2022

MAHASARAKHAM UNIVERSITY

Postgraduate Students Handbook, Academic Year 2022

(Summarized version)

Graduate School, Mahasarakham University

Philosophy **“Pahunam Pandito Chiwe”:** A wise person lives for the public.

Emblem

“The Rojanakorn” **It is composed of several components**, together meaning a stamp of brilliant prosperity. The symbol comprises a Sema, the ancient border stone found around Buddhist temples, in the center of which is an outline of Phrathat Nadoon, the province's sacred Buddhist stupa. Underneath it is a traditional Isan Khid design, representing Isan cultural heritage and the local people's wisdom. Above the design are solar rays, denoting the spread of prosperity. Under the design appears the university's motto in Pali language, **“Public devotion is a virtue of the learned.”**

University Colors

“Yellow and Gray” Connote intellectual wisdom and good thinking, leading to prosperity.

Symbolic Tree

“The Koon or Rajaphruek” Denotes success and prosperity.

(Vision of Graduate School)

Supporting Excellent Education and Driving Graduate Students to success in International Levels

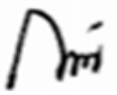
提供卓越的教育视野推动研究生成功与国际接轨

A Message from the Dean of the Graduate School

On behalf of the Graduate School, Mahasarakham University, we congratulate all new graduate students for the academic year 2022 and welcome to Mahasarakham University. As we all know, human resources equipped with knowledge and ability as well as high potential to learn, apply, and create new knowledge are highly necessary for each country and the world to cope with the current situation changing dramatically. The graduate education is therefore one of the most important factors to meet this demand.

Our university has high potential faculty and staff, and appropriate facilities to ensure that our students are successful in their studies with high quality in line with the university's commitment to producing quality graduates and having excellence in both national and international levels. Our university aims to produce graduates with high competence and potential and the abilities to use their knowledge and competence to better the societies and the world as per the philosophy of Mahasarakham University, "Public devotion is a virtue of the learned."

Finally, I wish all new graduate students a happy and fruitful study at Mahasarakham University and the proudest achievement in their studies and life.



Associate Professor Krit Chaimoon, Ph.D.

The Dean of Graduate School, Mahasarakham University

Table of Contents

	Page
Academic Service Section	
Information for New Entry Students	1
Course Duration	3
Graduation Requirements	3
Criteria for English Proficiency Test for Postgraduate Students	5
Qualifying Examination	6
Thesis/Independent Study Guidelines for postgraduate students	7
Academic Calendar for Graduate Studies, Academic year 2022 (summarized version)	10
Student Development Section	
Scholarships	13
Distinguished Thesis Awards and Welfare and Services	14
Physical Examinations for new entry postgraduate students, Academic year 2022	16
Academic services fees for the 2022 academic year	17
Guideline of Enrollment for International Graduate Students	22
Guideline for Paying Tuition Fee and Related Fees	27

Information for New Entry Students

1. Class Registration Students selected for acceptance to study in any academic semester must register for the individual subjects in the corresponding semester for a total of credit hours no lower than that stipulated by the university. Students who fail to complete registration in the first semester that they are selected as students will no longer be a student of MSU unless granted a permission from the Dean of Graduate School and have to pay the student status retaining fee as stipulated by the university within the semester.

2. Leave of absence Students may submit a request for permission in the following cases:

2.1 Being drafted or inducted into military service.

2.2 Receiving a scholarship to an international exchange program or any other scholarship that is beneficial to the course of study and deemed appropriate for the support.

2.3 Being physically injured and requiring treatments more than 20% of the total study schedule of the current semester. Please submit a doctor's certificate issued from a government or private hospital that is legally certified by the Ministry of Public Health.

2.4 Submitting a Leave of absence request form due to personal reasons can be considered after completely registering for 1 academic semester.

2.5 For leave of absence under 2.3 and 2.4, permission shall be granted (per time) for no longer than 1 academic semester. If there is still a need for leave of absence, a new request form must be submitted. In this case, leave of absence cannot be granted for longer than 2 consecutive academic semesters.

2.6 The time period approved for leave of absence under 2.3 and 2.4 shall be counted as included in the study duration.

3. Entitlement to Sit Examinations Students must attend any subject for no less than 80% or equivalent thereto of the total study time of the said subject to be entitled to sit examinations.

4. Loss of Student Status

4.1 Failure to complete registration in the first academic semester enrolled as a Student.

4.2 Failure to pay a Retaining Student Status fee.

4.3 Failure to complete registration for an academic semester.

4.4 Obtaining a GPA of less than 3.00 for 2 consecutive academic semesters.

4.5 Failure to continuously register for thesis/individual study subjects (except in the case of leave of absence.)

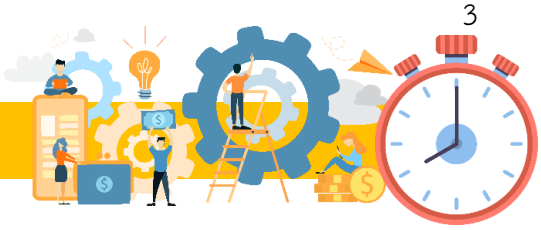
5. Thesis/Independent Study

5.1 Students registering thesis/independent study subjects for the first time must complete outline defense within the first academic semester registered.

5.2 Students in the doctoral degree program **must pass** the Qualifying Examination (QE) before being entitled to register for thesis subjects.

6. Comprehensive Examination Students in Course Plan B of Master's degree programs must pass the Comprehensive Examination (CE). If not passed on the first attempt, only 2 more attempts are allowed.

Course Duration



Program	Minimum Duration
Graduate Diploma and Higher Graduate Diploma	1 academic semester (Not exceeding 3 academic semesters)
Master's Degree Program	2 academic semesters (Not exceeding 10 academic semesters)
Doctoral Degree Program (Bachelor's to Doctorate)	6 academic semesters (Not exceeding 16 academic semesters)
Doctoral Degree Program (Master's to Doctorate)	4 academic semesters (Not exceeding 12 academic semesters)

Graduation Requirements

Requirements	Master's Degree Program	Doctoral Degree Program
- complete full-time study research only - complete all required courses	2 years (not exceed 5 academic years) Plan A(1): Thesis-only program Plan A(2): Thesis & coursework Plan B: Independent Study (Independent Study and course work)	**Thesis-only (Type 1)** – 2 sub-types Type 1.1: for students who have master's degree (3 years, max. study period of 6 academic years) Type 1.2: for students who have bachelor's degree (3 years, max. study period of 8 academic years)
		Thesis & coursework (Type 2) – 2 sub-types Type 2.1: for students who have master's degree 3 years, max. study period of 6 academic years) Type 2.2: for students who have bachelor's degree

Requirements	Master's Degree Program	Doctoral Degree Program
		(3 years, max. study period of 8 academic years)
fulfill the program requirements with a GPA	GPAX ≥ 3.00	GPAX ≥ 3.00
English Proficiency Requirements	Criteria for English Proficiency Test for Postgraduate Students	Criteria for English Proficiency Test for Postgraduate Students
pass a thesis/thematic paper examination with the result "Pass"	- Plan A(1) Thesis-only program - Plan A(2) Thesis and course work - Plan B Independent Study (Independent Study and course work)	- pass the Qualifying Examination (QE) - Thesis
Publication (accepted for publication / published)	- International conference or - National journal (in database of Thai Journal Citation Index; TCI group 1 or 2) or - International journal	*Programs in Humanities and Social Sciences. group - TCI 1; 2 papers or - International journal; 1 paper *Programs in Science and Technology. / Health Science. group - International journal; 1 paper *Thesis-only Programs Full paper; 2 papers or depend on the curriculum

Criteria for English Proficiency Test for Postgraduate Students

1. All students in the graduate diploma programs, higher graduate diploma programs, and Master's degree programs must take an English proficiency test organized by Graduate School and have a minimum test result of 50% in order to be classified as "Passed the English proficiency test."

2. All doctoral degree students must take an English proficiency test organized by Graduate School and have a minimum test result of 60% in order to be classified as "'Passed the English proficiency test."

Except, students who have an English proficiency test result from a certified language institution/center can submit a waiver request for Passed the English proficiency test." A test score is only valid for 2 years after taking the test and must follow the requirement below.

English Proficiency Requirement for Postgraduate Students

Type of English Proficiency Test	Entrance Requirement	Graduation Requirement (pass)	
	Doctoral	Certificate/Master	Doctoral
MSU EGS-TEST	≥30	≥50	≥60
MSU EPT-TEST	≥30	≥50	≥60
TOEFL (Paper-based)	≥350	≥450	≥500
TOEFL (Internet-based)	≥30	≥45	≥61
IELTS	≥2.5	≥4.0	≥5.0
CU-TEP (120 points)	≥30	≥45	≥60
TU-GET (1,000 points)	≥275	≥500	≥550
KU-EPT	≥28	≥50	≥55

In the case that having the English test result in Article 1 and 2 BUT not pass by having score less than 10% to be passed, the students shall pass the English proficiency test if the students have one of the following English test results:

(1) have the TOEIC test result no longer than 2 years since announced the results with

the minimum score of 450.

(2) Passed the Presentation test organized by Graduate School by received the results at least C+ in the character grading scale for Graduate Diploma, Higher Graduate Diploma and Master's degree programs, and at least B in the character grading scale.

(3) Passed the English training programs organized by Graduate School.

Qualifying Examination

Qualifying Examination Standards	Doctorate degree			
	Type 1.1	Type 1.2	Type 2.1	Type 2.2
*1. Time period in which to pass	Not exceeding 3 academic semesters	Not exceeding 6 academic semesters		
2. Knowledge	2.1 Knowledge of subject field 2.2 Knowledge of research principles and statistics			
3. Number of times entitled to sit examination	1 time per semester and may sit the examination no more than 3 times			

*Students who do not pass within the said time period shall lose student status

Thesis/Independent Study Guidelines for postgraduate students

Master's Degree

1

Student requests for an approval of thesis title and appointment of thesis/independent study advisor (not required to register for thesis/independent study).

With an advisor's approval, Student may register for thesis/independent study for the first time in order to be eligible for thesis/independent study proposal examination.

2

After receiving "passing" on the proposal examination, Student must make recommended changes to the thesis/individual study outline and have it approved by the outline defense committee within 60 days of the proposal examination date. Failure to do so automatically results in an Unsatisfactory (U) grade assessed by the advisor.

With approved study outline, Student may register for the remaining credits of thesis/independent study in the next academic semesters (subject to an advisor's approval).

When ready for thesis/independent study defense examination, Student must register for the last remaining credits of thesis/independent study in order to qualify for a thesis/independent study thesis defense examination (subject to an advisor's approval.)

3

Having passed the defense examination, Student must make recommended changes to the thesis/independent study and have it approved by the defense committee within 60 days of the defense examination date. Failure to do so automatically results in an Unsatisfactory (U) grade assessed by the advisor.

Doctoral Degree

1

Student requests for an approval of thesis title and appointment of thesis advisor (not required to register for thesis).

With an advisor's approval, Student may register for thesis for the first time in order to be eligible for thesis proposal examination.

2

After receiving "passing" on the proposal examination, Student must make recommended changes to the thesis outline and have it approved by the outline defense committee within 60 days of the proposal examination date. Failure to do so automatically results in an Unsatisfactory (U) grade assessed by the advisor.

With approved study outline, Student may register for the remaining credits of thesis in the next academic semesters (subject to an advisor's approval).

When ready for thesis defense examination, Student must register for the last remaining credits of thesis in order to qualify for a thesis defense examination (subject to an advisor's approval).

3

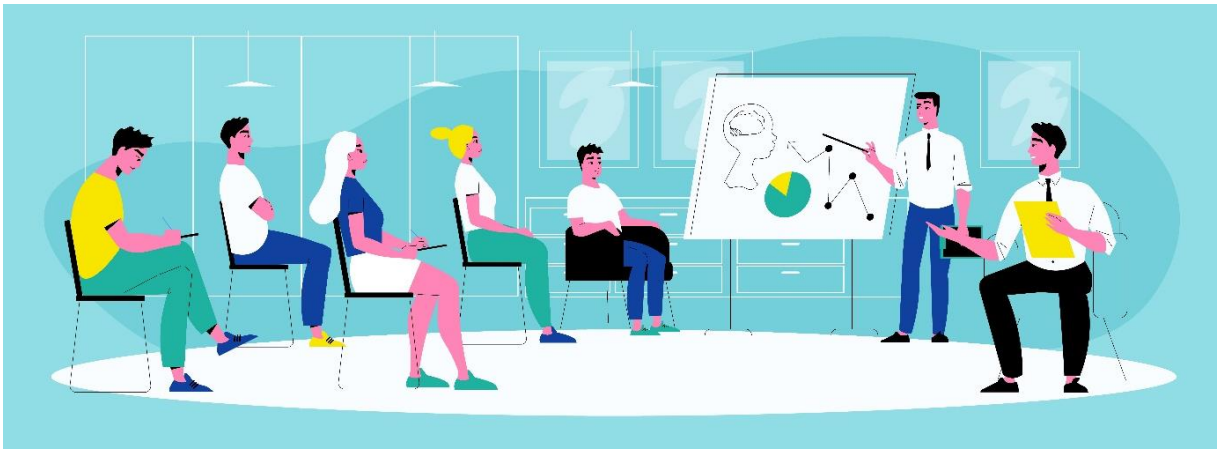
Having passed the defense examination, Student must make recommended changes to the thesis and have it approved by the defense committee within 60 days of the defense examination date. Failure to do so automatically results in an Unsatisfactory (U) grade assessed by the advisor.

Number of credits to be registered for thesis

Procedure	Doctoral Degree				Master Degree	
	Type 1.1 (48 credits)	Type 1.2 (72 credits)	Type 2.1 (36 credits)	Type 2.2 (48 credits)	Plan A1 (36 credits)	Plan A2 (12 credits)
Thesis title approval and appointment of thesis advisor	-	-	-	-	-	-
Approval of thesis proposal examination	12	12	12	12	6	3
Thesis progress report	24	48	12	12	24	-
Approval for thesis defense	12	12	12	12	6	9

Number of credits to be registered for independent study

Procedure	Credits registered
Independent study title approval and appointment of independent study advisor	-
Approval of independent study proposal examination	2
Approval for independent study defense	4



Academic Calendar for Graduate Studies, Academic year 2022 (summarized version)

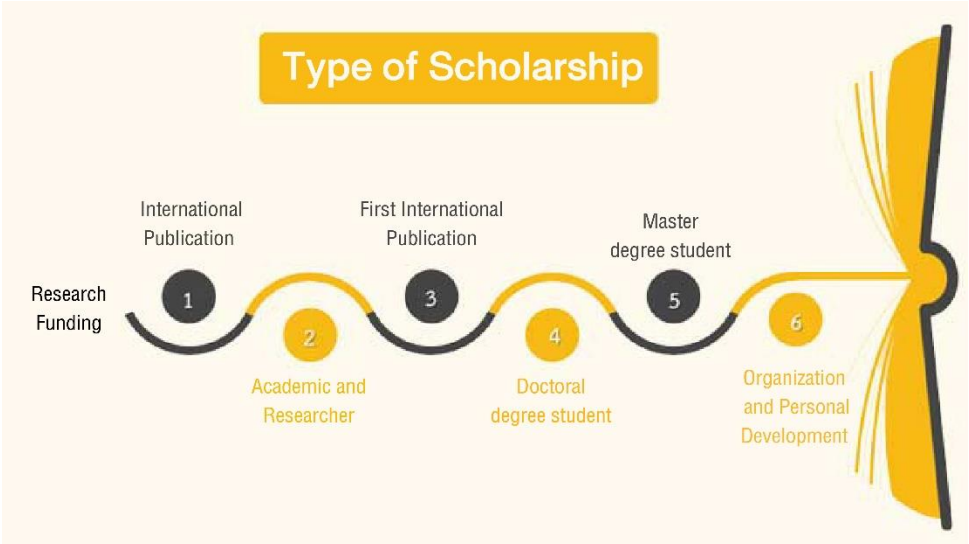
No	Tasks	Semesters		
		1st semester (1/2022)	2nd semester (2/2022)	Summer School (3/2022)
1	New students report to admission and submit registration documents along with transcripts to http://registration.msu.ac.th	6 Jun-3 Jul 2022	10-30 Oct 2022	-
2	New students' orientation	1 Jul 2022	25 Oct 2022	-
3	**Enrollment, 1st round (pre-semester)**	27 Jun-3 Jul 2022	21-27 Nov 2022	27 Mar-2 Apr 2023
4	**Semester Starts**	**4 Jul 2022**	**28 Nov 2022**	**3 Apr 2023**
5	**Enrollment, 2nd round (semester begins)**	4 -10 Jul 2022	28 Nov-4 Dec 2022	6-12 Jun 2023
6	Deadline for the enrollment payments, 1st and 2nd rounds (without fine)	14 Jul 2022	8 Dec 2022	17 Apr 2023
7	**Enrollment, 3rd round (late enrollment with fine)**	15 Jul-19 Aug 2022	9-15 Dec 2022	18-24 Apr 2023
8	Deadline for the enrollment payments, 3rd round (with fine)	19 Aug 2022	21 ธ.ค. 65	27 Apr 20236
9	Cancellation date of all enrollment, adding and withdrawing subjects in case the payments have not been made.	22 Aug 2022	19 ม.ค. 65	19 May 2023
10	The first, and last days of some and all subject's withdrawal (withdrawn subjects do not appear on the transcripts and do not receive a refund)	18 Jul-25 Sep 2022	12 Dec 2022-19 Feb 2023	17 Apr-7 May 2023
11	- The first, and and last days of some and all subjects withdrawal (withdrawn subjects appear as 'W' on the transcripts and do not receive a refund) - In case of withdrawal of all subjects, students are considered to take academic leave of absence in that semester.	26 Sep-16 Oct 2022	20 Feb-12 Mar 2023	8-21 May 2023

No	Tasks	Semesters		
		1st semester (1/2022)	2nd semester (2/2022)	Summer School (3/2022)
12	The last day of requesting a leave of absence (academic leave of absence)	23 Oct 2022	19 Mar 2023	28 May 2023
13	The first, and last days to submit a request for transfer of study results, in the case of transferring faculty/reselecting a field of study at the Graduate School.	4 Jul-2 Aug 2022	28 Nov-26 Dec 2022	3 Apr-2 May 2023
14	The first and last days of the midterm exam	29 Aug-4 Sep 2022	23-29 Jan 2023	1-7 May 2023
15	The first and last days of the final exam	31 Oct-6 Nov 2022	27 Mar-2 Apr 2023	29 May- 4 Jun 65
16	**Semester break**	**7 Nov 2022**	**3 Apr 2023**	**6 Jun 2023**

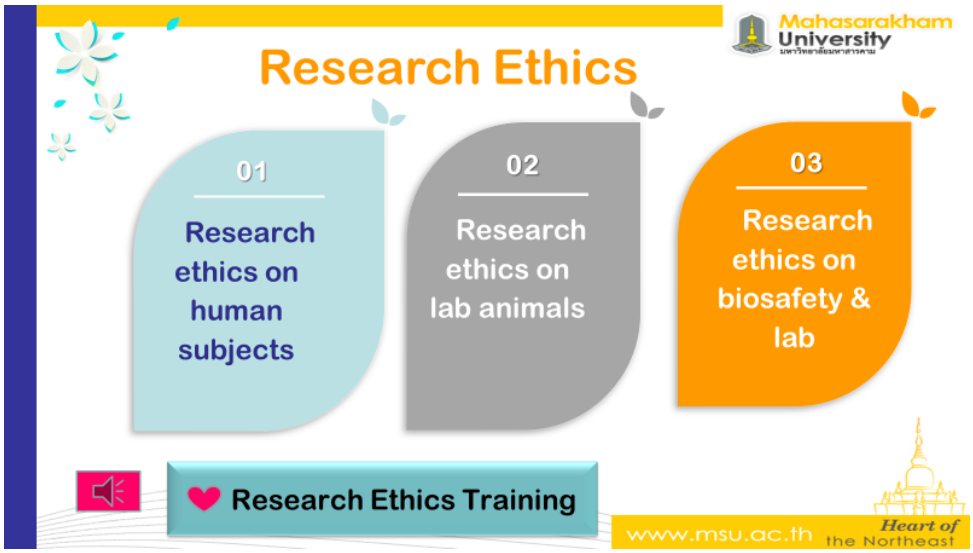
Student Development Section

Graduate School, Mahasarakham University

Scholarship



Research Ethics



Division of Research Facilitation and Dissemination: DRFD

Khamriang Sub-District, Kantarawichai District, Maha Sarakham Province 44150

Tel/Fax : 043-754-416 e-mail : research@msu.ac.th

Distinguished Thesis Awards

The Graduate School grants annual Excellent Thesis awards each year to continuously promote and foster the production of high quality thesis and to honor postgraduate students and thesis advisors, as well as to create a reputation for the programs. Distinguished Thesis Awards are categorized into 3 groups: Humanities and Social Sciences; Science and Technology; and Health Science

Welfare and Services

Student Welfare Fund of Mahasarakham University: assistance fund rates for Students experiencing injury due to accidents.

Item	Amount (THB)
1. Loss of life due to accident	150,000
2. Loss of life due to causes other than accident	15,000
3. Loss of both hands, both feet, or both eyes	100,000
4. Loss of one hand and one foot, or one hand and one eye, or one foot and one eye	100,000
5. Loss of one eye, one hand or one foot	60,000
6. Permanent loss of hearing or speech	60,000
7. Loss of thumb or index finger	15,000
8. Loss of other fingers (per digit)	10,000
9. Loss of big toe	10,000
10. Loss of other toes (per digit)	8,000
11. Loss of genitalia	80,000
12. Permanent total disability	100,000
13. Temporary total disability covering but not exceeding actual expenses	50,000
14. Permanent partial disability	50,000
15. Temporary partial disability covering but not exceeding actual expenses	20,000
16. Treatment expenses from hospital facilities due to accident; covering but not exceeding actual expenses (per time)	15,000

Contact Student Affairs Division for further inquiries

- Student Affairs Division, Student Development Building, Khamriang Sub-District, Kantarawichai District, Maha Sarakham Province 44150
- Website: http://www.sa.msu.ac.th
- Student Welfare Division 24-hour service, Tel. 081-9656924, 081-9656925
- MSU Hotline 24-hour service: 085-0104544, 085-0100043

Physical Examinations for new entry postgraduate students, Academic year 2022

Mahasarakham University requires every new graduate student to undergo a basic physical examination before admission. This must be completed at Suddhavej Hospital Faculty of Medicine Mahasarakham University, or at any other government hospital facility, or private hospital facility that is legally approved by the Ministry of Public Health. Health examination details are as follows:

Physical Examination Items
1. Physical Examination by expert physician 2. Complete Blood Count: CBC 3. Urine drug testing 4. Chest X-ray
Evidence of Physical Examination 1. Laboratory examination results 2. Chest x-ray results (CXR) (x-ray film or CD) **Please mail to:** Check-up Center, Suddhavej Hospital, Faculty of Medicine Mahasarakham University 79/99 Nakornsawan Road Talat, Muang District Maha Sarakham 44000 Telephone 043-021021 website: https://med.msu.ac.th

Academic services fees for the 2022 academic year

Item	(THB)		
	Thai Student		International Student
	Full Time	Part Time	
1) Late registration fee; per time:	500	500	500
2) Fees for changing Student category; Campus transfer, changing course of study; changing faculty or Student transfer from other educational institution; per case:	1,000	1,000	1,000
3) Fees for issuing transcripts or other certificates (except for 1 set of transcripts after course completion) per set:	50	50	50
4) Foreign language transcripts or other certificates, per set:	150	150	150
5) Credentials delivery fee			
(1) Domestic, per time:	100	100	100
(2) International, per time:	300	300	600
6) Language Examination fee, per time:	1,000	1,000	2,000
7) Comprehensive Examination fee in the case of initial failure, per time:	1,000	1,000	2,000
8) Application fee for knowledge examination of ability to use cyber technology and communication, per time:	500	500	1,000
9) Qualifying Examination fee in case of initial failure, per time:	2,500	2,500	5,000
10) Fees for Thesis defense, or failing to pass and request for new defense			
(1) Master's degree, per time:	2,500	2,500	5,000
(2) Doctorate degree, per time:	4,000	4,000	8,000
11) Retaining Student Status Fee in the case of waiting for printing, per semester:	1,000	1,000	2,000
12) In the case of inability to complete within academic schedule or if not specified in academic plan			
(1) Master's degree, per semester:	5,000	5,000	10,000
(2) Doctorate degree, per semester:	5,000	5,000	10,000
13) Fee for Return of Student Status (in the case of losing Student Status), per time:	1,000	1,000	2,000

Item	(THB)		
	Thai Student		International Student
	Full Time	Part Time	
14) Leave of Absence Fee, per semester:	1,000	1,000	2,000
15) Pre-sessional course for International students			
1.1 Thai course	-	-	10,000
1.2 English course	-	-	10,000
16) English training programs	5,000	5,000	-

Information for Postgraduate Students Handbook, Academic Year 2022

More Information from website : grad.msu.ac.th

Contact us

Address : Graduate School, Mahasarakham University,
1st Floor, Central Science Laboratory Building (SC3)
Khamriang Sub-District, Kantarawichai District, Maha Sarakham 44150
Tel 043-754412, Extension number: 1661, 1660, 1631, 1661
e-mail : graduate@msu.ac.th
website : grad.msu.ac.th

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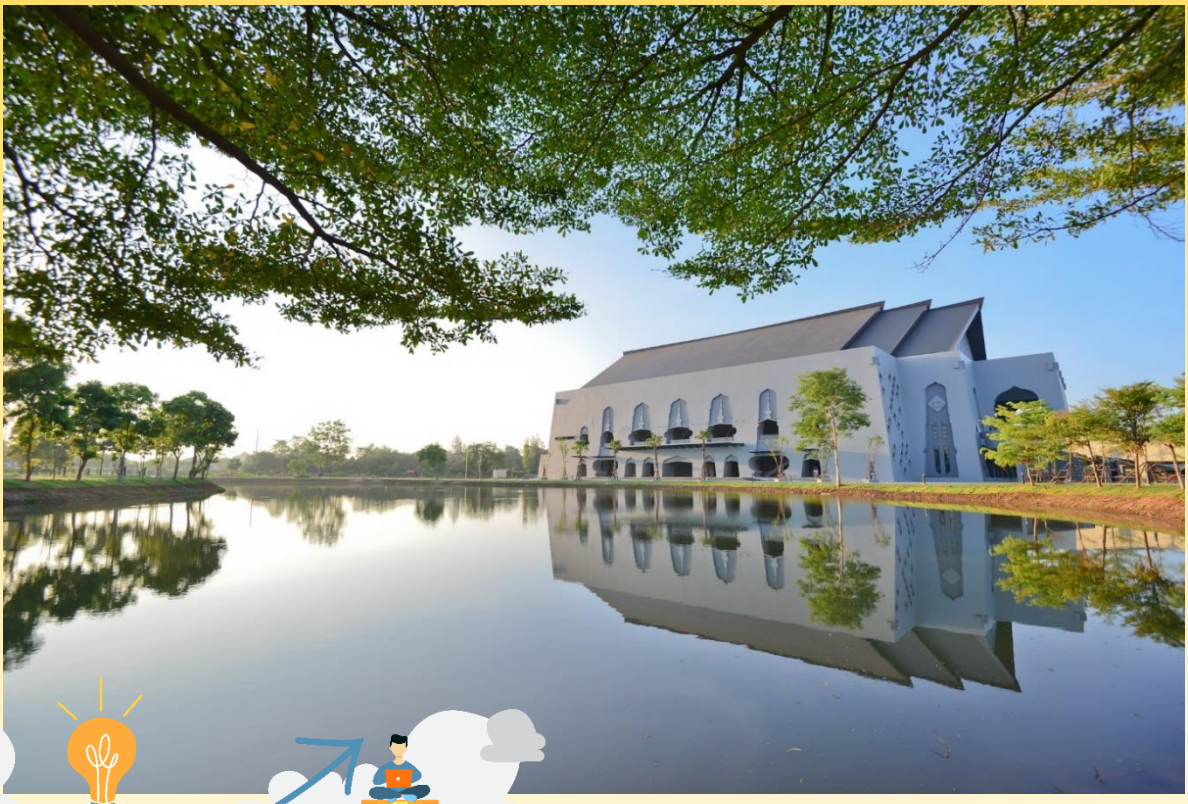


MAHASARAKHAM UNIVERSITY

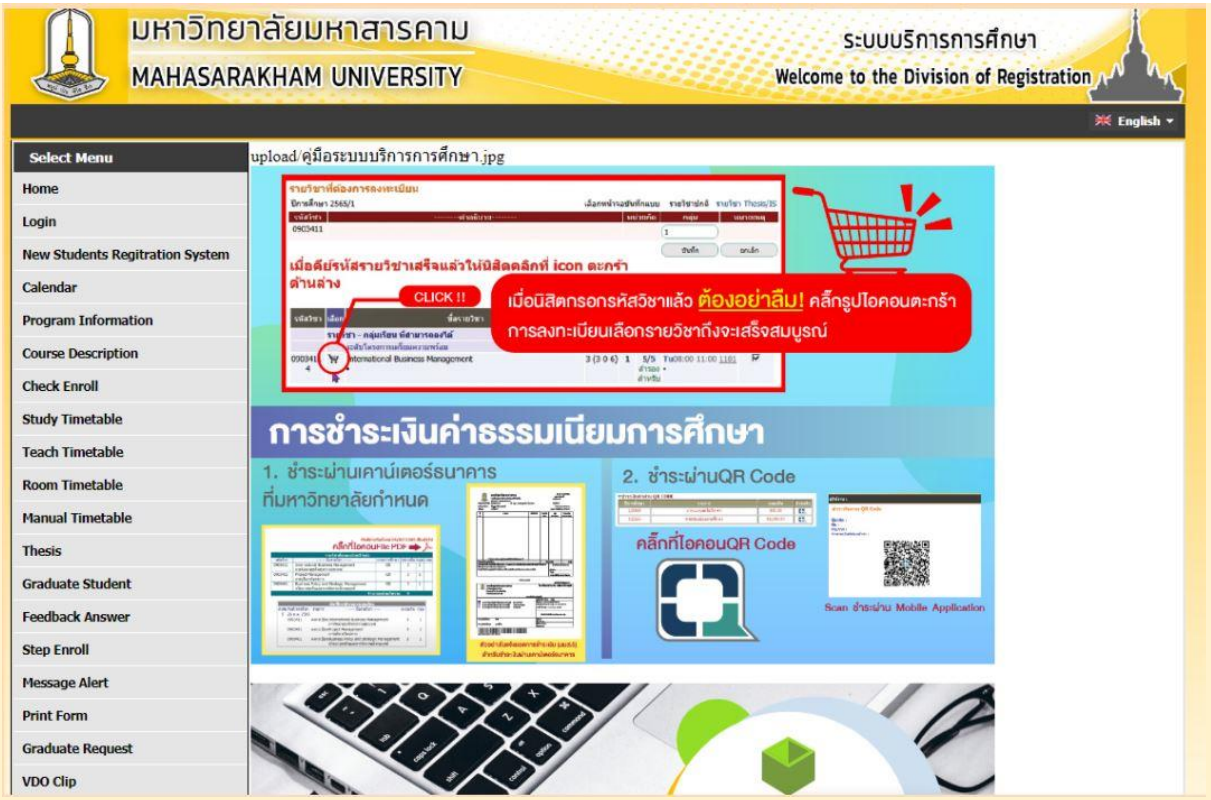
MSU
www.msu.ac.th

Registration

Graduate School, Mahasarakham University

Guideline of Enrollment for International Graduate Students

国际研究生选课指南

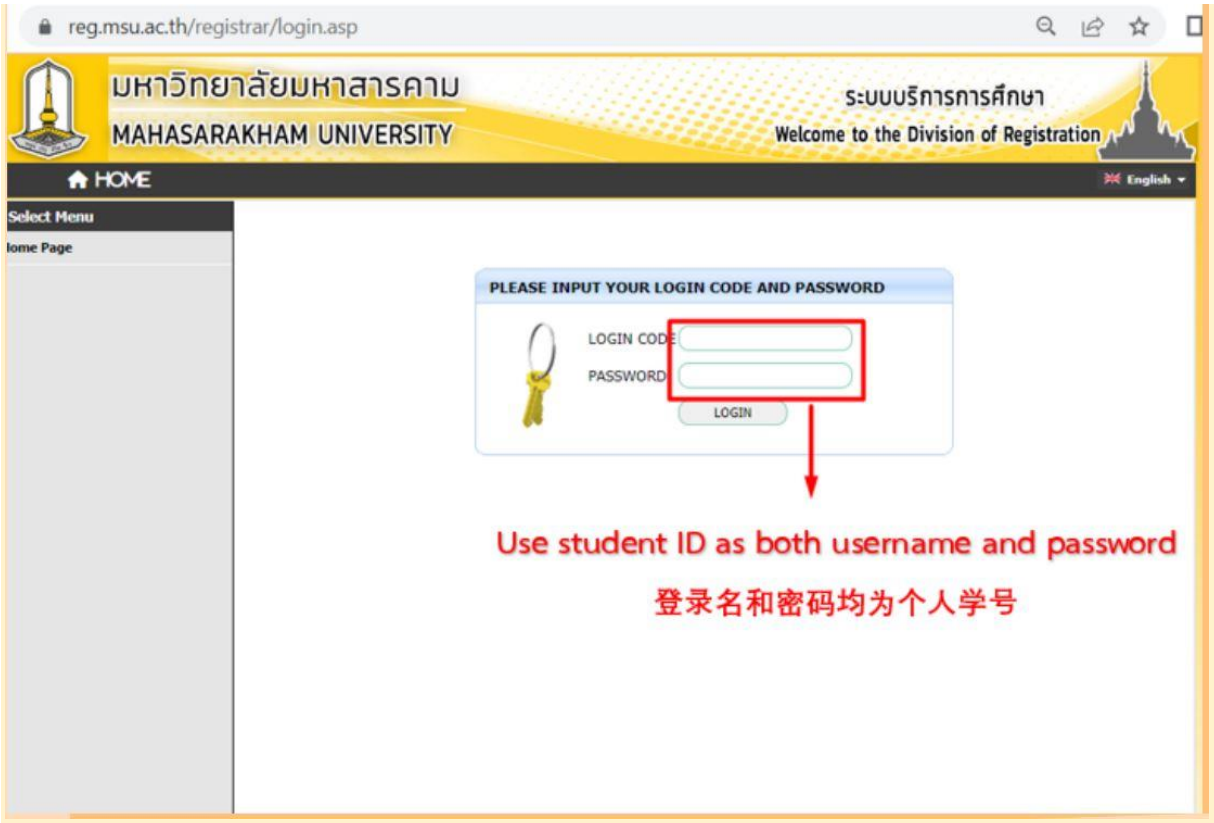


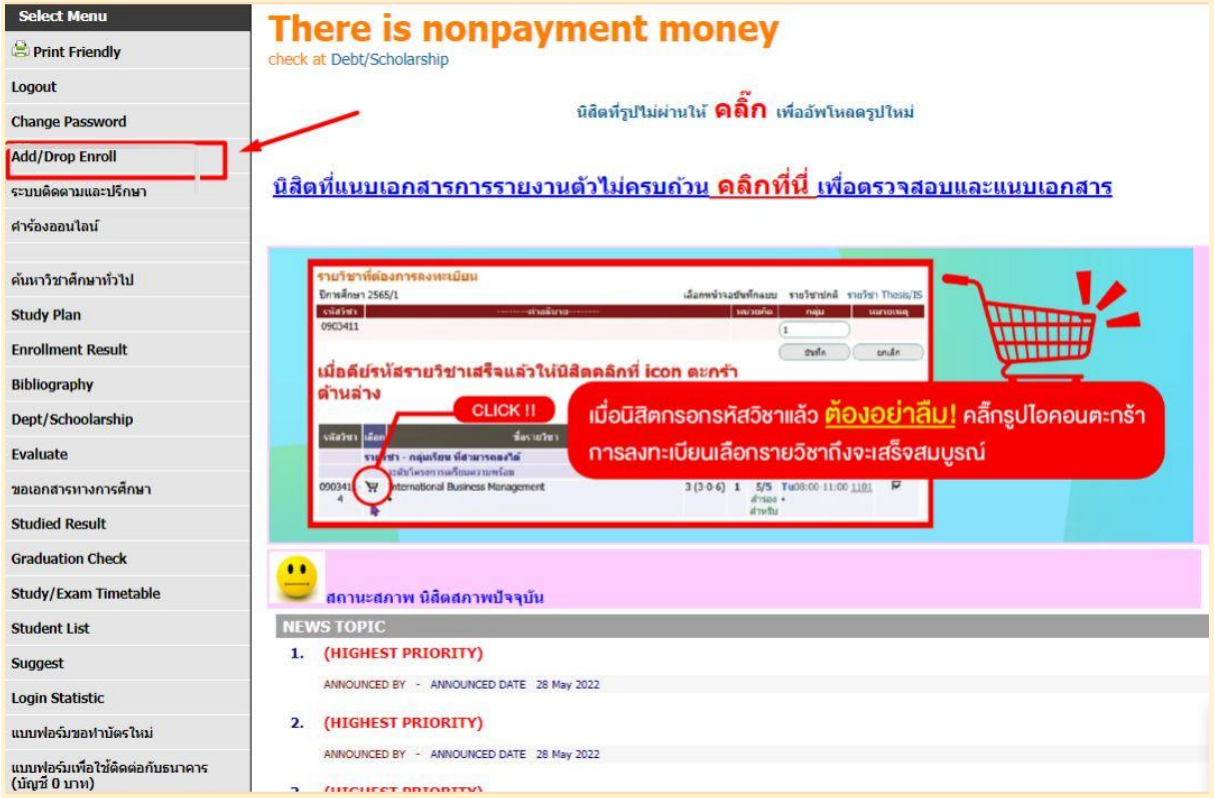
Students can access the system

from the registration office website reg.msu.ac.th

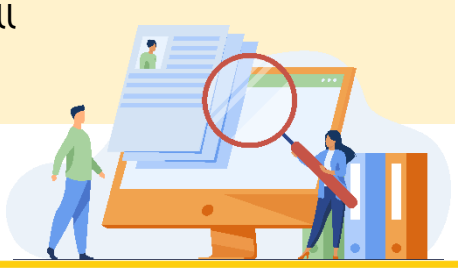
学生可以通过 reg.msu.ac.th

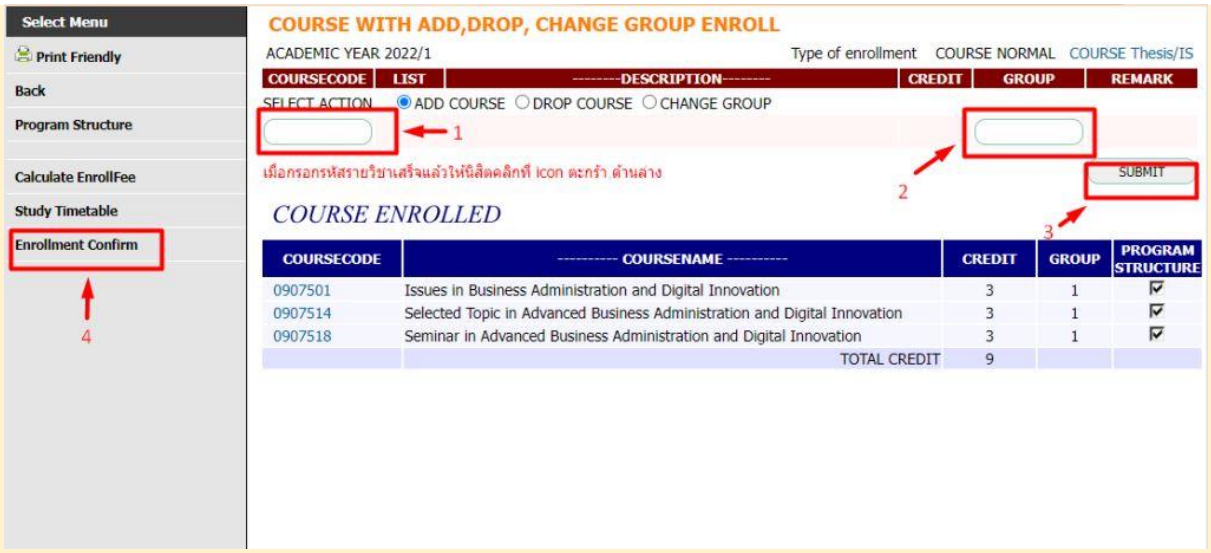
网址链接进入学生系统





Click on Add/Drop/Enroll 点击 Add/Drop/Enroll





Number 1 is a subject code **第一步：输入课程码；**

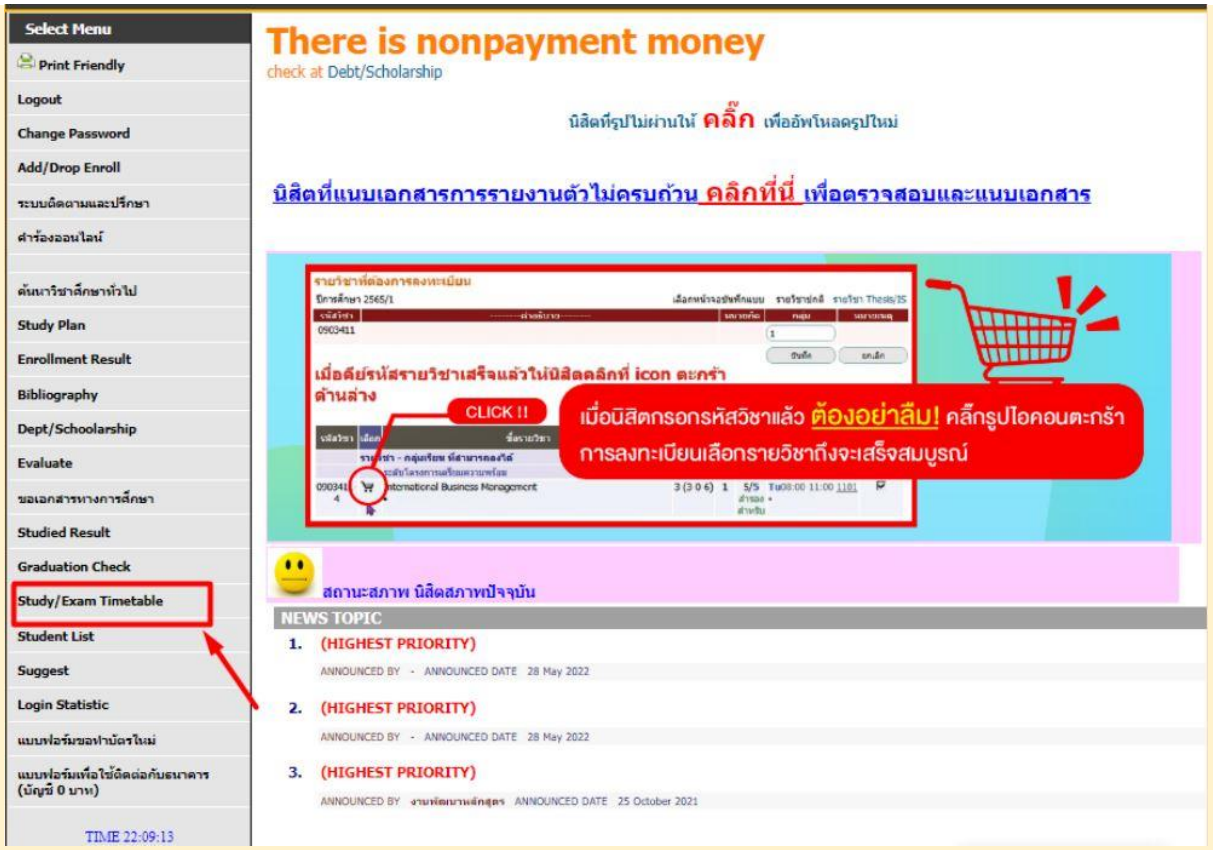
Number 2 is a study section of a subject (e.g., sect. 1, 2) **第二步：输入学习小组；**

Click number 3 to save a subject,

and click number 4 to confirm the enrollment.

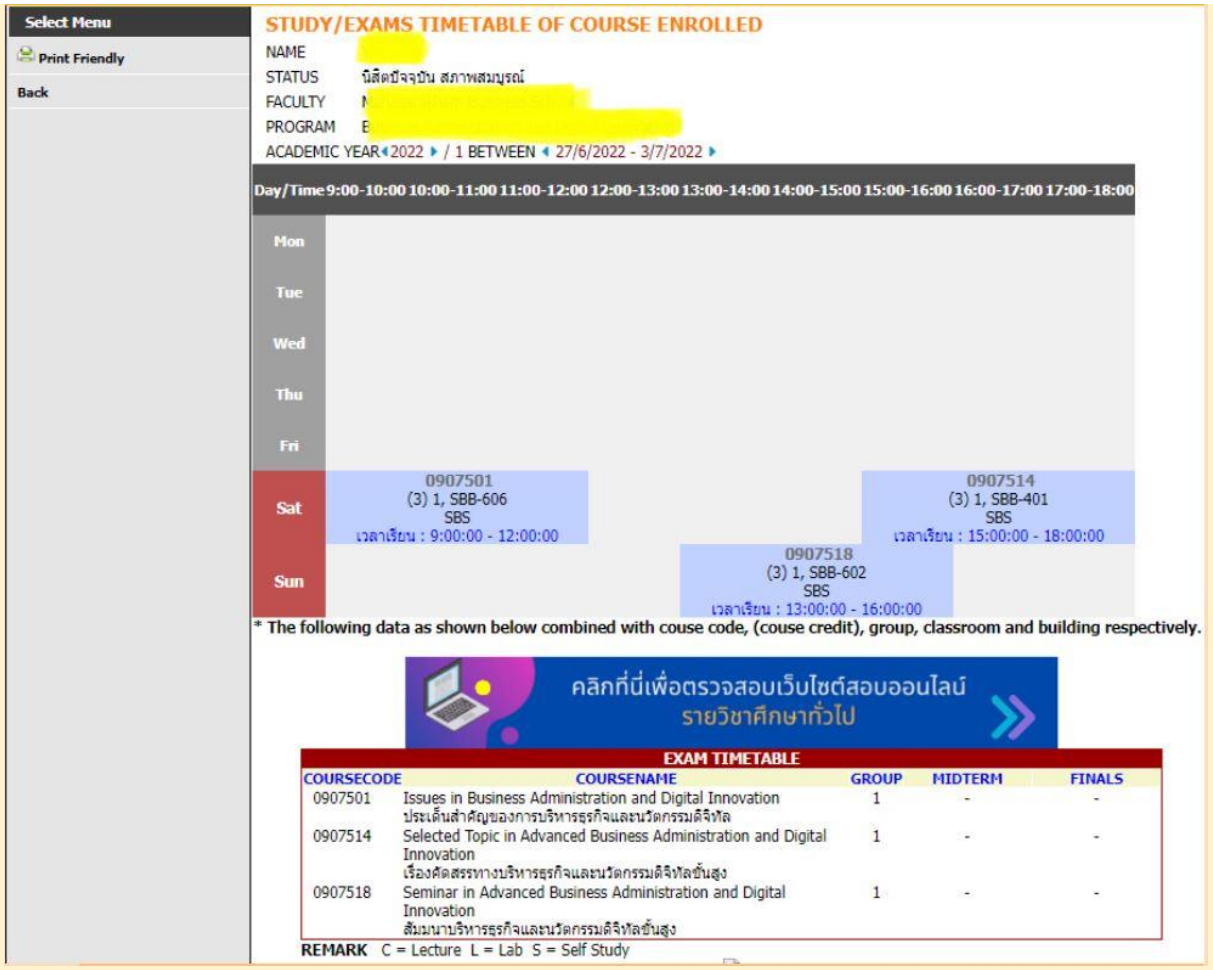
第三步：点击提交；

第四步：点击确认选课。



To check your subjects, click “Study/Exam Timetable” .

查询课表，请点击 Study/Exam Timetable



Your study timetable will appear (e.g., below picture) once you have successfully completed the enrollment.

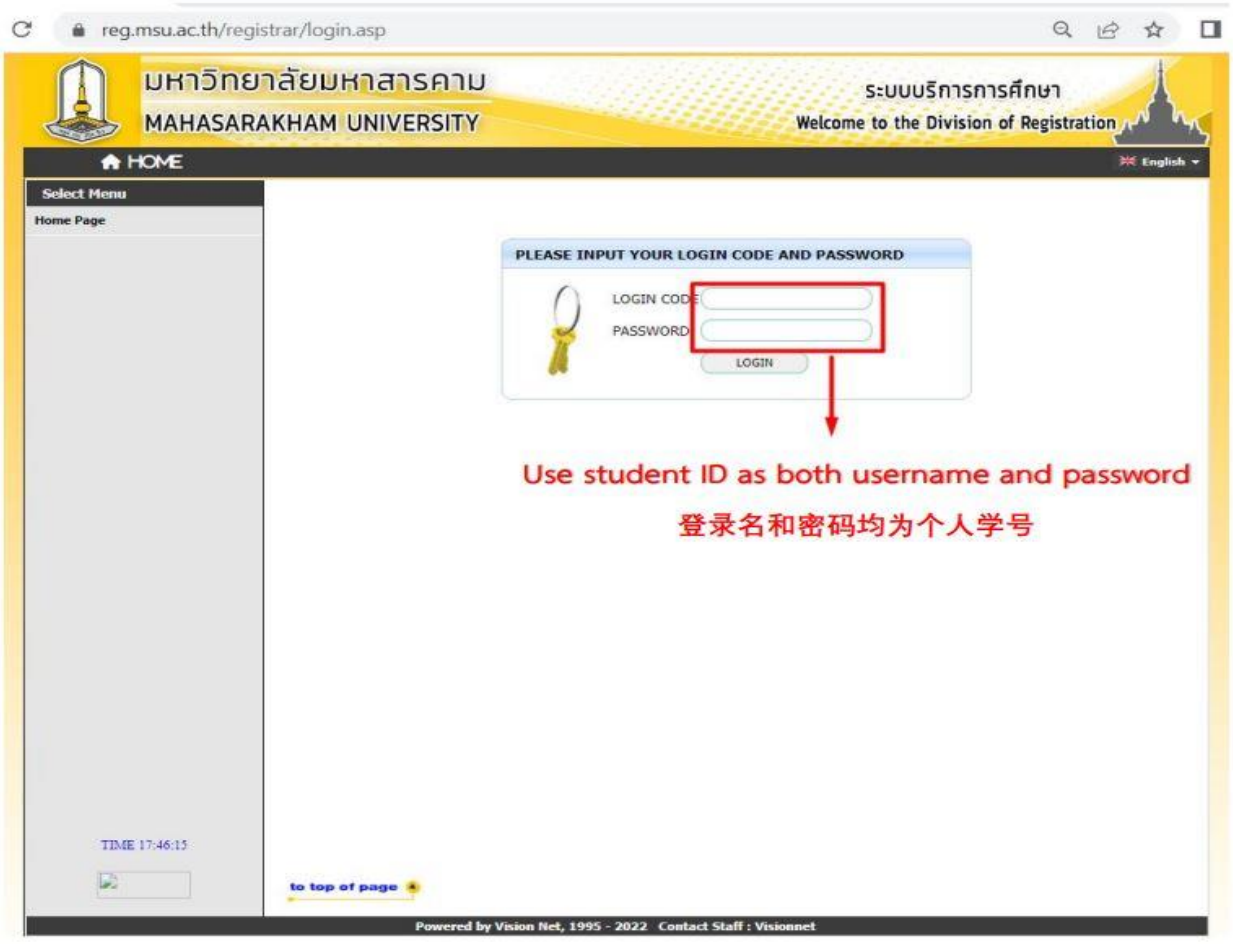
选课完成后，课程将会显示在课表中。

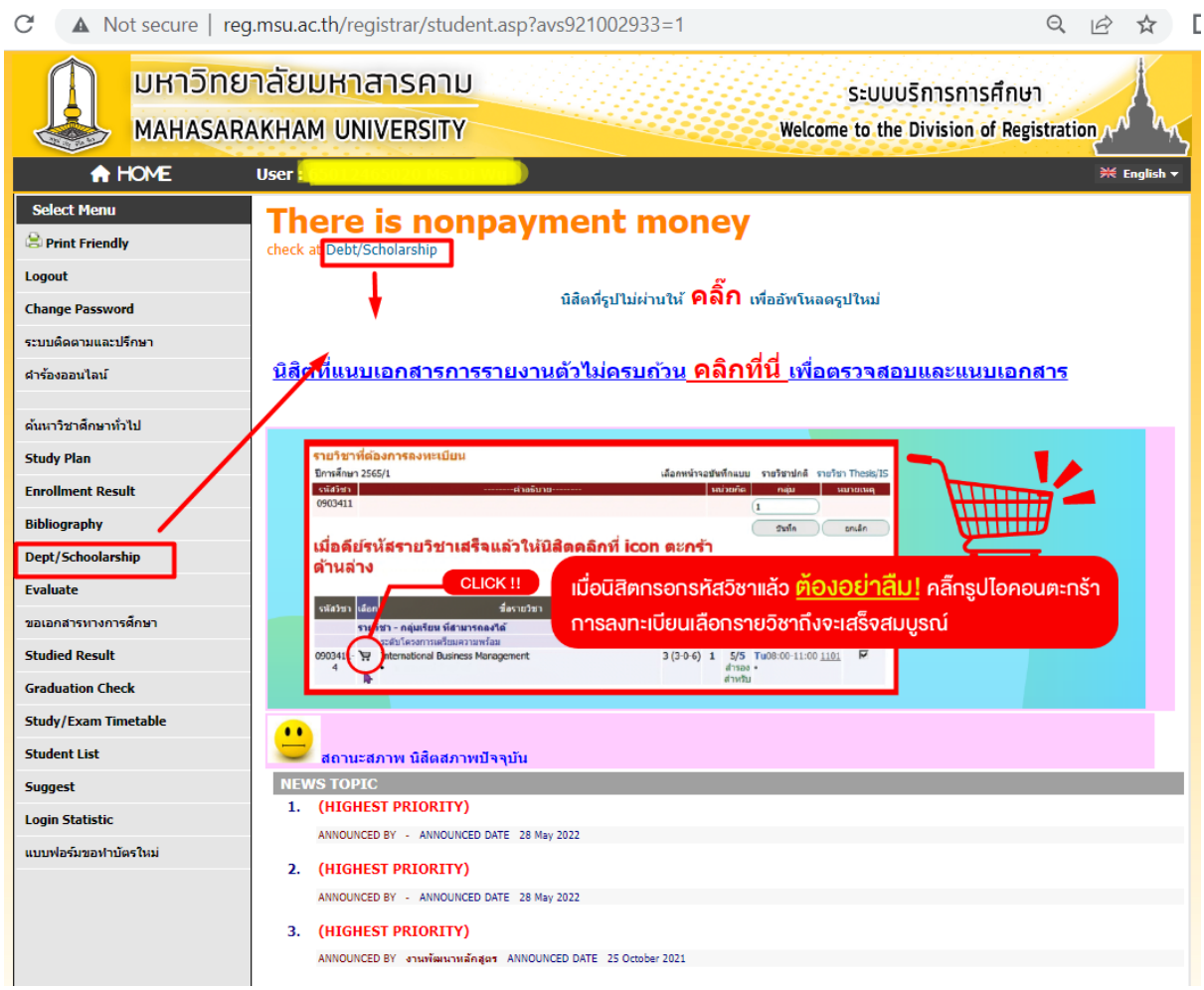
Guideline for Paying Tuition Fee and Related Fees

缴交学杂费指南

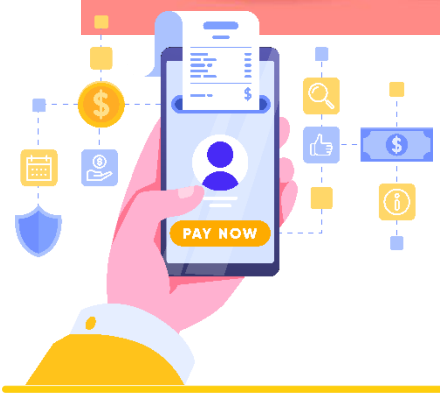
1. Students can access the system from the registration office website (reg.msu.ac.th)

登录学生注册系统




Not secure | reg.msu.ac.th/registrar/student.asp?avs921002933=1
มหาวิทยาลัยมหาสารคาม
MAHASARAKHAM UNIVERSITY
ระบบบริการการศึกษา
Welcome to the Division of Registration
HOME
User
English
Select Menu
Print Friendly
Logout
Change Password
ระบบคิดคามและปรึกษา
คำร้องออนไลน์
ค้นหาวิชาศึกษาทั่วไป
Study Plan
Enrollment Result
Bibliography
Dept/Schoolarship
Evaluate
ขอเอกสารทางการศึกษา
Studied Result
Graduation Check
Study/Exam Timetable
Student List
Suggest
Login Statistic
แบบฟอร์มขอทำบัตรใหม่
There is nonpayment money
check at Debt/Scholarship
นิสิตที่รูปไม่ผ่านให้ คลิ๊ก เพื่ออัพโหลดรูปใหม่
นิสิตที่แนบเอกสารการรายงานตัวไม่ครบถ้วน คลิกที่นี่ เพื่อตรวจสอบและแนบเอกสาร
รายวิชาที่ต้องการลงทะเบียน
เมื่อคีย์รหัสรายวิชาเสร็จแล้วให้นิสิตคลิกที่ icon ตะกร้าด้านล่าง
CLICK !!
เมื่อนิสิตกรอกรหัสวิชาแล้ว ต้องอย่าลืม! คลิ๊กรูปไอคอนตะกร้า การลงทะเบียนเลือกรายวิชาถึงจะเสร็จสมบูรณ์
สถานะสภาพ นิสิตสภาพปัจจุบัน
NEWS TOPIC
1. (HIGHEST PRIORITY)
ANNOUNCED BY - ANNOUNCED DATE 28 May 2022
2. (HIGHEST PRIORITY)
ANNOUNCED BY - ANNOUNCED DATE 28 May 2022
3. (HIGHEST PRIORITY)
ANNOUNCED BY งานพัฒนาหลักสูตร ANNOUNCED DATE 25 October 2021

PAYCHECK
PAYMENT

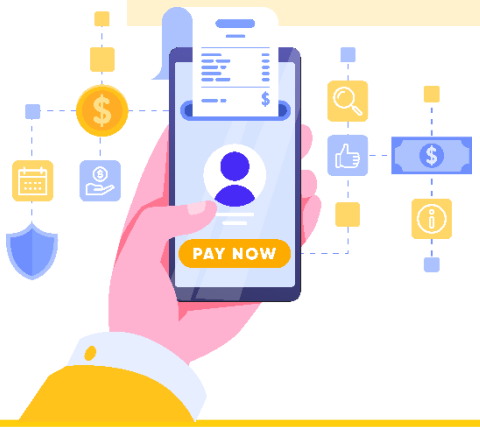

PAY NOW

In the system, there are 4 payment methods the details are as follows:

系统中共有四种支付方式：

Method 1: Paying via Electronic Payment Apps (Alipay, WeChat Pay, Line Pay, TrueMoney Wallet) (There will be an approximate 3% bank service charge.)

方式一：通过电子支付方式（支付宝、微信支付、Line Pay、TrueMoney Wallet 钱包）（需额外支付 3%银行服务费）



支付宝 ALIPAY

微信支付 WeChat Pay

rabbit LINE Pay

PAY WITH truemoney wallet

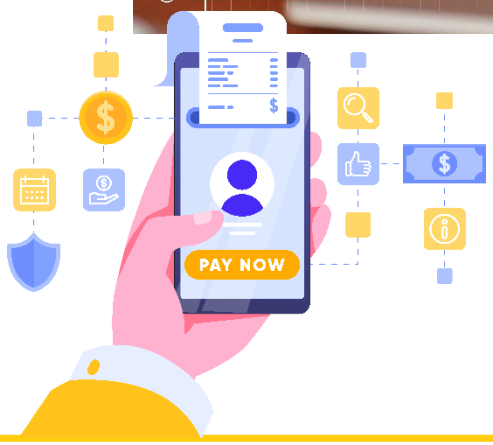
MSU

Method 2: Paying via QR code scanning, please scan the QR code via the Thai bank application and pay with the amount specified.

方式二：使用泰国银行卡直接扫描二维码支付。

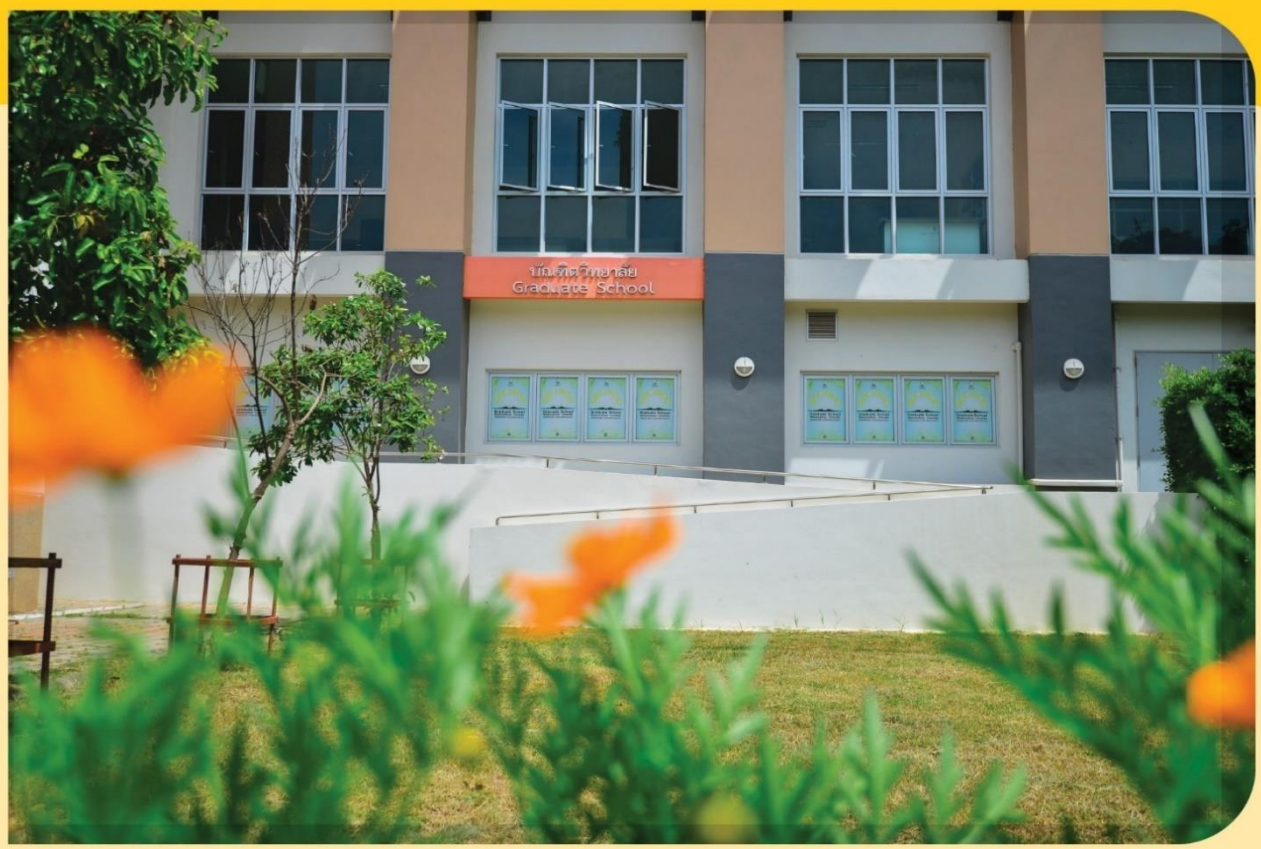
Method 3: Paying by transferring through the University bank account using the details below:

方式三：打印缴费单，通过当地银行直接转账到学校对公账户，详细账户信息如下：



2022

MAHASARAKHAM UNIVERSITY



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graduate@msu.ac.th

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@graduate.msu

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Khamriang Sub-District, Kantarawichai District, Maha Sarakham 44150