



**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 (Issue 3)
B.E. 2561 (2018)**

In order to ensure that the operation of research grant for the students who do research at partner universities is efficient and conforms with the purpose of research, the Joint Graduate School of Energy and Environment (JGSEE), empowered under the provisions in Articles 10(8) and 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 7/2018 on June 8, 2018 and the resolution of JGSEE board of trustees meeting 2/2018 on July 5, 2018, hereby promulgates the 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 (Issue 3) B.E. 2561" 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 (Issue 3) B.E. 2561".

Item 2 The announcement shall take effect from the first semester of academic year 2018 onwards.

Item 3 The statement in Item 5 regarding the procurement of supplies and durable articles and employment in the Notification of the Joint Graduate School of Energy and Environment Re: Criteria for the administration of the research grant provided to the students doing research at JGSEE B.E. 2544 is canceled and the statement below shall be used instead.

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 purchase of materials/supplies, the student shall request for the in-principle approval from the advisor and advance the money first. The request for an approval of reimbursement approval shall be proceeded afterwards.

- The purchase of durable articles that costs more than 5,000 Thai Baht (THB) must be in-principle agreed by advisor before proceeding the purchase and reimbursement.
- Maximum 10,000 THB/time can be borrowed by a student, except for the case of expenditure on doing research abroad. The expenditure on doing research abroad can be borrowed up to a half of the total budget supported.
- For scientific equipment and chemicals requisition, the students must fill in the requisition form 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 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, paper for printing, ink, printer, etc., cannot be reimbursed.
- The procedures of reimbursement for the expenditures on research are illustrated in attached document no. 2. ”

Item 4 The statement in Item 8 (Criteria of payment), Subitem 3 regarding current expenses in the Notification of the Joint Graduate School of Energy and Environment Re: Criteria for the administration of the research grant provided to the students doing research at JGSEE B.E. 2544 and the statement in Item 3 in the Notification of the Joint Graduate School of Energy and Environment Re: Criteria for the administration of the research grant provided to the students doing research at JGSEE (Issue 2) B.E. 2550 are canceled and the statement below shall be used instead.

“ 3. Current expenses: The use of these expenditures must be agreed by advisor every time.

- I. The actual travel cost for a fieldwork/field survey/participation in training, conference, or seminar following the collateral evidences, such as bus ticket, boat ticket, and train ticket, can be reimbursed. For the case of travelling by personal vehicle, only the payment for the gas can be reimbursed using the rate of JGSEE of 5 THB/km (the distance can be estimated from the starting point and destination).
- II. Actually domestic accommodation fee can be reimbursed but it must not exceed 1,000 THB/day. The actual fee of the accommodation abroad can be reimbursed but it must not exceed 2,000 THB/day.
- III. Payment for a contracting job shall be allowed only for some necessary cases and must be approved by the director before proceeding the payment. Examples of the

contracting jobs are payment for sample analysis, payment for making materials, and payment for data collection, etc. Contracting out and the rate of payment for a contracting job shall depend on the consideration of advisor and how difficult/easy the job is. 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. 1,800- 2,000 THB/day
 - Payment for making material shall depend on how difficult/easy to make material is.
- IV. Accident insurance premium (for the case that a fieldwork or field survey must be done far away and has the risk of accident)
- V. Photocopy and printing expenses shall not exceed 3,000 THB in total for Master of Science (MSc) and Master of Engineering (ME) students and 4,000 THB in total for Master of Philosophy (MPhil) student and 5,000 THB in total for Doctor of Philosophy (PhD) student.
- VI. Expenditures on the presentation/ participation of JGSEE students in national/international academic conference/seminar which is beneficial to student's research shall depend on the consideration of advisor. The criteria are determined as follows:
- (1). Graduate (master) and PhD student can be reimbursed for the expenditure of maximum 15,000 THB and 30,000 THB, respectively. The number of reimbursements are not limited but the total amount of reimbursement must not exceed the defined financial budget.
 - (2). In the case that the rest of research grant is not enough, there will be no grant-in-aid for this expenditure.
 - (3). Actual expenditures can be reimbursed within the determined financial budget following these types of expenditures, i.e. registration fee, travel cost (only economy class is acceptable for air travel), and accommodation fee, under the consideration of saving. The collateral evidence and/or the receipt of payment are required.
- VII. Expenditures on doing research abroad shall follow these criteria.
- (1). Dissertation topic of the student who requests for the approval of this financial support must be directly related to the research conducted abroad.
 - (2). The student who request for the approval of this financial support must present the research plan, research procedures, budget, and details by following research proposal template.
 - (3). Advance payment can be borrowed at the rate that is less than half of the requested financial support. For this case, the request for an in-principle approval is required.

- (4). The expenditures that can be reimbursed must be related to research and align with the regulations. Such expenditures include actual travel cost both in domestic and foreign countries (only the cost of economy flight is accepted), accommodation fee, payment for data collection, payment for data analysis, etc. that are necessary for research.
- (5). The student who request for the approval of this financial support must submit a research report along with the evidence for reimbursement within 30 days after returning.
- (6). The requested financial support must not exceed half of the total research grant received.”

VIII. The request for research grant reimbursement for the expenditures on domestic and/or abroad data collection, presentation, training, and academic conference/seminar must be agreed by advisor and in-principle approved by the director at least 2 weeks in advance. In the case that a student has not proceeded and done the request for the director’s approval yet, JGSEE may consider not to reimburse the student for the expenditures.

Item 5 Director shall have responsibility and control for the execution of this announcement.

Announced on August 31, 2018 (B.E. 2561)

Assoc.Prof.Dr. Suneerat Fukuda
Director