

Announcement
Student Grant for Conference Attendance
International School of Engineering

Objective

To encourage ISE students who have produced significant research contribution to have opportunities to present their technical paper of research work and exchanging ideas with other researchers at conferences.

Eligibility of Applicant

- 1) be full-time ISE student when the paper is submitted for review.
- 2) plan to give a presentation of technical paper at the conference.
- 3) submit the application form with complete documents to the ISE office at least 30 days before the conference begins.

Supported Grant

The supported expense items include conference registration fee, air ticket, local transportation, and accommodation, daily allowance according to official rates used by the university. The actual expense will be reimbursed not exceeding the following amount.

- 1) 7,500 THB per student per paper, if the paper will *not* be included in IEEEXplore, ISI or SCOPUS databases.
- 2) 30,000 THB per student per paper, if the paper will be included in IEEEXplore, ISI or SCOPUS databases.

Each student can receive this grant at most two times. However, the second paper should be included in IEEEXplore, ISI or SCOPUS databases.

Grant Criteria

- 1) ISE will support this grant subject to the available allocated budget on the first-come-first-served basis.
- 2) In case there are more than one ISE student who is author of the paper, ISE will only support to one student per paper. The paper has the senior project advisor as a coauthor.
- 3) Applicant can apply this grant and other grants from other organizations in co-subsidizing the actual expenses for the conference attendance.
- 4) After returning from the conference, the applicant agrees to submit the documents as follows.
 - (1) Travel report with student's photograph at the conference,
 - (2) a copy of published paper as included in the conference proceedings and
 - (3) original receipts and boarding pass (if applicable).

The announcement is effective by the approval of ISE administration on May 6, 2019.



Assist. Prof. Dr. Witaya Wannasuphprasit
Director of International School of Engineering

Application Form
Student Grant for Conference Attendance
International School of Engineering

1) Applicant Details

Full Name: Mr./Mrs./Ms. (in English) Student ID.
 นาย/นาง/นางสาว (in Thai)
 Contact Phone Number: Email Address:
 Program of study: NANO ADME ICE AERO RO&AI
 Senior-Project Advisor's Name:

2) Conference Details

Conference title:

 Conference website:

 Category: Congress Conference Symposium Others (please specify)
 Dates of conference: from/...../..... (dd/mm/yr) to/...../..... (dd/mm/yr)
 Venue Name and Address:

3) Technical paper

Title of paper:

Please check whether the presented paper will be listed in IEEEExplore, ISI or SCOPUS Database
 Yes No

4) Budget Estimation

Item		Amount (USD)	Amount (THB)
1	Registration fee		
2	Allowance Based on university announced rate _____ THB x ____ days		
3	Accommodation Based on university announced rate _____ THB x ____ days		
4	Transportation From To By		
	Total		

Has the applicant applied or will the applicant apply for other sources of support for the above expense items?
 No
 Yes under consideration from
 Tentatively receiving support in item number..... for amount THB
 Amount of budget requested from ISE THB

5) Submit the following documents with the application

- First page of accepted paper, including title, abstract, and authors' name
- Printed conference information showing schedule and registration fee
- Paper decision notification letter/email

After returning from attending the conference, the applicant agrees to submit the documents to ISE office.
 a travel report with student's photograph at the conference
 a copy of published paper as included in the conference proceedings
 original receipts of registration fee, hotel payment, air ticket, and boarding passes (if applicable)

Work Procedure of ISE Office

Step	Description	Responsibility	Signature (Full name)	Date
1	Submit application form: I hereby certify that all the provided information is correct.	Student		
2	Advisor's comment <input type="checkbox"/> Recommend for student grant <input type="checkbox"/> Do not recommend for student grant	Senior Project Advisor		
3	Receive application form and documents	Administrative staff		
4	Check the application and documents	Head of academic affairs		
5	Decision <input type="checkbox"/> Approve the amount <input type="checkbox"/> 7,500 THB <input type="checkbox"/> 30,000 THB <input type="checkbox"/> Disapprove the student grant Specify reason _____	Deputy director of academic affairs		
6	Record of student grant	Student affairs staff		
7	Prepare the memorandum of grant request approval to the finance division	Finance staff		
8	Endorsement on the memorandum of grant request approval	Deputy director of administration		