

Guidelines on Funding Support for the International Dissemination of Academic Works for TGGS 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 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 residing in Thailand** must receive the funds at TGGS 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 aboard)

Step	Process	Under the Supervision of
1	<u>AT LEAST ONE MONTH</u> before the presentation date or publication date (or before the date of travel for the presentation), students must send the following supporting documents to TGGS Academic Affairs via email at academic@tggs.kmutnb.ac.th: (1) For scholarships supporting academic presentations at international conferences (oral or poster presentations): KMUTNB General Request Form [please refer to the Appendix for instructions on how to fill out the form] — <u>The student must sign only in their own section by hand using a BLUE PEN (real ink only, not digital signature).</u> TGGS Academic Affairs will handle the other required signatures in the form. The form can be downloaded at https://tggs.kmutnb.ac.th/forms-downloads. - Document or email confirming the acceptance of the academic presentation. - The complete research article to be presented, including an abstract. - The schedule or details of the conference. (2) For scholarships supporting the publication of research work in international academic journals: KMUTNB General Request Form — <u>The student must sign only in their own section by hand using a BLUE PEN (real ink only, not digital signature).</u> TGGS Academic Affairs will handle the other required signatures in the form. The form can be downloaded at https://tggs.kmutnb.ac.th/forms-downloads. - Document confirming the acceptance or publication of the research article. - The complete research article to be published, including an abstract. ⚠ EXTREMELY IMPORTANT NOTE – PLEASE READ CAREFULLY If the documents are submitted less than one month before the presentation or travel date, your request may not be processed in	Students

Step	Process	Under the Supervision of
	time for university approval, and you will not be eligible to receive funding support from the university in accordance with KMUTNB regulations.	
2	TGGS Academic Affairs reviews the documents and proceeds with the student approval process through the university.	TGGS Academic Affairs
3	After the presentation date or publication date, students must send the following documents <u>BY POSTAL MAIL (not email)</u> to TGGS Academic Affairs at the following address: TGGS Academic Affairs The Sirindhorn International Thai-German Graduate School of Engineering (TGGS) King Mongkut's University of Technology North Bangkok (KMUTNB) 1518 Pracharat 1 Road, Wongsawang, Bangsue, Bangkok 10800, Thailand Tel: +66 (0) 2 555 2000 ext. 2931 <u>ALL FOLLOWING DOCUMENTS</u> must be printed and signed by hand using a <u>BLUE PEN</u> (real ink only, not a digital or scanned signature). Documents with electronic or typed signatures will not be accepted. (1) For scholarships supporting academic presentations at international conferences (oral or poster presentations): 1. KMUTNB General Request Form [please refer to Appendix on how to fill out the form -- complete the form in the same way as in Step 1, but make sure to sign it by hand using a blue pen (real ink only, not a digital signature). The student must sign only in their own section. TGGS Academic Affairs will handle the other required signatures in the form. 2. Document confirming the acceptance of the academic presentation.	Students

Step	Process	Under the Supervision of
	3. Complete research article to be presented at the conference, including an abstract. 4. Schedule or details of the conference. 5. Certificate, diploma, photograph, or evidence of participation in the academic presentation. 6. A copy of the national ID card (for Thai students) or a copy of the passport (for International students). 7. Receipt for registration fees for the academic presentation. [Please refer to the Appendix for instructions on how to complete the receipt form.] (2) For scholarships supporting the publication of research work in international academic journals: 1. KMUTNB General Request Form [please refer to Appendix on how to fill out the form -- complete the form in the same way as in Step 1, but make sure to sign it by hand using a blue pen (real ink only, not a digital signature). The student must sign only in their own section. TGGS Academic Affairs will handle the other required signatures in the form. 2. Document confirming acceptance or publication of the research article. 3. Complete research article to be published in the journal, including an abstract. 4. A copy of the national ID card (for Thai students) or a copy of the passport (for International students). 5. Receipt for publication fees. [Please refer to the Appendix for instructions on how to complete the receipt form.]	
4	TGGS Academic Affairs receives the documents from the student by postal mail, reviews the documents, and completes the required signatures on behalf of the student in the form.	TGGS Academic Affairs

Step	Process	Under the Supervision of
5	TGGS Academic Affairs submits the verified documents to TGGS Financial Affairs for further processing to request a cashier's check from KMUTNB.	TGGS Academic Affairs
6	TGGS Academic Affairs inform the student once receive the cashier's check from TGGS Financial Affairs	TGGS Academic Affairs
7	Students or their authorized representatives receive the cashier's check at TGGS Academic Affairs during student service hours and proceed to cash it at the bank.	Students/ a student's representative

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

Step	Process	Under the Supervision of
1	AT LEAST ONE MONTH before the presentation date or publication date (or before the date of travel for the presentation), students must submit the ORIGINAL hard-copy documents, signed in BLUE INK (wet signature), by placing them in the drop-off basket in front of the TGGS Academic Affairs Office (no email submissions). (1) For scholarships supporting academic presentations at international conferences (oral or poster presentations): KMUTNB General Request Form <i>[please refer to the Appendix for instructions on how to fill out the form]</i> — The student must sign only in their own section. TGGS Academic Affairs will handle the other required signatures in the form. The form can be downloaded at https://tggs.kmutnb.ac.th/forms-downloads. - Document or email confirming the acceptance of the academic presentation. - The complete research article to be presented, including an abstract. - The schedule or details of the conference. (2) For scholarships supporting the publication of research work in international academic journals: KMUTNB General Request Form <i>[please refer to the Appendix for instructions on how to fill out the form]</i> — The student must sign only in their own section. TGGS Academic Affairs will handle the other required signatures in the form. The form can be downloaded at https://tggs.kmutnb.ac.th/forms-downloads. - Document confirming the acceptance or publication of the research article. - The complete research article to be published, including an abstract. ⚠ EXTREMELY IMPORTANT NOTE – PLEASE READ CAREFULLY If the documents are submitted less than one month before the presentation or travel date, your request may not be processed in	Students

Step	Process	Under the Supervision of
	time for university approval, and you will not be eligible to receive funding support from the university in accordance with KMUTNB regulations.	
2	TGGS Academic Affairs reviews the documents and proceeds with the student approval process through the university.	TGGS Academic Affairs
3	After the presentation date or publication date, students must submit the ORIGINAL hard-copy documents, signed in BLUE INK (wet signature), by placing them in the drop-off basket in front of the TGGS Academic Affairs Office (no email submissions). <u>ALL FOLLOWING DOCUMENTS</u> must be printed and signed by hand using a <u>BLUE PEN</u> (real ink only, not a digital or scanned signature). Documents with electronic or typed signatures will not be accepted. (1) For scholarships supporting academic presentations at international conferences (oral or poster presentations): 1. Certificate, diploma, photograph, or evidence of participation in the academic presentation. 2. A copy of the national ID card (for Thai students) or a copy of the passport (for International students). 3. Receipt for registration fees for the academic presentation. [Please refer to the Appendix for instructions on how to complete the receipt form.] (2) For scholarships supporting the publication of research work in international academic journals: 1. A copy of the national ID card (for Thai students) or a copy of the passport (for International students). 2. Receipt for publication fees. [Please refer to the Appendix for instructions on how to complete the receipt form.]	Students

Step	Process	Under the Supervision of
4	TGGS Academic Affairs receives the documents from the student, reviews the documents, and completes the required signatures on behalf of the student in the form.	TGGS Academic Affairs
5	TGGS Academic Affairs submits the verified documents to TGGS Financial Affairs for further processing to request a cashier's check from KMUTNB.	TGGS Academic Affairs
6	TGGS Academic Affairs inform the student once receive the cashier's check from TGGS Financial Affairs	TGGS Academic Affairs
7	Students or their authorized representatives receive the cashier's check at TGGS Academic Affairs during student service hours and proceed to cash it at the bank.	Students/ a student's representative

Appendix

How to fill out the KMUTNB General Request Form



คำร้องทั่วไป
General Request

เลขที่/No.

มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ
King Mongkut's University of Technology North Bangkok

วันที่ เดือน 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: XXXXXXXXX
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.....

Indicate the funding limits as 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.

ลงนาม / Signature.....
(.....)

วันที่ (Date).....

Appendix

How to complete the receipt form

Instructions for Filling in the Receipt

In the receipt, please include the following statement in Thai, and sign by hand using a blue pen (real ink only, not a digital signature).

You may copy and paste the Thai text below and place it directly on your receipt, then affix your signature in blue ink.

(1) Doctoral Degree Level

(a) For scholarships for supporting academic presentations at international conferences within Thailand.

Step 1:

Write the following Thai statement on your receipt:

ข้าพเจ้าได้ชำระค่าใช้จ่ายตามหลักฐานการจ่ายเงินนี้เรียบร้อยแล้ว และจะไม่นำหลักฐานนี้มาเบิกซ้ำอีก
หมายเหตุ ขอเบิกจ่ายเงินจำนวนไม่เกิน 25,000 บาท

Step 2:

Affix your signature and write your name below the statement.

(Signature)

Student's name

Please affix your signature in blue ink.

(1) Doctoral Degree Level

(b) For Scholarships for supporting academic presentations at international conferences abroad

Step 1:

Write the following Thai statement on your receipt:

ข้าพเจ้าได้ชำระค่าใช้จ่ายตามหลักฐานการจ่ายเงินนี้เรียบร้อยแล้ว และจะไม่นำหลักฐานนี้มาเบิกซ้ำอีก
หมายเหตุ ขอเบิกจ่ายเงินจำนวนไม่เกิน 50,000 บาท

Step 2:

Affix your signature and write your name below the statement.

(Signature)

Student's name

Please affix your signature in blue ink.

(1) Doctoral Degree Level

(c) For scholarship supporting publication in international academic journals (ISI/SCI/Scopus)

Step 1:

Write the following Thai statement on your receipt:

ข้าพเจ้าได้ชำระค่าใช้จ่ายตามหลักฐานการจ่ายเงินนี้เรียบร้อยแล้ว และจะไม่นำหลักฐานนี้มาเบิกซ้ำอีก
หมายเหตุ ขอเบิกจ่ายเงินจำนวนไม่เกิน 50,000 บาท

Step 2:

Affix your signature and write your name below the statement.

(Signature)

Student's name

Please affix your signature in blue ink.

(2) Master's Degree Level

(a) For scholarship supporting academic presentations at international conferences (domestic or abroad)

(b) For scholarship supporting publication in international academic journals (ISI/SCI/Scopus)

Step 1:

Write the following Thai statement on your receipt:

ข้าพเจ้าได้ชำระค่าใช้จ่ายตามหลักฐานการจ่ายเงินนี้เรียบร้อยแล้ว และจะไม่นำหลักฐานนี้มาเบิกซ้ำอีก
หมายเหตุ ขอเบิกจ่ายเงินจำนวนไม่เกิน 12,000 บาท

Step 2:

Affix your signature and write your name below the statement.

(Signature)

Student's name

Please affix your signature in blue ink.

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.

-2-

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.

-4-

(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.

-5-

(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.