



Request Form for Submission of a Complete Thesis

Subject: Request for submission of a complete Thesis

Dear Chairman of Graduate Committee of the Program.....

I,Student ID.....Telephone No.....

Level of Study [] Master’s Plan..... [] Doctoral Type.....

Program/ Majoring in

having successfully finished the study in semester/[year].....,having

taken a Thesis Defense Examination Thesis Title:

in Thai.....

in English.....

and had passed the examination on (date), and having edited the thesis contents according to suggestions made by the Thesis Defense Examination Committee, I, therefore, would like to submit ...3... copies of my complete thesis together with ...3... CDs (containing my thesis electronic files)

For students with ID no. issued before 2017

[] Submitting a complete thesis within 3 weeks after the examination date (the passing date is the graduation date, specify the date.....)

[] Submitting a complete thesis later than 3 weeks after the examination date (the date of receiving the complete thesis books by CGS is the graduation date, specify the date.....)

For students with ID no. issued since 2017

[] Submitting a complete thesis within 30 days after the examination date (the passing date is the graduation date, specify the date.....)

[] Submitting a complete thesis later than 30 days after the examination date (the date of receiving the complete thesis books by the Program is the graduation date, specify the date.....)

Research Funding Information

[] not be funded

[] be funded for the amount of Baht, specify scholarship title/ funding source/contract no.)

[] be funded for the amount of Baht, specify scholarship title/ funding source/contract no.)

[] be funded for the amount of Baht, specify scholarship title/ funding source/contract no.)

(In the case of being funded by Walailak University, I have already expressed my gratitude in Acknowledgements part in my thesis and also specified that “This work was supported by Walailak University Fund”)

Sign.....Student

Date.....

① Graduate Program Committee
<p>I certify that this student has submitted his/her complete thesis and all relevant documents.</p> <p style="text-align: right;">Sign..... (.....) Chairman of the Graduate Program Committee Date</p>
② College of Graduate Studies
<p>3 copies of complete thesis books and 3 CDs-ROM submitted to the following parties:</p> <p><input type="checkbox"/> To the School, 1 copy of the thesis book and 1 copy CD-ROM</p> <p><input type="checkbox"/> To major thesis advisor, 1 copy of the thesis book and 1 copy CD-ROM</p> <p><input type="checkbox"/> To CGS, 1 copy of the thesis book and 1 copy CD-ROM</p> <p>Received by</p> <p>Date</p>

Remarks: 1. Student must submit 3 copies of his/her complete thesis books and 3CDs-ROM (excluding any additional copies requested by Co advisors). Thesis electronic files must be saved in MS-WORD and PDF formats in one CD-ROM and the information must similar to the printed version of thesis book.

2. Clearly label the CDs specify “Student ID no., Name-Surname, Program/Major and Thesis title”.

2 Presentation of research article in Academic Conference: a student must attach the followings subjects:

In case of the research **article (full paper) has been published** in conference proceeding 1) copied pages of the article published in a conference proceeding specified a conference name, date, and page numbers 2) A CD-ROM containing article files saved in MS-WORD format. In case of **receiving award(s)**: copy of certificate, photos etc.

Author/Presenter	
Article title: Thai	
.....	
English	
.....	
Conference name: Thai	
.....	
English	
.....	
Conference date	Organizer(s)
Venue	Province/State/Country
Full paper proceeding <input type="radio"/> Yes, pages.....	<input type="radio"/> No
Peer Review Process <input type="radio"/> Yes	<input type="radio"/> No
Type of Presentation <input type="radio"/> Poster	<input type="radio"/> Oral Presentation <input type="radio"/> Other.....
Conference <input type="radio"/> National	<input type="radio"/> International

Author/Presenter	
Article title: Thai	
.....	
English	
.....	
Conference name: Thai	
.....	
English	
.....	
Conference date	Organizer(s)
Venue	Province/State/Country
Full paper proceeding <input type="radio"/> Yes, pages.....	<input type="radio"/> No
Peer Review Process <input type="radio"/> Yes	<input type="radio"/> No
Type of Presentation <input type="radio"/> Poster	<input type="radio"/> Oral Presentation <input type="radio"/> Other.....
Conference <input type="radio"/> National	<input type="radio"/> International

*The student must attach the following details.

In the case of publication in the proceedings (full paper)

- 1) A Proof of publications from a conference with the title of conference, conference date and Page
- 2) 1 CD of article in the form of MS-WORD

3 Obtaining a patent/petty patent

Title of work: Thai:.....
.....

English:.....
.....

Patent/Petty patent no..... Date of approval

Organization/Country Approving the Patent

Award granted Awarded Not awarded

Award title.....

Awarding organization /Country

Date awarded.....

4 Receiving the copyright

Title of work:Thai:.....
.....

English:.....
.....

Copyright no. Date of approval

Copyright registration no.

Type of copyright Literature Dramatic works Art Other

.....

5 Invention

Title of invention: Thai:.....
.....

English:.....
.....

Date of invention registered.....

Brief description of the invention

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6 Publicity in other forms

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*** The student must attach evidence of having obtained a patent/petty patent, copyrighting, invention registration or the publicity in other forms.

7 Currently, I am unable to publish my research work/article because of the following reasons
<Please specify details for example *My work is under the process of patent registration* Or *It is an obligation of scholarship grantor (specify funding source)*>

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Student's signature.....

Advisor's signature.....

Date.....

Date.....

A Guideline for Submission of a Complete Thesis

- 1) Student prints a Form for Submission of a Complete Thesis at <https://grad.wu.ac.th>.
- 2) Student fills out and signs the form, submits the form along with 3 copies/books of the complete thesis, 3 thesis CDs and encloses any evidences of publication/publicity which may be in the form of academic journal, conference presentations/ obtaining a patent or a petty patent, receiving copyright or invention, and sends to Graduate Studies Program Officer.
- 3) Graduate Program Officer proposes the Form and all attachments to the Chairman of Graduate Program Committee for consideration.
- 4) Graduate Program Officer submits the Form and attachments to CGS.
- 5) The CGS officer rechecks the Form before recording data into the CES system and submits the thesis book to Center for Library Resources and Educational Media (CLM).



