

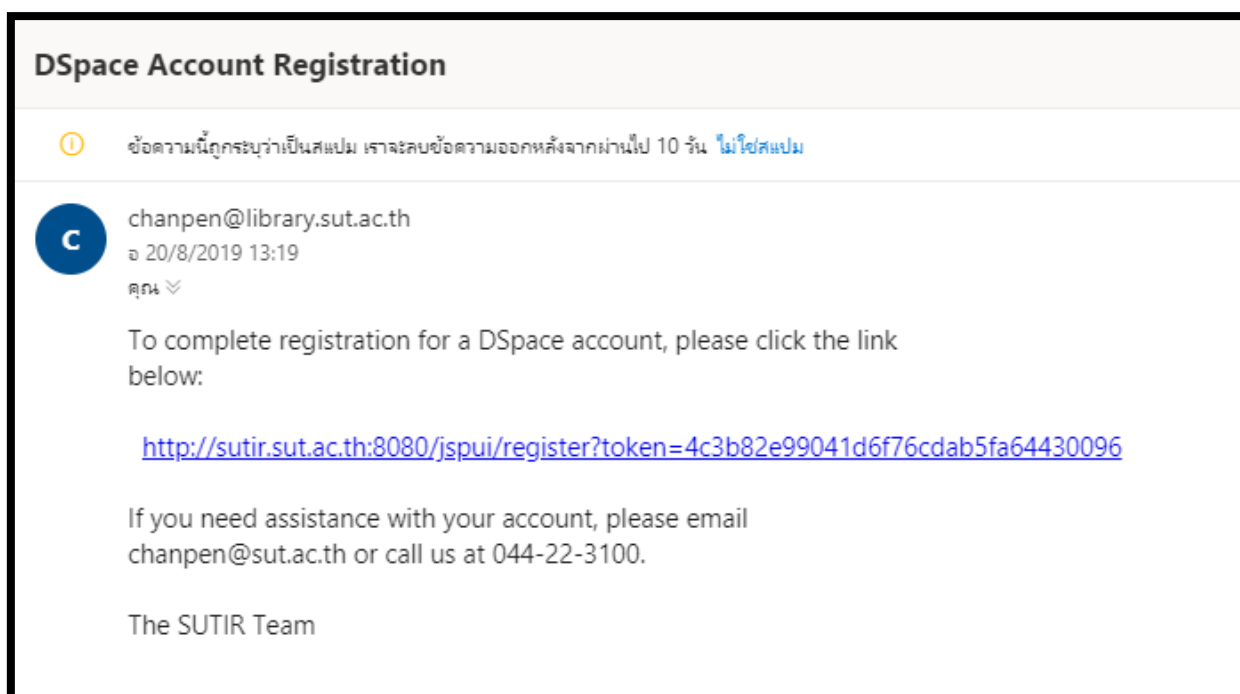
Manual for submit the thesis files to  
Suranaree University of Technology Intellectual Repository (SUTIR) database



The Center for Library Resources and Educational Media  
Suranaree University of Technology  
August 2025

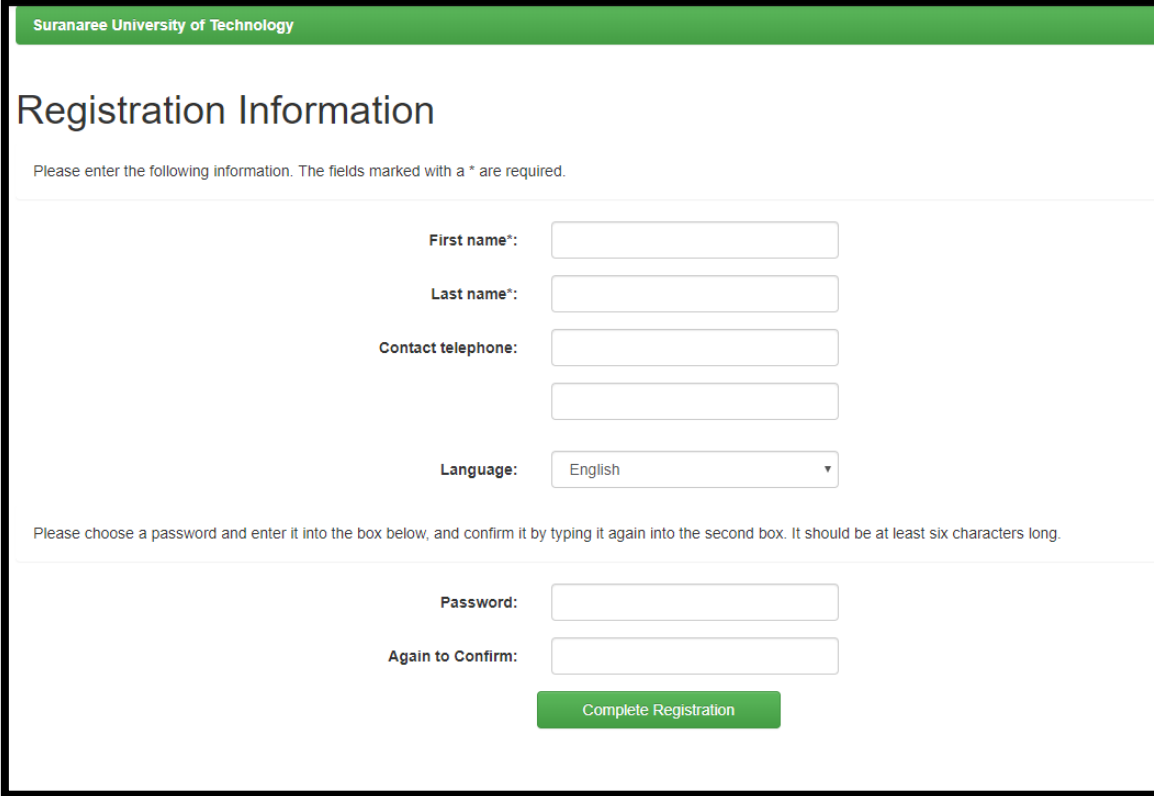
## Thesis Submission Procedure on Suranaree University of Technology Intellectual (SUTIR)

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.



The image shows a web form titled "Registration Information" from Suranaree University of Technology. The form is divided into two main sections. The first section contains fields for "First name\*", "Last name\*", "Contact telephone:" (with two stacked input boxes), and "Language:" (a dropdown menu currently showing "English"). Below this section is a note: "Please choose a password and enter it into the box below, and confirm it by typing it again into the second box. It should be at least six characters long." The second section contains "Password:" and "Again to Confirm:" fields, each with an input box. At the bottom of the form is a green button labeled "Complete 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.

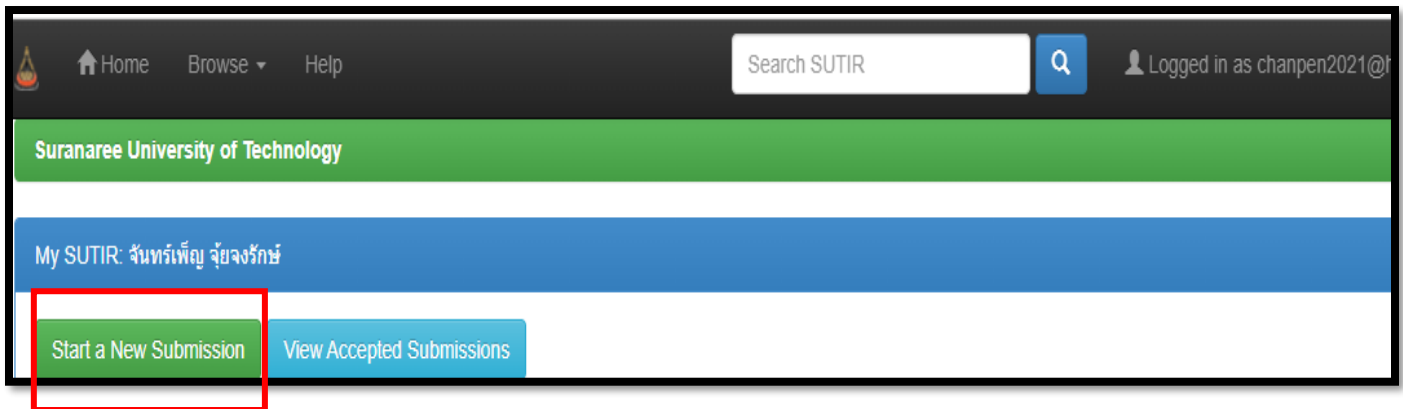


Figure 5 Example screen to select Start a New Submission

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

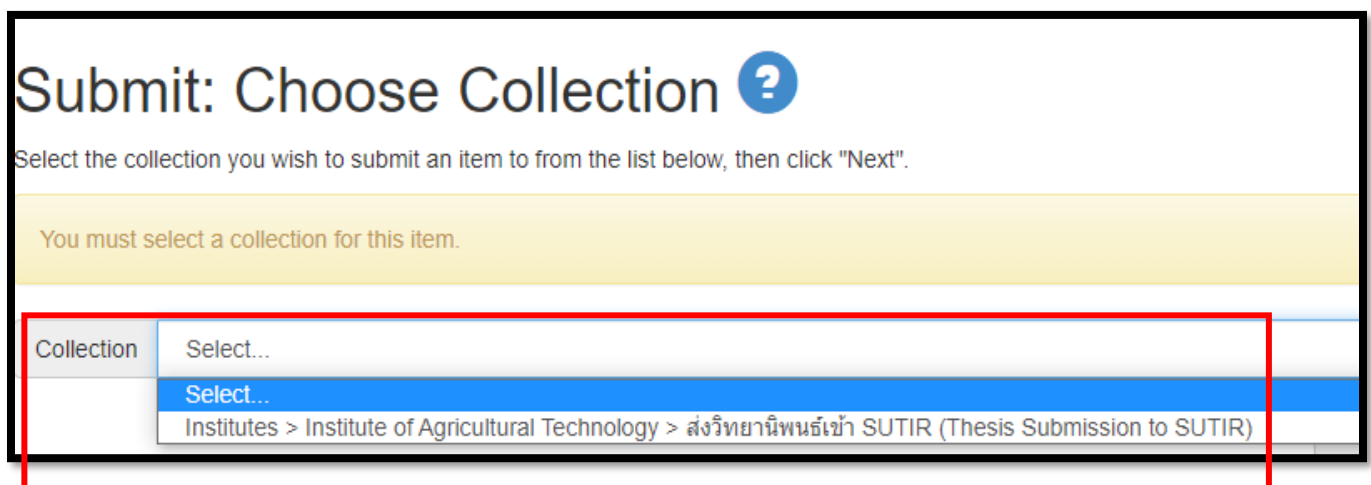


Figure 6 Example screen Click the Collection menu bar.

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

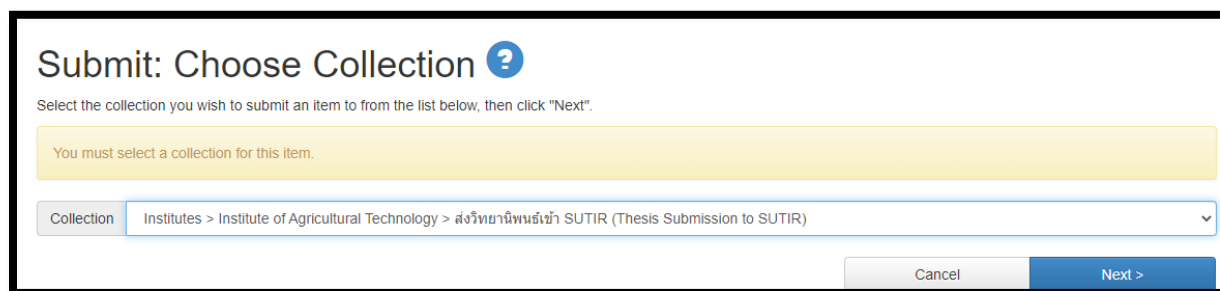


Figure 7 Example of a screen to click to fill in thesis details

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

**Submit: Describe this Item** ?

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

กรณียกเลิกกรอกชื่อและนามสกุลตามรูปแบบคนไทย โดยไม่ต้องใส่ตำแหน่งชื่อ เช่น ยี่ดี สกลไทย (Enter the names of the authors of this item.)

**Authors**  **+ Add More**

ชื่อเรื่องหลัก (Enter the main title of the item.)

**Title \***  **+ Add More**

ชื่อเรื่องอื่น ๆ (If the item has any alternative titles, please enter them here.)

**Other Titles**  **+ Add More**

กรณียกเลิกกรอกชื่อและนามสกุลตามรูปแบบคนไทย โดยไม่ต้องใส่ตำแหน่งชื่อ เช่น ยี่ดี สกลไทย (Enter the names of the authors of this item.)

**Advisor**  **+ Add More**

กรอกเฉพาะปีที่จัดทำที่ตรงกับตัวเล่ม (Please enter the date of previous publication as published. You can leave out the day and month if they aren't applicable.)

**Date of Issue \***  **+ Add More**

กรอกข้อมูลสาขาวิชาและสำนักวิชาที่สังกัด ตัวอย่าง สาขาวิชาวิศวกรรมสิ่งแวดล้อม สำนักวิชาวิศวกรรมศาสตร์ หรือ School of Environmental Engineering (Enter the name of the publisher of the previously issued instance of this item.)

**Publisher \***  **+ Add More**

**Buttons:** Cancel/Save, Next >

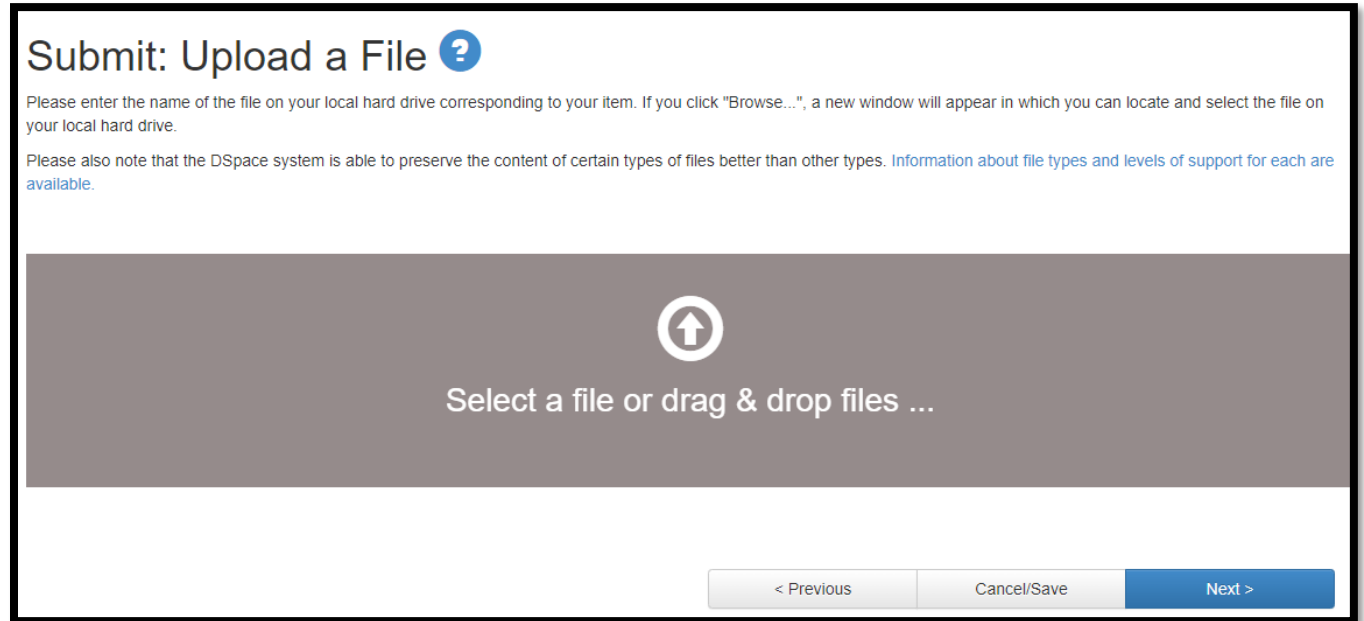
**Annotations:**

1. Name-surname of the author of the thesis
2. Thesis title, which is in the same language as the content, Thesis
3. Thesis title in another language according to the Thesis Form
4. Thesis Advisor
5. The year of publication that appears on the cover of the thesis
6. School of and Institute of

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”).



**Submit: Upload a File** ?

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support for each are available.](#)

Select a file or drag & drop files ...

< Previous   Cancel/Save   Next >

**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).

## Submit: File Uploaded Successfully ?

Your file was successfully uploaded.

The table below shows the files which have uploaded for this item.

Primary bitstream	File		Size	Description		File Format	
<input type="radio"/>	01Cover.pdf	Remove	65475 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	02Approved.pdf	Remove	247309 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	03Abstract.pdf	Remove	499860 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	04Acknowledgement.pdf	Remove	64228 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	05Content.pdf	Remove	328554 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	06Ch1.pdf	Remove	120090 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	07Ch2.pdf	Remove	845831 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	08Ch3.pdf	Remove	3498275 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	09Ch4.pdf	Remove	6190742 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	10Ch5.pdf	Remove	2310460 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	11Reference.pdf	Remove	1809948 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	12Appendix.pdf	Remove	767683 bytes	None	Change	Adobe PDF (known)	Change
<input type="radio"/>	13Biography.pdf	Remove	360424 bytes	None	Change	Adobe PDF (known)	Change

Add Another File

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) [Show checksums](#)

< Previous

Cancel/Save

Next >

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”.

**Submit: Verify Submission ?**

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

Authors	จันทร์เพ็ญ, จุ้ยจรงค์ษ์	Correct one of these
Title	การใช้ฐานข้อมูลวารสารอิเล็กทรอนิกส์ของนักศึกษาระดับบัณฑิตศึกษา มหาวิทยาลัยเทคโนโลยีสุรนารี	
Other Titles	The use of electronic journal databases of graduate students, Suranaree University of Technology	
Date of Issue	2564	
Publisher	สาขาวิชาเทคโนโลยีสารสนเทศ สำนักวิชาเทคโนโลยีสังคม	

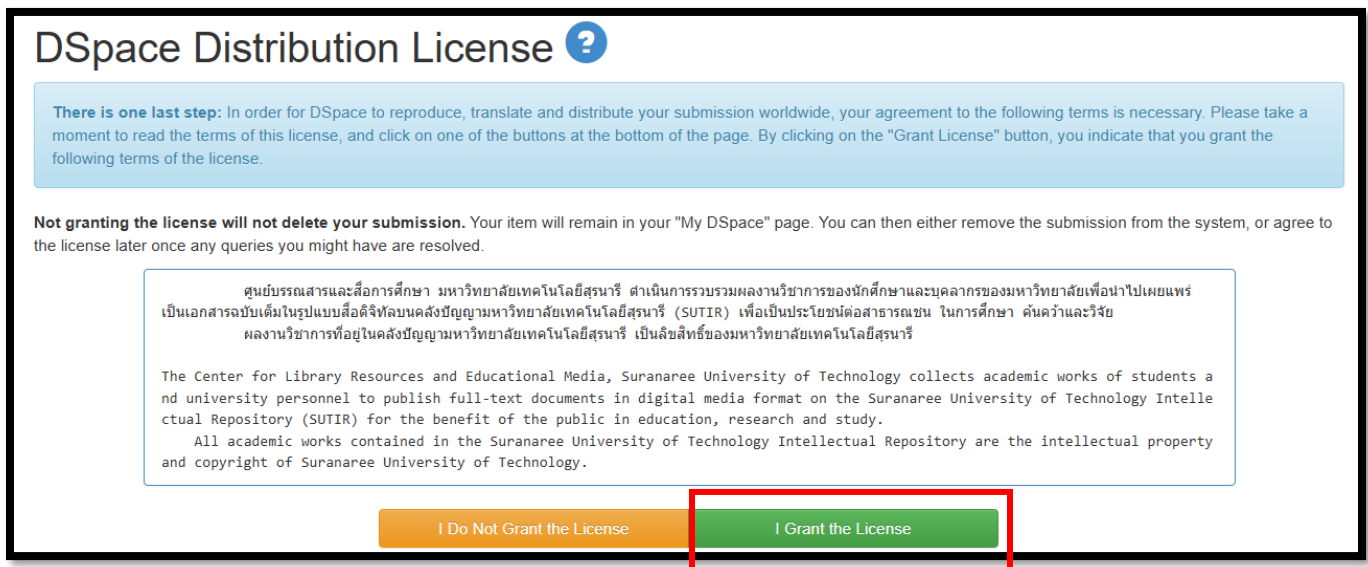
Uploaded Files:

- 01Cover.pdf - Adobe PDF (Known)
- 02Approved.pdf - Adobe PDF (Known)
- 03Abstract.pdf - Adobe PDF (Known)
- 04Acknowledgement.pdf - Adobe PDF (Known)
- 05Content.pdf - Adobe PDF (Known)
- 06Ch1.pdf - Adobe PDF (Known)
- 07Ch2.pdf - Adobe PDF (Known)
- 08Ch3.pdf - Adobe PDF (Known)
- 09Ch4.pdf - Adobe PDF (Known)
- 10Ch5.pdf - Adobe PDF (Known)
- 11Reference.pdf - Adobe PDF (Known)
- 12Appendix.pdf - Adobe PDF (Known)
- 13Biography.pdf - Adobe PDF (Known)

< Previous      Cancel/Save      **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).



**DSpace Distribution License** ?

**There is one last step:** In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.

**Not granting the license will not delete your submission.** Your item will remain in your "My DSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

ศูนย์บรรณสารและสื่อการศึกษา มหาวิทยาลัยเทคโนโลยีสุรนารี ดำเนินการรวบรวมผลงานวิชาการของนักศึกษาและบุคลากรของมหาวิทยาลัยเพื่อนำไปเผยแพร่เป็นเอกสารฉบับเต็มในรูปแบบสื่อดิจิทัลบนคลังปัญญามหาวิทยาลัยเทคโนโลยีสุรนารี (SUTIR) เพื่อเป็นประโยชน์ต่อสาธารณชน ในการศึกษา ค้นคว้าและวิจัย ผลงานวิชาการที่อยู่ในคลังปัญญามหาวิทยาลัยเทคโนโลยีสุรนารี เป็นลิขสิทธิ์ของมหาวิทยาลัยเทคโนโลยีสุรนารี

The Center for Library Resources and Educational Media, Suranaree University of Technology collects academic works of students and university personnel to publish full-text documents in digital media format on the Suranaree University of Technology Intellectual Repository (SUTIR) for the benefit of the public in education, research and study.

All academic works contained in the Suranaree University of Technology Intellectual Repository are the intellectual property and copyright of Suranaree University of Technology.

I Do Not Grant the License    **I Grant the License**

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).

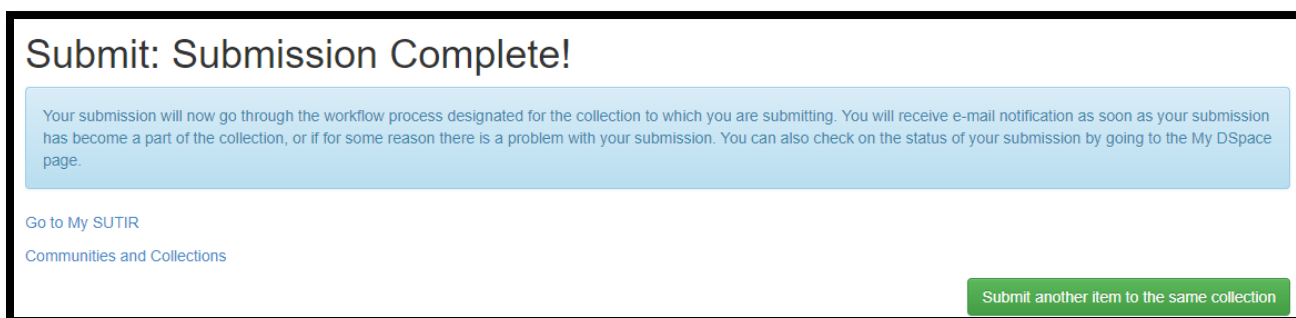


Figure 13 Example of a completed thesis file submission screen

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>

Title:	Pragmatic Strategies in English as a Lingua Franca Interactions in International Relation Services in a Thai University Context
Other Titles:	กลยุทธ์ทางวัฒนธรรมในการปฏิสัมพันธ์ที่ใช้ภาษาอังกฤษในฐานะภาษากลางในงานบริการเพื่อสัมพันธ์ในบริบทมหาวิทยาลัยไทย
Authors:	พิภาวิน ศุภวัฒน์, ศรีใคร
Issue Date:	2020
Publisher:	สาขาวิชาภาษาต่างประเทศ สำนักวิชาเทคโนโลยีสังคม
URI:	<a href="http://sutir.sut.ac.th:8080/jspui/handle/123456789/8865">http://sutir.sut.ac.th:8080/jspui/handle/123456789/8865</a>
Appears in Collections:	ส่งวิทยานิพนธ์เข้า SUTIR (Thesis Submission to SUTIR)

**Files in This Item**

File	Description	Size	Format	
Cover.pdf		59.19 kB	Adobe PDF	<a href="#">View/Open</a>
Approved.pdf		79.99 kB	Adobe PDF	<a href="#">View/Open</a>
Abstract.pdf		124.21 kB	Adobe PDF	<a href="#">View/Open</a>
Acknowledgement.pdf		33.76 kB	Adobe PDF	<a href="#">View/Open</a>
Content.pdf		195.17 kB	Adobe PDF	<a href="#">View/Open</a>
Ch1.pdf		324.24 kB	Adobe PDF	<a href="#">View/Open</a>
Ch2.pdf		726.37 kB	Adobe PDF	<a href="#">View/Open</a>
Ch3.pdf		543.41 kB	Adobe PDF	<a href="#">View/Open</a>
Ch4.pdf		1.01 MB	Adobe PDF	<a href="#">View/Open</a>
Ch5.pdf		740.42 kB	Adobe PDF	<a href="#">View/Open</a>
Ch6.pdf		320.76 kB	Adobe PDF	<a href="#">View/Open</a>
Reference.pdf		146.45 kB	Adobe PDF	<a href="#">View/Open</a>
Appendix.pdf		245.38 kB	Adobe PDF	<a href="#">View/Open</a>
Biography.pdf		26.38 kB	Adobe PDF	<a href="#">View/Open</a>

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:**

Ms. CHANPEN CHUICHONGRUK (Librarian)

Center for Library Resources and Educational Media

Suranaree University of Technology

Tel: 66-4422-3100

E-mail: [chanpen@sut.ac.th](mailto:chanpen@sut.ac.th)