



THE PETROLEUM AND PETROCHEMICAL COLLEGE
CHULALONGKORN UNIVERSITY

M.S. PPC Students Handbook



The Office of Academic Affairs
www.ppc.chula.ac.th/ppcacademic

International Master Degree Programs

The Petroleum and Petrochemical College Chulalongkorn University

1. Program Structure

1.1 Credit requirements

The International Master Degree Programs require a minimum of 36 credits as follows:

Requirements	Credits
Coursework	23 (at least 9 credits must come from core courses*)
Seminar	1
Master Thesis	12
Total credits	<u>36</u>

* See "Appendix A" for a list of core courses.

1.2 Program duration

The programs require a minimum of 2 years, but not exceeding 4 years.

1.3 Academic year

An academic year is divided into two semesters. The first semester begins in June and the second semester in November.

2. Requirements for the Master Degree

2.1 Students must obtain a minimum of 24 credits of coursework with a GPA of not less than 3.00.

2.2 Students must give a "Graduate Seminar" (1 credit) during the first semester of the second year. Grading of the "Graduate Seminar" is given as an "S" or a "U". (S = satisfactory, U = unsatisfactory)

2.3 Students must complete 12 credits of research work, make an oral presentation and a poster presentation of their research, and submit a final M.S. thesis to the College (iThesis is recommended). Grading of the thesis is given as an "S" or a "U".

2.4 Students must have their thesis research published (Proceedings) in peer-reviewed journals and/or presented "Poster Presentation" at The PPC Symposium on Petroleum, Petrochemicals, and Polymers.

2.5 Students must obtain a TOEFL (ITP) score \geq 500 or a CUTEF score \geq 65 or an IELTS score \geq 5.5 before graduation.

2.6 Students must be in good conduct.

3. Information on Coursework

3.1 Organization of coursework

The 3-credit courses are organized into a 4-week module. There are generally 3 hours of lectures every morning, with students spending the afternoon on homework, tutorial, or revision. There are at least two exams in a subject, one after the first two weeks and a final exam at the end. Some lecturers may require more exams.

3.2 Attendance requirement

Students are required to sign the Attendance Sheet every day. A course attendance of not less than 80% is required for the students to qualify to sit in the final exam. Students must submit a "Request for Leave of Absence" form to the course co-instructor when they are absent from class.

3.3 Course instructors

Most courses are taught partly by professors from the US or France. All instructors will be in their offices in the afternoon. Students are encouraged to see the instructor in his/her office for any problems they may have in their class.

3.4 Course co-instructors

For every course or part of a course taught by visiting professors, a College faculty member or teaching assistant (TA) will be appointed as the course co-instructor to facilitate the conducting of the course. Students are encouraged to see their course co-instructor for any problems they may have.

3.5 Coursework grading

Coursework grading is given in 8 grades as follows:

A = 4.0, B⁺ = 3.5, B = 3.0, C⁺ = 2.5, C = 2.0, D⁺ = 1.5, D = 1, and F = 0

Students need to acquire a GPA of not less than 3.0 in their coursework to qualify for graduation.

3.6 Course evaluation

At the end of each course, students will be asked to fill out a course evaluation form. Students are strongly encouraged to complete the form fully and truthfully. Please state anything that will help the College to improve its organization of the coursework. All students' comments will be given the fullest attention and consideration by the College.

3.7 Teaching records of course instruction

All lectures in the coursework will be recorded and will be ready for students to borrow for viewing in the Library in the afternoon. Students can also borrow the records from previous years to study in preparation for an upcoming course.

3.8 Course registration

Students are required to register for coursework and thesis work at the beginning of each semester. The specific date will be announced on the notice board/email. A Registration Form can be print out from student PPC database at “Enrollment” submenu after online registration has been made and it must be signed by the first-year students’ advisors for each program. For second-year students, the form must be signed by their thesis advisor. Any changes in coursework registration must be completed at least two weeks prior to the beginning of the course.

3.9 Course withdrawal

Students may withdraw from a course by submitting a “Request for Course Withdrawal” form within the second week of the course. (The form can be print out from PPC student database at “Enrollment” submenu)

4. PPC Protocol for Using English in the Classroom

A vast majority of the students of PPC will, upon graduation, begin their careers in petroleum-, petrochemical-, and polymer-related business entities in Thailand, with some going abroad as well. Most of these companies are now requiring ever-increasing proficiency in English. TOEIC score requirements are, on average, in the 650 to 750+ range for most companies (the maximum TOEIC score is 990), especially those which either are global or which have a business model based on international standards. The more competition there is for jobs in these companies, the higher the English proficiency bar is being raised.

From its inception, PPC has made a commitment to providing relevant industries in Thailand with skilled workers who are not only technically proficient but who are also able to meet or exceed the English demands of the industries. Most, if not all, of the major companies in Thailand in petroleum-, petrochemical-, and polymer-related industries use English as their standard language of doing business. Emails, external and internal reports, promotional material, off-site and on-site oral and poster presentations, and so forth, are increasingly being done in English. And this trend toward more extensive use of English is intensifying with increased competition for jobs. For many hiring managers, the TOEIC score is often the tie breaker for otherwise comparably skilled job applicants. In the global economy, promotions to management level are now tied more than ever to English competency.

Because of this, then, PPC must continue to do everything in its power to support and encourage the use of English by its students. Proficiency in English cannot be acquired purely from grammar, writing, CU-TEP, English Camp, or other types of classes taught by an English teacher. In order to develop true fluency in the language, it must be used, daily and extensively, in every environment possible. Studies have long confirmed that a second language is best learned when the option of using a learner’s native language is either highly restricted or completely non-existent.

English is the language of use for all academic activities at PPC. In order to support our students in their need for proficient use of English, a protocol, or set of guidelines, has been developed for the use of English in the classroom and throughout the school.

1. All lectures should be given in English only.

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2. All supplementary material used in the classroom—including slides, handouts, textbooks, whiteboard notations, and so on—should be in English only.
 3. Questions and answers during the lecture should be in English only.
 4. Classroom consultations with students (that is, during breaks and at the conclusion of the lecture) should be conducted in English only.

A lecturer's use of English at all times in the classroom speaks volumes to the students about the importance of English in their academic and professional careers. If it is also used with their students outside of the classroom, especially in group meetings and one-to-one consultations, the importance of English in their professional lives would be even more reinforced.

5. Classroom Etiquette

Punctuality

Being *punctual* for class means that you arrive at the right time and are not late for the class. Your success as a student is directly related to your attendance and to your punctuality. When you are absent from class or are late, you miss out on valuable information. And when you are routinely late, it is a sign that you have poor time-management skills and are disrespectful to the lecturer and to your classmates.

- Classes at PPC usually begin at 9:00 AM. Being punctual (on time) means that if the class is scheduled for 9:00 AM, you must be in the classroom and in your seat at 9:00.
- If you are 15 to 30 minutes late for class, you may be marked late on the attendance sheet.
- If you are late two times according to the above rule, it is considered one absent day and will count against the 80% class attendance requirement. (According to PPC's Examination Rules, you are not eligible to take an examination if your attendance is less than 80% of the total class time for that course.)
- If you are more than 30 minutes late for class, it may be recorded as an absent day for you.
- If you know that you will not be able to attend class for one or more days, you should obtain a Request for Leave of Absence form from the Academic Division office and obtain the permission of the Co-Instructor / Advisor for the course.

Talking During Class

When you talk with classmates during class, it is disruptive to the teacher and to your other classmates. Any lecturer or co-instructor has the right to ask you to leave the classroom if you are being disruptive.

If there is something you do not understand during the class, you should raise your hand and ask for clarification from the lecturer, or you should wait until break or the end of class to discuss it with the lecturer or with your classmates.

Mobile Phones

Mobile phones must be turned off or put on silent mode (not vibration) during class time.

Food and Drinks

No food or drinks of any kind are allowed in the classroom.

6. Thesis Topic Selection

- 6.1 Faculty members will give presentations of their available thesis topics at the end of the coursework (approximately start in the middle of August).
- 6.2 Students are encouraged to talk to faculty members after the presentations about the topics of interest.
- 6.3 About a week after the faculty presentations, students will submit a “Thesis Topic Selection” form to the Academic Affairs after making their decision on a thesis topic.
- 6.4 Each faculty member will only be able to accommodate a certain number of students. Should a higher number of students choose the same advisor, the College reserves the right to assign some students to other faculty members.

7. Examination Rules

- 7.1 To be eligible to take an examination, the student’s attendance must be at least 80% of the total class time.
- 7.2 Students must visibly show their **ID cards and dress politely** (i.e. no t-shirts, no shorts, no open-heel shoes, etc.).
- 7.3 No students will be allowed into the examination room after thirty minutes from the commencement of the examination.
- 7.4 **No communication devices** are allowed in the examination room.
- 7.5 Students must sit in their assigned seats.
- 7.6 No books or related materials are allowed in the examination room, unless permitted by the instructor.
- 7.7 Students should raise their hand if they have any questions.
- 7.8 Students must return all the given materials before leaving the examination room.
- 7.9 Severe punishments, in accordance with the Chulalongkorn University Rules and Regulations B.E. 2527, will be enforced for any fraud or acts leading to a fraud. **Students may be dismissed from the program for exam fraud.**
- 7.10 It is the students’ responsibility to be aware of and understand the examination rules and regulations of Chulalongkorn University.

8. Plagiarism

Plagiarism means presenting the ideas, work, or words of another person or persons without proper, clear, and unambiguous acknowledgement. If an acknowledgement is missing, you are, in effect, saying that what you are writing or presenting is your own—that it came from you—when in fact it is stolen from another person. This means that a student’s coursework (i.e. homework assignments, exams, etc.), thesis proposal, progress reports, final thesis, and even poster or slide presentations, must be that student’s own work. If other sources are used, they *must* be acknowledged.

“Plagiarism is a form of cheating and is a serious academic offense.

The consequences for plagiarizing can be very severe”

- *Citing* refers to acknowledging the person or persons (source) from whom the ideas, the work, or the words you use in your writing or presentations have come.
- Unacknowledged (i.e. *un-cited*) direct copying from the work of another person or group is considered plagiarism, and is a very serious offense, equal to cheating on an exam.
- *Paraphrasing* refers to the restating of something that someone has said or written in different ways so that the exact wording of the original is changed or the original format is somehow changed.
- Unacknowledged close *paraphrasing* of someone else’s work is also considered plagiarism and is, therefore, also unacceptable.
- If another person’s *ideas* are used—even if you use your own words to talk about those ideas—you must acknowledge the person from whom the ideas came.
- Using any kind of data (whether in the form of text, images, tables, figures, schematics, drawings, and so on) from the work of other people is entirely acceptable in scientific writing, but the source must be cited. If you don’t cite the source, it is considered plagiarism.
- All of the above points also refer to material available on the internet. If any text, image, table, figure, schematic, drawing, and so on, is extracted from an internet website, that website (and, if possible, the author) must be cited.
- You should be very, very cautious when taking information from the internet. Many websites contain information that has already been copied and pasted from other websites, some repeatedly. The actual origin of the information may be impossible to find.
- PPC has a very strict format for citing and developing a list of references. You will be taught how to cite various sources and how to produce a proper reference list before you begin writing your thesis proposal.
- If you don’t understand any of the above points, or if you are unsure of whether or not to cite a source, or how to cite it, please contact either your advisor or PPC’s English teacher.

9. Library Service

The College’s Library is located on the 8th floor. Tel: 0-2218-4150

Library website: http://www.ppc.chula.ac.th/Library_update

Library hours

Monday – Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Sunday & Holiday	Closed

Circulation rules

1. Please use your library card when borrowing books.
2. M.S. students can borrow up to three textbooks at a time. Ph.D. students can borrow up to five items (7 days per item).
3. The Library will reserve books which are recommended by the lecturers in classes. Students can borrow them for a limited time (1-3 days per item) (only one reserved book is allowed to be borrowed at any given time).
4. Journals and reference books cannot be removed from the Library.
5. Please borrow books no later than 15 minutes before the Library closes.

Fines

The charge for overdue textbooks is **3 baht** per day and **30 baht** per day for theses and reserved books.

Librarian Ms. Aree Soungsri

Facilities

- English Self-Access Area

The Library provides space for English practice, which includes stations for the Audio-Visual Lab. Many types of materials are available for use: videos; cassette tapes; DVDs, VCDs, movies; and, TOEFL, TOEIC, GRE, CU-TEP test books, etc.

- Internet Corner

The Library provides nine computers, plus a printer, to facilitate the work of College students for multiple purposes, e.g. thesis work and information searching through the Internet. Game playing on the Library computers is strictly prohibited.

10. Computer Room

The Computer Room is located in Room 304 on the 3rd floor. The normal open hours are 8:00 a.m. – 6:00 p.m. Students need to fill out a “Request Form” for working overtime in the Computer Room.

Rules and Regulations for the use of the Computer Room:

1. Students must use the computer for their coursework and research only.
2. Do not install any programs in the computer without prior permission.
3. Private disks must be scanned for viruses every time prior to use.
4. Please report any malfunctioning to the official in charge, or clearly explain the problem in the logbook.
5. Outsiders are not allowed in the room.
6. Food and drinks are not allowed in the room.
7. Please keep the room clean and tidy.
8. Do not make any loud noise which may disturb others.
9. Game playing is strictly prohibited.
10. The computer must be turned off after use.
11. The last person to use the computer room must turn off the air-conditioner and lights before leaving the room.

Officials in charge of the Computer Room

Mr. Suwichan Thongtam Tel. 0-2218-4122 email: suwichan.t@chula.ac.th

Office Room 305

11. Use of Keycard

How to use the keycard

1. To enter the Petroleum and Petrochemical College (PPC), touch your student ID card against the card reader on the wall to the left of the PPC entry door.
2. In case of electrical shutdown, all doors will be locked automatically for security purposes. If you need to enter the building, contact the security guard.

12. Parking Facility

CU Parking Permit

Students can apply for a CU Parking Permit. An application form can be obtained from Student Affairs. A fee of 100 baht is required for the submission of the application.

Parking Lot

Students are not allowed to park anywhere in the College. A fine of 500 baht will be imposed for a parking violation. The recommended parking lot for your convenience is the Chamchuri 9, 14 building.

13. Graduation Package and CU iThesis

Student encouraged to use CU iThesis for submit the final thesis together with M.S. graduation package, the log in page, manual and tutorial is at <https://ithesis.grad.chula.ac.th/> by using CU student internet/wifi account to log in.

Remark for Graduation Package;

Addition activities to be submitted together with the Final Thesis and graduation package

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

APPENDIX A

LIST OF CORE COURSES

Petroleum Technology Program

6301603	Advanced Chemical Engineering Thermodynamics Petroleum
6303607	Refining Technology
6303639	Alternative Energy: Technology, Applications and Global Trend
6303604	Advanced Fluid Mechanics

Petrochemical Technology Program

6301601	Transport Phenomena
6301602	Advanced Chemical Engineering Calculations
6301603	Advanced Chemical Engineering Thermodynamics
6301604	Chemical Reaction Engineering

Polymer Science Program

6302601	Polymer Synthesis
6302602	Physical Chemistry of Polymers
6302603	Polymer Physics
6302604	Polymer Processing

NOTE: All core courses are 3-credit courses. Students need to take at least 3 out of the 4 core courses in each program.

APPENDIX B

EXAMPLE of FORMS for INTERNAL USE.

All internal forms can be download at : <http://www.ppc.chula.ac.th/ppcademic/index.php/m-sc-service/>

1. Thesis Proposal Format (offline)
2. Thesis Progress Report Format (offline)
3. Seminar Committee Form
4. Thesis Committee Nomination Form
5. Requesting Change in Thesis Form
6. Graduation Package
7. Request for Official Documents
8. General Memo Form
9. Request for Leave of Absence
10. Borrow Form
11. Request Form for Maintaining Student Status

APPENDIX C

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

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