



## Graduate School, Khon Kaen University Announcement

(No. 130/2023)

### On Criteria and Guidelines for Lecturers in the Graduate Level

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To ensure that the criteria and guidelines for lecturers in the graduate level proceeds smoothly and effectively, by the virtue of Section 40 of Khon Kaen University Act B.E. 2558 and the Regulations of Khon Kaen University on Graduate Education Level, B.E. 2566 Article 24. Adhere to the agreement of Committee Board of Graduate School Meeting at the 8/2023 on August 3, 2023, has therefore issued the announcement of criteria and guidelines for lecturers in the graduate level as follows:

Clause 1 This announcement shall be called “Graduate School, Khon Kaen University Announcement (No. 130/2023) on Criteria and Guidelines for Lecturers in the Graduate Level.”

Clause 2 This announcement shall be effective for new and revised graduate-level programs of the university, from September 27, 2022, onwards.

Clause 3 The previous Graduate School, Khon Kaen University Announcement (No. 185/20178) on Criteria and Guidelines for Lecturers in Graduate Level is no longer applied.

Clause 4 In this announcement, lecturer of graduate level consists of:

4.1 Lecturer refers to the lecturer of the graduate-level at Khon Kaen University

4.2A Full-Time Lecturer refers to individuals working in the university in academic capacity, including regular full-time lecturers, professional lecturers (clinical), lecturers who teaching and conducting research at levels below the higher education, university research staffs, research academic group, as well as individuals from external organizations who collaborate under agreements with the university, contributing to fulfilling the university's mission. These individuals should understand the standards of qualifications at the higher education level. External individuals under collaborative agreements are require to obtain approval from the Academic Council.

4.3 A Program Lecturer refers to a full-time lecturers with qualifications and expertise to the program. They are responsible for teaching and conducting research in their respective fields. It should be noted that the program lecturers can hold the same position in multiple programs simultaneously.

4.4 The lecturer in charge of a program refers to the program lecturer who is responsible for program administration and instructional development, overseeing aspects such as planning, quality control, monitoring and evaluation, and program improvement. The lecturer in charge

**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.

of a program must be permanently assigned to the program throughout the duration of the academic undertaking. An individual can only serve as this position for one program at a time, except in the case of interdisciplinary or multidisciplinary studies, where a lecturer in charge of a program can hold the role for at most two programs simultaneously. In this case, duplication of a lecturer in charge of a program is allowed not exceeding 2 individuals.

For master's and doctoral programs in the same field of study, the same lecturer in charge of a program can be used.

4.5 A Special Lecturer refers to a lecturer who does not hold a Full-Time Lecturer position.

4.6 A Lecturer refers to full-time or special lecturer who is assigned or appointed to teach specific courses or topics.

4.7 A General advisor refers to the full-time lecturer appointed to provide academic advising and assist in planning the study for students.

4.8 A Major Advisor refers to the program lecturer appointed to oversee the student learning process of a thesis/independent study for example, research proposal consideration, guidance and, supervision as well as research progress evaluation and thesis/independent study defense.

4.9 A Co-Advisor refers to the full-time lecturer or external specialist appointed by the faculty to collaborate with the major advisor in terms of proposal consideration, including providing suggestions, and offering supervision for student's thesis/independent study conduct.

4.10 An External Specialist refers to an individual not appointed as a Full-Time Lecturer but has been appointed to serve as a co-advisor or member of a thesis defense committee. The appointed person meets the qualifications specified for that role.

4.11 An Expert Lecturer refers to an external expert without the academic qualifications and works, but recognized for their expertise, knowledge, and extensive experience, particularly in relation to the thesis topic or independent study. This recognition is granted with approval from the university Council.

Clause 5 Qualifications, and number of lecturers in the graduate level

5.1 Graduate Diploma and Master's programs

5.1.1 Program Lecturer's qualifications are as follows:

(1) Having qualifications following or related to the field of study in the program offered.

(2) Holding a master's degree or equivalent.

(3) Having at least 3 academic works within the last five year, with one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

For the Professional Graduate Diploma, lecturers must have qualifications in accordance with the standards of that specific profession.

5.1.2 At least 3 of the lecturers in charge of a program must have qualifications as follows:

- (1) Being a Program Lecturer
- (2) Holding a doctoral degree or equivalent or holding a master's degree or equivalent with an associate professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

In the case of a collaborative production agreement with an external organization, there must be at least 2 Program Lecturers from the faculty that the program affiliated with who are responsible for the program.

In cases where it is critically necessary for a program that unable to recruit the required number of lecturers in charge of a program, the faculty must propose the current quantity and qualifications of the lecturers in charge of a program to the university. The university will then submit this proposal to The Commission on Higher Education Standards for consideration on a case-by-case basis.

5.1.3 Lecturer's qualifications are as follows:

- (1) Being a Full-Time Lecturer or Special Lecturer
- (2) Holding a master's degree or its equivalent in in that field or a related filed.
- (3) Teaching experience is required.
- (4) Having at least 1 academic works within the last five year that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

For the Professional Graduate Diploma, lecturers must have qualifications in accordance with the standards of that specific profession.

In case special lecturers do not meet the qualifications specified above, they must be specialists with recognized expertise and experience related to the courses being taught. Their appointment requires approval from The University Council. Additionally, for any course where the use of a special lecturer is necessary, a full-time lecturer must also be involved in overseeing the teaching process, student development, and academic improvement throughout the duration of that course.

A new lecturer with a doctoral degree, even without academic work after graduation, is eligible to serve as a lecturer at the graduate diploma and master's levels. However, for positions such as program lecturer, lecturer in charge of a program, thesis/independent study advisor,

or thesis/independent study defense committee at the master's level, the lecturer must have produced at least one academic work within 2 years, or two academic works within 4 years, or three academic works within 5 years after completing their studies.

5.1.4 Major thesis/independent study advisor's qualifications are as follows:

- (1) Being a Program Lecturer
- (2) Holding a doctoral degree or equivalent or holding a master's degree or equivalent with an associate professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

5.1.5 Thesis Co-Advisor's qualifications are as follows (If any):

- (1) Being a Full-Time Lecturer holding a degree and having academic works same as the Major Advisor or,
- (2) Being an External Specialist holding a doctoral degree or equivalent and having academic publications in recognized journals databases. At least 5 published works must be directly related to or associated with the thesis/independent study topic.

In the case of an External Specialist does not have the specified qualifications and academic publications as mentioned above, eligibility will be considered based on their expertise, knowledge, and extensive experience in a field related to the thesis/independent study topic subject to approval from the University Council.

5.1.6 Thesis/Independent Study Defense Committee must consist of at least 3 members including Program Lecturer and External Specialist. The committee chair must not be the thesis/independent study major advisor or co-advisor. Thesis/Independent Study Defense Committee must have the qualifications same as the Co-advisor as specified in No. 5.1.5

## 5.2 Higher Graduate Diploma Program

5.2.1 Program Lecturer's qualifications are as follows:

- (1) Having qualifications following or related to the field of study in the program offered.
- (2) Holding a doctoral degree or equivalent or holding a master's degree or equivalent with an associate professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

For the Professional Higher Graduate Diploma, lecturers must have qualifications in accordance with the standards of that specific profession.

5.2.2 At least 3 of the lecturers in charge of a program must have qualifications as follows:

- (1) Being a Program Lecturer
- (2) Holding a doctoral degree or equivalent or holding a master's degree or equivalent with a professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

In the case of a collaborative production agreement with an external organization, there must be at least 2 Program Lecturers from the faculty that the program affiliated with who are responsible for the program.

In cases where it is critically necessary for a program that unable to recruit the required number of lecturers in charge of a program, the faculty must propose the current quantity and qualifications of the lecturers in charge of a program to the university. The university will then submit this proposal to The Commission on Higher Education Standards for consideration on a case-by-case basis.

5.2.3 Lecturer's qualifications are as follows:

- (1) Being a Full-Time Lecturer or Special Lecturer
- (2) Holding a doctoral degree or equivalent, or holding a master's degree or equivalent with an associate professor or equivalent rank in the relevant field in the subject of the course taught.
- (3) Teaching experience is required.
- (4) Having at least 1 academic works within the last five year that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

In case special lecturers do not meet the qualifications specified above, they must be specialists with recognized expertise and experience related to the courses being taught. Their appointment requires approval from The University Council. Additionally, for any course where the use of a special lecturer is necessary, a full-time lecturer must also be involved in overseeing the teaching process, student development, and academic improvement throughout the duration of that course.

A new lecturer with a doctoral degree, even without academic work after graduation, is eligible to serve as a lecturer at the higher graduate diploma level. However, for positions such as program lecturer and lecturer in charge of a program, the lecturer must have produced at least one academic work within 2 years, or two academic works within 4 years, or three academic works within 5 years after completing their studies.

### 5.3 Doctoral program

#### 5.3.1 Program Lecturer's qualifications are as follows:

- (1) Having qualifications following or related to the field of study in the program offered.
- (2) Holding a doctoral degree or equivalent, or holding a master's degree or equivalent with an associate professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

5.3.2 At least 3 of the lecturers in charge of a program must have qualifications as follows:

- (1) Being a Program Lecturer
- (2) Holding a doctoral degree or equivalent or holding a master's degree or equivalent with a professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

In the case of a collaborative production agreement with an external organization, there must be at least 2 Program Lecturers from the faculty that the program affiliated with who are responsible for the program.

In cases where it is critically necessary for a program that unable to recruit the required number of lecturers in charge of a program, the faculty must propose the current quantity and qualifications of the lecturers in charge of a program to the university. The university will then submit this proposal to The Commission on Higher Education Standards for consideration on a case-by-case basis.

#### 5.3.3 Lecturer's qualifications are as follows:

- (1) Being a Full-Time Lecturer or Special Lecturer
- (2) Holding a doctoral degree or equivalent, or holding a master's degree or equivalent with an associate professor or equivalent rank in the relevant field in the subject of the course taught.
- (3) Teaching experience is required.
- (4) Having at least 1 academic works within the last five year that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

In case special lecturers do not meet the qualifications specified above, they must be specialists with recognized expertise and experience related to the courses being taught. Their appointment requires approval from The University Council. Additionally, for any course where the use of a special lecturer is necessary, full-time lecturer must also be involved in overseeing the teaching process, student development, and academic improvement throughout the duration of that course.

A new lecturer with a doctoral degree, even without academic work after graduation, is eligible to serve as a lecturer at the doctoral level. However, for positions such as program lecturer, lecturer in charge of a program, thesis/independent study advisor, or thesis/independent study defense committee at the doctoral level, the lecturer must have produced at least one academic work within 2 years, or two academic works within 4 years, or three academic works within 5 years after completing their studies.

5.3.4 Major thesis study advisor's qualifications are as follows:

- (1) Being a Program Lecturer
- (2) Holding a doctoral degree or equivalent or holding a master's degree or equivalent with an associate professor or equivalent rank.
- (3) Having at least 3 academic works within the last five year, and one of them being a research work that are not part of his/her own study degree. The published works must meet the specified criteria for the consideration of an academic position appointment.

5.3.5 Thesis Co-Advisor's qualifications are as follows:

- (1) Being a Full-Time Lecturer holding a degree and having academic works same as the Major Advisor or,
- (2) Being an External Specialist holding a doctoral degree or equivalent and having academic publications in recognized journals databases. At least 10 published works must be directly related to or associated with the thesis/independent study topic.

In the case of an External Specialist does not have the specified qualifications and academic publications as mentioned above, eligibility will be considered based on their expertise, knowledge, and extensive experience in a field related to the thesis/independent study topic and subject to approval from the University Council.

5.3.6 The Thesis Study Defense Committee must consist of the Program Lecturer, and the Program lecturer must participate as one of the defense committee. Additionally, there must be at least 2 External Specialists, and the total number of the committee is no less than 5 people. The committee chair must be the External Specialist. Furthermore, the defense committee must have the qualifications same as the thesis co-advisor as No. 5.3.5

Clause 6 Tasks of thesis/independent study advisor

6.1 One Program Lecturer serves as the major advisor for master's and doctoral students in accordance with the following criteria:

6.1.1 A Program Lecturer who is holding a doctoral degree or equivalent and having academic works that meet the criteria is eligible to serve as a thesis advisor for master's and doctoral students, with a maximum limit of five students per semester.

6.1.2 A Program lecturer who is holding a doctoral degree or equivalent with an assistant professor or equivalent rank, or holding a master's degree or equivalent with an associate professor or equivalent rank. In addition, they must have academic works based on the criteria. They are eligible to serve as a thesis advisor for master's and doctoral students, with a maximum of 10 students per semester.

6.1.3 The Program Lecturer holding a doctoral degree or equivalent with the professor or equivalent rank. If it is necessary to oversee students beyond the stipulated number must submit a proposal to the University Council for consideration. However, the number of students overseen should not exceed 15 per semester. If there is a need to supervise more than 15 students, approval from The Commission on Higher Education Standards is required.

6.2 A Program Lecturer may serve as the independent study advisor for a maximum of 15 master's students.

In the case where the lecturer is an advisor for both thesis and independent study, consider a ratio where 1 student is working on a thesis compared to 3 students engaged in independent study. However, the total number of students should not exceed 15 students per semester.

6.3 The lecturer in charge of a program must take on the roles of a thesis advisor, a member of the thesis defense committee, or a lecturer in the program.

Clause 7 The appointment of external specialist, who have qualifications and academic works as specified in the respective roles, to be a thesis co-advisor or a member of the thesis defense committee must conform to the following steps:

7.1 The Program Administrative Committee proposes the appointment to the Faculty Committee for the consideration, with the relevant documents as follows:

7.1.1 Educational background and working experience in brief of the external specialist.

7.1.2 Academic or research works that have been published in the specialized field of external specialists.

7.2 In case the Faculty Committee agrees to appoint an external specialist to be a thesis co-advisor, or a member of the thesis defense committee, the chairperson of the Program Administrative Committee must propose the appointment to the Dean together with the documents as follow:

7.2.1 Educational background and working experience in brief of the external specialist.



7.2.2 Academic or research works that have been published in the specialized field of external specialists.

7.2.3 A letter expressing willingness to serve as an external specialist and a commitment to adhere to the regulations and announcements of Khon Kaen University.

7.2.4 A letter of approval from the institution of the external specialist (in cases where the specialist has an affiliated institution).

7.2.5 Student consent letter for the appointment of an external specialist.

7.3 Copy of the appointment to notify the Graduate School

Clause 8 The appointment of an external specialist without the specified qualifications and academic works related to the role, as either a thesis co-advisor or a member of the thesis defense committee for a master's degree, the person must have a high level of knowledge, expertise, and experience. Similarly, for a doctoral level, the appointed person should possess an exceptionally high level of knowledge, expertise, and experience following or relevant to the thesis or independent study topic. This appointment is subject to approval by the University Council. The process is as follows:

8.1 Program Administrative Committee proposes the necessity to nominate an external specialist to the Faculty Committee for consideration and proposes to the Dean of the Faculty with the documents as follows:

8.1.1 Educational background and working experience in brief of the external specialist.

8.1.2 Academic or research works of his/her expertise that have been published, or other works demonstrating the proficiency and specialization of the External Specialist, which directly relate to or associate with the thesis/independent study topic.

8.2 The Dean of The Faculty to which program is affiliated proposes the relevant documents of the nominee to Committee Board of Graduate School for the consideration and screening and submission to the University Council for approval.

8.3 The Graduate School summarizes the appointment of external specialist to a report and submit to The Commission on Higher Education Standards.

Clause 9 The Dean of the Graduate School shall be in charge of this announcement. In case the principles or guidelines are not defined, or 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.

**Transitory Provisions**

Clause 10 For new programs or revised programs that received approval from The University Council before September 27, 2022, the Graduate School, Khon Kaen University Announcement (No. 185/2018) on Criteria and Guidelines for Lecturers in Graduate Level shall apply until the students in those programs successfully complete their studies.

Announced on August 11, 2023

(signed)

(Assoc. Prof. Kiatichai Faksri)

Dean of Graduate School