

Procedures in Submission of a Digital Thesis or Thematic Paper

Procedures in Submission of a Digital Thesis or Thematic Paper

When students receive a "Passed" grade for their thesis or thematic paper examination in the e-Form system, the subsequent steps must be taken in order to submit the thesis or thematic paper in digital format:

1. Students submit their abstracts online, and the Language Center section must accept them and students have been approved for student eligibility examination from the Registration and Assessment Section.
2. Students submit their thesis or thematic paper using the e-Thesis submission system at <https://graduate.mahidol.ac.th/ethesis/stu/login.php> after setting up the format in accordance with the Faculty of Graduate Studies and upon receiving approval from their advisor and the examination committee for their thesis or thematic paper. The files must be uploaded in two parts:

2.1) Thesis/thematic paper file (combined into a single PDF file), which is a file that has been generated after receiving final permission from the advisor and Thesis/thematic paper Examination Committee by leaving the entitled page and the thesis/thematic paper approval page blank for signatures.

2.2) An academic plagiarism report from the Turnitin system, which examines the entire thesis or thematic paper (in PDF format). Students only submit the first page of the Turnitin report, which includes the Similarity Index and Similarity by Source (Internet source, Publication and Student Paper).

Once students have finished attaching files for both parts, they must click Submit to activate the system. The thesis/ thematic paper file will be submitted to the major advisor and the program director for approval, respectively. The system will send the thesis/thematic paper file back to the students for adjustments and corrections in accordance with the major advisor's or the program director's advice. If a student submits the thesis/thematic paper file via the E-thesis Submission system without receiving approval from the major advisor or the program director, the thesis or thematic paper file should be submitted again in accordance with number 2 once the student has finished the revision in accordance with the major advisor's or the program director's advice.

Note: Each time a student submits their thesis/thematic paper via the E-thesis Submission system, the major advisor and the program director must approve it.



After the program director has approved the thesis/thematic paper file, staff from the Academic Service section will check it for completeness and notify students of the results within 7 days.

- The staff will finish the procedure when the thesis/thematic paper file is finished and in compliance with the guidelines established by the Faculty of Graduate Studies. Students will then get an email from the system.
- The staff will send the file back for modifications with instructions if the thesis/thematic paper is unfinished or does not follow the format requirements set out by the Faculty of Graduate Studies and students will receive an e-mail notification from the system and after completing all corrections according to the instructions of the staff, please proceed to submit the thesis/thematic paper file again according to number 2.
- Staff will notify the fee and payment details via the E-thesis Submission system, and students will receive an email notification from the system. In the event that the thesis or thematic paper file is incomplete and in accordance with the format specified by the Faculty of Graduate Studies, the student is subject to a penalty for late submission.

Notes: After the thesis or thematic paper examination results show that you have "Passed," you have 21 days (including holidays) to turn in your thesis or thematic paper file. The submission of the thesis or thematic paper file will be judged to have been delayed if it has been more than 21 days. A 200 baht fee is imposed on students each working day up to the date the file is sent into the e-thesis system and this delay cannot exceed a period of 90 days. The results of the thesis/thematic paper examination will be canceled by the Faculty of Graduate Studies if there are more than 90 days after the deadline for submitting the thesis file.



Students must complete all committee signatures, including those of the program director and the dean of the faculty to which they belong, in order to submit the entitled page and the thesis approval page (also known as the "Signature page") except the part of the Dean of Faculty of Graduate Studies. Students deliver the documents to the Faculty of Graduate Studies' Salaya campus where it will be signed by the Dean of Faculty of Graduate Studies. Students will then get an email notification from the system when the Faculty of Graduate Studies staff uploads it into the e-thesis system, after which the students then pick up the original copy.

The Method for Submitting a Digital Thesis of Thematic paper

