


# Application Procedure for thesis or dissertation writing grant


Access the MIS system from  
mfugradmis.mfu.ac.th and complete  
the form DGC03




Print out the completed DGC03 form, attach a list of tentative expenses and submit them to the school for approval by the dean, the programme chairperson and the GRP supervisor. Once approval is obtained, submit all the application documents to the Office of Postgraduate Studies.

Download the form at <http://postgrads.mfu.ac.th/en/academic/scholarships-en>

## Documents to be submitted together

1. Thesis or Dissertation writing grant agreement. (3 copies)
    - 1.1 One copy for Office of Postgraduate Studies
    - 1.2 One copy for advisor's
    - 1.3 One copy for the grantee's
  2. Receipt
  3. Enclose a signed copy of the grantee's passport
  4. Bank Transfer Request Form
  5. Enclose a signed copy of the first page of the grantee's account passbook
  6. Certification of the applicant's receipt of a GRP publication grant from any other source (if applicable).
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Submit all the required documents to the  
**Office of Postgraduate Studies**  
Room 106, Lecture hall building 1



Grant applications can be submitted  
before the **15** of every month

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Grant application results and the names of successful applicants within **2** business days following the submission of the application through the Office of Postgraduate Studies' website  
<http://postgrads.mfu.ac.th/topic/scholarships/news>



Will deposit the grant money into the applicant's account and will notify the applicant by e-mail.

**\*\*Any deposit/transfer fee incurred is the responsibility of the applicant.\*\***



Students must submit a thesis/dissertation progress **report to the Office of Postgraduate Studies every semester** until their graduation (according to the Mae Fah Luang University Announcement on criteria and rates for thesis and dissertation scholarships, item 6, parentheses.)



**After receiving the grant**, the grantee shall prepare an Expenditure Report and keep all proof of payment until the graduates for further inspection in case of an auditing request by any organization, whether inside or outside Mae Fah Luang University.

**\*\* The report and proof of payment are not required to be submitted to the Office of Postgraduate Studies. \*\***

**Note:** .....

Students must complete the application for a research publication support grant. Before submitting a complete independent study, thesis or dissertation.



Grant Application Guide