

## Final examination checklist

Please use this checklist to complete your final examinations

No.	List	✓ = Completed ✗ = Incomplete	Remark
1.	Submit the closing report to The Ethical Committee (use the form "AP-020_Final Report Form ENG 2021.doc" attach with your thesis publication/manuscript)		
2.	Make a schedule for the final examinations <i>(at least 45 days in advance)</i>		
3.	Thesis checking with the educational staff (format and check Copy leaks) + at the Graduate School <i>(at least 3 weeks in advance)</i>		
4.	Submit thesis books for examiners <i>(at least 3 weeks in advance)</i>		
5.	Submit GS 6 to the Graduate School (at least 1 week before the examination date) Download from here: <a href="https://grad.psu.ac.th/images/files_eng/Form/GS_6.pdf">https://grad.psu.ac.th/images/files_eng/Form/GS_6.pdf</a> (Please insert 8 pages with GS 6: outer cover, inside cover, pages ii, iii, iv, Abstract, Acknowledgement, VITAE)		
<b>6.</b>	<b>Passed comprehensive examination (only for Ph.D. candidates)</b>		
<b>7.</b>	<b>Passed thesis examination</b>		
8.	Confirm the final thesis title and order for thesis cover (inform the number of books and the number of pages) The cost details as below (Exclude printing cost) 1,300 Baht/1 book 1,500 Baht/2 books 1,600 Baht/3 books 1,700 Baht/4 books 1,800 Baht/5 books * 2 books are required to submit (one for the Graduate School and one for the program)		
9.	Revise thesis as comments from examiners <i>(in the form "3. Report of revision_TE.docx")</i>		
10.	Submit the final <u>thesis file</u> to the officer for the format and Turnitin checking <i>(At least 1 week before the deadline of submission)</i>		
11.	After your format and Turnitin result have been approved form the program, the final file will be sent to you and then please submit your final file to PSU Knowledge Bank: <a href="https://kb.psu.ac.th/psukb/">https://kb.psu.ac.th/psukb/</a> (please follow the provided guideline carefully)		
12.	Request for completion of study: <a href="https://reg.psu.ac.th/isr/">https://reg.psu.ac.th/isr/</a>		

Update on August 31, 2023 / Erma-amariya

<b>No.</b>	<b>List</b>	<b>✓ = Completed x = Incomplete</b>	<b>Remark</b>
13.	Request for certificate and transcript: <a href="https://reg.psu.ac.th/regcertificate_digital/">https://reg.psu.ac.th/regcertificate_digital/</a> (enter student ID and passport number)		
14.	Submit a thesis book and 4 pages of the approval page (page ii) to the Graduate School (10th Floor of LRC building)		
15.	Return key card and locker key to the officer		
16.	Submit 3 evaluation forms to Miss Saina: <a href="mailto:saina.seeyong@gmail.com">saina.seeyong@gmail.com</a>		