

Phone: +66 2555 2000 ext 2931 Fax: +66 2555 2937 www.tggs.kmutnb.ac.th



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

According to the TGGS Announcement on Criteria for Requesting International Conference Scholarship to TGGS Master's Degree Students; TGGS 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 TGGS Master's Degree Students are as follows:

Item 1: Applicants must possess the following qualifications:

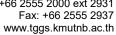
- 1. Being a student of TGGS.
- 2. Being a co-researcher and presenting the research in the conference. Each research project requires one person to present the research results.
- 3. Students can present research results only once throughout the course until the end of their studies.
- 4. Students must 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 TGGS lecturer(s) as a co-researcher.
- 3. Students who meet the requirements will receive support from TGGS 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:

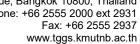
- 1. Students must pay all expenses in advance. The refund is approximately 2-3 months after all documents have been submitted to TGGS.
- 2. All receipts must include the student's name.
- 3. All receipts and supporting documents must be signed by the student, which must be ink-signature only.
- 4. Students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





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

1	Students send the following documents to TGGS Academic Affairs for verification via email at academic@tggs.kmutnb.ac.th	Students
	for verification via email at academic@tggs.kmutnb.ac.th	
	AT LEAST ONE (1) MONTH BEFORE THE DATE OF THE	
	PRESENTATION AT THE CONFERENCE/ THE DATE OF	
	TRAVEL FOR THE PRESENTATION:	
	 KMUTNB General Request Form [please refer to 	
	Appendix on how to fill out the form]: 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, TGGS will handle it.	
	2. Full abstract or full paper of the research work that students	
	are going to present.	
2	TGGS Academic Affairs reviewed the documents in "step 1" and	TGGS Academic Affairs
	informed the students of the document's accuracy.	
3	Students MAIL the accuracy documents from "step 1" to TGGS	Students
	Academic Affairs at the address mentioned in the "EXTREAMLY	
	IMPORTANT REMARK FOR STUDENT LIVING ABOARD".	
	Remark: Before sending the mail to TGGS, students must	
	ensure that their signatures in the document(s) are in INK. For the	
	other's signatures in the form, TGGS will handle it.	
4	TGGS Academic Affairs submit the accuracy documents from "step	TGGS Academic Affairs
	1" to requests approval from the Dean.	
5	TGGS Academic Affairs notifies students whether or not the Dean	TGGS Academic Affairs
	approves the student's request.	
	If the Dean approves, the students can work on the next process.	
6	Students send the following documents to TGGS Academic Affairs	Students
	for verification via email at acatemic@tggs.kmutnb.ac.th :	
	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.	





Step	Process	Under the Supervision of
7	TGGS Academic Affairs reviews the documents in "step 6" and	TGGS Academic Affairs
	advises the students on how to sign to certify the document.	
8	Students MAIL the following documents to TGGS Academic Affairs	Students
	at the address mentioned in the "EXTREAMLY IMPORTANT	
	REMARK FOR STUDENT LIVING ABOARD".	
	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 TGGS to transfer the	
	fund.	
	5. A complete FULL PAPER of the research work presented	
	by students at the international conference.	
	Remark: Before sending the mail to TGGS, students must ensure	
	that their signatures in the document(s) are in INK.	
9	TGGS Academic Affairs submits the documents to TGGS Financial	TGGS Academic Affairs
	Affairs.	
10	TGGS Financial Affairs transfers the fund to students.	TGGS Financial Affairs

EXTREAMLY IMPORTANT REMARK FOR STUDENT LIVING ABOARD:

The students must first send the document(s) to TGGS 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 at academic@tggs.kmutnb.ac.th

Address to send the documents

Ms. Piyatida Rakangthong

TGGS Academic Affairs

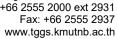
Room 303, 3rd Floor, TGGS Building

The Sirindhorn International Thai-German Graduate School of Engineering (TGGS)

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	Students submits the following documents to TGGS Academic	Students
	Affairs in HARD COPY, AT LEAST ONE (1) MONTH BEFORE	
	THE DATE OF THE PRESENTATION AT THE CONFERENCE/	
	THE DATE OF TRAVEL FOR THE PRESENTATION:	
	KMUTNB General Request Form [please refer to	
	Appendix on how to fill out the form]: all signatures in	
	the form must be in INK only. The form can be	
	downloaded at https://tggs.kmutnb.ac.th/forms-downloads	
	2. Full abstract or full paper of the research work that students	
	are going to present.	
2	TGGS Academic Affairs submit the documents from "step 1" to	TGGS Academic Affairs
	requests approval from the Dean.	
3	TGGS Academic Affairs notifies students whether or not the Dean	TGGS Academic Affairs
	approves the student's request.	
	If the Dean approves, the students can work on the next process.	
4	Students submits the following documents to TGGS Academic	Students
	Affairs in HARD COPY:	
	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 FULL PAPER of the research work presented	
	by students at the international conference.	
	The students can consult the TGGS Academic Affairs staff on how	
	to sign to certify the document.	
5	TGGS Academic Affairs submits the documents to TGGS Financial	TGGS Academic Affairs
	Affairs.	
6	TGGS Financial Affairs processes cashier's check for students.	TGGS Financial Affairs
7	TGGS Academic Affairs inform the student once receive the	TGGS Academic Affairs
	cashier's check from TGGS Financial Affairs	
8	Students receive the cashier's check at TGGS Academic Affairs	Students



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King Monkut's University of Technology North Bangkok
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Appendix

เลขที่/No	
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คำร้องทั่วไป General Request

มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ King Mongkut's University of Technology North Bangkok

วันที่ (Date).....

		วันที่	เดือน	พ.ศ
		Date	Month	Year
เรื่อง Subjec	Request for International Conference St	Scholarship		
เรียน To	อธิการบดี/คณบดี/ผู้อำนวยการTGGS President/ Dean/ Director			
	ด้วยข้าพเจ้าXXXXX I am (Mr. / Miss / Mrs)	 St	ขประจำตัวนักศึกษา :udent ID	XX-XXXXXX-XXXX-X
	วจำตัวประชาชนXXXXX ication Number / Passport Number	หมายเลขโทรเ Phone num	ศัพท์ XXXXX	XXXX
สาขาวิข Major	ın. XXXXXX	ภาควิชาXXXXXX Department		ชั้นปีที่ห้อง Year Class
The	ctually paid, but no more than 5,000 THB conference will be held (please specify: or travel on XX/XXX/XXXX and return on XX	nsite or online) at XXXXX		(XX to XX/XXX/XXXX.
l will	travel on XX/XXX/XXXX and return on XX	X/XXX/XXXX.		
My 7	FGGS advisor is XXX XXXX.			
		ลงชื่อ / Signature	(Signatur (Full nam	
	การตร	วจสอบของมหาวิทยาลั	ម	
	(Re	eview by University)		
ความเห็	ห็นอาจารย์ที่ปรึกษา / Comment of student's a	dvisor		
		ลงนาม / Signature	e	
			()