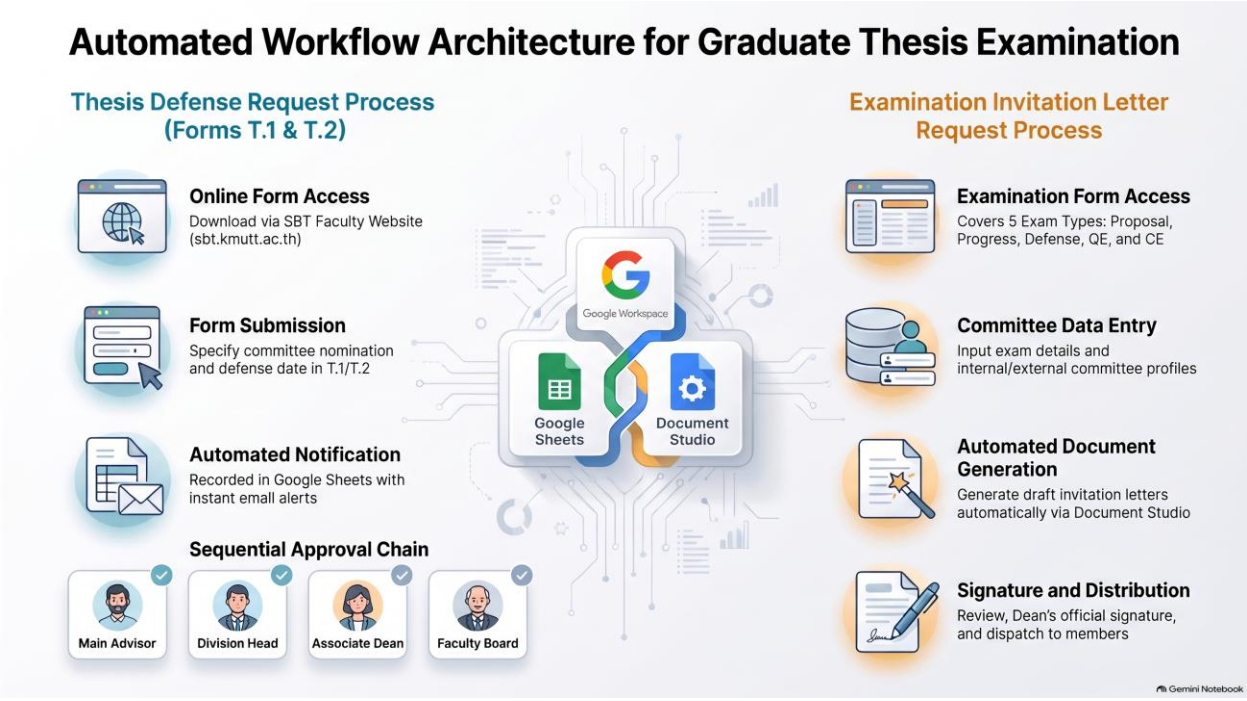
Student User Manual: Automated Workflow Architecture for Thesis Examination and Graduation Administration

School of Bioresources and Technology (SBT)
King Mongkut's University of Technology Thonburi (KMUTT)

This user manual serves as an operational guideline for navigating the end-to-end Automated Workflow System, integrating Google Workspace (Google Forms, Google Sheets, Google Docs) with the Document Studio add-on. In this initial phase, the system focuses on streamlining the thesis defense request process, the thesis examination committee appointment, and the issuance of official examination invitation letters.

Operational Workflow

The request submission and administrative operational workflow managed by the Educational Services Division is divided into two primary procedures as follows:

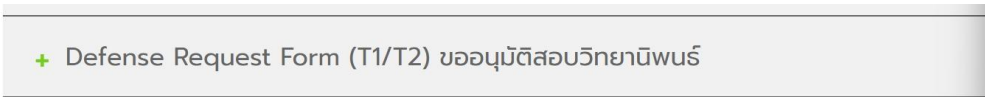


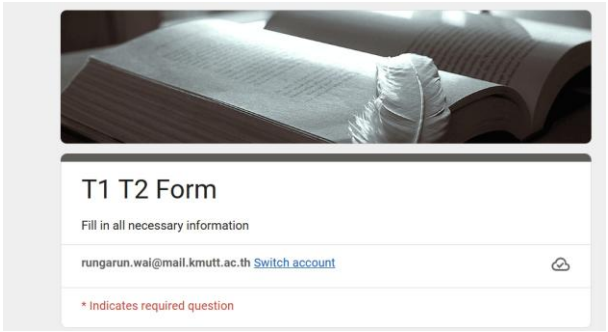
1.1 Thesis Defense Request Process (Forms T.1 / T.2)

Students intending to undertake their thesis defense examination must follow the procedures below:

- **Step 1 (Accessing the Form):** Access the School of Bioresources and Technology website to retrieve the online request form link:

URL: Download link: https://sbt.kmutt.ac.th/en/current-students-downloads/#1523133512730-835a51f0-a663
Select menu item: 'Defense Request Form (T1/T2) ขออนุมัติสอบวิทยานิพนธ์'





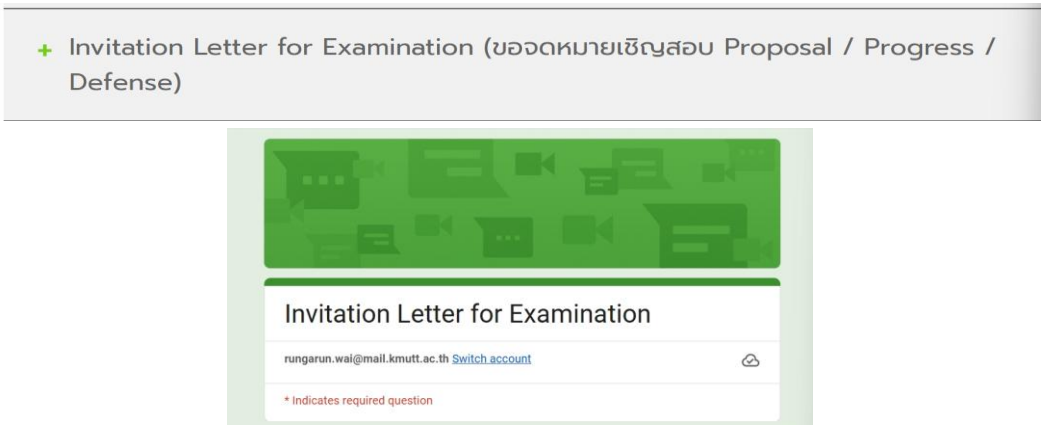
- **Step 2 (Form Completion):** Complete the Google Forms application thoroughly and accurately, which encompasses:
  - • Form T.1: Request for Thesis Defense Committee Nomination (คำร้องขอเสนอแต่งตั้งคณะกรรมการสอบวิทยานิพนธ์)
  - • Form T.2: Request for Thesis Examination (คำร้องขอกำหนดวันสอบวิทยานิพนธ์)
- **Step 3 (Automated Notification):** Upon form submission by the student, the system automatically records the entry into Google Sheets and dispatches an automated notification email to the Educational Services Division.
- **Step 4 (Verification & Committee Approval):** Educational Services staff verify the accuracy and completeness of the submitted information and subsequently table the nomination of the thesis defense committee before the SBT School Board (คณะกรรมการประจำคณะทรัพยากรชีวภาพและเทคโนโลยี) for formal institutional approval.

1.2 Examination Invitation Letter Request Process (Invitation Letter for Examination)

This procedure applies to all graduate examination milestones, including: Thesis Proposal Examination, Thesis Progress Examination, Thesis Defense Examination, Qualifying Examination (QE), and Comprehensive Examination (CE). The operational steps are as follows:

- **Step 1 (Accessing the Form):** Access the School of Bioresources and Technology website via the official download portal:

URL: Download link: https://sbt.kmutt.ac.th/en/current-students-downloads/#1523133512730-835a51f0-a663
Select menu item: 'Invitation Letter for Examination (ขอจดหมายเชิญสอบ Proposal / Progress / Defense)'



- **Step 2 (Form Completion):** Provide comprehensive examination logistics and committee member details (both internal KMUTT faculty and external examiners from other institutions), including full name, academic titles/ranks, institutional affiliation, examination date/time, and physical venue or online conferencing link.
- **Step 3 (Automated Document Generation):** Upon submission, an automated notification is sent to the Educational Services Division, while Document Studio automatically compiles the draft invitation letter using the pre-configured official template.
- **Stage 4 (Verification and Approval):** Educational Services staff verify the accuracy and completeness of the information in the system and proceed with the following steps:
  - **4.1** Submit the Request for Appointment of the Thesis Examination Committee and the Request for Thesis Defense Scheduling to the Main Advisor for review and signature.
  - **4.2** Submit the approved requests from Step 4.1 to the Program Chair for review and endorsement.
  - **4.3** Submit the endorsed requests from Step 4.2 to the Associate Dean of Academic Affairs for screening and verification of the examination committee.
  - **4.4** Submit the screened requests from Step 4.3 to the Faculty Board of the School of Bioresources and Technology for formal approval in accordance with standard procedures
  -
  - **Step 4 (Endorsement & Distribution):** Educational Services staff review the generated letter, submit it to the Dean for formal signature/endorsement, and dispatch the official invitation letters to the committee members and designated stakeholders.

Prepared on: November 9, 2026