



## **Announcement**

### **The Faculty of Graduate Studies, Mahidol University**

**Subject: Skill Development Activities for Mahidol University Graduate Students**

**B.E. 2559**

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According to the meeting on May 25<sup>th</sup>, 2016, the Board Policy of the Faculty of Graduate Studies has agreed to stipulate that, in addition to mandatory courses, graduate students of Mahidol University must participate in trainings to develop "soft skills", which refer to skills that are beneficial to their personal and professional development. This stipulation aims to develop commendable qualities of graduates in accordance with the core values of Mahidol University.

In the meeting on August 3, 2016, the Board of Directors of the Faculty of Graduate Studies has agreed that it is necessary for students at the graduate level to develop professional and personal skills. Students who registered in academic year 2016 are required to participate in skill development activities throughout their study in order to graduate. In light of this statement, the Faculty of Graduate Studies would like to announce the followings:

1. This announcement is called "Announcement of the Faculty of Graduate Studies, Subject: Skill Development Activities for Mahidol University Graduate Students 2016";

2. This announcement is imposed on graduate students at Mahidol University who registered in academic year 2016 and onward;

3. All students of the Faculty of Graduate Studies at Mahidol University are required to participate in skill development activities according to the guidelines laid out in this announcement.

4. There are four required skill sets as specified by the Faculty of Graduate Studies at Mahidol University as follows:

#### **4.1 Communication and Language Skills**

Communication and Language skills refer to the ability to communicate in another language other than the first language. For example, a Thai student should be able to communicate in another language other than Thai. For international students whose first language is English, they can participate in activities or projects to extend their knowledge of the Thai language. In developing skills of additional languages, one should aim to advance its practical use, i.e. speaking, listening, and writing, along with communication skills for various purposes, such as presentation skills with different types of media.

## **4.2 Leadership and Management skills**

Leadership and Management skills refer to executive leadership skills for students including, but not limited to, strategic and creative thinking skills, effective teamwork skills, and persuasion and influencing skills. General personal and professional organizing skills, e.g. time management skills and budgeting are also included in this skill set.

## **4.3 Research skills**

Research skills refer to students' ability to produce quality research studies for international conferences and publications in academic journals. Activities to develop research skills include, but not limited to, writing literature review, writing research proposal, designing relevant research, employing statistics in research studies, and writing research studies for publications.

## **4.4 Information Technology Skills**

Information Technology skills refer to the abilities to use computer in order to collect and search for information, analyze information, and effectively present information to audience.

5. Graduate students with ID no. 59xxxxx and onward must participate in activities to develop all four skill sets. Each skill set requires at least three hours of participation.

6. Skill Development Activities are divided into two following categories:

6.1 Activities organized by the faculty of graduate studies

All graduate students are eligible to apply to participate in these activities/projects at [www.grad.mahidol.ac.th/softskills/](http://www.grad.mahidol.ac.th/softskills/). Students need not to submit any documents. The Faculty of Graduate Studies will record students' attendance on their profile five days after the activity.

6.2 Activities organized by divisions or sub-divisions within Mahidol University other than the Faculty of Graduate Studies These activities must be assessed by the Faculty of Graduate Studies if they are "equivalent" to activities in 6.1.

7. Total amount of activities and hours

Students are required to attend at least two activities/ projects organized by the Faculty of Graduate Studies to develop two skill sets. ( At least one for students with ID no. 59xxxxx.) The other two skill sets can be fulfilled by participating in activities/projects provided by divisions within Mahidol University that are "equivalent" to activities in 6.1. Students can submit the request form for approval at Student Affairs Section, Faculty of Graduate Studies. The request will be submitted to Deputy Dean of Students Affairs for approval. Students must attend activities/projects that develop all 4 skill sets. The minimum total amount for hours of each activity/project is three hours.

8. Criteria for activities/projects organized by divisions/ subdivisions other than the Faculty of Graduate Studies

**8.1 Criteria for an activity/project to be considered as "equivalent" are the following:**

8.1.1 One activity/project is commensurate with only one skill set.

8.1.2 The skill set that each activity/project is commensurate with must be in accordance with its objectives and goals.

**8.2 The transfer criteria of the total amount of hours are the following:**

8.2.1 The total amount of hours that can be transferred will be considered based on the duration of on the activity/project. The criteria are the followings:

- A half-day activity/project is equivalent to not more than three hours of training.
- A one-day activity/project is equivalent to not more than six hours of training.
- For a multiple-day activity/project that requires participants to spend nights for the duration of the activity, up to 8 hours a day are transferable.

8.2.2 Hours spent for registration, travel or any other actions that are irrelevant to the objectives of the activity/project are not transferable.

9. The consideration of an activity/ project to be equivalent to one of any four skill sets is the discretion of the Board of Directors of the Faculty of Graduate Studies. The approval remains effective for two academic years.

10. Upon meeting the required amount of hours for each activity/ project, one will receive a certificate of completion. Each Soft Skills activity/project will be listed on a transcript distributed after the graduation.

11. In case of other procedures not indicated in this announcement, or any dispute in following this announcement, the Dean of the Faculty of Graduate Studies has the right to review the case and declare the decision. The decision of the Dean is irrevocable.

This announcement is effective today.

October 10<sup>th</sup>, B.E. 2559



(Prof. Dr. Patcharee Lertrit, M.D.)

Dean of the Faculty of Graduate Studies