



**Checklist for thesis/dissertation defense (BMB program only) \*BDD = Before the Defense Date**

When	Activity	Signature	Date
Week 7th - 12th <sup>1</sup>	Have you completed filling necessary forms for graduation via internet?	(Student)	
At least 1 month BDD 	1. Have you submitted thesis draft to your advisor? The draft should consist of Introduction, Materials and Methods, Results, Discussion. <b>Fail to complete this, student must postpone the defense date.</b>	(Advisor)	
	2. Have you requested invitation letters for thesis committee from Aj.Boonyarin? And <b>show your qualified English score</b>	(Aj.Boonyarin)	
	3. A thesis/dissertation defense request form (via the QR code on the left)		
At least 2 weeks BDD	Documents/e-mails to be submitted. 1. A proof showing that you submitted thesis/dissertation to CU iThesis and got approval from your advisor. 2. A file and three A4 copies of announcement for your thesis/dissertation defense	(Program secretary)	
At least 1 week BDD	Have you submitted the hard copies/files of thesis/dissertation to all committee (and cc the program secretary supaart.s@chula.ac.th) together with the invitation letters? <b>Fail to complete this, student must postpone the defense date.</b>	(Student)	
3 day BDD	Have you confirmed Ms. Suwaree to hand the evaluation form and other related documents to a chairman?	(Ms. Suwaree)	
At least 1 day BDD	Have you submitted copies of proceedings/papers required for graduation or evidence for manuscript submission <sup>2</sup> ? <b>Fail to complete this, student must postpone the defense date.</b>	(Program secretary)	
After defense 	Have you prepared the documented listed on <a href="https://www.acad.sc.chula.ac.th/graduate-education-detail.php?id=108&amp;type=5">https://www.acad.sc.chula.ac.th/graduate-education-detail.php?id=108&amp;type=5</a>	(Student)	
	Have you submitted an evidence showing that you completed the questionnaire (via the QR code on the left) ?	(Aj.Boonyarin)	
	Aj.Boonyarin will submit all documents required for graduation to the Faculty.	(Aj.Boonyarin)	
	You must submit other documents required by the Graduate school yourself.	(Student)	

<sup>1</sup>of the semester that you plan to graduate. <sup>2</sup>For students who submitted an evidence for manuscript submission, you need to submit letter of acceptance/accepted paper(s) in order to complete the graduation.