



Division of Research  
Christian University of Thailand

(Form : FM)

Request for Academic Work Dissemination  
Support in Academic Conference

Code : FM-RS-010.1

Issued on : 1 August 2020

Revised No. : 05

Page : 1

Name: Mr. / Mrs. / Ms. .... Surname .....

Position ..... College ..... Telephone No. ....

request for academic work dissemination support in a academic conference  in Thailand

overseas, please specify ..... for the cost of travelling, accommodation, and registration fee in total of ..... Baht / paper

At the academic conference on “.....”

at ..... on date .....

The research to be disseminated titled .....

....., research contract number .....

which has been approved by the Research Promotion Committee of Christian University of Thailand with the resolution no. .... / ..... at the meeting no. .... Date .....

Thus, I attach the following documents to request for academic work dissemination support in the academic conference.

Letter of invitation or Letter of acceptance from the conference organizer which specifies the academic work title, the name of scholarship recipient and specifies that the research paper is accepted for oral presentation.

Schedule and details of the international academic conference including the information of Committee and Peer review.

Abstract or full article or the concept of the research to be presented including the names of the research team, the research fund grantor and the researcher.

Letter of consent from the Head of the Research Project to present the academic work.

Details of Financial Support for Accommodation Fee, Travelling Fee, and Registration Fee.

Budget  is set in Program ..... for ..... Baht

The budget is spent .....Baht The budget remains..... Baht

No budget and wish to request the support from Christian University of Thailand.

You kind approval would be much appreciated

Signed .....

( ..... )

Requester

...../...../.....

Signed .....

( ..... )

Budget Auditor

...../...../.....

Signed .....

( ..... )

Head of Program

...../...../.....

Signed .....

( ..... )

Dean

...../...../.....



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**1. Comment of Head of Research Division**

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.....

Signed .....

(Mrs. Wandee Suttisak)

..... / ..... / .....

**2. Comment of Assistant President for Research**

( ) Endorsed .....

( ) Others .....

.....

Signed .....

(Professor Dr. Phechnoy Singchangchai)

..... / ..... / .....

**3. Comment of the President**

( ) Approved .....

( ) Not- Approved .....

Signed .....

(Assistant Professor Dr. Suluck Pattarathammas)

..... / ..... / .....