

PSU Graduate Study

Student Handbook

Academic Year 2019



Graduate Study Programs

Graduate Diploma

A comprehensive program of study with an emphasis on academic and professional development; Applicants must have a bachelor's degree or equivalent from an accredited college or university. The program consists of at least 24 credits of study.

Higher Graduate Diploma

A comprehensive program of study with an emphasis on academic and professional development; Applicants must have completed 6 years of study at bachelor's degree, a master's level degree or equivalent qualifications from an accredited college or university. The program consists of at least 24 credits of study.

Master's Degree

A program of study with the emphasis on academic and research development in various areas at a level higher than a bachelor's degree or a graduate diploma, the program consists of at least 36 credits of study with 2 study plans to choose from:

Plan A – Research focused

Plan A1 - Thesis only with 36 credits. Students may be assigned additional audit coursework.

Plan A2 - Combined coursework and thesis at least 12 credits but not over 18 credits except for some professional programs, please contact the programs for more information.

Plan B – Students have to conduct a minor thesis (independent study) of at least 6 credits.

Doctor of Philosophy

A program of study with the emphasis on academic and research development in various areas at a level higher than a master's degree or a higher graduate diploma. The program consists of at least 48 credits of study for applicants with a master's degree or equivalent and at least 72 credits of study for applicants with a bachelor's degree or equivalent with an excellent academic record. There are 2 study plans to choose from:

Plan 1 – Thesis only plan, where research of exceptional quality leading to novel studies is emphasized. Students may be assigned additional audit coursework or activities.

Plan 1.1 – Applicants with a master's degree or equivalent must take at least 48 thesis credits.

Plan 1.2 – Applicants with a bachelor's degree or equivalent must take at least 72 thesis credits.

Plan 2 – Combined coursework and thesis plan, where research of high quality leading to academic and professional development is emphasized.

Plan 2.1 – Applicants with a master's degree or equivalent must take at least 36 thesis credits and at least 12 coursework credits.

Plan 2.2 – Applicants with a bachelor's degree or equivalent must take at least 48 thesis credits and at least 24 coursework credits.

Student Identification Card

All PSU students are required to apply for a PSU ATM ID Card issued by the Siam Commercial Bank, Ltd. (Public Co.). The ID card may be used to access the PSU Library, the Computer Center, and also as an ATM Bank Card.

The followings are needed for the application:

1. 2 photographs 2x3 cm. in size
2. 2 photocopies of personal ID card or passport
3. A saving account at the PSU Branch of Siam Commercial Bank, PLC. For students who already have an account, contact the bank with your bank book and personal ID card (for Thai students) or passport (for international students) within 2 weeks after the semester commences.
4. Student's blood group

Education is not received. It is achieved.

Qualifying Examination Committee

Committees consist of at least 3 members: The Program director as chairperson, Thesis advisor and a lecturer

Upon completion of the qualifying examination and its approval, the faculty staff must submit the result to the Graduate School.

Thesis Proposal Examination Committee

Committees consist of 3 to 5 members:

1. Thesis advisor
2. Thesis co-advisor (if any)
3. Lecturer and/or recognized expert in the related field of research

Upon completion of the proposal examination and its approval, students must submit the Request for Thesis Proposal Approval (GS2) and the Letter of Consent to the Graduate School.

Thesis Examination Committee

At the end of a student's research work, a thesis examination committee must be appointed by submission of the Request for Appointment of Thesis Examination Committee (GS3).

Committee consists of 3 to 5 members:

1. At least 1 external expert in the related field of research who is not the current thesis co-advisor
2. At least 1 lecturer who is not the current thesis co-advisor and a recognized expert in the related area
3. Thesis advisor
4. Thesis co-advisor (if requested)

Note: The thesis advisor/ co-advisor may not act as the Chairperson of the committee. For Ph.D. level, the external expert chairs the examination committee, and the external expert must hold a Ph.D. degree (or master's degree and at least Associate Professor position) and/or at least Associate Professor position.

Qualifying Examination (For Ph.D. student)

All Ph.D. students are required to pass a qualifying examination, set up by their respective school/ faculty, within 4 semesters of study commencement. The qualifying examination assesses a student's basic knowledge and readiness to conduct research at doctoral level.

Comprehensive Examination

Master's degree Plan B and Ph.D. students in some programs are required to take a comprehensive examination set up by the program/department/faculty.

The comprehensive examination assesses a student's ability to apply the knowledge and principles acquired through study or research to their thesis research project.

Thesis Examination

A student is required to do the following:

- A) Agree upon the date and time of the examination with all thesis examination committee members;
- B) Fill out and submit the Request for Thesis Examination (GS4) with the approval of the thesis advisor to the Graduate School at least 2 weeks prior to the examination date;
- C) Provide a copy of the thesis to all thesis examination committee members at least 2 weeks prior to the examination date;
- D) Prepare the forms Specification of Thesis Examination Report (GS.5/1) and Report on Thesis Examination (GS5) for committee members to complete and sign on the day of the examination. The completed forms will then be forwarded to the Graduate School by the faculty
- E) If the thesis title needs to be revised after examination, the student needs to inform the faculty and complete the Request for Change of Thesis Title form (GS5/2).

Thesis Format Inspection

The layout and format of the following 6 thesis pages will be inspected by the Graduate School.

- A) Front cover
- B) Inside cover (i)
- C) Approval (committee signatures) page (ii)
- D) 2 certification pages (iii & iv)
- E) CV page (last page of thesis)

Students can submit these pages for inspection at the One Stop Service, Graduate School, together with Thesis Format Correction Form (GS 6). They will be given immediate feedback on whether the format is correct or changes are needed. For more information, please go to the thesis manual at <https://grad.psu.ac.th/en/current-student/thesis/thesis-template.html>



Registration Procedure

Both online and advance registration are available to students. The Graduate School website at <https://grad.psu.ac.th/en/> or the Registrar's Division website provide the relevant information about registration period, deadline and procedures for each campus at:

Hat Yai: <https://reg.psu.ac.th/reg/>

Pattani: <http://regist.pn.psu.ac.th/main/>

Phuket: <http://web52.phuket.psu.ac.th/registra/index1.php>

Suratthani: <http://reg.surat.psu.ac.th/index.php>

Trang: <https://regist.trang.psu.ac.th/index.php/th/>

Duration of Study

Graduate Diploma and Higher

Graduate Diploma – depending on the program of study, but not more than 3 academic years.

Master's Degree – depending on the program of study, but not more than 5 academic years.

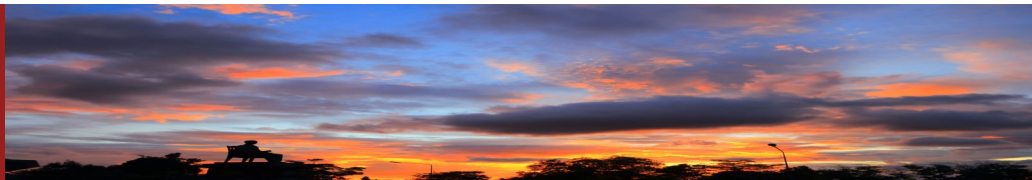
Doctor of Philosophy – depending on the program of study, but not more than 8 academic years for students with a bachelor's degree and not more than 6 academic years for students with a master's degree.

Number of Credits Per Semester

Students may not register for more than 15 credits (credit and audit combined) per semester, and registration must be with the consent of the academic or thesis advisor.

Thesis Advisor/ Co-advisor

Students under a master's degree Plan A program and Ph.D. students must file the Request for Advisor and Co-advisor Appointment form (GS1) before registering for thesis credits. The form should be filed at the student's respective school or faculty.



Completion of Study

1. Requirement for graduation (degree award):

A) Completion of all courses as required by the program of study with a minimum cumulative GPA of 3.00

B) Pass the minimum English proficiency test set by the Graduate School for each program of study.

C) Pass the required examinations:

(i) For master's degree Plan B students: Pass the comprehensive examination and minor thesis examination with a grade of S or X;

(ii) For master's degree Plan A students: Pass the thesis proposal examination and thesis examination with a grade of S or X;

(iii) For Ph.D. students: Pass the qualifying examination, thesis proposal examination and thesis examination with a grade of S or X

D) Publication Requirements:

(i) Master's degree

- Plan A1: student must present his/her thesis work in an academic conference with full article published in the proceedings accompanying the conference, or published his/her thesis work in a peer reviewed journal. However, those in a master program revised in 2016 or after are required to publish their thesis work in a peer reviewed journal indexed in the accepted databases (please see e. journal databases for publication). Your program may have additional requirements for research dissemination, please contact director of graduate studies in your program for more information.

- Plan A2: student must present his/her work in an academic conference with full article published in the proceedings accompanying the conference, or published in a peer reviewed journal indexed in the accepted databases (please see e. journal databases for publication). Your program may have additional requirements for research dissemination, please contact director of graduate studies in your program for more information.

(ii) Doctoral degree

Ph.D students' research work must be published or accepted for publications in a peer reviewed journal. However, the following requirement applies to those in a PhD program revised in 2016 or after.

- Plan 1.1 and 1.2: student must publish at least two articles from their thesis work in peer reviewed journals indexed in the accepted databases (please see e. journal databases for publication). Your program may have additional requirements for research dissemination, please contact director of graduate studies in your program for more information.

- Plan 2.1 and 2.2: student must publish at least one article from their thesis work in peer reviewed journals indexed in the accepted databases (please see e. journal databases for publication). Your program may have additional requirements for research dissemination, please contact director of graduate studies in your program for more information.

For more information on journal database for publication, please go to https://grad.psu.ac.th/images/files_eng/News/news179.pdf

For students whose programs are under the Announcement of Ministry of Education, Re: Standard Criteria of Graduate Study Programs B.E 2558, kindly check your program with faculty/program referring the Announcement of Ministry of Education, Re: Standard Criteria of Graduate Study Programs B.E 2558.

2. Upon completion of all requirements set by the program and the Graduate Study Regulation B.E. 2556, students may file a request for graduation to —

Change of the Study Plan

A request for changing a student's plan of study must be filed and approved by the respective school / faculty. The request can be made after having study for at least 1 semester.

Change of Study Program

In order to request a change in the program of study. Request for a Change of Study Program (GS12) may be filed through the respective school/ faculty to the Graduate School for approval.

Change of the Level of Study

Students who wish to switch the level of study from a master's degree to a doctoral degree in the same area of study, or vice versa, may file a Request for Change of Level of Study (GS13) through their respective school / faculty to the Graduate School for approval.

The requirements for changing the level of study are as follows:

- To change from master's degree to doctoral degree in the same area of study, a student must pass the qualifying examination. Plan A1 students need to have thesis project of doctoral degree potential, and Plan A2 students need to have obtained at least 12 coursework credits.

- A student who has not passed the qualifying examination may change from the level of Master's Degree.

- A student may change the level of study only once.

- The equivalence of course credits will be determined by the Graduate School.

the Registrar's Division via an online system at <https://reg.psu.ac.th/isr/>

The Registrar's Division will then check all the graduation criteria before forwarding the request to the Graduate School for verification of graduation and submitting it to the President of the University Council for approval.

Detection of Plagiarism: The Graduate School has to ensure that every thesis and publication meets the expected quality and reliability standards. Students must maintain proper ethical standards in their research and must not copy work from other people as well as their own work without proper citation. In order to prevent plagiarism, all students must submit form GS14 together with a Turnitin™ Originality Report to the advisor and examination committee prior to the thesis examination. When the thesis is completed, students must submit the printed GS 14 Turnitin™ Originality Report, together with an electronic copy of the report on CD to the Graduate School.

Suspension of Study: The suspension of study may not be longer than 2 semesters. Upon approval, students must maintain their student status by submitting a student status maintenance request at the Registrar's Division and pay the status maintenance fee at the Finance Office.

Retirement/ Termination of Study: Students who wish to terminate their study may file a request using the form assigned by the Registrar's Division through their respective program committee to the Graduate School. The request will be approved by the president of the university.

Dismissal from Study:

- A) Not registering within 30 days after commencement of a semester without having obtained the approval for suspension of study;
- B) Obtaining a cumulative GPA less than 2.50 in any single semester;
- C) Completing 2/3 of the required coursework credits, not including thesis credits, and receiving a cumulative GPA less than 2.75;
- D) Exceeding the maximum permissible duration of study with a cumulative GPA of less than 3.00;
- E) Thesis proposal not having been approved within these times:
 - (1) Master's degree Plan A1
 - within 4 semesters for full time students
 - within 5 semesters for part time students
 - (2) Master's degree Plan A2
 - within 5 semesters for full time students
 - within 6 semesters for part time students
 - (3) Ph.D. Plan 1
 - within 6 semesters for full time students
 - within 7 semesters for part time students
 - (4) Ph.D. Plan 2
 - within 7 semesters for full time students
 - within 8 semesters for part time students
- F) Not passing the thesis examination or comprehensive examination at the 2nd attempt;
- G) Not submitting the complete thesis within 6 months of the thesis examination date;
- H) Not submitting the complete minor thesis work within 3 months of the examination date;
- I) The Graduate School finds a student to be guilty of serious misconduct.

English Language Proficiency: Graduate students must pass the English proficiency test for graduation requirement as determined the minimum score of each test by the Graduate School.

Testing institute	Master's Degree Level	Master's Degree (International Program) and Ph.D. Level
PSU-TEP	Score of Reading and Structure only depends on program	An average of at least 60% in Reading and Structure, Listening and Writing
CU-TEP	Depends on the program	At least 60 score in Reading, Listening and Writing
TOEFL (Paper Based)	Score of 450	Score of 500
TOEFL (revised Paper-delivered Test)	Score of 34	Score of 46
TOEFL (Institutional Testing Program)	Score of 450	Score of 520
TOEFL (Computer Based)	Score of 133	Score of 173
TOEFL (Internet Based)	Score of 45	Score of 61
IELTS	Score of 4.5	Score of 5

Submission of the Completed Thesis:

After completion of the thesis, students should submit the following items to the Graduate School.

- A) GS 8 Request for Thesis Submission
- B) GS 14 Originality Report (Submit with thesis and minor thesis and publications)
- C) Committee approval signatures page (page ii of the thesis)
- D) Thesis Format Inspection Report (Yellow Sheet) issued by the Graduate School upon submission of form GS6
- E) One printed and bound copy of the completed thesis (black/blue book)
- F) A CD containing the PDF files of the completed thesis

English Language Proficiency (Cont)

Test results need to have been obtained within 2 years before commencing studies at PSU. Students who wish to use test results from TOEFL, IELTS, or other testing institutes must submit a General Request Form 1 (RF1) for English language equivalent with the valid test result through the academic/thesis advisor to the Graduate School for approval.

In cases where exam scores were obtained from other sources or where a student has graduated from an educational institution where the language of tuition was English, and where there is evidence of sufficient English language proficiency, the Graduate School will use its discretion in considering each case.

For master's degree students who are unable to pass the English proficiency test, students may register for class 890-901 English for Graduate Study (3 credits) offered by the Faculty of Liberal Arts or 935-561, 417-501/417-502, 811-501 offered by faculties of each campus. Once, students have obtained "Satisfactory Level" the English proficiency is automatically passed without having to make a request to the Graduate School.

NOTE: The applicant must have a PSU-TEP score to apply for this class.

Students in international programs or Ph.D. programs who are unable to pass the English proficiency test according to the requirement by the Graduate School may register for class 890-902 Academic English for Doctoral Students offered by the Faculty of Liberal Arts (Hat Yai Campus) or 417-601 Academic English for Doctoral Students offered by the Faculty of Humanities and Social Science (Pattani Campus) including 811-501/811-502 available in Suratthani Campus in order to improve their English skills.

NOTE: 890-902 and 417-601 are not a substitution of a proficiency test (PSU-TEP, TOEFL, IELTS, etc.). However, the test results of both academic English courses can be partially used together with a PSU-TEP and CU-TEP score for English proficiency approval when students are approaching the final semester according to their study program.

Further information on English proficiency testing (PSU-TEP) may be obtained at the Education Unit, 2nd Floor, Faculty of Liberal Arts (Tel. 0-7428-6665) or via website <https://grad.psu.ac.th/en/>

Minor Thesis Examination and Submission:

Examination must comply with the school's /faculty's minor thesis regulation. The complete minor thesis book and CD disc with files of the complete minor thesis work must be submitted to the respective faculty.

Graduate School Forms (GS Forms)

GS1	Request for Advisor and Co-advisor Appointment
GS1/1	Request for Change of Advisor and Co-advisor
GS2	Request for Thesis Proposal Approval
GS2/1	Request for Thesis Proposal Amendment
GS3	Request for Appointment of Thesis Examination Committee
GS3/1	Request for Change of Thesis Examination Committee
GS4	Request for Thesis Examination
GS4/1	The Information of Publication of Thesis
GS4/2	Request for Change of Thesis Examination Date
GS5	Report on Thesis Examination
GS5/1	Specification of Thesis Examination Report
GS5/2	Request for Change of Thesis Title
GS6	Thesis Format Correction Form
GS7	Report on Comprehensive Examination
GS8	Request for Thesis Submission
GS9	Report on Progress of Thesis for master's degree Plan A1 and doctoral degree Plan 1
GS10	Request for Credit/Coursework Transfer
GS11	Nomination of Lecturer in Graduate Study
GS12	Request for a Change of Study Program
GS13	Request for a Change of Study Level
GS14	Originality Report (submit with thesis and minor thesis and publications)
RF1	General Request Form
RF3	Application for Certification Letter
RF4	Request for Letter to Return to Work (for student who is a civil servant or government employee and on a study leave)
RF4/1	Information of learning and progress of the thesis/dissertation

Remark: The form GS1–GS3/1 may be different from one faculty to another. Therefore, students must download and use GS1-GS3/1 forms from their respective faculty website. Other forms may be downloaded from <https://grad.psu.ac.th/en/resources/documents-download.html#graduate-study-forms-gs-forms>

Transfer of Credit/ Coursework Credit(s)

Students may request a credit/ coursework transfer by filing Request for Credit/Coursework Transfer form (GS10) to their respective school/faculty for approval. The transferred credits must be from courses or a thesis at graduate level, taken within the previous 3 years with a grade of P, S or at least B.

Requesting a Letter of Recommendation

1) Letter verifying student status, completion of study, or a student transcript may be obtained from the Registrar's Division.

2) Students who are civil servants or government employees may request a letter verifying their study status by submitting an Application for Certification Letter (RF3) through their academic/ thesis advisor to the Graduate School.

Requesting a Letter to Report Back to Work

Students who are civil servants or government employees may obtain a letter to request the return to work by submitting a Request Form 4 (RF4) through their academic/ thesis advisor to the Graduate School.

Remark: *The information provided in this document has been translated from the Announcement by the Ministry of Education on Standard Criteria of Graduate Study Programs B.E. 2548, and the PSU Graduate Studies Regulation B.E. 2556.*



Academic and Research Scholarships

PSU-Ph.D. Scholarship

Number of Scholarship: 10 per year

Funding Value: Actual Spending covered the duration of fund (Monthly allowance 10,000 BHT and Tuition Fee)

Specific Qualification: 1st year of Thai Ph.D. students

Application Period: November

Ph.D. Overseas Thesis Research Scholarship

Number of Scholarship: 6 per year

Funding Value: Approximately 300,000 BHT

Specific Qualification: 2nd year of Thai Ph.D. students

Application Period: November - December

Teaching Assistant (TA) Scholarship

Number of Scholarship: 40 per year

Funding Value: 30,000 BHT

Specific Qualification: Master students

Application Period: April - May

Graduate School's Research Funding for Community Problem Solving

Number of Scholarship: 10 per year

Funding Value: Not exceeding 50,000 BHT

Specific Qualification: Master student of plan A 1 or Ph.D. student

Application Period: April – May

Research Grant for Thesis

Number of Scholarship: No definite number depending on the allocated budget and numbers of applicants

Funding Value: 28,000-50,000 BHT for Ph.D./6,000-12,000 BHT for Master's Degree

Specific Qualification: Current Graduate Students must get the approval of thesis proposal within the due date.

Application Period: March

Shells 100th Years Anniversary Foundation for Research Scholarship

Number of scholarship: No definite number

Funding value: Not exceeding 100,000 BHT

Specific Qualification: Thai Master/Ph.D. students

Application Period: October

STEM Workforce Scholarship

Number of Scholarship: 150 per year

Funding Value: Not exceeding 144,000 BHT for Ph.D./120,000 BHT for Master's Degree

Specific Qualification: Thai Master/Ph.D. students

Application Period: January - February and April - May

Research Grant for Higher Educational Students from Energy Policy and Planning Office (EPPO)

Number of Scholarship: 150 per year

Funding Value: Not exceeding 144,000 BHT for Ph.D./120,000 BHT for Master's Degree

Specific Qualification: Thai Master/Ph.D. students

Application Period: January - February and April - May

Remarks:

- 1) Allocation of each scholarship depends on the annual budget allocated in each academic year.
- 2) Terms of scholarships are disclosed with the announcement each academic year.

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