



iThesis manual (June 2019)

iThesis is a system which students across Chulalongkorn University are required to use in order to keep track of your thesis and digitized the approval system, while keep in mind that the paper work and formalities outside of the iThesis system are still required. iThesis, in general, served as a way for Graduate School to easier process your thesis and proceed with graduation process more effectively. In doing so, it requires a lot of parties involved, not only you the user, faculty staffs, and Graduate School, but your entire committees as well.

In this manual, I will provide the guideline and step-by-step in the iThesis system and other parts that involved.

Please access to the iThesis system via this link: <https://ithesis.grad.chula.ac.th/>

Information that you should have:

1. Information about yourself.
2. Information about your entire committees. (current email address and working phone number, academic ranking, title, etc.)

Step 1: Login

On the panel on the right side of iThesis webpage, you will see a login module looking like this:

LOGIN

ชื่อผู้ใช้งาน / Username

รหัสผ่าน / Password

Remember me

LOGIN

Your username and password:

Username: first 8 digits of your students ID, i.e. if your student ID is 618 12345 24, then your username is **61812345**

Password: Your password is the same one you use to access registration/ reg.chula website.

Step 2: Enter your personal information

After logged in, you will see this window:

YOUR PROFILE	Basic Information	Contact Information
ELECTRONIC FORM		Topic (TH) : (no data)
REVISION & APPROVAL		Topic (EN) : (no data)
REPORT DATA		Student ID : 618
SUBMISSION DOCUMENT		Fullname (TH) : นาย
LITERATURE SEARCH		Fullname (EN) : Mr.
		Field of Study (TH) : ศึกษาระดับปริญญาโท
		Field of Study (EN) : International Development Studies
		Faculty / College Name (TH) : ศึกษาศาสตร์
		Faculty / College Name (EN) : Faculty of Political Science
		Degree Name (TH) : ศิลศาสตรมหาบัณฑิต
		Abbrivate Degree Name (TH) : ศศ.บ.
		Degree Name (EN) : Master of Arts
		Abbrivate Degree Name (EN) : M.A.
		University Name (TH) : จุฬาลงกรณ์มหาวิทยาลัย
		University Name (EN) : Chulalongkorn University
		Last Update : 14:42:10 28/06/2016

Some data will be shown as *no data*, leave it. It will show a correct data later after you have follow the upcoming steps.

What you should check at this stage is your name and student ID. If they are correct, go to the next step by clicking on the **Contact Information** tab.

If the information needs to be change, please contact the office of the registrar.

<https://www.reg.chula.ac.th/eindex.html>



iThesis manual (June 2019)

Basic Information **Contact Information**

Student's email :

Student's mobile phone number :

Graduate Staff :

In this page, please provide your current email address in the given box, then click add. There's a default email generated by the system (yourstudentid@chula.ac.th), leave it. Enter your current telephone number. Click Save.

Step 3: General thesis details.

- **Topic:** Enter you Thai topic on (TH) box, and English topic in (EN) box. The file containing your thesis title in Thai and English will be sent via email. (For batch of June 2019 defense, your thesis topic is updated at the time after your proposal revision.) This part can be change at anytime. Ask our staff for you updated Thai language of your title. (meaning you should already have your updated English title given to us as well ☺)

YOUR PROFILE **Topic** Committee & Examiner Biography Template Settings

ELECTRONIC FORM

REVISION & APPROVAL

REPORT DATA

SUBMISSION DOCUMENT

LITERATURE SEARCH 20

Topic (TH)

Topic (EN)



iThesis manual (June 2019)

- **Committee & Examiner:** Enter the details in the following steps:

To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form:

Dean / คณบดี

Q Search by name in english...

For thai prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→ Name - Surname in Thai	Postfix
Full prefix sequence	#1	#2	→ Name - Surname in Thai	Postfix

Preview

In a drop-down menu, select the type of your committee.

The list must include the dean as well. (This step is require for the approval page in your final thesis.)

To add the name, type a part of their name in the search box. For example, if we are going for the dean:

To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form: Dean / คณบดี

Dean / คณบดี

Q tangsup

AKE TANGSUPVATTANA - Chulalongkorn University

For thai prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→ Name - Surname in Thai	Postfix
Full prefix sequence	#1	#2	→ Name - Surname in Thai	Postfix

Preview

For english prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→ tangsup	Postfix
Full prefix sequence	#1	#2	→ tangsup	Postfix

type in *tangsup*, part of his last name, the name of people with similar last name will show up.

In this case, there's only him alone. Click on his name.

(Tips: Thai first names are somewhat commons (like John, Sara, etc.), go for last name.)

Dean / คณบดี

AKE TANGSUPVATTANA

For thai prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→ เอก ตั้งทรัพย์วัฒนา	Postfix
Full prefix sequence	#1	#2	→ เอก ตั้งทรัพย์วัฒนา	Postfix

เอก ตั้งทรัพย์วัฒนา
เอก ตั้งทรัพย์วัฒนา

For english prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→ AKE TANGSUPVATTANA	Postfix
Full prefix sequence	#1	#2	→ AKE TANGSUPVATTANA	Postfix

AKE TANGSUPVATTANA
AKE TANGSUPVATTANA

Email

Add/Save committee

After clicking the name, his Thai and English name will be automatically add to the boxes.

(This step means to prevent typos – some prof. are okay to sign, some are not. Most of the time it's this rookie mistakes that delays the graduation.)

If the name in the system is not correct, use the one that's available, even if it's incorrect.



iThesis manual (June 2019)

There are also these boxes in both Thai and English:

For thai prefix, postfix and fullname:

Abbriavate prefix sequence	#1		#2
Full prefix sequence	#1		#2

#1: Enter their academic ranking

#2: Enter *ดร.* or *Dr.* if they have a Ph.D.

Note: There's also a *postfix* box, leave them blank in Thai. Enter *Ph.D.* in postfix box in English, if your committee have a Ph.D.

The filled box should look like this:

Topic Committee & Examiner Biography Template Settings

To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form: Dean / คณบดี

Dean / คณบดี

AKE TANGSUPVATTANA

For thai prefix, postfix and fullname:

Abbriavate prefix sequence	รศ.	ดร.	→	เอก ศังหริย์วัฒนา	Postfix
Full prefix sequence	รองศาสตราจารย์	ดร.	→	เอก ศังหริย์วัฒนา	Postfix

รศ. ดร.เอก ศังหริย์วัฒนา
รองศาสตราจารย์ ดร.เอก ศังหริย์วัฒนา

For english prefix, postfix and fullname:

Abbriavate prefix sequence	Assoo. Prof	Dr.	→	AKE TANGSUPVATTANA	Ph.D.
Full prefix sequence	Associate P	Dr.	→	AKE TANGSUPVATTANA	Ph.D.

Assoc. Prof. Dr.AKE TANGSUPVATTANA, Ph.D.
Associate Professor Dr.AKE TANGSUPVATTANA, Ph.D.

Email AKE.T@CHULA.AC.TH

Add/Save committee

Tips: Only enter the abbreviate prefix, and click on the item that pops up, the system will automatically add full prefix to the blanks.

List of Prefix, ranking, will be sent to you in the same file of thesis topics.

Please check their ranking, Ph.D., properly. The system cannot check this details for you.

Repeat this steps for all the committees. Make sure you select their type (advisor, external, etc.) correctly.



iThesis manual (June 2019)

Topic Committee & Examiner **Biography** Template Settings

Name	<input type="text"/>
Date of Birth <small>Ex. 18 May 1989 or 18 พฤษภาคม 2531</small>	<input type="text"/>
Place of Birth	<input type="text"/>
Institutions attended	<input type="text"/>
Home address	<input type="text"/>
Publication	<input type="text"/>
Award received	<input type="text"/>

Save

- **Biography:** Enter your personal details in each of the boxes. If any information is not available, leave it blank. Click save.

Topic Committee & Examiner Biography **Template Settings**

Template language & font

Language: Thai English

Theme font: Times New Roman

Page font size (-pt)

Committee page font size: 16

Abstract thai page font size: 16

Abstract english page font size: 16

Acknowledgement page font size: 16

Biography page font size: 16

Other

List of tables Yes No

Heading: List of tables

Caption label (table): Table

List of figures Yes No

Heading: List of figures

Caption label (figure): Figure

Save

- **Template settings:** For MAIDS-GRID program:

- Template language & font:
 - o Select **English**
 - o Theme font **Times New Roman**
- Page font size: leave as is.
- Other: If you have the list of table or figures, check Yes. If not, left it at No. Click save.

After completing this step, please click on the **icon** on the upper right corner of you screen, then click **setting**, a screen below will appear:

Notifications not allowed. (click to enable)

University

Settings Recent activity

Home page

Service request

Settings

Help

Logout

Add-in Activate Key :

Profile photo :

Choose File No file chosen

File must be an image (.jpg, .png, .gif). Maximum file size: 1MB.

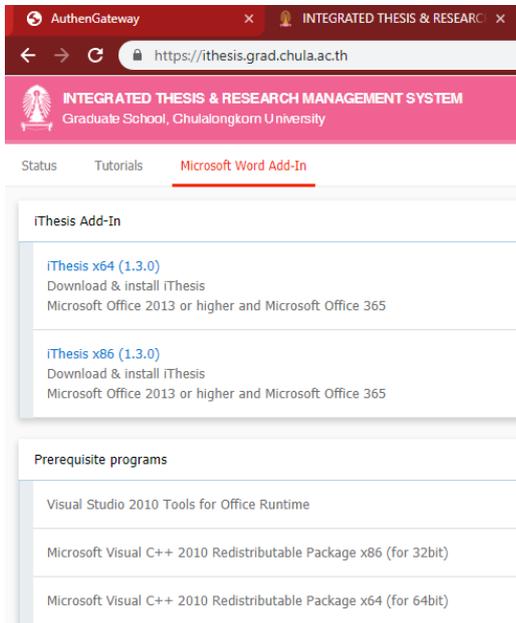
Upload

Copy the **Add-in Activate Key** and paste it somewhere (Another Word file, notepad, etc.)



iThesis manual (June 2019)

Log out from iThesis



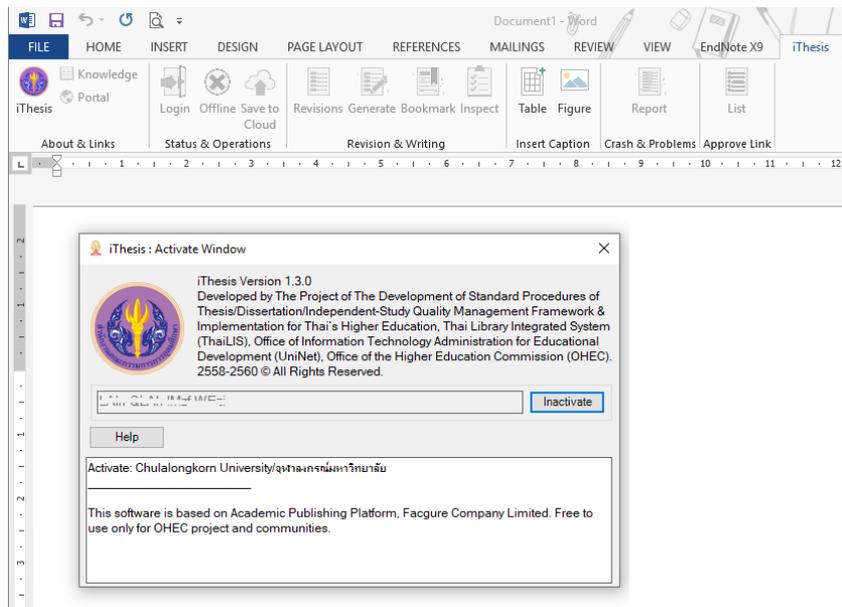
You will now be redirected to the main page, click on the Microsoft Word Add-In tab. Click to download iThesis Add-In.

In general, if your computer is not too old, choose **iThesis x64** and install the add-in like regular program installation.

If you cannot install the first version, try installing the other version, or check if you need to install prerequisite programs.

To find out how to check your version of Windows, search it on Google.

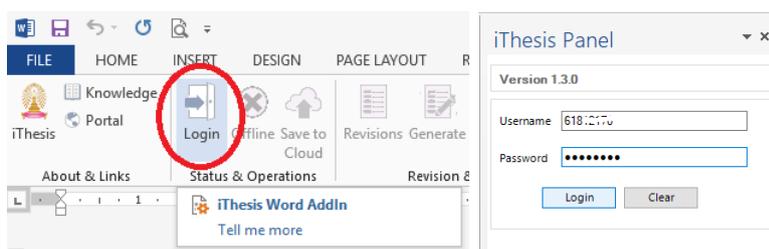
If you completed the installation, open **Microsoft Word**.



In MS Word, go to iThesis tab, click on the Purple logo. A new window will appear. Enter the **Add-in Activate Key**, click Activate, then it should show this window:

You can now close the small activation window.

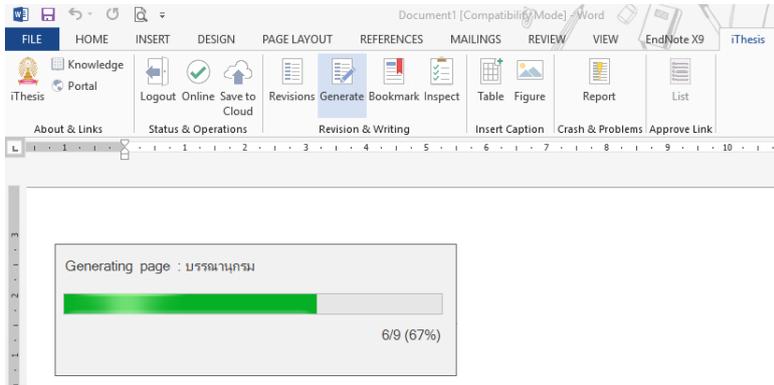
Prepare your Username/Password that you use to login in iThesis system again to start pairing your work in MS Word to iThesis system.



After the activation, click on Login button. A login module will appear on the right side of the MS Word screen labeled iThesis Panel. Enter your username/password, click login.



iThesis manual (June 2019)



After login, all the buttons in iThesis tab will be activated. Click on the Generate button to create a template for your thesis. The window showing progress will appear. It will bring the details you have keyed in to the iThesis system into this file.

You can now paste your thesis in the other MS word file you have been working on to this file. Paste it on the **blank page** between Table of Content and Reference. You can now style and format the content of your thesis. To help with creating table of content, you can use the functions to help as follows:

Suppose you paste the content of your thesis onto the blank page, then you style it yourself:



Chapter 1
Introduction

Introduction text, usually just to give the reader a general outline of what this thesis or writing will be about, how it will be systematically analyzed and present. It could be a paragraph or longer, but shouldn't be too long to bore the reader.

1.1 Topic 1

Intro of topic 1/ content and text. May be this paragraph will explain why you want to study or conduct this thesis. What is it that got your attention or interest you in doing this research. If you have additional bullet to apply to the content, enter and tab.

1.1.1 Subtopic 1

Write about it.

Chapter 1
Introduction

Introduction text, usually just to give the reader a general outline of what this thesis or writing will be about, how it will be systematically analyzed and present. It could be a paragraph or longer, but shouldn't be too long to bore the reader.

1.1 Topic 1

Intro of topic 1/ content and text. May be this paragraph will explain why you want to study or conduct this thesis. What is it that got your attention or interest you in doing this research. If you have additional bullet to apply to the content, enter and tab.

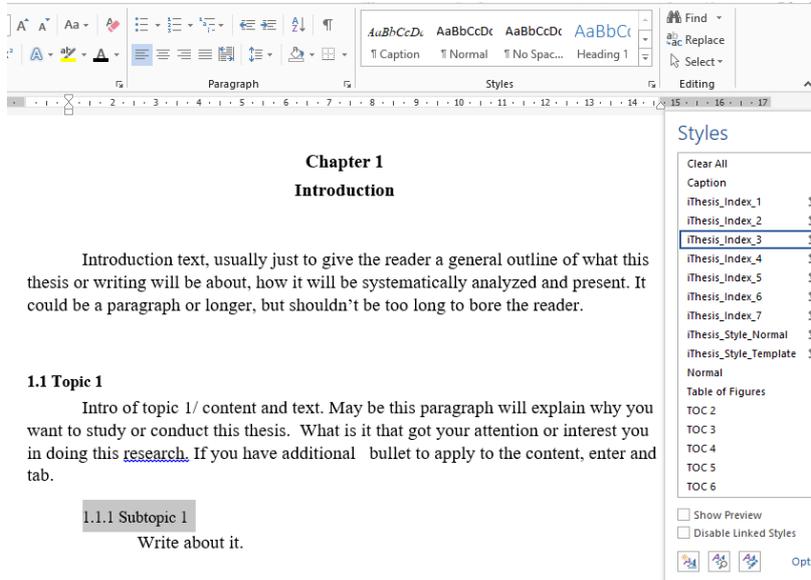
1.1.1 Subtopic 1

Write about it.

to



iThesis manual (June 2019)



To bring the topic/content of your chapter to the table of content, please choose the Style option from the little arrow under the style box (). A drop down menu will allow you to choose the headings to appear in the table of content.

Highlight the part that should be in your table of content, then click on the style.

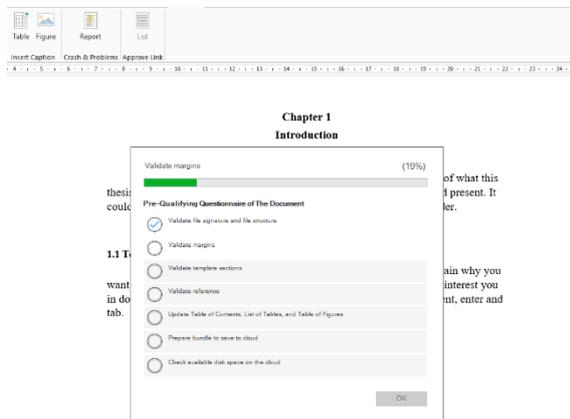
This goes by logic, i.e. the **Chapter** is the first part of the chapter, then it should

be highlight (darken) and click on *iThesis_Index_1*. The next subtopic, **1.1 Topic**, then, should be *iThesis_Index_2*, and so on. When you update the table of content, it should be updated according to what you have select.

This is regular MS Word functions. To find additional help, tricks and tips, Google.

Now, after finish editing you must save your work by clicking *Save to Cloud* button on the iThesis bar. The system will ask you if you want to save the file locally, up to you.

The versions of your work will appear in the module on the right panel of MS Word after you logged in, you can download any versions you'd like to continue working.



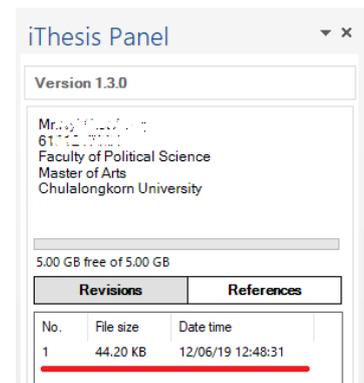
After you click save to cloud, there will appear a new window showing save progress. The will be windows asking for reference or EndNote, if you don't have it yet just skip, your work will still be save on the system anyway.



iThesis manual (June 2019)

Tips & Tricks on how to use EndNote or how to convert your references saved in other software to EndNote (in case you had been using other software), search on Google. (i.e. Convert Zotero to EndNote, etc.)

The saved files of every versions will appear on the right panel of the screen. You can choose and download any file that has been saved to comeback and edit. **Remember to always Save to Cloud.** (Cloud in this case is the iThesis system, you don't need additional account for it.)



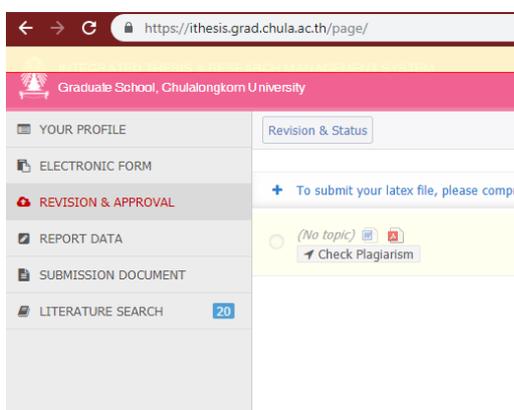
Important steps:

After you completed the first version and click *Save to Cloud*, login to iThesis again to submit for your committee for approval. This stage it would be labeled as *Proposal* stage (although this year it is almost the final version of your thesis already.)

You will need to run the file in Turnitin, and upload the Turnitin version to the system as well. If you can't find the check plagiarism in the system, please submit to Turnitin with the following details:

Class: MA Thesis
Class ID: 21441793
Key: MAIDS2019

After completed plagiarism check, you will be need to submit the 'proposal' for you committees to approve **ONLINE**. This will be done via iThesis system:



Check the file that you want to send to your committee to approve then click submit. The email with the link for your committee to approve will be sent to the email address provided in the beginning.

If you've gotten their email addresses wrong, you will not complete this process and cannot continue working on the system. You yourself will receive a confirmation email as well.

After you have submitted the proposal, and your committee approve the proposal (or reject for that matter), you will be continue working on your thesis, **repeat the same step** for editing and saving your work to the system.



iThesis manual (June 2019)

For student defending in **June 2019**, you must submit the draft to the committee ASAP.

On the first day of your iThesis login, you should be submitting the proposal stage to the committee, and urge your committee to check their email and click approve, so that you can continue to submit your first draft right away.

When you're ready to defend your thesis, kindly submit the draft for your committee. (the draft has to go thru Turnitin as well.)

At this stage, go back to the **Electronic Form** module to add Thai and English abstract. (this module will appear only after you have submitted your proposal)

After the draft has been sent, and you defend your thesis already, you will be revising your thesis based on the result of the defend. You will revise and submit the final version again to the Graduate School and your committee. (Also this final file has to run through plagiarism check as well)

In the tab **Submission Document**, please check and see the list of documents you will need to be submit. After you submit the final version, you will need to print out:

- Your final thesis that has barcode on it – Do not bind/staple just clip it with



paper clip:

- Other documents listed in the system
- Prepare THB 200 for binding fee to the Grad school

This is roughly what you need to do in order to get started in the system. For the batch of June 2019, if you can submit within June it would be great, otherwise the system will be jam packed in July.

I could not show you screenshots of further steps, as I myself has not further access to the system or the next process yet. If you have any further inquiries or any difficulties working with the system, I will try to work it out with you.

If you have difficulties using Endnote, MS Word, page set up, etc.: Google.

I will try to find the availability of the computer room so that we can do all these steps together, but in the mean time: **START NOW!**

I'm learning this along with you guys as well, so if you have any tips to share with me or your friends, please do so.

Peace!

Job

FAQs:



iThesis manual (June 2019)

You're using MacBook:

You will need to install Windows OS as a second OS in your MacBook **or**

Work on your MacBook, and when you're ready to upload to iThesis system, use the computer at the computer room (7th Floor, Building 3) – the computer room opens:

Monday - Thursday 08:00 – 19:00, Friday 08:00 – 17:00

You hasn't been using EndNote:

It's easier to use EndNote from the beginning. However, many reference software can be import/export across platform. Search Google for reference/help.