

3. The steps in processing for thesis / Dissertation / IS examination.

Student submits all documents required to the Graduate Study Section (GSS) Staff.

Documents consist of :

1. Ph.D.4 / M.N.S.4 (identify date and available time of Major advisor Co-advisor(s) and program chairperson)
2. Copies of thesis /IS, number of copies equal to number of examination committees (M.N.S. for Thesis = 6 copies, IS = 5 copies / Ph.D. for Thesis = 6-7 copies)
3. A copy of English competency certificate (TEGS / TOEFL / IELTS)
4. A copy of non-credit registration receipt for the present semester.
5. A copy of ethics training document (required for student code 50 and over)
6. A copy of expectation for graduation receipt.
7. Only Ph.D. students need additional documents from the co-advisor who is/are working in an overseas university. The details are as follows: name, surname, e-mail address, official address / or home address.

GSS staff will call or e-mail the examination schedule to the student. Estimated time for receiving information is 1 week after the student submits the examination request.

However, date and time for examination will be dependent on available time of examination committee.



Composition of Thesis / IS examination committee

For student code 50 and over

Ph.D. Program :

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|---|------------------|
| 1. Chair of the program or representative person | Chair committee |
| 2. Major advisor | Committee member |
| 3. Co – advisor 1 | Committee member |
| 4. Co – advisor 2 | Committee member |
| 5. Specialist faculty person from outside program | Committee member |
| 6. Specialist person from outside university; at least 1 person | Committee member |

M.N.S. Program : Plan A-Thesis

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| 1. Chair from proposal examination | Chair member |
| 2. Major advisor | Committee member |
| 3. Co – advisor (s) | Committee member |
| 4. Chair of the program or representative person | Committee member |
| 5. Specialist person form outside university | Committee member |

M.N.S. Program : Plan B-IS examination

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| 1. Chair of the program or representative person | Chair member |
| 2. Major advisor | Committee member |
| 3. Co – advisor (s) | Committee member |
| 4. Specialist person from outside university | Committee member |



After receiving date / time of examination by phone or e-mail, the student should contact GSS staff to receive a copy of examination committee announcement and proposal document that was approved for format. Students who did not received any information 1 week after submitting the request document, should contact GSS staff at 053-6065,

053-949079, 053-949115



Process of examination : Before examination, students should prepare the page of examination committee approval. This page consists of a list of examination committees and Dissertation / thesis / IS advisory committees. The format should be checked before being submitted to committees for signature.



After examination : After student corrected and checked for abstract in both Thai / English language, these abstract should be send to major advisor and co-advisor for approval. Then, student submit M.N.S.8 / Ph.D.8 form with approved abstract from advisor with CD-Rom for secondary edit from an English expert.

- end of process -

*** Preparation for examination ***

- Examination Place** : Building staff will open and close the examination room (room will be opened 30 minutes before the examination - if it is not opened, please contact 053-945050)
- IT** : In examination room, FON will provide computer and LCD projector, please see information on how to operate these devices inside the room. If any problems occur, please contact 053-945027
- Before examination preparation** : Student should prepare other necessary devices by themself. For example : water, glass, snack, napkin or plate etc.