

Guidelines on Funding Support for the International Dissemination of Academic Works for TGGGS Graduate Students, starting from student's ID 66 onwards (enrolled from the first semester of the academic year 2023 onwards)

Eligible candidates for the scholarship **must possess the qualifications for scholarship recipients and have research work that meets the requirements** specified in the Announcement of King Mongkut's University of Technology North Bangkok on Funding Support for the International Dissemination of Academic Works by Graduate Students of the Sirindhorn International Thai-German Graduate School of Engineering only. You can see the full announcement at appendix at the end of this guideline

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 residing in Thailand** must receive the funds at TGGGS Academic Affairs Office during student service hours in the form of a cashier's check only.

For students residing abroad, you are required to designate a representative to collect the cashier's check on your behalf and manage the transfer of funds to you. You must submit a Letter of Authority (can be downloaded at <https://tggs.kmutnb.ac.th/forms-downloads>) via email to academic@tggs.kmutnb.ac.th prior to the date the representative is scheduled to collect the cashier's check on your behalf.

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

Step	Process	Under the Supervision of
1	<p>Students send the supporting documents for scholarship applications to TGGS Academic Affairs 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:</p> <p>(1) For scholarships supporting academic presentations at international conferences in the form of oral presentations or poster presentations:</p> <ul style="list-style-type: none"> (a) 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. (b) Document confirming the acceptance of the academic presentation. (c) Complete research article to be presented at the conference, including an abstract. (d) Schedule or details of the conference. <p>(2) For scholarships supporting the publication of research work in international academic journals:</p> <ul style="list-style-type: none"> (a) 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. (b) Document confirming acceptance or publication of the research article. (c) Complete research article to be published in the journal, including an abstract. 	Students
2	TGGS Academic Affairs reviewed the documents in "step 1" and informed the students of the document's accuracy.	TGGS Academic Affairs

Step	Process	Under the Supervision of
3	<p>Students MAIL the accuracy documents from “step 1” to TGGS Academic Affairs at the address mentioned in the “EXTREAMLY IMPORTANT REMARK FOR STUDENT LIVING ABOARD”.</p> <p>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.</p>	Students
4	TGGS Academic Affairs submit the accuracy documents from “step 1” to requests approval from the Dean.	TGGS Academic Affairs
5	<p>TGGS 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>	TGGS Academic Affairs
6	<p>Students send the supporting documents for scholarship disbursement requests to TGGS Academic Affairs for verification via email at academic@tggs.kmutnb.ac.th:</p> <p>(1) For scholarships supporting academic presentations at international conferences in the form of oral presentations or poster presentations:</p> <ul style="list-style-type: none"> (a) Certificate, diploma, photograph, or evidence of participation in the academic presentation. (b) A copy of the national ID card (for Thai students) or a copy of the passport (for International students). (c) Receipt for registration fees for the academic presentation. <p>(2) For scholarships supporting the publication of research work in international academic journals:</p> <ul style="list-style-type: none"> (a) A copy of the national ID card (for Thai students) or a copy of the passport (for International students). (b) Receipt for publication fees. 	Students
7	TGGS Academic Affairs reviews the documents in “step 6” and advises the students on how to sign to certify the document.	TGGS Academic Affairs
8	Students MAIL the documents in “step 6” that already certified in INK to TGGS Academic Affairs at the address mentioned in the “EXTREAMLY IMPORTANT REMARK FOR STUDENT LIVING ABOARD”.	Students

Step	Process	Under the Supervision of
	Remark: Before sending the mail to TGGGS, students must ensure that their signatures in the document(s) are in INK .	
9	TGGGS Academic Affairs submits the documents to TGGGS Financial Affairs.	TGGGS Academic Affairs
10	TGGGS Financial Affairs processes cashier's check for students.	TGGGS Financial Affairs
11	TGGGS Academic Affairs inform the student once receive the cashier's check from TGGGS Financial Affairs	TGGGS Academic Affairs
12	Students or a student's representative receive the cashier's check at TGGGS Academic Affairs during student service hours	Students/ a student's representative

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 at academic@tggs.kmutnb.ac.th

Address to send the documents

TGGGS Academic Affairs

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 supporting documents for scholarship applications to TGGGS Academic 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:</p> <p>(1) For scholarships supporting academic presentations at international conferences in the form of oral presentations or poster presentations:</p> <p>(a) 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, TGGGS will handle it.</p> <p>(b) Document confirming the acceptance of the academic presentation.</p> <p>(c) Complete research article to be presented at the conference, including an abstract.</p> <p>(d) Schedule or details of the conference.</p> <p>(2) For scholarships supporting the publication of research work in international academic journals:</p> <p>(a) 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, TGGGS will handle it.</p> <p>(b) Document confirming acceptance or publication of the research article.</p> <p>(c) Complete research article to be published in the journal, including an abstract.</p>	Students
2	TGGGS Academic Affairs submit the accuracy 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.	TGGGS Academic Affairs

Step	Process	Under the Supervision of
	If the Dean approves, the students can work on the next process.	
4	<p>Students submits the supporting documents for scholarship disbursement requests to TGGGS Academic Affairs in HARD COPY that already certified in INK:</p> <p>(1) For scholarships supporting academic presentations at international conferences in the form of oral presentations or poster presentations:</p> <p>(a) Certificate, diploma, photograph, or evidence of participation in the academic presentation.</p> <p>(b) A copy of the national ID card (for Thai students) or a copy of the passport (for International students).</p> <p>(c) Receipt for registration fees for the academic presentation.</p> <p>(2) For scholarships supporting the publication of research work in international academic journals:</p> <p>(a) A copy of the national ID card (for Thai students) or a copy of the passport (for International students).</p> <p>(b) Receipt for publication fees.</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 during student service hours	Students

Appendix

***Announcement of King Mongkut's University of Technology
North Bangkok on Funding Support for the International
Dissemination of Academic Works by Graduate Students of
the Sirindhorn International Thai-German Graduate School of
Engineering***



Announcement of King Mongkut's University of Technology North Bangkok
on Funding Support for the International Dissemination of Academic Works by Graduate Students
of the Sirindhorn International Thai-German Graduate School of Engineering

In consideration of the necessity to establish guidelines on funding support for the international dissemination of academic works by graduate students.

By virtue of the authority conferred under Clause 4 of the King Mongkut's University of Technology North Bangkok Regulations on Finance, Budgeting, and Assets, B.E. 2551 (2008), and Clause 37.1 of the University's Regulations on Disbursement of University Income, B.E. 2551 (2008), along with the resolution of the Finance and Assets Committee in Meeting No. 12/2566 on December 18, 2023, the following announcement is issued:

Clause 1: In this announcement:

"University" refers to King Mongkut's University of Technology North Bangkok.

"President" refers to the President of King Mongkut's University of Technology North Bangkok.

"TGGs" refers to the Sirindhorn International Thai-German Graduate School of Engineering.

"Dean" refers to the Dean of the Sirindhorn International Thai-German Graduate School of Engineering.

"Scholarship" refers to the funding support for the international dissemination of academic works by graduate students.

"Student" refers to graduate students under the Sirindhorn International Thai-German Graduate School of Engineering.

"Academic presentation" refers to the presentation of a thesis or part of a thesis in the form of an oral presentation or poster at an international academic conference, either domestically or internationally, which includes conference proceedings and a full research paper with an abstract.

"Academic publication" refers to the publication of research articles derived from a thesis or part of a thesis in academic journals or publications that undergo peer review by external reviewers and are recognized in the relevant academic field at an international level.

Clause 2: The committee meeting of the Sirindhorn International Thai-German Graduate School of Engineering shall have the following duties and authority:

- (1) To establish principles and policies for granting scholarships, monitoring outcomes, and setting other relevant criteria.
- (2) To review and approve the awarding of scholarships.
- (3) To terminate scholarships and amend other conditions related to scholarship recipients.
- (4) To perform other duties as assigned.

Clause 3: Source of funding:

- (1) Income generated from special program courses at the master's or doctoral level.
- (2) Income derived from the remaining funds of special program courses at the master's or doctoral level.

Clause 4: There are two types of scholarships:

- (1) Doctoral level scholarships:
 - (a) Scholarships for supporting academic presentations at international conferences.
 - (b) Scholarships for supporting academic publications in international academic journals.
- (2) Master's level scholarships:
 - (a) Scholarships for supporting academic presentations at international conferences.
 - (b) Scholarships for supporting academic publications in international academic journals.

Clause 5: Eligibility criteria for scholarship applicants:

- (1) Must be enrolled as a student at the time of application.
- (2) Must exhibit proper conduct and have not violated any student disciplinary rules, university regulations, or laws.
- (3) Must be listed as a co-researcher in the academic work and present the academic work personally.
- (4) Must have received approval for their thesis or dissertation topic from TGGS at the time of application.
- (5) Must have paid no less than half of the tuition fees at the standard rate, either personally or through external funding sources outside the university.

Clause 6: Characteristics of the research work:

(1) The research work must be in the form of a research article that has been accepted for presentation at an academic conference or has been accepted for publication in an international academic journal.

(2) The research work must include the names of the student and the thesis advisor as co-authors, with the advisor being a faculty member of TGGs. The student must personally present the research work, with one presenter for each research project.

(3) The research work must be suitable for presentation at international academic forums within the Scopus database or must be publishable in international academic journals within the ISI or Science Citation Index/Science Citation Index Expanded (SCI) databases, depending on the type of scholarship applied for.

Clause 7: Funding limits:

(1) Doctoral level:

(a) Scholarships for supporting academic presentations at international conferences within the country shall not exceed 25,000 Baht for the following expenses:

1. Actual registration fees, not exceeding 25,000 Baht.

2. Actual travel expenses for presenting academic work, but the total of travel expenses and registration fees must not exceed 25,000 Baht. Note that travel expenses are not supported for presentations conducted via electronic media.

(b) Scholarships for supporting academic presentations at international conferences abroad shall not exceed 50,000 Baht for the following expenses:

1. Actual registration fees, not exceeding 50,000 Baht.

2. Actual travel expenses for presenting academic work, but the total of travel expenses and registration fees must not exceed 50,000 Baht. Note that travel expenses are not supported for presentations conducted via electronic media.

(c) Scholarships for publishing research work in international academic journals within the ISI or Science Citation Index/Science Citation Index Expanded (SCI) databases or in the Scopus database shall be based on actual expenses, not exceeding 50,000 Baht.

(2) Master's level:

(a) Scholarships for supporting academic presentations at international conferences, both domestically and internationally, shall not exceed 12,000 Baht for the following expenses:

1. Actual registration fees, not exceeding 12,000 Baht.

2. Actual travel expenses for presenting academic work, but the total of travel expenses and registration fees must not exceed 12,000 Baht. Note that travel expenses are not supported for presentations conducted via electronic media.

(b) Scholarships for publishing research work in international academic journals within the ISI or Science Citation Index/Science Citation Index Expanded (SCI) databases or in the Scopus database shall be based on actual expenses, not exceeding 12,000 Baht.

Clause 8: Supporting documents for scholarship applications:

(1) For scholarships supporting academic presentations at international conferences in the form of oral presentations or poster presentations, the following documents must be attached:

- (a) Application form for the scholarship.
- (b) Document confirming the acceptance of the academic presentation.
- (c) Complete research article to be presented at the conference, including an abstract.
- (d) Schedule or details of the conference.

(2) For scholarships supporting the publication of research work in international academic journals, the following documents must be attached:

- (a) Application form for the scholarship.
- (b) Document confirming acceptance or publication of the research article.
- (c) Complete research article to be published in the journal, including an abstract.

Clause 9: Supporting documents for scholarship disbursement requests:

(1) For scholarships supporting academic presentations at international conferences in the form of oral presentations or poster presentations, the following documents must be attached:

- (a) Certificate, diploma, photograph, or evidence of participation in the academic presentation.
- (b) A copy of the national ID card or a copy of the passport.
- (c) Receipt for registration fees for the academic presentation.

(2) For scholarships supporting the publication of research work in international academic journals, the following documents must be attached:

- (a) A copy of the national ID card or a copy of the passport.
- (b) Receipt for publication fees.

Clause 10: Guidelines for considering scholarship allocations:

(1) Applicants must have received acceptance to present their academic work at an international conference or to publish in an international academic journal.

(2) The academic work must not have been previously presented at any international academic conference or published in any international academic journal.

(3) Eligible applicants must submit their scholarship requests before the approval date of their graduation.

(4) The decisions made by the committee meeting of the Sirindhorn International Thai-German Graduate School of Engineering are considered final.

Clause 11: In cases of issues regarding the interpretation or implementation of this announcement, the President shall have the authority to make final determinations, and such decisions shall be considered conclusive.

This announcement shall take effect from the day following its publication.

Announced on December 18, 2023.



Announcement of King Mongkut's University of Technology North Bangkok
on Funding Support for the International Dissemination of Academic Works by Graduate Students
of the Sirindhorn International Thai-German Graduate School of Engineering
(No. 2)

Whereas it is deemed appropriate to amend the Announcement of King Mongkut's University of Technology North Bangkok on Funding Support for the International Dissemination of Academic Works by Graduate Students of the Sirindhorn International Thai-German Graduate School of Engineering, dated December 18, 2023, in order to ensure the effective management of TGGs and to align with the objectives of receiving the scholarships.

By the authority vested in Article 4 of King Mongkut's University of Technology North Bangkok's Regulations on Finance, Budgeting, and Assets, B.E. 2551 (2008), and Article 37.1 of the University's Regulations on the Disbursement of University Income, B.E. 2551 (2008), along with the resolution of the Financial and Asset Committee at its 5/2567 meeting held on May 20, 2024, the effective date of the Announcement of King Mongkut's University of Technology North Bangkok on Funding Support for the International Dissemination of Academic Works by Graduate Students of the Sirindhorn International Thai-German Graduate School of Engineering, dated December 18, 2023, is hereby amended. The new effective date shall apply to students enrolled from the first semester of the academic year 2023 onwards.

Announced on May 20, 2024.

Appendix

How to fill out the KMUTNB General Request Form



เลขที่/No.

คำร้องทั่วไป General Request

มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ
King Mongkut's University of Technology North Bangkok

วันที่เดือน..... พ.ศ.....
Date Month Year

เรื่อง **Request for Funding Support for the International Dissemination of Academic Works**

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..... **XXXXXXXX**หมายเลขโทรศัพท์..... **XXXXXXXXXX**
Identification Number / Passport Number Phone number

สาขาวิชา..... **XXXXXXXX**ภาควิชา.....ชั้นปีที่..... ห้อง.....
Major Department Year Class

ขอยื่นคำร้องเพื่อโปรดพิจารณา / I am submitting this form for consideration..... **Request for Funding Support for the**

International Dissemination of Academic Works as actual paid , but not exceed than XXX THB.

The name of conferences/international academic journals: **XXXXXXXXXX**

The conference will be held (specify: Online or Onside) at **XXXX** on **XX/XX/XXXX** to **XX/XX/XXXX**

I will travel on **XX/XX/XXXX** and return on **XX/XX/XXXX**. My TGGS Advisor is **XXXX XXXXXX**.

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

การตรวจสอบของมหาวิทยาลัย (Review by University)

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

ลงนาม / Signature.....
.....
วันที่ (Date).....

ความเห็นหัวหน้าแผนกวิชา / Comment by Head of the Division

.....
.....

ลงนาม / Signature.....

(.....)

วันที่ / Date.....

ความเห็นหัวหน้าภาควิชา / Comment by Head of the Department

.....
.....

ลงนาม / Signature.....

(.....)

วันที่ / Date.....

ผลการพิจารณาคำร้องโดยคณบดี/ผู้อำนวยการ (The Consideration of the Dean /Director)

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

ลงนาม / Signature.....

(.....)

วันที่ / Date.....

กรณีเสนอขออนุมัติต่ออธิการบดี
(Request for the President approval)

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

ผลการพิจารณาคำร้องโดยอธิการบดี / The Consideration of the President

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

ลงนาม / Signature.....

(.....)

วันที่ / Date.....