THESIS WRITING MANUAL

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THESIS WRITING MANUAL

English Edition

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12 November 2026

WORKING DRAFT FOR REVIEW

Translated from the latest supplied Thai manual, version 2.5-draft

Document Information and Scope of Use

Document title	Thesis Writing Manual, Central Library, KMUTNB
Prepared by	Central Library in collaboration with the faculties responsible for graduate programs
Status	Revised draft for consideration; not a University regulation or announcement
Thai source version	2.5-draft / 28 October B.E. 2569 (2026)
Historical source	*Thesis Preparation Manual*, Graduate College, KMUTNB, first printing B.E. 2558 (2015), 133 pages in the PDF file
Scope	Master's and doctoral theses. Application to minor theses or independent studies is subject to the applicable academic program

This edition has been substantially reorganized from the earlier manual. It is neither a one-to-one page translation of that manual nor a mechanical substitution of institutional names. The revision uses the report on the restructuring of graduate education [18] together with information confirmed by the commissioning party. Faculties are responsible for students' academic processes. The Central Library operates iThesis and shares responsibility for the request tracking system during the transition. Other support duties are allocated among the units identified in the report.

The Thai source used the class file and fonts provided with Thesis Template version 0.1.21. Its five-chapter thesis writing guidance is incorporated as Appendix B. Proposed new procedures are distinguished from rules inherited from the earlier manual.

Evidence for the Restructuring

The Thai manual cites Memorandum No. กจ 3627/2569, dated 27 October B.E. 2569 (2026), and the Rector's instruction of 28 October 2026, "Noted / Notify and proceed as proposed" [18]. The report refers to University Council Meeting No. 4/2569, Part 2, held on 22 April 2026, and University Council Order No. 026/2569 dated 27 April 2026. As the full texts of the latter two documents had not yet been examined when the Thai source was prepared, the date of the Rector's instruction must not be treated as the dissolution date of an administrative unit or as the effective date of every requirement.

Regulations, announcements, and orders applicable to each student cohort take precedence over this manual. Where requirements differ, faculties and responsible officers must consult the original documents in force before proceeding, particularly for eligibility, examinations, deadlines, signing procedures, and fees. Under the revised deposit process described in this manual, the final thesis is submitted electronically through iThesis NexGen; no CD or printed hard-copy thesis is required for deposit with the Central Library.

Preface

This *Thesis Writing Manual* has been prepared to provide a coordinated framework for the writing, formatting, approval, and preservation of graduate theses at King Mongkut's University of Technology North Bangkok. Under this framework, faculties are responsible for academic matters, while the Central Library manages thesis preservation and information services through iThesis NexGen.

The main guidance on thesis components, page layout, presentation of tables, figures and equations, and referencing is adapted from the Graduate College manual of B.E. 2558 (2015). Procedures formerly associated with the Graduate College have been reorganized according to the responsibilities of the relevant units. The revised manual also introduces file version control, metadata management, approval evidence, and checks for accepting electronic documents.

The manual draws a clear distinction between academic decisions and the acceptance of a thesis for deposit. Acceptance by the Central Library confirms that the submitted work satisfies the deposit checklist. It does not replace the examination result or certification of degree completion. Students must make all required revisions and obtain the signatures of their thesis advisors, thesis examination committee members, and faculty dean before submitting the approved electronic final version through iThesis NexGen. Submission of a CD or printed hard-copy thesis is not required.

Students and advisors should use this manual together with the requirements of their academic program, the University-approved iThesis NexGen template, and current faculty announcements. The examples in the appendices are intended for learning and adaptation. Text enclosed in square brackets indicates fields to be completed with actual information; it is not final text ready for thesis submission.

Central Library
King Mongkut's University of Technology North Bangkok
October B.E. 2569 (2026)

How to Use This Manual and What Has Changed

User group	Recommended starting sections
Students	Appendix B (five-chapter writing guidance); Chapter 3 (structure); Chapter 4 (formatting); Chapter 5 (references); and Chapter 6 (submission)
Thesis advisors	Chapter 1 (roles); Chapter 3 (content quality); Chapter 5 (references); and Appendix B (research alignment)
Faculties and academic programs	Chapters 1 and 2; Appendix D (records); Appendix F (policy issues requiring confirmation); and Appendix G (request tracking system)
Central Library	Chapters 1, 6, and 7; and Appendices C, D, and G for iThesis operations, transitional request tracking, and thesis deposit
Manual editors	Appendix E (crosswalk from the earlier manual); Appendix F; and the README in the LaTeX package

Principles of the Revision

1. Retain the substantive formatting guidance from the earlier source while identifying matters that require a current template or announcement.
2. Assign academic responsibilities according to the faculties' authority and distribute support functions as indicated in the restructuring report [18]; do not presume that every former Graduate College function transfers to a faculty.
3. Establish an iThesis NexGen deposit process in which the approved final file, approval evidence, and searchable metadata agree.
4. Preserve the original institutional names in historical references; do not retroactively change the publishing history of older documents.
5. Accept the corrected, fully signed, final electronic thesis through iThesis NexGen without requiring a CD or hard-copy thesis, in accordance with the additional information confirmed by the commissioning party.

Access to iThesis NexGen

Students, academic staff, and administrative personnel: `https://app.ithesis.co`

Meaning of Editorial Labels

"Based on the earlier manual" identifies content inherited from the earlier source. "Proposal for the revised process" denotes guidance submitted for consideration by the responsible unit. "Confirmation required before adoption" identifies matters for which governing authority or procedural details have not yet been established.

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Editorial preview of the complete English manual. Page numbers are shown for the material included in this installment. A dash indicates content scheduled for later translation and pagination.

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CHAPTER 1

Framework for Operations and Responsibilities

1.1 Objectives and Principles

The purpose of this manual is to establish a systematic approach to preparing theses that are readable, verifiable, and suitable for long-term preservation. It connects the responsibilities of students, thesis advisors, faculties, and the Central Library from the proposal stage through deposit of the approved final version.

The intended outcomes are theses whose content accurately reflects the research findings, whose formatting follows an approved template, whose references can be traced, and whose deposited files match the approved versions. Each stage therefore requires clear accountability and documented evidence of handover.

Role framework used in the revised manual. The responsibilities set out below are based on the restructuring report [18] and the submission requirements confirmed by the commissioning party. The final thesis must be signed by the thesis advisor(s), the thesis examination committee, and the faculty dean. Approval of other steps, including cases of delegated or acting authority, must follow the orders and announcements currently in force.

Process ownership under the revised structure. The Central Library operates and maintains iThesis NexGen, including thesis deposit and preservation. During the transition, it also participates in managing the request tracking system together with the appointed super administrator. Academic responsibilities remain with the faculties under their delegated authority, and other support duties remain with the units specified in the restructuring report [18]. Shared use of an information system does not transfer academic approval authority from a faculty to the Central Library.

1.2 Key Terms and Scope of Responsibilities

Table 1-1: Key terms and scope of responsibilities

Term	Meaning in this manual
Faculty	The faculty or academic unit responsible for the student's graduate program, including an equivalent unit formally assigned that responsibility.
Academic approving authority	An individual or committee authorized to approve a matter under applicable regulations and orders. Authority must not be inferred from a job title alone.
Draft version	A document version still being written, checked, or revised, and not intended for final deposit.
Examination version	A version endorsed by the thesis advisor for submission to examiners under the faculty's procedures.
Approved final version	An electronic file in which all required corrections have been completed and which has been signed by the advisor(s), examination committee, and faculty dean.

Table 1-1 (continued)

Term	Meaning in this manual
Thesis deposit	Acceptance of a file and its descriptive data after the deposit checklist has been satisfied. It is not equivalent to approval of degree completion.
Metadata	Information describing a work, such as title, author, program, year, abstract, keywords, and access conditions.
iThesis NexGen	The system operated and maintained by the Central Library for preparing and tracking document revisions, forwarding requests for consideration by authorized persons, and submitting fully signed final versions for deposit and preservation.
Institutional repository	A facility for preserving and providing access to University research outputs. It may be connected to iThesis NexGen through an approved process.

1.3 Responsibilities of Stakeholders

1.3.1 Students

Students are responsible for the correctness of thesis content, the completeness of supporting evidence, proper references, and the version of the document submitted. They must verify their eligibility and relevant schedules with their faculty before filing a request, ensure that system data agree with approved documents, and follow up on each requested correction until it is formally closed.

The use of writing software, research assistants, or artificial intelligence tools does not transfer the researcher's responsibility to those tools. Students must personally check text, calculations, figures, and references and protect information that has not been authorized for disclosure.

1.3.2 Thesis Advisors and Examination Committees

Thesis advisors supervise the research questions and methods, the correctness of the analysis, and the soundness of the conclusions. They check whether required revisions have been completed and endorse document versions in accordance with faculty procedures. Thesis examination committees evaluate the work and report examination results within the authority granted by their appointment.

Requested revisions should specify the location, issue to be corrected, and criteria for confirming closure, so that students and reviewers rely on the same evidence. Uploading a revised file alone does not show that an issue has been closed. Once the revisions are complete, the thesis advisors and examination committee members must sign the final version according to their respective roles.

1.3.3 Faculties, Academic Programs, and Graduate Academic Administration

Faculties are responsible for academic administration within their authorized powers. Their duties include verifying eligibility, approving proposals or referring them to authorized decision-makers, appointing advisors and committees, arranging examinations, recording

examination outcomes, endorsing corrections, and forwarding evidence relevant to degree completion to the appropriate registration unit. The faculty dean signs the final thesis after it has been corrected and certified by the thesis advisor(s) and examination committee.

Each faculty must inform students which forms are in use, where to submit requests, who may approve them, and which deadlines apply to each student group. If legacy form codes such as บว.01 or บว.30 remain in use, the faculty must identify them as forms approved for continued use, with their current version and process owner.

1.3.4 Central Library

The Central Library is responsible for iThesis NexGen operations throughout the process, including user accounts and access permissions, assistance with approved templates and system use, coordination of technical problems and service providers, and updates to system information based on evidence certified by the faculty. If an examination committee member is missing from the system, the faculty must first confirm the person's name and role against the appointment order before asking the Library to add the record. Adding a name to the system does not constitute a committee appointment.

The Central Library accepts and preserves final theses submitted electronically through iThesis NexGen. Students are not required to supply a CD or printed hard-copy thesis. All revisions must have been completed, and the final file must carry the required signatures of the advisor(s), thesis examination committee, and faculty dean. The Library checks the completeness of the file, metadata, and approval evidence; advises on formatting and references; and coordinates publication or restricted access under decisions made by the duly authorized body.

If the title is inconsistent, evidence is missing, or a file is corrupted, the submission must be returned with a specific correction list and the responsible party identified. A completed deposit should have a traceable record number, deposit date, file version, and access or publication status.

Under item 10 of the restructuring report, the Central Library uses revenue funds allocated to it for iThesis operations. It must also work with the request tracking system to access relevant student status information. The report proposes appointing a joint working group with the relevant parties. Further details concerning the transitional management of the request tracking system and the handover of information appear in Appendix G [18, p. 3, items 9–10].

1.3.5 System Administrators and Registration Units

System administrators operating iThesis under the Central Library manage access rights and user accounts. They coordinate data integration, backups, and restoration with the responsible technical units or service providers according to the assigned duties. Registration units, meanwhile, manage student status and degree-completion records under the

University's processes. A "deposited" status in a document system must therefore remain distinct from a "degree completed" status in student records.

1.4 Responsibility Matrix and Handover Evidence

The following matrix synthesizes responsibilities from the restructuring report [18] and the confirmed thesis deposit requirements. The proposed handover evidence is an operational guide to be used alongside delegation orders; it does not replace appointment orders or examination regulations.

Table 1-2: Responsibilities and handover evidence

Activity	Primary operator	Reviewer / certifier	Evidence
Operate iThesis	Central Library	Assigned system owner	Accounts, rights, service logs
Operate request system during transition	Super administrator with Central Library	As delegated in the restructuring report	Issue-resolution and access logs
Maintain request system servers	University Computer and Information Technology Centre	Infrastructure owner	Server service records
Verify academic data in systems	Faculty of the student	Authorized faculty officer	Orders and verified data
Thesis proposal and title	Student and advisor	Faculty or other authorized authority	Approved proposal
Appoint advisors and examiners	Faculty and program	Authority identified in the appointment order	Appointment order
Conduct examinations and report results	Examination committee and faculty	Academic approving authority	Results and required revisions
Revise thesis content	Student	Advisor / committee as required	Response-to-review table
Certify final version	Student and faculty	Advisor(s), examination committee, and faculty dean	Final file and signed certification
Check file and metadata	Student and Central Library	Designated deposit reviewer	Deposit checklist
Deposit and preserve	Central Library	Officer responsible for deposit	Receipt, version, date/time
Approve suspension of public access	Requester and faculty	Authority responsible for access rights	Decision and review deadline
Provide authorized public access	Central Library / system administrator	In accordance with documented approval	Record and access logs
Confirm degree completion	Faculty and registration unit	Under University regulations	Eligibility verification and decision

1.5 Division of Duties under the Restructuring Report

Report [18] allocates functions formerly performed by the Graduate College among several University units. Table 1-3 is a coordination map. Item numbers refer to the source report, not to provisions newly established by this manual.

Table 1-3: Responsible units under the restructuring report

Function	Responsible unit and scope	Source [18]
Student admissions	Admissions Office, Educational Services Division, together with faculties/colleges, departments/academic fields, and the Finance Division; joint working group to establish procedures	p. 1, item 1
Curricula and special programs	Faculties/colleges coordinate with the Educational Services Division; special programs proceed through University-appointed committees and then the Policy and Planning Committee	p. 2, item 2
Theses and examinations	Faculties/colleges handle theses, minor theses, independent studies, comprehensive examinations, and qualifying examinations for regular-program students; Educational Services coordinates with the Legal Division on remuneration rules	p. 2, item 3
Remaining budget	Transferred to accumulated funds of the Office of the President from fiscal year B.E. 2570 (2027)	p. 2, item 4
Examination committee remuneration, earlier cohorts	Faculties/colleges submit reimbursement documents to the Educational Services Division for students with codes preceding academic year B.E. 2570	p. 2, item 5
Support for dissemination of research outputs	For student codes from academic year B.E. 2570 onward: faculties/colleges; for earlier codes: claims through Educational Services	p. 2, item 6
NSTDA scholarships	Eight existing scholarships not yet closed: Educational Services Division and Finance Division until completion; future scholarships: faculties/colleges	p. 2, item 7
Outstanding thesis awards	Science and Technology Research Institute for graduates from academic year B.E. 2568 (2025) onward	p. 3, item 8
Request tracking system	Designated super administrator works with the Central Library on temporary user support and issue resolution; University Computer and Information Technology Centre handles servers only	p. 3, item 9
iThesis	Central Library manages electronic documents using its allocated revenue budget and works with the request tracking system	p. 3, item 10
Turnitin	University Computer and Information Technology Centre arranges budgeting and annual software license renewal	p. 3, item 11
Graduate studies website	Educational Services Division	p. 3, item 12
Procurement and continuing obligations	Continue under the Graduate College’s administrative status until completion, with approvals by the person assigned by the Rector	p. 3, item 13
Historical records for the preceding ten years	Stored at Building 98/2, second floor, in the Finance Division’s record storage area, Office of the President	p. 3, item 14

1.5.1 Provisions Depending on Student Cohort

Under item 5 of the report, faculties/colleges submit claims for examination committee remuneration for student codes preceding academic year B.E. 2570 (2027) to the Educational Services Division, with the requested funds drawn from the accumulated balance previously transferred to the Office of the President [18, p. 2].

For support for presentations and publications at international venues, item 6 assigns responsibility for student codes from academic year B.E. 2570 onward to faculties/colleges. Claims for earlier student codes continue through the Educational Services Division [18,

p. 2].

Faculties should check the student's code, type of activity, and applicable reimbursement rules before submitting a claim. A single cohort rule must not be applied indiscriminately to every activity. Existing scholarships that have not yet been closed and continuing obligations must not automatically be transferred to faculties. For special programs, the relevant project and rules must be checked because the assignment of thesis and examination functions under item 3 expressly refers to regular-program students.

1.5.2 Separating Tool Administration from Academic Decisions

Under item 11 of the report, annual renewal of the Turnitin license is handled by the University Computer and Information Technology Centre. Assessment of similarity reports, appropriateness of citations, and academic merit, however, belongs to the authorized academic decision-makers applying the criteria relevant to the student. Neither software procurement nor account management confers authority to approve a thesis. The restructuring report does not establish a new similarity-percentage threshold.

1.6 Conflicting Records and Subsequent Corrections

If the thesis title, author, program, or year differs from the evidence of approval, the record must be returned to the responsible data owner for correction at the source. Both the file and its metadata must then be checked before deposit.

After deposit, changes to thesis content require consideration by the faculty. Corrections to descriptive metadata that do not alter the scholarly work may be made within the permissions granted to repository record administrators. The reason for the change, requester, approver, date and time, and versions before and after the change must be recorded; prior history must not be overwritten or lost.

CHAPTER 2

Procedures for Preparing a Thesis

Historical basis: the Graduate College thesis manual, B.E. 2558 (2015), pp. 1–7. The procedures below follow the revised Thai manual, not the earlier English handbook's superseded deadlines or submission requirements.

2.1 Preparation

Before beginning, students should confirm with their faculty the applicable curriculum, study plan, eligibility to propose a thesis topic, language requirements, qualifying examination requirements, and student status. Requirements must be based on the student's admission cohort and relevant announcements. Credit totals, grade thresholds, or numbers of days stated in the B.E. 2558 (2015) manual must not be applied automatically.

Students should prepare a work plan covering the thesis proposal, approval, research ethics or permission to access data, data collection and analysis, examinations, revisions, and final deposit. The plan should allow time for each round of review and correction. Students should obtain the relevant final deadlines separately from their faculty and the Central Library.

Information to obtain at the outset

- Official Thai and English names of the academic program, field of study, department, faculty, and degree.
- Names and roles of the formally appointed thesis advisor(s).
- Forms, schedules, submission channels, and supporting documents applicable to the student's cohort.
- Account and access permissions for iThesis NexGen, together with the University-approved template.
- Restrictions on data, intellectual property, and conditions attached to research funding.

2.2 Thesis Proposal

A thesis proposal should identify a clear problem and a feasible way to answer the research question. The minimum components retained from the earlier manual are the thesis title, background and significance, objectives, scope, research methodology, expected benefits, and references. Where the research involves hypothesis testing, the hypotheses and how they will be tested should also be stated.

1. The student drafts the proposal and discusses its scope, methods, and required resources with the thesis advisor.

2. The student checks that the Thai and English titles are consistent with the objectives and identifies the data or population to be studied.
3. The student prepares the request and supporting evidence listed by the faculty, using the forms currently approved for use.
4. The request is submitted through the academic program or the channel designated by the faculty. The student retains the request reference number.
5. Once the decision is issued, the student retains the approved proposal and its approval date as the baseline for controlling subsequent changes.

Where permission to collect data or research ethics approval is required, the student must obtain it in accordance with the applicable rules *before* undertaking activities that require such permission. Approval of a thesis topic does not automatically authorize the use of personal or organizational data.

2.3 Proposal Examination and Project Changes

The faculty verifies the student's eligibility and appoints the examination committee under the applicable authority. The student provides the same version of the examination documents to all committee members by the required deadline and prepares to explain the problem, research gap, methodology, scope, and schedule.

Examination outcomes must be recorded using the faculty's prescribed reporting format. When revisions are required, the student prepares a response-to-comments table identifying the revised pages and the supporting evidence. If the examination is not passed, the student follows the applicable regulations and the examination committee's decision; the sanctions or permitted number of attempts stated in an older manual must not be applied directly.

Any proposed change to the thesis title, research scope, methodology, advisor, or another substantial component must be assessed for its effect on the earlier approval. The matter must be referred to the faculty for consideration *before* updating information in the system. Approval decisions and dates for each change must be retained to prevent differences between the title in examination records and the final thesis.

2.4 Research Implementation and Progress Reporting

Students conduct the research according to the approved plan. They should document data collection, exclusions, data transformations, experiments, and the reasons for methodological changes so that the principal results can be reproduced from the records retained.

Progress reports should show work completed against the research objectives, preliminary results, problems encountered, and the remaining work plan. The faculty determines the form of examination or progress reporting, minimum time periods, and evaluators according to the requirements applicable to the student.

Suggested records for monitoring progress

- The approved proposal and approval records for subsequent changes.
- Records of advisor meetings and agreed action items.
- Research instruments, dataset versions, processing steps, and data-quality findings.
- Experiment or analysis results with clearly recorded dates and methods.
- The latest schedule and explanations of any departures from it.

2.5 Requesting a Thesis Defense and Examination Outcomes

Before requesting the defense examination, the student and advisor should verify that the thesis addresses every research objective, the analyses are consistent with the methodology, limitations have been discussed, and the document is ready for examination committee review. The faculty checks coursework, language, research-publication, and timing requirements under the applicable regulations before accepting the request.

1. The student submits the examination request and supporting evidence specified by the faculty, recording the version of the thesis submitted for examination.
2. The faculty appoints the examination committee, announces the examination arrangements, and distributes the documents under its procedures.
3. The committee conducts the examination and records the outcome, including conditions and deadlines for corrections.
4. The student receives the list of required corrections and identifies who is responsible for verifying closure of each item.
5. The faculty retains the examination report and informs the student of the next steps, specifying the actual applicable deadlines.

Post-examination corrections should be classified by subject matter, such as content, methodology, analysis, references, and formatting. Students must not make substantial changes to results or conclusions without informing the advisor and the competent approving authority. If the required corrections cannot be completed within the prescribed period, the student must submit an appropriate request *before* the deadline. Uploading a file does not, by itself, extend the permitted time.

2.6 Certification of the Final Version and Handover to the Library

After all corrections have been completed, the thesis title, author, degree title, academic year, and names of signatories must be checked for consistency throughout the document. The thesis advisor(s), thesis examination committee members, and faculty dean must sign to certify the final thesis. The faculty verifies that the certification evidence relates to the particular file version containing all completed revisions. The student then submits the final electronic thesis through iThesis NexGen for acceptance and preservation by the Central Library.

The Central Library examines the file, metadata, and supporting evidence against the deposit checklist described in Chapter 6. If any item is deficient, the submission is returned

with an itemized correction request. A filename ending in “final” is not, by itself, proof of approval. When all requirements have been met, the deposit is recorded and the result is communicated through the designated channel.

Electronic submission. Students do *not* need to submit a CD or a printed hard-copy thesis to the Central Library. After completing the required revisions and obtaining signatures from the advisor(s), all thesis examination committee members, and the faculty dean, the student submits the certified final electronic thesis and its approval evidence through iThesis NexGen.

2.7 Control Points Throughout the Process

Table 2-1 summarizes the expected output, condition for completion, and process owner at each control point. Academic approvals remain distinct from deposit acceptance and degree-completion decisions.

Table 2-1: Control points throughout the thesis preparation process

Point	Expected output	Condition for completion	Process owner
1	Proposal ready for review	Problem, objectives, methods, and scope are aligned	Student / advisor
2	Approved topic	Examination result and approval by the authorized body are recorded	Faculty
3	Progress approved	Evaluation outcome supports continuation of the work	Faculty / advisor
4	Examination version ready	Eligibility is met and documents have been submitted by the applicable deadline	Faculty
5	Certified final version	Revisions are complete; advisor(s), examination committee members, and dean have signed	Faculty / signatories
6	Ready for deposit	Corresponding file, data, and evidence have been submitted through iThesis NexGen	Student / Central Library
7	Deposited	Deposit receipt number, file version, date, and access conditions are recorded	Central Library
8	Degree-completion outcome	Applicable conditions are satisfied under the registration process	Faculty / registration unit

2.8 Tracking Returned Submissions

The person returning a submission should specify the issue identifier, location in the thesis, problem found, and required correction. The person making the revision responds with an explanation and the new file version. The reviewer closes the issue only after examining the supporting evidence. A single tracking table should be retained throughout review cycles so that outstanding issues and the persons authorized to decide them remain visible.

Issues involving academic content must be referred to the advisor or faculty. Where the file is corrupted, metadata are incomplete, or system access fails, the student should contact the Central Library or responsible system administrator according to their respective duties.

Keeping these routes separate prevents academic issues from remaining unresolved at the document-deposit stage.

2.9 Role-Based Handover Diagram

The faculty is responsible for academic processes. The Central Library operates iThesis and carries out thesis deposit; during the transition it also shares responsibility for supporting the request tracking system as described in Appendix G. The six-page detailed workflow and original diagrams supplied with the Thai manual were adapted according to the restructuring report [18], together with the system guides [8–11]. Figure 2-1 presents the role-based handover described in that source.

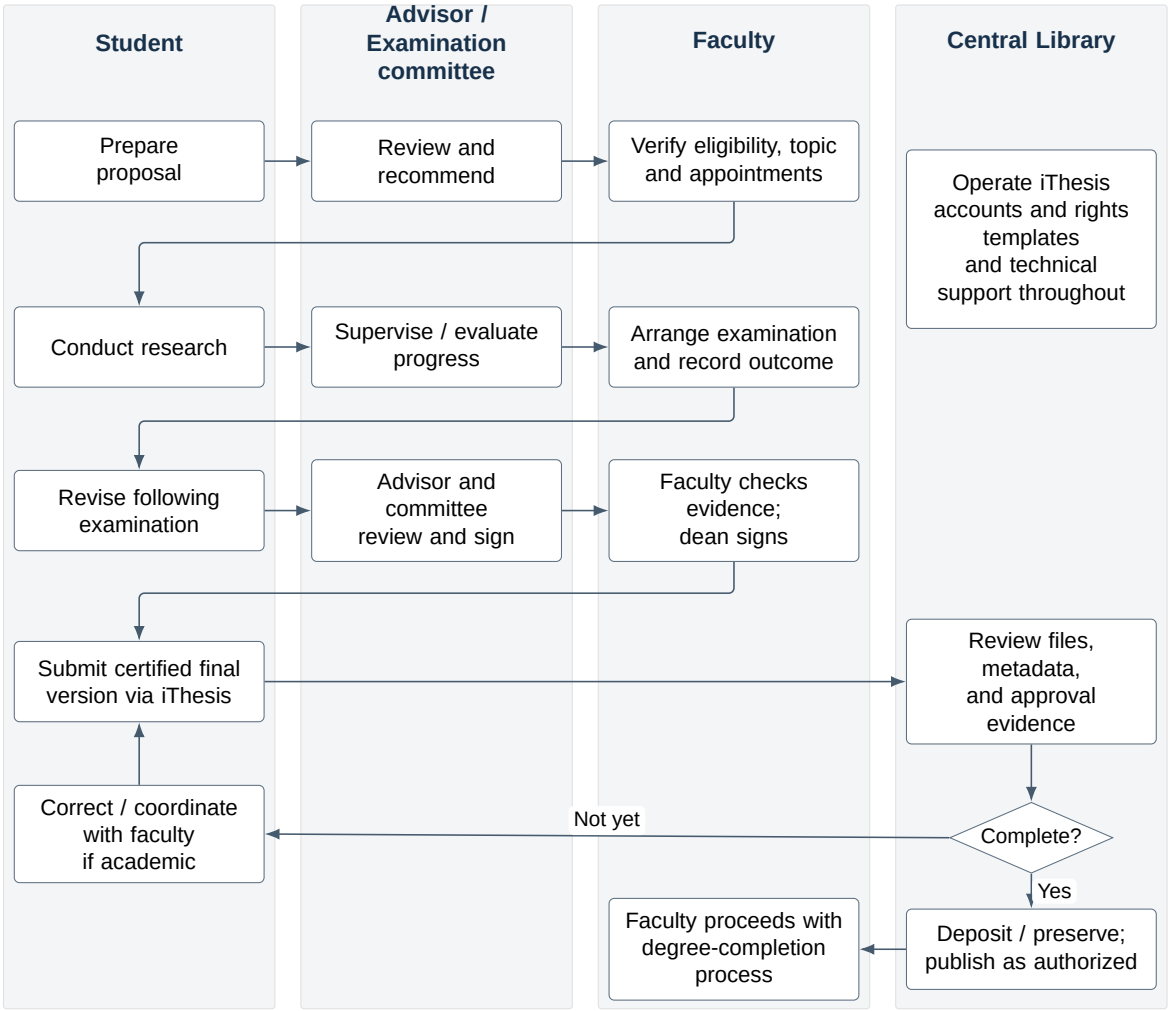

Figure 2-1: Faculty academic processes, iThesis operations, and thesis deposit by the Central Library (English redrawing of Figure 2-1 in the Thai manual)

The deposit outcome is supporting evidence for the faculty's records, *not* a decision approving degree completion. No CD or printed hard-copy thesis is required for deposit with the Central Library.

CHAPTER 3

Thesis Components and Organization of Content

Historical basis: the Graduate College thesis manual, B.E. 2558 (2015), pp. 8–15. The guidance below follows the latest revised Thai manual and the template approved for the applicable student cohort.

3.1 Overall Structure

A thesis consists of three main parts: the front matter, the main body, and the back matter. The order of pages generated by the system must conform to the template approved by the University. If the earlier manual and the current template place the thesis approval page and title page in a different order, students must follow the template approved by their faculty and the University for their student cohort.

Table 3-1: Thesis components and items to verify

Part	Main components	Items to verify
Front matter	Title page, thesis approval page, Thai and English abstracts, acknowledgements, table of contents, lists of tables and figures, and explanation of symbols	Thesis identification information matches the system records and the approved details.
Main body	Introduction, theory and related research, research methodology, research results, and conclusions and discussion	Every research objective is supported by a method, corresponding results, and a conclusion.
Back matter	Bibliography or references, appendices, and researcher's biography	References are complete, necessary appendices are included, and unnecessary personal data are omitted.
Printed hard copy and CD	Submission to the Central Library is not required.	The approved final electronic file is submitted through iThesis NexGen.

3.2 Covers and Thesis Approval Page

3.2.1 Outer Cover, Title Page, and Spine

The cover or title page in the electronic thesis file must be prepared in accordance with the template approved by the faculty or University. Students are not required to prepare a hard cover, spine, or bound printed hard copy for submission to the Central Library. Details of physical covers in the earlier handbook are retained only as historical reference information.

The title page must show the approved thesis title, author's name, degree title, field of study, department (if applicable), faculty, university, and academic year of completion. The Thai and English thesis titles must convey consistent meanings. Changing the wording of an approved title requires the formal thesis-topic change procedure.

Institutional names on the title page. “Central Library” identifies the unit preparing this manual and accepting thesis deposits. Under the revised template, the thesis title page instead identifies the faculty or academic unit responsible for the degree program. The Central Library is not the degree-awarding faculty.

The University copyright statement appearing in the earlier manual must follow the template and intellectual property policy currently in force. Thesis deposit does not automatically transfer copyright. Where externally funded or collaborative research is involved, the relevant agreement’s conditions must be confirmed before release.

3.2.2 Thesis Approval Page

Use the thesis approval page approved by the faculty or University. It must identify the thesis title, author, degree, examination committee members, and their respective roles. The advisor(s), all appointed examiners, and the dean of the responsible faculty must certify the corrected final thesis. The Central Library then checks and deposits the certified file.

Signature evidence must identify each signer and link to the specific version of the final thesis. Use a signing method accepted by the University and submit the supporting evidence electronically through iThesis NexGen. A signature image must not be inserted without authorization or valid certification. Neither a printed hard-copy thesis nor a CD is required for deposit with the Central Library.

3.3 Thai and English Abstracts

Theses written in Thai or English must include abstracts in both languages. For a thesis written in another language, follow the applicable academic-program requirements, including the Thai abstract required under the relevant criteria.

The abstract heading should identify the researcher, thesis title, field of study, university, advisor(s), and year. The text should explain the topic, methods, key findings, and conclusions supported by the evidence. Include sample sizes, datasets, and quantitative results when relevant. No finding may appear in the abstract unless it is also reported in the research results chapter.

Suggested sequence for a complete abstract

1. The main research problem or objective.
2. Research design, data sources, sample, or study setting.
3. Principal instruments, experimental procedures, and analytical methods.
4. Findings that address the objectives, including key values or observations.
5. Conclusions and the appropriate scope for applying the findings.

Keywords must correspond to the topic, methods, and context of the research. The meaning and numerical results in the Thai and English abstracts must agree. Define abbreviations when first used. Avoid unnecessary tables, figures, lengthy equations, or quotations.

The presentation of total page counts and the placement of signatures must follow the approved template in use.

3.4 Acknowledgements and Navigational Lists

Acknowledgements recognize advisors, funding agencies, data providers, persons who authorized the use of instruments, and others who made a real contribution to the thesis. Use correct names and titles and an appropriate academic tone. The earlier manual prescribed a maximum length of one page, with the author's name at the end of the acknowledgements.

The table of contents must show the headings and page numbers that actually appear in the completed thesis. Lists of tables and figures must include all numbered items. Use the automatic listing functions of the document preparation system rather than entering page numbers manually. If a list runs over several pages, follow the approved template for a heading such as "Table of Contents (Continued)" or the corresponding list title followed by "(Continued)."

A list of abbreviations and symbols is useful when the thesis contains many such terms or terms with specialized meanings. Arrange entries systematically, use each term consistently throughout the thesis, and explain important abbreviations when they first appear in the main text.

3.5 Guidelines for a Five-Chapter Thesis

3.5.1 Chapter 1: Introduction

Introduce the background and significance of the research problem. Use evidence to explain the current situation, what remains unknown, and why further study is needed. State objectives that can be assessed, hypotheses where appropriate, and the scope of the study in terms of subject matter, location, target population, and time. Also present relevant assumptions, definitions of key terms, and expected benefits.

Distinguish a research objective from an activity. For example, "to collect data" usually describes a procedural step, whereas "to compare the outcomes of methods A and B under the same conditions" describes a question for which evidence can be obtained. Definitions should state the meanings adopted for this particular research, especially for variables and evaluation criteria.

3.5.2 Chapter 2: Literature Review and Related Research

Organize the literature according to themes or concepts related to the research problem. Examine the data, methods, and evaluation criteria used in prior studies; what they found; and their limitations. Synthesize how existing knowledge informs the present research design and identify the gap that remains to be addressed.

Do not select literature solely by publication date. Although the earlier manual empha-

sized recent sources, the revised guidance also considers relevance, quality, and the role of each source. Older foundational work may remain essential. Current sources are particularly important where circumstances, technologies, or standards are changing rapidly.

3.5.3 Chapter 3: Research Methodology

Explain the research design; population and sampling method; data sources and periods; instruments and their quality assessment; procedures for data collection and management; analytical methods; and evaluation criteria. Readers should be able to understand what was done, why it was done, and under which conditions.

Research involving systems or AI should specify data partitioning, safeguards against data leakage, comparison methods, software versions, and the experimental environment. Qualitative research should explain how informants were selected, the interview or question guides, analytical procedures, and methods used to establish trustworthiness. Methods belonging to another research design should not be inserted merely to fill a standard heading.

3.5.4 Chapter 4: Research Results

Present results in the order of the research objectives or questions. Report the number of observations included in the analysis and explain exclusions. Use tables or figures that help answer the research questions, together with suitable measures of uncertainty or supporting evidence. Distinguish observed findings from their interpretation and do not report only those results that support the hypotheses.

Narrative text need not repeat every figure in a table. Instead, direct readers to the important results and explain what the values mean. State units, denominators, and comparison bases clearly. For example, distinguish a percentage calculated from all survey respondents from one calculated only from respondents who answered a particular question.

3.5.5 Chapter 5: Conclusions, Discussion, and Recommendations

Summarize the answers to every research objective. Discuss plausible reasons for the findings, compare them with previous studies, and identify limitations arising from the data, methods, and study context. Distinguish recommendations supported by the research findings from suggestions for future studies that have not yet been tested.

Do not introduce new experimental results for the first time in the concluding chapter, and do not generalize beyond the sample or conditions studied. If the research evaluated only a prototype, say so. Do not claim that a system is ready for deployment across the University unless evidence supports that claim.

3.6 Alternative Structures and Back Matter

The earlier manual permitted thesis structures with more than five chapters, depending on the discipline. Qualitative studies, design research, and theses involving several experiments may require additional chapters. Such structures must be accepted by the academic program and preserve the links among the research problem, methods, results, and conclusions.

The bibliography or reference list follows the main body and precedes the appendices. Appendices may provide details needed to verify the research, such as instruments, supplementary result tables, calculations, or system documentation. Each appendix should be mentioned in the main text. Information that may not be disclosed must be removed before the public version is submitted.

The researcher's biography should include education from the bachelor's degree onward, relevant experience, and academic work as required by the approved template. For a publicly accessible version, use appropriate academic contact information rather than a home address, personal identification number, or unnecessary personal telephone number. The faculty should approve any adapted presentation format.

CHAPTER 4

Thesis Formatting and Typesetting

Historical basis: the earlier Graduate College thesis manual, B.E. 2558 (2015), pp. 16–21 and 64, with sample pages 66–125. The current guidance must be read with the University- and faculty-approved thesis template.

4.1 Use of Templates and Page Size

Students should begin with the iThesis NexGen template approved by the University and apply consistent formatting to headings, body text, captions, and references. Table 4-1 records specifications in the earlier B.E. 2558 (2015) manual to help verify continuity of formatting standards. It is *not* an instruction to alter the current template independently. Where the specifications differ, students should consult their faculty and the template administrator.

Table 4-1: Page size and margins specified in the earlier manual

Item	Specification in the earlier manual
Page size	A4: 210 mm wide by 297 mm high
Top margin, ordinary pages	3.81 cm (1.5 inches)
Top margin, first page of a chapter	5.08 cm (2 inches)
Left margin	3.81 cm (1.5 inches)
Right and bottom margins	2.54 cm (1 inch) each
Paragraph indentation	1 cm from the left boundary of the text area
Line spacing	Use consistent spacing throughout, with a blank line at major headings where the approved template specifies one
Text colour	Black for text; colour illustrations may be used when needed and clearly legible

The *Thai source manual* was typeset using the class file and fonts supplied with Thesis Template version 0.1.21. Accordingly, that source shows the template's margins, 16-point Thai body text, 20-point Thai chapter headings, heading indentation, table of contents, and page-number placement. Its tables use surrounding borders and column rules of 0.75 bp. The source manual's front-matter information was adapted for a Central Library guide, rather than the personal degree information of an individual thesis.

Fonts in Thesis Template version 0.1.21. In the template described by the Thai source, Thai text uses TH SarabunPSK at an actual size of 16 bp. English text and Arabic numerals use Times New Roman at 12 bp when available, otherwise the supplied TeX Gyre Termes alternative. Mathematics uses TeX Gyre Termes Math at a 12-bp base size, with subscripts and superscripts reduced in the normal manner. The template selects fonts automatically according to the script, so English words do not have to be individually wrapped in font commands.

For body text, the source template provides the `\ThesisBodySize` command.

Users should not manually apply an additional 16-point size to Thai text: the class uses a base size of 12 and scales Thai text by a factor of $4/3$. Thai chapter headings remain at an actual size of 20 bp. Compact data tables in the source manual use 14-bp Thai and 10.5-bp English text while preserving the page layout. These details describe the *thesis template cited by the source*, not a new formatting requirement created by this English translation.

4.2 Fonts and Heading Hierarchy

Table 4-2: Fonts and type sizes in the earlier manual

Element	Thai in earlier manual	English in earlier manual
Body text	16-point, regular	Times New Roman, 12-point
Major headings	16-point, bold	12-point, bold
Chapter number and title	20-point, bold, centred	14-point, bold, centred
Title page	16-point, regular	12-point, regular, with capital letters as illustrated in the earlier manual
Acknowledgements, table of contents, and preliminary headings	16-point, bold	12-point, bold
Bibliography or references heading	20-point, bold	Follow the approved English template

The Thai typefaces identified in the earlier manual include AngsanaUPC, BrowalliaUPC, DilleniaUPC, EucrosiaUPC, CordiaUPC, and TH SarabunPSK. Students should select the typeface provided by the current approved template and use it consistently. Fonts with similar names must not be assumed to produce identical dimensions or page layouts.

Every chapter must begin on a new page. Chapters use Arabic numerals. Major section headings begin at the left text margin and are numbered within the chapter, for example, 1.1 and 1.2. Subsections may be numbered 1.1.1 and 1.1.1.1 when needed. Avoid excessive levels that make the structure difficult to follow. Do not leave a heading at the bottom of a page without any following text.

4.3 Page Numbering

In the earlier manual, preliminary pages in Thai use Thai alphabetical labels such as ก ข ค, while English preliminary pages use lowercase Roman numerals such as i, ii, and iii. Counting begins with the title page, but the number is not printed on that page. Visible page numbering begins at the abstract. The numbers are centred at the bottom of the page, 1.27 cm (0.5 inch) below the lower boundary of the text area. The actual sequence must be checked against the iThesis NexGen template in use.

The main text and back matter use a continuous sequence of Arabic page numbers beginning with 1 on the first page of Chapter 1. Under the earlier rules, the number is placed at the upper right, 2.54 cm (1 inch) from the top and right edges. The first pages of chapters, the bibliography or reference list, and individual appendices are counted but do not display their page numbers.

The approved digital template governs the page sequence in the PDF. Do not insert blank pages merely to imitate a bound volume unless the template requires them. Earlier double-sided printing and binding rules do not form part of the Central Library deposit requirements, since a printed hard-copy thesis is not required.

4.4 Spacing, Language, and Page Breaks

Start a new paragraph when a topic is completed and a different point begins. Use spaces as appropriate between given names and surnames, between text and numerals, and between Thai and foreign-language text. Do not insert repeated spaces to force alignment: text positions may change when the font changes or the document is exported to PDF.

Avoid Thai line breaks that distort word meaning, and do not add a hyphen automatically at the end of every line. Thai word breaking should be handled by software that supports the language and then checked visually. For English text, use appropriate syllabic hyphenation rules; if a split makes a word hard to read, move the word to the next line.

When first used, technical terms may be given in Thai followed by their English equivalents. Follow the spelling and letter-case conventions of the discipline. Preserve proper names, product names, and abbreviations accurately; do not capitalise every word when this would distort an official or technical name.

Avoid leaving the first line of a paragraph alone at the bottom of a page, or the last line alone at the beginning of the next page. Do not reduce the bottom margin to fit additional text. Use suitable paragraph and page-break controls instead.

4.5 Tables

A table should contain its number, title, column headings, data, units, and source where applicable. Place the title above the table and align it to the left. The word “Table” and the number appear in bold. Number tables consecutively within chapters, as in Table 3-1; tables in appendices use the appendix identifier, such as A-1, according to the language of the document.

Table 4-3: Example of reporting results with units and sample size

Method	Number of trials	Mean (seconds)	Standard deviation
Method A	10	2.41	0.18
Method B	10	2.08	0.15

Note. Values are hypothetical and are provided only to demonstrate the format; they are not actual research results.

Refer to each table before or near its placement. When a table continues onto another page, retain its number, add “(continued)”, and repeat the column headings. Do not reduce text to an unreadable size. Keep landscape tables within the printable area and place page numbers as required by the template.

4.6 Figures, Charts, and Equations

Figures are numbered consecutively within each chapter, with captions below them. Graphs should identify axes, units, data series, and the meaning of uncertainty intervals where applicable. If a figure has been adapted from another source, cite the source and check permission to use it. Do not label a copied figure as “Prepared by the researcher”.

Choose images that remain legible after being scaled to fit the thesis. Use vector files for diagrams and charts where possible. Photographs must have adequate resolution and must not disclose information that should remain confidential. Avoid image-linking methods that cause image files to be lost when the project is moved to another computer.

Equations that will be cited should have numbers on the right, consisting of the chapter number and a sequence number, such as (4-1). Explain every symbol and its unit. For example, the sample mean is

$$\bar{x} = \frac{1}{n}\sum_{i=1}^{n} x_i. \tag{4-1}$$

Here, x_i is the value observed on the ith occasion, and n is the number of observations. Equation (4-1) illustrates automatic equation numbering and cross-referencing. Use an equation editor or suitable LaTeX mathematics commands rather than a screenshot so that mathematical text remains sharp and editable.

4.7 Appendices and Final Formatting Checks

Begin each appendix on a new page. Use a designation such as “ภาคผนวก ก” or “APPENDIX A” with a descriptive title. Even when only one appendix is present, the earlier manual specifies that it be designated Appendix A (or the equivalent Thai appendix identifier). Number tables, figures, and equations in appendices with the appendix letter and restart each sequence.

Before submission, update the table of contents and all cross-references. Check that no error messages or unresolved reference numbers remain. Open the final PDF and check tables, equations, Thai characters, and signature pages once more.

4.8 Using the Thesis Template in Overleaf

For an actual thesis submission, use the template approved by the faculty. The steps below describe the file structure of *Thesis Template version 0.1.21*, which was supplied as the basis for preparing the Thai source manual. They do not imply that the handbook itself is a completed student thesis.

1. Create a new Overleaf project by selecting **New Project**, then **Upload Project**, and upload the complete ZIP package.
2. Set the compiler to **XeLaTeX** and the main document to `main.tex` for a Thai-language thesis.

3. In the thesis template, edit `config/metadata.tex` to enter the researcher's name, thesis title, program, faculty, advisors, and examination committee members, using the approved details.
4. For an English-language thesis in the original template, use `main-english.tex`. Select `numeric` for IEEE references, or `authoryear` for author–date references following the earlier KMUTNB manual, according to the format specified by the faculty.
5. Write the main text in the `chapters/` folder and keep appendices in their appropriate locations. Use LaTeX structural commands so that headings and numbers are generated automatically.
6. Give figures and tables labels and use `\label` and `\ref` for cross-references. This allows numbers to update when the document changes.
7. Recompile until the table of contents, cross-references, and heading layout are stable. Inspect every PDF page, then submit the required file(s) through iThesis NexGen as described in Chapter 6 of the complete manual.

Basic LaTeX commands

```
\chapter{Introduction}
\section{Research Objectives}
\subsection{To develop a system...}
\label{sec:objective}
See Section~\ref{sec:objective}
```

Do not type heading numbers such as 1.1 or 1.2.1 into the headings again. Do not insert multiple spaces to simulate the indentation provided by the template.

Original thesis template in the Thai manual package. The Thai source records a complete reference archive named `reference/Thesis_Template_v0.1.21.zip`. It should be opened as a *separate* project for writing a student thesis and includes sample title pages, approval pages, Thai and English abstracts, and both reference modes. The root `main.tex` in the Thai *manual* package is instead used to compile the Central Library handbook, independently of a student thesis. This English translation release contains a separate handbook project; it does not itself provide or replace the approved thesis template.

This is a thesis-writing manual, not a completed student thesis with student details. When beginning an actual thesis, create a new project from the approved Thesis Template and use this manual as guidance.

CHAPTER 5

Citations and Reference Lists

Historical basis: the Graduate College thesis manual, B.E. 2558 (2015), pp. 22–63. This chapter follows the revised Thai manual and does not assert that its earlier examples conform in every respect to current APA, MLA, or IEEE specifications.

5.1 Choosing a Citation System

The earlier manual permitted both author–date and numeric in-text citations and included examples of end-of-thesis entries labelled APA and MLA. This revised manual retains guidance for both citation systems. It does *not* claim that every example from B.E. 2558 (2015) complies with a current edition of APA, MLA, or IEEE. Before students begin writing, the faculty must identify the required style and edition.

Where a faculty continues to approve the format in the earlier manual, students should apply the guidance in this chapter consistently. If a specific edition of an international style has been prescribed, the authoritative style guide and corresponding citation format for that edition must be used. Do not combine author sequence, year placement, punctuation, or reference ordering from different styles.

Table 5-1: Choosing a citation format

Aspect	Author–date	Numeric
In-text form	Author name and year, for example, (Author, Year)	Number in square brackets, for example, [1]
Reference-list order	Alphabetical by author, according to the chosen style	Order of first citation in the text
Repeated citation	Reuse the same author and year	Reuse the original reference number
Sources in different languages	The earlier manual placed the document's principal language first	Do not separate sources by language or type
Specific locations	Include page, table, or section where needed	Add location details as required by the faculty's prescribed style

Reference-style modes in Thesis Template version 0.1.21. As described in the Thai source, the template's `numeric` mode uses IEEE-style formatting in text, tables, and the reference list. Its `authoryear` mode follows the older KMUTNB author–date conventions; it is not automatically APA. Select one mode according to the faculty's requirements, and make the entire reference list consistent with that mode.

In the original thesis template, `backmatter/references.tex` selects entries from `references-ieee.tex` or `references-authoryear.tex` according to the chosen mode. Use the same citation keys in the `\citep` and `\citet` commands, including citations within tables. Do not type fixed numbers or author–year strings into the text: switching modes or inserting references can change the correct citation labels.

5.2 Author–Date Citations

Under the earlier KMUTNB author–date conventions, Thai authors were cited by their given names and the year, whereas authors of foreign-language works were cited by surname and year. The Thai source illustrates the position of an author citation with hypothetical examples such as สมชาย (B.E. 2567) and a parenthetical citation (Smith, 2024). These names and years are *not actual sources* and must not be retained as research references.

When quoting or citing a specific finding, indicate its location, for example a page number. The older Thai format illustrates a page-specific citation such as (สมชาย, 2567 : 15). If a current edition of APA or another system is selected, use that edition's name, punctuation, and locator rules consistently instead of transferring the older punctuation unchanged.

For multiple publications by the same author in the same year, distinguish them with letters, as in B.E. 2567ก, B.E. 2567ข, or 2024a and 2024b. The letters must match those in the reference list. For an organizational author, cite the organization's name as documented in the actual source; avoid abbreviations that readers cannot reliably connect to its full name.

5.3 Numeric Citations

Assign numbers in the order in which works are first cited, beginning with [1]. When citing the same work again, reuse its original number. Inserting a new citation earlier in the text may change the numbers throughout the thesis, so a reference-management or citation system should be used and all citations refreshed before submission.

The B.E. 2558 (2015) manual printed the numeric identifiers of end references without surrounding square brackets. By contrast, the `numeric` mode of Thesis Template version 0.1.21 uses IEEE-style square-bracket labels both in text and at the beginning of reference-list entries, such as [1]. Multiple references are shown as [1], [2], [3]. This mode also requires the proper entry format for each document type; it is *not sufficient* merely to add brackets to the older list.

5.4 Quotations and Secondary Citations

Distinguish verbatim quotations from paraphrases. The earlier manual placed quotations of up to three lines within quotation marks and used an indented paragraph for longer quotations. Where the faculty prescribes a style that defines the threshold by word count, follow that style's rule consistently.

A paraphrase still requires a citation to the source: changing only a few words does not remove that duty. If text is omitted from a quotation, use the omission marks required by the chosen style and ensure that the omission does not change the original meaning.

Whenever possible, read the original work before citing it. If only a secondary source that cites the original can be accessed, make the indirect relationship clear using the equiva-

lent of “cited in,” and include the work actually read in the reference list, as required by the selected style. Do not imply that the primary work was examined when it was not.

5.5 Core Bibliographic Information

Collect the author, year, title, publication source, volume, issue, page range or article number, DOI, or URL, as applicable to the document type. Do not invent missing bibliographic information. Use “no date” (`n.d.`) only after checking that the publication date cannot be established; it is not a substitute for conducting a search.

Names of authors, organizations, or institutions in published works must be retained as shown in those works. For example, a thesis published by the Graduate College before the organizational restructuring continues to identify the Graduate College in its bibliographic record. Its affiliation must not be retrospectively rewritten as the Central Library.

The earlier author–date format used a hanging indent of 1.5 cm. In the IEEE mode of the newer template, the closing brackets of citation numbers are aligned; a space equivalent to two font spaces follows each closing bracket, and subsequent lines align with the first line of entry text. Use the template’s paragraph formatting rather than manual spaces, and verify the sorting of authors in author–date mode.

5.6 Reference Formats by Source Type

The following are *information patterns* adapted from the older manual, not actual publications. All text in square brackets is a field to replace with verified source data. As in the Thai source, **Format A** generally places the year after the author, whereas **Format B** generally places the year near the end, following examples from the earlier guide. A current international style may require different details and punctuation; consult its prescribed edition before using a pattern.

5.6.1 Books and Works with Multiple Authors

Format A: [Author]. ([Year]). [Book title]. [Edition, if not the first]. [Place]: [Publisher].

Format B: [Author]. [Book title]. [Edition]. [Place]: [Publisher], [Year].

List authors in the order shown in the book. In Thai-language references, Thai author names follow the form used for that language; foreign-language names follow the chosen style’s surname and given-name convention. The number of authors listed before using *et al.* is determined by the selected style and edition. Do not apply the older “four or more authors” rule indiscriminately to every format.

5.6.2 Organizational Authors and Works without a Named Author

Format A: [Responsible organization]. ([Year]). [Title]. [Publisher].

Format B: [Responsible organization]. [Title]. [Publisher], [Year].

Identify the organization responsible for the content; do not substitute the website's hosting organization as the author without evidence. Where no author can actually be identified, begin with the title if required by the chosen style. Do not automatically insert "Unknown author."

5.6.3 Editors, Compilers, and Translated Books

Format A (edited book): [Editor's name] (Ed.). ([Year]). [Book title]. [Publisher].

Format A (translation): [Original author]. ([Year of translated edition]). [Translated title]. Translated by [Translator]. [Publisher].

Format B (translation): [Original author]. [Title]. Translated by [Translator]. [Publisher], [Year].

Distinguish the author, translator, compiler, and editor by their actual roles. For a translated work, record the edition that was read, and include the original publication year when required by the selected style.

5.6.4 Chapters in Edited Books and Encyclopedias

Format A: [Chapter author]. ([Year]). "[Chapter title]." In [Editor], [Book title] ([Page range]). [Publisher].

Format B: [Chapter author]. "[Chapter title]." In [Book title]. [Editor]. [Publisher], [Year], [Page range].

The chapter author and book editor may be different people. Record the pages of the chapter rather than the total number of pages in the book. For continuously updated online encyclopedias, retain the URL and access date when required by the style.

5.6.5 Journal Articles and Periodicals

Format A: [Author]. ([Year]). "[Article title]." [Journal title]. [Volume]([Issue]): [Pages or article number]. [DOI, if available].

Format B: [Author]. "[Article title]." [Journal title]. [Volume]([Issue]), ([Year]): [Pages or article number].

Check whether a number identifies a volume, issue, page, or article number. Do not invent page ranges for articles identified by article numbers. Obtain a DOI from the publication record; do not generate one from the title.

5.6.6 Newspaper Articles and Reviews

Format A (news article): [Writer]. ([Day Month Year]). "[Article title]." [Newspaper]. [Page or URL].

Format A (review): [Reviewer]. ([Year]). "[Review title]" [Review of the book [Title], by [Author]]. [Source]. [Issue and page information].

Distinguish the news writer, reviewer, and author of a work under review. Record publication and revision dates correctly; do not substitute the date of access for the date of publication.

5.6.7 Theses, Minor Theses, and Independent Studies

Format A: [Researcher]. ([Year]). [Title]. [Type and level of degree], [Field], [Faculty or unit shown in document], [University]. [Repository or URL, if available].

Format B: [Researcher]. [Title]. [Type and level of degree], [University], [Year].

If only an abstract has been read, indicate that limitation; do not cite detailed results that have not been examined in the full text. Keep the institution and unit names as recorded in the cited thesis even if they were renamed later.

5.6.8 Research Reports, Academic Documents, and Unpublished Works

Format A: [Author or organization]. ([Year]). [Report title] ([Report number, if any]). [Issuing organization].

Format B: [Author]. [Document title]. [Document type, such as teaching material]. [Organization], [Year].

State the version or status of a document, for example, final report, draft, or internal document. Do not suggest that an unpublished document has the same publication status as a scholarly journal article. Confidential documents require permission before citation or inclusion.

5.6.9 Conference Papers and Proceedings

Format A: [Author]. ([Year]). “[Paper title].” In [Proceedings or conference title] ([Pages]). [Publisher]. [DOI or URL].

Format B: [Author]. “[Paper title].” [Conference title], [Date and place when required], [Year], [Pages].

Distinguish papers published in proceedings from posters, presentation slides, and conference abstracts. Describe the source actually used; do not supply publication details that are not yet available.

5.6.10 Websites, Online Documents, and Databases

Format A: [Author or organization]. ([Publication year or date]). [Page or document title]. [Website, if needed]. [URL]. [Access date when required by style].

Format B: [Author]. [Title]. [Online]. [Year]. [Accessed day month year]. Available at: [URL].

Where possible, provide a link to the specific item or document, not only a website home page. Cite an online journal article as a journal article. A database or search platform is a discovery channel; it is not the author of every document that it indexes.

5.6.11 Patents, Standards, and Technical Specifications

Format A (patent): [Inventor or patent holder, as required]. ([Year]). [Invention title]. [Country or patent office] [Patent number].

Format A (standard): [Standards organization]. ([Year]). [Standard title] ([Standard number and edition]). [Publisher or URL].

Identify the number, edition, and year. Standards from different years may contain different requirements. If research depends on an earlier edition, explain why it was used and do not call it the current edition without verification.

5.6.12 Royal Gazette, Announcements, and Orders

Format A (legal notice): [Law or announcement title]. ([Day Month Year]). Royal Gazette. [Volume, part, and pages].

Format A (order): [Issuing organization]. ([Day Month Year]). [Announcement or order title] ([Number, if available]). [URL or document source].

Transcribe the official title, reference number, date, and cited provisions accurately. The date a website was updated need not be the legal promulgation date. Finding a document online does not by itself establish that it remains effective for every case.

5.6.13 Interviews and Personal Communications

Interviews collected as research data should be distinguished from published documents. To protect confidentiality, research participants may need to be referred to by assigned codes rather than names. Cite inaccessible personal communications according to the faculty-approved style. Some styles cite these only in the text and exclude them from the reference list.

Earlier format: [Person interviewed]. ([Day Month Year]). [Position, if needed]. Interview.

Confidential research data: [Participant code]. [Interview date or round in the approved research plan].

5.6.14 Audiovisual Materials, Recordings, and Occasional Documents

Format A: [Responsible creator]. ([Year]). [Title] [Material type, for example, film, video, map, or dataset]. [Producer or publisher].

Format B: [Author or organization]. [Title]. [Document type, for example, program, leaflet, or commemorative publication]. [Publisher], [Year].

Select the creator role appropriate to the medium, such as director, producer, or mapmaker. Record the version or map scale when relevant. The earlier manual included examples of many material types; adapt the type descriptions to the source actually used.

5.6.15 Datasets, Software, and Models: Additional Guidance

Illustrative pattern: [Creator or organization]. ([Year]). [Dataset, software, or model title] ([Version]) [Dataset, software, or model]. [Repository]. [DOI or URL identifying that version].

Record the version, retrieval date, usage conditions, and persistent identifier where available. For code, retain the release identifier or commit used in the experiment rather than citing only a repository home page that may change. Where AI tools have been used, disclose their role and scope according to faculty policy and cite the *real sources* supporting factual claims.

5.7 Corrections and Reference Checks

This revised guidance corrects abbreviations that were erroneous in the earlier examples, such as using *et al.* instead of "ed al." and *p.* for one page versus *pp.* for multiple pages. Repeated author names should be represented according to the chosen format. Avoid replacing an author's name with a line when doing so prevents automated retrieval or author matching.

1. **Check both directions.** Ensure that every cited work has a corresponding reference-list entry and that every listed entry is related to an actual use in the thesis.
2. **Verify source metadata.** Check author names, years, titles, and DOIs against the works actually consulted, rather than accepting imported reference-manager metadata without review.
3. **Identify duplicates and inconsistencies.** Look for repeated records, variant author spellings, Buddhist Era versus Common Era years, and letter suffixes used to distinguish works published in the same year.
4. **Check important links.** Confirm that URLs resolve to the intended documents, and record access dates where appropriate.
5. **Refresh and inspect.** Update all citations and reference lists after revisions; read the final PDF again before submission.

Citation commands in the supplied thesis template. The Thai source gives the following examples using placeholder keys that must be replaced by keys in the actual thesis project, *not* references cited by this manual:

```
\citep{sourcekey}
\citet{sourcekey}
\citep[p.~15]{sourcekey}
\citep{keyone,keytwo,keythree}
```

Use `\citet` when the author's name forms part of the sentence, and `\citep` for a parenthetical citation or number. In IEEE mode, manually maintained entry lists must remain ordered by first citation, including citations in tables. After changing modes, perform a fresh compilation until numbering and labels have stabilized. See `docs/TEMPLATE-REFERENCE-STYLES.md` in the *separately supplied original thesis template*, as referenced in the Thai manual. That template documentation is not reproduced in this translation package.

CHAPTER 6

Electronic Submission and Deposit through iThesis NexGen

6.1 Scope and Access

The Central Library accepts the approved final thesis as an electronic file submitted by the student through iThesis NexGen. Before submission, all required revisions must have been completed, and the thesis advisor(s), thesis examination committee members, and faculty dean must have signed to certify the final version. Students are not required to submit a CD or a printed hard-copy thesis to the Central Library.

The Central Library operates and administers iThesis NexGen. The student's faculty is responsible for academic matters, including consideration of thesis proposals, appointments, examinations, examination outcomes, academic certification, and procedures concerning completion of the degree. Under the restructuring report [18, p. 3, items 9–10], the Central Library also works with the designated super administrator to support the request-tracking system during the transition. The report proposes a joint working group to provide access to student status information. Faculty-certified decisions must form the basis for data checks and handovers described in Appendix G of the *Thai source manual*.

This chapter describes the workflow and evidence to be checked, not a guarantee that every menu or screen has the same name in every deployed configuration. Use the service actually made available by the University, with the University's and Central Library's service websites as entry points [2, 3]. Students, advisors, and staff may access iThesis NexGen at

`https://app.ithesis.co`

Select the correct institution and sign-in method. If a student's record, program, or advisor information is incorrect, ask the responsible data owner to correct the source record before submission. Do not create a duplicate record merely to bypass an error in an existing one.

Overleaf and iThesis NexGen are separate workflows. This LaTeX package is for typesetting the *manual* on Overleaf. It does not establish that the University's iThesis NexGen system directly accepts thesis `.tex` files or project ZIP archives. Students must follow the file types and procedures required by their faculty and the operational system, including any editable source files that the system supports.

6.2 Step 1: Verify Thesis Identification Data

Compare the student's name and identification number, Thai and English thesis titles, degree title, major or field of study, faculty, thesis advisor(s), and academic year with the approved records. Ensure that English names are spelled consistently according to the same

official source throughout the document. Do not substitute the year of upload for the academic year of graduation.

If the approved thesis title was changed after an examination, retain the faculty's authorization and update the system record before producing the final version. Coauthors of articles arising from the research are not automatically coauthors of the thesis.

6.3 Step 2: Prepare the Approved Final File

Prepare the electronic thesis from the version in which all required revisions have been completed. The signatories must certify that same version before submission. Refresh the table of contents, lists of tables and figures, equation numbering, and references. Open the exported PDF and examine it section by section, including Thai characters and diacritics, equations, figures, and approval pages.

Table 6-1: Files and supporting evidence for thesis submission

Item	What to prepare	Note
Final thesis file	Readable PDF that matches the certified version	Use the format accepted by the operational system
Editable source file	Editable document in a file type supported by the system	Do not assume that `.tex` is accepted
Certification evidence	Signatures of advisor(s), examination committee members, and faculty dean	Evidence must match the submitted file version
Correction evidence	Response-to-comments record and evidence that all required corrections were closed	Follow faculty requirements
Publication evidence	Article, acceptance letter, or other evidence required by applicable regulations	Faculty verifies the conditions
Similarity-check evidence	Report and the responsible review decision under the relevant policy	A percentage alone is not sufficient
Request to restrict access	Reasons, approving authority, scope, and end date	Only where a restriction is requested
Supplementary files	Data, code, media, or manuals permitted for deposit	Use approved submission channels

The PDF should allow text searching and copying. Avoid unnecessarily submitting the whole thesis as scanned page images. Embed all necessary fonts, and do not apply password restrictions that prevent deposit review. Where PDF/A is required, use an appropriate validation tool before claiming compliance: exporting an ordinary PDF does not automatically create a PDF/A-compliant document.

6.4 Step 3: Verify Certification against the File Version

Before submission, the student must ensure that the advisor(s), thesis examination committee, and faculty dean have provided all required signatures. Link the certification evidence to the corrected final thesis by means of a version identifier, date, or system reference. An approval record issued for an earlier version must not be attached to a substantially altered file as if it certified the newer content. When the content changes after certification, repeat the appropriate review process according to the nature and extent of the changes.

Use the method of signing accepted by the University. The publication of pages containing signatures or personal information must comply with the applicable policy. If a public-access version must have some information concealed, retain the complete certified version and preserve a traceable relationship between that version and the redacted access copy.

6.5 Step 4: Complete Metadata and Submit a Request

Metadata to be checked include the Thai and English titles; the researcher's name; student identification number in internal-use fields; program, major, faculty, and University; advisor(s); academic year; language; abstract; keywords; document type; and access or publication conditions. Additional fields depend on the operational system and University policy.

Copy the abstract from the approved thesis and check for characters that may have been corrupted during transfer, such as misplaced Thai vowels, missing letters, equations, or special symbols. Keywords must be correctly spelled and consistent with the thesis and the record. Avoid replacing search terms with long, full-sentence descriptions.

The student uploads the approved final file and the complete electronically submitted certification evidence through iThesis NexGen. After submission, confirm that the system saved the request, displays a verifiable reference number or status, and allows the attached files to be opened. Keep the submission evidence. *A successful upload is not the same as an accepted deposit*: acceptance occurs only after the responsible unit confirms completion of the deposit review.

6.6 Step 5: Deposit Review and Corrections

The Central Library reviews the electronic files received through iThesis NexGen for completeness, version consistency, and suitability for deposit. This includes verifying that the thesis advisor(s), examination committee, and dean signed the corresponding final version. The Thai manual divides deficiencies into three groups:

1. **Academic matters or authority to certify.** Examples include a title that differs from its approval or missing evidence that required academic corrections have been closed. Refer these matters to the faculty or competent academic authority.
2. **Document or metadata problems.** Examples include a missing abstract, incorrect page numbering, or metadata that do not match the file. Return the work for correction and resubmission.
3. **Technical problems.** Examples include an unreadable file, missing glyphs, or an attachment from the wrong version. Correct the file or coordinate with the responsible system administrator.

Return deficiencies as specific items, showing their location and the person or unit respon-

sible. A resubmitted version should identify which previous version it replaces. Review the changed items and any affected parts of the document, such as the table of contents and total page count.

6.7 Step 6: Deposit, Preservation, and Publication

Once the deposit checklist has been satisfied, record the transaction or receipt number, reviewer, date, file version, and certification evidence. Notify relevant units of the deposit result according to the established workflow. Make the thesis accessible only under the approved rights and conditions, and verify that the searchable record is ready before publication.

Table 6-2: Conceptual statuses in the thesis deposit process

Process status	Meaning	Next action
In preparation	Content or formatting may still be revised under the relevant procedure	Submit for academic review
Awaiting certification	Signatures of advisor(s), committee members, and dean are not yet complete	Obtain signatures or return for correction
Awaiting deposit review	Files and metadata have been submitted	Central Library checks the deposit record
Returned for correction	Deficiencies remain to be resolved	Resubmit the corrected version with a response
Deposit accepted	Required deposit evidence is complete	Preserve the file under approved access rights
Publication suspended	Authorized restriction prevents full-text public access	Review when the restriction expires
Published	Metadata and files are accessible within the approved conditions	Maintain access, corrections, and preservation

Status-name qualification. These terms explain the *process*. They do not confirm that iThesis NexGen displays exactly the same labels in its current user interface.

6.8 File Naming and Version Control

Where the operational system generates a filename automatically, use that filename and do not change it without authorization. For files that users are permitted to name themselves, a short name identifying the owner, document type, and version is suggested; for example, `studentid-thesis-v03.pdf`. Avoid ambiguous names such as `final-final-new` and characters that may not work across systems.

This filename is an *illustrative convention*, not a newly mandated University naming code. Maintain a mapping between filenames, system transaction numbers, versions, dates, and signatories. Do not prepare a CD or separate chapter folders for recording to CD under the earlier process. Submit the electronic files and information supported by iThesis NexGen.

6.9 Common Problems

Table 6-3: Submission problems and preliminary checks

Problem	Preliminary check	Contact
Cannot sign in or lacks permission	Check account, institution, student status, and error message	System administrator
Incorrect faculty or advisor	Compare registry records and appointment orders	Faculty / data owner
Formatting changed after export	Check fonts, fields, images, and page breaks	Author / template administrator
Returned repeatedly	Review unresolved issues and confirm that a genuinely new version was attached	Deposit reviewer
Correction required after deposit	Submit the reason and seek approval appropriate to the kind of correction	Faculty / Central Library
Publication must be suspended	Submit reasons and a proposed period under the applicable policy	Authorized decision-maker / Central Library

6.10 Control Points from the Supplied iThesis NexGen Guides

The Thai and English student guides and the advisor guide for iThesis NexGen, cited in the Thai source as [8–10], describe the following system operations. These operations must be distinguished from decisions made by the authorized academic body.

1. **Prepare user accounts and data.** The faculty certifies student information and appointment records. The Central Library coordinates accounts, access rights, and relevant user information in iThesis NexGen. Students and advisors accept invitations and link accounts as described in the applicable guide.
2. **Check and save files.** *Update* and *Validate Template* are used to check or update matching information. *Save to Cloud* saves a *Revision*. The student must open and check the PDF bearing the version barcode before submitting a request. Saving a file does not automatically forward it to a reviewer.
3. **Run the similarity check and submit a request.** Select a *Revision*, conduct the *Plagiarism* check, and read the report. Submit the appropriate request through *Revision & Feedback*, for example *Submit Proposal*, where that workflow is enabled by the institution. The authorized reviewer examines the Word/PDF documents and the similarity report, and records *Approve* or *Disapprove*. When revisions are needed, save a new version, repeat the appropriate similarity check, and resubmit for the required review. A similarity percentage alone is not a sufficient determination of academic quality.
4. **Change an approved topic.** The faculty considers the proposed change under its authority before the *Revise Topic* procedure is used where available. After approval, use *Retrieve* in the add-in, check the title and formatting, and save the updated version. The Central Library supports the system according to the faculty-certified result.

5. **Submit the final version.** Complete the *Submission Form*; check *Submission Document, Committee & Files,* and *Relevant Files*. The cited system guide describes *Ready For Submission* as available after committee approvals are complete. The required signatures of the advisor(s), examination committee, and faculty dean must still be verified against the actual final version. A software *Approve* action is not, in every case, a substitute for the required signing evidence.
6. **Review deposit and access.** The Central Library verifies files, metadata, versions, and certification evidence before acceptance and storage. The presence of a *Published Version* does not necessarily mean that full text is publicly available. Apply the approved access conditions and report the deposit outcome to the faculty for its remaining degree-completion procedures.

Interpreting "Graduate Staff Approval." This is the name of a staff review step in a system guide that still refers to the former Graduate College. Actual permissions and handovers must accommodate two separate responsibilities: the faculty reviews and certifies academic matters, while the Central Library carries out deposit acceptance through iThesis. The name of a menu must not be treated as a transfer of all academic approval authority to the Library. The proposed separation of duties does *not* establish that the deployed software already has two separate approval buttons.

The Thai source refers to a six-page synthesized diagram at `diagrams/ithesis/swimlane.pdf`, based on page-numbered source guides [8–11] and the restructuring report [18]. Before using that diagram operationally, user permissions, signatories, and handover evidence must be reconciled with the actual University configuration. This translation preserves the responsibility boundary in the Thai source; it does not represent the diagram as evidence that an automated integration is already deployed.

CHAPTER 7

Quality Assurance and Digital Preservation

7.1 Principles for Acceptance Review

The review items in this chapter are *proposals for the revised thesis-deposit process*. Their purpose is to enable different reviewers to apply consistent evidence and review criteria. Passing a formatting review does not, by itself, certify the academic correctness of the whole thesis. Likewise, passing a thesis examination does not guarantee that the file subsequently submitted for deposit is the same version as the one approved at examination. Accordingly, authorized personnel must review the academic content, while the documents and files must also be checked for consistency.

A file accepted for deposit must have undergone all required revisions and must have been certified by the thesis advisor(s), the thesis examination committee, and the faculty dean. The fully certified electronic final version must be submitted through iThesis NexGen.

Table 7-1: Dimensions of thesis file quality review

Dimension	Review question	Evidence
Completeness	Are all required thesis components and supporting documents present?	Checklist and submitted files
Consistency	Do the title, author, academic year, and faculty agree across all records?	Approval record and metadata
Traceability	Can the version and the persons who certified it be identified?	Document version and approval results
Readability and searchability	Can the PDF be opened, is its text complete and searchable, and are its figures legible?	PDF opened and tested
Clear access rights	Are the reasons and approving authority documented for open or restricted access?	Approved publication conditions
Preservability	Are the master file, backups, and evidence of file-integrity checks available?	Preservation and storage records

7.2 Academic Integrity and Use of AI

Researchers must not fabricate data or findings, selectively exclude data merely to obtain a desired outcome, or present another person’s work as their own. A similarity-check report is a tool for identifying passages that require examination. A low similarity percentage is *not* an automatic finding that plagiarism has not occurred.

Similarity reports must be interpreted in context. Reviewers should consider verbatim quotations, source attribution, text required by templates, standard descriptions of research methods, and reuse of the researcher’s own work under applicable conditions. Each faculty determines the actual review procedures and criteria for its students. This manual does not establish a new similarity-percentage threshold on behalf of the University.

When AI is used to assist with drafting, translation, programming, or analysis, researchers must review its outputs and disclose the use in accordance with faculty policy. The disclosure should identify the tool, the date or version when known, the task for which it was used, and the checks performed by the researcher. AI-generated responses must not replace examination of the original sources cited in the research. AI must not be named as the person responsible for the thesis in place of the researcher.

7.3 Data Protection and Publication Rights

Before accepting a thesis for deposit, check whether the version intended for publication contains personal data, trade secrets, information restricted by its owner, or text authorized for internal use only. These matters must be handled in accordance with research-ethics approvals, data-use agreements, and University policy. Including material in an appendix does not, by itself, make every category of information suitable for public disclosure.

When publication or access must be suspended, the request should state the reason, the material subject to restriction, its starting and ending dates, the authorized approver, and the action to be taken when the restriction expires. *Retaining a complete version as evidence and making the complete text publicly accessible are separate actions.*

Examples of information requiring particular attention:

- Consent forms containing names, signatures, telephone numbers, or other identifying details.
- System screenshots that reveal user accounts, passwords, access tokens, or transaction information.
- Raw datasets from which research participants could be reidentified.
- Images, maps, measurement instruments, or datasets subject to licensing restrictions.
- Researcher biography details that unnecessarily disclose a private home address or other personal information.

7.4 File Control and Preservation

The Central Library should designate the certified final file as the master preservation copy and retain its version history. Access permissions should distinguish among reading the file, editing metadata, replacing a file, and making a thesis available to the public, according to each person's responsibilities. Backup arrangements must include *recovery testing*; a message stating that a backup succeeded is not sufficient evidence that it can be restored.

It is proposed that a file checksum, such as SHA-256, be recorded to detect subsequent changes in file bytes. A checksum can help determine whether a file remains unchanged, but it cannot establish that the academic content is correct or that a signatory had the necessary authority. Checksums must therefore be retained together with the relevant approval evidence.

The responsible unit should establish intervals for checking file integrity, procedures for handling damaged files, and approaches to format migration when technologies change. Original versions and records of conversion must be retained. This manual does *not* establish a new mandatory retention period or backup frequency before the relevant institutional policy has been approved.

7.5 Corrections, Withdrawal of Access, and Error Tracking

When an error is identified after publication, create a tracking record that identifies the impact and supporting evidence. The faculty considers academic errors, while the Central Library acts on repository records and publication or access permissions in accordance with the authorized decision. Withdrawal of public access should not erase the history or evidence of the work without a recorded reason.

Typographical corrections to metadata that do not change the thesis itself may be made under appropriately delegated record-management permissions. By contrast, changes to the thesis title, analytical results, or conclusions require the relevant approval to be checked again. A corrected file set must clearly identify its version and date. It must not continue to be described as the “original version” if its content has changed.

7.6 Proposed Service Performance Indicators

Service indicators should support improvements in the quality of thesis deposit rather than pressure reviewers to accept incomplete submissions. Numerical targets should be established only after reliable baseline data and available service resources have been identified.

Table 7-2: Proposed thesis deposit service indicators

Indicator	Proposed definition	Unit
First-pass acceptance rate	Submissions accepted on first review divided by submissions for which review was completed during the period	Percentage
Deposit review time	Working time from receipt of a complete document set to the first outcome notification; separately report time awaiting student corrections	Days / hours
Metadata error rate	Records with errors divided by records examined in the sample	Percentage
File integrity check rate	Files with matching checksums divided by all files checked	Percentage
Restore-test success rate	Restore test cases passed divided by all restore test cases attempted	Percentage
Timely review of suspended publication	Items reviewed by their due date divided by all items due for review	Percentage

Source and Editorial Notes

Primary source. *Thesis Writing Manual*, Central Library, King Mongkut's University of Technology North Bangkok, version 2.5-draft dated 28 October B.E. 2569 (2026), in the supplied PDF `KMUTNB_Thesis_Writing_Manual_11_11_2026(1).pdf`, 105 PDF pages. This installment translates the Thai front matter (PDF pages 2–11), Chapter 1 (PDF pages 12–17), Chapter 2 (PDF pages 18–22), Chapter 3 (PDF pages 23–26), Chapter 4 (PDF pages 27–31), Chapter 5 (PDF pages 32–38), Chapter 6 (PDF pages 39–43), Chapter 7 (PDF pages 44–46), Appendix A (PDF pages 50–61), Appendix B (PDF pages 62–71), Appendix C (PDF pages 72–76), Appendix D (PDF pages 77–81), Appendix E (PDF pages 82–85), Appendix F (PDF pages 86–89), and Appendix G (PDF pages 90–105).

Supplementary source. *Thesis Handbook*, Graduate College, KMUTNB, English edition, 63 PDF pages, consulted for terminology and historical presentation only. Where procedures differ, the Thai primary source governs this translation.

Original references in Chapters 1–7. The source manual identifies [18] as a university report on the restructuring of graduate education, memorandum No. กจ `3627/2569` dated 27 October B.E. 2569 (2026), with the Rector's note dated 28 October 2026. References [2–3], [8–11], and [18] retain the source Thai manual's identifiers and are not automatically rewritten as citations to the older English handbook. Citations to [18] preserve the original report page and item numbers. This installment does not independently validate the full University Council resolution or order cited by the report. Original source reference numbers remain unchanged; this translation does not invent new bibliographic records.

Chapter 3 source boundary. Sections 3.1–3.6 follow the Thai manual (printed pp. 12–15), including Table 3-1 and subsections 3.2.1–3.2.2 and 3.5.1–3.5.5. The old English handbook supplied terminology and examples, but its hard-bound cover and CD requirements are historical and not part of this revision.

Chapter 4 source boundary. Sections 4.1–4.8 follow the Thai manual (printed pp. 16–20), including Tables 4-1 through 4-3, equation (4-1), and the original seven Overleaf instructions. Font sizes and margin measurements are recorded as descriptions of the earlier manual and Thesis Template version 0.1.21, not as permission to override the currently approved template. The reference template ZIP cited in the Thai source is not bundled with this English translation ZIP.

Chapter 5 source boundary. Sections 5.1–5.7 (including 5.6.1–5.6.15) and Table 5-1 follow the revised Thai manual (printed pp. 21–27). The older English handbook is a reference for historical terminology only. Format A/Format B examples are placeholder patterns, not verified publications. The description of `numeric` and `authoryear` refers to Thesis Template v0.1.21 discussed in the Thai source, not to a new citation rule imposed by this translation.

Chapter 6 source boundary. Sections 6.1–6.10 and Tables 6-1–6-3 follow the revised Thai manual (printed pp. 28–32, PDF pp. 39–43). The stage and interface names in Section 6.10 reproduce names from the iThesis NexGen guides as reported in the Thai source; they have not been independently verified against the live system. Process-status descriptions in Table 6-2 are conceptual, not confirmed screen labels. The source references the six-page `diagrams/ithesis/swimlane.pdf`; that referenced file is not included in this translation ZIP. The rights and authority of the faculty and Central Library must not be inferred solely from software menu labels.

Chapter 7 source boundary. Sections 7.1–7.6 and Tables 7-1–7-2 follow the revised Thai manual (printed pp. 33–35, PDF pp. 44–46). The deposit review items and six service indicators are *proposed practices*, not approved University-wide rules or binding numerical targets. The similarity-check discussion does not impose a new numerical threshold; disclosure of AI assistance follows faculty policy. A checksum detects a change in bytes but does not prove scholarly correctness or the authority of a signatory. Publication restrictions, preservation periods, backup schedules, and later revisions remain subject to authorized institutional policy.

Appendix A source boundary. Sections A.1–A.10 and Table A-1 follow Appendix ก of the revised Thai manual (printed pp. 39–50, PDF pp. 50–61). The older English handbook is consulted for historical vocabulary only. Thai-language examples remain in Thai to demonstrate the actual specimen language, while the surrounding explanations are translated into English. English-language examples and all placeholder guidance follow the latest Thai source. These are illustrative structures, not officially approved forms, and actual theses must use the current faculty-approved template. No signature or copyright wording has been fabricated.

Appendix B source boundary. Sections B.1–B.8, including subsections B.1.1–B.1.3, B.3.1–B.3.3, B.4.1–B.4.5, B.5.1–B.5.3, B.6.1–B.6.4, B.7.1–B.7.3 and B.8.1–B.8.3, follow Appendix ข of the revised Thai manual (printed pp. 51–60, PDF pp. 62–71). Tables B-1–B-6 and Figures B-1–B-2 are translated or redrawn from that source. The library recommendation-system case is strictly hypothetical; the period B.E. 2564–2568, borrowing count threshold, and NDCG@10 values 0.412 and 0.318 are not empirical KMUTNB results. No unreported test statistics or claims of significance are introduced. The scikit-learn and NIST/SEMATECH resources are reproduced as pointers mentioned by the source, not newly verified literature citations.

Appendix C source boundary. Sections C.1–C.4 follow Appendix ค of the revised Thai manual (printed pp. 61–65, PDF pp. 72–76). The 48 checklist items cover students (16), advisors and faculties (10), the Central Library (12), and repository managers (10). The checklists preserve all source identification fields, three review outcomes, and the concluding instructions on recording evidence ownership. The checklists do not establish new system features, retention periods, academic sign-off rights, or University-wide requirements.

No CD or hard-copy thesis is required by this revised deposit process.

Appendix D source boundary. Sections D.1–D.5 and Tables D-1–D-4 follow Appendix ง of the revised Thai manual (printed pp. 66–70, PDF pp. 77–81). Table D-1 reproduces nineteen core metadata fields and their source-specific validation checks. Table D-2 retains the seven handover rows; Tables D-3 and D-4 are blank illustrative correction and version records. The restricted-access request and AI-assistance record preserve the source placeholders. These are *proposed coordinated-operation templates*, not University-issued forms or approvals. A fixed access-suspension duration is not introduced; the researcher response to corrections is not deemed reviewer sign-off, and availability of the AI disclosure form does not permit activities prohibited by faculty policy.

Appendix E source boundary. Sections E.1–E.3 and Tables E-1–E-2 follow Appendix จ of the latest Thai manual (printed pp. 71–74, PDF pp. 82–85). Table E-1 retains all 25 earlier-topic crosswalk rows, their *printed page numbers in the B.E. 2558 Thai manual*, the revised locations, and the stated adaptation. Table E-2 preserves all eight contextual changes; Section E.3 preserves the editorial corrections and required review before formal adoption. The old English *Thesis Handbook* is only a supplementary terminology reference; its pagination is *not* the pagination used in Table E-1. The old manual is not redistributed with this English package.

Appendix F source boundary. Sections F.1–F.5 and Table F-1 follow Appendix ฉ of the latest Thai manual (printed pp. 75–78, PDF pp. 86–89). All 23 register entries T01–T23 are translated with their issues, supporting evidence needed, and coordinating units. The restructuring memorandum and Rector's note are not represented as proof that this manual has already been approved. The digital-deposit arrangement is recorded as confirmed by the commissioning party for an earlier draft, not as a newly inferred University regulation. The six proposed transition steps and eight approval-record fields remain proposed or unfilled. The full University Council resolution and related orders cited by the restructuring report have not been independently verified.

Appendix G source boundary. Sections G.1–G.13, including G.4.1, G.7.1–G.7.3 and G.10.1–G.10.3; Tables G-1–G-8; and Figures G-1–G-2 follow Appendix ช of the latest Thai manual (printed pp. 79–94, PDF pp. 90–105). The synthesis is based on five older role manuals [12–16], the faculty notice [17], and the restructuring report [18] *as represented in the latest Thai manual*. Thai request codes are retained exactly rather than converted to the earlier English handbook's forms. The legacy menu names and PDF page numbers are historical reference points, not live-interface verification. A proposed joint working group, `reg.kmutnb` migration, and system interoperability are not represented as implemented. Conceptual statuses, monitoring reports, and controls are proposals rather than existing rules. The faculties retain academic decision authority; Central Library iThesis/deposit work does not award a degree. No CD or bound-volume deposit is required by the revised process.

Translation and status. No unverified time limit, fee, signatory, system permission, or degree-award authority from the older English handbook has been introduced. Items requiring confirmation remain pending as in the Thai source.

APPENDIX A

Examples of Thesis Components

Historical basis: the earlier KMUTNB thesis manual, B.E. 2558 (2015), printed pp. 66–125, as identified in the revised Thai manual.

This appendix provides newly prepared examples based on the functions of the sample pages in the earlier manual. The examples have been adapted so that the *faculty responsible for the academic program* is identified appropriately and the corrected final thesis is certified by the thesis advisor(s), the thesis examination committee, and the faculty dean. Text enclosed in square brackets is a field to be replaced with actual, approved information before use.

These examples are educational aids, not official forms. They do not supersede faculty-approved forms or establish that every position and spacing detail matches the version of iThesis NexGen currently operated by the University. In particular, the Central Library is the manual's preparing and deposit unit; it must not be shown on a student's degree title page as the faculty conferring the degree.

Table A-1: Principles for adapting sample pages from the earlier manual

Example	Adaptation principle
Thai/English title pages	Identify the faculty responsible for the academic program and the University; do not represent the Central Library as the unit awarding the degree.
Approval page	Provide for certification by the advisor(s), the examination committee, and the dean, using the template approved by the faculty.
Abstracts	Retain the research details and certification fields required by the template; use placeholders rather than invented findings.
Acknowledgements	Use an academic tone and identify support that was actually received.
Contents and lists of tables/figures	Show the order and numbering of entries; generate actual page numbers using the document software.
Symbols and researcher biography	Include only necessary information suitable for the version intended for publication.

A.1 Thai Title Page

The following is an illustrative structure for the *Thai-language title page*. Use the faculty-approved template for the actual thesis. The Thai specimen remains in Thai so the required language and placement of its fields can be seen directly.

[ชื่อวิทยานิพนธ์ภาษาไทยที่ได้รับอนุมัติ]
[หากชื่อเรื่องยาว ให้แบ่งบรรทัดตามความหมาย]

[คำนำหน้าชื่อ ชื่อ และนามสกุลผู้วิจัย]

วิทยานิพนธ์นี้เป็นส่วนหนึ่งของการศึกษาตามหลักสูตร
[ชื่อปริญญาเต็ม]
สาขาวิชา [ชื่อสาขาวิชา]
ภาควิชา [ชื่อภาควิชา ถ้ามี]
คณะ [ชื่อคณะหรือส่วนงานเจ้าของหลักสูตร]
มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ
ปีการศึกษา [ปีการศึกษาที่สำเร็จการศึกษา]

[ข้อความลิขสิทธิ์ตามแม่แบบที่มหาวิทยาลัยรับรอง]

English guidance: use the approved Thai thesis title, the registered name of the researcher, the official degree and program, the department if applicable, the faculty responsible for the program, the University, and the academic year of completion. Use only the copyright statement prescribed by the approved template.

A.2 English Title Page

This example shows the corresponding *English-language title page*, to be adapted to the faculty-approved template. The degree, program, department, and faculty names must be their official English names.

[APPROVED ENGLISH THESIS TITLE]
[CONTINUED TITLE IF NEEDED]

[AUTHOR'S NAME AS REGISTERED]

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
[OFFICIAL DEGREE NAME]
[OFFICIAL PROGRAM NAME]
[DEPARTMENT, IF APPLICABLE]
[OFFICIAL FACULTY NAME]
KING MONGKUT'S UNIVERSITY OF TECHNOLOGY NORTH BANGKOK
[ACADEMIC YEAR]

[COPYRIGHT STATEMENT FROM THE APPROVED TEMPLATE]

The sample is a layout guide, not a replacement for the University's approved wording or intellectual-property policy. The title must match the officially approved English thesis title.

A.3 Thai Thesis Approval Page Structure

The following Thai specimen illustrates the structure of the thesis approval page. Insert the actual approval statement from the official faculty or University form. The final corrected version must be certified by the advisor(s), all examination committee members appointed for the thesis, and the faculty dean.

ใบรับรองวิทยานิพนธ์

[ชื่อคณะหรือส่วนงาน]

มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ

ชื่อวิทยานิพนธ์: [ชื่อเรื่องที่ได้รับอนุมัติ]

ผู้วิจัย: [ชื่อและนามสกุล]

หลักสูตร/สาขาวิชา: [ข้อมูลทางการ]

ปีการศึกษา: [ปี]

[ใช้ข้อความรับรองตามแบบฟอร์มทางการของคณะหรือมหาวิทยาลัย]

รายชื่อและบทบาทตามคำสั่งแต่งตั้ง	**ลายมือชื่อ/วันที่**
[ประธานกรรมการสอบ]	[ตามวิธีที่รับรอง]
[กรรมการสอบ]	[ตามวิธีที่รับรอง]
[กรรมการสอบ]	[ตามวิธีที่รับรอง]
[อาจารย์ที่ปรึกษาหลัก]	[ตามวิธีที่รับรอง]
[อาจารย์ที่ปรึกษาร่วม ถ้ามี]	[ตามวิธีที่รับรอง]

คณบดี: [ชื่อและนามสกุล / ชื่อคณะ]

ลายมือชื่อคณบดี: [ลงนามตามวิธีที่มหาวิทยาลัยรับรอง]

วันรับรอง: [วัน เดือน ปี]

Signature completeness check. Adjust the number of rows to match the actual appointment order. All appointed examination committee members, the advisor(s), and the dean must sign by an approved method, and the evidence must be linked to the final thesis file.

A.4 English Thesis Approval Page Structure

This is the English counterpart of the Thai approval structure. The substantive certification statement must be taken from the approved faculty or University template, not invented for this example.

THESIS APPROVAL

[OFFICIAL FACULTY NAME]

King Mongkut's University of Technology North Bangkok

Thesis title: [Approved title]

Author: [Registered name]

Degree and program: [Official names]

Academic year: [Year]

[Insert the approval statement from the official faculty or University template.]

Appointed role and name	**Signature/date**
[Chairperson]	[Approved method]
[Committee member]	[Approved method]
[Committee member]	[Approved method]
[Principal advisor]	[Approved method]
[Co-advisor, if applicable]	[Approved method]

Dean: [Name and official faculty name]

Dean's signature: [Approved signing method]

Approval date: [Date]

The corrected final thesis must be signed by the advisor(s), all appointed examination committee members, and the faculty dean before the student submits its electronic file through iThesis NexGen. Adjust the number of rows to match the actual appointments.

A.5 Thai Abstract

The Thai abstract specimen below retains Thai-language fields, paragraphs, and placeholders as given in the revised source. Replace every bracketed item with the researcher's actual, verified information and findings. The approval-page and abstract-signature placement must follow the approved template.

ชื่อ: [คำนำหน้าชื่อ ชื่อ นามสกุล]

ชื่อวิทยานิพนธ์: [ชื่อเรื่องที่อนุมัติ]

สาขาวิชา: [ชื่อสาขาวิชา]

มหาวิทยาลัย: มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ

อาจารย์ที่ปรึกษาหลัก: [ตำแหน่งทางวิชาการ ชื่อ นามสกุล]

อาจารย์ที่ปรึกษาร่วม: [ถ้ามี]

ปีการศึกษา: [ปี]

บทคัดย่อ

การวิจัยนี้มีวัตถุประสงค์เพื่อ [วัตถุประสงค์หลัก] ศึกษา [กลุ่มเป้าหมายหรือบริบท] โดยใช้ข้อมูล [ชนิดและแหล่งข้อมูล] ในช่วง [ช่วงเวลาและขนาดข้อมูล] และดำเนินการด้วย [แบบวิจัยและขั้นตอนสำคัญ]

เครื่องมือที่ใช้ประกอบด้วย [เครื่องมือหรือแบบจำลอง] ตรวจคุณภาพด้วย [วิธีตรวจที่ใช้จริง] และวิเคราะห์ข้อมูลด้วย [วิธีวิเคราะห์/สถิติ/เกณฑ์ประเมิน] ผลการวิจัยพบว่า [ผลที่ตอบวัตถุประสงค์พร้อมค่าจริงและหน่วย] เมื่อเทียบกับ [ฐานเปรียบเทียบ หากมี]

ผลดังกล่าวแสดงว่า [ข้อสรุปที่มีหลักฐานรองรับ] ภายใต้ [เงื่อนไขและข้อจำกัดสำคัญ] และสามารถนำไปใช้ [ขอบเขตการใช้ประโยชน์ที่เหมาะสม]

คำสำคัญ: [คำสำคัญ 1]; [คำสำคัญ 2]; [คำสำคัญเพิ่มเติมตามแม่แบบ]

จำนวนหน้า: [ตามวิธีนับในแม่แบบที่รับรอง]

[ลายมือชื่ออาจารย์ที่ปรึกษาวิทยานิพนธ์หลักตามแม่แบบ]

Editorial note: the abstract must state what was studied, the data and methods used, the principal findings with appropriate numbers and units, a conclusion justified by the evidence, and relevant limitations. No hypothetical result is to be left in the submitted thesis.

A.6 English Abstract

The following English sample reflects the revised Thai manual's own English specimen. The bracketed wording is instructional and must be replaced with the actual work, using the approved format for the student's program.

Name	[Registered name]
Thesis title	[Approved English title]
Major field	[Official name]
University	King Mongkut's University of Technology North Bangkok
Principal advisor	[Title and name]
Co-advisor	[If applicable]
Academic year	[Year]

ABSTRACT

This study aimed to [state the principal objective]. The study examined [population or setting] using [data source, period, and sample size]. The research design consisted of [main methods and procedures].

The instruments or models were [identify the tools]. Their quality was assessed using [actual validation method]. Data were analyzed using [analysis methods and evaluation criteria]. The findings showed [actual results, with units and a suitable comparison].

These findings support [a conclusion within the scope of the evidence]. The main limitations were [limitations]. The results may inform [a justified application or implication].

Keywords: [Keyword 1]; [Keyword 2]; [Further keywords as required]

Total pages: [As counted by the approved template]

[Principal Thesis Advisor: approval according to template]

A.7 Thai and English Acknowledgements

Use an academic tone, thank those who actually contributed, and identify funding or assistance accurately. The Thai and English sample texts below illustrate wording; they are not statements about a real student or research project.

Thai-language specimen

กิตติกรรมประกาศ

วิทยานิพนธ์ฉบับนี้สำเร็จได้ด้วยคำแนะนำของ [ตำแหน่งและชื่ออาจารย์ที่ปรึกษา] ผู้ให้ข้อเสนอแนะด้าน [การช่วยเหลือที่ได้รับจริง] ผู้วิจัยขอขอบคุณคณะกรรมการสอบที่ให้ข้อคิดเห็นในการปรับปรุง [ประเด็นสำคัญ]

ขอขอบคุณ [หน่วยงาน/ผู้สนับสนุน] สำหรับ [ทุน ข้อมูล เครื่องมือ หรือการสนับสนุน] และ [ผู้มีส่วนร่วมที่ได้รับอนุญาตให้ระบุชื่อ] สำหรับความร่วมมือในการวิจัย ทั้งนี้ ความรับผิดชอบต่อเนื้อหาและข้อผิดพลาดที่อาจมีเป็นของผู้วิจัย

[ชื่อ นามสกุลผู้วิจัย]

English-language specimen

ACKNOWLEDGEMENTS

I thank [advisor's title and name] for guidance on [specific contribution]. I also thank the examination committee for comments that improved [specific aspects of the thesis].

This work received support from [funding organization and grant identifier, where applicable]. I am grateful to [organizations or individuals] for [actual support]. Responsibility for the content and any remaining errors rests with the author.

[Author's name]

How to use the specimens. The two language examples appear together here to explain their form. In an actual thesis, follow the language and page arrangement required by the approved template. Do not retain acknowledgements that do not correspond to support actually received.

A.8 Table of Contents and Main-Text Headings

The following English example translates the roles and order of the entries in the Thai source's sample *table of contents*. It illustrates the structure, not the actual pagination of a student's thesis.

TABLE OF CONTENTS

Contents	**Page**
Thai Abstract	[page]
English Abstract	[page]
Acknowledgements	[page]
List of Tables	[page]
List of Figures	[page]
List of Abbreviations and Symbols	[page]
Chapter 1 Introduction	[page]
1.1 Background and Significance of the Problem	[page]
1.2 Research Objectives	[page]
1.3 Scope of the Research	[page]
Chapter 2 Literature Review and Related Research	[page]
Chapter 3 Research Methodology	[page]
Chapter 4 Research Results	[page]
Chapter 5 Conclusions, Discussion, and Recommendations	[page]
References	[page]
Appendix A [Appendix title]	[page]
Researcher Biography	[page]

This is a structural example; its placeholders do not prescribe page numbers. Generate the contents and page references from actual headings using the document software, and update them whenever the document changes. For an English-language thesis, use *TABLE OF CONTENTS* and section names in the language of the thesis.

A.9 Lists of Tables, Figures, and Abbreviations

These specimens translate the source's sample lists into English while preserving their chapter-based numbering patterns. Appendix entries use the appendix letter rather than a Thai letter in an English-language thesis.

LIST OF TABLES

Table	Title	Page
2-1	Comparison of Related Research	[page]
3-1	Dataset Details and Selection Criteria	[page]
4-1	Evaluation Results by Research Objective	[page]
A-1	Additional Experimental Results	[page]

LIST OF FIGURES

Figure	Title	Page
1-1	Conceptual Framework of the Research	[page]
3-1	Research Procedure	[page]
4-1	Comparison of the Methods Studied	[page]

LIST OF ABBREVIATIONS AND SYMBOLS

AI	Artificial Intelligence
PDF	Portable Document Format
n	Number of observations used in the analysis
$\bar{x}$	Arithmetic mean of the sample observations

Only include abbreviations and symbols that actually appear in the thesis. In English, the source recommends the headings *LIST OF TABLES*, *LIST OF FIGURES*, and *LIST OF ABBREVIATIONS AND SYMBOLS*. For lists extending beyond one page, use the continuation heading prescribed by the approved template.

A.10 Opening Pages of Chapters and Appendices, and Researcher Biography

The three specimens below correspond to examples placed together on one page in the Thai manual for explanatory purposes. They are *not* instructions to place them on a single page in the submitted thesis.

Example: Chapter opening

CHAPTER 1

INTRODUCTION

1.1 Background and Significance of the Problem

[Begin with an evidence-based context. Identify the problem, the research gap, and why the research is needed. Avoid broad claims without sources.]

1.2 Research Objectives

[State objectives that can be assessed using the study's methods and findings.]

Example: Appendix opening

APPENDIX A

[Appendix title, such as Research Instruments]

[Present details cited in the thesis text, excluding personal, confidential, or otherwise restricted information that should not be made public.]

Example: Researcher biography

RESEARCHER BIOGRAPHY

Name	[Full name]
Education	[Qualifications, institutions, and years of completion, beginning with the bachelor's degree]
Experience and work	[Relevant experience and achievements, with years]
Academic contact	[Contact information permitted by the faculty-approved template]

Page separation. When preparing an actual thesis, start each chapter, appendix, and researcher biography on the page required by the approved template. Continue page numbering in accordance with the applicable rules. The inclusion of all three examples on this appendix page is solely to explain their components.

APPENDIX B

Five-Chapter Thesis Writing Guide for IT/AI Research

B.1 Principles and Illustrative Case

This appendix provides guidance for drafting and checking the coherence of a thesis. It uses one *hypothetical* research topic throughout five chapters to demonstrate the relationships among the research problem, objectives, methods, results, and conclusions. The illustrative title is:

> **Development of a Deep Learning-Based Library Information Resource Recommendation System: A Case Study of the Central Library, King Mongkut's University of Technology North Bangkok**

Status of the example. The title, study period, selection criteria, and numerical values in this appendix are for instructional purposes only. They are *not facts about KMUTNB's library systems or research findings*. The example does not claim that the authors of this manual have obtained library records, accessed real users' data, or conducted the proposed experiments. Every field in square brackets must be completed with evidence from an actual study. This is a writing example, not an experimental report.

The central requirement is alignment across the thesis. An objective specified in Chapter 1 should have a theoretical or research basis in Chapter 2, an appropriate method in Chapter 3, evidence in Chapter 4, and a supported conclusion and discussion in Chapter 5. The number of chapters and their titles must nevertheless follow the requirements of the student's faculty and academic program.

B.1.1 Illustrative Objective 1

To develop a prototype deep learning-based library information resource recommendation system and test its operation against specified functional requirements.

B.1.2 Illustrative Objective 2

To compare the ranking quality of the developed system with item-based collaborative filtering (item-based CF), using normalized discounted cumulative gain at rank ten (NDCG@10) under the same data and evaluation conditions.

B.1.3 Illustrative Objective 3

To evaluate the satisfaction of the intended user group after using the prototype, with a specified instrument and interpretation criteria.

Numbering note. Section numbers in this appendix are generated automatically, for example B.1.1. References to Sections 1.1–5.3 in the examples and tables indicate proposed headings in a student's *actual five-chapter thesis*, not sections of this manual. In LaTeX, use heading commands to create these numbers; do not type section numbers twice.

B.2 Chapter 1: Introduction

The first thesis chapter should answer three questions: What is the study about? Why is the study needed? What does it cover? Begin with an evidence-based context, identify a specific problem and research gap, and then explain the proposed approach. Table B-1 shows an illustrative structure.

Table B-1: Introduction section guidance and illustrative examples

Thesis section	Writing guidance	Illustration or evidence to provide
1.1 Background and significance of the problem	Link context, the problem, the gap, and the proposed contribution, with supporting evidence and citations.	If resource-search limitations are claimed, supply [survey findings or system-use records]. Do not state that the existing system relies only on keywords without evidence.
1.2 Research objectives	State what will be developed, compared, or evaluated, with verifiable outcomes. A study may commonly have two to four objectives.	Use the three illustrative objectives in B.1, organized as 1.2.1–1.2.3 in the thesis.
1.3 Research hypotheses (if applicable)	Connect variables, measures, comparison procedures, and test conditions.	Hypothesis: the developed system has a higher NDCG@10 than item-based CF under the conditions specified in Chapter 3.
1.4 Scope of the research	Define data, study period, users, methods, and exclusions.	Hypothetical borrowing records for B.E. 2564–2568 (2021–2025), involving Thai- and English-language resources; verify actual data access and permission.
1.5 Definition of terms	Give operational definitions that support data inclusion or measurement.	Hypothetical eligibility: target users have at least five borrowing transactions. Specify the period and justification if this rule is actually used.
1.6 Expected benefits	Describe academic and practical benefits within the study's scope.	A prototype and evaluation evidence could support consideration of an OPAC integration; do not claim that integration has occurred without testing.

Checkpoint. The background must lead logically to the objectives. A phrase such as "to study" is acceptable only when the subject, method, and assessable outcome are clear. A frequent error is an objective so broad that it is impossible to determine whether it has been achieved.

B.3 Chapter 2: Literature Review and Related Work

This chapter establishes the knowledge base for the proposed contribution and identifies the questions that existing research has not answered. Synthesize the literature by themes rather than placing a succession of article abstracts in the chapter. The following structure is one option for the illustrative recommendation-system study.

B.3.1 Theories and Concepts

Introduce recommender systems and collaborative filtering, followed by deep learning and transformers *when those methods are actually relevant to the study*. Explain ranking and evaluation measures used by the research. Each concept should have a clear role: informing system design, providing a baseline, or helping interpret the findings. Not every method discussed here has to be implemented in Chapter 3.

B.3.2 Related Studies and Synthesis

Group studies by their data, methods, or research challenges. Illustrative themes include data sparsity, the cold-start problem, and cross-language recommendation. For each group, explain its accomplishments, assumptions or conditions, and limitations. Search approximately the most recent five years of publications *alongside seminal studies that remain foundational*. The five-year period is a search guide, not a fixed rule for excluding older work.

An illustrative synthesis sentence is:

> The first group of studies [actual citations] applied [approach] to [data] and reported [findings], but faced limitations concerning [issue]. Another group [actual citations] addressed this issue using [method] under [conditions].

Table B-2 is a worksheet for collecting the evidence needed before writing the synthesis.

Table B-2: Fields for synthesizing actual research

Author/year	Technique	Data/evaluation	Reported result	Limitation
[Actual study A]	[Method/version]	[Dataset/split]	[Value/metric]	[Evidence]
[Actual study B]	[Method/version]	[Dataset/split]	[Value/metric]	[Evidence]

Source note: These are empty planning fields, *not* research publications that may be cited as evidence.

B.3.3 Research Gap and Conceptual Framework

Summarize what remains unanswered by prior evidence and connect that gap to the study objectives. Figure B-1 shows the components of the hypothetical case and two evaluation outputs. It is an illustrative framework, *not evidence of causality*.

Figure B-1: Conceptual framework for the hypothetical recommendation system

B.4 Chapter 3: Research Methodology

Describe the research in sufficient detail for readers to inspect and reproduce the principal findings. Figure B-2 gives an illustrative workflow; Table B-3 links the objectives to methods, evidence, and evaluation criteria.

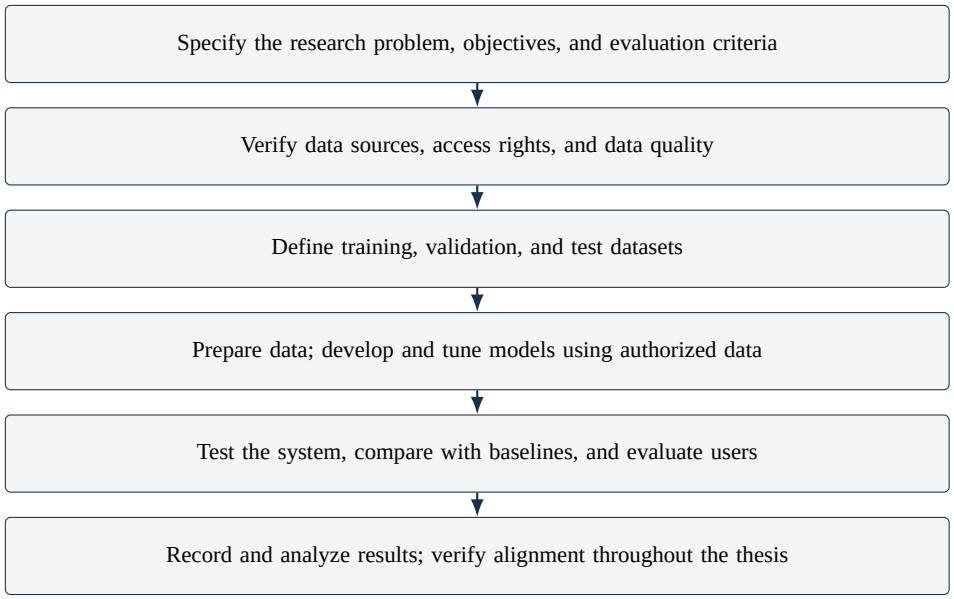

Figure B-2: Illustrative reproducible research workflow

B.4.1 Data and Sample

Identify the source, size, and period of the data, inclusion and exclusion criteria, sampling method, and unit of analysis. Distinguish users represented in historical borrowing data from participants recruited to assess the prototype. Explain the permissions for data use and the handling of personal data, research ethics, or consent in accordance with the nature of the study and the institution's procedures.

B.4.2 Data Preparation and Partitioning

Explain the handling of duplicates, missing values, and outliers. Choose a partitioning strategy that matches the research question. When predicting future events, report the time cutoff and information actually available at prediction time. Learn any preprocessing parameters *only from the training set*, then apply those learned transformations to other partitions. Never use the test set for model selection or parameter tuning; doing so can cause data leakage. See the supplementary methodological resources noted in B.8.

B.4.3 Design and Development

Specify the architecture, input and output structures, loss function, hyperparameter values, search ranges, stopping criteria, random seed, number of experimental runs, programming languages and library versions, and hardware. Where an existing system is reused, dis-

tinguish its original components from the components developed or improved in the present research.

B.4.4 User Evaluation Instruments

Describe the questionnaire or other instrument, the measured dimensions, number of items, response scale, and score interpretation. When an item–objective congruence (IOC) procedure is used, report the expert review and subsequent item revisions. If Cronbach's α is used, identify the data used to assess internal consistency. Do not treat one coefficient as proof of every aspect of instrument quality. Select validation methods appropriate to the instrument and provide the source of the evaluation criteria.

B.4.5 Evaluation and Statistics

Specify the baseline methods and why they were chosen, along with comparable test datasets and evaluation conditions. For a recommender system, describe the candidate-item set, the definition of relevance, the cutoff k, treatment of previously used items, and how NDCG@10 scores are aggregated. Additional measures, such as Precision@10 or Recall@10, may be used when they help answer an objective. Do not include F1 or accuracy without explaining the underlying prediction task and the meaning of those measures.

If cross-validation is used, select a design consistent with temporal dependencies and group structure. If hypotheses are tested, specify the unit of analysis, statistical method, assumptions, significance level, and reporting of effects or uncertainty *before inspecting the results*. Multiple records from the same user are not automatically independent observations.

Table B-3: Alignment of objectives, methods, tools, and evaluation criteria

Objective	Method	Tool/evidence	Metric/statistic
1. Develop	Design, implement, and test against requirements.	Prototype, specifications, and test cases.	Pass/fail results against predefined criteria.
2. Compare	Experiment under the same data and comparison conditions.	Developed model, baseline, and evaluation scripts.	NDCG@10, effect difference, uncertainty, and appropriate inferential results.
3. Evaluate users	Ask users to complete defined tasks and then evaluate.	Validated questionnaire and study records.	Number of responses, score distribution, and statistics appropriate to the scale.

Checkpoint. Record the actual parameter settings and baselines in full. The completed thesis should describe work that *has been performed*; do not leave the proposal's future-tense statements in the final report, except where discussing proposed future work.

B.5 Chapter 4: Research Results

Present observed findings in the order of the research objectives. In a thesis that reserves the discussion for Chapter 5, keep causal explanations and comparisons with the literature in that later chapter. Report outcomes that do and do not match expectations.

B.5.1 Results for Objective 1

Describe the prototype developed, its architecture or relevant screens, and the results of tests against the specified requirements. Identify both passed and failed functions. Screenshots alone do not provide evidence of every dimension of system testing.

B.5.2 Results for Objective 2

Report the test data, experimental conditions, baseline method, and comparative results. Distinguish observed differences from statistical conclusions. The values in Table B-4 are *hypothetical numbers provided solely for writing practice*. They are not results from an experiment and do not add findings to Chapter 4 of a student's thesis.

Table B-4: Hypothetical NDCG@10 results for reporting practice

Method	NDCG@10	Hypothesis-test result
Developed model (hypothetical)	0.412	Not provided
Item-based CF (hypothetical)	0.318	Not provided

Source note. These numerical values were supplied as illustrative exercise data in the Thai manual. They are *not actual research findings*.

An illustrative results statement is: "As shown in Table B-4, the developed model obtained an NDCG@10 of 0.412, compared with 0.318 for item-based CF, under [specify the evaluation conditions]." This table *does not justify* a claim that the difference is statistically significant at the 0.05 level.

When genuine hypothesis-test results are available, a suitable reporting pattern is: "The [name of statistical test and unit of analysis] produced [test statistic and p-value] at [predefined significance level], with an effect difference of [value] and confidence interval [range]." Adapt the reported fields to the actual statistical method. Do not invent values; distinguish practical importance from statistical significance.

B.5.3 Results for Objective 3

Report the number of people invited, participants who took part, and usable responses. Show dimension-level scores together with their distributions and interpretation criteria. If open-ended feedback is included, explain how it was categorized and present supporting evidence without revealing participants' identities.

Presentation checkpoint. Refer to each table or figure in the text before, or near, its appearance. Use automated numbering and captions; put table titles above tables and figure captions below figures. Place the explanation close to the relevant table. Do not repeat every number in the table; select values that answer the objectives and report unexpected findings as well.

B.6 Chapter 5: Conclusions, Discussion, and Recommendations

The final thesis chapter must connect back to the objectives in Chapter 1 and the findings in Chapter 4. It should not introduce new datasets, experiments, or analyses. The guidance below illustrates how to connect conclusions, discussion, and recommendations to evidence already presented.

B.6.1 Writing Section 5.1: Research Conclusions

Briefly restate the objectives, data, instruments, and analytical methods. Then summarize the outcomes against all three illustrative objectives: the completed prototype, comparative ranking quality, and user evaluation. Use only key numerical results already reported; do not reproduce the entire results table.

An illustrative statement is: "For Objective 2, [developed method] produced an NDCG@10 of [actual result], compared with [baseline method and actual result], under [test scope], as reported in Chapter 4." If hypotheses were tested, state the evidence-supported decision. *Failure to reject a null hypothesis is not proof that no difference exists.*

B.6.2 Writing Section 5.2: Discussion

Organize the discussion by objective. For each, identify the finding, plausible explanations, relevant comparisons with studies reviewed in Chapter 2, and its implications for theory or practice. Distinguish explanations supported by evidence from conjecture. Do not claim that an attention mechanism caused an improved result unless the study actually tested that causal explanation.

An illustrative statement is: "The finding that [result from Chapter 4] may be associated with [reason], which [agrees/disagrees] with [actual study from Chapter 2] concerning [comparison issue]. However, differences in [data or experimental method] limit [comparison or generalization]." Cite actual studies rather than placeholder authors or years.

Conclude the discussion with unexpected results and genuine limitations, such as using data from only one institution, a restricted observation period, users with no borrowing history, or a prototype not tested under real operating loads. Explain how these conditions affect interpretation.

B.6.3 Writing Section 5.3.1: Practical Applications

State who may use the findings, for what purpose, and under what conditions. For example: "On the basis of [supported finding], [responsible unit] could pilot an integration between the prototype and the OPAC within [pilot scope], subject to [data and operational conditions], while monitoring [evaluation metric] before broader deployment." Do not claim, for instance, a 40% reduction in search time if search time was not measured.

B.6.4 Writing Section 5.3.2: Future Research

Begin with a genuine limitation or unanswered question, then propose a study designed to address it. For example: “Because this study used data from [actual study scope], future work should examine [additional group or context] using [evaluation procedure] to assess performance across contexts.” An algorithm should be replaced for a clear problem- or evidence-based reason, not simply because a newer technique exists.

B.7 Alignment Map Across the Five Chapters

Table B-5 helps check whether each objective has a complete chain of supporting evidence. In a real thesis, replace the summary phrases with precise section numbers, table or figure numbers, filenames, or traceable analytical results.

Table B-5: Five-chapter alignment for the illustrative case

Obj.	Ch. 1	Ch. 2	Ch. 3	Ch. 4	Ch. 5
1. Develop prototype	Prototype development	Concepts and design basis	Development method and tests	Prototype and test results	Conclusions, discussion, and related recommendations
2. Compare quality	Quality comparison	Comparable baseline studies	Experimental protocol and NDCG@10	Comparative results and uncertainty	Interpretation of differences and limits of use
3. Evaluate users	User evaluation	Basis for satisfaction measures	Instrument, sample, and statistics	User evaluation results	Summary, discussion, and improvements

B.7.1 Using the Map Before the Examination

Read each objective separately, trace its method in Chapter 3 and the supporting results in Chapter 4, and then verify that Chapter 5 draws its conclusion and discussion from that evidence. If a cell lacks supporting evidence, determine whether the thesis is incomplete or the objective exceeds the work performed. Do not insert unsupported text merely to fill the table.

B.7.2 When Results Do Not Support a Hypothesis

Report the results accurately and discuss limitations or plausible explanations. An unexpected or null result is still a research result that should be reported. Do not rewrite the objectives retrospectively to make them appear consistent with the observed findings without explaining any actual approved change.

B.7.3 Scope of Recommendations

One recommendation may relate to several objectives. There is no need to invent a separate recommendation for every objective when evidence does not support one. Nevertheless, findings for every objective must be adequately summarized and discussed.

B.8 Review Checklist and Formatting Notes

Table B-6 lists frequent issues and suggested corrections. It should be used alongside the five-chapter alignment table; it does not replace reading the underlying evidence or applying the researcher's scholarly judgment.

Table B-6: Common errors and suggested corrections

Common error	Suggested correction
A long introduction with no identified research gap	State the problem, evidence, what previous research has not resolved, and what the study will test.
Objectives without assessable outcomes	Specify expected outcomes, measures, and the study scope.
Literature review made of consecutive abstracts	Group and compare studies, their conditions, and evidence-supported gaps.
Missing parameters or comparison baseline	Record actual settings, tool versions, and reasons for baseline selection.
Test data leak into model development	Separate parameter learning and model selection from final testing.
Results tables without explanatory text	Refer to the tables and explain the key values answering the objectives.
Claiming significance from two observed values	Report an appropriate statistical test or describe only the observed difference.
Introducing new results for the first time in Chapter 5	Present the methods and findings in the relevant earlier chapters first.
Recommendations not tied to findings	Identify the supporting result, intended user, action, and conditions.
Omitting limitations	State actual limitations and what conclusions cannot yet be supported.

B.8.1 Formatting and Referencing

Follow the chapter titles and reference format approved by the faculty or program for the student's cohort. The template discussed in the source manual refers to the KMUTNB thesis guide of B.E. 2558 (2015) and replaces the earlier Graduate College role with the student's responsible faculty where appropriate. This does *not* establish that the earlier guide is the latest regulation, nor does it constitute a new University announcement. Use the fonts, margins, section numbering, 1-cm paragraph indentation, and table rules consistent with the approved template.

B.8.2 Supplementary Methodological Sources

The Thai source recommends checking *scikit-learn: Common pitfalls* for data leakage and *NIST/SEMATECH: Quantitative Techniques* for hypothesis testing (recorded access date: 26 October B.E. 2569 / 2026). These are supporting methodological resources for the guidance. They are *not* studies reviewed as evidence in the hypothetical literature review above. Their current availability and contents have not been independently verified in this translation.

B.8.3 Using This Appendix

Use this appendix for learning and reviewing a thesis draft. Before submitting an actual thesis, remove the manual's illustrative appendix unless the program explicitly requires its inclusion. Verify that no hypothetical claims, numerical examples, or square-bracket placeholders remain in the thesis being submitted.

APPENDIX C

Pre-submission and Deposit Checklists

These checklists are used to review the fully corrected final electronic thesis before submission through iThesis NexGen. No CD or printed hard-copy thesis is required for deposit with the Central Library. The final thesis must have been fully revised and certified by the thesis advisor(s), the thesis examination committee, and the dean.

For a supplementary checklist item that does not apply, record "Not applicable" and the reason. The responsible unit should follow the approved procedures and policies applicable to the student and thesis.

C.1 Student: Before Final Submission

Student name / student ID: [Information]

Thesis title / file version: [Information]

Date checked: [Day, month, year]

Identification and certification

- ☐ The Thai and English thesis titles match the approval record and the information in iThesis NexGen.
- ☐ The author's name, degree title, faculty, and academic year are consistent throughout the thesis and related records.
- ☐ The examination committee members and thesis advisor(s) match the most recent appointment order.
- ☐ All revisions required after the examination have been reviewed and formally closed.
- ☐ The advisor(s), thesis examination committee, and dean have signed to certify the same final file version that will be submitted.

Content and references

- ☐ Every research objective is linked to an appropriate method, corresponding results, and a supported conclusion.
- ☐ The Thai and English abstracts convey equivalent meanings and report the same numerical values.
- ☐ All cited sources are verifiable and have been matched with entries in the reference list.

- ☐ Calculations, tables, figures, and measurement units have been checked.
- ☐ The similarity-checking process and its review have been completed in accordance with faculty policy.
- ☐ The use of AI or other assistance tools has been disclosed as required by the rules applicable to the thesis.

Files and submission information

- ☐ The table of contents, lists of tables and figures, and cross-references have been updated.
- ☐ The complete PDF has been opened and checked for missing characters, incomplete figures, or extra pages.
- ☐ Metadata and keywords match the approved thesis version.
- ☐ Information requiring protection and rights to use included media have been reviewed.
- ☐ The electronic thesis files and certification evidence are ready for submission through iThesis NexGen; a CD or printed hard copy is not required.

Review result: [Ready for submission / Corrections required]

C.2 Advisor and Faculty: Before Deposit Handover

Thesis title / student: [Information]

Reviewer and authority: [Name, role, relevant appointment or authorization order]

Version reviewed: [Version identifier / date and time / system record number]

- ☐ Eligibility and examination procedures comply with the regulations applicable to the student's cohort.
- ☐ The thesis title and all material changes have received the required approvals.
- ☐ Examination results and conditions for revision are supported by verifiable records.
- ☐ The responsible reviewer(s) have verified and closed every required correction in accordance with the examination committee's decision.
- ☐ The reported findings support the conclusions and the stated scope of their application.
- ☐ References, data use, and research ethics have been reviewed.
- ☐ The thesis approval page has been signed by the advisor(s), all examination committee members required by the appointment order, and the dean.
- ☐ Any article or research-publication requirements have been checked against the regulations applicable to the student's cohort.
- ☐ Any request to suspend or restrict publication identifies its justification and an authorized approver.
- ☐ The file handed over is the same version as the certified file, rather than merely having a similar filename.

Review result: [Approved for handover / Returned for correction / Awaiting evidence]

Outstanding items and responsible person: [Specify]

Certifying reviewer / date: [As required by the approved system and form]

C.3 Central Library: Deposit Acceptance

iThesis NexGen record number: [Information]

Student / thesis title: [Information]

Reviewer / date: [Information]

- ☐ Evidence of signatures by the advisor(s), thesis examination committee, and dean is complete and corresponds to the final thesis file.
- ☐ The thesis title, author, academic program, faculty, and academic year agree between the file and the system record.
- ☐ All required thesis components are present, and the page sequence is correct.
- ☐ The formatting follows the approved template, or documentary evidence confirms acceptance of an exception.
- ☐ The PDF opens successfully, is not protected by a password that prevents deposit review, and is not corrupted.
- ☐ Thai and English text, equations, tables, and figures are all readable.
- ☐ The abstract and keywords in the record match those in the thesis file.
- ☐ The file version and its link to certification evidence have been recorded.
- ☐ Access permissions for personal data and files containing signatures have been set in accordance with policy.
- ☐ Publication or restricted-access status matches the authorized decision, including any review date.
- ☐ The required files and electronic evidence have been received through iThesis NexGen without requesting a CD or printed hard-copy thesis.
- ☐ A deposit reference number, date of receipt, and traceable notification of the outcome are available.

Review result: [Deposit accepted / Returned for correction / Awaiting certification]

Deficiencies and return route: [Specify the items and responsible unit]

C.4 Repository Manager: After Deposit and Before Publication

- ☐ An authoritative certified thesis file and a linked repository record are available.
- ☐ The checksum and file format have been recorded under the approved procedure.
- ☐ The file prepared for publication is within the authorized scope of access.
- ☐ Every publication restriction has an end date and a person responsible for reviewing it.
- ☐ Account permissions are assigned by role, preventing unintended disclosure of internal documents.
- ☐ Backup copies exist and restoration has been tested in accordance with policy.
- ☐ The searchable record correctly displays the title, author, abstract, and keywords.
- ☐ Access links and downloadable files function according to the authorized permissions.
- ☐ Any file replacement or record correction after deposit has a record of the before-and-after versions.
- ☐ The deposit outcome has been communicated to the relevant units without presenting it as degree-completion certification on behalf of the registrar.

Repository record number / persistent identifier: [If available]

Publication or review date: [Information]

Review result and reviewer: [Information]

Using the checklists

It is not necessary to build a new system immediately for every checklist item. However, the responsible units should identify the source system for each item of evidence, who maintains that evidence, and how it can be verified. The links among the academic approval, the thesis file, and its repository record must be preserved.

APPENDIX D

Record Forms and Metadata Dictionary

The forms in this appendix are *proposed templates for coordinated operations*. They are not official request forms issued by the University. Document numbers and methods of signing must be those adopted by the responsible unit once approved.

D.1 Core Thesis Record Metadata

Table D-1: Core thesis record metadata

Metadata field	Meaning and verification source	Data-quality check
Record number	Identifier assigned by iThesis NexGen or the repository	Unique and linkable across systems
Thai thesis title	Approved Thai-language title	Matches the approval record and title page
English thesis title	Approved English-language title	Meaning is consistent with the Thai title
Researcher	Name recorded in the student registration system	Spelling matches the thesis and the system
Student ID	Identifier used for internal operations	Access is controlled; avoid unnecessary disclosure
Degree title	Full title prescribed by the academic program	Use the standard degree name consistently
Major field / department	Academic unit as recorded for the program	Verify official Thai and English names
Faculty / responsible unit	Unit responsible for the academic program	Do not substitute the Central Library for the faculty
Advisor(s)	Names and roles stated in the appointment order	Distinguish principal and co-advisors; check spelling
Academic year	Year of completion according to certified records	Distinguish from publication and upload years
Type of work	Thesis, thematic paper, or independent study	Matches the academic program and approved template
Language	Main language of the work	Use the system's controlled values
Abstract	Approved abstract text in each applicable language	No missing characters or language mix-ups
Keywords	Terms representing the topic, methods, and context	Avoid unnecessary duplicates
Approval date	Certification date supported by evidence	Identify the type of approval clearly
File version	Version associated with the approval evidence	The word `final` alone is not proof of approval
Publication rights	Open, restricted, or suspended according to policy	Records an authorized decision and review date
Supplementary files	Data or media authorized for deposit	Description and usage rights are available
Checksum	Value used to verify file integrity	Record the algorithm and verification date

D.2 Submission and Deposit Record

The electronic file is deposited through iThesis NexGen. A CD or printed hard-copy thesis is not required for Central Library deposit under the revised procedure described in the Thai manual.

iThesis NexGen record number: [Information]

Student / faculty / academic program: [Information]

Thesis title: [Information]

Approved final version: [Version identifier and date]

Advisor signature(s): [Name / reference number / date]

Examination committee signatures: [Complete according to appointment order / reference / date]

Dean's signature: [Name / faculty / reference number / date]

Table D-2: File handover record

Handover item	Filename / document reference	Review outcome / remarks
Approved final PDF	[Information]	[Accepted / correction required]
Editable source file supported by the system	[Information]	[Outcome]
Certification evidence	[Information]	[Outcome]
Correction-closure record	[Information]	[Outcome]
Abstract and keyword information	[Information]	[Outcome]
Publication conditions	[Information]	[Outcome]
Other electronic evidence	[Information]	[Outcome]

Deposit outcome: [Complete / Returned / Awaiting evidence]

Reviewer / date and time: [Information]

Notification to faculty / student: [Record number or notification evidence]

D.3 Responses to Corrections and Version History

Case / record number: [Information]

Review round: [Round and date]

Table D-3: Response-to-correction record

ID	Location / issue	Correction and supporting evidence	Reviewer / date	Result
01	[Page / section]	[Details]	[Information]	[Status]
02	[Page / section]	[Details]	[Information]	[Status]
03	[Page / section]	[Details]	[Information]	[Status]

File version history

Table D-4: Document version history

Version	Date	Nature of change	Certifier
[Version]	[Date / time]	[Content / formatting / data]	[Name / evidence]
[Version]	[Date / time]	[Content / formatting / data]	[Name / evidence]

Correction statuses should distinguish *Not yet corrected*, *Corrected, awaiting review*, and *Reviewed and closed*. A student's response must not be interpreted as the reviewer's certification that a correction has been closed.

D.4 Request to Restrict or Suspend Access

Record number / thesis title: [Information]

Applicant and responsible unit: [Information]

Reason and supporting evidence: [For example, grant conditions, rights, or restricted information]

Scope: [Entire thesis / selected sections / supplementary files; specify the scope clearly]

Information permitted to be displayed: [Title / abstract / keywords / other fields]

Start and end dates: [According to the approval]

Authorizing person and basis of authority: [Name, position, appointment or authorization order]

Decision: [Approved / Not approved / Additional information required]

Action upon expiry: [Review procedure and responsible person]

Person recording the decision in the system / date: [Information]

This form does not establish a fixed embargo or restriction period. The period must follow the applicable policy and an authorized decision. A responsible person should track the expiry date so that access is not restricted indefinitely without an ongoing justification.

D.5 Illustrative AI Tool Use Record

Tool / version / date: [As known and verifiable]

Task assisted: [Translation / drafting / coding / analysis / other]

Data entered into the tool: [Type of data and applicable restrictions]

Work verified by the researcher: [Facts, reference sources, calculations, and testing]

Relevant thesis component: [Chapter / section / appendix]

This illustrative form may be used only where consistent with faculty policy. Providing the form does *not* authorize the use of AI in activities prohibited by the faculty.

APPENDIX E

Crosswalk between the Earlier and Revised Manuals

The source page numbers in Table E-1 are those *printed in the B.E. 2558 (2015) Thai thesis manual*, not PDF-viewer page numbers and not pages in the earlier English *Thesis Handbook*. The revised Thai manual consolidates repeated explanations and examples and supplies new specimens that are not tied to the names of individuals appearing in the earlier manual. It is not a page-for-page reproduction of every citation or example from the earlier edition. The Thai source package retains a copy of the earlier manual for verification; that historical PDF is not redistributed in this English translation package.

E.1 Coverage of Earlier Topics

Table E-1: Crosswalk between the earlier and revised manuals

Earlier section / topic	Printed pages	Revised location	Adaptation in the revised manual
Preface / manual preparer	ข--ง	Front matter	Change the producing unit and state the document version/status.
1.1 Thesis proposal	1	Chapters 1–2	Retain proposal components; assign academic authority to the faculty under applicable orders.
1.2 Topic examination	2	Chapter 2	Retain the workflow; do not apply earlier deadlines without verification.
1.3 Progress examination	2	Chapter 2	Apply current requirements appropriate to the student cohort.
1.4 Thesis defense	3	Chapter 2	Check eligibility, examination outcomes, and closure of required corrections separately.
1.5 Printing and copying	3	Chapters 4, 6	Use electronic files; no printed hard copy is required for deposit.
1.6 Final thesis submission	3–4	Chapter 6	Accept the duly signed final file through iThesis NexGen; no hard copy or CD is required.
1.7 Process charts	5–7	Chapters 1–2	Convert the charts into responsibility matrices and handover control points.
2.1 Front matter	8–10	Chapter 3 / Appendix A	Revise faculty and authorized-person roles; do not replace every prior role with the Library.
2.2 Main text	10–14	Chapter 3 / Appendix B	Retain five-chapter guidance and alternative structures; add content alignment and IT/AI examples.
2.3 Back matter	15	Chapters 3–5	Retain references, appendices, and researcher biography; adjust information prepared for publication.
3.1–3.2 Paper / margins	16	Chapter 4	Retain historical measurements, subject to the currently approved template.

Table E-1 (continued)

Earlier section / topic	Printed pages	Revised location	Adaptation in the revised manual
3.3 Fonts / language	16–18	Chapter 4	Retain principal font sizes; update word-breaking and software guidance.
3.4 Page numbering	19	Chapter 4	Preserve the historical layout guidance and check the approved template.
3.5 Chapters / headings	19–20	Chapter 4	Retain the sequence and sizes of headings.
3.6 Tables	20–21	Chapter 4 / Appendix A	Retain captions above tables, chapter-based numbering, and repeated headings in continuations.
3.7 Figures	21	Chapter 4	Retain captions below figures; add permissions and file-legibility checks.
3.8 Equations	21	Chapter 4	Retain chapter-and-sequence numbers and add an automatic cross-reference example.
3.9–3.10 Author–date citations	22–25	Chapter 5	Describe the historical system without representing it as a new edition of an international style.
3.11–3.12 Numeric citations	26–27	Chapter 5	Retain first-citation order and reuse of the original number.
3.13 Entries by source type	27–63	Chapter 5	Consolidate two earlier patterns into source-type templates; add data and software.
3.14 Appendices	64	Chapter 4 / Appendix A	Retain appendix prefixes and the requirement to begin on a new page.
3.15 Copies / signatures	64	Chapters 3, 6	Require certification of the final file by advisors, examiners, and the faculty dean.
Old Appendix A: examples	65–125	Appendix A	Create new examples with placeholders and current roles.
Old Appendix B: CD	126–127	Chapter 6 / Appendix D	No CD submission; use electronic files and metadata through iThesis NexGen.

E.2 Terminology and Passages Requiring Contextual Changes

Table E-2: Terminology and context-based changes

Earlier wording or circumstance	Treatment in the revised manual
The Graduate College is named as the manual preparer.	The Central Library prepares the revised manual jointly with the faculties.
Requests for approval or appointment go to the Graduate College.	Submit through the faculty route or another duly authorized recipient.
The Dean of the Graduate College signs the approval.	The dean of the faculty responsible for the program certifies the final thesis together with the advisor(s) and examination committee.

Table E-2 (continued)

Earlier wording or circumstance	Treatment in the revised manual
Submit a printed thesis for preservation.	Deposit the corrected, fully signed electronic file through iThesis NexGen; no printed hard copy is required.
Names of units in earlier bibliographic records.	Keep the name appearing in the original cited document.
Unit name on the new thesis title page.	Use the faculty responsible for the academic program, as specified by the approved template.
Time limits, U grades, examination attempts, or fees.	Verify current regulations and announcements before stating any such requirement.
CD and separate chapter-level .doc files.	Retain the historical source for reference; use iThesis NexGen for deposit without submitting a CD.

E.3 Editorial Corrections

The revision adds checks against the original cited sources, corrects the abbreviation *et al.* and the distinction between *p.* (one page) and *pp.* (multiple pages), reduces the risk of applying a fixed publication-age threshold to references, updates guidance on Thai word breaking, and draws a clearer distinction between *academic approval* and *thesis deposit acceptance*. All changes must be reviewed by the responsible owners of the manual before they are adopted as official guidance.

APPENDIX F

Matters Requiring Confirmation before Official Adoption

This appendix serves as a working register for those responsible for the manual. Its purpose is to enable the draft to become an officially issued manual once the required authority and supporting evidence have been established. It does *not* require ordinary users to seek duplicate approval at each stage when an applicable announcement already provides the necessary authority.

F.1 Updated Thesis Submission Requirements

As additionally confirmed by the commissioning party for version 1.1-draft, a CD and a printed hard-copy thesis are no longer required for submission to the Central Library. The Library receives the corrected final electronic thesis after the thesis advisor(s), members of the thesis examination committee, and the faculty dean have signed to certify that version. The student submits the final file through iThesis NexGen. This arrangement is reflected consistently in the procedures, specimen approval pages, and deposit-acceptance checklists of the revised manual. This record of confirmation within the draft is not, by itself, evidence of the date on which a University-wide regulation took effect.

F.2 Additional Evidence on Organizational Restructuring

The source manual records receipt of the organizational restructuring report under memorandum No. กจ 3627/2569 dated 27 October B.E. 2569 (2026), together with the Rector's directive dated 28 October 2026 [18]. That report provides evidence for the distribution of responsibilities among faculties and support units, temporary joint operation of the request-tracking system, and iThesis administration. The register below distinguishes matters supported by the report from further details and documentary evidence that must still be recorded. It must not cause a second approval request where valid authority is already in place.

F.3 Register of Matters and Supporting Evidence Requiring Confirmation

Table F-1 reproduces all 23 issues identified in the revised Thai manual. The listed unit is the *coordination point named in the source*, not a new assignment of signing authority. Evidence described as still needed has not been independently verified by this English translation.

Table F-1: Register of issues requiring confirmation before official adoption

ID	Issue	Supporting evidence or determination needed	Coordinating unit
T01	Basis for the restructuring	Report and Rector's directive [18] are available; obtain the full University Council resolution and order, and each relevant effective date.	University
T02	Academic approval authority	Item 3 of the report assigns regular-program academic work to faculties; obtain the orders defining authorized signatories and acting/delegated signatories.	Faculty / Legal Affairs
T03	Central Library iThesis responsibilities	Confirmed in report item 10; complete the deposit-acceptance checklist and the method for transferring supporting evidence.	Central Library / University
T04	Rules applicable to each student cohort	Prepare a mapping between program/student cohorts and the regulations and announcements applicable to each.	Faculty / Registrar
T05	Examination and correction deadlines	Confirm the number of days, method of counting days, and the person authorized to grant an extension.	Faculty
T06	Legacy and current forms and codes	List forms retained for use, replacement forms, and the place or channel for submission.	Faculty
T07	Revised title and approval pages	Obtain approved Thai- and English-language templates, including correct faculty names.	Faculty / Template Administrator
T08	Signing and preservation of approval evidence	Confirm approved signing methods, signatory verification, and electronic transmission of the evidence.	Faculty / System Administrator
T09	Notice communicating electronic deposit	Record the document reference and effective date for the confirmed change: no CD or hard-copy submission.	Faculty / Central Library
T10	Applicable fees, if any	Verify rates, receiving unit, payment method, and the governing announcement, where applicable.	Finance Unit
T11	Approved citation and reference style	Specify the style name, edition/version, and any discipline-specific exceptions.	Faculty / Program
T12	iThesis NexGen procedures	An access route has been confirmed; verify menus, permissions, and status names against the live system.	Central Library / System Administrator
T13	File types and submission limits	Confirm editable source-file types, PDF requirements, file-size limits, and any required PDF/A conformance.	Central Library / System Administrator
T14	Publication and access-suspension conditions	Identify the approving authority, duration, justification, and procedures when the restriction expires.	Faculty / Central Library
T15	Copyright and personal information	Confirm cover-page copyright wording, rights to publish, and information permitted for public display.	Policy Owner
T16	AI use and similarity-review policy	Confirm disclosure methods, review criteria, and the person or body responsible for decisions.	Faculty / University
T17	Service levels and contact channels	Confirm office hours, deposit-review turnaround, service channels, and staff responsible for requests.	Central Library / Faculty
T18	Preservation and recovery	Confirm retention periods, integrity-check cycles, backup responsibilities, and recovery testing.	Central Library / System Administrator
T19	Changes after publication	Define classes of changes, approving authority, and the version-history record.	Faculty / Central Library

Table F-1 (continued)

ID	Issue	Supporting evidence or determination needed	Coordinating unit
T20	Formal approval of this manual	Identify reviewers and approvers, the officially issued version, and effective date. The directive on the restructuring report does not approve this manual.	University / Responsible Unit
T21	Interim request-tracking system	Joint support under report item 9 is confirmed; identify the case owner, permissions, and handover plan to reg.kmutnb.	Super Admin / Central Library / Registrar
T22	Sharing student status information with iThesis	Report item 10 proposes a joint working group; obtain its appointment order, data-access method, and test results before operational use.	Central Library / Relevant Units
T23	Student cohorts and outstanding responsibilities	Check student codes before/from academic year B.E. 2570 and payment-authority bases; review earlier/new NSTDA grants and ongoing duties under report items 5–7 and 13.	Faculty / Educational Services / Finance

F.4 Proposed Transition Plan

The source manual proposes the following six actions for transition from the draft to an approved operational document. They are *proposed actions*, not confirmation that the actions have already been completed.

1. **Confirm authority and applicable requirements.** Collect the documents associated with T01–T10 and identify the person or unit responsible for each matter.
2. **Review the manual and templates jointly.** Faculties examine academic content and signatures; the Central Library reviews iThesis and deposit procedures and, with the designated super administrator, the request-tracking system. The Computer and Information Technology unit examines the server-related scope.
3. **Test illustrative scenarios.** Test Thai- and English-language theses, correction and resubmission cases, changes of thesis title, and requests to suspend publication, without using confidential data in demonstrations.
4. **Close identified deficiencies.** Record test outcomes, align the manual with the templates, and verify the version intended for official issue.
5. **Issue and communicate the adopted manual.** State its effective date, the student cohorts covered, how it applies to work already in progress, and the channel for enquiries.
6. **Monitor implementation.** Record problems, check metadata/record errors and deposit-review time, and revise the manual with a documented version history.

F.5 Manual Approval Record

The following fields reproduce the approval-record template in the Thai source. Square brackets are placeholders for evidence to be provided by authorized reviewers; they are not entries showing that approval has occurred.

Field	Entry or required evidence
Manual version under review	2.5-draft
Academic reviewer	[Name / unit / date]
Deposit and repository reviewer	[Name / unit / date]
System reviewer	[Name / unit / date]
Authorizing documents	[Document numbers and dates]
Review outcome	[Approved / Revise / Awaiting evidence]
Effective date and covered groups	[Complete only after approval]
Next review date	[According to the established review cycle]

Preparing the officially issued edition. Once the manual has been approved, update its status and version number consistently in the document information, preface, running footer, and metadata file, and retain the approval record. Do not remove the *Draft for Review* designation or equivalent statement in a way that suggests formal approval before the supporting authorization exists.

APPENDIX G

Thesis Process Request Tracking System

This appendix synthesizes the five sets of user guidance for KMUTNB's Graduate College request tracking and student-processing system: the student, thesis advisor, department head, staff, and system administrator manuals [12–16]. Its coverage extends from the thesis proposal to the processing of degree completion. Names of legacy units and menu labels are retained when needed to match the old screens, while the assignment of responsibilities follows the restructuring report [18]. Under this assignment, the faculties are responsible for academic requests within their delegated authority; the Central Library operates iThesis NexGen and, jointly with a designated super administrator, supports operation of the request tracking system during the transition until thesis, thematic paper, and independent study workflows have been developed in `reg.kmutnb`.

G.1 System Scope and Access

The request tracking system creates, submits, routes, reviews, and tracks academic requests, with a history of actions and associated reports. In contrast, iThesis NexGen manages document revisions, document review and approval steps, and submission of the final thesis for deposit. The two systems must rely on consistent information and supporting evidence, without assuming that the interfaces are already integrated.

The five source manuals describe the University's request tracking system. A Faculty of Information Technology and Digital Innovation notice of 19 October B.E. 2569 (2026) also cited the following route for request บ.005 [17]:

`https://thesis.grad.kmutnb.ac.th:8080/grad_2022/login`

This link was cited from a public notice; the account and permissions were not tested for this manual. Before submitting a request, students should confirm the link and access rights announced by their faculty. Students, advisors, and staff may access iThesis NexGen through `https://app.ithesis.co`.

Table G-1: Scope of the request tracking system and iThesis NexGen

Aspect	Request tracking system	iThesis NexGen
Primary purpose	Manage requests and evidence associated with graduate student processes.	Manage document revisions, file reviews, and deposit of the final version.
Academic work	Faculties process requests through staff and decision-makers who possess appropriate authority.	Authorized faculty personnel make academic decisions and certify the final thesis.

Table G-1 (continued)

Aspect	Request tracking system	iThesis NexGen
System operation	A designated super administrator and the Central Library provide temporary user support and troubleshooting; the Computer and Information Technology unit operates the server.	The Central Library is responsible for operation of the system and thesis deposit.
Record evidence	Request ID, type, workflow stage, status, date, person acting, outcome, and attachments.	Record ID or revision, file version, review results, certification documents, and deposit evidence.
End result	An outcome for the request, or information used to process degree completion.	Deposit and storage subject to access rights; this is *not* authorization of degree completion.
Information handover	The faculty confirms the source records and decisions that must be passed on.	The Library uses faculty-confirmed evidence to maintain system data and accept files for deposit.

Coordination and integration status. The restructuring report [18, p. 3, item 10] calls for iThesis to work with the request system and proposes a joint working group involving the Central Library and relevant units to obtain access to student data and statuses. This establishes an intended direction and a need for coordination; it does *not* establish that the working group has already been appointed or that an automatic API integration has been completed. Verifiable handover evidence remains necessary until any actual integration has been approved and tested.

G.2 Roles and Responsibilities under the Revised Structure

Permissions shown in the earlier manuals describe what the software can do. They do *not* confer academic approval powers in place of University regulations or appointment orders. Each faculty must identify the responsible operator, reviewer, authorized decision-maker, delegate, and data scope according to actual assignments.

Table G-2: Roles and handover points in the request process

Role	Main responsibility	Evidence or limitation
Student	Select request type, enter data, attach evidence, save or submit a request, track outcomes, and make requested corrections.	Accountable for personal records and attachments; retain request IDs and decisions [12].
Thesis advisor	Check substance and readiness, review requests within the advisor's duties, select outcomes, and route them onward.	Review the same evidence version as the request and identify corrections where needed [13].
Department head	Review requests under assigned authority, oversee department-level student and committee information, and monitor reports.	Committee details or screen permissions are not substitutes for an appointment order [14].

Table G-2 (continued)

Role	Main responsibility	Evidence or limitation
Faculty / program staff	Undertake the transferred graduate-office tasks: check completeness, coordinate reviewers, examine examination information, and prepare reports.	Edit only at authorized stages, with appropriate supporting evidence [15].
Faculty dean / authorized official	Approve or certify matters under relevant orders and regulations; the dean signs to certify the final thesis.	Confirm incumbents, delegates, and acting officials from valid authority records.
Request-system super administrator	A person delegated from the Faculty of Business and Industrial Development supports operations and troubleshooting jointly with the Library during the transition.	A technical role under restructuring report item 9, not academic approval authority [18].
Central Library	Operate iThesis and accept thesis deposits; temporarily support the request system and coordinate access to student-status information.	Report items 9–10; system operation does not replace faculty approval of academic requests [18].
Computer and Information Technology unit	Maintain the request system server within the scope described by the report.	Server administration is separate from user operations and academic decisions [18, item 9].

G.3 Request Workflow and Handover

Figure G-1 is a synthesis of the five role manuals. The number and order of reviewers vary by request and must follow a faculty-approved configuration; the diagram does *not* prescribe an identical chain of review for every request. It shows the academic request and deposit route. Support from the Central Library and designated super administrator can occur throughout the process, as indicated separately in Figure G-2.

Saving a draft is *not* submitting a request. Approval of a single request is not satisfaction of every program requirement. Library deposit is not an authorization of degree completion. If the outcome is disapproval or cancellation, the applicant must follow the faculty decision and designated route; records must not be altered to bypass a stage that has not been completed.

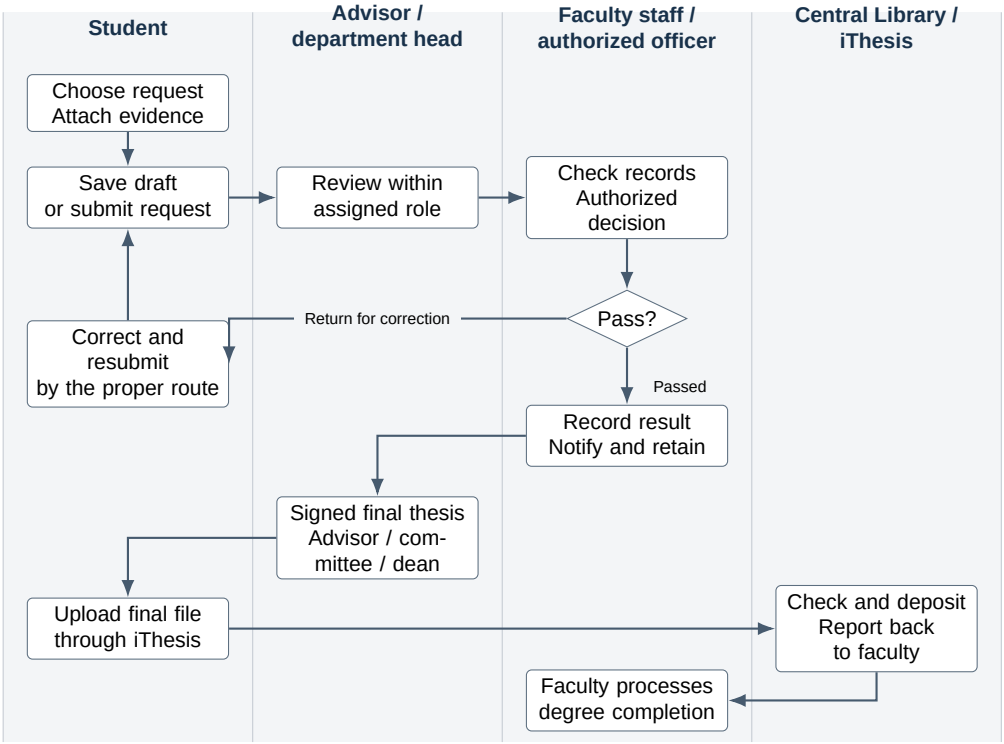

Figure G-1: Faculty request workflow and iThesis NexGen deposit handover

G.4 System Administration during the Transition

Report item 9 separates server operation from user-facing system support and identifies the intended destination as workflows developed in `reg.kmutnb`. Item 10 calls for iThesis to use student-status information together with the request system. Figure G-2 represents roles and a proposed information flow under this report, *not proof of an implemented automatic connection* [18, p. 3].

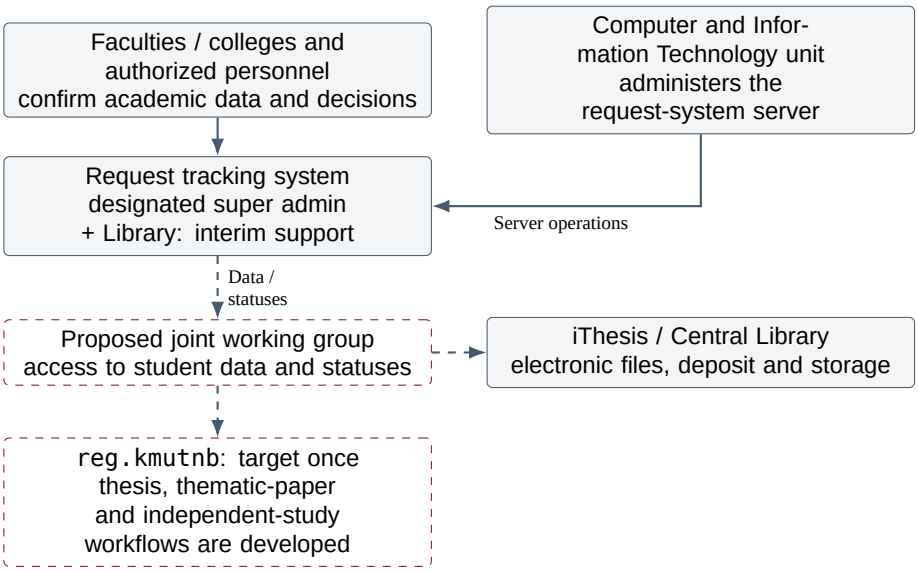

Figure G-2: Request-system and iThesis administration during the transition (schematic of the report, not a live integration map)

Dashed outlines indicate the *proposed* joint working group and the development destination; they do not state that either has been completed. Data paths are operational coordination concepts. Connection methods, access rights, and acceptance tests must be established against the actual systems.

G.4.1 Proposed Information Handover and System Transition

1. The faculty confirms each student's identifier, program, approved topic, relevant persons, decisions, and primary supporting records before data are changed in a system.
2. The request-system administrator and Library identify the data required by iThesis, appropriate access rights, accountable persons, and reconciliation methods, using the handover evidence described below.
3. If a joint working group is appointed, retain the appointment order and test the shared records and statuses with the original data owner before substituting integration for existing evidence handover.
4. Before the transition to `reg.kmutnb`, the responsible units must announce the date and scope, review pending requests, histories, and evidence to be preserved, and inform students of the new route.

These are *proposed control steps*, not deadlines or confirmed system features. The name `reg.kmutnb` is retained from the report without inferring a URL or launch date.

G.5 Thesis-Related Requests

The following request codes and names are retained from the student manual's menu headings [12] so that readers can match this text with the earlier interface. Codes บ.101--บ.104 identify supporting documents in selected steps; they are *not* a second set of primary requests comparable to บ.001--บ.019. The actual requests and evidence needed depend on each student's program and faculty.

Table G-3: Main thesis-related requests and evidence to track

Code / request	Information and evidence identified by the guide	Checkpoint / PDF pages in [12]
บ.001: Proposal and advisor appointment	Thai/English topic, thesis language, principal/co-advisors, and proposal document บ.101.	Check decision and names against the appointment order; pp. 8–12.
บ.002: Change of advisor	Details of the advisor to be changed.	Preserve the approval result before updating names in documents or iThesis; pp. 13–16.
บ.003: Topic/progress examination	Examination type, date, time, venue, short proposal or abstract บ.102, and result attachments บ.103/บ.104.	Distinguish topic examination from progress review; check examination evidence; pp. 17–22.
บ.004: Thesis defense	Examination schedule, place, study information, chair/examiners, document บ.102, and outcome attachments บ.103/บ.104.	A request to hold the examination and the recording of its outcome are separate activities; pp. 23–28.
บ.005: Comprehensive/qualifying examination	Program information and grade point average.	Apply only to plans requiring this examination; verify eligibility and outcomes with the faculty; pp. 29–32.
บ.006: Revised proposal	Indication of a topic change and revised proposal document บ.101.	A revised proposal is not automatically evidence that every post-examination correction to a thesis has been closed; pp. 33–36.
บ.009: Submitted/published research output	Publication details and a conference or journal article file.	Faculty confirms whether the output meets program requirements; pp. 41–44.
บ.012: Suspension of publication	Requested suspension period in years and requested start and end dates.	Communicate the approved period and scope to the Library to control access; pp. 45–49.
บ.013: Similarity-check results	Software used, result reported, and the similarity report.	Identify the file revision and the responsible person's review; do not decide from a percentage alone; pp. 50–53.
บ.014: English-language examination results	Applicable criterion by qualification level and the examination certificate.	Confirm rules, program cohort, and validity period with the faculty; pp. 54–57.
บ.018: Examination postponement	Thesis topic, examination type, and document บ.102 as indicated in the guide.	Faculty must confirm the new examination date and notifications; pp. 70–73.
บ.019: Request cancellation	Identify the existing request to be cancelled, then save/submit the cancellation request.	Use this when formal cancellation is needed; it differs from deleting an unsubmitted draft; pp. 74–78.

Table G-3 (continued)

Code / request	Information and evidence identified by the guide	Checkpoint / PDF pages in [12]
บ.204: Degree-completion approval request	The student guide shows a view-details/print-form function.	This menu alone does not prove that submission and all approvals are completed online; p. 79.

Table G-4: Supporting requests and menus requiring faculty coordination

Code / group	Use and observations	PDF pages [12]
บ.008: Leave / return to study	Specify request type, credits, GPA, and academic year; faculty verifies student status and deadlines.	37–40
บ.010, บ.011: Publication grants	The old guide indicates a link to a separate grant application system; monitor grant requests separately from thesis requests.	45
บ.015: Resignation	Has create and submit stages; includes semester, academic year, and reason.	58–61
บ.016, บ.017: Overseas activities / international-student activities	Specify dates, budget source, and activity type where relevant to the student's case.	62–69
บ.205: Change of plan/field/concentration; บ.206: Reinstatement	The guide shows viewing details and printing forms; confirm the actual faculty submission route.	80–81
บ.207: General request; บ.208: Study-leave extension/return letter	Viewing and printing a form is not an approval in itself.	82–83
บ.209: Resignation	The view/print menu has a name similar to บ.015; the faculty must identify which route the applicant should use.	84

Legacy-system prerequisites requiring contextual review. The older student manual states on PDF p. 8 that request บ.001 requires บ.014 to have reached approval at the dean or another relevant stage. Its PDF p. 20 also indicates that บ.006 precedes a progress examination request บ.003. Some menus inhibit a new request while an earlier request has not completed the dean's stage. These are observations recorded in the *earlier system guide*, not a uniform rule for every current program. If a button is missing, the faculty should check outstanding requests, their conditions, and user permissions rather than infer a new institutional requirement.

G.6 Student Procedures

1. **Check account and source data.** Use the route announced by the faculty. Verify the student name and number, qualification level, program, faculty, and visible permissions. Report incorrect information to the faculty with relevant evidence; do not create duplicate records to conceal an earlier error.
2. **Select the appropriate request.** Open the graduate request menu, choose the correct

request type, check prerequisite stages, and search existing requests by date or status before creating another.

3. **Enter information and attach evidence.** Use the latest approved thesis title and relevant personnel data. Confirm attachments can be opened and include a document type, version, and date for later retrieval.
4. **Distinguish `Save` from `Submit`.** `Save` retains a draft for review, whereas `Submit` routes the request for consideration. Check all fields and attachments first. The earlier guide describes editing or deleting a request before submission, subject to the menu's permissions [12, PDF pp. 9–11].
5. **Track by ID and history.** Retain the request ID and review the transaction history for dates, details, comments, and the person acting. Check both the current stage and its outcome; "approved" does not convey which stage has been approved unless its context is known.
6. **Respond to corrections.** State the issue corrected, the new file/version, and an explanation. Once a request has been submitted, follow the prescribed return or correction route; do not erase previous evidence and start over merely to avoid a review stage.
7. **Retain results and proceed.** Download or print output when required and confirm that examination outcomes or approvals are complete. Attaching an examination result as a student is evidence submission, not faculty certification of that result.

After every required thesis correction has been completed and the advisor(s), examination committee, and dean have signed to certify the final version, the student submits the electronic thesis through iThesis NexGen in accordance with Chapter 6. No CD or printed hard-copy thesis must be handed to the Central Library. A legacy *print request* button is not a requirement to submit a bound thesis.

G.7 Reviewer and Faculty Staff Procedures

G.7.1 Thesis Advisors and Department Heads

The two role-specific manuals share a common approach: find a request, open its details and attachments, examine the history, choose a review result, and forward it using `Proceed` within the user's rights [13–14, PDF pp. 8–11 and 16–23]. Reviewers must verify that a request falls within their responsibility and that the documentation is the version submitted for consideration.

Where evidence is incomplete, explain the reason and the corrections needed. After review, check that the outcome was saved and reached the next stage. A screen button labeled for approval does not replace a formal delegation of authority. Department-head review also does not replace the dean's required signature on the final thesis.

The department-head guide includes menus for students, committee information, and thesis evaluation reports [14, PDF pp. 66–72]. Changes to personnel records must first be

supported by faculty-confirmed evidence. Coordinate with the iThesis administrator if the same information must also be updated in the document system.

G.7.2 Faculty or Program Staff

1. Verify the request type, student identity, program cohort, supporting documents, preconditions, and the reviewer who must act next.
2. Search pending work by student number, request ID, date, status, or request type. Review the history before asking the applicant to resupply material already on record.
3. Distinguish a request to hold an examination from the recorded examination outcome, a document collection date, or payment information that may appear in certain menus. Use faculty evidence; do not infer a current deadline or fee from an illustration in an older guide.
4. Edit only records and stages for which staff have permissions. The staff guide describes restrictions at the program-officer stage for requests such as บ.001 and บ.003, with บ.101 or บ.102 as supporting forms [15, PDF pp. 14–15, 25–26].
5. Keep certified review outcomes; confirm examination results, publications, language requirements, and degree-completion conditions before forwarding a case to its authorized decision-maker.
6. On receiving evidence of deposit from the Library, link it to the correct student and request, then continue the faculty/University process for degree completion.

G.7.3 Request-System Administrators

During the transition, the designated super administrator and the Central Library jointly support system use and troubleshoot problems, referring server-related matters to the Computer and Information Technology unit [18, p. 3, item 9]. A modification to request data must be based on evidence from the academic process owner.

The system administrator manual covers students, personnel, deans, department heads, advisors, programs, fields of study, alerts, and other settings [16]. Separate technical data maintenance from academic approval; use records certified by the proper data owner. Check incumbents, delegates, acting officials, and the faculty/department scope whenever responsibilities change [16, PDF pp. 168–170]. Program and field settings must follow the actual program version; eligibility criteria must not be altered merely to make a request pass.

SMTP configuration and email alerts are technical tasks for delegated administrators [16, PDF pp. 192–193]. If a notification email is not received, check the system's record and the registered contact route. The absence of an email does not prove that a request or decision is absent.

G.8 Interpreting Statuses and Managing Pending Requests

The earlier request system displays process step, status, and action history. Reliable tracking requires these fields to be read together. The labels in Table G-5 are *conceptual workflow descriptions*; they have not been checked against every literal label in the deployed software.

Table G-5: Conceptual process statuses and follow-up actions

Status / event	Evidence to check	Appropriate next action
Draft saved	Saved but not submitted for review.	Applicant checks and submits when ready.
Request submitted	Request ID, date, and recipient workflow stage.	Track the request and its history.
Pending at a review stage	Responsible reviewer, time of entry, and completeness of evidence.	Contact the current stage owner through the faculty.
Returned for correction	Reason, person returning the request, and changes required.	Correct and resubmit by the stated route; retain the earlier version.
Approved at current stage	Stage approved, and whether later stages remain.	Await completion of the request's entire review path.
Disapproved / cancelled	Authorized decision and reason; relationship to earlier request.	Act under the decision; do not manually override the status.
Request outcome complete	Approved documents, examination results, and final-stage data.	Use the result as evidence for subsequent faculty work.
Deposited through iThesis	Library deposit evidence and the particular file version.	Faculty checks remaining conditions before degree-completion processing.

To follow up a pending item, identify the request ID, request type, submission date, current stage, observed problem, and relevant evidence. Faculties set their own contact channels and service time frames. This appendix introduces no new approval time limit; repeatedly submitting the same request is not a means of accelerating a decision.

G.9 Evidence Linking Faculties with iThesis NexGen

Table G-6 proposes a set of handover fields among units so that thesis titles, signatories, file versions, and publication rights do not diverge. Use this alongside Chapter 6 and Appendix D. The table is a *proposed evidence checklist*, not a claim that both systems already exchange the information automatically.

Table G-6: Handover evidence between requests and deposit

Event	Faculty-confirmed evidence	Library / iThesis action
Proposal or topic approved / changed	Thai/English title, request ID, decision, date, and proposal file.	Coordinate iThesis updates based on approval; student checks formatting again.

Table G-6 (continued)

Event	Faculty-confirmed evidence	Library / iThesis action
Advisor / committee appointed or changed	Names, roles, units, order, and effective date.	Maintain user/committee data from evidence; not the appointing authority.
Examination and corrections completed	Examination outcome, correction list and closure evidence, and final file version.	Check that sign-off evidence corresponds to the submitted revision.
Final thesis certification	Advisor(s), examiners, and dean have signed using an accepted method.	Check completeness before accepting the electronic thesis file.
Request to suspend publication, บ.012	Decision, scope, start/end dates, and conditions.	Apply/coordinate access according to approval and review on expiry.
Similarity report, บ.013	Software, date, report, file version, and the designated reviewer's decision.	Link it to the deposit file; do not decide academic integrity from a percentage alone.
Deposit accepted	Faculty links the relevant student and request record.	Return the record ID, version, deposit date, and access status to the faculty.

G.10 Contextual Changes from the Earlier Manual

G.10.1 Bound-Volume Menus and Digital Deposit

The staff guide at PDF pp. 96–99 contains a thesis-volume delivery menu for photocopying, binding, receipts, and Diskette/CD. The administrator guide (PDF p. 193) also describes photocopying and binding price settings. These are historical indications of the earlier workflow, *not* current Central Library deposit-acceptance conditions under this revised manual.

Under the arrangement reported by the commissioning party, the Library accepts a corrected and fully signed *electronic* thesis submitted through iThesis NexGen. No CD or printed hard copy is required. If older printing menus remain visible, their function should be distinguished from the current deposit checklist; students should not be led to believe that photocopying or binding fees are needed to pass the deposit review.

G.10.2 Print-Form Menus and Online Submission

The student guide's menus บ.204--บ.209 show viewing details or printing forms [12, PDF pp. 79–84], while the staff manual describes accessing some functions by acting through a student role [15, PDF pp. 90–95]. The faculty must therefore confirm the route by which it accepts each request. The existence of a print-form menu does not establish that every application and approval stage has been implemented online.

G.10.3 Inconsistent Names and Codes in Earlier Screens

Match the code and request type in the menu heading against the actual screen. For example, the student manual's heading for บ.012 on PDF p. 45 has some descriptive text

referring to บ.011, while PDF p. 52 uses unclear wording about similarity percentages. This appendix therefore uses functional names such as *request to suspend publication* and *value reported by the similarity check*; users must verify the actual document.

The administrator's *edit thesis title* menu [16, PDF p. 103] provides a technical editing function, not academic permission to change an approved topic. Where the change affects academic substance, faculty approval evidence must precede any system edit; the title must then be checked in the document and iThesis.

G.11 Data, Audit Trail, and Delegated Access Controls

The following recommendations synthesize functions described by the role-based guides for use in internal operating procedures. They do *not* confirm that every audit trail or control is already implemented or enforced by the software.

1. **Assign rights by duty.** Separate applicant, reviewer, approver, and administrator functions. Check faculty/department scope and expiry of delegated authority.
2. **Preserve a verifiable history.** Retain at least the request ID, date, action details, comments, and acting person as shown in the guides. For changes after submission, record the reason and the relationship between evidence versions.
3. **Control role impersonation.** Department-head and staff guides describe acting on behalf of a student [14, PDF p. 66; 15, PDF p. 110]. Limit this to authorized persons and necessary circumstances; record the actual operator, reason, time, and action. Do not use this function to approve on behalf of an academic authority. If the software does not record the actual operator completely, keep a supplementary operational record.
4. **Protect personal data.** Use the minimum information needed for each decision. Do not unnecessarily attach national identification numbers, private phone numbers, or personal screenshots to public material. Do not share or request a student's password to troubleshoot an account.
5. **Verify source records before system changes.** Language results, examinations, publications, programs, faculty details, and reviewers must follow evidence confirmed by the owning unit. Changing a screen field does not generate a new academic approval.
6. **Preserve handover evidence.** Link student identifiers, request IDs, document revisions, and deposit record IDs, with an accountable reviewer. A filename containing `final` is not sufficient evidence on its own.

G.12 Reports for Monitoring and Problem Resolution

The staff manual describes reports by field of study, registration, status, academic results, advisors, degree-completion conditions, and thesis evaluation [15, PDF pp. 111–143]. The system administrator manual covers more extensive data and reporting [16]. Use reports under appropriate access rights and apply conditions specific to the relevant student group

before deciding a case.

Some earlier report names refer to counts of examination attempts or causes for loss of student status. A number embedded in a report title is *not* proof that one regulation applies to all student cohorts. Check the source data and applicable criteria before acting on report results.

Proposed faculty monitoring data:

- Number of pending requests, by type, stage, person responsible, and age of the pending item;
- Elapsed time from submission to completed outcome, separating reviewer waiting time from student correction time;
- Count and reasons for returns, such as missing evidence, mismatched records, or an incorrect reviewer;
- Cases with a completed request outcome but inconsistent deposit evidence or a missing return confirmation from the Library.

These are *proposals for additional monitoring reports*, not assertions that every metric already exists. No service target or approval deadline is imposed on a faculty by this appendix.

Table G-7: Common problems and coordinating contacts

Problem	What to check	Coordination contact
No Add / Edit / Delete button	Earlier request still pending or already submitted? Is the active user role appropriate?	Faculty staff / request-system administrator.
Request stalled or not reaching reviewer	Current stage and history; incumbent/delegate and stored email address.	Faculty staff contact the relevant reviewer.
Title or committee differs across systems	Compare latest approval and appointment order before editing downstream data.	Faculty confirms; super admin / Library coordinates the system update.
Examination result attached, but stage not completed	Is the attachment readable? Has the reviewer certified it? Which stage is pending?	Faculty staff / authorized results certifier.
Submitted request requires correction	Type of change, its effect on the previous decision, and the appropriate return/cancellation route.	Faculty determines the procedure.
Request system unavailable	Distinguish account or screen problems from server problems.	Super admin and Library for user issues; Computer and Information Technology unit for server issues.
Old bound-volume / CD submission menu remains	Determine whether the menu is a historical service; do not use it as a new deposit condition.	Faculty and Library coordinate changes to guidance.
Publication suspension conflicts with record	Approved decision, effective period, file revision, and access status in iThesis/repository.	Faculty confirms the decision; Library checks access conditions.

G.13 Checklist and Supporting Evidence

Before submitting a request

☐ Select the correct type; review previous requests and prerequisite conditions.

☐ Match thesis title, program, faculty, and relevant persons with the latest approved records.

☐ Attach complete, readable documents with traceable versions or dates.

☐ Decide whether to save a draft or submit for review; retain the request ID after submission.

Before the faculty closes the case and hands it over to the Library

☐ Examination outcomes and required corrections have been checked by the responsible personnel.

☐ The final thesis version carries certification from the advisor(s), examination committee, and dean.

☐ Where applicable, send the publication-suspension decision and conditions to the Library.

☐ The student submits the electronic file through iThesis NexGen, without a CD or hard copy.

☐ The faculty receives deposit evidence and checks other requirements before processing degree completion.

Page-reference convention. The page numbers cited for manuals [12–16] in this appendix are *PDF sequence numbers, counting each cover as page 1*, rather than the printed page numbers. This is necessary because some materials, particularly the administrator manual, contain repeated printed page numbers. Table G-8 makes the source references traceable.

Table G-8: Source documents and topics used in this synthesis

Source	Topics used	PDF pages or source location
[12] Student guide, 84 pp.	Login and requests; documents/examination results; publication suspension and similarity checks; postponement/ cancellation; print-form menus.	5–12; 17–36; 45–57; 70–84
[13] Advisor guide, 67 pp.	Finding/reviewing requests; history and attachments; `Proceed`; evaluation reports.	8–27; 40–65; 66–67
[14] Department-head guide, 72 pp.	Review by duty; student/committee records; evaluation reports.	8–27; 40–65; 66–72
[15] Staff guide, 143 pp.	Editing constraints; print menus and acting as student; earlier bound-volume service; data and reports.	14–15; 25–26; 90–110; 111–143
[16] System administrator guide, 199 pp.	Edit thesis title; personnel and authority; program/field settings; notifications and bound-volume service.	103; 144–174; 175–191; 192–199
[17] Faculty of IT and Digital Innovation announcement, 19 Oct. 2026	Public request-system URL and request บ.005; not a common set of conditions for every faculty.	Website checked 27 Oct. 2026 by the source authors.
[18] Restructuring report	Interim request-system administration; iThesis owner; proposed joint access to student status and working group.	p. 3, items 9–10; p. 4 Rector's directive.

Implementation and review. Faculties should check approval routes and the related aca-

demic evidence. The designated super administrator and the Central Library should jointly review permissions, legacy menu conditions, and troubleshooting procedures, consulting the Computer and Information Technology unit for server issues, and arrange the handover of status information to iThesis in accordance with report [18]. Joint operational support *does not transfer academic approval authority* to system administrators.

Draft for review only. This translation is not a University regulation or an approval of new procedures.