



Graduate School, Khon Kaen University Announcement

(No. 104/2023)

On Regulations and Guidelines for Thesis and Independent Study Conduct

To ensure that the thesis and independent study proceed correctly, attain high quality, and are beneficial to government affairs, in accordance with the Act of Khon Kaen University A.D. 2015 Section 40 and Khon Kaen University Regulations on Graduate Education Level, A.D. 2023 Clause 27. Adhere to the agreement of the Committee Board of Graduate School Meeting at 7/2023 on July 6, 2023, therefore issued the regulations and guidelines for conducting thesis and independent study as follows;

Clause 1 This announcement shall be called “Graduate School, Khon Kaen University Announcement (No. 104/2023) On Regulations and Guidelines for Thesis and Independent Study Conduct”

Clause 2 This announcement shall come into effect as from the day of its issuance.

Clause 3 The previous Graduate School, Khon Kaen University Announcement (No. 30/2017) On Regulations and Guidelines for Thesis and Independent Study Conduct is no longer applied.

Clause 4 Registration for thesis/independent study course

4.1 Students can register for thesis, or independent study course after the thesis/independent study advisor has been appointed, and qualifications meet the requirements of the program.

4.2 Students shall submit a request for appointment of the thesis or independent study advisor who meets the qualifications as specified by the announcement of Graduate School, Khon Kaen University On Regulations and Guidelines for Graduate Level Lecturers, or other revised announcements.

4.3 The number of registered credits must follow the recommendations of the thesis/independent study advisor and co-advisor, or follow the regulations of a particular program.

Clause 5 Request for approval for thesis or independent study proposal

Note: This translated version is made to support the understanding of overseas students and staff to effectively use this announcement. In case there is a need to interpret the meaning for the execution of this announcement, it must be based on the content of the Thai version.

5.1 After registering for the thesis/independent study course, students have to present the proposal with approval from the advisor and co-advisor (if any) to the Program Administrative Committee and the Dean of the faculty which the program is affiliated for approval within the following time limit;

5.1.1 Master's students: The research proposal must be approved within 1 academic year after the date of thesis or independent study course enrollment.

5.1.2 Doctoral students: The research proposal must be approved within 2 academic years after the date of thesis or independent study course enrollment.

5.2 Doctoral students must pass the qualifying examination before presenting their research proposal.

5.3 Thesis/independent study proposal must conform to Graduate School format and the proposal must be checked the plagiarism by Turnitin Program, or other higher quality program which is accepted by the Graduate School. Students have to submit the Turnitin Originality Report together with the research proposal.

5.4 In case students cannot receive the research proposal approval in the time limit, the result of the thesis/independent study evaluation of that semester will be $S = 0$.

5.5 The Thai and English titles of a thesis or independent study must be consistent and checked for grammatical correctness.

Clause 6 Evaluation of the progress of thesis or independent study

6.1 The thesis or independent study advisor is responsible for evaluating the progress of thesis or independent study of the students every semester when they register for a thesis/independent study course. The advisor must report the results of this evaluation to the Program Administrative Committee, Faculty Committee, the Dean of Faculty and the Bureau of Academic Administrative and Development.

6.2 Use the symbol S (Satisfactory) for evaluation during the progress of the thesis or independent study. S refers to the result of the evaluation of thesis or independent study that is satisfactory. The advisor shall evaluate student's progress and specify the amount of credits eligible for "S" in each semester. The number of credits which receive "S" must not exceed the number of the registered credits. In case there is no progress, the "S" given in that semester will be 0 (zero).

6.3 Draft of thesis/independent study manuscript for presenting to the examination committee and the manuscript of thesis/independent study which is used for publishing according to the program's conditions shall be considered as a part of the thesis or independent study. The faculty shall assign the number of credits as appropriate.

6.4 In case students were evaluated and the progress of the thesis or independent study earned "S = 0" (zero), the Program Administrative Committee shall find out the cause. This may allow the student to change the title, or advisor of the thesis or independent study, or take other actions depending on the case. Additionally, the Chairperson of the program must report the cause and the consideration result to the Dean of the faculty to reach a conclusion.

Clause 7 In case the students are approved to change the title of thesis or independent study which may affect the main content of thesis or independent study, the advisor shall evaluate the number of credits from the previous title which are able to apply for the new title, but not exceeding the number of credits earned in the previous title.

The number of evaluated credits from the previous title are considered as "S". This can be counted towards degree completion by receiving the dean approval with agreement from the Program Administrative Committee. The faculty must report to the Bureau of Academic Administrative and Development within 15 days, and record these changes to the student's profile.

Clause 8 Thesis and independent study defense must adhere to Khon Kaen University Regulations on Graduate Education Level, A.D. 2023 Clause 50.

8.1 The students who can take the thesis or independent study defense must satisfy the following qualifications:

8.1.1 The proposal of thesis or independent study is approved.

8.1.2 The students must have an English proficiency test result according to the Graduate School, Khon Kaen University Announcement on English Proficiency Test Criteria for Master's Students, or the Announcement on English Proficiency Test Criteria for Doctoral Students, or other Graduate School's revised announcements.

8.1.3 The progress of thesis or independent study has been evaluated with symbol "S" as required by the program.

8.2 Request for thesis or independent study defense

8.2.1 The students shall request for the thesis or independent study defense within 45 days after the students complete the progress evaluation and completely obtain “S” for the total credits of thesis or independent study course of the program. In the last progress evaluation report, thesis or independent study advisor must propose the appointment of defense committee and defense date.

In case the students cannot take the defense within 45 days, the symbol “S” of the last progress will become invalid. The advisor, with the approval of the Program Administrative Committee, should propose cancellation of the progress result to the faculty and the Bureau of Academic Administrative and Development.

8.2.2 Students are to submit a draft of thesis or independent study which follows the format specified in the Graduate School’s thesis manual as well as submit the request for thesis defense together with a Turnitin Originality Report, or other similarity index report from a high-quality plagiarism detecting program accepted by the Graduate School. The faculty with the approval of the thesis or independent study advisor, and Program Administrative Committee shall approve the request of thesis defense at least 20 days prior to the defense date.

8.2.3 Students must pay the defense fee as defined by the university.

8.3 The process of thesis and independent study defense shall adhere to the Khon Kaen University Regulations on Graduate Education Level, A.D. 2023 clause 50.2 and 50.3.

8.4 The appointment of thesis or independent study defense committee shall be considered and proposed by Program Administrative Committee, the faculty shall appoint the defense committee in accordance with the Graduate School, Khon Kaen University Announcement on Regulations and Guidelines for Graduate Level Lecturers, or other revised announcements.

8.5 The evaluation of thesis or independent study defense must adhere to the Khon Kaen University Regulations on Graduate Education Level, A.D. 2023 clause 51 and Graduate School, Khon Kaen University Announcement.

8.6 Report of Thesis and independent study defense result

8.6.1 The chairperson of the defense committee shall report the defense results in written form to the student and the dean of faculty within 5 days after the defense day. If the results are not reported in time, the results are considered invalid.

8.6.2 In case students pass with conditions, the record of required revisions and clarification of the revisions must be provided to the students. The students must complete the revisions and submit the revised version to the defense committee for approval within 60 days from the defense day. In case students cannot finish the revisions in time, the defense results will be considered as failure. The defense committee shall report the final results to the dean.

8.6.3 In case students fail the defense, the defense committee shall report the reasons of failure in written form to the dean within 3 working days after the defense day. The faculty shall report the defense results to the Bureau of Academic Administrative and Development within 15 days.

8.6.4 If students are absent from the defense for any inappropriate reason, the defense result is failed. The defense committee is to report the results as specified in No. 8.6.3

8.7 The student who fails the first defense as in No. 8.6.3 can submit a request for the second defense within 30 days after the first defense and must complete the defense within 90 days after the date of first defense.

The student who cannot pass the defense as in No. 8.6.2 can submit a request for the second defense within 30 days and must complete the defense within 90 days after the due date of revision.

For both cases of defense request, students must pay the defense fee, or registration fee as defined by the faculty. If the students do not comply, the students' status is terminated.

The opportunity for a second defense does not mean students will get any exemptions, or students do not need to follow the regulations. Students still must conform to the related regulations such as the termination of student status due to study duration exceeding the maximum.

Appeal of defense result can be performed in accordance with the university's regulations.

The punishment for students who engage in academic misconduct shall comply with Khon Kaen University Regulations on Graduate Education Level, A.D. 2023 Clause 58.

Clause 9 Thesis standard

The format of thesis or independent study must conform to the details in the attachment of Graduate School, Khon Kaen University Announcement on Regulations for Submitting Thesis/Independent study as an Electronic File for Graduation, or other revised announcements.

Clause 10 Thesis submission

10.1 Thesis submission process must follow the Graduate School, Khon Kaen University Announcement on Regulations for Submitting Thesis/Independent study as an Electronic File for Graduation, or other revised announcements.

10.2 Students are to submit a complete thesis with approval from the thesis defense committee, along with a copy of approval of the revision as in No. 8.6.2, evidence of research publication for graduation and Turnitin Originality Report or similarity index report from other higher quality program accepted by the Graduate School. All documents must be submitted to the Graduate School within 3 working days after the day of committee's approval.

10.3 Thesis that has passed the evaluation process by the defense committee and thesis advisor will be considered to get the certification of contents, format, and reference according to the guidelines. The Graduate School may require revising some important parts that do not follow the standard.

10.4 Graduate School checks the correctness of the format within 3 working days from the date of submission to Graduate School. In case the revision is needed, students are to complete all revisions and resubmit to the Graduate School within 7 days.

10.5 In case students cannot complete the revision within 60 days, the result of the defense will be invalid, and the students need to request for the defense again.

Clause 11 Independent study submission

11.1 The thesis format, or the format specified by the faculty can be used for independent study.

11.2 The faculty shall submit the defense result, a copy of revision certification, evidence of research publication, or research conference for graduation to Graduate School within 1 week after receiving the complete independent study.

11.3 The faculty shall submit the complete electronic file of independent study to the library.

Clause 12 The plagiarism check must be performed by Turnitin Program, or other higher quality program which is accepted by the Graduate School. The percentage of similarity index for doctoral thesis or independent study must not exceed 20 percent. For the master's thesis or independent study must not exceed 30 percent. The similarity index does not include text that is identical to the student's own published thesis or independent study and the references are not counted.

In case the similarity index is higher than the standard value, thesis advisor must clarify the reasons to the Graduate School. This explanation will be taken into consideration when deciding whether to accept the submission of the thesis or independent study. Additionally, the Graduate School may request the student to revise sections that have a similarity index exceeding 5% with other works."

Clause 13 Thesis or independent study must be conducted by students especially the key information of the research. Students must not outsource for research conduction or purchase research works and must not claim authorship without conducting their own research. The use of artificial intelligence for content generation in the key contents which impact students' skills or knowledge is prohibited. In case discovered later, Khon Kaen University reserves the right to revoke the degree.

Clause 14 The publication of thesis or independent study, or a part of them, must follow the university's announcement.

Clause 15 The Dean of Graduate School shall act in accordance with this announcement. In case the principles or guidelines are not defined, or in case of any problems with the implementation of this announcement, the Dean of the Graduate School has the final authority as regards arbitration and his/her decision is final.

Announced on July 10, 2023

(signed)

(Assoc. Prof. Kiatchai Faksri)

Dean of Graduate School