



Announcement of the Faculty of Medicine Ramathibodi Hospital

Re: criteria and rate of travel grant for the presentation of graduate students in International Academic Conferences B.E. 2563, A.D. 2020

To pursue the institutional strategy of internationalization and to support international collaborations of graduate students, the Faculty of Medicine Ramathibodi Hospital is offering grant to graduate students who are planning to present their academic projects at the international venues. This announcement is aimed to set the eligibilities and the appropriate allowances for the grant.

Be it, therefore, under the power in accordance with the statement of Section 22.7 of the Announcement of Mahidol University on the Rules and Procedures for Receiving Money, Keeping Money, Withdrawal, Payment and Supervision of Payment B.E. 2551 (A.D. 2008), issued according to Article 38 of Mahidol University Regulation on the Budget and Financial Management B.E. 2551 (A.D. 2008), and its amendment (Issue 2) B.E. 2556, the Dean with the approval of the Faculty Committee in the meeting No. 23/2562 on December 26, B.E. 2560 (A.D. 2017), enacted this Announcement as follows:

1. The Announcement of the Faculty of Medicine Ramathibodi Hospital re: Criteria and rate of travel grant for the presentation of graduate students in the International Academic Conferences B.E. 2561 (A.D. 2018), dated May 25, B.E. 2561 (A.D. 2018), shall be abrogated.

2. In this announcement:

"Faculty" means the Faculty of Medicine Ramathibodi Hospital.

"Graduate student" means student studying for a Masters and a Doctorate with all programs offered by the Faculty,

"Scholarship Committee " means the Scholarship Committee, appointed by the Dean, consider the grants for training trips at foreign institutions, and the travel grants in order to present academic work at international conferences at the Postgraduate level.

"International Academic Conference" means any international academic conference arranged by any professional organization, national institution, international institution, or non-profit organization. Such conference must be presented in the English language with at least 200 participants.

3. The Graduate Student who is eligible to receive grant shall have the following qualifications:

3.1 must be Graduate Student of Thai and foreign, studying for a Masters and a Doctorate with all programs offered by the Faculty.

3.2 must be outstanding with excellent behavior during study, certified by the head of the department concerned, or subject group leader concerned,

3.3 must be the first author, or corresponding author of the work. And the research topic of the work presented shall be integral part of their thesis, which must receive the approval from the faculty of Graduate Studies.

3.4 must never receive any grants or scholarships at the graduate level in traveling to present work at the international academic conference.

3.5 the applicant shall be entitle to apply only one time throughout their duration of study.

3.6 within 60 days after returning to Thailand from presenting work overseas, the grantee must submit a manuscript of the presented work in form for submission to publication in an international journal on Scopus, ISI, or PubMed database. The grantee may request to extend for the period of 6 months at a time, but not exceeding two (2) times through the appropriate head of department or program director. In this regard, the grantee must attach a document of acceptance of publication of manuscript from the journal to the Scholarship Committee, as well as a document summarizing the presentation and beneficial outcomes from attending such international academic conference. If the grantee does not comply with these procedures in any case, the grantee shall not be entitled to disburse the grant from the Faculty.

The grantee must be aware that the manuscript submission for publication in journal as specified above shall be taking into consideration for further grantees from the same department or group in the future.

4. Description of work for applying for grant at graduate-level study in order to travel for presenting work at an international academic conference are as followed:

4.1 is a research or a work from other academic activities during the applicant's study at the Faculty of Medicine Ramathibodi Hospital. And the applicant shall has major contribution of such work.

4.2 has been completed.

4.3 is accepted to present the work in oral or poster format by the organizer of the international academic conference. The oral presentation form will be considered first.

4.4 has never been presented at any international conference.

4.5 has never been published in any academic journal.

5. Process of applying for grant of this announcement is as followed:

5.1 The applicant shall submit the official letter to its head of department head, or program director for the approval application prior to proposing to the Deputy Dean for Graduate Education in order to examine and collect any supporting documents. Then the Deputy Dean for Graduate Education shall propose the following documents to the Scholarship Committee for consideration:

(1) an application form (Application for a Graduate-Level Grant scholarship for the Purpose of Travel for Presenting Work at an International Academic Conference).

(2) a certificate of conduct and letter of approval from head of department concerned, or subject group leader.

(3) an abstract of the research work planned as specified by the organizer.

(4) a letter of acceptance to present work from the international academic conference organizer concerned.

(5) the details of the academic conference concerned.

(6) any document concerning another funding sources at the university or faculty level, with the amount or details of such source (if any).

(7) estimated travel expenses, accommodation expenses and registration fees.

(8) a manuscript of the work to be presented. In the case that the manuscript is not completed yet but the grant is approved, it shall be disbursed after submitting all required documents. In this regard, the applicant must proceed and submit the proposal for grant consideration to the Scholarship Committee at least 1 month prior to the date of grant consideration, and must make the travel schedule after the announcement of grant approval in the round of the application submission.

5.2 Deadline for submitting grant applications and results of the consideration are as follows:

- 1st Round: submission will be ended on December 10th of every year, and approval will be announced by the 15th of the following month.
- The 2nd round: submission will be ended on the March 10th of every year, and approval will be announced by the 15th of the following month.
- The 3rd round: submission will be ended on June 10th of every year, and approval will be announced by the 15th of the following month.
- The 4th Round: submission will be ended on the September 10th every year and, approval will be announced by the 15th of the following month.

6. Criteria for consideration

6.1 The Scholarship Committee is appointed by the Dean. The committee is responsible for screening applications and making the decision. The decision of the Scholarship Committee is final, and will be presented to the Dean for approval.

6.2 The Scholarship Committee is responsible for screening applications and making the decision prior to proposing the Dean for grant approval.

6.3 The Scholarship Committee will grant not exceeding 40,000 baht per academic year.

7. Rates of the grant are as follows:

Type/Details of grant	Conference Destination within the Americas, Europe, Australia, Japan, and South Korea	Conference Destination within Asia, excluding Japan and South Korea
Travel expenses for the purpose of presenting work at international academic conferences, <u>held in foreign countries</u>	Lump sum payment of 75,000 Baht, divided into 2 installments as follows: <ul style="list-style-type: none"> ● Installment 1: amounting to 25,000 Baht, will be paid when the applicant receives approval from the Scholarship Committee. ● Installment 2: amounting to 50,000 Baht, will be paid when the recipient of the scholarship is accepted to publish their original thesis manuscript. 	Lump sum payment of 50,000 Baht, divided into 2 installments as follows: <ul style="list-style-type: none"> ● Installment 1: amounting to 20,000 Baht, will be paid when the applicant receives approval from the Scholarship Committee. ● Installment 2: amounting to 30,000 Baht, will be paid when the recipient of the scholarship is accepted to publish their original thesis manuscript.

Type/Details of funding	In Bangkok And metropolitan area	In another provinces within Thailand
Travel expenses for the purpose of presenting work at international academic conferences, <u>held in Thailand</u>	Lump sum payment of 25,000 Baht, divided into 2 installments as follows: <ul style="list-style-type: none"> ● Installment 1: amounting to 10,000 Baht, will be paid when the applicant receives approval from the Scholarship Committee. ● Installment 2: amounting to 15,000 Baht, will be paid when the recipient of the scholarship is accepted to publish their original thesis manuscript. 	Lump sum payment of 35,000 Baht, divided into 2 installments as follows: <ul style="list-style-type: none"> ● Installment 1: amounting to 15,000 Baht, will be paid when the applicant receives approval from the Scholarship Committee. ● Installment 2: amounting to 20,000 Baht, will be paid when the recipient of the scholarship is accepted to publish their original thesis manuscript.

8. Obligations of the grantee upon returning to Thailand after presenting their work are as followed:

8.1 The grantee must submit evidence of manuscript acceptance or manuscript approval from the journal publishing the grantee's work within 60 days after returning, with a report of the presentation. Extension of submitting these documents may be requested for a period of six (6) months at a time, but not exceeding two (2) times, through its department head. If the grantee does not comply with these procedures in any case, the grantee shall not be entitled to disburse the grant from the Faculty.

8.2 The published work must be specified the "Faculty of Medicine Ramathibodi Hospital" as the only affiliated institution of the grantee. In this regard, the grantee shall be the author of the publication work, and/or a lecturer of the Faculty, who is the research advisor of the grantee, shall be the Corresponding Author of the publication work submitted. If the grantee does not comply with Clause 8, the Faculty shall not approve the disbursement of the 2nd installment.

9. This disbursement under this announcement shall be disbursed from the income of the Faculty according to Mahidol University's regulation On Budget and Financial Management B.E. 2551 and its amendments.

This Announcement shall come into force from the date of announcement onwards.

Announced on 8 April, 2020

signed Piyamitr Sritara

(Professor Piyamitr Sritara, M.D., FRCP, FACP, FRCP (T))

Dean, Faculty of Medicine Ramathibodi Hospital, Mahidol University