



**Announcement of the Joint Graduate School of Energy and Environment
Criteria for the administration of the research grant provided to the students doing
research at JGSEE B.E. 2544 (2001)**

In order to announce and clarify the criteria for the administration of research grant, the Joint Graduate School of Energy and Environment (JGSEE), empowered under the provisions in Article 26 of King Mongkut's University of Technology Thonburi Regulations with respect to the establishment and operation of the Joint Graduate School of Energy and Environment B.E. 2541 and the resolution of JGSEE executive board meeting 6/ 2001 on June 12, 2001, hereby promulgates the announcement of the Joint Graduate School of Energy and Environment on "Criteria for the administration of the research grant provided to the students doing research at JGSEE" as follows:

Item 1 The announcement shall be called "Announcement of the Joint Graduate School of Energy and Environment on "Criteria for the administration of the research grant provided to the students doing research at JGSEE B.E. 2544".

Item 2 The announcement shall take effect from academic year 2001 onwards.

Item 3 The opening of research grant account

Saving account shall be opened together with current account to facilitate the use of cheque and be the proof of payment. The account should be opened under the name "Thesis research grant". There shall be the number after the name to represents the advisor who are supervising that thesis research. The persons who have authority to order to pay are

- A. Executive board/head of a project, i.e. director/deputy director/advisor
- B. Workers, i.e. financial staff/senior administrative staff.

Item 4 Conditions for payment order

The payment order shall be completed when a person in group A. puts down his/her name with a person in group B.

Item 5 The procurement of supplies and durable articles and employment

The employment and the procurement of supplies and durable articles shall depend on the advisor's decision and follow the regulations of JGSEE. Criteria for the reimbursement of expenses is as follows:

- For the amount of the cash that does not exceed 500 Thai Baht (THB), the student can request for the in-principle approval from the advisor and advance the money first. The request for an approval of reimbursement approval can be proceeded afterwards (using the form JGSEE-A-02).
- Purchasing with cash or credit that exceeds 500 Thai Baht (THB) must be agreed from advisor first. Financial staff check the procurement request for correctness before it is proposed for approval. After that, the request will be proposed for the approval of the reimbursement of research expenses afterwards (using the form JGSEE-A-01).
- Maximum amount of money of 7,000 THB/time can be borrowed. Advisor shall be the borrower and the borrowed money must be paid back (with cash or the proof of money transfer) within the determined period of time before the next borrowing (using the form JGSEE-A-01).
- For scientific equipment and chemicals requisition, the students must fill in the requisition form (that can be asked from the laboratory staff) before bringing scientific equipment and chemicals to use. The laboratory staff shall summary the total expenditure on chemicals and broken equipment to submit to the financial staff (academic section) every 3 months. This is to deduct such expenditures from the research grant. Same as the reimbursement of supplies and equipment procurement, the actual amount of expenditures is deducted from the grant account following the details in attached document no.1.
- Other expenditures that cannot be categorized to any categories must be agreed from the advisor before proceeding the procurement, employment, and reimbursement procedures.
- Supplies/equipment that are not related to research, i.e. stationeries: pens, pencils, eraser, scissors, blackboard, etc., cannot be reimbursed.
- The procedures of reimbursement for the expenditures on research are illustrated in attached document no. 2.

Item 6 Material and durable article control

1. Material control

- After the procurement has already been approved and proceeded, the office supply, book, must be brought to the librarian to record the book number before it is used for research. The student can use the book until the research has been done. After that the book must be returned to JGSEE library to be utilized by the next generation of students.
- Scientific supply, chemicals, must be the responsibility of the head of laboratory.

2. Durable article control

After the durable article has been received, it must be registered with the procurement officer. The registration number shall be informed in the research progress and the 6-month financial

reports following the form in attached documents. When the research has been done, the durable materials must be returned to JGSEE in order to be utilized by the next generation of students.

Item 7 Reimbursement

Reimbursement must have collateral evidence, such as receipt of payment, invoice, bill, receipt confirmation, and tax invoice.

- The payment of hiring a person shall use receipt of payment.
- The payment of purchasing goods/ services must have the receipt of payment/ tax invoice that is issued by the store/company.
- Other payments less than/equal to 1,000 THB that cannot call for a receipt can use a receipt confirmation instead.

Item 8 Criteria of payment

In order to facilitate the collection of evidences and the record of actual expenditures, expenditures shall be classified as follows:

1. Materials refer to the expenditures on purchasing materials, supplies, and documents for research, which can be separated into 2 categories as follows:

- Supplies/ non-durable materials that have a short lifespan and the items that are long-lasting utilized but the values are lower than 5,000 THB
- Durable materials that have a lifetime lower than 1 year

Materials can be grouped as follows:

- i. Scientific material products, e.g. cylinders, thermometer, spare parts of scientific equipment, chemicals, etc.
- ii. Computer materials, e.g. computer's spare parts, etc.
- iii. Office supplies, e.g. books, papers, journals, etc. (related to the research only)
- iv. Electronic materials, e.g. cable, flashlight, voltmeter, etc.
- v. Other materials

2. Durable articles

refer to the expenditures on the purchase of durable articles that are necessary for research. Such durable articles have more than 1-year lifespan and their values are higher than 5,000 THB. The durable articles can be categorized as follows:

- i. 2.1 Electric equipment
- ii. 2.2 Scientific equipment
- iii. 2.3 Others durable articles

3. Current expenses

The use of these expenditures must be agreed by advisor every time.

- i. Costs of travel/vehicle/accommodation (for the case of a fieldwork or field survey)

The actual amount of travel expenses following the evidences, e.g. bus ticket, boat ticket, train ticket, can be reimbursed. For the case of travelling by personal vehicle, only the payment for the gas can be reimbursed. The rate of the reimbursement for gas of JGSEE is 2 THB/km (the distance can be estimated from the starting point and destination). The whole accommodation fee can be reimbursed but it must not exceed 1,000 THB/day.

- ii. Payment for a contracting job (will be allowed only for some cases because the students should do some analysis/research that are necessary for their acquisition of knowledge by themselves) shall depend on the consideration of advisor and how difficult/easy the job is. Examples of the contracting jobs are payment for sample analysis, payment for making materials, and payment for data collection, etc. The payment shall be based on the minimum wage rate and work hours per day.
 - Payment for data collection shall not be exceed 500 THB/day
 - Car rental fee shall not exceed the general rental rate, i. e. 1,200- 1,500 THB/day
 - Payment for making material shall depend on how difficult/easy to make material is.
- iii. Accident insurance premium (for the case that a fieldwork or field survey must be done far away and has the risk of accident)
- iv. Photocopy and printing expenses shall be around 500 THB/semiannual (6 months) and not exceed 1,500 THB in total for graduate student and 2,000 in total for PhD student.
- v. Conference fee shall be necessary or beneficial for student's research, depending on the consideration of advisor.

Item 9 The change of budget plan

In the case that there is the change of thesis research plan that results in the changes in the amount of money and the number of installments specified by JGSEE, advisor and student must submit the adjusted operation plan and budget plan to be approved by the financier before proceeding the plan.

Item 10 Accounting

Financial staff of academic division shall do the bookkeeping following the specified template. The account should be divided into 3 parts as follows:

1. Budget
2. Bank deposit
3. Expenditures

Item 11 Financial reporting

Financial staff of academic division shall do the financial report following the specified template. The report shall be contributed by 2 parts as follows:

1. A summary of the 6-month financial report
2. A copy of book bank that shows the record of deposits, withdrawals, and interest (if any)

Item 12 Keeping the accounts and financial report examination

Financial staff of academic division shall take responsibility for keeping the accounts, monitoring the account belonging to each research grant, and examining and giving comments on financial report and request in each installment.

Announced on June 28, 2001 (B.E. 2544)

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