

Procedures for Receiving Thesis Research Support

Master of Science in Nutrition and Dietetics (International Program)

Institute of Nutrition, Mahidol University

Step	Details	Approximated time
1	<p>Student hands in the forms as follows to Ms. Nantouchaporn Knodam-nat (the Education Administration Unit) before conference registration</p> <ul style="list-style-type: none"> ● Application Form for Thesis Research Support ● ED-02 Payment Request Form <p>Both forms are available on the Nutrition and Dietetics website.</p>	At least 1 month before conference registration
2	Ms. Nantouchaporn proceeds with the principle approval to request the usage of the program income to the Faculty of Graduate Studies.	Within 3 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	Ms. Nantouchaporn informs student to register the conference.	Within 2 days
5	Student registers the conference using reserve money. After that student brings receive(s) to Ms. Nantouchaporn along with student's bank account number.	
6	Ms. Nantouchaporn proceeds with the request to withdraw the program income to the Faculty of Graduate Studies.	Within 3 days
7	The Faculty of Graduate Studies inform the transfer of money into the program income account to Ms. Nantouchaporn.	<1 month
8	Ms. Nantouchaporn withdraws and transfers the money from the program income account to the student's account.	Within 7 days