

Proposal Examination

- **Objectives:** to test a student's knowledge and understanding of the research topics, methodologies, approaches, and techniques in solving possible problems in their research to ensure that the student has enough essential knowledge to conduct research.
- **Master degree program:**
 - Students must take the proposal examination no later than the 3rd semester and at least 6 months prior to the thesis examination.
 - The thesis proposal must be approved by the Faculty of Science Administrative Committee within 2 academic years, starting from the first semester they enroll in the program.
- **Doctoral degree program:**
 - Students must take the proposal examination no later than the 8th semester and at least 1 year prior to the thesis examination.
- Failure to gain approval of their thesis proposals within the aforementioned period of time shall result in the termination of the student's status as graduate student.
- **Please read the instructions carefully before proceed to the next step.**
- Filling forms P2, P4 and P5:
 - Download all forms from Department of Chemistry website at chemistry3.chemistry.sc.chula.ac.th.
Go to [Program > Grad > Documents and Forms > Proposal Examination](#).
 - Do not make any changes to the form. Use only specified font, style and size as instructed.
 - Fill in the form in the **gray area**. Click in the gray area one time (not double click) and type (the gray shading and old information will disappear).
 - Delete the line(s) when there is no co-advisor or committee member.
- Form P2 Thesis/Dissertation Committee Nomination:
 - Consult with your advisor for the name and number of committee according to the regulation.
 - Specify the affiliation and attach vita (education and research experiences) of all committee members outside Department of Chemistry.
 - Advisor and co-advisor will be counted as one member (number 2 in the list of committee).
 - Students can schedule the proposal examination date when the list of nominated thesis/dissertation committee has been approved.
- P3 is an example of how to fill in the form P4 (M1-5/ D1-5 and appendix).
- Form P4: Students should complete the appendix before writing M1-5/D1-5. The information in both parts (the appendix and M1-5/D1-5) should agree.
- Form P5: A staff from Chemistry Graduate Office will type this form for you (international students).
- Deadline for taking the proposal exam in **academic year 2019:**

MSc ID 61 enrolled in ...	take proposal examination	submit form P2 (thesis committee nomination)
1st semester	no later than December 30, 2019	at least 30 days prior to the proposal examination date but no later than October 11, 2019
2nd semester	no later than May 29, 2020	at least 30 days prior to the proposal examination date

Taking the proposal examination and getting the approval:

<u>step</u>	<u>deadline</u>
- Student/advisor submits form P2 (thesis committee nomination) to Chemistry Graduate Office for approval by the Graduate Program Administrative Committee in Chemistry.	as announced for each semester or at least 30 days prior to the proposal examination date
- Student sets the proposal examination date with all committee members. Student must make an appointment with the Program Chair through a staff from Chemistry Graduate Office. - External committee (of MSc student) may or may not attend the proposal exam. Please inform a staff at Chemistry Graduate Office.	at least 2 weeks prior to the proposal examination date
- Student submits form P4 (proposal) to all committee members and to the Program Chair through a staff at Chemistry Graduate Office.	at least 1 week prior to the proposal examination date
- Student takes the proposal exam.	no later than the deadline for each semester
- Student makes changes and corrections to the proposal as suggested by the committee (if any). - Student submits the proposal and 4 copies at Chemistry Graduate Office for approval by the Graduate Program Administrative Committee in Chemistry.	within 1 week after the proposal examination date
- Student makes changes and corrections to the proposal as suggested by the Graduate Program Administrative Committee (if any). - Student submits the proposal at Chemistry Graduate Office for approval by the Faculty Administrative Committee.	within 1 week
- Student fills out the proposal information online at http://thesis.grad.chula.ac.th .	A staff from Chemistry Graduate Office will tell you.

** A student can schedule the defense examination only when the proposal has been approved by the Faculty Administrative Committee at least 60 days before the day of the examination. **