format specified by Naresuan University within the stipulated semester, do not qualify for graduation. In this case, the student must register to maintain 'student status' in the succeeding semesters until this requirement is complied with; otherwise, the student status shall be canceled. The student may apply for graduation during the semester when a copy of the thesis and all its information have been finally submitted to the Graduate School.

(3) The complete thesis that the student shall submit to the Graduate School must contain the signatures of the thesis examination committee. The student must submit 2 hardbound copies (pages must be sewn, not glued) of the complete thesis. The CD must contain the original copy of the complete thesis and all its information and a copy in Portable Document Format (PDF).

(4) If the thesis was prepared electronically using the Naresuan University electronic thesis writing system (Naresuan E-THESIS or iThesis), the complete thesis that the student shall submit to the Graduate School must contain the signatures of

/the thesis examination committee...

the thesis examination committee. The student must submit 2 hardbound copies of the complete thesis and a CD containing the original copy of the complete thesis and all its information and a Portable Document Format (PDF) copy.

Clause 14 In cases where there is an existing memorandum of agreement on academic and research cooperation with other institutions, public or private, the following guidelines shall be followed:

(1) Intellectual property rights shall be subject to the mutual agreement of both parties involved. If there is no existing mutual agreement, all parties involved are entitled to ownership of the intellectual property rights.

(2) Sponsoring organizations must be stated in the Acknowledgement section of the thesis.

(3) The arrangement of the benefits of the thesis in relation to the conduct of the research work shall be in accordance with the contract or the mutual agreement of both parties specified in the agreement forms at the university.

(4) if a student is under the scholarship of the Royal Golden Jubilee for Ph.D. Programs (RGJ PhD) or is still under any other scholarships; the student must comply with the conditions of the scholarship.

Clause 15 Naresuan University owns the copyright of the thesis.

Clause 16 Problems regarding the implementation or issues not stipulated in this announcement shall be presented to the Academic Council for consideration on a case-by-case basis.

Announcement Date: 28 March 2017

(Honorary Professor Dr. Kanchana Ngourungsri)

Acting President, Naresuan University