



## Memorandum

มจร.คณะเทคโนโลยีสารสนเทศ  
เลขที่รับ..... ๑๗๖.....  
วันที่..... - ๙ พ.ย. ๒๕๕๙.....  
เวลา..... ๑๐.๓๐.....

Office: International Affairs Office                      Tel: 8359, 8342, 8344  
Ref. No.: MOE 5801.11/384/2559                      Date: 7<sup>th</sup> November 2016  
Subject: Announcement of the “Enhancing Student Mobility 2017” Project

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Dear Dean/Director

To continue the mission of promoting student mobility and internationalization in King Mongkut’s University of Technology Thonburi (KMUTT), International Affairs Office (IA) is pleased to announce the “Enhancing Student Mobility 2017” Project to the eligible candidates for joining short-term/activities, exchange, internship and research programs at KMUTT or any other partner universities in the fiscal year 2017. The successful candidates will receive the funding from IA towards financial support or rental cost depending upon the category of scholarship and the period of activity. Please note that the scholarships are available on the first come, first serve basis.

IA requests you to kindly disseminate this information/scholarship to the related departments/offices in your Faculty/School.

You kind assistance would be highly appreciated

*Pornapit Darasaway*  
(Assoc. Prof. Dr. Pornapit Darasawang)  
Advisor to the President for Internationalization

*Announce to all students.*

*cc Aj. Chonlath*

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## Scholarship and Application Procedure of the “Enhancing Student Mobility 2017” Project

### 1. Category of scholarship:

#### 1.1 Outbound :

Period of Activities	Kind of activities	Target countries : 9 countries in ASEAN region, China, South Korea, Japan & Taiwan	Other countries
		Amount of scholarship/student (Baht)	Amount of scholarship/student (Baht)
a 3-7 days	ASEAN cultural awareness through general education	3,500	0
b. 8-30 days	Short-term/Activity: cultural /academic activity in the specific period under MoU with partner universities	9,000	6,000
c. 31-60 days	Laboratory/industry-based internship program	15,000	9,000
d. 61-120 days (1 semester)	Semester exchange program : enrollment and gaining the credit at the partner universities	19,000	12,000

### Eligibility

The student must

- o be a full-time student of KMUTT and have the good behavior
- o be nominated by Dean of Faculty/School
- o be accepted by host university
- o have GPA at  $\geq 2.50$  or make contribution to university's activity
- o submit the report to IA within 1 week after the program completes

**1.2 Inbound:** Students from partner universities which KMUTT have the agreement in the university level.

Period of Activities	Kind of activities	Target countries : 9 countries in ASEAN region, China, South Korea, Japan & Taiwan	Other countries
		Amount of scholarship/student (Baht)	Amount of scholarship/student (Baht)
a. 7-14 days	Short-term/Activity: cultural /academic activity in the specific period under MoU with partner universities*	450	0
b. 1 - 2 months	Research/internship program : practicing/do an activity in laboratory**	10,000	8,000
c. maximum 4 months	Exchange program : enrollment and gain the credit at partner universities**	20,000	16,000

**Remark:** The rental fee will be paid according to the actual staying period but it must not be over than the fixed period of each activity.

\* Supporting only rental fee at 450 Baht/day excluding charges of water and electricity and other occurring expenses.

\*\* Supporting only rental fee at 5,000 Baht/month (Target countries), 4,000 Baht/month (other countries) excluding fees of water and electricity and other occurring expenses.

### Eligibility

The student must

- o be a full-time student of partner universities that KMUTT has MOU in the university level
- o be nominated by home university
- o be accepted by internal office of KMUTT (such as department, faculty/school)
- o submit the report to IA within 1 week before the program completes in case of the internship or exchange program

## 2. Application Procedure

1. The Faculty/School must submit the below required documents to International Affairs Office (IA) at least one month prior to the beginning date of the activity:

Outbound case	Inbound case
1. Official memorandum to Advisor to the President for Internalization including the signature of the Dean of the Faculty/School and the following information: <ul style="list-style-type: none"><li>- information of nominee(s) such as full name, student ID, study program, e-mail address</li><li>- period of activity</li><li>- kind of activity</li><li>- name and country of host university</li><li>- name and contact detail of responsible KMUTT officer</li><li>- scholarship supported by any agency</li></ul>	1. Official memorandum to Advisor to the President for Internalization including the signature of the Dean of the Faculty/School and the following information: <ul style="list-style-type: none"><li>- information of accepted students such as full name, study program, faculty/school</li><li>- period of activity</li><li>- kind of activity</li><li>- name and country of home university</li><li>- name and contact detail of responsible KMUTT staff/professor</li><li>- scholarship supported by any agency</li></ul>
2. Academic transcript in English of nominated student(s)	2. Details of project/program at KMUTT
3. Letter of acceptance from host institute	3. Photocopy of student's passport

2. The director of International Affairs Office (IA) presents all documents to the Advisor to the President for Internalization for consideration and approval.

3. IA advises the Faculty/School about the approval result.

4. IA proceeds the disbursement according to the approval of the Advisor to the President for Internalization.

- Inbound case: The Faculty/School must submit the complete payment receipt, the student's full report and the related documents (which may be required by the Treasury Office) to IA within 1 week after completion of the program. Later, the IA officer will disburse the scholarship to the host office.
- Outbound case: The nominated students must complete the on-line evaluating tests about their competency before and after the program. Besides, within 1 week after completion of the program, the Faculty/School must submit the student's full report and the related documents (which may be required by the Treasury Office) to IA. Later, the IA officer will disburse the scholarship to the students.

**Note:**

- If nominated student receives any support from other agency, IA reserves the right to consider the scholarship granted to him/her.
- The approval of scholarship consideration depends on the discretion of the Advisor to the President for Internalization.
- The scholarships relating to the "Enhancing Student Mobility 2017" Project are available on a first come, first served basis.
- The support can be shared based upon the proper situation, IA's consideration or agreement conditions with the partner universities.

**For more information**, please contact International Affairs Office (IA)

6<sup>th</sup> floor of the Office of the President Building

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