

# Example of filling out forms for an exam

**Nanoscience and Technology**  
**(International Program/Interdisciplinary Program)**

# Example of exam request

*Information documents must be informed to the program coordinator via [nanosci.cu@gmail.com](mailto:nanosci.cu@gmail.com)*

**Students must be informed to the program coordinator;**

- *at least 4 weeks before the proposal examination date*
- *at least 6 weeks before the thesis examination date*

Forms and documents are shared on Google Drive via <https://shorturl.asia/QuSyO> or the QR.



## Students must be informed to the program coordinator;

- at least 4 weeks before the proposal examination date
- at least 6 weeks before the thesis examination date

All of the forms available at  
<http://www.nanosci.grad.chula.ac.th/>  
in Student Examination menu

Submit email via [nanosci.cu@gmail.com](mailto:nanosci.cu@gmail.com) *see example p. 5-6*

by completion of 2 documents which are

1. 'Request for proposal examination form' *see example p. 7-10*  
/ 'Request for Thesis exam form' *see example p. 16-23* and
2. 'Information document of the external committee'

Information document of the external committee and co-advisor (if applicable),

\*Each committee has 2 documents: A) EN-1-Form CV of the committee and B) EN-2-Form CV personal information

*\*If the co-advisor or any of the committee members are not under the Nanosci program, students must submit the same documents (CV & personal information) as the external committees.*

*(Program coordinator will prepare an invitation letter for committees, and give it to you to send to the committees)*

## Each committee must have 2 documents including

### A) EN1 - Form CV of the committee

Dr.Pinit Kidkhunthod

Beamline scientist/ Manager

Synchrotron Light Research Institute (Public Organization)  
Nakhon Ratchasima, THAILAND

Qualifications

Ph.D.in Physics	University of Bristol, United Kingdom	B.E. 2555.....
B.Sc. in Physics (First Class Honour (3.99): Gold Medal)	Khon Kaen University, THAILAND	B.E. 2550.....

Affiliation: Synchrotron Light Research Institute (Public Organization) Nakhon Ratchasima, THAILAND  
Phone Number: +66 44 217 040 ext. 1406      Email: pinit@slri.or.th

Expertise: Structural studies using XAS technique, Energy materials, Amorphous materials, Advanced Functional Materials, Neutron and X-ray scattering, MD simulation, RMC

Academic works (In order of year of publication for each category descending)

Research

n. **Research articles in journals (at least 5 articles)**

1. C. Rodaum, P. Chaipornchalem, W. Nunthakitguson, A. Thivasasith, T. Maihom, T. Atitthep, P. Kidkhunthod, C. Uthayopas, S. Nutanong, S. Thongratkaew, K. Faungnawakij, C. Wattanakit, Highly efficient propane dehydrogenation promoted by reverse water-gas shift reaction on Pt-Zn alloy surfaces, *Fuel*, 2022, 325, 124833
2. J. Padchasri, A. Montreeuppathum, S. Siroj, Y. Poo-arporn, S. Pinitsoontorn, P.Songsiriritthigul, S. Rujirawat, P. Kidkhunthod, N. Chanlek, Effect of Ni content in lithium nickel borate glasses: Structure and electrochemical studies, *Journal of Alloys and Compounds*, 2022, 911, 164994
3. X He, Q Yan, H He, J Shang, X Zhou, N Chanlek, S Tunmee, P. Kidkhunthod, W. Yao, Y.

W EN-2-Personal Info-form for external committee.doc

W EN-1-CV of external committee.doc

### B) EN2 - Form CV personal information

ดร.พินิจ กิจขุนทด  
Dr. Pinit Kidkhunthod



Position: นักวิทยาศาสตร์ระบบลำแสงแสง

Affiliation: สถาบันวิจัยแสงซินโครตรอน (องค์การมหาชน)  
Synchrotron Light Research Institute (Public Organization) Nakhon Ratchasima, THAILAND  
Phone Number: +66 44 217 040 ext.1406  
Email: pinit@slri.or.th

Expertise  
Structural studies using XAS technique, Energy materials, Amorphous materials, Advanced Functional Materials, Neutron and X-ray scattering, MD simulation, RMC

# Example of email (1)

[Proposal] Request for proposal exam of 'Name , Student ID'

To: nanosci.cu@gmail.com

Type of exam  
[Proposal] Request for proposal exam of 'Name , Student ID' Fill out information

Dear Program coordinator

Fill out information Fill out information ex. 1/2022

I am a "Master/Ph.D. student" and would like to take the proposal exam in semester "x/xxxx" as details are following (and request form in attach file);

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Proposal exam date: \_\_\_\_\_ Time: \_\_\_\_\_ On-site at Building \_\_\_\_\_ Room \_\_\_\_\_ or Online via \_\_\_\_\_ Fill out information

Topic (TH) : \_\_\_\_\_ Fill out information  
Topic (EN) : \_\_\_\_\_ Fill out information

Fill out information  
List of committee:

1. Chairman \_\_\_\_\_  
2. Advisor \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

→ If there is a committee that need to consult the director/coordinator of the NanoSci program, students can blank some positions. (see next page)

0-Request for PROPOSAL examination.pdf (107K) x

Attach files including:

1. Request for Proposal exam, See example in next part
2. CV of the external committee, See example in previous part
3. Personal information of external committee, See example in previous part

# Example of email (2)

*If there is a committee that need to consult the director/coordinator of the NanoSci program, students can blank some positions.*

## List of committee:

1. Chairman \_\_\_\_\_
2. Advisor \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The committee (as the same with the thesis defense) must consist of

### *Master students ;*

1. Advisor
2. **Chairman:** the director of the program or faculty member appointed by the director
3. **External committee** to be nominated by the advisor
4. Co-advisor (if applicable)

If not want to choose the **Director of program**, M.S. students can blank this and offer the name of this committee to consult with the Director of program.

### *Ph.D. students ;*

1. Advisor
2. The external committee is the "Chairman" to be nominated by the advisor
3. **Committee** (faculty member of NanoSci program to be nominated by advisor)
4. **Committee \*\***(faculty member of NanoSci program to be appointed by the program)
5. **Committee** (faculty member of NanoSci program or external committee to be nominated by advisor)
6. Co-advisor (if applicable)

Ph.D. students must blank this

### **M.S. Students;**

\* If not want to choose the Director of program, M.S. students can blank the committee no.2 and offer the name to consult with the Director of program.

### **Ph.D. Students;**

\*\* Ph.D. students must blank the committee no.4

# Example of proposal exam request form

Attach file in email (with all information and student/advisor's signature)

# Example of 'Request form' (1)

Fill out all information



Request for PROPOSAL examination.pdf



Request for PROPOSAL examination.doc



## Request for the proposal examination

Nanoscience and technology program, Graduate school, Chulalongkorn University

Name.....Student ID.....

Degree: ☐ Master ☐ Ph.D. Thesis credits .....credits Exam type: ☐ Online via....., ☐ On-site

Admitted to program since ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> Semester of Academic Year .....

Thesis topic (Thai) .....

.....

Thesis topic (English all capitalized) .....

.....

Examination date: Date.....Month.....Year.....Time.....

Location Room.....Floor.....Building.....

For online exam please provide a link to program coordinator via nanosci.cu@gmail.com. [students can blank this](#) .....



Attach file in email (with all information and student/advisor's signature)

# Example of 'Request form' (2)

The thesis examination committee members as the names listed below (TH for Thai students)

----- Chairman  
----- Thesis advisor  
----- Thesis co-advisor (if any)  
----- Thesis co-advisor (if any)  
----- committee  
----- committee  
----- committee  
----- External committee

*\*For Ph.D. students, the external committee will be the chair of examination.*

*Master students ;*

**See details in page 6**

1. Advisor
2. Chairman (Director of NanoSci / Person appointed by the director)
3. External committee
4. Committee
5. Co-advisor (if applicable)

*Ph.D. students ;*

1. Advisor
2. The external committee is the "Chairman"
3. Committee (NanoSci affiliation)
4. Committee (Person appointed by the NanoSci board)
5. Committee (NanoSci affiliation / external)
6. Co-advisor (if applicable)

Note In issuing a letter for permission from the affiliation of the examination committee (In case of not affiliated with Chulalongkorn University such as external committee), please inform additional information as follows:

Name of committee \_\_\_\_\_ Supervisor position of committee \_\_\_\_\_ (if applicable)

Affiliation of external committee \_\_\_\_\_ **Fill out affiliation of external committee**

Email of external committee \_\_\_\_\_

**if the external committee has more than one person, please inform the affiliation of all committee**

**The signature of the student and advisor is required to be complete for this exam request.**

(\_\_\_\_\_)

(\_\_\_\_\_)

Student

Thesis advisor

...../...../.....

...../...../.....

\_\_\_\_\_  
(\_\_\_\_\_)

Program director

...../...../.....

**The program director will sign after verification.**

## After the proposal examination:

The students who pass the proposal examination, must;

1. Resubmit documents to the program coordinator. The following documents are required:

- **F36** with student and advisor's signature
- **Proposal** (Revise the proposal according to their committees' comments and resubmit to their advisor for approval.)
- **Screenshot** while taking the exam
- Inform emails of all committees to the program coordinator.

2. Fill out their thesis information at <https://ithesis.grad.chula.ac.th/> for PROPOSAL approval.

*Note: Please contact the program coordinator via [nanosci.cu@gmail.com](mailto:nanosci.cu@gmail.com) if there are any problems.*

# Example of F36

>> The proposal must be finished prior to the exam date in about 2 weeks by completion of 2 documents, which are the 'F36 form' and the proposal.

Students must be;

- Distribute **proposal** (unlimited page, typically about 6–10 pages) and **invitation letters** to all committees (and meeting link for the online exam)
- **Submit "F36" to the program coordinator** (*students must fill out all information in F36, with the student and advisor's signature*).

## *After the proposal examination*

The students who **pass** the proposal examination, must; **Resubmit documents to the program coordinator**. The following documents are required:

- **F36 with student and advisor's signature**
- **Proposal** (Revise the proposal according to their committees' comments and resubmit to their advisor for approval.)
- **Screenshot** while taking the exam

\* and inform emails of all committees to the program coordinator.

# Example of 'F36 form' (1)

F-36-GS-CT05 MS4-2

## Request for Thesis Proposal Approval Form (Interdisciplinary Program) Graduate School, Chulalongkorn University

☐ Master degree    ☐ Doctoral degree

First-Last Name (Mr./Mrs./Ms.) \_\_\_\_\_ Student's ID Number \_\_\_\_\_

Interdepartmental program student in \_\_\_\_\_ Nanoscience and Technology Program \_\_\_\_\_ Thesis credits \_\_\_\_\_

Admitted to program since    ☐ First    ☐ Second Semester of Academic Year \_\_\_\_\_

Contact address \_\_\_\_\_ Tel \_\_\_\_\_

Thesis title in Thai (Type only) \_\_\_\_\_

Thesis title in English (All capitalized) \_\_\_\_\_

Thesis principal advisor \_\_\_\_\_ Tel. \_\_\_\_\_

Thesis co-advisor (if applicable) \_\_\_\_\_ Tel. \_\_\_\_\_

Thesis co-advisor (if applicable) \_\_\_\_\_ Tel. \_\_\_\_\_

Thesis examination committee members

_____	Chair
_____	Thesis principal advisor
_____	Thesis co-advisor (if applicable)
_____	Thesis co-advisor (if applicable)
_____	Committee member
_____	Committee member
_____	Committee member

*Fill out all information*

# Example of 'F36 form' (2)

This form will submit to the Graduate School for approval

Attach file in email (with all information and student/advisor's signature)

(Signature) \_\_\_\_\_ (Signature) \_\_\_\_\_  
( \_\_\_\_\_ ) ( \_\_\_\_\_ )  
Candidate Thesis principal advisor  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and advisor is required. \_\_\_\_/\_\_\_\_/\_\_\_\_

(In case of research involving human subjects and/or animal experimentation)  
Approved by a Committee for \_\_\_\_\_ Faculty \_\_\_\_\_  
Responsible for ethics on human and/or animal experimentation in Meeting No. \_\_\_\_\_  
Date \_\_\_\_\_ as appears on attached document.  
Signature \_\_\_\_\_  
(Director, Interdisciplinary Program)  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Thesis title of interdisciplinary program should be integrated at least 2 sciences.

- ☐ Thesis Title is an integrated science between Fill out information and Fill out information  
Field of Research ☒ Science ☐ Social Science

- ☐ Thesis Co-advisor is (if applicable)  
☐ Chulalongkorn University's personnel from \_\_\_\_\_ that is the institute of  
    Δ Responsible for curriculums   Δ Collaborate for teaching/research  
☐ External scholar from the institute \_\_\_\_\_

Approved by the Administrative Committee of the  
Interdisciplinary Program  
No. \_\_\_\_\_ Date \_\_\_\_\_

(Signature) \_\_\_\_\_  
The program director will sign  
after student pass the exam.  
( Asst. Prof. Ratthapol Rangkupan, Ph.D )  
Director, Interdisciplinary Program  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by Director of the Multidisciplinary  
Program No. \_\_\_\_\_ Date \_\_\_\_\_

The dean of the Graduate School  
will sign after proposal approve.  
(Signature) \_\_\_\_\_  
(Assoc.Prof. Yootthana Chuppunnarat, Ph.D)  
Dean, Graduate School  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_

# Example of 'F36 form' (3)

This form will submit to the Graduate School for approval

MS4-2

## Request for Thesis Proposal Approval Form (Interdisciplinary Program)

Graduate School, Chulalongkorn University

Fill out all information

☐ Doctoral Degree ☐ Master Degree

Name (Mr./Mrs./Miss) \_\_\_\_\_ 

--	--	--	--	--	--	--	--	--	--

Program Nanoscience and Technology Thesis \_\_\_\_\_ credits

Registered as a student since ☐ 1<sup>st</sup> sem. ☐ 2<sup>nd</sup> sem. Academic Year \_\_\_\_\_

Contact address during thesis operation \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

Thesis Title (Thai) \_\_\_\_\_

Thesis Title (English) \_\_\_\_\_

Advisor \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Co-advisor (if applicable) \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

# Example of 'F36 form' (4)

This form will submit to the Graduate School for approval

Objective:

.....

.....

.....

.....

.....

Rationale/ Theoretical Background/ Hypothesis

.....

.....

Fill out all information

MS4-2

Step and Procedure for Thesis Work Plan

Step	Activities*	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

\* Thesis started from (month).....(Year) .....

Expected Outcome from this research

.....

.....

.....

The signature of the student is required. (Signature) \_\_\_\_\_ Candidate \_\_\_\_\_

# Example of thesis exam request form

## The Thesis Defense Examination

Students must inform to the program coordinator **at least 6 weeks before the exam date.**

Submit to nanosci.cu@gmail.com **by completing 2 documents**, which are

1. **Request for thesis DEFENSE Form** (and 'TH- form request invitation letter' for TH students)
2. Resubmit; the information of the external committee and co-advisor (if applicable), \*Each committee has 2 documents: 1) Form CV of the committee and 2) Form ADDITIONAL for expertise

*(Nanosci program will prepare an invitation letter for examination committees, and give it to you to send to the committees)*



Attach file in email (with all information and student/advisor's signature)

# Example of 'Thesis Request form' (1)

*Fill out all information*

Request for the thesis examination Nanoscience and technology program, Graduate school, Chulalongkorn University
---------------------------------------------------------------------------------------------------------------------

Name.....Student ID.....

Degree: ☐ Master ☐ Ph.D. Thesis credits .....credits Exam type: ☐ Online via ..... ☐ On-site

Thesis topic (Thai) .....

.....

Thesis topic (English) .....

.....

Examination date: Date.....Month.....Year.....Time.....

Location Room.....Floor.....Building.....

.....

## The list of committees is the same as the proposal exam

Request to issue a letter of invitation to the thesis examination committee as the name listed below

.....	Chairman
.....	Thesis advisor
.....	Thesis co-advisor (if any)
.....	Thesis co-advisor (if any)
.....	committee
.....	committee
.....	committee
.....	External committee

Attach file in email (with all information and student/advisor's signature)

# Example of 'Thesis Request form' (2)

Students enrolled in the academic year 2018 must proceed in accordance with Chulalongkorn University regulations on education at the graduate level, 2018 as follows: check this

1) The thesis proposal must be approved by the Nanoscience and technology curriculum committee for **at least 60 days**.

2) There is evidence that has submitted research papers as part of the thesis to academic journals for publication (Ph.D.) or have been accepted to submit the work to the academic conference (M.S.).

The students attach the following publications or acceptance documents:

- ☐ Research articles submitted in journals.....
- ☐ The acceptance document to academic conferences at the international/national level.....

3) Pass the English test criteria CU-TEP, TOEFL, or IELTS as required by the university and program.

**Fill all/Choose one of these**

- ☐ CU-TEP score .....
- ☐ TOEFL score .....
- ☐ IELTS score .....

The program director will sign after verification.

.....	.....
(.....)	(.....)
Student	Thesis advisor
...../...../.....	...../...../.....

**The signature of the student and advisor is required.**

.....
(.....)
Program director
...../...../.....

## English score requirement (Master's degree)

Students enrolled from the academic year 2018  
Conducted before the thesis examination

CU-TEP scores from 45  
or TOEFL from 450  
or IELTS from 4.0

No need to register additional course

CU-TEP scores of 30 (but less than 45)  
or TOEFL of 400 (but less than 450)  
or IELTS of 3.0 (but less than 4.0)

CU-TEP scores from 30 to 37  
or TOEFL from 400 to 424  
or IELTS 3.0

Must register 2 courses are;

1.) 5500 503 Preparatory English for Graduate Students  
and

2.) Select to register one of the following courses:

5500 504 English Pronunciation and Conversation

5500 505 Academic English Grammar

5500 506 Academic English Vocabulary

5500 510 Skills in English for Graduates

CU-TEP scores from 38 to 44  
or TOEFL from 425 to 449  
or IELTS 3.5

Must register 1 course

Select to register one of the following courses;

5500 504 English Pronunciation and Conversation

5500 505 Academic English Grammar

5500 506 Academic English Vocabulary

5500 510 Skills in English for Graduates

Take the exam again  
to obtain your score;  
CU-TEP 45  
or TOEFL 450  
or IELTS 4.0

## Ph.D. program English score requirement

Students enrolled from the academic year 2018  
Conducted before the thesis examination

CU-TEP scores from 67  
or TOEFL from 525  
or IELTS from 5.5

No need to register additional course

CU-TEP scores of 45 (but less than 67)  
or TOEFL of 450 (but less than 525)  
or IELTS of 4.0 (but less than 5.5)

CU-TEP scores from 45 to 59  
or TOEFL from 450 to 499  
or IELTS from 4.0 to 4.5

Must register 2 courses are;  
1.) 5500 532 Academic English for Graduate Studies  
2.) 5500 560 Thesis Writing

CU-TEP scores from 60 to 66  
or TOEFL from 500 to 524  
or IELTS 5.0

Must register 1 course: 5500 560 Thesis Writing

Take the exam again  
to obtain your score;  
CU-TEP 67  
or TOEFL 525  
or IELTS 5.5

Attach file in email (with all information and student/advisor's signature)

## Example of 'Thesis Request form' (3)

Note In issuing a letter for permission from the institute of the examination committee (In case of not affiliated with Chulalongkorn University), please specify additional information as follows:

Name of committee ..... Supervisor position ..... (if applicable)

Affiliation of committee ..... Fill out affiliation of external committee .....

if the external committee has more than one person, please inform the affiliation of all committee

# Example of thesis evaluation form

>> The thesis must be finished prior to the defense date and informed to all committees about **4 weeks before the examination date.**

- Students must be:

*\*Students fill out only the head part*

Distribute 1. **Thesis**, 2. **invitation letters**, and 3. **the thesis evaluation form** to all committees. (and meeting link for the online exam)

[Thesis evaluation form EN](#)

Download

# Example of ‘Thesis evaluation form’

Curriculum table

Students fill out only the head part and distribute it together with 1. Thesis, 2. invitation letters to all committees.

CURRICULUM	M.S.		Ph.D.			
			Non-course work		Coursework	
	Non-course work A1	Course work A2	1.1 M.S. applicants	1.2 B.Sc. applicants	2.1 M.S. applicants	2.2 B.Sc. applicants

## Thesis evaluation form for thesis jury to complete before the thesis presentation

Name of student: ..... Fill out information ..... ID no.: ..... Fill out information .....

Program: ..... Nanoscience and technology ..... Field of study: ..... Nanoscience and technology .....

Level of education ☐ Master’s Degree ☐ Plan A, Type A1 ☐ Doctorate Degree ☐ Type 1.1 ☐ Type 1.2  
*Please see curriculum table* ☐ Plan A, Type A2 ☐ Type 2.1 ☐ Type 2.2

Name of thesis supervisor: ..... Fill out information ..... Name of thesis co-supervisor: ..... (if applicable) .....

### Topic of the thesis approved by the Faculty administrative board:

In Thai: ..... Fill out information .....

In English: ..... Fill out information .....

This part below is the committee evaluation

A. Academic quality aspects: ideas, methods, and work (tick in an appropriate quality aspect box and justify your choice)

	Quality aspects	✓	Give a reason or quote from the thesis to justify your choice
1	The topic and the importance of the topic are		