

Checklist for Approval of Thesis/Dissertation Proposal or Defense Examination

Type of examination

- Thesis/dissertation Defense Examination
- Thesis/Dissertation Proposal Examination (No criteria for proposal exam but the program committee may use the same criteria as for the defense exam)

- Study Plan**
- Plan A Type A 1
 - Plan B Type B 2
 - Plan B
 - Plan 1
 - Plan 2
 - Type 1.1
 - Type 1.2
 - Type 2.1
 - Type 2.2

Checked by

Advisor
Signature.....

Educator
Signature.....

<p>Student Name</p> <p>Student ID.....</p>	<p>Program</p> <p><input type="checkbox"/> Doctor of Philosophy Program in Medical Physics and Medical Engineering (International Program) (Criteria Year 2015)</p>
<p><u>Criteria in accordance with the standard of graduate-level in 2015</u></p> <p>Composition of exam committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> For MSc student: <ul style="list-style-type: none"> <input type="checkbox"/> At least 3 persons (Specify: persons) <input type="checkbox"/> At least 1 curriculum lecturer and at least 1 external expert <input type="checkbox"/> For PhD student: <ul style="list-style-type: none"> <input type="checkbox"/> At least 5 persons (Specify: persons) <input type="checkbox"/> At least 1 curriculum lecturer and at least 1 external expert <p>The chairperson qualifications are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For MSc student: Must not be main advisor/co-advisor <input type="checkbox"/> For PhD student: External expert <p>Internal committee qualifications are as follows.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum lecturer <input type="checkbox"/> A doctoral degree or equivalent; or a master's degree or equivalent with at least Associate Professorship <input type="checkbox"/> At least 3 academic works in the past 5 years (1 academic work must be research work) 	<p>External expert qualifications are as follows.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A doctoral degree or equivalent <input type="checkbox"/> For MSc student: At least 10 academic works relevant to the thesis/dissertation topic and published in <u>nationally</u> recognized databases <input type="checkbox"/> For PhD student: At least 5 academic works relevant to the thesis/dissertation topic and published in <u>internationally</u> recognized database <input type="checkbox"/> In case of non-compliance with the criteria, approval must be required from the council, along with notification to the higher education committee. <p><u>Criteria in accordance with the standard of graduate-level in 2022</u></p> <p>Composition of the committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> For MSc student: <ul style="list-style-type: none"> <input type="checkbox"/> At least 3 persons (Specify: persons) <input type="checkbox"/> At least 1 curriculum lecturer and at least 1 external expert <input type="checkbox"/> For PhD student: <ul style="list-style-type: none"> <input type="checkbox"/> At least 5 persons (Specify: persons) <input type="checkbox"/> At least 1 curriculum lecturer and at least 2 external experts
	<p>The chairperson qualifications are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For MSc student: Must not be main advisor/co-advisor For PhD student: External expert <p>Internal committee qualifications are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum lecturer, permanent lecturer, or permanent researcher <input type="checkbox"/> A doctoral degree or equivalent; or a master's degree or equivalent with at least Associate Professorship <input type="checkbox"/> At least 3 academic works in the past 5 years (1 academic work must be research work) <p>External committee qualifications are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A doctoral degree or equivalent <input type="checkbox"/> For MSc student: At least 5 academic works relevant to the thesis/dissertation topic <input type="checkbox"/> For PhD student: At least 10 academic works relevant to the thesis/dissertation topic <input type="checkbox"/> In case of non-compliance with the criteria, approval must be required from the council

The flow of submitting the request for thesis/dissertation proposal examination and appointment of proposal examination committee

Procedure	Responsible person	Duration
Complete the form PSCM-ED-013 Thesis/Independent Study Proposal Examination Approval and the Proposal of the Thesis/Independent Study Examination Committee Appointment Form	Student	
Verify the qualification of the committee through the checklist	Student	
Propose the main advisor to sign the form PSCM-ED-013 and the checklist	Student	
Propose the program chair to sign the form PSCM-ED-013	Student	
Submit the form PSCM-ED-013 and the checklist to Graduate Education and Continuing Education Unit	Student	2 weeks
Review and sign the checklist	Graduate Education and Continuing Education Unit (Grad Unit)	
Create the appointment order and propose the order via Assistant Dean for Graduate Education and Continuing Education	Grad Unit	
Propose the Dean to sign the appointment order	Assistant Dean for Grad	
Email the signed appointment order to relevant persons, including committee members, advisors, program chair, program educator, and student	Grad Unit	

The flow of thesis/dissertation proposal examination

Procedure	Responsible person	Duration
Prepare the form PSCM-ED-014-1 Result of Thesis/Independent Study Proposal Examination Report Form and the rubric for the committee on the exam date	Grad Unit	
Examination	Student and committee	
Report the exam result and sign the form PSCM-ED-014-1 and rubric and return to Graduate Education and Continuing Education Unit	Committee	
Depending on the exam result: <input type="checkbox"/> Approved: Proceed with ethics application and research project <input type="checkbox"/> Approved with conditions: <ul style="list-style-type: none"> ○ Revise the proposal according to the detail in the form PSCM-ED-014-1 within specified date ○ Prepare the form PSCM-ED-014-2 Result of Thesis/Independent Study Proposal Examination Report Form for the committee to sign and return the form PSCM-ED-014-2 to Graduate Education and Continuing Education Unit <input type="checkbox"/> Not approved: Submit the request for thesis/dissertation proposal examination again within the duration specified by the program	Student	
Store the exam report form and record the result in the Dashboard system	Grad Unit	

The flow of submitting the request for thesis/dissertation defense examination and appointment of defense examination committee

Procedure	Responsible person	Duration
Complete the form PSCM-ED-021 Thesis/Independent Study Defense Examination Approval and the Defense of the Thesis/Independent Study Examination Committee Appointment Form	Student	
Verify the qualification of the committee through the checklist	Student	
Propose the main advisor to sign the form PSCM-ED-021 and the checklist	Student	
Propose the program chair to sign the form PSCM-ED-021	Student	
Submit the form PSCM-ED-021 and the checklist to Graduate Education and Continuing Education Unit	Student	2 weeks
Review and sign the checklist	Graduate Education and Continuing Education Unit (Grad Unit)	
Create the appointment order and propose the order via Assistant Dean for Graduate Education and Continuing Education	Grad Unit	
Propose the Dean to sign the appointment order	Assistant Dean for Grad	
Email the signed appointment order to relevant persons, including committee members, advisors, program chair, program educator, and student	Grad Unit	

The flow of thesis/dissertation defense examination

Procedure	Responsible person	Duration
Prepare the form PSCM-ED-022 Result of Thesis/Independent Study Defense Examination Report Form and the rubric for the committee on the exam date	Grad Unit	
Examination	Student and committee	
Report the exam result and sign the form PSCM-ED-022 and rubric and return to Graduate Education and Continuing Education Unit	Committee	
According to the exam result: <input type="checkbox"/> Pass <input type="checkbox"/> Pass with conditions: Revise the thesis according to the detail in the form PSCM-ED-022 within specified date but not longer than 90 days <input type="checkbox"/> Not pass: <input type="radio"/> Revise the thesis according to the detail in the form PSCM-ED-022 and submit the new request for defense examination within the duration specified by the committee	Student	
Store the exam report form and record the result in the Dashboard system	Grad Unit	