Academic Year 2023 (B.E. 2566)

## **Graduate Student Handbook**



Foster Engineering Excellence

## Welcome Message

We extend our most heartfelt greetings to all the incoming graduate students of the academic year 2023 at Chiang Mai University's Faculty of Engineering. As we leave the challenging times of the pandemic behind us, our faculty is fully prepared and committed to offering you an unparalleled academic journey.

The challenges we have faced in recent years have paved the way for the development of numerous online services, such as online teachings, fully online registration services, e-documents, etc. To support students in their academic endeavors, the faculty has implemented various online procedures, such as the thesis proposal submission system. These efforts align with the university's commitment to achieving the Sustainable Development Goals (SDGs).

This is the third edition of the student handbook, specifically designed for new graduate students. Since the previous year, there have been significant changes, and it is crucial for both new and returning students to familiarize themselves with these updates based on the new Chiang Mai University Regulations on Graduate Education (2023). In addition to official announcements and regulations, this handbook serves as a valuable reference for students.

We sincerely hope that you will discover all the necessary resources for your academic journey at the Faculty of Engineering, Chiang Mai University, and that every one of you will forge your own path to success in the days to come.

## About this handbook

Faculty of Engineering Graduate Student Handbook 3<sup>rd</sup> Edition, Academic year 2023 (B.E.2566)



Prepared by Assoc. Prof. Dr. Ukrit Mankong, Assistant Dean

## Academic Calendar

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|   |   |   |   |

Students should consult the updated academic calendar at the following links. There may be new updates as the year progresses.

THAI VERSION: <u>https://www.reg.cmu.ac.th/webreg/th/calendar/</u> ENG VERSION: <u>https://www.reg.cmu.ac.th/webreg/en/academic-calendar/</u>

## **Rules and Regulations**



The following regulations apply to new student of 2023. (clickable links)

 <u>Chiang Mai University Regulation on Graduate Education 2566 B.E. (For student code 66</u> <u>onwards)/ข้อบังคับมหาวิทยาลัยเซียงใหม่ ว่าด้วยการศึกษาระดับบัณฑิตศึกษา พ.ศ. 2566</u> (THA version)

(This regulation applies to new students starting in year 2023)

<u>Note that currently only the Thai version of the new regulation exists.</u> For non-Thai speakers please consult your own program/department for advices.

- Foreign Language Conditions for Graduate Students (ENG+THA) This is new regulation for new students starting in academic year 2021 or later (applicable to 2023).
- <u>Steps and Guidelines in Doing Thesis (2021)</u> (THA): This is the new guidelines for all current students.
  <u>Steps and Guidelines in Doing Thesis Issue 1 (2022)</u> (THA-ENG): This is the amendment of some articles in the above guidelines
- <u>Criteria and Operating Procedure for Thesis Publication</u> (ENG+THA): The new criteria for thesis publication apply to all students.
- <u>Measures on Prevention of Corruption in Education and Intellectual Property Infringement</u> in the Thesis 2021 (ENG+THA)

#### Thesis formats

- According to the "Steps and Guidelines in Doing Thesis (2021)". Students can use two formats for thesis (REF: <u>https://www.grad.cmu.ac.th/grad\_wp2/?page\_id=1403</u>)
  - Front matter: Thai, English
  - Chapters template: Format 1, Format 2





The following are useful websites that you will need during your study.

Faculty of Engineering: <u>https://eng.cmu.ac.th/</u> Faculty of Engineering Education Services: <u>https://reg.eng.cmu.ac.th/</u> Graduate School (Regulations, Guidelines, Forms etc.):

https://www.grad.cmu.ac.th/grad\_wp2/?page\_id=74 University Registration Office: https://www.reg.cmu.ac.th Graduate Student Course/Service Enrollment (THA): https://www1.reg.cmu.ac.th/webreg/th/graduate/?T=U

Graduate Student Course/Service Enrollment (ENG): https://www1.reg.cmu.ac.th/webreg/en/graduate-students/

University Library: http://www.library.cmu.ac.th

Language Institute: http://www.li.cmu.ac.th

Information Technology Service Center (Software, Email etc.):

http://itsc.cmu.ac.th

## **Department Websites**



Civil Engineering: http://civil.eng.cmu.ac.th/ Computer Engineering: https://www.cpe.eng.cmu.ac.th/ Electrical Engineering: http://ee.eng.cmu.ac.th/ Environmental Engineering: http://env.eng.cmu.ac.th/ Industrial Engineering: http://ie.eng.cmu.ac.th/ Mechanical Engineering: http://me.eng.cmu.ac.th/ Mining and Petroleum Engineering: http://mining.eng.cmu.ac.th/ Data Science: http://datascience.cmu.ac.th/

## **Personnel and Contacts**



Graduate students are encouraged to consult the administrative staff at their respective departments as the first point of contact.

If necessary, the faculty staff below (at the Education Service Office) may further assist you.

Academic and Program Services (งานบัณฑิตศึกษา):

Ms.Phinyaphat Yutabootr (พี่ลอร์ด) Tel.053 944179 ext.116

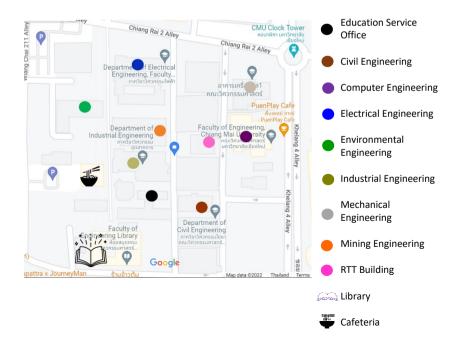
Registration/Enrollment Services (ลงทะเบียน):

Mrs.Kanchana Napranboon (พี่นิล) Tel. 053 944179 ext.118

Exam Enquiry (การสอบ):

Ms.Nataree Tunja-Ai (พี่เอ๋) Tel. 053 944179 ext.105

## Map of Engineering Faculty



## Available programs and links

The following programs are effective for new students of Academic Year 2023 (B.E. 2566), whose student codes are <u>66XXXXXXX</u>.

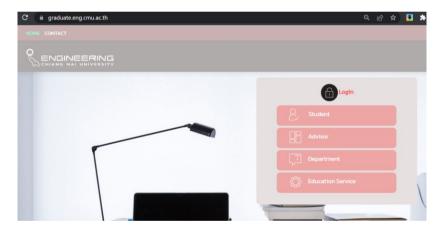
| Department                   | Programs  | Current Edition<br>(clickable link) |  |
|------------------------------|---|-------------------------------------|--|
| Civil Engineering            | Master of Engineering Program in Civil Engineering  | 2023 (B.E. 2566)                    |  |
|                              | Master of Engineering Program in Construction<br>Engineering and Management                     | 2023 (B.E. 2566)                    |  |
|                              | Doctor of Philosophy Program in Civil Engineering   | 2023 (B.E. 2566)                    |  |
| Computer<br>Engineering      | Master of Engineering Program in Computer<br>Engineering  | <u>2021</u> (B.E. 2564)             |  |
|                              | Doctor of Philosophy Program in Computer<br>Engineering   | <u>2021</u> (B.E. 2564)             |  |
| Data Science                 | Master of Science Program in Data Science   | 2023 (B.E. 2566)                    |  |
| (Program)                    | Doctor of Philosophy Program in Data Science  | 2021 (B.E. 2564)                    |  |
| Electrical<br>Engineering    | Master of Engineering Program in Electrical<br>Engineering                                      | <u>2021</u> (B.E. 2564)             |  |
|                              | Doctor of Philosophy Program in Electrical<br>Engineering                                       | <u>2021</u> (B.E. 2564)             |  |
| Environmental<br>Engineering | Master of Engineering Program in Environmental<br>Engineering                                   | <u>2022</u> (B.E. 2565)             |  |
|                              | Doctor of Engineering Program in Environmental<br>Engineering                                   | 2022 (B.E. 2565)                    |  |
| Industrial<br>Engineering    | Master of Engineering Program in Industrial<br>Engineering                                      | 2023 (B.E. 2566)                    |  |
|                              | Master of Engineering Program in Logistics<br>Engineering and Supply Chain Management           | <u>2023</u> (B.E. 2566)             |  |
|                              | Master of Science Program in Industrial Management  | 2021 (B.E. 2564)                    |  |
|                              | Doctor of Philosophy Program in Industrial<br>Engineering                                       | 2022 (B.E. 2565)                    |  |
| Mechanical<br>Engineering    | Master of Engineering Program in Mechanical<br>Engineering                                      | <u>2023</u> (B.E. 2566)             |  |
|                              | Master of Engineering Program in Energy Engineering   | 2022 (B.E. 2565)                    |  |
|                              | Master of Engineering Program in Agricultural<br>Engineering                                    | <u>2023</u> (B.E. 2566)             |  |
|                              | Master of Engineering Program in Advanced<br>Computational Engineering and Design               | <u>2022</u> (B.E. 2565)             |  |
|                              | Doctor of Philosophy Program in Mechanical<br>Engineering                                       | 2023 (B.E. 2566)                    |  |
|                              | Doctor of Philosophy Program in Energy Engineering  | 2022 (B.E. 2565)                    |  |
| Mining<br>Engineering        | Master of Engineering Program in Mining and<br>Georesources Engineering (International Program) | <u>2019</u> (B.E. 2562)             |  |

## **Education service website (Engineering)**

## **Graduate Systems**

Faculty of engineering graduate system is the online system that the students and the department use to submit and track the progress of the *thesis proposal examination and approval* 

#### Website: https://graduate.eng.cmu.ac.th



Manual:

To use this system students need to read the manual. <u>https://reg.eng.cmu.ac.th/reg\_eng/document/graduate\_manual.pdf</u>

# Education service website (Graduate study service unit)

### https://reg.eng.cmu.ac.th



### **Translated menu**

- 1. Graduate student handbook
- 2. Manual for the graduate system (graduate.eng.cmu.ac.th website) For thesis/ls proposal & submission of English test result
- 3. Manual for the Quick Win system of the graduate school
- 4. Manual for the system to submit a student's research publications

### Graduate study service page

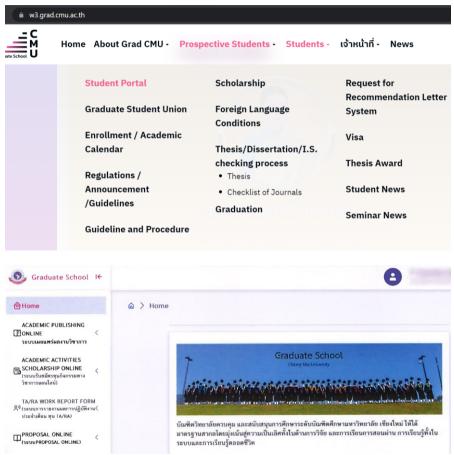
https://reg.eng.cmu.ac.th/reg\_graduate/index.php



### **Translated menu**

- 1. Download forms / request forms for graduate studies
- 2. Upload English language test results
- 3. Graduate system <a href="https://graduate.reg.eng.cmu.ac.th">https://graduate.reg.eng.cmu.ac.th</a> (For submission of thesis proposal / Independent Study proposal)
- 4. Submission of student's research publications (before graduation)
- 5. Check any outstanding debts that a student owes the university (before graduation)
- 6. Check the transcript / enrolled courses as required by the program
- 7. Survey and feedback of the graduate system

## Student portal (graduate school website)



This system is used by the student to:

- 1. Record information about research publications as required by the program.
- 2. Apply for financial support for the academic activities such as attending a conference.
- 3. Submit TA/RA monthly reports.
- 4. Submit the approved thesis proposal (after it has been approved by the faculty).
- 5. Submit the English language test result.

#### Manual: https://reg.eng.cmu.ac.th/reg\_eng/document/Quick\_Win.pdf

## **Financial Support**

# International Conference (from Faculty of Engineering)

Support for registration fee not exceeding THB 15000 Proceedings of the conference must be listed in SCOPUS database Application should be made to the <u>Research Administration, Academic Services</u> <u>and International Relations Section</u>, of the faculty

## Support for ACADEMIC ACTIVITY (Graduate school) and other scholarships

The Graduate School provides scholarships to further their studies, publish their research, and to attend training courses and various other forms of academic activities. The budget for these scholarships comes from the Graduate School Income, interest from the Graduate School Fund as well as other sources.

More info at <a href="https://www.grad.cmu.ac.th/grad\_wp2/?page\_id=131">https://www.grad.cmu.ac.th/grad\_wp2/?page\_id=131</a>

### TA/RA, CMU presidential scholarships

TA/RA and CMU presidential scholarships must be applied during admission application. The faculty closely monitors the progress of a scholarship student.

### **Graduate Student Activities and support**

https://www.facebook.com/Stdgradcmu

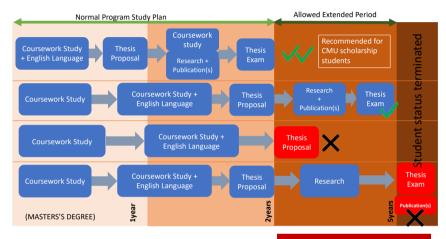


Grad Std Development Cmu (PR Graduate School) 2.8K friends - 6 mutual

### General Study Plan (Master's degree)

General rules of thumb are.

- A student must pass English language condition before Thesis proposal. (except type 3, where a student may pass English language condition at any time before graduation)
- 2. Thesis proposal must be approved within 2 years, otherwise the student status will be terminated.
- 3. Normal study period is 2 years. (Student may complete their study within 5 years)



Maximum study period 5 years (10 regular semesters)

It may be possible to extend your study period under exceptional circumstances, beyond 5 years. Please contact your own department of your condition.

Scholarship students (TA-RA, Presidential) for Master's degree must complete thesis proposal in the 1<sup>st</sup> year to continue scholarship eligibility in the 2<sup>nd</sup> year. The faculty works closely with the department to ensure that all students receive gratifying academic and social experiences during their time with us.

Regular seminars and meetings are organized by the programs and the faculty. Some students are required to attend them as part of their curriculum.

All scholarships are only granted for maximum 2 years.

Scholarship students and students of some programs will be required to submit regular progress report to the graduate school (via the faculty), either every month or every semester.

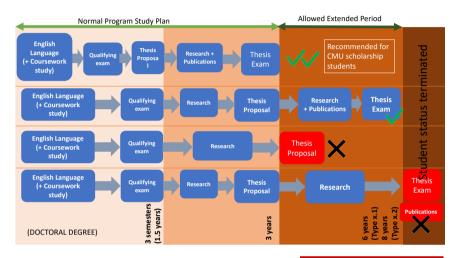
New Regulation (For new students in 2023, with student code 66XXXXXXX only !) Students can <u>take a Leave While Holding Student Status</u> (<u>Before the final semester of the 5<sup>th</sup> year study period</u>), while the leave period will not count towards the total study period.

For example, study 3 years + leave 1.5 years + study 1.5 years = total study period 4.5 years

## General Study Plan (Ph.D.)

General rules of thumb are.

- 1. A student must pass English language and Qualifying Exam before Thesis proposal.
- 2. Thesis proposal must be approved within 3 years, otherwise the student status will be terminated.
- 3. Normal study period is 3 years (Type X.1) and 5 years (Type X.2). [A student may complete their study within 6 years (Type X.1) and 8 years (Type X.2)]



Maximum study period

Type 1.1,2.1 6 years (12 regular semesters)

Type 1.2,2.2 8 years (16 regular semesters)

To extend your study period under exceptional circumstances. Please contact your own department of your condition.

Scholarship students (TA-RA, Presidential) for Ph.D. must complete thesis proposal in the 3 semesters (1.5 years) to continue scholarship eligibility.

All scholarships are only granted for maximum 6 years (type X.1) and 8 years (type X.2).

The faculty works closely with the department to ensure that all students receive gratifying academic and social experiences during their time with us.

Regular seminars and meetings are organized by the programs and the faculty. Some students are required to attend them as part of their curriculum.

Scholarship students and students of some programs will be required to submit regular progress report to the graduate school (via the faculty), either every month or every semester.

New Regulation (For new students in 2023, with student code 66XXXXXXX only !) Students can <u>take a Leave While Holding Student Status (Before the final semester of study period</u>), while the leave period will not count towards the total study period.

For example (type 1.1) study 4 years + leave 1.5 years + study 1.5 years = total study period 5.5 years

## **Course Enrollment**

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#### New Regulation (For new students in 2023, with student code 66XXXXXXX only !) There are no minimum and maximum credits that students can enroll in each semester

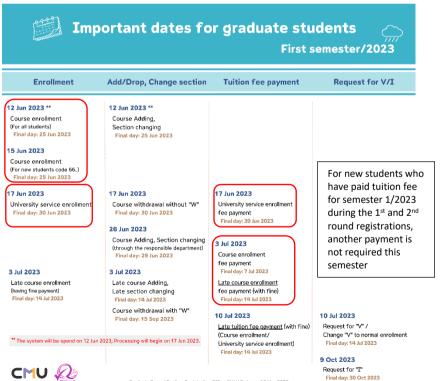
In the case that all the required credits have been earned, a student must enroll for University Service (or Request for a leave While Holding Student Status), in every semester until degree completion.

Enrollment & Fee payment must be completed within the dedicated period as specified in the academic calendar. (You must check always check the updated calendar).

Late enrollment and late fee payment will result in student status termination. !! If you have difficulty with enrollment or fee payment (including scholarship students who are still waiting for the fund), you must contact the faculty BEFORE the deadline. Website: https://www.reg.cmu.ac.th

Students in **Thesis only programs** (such as M.Eng. type 1, Ph.D. type 1.x) who already paid the fee for the first semester.

Must also enroll for university services (schedule below)





duate Record Section, Registration Office CMU | Data as of 3 May 2023

Final day: 30 Oct 2023

🔛 กำหนดการสำคัญ สำหรับนักศึกษาระดับบัณหิตศึกษา

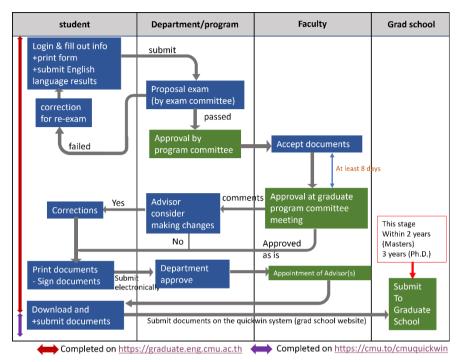
ภาคการศึกษาที่ 1/2566



More detailed academic calendar, visit links on page 2

CREDITS are earned when a student receives A,B+,B,C+,C or S grades. The grades for all <u>Required Courses</u> in your program must be  $\geq$ C, otherwise such courses must be retaken.

## **Thesis Proposal Procedure**



A student must have passed English language condition before submitting their research proposal. The meeting schedule for the Graduate Program Committee of Faculty of Engineering is on the first Wednesday of each month.

Login to submit proposal at <u>https://graduate.eng.cmu.ac.th</u> Graduate system manual : <u>https://reg.eng.cmu.ac.th/reg\_eng/document/graduate\_manual.pdf</u> (Additional information <u>https://www.grad.cmu.ac.th/grad\_wp2/?page\_id=1403</u>)

## English language

Provisional Ph.D. student has 1 year to pass English language test (CMU-eTEGS  $\geq$  45) English test scores required for thesis proposal

Master's (CMU eTEGS ≥ 60)

Ph.D. & Master's (Inter program) (CMU eTEGS ≥ 65)

Students can use results of other standard tests such as TOEFL, IELTS, TOEIC (only some Master's programs), etc. Details found in the new Language condition (link on page 1)

Students need to submit language test results here: <u>https://w3.grad.cmu.ac.th/foreign-language-condition</u> and here: <u>https://graduate.eng.cmu.ac.th</u>

## **Research** publication

Research publication is required for all graduate students as per the degree conditions. The number and types of publications for each program type are summarized below. More details given in this announcement, <u>Criteria and Operating Procedure for Thesis Publication</u>. However, your own program may state them differently, students must recheck with their own program curriculum.

## Table of minimum publication requirements (2022 updates)

| Degree and Type          | Inter Journal<br>(in Database) | Inter Journal | TCI Tier 1 Journal | Inter Conference<br>With proceedings | National<br>Conference | CMU Grad School<br>Journal or other<br>method (accepted<br>by the program) | Total    |
|--------------------------|--------------------------------|---------------|--------------------|--------------------------------------|------------------------|--|----------|
| M.Eng. & M.Sc.<br>Type 1 |                                |               | 1* <sup>, †</sup>  | 1*                                   | 1                      |  | 2        |
| M.Eng. & M.Sc.<br>Type 2 |                                |               | 1*                 | 1*                                   |                        |  | 1        |
| M.Eng. & M.Sc.<br>Type 3 |                                |               |                    |                                      |                        | 1  | 1        |
| Ph.D.<br>Type 1.1        | 1                              | 1             |                    | 1                                    |                        |  | 3        |
| Ph.D.<br>Type 1.2        | 2                              |               |                    | 1                                    |                        |  | 3        |
| Ph.D.<br>Type 2.1        | 1                              |               |                    | 1                                    |                        |  | 2        |
| Ph.D.<br>Type 2.2        | 1**                            | 1             |                    | 1                                    |                        |  | 3 (or 2) |

Notes: 1) \* either one is accepted

2) \*\* if the journal paper is in ISI Q1/Q2, then only 1 journal paper is sufficient.

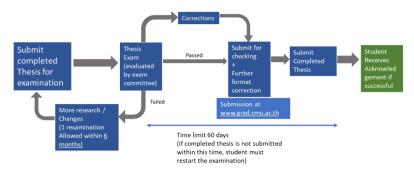
3) International Journal Databases include ISI, IEEE, Scopus, PubMed, Web of Science

4) At least one (main) publication must specify the student as the first author and the student's affiliation as "สาขาวิชา/ภาควิชา.....คณะ/วิทยาลัย/สถาบัน...... มหาวิทยาลัยเชียงใหม่" or "Program/Department of ..... Faculty/College/School of ......, Chiang Mai University".

5) Publication must not be in the list of Predatory Publishers.

6) + International journal can be used in stead of TCI Tier1 Journal

## **Thesis Exam Procedure**



Thesis submitted for examination must be accompanied by a <u>Turnitin</u> plagiarism check report.

## Graduation

- A student may apply for graduation if they fulfill all program requirements
- General requirements include
  - Overall GPA  $\ge$  3.00 (and Field specialized courses GPA  $\ge$  3.00)
  - Comprehensive examination passed (Master's type 3 and if specified by the program)
  - o Thesis examination passed
  - Research publications

Determination and perseverance are key to your success.

Thesis advisor is there to help and guide you in your research. It is important to build and maintain good relationship with the advisor.

A student should make academic plan and discuss their research work with the advisor regularly.

## Maintaining your student status

Graduate students maintain their status as students <u>unless</u> they fall under one of the following exceptions.

- Student fails to complete course enrollment or university service enrollment within the allowed period at the start of each semester (1 and 2). Summer semester (3) does not count.
- Accumulated GPA < 2.75, from 2<sup>nd</sup> semester onwards. (this rule does not apply to new students with code 66xxxxx onwards)
- Student has not earned any credits after 2<sup>nd</sup> semester. (Except in a Thesis only program)
- Student's thesis proposal has not been approved after 2 years (Master's) or 3 years (Ph.D.)
- Student has failed qualifying exam (Ph.D.), even after re-exam
- Student has failed comprehensive exam (Master's type 3), even after re-exam.
- Reach the end of study period and is unable to extend their study. (5 years for Master's, 6 or 8 years for Ph.D.)
  (Not counting the leave period for students with code 66xxxxx onwards)

## Importance of CMU email



S Login with CMU Account

CMU account login xxx@cmu.ac.th is

used for all university and faculty online services such as

- Course enrollment
- Graduate school student portal
- Graduate system (faculty of engineering)
- Receive news and notifications in the CMU mail inbox

Students must check their email inbox regularly. Password should be kept secured.

## Contact

## EDUCATION SERVICE (FACULTY OF ENGINEERING)

งานบริการการศึกษาคณะวิศวกรรมศาสตร์

Tel: 053 944179 Website: <u>https://reg.eng.cmu.ac.th</u> Facebook :งานบริการการศึกษา คณะวิศวกรรมศาสตร์ มหาวิทยาลัยเชียงใหม่

### GROUP CONTACT FOR SCHOLARSHIP STUDENTS (2023)

TA/RA scholarship students and CMU Presidential Scholarship students 2023 DEPUTY DEAN (FOR ACADEMIC AFFAIRS)

Email: uttapol.s@cmu.ac.th

ASSISTANT DEAN (FOR GRADUATE PROGRAMS)

Email: ukrit.m@cmu.ac.th

GROUP CONTACT FOR

All new graduate students in 2023



Line open chat

Please set your name to <u>Student code</u>



Line open chat

Please set your name to Student code





### งานบริการการศึกษา คณะวิศวกรรมศาสตร์ มหาวิทยาลัยเชียงใหม่

TRADI

Office of Education Services, Faculty of Engineering, Chiang Mai University

239 Huaykaew Road, Suthep, Muang, Chiang Mai, 50200 Phone 053 944179

Web site address: <u>https://req.enq.cmu.ac.th/</u>