**The Process of Online-Proposal/Thesis/IS and Qualifying Examination Submission**

**--For Students--**

**Student: go to the FON-CMU website** at <http://www.nurse.cmu.ac.th/web/en/>

- Select menu “Student Resources”

- Select menu “Academics: Download Forms”

- Select “M.N.S./Ph.D. 4: Examination Request Form” and download the form

- Fill out the necessary documents and save the file with your name in the title

**Student:** Send the request form(s) to your academic/thesis advisor via email or LINE for approval using CMU’s email account. The academic advisor will reply her consideration to student’s email.

**Student:** Forward the request form(s) from academic advisor to the programs’ committee chairperson via CMU’s account email.

**Student: Forward the request** form with the “Survey Form of Available Date and Time for the Examination” via email or LINE to gradnurse2019@gmail.com

**Graduate Staff:** Check the request form and send to students if a revision is requested. Send the document to the Assistant Dean and Associate Dean for Graduate Studies to sign within 3 working days. Staff will notify students of the process via LINE or email.