

**Thesis Submission Guidelines  
& Graduation Timeline  
(M.S. and Ph.D.)**

**1. Before examination**

1.1 Thesis Examination Application Submission (2 weeks in advance)

No	Items(s)	Note	Responsible person
1.1.1	Application Form (Signed by Advisor) - Form AC003 for M.S. students - Form P6 for Ph.D. students	- A draft file or a draft printed Thesis book for thesis committee. - CV of the outside committee may be required for application. The formal appointment of the thesis examination committee will be announced and given by Academic Affairs to the committee before the exam	K. Namon (M.S.) K. Pariya (Ph.D.)
1.1.2	i-Thesis	a draft file approved by Advisor(s) to be submitted to Academic Affairs (A draft thesis is required to be submitted online by logging on to <a href="https://ithesis.uni.net.th/kb/knowledge-base/download-install-add-in">https://ithesis.uni.net.th/kb/knowledge-base/download-install-add-in</a> Complete thesis must be approved by thesis advisor at least 2 weeks before exam	
1.1.3	Poster including abstract, location, and time of examination	Send the document for announcement to email: <a href="mailto:ppcacademic@chula.ac.th">ppcacademic@chula.ac.th</a> for announcement of his/her examination event on PPC website and Facebook 7 days before the examination date	K. Namon (M.S.) K. Pariya (Ph.D.)

## 2. Thesis Examination/Oral Examination

### 2.1 Examination Date

Items(s)	Responsible person
Thesis Examination/Oral Examination	K. Namon (M.S.) K. Pariya (Ph.D.)
PPC Symposium	
<u>After Oral Examination of Thesis</u> Complete Thesis Submission	K. Natthapa
<u>After Complete thesis submission</u> Graduation Package Submission	K. Nathapa

### 3. After examination

#### 3.1 Thesis Format

<http://www.ppc.chula.ac.th/index.php/academic-affairs/>

No	Date	Items(s)	Note	Responsible person
			PPC Academic Affairs website	
3.1.1		Check Thesis format	1. Complete thesis Please check guideline: <a href="http://www.ppc.chula.ac.th/index.php/academic-affairs/">Thesis Format &amp; Example – The Petroleum and Petrochemical College (chula.ac.th)</a> 2. Make an appointment <a href="https://docs.google.com/spreadsheets/d/1BONG37UCH7ss-VxaHu2b9F5G8xraOBVRb-dCtHfjbt4/edit?gid=0#gid=0">https://docs.google.com/spreadsheets/d/1BONG37UCH7ss-VxaHu2b9F5G8xraOBVRb-dCtHfjbt4/edit?gid=0#gid=0</a>	K. Natthapa
3.1.2		Complete Thesis Submission	30 days (4 weeks) after the examination In case of later than 30 days (4 weeks), please enclose memorandum endorsed by your advisor.	K. Natthapa
3.1.3		For purpose of dissemination	For purpose of dissemination, please prepare hard copy of 3.1) 1 Thesis dissemination consent form (hard copy) 3.2) 1 thumb drive with complete i-Thesis. PDF file must be submitted *Please prepare 1 set of 3.1+3.2 All items must be enclosed in the envelop and label with your name-surname, student ID and submit to K. Natthapa at library	

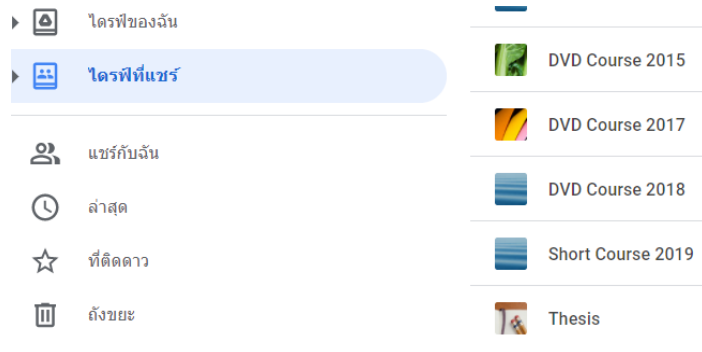
#### 3.2 Graduation Package Submission

After your complete thesis submission is pass, you can access to upload your Graduation Package in the shared drive (Chula email). Hard copy and Please follow [Graduation Package Submission Guideline](#).

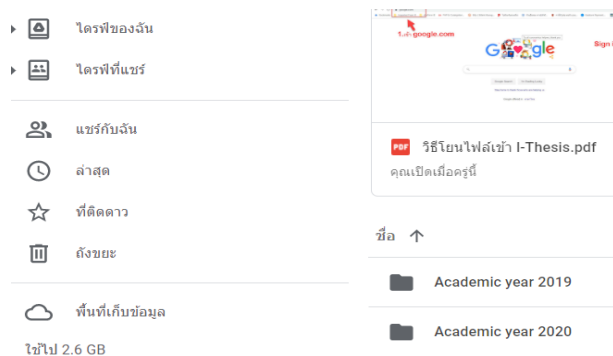
No	Items(s)	Note	Responsible person
1	Graduation Package format	<a href="http://www.ppc.chula.ac.th/index.php/download-form/">http://www.ppc.chula.ac.th/index.php/download-form/</a>	K. Natthapa

## Thesis Book Submission Guideline

1. Login to Google Drive with your CHULA email > Go to “Shared drives” > Select “Thesis”



2. After getting into the Thesis > Select your Academic Year



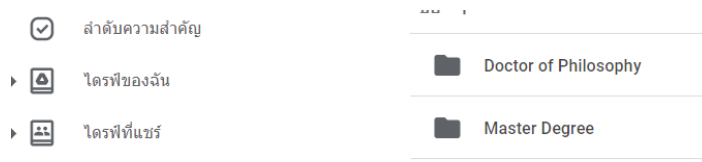
### Note:

Now ~ Aug (2024) ----> Graduation Year 2024 (Academic Year 2023)

Aug (2024) ~ Dec (2024) ----> Graduation Year 2024 (Academic Year 2024)

Jan (2025) ~ Aug (2025)----> Graduation Year 2025 (Academic Year 2024) etc.

3. Select your degree, Ph.D. or M.S



#### 4. Select your program

<input checked="" type="checkbox"/> สำคัญ	
<input type="checkbox"/> โดของ	<input type="checkbox"/> Petrochemical Technology
<input type="checkbox"/> โดที่	<input type="checkbox"/> Petroleum and Energy Technology
<input type="checkbox"/> แช	<input type="checkbox"/> Polymer Science

5. Select “Allow” or “Not Allow” This depends on you and your advisor. You need to consult with your advisor to allow publishing the thesis book as a hard copy or not. (If yes > Allow, If no > Not Allow)




<input checked="" type="checkbox"/> สำคัญ	<input type="checkbox"/> Allow
<input type="checkbox"/> โดของ	
<input type="checkbox"/> โดที่	<input type="checkbox"/> Not Allow

6. Then, create your own folder. Name the folder as “ID Name Surname” as shown below

<input checked="" type="checkbox"/> สำคัญ	
<input type="checkbox"/> โดของ	<input type="checkbox"/> 6171008063 Sirinan Pattane
<input type="checkbox"/> โดที่	<input type="checkbox"/> 6171021063 Benjalee Khonkhlong
<input type="checkbox"/> แช	<input type="checkbox"/> 6171025063 Huong Thanh Thi Vu
<input type="checkbox"/> ล่า	<input type="checkbox"/> 6171026063 Anh Trung Le

7. Upload the files in the order as the followings: 1. Complete thesis book (PDF) 2. Thai abstract (word) 3. English abstract (word)

Thesis > ... > Not Allow > 6171008063 Sirinan Pattane

Name ↑	Last r
 1.6171008063 Sirinan(M.S.)_complete Thesis.pdf	Apr 1,
 2.6171008063 Sirinan(M.S.)_Abstract (Thai).docx	Mar 3
 3.6171008063 Sirinan(M.S.)_Abstracct (ENG).doc	Mar 3

8. Create folder “015\_Pragiarism approve”

9. Create folder “02GP2\_Thesis”

## Graduate Package Submission Guideline

1. Print out the graduate package form <http://www.ppc.chula.ac.th/index.php/download-form/> (staff sign by real signature)

2. Scan the graduate package to be uploaded on CHULA google shared drive

2.1 Login to Google Drive with your CHULA email > Go to “Shared drives” > Select “Graduate Package” > Select your Academic Year\* > Select your program (PLE, PC, or PO)

**Note:** Now ~ Aug (2024) ----> Graduation Year 2024 (Academic Year 2023)

Aug (2024) ~ Dec (2024) ----> Graduation Year 2024 (Academic Year 2024)

Jan (2025) ~ Aug (2025) ----> Graduation Year 2025 (Academic Year 2024) etc.

2.2. Create your own folder (ID\_Real name) to upload the thesis submission package documents files in the order as the followings:

2.3 Create sub-folder “012\_cover\_signed” for submit (1.2) i-thesis signed pages with completed signature (Except College Dean’s signature) in PDF

2.4 Create sub-folder “02\_other” for submit other documents with student detail & signature in separate PDF file, please rename as in order as following

### **M.S. Students:**

“GP-00 Graduate Package”

“013\_consent form”

“03GP3\_Signed”

“04GP4\_Petition”

“07Publicat\_Certi”

“08Acknowledged page”  WORD file with specified ID\_Real name

“09Pay-in slip” (please see. No 5 for Degree Certificate Fee)

### **Ph.D. Students:**

“GP-00 Graduate Package”

“013\_consent form”

“03GP3\_Signed”

“04GP4\_Petition”

“081Publicat\_Certi”

“082Publicat\_impact factor”

“083Publicat”

“09Acknowledged page”  WORD file with specified ID\_Real name

“09Pay-in slip” (please see. No 5 for Degree Certificate Fee)

3. In case of, the payment for Degree Certificate Fee can be made by bank transfer. A student has to deposit 500 baht to

The Petroleum and Petrochemical College

Siam Commercial Bank (SCB)

Account 038-435454-5

Then, email to K. Varunee ([varunee.t@chula.ac.th](mailto:varunee.t@chula.ac.th)) with pay-in document.

4. For closing the library system, please send a photo of barcode on your student ID. Then, email to K. Natthapa ([aree.k@chula.ac.th](mailto:aree.k@chula.ac.th))