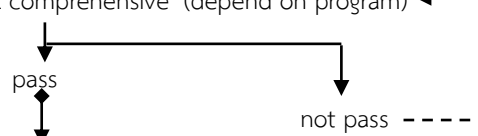
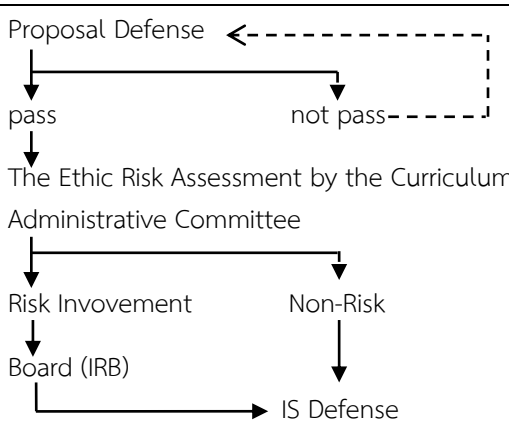
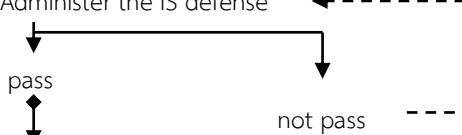
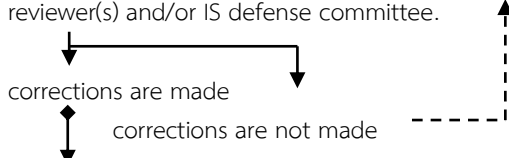


Independent Study (IS) Procedure Academic Year 2567 (2024)

International Program

(Semesters 1 & 2)

No.	People involved	Process	Semester 1	Semester 2
1	Instructor 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 (August 13, 2024)	Before the semester begins (January 13, 2025)
2	Department	Administer the examinations of other courses apart from the IS.	Within October 2024	Within March 2025
3*	Department	Administer the written comprehensive exam. / oral comprehensive (depend on program) 	Within November 8, 2024	Within April 25, 2025
4	Department/ Board (IRB)	Proposal Defense 		
5*	Department	Administer the IS defense 	Within November 15, 2024	Within April 30, 2025
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.	December 12, 2024	May 19, 2025
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: December 12, 2024 (following the academic calendar)	Last day: May 19, 2025 (following the academic calendar)
Last day of graduation announcement			December 13, 2024 (following the academic calendar)	May 23, 2025 (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 that semester.*