

Ph.D. PPC Students Handbook



The Office of Academic Affairs

www.ppc.chula.ac.th/ppcacademic

Summary of requirements for Ph.D. students

Suggested Year to be taken		Requirement	Remarks
Bachelor Degree	Master Degree		
1 - 2	1	Coursework	36/12 credits, GPA \geq 3.00
2 - 3	1 - 2	Qualifying Exam	Must obtain grade "S" in 3 core subjects
3	2	Preliminary Exam with submission of the Thesis Proposal	A Prelim Committee to be set-up
3 - 4	2 - 3	Set-up of a Thesis Committee	The Thesis Committee comprises at least 4 members with 1 external member
3 - 4	2 - 3	Apply for Ph.D. candidacy	Requirements; Complete of coursework, Qualifying Exam , Prelim Exam
4th year onwards	3rd year onwards	Thesis Committee meeting once a year	
		Final exam	Requirements; (i) Complete of coursework, Qualifying Exam and Preliminary Exam (ii) A CU TEP score \geq 80 /TOEFL (ITP) score \geq 550 / IELTS score \geq 6.5 (iii) The evidence of research articles submitted to international academic journals, or evidence of paper accepted in academic conferences
		Submission of the Final Thesis + 2 accepted papers together with Graduation Package	Final Thesis submission by using iThesis System is recommended

Requirement for Graduation International Doctoral of Philosophy Programs

Students must fulfill the following requirements to be eligible for graduation in the International Doctor of Philosophy Programs;

Credit Requirements

Students must complete an approved program of coursework and thesis work, and attain a minimum number of credits with a GPA of not less than 3.00 within the time frame as follows:

Requirements	Bachelor Graduates	Master Graduates
Coursework	36	12
Thesis	48	48
Total credits	84	60
Time (years)	8 (Max)	6 (Max)

Students who have started their research must register for a minimum of 6 credits of thesis work every semester.

Doctoral Qualifying Examination

Students must pass a “Doctoral Qualifying Examination (DQE)”. Normally, this will be carried out upon the completion of the required coursework at around the end of the first year of the Ph.D. program. *Students are required to submit the “Application Form for Qualifying Examination”* to the Office of Academic Division at the designated time and date. Students who fail the first DQE are allowed to retake the examination only once. DQE is normally offered to students once every semester, one in October and the other in March.

Preliminary Examination

Students must pass a Preliminary Examination. In doing so, students must submit a ***thesis proposal*** to their ***Prelim Committee***, which will be appointed by the College. The proposal should contain not more than 30 pages, and should at least contain the following sections: *Introduction, Review of Theoretical Background and Literature Survey, Proposed Research, Preliminary Results, Scheduling of Research Activities, and Proposed Estimation of Research Budget*. In the Proposed Research section, students should discuss, in detail, their *research*

philosophy, objectives hypotheses, materials selection, sample preparation, and methodology in conducting the proposed research.

It is important to note that the Proposed Research section should not be less than 50% of the whole proposal. Once research advisors are satisfied with the content of the thesis proposal, students are allowed to defend their proposed research before the Prelim Committee. Students are required to submit the ***“Application Form for Preliminary Examination”*** to the Office of Academic Division at least ten days before the scheduled proposal defense date. Students who fail the Prelim with a permission to retake the examination are allowed to do so only once. The second Prelim should be completed within six months after the first Prelim.

Ph.D. Candidacy

Students must apply for Ph.D. candidacy by submitting the form ***“Application for Ph.D. Candidacy”*** together with documents which verify that they have met the requirements to be a Ph.D. candidate. These requirements include 1) *retention of GPA of not less than 3.00 on approved coursework*, 2) *passing the DQE* and 3) *passing the Prelim*. Students must be a Ph.D. candidate to be allowed to defend their dissertation.

Thesis Committee

Students must seek advice from their research advisors regarding the setup of their Thesis Committee. This must be completed within one month after passing the Prelim by submitting the ***“Nomination for Thesis Committee Form”***. The Thesis Committee has to comprise at least one committee member who is not affiliated with Chulalongkorn University. The US co-advisor(s) is/are not considered as external committee by this definition. In some cases, Thesis Committee member(s) may be appointed by the College upon the agreement of their advisor.

Committee Meeting

During conducting research work as outlined in thesis proposal, students are required to present their research progress before their Thesis Committee (so-called Committee Meeting) at least once a year. This can be done in the form of a Ph.D. seminar, in which the students will be rigorously evaluated by their Thesis Committee and/ or other PPC faculty.

Progress Report

Students should submit a progress report every year to their advisors. Submission of a publishable manuscript instead of a progress report is also acceptable. The direct benefits of this requirement are two-fold: 1) it helps students maintain their focus on the research at hand, and 2) it helps establish mutual understanding between the students and their Thesis Committee regarding direction of the research. An indirect benefit of this

requirement is that it helps the student to reach the graduating requirement of holding at least two publications in a reasonable time frame.

Final Examination

To arrange for the Final Examination (also known as Final Defense of Dissertation) students must discuss and set the date with the committees then submit the “**Application Form for Final Examination**” to the Office of Academic Division at least one month before the scheduled dissertation defense date. The decision made by the Thesis committee following the Final Examination is final. For apply the Final Defense, there are requirements as follow;

1. Student have registered for all the courses required by the Program
2. The research proposals have been approved by the Faculty Board no less than 60 days before the day of the examination
3. There is evidence that the students have submitted research articles, which are part of their theses, to international academic journals for publication, or that the students have been accepted to present their research in academic conferences of which complete proceedings are produced afterwards

Graduation

1. To be eligible for graduation, students must fulfill the following requirements:
 - 1.1 Being conferred a Ph.D. candidate
 - 1.2 Passing the Final Examination
 - 1.3 Complete the dissertation based on the format and guidelines provided
 - 1.4 Holding two papers accepted for publication in international peer-reviewed journals with the name of the student appearing as the first author.
 - 1.5 Obtaining a TOEFL (ITP) score ≥ 550 or CU TEP score ≥ 80 or IELTS score ≥ 6.5
 - 1.6 Not holding any financial or other administrative restricts with the College
2. For graduation, students must submit their final thesis, and the two accepted publications together with the Graduation Package to the Office of Academic Division.

Remark for Graduation Package;

Addition activities to be submitted together with the Final Thesis

1. Graphical Abstract (free style format)
2. The front cover and committee signed page must be printed from PPC database by log in with PPC student database account at http://www.ppc.chula.ac.th/thesis_format/
3. The final and approved thesis is submitted in form on CD (not printed papers) but for the committee signed page must be submitted in a printed paper with real signatures.
4. Plagiarism approval by advisor using Turn It In program

Attachment I	Bachelor Graduate	Master Graduate
1.Coursework <i>A. Compulsory Coursework</i>	36	12*
1.1 Core courses	9	-
1.2 Seminar I	1**	-
1.3 Seminar II	1***	1****
<i>B. Elective Course#</i>	25	11
2.Ph.D. Thesis	48	48
Total Credit Requirement	<u>84</u>	<u>60</u>

Elective courses that students can select include courses in other program of PPC

*Coursework for M.S. graduate will be selected based on each student's specific needs and on advice from the student's advisor(s).

**To be presented in the first term of the second year of the 4-yr program

*** To be presented in the first term of the third year of the 4-yr program

****To be presented in the first term of the second year of the 3-yr program

Attachment II

Organization of the Thesis Proposal

- Cover page
- Introduction
- Review of Theoretical Background and Literature
- Proposed Research
 - Research Philosophy/Objectives/Hypothesis
 - Materials/Sample Preparation
 - Methodology/Techniques
 - Design/Experimental Setup
 - Experimental Procedures/Plans
 - Controlled Parameters
 - Variable Methods
- Preliminary Results
- Scheduling of Research Activities
- Budget Estimation
 - Chemical
 - Materials
 - Equipment
 - Analytical Costs
 - Etc.
- List of References

Attachment III**A. Make up of the Prelim Committee**

The Prelim Committee shall comprise:

1. Chairman of the Prelim Committee
2. Advisor(s)
3. A PPC faculty members

B. Make up of the Thesis Committee

The Thesis Committee shall comprise:

1. Chairman of the Thesis Committee
2. US advisor(s) or co-advisor(s) who are not full-time faculty at the College. (if any)
3. Thai advisor(s)
4. A committee member who is not affiliated with Chulalongkorn University (External)
5. PPC faculty member(s) (Internal)

Remarks:

1. The minimum number of members of the Thesis Committee will be five and the maximum number seven.
2. The proposed outside committee member has to be approved by the College based on the proposee's credentials

Attachment IV

iThesis System Workflow : <https://ithesis.grad.chula.ac.th/>

