

THISIS MANAGEMENT SYSTEM



THAMMASAT UNIVERSITY LIBRARY



MANUAL GUIDE (For students)

AUGUST 2024

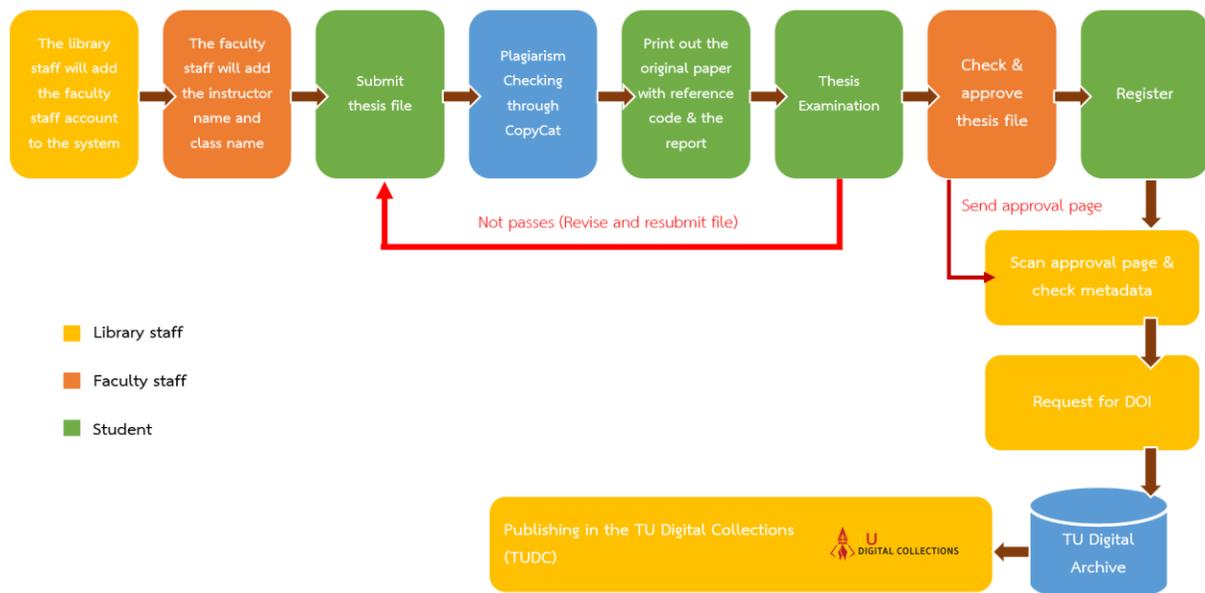


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1. What is the TU e-Thesis System?

The TU e-Thesis System is a comprehensive management system for student theses, facilitating the submission of thesis files, plagiarism checks using the CopyCat system, and the publication of electronic theses. It also serves as a database for future plagiarism checks.

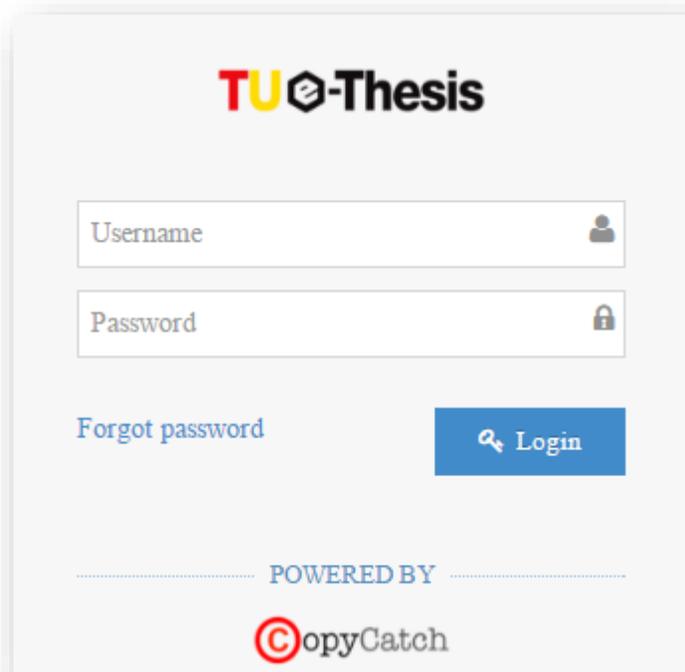


Flowchart of TU e-Thesis System Steps

2. Accessing the TU e-Thesis System

2.1 Students register for thesis courses with TU Office of the Registrar

2.2 Once registered, the faculty staff will add the student's name to the TU e-Thesis system



The image shows a login form for the TU e-Thesis system. At the top, the logo "TU e-Thesis" is displayed. Below the logo are two input fields: "Username" with a user icon and "Password" with a lock icon. To the left of the "Login" button is a link for "Forgot password". The "Login" button is blue with a magnifying glass icon. At the bottom, it says "POWERED BY" followed by the CopyCatch logo.

2.3 Go to <http://tuethesis.library.tu.ac.th> and log in with TU-Wifi or TU Office of the Registrar accounts

3. Submitting Thesis Files

There are two cases for submission :

3.1 For Thai-language Theses:

3.1.1 Click the course name to submit the thesis file.

3.1.2 Enter the thesis title.

3.1.3 Upload a PDF version of the thesis.

3.1.4 Click on “Refresh results” to display results (there is a maximum of three plagiarism checks per day).

The screenshot displays the TUO-Thesis submission process for course BA770. It features a progress indicator with three steps: 1. Thesis check, 2. Register, and 3. Process completed. A red arrow points to the 'Title' input field, labeled '1. Fill in "Title"'. Below the title field is a file upload section for the 'File (final version)', showing 'not file selected' and a 'Browse' button. A second red arrow points to the 'Browse' button, labeled '2. Upload a PDF version of the thesis'. The supported file types are listed as pdf (created by Adobe Acrobat or MS Word 2007 or later), with a maximum file size of 100 MB. At the bottom, there are 'Submit' and 'Cancel' buttons, and a 'Refresh results' button. A note states: '(Note: Maximum upload limit of 3 files per day)'.

3.2 For Foreign-language Theses: The process is the same as for Thai-language theses, but the similarity will be checked using the Turnitin program. Students can request plagiarism checking services from the library website.

Notes : The Turnitin program can check for similarities in both Thai and English, covering various databases subscribed to by the library, as well as databases from universities in both domestic and international contexts, including open access databases. Each faculty can assess the similarity results from the Turnitin program for both Thai and English works, according to their own discretion.

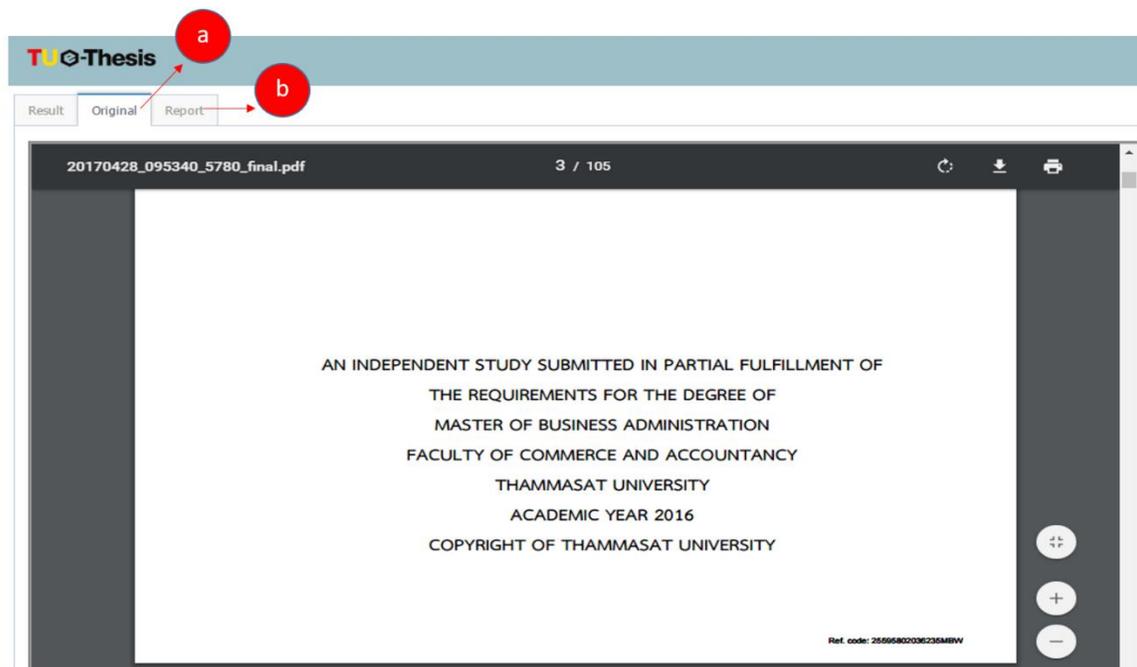
4. Checking Plagiarism Results

4.1 Once the file is submitted, the system will display the status “*Checked by CopyCat*”. Students can view the results by clicking on the magnifying glass icon  in the “Results” menu. The system will show the percentage of similarity along with the sources.

ay the result)

 Refresh results

 Submission date	 Status	Similarity (%)	 Original file	 Result	 Report
28/04/2017 09:53	 Checked by CopyCat	0.52			



TU-Thesis

Result Original Report

20170428_095340_5780_final.pdf 3 / 105

AN INDEPENDENT STUDY SUBMITTED IN PARTIAL FULFILLMENT OF
 THE REQUIREMENTS FOR THE DEGREE OF
 MASTER OF BUSINESS ADMINISTRATION
 FACULTY OF COMMERCE AND ACCOUNTANCY
 THAMMASAT UNIVERSITY
 ACADEMIC YEAR 2016
 COPYRIGHT OF THAMMASAT UNIVERSITY

Ref. code: 25565802036230MRW

b



Document Review Report

Name-Surname: NORBERTO TINORO BONGOC (Student code: 5507568070)
Title: The efficacy of ASEAN way of diplomacy and conflict management in the South China Sea dispute
Advisor: SURACHAI SIRIWA
Faculty: Prof. Economics International College
Year: 2017
Similarity of document: 0.48 % (Date: 08 August 2018)

Top 10 sources of similarity:
 1. PHILIPPINE GOVERNMENT'S RESPONSE TO CHINA'S MARITIME CLAIMS IN THE SOUTH CHINA SE
 2. REPUBLIC OF PHILIPPINE GOVERNMENT'S RESPONSE TO CHINA'S MARITIME CLAIMS IN THE SOUTH CHINA SEA

Result Evaluation

Pass Fail
 Conditional Pass (student must revise thesis according to committee recommendations and resubmit it to TU e-Thesis)

_____ Advisor signature
 (_____)
 _____ / _____ / _____

Full report: <https://tuethesis.library.tu.ac.th/report.php?ref=256059270400705GH> Ref. code: 256059270400705GH

If a student's work is found to have content similarities, the student can consider revising the content in the areas where similarities were detected by reading, analyzing, and synthesizing the material. They should use their own wording and ensure that all references, both within the text and in the bibliography, are correctly cited.

4.2 Students can print or download documents by clicking on **"Result"**, then **"Original file"**, and **"Report"** which includes the reference number. The printed documents can be used in the thesis defense.

4.3 If the thesis committee deems the thesis **"Not Passed"** or **"Passed with Conditions"**, students must revise the thesis according to the committee's recommendations and resubmit it to the TU e-Thesis system until the advisor signs off on the report and the thesis status is **"Passed"**.

4.4 After passing the examination, students must format their thesis according to the guidelines provided by the library (the thesis format can be found at <https://www.library.tu.ac.th/> under the RESEARCH SUPPORT menu, then select RESEARCH GUIDES). The complete file must then be submitted to the TU e-Thesis system. Following that, the student should present the latest revised thesis file to the examination committee for further review. The student may choose to print or download the following files: [1] the original thesis file with reference code, [2] the

thesis examination report from the TU e-Thesis system, which must be signed by the advisor, and [3] **the approval page**, already signed by the examination committee, in one set to the faculty staff for the thesis file to be officially accepted into the system.

For the approval page, students should print the approval page without the reference code to have it signed by the examination committee. The signed approval page should then be submitted to the faculty staff. The faculty staff will collect the original signed approval pages and forward them to the library to be inserted into the TU e-Thesis system, replacing the approval page in the system that has the reference code.

Note: If a student discovers that the thesis file submitted to the system contains incorrect information, they should contact the committee staff to revert the status and correct the information.

5. Registering the Thesis in the TU e-Thesis System

5.1 After the faculty staff accepts the thesis file in the system, students must register the thesis details including the language, title, keywords, and abstracts in Thai and English.

- Capitalize the first letter of thesis title and student name.
- Capitalize proper nouns such as names of countries and departments.

Example Comparative study on central administration in the Kingdom of Thailand and Lao People Democratic Republic

- Keywords separated by semi-colon (;)

The screenshot shows the TUO-Thesis submission process (TS800) interface. At the top, there is a progress bar with three steps: 'Thesis check' (completed), 'Register' (completed), and 'Process completed' (pending). Below the progress bar, the form contains the following fields:

- Student ID: 1100000011
- Name (Thai): ธิศภัฏา ทอสอน
- Advisor name (Thai): อาจารย์ ทอสอน
- Faculty: คณะวิศวกรรมศาสตร์
- Language: Thai (tha)
- Thesis title (Thai): ชื่อเรื่องวิทยานิพนธ์ทอสอน
- Thesis title (English): Thesis title (test)
- Keyword (Thai): คำสำคัญ-1; คำสำคัญ-2 (Separated by semi-colon ;)
- Keyword (English): kw-en1; kw-en2 (Separated by semi-colon ;)
- Abstract (Thai): บทคัดย่อ

A red box highlights the 'Thesis title (English)' field with the text '1. Fill in the form'.

Note: In case the student submits the work in English and only has an English title, they should fill in the English title in both fields, or insert a dash (–) in the "Thesis Title (Other Languages)" field

5.2 Choose the publication option for the document, which can be one of the following three cases:

5.2.1 **Published** : the thesis will be available for reading and download in the TU Digital Collections (TUDC)

5.2.2 **Conditional publishing** : the thesis will be published after a set period. Download and fill the embargoed request form, have it signed by the advisor, and submit it with the approval page to the faculty staff.

5.2.3 **Unpublished**: the thesis will not be published. Download and fill the embargoed request form, have it signed by the advisor, and submit it with the approval page to the faculty staff.

Abstract (English) * This thesis aims to study legal problems concerning personal data protection in the life insurance business in Thailand. An international comparative legal study was made of laws governing personal data protection in the European Union (EU) and Thailand. The evaluation included personal data that is processed in various systemic ways for those who involve in the life insurance business. To operate life insurance businesses, personal data of individuals must be involved in the main processes of

Scholars fund * Yourself Parent

Publicity * published Conditional publishing unpublished [Download the embargoed file](#)

(กรณีระบุไม่เผยแพร่ ต้องส่งหนังสือรับรองจากอาจารย์ที่ปรึกษา ถึงผู้อำนวยการหอสมุดฯ ภายใน 15 วัน นับจากลงทะเบียน)

Final thesis file (pdf) 20200107_221237_11437_final.pdf [Download](#)

Additional attachment file (such as image, video, audio)

3. Click on "Register"

5.3 Click "Register" after filling in the information.

Note: If the system notifies a "Session timeout" (when the total time spent in the system reaches 2 hours), please log in again, or ensure that all information is correct and prepared before proceeding with registration.

6. Retracting Thesis Submission Steps

6.1 If the faculty staff have approved the thesis in the system but the student has not yet registered the thesis information, contact the faculty staff to retract the submission step to correct the file.

6.2 If the student has already registered the thesis information, contact the faculty staff to submit a request to the library for step retraction, specifying the details to be corrected.

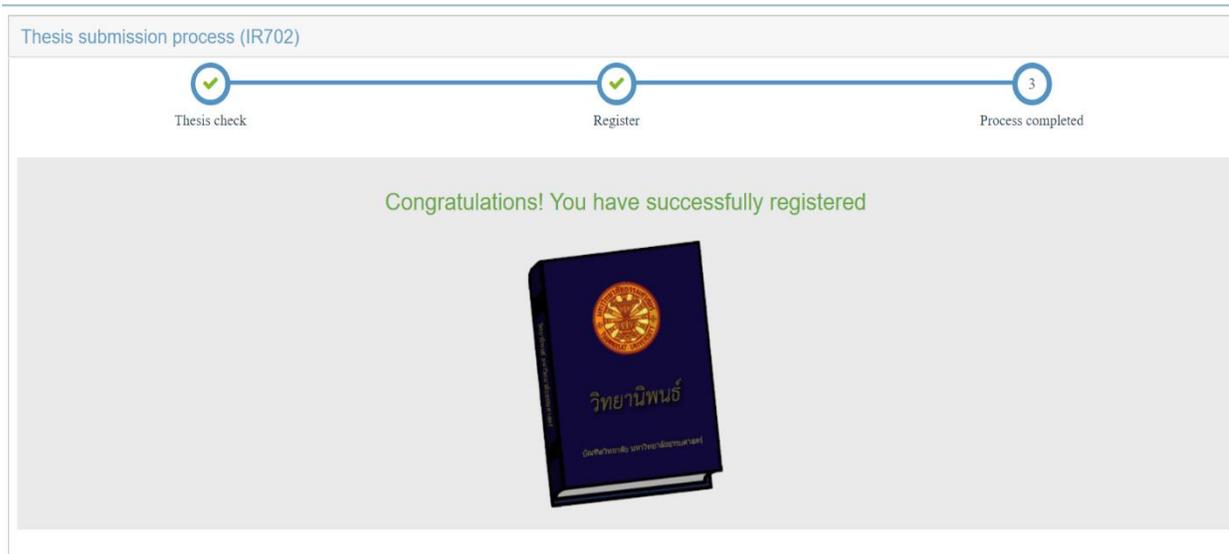
6.3 After correcting the thesis file, follow the steps in section 3 for thesis file submission.

6.4 Once the committee has approved the thesis file in the system, the student must register the thesis information in the system again.

Note: *If a student finds any errors in the thesis information after completing the registration, they should contact the faculty staff to submit a request to correct the thesis information in the TU e-Thesis system. The process of requesting to revert the steps for thesis file correction should be completed before the approval*

page is sent to the library, as once the thesis is published, the steps cannot be reversed. This should also be done before the last day of the semester.

7. Checking the Status after Submission



7.1 Status: Under Review/Waiting for Approval

Once registered, the status will show **"Congratulations, you have successfully registered."** The thesis status will be "Under Review/Waiting for Approval" from the faculty, college, or institute.

7.2 Status: Approval Received/Waiting for DOI

Once the faculty staff submit the approval page to the library, the status changes to "Approval Received/Waiting for DOI." The library will then proceed to request a Digital Object Identifier (DOI) for the thesis within 15 working days.

7.3 Status: DOI Request in Progress

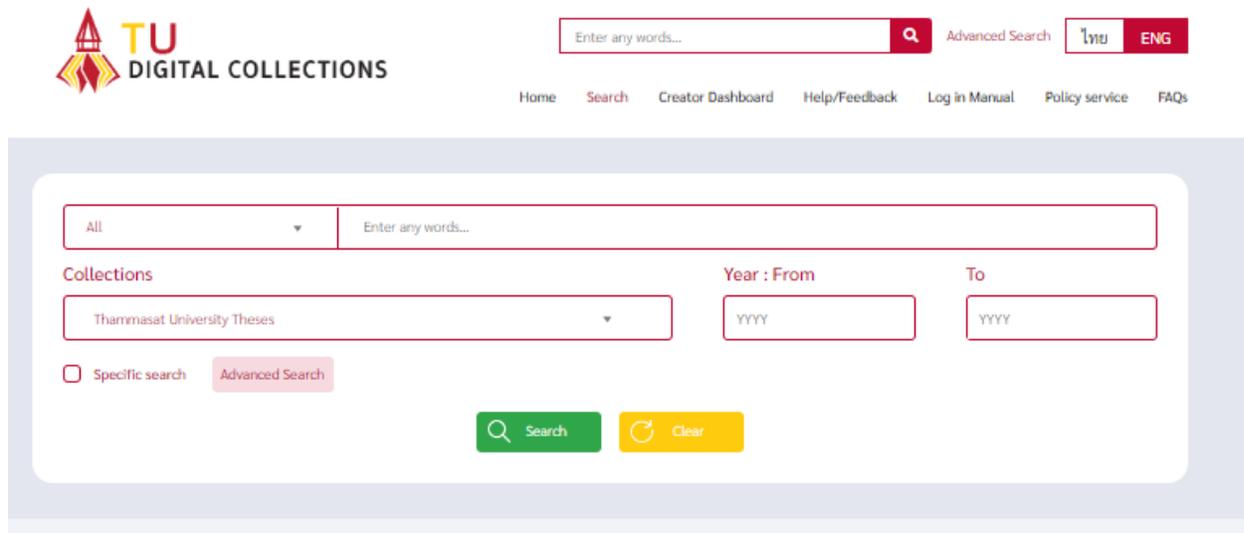
The library will request a DOI for the thesis within 3 working days.

7.4 Status: DOI Successfully Received

Once the DOI is received, the thesis will be published in the TU Digital Collections (TUDC) within 3 working days or already published at <https://digital.library.tu.ac.th>.

8. Publishing in the TU Digital Collections (TUDC)

Theses will be published within one semester (or earlier if the library receives the approval page from the faculty). Students can search for their theses in the TU Digital Collections (TUDC) at <https://digital.library.tu.ac.th>.



The screenshot displays the TU Digital Collections search interface. At the top left is the logo for TU Digital Collections, featuring a stylized red and yellow 'TU' above the text 'DIGITAL COLLECTIONS'. To the right of the logo is a search bar with the placeholder text 'Enter any words...' and a magnifying glass icon. Further right are links for 'Advanced Search', language selection buttons for Thai (ไทย) and English (ENG), and a navigation menu with links for Home, Search, Creator Dashboard, Help/Feedback, Log in Manual, Policy service, and FAQs.

The main search area contains a large search input field with a dropdown menu set to 'All' and the placeholder 'Enter any words...'. Below this are two columns of filters: 'Collections' with a dropdown menu showing 'Thammasat University Theses', and 'Year : From' and 'To' with input fields for 'YYYY'. There are also radio buttons for 'Specific search' and a button for 'Advanced Search'. At the bottom of the search area are two buttons: a green 'Search' button with a magnifying glass icon and a yellow 'Clear' button with a circular arrow icon.