

## 3 Thesis Defense and Graduation Process

Below is the thesis defense process for all TEFL students.

### 3.1 Thesis Defense Process:

1. After the student's advisor has approved the thesis, the completed draft must be uploaded to iThesis. (Learn more about iThesis: <https://ithesis.grad.chula.ac.th/>)
2. Students must now set the thesis defense date by contacting their advisor, committee chairperson (internal TEFL Chula professor), and external committee member.
3. Once the thesis defense date is set, the student will need to send four things to [edu.chula.bundit@gmail.com](mailto:edu.chula.bundit@gmail.com)
  - o Request for **invitation letter for thesis examination committee** – Form 10 on the following page: <https://portal.edu.chula.ac.th/pub/tefl/index.php/forms-and-links/thesis-and-master-project-forms>
    - i. Parts of this form require information from the announcement of thesis approval form from this page: <https://www.edu.chula.ac.th/node/2249>
    - ii. Students must fill out this form and have their advisor sign and write their name at the bottom. After that, the form must be sent to the TEFL Chula academic coordinator, who will have the Program Director and Head of Department sign and write their names. The coordinator will then send the completed form back to the student, who will then send this completed form to the email address in Step 3.
  - o **Proof or letter of submission from a research journal** – this is generally an email confirmation that confirms that a research journal has received the student's article for review. Students may send a screenshot of this or download and send the email confirmation. **This does not need to show that the student has been accepted for publishing – it only needs to show that the article has been submitted and received for review by the research journal.** Refer to **Section 4** on how to submit a research paper.
  - o English proficiency result (TOEFL/IELTS/CU-TEP/etc.). This will generally be the same result that was used to apply for the TEFL Chula program.
  - o Announcement of thesis approval topic – the student must download and send the form that contains their name and thesis topic: <https://www.edu.chula.ac.th/node/2249>
4. After the four forms are sent to [edu.chula.bundit@gmail.com](mailto:edu.chula.bundit@gmail.com), the TEFL Chula academic coordinator will later receive and then send the invitation letters to the student. The student must email these letters to their committee members. The email must contain:

- The invitation letters.
  - The student's full thesis, as approved by their advisor.
  - A Zoom link (if applicable).
5. The thesis defense will be conducted on the decided date.

### **3.2 Post-Thesis Defense Process:**

1. The student will need to make all of the committee's requested edits to their thesis. When doing this, the student will need to create a separate document that lists all edits made as well as the pages on which the edits were made.
2. The student must finish writing their Thai and English abstracts with consideration to all edits made.
3. **Upload the fully completed thesis to iThesis.** This must be done in order to have the correct barcode on the cover pages and abstract pages.
4. Students must send five things to ***their advisor*** (all PDFs):
  - The fully edited thesis inclusive of all pages
  - The document that lists what edits were made and on which pages
  - A separated, iThesis barcoded version of the thesis cover page (this should be page III – it will have signature fields for the dean, the advisor, and the committee members)
  - A separated, iThesis barcoded version of the English abstract page with the student's signature on it
  - A separated, iThesis barcoded version of the Thai abstract page with the student's signature on it
5. Once the student's advisor has approved all edits and both abstracts, they will sign the cover page and the two abstract pages.
6. Save the signed abstract pages for a later step.
7. Students must now send three things to their ***Chula committee chairperson*** for their signature:
  - The fully edited thesis inclusive of all pages
  - The document that lists what edits were made and on which pages

- A separated, iThesis barcoded version of the thesis cover page that has the student's advisor's signature on it
8. After receiving the Chula committee chairperson's signature, the student must now send three things to the **external committee member**:
- The fully edited thesis inclusive of all pages
  - The document that lists what edits were made and on which pages
  - A separated, iThesis barcoded version of the thesis cover page that has the advisor's and the Chula committee chairperson's signatures on it
9. After receiving *all three signatures on the thesis cover page*, the student will need to send it to [edu.chula.bundit@gmail.com](mailto:edu.chula.bundit@gmail.com) to request the dean's signature. The student will receive the signed page within 2-4 business days.
- If iThesis has glitched the cover page and there is no line for the dean's signature, the dean will still sign it and it will still be approved,
10. Once the thesis cover page is signed and approved by the advisor, committee members, and the dean, the student will need to upload their thesis to Turnitin to check for plagiarism. The student must contact the TEFL Chula academic coordinator at ([tossapon.k@chula.ac.th](mailto:tossapon.k@chula.ac.th)) for the login information and class ID.
11. Once Turnitin has approved the thesis, download the Turnitin report.
12. Wait for the advisor to approve the final thesis submission on iThesis.
13. Once the student has received their advisor's approval, they can start finalizing the thesis submission process on iThesis by filling in all required fields and uploading all plagiarism reports on the REPORT DATA page. This page is located on the left side of the iThesis landing page after logging in. An additional plagiarism check will need to be conducted via the Akarawisut system.
14. Once all fields and forms are filled out and submitted, the student will be able to go to SUBMISSION DOCUMENT and generate a Document for Submission form for their final thesis submission to the university.
15. Sign and date the Document for Submission form and then send it to the advisor for their signature and date.
16. Send the following documents to this email address: [thesis62.submission@gmail.com](mailto:thesis62.submission@gmail.com)
- Document for Submission form (with advisor and student's signatures)
  - A separated, iThesis barcoded version of the *thesis cover page* with the advisor's, committee members', and dean's signatures.

- A separated, iThesis barcoded version of the *English abstract page* with the student's and their advisor's signatures on it
- A separated, iThesis barcoded version of the *Thai abstract page* with the student's and the advisor's signatures on it

17. If all is correct, the student will receive an email response within a few days confirming receipt of their thesis. The response will include a link to a status page where the student may check on the status of their thesis.

### 3.3 Research Paper Post-Publishing Process:

1. Once the student has finished the review and editing process for their research paper, has had their paper fully approved for publication within their journal of choice, and has received information such as the issue number of the journal they will be published in, the student may apply for graduation from Chulalongkorn University.
2. Students may apply for graduation on [www.reg.chula.ac.th](http://www.reg.chula.ac.th) by logging in and completing the Student Graduate Request page on the upper left.
3. Follow all the procedures and form submission requirements on the following page to complete the graduation application. All completed forms should be submitted to the TEFL Chula academic coordinator:  
<https://portal.edu.chula.ac.th/pub/tefl/index.php/forms-and-links/graduation-forms>