

Announcement of Department of Electrical Engineering, Faculty of Engineering, Chulalongkorn University

Topic: Procedures for thesis/dissertation examination

Graduate student intending to take the thesis/dissertation examination for graduation must prepare the following documents and submits them to the Department of Electrical Engineering. Documents which can be downloaded from the e-graduate system (<http://161.200.85.18/eegrad/>) are as follows:

1. *Evaluation before the thesis/dissertation examination form (form B.3)*
2. *Memorandum of request for invitation letters to thesis/dissertation examination committee (form B.2)*
3. *Memorandum of invitation for thesis/dissertation examination*
4. *Memorandum of request for thesis/dissertation authorization (form B.4)*
5. *Remuneration form for the thesis/dissertation examination*

Procedures are as follows:

1. Student submits by email the (draft) thesis/dissertation and the ***evaluation before the thesis/dissertation examination form (form B.3)*** to the thesis/dissertation committee for consideration and copies the email to Graduate Study Administration of Department via r.kaewintanin@gmail.com
2. Thesis/dissertation examination committee reads (draft) thesis/dissertation and evaluates it before the examination, following the ***form B.3***. Then, examination committee sends the evaluation results to the chairperson of the thesis/dissertation examination committee. (Examination committee has 4-6 weeks to read and evaluate the thesis/dissertation after the date of receiving the (draft) thesis/dissertation from the student.)
3. Chairperson of thesis/dissertation examination committee summarizes the results of the evaluation and submits the evaluation form (***form B.3***) to the department to keep it as evidence for 2 years and with the following guidelines:
 - a. If all members of committee give their approval consent that the thesis/dissertation is suitable for the examination, then the chairperson will notify the student and supervisor to proceed the next step.
 - b. If any member of committee does not give the approval consent, then the chairperson will notify the student and supervisor to make improvements and return to step 1. (Student will not be able to take thesis/dissertation examination.)

Note: Student can follow up the evaluation results with chairperson after submitting the documents to examination committee for one month.

4. Student makes a request to take the thesis/dissertation examination by submitting ***form B.2*** with evidence of academic publications to supervisor and chairperson of thesis/dissertation examination committee when receiving consent to take examination.
5. Student submits document in 4 and ***memorandum of invitation for the thesis/dissertation examination*** to Graduate Study Administration of Department via r.kaewintanin@gmail.com at least two weeks before the examination date.
6. Graduate Study Administration of Department proposes the documents in 4 and ***memorandum of invitation for the thesis/dissertation examination*** to chairperson of program board and head of department for signature and submits to Graduate Study Administration of Faculty of Engineering.

7. Graduate Study Administration of Department returns the *memorandum of invitation for internal examination committee of Chulalongkorn University* to student via email. Then, student sends it to the examination committee. (It takes approximately three working days after student submits documents.)
8. Graduate Study Administration of Faculty of Engineering sends the following documents to student via email. (It takes approximately a week after student submits documents.)
 - a. *Memorandum of invitation for external examination committee of Chulalongkorn University*
 - b. *Report of thesis/dissertation examination results*
 - c. *Report of dissemination of academic work for graduation*
 - d. *Thesis/dissertation examination evaluation form*, in case of being evaluated as “very good”
9. Student sends the *memorandum of invitation* to external examination committee.
10. Student sends the *report of thesis/dissertation examination results* and the *report of dissemination of academic work for graduation* to the supervisor in preparation for sharing with the examination committee on the examination date.
11. Student submits the *remuneration form for the thesis/dissertation examination* to Finance Division of Department via puangthongt@gmail.com at least one week before the examination date.
12. Student takes the thesis/dissertation examination.
13. After completion of the examination, student must submit the following documents to the Graduate Study Administration of Department:
 - a. *Report of thesis/dissertation examination results*
 - b. *Report of dissemination of academic work for graduation*
 - c. Evidence of academic publications
 - d. *Thesis/dissertation examination evaluation form*, in case of being evaluated as “very good”
14. Student submits the *memorandum of request for thesis/dissertation authorization (form B.4)* with attached documents to Graduate Study Administration of Department before the Department’s announced deadline.
15. Graduate Study Administration of Department proposes to head of department and submits to Graduate Study Administration of Faculty of Engineering for dean's signature.
16. Graduate Study Administration of Faculty of Engineering returns the documents in 15 to student via email. (It takes about a week after student submits documents.) Then, student sends them to Graduate School according to the announced deadline.

Note: See the announcement on the deadline for thesis/dissertation proposal examination, thesis/dissertation examination, submitting of the completed thesis/dissertation, dissemination of thesis/dissertation work, and submitting of other examination results of graduate students intending to graduate at <http://www.ee.eng.chula.ac.th/>.

Graduate Study Administration Board in meeting no. 11/2021 on December 24, 2021 approved the commencement of these procedures for students requesting thesis/dissertation examination from academic year 2/ 2021 onwards.

Announcement on 12 January 2022

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