คู่มือภาษาอังกฤษสำหรับบทบาทอาจารย์ที่ปรึกษา ในระบบบริหารจัดการวิทยานิพนธ์ฉบับปรับปรุง

(Advisor Manual)

โครงการพัฒนาระบบกำกับคุณภาพมาตรฐาน การจัดทำและบริหารจัดการวิทยานิพนธ์ งานวิจัยสำหรับสถาบันการศึกษา

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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 Advisor Manual is created on the purpose of iThesis's working procedures elaboration and guiding on how to use iThesis for Advisors, which mainly use in Web portal and iThesis Add-in.

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

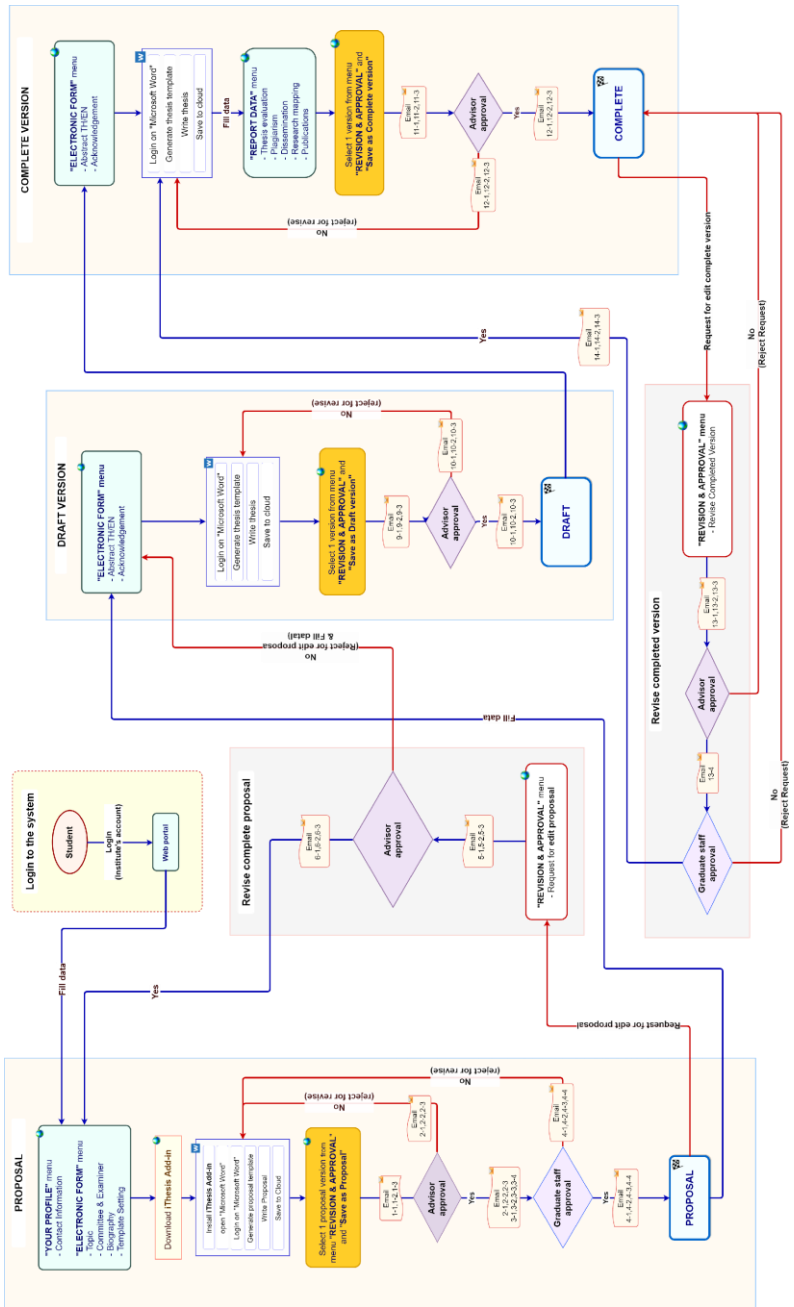

PROPOSAL
"YOUR PROFILE" menu
- Contact Information
"ELECTRONIC FORM" menu
- Topic
- Committee & Examiner
- Schedule
- Template Setting
Download iThesis Add-in
Install iThesis Add-in
open "Microsoft Word"
Login on "Microsoft Word"
Generate proposal template
Write Proposal
Save to Cloud
Select 1 proposal version from menu, "REVISION & APPROVAL" and "Save as Proposal"
Email 1-1-1-2 (-)
Advisor approval
Email 2-1-2-2-3
Email 3-1-2-2-3-3
Email 3-1-2-2-3-3-4
Graduate staff approval
Email 4-1-4-2-4-3-4
Email 4-1-4-2-4-3-4-4
PROPOSAL
No (reject for revise)
No (reject for revise)
No (reject for revise)
Request for edit proposal
Fill data
Yes
Fill data
Login to the system
Student
Login (Institute's account)
Web portal
Revise complete proposal
Email 6-1-5-2-5-3
Advisor approval
Email 5-1-5-2-5-3
"REVISION & APPROVAL" menu
- Request for edit proposal
No (Reject for edit proposal & Fill data)
DRAFT VERSION
"ELECTRONIC FORM" menu
- Abstract, TOC's
- Acknowledgement
Login on "Microsoft Word"
Generate thesis template
Write thesis
Save to cloud
Select 1 version from menu "REVISION & APPROVAL" and "Save as Draft version"
Email 9-1-9-2-9-3
Advisor approval
Email 10-1-10-2-10-3
Email 10-1-10-2-10-3
DRAFT
No (reject for revise)
Yes
Email 14-1-14-2-14-3
Request for edit complete version
No (Reject Request)
Revise completed version
"REVISION & APPROVAL" menu
- Revise Completed Version
Email 13-1-13-2-13-3
Advisor approval
Email 1234
Graduate staff approval
No (Reject Request)
COMPLETE VERSION
"ELECTRONIC FORM" menu
- Abstract, TOC's
- Acknowledgement
Login on "Microsoft Word"
Generate thesis template
Write thesis
Save to cloud
Fill data
"REPORT DATA" menu
- Thesis Evaluation
- Plagiarism
- Dissemination
- Research Mapping
- Publications
Select 1 version from menu "REVISION & APPROVAL" and "Save as Complete version"
Email 11-1-11-2-11-3
Advisor approval
Email 12-1-12-2-12-3
Email 12-1-12-2-12-3
COMPLETE
No (reject for revise)
Yes

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 advisors.

For advisors, web portal is used for (1) manage the information of the advisees, (2) being an examination committee to monitor the thesis status of the students effectively, (3) connecting to the approval form in the system, make the approval process being smoother, (4) providing sections for storing education, works, expertise, insignia of advisors, (5) being a pool information of institutions for further significant analysis.

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.

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.

2. Web portal

To access iThesis web portal, advisor have to enter the iThesis website of the institution where you are affiliated. When coming to the website, you will see the homepage as Figure 2.

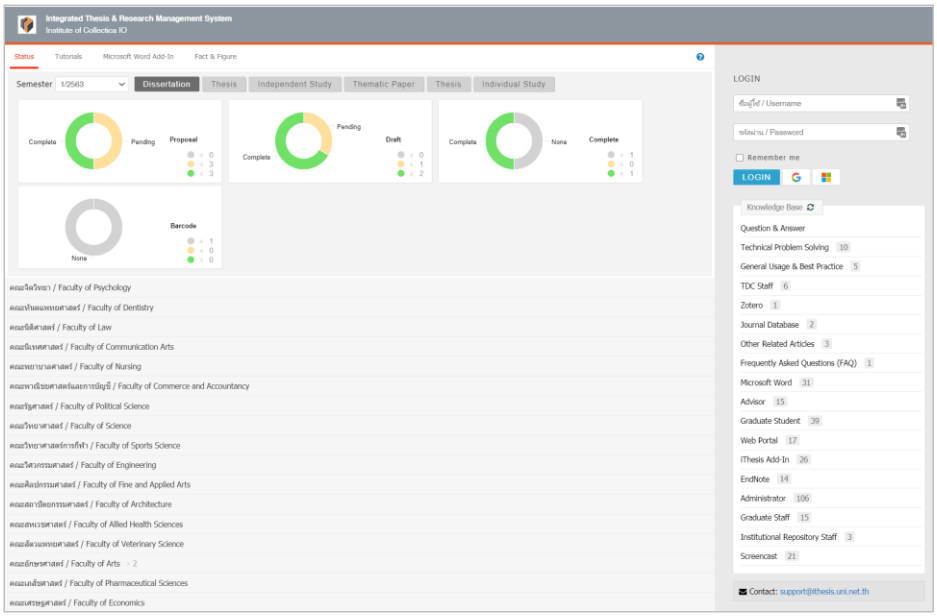


Figure 1: Web portal homepage

<u>Tip & Tricks</u>: 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: (Figure3)

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.

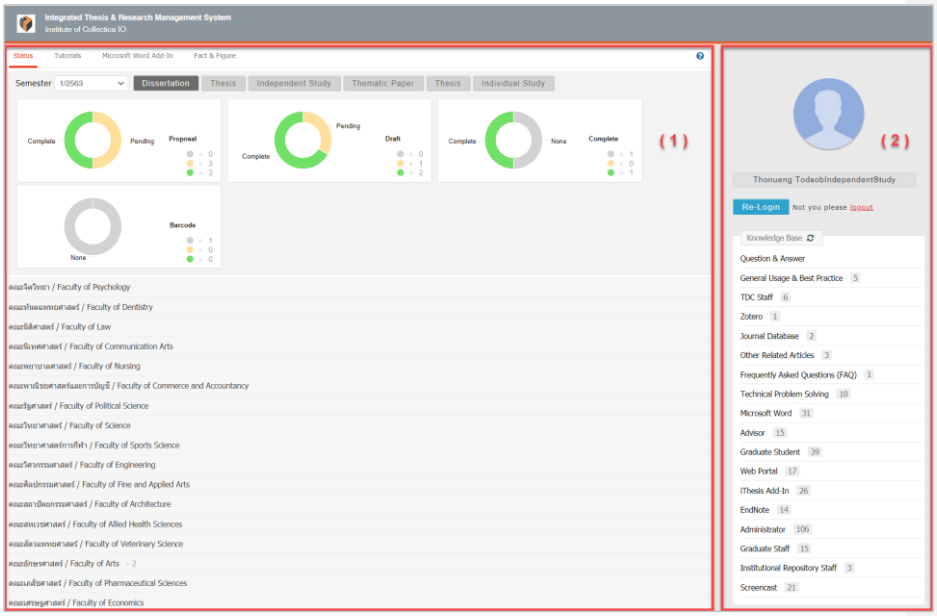


Figure 2: Components of Web portal homepage

2.1 Operation menus and Display section

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

1. Status
2. Tutorials
3. Microsoft Word Add-In
4. Fact & Figure

Figure 3: Menu Tab displaying on the homepage

2.1.1 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 5)

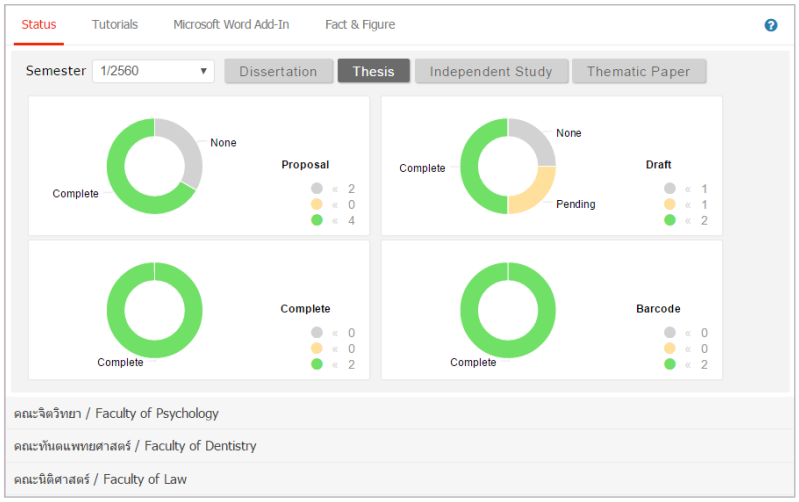


Figure 4 Graph showing student status

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 6.

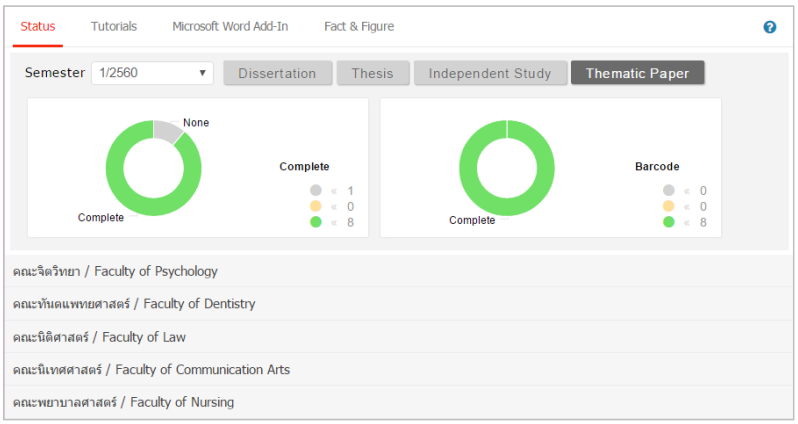


Figure 5: Graph showing student status (not include draft version status)

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.

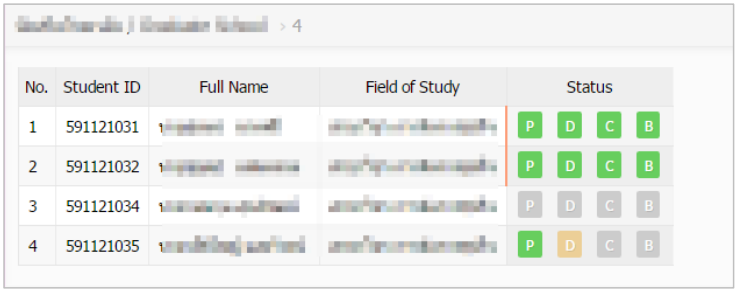


Figure 6: Status of students filtered by department

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.

2.1.2 Tutorials Menu

The Tutorials menu is where staff can download the user manual, and watch the basic information video, Figure 8. 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.

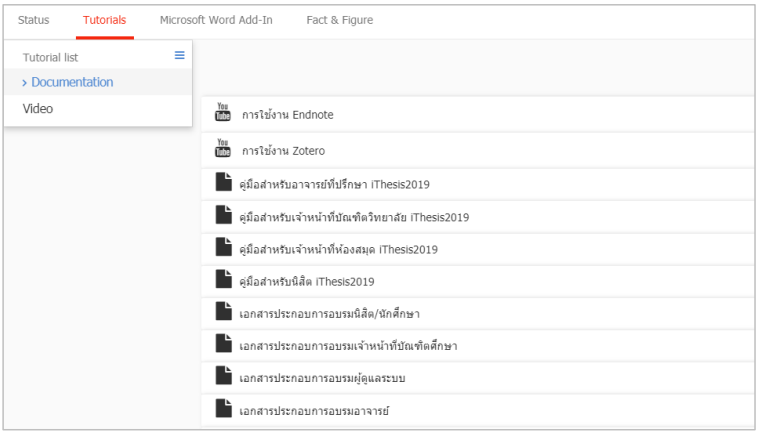


Figure 7: Tutorials menu screen

2.1.3 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 9. 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".

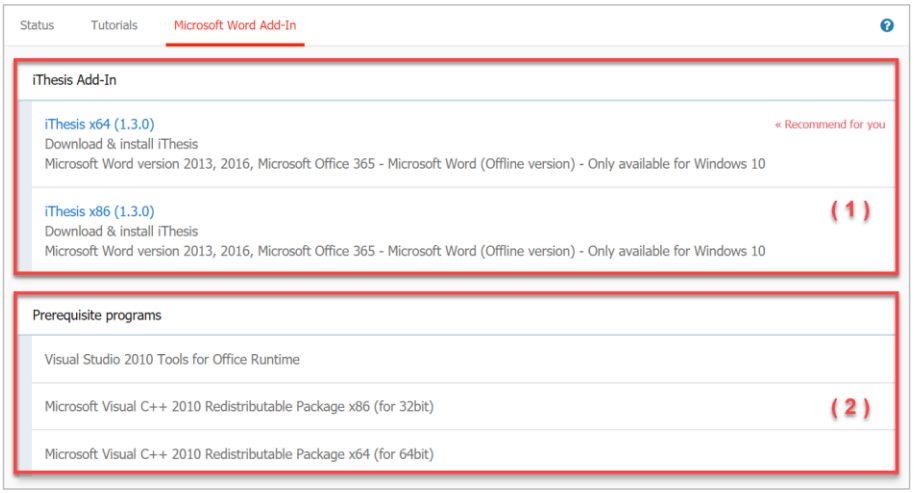


Figure 8: Microsoft Word Add-in menu screen

2.1.4 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 10. 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.

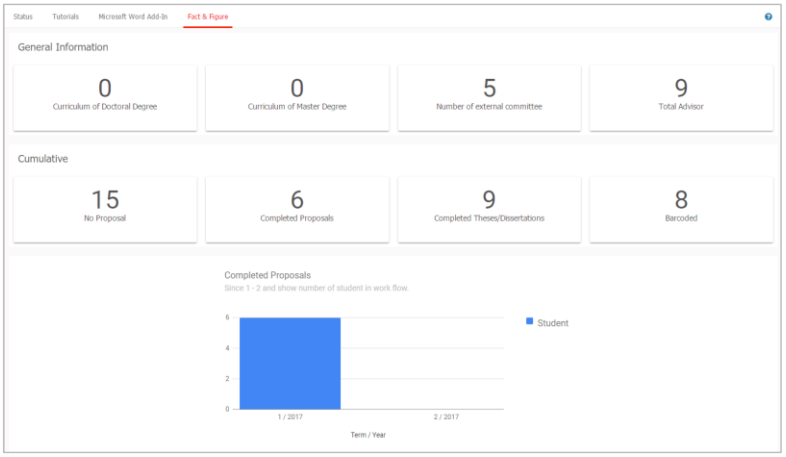


Figure 9: Fact & Figure menu

2.1.5 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.

2.2 Accessing and Knowledge Base section

There are 3 parts in this section. (Figure 11)

1. Login
2. Knowledge Base
3. Contact

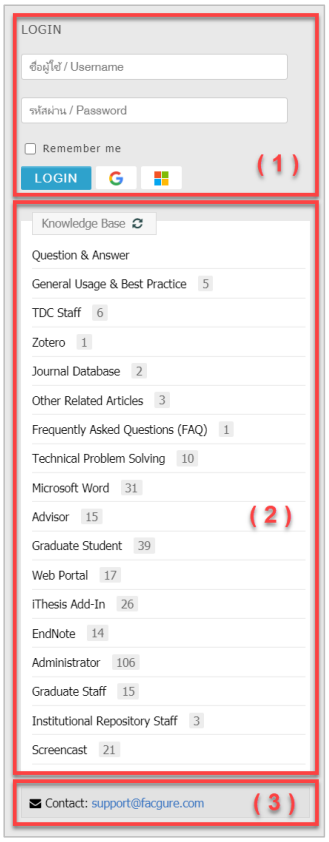


Figure 10: Componets of 4.2 Accessing and Knowledge Base section

2.2.1 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 12.

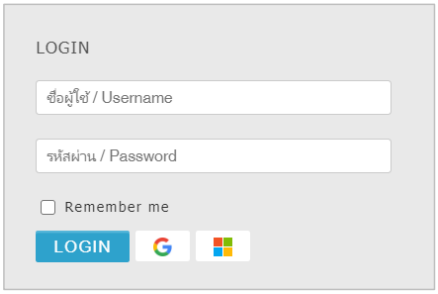


Figure 11: Login to access web portal

2.2.2 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 13). When users click on an item, the system will connect you to the Knowledge Base website: https://ithesis.uni.net.th/kb/ (Figure 14), 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.

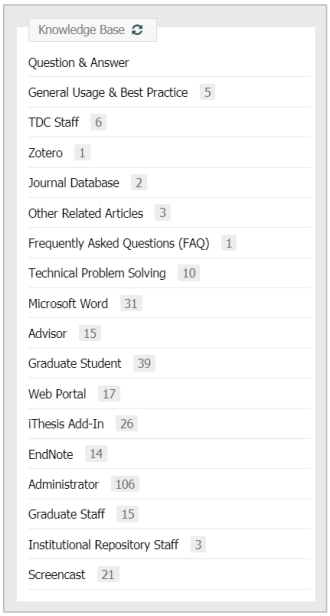


Figure 12: Knowledge Base items on Web portal

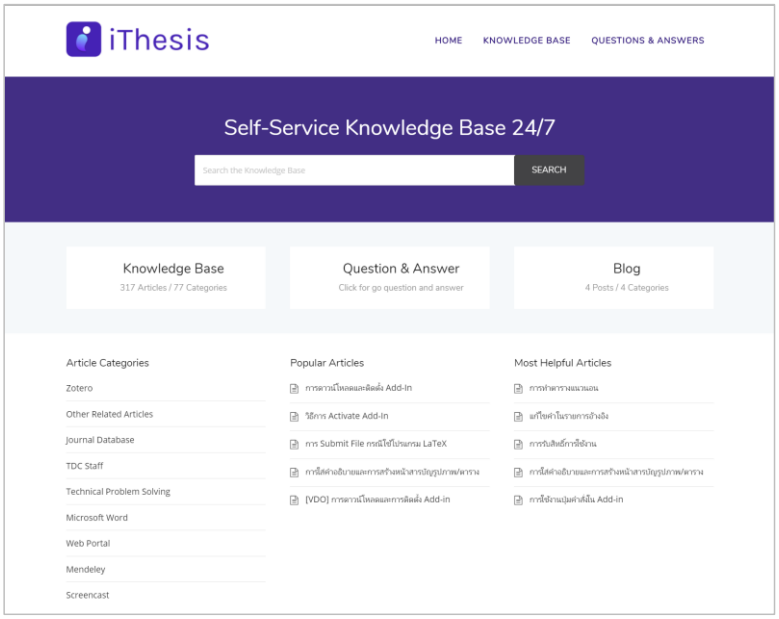


Figure 13: Knowledge Base Website

2.2.3 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.

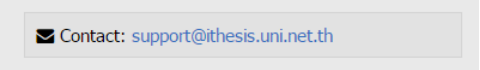


Figure 14: Contact email

2.3 Components of Web Portal

There are 2 main sections showing in web portal after logging in. (Figure 16)

1. Menu and Display
2. General menu

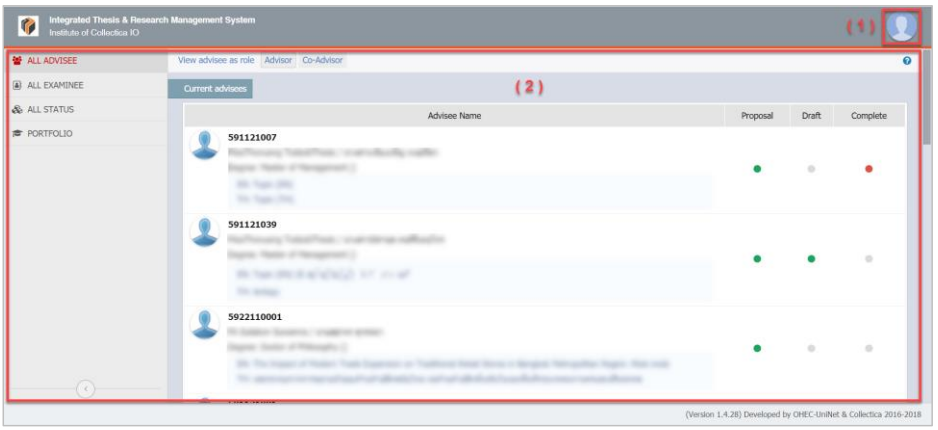


Figure 15: Components of Web Portal

2.3.1 Menu and Display

Menu and display is the main part of using the system. The details of this topic will be discussed later in the using guidance of menus in web portal.

2.3.2 General menu

The general menu of user is displayed under a profile picture or avatar. After clicking on the picture, the system will show 4 general menus, as shown in Figure 17.

1. Home page
2. Settings
3. Help
4. Logout

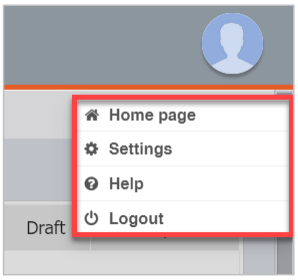


Figure 16: General Menu

2.3.2.1 Home page menu

The Home page menu is showing the homepage of the web portal before logging in to the system as in Figure 18. This menu is created to facilitate the any advisor who want to use the menu tab on the homepage of the web portal without logging out.

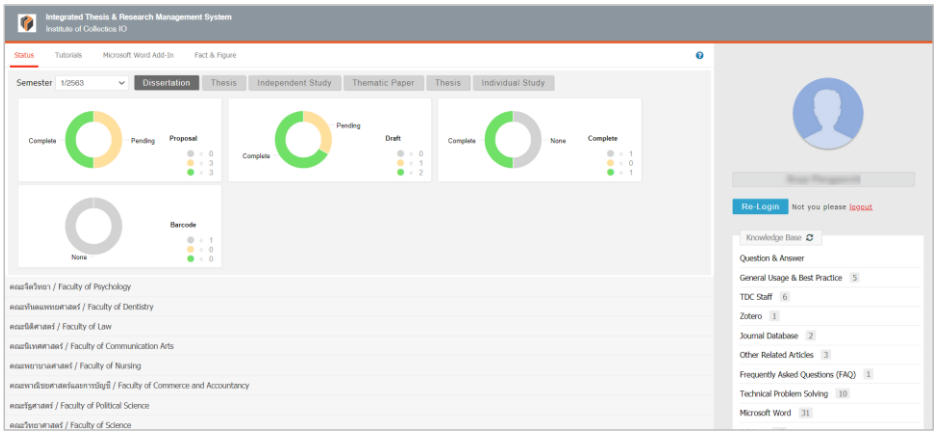


Figure 17: User's Home page

From Figure 18, if you want to continue using the system, please click on the 'Re-Login' button, but if you want to log out, click on the 'logout' as in Figure 19.

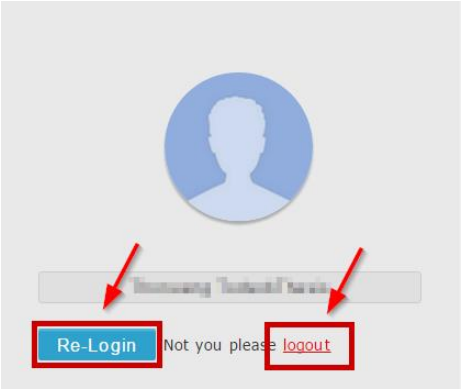


Figure 18: Re-login and Logout in Home page

2.3.2.2 Setting menu

The Setting menu consists of 2 parts, as shown in Figure 20.

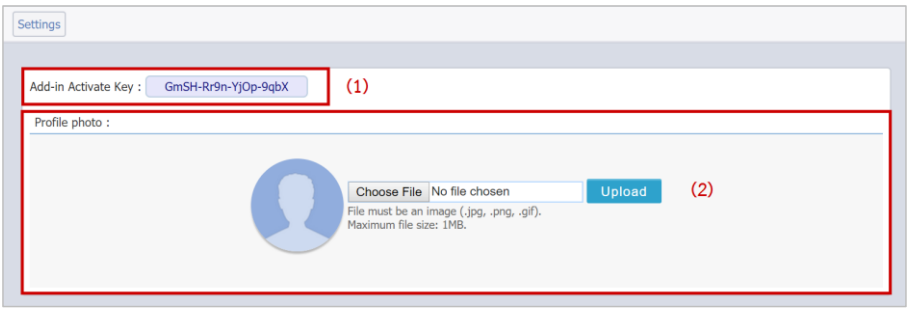


Figure 19: Componets of Setting menu

1. 1. Add-in Activate Key (No. 1), Figure 20, is a code used for verifying the person who accesses the iThesis Add-in. Advisors who use the iThesis Add-in tool for the first time on your computer, please enter the Add-in Activate Key. The guidance on how to use the Add-in Activate Key in iThesis Add-in will be discussed in the topic of iThesis Add-in menu later.

2. Profile photo (No. 2), Figure 20, Advisors can add profile picture in the system with the condition that the file format must be .jpg, .png or .gif only, and the file size must not exceed 1 MB by following the methods below:
    2.1.1. Click on the "Choose File" button to select the picture
    2.1.2. Then click "Upload" button
    2.1.3. The system will display your avatar which has been uploaded to the system.

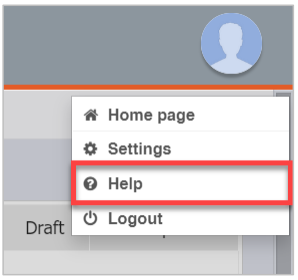


Figure 20: Help menu

The Help menu is a menu that can connect you to the database gathering all the information of how to use the system, as 'the Knowledge Base' on the website https://ithesis.uni.net.th/kb/, as shown in Figure 14. It collects information of problems and solutions from the use of iThesis in Web portal and Add-in, Microsoft Word, Endnote and Mendeley.

2.3.2.3 Logout menu

The Logout menu is used to log out or disconnect iThesis. When you click on the 'Logout' button in Figure 22, you will back to the web portal homepage.

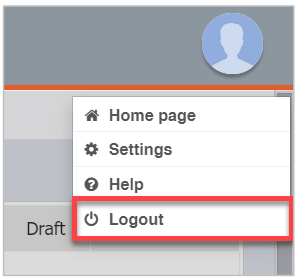


Figure 21: Logout menu

2.4 Main Menu of Web portal

The menu and display section are a key activity in using iThesis and it consists of the main menu, submenu, and the display screen part, as shown in Figure 23.

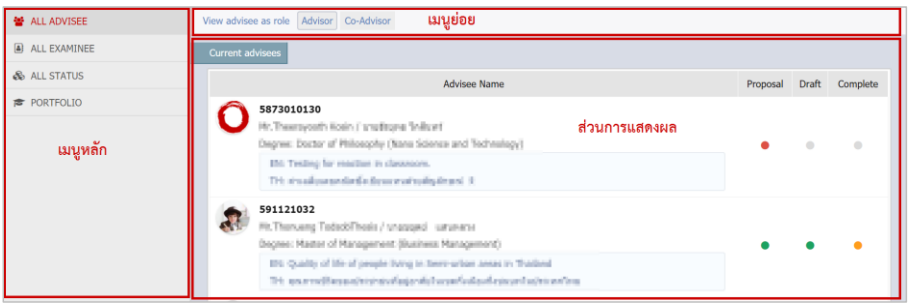


Figure 22: List of menus and display screen

This main menu section is a menu that shows (1) the list of names and status of students that having you as their advisors, (2) students that having you as a committee, examining on their research status, and (3) advisors' information on history and works. There are 4 main menus which are;

1. ALL ADVISEE MENU
2. ALL EXAMINEE MENU
3. ALL STATUS MENU
4. PORTFOLIO MENU

2.4.1 ALL ADVISEE MENU

The ALL ADVISEE menu is a menu showing the names and status of your advisees. There are 2 sub-menus under this menu, which are;

1. Advisor menu
2. Co-Advisor menu

2.4.1.1 Advisor menu

The Advisor menu is a menu showing the names and status of students that having you as their main advisor. Advisor menu can also be divided into 2 parts which are;

1. Current advisees – showing your current advisees
2. Previous advisees - showing your past advisees, the students who have already graduated.

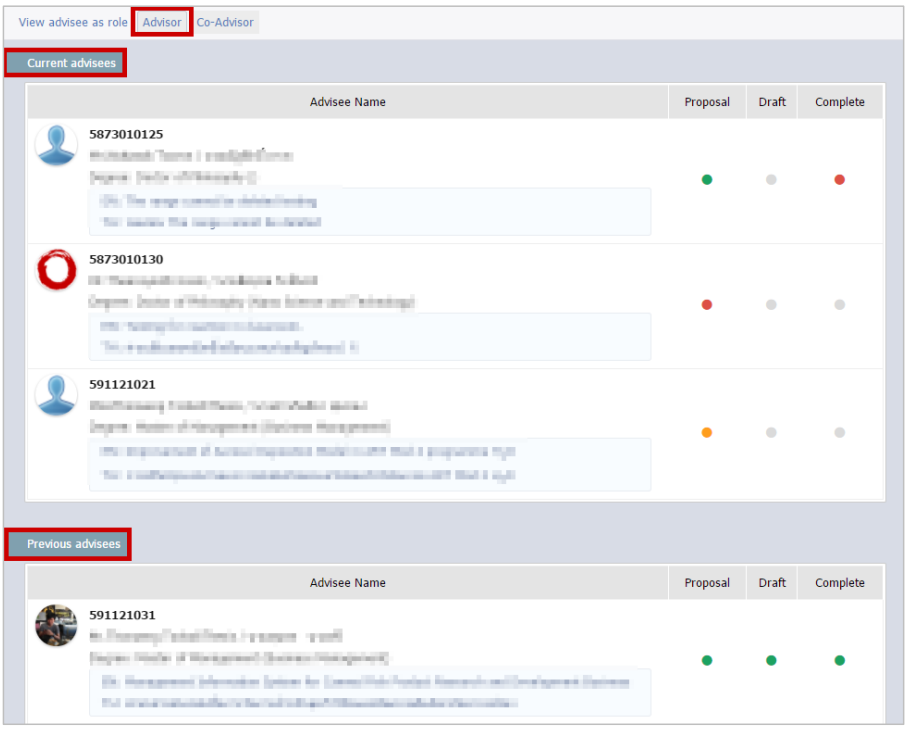


Figure 23: Advisor menu

The process for doing the thesis divided into 3 steps: Proposal, Draft Version, and Complete Version. Advisors can classify students' status into 4 colors which are: (Figure 25)

1. Gray means that student has not started to do that step.
2. Green means that student have been ‘approved’ at that step.
3. Orange means that student is waiting for approval from his /her main advisor.
4. Red means that student has been considered ‘disapproved’ at that step.

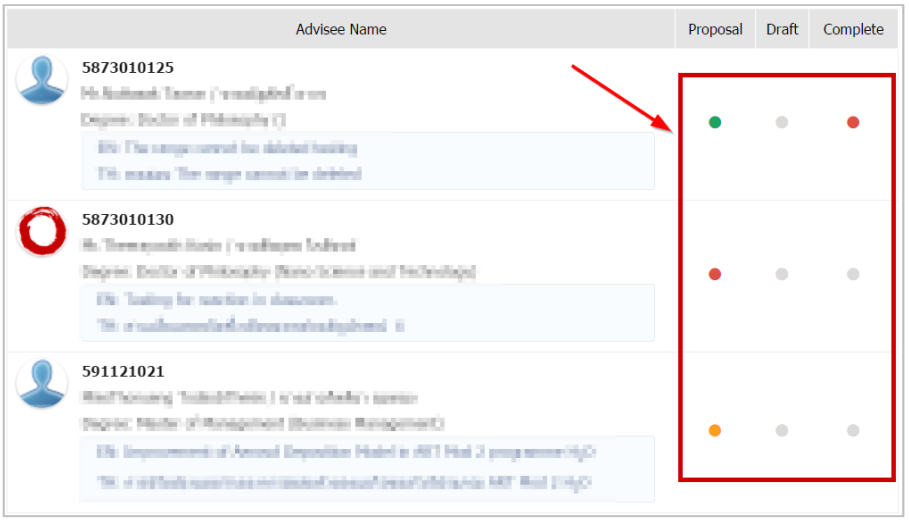


Figure 24: Status of student works

When you click on the green, orange, or red status, the system will show the approval form for considering on the results, as in Figure 26 and Figure 27.

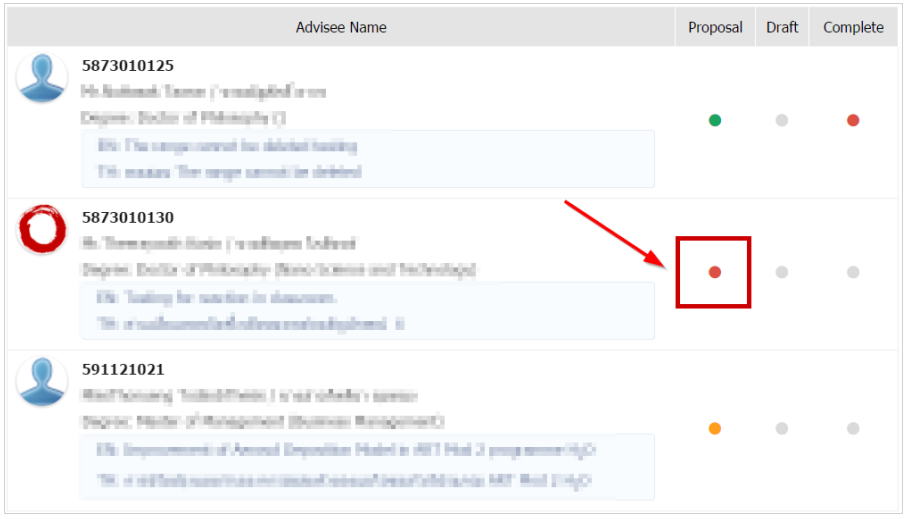


Figure 25: 'Red' or 'Disapproved' status

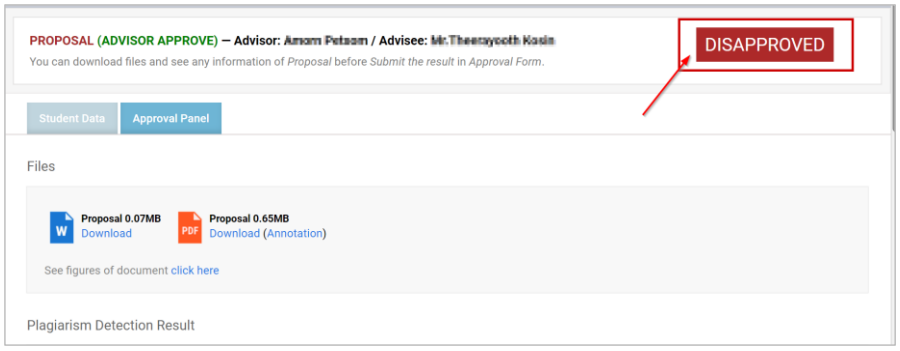


Figure 26: Approval form showing disapproved status

2.4.1.2 Co-Advisor menu

The Co-Advisor menu is a menu showing the names and status of students who having you as their co-advisors. In general, this menu has the same operations as the Advisor Menu, in which you are co-advisor. The different part is that in Co-advisor menu, you cannot click on the status to see their results of approval form, as shown in Figure 28.

Figure 27: Co-Advisor menu

2.4.2 ALL EXAMINEE MENU

The ALL EXAMINEE menu is a menu showing the names and status of students who having you as their examiner. The menu would be divided into 2 parts which are;

1. Current examinees – showing your current examinees
2. Previous examinees - showing your past examinees

In this menu, you will see the status of your examinees. However, you cannot click to see the approval form as same as Co-advisors menu, in Figure 29

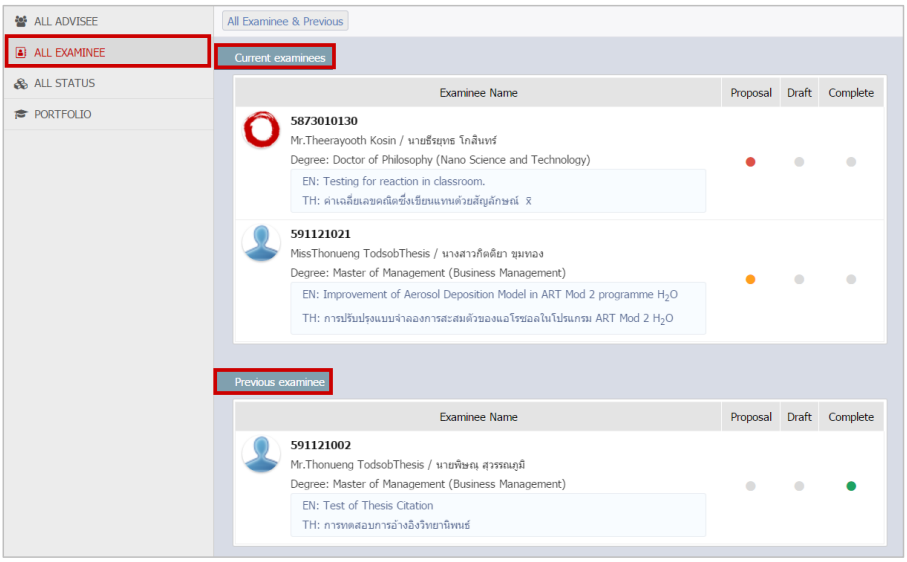


Figure 28: ALL EXAMINEE MENU

2.4.3 ALL STATUS MENU

The ALL STATUS menu is used for showing the status of student's research plan, information examiner, and thesis dissemination information, in which you can view information of any students who is your advisee as follows:

1. Qualification type
2. Faculty / College Name
3. Graduate (studying/graduated)

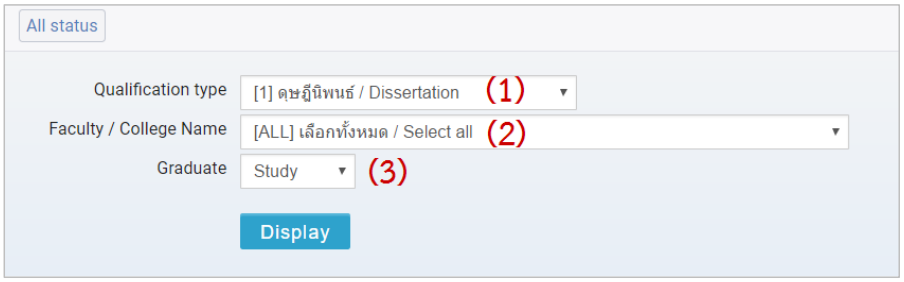


Figure 29: ALL STATUS MENU

When you have finished selecting on your advisee information, click on 'Display' button. Then, the system will show the research plan and student status of that person, as in Figure 31.

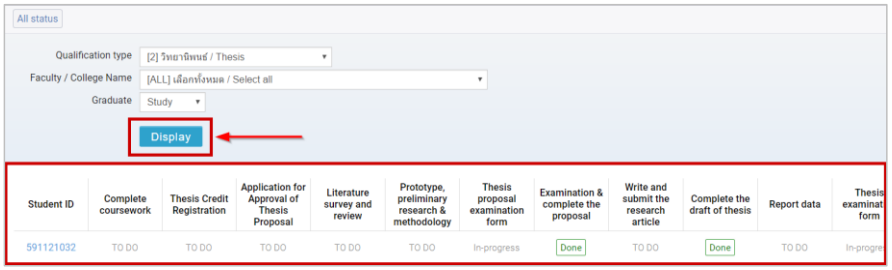


Figure 30: Research plan and student status

When clicking on the student's identification code (student ID), the system will display 3 more parts which are:

1. Student data (Figure 31)
2. Committee - showing the chairman of the examination committee, main advisor, co-advisor, examiner, and external examiner. (Figure 32)
3. Dissemination - showing the thesis publication information (Figure 33)

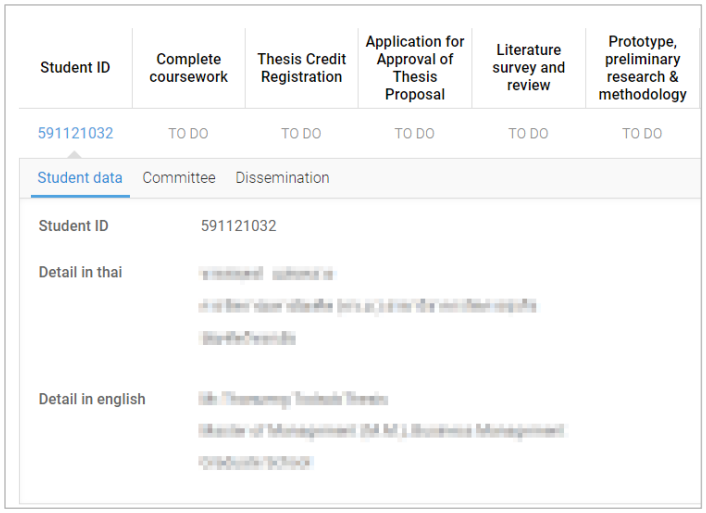


Figure 31: Student data Information

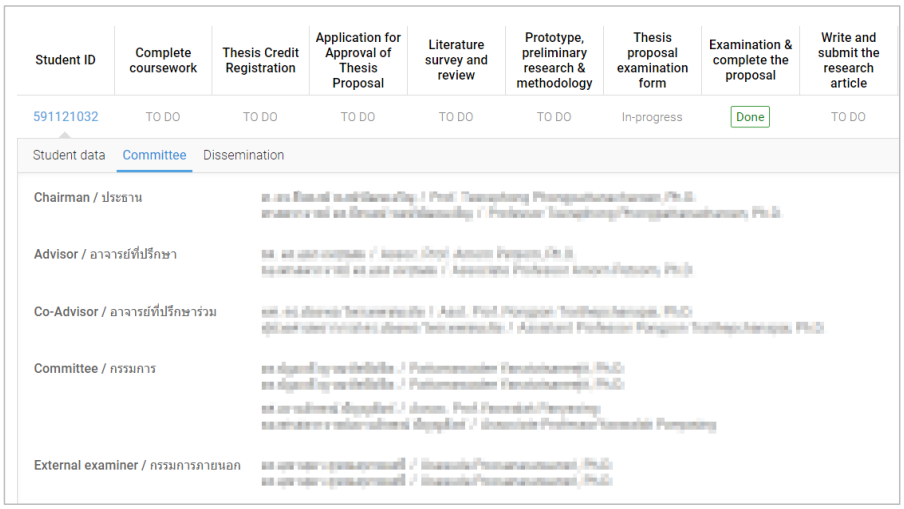


Figure 32: Committee Information

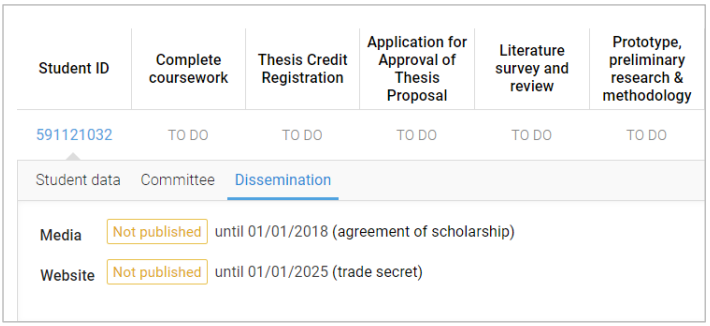


Figure 33: Dissemination Information

2.4.4 PORTFOLIO MENU

The PORTFOLIO menu is a menu used for storing all professor information in the university. In this section, the institution can choose to enable or disable this menu. If choosing to enable, you will find PORTFOLIO menu as Figure 35.

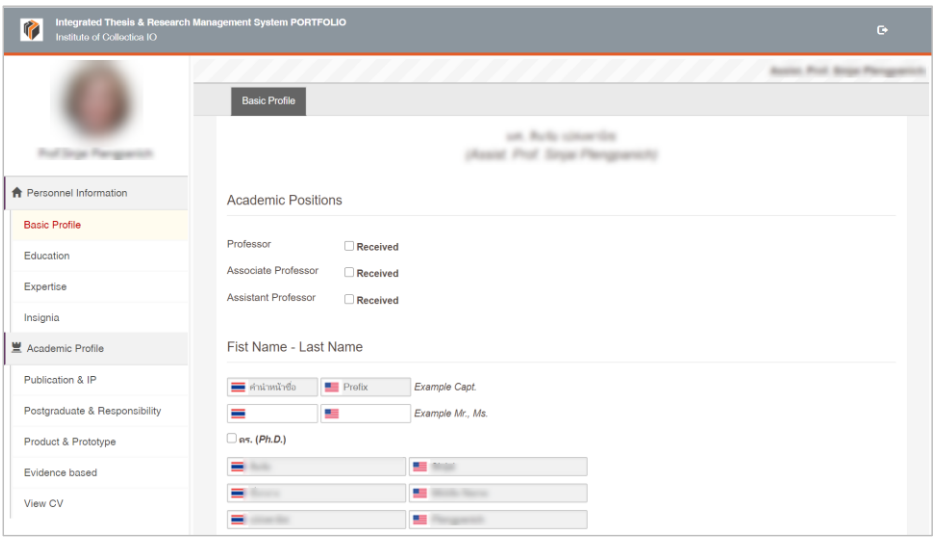


Figure 34: Professors Information

In professor information screen, there are 2 main menus which are;

1. Personnel Information Menu
2. Academic Profile Menu

2.4.4.1 Personnel Information Menu

The Personnel Information menu is a menu showing the advisors/ professors' resume. It consists of 4 sub-menus which are;

1. Basic Profile
2. Education
3. Expertise
4. Insignia

2.4.4.1.1 Basic Profile

Basic Profile menu is a menu for advisors/ professors to fill-in personal information which includes academic position, first-last name, personal information, and contact information as shown in Figure 36.

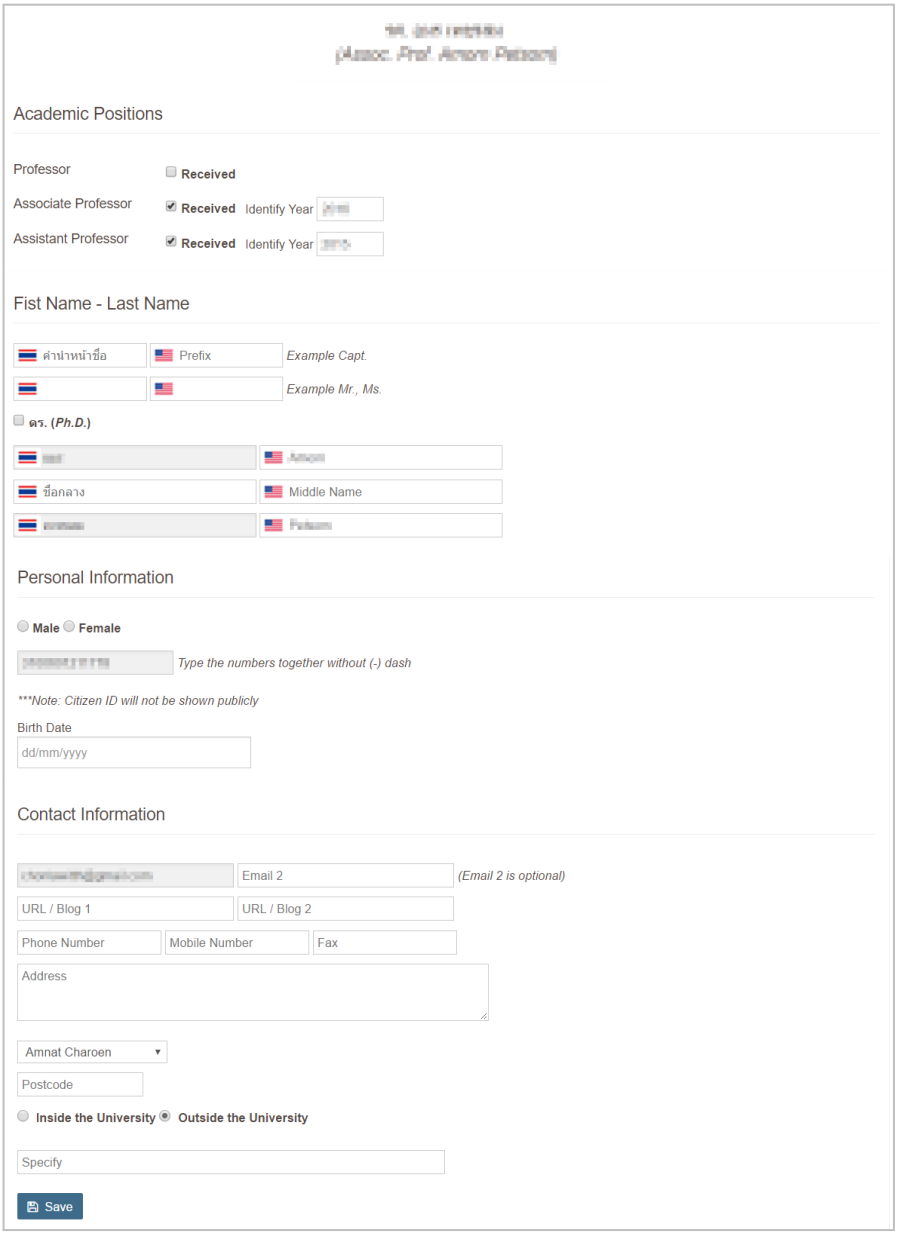


Figure 35: Form of Basic Profile

2.4.4.1.2 Education Menu

The Education menu is a menu for advisors/ professors to fill in their education information. Professor can add education information by clicking "Add Education Detail" (No. 1) and filling out the form (No. 2). Then, click "Save" to save the information (No. 3) as shown in Figure 37.

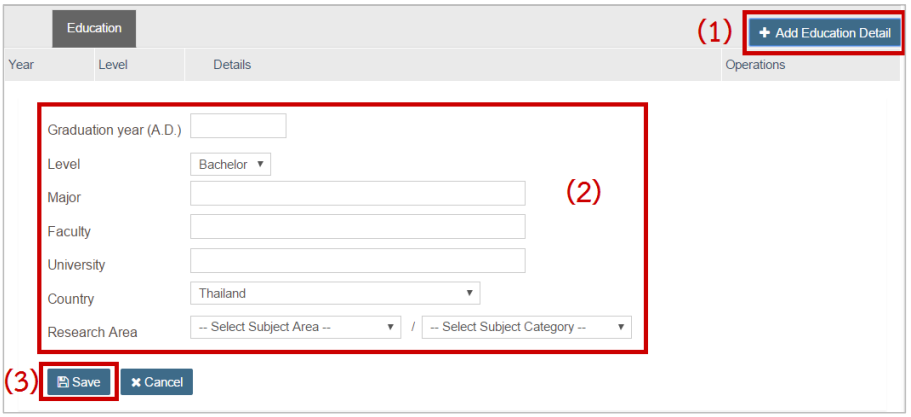


Figure 36: Adding Education Information to Education Menu

In case that you want to edit or delete the information, you can click on 'Edit' or 'Delete' respectively, as Figure 38.

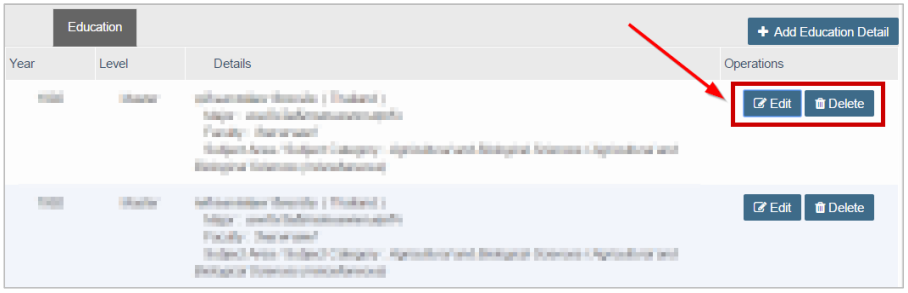


Figure 37: Editing or Deleting the information in Education Menu

2.4.4.1.3 Expertise Menu

Expertise menu is a menu for advisors to fill in the fields of expertise, aptitude and interest. The many is divided into 2 parts which are;

1. Filling in the fields of expertise, you can do by clicking "Add Expertise" (No. 1), then selecting the Subject Area and Subject Category (No. 2) and clicking "Save" (No. 3) as in Figure 39. Moreover, if you want to edit the field of expertise, please click "Edit" or if you want to delete, click on "Delete" as Figure 40.

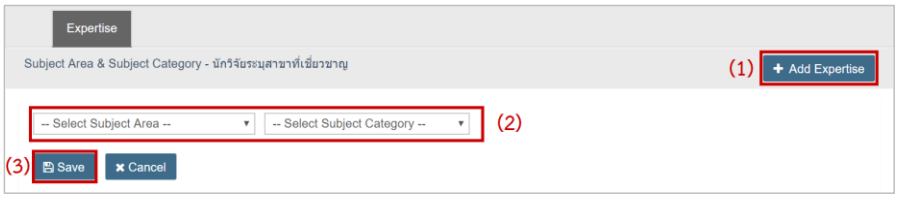


Figure 38: Form of Expertise

Figure 39: Editing or deleting information in Expertise form

2. Filling out aptitude and interest information, clicking "Edit" (No. 1) and filling out your information, then selecting the Subject Area and Subject Category (No. 2) and clicking "Save" (No. 3) as in Figure 41.

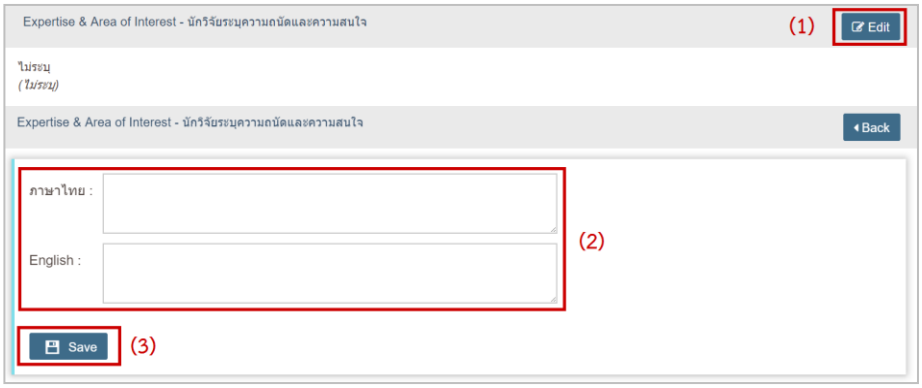


Figure 40: Expertise and Area of Interest Form

2.4.4.1.4 Insignia Menu

The Insignia menu is a menu for advisors/ professors to key in the information about the insignia. You can click on "Add Insignia" (No. 1) to enter the date of receipt and insignia received (No. 2) and click "Save" (No. 3), as shown Figure 42.

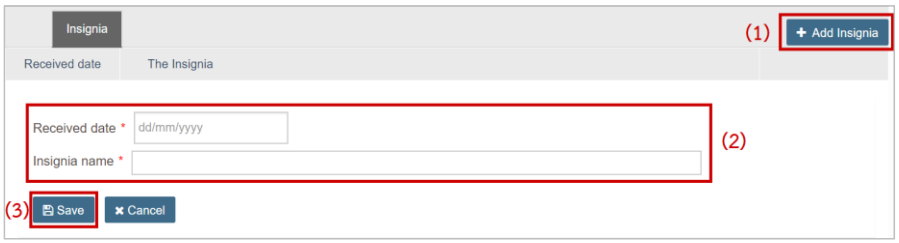


Figure 41: Insignia Form

In case that you want to edit or delete the information, you can click on 'Edit' or 'Delete' respectively, Figure 43.

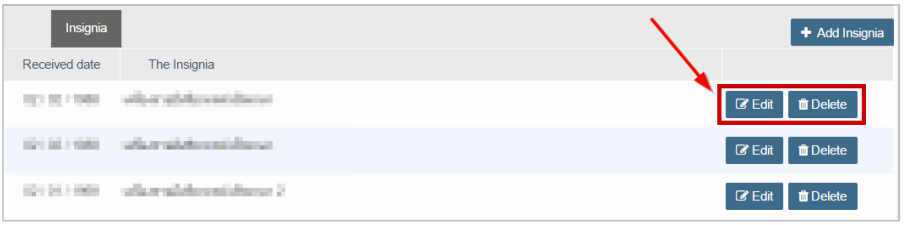


Figure 42: Editing or deleting information in Insignia Form

2.4.4.2 Academic Profile Menu

The Academic Profile menu is a menu for professors, used to check and show ownership of academic works. The menu is divided into 5 submenus including;

1. Publication & IP
2. Postgraduate & Responsibility
3. Product & Prototype
4. Evidence based
5. View CV

2.4.4.2.1 Publication & IP Menu

The Publication & IP menu is a menu for filling publication and patents that the professor has received. It is divided into 2 sub-menus, which are;

1. Output/Outcome
2. Authoring Name

Output/Outcome

The Output / Outcome menu Is a menu for displaying of published information and patents. Before using this menu, you have to enter the name of the publication in the 'Authoring Name' menu first, which the methods will be explained in the Authoring Name menu section later. The Output / Outcome is divided the work into 2 parts which are;

1. **Publication** is to search or to add a published article. There are 2 ways to add articles: (1) searching from the database that the system is connected to, or (2) adding them manually.
   1.1. Searching for work from the database: iThesis has a database connection with ISI, Scopus, Pubmed and other databases that the system administrator provide. The system can search for the author name of any work that is specified in the 'Authoring Name' menu. Therefore, you can search automatically by
      1.1.1. Click on 'Search in Publication Database' as in Figure 43

Figure 43: Search in Publication Database

      1.1.2. After the system will show any articles found, please click 'Add' to add the work as in Figure 45.

Figure 44: Adding the Publication

1.1.3. To delete the added article, click 'Unverify' as in Figure 46.

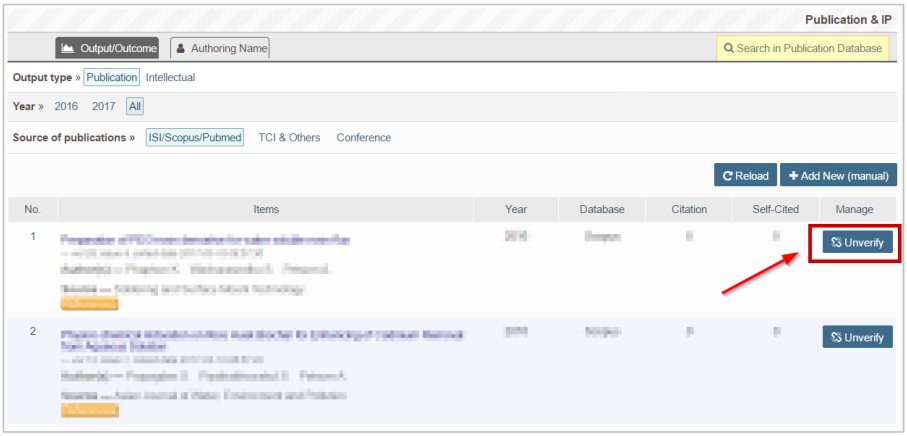


Figure 45: Deleting the Publication

1.2. Adding work maually: In the case that the system cannot find the article you have searched, you have to add information about your publication manually. Which can be done easily as follows;

1.2.1. คลิกที่ Add New (manual) as in Figure 46

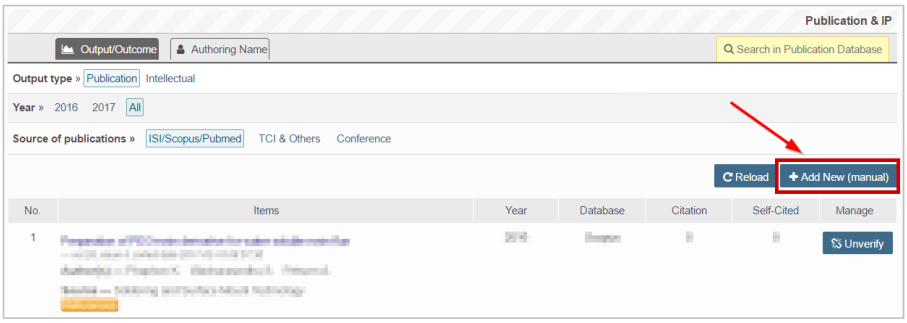


Figure 46: Adding work manually

1.2.2. Select type of publications and fill out the form as Figure 47 and Figure 48.

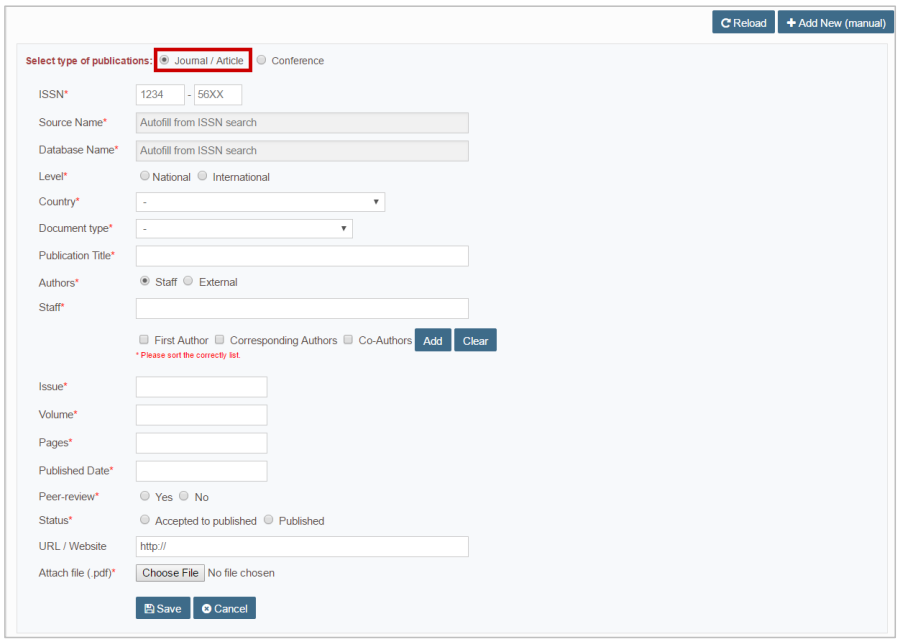


Figure 47: Type of Journal / Article Form

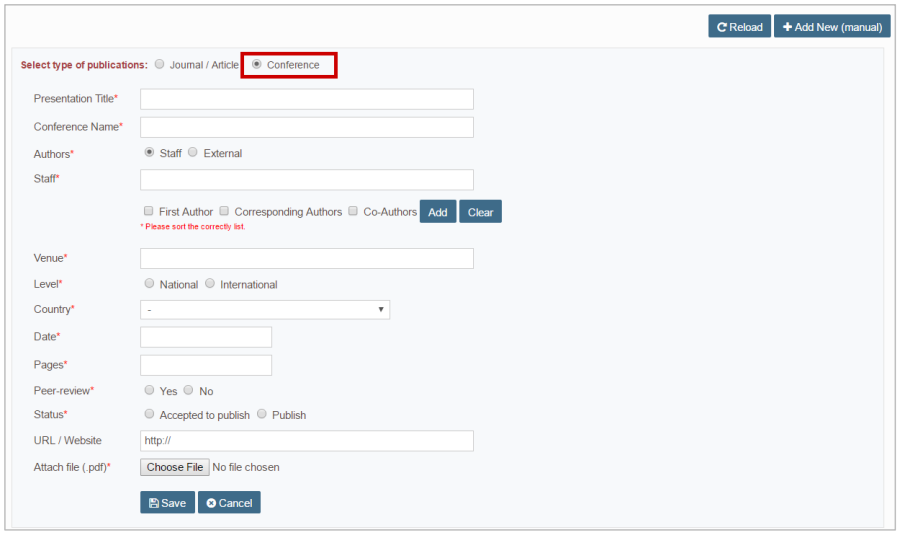


Figure 48: Type of Conference Form

2. **Intellectual is to add works that are patents, petty patents and copyrights with the following steps:**

2.1. Fill in the inventor and intellectual property information in the form as shown in Figure 50.

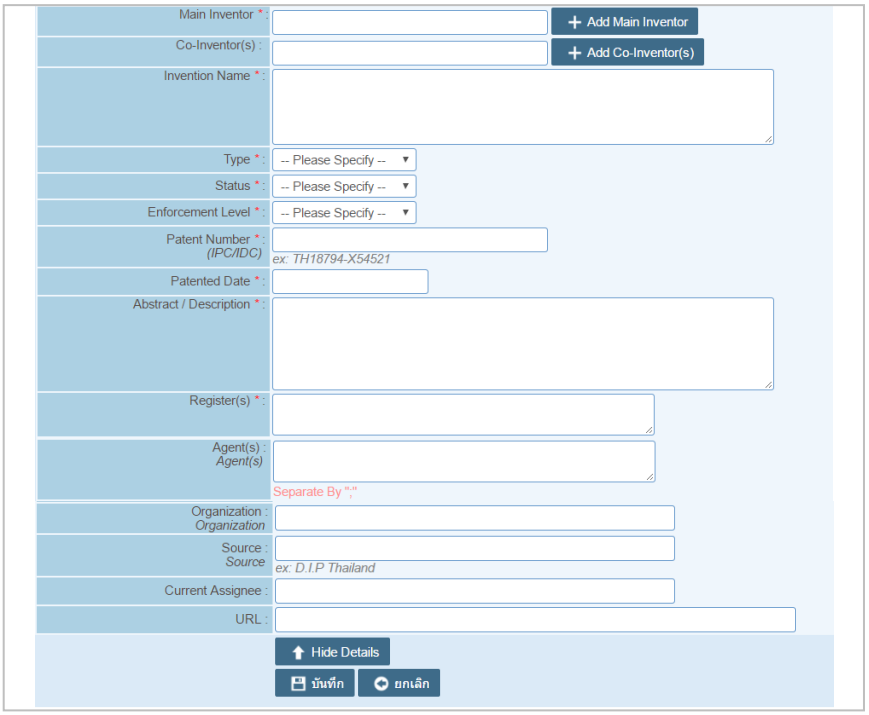


Figure 49: Inventor and Intellectual property form

To add an inventor, you have to type the name in the box (No. 1)., click on 'Add Main Inventor' (No. 2). To delete, click the 'cross' sign (No. 3) as in Figure 51.

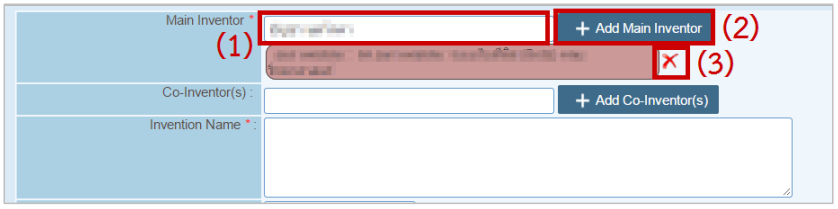


Figure 50: Adding Inventor name

2.2. Click ‘Save’ to add information, or ‘Cancel’ to cancel adding information. (Figure 50)

2.3. Once the information has been added, the data will be shown as Figure 52. You can click on ‘View’, ‘Edit’, and ‘Delete’.

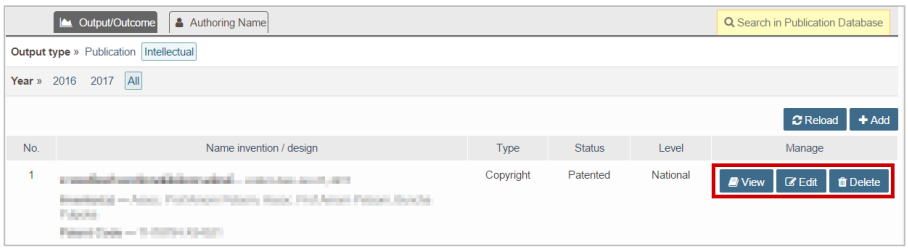


Figure 51: Viewing, editing and deleting intellectual property information

Authoring Name

The Authoring Name menu is a menu specifying the author name of the work, in which some professors can change their first-last name, or can use an alias name (aka) to publish the work too. Therefore, if you want the system to search for your published information automatically, you must add those names to the system first. So, the system will use those words to search it for you. The methods of adding and editing names can do as follows:

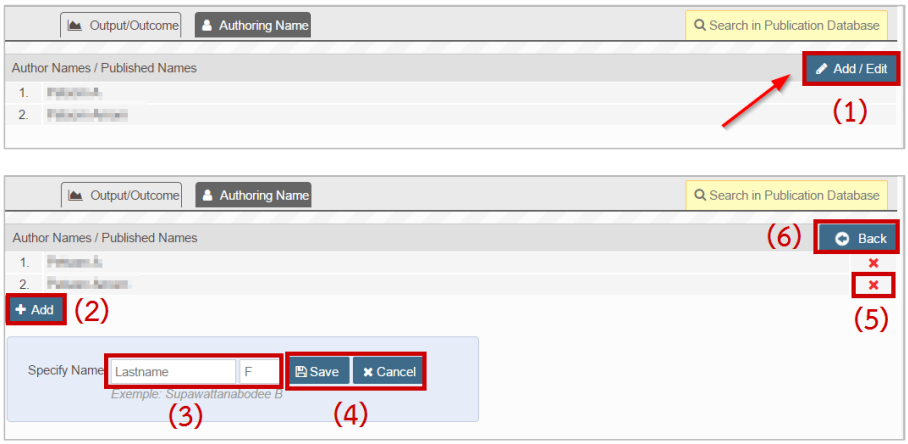


Figure 52: Adding and Editing Authoring Name

1. Click on ‘Add/Edit’

2. Click on ‘Add’ button to add the authoring name.
3. Enter the surname and authoring name.
4. Click on ‘Save’ to save the adding, or ‘Cancel’ to cancel the adding
5. Click on the ‘cross’ symbol to delete unwanted information
6. Click on ‘Back’ to return to home screen

2.4.4.2.2 Postgraduate & Responsibility Menu

The Postgraduate & Responsibility menu is a menu showing the names of students who having you as their advisors. If you advisees use iThesis to do their thesis, the system will retrieve the information to show you automatically. However, if your advisees do not use iThesis, you have to add that student information yourself by following these steps:

1. Click on ‘Add New’ as in Figure 53.

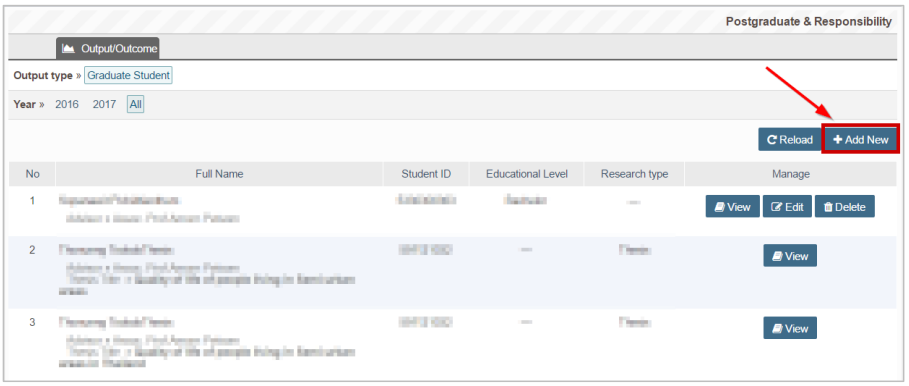


Figure 53: Adding advisees

2. Fill in the information of students on the form, as in Figure 55.

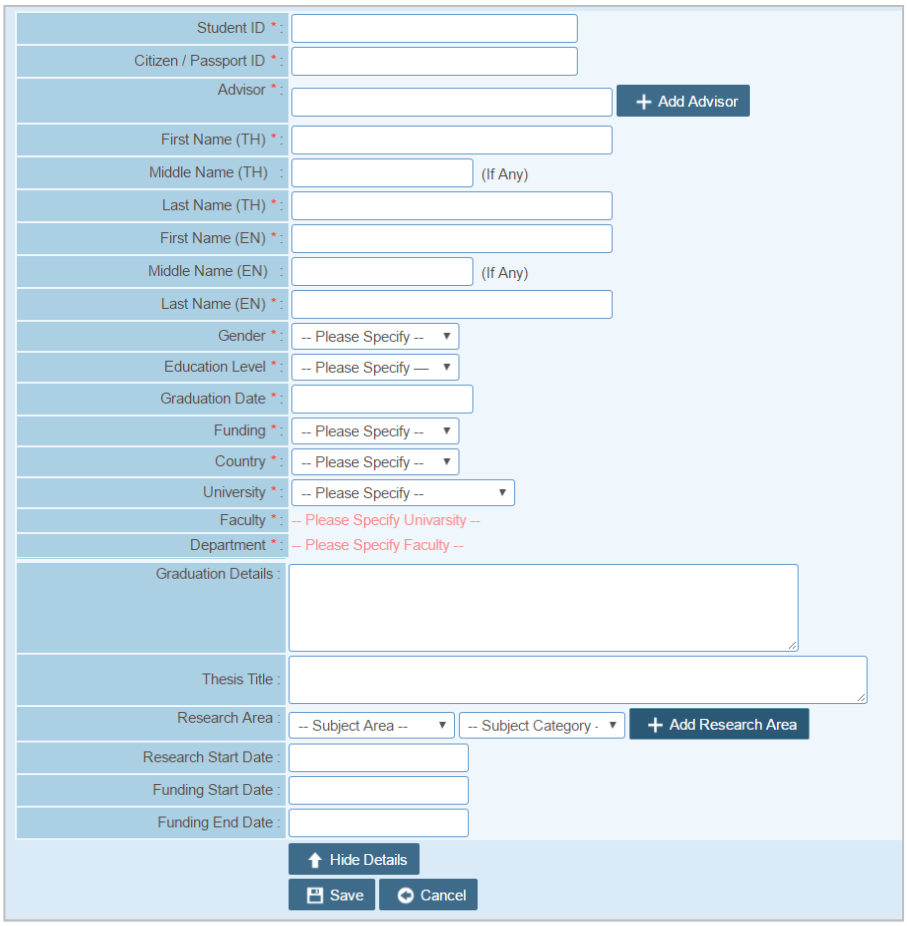


Figure 54: Advisee Adding Form

3. Click on 'Save' to save the adding, or 'Cancel' to cancel the adding
4. Once the information has been added, the data will be shown as Figure 52. You can click on 'View', 'Edit', and 'Delete'. (Figure 56)

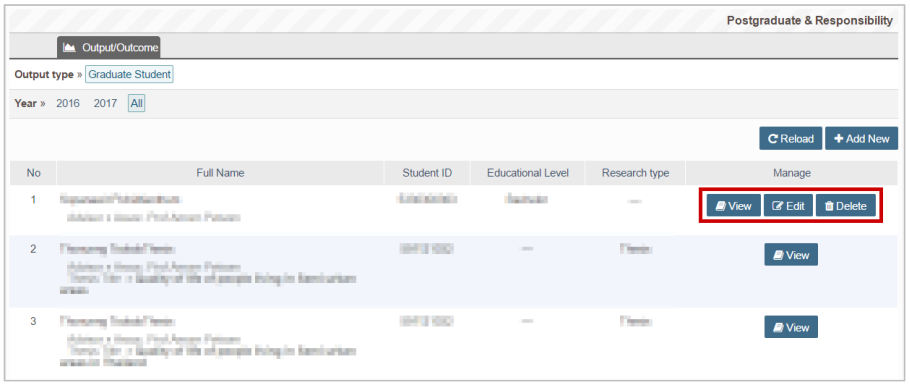


Figure 55: Viewing, editing, deleting advisee information

2.4.4.2.3 Product & Prototype Menu

The Product & Prototype menu is a menu showing product and prototype information that the advisor/ professor has invented and developed. The methods of adding the information are as follows:

1. Click on 'Add New' as in Figure 56.

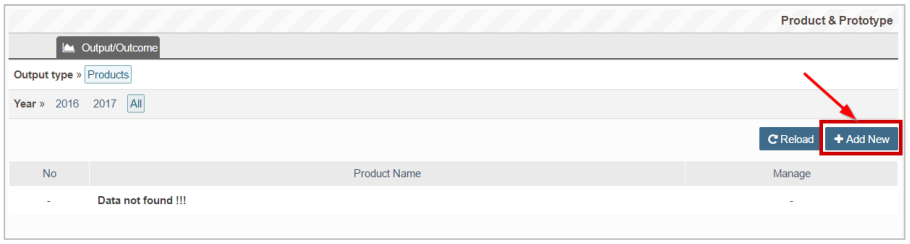


Figure 56: Adding product and prototype

2. Fill out product and prototype information in the form, as in Figure 57.

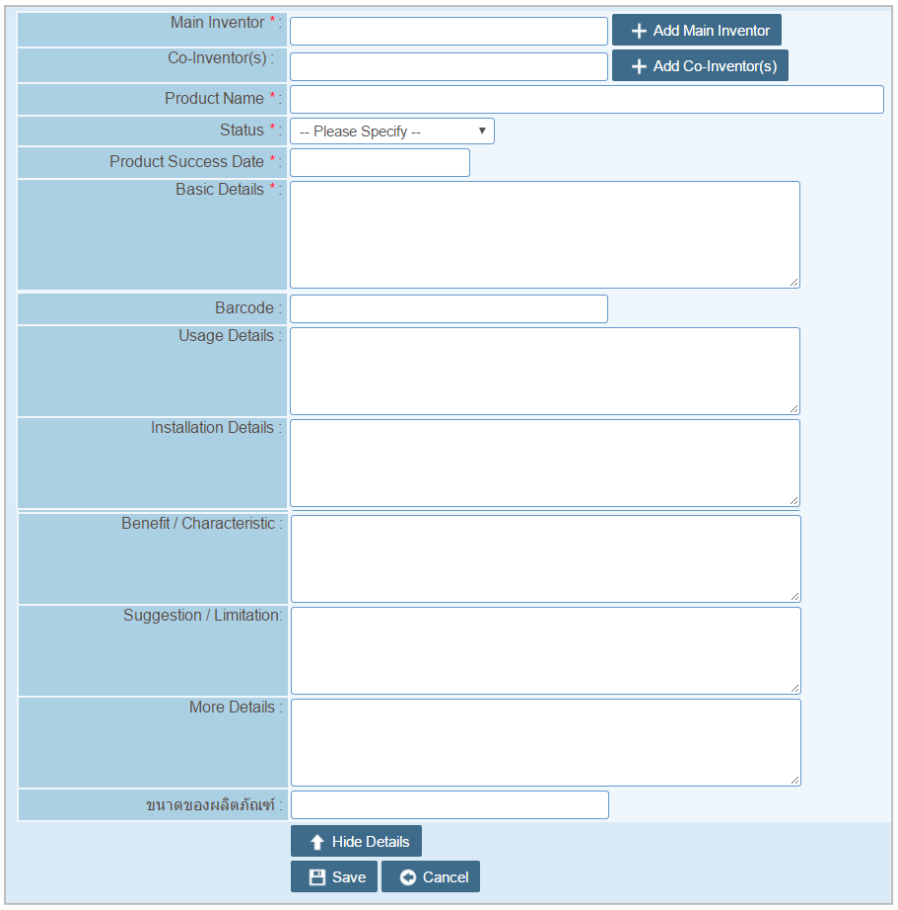


Figure 57: Form of adding product and prototype

3. Click on 'Save' to save the adding, or 'Cancel' to cancel the adding
4. Once the information has been added, the data will be shown as Figure 52. You can click on 'View', 'Edit', and 'Delete'. (Figure 59)

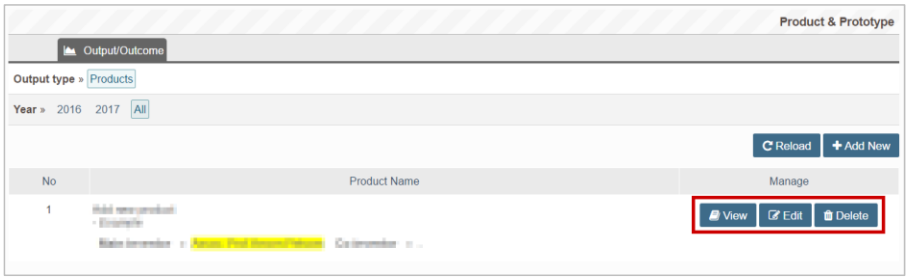


Figure 58: Viewing, editing, deleting product and prototype information

2.4.4.2.4 Evidence based Menu

The Evidence based menu is the part showing professor's empirical evidence/ works, for example, attending an academic conference, being an academic speaker, being a consultant to departments, etc. The methods of adding the information are as follows:

1. Click on 'Add New' as in Figure 60.

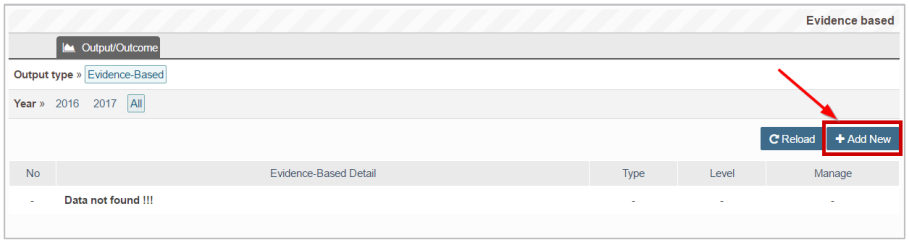


Figure 59: Adding Evidence-Based

2. Fill in the information of the evidence-based on the form as in Figure 61.

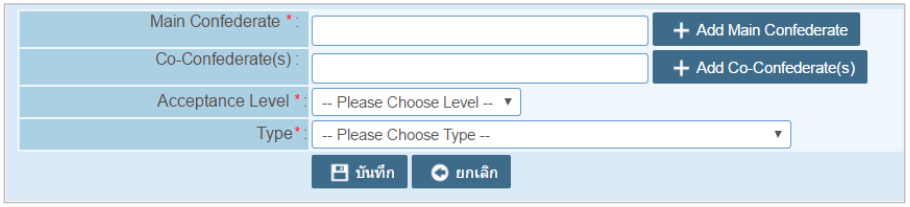


Figure 60: Form of adding evidence-based information

3. Click on 'Save' to save the adding, or 'Cancel' to cancel the adding

4. Once the information has been added, the data will be shown as Figure 52. You can click on 'View', 'Edit', and 'Delete'. (Figure 62)

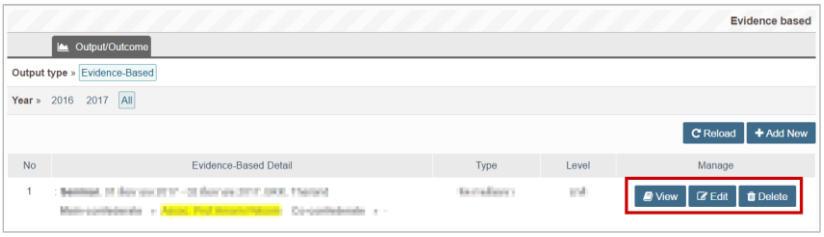


Figure 61: Viewing, editing, deleting evidence-based information

2.4.4.2.5 View CV Menu

The View CV menu is a menu showing the history and work of professors/ advisors. The system will collect all the information that the professors entered in many other menus and automatically create a CV for the professor. Moreover, professors/ advisors can download the CV into format of .pdf file for further use as shown in Figure 63.

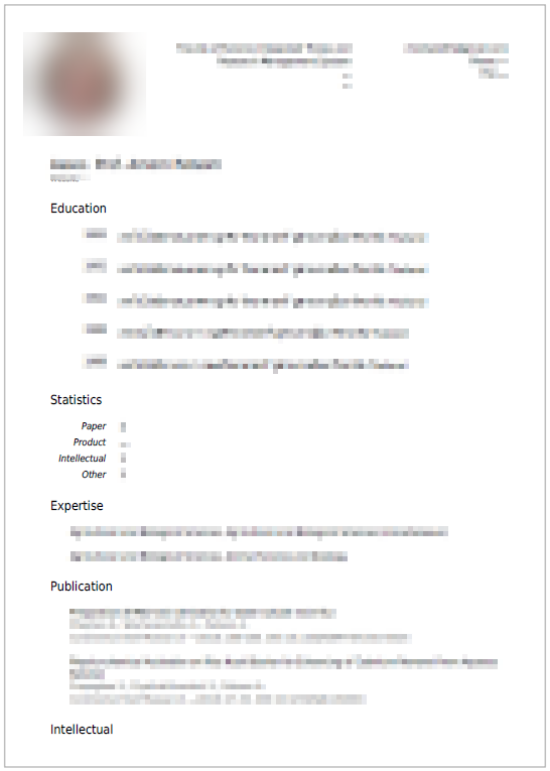


Figure 62: The example of CV generating from iThesis (PDF)

3. iThesis Add-in

iThesis Add-in is an extension installed on Microsoft Word, important part of iThesis. It provides various facilitating tools for users that as writing templates, saving files and storing into the IR system. For example, arranging the pages and format of thesis in accordance with the regulations of each institution, so that students do not have to waste their time in arranging books format.

For advisors, you can use the iThesis Add-in to download proposal, draft version, complete version files, that were sent from students for approval, to edit, save, and send back to students. In addition, in case of complete thesis version, advisors can edit and save the files back on the system for students. But please keep in mind that, doing this be considered as disapproved the complete thesis that the students send at the same time.

The first important thing before using iThesis Add-in, advisors have to ensure that your computer must be installed on Microsoft Word program in version 2010 or higher which is running on 'Windows' operating system only. The iThesis Add-in cannot run in Mac OS.

Secondly, iThesis has the work-mode on Microsoft Word, so, you have to install the 'add-in' program first. There are two versions of the program;

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

Please use the program version that matches with the operating system of your computer.

3.1 How to check the Window operating system

Before installing the iThesis Add-in, you must check the Windows operating system of the computer first to be either 32 bit (x86) or 64 bit (x64). The instructions are as follows:

1. Go to 'My Computer' or 'This PC', as in Figure 63

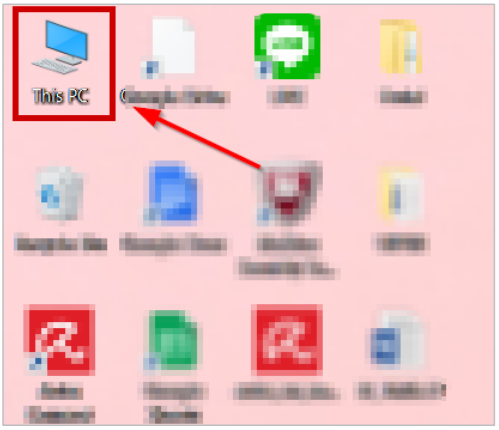


Figure 63 Icon My Computer/This PC

2. Right click > Properties (Figure 64)

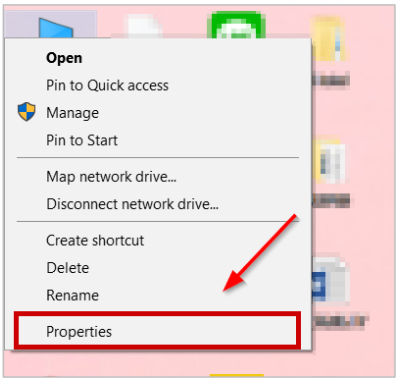


Figure 64: Properties on My Computer/This PC

3. Focusing on 'System type' in the window

   3.1. If your computer is Windows 8 and above, the results will be shown as Figure 66. From the figure, the system type is 64-bit Operating System, x64-base processor, meaning users have to download the iThesis Add-in as iThesis x64 version from the web portal.

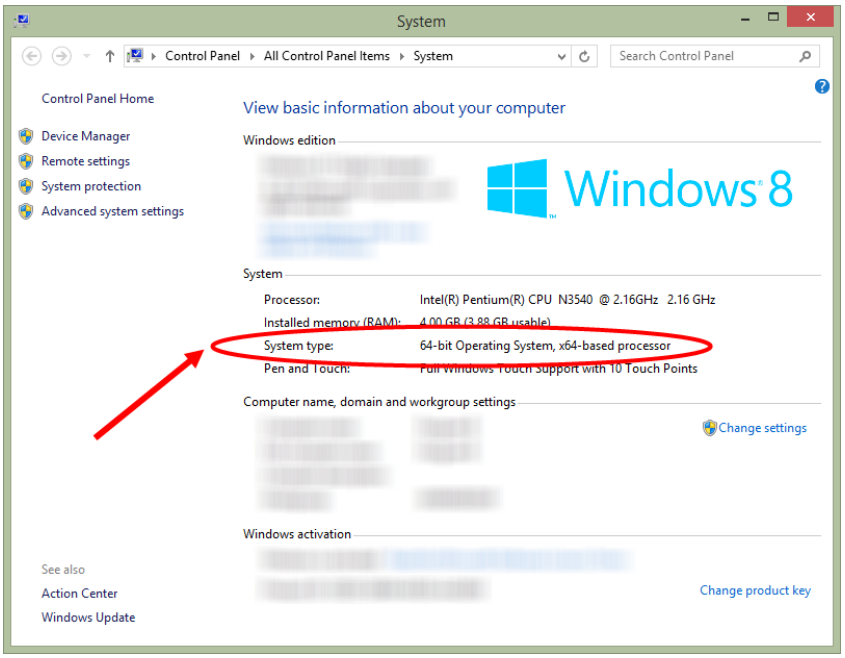


Figure 65: System type in case of version Windows 8 and above

3.2. If your computer is Windows 7 or below, the result will be shown as Figure 67. From the figure, the system type is 32-bit Operating System, meaning you have to download the iThesis Add-in as iThesis x86 version from the web portal.

Note: The system can help you check and display the version that "Recommend for you".

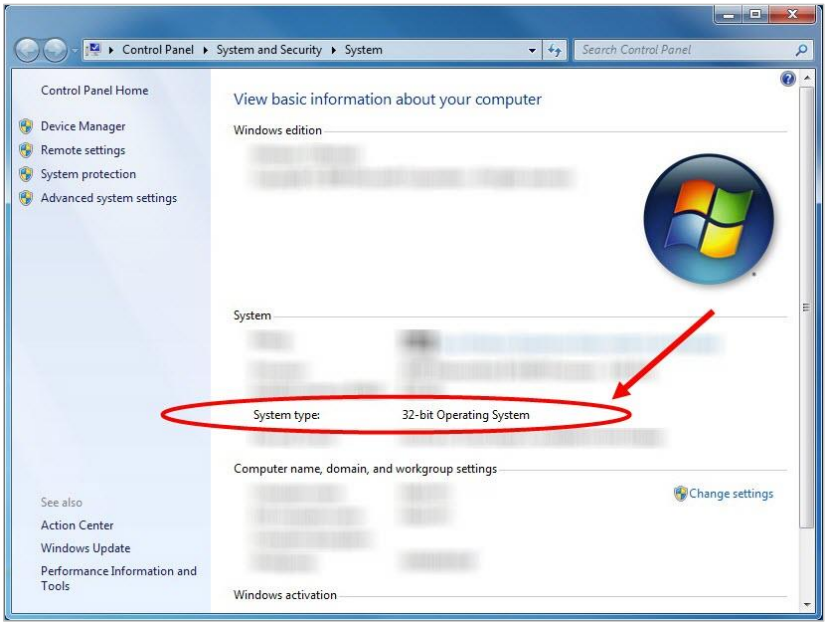


Figure 66 System type in case of version Windows 7

3.2 Prerequisite Programs Download and Installment

When you already know the system type, please check whether you have all these below programs or not;

1. Microsoft Visual Studio 2010 Tools for Office Runtime
2. Microsoft Visual C++ 2010 Redistributable
   2.1. Package x86 (for 32-bit)
   2.2. Package x64 (for 64-bit)

The installation of these programs will make installation of iThesis Add-in complete. If these two programs are not installed first, then you will be unable to install the add-in

How to check the program installation

1. Search > Control Panel (Figure 67)

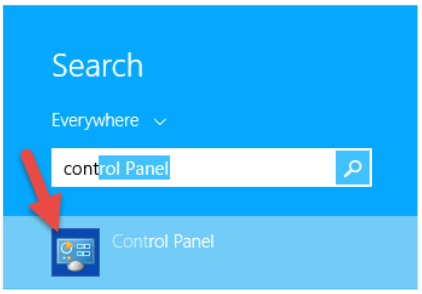


Figure 67: Control Panel

2. Select form 'Category' view (No. 1) > Programs (No. 2) as in Figure 68.

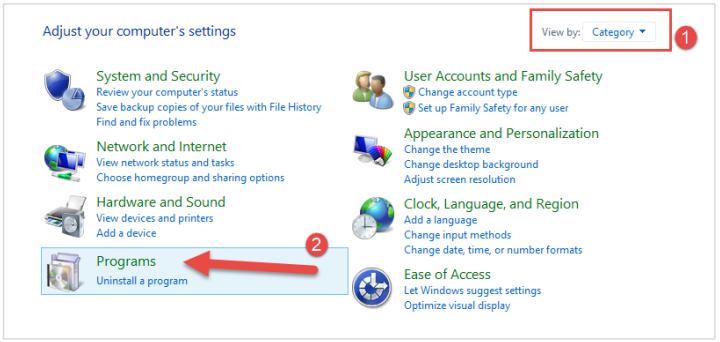


Figure 68: Control Panel Window

3. Then, click > Programs and Features (Figure 69)

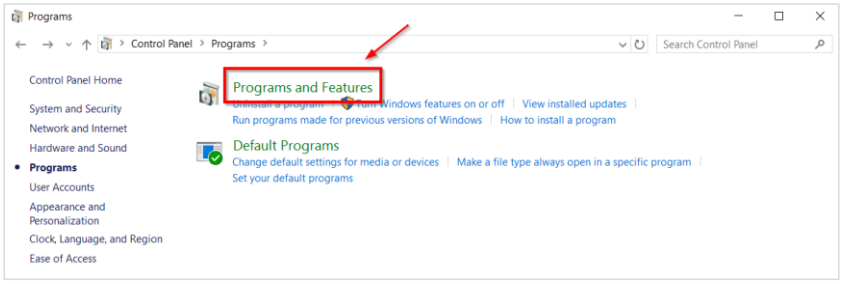


Figure 69: Programs in Control Panel Window

4. After that, it will open the 'Programs and Features' window showing all the programs installed on your computer. Please check whether you have installed both Microsoft Visual Studio 2010 Tools for Office Runtime and Microsoft Visual C++ 2010 Redistributable or not.
   4.1. In case that both programs are already installed on the computer, you can install the iThesis Add-in immediately. For instructions on installing the iThesis Add-in, see on the section of iThesis Add-in Download and installment.
   4.2. In the case that there is no installation of both programs or only 1 program installed, you must install both programs first. Before being able to install the iThesis Add-in.

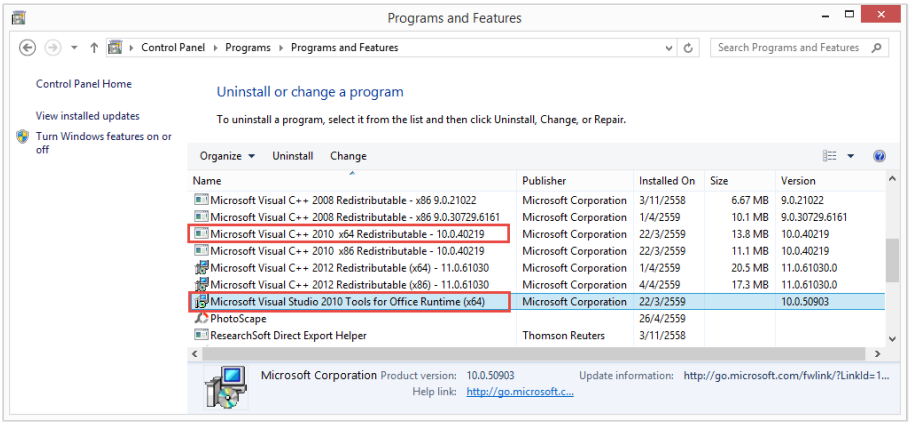


Figure 70: Programs required to install

Note: In case that your computer has installed both programs in a version higher than 2010, the professor can install the iThesis Add-in immediately, but if the program is installed in a lower version, you would not be able to install the iThesis Add-in. Both prerequisite programs must be installed with the new version.

How to install prerequisite program

1. Install Visual Studio 2010 Tools for Office Runtime (in case your computer has installed Visual Studio 2010 Tools for Office Runtime. Go to step 2.)
   1.1. Click on 'Visual Studio 2010 Tools for Office Runtime' on the web portal as Figure 72.

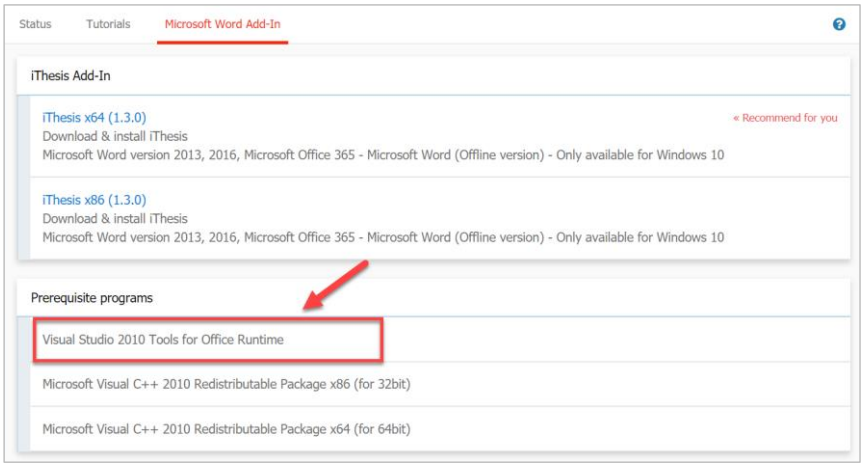


Figure 71: Visual Studio Program on Web Portal

1.2. Choose a location to save the file, such as Desktop, as Figure 73, then click 'Save' button.

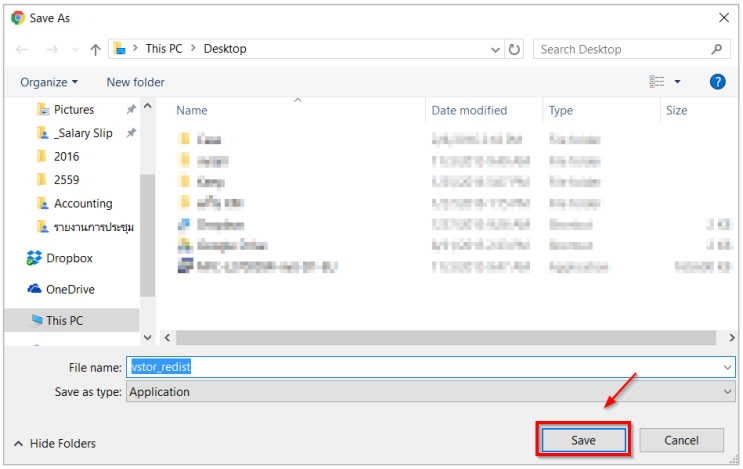


Figure 72: Window of downloading the program

1.1. There are 2 methods for installation:

1.1.1. Method 1: Click the downloaded installer to install, as shown in Figure 74.

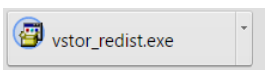


Figure 73: Downloaded program on web portal

1.1.2. Method 2: Open the file folder and double-click on the icon file as in Figure 75.

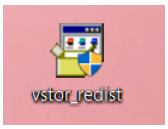


Figure 74: Downloaded icon

1.2. In case there is an 'User Account control' window showing up, click on 'Yes' to install

1.3. Check the box in front of the "I have read and accept the license terms." Message, and then click on 'Install' button, as in Figure 75.

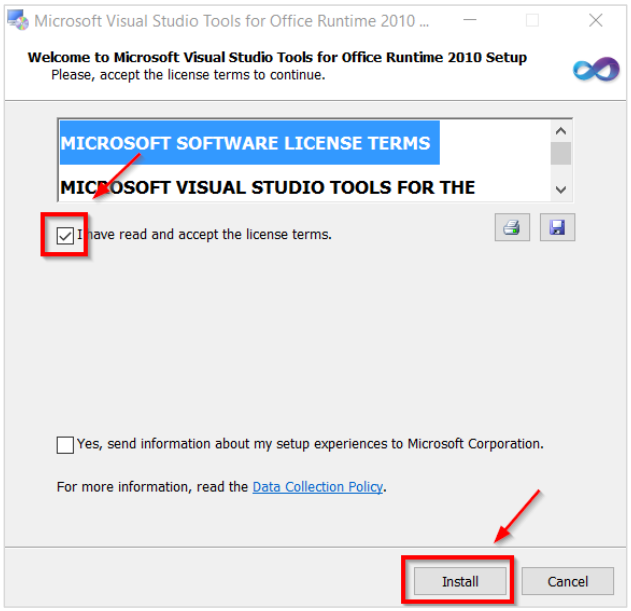


Figure 75: Program installation window

1.4. Click on 'Finish' to complete the installment, as in Figure 76.

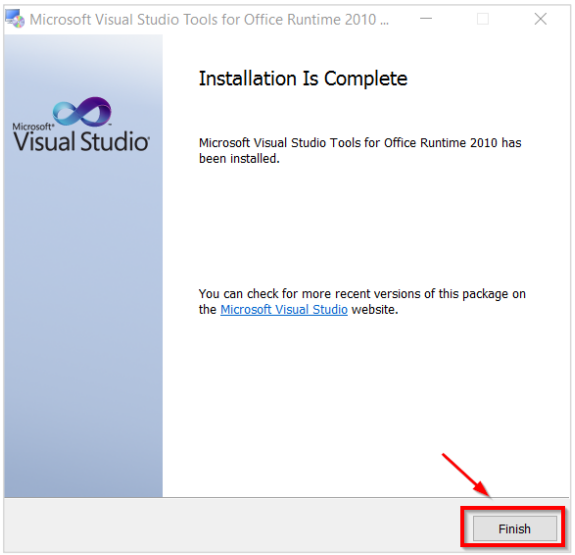


Figure 76: Complete installation window

2. After installing Visual Studio 2010 Tools for Office Runtime, please install Microsoft Visual C ++ 2010 Redistributable in the version that suit yours.

   2.1. Click on 'Microsoft Visual C ++ 2010 Redistributable', in the Package x86 (for 32bit) Number (1), or Package x64 (for 64bit) Number (2) that fit your Windows operating system. (Figure 78)

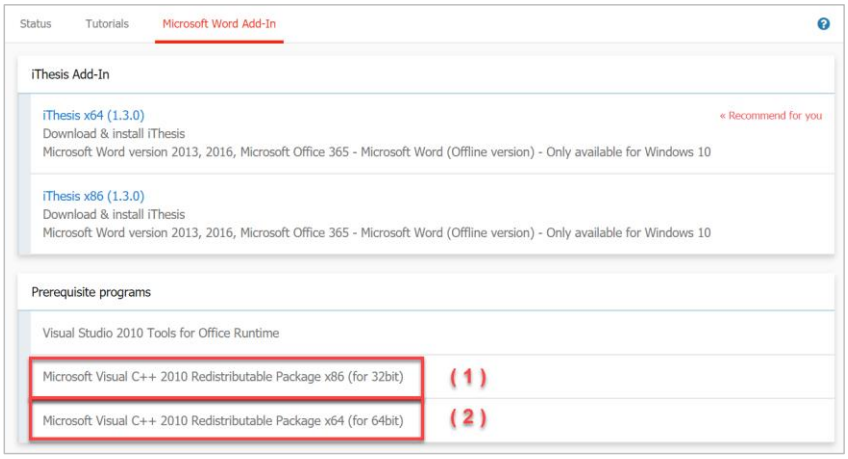


Figure 77: Microsoft Visual C++ on Web portal

2.2. Choose a location to save the file, such as Desktop, as Figure 79, then click 'Save' button.

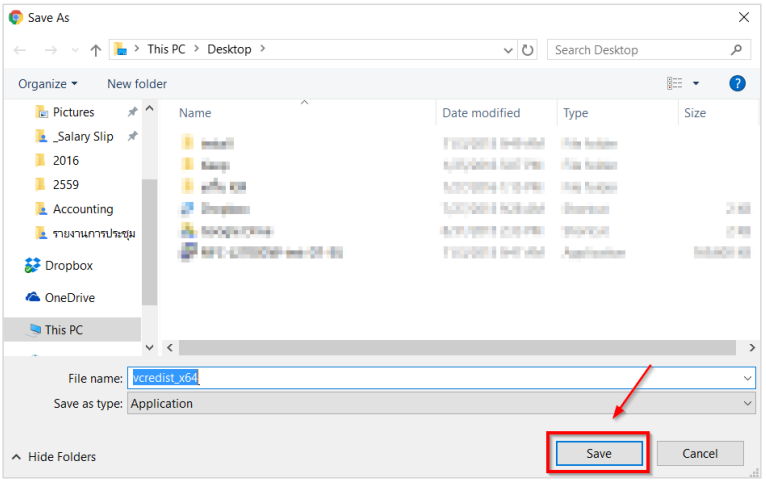


Figure 78: Downloading window

2.3. There are 2 methods for installation:

2.3.1. Method 1: Click the downloaded installer to install, as shown in Figure 80.

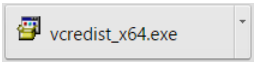


Figure 79: Downloaded program on web portal

2.3.2. Method 2: Open the file folder and double-click on the icon file as in Figure 81.

Figure 80: Downloaded icon

2.4. In case there is an 'User Account control' window showing up, click on 'Yes' to install

2.5. Check the box in front of the "I have read and accept the license terms." Message, and then click on 'Install' button.

2.6. Click on 'Finish' to complete the installment, as in Figure 77

3.3 iThesis Add-in Download and Installment

When you already know your system type, choose iThesis Add-in package that is suitable for your computer by following these steps:

1. Click at the 'Microsoft Word Add-in' menu (No. 1) as shown in Figure 82, and click to download iThesis Add-in according to the Windows operating system or the "Recommend for you" (No. 2), as shown in Figure 82.

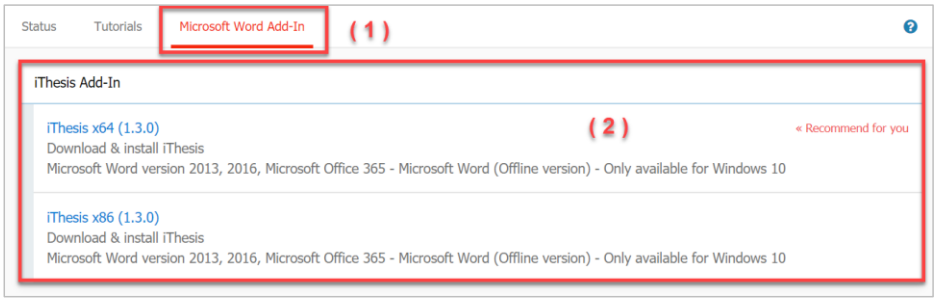


Figure 81: iThesis Add-in program

2. Choose a location to save the file, such as Desktop, as Figure 83, then click 'Save' button.

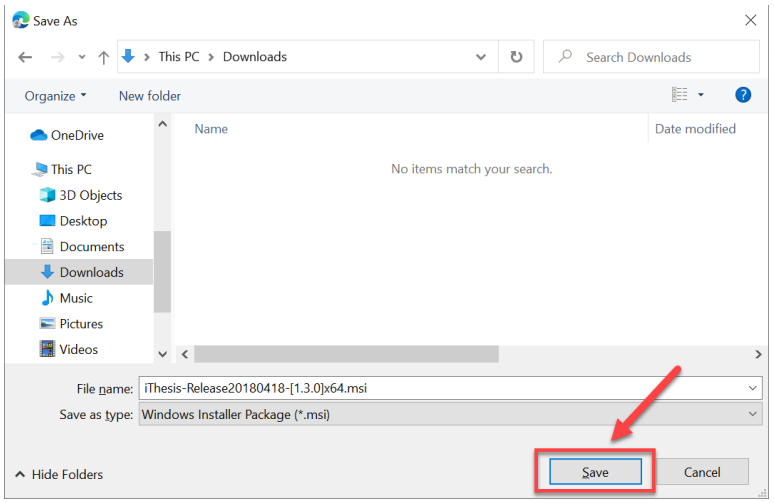


Figure 82: Downloading window

3. There are 2 methods for installation:

   3.1. Method 1: Click the downloaded installer to install, as shown in Figure 84.

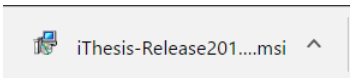


Figure 83: Downloaded program on web portal

   3.2. Method 2: Open the file folder and double-click on the icon file as in Figure 85.

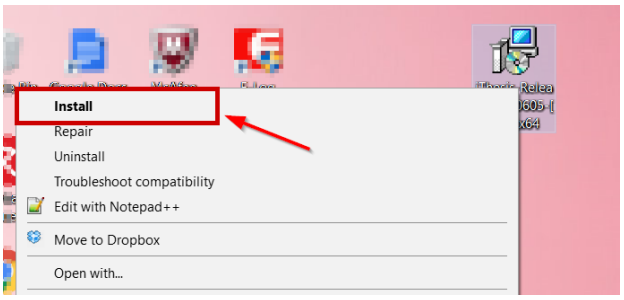


Figure 84: Downloaded file on the window

4. Windows protected your PC > click on 'More info'> 'Run away' as in Figure 85 and Figure 86.

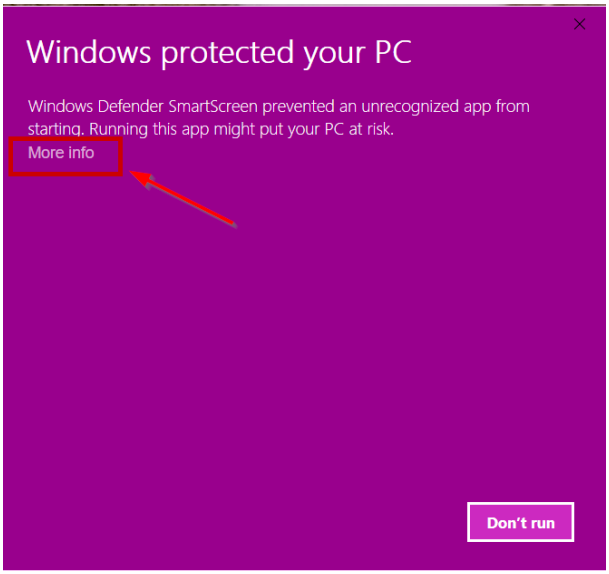


Figure 85: Windows protected your PC

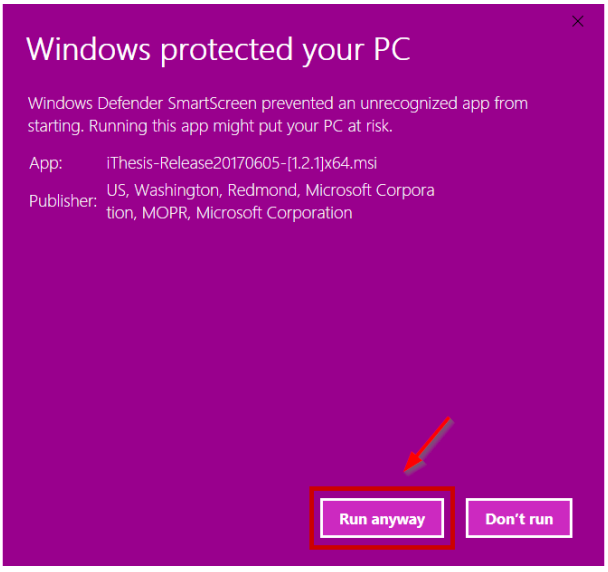


Figure 86: Run anyway button

5. At the ‘Welcome to the ITHESIS Setup Wizard’ window, click on ‘Next’ button. (Figure 88)

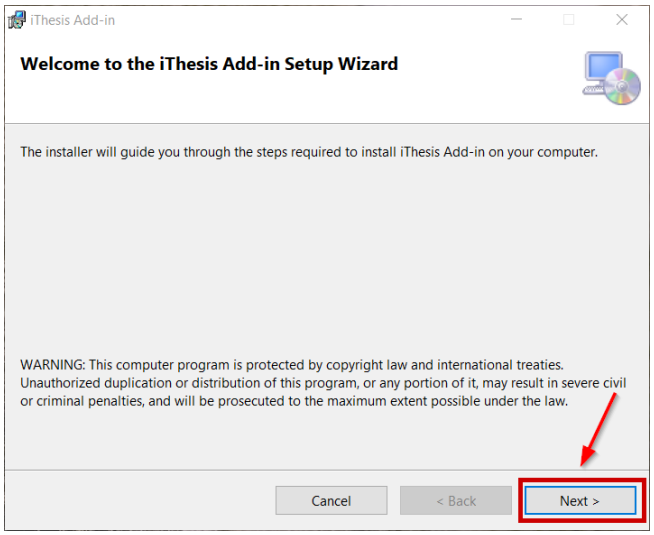


Figure 87: Welcome to the ITHESIS Setup Wizard Window

6. At the ‘Select Installation Folder’ window, click on ‘Next’ button. (Figure 88)

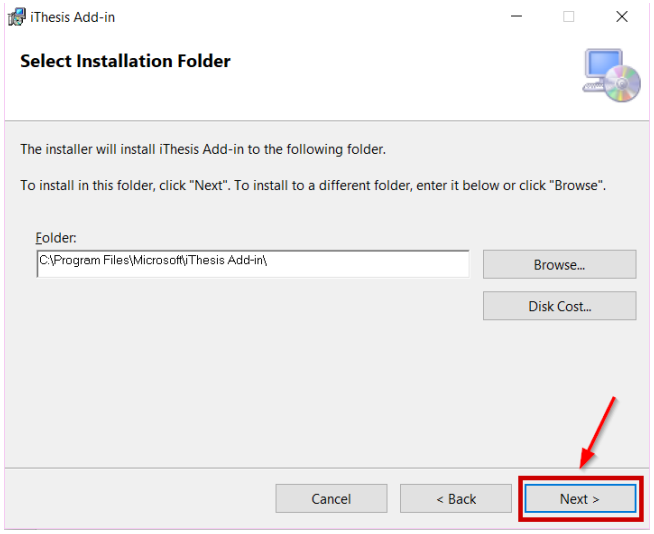


Figure 88 Select Installation Folder Window

7. At the ‘Confirm Installation’ window, click on ‘Next’ button to start the installation. (Figure 89)

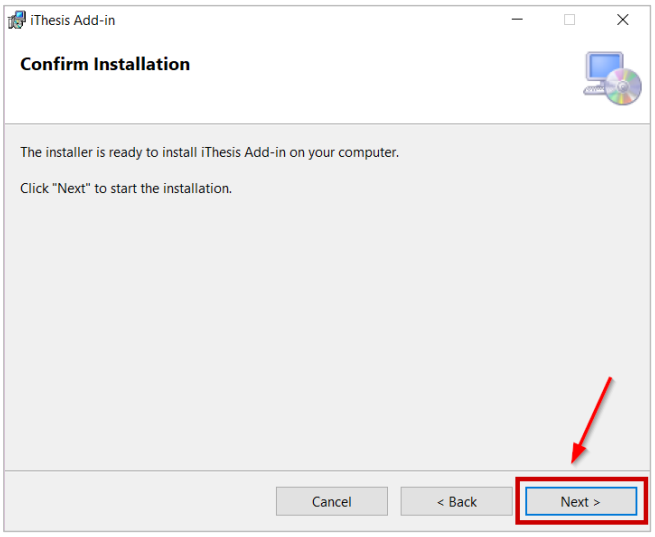


Figure 89: Confirm Installation Window

8. At the ‘Installing iThesis Add-in’ window, just wait for installation to complete.

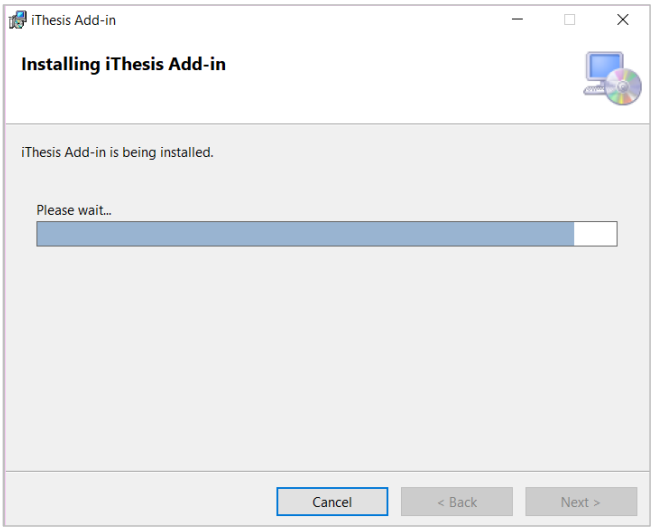


Figure 90: Installing iThesis Add-in Window

9. Ah the 'Installation Complete' window, click on 'Close' button. (Figure 91)

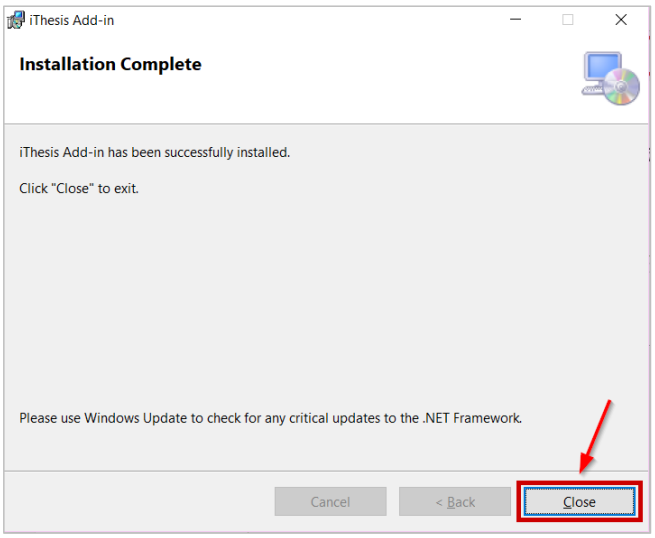


Figure 91 Installation Complete in Window

10. Verify the installation in Microsoft Word by opening Microsoft Word and finding the iThesis toolbar as in Figure 93.

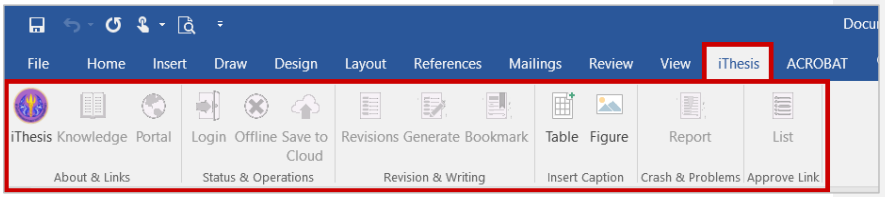


Figure 92: iThesis tools bar on Microsoft Word

3.4 iThesis Add-in Tools

After installing iThesis Add-in, you will see iThesis Tools bar on Microsoft Word which consisting of 13 tools, as shown in Figure 93.

1. iThesis
2. Knowledge
3. Portal
4. Login

5. Offline
6. Save to Cloud
7. Revisions
8. Generate
9. Bookmark
10. Table
11. Figure
12. Report
13. List

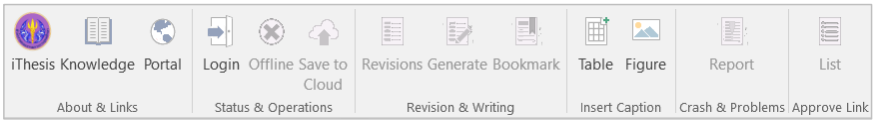


Figure 93: iThesis Tools

3.4.1 iThesis

iThesis is a tool used to enable and disable the iThesis Add-in. When accessing the computer for the first time, all iThesis Add-in toolbars cannot be used except the iThesis icon, Table, and Figure as in Figure 95. (for Table and Figure will be explained in the next section. This section describes the iThesis tool.)

Before using the iThesis Add-in, you must first enter the login code, called 'Activate Add-in' on the form that appears after clicking the iThesis icon first. Then, all the iThesis Add-in tools will be able to use. After the first use, iThesis will remember that code and show the value in iThesis. If you want to disable the iThesis Add-in, click Inactivate to disable.

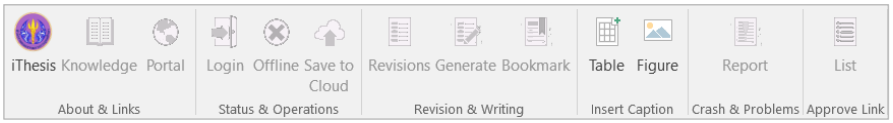


Figure 94: iThesis toolbar on first-time use

Note: Before Inactivate the iThesis Add-in, please save all the files first since the Microsoft Word will be closed automatically after Inactivate.

3.4.1.1 How to use enable iThesis Add-in (Activate Add-in)

1. Let students access the web portal by logging into the system as Figure 96.

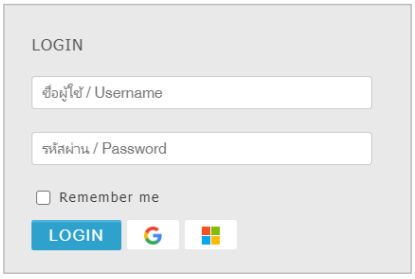


Figure 95: Login to iThesis

2. After logging in > click on 'profile picture' > 'Setting' as in Figure 96.

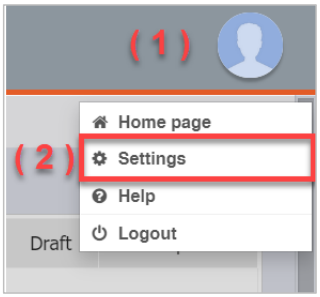


Figure 96 Click on Settings

3. In the Settings menu, you will find the 'Activate Key Add-in' as in Figure 98, please copy it.

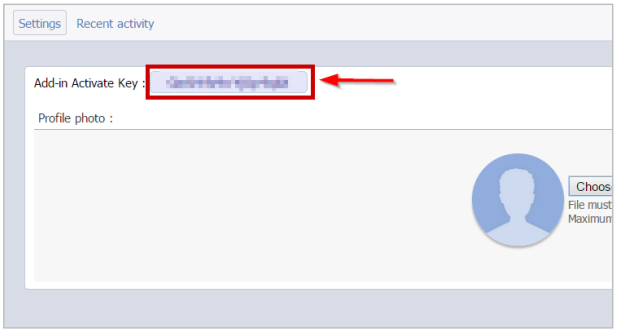


Figure 97: Add-in Activate Key on Web portal

4. Open Microsoft Word > click on the 'iThesis icon' on the iThesis toolbar, the ITHESIS: Activate Window box will appear. (Figure 98)

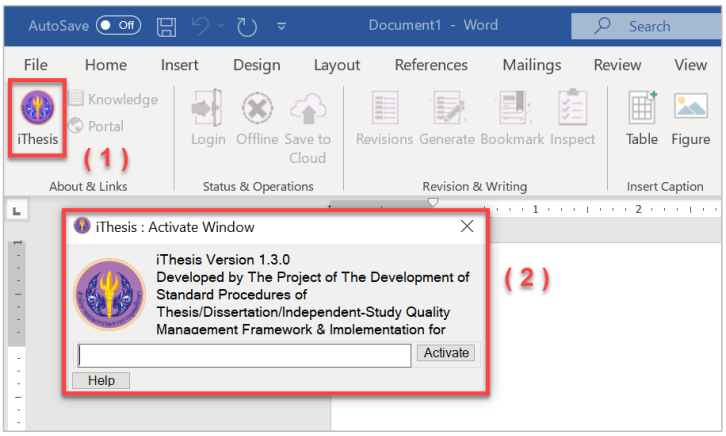


Figure 98: iThesis Activate Window

5. Paste 'Add-in Activate key' that you copied from step 3 and click 'Activate' button. (Figure 99)

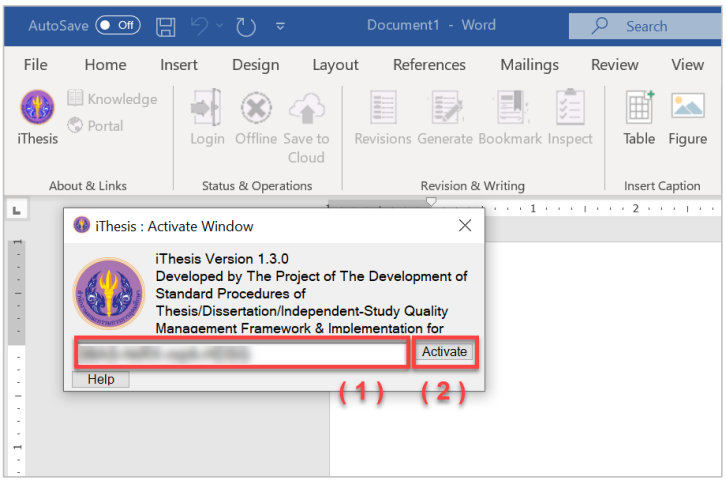


Figure 99 Activate Add-in

6. The iThesis toolbar is fully usable. As shown in Figure 101

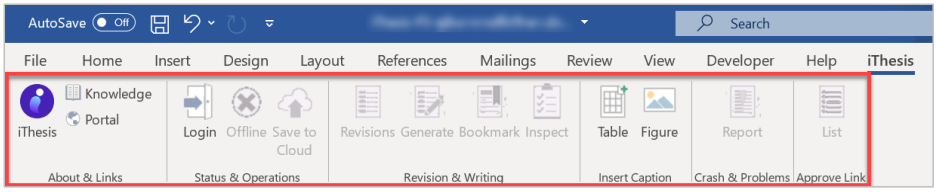


Figure 100: iThesis toolbar after Activated

3.4.1.2 How to disable iThesis Add-in (Inactivate Add-in)

1. Open Microsoft Word > click on the 'iThesis icon' (No. 1) on the iThesis toolbar, the ITHESIS: Activate Window box will appear (No. 2) > Inactivate (Figure 102).

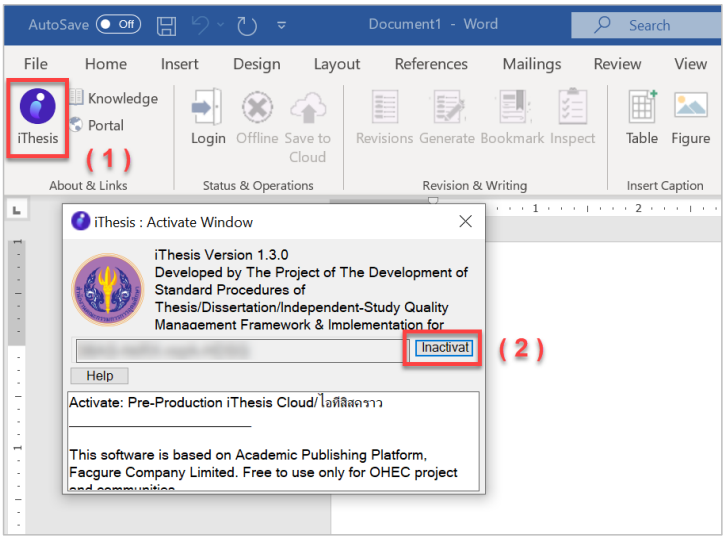


Figure 101 การ Inactivate Add-in

2. The iThesis toolbar will be disable, as in Figure 102.

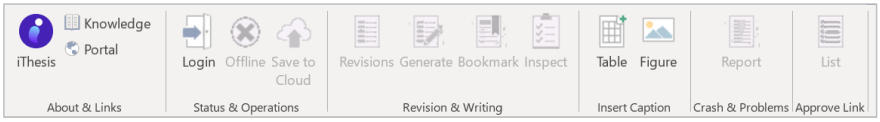


Figure 102: iThesis toolbar after Inactivated

Note: Before Inactivate the iThesis Add-in, please save the files first since Microsoft Word will be automatically closed after Inactivated.

3.4.2 Knowledge Base

Knowledge Base is a tool that connect users to the website https://ithesis.uni.net.th/kb/ which is pool of information for using electronic thesis writing systems, problems and solutions from system operations. To go to the Knowledge Base website, click on the 'Knowledge' icon as shown in Figure 104.

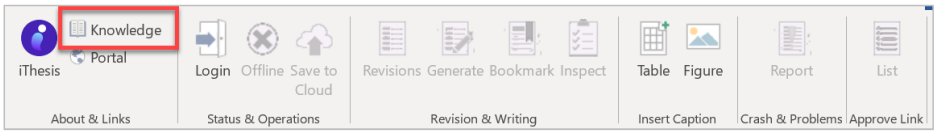


Figure 103: Knowledge Base icon

3.4.3 Web Portal

Web Portal is a shortcut to web portal. This tool will facilitate users to connect to the web portal more conveniently without having to open a browser to access the web portal. You can use it by clicking on the 'Portal' icon like Figure 105.

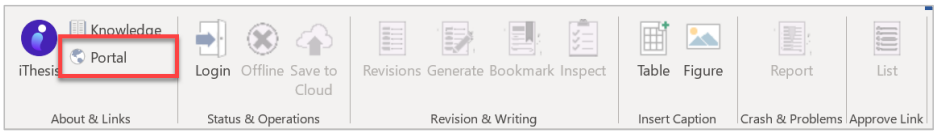


Figure 104: Web Portal icon

3.4.4 Login

Login is a tool for advisors to use the iThesis Add-in by entering the same username and password as the web portal, following these steps;

1. Click on the 'Login' icon on the iThesis toolbar as in Figure 106

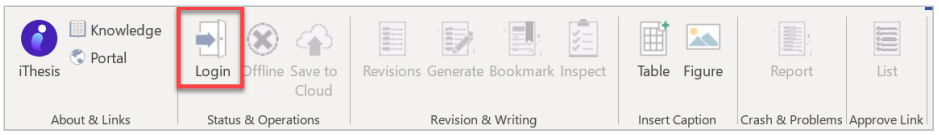


Figure 105: Login icon

2. From Figure 107, in the iThesis Panel window, please enter your Username and Password (No.1) and click Login (No. 2).

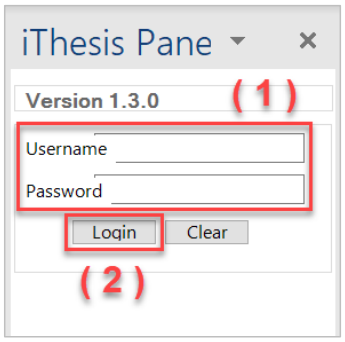


Figure 106: iThesis Panel window on Microsoft Word

3. After logging in to the system, the Login icon will change to Logout. In the case that you want to log out, click on 'Logout' as Figure 108.

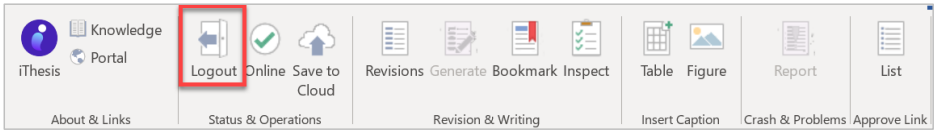


Figure 107: Logout icon

3.4.5 Offline

Offline is a tool for displaying the access status of iThesis Add-in. if you are not logged in, this tool will show as Offline. Figure 109. But, in case you are logged in to iThesis, this tool will show as Online as Figure 110.

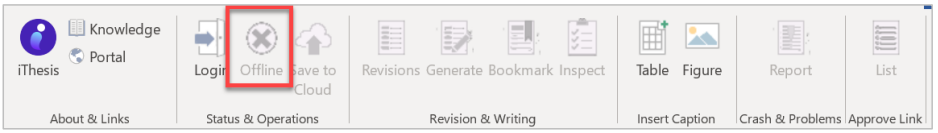


Figure 108: Offline icon

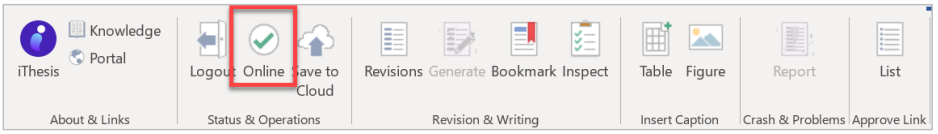


Figure 109: Online icon

3.4.6 Save to Cloud

Save to Cloud is a tool for students to save proposal, draft thesis version, and complete thesis version on the web portal. However, for advisors, you can only save the complete thesis file, and when do it, the complete thesis from that student would be automatically considered as 'disapproved'. Also, the system will attach the file that you saved in that system to students in order to let them download, edit and able to re-save to the system again. Here is how to save files from the iThesis Add-in to the web portal:

1. Click on 'Save to Cloud' as in Figure 110

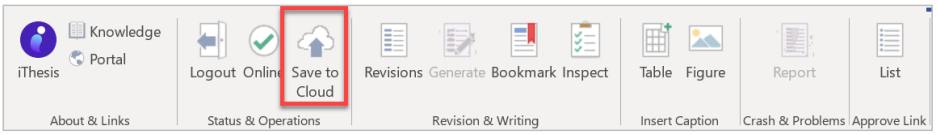


Figure 110: Save to Cloud icon

2. The system will display a message box for you to confirm ‘disapproval’ of the complete thesis. Then, click on the ‘OK’ button on the ITHESIS: Please Confirm window, as in Figure 112.

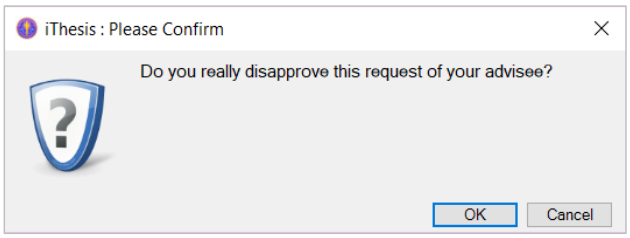


Figure 111: ITHESIS: Please Confirm window

3. The system will display a message box for the advisor to enter the disapproval reason. Then click on ‘SAVE’ as in Figure 113.

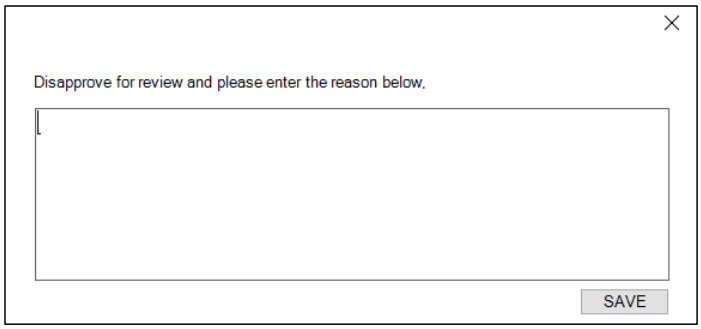


Figure 112: ITHESIS: Information message window

Note: Advisors can only save to cloud once per 1 time of student submitting the complete thesis. As when advisors save to cloud, the system will select the result of disapproval and attach the files that advisors saved to students immediately. Moreover, advisors are unable to modify the approval result. However, if the advisors try to Save to Cloud again, the system will display a warning message box as in Figure 114.

Figure 113: ITHESIS: Warning message window

3.4.7 Revisions

Revisions are used to open-close the iThesis Panel window that shows the information of students who sending thesis files to professors for approval. In the case that the iThesis Panel window is closed, users can click on 'Revisions' as in Figure 115, to open the iThesis Panel window on the right side of the screen as in Figure 116.

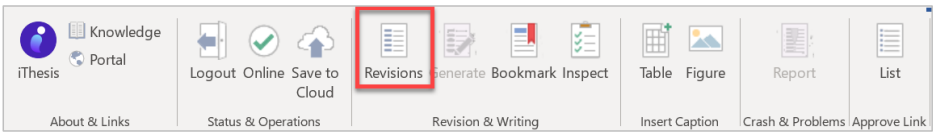


Figure 114: My Revisions icon

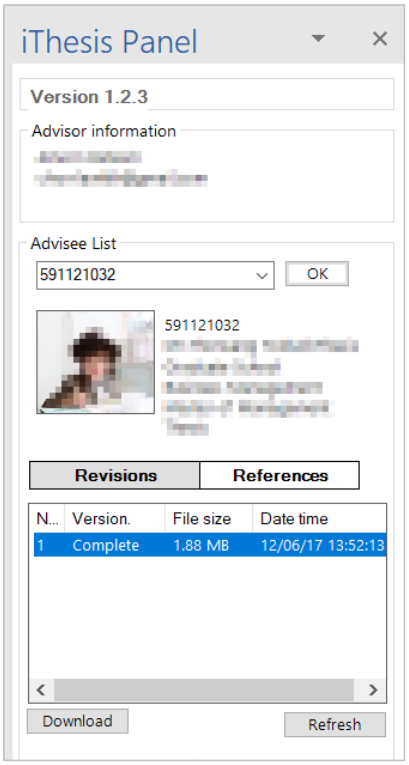


Figure 115: My Revisions window

When you want to open proposal, draft version, complete version of any thesis file, you can do as follows:

1. Select the advisee by student ID (No. 1)
2. Click on 'OK' (No. 2)
3. Select file that you want (No. 3)
4. Click on 'Download' (No. 4)

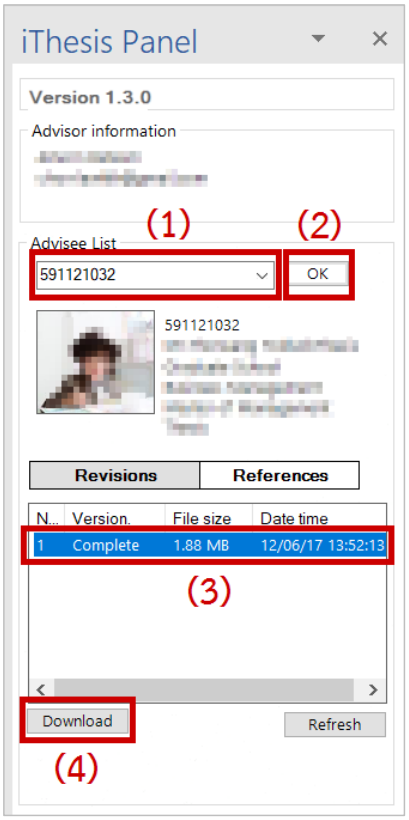


Figure 116: How to download files of students

3.4.8 Generate

Generate is a tool used for creating thesis writing templates. This section is only available to students. Therefore, this tools icon for advisors are shown in gray as in Figure 118.

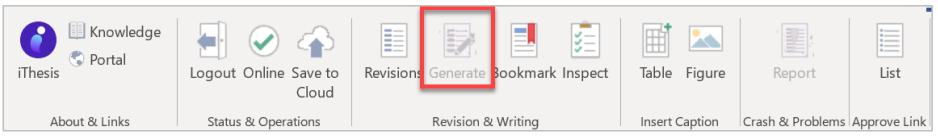


Figure 117: Generate Template

3.4.9 Bookmark

Bookmark is a tool used for updating the table of contents of a thesis book through an add-in after adding styles to topics in the book content. The way to update the table of contents is to click on the 'Bookmark' icon as in Figure 119. Then, you will find that the table of contents is updated as in Figure 121. In this section, if students have set the Template Settings in the Electronic Form menu to enter the table of contents and table of figures, clicking the Bookmark icon will update the table of contents and figures, which will be explained more in Table and Figure topic.

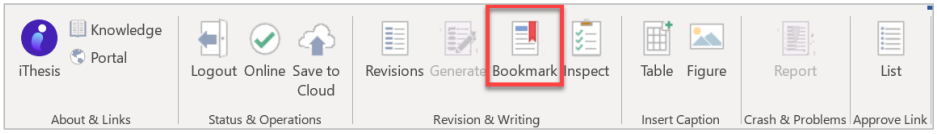
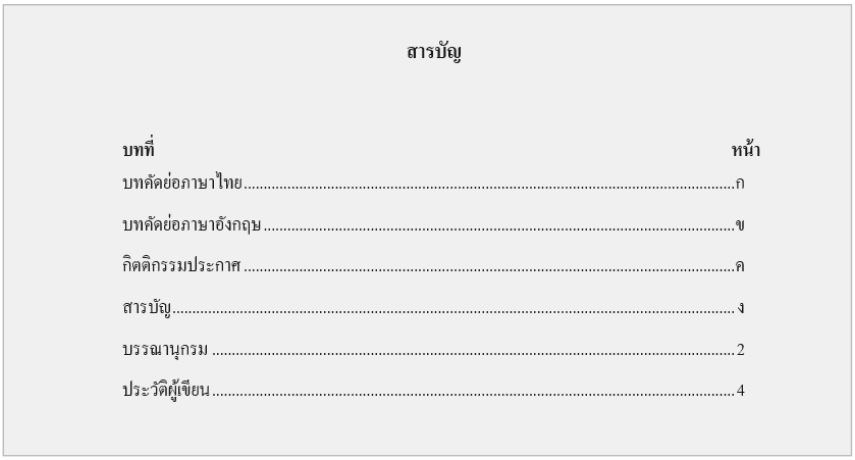


Figure 118: Bookmark icon



สารบัญ

บทที่	หน้า
บทคัดย่อภาษาไทย	ก
บทคัดย่อภาษาอังกฤษ	ข
กิตติกรรมประกาศ	ค
สารบัญ	ง
บรรณานุกรม	2
ประวัติผู้เขียน	4

Figure 119: The example of the table of contents before updating

สารบัญ

บทที่ หน้า

บทคัดย่อภาษาไทย ก
บทคัดย่อภาษาอังกฤษ ข
กิตติกรรมประกาศ ค
สารบัญ ง
บทที่ 1 บทนำ 1
1.1 ความสำคัญและที่มาของโครงการ 1
1.2 วัตถุประสงค์ของโครงการ 2
1.3 ขอบเขตของโครงการ 2
1.4 วิธีการดำเนินงานของโครงการ 5
1.5 เทคโนโลยีที่ใช้ 6
1.6 ประโยชน์ที่คาดว่าจะได้รับ 7
บทที่ 2 เหตุผลและแนวคิด 9
2.1 อุตสาหกรรมการผลิตปลากระป๋อง 9
2.2 สถานการณ์ของธุรกิจปลากระป๋อง 11
2.3 แนวคิดด้านการวิจัยและพัฒนา 12
บทที่ 3 โครงสร้างขององค์กรและการดำเนินงาน 13
3.1 ประวัติขององค์กร 13
3.2 โครงสร้างองค์กร 14
3.3 การดำเนินงานขององค์กร 15
3.4 ปัญหาที่เกิดขึ้นในปัจจุบัน 21

Figure 120: The example of the table of contents after updating with Bookmark tool

3.4.10 Table

Table is a menu used for adding table descriptions as in Figure 122. The descriptions in this section will be used for creating table of contents by clicking Bookmark as mentioned in the previous topic. Adding table descriptions can be done by these following steps:

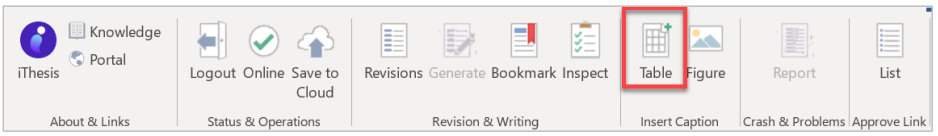


Figure 121: Table icon

1. Click on the section that you want to add a description to, and click on 'Table'.

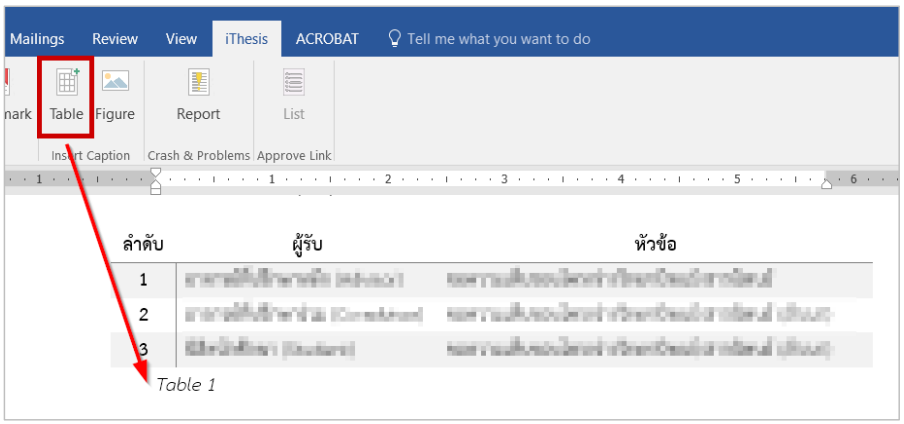


Figure 122: The examples of entering table descriptions

2. 2. Edit the name and description, and add a table description as in Figure 124.

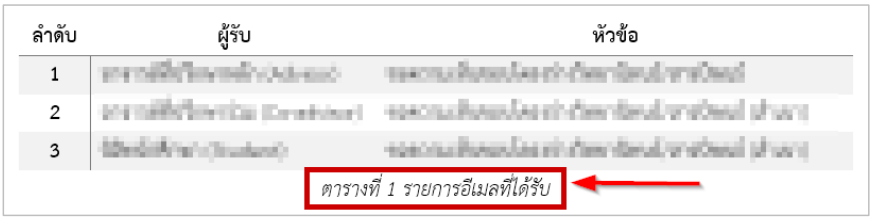


Figure 123: Th examples of editing table descriptions

3. If you want to update on adding the table description to the table of contents, click on 'Bookmark' icon, the system will update the information to table of contents as in Figure 125.

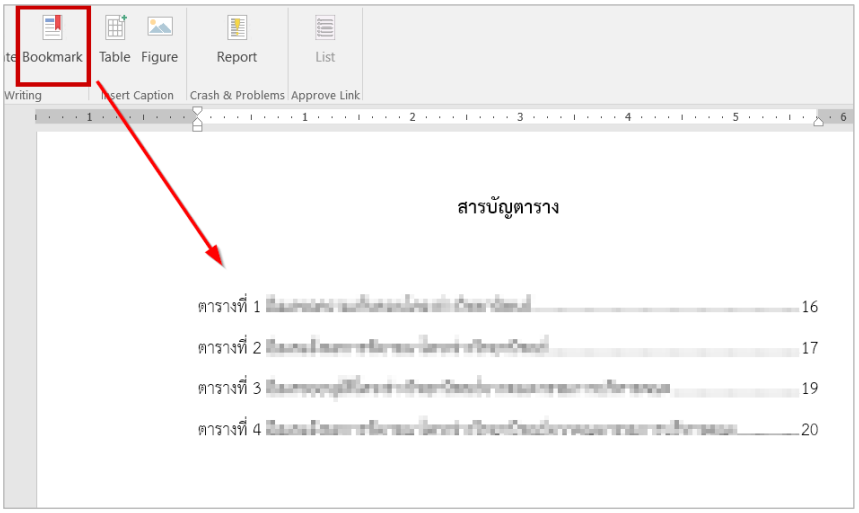


Figure 124: The example of the table of contents after updating with Bookmark tool

3.4.11 Figure

Figure is a menu used for adding captions on figure. The descriptions in this section will be used to create a table of images by clicking 'Bookmark' as mentioned in the previous section. Adding captions on figure can be done by these following steps:

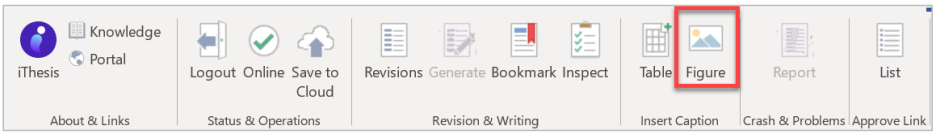


Figure 125: Figure icon

1. Click on the section you want to add a description to, and click on 'Figure', as in Figure 127.

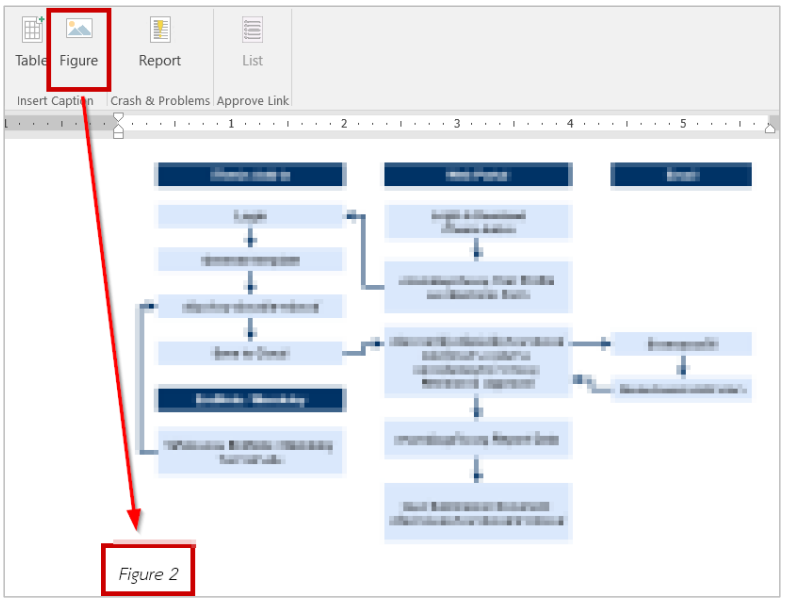


Figure 126: Captions

2. Edit the name and description, and add a caption as in Figure 128

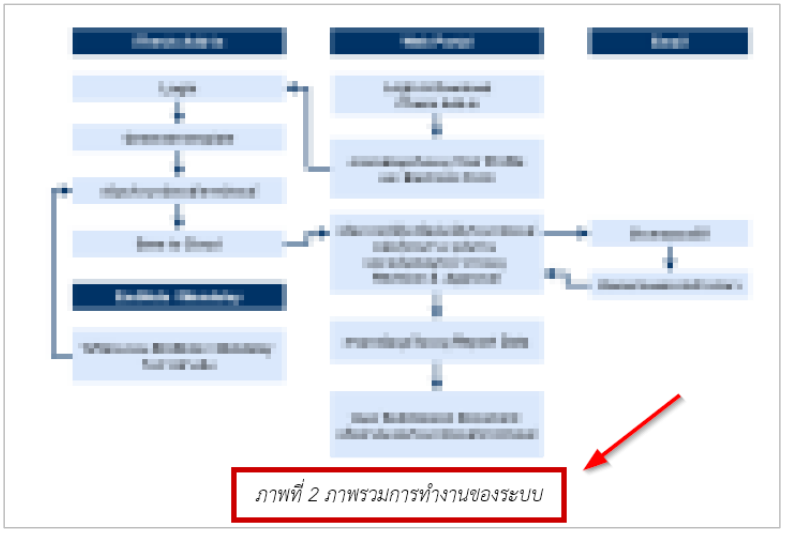


Figure 127: The example of editing/adding captions

3. 3. If you want to update on adding figure description or caption into the table of figures, click on 'Bookmark' icon. The system will update the information to the table of figures as in Figure 129.

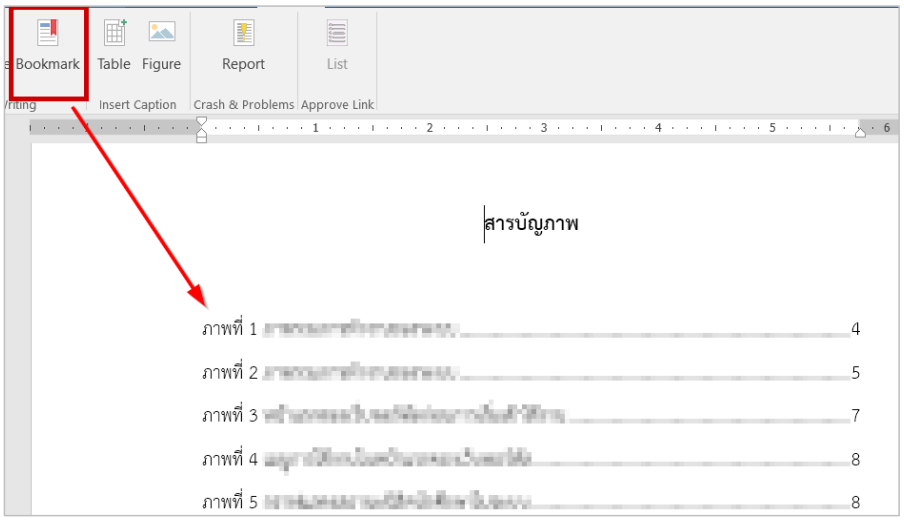


Figure 128: The example of table of figures after updating with Bookmark tool

3.4.12 Report

Report is a menu for reporting problems caused by any usage. In this part, advisor cannot use it since the file that advisor edited are from students. Reporting a problem need to be a problem involved with that file, which is necessary for students to do it themselves. You will see that the Report menu appears in gray, meaning it's disable for you, as in Figure 130.

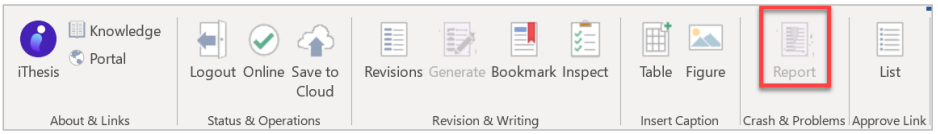


Figure 129: Report icon

3.4.13 List

List is a menu for advisors, used for displaying student approval information, and connecting to the approval form page when clicking the 'List' tool as in Figure 131.

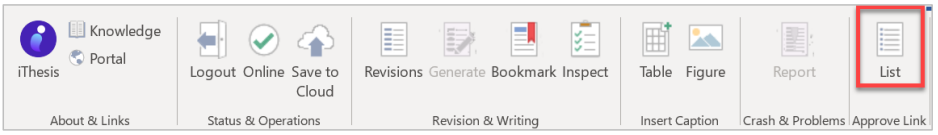


Figure 130: List icon

3.5 How to keep update on iThesis version

As the iThesis add-in would be generally improved to be more stable and efficient. Therefore, the version is updated periodically. So, when the version of the iThesis Add-in is updated and the system detects that the version of the add-in used by students is not the latest version, there will be a display warning message box pop-up while using the add-in as in Figure 132.

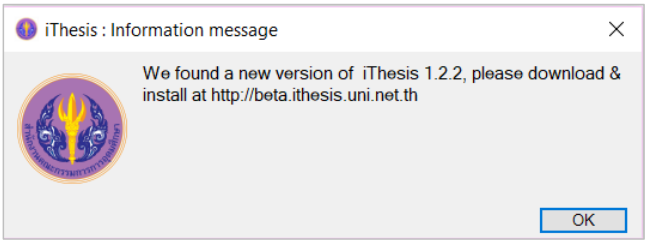


Figure 131: iThesis: Information message Window

1. Click on 'OK' in iThesis: Information message window, as in Figure 132

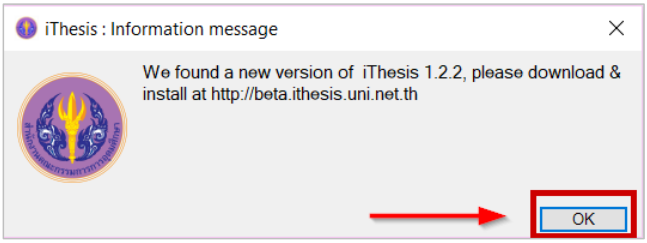


Figure 132: Updated confirmation on iThesis: Information message window

2. Click on 'Download' to download the new version of iThesis Add-in, as in Figure 133

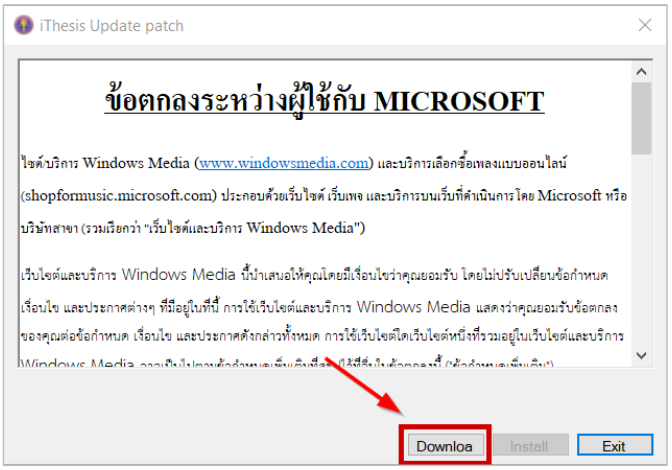


Figure 133: Download the new version of the iThesis Add-in.

3. Click on 'Install' as in Figure 134

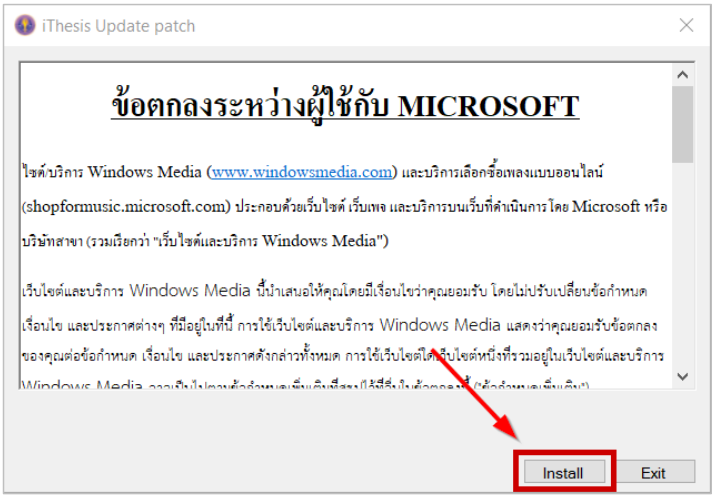


Figure 134: Installing the new version of iThesis Add-in

4. When the system has finished updating, there will be an Update patch complete window appear, please click 'OK' as in Figure 136.

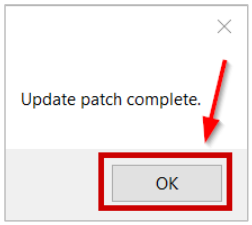


Figure 135: Complete installing a new iThesis Add-in version

5. Click on 'Exit' to start using new iThesis Add-in version, as in Figure 136

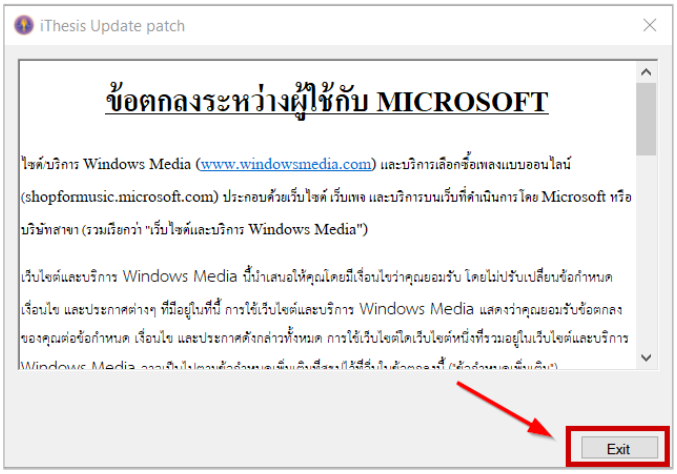


Figure 136: iThesis Add-in installing window

6. You can check the iThesis Add-in version by looking at the iThesis Panel as in Figure 138, or looking at the Activate Window as in Figure 139.

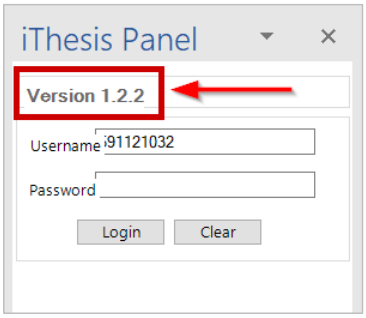


Figure 137: Checking iThesis Add-in version on iThesis Panel

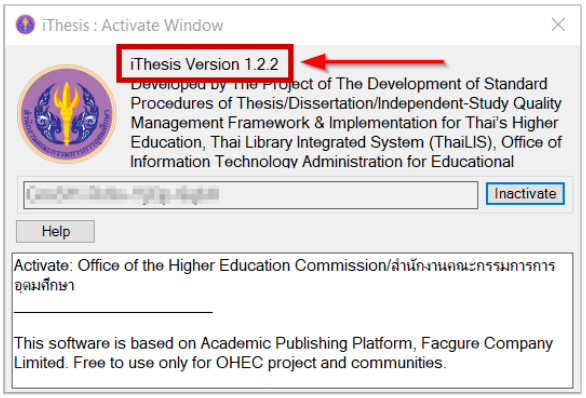


Figure 138: Checking iThesis Add-in version on Activate Window

3.6 How to Uninstall iThesis Add-in

To support the installation of a new version of the add-in with improved performance, students have to uninstall the original version from the computer before install the new version. The steps can be as follows:

1. Go to Control Panel > Click on 'Control Panel' as in Figure 139.

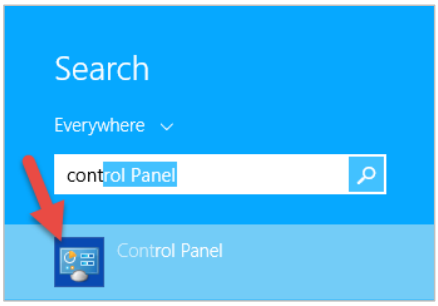


Figure 139: Control Panel icon

2. Set view by 'Category', and click on 'Programs' as in Figure 141.

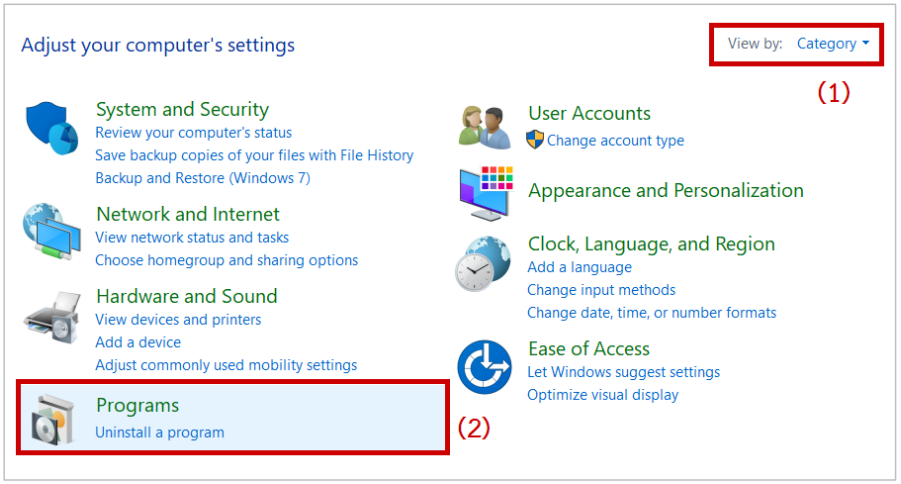


Figure 140: Control Panel Window

3. Click on 'Program and Features' as in Figure 142.

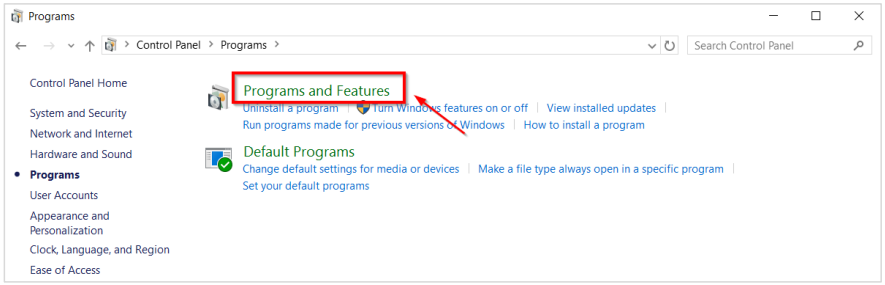


Figure 141: Programs window

4. There are 2 way to uninstall iThesis Add-in which are;

4.1. Method 1: Click on 'iThesis Add-in' (No. 1), Figure 142. Then, click on 'Uninstall' (No. 2) as in Figure 142.

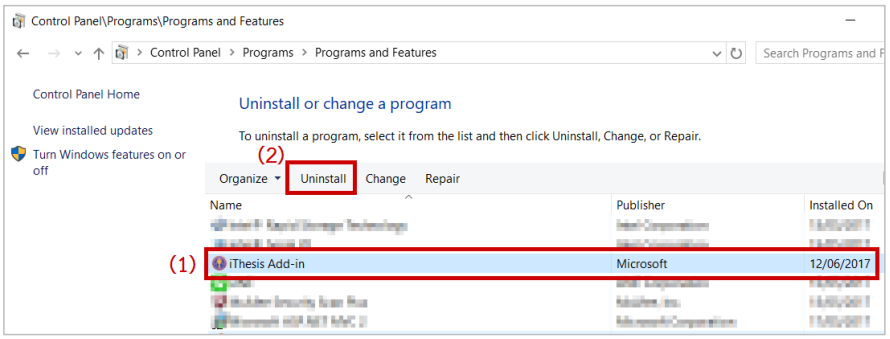


Figure 142: iThesis installation – Method 1

4.2. Method 2: Right-click the iThesis program (No. 1) and click 'Uninstall' (No. 2). Figure 144

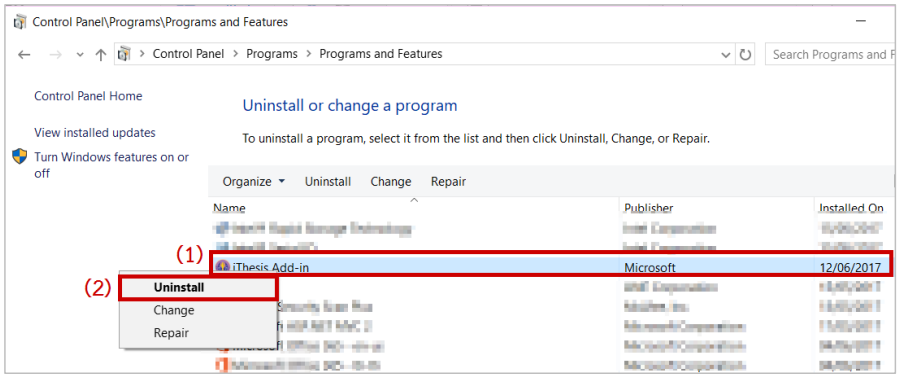


Figure 143: iThesis installation – Method 2

4. Using iThesis for Approval

4.1 Approval Process on iThesis

The approval process of iThesis for advisors is divided into 4 main parts as follows:

- Approval of the Research Planning
- Approval of the Proposal
- Approval of the Draft version
- Approval of the Complete version

Some students may have additional procedures for requesting to (1) revise their research plans, (2) edit proposal and (3) revise complete versions as in Figure 145.

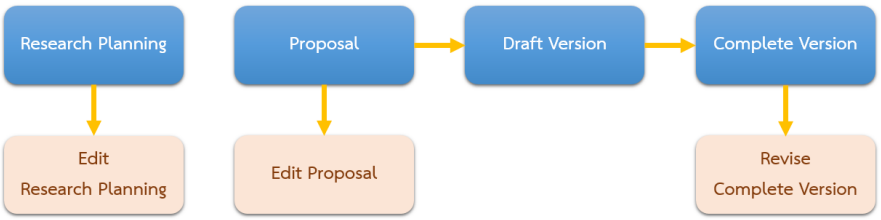


Figure 144: Workflow of Approval process on iThesis – 7 steps

From Figure 145, you can see that in the research plan process is not tied with other steps since the system considered this section as an extension that institutions can choose whether to use or not, and whether advisor has to approves the research plan or not.

4.2 Approval form

In each process of approval, main advisor will receive an email sent from the iThesis to institution, or email that has been added (In the case that advisor has informed the students to add). The content of the approval email will contain the information of the student, program together with a link that can be linked to the system's approval form. The Approval forms can be divided into 3 forms which are

1. Approval form for Research Planning
2. Approval form for Proposal and Draft version

3. Approval form for Complete version

All 3 forms of approval are consisting of 4 main parts as in Figure 146. It is an example of the approval form for proposal and thesis draft version.

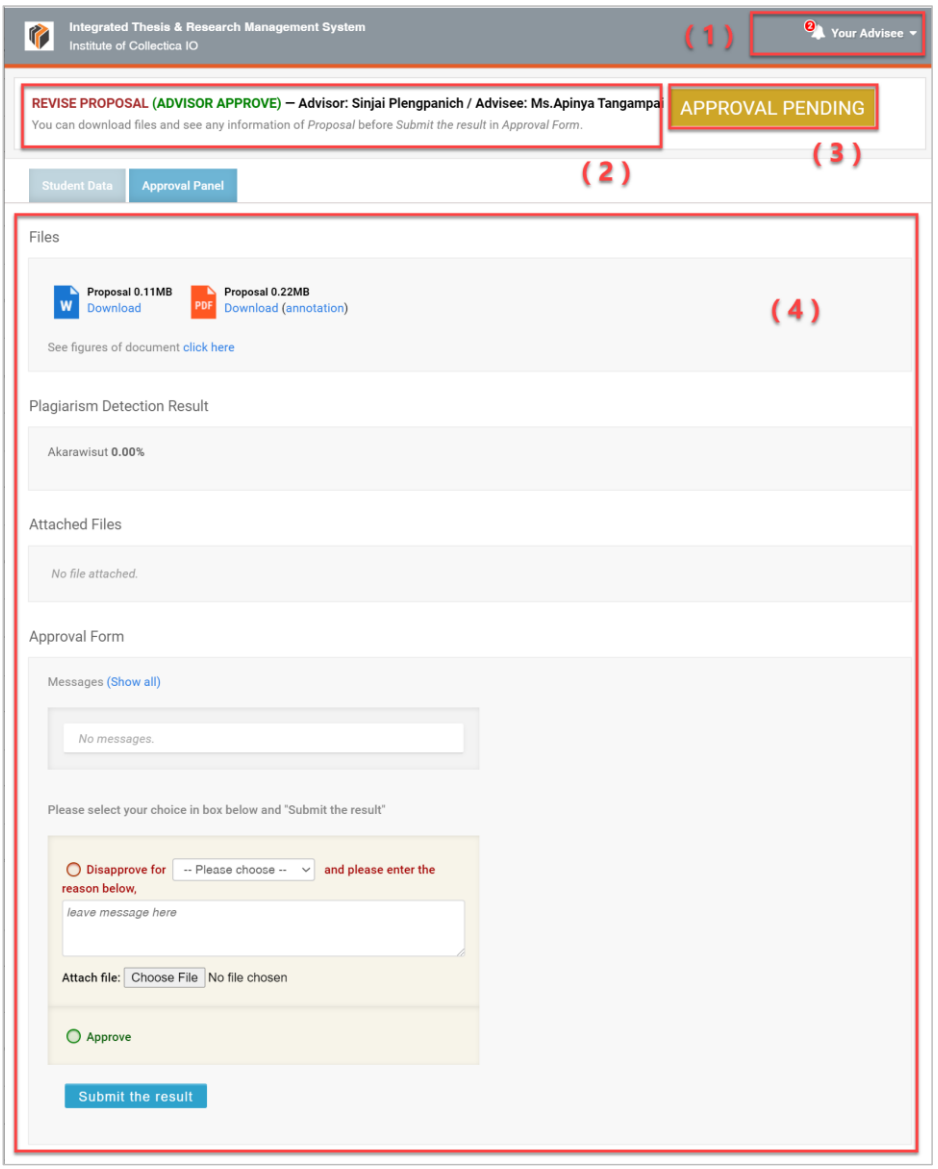


Figure 145: Research Planning Approval Form in iThesis

1. Your Advisee is a menu showing the number of students whose theses have not been approved by the advisor. You can click to see the list of all students who are under your supervision. The yellow symbol means that the student is waiting for your approval, as in Figure 147.

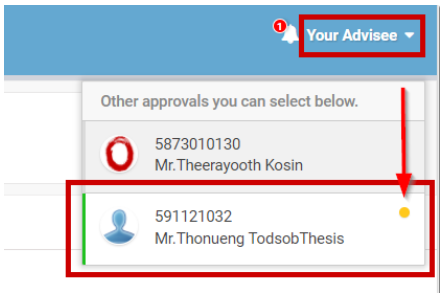


Figure 146: Your Advisee Menu

In addition, it is possible to click on any student's approval result, either APPROVED / DISAPPROVED or PENDING, to link to the approval process forms as in Figure 148 and Figure 149.

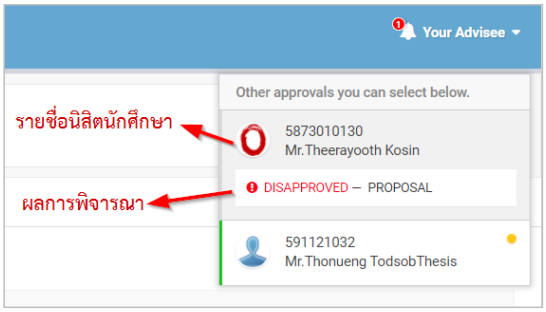


Figure 147: List of advisees

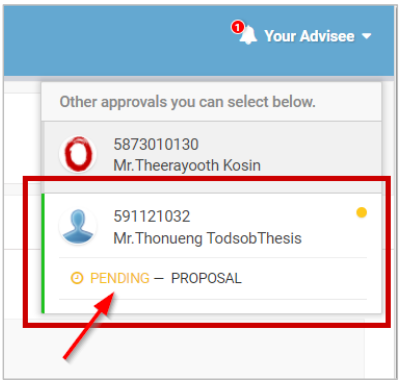


Figure 148: The example of students whose documents are on pending

2. The section that states the procedure for approval with the name of the advisor and student.
3. The approval status, for example, "APPROVAL PENDING", as in Figure 146.
4. Display section of the approval form which has 2 important information as in Figure 150,
   4.1. Student Data - consist of 4 parts;
      4.1.1. Basic Information
      4.1.2. Topic
      4.1.3. Committee
      4.1.4. Data updated

ให้ข้อคิดเห็น [F1]: ปรับจอให้ความกว้างลดลง เพื่อให้เห็นข้อมูลในรูปได้ชัดเจนขึ้น ดูรูปอื่น ๆ ในเอกสารนี้ด้วยครับ

Figure 149: The example of Student Data Display

4.2. Approval Panel is the first display of system, and it is the most important part when considering approval. All 3 forms of approval are different and will be explained in the next section.

4.2.1 Approval form for Research Planning

Approval Panel of Research Planning Approval form can be divided into 3 parts:

1. Planning Gantt Chart - showing the table of thesis preparation plans, which lists the action plans and duration, as in Figure 150.

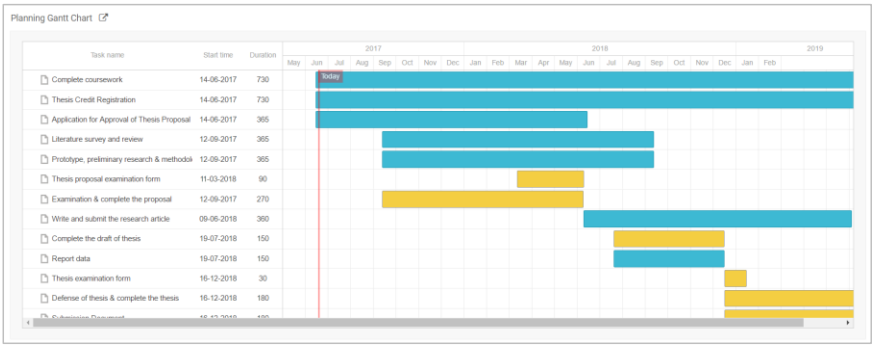


Figure 150: Planning Gantt Chart Display

2. Story Line is an overview showing the success of the thesis which will be displayed in a line graph presenting in percentage of success according to the time period. The below part of the Figure 152 is a summary of the research planning which is separated into Current (Work in progress), Waiting (Work that has not yet been performed) and Achieved (Work completed) as in Figure 152.

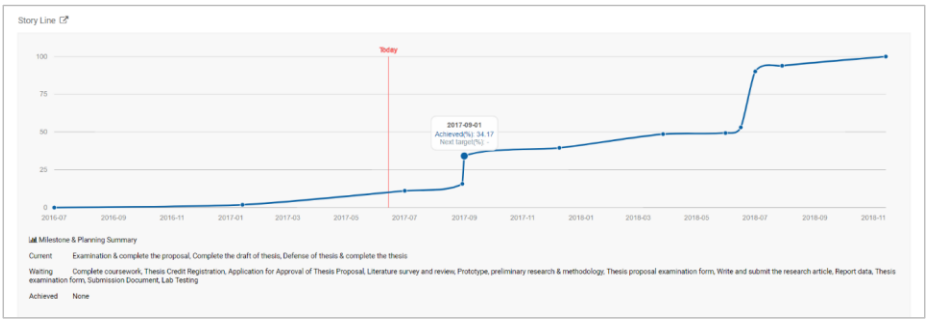


Figure 151: Story Line Display

3. Approval Form is a section for selecting the result of the consideration of the thesis plan. Advisor can choose 'Disapprove' and send a message together with the attached file to the student, or choose 'Approve'. Then click on the 'Submit the result' button to send the approval result to students as in Figure 153.

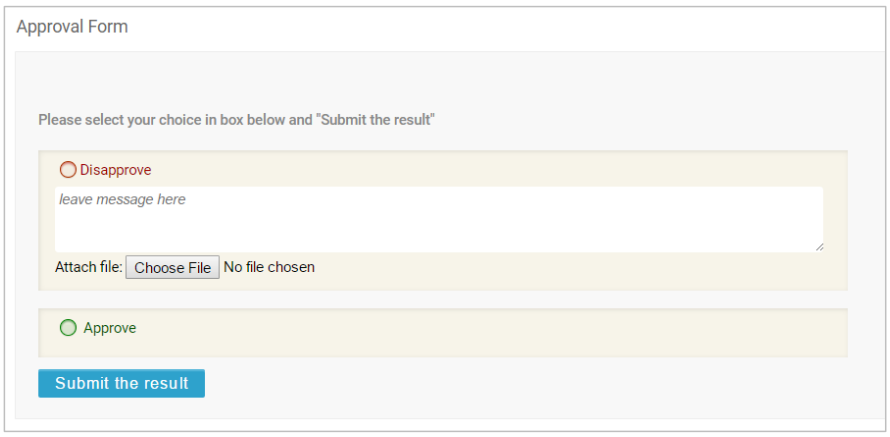


Figure 152: Approval Form for the Research Planning

4.2.2 Approval form for Proposal and Draft Version

Approval Panel of Proposal and Draft version approval form can be divided into 4 parts:

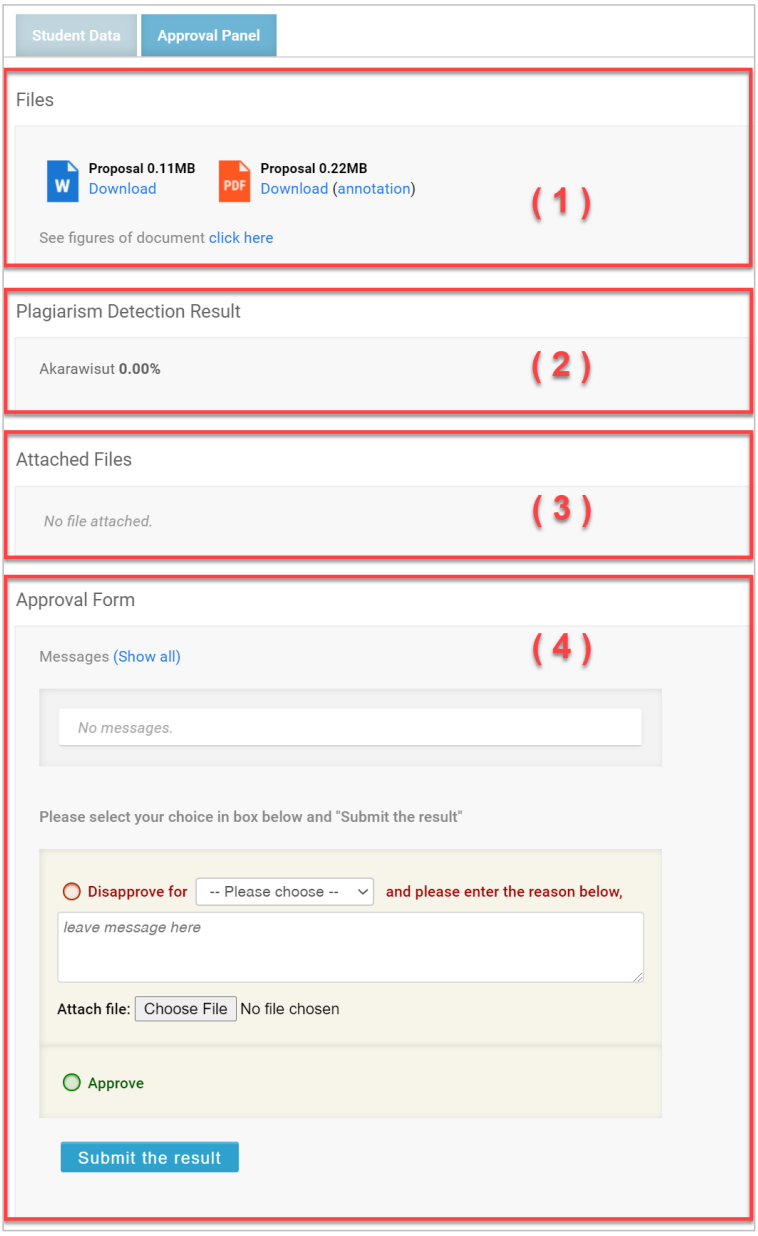


Figure 153: Approval Panel of Proposal and Draft Version Approval Form

1. Files are the parts that show thesis documents. The file attached can be opened or downloaded consisting of 3 files which are;
   1.1. Proposal or Draft version in .docx format
   1.2. Proposal or Draft version in .pdf format
   1.3. Proposal or Draft version in .pdf Annotation format, which will be explained more in the topic of annotation later.
2. Plagiarism Detection Result is the part that shows the result of copying literature, detecting from Akkrawisut program and showing results of similarity in percent.
3. Attached Files is the part that students attach additional files to the advisors. And it can be downloaded.
4. Approval Form consists of 2 parts:
   4.1 Messages - the display of messages that students have informed their advisor. Normally, the system will display the latest message only, but you can view the history of messaging by clicking on Show all.
   4.2 Approval Section - Advisor can choose 'Disapprove' and send a message together with the attached file to the student, or choose 'Approve'. Then click on the 'Submit the result' button to send the approval result to students.

4.2.3 Approval form for complete version

Approval Panel of Proposal and Draft version approval form can be divided into 5 parts:

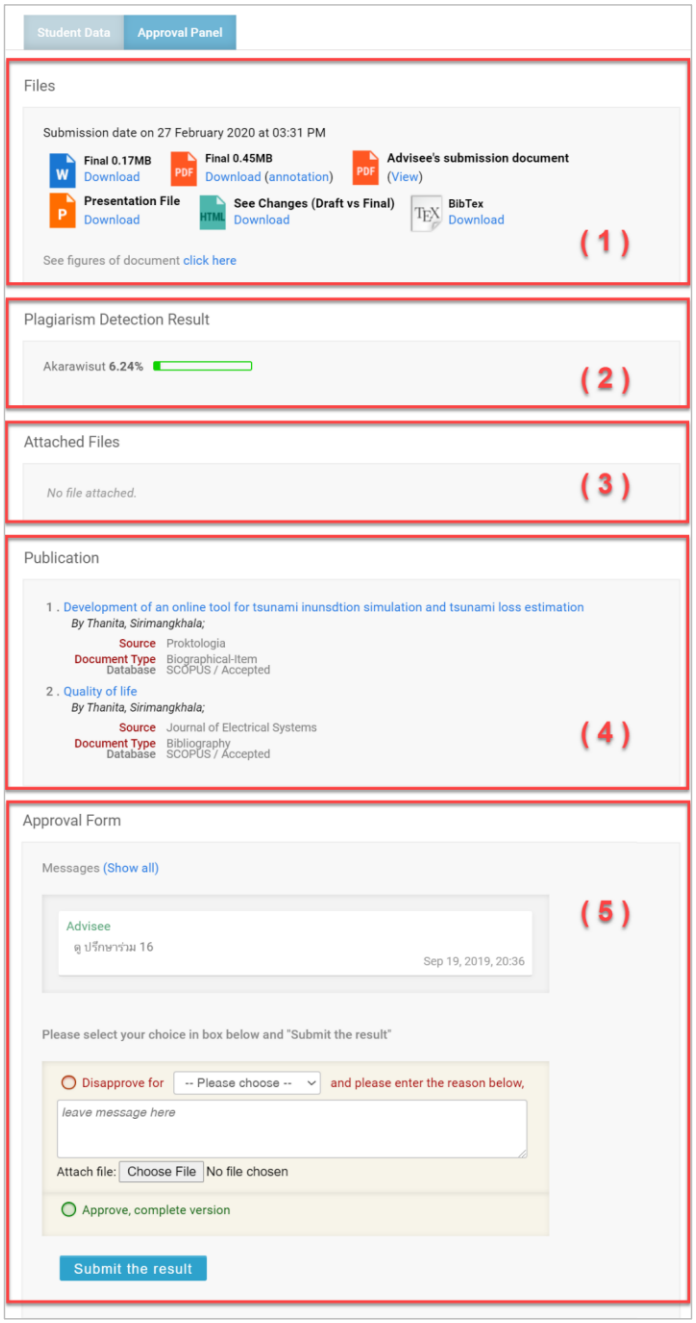


Figure 154: Approval Panel of Complete Version Approval Form

1. Files are the parts that show thesis documents. The file attached can be opened or downloaded consisting of 7 files which are;
   1.1. Complete version in .docx format
   1.2. Complete version in .pdf format
   1.3. Complete in .pdf Annotation format, which will be explained more in the topic of annotation later.
   1.4. Thesis Delivery Note in .pdf format
   1.5. Presentation files in .pptx format
   1.6. File comparing the changed text between the draft thesis and the complete thesis in .html format.
   1.7. Reference files in. bib format
2. Plagiarism Detection Result is the part that shows the result of copying literature, detecting from Akkrawisut program and showing results of similarity in percent.
3. Attached Files is the part that students attach additional files to the advisors. And it can be downloaded.
4. Publication is the section that shows the publication information and patents.
5. Approval Form consists of 2 parts:

   5.1 Messages - the display of messages that students have informed their advisor. Normally, the system will display the latest message only, but you can view the history of messaging by clicking on Show all.

   5.2 Approval Section - Advisor can choose 'Disapprove' and send a message together with the attached file to the student, or choose 'Approve'. Then click on the 'Submit the result' button to send the approval result to students.

4.3 Approval Consideration

Advisors can choose the approval result in 2 cases which are;

1. Approve - In the case that the student's thesis document is complete for that process.
2. Disapprove - In the case that the student's thesis document is incomplete for that process, in some processes must choose the type of disapproval, for being data for further analysis,
   2.1. Review - It is not approved in the case that the student is writing a thesis proposal but has not yet passed the exam. Or while writing a thesis but have not received a thesis

examination, and submit thesis document to the advisor for examination/ consideration first in order to see the progress.

2.2. Reject is not approved in the case that students have already passed the thesis examination, thesis defense examination, receiving recommendations from the examination committee but the content within the document does not meet the instructions. Then, advisors can choose to Reject.

2.3. 4.4 Annotation

4.4 Annotation

On Approval Panel, heading in approval form, 'Files' subsection shows the proposal, Draft version, and Complete version that students send to their advisor for approval. It consists of MS Word file (No. 1) and 2 PDF files which are general PDF file (No. 2) and PDF file that supports annotation (No. 3) as in Figure 156.

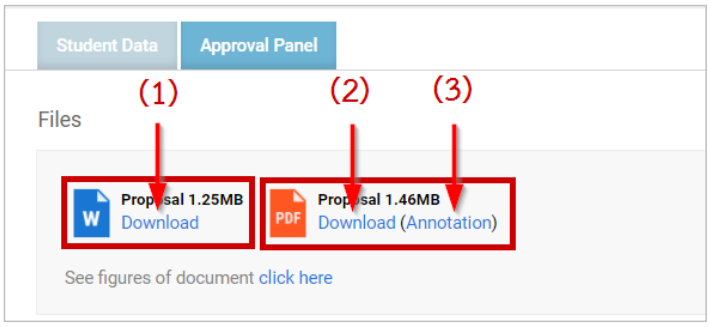


Figure 155: Attached files in Approval Form

This section describes commenting in PDF files that support annotation (No. 3) as in Figure 156. (The attached file in the Approval Form) which will be very useful to advisors to give opinions on the work of their students more easily, and to understand each other more without having to meet directly. The advisor can specify the comments to the text in the thesis word by word easily by following these steps;

1. Click on "Annotation" as in Figure 156, and you will see PDF file with symbol as in Figure 157.

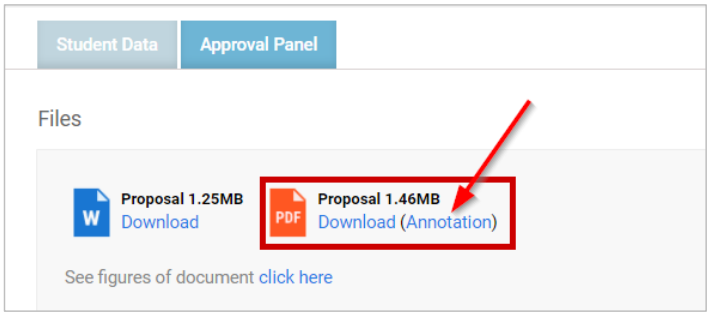


Figure 156: PDF that support annotation

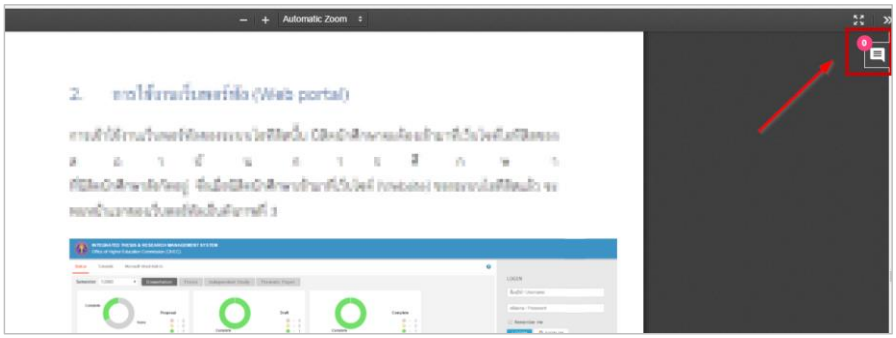


Figure 157: Annotation Symbol

2. To add annotation, please highlight the text that you want to edit, the system will display the message "Annotate" as in Figure 159.

Figure 158: Highlight texts for Annotation

3. After clicking on “Annotate”, you will see text box to add a comment as in Figure 160.

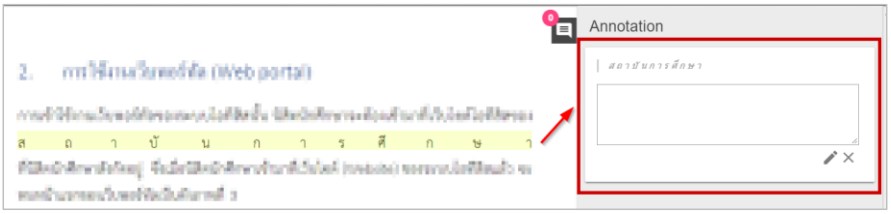


Figure 159: Annotation Box

4. Enter comments in the text box, and click on the ‘pencil’ icon to confirm the comment as in Figure 161.

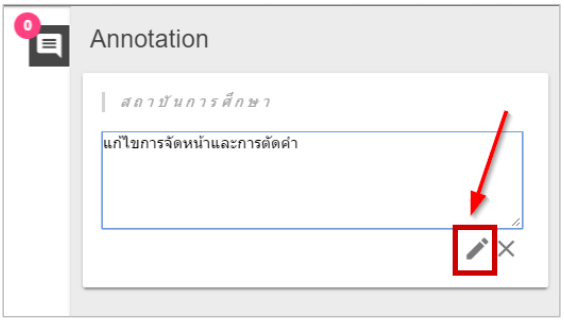


Figure 160: Adding comments in Annotation box

5. After done entering comments, the box will show as in Figure 161.

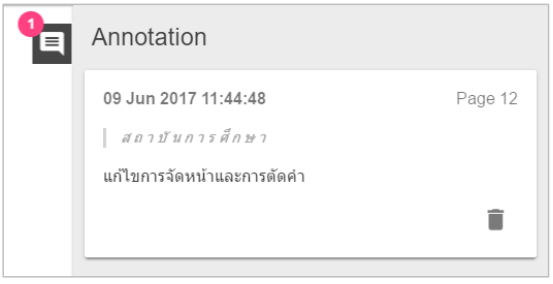


Figure 161: Complete adding comments

6. To cancel or delete the comments, you can click the 'cross' icon as in Figure 163 or the 'trash bin' as in Figure 164.

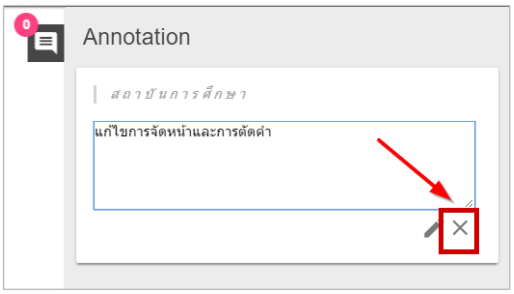


Figure 162: Cancel to add comments (in case of not recording comments yet)

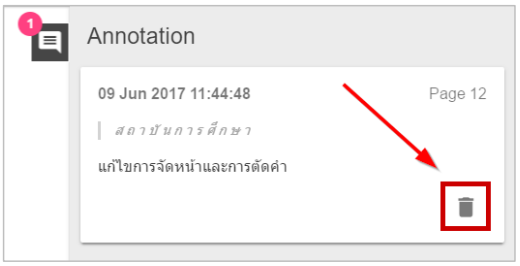


Figure 163: Cancel to add comments (in case of recording comments already)

4.5 Research Planning

4.5.1 Approval of the Research Planning

1. Main advisor will receive an email asking for approval of the research planning as in Figure 165.

ขอความเห็นชอบแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา) TEST ITHESIS x

Beta iThesis 2017 <no-reply@ithesis.uni.net.th> Jun 13 (10 days ago)

to [redacted]

Thai › English Translate message Turn off for: Thai

เรียนอาจารย์ที่ปรึกษา [redacted]
เรื่อง ขอความเห็นชอบแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์

ด้วย [redacted] รหัส 591121031 นักศึกษาหลักสูตร [redacted] ได้บันทึกแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์ ผ่านระบบ OHEC iThesis เมื่อวันที่ 13 มิถุนายน 2560 เวลา 11:07:40 น. จึงขอให้อาจารย์พิจารณาให้ความเห็นชอบแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์รูปแบบดังกล่าว โดย คลิกที่นี่ เพื่อเชื่อมต่อไปยังระบบ OHEC iThesis

ทั้งนี้ หากอาจารย์ไม่สามารถคลิกลิงค์ดังกล่าวได้ ขอให้ copy ข้อมูลดังต่อไปนี้ http://beta.ithesis.uni.net.th/approval_plan/advisor/beta_ithesis/NTkxMTIxMDMx/7d29bc657414ad9573922faf7caeeedb/ ไปวางยัง Address bar ของ Web Browser (แนะนำให้ใช้ Google Chrome, Mozilla Firefox, Apple Safari, และ Internet Explorer เวอร์ชัน 10 เพื่อใช้งานระบบ)

จึงเรียนมาเพื่อโปรดพิจารณาและดำเนินการต่อไป จักขอบพระคุณยิ่ง
--
สำนักงานคณะกรรมการการอุดมศึกษา
หากมีข้อสงสัยประการใด กรุณาติดต่อ ithesis@uni.net.th, dev-ithesis@uni.net.th

Figure 164: Email asking for approval of the research planning

Note: Subject line and format of the email is different among universities.

2. Click on "click here" link attached to the email, you will enter iThesis approval form in web portal, as in Figure 166.

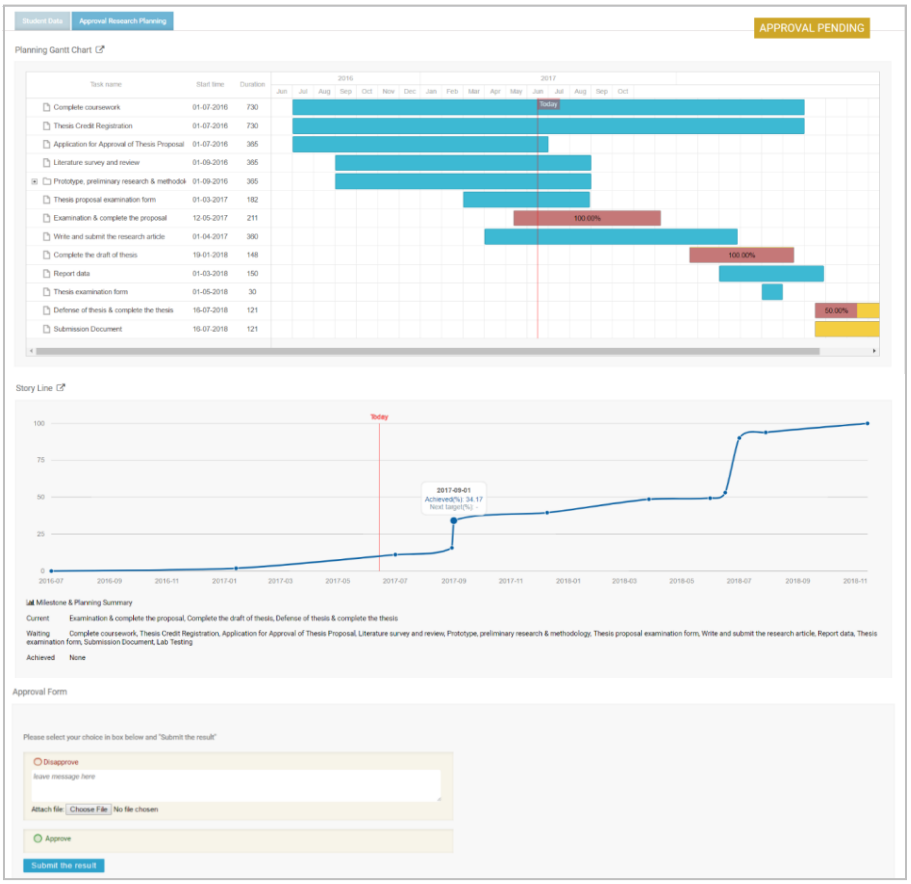


Figure 165: Approval Form for Research Planning

3. Considering various information in the research planning
4. Select the consideration result, then click the 'Submit the result' button to submit the approval result.
5. Once the information has been submitted, the system will send an email to notify the student, co-advisor (if any), and main advisor the results, as in Figure 167.

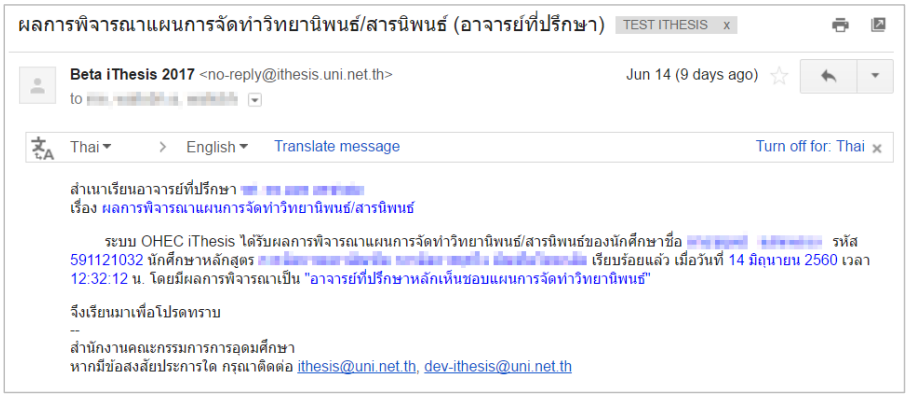


Figure 166: Email informing an approval result on research planning

4.5.2 Request for revise Research Planning

1. Main advisor will receive an email requesting to revise research planning as in Figure 168.

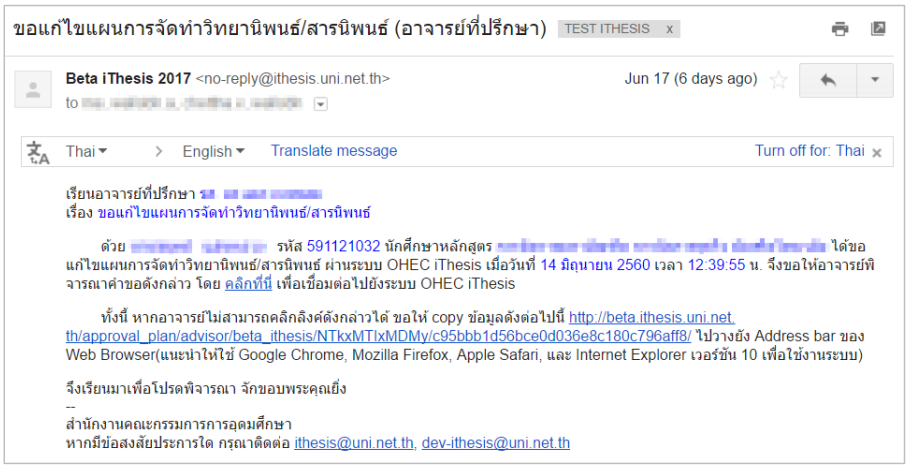


Figure 167: Email informing request for revise research planning

2. When advisor receives an email requesting to revise research planning, you can click on the "click here" link attached in the email that directly lead you to iThesis approval form. You can choose the consideration results, like the initial approval.

3. When you approve request, the system will send an email to students and main advisor for the result as in Figure 169.

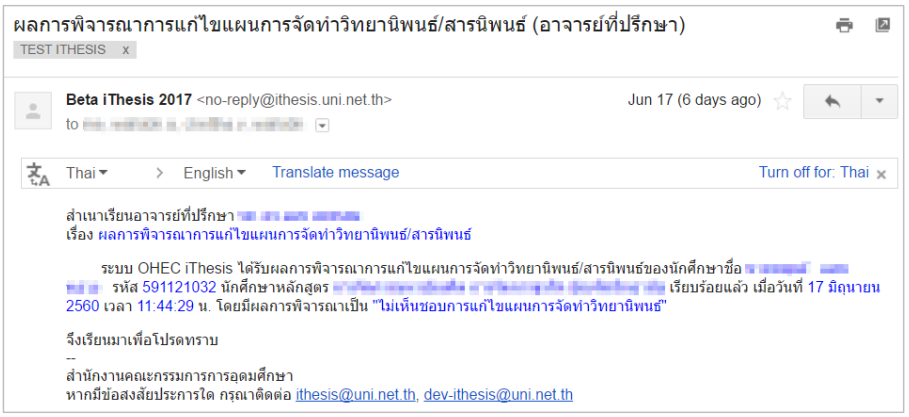


Figure 168: Email informing an approval result on 'Request to revise research planning'

4.6 Proposal

4.6.1 Approval of the Proposal

1. Main advisor will receive an email asking for approval of the proposal as in Figure 170.

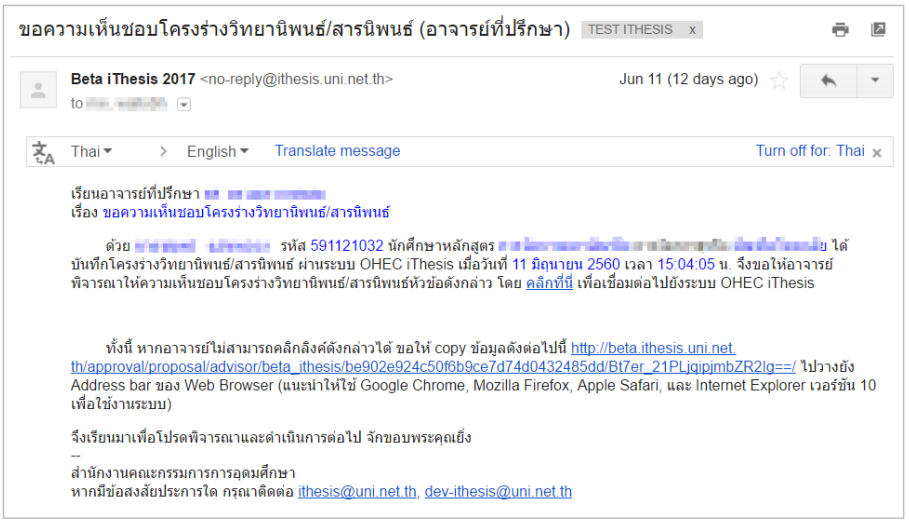


Figure 169: The example of an email asking for approval of the proposal

Note: Subject line and format of the email is different among universities.

2. Click on "click here" link attached to the email, you will enter iThesis approval form in web portal, as in Figure 171.

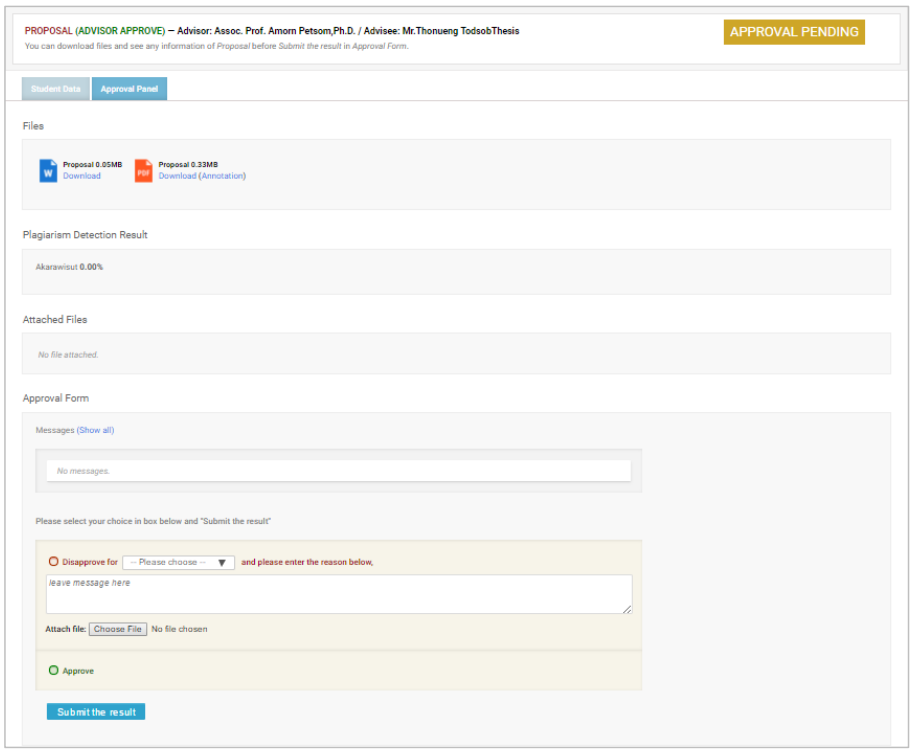
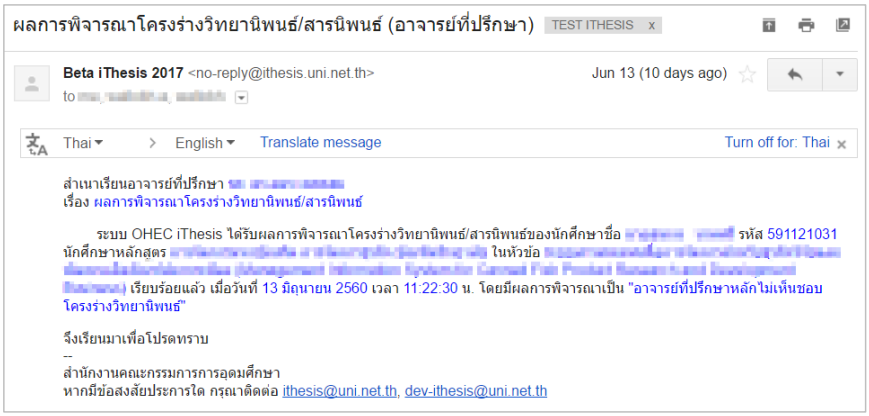


Figure 170: Approval from for Proposal

3. Considering various information in the proposal
4. Select the consideration result, then click the 'Submit the result' button to submit the approval result. (in case of selecting 'Disapprove', can choose the type of disapprove: Review or Reject)
5. Once the information has been submitted, the system will send an email to notify the student, co-advisor (if any), and main advisor the results, as in Figure 172.


ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา) TEST ITHESIS x

Beta iThesis 2017 <no-reply@ithesis.uni.net.th> Jun 13 (10 days ago)

to

Thai › English Translate message Turn off for: Thai

สำเนาเรียนอาจารย์ที่ปรึกษา

เรื่อง ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์

ระบบ OHEC iThesis ได้รับผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ของนักศึกษาชื่อ รหัส 591121031 นักศึกษาหลักสูตร ในหัวข้อ เรียบร้อยแล้ว เมื่อวันที่ 13 มิถุนายน 2560 เวลา 11:22:30 น. โดยมีผลการพิจารณาเป็น "อาจารย์ที่ปรึกษาหลักไม่เห็นชอบโครงร่างวิทยานิพนธ์"

จึงเรียนมาเพื่อโปรดทราบ

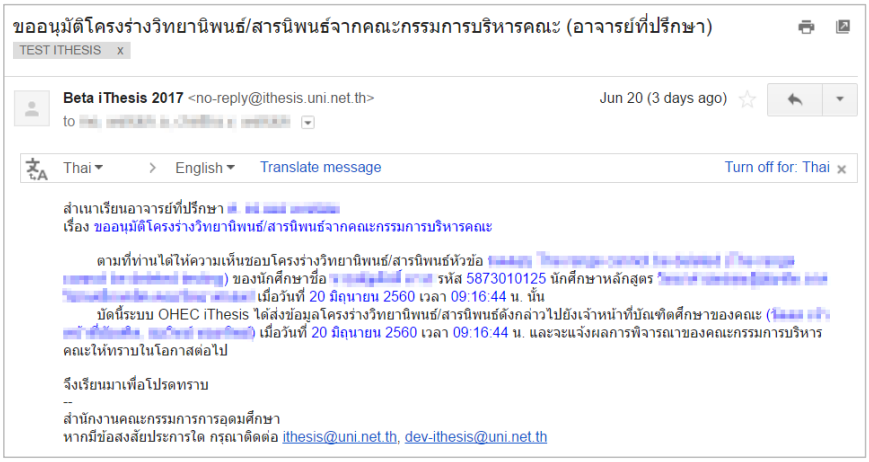
--

สำนักงานคณะกรรมการการอุดมศึกษา

หากมีข้อสงสัยประการใด กรุณาติดต่อ ithesis@uni.net.th, dev-ithesis@uni.net.th

Figure 171 Email informing an approval result on Proposal

6. The system will send an email requesting approval for the proposal from the faculty committee to graduate staff, the student, co-Advisors (if any), and main Advisors as in Figure 173.


ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษา)

TEST ITHESIS x

Beta iThesis 2017 <no-reply@ithesis.uni.net.th> Jun 20 (3 days ago)

to

Thai › English Translate message Turn off for: Thai

สำเนาเรียนอาจารย์ที่ปรึกษา

เรื่อง ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ

ตามที่ท่านได้ให้ความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์หัวข้อ) ของนักศึกษาชื่อ รหัส 5873010125 นักศึกษาหลักสูตร เมื่อวันที่ 20 มิถุนายน 2560 เวลา 09:16:44 น. นั้น

บัดนี้ระบบ OHEC iThesis ได้ส่งข้อมูลโครงร่างวิทยานิพนธ์/สารนิพนธ์ดังกล่าวไปยังเจ้าหน้าที่บัณฑิตศึกษาของคณะ ( ) เมื่อวันที่ 20 มิถุนายน 2560 เวลา 09:16:44 น. และจะแจ้งผลการพิจารณาของคณะกรรมการบริหารคณะให้ทราบในโอกาสต่อไป

จึงเรียนมาเพื่อโปรดทราบ

--

สำนักงานคณะกรรมการการอุดมศึกษา

หากมีข้อสงสัยประการใด กรุณาติดต่อ ithesis@uni.net.th, dev-ithesis@uni.net.th

Figure 172: Email requesting for approval of the Board of Executive Directors

7. After the board of directors has approved the proposal, the system will email the consideration results from the faculty committee to advisor, co-advisor (if any), student, and graduate staff as in Figure 174.

Figure 173: Email informing the approval results from the Board of Directors

Note: Subject line and format of the email is different among universities.

4.6.2 Request for Edit Proposal

Requesting to edit proposal will happen when the student want to change the topic of his/ her thesis, and the committee must submit a request form via iThesis. Then, main advisor has to consider the request to edit the proposal with all these steps:

1. Main advisor will receive an email requesting to revise research planning as in Figure 175.

ให้ข้อคิดเห็น [F2]: ใส่กรอบ (Picture Border) ให้รูปดูเรียบร้อยหน่อย เช็ครูปอื่น ๆ ด้วย

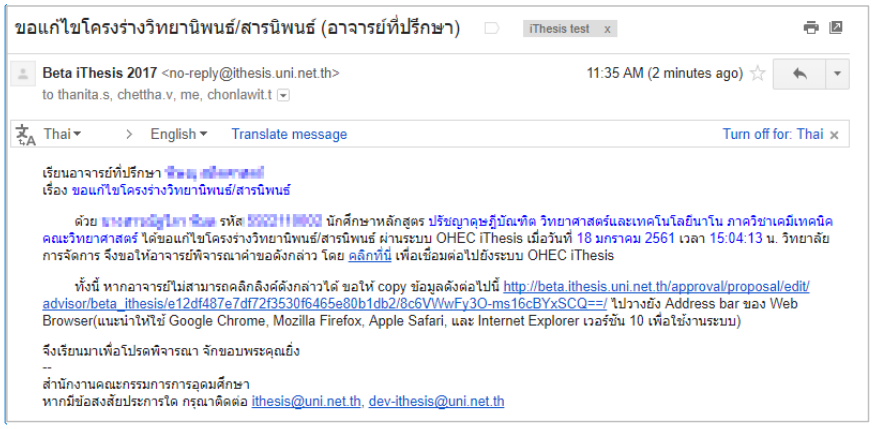


Figure 174: Email informing request for edit proposal

Note: Subject line and format of the email is different among universities.

2. Click on “click here” link attached to the email, you will enter iThesis approval form in web portal, as in Figure 176.

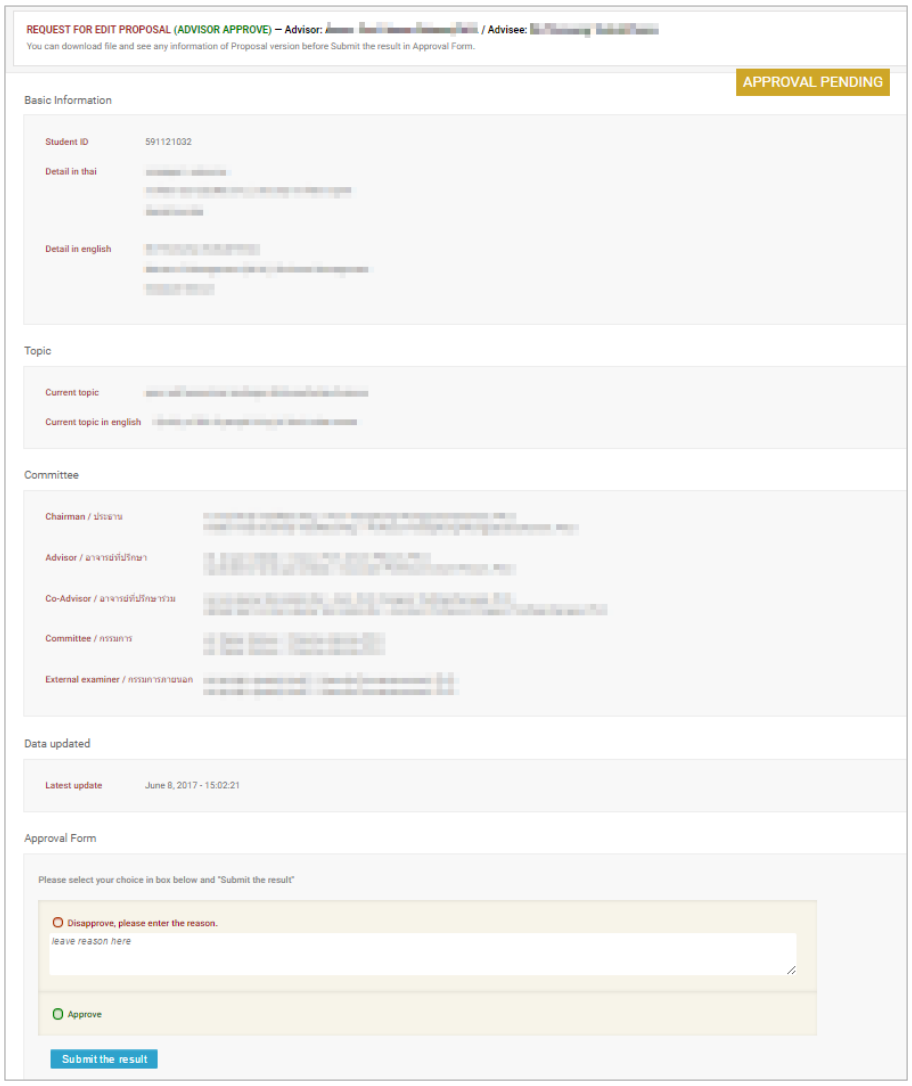


Figure 175: Approval Form to Request Edit Proposal

3. After considering information and selecting the result, then click the 'Submit the result' button to submit the approval result.
4. Once the information has been submitted, the system will send an email to notify the student, co-advisor (if any), and main advisor the results, as in Figure 177.

ให้ข้อคิดเห็น [F3]: ใส่กรอบ (Picture Border) ให้รูปดูเรียบร้อยหน่อย เช็ครูปอื่น ๆ ด้วย

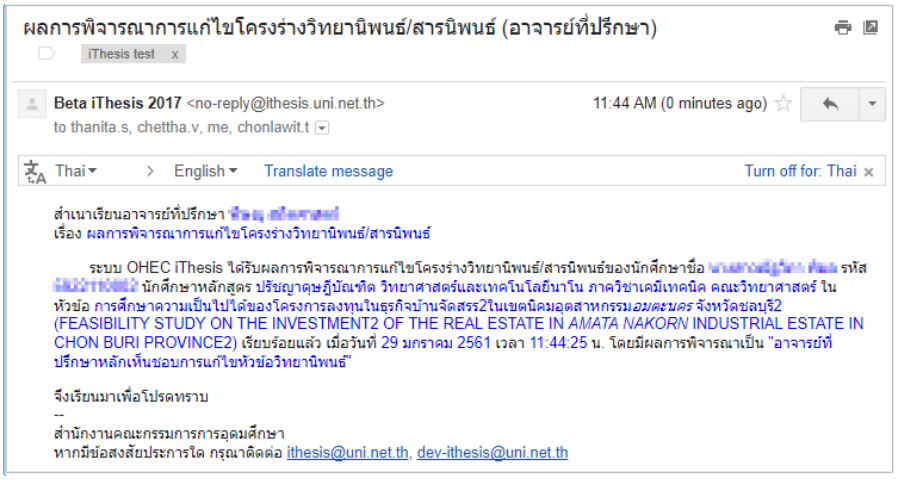


Figure 176: Email informing request for edit proposal

4.6.3 Request for Edit Topic

Editing a thesis topic will happen only when students want to edit the thesis topic after the thesis proposal approval has been approved. Students must submit a request via iThesis, submitting the form in the web portal. The advisor has to consider the request by following these steps:

1. Main advisor will receive an email requesting to edit the thesis topic as in Figure 178.

ให้ข้อคิดเห็น [F4]: ใส่กรอบ (Picture Border) ให้รูปดูเรียบร้อยหน่อย เช็ครูปอื่น ๆ ด้วย

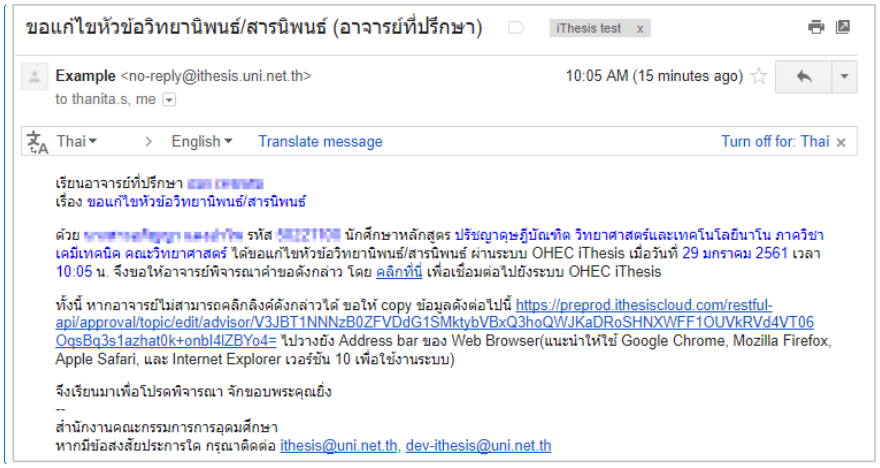


Figure 177: Email informing request for edit topic

Note: Subject line and format of the email is different among universities.

2. Click on "click here" link attached to the email, you will enter iThesis approval form in web portal, as in Figure 179.

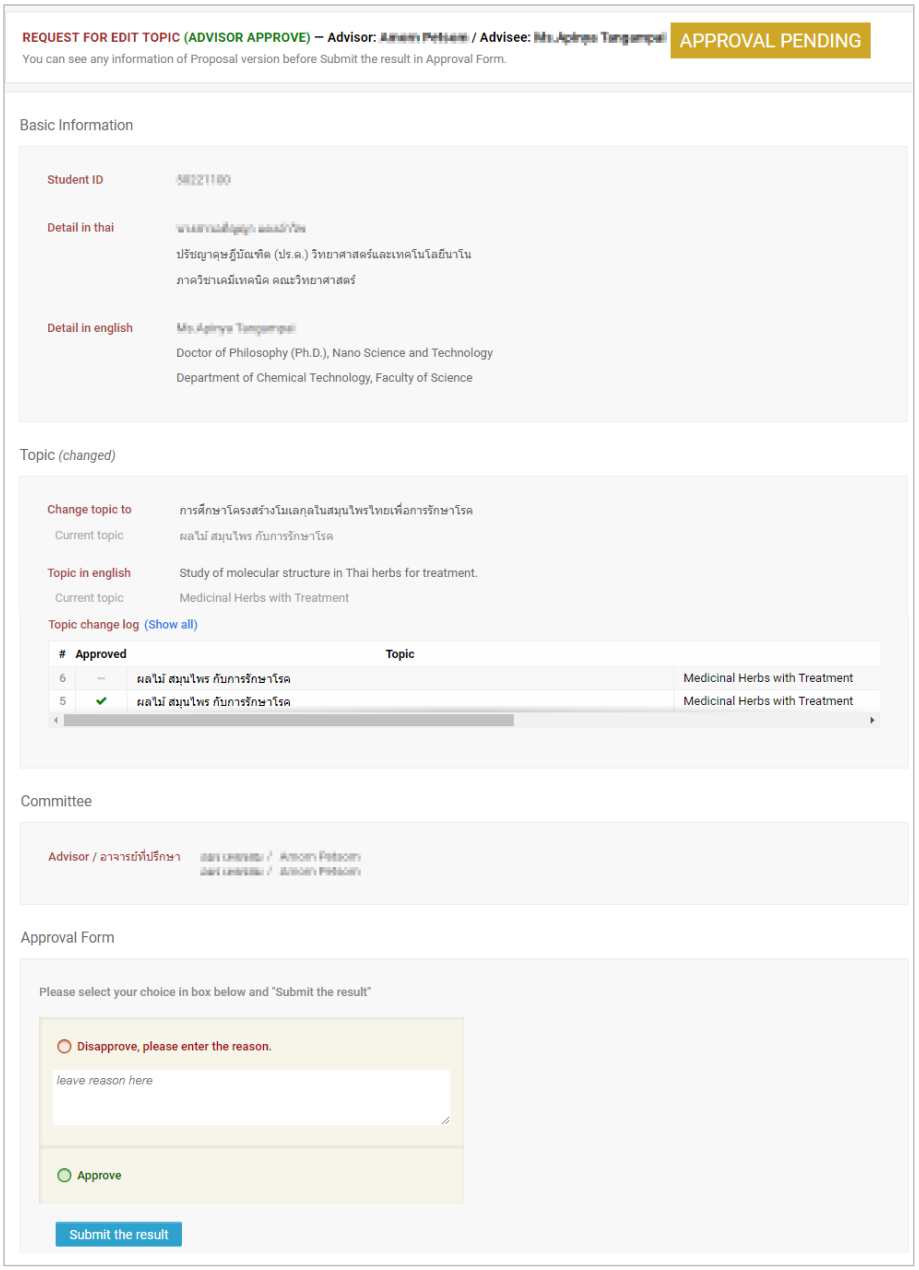


Figure 178: Approval Form to Request for Edit Topic

3. After considering information and selecting the result, then click the 'Submit the result' button to submit the approval result.
   - Disapprove
   - Approve: In the case that the advisor approves, the system will send an email to the graduate staff to approve the request for edit topic amendment through the system.
4. Once the information has been submitted, the system will send an email to notify the student, co-advisor (if any), and main advisor the results, as in Figure 180.

ให้ข้อคิดเห็น [F5]: ใส่กรอบ (Picture Border) ให้รูปดูเรียบร้อยหน่อย เช็ครูปอื่น ๆ ด้วย

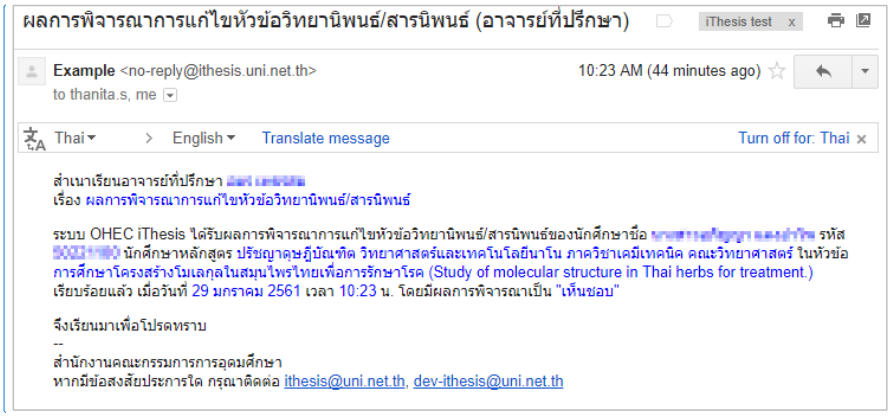


Figure 179: Email informing approval results for edit topic

4.7 Draft Thesis Version

4.7.1 Approval of Draft version

1. Main advisor will receive an email asking for approval of the draft version as in Figure 181.

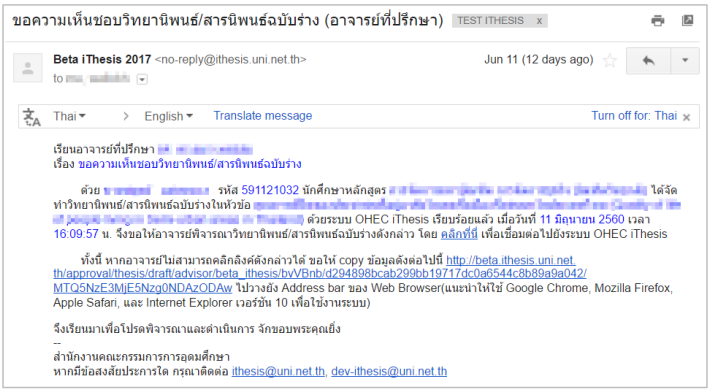


Figure 180: Email asking for approval of the draft version

2. Click on "click here" link attached to the email, you will enter iThesis approval form in web portal, as in Figure 182.

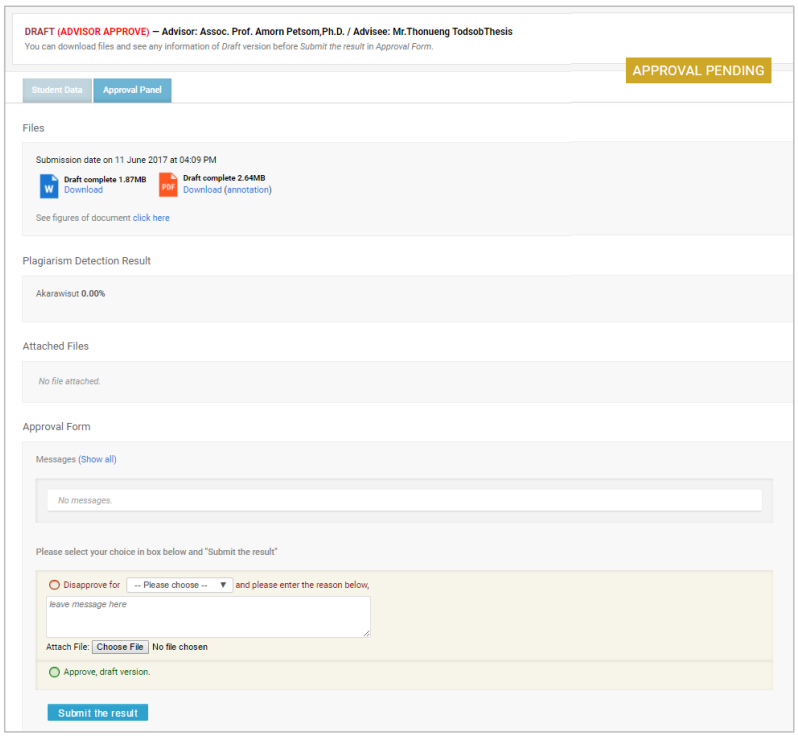


Figure 181: Approval from for draft version

3. Considering files, information in the draft version
4. Select the consideration result, then click the 'Submit the result' button to submit the approval result. (in case of selecting 'Disapprove', can choose the type of disapprove: Review or Reject)
5. Once the information has been submitted, the system will send an email to notify the student, co-advisor (if any), and main advisor the results, as in Figure 183.

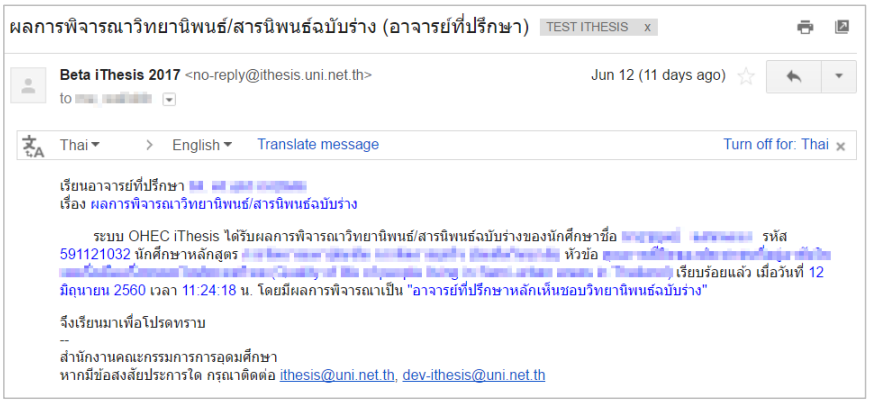


Figure 182: Email informing an approval result on daft version

4.8 Complete Thesis Version

4.8.1 Approval of Complete version

1. Main advisor will receive an email asking for approval of the complete version as in Figure 184.

Figure 183: Email asking for approval of the complete version

2. Click on "click here" link attached to the email, you will enter iThesis approval form in web portal, as in Figure 185.

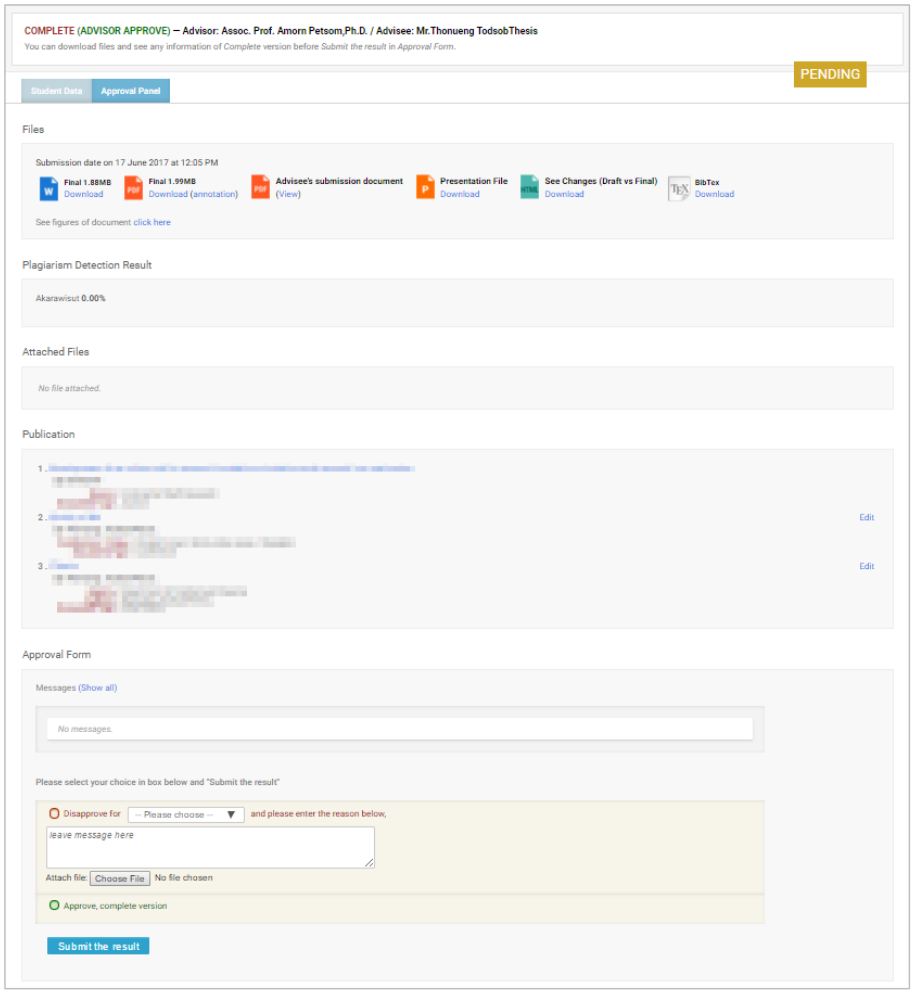


Figure 184: Approval from for Complete version

3. Considering the information in the complete version
4. Select the consideration result, then click the 'Submit the result' button to submit the approval result. (in case of selecting 'Disapprove', can choose the type of disapprove: Review or Reject)
5. Once the information has been submitted, the system will send an email to notify the student, co-advisor (if any), and main advisor the results, as in Figure 186.

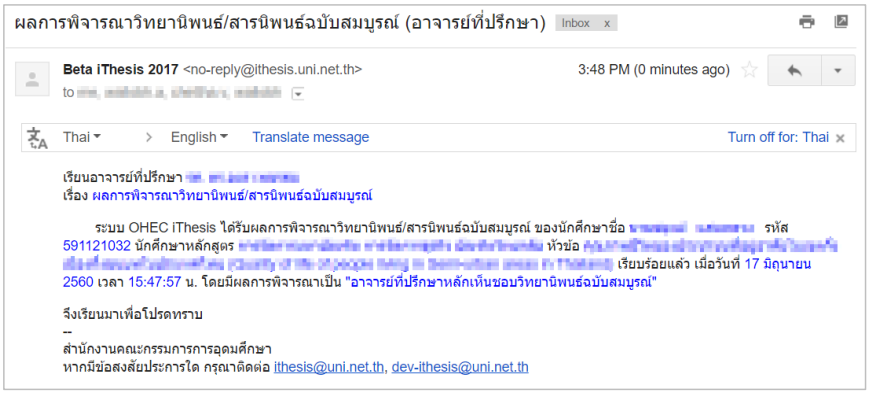
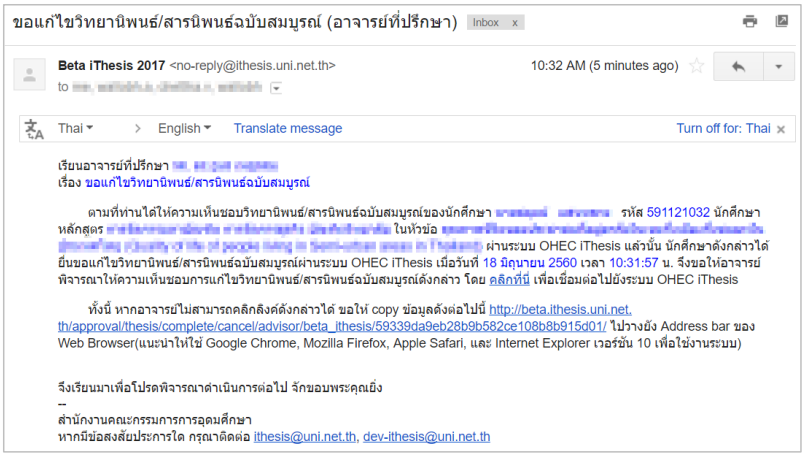


Figure 185: Email informing an approval result on Complete Version

4.8.2 Request for Revise Complete Version

After the student has received a complete thesis approval from the advisor, but the thesis was found that there are some incorrected data which may be part of the thesis content within the book or the information appearing on the template. Therefore, the student has to submit a request for revise complete thesis version approval form in iThesis. Then, the system will then send an email to the advisor.

1. Main advisor will receive an email requesting to revise a complete version as in Figure 187.



Note: Subject line and format of the email is different among universities.

2. Click on "click here" link attached to the email, you will enter iThesis approval form in web portal, as in Figure 188.

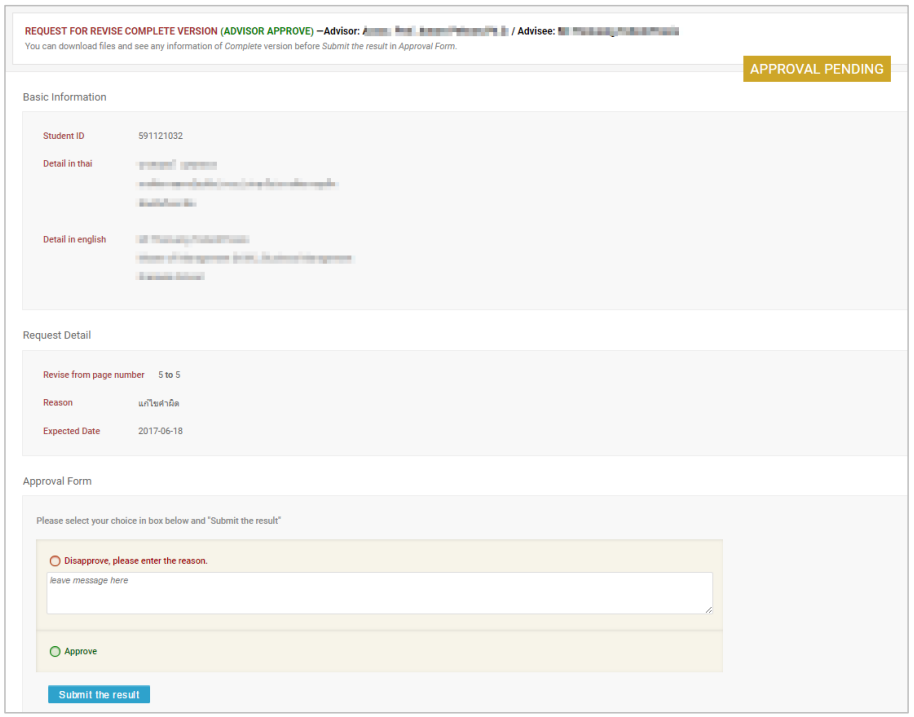
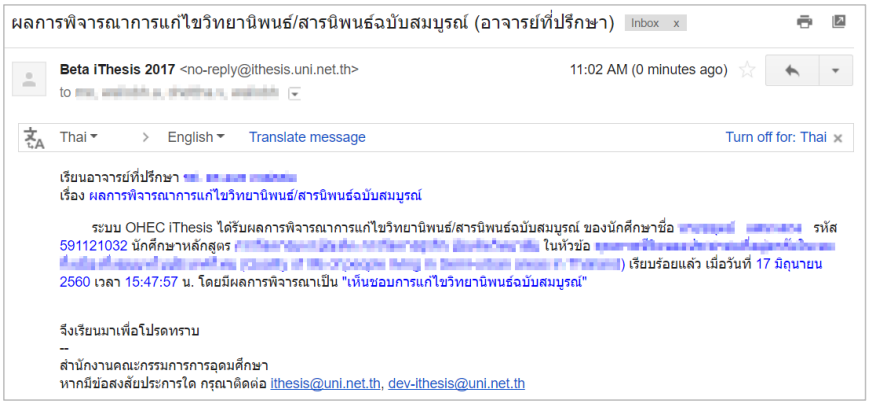


Figure 186: Approval Form to Request Revise Complete Version

3. After considering information and selecting the result, then click the 'Submit the result' button to submit the approval result.
4. Once the information has been submitted, the system will send an email informing the result of the consideration which is divided into 2 cases:
   4.1. Disapprove: The system will not cancel the complete thesis book, and show up the approval result of the complete thesis request in the system.
   4.2. Approve: The system will send an email to the graduate staff for approval. When the graduate staff has approved, the advisor will receive an email from the system as in Figure 189.



ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา) Inbox x

Beta iThesis 2017 <no-reply@ithesis.uni.net.th> 11:02 AM (0 minutes ago)

to [redacted]

Thai › English Translate message Turn off for: Thai

เรียนอาจารย์ที่ปรึกษา [redacted]
เรื่อง ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์

ระบบ OHEC iThesis ได้รับผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ ของนักศึกษาชื่อ [redacted] รหัส 591121032 นักศึกษาหลักสูตร [redacted] ในหัวข้อ [redacted]) เรียบร้อยแล้ว เมื่อวันที่ 17 มิถุนายน 2560 เวลา 15:47:57 น. โดยมีผลการพิจารณาเป็น "เห็นชอบการแก้ไขวิทยานิพนธ์ฉบับสมบูรณ์"

จึงเรียนมาเพื่อโปรดทราบ
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สำนักงานคณะกรรมการการอุดมศึกษา
หากมีข้อสงสัยประการใด กรุณาติดต่อ ithesis@uni.net.th, dev-ithesis@uni.net.th

Figure 187: Email informing an approval result on edit complete version