



Graduate School, Khon Kaen University Announcement

(No. 106/2023)

On Regulations for Submitting Thesis/Independent study as an Electronic File for Graduation

.....

To ensure that the thesis and independent study proceed correctly, attain high quality, and beneficial to government affairs, in accordance with the Act of Khon Kaen University A.D. 2015 Section 40 and Khon Kaen University Regulations on Graduate Education Level, A.D. 2023 Chapter 9, Clause 55 on Thesis and Independent Study. Adhere to the agreement of the Committee Board of Graduate School Meeting at the 7/2023 on July 6, 2023, therefore issued the announcement of the Regulations for Submitting Thesis/Independent study as an Electronic File for Graduation as follows;

Clause 1 This announcement shall be called “Graduate School, Khon Kaen University (No. 106/2023) On Regulations for Submitting Thesis/Independent study as an Electronic File for Graduation”

Clause 2 This announcement becomes effective for students whose student code starts with 63 onwards. Students with the codes prior to this can also choose to submit thesis/independent study follow the Graduate School, Khon Kaen University Announcement On Regulations of Thesis/Independent Study Submission, or The Revised Graduate School Announcement.

Clause 3 The Graduate School, Khon Kaen University Announcement (No. 145/2020), Title: Regulations for Submitting Thesis/Independent Study as an Electronic File for Graduation is no longer applied.

Clause 4 The format for thesis and independent study shall be as detailed in the attachment of this announcement.

Clause 5 In this announcement

- | | |
|-------------------|---|
| “Graduate School” | refers to Graduate School, Khon Kaen University |
| “Dean” | refers to Dean of Graduate School, Khon Kaen University |
| “Student” | refers to Graduate students, Khon Kaen University |

Note: This translated version is made to support the understanding of overseas students and staff to effectively use this announcement. In case there is a need to interpret the meaning for the execution of this announcement, it must be based on the content of the Thai version.

- “Thesis” refers to a report of research’s result that is a part of requirements of graduate study curriculum.
- “Independent Study” refers to an independent study report that is a part of the curriculum of Master’s Degree.
- “Electronic files” refers to thesis and independent study data file of Khon Kaen University graduate students which is used for graduation.

Clause 6 Electronic file submission

6.1 The file must be sent as a PDF file.

6.2 To submit, all data including the cover, biography (if any) are to be merged as one single file.

6.3 The file is to be sent or shared according to the Graduate School specify.

Clause 7 The content and reference in the thesis and the independent study must be approved by the advisor before submitting to the Graduate School for the format checking process.

Clause 8 In case of the independent study, the decision to proceed according to this announcement depends on each faculty.

Clause 9 If any dispute arises from this announcement, or in case of any problems with the implementation of this announcement, the Dean of the Graduate School has the final authority as regards arbitration and his/her decision is final.

Announced on July 10, 2024

(Signed)

(Assoc. Prof. Kiatichai Faksri)

Dean of Graduate School

Attachment of Graduate School, Khon Kaen University Announcement
(No. 106/2023, announced on July 10, 2023)

Format guideline for electronic thesis/independent study

1. There are 3 types of thesis/independent study. (Type 1, Type 2, or Type 3 can be chosen as appropriate)

1.1 Type 1 Research Book can be divided into chapters. The thesis content should be comprised of;

1.1.1 Frontage consists of front cover, Thai-English title pages, thesis certification, Thai-English abstracts, acknowledgement, dedication (if any), table of contents, list of tables, list of figures, list of abbreviations (If any).

1.1.2 Chapter 1 Introduction

1.1.3 Chapter 2 Literature Review

1.1.4 Chapter 3 Research methodology

1.1.5 Chapter 4 Results and discussion

1.1.6 Chapter 5 Conclusions and/or suggestions

1.1.7 Bibliography (or references)

1.1.8 Appendix

1.1.9 Vitae (If any)

1.2 Type 2 Collection of Research Articles in the case students have been granted approval to publish their research articles on the approved thesis topic, they can include these research articles as part of the content of the thesis. The presentation of the content in this way should include the following 6 important components:

1.2.1 Frontage consists of front cover, title pages (in Thai and English), certification, Thai and English abstracts, acknowledgement, dedication (if any), table of contents, list of tables, list of figures, list of abbreviations (If any).

1.2.2 Thai-English Abstract is to present all research articles in the thesis cohesively and coherently as one single abstract.

1.2.3 Introduction is the first chapter to present the background and significance of the problem, research objectives, and scope of each research article. The connection between each research article and the thesis should be made explicit.

1.2.4 Content number of chapters can be varied depending on the number of the included articles, e.g. 3 articles maybe divided into 3 chapters in the thesis. The manuscript of research articles can be shown without abstracts and author's name in the chapter. The reference section of each article is to be collected as one reference of the thesis. Figures and tables are to be arranged orderly.

1.2.5 Conclusion and /or suggestions the last chapter summarizing key aspect of the whole thesis and indicating the connection between each research article presented in the content and provide suggestions for research applications as well as further related research.

1.2.6 Bibliography (or references) a collection of references of each article which is presented in the reference arrangement format at the last section of the thesis.

1.3 Type 3 Collection of Research Journal Publications From 2 or More Publications

All thesis contents were published in journal article format. The researcher must get consent from the publisher to reprint the publications. The content is presented from a combination of more than one publication. The thesis content must include the 5 components as follows;

1.3.1 Frontage consists of front cover, title pages (in Thai and English), thesis certification, Thai and English abstracts, acknowledgement, dedication (if any), table of contents, list of tables, list of figures, list of abbreviations (If any).

1.3.2 Thai-English Abstract is written from 2 or more research publications by connecting them together.

1.3.3 Introduction is the first chapter to present the background and significance of the problem, research objectives, and scope of thesis which will be presented in a research article format in each chapter. It must be written to demonstrate the connection between each article. A bibliography (or reference list) should be provided at the end of the chapter.

1.3.4 Content number of chapters can be varied depending on the number of the included publications, e.g. 3 publications may be divided into 3 chapters in the thesis. Reprinted manuscripts which are allowed by the publisher can be shown in the content of the thesis. The consent form of reprinting from the publisher must be attached at the end of each research publication. If any copyright infringement happens, the student and thesis advisor must fully take responsibility.

1.3.5 Conclusion and /or suggestions the last chapter summarizing key aspect of the whole thesis and indicating the connection between each research article presented in the content and provide suggestions for research applications as well as further related research.

2. Organization of the thesis

2.1 Paper setting The paper should be set as standard A4 paper size, set top margin at 1.5 inches (3.81 cm.), bottom margin at 1 inch (2.54 cm.), left margin 1.5 inches (3.81 cm.) and the right margin 1 inch (2.54 cm.) for the whole file.

2.2 Khon Kaen University Logo is at the front cover and certification of thesis. The template of front cover and certification can be downloaded from the Graduate School website <https://gs.kku.ac.th> The size of Khon Kaen University logo is 1.8 cm. height and 1.1 cm. width.

2.3 Certification to be submitted for format check together with the thesis or independent study file. Thesis advisor, Co-advisor, Dean of Faculty and Dean of Graduate School will sign a digital signature after the format checking process is complete.

2.4 Fonts “TH Sarabun New” should be used for a thesis written in Thai. For a thesis written in English can choose either “TH Sarabun New” or “Times New Roman” The font should be used only one format consistently throughout the thesis.

2.5 Font size Students can choose the font size as appropriate conforming the following details:

2.5.1 Frontage comprise of front cover, Thai-English title page. Font size 18 or 16 point with bold are used for Thai and English thesis title.

2.5.2 For the content using **TH Sarabun New**, content headings use size 16 point with bold. For the contents and details use 14-16 point size. Main heading and sub-headings are to be arranged correctly.

2.5.3 For the content using **Times New Roman**, content headings use size 14 point with bold. For the contents and details use 12 point size. Main heading and sub-headings are to be arranged correctly.

3. Citation: There are 2 styles of the citation (choose only one style to apply throughout the thesis)

3.1 Style 1 The American Psychological Association [APA] see more details from *Publication Manual of the American Psychological Association 5th ed. 2001* and *APA Style Electronic Formats, 2001* The format guideline can be download at <https://gs.kku.ac.th>

3.2 Style 2 Vancouver Style (*Uniform Requirements for Manuscripts Submitted to Biomedical Journals, 1997*) and *Vancouver Referencing, 2001*. The format guideline can be download at <https://gs.kku.ac.th>

4. Citation and Reference

Citation in the thesis should be referenced in two parts of thesis; in the body of the text at the end of the chapter or Reference page, use only one style throughout the thesis according to the details below:

4.1 In-text citation

4.1.1 Name-year style

It is a type of citation designating the name of author and year of publication in front of or after the cited statement to provide the source and may include the page number of referenced document if necessary.

4.1.2 Number style

Numbers style is a citation format designating the number of reference documents at the end of the statement to provide the source. The number could be in brackets [] such as [1] [2] [3]. The citation number must be arranged in ascending order throughout the book and corresponding to the reference number at the reference section.

4.2 Reference citation

Reference citation is an index compiling all documents which the author cites in the work; normally arranged alphabetically by the name of the author, but can be arranged respectively as to the references list in the main text. If the author chooses cited-order number style, this section may be compiled in terms of either bibliography or references.

Note: This translated version is made to support the understanding of overseas students and staff to effectively use this announcement. In case there is a need to interpret the meaning for the execution of this announcement, it must be based on the content of the Thai version.