



Ph.D. International Program

in Clinical Sciences



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Ph.D. International Program

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Foreword

This is your Ph.D. International Program in Clinical Sciences handbook. It provides information and guidance which you may need to help you make the most successful graduate student in this program. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures, as well as relevant contact details and web links where you can find out more. It is essential, and your responsibility, to read it.

In addition to the Chulalongkorn University Graduate Studies Regulations, this handbook sits alongside the departmental and Graduate School's handbook. Hence, it should be aware that you should keep abreast of announcements pertaining to the programs in Clinical Sciences, and check the academic calendar posted on the website of the University Registrar's Office at www.reg.chula.ac.th for further information that is of benefit to you.

Graduate Affairs

Faculty of Medicine Chulalongkorn University

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01 Introduction

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These days, the area of clinical sciences progress rapidly, together with new knowledge in the medical sciences has been integrated into the therapy and prevention of diseases and health promotion. This program aims to produce clinical researchers with experience in advanced research, and to produce specialized innovative research works in the various areas of clinical sciences, which would ultimately be translated into treatment and therapy of patients. During the period of study, students will learn how to conduct clinical research in their interested field of clinical practice by means of valid design and methodology and in compliance with research ethical standards and publication ethics.



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02 Program Structures

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During the period of study, students will learn how to skillfully conduct clinical research in their interested field of clinical practice. The Ph.D. International Program in Clinical Sciences are available to students in two schemes of study.

(1) Scheme 1 is a research-based program leading to a dissertation. This type of scheme consists of two formats:

- (a)** Scheme 1.1: candidates who have a master's degree shall produce a dissertation worth not less than 48 credits.
- (b)** Scheme 1.2: candidates who have a bachelor's degree with Honors shall produce a dissertation worth not less than 72 credits.

(2) [Scheme 2](#) is a research-based program, combining coursework with research leading to a dissertation. This type of scheme consists of two formats:

(a) Scheme 2.1: candidates with a master's degree shall take courses of at least 12 credits in total and produce a dissertation worth not less than 36 credits.

(b) Scheme 2.2: candidates with a bachelor's degree shall take courses of at least 24 credits in total and produce a dissertation worth not less than 48 credits.

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03 Credit Requirements

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Credit Requirements in both Scheme 1 and Scheme 2 are depicted below.

Program Structures	Credits
<u>Scheme 1.1</u>	
Total required credits	48
Dissertation credits	48
<u>Scheme 1.2</u>	
Total required credits	72
Dissertation credits	72

Program Structures	Credits
<u>Scheme 2.1</u>	
Total required credits	48
Coursework credits	12
▪ Core course credits	9
▪ Elective course credits	3
Dissertation credits	36

<u>Scheme 2.2</u>	
Total required credits	72
Coursework credits	24
▪ Core course credits	9
▪ Elective course credits	15
Dissertation credits	48

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04 Course Lists

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Scheme 2.1: Core Courses 9 credits

3000703	Research Methodology in Clinical Sciences	3(1-6-5)
3000704	Biostatistics in Clinical Science Research	3(1-6-5)
3000705	Research Projects in Clinical Sciences	3(0-9-3)
3000706	Professional Development	S/U
3000707	Seminar and Journal Club in Clinical Sciences	S/U

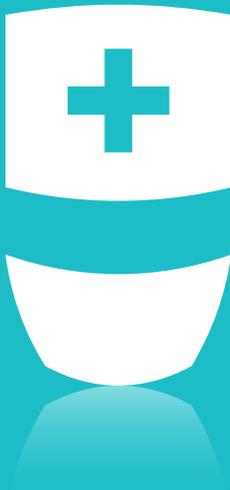
Scheme 2.2: Core Courses 9 credits

3000703	Research Methodology in Clinical Sciences	3(1-6-5)
3000704	Biostatistics in Clinical Science Research	3(1-6-5)
3000705	Research Projects in Clinical Sciences	3(0-9-3)
3000706	Professional Development	S/U
3000707	Seminar and Journal Club in Clinical Sciences	S/U

Elective Courses

▶ Scheme 2.1	3	credits	
▶ Scheme 2.2	15	credits	
3000708	Advanced Clinical Sciences		3(1-6-5)
3000709	Current Topics in Clinical Sciences		1(1-0-3)
3000710	Advanced Tropical Medicine and Global Medicine I		3(1-6-5)
3000711	Advanced Tropical Medicine and Global Medicine II		3(1-6-5)
3000712	Travel Medicine		3(1-6-5)
3000713	Rehabilitation Medicine for Musculoskeletal Pain		4(1-9-6)
3000714	Neuro-rehabilitation		4(1-9-6)
3000715	Clinical Sciences Project Proposals for Grant Application		1(1-0-3)
3000737	Scientific Publication and Presentation in the Age of Information Technology		1(1-0-3)
3000738	Facial plastic and reconstructive surgery I		2(1-7-0)
3000739	Facial plastic and reconstructive surgery II		2(1-7-0)
3000751	Research Skills in Biomedical Sciences and Biotechnology		3(1-6-5)
3000755	Bioinformatics in Biomedical Sciences and Biotechnology		2(1-3-4)
3000757	Protein Expression and Purification		2(1-3-4)
3000758	Stem Cell Biology		3(3-0-9)
3000759	Applied Regenerative Medicine		2(2-0-6)

3000761	Medical Molecular Diagnostics	2(2-0-6)
3000767	Systems Biology	2(2-0-6)
3000769	General Rhinology	2(1-7-0)
3000770	Clinical Rhinology	2(1-6-1)
3000771	Endoscopic Sinus and Skull Base Surgery	2(1-6-1)
3000773	Retinal and Vitreous Microsurgery I	3(1-6-5)
3000774	Retinal and Vitreous Microsurgery II	3(1-6-5)
3000775	Basic Retinal and Vitreous Disease I	3(1-6-5)
3000776	Advanced Retinal and Vitreous Disease II	3(1-6-5)
3000777	Intraocular Inflammation and Uveitis I	3(1-6-5)
3000778	Intraocular Inflammation and Uveitis II	3(1-6-5)
3000779	Pediatric retina	1(0-3-1)
3000780	Special topic in posterior segment	1(0-3-1)
3000781	Imaging in Posterior segment disease	1(1-0-3)
3000782	Female Pelvic Medicine and Reconstructive Surgery I	3(1-6-5)
3000783	Female Pelvic Medicine and Reconstructive Surgery II	3(1-6-5)
3000784	Surgery in Female Pelvic Medicine and Reconstructive Surgery	4(1-9-6)
3000785	Urodynamic in Female Pelvic Medicine and Reconstructive Surgery	4(1-9-6)
3000790	Publication Ethics and Peer Review Process	1(1-0-3)
3001730	Special Topics in Molecular Biology Research	1(1-0-3)
3005715	Genetic Engineering	2(2-0-6)



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05 Dissertation

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Scheme 2.1

3000826	Dissertation	36	credits
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Scheme 1.1 and Scheme 2.2

3000828	Dissertation	48	credits
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Scheme 1.2

3000830	Dissertation	72	credits
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06 Examples for Course Registration

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Scheme 1.1

Year 1, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		8
			Total	8

Year 1, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U

Course Code	Course Title	Required	Elective	Credits
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		8
3000894	Dissertation Seminar	•		S/U
3000897	Qualification Examination	•		S/U
Total				8

Year 2, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		8
Total				8

Year 2, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		8
Total				8

Year 3, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		8
Total				8

Year 3, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		8
Total				8

Scheme 1.2**Year 1, Term 1**

Course Code	Course Title	Required	Elective	Credits
3000703	Research Methodology in Clinical Sciences	•		3
3000704	Biostatistics in Clinical Science Research	•		3
3000705	Research Projects in Clinical Sciences	•		3

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000826	Dissertation	•		3
Total				12

Year 1, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000826	Dissertation	•		3
xxxxxxx	Elective courses		•	3
3000897	Qualification Examination	•		S/U
Total				6

Year 2, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000826	Dissertation	•		5
Total				5

Year 2, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	●		S/U
3000707	Seminar and Journal Club in Clinical Sciences	●		S/U
3000826	Dissertation	●		5
Total				5

Year 3, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	●		S/U
3000707	Seminar and Journal Club in Clinical Sciences	●		S/U
3000826	Dissertation	●		5
Total				5

Year 3, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	●		S/U
3000707	Seminar and Journal Club in Clinical Sciences	●		S/U
3000826	Dissertation	●		5
Total				5

Year 4, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000826	Dissertation	•		5
Total				5

Year 4, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000826	Dissertation	•		5
Total				5

Scheme 2.1**Year 1, Term 1**

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 1, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
3000897	Qualification Examination	•		S/U
Total				8

Year 2, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 2, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 3, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 3, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 4, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 4, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		8
Total				8

Year 5, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		4
Total				4

Year 5, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000830	Dissertation	•		4
Total				4

Scheme 2.2

Year 1, Term 1

Course Code	Course Title	Required	Elective	Credits
3000703	Research Methodology in Clinical Sciences	•		3
3000704	Biostatistics in Clinical Science Research	•		3
3000705	Research Projects in Clinical Sciences	•		3
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
Total				9

Year 1, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
	Elective courses		•	12
3000897	Qualification Examination	•		S/U
Total				12

Year 2, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
	Elective courses		•	3
Total				9

Year 2, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6

Year 3, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6

Year 3, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6

Year 4, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6

Year 4, Term 2

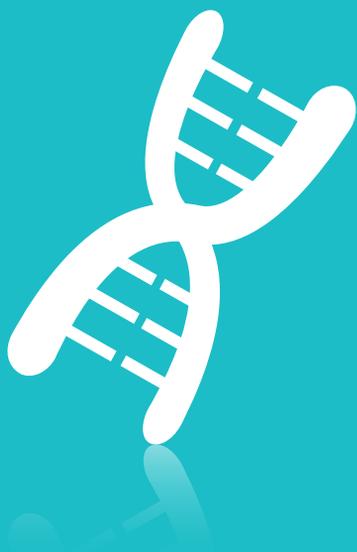
Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6

Year 5, Term 1

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6

Year 5, Term 2

Course Code	Course Title	Required	Elective	Credits
3000706	Professional Development	•		S/U
3000707	Seminar and Journal Club in Clinical Sciences	•		S/U
3000828	Dissertation	•		6
Total				6



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07 Course Description

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3000703	Research Methodology in Clinical Sciences RES METH CLIN SCI Basic and advanced research methodology in clinical sciences	3(1-6-5)
3000704	Biostatistics in Clinical Science Research BIOSTAT CLIN SCI RES Theory and methods for statistical analysis in clinical sciences research	3(1-6-5)
3000705	Research Project in Clinical Sciences RES PROJ CLIN SCI Practice in conducting small research projects in clinical sciences	3(0-9-3)
3000706	Professional Development PROF DEV Practice of clinical skills in specific areas	S/U

- 3000707 Seminar and Journal Club in Clinical Sciences S/U
SEM JOUR CLUB
Seminar, discussion and presentation of current topics in clinical sciences
- 3000708 Advanced Clinical Sciences 3(1-6-5)
ADV CLIN SCI
Theory skills and practice of clinical sciences according to individual interest, emphasizing new therapeutic and research concepts and approaches
- 3000709 Current Topics in Clinical Sciences 1(1-0-3)
CUR TOP CLIN SCI
Current topics in clinical sciences according to individual interest, with emphasis on new concepts and principles beneficial for future study and research
- 3000710 Advanced Tropical Medicine and Global Medicine I 3(1-6-5)
ADV TROP MED I
Basic microbiology, immunology and vaccination; sexually-transmitted infections; epidemiology; HIV medicine and tropical diseases.
- 3000711 Advanced Tropical Medicine and Global Medicine II 3(1-6-5)
ADV TROP MED II
Clinical management of sexually-transmitted diseases; infections prevention of HIV transmission; HIV in specific populations; pediatric HIV medicine, emerging and recurring infectious diseases.

- 3000712 **Travel Medicine** 3(1-6-5)
TRAV TOUR MED
Travel-related infections; advice and preparation before travel; prevention and vaccination before travel; preparation before travel for specific hosts: pregnant women, HIV infection and diabetes mellitus; management after exposure to certain infection
- 3000713 **Rehabilitation Medicine for Musculoskeletal Pain** 4(1-9-6)
REHAB MUSCU PAIN
Pathophysiology, diagnosis, investigation and rehabilitation of musculoskeletal pain conditions, including rheumatic disorders, orthopedic conditions, chronic muscle pain and sports rehabilitation
- 3000714 **Neuro-rehabilitation** 4(1-9-6)
NEUROREHAB
Pathophysiology, diagnosis, investigation and rehabilitation of neurological disorders, including stroke, traumatic brain and spinal cord injury/diseases, degenerative brain diseases, peripheral nerve disorders and sequelae.
- 3000715 **Clinical Sciences Project Proposals for Grant Application** 1(1-0-3)
GRANT WRIT
Practice writing research proposals to apply for grants
- 3000737 **Scientific Publication and Presentation in the Age of Information Technology** 1(1-0-3)

SCI PUB PRES IT

Peer review, scientific writing, publication strategy, effective presentation

3000738 **Facial Plastic and Reconstructive Surgery I** 2(1-7-0)

FAC PLAS RECON I

Embryology, anatomy and physiology of face, head and neck, wound healing, bone healing, nerve healing; soft tissue surgical techniques; principle of facial aesthetic surgery; principle of facial reconstructive surgery

3000739 **Facial Plastic and Reconstructive Surgery II** 3(1-6-5)

FAC PLAS RECON II

Facial plastic and reconstructive surgery; facial reconstructive surgery from infection, tumor in head and neck area, from wounds and accidents and from inborn defects; rhinoplasty, otoplasty, blepharoplasty and others facial plastic surgery

3000751 **Research Skills in Biomedical Sciences and Biotechnology** 3(1-6-5)

RES SKILL BB

In-depth research skills in biomedical sciences and biotechnology. This course focused on fundamental research knowledge and skills such as research ethics, hypothesis, experimental design, research planning, research writing and application of novel technologies in Biomedical Sciences and Biotechnology.

3000755 **Bioinformatics in Biomedical Sciences and Biotechnology** 2(1-3-4)

BIOINFO BB

Preliminary bioinformatic research in biomedical sciences and biotechnology.

3000757 **Protein Expression and Purification** 2(1-3-4)

PROT EXPN PUR

Protein expression in bacteria, in yeast, in insect cells, in mammalian cells. Techniques for protein purification including high-throughput protein production, chromatographic: ion-57 exchange, hydrophobic, size exclusion and affinity, protein isolation and characterization: ultrafiltration, precipitation, SDS-PAGE, Western blotting, ELISA, FACS, and overview on 2-D gel electrophoresis and mass spectrometry.

3000758 **Stem Cell Biology** 3(3-0-9)

STEM CELL BIO

Definition, types and properties of stem cells; genetic and epigenetic mechanisms which regulate stem cell property, state of pluripotency, stem cell niche, cell differentiation into specific lineage, mechanisms of tissue maintenance, cancer stem cell, cloning, cellular reprogramming, stem cell and aging.

3000759 **Applied Regenerative Medicine** 2(2-0-6)

APP REGEN MED

Application of regenerative medicine in diseases of hematopoietic system, cardiovascular system, nervous system, skin, eyes, bone, endocrine, liver, gastrointestinal, kidney and genetic diseases, gene therapy, biomaterials

and principles of tissue engineering, cancer stem cell targeting, ethical issues, related organizations and regulatory system for developing new therapy.

3000761 **Medical Molecular Diagnostics** 2(2-0-6)

MED MOL DIAG

Principles of molecular diagnostics, preparation for genetic material, purification of nucleic acids, amplification and detection; basic and novel technology; laboratory safety and quality management in the molecular diagnostic laboratory.

3000767 **Systems Biology** 2(2-0-6)

SYS BIOL

Introduction to systems biology; genomics and transcriptomics; proteomics and post-translational modifications; protein–DNA interactions and protein–protein interactions; quantitative methods in systems biology; signal processing; statistical analysis and data validation in bioinformatics; basic bioinformatics programming in Java; systems modeling; application of systems biology in biomedical research

3000769 **General Rhinology** 2(1-7-0)

GEN RHINOL

Anatomy and physiology of nose and paranasal sinus; pathophysiology and pathogenesis of sino-nasal disorders; examinations of nasal functions by acoustic rhinometry, rhinomanometry, and peak nasal inspiratory flow

- 3000770 **Clinical Rhinology** 2(1-6-1)
CLIN RHINOL
Differential diagnosis in sino-nasal disorders; diagnostic images; nasal endoscopy; clinical approach in sino-nasal disorders; medical treatment for sino-nasal disorders; immunotherapy
- 3000771 **Endoscopic Sinus and Skull Base Surgery** 2(1-6-1)
ENDO SINU SURG
Endoscopic sinus surgery for inflammatory diseases of nose and paranasal sinus; nasal airway surgery; endoscopic sinus surgery for benign and malignant paranasal sinus tumor; endoscopic skull base surgery
- 3000773 **Retinal and Vitreous Microsurgery I** 3(1-6-5)
RET MICROSURG I
Basic knowledge of retina and vitreous physiology in normal condition, Pathophysiology and pathogeneses of surgical retina and vitreous disease, History taking for retina and vitreous disease, Physical examination for retina and vitreous disease, Special examination and investigation for retinal and vitreous disease, Presurgical evaluation for retina and vitreous patient, Anesthesiology for retina and vitreous surgery, Basic knowledge of retina and vitreous microsurgery, Basic knowledge of vitrectomy machine.
- 3000774 **Retinal and Vitreous Microsurgery II** 3(1-6-5)
RET MICROSURG II

Pathophysiology and pathogenesis of specific retinal and vitreous disease in uncommonly found diseases; complication and treatment in retinal and vitreous microsurgery; complicated retinal and vitreous microsurgery; macular microsurgery; infectious retina and vitreous disease; new technology and knowledge in retina and vitreous microsurgery; complication from ophthalmic anterior segment surgery.

3000775 **Basic Retinal and Vitreous Disease I** 3(1-6-5)

BSC RET DIS I

Basic structure and function of retina and its relationship to the vitreous and choroid; specific pathological processes affecting retina or vitreous, methods of examination and role of ancillary studies; principles of medical treatment of vitreous and retina disorders. Differential diagnosis of retina condition and preliminary care plan. Basic posterior segment investigation. Develop student skill for retinal examination, evaluation of retinal disease condition and initial differential diagnosis. Decision making for further investigation and interpretation of investigation result which lead to appropriate treatment plan.

3000776 **Advanced Retinal and vitreous II** 3(1-6-5)

ADV RET DIS II

Advance Macular disease and related condition. Diagnosis, differential diagnosis treatment plan and treat the patient in out patient department base on Well known and standard published article specific to each disease and integrate into

patient treatment care plan based on evidence of clinical publications. Dealing with medical personnel, technician and also retina patient. Disease counseling and explanation. Analyze the angiography results and fundus photography and ancillary testing.

3000777 Intraocular Inflammation and Uveitis I 3(1-6-5)

UVEITIS I

Introduction to intraocular inflammation and uveitis, Basic concept in ocular immunology, Classification of uveitis, symptoms and signs of uveitis, review of the patient's health and other associated factors, differential diagnosis of uveitis entities, epidemiology of uveitis, laboratory and medical evaluation, scleritis and episcleritis, infectious ocular inflammatory disease, endophthalmitis, non-infectious ocular inflammatory disease, basic medical management of uveitis

3000778 Intraocular Inflammation and Uveitis II 3(1-6-5)

UVEITIS II

Introduction to intraocular inflammation and uveitis, immunomodulatory and immunosuppressive agents in ophthalmology, biologic agents and its use, glaucoma treatment in uveitis, choice of medical/surgical treatment in pregnancy and lactation, masquerade diseases, ocular involvement in AIDS, peri-operative period management in uveitis patients, diagnostic vitrectomy and ocular tissue sampling, cataract surgery in uveitis, retinal surgery in uveitis.

- 3000779 **Pediatric Retina** 1(0-3-1)
PED RET
Basic knowledge of retina and vitreous physiology in pediatric patients in normal condition; pathophysiology and pathogenesis of retina and vitreous disease frequently found in pediatric patients; history taking for retina and vitreous disease in pediatric patients; physical examination for retina and vitreous disease in pediatric patients; special examination and investigation for retinal and vitreous disease in pediatric patients; presurgical evaluation for retina and vitreous disease in pediatric patients; basic knowledge of retina and vitreous microsurgery in pediatric patients
- 3000780 **Special topic in Posterior Segment** 1(0-3-1)
SPEC POST SEG
Introduction to special topic in posterior segment, Retina diseases and surgery in HIV, Retinal surgery in glaucoma patients, Retinal surgery in cornea opacity, Retinal disease and surgery in post refractive surgery patients, Retinal disease in uveitis patients, Retinal disease and surgery in pediatric, Medical retina in complicated situations, Immunomodulatory and immunosuppressive use in retinal diseases, Controversy in medical retina, Controversy in surgical retina, Retinal implant, Evidence base management in retinal diseases.
- 3000781 **Imaging in Posterior Segment Disease** 1(1-0-3)

IMA POST

This section will focus on analysis and technique to obtain imaging of posterior segment disease which include angiography, ultrasound, optical coherence tomography, OCT, fundus infra-red photo, fundus autofluorescence and fundus red free photo. There will be an update in publication of latest imaging technology. Technique of image acquisition, interpretation of all images and apply to clinical examination

3000782 Female Pelvic Medicine and Reconstructive Surgery I 3(1-6-5)

FPM RECONS I

Anatomy and physiology of lower urinary tract and pelvic floor; pathophysiology of common diseases in lower urinary tract and pelvic floor; diagnosis and investigation in clinic; urodynamic study; procedure and surgery in treatment of diseases in lower urinary tract and pelvic floor

3000783 Female Pelvic Medicine and Reconstructive Surgery II 3(1-6-5)

FPM RECONS II

Pathophysiology of common diseases in lower urinary tract and pelvic floor; diagnosis and investigation in clinic; urodynamic study; procedure and surgery in treatment of diseases in lower urinary tract and pelvic floor; evidence based medicine and research methodology

3000784 Surgery in Female Pelvic Medicine

and Reconstructive Surgery 4(1-9-6)

SURG FPM RECONS

Surgery for treatment of pelvic organ prolapse; surgery for treatment of urinary incontinence; surgery using mesh for treatment of pelvic organ prolapse; laparoscopic surgery in treatment of pelvic organ prolapse.

3000785 Urodynamic in Female Pelvic Medicine

and Reconstructive Surgery 4(1-9-6)

URODYNAM FPM

Anatomy and physiology of lower urinary tract; pathophysiology of common diseases of lower urinary tract; indication, steps and interpretation of urodynamic study.

3000790 Publication Ethics and Peer Review Process 1(1-0-3)

PUB ETH PEER REV

Publication Ethics, Fabrication, Falsification, Plagiarism, Image Handling, Choosing Journals and Quality Assessment, Peer Review Process, Authorship, Conflicts of Interest, Redundant Publication, Editorial Misconduct.

3001730 Special Topics in Molecular Biology Research 1(1-0-3)

SP TOP MOL BIO RES

Advance and recent publication in molecular biology.

3005715 Genetic Engineering 2(2-0-6)

GENE ENG

Basic concepts and principles of molecular biology necessary for gene manipulation; recombinant DNA technology and their application in medicine.

- 3000826** **Dissertation <Scheme 2.1>** **36 Credits**
Students will choose an interesting subject. The course will study the writing of principle and reason, the writing of objective, research problem, the hypothesis, the hypothesis, the connection between functions in doing research, the analysis as well as the summary of research result and the recommendation. The title of thesis shall be prior approved by the advisor.
- 3000828** **Dissertation <Scheme 1.1 and Scheme 2.2>** **48 Credits**
Students will choose an interesting subject. The course will study the writing of principle and reason, the writing of objective, research problem, the hypothesis, the hypothesis, the connection between functions in doing research, the analysis as well as the summary of research result and the recommendation. The title of thesis shall be prior approved by the advisor.
- 3000830** **Dissertation <Scheme 1.2>** **72 Credits**
Students will choose an interesting subject. The course will study the writing of principle and reason, the writing of objective, research problem, the hypothesis, the hypothesis, the connection between functions in doing research, the analysis as well as the summary of research result and the recommendation. The title of thesis shall be prior approved by the advisor.



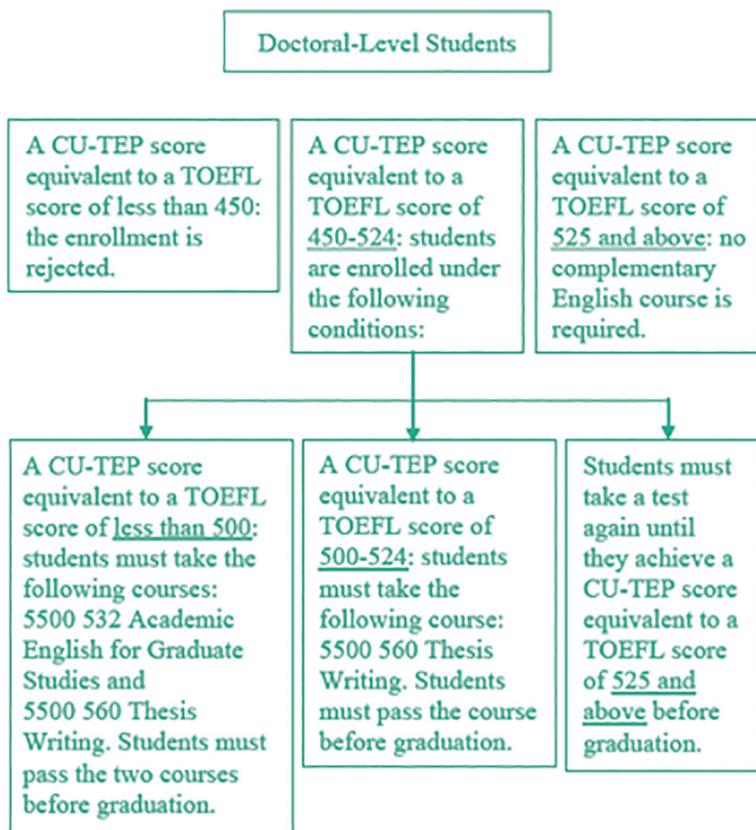
Ph.D. International Program

in Clinical Sciences

08 Entry Requirements

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

- 1** Candidates must hold either: a master's degree or its equivalent or a bachelor's degree or its equivalent in the same field of study as that of the program such as Medicine, Dentistry, Veterinary Science or equivalent.
- 2** Other qualifications as indicated in the annual announcement of Graduate School, Chulalongkorn University; or the program committee approves the admission.
- 3** For students whose first language is not English, the normal expected level of English language proficiency corresponds to an IELTS score of 5.5 for Ph.D., TOEFL score of 525, or CU-TEP score of 67.



Ph.D. International Program

in Clinical Sciences

09 Applying to the Program

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Download the application form:

- http://grad.md.chula.ac.th/curriculum_detail.php?id=52



Attach all required application documents which are as follows:

- Application form with 1x1 inch photo with blue background and taken not more than six months prior to application date
- One extra 1x1 inch photo (write your name and field of study on the back of the photo)
- Copy of identification card or passport with certified true copy
- Copy of marriage certificate / name change documents (If any)
- Copy of academic records with certified true copy (bachelor's degree / master's degree)

- Official transcripts from each college and/or university attended.
- Copy of English test results
- Two letters of recommendation, affirming the applicant's professional ethics and qualifications
- Police Clearance Certificate
- Other relevant documents

All applicants must submit all pages of the enclosed application and take responsibility for the submission of all documents to:

Graduate Affairs, Faculty of Medicine

Chulalongkorn University, Rama IV Road

Bangkok 10330 THAILAND

Telephone 66(2) 256-4663 ext. 15 Fax 66(2) 256-4475

Additionally, applications can be scanned and submitted via email to clinicalsciencesmdcu@gmail.com

All applicants take full responsibility for seeing that all supporting documents are received at the Dean's Office before the appropriate deadline. All application materials become the property of the Faculty of Medicine, Chulalongkorn University and may not be returned or forwarded to other institution.

If admitted, registration with the Graduate School of the University is required. Applicants must comply with the rules and regulations of the Graduate School, Chulalongkorn University with regards to registration, tuition fee, evaluation and granting of the degree.

Ph.D. International Program

in Clinical Sciences

10 **W**hen to Apply

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Generally, the period begins from February to March each year. Applicants can check exact date for application from <http://www.grad.chula.ac.th/eng/>

Applicants must ensure that all documents can be reached the Graduate Division, Faculty of Medicine by the submitting deadline of each semester. Late submitting beyond the deadline and also incomplete documents will not be accepted.





Ph.D. International Program

in Clinical Sciences

11 Academics Assessment

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

The applicants will usually be informed by email whether their applications are approved from the academic department about eight to ten weeks after the application deadline.

The applicants have to be interviewed after their applications are approved by the Program Committee.

An acceptance letter will be sent via email to a successful applicant saying the next steps needed to proceed to become a student at the University.



Ph.D. International Program

in Clinical Sciences

12 Tuition Fee

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Study Fees		Amount (THB per semester)	Payment to
Tuition fee	Thai student	31,000	Faculty *Office of Finance, Ananda Mahidol Building, 2 nd Floor
	Non-Thai student	86,500	
Program fee		30,000	
Total	Thai student	61,000	
	Non-Thai student	116,500	

***Application fee: 1,000 Baht

* The tuition rate above is used for both M.Sc. and Ph.D. Programs.

** This fee cannot be refunded, even if you decide to withdraw your application later.



Ph.D. International Program

in Clinical Sciences

13 Scholarships for International Graduate Students

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

A number of scholarships and grants are offered to help alleviate students' financial burden. These funds also promote the enrolment of talented individuals in Chulalongkorn University. Conditions, grant amounts, and application periods for education support scholarships and research support scholarships for each year are subjected to change in response to various circumstances. Students are encouraged to keep abreast of Graduate School announcements scholarship availability at the web site of Graduate School: <http://www.grad.chula.ac.th/eng/scholarships>.



Here are some examples of the Education Scholarships:

- ▶ The 100th Anniversary Chulalongkorn University for Doctoral Scholarship

- H.M. the King Bhumibhol Adulyadej's 72nd Birthday Anniversary
- Scholarship
- 60/40 Support for Tuition Fee
- Teaching Assistant Scholarship
- ASEAN Scholarship for Neighboring Countries (Laos, Cambodia, Vietnam and Myanmar)
- Scholarship for International Graduate Students

Here are some examples of the Research Scholarships:

- The 90th Anniversary Chulalongkorn University Scholarship
- Overseas Research Experience Scholarship for Graduate Student
- Overseas Academic Presentation Scholarship for Graduate Students

Ph.D. International Program

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14 Information for New Students

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Candidates who have been successfully admitted into Chulalongkorn University can receive the necessary forms for initial registration from the student's Faculty. Students should collect the package which comprises:

➤ Initial registration and registration forms (Only in first semester)

1. Cover sheet (Yellow Sheet)
2. CR 94 (Enrollment Schedule)
3. OR.1G (Schedule for successful applicants to Chulalongkorn University)
4. OR.2G (List of documents needed for graduate level enrollment)
5. Precautions on Registration for Students

➤ Other documents

1. CR 90 (Academic Calendar)

2. CR 99 (Student Registration Manual)
3. Chulalongkorn University Rules and regulations on graduate studies B.E. 2551

Filling out Initial Registration Forms

- 1. Cover sheet:** Complete all crucial information regarding student ID number, name and last name as well as name of Faculty as stated in the list shown in the cover sheet. Arrange all documents in the correct order.
- 2. Student Photo** (with blue background): The photo must have been taken no more than six months prior to registration. The photo should be 2 inches in size showing the subject facing the camera, with no headwear or dark glasses and not smiling. The following is the recommended attire: **Graduate students wear proper attire (a suit of plain shirt of plain blouse with a collar) or a civil servant uniform. Proper archive photographs with graduation gown of other institutions are not accepted.**

Graduate students should bring documents stating completion of undergraduate level, or diploma level, or graduate level, or doctoral level. The documents should comply with the level you are applying for.

- a. Transcripts of academic performance for those who have already graduated.
- b. For those who have completed their studies but are in the process of waiting for approval from the University Council, a document certifying that you have completed the requirements

of your degree can be used. In this case the transcript stating date of graduation must be shown to Office of the Registrar within 60 days after the date of enrollment. Failure to do so will result in automatic dismissal (Regulations Regarding Graduate Studies)

Legal documents regarding change of title or name/last name or marriage certificate together with two copies. (Applicable only in cases where the title or name/last name does not correspond with the name that appears on the list of successful candidates or documents of educational attainment.) Students should write ‘**Certified True Copy**’ together with their signatures and the date in the paper. Students also should fill out their student ID number on the top right corner of the paper.

A copy of National ID Card, Government Officer or State Enterprise ID or passport (Foreign person only) of the person acting as guarantor as stipulated in CR20 (Student Record). Students should write ‘**Certified True Copy**’ together with the signature of the guarantor. Students should also fill out their student ID number on the top right corner of the paper.

Registration

The Ph.D. Program is organized its educational systems into a semester. Each academic year has two semesters: the First Semester, from August to December, and the Second Semester, from January to May. Students must register for classes in every semester. The number of credits

registered must comply with Chulalongkorn University Regulations for Graduate Studies B.E.2551.

➤ Regular Registration

1. Regular Registration for new students entering the university for the first time

New students entering the university for the first time in the first semester are required to submit a request for registration via internet at <https://www.reg.chula.ac.th/eindex.html>.

- 1.1 Log on to <https://www.reg.chula.ac.th/eindex.html>

After logging on the website, the picture below, Picture 1, with the menu on the left will appear. Students have to choose “Login”

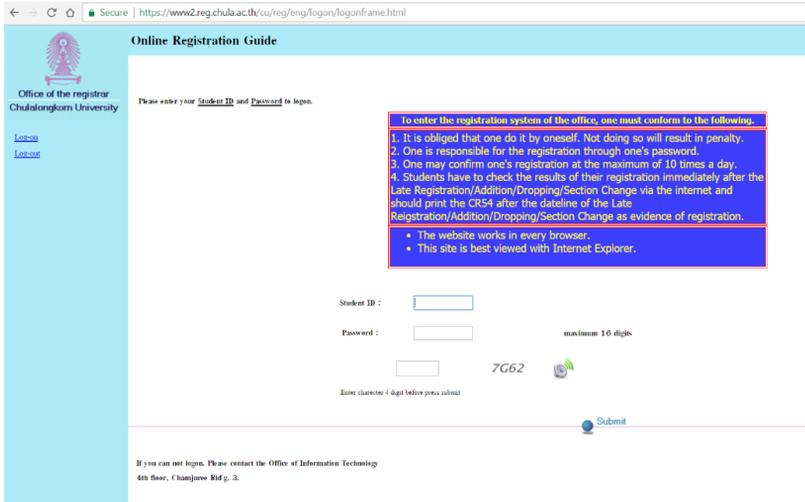


Access to Online Registration System, when Picture 2 appears, follow the instructions below:

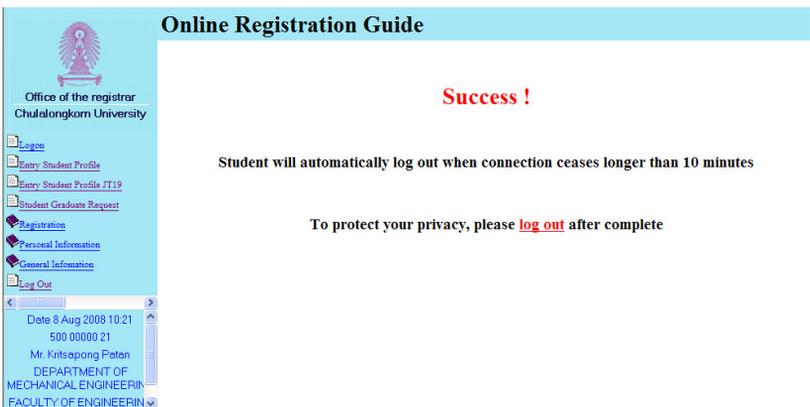
1. Enter the Student ID
2. Enter the Password which is used for the Internet run by the Information Technology Department, Chulalongkorn University. For the new students, they can ask for their passwords by access to http://www.it.chula.ac.th/New_Password_for_Student, or contacting the Office of Information Technology, 4th Floor, Chamchuree Building 3, if there is a problem about logging on.

3. Click 

Picture 3 will appear when the information is correct. Then click “Registration”



Picture 2



Picture 3

Appearance Register(CR11)

First Semester Academic Year 2008

Office of the registrar
Chulalongkorn University

[Logon](#)
[Entry Student Profile](#)
[Entry Student Profile JT19](#)
[Student Graduate Request](#)
[Registration](#)
[Registration Request \(CR11\)](#)
[Late Add/Dropping](#)
[Dropping](#)
[Personal Information](#)
[General Information](#)
[Log Out](#)

Date 8 Aug 2008 10:21
500 00000 21
Mr. Kritspong Patan
DEPARTMENT OF
MECHANICAL ENGINEERING
FACULTY OF ENGINEERING
Semester

Course Registration						
NO.	Course no.	Abbreviated name	Section		Credit	Cancel
1	2103211	STATICS	1	Only	3	<input type="checkbox"/>
2	2103241	THERMODYNAMICS I	1	Only	3	<input type="checkbox"/>
3	2301276	ENG MATH I	1	Only	3	<input type="checkbox"/>
4	2301312	DIFF EQUATIONS	3	Only	3	<input type="checkbox"/>
5	2603284	STAT PHYS SCIENCE	1	Only	3	<input type="checkbox"/>
6				Only		<input type="checkbox"/>
7				Only		<input type="checkbox"/>
8				Only		<input type="checkbox"/>
9				Only		<input type="checkbox"/>
10				Only		<input type="checkbox"/>
11				Only		<input type="checkbox"/>
12				Only		<input type="checkbox"/>
13				Only		<input type="checkbox"/>




To confirm please click "Submit"

this step after confirmation. CR11 can do between 17/04/2008 and

1.5 When all information required for registration is entered and checked, students have to scroll down to click on  **Submit** and all information entered will reappear including group of subjects (G) as in Picture 5.

1.6 After checking the entire course details thoroughly, the students have to confirm the registration within the deadline by clicking on  **Confirm**. In other words; the students have completed the registration procedures. All courses and their credits including "CR 11 already confirmed" will appear. In addition, the date for picking up CR 74 (Student Registration as Requested) will be shown as in Picture 6.

Appearance Register(CR11)

First Semester Academic Year 2008

Course Registration

NO.	Course no.	Abbreviated name	Section	Credit
1	2103211	STATICS	1 Only	3
Total				3

The number of credits registered is less than the minimum credits allowed by the university rule because

More courses will be registered during course addition period (After this period, if the total number of credits is still less than the minimum allowed, you must submit a request to register below the minimum credits within the first week of the semester.)

These credits will complete the total number of credits required for the program and no more courses will be later added.

Student can confirm CR11 only once

Confirm Return

after confirmation. CR11 can do between 17/04/2008 and 25/04/2008

Office of the registrar
Chulalongkorn University

Logon
Entry Student Profile
Entry Student Profile JT19
Student Graduate Request
Registration
Registration Request (CR11)
Late Add Dropping
Dropping
Personal Information
General Information
Log Out

Date 8 Aug 2008 10:21
500 00000 21
Mr. Kritsapong Patan
DEPARTMENT OF
MECHANICAL ENGINEERING
FACULTY OF ENGINEERING

- * To add courses during the addition period, students have to click bubble 1. If after the addition, the number of credits is still less than the minimum allowed, students have to submit a request to register below the minimum credits within the first week of the semester.
- ** If no more courses are needed to be later added because the credits of the courses registered will complete the total number of credits required for the program, click bubble 2. In this case, the request is not required.

1.7 The confirmed courses which are already processed (prioritized) will be shown in CR 74. Students cannot correct course details / add subjects after the confirmation of CR 11. They can do so during the period of adding-dropping and changing. Therefore, the students can confirm CR 11 only once within each semester.

Appearance Register(CR11)

First Semester Academic Year 2008

Office of the registrar
Chulalongkorn University

Course Registration

NO.	Course no.	Abbreviated name	Section	Credit
1	2103211	STATICS	1 Only	3
Total				<u>3</u>

CR11 already confirmed
 Student may find out their CR74 by going to <http://www.reg.chula.ac.th>
 from the date 20/05/2008 to 26/05/2008
[New Student Survey CR19](#)

Logon
 Entry Student Profile
 Entry Student Profile JT19
 Student Graduate Request
Registration
 Registration Request (CR11)
 Late Add/Dropping
 Dropping
 Personal Information
 General Information
 Log Out

Date 8 Aug 2008 10:21
 500 00000 21
 Mr. Kritsepong Patan
 DEPARTMENT OF
 MECHANICAL ENGINEERIN
 FACULTY OF ENGINEERIN

- 1.8 The students are able to check the results of their registration by clicking on “Personal Information à Registration Request”. Last but not least, as soon as all tasks have been done, the students should not forget to “Log out” of the system.

**Registration is complete only when tuition fees have been paid.
 Failure to pay your tuition fees according to the University Calendar schedule
 will result in cancellation of your registration.**

**Students can request a Chulalongkorn University Internet PASSWORD for
 Registration purposes
 At the University office of Information Technology, Chamchuri Building III, 4th floor
 Tel 0-2218-3314 or website <http://www.it.chula.ac.th>**

Tuition Payment

› Payment of New Students

Starting with the first semester of 2018, payment of tuition fees will be made via Kasikorn Bank or KBank channels. Students are required to have a KBank savings account and K PLUS when making tuition fee payment, which must be under the following conditions:

1. Students who already have a KBank savings account (opened at a KBank branch located within the Bangkok metropolitan area) are not required to open a new account.
2. If a student has a KBank savings account which was opened at a branch outside the Bangkok metropolitan area, they are allowed to use the existing account. However, if they apply for a new student ID/debit card linked to the existing account and use it for cash withdrawal at an ATM located in the Bangkok metropolitan area, they will be charged a service fee as established by KBank.
3. If a student has no KBank account or wants to open a new account, they can open an account (with no minimum deposit required) and apply for K PLUS at the Siam Square Branch, Chamchuri Square Branch, or Chulalongkorn Hospital Branch from May 2 to December 31, 2018.
4. If students cannot open an account at the above venues, they may go to any KBank branch in the Bangkok metropolitan area to request an account opening and application for K PLUS, which is subject to the normal conditions for account opening established by KBank (500 baht minimum deposit required).

5. If students already have a KBank account per item 1 or 2 and want to apply for K PLUS, they may bring the account information to apply for K PLUS service at any KBank branch.
6. If students already have a KBank account and debit card, they may activate K PLUS themselves by following the steps below.
 - Download K PLUS application
 - Enter your debit card number
 - Enter your debit card PIN
 - Enter your personal information
 - Set your password, and the service is available immediately
 - You can now conduct transactions via 3G/4G internet network. If you want to use K PLUS via WiFi network, you have to access the “Settings” menu and choose “Full service via WiFi”

7. To learn more about how to activate K PLUS, please visit <http://www.kasikornbank.com/en/Apply/KPLUS>



8. Any further information about CU NEX, please visit <https://www.reg.chula.ac.th/FQ&A-e.pdf>
Or CU NEX Call Center Tel. 02-008- 6556



9. Other fees e.g. program fees informed by the program officers must be paid at the Faculty, Office of Finance, Ananda Mahidol Building, 2nd Floor.

› Payment of Students

For each semester, the University will deduct the current students' tuition fees from their accounts at Kasikorn Bank. The University opens a savings account for each student in the first semester. On the day that students receive their student cards and bank books, they have to produce a letter of approval so that the bank can deduct the fees from their accounts. When they have to pay their tuition fees for each semester, they have to

1. Students can check the amount of tuition fees at the website:
https://www.reg.chula.ac.th/fee_en.html
2. The courses which are accepted will be designated with the amount of money to be paid and students' account number. Students are advised to check their account number and deposit enough money in their accounts for the deduction by the deadline of the academic calendar. The bank will deduct the amount of tuition fees payable to Chulalongkorn University's account.
3. If the bank cannot deduct the fees, the results of paying tuition fees will appear on the screen and the system will ask students to print the CR 8. The payments should be paid in cash at the bank by the deadline specified in CR 8.
4. Students can inquire about the result of payment deducted from the account via Internet the day after depositing the money at <https://www.reg.chula.ac.th/eindex.html> under "Payment Information" and "Result of Payment". If students make the payment at the counter, they can check the result on the first day of classes.

5. Students can change their method of payment from deduction of tuition fees from their accounts to printing the CR 8 only during payment of regular registration by accessing <https://www.reg.chula.ac.th/eindex.html>. Students have to select Payment Information and go to Paying Tuition Fees. Then they must click Change of Payment at the bottom of the screen and confirm before printing the CR 8 and take it to the bank to make the payment. If students, however, would like to make payment by deducting the tuition fees from their accounts again, they have to file a request at the Office of the Registrar.
6. Students can print for the receipt of tuition fee payment via internet at <https://www.reg.chula.ac.th/eindex.html> from the first day of classes. (Follow the advisement for printing from Office of the Registrar's announcement)
7. Students who would like to have a copy of Rates of Tuition Fee for reimbursement can download such information from <https://www.reg.chula.ac.th/eindex.html> under "Paying Tuition Fees".

*Please note that the tuition payment is subject to change due to the Office of the Registrar. To confirm the tuition payment, please contact the program officers.

Course registration is complete when students have paid the tuition and fees in accordance with the University's announcement; or else their student status will not be renewed due to failure to register.

If students did not pay for the tuition by the time indicated on the academic calendar, course registration of that semester will be cancelled and students will have to register late and pay a fine as stated in the university's announcement.

Graduate Affairs, Faculty of Medicine as well as the staff does not have any policies to receive tuition fees from students.

Course adding, dropping and changing of sections

Students, who have registered for their courses and paid the tuition fees, and wishing to add courses or change the sections for the courses they have registering may do so during the first two weeks of the semester or the first week of the summer session. Those wishing to drop any course must do so within the first six weeks of the semester or the first two weeks of the summer session. The process may be done via Internet at website: <https://www.reg.chula.ac.th/eindex.html> (Follow the instructions in Registration Manual of Registration website)

1. To enter the system click on “Login”, “Registration / Personal Information” and choose “Registration”
2. Choose Registration: Late / Add / Drop. Record the courses and sections.
3. Confirm your registration.
4. Check the result of your registration via Internet under the menu “Personal Information”
5. Log out in order to exit the system; Students need to log out from the system each time they stop using the system. This is done in order to prevent unauthorized persons from accessing the system.

Withdrawal (W)

Students can withdraw during weeks 7 – 12 of the semester or weeks 3 – 4 of summer by following the steps below:

1. Students have to express their intention to withdraw via Internet at <https://www.reg.chula.ac.th/eindex.html> by the deadline specified in the academic calendar.
2. After that, students have to print the request form CR48 (Request Form for Course Withdrawal) and provide reason(s) for withdrawal. Then the form has to be approved by the advisor or course instructor.
3. Hand in the approved request form at the Faculty Registrar Office so that the Faculty Registrar can submit the form to the Dean for consideration.
4. Students can inquire about the result of withdrawal via Internet at <https://www.reg.chula.ac.th/eindex.html> under “Personal Information Inquiry” and “Inquiry about Course Withdrawal Status.” The date of the request form acceptance and date of withdrawal confirmation from the faculty as well as the status of course withdrawal will appear on the screen.
5. After filing the **CR 48** (Request Form for Course Withdrawal), if the request is approved, the symbol W will appear in the Status column.
6. Students print the result of course withdrawal and keep it as evidence of withdrawal.

Change in Academic Status

› Doctoral - Master Continuing Programs

A student may request that he/she enter a doctoral scheme or that his/her level of study be changed to doctoral level only when:

- (1) the student with a master's degree upon his/her entry to the program, has taken a qualifying examination and obtained the S grade within 3 semesters, or within 4 semesters for those holding a bachelor's degree upon their entry to the program, starting from the first semester he/she enrolled in the program;
- (2) the student has passed a test of foreign language, as stipulated by the Academic Policy Board.

For those holding bachelor's degrees without honors, they must have registered o less than 12 credits of courses in the program, obtained a GPA of no less than 3.5 and fulfilled the above two conditions.

The Program Committee shall be responsible for consideration on entry to the program, change in level of study and return to the program/scheme. The issue shall then be submitted to the Faculty Board for approval and the Office of Registrar shall be informed of the approval within 2 weeks from the day of the approval.

➤ Change in area of study

A student may request a change in the area of study offered by the University according to criteria below. The change must be approved by the Program Committee, the Faculty Board of the faculty to which he/she was originally affiliated and that of the faculty to which he/she is to be affiliated.

- (1) A student has been enrolled as a student of the University no less than 1 semester but no longer than 1 academic year;

(2) A student has achieved a GPA of no less than 3.00.

*** A student who has changed an area of study may be exempted from certain courses, if approved by the Faculty Board.

Request for Change of First/Last Name or Title

Students who wish to change their title, name and last name, or spelling of names should do so only during the time of their studies by following these procedures.

1. Student collects **CR 47** (Request form for Name-Surname, Title Change) at the Office of Registrar.
2. Submits the **CR 47** at the Office of Registrar and attaches the copy of documents demonstrating change of title, name and last name, or marriage certificate, or an order indicating change in rank and title together with all relevant original documents.
3. For those wishing to apply for a new student ID card, a 100 baht fee is charged and collect the student ID card at **the Office of the Registrar**.

It is the responsibility of the student to check his /her title, name and last name, or correct spelling. After the Faculty has declared that the student has graduated, changes or alterations can no longer be done.

Request for Change of Student Record

The student checks his/her record such as parent's name, guardian's name, guarantor's name, identification number (passport number), house registration, birth place, birth date, nationality, religion, initial of academic qualification and date of graduation. Should there be any mistake, make a request for change during the time of study by following these procedures.

1. Collect **CR 33** (Request Form for Change of Student Record) at the Office of Registrar or download from <https://www.reg.chula.ac.th>.
2. Submit **CR 33** at the Office of Registrar and attach copies of all relevant documents.

**It is the responsibility of the student to check his/her record during the time of study.
After the faculty declares that the student has graduated, no alteration can be made.**

Collecting Personal Academic Performance Results

Students check and print Grade Report (**CR 60**) at website <https://www.reg.chula.ac.th>. Should any M I or X symbols appear on the **CR 60**, Students are required to follow up and inquire about the results from the website every Friday of the week until all the results of the study is completed.

Leave of Absence

Students who need to take a leave of absence should consult Chulalongkorn University Regulations regarding Undergraduate Level Education, B.E. 2556 number 14 or Chulalongkorn University Regulations regarding Graduate Level Education, B.E. 2551 category 9 with the following procedures:

1. Request a **CR 49** (Request Form for Leave of Absence) from the Faculty Registrar's Office.
2. Submit the CR 49 together with evidence of reasons for applying for leave of absence to the Faculty Registrar's Office.
3. Contact the Office of the Registrar for results and make a payment to retain your student status within the first two weeks of the semester.
(This payment does not apply to students who have already paid their tuition fees for the semester in which they are taking a leave of absence.)
4. In case that students have already paid their tuition fees for the semester in which they are taking a leave of absence but submit the request for leave of absence at their faculty before the first day of the semester, they can make a payment to retain their student status. They also have to submit a **CR 45** asking for a refund of the tuition that has already been paid by week 6 of the semester.
5. Students who have not registered for courses and requiring leave of absence must submit their request and pay the necessary fees within the first two weeks of the semester.

- **Application for Leave of Absence due to Military Enlistment or Military Service** (Rule No. 14.1.1) and **due to International Student Exchange Scholarship Program or any Scholarship Program that is beneficial to students' higher education** (Rule No.14.1.2), student must provide necessary documents as proof along with the application form.

- **Application for Leave of Absence due to Medical Reasons** (Rule 14.1.3) Students who fall ill and require medical treatment or rest on doctor's orders for a period exceeding 20% of the entire study period or more than 3 weeks may apply for sick leave. A doctor's certificate issued from a government hospital or a private hospital accredited by the Ministry of Health or an institute within Chulalongkorn University with medical certificate must be provided along with the application form.

Sick Leave

There are two types of sick leave:

- **Sick leave taken prior to examinations**

If a student falls sick before the semester ends and remains sick until the examination date and is unable to take the exam in one or more, or all subjects, an application for sick leave must be made before the examination date since the period of application for leave of absence is already over.

› Sick leave taken during examinations

In cases where a student has completed the semester of studies and falls sick during the exam period and is unable to take the exam in one or more, or all subjects, an application for sick leave during the examination period must be made.

The following procedures should be under taken for both types of sick leave:

1. Obtain a **CR 44** (Request Form for Sick Leave) form from the Faculty Registrar's Office.
2. Submit the **CR 44** (signed by the Academic Advisor) to the Faculty Registrar's Office. The form must be accompanied by a physician's certificate from a government or state enterprise medical facility or a private medical facility accredited by the Ministry of Health.
3. Contact the Office of the Registrar for results. Students have to submit **CR 44** within 1 week of the day they get sick and study item 13.2 in the Regulations of Chulalongkorn University about Education System for Graduate Level or item 113 in the Requirements of Chulalongkorn University about 2008 Education for Graduate Level.

If the sick leave request form is approved, the highest grade(s) awarded for the course(s) that students have not sat for the examination(s) is C (for undergraduate level) and B (for graduate level).

Absence from an Examination due to Extreme Circumstances

Students who have missed an examination due to extreme circumstances should refer to Chulalongkorn University Regulations for Undergraduate studies, B.E. 2556 No. 8.2.3.3 and Chulalongkorn University Announcement Regarding Criteria for Consideration in Extreme Circumstances, B.E. 2557 or Chulalongkorn University Regulations for Graduate studies, B.E. 2551 No. 112(3) and do the following procedures:

1. Obtain a **CR 41** form from the Faculty Registrar's Office.
2. Submit the **CR 41** furnished with documents explaining the reason for the absence to the Faculty Registrar's Office.
3. Contact the Office of the Registrar for results.

Request for Retaining Student Status

Graduate students who have not yet published their thesis dissertation / independent studies or students who do not pass the English test within the time specified by the Graduate School should follow the guidelines below:

1. Obtain **CR 32** (Request for Retaining Student Status) from the Faculty Registrar's Office or download from <https://www.reg.chula.ac.th>.
2. Submit **CR 32** at the Faculty Registrar's Office.
3. Pay the fee (5,000 baht) at the Office of the Registrar at Counter No. 4.

Resignation

Students who wish to resign from the University should submit a request to the Dean and take the following procedures:

1. Obtain a **CR 31** (Request form for Resignation) from the Faculty Registrar's Office.
2. Submit the **CR 31** furnished with documents explaining the reason for the resignation to the Faculty Registrar's Office.
3. When the Dean has given the approval the resignation will take effect from the date the resignation request was submitted to the Faculty Registrar's Office.
4. Students whose resignation has been approved will not be entitled to any refunds for the tuition fees paid whatsoever.

Thesis / Dissertation Preparation

Thesis / Dissertation preparation is one requirement for graduation for the curriculum which requires the thesis to be submitted as a part of the study. In preparing their thesis, students must avoid copying a piece of writing from someone else and representing it as their own work without quoting the reference. This plagiarism is considered to be an academic fault which causes damage to the reputation of the University, affects the quality and academic ethics, and leads to a disciplinary action, more information is provided in <http://www.grad.chula.ac.th/download/files/Plagiarism.pdf>.

Moreover, students should pay attention to the correct typing format for thesis since Chulalongkorn University's Regulation on Graduate Education, B.E. 2551 (A.D. 2008), Article 101, specifies that "typing format for thesis must comply with the Thesis Typing Format Handbook prepared by the Graduate School".

The Graduate School has provided the Thesis Typing Format Handbook and Template for Thesis Typing to help students in typing their complete thesis, reducing their typing errors, and preparing their thesis in a standardized format. Students can download Thesis Typing Format Handbook and Template for Thesis Typing by following this link: <http://www.grad.chula.ac.th/thesis/download.php>.

Dissertation Proposal Examination / Defense

At the doctoral level, students are also tested to ensure that they have adequate foundation and in-depth knowledge to write a dissertation. The Proposal Defense Committee at the doctoral degree level consists of three members, and may or may not include a qualified examiner from outside the University.

➤ **Students must submit their dissertation proposal** to the Program Examination Committee for approval along with the names of their advisers and members of the dissertation defense committee.

Following are procedures and timelines as announced by the Faculty Board:

- (2.1) Ph.D. program students must submit their dissertation proposal within three years of entering the program.
- (2.2) Ph.D. students admitted through the continuing program may submit their thesis proposal at any time but not less than 60 days prior to the thesis defense.
 - ▶ Thesis advisers or thesis defense committee members may be changed if there is sufficient reason or if circumstances dictate. All such changes require the approval of the Program Administration Committee and the Faculty Board.

Students whose thesis proposals have not been approved within the time limit lose their student status, unless they have a good reason for which the Faculty Board may extend the deadline by one semester.

The dissertation proposal examination committee must comprise no less than three members, and may or may not include a qualified examiner from outside the University. There are two types of the committee, i.e.:

- (1) the Dissertation Proposal Examination Committee, formed by the Program Committee;
- (2) the Dissertation Proposal Examination Committee for a particular dissertation proposal, appointed by the Program Committee

➤ **The Dissertation Proposal Examination Committee have the following responsibilities:**

- (1) examining a student's knowledge and understanding by considering the scope of the study, its duration and benefits gained from the study;
- (2) report the result of the examination to the Program Committee and the Faculty Board, respectively, for consideration

The Program Committee, with consent from the Faculty Board, may require the students in the program to take an examination and gain approval of their thesis proposals before the above-mentioned periods of time. This must be announced before admission of students to the program. Failure to gain approval of their thesis proposals within the aforementioned period of time shall result the termination of the student's status as graduate student. Exception may be granted in extreme cases where the Faculty Board will grant an extension of another semester following the last semester when the proposal was due for submission.

After the thesis proposal has been approved, the Faculty must make an announcement of the topics and the names of persons writing the theses as well as the names of the thesis advisors for submission to the Graduate School to publicize.

Changes of thesis / dissertation supervisors or the thesis / dissertation examination committee can be made only for extreme cases. The change must be approved by the Program Committee and the Faculty Board, respectively, before it is submitted to the Graduate School for information.

How to use CU e-Thesis

1. Go to URL: ethesis.grad.chula.ac.th

ELECTRONIC THESIS WRITING SYSTEM (E-THESIS)
Graduate School, Chulalongkorn University

Microsoft Word Add-In Question & Answer Status **COMPLETED THESIS SUBMISSION**

จำนวนผู้ลงทะเบียนสำเร็จการศึกษาระดับบัณฑิตยศาสตร์ ตามคณะวิชา ตามสถานะ การเข้าพิธีการศรัทธา 2560 ทั่วประเทศ 20 ทั่วประเทศ 2561 เวลา 16.00 น.

คณะวิชา	Proposal	Draft	Complete
2560 ทั่วประเทศ	7,495	1,948	58
2561 ทั่วประเทศ	164	34	31
รวม	1,137	155	66

คณะศึกษาศาสตร์ / Faculty of Education 78
คณะจิตวิทยา / Faculty of Psychology 4
คณะทันตแพทยศาสตร์ / Faculty of Dentistry 48
คณะนิติศาสตร์ / Faculty of Law 21
คณะนิเทศศาสตร์ / Faculty of Communication Arts 8
คณะพยาบาลศาสตร์ / Faculty of Nursing 36
คณะเศรษฐศาสตร์ / Faculty of Commerce and Accountancy 25
คณะวิทยาศาสตร์ / Faculty of Sciences 41
คณะอักษรศาสตร์ / Faculty of Letters 49
คณะสังคมศาสตร์ / Faculty of Social Science 51

แจ้งเตือน
If you have technical problem please send email to ethesis.grad@gmail.com with your thesis document file and details on below:
1. Your thesis document file (.docx)
2. Capture error message screenshot
3. Capture system properties screenshot (right click on My computer icon and click properties)

เข้าสู่ระบบ / LOGIN

ชื่อผู้ใช้งาน / Username
รหัสผ่าน / Password

LOGIN

Remember me

Fast link

Knowledge Base

Manual and workshop video
Updated 22/18/2014

ศูนย์ช่วยเหลือระบบ
CU E-Thesis Support Center

เอกสารประกอบระบบ CU E-Thesis
(วันที่ 23-24 มี.ค. 2557)

PROCESS FOR ADVISOR

Case 1. Proposal Title not be approved
Case 2. Proposal has been approved via
ethesis.grad.chula.ac.th

2. Login with CU Net account: Username consisting of 8 characters

3. Fill in Basic Information > Contact Information

ELECTRONIC THESIS WRITING SYSTEM (E-THESIS)
Graduate School, Chulalongkorn University

Basic Information — data from thesis proposal database **Contact Information**

Advisor's email :

Advisor's mobile phone number :

Student's email :

Student's mobile phone number :

4. Thesis Topic will automatically fill in or type by manually.

The screenshot shows the 'ELECTRONIC THESIS WRITING SYSTEM (E-THESIS)' interface. The left sidebar contains navigation options: Basic Information, Thesis Form (selected), Thesis Revision, Thesis Database, and Request Form. The main content area has tabs for 'Thesis Topic', 'Thesis Committee', and 'Configure'. Under the 'Thesis Topic' tab, there are two text input fields: 'Thesis Topic (TH)' and 'Thesis Topic (EN)'. Each field has a toolbar with icons for bold, italic, underline, strikethrough, and subscript. Below the fields is a blue 'Save thesis topic' button.

5. Fill in Thesis Form > Thesis Committee

The screenshot shows the 'ELECTRONIC THESIS WRITING SYSTEM (E-THESIS)' interface. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'Thesis Topic', 'Thesis Committee' (selected), and 'Configure'. Below the 'Thesis Committee' tab, there is a text instruction: 'To add a thesis examination committee, please select type of committee and enter the details in the form:'. To the right of this text is a dropdown menu with the following options: '-- Select --', '-- Select --', Dean, Chairman, Thesis Advisor, Thesis Co-Advisor, Examiner, and External Examiner.

6. Fill in Thesis Form > Thesis Committee which you can search from Database

The screenshot shows the 'ELECTRONIC THESIS WRITING SYSTEM (E-THESIS)' interface. The 'Thesis Committee' tab is active. The form prompts the user to 'To add a thesis examination committee, please select type of committee and enter the details in the form: Dean'. Below this, there are sections for adding Thai and English names. A dropdown menu is open, displaying a list of potential committee members with their names and affiliations, such as 'sut' (Sutthirak Sapsiri - Chulalongkorn University) and 'sut' (Sutthiphong Thavechayapong - National Electronics and Computer Technology Center).

7. Fill in Thesis Form > Thesis Committee at least advisor name must be filled in.

This screenshot shows the same 'ELECTRONIC THESIS WRITING SYSTEM (E-THESIS)' interface. In this view, the dropdown menu is open, and the 'Assoc. Prof.' option is selected. The form fields for Thai and English names are visible, with the Thai name field containing 'รศ. ดร. รุ่งอรุณรุจิราภรณ์ รศ.' and the English name field containing 'Assoc. Prof. Associate Professor Associate Professor'. The 'Add/Save committee' button is visible at the bottom of the form.

8. Checking external examiner name – if external examiner name have not found in the system, students have to contact their study program officers and give the external examiner details such as Thai name, English name, Academic title, E-mail, Affiliation.

9. Fill in Thesis Form > Configure (Select details for your Thesis)

The screenshot shows a web browser window with the URL <https://ethesis.grad.chula.ac.th/page/#>. The page title is "ELECTRONIC THESIS WRITING SYSTEM (E-THESIS) Graduate School, Chulalongkorn University". The left sidebar contains a menu with the following items: Basic Information, Thesis Form (highlighted), Thesis Revision, Thesis Database, and Request Form. The main content area is titled "Configure" and is divided into two sections: "Thesis" and "Page font size (.pt)".

Thesis Configuration:

- Thesis Language: ไทย English
- Thesis theme font: TH Sarabun New (Default as: "TH Sarabun New")

Page font size (.pt) Configuration:

- Thesis committee page font size: 16
- Abstract thai page font size: 16
- Abstract english page font size: 16
- Acknowledgement page font size: 16
- Biography page font size: 16

A "Save" button is located at the bottom of the configuration area.

10. When the Basic Information have already been filled in, then students are able to write their Thesis in MS Word by downloading MS Word Add-in.

The screenshot shows a web browser window with the URL <https://ethesis.grad.chula.ac.th>. The page title is "ELECTRONIC THESIS WRITING SYSTEM (E-THESIS) Graduate School, Chulalongkorn University". There are navigation tabs: "Microsoft Word Add-In", "Question & Answer", "Status", and "COMPLETED THESIS SUBMISSION". A red banner contains the text: "หมดเขตวันสุดท้ายของการส่งวิทยานิพนธ์ฉบับสมบูรณ์ ครอบคลุมภาค ภาคปลาย ประจำปีการศึกษา 2560 ในวันที่ 20 กรกฎาคม 2561 เวลา 16.00 น." Below this is a section for "CU E-THESIS Add-In" with two download buttons: "CU E-THESIS x86 (1.2.22)" and "CU E-THESIS x64 (1.2.22)", both with a download icon and text: "Download & install CU E-THESIS 1.2.22 Support Microsoft Office 2010, Microsoft Office 2013 and Microsoft Office 365". Below that is a "PREREQUISITE PROGRAMS" section with four buttons: "WinRAR x86 (5.11) For extracting CU E-THESIS Add-In bundle.", "Visual Studio 2010 Tools for Office Runtime", "Microsoft Visual C++ 2010 Redistributable Package x86 (for 32bit)", and "Microsoft Visual C++ 2010 Redistributable Package x64 (for 64bit)".

11. Open the MS Word Add-in then Login → Generate Template and Add Content → Save to Cloud
12. Then Fill in Thesis Revision, Choose Version, and Save as Proposal.
13. Wait for approval from Advisor and Officer.
14. Executive Committee consider Thesis Title.

* On condition that the Executive Committee disapprove the Thesis Title, students have to change the Thesis Title and represent again. (In-person)

15. After the Thesis Title have been approved by the Executive Committee, students have to send the Proposal File to advisor for approval via CU e-Thesis system.
16. The advisor will approve the Thesis Proposal, then send the officer email. The officer will fill No. of proposal approved by Faculty Executive Committee.
17. Students are able to write their thesis via CU e-Thesis.

NOTE: According to Graduate School's Strategic Development Plans for 2018-2022, the CU e-Thesis will be changed to CU i-Thesis. For further information, please visit <http://www.grad.chula.ac.th/eng/>

Dissertation Examination / Defense

› Students can take a dissertation examination/defense only when:

- (1) they have registered for all the courses required by the Program;
- (2) their research proposals have been approved by the Faculty Board no less than 60 days before the day of the examination;
- (3) there are evidence that the students have submitted research articles, which are part of their theses, to academic journals for publication, or that the students have been accepted to present their research in academic conferences.

A student who wishes to take the dissertation examination / defense shall submit the final version of his / her thesis, which has already gained approval from his/her supervisor, to the Graduate School no less than 2 weeks before submitting a petition for an appointment to be made for the dissertation examination/defense.

After the dissertation format has been checked by the Graduate School, the student, with the consent of his / her thesis supervisor, shall submit a petition for an appointment to be made for the thesis examination to the Faculty within the period stipulated by the Program Committee. The petition must be submitted no less than two weeks before the exam date. The Program Committee shall make an announcement publicizing the examination date no less than 1 week before the examination date.

On the day of the dissertation examination the Dissertation Examination Committee, including the Chairperson and Committee Members, must consist of a minimum of 3 people for an examination of a dissertation at the doctoral degree level. In cases where the members fall short of the aforementioned number and components, the examination is to be postponed.

Once the dissertation examination has been completed, the Dissertation Examination Committee should convene in private in order to determine the outcome of the exam. Afterwards, the Chairperson of the examination shall submit a report of the results, through the Chairperson of the Program Committee and Department Head, to the Faculty Board within 2 weeks from the day the examination was completed. The results must be notified to the student within 3 weeks from the day of the examination.

Dissertation Submission Regulation

› First: Preparing Information

- 1.1 MS Word or Pdf file of documents / evidences about thesis dissemination (not more than 3 files) **<Only for students who have their thesis publicized>**
- 1.2 An original report from TurnItIn program, only the page showed percent of plagiarism

› Second: Dissertation Online Submission

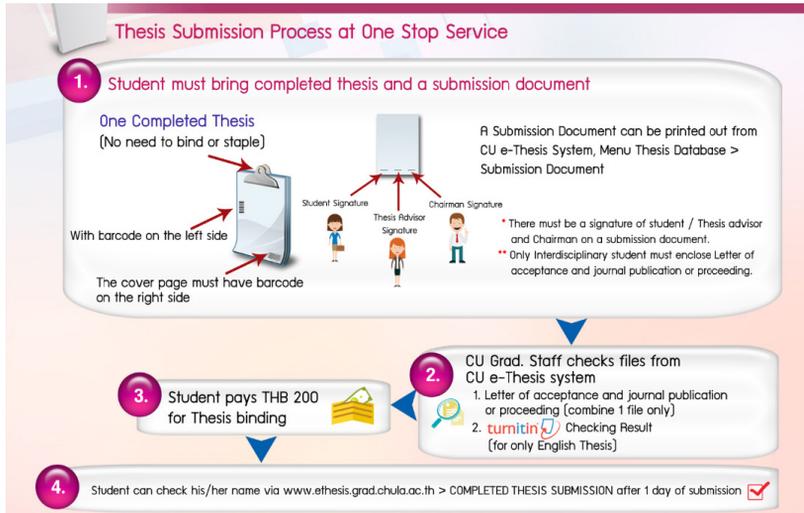
- 2.1 Log on to <http://ethesis.grad.chula.ac.th>
- 2.2 Fill in Thesis Dissemination Consent Form
- 2.3 Fill in Research Mapping Form
- 2.4 Fill in Thesis Dissemination Reporting Form and upload files (item 1.1 above) **<Only for students who have their dissertations publicized>**
- 2.5 Fill in the Questionnaires and the percent of plagiarism from TurnItIn Program (item 1.2)
- 2.6 Print out the Documents for submission of completed dissertation, and offer advisor and chairperson to sign

› Third: Completed Dissertation Submission

Students must submit the completed thesis with the documents for submission at Graduate School by 16.00 on the last day of submission completed thesis as announced in the Academic Calendar **(CR 90)**. The documents are as follow:-

- 3.1 A copy of the completed dissertation
 - with barcode printed on the first page of the dissertation
 - cover, and the left of every pages
 - with actual signature of dean and dissertation examination committee on approval page
 - without binding
 - in such cases where not the committee members have signed the approval page / abstract, the students must submit the thesis with a memo from the chairperson reasoning for the incomplete signature and the date that can be submitted
- 3.2 Documents for submission of completed dissertation (item 2.6) signed by the student, the advisor, and the chairperson of the examination committee
- 3.3 Original Report from TurnItIn Program, only the page showed percent of plagiarism
- 3.4 Copy of documents/evidences related to the dissertation dissemination publication **<Only for students who have their thesis publicized>**

Thesis Submission at One Stop Service



Assessment

> Assessment levels

A thesis / dissertation shall be assessed by the following criteria:

- (1) Very Good
- (2) Good
- (3) Pass
- (4) Fail

➤ **Courses taken will receive a letter grade and equivalent grade point as follows:**

Grade	Meaning	Score
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Fairly Good	2.5
C	Fair	2.0
D+	Poor	1.5
D	Very Poor	1.0
F	Fail	0.0
I	Incomplete	-
P	In Progress	-
S	Satisfactory	-
U	Unsatisfactory	-
V	Visitor	-
W	Withdrawn	-
M	Missing	-
X	No Report	-

Criteria for Assigning Letter / Non Letter Grades

- 1) Students will receive letter grades: **A, B+, B, C+, C, D+, D** and **F** in the following circumstances:
 - (1.1) when assessed for an examination taken or assignment submitted;
 - (1.2) when an **I (Incomplete)** is removed within the first two weeks of the following semester;
 - (1.3) when the symbol **M, P** or **X** is replaced by a letter grade

- 2) Other than the above circumstances, students will receive an **F**
 - (2.1) in courses for which they are prohibited from taking the final examination;
 - (2.2) for cheating on an exam or violating University, faculty or program rules and regulations governing examinations currently in effect, when the violation is deemed serious by the Faculty Board;
 - (2.3) when an Incomplete (**I**) is not removed because the examination has not been taken or assignments have not been completed within the first two weeks of the following semester.

- 3) Students will receive a grade of Incomplete (**I**) in the following circumstances:
 - (3.1) Students are unable to complete coursework because of illness and do not take the examination for some or all of their courses, and the Dean, after considering the students'

request for an Incomplete endorsed by the Department Head or course instructor and having deemed that the work not completed is minor or insubstantial approves the request.

(3.2) Students have completed the work but because of illness, are unable to take the examination for some or all of their courses, and the Dean, after considering the students' request for an Incomplete endorsed by the Department Head or the course instructor, approves the request.

(3.3) Students miss an examination due to a personal emergency and immediately file a request for an Incomplete, and the Dean, after considering the students' request endorsed by the Department Head or course instructor, approves the request.

(3.4) Students are unable to complete the course requirements and the course instructor with the approval of the Department Head deems it appropriate to assign an Incomplete.

The grade attempted for a class in which a student has been given an Incomplete under (3.1) and (3.2) may not exceed a **B**.

4) Students will receive a **P** for courses still in session at the end of the first semester and for which coursework or other work continues in the following semester, but students may not receive a **P** for more than two terms.

5) Students receive a Satisfactory grade (**S**)

(5.1) when their work in courses offered on an ungraded basis or specified in the curriculum as non-credit is deemed satisfactory.

- (5.2) when their adviser judges their thesis to meet satisfactory progress required for each semester.
 - (5.3) when their performance on the comprehensive exam is deemed satisfactory by the Comprehensive Examination Committee.
 - (5.4) when their performance on the qualifying exam is deemed satisfactory by the Qualifying Examination Committee.
- 6) Students receive a **U (unsatisfactory)** grade for achieving less than satisfactory results in coursework, thesis, comprehensive exam, or qualifying exam.
- 7) Students receive a **V** for courses attended as visitors when their participation is deemed satisfactory by the instructor.
- 8) Students receive a withdrawn grade (**W**) if they withdraw from registered after the sixth week of the term or the second week of the summer session, under one of the following circumstances:
- (8.1) Students have withdrawn from the course.
 - (8.2) Students suffer from a serious illness before the end of the semester and remain ill at the time of the final examinations, resulting in absence from some or all of the exams (Students may file a request with the Dean not later than one week after they first become ill or after they have recovered from the illness. The request form needs to be accompanied by a medical certificate from the Chulalongkorn University Health Service Center or a hospital run by the government or a state enterprise, or a private health unit accredited by the Ministry of Public Health.).

- (8.3) Students are officially on leave.
 - (8.4) Students have been suspended from their studies during a given semester for reasons other than violations of the Department's, Faculty's or University's rules, regulations, announcements, or orders concerning the program's examinations.
 - (8.5) The Dean has approved the replacement of an Incomplete grade (I) with a Withdrawn grade (W) as per 3 (3.1) and (3.2) or (3.3) as a result of a student's illness or circumstances beyond his / her control that extends beyond the first two weeks of the semester following the semester students have officially registered.
 - (8.6) Students are merely auditors in a course, and the teacher considers them as not attentive in class.
 - (8.7) Students' registration was in conflict with course regulations, conditions or requirements.
- 9) Students will receive a Missing grade (**M**) only for a course in which they have not provided a valid reason for not attending the exam.
- 10) Students receive an **X** for courses in which the final grades have not yet been reported to the Office of the Registrar.

Calculation of Grade Point Average (GPA)

- 1) There are two types of grade points average, the calculation of which are as follows:
 - (1.1) The semester grade point average, which is a measure of the student's performance in a given semester, can be calculated by multiplying the total grade points for each semester (The grade points for each course are determined first by multiplying the number of credit hours by the value of the letter grade students receive in each course and then adding the grade points of all the courses to get the total grade points) by the total credit hours for that semester.
 - (1.2) The cumulative grade point average reflects a student's overall performance since first entering his/her program of study. This can be calculated by dividing the total grade points received from all subjects studied by the total number of credit hours earned.
- 2) Summer session grades are not figured in the grade point average until the following semester in which the student is enrolled.

Conditions for Graduation and Eligibility to Receive a Certificate or Diploma

Students who have completed all the requirements in the curriculum in their final semester, and expect to graduate, should fill out their

information for graduation via the internet at <https://www.reg.chula.ac.th> under the category of “**Request for Graduation / Graduates**” and follow these procedures.

To be eligible to receive a certificate or diploma, students must satisfy the following requirements:

- 1) Students have earned the number of credit hours required by their program and maintain no less than a 3.0 grade point average.
- 2) Students have observed the regulation about the duration of study:
 - (2.1) The duration of study for Certificate Program and Advanced Certificate Program students is determined by the Policy Committee.
 - (2.2) Ph.D. students' duration of study:
 - (a) up to six academic years for students who hold a Master's degree.
 - (b) up to eight years for students who hold a Bachelor's degree.
- 3) Thesis programs. The thesis or part of the thesis has been published, accepted for publication or considered as having been published by the Graduate School Board.
 - (3.1) The research article derived from the thesis or in partial fulfillment of the thesis requirements of a Ph.D. program must have been published or accepted for publication according to the following criteria:
 - (a) Biological Science and Physical Science

- Program Type 1: Students must have their articles published in two academic journals, at least one of which must be recognized internationally.
- Program Type 2: Students must have one article published in a national academic journal.

- (3.2) Should the thesis be related to an invention, students may seek approval from the Policy Committee to submit a patent and petty patent registration in lieu of publication of articles as specified in (3.1) or (3.2).
- 4) Students must observe the guidelines for submitting a complete thesis to the Graduate School as specified in the Graduate School's announcement issued each academic year with regard to: number of copies required, procedures and deadline.
 - 5) To graduate, Ph.D. students must pass all the courses required by the program, the qualifying exam to earn eligibility to submit a thesis proposal, thesis proposal defense, and thesis defense, and must meet all other program requirements set by the Faculty and/or the Policy Committee.
 - 6) Students who have met the qualifications specified above must submit a request to receive a certificate or diploma to the Office of the Registrar within the specified deadline. Failure to do so will result in a fine determined by the University and may result in the student's eligibility to receive a certificate or diploma requiring approval by the University Council.
 - 7) To be eligible to receive a diploma in a given academic year, students must have their graduation approved first by the Faculty Board no later than the last day of the academic year as set by the University, and then by the University Council.

Request for Graduation

Students who have completed all the requirements in the curriculum in their final semester, and expect to graduate, should fill out their information for graduation via the internet at <https://www.reg.chula.ac.th/eindex.html> under the category of **“Request for Graduation/Graduates”** and follow these procedures:

1. Check for correction of personal information, academic records, and curriculum under the category of “correction for student records”. Students should check all relevant information before requesting for graduation. Should there be any change/alteration of information, students should contact the Office of the Registrar for corrections, and present evidence (if any). After the Faculty declares the annual list of graduates, any changes cannot be made.
2. Students fill out their information for graduation under the category of **“Request for Graduation”** within the period of time stipulated in the Academic Calendar of each semester. Should it be done after the period of time allowed, they will be subject to a fine (1,000 baht) from the Office of Registrar according to the regulations.
3. In the case that a student is unable to graduate, the information for requesting for graduation will become void, and the student will need to file the information again in the next semester in which student expects to graduate.

**The student who has filled out information for graduation cannot register in the next semester unless the student has not been able to graduate.
In such cases the student must inform the Faculty Registrar's Office of his/her affiliation.**

**Students can find out the result of the request for graduation under the category "Graduates".
If the list of graduates is not found,
please contact the Faculty Registrar's Office.**

Following up on Graduation Matters

Below is a list of things you should keep in mind after you have recorded the information required for submission of request for graduation:

1. A list of names of students who have completed their studies and the date of approval from the University Council will appear on the website: <https://www.reg.chula.ac.th/eindex.html>. Inquiries can be made under the topic "graduates". If the list has not been posted please contact the Office of Registrar for an announcement list.
2. Upon approval from the University Council students will receive the following:
 - 2.1 Two copies of the transcript
 - 2.2 Two copies of the document certifying academic credentials
3. The documents aforementioned can be collected 5 working days following the date of the University Council approval. The Office of the Registrar reserves the right to cancel those documents if they are not collected within 60 days following the date of the University Council approval.

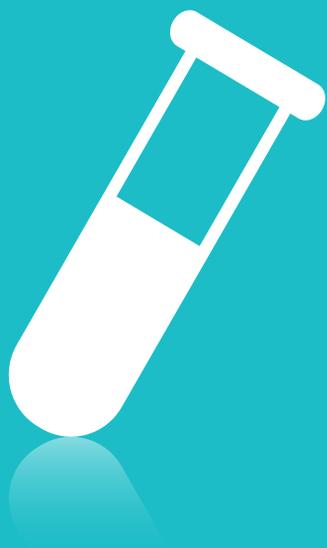
4. If you are not able to collect the documents yourself the following arrangements may be made:
 - 4.1 Authorize someone to take collection on your behalf by showing an identify card, government/state enterprise official card, driving's license or any other picture ID. (Document of authorization can be downloaded from the Office of the Registrar website)
 - 4.2 Arrange for them to be sent by post by
 - Downloading and filling out a **CR 42/2** Request
 - (Request for Delivery of Documents by post service)
 - Purchase a postal order for the value specified in the
 - **CR 42/2** Request from the post office payable to "The Office of the Registrar, Chulalongkorn University"
 - In an envelope, send the postal order together with the **CR 42/2** Request, you have filled out addressed to
"The Office of the Registrar, Chulalongkorn University, Phya Thai Road, Patumwan District, Bangkok 10330"
5. Follow up on commencement ceremony schedules as follows:
 - 5.1 Commencement ceremony rehearsals Commencement ceremony rehearsals usually take place between mid-September to early October.
 - 5.2 Commencement ceremonies usually take place around the middle of the month of October each year.
 - 5.3 Commencement ceremony rehearsal schedules for each of the Faculties as well as commencement day schedules will be posted on the website.

Request for Academic Documents

- For students or representatives processing the request in person at the Office of the Registrar:
 1. Ask for a **Request for Certification Form (CR 42 or CR 42/1)** at the Office of the Registrar or download the form from the Office's website under the menu Forms.
 2. Submit CR 42 or CR 42/1 and pay the academic document fees in cash at the Office of the Registrar between 8.00 and 16.00.
 3. The requested academic document can be picked up at the Office of the Registrar on the following working days between 8.00 and 17.00. If not picked up within 60 days from the form submission date, the Office of the Registrar will cancel the request and the requested document.
 4. If the transcript is requested along with other specific form to be filled in signed, and sealed in the envelope by the Office of the Registrar, those documents can be picked up in 3 working days after the request submission.

- If processing the request via the Internet at the website <https://www.reg.chula.ac.th/eindex.html> under the menu "Request for Academic Documents":
 1. Fill in student ID and ID number for Thai students. For foreign students, fill in the passport number.
 2. Fill in the 4-letter code appearing on the screen and press NEW to enter the menu General Request Form.

3. Fill in the information and choose required documents, press Save and check the information.
4. Press Print for confirmation and print the request form in which there are list of requested documents and fees.
5. Two methods of payment:
 - Method 1:** Print Fee Payment Form and pay the fee accompanied with the form at any branch of Siam Commercial Bank nationwide (additional service fee of 50 baht). After the payment is done, send the payment slip to the Office of the Registrar via fax no. 0-2218-0003 or via E-mail: requestdoc@chula.ac.th
 - Method 2:** Pay by postal order payable to “The Office of the Registrar, Chulalongkorn University”, along with the request form to **the Office of the Registrar, 2nd floor, Chamchuri Building 5, Phayathai Rd, Patumwan District, Bangkok 10330.**
6. Student can pick up the requested academic documents by themselves in 1 working day at the Office of the Registrar after the Registrar has received the fee. If not picked up within 60 days from the issuing date, the Office of the Registrar will cancel the request and the requested document.
7. If students had requested the documents to be sent by postal mail, the Office of the Registrar will send them within 2 working days after the evidence of payment has been received and checked.



Ph.D. International Program

in Clinical Sciences

15 Accommodation

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

On Campus

Accommodation for international students and visiting faculty is available at Chulalongkorn University International House (**CU iHouse**).

Chulalongkorn University International House (**CU iHouse**) is a 26-storey, 846-unit, on campus residence for international students and lecturers. Rooms come fully furnished with air conditioning, modern conveniences, 24-hour security and safety systems. The residence is included in the university's shuttle bus services.



Monthly Accommodation Fee (Utility charges not included)

Type of Room	Baht/room/month	Units
Studio 25 sq. m. (1 bed)	14,000 THB	180
Studio 25 sq. m. (2 bed)	14,000 THB	546
1 Bedroom 50 sq. m. (1 bed)	22,000 THB	36

USD 1 = THB 35

Remark:

Two-months room deposit and one-month rental fee must be paid in advance.
Daily Rental Fee (including room service) for visitors /guests: 1,000 THB/ Day
Service and Facilities

24 - hour Convenience store
Coffee shop & Bakery
Laundry
Shuttle Bus to the University

24 - hour reception service
Free Internet Wi-Fi
Lobby and Garden
Stationary

24 - hour technician service
Free TV connection
Retail Shop
Study Room

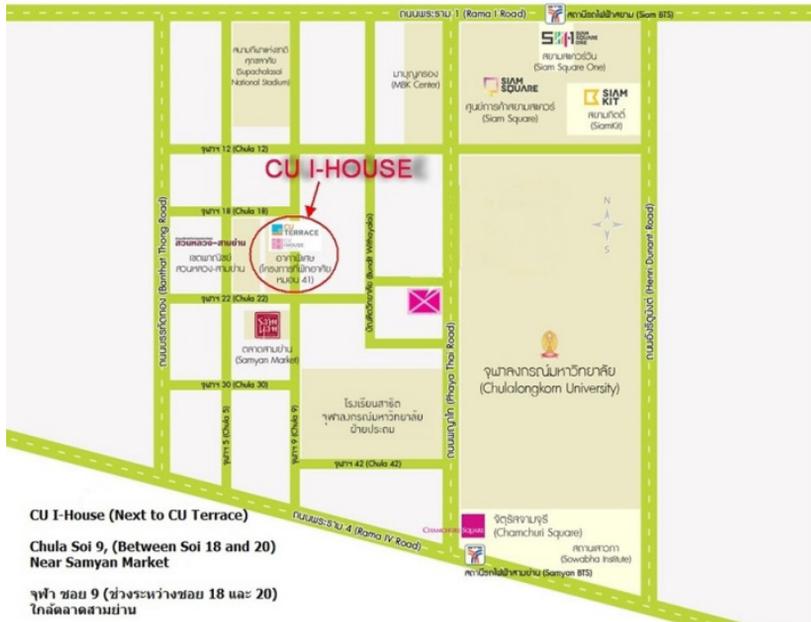
CU iHouse

268 Chulalongkorn Soi9, Charasmuang road, Wangmai, Pathumwan,
Bangkok, Thailand

Tel: 3188 217 662+

Fax: 3111 217 662+

Email: cuh.remsthailand@colliers.com



For Driver,

Please bring this passenger to CU I House

268 Chulalongkorn Soi9,

Charasmuang road, Wangmai,

Pathumwan, Bangkok, Thailand

If you don't know where it is,

please call CU i-House

Tel. 02-217-3188

Thankyou

เรียน ผู้ขับรถ

กรุณานำผู้โดยสารไปส่งที่ CU I House

ช.จุฬา 9 ถ.จรัลเมือง

หากไม่ทราบว่าอยู่ที่ใด กรุณาโทรถามเจ้าหน้าที่

CU I House ที่ 02-217-3188

ขอบคุณค่ะ

Off-Campus

Please contact Office of International Affairs for more information at int.off@chula.ac.th

(Tel: +662 218 3334-5) or check out the following lists:

- Nonsi Residence
- Thada Court Apartment
- The Blooms Residence
- Reno Hotel
- The Narathiwas
- VERTIQ Condo

Ph.D. International Program

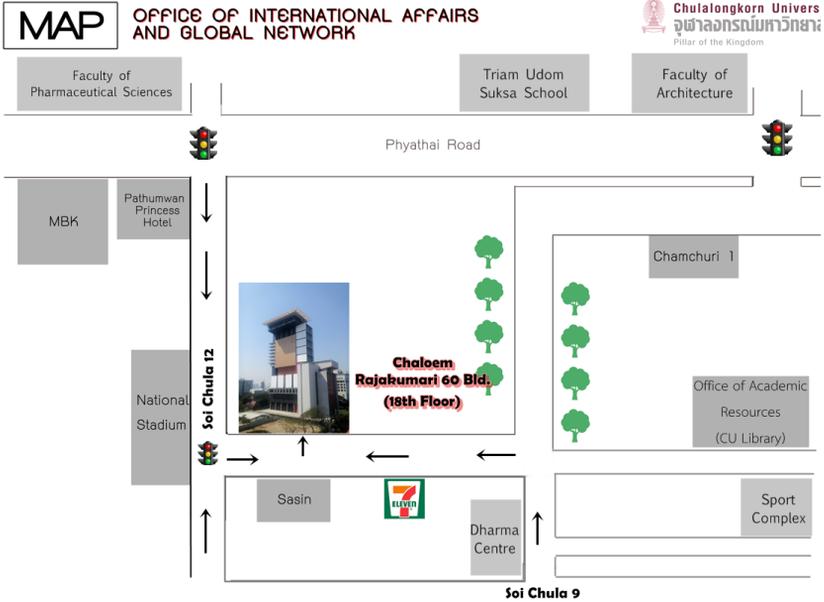
in Clinical Sciences

16 One-stop Service, Visa, Work Permit and ID card

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Office of International Affairs and Global Network provides foreigners services including Visa Support Services, ID card for International students and staff, and Work Permit Support Services. For any further information, please contact **Office of International Affairs and Global Network, One-stop Service, Chaloeam Rajakumari 60 Building, M2 Floor,**

- ◆ Tel: 02-218-3333
- ◆ E-mail: onestop.service@chula.ac.th



Office of International Affairs and Global Network CHULALONGKORN UNIVERSITY
Chaloem Rajakumari 60 Building [Chamchuri 10 Building], 18th Floor, Phayathai Road, Pathumwan, Bangkok, Thailand 10330
Tel: +662 218 3331-5

Ph.D. International Program

in Clinical Sciences

17 Contact-Inquiry

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

- Graduate School, Chulalongkorn University 524 Phayathai Rd, Patumwan, Bangkok Thailand. 10330 E-mail : grad@chula.ac.th
Website : www.grad.chula.ac.th
Graduate Affairs Division, Faculty of Medicine, Chulalongkorn
- University, Rama IV Rd. Pathumwan, Pathumwan, Bangkok 10330
E-mail : grad.mdcu@gmail.com Website : <http://grad.md.chula.ac.th>
FB: <https://www.facebook.com/grad.md.chula>

Contact	Telephone Number	Extension Number
Office of the Registrar		
➤ Enrollment		
➤ Request for an academic certificate	0-2218-3502-3 0-2218-3505	ext. 14
➤ Registration services		

Contact	Telephone Number	Extension Number
Grant		
➤ Application for a study / research grant	0-2218-3502-3	ext. 13
➤ Grant Agreement conclusion	0-2218-3505	
➤ Notification of the grant approval		
Interdisciplinary fields	0-2218-3528	-
Thesis		
➤ Thesis topic online submission		ext. 3
➤ Thesis proposal	0-2218-3500	
➤ Thesis format check		
➤ Complete thesis submission		
➤ Work Dissemination for graduation		
Finance		
➤ Cheque Receiving		ext. 4
➤ Study / research grant disbursement	0-2218-3521	
	0-2218-3523	
➤ Tuition Fee Payment (For Interdisciplinary Fields)		
One-Stop Service		
➤ Grant Disbursement, Request Form submission	0-2218-3501	ext. 0
	0-2218-3516	
➤ Thesis submission	0-2218-3526	
➤ Grant Application Form Submission, Grant Agreement conclusion	0-2218-3530	
	0-2218-3532	
➤ Graduate School-related document submission	0-2218-3533	

Ph.D. International Program

in Clinical Sciences

18 Sport Facilities

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Chulalongkorn University offers a number of sports facilities so that students and staff may maintain good health. The sports facilities include:



Chulalongkorn Stadium - This standard outdoor stadium, with 25,000 maximum seating capacities, is ideal for football, hockey, rugby, and other outdoor sports. There are synthetic turf and 8 lane synthetic tracks; Sports Library is also available.



Indoor Sports Gymnasium 1 - This gymnasium is housed in a Multi-Purpose Building. Facilities for sports, such as sepak takraw, volleyball, basketball, table tennis, badminton, judo, boxing, gymnastics etc., are available.



Indoor Sports Gymnasium 2 - There are 4 badminton courts. 1-hour booking in advance at the court is required.



There are 10 tennis courts with full lighting; knock boards for self-practice are also available.



Swimming Pools - There are two swimming pools, one 25-meter and one 50-meter.

- The 25-meter pool, just a short walk from the Indoor Sports Gymnasium 1, has six swimming lanes.
- The 50-meter pool, located on the M Floor, Sports Complex, has eight swimming lanes.



Fitness and Body Training Facilities - The Fitness Room, an air-conditioned gym, provides both single-station and multi-station machines that can exercise all parts of the body.

- The Weight Training Room is fully equipped with barbells, weight lifting equipment, etc.

- The Physical Fitness Testing Room is also available for a variety of fitness testing machines for muscular fitness, blood circulation, lung capacity, fat percentage, etc.
- All is located on the 2nd Floor, Sports Complex.

International students and staff must show the ID card in order to obtain services.

- For more information please contact: Customer Relations, CU Sports Center Sports Complex, 1st Floor
- Tel: 0-2218-2874-7, 0-2218-2848
- www.cusc.chula.ac.th
- Mon-Fri: 08:00 a.m. - 07:00 p.m.
- Sat: 08:00 a.m. - 05:00 p.m.

Ph.D. International Program

in Clinical Sciences

19 Life and Accident Insurance for CU Students

Graduate Student Handbook Ph.D. International Program in Clinical Sciences

Chulalongkorn University provides life and accident insurance for all students at all academic levels, including those enrolled in any program that is longer than a year.

Period of coverage for the academic year

- August 1st - July 31st (24-hour, worldwide),
- Students will continue to be covered until the end of the period of coverage even though their student status has terminated before the plan's expiry date.

Medical coverage for accidents

The plan covers the actual charge of medical treatment in both public and private health facilities as long as it does not exceed

- 40,000 Baht per accident for an accident occurring on campus or during participation in off-campus University activities, including sports competitions on behalf of the University,
- 30,000 Baht per accident for accidents occurring off-campus.

Reimbursement procedure

- Students must pay for their medical treatment in the first instance and then their reimbursement request for out-of-pocket medical expenses must be submitted to the CU Student Corner at the Office of Student Affairs, located on the lower ground floor of the Chulachakrabongse Building. The claim should be supported by the following documents:

- The original medical certificate,
- The original itemized bills,
- A copy of their bank passbook.

*** The documents will be collected by the insurance company on the 1st, 10th and 20th of each month. The sum reimbursed will be transferred directly into the students' bank account after the review process has been completed and the request approved.

Exclusions

The plan does not cover or provide benefits for:

- Private nursing charges,
- Ambulance or transportation services in non-emergency cases,
- Medical supplies for external use (e.g. orthotics and prosthetics, walking sticks, slings, conforming gauze bandages or back braces),
- Telephone call charges,
- Newspapers,
- Other services not related to the medical treatment.

Death and dismemberment benefits

- Death (regardless of cause) - 10,000-Baht compensation,
- Accidental death - 210,000-Baht compensation,
- Accidental dismemberment:
 - Permanent disability 200,000 Baht
 - Loss of both hands, severed at or above the wrists 200,000 Baht
 - Loss of both feet, severed at or above the ankles 200,000 Baht
 - Loss of a hand and a foot, severed at or above the wrist or the ankle 200,000 Baht

- Loss of a hand, severed at or above the wrist, and loss of sight in one eye 200,000 Baht
 - Loss of a foot, severed at or above the ankle, and loss of sight in one eye 200,000 Baht
 - Loss of sight in both eyes 200,000 Baht
 - Loss of a hand, severed at or above the wrist 120,000 Baht
 - Loss of a foot, severed at or above the ankle 120,000 Baht
 - Loss of sight in an eye 120,000 Baht
 - Loss of a thumb, at or above the first joint from the tip, or an index finger, at or above the second joint from the tip 50,000 Baht
- Repatriation of remains - compensation for the actual costs incurred but not exceeding 10,000 Baht per case.

Appendices

Appendix A: Cover Sheet (Yellow Sheet) P.53



Office of the Registrar
Chulalongkorn University
Cover sheet for graduate level

<input type="text"/>							
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Student ID

Name Last name.....
Faculty.....

Write down all the information required and arrange documents in this order

Marking ✓ in the space of check lists for new student (for submission on day of enrollment)

Item number	Type of document	Submit on	Check lists for new student
1	One 2 inch color photo (with blue background) in polite attire or civil servant uniform. Name and student ID number must be written clearly on the back of the photo.....	Step 2A	
2	Original Thai Nation ID Card with two photocopies or Original passport with two photocopies (for foreigners).....		
3	1 Copy of student's house registration form (For Thai Student).....		
4	Original documents regarding change of title or name/last name together with two photocopies		
5	New Student Survey (CR19) (from website).....	Step 2B	
6	Student Record (CR20G) (from website) with photo.....		
7	Original transcript or degree certificate showing that the student has attained a Bachelor's Degree or Diploma or Master's degree or Higher Diploma or a Doctorate Degree with two photocopies		
8	Informations for Student ID card with photo and all the details filled out entirely Attach with Form for Declaration of Status as U.S. Person or Non-U.S. Person	Step 3	

Note: - Students should write "Certified True Copy" together with their signatures in the photocopies.

Students also should fill out student ID number on the top right corner of the paper.

**STUDENTS WHO FAIL TO PRODUCE ALL RELEVANT FORMS AND DOCUMENTS
WILL NOT BE PERMITTED TO UNDERGO ENROLLMENT.**

POLITE ATTIRE REQUIRED FOR ENROLLMENT.

Appendix B: (CR 94) Enrollment Schedule P.53



สำนักงานการทะเบียน
Office of the Registrar
จุฬาลงกรณ์มหาวิทยาลัย
Chulalongkorn University
จท94 / CR94

กำหนดการลงทะเบียนแรกเข้า / Enrollment Schedule ภาคการศึกษาต้น ปีการศึกษา 2560 / First Semester, Academic Year 2017

ระดับบัณฑิตศึกษา (ระดับที่สูงกว่าปริญญาตรี) / Graduate level (beyond Bachelor's Degree)	
เวลา / Time	วันอังคารที่ 1 สิงหาคม 2560 / Tuesday, Aug 1, 2017
8.30 – 9.00 น./hrs.	ครุศาสตร์/Education เศรษฐศาสตร์/Economics นิติศาสตร์/Law วิทยาศาสตร์การกีฬา/Sports Science
9.15 – 9.45 น./hrs.	พาณิชยศาสตร์และการบัญชี/Commerce and Accountancy สถาปัตยกรรมศาสตร์/Architecture
10.00 – 10.30 น./hrs.	บัณฑิตวิทยาลัย/Graduate School ทันตแพทยศาสตร์/Dentistry เภสัชศาสตร์/Pharmaceutical Sciences
10.45 – 11.15 น./hrs.	วิทยาศาสตร์/Science
11.30 น. /hrs.	ปิดทำการ / Closed
13.00 – 13.30 น./hrs.	วิศวกรรมศาสตร์/Engineering
13.45 – 14.15 น./hrs.	สัตวแพทยศาสตร์/Veterinary Science อักษรศาสตร์/Arts นิเทศศาสตร์/Communication Arts จิตวิทยา/Psychology วิทยาลัยประชากรศาสตร์/Population Studies
14.30 – 15.00 น./hrs.	แพทยศาสตร์/Medicine สาขาศาสตร์/Allied Health Sciences ศิลปกรรมศาสตร์/Fine and Applied Arts
15.15 – 15.45 น./hrs.	วิทยาลัยวิทยาศาสตร์สาธารณสุข/Public Health Sciences พยาบาลศาสตร์/Nursing รัฐศาสตร์/Political Science
16.00 น. /hrs.	ปิดทำการ / Closed

ระดับปริญญาตรี / Undergraduate level (Bachelor's Degree)	
เวลา / Time	วันพุธที่ 2 สิงหาคม 2560 / Wednesday, Aug 2, 2017
8.30 – 9.15 น./hrs.	วิศวกรรมศาสตร์/Engineering
9.30 – 10.00 น./hrs.	อักษรศาสตร์/Arts สถาปัตยกรรมศาสตร์/Architecture ศิลปกรรมศาสตร์/Fine and Applied Arts
10.15 – 10.45 น./hrs.	พาณิชยศาสตร์และการบัญชี/Commerce and Accountancy จิตวิทยา/Psychology
11.00 – 11.30 น./hrs.	นิเทศศาสตร์/Communication Arts เศรษฐศาสตร์/Economics ทันตแพทยศาสตร์/Dentistry สำนักวิทยบริการและเทคโนโลยีทรัพยากรเกษตร/School of Agriculture Resources
11.45 น. /hrs.	ปิดทำการ / Closed
13.00 – 13.30 น./hrs.	วิทยาศาสตร์/Science
13.45 – 14.15 น./hrs.	แพทยศาสตร์/Medicine นิติศาสตร์/Law
14.30 – 15.00 น./hrs.	ครุศาสตร์/Education เภสัชศาสตร์/Pharmaceutical Sciences วิทยาศาสตร์การกีฬา/Sports Science
15.15 – 15.45 น./hrs.	รัฐศาสตร์/Political Science สัตวแพทยศาสตร์/Veterinary Science สาขาศาสตร์/Allied Health Sciences
16.00 น. / hrs.	ปิดทำการ / Closed

หมายเหตุ: นิสิตควรมีถึงสถานที่ลงทะเบียนแรกเข้าก่อนกำหนดเวลาอย่างน้อย 10 นาที
Remarks: Students should arrive at the Enrollment site at least 10 minutes before the scheduled time.

600522

พลิกด้านหลัง / Please turn over



**Office of the Registrar
Chulalongkorn University
Schedule for successful applicants to Chulalongkorn University
First Semester, Academic Year 2017
Graduate Level**

Date	Process
June 9, 2017	Announcement of successful candidates for graduate studies at <i>Graduate School / Faculty</i> .
July 3 - 7, 2017	New students pick up enrollment documents at their own faculty. (see announcement at the faculty)
July 10, 2017	Office of the Registrar informs Student ID of graduate students at https://www.reg.chula.ac.th .
July 10 - Aug 1, 2017	New students request and receive their password for logging in at https://www.it.chula.ac.th under "New Password for student"
	New students complete and print the New Student Survey Form (CR19) at https://www.reg.chula.ac.th using the student ID and the password to log in.
	New students complete and print the Student Profile (CR20G) at https://www.reg.chula.ac.th using the student ID and the password to log in.
July 12 - 14, 2017	New students apply for course registration for the first semester of Academic Year 2017 at https://www.reg.chula.ac.th .
July 24 - 27, 2017	New students check the result of course registration (CR74) for the first semester of Academic Year 2017 at https://www.reg.chula.ac.th .
July 24 - 30, 2017	New students print tuition fee payment slip (CR8) from https://www.reg.chula.ac.th using student ID and password to access, and pay the fee at Siam Commercial Bank (all branches nationwide).
Aug 1, 2017 onwards	New students check result of payment and print tuition fee receipt at https://www.reg.chula.ac.th using student ID and password to access.
Aug 1, 2017	New students go through the enrollment process according to the schedule in CR94 (Enrollment Schedule) at <i>CU Sports Complex</i> .
Aug 4, 2017	University Orientation. (See announcement from Office of Student Affairs)
Aug 15, 2017	Start date of First Semester, Academic Year 2017.

Enrollment must be undertaken by the successful candidate him / herself according to the date and venue stipulated in the CR94.
Failure to do so will be taken as a sign that the candidate has waived his / her right to become a student of Chulalongkorn University



Office of the Registrar

Chulalongkorn University

List of documents needed for graduate level enrollment

1. Cover sheet (given on the day the enrollment forms are distributed or download from website <https://www.reg.chula.ac.th>, under the forms designated by the registrar)
2. **Three 2-inch** - colored photos (**with blue background**) taken no more than six months in polite attire (jackets or plain-collared shirts with no printed designs) or a civil servant's uniform. Photographs of applicants in graduation gown of any other institution are not accepted. Picture should be showing the subject facing the camera, with no headwear or dark glasses and not smiling.
3. Original Thai National ID Card with two photocopies or Original passport with two photocopies (for foreigners)
4. 1 copy of student's house registration form (For Thai student)
5. Original documents showing that you have passed the bachelor's/undergraduate level or diploma level or the master's/graduate level together **with two photocopies**. The documents should comply with the level you are applying for.
 - Transcripts with graduate date or degree certificate for those who have already graduated.
 - For those who have completed their studies but are in the process of waiting for approval from the University Council – a document certifying that you have completed the requirements of your degree can be used. In this case the complete transcript must be shown to Office of the Registrar within 60 days after the date of enrollment. Failure to do so will result in automatic dismissal.
(Student can download Permission for delaying the presentation of academic credentials form from website <https://www.reg.chula.ac.th> under the forms designated by the registrar)
6. Original documents regarding change of title or name/last name or marriage certificate together with two photocopies. (Applicable only in cases where the title or name/last name does not correspond with the name that appears on the list of successful candidates or academic documents.)
7. New Student Survey (CR19) (from website) (Consult the manual for completing the New Student Survey at <https://www.reg.chula.ac.th> under the menu "Manual")
8. Student Record (CR20G) (from website) (Consult the manual for completing the Student Record at <https://www.reg.chula.ac.th> under the menu "Manual")
9. Information for Student ID card (on the last page to complete the Student Record (CR20G))
Attach with Form for Declaration of Status as U.S. Person or Non-U.S. Person (given on the day the enrollment forms are distributed)

Remarks : - Go through all the documents and put together all those from items 1-9 for submission on the day or enrollment or you may risk not being permitted to carry out your enrollment.
- Write your student ID on the top right corner of every photocopied documents.

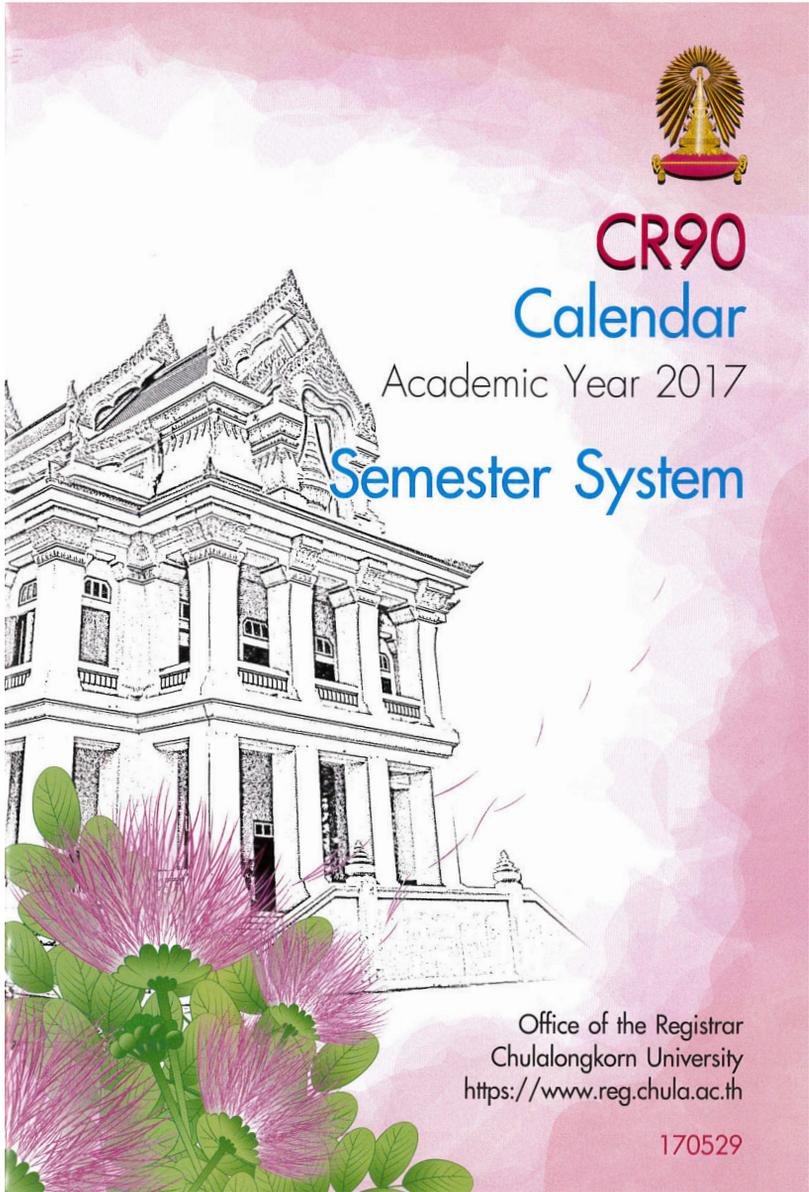
For any questions, call 0-2218-0006-7



ข้อเตือนใจ
ในวาทะเบี่ยนนิสิต
Precautions
on Registration for Students

600426

สำนักงานการทะเบียน
Office of the Registrar





CR90
Calendar
Academic Year 2017
Semester System

Office of the Registrar
Chulalongkorn University
<https://www.reg.chula.ac.th>
170529



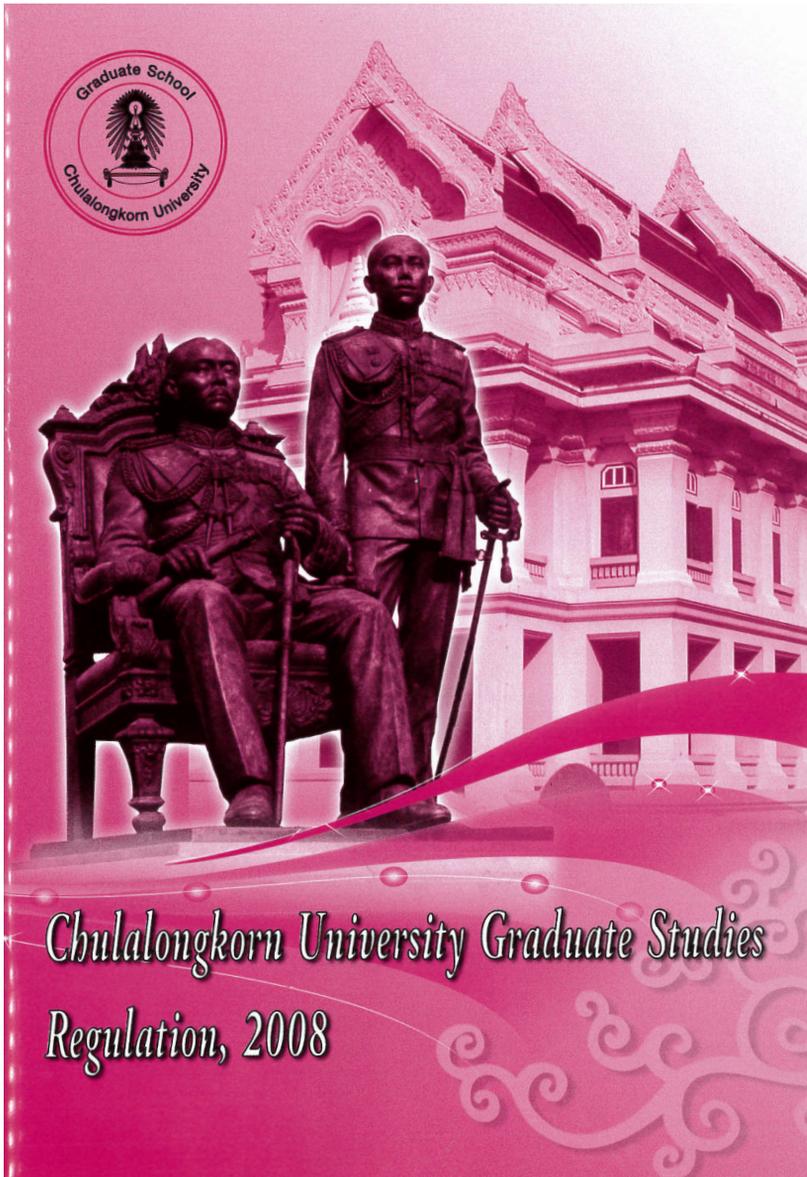
**Office of the Registrar
Chulalongkorn University**

CR99

Student Registration Manual Academic Year 2017

webreg@chula.ac.th

<https://www.reg.chula.ac.th>



Appendix I: (CR 48) Request Form for Course Withdrawal, P.66



สำนักงานทะเบียน จุฬาลงกรณ์มหาวิทยาลัย
Office of the Registrar, Chulalongkorn University

จท48 CR48

ทะเบียนคณะ
เลขที่รับ
รับขึ้น
เวลา
ดูรับ

คำร้องขอถอนรายวิชา (W) หลังกำหนด Request Form for Late Course Withdrawal

ภาคการศึกษา _____ ปีการศึกษา _____
Semester _____ Academic year _____
ระบบการศึกษา ตรีภาค ตรีภาค-นานาชาติ ตรีภาค
Academic System _____ Semester _____ Semester-International _____ Trimester _____

สำนักงานทะเบียน
เลขที่รับ
รับขึ้น
เวลา
ดูรับ

① เดือน อธิกรณที่ To The President

นิติระดับบัณฑิตศึกษา
Graduate student

ข้าพเจ้า นายนางสาวนาง
Name Mr./Miss./Mrs.

--	--	--	--	--	--	--	--	--	--

เลขประจำตัวมิลิ / Student ID

คณะ _____ ภาควิชา/สาขาวิชา _____ โทรศัพท์ _____ E-mail _____
Faculty _____ Department/Field of study _____ Telephone _____
มีค่าเฉลี่ยสะสม (GPAX) _____ สถานภาพการเป็นมิลิ ปกติ วิชาบังคับ ครั้งที่ _____
Cumulative grade point average _____ Student status _____ Normal _____ Probation No. _____
ในภาคการศึกษาปัจจุบันได้ลงทะเบียนไว้ _____ รายวิชา _____ หน่วยกิต _____ มีความประสงค์จะขอถอนรายวิชา ดังนี้
have registered in the current semester for _____ courses _____ credits and would like to request withdrawal from _____

รหัสรายวิชา Course No.	ชื่อย่อรายวิชา Abbreviated name	วันสอบปลายภาค Final Exam Date	เหตุผลของการถอนรายวิชาหลังกำหนด Reason of request for late withdrawal

ซึ่งจะเป็นผลให้มีจำนวนหน่วยกิตลงทะเบียนในภาคการศึกษานี้เป็น _____ รายวิชา _____ หน่วยกิต
which will be resulted in the total credits registered this semester to be _____ courses _____ credits

ข้าพเจ้าจะติดตามผลการพิจารณาหรือส่งตนเองไปที่สำนักงานทะเบียน หรือตรวจสอบผลการลงทะเบียนเรียนทาง <https://www.reg.chula.ac.th> หลังยื่นคำร้องแล้ว 5 วันทำการ
After 5 working days once this request has been submitted, I will check the result at the Office of the Registrar or via <https://www.reg.chula.ac.th>

มิลิลงนาม Student's signature _____

<p>② ความเห็นอาจารย์ที่ปรึกษา Advisor's comment</p> <p>_____</p> <p>_____</p> <p>ลงนาม Signature _____ (_____)</p>	<p>③ ความเห็นประธานคณะกรรมการบริหารหลักสูตร (บัณฑิตศึกษา) President of the Graduate Programs Executive Committee's comment</p> <p>_____</p> <p>_____</p> <p>ลงนาม Signature _____ (_____)</p>
<p>④ ความเห็นนายทะเบียนคณะ Faculty Registrar's comment</p> <p>_____</p> <p>_____</p> <p>ลงนาม Signature _____ (_____)</p>	<p>⑤ ความเห็นคณบดี Dean's comment</p> <p>_____</p> <p>_____</p> <p>ลงนาม Signature _____ (_____)</p>
<p>⑥ อธิกรณที่ The President <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ Approved Disapproved</p> <p>_____</p> <p>_____</p> <p>ลงนาม Signature _____ (_____)</p>	<p>⑦ สำนักงานทะเบียน Office of the Registrar</p> <p>_____</p> <p>_____</p> <p>ลงนาม Signature _____ (_____)</p>

590706 หากต้องการทัก้วงผลการพิจารณา ไปรื้อคดีข้อสงสัยตนเอง หรือยื่นหลักฐานและเอกสารเพิ่มเติมที่ สำนักงานทะเบียนโดยด่วน
Should there be any objection, please come in person with relevant documents immediately.



สำนักงานการทะเบียน จุฬาลงกรณ์มหาวิทยาลัย
Office of the Registrar, Chulalongkorn University

คำร้องขอเปลี่ยนคำนำหน้าชื่อ ชื่อ-นามสกุล
Request form for Name-Surname, Title Change

จท47 / CR47

สำนักงานการทะเบียน	
เลขที่รับ	
วันที่รับ	
เวลา	
ผู้รับ	

ภาคการศึกษา ปีการศึกษา ระบบการศึกษา ทุภาค ครึ่งภาค
Semester Academic year Academic System Semester Trimester

เรียน นายทะเบียน
To The University Registrar

ข้าพเจ้านาย/นางสาว/นาง เลขประจำตัวนิสิต / Student ID
Name Mr./Miss./Mrs.

คณะ ภาควิชา/สาขาวิชา โทรศัพท์ E-mail
Faculty Department/Field of study Telephone

มีความประสงค์จะขอเปลี่ยน Would like to change		จาก From	เป็น To
<input type="checkbox"/>	คำนำหน้าชื่อ Title ไทย Thai อังกฤษ English		
<input type="checkbox"/>	ชื่อ Name ไทย Thai อังกฤษ English		
<input type="checkbox"/>	นามสกุล Surname ไทย Thai อังกฤษ English		

- ต้องการทำบัตรประจำตัวนิสิต ซึ่งได้ชำระค่าธรรมเนียม 100 บาท แล้ว
Request a new Student ID card and a 100 Baht fee has been paid
- ไม่ต้องการทำบัตรประจำตัวนิสิต
Not Request a new Student ID card

ชำระเงินของหมายเลข 4 Pay at Counter No.4
เจ้าหน้าที่ลงนาม Officer's signature

นิตยลงนาม
Signature

600420

หลักฐานการรับบัตรประจำตัวนิสิต
Receipt Form for a Student Identification Card

โปรดเตรียมบัตรประจำตัวประชาชน / พาสปอร์ต (เฉพาะนิตยต่างชาติ)
เพื่อแสดงตนในการรับบัตรฯ
Original identification card / passport is required

นิตยโปรดกรอกข้อมูลส่วนตัวด้วย

รับบัตรประจำตัวนิสิตเรียบร้อยแล้ว
A new student card has been received

นิตยลงนาม
Signature

นาย/นางสาว/นาง เลขประจำตัวนิสิต / Student ID
Mr./Miss./Mrs.

- นิตยขอรับบัตรประจำตัวนิสิตใหม่ ได้ด้วยตนเองที่ สำนักงานการทะเบียน อาคารจามจุรี 5 ชั้น 2 เคาน์เตอร์ 7 นับจากวันยื่นคำร้องฯ แล้ว 3 วันทำการ (เวลาทำการ 08.00 – 16.00 น.)
- Students can pick up new student card by themselves 3 days after the request form has been submitted at the Office of the Registrar, Counter no.7 (8 am. – 4 pm.)



สำนักงานการทะเบียน จุฬาลงกรณ์มหาวิทยาลัย
Office of the Registrar, Chulalongkorn University

คำร้องขอแก้ไขประวัตินิสิต

Request Form for change of Student Record

ภาคการศึกษา ปีการศึกษา
Semester Academic year
ระบบการศึกษา ทั่วภาค ทั่วภาค-นานาชาติ ครึ่งภาค
Academic System Semester Semester-International Trimester

จท33 CR33

สำนักงานการทะเบียน	
เลขที่รับ
วันที่รับ
เวลา
ผู้รับ

① เรียน ผู้อำนวยการสำนักงานการทะเบียน To The Director of the Office of the Registrar

ข้าพเจ้า นาย/นางสาว/นาง
Name Mr./Miss./Mrs.

นิสิตระดับ ปริญญาตรี Undergraduate student
Student level บัณฑิตศึกษา Graduate student

.....
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เลขประจำตัวนิสิต Student ID

คณะ ภาควิชาสาขาวิชา หมายเลขโทรศัพท์ E-mail
Faculty Department/Field of study Telephone

มีความประสงค์ขอแก้ไขประวัตินิสิต (แนบสำเนาหลักฐานที่ขอแก้ไข)
Reason (s) for change of Student Record (Attached documents)

รายการที่ขอแก้ไข List of change	จาก From	เปลี่ยนเป็น To
<input type="checkbox"/> ชื่อบิดา Father's name		
<input type="checkbox"/> ชื่อมารดา Mother's name		
<input type="checkbox"/> ชื่อผู้ปกครอง Guardian's name		
<input type="checkbox"/> ชื่อผู้รับรองและค้ำประกัน Guarantor's name		
<input type="checkbox"/> เลขประจำตัวบัตรประชาชน Identification No.		
<input type="checkbox"/> ที่อยู่ตามทะเบียนบ้าน Address as in house registration document
<input type="checkbox"/> สถานที่เกิด Place of Birth		
<input type="checkbox"/> วัน / เดือน / ปี เกิด Date of Birth		
<input type="checkbox"/> สัญชาติ Nationality		
<input type="checkbox"/> ศาสนา Religion		
<input type="checkbox"/> ชื่อย่อวุฒิการศึกษาเดิม Abbreviation of previous degree		
<input type="checkbox"/> อื่น ๆ Others		

ข้าพเจ้าจะติดตามผลการพิจารณาคำร้องที่สำนักงานการทะเบียน หรือทาง <http://www.reg.chula.ac.th> หลังจากยื่นคำร้องแล้ว 5 วันทำการ
After 5 working days of the submission of this request, I will check the result at the Office of the Registrar or via <http://www.reg.chula.ac.th>

นิตยลงนาม Student's signature
...../...../.....

② สำนักงานการทะเบียน Office of the Registrar

.....
.....

ลงนาม Signature
(.....)
...../...../.....

560401



สำนักงานการทะเบียน จุฬาลงกรณ์มหาวิทยาลัย
Office of the Registrar, Chulalongkorn University
คำร้องขอรักษาสถานภาพการเป็นนิสิต
Request Form for Retaining Student Status

จท32 CR32

ทะเบียนคณะ
เลขที่รับ
วันที่รับ
เวลา
ผู้รับ

สำนักงานการทะเบียน
เลขที่รับ
วันที่รับ
เวลา
ผู้รับ

ภาคการศึกษา ปีการศึกษา
Semester Academic year
ระบบการศึกษา ทั่วภาค ทั่วภาค-นานาชาติ ครึ่งภาค
Academic System Semester Semester-International Trimester

① เรียน คณบดี
To The Dean

นิสิตระดับ ปริญญาตรี Undergraduate student
Student level ปริญญาโท Graduate student

เลขประจำตัวนิสิต Student ID

ข้าพเจ้า นาย/นางสาว/นาง
Name Mr./Miss./Mrs.
คณะ ภาควิชา/สาขาวิชา หมายเลขโทรศัพท์ E-mail
Faculty Department/Field of study Telephone

มีความประสงค์ขอรักษาสถานภาพการเป็นนิสิต เนื่องจาก
Reason (s) for retaining student Status

ข้าพเจ้าจะติดตามผลการพิจารณาคำร้องที่สำนักงานการทะเบียน หรือทาง <http://www.reg.chula.ac.th> หลังจากยื่นคำร้องแล้ว 5 วันทำการ
After 5 working days of the submission of this request, I will check the result at the Office of the Registrar or via <http://www.reg.chula.ac.th>

นิตยงนาม Signature

② ความเห็นอาจารย์ที่ปรึกษา Advisor's comment

นิตยงนาม Signature
(.....)
..... / /

③ ความเห็นหัวหน้าภาควิชา Head of the Department's comment

นิตยงนาม Signature
(.....)
..... / /

ความเห็นประธานคณะกรรมการบริหารหลักสูตร (บัณฑิตศึกษา)
President of the Graduate Program Executive committee's comment

นิตยงนาม Signature
(.....)
..... / /

⑤ ความเห็นคณบดี Dean's comment

อนุมัติ Approved
 ไม่อนุมัติ เพราะ
Disapproved because

นิตยงนาม Signature
(.....)
..... / /

⑥ ความเห็นผู้อำนวยการ / นายทะเบียน
Director / Registrar's comment

ส่งเป็นการให้
Process

นิตยงนาม Signature
(.....)
..... / /

④ ความเห็นนายทะเบียนคณะ Faculty Registrar's comment

ส่งวิทยานิพนธ์ฉบับสมบูรณ์ วันที่ / /
Submit completed Thesis on
 เห็นควรอนุมัติ
Should be approved

นิตยงนาม Signature
(.....)
..... / /

⑦ สำนักงานการทะเบียน Office of the Registrar

นิตยงนาม Signature
(.....)
..... / /

560227 หากต้องการทักขังผลการพิจารณา โปรดติดต่อด้วยตนเอง หรือยื่นหลักฐานและเอกสารเพิ่มเติมที่สำนักงานการทะเบียนโดยด่วน
Should there be any objection, please contact Office of the Registrar in person with relevant documents immediately.



สำนักงานการทะเบียน จุฬาลงกรณ์มหาวิทยาลัย
Office of the Registrar, Chulalongkorn University
คำร้องขอรับบริการจัดส่งเอกสารสำคัญทางการศึกษา ทางไปรษณีย์
Application for mailing services

จท42/2 CR42/2

สำนักงานการทะเบียน
เลขที่รับ
วันที่รับ
เวลา
ผู้รับ

นาม/นางสาว/นางอื่น ๆ (โปรดระบุ)

Mr./Miss/Mrs./Other (please specify) ชื่อ-นามสกุล (ตัวบรรจง) Name-family name (in block letters)

--	--	--	--	--	--	--	--	--	--

เลขประจำตัวประชาชน / หนังสือเดินทางเลขที่

Identification No. / Passport No. (Foreigner only)

เลขประจำตัวนิสิต Student ID

คณะ

Faculty

หมายเลขโทรศัพท์

Phone number

E-mail address

มีความประสงค์จะให้จัดส่งเอกสารสำคัญทางการศึกษาทางไปรษณีย์
Requests the following documents be mailed to the addresses below

- ภายในประเทศ Domestic ลงทะเบียน Ordinary ด่วนพิเศษ EMS
 ต่างประเทศ Abroad ลงทะเบียน Ordinary ด่วนพิเศษ EMS

ประเทศในทวีปเอเชีย ประเทศ

Asia

ประเทศกรีนแลนด์ ประเทศมาดากัสการ์ หมู่เกาะแฟร์โร

Greenland

Madagascar

Faroe Islands

ประเทศในทวีปอื่น ๆ ประเทศ

Other Countries

Country

เอกสารที่ต้องการส่ง Type of documents	จำนวนฉบับ Number of items	จำนวนเงินค่าส่ง Amount (baht)
<input type="checkbox"/> จท23 หนังสือรับรองความเป็นนิสิต (ฉบับภาษาไทย)		
<input type="checkbox"/> CR23 Certificate of student status (English version)		
<input type="checkbox"/> จท24 หนังสือรับรองความประพฤติ (ฉบับภาษาไทย)		
<input type="checkbox"/> CR24 Certificate of conduct (English version)		
<input type="checkbox"/> CR25 ใบประมวลผลการศึกษา (Transcript)		
<input type="checkbox"/> จท26 หนังสือรับรองคุณวุฒิ (ฉบับภาษาไทย)		
<input type="checkbox"/> CR26 Certificate of academic achievement (English version)		
<input type="checkbox"/> จท27 หนังสือรับรองสำเร็จการศึกษา (ฉบับรอสภามหาวิทยาลัยอนุมัติ)		
<input type="checkbox"/> CR27 Certificate of Academic Degree Completion (Pending the approval of the University Council)		
<input type="checkbox"/> จท28 ใบแทนปริญญาบัตร Replacement of certificate		
<input type="checkbox"/> CR29 ใบแปลปริญญาบัตร Translation of certificate (English version)		
<input type="checkbox"/> CR30 หนังสือรับรองตัวสะกดชื่อ-นามสกุล ภาษาอังกฤษ Verification of Names		
<input type="checkbox"/> ปริญญาบัตร Certificate <input type="checkbox"/> เข็มวิทยฐานะ Graduation pin		
	รวม Total	

ทั้งนี้ ข้าพเจ้าได้กรอกชื่อ ที่อยู่ ที่ของจัดส่งเอกสารฯ ไว้เรียบร้อยแล้ว จำนวน

I have enclosed addressed envelopes for the destination (s) above

ลงนาม/ผู้ขอใบรับรอง/ผู้ดำเนินการแทน

Signature of person requesting

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