

Guidelines for Requesting International Conference Scholarship For TGGGS Master's degree students

According to the TGGGS Announcement on Criteria for Requesting International Conference Scholarship to TGGGS Master's Degree Students; TGGGS only subsidizes the costs of registration, accommodation, and transportation for Master's degree students who have been accepted to international academic conferences. *Students whose work has been accepted for publication will not be eligible for such assistance.*

The criteria for International Conference Scholarship for TGGGS Master's Degree Students are as follows:

Item 1: Applicants must possess the following qualifications:

1. Being a student of TGGGS.
2. Being a co-researcher and presenting the research in the conference. Each research project requires one person to present the research results.
3. Students can present research results only once throughout the course until the end of their studies.
4. Students must not receive full scholarship from KMUTNB.

Item 2: Characteristics of research eligible for the scholarship:

1. It is a research work in the form of a research article that has been accepted at an academic conference.
2. It must have the name(s) of the TGGGS lecturer(s) as a co-researcher.
3. Students who meet the requirements will receive support from TGGGS as actually paid, but not more than 5,000 THB per person, consisting of the following expenses:
 - 3.1 Registration fee
 - 3.2 Accommodation fee
 - 3.3 Transportation fee

Item 3: Paying and receiving funds:

1. Students must pay all expenses in advance. The refund is approximately 2-3 months after all documents have been submitted to TGGGS.
2. All receipts must include the student's name.
3. All receipts and supporting documents must be signed by the student, which must be ink-signature only.
4. Students living in Thailand must receive the fund at TGGGS in the form of a cashier's check only. For students living abroad, TGGGS will transfer the subsidy to a Thai bank account only.

Process of applying for the International Conference Scholarship (for students living abroad)

Step	Process	Under the Supervision of
1	<p>Students send the following documents to TGGGS Academic Affairs for verification via email at academic@tggs.kmutnb.ac.th:</p> <ol style="list-style-type: none"> 1. KMUTNB General Request Form [please refer to <u>Appendix on how to fill out the form</u>]: the student's signature must be in INK only. The form can be downloaded at https://tggs.kmutnb.ac.th/forms-downloads For the other's signatures in the form, TGGGS will handle it. 2. Full abstract of the research work that students are going to present. 	Students
2	TGGGS Academic Affairs reviewed the documents in "step 1" and informed the students of the document's accuracy.	TGGGS Academic Affairs
3	<p>Students MAIL the accuracy documents from "step 1" to TGGGS Academic Affairs at the address mentioned in the "EXTREAMLY IMPORTANT REMARK FOR STUDENT LIVING ABOARD".</p> <p>Remark: Before sending the mail to TGGGS, students must ensure that their signatures in the document(s) are in INK. For the other's signatures in the form, TGGGS will handle it.</p>	Students
4	TGGGS Academic Affairs submit the accuracy documents from "step 1" to requests approval from the Dean.	TGGGS Academic Affairs
5	<p>TGGGS Academic Affairs notifies students whether or not the Dean approves the student's request.</p> <p>If the Dean approves, the students can work on the next process.</p>	TGGGS Academic Affairs
6	<p>Students send the following documents to TGGGS Academic Affairs for verification via email at academic@tggs.kmutnb.ac.th:</p> <ol style="list-style-type: none"> 1. All receipts in order to be considered for an International Conference Scholarship. 2. Photographs taken while giving a presentation at the conference. 3. A copy of the student passport. 	Students
7	TGGGS Academic Affairs reviews the documents in "step 6" and advises the students on how to sign to certify the document.	TGGGS Academic Affairs

Step	Process	Under the Supervision of
8	<p>Students MAIL the following documents to TGGGS Academic Affairs at the address mentioned in the "EXTREAMLY IMPORTANT REMARK FOR STUDENT LIVING ABOARD".</p> <ol style="list-style-type: none"> 1. All receipts, certified in INK. 2. Photographs taken while giving a presentation at the conference. 3. A copy of the student passport, certified in INK. 4. A copy of the front page of the THAI Bank Book, certified in INK, to which the students would like TGGGS to transfer the fund. 5. A complete abstract of the research work presented by students at the international conference. <p>Remark: Before sending the mail to TGGGS, students must ensure that their signatures in the document(s) are in INK.</p>	Students
9	TGGGS Academic Affairs submits the documents to TGGGS Financial Affairs.	TGGGS Academic Affairs
10	TGGGS Financial Affairs transfers the fund to students.	TGGGS Financial Affairs

EXTREAMLY IMPORTANT REMARK FOR STUDENT LIVING ABOARD:

The students must first send the document(s) to TGGGS Academic Affairs for verification via email at academic@tggs.kmutnb.ac.th before sending documents with ink signatures to the address below.

After submitting the documents, students must notify the tracking number and website to check the tracking number via email. academic@tggs.kmutnb.ac.th

Address to send the documents

Ms. Piyatida Rakangthong
TGGGS Academic Affairs
Room 305, 3rd Floor, TGGGS Building
The Sirindhorn International Thai-German Graduate School of Engineering (TGGGS)
King Mongkut's University of Technology North Bangkok (KMUTNB)
1518 Piboonsongkram rd., Wongsawang, Bangsue, Bangkok 10800, Thailand
Tel: +66 (0) 2 555 2000 ext. 2931

Process of applying for the International Conference Scholarship **(for students living in Thailand)**

Step	Process	Under the Supervision of
1	<p>Students submits the following documents to TGGGS Academic Affairs in HARD COPY:</p> <ol style="list-style-type: none"> 1. KMUTNB General Request Form <i>[please refer to Appendix on how to fill out the form]: <u>all signatures in the form must be in INK only.</u> The form can be downloaded at https://tggs.kmutnb.ac.th/forms-downloads</i> 2. Full abstract of the research work that students are going to present. 	Students
2	TGGGS Academic Affairs submit the documents from "step 1" to requests approval from the Dean.	TGGGS Academic Affairs
3	TGGGS Academic Affairs notifies students whether or not the Dean approves the student's request. If the Dean approves, the students can work on the next process.	TGGGS Academic Affairs
4	<p>Students submits the following documents to TGGGS Academic Affairs in HARD COPY:</p> <ol style="list-style-type: none"> 1. All receipts in order to be considered for an International Conference Scholarship, certified in INK. 2. Photographs taken while giving a presentation at the conference. 3. A copy of the student passport/Thai ID Card, certified in INK. 4. A complete abstract of the research work presented by students at the international conference. <p>The students can consult the TGGGS Academic Affairs staff on how to sign to certify the document.</p>	Students
5	TGGGS Academic Affairs submits the documents to TGGGS Financial Affairs.	TGGGS Academic Affairs
6	TGGGS Financial Affairs processes cashier's check for students.	TGGGS Financial Affairs
7	TGGGS Academic Affairs inform the student once receive the cashier's check from TGGGS Financial Affairs	TGGGS Academic Affairs
8	Students receive the cashier's check at TGGGS Academic Affairs or TGGGS Financial Affairs Office	Students

Appendix



เลขที่/No.

คำร้องทั่วไป

General Request

มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ
King Mongkut's University of Technology North Bangkok

วันที่ เดือน พ.ศ.
Date Month Year

เรื่อง Request for International Conference Scholarship

Subject

เรียน อธิการบดี/คณบดี/ผู้อำนวยการ..... TGGS

To President/ Dean/ Director

ด้วยข้าพเจ้า..... XXX XXXX เลขประจำตัวนักศึกษา..... XX-XXXXXX-XXXX- X
I am (Mr. / Miss / Mrs) Student ID

เลขประจำตัวประชาชน..... XXXXXXXXXX หมายเลขโทรศัพท์..... XXXXXXXXXX
Identification Number / Passport Number Phone number

สาขาวิชา..... XXXXXXX ภาควิชา..... XXXXXXX ชั้นปีที่..... ห้อง.....
Major Department Year Class

ขอยื่นคำร้องเพื่อโปรดพิจารณา / I am submitting this form for consideration.....

Request for International Conference Scholarship as actually paid, but no more than 5,000 THB.

The conference name: XXXX

The conference will be held (please specify: onsite or online) at XXXX

on XX/XXX/XXXX to XX/XXX/XXXX

ลงชื่อ / Signature (Signature)
(..... (Full name))

การตรวจสอบของมหาวิทยาลัย

(Review by University)

ความเห็นอาจารย์ที่ปรึกษา / Comment of student's advisor.....

.....
.....
.....

ลงนาม / Signature.....
(.....)

วันที่ (Date).....