

Naresuan University Declaration of Changing Courses or Program

2. This declaration affects graduate students who started studying from 2011 onwards.
3. Changing a course of study, study field or program. The student needs to get approval from his/her adviser and head of department, field, or course of previous study program and head of department, field, or course of new study program.
4. The student must change the study program reasonably or it must be necessary.
5. The student who would like to change the course of study, field or program must give the request to where their new course of study, field or program is, and it must be approved by student's adviser and head of department, field or course in the previous study program and the head of department, field, or course in the new study program. The request must be given before the beginning of the new course of study.
6. The dean of the faculty of new course of study will consider the request and ask the dean of the Graduate School to approve it.
7. All previous achievement will be terminated; if the student wants to transfer their grades, they need to have an agreement from the committee of the Graduate School. The transferred grades must be able to be calculated with the GPA.
8. The student cannot change a program's period of time or restart it with the new course of study. They have to finish the new course of study within the time they have left.
9. The president of the university has a right to judge in case any problem occurs which is not covered in this declaration.

Naresuan University Declaration of the Thesis Publication for Graduate Students

3. Publication must meet all requirements and be in the correct format according to the research publishing standard (not academic journal or review article).

4. For PH.D students, the dissertation or a part of it must be published or at least be a part of an academic journal accepted by Naresuan University or based on the Thai Journal Citation Index Centre or International data base.

5. For a master's degree student, the thesis must be as in "No. 4" or at least be a part of an academic journal which is accepted by Naresuan University.

6. If any problem occurs, the committee of the Graduate School will consider it, and then the president of the university will give final approval.

Naresuan University Declaration of the Conditions for Bachelor Student's Grade Transfer from a School Abroad

3. "School Abroad" means universities in other countries which are accepted by the Office of the Civil Service Commission and Naresuan University.

4. Requirements of the student for transferring his/her grade.

4.1 The student must enroll for the subject he/she intends to transfer before going aboard, and it must be approved by the university.

4.2 The student has to study at Naresuan University for at least 2 semesters and his/her GPA must not be lower than 2.00 with the English subject's grade of at least 3.00.

5. The steps of enrolling in a study abroad exchange program:

5.1 The student and the faculty have to contact the school abroad by themselves.

5.2 The student needs to write a request of "permission for study abroad exchange" to his/her adviser, head of course, committee of course, head of department and dean of the faculty, respectively.

5.3 The original faculty and the Division of International Development (DID) will send a memo about sending a student to study abroad and later report to the section of student registration.

6. Conditions for grade transfer

6.1 Course description or course syllabus must cover at least $\frac{3}{4}$ or must have the same standard with the subject of Naresuan University.

6.2 The number of credits of each subject must be more than or equal to the subject of Naresuan University; moreover, the total number of credits from all transferred subjects must not exceed $\frac{3}{4}$ or 75% of the entire course credits.

7. The subject which will be allowed for transfer must be at least “C” or equal as below

Symbol	Meaning	
C	Fair	Average, Satisfactory

8. The request for credit transfer

After the student completed classes abroad, the faculty will send the transcript and also attach the request for credit transfer to the university and then wait for approval.

9. The Student Registration Section and Computing Section will record the transferred grade into the student’s transcript and then calculate for the GPA.

10. The student can get Honors if they are qualified, and their transferred credits must not be more than 25% of the total credits of the whole course of study.

11. The president of the university has the right to judge in case any problem occurs which is not covered in the university declaration.

Naresuan University Declaration of Conditions for Graduate Students’ Transferring Credits before Graduating

3. Graduate students who re-enroll because they lost Student Status, causing them not to complete a course, can transfer credits by using these conditions:

4. Condition for transferring credits

1. Length of Study
2. Subject which has B or higher
3. Comprehensive test result
4. English test result
5. Requirement test result
6. Completed thesis/dissertation and publishing outcome in an academic journal

7. Thesis/dissertation test result and final oral test result
5. The president of the university has the right to judge any problem that occurs or anything not covered in the Naresuan University declaration.

Naresuan University Declaration of Conditions for Graduate Students Transferring Credits before Graduation (2nd edition)

3. In accordance with “No 4.7 thesis/dissertation test result and final oral test result” in the declaration of “Conditions for Graduate Students Transferring Credit before Graduation” issued on 5th of June, 2009 add 4.8: The student’s Independent Study must get an A result.
4. The president of the university has the right to judge any problem that occurs or anything not covered in the Naresuan University declaration.

Naresuan University Declaration Regarding Services, Amenities and Study Fees for Postgraduate Students Who Request a Credit Transfer

4. In this Declaration

Lump-sum study fee payment is the study fee payment and registration fee for every semester specified.

A postgraduate student who requests a transfer over the specified period set for the course in question must comply as follows:

5. Study fee rates:

A deposit of a lump-sum fee totaling 50% of each semester is required for the course of the academic year, and the outstanding fees need to be settled before graduation.

6. Service and Amenity Rates

6.1 English development program	500 baht/semester
6.2 Computer and IT services	400 baht/semester
6.3 University public transportation	200 baht/semester

7. Preservation of student status: In addition to the student deposit at the specified rate, students will also be required to pay the service and amenity fees as per 6.1, 6.2 and 6.3 for each semester.
8. Applications for a transfer of credits according to this Declaration must also follow the credit transfer principle as per the Declaration of Naresuan University on 22nd July 2256 (22nd July 2013).

Naresuan University Declaration of Thesis/Dissertation Regulation

4. Requirements relating to the appointment of a thesis/dissertation advisor to supervise the thesis/dissertation are as follows:

Master thesis: requires 1 advisor for the Defense Committee and 1-2 co-advisors.

Doctoral dissertation: requires 2 advisors for the Defense Committee and 2-3 co-advisors.

5. The chief academic advisor of a Defense Committee cannot supervise more than 5 master's or doctoral students.

6. The chief academic advisor of a Defense Committee for master's and doctoral students must be a lecturer of the Graduate School, having attained a doctoral degree or equivalent level, or an academic position not lower than associate professor with **experience of publishing the academic article which related major.**

Co-advisors for master's and doctoral degrees must be a lecturer of the Graduate School or an approved external expert, having attained a doctoral degree or equivalent level, or an academic position not lower than an associate professor with **experience of publishing the academic article which related major.**

7. Thesis advisors' responsibilities:

- (1) Supervising the student with the selection and planning of a suitable research topic
- (2) Approving experts for inspecting research material used in the thesis

(3) When necessary, assisting the student in gaining access to facilities or research materials.

(4) Approving a thesis/dissertation examination request

(5) Coordinating with experts and the Defense Committee members for the thesis/dissertation examination

(6) Evaluating the thesis/dissertation for examination

8. Thesis/dissertation proposal

(1) Students who have appointed a thesis/dissertation advisor are required to have already passed the *Research Ethics Training for Graduate Studies* as per the Naresuan University Declaration regarding research ethics training for graduate studies in order to qualify for a request of thesis/dissertation proposal examination.

If students have already completed a course related to research ethics, they can file an exemption request with the dean of the Graduate School and the committee members.

(2) The head of department/field of study/program chairperson will request the faculty to appoint a chairman, committee members, and a secretary to approve the thesis/dissertation proposal.

A graduate level student defense committee will be composed of a chairman, a defense committee member, a Graduate School professor in the field of study of the thesis/dissertation, a Graduate School professor in a related field of study, and a Graduate School professor who is a representative of the Graduate School, in total at least 6 but not more than 7 people. Doctoral students have to pass the Qualifying Examination before presenting a dissertation proposal.

(3) Thesis/dissertation proposal committee members have to announce the results with 2 sets of the completed thesis/dissertation proposal and attach a copy of the certificate from the committee members of Research Ethics in human or animal or bio-safety studies to provide to the department chair of the Graduate School program within 90 days after approval of the presentation of a thesis/dissertation proposal.

9. Students are required to get approval in advance from their thesis/dissertation advisor to make a request for expert inspection of research materials or to make data requests from associations related to their research. The thesis/dissertation advisor will pass the request to the Graduate School for assistance in fulfilling the request.

In case of the research involving human input or interviews, students must attach the form approving human research, as well as the questionnaire that was used in the research.

10. Request for thesis/dissertation examination

(1) Students are required to file the appropriate form to request an appointment with the thesis examination committee after approval from their thesis/dissertation advisor and submit 6 sets for a graduate thesis, and 8 sets for a doctoral dissertation along with 1 CD to the Graduate School to be checked for and prevent plagiarism.

In the case of research involving human input or interviews, students must attach the form approving human research from the Human Research Ethics of the Naresuan University committee members.

In research related to animals, students are required to attach one approved copy of the form relating to the *research in animals according to the Ethics of Naresuan University*.

(2) The department/field of study/program chairperson will propose student for the thesis/dissertation defense committee that has been approved by the dean of the Graduate School, and submit proposal to the Graduate School at least 30 working days before the examination date. The requested thesis/dissertation defense period should not be less than 90 days before the date of approval for thesis/dissertation proposal for the graduate student.

(3) Graduate students: Students under Plan A(1) will be eligible to undertake a thesis/dissertation examination after completing their thesis/dissertation registration. Students under Plan A(2) will be eligible to undertake a thesis/dissertation examination after completing all coursework and thesis/dissertation registration.

(4) Doctoral students: Students under Plan A(1) and Plan A(2) will be eligible to undertake a dissertation examination after completing their dissertation registration and all coursework relating to their program as long as they have passed the qualifying examination for at least 1 semester.

(5) The Graduate School will appoint a graduate degree defense committee (examination) consisting of no more than 5 of the following:

A) A lecturer of the Graduate School or external examiner as the chairman of the committee

B) The advisor and co-advisor (if any)

C) At least 1 member of the Graduate School or an external examiner

D) A Graduate School lecturer

(6) The Graduate School will appoint a doctoral degree defense committee (examination) consisting of the following 3-6 members:

A) A lecturer of the Graduate School or an external examiner as the chairman of the committee

B) The advisor and co-advisor (if any)

C) At least 1 member of the Graduate School or an external examiner

D) A Graduate School lecturer

Two of the members of the dissertation examination committee should be external examiners.

11. Thesis/dissertation examination committee members must be lecturers of the Graduate School, having attained a Doctoral Degree or equivalent level, or an academic position not lower than an associate professor, with experience of publishing a thesis unrelated to graduation (in that field or a related field).

12. The thesis examination process is as follows:

(1) The thesis chairman, advisor and head of department/field of study/program chairperson are responsible for coordinating with expert committees, defense committee members and request approval for the expense of the examination from the program faculty.

(2) The program faculty will approve the expense for the examination process as requested by the thesis advisor and chairman and head of department/head of field of study/program chairperson.

(3) Defense committee members will communicate the date, time and venue for the examination that Graduate School has proposed. The chairman of the defense committee may allow people who are interested to attend the examination, and the announcement will be made at least 7 days before the examination date.

(4) Defense committee members are responsible for testing the knowledge and understanding as well as estimating the result of the student thesis/dissertation. In such a case that the student passes with conditions, the student has to revise as per the recommendations of the defense committee and re-submit the thesis to the committee for approval.

(5) In case of failure to pass the exam, students can request a second defense within a month of the initial examination. The student is allowed no more than two attempts.

(6) On the day of the defense, the complete committee will have to be present. If the full committee is not present, the examination date shall be postponed and a new date will be arranged. If necessary, a request to change the members of the committee can be filed, but the new committee will be given at least 15 working days to review the thesis in its entirety.

(7) Defense committee members will report the examination result to the dean of the Faculty within 2 weeks after the date of the defense date.

13. Submitting of completed thesis

(1) Students who pass the thesis defense (examination) must publish their thesis according to the format and specifications of the Graduate School. Students must submit 1 copy of the unbound manuscript to the Graduate School. Students who have conditionally passed the thesis defense should also submit 1 copy of the unbound manuscript to the Graduate School for a thesis correctness and format check.

(2) If a student who passed the thesis/dissertation defense is unable to submit their completed thesis/dissertation before the deadline, their result will become invalid and he/she will have to register for the following semester in order to maintain student status and are required to file a graduation request for the following semester.

(3) Students must collect the completed thesis with the signatures of the defense committee members, and have 4 copies bound in a hard cover, and an additional copy sewn and bound. The student should submit these, along with 1 copy with an abstract in Thai, 1 copy with an abstract in English, 1 CD with the complete data set, and 1 CD with the manuscript in Portable Document Format (PDF) to the Graduate School.

14. In the case of making an academic and research agreement that will be funded by public or private organizations, the process is outlined below:

(1) The owner of the intellectual property will be decided by agreement of both sides as stated by the contract. Both parties will share the intellectual copyright.

(2) The organization which supports the research will be thanked in the paper.

(3) The benefits from the research will be managed by the contract as per the agreement with the university.

The copyright of the thesis/dissertation will belong to Naresuan University. If there is a problem that is not covered in this Declaration, the student can file a request with the academic council.

Naresuan University Declaration

Regarding Exemption of Registration Fee for Graduate Level Students

4. In case of personnel studying at the University at a graduate level, the registration fee will be exempt if:

4.1 Studying in a regular program of the University, the owner of the program will discount 50% of the registration fee for the whole program. The other 50% can be claimed from the original affiliate.

4.2 Studying in a regular program of other universities or academic institutions, the original affiliate will approve the claim as per the Naresuan University policy.

4.3 Special study in the university programs, according to the Naresuan University Declaration regarding principles and methods of providing scholarships and study funds for graduate level (out of working time) for university personnel is in accordance with University declarations. The owner of program will discount 50% of the registration fee and 50% will be claimed from the original affiliate.

4.4 For special study programs of other universities or other academics programs, the original affiliate will approve the claim as per Naresuan University principles regarding study funds and support as per the University personnel policy.

4.5 In case of 4.1 and 4.3, if the special study program is hold by the faculty in Naresuan University, the faculty will request for program registration fee exemption.

Naresuan University Declaration of Credit Transfer for Graduate Study Level

5. Students who are eligible for a credit transfer:

(1) passed the Naresuan University examination for graduate studies.

(2) are currently or have been graduate level students of

6. The Graduate School appoints credit transfer approval committee members to be responsible for credit transfers and estimate knowledge as follows:

(1) Graduate School dean	Committee Chairman
(2) Vice dean of Academic Affairs or vice dean who is at the faculty the credits are transferred to	Committee Member
(3) Head of department or head of field of study or program chairperson or representative	Committee Member

of the faculty that receives the transferred credits	
(4) Vice dean Academic Affairs of the Graduate School	Committee Member and Secretary
(5) Head of Academic Affairs of the Graduate School	Committee Member and Asst. Sec.

7. The committee for credit transfer according to 6 is responsible for approval of credit transfers according to principle 9 and 10.

8. The period in which credit transfers can be requested will be announced in the University Declaration.

9. Process of transferring credits to Naresuan University

(1) Students have to obtain approval from their advisor, heads of department, the chairperson of their program or the dean of the faculty who will receive the transfer.

(2) Credits to be transferred are to have been earned not more than 5 years ago.

(3) If the course number and title is the same as the receiving transfer program, the full units will be accredited.

(4) Transferred courses should have credits equal to or more than the requirement for the equivalent courses in the new program.

(5) The course should have at least a cumulative GPA of 3.00, or a B, or level S.

(6) The content of transferred courses should be at least 80% related to the new program.

(7) Transferred courses will be calculated as GPA.

(8) Only one-third of all required credits in the new program may be transferred.

(9) Students have to study the new course with the specified period of the new course by counting the period of the old course as well.

10. Regulation of Credit Transfers from other academic institutions

(1) Course programs should be at a graduate level or equivalent recognised by the Higher Education Commission or the government sector that regulates education.

(2) Credits to be transferred are to have been earned not more than 5 years ago.

(3) Transferred courses should have credits equal to or more than the requirement for the equivalent courses in the new program.

(4) The course should have at least a cumulative GPA of 3.00, or a B, or level S.

(5) The content of transferred courses should be at least 80% related to the new program.

(6) Progress towards a thesis/dissertation, as well as individual or self-study, cannot be transferred as credits.

(7) Transferred courses will be calculated as GPA.

(8) Only one-third of all required credits in the new program may be transferred.

(9) Students have to study at Naresuan University at least half of an academic semester and be registered for a course/program or/and thesis/dissertation for at least 12 credits.

11. Credit measurement and record

(1) Credit from academic institutions will be recorded as CA.

(2) Credit from training will be recorded as CT

Memorandum

To the Rector

The Education Administration has received a request from graduate level students regarding extending the period of study as some student have been unable to complete in the allotted period due to time constraints and the university not allowing a further extension of study.

Therefore, to give the students the opportunity to complete their program, the Education Administration would like to suggest the following:

1. Allowing students to apply for an exemption to the entrance examination.

2. Allow the students to transfer credits above the B level, including work done towards their thesis/dissertation.

3. Start the payment of service & amenity and study fees as per the University Declaration of the new academic year, except for the students who receive faculty funds, who will have to wait for approval from the faculties after requested funds.

To the University Management Committees

1. The problem regarding students being unable to complete in the allotted period has been noted and agreed upon. Please see below.
 - 1.1 Apply for entrance examination but get an exemption from having to take the exam.
 - 1.2 Students will be allowed to transfer credits from the B level up, including knowledge examination and qualifying examination results, thesis/dissertation work and published papers if they have studied at the University for at least 1 semester year.
 - 1.3 Start the payment of Service & Amenity, as well as study fees as per the University Declaration of the new academic year.
2. Refer to the Education Administration for the next process.

Naresuan University Declaration Regarding the Registration Procedures, Payment and Fines for Late Maintenance and Study Fees

2. Registration Procedures

(1) Naresuan University will set the dates for registration, dropping or adding courses, and paying tuition every academic calendar year.

(2) Register on-line at www.reg.nu.ac.th and pay tuition and fees at the counters of the banks specified in the "Payment Form."

- (3) Register to drop or add courses on-line before the specified dateline.
- (4) If the process as mentioned above is not followed student status will be terminated.

3. Reinstatement of student status, requests to register and late payment fees

- (1) File a request for reinstatement of student status to register and late payment fees.
- (2) The rates for these requests are as follows:

Week	Activities	Reinstatement of student status rate		Fine rate	
		Bachelor student	Graduate student	Bachelor degree or below	Graduate student
1	Late registration	-	-	25 per day	25 per day
2	Late registration	-	-	25 per day	25 per day
3	Payment period	-	-	-	-
4	Request for late registration week 1	1,000	2,000	100	200
5	Request for late registration week 2	1,000	2,000	200	400
6	Request for late registration week 3	1,000	2,000	300	600
7	Request for late registration week 4	1,000	2,000	400	800
8	Request for late registration week 5	1,000	2,000	500	1,00

- (3) After week 8 you can only request for the reinstatement of student status.

Naresuan University Declaration of Computer and Information Technology
Knowledge Examination for Bachelor's Degree Students

4. Every student has to take a computer and information technology knowledge examination before graduating for comparison with the standards of university computer and information technology knowledge.
5. The exam that will be used for the Computer and Information Technology Knowledge Examination has three parts:
 - (1) Computer Fundamental Skills
 - (2) Computer Application Skills
 - (3) ICT and Internet Skills
6. The Information Technology and Communication Administration will process and arrange the exam and be responsible to coordinate with other associations and provide detailed information to the students every academic calendar year.
7. The exam can be taken during the first year, and testing can occur once a semester. If a student takes the test more than once per semester, the student has to pay an examination fee of 100 baht per examination time.
8. When taking the examination, please take note to abide by the rules of the examination. Misconduct will result in not being able to take the exam for 1 semester.

Naresuan University Rules for Graduate Level Students

Kind of Student

1. A regular student is a student who has 5 qualifications and studies towards a Graduate Diploma, Master's degree, Higher Graduate Diploma, or Doctoral degree.

2. An special student doesn't have the 5 qualifications or has less than 5, but the University has conditionally accepted the student to study and his/her status will change when qualified for the 5 aspects in the 1st academic year. If within 1 year, the student cannot complete the 5 aspects, he/she will lose student status, the only exception is the English knowledge qualification.

P refers to courses that are still being taught and haven't had the examination yet. After the examination P will be changed. Any remaining P's will be due to the following:

A) For some courses that university has specified

B) Thesis/dissertation or self-study and research which are the last parts of a course and haven't been completed and, therefore, can't be measure as S or U.