



User Manual

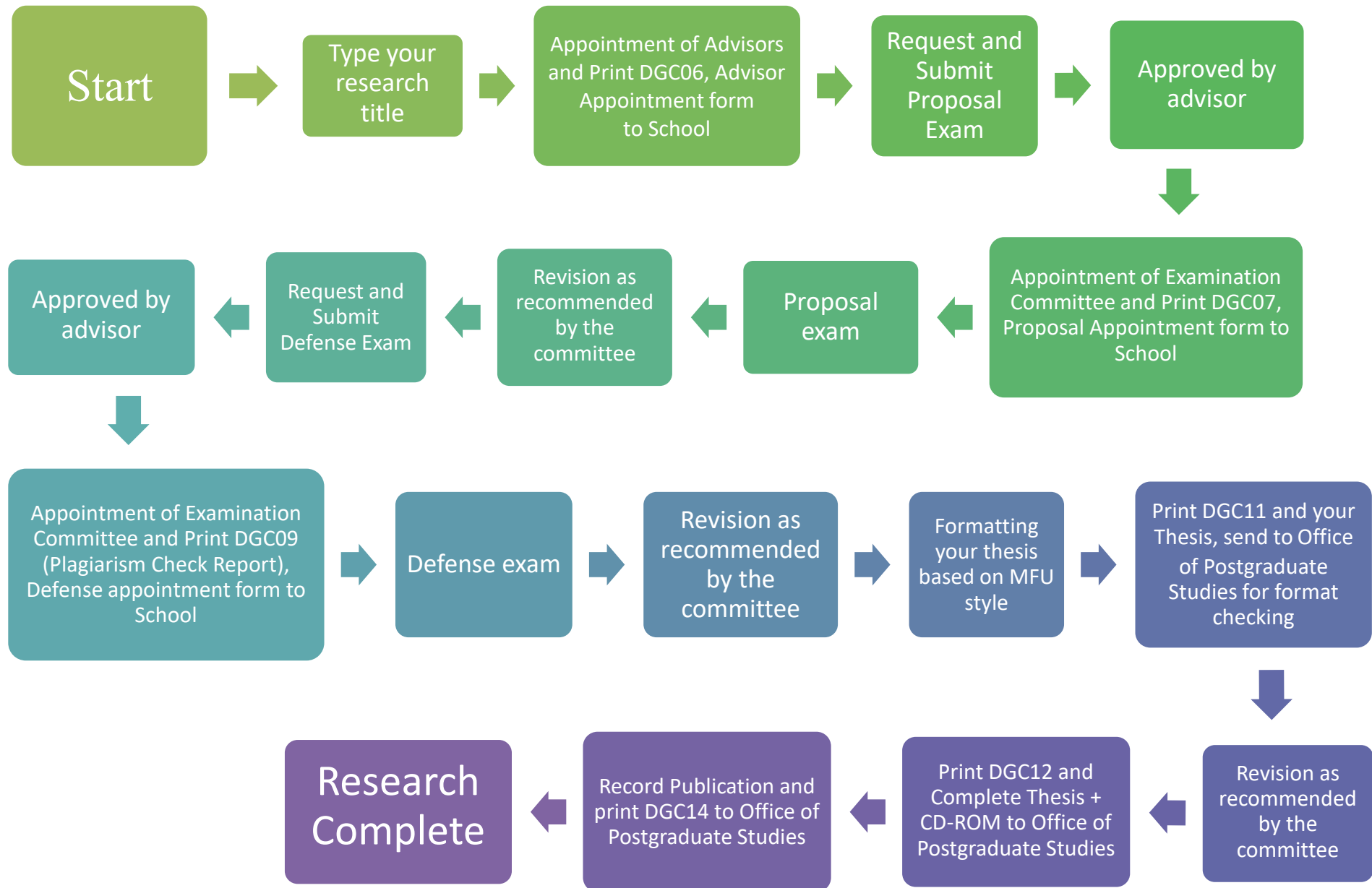
GRAD MIS for Students

Office of the Postgraduate Studies

Mae Fah Luang University

Content

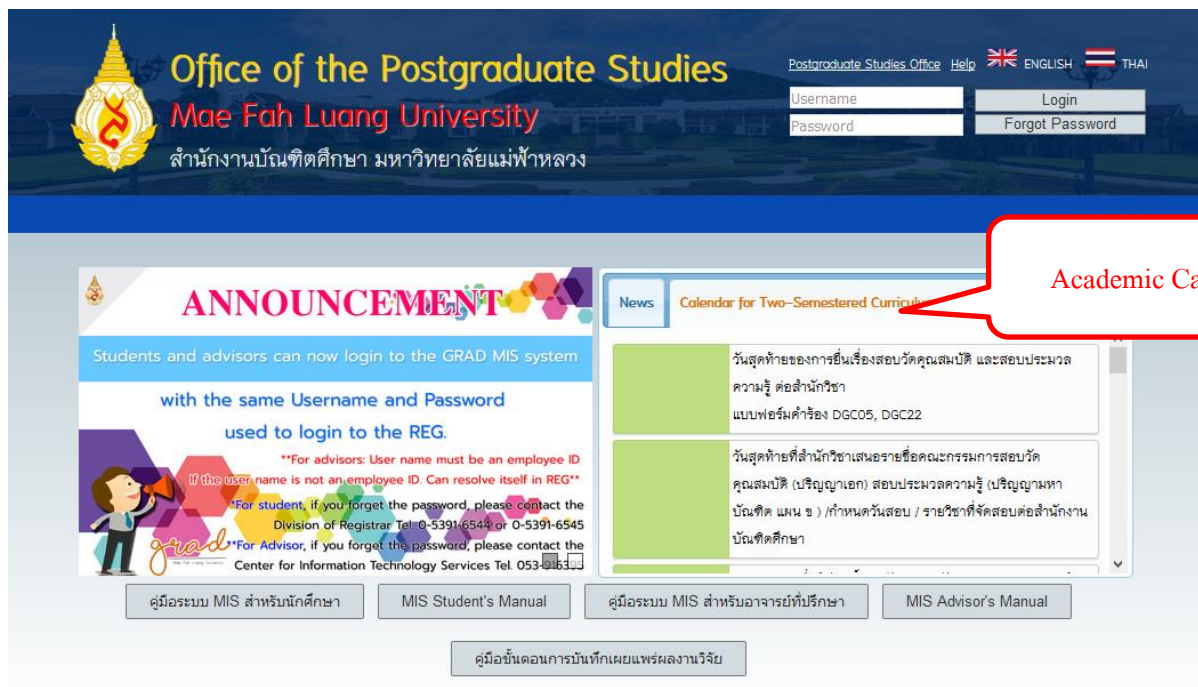
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1. First page

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.

Detail	
Full Name:	MR. PHENG PHENG SINTHAM
Student ID:	5271105555
Role:	Student
School:	School of Science
Email:	
Phone Number:	
Address:	333 บ้านSCHOOL OF SCIENCE MFU หมู่ 1 ต. TASUD อ. MUANG จ. CHIANG RAI 57100
Program:	Doctor of Philosophy Program in Biosciences (Plan 1.1)
Major:	Biosciences
Education:	Graduate
Study Plan:	Plan 1.1, not less than 48 credits
GPA:	
Study Status:	Normal
Start Semester:	2/2009

Printing	
Printing Status:	Not Publish
English Exam Result (Not Pass)	

3. Using the system

3.1 Choose the menu bar “Research” as shown.

Detail	
Full Name:	MR. PHENG PHENG SINTHAM
Student ID:	5271105555
Role:	Student
School:	School of Science
Email:	
Phone Number:	
Address:	333 บ้านSCHOOL OF SCIENCE MFU หมู่ 1 ต. TASUD อ. MUANG จ. CHIANG RAI 57100
Program:	Doctor of Philosophy Program in Biosciences (Plan 1.1)
Major:	Biosciences
Education:	Graduate
Study Plan:	Plan 1.1, not less than 48 credits
GPA:	
Study Status:	Normal
Start Semester:	2/2009

Printing	
Printing Status:	Not Publish
English Exam Result (Not Pass)	

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

Home Profile Users **Research**

Create Research

Research Title (Thai):

Ω I x² xₓ

ระดับความรู้ความเข้าใจของสมาชิกสภาองค์การบริหารส่วนตำบล ในประเด็นของกฎหมายขององค์การบริหารส่วนจังหวัด : กรณีศึกษาเขตพื้นที่อำเภอแม่สาย จังหวัดเชียงราย

Research Title (English): *** CAPITAL LETTERS ONLY ***

Ω I x² xₓ

LEVEL OF KNOWLEDGE AND UNDERSTANDING OF THE MEMBERS OF LOCAL CO: A CASE STUDY OF MAE SAI DISTRICT, UNCIL OF SUBDISTRICT ADMINISTRATIVE ORGANIZATIONS ON THE LECAL ISSUES CHAING RAI PROVINCE

Save Reset Cancel

4. Appointment of Advisor Committee (DGC06)

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

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Research Profile

Research Title (Thai): -

Research Title (English): TAXONOMY AND PHYLOGENETIC EVALUATION OF CLASS SORDARIOMYCETS

Research Type: Dissertation Plan 1,2, not less than 72 credits

Research Status: Start research

Research Process: No Process

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.

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Advisor

Name	Advisor	Status	Order No	Order date
Arjan Dr.test system	Main Advisor	Processing	-	-

Name:

Advisor:

Add Reset

Advisor Appointment Cancel

4.3 Checking information program and Study plan

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Advisor

Name	Advisor	Status	Order No	Order date
Arjan Dr.test system	Main Advisor	Processing	-	-

Name:

Advisor:

Add Reset

Confirmation Dialog

Before you continue. Is the following information correct ?

Program : Master of Science Program in Cosmetic Science Plan B Group 2

Study Plan : Plan B, more than 3 credits

Yes No

Advisor Appointment Cancel

4.4 Submit DGC 06 submission to your School

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Research Profile

Research Title (Thai): -

Research Title (English): TAXONOMY AND PHYLOGENETIC EVALUTION

Research Type: IS Plan B, more than 3 credits

Research Status: Advisor appointment request

Research Process: **Submit DGC 06**

Advisor

Name	Advisor	Status	Order No	Order date
Arjan Dr.test system	Main Advisor (External Advisor)	Processing		

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.

FOR SCHOOL

No.

Date.

Time.

DGC 06

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

A Request Form for Advisor Appointment of Dissertation/Thesis /Independent Study

PART 1: For Student

1.1 Personal details

Name MISS WARIYA RUNGROJCHAIYAPORN Student ID 5852002011

Study program Master of Science Program in Anti-Aging and Regenerative Medicine Major Anti-Aging and Regenerative Medicine Plan A2

School of Anti-Aging and Regenerative Medicine E-mail: DAINTINESS_07@HOTMAIL.COM Phone 0850532357

Study level ☐ Ph.D. Degree ☒ Master's Degree

Main advisor Arjan Dr.test system

Co-advisor 1. _____

2. _____

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.

Home Profile Users **Research**

Appointment

Advisor appointment form

Download Appointment

โรงเรียนมหาวิทยาลัยแม่ฟ้าหลวง

เรื่อง แต่งตั้งอาจารย์ที่ปรึกษาวิทยานิพนธ์

นักศึกษาหลักสูตรปริญญาตรีบัณฑิต สาขาวิชาเทคโนโลยีชีวภาพ

เพื่อให้นักศึกษาดำเนินการเกี่ยวกับการปรึกษาวิทยานิพนธ์

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”

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Research Profile (Last date to Submit Thesis/Dissertation Proposal Exam :)

Research Title (Thai): องค์ประกอบทางเคมีและฤทธิ์ทางชีวภาพจากพืชและเชื้อราที่คัดเลือก

Research Title (English): CHEMICAL CONSTITUENTS AND BIOACTIVITY FROM SELECTED PLANTS AND FUNGI

Research Type: Dissertation Plan 1.2, not less than 72 credits

Research Status: Advisor appointment request

Research Process: Advisor Appointment

Advisor

Name	Advisor	Status	Order No	Order date
Associate Professor Dr. Surat Laphookhieo	Main Advisor	Appointed	2100/2559	16-09-2016
Arjan Dr. Wisanu Maneerat	Co-Advisor	Appointed	2100/2559	16-09-2016

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.

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Exam Date: 28-06-2018 *

Exam Time: 09:00 *

Exam Place: C1-306

Exam Committee

Name	Level	
Arjan Dr.test system	Examiner (External Advisor)	
Arjan Dr.Chutamat Niwat	Chairman	Delete
Arjan Dr.Worasak Rueangsirarak	Examiner	Delete

Name:

Level:

Add Reset

Submit Proposal Exam Cancel

Research Profile Edit Title History DGC Appointment Grant Published

Exam Date: 28-06-2018

Exam Place: C1-306

Next step.

1. Wait for advisor approval.
 2. Then print DGC07 and Committee Appointment Form.
 3. Send the documents to School office.
 4. And send the documents to the Post Graduate office within 03-07-2018.

OK Cancel

Exam Committee		
Name	Level	
Arjan Dr.test system	Examiner (External Advisor)	
Arjan Dr.Chutamat Niwat	Chairman	Delete
Arjan Dr.Worasak Rueangsirarak	Examiner	Delete

Name: Level:

Add Reset

Submit Proposal Exam Cancel

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.

Home Profile Users Research

Research Profile Edit Title History DGC Appointment Grant Published

Research Profile

Research Title (Thai): -

Research Title (English): TAXONOMY AND PHYLOGENETIC EVALUTION

Research Type: IS Plan B, more than 3 credits

Research Status: Proposal

Research Process: Waiting for advisor approval

Approve Date:

Advisor				
Name	Advisor	Status	Order No	Order date
Arjan Dr.test system	Main Advisor (External Advisor)	Appointed		

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

Research Profile

Research Title (Thai): -

Research Title (English): TAXONOMY AND PHYLOGENETIC EVALUATION

Research Type: IS Plan B, more than 3 credits

Research Status: Proposal

Research Process: [Submit DGC 07](#)

Approve Date:

Advisor

Name	Advisor	Status	Order No	Order date
Arjan Dr.test system	Main Advisor (External Advisor)	Appointed		

Proposal Exam (Round : 1)

Submitting Date: 26-06-2018

Exam Date: 25-10-2018

Exam Time: 09:00

Exam Place: C1-306

Exam Committee:

Arjan Dr. Acharavadee Pansanit	Chairman
Arjan Dr.test system	Examiner (External Advisor)
Arjan Dr. Chutamat Niwat	Examiner

Order No:

Order date:

Exam Result:

Advisor Comment

Name	Round	Date	Comment	Approvement
Arjan Dr.test system	1	26-06-2018	Approve	approve

Advisor approve already

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

Research Profile **Edit** **Title History** **DGC** **Appointment** **Grant** **Published**

DGC 07 Proposal Examination

Download DGC- 07

Page: 1 of 2

Automatic Zoom:

OFFICE OF THE POSTGRADUATE STUDIES

No.

Date.

Time.

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

Dissertation/Thesis/Independent Study Proposal Examination Request Form

Semester ☐ First ☒ Second Academic Year 2017

PART 1: For Student

1.1 Personal details

Name MISS APINYAPORN BOONSAKULTHONGCHAI Student ID 5851701003

Study program Master of Science Program in Cosmetic Science Major Cosmetic Science Plan A1

School of Cosmetic Science E-mail: apinyaporn.boon11@lamduan.mfu.ac.th Phone 0879562294

Study level ☐ Ph.D. Degree ☒ Master's Degree

1.2 Request details

Examination No. ☒ First ☐ Second ☐ More than second

Proposal for ☐ Dissertation ☒ Thesis ☐ Independent study

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.

The screenshot shows the GRAD MIS interface. At the top, there is a navigation bar with tabs: Research Profile, Edit, Title History, DGC, Appointment, Grant, and Published. The 'Appointment' tab is selected and circled in red. Below the navigation bar, there is a dropdown menu showing 'Proposal appointment form', which is also circled in red. To the right of the dropdown menu, there is a button labeled 'Download Appointment', which is circled in red. The main content area displays a form titled 'เอกสารมหาวิทยาลัยแม่ฟ้าหลวง' (Mae Fah Luang University Document) and 'เรื่อง แต่งตั้งคณะกรรมการสอบโครงร่างวิทยานิพนธ์' (Regarding the Appointment of the Committee to Examine the Thesis Proposal). The form includes a paragraph of text and a signature line.

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”

The screenshot shows the GRAD MIS interface. At the top, there is a navigation bar with tabs: Research Profile, Edit, Title History, DGC, Appointment, All DGC, Grant, and Published. The 'DGC' tab is selected and circled in red. Below the navigation bar, there is a dropdown menu showing 'DGC 08 Proposal Examination Report', which is circled in red. To the right of the dropdown menu, there is a button labeled 'Browse...' and a text field 'No file selected.'. To the right of the text field, there is a button labeled 'Upload DGC- 08' and a button labeled 'Delete'. The main content area displays a form titled 'OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY' and 'Report form of Proposal Examination'. The form includes a section for 'PART I:' with fields for Name, Program, School, Date, Time, and Place. The form also includes a section for 'PART II:' with fields for Student ID, Major, Plan, and Place.

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”

Home Profile Users **Research** ①

Research Profile ② Edit Title History DGC Appointment Grant Published

Research Profile

Research Title (Thai): -

Research Title (English): A CASE STUDY OF STATION ROTATION MODEL BLENDED IN TRADITIONAL ELT LISTENING AND SPEAKING CLASS AT PHAYAO PITTAYAKHOM SCHOOL

Research Type: Thesis Plan A2, not less than 12 credits

Research Status: Proposal

Research Process: Proposal Approved

Approve Date: 05-07-2018

Advisor

Name	Advisor	Status	Order No	Order date
Lecturertest system4	Main Advisor (External Advisor)	Appointed		

③ 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 approval” form your advisors.

Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment Grant Published

Exam Date: 26-12-2018 *

Exam Time: 09:00 *

Defense Exam date must be more than Proposal Approve Date for 90 days.

Exam Place: C1-306

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

Exam Date: 26-12-2018 Exam Time: *

***Defense Exam date must be m

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:	
<input type="text"/>	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.

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: **Submit DGC 09**

Approve Date: 06-09-2018

Advisor

Name	Advisor	Status	Order No	Order date
Lecturerest system2	Main Advisor (External Advisor)	Appointed		

Defense Exam (Round : 1)

Please submit DGC25 along with DGC09.

Submitting Date: 27-06-2018

Exam Date: 26-12-2018

Exam Time: 09:00

Exam Place: C1-306

Exam Committee:

Arjan Dr. Puxvadee Chaikul	Chairman
Lecturerest system2	Examiner (External Advisor)
Arjan Dr. Denpong Wongwicht	Examiner

Order No:

Order date:

Exam Result:

Advisor Comment

Name	Round	Date	Comment	Approval
Lecturerest system2	1	27-06-2018	Approve	approve

Advisor approve already

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

Research Profile **Edit** **Title History** **DGC** **Appointment** **Grant** **Published**

DGC 09 Defense Examination

Download DGC- 09

Page: 1 of 2

Automatic Zoom:

OFFICE OF THE POSTGRADUATE STUDIES

No.

Date.

Time.

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

Dissertation/Thesis /Master Project/Independent Study Defense Exam

Semester ☐ First ☒ Second Academic Year 2017

PART 1: For Student

1.1 Personal details

Name MISS CHALIDA PHOOBANGKERDPHOL Student ID 5952001005

Study program Master of Science Program in Dermatology Major Dermatology Plan A2

School of Anti-Aging and Regenerative Medicine E-mail: LITTLEBEBEE@HOTMAIL.COM Phone 0892987044

Study level ☐ Ph.D. Degree ☒ Master's Degree

1.2 Request details

7.7 Fill % Similarity index and click send.

Office of the Postgraduate Studies
Mae Fah Luang University

Postgraduate Studies Office Help ENGLISH THAI
Student (5952001005) Log Out

Home Profile

Research Profile
DGC 25 Plagiaris

Additional Information

Content	%Similarity Index
Chapter 1:	<input type="text"/>
Chapter 2:	<input type="text"/>
Chapter 3:	<input type="text"/>
Chapter 4:	<input type="text"/>
Chapter 5:	<input type="text"/>
Chapter 6:	<input type="text"/>
Other:	<input type="text"/>

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.

Research Profile Edit Title History DGC **Appointment** Grant Published

Defend appointment form

Download Appointment

Page: 1 of 1 Automatic Zooms

คำสั่งมหาวิทยาลัยแม่ฟ้าหลวง
 ที่ /๒๕๖๑
 เรื่อง แต่งตั้งคณะกรรมการสอบวิทยานิพนธ์
 นักศึกษาหลักสูตรวิทยาศาสตรมหาบัณฑิต สาขาวิชาตจวิทยา

เพื่อให้การดำเนินการเกี่ยวกับการจัดการสอบในรายวิชาวิทยานิพนธ์ สำหรับนักศึกษาหลักสูตรระดับบัณฑิตศึกษาเป็นไปด้วยความเรียบร้อย อาศัยอำนาจตามความในมาตรา ๓๖ แห่งพระราชบัญญัติมหาวิทยาลัยแม่ฟ้าหลวงพ.ศ. ๒๕๔๑ และคำสั่งมอบอำนาจให้ปฏิบัติงานแทนอธิการบดีที่ ๑๕๖๑/๒๕๖๑ ลงวันที่ ๑๒ ธันวาคม พ.ศ. ๒๕๕๖ จึงแต่งตั้งคณะกรรมการสอบวิทยานิพนธ์โดยมีองค์ประกอบและหน้าที่ดังนี้

นางสาวชลิดา ผู้บังเกิดผล รหัสนี้ ๕๕๕๒๐๐๑๐๐๕
 องค์ประกอบ
 ๑. ศาสตราจารย์ ดร. บายแพทย์สิริภัทราภรณ์ บารัตต์บับชัย ประธานกรรมการ

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”

The screenshot shows the DGC 10 form interface. At the top, there is a navigation bar with buttons: Research Profile, Edit, Title History, DGC, Appointment, Grant, and Published. Below this is a dropdown menu showing "DGC 10 - Thesis Defense Examination Report". The main content area displays a form titled "OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY" with a logo in the center. The form includes fields for No., Date, and Time, and a section for "PART 1" with fields for Name, Date, Student ID, Program, Major, Plan, School, Date, Time, Place, and Type. The form is labeled "DGC 10" in the top right corner.

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.

The screenshot shows the DGC 11 form interface. At the top, there is a navigation bar with buttons: Home, Profile, Users, Research, and a dropdown menu showing "DGC 11 - Requested Form for Format Checker". Below this is a dropdown menu showing "DGC 11 Requested Form for Format Checker". The main content area displays a form titled "OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY" with a logo in the center. The form includes fields for No., Date, and Time, and a section for "PART 1: For Student" with fields for Semester, First, Second, Academic, and Year. The form is labeled "DGC 11" in the top right corner. Red circles highlight the "DGC" button in the navigation bar and the "Download DGC- 11" button in the dropdown menu.

10. Format Checking Result

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

The screenshot shows the 'Research Profile' page with the following details:

- Research Title (Thai):** การศึกษาประสิทธิภาพของยาฉีดโบทูลินัมที่มีออกซินเอเล็คโตรนิกซ์ในการรักษาแผลคีลอยด์
- Research Title (English):** THE EFFICIENCY OF INTRADERMAL BOTULINUM TOXIN A INJECTION IN THE TREATMENT OF KELOID
- Research Type:** Thesis Plan A2, not less than 12 credits
- Research Status:** Printing checking
- Research Process:** In Progress
- Approve Date:** 09-10-2017
- Defense Passed Date:** 05-06-2018
- Last date to submit printing checking format..:** 03-09-2018

Advisor

Name	Advisor	Status	Order No	Order date
Arjan Tanomkit Pawsumton	Main Advisor	Appointed	2101/2560	14-09-2017

Printing

Number of Page: 0 Pages
Printing Complete Date:

Round	Submit Date	Return Due Date	Return Date	Checking Result
1	15-06-2018	21-06-2018	19-06-2018	

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.

The screenshot shows the 'DGC 12 Copyright Transfer Agreement Form' page. The menu bar includes 'Home', 'Profile', 'Users', and 'Research'. The 'Research' menu is expanded, showing 'Research Profile', 'Edit', 'Title History', 'DGC' (circled in red), 'Appointment', 'Grant', and 'Published'. A red circle with the number 1 is around the 'DGC' menu item. A red circle with the number 2 is around the 'Research Profile' menu item. A red circle with the number 3 is around the 'Download DGC- 12' button. The form itself is titled 'DGC 12' and includes the following text:

OFFICE OF THE POSTGRADUATE STUDIES

No.
Date.
Time.

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

Dissertation/Thesis /Independent Study

Submission and Copyright Transfer Agreement Form

Semester ☐ First ☒ Second Academic Year 2017

PART 1: For Student

1.1 Personal details

12. Research Publication Report

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

The screenshot shows the top navigation bar with 'Home', 'Profile', 'Users', and 'Research' (highlighted). Below the navigation bar is a row of tabs: 'Research Profile', 'Edit', 'Title History', 'DGC', 'Appointment', 'Grant', and 'Published' (selected). Under the 'Published' tab, there is a 'Publish List' section. A button labeled '+ Add Publish' is circled in red. Below the button, it says 'No Data is Available.'

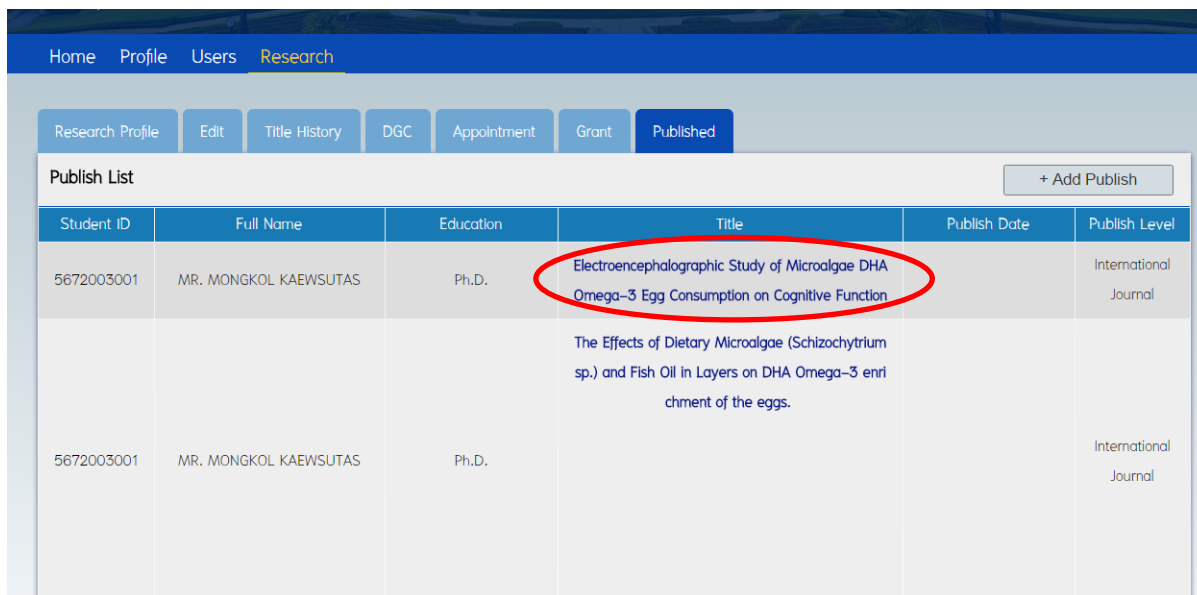
12.2 Fill publish detail and click “save” to record the data.

The screenshot shows the 'Edit Publish Detail' form. It has a header with the same navigation bar and tabs as the previous screenshot. The form contains the following fields:

- Publish Title (Thai):** A text input field with a rich text editor toolbar (Ω, I, x², xₓ).
- Publish Title (English):** A text input field with a rich text editor toolbar (Ω, I, x², xₓ).
- Publish Level:** A dropdown menu with the option '-- select --'.
- Journal / Conference:** A text input field.
- Organizer:** A text input field.
- Page:** A text input field.
- Keywords:** A text input field with a hint '(ex. : photon, genome, solvents)'.
- URL Journal / Conference:** A text input field.
- Article:** A text input field with a button labeled 'เลือกไฟล์' (Select File) and a note '(pdf file format only.)'.
- Authors:** A text input field.
- Venue:** A text input field.
- Publish Date:** A text input field.
- DOI:** A text input field.

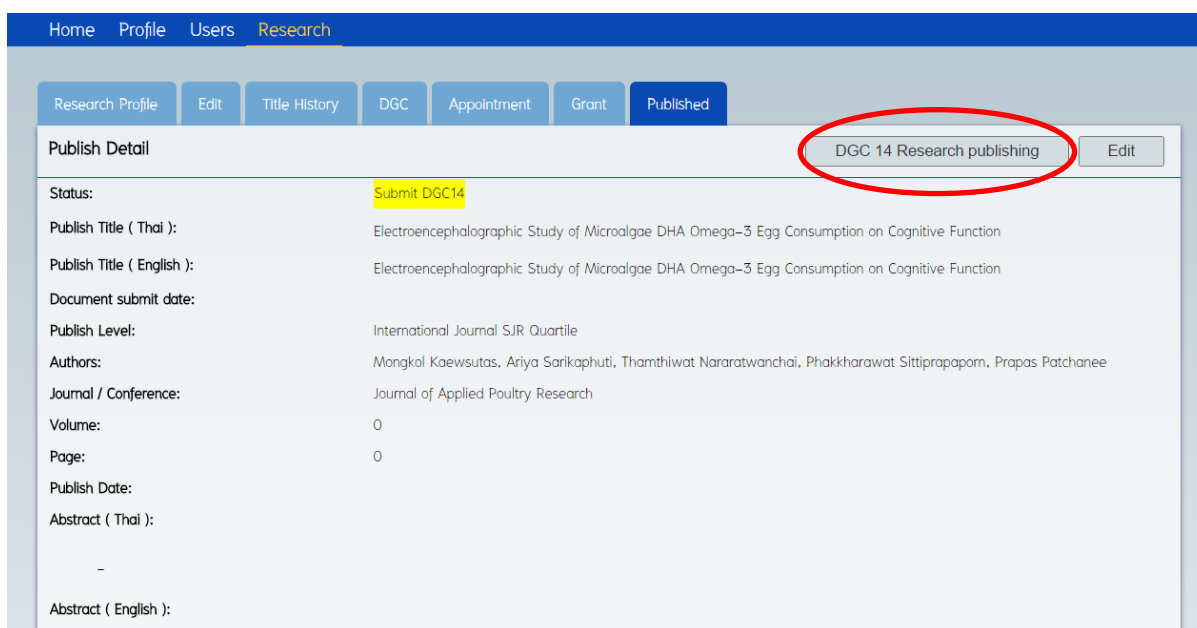
At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

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”.



Student ID	Full Name	Education	Title	Publish Date	Publish Level
5672003001	MR. MONGKOL KAEWSUTAS	Ph.D.	Electroencephalographic Study of Microalgae DHA Omega-3 Egg Consumption on Cognitive Function		International Journal
5672003001	MR. MONGKOL KAEWSUTAS	Ph.D.	The Effects of Dietary Microalgae (Schizochytrium sp.) and Fish Oil in Layers on DHA Omega-3 enrichment of the eggs.		International Journal

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



Publish Detail	
Status:	Submit DGC14
Publish Title (Thai):	Electroencephalographic Study of Microalgae DHA Omega-3 Egg Consumption on Cognitive Function
Publish Title (English):	Electroencephalographic Study of Microalgae DHA Omega-3 Egg Consumption on Cognitive Function
Document submit date:	
Publish Level:	International Journal SJR Quartile
Authors:	Mongkol Kaewsutas, Ariya Sarikaphuti, Thamthiwat Nararatwanchai, Phakkarawat Sittiprapaporn, Propas Patchanee
Journal / Conference:	Journal of Applied Poultry Research
Volume:	0
Page:	0
Publish Date:	
Abstract (Thai):	-
Abstract (English):	

13. Publishing Grant

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

The screenshot shows the GRAD MIS interface with the 'Research' menu selected. Below the menu, there are two sections: 'Publishing Grant' and 'Research Grant'. In the 'Publishing Grant' section, the '+ Add Publishing Grant' button is highlighted with a red circle. In the 'Research Grant' section, there is a '+ Add Research Grant' button.

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

The screenshot shows the 'Add Publishing Grant' form. The form includes a 'Please tick carefully' section with four conditions, a 'Selection criteria' section, and a 'Post-selection criteria' section. The 'Add' button is at the bottom right.

Please tick carefully.

- ☐ The student must supply detailed information about the grant in the application form.
- ☐ The student must produce the national or international conference organizer's proof of presentation acceptance, which confirms publication of the student's full paper in the proceedings.
- ☐ In the case of publication in a national or international journal, the student must produce the editor's proof of acceptance for publication.
- ☐ Each graduate student is allowed to apply for the research presentation support grant only once.
- ☐ The grantee must mention his/her receipt of Mae FahLuang University's grant in the acknowledgements.

Selection criteria

- ☐ A paper to be published in a conference proceedings or national or international journal must be submitted for financial support consideration before the conference or journal publication. In addition, the conference or journal in question must conform to the Mae FahLuang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) (Addition).

Post-selection criteria

- ☐ The grantee must submit official proof of research presentation, which must comply with the Mae FahLuang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) (Addition).
- ☐ The publication of part or all of the thesis or dissertation must bear the grantee's name as the first author and the supervisor's or supervisors' name or names as the corresponding author(s). The grantee's proportion in the published work shall be 50 percent or higher. The proportions of the first and the corresponding authors shall be agreed upon by the two parties and cannot be changed thereafter.
- ☐ If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant.

Add

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

Office of the Postgraduate Studies
Mae Fah Luang University
สำนักงานบัณฑิตศึกษา มหาวิทยาลัยแม่ฟ้าหลวง

Postgraduate Studies Office Help ENGLISH THAI
Student (5971501001) en Log Out

Home Profile Users Research

Research Profile Edit Title History DGC Appointment Grant

Publishing Grant

Journal / Conference:
MFU Conference

Level:
International Conference

Registration Fee:
5000

Accommodation:
3000

Same Grant From:
-

Travel:
2000

Total: (Limit 10,000 B)
10,000.00

National Conference, National Journal, Research Report, Book
Limit grant : 5000B

International Conference, International Journal
Limit grant : 10000B

Save Cancel

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

Research Profile Edit Title History **DGC** Appointment Grant Published

DGC 02 Publishing grant

Download DGC- 02

Page: 1 of 3 Automatic Zoom:

OFFICE OF THE POSTGRADUATE STUDIES

No.
Date.
Time.

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

Research Presentation Support Grant Form

PART 1: For Student

1.1 Personal details

Name MISS PEERANAPAK WATANYOUSIRIPUNYA Student ID 5952001021

Study program Master of Science Program in Dermatology Major Dermatology Plan A2

School of Anti-Aging and Regenerative Medicine E-mail: TAPE_SW@HOTMAIL.COM Phone 0813844999

Study level ☐ Ph.D. Degree ☒ Master's Degree

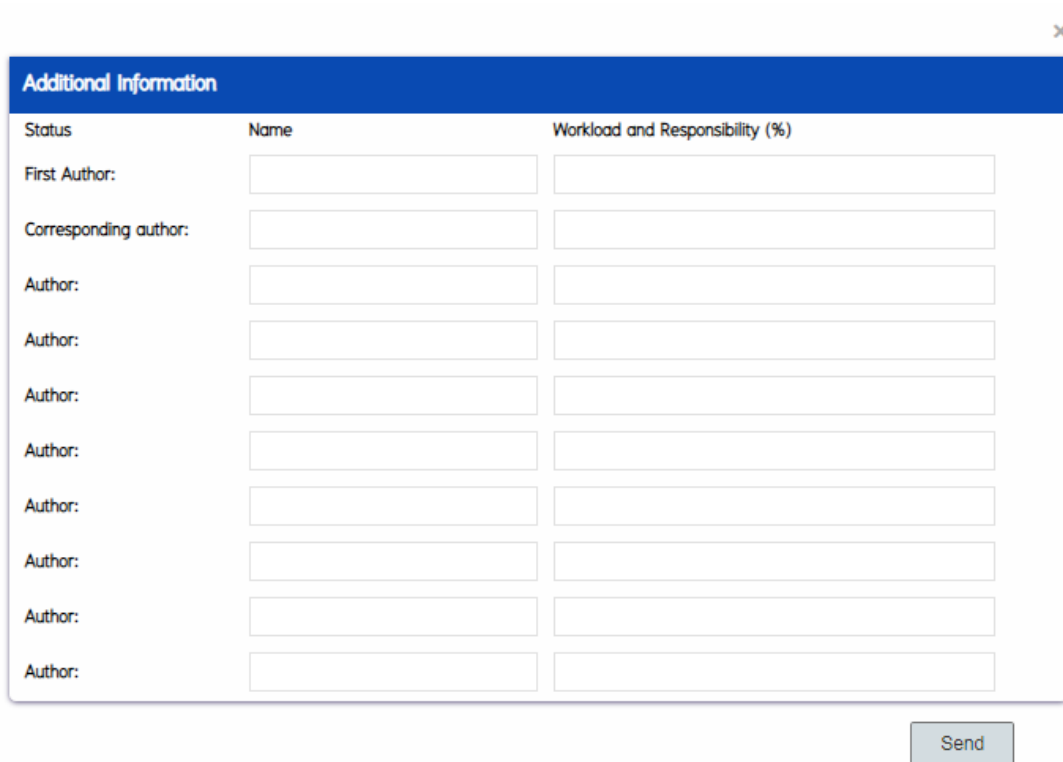
Qualifications of a grant applicant

☐ Being a graduate student in any program; and

☐ Studying in the required study plan, not being tuition-overdue, and not being in an extended study period.

☐ Having passed proposal defense on 09-10-2017

13.5 Fill % Participation in the work and click send.

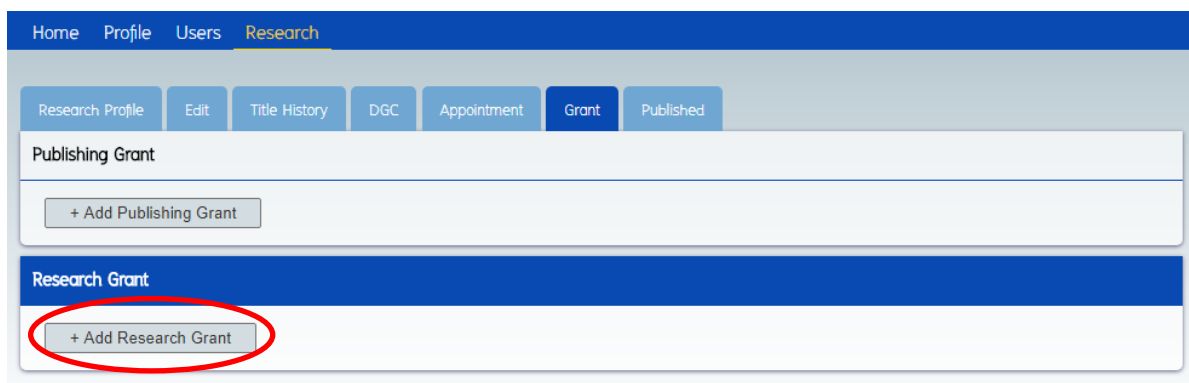


Status	Name	Workload and Responsibility (%)
First Author:	<input type="text"/>	<input type="text"/>
Corresponding author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>
Author:	<input type="text"/>	<input type="text"/>

Send

14. Research Grant

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



Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment **Grant** Published

Publishing Grant

+ Add Publishing Grant

Research Grant

+ Add Research Grant

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

Please tick carefully.

Qualifications of a grant applicant

- ☐ Being a graduate student in any programme that requires a thesis or a dissertation;
- ☐ Studying in the required study plan, not being tuition-overdue, and not being in an extended study period; and
- ☒ Having passed the thesis or dissertation proposal defense on 09-10-2017

Criteria for grant application

- ☐ Each graduate student is allowed to apply for only one grant.
- ☐ The application must be approved by the thesis/dissertation supervisor(s) and the Programme Committee.
- ☐ The applicant must not receive, and has not received, a thesis or dissertation support grant from any other source.
- ☐ The applicant must present, using the university's report form, a detailed account of potential expenditures.
- ☐ The grant does not cover the hiring of anybody to conduct research on behalf of the graduate student (i.e., the grantee) or to perform any task that is supposed to be the graduate student's responsibility, such as the student's own expenses, the remuneration of the supervisor(s), information searching, data collection, data analysis, audio transcribing, and typing.
- ☐ The grantee must mention his/her receipt of Mae Fah Luang University's grant in the acknowledgements.

Post-selection criteria

- ☐ The grantee must consult and present his/her thesis or dissertation progress reports to the thesis or dissertation supervisor(s) on a regular basis.
- ☐ To maintain financial transparency, the grantee and his/her supervisor(s) shall keep an account of all withdrawals and payments, together with proof thereof, for further inspection, in case of an auditing request by any public organisation, whether inside or outside Mae Fah Luang University.

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

Office of the Postgraduate Studies
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Home Profile Users **Research**

Research Profile Edit Title History DGC Appointment **Grant** Published

Research Grant

Material: 10000 ① Expense: 10000

Total: (Limit 20,000 ฿) 20,000.00

② Save Cancel

Thesis

Plan A1 Limit grant : 30,000฿
Plan A2 Limit grant : 15,000฿

Dissertation Plan 1

Master to Ph.D. Limit grant : 50,000฿
Bachelor to Ph.D. Limit grant : 80,000฿

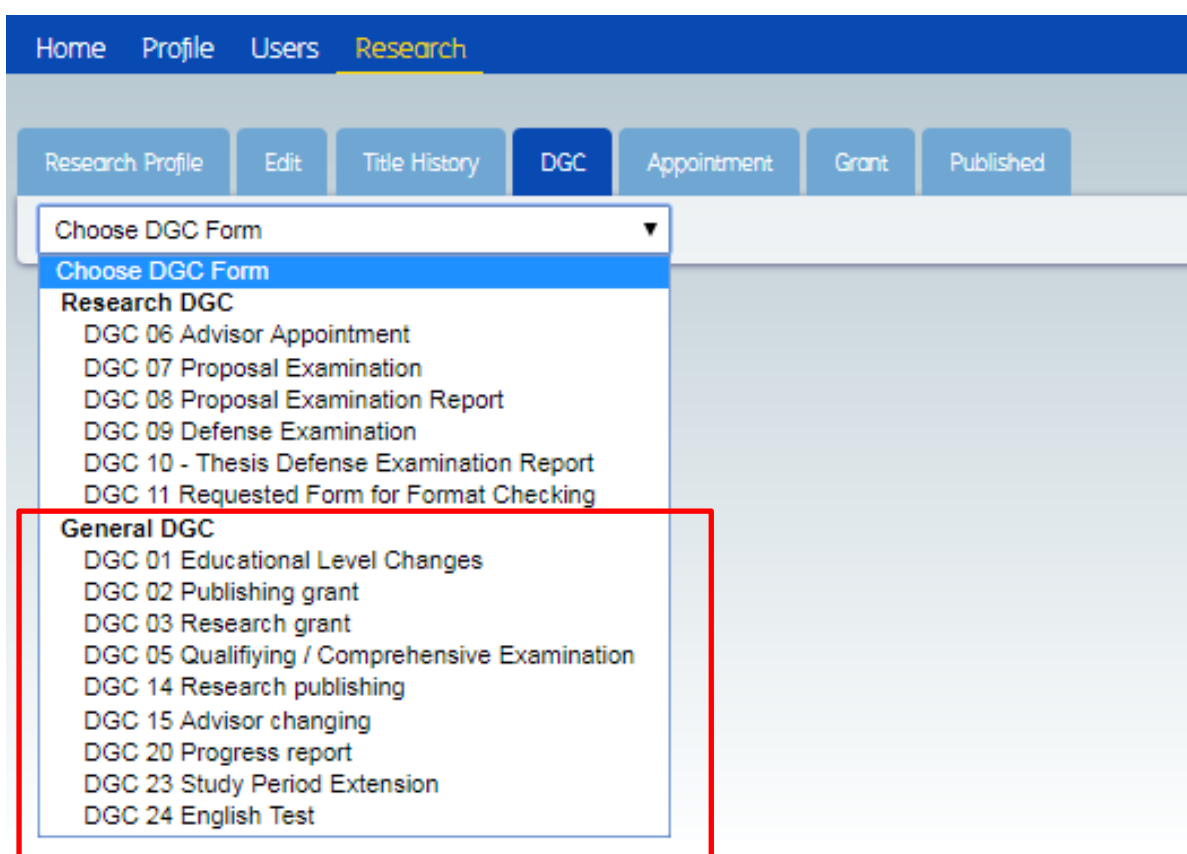
Dissertation Plan 2

Master to Ph.D. Limit grant : 20,000฿
Bachelor to Ph.D. Limit grant : 30,000฿

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)

The screenshot shows the 'Edit' profile page. At the top, there are three tabs: 'Detail', 'Edit' (selected), and 'Graduated condition'. Below the tabs, there is an 'Image' section with a placeholder for a profile picture. Underneath, the 'Detail' section contains the following fields:

- Username:** 5952001021
- Phone Number:** 0813844999
- Study Plan:** (Please check your plan version.) A2, not less than 12 credits

A yellow warning message is displayed: *****Plan version cannot be changed after advisors has been added.*****

At the bottom right, there are two buttons: 'Save' and 'Cancel'.

17. Forget your password

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

The screenshot shows the login page for the Postgraduate Studies Office. At the top, there are links for 'Postgraduate Studies Office' and 'Help', along with language selection options for 'ENGLISH' and 'THAI'. Below this, there are two input fields: 'Username' and 'Password'. To the right of these fields are two buttons: 'Login' and 'Forgot Password'. The 'Forgot Password' button is circled in red.