

### *3. The steps in processing for thesis examination.*

Student submits all required documents 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)
3. A copy of non-credit registration receipt for the current semester. (2 copies)
4. A copy of 12 credits thesis / 6 credits IS. Registration receipt. (1 copy)
5. A copy of English proficiency certificate (TEGS / TOEFL / IELTS) (1 copy)
6. A copy of expectation for graduation receipt. (2 copies)
7. Turnitin result should be approved and signed by major advisor on the first page of each chapter
8. Only Ph.D. students need additional documents from the co-advisor who is/are working in 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 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

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

#### 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. External expert form outside university       | Committee member |

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

#### Plan B – IS.

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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. External expert from outside university       | Committee member |

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After receiving date / time of examination by phone or e-mail, student should contact GSS. staff to receive a copy of examination committee announcement and proposal document that is approved for format. Student who does not receive any information by 1 week after submitting the request document, should contact GSS. staff at 053-936065, 053-949079

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Process of examination : Before examination, student 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 submitted to committees for signature. ( At least 3 copies is needed.)

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After examination : After student corrects and checks the abstract in both Thai and English language, these abstracts should be sent to major advisor and co-advisor for approval.

Then, student send; English abstract file to Ms.marisa, English expert by E-mail and another copy to GSS.

(see detail in Steps in Processing for abstract approval)

**\*\*\* 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 053-935050)

**IT** : In examination room, FON will provide computer and LCD projector, please see instruction on how to operate these devices inside the room. If any problems occur, Building 1,3 please contact 053-935027 / Building 2,4 Contact 053-949094

**Before examination** : Student should prepare other necessary devices by him / herself. For example: water, glass,