Biotechnology Program

MIdS
Multidisciplinary and Interdisciplinary School
CHIANG MAI UNIVERSITY

Proposal and Thesis/Dissertation Outline

Procedures and Guidelines for Conducting a Thesis

For further inquiries, please contact the department staff via Line or call 053-94-2425.

STEPS FOR THESIS/DISSERTATION COMPLETION:

Biotechnology Program

01

Thesis/Dissertation Topic and Proposal Defense

You can contact the staff in the division to request an examination.

***Ph.D. students must pass the qualification exam before proposing a topic.**

02

Submit Thesis/Dissertation Proposal

Submit documents to department staff

03

Thesis/Dissertation Registration

You can register starting from the approval of the topic or within the next two semesters. The maximum number of credits that can be registered per semester is 15, except for the final semester, where you may exceed the limit with prior notification to your advisor.

The student prepares the documents. → **The student should have the academic advisor and the department head sign the documents.** → **Submit the documents to the department staff according to the document submission schedule. *Please check the submission schedule in the Line group.** → **Department meeting.** → **MIds meeting** → **MIds will proceed with the relevant actions accordingly.**

04

Proposal for Thesis/Dissertation Examination

You can contact the department staff to request an examination. Please submit the documents to the staff at least 2 weeks in advance.

*Before the examination, you must submit the request for the appointment of the committee members in advance, as the appointment process takes approximately 2 months or more.

05

Thesis/Dissertation topic and outline proposal approved

The report of the complete thesis file submission must be made to the Registrar's Office within 60 days from the thesis examination date through the GradJourney system.

06

Request for Graduation Approval

The student has been published/accepted for publication in a national/international journal or has been invited to present at an international academic conference.

Required Documents

qualification exam

Ph.D. students must pass the qualification exam before proposing a topic.

No.16 Qualifying Examination is an examination to assess the readiness and ability of PhD students to be eligible to propose a dissertation scheme.

16.1 Students who wish to take the exam must obtain approval from their primary dissertation advisor before submitting a request to the Graduate School.

16.2 Appointing the committee for the Qualifying Examination, the chairperson of the Graduate School committee should be appointed, including at least three regular professors from the Graduate School, to serve as the examination committee, chaired by the principal dissertation advisor, with one member from the same or closely related department, who is not the co-advisor of the doctoral student.

16.3 After the Qualifying Examination committee has conducted the examination, the committee chairperson shall report the results to the Graduate School within 1 week after the examination.

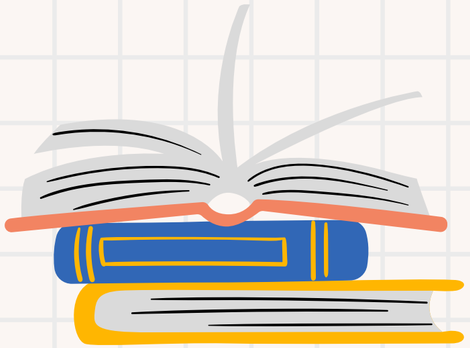
For students who do not pass the Qualifying Examination, they have the right to retake the examination once by submitting a request for a re-examination. Re-examination must be completed within the next regular academic semester in which the student is registered for coursework or registered to use university services.

In the event that a student does not pass the reexamination, they may submit a request to the Faculty Graduate Program Committee for consideration. The committee will then provide recommendations to the Graduate School for approval to transfer to a related master's degree program in the same or related field

Proposal Document for Thesis Topic and Outline

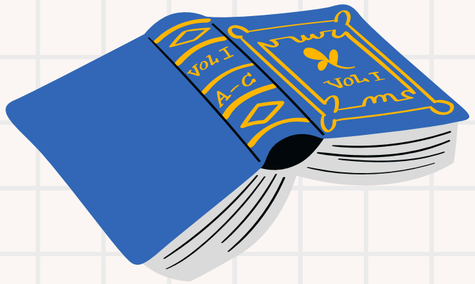
*Contact the division staff to request the examination

Thesis/Dissertation Topic and Proposal Defense



Master's Degree (Type 1 - Thesis)

Must comply with the conditions specified in the curriculum and have fulfilled the foreign language requirement.



Master's Degree (Type 2 - Thesis)

Must have accumulated at least 6 credits and have fulfilled the foreign language requirement.



Doctoral Degree (All Types - Dissertation)

- Fulfilled the foreign language requirement for graduate students.
- Passed the Qualifying Examination.
- Met the conditions specified in the curriculum.
- Approved by the thesis advisory committee.

Verify Advisor Qualifications

Appointment of Thesis Advisor/Advisory Committee

M.S. Students

Must have either one thesis advisor or a thesis advisory committee consisting of at least two members. One advisor must serve as the principal thesis advisor, while the others act as co-advisors.

Ph.D. Students

Must have a dissertation advisory committee with at least three members who have expertise relevant to the dissertation. One advisor must serve as the principal dissertation advisor, while the others act as co-advisors.

Submit Thesis/ Dissertation Proposal



Submit the documents to the department staff via email at biotech.grad.cmu@gmail.com or via LINE for further consideration in the committee meeting.
Check the document submission schedule for each meeting in the album section of the LINE group.

1. Thesis Topic Approval Form
2. Copyright Consent Form
3. proposal
4. English Proficiency Test Score

In case the thesis topic and outline are not approved after the specified study period has been completed:

- **Master's Degree (All Types): 2 years**
- **Doctoral Degree (All Types): 3 years**

Students must complete their studies within the specified duration, or they will lose their status as a student.

Thesis/Dissertation topic and outline proposal approved

After the thesis topic is approved by MIds, the student can submit the topic proposal documents on the Gradjourney website.

https://gradjourney.reg.cmu.ac.th

Thesis/Dissertation Registration

1. Students can register for the thesis course starting from the semester in which the thesis topic and outline are approved, or within the next two regular semesters.

2. The combined registration for courses and thesis in a regular semester cannot exceed 15 credits, except in the semester when graduation is expected, where students may register for more credits than the limit by notifying the thesis advisor and contacting the department staff.

3. Students who have completed the required credits for courses and thesis but have not yet finished their thesis or graduated within the designated time frame must continue registering every semester to maintain access to university services.

เช็คคุณสมบัติ
คณะกรรมการสอบ

Proposal for Appointing External Experts

It takes approximately 2 months to complete. It is recommended to start by submitting the request for approval of the topic and proposal.

Documents Required

- **CV of the professor**

Submit to the department staff to proceed with the request for appointment.

Proposal for Thesis/Dissertation Examination

(Submit the documents to the staff at least 2 weeks in advance.)

CONDITIONS

- Complete the thesis, prepare the thesis document according to the requirements, and obtain approval from the thesis advisor.
- Fulfill all conditions specified in the curriculum.

STEPS

The student must fill out the thesis examination request form and attach the following supporting documents

- Report on the plagiarism check using Turnitin, with the thesis advisor's signature on the first page of each chapter.
- A complete research thesis (from the cover page to the author's biography).
- A copy of the receipt for the application indicating the expected graduation.

Documents for Thesis Examination Request

Documents for changing the thesis title and concealing the thesis

After the Thesis/Dissertation examination is completed

Submit the following documents to the department staff

- **Examination result report**
- **Step-by-step record (CMR. 54)**
- **Documents for changing thesis title and concealing thesis (if any)**

  - M.S. Students must submit the documents within 1 week from the exam date.
  - Ph.D. Students students must submit the documents within 2 weeks from the exam date.



Request for Thesis/Dissertation Examination Resubmission.

Students who fail the first thesis examination can request a reexamination only once within 6 months from the date of the thesis examination. They must pay the reexamination fee as specified in the Chiang Mai University announcement. If the reexamination and thesis submission fall within the next semester, the student must register for university services as well.

The submission of the final thesis/Dissertation documents (after the examination)

Students are required to submit the final thesis in PDF format, adhering to the specified format and guidelines. The thesis must undergo verification and receive the 'Final Thesis Submission Report' from the Registrar’s Office within 60 days from the date of the thesis examination.



https://gradjourney.reg.cmu.ac.th

If you have any questions, please contact the Registrar's Office (Pee Paen Prapai Phan) at 053-948-964.

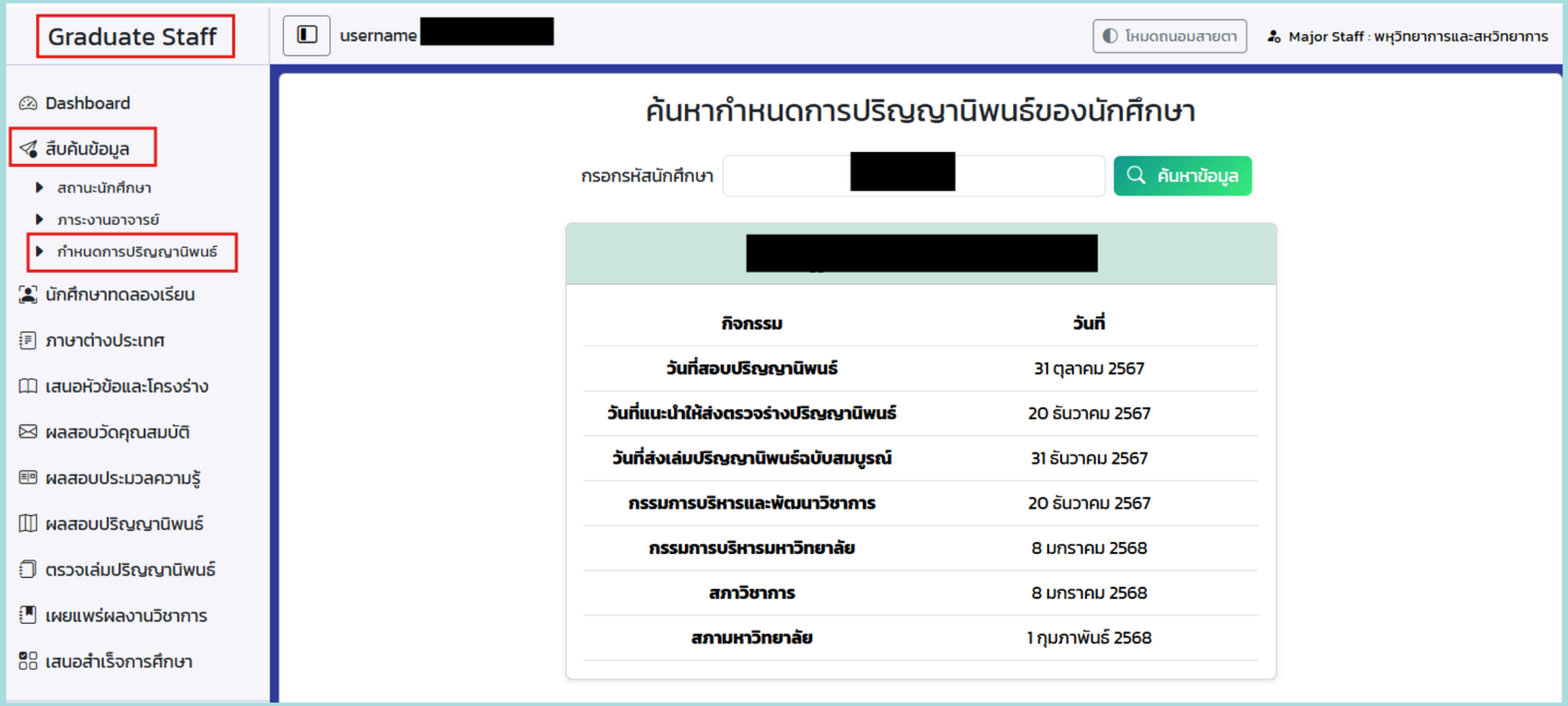
If a student fails to submit the completed thesis documents within the specified time, the exam result will automatically be considered 'Fail'. The student is allowed to reattempt the exam once within 30 days from the date the result is deemed a failure. The student must submit the completed thesis within 60 days after the reexamination and pay the reexamination fee as set by the university. If the reexamination falls within the next semester, the student must also register for university services.

Request for Graduation Approval

Submit documents to the department staff via Line or email at biotech.grad.cmu@gmail.com

Graduation Submission Documents

When the MIds sends the graduation submission documents to the Registrar's Office, students can check the meeting schedule on the website https://gradjourney.reg.cmu.ac.th/



Thank You

For further inquiries, please contact the department staff via Line or call 053-94-2425.