



College of Management
Mahidol University

Student Handbook International Program

Academic Affairs

Revision Year 2019

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Forward

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

- Academic System and Curriculum Structure
- Regulations and Admission
- Enrollment and Registration
- Auditing a course
- Study Plan
- Examinations and the Honor Code
- Graduation
- Students Services

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. Thus,

- 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.*

Mahidol University Vision

“Mahidol University is determined to be a world class university”

CMMU Vision

“Wisdom of the Land in Management Education”

CMMU Mission

*“To develop organizational leaders through practical learning,
relevant research, and industry engagement”*

Graduate Identity

“Professional and Socially Responsible Managers”

Section 1: Academic Program

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 International program offers seven specializations.

1. General Management
2. Entrepreneurship Management
3. Healthcare and Wellness Management
4. Marketing and Management
5. Corporate Finance
6. Managing for Sustainability
7. Management Research

1. Program Description

Program title: Master of Management (International 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. Program 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 Structure

Master of Management program regulations have total number of credits not less than 45 credits of trimesters which consists of compulsory subjects, basic subjects specializations, subjects specializations and classified study plan into 2 plans such as Plan A for Thesis and Plan B for Thematic Paper.

6. Study Plan

The student's program of study typically consists of 5 trimesters of study. Students may take up to five years to complete the M.M. program. The student who unable to complete M.M. program within 5 years will be terminated from study.

7. Study Times

The college of Management offers an academic year consists of three trimesters of 14 weeks each (include midterm and final) consists of

- First semester start from May - August
- Second semester start from September - December
- Third semester start from January - April

Thus, program divided into 2 modes that are

1. Full time from Monday - Friday, times 09.00 – 12.00 and/or 13.30 – 16.30
2. Part time from Monday - Friday, times 18.00 – 21.00 and/or Saturday - Sunday, times 09.00 – 12.00 and/or 13.30 – 16.30 and/or 17.00 – 20.00

Section 2: Admissions Process and Requirements

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 based on the complete set of information provided by the student.

8. Admissions Requirements

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

8.1 *Bachelor's Graduate*: Applicants must hold a Bachelor's degree from an accredited academic institution. All official documents such as transcripts should be submitted in English.

8.2 *English Proficiency*: Applicants must demonstrate appropriate competency in both written and spoken English. This may be satisfied in one of several ways:

- Attaining a TOEFL ITP score not below 520 or TOEFL-IBT score not below 68 (or an equivalent IELTS score 5.0) within the last two years. or
- Demonstrating proficiency on the English Entrance Examination (MU GRAD TEST score not below 70) set by the College during the application period.

8.3 *Quantitative Reasoning*: Attaining a GMAT score of 500 or higher within the last five years. In case that applicant do not have GMAT score as mentioned earlier, they should have CMMU Test of Analytical Proficiency (CMMU-TAP) as defined by College.

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

8.5 *Required Documents* consist of Copy of transcript, Copy of Identity Card and students must submit a typed personal statement of 250-300 words in English.

Applicants must pass writing test and interview as college requirement to admit to college.

9. Scholarship

The College of Management offers two types of scholarships that are full academic scholarship and partial scholarship as an announcement.

9.1 Full academic scholarship

For those who demonstrate high academic potential for achievement in their Master degree program. Full academic scholarships are intended for applicants who graduated with GPA 3.5 or above from their prior undergraduate program.

Value of scholarship include **Matriculation Fee, Credit Fee and Student's status maintenance fee** not over 3 semester after students register for 5 semesters. Applicants should pay for admission fees, entrance fees and other expenses.

9.2 Partial Scholarship

If you are unable to pay the full tuition fee there might be a chance that you can be granted a partial scholarship that will cover some of the tuition fee for your preferred study programme at CMMU. Partial scholarships are intended for applicants who graduated with GPA 3.25 or above from their prior undergraduate program.

Scholarship receiver only **gets discount of credits fee for 50%** as defined. Applicants shall pay for entrance fees and other expenses which are not defined as scholarship.

Both scholarship required English Proficiency document (IELTS 6.0 or TOEFL 550) gained within the last 2 years or take CMMU English Examination. (550 TOEFL ITP) and applicant should pass CMMU Admission interview process.

10. International Students

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

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.

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.

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.

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 3: 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.

11. Enrollment

- 11.1 Enrollment is the process by which students indicate their intent to enroll in courses for a particular trimester.
- 11.2 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.
- 11.3 Enrollment is automatic for continuing students.
- 11.4 Postponement of study, students must be enrolled pay for academic fees and basic subjects specialization. Thus, postponement of study can be postponed just one batch for once but not over than 1 academic year which count from enrollment batch. For postponement, students should submit requirement form and be approved from program chair.
- 11.5 Full graduate students' status mean 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.

12. Registration of Pre Course

College of Management provides supplementary subjects as follow:

1. English for graduate studies
2. Pre-Course Account

13. Exception of Pre Course

For English for graduate studies will be exempt in case that students get

- TOEFL ITP score not below 520 or TOEFL IBT score not below 68 or IELTS 5.0 or MU GRAD TEST score not below 70 or
- Graduated Bachelor's degree program that taught in English

For Pre-Course Account will be exempt in case that students get

- Students must pass at least three subjects consisting of accounting and/or finance courses and gained grades of not less than B or equivalent, and students must have completed a bachelor's or master's degree for no more than 5 years.
- Or students are currently working in finance or accounting field and have a minimum of 1 year work experience.

14. Registration of Course

- 14.1 Students have to register courses as defined in study plan within times period and pay for education fees.
- 14.2 Students have to register for all semester to maintain student status until graduation. College of Management defines that students have to register for each semester not less than 3 credits but not above 12 credits.
- 14.3 Students who need to register for each semester more than 9 credits but not above 12 credits. They have to get average GPA not below 3.50 then, submit requirement form and be approved from program chair within times period.
- 14.4 Student who do not register the courses without writing notice to College of Management will be considered that student is terminated from study.

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 he/she 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 and “F” grade for the course on their transcript.

16. Repeating (Regrading) Courses

With permission, students may exercise the option to repeat a course in order to improve their grade. Students must first obtain the approval of their program director before enrolling to repeat a course for the first time. 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.

17. Course without credits

Students may register subjects without credits but they have to ask for agreement from lecturer. Thus, lecturer may define a regulation for class participation by using attitude score and doing report etc. Students may submit a request form for course without credits at academic support but they have to pay for full academic fees. Students who register for class attendance will be appeared “AU” on transcript but will not count credits and will not include in GPA average.

18. Academic fees payment

Academic fees of Master of Management contains of Entrance fee, Matriculation fee of 5 semesters and Credit fee not below 45 credits however, not included basic supplementary subject.

- 18.1 Entrance fee will be collected after students be enrolled.
- 18.2 Academic fee will be lump sum payment for learning management which divided payment into each semester. In case that students graduate before fifth semester, students have to pay for education maintenance within the period of registration.
- 18.3 Academic fee for each credits is the course payment according to number of credits that students register in each semester.
- 18.4 In case that student cannot graduate within 5 semesters, students have to pay for student status maintenance 5,000 baht per semester and credits fee for every semester until graduation.
- 18.5 Students should read and acknowledge information about academic fee on College of Management Website.

19. Probation

Students who get average GPA below 3.00 will be in probation which as follow;

- 19.1 Students who are in probation should be advised to re-adjust study plan.
- 19.2 Students who are in probation should register not more than two subjects (6 credits) of the semester that students are in probation.
- 19.3 In case that student get average GPA below 3.00 for 2 semester continuously, students will be terminated.
- 19.4 Refund of the tuition fee have to follow University announcement about regulations of the tuition fee refund.

20. Register for student status maintenance

Students who register for all courses as defined in syllabus structure but still not appearance of pass completely for Thesis or thematic paper, **they should complete process within 1 semester without register and payment 5,000 Baht** for student status maintenance in sixth semester. If students cannot complete process within 1 semester, students should register for student status maintenance for every semester from sixth semester onward until appearance of pass for Thesis or thematic paper (must submit Thesis or thematic paper) Student status maintenance is the responsibility of student. Ignorance of any semester will affect to qualification in continuity and will be dispose of the name from name list of students.

21. 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 program chair must approve a request for a Leave of Absence.

- 21.1 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.
- 21.2 The student will pay a Leave of Absence Fee per trimester in order to maintain active student status during a Leave of Absence.

21.3 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.

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.

22. 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.

23. Delayed tuition fee payment

College of management schedule the time of tuition fee payment. In case of delayed, students need to be fined as follow;

- *From 1 - 10 of working day* since the last date of tuition fee payment, students will be fined 200 Baht per day.
- *From 11 - 20 of working day* since the last date of tuition fee payment, students will be fined 300 Baht per day.
- However, maximum of fine payment should *not above 5,000 Baht per semester*.

In case that above 20 working days since the last date of tuition fee payment in each semester and students do not pay for tuition fee, College of management will cancel registration and terminate students.

24. Termination of student's status are as follow;

24.1 Students who get average GPA below 2.50 in some semester or average GPA below 3.00 for 2 semesters continuously.

24.2 Students who do not pass Comprehensive Examination on the 2nd time.

24.3 Infringement the rules and regulations of the College of management as follow;

- Copy or refer stealthily and/or counterfeit research paper or
- Academic research of other person
- Cheat on examination or any other test

- Damaged asset of College of management
- Use of drugs, gambling, robbery or improper behaviour

24.4 Students who do not graduate within 5 academic years

24.5 Students who suspend from study or do not register in each semester without writing notice to College of Management.

24.6 Students who register and do not pay for tuition fee within the period that College of Management scheduled.

Refund of tuition fee should be followed announcement of College of Management about refund of tuition fee.

25. Study permit restoration

Students who terminate from student status can restore study permit and be approved from Dean. Students have to pay for study permit restoration fee 5,000 Baht together with tuition fee, leaves of absence fee and fine of delayed payment.

26. Refund

26.1 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 add/drop period.

26.2 Students are eligible for the full amount of refund when the tuition fee or matriculation fee is involved under the following circumstances:

26.3 Grade or Comprehensive Exam results needed to establish student's status were not available at the time of payment and registration.

26.4 Enrollment of a course is cancelled by the College.

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.

27. Transfer of Course Credit

27.1 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.

- 27.2 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.
- 27.3 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)
- 27.4 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 Program Chair should approve the credit transfer after a review of course content equivalency by Academic Affairs.

Section 4: Measurement and Evaluation of Education

28. 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	Fairly Good
C	2.00	Fair
D+	1.50	Poor
D	1.00	Very Poor
F	0.00	Fail
I	-	Incomplete
S*	-	Highly Satisfactory
S	-	Satisfactory
U	-	Unsatisfactory
P	-	In Progress
W	-	Withdrawal
AU	-	Audit
X	-	No Report

- 28.1 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.
- 28.2 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.
- 28.3 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.

29. Dean's List with Distinction and Dean's List

Dean's List with Distinction and Dean's List may be awarded to outstanding students. Students must meet the following standards:

	Dean's List with Distinction	Dean's List
Cumulative GPA	3.75 or above within 6 trimesters and without repeating a course in order to improve their grade	
Grade	no B grades in any courses	no C grades in any courses
Study Plan A	Earn S* in Thesis Subject	
Study Plan B	Earn S* in Independent study or earn S* 3 in 4 consulting practice subjects.	

Section 5: 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:

1. Coursework

Core Courses: All students are required to take seven required Core Courses. These are typically completed during the first three trimesters of study.

Specialization Courses:

- Students who select Plan A (Thesis) must register for 15 credits of Thesis study; they take only two specialization courses totaling six credits (see below).
- Students who select Plan B (Thematic Paper) take 12 credits of coursework in their area of specialization and 3 credits of Free Electives.

2. Capstone Project Options

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

30. Plan A: Thesis Option

The Purpose of Thesis option is for students who wish to engage an in - depth research study of a topic for their final project. Thesis option is only for students who have maintained a GPA of 3.50 or higher. Students must complete the thesis as an individual project.

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.

Thesis: Program Structure

	Credit(s)
Pre-courses	0
Required Courses	21
Elective Courses	9
Thesis	15
Written Comprehensive Examination	0
Total	45

Procedures for the Thesis Option

The results of Oral Defense Examinations are reported as:

“H” (High Pass)	equivalent to	“S*” (Superior)
“P” (Pass)	equivalent to	“S” (Satisfactory)
“I” Incomplete	equivalent to	“I” (Incomplete)
“F” (Fail)	equivalent to	“U” (Unsatisfactory)

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.

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.

An approved Thesis must conform to the format of the Thesis specified by the Research Department of the College. 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.

31. Plan B: Thematic paper: Independent Study, Consultant Internship and Consulting

Practice

The purpose thematic options are for students who wish to engage in a more active application and reflection on their learning and complete an individual project/report. 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.

- *Independent Study (IS)* 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.

- *Consulting Internship (CI)* 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.
- *Consulting Practice (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.

Thematic Paper: Program Structure

	Credit(s)
Pre-courses	0
Required Courses	21
Elective Courses	18
Thematic Paper	6
Written Comprehensive Examination	0
Total	45

Procedures for Independent Study

Measurement and Evaluation in Education, Independent Study (IS)

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

Procedures for Consulting Internship

Measurement and Evaluation in Education, Consulting Internship (CI)

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

Procedures for Consulting Practice

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

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.
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.
3. When a student receives a grade of Incomplete in a CP module, he/she 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.
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.

Grades for CP Course:

1. To pass CP, students must achieve a Pass (High Pass or Pass) in four modules.

2. Students who fail to complete the CP Capstone within the 5-year-period will be retired from the program.
3. 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.

When Consulting Practice is taken as a Free Elective

1. When Consulting Practice is taken as a Free Elective, module grades will be assigned as letter grades (A, B+, B etc.).
2. The grades assigned for the two CP modules will be combined to calculate the grade for the 3-credit CP elective course.
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.
4. When CP is taken as a Free Elective, the student will pay tuition for any retake.

32. Comprehensive Examination

General provisions covering eligibility for the Written Comprehensive Examination:

1. Only students who have completed 5 Core Courses below may take the Comprehensive Exam.
 - 1.1 MGMT 508 Strategic Marketing Management
 - 1.2 MGMT 513 Financial Management
 - 1.3 MGMT 515 Asian Economy in the Global Context
 - 1.4 MGMT 547 Managing People in Organizations
 - 1.5 MGMT 598 Managing Business Information and Emerging Technologies
2. All students recommended taking the Comprehensive Exam after completion of either their 3rd trimester. Exceptions to this policy require written approval from the Deputy Dean of Academic Affairs.
 - 2.1. Students on a Leave of Absence may not take the Written Examination.
 - 2.2. Students who have not maintained their Active Student Status may not take the Comprehensive Examination.

Conditions Related to Passing the Written Comprehensive Exam

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.
2. Students have two chances to pass the Comprehensive Exam.
3. Students who have failed their first attempt at the Comprehensive Exam must retake the Exam in the next term that it is offered.
4. Students who fail the Exam twice will be retired from the College.
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.
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.

Section 6: Examinations and the honour 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.

33. Types of Honour Code Violations

- 33.1 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.
- 33.2 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.
- 33.3 Plagiarism on an assigned paper or other work submitted to meet course requirements (see below for details).
- 33.4 Failure to report a known violation of the Honor Code.
- 33.5 Any action designed to deceive a faculty member, staff member, or student in order to obtain assistance in violation of the Honor Code.
- 33.6 Submission of work prepared for another course without prior authorization from both course instructors.
- 33.7 Use of texts or papers prepared by an outside agency but submitted as the student's own work.
- 33.8 Falsification of results of a research study, term paper, and any other piece of academic work.

34. Examination Policies

- 34.1 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.
- 34.2 Students may only take examinations for those courses in which they are officially registered.

- 34.3 Personal possessions must be kept out of sight and reach (i.e., outside the room, or in the front or rear of the room).
- 34.4 Students are not permitted to talk during exams. If there are questions, they should be directed individually to the instructor.
- 34.5 When dictionaries or other reference materials are allowed during examinations, they will be checked.
- 34.6 Communication devices are not allowed in the examination room.
- 34.7 A student is required to sit in his/her assigned seat and sign the examination attendance record.
- 34.8 A student must present his/her ID card to be allowed to take examinations.
- 34.9 Students will not be permitted to leave the examination room unless accompanied by a staff member.
- 34.10 Under any other circumstances, the student's exam will be deemed null and void and the paper will not be counted.
- 34.11 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.
- 34.12 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:
- Ineligibility to enroll in the next regular trimester.
 - An "F" grade in all courses registered within that trimester.
 - Dismissal from the College of Management.
 - Upon a second occurrence of any violation of academic or ethical standards and the student will be summarily dismissed.
 - Any appeal by the student must be made directly to the Academic Committee.

35. 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.

35.1 Students should consider carefully the proper procedures for giving credit to others in both Written Papers and Projects as well as in Oral Presentations.

35.2 Please attend to the following guidelines regarding the citation of others' work.

35.2.1 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).

35.2.2 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.)

35.2.3 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).

35.2.4 In Oral Presentations where you may use PowerPoint slides note the following:

- 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.
- 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.

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.

1. The Instructor will give students who violate this standard in writing papers and/or making presentations during their courses will follow these procedures:
 - Give a verbal warning;
 - Determine the necessary consequences in the class (e.g., 0 points on the assignment and/or rewriting of the assignment);
 - Depending upon the seriousness, the instructor may also inform the Honor Code Committee.
2. The second time that an instructor notices this behavior or if an instructor deems the violation to be particularly serious, he/she 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.
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 Committee of the College.
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.

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.

36. 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.

Expectations for Students

1. Ethical conduct at all times in fulfillment of their responsibilities as graduate students within the College and in the community.
2. An attitude of inquiry and intellectual curiosity.
3. Professional dress and behavior on the College campus and in interactions with classmates, instructors, and outside organizations.

Class Attendance: Timely attendance in classes is expected of all CMMU students. This includes:

1. Attending the correct section of the course as designated in the Official CMMU Registration System.
2. Arriving for class on time, prepared to study,
3. Attending class on a regular basis,
4. Informing instructor(s) of expected and unexpected absences,
5. Taking responsibility to collect missed class work and handouts,
6. Completing assignments on schedule.

Student Responsibility and Class Participation: Active, responsible participation in class is expected of all students.

1. Actively participating with classmates in classes,
2. Contacting the instructor when you do not understand the class material.
3. Contacting your instructor when you do not attend class to find out what assignments may need to be completed.

Interaction Outside of CMMU

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.

37. Responsibilities of CMMU Instructors

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

Standards for Instructors: Our instructors will strive to meet the following standards of instruction:

- 37.1 To provide active learning geared towards stimulating students' thinking about management in the 21st century,
- 37.2 To treat students with respect and dignity at all times,
- 37.3 To meet the needs of different students within the curriculum,
- 37.4 To help students make connections between the theory of academic topics in the curriculum and business practices in the local and global workplace,
- 37.5 To emphasize the development of team work and team learning skills through frequent use of collaborative learning among students,
- 37.6 To clarify how theories and practices drawn from the operation of organizations globally fit into the organizational and social context of Thailand,
- 37.7 To act as models for students in terms of behavior, speech, and punctuality,
- 37.8 To provide useful and timely feedback to students on class assignments,
- 37.9 To be active learners who continuously update their own knowledge with respect to their areas of expertise and teaching practices.

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.

Section 7: Graduation Requirements

Successful completion of the Master Program requires students to meet several quality standards set by the College. Students must register to maintain their status as active students during every trimester of study until they graduate.

1. **Pre-course Study** 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.
2. **Program Duration** Students who do not meet all requirements within the five-year period will be retired from the College.
3. **Overall GPA** Students must earn an overall GPA of at least 3.0 in their 45 credits (or more) program of study.
4. **Comprehensive Examination** Pass Written Comprehensive Examination
5. **Capstone Project** Students must achieve at least a Pass in their Capstone Option in order to graduate.
6. **English Score** Students must demonstrate English competency at entry or prior to graduation from the International program. This means achieving a TOEFL 520 or its equivalent.

Section 8: Educational Services

Students can require about education at education and academic support. Thus, students have to study each requirements and details from section about enrollment and course registration. The procedures and requirement periods are as follow:

Add/Withdraw a Course Students can add/withdraw a course by college registration system. Students should add/withdraw a course within calendar schedule. Thus, students can get refund as define in announcement of academic fees refund.

Registration over 9 credits/Term Students must submit a request form and be approved to register over 9 credits/Term. Students must finish process *within 7 days from starting of semester* if over the timeline; students may not be able to register.

Termination of Study Students must fill a request form and be approved to terminate from study. Students must finish process *within 7 days from starting of semester*. Thus, students can get refund as define in announcement of academic fees refund.

Suspension of Study Students must fill a request form and be approved. Students must finish process *within 7 days from starting of semester* which is suspension of study.

Academic fees refund Students must fill a request form attached with copy of identity card and copy of receipt. Students must refund the academic fees *within 45 days from starting of semester*.

Suspension of examination Students must fill a request form attached documents and authorized from lecturer.

- In case that student take business leave must finish process at *least 7 days before examination* of each subjects.
- In case that student take sick leave must finish process at *least 7 days after examination* of each subjects.

Graduation requirements Students must fill the graduation request form and attached copy of thesis/IS graduation-approved paper. Students can request for

graduation when they pass the graduation criteria and submit the completion of Thesis/IS paper

Registration without credits	Students must fill a request form and be approved from lecturer. Students must finish process before starting of semester.
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Request for education documents

Students can request for letter of certificate, transcript and other documents related to education by filling a request form and pay for education fees. Thus, each documents have details, process and timeline as follow:

Letter of certificate/Letter	Current students can ask for students' certificate/graduation certificate including letter of inquiry related to study. Students must submit a request form and fill the details completely. Students can request for documents every working day. Documents as mention above should be processed <i>at least 3 working day</i> .
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Unofficial Transcript	Current students can ask for unofficial transcript. Students can request for documents every working day. Documents as mention above should be processed <i>at the time of requirement</i> .
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Official Transcript	Requirement for transcript Students who graduated/old students can ask for transcript Procedures. Students must submit the request form and pay for transcript fees. Students can ask for documents every working day. Document <i>will take 3 working days to issue transcript</i> . Students who just submit a request form for graduation and be during propose of graduation will take 3 months from the date of submitting a requirement.
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Change of Name, Surname or Address	Current students who willing to change name, surname during study period Procedures. Students must submit a request form attached with documents of changing name, surname. Students can submit a request form every working day before graduation.
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Students identity card

Current students who lose students identity card or damaged, can ask to re-issue a new one. Students must submit a request form to re-issue and pay for new one. Students can submit a request form every working day. It will be taken for *3 days to re-issue*.