

Turnitin

Standard for Research works

The president has announced the guideline on December 15, 2016 to use the Turnitin Program to check all Independent Study (IS) and Thesis to prevent copy of research works. All research works (IS and Thesis) cannot have more than 30% of similarity of other sources.

Before submitting the research work, students have to check with Turnitin Program by sending email to mbasiamturnitin@siam.edu or contact at **Maruey Library** on the 6th floor 19th Building) Tel. 02-4570068 ext. 5334 on Tuesday - Saturday *[during 10:00 a.m.- 3:00 p.m.]*

	Segment of content	File Name
		Microsoft Word
1	The abstract of research	3.Abstract
2	The first chapter	6.1chapter1
3	The second chapter	6.2chapter2
4	The third chapter	6.3chapter3
5	The fourth chapter	6.4chapter4
6	The fifth chapter	6.5chapter5

Procedure to Obtain Research Number for Thesis, Independent Study or Case Study

Thesis and Independent Study submitted to the University for grading and applying for graduation must have Research Numbers, which can be obtained by the following procedure.

1. Prepare the soft-files of the IS/Thesis report in both MS Word and PDF formats by renaming them, part by part, as per Siam University research database instruction. After saving them into a CD ROM, take that CD and the Research Number Request Form (with the MBA Dean's signature) to Maruey Library on the 6th floor 19th Building) Tel. 02-4570068 ext. 5334 on Tuesday - Saturday *[during 10:00 a.m.- 3:00 p.m.]* to upload on website and get the Turnitin result.

*** Download Research Number Request Form at : <https://goo.gl/GKDdvZ>

2. After attended the conference, take the final report (hard copy), the Research Number Request Form and a copy of conference's certificate to **The Office of Research Database** on the 10th (nine and a half) floor 19th Building, Tel. 02-4570068 ext.5327 to submit the hard-copy report and obtain the research number, on Tuesday - Saturday *[during 10:00 a.m. - 3:00 p.m.]*

3. Submit the completed Research Number Request Form back to MBA Officer on the 3rd floor 19th Building, to be used later to apply for graduation. (In case of any question/suggestion, please feel free to visit the Financial Lab or call 081-8224502 (Aj.Sakchai Amorntiyangkoon) during office hours on Tuesday - Saturday.

*** Students can submit CD to check and upload files on website and get Turnitin result before conference for your convenience to obtain the research number after the conference ***

CD Format:

	Segment of content	File Name	
		MS Word	PDF
1	The cover of research	1.Cover	1.Cover
2	The certificate of research *With signatures*	2.Certificate	2.Certificate
3	The abstract of research *With signatures*	3.Abstract	3. Abstract
4	The acknowledgement of research	4.Acknowledgement	4.Acknowledgement
5	Table content of research	5.Table content	5.Table content
6	The first chapter	6.1Chapter1	6.1Chapter1
7	The second chapter	6.2Chapter2	6.2Chapter2
8	The third chapter	6.3Chapter3	6.3Chapter3
9	The fourth chapter	6.4Chapter4	6.4Chapter4
10	The fifth chapter	6.5Chapter5	6.5Chapter5
11	The bibliography of research	7.Reference	7.Reference
12	The appendix of research	8.Appendix	8.Appendix
13	Researcher biography (If you have)	9.Biography	9.Biography

MBA Graduation Regulations

After having passed the written comprehensive examination and published or presented the academic article derived from Thesis or Independent Study, students are invited to submit requests for graduation at **the MBA Office**, the request form for graduation together with following documents.

1. A set of documents relating to the presentation of the article in a national or international conference or a journal showing the publication of the article.
2. Research number
3. Result of turnitin
4. A copy of ELLIS test or TOEFL or IELTS.
5. A set of independent Study document, i.e. the cover, abstract and the page with certified acceptance with the Dean signature.

Registration Department:

1. 3 copies of passport paper
2. 1 copy of Bachelor Transcript
3. 4 one-inch photographs (Black and white color with wear the MBA gown)
4. 1 copy of name or surname changed document (If any)

****Registration fee 150 Bahts.**

****Graduation fee for attending the graduation ceremony 3,900 Bahts.**

****Graduation fee for **Not** attending the graduation ceremony 2,200 Bahts.**

Please contact The Registration Department Building 12th, floor 1st or can enquire at **02-457-0068 ext. 5208.**