



Graduate Student Policy Handbook

**College of Management
Mahidol University**

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COLLEGE OF MANAGEMENT AT MAHIDOLUNIVERSITY

Graduate Student Handbook

Applicable to the CMMUMaster Degree Students

Forward

This Handbook provides graduate students at the College of Management, Mahidol University (hereafter referred to as CMMU for the College) with information concerning:

- Admissions, registration, academic and students services,
- The general academic program of the College,
- Graduation requirements,
- Student rights and responsibilities as members of the academic community.

Additional up-to-date information about the academic program of the College should be sought from Academic and Student Services and from the Program.

This Handbook applies to all students applying for or participating in the International Graduate Program of Studies at the College of Management at Mahidol University. Copies of the Handbook may be obtained over the World Wide Web, or from the Academic Affairs. It is the responsibility of all students to be familiar with the regulations governing study at the College. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it.

The information included in this Handbook is intended as a guide to proper conduct as a graduate student at the College.

- It is *not* meant to be all-inclusive.
- It does *not* constitute a legal contract.
- *Although the College reserves the right to add to, modify, or revoke any of the regulations contained in this Handbook, it will provide notice to students in order to provide adequate time for planning.*

The Mahidol Vision: Mahidol University is determined to be a World Class University

It is the vision of the College of Management to become a *knowledge producer as well as a knowledge provider*. This mission of creating knowledge assets for Thailand and a global society shapes the activities of the College. We seek to:

- *Create knowledge* through the original research of faculty and through collaborating and assisting students with their research during graduate studies.
- *Adapt knowledge* created elsewhere in our global society for use in Thai organizations.
- *Design knowledge-rich products and tools* for use by managers in Thailand and abroad.
- *Develop knowledge-able* students who are able to find new knowledge as the need arises, apply their knowledge to solve real problems in organizations, and create knowledge themselves.

Section I

The Academic Program

This section describes the International Master of Management Program, its rationale, objectives, as well as program regulations.

"The International program at CMMU offers the master in management that consider the business concepts practical tools and management skills needed to lead effectively in an international environment. The curriculum is designed to achieve international business school standards and encourage the exchange of students with our University partners.

The International program offers 8specializations.

1. Entrepreneurship Management
2. Financial Management
3. General Management
4. Leadership and Human Resource Management
5. Innovation in Management
6. New Technology Ventures
7. Marketing and Management
8. Healthcare and Wellness Management

1. Program Description

Program title:	International Master of Management Program
Degree:	Master of Management
Abbreviation:	M.M.
Location:	69 VipavadeeRangsit Rd., SamsenNai, Phayathai, Bangkok 10400

2. Program Rationale

- 2.1 The changing demands of the domestic and international business environments require the development of a new cadre of managers, whether for organizations or entrepreneurs.
- 2.2 There is a demonstrated need in business for improving managerial effectiveness.

2.3 Globalization is changing the core competencies needed to succeed as a manager in Thailand.

3. Program Objectives

- 3.1 To satisfy the demands of business students for an education that gives them a competitive edge in a rapidly changing corporate environment.
- 3.2 To prepare graduates for a major management role in international business.
- 3.3 To develop a high level of professionalism and ethical responsibility among graduates that will serve themselves, their organizations and society.
- 3.4 To develop life-long learners who have the motivation and skills to continue to learn and adapt throughout their careers.
- 3.5 To prepare students who have the skills to succeed in a business environment where information technology plays an increasingly important role in the effectiveness of professionals and organizations.

4. Program Specializations

The College of Management offers a variety of Program Specializations. In making their selection, we encourage students to look at course descriptions, and to talk with the program staff and instructors to ensure an appropriate fit between student needs and program content. All have been approved by Mahidol University, the Office of Commission on Higher Education, and the Office of the Civil Service Commission of Thailand.

5. Program Regulations

5.1 Study Plan

- 5.1.1 An academic year (AY) consists of three trimesters of 14 weeks each.
- 5.1.2 Students may register for a minimum of 3 credits and a maximum of 12 credits per trimester. Students typically register for 6 or 9 credits per trimester of study.
- 5.1.3 Students wishing to register for 3 or 12 credits may do so, but they must seek advice and approval from the Department Director. Students wishing to register 12 credits in any trimester have to earn the cumulative GPA of 3.50 or above. They should also be aware of the possible consequence of this action on their academic performance and the graduation:

5.1.4 The student's program of study *typically* consists of 5 trimesters of study (i.e., for students who successfully complete 3 courses per term). Students may, however, take up to five years to complete the M.M. program.

5.2 Study Times

5.2.1 At the time of admission, students choose one of three Study Times also referred to as Program Modes (as indicated in the table below). Students have the priority to register for a course which is offered in their chosen Study Time.

Trimester	From	To
First trimester	MAY	AUGUST
Second trimester	SEPTEMBER	DECEMBER
Third trimester	JANUARY	APRIL

Study Times (Program Modes):

Full time	Weekdays	9:00-12:00; 13:30-16:30
Part-time	Weekdays	18:00-21:00
	Weekends	9:00-12:00; 13:30-16:30, 17:00-20:00

5.2.2 However, students may need to register for a course outside their chosen Study Time in order to fulfill requirements or to study particular subjects. For example, Full Time (i.e., daytime) students will often need to register for a specialization course in the evening/weekend, or Part-time students on the weekend. The College does try to manage the schedule so weekend students can complete the full program on the weekend.

Section II

Admissions Process and Requirements

This section explains policies on admission, its requirements for Thai, international, as well as transfer students.

6. Admissions Philosophy

Admission to the College of Management is based on a variety of factors (see below). The goal of the admissions process is to select a diverse group of students who can succeed in the Master Program. While the College sets targets in terms of GPA and test scores, we assess candidates on the basis of the complete set of information provided by the student.

7. Admissions Requirements

The College requires the following information from students as part of the admissions process.

7.1 Bachelor's Graduate

- 7.1.1 Applicants must hold a Bachelor's degree from an accredited academic institution.
- 7.1.2 All official documents such as transcripts should be submitted in English.

7.2 English Proficiency

- 7.2.1 Applicants must demonstrate appropriate competency in both written and spoken English. This may be satisfied in one of several ways:
- 7.2.2 Attaining a TOEFL or TOEFL-ITP score of 520 or higher (or an equivalent IELTS score 5.0) within the last two years.
- 7.2.3 Demonstrating proficiency on the English Entrance Examination set by the College of Management during the application period.

7.3 Quantitative Reasoning

- 7.3.1 Applicants must also demonstrate their proficiency in using mathematics for reasoning and decision-making. This can be done in one of two ways:
- 7.3.2 Attaining a GMAT score of 500 or higher within the last five years.
- 7.3.3 Demonstrating proficiency on the Quantitative Section of the Entrance Examination set by the College of Management during the application period.

7.4 *References*

Applicants must submit the *names and contact information* of two references that can speak about the student's academic or professional academic background. *The submission of letters of reference is optional, not required.*

7.5 *Work Experience*

Work experience is not a College requirement, although it is generally considered an advantage in the part-time programs.

7.6 *Interview*

All programs require a Personal Interview.

7.7 *Personal Statement*

7.7.1 As part of the Application, students must submit a typed personal statement of 250-300 words in English.

7.7.2 This should clearly state the student's academic and career objectives and how these fit with the program to which s/he is applying.

8. Transfer Students

8.1 Students from other accredited institutions may be accepted as Transfer Students.

8.2 Students transferring from another institution must be in good standing with the institution last attended.

8.3 He/she must meet all the admission requirements set by the College of Management.

8.4 Conditions governing the acceptance of transfer credit are detailed below in Section III, Item 13

9. International Students

Applicants for admission as graduate students from countries other than Thailand should follow the guidelines below:

9.1 *Admission Requirements*

Submit an application for admission, official certificates and detailed transcripts of academic records from each institution attended several months in advance of the opening of the trimester in which applicants expect to attend. If certificates and transcripts are not in English, they must be accompanied by certified English translations. Applicants must meet all the admission requirements set by the College of Management.

9.2 *Statement of Financial Responsibility*

Applicants must also submit a statement of financial responsibility to the Academic and Student Services to be considered for admission to the College of Management. All required documents must be submitted in English.

9.3 *Letter of Authorization to Study*

Prior to entering Thailand, international candidates who have been accepted by the College of Management shall obtain a letter from the College to be presented to the relevant Thai authorities, to attain the appropriate non-immigrant visa.

9.4 *Visa*

Tourist visas, which usually allow visitors to stay in Thailand for 30 to 90 days, are not appropriate. Entering Thailand without the proper visa will require having to leave and re-enter the country.

Section III

Enrollment, Course Registration & Fee Payment

This section explains policies on enrollment; change in program specialization; course registration, credit transfer, course auditing, change in course registration; as well as fee payment and refund.

10. Enrollment

- 10.1 Enrollment is the process by which students indicate their intent to enroll in courses for a particular trimester.
- 10.2 For new students, enrollment is initiated by the student's acceptance of the College's offer to study. The acceptance should be returned to the Academic Affairs.
- 10.3 Enrollment is automatic for continuing students.

11. Change of Program Specialization

- 11.1 Students may request to change their program specialization. The rules governing changes of program specialization are as follows.
- 11.2 Students may request a *change in program* **up to the end of their 1st trimester** of study. Acceptance of the change, however, is not automatic. It is subject to signed acknowledgement of the Department Director of the former program, approval from the Department Director of the new program, and approval from the Deputy Dean of Academic Programs of the College.
- 11.3 Requests for a *change in program* must be made on the designated form available from the Academic Affairs. The student's application will be reviewed and the student will be interviewed if there is space available in the new program.
- 11.4 When a student changes his/her program, the student must fulfill all requirements of the new Program (e.g., Foundation Courses). The Department Director of the student's new program must approve the use of any prior coursework towards meeting the new Program's requirements.
- 11.5 Students studying at CMMU may not transfer to or from a program specialization in the International Program to the Thai Program.
- 11.6 The special case of transfer may occur with the approval of the Management Committee of Department Director.

12. Course Registration

- 12.1 Registration is the process by which students are placed on record as selecting particular courses during an academic term. It covers two stages: pre-registration and registration. Students would conduct the registration process on line through Student Information System (SIS). (See details in the CMMU Student Information System Students Guide on the CMMU home page).
- 12.2 The pre-registration period normally lasts 3 days and takes place about 6-8 weeks before the beginning of each term. During this period the College will post a class list, which is the best estimate of the students' demand for the term. The class size limit is not imposed and hence class selections are not confirmed at this stage.
- 12.3 Following pre-registration, the College will adjust its course offerings to match students demand as far as possible. This may affect the class list in many ways, e.g. opening/closing of class sections, time changes. Class seats are allocated on a first-come-first-served basis and program priority is considered for specialization courses.
- 12.4 The "real registration" also lasts 3 days and takes place a few weeks after pre-registration. During this period students can find out which of the course selections at pre-registration were confirmed and make alternative selections to complete registration. This time the class size is limited and students cannot select a class that is already full.
- 12.5 Any student who registers late must pay late registration fee beyond the specified due date for payment specified in the Academic Calendar.
- 12.6 Students returning from a Leave of Absence must be officially readmitted to active status in the College prior to Registration.

13. Transfer of Course Credit

- 13.1 Students should register for courses according to the study plan of each program as outlined in the next section. However, they can bypass a required course by transferring credit based upon the following policies.
- 13.2 Courses applied towards the transfer must have been completed at the Master level at an accredited university. The course must have been completed within three years prior to the time of application. The student must have earned a grade of B or higher.

- 13.3 Courses applied towards the transfer must be substantially equivalent to a course offered in the CMMU curriculum. Substantially equivalent means that the course taken elsewhere covers 75% of the content covered in the course offered at CMMU. The maximum number of credits to be transferred is 15 credits.(Credits from Capstone projects cannot be transferred)
- 13.4 Requests for a transfer of credit must be made on the designated form available from Academic Affairs, together with an official transcript, detailed course description (including a list of topics covered in the class schedule) of the course in concern. The credit transfer should be approved by the Department Director after a review of course content equivalency by Academic Affairs.

14. Auditing a Course

- 14.1 Students may audit a course with the instructor's prior approval. The instructor may determine the course requirements for the auditing student, such as attendance and class assignments.
- 14.2 An auditing student should pay the full amount of tuition fee for the course in concern. A promotional discount may be offered for CMMU alumni.
- 14.3 An auditing student may receive an AU (auditing) on his/her transcript. No GPA points are awarded for audited courses.
- 14.4 Requests for auditing a course must be made on the designated form available from Academic Affairs.

15. Add/Drop and Withdraw a Course

- 15.1 Students may add/drop a course in the first week of a term. The add/drop process may be completed by students themselves relatively fill in request form and submit to Academic Affairs. A student gets the full amount of tuition fee refunded (see refund below) if s/he drops a course in the add/drop period specified above. The course name of the dropped course will be deleted from the transcript.
- 15.2 Students may withdraw from a course until the published Withdrawal deadline (approximately one month after mid-term examinations) as specified in the Academic Calendar. The tuition fees will not be refunded and a "W" will appear on the student's transcript for that course when students Withdraw. A "W" grade will not be used in calculating grade point averages. Three W's during a single

trimester will be taken into account if probation or dismissal is being considered. Requests must be made on the designated form available from Academic Affairs.

- 15.3 Any student who ceases to attend a class after the Withdrawal deadline will receive an “F” grade for the course on their transcript.

16. Fee Payment

- 16.1 The total fees charged for the Master of Management (international program) include: Program fee, Matriculation fee and Tuition fee. The above does not include Pre-course payments if a student is required to study pre-courses or registration charges if a student studies beyond 5 terms.
- 16.2 The program fee is a one-time payment when a student is enrolled in a program specialization. A student must pay the program fee for the new program if he decides to change his program specialization.
- 16.3 The matriculation fee covers the overhead of the teaching and learning activities in the College. It will be paid in 5 term installments. Students who complete the program “early” (i.e., in 4 terms) must still pay the 5th matriculation fee installment. This will be paid at the normal registration period for the 5th term, even if the student has completed his/her studies.
- 16.4 Tuition fee is the payment based on the credits a student is enrolled in a particular term.
- 16.5 Students who study for more than 5 terms must pay a continuing registration charge plus their tuition in any extra terms of study.
- 16.6 Please refer to the information in the website for the actual amount of program fee, matriculation fee, tuition fee and continuing registration charge.

17. Refund

- 17.1 Students are eligible for a refund of the full amount of the tuition fee if a course is dropped in the add/drop period (first week of a term). There is no refund of tuition fee when a student is dismissed by the College or a course is withdrawn after the add/drop period.
- 17.2 Students are eligible for the full amount of refund when the tuition fee or matriculation fee is involved under the following circumstances:

- 17.2.1 Grade or Comprehensive Exam results needed to establish students status were not available at the time of payment and registration
- 17.2.2 And enrollment of a course is cancelled by the College.
- 17.3 Requests for a refund must be made on the designed form available from the Academic Affairs. All refunds will be made in a refund check payable in the student's name.

Section IV

Program Planning

This section explains program planning for students comprising a desired sequence for courses of which students need to be aware. A tentative plan for the *full sequence of courses* should be developed early in the program. The specific course requirements and sequences are described below:

18. Coursework

18.1 Core Courses

18.1.1 All students are required to take 5 required Core Courses.

18.1.2 These are typically completed during the first three trimesters of study.

18.2 Foundation Courses

18.2.1 Students are required to take three Foundation courses, *typically* scheduled during the 2nd and 3rd Trimesters.

18.3 Specialization and Free Elective Courses

18.3.1 Since Thesis students (Plan A) must register for 15 credits of Thesis study, they take only two specialization courses totaling 6 credits (see below). Thesis students do *not* have Free Elective credits.

18.3.2 Students who select Plan B (Thematic Paper) take 12 credits of coursework in their area of specialization and 3 credits of Free Electives.

19. Capstone Project Options

A major decision all students must make concerns two *Program Options*, referred to here as *Program Plan A* (Thesis) & *Program Plan B* (Thematic Paper).

NOTE: These sections of the Student Handbook only outline the general provisions related to the requirements for undertaking and completing the Thesis/Thematic Paper (CP/IS/CI projects). A fuller explanation of what is entailed in completing these projects is covered in the Research Handbook and <http://www.cmmu.mahidol.ac.th>

20. Plan A: Thesis Option

20.1 General Information on the Thesis Option

20.1.1 Purpose: The Thesis option is for students who wish to engage an in-depth research study of a topic for their final project.

20.1.2 Qualifications: Only students who have maintained a GPA of 3.50 or higher may select the Thesis option.

20.1.3 Format: Students must complete the thesis as an *individual* project.

20.1.4 Scope: The Thesis is a 15-credit project.

20.1.5 Starting in the 4th trimester when students register for their Thesis credits, they will be expected to attend a weekly 90-minute seminar designed to assist in developing and conducting the project.

20.2 *Thesis: Program Structure*

▪ Pre-courses	0	credits
▪ Core Courses	15	credits
▪ Foundation Courses	9	credits
▪ Specialization Courses	6	credits
▪ Thesis	15	credits
▪ Oral Examination	0	credits
▪ Written Comprehensive Examination	0	credits
▪ English Exit Exam	0	credits
▪ Total	45	credits

20.3 *Procedures for the Thesis Option*

20.3.1 Students should obtain a copy of the *Research Handbook* from <http://www.cmmu.mahidol.ac.th>

20.3.2 The results of Oral Defense Examinations are reported as:

20.3.2.1 “H” (High Pass) equivalent to “S*” (Superior)

20.3.2.2 “P” (Pass) equivalent to “S” (Satisfactory)

20.3.2.3 “I” Incomplete equivalent to “I” (Incomplete)

20.3.2.4 “F” (Fail) equivalent to “U” (Unsatisfactory)

20.3.3 Depending on the assessment of the Defense Examinations Committee, the student may need to revise, re-write or add work to bring the written Thesis report up to standards required by CMMU. In these instances, the thesis advisor must sign off that the student has completed the required additional work.

20.3.4 Students who fail the first Oral Defense Examination are allowed to repeat *one more time* within the five-year completion period of their program. Students who fail the first Oral Defense Examination must continue to pay the continuing registration fee for the following terms until they graduate.

20.3.5 An approved Thesis must conform to the format of the Thesis specified by the Research Department of the College. Details may be found in the *CMMU Research Handbook*.

20.3.6 See section 24.1 for additional information concerning defense of the Thesis and related issues concerning fee payments.

20.3.7 Students must write their own thesis in English independently. They must also have at least one publication or the manuscript has been accepted for publication in standard journal or a conference's proceedings according to the regulations of Faculty of Graduate Studies, Mahidol University.

21. Plan B: Thematic paper (Independent Study (IS), Consultant Internship (CI), Consulting Practice (CP))

21.1 General Information on the Thematic Option

Purpose: These Project options are for students who wish to engage in a more active application and reflection on their learning and complete an individual project/report.

21.1.1 *Independent Study* involves the use of specific research methods to study a general management problem or a problem in an organization. The form and procedures of an IS project follow that of a Thesis. The scope of an IS Project differs from a thesis in that it is shorter and usually conducted by a group of students rather than individually.

21.1.2 A *CI Project* is intended to enable students to apply knowledge to a management problem rather than to study it academically. A CI project might involve development of a balanced scorecard for an organization, solving a marketing problem or any other relevant management problem that exists in an organization. Note that the CI project is not a research study and the format is flexible.

21.1.3 CP involves students in learning to apply knowledge through a series of project-based learning modules. These cover a variety of significant business problems and competencies. Students learn CP in teams and solve the learning modules in class, rather than independently but students have to produce the final project/ report individually. Specific modules may be required for a program.

21.2 *Thematic Paper: Program Structure*

▪ Pre-courses	0	credits
▪ Core Courses	15	credits
▪ Foundation Courses	9	credits
▪ Specialization Courses	12	credits
▪ Free Elective	3	credits
▪ Thematic Paper (IS, CI, CP)	6	credits
▪ Written Comprehensive Examinations	0	credits
▪ English Exit Exam	0	credits
▪ Total	45	credits

21.3 *Procedures for Independent Study*

21.3.1 Procedures for *Independent Study*(IS) generally follow the guidelines listed above for the Thesis option. The main differences are that *Thematic Paper* projects are conducted in a team, the scope is shorter, and *Thematic Paper* is taken for fewer credits. See the Research Handbook and <http://www.cmmu.mahidol.ac.th> for more details on particulars.

21.3.2 *Measurement and Evaluation in Education, Independent Study*(IS)

21.3.2.1 When student work on *Independent Study* program. The student will be assigned if their given a complied grade as “High Pass” or “Pass” or “Pass with Condition” or “Incomplete”.

21.3.2.2 Regulations for *repeating courses* for replacing “I”. Student will be accordingly only received “P” (Pass) “I”(Incomplete) or “F”(Fail).

21.3.2.3 Criteria results for *Independent Study* program. To receive a “Pass”, student must earn grade results of “High Pass” or “Pass” then will be regarded as pass an IS program. To receive a “Fail”, student is unable to complete *Independent Study* program within 5 years semester and will be ultimately terminated his/her student status.

21.4 *Procedures for CI*

21.4.1 See the Consulting Internship manual from the College on <http://www.cmmu.mahidol.ac.th>

21.4.2 *Measurement and Evaluation in Education, Consulting Internship* (CI)

21.4.2.1 When student work on *Consulting Internship* program. The student will be assigned if their given a complied grade as “High Pass” or “Pass” or “Pass with Condition” or “Incomplete”.

21.4.2.2 Regulations for *repeating courses* for replacing “I”. Student will be accordingly only received “P” (Pass) “I”(Incomplete) or “F”(Fail).

21.4.2.3 Criteria results for *Consulting Internship* program. To receive a “Pass”, student must earn grade results of “High Pass” or “Pass” then will be regarded as pass a CI program. To receive a “Fail”, student is unable to complete *Consulting Internship* program within 5 years semester and will be ultimately terminated his/her student status.

21.5 *Procedures for Consulting Practice (CP)*

21.5.1 *When CP is Taken as a 6 Credit Capstone Course*

21.5.1.1 When Consulting Practice is taken as a Capstone course, the following rules apply to ***grading of the modules***.

21.5.1.1.1 When a module is studied for the first time in Consulting Practice taken as a Capstone course, the student will be awarded a grade of High Pass, Pass, or Incomplete on any individual module.

21.5.1.1.2 When a student receives a grade of Incomplete in a CP module, s/he should retake the same module to clear the grade of incomplete.

21.5.1.1.3 When a student receives a grade of Incomplete in a CP module, s/he should retake the module in the next term. As with any other course being regarded, the student must pay tuition fees for the retake of the module.

21.5.1.1.4 On retaking the module following a grade of Incomplete, the student may ***not*** be awarded a grade of High Pass. The student is eligible to receive a grade of Pass, Incomplete, or Fail for that module.

21.5.1.2 *Grades for CP Course:*

21.5.1.2.1 ***Pass the CP Capstone:*** To pass Consulting Practice, students must achieve a Pass (High Pass or Pass) in 4 modules.

21.5.1.2.2 ***Fail the CP Capstone:*** Students who fail to complete the CP Capstone within the 5-year-period will be retired from the program.

21.5.1.2.3 ***High Pass in CP Capstone:*** To achieve a High Pass in Consulting Practice, a student must achieve either four High Pass module grades, or three High Pass and one Pass module grade.

21.5.2 ***When Consulting Practice is taken as a Free Elective***

21.5.2.1 When Consulting Practice is taken as a Free Elective, module grades will be assigned as letter grades (A, B+, B etc.).

21.5.2.2 The grades assigned for the two CP modules will be combined to calculate the grade for the 3 credit CP elective course.

21.5.2.3 When CP is taken as a Free Elective, students may repeat a module any number of times (within the limit of 5 years) to improve their course grade.

21.5.2.4 When CP is taken as a Free Elective, the student will pay tuition for any retake.

21.5.2.5 Updated information on the CP option may be obtained through the CMMU website <http://www.cmmu.mahidol.ac.th>

Section V

Graduate Student Status

This section explains different statuses of the students while attending the program at CMMU and their duties and responsibilities. These include active status, probationary status, leave of absence, suspension, dismissal, and termination of study.

22. Active Status as a Graduate Student

Students must register to maintain their status as active students during every trimester of study until they graduate. In order for students to do this, they must register for a minimum of three (3) credit hours per trimester. As noted earlier, the maximum number of credits that a student may take in one trimester is twelve hours. The Programs Director and the Deputy Dean of Academic Programs must approve exceptions to the above policy.

23. Categories of Student Status

23.1 *Conditional Student Status*

Students who haven't satisfied the general requirements for admission. The acceptance of "Incomplete Qualification" candidate as contradictable prescribing in admission criteria so defined "Conditional Student Status" which required to agree with term and condition of the College as follows

23.1.1 While in *Conditional Status*, students may register for a maximum of 9 credits in the first trimester.

23.1.2 While in *Conditional Status*, students must earn a GPA of 3.00 or higher in the first trimester. If a GPA below 3.00, the student must be accepted as a "Terminated Status" and will be dismissed from the College.

23.2 *Full Graduate Student Status*

Students who have satisfied the general requirements for admission or successfully transferred from *Conditional Status* will be admitted as *Graduate Students*. To retain *Graduate Status* in the Master program, a student must maintain an overall GPA of 3.00 or higher.

23.3 *Probationary Status*

Students who fail to maintain an overall GPA of at least 3.00 will be placed on *Probationary Status*.

- 23.3.1 Students on Probation must meet with their Department Director to develop a plan of corrective action. This plan must then be filed with Deputy Dean of Academic Programs.
- 23.3.2 Students on *Probationary Status* may take a *maximum* of two courses (6 credits) during the trimester on which they are on probation.
- 23.3.3 If the student maintains a GPA below 3.00 for two consecutive trimesters, the student will be dismissed from the College.

24. Special Circumstances Concerning Student Status

There are special instances of which students should be aware with respect to maintaining their Active Student Status.

24.1 Students may complete all of the required coursework for their program, but still be working on the Thematic Paper or CI Project or on a Thesis. Following completion of other coursework, any student who is completing an IS, CI or Thesis project will be subject to the following conditions with respect to fee payment:

- 24.1.1 Students who have not yet submitted their project must pay a Continuing Registration Fee. This fee pays for continued advising of the student and use of College facilities.
- 24.1.2 Students may only schedule the oral defense of their project during a term in which they have matriculated. Students have until the day before classes officially begin (i.e., the last day of fee payment) for the succeeding term to defend their project.
 - 24.1.2.1 If the result of the student's defense is either a *Pass* or *Pass with Minor Revisions*, the student will have until the 30th day of the succeeding term in which to complete the required revisions without obligation to pay a Continuing Registration Fee in the succeeding term.
 - 24.1.2.2 If the student does not receive final official sign-off from the Research Department within 30 days from the start of the new term, the student will be required to pay a Continuing Registration Fee in order to maintain Active Graduate Student status. The student will not pay a late fee under these circumstances.

- 24.2 A student who is not Registered (i.e., does not have *Active Student Status*; see below) may not sit for a Written Comprehensive Exam, use College facilities, defend a Thesis or Project, or otherwise complete graduation requirements during that trimester.
- 24.3 It is the student's responsibility to maintain *Active Student Status* throughout the course of Graduate study. Failure to maintain *Active Student Status* for any trimester during the period of study can result in disqualification from the program. Students who do not meet this condition may be required to formally apply to the Academic Affairs for readmission. The Deputy Dean of Academic Programs of the College must approve all re-admission decisions.

25. Leaves of Absence

Students may encounter unforeseen personal or professional problems that force them to leave school for a period of time during their course of study. In this case the student must request a leave of absence from his/her advisor. The student's Programs Director and the Deputy Dean of Academic Programs must approve a request for a Leave of Absence.

- 25.1 Even while on a *Leave of Absence* the student must continue to maintain *Active Student Status*. This is done by registering with the Academic Affairs at the start of any trimester during which the student is *On Leave*.
- 25.2 The student will pay a Leave of Absence Fee per trimester in order to maintain active student status during a *Leave of Absence*.
- 25.3 The minimum term for a *Leave of Absence* is one trimester. The maximum length of a *Leave of Absence* is two consecutive trimesters. The student must apply to renew the Leave of Absence for the second trimester if s/he desires to extend the *Leave of Absence*.
- 25.4 While on *Leave of Absence* student may not sit for Examinations, receive faculty advising on projects, or graduate. Student may access selected College facilities (e.g., e-mail, library) as long as they have paid the *Leave of Absence Fee*.

26. Suspension of Studies Without Authorization

Students may not suspend or interrupt the period of studies without first gaining authorization from the College. If a student suspends studies without authorization the following consequences will take effect.

- 26.1 During the period in which the student has suspended his/her studies without authorization, s/he is no longer on *Active Student Status*. S/he will not be able to sit for Examinations, receive faculty advising on projects, or graduate. The student also loses the privilege to access College facilities (e.g., e-mail, library).
- 26.2 The student must submit a written request to resume the program of studies to his/her Programs Director. The student's Department Director and the Deputy Dean of Academic Programs must approve this request.
- 26.3 *On returning to the College, the student will be required to pay a Status Resuming Fee of 5,000 Baht in addition to the 3,000 Baht Leave of Absence Fee for each trimester for which s/he did not register.*
- 26.4 Students who have *Suspended their Studies without Notification* for two or more trimesters will automatically be dismissed from their Graduate program. In order to resume studies, the student must officially reapply to the Master Program.

27. Dismissal from the Master Program

- 27.1 Students who fall into any of the following categories will be subject to dismissal from the College.
 - 27.1.1 Students whose cumulative GPA falls below 2.50 in any one term or whose GPA remains below 3.00 for at least two consecutive trimesters.
 - 27.1.2 Students who have obtained three F's or any combination of 3W's or F's in one trimester.
 - 27.1.3 Students who have violated the university rules and regulations which include:
 - 27.1.3.1 Plagiarism, falsification, and/or fabrication of work
 - 27.1.3.2 Cheating during examinations or on assignments
 - 27.1.3.3 Serious damage to College property
 - 27.1.3.4 Drug use, gambling, stealing, or other inappropriate behavior.
 - 27.1.4 Students who fail to complete all program requirements in the allotted five-year period.
 - 27.1.5 Students who fail the Written Comprehensive Exam twice.

- 27.1.6 Students who have *Suspended their Studies without Notification* for two or more trimesters.
- 27.2 Students who are dismissed or retired from the College may reapply for admission to the College, however, they are *not* guaranteed readmission.
- 27.3 *If readmitted, the Admissions Committee may (but is not required to) give credit for courses previously passed with a grade of B (3.00) or higher.* The Committee may place additional conditions for readmission as deemed appropriate.

28. Termination of Study

Should any student wish to terminate study at the College of Management, a termination of study form should be submitted to the Academic Affairs. No academic fees will be refunded.

Section VI

Teaching and Learning at CMMU

This section explains policies on enrollment; changes in program specialization; course registration, credit transfer, course auditing, changes in course registration; as well as fee payments and refunds.

29. Pre-Program Course Preparation

As preparation for Graduate Study, the College of Management provides a short program of preparation that covers two areas:

29.1 English language usage for Graduate study,

29.2 Accounting / mathematics for business.

29.3 These courses are offered prior to the start of the first term of study.

29.4 Students may obtain exemption from Pre-courses in Accounting based upon College criteria and condition as following:

29.4.1 Student have to pass a prior education at least 3 courses in Accountancy and/or Finance and earn a minimum B grade or equivalence. Moreover, student must be not exceedingly granted 5 years Bachelor or Master Degree.

29.4.2 Otherwise, regarding to skill and experience, student will be suggested that he/she is currently working in Accountancy and/or Finance.

30. English Language Learning at CMMU

The College aims to provide an education that meets international academic standards. This also assumes that students are able and willing to work to meet those standards. Upon enrollment in the College we make a commitment to assist students in developing their potential to the maximum during the period of study.

30.1 English Standards at CMMU

30.1.1 International program students are required to reach a standard of TOEFL/TOEFL-ITP 550, IELTS 6.0, on the CMMU English Exam prior to graduation. This can be satisfied prior to entry, through the score on the CMMU Entrance Exam, or at any time during their program of study.

30.1.2 All international program students must take the English Exit Exam prior to graduation as indicated in the section of the Handbook covering graduation requirements.

30.2 *College Role in Supporting the Use of English as the Medium of Instruction*

- 30.2.1 The College has assumed responsibility for providing resources to assist all students in attaining the desired level of English language proficiency. Towards this end, the expertise is offered to students as a resource throughout their period of study at the College.
- 30.2.2 This begins with the Entrance Examination. This exam is designed not only to provide a score for admissions decisions but also for diagnostic purposes so that students will know the areas in which they need to focus in developing their skills in English.
- 30.2.3 It continues with the Pre-Program Preparation course in which students focus on specific skills that will support their use of English as the medium of instruction in the classroom.

30.3 *English Exit Exam*

- 30.3.1 All international program students are required to take an English Exit Exam offered by the College.
- 30.3.2 Students cannot graduate until they have taken this exam.
- 30.3.3 There is no specific requirement on the score of this exam for students who have already satisfied the College English standard (see 30.1 above).
- 30.3.4 This Exam is given as a means of evaluating the English progress of students individually and for the College as a whole.

31. Responsibilities of CMMU Students as Learners at the Graduate Level

Graduate study at CMMU is intended to meet international standards in terms of curriculum, quality of facilities, program standards, the use of IT, and instructional quality. However, just as at universities abroad, it is the student's initiative and effort that will make the graduate program of study a successful one or not. Moreover, the development of professionalism begins in how one behaves on a daily basis. Therefore, students should expect to participate in creating a professional environment in the CMMU community. Students who do not fulfill these responsibilities on a consistent and reasonable basis should not expect to be awarded a Mahidol Degree.

31.1 *Expectations for Students*

- 31.1.1 Ethical conduct at all times in fulfillment of their responsibilities as graduate students within the College and in the community.
- 31.1.2 An attitude of inquiry and intellectual curiosity.

- 31.1.3 Professional dress and behavior on the College campus and in interactions with classmates, instructors, and outside organizations.
- 31.2 *Class Attendance:* Timely attendance in classes is expected of all CMMU students. This includes:
 - 31.2.1 Attending the correct section of the course as designated in the Official CMMU Registration System.
 - 31.2.2 Arriving for class on time, prepared to study,
 - 31.2.3 Attending class on a regular basis,
 - 31.2.4 Informing instructor(s) of expected and unexpected absences,
 - 31.2.5 Taking responsibility to collect missed class work and handouts,
 - 31.2.6 Completing assignments on schedule.
- 31.3 *Student Responsibility and Class Participation:* Active, responsible participation in class is expected of all students.
 - 31.3.1 Actively participating with classmates in classes,
 - 31.3.2 Contacting the instructor when you do not understand the class material.
 - 31.3.3 Contacting your instructor when you do not attend class to find out what assignments may need to be completed.
- 31.4 *Interaction Outside of CMMU*
 - 31.4.1 During their period of study (and even beyond), students are representatives of CMMU in the community. As part of the educational experience, the College will seek to create opportunities for graduate students to interact with professionals in companies and in the community. Please be aware that these professionals will judge the College by your behavior and attitudes.

32. Responsibilities of CMMU Instructors

The College is committed to providing students with the best possible education opportunities for studying management in English in Thailand.

- 32.1 *Standards for Instructors:* Our instructors will strive to meet the following standards of instruction:
 - 32.1.1 To provide active learning geared towards stimulating students' thinking about management in the 21st century,
 - 32.1.2 To treat students with respect and dignity at all times,
 - 32.1.3 To meet the needs of different students within the curriculum,

- 32.1.4 To help students make connections between the theory of academic topics in the curriculum and business practices in the local and global workplace,
- 32.1.5 To emphasize the development of team work and team learning skills through frequent use of collaborative learning among students,
- 32.1.6 To clarify how theories and practices drawn from the operation of organizations globally fit into the organizational and social context of Thailand,
- 32.1.7 To act as models for students in terms of behavior, speech, and punctuality,
- 32.1.8 To provide useful and timely feedback to students on class assignments,
- 32.1.9 To be active learners who continuously update their own knowledge with respect to their areas of expertise and teaching practices.

32.2 *Instructor Evaluation*

At the conclusion of each course, students will have the opportunity to provide written evaluation of the course and its instructor. Students are encouraged to provide useful, clear and honest feedback to the instructor and the College about the course. Student feedback and evaluations will be taken seriously in terms of improving the courses and selection of instructors.

33. Grading System

The Grading system used in the College has been determined by Mahidol University and is shown in the Table below.

Letter Grade Scale	Grade Point (Value)	Grade Meaning
A	4.00	Excellent
B+	3.50	Very Good
B	3.00	Good
C+	2.50	Below Standard
C	2.00	Fair
D+	1.50	Poor
D	1.00	Very Poor
F	0.00	Fail
I	-	Incomplete
S*	-	Superior
S	-	Satisfactory
U	-	Unsatisfactory

P	-	In Progress
W	-	Withdrawal
AU	-	Audit
X	-	No Report

33.1 *Satisfactory and Unsatisfactory as Grades:* The evaluation of student performance in non-credit courses is reported as S (Satisfactory) or U (Unsatisfactory). These two letter grades have no point value.

33.2 *I (Incomplete)* A grade assigned by the instructor where course work is not completed and where there are no grounds for assigning a Fail grade. It carries no credits for the course and is not considered for GPA purposes. A course with an “I” grade must be completed by the end of the following academic trimester. Failure to complete this requirement will result in an F grade.

33.3 *W (Withdrawal without academic penalty):* This is assigned by the College upon approval of the student’s request for withdrawal from a course within the appropriate timeframe of the College calendar. It carries no credit and is not considered for GPA purposes.

34. Dean’s List with Distinction and Dean’s List

34.1 Dean’s List with Distinction

34.1.1 A Letter of Dean’s List with Distinction may be awarded to outstanding students. Such students must meet the following standards:

34.1.2 Earn a cumulative GPA of 3.75 or above within 5 trimesters and without repeating a course in order to improve their grade,

34.1.3 Earn no C grades in any courses,

34.1.4 Earn S* in their Project Option

34.1.5 *Students who are eligible for a Letter of Dean’s List with Distinction must also have demonstrated exemplary behavior during their course of study.*

34.2 Dean’s List

34.2.1 A Letter of Dean’s List may be awarded to outstanding students. Such students must meet the following standards:

34.2.2 Earn a cumulative GPA of 3.75 or above within 5 trimesters and without repeating a course in order to improve their grade,

34.2.3 Earn no C grades in any courses,

34.2.4 *Students who are eligible for a Letter of Dean's List must also have demonstrated exemplary behavior during their course of study.*

35. Repeating (Regrading) Courses

With permission, students may exercise the option to repeat a course in order to improve their grade.

- 35.1 Students must first obtain the approval of their Programs Director before enrolling to repeat a course for the first time.
- 35.2 The Deputy Dean of Academic Programs must approve a subsequent repeat attempt (i.e., beyond the first regrading of a subject).
- 35.3 With appropriate approval a course may be taken a maximum of three times within the allowed term of study of 5 academic years.
- 35.4 The last grade earned shall apply toward the student's cumulative GPA and may be used to replace any existing grade(s) for the same course in the graduate record.

Section VII

Study Abroad Programme

To enhance a mobility of students between CMMU students and international students from our partnerships, IRO offers a well-established Study Abroad Programme, welcoming current students from Thai and international study programmes. Our Study Abroad Programme gives the students a wide range of opportunities to live, study and socialize with international students at our partner universities in different countries for one semester. In this way, students can take courses overseas for academic credit as part of their degree at CMMU. Please read this section carefully to find out about the opportunities available to students, application procedures and the supports that students can expect from IRO.

36. Eligibility

Current CMMU postgraduate students are eligible to apply. Students who wish to apply for the study abroad programme must have entered CMMU with at least three terms. All applicants will need to demonstrate to us that they meet the following requirements to go abroad:

36.1 Have a GPA at least 3.20

36.2 Have one of the following English language proficiency test score:

- TOEFL paper based 550
- TOEFL computer based 213
- TOEFL iBT 79 - 80
- IELTS 6.0

36.3 Pass a comprehensive examination before departure

Students can email any enquiries to the International Relations Office at Khun Chanistha Lerdcharoenporn via e-mail address: chanistha.ler@mahidol.ac.th.

37. Partner Universities

The following is the list of our partner universities participating in the study abroad programme. We recommend that students explore their website at 'Global Partnerships' and view the course catalogue available for semesters.

Asia and Oceania

- Global MBA, Shanghai University - China
- Sophia University - Japan
- Ewha Business School, EwhaWomans University – Korea
- Hanyang University Business School, Hanyang University - Korea
- SKKU Business School, Sunkyunkwan University - Korea
- Taylor's Business School, Taylor's University - Malaysia
- The French-Vietnamese Centre for Management Education - Vietnam
- Otago Business School, University of Otago - New Zealand

Europe

- Louvain School of Management, UniversiteCatholique de Louvain - Belgium
- Solvay Brussels School of Economics and Management, UniversiteLibre de Bruxelles - Belgium
- ICHEC Brussels Management School - Belgium
- Copenhagen Business School - Denmark
- ICN Business School, University of Nancy - France
- IAE Toulouse University Graduate School of Management - France
- KEDGE Business School - France
- Paris Sorbonne University - France
- TELECOM Ecole de Management - France
- Mannheim Business School, University of Mannheim - Germany
- Munich School of Management, Ludwig-Maximilians University - Germany
- Technical University of Munich - Germany
- ISCTE Business School, Lisbon University - Portugal
- BI Norwegian Business School - Norway
- School of Business, Lucerne University of Applied Sciences and Arts - Switzerland
- Faculty of Business, Economics and Social Sciences, University of Bern - Switzerland
- Faculty of Economics and Social Sciences, University of Fribourg - Switzerland
- Kingston Business School, Kingston University - The United Kingdom

Americas

- University of North Texas - United States
- Universidad San Francisco de Quito - Ecuador

Affiliated Partnerships

- La Trobe University - Australia
- Seoul National University - Korea

38. Tuition Fees

Students will continue to pay CMMU fees as normal for the period of study abroad that semester but not be required to pay tuition fees to the host university. All other costs such as travel, accommodation, living expenses, health insurance, etc. must be met by students.

Estimated costs based on information provided by host institutions on their website.

39. Study Options

All credits students earned from the host university can be transferred to CMMU. Thus, all applicants will need to consult with their programme director and programme educator about suitable courses of study available at the receiving institution whether they will be integrated into their current studies or not. Students should visit the online course catalogue of partner universities to ensure that suitable courses of study are available.

The grade students earn in courses taken at the host university will be recorded in their CMMU transcript as “S” (Satisfactory) or “U” (Unsatisfactory). Partner university grading system information is provided through their website.

40. Application Procedures

Before applying for the study abroad programme, we recommend that students should attend information sessions to receive information about the programme, partner universities, preparations and arrangements, and application procedures. There are two times per academic year: in February for application to fall semester and in September for application to spring semester. If students miss the study abroad information sessions, please contact the International Relations Office for further information.

To apply for the study abroad programme, this application form must be completed. The required documents below must be sent together with the completed application form in a pdf format.

- Current transcript from the Academic Affairs Office
- One of the following English language proficiency report, TOEFL or IELTS

- A4 Statement of Purpose
- Curriculum Vitae
- Copy of passport

41. Assessment

After the application deadline is due, IRO will contact applicants to make an appointment for an interview in a week later. Applicants who are invited for an interview will be notified the outcome and proceed with further applications to their host universities.

42. Acceptance Letter and Student Information Package

After students' application materials are sent to the host universities, students will receive contacts from them directly for accommodation and other relevant arrangements. An acceptance letter and student information package will be mailed to IRO, then we will contact students to pick them up.

43. Visa and Immigration

Students are likely to require a visa and contact foreign embassies by themselves. In order to obtain a visa, students must provide an acceptance letter, accommodation confirmation and financial evidence. Students should read the embassy website carefully for documentation preparation on visa application. Please note that you will be required to bear the cost of this themselves.

44. Transcript

After students' exchange semester ends, it takes around one or two months to obtain the transcript from the host university. The transcript will be delivered directly to IRO. We will contact students as soon as we receive it.

45. Completion of Activity and Withdrawal

Students participating in the study abroad programme are required to complete the programme and submit a Certificate of Arrival and Departure to IRO as soon as they come back to CMMU.

Students who are unable to participate in the programme due to unavoidable circumstances must provide IRO with a proof of such circumstances for consideration before the withdrawal deadline as indicated on the announcement.

Students who withdraw from the programme after the final withdrawal date will not be eligible to enroll on any courses at CMMU for that semester.

Students who fail a course at the host university are required to retake that course at CMMU.

Section VIII

Examinations and the Honor Code

All students are required to be familiar with the provisions of the Honor System through the information provided in this Handbook. Students may obtain further information from their Department Director, and from the Academic Affairs. Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate authorities of the College.

46. Types of Honor Code Violations

- 46.1 *Falsifying or cheating* on a report, paper, exercise, problem, test, or exam, tape, film, or computer program or any other means submitted by the student to the College to meet course requirements.
- 46.1 Cheating includes the use of unauthorized aids, copying from another student's work, asking for or giving aid verbally or in writing, or any other practice inconsistent with the principles of academic honesty.
- 46.2 Plagiarism on an assigned paper or other work submitted to meet course requirements (see below for details).
- 46.3 Failure to report a known violation of the Honor Code.
- 46.4 Any action designed to deceive a faculty member, staff member, or student in order to obtain assistance in violation of the Honor Code.
- 46.5 Submission of work prepared for another course without prior authorization from both course instructors.
- 46.6 Use of texts or papers prepared by an outside agency but submitted as the student's own work.
- 46.7 Falsification of results of a research study, term paper, and any other piece of academic work.

47 Examination Policies

- 47.1 Students must be on time for the start of examinations. Students arriving more than 30 minutes after the start will not be allowed to take the examination.
- 47.2 Students may only take examinations for those courses in which they are officially registered.
- 47.3 Personal possessions must be kept out of sight and reach (i.e., outside the room, or in the front or rear of the room).

- 47.4 Students are not permitted to talk during exams. If there are questions, they should be directed individually to the instructor.
- 47.5 When dictionaries or other reference materials are allowed during examinations, they will be checked.
- 47.6 Communication devices are not allowed in the examination room.
- 47.7 A student is required to sit in his/her assigned seat and sign the examination attendance record.
- 47.8 A student must present his/her ID card to be allowed to take examinations.
- 47.9 Students will not be permitted to leave the examination room unless accompanied by a staff member.
- 47.10 Under any other circumstances the student's exam will be deemed null and void and the paper will not be counted.
- 47.11 Students who fail to take examinations (either mid-term or final) on the scheduled date without prior arrangement with the instructor or due to an emergency, such as serious illness, will not be allowed to take a make-up examination and will receive an F grade for that exam.
- 47.12 Any form of cheating or collaborating with others, including talking, whispering or signaling other students, looking at another exam paper, and crib notes or sheets, etc. will lead to a written warning placed in the student's official record. It may also incur some combination of the following consequences:
- 47.12.1 Ineligibility to enroll in the next regular trimester.
 - 47.12.2 An F grade *in all courses* registered within that trimester.
 - 47.12.3 Dismissal from the College of Management.
 - 47.12.4 Upon a second occurrence of any violation of academic or ethical standards and the student will be summarily dismissed:
 - 47.12.5 Any appeal by the student must be made directly to the Director of the College or his Designate.

48 Plagiarism

Plagiarism is the unethical practice taking someone else's written ideas and claiming them as your own. Plagiarism may be committed intentionally or unintentionally. In either case it is still plagiarism and considered an unethical academic practice.

- 48.1 Students should consider carefully the proper procedures for giving credit to others in both Written Papers and Projects as well as in Oral Presentations.
- 48.2 Please attend to the following guidelines regarding the citation of others' work.
- 48.2.1 In all written work sentences that you *quote directly from another source* must be enclosed with quotation marks. Provide citations in parentheses.
"It takes five years or more for large-scale change to take place in large organizations" (Kotter, 1995, p. 13).
- 48.2.2 The full reference information must then be included in a Reference Section or Bibliography (See the Research Handbook for additional details on citation formats, etc.)
- 48.2.3 In all written work where you paraphrase (i.e., take the main ideas) from another source, you must cite that source in the text and include the full reference in a Reference Section or Bibliography. If it is not a direct quote word for word, you do not need to enclose it in quotation marks, but you do need to identify the source.
"Kotter suggests that it takes five years or more for large-scale change to take place in large organizations" (Kotter, 1995).
- 48.2.4 In Oral Presentations where you may use PowerPoint slides note the following:
- 48.2.4.1 Slides downloaded from the Internet or taken from a CD Rom should show the name of the source and the URL in a citation at the bottom of the slide.
- 48.2.4.2 Slides that you create from a text where it is a direct quote (or close to one) should cite the author at the bottom of the slide.
- 48.3 *Consequences:* The College understands that students may not initially be familiar with this concept of plagiarism. During the terms of study students will be reminded of the rules concerning plagiarism and the seriousness of violating this standard. We hope to guide students towards an understanding of proper conduct in this regard.
- 48.3.1 The Instructor will give students who violate this standard in writing papers and/or making presentations during their courses will follow these procedures:
- 48.3.1.1 Give a verbal warning;

- 48.3.1.2 Determine the necessary consequences in the class (e.g., 0 points on the assignment and/or rewriting of the assignment);
- 48.3.1.3 Depending upon the seriousness, the instructor may also inform the Honor Code Committee.
- 48.3.2 The second time that an instructor notices this behavior or if an instructor deems the violation to be particularly serious, s/he will report the violation Honor Code Committee. The Committee may choose to meet with the student. Depending upon the outcome, a notation may be made in the student's official record at the College.
- 48.3.3 The second time that a student has committed an Honor Code violation of sufficient seriousness to warrant notation in their student file, the student is subject to immediate dismissal from the College. Appeals will be made to the Academic Management Committee of the College.
- 48.3.4 At the Thesis or Project stage of study the College assumes that the student has already learned proper procedures with respect to the issue of plagiarism. *The student's advisor will issue a single verbal warning along with a written notation for the student's official record.* A second instance of plagiarism in a project document may result in dismissal.
- 48.3.5 Note: The consequences for plagiarism are not limited to the period of study while at the College. After graduation, if it is discovered that s/he student engaged in plagiarism while studying at CMMU (e.g., in the Thesis), the student's degree may be revoked.

Section IX

Graduation Requirements

Successful completion of the Master Program requires students to meet several quality standards set by the College which include:

49 Pre-course Study

- 49.1 Pre-course study is a requirement of the College;
- 49.2 Students must achieve a *Pass* in all pre-courses in order to enter the Academic program with Full Graduate Student Status. Pass in a Pre-course subject is defined as C or higher.
- 49.3 Students who do not pass the pre-course subject will be placed on Conditional Graduate Status, limited to 9 credits of study, and required to repeat the pre-course subject.

50 Program Duration

- 50.1 Students who do not meet all requirements within the *five-year period of time* will be retired from the College.
- 50.2 Students may appeal to the Director of the College for an extension to complete their requirements. The maximum extension that can be granted will be a single term.

51 Overall GPA

- 51.1 Students must earn an overall GPA of at least 3.00 in their 45-credit (or more) program of study.

52 Written Comprehensive Examination

- 52.1 *General provisions covering eligibility for the Written Comprehensive Examination:*
 - 52.1.1 Only students who have completed all of their *Core Courses* may take the Comprehensive Exam.
 - 52.1.2 All students *are recommended to* take the Comprehensive Exam after completion of either their 3rd trimester. Exceptions to this policy require written approval from the Academic Director of the College.

52.1.3 Students on a *Leave of Absence* may not take the Written Examination.

52.1.4 Students who have not maintained their Active Student Status may not take the Comprehensive Examination.

52.2 *Conditions Related to Passing the Written Comprehensive Exam*

52.2.1 Students who fail the Comprehensive Exam may enroll normally in the subsequent term, but are encouraged to adjust themselves and their study plan with the consultation of the Program Chair in order to pass the exam the next time it is offered.

52.2.2 Students have two chances to Pass the Comprehensive Exam.

52.2.3 Students who have failed their first attempt at the Comprehensive Exam must retake the Exam *in the next term that it is offered*.

52.2.4 Students who fail the Exam twice will be retired from the College.

52.2.5 The Written Comprehensive Exam focuses on management knowledge. However, students whose responses reveal weaknesses in English language expression will receive a reminder of the College exit standard for English. This will be treated diagnostically only.

52.2.6 Student need to do examination by selecting 4 out of 5, core course and the total exam results of those 4 matter subjects must be pass at least standard criteria, 60 percent earned.

53 Capstone Project

53.1 *The College Capstone requirements are described in detail elsewhere in the handbook. Please refer there for details.*

53.2 Students must achieve at least a Pass in their Capstone Option in order to graduate.

54 English Exit Exam

54.1 Students must demonstrate English competency at entry or prior to graduation from the International program. This means achieving a TOEFL 520 or its equivalent.

54.2 The English Exit Exam is designed to give the College staff a picture of the English competency of our international program graduates at the completion of the Master program.

54.3 All international program students must take the English Exit Exam, regardless of whether they have demonstrated English proficiency. The exam is given for diagnostic purposes, not as a Pass/Fail exam.

Section X

Other Regulations and Services

55 Facilities and Services

Students in the College of Management students have access to the following facilities and services:

55.1 Libraries

The College Library, the University's Central Library at the Salaya campus, and the Library-Net which links all university libraries around the country.

55.2 Computer Center

A modern computer lab with Internet access and e-mail services is provided by the College.

55.3 Research

55.3.1 The Research Center will organize regular seminars on selected topics of interest to students and faculty. It will also offer annual courses designed to help students in completing their final projects.

55.3.2 The Research Center also offers funding for research projects. This funding is available for faculty and students.

55.3.3 The Research Center is also a vehicle by which students can learn about other research projects being conducted within the College. The most successful student projects often result from collaboration on an ongoing faculty project.

56 Transcripts

Official transcripts of records will be made available to students for a fee of 50 Baht/copy excluding mailing expenses. No official transcripts are made available directly to students. The application for transcripts must be made in writing by the student on forms provided by the Academic Affairs Office. Forms should be filed at least one week before the transcript is required. *Transcripts will be withheld if a student owes money to the College at the time of the request.*

57 Change of Name, Surname or Address

Students wishing to notify the College of a change of name, surname, surname or address during and between trimesters should complete and submit it to the Registration Office.

58 Student Activities

The College of Management, Mahidol University supports the sponsorship of events with the Student Council. The College provides means for student involvement in campus matters, and extracurricular activities that would prepare the students for further education and/or career development.

59 Alumni Association

All students who graduate from the College of Management, Mahidol University, will automatically become members of the CMMU Alumni Association.

****For more information, please contact Academic Affairs.****