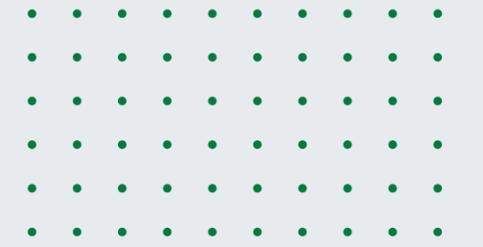


# iThesis NexGen



## *Guideline*

**AUTHOR/STUDENT/RESEARCHER**



# Table of Contents

- Getting Started and Sign-in/Sign-up
- Writing with iThesis
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- Plagiarism Check
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# What is iThesis NexGen?

**iThesis NexGen** is a digital platform for managing academic documents, theses, and research papers. It elevates document management into a fully digital system, supporting university workflows such as online submission and approval, plagiarism detection, and AI-powered analysis.

This platform reduces complex procedures, increases accuracy in document handling, supports collaborative work, and ensures that academic processes are faster and more efficient.



# Summary of Key Processes in the iThesis System for Students

1. **Receive Invite Email** - Access the system via the invitation email from the institution. Prepare **Microsoft Word** with the **iThesis** installed.
2. **Enter Required Information** - Fill in essential details in the thesis template, including committee member names.
3. **Prepare Thesis Document** - Draft, review, and save the thesis document into the system.
4. **Plagiarism Check** - Perform plagiarism detection before submitting a request for approval, following the institution's process.
5. **Complete Submission Form and Publication** - Enter submission details and publication information as required.

# Invitation Email

When starting to use the system, students, advisors, and committee members will receive an **invitation email** from the institution to access iThesis NexGen.

## The email includes:

- A welcome message introducing iThesis NexGen as a one-stop platform for thesis and research management.
- An invitation link: **Join iThesis NexGen**.
- A quick start guide for new users.

**Step 1** : Click **Join iThesis NexGen** to accept the invitation.

**Step 2** : Register for a **NexGen Account** to begin using the system. You may connect using:

- Google Account
- Microsoft Account
- Email Address

By continuing, users agree to the Privacy Policy.

**Step 3** : The system will request confirmation to link student information with your account. This ensures that your NexGen account is properly connected to your institutional data for thesis management.

# NexGen Account

The **NexGen Account** is a centralized, multi-tenant user account system that allows users to access all features of iThesis NexGen across devices and platforms, including:

- **iThesis**
- **NexGen Website**
- **NexGen Mobile App**

## Student Functions

### ➤ Tracking - NexGen Mobile App

- Students can track approval progress, plagiarism detection results, AI-assisted writing, and important announcements directly from the mobile app.

### ➤ Writing - iThesis Word Add-in (Windows/macOS)

- Write thesis documents.
- Perform plagiarism checks.
- Use **Co-Creation with AI** for enhanced writing support.
- Integrate with **Mendeley** for reference management.

### ➤ Submitting - iThesis NexGen Web Portal

- Submit proposals and final thesis documents.
- Display approval status.
- Send and receive **Review and Feedback** messages through the portal.

## Additional Notes

- Students must have access to **Office 365 or Microsoft 365** to use Microsoft Word with iThesis.
- Relevant files (Word and PDF) are required for submission.
- The system records revision history, plagiarism detection results, and committee feedback.

# Writing with iThesis Add-in

## Microsoft Word Compatibility

To check the version of Microsoft Word:

- Go to **File > Account > Product Information**.

## Supported Microsoft Office Versions:

- Microsoft 365
- Office 2021
- Office 2021 LTSC
- Office 2019 (Retail Version)

It is recommended to update your version to the latest release:

Click **Update Options > Update Now**.

The iThesis can be used on both **Windows** and **macOS** platforms that support the desktop version of Microsoft Word.

# Installing iThesis Add-in

To install the iThesis in Microsoft Word:

1. Go to **File > Get Add-ins**.
2. Type “**iThesis NexGen**” in the search box.
3. Click **Add**.
4. Click **Continue** to complete the installation.



## Notes

- In some versions of Microsoft Word, the Add-in may appear under the **Home** or **Insert** menu.
- Look for the **Add-ins icon** to access the iThesis NexGen.

# Getting Started with iThesis Add-in

On the first use of the iThesis:

- Press **OK > Next > Get Started** (this section appears only during the initial setup).

## Functions Available

- **Generate Template** - Create a ready-to-use thesis document template with the required format and structure.
- **Write Contents** - Begin writing the thesis directly in the template.
- **Save to Cloud** - Upload the file to the web portal to keep it updated and create revisions.
- **Cite Articles** - Manage references and citations within the document.
- **Check Plagiarism** - Verify originality of the thesis content.

# Login to iThesis Add-in via Mobile App

For NexGen users, login options include:

- Gmail
- Microsoft
- Apple ID
- Email

**Note:** Use the same login account as the website [app.ithesis.co](https://app.ithesis.co).



## ➤ iThesis NexGen Mobile Application

The mobile application allows users to log in conveniently, including via **QR Code scanning**.

### Steps:

1. Download the iThesis NexGen Mobile App from the **App Store** or **Google Play**.
2. Scan the QR Code to log in.
3. Access features such as plagiarism detection, revision tracking, and notifications.

# Login to iThesis Add-in via Email / Password

For NexGen users, login can also be performed using **Email and Password**.

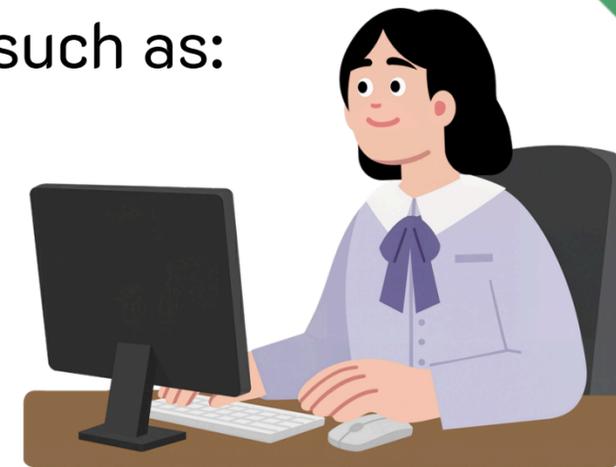
## Steps:

1. Enter your **Email Address**.
2. Enter your **Password**.
3. Press **Login** to access the system.
4. If necessary, use the **Forgot Password** option to reset your credentials.

**Note:** Use the same login account as the website [app.ithesis.co](https://app.ithesis.co).

iThesis NexGen interface after login, showing available functions such as:

- Generate Template
- Validate Template
- Revision & Feedback
- Draft, Update Progress, Complete



This interface allows students to manage their thesis workflow, from template generation to submission and approval tracking.

# Creating and Formatting Thesis Documents with Microsoft Word

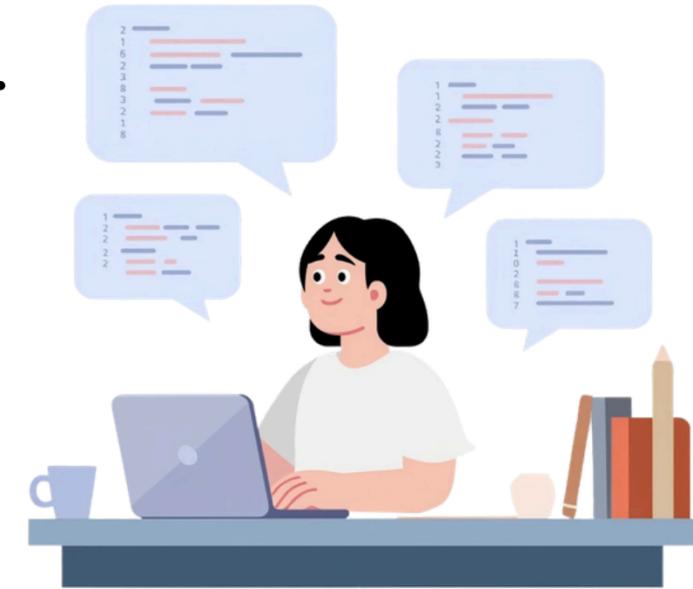
## Starting Thesis Document Creation via iThesis

**Step 1** : Set the margins according to the required format.

- Left: **1.5 inches (3.81 cm)**
- Top: **1.5 inches (3.81 cm)**
- Right: **1 inch (2.54 cm)**
- Bottom: **1 inch (2.54 cm)**

**Step 2** : Set the paper size to **A4 (8.27" x 11.69")**.

By setting the correct margins and paper size, students ensure that their thesis document complies with institutional formatting standards before generating the template with the iThesis.



# Creating and Formatting Thesis Documents with Microsoft Word (continued)

## ➤ Step:

- Press **Generate**.
- Select the thesis language (Thai or English) - this step is required only during the first use.
- Press **Confirm** to proceed.

If you press **Generate** without setting the correct paper size and margins, the system will display a warning message:

*Please adjust the paper size and margin before generate template.*

The document template is set to **A4 paper** with specific margins. Please follow these instructions before generating the template:



1. Go to **Layout**.
2. Change the paper size to **A4**.
3. Adjust the margins as follows:
  - Left: **1.5 inches (3.81 cm)**
  - Top: **1.5 inches (3.81 cm)**
  - Right: **1 inch (2.54 cm)**
  - Bottom: **1 inch (2.54 cm)**

# Entering Data into the Generated Thesis Template

When working with the thesis template created by the iThesis:

- **Green text boxes:** Editable. You can type directly into these fields.
- **Orange text boxes:** Editable once you begin typing (the color change occurs only when the Add-in is active).
- **Gray text boxes:** Non-editable. These fields are automatically generated by the system and cannot be modified.

## Notes

- Editable fields allow students to input thesis information such as title, abstract, and acknowledgements.
- Non-editable fields (gray boxes) are reserved for system-generated content, such as institutional details and standardized formatting.
- Synchronization between the Word document and the iThesis Web Portal ensures consistency of thesis data before submission.

# Data in the Thesis Document Linked with the iThesis System

Certain sections in the thesis document are directly linked with the iThesis system. These sections can be edited and updated to synchronize with the system. It is necessary to ensure that the information in the document matches the data stored in the system before saving the file to the cloud.

## The linked sections include:

- **Cover Page** - Thesis title in Thai and English.
- **Abstract** - Keywords and abstract content.
- **Acknowledgement** - Acknowledgement text.
- **Vita** - Author biography following the institution's format.

For documents requiring advisor and committee information, names must be added via the **Form menu** in the iThesis. Instructions can be found in the section *“Adding Committee Members.”*

## Important Notes

- If data is edited but not updated, the system will prevent saving and display a warning screen.
- Equations created using Microsoft Word's **Equation tool** cannot be inserted or saved in linked text boxes.
- Some symbols may display differently depending on the selected font and database compatibility.

# Updating Data to the System via iThesis Add-in

Data can be updated by clicking on the **orange text box** and then pressing the **Update** button. Once the update is successfully saved, the text box will change to **green**.

## Update Process

- This process updates data section by section.
- If you want to update all data at once, press **Validate Template** to check and update the information.

### **Note:**

This process does not yet save the file into the system; it only updates the data fields.

# Start Writing/Placing Content in the Thesis Document

In the thesis template, the area to begin writing content is marked with the phrase “**Start writing Chapter 1 here.**”

- Turn on **Paragraph Marks** to view **Section Breaks** clearly.
- You may paste content prepared in other files into this section, or start typing directly here.
- Be careful not to delete the **Section Breaks**, as they are essential for maintaining the correct document structure.

## Writing and Formatting Content

- The thesis content, including chapters and the table of contents, can be written and formatted using standard Microsoft Word functions.
- The document can be used together with a **Reference Manager** program for citations and bibliography management.
- It is recommended to use **Mendeley Cite** for managing references efficiently.

# Adding Committee Members

## To add examination committee members:

1. Go to **Form > Add Committee & Examiner**.
2. Select **Committee Type** (e.g., Advisor, Co-Advisor, Chairman, Dean, Committee, External Examiner).
3. Type the professor's name and select from the list displayed.
4. Save the information.

iThesis interface showing the Committee & Examiner form. Options include selecting committee type, searching for names, and saving details.

### Examples of committee roles:

- Co-Advisor
- Chairman
- Dean
- Committee
- External Examiner

### **Important Note:**

- Committee names can only be selected from those already available in the system.
- If a name is not found, contact the institution's system administrator to add the committee member.

The system requires entering at least three characters to search for names.

# Adding Committee Members (continued)

Students can add **prefix names** (e.g., academic titles) and **postfix names** (e.g., honorifics) for committee members by following these steps:

1. Click **Add Data**.
2. Select the prefix or postfix you wish to add.
3. Press **Add** to confirm.

iThesis interface showing options to add prefix and postfix names for committee members.

Examples include:

- Prefix Name: Asst. Prof. Dr.
- Postfix Name: Ph.D., R.R., L.A.R.

**After adjusting the name format:**

- Scroll down and press **Save** to record the committee member's details.
- Add other committee members using the same method until the list is complete.

**Note:**

- Once committee names are updated, students must press **Generate Template** to ensure that the updated names appear correctly in the thesis document.
- Icons are available to edit or delete committee member information if needed.

# Adding Committee Members via the Website

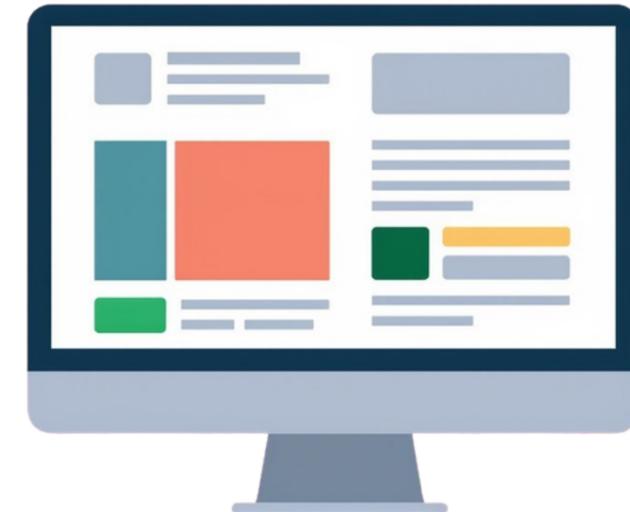
Committee information can also be added directly through the iThesis Web Portal.

The required details include:

- Name of the committee member
- Position/role (e.g., Advisor, Chairman, Dean, Committee, External Examiner)
- Prefix and Postfix (academic titles or honorifics)

The form for adding committee members, showing fields for:

- Committee type (e.g., Chairman)
- Committee or examiner name (e.g., Sasithorn Boonwat)
- Prefix and Postfix options (e.g., Dr., Asst. Prof., Ph.D.)



## Note:

- After entering the required information, press Save to store the committee member's details.
- Repeat the process to add all required committee members.
- Prefix and postfix names ensure proper formatting of academic titles in both Thai and English.

# Validating Data in the Thesis Document (Validate Template)

To ensure that the thesis document matches the data stored in the iThesis system:

1. Press **Validate Template**.
2. If there are discrepancies, the system will display a message in **Validate Results**.
3. Review the issues and press **Update** to synchronize the data.

## Updating All Data

- You can press **Update All** to update all mismatched data in the document to the system at once.
- After pressing **Update All**, press **Update** again and wait for the system to complete synchronization.

## Successful Validation

If the document data matches the system data, the following message will appear at the bottom of the iThesis screen:

*Validate template successfully. No lost content from your thesis template.*

This indicates that the document can now be saved to the system (**Save to Cloud**).

# Saving the File to the System (Save to Cloud)

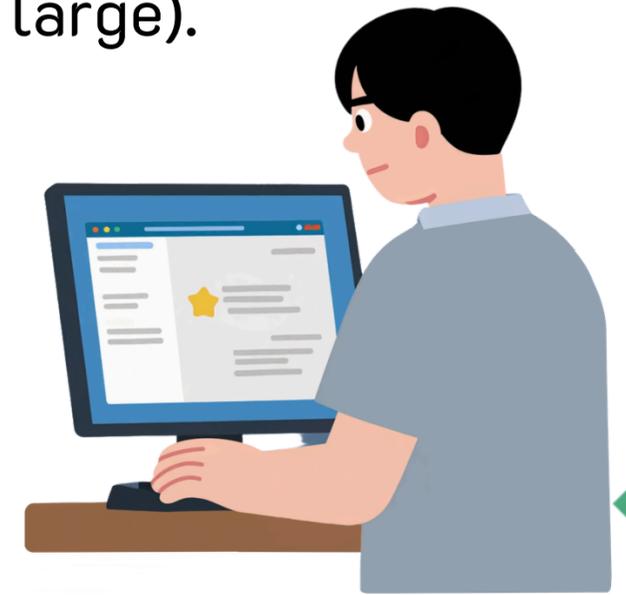
To save the thesis document into the iThesis system:

1. Press **Save to Cloud**.
2. Wait for the process to complete (this may take longer if the file size is large).
3. A preview screen will appear showing the document data.
4. Press **Save** to confirm.

The Save to Cloud preview window showing thesis metadata fields such as:

- **Cover Page** - Thesis topic in Thai and English.
- **Abstract** - Keywords and abstract content in Thai and English.
- **Acknowledgement** - Acknowledgement text.

The system requires reviewing and updating the Table of Contents (TOCs) before saving.



## Note:

- Once the file is successfully saved, it will appear in the **Revision & Feedback** section.
- The system may display a progress message such as:  
*Save to Cloud in progress. It might take a few minutes. Please stay on this page until it finishes.*
- The saved file will be timestamped and listed with its size in kilobytes (KB).

# Reviewing Saved Files

After saving the thesis document to the system, you can review it under the **Revision & Feedback** section.

## Important Note:

- Files saved to the system are not automatically sent to the advisor.
- Students must submit a request through the iThesis Web Portal for advisor review and approval.

To open a saved file, follow these steps:

1. Click on the saved file entry.
2. Press **PDF**.
3. Press **Open File** to view the generated PDF.



## PDF File Verification

- The system generates a **PDF version** of the thesis document with a barcode indicating the file version.
- This PDF is the version that advisors will receive when students submit for approval.
- Students should carefully review the generated PDF before sending the request to the advisor.
- If corrections are needed, make changes in the Word document and then press **Save to Cloud** again to update.

# Revising and Requesting Approval for Thesis Topic (Revise Topic)

Students may revise their thesis topic if permitted by the university. The process is as follows:

**Step 1** : Select the current topic to update.

**Step 2** : Enter the new topic name in both English and Thai (or alternative language) and press **Save** to request approval.

Topic revision form with fields for:

- Current Topic (ENG/ALT)
- New Topic (ENG/ALT)
- Options to **Cancel** or **Save**

**Step 3** : If university policy requires approval, the system will display a **Pending Approval** status. The topic will be updated only after approval is granted.

A pending approval message:

*You have requested to edit the topic of this proposal. The request is awaiting approval from the relevant parties. You can track the approval progress in the Timeline.*

**Note:**

- Topic revision requests must follow the institution's approval workflow.
- Students can track the approval progress in the **Timeline** section.
- Once approved, the new topic will replace the old one in the system.

# Updating Thesis Topic (Revise Topic) in iThesis Add-in

Once the request to revise the thesis topic has been approved by the university, students must:

1. Log in to the **iThesis**.
2. Press **Retrieve** to update the thesis topic with the newly approved title.

A confirmation dialog appears:

*Are you sure you want to Retrieve? Retrieve will replace your content with the latest content from the web portal. However, the style might change from the current view.*

## **Note:**

The **Retrieve** function ensures that the thesis document reflects the latest approved topic from the iThesis Web Portal.

- Students should be aware that formatting styles may change after retrieval.
- After updating, the thesis document can be saved again to the cloud for further processing.

# Plagiarism Check via iThesis Add-in

Before submitting a request to the advisor, students must perform a **Plagiarism Check**. In the iThesis system, the first step is to check using the **Akkharavisuthi** service (Thai plagiarism detection).

## Steps:

1. Click on the saved file entry.
2. Press **Check**.
3. Select the plagiarism detection service (e.g., Akkharavisuthi, Copyleaks, PlagiarismCheck.org).
4. Wait until the system completes the plagiarism check.

## **Reviewing the Report**

- Once the check is complete, click on the result to open the plagiarism report generated by the system.
- The report provides detailed analysis of similarity percentages and sources.
- Students must review the report carefully before proceeding to submit their thesis for advisor approval.

# Submitting a Proposal Request for Approval

## Step-by-step process:

1. Select the **Revision & Feedback** menu.
2. Choose the document (Revision) from **Save to Cloud** that you wish to submit for approval.
3. Review the information and press **Submit Proposal**.

## Status After Submission

Once the proposal is submitted, the status will change to **Waiting for Proposal Approval**.

## Status After Approval

When all approvers have approved, the status will change to **Approved**.



# Submitting a Proposal Request for Approval

Relevant Files are the documents associated with the thesis approval request. These include:

1. **Word File** - Used for editing or for committee review.
2. **PDF File** - The complete version used for final approval.

Committee members can download these files for review and then press **Approve** or **Disapprove** as appropriate. The system will display the latest file update time to ensure that the committee is reviewing the most recent version.

The system displays:

- **Proposal Status:** Waiting for Approval
- **Plagiarism Detection Result:** 4.64%
- **Committee Members:** Advisor, Chairman, Committee, Dean
- **Relevant Files:**
  - Word file for editing and review (document.docx, 52.87 KB)
  - PDF file for final approval (document.pdf, 298.53 KB)

At the bottom of the screen, committee members can press **Approve** or **Disapprove** after reviewing the files. The system also records the latest revision time.

# Submitting the Final Thesis (Complete Submission)

When the thesis reaches the final approval stage, it proceeds to the Complete Submission process. This step is used for submitting the final version of the thesis for approval and verification.

The main structure includes:

## 01 Complete Your Submission Form

- The user must fill out and submit the submission form by clicking “**Go to submission menu**” to enter the required information.
- Once completed, the system will generate a **Submission Document**.

## 02 Committee & Files

- **Committee:** Includes advisor and examination committee members.
- Displays the list of committee members and their approval status.
- The “**Ready For Submission**” button will remain disabled until all committee members have approved.
- **Relevant Files:** The list of thesis files required for submission and review.

# Submitting the Final Thesis (Complete Submission) (Continued)

## 03 Graduate Staff Approval

- The thesis will be forwarded to the **Graduate School Officer** for review and approval.

## 04 Thesis Verification (Final File Check)

- Once approved by all parties and verified, the thesis will be published as the **Final Document**.

### The system displays:

- **Submission Form:** Required details for submission.
- **Committee & Files:** Committee approval status and required files.
- **Graduate Staff Approval:** Pending graduate officer review.
- **Thesis Verification:** Final thesis file prepared for publication.



# Submitting the Final Thesis – Submission Form

The **Submission Form** is the form used to enter information before submitting the final thesis. It consists of the following key sections:

## 1. Evaluation & Dissemination

- Committee members can select the evaluation result of the thesis (e.g., *Very Good, Good, Passed, Not Passed*).
- Dissemination through electronic media, publications, radio, and television can be specified.
- If **Allowed**, the thesis details and PDF file will be published in the institute's intellectual repository.
- Only the PDF file will be sent to the **Thai Digital Collection (TDC)**, which is used as the plagiarism-checking database.
- If **Not Allowed**, the thesis will not be disseminated publicly.

# Submitting the Final Thesis – Submission Form (continued)

## 2. Dissemination of Full Document on a Website

- If **Allowed**, the thesis details and PDF file will be published in the institute's repository.
- Only the PDF file will be sent to TDC for plagiarism detection.
- If **Not Allowed**, the thesis will not be disseminated online.

## 3. Research Mapping

- **Subject Area / Subject Category:** The user must select the subject area or category of the thesis.
- **Research Projects:** Select the related research topic.
- **Thailand Standard Industrial Classification (TSIC) and International Standard Classification of Education (ISCED):** Choose the thesis type according to industrial and educational standards.

## 4. Save Information

- Press **Save** to record the information and generate the **Submission Document**.

# Submitting the Final Thesis (Complete Submission)

The **Published Version** with the institution's watermark is the officially approved thesis file.

- This file is the final published version of the thesis.
- It contains the watermark of the university to certify authenticity.
- It is usually in **PDF format** and cannot be edited.
- Additional requirements may vary depending on the university and may be subject to change.
- If there are any questions, students should contact the institution's staff.

Relevant files are the documents associated with the final thesis submission.  
These include the Word file for editing and the PDF file for final approval.

# Status Tracking

The **Tracking Timeline + Notification** feature helps both authors and mentors work together more efficiently, reducing delays in the approval process.

Key functions include:

1. **Real-time Tracking** - Monitor the approval status in real time through the tracking timeline.
2. **Feedback Review** - Check comments and suggestions from advisors and committee members.
3. **Notifications** - Receive alerts via mobile app and email whenever there is an update in status.

Users can also receive notifications through the **iThesis NexGen Mobile App**, available on both iOS and Android.

The mobile application can be downloaded from:

**App Store (iOS)**

**Google Play (Android)**

# Summary of Key Processes in the iThesis System for Students

- 1. Receive Invite Email** - Access the system via the institution's email invitation. Prepare Microsoft Word and install the iThesis.
- 2. Enter Required Information** - Fill in essential details according to the thesis template, including committee member names.
- 3. Prepare Thesis Document** - Draft the thesis, validate, and save it into the system.
- 4. Plagiarism Check and Proposal Submission** - Perform plagiarism detection and submit the proposal request for approval according to institutional procedures.
- 5. Complete Submission Form and Publication** - Fill out the submission form and publication details for the final approval process.

