



Student Handbook

Welcome to CGI

Welcome to Chulabhorn Graduate Institute!

This handbook has been designed to help students throughout their courses of study at CGI. It contains some useful information, and should be retained for future reference. During the course of your graduate studies, it is crucial to follow the academic regulations as outlined in Section 3 so that all important requirements for your degree can be fulfilled in a timely fashion to meet the deadlines. It is expected that students consult the Student Handbook for important information regarding the duration of study, academic evaluations, qualifying examination, thesis writing and examination, as well as graduation requirements. It is probably best for you to consult appropriate authorities at the earliest possible if you have concerns or issues about the academic regulations.

If you have any other issues that are not covered in this handbook, please contact the Academic Support Division.

Prof. Emeritus Dr. Somsak Ruchirawat
Rector of Chulabhorn Graduate Institute

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1. General Information about CGI

1.1 Background

The Chulabhorn Graduate Institute (CGI) is a multidisciplinary post-graduate academic institute established in 2005, presently offering Master's and Doctoral degree programs in Applied Biological Sciences Environmental Health, Chemical Sciences, and Environmental Toxicology. Significant financial contribution from governmental sectors are annually allocated for student scholarships. Participating teaching faculty members at the CGI comprise Ph.D. staff from the Chulabhorn Research Institute (CRI) and other leading universities in Thailand, as well as from world renowned academic and research institutions around the globe.

The aim of the CGI is to employ the most recent interactive teaching techniques used in leading educational institutions in the USA and elsewhere to train students to be effective thinkers and leaders in their fields of expertise, to better serve their countries' needs toward sustainable development.

1.2 Logo and Colors

CGI logo:



1.3 Vision

Producing Research Leaders in Science and Technology

1.4 Identity

C : Creativity

G : Good Leaders in Research

I : Integration and Internationalization

1.5 Location

CGI is located at 54 Kamphaeng Phet 6, Talat Bang Khen, Lak Si, Bangkok 10210, Thailand.



2. Information for New students

2.1 Arrival on Campus

New students are expected to arrive on campus in May before the first day of the preparatory course, during which a few refresher courses are offered to strengthen their basic knowledge before the regular courses begin in August.

2.2 English Proficiency Requirements

CGI is an international institute where English is used as the sole language of instruction. Admissions for graduate studies at CGI require a proof of English proficiency. All candidates must attain an official test score higher than the minimum score required for admissions in any of the following standardized examinations.

English Proficiency Test	Score
1. TOEFL - Paper-based - Internet-based	more than 550 more than 79
2. IELTS	more than 6.5
3. CU-TEP (THAILAND)	more than 90
4. MU GRAD TEST	more than 80
5. TU-GET (CBT)	more than 98
6. KU-EPT	not less than 91%
7. TOEIC	more than 605

Students can submit their TOEIC English language test score only in case of their request for Exit Examination, which is taken as equivalent to the CEFR test score of C1 or above only, and which must still be valid on the date of the submission of the request for the Exit Examination. Students cannot use their TOEIC test score for their application for admission to the Institute's study programs.

Chulabhorn Graduate Institute students must submit their English language proficiency test scores as designated in (1) - (6) when they are first admitted to the Institute. If a student still does not have any English language proficiency test score but possesses other qualifications that adequately satisfy the requirements for admission, and has thereby been admitted, the student must produce his/her English language proficiency test score in accordance with the requirements set forth in (1) – (6) before the end of the first semester after his/her admission to a study program. Students can use the test scores submitted at the time of their application for admission for their request for graduation, even though the test score certificates have already expired, and they can also use the test score under (7) for this purpose. These test scores are taken as part of the consideration for graduation and degree conferment.

2.3 Registration Guidelines

1. All students can register for only one program, and must adhere to the CGI registration schedule.
 2. New students must register within the specified period, otherwise it will be assumed that the students have revoked their CGI student status and their names will be removed from the list.
- . Current students must also register within the specified period, otherwise they will not be able to register in that semester.
 - . Current students who do not register in time must obtain permission for leave of absence, and must pay the appropriate fee to maintain their student status, otherwise their student status will be annulled.
 - . Current Ph.D. students who have finished their coursework but not yet complete all graduation requirements must also register to maintain their student status and pay all applicable fees according to the CGI regulations, otherwise their student status will be annulled.
 - . Credit requirements
 - Only full-time studies are allowed. All students are required to register for a minimum of 6 credits and a maximum of 15 credits in a regular semester. Registration in a summer, all students are required to register for a minimum of 3 credits and a maximum of 6 credits.
 - Students who have less than the minimum number of credits left to be taken are allowed to register for only those remaining credits.
 - . Course adding, dropping, and withdrawal
 - Students can add, drop, or withdraw courses within the period specified in the academic calendar only with permission from the Program Director.
 - The remaining credits must conform to the above-mentioned credit requirements.
 - Withdrawn courses will be reported on the transcript.

2.4 Campus Facilities

(1) Research Facilities

Apart from the laboratories which are fully equipped at the CGI building, CGI students may also use the top-class research facilities available in the following laboratories of the Chulabhorn Research Institute, which collaborates with CGI.

Chemistry Research

- Laboratory of Natural Products
- Laboratory of Medicinal Chemistry
- Laboratory of Organic Synthesis

Biomedical Research

- Laboratory of Biochemistry
- Laboratory of Chemical Carcinogenesis
- Laboratory of Immunology
- Laboratory of Pharmacology

Environmental Toxicological Research

- Laboratory of Environmental Toxicology

Biotechnological Research

- Laboratory of Biotechnology

(2) CGI Learning Center

CGI Learning Center provides learning resources in CGI subject disciplines, manages knowledge resources with international standards, promotes the information literacy skills of users in the CGI subject disciplines, and participates in resource sharing, and networking with other library and learning centers.

Resources

- Koha library automation system, which is an open-source library system software, for the management of its borrowing and returning service.
- OPAC system, training to help search information resources.
- Online reference databases, with support from the Office of the Ministry of Higher Education, Science, Research and Innovation, including ACM Digital Library, IEEE/ IET Electronic Library (IEL), SpringerLink, American Chemical Society (ACS), Emerald Management (EM92), Academic Search Ultimate, Engineering Source.

- Online database of the Encyclopedia Britannica, research and reference tool.
- EndNote, a program used to organize bibliographic information and references.
- Turnitin, an online program for checking plagiarism in academic works, including research reports and theses.

(3) IT Service

CGI provides services for teaching and research activities for both students and faculty members. CGI students can download forms which are relevant to IT services from CGI intranet.

Currently available services include:

- Application for an email account
- Application for a local area network (LAN) access
- Application for a wireless internet usage
- Application for VPN

2.5 Scholarships

Eligible students, especially those with excellent academic records, may apply for financial supports from the CGI, either as full (tuition, fees, and stipends) or partial (tuition and fees only) scholarships. Moreover, scholarships are also available from external funding sources.

2.6 Student Dress Code

CGI students are encouraged to dress politely to classes. The attire for official and formal occasions is a white long-sleeved shirt, a light blue necktie (for male students), and a dark blue blazer, pant or skirt.

2.7 Insurance

All Thai CGI students who are current students and also students with maintain status are offered accidental insurance for free of charge by the institute.

International students are offered health and accidental insurance as rules and regulations set by Thailand International Cooperation Agency (TICA).

2.8 Visas for International Students

- After qualified candidates have submitted Scholarship Acceptance Form to accept the offer of admission and, if applicable, have satisfied all the conditions indicated in the offer, CGI will issue a confirmation of admission consisting of a Letter of Scholarship Award, Instruction of Scholarship Award and Scholarship Acceptance Form, which is required to be presented to the Royal Thai Embassy or Consulate-General in their home countries while applying for a visa to enter the Kingdom of Thailand.
- Please note that students must apply for a “Non-Immigrant” visa, which will initially allow them to stay in Thailand for 90 days. Please do not apply for a tourist visa. For more information about Thailand’s visas, application forms, and required documents, please visit the Ministry of Foreign Affairs website at <http://www.consular.go.th/>
- Upon arrival on campus, international students should bring their passports to the Academic Support Division. A copy of their passports and visas will be kept on file so that the Academic Support Division is aware of the date of visa renewal required for each student before the end of the 90-day period.
- **Extension of stay**
Qualified persons can obtain an additional one-year stay permit, counting from the date of entry into the Kingdom of Thailand, pertaining to the Office of the Immigration Bureau's regulations on extension of stay. Before the end of the 90-day period, international students should bring the following documents to the Academic Support Division so that the staffs can assist them in the process of filing their applications at Department of Consular Affairs, Chaeng Watthana Road, Bangkok 10120, Tel. (66-2)-572-8442 <http://www.consular.go.th/>

2.9 Important Phone Numbers

CGI	(66)-2-554-1900
CGI Office of Academic Support Division	Ext. 2130, 2128, 2144
CGI Office of Administrative Division	Ext. 2199
CGI Learning Center	Ext. 2145, 2147, 2712

3. Academic Regulations

3.1 Duration of Study

1. Doctoral Degree Program:
 - 1) For students holding a Bachelor's degree or equivalent: a minimum of 4 academic years and a maximum of 8 academic years.
 - 2) For students holding a Master's degree or equivalent: a minimum of 3 academic years and a maximum of 6 academic years.
2. Master's Degree Program: a minimum of 2 academic years and a maximum of 5 academic years.

3.2 Academic Evaluation

1. Letter grade symbols are recorded as follow:

Letter Grades	Definitions	GPA Points
A	Excellent	4.00
B+	Very Good	3.50
B	Good	3.00
C+	Fairly Good	2.50
C	Fair	2.00
D+	Poor	1.50
D	Very Poor	1.00
F	Failed	0.00

Other designations, without credit points, are assigned for coursework taken as follow:

O	Outstanding
S	Satisfactory
U	Unsatisfactory
P	Pass
NP	Not Pass
I	Incomplete
IP	In Progress
W	Withdrawal
AU	Audit (no credit granted)
NR	No Report
T	Transfer of Credit

2. Attendance

Students are expected to attend classes regularly. A minimum of 80 percent of class attendance is mandatory to qualify for taking the final examination, except for independent studies.

3. Students must obtain a B or higher grade in the required courses, and a C or higher grade in elective courses, otherwise they must retake the same required course or other elective courses, respectively.

3.3 Qualifying Examination

1. The qualifying examination may be a written and/or oral examination.
2. Eligibility requirements for the qualifying examinations:
 - For Ph.D. students, they must follow the announcements set out by their respective Program Management Committee. (if required)
 - For Master's students who have been transferred to a Ph.D. degree program

(1) **Academic Plan**, students must have completed research work which can be further developed Ph.D. thesis. Additionally, they must have been approved by the respective Program Management Committee and have notified the Academic Support Division.

(2) Students must enroll for at least 2 semesters and have completed not less than 12 credits of coursework with a cumulative GPA (i.e., GPAX) not less than 3.50 or must have been approved for eligibility by the Program Management Committee.

Remark: For more information, please follow Announcement Qualifying Examination for each academic year.

3.4 Thesis Writing and Examination

Thesis Proposal

- . Students must obtain permission from their thesis advisor or the Program Director before registering for thesis research.
- . After the registration, students must write a research proposal in English and submit it to their thesis advisors.
- . Students are required to fill in thesis proposal title for approval form (T01) to ask for the approval of their thesis titles and conducting main and co thesis advisors.
- . Students must request approval of their proposal examination dates from the Program Director through their thesis advisors.
- . After students have passed the proposal examination, the thesis proposal committee will approve their thesis procedure to conduct the research.
- . To change their thesis titles or thesis committee, students must obtain both permission from their thesis advisors and approval from the Program Director. (T02 Form)
- . The thesis must be written in English.

Thesis Defense

1. Students can request a thesis defense examination date when they have:
 - 1.1 Their thesis titles approved by the Program Director, and they have spent not less than 60 days writing their thesis for Master's students and spent not less than 180 days for Ph.D. students.
 - 1.2 Completed all the courses required to fulfill the credit requirements with a cumulative GPA (i.e., GPAX) of at least 3.00.
 - 1.3 Passed the English Proficiency Test required by the Institute.
 - 1.4 Obtained approval to take the thesis defense examination from their thesis advisors and Program Director.
 - 1.5 Submitted the thesis manuscript to their thesis committee at least 15 days before their oral defense examination date.

2. Assessment criteria for the thesis defense examination:

Upon the completion of the thesis defense examination, the thesis committee will provide their opinions and assessments, using the following criteria.

1) “**Passed**” means that students could present their thesis research and answer all the questions to the satisfaction of the thesis committee. Students can then submit the complete thesis with any minor revisions to the Program Director.

2) “**Passed with conditions**” means that students could not entirely satisfy the thesis committee when presenting their thesis research and/or answering all the questions. Therefore, the thesis committee will advise revision of the thesis or an addition of some sections to the thesis. The revision of the thesis must be completed within 90 working day after the thesis examination results have been announced.

3) “**Not Passed**” means that students could not present their thesis research adequately to their thesis committee and/or could not answer the questions well, indicating that the students do not understand parts of their thesis. The thesis committee will inform and advise the students to rewrite parts of their theses within a suggested period. The students must request a thesis re-examination and also reregister for thesis research at the Academic Support Division.

- . If students who received a “Passed with conditions” or “Not Passed” assessment cannot completely fulfill the required conditions and recommendations of the thesis committee within the suggested period, they must provide their reasons and request permission for an extension from the Program Director, otherwise they will receive a “Not Passed” assessment, and must reregister for thesis research.
- . Students must submit the complete theses and the thesis contents recorded on a CD to the Academic Support Division. not later than 21 working day after the Institute has announced that the students have passed their thesis examination. For late submissions, students will be fined at the rate specified in the CGI regulations. However, students may delay their thesis submission for 90 working day after the deadline.
- . Annulment of the thesis defense examination results:
If the Academic Support Division does not receive the complete theses and the thesis contents recorded on a CD within 90 working day after the deadline, the thesis examination results will be annulled. If the students still wish to graduate, they must rewrite the thesis.

3.5 Benefits from Thesis Research

1. Thesis Copyrights:

The copyrights of the thesis and all resulting publications will conform to the Intellectual Property Laws and the Chulabhorn Graduate Institute (CGI) Regulations.

2. Patents:

All patents or commercial benefits resulting from thesis research will conform to the Intellectual Property Laws and the Chulabhorn Graduate Institute (CGI) Regulations.

3.6 Graduation Requirements

Students must have fulfilled the corresponding requirements before they can apply for graduation. However, if the requirements are not met due to some justifiable reasons, the Institute may exceptionally extend the period of study with the approval of the Institute's Committee.

1. **Doctoral Degree Program**

In order to apply for graduation, students must have;

- (1) Register and earn credits as Curriculum Structure.
- (2) Complete all required courses.
- (3) Fulfill the program requirements with a GPA of at least 3.00.
- (4) Earn an English Proficiency Test score as required by Institute's criteria.
- (5) Pass the qualifying examination.
- (6) Submit a thesis according to institutional standards.
- (7) Pass the research thesis defense examination administered by the advisory committee.
- (8) Submit a complete research thesis with correct thesis format.
- (9) Have a manuscript derived from the thesis research which must be accepted for publication in an academic journal

2. **Master's Degree Program**

In order to apply for graduation, students must have;

- (1) Register and earn credits as Curriculum Structure.
- (2) Complete all required courses.
- (3) Fulfill the program requirements with a GPA of at least 3.00.

- (4) Earn an English Proficiency test score as required by Institute's criteria.
- (5) Submit a thesis according to institutional standards.
- (6) Pass the research thesis defense examination administered by the advisory committee.
- (7) Submit a complete research thesis with correct thesis format.
- (8) Have a manuscript derived from the thesis research which must be accepted for publication in an academic journal or must be presented in an academic conference and be accepted to be published as a Full Text in a Proceedings of the conference.

3.7 Absences

Sick Leave

Sick leave may be granted to students who could not take the examinations in some or all of the courses being taken due to an illness. However, they must submit a request form for sick leave and a medical certificate written by a qualified physician to the Program Director within 1 week from the date of illness.

Leave of Absence

1. Students may submit a request form for leave of absence to their advisors in the following cases:
 - 1.1 They have been compulsorily enrolled for military services.
 - 1.2 They have received a scholarship for an exchange program with approval from the institute.
 - 1.3 They have been ill for more than 20% of total period of study and have a medical certificate.
 - 1.4 They have some justifiable personal reasons and have been enrolled for at least 1 semester with a cumulative GPA (i.e., GPAX) not lower than 3.00.
2. Students who are confronted with a force majeure and need to take an academic leave of absence for reasons other than section No.1, the student must submit their request to the Program Director for the Program Management Committee to consider it for approval.
3. Leave of absence as stated in 1 will be granted for a maximum of 2 semesters at a time. If students have acceptable reason(s) for an extension, they must resubmit a request form as rules and regulation stated in Chulabhorn Graduate Institute Regulations in Graduate Education 2024.

4. In case an academic leave of absence has been granted, the leave period must be counted towards students' academic program duration, except that the student who has been granted a leave of absence is in the case of 1(1.1) and (1.2) or in case a leave of absence has been granted under a force majeure, this matter must be submitted to the Program Management Committee for a case-by-case consideration
5. Students who have obtained permission for leave of absence must pay the registration fee to maintain their student status in every semester during their absence; otherwise their student status will be annulled.
6. In order to return from a leave of absence earlier than expected, students must request approval from the Program Director, and notify the Office of Academic Support Division of the results at least 1 week before the intended registration date.

Remark: Other conditions of Leave of Absence will follow Chulabhorn Graduate Institute Regulations in Graduate Education 2024.

3.8 Termination of the Student Status

1. In the following cases, the student status will be terminated:
 - (1) Death
 - (2) Resignation
 - (3) Completion of the study program and the degree approval process
 - (4) Following a lapse of two weeks from the commencement of a semester, students have not yet registered for a course or undertaken to maintain their student status, and have not yet made any payment of tuitions, educational fees, and extra charges (if any).
 - (5) Students have obtained a GPAX of less than 2.50, or obtained a GPA of a semester grade for the first semester after admission of less than 2.50.
 - (6) Students have obtained a GPAX of more than 2.50 but less than 3.00, i.e. have sustained an 'academic probation', for two consecutive semesters.
 - (7) Students have been given NP twice in their comprehensive examinations.
 - (8) Students have been given NP twice in their qualifying examinations.
 - (9) Students have failed to pass their thesis proposal examination within the period prescribed in their study plan, the period being extendable for not more than one normal semester.
 - (10) Students' thesis proposal has not been approved within a prescribed period.

(11) Students are given a 'fail' in their thesis defense examination (Assessment of the thesis examination has yielded NP twice)

(12) Having registered for the entire study duration, students still fail to complete their study program.

(13) The Chulabhorn Graduate Institute has ordered the termination of the student status on account of disqualifications for admission to the study program, or violation of the regulations, orders of the Chulabhorn Graduate Institute regarding examinations or student disciplines.

Resignation from the study program under (2) must be submitted to approve, the Thesis Advisor, Program Director and Program Management Committee. In the case of (6), all semesters must be counted, except in the case of students having been granted an academic leave of absence; the summer-term result is counted towards the result of the following semester, for which students have registered.
