## 4. Steps in Processing for abstract approval

Student prepares the document (typed). Detail consists of name-surname, code and objective to request for abstract approval.

Send English abstract file to Ms. Marisa Guptarak expertise in English by E-mail: marisa.g@cmu.ac.th and sent another copy to Sujika Phumkokrux by

E-mail: abstract\_fon@hotmail.com

Ms. Marisa Guptarak will edit the abstract for English and return the corrected file to student and Sujika Phumkokrux by E-mail.

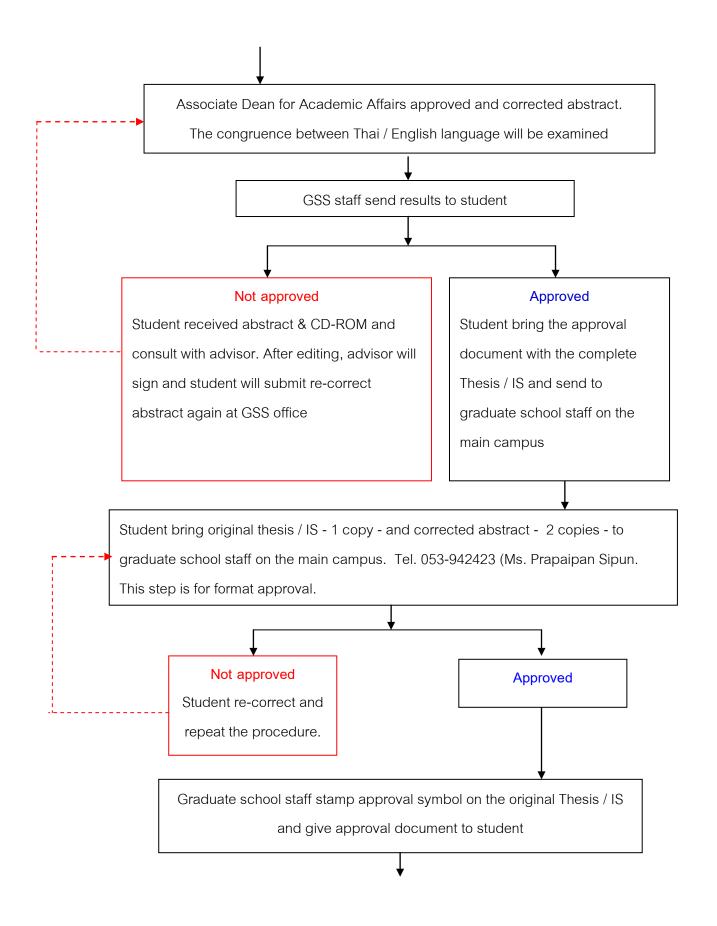
Student: After received E-mail form Ms. Marisa Guptarak
Consult and re-write the abstract according to the editing
advice, with advisor. Then, submit it to GSS staff with the
following documents:

- 1. Thai / English abstract 3 copies
- CD-ROM, labeled with name-surname, and student code - 1 copy. Inside the CD-ROM, student should add the final Thai & English abstract file (letter type is AngsanaNew, 16 pt.)
- M.N.S.1 / Ph.D.1 and M.N.S.8 / Ph.D.8 that was signed for approval from Major advisor and chair of the program
- Document of approved English abstract from Ms.
   Marisa Guptarak. Student should print the document that was edited by Ms. Marisa Guptarak by e-mail.

## Ms. Sujika Phumkokrux

Print out document and sign.

Then, send to GSS staff and wait for student request.



Student contact Science and Technology Service Center, Faculty of Science,
Chiang Mai University (STSC-CMU) (STSC-CMU Center chemistry building, 1<sup>st</sup> floor
Faculty of Science, Tel. 053-941972) to request for conducting abstracts ???? and
thesis/IS in PDF file. Required documents:

- 1. Original corrected Thesis / IS
- 2. Abstract with print approved symbol from graduate school and approved document
- 3. Word file of Thesis / IS (Approved)
- 4. Cover of CD. At least of 6 for Graduate school; other copies depend on student needs
- 5. Page of examination committee approval (with signature of all committees) 3copies for the graduate school; other copies depend on student needs

STSC-CMU staff for payment to copy PDF file & complete Thesis / IS and give the receipt to student

Student submit the request form for graduate at GSS, FON (see detail in steps in processing for graduate request)

- end of process -