



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's degree Programs
The Petroleum and Petrochemical College
Chulalongkorn University

1. Program Overview

- Program Objectives

The master's program in Petroleum and Petrochemical Engineering aims to develop advanced knowledge and skills in the fields of petroleum engineering, petrochemical technology, and resource management. It prepares students for research and professional roles within the industry.

- Learning Goals

- Develop skills in analyzing and solving technical problems in the petroleum and petrochemical industries
- Enhance knowledge of the latest technologies and trends in the field
- Build research and project management skills

- Program Expectations

- Students are expected to demonstrate their knowledge and skills through examinations, research projects, and presentations
- Collaborative work with advisors and teams on research projects is required

- Occupations after graduation

- Specialized Engineers
- Researchers or Scientist
- Entrepreneurs
- Innovator or Inventors
- Technical Services

2. Education Management System & Program Structure

- 1) Program Duration: The programs require a minimum of 2 years, but not exceeding 4 years
- 2) Academic year: Binary system (international), The first semester begins in July and the second semester in January.
- 3) Revenue collection rate

3.1 Educational Document Fee

○ Student ID card	200 bath each
○ Academic transcript	200 bath each
○ Various certificates	100 bath each
○ Diploma Replacement In case of lost diploma	200 bath each

3.2 Tuition and fees

○ Tuition fees per semester	33,500 bath
○ Tuition fees per semester	116,500 bath
○ Maintaining student status fees	33,500 bath
○ Tuition fees for students studying across universities	30,000 bath each
○ Tuition fees for listeners	25,000 bath
○ Late Tuition Payment Penalty	100 bath day

(But not more than 3,000 bath)

- 4) The International Master's Degree Programs require a minimum of 36 credits as follows:

Coursework Credits	24 credits
Required Course	1 credit
Core Courses	9 credits
Elective Courses	14 credits
Thesis Credits	12 credits
Total Credits	36 credits

5) Study plan

<u>Year 1 / semester 1</u>	Credits
Courses	13
Sum	<u>13</u>
<u>Year 1 / semester 2</u>	Credits
Courses	<u>10</u>
Sum	<u>10</u>
<u>Year 2 / semester 1</u>	Credits
Seminar	1
Thesis	<u>6</u>
Sum	<u>7</u>
<u>Year 2 / semester 2</u>	Credits
Thesis	<u>6</u>
Sum	<u>6</u>
Total Credit	36

*Core Course (Appendix A)

3. Academic and Research Guidelines

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.

2. 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 printed 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. 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.

4. Course instructors

Most courses are taught partly by international professors. 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.

5. 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.

6. Using English in the Classroom

English is the language of use for all academic activities at PPC. 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.
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.

7. Teaching records of course instruction

All lectures in the coursework will be recorded and will be ready for students to review on Zoom Meeting Online. Students can request a link addressing the records from previous years to study in preparation for an upcoming course. (<http://www.ppc.chula.ac.th/index.php/vdo-recording/>)

8. Course withdrawal

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

9. 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.

10. Thesis Topic Selection

- 1) Faculty members will give presentations of their available thesis topics at the end of the coursework (approximately starting in the middle of August).

- 2) Students are encouraged to talk to faculty members after the presentations about the topics of interest.
- 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.
- 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.

11. 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”

- 1) *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.
- 2) Unacknowledged (i.e. *uncited*) 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.
- 3) *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.

- 4) Unacknowledged close *paraphrasing* of someone else's work is also considered plagiarism and is, therefore, also unacceptable.
- 5) 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.
- 6) 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.
- 7) All 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.
- 8) 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.
- 9) 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.
- 10) If you don't understand any of the above points, or if you are unsure of whether to cite a source, or how to cite it, please contact either your advisor or PPC's English teacher.

12. Graduation Package and CU iThesis

Students are encouraged to use CU iThesis for submitting 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/Wi-Fi account to log in.

Remark for Graduation Package: Addition activities to be submitted together with the Final Thesis and graduation package

- Graphical Abstract (free style format)
- 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/index.php/download-form/> and http://161.200.76.1/thesis_format/
- The final and approved thesis is submitted in the form on flash drive (not printed paper) but for the committee signed page must be submitted on a printed paper with real signatures.
- Plagiarism approval by advisor using Turn It In program

4. Evaluation Criteria

1) Assessment Methods

The assessment will be mainly conducted by midterm and final examination, along with other forms of assessment, such as: Behavioral observation, Presentation, Punctuality, Responsibility for duties, Participation, Thesis, Application ETC.

2) Grading Criteria

Symbol	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

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

Symbol	Meaning	Score
I	Incomplete	-
P	In Progress	-
S	Satisfactory	-
U	Unsatisfactory	-
V	Visitor	-
W	Withdrawn	-
M	Missing	-
X	No Report	-

3) Graduation Requirements

3.1 Successfully complete the required number of credits in the curriculum, with a cumulative GPA of no less than 3.00 (on a 4-point scale).

3.2 Submit the thesis and pass the final oral defense (the examination must be open to the public for attendance).

3.3 Thesis Publication

The thesis or part of the thesis must be published, or at least accepted for publication, in a national or international journal that meets the quality standards specified by the Commission on Higher Education's announcement on criteria for evaluating academic journals for academic publication or presented at a conference where the full paper is published in the conference proceedings.

3.4 English proficiency test scores must meet the criteria set forth in the 2017 announcement by the College of Petroleum and Petrochemical, regarding English test score requirements for graduation in doctoral and master's degree programs.

3.5 Students must be in good conduct.

5. Student Rights and Responsibilities

1) 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.
- 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 must be turned off or put on silent mode (not vibration) during class time.
- No food or drinks of any kind are allowed in the classroom.

2) Examination Rules

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

3) Library Rules & Services

Type of Materials	User	No. of item to be borrowed	Duration (days)	Fines	Remark
Textbook	PPC faculty	5	14	3	Renew once on internet
	CU faculty	3	7	baths	
	Ph.D. students	5	7	per	
	M.S. students	3	7	day	
English Test book (CU-TEP, TOEFL, TOEIC)	PPC students only	3	7		
Research Report, Reserved Book & Thesis, Manual	All user	1	3	30 baths per day	- Contact counter - cannot renew through internet
Audio Class materials (DVD Classes)	PPC students only and use in library				
Reference Book, Standards, Journal	Use in library only				

Librarian Ms. Natthapa Kumkrung

Kamchad Mongkolkul Resource Center for Petroleum and Petrochemical Industries is located on the 8th floor of the Petroleum and Petrochemical College, Chulalongkorn University. It has a collection of information resources and specific disciplines including Petroleum, Petrochemical and Polymer to serve students, people from government, Industry, research organizations, and private companies.

Tel: 0-2218-4150

Email: aree.k@chula.ac.th

Library hours

Monday – Friday

8:00 a.m. – 5:00 p.m. (except 12.00 PM – 1.00 PM)

Weekend & Holiday

Closed

Librarian Ms. Natthapa Kumkrung

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Support Services

Academic Support Services (Learning centers/ Research clinics)

(1) Student Personnel Services: <https://www.sa.chula.ac.th/service/>

(2) IT Services: <https://www.it.chula.ac.th/en/en-all-services/>

(3) Application CU NEX and <https://www.facebook.com/CUNEX.Official>



(1)



(2)



(3)

(4) Transit:

- CU Pop Bus (Free)
- Muvmi (Electric Tuk-Tuk)
- Bike and Electric Scooter for rent
- 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 building or Chulapat 14 building.

(5) Enrichment Activities and Learning Opportunities

Academic Conferences / Seminars

1) Special Seminars

We will invite international teachers or researchers to speak about topics that are in trend at PPC building and Zoom Meeting in every semester that we have teach Seminar. Everybody can register or walk in and free training attendance.

2) PPC & PETROMAT SYMPOSIUM international conferences

PPC & PETROMAT SYMPOSIUM organized by Center of Excellence on Petrochemical and Materials Technology, Thai Institute of Chemical Engineering and Applied Chemistry, and The Petroleum and Petrochemical College, Chulalongkorn University. We hold international conferences every year. Follow the updates at <http://www.ppc.chula.ac.th/ppcsymposium/>

(6) Maps and Contact Information



The Petroleum and Petrochemical College

254 Soi Chulalongkorn 12 Wangmai, Pathumwan Bangkok 10330, Thailand



Tel. (+66)2 21 84117



Facebook: <https://www.facebook.com/ppcchula>



Website: <http://www.ppc.chula.ac.th/>

APPENDIX A
CORE COURSES

Petroleum and Energy Technology Program

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

Other Subject:



Petrochemical Technology Program

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

Other Subject:



Polymer Science Program

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

Other Subject:



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

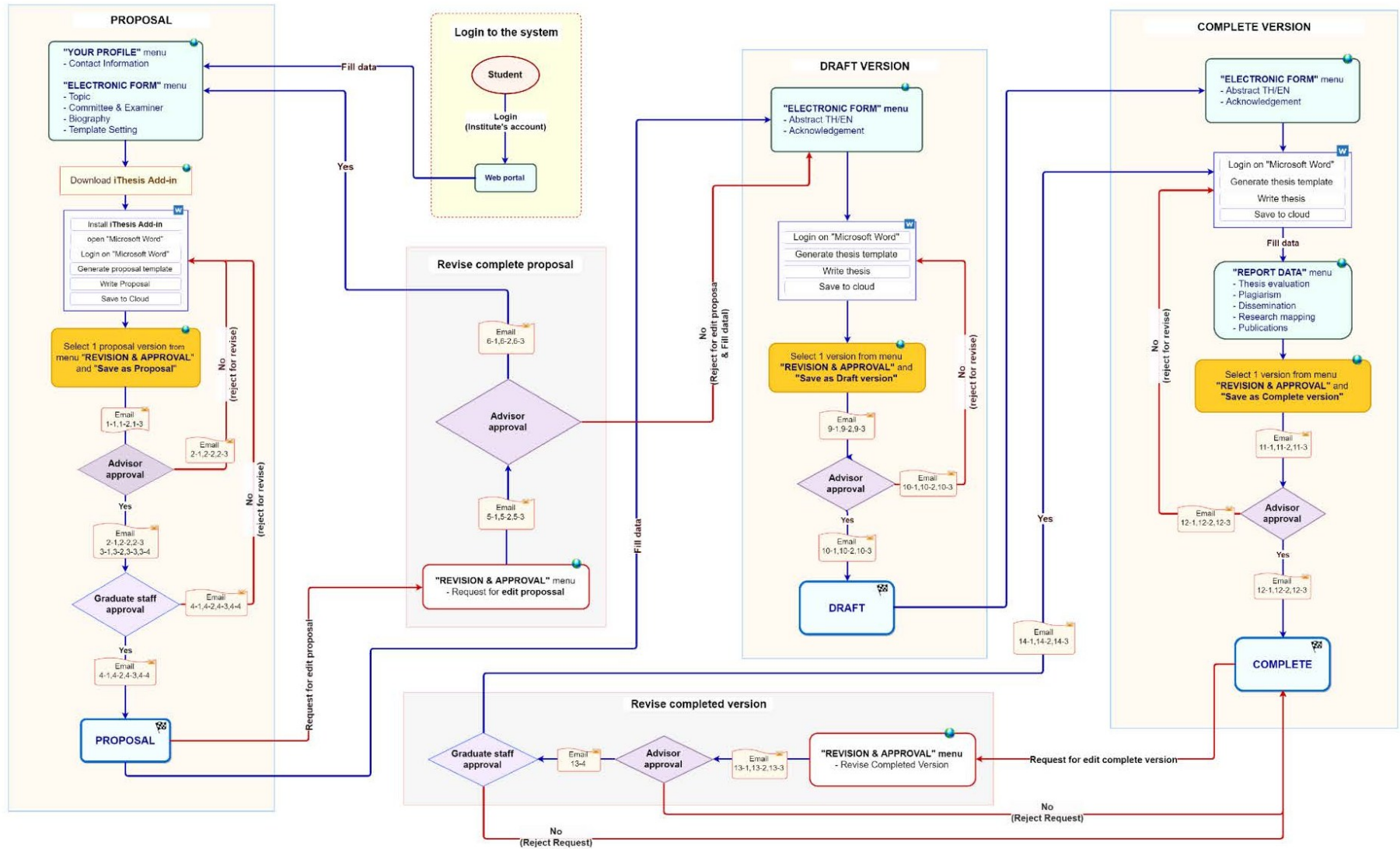
Forms for internal use

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



APPENDIX C

Workflow of iThesis operations



Note: The email can be classified into 4 types which are as follows:

- N-1 Request for approval: the email content contains the attached link to connect to iThesis approval form, or it can be checked and approved by logging-in to the web portal using advisor account.
- N-2 Inform the approval detail: the email content contains the attached link to connect to the read-only iThesis approval form. This email will be sent only to the co-advisor and committee. These users can only access the approval form to view the thesis file and plagiarism same as the main advisor. However, they cannot approve.
- N-3 Notification of approval, the email will inform the status of thesis 'approval' process.
- N-4 Permission to use the iThesis system as the student: This email will be sent only to the graduate officer who received permission from the student to access the student account by the officer. This feature lets the officer can solve the problem of student without asking for real student account