

## The check list of graduation process

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### 1. Supporting documents for graduation, approval of the degree

- GS.A 12 Proposal for Graduation and Degree Approval for thesis
- GS.B 8 Proposal for Graduation and Degree Approval for independent study
- GS.D 14 Proposal for Graduation and Degree Approval for dissertation
- Thai / English Approval page and abstracts of independent study *(Copy)*
- Thai / English Approval page, Thesis / Dissertation *(Copy with RSU watermark)*

*(Ph.D. 2 sets of documents should be submitted to the University's Office of Academic Standards Import Council)*

- Thai / English abstracts, Thesis / Dissertation *(Copy with RSU watermark)*

*(Ph.D. 2 sets of documents should be submitted to the University's Office of Academic Standards Import Council)*

- Evidence of English language standard test/certification *(if any)*
- Grades report

### 2. Procedure for Graduation Work/Thesis Verification

- Plagiarism Checking Certificate
- The results Turnitin and Akkaravisut program (with certifying signatures of students and advisors)

*(In the event that the test results are more than 1 page, only the first page must be signed for certification.)*

### 3. Publications

- GS.A 10 Information and Details of Master's Thesis Publication
- GS.B 6 Information and Details of Independent Study Publication
- GS.D 12 Information and Details of Dissertation Publication
- GS.A 11 / GS.B 7 / GS.D 13 Evidence of Participation Publication *(cancel)*

### 3.1 Submission of research results *(in case of acceptance but not yet published)*

*(Ph.D. 2 sets of documents should be submitted to the University's Office of Academic Standards Import Council)*

- Letter of acceptance of the article *(original version)*
- Copy of the submitted article (according to the acceptance letter and must specify the author's/student's name of Rangsit University)
- A copy of the latest issue of the journal/conference proceeding (journal's cover page, academic conference title, editor's page/article reviewer's list page)

### 3.2 Research publications *(in case of published)*

*(Ph.D. 2 sets of documents should be submitted to the University's Office of Academic Standards Import Council)*

- Journal cover / Academic Conference Cover
- Editorial Board Page
- List of article reviewers' page
- Table of Contents (only student's article title page)
- Full article (must specify the author's/student's name of Rangsit University)
- Copy of presentation certificate / presentation certificate (in case of academic conference)

### Note

1. In case of publication more than one year, an explanatory note must be attached to the proposal for approval.
2. In the case of no original copy of the acceptance letter, a copy should be submitted with the student's or course director's signature.
3. Journal articles there must be 3 people reviewing (except international journals)  
*(In the case that three reviewers are not specified, evidence must be provided to confirm)*
4. In case of document is ready can be submitted for notification of graduation for approval of the degree without waiting for graduation announcement deadline.