

**Announcement of the Graduate School, Chiang Mai University
No. 012/2012**

**Subject: Procedures for Changing Degree Programs, Transferring Students, and
Transferring Credits for Graduate Study**

According to Articles 14 and 15, (2007) 15 and 16 (2011) of the Chiang Mai University Regulations on Graduate Study, changing degree programs, transferring students, and transferring credits for graduate study are set to be brought into the Chiang Mai University Graduate School Announcement.

Changing degree programs, transferring students, and transferring credits for graduate study shall be under the conditions and approval of the committee of the Graduate School, as established during the meeting 24/2012, held on 9th November, 2012, at which it was agreed to set the regulations on graduate study as follows:

1. The announcement of the Graduate School, Chiang Mai University No. 0009/2008, Subject - Procedures for changing degree programs, transferring students, and transferring credits for graduate study - signed on 12th May, 2008 is nullified and these procedures be used instead.

2. Changing degree program

“Changing degree program” means changing plan and/or type of study program in the same degree program between Plan A and Plan B in the master’s degree program or between Type I and Type II in the doctoral degree program.

2.1 A student who wishes to change his/her degree program must meet the qualifications stipulated for his/her new degree program as set in the Chiang Mai University Regulations on Graduate Study, 2007 and 2011 Article 6, Qualifications of study and other qualifications set in a student’s new degree program.

2.2 Procedures for changing degree programs: A student must submit a request to change his/her degree program, with consent from his/her general advisor or main thesis advisor as appropriate, to the appropriate Graduate Program Administrative Committee and the appropriate Graduate Study Committee for consideration before submitting it to the Graduate School for approval.

2.3 All courses in which a student enrolled in his/her original program can be transferred and calculated for accumulated grade point average.

2.4 The changing of a degree program from a regular program or part-time program to an international program or from an international program to a regular program or part-time program must be in accordance with the conditions and at the discretion of the appropriate Graduate Program Administrative Committee, with consent of the appropriate Graduate Study Committee and the approval of the Graduate School.

A student is allowed to make such a change only once.

2.5 The changing of a degree program will be considered complete after the Graduate School has approved the request and a student has paid the fee for changing his/her degree program.

In the case of changing from a regular study program to a part-time study program or a part-time study program to a regular study program, the student will receive a new student code number.

3. Changing the field of concentration

“Changing the field of concentration” means changing the field of concentration on the same degree program within the same faculty or between faculties. Changing the field of concentration must relate with the course syllabus.

3.1 A student who wishes to change his/her field of concentration must meet the qualifications as follows:

- 1) He/she must meet the qualifications stipulated for his/her new field of concentration.
- 2) He/she must have accumulated a minimum of nine credits from graduate courses in his/her current program with a GPA of at least 2.75.
- 3) He/she must have accumulated a minimum of six credits from graduate courses in his/her new program with a GPA of at least 3.00.

Changing the field of concentration of a graduate student for a thesis program only, must be in accordance with the conditions and at the discretion of the appropriate Graduate Program Administrative Committee for both existing and new major disciplines.

3.2 Procedures for changing the field of concentration: A student must submit a request to change his/her field of concentration, with consent from his/her general advisor or main thesis advisor, as appropriate, through the chairman of the Graduate Program Administrative Committee of the original field of concentration and the chairman of the Graduate Study Committee of the original faculty, to the chairman of the new Graduate Program Administrative Committee and the new faculty for consideration, before submitting to the Graduate School for approval.

3.3 The changing of the field of concentration will be considered complete after the Graduate School has approved the request and the student has paid the fee for changing his/her field of concentration and received a new student code number.

3.4 In the case of changing a field of concentration which is not quoted in this article, a student needs to individually submit the request to Chiang Mai University for approval.

3.5 Transferring equivalent courses and credits is subject to the following conditions:

- 1) For courses in which a student enrolled in his/her original program which are equivalent to courses in his/her new program, all or some of the credits accumulated for the former courses can be transferred to the new program as the student desires. The courses allowed to be transferred must receive a grade of at least “B” or “S”.

- 2) If courses in which a student enrolled in his/her original program are not equivalent to courses in his/her new program but have some contents similar or related to that of some courses in the latter, the former courses may be considered for transfer. The Graduate Program Administrative Committee of the new program will be responsible for considering the appropriate courses to be transferred as credits for the new program, and the courses allowed to be transferred must receive a grade of at least “B” or “S”.

The student must pay tuition fees in accordance with the regulations of the new program and changing of the field of concentration will be considered complete when the student has paid the fee for changing his/her field of concentration.

4. Transferring students

“**Transferring students**” means transferring students wishing to change degree programs in the same fields of concentration or their related fields within Chiang Mai University and/or transferring of students in the same degree programs of the same fields of concentration or their related fields from other institutions to Chiang Mai University.

4.1 Transferring from the master’s to the doctoral degree program in the same or related field of study.

1) A qualified student must currently be enrolled in a master’s degree program, passed the required courses with distinction and have accumulated a minimum of 12 credits with a GPA of at least 3.75, or have his/her research work published in (an) international academic journal(s).

2) Procedure for transferring the degree program: A student must submit a request to transfer his/her degree program, by approval of his/her general advisor or main thesis advisor, as appropriate, to the appropriate Graduate Program Administrative Committee and the appropriate Graduate Study Committee for consideration, before submitting to the Graduate School for approval.

3) Transferring from the master’s degree to the doctoral degree program will be considered completed after the Graduate School has approved the request and a student has paid the fee for transferring his/her degree program and received a new student code number.

4) Transferring courses and credits from master’s degree to doctoral degree programs must be approved by the appropriate Graduate Study Committee and the Graduate School.

4.2 Transferring from the doctoral to a master’s degree program in the same or related field of study.

A doctoral degree student may transfer to be a master’s degree student if any one of the following occurs:

- 1) The student fails in his/her defense, or
- 2) The student fails the Qualifying Examination or Comprehensive Examination required in his/her program, or
- 3) The student will not complete his/her study within the allotted time.
- 4) In a case of student transfer which is not quoted in this article, a student needs to individually submit the request to Chiang Mai University for approval.

Transferring in this matter, a doctoral degree student with a bachelor's degree shall be approved to transfer to a master's degree program, and a doctoral degree student with a master's degree is able to request transfer to another master's degree program. The student must complete the graduate conditions set out in the program curriculum with the consent of the appropriate Graduate Program Administrative Committee and the appropriate Graduate Study Committee, and the approval of the Graduate School.

4.3 Transferring students

4.3.1 Transferring from the doctoral degree program to a higher graduate diploma program in the same or related field of study:

Transferring from the doctoral degree program to a higher graduate diploma program in the same or related field of study must be approved by the Graduate Program Administrative Committee of both programs and the appropriate Graduate Study Committee, and with the approval of the Graduate School.

4.3.2 Transferring from a higher graduate diploma program to the master's degree program:

Before the higher graduate diploma program student can transfer to a master's degree student, they must be considered for approval by the Graduate Program Administrative Committee of both programs and the appropriate Graduate Study Committee, and with the approval of the Graduate School.

4.3.3 Transferring from a higher graduate diploma program to the doctoral degree program:

Before the higher graduate diploma program student can transfer to a doctoral degree student, they must be considered to for approval by the Graduate Program Administrative Committee of both programs and the appropriate Graduate Study Committee, and with the approval of the Graduate School.

Transferring credit in items 4.3.2 and 4.3.3 (above) is limited to 40% of the new curriculum study.

4.5 Transferring from other institutions

- 1) A qualified student must be a graduate student, in the same degree program with the same or related field of study, at the recognized institutions accredited by the Commission on Higher Education, and have a grade point average of at least 3.00.
- 2) Transferring credits will be subject to the consideration of the Graduate Study Committee of the faculty accepting the student, but may not exceed one-half of the total credits of coursework in the new program. Only credits from graduate courses taken within the last five years, counting from the course enrollment, with a grade of at least “B” or the equivalent or “S”, will be considered and approved by the Graduate Program Administrative Committee and the appropriate Graduate Study Committee accepting the student.
- 3) In the case where the grade point values of the courses enrolled in (an) other institution(s) are different from those of Chiang Mai University, they must be considered adjustable to the grade point system in accordance with the Chiang Mai University Regulations by the appropriate Graduate Program Administrative Committee and the appropriate Graduate Study Committee.
- 4) Transferring between thesis-only programs will be subject to the consideration of the Graduate Study Committee accepting the student, but credits transferred may not exceed one-half of the total thesis work credits and the student must have completed at least one-half of the total period of study set by the program accepting the student.
- 5) Transferring from other institutions will be considered completed after the Graduate School has approved the request and the student has paid the fee for transferring to Chiang Mai University and received a new student code number.

5. Transferring equivalent courses and credits of a new student who has completed the graduate programs or who has been a graduate student, is subject to the following conditions:

5.1 A student who has completed the graduate programs or who has been a graduate student at Chiang Mai University and is admitted to the new program, can request that courses and credits be transferred from his/her previous study programs if they were taken within five years, counting from the courses' registration, with the approval of the Graduate Program Administrative Committee of the new degree program and the appropriate Graduate Study Committee.

5.2 A student, who has completed the graduate programs or who has been a graduate student at other institutions, can request that courses and credits be transferred, subject to the judgment of the faculty accepting the student. The number of credits transferred may not exceed one-half of the total credits of coursework in the new program and the

courses must have been taken within the last five years, with the approval of the Graduate Program Administrative Committee and the appropriate Graduate Study Committee.

6. Credit transfer from (an) other institution(s)

6.1 A Chiang Mai University graduate student, who registered for course(s) in (an) other institution(s) while holding Chiang Mai University student status, may request to transfer his/her credits of the course(s) studied at the other institution(s) to Chiang Mai University, if they are similar or related to the course(s) in the program at Chiang Mai University. Each request must be approved by the Graduate Program Administrative Committee, the appropriate Graduate Study Committee and the Graduate School.

6.2 Grade point values of the courses enrolled in (an) other institution(s) which will be calculated for the grade point average must be considered adjustable to the grade point system in accordance with the Chiang Mai University Regulations, by approval of the Graduate Program Administrative Committee and the appropriate Graduate Study Committee.

7. The study period, in all cases, will be counted from the date of the first semester that the student registers for the first time for his/her student status. In the case of a student transferring from other institutions, registration will be counted from the date of the first semester that the student registers for the first time for his/her student status in the original institution.

8. The first two digits of a Chiang Mai University student's new code number denotes the academic year of enrollment as noted in article 7.

Effective as of this date:

Announced on 11th December, 2012.

(Signed) Surasak Wantanesk

(Surasak Watanesk, Ph.D.)

Dean of the Graduate School