



Naresuan University Announcement

Subject: Guidelines for Conducting Theses, B.E. 2566 (2023)

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To ensure that the preparation of theses by graduate students at Naresuan University proceeds smoothly, maintains high quality, and meets standards in alignment with the Ministry of Education's Announcement on Graduate Program Standards, B.E. 2565 (2022),

Pursuant to Section 20, Section 21, and Section 37 of the Naresuan University Act, B.E. 2533 (1990), and in accordance with Article 30(4) of the Naresuan University Regulations on Graduate Education, B.E. 2565 (2022), together with the resolution of the Academic Council in Meeting No. 7/2566, held on 4 July 2023, the following guidelines for conducting theses in B.E. 2566 (2023) are hereby established:

Article 1: This announcement shall be titled "Naresuan University Announcement on Guidelines for Conducting Theses, B.E. 2566 (2023)".

Article 2: This announcement shall apply to students who enroll from the academic year B.E. 2566 (2023) onwards, and to students in newly established programs and revised programs as per the Commission on Higher Education Standards Announcement regarding the Graduate Programs Standards B.E. 2565 (2022), and thereafter.

Article 3: Graduate students who are registered for a thesis as specified in the curriculum of each program shall have the right to request the appointment of a thesis advisor.

Article 4: The appointment of thesis advisors to oversee the preparation of theses shall be conducted by the Graduate School as follows:

For Master's Degree programs, there shall be one main thesis advisor and one co-advisor (if necessary).

For Doctoral Degree programs, there shall be one main thesis advisor and at least one co-advisor.

Article 5: Number of Students Under Thesis Advisors

The main thesis advisor for Master's degree and Doctoral degree students must be a full-time course lecturer of the faculty, with the following guidelines:

(1) Full-time course lecturers of the faculty with a doctoral degree or equivalent and academic accomplishments in accordance with the set criteria can serve as the main thesis advisor for Master's and Doctoral students, up to a maximum of five graduate students per academic semester.

(2) Full-time course lecturer of the faculty with a doctoral degree or equivalent and holds an academic position of Assistant Professor or higher or have a master's degree or equivalent with an academic position of Associate Professor or higher and academic accomplishments in accordance with the set criteria can serve as the main advisor for master's and doctoral students, up to a maximum of 10 students per academic semester.

(3) If a full-time course lecturer holds a doctoral degree or equivalent and has an academic position as a professor, they may supervise more students than the specified limit if necessary. In such cases, a proposal must be submitted to the Naresuan University Council for consideration and approval. The maximum number of students under their supervision shall not exceed fifteen per semester. If there is a need to supervise more than fifteen students, approval from the Commission on Higher Education must be sought on a case-by-case basis.

In cases where the advisor supervises both theses and independent studies, the ratio is established such that one student conducting a thesis is equivalent to three students conducting independent studies. However, the total number of students under supervision must not exceed fifteen per semester.

Article 6: Qualifications of Thesis Advisors for Master's and Doctoral Students

(1) Master's Degree

The main thesis advisor must be a full-time course lecturer with a doctoral degree or equivalent, or at minimum, hold a Master's degree or equivalent with the position of Associate Professor or equivalent. The advisor must have published academic work that is not part of the requirements for obtaining their degree. The academic works must have been published in accordance with the criteria for appointment to academic positions, with at least three published works within the last five years, of which at least one must be research-based.

Co-thesis advisors (if applicable) who are full-time course lecturers, permanent lecturers, or researchers must possess qualifications and academic accomplishments equivalent to those of the main thesis advisor.

Co-thesis advisors (if applicable) who are external experts must hold a doctoral degree or equivalent and have published academic works in reputable journals indexed in recognized databases, with at least five works relevant to the thesis topic.

In cases where external experts do not meet the qualifications and academic work requirements outlined above, the expert must be acknowledged as highly knowledgeable and

possess significant experience relevant to the thesis topic, subject to approval by the Naresuan University Council.

(2) Doctoral Degree

The main thesis advisor must be a full-time course lecturer with a doctoral degree or equivalent, or at a minimum, a Master's degree or equivalent with the position of Associate Professor or equivalent. The advisor must have published academic work that is not part of the requirements for obtaining their own degree. This academic work must be research-based and published in accordance with the criteria for the appointment to academic positions, with at least three published works within the last five years.

Co-thesis advisors who are full-time course lecturers, regular faculty members, or research staff must possess the same qualifications and academic work as the main thesis advisor.

Co-thesis advisors who are external experts must hold a doctoral degree or equivalent and have published academic work in reputable journals indexed in recognized databases, with a minimum of ten published works that are directly related to the thesis topic.

In cases where external experts do not meet the qualifications and academic work requirements outlined above, the external expert must be acknowledged as possessing significant knowledge and experience relevant to the thesis topic, subject to approval by the Naresuan University Council.

Article 7: Responsibilities of the Thesis Advisor are as follows:

- (1) Provide guidance on conducting the thesis.
- (2) Approve the appointment of experts to review the research instruments used in the study.
- (3) Approve requests for assistance from organizations to collect data.
- (4) Approve requests for thesis defense examinations.
- (5) Coordinate with experts and committee members for the thesis defense.
- (6) Evaluate the results of the thesis defense.

Article 8: Thesis Proposal Presentation

(1) Students who have been assigned a main thesis advisor must complete the Graduate Research Ethics Training stipulated in the Naresuan University Announcement on Research Ethics Training for Graduate Students. Graduate students will only be eligible to present their thesis proposal after completing this training in accordance with the course requirements.

In cases where students have registered for a course or attended a training program that covers research ethics, they may submit a request to the Dean of the Graduate School to use the results from that course or program in lieu of completing the Graduate Research Ethics Training. This request will be subject to approval by the Graduate School's committee.

(2) The department/field of study shall propose to the relevant faculty/college/school to appoint a committee to review the thesis proposal, consisting of at least three members, including a chairperson, committee members, and a secretary.

(a) The main thesis advisor

(b) The co-thesis advisor (if applicable)

(c) A faculty member from the graduate program or an external expert with a doctoral degree or equivalent, or at minimum a Master's degree or equivalent with the position of Associate Professor in a related field.

In cases where there is the need to include external experts who do not have the specified academic qualifications previously mentioned, the external expert must be acknowledged as highly knowledgeable and experienced in the field directly relevant to the thesis topic and must be approved by the academic committee of the respective faculty/college.

(3) The thesis proposal examination committee must submit the results of the thesis proposal examination along with the complete thesis proposal in the iThesis system through the respective faculty or college to the Graduate School for approval. The student may proceed with the research once approved by the Graduate School.

For research involving human research, animal research, or biosafety, approval must be sought from the relevant committee, and research in those areas may only commence after receiving the necessary approval.

Article 9: If students require experts to review research instruments or seek assistance in data collection from various organizations, they must submit a formal request letter to the experts or heads of the respective organizations, with the approval of their main thesis advisor. The letter should then be submitted to the Graduate School to facilitate the request. In cases involving research on humans, students must also attach the approval form for conducting human research and the related questionnaire.

Article 10: Request for Thesis Examination

(1) Students must submit a request form for the appointment of a thesis examination committee, which has received approval from the main thesis advisor, along with the plagiarism check form, the report of the plagiarism check, and a copy of the certification from the Naresuan University Human Research Ethics Committee or the Animal Research Certificate according to the ethical standards for animal use, or a certificate regarding biosafety.

In cases where the title of the research in the certification mentioned in the previous paragraph does not match the title of the thesis, the main thesis advisor must provide additional confirmation by affixing their signature.

(2) The department/program/chair of the course must propose the list of the thesis examination committee, which has been approved by the dean of the respective faculty or

college. This list must be submitted to the Graduate School for approval and appointment of the thesis examination committee at least 30 days prior to the examination date. The request for the thesis examination must be submitted at least 90 days after the announcement approving the graduate student to conduct research in accordance with the thesis proposal.

However, graduate students in their final semester may submit the list of the thesis examination committee, approved by the dean of the respective faculty or college, at least 15 days before the examination date.

(3) Master's degree students in Plan 1 are eligible to take the thesis examination upon completing the required thesis registration as outlined in the curriculum, or upon completing the registration of courses and thesis as stipulated in the curriculum.

(4) Doctoral degree students in Plan 1 and Plan 2 are eligible to take the thesis examination upon completing the registration of their thesis, or the registration of both thesis and courses as stipulated in the curriculum, and after passing the qualifying examination.

(5) The thesis examination committee for the master's degree shall consist of at least three members, including:

(a) A full-time faculty member from the program or an external expert serves as the chairperson.

(b) The main thesis advisor serves as a committee member.

(c) At least one co-thesis advisor (if applicable) serves as a committee member.

(d) At least one full-time faculty member from the program or an external expert serves as a committee member.

Additionally, the thesis examination committee must include at least one external expert from outside the university. Faculty members or researchers from the university may also serve as committee members, provided they have no conflicts of interest or involvement in the thesis.

(6) The thesis examination committee for doctoral candidates must consist of at least five members, including:

(a) An external expert from outside the university serves as the chair.

(b) The main thesis advisor and any co-thesis advisor(s) serve as committee members.

(c) At least one faculty member from the program serves as a committee member.

(d) At least one external expert from outside the university serves as a committee member.

Full-time lecturers or full-time researchers may also serve as committee members.

Additionally, external experts, faculty members of the program, and full-time researchers serving on the thesis examination committee must have no conflicts of interest or any direct involvement in the thesis.

Article 11: The thesis examination committee members must possess the following qualifications, expertise, and academic achievements:

(1) Master's Degree:

For full-time course lecturers, faculty members, or full-time researchers, they must hold a doctoral degree or equivalent, or at a minimum, a master's degree or equivalent with the rank of associate professor or its equivalent. They must also have academic works that are not part of the requirements to obtain their academic degree. The academic work must meet the publication criteria established for the consideration of academic appointments, with at least three published works in the last five years, one of which must be a research work.

For external experts, they must hold a doctoral degree or equivalent and have at least five academic publications in reputable journals indexed in recognized databases, with content that is directly related to the thesis topic.

For external experts who do not meet the specified academic qualifications and publication requirements, they must possess recognized, extensive knowledge, expertise, and experience directly related to the thesis topic. Their appointment is subject to approval by the Naresuan University Council.

(2) Doctoral Degree:

For full-time lecturers or full-time researchers, they must hold a doctoral degree or equivalent, or at minimum, a master's degree or equivalent with the academic rank of associate professor or equivalent. They must have published research works that are not part of the requirement to obtain their degree. The academic works must have been published according to the criteria used for appointment to academic positions, with at least three published works in the last five years, one of which must be a research work.

For external experts, they must hold a doctoral degree or its equivalent and have at least ten academic works published in journals indexed in recognized databases. These publications must be directly related or relevant to the thesis topic.

For external experts who do not meet the specified academic qualifications and publication requirements, they must possess highly recognized, extensive knowledge, expertise, and experience directly related or relevant to the thesis topic. Their appointment is subject to approval by the Naresuan University Academic Council.

Article 12: The thesis examination shall be conducted as follows:

(1) The main thesis advisor and the head of the department/program/chair of the course are responsible for coordinating with external experts and the thesis examination committee. They are also responsible for requesting approval for the examination expenses from the faculty or college overseeing the program.

(2) The faculty or college responsible for the program shall approve the examination expenses as requested by the main thesis advisor and the head of the department/program/chair of the course.

(3) The thesis examination committee must conduct the examination of the students on the date, time, and location specified in Naresuan University Graduate School Announcement.

(4) The thesis examination committee shall assess the graduate student's knowledge and understanding of the thesis and evaluate the results of the thesis examination. If there are any conditions that the student needs to address, the student must revise their work according to the committee's recommendations and submit the revised thesis for the committee's approval.

For doctoral degree candidates, the criteria for evaluating the examination outcomes shall include the creation of new knowledge, which will be assessed based on the originality of the content and the student's understanding of their thesis.

(5) In the case that a student fails the thesis examination, they have the right to request a re-examination not less than one month after the first examination. However, the total number of attempts for the thesis examination shall not exceed two times.

(6) On the day of the thesis examination, the thesis examination committee must be fully present for the examination to proceed and be considered valid. If the committee is not complete, the examination shall be postponed. If changes to the thesis examination committee are necessary, a request for the replacement of committee members may be made; however, the new members must be appointed at least 15 days prior to the examination date.

(7) The thesis examination committee must report the examination results to the Graduate School within two weeks after the thesis examination date.

(8) The thesis examination shall be conducted as an open system, allowing interested individuals to attend and listen.

Article 13: The Submission of the Complete Thesis Shall Be Conducted as Follows:

(1) The student must submit a request form for the submission of the complete thesis, along with the Document for Submission. This should include the approval page signed by the thesis examination committee and the abstracts in both Thai and English.

(2) The student must submit the complete thesis in digital format (.pdf), which includes information from the cover page to the researcher's biography. The student should send

or share one file as specified by the Graduate School, without needing to submit a physical copy of the complete thesis.

(3) In cases where the thesis is written in Thai/English using other language programs or the Latex program, the student must submit the request form for the submission of the complete thesis by providing one hardbound copy of the complete thesis (bound with thread stitching, without glue on the spine) signed by the thesis examination committee.

Article 14: In cases where there are existing agreements of academic and research cooperation supported by external government or private agencies, the following course of actions shall be taken:

(1) Intellectual property rights shall be governed by a written agreement between both parties. In the absence of such an agreement, the intellectual property rights shall be considered jointly owned.

(2) The supporting organization shall be acknowledged in the Acknowledgement section.

(3) The management of benefits arising from the thesis related to the research shall be conducted in accordance with an agreement or mutual understanding between the parties involved, as outlined in the university guidelines.

(4) If a graduate student has received a scholarship from the Royal Golden Jubilee PhD Program (RGJPHD) or other scholarships and is still under the obligations of the scholarship agreement, the student must comply with the terms and conditions of that scholarship.

Article 15: Naresuan University shall own the copyright of the thesis, except in cases where a cooperation agreement with external organizations specifies otherwise.

Article 16: The President of Naresuan University shall be responsible for the enforcement of this announcement. If any issues arise regarding the implementation and compliance with this announcement, the President shall have the authority to resolve the issues. The President's decision shall be considered final.

Announcement Date: 24 August 2023

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Acting President of Naresuan University