

Student name \_\_\_\_\_ Advisor \_\_\_\_\_ Defense date \_\_\_\_\_

### 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<br> | 1. Have you submitted thesis draft to your advisor? The draft should consist of Introduction, Materials and Methods, Results, Discussion. <b><u>Fail to complete this, student must postpone the defense date.</u></b>                                                                                                        | (Advisor)           |      |
|                                                                                                           | 2. Have you requested invitation letters for thesis committee from K.Boonyarin? And <b><u>show your qualified English score</u></b>                                                                                                                                                                                           | (K.Boonyarin)       |      |
|                                                                                                           | 3. A thesis/dissertation defense request form (via the QR code on the left)                                                                                                                                                                                                                                                   |                     |      |
|                                                                                                           | 4. Have you contacted K.Threesara regarding the reservation of a parking space for the external examiner?                                                                                                                                                                                                                     | (K.Threesara)       |      |
| At least 2 weeks BDD                                                                                      | Documents/e-mails to be submitted.<br>1. A proof showing that you submitted thesis/dissertation to CU iThesis and got approval from your advisor.<br>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 vorrapon.c@chula.ac.th) together with the invitation letters and <b>Report of AI Declaration form for Thesis/Dissertation?</b><br><b><u>Fail to complete this, student must postpone the defense date.</u></b> | (Student)           |      |
| 3 day BDD                                                                                                 | Have you confirmed K. Suwaree to hand the evaluation form and other related documents to a chairman?                                                                                                                                                                                                                          | (K.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><u>Fail to complete this, student must postpone the defense date.</u></b>                                                                                                                     | (Program secretary) |      |
| After defense<br>      | 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) ?                                                                                                                                                                                                                   | (K.Boonyarin)       |      |
|                                                                                                           | K.Boonyarin will submit all documents required for graduation to the Faculty.                                                                                                                                                                                                                                                 | (K.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.