Manual for submit the thesis files to
Suranaree University of Technology Intellectual Repository (SUTIR) database

The Center for Library Resources and Educational Media
Suranaree University of Technology
October 2021
Thesis Submission Procedure on Suranaree University of Technology Intellectual (SUTIR)

1. The SUT institute submits the copy of completed Thesis Examination Assessment Form (Thesis Form No.23) to The Center for Educational Services and The Center for Library Resources and Educational Media (CLREM).

2. The SUT institute submits the copy of Notice with Vice Rector’s signature (on the thesis approval page) to CLREM.

3. The librarian registers on SUTIR on behalf of the student within 3 working days following the receipt date of Thesis Form No.23 the thesis related details gained from copy of Thesis Form No.23. A link will be later sent to the student via an automated email for filling in name and surname, contact number, and password for signing in the SUTIR database. The student needs to click on the link. (Figure 1)

**DSpace Account Registration**

![DSpace Account Registration Image]

To complete registration for a DSpace account, please click the link below:

[http://sutir.sut.ac.th:8080/jspui/register?token=4c3b82e99041d6f76cdab5fa54430096](http://sutir.sut.ac.th:8080/jspui/register?token=4c3b82e99041d6f76cdab5fa54430096)

If you need assistance with your account, please email chanpen@library.sut.ac.th or call us at 044-22-3100.

The SUTIR Team

*Figure 1* Example of an email screen from a system that sends a link prompting students to complete additional Information.
4. After the student clicks on the sent link, a window (Figure 2) will appear in order for the student to fill in data for registration.

**Figure 2** Example screen for students to fill in information and set a password to access SUTIR database to submit thesis files.

**Password must be at least 6 characters. Password must not be forgotten. Because students must use it to login to SUTIR database to submit thesis files.**

**Remarks:** If the student is already registered. You will not be able to register again.
5. When the student completes the registration and gives confirmation, an email will be sent to the librarian. The librarian will give the student permission to upload the completed thesis file on SUTIR database according to the affiliated institute within 3 working days following the receipt date of the automated email.

![DSpace: Registration Notification](image1.png)

**Figure 3** Example of an email notification to a librarian to allow students to open their rights.

6. The student clicks on the link: http://sutir.sut.ac.th:8080/jspui in the email, clicks on the menu “Sign on to” to sign in the SUTIR database system, and selects the menu “My SUTIR” (Figure 4).

![Figure 4 Example screen for Sign on to login to the SUTIR database](image2.png)
7. A window will appear for the student to enter SUTIR database system (Figure 5) in which the student needs to fill in the same email stated in Thesis Form No.23 and the registered password (Figure 6).

![Figure 5 Example of SUTIR login screen](image)

![Figure 6 Example of a screen to fill in the Email and Password to log in to the SUTIR system.](image)

**Remarks:** If students forget the password for accessing the registered SUTIR database. Must contact the librarian only, and librarian will go to reset the password, which the system will send an email to inform the students. Go in and set a new password.
8. When the student signs in SUTIR database system, a window (Figure 7) will appear for the student to click on the icon “Start a New Submission” Submission.

![Figure 7 Example screen to select Start a New Submission](image)

9. The student clicks on the menu “Collection” to view the affiliated institute and thesis topic (Figure 8).

![Figure 8 Example screen Click the Collection menu bar.](image)
10. The student clicks on the icon “Next” to fill in thesis details and upload the thesis file.

![Submit: Choose Collection](image)

**Figure 9** Example of a screen to click to fill in thesis details

11. The student fills the thesis details in the provided form (Figure 10) and then clicks on the icon “Next”.

![Submit: Describe this Item](image)

**Figure 10** Example of screen for filling in thesis details

**Remarks:** The language to be filled in must be the same language as the thesis content. For example, the thesis content in Thai must be filled out in Thai. The thesis content is in English, complete in English.
12. A window (Figure 11) will appear for thesis file uploading. The student needs to set up the thesis name in consistence to the announcement (“Announcement of Suranaree University of Technology RE: Guidelines on Thesis Preparation and Submission”).

![Image of thesis upload window]

**Figure 11** Example screen to upload thesis file

The thesis file to be uploaded on SUTIR database needs to be the same file with the printed thesis and has signatures on the approval and abstract pages.
13. When the student finishes uploading the thesis file, clicks on the icon “Next” (Figure 12).

Figure 12 Example of a screen where all thesis files have been uploaded.
14. A window will appear for the student to have data correction before submitting onto the SUTIR (Figure 13). If the student would like to correct the data, clicks on the icon “Correct one of these”. For changing the thesis file, click on the icon “Add or Remove a File”. If the data is correct and requires no change, click on the icon “Next”.

Figure 13 Example of a screen to check the details of the data before sending it into the system.
15. Details regarding the thesis publication rights will be shown on a window, the student is required to click on the icon “I Grant the License” (Figure 14).

**Figure 14 Example of a publishing copyright screen**

**After the student clicks on the icon, data correction will be available only by contacting the librarian.**

Remarks: If you want to edit the data after it has been sent to the SUTIR system, you must contact the responsible librarian only.
16. When the student clicks on the icon to commit the terms and conditions, the message “Submission Complete” will appear (Figure 15).

![Submit: Submission Complete!]

**Figure 15** Example of a completed thesis file submission screen

17. The automated email will be sent by the librarian to the student within 3 working days following the submission date to inform if the submission is completed and correct or not. The message and link will be sent to inform the student to print the thesis report form if the data is correct (Figure 16). Afterwards, the student needs to submit both the form and the thesis to CLREM. In the case the data is not correct, the librarian will reject the submission and the student needs to correct the data and resubmit the thesis file.

![You submitted: Pragmatic Strategies in English as a Lingua Franca Interactions in International Relation Services in a Thai University Context]

**Figure 16** Example of a screen message prompting back to student email
Figure 17 Example of thesis file submission report.

18. When the Suranaree University of Technology Council approves the student’s graduation, the thesis will be publicized on SUTIR database.
For more information, please contact:

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