

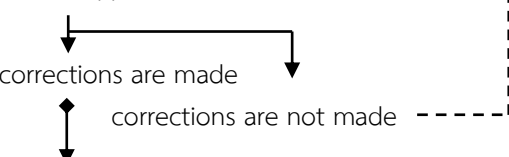


Independent Study (IS) Procedure Academic Year 2564 (2021)
International Program (Linguistics, TESOL)
(Summer Semester)

No.	People involved	Process	Summer Semester
1	Faculty member responsible for Independent Study	As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted.	Before the semester begins June 6, 2022
2	Department	Administer the examinations of other courses apart from the IS.	No course work
3*	Department	Administer the written comprehensive exam./ Oral comprehensive (depend on program) 	Within July 1, 2022
4		Important Note: After the IS proposal defense, the complete proposal must be submitted to get research ethics approval from the Institutional Review Board (IRB) Committee before the next step can be proceeded.	
5*	Department	Administer the IS defense 	Within July 8, 2022
6*	Main IS Advisor	Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee. 	
7*	Department Head	Submit the grade of IS to the Registration Office.	
8	Department Head	1. Submit a memo with the name list of students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo.	Last day: July 29, 2022 (following the academic calendar)
Last day of graduation announcement			August 5, 2022 (following the academic calendar)

** If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in this semester.*

