



The Graduate School
Kasetsart University
Submission Form for Thesis Binding

Step 1 For the candidate

Student's Name (Mr./Mrs./Miss)..... Last Name
Defensive examination date Candidate for: [] Master's Degree [] Doctoral Degree
[] Regular Program [] Special Program [] International Program [] Golden Jubilee Program
Name of Campus
Student's ID No.Major Field.....(Major Code.....)
Number of Advisory Committee.....Persons Number of thesis copy required copies

Step 2 For the candidate to mark "✓" in the box

- [] Check the correctness of thesis title on the cover page. It must be the same as
[] Approved thesis proposal
[] Approved new title as specified in the general request form (in case of changing thesis title)
[] Application for change of thesis title for Defensive Examination Committee (in case of changing thesis title)

The thesis title on the cover page must also be the same as

- [] Thesis approval form [] Abstract [] Preliminary page
[] Introduction page (Science fields) [] Key Word
[] Check the correctness of title, name, and education degree of the Advisory Committee, Department Head, Graduate Committee Chairman, and Dean.
[] Check the correctness of the ISBN number wherever it appears.
[] The thesis recorded in the CD must be the same as the original hard copy.

Step 3 For the Graduate School to check the completion/correctness of the submitted documents.

- 1) [] Signed Thesis/Dissertation Review Form (Th.01).
2) [] Publication form (Th.04) and proof of publishing acceptance from publisher or Journal (for the program that publication is partial fulfillment of degree requirements).
3) [] Thesis securing form (Th.05) and 2 additional copies (if any).
4) [] Thesis approval form with advisory committee's signatures. [] 1 original [] 1 copy
5) [] Abstract Thai / English. [] 1 original [] 3 copies (1 copy to put in the thesis manuscript)
6) [] Preliminary page. [] 1 original to put in the thesis manuscript [] 1 copy
7) [] ISBN requesting form.
8) [] Obtain library financial status form from Office of University Library, Kasetsart University (Candidate in Social Sciences also needs to obtain financial status form from his/her Faculty).
9) [] Designated key word form.
10) [] 1 copy of application for graduation and the Graduates Directory form.
11) [] Copy of registration form (KU2) or proof of tuition fee payment of the semester the candidate submits final copies of thesis.
12) [] General application for changing of thesis title or copy of application for changing of thesis title for advisory committee. (if any)
13) [] 1 Thesis recording CD
14) [] Other media accompanying thesis (if any) e.g. [] Slide [] Cassette tape [] Video Tape [] other(specify).....

✓ No correction needed
✗ Correction needed

Signature of the Graduate School Officer.....
Date.....

For the Graduate School
To: Dean
Approved.
Signature.....
Date.....
(Stamp)

For the Extension and Training Office
Receipt No.
Book No.Amount.....Baht
Signature.....
Date.....
(Stamp)

Thesis Submission Guideline

1. The candidate shall submit the original final copy of thesis (unbound), Th.02 form, and required documents as stated in the Th 02 form within 4 weeks after the date of taking Defensive Examination. The documents should be arranged in the following order:
 - 1) Signed thesis review form (Th. 01).
 - 2) Publication form (Th.04) and proof of publishing acceptance from publisher or Journal (for the program that publication is partial fulfillment of degree requirements).
 - 3) Thesis securing form (Th.05) and 2 additional copies (if any).
 - 4) Thesis approval form with advisory committee' signatures (1 original and 1 copy), do not put date.
 - 5) 1 original copy and 3 copies of abstracts in Thai and English (with border), put 1 copy in the thesis manuscript.
 - 6) Put original copy of preliminary page in the manuscript, and provide 1 additional copy.
 - 7) ISBN requesting form.
 - 8) Obtain library financial status form from Office of University Library, Kasetsart University (Candidate in Social Sciences also needs to obtain financial status form from his/her Faculty).
 - 9) Designated key work form.
 - 10) 1 copy of application for graduation and the Graduates Directory form.
 - 11) Copy of registration form (KU2) or proof of tuition fee payment of the semester the candidate submits final copies of thesis.
 - 12) General application for changing of thesis title or copy of application for changing of thesis title for advisory committee. (if any)
 - 13) Other media accompanying thesis (if any) e.g. Slide, Cassette tape, Video Tape
 - 14) Candidate must submit 1 CD that records the final DOC (Microsoft Word) and PDF (Adobe Acrobat) versions of the thesis (must be the same as the original copy printed on paper). The following information must be written on the CD cover:

Name.....	Mr. Bundit Witayalai
ID.....Field of Study.....	ID # 43662865, Field of Study Educational Administration
Thesis Title.....	Thesis Title Problems in Scouting.....
Number of files	Number of files 8 files

2. After thesis was reviewed and approved by the Graduate School, the review form will be stamped with a seal "Reviewed and Ready for Binding". The candidate shall submit the original final copy of thesis, Th 02 form, and CD to the Extension and Training Office for binding.
3. After paying the fee, the Th 02 form will be stamped by an officer of the Extension and Training Office.
4. The candidate shall submit the stamped Th 02 form to the Curriculum Section, the Graduate School, and sign in the registry for graduation. Thesis final submission date is the date on the receipt issued by the Extension and Training Office.