

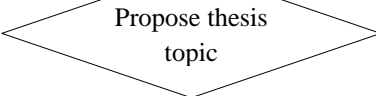
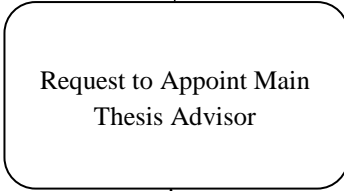
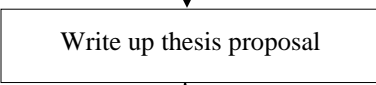
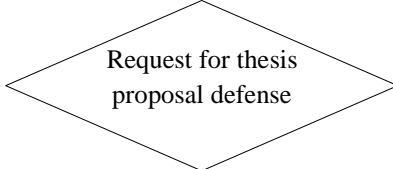
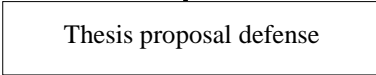
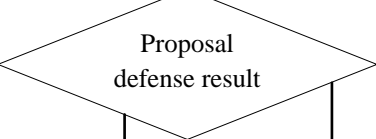
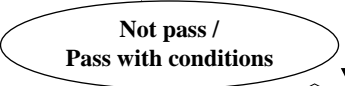
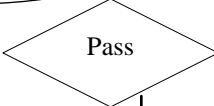
## Thesis Process Flowchart (Revised 2018)

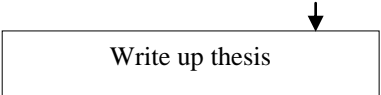
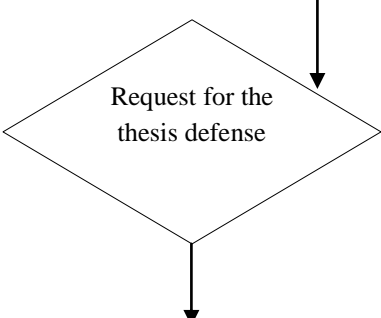
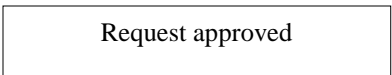
### Linguistics Department, International College, Payap University

There are three primary phases in the thesis process.

1. Procedures **before** the thesis defense
2. Thesis defense
3. Procedures **after** the thesis defense

#### 1. Procedures **before** the thesis defense

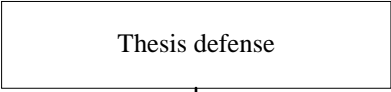
No.	Details	Related document(s)	People involved	Notes
1		1. Thesis Topic Proposal Request (WK.B. 01/59) 2. Thesis Topic Proposal (WK.B. 01.1/59)	1. Student 2. Department 3. Faculty/College	Some Departments may not require this procedure.
2		1. Thesis Advisor Appointment Form (WK.B.02/59) 2. Thesis Advisor or Thesis Defense Committee Resume Form (WK.B.02.1/59)	1. Student 2. Department 3. Faculty/College	Qualification of Main Thesis Advisor 1. Full-time faculty members hold a doctoral degree or equivalent in the field of the program or related field, <b>or</b> 2. hold an academic rank of at least Associate Professor, <b>and</b> 3. Have experience doing research which is not part of graduation requirement
3			1. Student 2. Main Thesis Advisor	
4		1. Thesis Proposal Defense Request Form (WK.B.03/59) 2. Thesis Proposal Forms (WK.B.03.1/59)	1. Student 2. Department 3. Faculty 4. Academic Affairs	The "Thesis Advisor Appointment Form" (WK.B.02/59) and the "Thesis Proposal Defense Request Form" (WK.B.03/59) can be submitted together.
5			1. Department 2. Faculty/College	
6		1. Thesis Proposal Defense Report Summary (WK.B.04/59) 2. Thesis Proposal Defense Result Form (WK.B.04.1/59)	1. Department 2. Faculty/College 3. Academic Affairs	
7				Go back to No. 3
8				

No.	Details	Related document(s)	People involved	Notes
9	 <p>Write up thesis</p>		1. Student 2. Main Thesis Advisor	
10	 <p>Request for the thesis defense</p>	1. Thesis (Presentation and) Defense Request Form (WK.B.05/59) 2. Academic Service System Data Checking Report (PYU 0221/5/1/50)	1. Student 2. Main Thesis Advisor 3. Department 4. Faculty/College 5. Academic Affairs 6. Registration Office	
11	 <p>Request approved</p>	1. Thesis Defense Committee Assignment Form (WK.B.06/59) 2. Submit three or more copies of the complete thesis according to the number of thesis defense committee members	1. Student 2. Department 3. Faculty/College 4. Academic Affairs	<p>The thesis defense committee includes full-time faculty members and an external expert.</p> <p><b>**The department must carefully check the qualification of the thesis defense committee members.</b></p> <ul style="list-style-type: none"> <li>- For the students enrolled in the program based on the old curriculum, the committee members' qualification must be based on <b>the Ministry of Education Announcement on the Graduate Program Standard Criteria B.E. 2548 (2005).</b></li> <li>- For the students enrolled in the program based on the revised curriculum, the committee members' qualification must be based on <b>the Ministry of Education Announcement on the Graduate Program Standard Criteria B.E. 2558 (2015).</b></li> </ul>

### Advice & Caution

1. The student must do the thesis work following the main thesis advisor's advice.
2. The time frame for each step depends on the quality of the student's thesis and the main advisor's approval for the student to do the thesis defense.

## 2. Thesis Defense

No.	Details	Related document(s)	People involved	Notes
1	 <pre> graph TD     A[Thesis defense] --&gt; B{Thesis defense result}     B --&gt; C([Not pass])     B --&gt; D([Pass with conditions])     B --&gt; E{Pass}           </pre>		1. Department 2. Faculty/College	
2		1. Thesis Defense Summary Report (WK.B.07/59) 2. Thesis Defense Result Form (WK.B.07.1/59)	1. Department 2. Faculty/College 3. Academic Affairs	
3				
4				Go back to No. 1–9.
5				Move on to the next step.

### 3. Procedures after the thesis defense

No.	Details	Related document(s)	People involved
1	Make corrections according to the thesis defense committee's comments and suggestions		1. Student 2. Main Thesis Advisor
2	Thesis defense committee (check and get it back to the student)		1. Student 2. Main Thesis Advisor
3	Make additional correction		1. Student 2. Main Thesis Advisor
4	<b>Pass</b> Committee Members sign the signature pages		1. Student 2. Main Thesis Advisor
5	Print the whole thesis for format checking	Thesis Final Draft Submission Request Form (WK.B.08.1/59)	1. Student 2. Main Thesis Advisor 3. Department 4. Faculty/College 5. Academic Affairs
6	Submit to Academic Affairs	Report of Thesis Publication (WK.B. 08/59)	1. Student 2. Academic Affairs
7	Academic Affairs will check on the formatting (By Librarians) (e.g. Citations, Margins, etc.)		1. Academic Affairs 2. Library
8	Academic Affairs receives the thesis back from the library		
9	Make corrections (if any) and get the Main Thesis Advisor's signature as approval		1. Student 2. Main Thesis Advisor
10	Submit the corrected thesis to Academic Affairs for the final check		1. Student 2. Main Thesis Advisor 3. Academic Affairs
11	More corrections		1. Student 2. Main Thesis Advisor

No.	Details	Related document(s)	People involved
12	<p style="text-align: center;"><b>Pass</b> Person at Academic Affairs responsible for Graduate Programs approves the thesis for printing and binding</p>		1. Student 2. Main Thesis Advisor 3. Academic Affairs
13	<p style="text-align: center;">Submit the bound complete thesis copies and CD-ROM</p>	1. Thesis Final Draft Submission Request Form (WK.B.09/59) 2. Grant of Thesis Copyright to Payap University Form (WK.B.09.1/59) 3. Verification of Thesis or Independent Study (WK.B.09.2/59)	1. Student 2. Main Thesis Advisor 3. Department 4. Faculty/College 5. Academic Affairs

\*\*The schedule of the thesis/IS process of each semester in each academic year is normally posted on the Academic Affairs website.

### Notes Publication Requirement

Based on the Ministry of Education's Announcement on the Graduate Program Standard Criteria, the student must have his or her thesis or part of the thesis published in either of the following ways. If the student has no publication, s/he will be unable to graduate.

1. In the case that the student must follow the Ministry of Education Announcement on the Graduate Program Standard Criteria B.E. 2548 (2005),

(1) The thesis must be published or at least the thesis or part of the thesis must be accepted to be published in a journal or academic publication or

(2) The thesis or part of thesis is presented at a conference which has published proceedings.

2. In the case that the student must follow the Ministry of Education's Announcement on the Graduate Program Standard Criteria B.E. 2558 (2015),

(1) The thesis or part of the thesis must be published or at least accepted to be published in a national or international journal which is qualified based on the Office of Higher Education Commission (OHEC)'s Announcement on the Criteria of Academic Journals for Publication of Academic Works or

(2) The thesis or part of thesis is presented at an academic conference and the full paper is published in the conference proceedings.

After the student has met the conditions, s/he must submit the "Report of Thesis Publication" (WK.B. 08/59) along with related documents to the Academic Affairs Office of Payap University for the confirmation of publication.