

(Translation)

Burapha University Graduate School Announcement

No. 0062/2566

Topic : Independent Study Guidelines for Master's Students, Burapha University

It is seen as necessary to have a Burapha University announcement about independent study guidelines for master's students of Burapha University.

This announcement was made in accordance to Burapha University Regulation No.5 clause 2, No.53, No.58, and No.60 about graduate education 2023 and the decisions reached by the Graduate School Board during meeting 4/2023 on 11 April 2023.

The announcement is as follows,

No. 1 This announcement is called "Burapha University Graduate School Announcement No.0062/2566 topic : Independent Study Guidelines for Master's Students, Burapha University".

No. 2 This announcement will be enforced on the date after the announcement was publish and onwards.

No. 3 In this announcement,

"Full-time lecturer" refers to a person who holds the title of lecturer, assistant professor, associate professor or professor within Burapha University who has responsibilities and performs their duties full-time.

"Curriculum Lecturer" refers to a full-time lecturer with qualifications matching that of the faculty/classes of the curriculum. They must either have a doctor's degree or PhD equivalent or have a master's degree or equivalent with an associate professor title and has published 3 academic works (not including their graduating work) within the past 5 years with at least one of them being a research piece.

"Course Coordinator" refers to at least 3 curriculum lecturers with qualifications matching that of the faculty/classes of the curriculum. They must either have a doctor's degree or PhD equivalent or have a master's degree or equivalent with an associate professor title and has published 3 academic works (not including their graduating work) within the past 5 years with at least one of them being a research piece.

In cases where there are production agreements with external organizations, there must be at least 2 course coordinators, who are curriculum lecturers in the major of the curriculum which is affiliated with Burapha University.

In cases where the faculty is unable to find enough course coordinators, the university must propose the number and qualifications of the existing course coordinators to the Graduate Curriculum Standard Subcommittee separately.

“External Experts” refers to a person who is not a full-time lecturer, with a doctor’s degree or PhD equivalent and has published at least 5 academic works in acknowledged journals that relate to the topic of the independent study. The external experts are suggested by the faculty/college to the Graduate School to appoint them as co-advisors or examiners.

“Full-time Researcher” refers to a person holds the position of researcher or academic support staff in the University, with responsibilities including academic research and performs their duties full-time.

“Major Advisor” refers to a curriculum lecturer with a doctor’s degree or PhD equivalent or have a master’s degree or equivalent with an associate professor title and has published 3 academic works (not including their graduating work) within the past 5 years with at least one of them being a research piece.

“Co-advisor” refers to a curriculum lecturer, full-time lecturer, full-time researcher or external experts who helps advise the independent study.

“Independent Study” refers to the document which is the result of a plan B master’s students’ independent research.

“i-Thesis system” refers to the system which provides a template and sets limitations for writing and composing the proposal and independent study, both the draft and the completed version. This system also assists in sending the research to the independent study committee and the independent study oral examination committee as well as related officers.

“GRD-Forms system” refers to the system used for submitting documents and certificates related to the independent study procedures.

No. 4 Independent study procedures

- (1) Attending related training programs
- (2) Independent study registration
- (3) Appointment of independent study committee
- (4) Writing the independent study proposal
- (5) Examination and evaluation of independent study proposal
- (6) Requesting research ethics review
- (7) Conducting a research or independent study
- (8) Independent study oral examination

(9) Submission and approval of the completed independent study

No. 5 Training programs related to the independent study

Students must have attended the Research Ethics, Information Literacy and i- Thesis system training programs before registering for the independent study.

The committee in charge will specify if there are any required specialized training programs related to certain independent studies.

No. 6 Independent study registration

Students can register for the independent study after they have completed class registration and have passed at least half of the required courses in their curriculum.

If students are unable to register for classes within the set timeframe, students will be unable to register for the rest of the semester unless they have been granted an approval from the dean. In this case, students will have to pay a fine according to the University's regulations. This is in accordance to Burapha University Regulation about graduate education 2023 No. 34.

Students must register for the independent study according to the curriculum and have passed the evaluation according to Burapha University Regulation about graduate education 2023 No. 41 (6) (b).

No. 7 Independent study committee including major advisor and co-advisor

(1) Composition and number of independent study committee members

(a) Major advisor for the independent study

(b) At least 1 co-advisor

(2) Request for independent study committee appointment

After students have registered their independent study, they can submit an independent study title and request for a major advisor and co-advisor on GRD-Forms which will be approved by the chairperson and dean of the faculty/college and then request approval from the dean of Graduate School.

If students request for an advisor who is a Burapha University lecturer of a different curriculum, they must submit approval documents from the dean of that faculty on GRD-Forms.

If students have necessary reasons or are facing challenges and are unable to proceed with the independent study, students can request for an advisor change on GRD-Forms.

(3) Duties of the independent study committee

The major advisor is responsible for the learning process of writing an independent study of individual students for example deciding the topic, writing the proposal, giving advice, evaluating the process and preparing the students for the independent study examinations. Co-advisors (if any) share the responsibilities of the major

advisor in proposal evaluations, giving advice and keeping track of the independent study process. The advisor's duties are as follows,

- (a) Give advice about the independent study topic, so that it fits in the scope of the course and avoids replications.
- (b) Give advice in writing the independent study proposal
- (c) Be part of the independent study proposal examination committee
- (d) Give advice during the independent study process including theory, format and addressing any issues during the process.
- (e) Give advice about writing the independent study and check the contents for plagiarism and replications
- (f) Evaluate student's independent study progress for each semester until completion.
- (g) Other duties relating to conducting the research

No. 8 Writing the independent study proposal

Students can discuss with the independent study committee about the proposal details according to the university guidelines listed in the i-Thesis system. Students may write their proposals in either Thai or English unless specifically mentioned in the curriculum.

No. 9 The independent study proposal examination committee members must fit the qualifications and have academic works according to the announcement from the standard of higher education committee about the standard for graduate studies curriculum which require the proposal examination committee to consist of at least 3 people including,

- (a) Major advisor as the committee chairperson
- (b) Co-advisor (if any) as the examination committee
- (c) External expert/ curriculum lecturer/ full-time lecturer/ full-time researcher as the examination committee

No. 10 Requesting examination and appointing independent study proposal examination committee

(1) Student can take the proposal examination when the independent study registration is completed.

(2) Students request examination and appoint independent study proposal examination committee, according to No. 9, on GRD-Forms after the approval of the chairperson and dean. The request will be sent for approval from the dean of Graduate School. The examination will take place not later than 7 days after the request form was sent into the system.

(3) If students request for a proposal examination committee who is a Burapha University lecturer of a different curriculum, they must submit approval documents from the dean of that faculty on GRD-Forms.

No. 11 Guidelines for independent study proposal examination

Evaluate the content of the independent study which should include the following points.

- (1) Consistency between the title and details of the independent study
- (2) Clear objectives
- (3) Correct procedures
- (4) Achievability of the independent study including cost and time constraints
- (5) Benefits of the independent study

No. 12 Procedures for examination and approval of independent study proposal

- (1) Students present their proposal to the examination committee.
- (2) Proposal examination committee will consider the independent study's title and proposal.

(3) Chairperson of the examination committee will compile and submit the results on GRD-Forms along with the edited proposals following the critiques given during the examination which are printed from the i-Thesis system. These proposals must be approved by the chairperson and dean of the faculty/college and then sent to the dean of Graduate School to request approval within 30 days of the proposal examination.

No. 13 Graduate School will announce the titles of independent study proposals which have passed the examination and been approved for each semester.

No. 14 Requesting research ethics review can be done according to Graduate School announcements.

No. 15 Conducting the research and writing an independent study should proceed as follows,

- (1) Students proceed by following their approved and ethics reviewed proposals which were approved by the dean of Graduate School and the research ethics review committee of Burapha University.

Students should report the progression of their independent study to their major advisor and the curriculum committee every semester for independent study progress evaluation according to Burapha University Regulation about graduate education 2023 No.41 (6).

- (2) Changes to the independent study proposal

Students are not allowed to change the main points of the independent study proposal. If students do change the aforementioned content, they must request a brand new independent study proposal examination.

Students may request to change certain areas of the proposal which are not the main points of the approved proposals if they have received confirmation from their major advisor, chairperson and dean as well as request approval from the dean of Graduate School.

(3) Printing and independent study format

The completed independent study must be printed according to the format listed in the i-Thesis system.

Students may write their independent studies in either Thai or English unless specifically mentioned in the curriculum.

No. 16 Oral examination for independent study

(1) Students can request the oral examination when,

(a) They spent no less than 45 days to complete their independent study counting from the approval date of the ethics reviewed proposals by the research ethics review committee of Burapha University.

(b) They passed multiple courses according to the criteria of the curriculum and received a minimum of 3.00 GPAX score.

(c) They passed the comprehensive examination

(2) Procedures for requesting oral independent study examination

(a) Major advisor with the support of the curriculum chairperson determines the committee chairperson as well as the oral examination committee and informs the students.

(b) Students request the names of the oral examination committee members, date, time and location of examination on GRD-Forms after receiving approval from the chairperson and dean. The request will be sent for approval from the dean of Graduate School along with documents including the student's independent study printed from the i-Thesis system, result of research ethics review, transcript from the registration system, receipt of the independent study registration fee, receipt of the last semester's tuition and the external experts' Curriculum Vitae (if any).

No. 17 Composition and number of independent study oral examination committee members are as follows. There must be no less than 3 people and the examination chairperson cannot be the major or co-advisor.

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|---|--------------------------------|
| (1) External expert/ curriculum lecturer/
full-time lecturer/ full-time researcher | as the examination chairperson |
| (2) Major advisor | as the examination committee |
| (3) Co-advisor (if any) | as the examination committee |
| Or external expert/ curriculum lecturer/
full-time lecturer/ full-time researcher | |

No. 18 The independent study oral examination committee members must fit the qualifications and have academic works according to the announcement from the standard of higher education committee about the standard for graduate studies curriculum, as follows,

(1) A curriculum lecturer, full-time lecturer or full-time researcher must have a doctor's degree or PhD equivalent or have a master's degree or equivalent with an associate professor title and has published at least 3 academic works (not including their graduating work) within the past 5 years with at least one of them being a research piece.

(2) An external expert must have a doctor's degree or PhD equivalent and has published at least 5 academic works in acknowledged journals that relate to the topic of the independent study.

If the external expert does not fit the qualifications mentioned above, they must be experts and have ample experience in the field related to the topic of the independent study. This must be supported by the academic council's decision.

No. 19 The oral examination measures the knowledge of the students in writing and oral presentations, including their ability to actively answer questions.

The oral examination is open for interested parties to listen to the presentations. There will be an announcement posted at least 3 days before the examination.

If the oral examination committee are unable to attend the examination at the university, the examination may be done online or postponed until all parties are available. The reasons must be submitted in writing and approved by the Graduate School before any dates/time can be changed.

No. 20 Evaluation and results of the independent study oral examination

(1) The oral examination committee are responsible for evaluating the examination results.

(2) The oral examination committee will decide the results according to the criteria. The results will be represented by the following grades.

Grade	Meaning
S	Satisfactory
I	Incomplete
U	Unsatisfactory

With the description as follows,

(a) "Satisfactory (S)" means the student is able to present the independent study and answer all the inquiries clearly, correctly and completely without any need to edit or add on to any main points. The student will be able to print the completed independent study.

(b) "Incomplete (I)" means the student is unable to present the independent study and answer all the inquiries clearly, correctly and completely and the examination committee suggest editing or adding on to the main points or adjusting the format of the independent study. In this case, the committee must explicitly mention all the points that require editing.

When the student finishes editing their independent study according to the critiques and recommendation of the oral examination committee, they must submit the edited independent study for re-evaluation from the examination committee. The committee may give the results of either “Satisfactory (S)” or “Unsatisfactory (U)” and the major advisor will submit the result on GRD-Forms with the approval of the chairperson and dean of the faculty/college and then request approval from the dean of Graduate School.

Students who are unable to finish within the timeframe must submit a request for extensions which must be approved by the major advisor, curriculum chairperson, the faculty’s dean and the dean Graduate School. If not the result will immediately be “Unsatisfactory (U)”.

(c) “Unsatisfactory (U)” means the student is unable to present the independent study and answer all the inquiries clearly, correctly and completely and the examination committee finds that the student doesn’t have a clear understanding the independent study’s content nor procedure. The student must register a new independent study topic and start over.

(3) The result of the independent study oral examination will depend on the majority’s decision where each member of the committee has 1 vote. If the votes are tied, the chairperson has the final say.

(4) Once the examination is complete, the examination committee should hold a meeting to discuss and express their opinions. Afterwards, the examination committee will reach a final consensus about the examination result and each member will submit the result on GRD-Forms according to the consensus.

(5) The examination chairperson will inform the students of the decision of the examination committee and submit the results on GRD-Forms which must be acknowledge by the curriculum chairperson, the faculty’s dean and the dean of Graduate School on the date of the examination.

No. 21 Submitting the independent study (edited version after oral examination)

(1) Students who received a “Satisfactory (S)” result may edit their independent study according to the critiques and recommendation of the oral examination committee within 30 days of the examination date. Then they can submit the edited version from the i-Thesis system into GRD-Forms.

(2) Students who received an “Incomplete (I)” result for the oral examination may edit their independent study according to the critiques and recommendation of the oral examination committee within 90 days of the examination date. Afterwards, once the students receive a “Satisfactory (S)” result, they can submit the edited version from the i-Thesis system into GRD-Forms.

No. 22 If plagiarism, replications or hiring other people to do their independent study or other acts that violate the research ethics according to the University's criteria are detected, the University has the power to revoke the independent study.

No. 23 If there are issues in complying with this announcement, the dean of Graduate School will be in charge according to this announcement along with guidance from the Graduate School board.

This announcement will be enforced on curriculums that were approved by the University board from 27th September 2022 onwards.

Announced on 24th April 2023.

(Signed)

(Assoc. Prof. Dr.Nujjaree Chaimongkol)

Dean of Graduate School

Note: This document has been translated from the Thai Language. In case of court proceedings, or any other disagreement between this document and the original document, the Thai Language version of this document shall take precedence.