



Announcement of the Faculty of Graduate Studies, Mahidol University
**Subject: Guidelines for Online Comprehensive Examination, Qualifying Examination, Thesis/
Thematic Paper Proposal Examination, and Thesis/ Thematic Paper Defense Examination**
B.E. 2566

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The Faculty of Graduate Studies recognizes the significance of conducting comprehensive examinations, qualifying examinations, thesis/ thematic paper proposal examinations, and thesis/ thematic paper defense examinations.

To ensure that the management of these examinations proceeds with flexibility, orderliness, and efficiency, by virtue of Article 37 of Mahidol University Act, B.E. 2550, and the resolution of the Faculty of Graduate Studies Committee in the meeting no. 4/B.E. 2566 dated April 5, B.E. 2566, the Dean of the Faculty of Graduate Studies has announced the guidelines for online comprehensive examinations, qualifying examinations, thesis/ thematic paper proposal examinations, and thesis/ thematic paper defense examinations, academic year B.E. 2566. The details are as follows:

1. Online examinations related to graduate thesis/ thematic paper, consist of:

1.1 Comprehensive examination is the examination that assesses the student's knowledge through written and/ or oral examination, based on the requirements for completion of studies for Master's degree, plan B.

1.2 Qualifying examination is the examination that evaluates the qualification of doctoral students through written and/ or oral examination, prior to the thesis proposal examination presentation.

1.3 Thesis/ thematic paper proposal examination is required for Master's and doctoral students. The examination must be an oral presentation based on the approved thesis/ thematic paper proposal from the Faculty of Graduate Studies.

1.4 Thesis/ thematic paper defense examination is required for Master's and doctoral students. The examination must be an oral presentation based on the approved thesis/ thematic paper topic from the Faculty of Graduate Studies.

2. Requesting and conducting comprehensive examinations, qualifying examinations, thesis/ thematic paper proposal examinations, and thesis/ thematic paper defense examinations must comply with the regulations of Mahidol University regarding graduate studies.

3. In the case of programs intending to administer examinations through an online system, approval must be sought from the Dean of the Faculty of Graduate Studies at least 15 days prior to the scheduled examination.

4. The Faculty of Graduate Studies will consider requests for online examinations in the following cases; the program must provide reasons and justifications for consideration:

4.1 For examinations of students located in Thailand, the program must notify the names of the committee members who will participate in the examination with the student, as well as the names of the committee members for the online examination. At least one committee member must be presented at the specified examination location designated and approved by the program/ department/ university.

4.2 For examinations of students located abroad, the program must notify the names of the committee members who will participate in the examination with the student, as well as the names of the committee members for the online examination. At least one committee member must be presented at the specified examination location designated and approved by the program/ department/ university. When there are no committee members physically present with the student during the examination, the program should propose an exam observer. The program should submit the name of the exam observer who will be presented to observe the examination with the student, along with his/ her CV and email address. The exam observer will verify the authenticity, transparency, and compliance of the examination with the conditions set by Mahidol University. After the examination, the exam observer must sign the certification of the student's examination, and the program must submit the signed document from the exam observer, along with the student's examination result, to the Faculty of Graduate Studies.

5. Thesis/ thematic paper defense examinations must be conducted publicly and accessible to the general public. Therefore, the chairperson of the examination committee must notify the Meeting ID of the examination to the Faculty of Graduate Studies at least 3 working days prior to the examination date so that the Faculty of Graduate Studies can announce it on the web page as the general public is allowed to attend and listen to the examination. For online examinations, applications such as Webex, Zoom, or other applications that allow recording of the examination can be used. The chairperson of the examination committee should record the entire examination from beginning to end and submit the recording, along with the examination results, to the head of the program, and later to the Faculty of Graduate Studies.

This announcement is made for general acknowledgement and compliance. Please note that this practice will be effective from now on until further notice.

Announced on 7 April B.E. 2566



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Dean of Faculty of Graduate Studies