



Chiang Mai University Announcement
Subject: Guidelines and Procedures for Thesis and Independent Study

To ensure the effective implementation of conducting of thesis and independent study for graduate students, the University hereby issues the following announcement pursuant in Article 18 and Article 25 of Chiang Mai University regulations on graduate studies B.E. 2568 (2025), and in accordance with the resolution of the academic administration and development committee at meeting No.12/2568 (2025) on July 4, 2025:

Clause 1 This announcement shall be cited as “Chiang Mai University Announcement, Subject: Guidelines and Procedures for Thesis and Independent Study”.

Clause 2 This announcement shall be effective from the day following the date of announcement.

Clause 3 Hereby repealed:

- (1) Announcement of Graduate School, Chiang Mai University No.53/2564 (2021), Subject: “Steps and Guidelines in Doing Thesis”, dated November 17, 2021.
- (2) Announcement of Graduate School, Chiang Mai University No.27/2565 (2022), Subject: “Steps and Guidelines in Doing Thesis (Issue no.1)”, dated July 11, 2022.

Clause 4 In this announcement:

“University”	refers to	Chiang Mai University.
“Academic Unit”	refers to	a faculty, college, institute, or any other academic division responsible for offering graduate programs under Chiang Mai University.
“Student”	refers to	a graduate student at Chiang Mai University.
“Thesis or Independent Study Course”	refers to	a thesis course or an independent study course or a dissertation course or an equivalent course.
“Master’s Degree-Plan 1”	refers to	Master’s Degree Plan 1 or Type 1.
“Master’s Degree-Plan 2”	refers to	Master’s Degree Plan 2 or Type 2.
“Master’s Degree-Plan 3”	refers to	Master’s Degree Plan 3 or Type 3.

Clause 5 Appointment of Thesis or Independent Study Advisor.

- (1) Students are responsible for contacting and approaching their major thesis or independent study advisor.
- (2) The major thesis or independent study advisor shall contact and approach thesis or independent study co-advisor(s), (if applicable) and inform the chair of the Graduate Program Executive Committee of the respective academic program. The chair shall propose the names of the student, the major advisor and co-advisor(s) to the chair of the Graduate Studies Committee of the academic unit for approval and issue an academic unit official order or announcement to be effective .

The qualifications and criteria for the major advisor and co-advisor(s) shall be in accordance with Chiang Mai University regulations on graduate studies or Chiang Mai University announcement on graduate education standards.
- (3) Master’s degree students shall have either one major thesis or independent study advisor, or a thesis or independent study advisory committee consisting of at least two members, with one member serving as the major advisor, and the remaining member(s) serving as co-advisor(s).

- (4) Doctoral degree students shall have a thesis advisory committee consisting of at least three members with relevant expertise or beneficial knowledge for conducting thesis, with one member serving as the major advisor, and the remaining member(s) serving as co-advisor(s).

Clause 6 The proposal for thesis or independent study shall comply with all requirements specified in the curriculum and be approved by the major thesis or independent study advisor. Additional conditions shall apply according to the academic level and study plan, as follows:

- (1) Students must enroll for courses or university services in the regular semester or summer session in which they submit their thesis or independent study proposal.
- (2) Master's Degree-Plan 1 students must fulfill the foreign language requirements for graduate students.
- (3) Master's Degree-Plan 2 students must have accumulated at least six credits from graduate courses as specified in the curriculum and fulfill the foreign language requirement for graduate students.
- (4) Master's Degree-Plan 3 students must have accumulated at least six credits from graduate courses as specified in the curriculum.
- (5) Doctoral degree students must have passed the qualifying examination and fulfill the foreign language requirement for graduate students.

Clause 7 Approval and Submission of Thesis or Independent Study Title and Proposal

- (1) The Graduate Program Executive Committee of the respective academic program shall consider for approval the thesis or independent study title and proposal based on the following key considerations:
 - (a) Consistency between the Thai and English titles.
 - (b) Alignment between the title and the overall objectives and content of the proposal.
 - (c) Appropriateness of research methodology or research process.
 - (d) Clarity of expected goals and benefits.
 - (e) Scope of work, workload, and duration.
 - (f) Value and standard of the thesis or independent study, appropriate for the academic level and credit numbers required in the curriculum.
- (2) The Graduate Program Executive Committee of the respective academic program shall propose to the Graduate Studies Committee of the academic unit for approval.
- (3) The academic unit shall submit the thesis or independent study title and proposal via the online system of the Registration Office to inform the approval within fifteen days from the approval date. The submission shall include the request form for thesis or independent study title and proposal approval, the appointment of thesis or independent study advisor or advisory committee, and the letter of consent to consign intellectual properties to the University.
- (4) Student status shall be terminated if they fail to obtain the approval of the thesis or independent study title and proposal within the study period as prescribed in Chiang Mai University regulations on graduate studies.

Clause 8 Change of Thesis or Independent Study Title and/or Advisor

- (1) Students who wish to change their thesis or independent study title due to academic reasons, recommendations by the thesis or independent study defense committee, or other relevant reasons shall submit a request for approval of the major thesis or independent study advisor and the chair of the Graduate Program Executive Committee of the respective academic program, and the chair of the Graduate Studies Committee of the academic unit. Upon approval, the academic unit shall issue an official order or announcement to be effective, and the change must be recorded in the Registration Office's online system within fifteen days from the date of approval.
- (2) Students or the chair of the Graduate Program Executive Committee of the respective academic program, who wish to change some or all members of the thesis or independent study advisory committee due to necessary circumstances—such as

resignation, retirement, or a change in thesis or independent study title—shall submit a request stating the reasons for consideration. The request shall be submitted through the chair of the Graduate Program Executive Committee of the respective academic program to the chair of the Graduate Studies Committee of the academic unit for approval. Upon approval, the academic unit shall issue an official order or announcement to be effective, and the change must be recorded in the Registration Office's online system within fifteen days from the date of approval.

Clause 9 Thesis or Independent Study Course Enrollment

- (1) Students may enroll in a thesis or independent study course from the regular semester or summer session in which their thesis or independent study title and proposal have been approved, or concurrently with the submission of a request for such approval. However, if approval is granted after the grade submission deadline for that regular semester or summer session, the student shall receive a grade of W for the course.
- (2) Students may enroll in other courses and a thesis or independent study course in the same regular semester or summer session, subject to the criteria and maximum credit requirements specified in the Chiang Mai University regulations on graduate studies.
- (3) Students who have completed all required credits in other courses and in the thesis or independent study course, as specified in the curriculum, but are unable to complete their thesis or independent study or graduate, must meet one of the following requirements:
 - (a) Enroll for university services in every regular semester in which academic activities are undertaken.
 - (b) Take a leave of absence to maintain student status in every regular semester in which no academic activities are undertaken.

Clause 10 Format and Language Requirements for the Preparation of a Thesis or Independent Study Document

- (1) For the preparation of thesis or independent study documents, students shall choose one of the following formats. All format must include an abstract in both Thai and English.
 - (a) Format 1—Students who prepare documents in the standard format shall follow the thesis or independent study writing manual or other guidelines as specified by the University
 - (b) Format 2—Students who have published their thesis or independent study and/or have received an official acceptance for publication, with the student as the first author of at least one work, may prepare their thesis or independent study document by incorporating the details of the thesis or independent study and/or the original thesis or independent study or manuscript. The content shall be organized into three sections:
 - 1) Introduction and Objectives—Present the background and significance, research objectives, and conceptual framework
 - 2) Research—Include the published thesis or independent study work and/or original articles that have received official acceptance for publication, and/or original manuscripts not yet been accepted for publication. These works will not be published in the University's online system; however, full citation details must be provided in accordance with the type and number specified in the curriculum's graduation requirements, as follows
 - a) In case of published thesis or independent study work, state details such as the author names, title of the work, name of the journal or academic conference, year of publication, issue number, page range, ISBN (if applicable), and DOI of the work (if applicable).
 - b) In case of original article officially accepted for publication, state details such as author names, title of the work, name of the journal or academic conference, and date of acceptance for publication.

- c) In case of original manuscript not yet accepted for publication, compile the article in the format of a manuscript in submission-ready format, including author names, title, introduction and objectives, research methodology, research results and discussion, and conclusions.
- 3) Conclusion—Provide a comprehensive summary of the research and clearly address the research objectives.
- (2) Language for Composing Thesis or Independent Study
 - (a) A master's thesis or independent study may be written in either Thai or English at the discretion of the major thesis or independent study advisor.
 - (b) A doctoral thesis must be written in English, except in cases where valid academic reasons make this impracticable. In such cases, the student must submit a request to use another language. The request must be approved by the major thesis advisor, the Graduate Program Executive Committee of the respective academic program, the Graduate Studies Committee of the academic unit and the Academic Administration and Development Committee, which shall consider and approve such requests on a case-by-case basis. This requirement does not apply to programs that explicitly specify composing thesis in another language.

Clause 11 Request for Thesis or Independent Study Defense. Students may submit a request form for thesis or independent study defense with the approval of their major thesis or independent study advisor and the chair of the Graduate Program Executive Committee of the respective academic program, and the chair of the Graduate Studies Committee of the academic unit for approval. The academic unit issues an official order or announcement to be effective. The process must comply with the following conditions:

- (1) Students must enroll in a course or enroll for university services in the regular semester or summer session in which the defense is requested.
- (2) Students must fulfill the conditions specified in the curriculum, except for conditions related to academic publication for graduation.
- (3) Students must complete their research and prepare the thesis or independent study document as mentioned in Clause 10, with the approval of the major thesis or independent study advisor.
- (4) Master's Degree-Plan 3 students must fulfill the foreign language requirement for graduate students.
- (5) Students must submit their thesis or independent study document for verification through Turnitin System and obtain a certified signature from their major thesis or independent study advisor on the summary of the inspection results obtained from the system.

Clause 12 Appointment of Thesis or Independent Study Defense Committee

- (1) The chair of the Graduate Studies Committee of the academic unit shall appoint the thesis or independent study defense committee and specify the defense date, time, and location by issuing an academic unit official order or announcement to be effective. The thesis or independent study defense committee members may be nominated by the major thesis or independent study advisor, with the approval of the chair of the Graduate Program Executive Committee of the respective academic program, as follows:
 - (a) The master's thesis or independent study defense committee shall consist of at least three members. The chair of the committee must not be either the major or co-advisor(s).
 - (b) The doctoral thesis defense committee shall consist of at least five members. The chair of the committee must be an external expert.
 - (c) The qualifications, criteria, academic achievements and composition of the thesis or independent study defense committee shall be in accordance with Chiang Mai University regulations on graduate studies or Chiang Mai University announcement on graduate education standards.
- (2) Students must submit copies of their thesis or independent study documents in the format mentioned in Clause 10, in a quantity at least equal to the number of defense

committee members. These copies may be submitted either via the chair of the Graduate Program Executive Committee of the respective academic program, or directly to the defense committee members at least one week before the defense date.

Clause 13 Thesis or Independent Study Defense

- (1) The chair of Graduate Program Executive Committee of the respective academic program shall announce the schedule, date, time, and location of the thesis or independent study defense to the public and allow interested participants to attend the presentation of the thesis or independent study work and/or ask questions prior to the defense to the committee.
- (2) The thesis or independent study defense shall be conducted in the form of an oral examination to the thesis or independent study defense committee.
- (3) For doctoral thesis, students shall include a statement(s) of originality as part of the thesis document, following the format specified in the thesis or independent study writing manual. The presentation and the defense of the doctoral thesis shall be conducted in English, unless special approved by the University to use another language or as specified by the curriculum.
- (4) Duration of thesis or independent study defense
 - (a) The thesis or independent study defense for a master's degree should not exceed three hours.
 - (b) The doctoral thesis defense should not exceed six hours.
- (5) The chair of the thesis or independent study defense committee shall oversee the process to ensure the defense smooth and efficient defense.
- (6) The major thesis or independent study advisor shall provide necessary support for the defense, and be responsible for the recording, preparing a report, summarizing, and submitting the defense results.

Clause 14 Evaluation and Result Submission of Thesis or Independent Study Defense

- (1) The evaluation of thesis or independent study defense shall follow the criteria and procedures determined by the thesis or independent study defense committee, which must be communicated to the student before the defense proceeds.
- (2) The thesis or independent study defense committee, along with the thesis or independent study advisor or advisory committee, shall sign and certify the defense results on the thesis or independent study defense report form within fifteen days from the date of the defense.
- (3) The major thesis or independent study advisor, the chair of the Graduate Program Executive Committee of the respective academic program, and the chair of the Graduate Studies Committee of the academic unit shall sign and certify the defense results on the Grade Sheet Form (CMR 54) within fifteen days from the defense date.
- (4) The academic unit shall submit the thesis or independent study defense report form and the Grade Sheet Form via the online system of the Registration Office within seven days from the date of receiving the documents.
- (5) Students who have passed the thesis or independent study defense and submitted the complete version of thesis or independent study document will receive a grade of S in the thesis or independent study course.

Clause 15 Request for Retake of Thesis or Independent Study Defense. Students can submit a request with the approval of the major thesis or independent study advisor and the chair of the Graduate Program Executive Committee of the respective academic program, and the chair of the Graduate Studies Committee of the academic unit. The academic unit issue an official order or announcement to be effective. This process must comply with the following conditions:

- (1) Students must enroll in a course or enroll for university services in the regular semester or summer session in which they request to retake the defense. If the result of the first attempt is "Fail" and the student has received a grade of U, they must re-enroll for the thesis or independent study course.
- (2) Students who fail the first thesis or independent study defense are entitled to one retake within the specified period, as follows:
 - (a) In case the student fails the defense based on the thesis or independent study defense committee's evaluation, the retake must be completed within six months from the date of the first attempt.
 - (b) In case the student fails the defense based on failure to submit the thesis or independent study document within sixty days from the date of the defense, the retake must be completed within thirty days from the date of the failed result.
- (3) Students must pay the retake fee at the rate specified in the Chiang Mai University announcement.
- (4) Students who fail to complete the defense retake within the specified period, fail the retake, or unable to submit the complete version of thesis or independent study document within sixty days from the defense date, shall have their student status terminated. However, doctoral degree students may submit a request to the Graduate Program Executive Committee of the respective academic program and Graduate Studies Committee of the academic unit to propose a recommendation to the University, through the Registration Office, for approval to change their academic level to a Master's degree in the same or a related field of study.

Clause 16 Submission of Completed Thesis or Independent Study Document.

- (1) Students shall prepare the thesis or independent study document in the format mentioned in Clause 10, with complete signatures on the approval page from the thesis or independent study advisor or advisory committee and the thesis or independent study defense committee. Electronic signatures may be used in place of handwritten ones.
- (2) Students shall submit the thesis or independent study document for review via the online system of the Registration Office. It is recommended to initiate the review process within fifty days from the defense date.
- (3) A complete version of thesis or independent study document refers to a document that has been reviewed for formatting by the Registration Office and has been certified with an official watermark. Students must complete this process within sixty days from the defense date. If a student fails to complete the process within this period, the due date for submitting the complete version of thesis or independent study document shall be considered the date of defense failure.
- (4) Students must submit the complete version of thesis or independent study document for publication via the Chiang Mai University Library website by choosing one of the following methods:
 - (a) In the regular case, students permit immediate publication of the thesis or independent study document and proceed to submit the thesis or independent study document in the Turnitin system.
 - (b) In case of concealment, students may submit a request to conceal their thesis or independent study document only if there are valid academic reasons. The concealment period shall not exceed ten years; however, students are entitled to attempt to request an extension. The request for concealing shall state the reasons and necessities, with the approval of the major thesis or independent study advisor, the chair of the Graduate Program Executive Committee of the respective academic program, and the chair of the Graduate Studies Committee of the academic unit, via the online system of the Registration Office.

Upon expiration of the concealment period, the Registration Office will proceed to publish the thesis or independent study document via the Chiang Mai University Library website and the Turnitin system, respectively.

- (5) Students who complete all required procedures within the specified period will receive the complete version of thesis or independent study file submission report for graduation approval request.

Clause 17 Request for Graduation Approval. Students must submit a request for graduation approval in the regular semester or summer session in which they expect for graduation, in accordance with the specified conditions and with the preparation of the following required documents:

- (1) Students must check their course enrollment record, total credits, academic results, academic achievement, and other details to ensure they fully complete all requirements specified in the curriculum.
- (2) Students must enroll in a course or university services in the regular semester in which they request for graduation approval. Enrollment in the second semester shall be considered inclusive of the summer session.
- (3) Students must register for graduation via online system of the Registration Office.
- (4) The Registration Office shall propose the graduation approval request once all documents have been received from the academic unit and verified as meeting all required conditions, as follows:
 - (a) Students have printed the complete version of thesis or independent study file submission report.
 - (b) Students have completed the academic achievement information and printed the academic publication report via the Registration Office's online system.
 - (c) Students have paid all required fees and have no outstanding debts to the University.
 - (d) Students have completed and fulfilled all requirements in the curriculum, University regulations, scholarship funding agreements (if applicable), and other relevant announcements.
 - (e) The academic unit prepares the degree approval documents, with the approval of the major thesis or independent study advisor, the chair of the Graduate Program Executive Committee of the respective academic program, and the chair of the Graduate Studies Committee of the academic unit.

Clause 18 Date of Graduation Approval and Date of Academic Documents Issuance.

- (1) The official graduation approval date shall be the date on which the Academic Administration and Development Committee approves the graduation request.
- (2) The issuance date of official academic documents, such as the certificate of qualification and the official transcript, shall be the day following the date on which the Academic Council approves the graduation request.

Clause 19 The President shall be Responsible for the Enforcement of this Announcement.

In case of ambiguity or difficulty in the implementation of this announcement, the thesis or independent study advisor shall clarify the reasons and necessity through the Graduate Program Executive Committee of the respective academic program and the Graduate Studies Committee of the academic unit to subsequently provide opinions for consideration. The Academic Administration and Development Committee shall provide a recommendation for the President's final ruling, which shall be deemed conclusive.

Announced on October 27, 2025.



(Professor Pongruk Sribanditmongkol, M.D., Ph.D)
President of Chiang Mai University