



REG

Registration Office
Chiang Mai University

Graduate Journey's User Manual

JULY 9, 2025

GRADUATE STUDENT

SELECT THE MENU



**THESIS/IS
FORMAT
CHECKING**



**COMPLETE
THESIS/IS
SUBMIT**



**LANGUAGE
CONDITION**



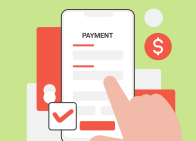
**PROPOSAL
ONLINE**



**ACADEMIC
PUBLICATION**



**RETAKE
EXAM**



FEE PAYMENT



TURN IT IN



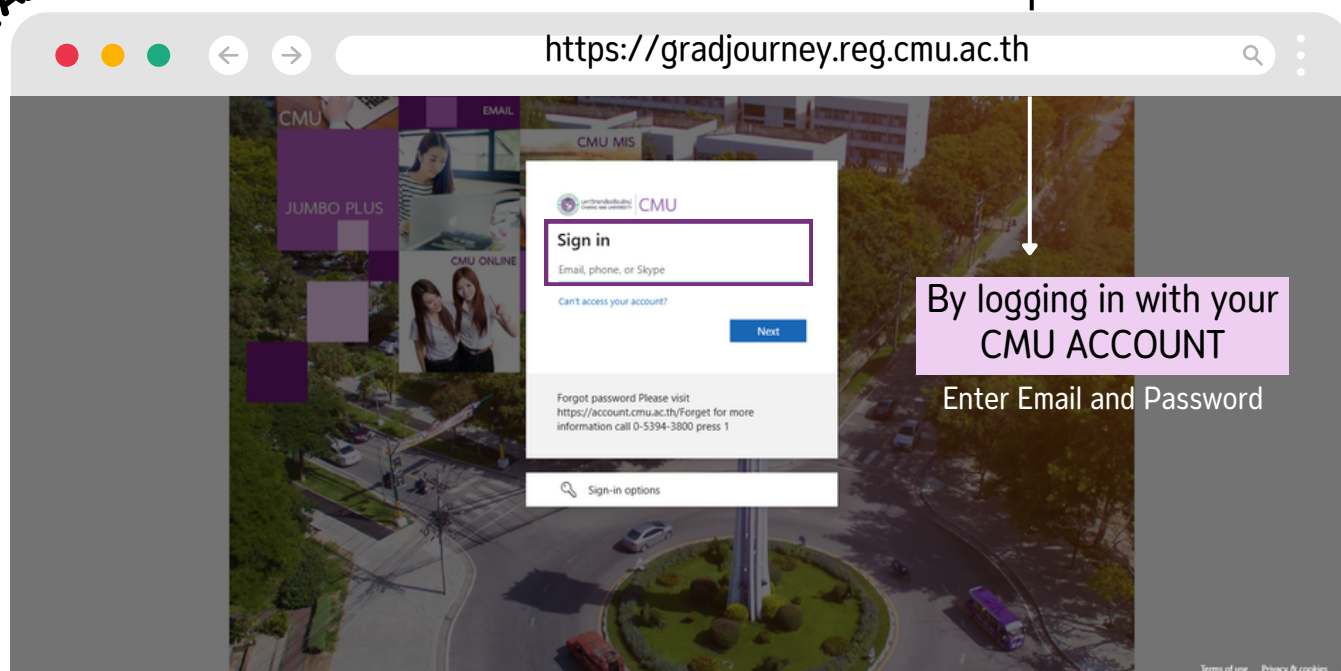


GRADUATE JOURNEY'S USER MANUAL

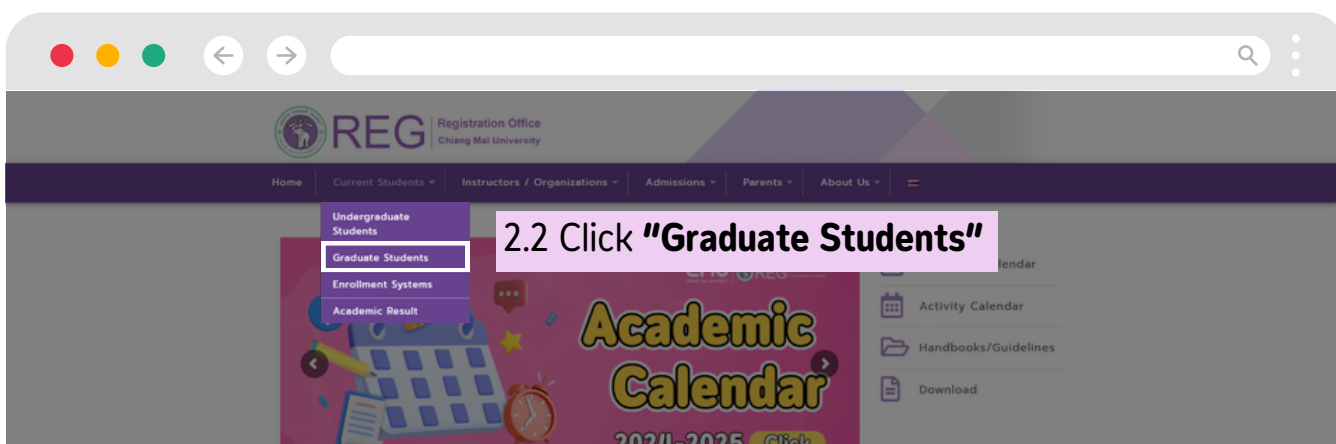
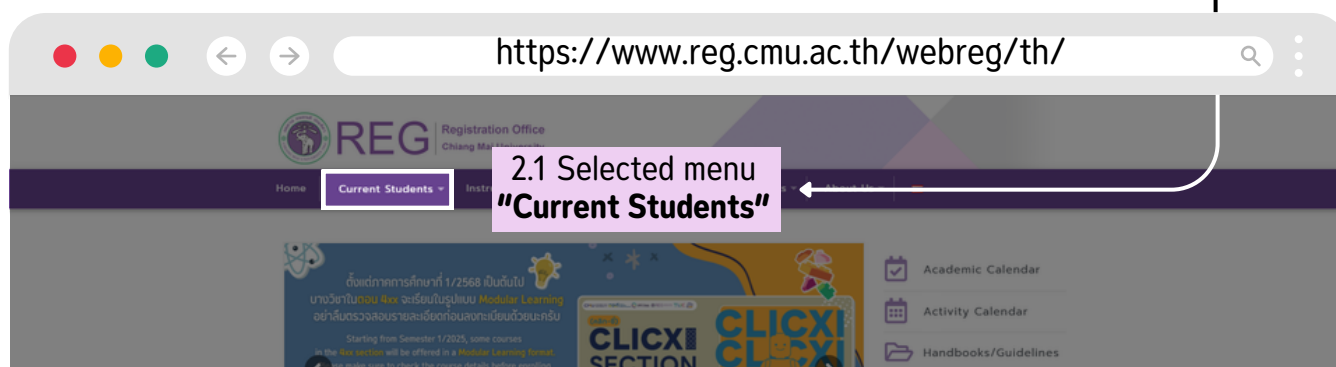
Students can access the Graduate Journey system in two ways:

START

① Through the official website:

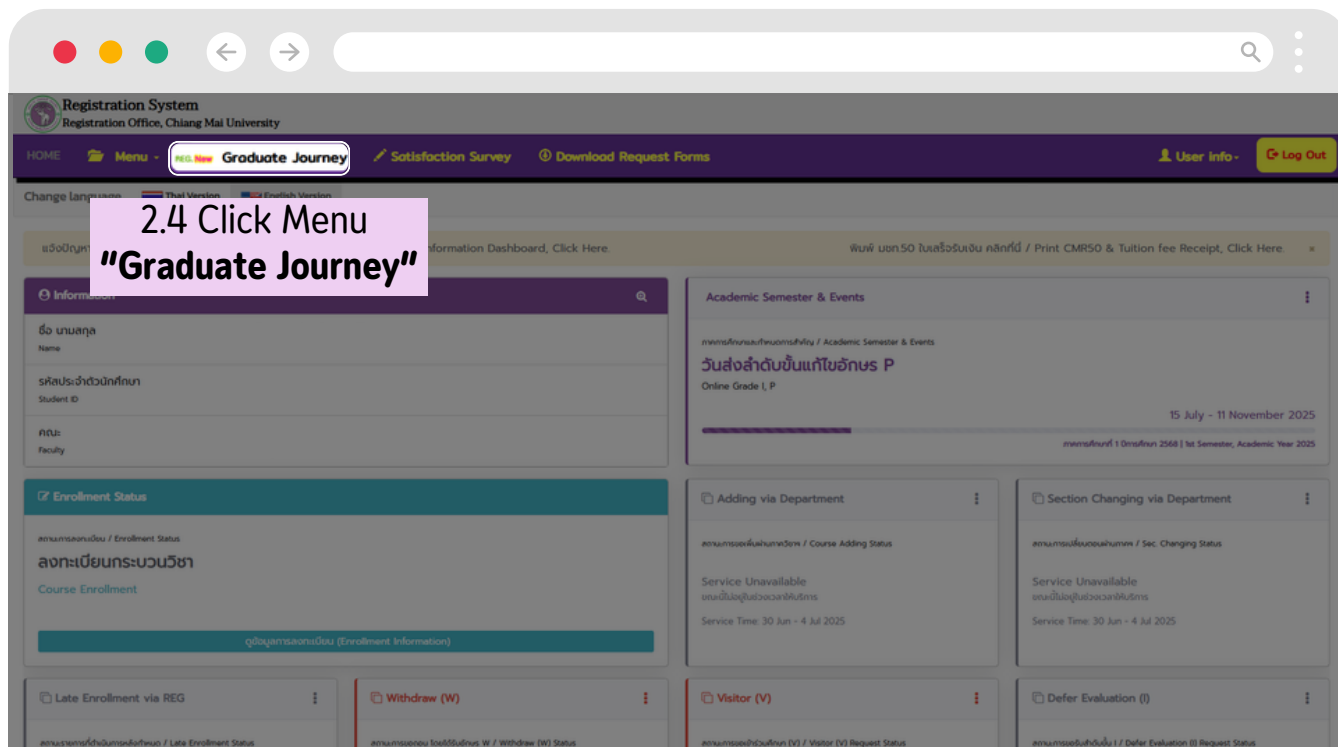
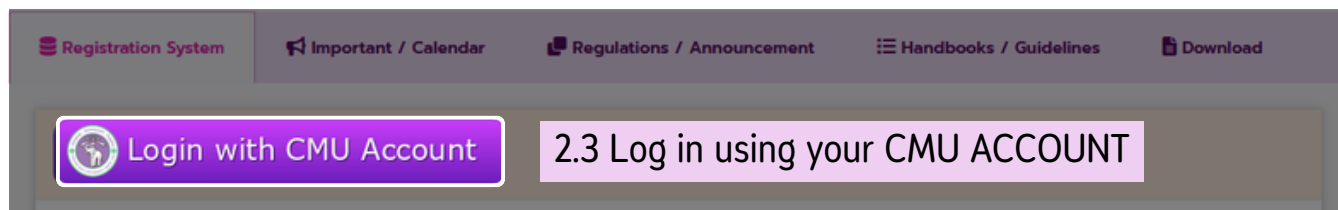


② Via the CMU Registration System website:

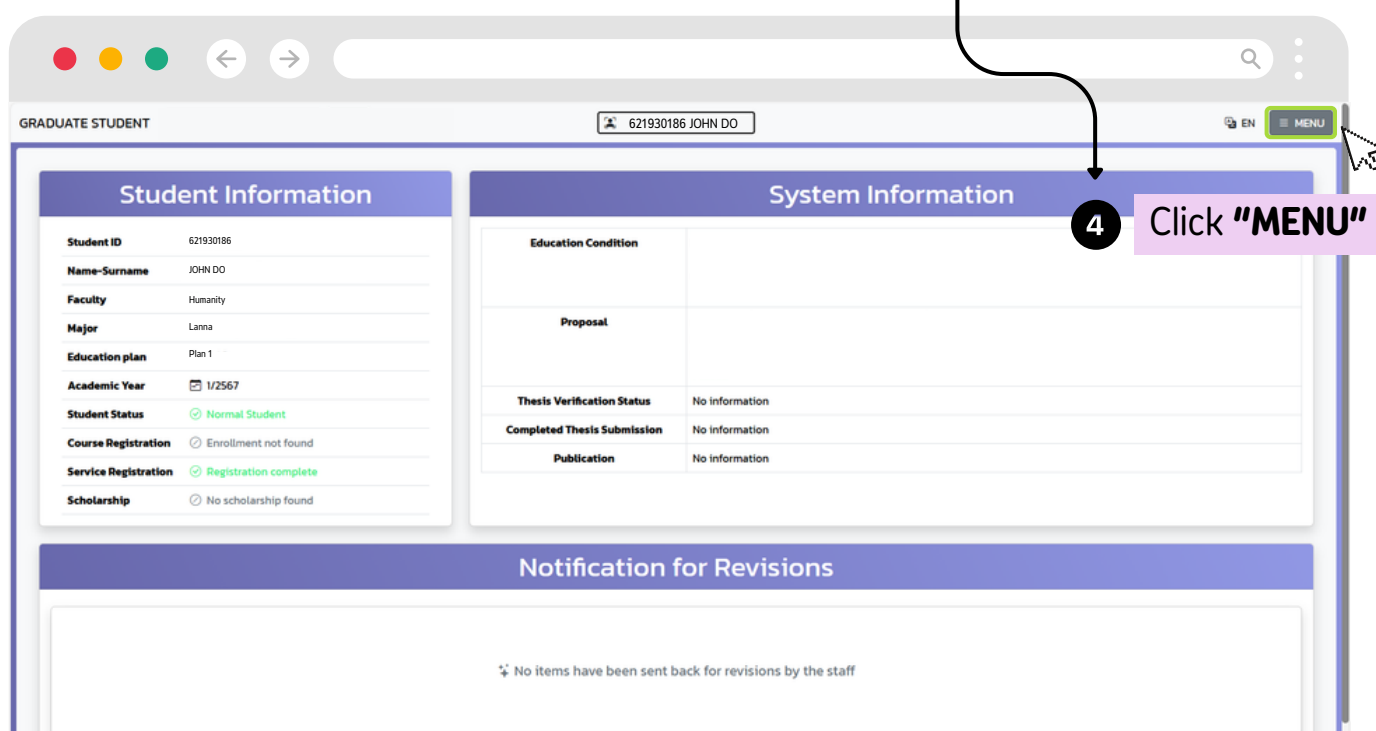




GRADUATE JOURNEY'S USER MANUAL



③ The website will display the information based on your student ID



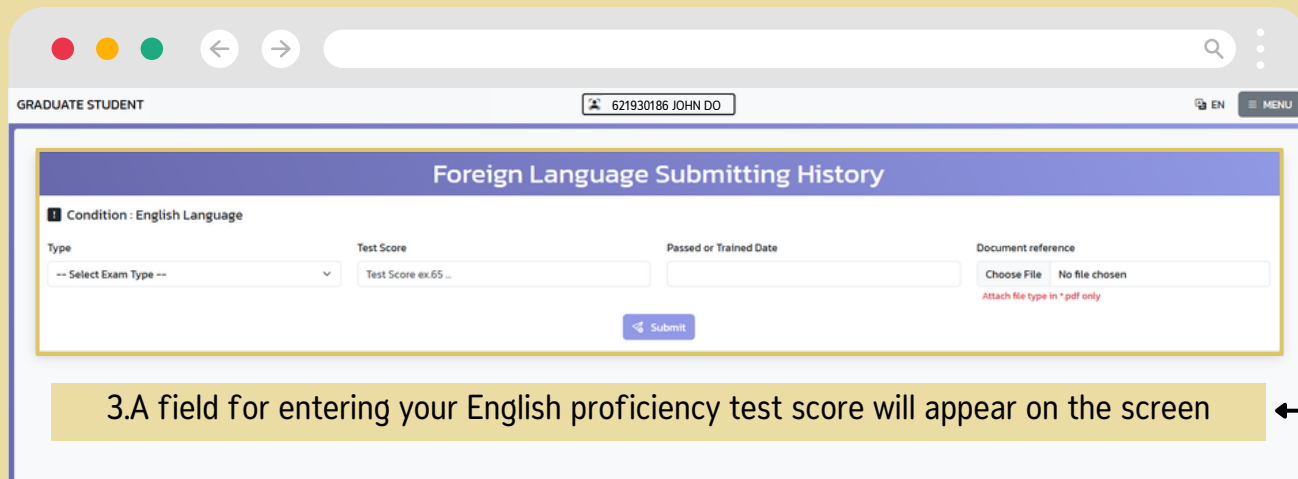
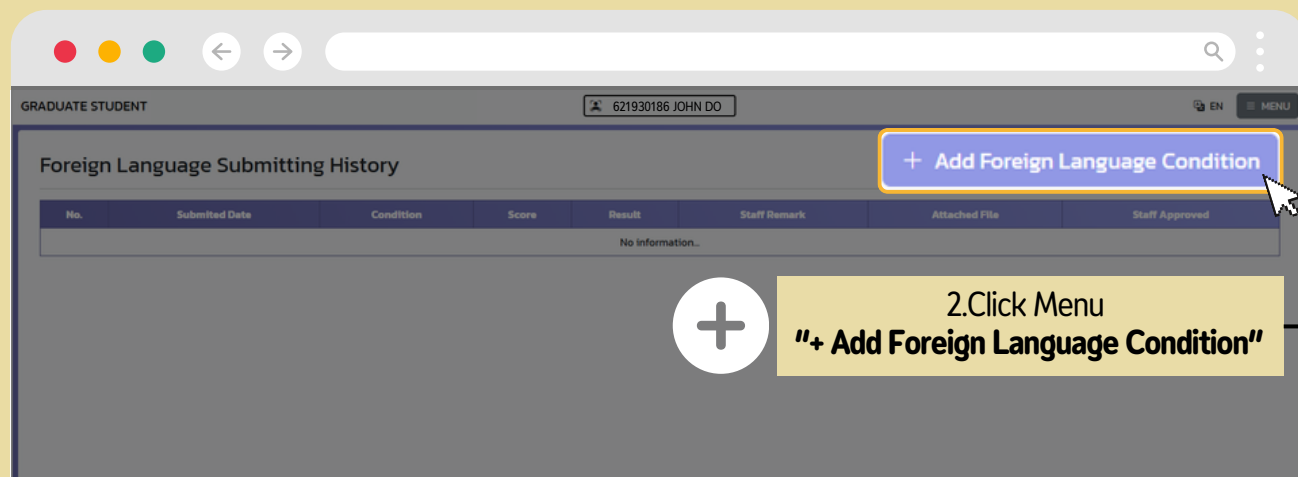
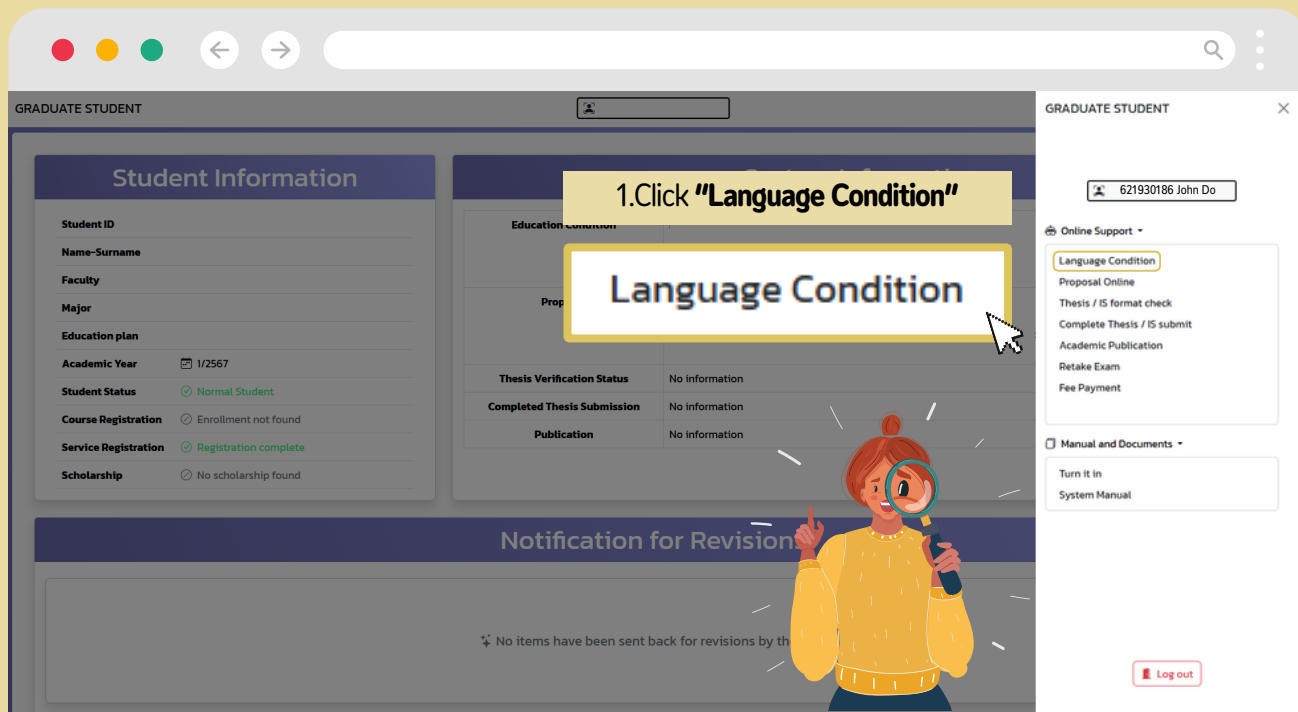


GRADUATE JOURNEY'S USER MANUAL

LANGUAGE CONDITION

SCORE

A⁺





GRADUATE JOURNEY'S USER MANUAL

GRADUATE STUDENT 621930186 JOHN DO

Foreign Language Submitting History

1 Condition : English Language

2 Type
-- Select Exam Type --
-- Select Exam Type --
TEST
TEGS, e-TEGS
IELTS
TOEFL
TOEFL-PBT
TOEFL-CBT
TOEFL-IBT
TOEFL-ITP
CMU-eGrad
English Language Preparation 15 Hours

3 Test Score
Test Score ex.65 ..

4 Passed or Trained Date

5 Document reference
Choose File No file chosen
Attach file type in *.pdf only

Submit

Students are required to fill in the following information:

- 1.Type
Type of test
such as CMU TEGS,
CU-TEP, IELTS
- 2.Test Score
English Proficiency Test
Score
- 3.Passed or Trained Date
The date of the score
announcement or the training
date as stated on the document
- 4.Document reference
Upload a scanned copy of
the original test report
in PDF format only.

GRADUATE STUDENT 621930186 JOHN DO

Foreign Language Submitting History

1 Condition : English Language

Type
TEGS, e-TEGS

Test Score
65

Passed or Trained Date
09/09/2024

Document reference
Choose File test.pdf

Submit

5.Click "Submit" to send your scores for review.

Save Data

Confirm sending data for staff review ?

No, Cancel Submission Confirm

Or click **No, Cancel Submission**
to revise your information.

6.Click "**Confirm**"
to complete the process.

7.After that, your English proficiency
test score submission history will appear,
showing the status as **Pending** for review.

Foreign Language Submitting History

+ Add Foreign Language Condition

No.	Submitted Date	Condition	Score	Result	Staff Remark	Attached File	Staff Approved
1	10 September 2024 08:43:21	TEGS, e-TEGS	65	Pending		PDF	Pending





GRADUATE JOURNEY'S USER MANUAL

GRADUATE STUDENT 621930186 JOHN DO EN MENU

Foreign Language Submitting History

+ Add Foreign Language Condition

No.	Submitted Date	Condition	Score	Result	Staff Remark	Attached File	Staff Approved
1	29 June 2023 13:38:26			Not passed		PDF	Approved
2	29 June 2023 13:42:14			Passed		PDF	Approved
3	10 September 2024 09:03:18			Passed (In Progress)		PDF	Approved

8. After review, your English proficiency test score status will appear in the **"Result"** column with one of three outcomes:

A

No.	Submitted Date	Condition	Score	Result	Staff Remark	Attached File	Staff Approved
1	10 September 2024 08:43:21			Passed		PDF	Approved

8.1 If the submitted score meets the minimum requirement for admission or for thesis proposal, the result will be displayed as **Passed**.

B

No.	Submitted Date	Condition	Score	Result	Staff Remark	Attached File	Staff Approved
3	10 September 2024 09:03:18			Passed (In Progress)		PDF	Approved

8.2 The result will be displayed as **Passed (In Progress)** for students who are currently enrolled in the English course for graduate students offered by the HAS Center.

C

No.	Submitted Date	Condition	Score	Result	Staff Remark	Attached File	Staff Approved
4	12 September 2024 07:53:51			Not passed		PDF	Approved

8.3 If the submitted score **does not meet** the required criteria for admission or for thesis proposal, the result will be displayed as **Not Passed**.

If the result is "Not Passed" or "Passed (In Progress)" according to the official announcement, the student must retake the English proficiency test and submit a new score.

Students can check the English proficiency test score requirements at
Announcement of Graduate School, Chiang Mai University No. 22/2564

Subject: Foreign Language Conditions for Graduate Students



ATTENTION
PLEASE!





GRADUATE JOURNEY'S USER MANUAL



PROPOSAL ONLINE

GRADUATE STUDENT

Student Information

Student ID

Name-Surname

Faculty

Major

Education plan

Academic Year 1/2567

Student Status Normal Student

Course Registration Enrollment not found

Service Registration Registration complete

Scholarship No scholarship found

System Information

Education

Propo

1.Click "Proposal Online"

Proposal Online

Thesis Verification Status No information

Completed Thesis Submission No information

Publication No information

Notification for

No items have been sent back for revisions by the staff

GRADUATE STUDENT

621930186 John Do

Online Support

Language Condition

Proposal Online

Thesis / IS format check

Complete Thesis / IS submit

Academic Publication

Retake Exam

Fee Payment

Manual and Documents

Turn it in

System Manual

Log out

GRADUATE STUDENT

621930186 JOHN DO

EN MENU

Proposal Information

2.Students are required to fill in their thesis proposal information as follows:

1 Fill in Proposal Details

Master's Thesis

The selection above is automatically selected from your study plan

2.1 Enter the title in both Thai and English to match the Appointment document of thesis advisor

Title in Thai

B I x₂ x²

Title in English

B I x₂ x²

Search thesis advisor

Advisor inside CMU Advisor outside CMU

2.2 Search for and add the thesis advisor's name.

Type at least 3 characters for searching

This section consists of two sub-menus that can be used to search for a thesis advisor:

- Internal Advisor - Displays the list of advisors who hold positions within Chiang Mai University.
- External Advisor - Displays the list of advisors from outside Chiang Mai University.

means having the qualifications to be an advisor means no the qualifications to be an advisor

The proposal information won't be forwarded to faculty for review until the student clicks the Confirm Submission to Faculty for Review button.

Save Proposal Pre-form



GRADUATE JOURNEY'S USER MANUAL

2.2.1 In case student wishes to search for the name of an internal or external advisor, please proceed as follows:

2.2.1.1 Type the advisor's name as stated in the appointment document, then click **"Search"** The advisor's name will appear below.

2.2.1.2 Click on the name you wish to select.

● means having the qualifications to be an advisor ● means no the qualifications to be an advisor

2.2.1.3 The advisor's name will appear below, as shown in the reference.

The first name selected by the student will be designated as the thesis advisor, while the subsequent names will be assigned as members of the thesis advisory committee.

2.2.2 To manually add an advisor's name, follow these steps:

2.2.2.1 Click **Add Thesis Advisor Information**

2.2.2.2 Enter the advisor's details.

2.2.2.3 Click **save information**

2.2.2.4 After clicking **"Confirm"** close the form window and select the **"Advisor Added by Student"** menu again.

2.2.2.5 Then, click to select the advisor's name.

Note
After adding the information, Student must close the popup and search for the thesis advisor information again on the proposal page

****The advisor's name added by the student must be confirmed by the student's faculty before the faculty can forward the information to the Registration Office for review and approval.****

● means having the qualifications to be an advisor ● means no the qualifications to be an advisor



GRADUATE JOURNEY'S USER MANUAL

3. The student clicks **"Save Proposal Pre-form"** and **"Confirm Submission to Faculty for Review"**

3.1 Once the student have selected the advisor and/or all advisory committee members, click "Save Proposal Pre-form" to record the information.

The proposal information won't be forwarded to faculty for review until the student clicks the **Confirm Submission to Faculty for Review** button.

Save Proposal Pre-form

3.2 After clicking "Save Proposal Pre-form", the following information will appear.

3.2.2 When the student has a completed Thesis Proposal Approval form/ Letter of consent/ Appointment Document of thesis advisor, and has passed the thesis proposal defense, proceed by entering the information and uploading the necessary documents.

3.2.1 Download both documents and sign them to complete the information.

3.2.3 Check all details and attachments carefully before clicking **"Confirm submission to faculty for review"**

Confirm submission to faculty for review

Form submit

Confirm the submission of the information for faculty staff review. If there are any changes to the thesis title or advisor, the student must click the **Save Proposal Pre-form** button to record the changes.

Cancel Confirm

3.2.4 Click **"Confirm"**

Select the exam results that have been verified and meet the university's announcement criteria, as well as the requirements of the student's current program, so that the information will appear in the approval request form to be downloaded by the student.

Please select information

Select the type of your exam that available in the system to be displayed in the document.

Select test type

Confirm and Download document

3.2.5 After that, the system will display the information for the student to check the status of the proposal submission, as shown in the reference.

Proposal Details

Title in Thai: ศึกษาศาสตร์
Title in English: System Test
Topic Type: Master's Thesis
Proposal Test Date: 01/10/2024
Thesis Advisor: Associate Professor First name in order to test system

Status: **Waiting for Faculty Verification**

If the proposal submission is not approved by the faculty or the Registration Office, the status will be displayed as follows:

Waiting for correction

If the submission is approved by the Registration Office without any corrections, the status will be displayed as follows:

Status: Verified

This indicates that the student has successfully submitted the proposal.

Sample form

Letter of Consent to Consign Intellectual Properties

Request Form for Thesis/I.S. Title and Proposal Approval

Letter of Consent to Consign Intellectual Properties

Request Form for Thesis/I.S. Titles and Proposal Approval



GRADUATE JOURNEY'S USER MANUAL

4. In case the student wishes to request a change in the thesis proposal, please proceed as follows:

4.1 If the student wishes to request a change of the thesis title

4.1.1 Click "Request to Change Proposal Topic"

4.1.2 Enter the new title and attach the document for requesting a title change approved by the thesis advisor, the thesis advisory committee, and faculty.

4.1.3 Click "Confirm Title Change"

4.1.4 Displayed Successfully, saved

The screenshot shows a web browser window with the 'GRADUATE STUDENT' portal. The user is logged in as '621930186 JOHN DO'. The 'Proposal Information' section is active, showing a progress bar with three steps. The first step, 'Proposal Details', is completed. The 'Status' is 'Verified'. The 'Change Request Menu' includes 'Request to Change Proposal Topic' and 'Request to Change Advisor/Committee'. A modal window titled 'Request to Change Proposal Title' is open, showing fields for 'Title in Thai' and 'Title in English', a file upload section for 'Attach Record of Title Change', and a 'Note or Remark' field. The 'Confirm Title Change' button is highlighted. To the right, a green checkmark icon and the text 'Successfully! Successfully, Form saved!' are displayed, with a 'Close' button.

4.1.5 Then, wait for verification by the staff

The screenshot shows the 'Change Request Menu' with a status indicator: 'Waiting for Staff to Review the Request to Change Proposal Topic...'. The 'Request to Change Advisor/Committee' button is also visible.

Request to Change Proposal Topic is **Unsuccessful**:

The screenshot shows the 'Request to Change Proposal Topic' form with a red error message: 'Request to Change Proposal Topic Cancelled'. The form fields are visible, including 'Title in Thai', 'Title in English', 'Topic Type', 'Proposal Test Date', 'Thesis Advisor', 'Thesis Advisory Committee', and 'Expected Outputs/Results/Impacts from the Thesis'.

If the proposal topic change request requires corrections, the student's system page will display a notification as shown above. The student must revise the request according to the remarks provided by the staff and resubmit the topic change request for further consideration.

Request to Change Proposal Topic is **Successful**:

The screenshot shows the 'Request to Change Proposal Topic' form with a green success message: 'Request to Change Proposal Topic Successful'. The form fields are visible, including 'Title in Thai', 'Title in English', 'Topic Type', 'Proposal Test Date', 'Thesis Advisor', 'Thesis Advisory Committee', and 'Expected Outputs/Results/Impacts from the Thesis'.

If the proposal topic change request is approved, the system will automatically display the new topic name submitted by the student.



GRADUATE JOURNEY'S USER MANUAL

GRADUATE STUDENT 621930186 JOHN DO EN MENU

Proposal Information

4.2 If the student wishes to request a change of thesis advisor/committee:

1 Proposal Details

Status: Verified

Title in Thai	
Title in English	
Topic Type	Master's Thesis
Proposal Test Date	
Thesis Advisor	
Thesis Advisory Committee	Assoc. Prof. Dr. Ph...
Expected Outputs/Results/Impacts from the Thesis	Technology/Innov...
Change Request Menu	Request to Change Proposal Topic Request to Change Advisor/Committee

2 Attached Document Files

Thesis / LS Title and Proposal

4.2.1 Click "Request to Change Advisor/Committee"

4.2.2 Remove the existing thesis advisor/the thesis advisory committee information first, then select or enter the name of the new thesis advisor/the thesis committee. Attach the official appointment/change letter for the thesis advisor or committee member.

Request to Change Advisor/Committee

Search thesis advisor

Advisor inside CMU Advisor outside CMU Advisor added by student

Type at least 3 characters for searching

Thesis Advisor

Associate Professor First name in order to test system

Thesis Committee

Assoc. Prof. Dr. Phrut Sakulchangsatjatai Dr. Ronachai Pratanaphon

Attach Appointment/Committee Change Document

Choose File No file chosen

Note or Remark

4.2.3 Click "Confirm Advisor/Committee change"

Close Confirm Advisor/Committee Change

Change Request Menu Request to Change Proposal Topic Waiting for Staff to Review the Request to Change Advisor.

4.2.4 Then, wait for verification by the staff

Request to Change Thesis Advisor/Committee is **Unsuccessful**:

Submit Thesis Proposal

- Staff **cancel** the request for changing the thesis advisor.
- Click the button below to access the Thesis Proposal submission page

Check

Request to Change Advisor Canceled

Test

If the request to change the advisor/committee requires corrections, the student's system page will display a notification as shown above. The student must revise the request according to the remarks provided by the staff and resubmit the change request for further consideration.

Request to Change Thesis Advisor/Committee is **Successful**:

Proposal Information

1 Proposal Details

Status: Verified

Title in Thai	Master's Thesis
Title in English	System Test Test
Topic Type	Master's Thesis
Proposal Test Date	2565/05/01
Thesis Advisor	Assoc. Prof. Dr. Ronachai Pratanaphon
Thesis Advisory Committee	Assoc. Prof. Dr. Phrut Sakulchangsatjatai
Expected Outputs/Results/Impacts from the Thesis	Technology/Innovation
Change Request Menu	Request to Change Proposal Topic Request to Change Advisor/Committee

2 Attached Document Files

Thesis / LS Title and Proposal Supporting Document of Advisor/Committee Proposed Letter of Consent to Change Individual Properties

If the request to change the advisor/committee is approved, the system will automatically display the updated advisor/committee name submitted by the student.





GRADUATE JOURNEY'S USER MANUAL

THESIS/IS FORMAT CHECKING



GRADUATE STUDENT

Student Information

Student ID

Name-Surname

Faculty

Major

Education plan

Academic Year 1/2567

Student Status Normal Student

Course Registration Enrollment not found

Service Registration Registration complete

Scholarship No scholarship found

System Information

Education

Propose

Thesis Verification Status No information

Completed Thesis Submission No information

Publication No information

Notification for Revision

No items have been submitted

GRADUATE STUDENT

621930186 JOHN DO

Online Support

Language Condition

Proposal Online

Thesis / IS format check

Complete Thesis / IS submit

Academic Publication

Retake Exam

Fee Payment

Manual and Documents

Turn it in

System Manual

Log out

GRADUATE STUDENT

621930186 JOHN DO

EN MENU

Submit completed thesis for checking

1 Research Title

Research Title (Thai) noadus-uu -

Research Title (English) System Test -

I have changed my thesis title

I have changed my thesis advisor and committee

2 Submit research file (Dissertation/Thesis/IS.) to staff for checking

2.1 Students must upload the complete thesis file to the system.

Attach research file

Choose File No file chosen

Attach file type in *.pdf

Remark

1. The research file that is submitted for checking must be compiled together as 1 PDF file and must not have watermark

2. The research file that is submitted for checking must be not fill background color or highlight to letters before send to staff for checking

3. The research approval page must be the page signed with real signatures from the committees

4. More problem please contact KhunPrapalphan Sriphan

Tel. 053-948964

E-mail : littlepanng@gmail.com

Submit

Warning

Please check your thesis files before uploading to ensure that text or paper background is not white or any other color which may prevent the system from watermarking after the file has been verified.

Cancel Confirm

2.2 Students must ensure that the file does not contain any background colors or highlighted text, as these may affect the watermarking process. After verification, click Confirm.

2.3 Once you are certain, click Confirm again

2.4 Then, wait for the result of the thesis submission review.

Audit history

No	Submitted Date	File Attachment	Status	Remark
1	17 November 2024 00:48:30	Submitted File	Pending	

Waiting for staff checking





GRADUATE JOURNEY'S USER MANUAL

3. For checking the status of the thesis verification, proceed as follows:

3.1 In the case that the submitted thesis requires corrections:

GRADUATE STUDENT 621930186 JOHN DO

Student Information

Student ID

Name-Surname

Faculty

Major

Education plan Plan 2 Academic Type

Academic Year

Student Status Normal Student

Course Registration

Service Registration

Scholarship

System Information

Education Condition	Foreign Language Passed
Proposal	NOADUSIUU - System Test - Passed
Thesis Exam Results	
Thesis Verification Status	Checked and Waiting for Student's Revision
Completed Thesis Submission	
Publication	

Notification for Revisions

Submit Complete Thesis Manuscript

- Reviewers have checked and sent the file back for revisions
- Click the button below to access the Complete Thesis Manuscript submission page

Check

3.1.1 Click to review the corrections

Submit completed thesis for checking

Research Title

Research Title (Thai) NOADUSIUU -

Research Title (English) System Test -

I have changed my thesis title I have changed my thesis advisor and committee

Audit history

No	Submitted Date	File Attachment	Status	Remark
1	17 November 2024 00:53:41	Please revised follow this file	File Checked please revise follow suggestions	Deficient/Out
2	17 November 2024 00:48:30	This file has been checked	This file has been checked	

3.1.2 Revise your thesis file as instructed by staff

3.1.3 Re-upload the corrected file

Submit research file (Dissertation/Thesis/LS) to staff for checking

Attach research file Choose File No file chosen

Attach file type is ".pdf"

Remark

1. The research file that is submitted for checking must be compiled together as 1 PDF file and must not have watermark

2. The research approval page must be

3. The research approval page must be

4. More problem please contact Khun

Tel: 053-948964

E-mail: http://reg@cmu.ac.th

3.1.4 Click Confirm to resubmit the file for staff review.

3.1.5 Wait for the updated review status.

File Checked please revise follow suggestions.

This file has been checked

Waiting for staff checking

3.2 In the case that the submitted thesis has passed the review:

Thesis Format

The Final Thesis Has Been Approved

The student's final thesis has been approved by the staff. Please select the thesis format below for preparation for the Thesis Concealment/Publication Request process.

Select the Language of the Thesis

Thai English

3.2.1 Students must enter the required information, starting by selecting the thesis language.

Student's Full Name

Faculty Major Level of Education

Main Thesis Title

Alternative Thesis Title

Thesis Advisor and Committee

You must select the thesis language format first

Thai abstract

B I x₂ x²

English abstract

B I x₂ x²

3.2.2 Enter the abstract in Thai and English

3.2.3 Click "Save Thesis Format Information"

Save Thesis Format Information





GRADUATE JOURNEY'S USER MANUAL

4. After saving the formatting information, students must click **"Complete Thesis Submit"**

Submit completed thesis for checking

1 Research Title

Research Title (Thai)	HOARDUSHAU -
Research Title (English)	System Test -

2 Audit history

No	Submitted Date	File Attachment	Status	Remark
1	17 November 2024 01:03:21	-	Approved Complete	
2	17 November 2024 00:55:17	This file has been checked	This file has been checked	
3	17 November 2024 00:53:41	Please revised follow this file	File Checked please revise follow suggestions.	ดูไฟล์แล้วครับ
4	17 November 2024 00:48:30	This file has been checked	This file has been checked	

Before submitting the complete thesis file, students must click the watermark button below. After the watermarking process is completed, students will be able to submit the watermarked thesis file along with the cover letter.

4.1 Click **Complete Thesis Submit**

Complete Thesis / IS submit

4.2 The system will display the **"Complete Thesis/IS Submit"** page

Submit Final Thesis and Issue Graduation Completion Document

Final Thesis File with Watermark

Open Thesis File

Check thesis publish information

Show information

Select Publication Method

- Select Option -

Steps for Submitting in Turn It In

4.3 Students must review the thesis information to be published or concealed. If any corrections are required, make the necessary changes before proceeding to the next step.

4.4 If no corrections are required, click to select publication method.

Save Data

If there is any problem about file submission, please contact

Contact Person : Prapaiphan Sriphan

Tel. 053-948964

E-mail : littlepann@gmail.com

select the desired period for concealment and upload the concealment file.

4.5 There are two methods of publication: regular publication and thesis concealment

4.5.1 For regular publication, Students must first submit the thesis to Turnitin according to the required procedure.

4.5.2 For thesis concealment

Submit Final Thesis and Issue Graduation Completion Document

Final Thesis File with Watermark

Open Thesis File

Check thesis publish information

Show information

Select Publication Method

Normal Publication

Steps for Submitting in Turn It In

- Class ID - No data found
- Enroll password - No data found
- This Class ID is used only for submitting the final version, as the thesis will be recorded in the database. If students want to check again, it may cause duplication of their own work.
- Submit the file in a folder named with the month and year the thesis file is submitted.
- Turn It In
 - How to Register for Turn It In
 - How to Use Turn It In

Then click **"Confirm Turn it in Submission"**

Submit Final Thesis and Issue Graduation Completion Document

Final Thesis File with Watermark

Open Thesis File

Check thesis publish information

Show information

Select Publication Method

Conceal Thesis

Select Concealment Duration

- Select Option -

Attach Concealment File

Choose File No file chosen

4.6 Click "Save Data"

4.7 When this screen is displayed, the data entry is considered complete.

Save Data

Confirm the data saving and submission for staff review

Successfully!

Research file saved and Conceal file saved





GRADUATE JOURNEY'S USER MANUAL

Submit completed thesis and concealing file

Submitted file status	Submit Status	Submitted
	Checking Status	Waiting for checking
	File	Research File
Concealing Status	Conceal Status	Concealing
	Concealment period	Conceal time 1/2 years
	File	Concealing Form

4.8 Then, students must wait for the review status of the thesis publication or the request for thesis concealment.

Loading...



Notification for Revisions

Thesis Conceal Submission Not Approved

- Note from Staff: Test
- Please press the **Agree** button below to acknowledge

[Agree](#)

4.9 If the request for thesis concealment or thesis publication is not approved, a notification will be displayed. Students must review the remarks and make the necessary corrections.

Submit completed thesis and concealing file

Submitted file status	Submit Status	Submitted
	Checking Status	Waiting for checking
	File	Research File
Concealing Status	Conceal Status	Can publish research paper
	Concealment period	Not concealed
	File	No file attachment

If there is any problem about file submission, please contact

Contact Person : Prapaiphan Sriphan

Tel. 053-948964

E-mail : littlepann@gmail.com

4.10 After making the corrections, students must resubmit the thesis concealment or thesis publication request and wait for staff review.

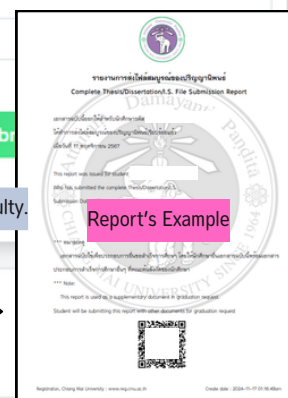
Submit completed thesis and concealing file

Submitted file status	Submit Status	Submitted
	Checking Status	Checked
	File	Research File
Concealing Status	Conceal Status	Can publish research paper
	Concealment period	Not concealed
	File	No file attachment
Submission Report		

4.11 If the staff review confirms that the process is complete with no corrections required, the system will display the screen as shown.

[Print Report on Completed Thesis/dissertation/IS File Submission](#)

4.12 Students will be able to download the complete Thesis/Dissertation/IS file submission report to submit to the faculty.



If there is any problem about file submission, please contact

Contact Person : Prapaiphan Sriphan

Tel. 053-948964

E-mail : littlepann@gmail.com

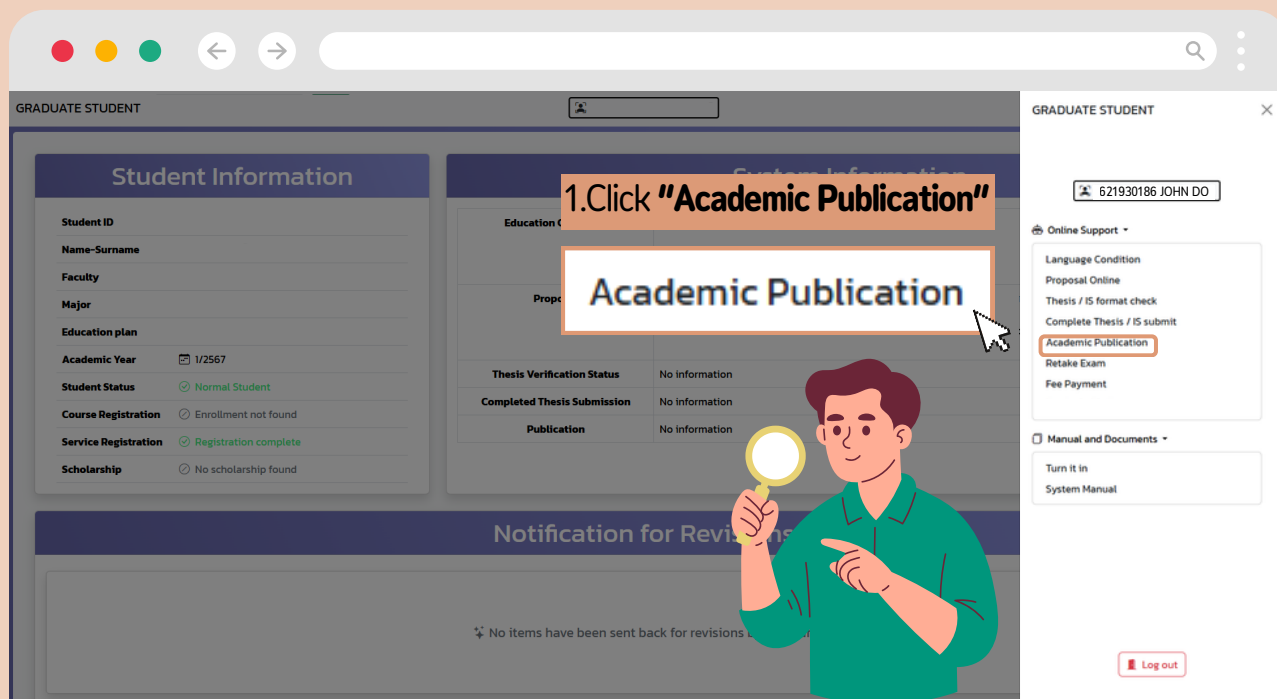




GRADUATE JOURNEY'S USER MANUAL



ACADEMIC PUBLICATION



2. Students must enter the academic publication information as follows:

Academic Publishing System

1. Select the Publications
☒ Conferences ☐ Journal ☐ Others

2. Academic Conferences
☒ National Level ☐ International Level

3. Language used to fill in information
☒ Thai ☐ English

Title in Thai
 Title in English
 Conference Name
 Author(s) Name
 *Please separate the names of each author with a semicolon (;)

Country: Thailand City: -- Please Select --
 volume: Issue: Article No. Year of published: -- Select --

Student is the first name of author(s) Name?
☐ Yes ☒ No

Does advisor are one of Author(s) Name?
☐ Yes ☒ No

Does the academic work have a conference presentation?
☐ Yes ☒ No

Certificate of Presentation
 Choose File No file chosen

Academic Article
 Choose File No file chosen

*File pdf only

Link or Source for Academic Work Publication
 Example: https://www.google.com

6.6 Click "submit" the information

Submit

Academic Publishing System

Examples of how to enter different types of academic publications

1. Select the Publications
☒ Conferences ☐ Journal ☐ Others

2. Academic Conferences
☒ National Level ☐ International Level

3. Language used to fill in information
☒ Thai ☐ English

Title in Thai
 Title in English
 Conference Name
 Author(s) Name
 *Please separate the names of each author with a semicolon (;)

Country: Thailand City: -- Please Select --
 volume: Issue: Article No. Year of published: -- Select --

Student is the first name of author(s) Name?
☐ Yes ☒ No

Does advisor are one of Author(s) Name?
☐ Yes ☒ No

Does the academic work have a conference presentation?
☐ Yes ☒ No

Certificate of Presentation
 Choose File No file chosen

Academic Article
 Choose File No file chosen

*File pdf only

Link or Source for Academic Work Publication
 Example: https://www.google.com

Submit





GRADUATE JOURNEY'S USER MANUAL

Academic Publication System

3. Once the submission has been confirmed, students are required to verify the publication status

No.	Title	Type	Level	Submission Date	Management Menu
1	Test Test	Conferences	National	17/11/2024	Details

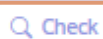
Showing 1 to 1 of 1 entries

3.1 After students confirm the submission for staff review, the recorded academic work history will be displayed as shown.

Publication of Academic Work

- Reviewers have checked and sent back for revisions
- Click the button below to access the Academic Work Publication

3.2 If the staff review requires corrections, the system will display a notification on the login homepage under the section "Notification for Revisions"



3.3 click to check the notification.

Academic Publication System

No.	Title	Type	Level	Submission Date	Management Menu
1	Test Test	Conferences	National	17/11/2024	Details

Showing 1 to 1 of 1 entries

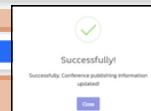
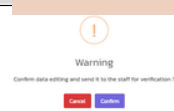
Remark of return from staff

3.4 Students must make corrections according to the staff's remarks.

Forms Submit

3.5 Then, click "Forms Submit"

3.6 Click "Confirm"



3.7 The information is successfully saved.

Academic Publication System

Click to download the academic work report.

3.8 If no corrections are requested, the academic publication information is considered complete.

No.	Title	Type	Level	Submission Date	Management Menu
1	Test Test	Conferences	National	17/11/2024	Details
2	Test Test	Conferences	International	17/11/2024	Details
3	Test Test	Journal	National	17/11/2024	Details Published

Showing 1 to 3 of 3 entries

Click to add Published Work

For academic journal publications that have been accepted but not yet published, once the work has been published, students must return to the system and select "Published" in order to update the record.

Description of Waiting For Publication status
The status of **Waiting for Publication** indicates that the submission has not been reviewed. It will remain in this state until the student changes the status. Once a student's academic journal submission has been published, they need to update the status from **Waiting for Publication** to **Waiting For Verification** by clicking the [Published](#) button in the management menu. Additionally, they should upload the complete journal document and select the publication date.

Student Information	System Information
Student ID Name-Surname Faculty Major Education plan Academic Year Student Status Course Registration Service Registration Scholarship	Education Condition Foreign Language Proposal Thesis Exam Results Thesis Verification Status Completed Thesis Submission Publication

3.9 The system will display the publication information on the homepage.





GRADUATE JOURNEY'S USER MANUAL

RETAKE EXAM

GRADUATE STUDENT

Student Information

Student ID
Name-Surname
Faculty
Major
Education plan
Academic Year 1/2567
Student Status Normal Student
Course Registration Enrollment not found
Service Registration Registration complete
Scholarship No scholarship found

System Information

Education Condition
Proposal
Thesis Verification Status No information
Completed Thesis Submission No information
Publication No information

1. Click Menu "Retake Exam"

Retake Exam

The student should check their exam results on the main page.

GRADUATE STUDENT

621930186 JOHN DO

Online Support

Language Condition
Proposal Online
Thesis / IS format check
Complete Thesis / IS submit
Academic Publication
Retake Exam
Fee Payment

Manual and Documents

Turn it in
System Manual

Log out

2. Students must check their examination results on the homepage.

Student Information

Student ID
Name-Surname
Faculty
Major
Education plan Plan 2 Academic Type
Academic Year
Student Status Normal Student
Course Registration
Service Registration
Scholarship

System Information

Education Condition
Foreign Language
• Passed
• Comprehensive
• Not Pass

Proposal
ภาษาไทย -
System Test -
Passed

Thesis Exam Results **Not Passed 1st attempt**

Thesis Verification Status Passed

Completed Thesis Submission Passed

Publication
Conferences
• National Test | Test
• International Test
Journal
• National Test | Test

2.1 If an examination result is recorded as failed, students may proceed as follows:

Student requests to retake the exam with fee payment

Retake Exam Request History

No.	Item	Amount	Status	Checked On	Request Created On	Payment

2.2 Click to proceed with the payment for the selected retake examination

Exam history in the system

List	รายละเอียดการชำระเงิน
Master Degree / Regular Program	Click here to create payment for retake exam
Master Degree	Click here to create payment for retake exam

Student requests to retake the exam with fee payment

Retake Exam Request History

No.	Item	Amount	Status	Checked On	Request Created On	Payment
1	Master Degree / Regular Program	2000 THB	Paid	10 September 2024	6 September 2024	Successfully paid
2	Doctoral Degree	9000 THB	Pending Payment	-	6 September 2024	QR code Credit Alipay Wechat

2.5 Once the payment is completed, the retake examination request is considered successful. Students must bring the receipt to their faculty/department office to proceed with the retake examination process.

2.3 Once the payment was created, the system will display the status information. Students must then proceed with the payment for the selected retake examination.

2.4 The retake examination fee will depend on the type of examination and/or the student's curriculum.



GRADUATE JOURNEY'S USER MANUAL



FEE PAYMENT

1. Click Menu "Fee Payment"

Fee Payment

GRADUATE STUDENT

621930186 JOHN DO

Online Support

- Language Condition
- Proposal Online
- Thesis / IS format check
- Complete Thesis / IS submit
- Academic Publication
- Retake Exam
- Fee Payment**

Manual and Documents

- Turn it in
- System Manual

Log out

Student Information

Student ID

Name-Surname

Faculty

Major

Education plan

Academic Year 1/2567

Student Status Normal Student

Course Registration Enrollment not found

Service Registration Registration complete

Scholarship No scholarship found

System Information

Education

Prop

Thesis Verification Status No information

Completed Thesis Submission No information

Publication No information

Notification for Revisions

No items have been sent back for revisions by the staff

2. Students are required to verify that the listed items and the payment amount correspond with the request previously submitted through the faculty or department record.

3. If the information is correct, students are required to select a payment method and finalize the payment

Students general fee payment.

Payment waiting list history in the system

No.	Item	Amount	Status	Checked On	Request Created On	Payment
1	graduate student status reinstatement fee	2000 THB	Pending Payment	-		QR code Credit Alipay Wechat

If the information is incorrect, students are required to notify their faculty or department and wait for the corrected fee record to appear in the system before making the payment

4. Upon successful payment, the system will display the following page

Payment waiting list history in the system

No.	Item	Amount	Status	Checked On	Request Created On	Payment
1	Subject Transfer Fee	1000 THB	Paid	23 May 2025	22 May 2025	Successfully paid

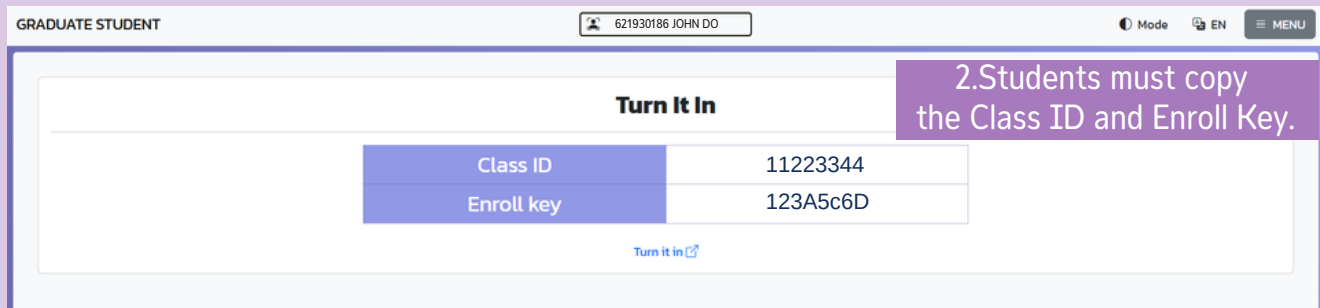
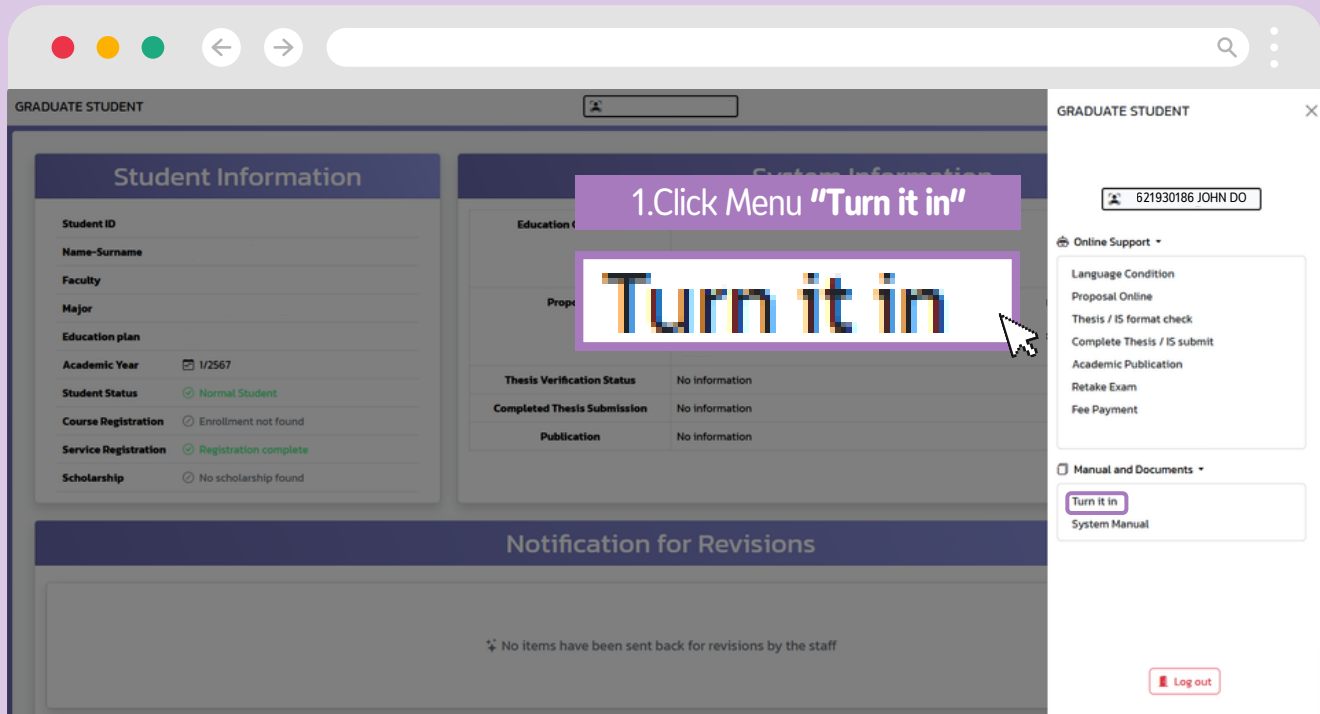
Students must notify their faculty/department of the payment and wait for the verification of the process, such as course transfer, change of study plan, or change of academic program.

Note: Students can pay various types of fees, such as course transfer fees, program change fees, department transfer fees, and others, only after the corresponding records have been entered and made available by the Registration Office staff.

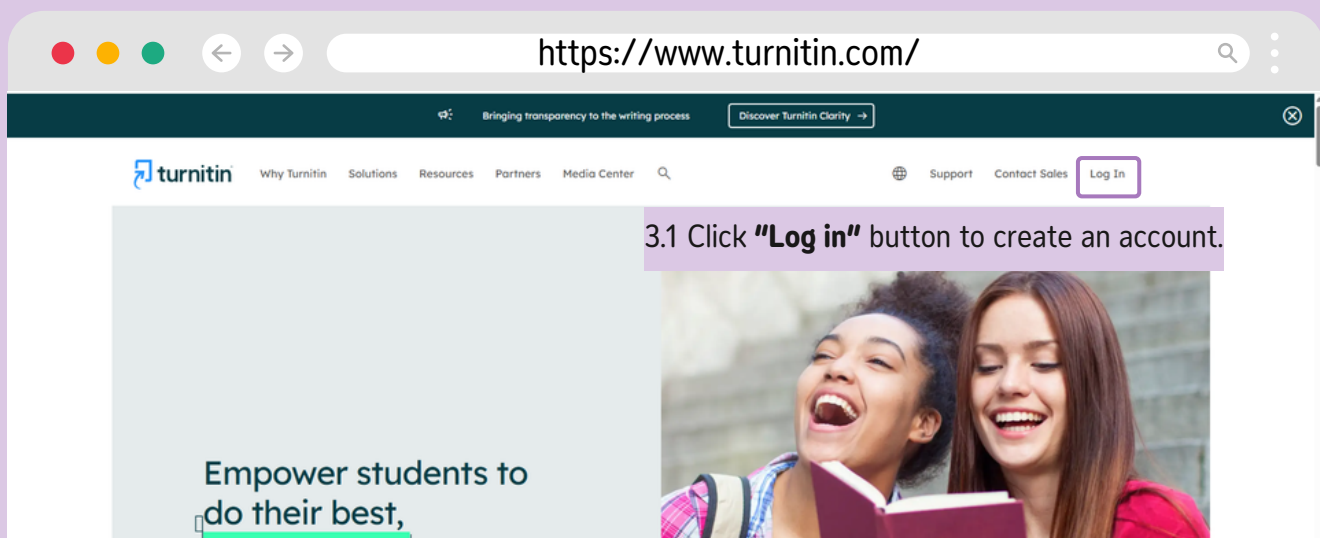


GRADUATE JOURNEY'S USER MANUAL

TURN IT IN



3. Students must open the website turnitin.com





GRADUATE JOURNEY'S USER MANUAL

Log in to Turnitin

Email address

Password

Log in

Or

Sign in with Google

Log in with Clever

Forgot your password? [Click here.](#)

Need more help? [Click here.](#)

New user? [Click here.](#)

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Create a User Profile

All users must have a user profile to use the service. Please select how you will be using Turnitin:

Student

Teaching Assistant

Instructor

Existing user?

If you've used the service before, there is no requirement to create a new user profile. Log in [here](#) with your old credentials.

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3.2 For new users, click the "Click Here" button.

3.4 Enter the required information as specified on the website.

Create a New Student Profile

Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Class ID

Class enrollment key

User Information

Your first name

Your last name

Display names as

First name (Space) Last name (example: John Smith)

Last name (Space) First name (example: Smith John)

Last name(No space)First name (example: SmithJohn)

Email address

Confirm email address

Create a password for your account. Your password must:

- have a minimum of 12 characters
- include at least one number
- include upper and lower case letters
- include at least one special character (~!@#\$%^&*()-+=[]{}|;':",<.>./?)

Enter your password

Confirm your password

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

Secret question

Please select a secret question.

Question answer

User Agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin End-User License Agreement

*Users who are not in the European Union refer to [Section A only](#).

**Users in the European Union refer to [Section B](#).

I agree -- Create Profile

I Disagree -- Cancel Profile

3.4.1 Enter the Class ID copied in Step 6.

3.4.2 Enter the Class Enrollment Key copied in Step 6.

3.4.3 Enter your email using the CMU Account.

3.4.4 After completing all required fields, click the "I Agree - Create Profile" button.





GRADUATE JOURNEY'S USER MANUAL

Name Surname

Messages | Student | English | Help | Logout

All Classes | Enroll in a Class | What is Plagiarism? | Citation Help

NOW VIEWING: HOME

About this page
This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our [help page](#).

Chiang Mai University: Graduate School, CMU

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
11223344	Example	Graduate School CMU	Active	18-Oct-2024	31-Dec-2025	

3.5 Select the Class ID that matches the one in Graduate Journey.

Name Surname

User Info | Messages | Student | English | Community | Help | Logout

Class Portfolio | My Grades | Discussion | Calendar

NOW VIEWING: HOME > Example > CLASS HOME

Class Homepage

This is your Class Homepage. To access more information about the assignment, click the "Open" button.

Save File to Database 2025

Assignment Title	Assignment Type	Dates	
December 2025	STANDARD (CLASSIC)	Start: Dec 1, 2025 Due: Dec 31, 2025 Post: Dec 31, 2025	
November 2025	STANDARD (CLASSIC)	Start: Nov 1, 2025 Due: Nov 30, 2025 Post: Nov 30, 2025	
October 2025	STANDARD (CLASSIC)	Start: Oct 1, 2025 Due: Oct 31, 2025 Post: Oct 31, 2025	
September 2025	STANDARD (CLASSIC)	Start: Sep 1, 2025 Due: Sep 30, 2025 Post: Sep 30, 2025	
August 2025			
July 2025	STANDARD (CLASSIC)	Start: Jul 1, 2025 Due: Jul 31, 2025 Post: Jul 31, 2025	
June 2025	STANDARD (CLASSIC)	Start: Jun 1, 2025 Due: Jun 30, 2025 Post: Jun 30, 2025	
May 2025	STANDARD (CLASSIC)	Start: May 1, 2025 Due: May 31, 2025 Post: May 31, 2025	
April 2025	STANDARD (CLASSIC)	Start: Apr 1, 2025 Due: Apr 30, 2025 Post: Apr 30, 2025	
March 2025	STANDARD (CLASSIC)	Start: Mar 1, 2025 Due: Mar 31, 2025 Post: Mar 31, 2025	
February 2025	STANDARD (CLASSIC)	Start: Feb 1, 2025 Due: Feb 28, 2025 Post: Feb 28, 2025	
January 2025	STANDARD (CLASSIC)	Start: Jan 1, 2025 Due: Jan 31, 2025 Post: Jan 31, 2025	

3.6 Select the desired assignment and click the "Open" button.





GRADUATE JOURNEY'S USER MANUAL

