

## Procedure/Guideline for Thesis Proposal, Thesis Proposal Approval and Complete Thesis

No	Topic	C/O			Period
		Student	Department/ Program	Graduate Studies Office	
1	- Appointment Of Thesis Proposal Examination Committee (Comprising of no less than 3 members including external examiner (if applicable)) In case of : 1. Thesis Proposal Examination by the Program Committee 2. For a particular thesis/dissertation proposal, appointed by the Program Committee.	Student	Department/ Program		The Program shall be considered the scope of the Thesis Proposal and take place within the period of time before it is submitted to student for information.
2	- Download and fill Request Form Appointment Of Thesis Proposal Examination Committee (1.1) via website <a href="http://www.dent.chula.ac.th/en/grad/downloads">www.dent.chula.ac.th/en/grad/downloads</a> <b>Selected the topic (Download Form &gt; Current Student &gt; Form For Thesis Proposal Examination)</b> <i>Student, advisor and head of department/program director must sign the form, and submit it to the graduate studies office. 10th floor, 80 Years ChaleramNavamaraj Building</i> - An order to appoint the thesis proposal examination committee and sent to the Department/Program approve via Lesspaper				
3	- Student has made an appointment with the thesis proposal examination committee (after receiving the order to appoint the thesis proposal examination committee, Not less than 15 days) - Reservation room via Department/Program staffs. - Download and fill Request Form For Thesis Proposal Examination (1.2) via website <a href="http://www.dent.chula.ac.th/en/grad/downloads">www.dent.chula.ac.th/en/grad/downloads</a> <b>Selected the topic (Download Form &gt; Current Student &gt; Form For Thesis Proposal Examination)</b> <i>Student, advisor and head of department/program director must sign the form, and submit it to the graduate studies office. 10th floor, 80 Years ChaleramNavamaraj Building</i>	Student			
4	- Graduate Studies office submitted the invitation committee letters, evaluation of proposal examination and appointment of the thesis proposal examination committee to student via email and copy it for Department/Program via Lesspaper <b>Internal committee</b> Original document sent to the department affiliation <b>External committee</b> <u>For Original affiliation officer</u> Original document sent to the affiliation. <u>Without affiliation</u> Original document invitation letter, student must pick up at the office themselves. <b>Examination date will have prepared the documents.</b> - The evaluation of thesis proposal examination form - Copy of appointment of the thesis proposal examination committee - compensation documents (if any) <b>After examination</b> - Original the evaluation of proposal examination, Student keep for proved. For consider ethical and copy send to Department/Program. - Process for compensation documents (if applicable)	Student	Department/ Program		3-5 business days after received document

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5	<p>- After pass the thesis proposal exam</p> <p>In cases, Research Involving Human Subjects And/Or Animal Experimentation must have the following Division of Research Affairs : approved without conditions Contact directly to Division of Research Affairs 10th floor, Somdejya 93 : Tel 02-218-8826, 02-218-8866</p>			Division of Research Affairs	Depend on the Committee, Consider Ethic.
6	<p>- Download and fill Approval Form For Thesis Proposal of Doctoral students (1.3) via website <a href="http://www.dent.chula.ac.th/en/grad/downloads">www.dent.chula.ac.th/en/grad/downloads</a></p> <p>Selected the topic (Download Form &gt; Current Student &gt; Approval Form For Thesis Proposal of Master's/Doctoral students include ;</p> <ol style="list-style-type: none"> <li>1. Approval form For Thesis Proposal</li> <li>2. Submitted form for approve of the graduate program administrative committee</li> <li>3. Request for appointment of thesis examination committee</li> <li>4. Copy of the evaluation of proposal examination</li> <li>5. The evidence that approved by Ethics without condition. (In case, Requirement ethics)</li> </ol> <p>- Login and fill in Integrated Thesis &amp; Research Management System Program via website <a href="https://ithesis.grad.chula.ac.th">https://ithesis.grad.chula.ac.th</a></p> <p>- Report the approval form to the Program Committee, respectively, for consideration</p> <p>Student, advisor, Secretary to the Program Administrative Committee and head of department/program director must sign the form, and submit it to the graduate studies office at least 2 weeks prior to Executive Board of Faculty of Dentistry meeting date.</p> <p>Please contact directly to the graduate studies office ask for the schedule of Executive Board of Faculty of Dentistry meeting date.</p> <p>*More question about committee meeting, Please contact Graduate School Office, Fl 10</p> <p>**In case of disapproval / Revised and Changed wil sent form bact to the department/program.</p>	Student			<p>Process since year 1 semester 2 (For MS.c must processd within 2 years / for Ph.D must processd within 3 years )</p> <p>*Except integration program</p>
7	<p>- Prepare a approve the thesis topic, and send to registration department.</p> <p>- Make an order Appointing a Thesis Committee, Inform Department/Program for announcement to Examination Committee</p> <p>- Approve thesis outline via ithesis (Save as proposal) of after the thesis advisor</p> <p>Student will examination of thesis after approval from committee 60 days</p> <p><b>* After committee approval and prepared announcement for approval of the thesis topic .</b> <u>If you need change the examination committee</u> In case necessity ,</p> <p>Please download Request Form for Changes of the Thesis/Dissertation Examination Committee 1.4 via website <a href="http://www.dent.chula.ac.th/en/grad/downloads">www.dent.chula.ac.th/en/grad/downloads</a></p> <p>Selected the topic (Download Form &gt; Current Student &gt; Form For Thesis Proposal Examination)</p> <p>For request approval Board of Committee and send to Graduate school office. For present with Board Committee</p> <p><u>In case need to change the Thesis topic</u></p> <p><b>In case effect to research :</b> please make text order from Department/Program inform to Graduate school office. And send document for request present thesis proposal with Committee again. For inform Registrar's Office, update and revise information in "ithesis". For request apprevel "Save as proposal"</p> <p><b>In case non-effect to research :</b> please make text order from to Graduate school office and update and revise information in "ithesis". For request apprevel</p>			Graduate Studies Office	Within 2 weeks, after approve from thesis examination committee
		Student	Department/ Program		

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8	<p><b>Qualifications for Thesis Examination</b></p> <ol style="list-style-type: none"> <li>1. Take courses and have credits Complete the course schedule.</li> <li>2. Recive approved thesis proposal from the faculty, not less than 60 days before date of the thesis examination.</li> <li>3. There is proof that the part of research paper, has been submitted to an academic journal for publication. or have been accept to present research</li> </ol> <p><b>In case</b> Student will present research paper at academic conferences (proceeding),  Please send document request form for requirements checking of The National/ International Conference via website  <a href="http://www.dent.chula.ac.th/en/grad/downloads">www.dent.chula.ac.th/en/grad/downloads</a></p> <p>Selected the topic (Download Form &gt; Current Student &gt;(Request Form For Requirements Checking Of The National/ International Conference For Graduate Student, Faculty Of Dentistry, Chulalongkorn University)</p> <p><b>Procedure for Thesis Examination</b></p> <ul style="list-style-type: none"> <li>- Appointment date of exam and request appointment with the examination committee (The draft thesis must be approval by the advisor of thesis date. from "ithesis" system at least 2 weeks before the thesis exam "Save as draft Thesis")</li> <li>- Reservation room via Department/Program staffs.</li> <li>- Download Form Request Form For Thesis Examination 1.5 via website  <a href="http://www.dent.chula.ac.th/en/grad/downloads">www.dent.chula.ac.th/en/grad/downloads</a></li> </ul> <p>Selected the topic (Download Form &gt; Current Student &gt; Form For Thesis)</p> <p>Prepare attachments as specified in the form. And present involved to signature. Please send document at Office of Graduate Studies, 10th Floor, Chalem Nuamraj Dental Building 80, not less than 15 days for the thesis examination</p>				
9	<ul style="list-style-type: none"> <li>- Issue a letter of Invite the examination committee according to the appointment order, Form Thesis assessment before the thesis examination, and prepare a thesis examination report.</li> <li>- Prepare poster thesis exam notice board and publicize the news via online media of the Graduate Studies Office.</li> <li>- Send a letter of invitation to all examination committees, Form pre-examination thesis assessment, Thesis Examination Report and Order text of Thesis Examination Committee assignation. Via email of student and copy to Department/Program.</li> </ul> <p><b>Internal committee</b> Original document sent to the department affiliation  <b>External committee</b> <u>For Original affiliation officer</u> Original document sent to the affiliation.  <u>Without affiliation</u> Original document invitation letter, student must pick up at the office themselves.</p>			Graduate Studies Office	3-5 business days, After receive the request for an examination appointment.
10	<p><b>Documents for Examination date</b></p> <ul style="list-style-type: none"> <li>- Order to assign the thesis examination committee (Keep at department)</li> <li>- Thesis Examination Report</li> <li>- Process for compensation documents (if any)</li> <li>- The examination committee sends a thesis assessment form to the chairman of the examination committee before starting the examination.</li> </ul> <p><b>After Examination</b></p> <ul style="list-style-type: none"> <li>- Thesis Examination Report, Propose the examination committee and head of the department to sign and keep a copy.</li> </ul> <p>Original copy/Department will make a memorandum of text and submit it to the Graduate Studies Office for further submission to the Registration Office.</p> <ul style="list-style-type: none"> <li>- Thesis assessment form before the examination will Keep it at department at least 2 years, students can request to view it later.</li> <li>- Proceeding with the disbursement of remuneration for the examination committee.</li> </ul>	Student	Department/ Program		<p>After receive the request for, 3-5 business days.</p> <p>Within 1 week, After examination.</p>

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11	<p>- Record/adjust detail in Thesis in "ithesis system". As informed by the Thesis Examination Committee.</p> <p><a href="https://ithesis.grad.chula.ac.th">https://ithesis.grad.chula.ac.th</a></p> <p>* Only thesis, written in English must be checked for online publication piracy with the "Turnitin" program .(please contact at Central Library <a href="https://www.car.chula.ac.th/turnitin.php">https://www.car.chula.ac.th/turnitin.php</a>)</p> <p>When completing recording or correction process, must request approval of "Save as complete thesis" from thesis advisor via the "ithesis" system and print the following documents:</p> <p>1. Print complete thesis book that has been approved by the thesis advisor. From "ithesis" system 1 book <b>(Hang by fold back clips only, not bind thesis)</b></p> <p>* Page of thesis approval, Present to the examination committee to sign, and proposed Graduate Studies office of dean of Faculty of Dentistry to sign.</p> <p>** Thai and English abstract pages, propose an advisor and students to sign.</p> <p>2. Print document "Submission Document" from "iThesis" system, propose an advisor and students to sign. (This document will be show up when the thesis approves it by advisor "Complete Thesis").</p> <p>3. The Complete Thesis/Dissertation Submission Guidelines <a href="https://www.grad.chula.ac.th/en/thesis.php?id=34">https://www.grad.chula.ac.th/en/thesis.php?id=34</a></p> <p>(There was a problem, please contact Graduate School Chulalongkorn University. Tel : 02-218-3529)</p> <p>*If the student has submitted a complete thesis but has not been accepted for publication or has not presented the results at the academic conference. "Considered not yet to graduated ". Please submit Request Form for Retaining Student Status (cr32)</p> <p>(More information, please contact Graduate Studies office)</p>	Student				According to the period specified by Graduate School, students will graduate in each semester.

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Please contact the Education Quality Group, Academic Department, Graduate School Chulalongkorn University. Email : ethesis.grad@gmail.com or 02-218-3529 or 02-218-3501 and 603 or Graduate Studies Office, 10th Floor, Chalerm Nuamraj Dental Building 80 Tel. 02-218-9036 Email : graddentcu@chula.ac.th