



## Graduate School, Khon Kaen University Announcement

(No. 109/2023)

### On Requesting an Extension of Graduation Time

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To provide guidelines for requesting an extension of graduation time for students enrolled in a curriculum where the publication of a thesis is a requirement for fulfilling the conditions of graduation, and who have fulfilled all other graduation requirements but are awaiting acceptance for publication in a journal, or awaiting patent approval, or awaiting the evaluation results of an innovative or creative work, and students have completed the designated study period. 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 57. Adhere to the agreement of the Committee Board of Graduate School Meeting at the 7/2023 on July 6, 2023, therefore issued the announcement of the Requesting an Extension of Graduation Time as follows.

**Clause 1** This announcement shall be called “Graduate School, Khon Kaen University (No. 109/2023) On Requesting an Extension of Graduation Time”

**Clause 2** This announcement is effective from the issued date onwards.

**Clause 3** Students who are eligible to submit a request for an extension of graduation time according to this announcement must:

3.1 Be a student enrolled in a KKU postgraduate program that has been newly established or revised since September 27, 2022, onwards, and

3.2 Be a student enrolled in a program where the publication of a thesis, obtaining a patent, creating an innovation, or producing a creative work is a requirement for graduation, and

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3.3 Have completed all the graduation requirements, but awaiting acceptance for publication in a journal, or awaiting patent approval, or awaiting evaluation results of an innovation or creative work as required by the curriculum, and

3.4 Have completed the maximum study period as designated in the program's curriculum or the maximum period designated by the Khon Kaen University Regulations regarding Postgraduate Studies, A.D. 2023 Chapter 3, Clause 10,

**Clause 4** Students must submit a request for an extension of graduation time to their faculty at least 30 days before their student status expires. The faculty shall then review and approve the request within 15 days.

**Clause 5** The process of a request for an extension of graduation time is as follows:

5.1 Students must submit a request approved by the advisor and program chairman to the Dean in which the program is affiliated. The following documents should be submitted with the request:

1) A copy of documents indicating completion of all academic requirements, such as transcripts, English proficiency test results, thesis examination results, evidence of E-thesis submission, etc.

2) A copy of the submitted article for publication along with a cover letter, including the name of the journal or institution to which the article has been submitted for publication.

5.2 The Dean of the affiliated program may approve a request for an extension of graduation time for one semester at a time.

**Clause 6** In case it becomes necessary to request a further extension, students must submit a request to the Dean of the affiliated program within 30 days before the expiration of the approved extension period. The request should provide a clear explanation of the necessity for the extension, along with any additional details (if applicable). Additionally, the request must receive approval from the advisor and the program chairman for the Dean of the affiliated program to determine an additional extension of study period. This process should be completed within 15 days.

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**Clause 7** Each time a request is approved, the faculty shall provide copies of the approval documentation and notify the Graduate School and the Bureau of Academic Administration and Development within 15 days.

**Clause 8** Students who got the approval of an extension of graduation time according to this announcement are not required to pay a fee for maintaining student status.

**Clause 9** The Dean of the Graduate School shall be in charge of this announcement. If any dispute arises from this announcement, the Dean of the Graduate School has the final authority regarding arbitration, and his/her decision is final.

Announced on 10 July 2023

signed

(Assoc. Prof. Dr. Kiatichai Faksri)

Dean of Graduate School

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