

**Guidelines for Verifying Acceptance Letters for the Publication of
Graduate Students' Theses or Parts Thereof, and the Certification Form
for the Accuracy of Such Acceptance Letters**

In accordance with the resolution adopted by the University Council at its Meeting
No. 6/2569 (2026), held on 30 June 2026 (B.E. 2569)

1. Students shall complete the Certification Form for the Accuracy of the Acceptance Letter for the Publication of a Thesis or Part of a Thesis of Graduate Students, together with evidence in the form of a screenshot showing acceptance of the publication from the relevant system, e-mail, or other channel of the publishing source, and submit these documents, together with the Acceptance Letter for Publication, to the Faculty for processing as part of the student's application for graduation.
2. Upon receipt of the Certification Form, the evidence of acceptance, and the Acceptance Letter for Publication from the student, the Faculty/Division shall forward the above documents, together with any other documents required for the approval of the degree, to the Office of the Registrar (through the Office of the Registrar's system), in accordance with the Office of the Registrar's guidelines for verifying graduation eligibility.
3. The Faculty/Division shall compile data on students' publications, comprising: the student's name and student ID number, the date of degree approval, the title of the published work, the name of the publishing source in which the work has been accepted for publication, and evidence of actual publication for each publishing source, for use in tracking the publication of students' work. The Faculty/Division may develop a database in another format as appropriate, provided that it contains details no less comprehensive than those required by the University.
4. After a student's degree has been approved, the Faculty/Division shall follow up to ensure that the student submits documentation from the publishing source confirming that the student's work has been published. The documentation must include at least the following information: the name and details of the publishing source and the name(s) of the author(s), to the Faculty/Division. This shall be carried out as follows:
 - 4.1 If the student "submits" documentation from the publishing source confirming that the work has been published within the specified time period, the Faculty/Division shall verify and record the submission of such documents in the data described in Clause 3 and shall forward the documents to the Office of the Registrar via the Office of the Registrar's system.
 - 4.2 If the student "does not submit" documentation from the publishing source confirming that the work has been published within the specified time period, and the student cannot be reached, the Faculty/Division shall verify whether the student's work has been published by the publishing source that accepted it. If the work is found, the Faculty/Division shall proceed in accordance with Clause 4.1. If the work is not found, the Faculty/Division shall verify the facts and record in the database that "no publication was found," and shall submit the matter to the University Council for consideration of revoking approval of the student's degree award.



**CERTIFICATION FORM FOR THE ACCURACY OF THE ACCEPTANCE
LETTER FOR THE PUBLICATION OF A THESIS
OR PART OF A THESIS OF A GRADUATE STUDENT**

Date:

I,, Student Registration No.
Level of study: () Master's Degree () Doctoral Degree Program:
Faculty: Address:
.....Tel.: E-mail:
hereby submit the Acceptance Letter for the publication of my thesis or part thereof entitled:

.....
which has been accepted for publication in the following type of publishing source:

() Academic Journal () Academic Conference () Other, specify:

Name of publishing source:

Scheduled date of publication:

Details appear in the attached Acceptance Letter and the screenshot evidence of the submission of the work to the publishing source.

I hereby certify that the above information is true and accurate in every respect. Upon publication of my work, I will submit documentation evidencing that my work has been published to the Faculty/College/Institute of as further evidence. Should I fail to submit the aforementioned documentation, or should it subsequently be found that I have provided false information, I consent to the University's revocation of the approval of my degree and to the University's taking of further legal action.

Signature:

(.....)

Student

The Faculty/College/Institute of acknowledges the certification of the accuracy of the Acceptance Letter for the publication of the thesis or part of the thesis of the student, as detailed above, and will proceed in accordance with the University's guidelines in the next steps.

Signature:

(.....)

Academic Advisor, or Head of Department/Program, or Dean

Date: