



Handbook

Master of Nursing Science Program in Adult and Gerontological Nursing (International Program)

Faculty of Nursing

Vision

*“Academic Excellence in Nursing integrating Eastern
Wisdom, moving towards Globalization”*

Core Values :CARE

C = Collaboration

A = Accountability

R = Respect

E = Efficiency

Prince of Songkla University
2019

PREFACE

This handbook is designed to serve as a guide to the requirements and procedures at each stage of the master program. The information herein does not supersede the policies set forth in the Graduate School and University Bulletins or in other documents of Faculty of Nursing. Students are responsible for following the rules and regulations of the Graduate School and the Faculty of Nursing. This handbook provides the students and faculty involved in the program with information to develop a substantive understanding of progression through this study program.

Master of Nursing Science (International Program) Committee
Faculty of Nursing, Prince of Songkla University
Hat Yai, Songkla, Thailand
August, 2019

TABLE OF CONTENTS

	Page
Preface	1
Table of contents	2
1. Administrative and academic	4
1.1 Administrative faculty	4
1.1.1 Office of the Dean	4
1.1.2 Office of the graduate study	4
1.2 Academic faculty	4
2. Philosophy and objectives	6
2.1 Philosophy	6
2.2 Objectives	6
3. Program of the study	8
3.1 Program description	8
3.2 Curriculum structure	8
3.3 Courses and study plans	8
4. Explanation of course	10
5. Course descriptions	12
5.1 Core courses	12
5.2 Specialty courses	12
5.3 Elective courses	13
5.4 Thesis for plan A(A2)	14
6. General policies and procedures	15
6.1 Student responsibilities	15
6.2 Registration	15
6.3 Minimum credit requirements for registration and fees	15
6.4 Time and the completion of degree	15
6.5 Grades	15
6.6 The thesis examination	16
6.7 A structure of guidelines for an evaluation of master thesis program	17
6.7.1 Quantitative study design	17
6.7.2 Qualitative study design	18
6.8 Graduation	18
6.9 Leave and maintaining student status	18

6.10 Losing students status	19
6.11 Re-admission after voluntary withdrawal	19
7. Quality assurance system	20
7.1 Learning and research resources	20
7.2 Facilitation and mentorship	20
7.3 Needs and satisfaction of stakeholders	21
7.4 Program development	21
7.4.1 Quality indicators	21
7.4.2 Time frame of program evaluation	21
8. Steps of establishing a master's thesis	22
8.1 Developing thesis title	22
8.2 Proposal defense	22
8.3 Thesis defense	23
9. Other information	25
Sickness Absence or Business Leave Guidelines	25
Compensatory Nursing Practice	
Consequences of Academic Misconduct (Plagiarism)	26
Timetable of Supporting Services	27
Schedule of Activities for Students	28

1. ADMINSTRATIVE AND ACADAMIC FACULTY

1.1 Administrative Faculty

1.1.1 Office of the Dean

Nongnut Boonyoung, Ph.D., RN., Associate Professor, Dean

Suporn Limsakulpakdee and Miss Padjima Chartsuwan, Dean's Secretary

1.1.2 Office of the Graduate Study and International Affaire

Charuwan Kritpracha, Assistant Professor ,Ph.D., RN., Associate Dean for Research, Graduate Studies, Foreign Affairs and Information Technology

Waraporn Kongsuwan, Ph.D., RN., **Chairman of** Master of Nursing Science in Adult and Gerontological Nursing (International Program)

Yaowapa Kochsiri, Learning Officer for Master of Nursing Science (International Program)

Ratchaneekorn Suthathammarat, Learning Officer for Doctoral of Nursing Program

Onnuch Srijan, Learning Officer

Kanokon Buakeeree, Learning Officer

Panwadee Theerakulphisut, Learning Officer

1.1.3 Office of the International Affaire

Chidchanok Rienrungraj, International Affaire Staff : chidchanok.ri@psu.ac.th

1.2 Academic Faculty

Busakorn Punthmatharith, Associate Professor, Ph.D., RN.

Charuwan Kritpracha, Assistant Professor ,Ph.D., RN.

Hathairat Sangchan, Assistant Professor, Ph.D., RN.

Jintana Damkliang, Assistant Professor, Ph.D., RN.

Kanittha Naka, Assistant Professor, Ph.D., RN.

Kantaporn Yodchai, Assistant Professor, Ph.D., RN.

Kittikorn Nilmanat, Associate Professor, Ph.D., RN.

Khomapak Maneewat, Assistant Professor, Ph.D., RN.

Luppana Kitrungrote, Assistant Professor, Ph.D., RN.

Natenapha Khupantavee, Assistant Professor, Ph.D., RN.

Nongnut Boonyoung, Associate Professor, Ph.D., RN.

Orawan Nukaew, Assistant Professor, Ph.D., RN.

Pajongsil Perngmark, Associate Professor, Ph.D., RN.
Pisamai Wattanasit, Ph.D., RN.
Piyanuch Jittanoon, Associate Professor, Ph.D., RN.
Ploenpit Thaniwattananon, Assistant Professor, Ph.D., RN.
Praneed Songwathana, Associate Professor, Ph.D., RN.
Pramot Thongsuk, Ph.D., RN.
Prapaporn Chukumnerd, Assistant Professor, Ph.D., RN.
Pratyanan Thiangchanya, Assistant Professor, Ph.D., RN.
Ratjai Vachprasit, Ph.D., RN.
Sasitorn Phumdoung, Professor, Ph.D., RN.
Sasitorn Laimek, Ph.D., RN.
Sang-arun Isaramalai, Assistant Professor, Ph.D., RN.
Sopen Chunuan, Assistant Professor, Ph.D., RN.
Sureeporn Kritcharoen, Associate Professor, M.Sc., RN.
Tippamas Chinnawong, Assistant Professor, Ph.D., RN.
Umaporn Boonyasopun, Assistant Professor, Ph.D., RN.
Urai Hatthakit, Associate Professor, Ph.D., RN.
Vineekarn Kongsuwan, Assistant Professor, Ph.D., RN.
Wandee Suttharangsee, Associate Professor, Ph.D., RN.
Wantanee Wiroonpanich, Assistant Professor, Ph.D., RN.
Waraporn Kongsuwan, Associate Professor, Ph.D., RN.
Weena Chanchong, Ph.D., RN.
Wipa Sae-sia, Assistant Professor, Ph.D., RN.

2. PHILOSOPHY AND OBJECTIVES

2.1 Philosophy

Faculty of Nursing design Master of Nursing Science Program in Adult and Gerontological Nursing (International Program) under the belief that

(1) The quality of nursing practice must rely on knowledgeable personnel, understanding of nursing science and related sciences; including Eastern wisdom in order to provide holistic healthcare that is consistent with a diversity of lifestyles and culture.

(2) We always develop Nursing and public health knowledge as empirical evidence through continuous research. The nurse practitioner must have a passion for knowing and skills in systematic knowledge acquisition and then, transfer it from empirical evidence to practice by taking into account individuality within the context of cultural differences. We also, continue to develop knowledge through continuous research.

(3) Graduate study management is the process of developing learners from the original knowledge base to becoming a specialist nurse by using empirical evidence, exchanging knowledge between learner and instructor while acknowledging differences in the background of learners. Specifically, clinical experience and patient care in other health systems.

2.2 Objectives

Master of Nursing Science Program in Adult and Gerontological Nursing (International Program), revised in 2017, (Plan A with A2, and Plan B) has a curriculum that focuses on the production of a master who is a nurse practitioner who can use the research process in the study of knowledge.

Plan A with A2 curriculum focuses on improving the quality of nursing practice in the context of multiculturalism, adult and elderly nursing care with chronic acute illness, acute and end-of-life illness. The curriculum requires graduates with the following attributes:

- (1) Ethics, moral values, and values of Our Soul is for the Benefit of Mankind.
- (2) Ability in ethical decision making in nursing, adult and gerontological nursing.
- (3) Knowledge in nursing science, related science, and Eastern wisdom
- (4) Ability to apply nursing knowledge, related science, and eastern wisdom arts to be used in specialized nursing practice with clients who are adults or elderly. Incorporate the whole family effectively while taking into account their holistic lifestyle.
- (5) Multicultural Nursing Competency
- (6) Ability to analyze systematically. Use empirical evidence from research and use research results to improve the quality of specialized nursing operations in nursing, adult and elderly.

(7) Interested in and responsible for self- study and use information technology to learn effectively, regularly and continuous

(8) Leadership can be cultivated as students develop themselves to be leading innovators in specialized nursing operations in nursing, adult and elderly care. As well as supporting colleagues for continuous professional development.

(9) Teamwork skills and collaborate with multidisciplinary teams and those involved in specialized nursing, adult and gerontological nursing to promote and solve health problems of patients.

(10) Ability to publish academic work. To be recognized and accepted in society.

NOTE: The revised Master of Nursing Science Program in the year 2012 has two plans: Plan A A2 and Plan B. For this handbook, only **Plan A A2** is presented. This plan is comprised of coursework and thesis with a minimum of 24 credits of coursework and 12 credits of thesis.

3. PROGRAM OF THE STUDY

3.1 Program Description

Total Credits: minimum **36 credits**

3.2 Curriculum Structure

Types of courses	Credits
Core courses	9
Specialty courses	12
Specialty elective courses	-
Elective courses	3
Thesis	12
Minor thesis	-
Total credits	36

3.3 Courses and Study Plans

Adult Nursing Courses

Core Courses

(9 Credits)

Codes	Course	Credits
642-511	Eastern Philosophy and Nursing Theories	2(2-0-4)
642-512	Statistics for Nurses	2(1-2-3)
642-513	Research and Research Utilization	2(1-2-3)
642-514	Health Policy, Health System, and Nursing Leadership	2(2-0-4)
642-515	Ethical Decision Making in Nursing	1(1-0-2)

Specialty Courses

(12 Credits)

Codes	Courses	Credits
646-531	Advanced Pathophysiology and Pharmacology for Adults and Elders	3(3-0-6)
646-532	Advanced Nursing for Adults and Elders	3(3-0-6)
646-551	Advanced Nursing Practicum for Adults and Elders 1	3(0-9-0)
646-652	Advanced Nursing Practicum for Adults and Elders 2	3(0-9-0)

Elective Courses

(3 Credits)

Codes	Courses	Credits
642-771	Independent Study	3(0-9-0)

Thesis (12 Credits)

Codes	Courses	Credits
642-781	Thesis	12(0-36-0)

Study Plan**Year 1 Semester 1 (11 Credits)**

Codes	Courses	Credits
642-511	Eastern Philosophy and Nursing Theories	2(2-0-4)
642-512	Statistics for Nurses	2(1-2-3)
642-513	Research and Research Utilization	2(1-2-3)
642-514	Health Policy, Health System, and Nursing Leadership	2(2-0-4)
646-531	Advanced Pathophysiology and Pharmacology for Adults and Elders	3(3-0-6)

Year 1 Semester 2 (13 Credits)

Codes	Courses	Credits
642-515	Ethical Decision Making in Nursing	1(1-0-2)
646-532	Advanced Nursing for Adults and Elders	3(3-0-6)
646-551	Advanced Nursing Practicum for Adults and Elders 1	3(0-9-0)
642-771	Independent Study	3(0-9-0)

Year 2 Semester 1 (6 Credits)

Codes	Courses	Credits
646-652	Advanced Nursing Practicum for Adults and Elders 2	3(0-9-0)
642-782	Thesis	6(0-18-0)

Year 2 Semester 2 (6 Credits)

Codes	Courses	Credits
642-782	Thesis	6(0-18-0)

4. EXPLANATION OF COURSE CODES

All courses in the master programs conducted by the by the Faculty of Nursing have used the six-digit number codes. Their use and meaning is explained as follows:

1. The first three digit of code:

1.1 Number “642” is used for core courses, elective courses, the courses that involve in more than one specialty area of nursing, and the thesis.

1.2 Number “645” is used for courses in the Pediatric Nursing specialty.

1.3 Number “646” is used for courses in the Adult Nursing specialty.

1.4 Number “647” is used for courses in the Mental Health and Psychiatric Nursing specialty.

1.5 Number “648” is used for courses in the Midwifery specialty.

1.6 Number “650” is used for courses in Family and Community Health Nursing specialty.

2. The fourth digit of code:

2.1 Number “5” is used for courses that students learn in the first year.

2.2 Number “6” is used for courses that students learn in the second year.

2.3 Number “7” is used for courses that students learn in any year of study.

3. The fifth digit of code:

3.1. Number “1-2” are used for core courses.

3.2 Number “3” is used for the specialty theory courses of program plan A A2 and plan B

3.3 Number “4” is used for the specialty theory courses of program plan B

3.4 Number “5” is used for the specialty practicum courses of program plan A A2 and plan B

3.5 Number “6” is used for the specialty practicum courses of program plan B

3.6 Number “7” is used for the elective courses.

3.7 Number “8” is used for the thesis.

3.8 Number “9” is used for the minor

4. The sixth digit of code:

Number 1-9 are used to sequentially order number of courses according to its types, theoretical or practicum courses.

For credit numbers, four-digit numbers are used. Each number has its meaning as follows:

1. The first digit in front of the parenthesis is number of credit of that course.

2. The first digit in the parenthesis is number of study hours in the classroom per week.

3. The second digit in the parenthesis is number of practicing hours in the laboratory, seminar and thesis per week.

4. The third digit in the parenthesis is number of hours of self-study, excluded from hours assigned for a classroom, laboratory, seminar, and thesis. For practicum courses, the third digit indicates number of practice hours per week.

Remarks:

1. A minimum of 15 hours/semester/1credit is allocated for theoretical courses.
2. A minimum of 60 hours/semester/1credit is allocated for practicum courses.

5. COURSE DESCRIPTIONS

5.1 CORE COURSES

- | | | |
|----------------|---|-----------------|
| 642-511 | Eastern Philosophy and Nursing Theories | 2(2-0-4) |
| | Eastern philosophy and eastern wisdom in holistic health care; nursing theory, related concept and theories; including the concept of sufficiency economic philosophy and multicultural nursing | |
| 642-512 | Statistics for Nurses | 2(1-2-3) |
| | Probability theory, variable and level of measurement; descriptive statistics; inferential statistics including parametric and non-parametric statistics used in nursing research; application of computer software in processing and analyzing data; interpretation; presentation of statistical analysis findings | |
| 642-513 | Research and Research Utilization | 2(1-2-3) |
| | Principle of research proposal development; quantitative and qualitative research design and methodology; quality and validity of research; research critique and appraisal; ethics in conducting research; research utilization | |
| 642-514 | Health Policy, Health System, and Nursing Leadership | 2(2-0-4) |
| | Concept; process of health care policy development; components of health care system and related factors; concept and leadership characteristics; leadership development in the era of change; nursing and midwifery professional development under multicultural context | |
| 642-515 | Ethical Decision Making in Nursing | 1(1-0-2) |
| | Theory of ethics; ethical principles; concept of ethics; nursing ethical issues and ethical decision making in complicated situations; laws and acts regarding nursing profession and midwifery | |

5.2 SPECIALTY COURSES

- | | | |
|----------------|---|-----------------|
| 646-531 | Advanced Pathophysiology and Pharmacology for Adults and Elders | 3(3-0-6) |
| | Advanced concept of diseases' occurrence; causes of pathology; pathophysiological alterations in each organ; signs and symptoms; principles of pharmacology and pharmacotherapeutics; rational drug use | |
| 646-532 | Advanced Nursing for Adults and Elders | 3(3-0-6) |
| | Concepts, theories, caring system, health promotion, common health problems, symptom management, advanced adult and elderly nursing in acute, chronic, critical, and end-of-life phase, emerging diseases, disaster based on evidence; integrating eastern wisdom and holistic nursing in multicultural context | |

646-551 Advanced Nursing Practicum for Adults and Elders 1 3(0-9-0)
 Advanced health assessment; advanced nursing practice for adults and elders with complicated health problems in acute, chronic, critical and end-of-life phase by integrating concepts, theories, evidence base related to nursing for adults and elders ; emphasis on integrating eastern wisdom to holistic nursing care in multicultural context

646-652 Advanced Nursing Practicum for Adults and Elders 2 3(0-9-0)
 Advanced nursing practice for selected cases of adults and elders comprehending continuing care; by integrating concepts, theories, evidence base related to nursing for adults and elders with integrating eastern wisdom to holistic nursing care in multicultural context

5.3 ELECTIVE COURSES

642-771 Independent Study 3(0-9-0)
 Practice literature review from nursing and allied health database, and other related sources; reading; analyzing and synthesizing knowledge including writing reports in topics related to thesis/minor thesis

642-772 Qualitative Nursing Research 3(2-2-5)
 Philosophy, concept of qualitative research; proposal writing; trustworthiness; data collection; data management; data analysis and interpretation, discussion; writing a qualitative research report

642-773 Holistic Health Care with the Integration of Eastern Wisdom 3(2-3-4)
 Concept, theory of holistic health care with integration of eastern wisdom based on evidence base and multicultural context

642-774 Evidence Based Utilization and Nursing Innovation Development 3(2-3-4)
 Review of research evidences from database; analysis and synthesis of knowledge in a selected issue/topic for nursing innovation development

642-775 Advanced Counseling in Nursing 3(2-2-5)
 Psychological counseling concepts and theories by emphasizing on clients center; processes and skills of rational and emotional counseling; individual and group counseling; issues and trends of counseling in health care; applications

642-776 Conceptualization and Role of Advanced Nursing Practice 3(2-3-4)
 Competency development regarding role of advanced practice nurse; utilize evidences; cost effectiveness; health care quality related to advanced practice nursing; an innovation or research development to improve quality of target individual, group, and health care system

642-777	Advanced Disaster Nursing	3(2-3-4)
	Concept, principle, policy for disaster in local, nation, and international level; nurses' roles in disaster management in each phase; related ethical issues and laws	

5.4 THESIS FOR PLAN A (A2)

642-782 Thesis		12(0-36-0)
	Practice nursing research in selected topic	

6. GENERAL POLICIES AND PROCEDURES

6.1 Student Responsibilities

Students have the responsibility to satisfy the requirements and to meet deadlines of the Graduate School and the Faculty of Nursing. Appropriate forms are available to the students through the Graduate School's Office and Graduate Study's Office, Faculty of Nursing.

Students are expected to participate in academic and social activities set forth by master's student forum/graduate faculty.

6.2 Registration

Information about registration is provided by the Graduate School and the Graduate Study's Office, Faculty of Nursing. Students are required to register for courses each semester. Consultation with and approval from the academic advisor is compulsory.

Course enrollment dates are only announced in general university-wide communication channels; the students are not informed directly. These dates are provided in the Graduate School and University Bulletins, and Graduate School's Website. The student should note them on his or her personal calendar.

6.3 Minimum Credit Requirement for Registration and Fees

A student has to pay a lump sum tuition fees for a whole academic year, and complete minimum 6 credits per semester, for 2 years. If he or she cannot graduate within 2 years, an additional fee must be paid to maintain his or her status of being a master student.

6.4 Time and the Completion of Degree

The duration of successful completion of the planned study program should not be less than 2 academic years, and it should not be more than 3 academic years. Students' completion of the courses is considered when they meet the following requirement:

- Pass all the required courses and gaining the required number of credits.
- Having the G.P.A. of at least 3.00.
- For students registering in the program requiring a thesis, they must obtain an S or X for thesis examination and have submitted the complete thesis to the Graduate School.
- Submit the English score test from the standardize institute to the graduate school (TOEFL \geq 500 / IELST \geq 5 / PSU-TEP \geq 60%/CU-TEP \geq 60%).
- Submit the thesis publication report (GS4/1 form) to the graduate school.

6.5 Grades

Grades	Value/ Credits	Remarks
A	4.0	Excellent (90.00 - 100%)
B ⁺	3.5	Very Good (85.00 - 89.99%)
B	3.0	Good (80.00 - 84.99%)
C ⁺	2.5	Fairly Good (75.00 - 79.99%)
C	2.0	Fair (70.00 - 74.99%)
D ⁺	1.5	Poor (65.00 - 69.99%)
D	1.0	Very Poor (60.00 - 64.99%)
E	0.0	Failed (Less than 60.00%)

There are 8 symbols used in the evaluation system

Symbols	Definitions
X	Excellent (Used for the dissertation or project that is evaluated as excellent)
S	Satisfactory (Used in a course that does not require grading system or has been registered as audit or dissertation credits or study project).
U	Unsatisfactory (Used in a course that does not require grading system or has been registered as audit or dissertation credits or study project).
I	Incomplete (Used when student cannot complete the requirement of a course. A student must complete the requirement within the next academic semester otherwise the "I" will be automatically changed to "E").
P	In progress (Used for thesis or project that is in progress and be satisfied).
N	No progress (Used for thesis or project that is in progress but be unsatisfied. A student must re-register for as many credits as they received "N").
W	Withdrawn with permission
Q	Transfer credits

A student must register all required credits and receive a minimum of grade B or S.

6.6 The Thesis Examination

The Thesis Examination is an oral examination to evaluate the comprehensive knowledge, the deep understanding of a student in his/her research as well as ability of a student in presenting his/her work.

Students must submit their theses that have been approved by the major advisor to each of the thesis examiners at least two weeks prior to examination day.

The Thesis Examining committee will judge the candidate's success and the chairperson of the examining committee is required to submit the examination result to the Graduate School within two weeks after the examination.

In the case that students cannot pass the examination the first time, students may apply for the second examination 30 days after the first one.

Students must submit 1 copy of his/her complete thesis as well as a CD containing thesis files to the Graduate School within 3 weeks after passing the thesis examination.

6.7 A Structure of Guidelines for the Evaluation of Master Thesis Program

6.7.1 Quantitative Study Design

Steps	Details of progression	Collected credits for evaluation
1	Submitting thesis title including draft proposal to the program committee and thesis title is accepted	2
2	1 + Being on process of proposal writing	3
3	1 + 2 Having an approval of the proposal defense from the Chairman of the Thesis Committee	4
4	1 + 2 + 3 The proposal is approved by the Proposal Defense Committee (pass the defense)	5
5	1 + 2 + 3 + 4 Submitting GS 3 Form requesting for thesis proposal approval	6
6	1 + 2 + 3 + 4 + 5 Being on the process of data collection	7
7	1 + 2 + 3 + 4 + 5 + 6 Being on the process of writing a thesis	8
8	1 + 2 + 3 + 4 + 5 + 6 + 7 Requesting for thesis defense (submit GS-5)	10
9	1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 Passing the thesis defense	12

Note: : After successful completion of all requirements of the master degree program "S" is granted after submitting the full thesis report and the electronic file (on CD) within 3 weeks after the thesis defense. A letter of acceptance for manuscript publication in a peer-reviewing journal is required for the Master's Degree Certificate issuance.

6.7.2 Qualitative Study Design

Steps	Details of progression	Collected credits for evaluation
1	Submitting thesis title including draft proposal to the program committee and thesis title is accepted	2
2	1 + Being on process of writing a proposal	3
3	1 + 2 Having an approval of the proposal defense from the Chairman of the Program Committee	4
4	1 + 2 + 3 The proposal is approved by the Thesis Committee (pass the defense)	5
5	1 + 2 + 3 + 4 Submitting GS 2 Form requesting for thesis proposal approval	6
6	1 + 2 +3 +4 + 5 Being on the process of data collection and analysis	7
7	1 + 2 +3 +4 + 5 + 6 Being on the process of writing a thesis report	9
8	1 + 2 +3 +4 + 5 + 6 + 7 Requesting for thesis defense (submit GS – 5)	10
9	1 + 2 +3 +4 + 5 + 6 + 7 Passing the thesis defense	12

Note: : After successful completion of all requirements of the master degree program “S” is granted after submitting the full thesis report and the electronic file (on CD) within 3 weeks after the thesis defense. A letter of acceptance for manuscript publication in a peer-reviewing journal is required for the Master’s Degree Certificate issuance.

6.8 Graduation

Students expecting to finish their study must make a formal application for graduation. Application for graduation must be made at the Registrar’s Office within University deadlines.

Students who will be considered to graduate must meet the following conditions.

- They have completed all the courses of studies as required by the program.
- They must not owe any fees to the university and
- They must not be under academic penalty.

6.9 Leave and Maintaining Student Status

On-leave status may be granted with the permission of the faculty committee for graduate study to graduate students who find it necessary to interrupt their studies. Request should be made in consultation with the student’s advisor through the department. Students who wish to request for a leave of absence must take care of the following procedure:

- Leave of absence is limited to 2 consecutive regular semesters.
- Students continue to be registered and must pay a fee for every semester to maintain their status as a student.

6.10 Losing Students Status

Students will lose their status under one of the following conditions.

- The G.P.A. calculated at the end of any semester is lower than 2.50.
- Students do not register or maintain the status within 30 days after the first day of the semester.
- After spending all the time specified for each degree and plan, not all required courses are completed or the G.P.A. is lower than 3.00.
- Thesis proposal is not approved within the 5 semesters for full-time students or 6 semesters for part-time students.
- Not being able to pass the Thesis Examination the second time
- Complete thesis is not submitted within 6 months after passing the examination.
- Provisional status is not removed as required.
- The Graduate School considered their conducts not appropriate.
- Graduate students whose graduation is granted.

6.11 Re-admission after Voluntary Withdrawal

1. A former candidate who failed to re-enroll or who withdrew from candidacy can apply for re-admission a candidate for the degree under the conditions prescribed by the Master of Nursing Science (International Program) Committee.

2. A former candidate who failed to submit a thesis within the time limit set forth by the Faculty Graduate Study Committee can apply for re-admission as a candidate for the degree.

3. Any application for the re-admission must be approved by the Dean of Faculty of Nursing and be made at least three months prior to the anticipated date of submission of the thesis examination.

4. A person who has failed the examination for a degree of Master of Nursing Science whether at this University or any other institution shall not be admitted or re-admitted to candidacy unless the Faculty Graduate Study Committee determines that there are exceptional circumstances which would justify such admission or re-admission.

7. QUALITY ASSURANCE SYSTEM

To assure the quality of the master program, the Faculty of Nursing has established the following strategies:

1. Approval of the curriculum by the Academic Committee, Prince of Songkla University.
2. Develop the program guidelines and audit system regarding teaching and teaching process and evaluation system in accordance with Graduate School's policy.
3. Facilitate student self-direct learning and active participation in all learning experience, and leadership ability.
4. Create an environment to stimulate student to involve in various scholarly activities (e.g., journal club, public presentation, and paper publication).
5. Provide adequate and efficient resources.
6. Conduct a vigorous process of proposal defense and thesis examination.
7. Develop systematic evaluation system, including course evaluation, faculty evaluation, and follow up study of the graduates.

7.1 Learning and Research Resources

The essential resources include:

- 7.1.1 Lecture room and seminar room
- 7.1.2 Learning resource center and computer laboratory
- 7.1.3 Library room
- 7.1.4 Sharing & Learning room
- 7.1.5 Textbooks, journals, electronic databases

7.2 Facilitation and Mentorship

7.2.1 Academic advisor is assigned to mentor the student regarding study plan until the chairperson of the Advisory Thesis Committee is nominated.

7.2.2 Preparatory course is offered prior to starting the program in August.

7.2.3 Research Day and Research Camp Activities are carried out to fasten the thesis process.

1st Research Day is for thesis title approval at the end of May.

2nd Research Day is for developing a thesis proposal during July.

Research Camp is for data analysis and preparing a manuscript during February.

7.2.4 The thesis progress report activity is carried out on a semester basis.

7.3 Needs and Satisfaction of Stakeholders

Needs and satisfaction assessment is conducted through survey or seminar with the stakeholders (current students, alumni, lecturers, employers). The solutions are used to inform the revision of expected learning outcomes and learning activities yearly.

7.4 Program Development

7.4.1 Quality Indicators

7.4.1.1 The program philosophy, objectives, and scope of contents are clearly described and are in accordance with academic and professional standards

7.4.1.2 The program is effectively implemented to meet the objectives

7.4.1.3 The program evaluation criteria is stated and the evaluation is conducted on a regular basis.

7.4.1.4 The findings from the program evaluation are used to further revised the structure, contents, and implementation process for continuous improvement

7.4.1.5 Faculty members involved in the program, students, and stakeholders jointly participate in the program evaluation.

7.4.2 Time Frame of Program Evaluation

The above quality indicators will be assessed yearly, followed by the revision of the program/curriculum every 5 years.

8. STEPS OF ESTABLISHING A MASTER'S THESIS

8.1 Approval of Thesis Title

Activity	Timeframe
1) Identifying interesting target population	August, 2017
2) Establishing concept paper under the research and research utilization course	September-November, 2017
3) Submit and present the concept paper at the end of semester	December, 2017
4) Structured review literature regarding to the target population as well as the concept paper under the IS course and under supervision of the acting advisor	January-April, 2018
5) Ongoing develop a draft of thesis title	April-May, 2018
6) Submit the final draft of thesis title for thesis approval and present to the committees on research day activity	May, 2018
7) Submit a request form to nominate the Thesis Advisory Committee	June, 2018
8) Chairperson of the Graduate Studies Committee appoints the Thesis Advisory Committee	July, 2018

8.2 Proposal Defense

Activity	Timeframe
1) Ongoing develop a draft of thesis proposal under supervision of thesis advisor and advisory team	July-August, 2018
2) Submit a request form for Application for Proposal Defense Committee Appointments	August, 2018
3) Chairperson of the Graduate Studies Committee nominates the Proposal Defense Committee	August
3) <u>Coordinate</u> with all Proposal Defense Committee Members to schedule the date of the defense	August
4) <u>Submit</u> a request form for the proposal defense and one proposal	August
5) <u>Request</u> the invitation letter from thesis officer and submit the proposal to all Proposal Defense Committee	September
6) <u>Defend</u> the proposal	September
7) <u>Submit</u> the comments to the committee after defense the proposal	Within 24 hours after the proposal defense
8) <u>Submit</u> a request form for thesis proposal approval (GS2 form) together with the revised proposal	Within 3 weeks after the proposal defense

8.3 Thesis Defense

Activity	Timeframe
1) <u>Submit</u> a request form to appoint the Thesis Examination Committee (GS4 form) with one proposal thesis	Within March or 1 month prior to the defense
2) Chairperson of the Graduate Study Committee appoints the Thesis Examination Committee Members from the Faculty of Nursing	Within March
3) The Thesis officer submits a request form to appoint the Thesis Examination Committee to the Graduate School	Within March
4) The Graduate School appoints the Thesis Defense Committee Member (as an external examiner)	Within March
5) <u>Coordinate</u> with the Thesis officer to reveal the Thesis Examination Committee members	Within March
6) <u>Coordinate</u> with all Thesis Examination Committee members to schedule the defense date	Within March
7) <u>Request</u> an invitation letter from the Thesis Officer and submits with a proposal thesis to all Thesis Examination Committee members	Within 2 weeks before the defense
8) <u>Submit</u> a thesis report to the Graduate School for checking formats (GS6 form)	Within 2 weeks before the defense
9) <u>Defend</u> the thesis	Within March
10) <u>Submit</u> 5 approval pages of thesis to Thesis Examination Committee for asking their signatures	On defend date
10) <u>Submit</u> the comments to the committee after defense the proposal	Within 24 hours after the proposal defense
11) The Thesis Officer submits the Report on thesis Examination to the Graduate School	Within March
12) <u>Refine</u> the thesis within the specified date	Within April
13) <u>Make</u> the originality report (GS14 form) with major advisor and submit to the Thesis Officer	Within April
14) <u>Make</u> the thesis publication report (GS4/1 form) and submit to the Thesis Officer	When the student has an international publication
15) <u>Submit</u> GS14 form (Originality Report) with your advisor signature to a thesis officer. An officer will return this form to student after the Dean sign	Within May
16) Submit 1 black-bound thesis report and 4 approval pages to the Graduate School for asking the Dean of the graduate school's signature with a thesis submission form (GS8 form) and Originality Report form (GS14)	Within May

Activity	Timeframe
17) <u>Submit</u> 4 black-bound thesis report + 2 CD containing the completed thesis's files to the thesis officer (For Major advisor, Co-advisor and 2 for reading room)	Within May
18) Request for completion study at http://reg.psu.ac.th/graduateneu/Student_Eng/E_index.aspx)	Within May

The student can download the form at Graduate school website at
<http://www.grad.psu.ac.th/index.php>

9. Other Information

Sickness Absence or Business Leave Guidelines

1. Sickness Absence

International graduate students who will absent due to a sickness or an accident have to conform to the following procedures:

1.1 The students must inform to the International Program Officer during the working days or contact to the relevant people: academic advisor, thesis advisor, lecturer and practicum supervisor to give the details of absence normally within the one day of absence.

1.2 The sickness absence form must be filled and submitted to the office of graduate study within the three days of absence. This document will be processed to the relevant practicum supervisor or lecturer, academic advisor, and international program director.

1.3 If the absence lasts for longer than seven days, the students must forward medical certificates at weekly, fortnightly or appropriate intervals as requested by the Faculty of Nursing.

2. Business Leave

2.1 The students can be on the business leave as the substitutive on behalf of the Faculty of Nursing or Prince of Songkla University and should perform the following procedures:

2.1.1 The business leave form must be filled and submitted to the office of graduate study at least three days before the absence. In this case, the students have to produce the recommendation of the representative to uphold for consideration. This document will be processed to the relevant practicum supervisor or lecturer, academic advisor, and international program director.

2.1.2 The students must contact to the relevant people: academic advisor, thesis advisor, lecturer and practicum supervisor to give the details of leave for the approval, otherwise the leave of absence cannot be granted.

2.2 In the emergency of business leave, the students have to correspondence to the following procedures.

2.2.1 The business leave form must be filled and submitted to the office of graduate study as soon as possible.

2.2.2 The students must contact to the relevant people: academic advisor, thesis advisor, lecturer and practicum supervisor informally to give the details of absence. If they are studying in the practicum nursing, the leave of absence will be granted under the approval of practicum supervisor or course coordinator. Furthermore, if they are practicing as the member of team project, they need to obtain the permission of the leader of team to allow them to take the leave of absence, with the agreement that they will do the replacement of assignment later.

2.3 The leave of absence will not be granted for more than three days, unless there is consideration for it.

In case of the frequent and persistent absences over a 2-month period, without a doctor's certification, the international program director and the advisor will discuss with the student, in order to:

- 1) Identify the frequency and reasons for the absences and ensure that student is aware that the absence record is giving cause for concern.
- 2) Advise the student to seek proper medical attention if there is a medical problem.
- 3) Inform the student that the persistent short-term absences are likely to hamper their progress and draw the student's attention to this policy.
- 4) Give consideration to the student's personal circumstances and possible ways of helping the student to resolve any problems in fulfilling the requirements of the course.

A letter will be written confirming the facts, the action to be taken, a relevant timescale, and specifying what will happen if attendance is not improved by the academic/thesis advisor. This will be handed to the student or sent to his/her home address by recorded delivery mail. The student's sponsor will be notified and a copy of this letter will be kept in the student's personal file by the Faculty of Nursing.

Compensatory Nursing Practice

International graduate students, who will fail to complete 100% of practice schedule of the assigned rotational block due to the sickness absence or business leave will have to do the compensatory practice. Furthermore, they will have to follow the rules the as follows:

1. The student should contact to the practicum supervisor for the permission.
2. The student should not do the compensatory practice longer than eight hours and it should not be on the same day of the regular practice schedule.

Consequences of Academic Misconduct (Plagiarism)

The report paper will be checked the similarities of contents using Turnitin program. Course coordinators have a practice guideline for the students' academic misconduct (plagiarism) or unethical academic working according to the consensus of the graduate committees, faculty of nursing at the meeting 10/2012 on October, 11, 2012 as in the following:

1. Be warned for misconducting in the first time
When the reader reviews a student's submitted paper draft and sees plagiarism, the student will be warned.
2. Reduce score 20% for misconducting in the second time and receive grade "B"
When the reader reviews the submitted final paper and sees plagiarism, score of the paper will be reduced 20%. Furthermore, the student must revise the paper. If the reader does not see plagiarism of the first revised paper, then the student will receive grade B.
3. Reduce score 40% for misconducting in the third time and receive grade "C"
If the reader sees plagiarism of the first revised paper, score of this paper will be

reduced 40%. In addition, the student must revise the paper again and if the reader does not see plagiarism of the second revised paper, then the student will receive grade C.

4. Receive “F” (Fail) for misconducting in the fourth time

If the reader sees plagiarism of the second revised paper, the student will receive “F” for the course.

Timetable of Supporting Services

1. Faculty of Nursing

1.1 Computer Room

Room 3308 : Monday – Friday: 8.30 am - 8.30 pm

1.2 Library

Monday – Friday : 8.30 am – 6.30 pm

Saturday : 12.00 am – 8.00 pm

Sunday : 10.00 am – 6.00 pm

1.3 Sharing and learning room

Room 1212

Monday – Friday : 8.30 am – 24.00 pm

Saturday -Sunday : 08.30-24.00 pm

1.4 Graduate study's unit

Room 1303 : Monday – Friday : 8.30 am – 4.30 pm

Room 3305 : Saturday – Sunday : 8.30 am – 4.30 pm

1.5 International Affair's unit

Room 1303 : Monday – Friday : 8.30 am – 4.30 pm

2. Faculty of Medicine

Health Science Library

Monday – Friday : 7.30 am - 9.30 pm

Saturday – Sunday : 8.30 am – 4.30 pm

Remark : Close on National Holiday

Schedule of Activities for Students

Activities	Year 1							Year 2						
	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
1st Research Day (Thesis title approval)	✓													
Write Ch.1-3	✓	✓												
2nd Research Day (Present & Develop Ch. 1-3)		✓												
Defend Thesis Proposal			✓	✓										
Research Ethical Process				✓	✓									
Pilot study & Data Collection					✓	✓	✓	✓						
Research Camp (Data Analysis)									✓					
Write Ch. 4-5									✓	✓	✓	✓		
Prepare Manuscript for Publication									✓	✓	✓	✓		
Defend Thesis										✓	✓	✓	✓	
Evaluate Program & Farewell Party													✓	
Submit Thesis to Graduate School												✓	✓	✓



Prince of Songkla University

*“Our Soul is for the Benefit of
Mankind”*