

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)

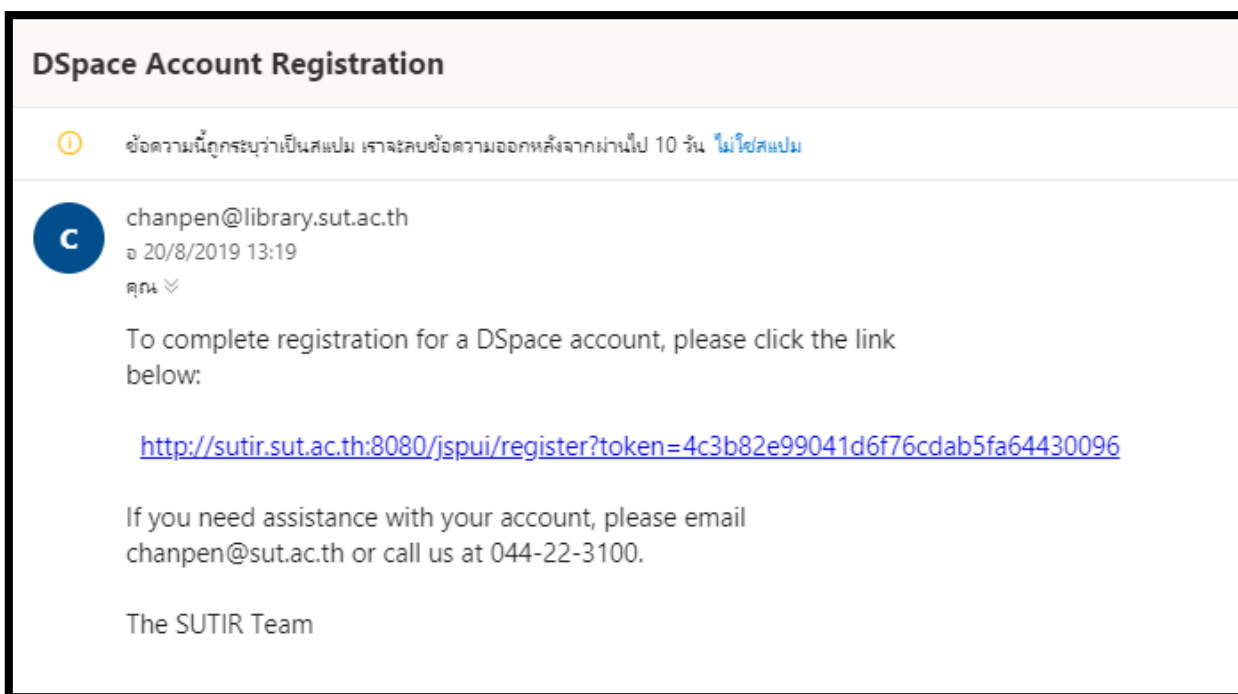


Figure 1 Example of an email screen from a system that sends a link prompting students to complete additional Information.

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 screenshot shows a registration form titled "Registration Information" from Suranaree University of Technology. The form includes fields for "First name*", "Last name*", "Contact telephone:" (with two stacked input boxes), and "Language:" (a dropdown menu currently set to "English"). Below these fields is a section for password creation with the instruction: "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." This section contains "Password:" and "Again to Confirm:" fields, followed by a green "Complete Registration" button.

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.

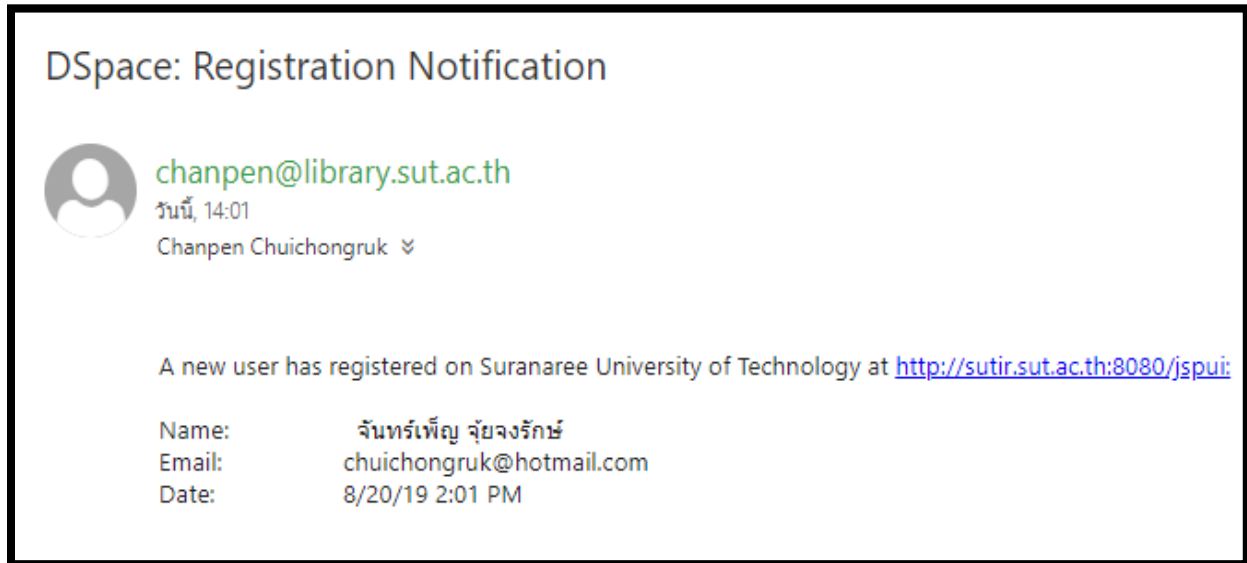


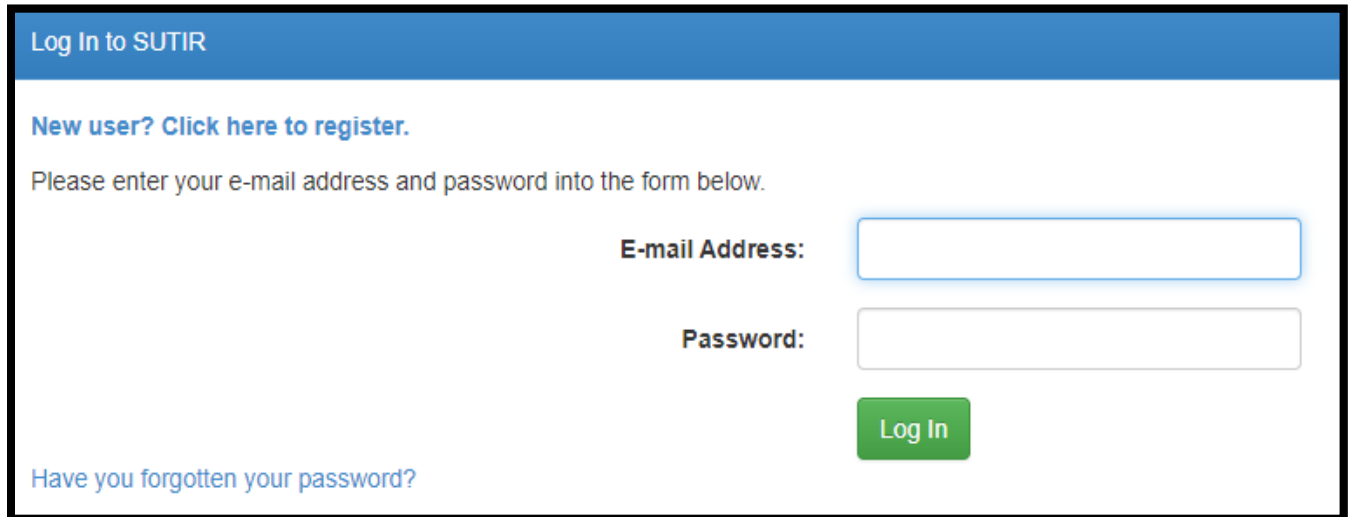
Figure 3 Example of an email notification to a librarian to allow students to open their rights.

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).



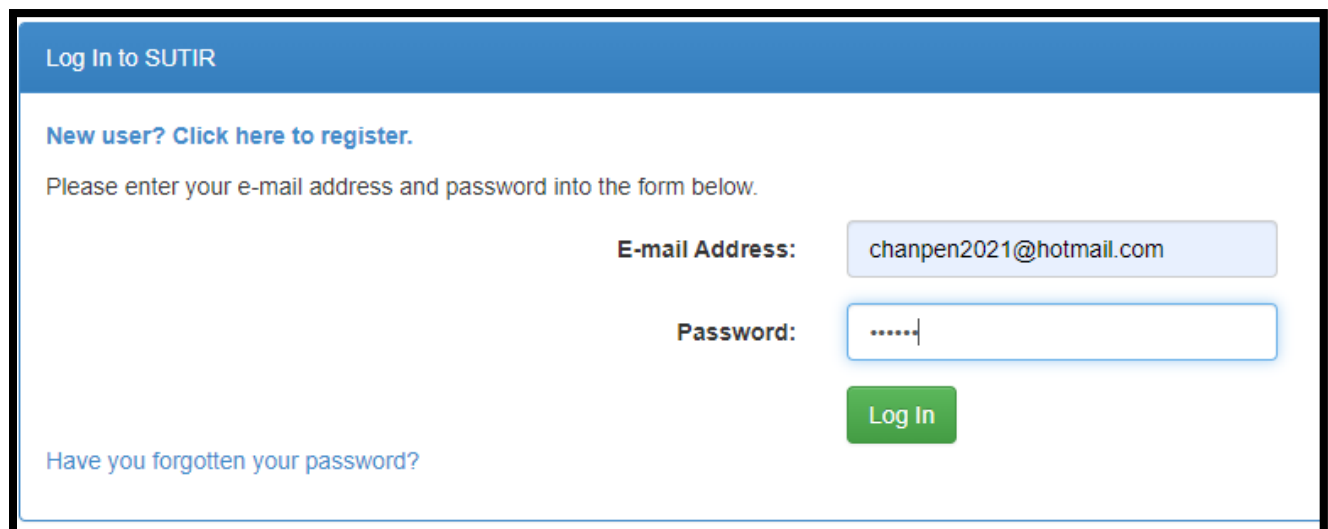
Figure 4 Example screen for Sign on to login to the SUTIR database

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).



The screenshot shows the 'Log In to SUTIR' interface. At the top, there is a blue header with the text 'Log In to SUTIR'. Below the header, there is a link: 'New user? Click here to register.' followed by the instruction: 'Please enter your e-mail address and password into the form below.' The form contains two input fields: 'E-mail Address:' and 'Password:'. Both fields are currently empty. Below the password field is a green 'Log In' button. At the bottom left, there is a link: 'Have you forgotten your password?'.

Figure 5 Example of SUTIR login screen



This screenshot shows the same 'Log In to SUTIR' interface as Figure 5, but with the input fields filled. The 'E-mail Address:' field contains the text 'chanpen2021@hotmail.com'. The 'Password:' field contains masked characters '.....'. The green 'Log In' button is still present at the bottom right. The rest of the interface, including the header and links, remains the same.

Figure 6 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 7) will appear for the student to click on the icon “Start a New Submission” Submission.

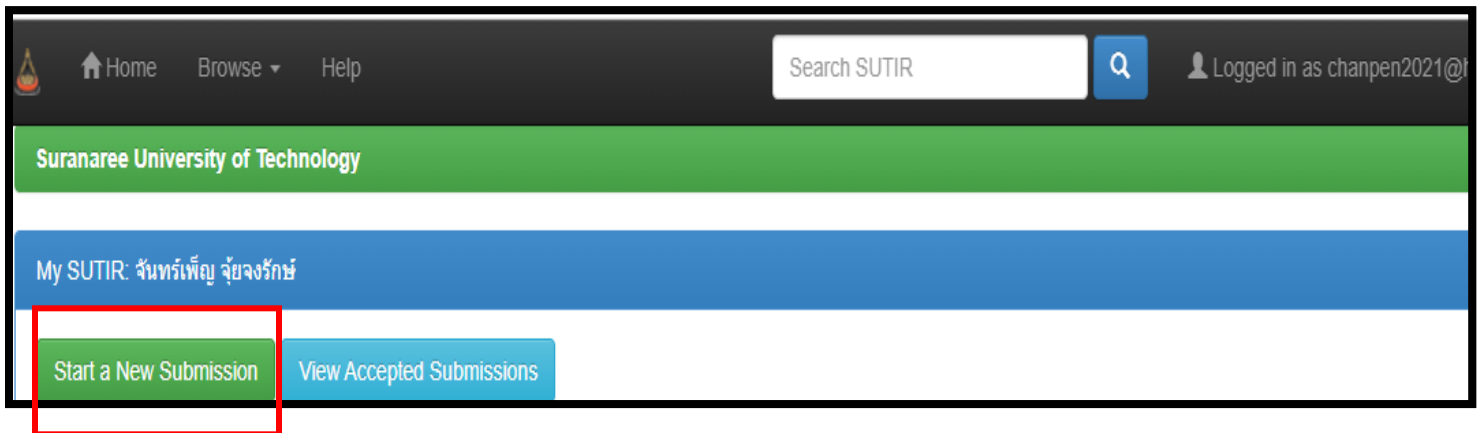


Figure 7 Example screen to select Start a New Submission

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

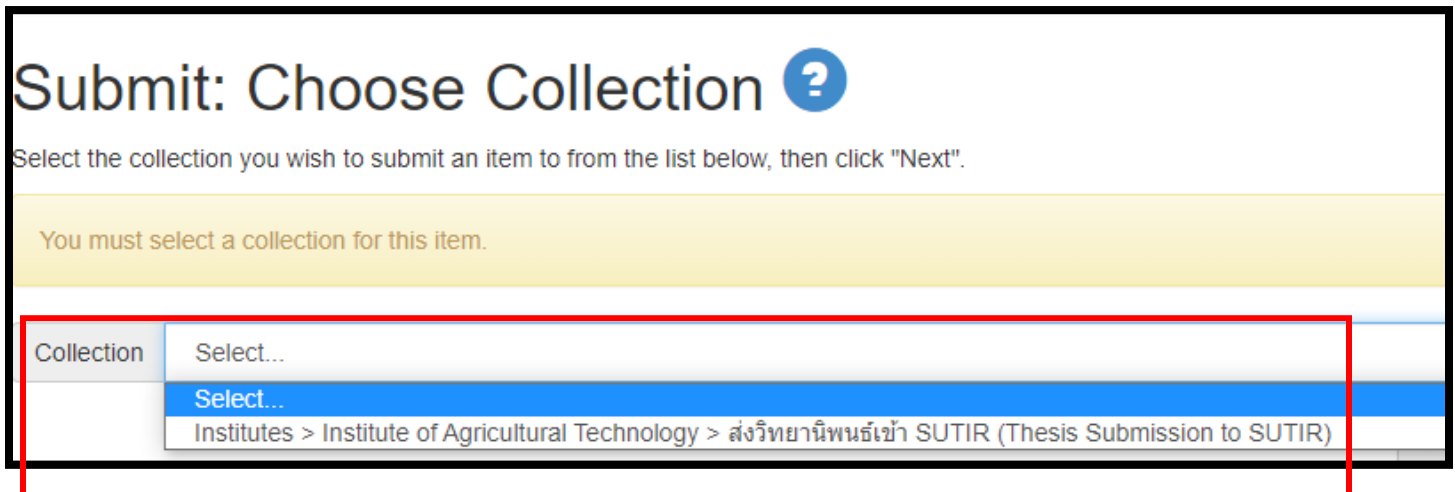


Figure 8 Example screen Click the Collection menu bar.

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

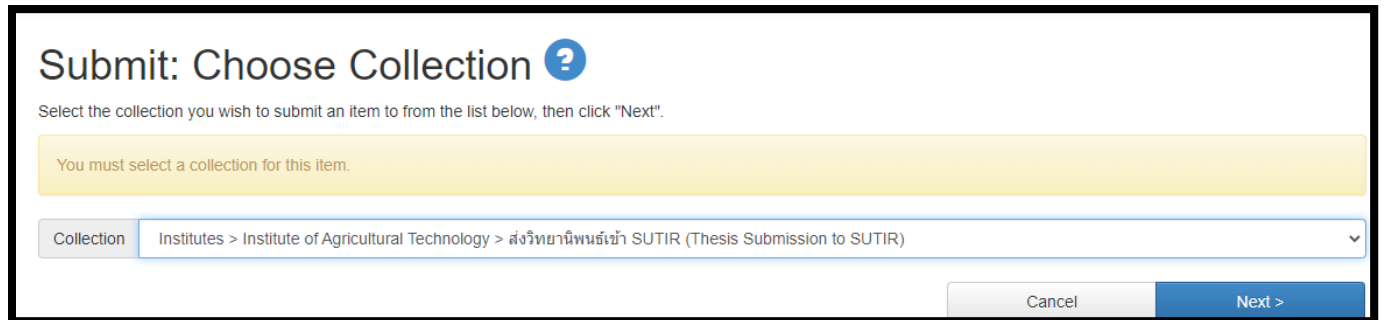


Figure 9 Example of a screen to click to fill in thesis details

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

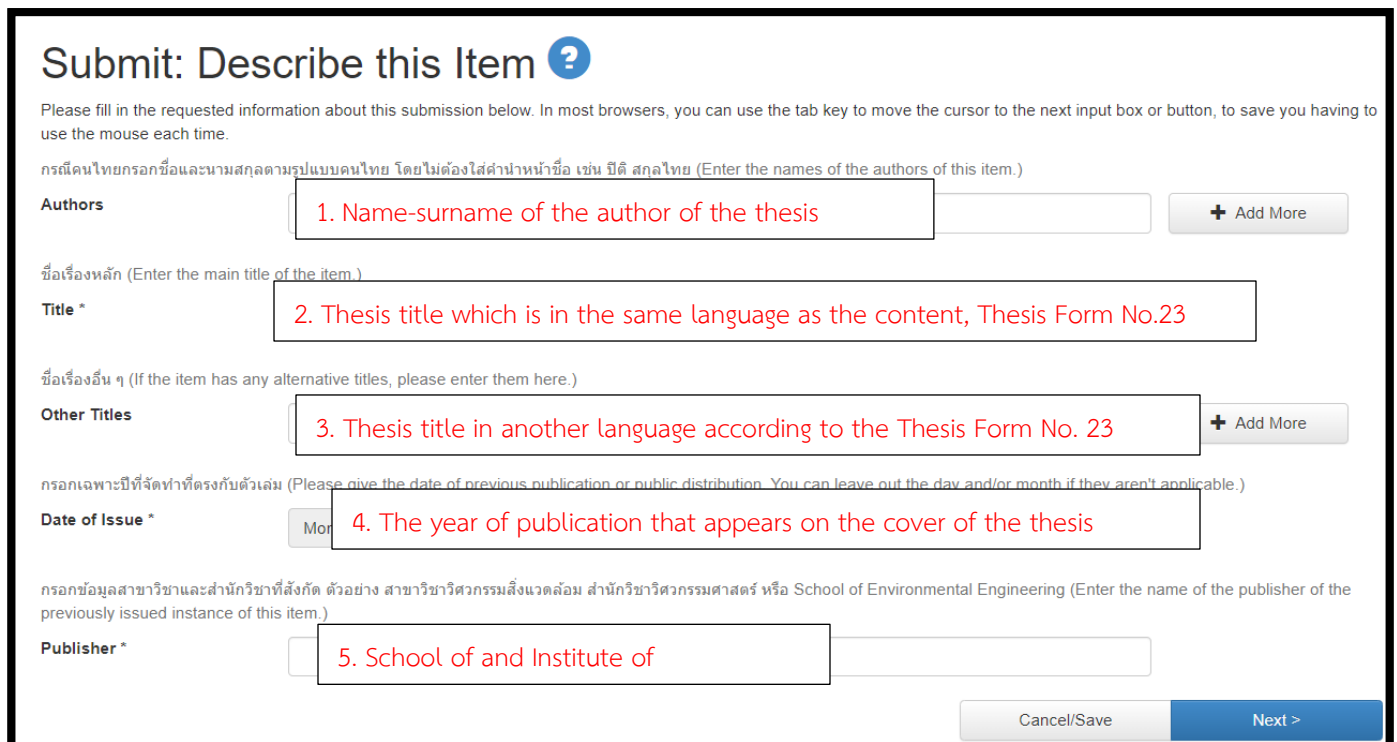


Figure 10 Example of screen for filling in thesis details

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”).

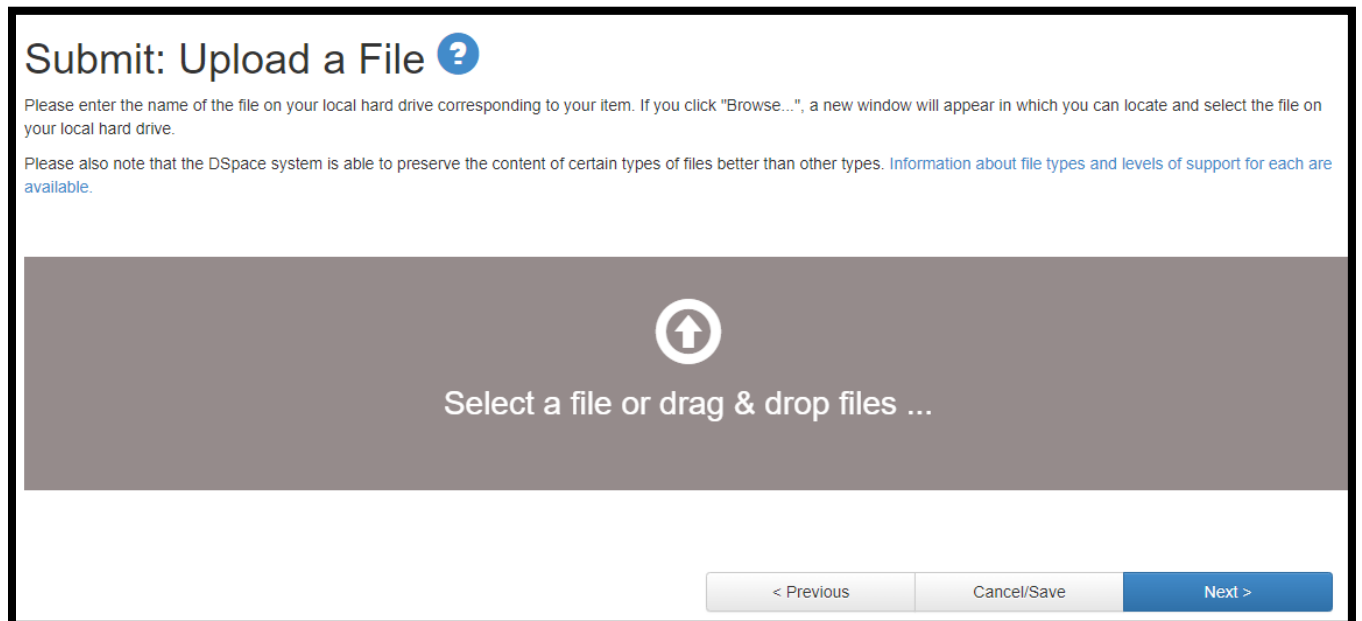


Figure 11 Example screen to upload thesis file

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).

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 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”.

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, จุฬจรงค์ษ์	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	
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	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 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).

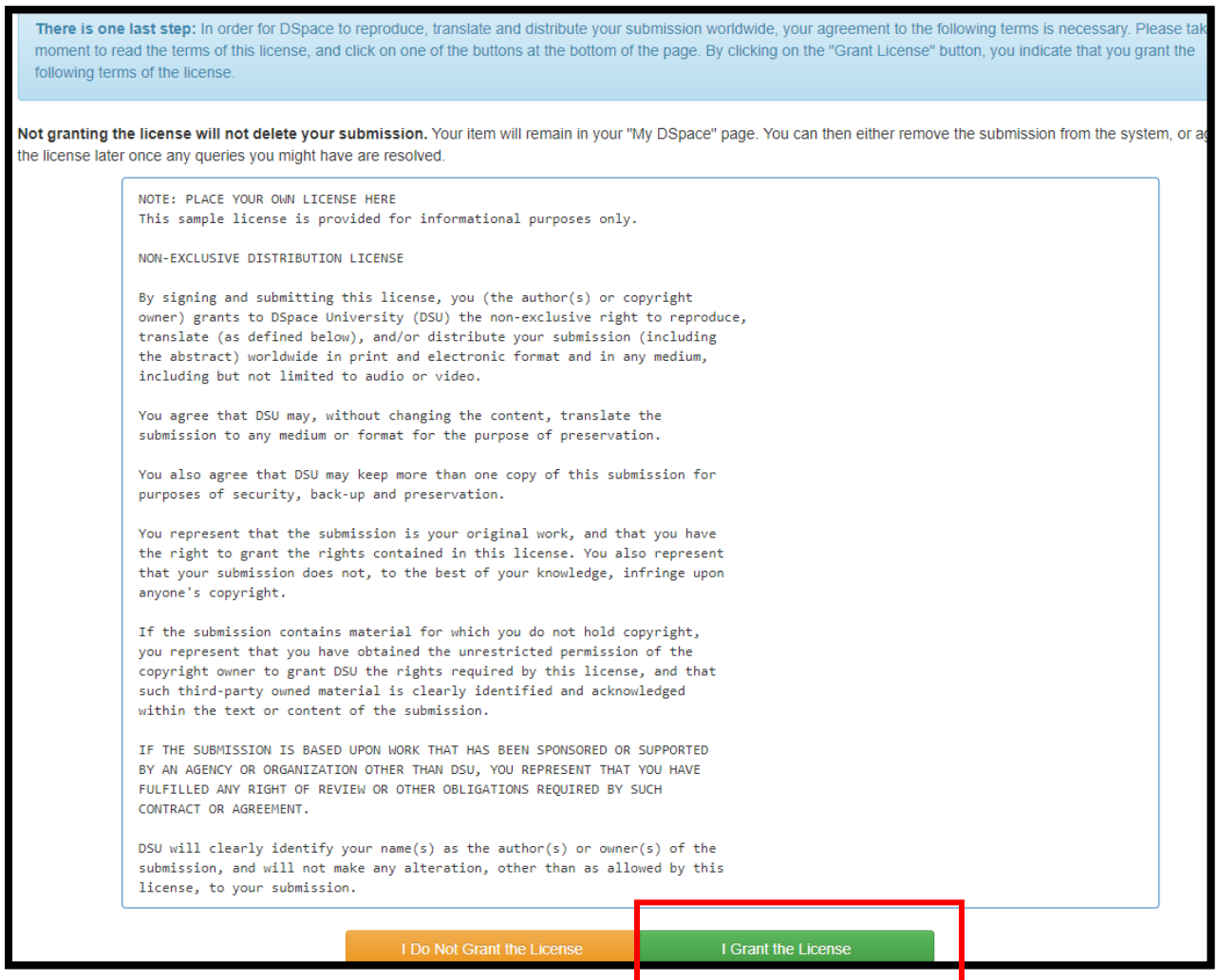


Figure 14 Example of a publishing copyright screen

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).

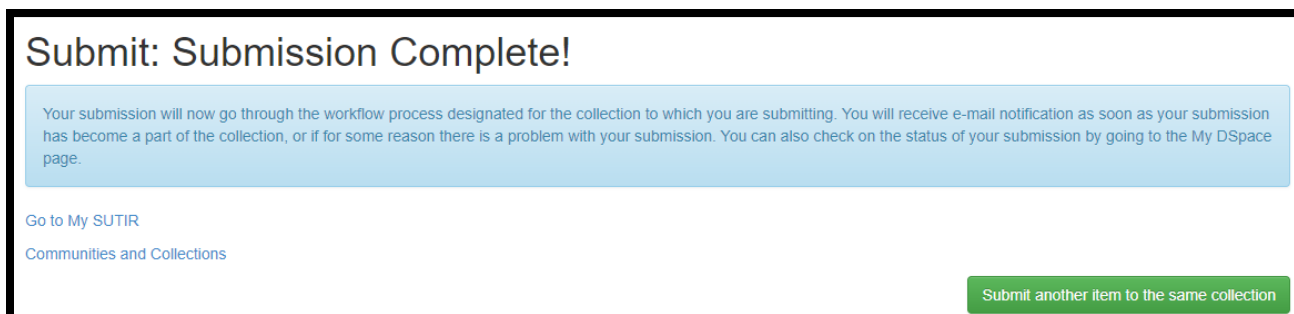


Figure 15 Example of a completed thesis file submission screen

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.



Figure 16 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: กลยุทธ์ทางวัฒนธรรมในการมีปฏิสัมพันธ์ใช้ภาษาอังกฤษในฐานะภาษากลางในงานบริการเพื่อคณาจารย์ในบริบทมหาวิทยาลัยไทย

Authors: พัทธวิมล สุทธิวัฒน์, ศรีโคโร

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URI: <http://sutir.sut.ac.th:8080/jspui/handle/123456789/8865>

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Reference.pdf		148.45 kB	Adobe PDF	View/Open
Appendix.pdf		245.38 kB	Adobe PDF	View/Open
Biography.pdf		26.38 kB	Adobe PDF	View/Open

ลงชื่อ/Signature _____

รหัสนักศึกษา/Student ID _____

วันที่/Day _____ เดือน/Month _____ ปี/Year _____

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:

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