**Workflow of Thesis Submission Procedure on Suranaree University of Technology Intellectual Repository (SUTIR)**

1. The SUT institute/school performs as follows:

1.1 conducts thesis examination, submits the completely filled Thesis Examination Assessment Form (Thesis Form No.23) to Center for Educational Services (CES), and the copy version to Center for Library Resources and Educational Media (CLREM)

1.2 has the thesis correction check and submits to the Dean in request for the Dean’s signature on thesis approval page

1.3 composes the Memorandum and submits to the Vice Rector for Academic Affairs and Internationalization in request for signature on thesis approval page (In case of concealing thesis, SUT institute/school has to state in the Memorandum)

1.4 submits the copy of the Memorandum stated in step 1.3 to CLREM for further registration on SUTIR on behalf of the student. The e-mail will be sent to the student in request for more information prior to thesis file uploading on SUTIR.

2. Vice Rector for Academic Affairs and Internationalization signs on the thesis approval page.

3. The SUT institute/school informs the student to receive the signed thesis approval form for thesis compilation.

4. CLREM (librarian) permits the student with thesis approval form to upload the completed thesis file on SUTIR and informs the student via e-mail stated in Thesis Examination Assessment Form (Thesis Form No.23)

**Workflow of Thesis Submission Procedure on Suranaree University of Technology Intellectual Repository (SUTIR) (Continued)**

5. The student and CLREM (librarian) perform as follows:

5.1 The student uploads the completed thesis file on SUTIR in compliance with SUT regulations.

5.2 CLREM librarian checks the uploaded thesis file for correction and completeness and gives acceptance (in case of thesis incompleteness, CLREM librarian directly contacts the student/Center for Educational Services).

5.3 The student prints thesis submission report (available only after completion of step 5.2 in which a link for printing the report will be sent to the student via an e-mail) and makes a copy of thesis approval page with signature of Vice Rector for Academic Affairs and Internationalization.

5.4 The student submits to Center for Educational Services the printed thesis, thesis submission report, and a copy of thesis approval page with signature of Vice Rector for Academic Affairs and Internationalization.

6. CES receives the printed thesis, checks the thesis submission report and thesis approval page.

7. On approval of graduation status of the student by the Suranaree University of Technology Council, CES submits to CLREM the student’s name and the printed thesis.

8. CLREM (librarian) performs as follows:

8.1 composes the Metadata

8.2 disseminates the thesis file on SUTIR (only the thesis of the student with graduation approval)

9. CLREM (Information Technology Section) makes a backup of the thesis file and related data.