UTCC ISM

Manual for Doctoral of Management Program

DM Workflow;

- ADMISSION

1. Check document applicants to find a qualified one

   Doctoral Management Documents Required:

   1.1 Certificate of master's degree
   1.2 Transcript of master's degree
   1.3 English test result: TOEFL or IELTS or TOEIC or CU TEP etc.

Standardized Test Scores							
TOEFL (paper)	TOEFL (CBT)	TOEFL (IBT)	TOEIC	IELTS	CU TEP	UTCC BEST	UTCC Advanced BEST
500	173	61	600	5.0	60	485	60

   1.4 A research proposal
   1.5 3 letters of recommendation
   1.6 A copy of national ID card/passport
   1.7 The filled application form

*Noted: If students do not have English results, students need to send English results to the office later within the first two years academic while their study

2. Arrange an appointment and interview applicants by committees

   - Send application documents to committees by briefly concluding fit in one page and attaching the first page for easy scanning.

   - Schedule interviews with committees and applicants

3. Inform applicants about interview result

   - Send the acceptance letter to students who passed the interview

      (File name: Acceptance Letter format)

   -Create a profile and generate a student id

   Create a user student account

   Via: http://reg.utcc.ac.th/registrar/apphome.asp# by putting information rely on documents students submitted; Application form, education doc.

- Apply for Doctor Degree then print out the application form
- Make a memo to generate a student id and send it to registrar department

    - Send the invoice for the tuition fee by log in registrar site > student detail > put student id> dept/ scholarship>payment

    - Make memo to ensure student status if they need open bank account

    (File name: Open Bank Account format)

- Prepare and issue visa application material to students

    (File name: Visa apply)

- IF PRE-STUDY

1. Consult with Director if the student needs to take pre-study

2. Arrange the schedule with amount students

    - Check with amount students to arrange the class

3. Contact the lecturer for pre-study subjects

    - Contact and confirm the lecturer of those pre-study subjects to make a class schedule

Pre-study subjects code:

DM701 Intensive Thai for Communication

DM702 Intensive English for Communication

DM703 Management Research

DM704 Organizational Behavior and Leadership

DM705 Financial Management

DM706 Marketing Management

DM707 Operations Management

*Noted: Make a memo to open subjects on those semesters for studying first

3. Make a memo to book a room for studying

- Make a memo and send it to the department responsible for a room, if the ISM room is not available/ enough: GS (Graduated School)

4. Announce to students the schedule

- Make a schedule of the class and announce students about subjects and rooms to study

- **STUDY**

1. Register subjects for students by relying on a study plan

ชั้นปี Year	ภาคการศึกษา Semester		รายวิชา Course Names		จำนวนหน่วยกิต Number of Credits	วิชาศึกษาก่อน Prerequisite
1	1	DM711	ทฤษฎีและกลยุทธ์การจัดการขั้นสูง (Advanced Management Theory and Strategy)		3 (3-0-6)	-
		DM712	การออกแบบและระเบียบวิธีการวิจัย (Research Design and Methodology)		3 (3-0-6)	-
		DM713	การวิจัยเชิงปริมาณขั้นสูง (Advanced Quantitative Research)		3 (3-0-6)	-
		DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			รวม		9	
	2	DM714	การวิจัยเชิงคุณภาพขั้นสูง (Advanced Qualitative Research)		3 (3-0-6)	-
		DM715	สัมมนาระดับดุษฎีบัณฑิตด้านการจัดการ (Doctoral Seminar in Management)		3 (3-0-6)	-
		DM716	หัวข้อวิจัยทางด้านการจัดการขั้นสูง (Advanced Research Topics in Management)		3 (3-0-6)	-
		DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			รวม		9	
	Summer ฤดูร้อน	DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			สอบวัดคุณสมบัติ (Qualifying Exam)			
			รวม		-	

ชั้นปี Year	ภาคการศึกษา Semester		รายวิชา Course Names		จำนวนหน่วยกิต Number of Credits	วิชาศึกษาก่อน Prerequisite
2	1	DM800	ดุษฎีนิพนธ์ (Dissertation)		9 (0-0-27)	-
		DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			รวม		9	
	2	DM800	ดุษฎีนิพนธ์ (Dissertation)		9 (0-0-27)	-
		DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			รวม		9	
	Summer ฤดูร้อน	DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			สอบเค้าโครงดุษฎีนิพนธ์ (Proposal Defense)			
			รวม		-	

ชั้นปี Year	ภาคการศึกษา Semester		รายวิชา Course Names		จำนวนหน่วยกิต Number of Credits	วิชาศึกษาก่อน Prerequisite
3	1	DM800	ดุษฎีนิพนธ์ (Dissertation)		9 (0-0-27)	-
		DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			รวม		9	
	2	DM800	ดุษฎีนิพนธ์ (Dissertation)		9 (0-0-27)	-
		DM721	การประชุมอภิปรายระดับดุษฎีบัณฑิต (Doctoral Symposium)		-	-
			สอบป้องกันดุษฎีนิพนธ์ (Dissertation Defense)			
			รวม		9	
			รวมทั้งสิ้น		54	

Course subjects code:

DM711 Advanced Management Theory and Strategy

DM712 Research Design and Methodology

DM713 Advanced Quantitative Research

DM714 Advanced Qualitative Research

DM715 Doctoral Seminar in Management

DM716 Advanced Research Topics in Management

DM800 Dissertation

DM721 Doctoral Symposium

*Noted: DM800, and DM721 both always must register together

*Noted: Students are only able to study for 6 years, and a coordinator will register the subject by considering student capability and performance

*Noted: Consult with the director that who suitable to be a lecturer and check the qualification

Tips: Dissertation subject can be registered by sharing unit because it needs to be registered with the student's performance

Tips: - Main semester can be registered min. 6 units/ max.15 units

- Summer semester can be registered max. 6 units

o Lecturer Qualification:
  1. Graduated with a doctorate degree or at least a master's degree
  2. Or equivalent with the rank of Associate Professor
  3. Have teaching experiences
  4. Have done at least 1 academic work and was published by relying on appointing criteria announcement

2. Contact the lecturer to confirm the teaching schedule

- Contact the lecturer to confirm teaching schedule, midterm, final exam

3. Forecast teaching fee with inter-financial office

4. Check available rooms and book for studying

    - If the ISM room is not enough, make a memo and send it to book a room for other departments responsible for this; GS (Graduate School)

4. Announce the student's schedule

    - Make a schedule of the class and announce students about subjects and rooms to study

5. Register subject

    - Make a memo to open the subject and register subjects for them

        (File name: แจ้งรายวิชาเปิดสอน format, register subject)

6. Assist the lecturer to prepare materials and facilities in the classroom

    - Share the class material / provide students with the class

7. Purchase textbooks with the number of students

    - Contact a reliable publisher and order with amount students

8. Clearing textbook cost

    - Send the bill to the inter-financial ISM department to clear the cost

9. Confirm exam; Midterm and Final with the lecturer

10. Prepare the exam and announce to students the exam schedule

11. Collect and check exams from students

12. Send the lecturer to check

13. Follow the grade and send it to the registrar department

    - Make a memo of the grade report to send to the registrar office if the lecturer assigns it.

(File name: Grade report)

14. Check and inform students of grade out

    - Check grade in the system if grade out then inform students to see

15. Clearing Budgets; Teaching fee…

    - Check and clear the budgets with the inter-financial ISM; Teaching fee/month

*Noted: If students do the dissertation, then must do by questionnaire, students need to send a request for Research Ethic to get the certificate approved.

Tips* (การตรวจสอบจริยธรรมวิจัยในคน)email: utccresearch.ec@utcc.ac.th*

- Dissertation

1. Register subject: Dissertation, Doctoral symposium

    -Make a memo to the registrar office to register subjects for students:

DM 800Dissertation, DM721 Doctoral Symposium

        (File name: Register subject)

2. Follow the defense process

*Noted: normally students need to have proposal research to continue in Doctor Degree, if not the director will inform students, then choose the supervisor suitable for their dissertation area

    - Inform students to send a request for proposal (first) and final defense by having their advisor confirmed sign and dissertation file

        (File name: Request of Defense DM)

    - Consult the Director of the DM program to choose who would be suitable to be a Chairman and Committees

*Noted: There consists by 4 people: 1 external chairperson and 3 committees (Internal and External)

*Noted: The chairperson must be the external person, but if there is an external committee it must not be over 1 person.

- o External Committee Qualification:
  - ✓ Course Instructor
  1. Graduated with a doctorate degree, or at least Master's Degree, or equivalent with the rank of Associate Professor
  2. Have done at least 3 academic works and also was published by relying on appointing criteria

  - ✓ External Person
  1. Graduated with a doctorate degree
  2. Have published at least 10 academic works related to the thesis topic

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- Find out the date and time with Chairman and Committees by contacting them to ask about availability to make a defense

- Confirm the exact defense schedule and announce to students

- Send committees and chairperson the students dissertation file and comment form to evaluate the defense and inform them to send back students if the defense is over

(File name: Evaluation form for DM)

- Send them for cover confirmation to sign

(File name: Cover page evidence)

- Join the defense and collect photo evidence to reimburse the examination fee for the chairperson, committees, and coordinator

-After finishing the defense, send the evidence and detail to inter-financial department

(**File name:** หลักฐานปฏิบัติงานสอบเล่มดุษฎีนิพนธ์)

*Noted: Rate pay for committees and chairperson can be seen in
ประกาศมหาวิทยาลัยหอการค้าไทยที่ 46/2557: การปรับอัตราค่าตอบแทนระดับบัณฑิตศึกษา

*Noted: Proposal defense rate for chairperson and committees: 800 Baht/1 student

*Noted: Final defense rate for chairperson and committees: 4,000 Baht/1 student

*Noted: Advisor of the dissertation will be paid after the dissertation has already approved to pass by the director: 50,000 Baht

*Noted: The coordination will be paid only one rate: 220 Baht/ round

- Check the evaluation result then send students a revision form if they must revise their work

-Inform students to send the revised dissertation back with the advisor confirmed and follow up students revise within 1 month

(File name: Revision Confirm)

- When students send back then inform students to send their dissertation to the publisher to get the acceptance letter to publish

Publishing:

1. Attend the international meeting
2. Publish with the journal publisher in Thailand or abroad:

วารสารทางวิชาการที่เป็นไปตามหลักเกณฑ์ที่ ก.พ.อ. กำหนด ได้แก่ วารสารที่มีชื่ออยู่ในฐานข้อมูลที่เป็น
ที่ยอมรับในระดับชาติและระดับนานาชาติ ดังต่อไปนี้

๑. ฐานข้อมูลระดับนานาชาติ

- Academic Search Premier (http://www.ebsco.com/home)
  (select ebscohost and then academic search premier)
- Agricola (http://agricola.nal.usda.gov)
- BIOSIS (http://www.biosis.org)
- CINAHL (http://www.ebscohost.com/academic/cinahl-plus-with-full-text)
- EiCOMPENDEX (http://www.ei.org)
- ERIC (http://www.eric.ed.gov/)
- H.W.Wilson (http://www.ebscohost.com)
  (select ebscohost and then H.W.Wilson)
- Infotrieve (http://www.infotrieve.com)
- Ingenta Connect (http://www.ingentaconnect.com)
- INSPEC (http://www.theiet.org/publishing/inspec)
- MathSciNet (http://www.ams.org/mathscinet)
- MEDLINE/Pubmed (http://www.ncbi.nlm.nih.gov/pubmed/)
- PsycINFO (http://www.apa.org/pubs/databases/psycinfo/index.aspx)
- Pubmed (http://www.ncbi.nlm.nih.gov/pubmed/)
- ScienceDirect (http://www.sciencedirect.com)
- SciFinder (https://scifinder.cas.org/)
- Scopus (http://www.info.scopus.com)
- Social Science Research Network (http://papers.ssrn.com/sol3/DisplayAbstractSearch.cfm)
- Web of Knowledge (http://wokinfo.com)

- Inform students to send us back the acceptance letter from the publisher

    - After getting an acceptance or published letter then make a memo to inform grade of the dissertation and doctoral symposium subjects to registrar department

- GRADUATION

1. Make and pass a memo with the graduated name list, graduation form, and graduation gown photo to the registrar department
   - In the academic year 2022, PDPA (Personal Data Protection Act) laws were used therefore no need to send a student photo to attach the transcript etc.

2. Announce and remind the students of the graduation ceremony

   - If the university releases the official graduation ceremony, the coordinator will announce and remind students of a graduation ceremony
   - In case some students cannot come to get graduation documents, it must have a power of attorney letter from students to get by a coordinator

     (File name: A power of attorney)

3. Support the graduation ceremony
   - Attend the meeting with team to separate works responsible