

Office of the Postgraduate Studies

Mae Fah Luang University

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Office of the Postgraduate Studies



Flow Chart Diagram for Electronic Theses Archive System Process

1. Login page

Students have to firstly login to the ETA System at <u>http://gradeta.mfu.ac.th/</u> go to the menu and enter your user name and password

** Username and Password same GRAD MIS System.



2. Home page

ETA SYSTEM	≡Menu L¢	ogout 🕪
 ✔ Home I Research Files ☑ User Manual 	Home	
	Profile Details	
	& Name - Surname	
	A Student ID	
	Plan Doctor of Philosophy Program in Biosciences (Plan 1.2)	
	Program Biosciences	
	A School School of Science	

3. Upload research file

3.1 Choose the menu bar "Research Files" as shown.



3.2 Click the menu "Upload File"



3.3 Click "Choose file" and then attach your PDF file (Abstract request DOC file) and File specify follow Example.

Research Title (Thai):	can all of the or manifer having a concernment of the lands in
Research Title (English):	UDES ON DOTINOBORINGETES ON MONOCOTINADORE IN THINK, AND
Research Type: Dissertation Plan 1.2, not less than 72 credits	
Upload File .: File names must be in English and should not exceed 50 c	character, file type such as pdf Do not Use the symbol in the filename, except $\tau_{\rm su}^{\rm out}$:
:: Cover ::	Choose File No file chosen (Example file name: 6171006000_Cover.pdf)
:: Introduction (Title page, Approved page, Acknowlegement) ::	Choose File No file chosen (Example file name: 6171006000_Introduction.pdf)
: Abstract ::	(PDF File) Choese File No file chosen (Example file name: 6171006000_Abstract.pdf) (DDC File) Choese File No file chosen (Example file name: 6171006000_Abstract.doc)
:: Contents ::	Choose File No file chosen (Example file name: 6171006000_Contents.pdf)
:: Reference ::	Choose File No file chosen (Example file name: 6171006000_Reference.pdf)
:: Appendix ::	Choose File No file chosen (Example file name: 6171006000_Appendix.pdf)
:: Vitae ::	Choose File No file chosen (Example file name: 6171006000_Vitae.pdf)
:: Chapter 1 ::	Choose File No file chosen (Example file name: 6171006000_Chapter_1.pdf)
:: Chapter 2 ::	Choose File No file chosen (Example file name: 6171006000_Chapter_2.pdf)
:: Chapter 3 ::	Choose File No file chosen (Example file name: 6171006000_Chapter_3 pdf)
:: Chapter 4 ::	Choose File No file chosen (Example file name: 6171006000_Chapter_4.pdf)
:: Chapter 5 ::	Choose File No file chosen

Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

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3.4 Click "Save" to record the data.

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:: Chapter 4 ::	Choose File No file chosen (Example file name: 6171006000_Chapter_4.pdf)
:: Chapter 5 ::	Choose File No file chosen (Example file name: 6171006000_Chapter_5.pdf)
O Add Chapter	
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Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

3.5 The next step in guided reading and Click "Submit"

Note. If student submit file, student can't edit file so check file before submit.



3.6 Submit the document to Office of the Postgraduate Studies.

- 1. DGC 12.
- 2. Approve page (Committee are signed)
- 3. The lastest format that you have revied

LETA SYSTEM	≡Menu					Logout 🕩
 ∦ Home I Research Files ⊕ User Manual 	1		THE ACCUMENTS DOCUMENTS	27		
	Documents					
	Student ID	Student Name	Research Title	Туре	Submitting Date	Status
	5271105052		ารที่สราวออกจากเรือก (สุดมีประสาทธิ์ เป็นการแล้ว โดยสุด เสราะสาทราวจากเรือกให้เป็นสิ่งการแต่จะ	Dissertation Plan 1.2, not less than 72 credits	29/01/2021	Checking File
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3.7 Wait for staff response.

3.8 Check your E-mail for Response from staff.

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	Utifice of The Postgraduate studies MPU-graduategmitu ac.m- Ba phongwasan wan, du +		MINA	MISSSUPALAK YACHARONE <graduate@mfu.ac.th> ถึง ถัน 👻</graduate@mfu.ac.th>			
	Files thesis approved Student ID 627116652	Email Approved		The student edit files thesis already.	Email Edit		
	Student Name:MISSSUPALAK YACHARONE			Student ID:5271105552			
	Research Title(Thai): ความหลากทลายทางชีวภาพของเชื้อราแชพโพรบบนชากไม่ร่วงที่หนในประเทศ	สไทย		Student Name: MISSSUPALAK YACHARONE			
	Research Title(English).BIODIVERSITY OF SAPROBIC FUNGI ON WOODY LITTER FROM	THAILAND		Research Title(Thai)::ความหลากหลายทางขึ่วภาพของเชื้อราแขพโพรบบนขากไม่	ร้วงที่พบในประเทศไทย		
	Office of Graduate Studies has checked. The files Dissertation/Theologindependent Study are has been approved.			Research Tife(English) BIODIVERSITY OF SAPROBIC FUNGI ON WOODY The student edit files thesis already.	/ LITTER FROM THAILAND		
	More detail >> <u>http://gradeta.mbi.ac.th/</u> II you have any questions plasse contact us. >> <u>Email question(Brity ac.th</u>			More detail >> <u>http://gradeta.mfu.ac.th/</u> If you have any questions_please contact us. >> <u>Email-graduate@mfu.ac.th</u>			
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4. Edit research file

4.1 Check your E-mail and edit your files thesis.

(ETA) Email Notification - Thesis File System (Please edit your files thesis) เกล่องจดหมาย x แจ้งพราบ/มอบหมายงานบัณฑ์ต x

	Office of The Postgraduate Studies MFU
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	Studen rep. 521
	Student Name:MISSSUPA
	Research Title(Thai)::ความทร
	Research Title(English):BIOE
	Office of Graduate Studies has checked.
	The files Dissertation/Thesis/Independent Study are need to resolve.
	More detail >> <u>http://gradeta.mfu.ac.th/</u>
	If you have any questions,please contact us. >> <u>Email:graduate@mfu.ac.th</u>

4.2	ETA	System	will	shown	"status	Edit"	and	Click	"Edit"	button
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		HOME DOCUMENTS Documents		2	
Documents Student ID	Student Name	Research Title	Туре	Submitting Date	Status
5271105052	MISSRUNUTIMA PHOCHARTSAK	การที่ของขวามหลายหลายทางร้องาห อยุกระโขาร และเหกิจหวัสดางการและโอกา โหละแกุน DOMODOMETTS ระทั่งในเมืองที่ระในประเทศไทย	Dissertation Plan 1.2, not less than 72 credits	29/01/2021	Edit
Note. Stud The disse f not don	dent must attac rtation thesis a e properly, stuc kingfiles	h Dissertation, Thesis and Independent Stu nd independent Study file must be complete lents take a complete responsibility.	dy file in the ETA and accurate,	System.	

4.3 Click "Choose file" and then attach your new thesis file from computer and Click"Upload" to record the file.

	Upload File :: File names must be in English and should not exceed 50 character, file type such as .pdf Do not Use the symbol in ti "_" ::						
	List		File Name				
	:: Cover ::	5771105055_Cov.p Choose File No file Comment แก้ไขหน้าปก	df chosen Upload	•	Edit		
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	5771105055_Abs_Edit	26/9/2562 18:38	Adobe Acrobat D 301 KB				
This PC	A 5771105055_Cov_Edit	19/9/2562 12:20	Adobe Acrobat D 15 KB				
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			>		Approved		
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			upen Cancel	6	Approved		
	:: Chapter 2 ::	5771105055_Ch2.p	df	R.	Approved		

4.4 Upload new thesis file complete as shown.

Edit Data				
		Record Successfully!		
	Upload File :: File names must	be in English and should not exceed 50 character,file type such as .pdf Do not Use the	symbol i	n the filename, except
	List	File Name		Status
	:: Cover ::	5771105055_Cov_Edit1.pdf	•	Checking Files
	:: Introduction (Title page, Approved page, Acknowlegement) ::	5771105055_Intro_Edit1.pdf		Checking Files
	:: Abstract ::	5771105055_Abs.pdf	•	Approved
	:: Contents ::	5771105055_Cont.pdf	•	Approved
	:: Chapter 1 ::	5771105055_Ch1.pdf	•	Approved

5. Research file approved

5.1 Student get the E-mail from staff as shown.

(ETA) Email Notification - Thesis File System (Files thesis approved) เกลืองจดหมาย x แล้งหราม/มอมหมายงามมัณฑ์ด x

MFUTT	Office of The Postgraduate Studies MFU ຄຶ້ວ ແັ້ນ, graduate 🛩
	🛱 อังกฤษ 🗸 📏 ไทย 👻 แปลข้อความ
(Files thesis approved
	Studente
	Student Name: MISSSUPA
	Research Title(Thai)∷ความ
	Research Title(English):Blt
	Office of Graduate Studies has checked.
	The files Dissertation/Thesis/Independent Study are has been approved.
	More detail >> http://gradeta.mfu.ac.th/
	If you have any questions,please contact us. >> <u>Email:graduate@mfu.ac.th</u>

5.2 ETA system will show "Approved Status"

≡ Menu					Logout 🕩		
Documents		HOME EDCUMENTS Documents	27				
Student ID	Student Name	Research Title	Туре	Submitting Date	Status		
5271105052	INSTRUMETING PHOCHARISAN	รางที่สุขาดรายหลางหลายทางในการ อยู่การโรก และเอร่างไว้แรงการและนี้สาว ในสายุส 2074/08/04/CETES รุงที่สว้านนี้แหล่งเหลือรายในของการแ	Dissertation Plan 1.2, not less than 72 credits	29/01/20/1	Approved		
Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.							

HOME DOCUMENTS Documents							
Documents Student ID	Student Name	Research Title	Туре	Submitting Date	Status		
5271105052	MISRUNCTINA PHODARMAK	รางใกลางรายและเของานขางเรียงของสายการและก่อว่างรับแรงการและเรียงาง สายคุม DCFNDEOMCETES รุษประโยเนื่องเรียงในสายกระดังอยู่	Dissertation Plan 1.2, not less than 72 credits	29/01/2021	Tranfers to Library		
Note. Stu The disse if not don Status = Check Status = Edit Status = Tranfe	dent must attach rtation thesis and e properly, stude ng files red rsto Library	Dissertation, Thesis and Independent Study I independent Study file must be complete ar nts take a complete responsibility.	file in the ETA Syst nd accurate,	æm.			

6. Research file transfer to Library