

Procedures for Receiving Research Publication Award

Master of Science in Nutrition and Dietetics (International Program)

Institute of Nutrition, Mahidol University

Step	Details	Approximated time
1	After the students published the research original paper, they should fill in the Research Publication Award form (download from the program website) and send the electronic file to Dr. Uthaiwan Suttisansanee (uthaiwan.sut@mahidol.ac.th) and cc. Ms. Rapeepan Dhamajong (rapeepan.dha@mahidol.ac.th). The printed Research Publication Award form should also be submitted to Ms. Rapeepan at the Education Administration Unit.	
2	Ms. Nantouchaporn Knodam-nat (the Education Administration Unit) proceeds with the principle approval to request the usage of the program income to the Faculty of Graduate Studies.	5 days
3	The Faculty of Graduate Studies issues a letter notifying approval to use the program income to the Education Administration Unit.	1 month
4	Students are asked to submit the bank account numbers to Ms. Nantouchaporn	
5	Ms. Nantouchaporn proceeds with the request to withdraw the program income to the Faculty of Graduate Studies.	3 days
6	The Faculty of Graduate Studies inform the transfer of money into the program income account to Ms. Nantouchaporn.	1 month
7	Ms. Nantouchaporn withdraws and transfers the money from the program income account to the student's account.	3 days