



## Announcement

The Faculty of Graduate Studies, Mahidol University

Guidelines for Students, Advisors, Program Chairs, and Those Concerned

Under the Circumstances Resulting from the Outbreak of COVID-19

Due to the circumstance resulting from the outbreak of COVID-19 which escalating severity, the Faculty of Graduate Studies issues an announcement on the *Guidelines for Students, Advisors, Program Chairs, and Those Concerned under the Circumstances Resulting from the Outbreak of COVID-19* as follows:

### Application, Students Admission and Enrollment at the Faculty of Graduate Studies

1. For both Thai and international applicants, application must be made online only.
2. Programs that have written examinations for admission may replace them with interviews or take-home examinations depending on the consideration of the programs.
3. Admission interviews shall be conducted online for both Thai and international students except for the programs that require admission interviews in person. For this case, the programs are advised to postpone the interviews and notify the Faculty of Graduate Studies.
4. The Faculty of Graduate Studies shall announce the eligible students on the Website.
5. For new- entry Thai students, the enrollment shall be made online only. Enrollment for study in person at the Faculty of Graduate Studies is not necessary. For international students who have not yet travelled to the Kingdom of Thailand, the Faculty of Graduate Studies shall issue a letter of acceptance, but the letter cannot be used for visa application. Though these international students cannot enter the Kingdom of Thailand, they are able to do their enrollment online (registration for distance learning courses are then allowed). When the critical situation is lessened, the Faculty of Graduate Studies shall issue another letter

that can be used for visa application; consequently, the students would then be able to travel to the Kingdom of Thailand for their further study. For new-entry international students who have already resided in the Kingdom of Thailand, the enrollment shall be made online only. Enrollment in person at the Faculty of Graduate Studies is not necessary.

6. Health check-ups for new-entry students are postponed until further notice. The schedule shall be announced later depending on the circumstances resulting from the outbreak of COVID-19.

#### English Proficiency Examination

1. During this critical circumstance, the Faculty of Graduate Studies shall offer English proficiency tests (MU Grad test and MU Grad Plus) for the students of Mahidol University only; the general public are not allowed to take the tests.

2. The English proficiency tests shall be conducted at MU Sound Lab located at the Faculty of Graduate Studies, Fl. 3, Mahidol University (Salaya Campus). No tests are conducted in other campuses.

3. The English proficiency tests shall be offered 2 rounds a day, and only 5 test takers in a round are allowed in order to maintain a distance of 2 meters.

4. The Faculty of Graduate Studies shall give priority to test takers who extremely require a "PASS"; for example, students who need the test results for their thesis defense and those who closely reach to the maximum time of their studies.

5. For new students who do not have English proficiency test results or their scores fail to meet the requirement, the programs shall accept those students for study as "probation students". Probation students could take the test until they achieve the accepted score and shall submit their scores that meet the requirement within 1 year from the day the Faculty of Graduate Studies offers the tests on a regular basis.

6. For the current probation students who have not had English proficiency test scores nor have they failed to meet test requirement, the "probation students" status shall be retained. The Faculty of Graduate Studies shall extend their probation status until the circumstance is better. Those students shall submit their test score reports within 1 year from the day the Faculty of Graduate Studies offers the tests on a regular basis.

7. Faculty of Graduate Studies suspends the TOEFL-ITP Test service during this time and the service will be provided when the circumstance is improved.

#### Soft Skill Activities Participation

As the soft skill activities that require group interactions are currently not available, the students who need the results from participating in soft skill activities in order to graduate shall choose to complete soft skills online activities as announced by the Faculty of Graduate Studies until the circumstance is better.

#### Instructional Management

The instructional management at graduate level shall be in compliance with the Mahidol University announcement on “Guidelines for Teaching/Learning Management due to the COVID-19 Outbreak in the Event of the University Closure”, dated on 9<sup>th</sup> March, 2020.

#### Study time Extension

Students who are affected by the impact of the COVID-19 circumstance and wish to apply for consideration to extend their study duration must be working on a thesis or thematic paper with an approved topic and satisfactory progress.

1. For students who have already enrolled in their last semester of their study plan but have not exceeded the maximum period of time allowed according to the Higher Education Commission, and do not expect to graduate by the end of second semester of the academic year 2019, they must submit documentation to request for an extension. If it is approved by the Faculty of Graduate Studies, the students will be exempted from the student status maintenance fee for two semesters: summer semester of the academic year 2019 and the first semester of the academic year 2020.

2. For students who have already extended their study plan but have not exceed the maximum period of time allowed according to the Higher Education Commission, and do not expect to graduate by the end of second semester of the academic year 2019, they must submit documentation to request for an extension. If it is approved by the Faculty of Graduate Studies, the students will be exempted from the student status maintenance fee for two semesters: summer semester of the academic year 2019 and the first semester of the academic year 2020.

3. For students who are studying at the maximum period of time allowed according to the Higher Education Commission, and do not expect to graduate by the end of second semester of the academic year 2019, they must submit documentation to request for extension to the Faculty of Graduate Studies. Faculty of Graduate Studies will submit for an approval from the Office of the Permanent Secretary, Ministry of Higher Education, Science, Research, and Innovation. If it is approved, students will be exempted from the student status maintenance fee for two semesters: summer semester of the academic year 2019 and the first semester of the academic year 2020.

#### Thematic paper/qualifying/thesis proposal/thesis examinations

1. Comprehensive and qualifying examinations shall be postponed until the circumstance improves or until further announcement.

2. The examination of the thesis proposal /thematic paper / and thesis must be conducted in accordance with the Administrative Order, Faculty of Graduate Studies. The examination must follow the approved time, date and place strictly. Changes made without the approval of the Dean, Faculty of Graduate Studies, prior to the examination will be considered void.

Distance examination using online system during the outbreak of COVID-19 can be proceeded after receiving the approval from the Dean of the Faculty of Graduate Studies. The criteria for consideration are as follows:

2.1 In case some committees cannot attend the examination session in person, they may attend via the online system. Please note that the Chairperson of the committee or at least one committee who is not the student's major advisor is required to be present at the examination venue at all times of the examination.

2.2 In the case that the students are abroad or residing in Thailand but unable to be present at the examination venue, the examination committees must be present according to the Administrative Order of the Faculty of Graduate Studies and the students shall take exam at an educational public institute located in the province or in the country. For students residing in Thailand, they must sit for examination at a public institute or in a government office. During the examination, one observer is required to be present in the examination room with the student

until the end of the examination and will need to confirm the execution of this examination. The program is requested to submit all documents concerning the observer's curriculum vitae, address, and/or email address to the Faculty of Graduate Studies for approval prior to the examination. If approved, the Dean of the Faculty of Graduate Studies will send the documents directly to that observer. After the completion of the examination, the observer needs to submit all the signed documents to confirm the examination and to certify the documents based on the forms sent from the Dean of Faculty of Graduate Studies and send them back to the Dean of Faculty of Graduate Studies for further process.

If the student is abroad and the program is unable to find the suitable observer, the program needs to contact the Thai Embassy in that country requesting to conduct the examination in the Royal Thai Embassy and requesting one of the Thai government officials to be present at the examination venue with the student at all examination times.

2.3 In the case that the students are aboard or residing in Thailand but unable to be present at the examination venue determined in the Administrative Order of the Faculty of Graduate Studies, and the examination committees are unable to come for examination at the examination venue determined in the Administrative Order of the Faculty of Graduate Studies, one observer is required to be present in the examination room with the student until the end of the examination and will need to confirm the execution of this examination. The program is requested to submit all documents concerning the observer's curriculum vitae, address, and/or email address to the Faculty of Graduate Studies for approval prior to the examination. If approved, the Dean of the Faculty of Graduate Studies will send the documents directly to that observer. After the completion of the examination, the observer needs to submit all the signed documents to confirm the examination and to certify the documents based on the forms sent from the Dean of Faculty of Graduate Studies and send them back to the Dean of Faculty of Graduate Studies for further process. For the students residing in Thailand, they must sit for examination at an educational public institute or in a government office. For the

students who are abroad, the students shall take exam at an educational public institute located in the province or in the country.

If the student is abroad and the program is unable to find a suitable observer, the program needs to contact the Royal Thai Embassy in that country requesting to conduct the examination in the Royal Thai Embassy and requesting one of the Thai government officials to be present at the examination venue with the student at all examination times.

3. Procedures for taking the dissertation/ thesis examination and reporting the result for the approved online examination.

As the examination process is open to the public, for distance examination, the Chair of the examination committee is requested to inform the Meeting ID to the Faculty of Graduate Studies at least 24 hours before the examination takes place in order for the Faculty of Graduate Studies to announce this information on the website so that the general public can attend the examination session. The Chair of the examination committee is also requested to record the entire process of examination and submit the record along with the examination results to the Faculty of Graduate Studies.

### The Thesis Format

1. The student who has passed the examination from April 1st 2020 onwards is requested to use the E-thesis system provided by Faculty of Graduate Studies, to make the thesis book approved by the Thesis Defence Examination Committee. E-thesis system is the online system and the format of the thesis has already been fixed. The student shall add the thesis content into the system and follow the specified format as the format checking of the thesis book will not be conducted again by Faculty of Graduate Studies. The format of the thesis book is totally responsible by the students and their major advisor.

2. The abstract checking will be dealt with via online system. The students can upload their abstract and fill out the form provided. The students are able to download the edited abstract through Faculty of Graduate Studies Abstract Online System.

3. For the students who took the Thematic Paper / Thesis / with the result as "PASS" before April 1, 2020, they must check the format of the Thematic Paper / Thesis in compliance with the format set by Faculty of Graduate Studies and upload the files to Faculty of

Graduate Studies website. Faculty of Graduate Studies will check for correctness and will inform the students accordingly.

#### Thesis-submission Procedure for Graduation

1. The students must upload file, containing the thesis content in complete version after obtaining final approval from the examination committee, and certified by major advisor and Program Chair, and submit to the Faculty of Graduate Studies via (<https://graduate.mahidol.ac.th/eThesis/stuX>). Please note that the thesis content is totally responsible by the students and their major advisors and shall comply with Academic Regulations of Graduate Studies, Mahidol University.

2. Due to the serious outbreak of COVID-19, the Faculty of Graduate Studies will not strict the date of thesis book submission. The students will have to submit their thesis book in complete version as well as CD containing the contents of the thesis upon the announcement of Faculty of Graduate Studies.

3. The Faculty of Graduate Studies will proceed for the degree approval using the thematic paper / thesis file that the student uploaded and submitted to the Faculty of Graduate Studies.

This announcement shall be effective from 20 March B.E.2563 onwards.

This is therefore announced for your acknowledgement and compliance.

Announced on 20 March B.E.2563



(Professor Dr. Patcharee Lertrit, M.D.)  
Dean of Faculty of Graduate Studies