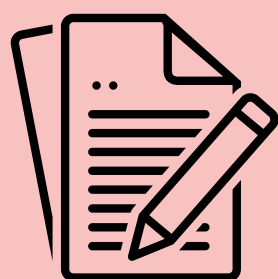


THESIS SUBMISSION & GRADUATION GUIDELINE

Before examination

1

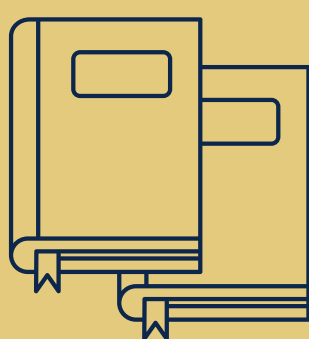


Thesis examination submission (2 weeks in advance)

- Form AC003 for M.S. students
- Form P6 for Ph.D. students

Contact person: K. Namon (M.S. student)/K. Sirikorn (Ph.D.student)

2



Draft thesis submission

- A draft file approved by advisor(s) to be submitted to Academic Affairs
- A draft thesis is required to be submitted online by logging on to

<https://ithesis.uni.net.th/kb/knowledgebase/download-install-add-in>



3



Announcement of Examination

- Preparation of examination poster including abstract, location, and time of the examination
- Submission of the announcement document to email: ppcademic@chula.ac.th for announcement of the examination on the PPC website and Facebook 7 days before the examination date

Contact person: K. Namon (M.S. student)/K. Sirikorn (Ph.D.student)

4

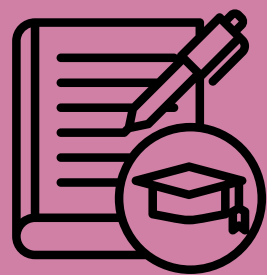


Thesis Examination/Oral Examination

THESIS SUBMISSION & GRADUATION GUIDELINE

After examination

5



Thesis Format

1. Please print out the graduate package.
 2. Khun Duenphen will inform a student of the name/email of the thesis format reviewers (PPC faculty member).
 3. After submit the thesis book to the reviewer, the student will be expected to get it back within 2 weeks.
- The reviewer will check the thesis format and sign (real signature) to certify the review



Contact person: K. Duenphen (duenphen.l@chula.ac.th)

<http://www.ppc.chula.ac.th/wp-content/uploads/2024/10/i-thesis-1.pdf>

6



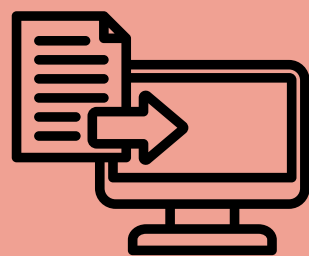
Graduate Package

- 30 days after the final examination
- In case of later than 30 days, student should enclose the memorandum endorsed by your advisor.
- Only real signatures are acceptable.



<http://www.ppc.chula.ac.th/index.php/download-form/>

7



Upload file

- Thesis
- Graduate Package



Request Form for
Thesis and Graduate Package
Submission

Contact person: K. Supunsa (supunsa.r@chula.ac.th)

8



Hard copy of graduate package submission

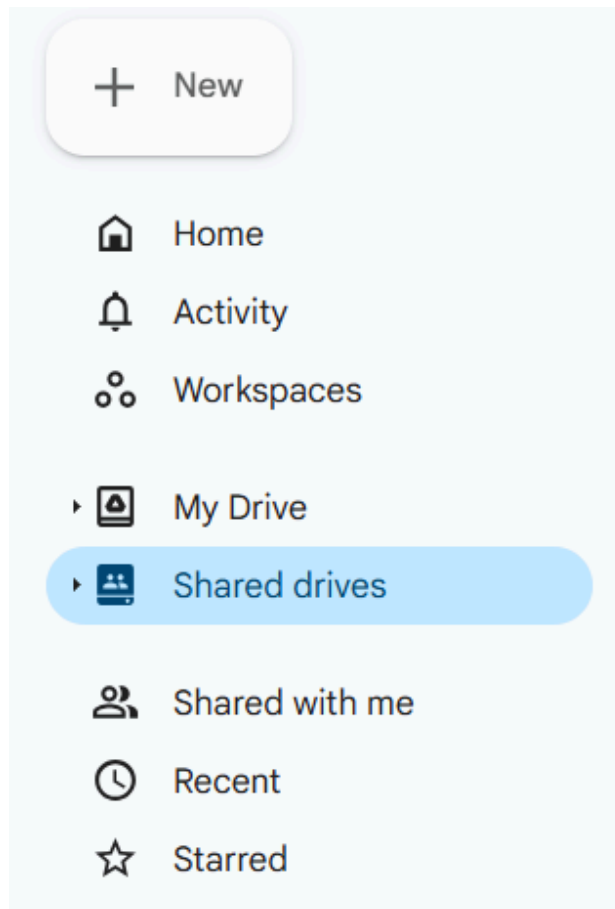
Contact person: K. Supunsa

UPLOAD: THESIS BOOK

1. LOGIN TO GOOGLE DRIVE
WITH YOUR CHULA EMAIL

> GO TO “SHARED DRIVES”

> SELECT “THESIS”



Shared drives

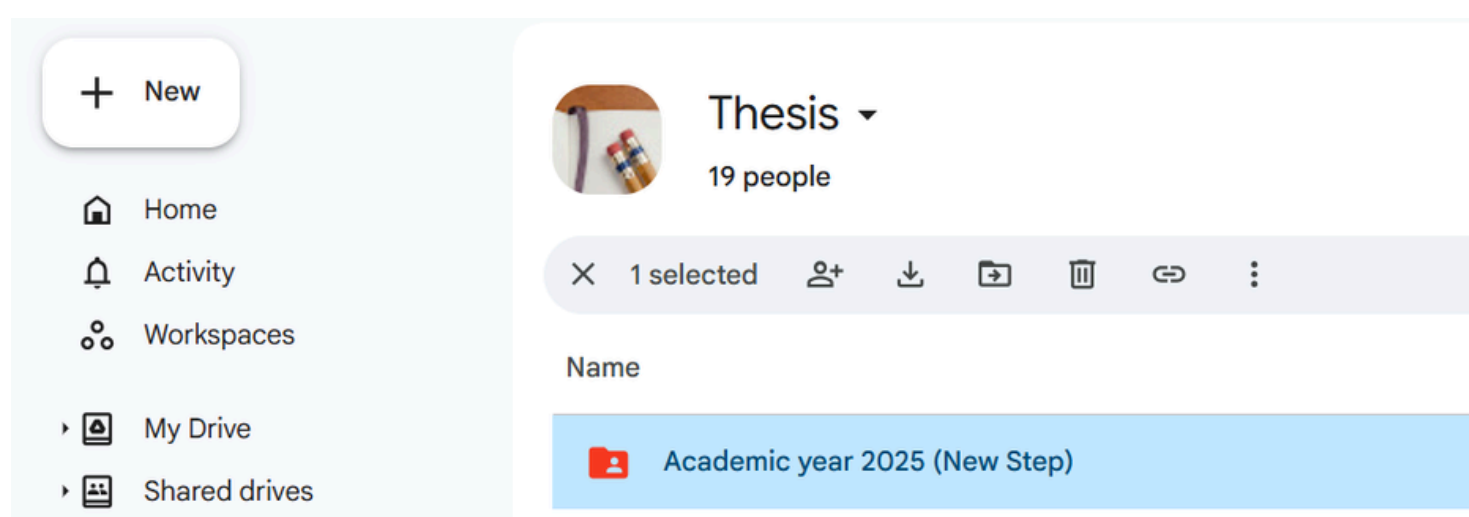
X 1 selected

Name

- Graduate Package
- Project Management
- Thesis**
- Thesis format

2. AFTER GETTING INTO THE THESIS

> SELECT YOUR ACADEMIC YEAR



NOTE:

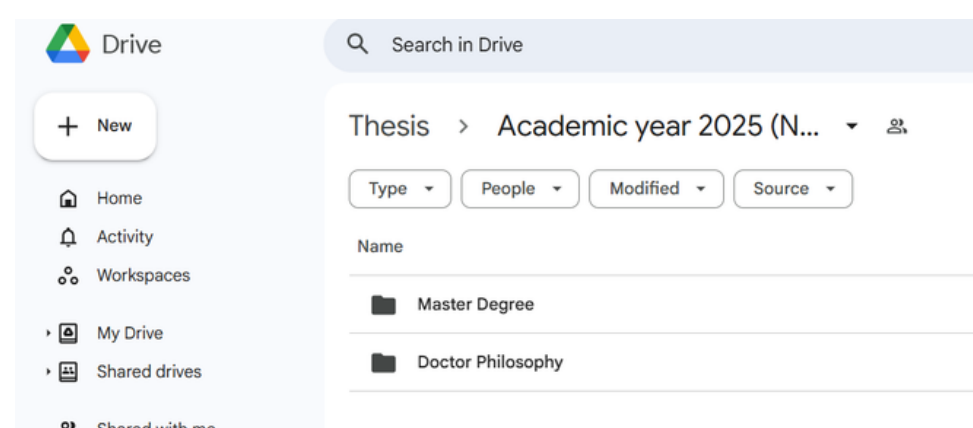
NOW - AUG (2026) ----> GRADUATION YEAR 2026 (ACADEMIC YEAR 2025)

SEP (2026) - DEC (2026) ----> GRADUATION YEAR 2026 (ACADEMIC YEAR 2026)

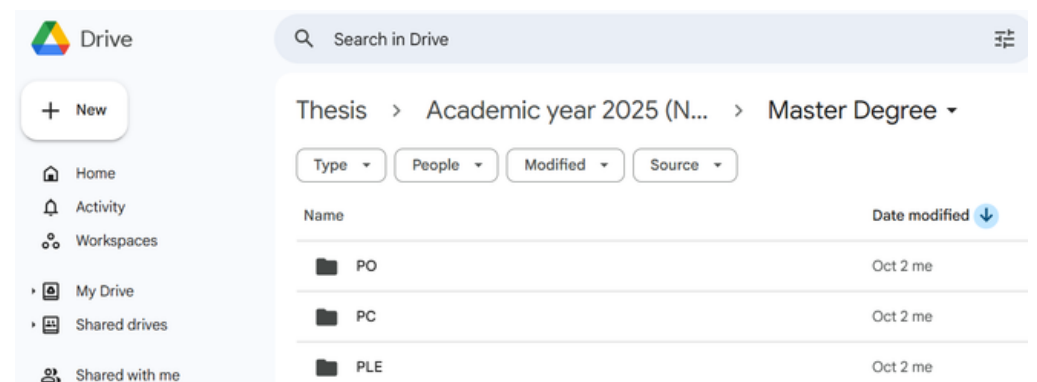
JAN (2027) - AUG (2027) ----> GRADUATION YEAR 2027 (ACADEMIC YEAR 2026)

SEP (2027) - DEC (2027) ----> GRADUATION YEAR 2027 (ACADEMIC YEAR 2027)

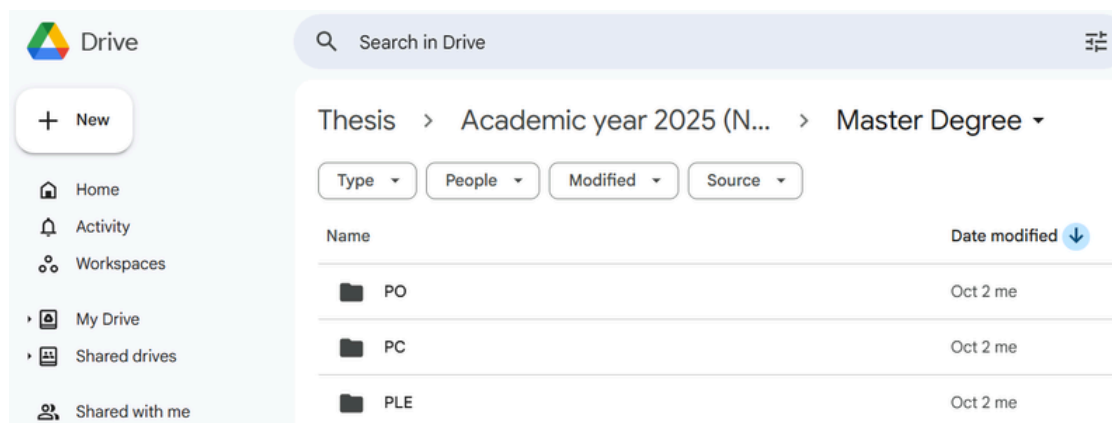
3. SELECT YOUR DEGREE,
PH.D. OR M.S



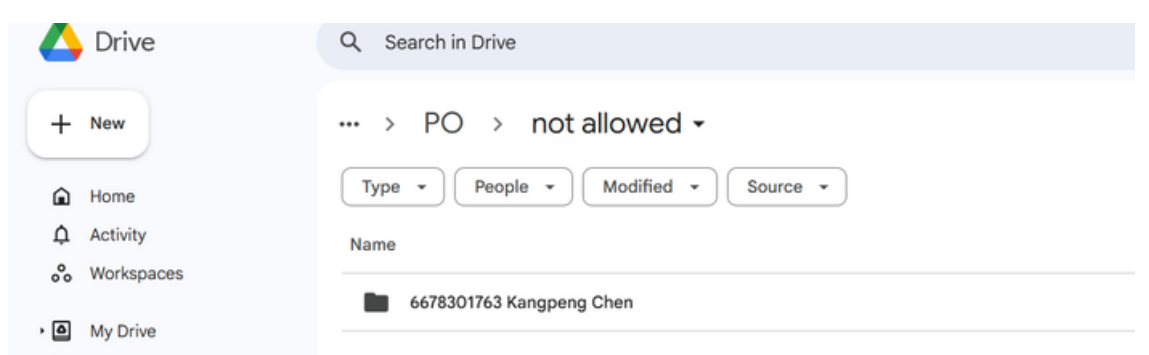
4. SELECT YOUR PROGRAM



5. SELECT “ALLOW” OR “NOT ALLOW” THIS DEPENDS ON YOU
AND YOUR ADVISOR. YOU NEED TO CONSULT WITH YOUR
ADVISOR TO ALLOW PUBLISHING THE THESIS BOOK AS A HARD
COPY OR NOT. (IF YES > ALLOW, IF NO > NOT ALLOW)



6. CREATE YOUR OWN FOLDER. NAME THE FOLDER
AS “ID NAME SURNAME” AS SHOWN BELOW



7. UPLOAD THE FILES IN THE ORDER AS THE FOLLOWINGS:

- COMPLETE THESIS BOOK (PDF)
- THAI ABSTRACT (WORD)
- ENGLISH ABSTRACT (WORD)

8. CREATE FOLDER “015_PRAGIARISM APPROVE”

- 015_Plagiarism Approval
- 1. 6478502363 Min Thu Cho (M.S)_Thesis Complete.pdf
- 2. 6478502363 Min Thu Cho (M.S)_Abstract (Thai).docx
- 3. 6478502363 Min Thu Cho (M.S)_Abstract (English).docx

UPLOAD: GRADUATE PACKAGE

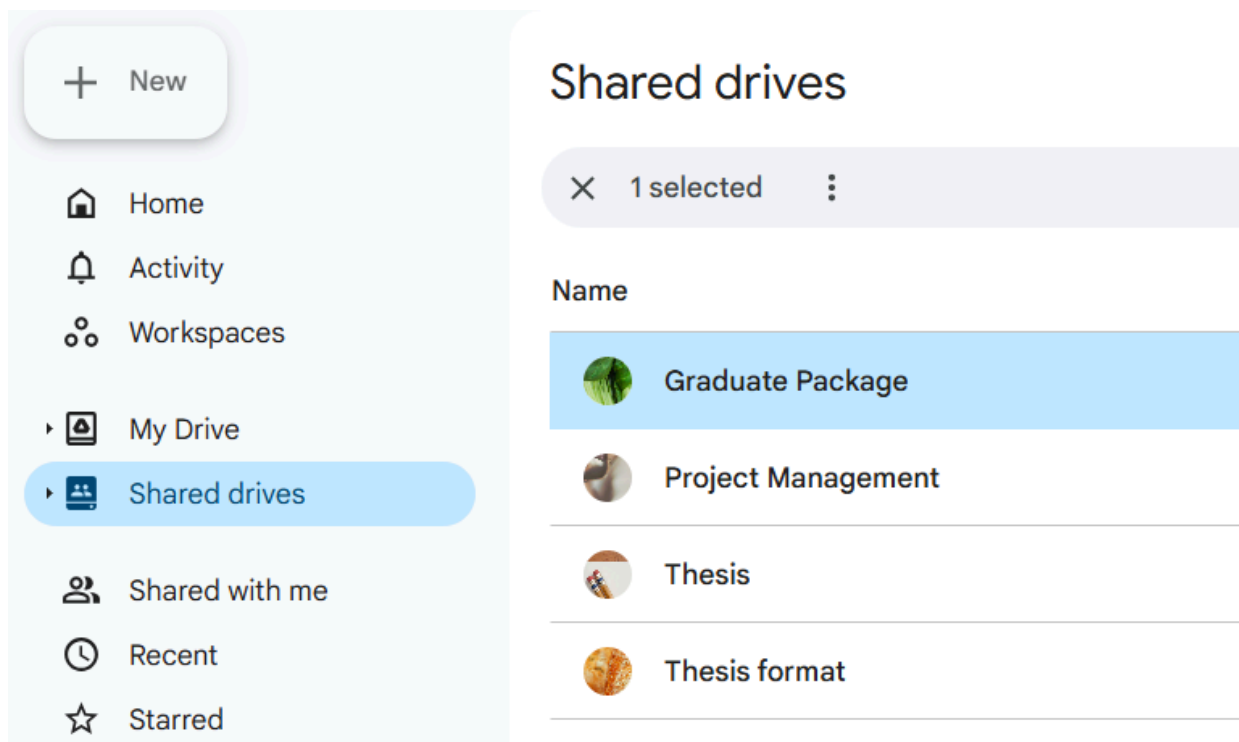
1. LOGIN TO GOOGLE DRIVE WITH YOUR CHULA EMAIL

> GO TO "SHARED DRIVES"

> SELECT "GRADUATE PACKAGE"

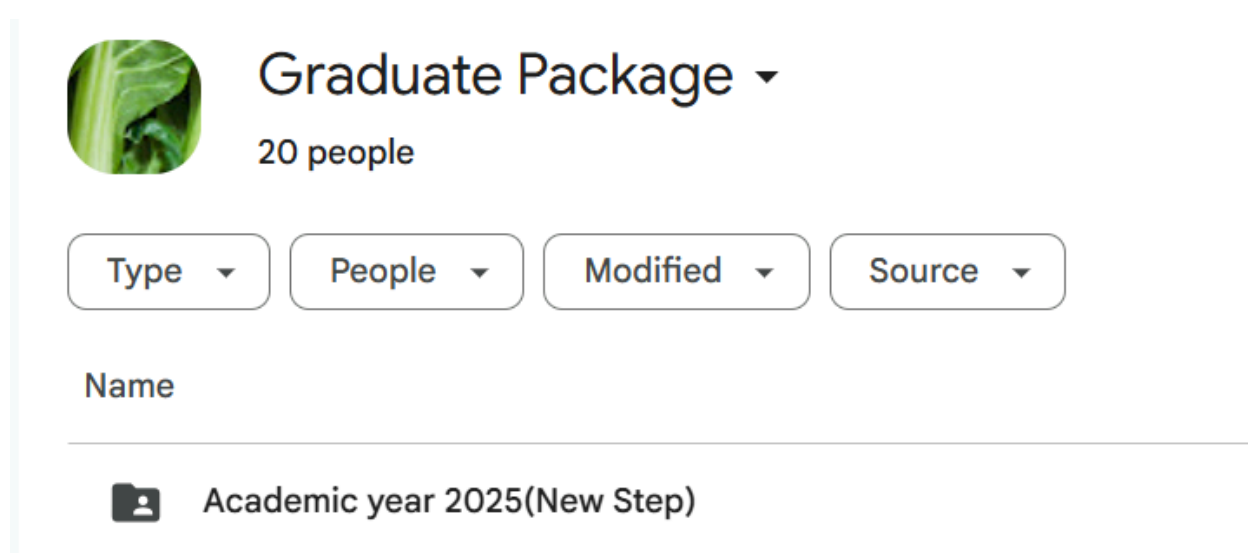
NOTE:

NOW - AUG (2026) ----> GRADUATION YEAR 2026 (ACADEMIC YEAR 2025)
 SEP (2026) - DEC (2026) ----> GRADUATION YEAR 2026 (ACADEMIC YEAR 2026)
 JAN (2027) - AUG (2027) ----> GRADUATION YEAR 2027 (ACADEMIC YEAR 2026)
 SEP (2027) - DEC (2027) ----> GRADUATION YEAR 2027 (ACADEMIC YEAR 2027)

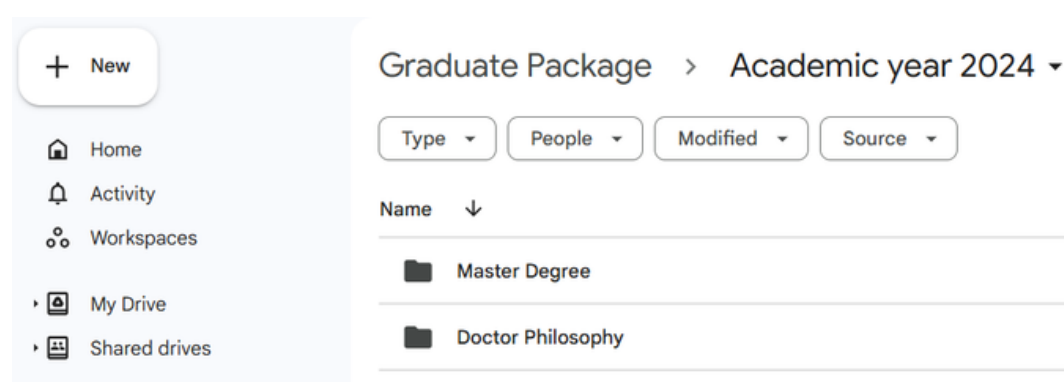


2. AFTER GETTING INTO THE GRADUATE PACKAGE

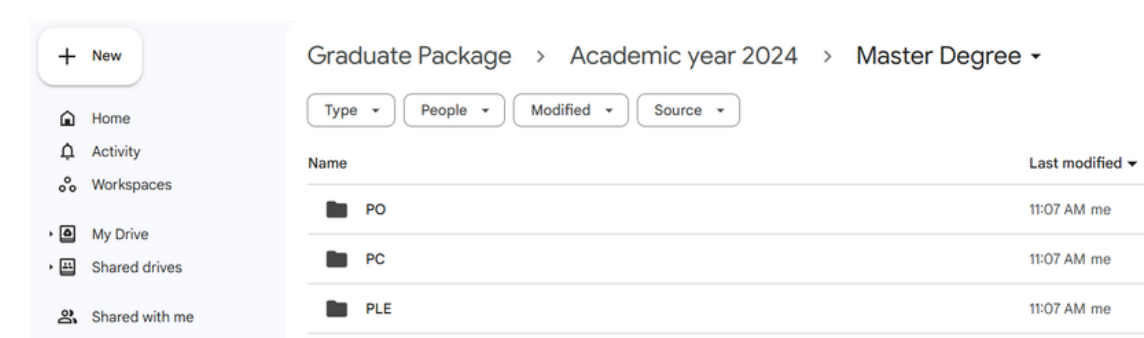
> SELECT YOUR ACADEMIC YEAR



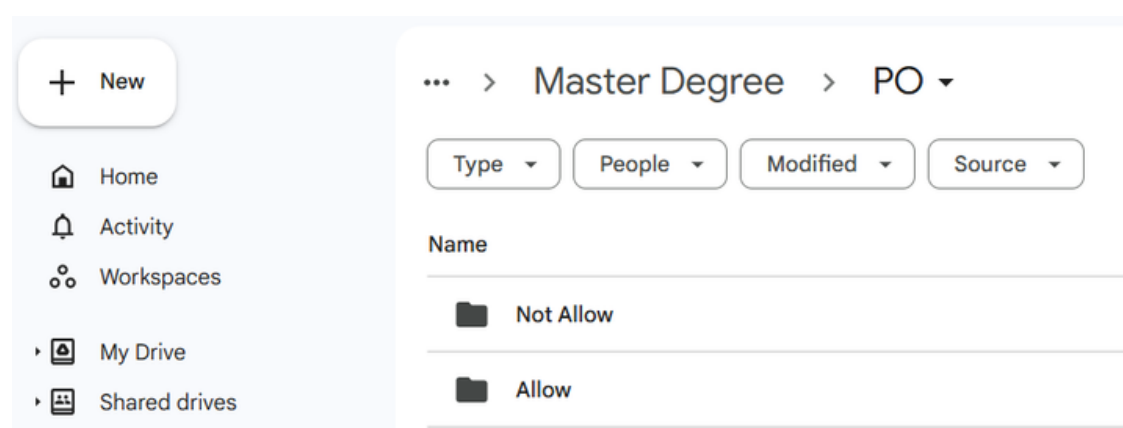
3. SELECT YOUR DEGREE, PH.D. OR M.S



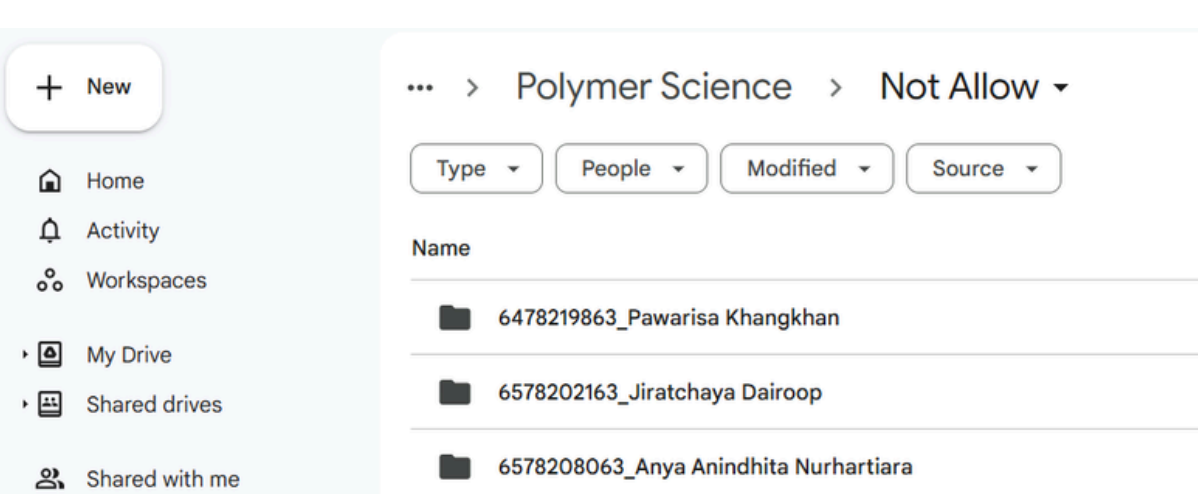
4. SELECT YOUR PROGRAM



5. SELECT "ALLOW" OR "NOT ALLOW" THIS DEPENDS ON YOU AND YOUR ADVISOR. YOU NEED TO CONSULT WITH YOUR ADVISOR TO ALLOW PUBLISHING THE THESIS BOOK AS A HARD COPY OR NOT. (IF YES > ALLOW, IF NO > NOT ALLOW)

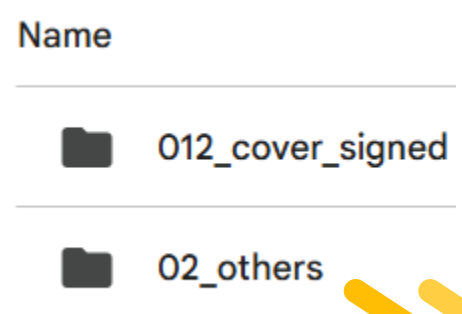


6. CREATE YOUR OWN FOLDER (ID_REAL NAME) TO UPLOAD THE GRADUATE PACKAGE DOCUMENTS FILES



7. CREATE SUB-FOLDER "012_COVER_SIGNED" FOR SUBMIT I-THESIS SIGNED PAGES WITH COMPLETED SIGNATURE (EXCEPT COLLEGE DEAN'S SIGNATURE) IN PDF

8. CREATE SUB-FOLDER "02_OTHER" FOR SUBMIT OTHER DOCUMENTS WITH STUDENT DETAIL & SIGNATURE IN SEPARATED PDF FILE, PLEASE RENAME AS IN ORDER AS FOLLOWING



M.S. STUDENTS:

- "01GP-1 CERTIFYING LETTER"
- "02GP-MS"
- "03GP-2 THESIS DISSEMINATION CONSENT FORM"
- "04PUBLICAT_CERTI"
- "05ACKNOWLED PAGE (WORD)"
- "06MEMO_30DAYSLATE" (IF ANY)
- "07LABBOOK" (IN CASE OF ELECTRONIC FORM)

PH.D. STUDENTS:

- "01GP-1 CERTIFYING LETTER"
- "02GP-PH.D."
- "03GP-2 THESIS DISSEMINATION CONSENT FORM"
- "041PUBLICAT_CERTI"
- "042PUBLICAT_IMPACT FACTOR"
- "043PUBLICAT"
- "05ACKNOWLED PAGE (WORD)"
- "06MEMO_30DAYSLATE" (IF ANY)
- "07LABBOOK" (IN CASE OF ELECTRONIC FORM)