User Manual

GRAD MIS for Students

Office of the Postgraduate Studies

Mae Fah Luang University

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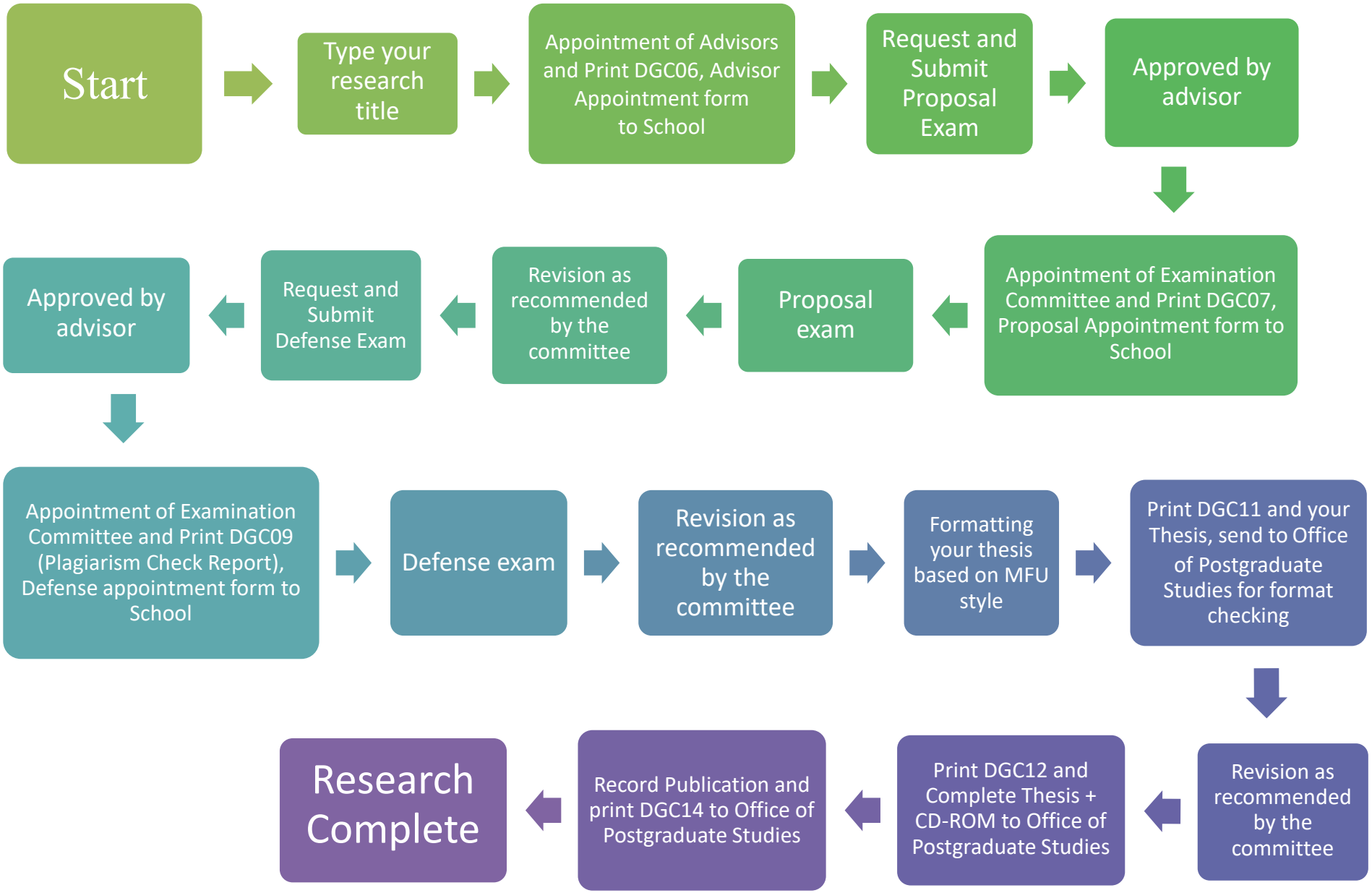
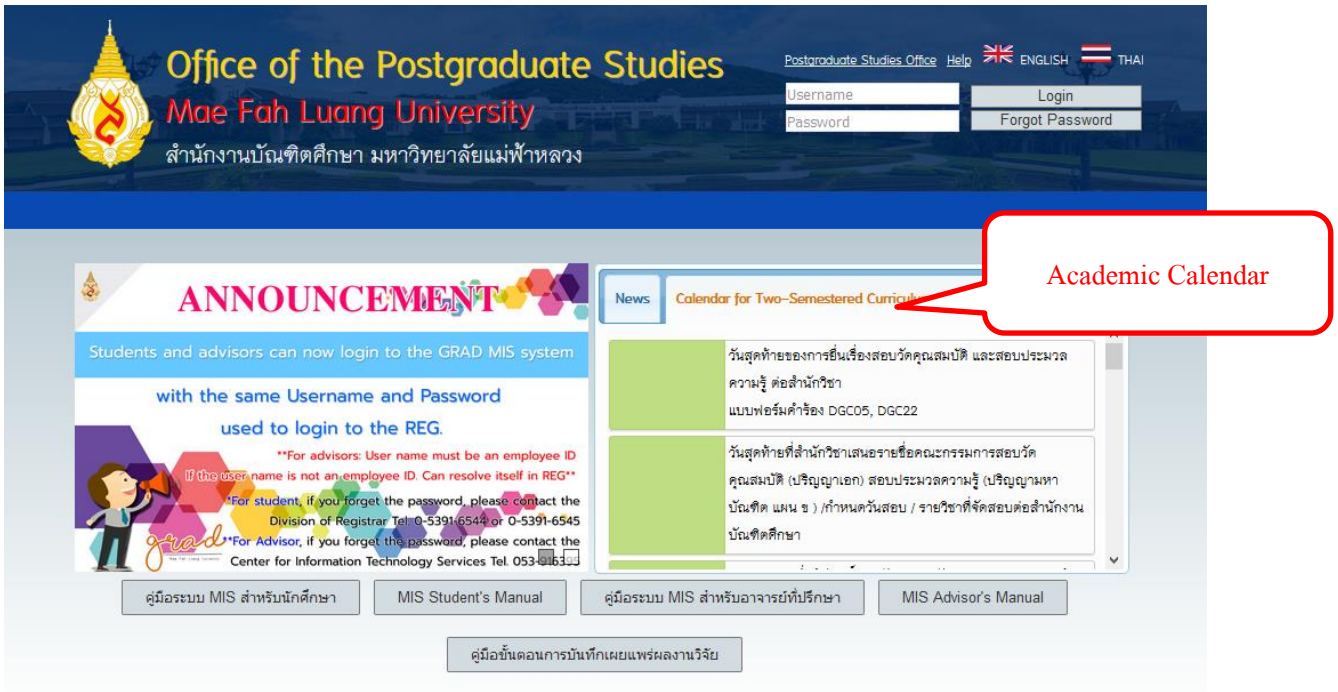

Start
Type your research title
Appointment of Advisors and Print DGC06, Advisor Appointment form to School
Request and Submit Proposal Exam
Approved by advisor
Appointment of Examination Committee and Print DGC07, Proposal Appointment form to School
Proposal exam
Revision as recommended by the committee
Request and Submit Defense Exam
Approved by advisor
Appointment of Examination Committee and Print DGC09 (Plagiarism Check Report), Defense appointment form to School
Defense exam
Revision as recommended by the committee
Formatting your thesis based on MFU style
Print DGC11 and your Thesis, send to Office of Postgraduate Studies for format checking
Revision as recommended by the committee
Print DGC12 and Complete Thesis + CD-ROM to Office of Postgraduate Studies
Record Publication and print DGC14 to Office of Postgraduate Studies
Research Complete

1. First page

Students have to firstly register to the GRAD MIS at http://mfugradmis.mfu.ac.th

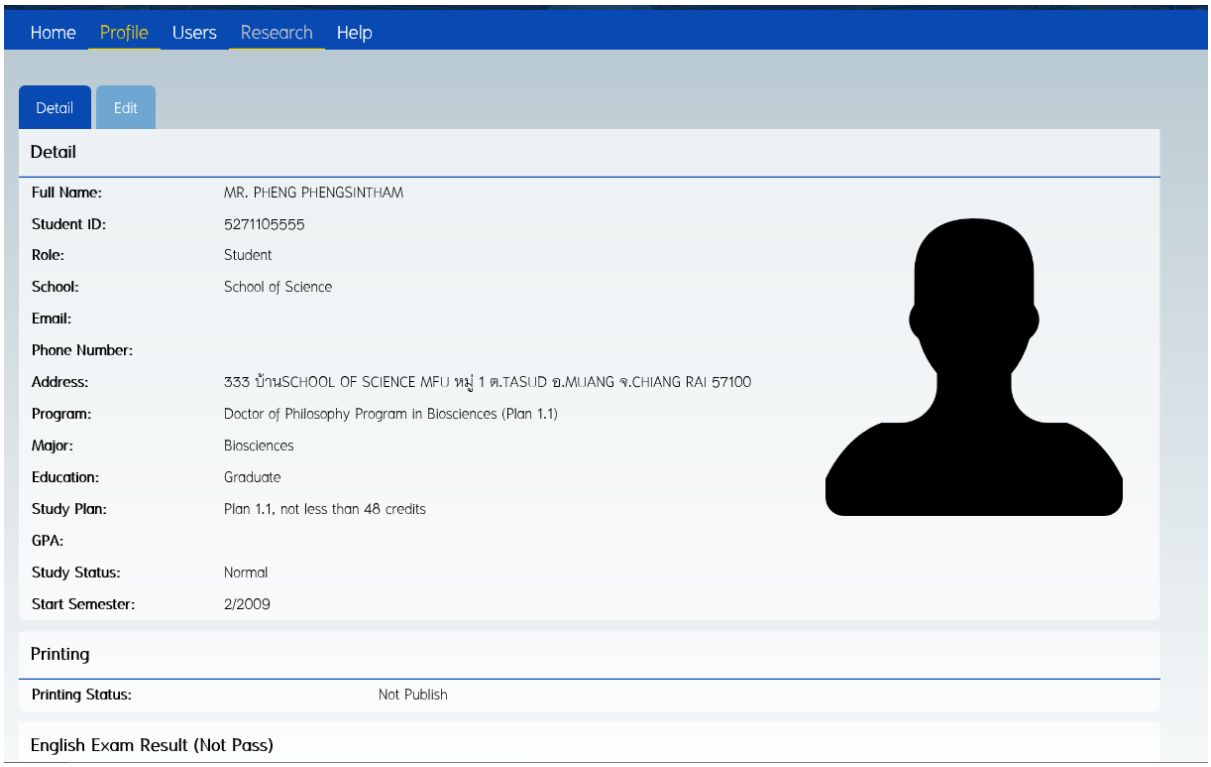
The first page appear is the Academic calendar.



2. Enter the GRAD MIS system

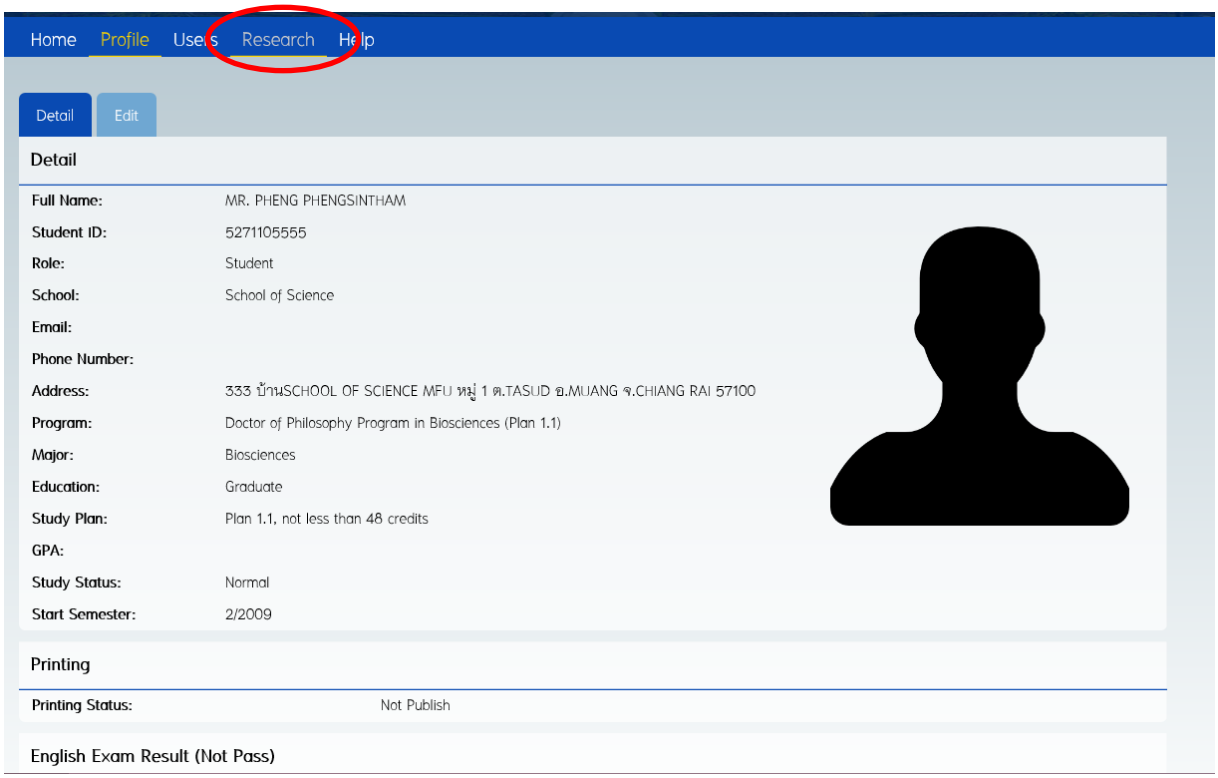
If you have already registered, go to the menu and enter your user name and password.

When you have already enter the system, your academic profile will appear on the first page.

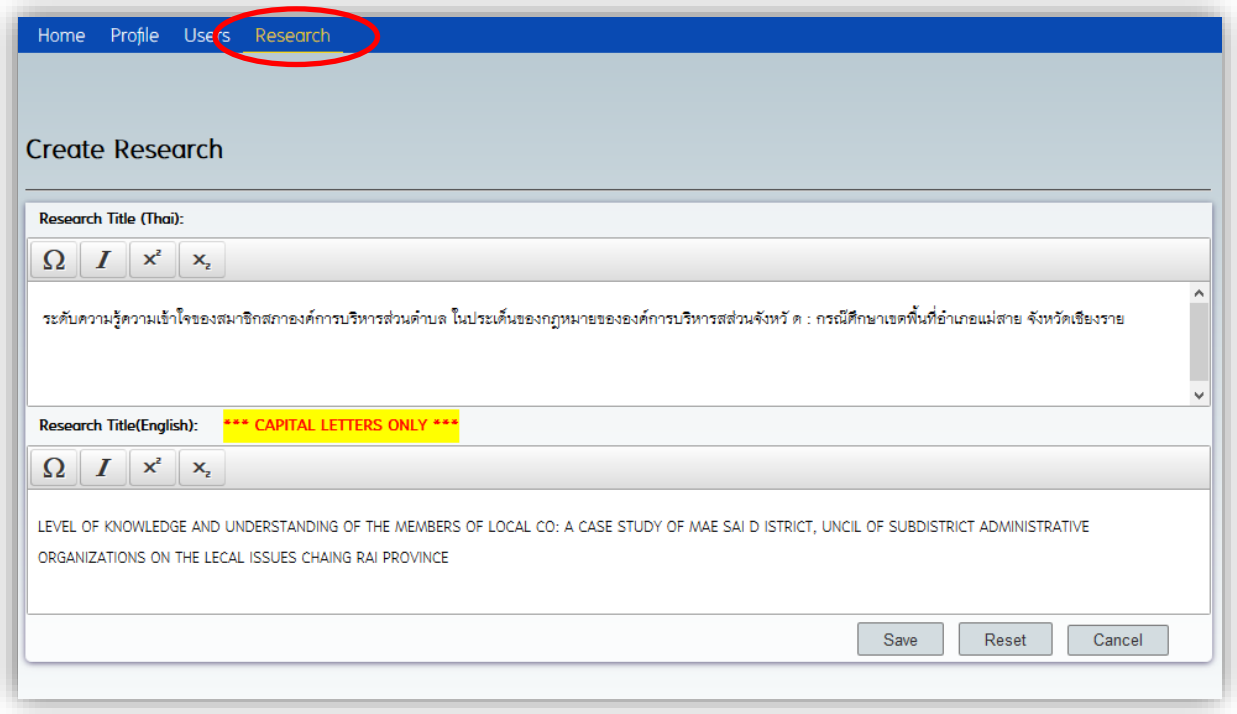


3. Using the system

3.1 Choose the menu bar “Research” as shown.

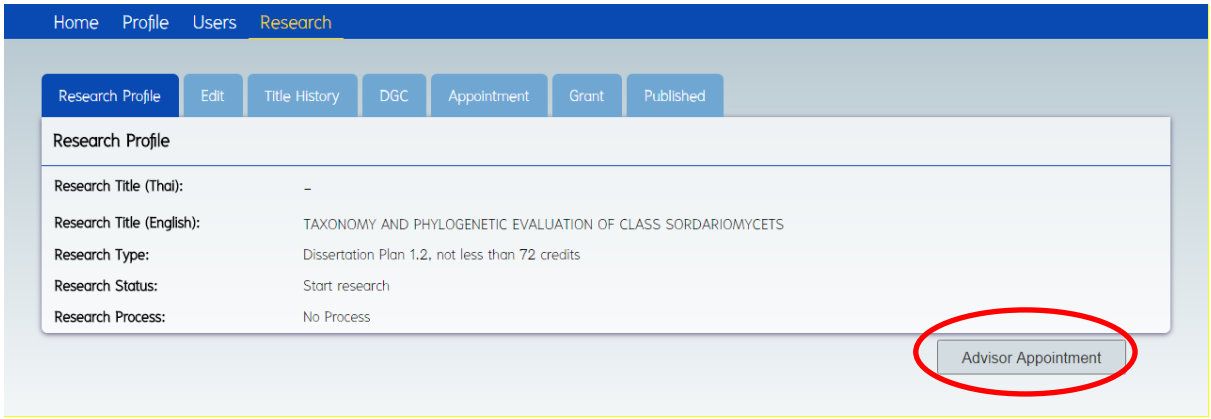


3.2 Type your research titles (if you have both languages, please fill up for both), and then click "save" to save your data.

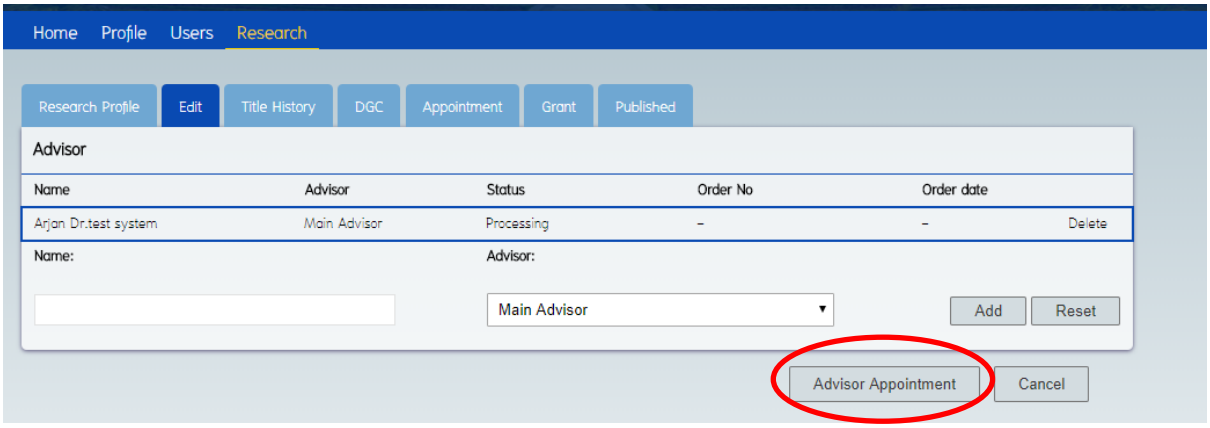


4. Appointment of Advisor Committee (DGC06)

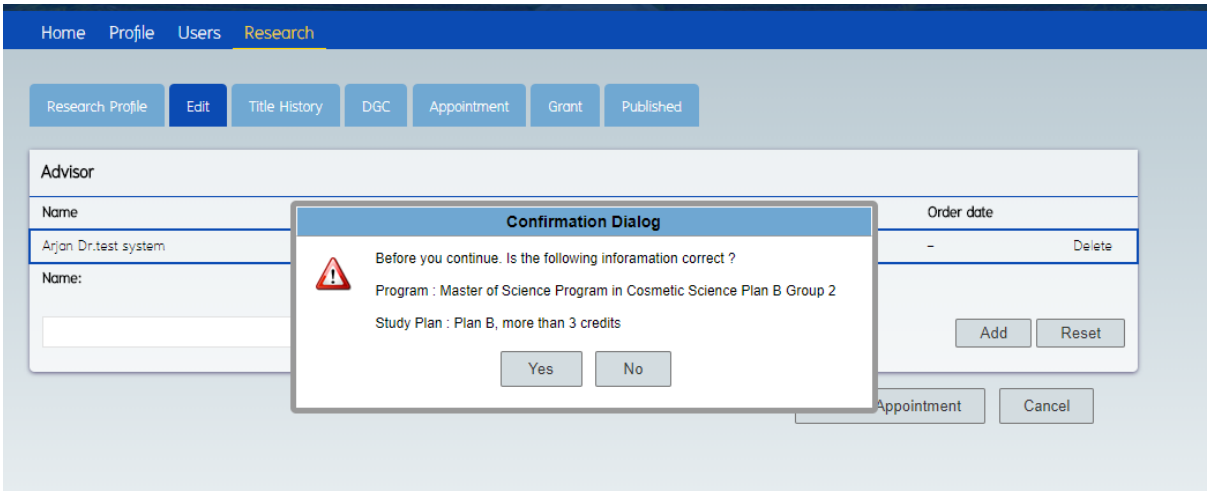
4.1 Login to the GRAD MIS system, and choose "Research" menu as shown and select "Advisor Appointment"



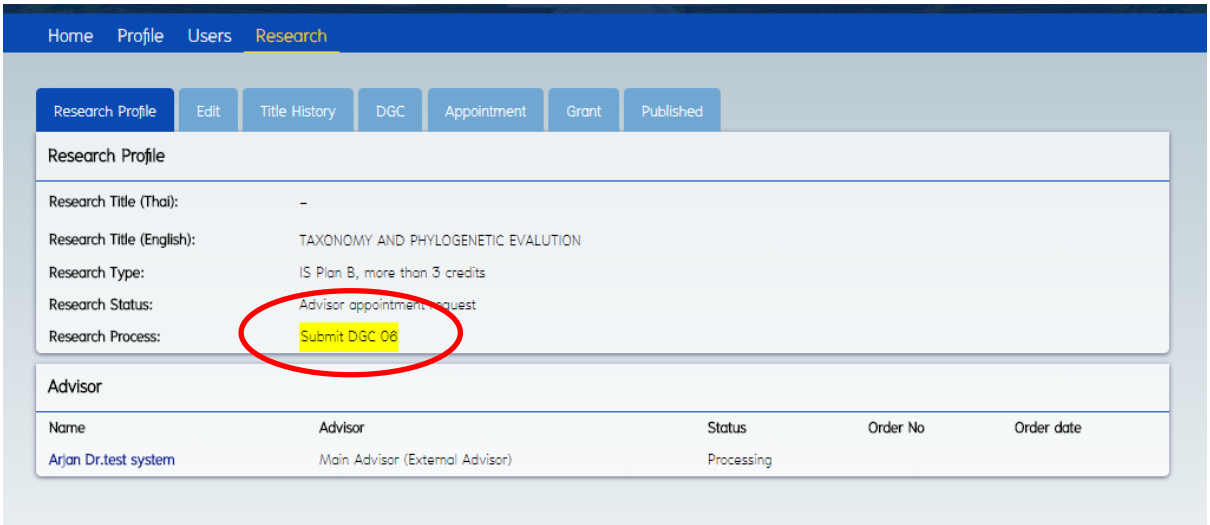
4.2 Type in “name” and “save”. In case you have more than 1 advisor, just click at “add” and type in names, then press “save” at the bottom to record the data.



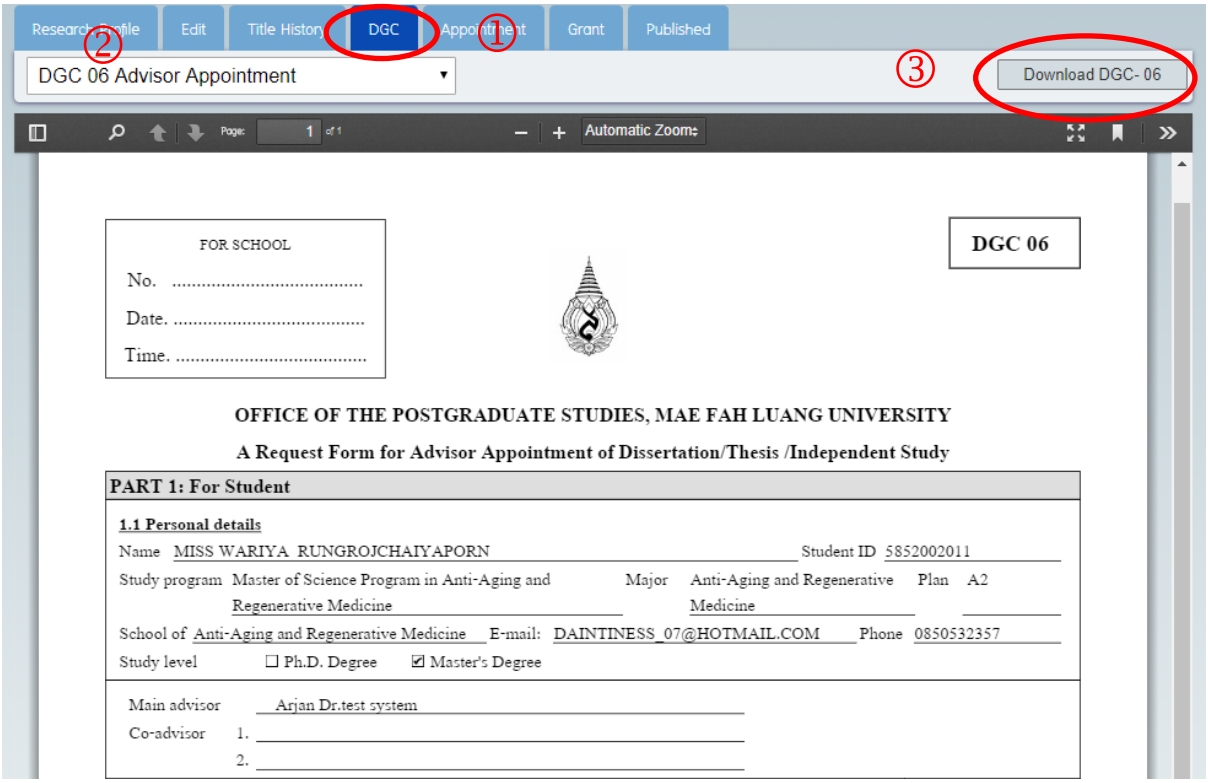
4.3 Checking information program and Study plan



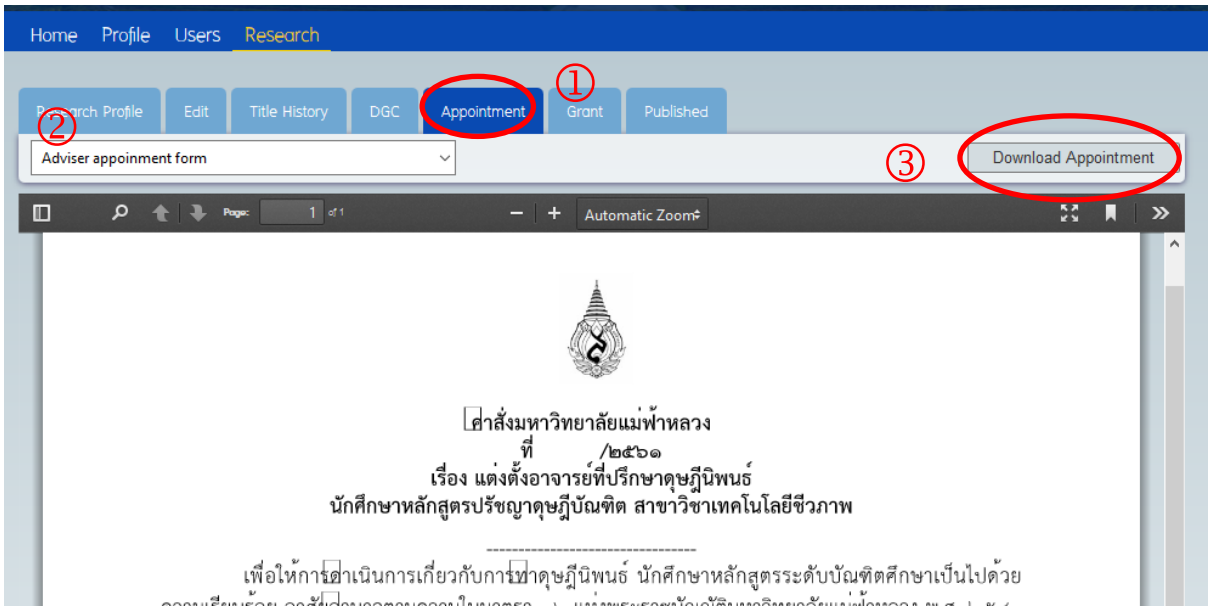
4.4 Submit DGC 06 submission to your School



4.5 Click the menu “DGC form” and select “DGC06 Advisor Appointment”, the system will generate the filled form that is ready for submission to your school.



4.6 Click the menu “Appointment” and select “Advisor appointment form”, the system will generate the filled form that is ready for submission to your school.

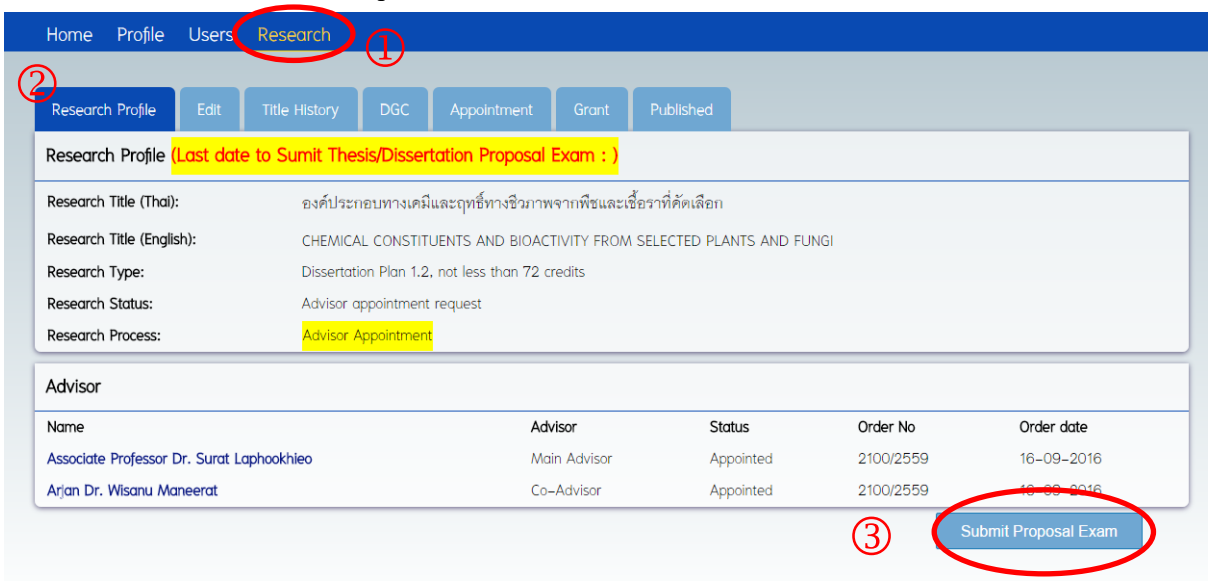


5. Proposal's request (DGC07)

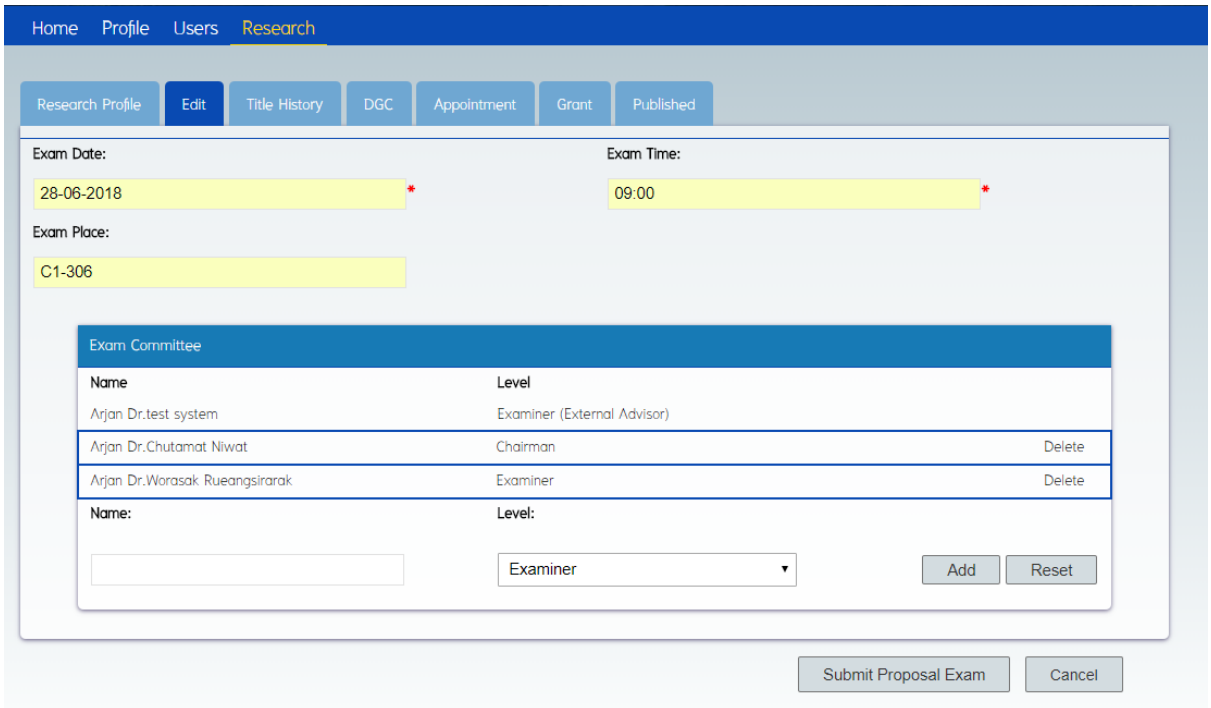
5.1 Log in to the GRAD MIS system and go to "research"

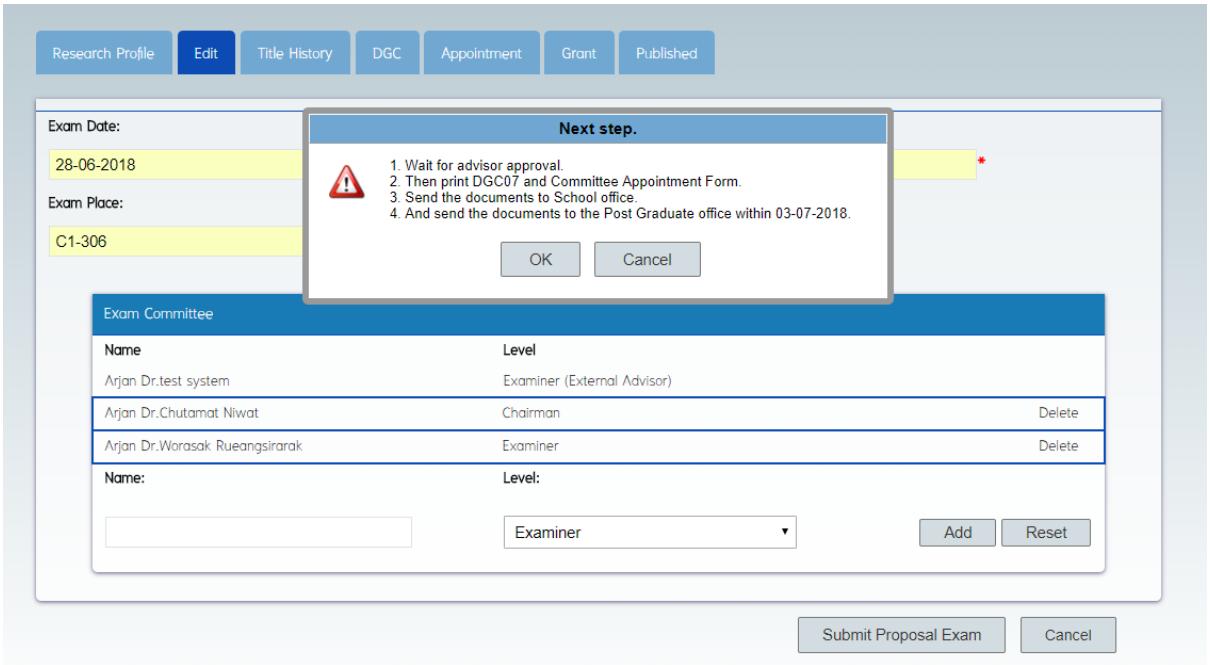
5.2 Choose the menu bar "Research Profile"

5.3 Choose "Submit Proposal Exam"

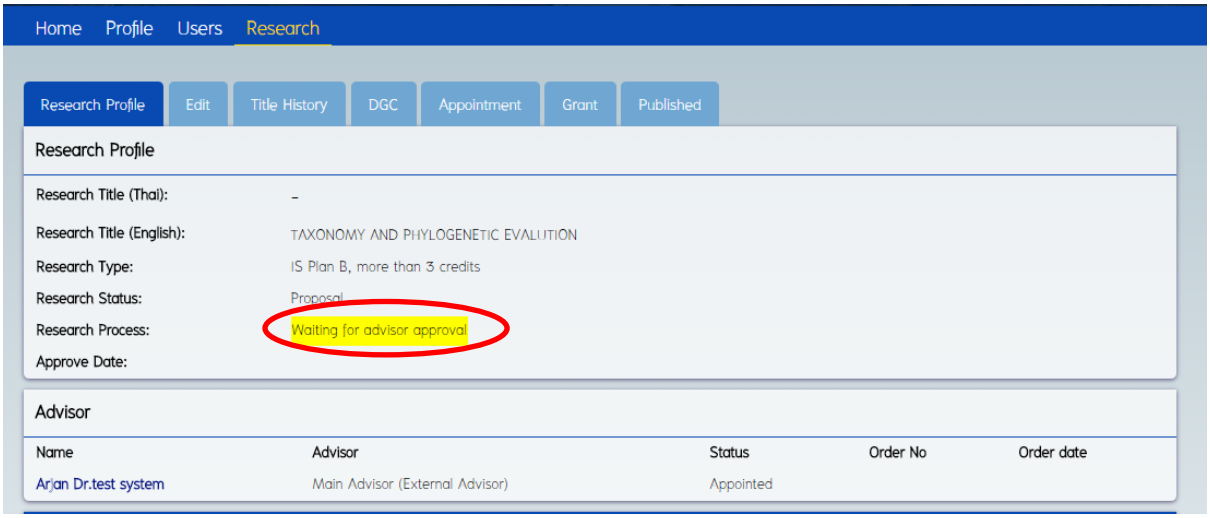


5.4 Fill in the exam dates, time, place, and exam committee. To add the committee names, press add (one by one), before finally "save" to record the data. Your supervisors will receive a notification email of your request.

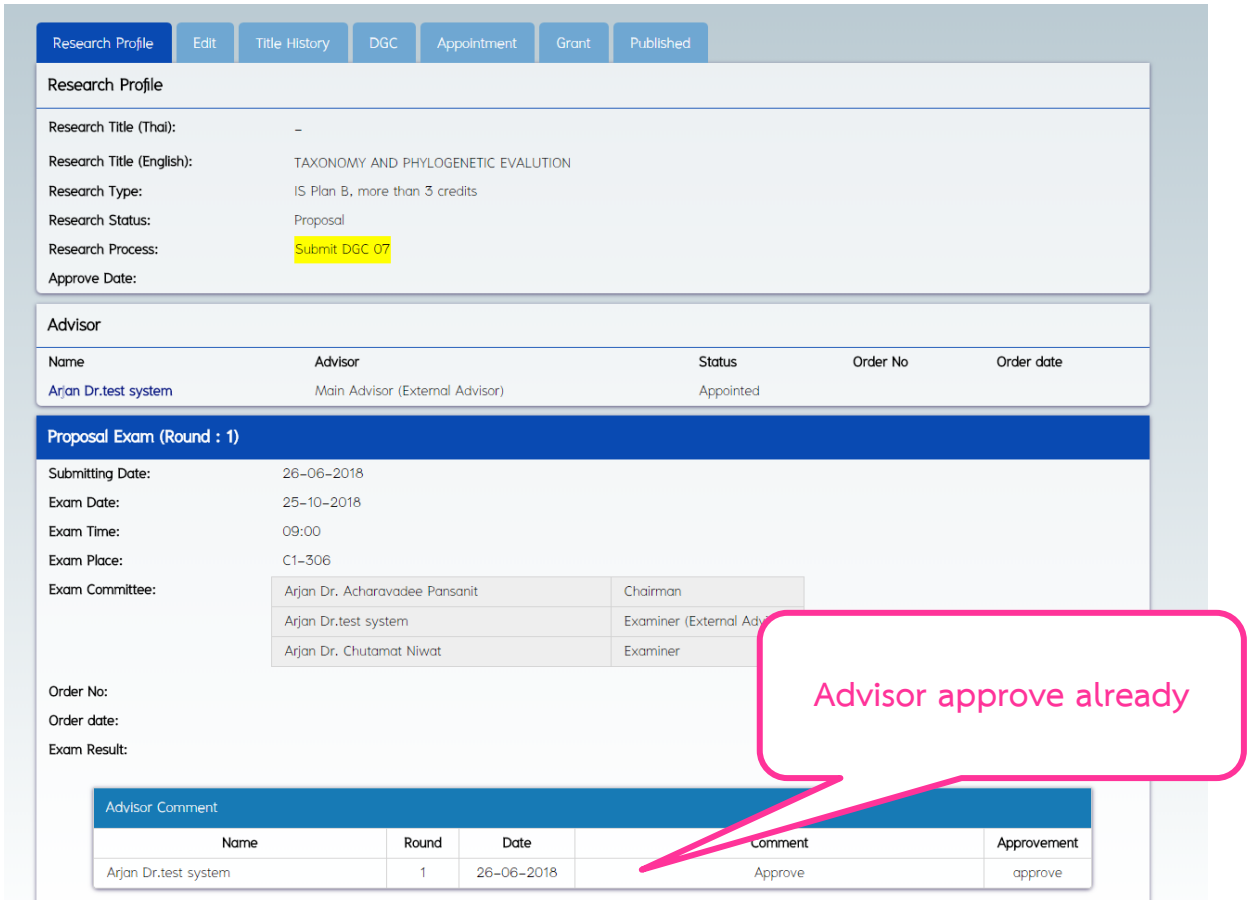




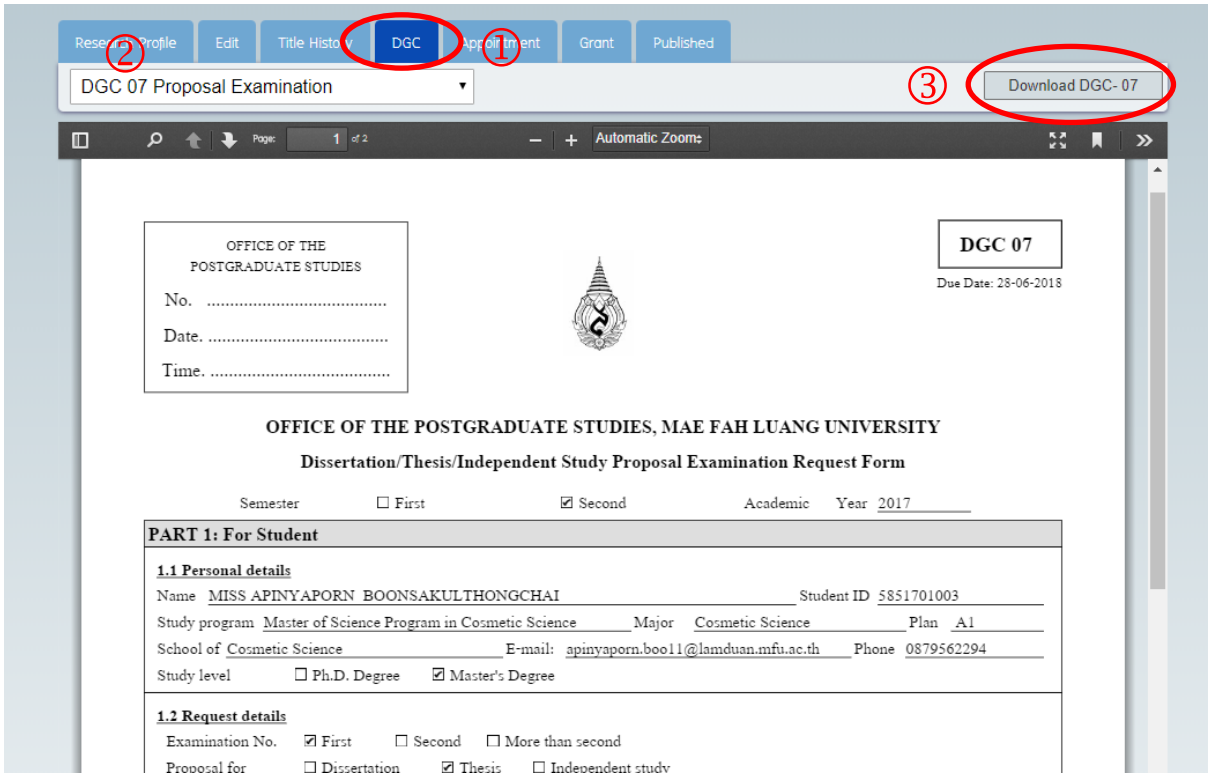
5.5 In this stage, your supervisors need to approve (via the GRAD MIS system) before you can proceed with the printing the proposal exam request form, DGC07.



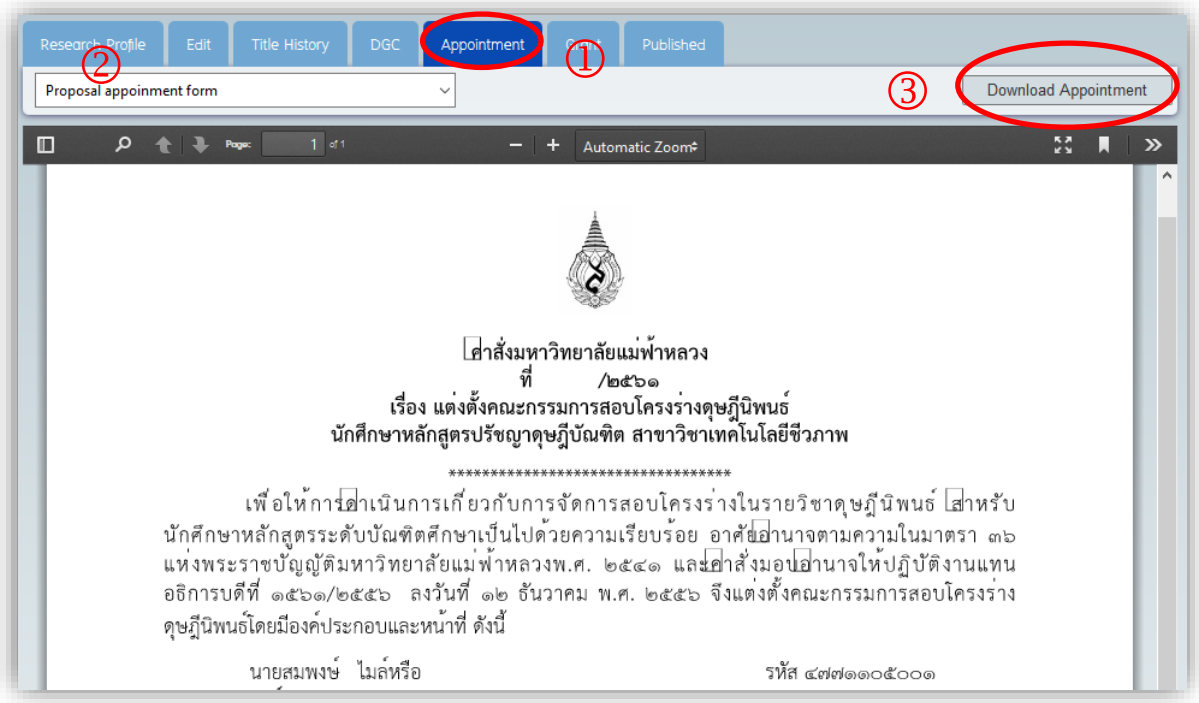
5.6 Once your proposal exam request is approved, you research study page will appear as shown.



5.7 Now, go to the menu bar “DGC” you can download DGC07 Proposal Examination form.



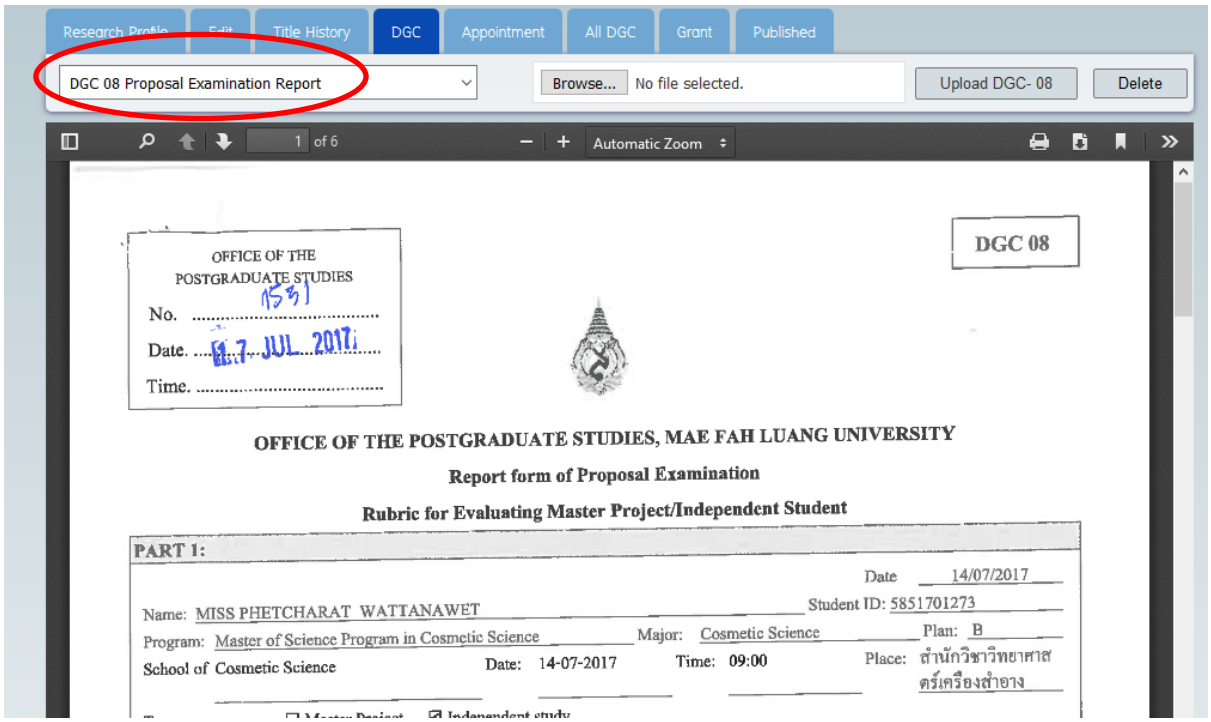
5.8 Click the menu “Appointment” and select Proposal appointment form, the system will generate the filled form that is ready for submission to your school.



6. Proposal Exam Result and Comments (DGC08)

If you want to see your proposal exam result and comments, just log in and choose “Research”.

Choose “DGC08”

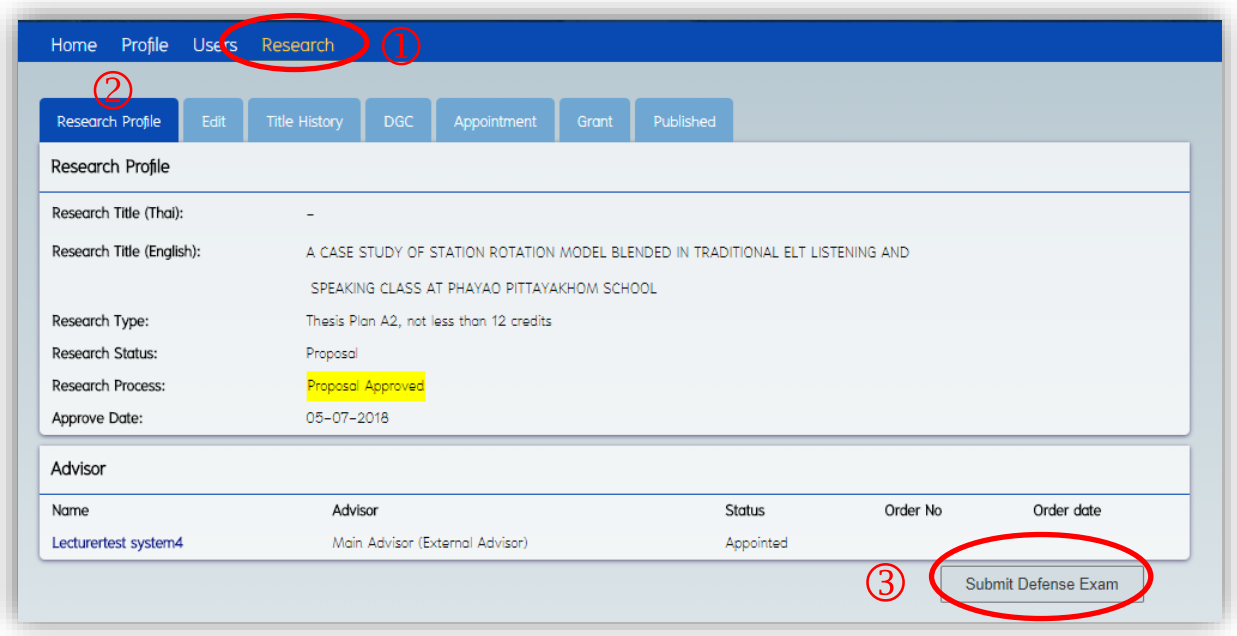


7. Defense Exam request (DGC09)

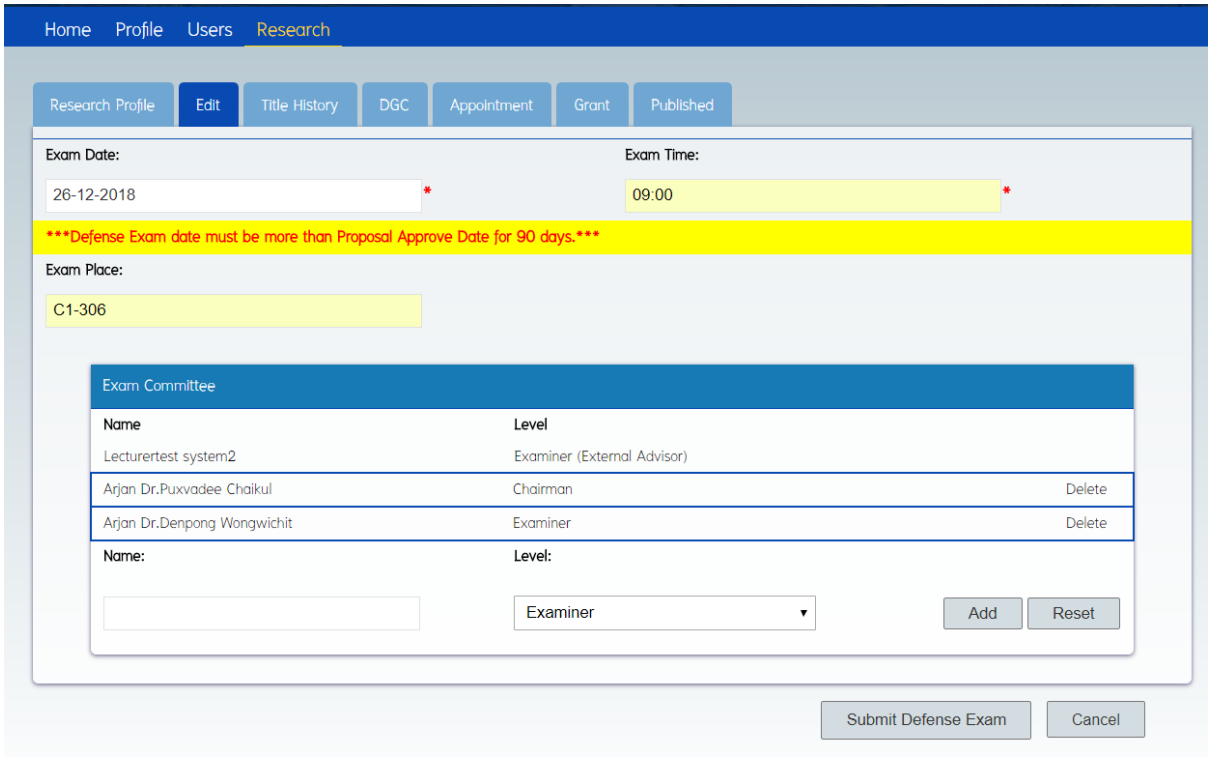
7.1 Log in and choose “Research”

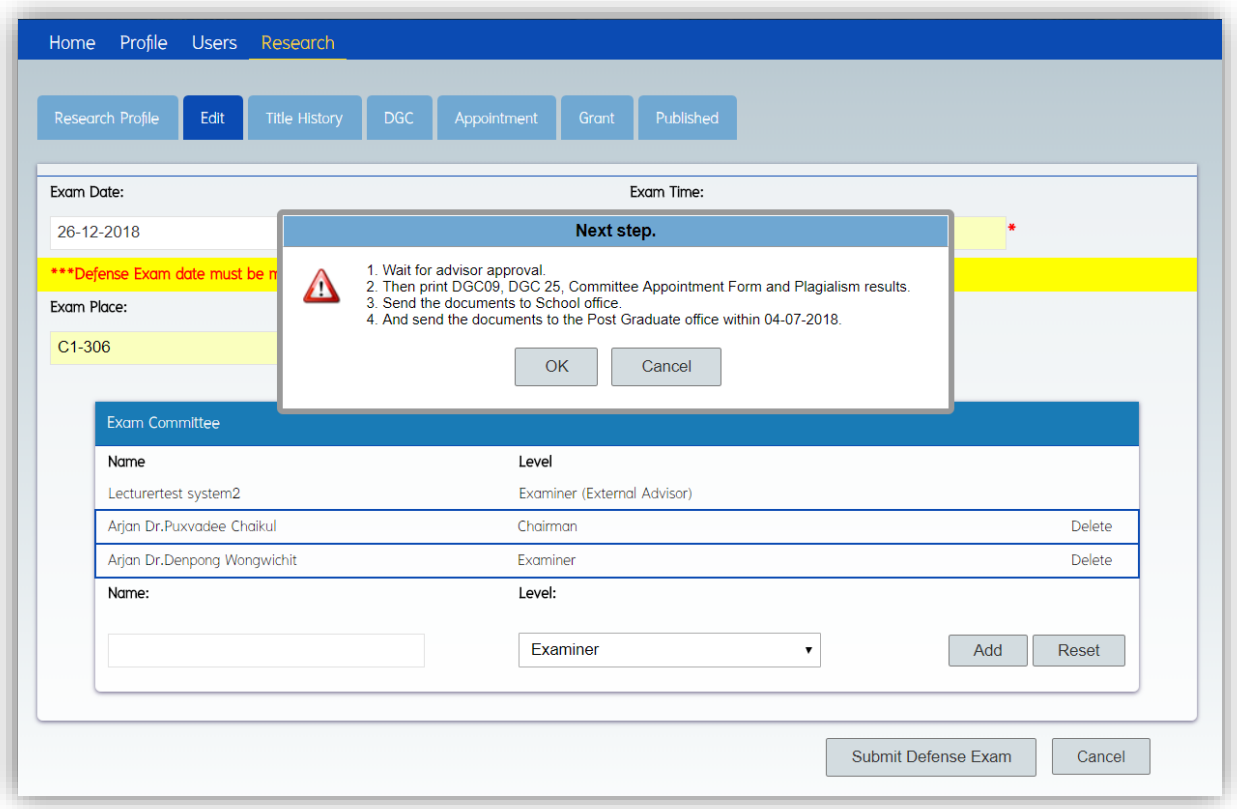
7.2 Choose the menu bar “Research Profile”

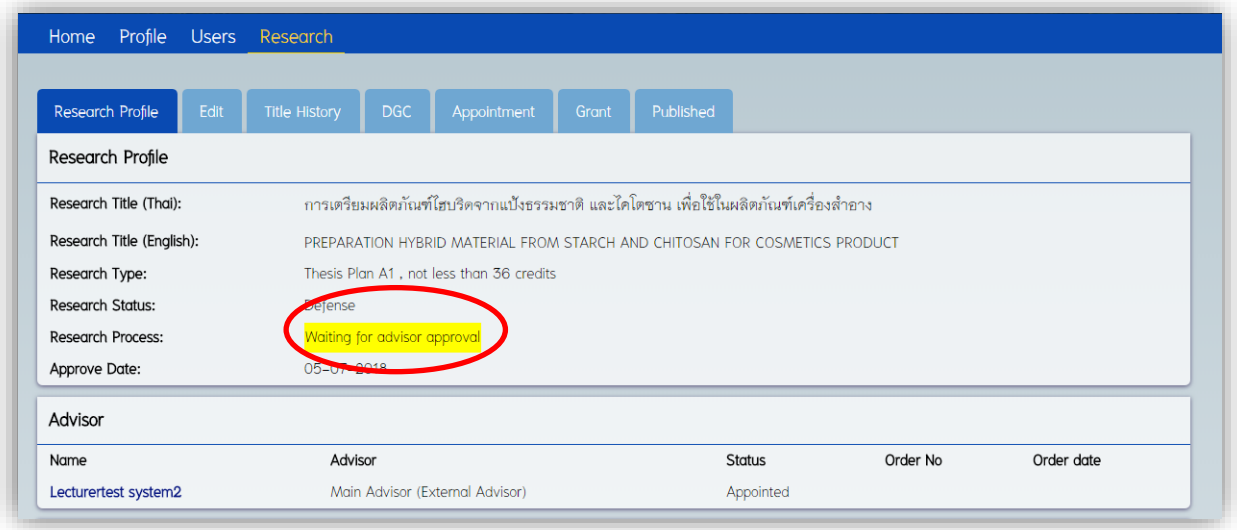
7.3 Choose “Submit Defense exam”



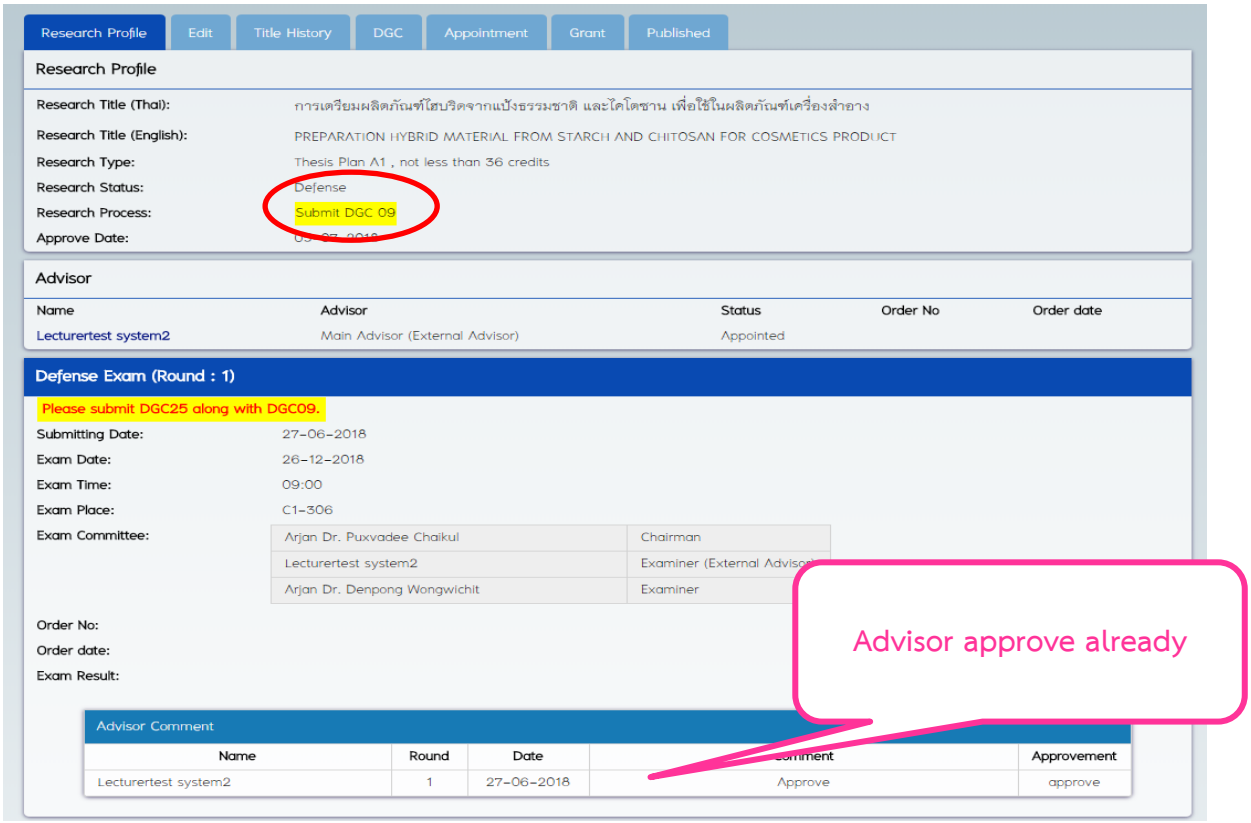
7.4 Fill in the date, place and time and also exam committee (as external or internal) then click “Add” and click “Submit Defense Exam” to record the data. The status will now be changed to “Waiting for advisor approvement” form your advisors.



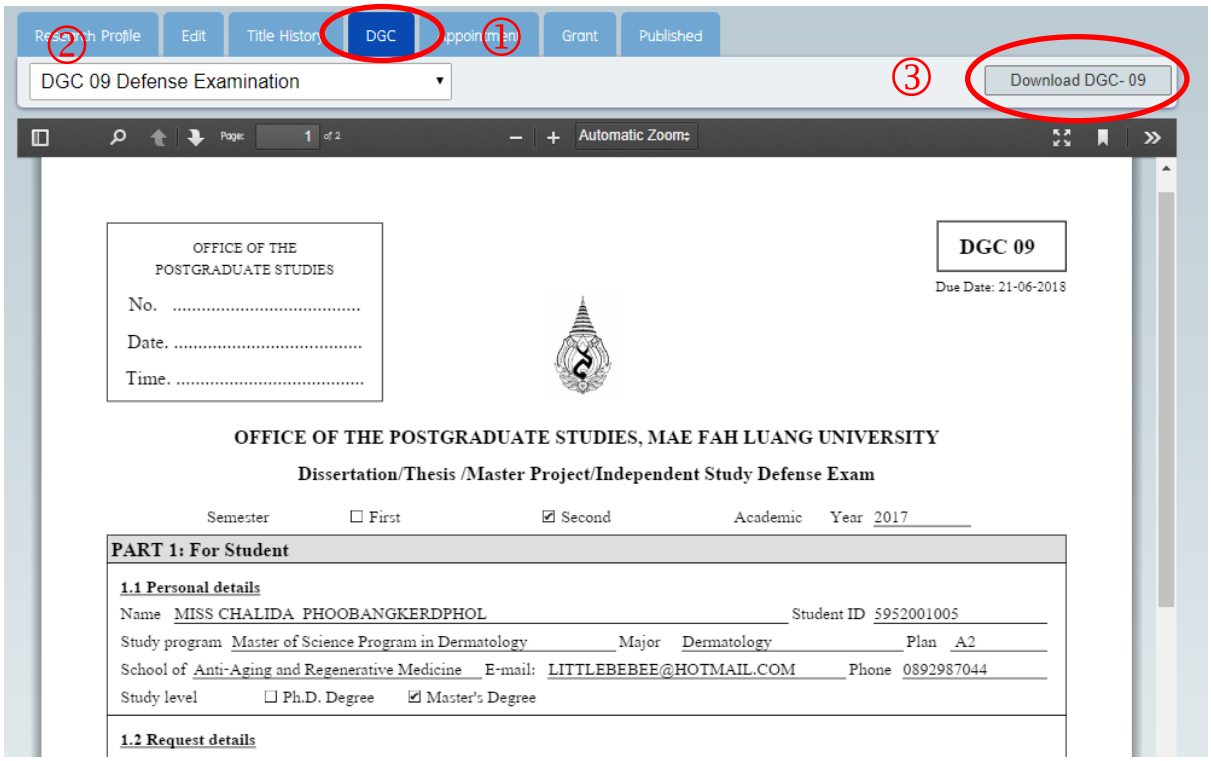

Home
Profile
Users
Research
Research Profile
Edit
Title History
DGC
Appointment
Grant
Published
Exam Date:
Exam Time:
26-12-2018
***Defense Exam date must be n
Exam Place:
C1-306
Next step.
1. Wait for advisor approval.
2. Then print DGC09, DGC 25, Committee Appointment Form and Plagialism results.
3. Send the documents to School office.
4. And send the documents to the Post Graduate office within 04-07-2018.
OK
Cancel
Exam Committee
Name
Level
Lecturertest system2
Examiner (External Advisor)
Arjan Dr.Puxvadee Chaikul
Chairman
Delete
Arjan Dr.Denpong Wongwichit
Examiner
Delete
Name:
Level:
Examiner
Add
Reset
Submit Defense Exam
Cancel


Home
Profile
Users
Research
Research Profile
Edit
Title History
DGC
Appointment
Grant
Published
Research Profile
Research Title (Thai):
การเตรียมผลิตภัณฑ์ไฮบริดจากแป้งธรรมชาติ และไคโตซาน เพื่อใช้ในผลิตภัณฑ์เครื่องสำอาง
Research Title (English):
PREPARATION HYBRID MATERIAL FROM STARCH AND CHITOSAN FOR COSMETICS PRODUCT
Research Type:
Thesis Plan A1 , not less than 36 credits
Research Status:
Defense
Research Process:
Waiting for advisor approval
Approve Date:
05-07-2018
Advisor
Name
Advisor
Status
Order No
Order date
Lecturertest system2
Main Advisor (External Advisor)
Appointed

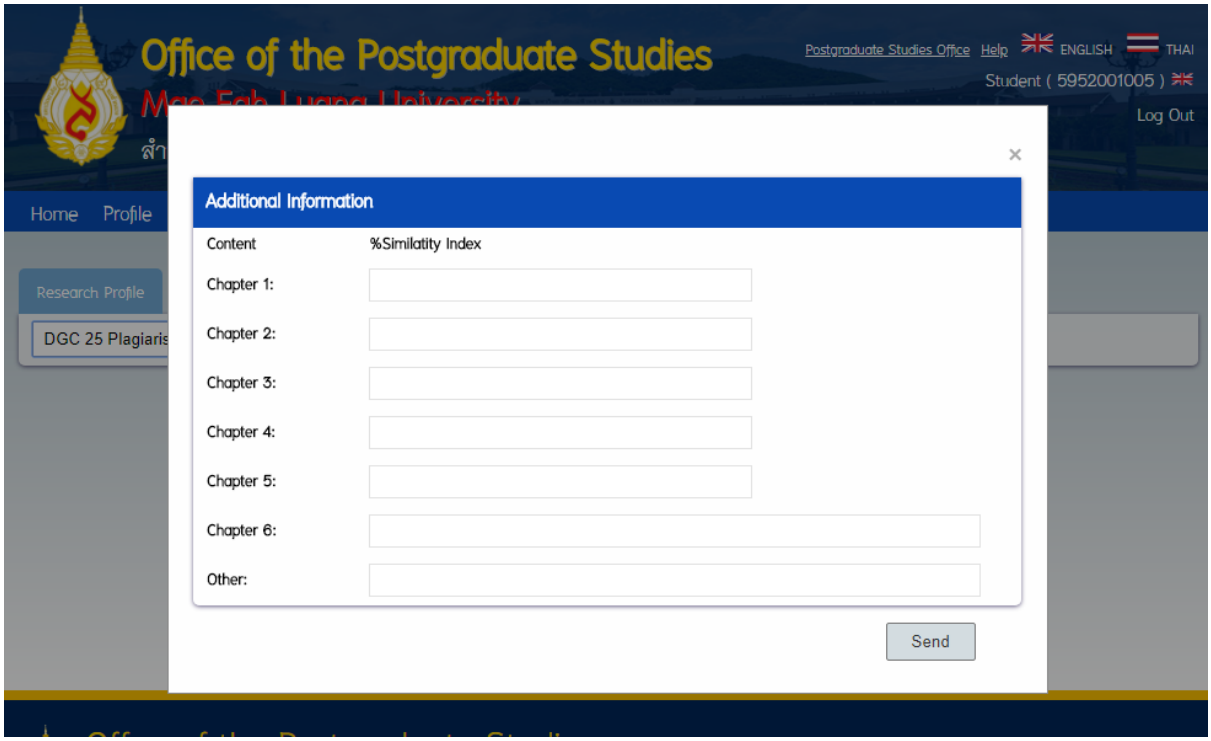
7.5 The status changed to “Advisor approve already” form your advisors.



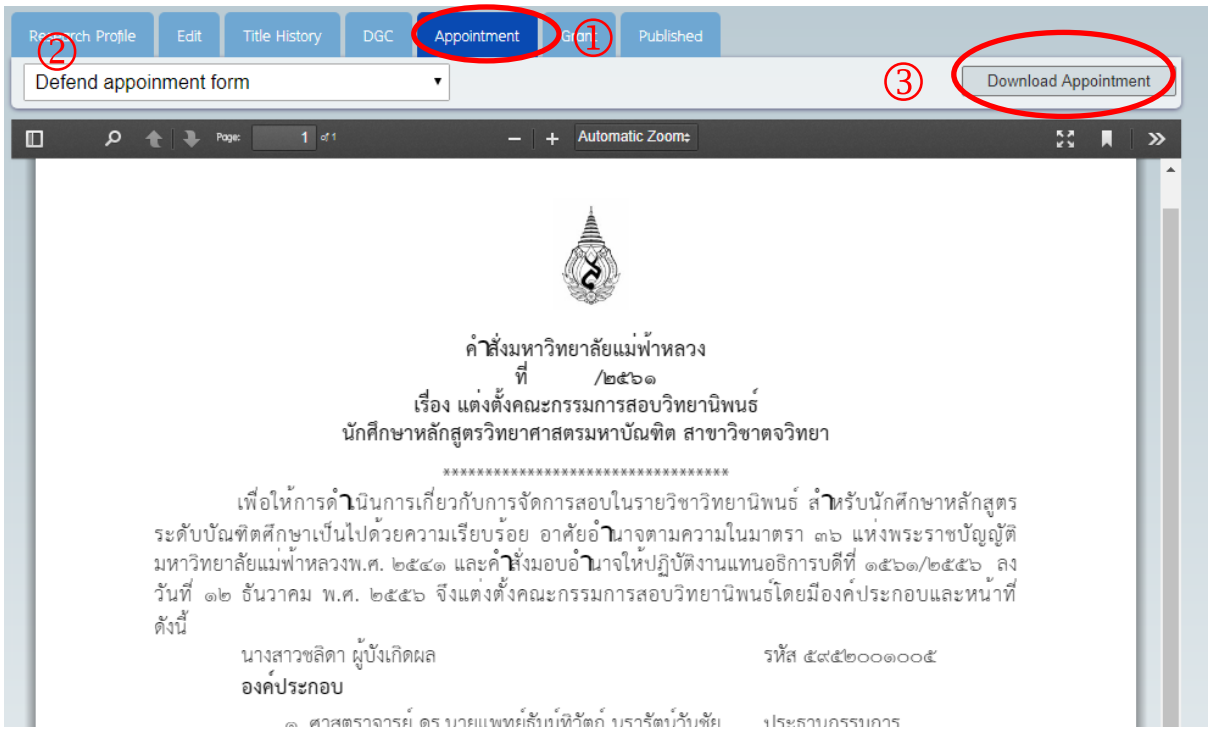
7.6 When your advisors approve the request, you have to log in and download the DGC09 to create the form for your school.



7.7 Fill % Similarity index and click send.



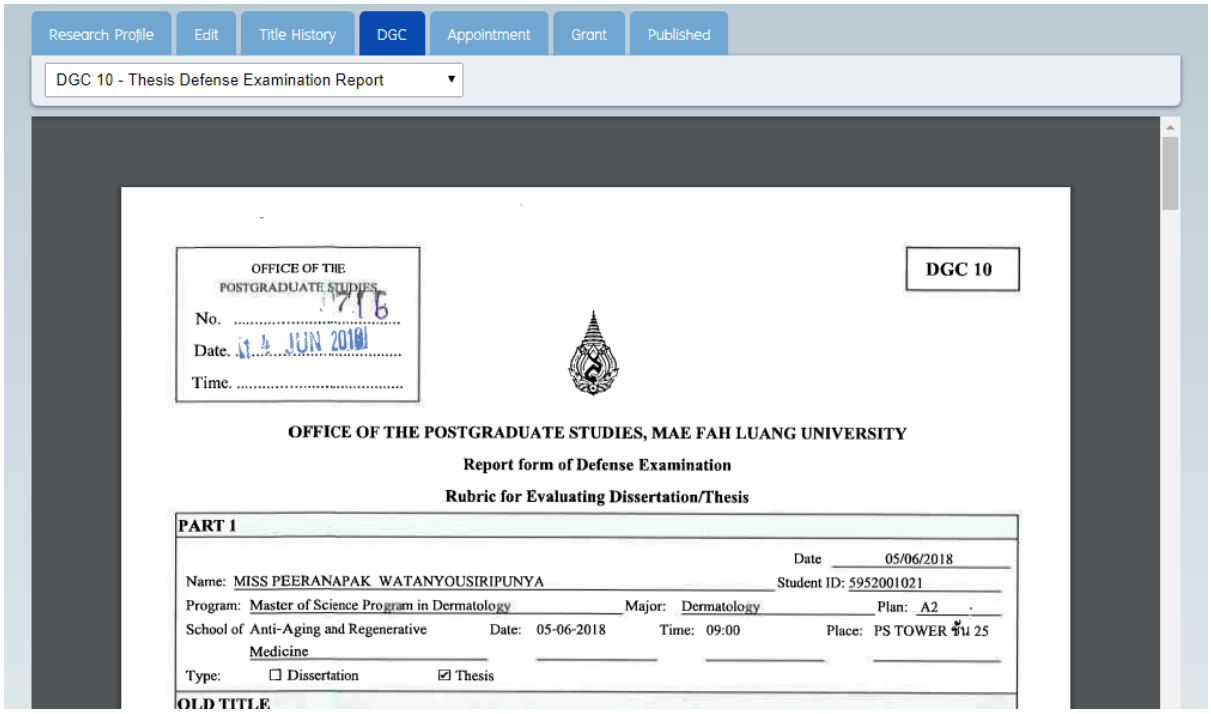
7.8 And click the menu “Appointment” and select Defense appointment form, the system will generate the filled form that is ready for submission to your school.



8. Defense Exam result and comments (DGC10)

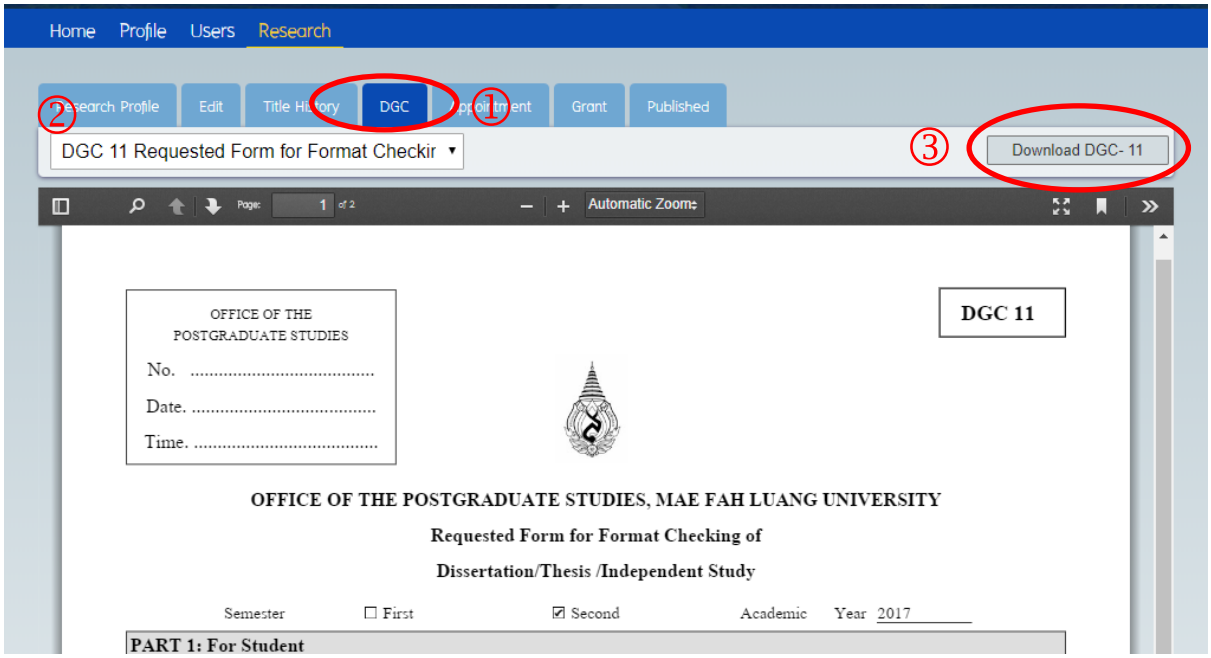
If you want to see your defense exam result and comments, just log in and choose “Research”.

Choose “DGC10”



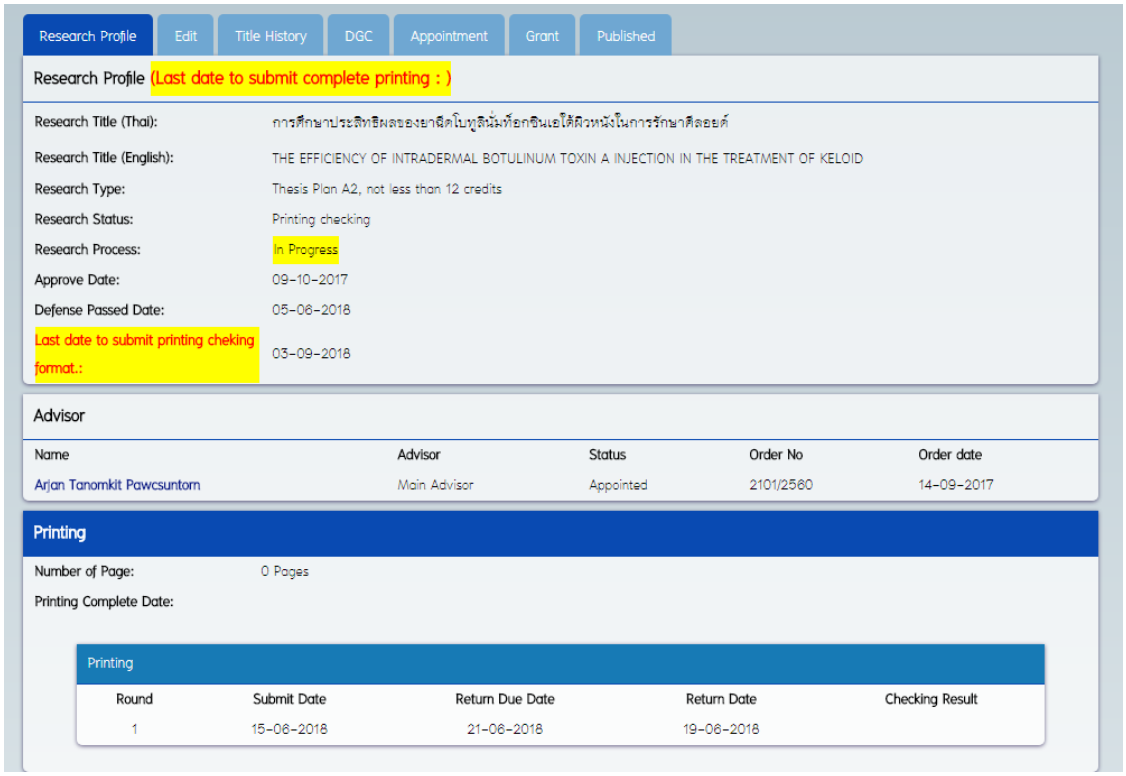
9. Format Checking Request (DGC11)

When your corrections are completed, the next step is to submit your printed thesis for the format checking. Log in to the system and go to the menu bar “DGC form”. Print out the DGC 11 for your supervisor’s approval.



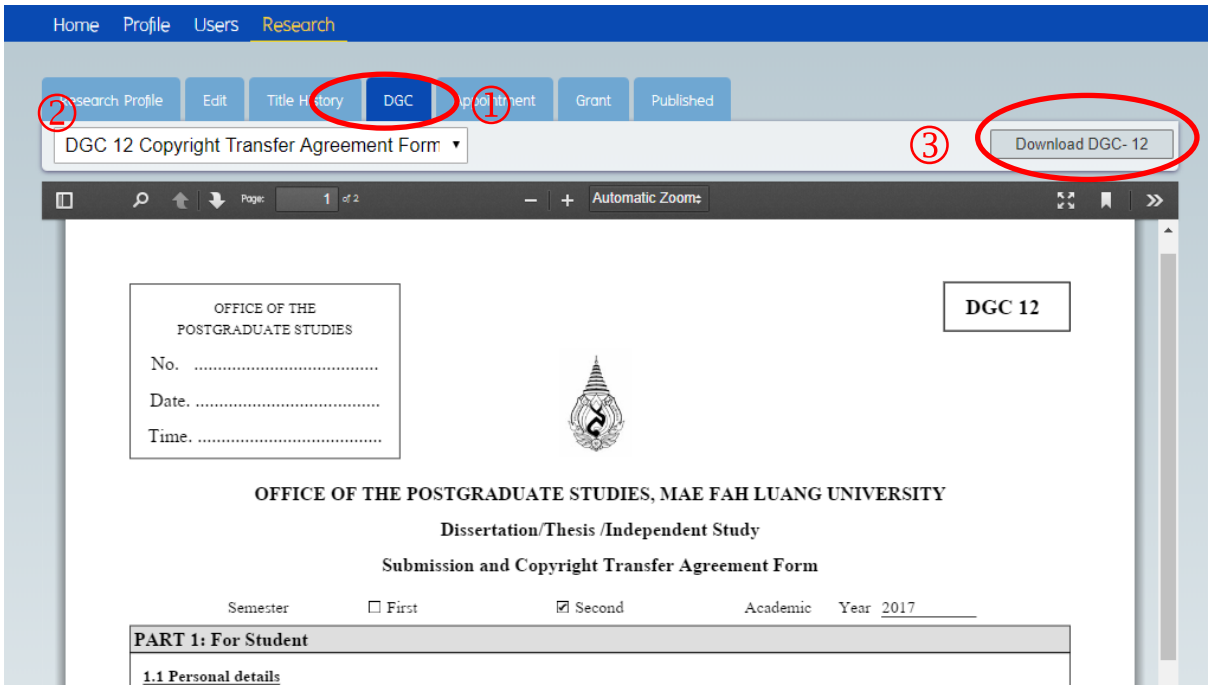
10. Format Checking Result

Log in to your "research", the progress of your format approval will appear.



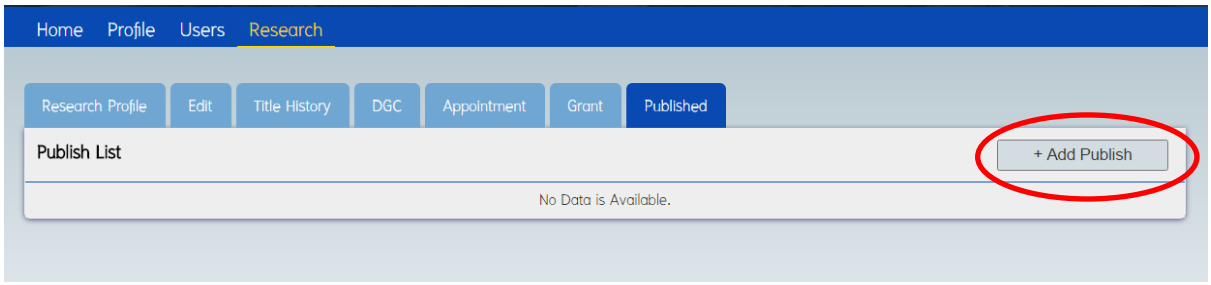
11. Submitting a complete thesis report and the approval of copyright to MFU (DGC12)

Log in to the system and go to the menu bar "DGC form". Print out the DGC 12.

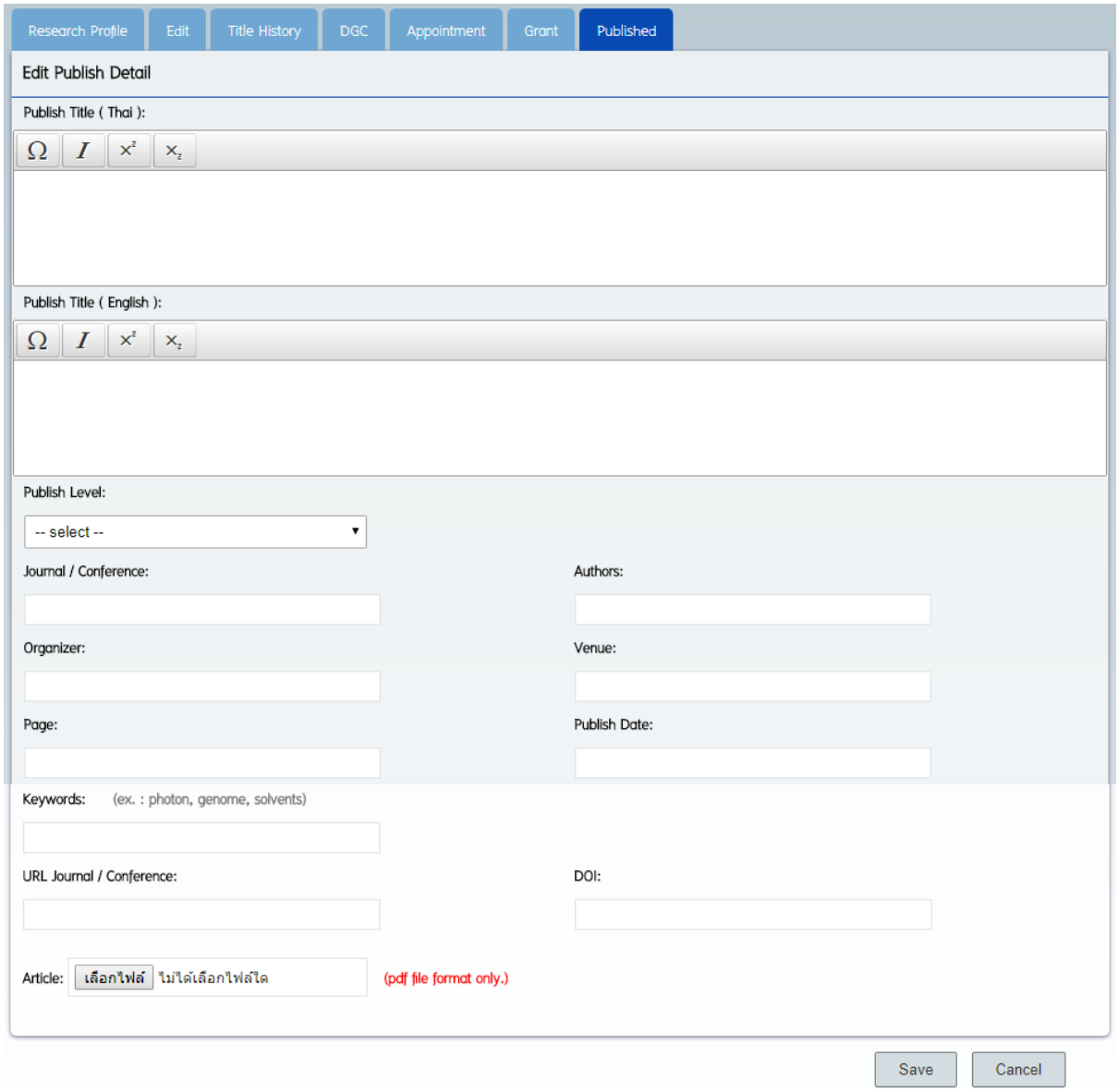


12. Research Publication Report

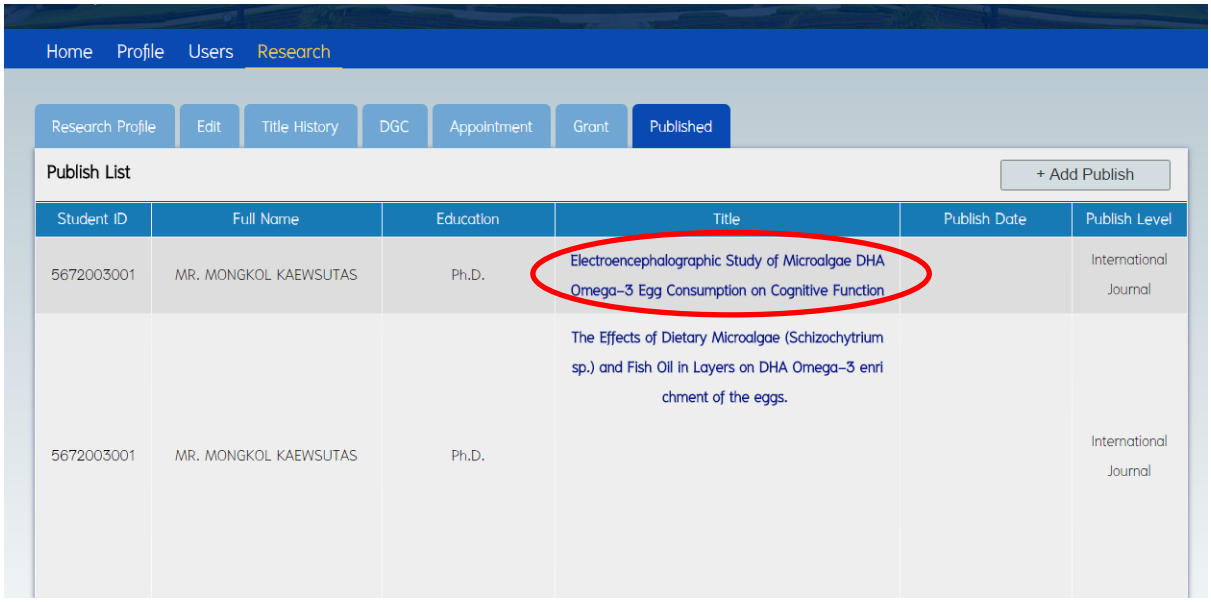
12.1 Choose “Research” menu as shown and select “Published” and click “+Add Publish”



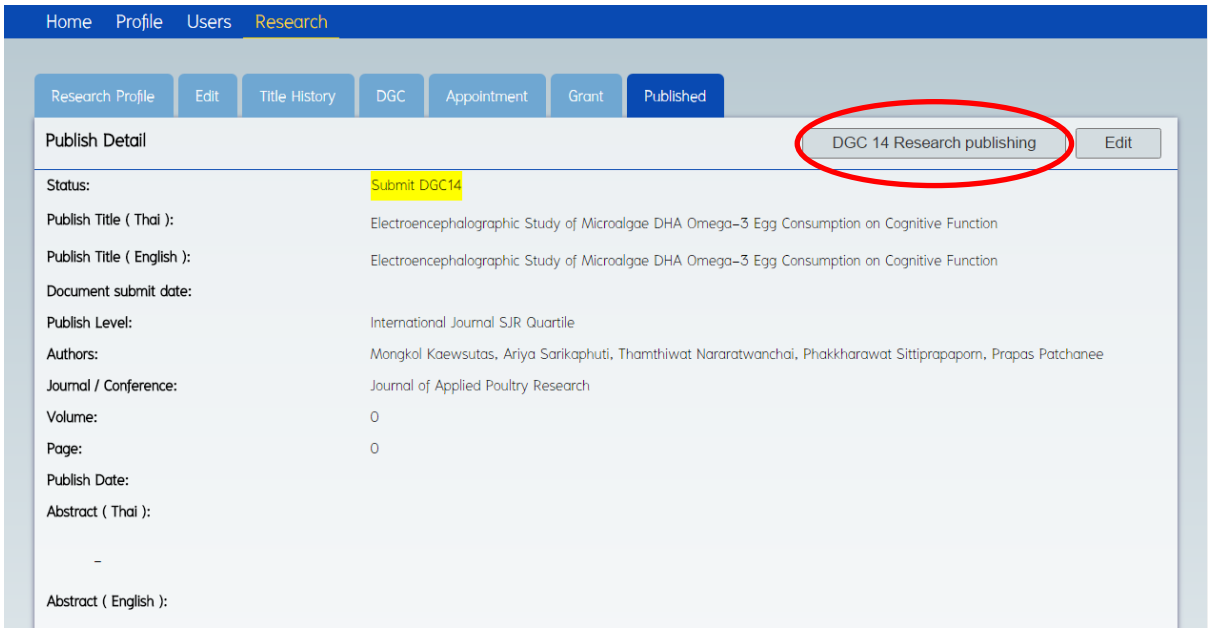
12.2 Fill publish detail and click “save” to record the data.



12.3 Fill publish details and click “save” to record the data. If you want to see your publish detail, choose “Title Research”. Click “DGC14 Research Publishing”.

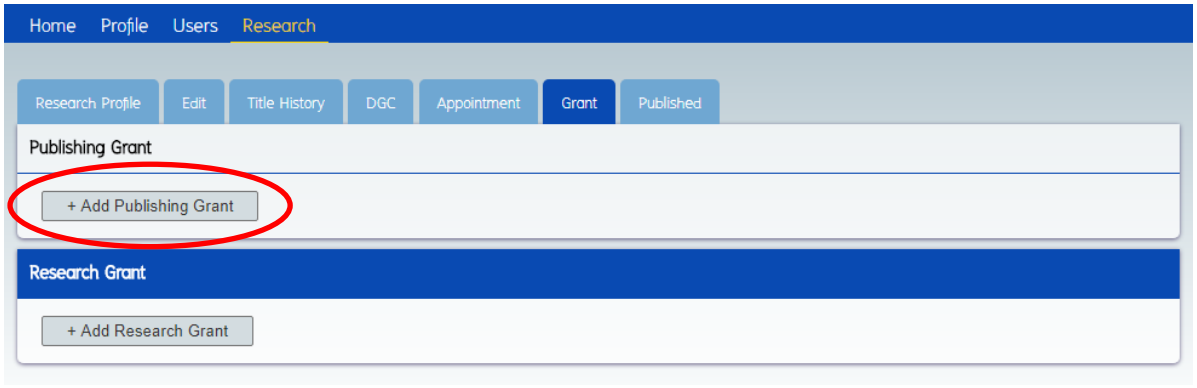


12.4 Choose “DGC14 Research publishing” and click download send to Postgrad Office.

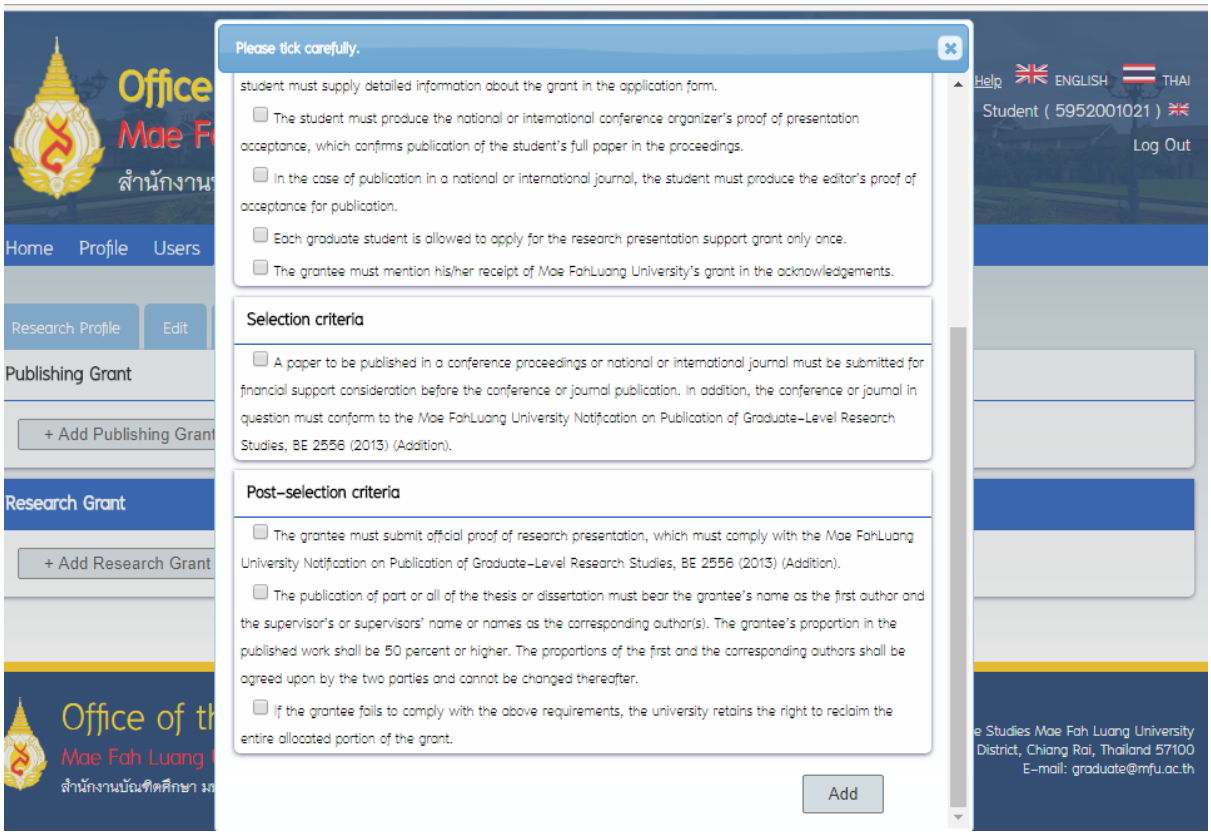


13. Publishing Grant

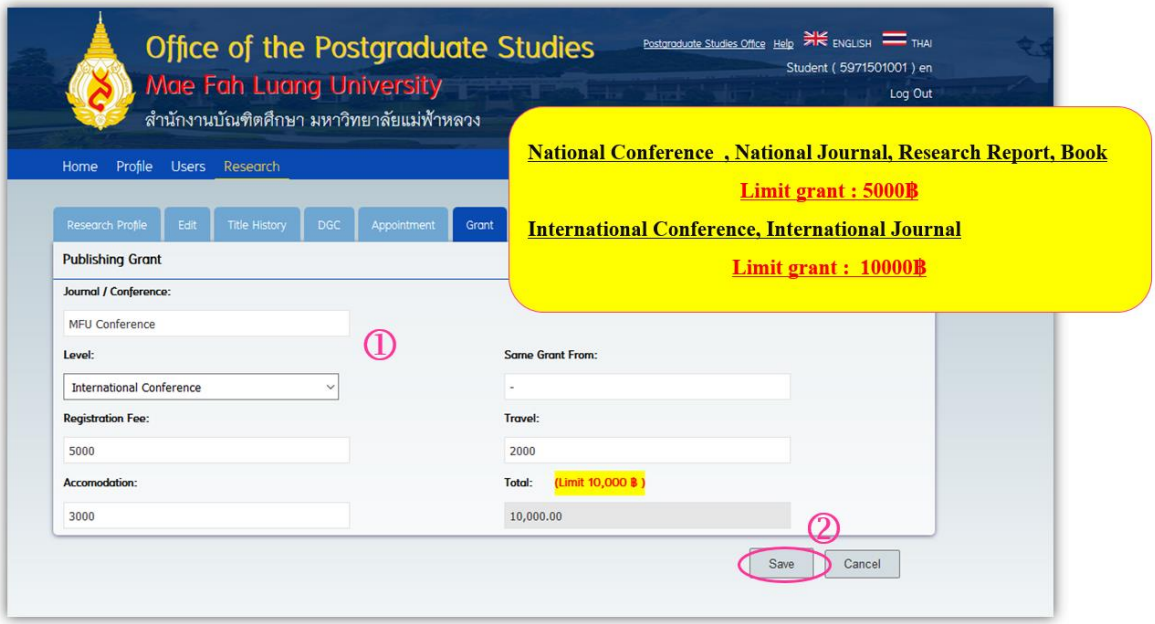
13.1 Choose “Research” menu as shown and select “Grant” and click “+Add Publishing Grant”.



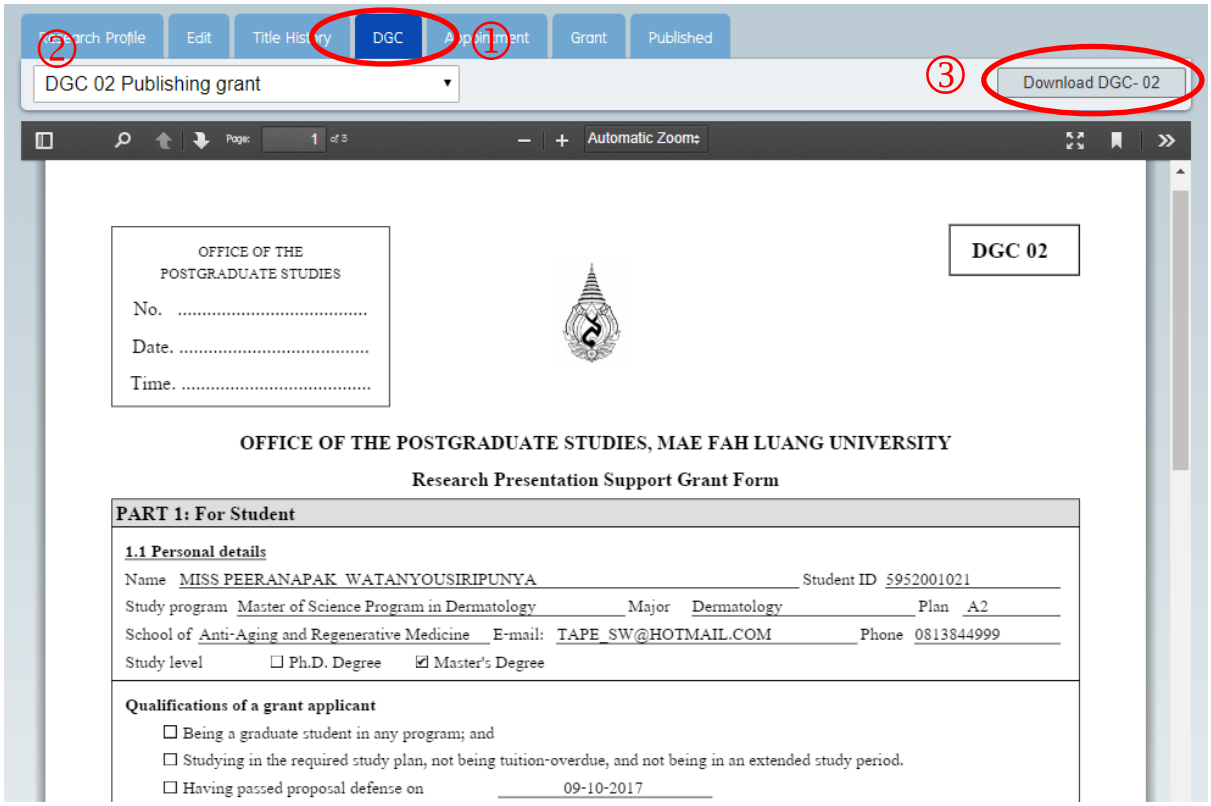
13.2 Check conditions, please tick carefully and click “Add”.



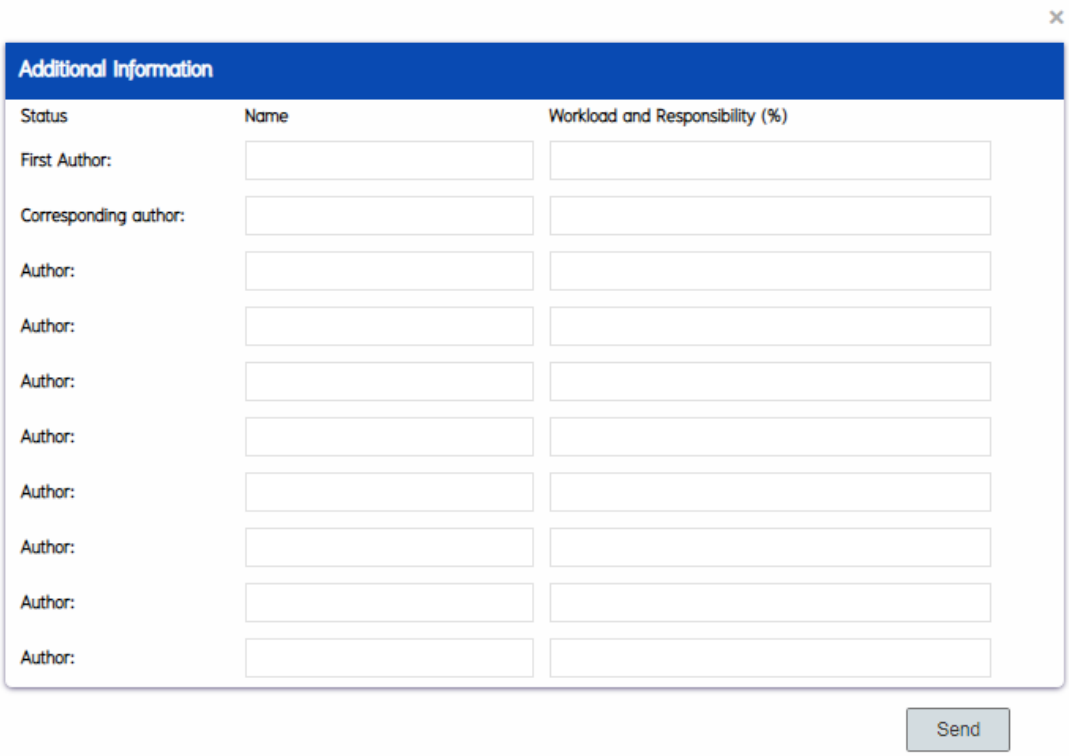
13.3 Fill publishing grant details and click “save” to record the data.



13.4 Select DGC, choose “DGC02 Publishing grant” and click download send to Postgrad Office.

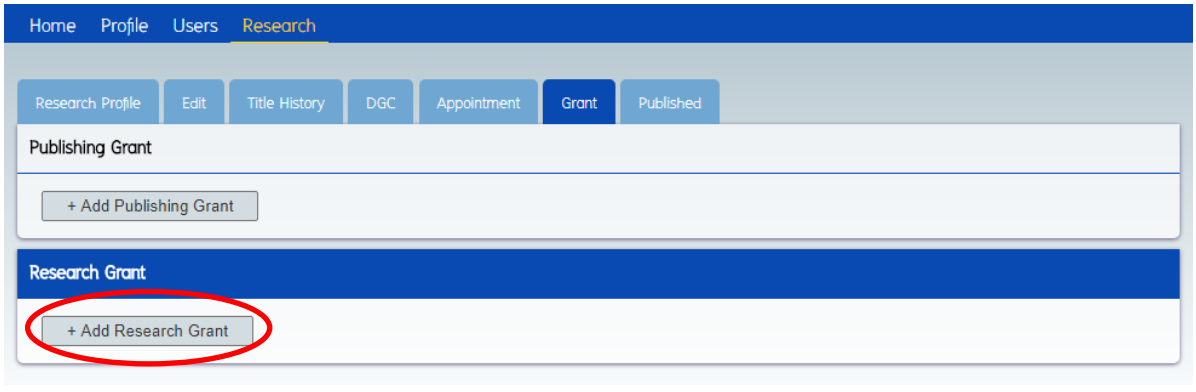


13.5 Fill % Participation in the work and click send.

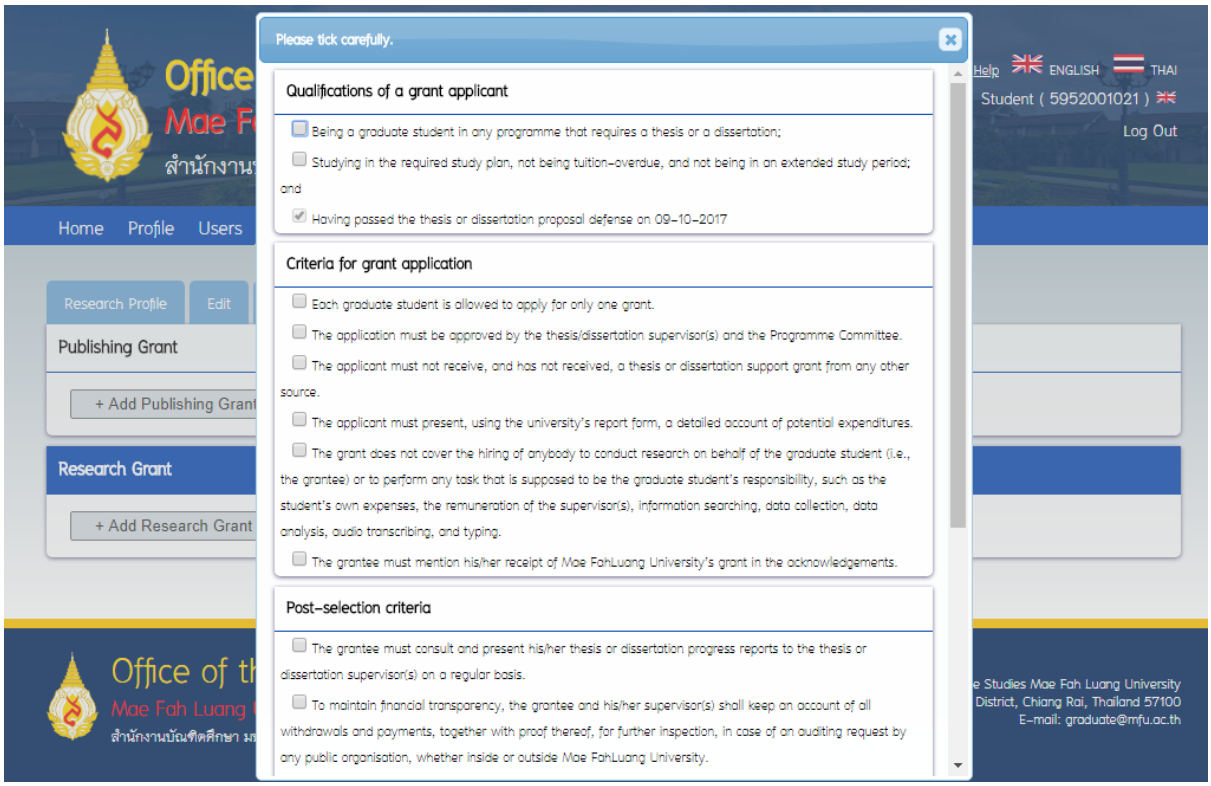


14. Research Grant

14.1 Choose “Research” menu as shown and select “Grant” and click “+Add Research Grant”.

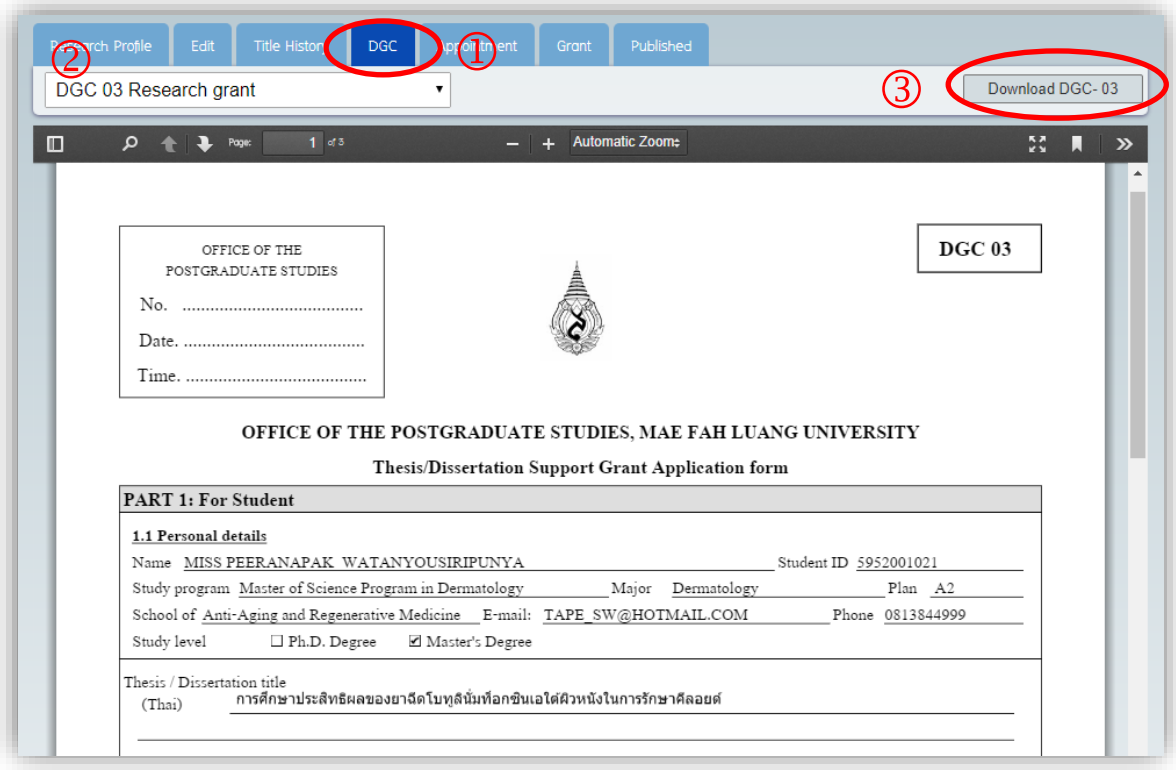


14.2 Check conditions, please tick carefully and click “Add”.

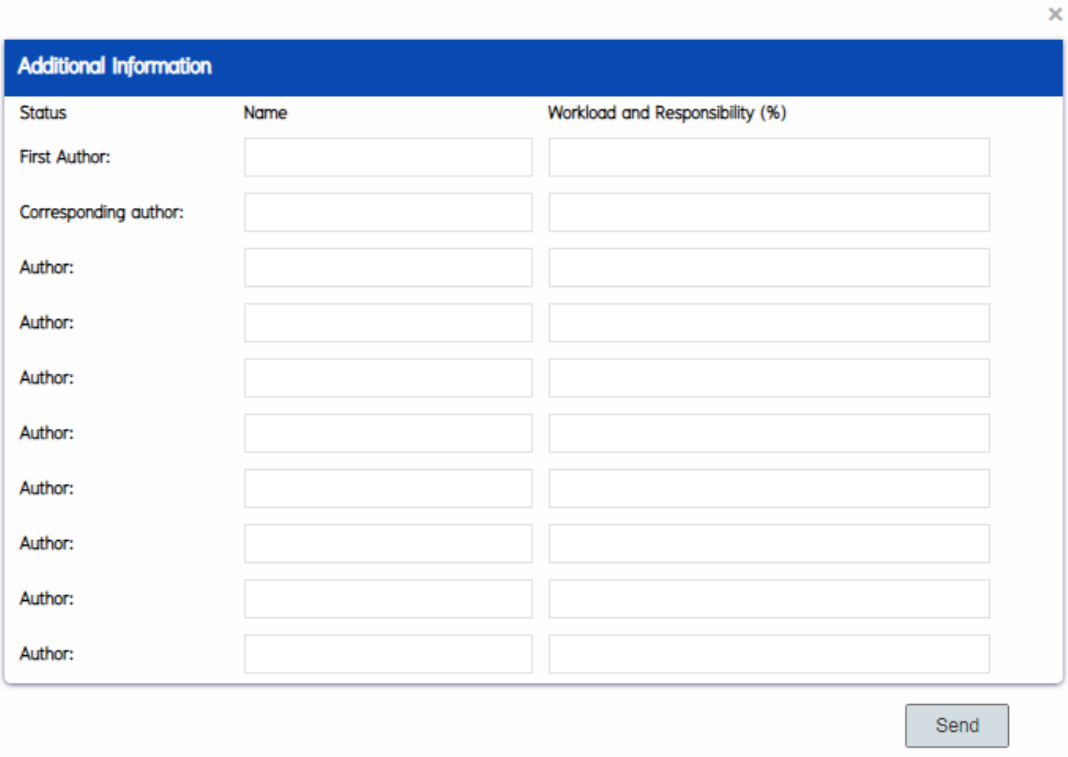


14.3 Fill research grant details and click “save” to record the data.

14.4 Select DGC, choose “DGC03 Research grant” and click download send to Postgrad Office.



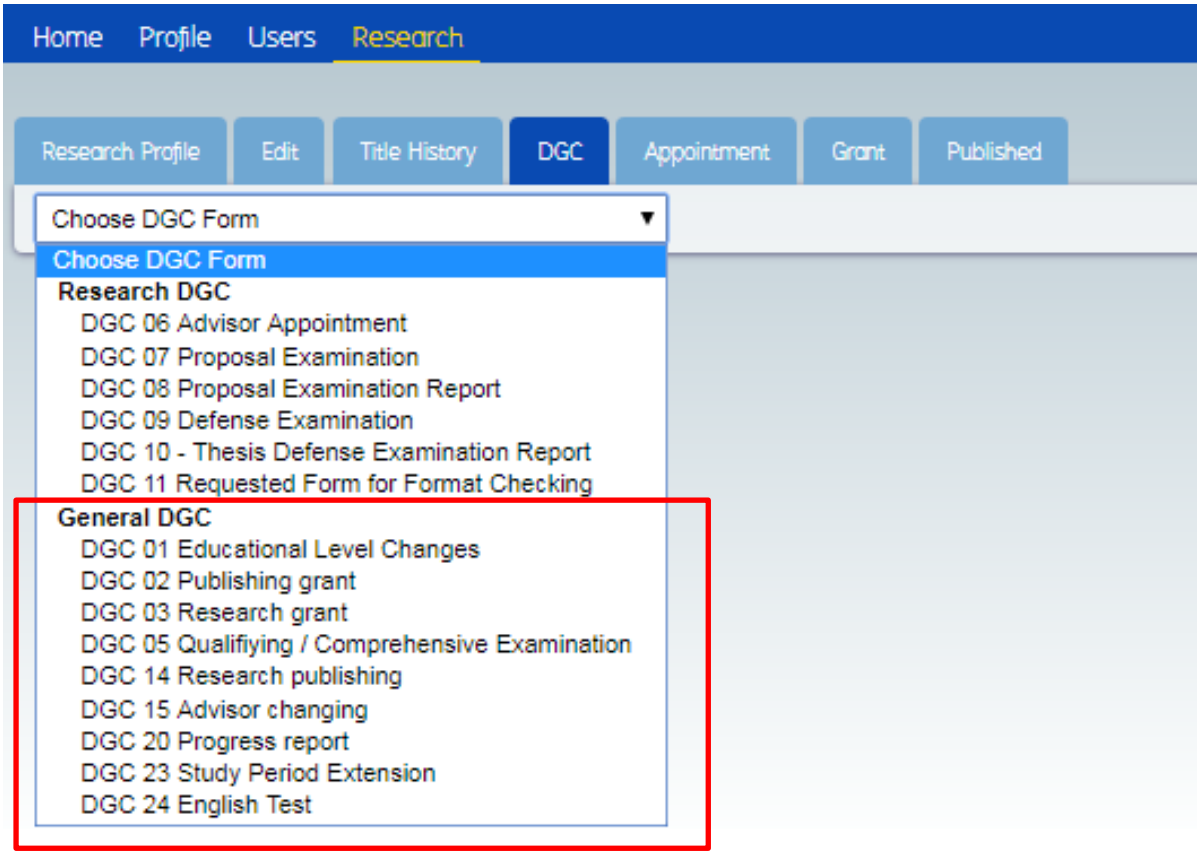
14.5 Fill % Participation in the work and click send.



15. The General DGC Form

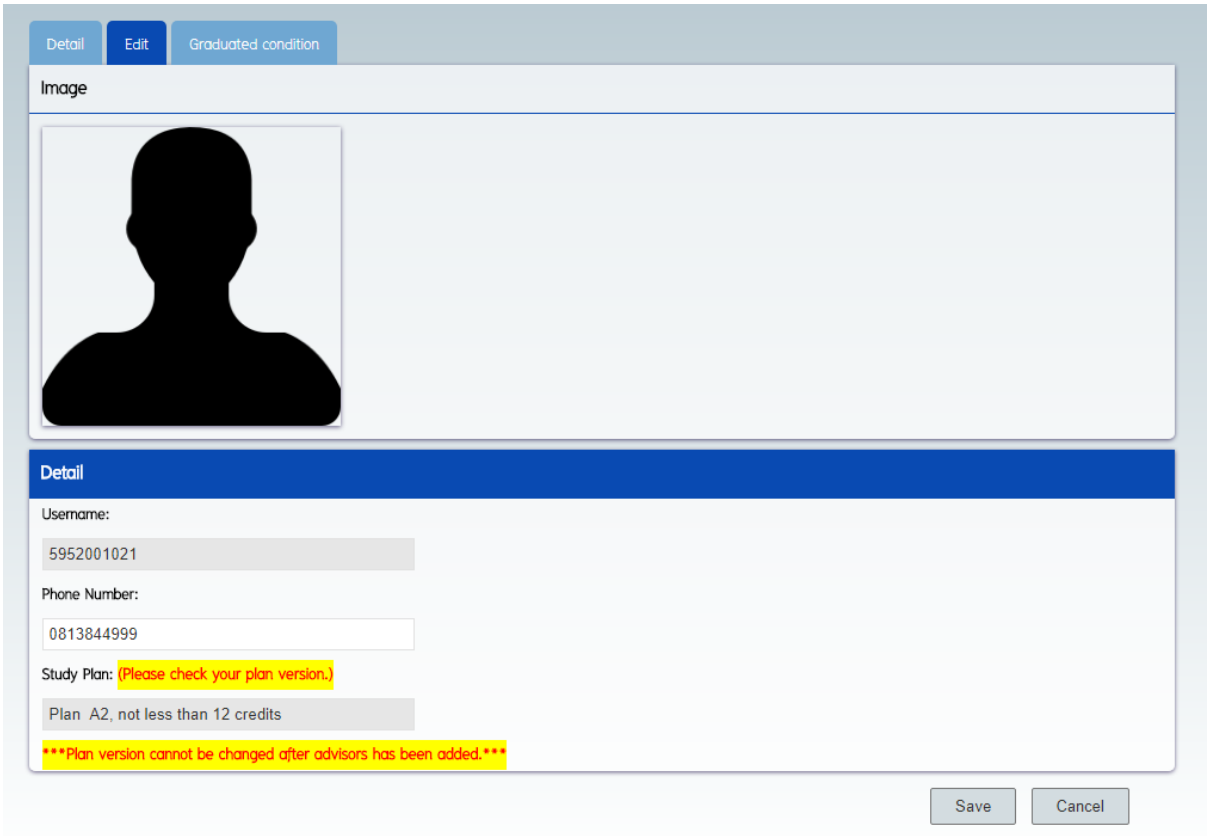
Select DGC, choose “DGC Form”. If you want to see General DGC, Choose DGC “.....”

1) DGC 01 Educational Level Changes
2) DGC 02 Publishing grant
3) DGC 03 Research grant
4) DGC 05 Qualifying / Comprehensive
5) DGC 14 Research publishing
6) DGC 15 Advisor changing
7) DGC 20 Progress report
8) DGC 23 Study Period Extension
9) DGC 24 English Test



16. How to change “Profile”

Select “Profile” menu bar, this will lead you to the new window. Select “edit” your personal information will appear. You can change picture by going to “Choose file” and then attach your picture from computer, then save. (File size must be smaller than 2 MB)



17. Forget your password

If you forget the password, please contact the Division of Registrar Tel. 0-5391-6544 or 0-5391-6545.