



# **Thesis Manual**

## **For Graduate Students**

**Faculty of Nursing, Chiang Mai University**

**Academic Year 2022**

## **ACKNOWLEDGEMENT**

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Deputy Dean of Graduate Study  
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July 6, 2022

## **Preface**

This thesis manual has been published with the primary goal of providing guidance in writing a thesis report for graduate students of Faculty of Nursing, Chiang Mai University. Contents in this manual consist of 1) Proposal Development for Thesis/Dissertation/Independent Study, 2) Thesis Proposal Defense Examination Request, 3) Thesis Data Collection, 4) Thesis Defense Examination Request, and 5) Citations and References.

Hopefully, this manual will be helpful for the students to adhere to while writing their thesis and successfully complete their thesis in respect.

Thesis Manual Working  
Committee  
July 6, 2022

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# CHAPTER 1

## Introduction

Under the graduate programs of Faculty of Nursing at Chiang Mai University, students are required to write research reports in each course as part of the course evaluation. Students must complete an in-depth study that involves several research processes (such as review of literature and previous studies or data analysis) either as an independent study or as a thesis which is a curriculum requirement for the degree. Students in a doctoral degree must complete a dissertation or a doctoral thesis, whereas students in a master's degree must complete a thesis (Plan A) or an Independent Study (IS) (Plan B). In addition, their academic outputs should be acknowledged and recognized at both national and international levels. In order to do so, students should follow the formats of the research reports or thesis to ensure that these reports are accurate and up to international standards. This means that all academic reports should be written in an organized and systematic manner by using appropriate styles and proper referencing formats, as well as clearly representing the concepts to readers.

Accordingly, this thesis manual aims to provide guidelines for faculty members and graduate students regarding research report/ thesis writing in order for it to be internationally accepted, primarily by utilizing writing standards according to Chiang Mai University's Research Report Manual B.E. 2558. Furthermore, each chapter includes detailed guidelines in every stage of conducting research for a thesis project. The Graduate Study Unit, Faculty of Nursing, Chiang Mai University, has produced this manual to be used for both on-site and online practices and served as guidelines for writing a thesis from start to finish. Each chapter contains the following details.

Chapter 2: Thesis proposal development process. This chapter includes the following topics: 1) Definition of '*thesis*', which consists of Thesis and Independent Study as defined by the Graduate School, 2) Components of Thesis/Independent Study



for Master and Doctoral degree students, and 3) Steps in conducting a thesis starting from proposal development to degree completion.

Chapter 3: Thesis proposal defense examination request and the approval of thesis title, Approval of thesis title from the Faculty Graduate Committee, and Appointing thesis advisors. Thesis proposal defense involves the following details: 1) Thesis proposal defense request, 2) Steps of thesis proposal defense request, 3) Revision of thesis proposal after defense for submission to the faculty graduate committee, 4) Submission of thesis title and proposal for approval from the faculty graduate committee, 5) Submission of thesis title and thesis proposal for approval from the Graduate School, Chiang Mai University and Appointment of thesis advisory committee; and 6) Request for Research Ethical Review.

Chapter 4: Thesis data collection and document preparation prior to data collection. This chapter describes how to request official approval of the research methodology and how to change the thesis proposal after it has been approved by the faculty graduate committee.

Chapter 5: Thesis defense examination request. This chapter covers 1) Thesis plagiarism/duplication check, 2) Submission of thesis defense documents, 3) Appointment of the thesis defense committee, 4) Thesis defense information, 5) Evaluation of thesis defense, 6) Revision after thesis defense, 7) Preparation of complete thesis, 8) Printing thesis, 9) Submission of complete thesis, 10) Preparation of manuscripts for publication in a journal as required by the curriculum, 11) Submission of a thesis to the Graduate School for graduation, and 12) Concealing and not disseminating thesis.

Chapter 6: References and Citations. This chapter includes 1) In-text citations, 2) References or bibliography, 3) Presenting with tables and figures, 4) Translating Thai references into English, and 6) Ordering reference lists.

## CHAPTER 2

### **Proposal Development for Thesis/Dissertation/Independent Study**

Developing a proposal for a thesis, dissertation, and independent study is one of the most vital steps. When doing this, students should pick a research topic of their interests and not make it too challenging to put the concepts into practice or apply new concepts. It is also crucial that the research does not lead to additional issues that could be problematic, such as ethical concerns, financial problems, data collection issues, or even the length of the research period. If the chosen topic is similar to earlier studies, students should take into account certain potentials that could make the research different or of higher quality.

The thesis/IS proposal development outlined in this chapter is simply a set of guideline that students can use to develop their own thesis proposal. The proposal's content and other details, on the other hand, should be discussed with the program's advisor or the future thesis advisor.

This chapter covers the following topics 1) Definition of 'thesis' that consists of Thesis and Independent Study, which provide information on a doctoral dissertation of Type 1.1, 2.1, and 2.2, and a Master thesis (Plan A) and Independent Study thesis (Plan B), 2) Components of Thesis/Independent Study for Master and Doctoral degree students, 3) Steps in conducting a thesis starting from outline development to degree completion, and 4) Forms requested in Thesis Proposal. The details are as follows.

#### **2.1 Definition or meaning of 'thesis'**

Students enrolled in graduate programs are required to write thesis or research reports, or independent study as part of their degree requirements according to the curriculum. Depending on the degree and volume of research outputs involved, these academic papers are typically referred to by different names. The terms "dissertation" or "doctoral thesis," for instance, are used when referring to a Ph.D. degree. On the other

hand, a Master's Degree often offers two study plans which are "thesis" and "independent study" (IS). In this Thesis Manual, the term "thesis" refers to a dissertation, thesis, and independent study.

1. Dissertation refers to a thesis report of Doctoral Degree students in Type 1.2, 2.1, and 2.2. Dissertation processes involve academic principles in reviewing literature, synthesizing data from previous studies, and creating new bodies of knowledge. Students must begin by compiling data from the approved research topic until having complete results. The results, then, are analyzed, summarized, discussed, and systematically written. A complete thesis report must be submitted to receive a doctoral degree. In contrast to a thesis and an independent study, a dissertation typically shows students' initiative in conducting research with higher quality content.
2. Thesis refers to a thesis report of master's degree students in Plan A and doctoral degree students. A doctoral thesis has higher quality content than a master thesis of Plan A. Both master's and Ph.D. thesis require research processes with academic principles in reviewing literature, synthesizing knowledge from previous studies, and conducting research. Students must begin by compiling data from the approved research topic until having complete results. The results, then, are statistically analyzed, summarized, discussed, and systematically written. A complete thesis must be submitted to receive a doctoral or master's degree. In contrast to an independent study, a thesis typically shows students' initiative in conducting research with higher quality content. The program's credits are outlined below.
  - 2.1 Master's thesis consists of three study options, including 1) Type 1: conducting a thesis only, 2) Type 2: focusing on being an academic scholar/researcher and conducting a thesis of 12 credits, and 3) Type 3: focusing on advanced nursing practice and conducting an independent study of 6 credits.
  - 2.2 Doctoral thesis consists of four study options, including 1) Type 1.1: completing master's degree with a thesis of 48 credits, 2) Type 1.2:

completing bachelor's degree with a thesis of 72 credits, 3) Type 2.1: completing master's degree with a thesis of 36 credits and completing coursework of 12 credits, and 4) Type 2.2: completing bachelor's degree with a thesis of 48 credits and completing coursework of at least 24 credits.

3. Independent Study thesis refers to a thesis in which there is the analysis and development of a working system using research principles of master's degree students in Plan B. The content can demonstrate students' initiatives and highly organized data on the approved topic. A complete thesis must be submitted to receive a master's degree.

## **2.2 Components of thesis for Master's and Doctoral degree students**

There are four major components of a dissertation, thesis, and independent study, including Frontage, Body of contents, References, and Supplement.

1. Frontage: covers the title of a thesis, author, advisors, and the author's institution (Chiang Mai University) and is followed by the approval of the degree page, which details the thesis defense committee of the dissertation, thesis, or independent study. The frontage consists of the front cover, title page, acknowledgment, abstract, Table of contents, List of tables, and List of figures.

1.1 Front cover: Students are not required to submit a printed copy to the Graduate School. Students can submit an electronic version via the e-thesis platform. The front cover includes the following details.

- a. Title of dissertation, thesis, IS: Use language for writing a thesis (use typeface for English). The title must be written using a proper upside-down triangular shape.
- b. Student's name: Only Name and Surname, with centered align. Name title is not needed.

- c. Type of research report, dissertation, thesis, IS, and Degree/Field of study.
- d. Name of institution: Use “ Graduate School, Chiang Mai University.”
- e. Year of publication: Use year of graduation.

1.2 Title page: It consists of

- a. Year of publication: Use year of graduation.
- b. Title of thesis
- c. Name – Surname of the researcher
- d. Name of degree and field of study
- e. Names and signatures of the thesis defense committee
- f. Names and signatures of the thesis advisory committee
- g. Month and Academic Year of graduation
- h. Type “Copyrighted by Chiang Mai University”

1.3 Acknowledgement: This section is used to show the student’s appreciation for those who have been involved and participated in the thesis. Type “Acknowledgement” in the center of the next page.

1.4 Abstract: Abstract is a section that briefly summarizes the main ideas of the dissertation, thesis and IS. Readers can see an overview of the research without reading through the whole report. Abstract comprises two parts:

- a. Header: includes a thesis title (use capital letters only), author’s name, degree/field of study, names of thesis advisors (with academic positions), and specify if he/she is the major advisor or co-advisor.

- b. Text of abstract: summarizes objectives of the study, research methodology, research findings in a concise and comprehensive manner. An abstract needs to be written in both Thai and English. The Thai abstract will be submitted first for approval before being translated into English. This applies to both Thai and English thesis.
- 1.5 Table of contents: outlines different sections of the dissertation, thesis, and IS and their corresponding page numbers, beginning from the acknowledgment page to the researcher's curriculum vitae. A dissertation/thesis/IS report in Thai language must provide its table of contents in Thai, while that in English language has to do so in English.
  - 1.6 List of tables: shows all tables outlined in the thesis (including tables in the Appendix) and indicates their page numbers. Titles of the tables are typed in bold. A dissertation/thesis/IS report in Thai language must provide its List of tables in Thai, while that in English language has to do so in English.
  - 1.7 List of figures: illustrates all the figures, images, maps, charts, and graphs outlined in the thesis (including figures in the Appendix). Titles or descriptions of the figures must match what appears in the content. A dissertation/thesis/IS report in Thai language must provide its List of figures in Thai, while that in English language has to do so in English.
- 2. Text: is the main content section that covers different research parts, e. g. literature review, data analysis, data evaluation, etc. in a systematic manner. Major parts include:
    - 2.1 Introduction: is an introductory part that describes the background and rationale of the study or explains the reasons behind the selected topic of the thesis/IS.
    - 2.2 Text or body of contents: describes different parts of a dissertation, thesis, and IS in five chapters as follows:

Chapter 1 Introduction: explains the background and rationale of the research, objectives, research hypotheses, research scopes, conceptual frameworks, preliminary agreement, expected benefits, and definitions of key terms.

Chapter 2 Literature review: details related literature and previous studies. This chapter may include relevant concepts and theories under the study.

Chapter 3 Research methodology: covers population, samples, data collection instruments, data collection process, data analysis, and statistics used to analyze the data.

Chapter 4 Research Findings: includes research findings according to the topic or objectives and an explanation of the results.

Chapter 5 Conclusion: covers the conclusion and recommendations for future research.

3. Citation: is a section that describes sources of the data being cited in the dissertation, thesis, and IS to prove that concepts under the study have been addressed or mentioned in earlier works. Providing citations provides a thesis with credibility and reliability. It also acknowledges the authors whose works have been referenced (citation is described in detail in Chapter 6).
4. Supplement: is a part that provides further details of the content in a thesis/IS. It includes the Appendix and Curriculum Vitae of a researcher.

As aforementioned, master's degree students in Plan A must conduct research as a thesis, while master's degree students in Plan B must conduct research as an independent study and writes academic papers. Differences between thesis and IS can be viewed from the Guidelines in Conducting a Research for Thesis/Independent Study (for Master's Degree students), which has been updated as agreed upon by the Faculty Graduate Committee in the Annual Regular Meeting No. 2/2564, which was held on February 4, 2021, with the following details.

Table 2-1 The Differences between thesis and independent study

Thesis	Independent Study
1. An academic report on the approved topic following the research protocols and methodology under the guidance and supervision of research advisors as part of the degree requirements.	1. An academic report following a student's independent study on the approved topic under the guidance and supervision of research advisors as part of the degree requirements.
2. 12 Credits	2. 6 Credits
<p>3. Objectives</p> <p>3.1 To test or examine nursing theories as well as related theories in nursing practice</p> <p>3.2 To develop body of knowledge in nursing practice</p> <p>3.3 To gain body of knowledge which can bring into nursing practice.</p>	<p>3. Objectives</p> <p>3.1 To find solutions for an organization according to specific roles by applying knowledge into practice</p> <p>3.2 To study the research findings or body of knowledge in order to improve the quality of nursing practice (under the APN-based curriculum)</p> <p>3.3 To improve body of knowledge related to a particular field of study</p>
<p>4. Scopes of the study</p> <p>Research settings should not be too specific. The study should focus on applying knowledge into general practice within a possible timeframe as specified in the curriculum.</p>	<p>4. Scopes of the study</p> <p>Research settings should be specific such as in the researcher's work contexts. Knowledge gained from the study should benefit a specific organization rather than general practice within a possible timeframe as specified in the curriculum.</p>
<p>5. Conceptual framework</p> <p>Conceptual framework should be based on concepts or theories from related literature under the field of study.</p>	<p>5. Conceptual framework</p> <p>Conceptual framework should be based on concepts or theories from related literature under the field of study.</p>
<p>6. Research methodology</p> <p>Types of research are:</p>	<p>6. Research methodology</p> <p>Types of research are:</p>



Thesis	Independent Study
<p>1) Qualitative research</p> <p>2) Quantitative research, either N of 1 trial or single case design</p> <p>3) Developmental research</p> <p>4) Development of clinical practice guidelines - phase I</p> <p>5) Implementation of clinical practice guidelines - phase II</p> <p>6) Other research studies such as systematic review, meta-analysis, or case study</p> <p><u>Remarks</u></p> <p>1. No. 1) to 3) need to be reviewed if it is appropriate for the subject and research problem.</p> <p>2. No. 4) and 5) need to be reviewed by the faculty regarding research scopes and the extent to which it should be appropriate with the credits and different from an Independent Study in Plan B. Developing or implementing clinical practice may involve a multidisciplinary approach or patient care in various stages or settings, or care management system. It is possible to conduct research that covers both the development and implementation phases, but its scope must be carefully considered to ensure that it is not overly complicated, difficult, or time-consuming.</p>	<p>The research should be reliable by focusing on providing solutions to an organization or facilitating further improvement of the roles and competencies of APN, including:</p> <p>1) Development of clinical practice guidelines</p> <p>2) Implementation of clinical practice guidelines on both the process and its effects by comparing before and after results or comparing between groups or settings.</p> <p>The development of clinical practice guidelines should focus on procedures or care which are not too complicated, such as symptom management. The study should be either development or implementation phase. Studying both phases is not recommended.</p> <p>3) Research which develops outcome assessment in nursing or nursing practice that should be applied in the work settings.</p> <p>4) Research which accesses projects or outcome evaluation of the student's organization.</p> <p>5) In-depth study of specific issues in clinics/target populations using situational analysis to improve nursing quality. It is important that the issues under this type of study need to be</p>

Thesis	Independent Study
<p>3. Other types of research than those specified above must be reviewed by the faculty committee.</p>	<p>obvious and direct to the point of the target group and informants. Thus, research participants should be appropriate and representative of the population. Qualitative data collection can be employed; however, it is not necessary for data analysis to apply qualitative analysis methods.</p> <p>6) A study that focuses on problem-solving or enhancing the quality of descriptive research of issues in a particular organization in order to offer suggestions to the management team to improve the organization.</p> <p>7) Review of existing evidence of patient care/target group care by using literature review. The number of research under review should be appropriate and approved by the research advisors and department.</p> <p>8) Case study. The department must consider the research extent and scopes to ensure that it is appropriate with the credits.</p> <p><u>Remarks</u></p> <p>Students in Plan B should not conduct qualitative research as it is primarily time-consuming.</p>

Thesis	Independent Study
<p data-bbox="277 277 815 584">6.2 Research instruments The research should employ existing research instruments which have passed quality review and gained academic acceptance, or translate existing research instruments.</p> <p data-bbox="277 607 815 929">In addition, these tools can be adjusted to correspond to the research framework and variables. Students should not develop new instruments, unless there are no suitable instruments available.</p>	<p data-bbox="837 277 1391 584">6.2 Research instruments The research should employ existing research instruments which have passed quality review and gained academic acceptance, or translate existing research instruments.</p> <p data-bbox="837 607 1391 860">In addition, these tools can be adjusted to correspond to the research framework and variables. Students should not develop new instruments, unless there are no suitable instruments available.</p>

### 2.3 Steps in conducting a thesis project

In order to prepare a thesis from the start (proposal development) to finish (thesis submission for graduation), students have to follow the steps below.

1. Approval of dissertation/ thesis/ IS title and proposal: a thesis' s title and proposal can be submitted before enrolling in a thesis course. Once the proposal is approved by the committee of Faculty of Nursing, Chiang Mai University, the thesis advisory committee can be further proposed for appointment.
2. Students must enroll in a thesis course following the course code and credits as indicated in the curriculum. For example, students with a thesis (master' s degree, plan A) must enroll in a 12-credit course, or else the students will not fulfill the degree' s requirement.
3. Conducting thesis research is the most time-consuming process for the degree. Students must be dedicated to researching and seeking out knowledge to enhance their skills and expertise in their field of study to ensure that the thesis they produce meets academic standards.

4. Thesis defense examination request: After completing all research processes and preparing a full thesis, students have to bring the thesis to check for duplication or plagiarism using Turnitin as specified by Graduate School. After being checked from Turnitin, students must download a plagiarism check report from the program for their advisor. The advisor then needs to sign on the first page of each chapter of the plagiarism check report. After that, students submit requests for thesis defense and thesis defense committee appointment, which must be signed by the advisor.
5. Submitting a complete thesis: After revisions have been made to the thesis following the suggestions from the thesis defense committee (if any) with the correct format set by the Graduate School, students must sign a Letter of Consent to Consign Intellectual Properties to Chiang Mai University.

#### **2.4 Thesis Proposal Defense Forms**

To submit a thesis proposal, students should prepare documents on different aspects. Guidelines on preparing thesis proposal defense of graduate students, which have been approved by the Faculty Graduate Committee of Faculty of Nursing, at the Annual Regular Meeting No. 3/2022, dated March 3, 2022 are as follows:

## Thai Version

แบบเสนอหัวข้อโครงร่างการทำวิจัยเพื่อปริญญาโท  
สำหรับนักศึกษาหลักสูตรระดับบัณฑิตศึกษา คณะพยาบาลศาสตร์ มหาวิทยาลัยเชียงใหม่

\*\*\*\*\*

1. ชื่อ – สกุล รหัสประจำตัว
2. ชื่อเรื่องวิทยานิพนธ์ / การค้นคว้าอิสระ  
ภาษาไทย  
ภาษาอังกฤษ
3. อาจารย์ที่ปรึกษาวิทยานิพนธ์ / การค้นคว้าอิสระ
4. ความเป็นมาและความสำคัญของปัญหา
5. วัตถุประสงค์การวิจัย
6. คำถามการวิจัย / สมมุติฐานการวิจัย
7. นิยามศัพท์
8. เอกสารและงานวิจัยที่เกี่ยวข้อง กรอบแนวคิดทฤษฎี (สำหรับโครงร่างฉบับย่อ ให้เขียนเฉพาะหัวข้อหลัก)
9. วิธีดำเนินการวิจัย
  - 9.1 แบบการวิจัย
  - 9.2 ประชากรและกลุ่มตัวอย่าง
  - 9.3 เครื่องมือที่ใช้ในการวิจัย
  - 9.4 การตรวจสอบคุณภาพของเครื่องมือ (ความเที่ยงตรงและความเชื่อมั่น)
  - 9.5 การพิทักษ์สิทธิของกลุ่มตัวอย่าง
  - 9.6 ขั้นตอนและวิธีการรวบรวมข้อมูล
  - 9.7 การวิเคราะห์ข้อมูล
10. สถานที่เก็บรวบรวมข้อมูล
11. ระยะเวลาในการรวบรวมข้อมูล
12. ประโยชน์ที่คาดว่าจะได้รับ
13. เอกสารอ้างอิง

\*\*\*ความยาวของเนื้อหาทั้งหมด ไม่ควรเกินกระดาษขนาด A4  
ปริญญาโท จำนวน 20-25 หน้า ปริญญาเอก จำนวน 35-40 หน้า \*\*\*

หมายเหตุ: ด้านล่างของโครงร่างฉบับย่อที่ส่งเข้าพิจารณาให้นักศึกษาเลือก footnote ให้ถูกต้องตามขั้นตอน  
การเสนอรับการพิจารณา เพียง 1 ข้อเท่านั้น ดังนี้

- |   |   |
|---|---|
| <input type="checkbox"/> ส่งเข้าพิจารณาในการประชุมคณะกรรมการบัณฑิตศึกษาประจำคณะฯ<br>สามัญ ครั้งที่ ..... เมื่อวันที่..... | <input type="checkbox"/> Version 1 : เห็นชอบในการประชุมคณะกรรมการบัณฑิตศึกษาประจำคณะฯ<br>สามัญ ครั้งที่ ..... เมื่อวันที่.....    |
| <input type="checkbox"/> สืบเนื่องในที่ประชุมคณะกรรมการบัณฑิตศึกษาประจำคณะฯ<br>สามัญ ครั้งที่ ..... เมื่อวันที่.....      | <input type="checkbox"/> Version 2 : ขอแก้ไขโครงร่างหลังเห็นชอบจากบัณฑิตวิทยาลัยแล้วและ<br>ได้รับอนุมัติให้แก้ไข เมื่อวันที่..... |

หน้า 1 จาก 2

## English Version

Topics of Thesis / IS Proposal Approval for graduate students,  
Faculty of Nursing, Chiang Mai University

\*\*\*\*\*

1. Name - Surname                      Student's Code
2. Thesis Title  
    Thai  
    English
3. Thesis advisory committee / Independent study advisory committee
4. Significance of the problem
5. Research Objectives
6. Research questions / Research hypotheses
7. Definition of terms
8. Literature review and conceptual framework (in the short version, please indicate only the main topics)
9. Methodology
  - 9.1 Research design
  - 9.2 Population and sample
  - 9.3 Research instrument
  - 9.4 Quality of the instrument (validity and reliability)
  - 9.5 Human rights (ETHICS)
  - 9.6 Data collection
  - 9.7 Data analysis
10. Place for collecting data
11. Time duration for collecting data
12. Expected benefit from research
13. References

\*\*\* The total content length should not exceed of an A4-size paper.

For Master's Degree Students should not exceed 20-25 pages.

For Doctoral Students should not exceed 35-40 pages.\*\*\*

**Remark:** To request for submission of pre-proposal, students are encouraged to select the correct footnote according to the proposed procedure only one for consideration as follows:

- |  |  |
|--|--|
| <input type="checkbox"/> Submit in Regular meeting<br>Session ....., Date .....        | <input type="checkbox"/> Version 1 : Agreed in Regular meeting<br>Session ....., Date .....                          |
| <input type="checkbox"/> Sequel Submit in Regular meeting<br>Session ....., Date ..... | <input type="checkbox"/> Version 2 : Proposal revision request after Graduate school approved,<br>Approved Date..... |

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## CHAPTER 3

### Thesis Proposal Defense Examination Request

The thesis proposal defense is a process that evaluates students' understanding of the proposed topic regarding the background and significance of the problem, literature review, conceptual framework, research methodology, as well as data collection and data analysis procedures. Students can request the thesis proposal defense only after they have prepared a complete thesis proposal paper. This chapter covers the following topics: thesis proposal defense request, thesis proposal defense process, revision of thesis proposal after defense, submission of thesis proposal for approval from the faculty graduate committee, submission of thesis proposal for approval from the Graduate School, Chiang Mai University and Appointment of thesis advisors, as outlined below.

#### 3.1 Thesis proposal defense request

Once students prepare a full thesis proposal, they can proceed with the request as follows.

1. Requests for thesis proposal defense should be made two weeks prior to the actual date (or approximately ten business days) to allow the Associate dean and/or Assistant Dean of Graduate Study Unit to appoint the thesis proposal defense committee with specialization and expertise on the proposed topic.
2. The advisor/Program Chair should specify a few dates that are available for the proposal defense to allow the Graduate Study Unit to appoint the thesis proposal defense committee.
3. The advisor/Program Chair review thesis proposal documents to make sure they adhere to the thesis proposal guidelines set by the Graduate School. If not, the documents shall be returned to the students for editing before the thesis proposal defense date is scheduled.

4. It is recommended to schedule the proposal defense dates during business hours. If not possible, kindly note the reasons.
5. Writing a thesis/dissertation/IS proposal is the student's own responsibility. Students should prepare enough copies of the proposal for every committee member and submit them to the officer.
6. Sign "certified true copy" over other documents relevant to the thesis proposal defense ( especially English standardized test result and Certificate of participation in Research Ethics training).

### **3.2 Steps of thesis proposal defense request**

Students can submit the thesis proposal as printed documents to the Graduate Study Unit or submit them online by e-mail with the following details.

1. Download the forms at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit the documents by e-mail using CMU account or submit as a hard copy at the Graduate Study Unit, Educational Services and Student Quality Development Section. All documents listed below shall be submitted two weeks before the proposal defense.
  - 1.1 One copy of PHD4/ MNS4 and identify the available date of the thesis proposal defense committee. Further information regarding Thesis Proposal Defense Committee components can be downloaded from No.31.
  - 1.2 Proposal defense report ( 5 copies for master's degree/ 6 copies for doctoral degree). Look at "thesis title examples" for thesis proposal defense in Document Download section, No. 21.

Remark: Students must prepare enough copies of the thesis proposal report when submitting to the officer. Also, make sure that the report is written with the proper reference style (APA). If not, students should revise it before the final submission. In addition, all copies should be signed with



“certified true copy”, especially on the English standardized test result and Research Ethics training certificate.

- 1.3 Payment receipt of the tuition fee in the semester enrolling the thesis course – 1 copy
  - 1.4 English standardized test result/training (sign “certified true copy”) – 1 copy
  - 1.5 Research ethics training certificate (sign “certified true copy”) – 1 copy
  - 1.6 Only for doctoral degree students, provide Name–Surname of foreign co–advisor, together with e-mail and address.
2. Submit documents in No.1 as a hard copy or an electronic copy via e-mail (CMU account) to the major advisor and Program Chair for approving and appointing the thesis proposal defense committee, as well as specifying the date and time for the thesis proposal. After that, the documents will be returned to the students by paper or by e-mail.
  3. Submit documents in No.2 as a hard copy or an electronic copy via e-mail (CMU account) with the approval from the major advisor and Program Chair to the Graduate Study officer to process the thesis proposal defense committee order within one week. Then, the officer shall send a copy of the committee appointment announcement to the student.
  4. After the thesis proposal defense, students have to revise the proposal based on the suggestions from the committee. After all the revisions, students can submit the thesis proposal for approval from the Faculty Graduate Committee, Faculty of Nursing.

Remark: Students must submit a complete revised version of the thesis proposal based on the committee’s comments and attach a separate paper that clearly details all revisions made to each section. The revised version

needs to be submitted to the committee for reviewing in 3–5 days and signing off document.

### **3.3 Revision of thesis proposal after defense for submission to the faculty graduate committee**

After the proposal defense, the advisor/ thesis advisory committee should monitor/follow up with the students to make sure that they revise the paper following the suggestions of the thesis proposal defense committee and proceed with the following steps.

1. After the proposal defense, students should make adjustments to the thesis proposal report following the recommendations from the committee. After that, students must write the proposal abstract (PHD/MNS5) and request approval from the committee within 30 days; otherwise, the proposal defense shall be deemed invalid. In this case, the thesis proposal defense committee should consider whether the students have followed all the suggestions and prepared the report in APA reference style, and then they should sign their names off for approval.
2. Then, students must compile all the required documents and submit them to the Educational Services and Student Quality Development Section within 3 business days before the meeting (only by Friday of the week prior to the Faculty Graduate Committee meeting).

The Graduate Study Unit will check the thesis proposal's accuracy and format. If there are any issues, the thesis proposal will be returned to the students for additional revisions. After all the revisions are made, the thesis proposal will proceed further to the faculty graduate committee and the Graduate School for approval.

### **3.4 Submission of thesis title and proposal for approval from the faculty graduate committee**

After all revisions have been made to the thesis proposal after the defense, students should request for approval from the faculty graduate committee as follows.

1. Download the forms at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit the documents listed below by e-mail using CMU account or submit as a hard copy at the Graduate Study Unit, Educational Services and Student Quality Development Section.
  - 1.1 MNS1/PHD1 – 1 copy
  - 1.2 MNS2/PHD2 (given to students after defense) – 1 copy
  - 1.3 MNS5/PHD5 (given to students after defense) – 1 copy
  - 1.4 พยพ.11/MNS11 (submitted to the advisor for approval) – 1 copy
  - 1.5 One copy of the thesis proposal (should not exceed 20 pages, excluding the reference page) and add footnotes. The proposal should cover all topics and be typed in according to APA format. If not, students shall make necessary adjustments to the proposal's format.
2. Submit documents in No. 2.1.1 as a hard copy or an electronic copy via e-mail (CMU account) to the major advisor for approving all revisions made after the defense. Then, the advisor will return the documents to the students by paper or by e-mail.
3. Submit documents in No. 2.1.2 with the approval from the advisor to the proposal defense committee for approving MNS/PHD.5 Then, the proposal defense committee will return the documents to the students by paper or by e-mail.
4. When students receive the documents/e-mail back from the committee, they should proceed as follows.

- 4.1 Submit a hard copy or a scanned pdf document (combined in 1 file) arranged by the order in No.1.
- 4.2 Submit a hard copy at the Graduate Study Unit or send e- mail to proposal.fon@gmail.com, and indicate name–surname, student’ s code, and field of study, and attach the file.

Remark: The meeting for approving the thesis proposal title is scheduled every first Thursday of every month. Students must submit the document 3 business days prior to the meeting (on Friday of the week before the meeting). If students miss the deadline, their thesis proposal will not be approved until the next meeting.

5. After the meeting ( approximately Tuesday of the following week) , the secretary will summarize the meeting result and notify students via e-mail. Once students receive the notification, they shall proceed as follows.

“Pass” : Students revise the proposal according to the suggestions from the meeting, together with the approval from their advisor. After that, students should submit the thesis proposal for approval from the Graduate School, Chiang Mai University as the next step.

“Fail” : Students revise the proposal according to the suggestions from the meeting, together with the approval from their advisor. After that, they should write a memorandum indicating changes they have made to the proposal and submit it for approval from the faculty graduate committee.

### **3.5 Submission of thesis title and thesis proposal for approval from the Graduate School, Chiang Mai University**

After the thesis proposal title has been approved by the faculty graduate committee, students shall request for the approval from the Graduate School, Chiang Mai University as outlined in No. 1–3.

### **3.6 Appointment of thesis advisory committee**

Appointing thesis advisory committee shall be proceeded by an officer of the Graduate Study Unit, Faculty of Nursing in one month after students submit necessary documents of the thesis proposal to the Graduate School of Chiang Mai University. The officer will send an e-mail to students informing them of the thesis advisory committee appointment, in which students can use as evidence to request for Research Ethical Review as in the following steps.

1. Download the forms at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit the documents listed below by e-mail using CMU account or submit as a hard copy at the Graduate Study Unit.
  - 1.1 MNS1/PHD1 – 1 copy
  - 1.2 Thesis proposal request form – 1 copy
  - 1.3 Letter of Consent to Consign Intellectual Properties – 1 copy
  - 1.4 Proposal with footnotes – 1 copy
2. Submit documents in No. 1 as a hard copy or an electronic copy via e-mail (CMU account) to the major advisor/Program Chair for approval. Then, the major advisor/Program Chair will return the documents to the students by paper or by e-mail.
3. When students receive the documents/e-mail back from the committee, they should proceed as follows.
  - 3.1 Submit a hard copy or a scanned pdf document (combined in 1 file) arranged by the order in No.1.
  - 3.2 Submit a hard copy to the Graduate Study Unit or send an e-mail to [proposal.fon@gmail.com](mailto:proposal.fon@gmail.com), indicate name–surname, student’s code, and field of study, and attach the file.

4. The Graduate Study Unit officer proceeds with the appointment of thesis/IS advisory committee which usually takes about 1 month. The officer will send an e-mail to students informing the appointment of the thesis advisory committee, which they can use as evidence to request for Research Ethical Review as in the following steps.

4.1 Request Research Ethical Review from the Research Ethics Committee, Faculty of Nursing. Tel. 053-936080 or via [www.nurse.cmu.ac.th/Research/research-ethics](http://www.nurse.cmu.ac.th/Research/research-ethics).

4.2 Request for official approval of research methodology.

### **3.7 Request for Research Ethical Review**

Conducting research for a thesis project of graduate students, Faculty of Nursing, Chiang Mai University, is directly relevant to citizens' wellness, society, and the environment. Therefore, most of the research studies involve human participation, by which the researchers must be aware of the human rights, safety, and well-being of the research participants. In order to enhance the academic ethics of researchers from the start, the Faculty of Nursing highlights the importance of research method accuracy and reliability in compliance with research ethics principles. In doing so, all graduate students who conduct thesis research must request approval from the Research Ethics Committee of the Faculty of Nursing in order to ensure that all thesis's ethical considerations are made by following standard principles and international practices. Research ethical review includes different aspects such as research proposal criteria, research ethical review process, revising request for the approved research proposal, progress report, research project extension, and research project closure notification. Regarding guidelines and procedures of Research Ethical Review, students and their advisors should follow all the instructions set by the Research Ethics Committee of the Faculty of Nursing, Chiang Mai University. For more information, please visit [http://portal.nurse.cmu.ac.th/](http://portal.nurse.cmu.ac.th/Research/researchethic/SitePages/Home.aspx)

[Research/researchethic/SitePages/Home.aspx](http://portal.nurse.cmu.ac.th/Research/researchethic/SitePages/Home.aspx)

## CHAPTER 4

### Thesis Data Collection

Once the thesis title and thesis proposal have been approved from the faculty graduate committee, certified by the Research Ethics Committee, and approved from the target organization of the study, students must request official letters before conducting research based on the proposed methods.

#### **4.1 Process in requesting for official letters of the research methodology is as follows.**

1. Download the forms listed below at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information.
  - 1.1 MNS1/PHD1 – 1 copy
  - 1.2 Official letter/memorandum – 1 copy
2. Submit the documents in No.1 by paper or by e-mail using CMU account to the Graduate Study officer in order to verify their accuracy. The officer then responds to students' e-mail.
3. Contact the advisor and the program chair for signing off the documents MNS1/PHD1 in General Request form before proposing to the Associate Dean through the Assistant Dean.
4. Submit all the signed documents from the advisor and the program chair to the Graduate Study officer at Graduate Study Unit, Educational Services and Student Quality Development Section, Building 1, Floor 1, Faculty of Nursing. Then, the documents will be forwarded to the Associate Dean through the Assistant Dean for signing off documents in 3 business days.

5. The Graduate Study officer returns the documents signed by the Associate Dean to students so that students can proceed the documents to relevant persons.

**Remark**

- 1) After the thesis title and thesis proposal are approved, students can request two official letters, including Research Instruments Approval Request and Research Specialists Request.
- 2) After being verified by the REC, students can request three official letters, including Ethical Review Request (for other places than Maharaj Nakorn Chiang Mai Hospital), Research Instrument Test Request, and Data Collection Request.
- 3) Use official letters for external organizations and use memorandums for CMU departments, dividing into master's degree: Plan A and Plan B, and doctoral degree.
- 4) If students cannot prepare all these documents on-site at the Faculty of Nursing, they can proceed online as follows.
  - 4.1) Download the forms listed below at [https://drive.google.com/drive/folders/1Y3sxvzg\\_W4wSEbX32GMomUBXhRFc6RP4O](https://drive.google.com/drive/folders/1Y3sxvzg_W4wSEbX32GMomUBXhRFc6RP4O) and fill up all necessary information to the Graduate Study officer in order to verify their accuracy.
    - a. MNS1/PHD1 – 1 copy
    - b. Official letters/memorandums – 1 copy each

Remark: After the research title and research proposal are approved, students can request two official letters, including Research Instruments Approval Request and Research Specialists Request. In addition, after being verified by the REC, students can request three official letters, including Ethical Review Request (for other



places than Maharaj Nakorn Chiang Mai Hospital), Research Instrument Test Request, and Data Collection Request.

- 4.2) Submit the documents in No.4.1 by e-mail using CMU account to the Graduate Study officer in order to verify their accuracy. The officer, then, returns the documents or responds to students' e-mail.
- 4.3) Submit the documents in No.4.2 by e-mail using CMU account to the major advisor and the program chair for approval. The advisor/program chair, then, returns the documents or responds to students' e-mail.
- 4.4) Submit the documents in No.4.3 by e-mail using CMU account with the approval from the major advisor/program chair to the Graduate Study officer. The documents will be forwarded to the Associate Dean through the Assistant Dean for signing off documents in 3 business days. After that, the officer returns the documents or responds to students' e-mail.

Examples of official letters are provided at the Appendix, which include

- a. Ethical Review Request
- b. Research Instruments Approval Request
- c. Research Specialists Request for Validating Research Instruments
- d. Data Collection Request for Validating Research Instruments
- e. Data Collection Request
- f. Other official letters

## **4.2 Revisions of the thesis proposal after being approved by the faculty graduate committee**

In order to request additional revisions made to the thesis proposal after it has been approved by the faculty graduate committee, students shall follow the steps below.

1. Download the forms listed below at [https://drive.google.com/drive/folders/1Y3sxvzg\\_W4wSEbX32GMomUBXhRFc6RP4O](https://drive.google.com/drive/folders/1Y3sxvzg_W4wSEbX32GMomUBXhRFc6RP4O) and fill up all necessary information to the Graduate Study officer in order to verify their accuracy.
  - 1.1 General Request (17.19) – 1 copy
  - 1.2 Memorandum of student's explanation (Plan A students must include the approval from the thesis proposal defense committee) – 1 copy
  - 1.3 Revised thesis proposal – 1 copy
2. Submit the documents in No.1.2 by e-mail using CMU account to major advisor and the program chair for approval (Plan A students must also include the approval from the thesis defense committee).
3. Submit all documents by e-mail using CMU account to the Graduate Study officer. The documents will be forwarded to the Associate Dean through the Assistant Dean for signing off documents in 3 business days. After that, the officer returns the documents or responds to students' e-mail.

## CHAPTER 5

### Thesis Defense Examination Request

After students complete all research processes under the advisor's supervision and prepare the thesis using the Graduate School's format, students can further proceed to thesis defense request. The advisor must supervise and monitor students in every step as follows.

#### 5.1 Thesis plagiarism/duplication check

Before submitting the thesis defense examination request, students must check the thesis for plagiarism/duplication using Turnitin. Students can request Turnitin access from Chiang Mai University Library from <https://services.library.cmu.ac.th/turnitin>.

Students are required to submit an originality report that displays the similarity index from Turnitin or Plagiarism check, or any other approach specified by the department. The advisor must review and approve the report. If plagiarism occurs at the sentence level, students must modify the sentence to lower the amount of similarity. If plagiarism is limited to a single word, the advisor must sign and approve the similarity. Then, students submit the originality report generated from Turnitin with the advisor's approval, along with the request for a thesis defense.

#### 5.2 Submission of thesis defense documents

Students can submit a thesis defense request to the Chair of the Graduate Study Committee with the approval from the major advisor and program chair at least two weeks before the defense date.

Students must prepare a thesis that adheres to the format set by the Graduate School. The major advisor will then double-check the thesis format for accuracy. If the thesis does not comply with the format, it will be returned to students for revisions before the defense date is scheduled.

In addition, students must pass all the curriculum requirements, for example, joining academic seminars in at least two academic years.

Students must also pass the foreign language proficiency requirement (for master's degree student, Type 3).

1. Download the forms listed below at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit them by paper or by e-mail using CMU account to the Graduate Program officer, Academic Service Division, at least two weeks before the defense.
  - 1.1 MNS4/PHD4 – 1 copy (Also indicate 3-5 available dates of the thesis defense so that the Graduate Program can properly arrange external experts for the defense).
  - 1.2 Thesis/IS report draft (5 copies for master's degree, 7 copies for doctoral degree).
  - 1.3 Payment receipt of the tuition fee in the semester enrolling the thesis course – 1 copy.
  - 1.4 Payment receipt of the thesis course enrollment (12/36 credits) or IS course enrollment (6 credits) – 1 copy
  - 1.5 English standardized test result/training (sign "certified true copy") – 1 copy.
  - 1.6 Payment receipt of Registration for Graduation of the Registration Office, available at [www.reg.cmu.ac.th/](http://www.reg.cmu.ac.th/) - Registration for graduation – 1 copy.
  - 1.7 Plagiarism Check report, generated from Turnitin. Students can request Turnitin access from CMU Library via <https://services.library.cmu.ac.th/turnitin/> – 1 copy (also approved by the advisor).

All documents related to students' graduation or thesis publication e.g., English standardized test result or acceptance of the manuscript for publication, must be signed off for approval on paper or on electronic documents by students and/or advisors.

In case students are found cheated or forged the documents either in whole or in part, added, deleted, or amended by any means; or forged the signatures for the sake of oneself or others, or have been complained or sued by the true owner of the papers leading to intellectual property disputes, students and/or advisor and/or relevant persons shall be liable for such the actions.

2. Submit documents in No. 1. 1 as a hard copy or an electronic copy via e-mail (CMU account) to the major advisor and program chair in order to proceed with the thesis defense committee appointment and thesis/IS defense date and time. After that, the documents will be sent to the students by paper or e-mail.
3. Submit documents in No. 1. 2 as a hard copy or an electronic copy via e-mail (CMU account) with the approval from the major advisor and the program chair to the Graduate Unit officer to proceed with the thesis/ IS defense committee appointment. Following that, the documents pertaining to the appointment of the thesis defense committee will be given to the students within one week.

### **5.3 Appointment of thesis defense committee**

In order to execute a thesis defense examination, students shall submit the request at least two weeks (or about 10 business days) in advance to the Graduate Unit officer to verify the correctness and completeness of the documents. This provides sufficient time for the Deputy Dean and/or Assistant Dean for Graduate Program to invite and designate appropriate experts as thesis defense committee.

1. The chair of the faculty graduate committee appoints the thesis defense committee and determines the date, time, and location of the thesis defense, which are then published as official faculty announcement. The Associate Dean and/or Assistant Dean for Graduate Study, Program chair, or major advisor may nominate members of the thesis defense committee, which may include program lecturers and external experts. The major advisor or co-advisor is not required to lead the thesis defense committee.
  - 1.1 Thesis Defense for master's degree must include at least 3 committee members.
  - 1.2 Thesis Defense for doctoral degree must include at least 5 committee members.

Education requirements and qualifications of the students and structures of the thesis defense committee shall conform to the regulations set by Chiang Mai University, regarding graduate education.

2. Submit enough copies of the thesis (same as the number of thesis defense committee members) to the Graduate Program Committee. Then, the thesis will be forwarded to the thesis defense committee at least 1 week before the defense.

#### **5.4 Thesis defense examination**

1. On-site Thesis Defense
  - 1.1 Prepare the thesis defense presentation under the supervision of the thesis advisor. The presentation should not exceed 30 minutes and cover all key issues of the thesis.
  - 1.2 Before the defense, the committee chair and committee members spend 15-30 minutes reviewing the quality of the thesis proposal and/or thesis and summarizing the committee observations. Major issues to consider include 1) Background and significance of the study, 2) Comprehensive

literature review, 3) Conceptual framework, 4) Research Methodology, 5) Research findings, and 6) Discussions. The dissertation and thesis defense shall consider all of these areas with a special emphasis on No.5-6 (research findings and discussions) since the previous topics (No.1-4) are already discussed in the proposal defense. For IS report, all areas should be covered in the committee discussion.

- 1.3 The committee chair invites students and listeners to the defense venue; and introduces committee members. After that, the student presents key issues of the thesis proposal/thesis for approximately 30 minutes.
- 1.4 After the student's presentation, the committee chair and members inquire about any unclear concerns or question on the subjects that students should know.
- 1.5 The thesis defense should not exceed 3 hours, while the IS defense should not exceed 2 hours. The duration of the dissertation defense is at the discretion of the committee but should not exceed 6 hours.
- 1.6 After the defense, the committee chair asks students and listeners to leave the defense venue and promptly summarizes the defense evaluation using the Thesis Defense Evaluation form (MNS/PHD 2) or Thesis Defense/IS Result Report Form (ဖက်. ၆ ဟူ.) of the Graduate School. The evaluation involves the quality of the student's thesis and oral examination of knowledge and competency. After completing the evaluation, the committee chair and committee members sign off the defense result for approval.
- 1.7 The committee chair notifies the defense result to the student. Then, the student signs off the document for acknowledgement.
- 1.8 After the thesis defense, the major advisor or the thesis advisory committee monitor/supervise the students to revise the thesis based on the comments of the thesis defense committee. After that, the revised

report will be submitted to the defense committee for approval. In this case, the defense committee shall review if the students have followed all the suggestions from the committee and sign their names to show approval. Students shall submit a full thesis based on the regulations set by the Graduate School.

2. Online Thesis Defense. Graduate students at the Faculty of Nursing, Chiang Mai University should follow the guidelines for the online thesis defense as follows.
  - 2.1 Students submit the request for online thesis defense and specify the defense's date and time to the department officer. The request must adhere to the Graduate Program's regulations on Online Thesis Defense via <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29>
  - 2.2 Students submit the thesis to the thesis defense committee within the scheduled time either by paper or by e-mail depending on each committee member's request. If the committee member requests a hard copy, students have to prepare it and submit the paper to the Graduate Program officer.
  - 2.3 Programs used for the thesis defense should be practical/appropriate e.g. Zoom, Microsoft Teams, or Line, as specified by the defense committee chair.
  - 2.4 Before the defense, the committee chair and committee members spend 15-30 minutes reviewing the quality of the thesis proposal and/or thesis and summarizing the committee observations. Major issues to consider include 1) Background and significance of the study, 2) Comprehensive literature review, 3) Conceptual framework, 4) Research Methodology, 5) Research findings, and 6) Discussions. The dissertation and thesis defense shall consider all of these areas with a special emphasis on No.5-6 (research findings and discussions) since the previous topics (No.1-3)



are already discussed in the proposal defense. For IS report, all areas should be covered in the committee discussion.

- 2.5 The committee chair invites students and listeners to the program used for the defense; and introduces committee members. After that, the student presents key issues of the thesis proposal/ thesis for approximately 30 minutes.
- 2.6 The student presents the thesis online (video recording is not allowed during the presentation) as this process evaluates students' capability in presenting and answering questions in real time. Students should be able to demonstrate their knowledge and understanding of the topic under the thesis/IS.
- 2.7 After the student's presentation, the committee chair and members inquire about any unclear concerns or question on the subjects that students should know.
- 2.8 The thesis defense should not exceed 3 hours, while the IS defense should not exceed 2 hours. The duration of the dissertation defense is at the discretion of the committee but should not exceed 6 hours.
- 2.9 After the defense, the committee chair asks students and listeners to leave the online program and promptly summarizes the defense evaluation using the Thesis Defense Evaluation form (MNS/PHD 2) or Thesis Defense/IS Result Report Form (ᄡᄢ. 6 ᄡᄢ.) of the Graduate School. The evaluation involves the quality of the student's thesis and oral examination of knowledge and competency.
- 2.10 The committee chair invites the student to rejoin the program and notifies the defense result.
- 2.11 After the thesis defense, the advisor or the thesis advisory committee monitor/supervise the students to revise the thesis based on the comments

of the thesis defense committee. After that, the revised report will be submitted to the defense committee for approval. In this case, the defense committee shall review if the students have followed all the suggestions from the committee and sign their names to show approval. Students shall submit a full thesis based on the regulations set by the Graduate School.

- 2.12 Signing off the documents related to the thesis defense can be done as usual. Electronic signatures are allowed only if the experts are the committee chair or committee members, or electronic signatures can be allowed as deemed appropriate.

## **5.5 Evaluation of thesis defense**

The evaluation of the thesis defense should follow the criteria and procedures set by the thesis defense committee, by which these criteria must be informed to students before the defense.

Students must submit relevant documents within 30 days after the thesis defense to the Graduate School, including thesis defense evaluation using the Thesis Defense Result Report Form (มช. 6 บจ.), the approval page that displays signatures of the thesis defense committee, and one copy each of Thai and English abstracts sealed by the Graduate School; and one copy of a hierarchical record form (CMU 54) to the Registration Office.

In case students ‘fail’ the thesis defense examination, they can proceed with the reexamination within 6 months of the initial defense (only 1 reexamination is allowed). Additionally, they must pay the examination fee according to the Chiang Mai University announcements.

## 5.6 Revision after thesis defense

After the thesis/ IS defense, students shall revise the thesis based on the comments/suggestions of the thesis defense committee and submit the thesis defense evaluation results in the form MNS4/PHD4 to the advisor for approval. After that, they shall proceed with writing the abstract of the thesis/IS.

1. After students have made all revisions based on the comments of the thesis defense committee, they should submit the research abstracts to the language specialist to verify the language accuracy.
  - 1.1 MNS1/PHD1 – 1 copy
  - 1.2 Thai/English abstract – 1 copy each. English abstract should be revised based on the language specialist’s comments.
  - 1.3 Abstract Approval Form with digital signatures – 1 copy.
  - 1.4 E-mail content submitted to the language specialist – 1 copy.
  - 1.5 English abstract with the language specialist’s handwriting – 1 copy.
2. Submit documents in No. 1.1 as a hard copy or an electronic copy via e-mail (CMU account) to the major advisor and the program chair for approval. Then, the document is returned to the students.
3. Submit documents in No. 1.2 as a hard copy or an electronic copy via e-mail (CMU account) with the approval from the major advisor and the program chair to the Graduate Program officer in order to propose to the Associate Dean through the Assistant Dean for approval. Next, the officer will send the abstract review from the Graduate Program’s Associate Dean to the student by paper or e-mail. The abstract review includes the following details.
  - 3.1 If the review result is “**needs revision**”, students need to revise the abstract and submit the revised version by paper or by e-mail with the approval from the advisor. Students can submit the documents to the

officer in order to propose them to the Associate Dean through the Assistant Dean.

- 3.2 If the review result is “**no revision**”, students can insert the approved abstract and the page that displays the signatures of all defense committee members in the thesis. Then, students scan all documents, compile them into a complete thesis, and upload it via [www.grad.cmu.ac.th/STUDENTS/Thesis/](http://www.grad.cmu.ac.th/STUDENTS/Thesis/) under the subject: “Thesis document check”. Students will receive a response from the Graduate School officer with the approval page (Thesis non-disclosure agreement is according to the regulations of each journal).

## **5.7 Preparation of complete thesis**

The components of a complete thesis set by Chiang Mai University’s Graduate School include the following details.

1. Front Matter or Preliminary, consists of
  - 1.1 Cover Page
  - 1.2 Inner Cover Page
  - 1.3 Title Page
  - 1.4 Approval Page in Thai and English
  - 1.5 Acknowledgement
  - 1.6 Abstract in Thai and English
  - 1.7 Table of Content
  - 1.8 List of Tables
  - 1.9 List of Figures
  - 1.10 List of Abbreviations (if any)
2. Body of Text or Content Section, consists of
  - 2.1 Cover Page
  - 2.2 Introduction
  - 2.3 Literature Review

- 2.4 Research Methodology
  - 2.5 Results
  - 2.6 Conclusion and Implementation
  - 2.7 References
- 3. Appendix
  - 4. Bibliography or Curriculum Vitae

Chiang Mai University's Faculty of Nursing requires students to produce a complete thesis following the referencing format of the American Psychological Association (APA), 7<sup>th</sup> edition.

### **5.8 Printing thesis**

1. Font: Use black and crisp typeface, comfortable to read. Use it consistently throughout the entire report. For instance, use Angsana New font, size 16, across the whole paper except the front cover, inner cover, acknowledgement, table of content, and chapter headers (Font size = 20, bold).
2. Paper: Use A4- white paper of at least 80 grams, without lines—print on one side only.
3. Page Margins: Adjust the left, top, and bottom margins to 35 mm., and the right margin to 25 mm. except on the first page of each chapter where the top margin must be set at 35 mm, while the following pages must set the top margin at 25 mm.
4. Page Number: Insert page numbers 25 mm. from the page bottom. Insert page n starting from the Inner Page, and page 1 starting from the first page of Chapter 1 to the last page (Curriculum Vitae) by using Arabic numbers.
5. Chapters: Typically, a thesis contains five chapters. Each chapter must begin on a new page, with “Chapter” and the chapter number centered 35 mm from the top of the page. Each chapter's title begins on Line 2 of the page (center

aligned). If a chapter's title is longer than one line, it can be split into the following line using an inverted triangle.

Heading formats: Headings in each chapter should be divided based on the 7<sup>th</sup> APA format into five subheadings as follows.

Heading 1: Align Center, Bold. The body of content starts from the following line.

Heading 2: Align left, Bold. The body of content starts from the following line.

Heading 3: Align left, Bold, Italic. The body of content starts from the following line

Heading 4: Indented and Bold followed by a full stop (.). The body of contents starts right after that in a standard format.

Heading 5: Indented, Bold, and Italic, followed by a full stop (.). The body of contents starts right after that in a standard format.

For further information regarding writing and typing a thesis, please visit [https://www.grad.cmu.ac.th/documents/003\\_Thesis-IS\\_Printing\\_Format.pdf](https://www.grad.cmu.ac.th/documents/003_Thesis-IS_Printing_Format.pdf).

## **5.9 Submission of complete thesis**

Students submit a complete thesis online as a pdf file in the correct format following the Graduate School requirements. Signatures of the thesis defense committee, advisor, and/or thesis advisory committee are required on the inner cover. In addition, the thesis submission receipt from the Graduate School must be obtained within 60 days after the defense date. After that, students must submit the submission receipt of the thesis to their department and use it as evidence for graduation registration.

In case students cannot deliver thesis documents to the Graduate School in time, the thesis defense shall be deemed 'failed' automatically. If students want to retake the thesis defense, they are permitted to do so just once within 30 days of the failure notification. Moreover, a complete thesis shall be submitted within 60 days after the reexamination. Students must also pay for the thesis defense reexamination fee. If the

reexamination is scheduled during the following semester, students must be officially enrolled to use services from the university.

### **5.10 Preparation of manuscripts for publication in a journal as required by the curriculum**

The publication of a thesis or a part thereof is necessary. Research publication criteria can be checked from the graduation requirements of each program. In this case, a thesis needs to be published or at least accepted for publication in a journal or a printed media, or registered for a patent or any other forms that are accepted in that field of study in compliance with Chiang Mai University's Graduate School announcements, No. 15/2565, Subject: Criteria and Guidelines for Thesis Publications. The details are as follows.

1. Master's degree

<b>Thesis publication criteria</b>	<b>Type 1</b>	<b>Type 2</b>	<b>Type 3</b>
<p><b>Publications</b></p> <p>A thesis or part of a thesis is published or at least accepted for publication in an international journal;  <u>or</u> a national journal in TCI – Tier 1;  <u>or</u> a national journal that is widely accepted in that field of study or related fields, reviewed by at least 3 peer reviewers who are from various external organizations, and regularly published for at least 3 consecutive years as a printed or electronic media with a clear publication schedule;  <u>or</u> an international conference which is widely recognized in that field of study, together with a full-paper article published in the proceedings.</p>	1	1	
<p><b>National Conference</b></p> <p><b>Remark</b> Awards from the National Research Council of Thailand (NRCT) or other equivalent awards can</p>	1		

<b>Thesis publication criteria</b>	<b>Type 1</b>	<b>Type 2</b>	<b>Type 3</b>
be used instead of the presentation of academic paper or innovation at a national conference upon approval from the Graduate School Academic Committee.			
<b>IS publication</b> An IS report or part of an IS report is published in a publication sources which <u>have been approved by the department and the Graduate School Academic Committee.</u>			1
<b>Patent/innovation that can be used instead of one article publication</b>			
<b>Patent</b> Registration Number+Readiness Level (TRL/PRL/SRL above level 4)			
<b>Innovation</b> Readiness Level (TRL/PRL/SRL above level 4)			

2. Doctoral degree

<b>Thesis publication criteria</b>	<b>Type 1.1</b>	<b>Type 1.2</b>	<b>Type 2.1</b>	<b>Type 2.2*</b>
<b>Publications</b> A dissertation report of part of a dissertation report is published or at least accepted for publication in an international journal index e. g. , ISI, Scopus, IEEE, PubMed or Web of Science	1	2	1	1
A dissertation report of part of a dissertation report is published or at least accepted for publication in an international journal.	1			1
<b>National journal</b> <b>Remark</b> Awards at an international level or other equivalent awards can be used instead of the presentation of academic paper or innovation at an	1	1	1	1



<b>Thesis publication criteria</b>	<b>Type 1.1</b>	<b>Type 1.2</b>	<b>Type 2.1</b>	<b>Type 2.2*</b>
international conference upon approval from the Graduate School Academic Committee.				
<b>Patent/innovation that can be used as one article publication</b>				
<b>Patent</b> Registration Number+ Readiness Level (TRL/PRL/SRL above level 6)				
<b>Thesis publication criteria</b>	<b>Type 1.1</b>	<b>Type 1.2</b>	<b>Type 2.1</b>	<b>Type 2.2*</b>
<b>Innovation</b> Readiness Level (TRL/PRL/SRL above level 7)				

\* Type 2.2: One article published at an international level in ISI Q1/Q2 index can be used instead of 2 international publications.

3. The articles for publication must indicate the student's name as First Author, together with the student's affiliation that includes Program...../Department..... Faculty/College/School of ..... Chiang Mai University.
4. The published articles must not be on the List of Predatory Publishers.
5. The publication at an international level can be used for that at a national level.
6. Journal indexes are based on the date of submission.
7. Remark: It is recommended to check the requirements of each program thoroughly.

### **5.11 Submission of thesis to the Graduate School for graduation**

The approval of students' graduation is typically done in the same semester as the thesis defense. Students shall check information from the Registration Office website, especially the enrollment credits for each semester. If the registration information is inaccurate, students shall contact the program or the department to correct the details. After that, students can proceed with the registration for graduation at the Registration Office and submit the graduation registration file receipt to their departments.

The University Council generally approves the graduation on the same date the Graduate School Academic Committee approves the request. The Graduate School will approve the degree only if students submit all relevant documents and pass the graduation requirements. Students shall process as follows.

1. Submit the documents listed below via e-mail (CMU account) or submit a printed copy at the Academic Services Sector of the Graduate Study Unit.
  - 1.1 MNS1/PHD1 – 1 copy
  - 1.2 Receipt of thesis file submission – 2 copies
  - 1.3 Abstract approved by the Graduate School (with watermark) – 1 copy
  - 1.4 Abstract in word and pdf files (with watermark) via e-mail (CMU account).
  - 1.5 Curriculum vitae of the student – 1 copy
  - 1.6 Fill in the information regarding research instruments in FON MIS: Research Tools via <http://kit.nurse.cmu.ac.th/Research/ResearchTool/>. Submit the research instruments and receipt of data submission via e-mail (CMU account).
  - 1.7 MNS 14/PHD 14, Academic conference record form – 1 copy

- 1.8 Acceptance letter of the journal publication – 1 copy (sign “certified true copy”)
  - 1.9 MNS 15/PHD 15, Academic publication form – 1 copy
  - 1.10 Transcript – 1 copy
  - 1.11 Manuscript for journal publication – 1 copy
  - 1.12 Close study report – 1 copy: Also include the abstract with the watermark from the Graduate School. Documents can be downloaded from [www.nurse.cmu.ac.th/](http://www.nurse.cmu.ac.th/) under the section “For students/Research Ethics”. Students can submit the document directly at the Center for Nursing Research, Building 1, Floor 3, Faculty of Nursing.
2. Submit documents in No.1 as a hard copy or an electronic copy via e-mail (CMU account) to the major advisor and the program chair for approval. After that, the major advisor/program chair will return the documents to the students by paper or by e-mail.
  3. Submit documents in No.2 as a hard copy or an electronic copy via e-mail (CMU account) with the approval from the major advisor and the program chair to the Graduate Program officer in order to process the graduation approval proposed to the Graduate School.

### **5.12 Concealing thesis without publication**

1. Students submit the request together with the thesis check.
  - 1.1 Download the form “Concealing thesis without publication” from the website of Chiang Mai University’s Graduate School.
  - 1.2 Fill up the form with the approval from the thesis advisor and the program chair.
  - 1.3 Submit the concealing request and the consent letter to the Graduate Program, Faculty of Nursing, Chiang Mai University.

- 1.4 After the Deputy Dean signs for approval, the officer will send a copy of the request in pdf format via Line application or e-mail (CMU account).
- 1.5 Students log into the Thesis Check system and attach the request with the approval from the thesis advisor/program chair/Graduate Program head.
2. Students submit the request after the thesis check has been approved. Students shall process the request before getting approved for graduation. If not, the thesis concealing request will not be possible.
  - 2.1 Download the form “Concealing thesis without publication” from the website of Chiang Mai University’s Graduate School.
  - 2.2 Fill up the form with the approval from the thesis advisor and the program chair.
  - 2.3 Submit the concealing request and the consent letter to the Graduate Study Unit, Faculty of Nursing, Chiang Mai University.

## CHAPTER 6

### Citations and References

Writing academic papers in different forms e.g. report, article, IS or thesis all involves the presentation of knowledge through an in-depth study on a particular topic. Therefore, the author shall include the information's sources in the references section so that readers may utilize the cited information as references for other purposes. There are various methods to provide references, and the 7<sup>th</sup> American Psychological Association (APA) style has been chosen as the format for the Faculty of Nursing at Chiang Mai University. This chapter includes guidelines on how to provide in-text citations, quotations, tables and figures, and references or bibliography.

#### 6.1 In-text citations

In-text citation format must use the Author-Date method. If preparing Thai manuscript, use Name-Surname of the author without academic position, followed by Year of publication. If the source is in English, use the author's surname without academic position, followed by Year of publication.

#### 6.2 References or bibliography

Use the 7<sup>th</sup> American Psychological Association (APA).

Table 6-1 Examples of in-text citations and references

Format	In-text citation	References
1 author	Waldman, 2021 or Waldman (2021)	<b>Journal</b> Panuthai, S. (2020). Palliative care nursing for older persons. <i>Nursing Journal</i> , 47(1), 454-466. (in Thai)

Format	In-text citation	References
		<p><b>Book</b></p> <p>Waldman, S. D. (2021). <i>Atlas of interventional pain management</i> (5th ed.). Elsevier.</p>
2 authors	Chaiard and Turale (2021) or (Chaiard & Turale, 2021)	<p><b>Journal</b></p> <p>Chaiard, J., &amp; Turale, S. (2021). Nursing: The critical need to address climate change and to protect health. <i>Journal of Nursing Scholarship</i>, 54(1), 5-6.  <a href="https://doi.org/10.1111/jnu.12739">https://doi.org/10.1111/jnu.12739</a></p> <p>Kunaviktikul, W., Turale, S., &amp; Stone, T. E. (2018). Developing leadership and capacity building: Reflections of a nurse leader. <i>Nursing &amp; Health Sciences</i>, 20(4), 411–414.  <a href="https://doi.org/10.1111/nhs.12579">https://doi.org/10.1111/nhs.12579</a></p> <p><b>Book</b></p> <p>Stein, L. N. M., &amp; Hollen, C. J. (2021). <i>Concept-based clinical nursing skills: Fundamental to advanced</i>. Elsevier.</p>
1-20 authors Put everyone’s names in the References section	Wyatt et al., 2016 or Wyatt et al. (2016)	Wyatt, G., Pugh, S. L., Wong, R. K., Sagar, S., Singh, A. K., Koyfman, S. A., Nguyen-Tân, P. F., Yom, S. S., Cardinale, F. S., Sultanem, K., Hodson, I., Krempf, G. A., Lukaszczyk, B., Yeh, A. M., & Berk, L. (2016). Xerostomia health-related quality of life: NRG oncology RTOG 0537.

Format	In-text citation	References
		<p><i>Quality of Life Research</i>, 25(9), 2323-2333. <a href="https://doi.org/10.1007/s11136-016-1255-0">https://doi.org/10.1007/s11136-016-1255-0</a></p>
<p>More than 21 authors Put the first 19 authors and use ... followed by the last author's name in the Reference section.</p>	<p>Taheri et al., 2018 or Taheri et al. (2018)  Nuntaboot et al. (2020)</p>	<p><b>Journal</b> Taheri, S., Chagoury, O., Zaghoul, H., Elhadad, S., Ahmed, S. H., Omar, O., Payra, S., Ahmed, S., El Khatib, N., Amona, R. A., El Nahas, K., Bolton, M., Chaar, H., Suleiman, N., Jayyousi, A., Zirie, M., Janahi, I., Elhag, W., Alnaama, A., . . . Abou-Samra, A. B. (2018). Diabetes Intervention Accentuating Diet and Enhancing Metabolism (DIADEM-I): A randomized controlled trial to examine the impact of an intensive lifestyle intervention consisting of a low-energy diet and physical activity on body weight and metabolism in early type 2 diabetes mellitus: Study protocol for a randomized controlled trial. <i>Trials</i>, 19(1), Article 284. <a href="https://doi.org/10.1186/s13063-018-2660-1">https://doi.org/10.1186/s13063-018-2660-1</a></p> <p><b>Book</b> Nuntaboot, K., Boonsawasdgulchai, P., Juntharasiri, J., Jirarattanawanna, N., Vattaamorn, S., Tangtongkham, S., Singhala, K., Nawaphun, K.,</p>

Format	In-text citation	References
		<p>Jiratikanwong, K., Jiwaprasath, K., Jamsomboon, m K., Ausawamaythikapong, K., Jutiworakool., K., Tungthanakanon, K., Chathum, K., Murathathorn, K., Wongsritrung, K., Auswakupnanon, K., Koonpeng, K.,...Naktong, P. (2020). <i>Knowledge set of mechanism development and community health system development by community for community</i>. The Graphico Systems. (in Thai)</p>
Translated book	Stevenson, 1993 or Stevenson (1993)	<p>Stevenson, W. (1993). <i>A man called intrepid</i> (Phrabat Somdet Phra Paraminthra Maha Bhumibol Adulyadej, Trans.) Amarin Printing and Publishing. (in Thai)</p>
Editors	McKinney et al., 2018 or McKinney et al. (2018)	<p>McKinney, E. S., James, S. R., Murray, S. S., Nelson, K. A., &amp; Ashwill, J. W. (Eds.). (2018). <i>Maternal-child nursing</i> (5th ed.). Elsevier.</p>
Published thesis in the Database/ Online	Thana, 2020 or Thana (2020)	<p>Thana, K. (2020). <i>Cancer caregiver burden in a nurse-designed home-based symptom management</i> [Doctoral dissertation, Michigan State University]. ProQuest Dissertations &amp; Theses Database. <a href="https://search.ProQuest.com/Global=27829191">https://search.ProQuest.com/Global=27829191</a></p>
Proceedings/ Conferences/	Rujkorakarn, 2012 or Rujkorakarn (2012)	<p>Rujkorakarn, D. (2012, February 12-17). <i>Nursing educational management problem issues for quality and</i></p>



<b>Format</b>	<b>In-text citation</b>	<b>References</b>
Meeting Reports		accessibility of health services [Conference session]. 14 <sup>th</sup> National Nursing Conference: Quality and accessibility of health services: Nurses' challenges, Bangkok, Thailand. (in Thai)
Teaching materials	Chintanawat, 2021 or Chintanawat (2021)	Chintanawat, R. (2021). <i>Course Handout of 552216: Fundamental nursing</i> [Unpublished]. Faculty of Nursing, Chiang Mai University.
Website or organization	(American Psychological Association [APA], 2019a) (APA, 2019b). (APA, 2019c).	American Psychological Association. (2019a). <i>About APA</i> . <a href="https://www.apa.org/about/index">https://www.apa.org/about/index</a> American Psychological Association. (2019b). <i>Careers in psychology</i> . <a href="https://www.apa.org/careers/index">https://www.apa.org/careers/index</a> American Psychological Association. (2019c). <i>Psychology topics</i> . <a href="https://www.apa.org/topics/index">https://www.apa.org/topics/index</a> Remark Order by the title's alphabets

### 6.3 Tables or Figures

To illustrate tables/ figures in a thesis, students should include only necessary information together with a short description that clearly explains the presented figures/tables to readers. The tables/figures should not take too much space of the page. In case of tables, a table's title must be written on the first line and its description on the following line.

Table numbers start from 1, 2, 3 ... to the last table in the report, for instance, Table 1, Table 2, Table 3, .... to Table 20) If tables are presented in many chapters, the author can divide them into chapters, such as Table 1-1, Table 1-2 (indicating Table 1 and Table

2 of Chapter 1). This does not include tables in the Appendix which must use the Appendix alphabet followed by the table number, for example, Table A1 – to suggest Table 1 in Appendix A.

Figures include graphs, charts, illustration, images, or other pictures. Use Figure .... Figure numbering is of the same approach as the table.

In case the presented figures or tables are taken/ adapted/ translated from other sources, the author needs to identify their sources at the bottom of the table/figure, and put the sources in references section as well.

Citing sources of tables or figures are different from citing general texts. The author must indicate additional details of the copyright as follows.

1. Use “From” for reprinted information or “adapted from” for any modifications of the presented information.
2. Information sources depend on the type of the information.
3. For copyright status of the presented tables/ figures, please indicate “Copyright/Year/By/Owner’s name” or “CC BY-NC-ND” for the information whose intellectual property has expired.
4. Indicate “permission” only with the permitted information.
5. Citing sources under the tables/figures is used instead of in-text citation.

Table 6-2 Formats for citing table/figure sources

Type of sources*	Citation	Copyright	Permission
Books	From <i>or</i> Adapted from	Copyright/year/by/ Owner's name.	Reprinted with Permission.
Book chapters		<i>or</i>	<i>or</i>
Journals		In the public domain	Adapted with Permission.
Websites		<i>or</i> CC BY-NC**	

### Remark

\* For other types of information not indicated in the table above, please cite the sources which include, Title, Author, Year of publication, and source of information as appropriate.

\*\* Depends on the type of Creative Commons licenses, such as CC BY 4.0, CC BY-NC, CC BY-NC-ND.

## 6.4 Translating Thai reference into English

Translating Thai references into English is similar to writing English reference source as follows.

1. Author's names: Start by Surname, followed by First name's initial.
2. Names of the organization/ministry: Use its official English name.
3. Year of publication: Change the Thai year (B.E.) into the A.C.
4. Title of thesis, articles, journals, conferences into Thai: Translate into English

Examples:

Narumit, P. (2015). *Adaptation of physiological knowledge in newborn care.*

Holistic publishing.

(in Thai)

Pholanun, P., Kantawang, S., & Klunklin, P. (2013). Maternal participation in caring for preterm infants in neonatal intensive care unit and related factors. *Nursing Journal*, 40(1), 89-101.

(in Thai)

### **Remark**

1. When citing secondary source of information in the reference section, insert the secondary author only.
2. Title of English articles: Capitalize only the first word, proper nouns, and the first word after a colon (:).
3. Ordering list of references starts from Thai references, English references, and Translated Thai References.

## **6.5 How to write references**

1. Sort in alphabetical order

English: Use the same principle as letter ordering in dictionary from A-Z.

For example:

Singh, Y. is listed before Singh Siddhu, N.

Villafuerte, S. A. is listed before Villa-Lobos, J.

2. Sorting different documents with the same first author.
  - 2.1 If all authors are the same, sort by Year of publication.

### Examples

Cabading, J. R., & Wright, K. (2000).

Cabading, J. R., & Wright, K. (2001).

- 2.2 If the authors are different, start from documents with the same author before documents with different authors.

### Examples

Alleyne, R. L. (2001).

Alleyne, R. L., & Evans, A. J. (1999).

- 2.3 If the first author is the same but the second and third authors are different, sort by initials of the second author and the third author respectively.

### Examples

Boockvar, K. S., & Burack, O. R. (2007).

Boockvar, K. S., LaCorte, H. C., Giambanco, V., Friedman, B., & Siu, A. (2006).

- 2.4 If the first authors have the same surname, sort by the initial and middle initial of the first author.

### Examples

Mathur, A. L., & Wallston, J. (1999).

Mathur, S. E., & Ahlers, R. J. (1998).

- 2.5 Insert references for all documents with the same author, starting with the earliest year of publication. In addition, arrange references having a single author before those with multiple authors. List the authors in alphabetical and publication order followed by a, b, c, d for English Thai. If year of publication is the same, sort by titles arranged in alphabetical order.

## Examples

Bednarik, R. G. (2001). *Rock art science: The scientific study of palaeoart*. Brepols Publishers.

Bednarik, R. G. (2003a). Concerns in rock art science. *Aura Newsletter*, 20(1), 1-4.

Bednarik, R. G. (2003b). A figurine from the African Acheulian. *Current Anthropology*, 44(3), 405-413.

Bednarik, R. G. (2003c). Seafaring in the Pleistocene. *Cambridge Archaeological Journal*, 13(1), 41-66.

## References

American Psychological Association. (2020). Publication manual of the American Psychological Association: The official guide to APA style (7th ed.).  
<https://doi.org/10.1037/0000165-000>

American Psychological Association. (2020). Reference examples.  
<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

### Translated Thai Reference

Chiang Mai University's Graduate School. (2015). *Handbook for writing and printing a thesis*. Wanida Publishing.

## **Appendix**



**Appendix A**  
**Announcements and Thesis Guidelines**

(Translation)

**Announcement of the Faculty of Nursing No. 445/2565**  
**Subject: Appointment of Thesis Manual Working Committee**  
**Faculty of Nursing, Chiang Mai University. B.E.2565**

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As the Graduate Study Unit, Faculty of Nursing, Chiang Mai University, needs to produce a thesis manual to provide faculty members and graduate students with guidelines regarding research report/thesis publication to ensure it is nationally and internationally accepted with proper references following research ethical principles, and adhering to thesis writing standards established by Chiang Mai University,

To ensure the efficiency and accuracy of the thesis manual, by virtue of Chiang Mai University Act, Section 40 and Section 74, Paragraph 4, the following personnel has therefore been appointed as “Thesis Manual Working Committee, Faculty of Nursing, Chiang Mai University, B.E.2565” which include:

- |   |                                   |
|---|-----------------------------------|
| 1. Dean of Faculty of Nursing                     | Consultant                        |
| 2. Associate Dean of Graduate Study               | Chairperson                       |
| 3. Assistant Dean of Graduate Study               | Vice-Chairperson                  |
| 4. Associate Professor Dr.Punpilai Sriarporn      | Committee                         |
| 5. Assistant Professor Dr. Thitinut Akkadechanunt | Committee                         |
| 6. Assistant Professor Dr. Chomphoonut Srirat     | Committee                         |
| 7. Dr. Kanjana Thana                              | Committee and Secretary           |
| 8. Mrs. Anyarat Wongwiriyaapun                    | Committee and Assistant Secretary |

## **Duties and Responsibilities**

1. Revise the thesis manual to serve as guidelines for faculty members and graduate students in the preparation of the academic reports or the thesis by following international standards and adhering to Chiang Mai University's Research Report Manual B.E. 2558, which includes step-by-step procedures for conducting research for the thesis to assist students from start to finish which could be applicable for both online and on-site practice.
2. Propose "Thesis Manual, Faculty of Nursing, Chiang Mai University 2022" for approval from the Graduate Faculty Committee.
3. Other relevant duties and responsibilities.

Effective from now onwards.

Announced on 5 November 2022

-signature-

(Assistant Professor Dr. Thanee Kaewthummanukul)

Dean of Faculty of Nursing

**Guidelines for Thesis Proposal Defense and Thesis/I.S. Defense Examination**  
**For graduate students, Faculty of Nursing, Chiang Mai University**

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The Faculty of Nursing, Chiang Mai University, has established guidelines for thesis proposal defense and thesis defense according to the meeting resolution of the Faculty Graduate Committee of Faculty of Nursing, No. 10/2564, dated 7 October 2022, in order to ensure that thesis proposal defense and thesis defense of the graduate students at Chiang Mai University's Faculty of Nursing would follow the same direction and meet quality standards of Chiang Mai University's regulations regarding Graduate Education, B.E.2560. The information is outlined below.

**Thesis proposal defense and thesis defense examination requests**

1. An major advisor/Program chair examine relevant documents regarding the requests to make sure they are complete and accurate based on the thesis proposal/thesis formats established by the Graduate School. If the documents are not complete/accurate, they will be returned to the students for further revisions.
2. Students process the thesis proposal/thesis defense examination at least 2 weeks (or approximately ten business days) to allow the Associate Dean and/or Assistant Dean of Graduate Study to appoint the defense committee who are subject-matter specialists.
3. A major advisor/Program chair specifies a few dates that are available for the defense to allow the Graduate Study Unit to appoint the defense committee.
4. It is recommended to schedule the defense dates during business hours. If not possible, kindly note the reasons.
5. Writing a thesis/ dissertation/ I. S. proposal/ report is the student's own responsibility. Students should prepare enough copies of the documents for every committee member and submit them to the officer—do not request the

officer to prepare or print the documents on their behalf. It is necessary that students prepare everything by themselves regarding the defense. This also includes English standardized test result and Certificate of Participation in Research Ethics training. Students should also sign “certified true copy” over all other essential papers.

Regarding the originality report generated from Turnitin, the major advisor must review and approve the report. If plagiarism occurs at the sentence level, students must modify the sentence to lower the amount of similarity. If plagiarism is limited to a single word, the advisor must sign and approve the similarity.

**Remark:** If the department wishes to request the committee from the external department for the thesis proposal defense, or from the external organization for the thesis defense; they can do so by ordering from the most desired person. The Graduate Study Unit will then consider them as appropriate.

#### **Thesis proposal defense and thesis defense examination (on-site)**

1. Before the defense, the committee chair and committee members spend 15-30 minutes reviewing the quality of the thesis proposal and/ or thesis and summarizing the committee observations. Major issues to consider include
  - 1) Background and significance of the study
  - 2) Comprehensive literature review
  - 3) Conceptual framework
  - 4) Research Methodology
  - 5) Research findings
  - 6) Discussions

The subjects under the committee review can be different, including:

- 1.1 In case of a thesis proposal defense, the committee shall review subjects in No.1) to 4).
- 1.2 In case of a thesis defense, the committee shall review all of the above subjects with a special emphasis on No.5) and 6) since the previous subjects (No. 1-4) are already discussed in the proposal defense. (See more details of reviewing subjects in Table 1 attached to this announcement).
2. The committee chair invites students and listeners to the defense venue; and introduces committee members. After that, the student presents key issues of the thesis proposal/thesis for approximately 30 minutes.
3. After the student's presentation, the committee chair and members inquire about any unclear concerns or question on the subjects that students should know. These questions should be specific and relevant to the student's thesis. Any questions unanswered can be skipped, those requiring a foundational understanding of the topic. The committee shall provide students with suitable guidance and provide resources for additional self-study. Mistakes and errors in the format of the thesis should not be discussed in detail, but can be mentioned briefly after the defense has concluded.
4. The committee chair shall manage the defense examination duration. Regarding this, the thesis defense should not exceed 2-3 hours, while the I.S. defense should not exceed 2 hours. The duration of the dissertation defense is at the discretion of the committee but should not exceed 6 hours.
5. After the defense, the committee chair asks students and listeners to leave the defense venue and promptly summarizes the defense evaluation using the Thesis Defense Evaluation form (MNS/PHD 2) or Thesis Defense/I.S. Result Report Form (CMU. 6 GS.) of the Graduate School. The evaluation involves the quality of the student's thesis and oral examination of knowledge and

competency. After completing the evaluation, the committee chair and committee members sign off the defense result for approval.

6. The committee chair notifies the defense result to the student. Then, the student signs off the document for acknowledgement.
7. After the thesis defense, the major advisor or the thesis advisory committee monitor/supervise the students to revise the thesis based on the comments of the thesis defense committee and proceed as follows.
  - 7.1 After the thesis proposal defense, students revise the report based on the committee suggestions, write an abstract for the thesis proposal (MNS/PHD5), and submit them to the proposal defense committee for approval within 30 days; otherwise, the proposal defense will be deemed void. In addition, the defense committee shall consider if students have made all the required adjustments based on the committee comments and printed in APA format. Then, they would sign their names for approval. After that, students submit all documents at the Graduate Study Unit at least 3 days before the meeting (on Friday before the meeting week only). The Graduate Study Unit will examine whether the documents are complete and accurate following APA format. If the documents are not complete/ accurate, they will be returned to the students for further revisions. After that, the documents will be forwarded to the Faculty Graduate Committee and Graduate School within 15 days after the approval from the faculty.
  - 7.2 After the thesis defense, students shall edit the abstract and thesis based on the suggestions of the defense committee and propose the revised documents for approval. The defense committee shall check if students have made all the required adjustments based on the committee comments, and sign their names for approval. Then, students submit the Thesis Defense/I.S. Result Report Form (CMR.6 GS.) and hierarchical record form (CMU 54) to the Graduate School online or by other methods as indicated within 60 days after the defense.

### **Thesis proposal defense and thesis defense examination (online)**

1. Students submit the request for online thesis proposal/ thesis defense and specify the defense's date and time to the department officer. The request must adhere to the Graduate Program's regulations on Online Thesis Defense via <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29>
2. Students submit the thesis to the thesis defense committee within the scheduled time either by paper or e-mail, depending on each committee member's request. If the committee member requests a hard copy, students have to prepare it and submit the paper to the Graduate Study officer.
3. Programs used for the thesis defense should be practical/appropriate e.g. Zoom, Microsoft Teams, or Line, as specified by the defense committee chair.
4. Before the defense, the committee chair and committee members spend 15-30 minutes reviewing the quality of the thesis proposal and/ or thesis and summarizing the committee observations. Major issues to consider include
  - 1) Background and significance of the study,
  - 2) Comprehensive literature review,
  - 3) Conceptual framework,
  - 4) Research Methodology,
  - 5) Research findings, and
  - 6) Discussions.

The subjects under the committee review can be different, including:

- 6.1) In case of a thesis proposal defense, the committee shall review subjects in No.1) to 4).



- 6.2) In case of a dissertation/thesis defense, the committee shall review all of the above subjects with a special emphasis on No. 5) and 6) since the previous subjects (No. 1-4) are already discussed in the proposal defense.
- 6.3) In case of an I.S. defense, all areas from No. 1) – No. 6) shall be covered.
5. The committee chair invites students and listeners to the program used for the defense; and introduces committee members. After that, the student presents key issues of the thesis proposal/thesis for approximately 30 minutes.
6. The student presents the thesis online ( video recording is not allowed during the presentation) as this process evaluates students' capability in presenting and answering questions in real-time. Students should be able to demonstrate their knowledge and understanding of the topic under the thesis/I.S.
7. After the student's presentation, the committee chair and members inquire about any unclear concerns or question on the subjects that students should know. These questions should be specific and relevant to the student's thesis. Any questions unanswered can be skipped, those requiring a foundational understanding of the topic. The committee shall provide students with suitable guidance and provide resources for additional self-study. Mistakes and errors in the format of the thesis should not be discussed in detail, but can be mentioned briefly after the defense has concluded.
8. The committee chair shall manage the defense examination duration. Regarding this, the thesis defense should not exceed 2-3 hours, while the I.S. defense should not exceed 2 hours. The duration of the dissertation defense is at the discretion of the committee but should not exceed 6 hours.
9. After the thesis/dissertation defense, the committee chair asks students and listeners to leave the online program and promptly summarizes the defense evaluation using the Thesis Defense Evaluation form (MNS/PHD 2) or Thesis

Defense/I.S. Result Report Form (№. 6 11.) of the Graduate School. The evaluation involves the quality of the student’s thesis and oral examination of knowledge and competency. After completing the evaluation, the committee chair and committee members sign off the defense result for approval.

10. The committee chair invites the student to rejoin the program and notifies the defense result.
11. After the thesis defense, the major advisor or the thesis advisory committee monitor/supervise the students to revise the thesis based on the comments of the thesis defense committee and proceed as indicated in the on-site defense steps (No.7.1-7.2).
12. Signing off the documents related to the thesis defense can be done as usual. Electronic signatures are allowed only if the specialists are the committee chair or committee members, or electronic signatures can be allowed as deemed appropriate.

**Table: Key aspects to review in the examination of Thesis Proposal/Thesis**

Aspects	Yes	No	Comments
<b>1. Background and significance of the study</b>			
1.1 Research problems are significant to nursing and answers to the research problems must contribute to the body of knowledge in nursing or enhance nursing quality.			
1.2 Demonstrate how big/important the problem is, for example, including a statistical report at individual, organizational, local, national, or global level.			
1.3 Present research feasibility			
1.4 Present the scope of knowledge body of the subject with a brief summary of literature/theories			
1.5 Clearly identify the gap of knowledge			
<b>2. Objectives and research questions/hypotheses</b>			

Aspects	Yes	No	Comments
2.1 Clear and consistent objectives, research questions, and hypotheses.			
<b>3. Definitions of Key Terms</b>			
3.1 Completely define relevant terms of the study			
3.2 Clear operational definitions which cover both meanings and measures of the specified variables			
<b>4. Literature Review</b>			
4.1 Present current knowledge of the subject under study			
4.2 Present comprehensive concepts, theories, and related research studies			
4.3 Present a thorough review of the knowledge through the detailed analysis of literature.			
<b>5. Conceptual framework</b>			
5.1 Clearly identify theories or concepts that serve as the foundation of the study			
5.2 Present a clear connection between the theories and the study variable and describe the study mechanism based on the theoretical foundation.			
<b>6. Research Methodology: both quantitative and qualitative methods</b>			
6.1 Study design Quantitative research: such as RCT or quasi-experimental design or situational analysis which is appropriate to the research questions Qualitative research: Develop an appropriate and accurate study design			
6.2 Clear study population			
6.3 Sample selection Quantitative research: Clear and appropriate subject criteria/sample selection			

Aspects	Yes	No	Comments
Qualitative research: Subject selection method corresponds to the objectives that provide a clear understanding of the study, such as Typical Cases, Maximum Variation Sampling, Extremely Cases, Snowball Sampling, and Key Informants.			
6.4 Suitable sample size calculated based on appropriate principles Quantitative research: Use power analysis, etc. Qualitative research: Identify the sample size which shows the data saturation.			
6.5 Research methodology Quantitative research: Establish clear research tools appropriate for the study 6.5.1 Provide the description and interpretation of the research tools 6.5.2 Correctly explain how to determine the data validity and reliability Qualitative research: Explain how to obtain credible information e.g. Participant Observation, In-depth Interview, Focus Group Discussion, etc.			
6.6 Clearly identify human right protection			
6.7 Correctly and accurately identify how to collect data and conduct research (if any)			
6.8 Statistics used Quantitative research: Correctly identify appropriate statistics used to analyze the data and in the correct order. Qualitative research:			
<b>7. Research findings</b>			
7.1 Corresponds to the research objectives and research questions/hypotheses			

Aspects	Yes	No	Comments
7.2 Findings are appropriately presented in an organized (e.g. tables, bar charts, pie charts, etc.) and accurate manner (e.g. values in the table match with the description)			
<b>8. Discussions</b>			
8.1 Present the discussion by having clear explanations and based on the research framework.			
8.2 Have supporting evidence from previous studies which are consistent with or contradict to the current study			
<b>9. Clear, complete, and concise conclusion to the research</b>			
<b>10. Recommendations for further study</b>			
10.1 Recommendations are truly grounded on the research findings			
<b>11. References</b>			
11.1 Sources are current and up-to-date.			
11.2 Complete reference list			
11.3 Citations/references are written in the correct format.			

Remark: Please refer to “Handbook for writing and printing of thesis” for more information from [https://www.grad.cmu.ac.th/grad\\_wp2/?page\\_id=1403](https://www.grad.cmu.ac.th/grad_wp2/?page_id=1403)

(Translation)

**Announcement of the Graduate School, Chiang Mai University No. 15/2565**

**Subject: Criteria and Operating Procedure for Thesis Publication**

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According to the Regulation of Chiang Mai University on Graduate Education 2559 B.E., clause no. 29.6: a thesis work must be published or at least accepted to publish in a journal, media, printed matter, registered a petty patent or patent, or other ways of publication that are accepted in the field of study as specified by the graduate school, on each level and/or type of study, along with the agreement of the Academic Council Board meeting no. 4/2565 on 20 April 2022 and the Graduate School Academic Administrative Committee (GSAAC), meeting no. 5/2565 on 8 April 2022, the Criteria and Operating Procedure for Thesis Publication are issued as follows.

1. Announcement of Graduate School, Chiang Mai University, Subject: Criteria and Operating Procedure for Thesis Publication No. 37/2559 issued on 9 November 2016, No. 45/2560 (No.2) issued on 10 November 2017, and No. 63/2561 (No.3) issued on 24 October 2018 are cancelled.
2. This announcement is valid for the students who request for the graduation on the announced date.
3. Criteria for thesis publication
  - 3.1 Graduate Diploma or High Graduate Diploma: Criteria for thesis publication is as specified in each program.
  - 3.2 Master's degree

<b>Thesis publication criteria</b>	<b>Type 1</b>	<b>Type 2</b>	<b>Type 3</b>
<b>Publications</b> A thesis of part of a thesis is published or at least accepted for publication in an international journal;	1	1	

Thesis publication criteria	Type 1	Type 2	Type 3
<p><u>or</u> a national journal in TCI – Tier 1;</p> <p><u>or</u> a national journal that is widely accepted in that field of study or related fields, reviewed by at least 3 peer reviewers who are from various external organizations, and regularly published for at least 3 consecutive years as a printed or electronic media with a clear publication schedule;</p> <p><u>or</u> an international conference which is widely recognized in that field of study, together with a full-paper article published in the proceedings.</p>			
<p><b>National Conference</b></p> <p><b>Remark</b> Awards from the National Research Council of Thailand (NRCT) or other equivalent awards can be used instead of the presentation of academic paper or innovation at a national conference upon approval from the Graduate School Academic Committee.</p>	1		
<p><b>I.S. publication</b></p> <p>An I.S. report or part of an I.S. report is published in a publication sources which <u>have been approved by the department and the Graduate School Academic Committee.</u></p>			1
<p><b>Patent/innovation that can be used instead of one article publication</b></p>			
<p><b>Patent</b> Registration Number+Readiness Level (TRL/PRL/SRL above level 4)</p>			
<p><b>Innovation</b> Readiness Level (TRL/PRL/SRL above level 4)</p>			

In the case of fine arts, visual arts, or media arts, apart from the above criteria for thesis publication, the thesis can be publicly published in the form or method that is accepted in the field of study by focusing on thinking, analyzing, creating, and applying. The arts, **approved by the national artists or experts, who is accepted by the Graduate School**, can be used instead of the publications or presentation in the National conference.

### 3.3 Doctoral degree

<b>Thesis publication criteria</b>	<b>Type 1.1</b>	<b>Type 1.2</b>	<b>Type 2.1</b>	<b>Type 2.2*</b>
<b>Publications</b>				
A dissertation report of part of a dissertation report is published or at least accepted for publication in an international journal index e.g., ISI, Scopus, IEEE, PubMed or Web of Science	1	2	1	1
A dissertation report of part of a dissertation report is published or at least accepted for publication in an international journal.	1			1
<b>National journal</b>	1	1	1	1
<b>Remark</b> Awards at an international level or other equivalent awards can be used instead of the presentation of academic paper or innovation at an international conference upon approval from the Graduate School Academic Committee.				
<b>Patent/innovation that can be used as one article publication</b>				
<b>Patent</b> Registration Number+Readiness Level (TRL/PRL/SRL above level 6)				
<b>Innovation</b> Readiness Level (TRL/PRL/SRL above level 7)				



\* Type 2.2: One article published at an international level in ISI Q1/Q2 index can be used instead of 2 international publications.

In the case of fine arts, visual arts, or media arts, apart from the above criteria for thesis publication, the Ph.D. thesis can be publicly published in the form or method that is accepted in the field of study, which is not below the criteria set by the Ministry of Education and/or Ministry of Higher Education, Science, Research and Innovation, by focusing on creating, new knowledge, or academic/professional innovative new ideas. The arts, approved by the international artists or experts, who is accepted by the Graduate School, can be used instead of the publications or presentation in the National conference.

In addition, the Ph.D. thesis can be published in national journals in TCI Tier 1 or the national journals which are qualified and accepted in the field of study or related fields, regularly and continuously published for at least 3 years, and the quality of publications must be evaluated by at least 3 peer reviewers from various outside universities, and published in both print and electronic, which have an exact schedule or presented in the academic regarding the program's conditions.

- 3.4 The articles for publication must indicate the student's name as First Author, together with the student's affiliation that includes Program...../Department..... Faculty/College/School of ..... Chiang Mai University.
  - 3.5 The published articles must not be on the List of Predatory Publishers.
  - 3.6 The publication at an international level can be used for that at a national level.
  - 3.7 Journal indexes are based on the date of submission.
4. In the case that it is imperative that the above criteria are not met, reasons and necessity must be proposed, considered, agreed and approved by the Graduate Program Administrative Committee (GPAC), Academic Sector Graduate Education Executive Committee (GEEC), and Graduate School Academic

Administrative Committee (GSAAC). The consideration of GSAAC shall be final

5. The program can set higher quantity and quality of the criteria than this announcement. In case of not following the above criteria, the program can set the form, method, level, and number of publications, which are accepted in the field of study in the program. However, the criteria must not lower than those set by the Ministry of Education. In this case, reasons and necessity must be proposed, considered, agreed and approved by the Academic Sector Graduate Education Executive Committee (GEEC), Graduate School Academic Administrative Committee (GSAAC), University Executive Committee, Academic Council, and University Council.

Announced on 28 April, 2022

-signature-

(Associate Professor Dr. Apichat Sopadang)

Dean of Graduate School

## **Appendix B**

### **Operating Procedures of a Thesis**

## Step 1. Request for Thesis Proposal Defense

1. Download the forms at

<https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit the documents by e-mail using CMU account or submit as a hard copy at the Graduate Study Unit, Educational Services and Student Quality Development Section. All documents listed below shall be submitted **2 weeks** before the proposal defense.

1) One copy of MNS4/ PHD4 (Identify the available date of the thesis proposal defense committee). Further information regarding Thesis Proposal Defense Committee components can be downloaded from No.31.

2) Proposal defense report (5 copies for master's degree/ 6 copies for doctoral degree).

Look at “thesis title examples” for thesis proposal defense in Document Download section, No. 21.

Remark: Students must prepare enough copies of the thesis proposal report when submitting to the officer. Also, make sure that the report is written with the proper references (APA). If not, students should revise it before the final submission.

3) Payment receipt of the tuition fee in the semester enrolling the thesis course – 1 copy

4) English standardized test result/training (sign “certified true copy”) – 1 copy

5) Research ethics training certificate (sign “certified true copy”) – 1 copy

6) Only for doctoral degree students, provide Name–Surname of foreign co–advisor, together with e-mail and address.



2. Submit documents in No.1 as a hard/electronic copy via e-mail (CMU account) to the major advisor/Program chair for approving and appointing the thesis proposal defense committee, as well as specifying the date and time for the thesis proposal. After that, the documents will be returned to the students by paper/e-mail.



3. Submit documents in No.2 as a hard/electronic copy via e-mail (CMU account) with the approval from the major advisor + Program chair to the Graduate Study Unit to process the thesis proposal defense committee order within one week. Then, the officer shall send a copy of such order to the student.



4. After the thesis proposal defense, students must revise the proposal based on the suggestions from the committee. After all the revisions, students can submit the thesis proposal for approval from the Faculty Graduate Committee, Faculty of Nursing.

Remark: Students must submit a complete revised version of the thesis proposal based on the committee's comments and attach a separate paper that clearly details all revisions made to each topic. The revised version needs to be submitted to the committee for reviewing in 3–5 days and signing off document

*Download documents here*



**Step 2 -->**

## Step 2. Request for Thesis Title and Proposal Approval

### 2.1 Submit thesis title and proposal for approval from the Faculty Graduate Committee

2.1.1 Download the forms at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit the documents listed below by e-mail using CMU account or submit as a hard copy at the Graduate Study Unit, Educational Services and Student Quality Development Section.

- 1) PHD1/MNS1 – 1 copy
- 2) PHD2/MNS2 (given to students after defense) – 1 copy
- 3) PHD5/MNS5 (given to students after defense) – 1 copy
- 4) พญ.11/PHD11 (submitted to the advisor for approval) – 1 copy

5) One copy of the thesis proposal (should not exceed 20 pages, excluding the reference page) and add footnotes. The proposal should cover all topics and be typed in according to APA format. If not, students shall make necessary adjustments to the proposal's format.



2.1.2 Submit documents in No. 2.1.1 as a hard/electronic copy via e-mail (CMU account) to the major advisor for approving all revisions made after the defense. Then, the documents will be returned to the students by paper/e-mail.



2.1.3. Submit documents in No. 2.1.2 with the approval from the advisor to the proposal defense committee for approving PHD5/MNS Then, the documents will be returned to the students by paper/e-mail. (CMU mail)



2.1.4. When students receive the documents/e-mail back from the committee, they should proceed as follows.

1) Submit a hard copy or a scanned pdf document (combined in 1 file) arranged by the order in No.1.

2) Submit a hard copy at the Graduate Study Unit or send e-mail to proposal.fon@gmail.com, and indicate name–surname, student’s code, and field of study, and attach the file.

Remark: The meeting for approving the thesis proposal title is scheduled every first Thursday of every month. Students must submit the document 3 business days prior to the meeting (on Friday of the week before the meeting). If students miss the deadline, their thesis proposal will not be approved until the next meeting.

**Continued to the next page -->**

## Step 2. Request for Thesis Title and Proposal Approval

### 2.1 Submit thesis title and proposal for approval from the Faculty Graduate Committee

2.1.5. After the meeting (approximately Tuesday of the following week), the secretary will summarize the meeting result and notify students via e-mail. Once students receive the notification, they shall proceed as follows.

**“Pass”**: Students revise the proposal according to the suggestions from the meeting, together with the approval from their advisor. After that, students should submit the thesis proposal for approval from the Graduate School, Chiang Mai University as the next step (No.2.2).

**“Fail”**: Students revise the proposal according to the suggestions from the meeting, together with the approval from their advisor. After that, they should write a letter indicating changes they have made to the proposal and submit it for approval from the faculty graduate committee.

*Download documents here*





## Step 2. Request for Thesis Title and Proposal Approval

### 2.2 Submission of thesis title and proposal for approval from the Graduate School, CMU

2.2.1 Download the forms at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit the documents listed below by e-mail using CMU account or submit as a hard copy to the Graduate School.

- 1) PHD1/MNS1 – 1 copy
- 2) Request Form for Dissertation/Thesis/I.S. Title and Proposal Approval
- 3) Letter of Consent to Consign Intellectual Properties
- 4) Thesis proposal – 1 copy, not exceeding 20 pages with footnotes



2.2.2 Submit documents in No.2.2.1 as a hard/electronic copy via e-mail (CMU account) to the major advisor and Program chair for approval.



2.2.3 After students receive the documents/e-mail back from the major advisor + Program chair, they shall process as follows.

- 1) Submit a hard copy/a scanned pdf document (combined in 1 file) arranged by the order in No.2.2.1.
- 2) Submit a hard copy to the Graduate Study Unit or send e-mail to [proposal.fon@gmail.com](mailto:proposal.fon@gmail.com), and indicate name–surname, student's code, and field of study, and attach the file.



2.2.4 The Graduate Study Officer proceeds with the appointment of thesis/I.S. advisory committee which usually takes about 1 month. The officer will send an e-mail to students informing the appointment of the thesis advisory committee, which they can use as evidence to request for a Research Ethical Review. During the thesis advisory appointment process, students can perform the following actions.

1) Request Research Ethical Review from the Research Ethics Committee, Faculty of Nursing.

Tel. 053-936080 or via [www.nurse.cmu.ac.th/students\\_resources/research\\_ethics\\_committee](http://www.nurse.cmu.ac.th/students_resources/research_ethics_committee).

2) Request for official letters of research methodology.

*Download documents here*



Students must report any adjustments made to the approved thesis proposal by clarifying the proposal amendment (Version 2) to the Graduate Study Unit.

**Step 3 -->**

### **Step 3. Request for Thesis/I.S. Defense Examination**

1. Download the forms listed below at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit them by paper or by e-mail using CMU account to the Graduate Program officer, Educational Services and Student Quality Development Section, at least two weeks before the defense.

1) MNS4/PHD4 – 1 copy (Identify the available date of the thesis defense committee).

2) Thesis/I.S. report draft (5 copies for master's degree, 7 copies for doctoral degree).

Remark: Students must prepare enough copies of the thesis when submitting to the officer. Also, make sure that the report is written with the proper references (APA). If not, students should revise it before the submission

3) Payment receipt of the tuition fee in the semester enrolling the thesis course – 1 copy

4) Payment receipt of the thesis course enrollment (12/36 credits) or I.S. (6 credits) – 1 copy

5) English standardized test result/training (sign "certified true copy") – 1 copy

6) Payment receipt of Registration for Graduation of the Registration Office, available at [www.reg.cmu.ac.th/Registration](http://www.reg.cmu.ac.th/Registration) for graduation – 1 copy

7) Plagiarism Check report, generated from Turnitin. Students can request Turnitin access from CMU Library via <https://services.library.cmu.ac.th/turnitin/> – 1 copy (also approved by the advisor)



2. Submit documents in No.1 as a hard/electronic copy via e-mail (CMU account) to the major advisor and program chair in order to proceed with the thesis defense committee appointment and thesis/I.S. defense date and time. After that, the documents will be sent to the students by paper/e-mail.



3. Submit documents in No.2 as a hard/electronic copy via e-mail (CMU account) with the approval from the major advisor and the program chair to the Graduate Program officer to proceed with the thesis/I.S. defense committee appointment. Following that, the documents pertaining to the appointment of the thesis defense committee will be given to the students within one week.



4. After the thesis/I.S. defense, students shall revise the thesis based on the comments/suggestions of the thesis defense committee and submit the thesis defense evaluation results in the form MNS4/PHD4 to the advisor for approval. After that, they shall proceed with writing the abstract of the thesis/I.S.

*Download documents here*



**Step 4 -->**

## Step 4. Thesis/I.S. Abstract Submission

1. Download the forms at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit them by paper or by e-mail using CMU account.

1.1 After students have made all revisions based on the comments of the thesis defense committee, they should submit the research abstracts to a language specialist to verify the language accuracy. Please see more information on ‘abstract submission’ under Document Download No.32

1.2 After receiving the reply from the specialist, students should prepare the following documents.

- MNS1/PHD1 – 1 copy
- Thai/English abstract – 1 copy each, revised based on the language specialist’s comments.
- Abstract Approval Form with digital signatures – 1 copy

Remark: Abstract should strictly adhere to guidelines before submission.

- E-mail content submitted to the language specialist – 1 copy
- English abstract with the language specialist’s handwriting – 1 copy



2. Submit documents in No.1 as a hard/electronic copy via e-mail (CMU account) to the major advisor and the program chair for approval. Then, the document is returned to the students.



3. Submit documents in No.2 as a hard/electronic copy via e-mail (CMU account) with the approval from the major advisor + the program chair to the Graduate Program officer in order to propose to the Associate Dean for graduate study. Next, the officer will send the abstract review from the Graduate Program’s Associate dean to the student by paper/e-mail.

Abstract review = “needs revision”

- 1) Students need to revise the abstract and submit the revised version by paper/e-mail with the approval from the advisor.
- 2) Students submit the documents to the officer by paper/e-mail (CMU account) in order to propose to the Associate dean for review.

Abstract review = “no revision”

- 1) Students insert the approved abstract and the page that displays the signatures of all defense committee members in the complete thesis. Then, students scan all documents into the system.
- 2) Students upload the complete thesis file via [www.grad.cmu.ac.th /STUDENTS /Thesis/](http://www.grad.cmu.ac.th/STUDENTS/Thesis/) under the subject: “Thesis Document Check”. Students will receive a response from the Graduate School officer with the approval page (Thesis non-disclosure agreement is according to the regulations of each journal).



4. Students request the approval of the degree for graduation as the next step.

*Download documents here*



## Step 5. Request for Degree Approval for Graduation

1. Download the forms listed below at <https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29> and fill up all necessary information. Submit them by paper to the Educational Services and Student Quality Development Section, Graduate Study Unit or by e-mail using CMU account.

- 1) MNS1/PHD1 – 1 copy
- 2) Thai-English Abstracts with the watermark (approved by the Graduate School) – 1 copy
- 3) Receipt of complete thesis/I.S. file submission (approved by the Graduate School) – 1 copy
- 4) Curriculum vitae of the student – 1 copy
- 5) Research tools (applicable only to research tools that were adapted/newly created) – 1 copy
- 6) MNS14/PHD 14, Academic conference record form (Only Plan A students) – 1 copy
- 7) Acceptance letter of the journal publication – 1 copy (sign “certified true copy”)
- 8) MNS15/PHD 15, Academic publication form – 1 copy
- 9) Transcript – 1 copy
- 10) Manuscript for journal publication – 1 copy
- 11) Completed questionnaire for graduate students (via Line) – 1 copy
- 12) Close study report – 1 copy: Also include the abstract with the watermark from the Graduate School. Documents can be downloaded from [www.nurse.cmu.ac.th/under](http://www.nurse.cmu.ac.th/under) the section “For students/Research Ethics”.



2. Submit documents in No.1 as a hard/electronic copy via e-mail (CMU account) to the major advisor and the program chair for approval. After that, the documents will be returned the students by paper/e-mail. (CMU mail)



3. Submit documents in No.2 as a hard/electronic copy via e-mail (CMU account) with the approval from the major advisor and the program chair to the Graduate Study officer in order to process the graduation approval proposed to the Graduate School.

*Download documents here*






## **Appendix C**

### **Forms and Examples of Official Letters**

## Forms of the Faculty of Nursing

Official Letters	Download documents here
- PHD 1 General Request Form	<a href="https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29">https://www.nurse.cmu.ac.th/web/Student.aspx?menuId=29</a>
- PHD 2 Evaluation Form of Thesis Title and Thesis Proposal For Thesis Project	
- PHD 3 Thesis Defense Evaluation Form	
- PHD 4 Examination Request Form (Thesis Proposal/Qualifying Examination/Comprehensive Examination)	
- PHD 5 Thesis Proposal Approval for Thesis Project Form	
- PHD 7 Request Form for Changing Title of Thesis	
- ๒๖. 19 General Form	
- Request Form of Thesis Title and Thesis Proposal Approval (proposed to Graduate School)	
- Letter of Consent to Consign Intellectual Properties	
	

## Examples of official letters required for the research methodology

Official Letters	Download documents here
1. Ethical Review Request (if applicable)	<a href="https://drive.google.com/drive/folders/1Y3sxvzgW4wSEbX32GMomUBXhRFc6RP4O">https://drive.google.com/drive/folders/1Y3sxvzgW4wSEbX32GMomUBXhRFc6RP4O</a>
2. Research Instruments Approval Request	
3. Research Specialists Request for Validating Research Instruments	
4. Data Collection Request for Validating Research Instruments	
5. Data Collection Request	
6. Other official letters	
