



International Graduate Student  
**Handbook** 2017

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THE GRADUATE SCHOOL, NARESUAN UNIVERSITY



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# A Brief History

## Naresuan University

The historical development of Naresuan University, NU, can be traced back to 1976, when it was originally established as the College of Education for the benefit of extending higher education to the lower northern region of Thailand and producing qualified teachers to serve educational institutions of all levels. Naresuan University is strategically located at the heart of Thailand in Phitsanulok province. Phitsanulok is a major city of the lower northern region and, more importantly, the birthplace of King Naresuan the Great for whom the University is named. The university finally gained independent status and was officially named Naresuan University on June 29, 1990.

Naresuan University has since expanded rapidly both in terms of facilities and academic services and has become a comprehensive university, offering undergraduate and post-graduate degree programs in 3 academic clusters, i.e., Science and Technology, Health Sciences, and Social Science and Humanities.

With 16 faculties and 4 colleges currently operating, Naresuan University has been widely recognized as one of Thailand's fast-growing universities. Many faculty buildings have been constructed at Phitsanulok campus, including several new administrative and academic centers.

## Objective

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To produce graduates of international standing, where expertise is in high demand and whose contributions and practice are of the highest caliber and integrity, the university instills in students at all levels the six “smarts”:

Smart at work

Smart in people skills

Smart with ideas

Smart in life skills,

Smart at problem solving,

Smartly equipped with knowledge, skills, and attitudes as global citizens.

# The Graduate School



The Graduate School is an organization which has regulated, supported, and assessed the graduate studies of Srinakharinwirot University (Phitsanulok Campus) since 1974. The campus was officially granted university status and named “Naresuan University” on July 29th, 1990. Since then, we are a faculty-level organization of Naresuan University.

The graduate school is an organization of Naresuan University with the mission to regulate the quality and standards of the graduate studies and also to support and promote graduate studies at Naresuan University.





# About Phitsanulok

Phitsanulok is located in the heart of Thailand and approximately 370 kilometers along the highways from Bangkok. The province occupies a total area of 10,815 square kilometers, and the city can be reached by both rail and air (Phitsanulok Airport) and is at the intersection of several major highways linked between the northern, northeastern, and central regions of Thailand: Highway No.11 (Ta Khli - Chiang Mai), Highway No. 12 (Mae Sot - Mukdahan), and Highway No. 117 (Phitsanulok - Nakhon Sawan). Highway No.126 is a ring road around the city, allowing through traffic to bypass the city centre.

# Transportation

**By Car:** From Bangkok, use Highway No.1 to Wang Noi District, and then proceed to Nakhon Sawan Province along highway No.32 via Ayutthaya Province, Ang-Thong Province, and Sing-Buri Province. After that, take Highway No.117 to Phitsanulok Province.

The total distance is 337 kilometers. Moreover, you can take the same Highway to Sing-Buri Province and switch to Highway No.11 (In Buri-Tak-Fa route), and then turn into Highway No.12 and proceed to Phitsanulok Province via Wang-Thong District. The total distance is 450 Kilometers.

## By Air

Nok Air and Air Asia operates several direct flights daily from Bangkok to Phitsanulok. The trip takes 45-50 minutes. For more information,

Nok Air contact the Bangkok Office at tel. 02- 900-9955, Phitsanulok Office at tel. 055-301-051, 055-301-059, or visit the Nok Air website: [www.nokair.com](http://www.nokair.com)

Air Asia contact the Bangkok Office at tel. 0-2515-9999, or visit the Air Asia website: [www.airasia.com](http://www.airasia.com)

Thai Lion Air contact the Bangkok Office at tel. 0-2529-9999, or visit the Thai Lion Air website: [www.lionairthai.com](http://www.lionairthai.com)

## By Train

Regular trains depart daily from Bangkok's Hua Lamphong Railway Station. Call 1690 or visit [www.railway.co.th](http://www.railway.co.th) for more information. Trains leave Bangkok for Phitsanulok daily from 9.25 a.m. to 17.55 p.m.

## By Bus

Buses depart from Bangkok's Northern Bus Terminal (Mochit 2 Bus Terminal) to Phitsanulok Province. Contact Transport Co. Ltd. at Tel: 0 2936 2852-66, Phitsanulok Yan Yon Tour at Tel: 0 2936 2924-5, Choet Chai Tour at Tel: 0 2936 0199, and Win Tour at Tel: 0 2936 3753.

# Academic Calendar for 2017

NO	Events	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
1.	Student orientation	August 5, 2017		
2.	Registration date	July 31 - August 11, 2017	December 22, 2017 - January 5, 2017	May 7-18, 2018
3.	Last day for changing faculty/major/plan of study	July 3, 2017	November 27, 2017	April 10, 2017
4.	Last day for credit transfer	August 11, 2017	January 5, 2018	May 18, 2018
5.	Beginning of semester	August 15, 2017	January 8, 2018	May 21, 2018
6.	Last day for add/withdraw without "w"	August 15 - 28, 2017	January 8-22, 2018	May 21-28, 2018
7.	Date for submitting for graduation	August 15 - September 12, 2017	January 8 - February 6, 2018	May 21 - June 19, 2018
8.	Date for registration payment	August 28- September 4, 2017	January 22-29, 2018	May 28- June 4, 2018
9.	Last day for dropping course	December 4, 2017	April 30, 2018	July 16, 2018
10.	Final examination date	December 2-17, 2017	April 28- May 13, 2018	July 14-22, 2018
11.	Submit thesis for format check by the Graduate School	August 15- December 1, 2017	January 8- April 27, 2018	May 21 - July 6, 2018
12.	Last day for thesis submission for graduation and submission for the score of English proficiency test	December 14, 2017	May 11, 2018	July 20, 2018
13.	End of Semester	December 18, 2017- January 7, 2018	May 14-20, 2018	July 23 - August 13, 2018
14.	Graduation date	December 18, 2017	May 14, 2018	July 23, 2018

**Note: Please check the academic calendar at [www.reg.nu.ac.th](http://www.reg.nu.ac.th)**

# Tuition and Fees for Graduate Studies

Item	Fee (Baht)
1 Maintenance of student status	
1 <sup>st</sup> Semester	5,000
2 <sup>nd</sup> Semester and Summer	5,000
2 Transfer from other institutes	3,000
3 Fine imposed after the registration deadline	25
4 Degree registration	5,000
5 Student identification card	200
6 Changing faculty, major, or plan of study	1,000
7 Credit transfer	100
8 Certificate or Transcripts	
Regular rate	100
Express rate	200
Domestic mail	50
International mail	250

Item		Fee (Baht)
9	Fine for delay of graduation submission	50
10	Reinstatement of student status	2,000
11	Submit for thesis proposal examination	2,000
12	Submit for thesis examination	
	- Master Degree (Thai Program)	5,000
	- Master Degree (International Program)	7,000
	- Doctoral Degree (Thai Program)	7,000
	- Doctoral Degree (International Program)	10,000
13	Comprehensive examination fee	500
14	Qualifying examination fee	500
15	International students fee	30,000



# Naresuan University

## Rules and Regulations

In order that the graduate programs of Naresuan University meet the criteria of graduate programs set forth by the Ministry of University Affairs and possess high standards and quality, Naresuan University has established the following rules and regulations. They are set with reference to the Naresuan University Act, 1990.

### Item 1: This Document

This document is entitled “Naresuan University Rules and Regulations for Graduate Studies 2011.”

### Item 2: Rule and Regulation

The rules and regulations will be effective from the 2011 academic year.

### Item 3: Responsibility

The Graduate School will be in charge of the provision of graduate programs according to these rules and regulations.



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## Item 4: Graduate Program

4.1 Graduate Diploma programs are courses to enhance the professional expertise or efficiency at work for people who have finished a Bachelor's degree or its equivalent.

4.2 Master's programs and Doctoral programs are courses to promote the advancement of scholarship and research at a level higher than undergraduate studied.

## Item 5: Qualifications of Application

### 5.1 Educational background

5.1.1 Graduate Diploma programs: applicants must have successfully completed a Bachelor's degree or the equivalent from an institution accredited by the Ministry of University Affairs.

5.1.2 High Graduate Diploma programs: applicants must have successfully completed a Master's degree or the equivalent from an institution accredited by the Ministry of University Affairs.

5.1.3 Master's programs: applicants must have successfully completed a Bachelor's degree or the equivalent from an institution accredited by the Ministry of University Affairs.

5.1.4 Doctoral programs: applicants must have successfully completed a Bachelor's degree or the equivalent with excellent academic results or a Master's degree or the equivalent from an institution accredited by the Ministry of University Affairs.

5.2 Applicants must not have been sentenced to a prison term for a crime other than a misdemeanor.

5.3 Applicants must never have been expelled from an institution due to misconduct.

5.4 Applicants must be in good health.

5.5 Applicants must possess all other qualifications as prescribed by the Graduate School.

### Item 6: Admission Criteria

6.1 The University will make an announcement for the admission criteria of each program, which will either be by committee selection or entrance examination.

6.2 Applicants who pass the screening process of a program but are waiting for the result of the required degree will be permitted to enroll when they attain the required degree.

### Item 7: Types of Students

7.1 “Regular Students” are students who possess all qualifications as in Item 5 and are admitted to a program.

7.2 “Special Students” are students who do not possess all qualifications as in Item 5 but are accepted provisionally. Their status may be upgraded to that of “Regular Student” with the consent of the Graduate School.

### Item 8: Transfer Students

Students of other local or foreign universities may be considered for admission as transfer students and be able to enroll in some courses of the University. The University will support the transfer of credits to any other universities accepting their transfer.

### Item 9: Audition

The University may accept students to audit some courses with the consent of the department and the graduate committee of the program.

### Item 10: Report for Enrollment

Applicants who have been admitted to a program are required to report in person on the date and at the time and place announced by the University or the right of admission will be withheld.

### Item 11: Study Plan

The University arranges the study plan into 2 semesters per 1 regular academic year. One semester consists of at least 15 weeks. Each program may arrange a summer course where the period and credits should be in proportion to the regular semester.

### Item 12: Two Types Study Plan

12.1 Regular semester is the semester which is arranged exclusively in official hours. The student must register as a fulltime student.

12.2 Special semester is the semester which is arranged outside official hours. The student registers as a part-time student.

The objective of the special semester is to solve urgent problems. Therefore, the program with 12.2 must also offer 12.1.

### Item 13: Study Plan for Item 12

The study plan for Item 12 must be arranged according to the program and the credits of the regular semester plan with the approval of the Faculty Committee and the Graduate School Committee.

### Item 14: Credit System

14.1 For a lecture or discussion course, one credit is not less than 15 hours per regular semester.

14.2 For practice or experiment courses, one credit is not less than 30 hours per regular semester.

14.3 For internship or training courses, one credit is not less than 45 hours per regular semester.

14.4 For project or assignment courses, one credit is not less than 45 hours per regular semester.

14.5 For independent study, one credit is not less than 90 hours per regular semester.

14.6 For thesis, one credit is not less than 45 hours per regular semester.

## Item 15: Course Registration

Students are required to register for the courses they are to study each semester according to the following conditions:

15.1 Students must comply with all terms and conditions for course registration set forth by the University.

15.2 Students must have consent from the academic advisor to register for any and all courses.

15.3 Students will not be permitted to re-register for any course that they have completed with a grade of “B” or higher.

15.4 In the semester system, students cannot register for more than exceeding 15 credits in the first and second semester, and equivalent credits in the summer semester.

In the summer course and trimester systems, students cannot register for more than 12 credits in each term.

15.5 Any registration contravening the aforementioned rules is invalid and will be marked “W” (Withdrawal).

15.6 Students may register for courses outside their area of study as per personal interest with the consent of their academic advisor. Tuition and fees for those courses will be paid separately. The study result will be marked either “S” (Satisfactory) or “U” (Unsatisfactory).

15.7 Students who enroll as graduate students are required to pay tuition and fees as stated in the announcement.

15.8 Auditors may register for up to 6 credits in each term. Tuition and fees for the courses will be paid as stated in the announcement “Tuition and Fees for Graduate Studies.” The study result will be marked either “S” (Satisfactory) or “U” (Unsatisfactory).

15.9 Transfer students may register for courses in compliance with the rules as in Item 14.4 and are required to pay tuition and fees as stated in the announcement: “Tuition and Fees for Graduate Studies” for those courses.

#### Item 16: Adding and Withdrawing from Courses

The academic advisor must consent to the student’s adding and withdrawing from all courses.

16.1 The adding of courses in the semester system must be completed no later than the end of the second week of the first and second semesters. In the summer semester, the process must be completed no later than the first week.

The adding of courses in the trimester system must be completed no later than the end of the second week.

16.2 Withdrawal from a course in all academic systems must be completed before completing 75% of the course.

Students who withdraw later than the period mentioned in Item 16.1 will not be refunded any tuition or fees paid and the transcript will show a record of “W.”

16.3 Students are required to follow the procedure of adding and withdrawing from courses as announced by the University each semester.

#### Item 17: Curriculum Structure

17.1 Graduate diploma courses comprise a minimum of 24 credits.

17.2 Master’s degree courses comprise a minimum of 36 credits. The following two plans of study are as follows:

**Plan A** is research oriented. Students are required to complete a thesis. There are two sub-plans.

1) Plan A (1) Students are to complete a research project equivalent to 36 credits. Some course work or other academic activities may be required with no credit awarded.

2) Plan A (2) Students are to complete a research project of less than 12 credits and coursework of not less than 12 credits.

**Plan B** is course work oriented. Students are not required to complete a thesis but must complete an independent study of not less than 6 credits.

17.3 Doctoral degree courses are research concentrated courses. They aim to produce new knowledge and/or a high quality thesis. There are two sub-plans.

**Plan 1** aims to produce new knowledge. Students mainly do research and may be required to take some coursework or participate in some academic activities with no credit awarded.

Students, who hold an undergraduate degree, must complete a thesis equivalent to 72 credits.

Students, who hold a master's degree, must complete a thesis equivalent to 48 credits.

The research quality standards of both plans must be equivalent.

**Plan 2** aims to produce a high-quality thesis for academic and professional advancement. A certain amount of coursework is required for this plan.

1) Students, who hold an undergraduate degree, must complete a thesis equivalent to 48 credits and complete a minimum of 24 credits coursework.

2) Students, who hold a Master's degree, must complete a thesis equivalent to 36 credits and complete a minimum of 12 credits coursework.

The research quality standards of both plans must be equivalent.



### Item 18: Duration of Study Programs

18.1 The study of a Graduate Diploma program must be completed within 3 academic years.

18.2 The study of a Master's degree program must be completed within 5 academic years.

18.3 Students, with a Master's degree, must complete the Doctoral program within 6 academic years. Students with a bachelor's degree must complete the Doctoral program within 8 academic years.

18.4 Students will lose the right to take the final examination unless they have an attendance rate of at least 80 percent in that course.

18.5 Students who transfer credit must complete the degree within a half of the program.

18.6 Students who had studied less than the specified duration must be approved by the University.

### Item 19: Changing the Field of Study

Students may change their field of study to another being offered by the University in accordance with the University announcement "The Changing of the Field of Study."

### Item 20: Transfer Students and/or the Transference of Credits

The admission of transfer students and/or the transference of credits from other universities will be in compliance with the University's announcement "Transfer Students and/or the Transfer of Credits from Other Universities."

### Item 21: Academic Advisor

The Graduate School will appoint an academic advisor for each student to assist with his/her plan of study, academic questions, and the undertaking of research.

## Item 22: Course Numbers and Names

- 22.1 Each course is identified with a course number and name.
- 22.2 A course number consists of six digits.
  - The first three digits identify : the field of study.
  - The fourth digit identifies : the level of the study program.
  - The fifth digit identifies : the grouping of courses in the field.
  - The sixth digit identifies : the course sequence in each group.

## Item 23: Evaluation and Grading System

23.1 Evaluation of study performance will take place at the end of every semester.

23.2 The grading result of the following courses is either “S” (Satisfactory) or “U” (Unsatisfactory)

23.2.1 Non-credit courses

23.2.2 Comprehensive examination and qualifying examination

23.2.4 Seminars

23.2.5 Thesis / Independent study

23.3 Other courses are to be graded in the following manner:

“A” meaning	Excellent
“B+” meaning	Ver Good
“B” meaning	Good
“C+” meaning	Fairy Good
“C” meaning	Fair

“D+”	meaning	Poor
“D”	meaning	Very Poor
“F”	meaning	Failed
“S”	meaning	Satisfactory
“U”	meaning	Unsatisfactory
“I”	meaning	Incomplete
“P”	meaning	In Progress
“W”	meaning	Withdrawn

23.4 The letter grades, “A, B+, B, C+, C, D+, D and F” are equivalent to the following numerical values.

“A”	is equivalent to	4
“B+”	is equivalent to	3.5
“B”	is equivalent to	3
“C+”	is equivalent to	2.5
“C”	is equivalent to	2
“D+”	is equivalent to	1.5
“D”	is equivalent to	1
“F”	is equivalent to	0

23.5 The grade “I” (Incomplete) is given for a course that the student was unable to complete for evaluation owing to unusual circumstances. Grade “I” will be given only with consent from both the course lecturer and the dean. The student must complete the course for evaluation before the end of the last two weeks of the following term in order to change from the grade from “I” to a passing grade. Failing to do so will result in a change from grade “I” to either “F” (Failed) or “U” (Unsatisfactory).

23.6 “P” (In Progress) is a grade for a course in which the instruction has not been evaluated at semester’s end. The University will announce the names of such courses. The grade may be changed after the completion of the course and evaluation.

23.7 “W” (Withdrawn) is awarded in the following cases.

23.7.1 Violation of the rules of registration as mentioned in 15.5

23.7.2 Withdrawal from courses according to the conditions as mentioned in Item 16

23.7.3 Suspension of the student’s status in that term

23.7.4 Unavoidable cases, resignation, death

23.8 Graduate students must achieve at least the grade “C” in every registered course. If a lower score is achieved, the student must register for that course again and achieve the grade of “C” or better. For the course with “S” or “U” evaluation, the student must achieve an “S.”

23.9 Graduate students who register for courses at the undergraduate level will comply with the registration rules and regulations of the undergraduate studies.

23.10 The letter grades “S,” “U,” “I,” “P,” and “W” are not calculated in a student’s grade point average.

23.11 To calculate a grade point average:

A grade point average is calculated only from the total number of registered credits and earned grades in the Naresuan University Graduate School. For courses which the students take more than 1 time, only the last grade will be factored into the grade point average.

The grade point average is calculated by multiplying the number of credits and grade earned in each course, adding the sum for all courses and dividing by the sum of all credits. The grade point average will have two decimals.

23.12 Students who take courses from another program may transfer the courses into the transcript, but the results will not be calculated in the grade point average.

#### Item 24: English Proficiency Test

Submit an English score earned from a standardized testing institution or take an English proficiency test organized by the University, which will announce the time and place of the English proficiency test and its equivalent scales. Students must pass the English proficiency test with scores as announced in “English Proficiency Requirement” of Naresuan University

#### Item 25: Comprehensive Examination and Qualifying Examination

25.1 Master’s degree students in Plan 2 are required to pass a written comprehensive examination or written and oral examinations in some specific and relevant fields.

25.2 Doctoral degree students are required to pass a written qualifying examination or written and oral examinations in some specific and relevant fields in order to be eligible for undertaking a thesis. Students must pass the English proficiency test stated in item 24. The university will announce the comprehensive examination and qualifying examination schedules 3 times per academic year. Upon completion, the committees will report the results to the Graduate School within 4 weeks.

#### Item 26: Undertaking a Thesis

26.1 Registration for undertaking a thesis

*Master’s degree students* are required to proceed as follows:

1) Plan A (1) requires students to undertake a thesis equivalent to a minimum of 36 credits.

2) Plan A (2) requires students to undertake a thesis equivalent to a minimum of 12 credits.

**Doctoral degree student** are required to proceed as follows.

1) Plan 1 (1) requires students to undertake a thesis equivalent to a minimum of 48 credits, and Plan 1 (2) requires students to undertake a thesis equivalent to a minimum of 72 credits.

2) Plan 2 (1) requires students to undertake a thesis equivalent to a minimum of 36 credits, and Plan 2 (2) requires students to undertake a thesis equivalent to a minimum of 48 credits.

26.2 Appointment of a thesis supervisor

The Graduate School will appoint a thesis supervisor for each student at the Master's and Doctoral levels according to the nomination of the department.

**Master's thesis** requires 1 of advisor and a co-advisor committee (if any) of 1-2 people.

**Doctoral thesis** requires 1 advisor and a co-advisor committee (if any) of 1-2 people.

26.3 Proposal examination

The students must present a proposal to the proposal examination committee appointed by the Graduate School. The appointed committee consists of a chair person and committee in the respective field for a total of 3-6 members.

26.4 To undertake a thesis, the student must abide by the announcement of the university.

26.5 Thesis examination

The Graduate School will appoint a thesis committee for each student at the Master's and Doctoral levels according to the nomination of the department.

**Master's degree students** under Plan A (1) and Plan A (2) who have registered to undertake a thesis or have registered to undertake a thesis after completing all coursework are eligible to take a thesis examination.

***Doctoral degree students***

under Plan 1 and Plan 2 who have registered to undertake a thesis or registered to undertake a thesis after completing all coursework and have passed the qualifying examination for at least 1 semester are eligible to take a thesis examination. The application for the thesis examination must be conducted in accordance with thesis guidelines.

26.6 Thesis examination committee

The Graduate School will appoint a Master's degree thesis examination committee consisting of the following 3-5 members:

- 1) A lecturer of the Graduate School or external examiner as the chairman of the committee
- 2) The advisor and co-advisor (if any) as the committee member(s)
- 3) At least 1 member of the Graduate School or an external examiner as the committee member(s)

The Graduate School will appoint a Doctoral degree thesis examination committee consisting of the following 3-6 members:

- 1) A lecturer of the Graduate School or an external examiner as the chairman of the committee
- 2) The advisor and co-advisor (if any) as the committee member(s)
- 3) One lecturer of the Graduate School or an external examiner as the committee member(s)

26.7 Thesis examination and report

The committee will report the result of the oral examination within two weeks of the examination date.

### Item 27: Submission of Name for Degree

Students in the last term of study must submit a report of expected graduation with approval from his/her academic advisor within four weeks of the start of that semester. Students whose names are approved for a degree award must meet the following criteria:

#### 27.1 Graduate diploma

- Having studied for a specified duration according to the program
- Having registered all courses as required by the university
- Completing all courses as required in the curriculum and all conditions of the program
- Having a grade point average of not less than 3.00

#### 27.2 Master's degree, Plan A (1)

- Having studied for a specified duration according to the program

- Having registered all courses as required by the program

- Passing the English proficiency test as announced by the University

- Having proposed the thesis and passing the final oral examination

- Having the thesis or part of it published in journals following the announcement of "Office of the Civil Service Commission: Criteria for Academic Journals Publication"

#### 27.3 Master's degree, Plan A (2)

- Having studied for a specified duration according to the program

- Having registered all courses as required by the program

- Passing the English proficiency test as announced by the University

- Completing all courses as required in the curriculum and all conditions of the program

- Having a grade point average of not less than 3.00

- Having proposed the thesis and passing the final oral examination



- Having the thesis or part of it published in journals following the announcement of “Office of the Civil Service Commission: Criteria for Academic Journals Publication” or presented in an academic meeting and published in proceedings

#### 27.4 Master’s degree, Plan B

- Having studied for a specified duration according to the program
- Having registered all courses as required by the program
- Passing the English proficiency test as announced by the University
- Completing all courses as required in the curriculum and all conditions of the program
- Having a grade point average of not less than 3.00
- Passing the comprehensive examination
- Having proposed the independent study and passing the final oral examination

- Having the Independent Study or part of it published in journals or presented in an academic meeting and published in proceedings

#### 27.5 Doctoral degree, Plan 1

- Having studied for a specified duration according to the program
- Having registered all courses as required by the program
- Passing the English proficiency test as announced by the University
- Passing the qualifying examination
- Having proposed the thesis and passing the final oral examination
- Having the thesis or part of it published in journals following the announcement of “Office of the Civil Service Commission: Criteria for Academic Journals Publication” and widely accepted in the field of study or international journal listed in ISI or SCOPUS at least 2 titles.

### 27.6 Doctoral degree, Plan 2

- Having studied for a specified duration according to the program
- Having registered all courses as required by the program
- Passing the English proficiency test as announced by the University
- Completing all courses as required in the curriculum and conditions of the program
- Having a grade point average of not less than 3.00
- Passing the qualifying examination
- Having proposed the thesis and passing the final oral examination
- Having the thesis or part of it published in a journal following the announcement of “Office of the Civil Service Commission: Criteria for Academic Journals Publication” and widely accepted in the field of study at least 2 titles or international journal listed in ISI or SCOPUS at least 1 title.

### Item 28: Termination of the Student Status

A student may lose his/her status under the following circumstances:

28.1 Death

28.2 Resignation

28.3 Transference to another university

28.4 Being disqualified as mentioned in Item 5

28.5 Failure to register in time without a request for leave of absence approved within 30 days of the beginning date of regular terms and within 15 days of the beginning date of a summer term

28.6 Having been a student longer than the period allowed for completion of a program as ruled in 18.1, 18.2, and 18.3

28.7 A grade point average of lower than 2.5

28.8 An “Irregular Student” unable to switch status to “Regular Student” as provided in Item 7.2

28.10 Failure to pay tuition fees within the specified period

28.11 Taking a leave of absence and/or sick leave for more than one regular term in the first academic year without any cumulative credits. For the students in the single term system, the condition is equivalent to the first two study terms without any cumulative credits.

#### Item 29: Leave of Absence

29.1 A “Regular Student” taking a leave of absence must pay the leave fee within two weeks of the beginning date of a regular term and within one week of a summer term. There is an exception for the students who have already paid the tuition fee for that term.

29.2 A “Regular Student” who resumes study after leave will be returned to “Regular Student” status with the same rights as before.

29.3 A “Regular Student” who intends to resign must submit a request to the University. They must maintain their student status and follow the rules and regulations until the request is approved.

#### Item 30: Curriculum Quality Assurance

All curricula must clearly set up a curriculum quality assurance system which consists of 4 issues as follows:

30.1 Curriculum Administration

30.2 Resources for teaching and research

30.3 Support and counseling for the students.

30.4 Market need report and satisfaction report of employee.

#### Item 31: Curriculum Development

All curricula must update the quality and standard index at least every 5 years and show an evaluation report every 5 years.

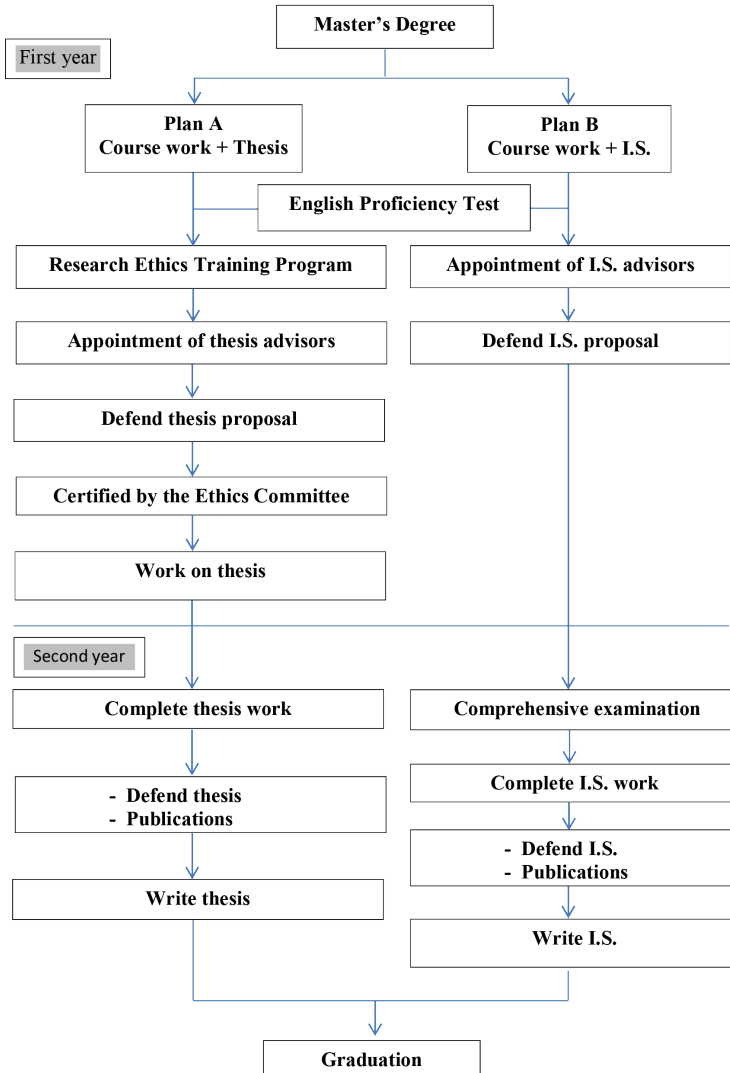
### Item 32: A Certificate of Exceptional Study

The University may grant a certificate of exceptional study for students with a grade point average of 4.00 or students awarded a patent or petty patent. In case that the graduate students hold a memorandum of understanding (MOU) with other Institutes or International Institutes, the MOU will be amended.

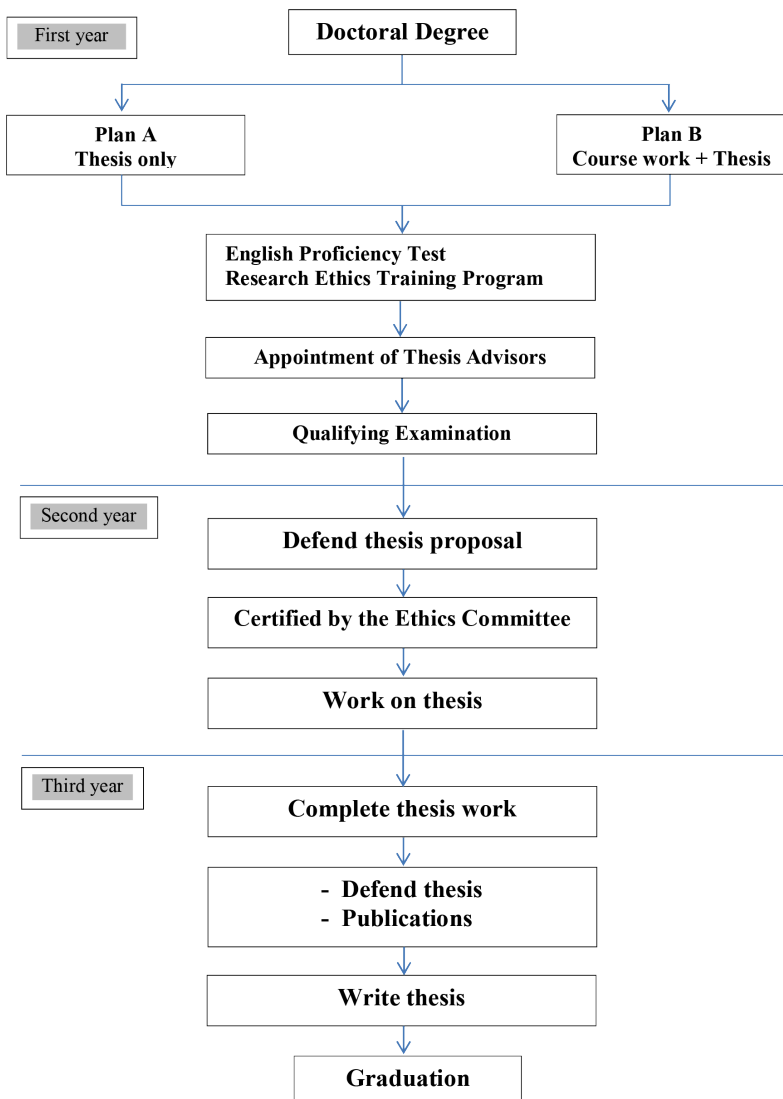
### Item 33: Stipulation of Rules and Regulation

The University president will stipulate these rules and regulations. Cases other than these will be under the consideration of the president.

# Road Map for Master Students



# Road Map for Doctoral Students



# English Proficiency Requirements

The students can submit a score of English proficiency from other institutes such as:

1. Paper based TOEFL
2. Computer based TOEFL
3. Internet based TOEFL
4. IELTS
5. English proficiency test from other institutes which are accepted by the university and is equivalent to the score of TOEFL or IELTS
6. English proficiency test which is equivalent in the international level of the Naresuan University Language Center, i.e., Cambridge Placement Test Online

Score of English Proficiency Test

Item	English Proficiency Test	Master Degree	Doctoral Degree
1	Paper based TOEFL	470	500
2	Computer based TOEFL	150	173
3	Internet Based TOEFL	50	61
4	IELTS	4	5
5	English proficiency test from other institutes which is accepted by the university and is equivalent to the score of TOEFL or IELTS	470,4.0	470,4.0
6	English proficiency test which is equivalent in the international level of Naresuan University Language Center, i.e., Cambridge Placement Test Online	B1 (51-59)	B2 (60-64)

Note: The date on the English proficiency test certificate must not be more than 2 years when submitted to Naresuan University.

Criteria of English Proficiency Test for the graduate students

English Proficiency Test	Master's Degree	Doctoral's Degree
	Thai & International Program	Thai & International Program
Naresuan University Writing Proficiency Test	>60	>70



# Announcement for Qualifying Examination



## **The Graduate School Announcement**

**Title:** Qualifying Examination Assessment Guidelines for Ph.D. Student

In order to organize the qualifying examination in the same standard, Naresuan University announces the Ph.D. qualifying examination assessment guidelines for Ph.D. student as followed:

### **Written examination**

The doctoral student must achieve score over 70 percent.

### **Written examination and oral examination**

The doctoral student must achieve score in each part over 50 percent and the sum of both parts must be over 70 percent.

# Announcement for Scholarships



## The Graduate School Announcement

**Title:** Travel grant for oral presentation of Ph.D. Student in an international conference

### I Qualification of the Applicant

1. The applicant must be a full time Ph.D. student at Naresuan University.

2. Ph.D. students of Plan 1 must pass the English Proficiency Test, pass the thesis proposal examination, and pass the qualifying examination.

3. Ph.D. students of Plan 2 must have a GPA of 3.75 or higher, pass the English Proficiency Test, pass the thesis proposal examination, and pass the qualifying examination.

4. The oral presentation topic must be a part of the student's thesis with the student as the first author and have the thesis advisor's name on the presentation/proceedings.

5. The applicant must have an acceptance letter from the conference which is well recognized by international standards.

### II Required Documents

1. Letter of acceptance from a well recognized international conference.

2. Abstract with the applicant as the first author

3. Schedule of the conference

4. List of all the expenses (flight, registration, accommodation, etc.)

5. Document in case the applicant also receives a travel grant from other sources (if applicable)

6. Registration document

7. Other documents (if applicable)

### III Application Deadlines

Period	Dateline	Announcement	Schedule for Oral Presentation
1. September-November	November 15	November 30	December 1 – May 31
2. December-February	February 15	February 28	December 1 – May 31
3. March-May	May 15	May 31	June 1 – November 30
4. June-August	August 15	August 31	September 1 – February 28

The applicant should apply for the document together with the application form (which can be downloaded at <http://www.grad.nu.ac.th/research/atgrant.php>) the date specified in the table.

#### IV Consideration of the travel grant by the graduate school

The applicant must give an oral presentation for the committee of the graduate school. The presentation will not be longer than 15 min and will have a question-answer period for approximately 20 min.

#### V Conditions for receiving the travel grant

1. Fifty percent of the travel grant will be supported by the faculty and the other fifty percent by the graduate school.

2. The student must publish a paper in a SJR, ISI, Scopus, or TCI list journal within 1 year after getting back from the oral presentation.

3. The student must sign a contract with Naresuan University.

#### VI Required documents after presentation

1. Receipt of registration fee
2. Receipt of accommodation
3. Receipt of air ticket
4. Others (such as visa)

The international student must send all above documents and report form for presentation which can be downloaded at <http://www.grad.nu.ac.th/research/atgrant.php>. The report must be approved by the advisor and head of the department and sent to the Department of Research and International Affairs, the Graduate School, Naresuan University within 15 days after presentation.

# Naresuan University Journals

The Graduate School was assigned to responsible a process of journal publication of Naresuan University Journal consists of 1) Naresuan University Journal: Science and Technology and 2) Journal of Community Development Research (Humanities and Social Sciences) which has published papers both in English and Thai version.



(ISSN: 0858-7418)

Naresuan University Journal: Science and Technology is a journal for research articles and review articles in the fields of Agriculture, Engineering, Sciences, Information Technology, Logistics and Supply Chain, Energy, Environment, Architecture, Art and Design, Medicine, Pharmacy, Cosmetics and Natural Products, Nursing, Public Health, Applied Thai Traditional Medicine, Dentistry, Allied Health Science, Medical Science and other related fields.



(ISSN: 1905-7121)

Journal of Community Development Research (Humanities and Social Sciences) is a journal for research articles and review articles in the fields of Linguistics, Humanities, Fine Arts, Applied Arts (Music), Social Sciences, Education, Law, Business Administration, Economics, Communications and other related fields.

Authors or researchers can send their manuscript according to the regulations of Naresuan University Journal, which are listed below;

1. Naresuan University Journal publishes four issues per year:

1.1 January-March

1.2 April-June

1.3 July-September

1.4 October-December

2. The original article has not been presented nor is it in the process of review for publication in other journals.

3. The article can be written in Thai or English. However, English manuscripts will be given priority. The article in Thai version must translate the references in English.

4. Research articles dealing with human or animal subjects must attach an approval certificate from the Ethic Committee. Moreover, the research article dealing with human subjects must provide evidence of informed consent.

Both of Naresuan University Journals are enlisted to Thai-Jonal Citation Index: TCI group I (Effective on January 1, 2015 to December 31, 2019)

Naresuan University journal Website

[www.journal.nu.ac.th](http://www.journal.nu.ac.th)

# Projects and Activities for International Graduate Students

Activities	Duration
1. Orientation	August-September
2. English Writing for Publication	October
3. English for Research Presentation	December
4. Graduate Research Ethic Training Program	January
5. Lecture on Research Methodology	January-March
6. Ceremony of Songkran Festival	April
7. Application for Research Funding	November-February
8. Travel Grant for the Doctoral Degree	All year
9. Research Grant from the Government Funds	November-February
10. Suggestion for Data Searching in Naresuan University Library	One time/semester
11. EndNote Program Training for Writing Bibliography by Naresuan University Library	Twice/semester
12. Meet the Dean	One time/semester

Note: The activities might be change following the suitable framework.



# Related Forms

Name
1. Gs.11 Appointment of Advisory Committee
2. Gs.11(1-2) Appointment of Doctoral Degree Thesis Proposal Committee
3. Gs.21 Approval of Thesis /Dissertation Committee
4. Gs.22 Course Work and GPA Report
5. Gs.24 Report of the Thesis/Dissertation Examination
6. Gs.25 Abstract Thesis /Dissertation Revision
7. Gs.27 Submission and Approval of the Completed Dissertation
8. Gs.28 Approval of Program Completion and Convocation of Doctoral Students
9. Lecturer Biography
10. Special Instructor Acceptance Form
11. Naresuan E-Thesis Advisor's Approval Form

**Name**

1. Gs.11 Appointment of Advisory Committee

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2. Gs.11(1) Change Appointment of Advisory Committee (For NU.ID> 54)

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3. Gs.11(1-1) Request for Approval of Master’s Thesis Proposal

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4. Gs.11(4) Request Form for Changing Thesis Title (For NU.ID >54)

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5. Gs.12 Request Letter for Expert to Review Research Instruments

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6. Gs.13 Request Letter for Collecting Data (For NU.ID. >54)

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7. Gs.20 Request for Approval of Thesis/Dissertation (For NU.ID. >54)

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8. Gs.20(1) Form for Certified Publication of the Graduate Thesis

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9. Gs.21 Approval of Thesis/Dissertation Committee

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10. Gs.21(1) Request Changing Thesis Examination Date/Committee (For NU.ID.>54)

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11. Gs.22 Course Work and GPA Report

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12. Gs.24 Report of the Thesis/Dissertation Examination

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13. Gs.25 Abstract Thesis/Dissertation Revision

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14. Gs.26 Submission and Approval of the Completed Thesis

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15. Gs.27 Approval of Program Completion for Graduation of Master’s Degree

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16. Lecturer Biography

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17. Special Instructor Acceptance Form

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18. Naresuan E-Thesis Advisor’s Approval Form

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# Facilities and Services

## Buildings and Grounds

The main campus covers approximately 640 acres of land with 54 buildings, housing 17 faculties, 4 colleges, administrative offices, and a student center as well as the Central Library. The Demonstration School Campus in the city of Phitsanulok is on 25 acres of land.

## International Development

The Division of International Development plays an active role in supporting academic and research activities, particularly done with overseas partners. Responsibilities include facilitation for international staff in terms of work permits, visas, and liaising for University housing arrangements, work contracts, and the well-being of the staff. The office also takes care of communication with MFA for the process of passports and visas for Thai staff going overseas, specifically for study visits, conference participation, and collaborative discussion. The university has currently signed 80 cooperative arrangements with potential universities providing a large number of activities in academic and research fields. DID's range of duties extends to organizing international conferences or playing supporting roles for Faculties to deliver such gatherings.



The Division is in charge of overseas arrangements for senior administrative staff of the university and serves as the central unit for exchange activities with strategic alliances. Circulation of scholarship opportunities, funded by Thai government or overseas organizations, is part of the office's assignments.

For international students, the Division bears responsibility in communicating with 9 ASEAN Embassies and the Embassy of Bhutan to inform them about scholarship opportunities offered by the university. To drive all these, International Development Committee has been set up as a key agent to efficiently meet the increasing demand of internationalization.

### International Student Hospitality

As a vital part of the Student Affairs Division, the International Student Office (FSO) functions as “a home away from home” for our international students. It serves as the information and counseling center, where all questions are answered and all troubles are solved. Hospitality starts from arrival to departure. Services comprise the International House, the International

Club, International Nights, Host Families, and occasional parties and excursions.

### Art and Culture

The university embraces the mission of maintaining, fostering, and enriching the cultural heritage of the country, especially the region. Graduate students are encouraged to participate in this area, involving cultural preservation and development, performing and visual arts, as well as crafts and local cultural events. Hosts of this mission are the Khong Sarawin Cultural Center, Student Affairs, and faculty level student clubs. In 2012, sixty-two projects were carried out, funded by both the university and the government budgets.





Naresuan University Library

## Naresuan University Library

In ensuring the availability of a range of educational resources indispensable to instruction, research, and development as a university of innovation, which can meet the needs and circumstances of university constituencies, the Central Library continuously develops more effective “self-service” learning resources. At present, the library houses 219,767 textbooks, 35 databases, e-journals and e-book from 4 databases, and 210 printed journals. Additionally, 8,226 audio-visual titles are available in 7 languages. The Library is famous for state-of-the-art services, namely, on-line proactive service, one-stop service, 24 hour zone, one search system, and research support as confirmed by several national awards conferred. (<http://www.lib.nu.ac.th/>)

## Service Hours

### Semester

Mon. - Fri. 08.00AM – 08.30PM

Sat. - Sun. 09.30AM – 05.30PM

### Summer

Mon. - Fri. 08.00AM – 04.30PM

Sat. - Sun. 09.30AM – 05.30PM

All services stop 20 minutes before THE LIBRARY closes.

Open 24 hr.: 1 month before the final exam period until the last day of the exams.

CLOSED: Public Holidays

## Naresuan University Language Center

The Naresuan University Language Center's mission is to enhance foreign language proficiency for students and staff. The following services are available: standard language testing, training, exhibitions, and self-access international language seminars. Some of the courses taught by native speakers are:

- English for communications and career
- TOEFL/IELTS preparation
- English-writing for academic purposes
- ASEAN languages and cultures for beginners

Activities designed for students are as listed:

- Self-access computer programs, such as ELLIS, Tell Me More, Quartet Scholar, Practice Test for TOEFL, and Let's Talk.
- Expert Readers Reading programs with books ranging from beginners to advanced. Also, novels and magazines with exercises are available for reading improvement.

□ Let's play games board games designed for English skill developments are provided, i.e., Crossword Puzzles, Scrabble, Flash Cards, and the like.

□ Series-Movies Manias, Sound track English language series are played at scheduled times. After viewing, students are encouraged to work on exercises and to join in activities of discussions about the movie in English conversations.

□ Meet and Greet. Every Thursday and Friday, English language native speakers are invited to have conversations with those interested from 1.00-3.00 p.m.

NULC is located at the CITCOMS building.

**Website:** <http://www.nulc.nu.ac.th/>



### **Center for Information Technology and Communication Services (CITCOM)**

To be a University of the electronic age, CITCOM was established to facilitate information and communication technology on campus. CITCOM provides MIS for data-based administrative decision-making and campus wide-operations. Serving as the technical consultant, CITCOMS provides hardware and software needs. Moreover, upon request, databases are designed and developed, tailored-made to fit the requirements of the division. Additionally, CITCOMS constructs e-learning for general education and also builds and monitors the central data-base of the university. On-line services, such as e-registration and e-admission are examples of support services provided to academic affairs. Occasionally, CITCOMS organizes workshops and seminars for all on campus and networks.

### **Post office**

A university post office with full services is located in a convenient location at the center of the campus at the QS building.

### **Banks**

Four national banks are located on the campus as university branches to provide all the banking services including international exchanges and transfers of funds. Particularly, these banks provide smart cards as student I.D.s and serve as counters for university payments, i.e., registration, transfer of credits, and the like.

### **Hospitals and a Clinic**

Naresuan University houses two full-service hospitals: Medical Hospital and Dental Hospital. Both places serve as teaching hospitals while providing needed medical treatment for the university constituencies and the public at large. Asom Salao is the name of the Thai Traditional Clinic where faculty and students practice their expertise in Thai herbal medicine and the famous traditional Thai massage. The public is welcome.



# Campus Maps



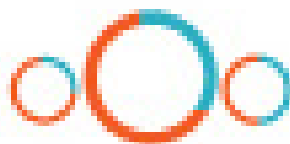


1	Monument of King Naresuan	1	The Office of President	16	Faculty of Science
2	Thepparat House of the Holy	2	Queen Sirikit Building	17	School of Renewable Energy Technology
3	Krungsri Ayudthaya bank	3	Theater	18	The Graduate School
4	Bangkok Bank	4	Naresuan University International College	19	Faculty of Public Health
5	Krungthai Bank	5	Mingkwan Building	20	Faculty of Medical Science
6	Kasikorn Bank	6	Prabrijak Building	21	Faculty of Pharmaceutical Science
7	Naresuan University Hospital	7	Faculty of Education	22	Faculty of Dentistry
8	Naresuan University's Police Station	8	Faculty of Architecture	23	Faculty of Allied Health
9	Naresuan University Library	9	Faculty of Humanities	24	Faculty of Nursing
10	Chula Book Store	10	Faculty of Social Science	25	Faculty of Medicine
11	Indoor Stadium	11	Faculty of Business, Economics and Communication		
12	Multi-Bilding	12	Faculty of Law		
13	Suphan-Kallaya Swimming Pool	13	Center for Information Technology and Communication Service		
14	Student Dormitory, Kwanmuang Building	14	Faculty of Agricultural, Natural Resource and Environment		
15	Office Dormitory	15	Faculty of Engineering		



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