



# The Graduate School Kasetsart University

## Submission Form for Thesis Binding Submission for Students Composting Thesis with iThesis System



Student's Name: ( Mr/Ms/Mrs/Title ) .....Last name:.....

Degree:       Doctoral Degree       Plan 1 (1)/1.2       Plan 1 (2)/1.1       Plan 2 (1)/2.2       Plan 2 (2)/2.1

Master's Degree       Plan A (1)/A1       Plan A (2)/A2

Program:       Regular Program       Special Program       Golden Jubilee Program

Regular Program (International)       Special Program (International)

Student's ID No.: ..... Major Field: ..... (Major Field Code: .....)

Subject Group (if any): ..... Department: ..... Campus: .....

Semester/Year of Admission: ...../..... Contact Phone No.: .....

Template applied:       Science       Social Science      Final Oral Examination was taken on.....

### For Educational Quality Assurance Section to verify accuracy and completion of the submitted documents

- 1)  Thesis manuscript printed from iThesis system with barcodes on its cover (without binding)
- 2)  Student's ID card
- 3)  Thesis Hardcover Binding and CD-ROM Compiling Request form  
(Can be received from the student's counter service, 1<sup>st</sup> floor, The Graduate School Building)
- 4)  Documents for Submission of Complete Thesis printed from the Submission Document menu in iThesis, with complete signatures
- 5)  Publication of Thesis Result form (TH.04) with required documents attached (Please see further information regarding instruction, the list of required documents, and guideline in the TH.04)
- 6)  Application for Thesis Access Restriction form (TH.05) together with one copy of Thesis Approval form (The TH. 05 form is **optional** and only applicable to students who would like to restrict thesis access.)
- 7)  Plagiarism Check Report Form (TH.06) with complete signatures
- 8)  Thesis Approval form printed from iThesis system with a barcode on it and complete signatures (except for the Dean's signature)  
 1 original       1 copy
- 9)  Thai (if any) and English abstract page printed from iThesis system with barcodes with main thesis advisor's signature and student's signature
- 10)  Acquisition of library financial status form from the Office of University Library, Kasetsart University
- 11)  One Application for Graduation form (<http://info.grad.ku.ac.th/endform/index-en.php>) with complete signatures
- 12)  Bill Payment Invoice (KU 9) showing payment with a bank seal stamp on it from student's graduation semester
- 13)  Original Payment Receipt (KU 2) from student's graduation semester
- 14)  Confirmation of Publication of Academic Paper: issued by the Scholarship Section (For scholarships granted by The Graduate School with mandatory publication prior to graduation)
- 15)  One Thesis recorded on a CD
- 16)  Other media accompanying thesis (where applicable) e.g.  Slides       Cassette tapes       Audio Visual       Other (specify) .....
- 17)  A copy of degree certificate from a partner university or institute with Kasetsart University (This item is only applicable to students studying under Double/Dual Degree Program.)

Signature of The Graduate School Officer.....

Date.....

For The Graduate School

To: Dean

Signature .....

Date.....

For Financial Officer

Signature .....

Date.....

## Thesis Manuscript Process Submission

1. **Within four weeks after the final oral examination**, students are required to submit one thesis manuscript printed from iThesis system with barcodes (without binding), and Submission Form for Thesis Binding (TH 02-2) together with other relevant documents for graduation compiled systematically as listed (1-17).
2. The Graduate School officers review the thesis manuscript and all relevant documents.
3. **Within five weeks of final oral examination**, once the thesis manuscript and all the relevant documents successfully pass the verification, students are required to pay thesis binding fees at the financial counter, the first floor of The Graduate School building.
4. Students register their name on the graduation name list.

## CD-ROM Submission

Students are required to submit one (1) CD-ROM to The Graduate School. The CD-ROM must contain both Microsoft Word (.docx or .doc) and Adobe Acrobat (.pdf) files, with format, pattern, and wording identical to the student's thesis manuscript and the thesis file in iThesis system. **Any discrepancies of any manner in format, pattern, and wording between the files recorded on the CD-ROM and the student's hard copy thesis manuscript and file in iThesis system will result in the denial of graduation by The Graduate School in the particular semester.** Candidates will be requested to amend the contents on the CD-ROM accordingly to qualify for graduation in the subsequent semester.

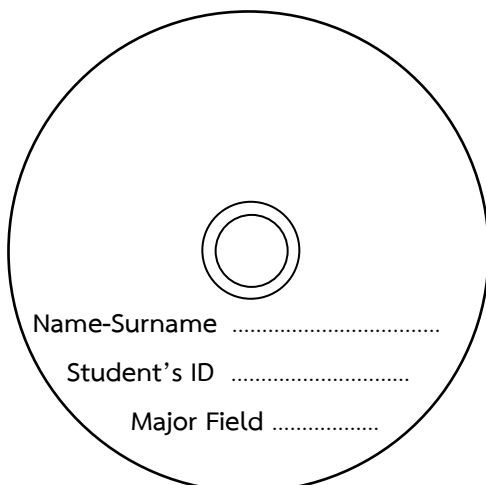
Stipulation of file names:

No.	Microsoft Word File (.docx or .doc)	
	File Contents	File Name
1.	Complete (i.e. all pages) student's thesis starting from the thesis cover to the student's curriculum vitae page	Student's ID.docx/doc (e.g. 6012345678.docx/doc)

No.	Adobe Acrobat File (.pdf)	
	File Contents	File Name
1.	Thai Abstract (If any); <b>This file is not required for thesis written in English.</b>	Student's ID+t.pdf (e.g. 6012345678t.pdf)
2.	English Abstract	Student's ID+e.pdf (e.g. 6012345678e.pdf)
3.	Complete (i.e. all pages) student's thesis starting from the thesis cover to the student's curriculum vitae page	Student's ID.pdf (e.g. 6012345678.pdf)

Name, surname, student's ID, and field of study must appear on the CD-ROM's surface and cover as shown below:

*On a CD-ROM's Surface*



*On a CD-ROM Cover*

Name-Surname .....
Student's ID.....
Major Field.....
Thesis title in Thai (if any).....
Thesis title in English .....
Number of files .....