
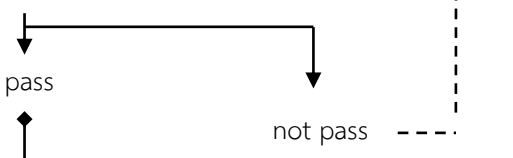
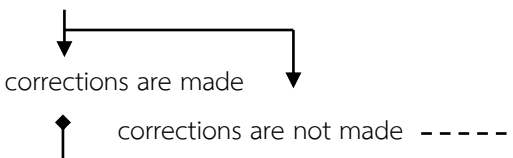
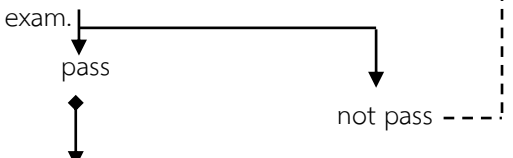


Independent Study (IS) Procedure (Academic Year 2561/2018, Summer Semesters)

For Thai Calendar – Applied for TESOL

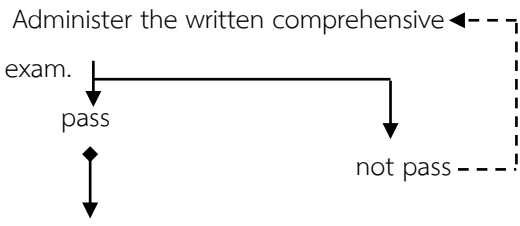
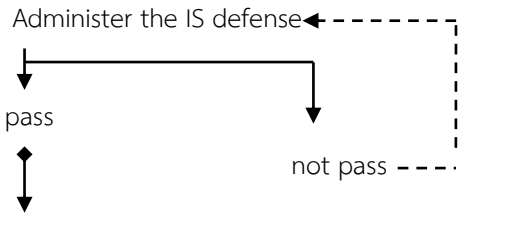
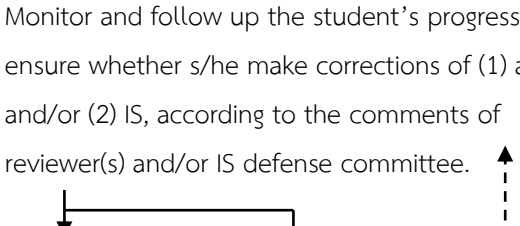
In the case that there are both written and oral comprehensive exams

No.	People involved	Process	Summer Semester
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
2	Department	Administer the examinations of other courses apart from the IS.	No course work
3*	Department	Administer the written comprehensive exam. 	Within April 19 th , 2019
4*	Department	Administer the IS defense. 	Within May 3 rd , 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: May 10 th , 2019 (following the academic calendar)

No.	People involved	Process	Summer Semester
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: May 17 th , 2019 (following the academic calendar)
Last day of graduation announcement			May 24 th , 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 this semester.*

In the case that there is only written comprehensive exam

No.	People involved	Process	Summer Semester
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
2	Department	Administer the examinations of other courses apart from the IS.	No course work
3*	Department	Administer the written comprehensive exam. 	Within April 19 th , 2019
4*	Department	Administer the IS defense 	Within May 3 rd , 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: May 17 th , 2019 (following the academic calendar)
Last day of graduation announcement			May 24 th , 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 this semester.*