

**Guidelines for Submitting Documents to Apply for 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)**

## **1. Before Proceeding**

Students must review all relevant university announcements under the title:

***“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”***

***including all amendments and any subsequent versions issued thereafter***, in order to understand the details and conditions of the funding support, such as **eligibility requirements, research work criteria, funding limits, required supporting documents, consideration criteria, and funding allocation.**

The relevant announcements are available at: <https://tggs.kmutnb.ac.th/forms-downloads>

**These Guidelines must be used together with the University Announcement.**

The University Announcement should be referred to for eligibility requirements, conditions, funding limits, and required documents, while these Guidelines explain the procedures and practical steps for submitting documents to TGGs Academic Affairs.

**If there is any discrepancy between these Guidelines and the University Announcement, the current version of the University Announcement shall prevail.**

## **2. Important Information Before Submitting Documents**

- Applicants must **meet the eligibility requirements and have research work that satisfies the criteria specified in the University Announcement mentioned above. They must also have a bank account in Thailand registered in their own name**, as the approved funding will be transferred directly to the student's Thai bank account. The University is unable to transfer funds to overseas bank accounts.
- Students must **pay all expenses in advance**. The funding will be provided on a reimbursement basis after the student has completed the required procedures and submitted all required documents.
- The reimbursement process takes approximately **3–5 months**, starting from the date TGGs receives all required reimbursement documents that are complete and correct.
- All receipts must clearly indicate the student's **full name**.
- Any documents requiring a signature, including receipts and relevant supporting documents, must bear the student's **original handwritten signature in blue ink only**.

### 3. Document Submission Process

Students are required to submit documents to **TGGGS Academic Affairs** in **2 rounds**, as follows:

| Round                            | When to Submit                                                                         | Required Documents                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Round 1: Scholarship Application | <b>At least 1 month</b> before the presentation date, publication date, or travel date | Documents specified in <b>Clause 8: Supporting documents for scholarship applications</b> of the University Announcement          |
| Round 2: Reimbursement           | After the presentation or publication has been completed                               | Documents specified in <b>Clause 9: Supporting documents for scholarship disbursement requests</b> of the University Announcement |

For both rounds, any documents requiring signatures must be submitted as original hard copies and must bear **original handwritten signatures in blue ink**.

**Important:** Submission of documents in Round 1 does not complete the funding process. Students must also submit the required documents in Round 2 in order for the reimbursement process to proceed.

#### 3.1 Round 1: Scholarship Application

Students must prepare the documents specified in **Clause 8: Supporting documents for scholarship applications** of the University Announcement and submit them to **TGGGS Academic Affairs** at least 1 month in advance.

For item (a), “**Application form for the scholarship**,” students must use the **KMUTNB General Request Form**. The form can be downloaded from: <https://tggs.kmutnb.ac.th/forms-downloads>

Please follow these steps:

1. Complete the form according to the example provided in **Appendix**.
2. Sign **only in the section designated for the student**, using an original handwritten signature in **blue ink**.
3. Students do not need to obtain any other signatures themselves. **TGGGS Academic Affairs will arrange the remaining required signatures**.
4. Prepare all other required documents in accordance with **Clause 8 of the University Announcement**.
5. Submit the complete set of documents to **TGGGS Academic Affairs**.

**Please submit the documents well in advance and do not wait until shortly before the presentation or travel date, as the documents must undergo the University’s review and approval process before the relevant activity takes place.**

### 3.2 Round 2: Reimbursement

After the presentation or publication has been completed, students must prepare the documents specified in **Clause 9: Supporting documents for scholarship disbursement requests** of the University Announcement and submit them to **TGGS Academic Affairs**.

#### Receipts

Receipts submitted for the scholarship disbursement request must:

- clearly indicate the student's **full name**;
- include the required Thai statement according to the student's degree level and type of funding, as shown in **Appendix**; and
- bear the student's **original handwritten signature in blue ink**.

#### Bank Account

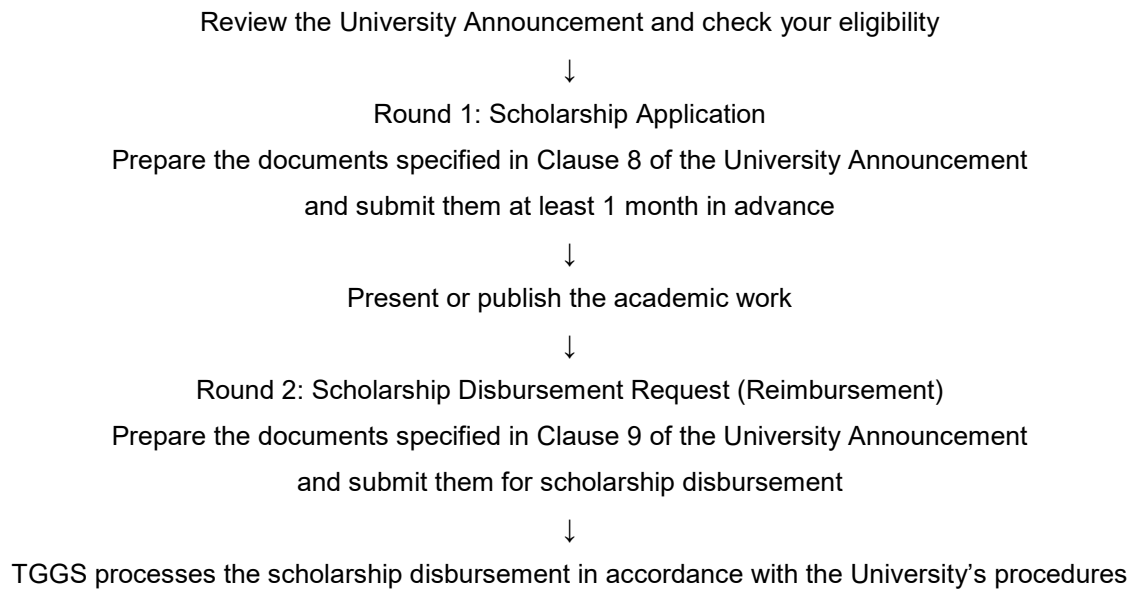
Students must submit a copy of their bank book as required. The bank account must be **a bank account in Thailand registered in the student's own name**.

### 4. Document Submission Methods

Students must submit the original hard-copy documents by either of the following methods:

- Place the original hard-copy documents in the document submission basket located in front of TGGS Academic Affairs, or
- Send the original hard-copy documents by postal mail to 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

## 5. Summary of Steps for Students



# ***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.*