



**Assumption University Regulations
on Graduate Studies
B.E. 2556**

Whereas it is deemed appropriate, in order to ensure efficiency of the graduate studies management of Assumption University in compliance with the education standard and quality of Assumption University and the standard criteria of the Office of Higher Education Commission, empowered under the provisions in Article 34(2) of the Private Higher Education Institutions Act B.E. 2546 Amendment (No.2) B.E. 2550, the University Council of Assumption University, in its meeting 1/2013 on 17 January 2013 and Circular Letter Ref. 189/2013 dated 14 February 2013, hereby promulgates the regulations on graduate studies as follows:

Item 1 The Regulations shall be called the “Assumption University Regulations on Graduate Studies B.E. 2556.”

Item 2 The Regulations shall take effect after the date of its announcement.

In case there are any previous regulations, rules, orders, or announcements relating to or conflicting with the Regulations, they are hereby repealed and replaced by the Regulations.

Item 3 In the Regulations

“**University**” means Assumption University

“**University Council**” means University Council of Assumption University

“**Rector**” means the Rector of Assumption University

“**Faculty**” means Faculty and equivalent unit which provide graduate studies

“**Dean**” means a person who is appointed to deanship or equivalent position of a Faculty or equivalent unit and responsible for the management of the Faculty or equivalent unit

“**Program Administrative Committee**” means a committee appointed by the Dean and responsible for managing and developing a program

“**Graduate studies**” means the provision of education in the levels of graduate diploma, master’s degree, advanced graduate diploma and doctoral degree of the University

“**Program**” means program of different fields of study in graduate studies approved by the University Council and acknowledged by the Office of Higher Education Commission.

“**Non-formal education and/or self-education**” means education by which a learner learns by himself/herself according to his/her interest, potential, readiness and

opportunity and from people, experience, society, environment, media, or other resources, whereby knowledge, skill, work and experience are evident

“Transfer of learning from non-formal education and/or self-education” means equating a learner’s knowledge, skills, work and experience obtained from non-formal education and/or self-education with the program of study of the University to obtain credits.

“External expert” means a person who is not a permanent faculty member of the University but possesses knowledge, expertise and experience in the field of study and is qualified according to the Graduate Program Standard Criteria B.E. 2548 and responsible for the tasks assigned by the University

“Specialist” means an internal or external person, whether in the academic circle or not, who possesses knowledge, expertise and experience in the field of study but does not possess the educational or academic title requirements. The person must be appointed by the University Council in compliance with the guidelines and procedures set forth by the Office of Higher Education Commission and the appointment must be acknowledged by the Office of Higher Education Commission.

Item 4 In order to ensure efficient implementation of the Regulations, each individual Faculty may set up its own procedures or practices which are not in conflict with the Regulations.

Item 5 The Rector shall take charge of the execution of the Regulations and is empowered to issue orders and announcements for the execution of the Regulations.

In case problems arise from the implementation of the Regulations, the Rector is empowered to make the final decision and the decision is final.

Section 1

Educational Management System

Item 6 The educational management system of the Graduate Studies is a semester system or a trimester system specified in each program and in compliance with the Graduate Program Standard Criteria B.E. 2548.

Programs which use other educational management system must describe their own educational system including credit equivalence to semester system.

Item 7 Calculation of credit hours must comply with the Graduate Program Standard Criteria B.E. 2548.

The management of the Graduate Studies can be made in modular system by which teaching and learning is done during a period of time. Each period may be designed for one or more courses in which the learning, number of hours and credits must be equivalent to the semester system.

Section 2 Program Development and Management

Item 8 A new program to be offered or a current program to be modified must comply with the Graduate Program Standard Criteria B.E. 2548 and the Thai Qualifications Framework for Higher Education B.E. 2552. The management of the program should adhere to the Implementation Guidelines of Higher Education Program Standard Criteria B.E. 2548.

Item 9 A Program Administrative Committee must be appointed by the Dean to administer, manage and develop the program. The committee shall comprise of faculty member(s) responsible for the program, full-time faculty member(s), or an external expert who can be appointed as member or adviser of the committee. Each committee member can be appointed to take charge of more than one program.

Item 10 Full-time faculty member means full-time University personnel who works full-time and has duties of teaching, conducting research and providing academic services and is qualified for the assigned tasks.

In case of a joint program between institutions or multi-institutions, the University's full-time faculty member, or other institutions' full-time faculty member shall be considered as the full-time faculty member by the Regulations.

Full-time faculty member can teach, examine Qualifying Examination and Comprehensive Examination, serve as adviser of thesis or independent study proposal, examiner of thesis or independent study proposal, adviser of thesis or independent study, examiner of thesis or independent study and member of a program administrative committee, including other tasks related to teaching and research of more than one program.

Item 11 Program faculty member means faculty member who works full-time as assigned in a particular program.

A new program or a current program to be modified must have at least five program faculty members comprising of at least three faculty members responsible for the program, thesis adviser, thesis examiner or lecturer. All of the said faculty members must be qualified according to the Graduate Program Standard Criteria B.E. 2548 and Implementation Guidelines of Higher Education Program Standard Criteria B.E. 2548.

Each program faculty member cannot be a program faculty member of more than one program at a time except for multidisciplinary program which is related to the first program. A program faculty member can be listed in both a master's degree program and a doctoral degree program of the same field of study.

In case of joint program of two institutions or multi-institutions, full-time faculty member of other institutions can be program faculty member by the Regulations.

Section 3 Admission and Enrollment

Item 12 Person who will be admitted to a Graduate Studies program must be a qualified person according to Program Specification (TQF 2).

Item 13 Individual applicant must pass a written and/or oral examination or any other forms of examination prescribed by the program administrative committee.

Item 14 Course enrollment, adding or withdrawing must be done according to the Assumption University Bylaw B.E. 2548.

Section 4 Credit Transfer

Item 15 A student may request for a transfer of credits of courses he/she studied in a graduate program of the University to another graduate program without restudying it. The transfer can also be done for a course the content of which covers at least one-third of the course to be transferred. The grade of the completed course must be at least B and the completion is not more than 3 years.

Item 16 A student may request for a transfer of credits of coursework and thesis/dissertation earned from a graduate program of the former university to a graduate program of the University.

Item 17 The course equivalence and thesis/dissertation credit transfer must comply with the Criteria of Transfer of Learning of Degree Programs B.E. 2545.

Item 18 Credit transfer of Thesis/Dissertation:

18.1 Qualifications of a student requesting for credit transfer of thesis/dissertation

(1) Holds at least a Bachelor's degree or equivalent.

(2) Was a former student of a higher education institution or equivalent and was enrolled in a graduate program approved by the Ministry of Education or a certified government agency.

(3) Has been accepted to enroll in the University program and is registered as a student of the University.

(4) The thesis/dissertation proposal must be approved by the Program Administrative Committee and the thesis/dissertation adviser can be provided.

(5) Has passed the Qualifying Examination at the former university.

However, if the interview result indicates that the student still lacks fundamental knowledge and research knowledge, the Program Administrative Committee may require him/her to take a Qualifying Examination administered by the Committee.

18.2 A student who wishes to transfer his/her thesis/dissertation credits must submit necessary documents or evidence that indicates the quantity and quality of the research done on the date of request for credit transfer.

18.3 The transfer of thesis/dissertation credits must be made according to the number of thesis/dissertation credits of the program offered by the University.

18.4 The number of thesis/dissertation credits allowed to be transferred must not be more than one third of the number of credits for the entire program and the student must enroll the rest of the thesis/dissertation courses to fulfill all the credits required to be qualified for graduation.

In case the student wants to transfer the credits of coursework as well, the number of credits of coursework plus the number of credits of thesis/dissertation to be transferred must not exceed one third of the number of credits for the entire program.

18.5 Decisions made on the number of credits of thesis/dissertation that can be transferred depend on the quantity and quality of the research done on the date of request for credit transfer.

Item 19 The student should inform the Faculty/Program of his/her intention of transferring thesis/dissertation credits within the first semester of his/her enrollment and the Faculty/Program must carry out the transfer of thesis/dissertation credits within that semester so that the student will be able to know the required number of credits to be completed.

In case the transfer of thesis/dissertation credits cannot be made during the prescribed period, decisions rest upon the consideration of the Dean on a case by case basis.

Item 20 The Program Administrative Committee is empowered to consider and assess the quantity and quality of the research and submit the result of the assessment to the Dean for approval.

Item 21 The record of transferred credits must be TR (Transfer).

Item 22 After the thesis/dissertation credit transfer has been approved, the student must pay the fee for credit transfer as required according to the rate and number of coursework and thesis/dissertation credits approved for transfer.

Section 5

Transfer of Non-formal Education and Self-education

Item 23 A student may request for a transfer of his/her knowledge and experience from work, non-formal education and/or self-education to a program of the University in compliance with Assumption University Regulations on Transfer of Non-formal Education and/or Self-education to Programs of Assumption University B.E. 2553.

Section 6

Educational Assessment and Measurement

Item 24 Educational measurement is in accordance with Assumption University Bylaw B.E. 2548.

Item 25 Special examinations specified in the Program Specification (TQF 2), namely, Comprehensive Examination, Qualifying Examination and Foreign Language Examination which will be recorded in the Transcript will be graded as follows:

Level	Value	Meaning
S	-	Satisfactory
U	-	Unsatisfactory

Item 26 The assessment of the progress of thesis/dissertation for each semester is graded as follows:

Level	Value	Meaning
WP	-	Work in process
S	-	Satisfactory
U	-	Unsatisfactory

Section 7 Special Examination

Item 27 Comprehensive Examination

27.1 Students in Master's degree programs, Plan B must pass a written/oral examination on specified contents or courses for the assessment of academic knowledge.

27.2 Students who have been enrolled in all required courses of study and obtained a grade point average (GPA) of at least 3.00 in any semester is qualified to sit in the comprehensive examination from that semester onward.

27.3 The comprehensive examination committee must be appointed by the Dean. The committee must comprise of at least 3 persons and should comprise of full-time faculty members or invited external expert(s), and the committee members must hold doctoral degree or equivalent or an academic title of at least Associate Professor in the same or related field of the program.

27.4 Date, time and procedure of the comprehensive examination is according to the announcement of the Faculty.

27.5 A student who does not pass the comprehensive examination (U) must retake the examination. Any student who is absent from the examination without valid reason will be considered failing in the examination.

Item 28 Qualifying Examination

28.1 Students in doctoral degree programs must pass a written examination of major courses and related courses to measure whether they are knowledgeable of fundamental knowledge and capable of doing dissertation.

28.2 Applicants for the qualifying examination must possess the following requirements:

28.2.1 A doctoral degree student in Type 1 program who has been enrolled in the course for not less than 1 semester and has passed the assessment conducted by the Program Administrative Committee that he/she is qualified to sit the qualifying examination

28.2.2 A doctoral degree student in Type 2 program who has been enrolled in all the required courses of study and has obtained a grade point average

(GPA) of at least 3.00 in any semester is qualified to sit the qualifying examination from that semester onward.

28.3 The qualifying examination committee must be appointed by the Dean and must comprise of at least 3 persons and should comprise of full-time faculty members, or invited external expert(s), and the committee members must hold doctoral degree or equivalent or an academic title of at least Associate Professor in the same or related field of the program.

28.4 Date, time and procedure of the qualifying examination is according to the announcement of the Faculty.

28.5 A student who does not pass the qualifying examination must retake the examination. A student who is absent from the examination without valid reason is considered failing in the examination.

Item 29 Foreign Language Examination

29.1 A doctoral degree student must pass an examination of a foreign language that will assist the student in doing thesis/dissertation. The student may sit a foreign language examination which is conducted by the Faculty or by organizations recognized by the Program Administrative Committee and obtain a score as required or sit a foreign language examination conducted by an institute of testing and obtain a score as required by the Program Specification (TQF 2).

29.2 Students may apply for a foreign language examination since the first semester

29.3 Any student who obtains a grade of U must retake the examination.

29.4 Date, time and procedure for foreign language examination is according to the announcement of the Faculty.

Section 8 Thesis/Dissertation

Item 30 Thesis/Dissertation Adviser

30.1 Thesis advisers for master's degree programs must be appointed by the Dean, and may comprise of a principal adviser and a co-adviser, or if necessary another co-adviser may be appointed. Thesis adviser appointed must have qualifications in accordance with the Graduate Program Standard Criteria B.E. 2548 and Implementation Guidelines of Higher Education Program Standard Criteria B.E. 2548.

30.2 Dissertation advisers for doctoral degree programs must be appointed by the Dean and may comprise of a principal adviser and two co-advisers, or if necessary another co-adviser may be appointed. The appointed advisers must have qualifications in accordance with the Graduate Program Standard Criteria B.E. 2548 and Implementation of Guidelines of Higher Education Program Standard Criteria B.E. 2548.

Item 31 The committee for examining thesis/dissertation proposal must be appointed by the Dean and be comprised of at least 3 persons: (1) a chairman, (2) a principal adviser, (3) a co-adviser (if any) or a faculty member or an external expert. The appointed committee must hold doctoral degree or equivalent or an academic position of at least Associate Professor in the same or related field of the program and have experience in conducting research which is not a partial fulfillment of a degree.

In case of necessity, the Dean may appoint a specialist to be a member of the thesis/dissertation proposal examination committee.

Item 32 Thesis/Dissertation Examination Committee

32.1 Committee for thesis examination for master's degree program must be appointed by the Dean and comprise of at least 3 persons which include a major thesis adviser, an external expert, a full-time faculty member. The major thesis adviser must not chair the committee.

32.2 Committee for dissertation examination for doctoral degree program must be appointed by the Dean and must comprise of at least 5 persons which include a major dissertation adviser, a dissertation co-adviser (if any), an external expert and at least two full-time faculty members. The dissertation major adviser must not chair the committee.

In case of necessity, the Dean may appoint a specialist to be a member of the dissertation examination committee specified in 32.2.

Item 33 Thesis/Dissertation Enrollment

33.1 Master's degree students of Plan A Type A1 program and doctoral degree students of Type 1 program can enroll in the thesis/dissertation course from the first semester of study.

33.2 Master's degree students of Plan A Type A2 program and doctoral degree students of Type 2 program can enroll in the thesis/dissertation course when they have the following qualifications:

(1) Have been studying for at least two semesters or have accumulated at least 12 credits and obtained a grade point average (GPA) of at least 3.00.

(2) Doctoral degree students must pass a qualifying examination and obtain grade S.

Item 34 Students who have been enrolled in programs with thesis/dissertation and have accumulated all the credits required for coursework and thesis/dissertation as specified in the program but have not completed the thesis/dissertation, or have accumulated all the credits required for coursework but are unable to enroll in the dissertation course because they have not passed the qualifying examination, must request for permission to maintain their student status in writing and pay the required fees every semester even if they are not enrolled in any course until they pass the thesis/dissertation examination.

Item 35 Thesis/Dissertation examination must be done openly. Students and interested persons can participate in and observe the examination at the date, time and venue announced by the Faculty.

Item 36 All committee members for thesis/dissertation examination must be present during the examination. If any committee member is absent, the examination must be postponed. If necessary, the committee member may be changed or additional members can be appointed. In case the examination cannot be postponed, the committee member who cannot be present in the examination or the chairman must request for approval from the Dean to carry on the examination as scheduled and reason(s) for not being able to be present in the examination or reason(s) for not being able to postpone the examination must be explained. The committee member who is unable to perform the task must give the results of thesis/dissertation evaluation in written form.

Item 37 Evaluation of Thesis/Dissertation Examination

(1) "Pass" means the student is able to defend the thesis/dissertation and answer questions of the examination committee satisfactorily and without correction or addition of important issues.

(2) "Pass with condition" means the thesis/dissertation examination committee recommended that the thesis/dissertation need to be corrected or some important issues need to be added or the thesis/dissertation format and writing should be adjusted according to the written recommendation. The committee should give a time period of not more than 90 days from the date the student acknowledged the result of the examination to improve the thesis/dissertation.

(3) "Not pass" means the student is unable to defend the thesis/dissertation satisfactorily and/or is unable to answer questions of the examination committee satisfactorily. The committee must inform the student the result of the examination and specify the time period for carrying out a new thesis/dissertation. The student must request the committee for a new examination after the termination of the time period given to him/her.

If the student is unable to complete all the requirements given by the examination committee both in the case of "Pass with condition" or "Not pass", the student must give reasons for the delay and request for time extension from the Dean through the Program Director, or else, he/she may be given unsatisfactory grade (U) and must pay the fees for a new enrollment and conduct a new thesis/dissertation.

Item 38 Format for writing thesis/dissertation must be aligned with the format set by the Office of the Graduate Studies.

Section 9

Independent Study

Item 39 Master's degree students in Plan B have to conduct an independent study. The Dean will appoint at least one faculty member to be the independent study adviser. An independent study adviser must be a full-time faculty member or an external expert and must hold at least master's degree or equivalent or an academic

title of at least Assistant Professor in the same or related field of the program and have experience in conducting research which is not a partial fulfillment of a degree.

Item 40 The Faculty may appoint a committee to examine the independent study proposal. The committee members must hold at least master's degree or equivalent or an academic title of at least Assistant Professor in the same or related field of the program and have experience in conducting research which is not a partial fulfillment of a degree. The Faculty may assign the independent study adviser to examine the independent study proposal.

Item 41 The independent study examination committee must be appointed by the Dean and comprise of at least 3 persons: (1) a chairman, (2) an independent study adviser, (3) a faculty member or external expert. The committee members must hold at least master's degree or equivalent or an academic title of at least Assistant Professor in the same or related field of the program and have experience in conducting research which is not a partial fulfillment of a degree.

Section 10

Ethics and Copyright

Item 42 In conducting thesis/dissertation, students must adhere to researcher's ethics set by the Council of National Research as follows:

(1) A researcher must possess integrity and adhere to academic and managerial ethical principles. A researcher must be honest to himself/herself, does not claim other scholars' work to be his or hers. A researcher must not copy other scholars' work, must give respect due to the persons or materials and are responsible for properly acknowledging the work of other scholars which are used as references. A researcher must be honest in searching for research fund and must be fair in sharing the benefits obtained from research.

(2) A researcher must be aware of agreements made with the research grant provider and the organization he/she is attached to. A researcher must abide by all commitment and agreements which are considered as mutual benefits. A research must devote his/her time to produce quality research within the research time-frame. A researcher must be fully responsible for the completion of his/her research work and must not abandon the research while it is in progress.

(3) A researcher should be qualified and competent in conducting research and possess enough skills and experiences on the research topic for quality research and prevention of potential faulty analysis, misinterpretation of data/information and incorrect conclusion which may be harmful to the research work.

(4) A researcher must be fully responsible for the use of living or non-living things as research objects. A researcher must carry out his/her research with care and precision, must be cautious when dealing with human beings, animals,

plants, art, culture, natural resources and environment and must be aware of conservation of art, culture, natural resources and environment.

(5) A researcher must respect the human rights and dignity of his/her research participants. A researcher must not violate human rights and dignity for research benefits. It is the researcher's duties and responsibilities to inform participants about the purpose of the research with no deception and coercion and should avoid intrusion in the lives of individuals.

(6) A researcher must be autonomous without bias at all steps of research. A researcher should have freedom of thinking (autonomous) and must realize that any personal bias or academic bias may jeopardize the research data and findings that may cause harmful effects.

(7) A researcher should utilize the findings of his/her research work for the benefit of the academia and society in the right way. He/She should not exaggerate the findings and should not misuse the research findings.

(8) A researcher should respect other academics' viewpoints. A researcher should be broad-minded, ready to disclose data/information and research procedures, listen to opinions and academic reasons from others, and prompt to correct the errors in the research.

(9) A researcher should be responsible to all levels of society, and is willing to apply his/her knowledge in conducting research for the benefit of academic advancement, progress and well-being of society and human race.

Item 43 A student who is/was found to violate researcher's ethics with clear evidence will be penalized and the Faculty can request the University and the University Council to revoke his/her degree, even retrospectively.

Item 44 Copyright of thesis/dissertation or independent study or intellectual property belongs to Assumption University.

Section 11

Request for Extension of Time of Study

Item 45 A master's degree student who has been studying for five academic years, and a doctoral degree student who has been studying for six academic years, but is able to finish the study, may submit request for extension of study time to the Rector of the University who is authorized by the University Council through the Program Director, Dean and Director of Graduate Studies. The thesis/dissertation adviser or independent study adviser or student adviser must present the opinion and/or student's progress for consideration.

Item 46 A student may request for extension of study time of not more than one academic year at a time, and in total of not more than two academic years for master's degree programs, and in total of not more than 3 academic years for doctoral degree programs.

Section 12
Dismissal

Item 47 A student will be dismissed from the University under the following conditions:

47.1 Death

47.2 Resignation with the approval of the Rector

47.3 Obtaining cumulative GPA of less than 2.5 for two consecutive semesters

47.4 Unable to finish the study within time limit as specified in the Program Specification (TQF 2)

47.5 Not observing the conditions of leave

47.6 Intentionally cheating in examination

In case of cheating in examination, the University must appoint a committee to investigate the case and the decision that the student intentionally cheated is final.

Section 13
Graduation

Item 48 Requirements for graduation and degree conferral are in accordance with the Graduate Program Standard Criteria B.E. 2548, Assumption University Bylaw B.E. 2548 and additional requirements (if any) as specified in the Program Specification (TQF 2).

Section 14
Transitory Provisions

Item 49 Any action carried out before the effective date of the Regulations but has not been completed while the Regulations are in force can be continued until the completion of such act under the provisions of the regulations or announcements prior to the enforcement of the Regulations. In case any provision of the Regulations is profitable for students or for management, the Regulations shall be applied.

Given on February 26, 2013



(Rev. Bro. Sirichai Fonseka)

Chairman, Assumption University Council