

Request Form for Thesis/Independent Study Submission

GS 16

Graduate School
No.....
Date.....

(Information should be in accordance with GS 27-28 and Graduate School Announcement article 30/2017

Regard to Regulations of Thesis and Independent Study)

1. For Student

Day.....Month.....Year.....

Dear Dean of Graduate School

Mr./Mrs./Ms. Student

ID Codecurrently enrolled in

Master Doctor

Program in..... Has already passed Thesis Examination on Date with
 No revision necessary (referred to GS 27) with due date to submit the original paper within....., that I've already sent the original paper with supporting document enclosed with this form.

Revision necessary (referred to GS 27-28) approved by the Defense Committee on date.....with due date to submit the original paper within 3 days after the revision was approved; date..... And I've already sent the original paper with supporting document enclosed with this form.

Turnitin Originality Report Form

I will process on report binding by myself

I will ask the KKU press to process on report binding

2. Documents of thesis/IS publication

2.1 GS 37 Form (Fill in the data on gsmis.gs.kku.ac.th)

2.1.1 Published journal (cover/table of contents/full paper)

2.1.2 A letter of acceptance from publisher (letter/cover of the last journal/full paper)

2.1.3 Published in conference proceedings (cover/table of contents/full paper/certificate of participation)

2.2 Applied for publication, but not accepted yet

(Journal..... Conference.....)

2.3 No progress

(Students should proceed as quickly as possible)

Consequently I request hereby for your consideration.

Signature.....(Student)

(.....)

Tel

3. For Administrative Section

3.1 Thesis papers submitted within due date

3.2 GS 27 Yes Online (Passed without condition)

3.3 GS 28 Yes Online (Enclose in case of revision)

3.4 GS 29 Yes No (Please enclose)

3.5 GS 37 Yes No (Please enclose)

3.6 GS 38 Yes Online No (Please enclose)

3.7 Turnitin Originality Report Form Yes No

3.8 Thesis Yes

Incorrect (GS. will not accept and will return to students)

(Check for details on the next page)

3.9 Thesis certification Yes

Incorrect (Return to students)

No (GS. will not accept and will return to students)

3.10 Certification for reference (Required for all departments in Faculty of Agriculture *except* Agricultural Extension and Agricultural Economics), Faculty of Science Department of Biology, Inorganic Chemistry (only refer from journal), and Faculty of Technology, Department of Food Technology

Yes (Please enclose) No

- Students receive thesis for format revision at One Stop Service, Graduate School within date

Signature Officer)

(.....)

- Send to Thesis check division on date

- Due date of thesis arrangement (45 days).....

4. For Thesis Checking Section

4.1 Title/Name-Last name / Program/ Plan/ Student status, all are correct Incorrect according to The Bureau of Academic Administrative and Development. Please correct.

Signature (GS Officer)

Date.....

4.2 Format Checking

(Overdue submission may cause a late fee. Please refer to details in the Graduate School Announcement 72/2005 Article 9.3)

The 1st - Finished check on.....Due date for receive.....

- Students receive on.....Receiver.....

- Due date to return the revision.....

- Late fee.....Baht GS Officer.....

- Students return the revision on..... GS Officer.....

- Late fee.....Baht GS Officer.....

The 2nd - Finished check on.....Due date for receive.....

- Students receive on.....Receiver.....

- Due date to return the revision.....

- Late fee.....Baht GS Officer.....

- Students return the revision on..... GS Officer.....

The 3rd - Finished check on.....Due date for receive.....
 - Students receive on.....Receiver.....
 - Due date to return the revision.....
 - Late fee.....Baht GS Officer.....
 - Students return the revision on..... GS Officer.....
 - Late fee.....Baht GS Officer.....

The 4th - Finished check on.....Due date for receive.....
 - Students receive on.....Receiver.....
 - Due date to return the revision.....
 - Late fee.....Baht GS Officer.....
 - Students return the revision on..... GS Officer.....
 - - Late fee.....Baht GS Officer.....

4.3 Reference no.-.....Date achieving.....

5. For Administrative Section

Dear Dean

Please sign on the Thesis Certification

.....
 (.....)
/...../.....

6. For students

I already received the Thesis for binding on

Date.....

.....
 (.....)
/...../.....

Characteristics of incomplete thesis (Graduate School will return to students if present)

And important documents required for thesis submission

A complete thesis should consist of a signature of thesis advisor, and a signature of the Dean of Graduate School ready to submit to the Dean of Faculty and publish further. These following details are the characteristics of incomplete thesis that students should review before submission to Graduate School.

1. Characteristics of incomplete thesis

- 1.1 No thesis certification
- 1.2 Missing components:
 - 1.2.1 Abstract Thai – English (either or both)
 - 1.2.2 Table of content (Lists of Table, Lists of Figures)
 - 1.2.3 Page number (partially or throughout thesis)
- 1.3 Other components that represent bad arrangement
 - 1.3.1 Hand-written with pen or pencil, or pasted up of page number
 - 1.3.2 Short note written with pen or pencil inserted in main text.
 - 1.3.3 Overall image of thesis, such as unequal page setup, different fonts type or size, different type of paper – quality less than 80 grams or not white plane paper throughout thesis, or too many mistakes such as incorrect spelling (all of the above or just partially)

2. Important documents required for thesis submission

Students should enclose these following important documents when submitting thesis. Otherwise, the Graduate School will not accept it.

- 2.1 GS 28 (Except for students who passed thesis examination with no further revision necessary)
- 2.2 GS 29
- 2.3 GS 37
- 2.4 Certification for reference certified by thesis advisor of Faculty of Agriculture (every departments except Department of Agricultural Extension and Agricultural Economics) Faculty of Science Department of Biology, Chemistry for Teacher and Faculty of Technology Department of Food Technology.