



**MAHIDOL
UNIVERSITY**

Wisdom of the Land

MAHIDOL UNIVERSITY

Student Affairs Section

Services Provided by Student Affairs

1. Scholarships and Awards

The Faculty of Graduate Studies provides scholarships and research scholarships, and research grant for graduate students on an annual basis.

1. Mahidol Postgraduate Partial Scholarships
2. Graduate Loan
3. Grant to Support Graduate Students with Disabilities
4. Grant to Support Graduate Students Assisting Students with Disabilities
5. Grant to Support Graduate Students in Academic Presentations in Thailand

and International

6. RA: Research Assistantship
7. Distinguished Thesis Awards
8. Dean's List Awards

2. Student Development Activities.

In collaboration with the Graduate Student Union and the Graduate Council, Student Affairs offers a wide range of training and activities for development, e.g. academic trainings, sport activities, cultural events, management skills trainings, volunteer activities, recreations, moral and ethical development activities, and professional development trainings.

3. Student welfare

Medical Treatment

– Health and Dental: services are offered at any health services centers located on each campus. The financial amount of the coverage is 30,000 THB per annum.

- The student allowance incase student died, Compensation in case of students' death in the amount of 100,000 THB will be given to students' heirs.

4. On-Campus Dormitory Support

Graduate Students who are looking for dormitory can contact MU-Home at 02-4419116 or visit the website <http://www.muhome.mahidol.ac.th/muhomehomepage/> from August onwards.

Remarks: Student can declare at the following offices:

- Female Dorms: Baan Sri Trang, Baan Leelawadee, and Baan Puttharaksa

- Male Dorms: Baan Gun Pai Mahidol, Baan Chaiyapruk, and Baan Inthanin

Contact

Student Services: 02-441-4125 ext. 600,602,603

Student Welfare: 02-441-4125 ext. 600,601,603

Student Development and Activities: 02-441-4125 ext. 601,602,604

Scholarship and Awards for Students

No.	Scholarships Name	Number of scholarships		Amount of allocated money		Application Period
		Ph.D	Master	Ph.D	Master	
For New Entry						
1	Mahidol Postgraduate Scholarships	Full scholarships 50		– Education Services Fee		Nov – Mar
		Partial Scholarships 450		– Graduate Tuition Fee		
For Current Students						
2	Graduate Loan	30		Not more than 25,000 THB		– 1 st July – 2 nd Dec
3	Grant to Support Graduate Students with Disabilities	5	5	– Doctoral degree 18,000 THB per year – Master's degree 15,000 THB per year		June–July
4	Grant to Support Graduate Students Assisting Students with Disabilities (4 month per semester)	5	10	– Doctoral degree 5,000 THB /month per scholarship – Master's degree 4,000 THB /month per scholarship		– 1 st June–July – 2 nd August–Dec
For Current Students who pass the proposal of thesis / dissertation						
5	Grant to Support Graduate Students in Academic Presentations in Thailand	Unlimited		Not more than 800,000 THB/year – Registration Fee – Traveling expenses Fee – Accommodation Fee		Throughout the year
6	Scholarship to Promote Master and Doctoral Students' Competency For International	Unlimited		Not more than 2,000,000 THB/year package by continent zone		Throughout the year

No.	Scholarships Name	Number of scholarships		Amount of allocated money		Application Period
		Ph.D	Master	Ph.D	Master	
7	RA: Research Assistantships	Unlimited	-	Expenses 10,000 THB/month not more than 24 month / scholarships		
Awards for Graduates						
8	Distinauished Thesis Awards	10	10	Distinguished Thesis Award - Doctoral level 50,000 THB and a certificate - Master's degree level 30,000 THB and a certificate Outstanding Thesis Award - Doctoral level 25,000 THB and a certificate - Master's degree level 15,000 THB and a certificate		Dec – Jul
9.	Dean's List Awards	Unlimited		- Trophy - Certificate - Record "Dean's List" on the Transcript		Oct – Jul

Awards for Graduates

10.	Innovative Thesis Award	6	Distinguished 1 Award Excellent 2 Awards Satisfactory 3 Awards	Oct – Jul
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Scholarship and Awards are available at

<http://www.graduate.mahidol.ac.th/en/scholarships/index.php>



Student Health Care

University Health Care

Mahidol University is one of a few universities in the world with 3 Faculties of Medicine providing professional medical treatment up to the quaternary care level for the public. Our staff and students are covered by the University health insurance plan, applicable for treatment at any of the University's three first-class hospitals: Siriraj Hospital on the Bangkok Noi Campus, or Ramathibodi Hospital or the Hospital for Tropical Diseases on the Phayathai Campus. Additional medical services are now available at the Golden Jubilee Medical Center on Salaya Campus. Specialized dental care is also available at the Dental Clinic of the Faculty of Dentistry on Phayathai Campus

Medical Treatment

1. To get medical treatment and dental surgery, you have to contact Health Care Unit near your faculty. The doctor may consider and cure you immediately or transfer to specialty doctor at university hospital.
2. To cure in the university hospital, the university will take responsible for medical treatment following the hospital rate, except the price of room and food.
3. For emergency illness outside working hours, you can have a treatment in university hospital at first. It is important to show your identification card. If you are far from university, it is possible to cure in another public hospital.

****Remark: We don't have any reimbursement system.****

Location and Working Hours of Students Health Care Unit

Mahidol University has 7 Student Health Care Unit. All units open throughout the working hours having doctors and nurses to work as follow:

1. Health Care Unit at Salaya

Located on the 1st floor, Learning Center,

Tel: 02-8494529-30, having doctors and nurses as follow:

Doctors :12.00-13.00 / 15.00-16.00

Nurses : 08.30-16.30

2. Student Health Care Unit at the Faculty of Medicine, Siriraj Hospital

Located in O.P.D. on the 4th floor room 499,

Tel: 02-4197389, 02-4197000 to 7389

Doctors : 12.00-13.00

Nurses : 08.00-16.00

In the case of emergency illness, you can have a treatment at room 104 O.P.D. Building on the 1st floor, by showing your student identification card to the doctor on duty.

3. Student Health Care Unit at the Faculty of Medicine Ramathibodi Hospital

Located on the 2nd Floor, Thepparat Building (contact Ms. Wanaphan)

Tel: 02-2011696, 02-2912981

Officers: 08.00 – 16.00

4. Student Health Care Unit at the Faculty of Tropical Medicine

Located in outpatient department, Tropical Medicine Building, O.P.D.,

Tel: 02-3069100 to 1414

Doctors : 12.00-13.00

Nurses : 08.00-16.00

5. Student Health Care Unit at the Faculty of Science

Located in New Biological Building on the 1st floor,

Tel: 02-2015000 to 5203

Doctors : 08.00-09.00 / 12.00-13.30

Officers : 08.00-16.00

6. Student Health Care Unit at the Faculty of Pharmacy

Located in the Thepparat Building on the 1st floor,

Tel: 02-6448677-91 to 1103, 02-2474696

Doctors : 12.00-13.00

7. Student Health Care Unit at the Faculty of Dentistry

Located in Chalermphrakiat Building on the 11th floor,

Tel: 02-2461225-31 to 5201

Doctors : 12.00-13.00

Nurses : 12.00-13.00

****Golden Jubilee Medical Center**

Student will be transferred (in case of serious illness) from Student Health Care Unit, Salaya.



Dental Surgery Unit for Students

Dental Surgery Unit for Students

To get dental surgery, students must take the dental surgery card from Student Health Care Unit and bring this card to the unit you have the right, that are

1. **Dental Surgery Unit at Siriraj Hospital** such as students in various curriculum studied in the Faculty of Medicine and Nursing, Siriraj Hospital, Faculty of Medical Technology, Faculty of Nursing, and Graduated School.

Located in the O.P.D Building on the 6th floor Siriraj Hospital, Tel: 02-4197415

Or Golden Jubilee Medical Care Center, Tel: 02-8496600

2. **Dental Surgery Unit at Ramathibodi Hospital** including the Faculty of Medicine Ramathibodi Hospital, Graduated School, students in various curriculum studied in the Faculty of Medicine Ramathibodi Hospital, Faculty of Science, and Faculty of Pharmacy.

Located in the First Building on the 1st floor, Ramathibodi Hospital, Tel: 02-2011210

3. **Dental Surgery Unit** at the Faculty of Dentistry including students in the Faculty of Dentistry, Faculty of Science, Faculty of Public Health, and Graduated School.

Dentistry Clinic, the Department of Hospital Dentistry in the First Building on the 1st floor, Tel: 02-6448644-6 to 1320

(to have the dental surgery for the first time, please bring your dental health care card together with you every time.)

****Remark: Please show your student id card, health insurance card, and your health record when you contact with Siriraj Hospital or Ramathibodi Hospital, the Hospital for Tropical Diseases and the Golden Jubilee Medical Center.**



Health Insurance Plan (AIA)

Health Service from the other private hospital / clinics

Location : Thonburi Hospital: Nearby student residences such as for those who are in Salaya Campus. Phayathai Hospital for those who are in the Rajavithi Campus area. *(See more from the list)*

Office Hours : Emergency 24 hours

Limitations : Covers for clinical (OPD) 500 THB (1 call per day, 30 calls per year) and emergency care, may not cover all expenses

Emergency call:

Ms. Lalita Adulyakittiphaisan

Office: 02-4414125 ext: 602

Mobile: 081-2695626

E-mail: lalita.adu@mahidol.ac.th

For more information please visit:

<http://www.orsa.mahidol.ac.th/eng/treatment.html>

The student allowance

In case of physical impairment, incapability to continue studies, or death, students/their legitimate heirs are entitled to 100,000 TBH compensation from Mahidol University. **Those who are entitled must contact Student Services to claim the compensation within one year** (after the day of loss).

For further information please contact:

- Student Services, the Faculty of Graduate Studies Tel. 0 2441 4125 ext. 602,603
- Website: <http://graduate.mahidol.ac.th/th/current-students/>
- Facebook Fanpage: MUHealth
- Student Services discussion board :
<http://orsa.mahidol.ac.th/webboard/>

DORMITORY



SALAYA CAMPUS

List of Dormitory	Address	Telephone	Prices
Parinya	Opposite University Gate2	086-828-7288	2,000.-
L.P. Suksabuy	Opposite University Gate 2	084-084-5057	3,500.-
Chatthanan Place	Opposite University Gate 2	02-800-2131	6,000.-
Triple A	Opposite University Gate 2	086-374-4588	4,500.-
Chatthanan Luxurious Apartment	Opposite University Gate 2	081-350-7399	6000.-
The Room	Opposite University Gate 3	02-889-3112	4,500-
Benyapa Apartment (Female Only)	Opposite The Faculty of Engineering	081-646-9895 , 02-800-2651	4,000.-
Viranda the Lodge (Female Only)	Opposite The Faculty of Engineering	081-934-9579	5,500.-
Inspire Apartment (Female Only)	Opposite The Faculty of Engineering	081-551-7268, 02-800-2822	4,600.-
The Dearly Salaya	Opposite The Faculty of Engineering	081-915-9561 02-800-3559	5,000.-
Nadia Place	Opposite The Faculty of Engineering	02-889-3399	6,000.-
Khumklao (Female Only)	Opposite The Faculty of Engineering	0-2800-2896	3,000.-
Sansirs	Near The Salaya Mall	081-920-1453	2,800.-
Loft	Opposite The Faculty of Engineering	02-800-2899, 082-580-5005	6,500.-

List of Dormitory	Address	Telephone	Prices
Baan Salaya (Female Only)	Opposite The Faculty of Engineering	089-117-7119, 0894897131	5,000.-
U Living	Opposite The Faculty of Engineering	02-800-2453	4,000.-
Ying DORMITORY	Opposite Mahidol Wittayanusorn school	089-896-2770	2,200.-
The Best Apartment	Behind University opposite 7-11	02-441-0995 089-699-3701	3,500.-
Sirisun Place	Opposite Mahidol Wittayanusorn school	081-659-7090, 081-655-2046	4,300.-
Viriya Mansion	Behind University opposite Soi Sahaporn Village	02-444-6720 081-938-5973	4,500.-
Triple Fivez	Behind University opposite Soi Sahaporn Village	084-6466694	3,990.-
A.R. Apartment	Behind University	02-8892489- 96	3,000 -
Oravun Apartment	Behind University opposite Soi Sahaporn Village	084-644-0599	3,000.-
Siripus Apartment	Behind University opposite Soi Sahaporn Village	081-837-2763	3,500.-
The Grand Home	Behind University opposite Soi Sahaporn Village	086-701-4795	4,000.-
Napin Home Place	Behind University opposite Soi Sahaporn Village	080-904-0004 099-154-9396	2,700.-
V.A. Apartment	Behind University opposite Soi Sahaporn Village	081-751-7173 085-326-0210	3,500.-
Full House	Behind University opposite Soi Sahaporn Village	081-643-3737	4,000.-

List of Dormitory	Address	Telephone	Prices
TS House Mansion	Behind University opposite Soi Sahaporn Village	02-4822144,	3,999.-
Baan Kichkron	Behind University opposite Soi Sahaporn Village	02-800-3488	3,500 -
Lunna Palace	Behind University opposite Soi Sahaporn Village	092-532-7000	3,700.-
Heritage Apartment	Behind University opposite Soi Sahaporn Village	088-222-9945	5,000.-
Lunna Palace	Behind University opposite Soi Sahaporn Village	092-532-7000	3,700.-
My dear Home	Behind University opposite Soi Sahaporn Village	02-441-0666-7	5,000.-
Crystal Place	Behind University near mini Big C	083-244-4258, 02-800-2904-8	5,400.-
Miracle Place	Behind University near mini Big C	081-909-8754, 02-482-2299	4,000.-
Salaya Home Place	Behind University	02-800-3408	5,500-
Nunta Place	Behind University	0-2482-1571 085-118-4556	4,500.-
Baan Suan Apartment	Behind University	0-2889-2921, 086-971-4969	4,500.-
Sabai Boutique Apartment	Behind University opposite Makro Salaya	081-898-9170, 02-4821841	5,000-
Bundit place	Behind University opposite Salaya new market	086-6148563 02-444-6645	6,900.-
Bundit House	Behind University opposite Salaya new market	02-444-6611	6,900.-

List of Dormitory	Address	Telephone	Prices
Bundit Home	Behind University opposite Salaya new market	02-444-6600	6,900.-
Bundit Castle	Behind University opposite Salaya new market	02-444-6688	6,900.-
Bundit Parlor Salaya	Behind University opposite Salaya new market	02-444-6655	6,900.-
The September	Behind University opposite Salaya new market	0819115866	7,500.-
Sukontha Mansion	Behind University opposite Salaya new market	02-4446637 0965539744	4,800.-
MU Place	Behind University opposite Makro Salaya	02-889-3200 081-705-7381	4,500.-

PHAYATHAI CUMPUS

List of Dormitory	Address	Telephone	Prices
Kornpisute (Female Only)	Opposite Rajavithi Hospital	084-004-7190	3,900.-
The LIV Apartment	Rajavithi Road, Soi 20	089-891-5252	5,000.-
Ratchapararop Tower	Soi Ratchapararob 14	02-246-9301	7,000.-
U.D.Tower Mansion	Near Sam Liam Dindaeng	02-246-9321	6,700.-
Tuscanus	Rama VI Road, Soi 31	081-813-3168	8,500.-
Munsin (Female Only)	Rama VI Road, Soi 20	02-2145153-4	3,200.-
Jamorn (Female Only)	Behind Center One	091-883-3158	3,500.-
V.P. Tower	Rangnam Road, Soi Chawakul	02-246-8800	11,500.-

SIRSRAJ CUMPUS

List of Dormitory	Address	Telephone	Prices
Amarin Apartment	Thanon Arun Ammarin, Soi Wanglang	02-4120076-9	2,100.-
Baansuanprannok Apartment	A soi off Kasikorn Bank Prannok Branch, Thanon Phran Nok, Ban Chang Lo	02-4112381, 085-1432455	6,000.-
24Residence	Thanon Arun Ammarin, Soi Wanglang	02-001-8877	6,500.-
Panom Place	Phran Nok Intersection, Ban Chang Lo	02-411-2575	4,000.-
Num-Ing, Dormitory. Siriraj	Thanon Arun Ammarin, Soi Wanglang	094-241-7002	6,000.-
333 Apartment	Soi Wat Mai Yai Mon	081-907-6616	3,300.-
P.house Apartment	Opposite Wat Rakhang	02-8660287-9	4,000.-
Wanglang Apartment	Soi Wat Rakhang	02-4110418 02-4110335	4,700.-

1. Language and Communication Skills

Language and Communication Skills means words and contact development using workshops or activities relating to these skills. The objectives of the skills are:

- to promote language development apart from the student's mother tongue, for example; Thai students should learn more languages apart from Thai and English. While, international students, who mainly speak English, can attend workshops or activities of learning Thai language, the language that they study should focus on speaking, listening, and writing.
- to develop communication skills including speaking, writing, or presenting by using various types of media. Students should be able to communicate in different situations such as public speaking, presentation in conferences, organizational communication, communication during a conflict, and project presentation for budgets, etc.

Examples of the skills project are:

- Thai for international students
- Professional presentation

2. Leadership and Management Skills

Leadership and Management Skills mean leadership and controlling development using workshops or activities relating to these skills. The objectives of the skills are:

- to promote leadership skills for students including strategic and creative thinking development, teamwork, personality and social manner development, and persuasive techniques.
- to promote management skills both in professional and personal life such as time, and financial management.

Examples of the skills project are:

- Investment administration
- Creating leadership and teamwork
- Dharma for learning development
- Potential and leadership empowerment for graduate students
- Dharma for mental development
- Student's activity leader
- Seminar of student's activity leaders

3. Creative and Innovative Skills

Creative and Innovative Skills means the ability to think creatively or think outside the box in order to put those creative ideas into an inventive or innovative practice, fostering entrepreneurship, developing or inventing a new product and service or productive process, ready for commercial use, and conducting research with societal contributions.

Examples of the skills project are:

- Say Cheese with cell phone
- Innovation 6.0
- Creative presentation

4. Information Technology Skills

Information Technology Skills mean data mechanics development in order to enhance the students' computer or technology skills in; effective data collecting, data searching, data analyzing and data communicating.

Examples of the skills project are:

- Creating Infographics for Academic Purpose
- How to create and use research tools

More details on <http://www.graduate.mahidol.ac.th/th/softskills/>



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Academic Service Section

Academic Supports

Academic supports are available for students until their graduation.

Academic Services provides the following supports during studies:

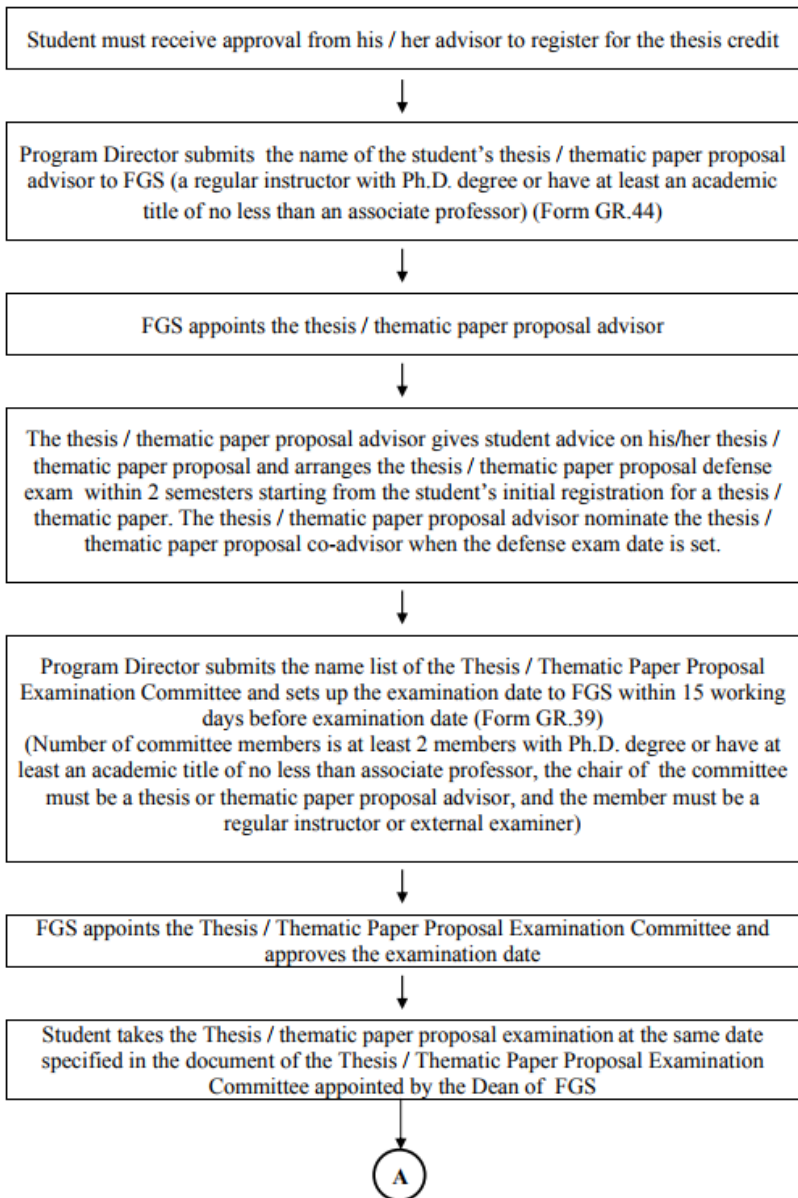
- Notify dates and deadlines for registration and tuition payment of each semester;
- Help in registration;
- Announce grades on the website after receiving results of each course from students' home department;
- Follow up on students' requests e. g. , credit transfer, requests to take an equivalent course at other universities, requests to conduct research abroad, requests to from master's to doctoral degree;
- Grant student status certificate, grade report, and other certificates as requested by students;
- Other issues related to Academic Services.

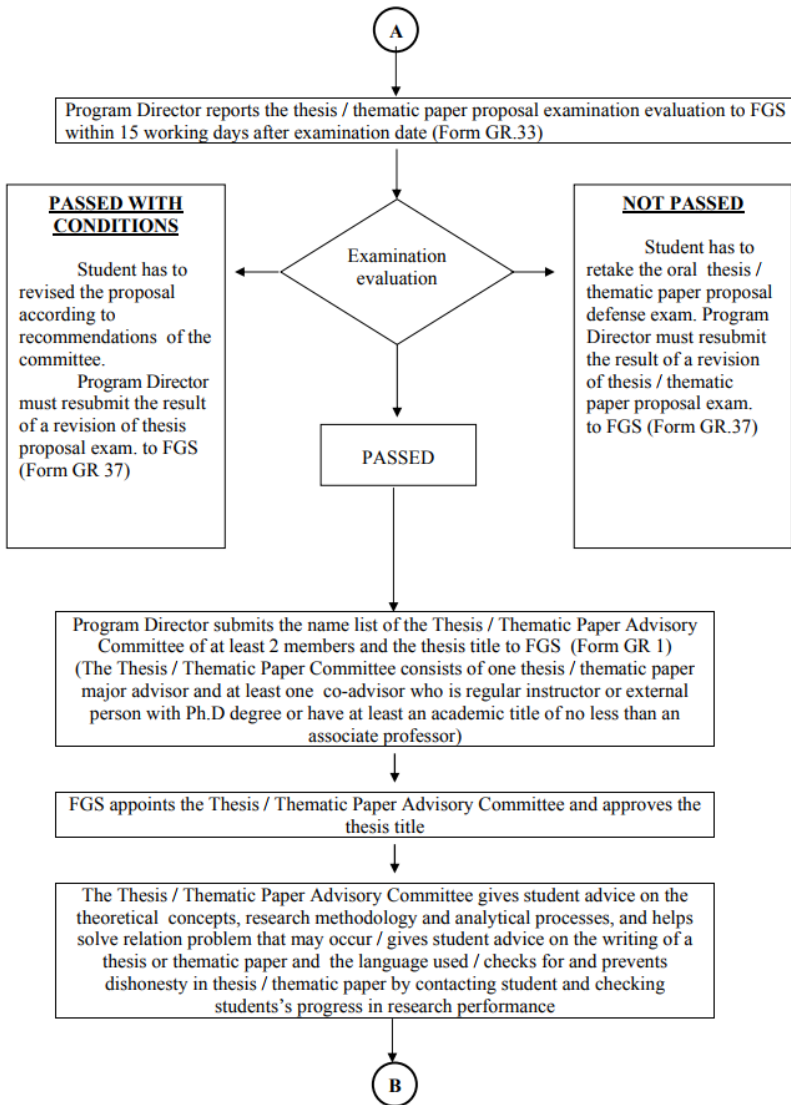
Academic Services provides the following supports related to graduation request:

- Thesis format and layout counseling;
- Ensuring that students' academic publications meet the requirement for graduation;
- Presenting students' names to the University Council for graduation approval;
- Providing non-official transcript (pending the university Council for approval).

After the graduation, Academic Services finally provide official transcript and certificate.

Steps for Thesis / Thematic Paper Process (Master' s Degree Program)





B

- Student whose research thesis involves human beings must undergo training or courses in the area of Ethics in Human Research provided by the Faculty of Graduate Studies according to the curriculum. (Details are available on www.grad.mahidol.ac.th)
- Student must present research project to The Mahidol University Institutional Review Board (MU-IRB) within 90 days after thesis/thematic paper proposal examination, and before the beginning of conducting research, for any faculties that have no Institutional Review Board of Ethics in Human Research committee.
- Student whose research involves animals for experimental purposes must gain direct approval from the Research Management and Development Department.
- Any original documents certifying any research animals for experimental purposes must be attached in the complete thesis's appendix / thematic paper's appendix

Student conducts research and contacts major advisor in person or other ways at least once per month. Student must report his/her progress and research performance to major advisor, the major advisor will assess the progress in research performance and gives the result P/S/U to Program Director and Dean of FGS every semester until the thesis is completed. (Form GR 42)

Changes in the thesis / thematic paper title and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean of FGS (Form GR.49 Requirements for Thesis/ Thematic Paper Revision Form)

Student who is qualified to take the thesis / thematic paper defense examination must:

- Spend no less than 90 days (including holidays) doing the thesis or no less than 45 days (including holiday) doing the thematic paper starting from the day when the thesis or thematic paper title and the Thesis or Thematic Paper Advisory Committee are approved by the Dean of FGS
- Pass every course according to the criteria of the curriculum and obtain no lower than a 3.00 GPA.
- Pass the English language or Foreign language proficiency requirement as set by FGS
- Pass the Comprehensive Examination for a plan B Master's degree student. (Form GR 27 and Form GR 36)
- Be approved by the Thesis or Thematic Paper Advisory Committee.
- Submit the thesis or thematic paper manuscript and abstract written in the approved language, to the Thesis or Thematic Paper Defense Committee for reading at least 15 working days before the examination date

C

C

Program Director will determine the examination date and submit the name list of the Thesis / Thematic Paper Defense Committee to Dean of FGS for approval and appointment (Form GR 2)

The Thesis / Thematic paper Defence Examination Committee consists of at least 3 committee members (holding Ph.D. degree or have at least an academic title of no less than an associate professor)
(1) major advisor (2) at least one external examiner and (3) co-advisor or a regular instructor.

FGS confirms the requirements for taking thesis / thematic paper defense and Dean of FGS appoints the thesis Defense Committee.
The committee must assess student's caliber in conducting research for his/her thesis / thematic paper, his / her know how of the research content, presentation ability in speaking and writing as well as intelligence in answering questions and finalize the exam result of thesis / thematic paper

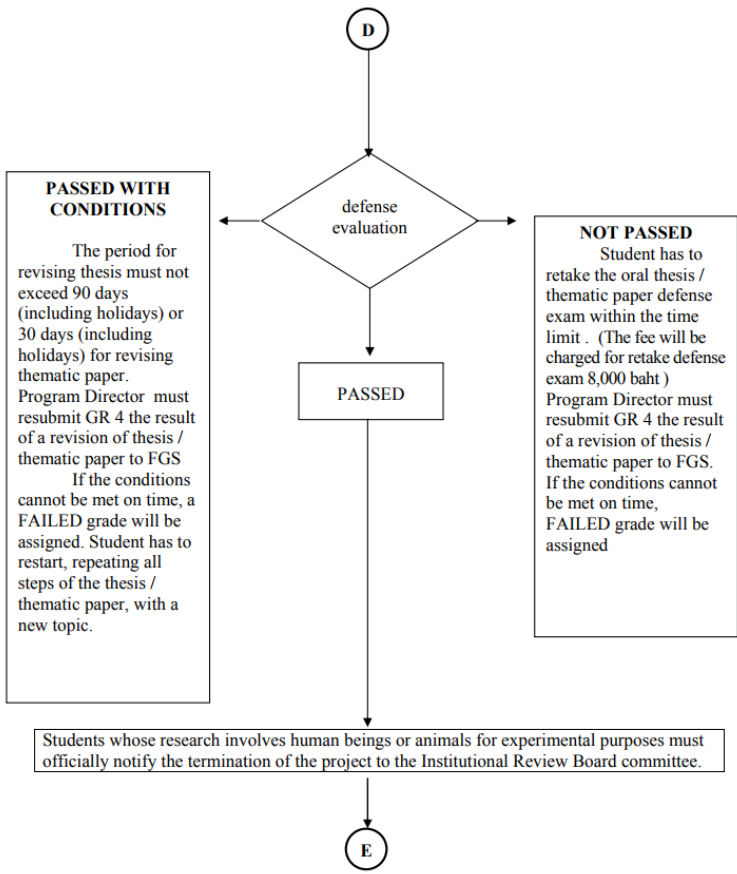
The thesis / thematic paper examination will be an examination open to a general audience and be set at the same date specified in the document of the Thesis / Thematic Paper Defense Committee appointed by the Dean of FGS

If any member of the defense committee is absent, the following should be carried out.

1. FGS. must postpone the defense exam date until a new exam date is set.
2. If the defense exam can not be postponed, the defense exam can proceed but the Chair of the Defense Committee must notify the Program Director of the problem and then submit it to Dean of FGS. The absent committee member must later evaluate the thesis. The final exam result must be approved by the Dean of FGS.

- The Chair of the Defense Committee must finalized the exam result of the thesis / thematic paper
- The defense committee who is a thesis / thematic paper major advisor must inform the student of the result of the thesis defense exam, in written form within 5 working days after examination date and submit that result to the Dean of FGS via the Program Director within 15 working days after examination date (Form GR.3)

D



E

The process of preparing the original copy of thesis / thematic paper and request for thesis / thematic paper checking format service.

1. Student must prepare the original copy of thesis / thematic paper in the format required by FGS.
2. Student should submit the Cover Page, Entitled Page, Approval Page and Abstract Page to the staff of Academic Services Section, FGS, Salaya Campus to have those checked before the defense examination date. This provides student to be able to bring Entitled Page and Approval Page to the Thesis / Advisory Committee and The Thesis / Defense Examination Committee to sign after passing the defense exam. (result : PASSED)
3. After passing the defense exam. Student should bring the original copy of thesis / thematic paper (hard copy and electronic file) to the staff of Academic Services Section, FGS. to have the thesis / thematic paper format checked. Allow at least four working days for service.
4. As for the English Thesis Abstract / Thematic paper Abstract, student should have the Language Center Staff (at the 2nd floor of Graduate Studies Building, Salaya Campus) checked for the English Grammar, the English Abstract should be in a double space format.
5. After having the English Abstract checked by the Language Center Staff, and having corrected, student should submit the final version of the abstract together with Entitled Page and Approval Page to the Dean of FGS to sign. The Dean of FGS will be the last person to sign after other committee members, Program Director and Dean of Faculty where the program held have signed.

- Student must submit the complete thesis or thematic paper (one original and one copy) plus CD in word file and PDF file to the FGS within 21 days (including holidays) of passing the defense exam with "passed" result. A fee will be charged for late submission 200 bath / working day. The "delayed submission" can not last more than 90 days (including holidays) after the "PASSED" result.
- Cancellation of thesis or thematic paper examination result if the delayed submission of the complete thesis or thematic paper and CD has not been received by the FGS within 90 days (including holidays) after the "passed" result, the FGS will cancel the thesis or thematic paper examination result. If the student still wants to receive the degree, the student must register and start the entire processes of the thesis or thematic paper again.

Student must submit the evidence for Thesis Publishing for Graduation.

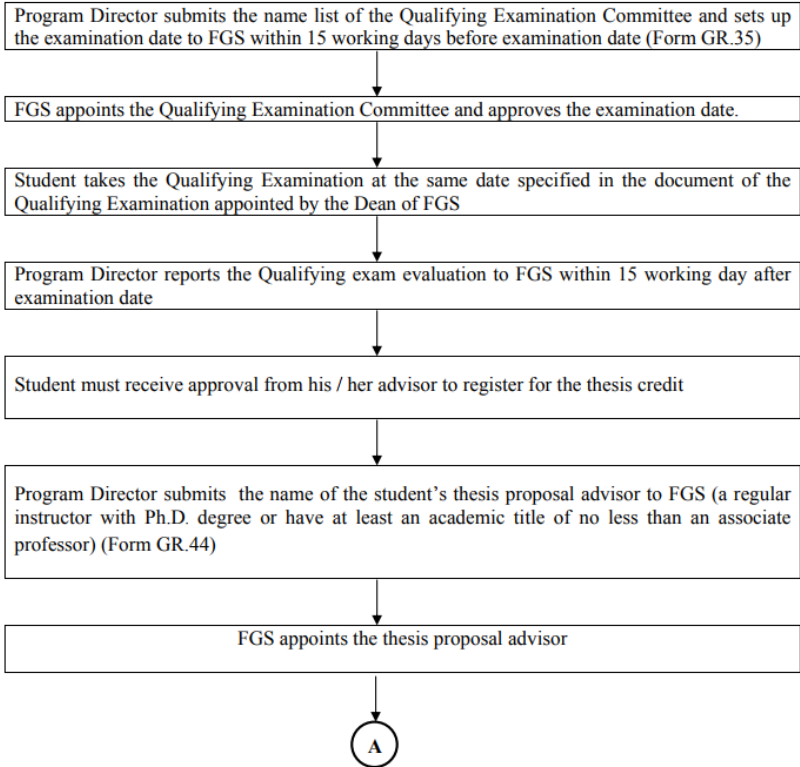
1. Published documents or letter of acceptance from academic journal
- or 2. Present thesis in academic conference which has proceedings

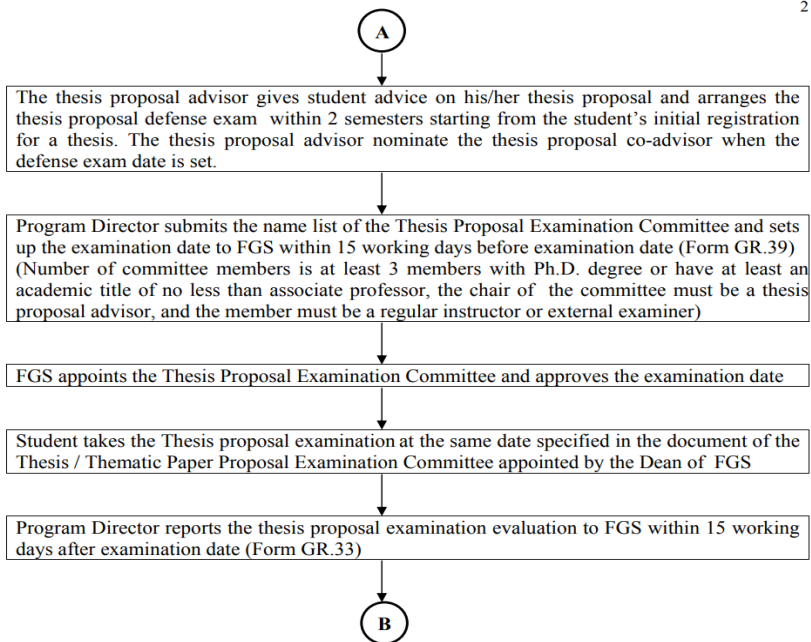
Program Director must submit the request for student's graduation to FGS (Form GR 5)

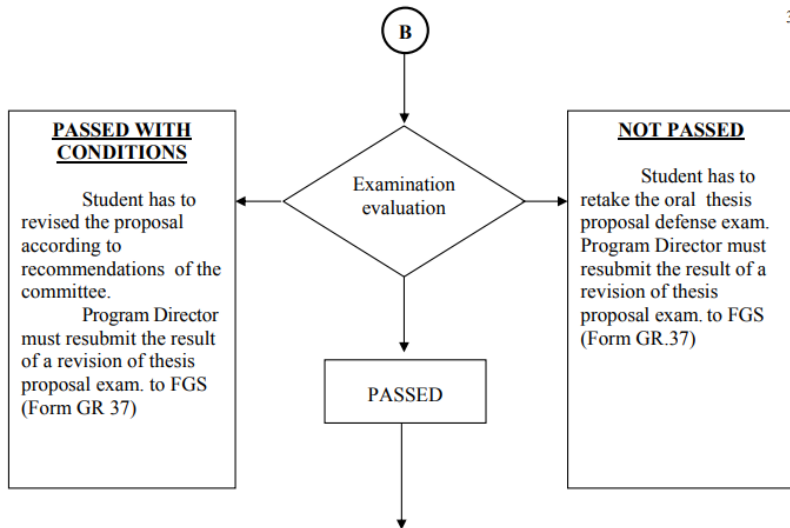
FGS gives consideration regarding referrals to the Mahidol University Council for authorization of degree

Student is awarded the degree and then she/he can get certificate of Graduation and Transcript

Steps for Thesis process (Doctoral Degree Program)







Program Director submits the name list of the Thesis Advisory Committee of at least 3 members and the thesis title to FGS (Form GR 1)
(The Thesis Committee consists of one thesis major advisor and at least two co-advisors who are regular instructor or external person with Ph.D degree or have at least an academic title of no less than an associate professor)

FGS appoints the Thesis Advisory Committee and approves the thesis title

The Thesis Advisory Committee gives student advice on the theoretical concepts, research methodology and analytical processes, and helps solve relation problem that may occur / gives student advice on the writing of a thesis and the language used / checks for and prevents dishonesty in thesis / thematic paper by contacting student and checking students's progress in research performance

(C)

C

- Student whose research thesis involves human beings must undergo training or courses in the area of Ethics in Human Research provided by the Faculty of Graduate Studies according to the curriculum. (Details are available on www.grad.mahidol.ac.th)
- Student must present research project to The Mahidol University Institutional Review Board (MU-IRB) within 90 days after thesis/thematic paper proposal examination, and before the beginning of conducting research, for any faculties that have no Institutional Review Board of Ethics in Human Research committee.
- Student whose research involves animals for experimental purposes must gain direct approval from the Research Management and Development Department.
- Any original documents certifying any research animals for experimental animals for experimental involving human beings or animals for experimental purposes must be attached in the complete thesis's appendix / thematic paper's appendix

Student conducts research and contacts major advisor in person or other ways at least once per month. Student must report his/her progress and research performance to major advisor, the major advisor will assess the progress in research performance and gives the result P/S/U to Program Director and Dean of FGS every semester until the thesis is completed. (Form GR 42)

Changes in the thesis / thematic paper title and the advisory committee can be done by submitting the request to the major advisor, Program Director and Dean of FGS (Form AS-3-10 General Request)

- Student who is qualified to take the thesis defense examination must:
- Spend no less than 90 days (including holidays) doing the thesis starting from the day when the thesis title and the Thesis Advisory Committee are approved by the Dean of FGS
 - Pass every course according to the criteria of the curriculum and obtain no lower than a 3.00 GPA.
 - Pass the English language or Foreign language proficiency requirement as set by FGS
 - Be approved by the Thesis Advisory Committee.
 - Submit the thesis manuscript and abstract written in the approved language, to the Thesis Defense Committee for reading at least 15 working days before the examination date

Program Director will determine the examination date and submit the name list of the Thesis Defense Committee to Dean of FGS for approval and appointment (Form GR 2)

D

D

The Thesis Defence Examination Committee consists of at least 4 committee members (holding Ph.D. degree or have at least an academic title of no less than an associate professor)
(1) major advisor
(2) at least one external examiner and
(3) co-advisor or a regular instructor.

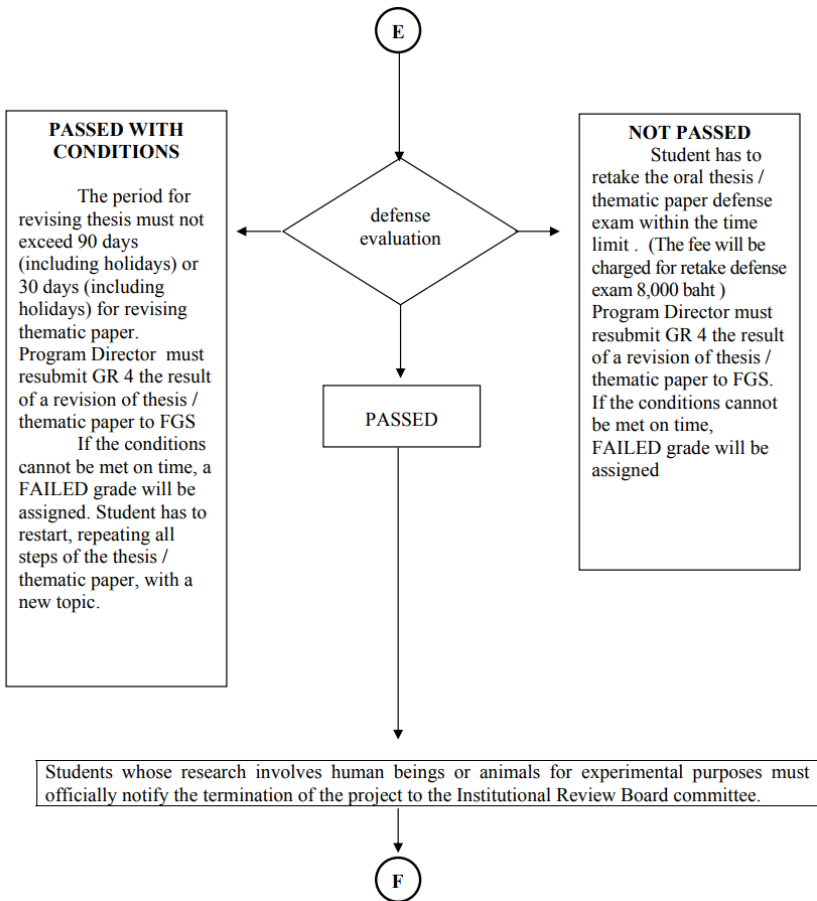
FGS confirms the requirements for taking thesis defense and Dean of FGS appoints the thesis Defense Committee.
The committee must assess student's caliber in conducting research for his/her thesis, his / her know how of the research content, presentation ability in speaking and writing as well as intelligence in answering questions and finalize the exam result of thesis

The thesis examination will be an examination open to a general audience and be set at the same date specified in the document of the Thesis Defense Committee appointed by the Dean of FGS

If any member of the defense committee is absent, the following should be carried out.
1. FGS. must postpone the defense exam date until a new exam date is set.
2. If the defense exam can not be postponed, the defense exam can proceed but the Chair of the Defense Committee must notify the Program Director of the problem and then submit it to Dean of FGS. The absent committee member must later evaluate the thesis. The final exam result must be approved by the Dean of FGS.

- The Chair of the Defense Committee must finalized the exam result of the thesis
- The defense committee who is a thesis major advisor must inform the student of the result of the thesis defense exam, in written form within 5 working days after examination date and submit that result to the Dean of FGS via the Program Director within 15 working days after examination date (Form GR.3)

E



F

The process of preparing the original copy of thesis and request for thesis checking format service.

1. Student must prepare the original copy of thesis in the format required by FGS.
2. Student should submit the Cover Page, Entitled Page, Approval Page and Abstract Page to the staff of Academic Services Section, FGS, Salaya Campus to have those checked before the defense examination date. This provides student to be able to bring Entitled Page and Approval Page to the Thesis Advisory Committee and The Thesis Defense Examination Committee to sign after passing the defense exam. (result : PASSED)
3. After passing the defense exam. Student should bring the original copy of thesis (hard copy and electronic file) to the staff of Academic Services Section, FGS. to have the thesis format checked. Allow at least two working days for service.
4. As for the English Thesis Abstract, student should have the Language Center Staff (at the 2nd floor of Graduate Studies Building, Salaya Campus) checked for the English Grammar, the English Thesis Abstract should be in a double space format.

After having the English Thesis Abstract checked by the Language Center Staff, and having corrected, student should submit the final version of the abstract together with Entitled Page and Approval Page to the Dean of FGS to sign. The Dean of FGS will be the last person to sign after other committee members, Program Director and Dean of Faculty where the program held have signed.

- Student must submit the complete thesis (one original and one copy) plus CD in word file and PDF file to the FGS within 21 days (including holidays) of passing the defense exam with “passed” result. A fee will be charged for late submission 200 bath / working day. The “delayed submission” can not last more than 90 days (including holidays) after the “PASSED” result.
- Cancellation of thesis examination result if the delayed submission of the complete thesis and CD has not been received by the FGS within 90 days (including holidays) after the “passed” result, the FGS will cancel the thesis or thematic paper examination result. If the student still wants to receive the degree, the student must register and start the entire processes of the thesis or thematic paper again.

Student must submit the evidence for Thesis Publishing for Graduation.
(Published documents or letter of acceptance from International Peer-reviewed academic Journal

Program Director must submit the request for student’s graduation to FGS (Form GR 5)

FGS gives consideration regarding referrals to the Mahidol University Council for authorization of degree

Student is awarded the degree and then she/he can get certificate of Graduation and Transcript



Language Center

Foreign Language Services

The Language Center (LC) offers a variety of language services for graduate students, faculty members, and the general public; our services include:

1. Offering graduate-level English language courses (GRID)
2. Developing English language proficiency exams at graduate level, and stipulating standards of English language proficiency for graduate students: Only the score reports for English Proficiency Standardized Testing: TOEFL- iBT and IELTS, directly sent by official test centers, shall be qualified.
3. Providing a testing center for administering standardized English proficiency tests in national and international levels, such as MU GRAD TEST (computer-based), MU GRAD PLUS (MU GRAD TEST + SPEAKING TEST), and TOEFL- ITP
4. Editing English abstract, e-form: Thesis and Thematic Paper
5. Providing language training courses including Academic English, Business English, Professional English, General English, and Preparatory courses for English proficiency tests, such as MU GRAD TEST (Computer-based), and TOEFL-ITP, to students and staff of Mahidol University as well as members of the public

6. Offering a range of foreign language courses involving useful language skills that include Thai language for foreigners, Japanese, Korean, Burmese, Vietnamese, Chinese, German, and French

7. Providing English-for-corporate training courses customized to the needs of individual organization

Course Listings

Regular Courses (GRID courses)

1. GRID 514: Reading and Writing in Academic Context for Graduate Studies

2. GRID 515: Speaking and Writing in Academic Context for Graduate Studies

3. GRID 516: Thesis Writing for Graduate Studies

4. GRID 517: Essential English Grammar for Graduate Studies

5. GRID 518: Developing English Test-Taking Skills for Graduate Studies

6. GRID 519: English Communication Skills for Graduate Studies in an Intercultural Environment

Special Courses

1. GRID 530: English Academic Writing I
2. GRID 531: English Academic Writing II
3. GRID 532: Thesis Writing in Physical Sciences and Biosciences
4. GRID 533: Thesis Writing in Social Sciences and Humanities
5. GRID 534: Writing a Research Proposal
6. GRID 535: Reading and Understanding in the Research Article
7. GRID 536: Academic Conversation Skills
8. GRID 537: Oral Presentation Skills
9. GRID 507: English for Business Communication
10. GRID 508: English for Banking and Finance
11. GRID 509: English for Science and Technology
12. GRID 510: English for Medical Personnel
13. GRID 511: English for Engineering
14. GRID 512: Basic Thai Language for Foreigners

Foreign language training (short courses) for students, faculty members and members of the public

1. Successful TOEFL ITP Preparation
2. Successful IELTS Preparation
3. English Communication for the Workplace
4. Intensive Grammar for Standardised Tests

5. Successful Public Speaking and Presentation Skills
6. Effective Writing I: Sentence & Paragraph Writing
7. Effective Writing II: Essay & Research Writing
8. Effective Speaking and Listening
9. Essential Vocabulary and Reading Comprehension
10. Basic Mandarin Chinese
11. Basic Japanese
12. MU GRAD TEST Preparation

Course descriptions are available at

<http://www.graduate.mahidol.ac.th/en/current-students/language-center.php>

List of contacts and detailed information

- Academic Services Section Tel. 02-441-4125, ext. 100-107
- Student Admission Section Tel. 02-441-4125, ext. 110-115
- Student Affairs Section Tel. 02-441-4125, ext. 600-605
- The Language Center Tel. 02-441-4125, ext. 150-153
- The Faculty of Graduate Studies Branch office at Salaya
Address: Graduate Studies Building, 1st Fl., Mahidol University,
Phuttamonthon 4 Road, Salaya, Phuttamonthon, Nakhonpathom 73170
Tel. 0-2441-4125, ext. 120-125
- The Faculty of Graduate Studies Branch office at Faculty of Science
Address: R Building, Faculty of Science, Fl. 1, Rama 6 Road, Ratchathewi,
Bangkok 10400 Tel. 0-2201-5206-7, 0-2354-7173
- The Faculty of Graduate Studies Branch office at Faculty of Medicine,
Siriraj Hospital
Address: Environment Conservation Building, Fl. 3, Faculty of Medicine
Siriraj Hospital, Pran-Nok Road, Bangkok-Noi, Bangkok 10700
Tel. 0-2411-2002, 0-2419-9484, 0-2419-7060
- The Faculty of Graduate Studies Branch office at Faculty of Dentistry
Address: Recreation and Learning Center Building, Faculty of Dentistry,
Yothi Street, Ratchathewi, Bangkok 10400
Tel. 0-2354-0956-7

