

Independent Study (IS) Procedure (Academic Year 2561/2018, Semesters 1 & 2)

For Thai Calendar – Applied for TESOL

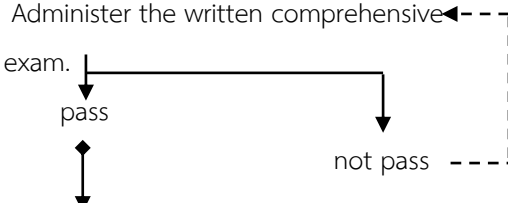
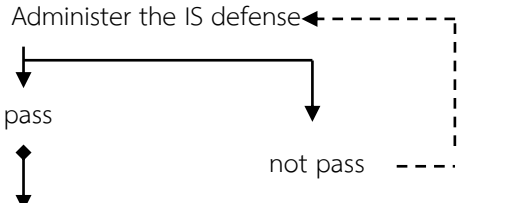
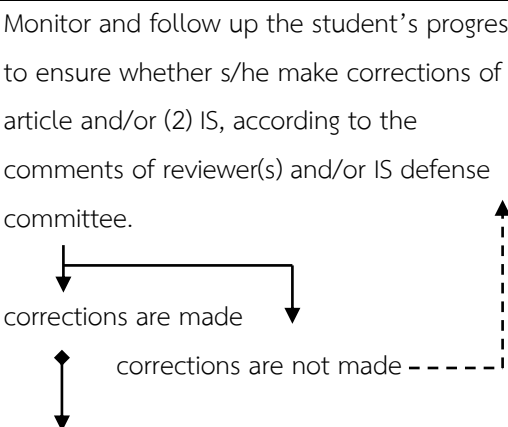
In the case that there are both written and oral comprehensive exams

No.	People involved	Process	Semester 1	Semester 2
1	Instructor responsible for Independent Study	As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted.	Before the semester begins	Before the semester begins
2	Department	Administer the examinations of other courses apart from the IS.	Within August 31 st , 2018	Within December 31 st , 2018
3*	Department	Administer the written comprehensive exam. 	Within September 7 th , 2018	Within January 11 th , 2019
4*	Department	Administer the IS defense. 	Within September 7 th , 2018	Within February 8 th , 2019
5*	Main IS Advisor	Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee. 		
6*	Department Head	Submit the grade of IS to the Registration Office.		
7*	Department	Administer the oral comprehensive exam. 	Last day: October 8 th , 2018 (following the academic calendar)	Last day: March 1 st , 2019 (following the academic calendar)

No.	People involved	Process	Semester 1	Semester 2
8	Department Head	1. Submit a memo with the name list of students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo.	Last day: October 12 th , 2018 (following the academic calendar)	Last day: March 8 th , 2019 (following the academic calendar)
Last day of graduation announcement			October 19 th , 2018 (following the academic calendar)	March 22 nd , 2019 (following the academic calendar)

** If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in that semester.*

In the case that there is only written comprehensive exam

No.	People involved	Process	Semester 1	Semester 2
1	Instructor responsible for Independent Study	As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted.	Before the semester begins	Before the semester begins
2	Department	Administer the examinations of other courses apart from the IS.	Within August 31 st , 2018	Within December 31 st , 2018
3*	Department	Administer the written comprehensive exam. 	Within September 7 th , 2018	Within January 11 th , 2019
4*	Department	Administer the IS defense. 	Within September, 2018	Within January, 2019
5*	Main IS Advisor	Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee. 		
6*	Department Head	Submit the grade of IS to the Registration Office.		
7	Department Head	1. Submit a memo with the name list of students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo.	Last day: October 12 th , 2018 (following the academic calendar)	Last day: March 8 th , 2019 (following the academic calendar)
Last day of graduation announcement			October 19 th , 2018 (following the academic calendar)	March 22 nd , 2019 (following the academic calendar)

** If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in that semester.*