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[1]	Have you completed filling necessary forms for graduation via internet and obtain CR65?	(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. **Fail to complete this, student must postpone the defense date.**	(Advisor)	
	2 Have you requested invitation letters for thesis committee from Aj.Boonyarin? And **show your qualified English score** 3. A thesis/dissertation defense request form (via the QR code on the left)	(Aj.Boonyarin)	
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 1) the hard copies of thesis/dissertation and 2) the thesis proposal and evaluation form (downloaded from www.acad.sc.chula.ac.th) to all committee together with the invitation letters?	(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[2]? **Fail to complete this, student must postpone the defense date.**	(Program secretary)	
After defense	Have you submitted 1) an evidence showing that you have submitted the complete version of your thesis/dissertation in the e-thesis system 2) แบบตรวจสอบความสมบูรณ์ทางการศึกษาของนิสิตบัณฑิตศึกษา as the QR code on the left 3) CR65 and 4) a copy of English proficiency report?	(Program secretary)	
	Have you submitted an evidence showing that you completed the questionaire (via the QR code on the left) ?	(Program secretary)	
	You must submit other documents required by the Graduate school yourself.	(Student)	
	Program secretary will submit all documents required for graduation to the Faculty.	(Program secretary)	

[1] of the semester that you plan to graduate. [2] 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.