

# Handbook

## Submitting for Grant for Graduate Students

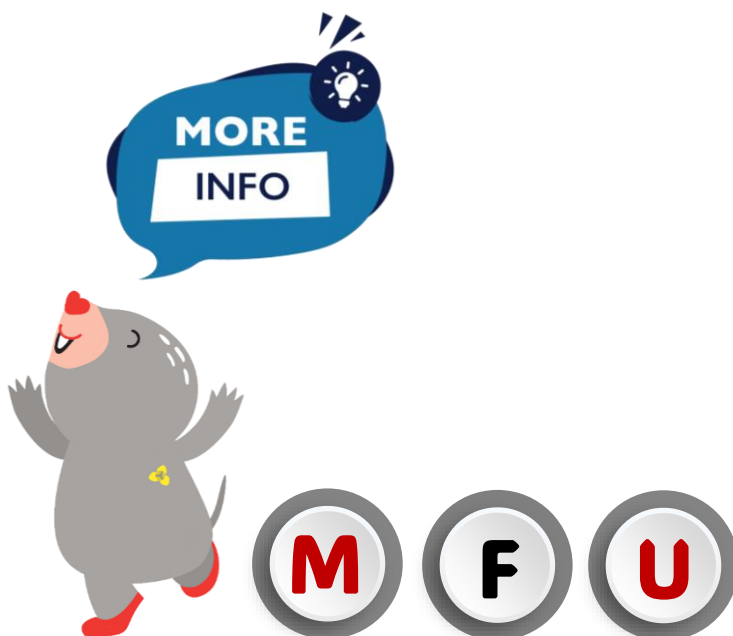


## PREFACE

The Office of Postgraduate Studies is responsible for allocation of grants in support of graduate students' thesis or dissertation writing and their presentation or publication of graduate-level research. The main purpose of these supportive grants is to encourage our graduate students to produce good-quality research. This handbook provides guidelines on application for research grants, to ensure that each grant is allocated in accord with its objective and in the most efficient manner.

Office of the Postgraduate Studies

March, 2025



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## 01

## Research Presentation or Publication Support Grants

1.1 A support grant for a graduate student's research presentation at a symposium or research publication in an academic journal is a lump-sum appropriation based on the following rates.

1.1.1 National level: not exceeding THB 5,000

1.1.2 International level: not exceeding THB 10,000

1.2 To be eligible for a research presentation or publication support grant, the applicant must possess the following qualifications.

1.2.1 Being a graduate student in any programme offered by Mae Fah Luang University.

1.2.2 Not being indebted to the university and not being in an extended study period.

1.2.3 Having part or all of his/her dissertation, thesis or independent study, accepted by a symposium for presentation or by an academic journal for publication, in accord with Mae Fah Luang University Notification on Conditions for Dissemination of Graduate Research Studies, B.E. 2560 (2017), Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, (Second Issue), B.E. 2563 (2020), Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, (Third Issue), B.E. 2565 (2022), The said research work can partially fulfill the applicant's graduation requirements, as stipulated in Mae Fah Luang University Regulation on Graduate Studies, B.E. 2560 (2017).

### 1.3 Applications for grants are considered based on the following criteria.

1.3.1 Each graduate student is eligible for only one grant.

1.3.2 The application must be approved by the thesis/dissertation supervisor(s), the Programme Committee and the dean of the school responsible for the programme.

1.3.3 The application must not violate any condition or regulation of a different grant provider in case the applicant has received, or has applied for, a grant from a different source.

### 1.4 The grantee shall comply with the following requirements.

1.4.1 The article published in a journal or in a symposium's proceedings must bear the grantee's name as the first author and the dissertation/thesis/independent study supervisor's name as the co-author or corresponding author. The article shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation/independent study supervisor's affiliation.

1.4.2 The grantee must present the work by himself/herself.

1.4.3 The presentation or publication of the research work shall fully comply with Mae Fah Luang University Notification on Conditions for Dissemination of Graduate Research Studies, B.E. 2560 (2017), Mae Fah Luang University Notification on Graduation Requirements for Graduate Students, (Second Issue) B.E. 2563 (2020), Mae Fah Luang University Notification on Graduation Requirements for Graduate Students, (Third Issue) B.E. 2565 (2022), The said research work can partially fulfill the applicant's graduation requirements, as stipulated in Mae Fah Luang University Regulation on Graduate Studies, B.E. 2560 (2017).

1.4.4 The following proofs of acceptance for presentation or publication must be submitted.

1.4.4.1 In case the article has been published in a national or international journal:

1. A copy of the journal's front cover.
2. A copy of the journal's table of contents.
3. A copy of the full paper or article.
4. A copy of proof that the journal meets Mae Fah Lung University's

graduation requirement.

1.4.4.2 In case the article has been published in a symposium's proceedings:

1. A copy of the presentation certificate or other official proof of presentation.
2. A copy of the proceedings' front cover.
3. A copy of the proceedings' table of contents (only the page bearing the article's title).
4. A copy of the full paper or article published in the proceedings.
5. A copy of the symposium's editorial board or organizing committee, with each member's affiliation indicated.
6. A copy of proof that the article was reviewed by experts in the field.

The symposium must meet Mae Fah Luang University's graduation requirement.

1.4.4.3 In case the article has been accepted by a national or international journal but has not been published yet:

1. The original letter of acceptance issued by the journal.
2. The manuscript of the article submitted to the journal for publication.
3. A copy of proof that the journal meets Mae Fah Luang University's graduation requirement.

Note that when the article has been published, the grantee must submit all of the items required in 1.4.4 above.

1.4.5 If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied.

## 02

## Thesis and Dissertation Support Grants

2.1 A thesis or dissertation support grant is a lump-sum appropriation based on the following rates.

- 2.1.1 Master's degree level, Plan A1: not exceeding THB 30,000
- 2.1.2 Master's degree level, Plan A2: not exceeding THB 15,000
- 2.1.3 Ph.D. level, Type 1
  - 2.1.3.1 Master's degree to Ph.D. (Type 1.1): not exceeding THB 50,000
  - 2.1.3.2 Bachelor's degree to Ph.D. (Type 1.2): not exceeding THB 80,000
- 2.1.4 Ph.D. level, Type 2
  - 2.1.4.1 Master's degree to Ph.D. (Type 2.1): not exceeding THB 20,000
  - 2.1.4.2 Bachelor's degree to Ph.D. (Type 2.2): not exceeding THB 30,000

The above grant does not cover the hiring of anybody to conduct research on behalf of the graduate student (i.e., the grantee) or to perform any task that is supposed to be the graduate student's responsibility, such as the student's own expenses, the remuneration of the supervisor(s), information searching, data collection, data analysis, audio transcribing, and typing.

2.2 To be eligible for a thesis or dissertation support grant, the applicant must possess the following qualifications.

- 2.2.1 Being a graduate student in any programme that requires a thesis or a dissertation.
- 2.2.2 Not being indebted to the university and not being in an extended study period.
- 2.2.3 Having passed the thesis or dissertation proposal defense.



## 2.3 Applications for grants are considered based on the following criteria.

2.3.1 Each graduate student is eligible for only one grant.

2.3.2 The application must be approved by the thesis/dissertation supervisor(s), the Programme Committee and the dean of the school responsible for the programme.

2.3.3 The application must not violate any condition or regulation of a different grant provider in case the applicant has received, or has applied for, a grant from a different source.

## 2.4 The grantee shall comply with the following requirements.

2.4.1 The grantee must regularly consult and submit periodic progress reports to his/her thesis/dissertation supervisor(s).

2.4.2 To maintain financial transparency, the grantee and his/her supervisor(s) shall keep an account of all disbursements and payments, together with proofs thereof, for further inspection in case of financial inspection requests by any organization, whether inside or outside Mae Fah Luang University.

2.4.3 The grantee must conduct his/her research to the best of his/her ability, and must publish part or all of the research in accord with Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, B.E. 2560 (2017), Mae Fah Luang University Notification on Graduation Requirements for Graduate Students, (Second Issue) B.E. 2563 (2020), Mae Fah Luang University Notification on Graduation Requirements for Graduate Students, (Third Issue) B.E. 2565 (2022).

2.4.4 The said publication must bear the grantee's name as the first author and the dissertation/thesis supervisor's name as the co-author(s) or corresponding author(s). The publication shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation supervisor's affiliation.

2.4.5 The grantee shall indicate, in the Acknowledgements section of his/her completed thesis/dissertation, that she/he received a thesis/dissertation support grant from Mae Fah Luang University.

2.4.6 If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied.

## Application Procedure for Research Presentation or Publication Grant, Mae Fah Luang University

### Application Procedure for Research Presentation or Publication Grant

Access the MIS system from  
[mfugradmis.mfu.ac.th](http://mfugradmis.mfu.ac.th) and complete  
the form DGC02



Print out the completed DGC02 attach the required documents 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 [postgrads.mfu.ac.th/current-students/scholarship-en](http://postgrads.mfu.ac.th/current-students/scholarship-en)

### Documents to be submitted together

1. Research presentation or publication 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. Letter of article publication acceptance issued by the editorial board of the journal to which the article has been submitted.
7. Letter of presentation acceptance issued by the organizer of the conference where the applicant has given the presentation with confirmation that the full paper has been or will be published in the conference's proceedings.
8. Certification of the applicant's receipt of a GRP publication grant from any other source (if applicable).

## Application Procedure for Research Presentation or Publication Grant

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



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](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.\*\***



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

**MFU.**



## Application Procedure for thesis or dissertation writing grant, Mae Fah Luang University

### 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).

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

## Application Procedure for thesis or dissertation writing grant

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.

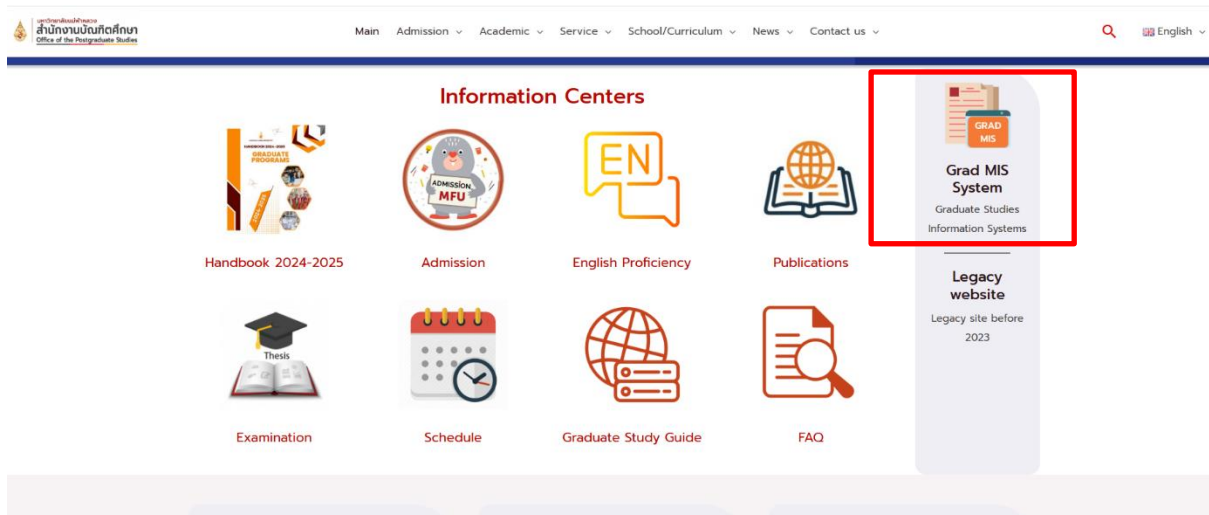


Grant Application Guide

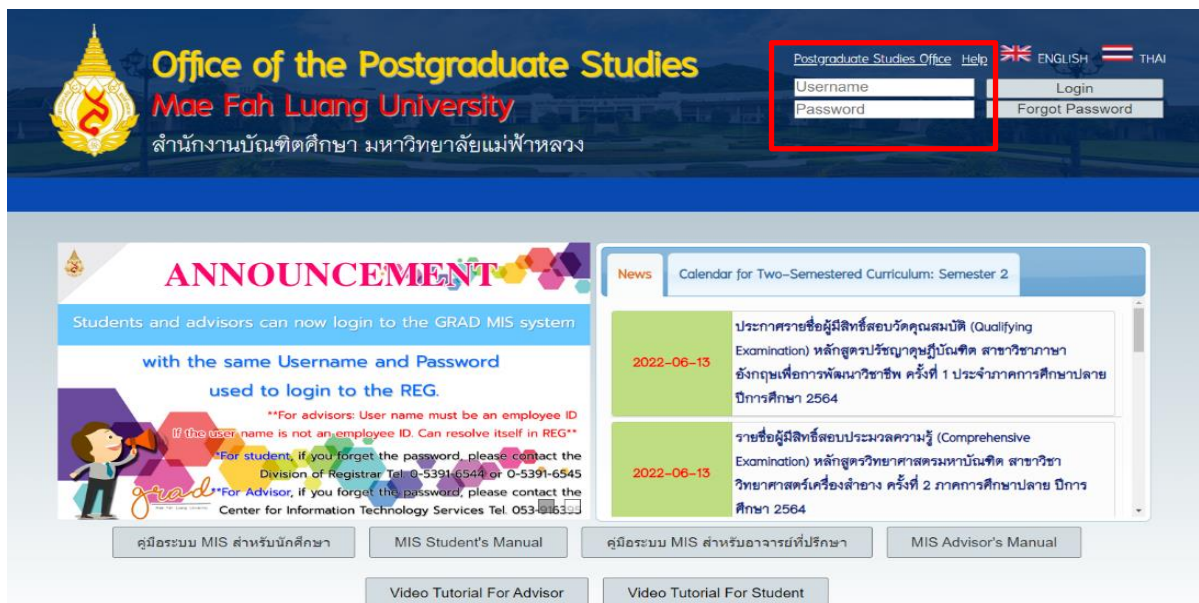
**MFU.**

## Submitting Research Grant Application via the Grad MIS System

Access the Office of Postgraduate Studies' website (<http://postgrads.mfu.ac.th/>) and click the 'Grad MIS Systems' icon.

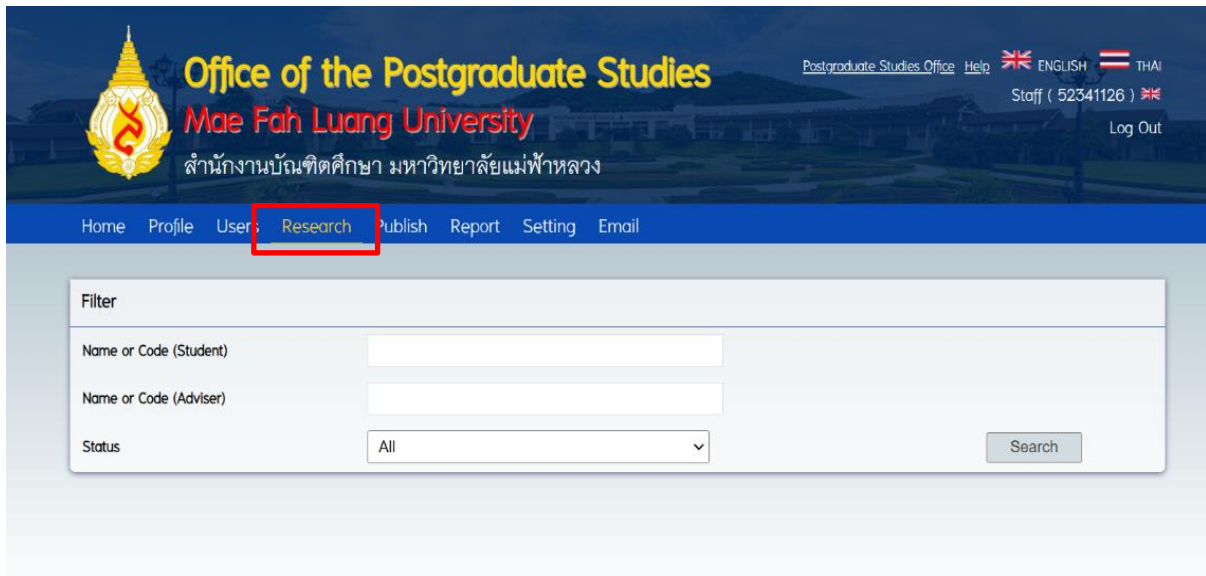


1. Choose language and log into the system. (with the same username and password used to login to the REG)





2. Click the menu 'Research'



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Postgraduate Studies Office Help ENGLISH THAI  
Staff ( 52341126 ) Log Out

Home Profile Users **Research** Publish Report Setting Email

Filter

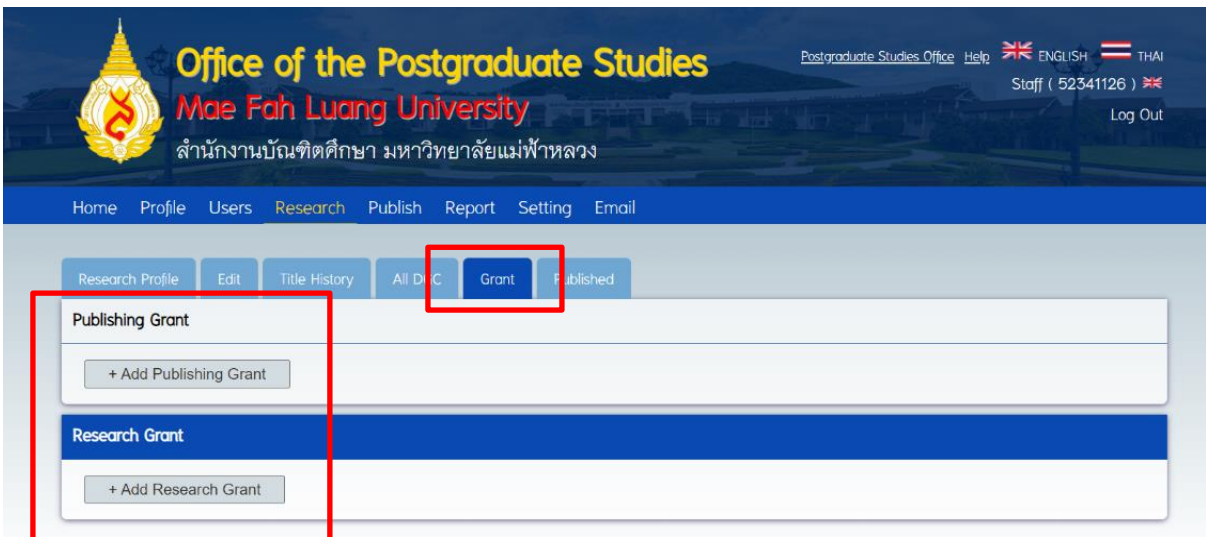
Name or Code (Student)

Name or Code (Adviser)

Status

3. Click the menu 'Grant'

4. Click the tab



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Staff ( 52341126 ) Log Out

Home Profile Users Research Publish Report Setting Email

Research Profile Edit Title History All D.C. **Grant** Published

**Publishing Grant**

**Research Grant**



5. Put a tick ( ✓ ) in every box. ( ☐ ) Then click ‘Add’.

Please tick carefully.

presentation or by an academic journal for publication, in accord with Mae Fah Luang University Notification.

**Criteria for grant application**

- ☐ Each graduate student is eligible for only one grant.
- ☐ The application must be approved by the dissertation/thesis/independent study supervisor(s), the programme committee and the dean of the school responsible for the programme.
- ☐ The application must not violate any condition or regulation of a different grant provider in case the applicant has received, or has applied for, a grant from a different source.

**Requirements for the Grantee**

- ☐ The student's name must be listed as the "First Author" of the published research paper, with the name of the student's dissertation/thesis/independent study supervisor listed as a "Corresponding Author" or "Co-Author. The publication shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her dissertation/thesis/independent study supervisor's affiliation.
- ☐ The grantee must present the research work by himself/herself.
- ☐ The grantee must publish a part of the research or all of the research in accordance with the Announcement Re: Regulations and Criteria for Graduate Student Publications, B.E. 2560, dated 21st August 2017.
- ☐ The proofs of acceptance for presentation or publication must be accord to Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Post-Graduate Students (2nd Edition), B.E. 2566 (2023). Item 6, parentheses 4.
- ☐ If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied.

**Add**

**Note:** The function ‘Add’ can be activated only after every box has been ticked.

6. Enter information for publication grant application.
- 6.1 For ‘Title’, indicate the title of the conference or the journal.
- 6.2 For ‘Level’, indicate whether the conference or the journal is at a national, regional or international level.
- 6.3 For ‘Registration Fee’, indicate the registration fee collected by the conference organizer or publication fee collected by the journal’s editorial board.
- 6.4 For ‘Accommodation and Travel Expenses’, indicate the amount of money needed for accommodations and travel (applicable only to participation in a conference).

6.5 For ‘Other Source(s) of Similar Support’, indicate the name of the organization(s) from which you have received or will receive a similar grant (e.g., National Research Council of Thailand: NRCT, National Science and Technology Development Agency: NSTDA).

6.6 Click ‘Save’.

The screenshot shows the 'Publishing Grant' form on the Mae Fah Luang University website. The form is titled 'Publishing Grant' and includes several input fields and buttons. The 'Total' field is highlighted with a red box and contains the text '(Limit 5,000 ฿)'. The 'Save' button is also highlighted with a red box.

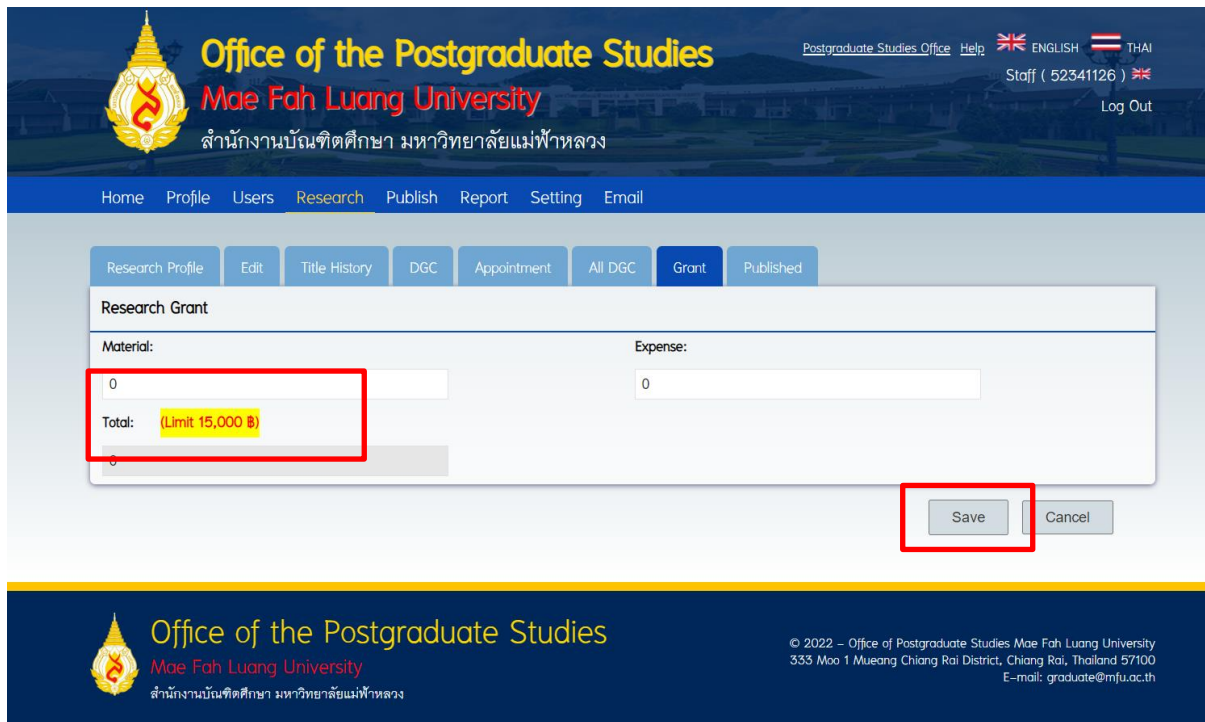
**Note:** The total amount of money granted shall not exceed the rate indicated in ‘Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) and Research Presentation or Publication Support Grant According to Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Graduate Students, B.E. 2561 (2018)’.

7. Enter information for thesis or dissertation writing grant

7.1 Consumables/materials for example: chemical materials and equipment provided in science laboratories, etc.

7.2 Expenses such as the cost of analyzing samples in a science lab the cost of collecting samples, etc.

7.3 Click ‘Save’.



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Postgraduate Studies Office Help ENGLISH THAI  
Staff ( 52341126 ) Log Out

Home Profile Users Research Publish Report Setting Email

Research Profile Edit Title History DGC Appointment All DGC Grant Published

Research Grant

Material: 0 Expense: 0

Total: (Limit 15,000 B)

Save Cancel

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Mae Fah Luang University  
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333 Moo 1 Muang Chiang Rai District, Chiang Rai, Thailand 57100  
E-mail: graduate@mjl.ac.th

**Note:** The total amount of money granted shall not exceed the rate indicated in ‘Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) and Research Presentation or Publication Support Grant According to Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Graduate Students, B.E. 2561 (2018)’

8. After saving, click the menu ‘DGC’.



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Postgraduate Studies Office Help ENGLISH THAI  
Staff ( 52341126 ) Log Out

Home Profile Users Research Publish Report Setting Email

Research Profile Edit Title History DGC Appointment All DGC Grant Published

Choose DGC Form

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333 Moo 1 Muang Chiang Rai District, Chiang Rai, Thailand 57100  
E-mail: graduate@mjl.ac.th

9. Click to choose DGC 02 or DGC 03 to download and print the form.

The screenshot shows the website of the Office of the Postgraduate Studies at Mae Fah Luang University. The navigation bar includes links for Home, Profile, Users, Research, Publish, Report, Setting, and Email. A dropdown menu for 'Choose DGC Form' is open, displaying a list of forms. The 'Research DGC' section includes DGC 06 Advisor Appointment, DGC 07\_1 Proposal Examination, DGC 07\_2 Proposal Examination, DGC 08\_1 Proposal Examination Report, and DGC 08\_2 Proposal Examination Report. The 'General DGC' section includes DGC 01 Educational Level Changes, DGC 02 Publishing grant, DGC 03 Research grant, DGC 05 Qualifying / Comprehensive Examination, DGC 14 Research publishing, DGC 15 Advisor changing, and DGC 24 English Test. The 'DGC 02 Publishing grant' and 'DGC 03 Research grant' options are highlighted with a red box.

10. Filling in percentages in the distribution of the published work.

The screenshot shows the 'Additional Information' form for DGC 02 Publishing grant. The form is titled 'Additional Information' and has a table with three columns: Status, Name, and Workload and Responsibility(%). The table contains several rows for authors. The first three rows are highlighted with a red box. The first row is for the 'First Author', the second row is for the 'Corresponding author', and the third row is for the 'Author'. The 'Workload and Responsibility(%)' column has input fields for each author.

| Status                | Name | Workload and Responsibility(%) |
|-----------------------|------|--------------------------------|
| First Author:         |      |                                |
| Corresponding author: |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |
| Author:               |      |                                |

Send

11. Click to choose DGC 02 to download and print the form.

Home Profile Users **Research** Publish Report Setting Email

Research Profile Edit Title History **All DGC** Grant Published

DGC 02 Publishing grant

Download DGC- 02

Page: 1 of 3 Automatic Zoom

OFFICE OF THE POSTGRADUATE STUDIES

No. ....  
Date. ....  
Time. ....

**DGC 02**

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

Research Presentation Support Grant Form

12. Click to choose DGC 03 to download and print the form.

Home Profile Users **Research** Publish Report Setting Email

Research Profile Edit Title History **All DGC** Grant Published

DGC 03 Research grant

Download DGC- 03

Page: 1 of 3 Automatic Zoom

OFFICE OF THE POSTGRADUATE STUDIES

No. ....  
Date. ....  
Time. ....

**DGC 03**

OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY

Thesis/Dissertation Support Grant Application form



## Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, B.E. 2561 (2018)



### **Mae Fah Luang University Notification On Criteria and Rates of Research Presentation or Publication Support Grants For Graduate Students, B.E. 2561 (2018)**

Mae Fah Luang University has considered it appropriate to revise its criteria and rates of research publication or presentation support grants for graduate students, to ensure greater clarity and in response to the current economic situation.

Empowered by Article 26 of the Mae Fah Luang University Act, B.E. 2541 (1998), and by items 6 and 24 of Mae Fah Luang University Regulation on Finances and Property, B.E. 2560 (2017), Mae Fah Luang University hereby issues 'Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Graduate Students, B.E. 2561 (2018)', as follows.

1. This notification is referred to as 'Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Graduate Students, B.E. 2561 (2018)'.

2. This notification applies to all the graduate students admitted in the school year 2018 and thereafter.

3. A support grant for a graduate student's research presentation at a symposium or research publication in an academic journal is a lump-sum appropriation based on the following rates,

- 1) National level: not exceeding THB 5,000
- 2) International level: not exceeding THB 10,000

4. To be eligible for a research presentation or publication support grant, the applicant must possess the following qualifications,

- 1) Being a graduate student in any programme offered by Mae Fah Luang University;
- 2) Not being indebted to the university and not being in an extended study period; and
- 3) Having part or all of his/her dissertation, thesis or independent study, accepted by a symposium for presentation or by an academic journal for publication, in accord with Mae Fah Luang University Notification on Conditions for Dissemination of Graduate Research Studies, B.E. 2560 (2017). The said research work can partially fulfill the applicant's graduation requirements, as stipulated in Mae Fah Luang University Regulation on Graduate Studies, B.E. 2560 (2017).

5. Applications for grants are considered based on the following criteria.

- 1) Each graduate student is eligible for only one grant.
- 2) The application must be approved by the thesis/dissertation supervisor(s), the Programme Committee and the dean of the school responsible for the programme.
- 3) The application must not violate any condition or regulation of a different grant provider in case the applicant has received, or has applied for, a grant from a different source

6. The grantee shall comply with the following requirements.

1) The article published in a journal or in a symposium's proceedings must bear the grantee's name as the first author and the dissertation/thesis/independent study supervisor's name as the co-author or corresponding author. The article shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation/independent study supervisor's affiliation.

2) The grantee must present the work by himself/herself.

3) The presentation or publication of the research work shall fully comply with Mae Fah Luang University Notification on Conditions for Dissemination of Graduate Research Studies, B.E. 2560 (2017), and Mae Fah Luang University Notification on Graduation Requirements for Graduate Students, B.E. 2560 (2017).

4) The grantee shall indicate, in the Acknowledgements section of his/her completed thesis/dissertation/independent study, that s/he received a research presentation or publication support grant from Mae Fah Luang University.

5) The following proofs of acceptance for presentation or publication must be submitted.

a. In case the article has been published in a national or international journal:

- i. A copy of the journal's front cover;
- ii. A copy of the journal's table of contents;
- iii. A copy of the full paper or article; and
- iv. A copy of proof that the journal meets Mae Fah Luang University's graduation requirement.

b. In case the article has been published in a symposium's proceedings:

- i. A copy of the presentation certificate or other official proof of presentation;
- ii. A copy of the proceedings' front cover;
- iii. A copy of the proceedings' table of contents (only the page bearing the article's title);
- iv. A copy of the full paper or article published in the proceedings;
- v. A copy of the symposium's editorial board or organising committee, with each member's affiliation indicated; and
- vi. A copy of proof that the article was reviewed by experts in the field.

The symposium must meet Mae Fah Luang University's graduation requirement.

c. In case the article has been accepted by a national or international journal but has not been published yet:

- i. The original letter of acceptance issued by the journal;
- ii. The manuscript of the article submitted to the journal for publication; and
- iii. A copy of proof that the journal meets Mae Fah Luang University's graduation requirement.

Note that when the article has been published, the grantee must submit all of the items required in 5) a. above.

6) If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied.

7. The President is in authority to enforce this notification, to make interpretations and to arbitrate any problem or dispute arising out of this notification or enforcement thereof. The President's judgment is final.

Issued on 14 January B.E. 2562

Signed                      Vanchai Sirichana  
(Assoc-Prof Dr Vanchai Sirichana)  
President, Mae Fah Luang University



## Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Post-Graduate Students (2<sup>nd</sup> Edition), B.E. 2566 (2023)



### MAE FAH LUANG UNIVERSITY NOTIFICATION ON 'CRITERIA AND RATES OF RESEARCH PRESENTATION OR PUBLICATION SUPPORT GRANTS FOR POST-GRADUATE STUDENTS (2<sup>ND</sup> EDITION), B.E. 2566 (2023)'

\*\*\*\*\*

Mae Fah Luang University has considered it appropriate to further amend the requirements for post-graduate students selected to receive research presentation or publication support grants ('Grantees').

To ensure that the practice is effective and up-to-date, and to maintain the University's educational standards, Mae Fah Luang University, acting on Article 26 of the Mae Fah Luang University Act, B.E. 2541 (1998), the Post-graduate Committee's resolution reached in meeting 4/2023 on 25 April 2023, and the Academic Council's resolution reached in meeting 5/2023 on 3 May 2023, hereby issues 'MAE FAH LUANG UNIVERSITY NOTIFICATION ON CRITERIA AND RATES OF RESEARCH PRESENTATION OR PUBLICATION SUPPORT GRANTS FOR POST-GRADUATE STUDENTS (2<sup>ND</sup> EDITION), B.E. 2566 (2023)', as hereunder stated.

Item 1: This Notification is referred to as 'MAE FAH LUANG UNIVERSITY NOTIFICATION ON CRITERIA AND RATES OF RESEARCH PRESENTATION OR PUBLICATION SUPPORT GRANTS FOR POST-GRADUATE STUDENTS (2<sup>ND</sup> EDITION), B.E. 2566 (2023)'.

Item 2: This Notification is effective as of the date after the date on which it is issued.

Item 3: Item 6 of 'Mae Fah Luang University Notification on Criteria and Rates of Research Presentation or Publication Support Grants for Graduate Students, B.E. 2561 (2018)', dated 14 January 2019, is repealed, and replaced with the following:

"Item 6: Requirements for the Grantee:

1) The student's name must be listed as the "First Author" of the published research paper, with the name of the student's dissertation/thesis/independent study supervisor listed as a "Corresponding Author" or "Co-Author. The publication shall

indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation/independent study supervisor's affiliation.

2) The grantee must present the research work by himself/herself.

3) The grantee must publish a part of the research or all of the research in accordance with the Announcement Re: Regulations and Criteria for Graduate Student Publications, B.E. 2560, dated 21<sup>st</sup> August 2017.

4) The following proofs of acceptance for presentation or publication must be submitted.

a. In case the article has been published in a national or international journal:

- i. A copy of the journal's front cover;
- ii. A copy of the journal's table of contents;
- iii. A copy of the full paper or article; and
- iv. A copy of proof that the journal meets Mae Fah Luang University's graduation requirement.

b. In case the article has been published in a symposium's proceedings:

- i. A copy of the presentation certificate or other official proof of presentation;
- ii. A copy of the proceedings' front cover;
- iii. A copy of the proceedings' table of contents (only the page bearing the article's title);
- iv. A copy of the full paper or article published in the proceedings;
- v. A copy of the symposium's editorial board or organising committee, with each member's affiliation indicated; and
- vi. A copy of proof that the article was reviewed by experts in the field.

The symposium must meet Mae Fah Luang University's graduation requirement.

c. In case the article has been accepted by a national or international journal but has not been published yet:

- i. The original letter of acceptance issued by the journal;
- ii. The manuscript of the article was submitted to the journal for publication; and
- iii. A copy of proof that the journal meets Mae Fah Luang University's graduation requirement.

Note that when the article has been published, the grantee must submit all of the items required in 4) a. above.

5) If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied."

Item 4: The President, or the person authorised by the President, shall enforce this Notification, and shall retain the authority to adjudicate on any disputes arising from the enforcement of this Notification; the said adjudication is final.

Issued on 7 June B.E. 2566

Signed                      Matchima Naradisorn  
 (Assistance Professor Dr Matchima Naradisorn)  
 President, Mae Fah Luang University

## Mae Fah Luang University Notification on Graduate-Level Thesis and Dissertation Support Grant Rates and Criteria, B.E. 2561 (2018)



### **Mae Fah Luang University Notification On Criteria and Rates of Thesis and Dissertation Support Grants For Graduate Students, B.E. 2561 (2018)**

Mae Fah Luang University has considered it appropriate to revise its criteria and rates of thesis and dissertation support grants for post-graduate students, to ensure greater clarity and in response to the current economic situation.

Empowered by Article 26 of the Mae Fah Luang University Act, B.E. 2541 (1998), and by items 6 and 26 of Mae Fah Luang University Regulation on Finances and Property, B.E. 2560 (2017), Mae Fah Luang University hereby issues 'Mae Fah Luang University Notification on Criteria and Rates of Thesis and Dissertation Support Grants for Graduate Students, B.E. 2561 (2018)', as follows.

1. This notification is referred to as 'Mae Fah Luang University Notification on Criteria and Rates of Thesis and Dissertation Support Grants for Post-Graduate Students, B.E. 2561 (2018)'.

2. This notification applies to all the post-graduate students admitted in the school year 2018 and thereafter.

3. A thesis or dissertation support grant is a lump-sum appropriation based on the following rates.

- 1) Master's degree level, Plan A1: not exceeding THB 30,000
- 2) Master's degree level, Plan A2: not exceeding THB 15,000
- 3) PhD level, Type 1
  - a. Master's degree to PhD (Type 1.1) : not exceeding THB 50,000
  - b. Bachelor's degree to PhD (Type 1.2) : not exceeding THB 80,000
- 4) PhD level, Type 2
  - a. Master's degree to PhD (Type 2.1) : not exceeding THB 20,000
  - b. Bachelor's degree to PhD (Type 2.2) : not exceeding THB 30,000

The above grant does not cover the hiring of anybody to conduct research on behalf of the graduate student (i.e., the grantee) or to perform any task that is supposed to be the graduate student's responsibility, such as the student's own expenses, the remuneration of the supervisor(s), information searching, data collection, data analysis, audio transcribing, and typing.

4. To be eligible for a thesis or dissertation support grant, the applicant must possess the following qualifications.

- 1) Being a graduate student in any programme that requires a thesis or a dissertation;
- 2) Not being indebted to the university and not being in an extended study period; and
- 3) Having passed the thesis or dissertation proposal defense.



5. Applications for grants are considered based on the following criteria.

- 1) Each graduate student is eligible for only one grant.
- 2) The application must be approved by the thesis/dissertation supervisor(s), the Programme Committee and the dean of the school responsible for the programme.
- 3) The application must not violate any condition or regulation of a different grant provider in case the applicant has received, or has applied for, a grant from a different source.

6. The grantee shall comply with the following requirements.

- 1) The grantee must regularly consult and submit periodic progress reports to his/her thesis/dissertation supervisor(s).
- 2) To maintain financial transparency, the grantee and his/her supervisor(s) shall keep an account of all disbursements and payments, together with proofs thereof, for further inspection in case of financial inspection requests by any organisation, whether inside or outside Mae Fah Luang University.
- 3) The grantee must conduct his/her research to the best of his/her ability, and must publish part or all of the research in accord with Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2560 (2017).
- 4) The said publication must bear the grantee's name as the first author and the dissertation/thesis supervisor's name as the co-author(s) or corresponding author(s). The publication shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation supervisor's affiliation.
- 5) The grantee shall indicate, in the Acknowledgements section of his/her completed thesis/dissertation, that s/he received a thesis/dissertation support grant from Mae Fah Luang University.
- 6) If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied.

7. The President is in authority to enforce this notification, to make interpretations and to arbitrate any problem or dispute arising out of this notification or enforcement thereof. The President's judgment is final.

Issued on 14 January B.E. 2562

Signed                      Vanchai Sirichana  
(Assoc-Prof Dr Vanchai Sirichana)  
President, Mae Fah Luang University

# Mae Fah Luang University Notification on Criteria and Rates of Thesis and Dissertation Support Grants for Post-Graduate Students (2<sup>nd</sup> Edition), B.E. 2566 (2023)



## MAE FAH LUANG UNIVERSITY NOTIFICATION ON 'CRITERIA AND RATES OF THESIS AND DISSERTATION SUPPORT GRANTS FOR POST-GRADUATE STUDENTS (2<sup>ND</sup> EDITION), B.E. 2566 (2023)'

\*\*\*\*\*

Mae Fah Luang University has considered it appropriate to further amend the requirements for post-graduate students selected to receive thesis and dissertation support grants ('Grantees').

To ensure that the practice is effective and up-to-date, and to maintain the University's educational standards, Mae Fah Luang University, acting on Article 26 of the Mae Fah Luang University Act, B.E. 2541 (1998), the Post-graduate Committee's resolution reached in meeting 4/2023 on 25 April 2023, and the Academic Council's resolution reached in meeting 5/2023 on 3 May 2023, hereby issues 'MAE FAH LUANG UNIVERSITY NOTIFICATION ON 'CRITERIA AND RATES OF THESIS AND DISSERTATION SUPPORT GRANTS FOR POST-GRADUATE STUDENTS (2<sup>nd</sup> EDITION), B.E. 2566 (2023)', as hereunder stated.

Item 1: This Notification is referred to as 'MAE FAH LUANG UNIVERSITY NOTIFICATION ON CRITERIA AND RATES OF THESIS AND DISSERTATION SUPPORT GRANTS FOR POST-GRADUATE STUDENTS (2<sup>ND</sup> EDITION), B.E. 2566 (2023)'.

Item 2: This Notification is effective as of the date after the date on which it is issued.

Item 3: Item 6 of 'Mae Fah Luang University Notification on Criteria and Rates of Thesis and Dissertation Support Grants for Graduate Students, B.E. 2561 (2018)', dated 14 January 2019, is repealed, and replaced with the following:

"Item 6: Requirements for the Grantee:

1) The grantee must regularly consult and submit periodic progress reports to his/her thesis/dissertation supervisor(s).

-2-

2) The grantee must conduct his/her research to the best of his/her ability and must publish a part of the research or all of the research in accordance with the Announcement Re: Regulations and Criteria for Graduate Student Publications, B.E. 2560, dated 21<sup>st</sup> August 2017.

3) The student's name must be listed as the "First Author" of the published research paper, with the name of the student's thesis/dissertation supervisor listed as a "Corresponding Author" or "Co-Author. The publication shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation supervisor's affiliation.

4) The Grantee must submit his/her complete thesis or dissertation as a partial graduation fulfillment, as required by the University, and must indicate, in the Acknowledgements section of the complete thesis or dissertation, that the Grantee had received a research support grant from Mae Fah Luang University.'

5) If the grantee fails to comply with the above requirements, the university retains the right to reclaim the entire allocated portion of the grant and, if necessary, to delay the grantee's graduation until all of the requirements are satisfied."

Item 4: The President, or the person authorised by the President, shall enforce this Notification, and shall retain the authority to adjudicate on any disputes arising from the enforcement of this Notification; the said adjudication is final.

Issued on 7 June B.E. 2566

Signed

Matchima Naradisorn

(Assistance Professor Dr Matchima Naradisorn)

President, Mae Fah Luang University

## Document for Attach DGC02 and DGC03





## Expenditure Listing and Estimation Form

Office of Postgraduate Studies

Mae Fah Luang University

Academic Year.....

Thesis or Dissertation Title: .....

.....

Type of Grant Applied for:

[       ] Research Presentation or Publication Grant

[       ] Thesis or Dissertation Writing Grant

Name & Surname: ..... ID: .....

Major: ..... School of: .....

Supervisor: .....

Expenditure Estimation

| Item          | Amount (Baht) |  |
|---------------|---------------|--|
|               |               |  |
|               |               |  |
| <b>Total:</b> |               |  |

Signed ..... Applicant

(.....)



## Thesis or Dissertation Writing Grant Agreement



**Original to be Submitted to Office of Postgraduate Studies**

No. ....

**Thesis or Dissertation Writing Grant Agreement**

Academic Year .....

.....  
(Please print neatly.)

I, ..... (hereinafter 'The Grantee'), am a [ ] master's degree / [ ] PhD student majoring in the programme.....of the School of ....., whose student ID number is .....The Grantee resides at (Address).....

The Grantee's phone number is..... and e-mail address is .....

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Thesis or Dissertation Writing Grant of THB ..... (..... Baht only), which shall be spent solely on matters pertaining to the writing of his/her thesis or dissertation, titled .....
2. The Grantee has not received any concurrent grant for thesis or dissertation writing support from any other source.
3. The Grantee shall, to the best of his/her ability, conduct his/her research, write his/her thesis or dissertation and publish a part thereof, in strict accordance with Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) (Addition).
4. The Grantee shall indicate in the Acknowledgments that s/he received a thesis or dissertation writing grant from The University.
5. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Thesis and Dissertation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
6. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed ..... Applicant  
(.....)

Signed ..... Supervisor  
(.....)

**Supervisor's Copy**

No. ....

**Thesis or Dissertation Writing Grant Agreement**

Academic Year .....

.....  
(Please print neatly.)

I, ..... (hereinafter 'The Grantee'), am a [ ] master's degree / [ ] PhD student majoring in the programme.....of the School of ....., whose student ID number is .....The Grantee resides at (Address).....

The Grantee's phone number is..... and e-mail address is .....

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Thesis or Dissertation Writing Grant of THB ..... (..... Baht only), which shall be spent solely on matters pertaining to the writing of his/her thesis or dissertation, titled .....
2. The Grantee has not received any concurrent grant for thesis or dissertation writing support from any other source.
3. The Grantee shall, to the best of his/her ability, conduct his/her research, write his/her thesis or dissertation and publish a part thereof, in strict accordance with Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) (Addition).
4. The Grantee shall indicate in the Acknowledgments that s/he received a thesis or dissertation writing grant from The University.
5. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Thesis and Dissertation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
6. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed ..... Applicant  
(.....)

Signed ..... Supervisor  
(.....)

**The Grantee's Copy****Thesis or Dissertation Writing Grant Agreement**

No. ....

Academic Year .....

.....  
(Please print neatly.)

I, ..... (hereinafter 'The Grantee'), am a [ ] master's degree / [ ] PhD student majoring in the programme.....of the School of ....., whose student ID number is .....The Grantee resides at (Address).....

The Grantee's phone number is..... and e-mail address is .....

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Thesis or Dissertation Writing Grant of THB ..... (..... Baht only), which shall be spent solely on matters pertaining to the writing of his/her thesis or dissertation, titled .....
2. The Grantee has not received any concurrent grant for thesis or dissertation writing support from any other source.
3. The Grantee shall, to the best of his/her ability, conduct his/her research, write his/her thesis or dissertation and publish a part thereof, in strict accordance with Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) (Addition).
4. The Grantee shall indicate in the Acknowledgments that s/he received a thesis or dissertation writing grant from The University.
5. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Thesis and Dissertation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
6. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed ..... Applicant  
(.....)

Signed ..... Supervisor  
(.....)



## Research Presentation or Publication Grant Agreement



No. ....

**Original to be Submitted to Office of Postgraduate Studies****Research Presentation or Publication Grant Agreement**

Academic Year .....

(Please print neatly.)

I, .....(hereinafter 'The Grantee'), am a [ ] master's degree / [ ] PhD student majoring in the programme..... of the School of ....., whose student ID number is .....The Grantee resides at (Address) .....

The Grantee's phone number is ..... and e-mail address is .....

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Research Presentation or Publication Grant of THB ..... (.....Baht only), which shall be spent solely on matters pertaining to the publication or presentation of an article based on his/her independent study, thesis or dissertation, titled .....
2. The article to be published or presented is part of The Grantee's independent study, thesis or dissertation.
3. If The Grantee receives or is applying for a publication or presentation grant from a different source, The Grantee shall notify the Office of Postgraduate Studies in detail.
4. The Grantee shall by himself/herself deliver the presentation at the conference.
5. The published article shall bear The Grantee's name as the first author and The Grantee's supervisor's name as the corresponding author.
6. The Grantee shall indicate in the Acknowledgments that s/he received a publication or presentation grant from The University.
7. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Research Presentation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
8. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed.....Applicant  
(.....)

Signed.....Supervisor  
(.....)

No. ....

**Supervisor's Copy****Research Presentation or Publication Grant Agreement**

Academic Year .....

(Please print neatly.)

I, .....(hereinafter 'The Grantee'), am a [ ] master's degree / [ ] PhD student majoring in the programme..... of the School of ....., whose student ID number is .....The Grantee resides at (Address) .....

The Grantee's phone number is ..... and e-mail address is .....

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Research Presentation or Publication Grant of THB ..... (.....Baht only), which shall be spent solely on matters pertaining to the publication or presentation of an article based on his/her independent study, thesis or dissertation, titled .....
2. The article to be published or presented is part of The Grantee's independent study, thesis or dissertation.
3. If The Grantee receives or is applying for a publication or presentation grant from a different source, The Grantee shall notify the Office of Postgraduate Studies in detail.
4. The Grantee shall by himself/herself deliver the presentation at the conference.
5. The published article shall bear The Grantee's name as the first author and The Grantee's supervisor's name as the corresponding author.
6. The Grantee shall indicate in the Acknowledgments that s/he received a publication or presentation grant from The University.
7. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Research Presentation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
8. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed.....Applicant  
(.....)

Signed.....Supervisor  
(.....)



No. ....

**The Grantee's Copy****Research Presentation or Publication Grant Agreement**

Academic Year .....

.....

(Please print neatly.)

I, .....(hereinafter 'The Grantee'), am a [ ] master's degree / [ ] PhD student majoring in the programme..... of the School of ....., whose student ID number is .....The Grantee resides at (Address) .....

The Grantee's phone number is ..... and e-mail address is .....

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Research Presentation or Publication Grant of THB ..... (.....Baht only), which shall be spent solely on matters pertaining to the publication or presentation of an article based on his/her independent study, thesis or dissertation, titled .....
2. The article to be published or presented is part of The Grantee's independent study, thesis or dissertation.
3. If The Grantee receives or is applying for a publication or presentation grant from a different source, The Grantee shall notify the Office of Postgraduate Studies in detail.
4. The Grantee shall by himself/herself deliver the presentation at the conference.
5. The published article shall bear The Grantee's name as the first author and The Grantee's supervisor's name as the corresponding author.
6. The Grantee shall indicate in the Acknowledgments that s/he received a publication or presentation grant from The University.
7. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Research Presentation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
8. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed.....Applicant

(.....)

Signed.....Supervisor

(.....)

## Receipt

Issued by Mae Fah Luang University

Date.....(don't write a date).....

Name .....Address .....

This is to confirm that I have received payment(s) for:

| List of Items                                      | Amount (Baht) |  |
|--|---------------|--|
| Research Presentation or Publication Grant, and/or |               |  |
| Thesis or Dissertation Writing Grant               |               |  |
| <b>Total</b>                                       |               |  |

Amount (IN LETTER)

Signed.....Recipient  
(.....)

Signed.....Payer  
(.....)

**Note:** Enclose a signed copy of the grantee's passport.



**Bank Transfer Request Form**  
**Mae Fah Luang University**

Date.....

Name (Mr./Mrs./Miss).....

Relationship with the company/department/store .....

The establishment is located at No.....Building..... Lane ..... Road.....

Sub-district.....District..... Province..... Postal Code.....

1. Company/department store/shop/person confirm to receive money transferred from the university to the bank account and inform the bank account details in order to transfer money into the account of Company/department store/shop/person.....as follows:

1) Bank name :.....

2) Account name :..... Branch : .....

Account type :..... Account number:.....

E-mail Address of Company/department store/shop/person.....

3) Tax Identification Number.....

4) Name of the financial/accounting officer of the company/department store/shop/person who can be contacted.....

after money has been transferred into the account of company/department/shop/person, please send the money transfer information to E-mail Address:.....

2. In the case that I have changed my bank account under no 1, I will immediately notify the university in writing to confirm the change. If there is any damage resulting from the change of the bank account. Does not know. The university is not liable for any.

3. Company/department store/shop/person agree to proceed according to Mae Fah Luang University as follows:

1) Be responsible for expenses incurred from transferring money to company/shops/person according to the rate set by the bank.

2) Company/department store/person will send receipts/tax invoices (if any) for goods and services to the university within 3 business days after the date that company/shop/person has received money transferred.

.....  
(.....)

Manager/Authorized Signatory

seal  
company/department  
store/shop

**Note:** Mae Fah Luang University has set guidelines for payment disbursement of parcel costs for sellers/contractors. through the Krungthai Digital Platform from now onward. (in amount not exceeding 2,000,000 baht)

## Expenditure Report

Office of Postgraduate Studies, Mae Fah Luang University

Graduate Studies Support Grant

Academic Year.....

Thesis or Dissertation Title.....

List of expenditures to be covered by:

[        ] Research Presentation or Publication Grant; or

[        ] Thesis or Dissertation Writing Grant

Name and Surname: ..... Student ID Number: .....

Programme:..... School of..... Supervisor:.....

### List of Expenditures

| Item   | Receipt |                              |                 | Amount in Baht |
|--------|---------|------------------------------|-----------------|----------------|
|        | No.     | Recipient's Name and Address | Date of Receipt |                |
|        |         |                              |                 |                |
|        |         |                              |                 |                |
| Total: |         |                              |                 |                |

Signed ..... Grantee

(.....)

**Note:** This expenditure list does not have to be submitted to the Office of Postgraduate Studies, but must be kept until the grantee graduates, for further inspection if requested by any organization, whether inside or outside Mae Fah Luang University.

## Thesis/Dissertation Progress Report Form for Students Receiving Thesis/Dissertation Support Grant

Academic year.....

\*\*\*\*\*

### 1. Personal Information

Name and last name: .....Degree level:.....

Programme: .....School: .....

Title of thesis/dissertation:

In Thai: .....

.....

In English: .....

.....

Supervisor's name and last name: .....

Study result reported for the ☐ first / ☐ second semester of the academic year .....

### 2. Thesis/dissertation progress report

(If the report has a large quantity of content, submit the content in an attachment):

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-2-

.....  
 .....  
 .....  
 .....  
 Current approximate progress of the research: .....% fulfilled.

Signed.....(Student)

(.....)

Date: .....

---

Main supervisor's comments:

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

Signed ..... Main Supervisor

(.....)

Date: .....

**Note:** Students are required to submit a thesis/dissertation progress report to Office of the Postgraduate Studies every academic year until students graduate. (According to the announcement of Mae Fah Luang University on criteria and rates of thesis and dissertation support grants for graduate students no. 6)



## Example of filling out the document





## Expenditure Listing and Estimation Form

Office of Postgraduate Studies

Mae Fah Luang University

Academic Year.... (current academic year)....

Thesis or Dissertation Title: ..... (name of the student's thesis/dissertation) .....  
.....

Type of Grant Applied for:

☒ Thesis or Dissertation Writing Grant

☐ Research Presentation or Publication Grant

Name & Surname:.....Mr. Withaya Niphon.....ID: ..... 60XXXXXXXX.....

Major: ..... Biological Sciences.....School of:.....Sciences.....

Supervisor: .....Assoc. Prof. Dr. Dusadee Bundit.....

### Expenditure Estimation

| Item                          | Amount (Baht) |          |
|-------------------------------|---------------|----------|
| Chemicals for research        | 10,000        | -        |
| Laboratory research materials | 5,000         | -        |
| <b>Total:</b>                 | <b>15,000</b> | <b>-</b> |

Signed.....signature .....Applicant  
(.....Mr. Withaya Niphon .....)

**Note:** Students can specify expenses such as chemicals or materials used in experiments, travel expenses for data collection, research consumables or other expenses. These expenses must be under the advisor's consideration and relevant to the student's thesis or dissertation.





## Expenditure Listing and Estimation Form

Office of Postgraduate Studies

Mae Fah Luang University

Academic Year.... (current academic year)....

Thesis or Dissertation Title: ..... (name of the student's thesis/dissertation) .....

Type of Grant Applied for:

[ ] Thesis or Dissertation Writing Grant

[✓] Research Presentation or Publication Grant

Name & Surname:.....Mr. Withaya Nipon.....ID: ..... 60XXXXXXXX.....

Major: ..... Biological Sciences.....School of:.....Sciences.....

Supervisor: .....Assoc. Prof. Dr. Dusadee Bundit.....

### Expenditure Estimation

| Item              | Amount (Baht) |          |
|-------------------|---------------|----------|
| Registration Fees | 3,000         | -        |
| Travel expense    | 3,000         | -        |
| Accommodation     | 2,000         | -        |
| <b>Total:</b>     | <b>10,000</b> | <b>-</b> |

Signed.....signature .....Applicant  
(.....Mr. Withaya Nipon .....)

**Note:** Students can reimburse the expenses from the presentation or publication scholarship in 3 categories which are (1) conference registration fees (2) fees for publishing articles in academic journals (3) accommodation and travel expenses.



**Original to be Submitted to Office of Postgraduate Studies**

No. ....

Thesis or Dissertation Writing Grant Agreement

Academic Year (current academic year)

\_\_\_\_\_

(Please print neatly.)

I, Mr. Withaya Nipon (hereinafter 'The Grantee'), am a [ ☒ ] master's degree / [ ☐ ] PhD student majoring in the programme Biological Science of the School of Science, whose student ID number is 60xxxxxxx. The Grantee resides at 2045/11 Moo.15, -, Lane -, road, Maechan subdistrict, Maechan district, Chiangrai province, postcode 57110.

The Grantee's phone number is 086-9999999 and e-mail address is wittaya@gmail.com.

The Grantee hereby enters into the following agreements with Mae Fah Luang University (hereinafter 'The University').

1. The Grantee agrees to receive from The University a Thesis or Dissertation Writing Grant of THB 15,000 (Fifteen thousand baht only), which shall be spent solely on matters pertaining to the publication or presentation of an article based on his/her independent study, thesis or dissertation, titled 'Name of the student's thesis/dissertation'.
2. The grantee must conduct his/her research to the best of his/her ability, and must publish part or all of the research in accord with Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, B.E. 2560 (2017).
3. The said publication must bear the grantee's name as the first author and the dissertation/thesis supervisor's name as the co-author(s) or corresponding author(s). The publication shall indicate Mae Fah Luang University, and its address (if required), as the grantee's and his/her thesis/dissertation supervisor's affiliation.
4. The Grantee shall indicate in the Acknowledgments that s/he received a thesis or dissertation writing grant from The University.
5. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Thesis and Dissertation Support Grant Rates and Criteria, BE 2561 (2018), and shall follow them strictly.
6. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed signature Applicant

( Mr. Withaya Nipon )

Date 10-03-2025

Signed signature Supervisor

( Assoc. Prof. Dr. Dusadee Bundit )

Date 10-03-2025

Supervisor's Copy

No. ....

Thesis or Dissertation Writing Grant Agreement

Academic Year (current academic year)

(Please print neatly.)

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Signed signature Applicant( Mr. Withaya Nipon )Date 10-03-2025Signed signature Supervisor( Assoc. Prof. Dr. Dusadee Bundit )Date 10-03-2025

**The Grantee's Copy**

No. ....

## Thesis or Dissertation Writing Grant Agreement

Academic Year (current academic year)

(Please print neatly.)

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Signed signature Applicant( Mr. Withaya Niphon )Date 10-03-2025Signed signature Supervisor( Assoc. Prof. Dr. Dusadee Bundit )Date 10-03-2025



**Original to be Submitted to Office of Postgraduate Studies**

No. ....

Research Presentation or Publication Grant Agreement

Academic Year (current academic year)

(Please print neatly.)

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2. The article to be published or presented is part of The Grantee's independent study, thesis or dissertation.
3. If The Grantee receives or is applying for a publication or presentation grant from a different source, The Grantee shall notify the Office of Postgraduate Studies in detail.
4. The Grantee shall by himself/herself deliver the presentation at the conference.
5. The published article shall bear The Grantee's name as the first author and The Grantee's supervisor's name as the corresponding author.
6. The Grantee shall indicate in the Acknowledgments that s/he received a publication or presentation grant from The University.
7. The Grantee understands the criteria, terms and conditions of the grant, which are stated in Mae Fah Luang University Notification on Graduate-Level Research Presentation Support Grant Rates and Criteria, BE 2558 (2015) or BE 2561 (2018), this includes other relevant announcements and shall follow them strictly.
8. If The Grantee fails to comply with the criteria, terms and conditions referred to in item 5, The Grantee allows The University to reclaim the full amount of grant paid to The Grantee.

Signed signature Applicant

( Mr. Withaya Niphon )

Date 10-03-2025

Signed signature Supervisor

( Assoc. Prof. Dr. Dusadee Bundit )

Date 10-03-2025

**Supervisor's Copy**

No. ....

Research Presentation or Publication Grant Agreement

Academic Year (current academic year)

(Please print neatly.)

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Signed signature Applicant( Mr. Withaya Nipon )Date 10-03-2025Signed signature Supervisor( Assoc. Prof. Dr. Dusadee Bundit )Date 10-03-2025

**The Grantee's Copy**

No. ....

Research Presentation or Publication Grant Agreement

Academic Year (current academic year)

(Please print neatly.)

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Signed signature Applicant( Mr. Withaya Nipon )Date 10-03-2025Signed signature Supervisor( Assoc. Prof. Dr. Dusadee Bundit )Date 10-03-2025





## Receipt

Issued by Mae Fah Luang University

Date.....(don't write a date).....

Name ..... Mr. Withaya Nipon .....Address No.2045/11 Moo 15 Maechan, Chiangrai, 57110

This is to confirm that I have received payment(s) for:

| List of Items                        | Amount (Baht) |          |
|--------------------------------------|---------------|----------|
| Thesis or Dissertation Writing Grant | 15,000        | -        |
|                                      |               |          |
| <b>Total</b>                         | <b>15,000</b> | <b>-</b> |

Amount (IN LETTER)

**Fifteen thousand baht only**

Signed.....signature.....Recipient  
(.....Mr. Withaya Nipon.....)

Signed.....Payer  
(....finance and accounting officers....)

**Note:** Enclose a signed copy of the grantee's passport.



## Receipt

Issued by Mae Fah Luang University

Date.....(don't write a date).....

Name ..... Mr. Withaya Nipon .....Address No.2045/11 Moo 15 Maechan, Chiangrai, 57110

This is to confirm that I have received payment(s) for:

| List of Items                              | Amount (Baht) |          |
|--|---------------|----------|
| Research Presentation or Publication Grant | 10,000        | -        |
|  |               |          |
| <b>Total</b>                               | <b>10,000</b> | <b>-</b> |

Amount (IN LETTER)

**Ten thousand baht only**

Signed.....signature.....Recipient  
(.....Mr. Withaya Nipon.....)

Signed.....Payer  
(....finance and accounting officers....)

**Note:** Enclose a signed copy of the grantee's passport.

## Bank Transfer Request Form



## Bank Transfer Request Form

## Mae Fah Luang University

Date.....10-10-2022.....

Name (Mr./Mrs./Miss).....Mr. Withaya Nipon.....

Relationship with the company/department/store .....-

The establishment is located at No..... 2045/11.....Building.....-..... Lane .....-..... Road.....-.....

Sub-district..... Maechan.....District..... Maechan..... Province..... Chiangrai..... Postal Code.....57100.....

1. Company/department store/shop/person confirm to receive money transferred from the university to the bank account and inform the bank account details in order to transfer money into the account of Company/ department store/shop/person.....Mr. Withaya Nipon.....as follows:

1) Bank name :.....Bangkok Bank.....,

2) Account name :.....Mr. Withaya Nipon....., Branch :.....MFU.....,

Account type :.....Savings....., Account number:.....672-X-XXXXX-X.....,

E-mail Address of Company/department store/shop/person.....wittaya@gmail.com.....,

3) Tax Identification Number.....-.....

4) Name of the financial/accounting officer of the company/department store/shop/person who can be contacted

after money has been transferred into the account of company/department/ shop/person, please send the money transfer information to E-mail Address:.....wittaya@gmail.com.....

2. In the case that I have changed my bank account under no 1, I will immediately notify the university in writing to confirm the change. If there is any damage resulting from the change of the bank account. Does not know. The university is not liable for any.

3. Company/department store/shop/person agree to proceed according to Mae Fah Luang University as follows:

1) Be responsible for expenses incurred from transferring money to company/shops/ person according to the rate set by the bank.

2) Company/department store/person will send receipts/tax invoices (if any) for goods and services to the university within 3 business days after the date that company/shop/person has received money transferred.

.....signature.....

(.....Mr. Withaya Nipon.....)

Manager/Authorized Signatory



**Note :** Mae Fah Luang University has set guidelines for payment disbursement of parcel costs for sellers/contractors. through the Krungthai Digital Platform from now onward. (in amount not exceeding 2,000,000 baht)



## Expenditure Report

Expenditure Report

Office of Postgraduate Studies, Mae Fah Luang University

Graduate Studies Support Grant

Academic Year (current academic year)

Thesis or Dissertation Title..... Name of the student's thesis/dissertation.....

List of expenditures to be covered by:

[ ] Research Presentation or Publication Grant; or

[ ✓ ] Thesis or Dissertation Writing Grant

Name and Surname: ..... Mr. Withaya Niphon.....Student ID Number: ... 60XXXXXXX.....

Programme:...Biological Sciences..School of...Sciences...Supervisor:...Assoc. Prof. Dr. Dusadee Bundit

### List of Expenditures

| Item   | Receipt |  |                    | Amount<br>in Baht |
|--|---------|--|--------------------|-------------------|
|  | No.     | Recipient's Name and<br>Address  | Date of<br>Receipt |                   |
| List of products according to the<br>attached receipt<br><br><u>In case</u> there are different expenses,<br>please specify the items that appear on<br>the receipt. | 1042/88 | Gibthai Co.,Ltd (Bangkok<br>Head Office)<br>3N Holding House, 44/6<br>Suthisarnvinitchai Rd.<br>Samsennok Huay<br>Kwang, Bangkok<br>10310,Thailand | 30/11/22           | 15,000            |
| Total:   |         |  |                    | 15,000            |

Signed ..... signature..... Grantee

(.....Mr. Withaya Niphon.....)

**Note:** Students submit a financial report summarizing expenses with proof of payment after spending the full scholarship amount. The students must submit the financial report together with the submission of the complete report file. This will be kept as evidence in case of requests from internal or external agencies.



## Expenditure Report

Expenditure Report

Office of Postgraduate Studies, Mae Fah Luang University

Graduate Studies Support Grant

Academic Year (current academic year)

Thesis or Dissertation Title..... Name of the student's thesis/dissertation.....

List of expenditures to be covered by:

[ ☒ ] Research Presentation or Publication Grant; or

[ ☐ ] Thesis or Dissertation Writing Grant

Name and Surname: ..... Mr. Withaya Niphon.....Student ID Number: ... 60XXXXXXXX.....

Programme:...Biological Sciences..School of...Sciences...Supervisor:...Assoc. Prof. Dr. Dusadee Bundit

### List of Expenditures

| Item                 | Receipt |  |                 | Amount<br>in Baht |
|----------------------|---------|--|-----------------|-------------------|
|                      | No.     | Recipient's Name and Address   | Date of Receipt |                   |
| 1. Registration Fees | 11/503  | Graduate School Chulalongkorn University<br>Chaloem Rajakumari 60 Building Phaya Thai Rd,<br>Phatumwan Pathum Wan, Bangkok 10330 | 15/12/22        | 4,000             |
| 2. Travel expense    | 80      | Asia Hotel Bangkok<br>296 Phaya Thai Rd, Khwaeng Thanon<br>Phetchaburi, Khet Ratchathewi, Bangkok 10400                          | 17/12/22        | 3,000             |
| 3. Accommodation     | 205     | Chiangrai E-ticket 1005/1 Jetyod Rd, Mueang<br>Chiang Rai 57000  | 8/12/22         | 3,000             |
| Total:               |         |  |                 | 10,000            |

Signed ..... signature..... Grantee

(.....Mr. Withaya Niphon.....)

**Note:** Students submit a financial report summarizing expenses with proof of payment after spending the full scholarship amount. The students must submit the financial report together with the submission of the complete report file. This will be kept as evidence in case of requests from internal or external agencies.

## Procedure and details about proof of payment

According to Mae Fah Luang University's guidelines, the Office of Postgraduate Studies has announced the following procedure and details concerning the submission of proof of payment for scholarships:

1. Use a receipt or a receipt of payment as the evidence of payment. The receipt must have the following items: (1) name, address, or the payee's office (2) date, month and year of receipt (3) list of purchased items (4) purchase amount in numbers and letters (5) payee's signature.
2. If the store receipts are not tax invoices, shops or vendors can use a cash bill with the specification of the shop's name and address in typing, writing or stamping, or with the shop or vendor's business card. If the cash bill contains complete information according to items (1) – (5), it is considered complete.
3. If there is no receipt exchanged in the transaction, have the payee sign a receipt of payment (according to the university's form) and attach a certified copy of their identity card. In the payment certificate, the payee signs to receive the money and the student sign as a payer.
4. If the receipt has incomplete information specified in items (1)-(5) or there is no receipt exchanged, the student must prepare a payment certificate (according to the university's form).
5. If the document is amended, crossed out, re-typed or rewritten, the payee must sign at every amendment.

Reference information Memorandum No. MOE 5901(6)/1222 dated October 27, 2015 on the subject of changes of the procedure concerning payment documents. (Finance and Accounting Division)



## Example proof of payment according to university practice

### 1. Example of a receipt issued from a computer system

ตัวอย่าง ใบเสร็จรับเงินออกจากระบบคอมพิวเตอร์

**HONG HUAT COMPANY LIMITED**  
 สำนักงานใหญ่ : 41-45 ถนนจักรวรรดิ แขวงจันทน์หลวง เขตจันทน์หลวง กรุงเทพมหานคร 10100  
 HEAD OFFICE : 41-45 Chakrawad Rd., Samphanthawong, Bangkok 10100 Thailand  
 Tel. 0-2225-8101 Fax. 0-2622-8941  
 www.honghuatshop.com www.facebook.com/honghuatshop

1. ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน  
 สาขาที่ 00007 (สาขาพหลมณฑล)

2. วัน เดือน ปี ที่รับเงิน วันที่ (Date) 19/6/2015

เลขที่ (No.) TI15PT000002227  
 เลขที่อ้างอิง/Trx# 64639  
 เลขประจำตัวผู้เสียภาษี 0105496000717

สาขาที่ออกใบกำกับเงิน  
 202/3 หมู่ที่ 5 ต.พหลมณฑล สาย4 ตำบลกระทุ่มล้ม อำเภอสองพี่น้อง นนทบุรี 73220  
 202/3 Moo 5, Phuttamonthon 4 Road, Krathumom, Sampan, Kakhon Pathom 73200, THAILAND  
 Tel. 0-2431-2764-7, Fax. 0-2431-2763

รหัสลูกค้า/Account Number 0015483 พนักงานขาย/SalesReps พุทธิภัทร พงษ์เทพ

นามผู้ซื้อ/Sold To มหาวิทยาลัยแม่ฟ้าหลวง  
 333 หมู่ 1  
 ต.ท่าศาลา อ.เมือง  
 จ.เชียงใหม่ 57100

โทรศัพท์/Telephone Number

TaxID : 00000000000000  
 สำนักงานใหญ่

| รหัสสินค้า<br>ITEM LOOKUP CODE | รายการ<br>EXTENDED DESCRIPTION | จำนวน<br>QUANTITY | หน่วยละ<br>UNIT PRICE | ส่วนลด<br>DISCOUNT | จำนวนเงิน<br>AMOUNT |
|--------------------------------|--------------------------------|-------------------|-----------------------|--------------------|---------------------|
| 8858746460518                  | AMPHITOL 55AB B @ 1 KG         | 1                 | 63.00                 |                    | 63.00               |

3. รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร

ราคาสินค้าเป็นราคารวมภาษีมูลค่าเพิ่มแล้ว  
 สินค้าตามใบส่งของนี้ เราจะจัดส่งมอบแก่ผู้ซื้อแล้ว จึงเป็นทรัพย์สินของ  
 ผู้ซื้อ จงนำใบส่งของนี้ไปใช้ชำระหนี้หรือรับเงินคืน

|                          |       |
|--------------------------|-------|
| รวมจำนวนเงิน/TOTAL       | 63.00 |
| ส่วนลดที่ขอ/DISCOUNT     | 0.00  |
| มูลค่าก่อนภาษี/EX AMOUNT | 58.88 |
| ภาษีมูลค่าเพิ่ม/VAT      | 4.12  |
| รวมทั้งสิ้น<br>NET TOTAL | 63.00 |

4. จำนวนเงินทั้งตัวเลขและตัวอักษร

บาท BAHT หกสิบสามบาทถ้วน

ผู้ขาย/ผู้รับเงิน

ในนาม บริษัท ฮงฮวต จำกัด

ผู้มีอำนาจลงนาม  
 AUTHORIZED SIGNATURE

5.ลายมือชื่อของผู้รับเงิน

เลขที่/วันที่

ธนาคาร/สาขา

ผู้รับเงิน

๑ 110033

receipt date

2

name, address,  
or office of the payee

1

product list

3

4

Include the amount  
of numbers and  
letters.

5

Payee's signature



EXAMPLE

1

name, address,  
or office of the payee

2.วัน เดือน ปี ที่รับเงิน

receipt date

2

Include the amount of  
numbers and letters.

4

1.ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน

3

product list

3.รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร

4.จำนวนเงินทั้งตัวเลขและตัวอักษร

5

Payee's signature

บริษัท ออฟฟิศ คอสโม (ไทย) จำกัด  
สาขา Sukhumvit Asoke สาขาที่ 00042  
เลขที่ 189/1 ซอย นี  
ถ.สุขุมวิท 21 แขวงคลองเตยเหนือ เขตวัฒนา  
กรุงเทพมหานคร 10110

วันที่รับเงิน: 26.06.2015 12:09  
Receipt No: 103 - 000448  
TPNo: 103 - 000889  
Receipt No: 000421030615103013

ใบเสร็จรับเงิน/ใบกำกับภาษี

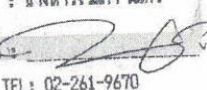
Customer ID : 405309  
มหาวิทยาลัยแม่ฟ้าหลวง

Branch No  
Customer Tax ID : 0994000209983  
333 หมู่ 1  
ตำบลท่าศาลา  
อำเภอเมืองเชียงราย  
จังหวัดเชียงราย 57100

Sales 029999999 Dummy Sale

|               |                         |     |          |            |
|---------------|-------------------------|-----|----------|------------|
| 8850968708157 | กระดาษการคำนวณ          | 3 * | 65.00    | 195.00 C V |
| 0000070653953 | ซองพลาสติก 100mm #CL/NK | 6 * | 50.00    | 300.00 B V |
| 8851433098087 | ดินรูด ORCA 15 มม.ดล    | 6 * | 108.00   | 648.00 B V |
| 0000072000502 | ซองแผ่น-20TH SURPRISE   | 1 * | 0.00     | 0.00 B V   |
| Total         |                         |     | 1,143.00 |            |

Number of items 16  
Non Vat Amount 0.00  
Amount Inc Vat 1,143.00  
Amount Ex Vat 1,068.22  
VAT 74.78  
CASH 1,200.00  
Change CASH 57.00

Cashier : นางสาวเวณิกา นิ่มแก้ว  
Cashier Sign:   
TEL: 02-261-9670  
รับเงิน/ส่งเงินด้วยเงินสด 14 วัน  
พร้อมใบเสร็จรับเงิน  
www.officemate.co.th  
TIC: 8001407927



## 2. Example of a handwritten receipt

1

name, address,  
or office of the payee

เล่มที่ 097 เลขที่ 04829

ใบเสร็จรับเงิน (อย่างย่อ) 1 ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน

ห้างหุ้นส่วนจำกัด เอกวัฒน์เซอร์วิส (สำนักงานใหญ่)  
338 หมู่ที่ 1 ต.วังทอง อ.วังทอง จ.พิษณุโลก 65130 โทร. (055) 312572

เลขประจำตัวผู้เสียภาษีอากร 0-45353800093 4

2. วัน เดือน ปี ที่รับเงิน

วันที่ 6 / 12 / 68

ชื่อผู้ซื้อ มหาวิทยาลัยแม่ฟ้าหลวง

ที่อยู่ 006 ม. 1 ต.ท่าเสา อ.เมือง นนทบุรี 11000 โทร. 02-029-6888

เลขประจำตัวผู้เสียภาษี

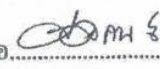
| จำนวน | รายการ               | ราคา<br>หน่วยละ | จำนวนเงิน |     |
|-------|----------------------|-----------------|-----------|-----|
|       |                      |                 | บาท       | สต. |
| 46.46 | น้ำมันดีเซล          | 13.68           | 1100      |     |
|       | น้ำมันดีเซลพลัส      |                 |           |     |
|       | น้ำมันเบนซิน 95      |                 |           |     |
|       | น้ำมันแก๊สโซฮอล์ E20 |                 |           |     |
|       | น้ำมันแก๊สโซฮอล์ 91  |                 |           |     |
|       | น้ำมันแก๊สโซฮอล์ 95  |                 |           |     |

3. รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร

ค่าน้ำมัน

4. จำนวนเงินทั้งตัวเลขและตัวอักษร

จำนวนเงินรวมทั้งสิ้น 1100

ลงชื่อ  ผู้รับเงิน

5. ลายมือชื่อของผู้รับเงิน

receipt date

2

3

product list

4

Include the amount of  
numbers and letters.

Payee's signature

5



name, address,  
or office of the payee

1

**พะเยาศึกษาภัณฑ์ (สำนักงานใหญ่)**  
7/18 ถนนประตูกลอง 1 ตำบลเวียง อำเภอเมืองพะเยา  
จังหวัดพะเยา 56000 โทร. (054) 411489 โทรสาร (054) 484316  
Phayaosueksapan@hotmail.com  
www.facebook.com/phayaosuksapan

ใบเสร็จรับเงิน/ใบกำกับภาษี

เล่มที่ 35 เลขที่ 1730

1. ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน

2. วัน เดือน ปี ที่รับเงิน

เลขประจำตัวผู้เสียภาษีอากร 3 5601 00983 72 3

วันที่ 14 ก.ค. 58

ชื่อผู้ซื้อ พวกรังสิยา นพพิทล

ที่อยู่ 17/1 ซ.วัด 17/1 ซ.วัด 17/1 ซ.วัด 17/1


เลขประจำตัวผู้เสียภาษีอากร 09940 00109 983

| ลำดับ<br>ที่                              | รายการ            | จำนวนหน่วย | ราคาต่อหน่วย | จำนวนเงิน<br>(รวมภาษี) |
|---|-------------------|------------|--------------|------------------------|
| 1   | กระดาษ A4 - 15mm. | 1 คล       | 158 -        | 158 -                  |
| 3. รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร |                   |            |              |                        |


จำนวนเงินรวมทั้งสิ้น (ตัวอักษร) 4. จำนวนเงินทั้งตัวเลขและตัวอักษร ราคาสินค้า 107.66

จำนวนภาษีมูลค่าเพิ่ม 10.34

จำนวนเงินรวมทั้งสิ้น 158 -

ลงชื่อ  ผู้รับสินค้า

วันที่ 14 ก.ค. 58

ลงชื่อ  ผู้ขาย/ผู้รับเงิน

5. ลายมือชื่อของผู้รับเงิน

receipt date

2

product list

3

4

Include the amount of  
numbers and letters.

Payee's signature

5





### 3. Examples of receipts issued by government

**ใบเสร็จรับเงิน**

เล่มที่ 47      เลขที่ 2307

**สำนักงานศาลปกครอง**  
ที่ทำการสำนักงานศาลปกครองเชียงใหม่

1. ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน

วันที่ 16 เดือน สิงหาคม พ.ศ. 2568      2. วันที่ออกใบเสร็จรับเงิน

ได้รับเงินจาก นางสาว...

เป็นค่า ดอกเบี้ย      3. รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร

จำนวนเงิน ๑๐,๐๐๐ บาท (ตัวอักษร)      4. จำนวนเงินทั้งตัวเลขและตัวอักษร

☒ เงินสด    ☐ เช็คธนาคาร    เลขที่เช็ค

☐ หนี้สินส่งจ่ายไปรษณีย์    เลขที่    ลงวันที่

5.ลายมือชื่อของผู้รับเงิน

ลงชื่อ ... ผู้รับเงิน

(นางสุพรรณิ จิตประพันธ์)

ตำแหน่ง เจ้าหน้าที่ศาลปกครองชั้นอุทธรณ์

ผู้รับเงินต้องเมื่อเรียกเก็บเงินคืนเมื่อเช็คได้เรียบร้อยแล้ว

product/service list

Include the amount of numbers and letters.

Payee's signature



#### 4. Example of a cash bill

**2** receipt date

**3** product/service list

**1** name, address, or office of the payee

**4** Include the amount of numbers and letters.

**5** Payee's signature

| จำนวน<br>Quantity | รายละเอียด<br>Description | หน่วย<br>Unit Price | จำนวนเงิน<br>Amount |
|-------------------|---------------------------|---------------------|---------------------|
| 4                 | ชิ้นส่วนดีเกอส์           | 20                  | 80 -                |
| 1                 | โคมไฟพวอสมเตา             |                     | 850 -               |

รวมเงิน Total 930

ผู้รับเงิน Collector

5.ลายมือชื่อของผู้รับเงิน

EXAMPLE

**1** name, address, or office of the payee

เลขที่ 005 บิลเงินสด เลขที่ 0201

**2** receipt date

ร้านเบลล์ เซลล์ชวนชิม 1.ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน  
345 ถ.ประธานาถ ต.ตลาด อ.พระประแดง จ.สมุทรปราการ

☎/FAX 02-4643620 มือถือ 089-8984396, 085-2953709, 083-8495021  
เลขประจำตัวผู้เสียภาษีอากร 3119800081180

นาม. นนจิมา ชลชัยพาณิชย์ วันที่ 02 / 05 / 2558 2.วันที่เกิดปีที่รับเงิน

ที่อยู่ 333 ม.1 ต.ท่าอิฐ อ.เมือง จ.พิษณุโลก

**3** product/service list

| จำนวน | รายการ          | ราคา  | บาท    | สต. |
|-------|-----------------|-------|--------|-----|
| 70    | อาหาร + ของว่าง | 210.- | 14,700 | -   |
|       | ค่าน้ำ          |       | 650    | -   |

3.รายการแสดงการชำระเงินระบุว่าเป็นค่าอะไร

**4** Include the amount of numbers and letters.

รวมเงิน 15,350 -

4.จำนวนเงินทั้งตัวเลขและตัวอักษร

5.ลายมือชื่อของผู้รับเงิน

**5** Payee's signature





### 5. Examples of receipts receipt does not have a payee field

**1** name, address, or office of the payee

**2** receipt date

**3** product/service list

**4** Include the amount of numbers and letters.

**5** ตายมือชื่อของผู้รับเงิน

ตัวอย่างใบเสร็จรับเงินไม่มีช่องสำหรับผู้รับเงิน

บริษัท ข้าราชการ (สาขาเชียงราย) สาขา 00047  
99/20 หมู่ที่ 13 ตำบลสันทราย  
อำเภอเมืองเชียงราย จังหวัดเชียงราย 57000  
โทรศัพท์ 052-420-600 แฟกซ์ 052-420-601

1. ชื่อ สถานที่ หรือที่ทำการของผู้รับเงิน

เลขที่ CRA150516138  
วันที่ 01/05/2015

2. วัน เดือน ปี ที่รับเงิน

| ลำดับ | V/N             | รายการ                        | จำนวน | ราคา/หน่วย | ส่วนลด | จำนวนเงิน |
|-------|-----------------|-------------------------------|-------|------------|--------|-----------|
| 1     | V 0000041665862 | กระบอกฉีดน้ำทรงใบไม้          | 1     | 25.00      | .00    | 25.00     |
| 2     | V 0000041665862 | กระบอกฉีดน้ำทรงใบไม้          | 1     | 25.00      | .00    | 25.00     |
| 3     | V 0000041363980 | ถังขยะ (เป็นหมัน) ขนาด 10 ซม. | 4     | 185.00     | .00    | 740.00    |
| 4     | V 0000041769812 | เบรคมือประเภทยานพาหนะ (1 KG)  | 1     | 65.00      | .00    | 65.00     |
| 5     | V 0000041446713 | น็อต 1/4"x5/8"                | 4     | 18.00      | .00    | 72.00     |
| 6     | V 0000041447093 | น็อต 3/8"x1-1/4"              | 4     | 18.00      | .00    | 72.00     |
| 7     | V 8859177003060 | ชุดเหล็กเกอเทอ M12*1.5        | 4     | 42.00      | .00    | 168.00    |

3. รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร

รวมยอดขาย 1,167.00  
ส่วนลด .00  
ขายสุทธิ 1,167.00  
หัก เงินมัดจำเลขที่ .00  
ขายสุทธิหลังหักมัดจำ 1,167.00

รวมทั้งสิ้น 1,167.00

ชำระเงินโดย CASH  
อ้างถึงใบกำกับภาษีอย่างเลขที่ 002041463

4. จำนวนเงินทั้งตัวเลขและตัวอักษร

5. ตายมือชื่อของผู้รับเงิน

หมายเหตุ: \* โปรดนำต้นฉบับใบเสร็จรับเงินไปกำกับภาษีเพื่อเป็นหลักฐานในการคิดต่อทุกครั้งที่มีการรับเงิน จะไม่รับเงินสดใดๆทั้งสิ้น  
\* บริษัทฯ ขอสงวนสิทธิ์ในการปรับเปลี่ยนสินค้า ภายใน 30 วัน  
\* สินค้าคงคลังไม่รับเปลี่ยนคืน  
\* บริษัทฯ ขอสงวนสิทธิ์ที่จะนำสินค้าออกจำหน่ายในกรณีที่หากผู้รับเงินไม่มารับสินค้าภายในวันที่กำหนด  
\* บริษัทฯ จะไม่รับผิดชอบใดๆ หากมีผู้ซื้อซ้ำ (ยกเว้นผู้จำหน่าย) นำไปจำหน่าย  
\* ต้นฉบับใบเสร็จรับเงินใบกำกับภาษี เท่านั้นที่ผู้รับเงินจะนำมาเป็นหลักฐานในการขอคืนเงิน

ผู้รับเงิน:

ผู้จัดทำ:

ชื่อ: ดก ยงเงิน



ตัวอย่าง ใบเสร็จรับเงินไม่มีช่องระบุผู้รับเงิน

บริษัท สยามแม็คโคร จำกัด (มหาชน)  
สำนักงานใหญ่ โทร. 0-2723-1000 โทรสาร. 0-2375-2789  
เลขประจำตัวผู้เสียภาษี 0107537000521  
ทะเบียนเลขที่ 0107537000521

**makro**  
คู่คิดธุรกิจคุณ

1. โปรดทราบ  
1. โปรดเก็บใบเสร็จไว้เป็นหลักฐาน  
2. การตัดเช็คยกย่องบริษัท โปรดแนบใบเสร็จมาทุกครั้ง  
3. บริษัทจะรับเงินคืนภายใน 7 วัน  
ยกเว้นของชำรุดเสียหายในทันที  
4. สินค้าที่รับคืนต้องอยู่ในสภาพเดิม

สาขาที่ 00031 สาขาเชียงใหม่ : 12 หมู่ที่ 17  
บ้านค้อ อ. เมืองเชียงใหม่ จ. เชียงราย 57100  
5688 โทรศัพท์ 053-703679  
57000200348 มหาวิทยาลัยแม่ฟ้าหลวง สำนักงานใหญ่  
833 ม.1  
ต.ท่าสุก อ. เมืองเชียงใหม่  
จ. เชียงราย 57100

1. ชื่อ สถานที่อยู่ หรือที่ทำการของผู้รับเงิน

2. วัน เดือน ปี ที่รับเงิน

3. รายการแสดงการรับเงินระบุว่าเป็นค่าอะไร

4. จำนวนเงินทั้งตัวเลขและตัวอักษร

5. ลายมือชื่อของผู้รับเงิน

TIME เวลา 17:27

RECEIPT NO. 0230913695  
เลขที่ใบเสร็จ CASHIER 123 9

CUSTOMER NAME 001 045  
ชื่อสมาชิก  
CUSTOMER NO. 023 00760140 510  
เลขที่สมาชิก  
TAX ID# 0994000209983

| QUANTITY OR WEIGHT | ARTICLE NUMBER | ARTICLE DESCRIPTION                  | UNIT    | PACKS  | BACK PRICE | VAT CODE | VALUE INCLUDED VAT | รวม VAT (รวม) |
|--------------------|----------------|--------------------------------------|---------|--------|------------|----------|--------------------|---------------|
| 1                  | 8851806003069  | *ถ่าน ALKALINE PANASONIC AA 4*6      | 1. ถ่าน | 319.00 | 2          |          | 319.00             | 3             |
| 3                  | 8850046010233  | เซลล์ชาร์จซูเปอร์เอ็กซ์ตรา 24 ม้วน*1 | 1 ชาร์  | 184.00 | 2          |          | 552.00             |               |
| 2                  | 8852413434598  | *IDEA GREEN กระดาษ A4 80G. 5*500     | 5 ชน    | 540.00 | 2          |          | 1080.00            |               |
| ยอดเงินรวม         |                |                                      |         |        |            |          | 1951.00            |               |

1. ชื่อถ่าน ALKALINE PANASONIC / EVOTA ครบ 250 บาทรับส่วนลดทันที 25 บาท  
ค.เงินส่วนลด 25.00-

จำนวน รหัส.พ. % ราคาสินค้า LEGAL AMOUNT ภาษี รวม รวมเงิน 1926.00  
1 2 7.00 1800.00 126.00 1926.00 CASH 2000.00  
TOTAL 1800.00 126.00 1926.00 เงิน 74.00-  
รวม 1632.00 FF 0.00 DF 552.00 NF 1080.00 ยอดเงินชำระ 1926.00

FORM BA003 VAT

4. จำนวนเงินทั้งตัวเลขและตัวอักษร





## 6. Example of payment voucher

**1** name, address, or office of the payee

**2** receipt date

**3** product/service list

**4** Include the amount of numbers and letters.

**5** Payee's signature

**6** Payer's signature (student's signature)

ใบสำคัญรับเงิน

ที่ มหาวิทยาลัยแม่ฟ้าหลวง

วันที่ 30 กรกฎาคม 2558

ข้าพเจ้า ...นายวิทยากร...พิเศษ...อยู่บ้านเลขที่ 2264 หมู่ 12 บ้านเก่า ต.เมอง  
พาน อ.พาน...จ.เชียงราย 57120..โทร.. 053-658265.....

ได้รับเงินจากมหาวิทยาลัยแม่ฟ้าหลวงดังรายการต่อไปนี้

| รายการ   | จำนวนเงิน |
|--|-----------|
| ค่าตอบแทนวิทยากร โครงการสร้างความเข้าใจในการทำงาน<br>วันที่ 30 กรกฎาคม 2558 เวลา 8.00-10.00 น. | 1,000     |
| รวมทั้งสิ้น  | 1,000     |

จำนวนเงิน หนึ่งพันบาทถ้วน

ลงชื่อ .....ผู้รับเงิน  
(...นายวิทยากร.....พิเศษ .....)

ลงชื่อ .....ผู้จ่ายเงิน  
(...นายกำพล ไชยเลิศ...)

ผู้ยืมเงิน/ผู้จ่ายเงิน

**Note:** Please attach a copy of your passport/copy of ID card and certified true copy.



### 7. Sample payment certificate

**1** receipt date

**2** product/service list

**3** Include the amount of numbers and letters.

**4** Payee's signature (student's signature)

ใบรับรองการจ่ายเงิน  
มหาวิทยาลัยแม่ฟ้าหลวง

| วัน เดือน ปี | รายละเอียดรายการจ่าย | จำนวนเงิน | หมายเหตุ |
|--------------|----------------------|-----------|----------|
| 1/5/64       | เห็ดหูหนูดำ          | 1,000.00  |          |
|              |                      |           |          |
|              |                      |           |          |
|              |                      |           |          |
|              |                      |           |          |
|              | รวมทั้งสิ้น          | 1,000.00  |          |

รวมทั้งสิ้น (ตัวอักษร) .....หนึ่งพันบาทถ้วน.....

ข้าพเจ้า.....นายวิทยา นิพนธ์.....ตำแหน่ง.....นักศึกษา.....หน่วยงาน.....สำนักวิชาวิทยาศาสตร์.....  
ขอรับรองว่ารายการจ่ายข้างต้นนี้ ไม่อาจเรียกใบเสร็จรับเงินจากผู้รับเงินได้ และข้าพเจ้าได้จ่ายไปในงานของมหาวิทยาลัยโดยแท้

ลงชื่อ.....ผู้จ่ายเงิน  
(.....นายวิทยา นิพนธ์.....)  
วันที่.....1/5/64.....

## Procedures for students after receiving the grant

1. Students who receive a thesis and dissertation scholarship 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 (forms in Appendix M). The students can submit the document to the email: [graduate@mfu.ac.th](mailto:graduate@mfu.ac.th)

2. Submit a financial report summarizing expenses with proof of payment after spending the full scholarship amount. The students must submit the financial report together with the submission of the complete report file. This will be kept as evidence in case of requests from internal or external agencies. The Office of Postgraduate Studies will keep it until the students' graduation. (Form in Appendix L) The students can submit the documents to the email: [graduate@mfu.ac.th](mailto:graduate@mfu.ac.th)

3. Students who receive a presentation or publication scholarship must record their results according to the university's criteria in the Grad MIS system; and submit a Dissertation/Thesis/ Independent Study Research Publication Report Form (DGC14) within the semester of the presentation or publication.

4. The students must state in the acknowledgement of their dissertation, thesis or independent study report that they have received a specific type or both types of scholarship (should they receive both types of scholarship) from Mae Fah Luang University.



## **Caution!!!**

If a student who receives a scholarship is dismissed or resigns, they have failed to comply with the scholarship's requirements. They will have to reimburse the scholarship to the university.

  
**More Info**

## More Information Please Contact

Office of the Postgraduate Studies, Mae Fah Luang University  
333 Moo 1 Tha Sud Mueang Chiang Rai 57100  
Tel. 053-916137-40 Fax. 053-916141  
E-mail: [graduate@mfu.ac.th](mailto:graduate@mfu.ac.th)  
<http://www.postgrads.mfu.ac.th>

Here's More  
Information!

