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
August 2025

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)

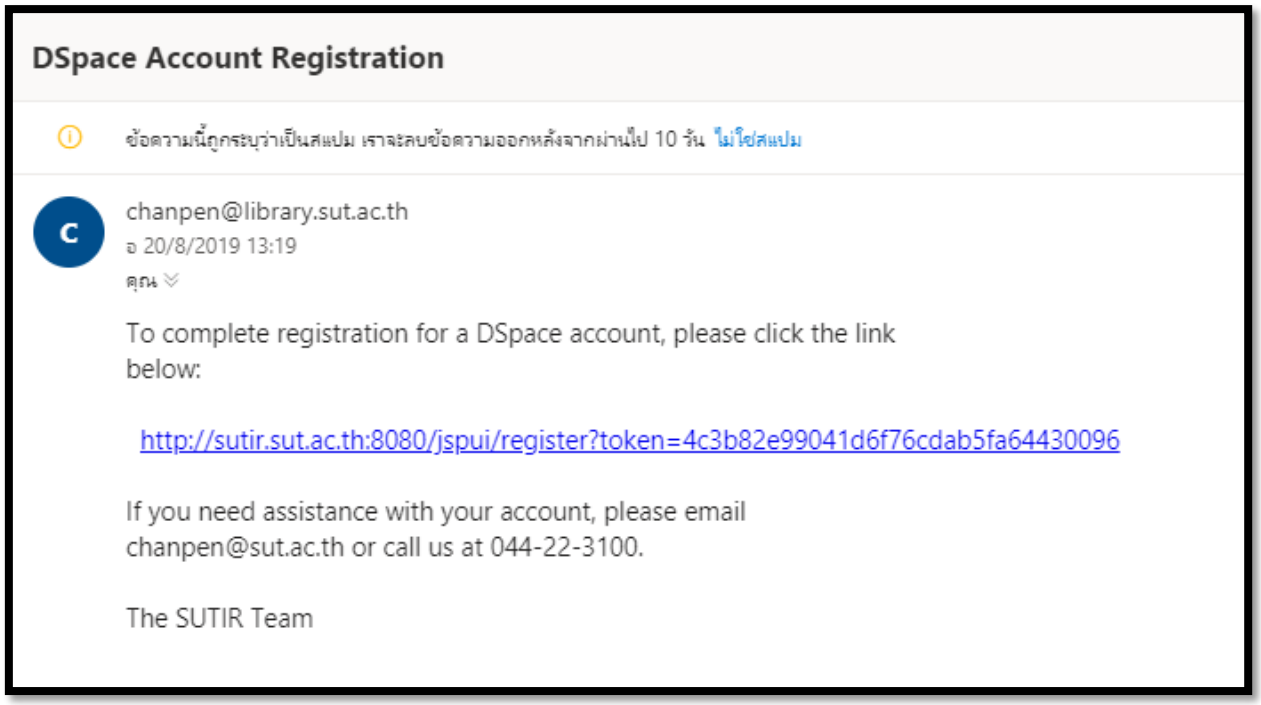


Figure 1 Example of an email screen from a system that sends a link prompting students to complete additional Information.

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.

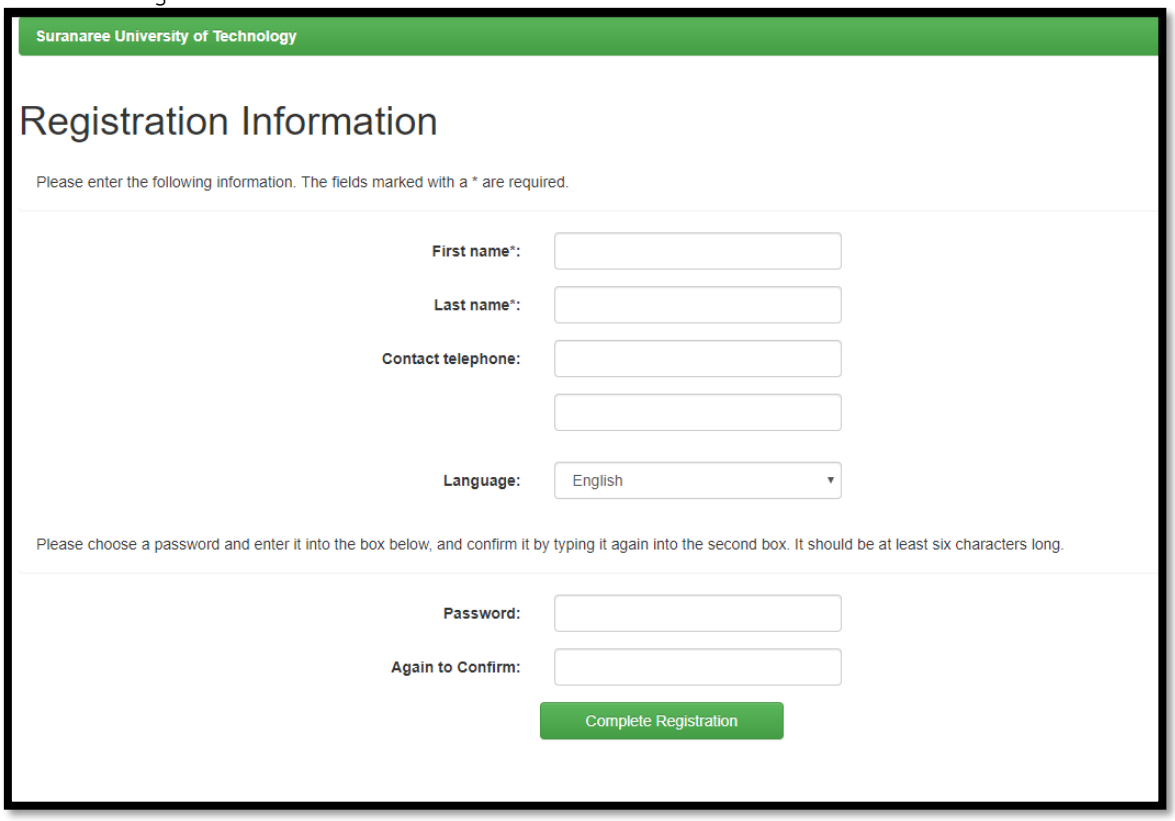


Figure 2 Example screen for students to fill in information and set a password to access SUTIR database to submit thesis files.

**** 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. After completing registration and confirmation, students will be granted access by the librarian to upload their finalized thesis file to the SUTIR database within three working days from the registration date.

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 3).

Figure 3 Example screen for Sign on to login to the SUTIR database

7. A window will appear for the student to enter SUTIR database system (Figure 4) in which the student needs to fill in the same email stated in Thesis Form No.23 and the registered password.

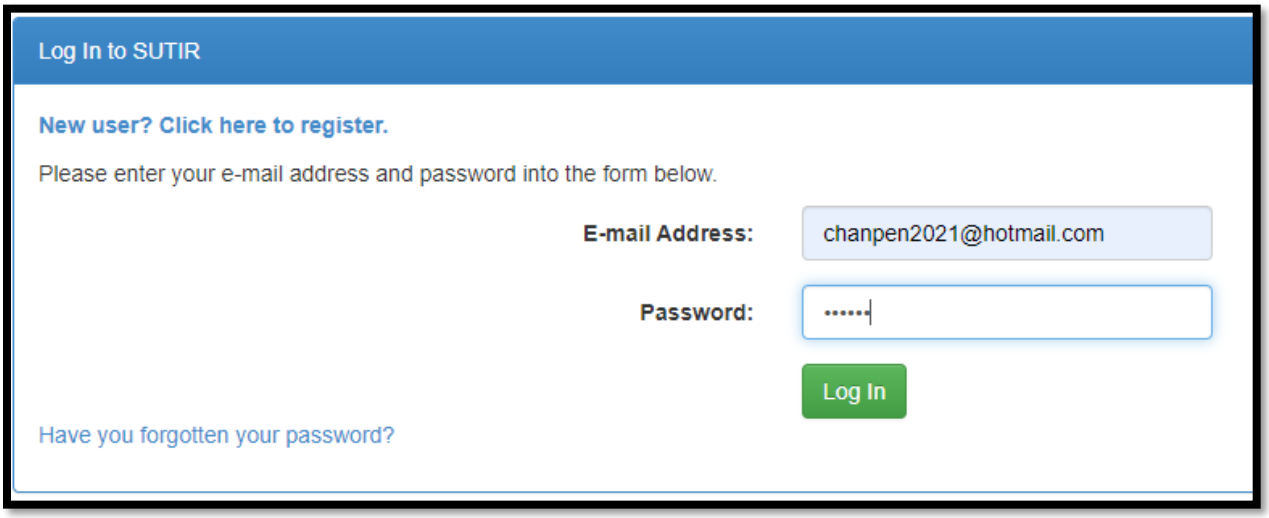


Figure 4 Example of a screen to fill in the Email and Password to log in to the SUTIR system.

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 5) will appear for the student to click on the icon “Start a New Submission” Submission.

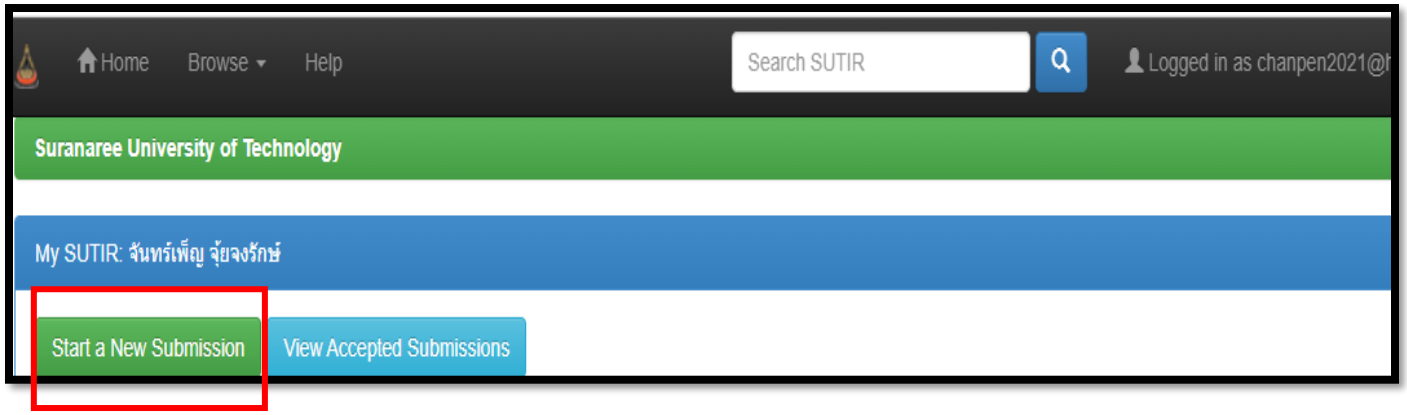


Figure 5 Example screen to select Start a New Submission

9. The student clicks on the menu “Collection” to view the affiliated institute and thesis topic (Figure 6).

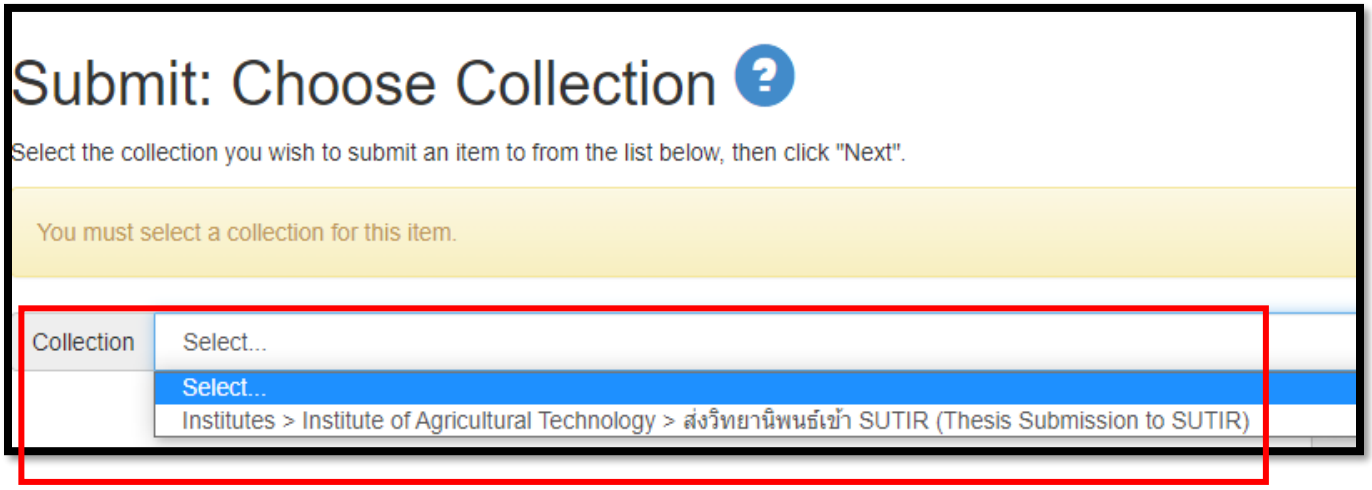


Figure 6 Example screen Click the Collection menu bar.

10. The student clicks on the icon “Next” to fill in thesis details and upload the thesis file.

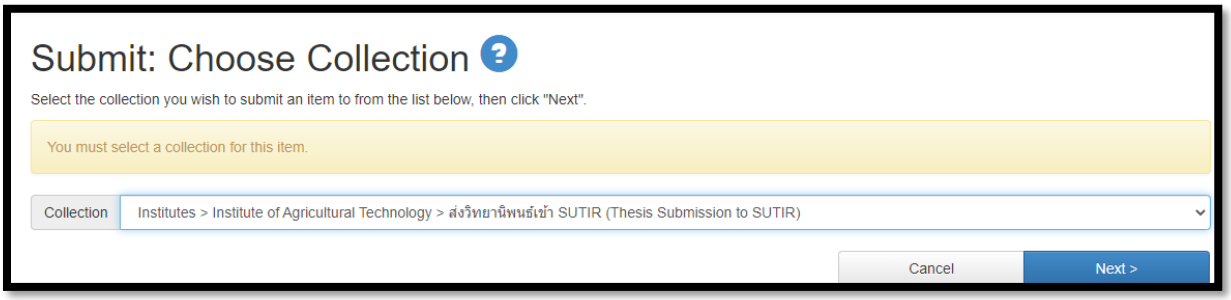


Figure 7 Example of a screen to click to fill in thesis details

11. The student fills the thesis details in the provided form (Figure 8) and then clicks on the icon "Next".

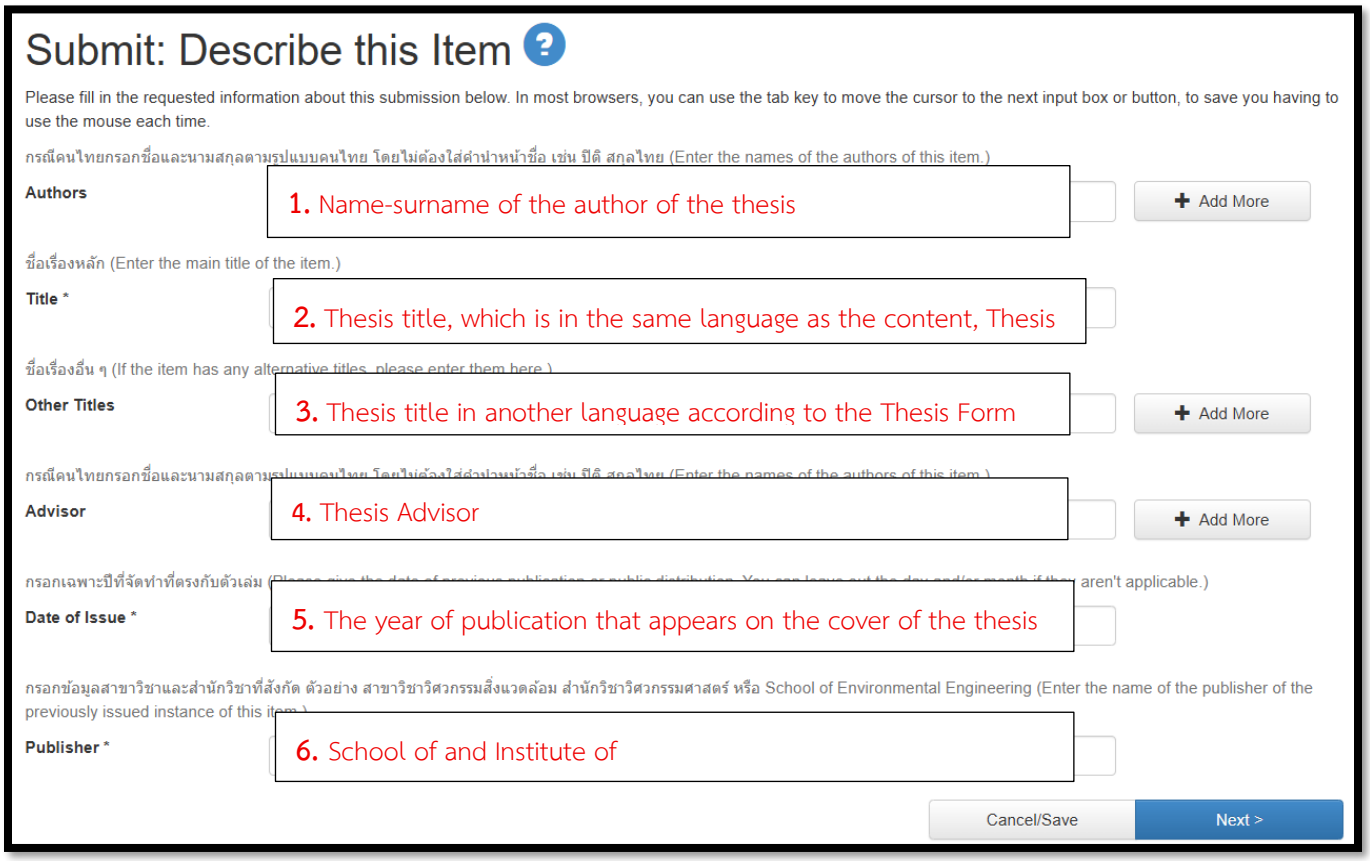


Figure 8 Example of screen for filling in thesis details

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 9) 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”).

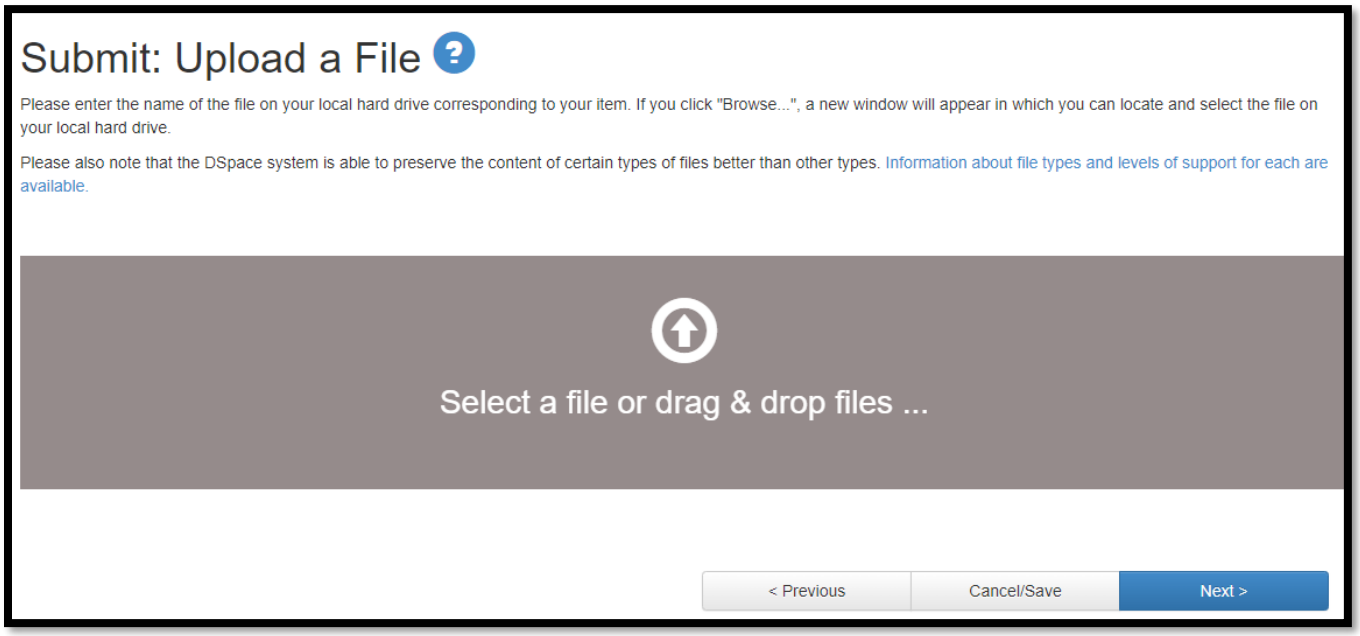


Figure 9 Example screen to upload thesis file

The thesis file uploaded to the SUTIR database must be identical to the printed version and must include the signed approval page as well as the abstract page.

13. When the student finishes uploading the thesis file, clicks on the icon “Next” (Figure 10).

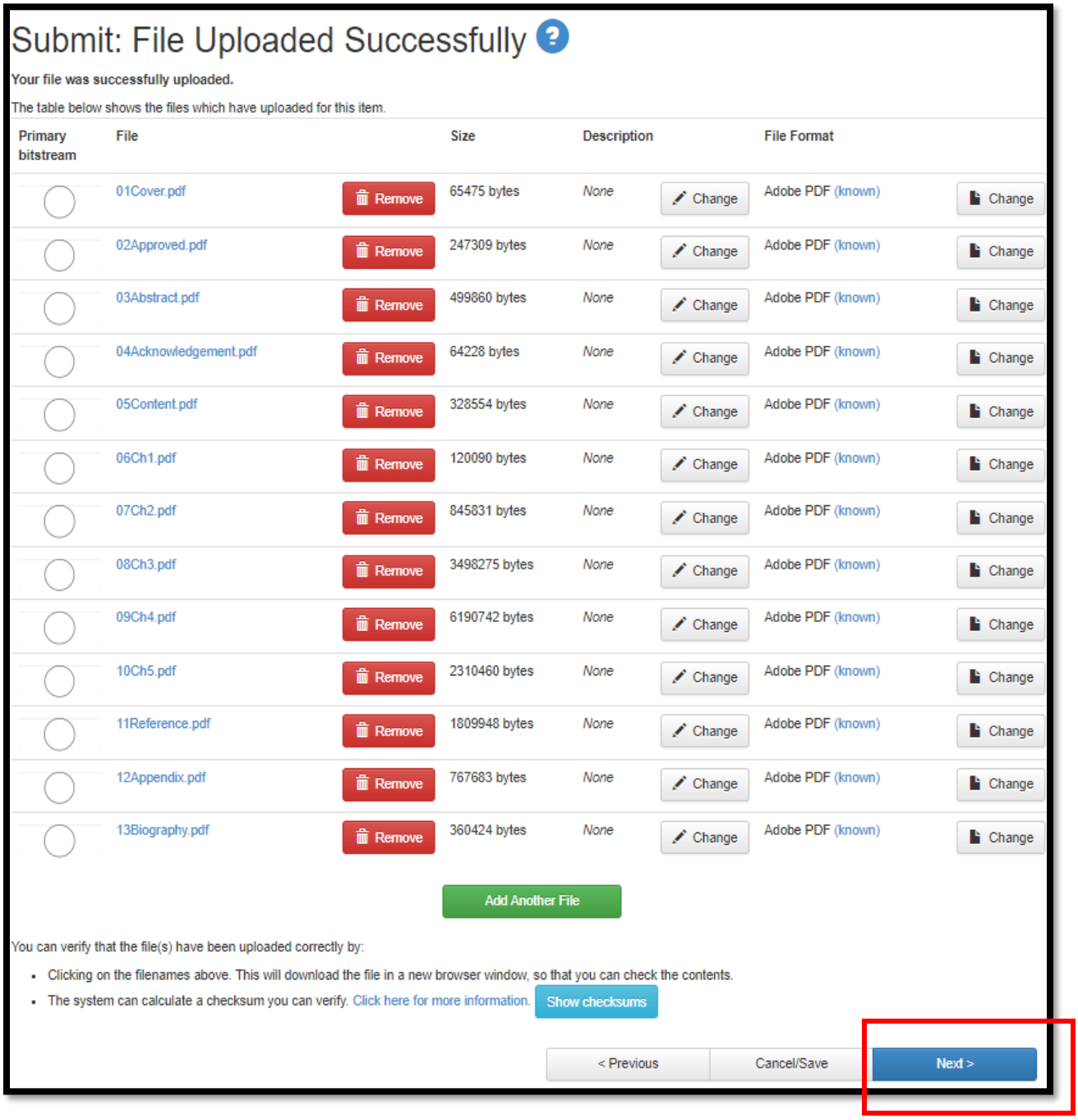


Figure 10 Example of a screen where all thesis files have been uploaded.

14. A window will appear for the student to have data correction before submitting onto the SUTIR (Figure 11). 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”.

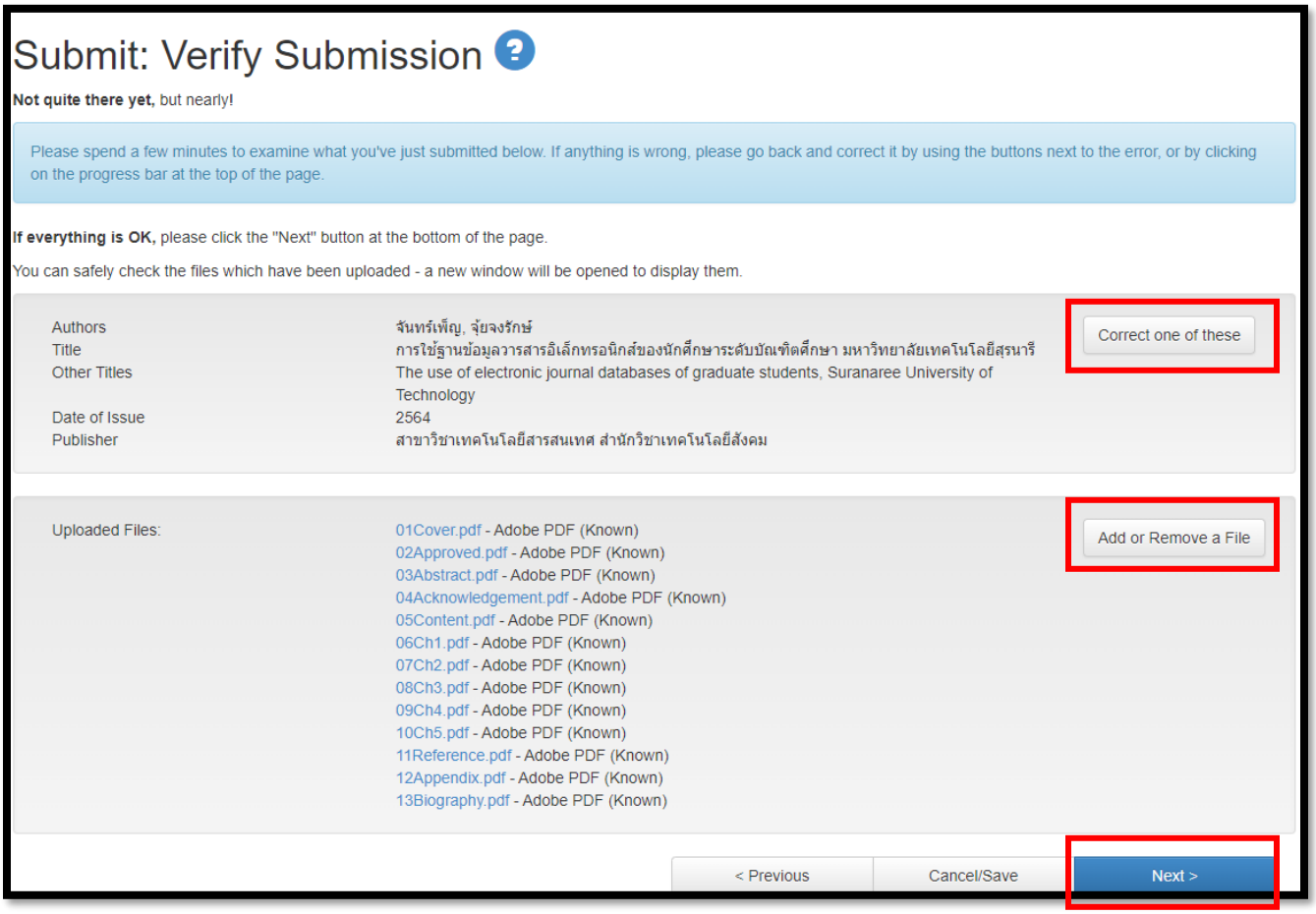


Figure 11 Example of a screen to check the details of the data before sending it into the system.

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 12).

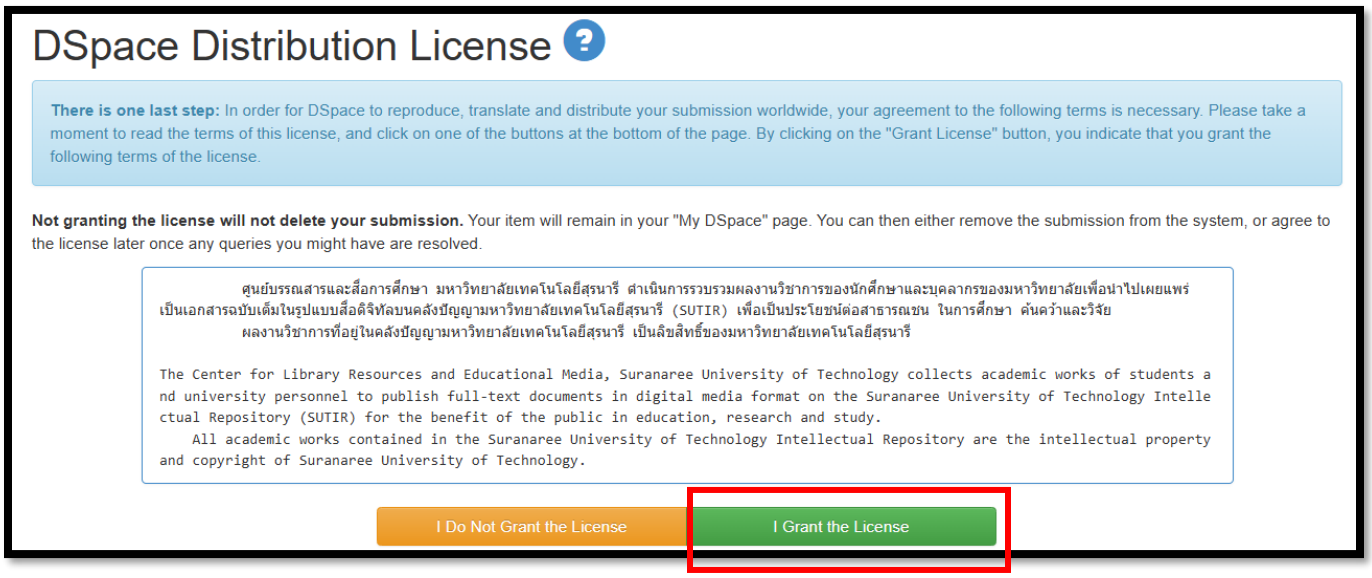


Figure 12 Example of a publishing copyright screen

"If a student chooses not to accept the terms of publication, the submission to the institutional repository will be incomplete. Students must click ***I Grant the License*** in order for the submission to the SUTIR database to be finalized.

Once the terms have been accepted, no further changes can be made. If any corrections are required after the submission has been completed in SUTIR, the student must contact the responsible librarian."

16. When the student clicks on the icon to commit the terms and conditions, the message “Submission Complete” will appear (Figure 13).

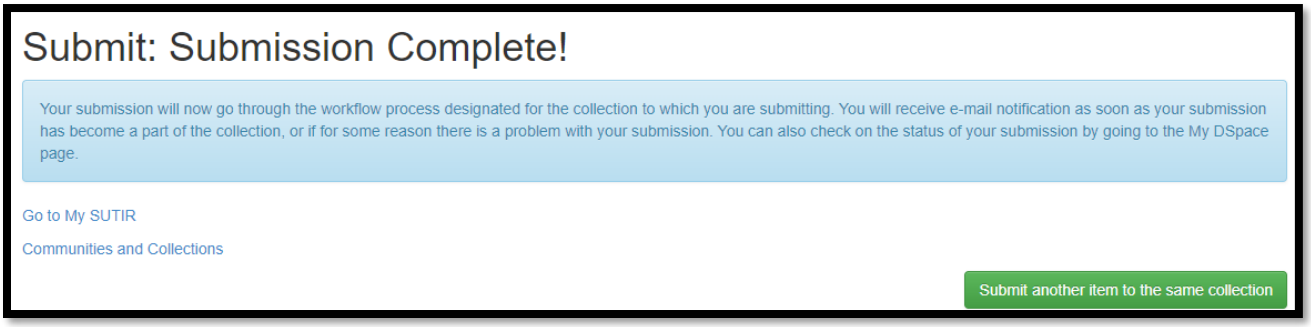
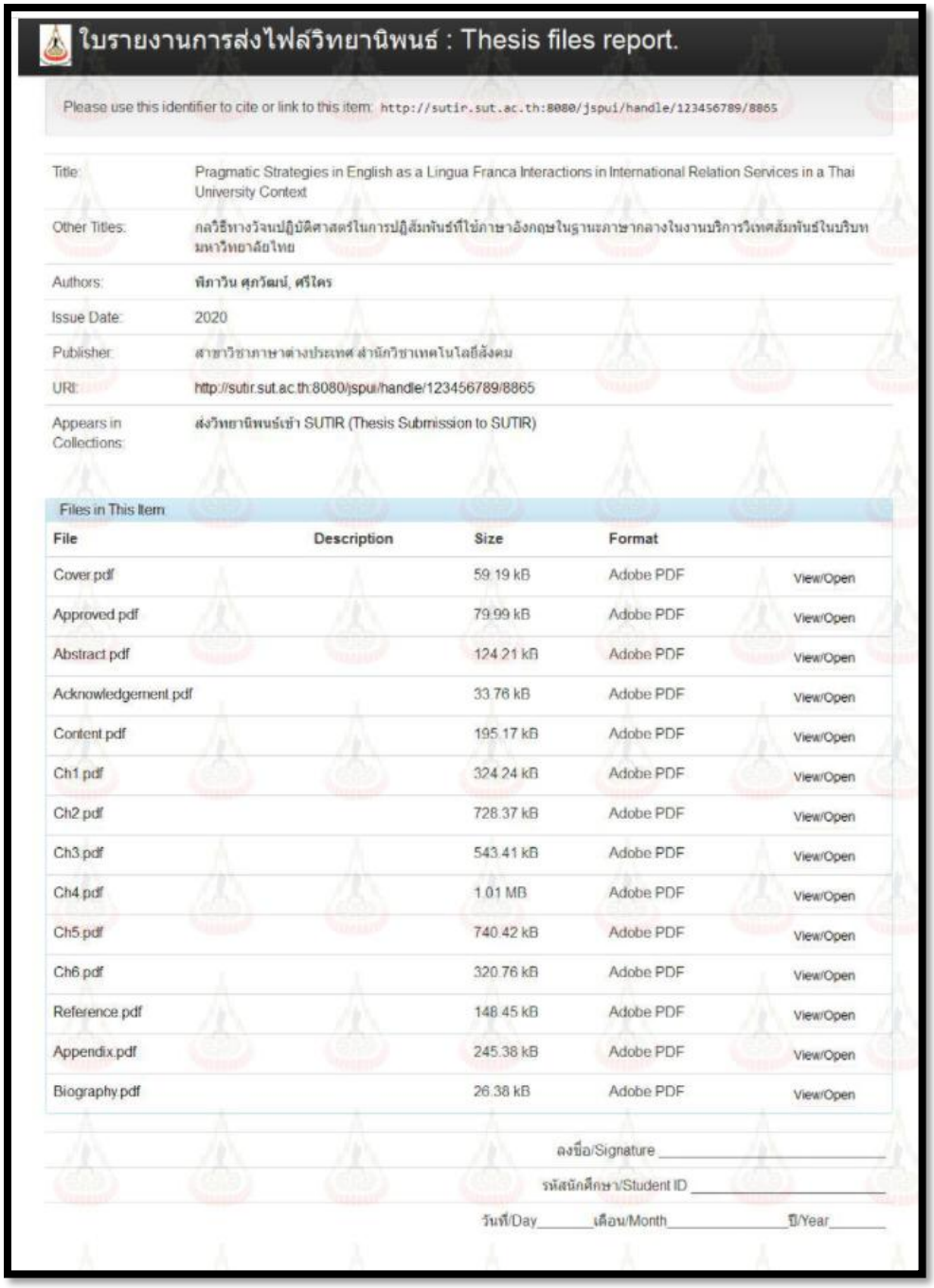


Figure 13 Example of a completed thesis file submission screen

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 14). 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.

Figure 14 Example of a screen message prompting back to student email



ใบรายงานการส่งไฟล์วิทยานิพนธ์ : Thesis files report.

Please use this identifier to cite or link to this item: http://sutir.sut.ac.th:8080/jspui/handle/123456789/8865

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Other Titles:	กลวิธีทางวัจนปฏิบัติศาสตร์ในการปฏิสัมพันธ์ที่ใช้ภาษาอังกฤษในฐานะภาษากลางในงานบริการวิเทศสัมพันธ์ในบริบทมหาวิทยาลัยไทย
Authors:	พิภาวิน ศุภวัฒน์, ศรีใคร
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Appears in Collections:	ส่งวิทยานิพนธ์เข้า SUTIR (Thesis Submission to SUTIR)

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ลงชื่อ/Signature _____

รหัสนักศึกษา/Student ID _____

วันที่/Day_____เดือน/Month_____ปี/Year_____

Figure 15 Example of thesis file submission report.

18. The thesis will be published in the SUT Institutional Repository only after the University Council has approved the student's graduation. In the case of an embargoed thesis, it will be made available in the repository only after the embargo period has expired.

For more information, please contact:

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