



## Announcement

### Financial Support for Students Conducting Research and Training Abroad

#### Institute of Nutrition

To promote and support the academic activities of students at the Institute of Nutrition in foreign countries, thereby enhancing opportunities for experience exchange and fostering an international academic atmosphere at the Institute of Nutrition and Mahidol University, the Director of the Institute of Nutrition, with the approval of the Institute's Executive Board in Meeting No. 3/2025 on March 27, 2025, has resolved to revoke the previous announcement dated January 30, 2025. This new announcement on financial support for students conducting research and training abroad is now in effect, with details as follows:

#### 1. Definitions

In this announcement:

- "Director" refers to the Director of the Institute of Nutrition.
- "Financial support" refers to funds allocated to students for conducting research and training abroad in cases where they are unable to secure funding from other internal or external sources within Mahidol University.
- "Short-term" refers to a duration of 4 to 12 weeks.
- "Long-term" refers to a duration exceeding 12 weeks.

#### 2. Eligibility for Financial Support

Eligible applicants must be students enrolled in a program at the Institute of Nutrition, Mahidol University, who wish to conduct research or training abroad, whether short-term or

long-term. The research or training must be directly related to their academic curriculum and must be an integral part of their graduate degree requirements at Mahidol University.

### **3. Allocation of Financial Support**

The Institute of Nutrition allocates a total of 100,000 THB per academic year to support students conducting research and training abroad. The funding will be disbursed from the Institute's revenue and will be provided as a lump sum, covering up to 50% of the total expenses proposed by the program (based on actual costs), excluding daily allowances, which are not included in this financial support.

### **4. Required Documents for Financial Support Application**

The primary thesis advisor or the faculty member responsible for training must submit a project proposal outlining the objectives, details of student activities abroad, and estimated expenses. This proposal must first be approved by the Program Administrative Committee using Form นพ. 08 and must be accompanied by an acceptance letter from the relevant foreign institution. The complete documentation should then be submitted to the Educational Administration Unit for approval by the Director, through the responsible Deputy Director.

### **5. Conditions for Receiving Financial Support**

Students approved for financial support can request disbursement upon completing their research or training abroad by submitting the following documents:

**5.1 Financial support request form and expense summary (Form นพ. 09)**, along with supporting documents such as receipts, invoices, airfare/transportation costs, passport fees, food expenses, accommodation costs, or other relevant expenditure records.

**5.2 Research or training report**, which must align with the approved activities and be signed by the primary thesis advisor or the responsible faculty member.

**5.3 Certification letter from the foreign institution** (if available).

The required documents under sections 5.1 to 5.3, along with a certified copy of the student's bank account information, must be submitted to the Educational Administration Unit, which will process the disbursement of funds.

## 6. Discretionary Authority

Any issues not covered in this announcement shall be resolved at the discretion of the Director, whose decision shall be final.

## Transitional Provisions

7. Students who conducted research or training abroad before this announcement came into effect but have not yet applied for financial support under the previous announcement may apply for funding retroactively, provided their activities commenced on or after January 3, 2025.

Announced on the 3 of April B.E. 2568 (A.D. 2025).



(Associate Professor Chalot Santivarangkna, Ph.D.)

Director of Institute of Nutrition