คู่มือภาษาอังกฤษสำหรับเจ้าหน้าที่บัณฑิตศึกษาฉบับปรับปรุง

(Graduate Staff Manual)

โครงการพัฒนาระบบกำกับคุณภาพมาตรฐาน การจัดทำและบริหารจัดการ
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1. Introduction

1.1 Objectives

Integrated Thesis & Research Management System (iThesis) was developed for the effective use in management of thesis and research. It is the facilitating tool for students to construct any dissertation and independent study which helping them to: (1) Create a thesis template according to the specified document format (2) Create thesis plan (3) Submit thesis proposal, draft version, and complete version to their advisors (4) Record their test results, theses and dissertations, and the thesis paper. (5) the complete version of thesis file will be fully collected and stored in the Intellectual Repository (IR) of the institution in order to facilitate the library to provide an effective research database for students, then it would be sent to the Office of the Higher Education Commission (OHEC) for storing in Thai Digital Collection for the public dissemination.

This Graduate Staff Manual is created on the purpose of iThesis's working procedures elaboration and guiding on how to use iThesis for graduate staff who are both eligible for the faculty level and course level, which mainly focus on Web portal.

Note: Graduate Staff can use iThesis Add-in function only when you get the privileges from students which the using method will depend on the role of each student too. Moreover, you can also learn how to use iThesis Add-in function from Graduate Student Manual.

1.2 Definitions

As the name titling for doctoral thesis and master's thesis (plan A) are different in each institution, for example, some universities call doctoral thesis as dissertation, while some universities call both doctoral thesis and master's thesis (plan A) as thesis. To understand in the same direction, iThesis would call 'Thesis' for both doctoral and master's thesis (plan A).

In addition, the term of master's thesis (plan B) are also different in each institution, for example, some universities call it as thesis and some universities call it as Independent research. Therefore, on the clarification in this manual, the definition of 'Independent Research' will be used for master's thesis (plan B), but in some cases of general process, iThesis would use 'Thesis' instead.

Proposal provides the definition of both Thesis and Independent Research Proposal.

Draft version provides the definition of both Thesis and Independent Research.

Complete version provides the definition of both Thesis and Independent Research.

Note: The requirement on proposal and draft version is not the standard requirement for all institutions as it depends on the policy, which is an optional.

1.3 iThesis

iThesis is the integrated thesis and management system that set the framework on how to write, plan, and manage the thesis in form of proposal, draft version, and complete version, along with the convenience on direct submission process to advisors and graduate staff.

iThesis would effectively help students to strongly understand and be aware of plagiarism, both intentional and unintentional way which the system will examine the resemblance of the thesis through the program of Plagiarism detection named "Akkrawisut" and the system would probably use the tested results from other programs as well in case the educational institution requires the results from more than 1 program.

The usage functions are divided into two main parts which are web portal and iThesis Add-in which is an extension installed on Microsoft Word. These two main parts are working together, for example, when there's an editing data on the form in Web portal, or there's a change in the name of thesis examination committee other information on the Electronics form menu, thesis template that was created by Add-in function will also be automatically updated in order to ensure that the information appearing in every section is consistent.

The overview of iThesis operations can be described in the following diagram
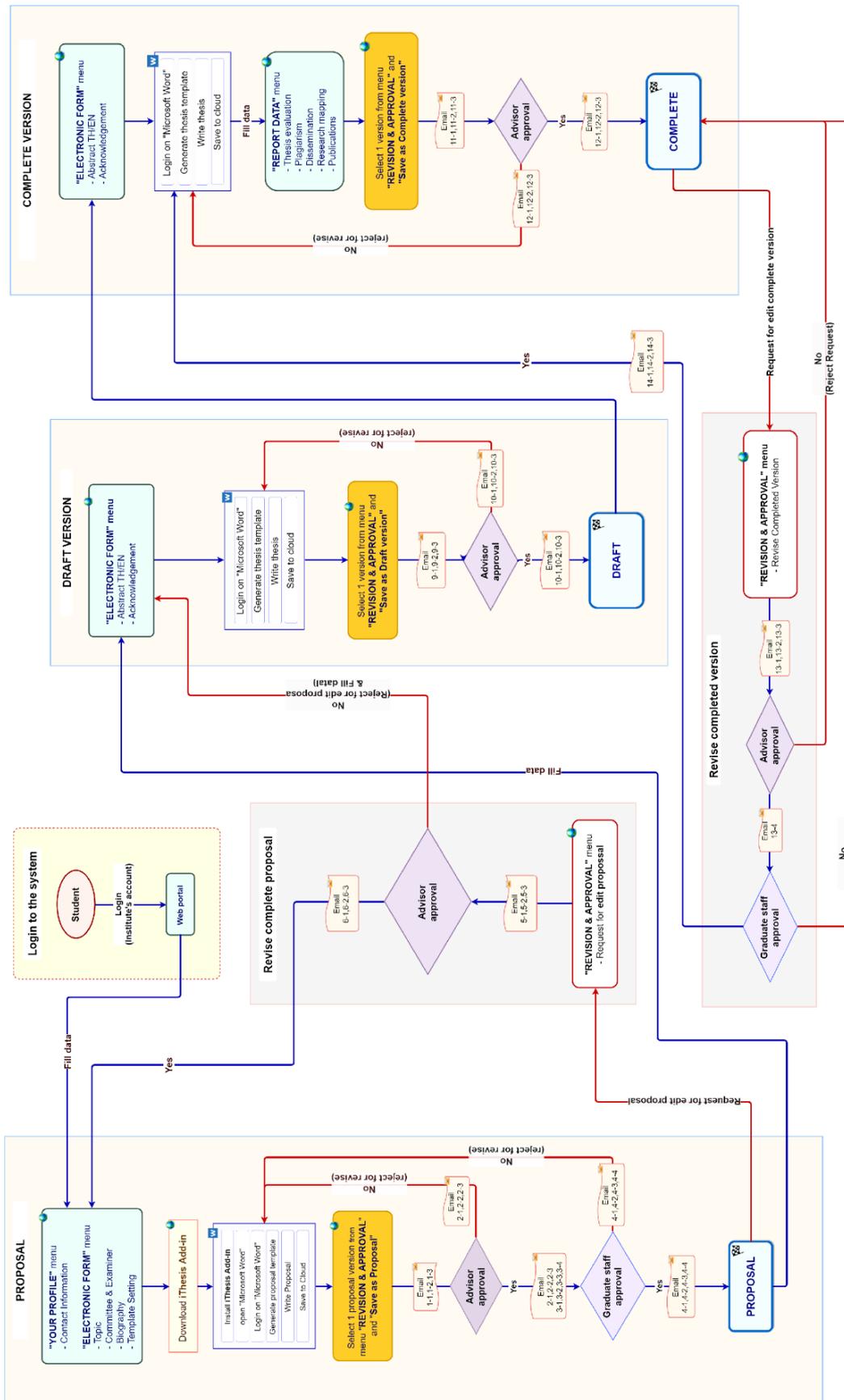
Figure 1: Workflow of iThesis operations

1.3.1 Web portal

Web portal was designed for 5 different user groups, which are system administrative officer, graduate staff, librarian, advisor, and graduate student. Therefore, the functions in each group will be different. In this document, there will be only the discussion on how to use the web portal for graduate staff.

For graduate staff, web portal is used for (1) managing and checking the overall information on thesis of students and workload of advisors, (2) receiving thesis book in hard copy, (3) receiving privileges from students, and (3) searching for institutional professors/ experts' information.

1.3.2 iThesis Add-in

iThesis has the work-mode on Microsoft Word but the users have to install the 'add-in' program first. There are two versions;

- x86 version for a 32-bit operating system computer
- x64 version for a 64-bit operating system computer

To install the Add-in, the program version has to match with the operating system of your computer and it must be installed on Microsoft Word program in version 2010 or higher which is running on Windows only.

iThesis Add-in provides various facilitating tools for users that as writing templates, saving files and storing into the IR system. The group of users involved with the iThesis Add-in are graduate student, advisor, and graduate staff. The details of using iThesis will be discussed in the graduate student manual.

1.4 Email

iThesis will send an email to user who involved in the main working process, including of advisor, co-advisor, graduate staff, and graduate student. The email can be classified into 3 types which are as follows:

- Request for approval, there will send an attached link to connect to iThesis approval form, or it can be checked and approved via logging-in to the web portal system.
- Notification of approval, the email will inform the status of thesis 'approval' process.
- Notification of approval on system-accessing authorization

1.5 EndNote

The EndNote program, performed by Thomson Reuters, can help users collect reference or any bibliography relating to the content of the user's thesis. There are various reference formats provided for the users, such as APA16 and Numbers, which is customizable based on the specified format of their institutions. The main user group for Endnote is graduate student and the using details will be discussed in Graduate student manual.
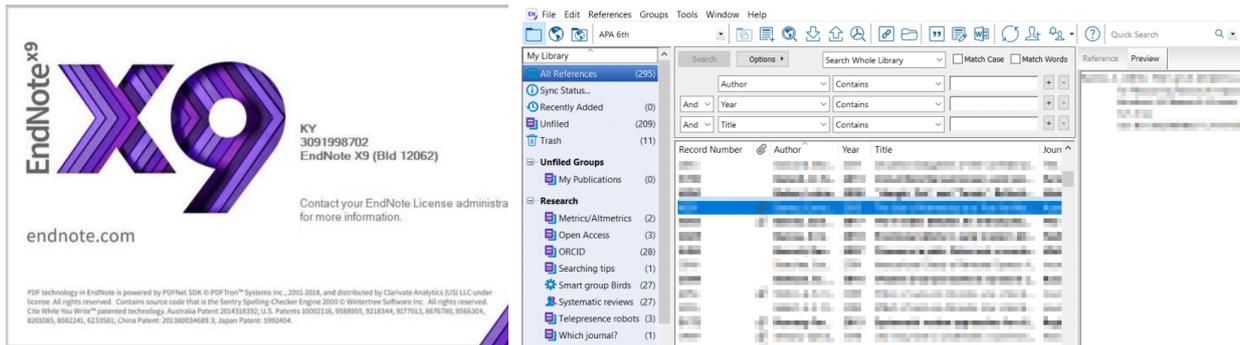

Figure 2: EndNote 9 program

1.6 Zotero

The Zotero program is an open-source software or free software that discloses its sources of technology. Zotero can be used for managing references and importing it into bibliography lists automatically. The program will store information than obtained from various sources in the file format, link format facilitating users to manage their bibliography and related research papers effectively.
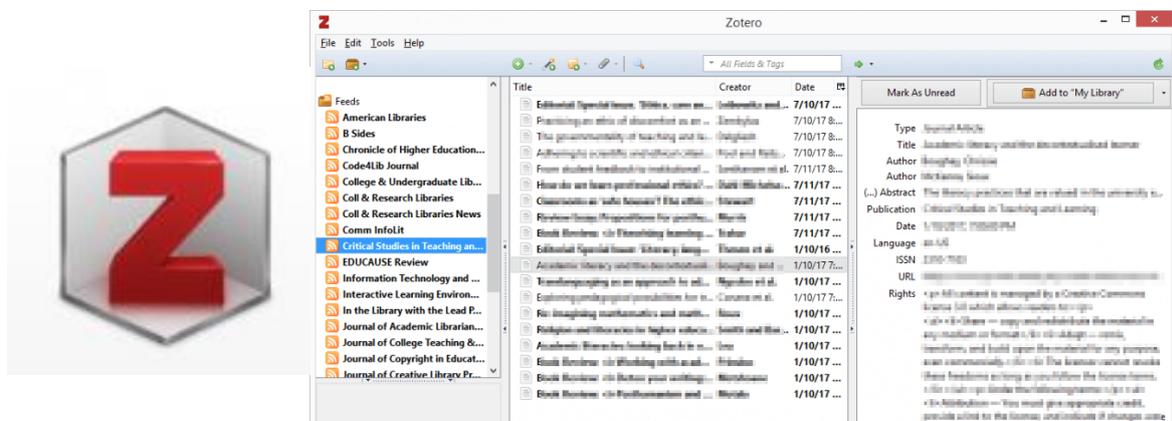

Figure 3: Zotero

2. Using iThesis for Approval

2.1 Approval Process on iThesis

The overview on Approval working process on iThesis consists of 4 main processes, however some students require 3 additional steps which are (1) Request to edit research planning (2) Request to edit proposal, and (3) Request to revise complete thesis version, showing in Figure 4.

The main important duties for Graduate staff are to approve the students' requests on proposal editing and complete version revising which the system will directly send an approval request email to Graduate staff automatically after students make petitions.
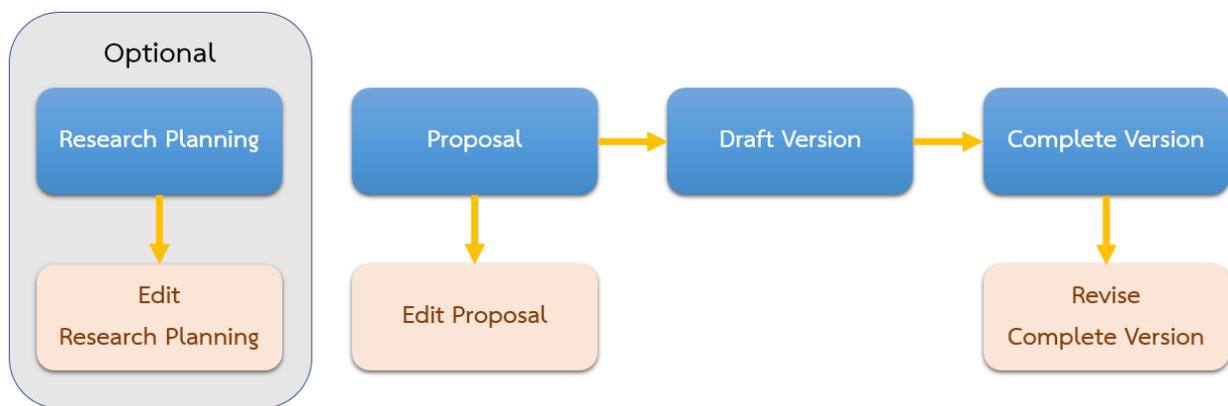
Figure 4: Workflow of Approval process on iThesis

2.2 Approval of 'Proposal' by the Executive Committee

The approval process on proposal is to update the consideration results from the Faculty Committee into the approval form in the system. After advisor has approved the proposal, only the authorized graduate staff who are able to fill in the information, will receive the email. Then, you have to record the meeting date and time in the approval form as following these steps;

Note: The email subject line and content format are varied among universities.

1. After checking your email inbox, you will see "Request approval of proposal/ independent study from the faculty committee (Officer)", as in Figure 5.

ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (เจ้าหน้าที่) ∑ Inbox ×

ithesis.sender@█████████   1:47 PM (1 minute ago) ☆ ↩ ⋮
to ████████████████

文A Thai ▾ > English ▾ Translate message   Turn off for: Thai ×

เรียนเจ้าหน้าที่ ████████
เรื่อง ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ

ด้วยอาจารย์ที่ปรึกษา ████████ ได้ให้ความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์ของ ████████ รหัส ████████ นักศึกษาหลักสูตร ████████ ในหัวข้อ ████████ ████████ ████████ ████████ เมื่อวันที่ 11 มีนาคม 2563 เวลา 15:57:42 น. วิทยาลัยการจัดการ จึงขอให้ท่านระบุวันที่ / ครั้งที่ประกาศอนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์ของนักศึกษาดังกล่าวผ่านระบบ OHEC iThesis โดย คลิกที่นี่ เพื่อเชื่อมต่อไปยังระบบ OHEC iThesis

ทั้งนี้ หากเจ้าหน้าที่ไม่สามารถคลิกลิงค์ดังกล่าวได้ ขอให้ copy ข้อมูลดังต่อไปนี้ https://preprod.ithesiscloud.com/approval/proposal/officer/preproduction/5de9c517b65fc08d466b8f5f7afa8d4e/████████████████ ไปวางยัง Address bar ของ Web Browser (แนะนำให้ใช้ Google Chrome, Mozilla Firefox, Apple Safari, และ Internet Explorer เวอร์ชัน 10 เพื่อใช้งานระบบ)

จึงเรียนมาเพื่อโปรดดำเนินการต่อไปด้วย จักขอบพระคุณยิ่ง
--
สำนักงานคณะกรรมการการอุดมศึกษา
หากมีข้อสงสัยประการใด กรุณาติดต่อ ████████

Figure 5: The example of request approval of proposal email

2. Click on the link "click here" that was attached in the email, it will automatically link you to Approval form in the system, as in Figure 6.

3. Considering information and proposal files, the details of approval form are as follows (Figure 6);

   1) Process name, showing the approval process on proposal. This step would be approved by graduate staff including staff name and student name.

   2) Approval status, showing "APPROVAL PENDING" means the petition are on pending by graduate staff.

Figure 6: Approval Form

3) The display results of approval form have two main part which are

    a. Student Data, showing 3 things which are Basic Information of student, Thesis Topic, and name of the committee who have authority to approve their request, as shown in Figure 7.

    b. Approval Panel, this will be the first display you can see after you were linked from the email, consisting of 3 parts as detailed in 4) – 6), as in Figure 6.

Figure 7: 'Student Data' Display

4) Download Files: you can download thesis files in .docx format, and open the file via web browser in .pdf format, as shown in Figure 8.

Figure 8: Downloaded File

5) Plagiarism Detection Result: Showing in percentage detecting by 'Akkarawisut' program. However, there is no requirement to detect plagiarism on Proposal.

6) Approval Form: It consists of committee consideration details and approval results, as in Figure 6

   a. Graduate staff need to fill in the <u>date and time</u> of the meeting in Approval form

   b. Graduate staff can mark on the approval result, if the result is Disapprove, you need to attach the considered file to the student.

4. Click on "Submit the result" to update the approval result in the system

5. Once the result has been uploaded, the system will automatically send an email to notify student, advisors, co-advisors (if any), and graduate staff as well, as shown in Figure 9.
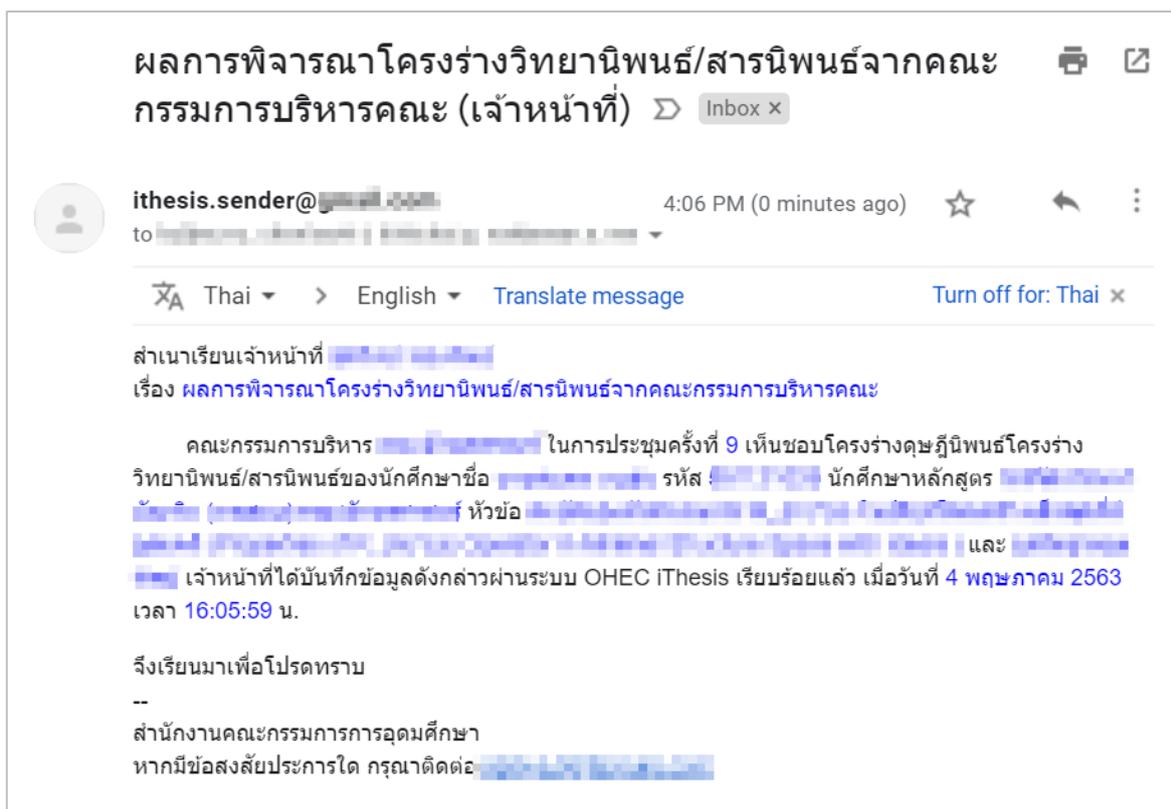
Figure 9: Email notification of proposal approval result from the faculty committee

2.3 Approval of 'Request to Edit Topic'

Editing a thesis topic after the proposal had been approved is allowed once a student make a petition 'Request to edit topic' via iThesis in web portal, and get the approval from the authorization, their advisor, only. In this process, graduate staff will receive a pending request email and you have to follow these steps carefully;

Note: The email subject line and content format are varied among universities.

1. After checking your email inbox, you will see "Request for edit thesis/ independent study topic from the faculty committee (Officer)", as in Figure 10. Then, you will see the link to connect to the 'edit topic' approval form in the system.
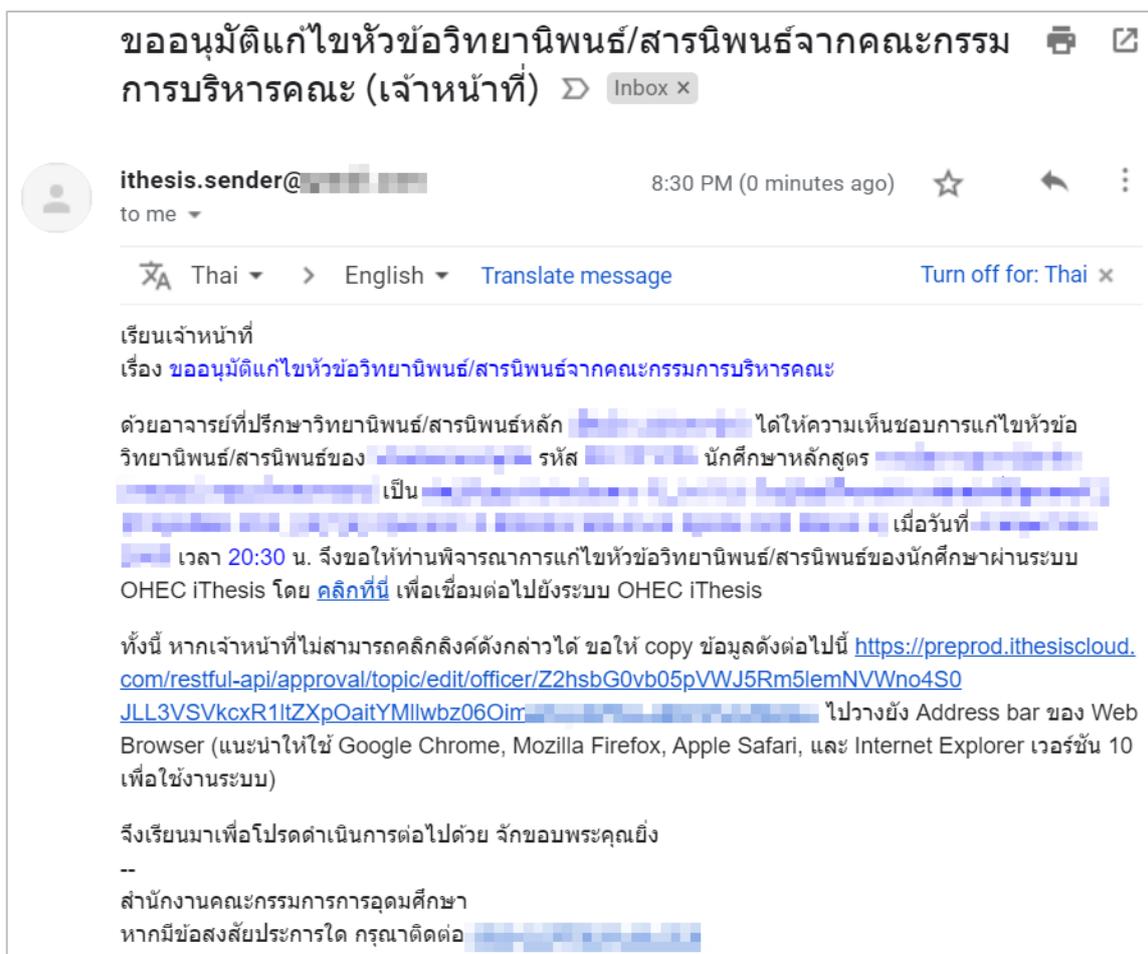
Figure 10: The example of request for edit topic email

2. Click on the link "click here" that was attached in the email, it will automatically link you to Approval form in the system, as shown in Figure 11

3. Consideration on Approval

    a. Disapprove

    b. Approve: In case that the graduate staff has approved the change of the thesis topic, the system will update the new thesis topic in the system. Students must create a new Template at the iThesis Add-in and save to cloud for storing their thesis in the web portal.

4. Click on 'Submit the result' button for sending the pending

5. Once the result has been uploaded, the system will automatically send an email to notify student, advisors, co-advisors (if any), and graduate staff as well.

Figure 11: 'Edit Topic' approval form

2.4 Approval of 'Request to Revise complete version'

If graduate students found some error or incorrect part after their thesis had been submitted and approved already, students can make a petition 'Request to revise complete version' via iThesis in web portal. When the authorization or the advisor approves, graduate staff will receive a pending request email and you have to follow these steps carefully;

Note: The email subject line and content format are varied among universities.

1. After checking your email inbox, you will see "Request for revise complete version of thesis/ independent study (Officer)", as in Figure 12. Then, you will see the link to connect to the 'revise complete version' approval form in the system.

Figure 12: The example of request to revise complete version email

2. Click on the link "click here" that was attached in the email, it will automatically link you to Approval form in the system, as shown in Figure 13
3. Consideration on Approval
   a. Disapprove

b. Approve: In case that the graduate staff has approved to revise the complete thesis, the system will automatically delete the old complete version out of the system in order to provide available room for storing their new complete thesis version in the web portal.

4. Click on 'Submit the result' button for sending the pending

5. Once the result has been uploaded, the system will automatically send an email to notify student, advisors, co-advisors (if any).

Note: There is no email sending to the graduate staff.

Figure 13: 'Revise complete version' approval form

3. Using CSV file from web portal

In web portal, there are various menus that you can get CSV file from;

1. PROPOSAL MENU

2. DRAFT VERSION MENU

3. COMPLETE VERSION MENU

4. PUBLICATION MENU

5. COMPLETE HARDCOPY MENU

6. ADVISOR/ADVISEE MENU

7. MANAGE ADVISOR/EXAMINER MENU

8. ROLES & CAPABILITIES MENU

After downloading the CSV file, you cannot click to open the file immediately as it cannot be read in Thai. Please follow steps below to open the file correctly;

1. Open Microsoft Excel program, as in Figure 14.
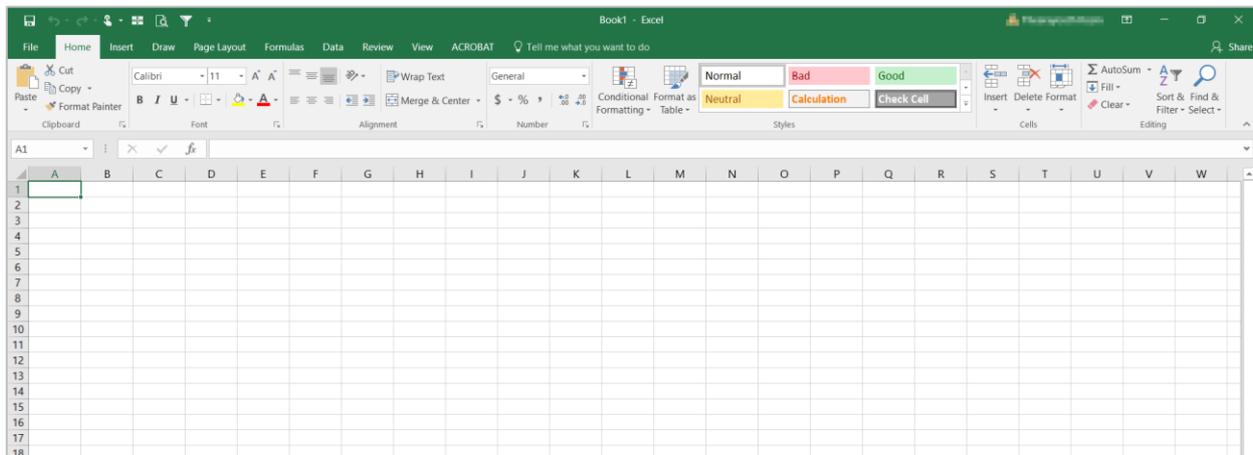
Figure 14: Microsoft Excel program

2. Click on Data > From Text/CSV, as in Figure 15
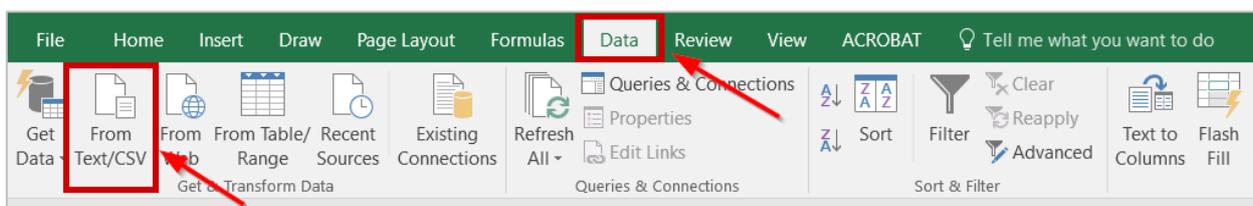
Figure 15: Data tools - From Text/CSV

3. Select the CSV > Import, as in Figure 16

Figure 16: Selecting and opening a CSV file

4. You will finally get the data as in Figure 17. However, if the information you want to open is in <u>Thai language</u>, make sure that the File Origin is "65001: Unicode (UTF-8)". If not, adjust it to be "65001: Unicode (UTF-8)", so that, the program can read the file.

Figure 14: File Origin that <u>cannot</u> read Thai data

Figure 15: File Origin that <u>can</u> read Thai data

5.   Click on Load, and you will get Excel file, as in Figure 20

Figure 16: Click on load button to open CSV in Microsoft Excel

Figure 17: CSV file opened by Microsoft Excel

4. The Use of Web Portal

Web portal is one of the main important part in iThesis. Graduate staff need to use the web portal to work on thesis submission in many steps, such as, checking for paper dissemination/ publication, checking for graduate students whose complete thesis was approved, collecting information of the student who has submitted thesis, checking on advisor workload, and receiving the authorization on privileges from students. There are 13 menus provided for graduate staff, the details guiding will be provided in following information;
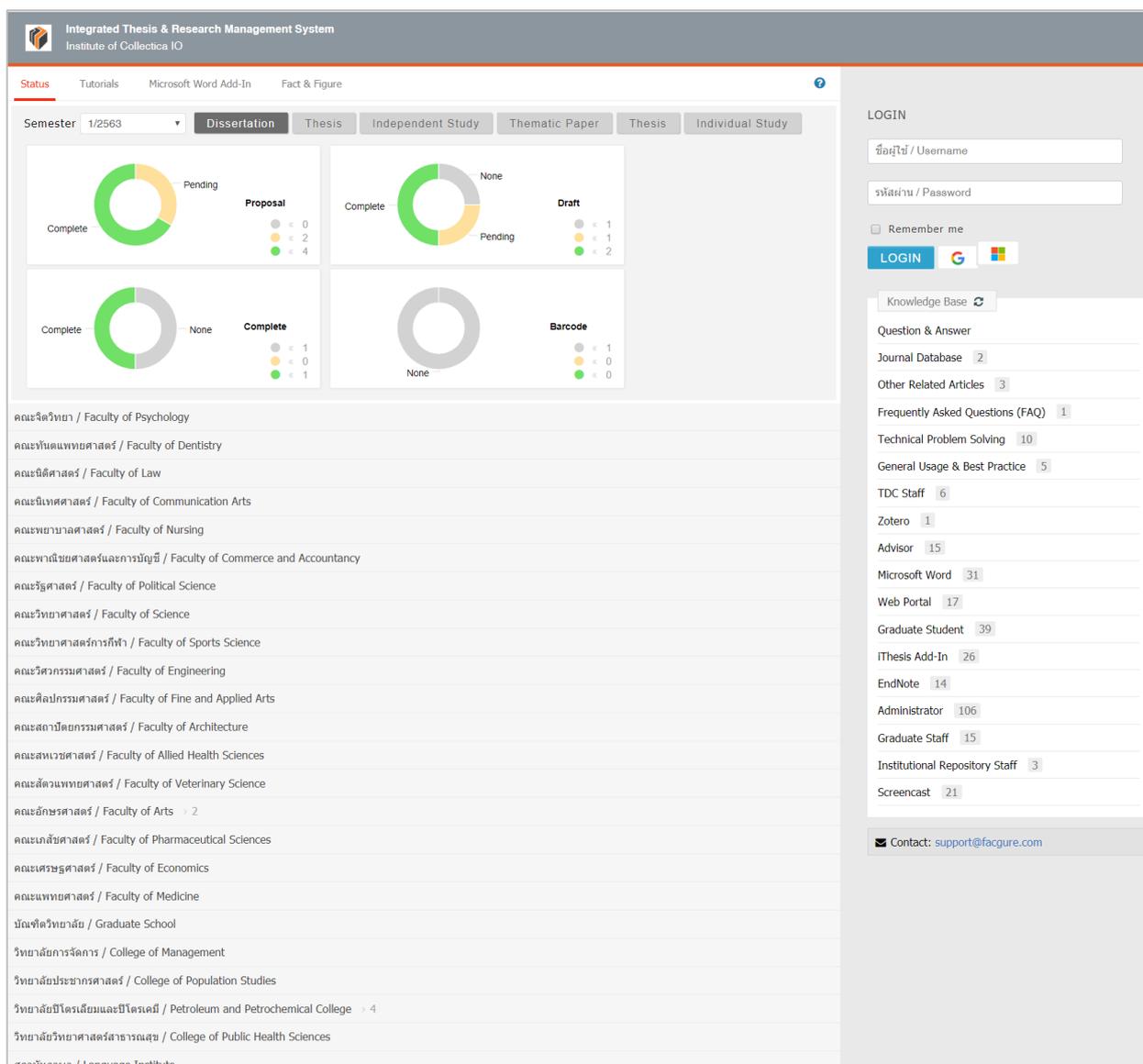
Figure 18: Web portal homepage

Tip & Tricks: *For stability and efficiency in use of web portal, we recommend you to use Web Browser as Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge.*

There are two main components in the homepage of web portal which are as follows: (Figure22)

1. Operation menus and display section

2. Accessing and Knowledge Base section

Note: The name and logo on Heading will be different for each institution.
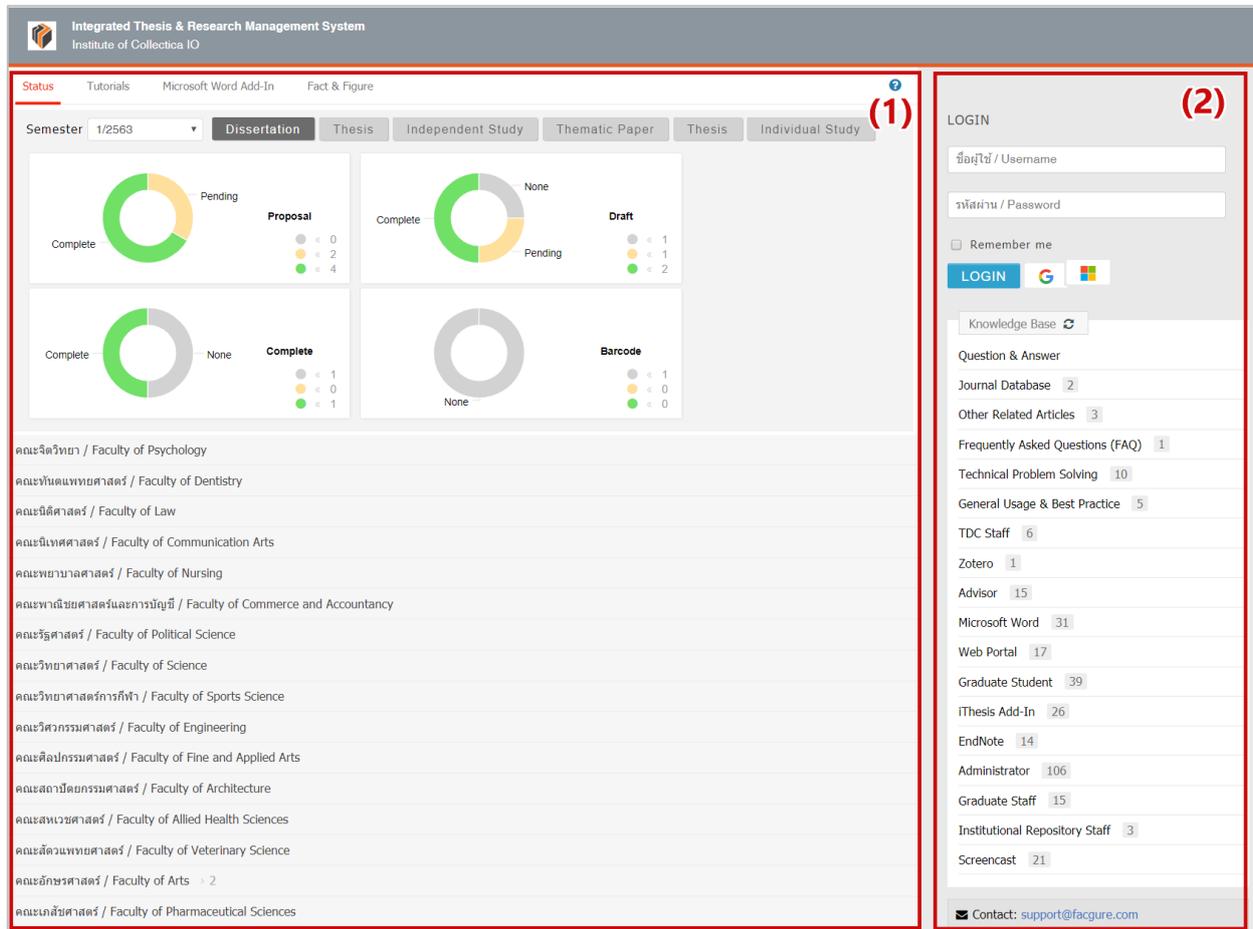
Figure 19: Components of Web portal homepage

4.1 Operation menus and Display section

There are 4 main operation menus on the homepage of web portal, as shown in Figure 23.

1. Status

2. Tutorials

3. Microsoft Word Add-In

4. Fact & Figure

Figure 20: Menu Tab displaying on the homepage

4.1.1 Status menu

The Status menu shows the status of graduate students who had already submitted their Proposal, Draft version, and Complete version through the iThesis system. There is the filter function that effectively help users to find the information. The filter consists of Semester/Year, qualification type of paper; Dissertation, Thesis, and Independent Study, and faculty. (Figure 24)
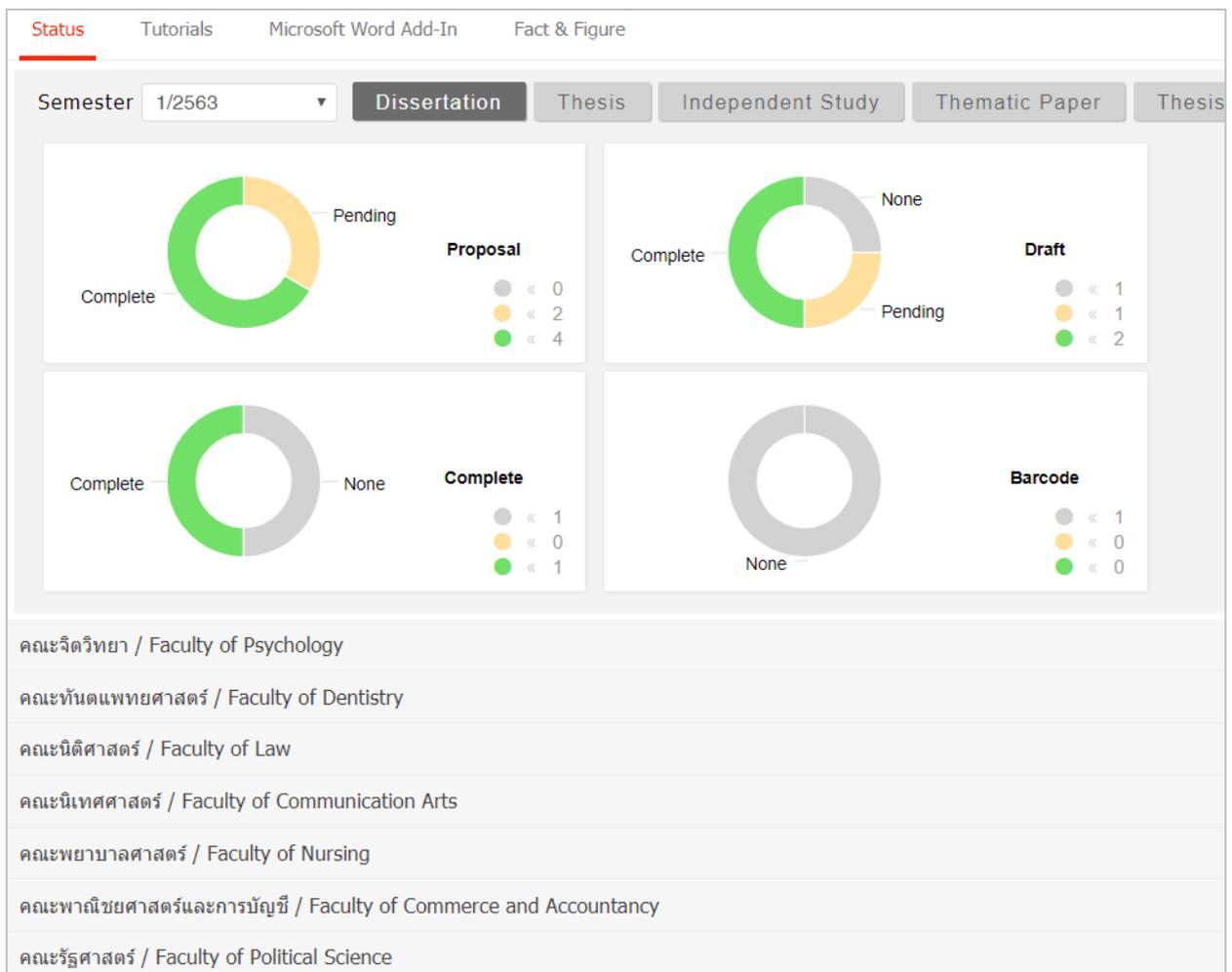
Figure 21: Graph showing student status in the system

As some institutions do not require graduate students to submit a draft version, hence, there will be no status of students who summited draft version showing in the system, as shown in Figure 25.
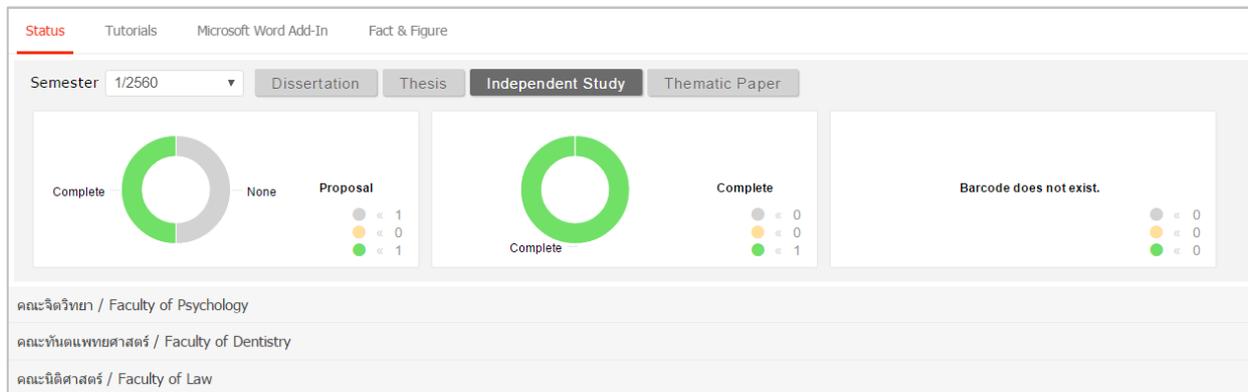
Figure 22: Graph showing student status (not include draft version status)

The status of students can be monitored individually under several departments to determine the status of thesis approval (green means that it has been approved). Moreover, if the publication of thesis is updated in Report Data menu, the status will show the orange line on the name of that student.

Figure 23: Status of students filtered by department

In the case that the student has not yet received the complete thesis / independent study approval, the system will bring that information to display in the current academic year. When users choose the previous academic year, the information displayed will be only the information of students who have been approved by the advisor.

4.1.2 Tutorials menu

The Tutorials menu is where staff can download the user manual, and watch the basic information video, Figure 27. The Tutorial menu consists of 2 sub-menus, which are (1) Documentation menu that provides user manual document file in .pdf format, and (2) Video menu that provides user manual in video format.
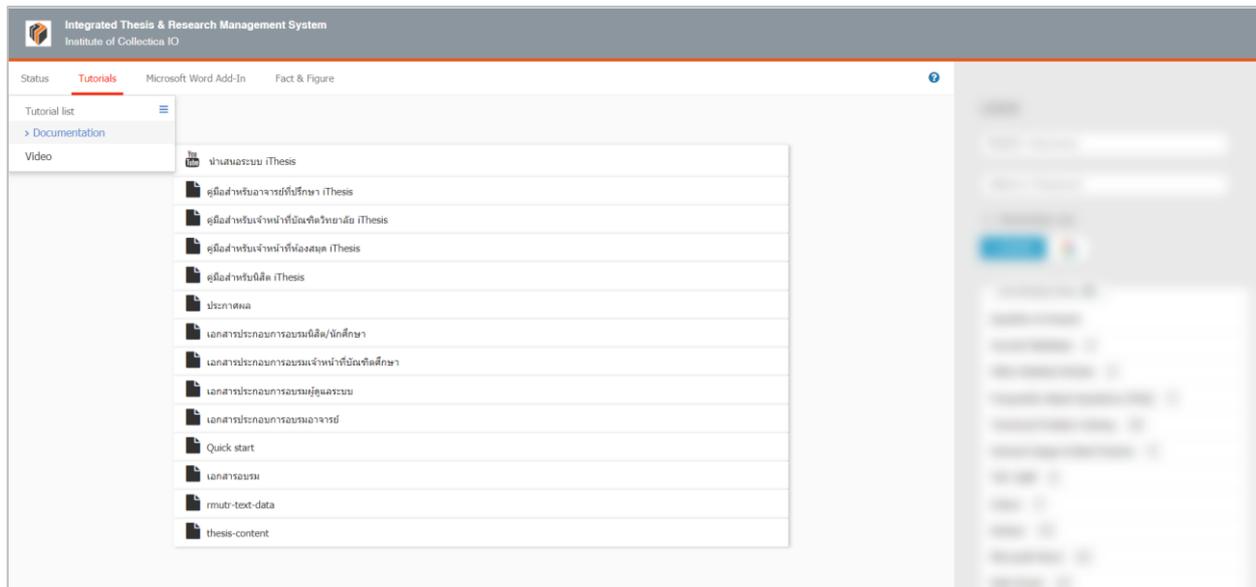
Figure 24: Tutorials menu screen

4.1.3 Microsoft Word Add-In menu

The Microsoft Word Add-In menu is used for downloading iThesis Add-in program and Prerequisite programs. To use iThesis, it is necessary to install 'iThesis Add-in' for writing thesis by Microsoft Word and uploading the thesis file to the web portal.

In Microsoft Word Add-In menu, there are two parts available to download which are (1) iThesis Add-in, and (2) Prerequisite programs, as in Figure 28. For both parts, the installation normally has two versions for the window operating system;

- x86 version for a 32-bit operating system computer
- x64 version for a 64-bit operating system computer

To install the iThesis Add-in, the program version has to match with the operating system of your computer. In addition, the system will help you check and display the version that "Recommend for you".
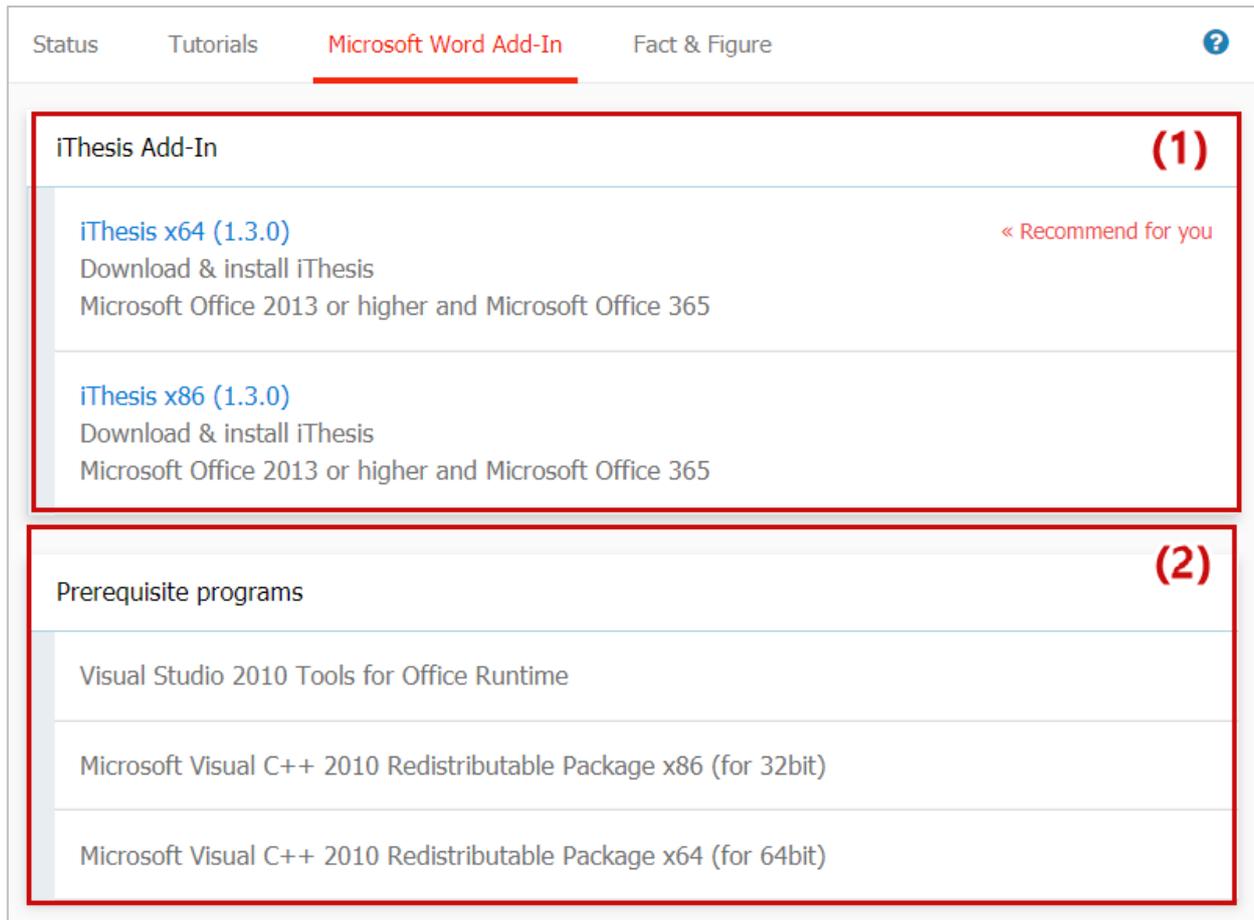
Figure 25: Microsoft Word Add-in menu screen

4.1.4 Fact & Figure menu

The Fact & Figure menu is a menu showing general information as the number of students and professors in the systems, the status of student numbers working in each step of thesis, as in Figure 23. Furthermore, this menu can be set enable and disable by the institutions themselves. Therefore, if the institution chooses to disable this menu, staff will not see this menu in the system.
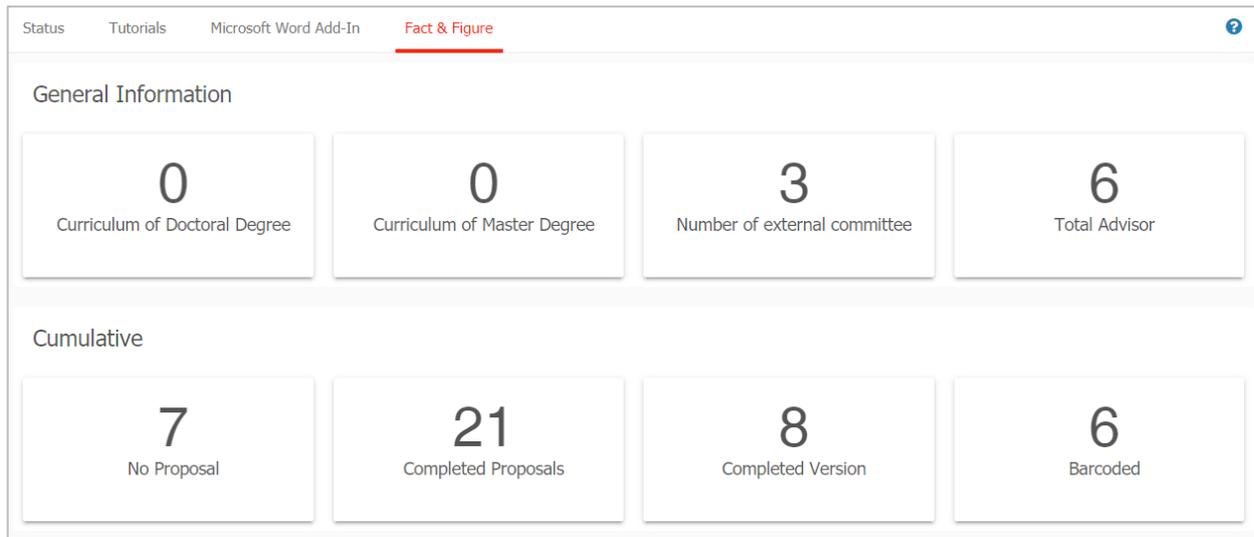
Figure 26: Fact & Figure menu

4.1.5 AI Help menu

The AI Help menu is used for connecting users to the Knowledge Base which each menu page will display a link to page of article manual of that menu. In case of no article found, it will link users to Knowledge Basic main page.

4.2 Accessing and Knowledge Base section

There are 3 parts in this section.

1. Login
2. Knowledge Base
3. Contact

Figure 27: Componets of 4.2 Accessing and Knowledge Base section

4.2.1 Login

Graduate staff can access web portal easily by using the Username and Password that you normally use to access to your institution's system. However, in some educational institutions may have multiple user accounts, meaning more than one Username and Password, to access

various systems. Therefore, graduate staff have to ask your institution for the Username and Password to use the iThesis system.

After filling in the Username and Password to access to the system, please click 'Login' button. Moreover, if you want the system to remember your username and password in the system, mark on the word "Remember me" as in Figure 31.

Figure 28: Login to access web portal

In the case that the institution uses the Username and Password from identity verification system itself, and the institution needs to disable the access by using that Username and Password due to the close for maintenance, graduate staff will be able to access the system from the Username and Password that iThesis sends to the email of the staff who is the domain of the institution. The Username and Password that the system sends is called as 'Local Account', Figure 32.
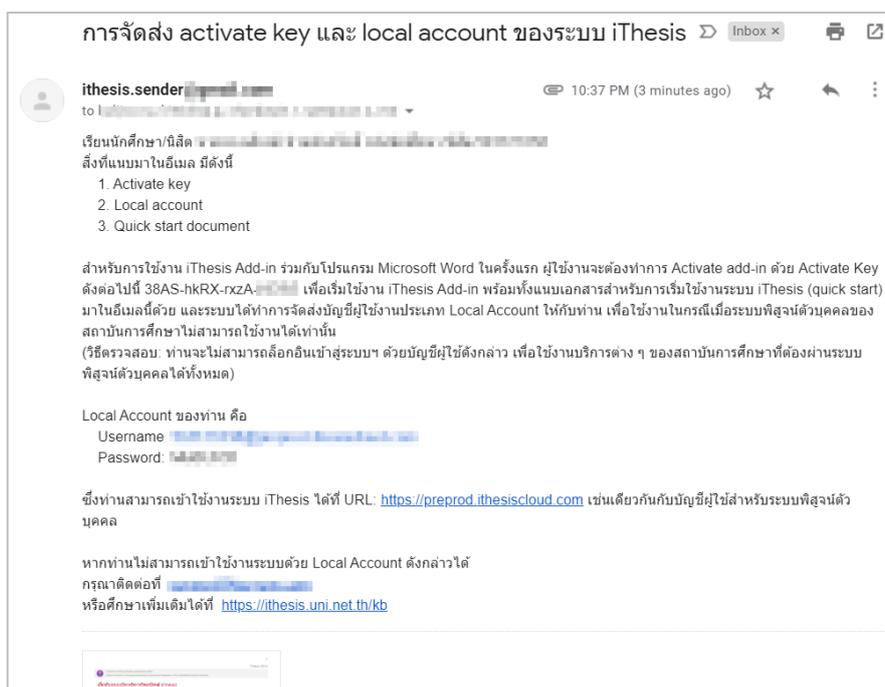
Figure 29: The example of Local Account information email from iThesis

When using the login with Local Account, the display of the login window will change. As shown in Figure 33, you will notice the 'Forgot Password' link adding from regular login window.
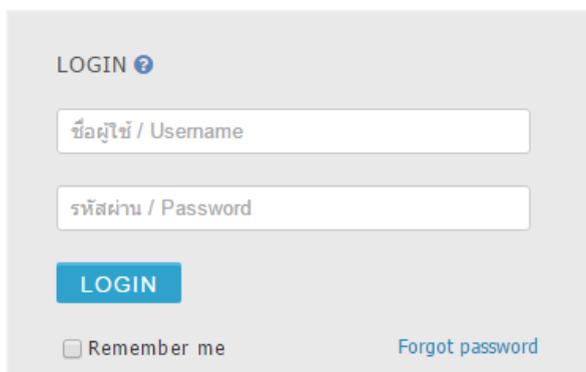
Figure 30: Login form when using Local Account

If the institution is open to login with the Google Sign In system, then you can login to the iThesis with your Google email that is registered in the system database, which is generally the university email.

How to login with Google Sign In

1. Click on 'Google Sign In' as shown in Figure 31
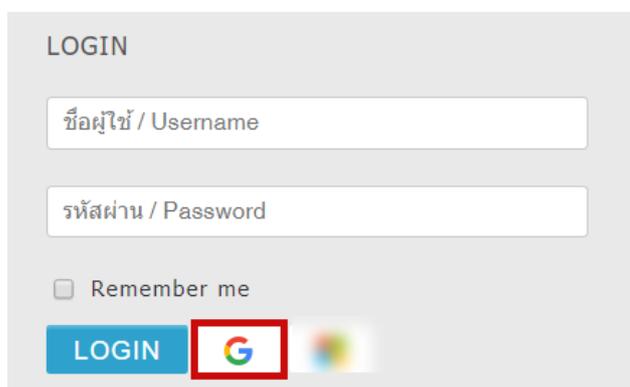
Figure 31: Login form using Google Sign In

2. If your computer has already logged in by using Google email, you can immediately choose the email you want to. (Figure 35)
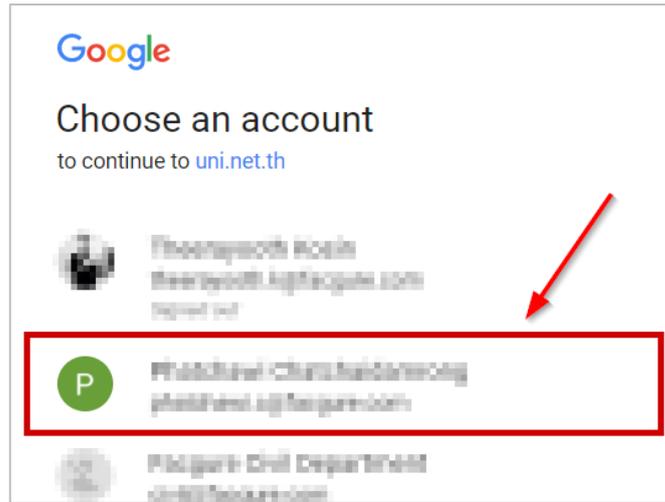
Figure 32: Login with Google Sign In for the second time

3. If you have never logged in with Google email before, click "Use another account" as in Figure 36, then fill up your Username and Password as in Figure 37 and Figure 38 to be able to login.
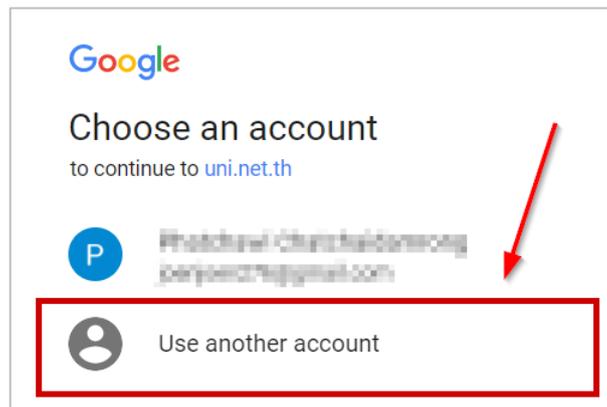
Figure 33: Login with Google Sign In for the first time
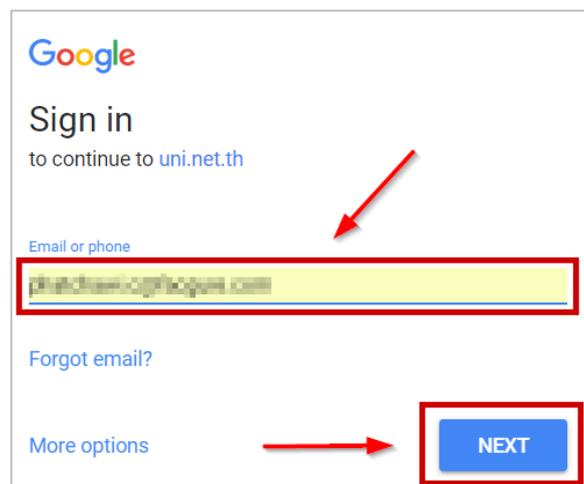
Figure 34: Entering Username as Google email
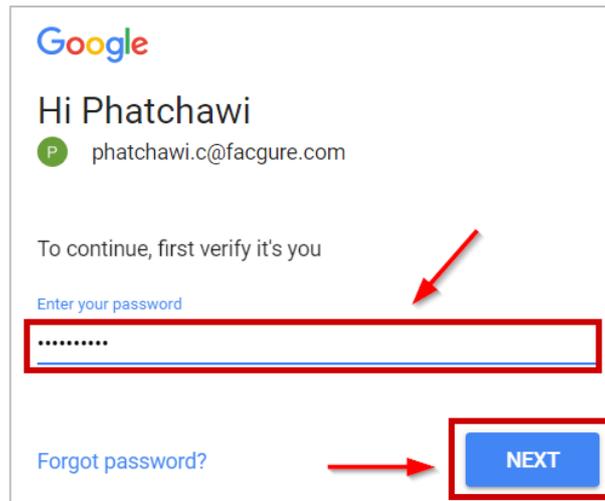
Figure 35: Entering Password

In case that the institution is open to login with the OneDrive system, then you can login to the iThesis with your Microsoft email that is registered in the system database, which is generally the university email.

How to login with OneDrive Sign In

1. Click on 'OneDrive Sign In' button, as shown in Figure 36
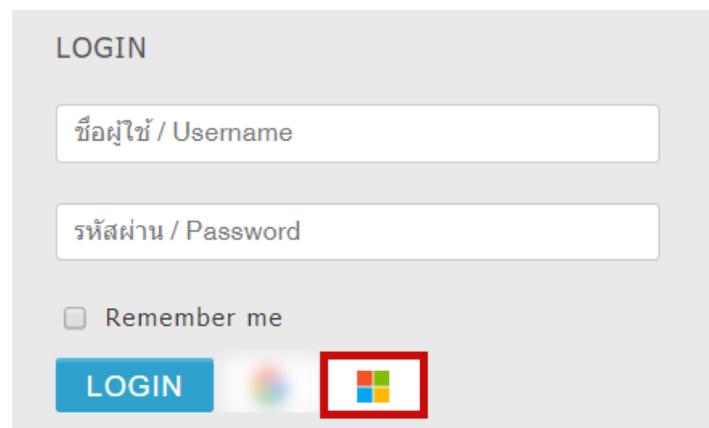
Figure 36: Login form using OneDrive Sign In

2. If your computer has already logged in by using Google email, you can immediately choose the email you want to. (Figure 40)

Figure 37: Login with OneDrive Sign In for the second time

3. If you have never logged in with Microsoft email before, click "Use another account" as in Figure 41, then fill up your Username and Password as in Figure 42 and Figure 43 to be able to login.
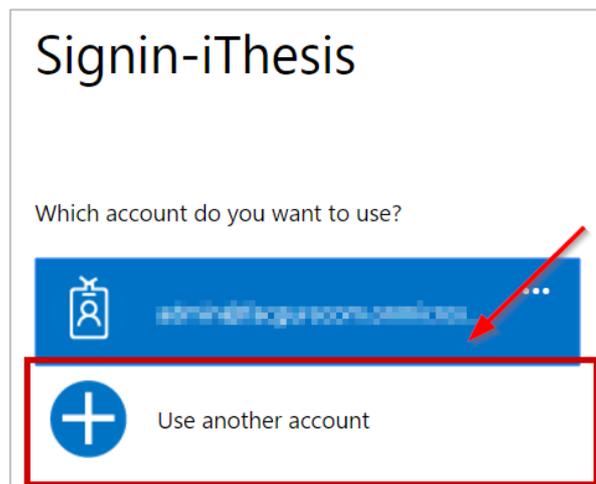
Figure 38: Login with OneDrive Sign In for the first time
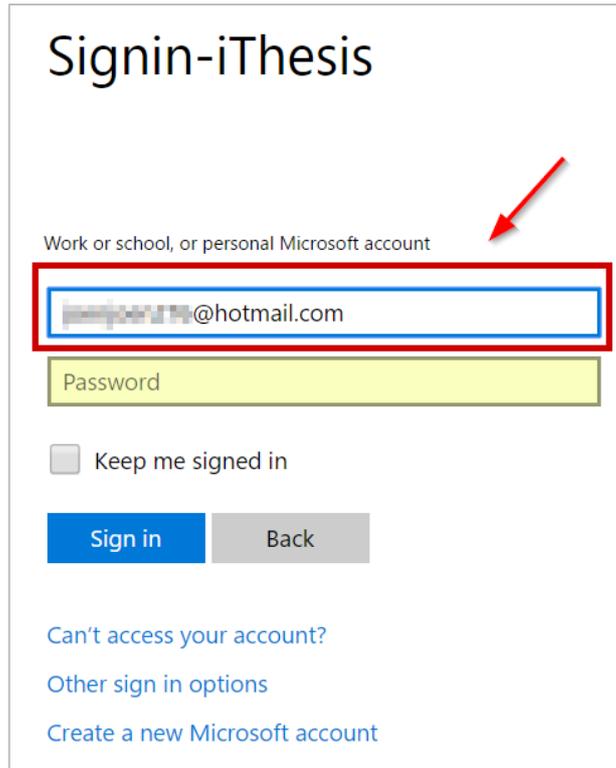
Figure 39: Entering Username as Microsoft email
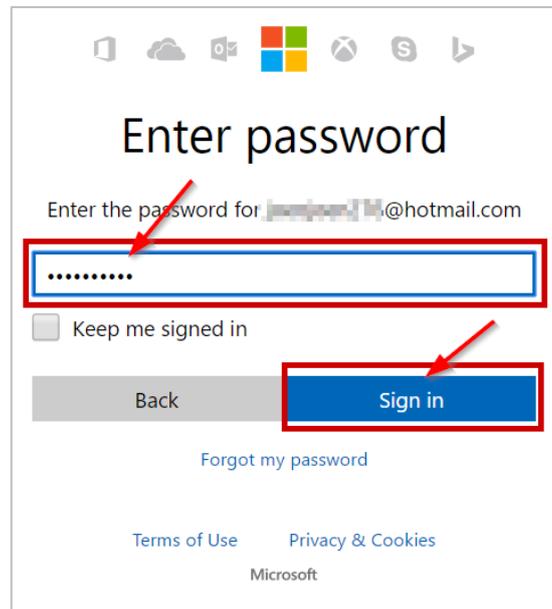
Figure 40: Entering Password

4. Click on 'Yes' button to allow the system login via using Microsoft email, as in Figure 41
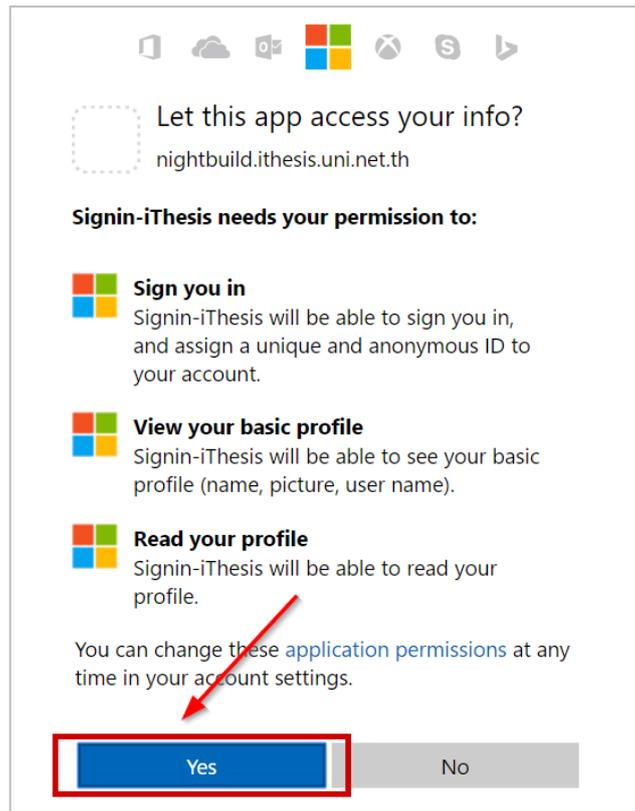
Figure 41: Permission on Signing-iThesis with Microsoft email

Note: Logging in using Microsoft email requires the Digital Certificate.

4.2.2 Knowledge Base

Knowledge Base is the place gathering various articles in the iThesis system which were divided into many items to make it easier to find out the information (Figure 42). When users click on an item, the system will connect you to the Knowledge Base website: https://ithesis.uni.net.th/kb/ (Figure 43), which is a collection of various information and articles. In addition, the Knowledge Base also collects many problems and solutions case from the usage of iThesis users, and information of other program related to thesis.
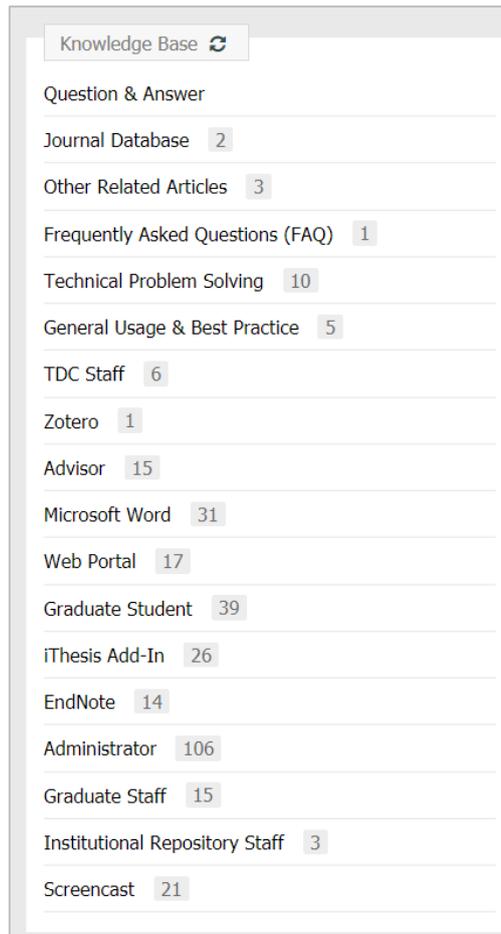
Figure 42: Knowledge Base items on Web portal
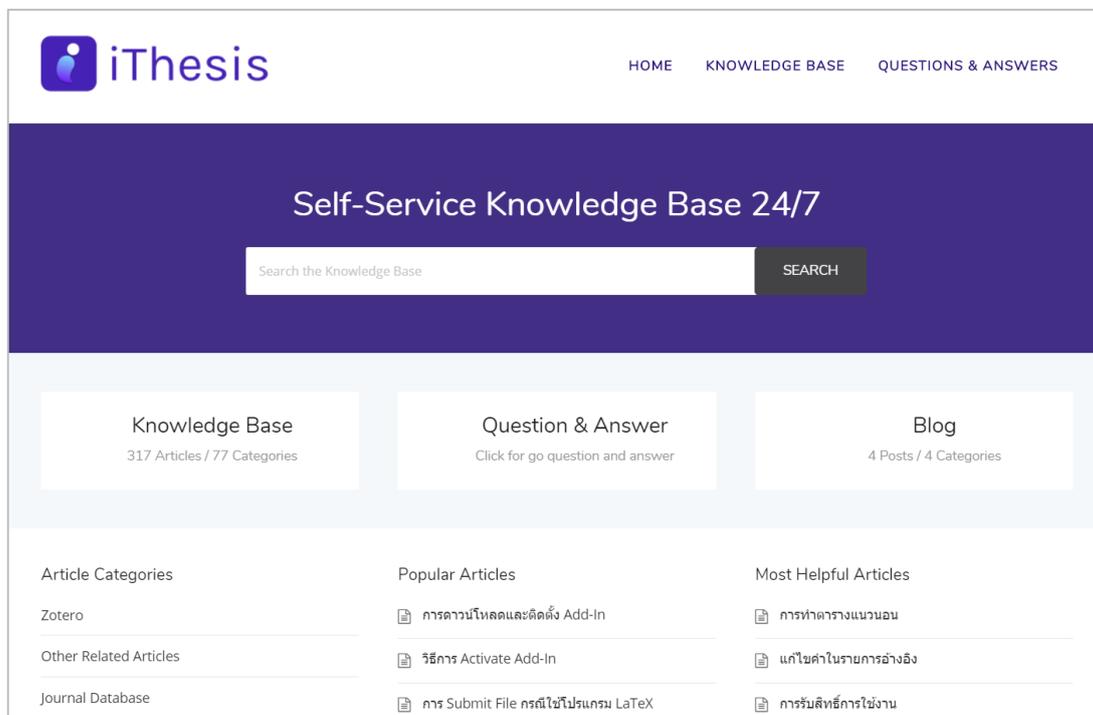
Figure 43: Knowledge Base Website

4.2.3 Contact

Contact is a section provided for any staff who have problems when using the iThesis system. You can contact admin team via email, and they will guide or solve the problems for you, as in Figure 47. The email that appears in this section will be different for each institution.
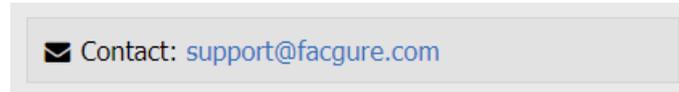
Figure 44: Contact email

4.3 Menus for Graduate Staff on using in Web Portal

There are 13 menus available for graduate staff on web portal

1. PROPOSAL
2. DRAFT VERSION
3. COMPLETE VERSION
4. PUBLICATION
5. COMPLETE HARDCOPY
6. BARCODE
7. ALL STATUS
8. ADVISOR/ADVISEE
9. MANAGE ADVISOR/EXAMINER
10. ROLES & CAPABILITIES
11. PRIVILEGES TABLE
12. PRIVILEGES (will show only when on the privilege granted duration)
13. PORTFOLIO

4.3.1 PROPOSAL MENU

The Proposal menu is used for checking the submission of thesis proposals for each faculty, each semester. Due to the process of approving the thesis proposal must be approved by the advisor, and graduate officer must bring the consideration results from the Committee to record in approval form. On this menu, you can check the status of the thesis proposal submission, and

click the link to connect to the approval form in the case that you may not check the email or may have problems using the email.

The use of PROPOSAL menu
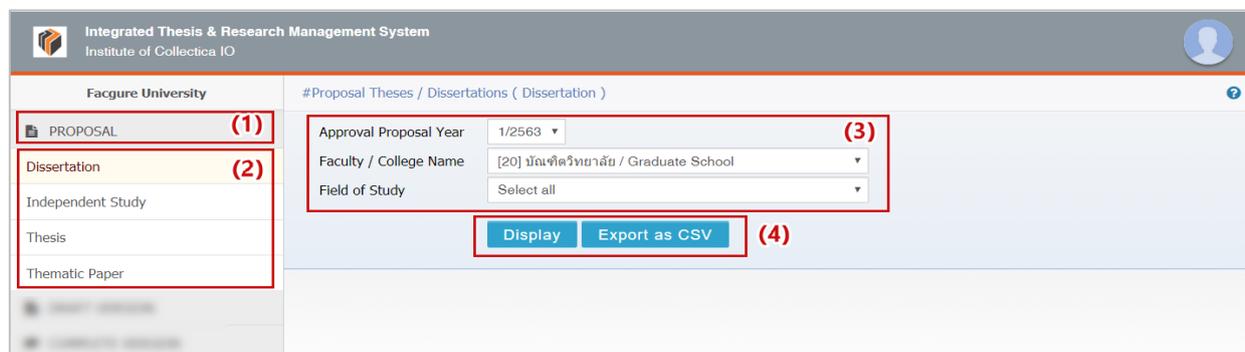
Figure 45: PROPOSAL MENU

14. Click on PROPOSAL tab to see all type of proposal, which is depending on the requirements of each university.

15. Choose the type of research (Qualifications) that you want to check out. As in Figure 48, there are Dissertation, Thesis, and Independent study.

16. There are filters for searching the data;

    16.1.   Approval Proposal Year - semester/year

    16.2.   Faculty / College Name

    16.3.   Field of Study

17. Choose on how to get the results

    17.1.   Click on 'Display' button for displaying information on web portal (Figure 46)

    17.2.   Click on 'Export as CSV' for exporting CSV file (Figure 47)

Figure 46: The example of results displayed in PROPOSAL menu on web portal

Figure 47: The example of results exported as CSV file

Using the display section in PROPOSAL MENU

Figure 48: 'Display' in PROPOSAL on web portal

1. Status of proposal approval results, in term of quantity

2. Tools for searching proposal information

3. Proposal details

    3.1. Thesis Topic will show this following information;

        3.1.1. Student ID

3.1.2. Thesis Topic

3.1.3. Writer

3.1.4. Advisor name

3.1.5. Date of proposal submission for approval

3.2. Approved date will show approval information of advisors and graduate staff on the date and time. There are two results which are;

3.2.1. None: in the case that the thesis proposal has not yet been approved.

3.2.2. Approved: in the case that thesis proposal has been approved.

4. External link, showing for you, graduate officer to enter proposal approval page.

Note: In the case that the graduate staff do not have the authorization to approve the thesis documents, the system will not display an External link symbol but will show only the 'none' or 'approved' status.

4.3.2 DRAFT VERSION MENU

The DRAFT VERSION menu is used for checking the submission of thesis draft version for each faculty and semester. Since the process for approval of the draft version is only approved by the advisor, unlike the process of submitting a thesis proposal that graduate staff must record the information. Therefore, graduate staff will be able to check the names of those who submit the draft version and has been approved by the advisor, as shown in Figure 52. The operation method is the same as the PROPOSAL menu. There are differences in the search results in the part of 'approval date' that will show only the date and time of approval from 'advisor only'.

Figure 49: DRAFT VERSION MENU

Note: Not all institutions require draft version of thesis. Moreover, Clicking on DRAFT VERSION tab on the left-hand side of Figure 52 to see all type of thesis draft, which is depending on the requirements of each university.

4.3.3 COMPLETE VERSION MENU

The COMPLETE VERSION menu is used for checking the information of those who have already submitted the complete thesis version with approval from the advisor. The data can be reviewed separately by the faculty and semester. Due to the complete thesis approval process must be approved by the advisor, as same as the approval of the draft thesis, graduate staff can access to check the list of those students easily, as shown in Figure 53. The operation method is the same as the PROPOSAL menu and the DRAFT VERSION menu.

Figure 50: COMPLETE VERSION MENU

4.3.4 PUBLICATION MENU

The PUBLICATION menu is used for checking information and research publications, such as publication of academic works, Academic conference or patents / petty patents, which the students will be the one who fill in the information. The information will appear after the complete thesis book (complete hardcopy) has been received. The method can be shown as Figure 54
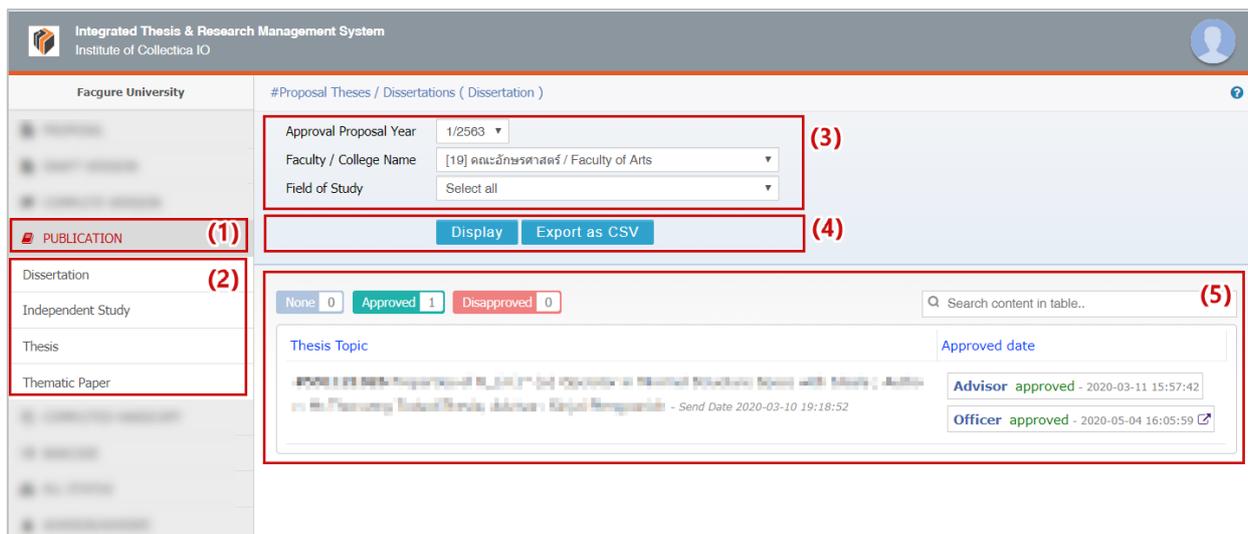
Figure 51: PUBLICATION MENU

1. Click on 'PUBLICATION' tab to see all type of documents

2. Choose type of research (Qualifications)

3. Put on filters for searching the data;

    3.1. Collect Year (Semester/Year)

    3.2. Faculty / College Name

    3.3. Field of Study

4. Choose on how to get the results

    4.1. Click on 'Display' button for displaying information on web portal (Figure 54)

    4.2. Click on 'Export as CSV' for exporting CSV file (Figure 55)

5. The system will show the results of;

    5.1. Title

    5.2. Student Name

    5.3. Publish

    5.4. Document Type

    5.5. ISSN (เลข ISSN)

    5.6. Collect Datetime

    5.7. File

Figure 52: The example of results exported as CSV file

4.3.5 COMPLETE HARDCOPY MENU

The COMPLETE HARDCOPY menu is used for checking the name list of those who have submitted the complete hard copy version. In some institutions may not accept thesis books, but receive only the delivery note printed from the system, together with the staff have already scanned the barcode. The process details can be explained follows:
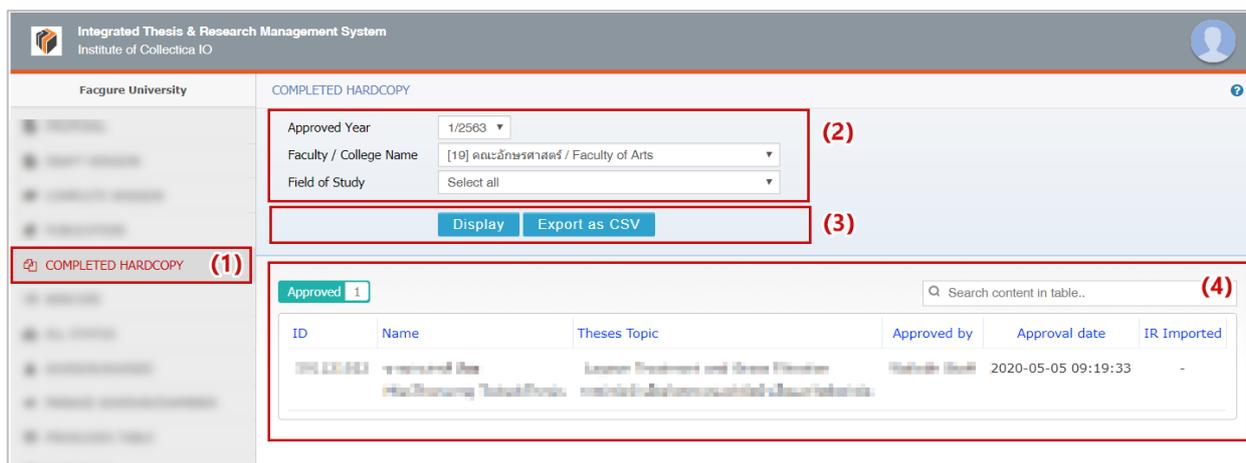
Figure 53: COMPLETE HARDCOPY MENU

1. Click on 'COMPLETED HARDCOPY' tab

2. Apply filters for searching the data;

    2.1. Approved Year (Semester/Year)

    2.2. Faculty / College Name

    2.3. Field of Study

3. Choose on how to get the results

    3.1. Click on 'Display' button for displaying information on web portal (Figure 56)

    3.2. Click on 'Export as CSV' for exporting CSV file (Figure 57)

4. The system will show the results of;

    4.1. Student ID

    4.2. Student Name

    4.3. Theses Topic

    4.4. Approved by

    4.5. Approved date and time

    4.6. IR Imported (date and Time)

	A	B	C	D	E	F	G	H	
1	ID	Name-th		Name-en	Theses-Topic-th	Theses-Topic-en	Approved-by	Approval-date	IR-Imported
2	▓▓▓▓ ▓▓▓▓		▓▓▓▓▓▓ ▓▓▓		-	▓▓▓▓ ▓▓▓▓	3/5/2020 15:34	7/25/2019 13:13
3									
4									
5									

Figure 54: The example of results exported as CSV file

4.3.6 BARCODE MENU

The BARCODE menu is created for graduate staff to collect information on thesis submissions via scanning barcode from the cover of the complete thesis book that students print out from (1) the revision & approval menu, as shown in Figure 58, or from (2) thesis delivery note printed from Submission document menu, as shown in Figure 59. Aside from being used to collect data, In the case that students want to edit or revise the complete thesis after receiving the barcode scanning from staff, but has not yet been sent into the intellectual repository (IR), staff can scan the barcode on the document again to cancel the thesis. Vice versa, if the thesis book has been imported into the university's intellectual repository, staff will not be able to cancel the thesis.

Figure 55: The example of cover page of thesis

Figure 56: The example of thesis delivery note

4.3.6.1 Receiving a complete thesis book

To receive the complete thesis, staff have to check the accuracy and the organized order of the information within the thesis book, including of checking the accuracy of delivery note. Once completed on checking, staff need to collect the thesis submission information from these 2 different methods as follows:

1. Fill in the numbers from the cover of the thesis book by

    1.1. Type the number that appears on the thesis cover manually (number 1)

    1.2. Click on 'Submit' button (number 2)

Figure 57: Receiving thesis book by filling in the number.

2. Scanning the barcode directly from the cover of the thesis book or the thesis delivery note

Figure 58: The example of displaying results after inputting the code

4.3.6.2 Canceling a thesis

The cancellation of the complete thesis book can be done <u>only in the case that the thesis has not been submitted to the Institute of Intellectual Repository (IR)</u>. The methods for canceling the complete thesis are as follows:

1. Staff scan the barcode or type the number on the thesis cover into the form as the same method as receiving thesis as 4.3.6.1.

2. Click the red cross symbol, as in Figure 62

Figure 59: Thesis cancellation sign

3. The system will pop-up a message box to confirm the cancellation of the thesis as shown in Figure 63.
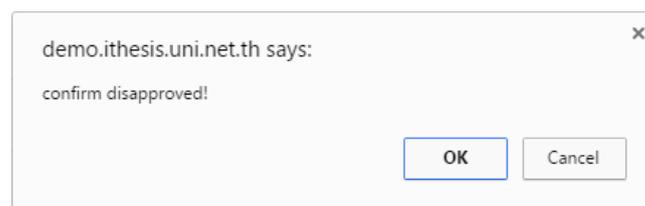
Figure 60: Confirmation on Thesis cancellation box

4. After confirmation, the system will display the results as Figure 64.

Figure 61: Display result after confirming the cancellation

4.3.7 ALL STATUS

The ALL STATUS menu is a menu that shows the working status of thesis according to the student thesis plan. The method of us are as follows:

Figure 62: ALL STATUS MENU

1. Click on the 'ALL STATUS' menu (number 1)

2. Choose the type of research (Qualifications) and the faculty (number 2)

3. Click on the 'Display' button (number 3) and the system will display the information as in (number 4) which will show the thesis status according to the thesis plan by steps, arranged in sequence of Student ID Code. By in each working steps of thesis can appear many statuses as follows:

   3.1. TO DO: showing works needed to be done

   3.2. In-progress: working in progress

   3.3. Pending: waiting for approval

   3.4. Done: work completed

4. Staff can see the information of any students, faculty committee, and disseminating status of thesis by clicking on 'student code' as shown in Figure 66.

Figure 63: Student information on ALL STATUS MENU

4.3.8 ADVISOR/ADVISEE

The ADVISOR/ADVISEE menu is a menu that stores advisors / co-advisors contact information. Moreover, you can use this menu to check their workload and their student information as well. The method of use can be described as follows:

Figure 64: ADVISOR/ADVISEE MENU

1. Click on 'ADVISOR/ADVISEE' (number 1)
2. Select on Semester / Year (number 2)

3. In the case that you want to find specific advisors' information, you can fill in his / her name in 'Search advisor name' box (number 3) whose name can be both Thai and English.

4. You can click on 'Search' button to display the information on the portal page, or click on 'Export as CSV' button to get the information as a CSV file (number 4). The system will show the following information (number 5):

   4.1. Advisor Name

   4.2. Contact: pointing the arrow at the 'telephone or envelope symbol' of any advisor, you will see his /her telephone number or email, as shown in Figure 68.

   4.3. Position (advisor and co-advisor)

   4.4. Student ID

   4.5. Student name

   4.6. Affiliation (Faculty/ Department /Institution)

   4.7. Proposal (Date and Time of Approval)

   4.8. Complete (Date and Time of Approval)

   4.9. Qualification (Type of the thesis)

Figure 65: Advisor information (Telephone and Envelop Symbol)

4.3.9 MANAGE ADVISOR/EXAMINER MENU

The MANAGE ADVISOR/EXAMINER menu is used for managing advisors and external examination committee information. By the name list of advisors showing in the system will be information getting from the university database. However, if the university has external advisors and examiners and still don't have their information in the university system, students will not be able to add the information of external advisors and examiners in the 'Committee' menu. Therefore, graduate staff have to add information of advisors and examiners in the system first by using this menu.

Note:

1. List of advisors coming from the system database, staff will not be able to edit or delete that information. If you want to make any changes, ask system administrative staff to edit in the system database.

2. After you add list of external advisors and examiners in the system, the information can be modified but cannot be deleted.

3. If you cannot find the affiliation of any advisors and external examiners that you want to add the information in the system, you must ask the system administrative staff to add his/ her affiliation to the system first. Then, you will be able to add his/ her information.
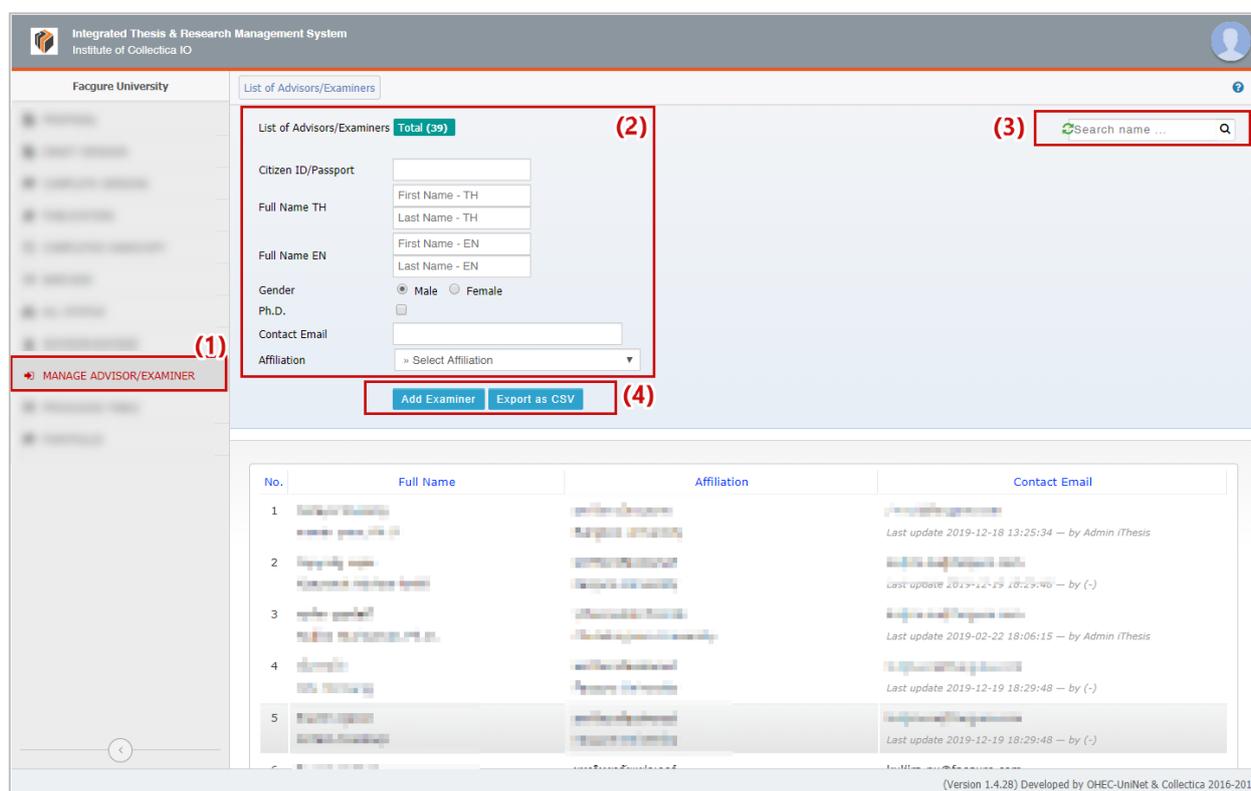
Figure 66: MANAGE ADVISOR/EXAMINER MENU

Adding and editing names of advisors and external examiners can be done by following these steps; (in Figure 69)

1. Click on 'MANAGE ADVISOR/EXAMINER' (number 1)
2. Fill out the information of the advisors and external examiners in the form. (number 2)
3. In case that you want the check whether the advisors/examiners information had been added into the system or not, you can search by typing his/ her name (can be Thai and English) in

'search name' box (number 3) Moreover, if you want to modify his/ her uploaded information, you have to click on the name to edit the information.

4. Click on 'Add Examiner' to save any changes, or Click on 'Export as CSV' to export CSV file (number 4).

4.3.10 ROLES & CAPABILITIES MENU

The ROLES & CAPABILITIES menu is a menu for checking roles and responsibility of each graduate staff. For example, checking the name of graduate staff who are responsible for (1) approving the proposal or (2) approving the complete thesis revision request for each faculty/ program. This menu is divided into 2 sub-menus which are Graduate staff and Manage staff.

Figure 67: ROLES & CAPABILITIES MENU showing Graduate staff and Manage Staff tab

4.3.10.1 Graduate staff menu

The Graduate staff menu is a menu showing lists of faculties of that institution, along with the number of graduate staff who are responsible for approving the thesis proposal and the complete thesis revision in each faculty. When clicking on the faculty name, the system will show the name of the program and staff in that faculty, as shown in Figure 71.
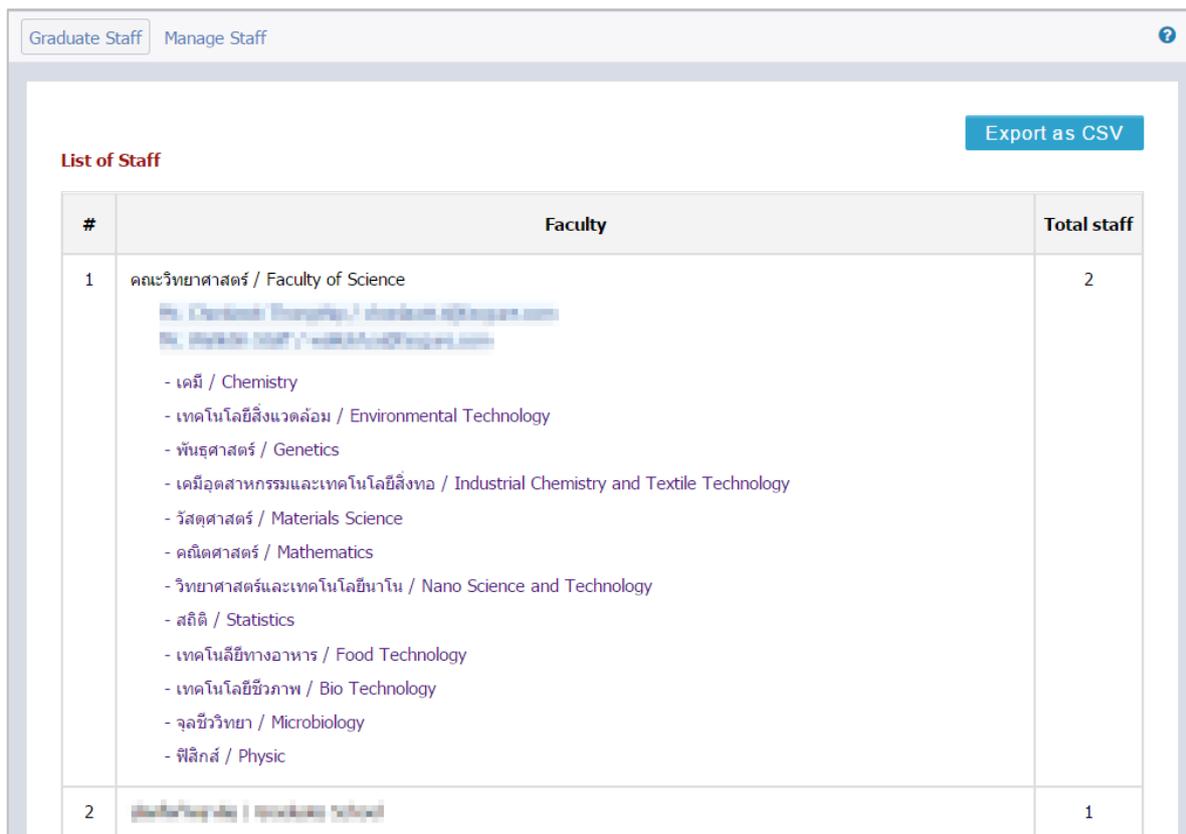
Figure 71: Graduate staff menu

Clicking on 'Export as CSV', it will show you all the staff members and their duties/ responsibilities of approval in the specified faculties and programs, as shown in Figure 72.

Figure 72: CSV file from Graduate staff menu

4.3.10.2 Manage staff menu

The Manage staff menu is a menu showing information of graduate staff, as in Figure 3. In the case that the staff who is currently using the system is granted permission to give privileges to other staff, the settings tool will appear. The method of use and giving the authorization can be explained as follows:

Figure 73: Manage staff menu

1. Full Name
2. Email
3. Status

    3.1. None means that the staff member cannot log in to the web portal.

    3.2. Active means that the staff can login to the web portal and may have the authorization to approve the thesis proposal and the complete version of students.

4. Role (Duty/Responsible faculty) which are separated for

    4.1. Graduate officer

        4.1.1. Faculty (in charge of faculty level)

        4.1.2. Major (in charge of major program level)

    4.2. Library officer

5. The setting section will show as 'gear symbol' at the right-hand side. (Figure 74)

Setting graduate staff at Major Program Level

Not all graduate staff are eligible for setting graduate staff at major program section as there are some staff who have the authorization only. The setting method can be explained as follows:

Figure 74: Setting of graduate staff authorization (Major level)

1. Click on the gear symbol, the setting form will appear. (number 1)
2. Enable approve is the section for staff to set permissions for major staff to be able/ unable to approve proposal and complete thesis revision (number 2)

    2.1. Yes - the officer has the authorization

    2.2. No - the officer has the authorization

3. After selecting the major or field of the faculty, click 'Add' button (number 3)
4. Major list is the results display section. To delete, you can click on 'cross sign' at the back (number 4).
5. Click on the 'save' button to record, or the 'cancel' button to cancel all you setting (number 5)

Note: In the case that the graduate staff does not have the authority to grant rights to other staff, the gear symbol will not show up on the screen.

4.3.11 PRIVILEGES TABLE MENU

The PRIVILEGES TABLE menu is displayed in the form of a calendar, which will show the information in current month and the following month. The display in the form of a calendar allows staff to easily check the authorization of the system from students. When there is the authority granted, the system will display the 'symbol' on that date. If the staff can access 'privileges' in that period, they would be able to use the system in both web portal and add-in as a student, for 1 hour (during the time that the student grants the right) by logging in during that period with the username and password of staff itself.

Privileges Table Calendar Screen
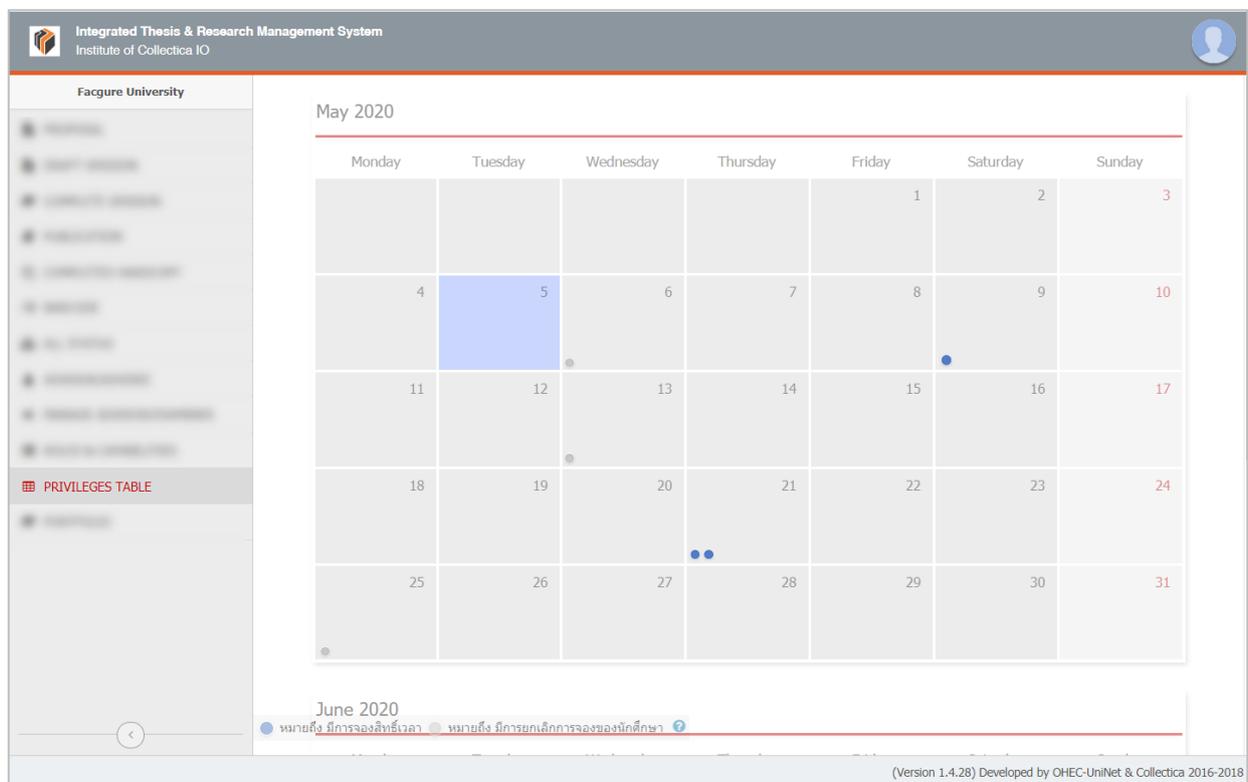
Figure 75: Privileges table

1. The system will highlight the color in darker shade of 'Today date', as shown in Figure 75.
2. The system will display a blue circle symbol in the bottom left corner of the day when a student assigned a privilege.
3. The blue circle symbol will turn gray, when the officer informs the student to revoke the privilege.

4. In the lower left corner of the screen, there will be the description on the symbol of granting and revoking the privilege. (blue and grey symbol)

Checking the privilege status

After the students have given the system permission to the staff, you can check and acknowledge it via these 2 channels which are;

1. Notification email from iThesis (Figure 76)
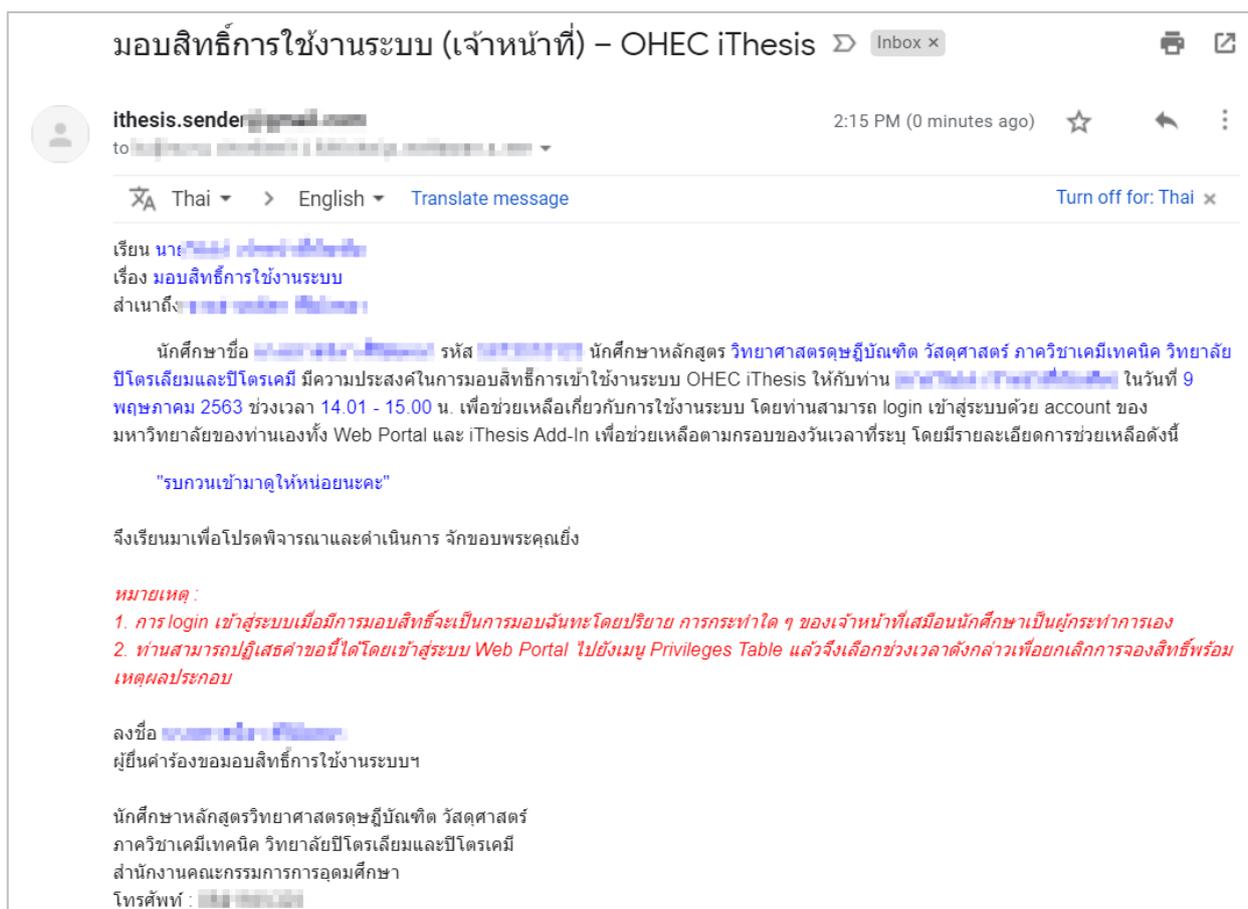
Figure 76: The example of email notifying privilege permission

2. Check authorization on the Privileges menu by looking at the blue circle symbol, as shown in Figure 77
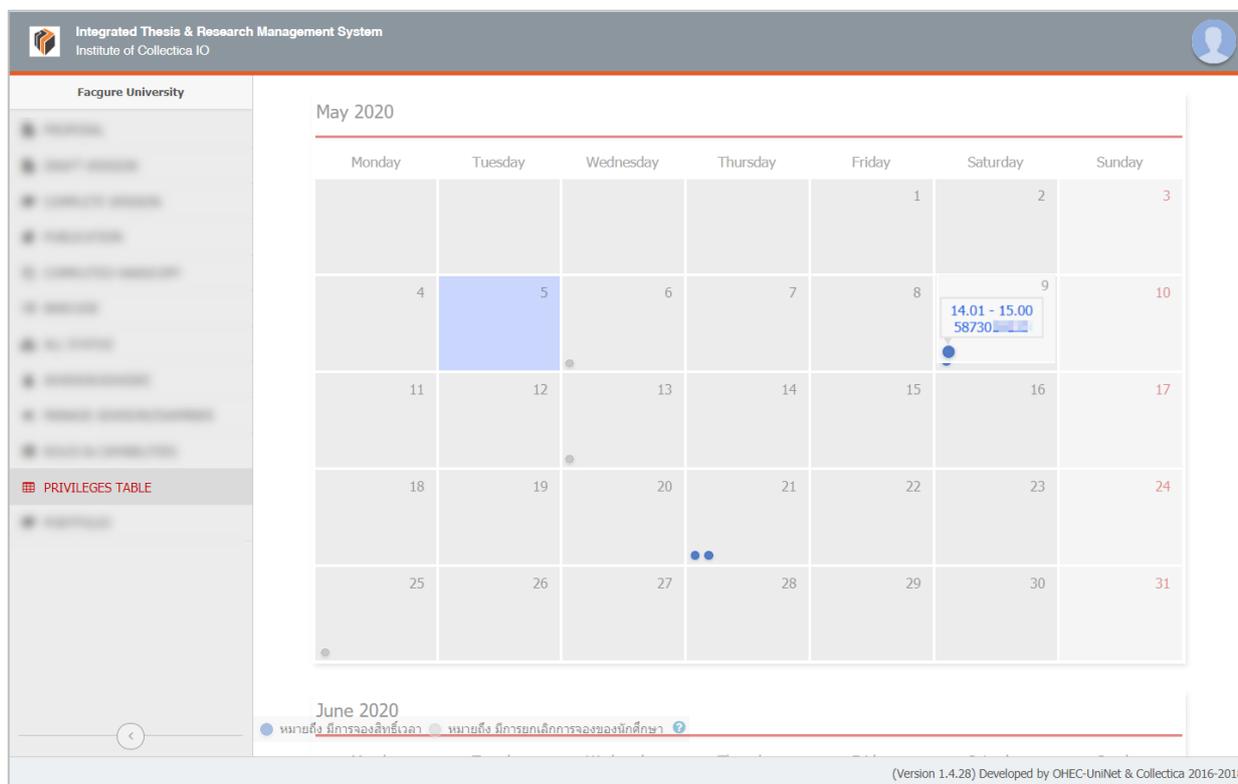
Figure 77: PRIVILEGES TABLE

Getting the permissions to use iThesis

- This section explains the menu of PRIVILEGES.

Cancellation on privilege authority

After the officer of the graduate has been allowed to use the system in both web portal and add-in but the officer is unable to access during that period granted, you can request to cancel the privilege authority granted with the following steps:

1. Login to web portal with your graduate staff account
2. Go to > Privileges Table > Cancellation period (Figure 78)
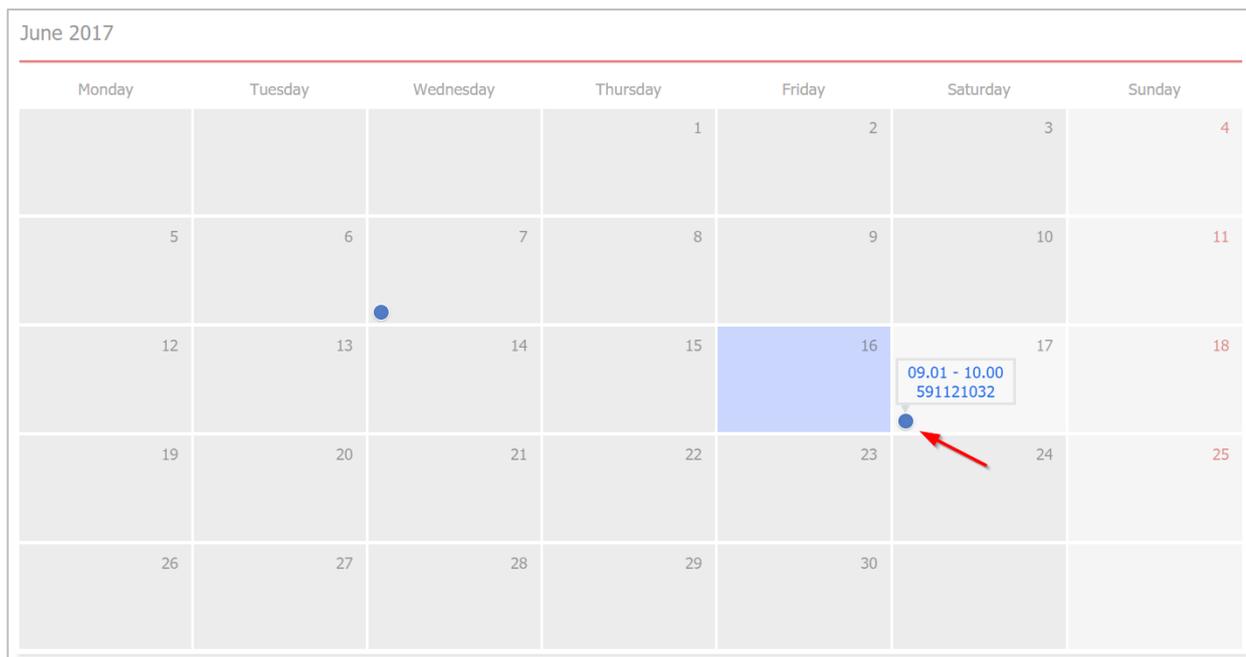
Figure 78: PRIVILEGES TABLE CANCELLATION

3. Specify the notifying message to let students know and contact you back. Then, click the "Cancel reservation" button as in Figure 79. The blue circle symbol will then change to gray as in Figure 80.
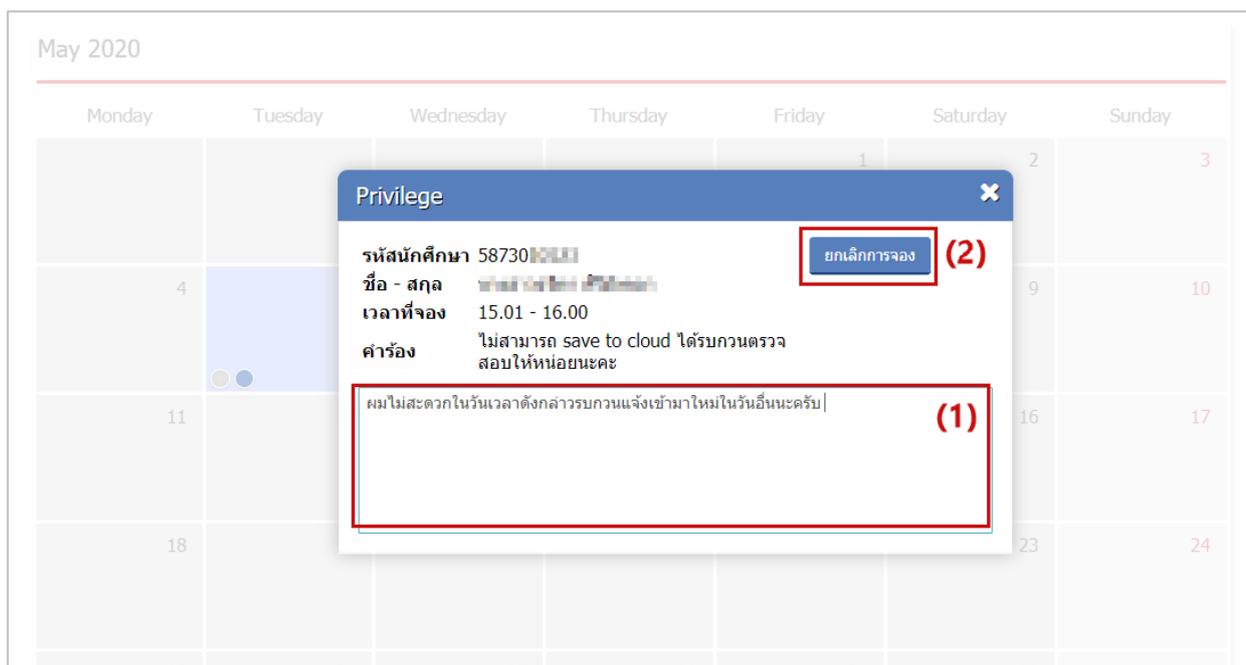

Figure 79: Cancel Reservation
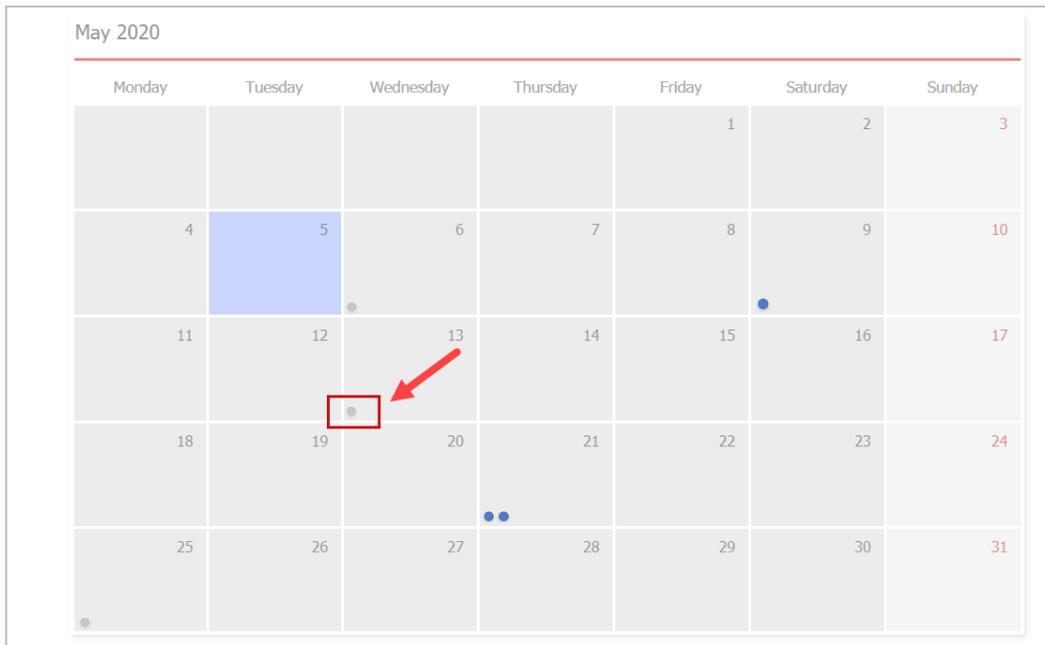
Figure 80: Privilege cancellation complete

4. The system will send a notification email to students, and graduate staff. The content in this email will be as follows: Figure 81.
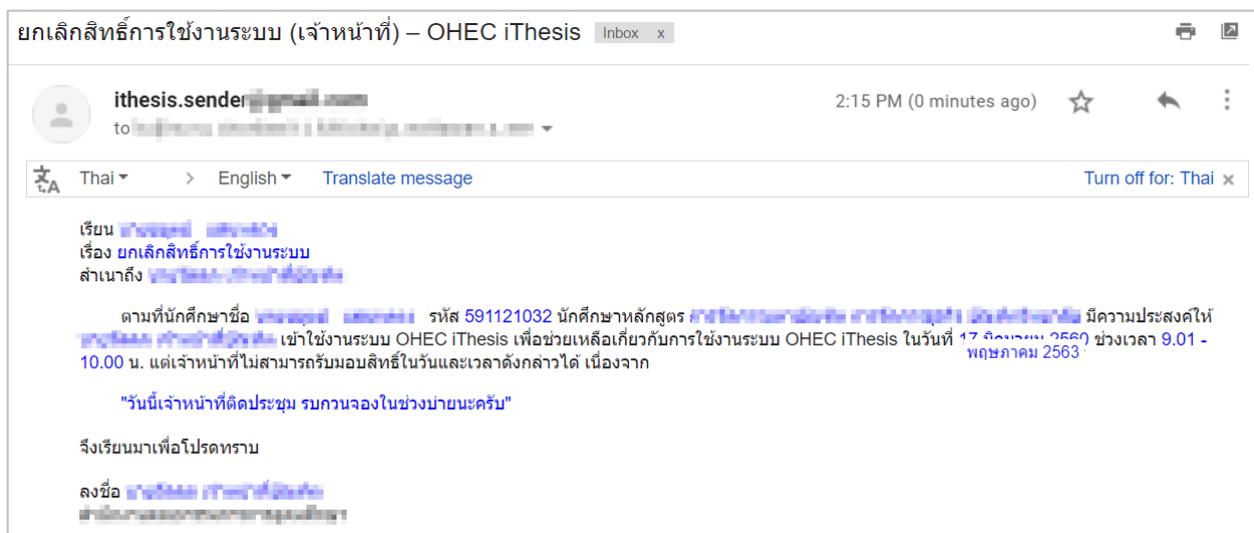

Figure 81: Email notifying of privilege reserve cancellation

4.3.12 PRIVILEGES menu

The PRIVILEGES menu will show up during the time that the staff has been granted privileges from students only. The reason why students give this privilege to the staff is to ask for their help, for example, checking the academic placement of advisors on the web portal or checking the use of the 'Generate Template' menu on the iThesis Add-in. So, after the students grant the privilege to graduate staff via submitting the forms on iThesis web portal, the system will send an email to inform the staff with the student information , the date and time of privilege, and also including the issues that students want the staff to help. The steps to use the system are as follows:

1. After you checked the inbox, you will find the email subject "Grant system privilege (Staff) ". The content of the email will be shown as Figure 82.
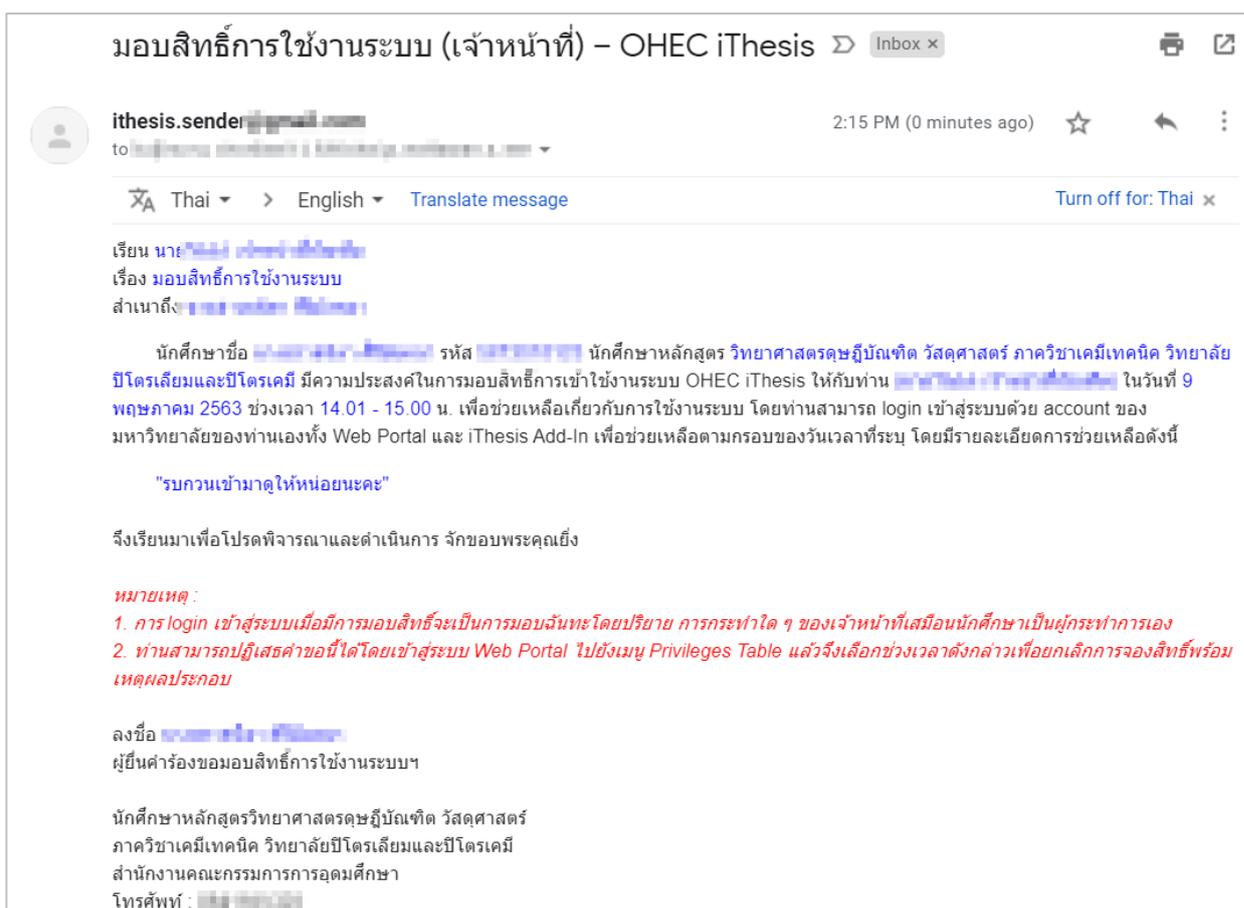
Figure 82: The example of email notifying to graduate staff

2. Staff can access as being a student by logging in to the web portal or the iThesis Add-in with your own account, username and password, as in Figure 83.

Figure 83: Login channel on web portal and iThesis Add-in

3. In case of 'access to the web portal', please click on the menu "PRIVILEGES as in Figure 84". Then, you will enter the iThesis web portal as the view of student who gave you the privilege. So, you can use all the menus as the student's account can. in Figure 85.
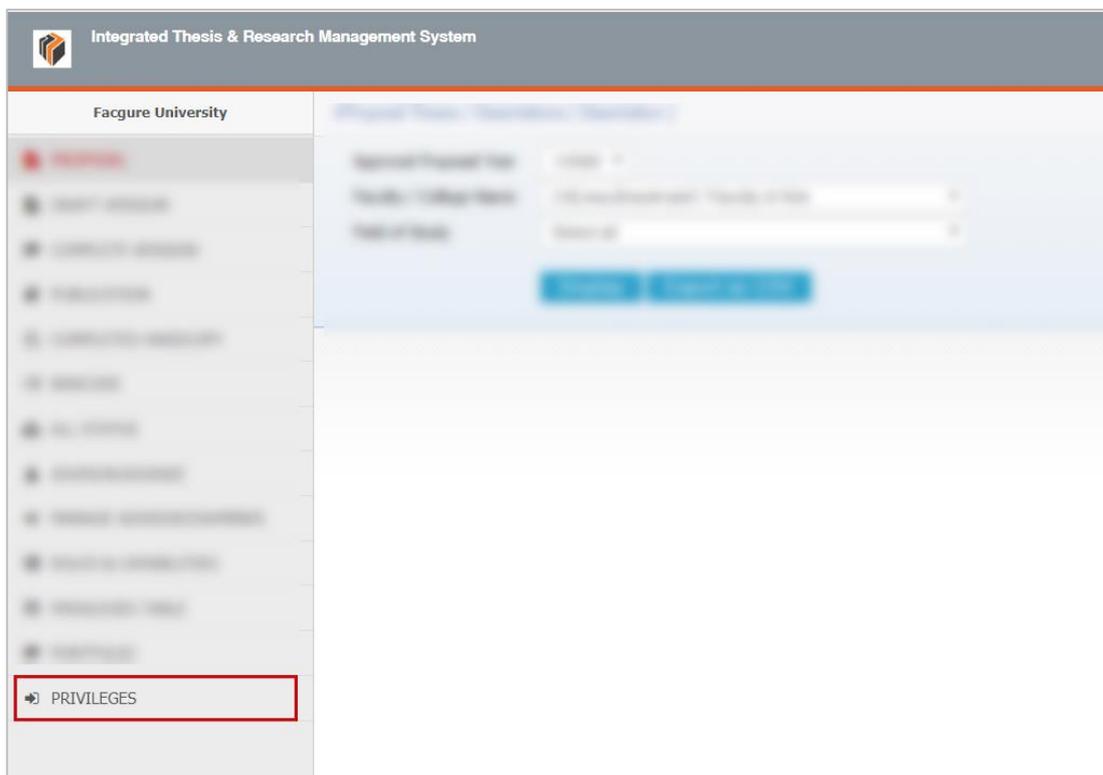

Figure 84: Privileges menu on web portal for graduate staff

Figure 85: Student View on web portal

In the case of 'access to the iThesis Add-in', you will find the student information and his/ her thesis in different versions, as shown in Figure 86.

Figure 86: Student thesis information on iThesis

4. After the privilege time is up, 1 hour passed, staff will not be able to login as a student anymore and the menu PRIVILEGES will suddenly disappear.

4.3.13 PORTFOLIO

The PORTFOLIO menu is used for checking the expert/ professor's information the institutions. Which the staff can search for their information by specifying the required information as follows: (Figure 87)

1. Database
2. Academic Position
3. Subject Area
4. Subject Category
5. Faculty
6. Education level
7. Extra search (specifying their name or their specialized field)

Figure 87: Searching for expert information

After filling in the required information, please click on 'Search' button. The information will be displayed as shown in Figure 88. If you search by using English name, the system will display as Figure 89. And if you click on the number of published works, the system will show the published data as in Figure 90.

Figure 88: Expert information

Figure 89: Expert information

Figure 68: Published works of the expert