Manual for Scholarship Application System and Progress Report

(https://gradmis.psu.ac.th/scholarship/)

Contents

Application for Scholarship

Step by step to apply for scholarship

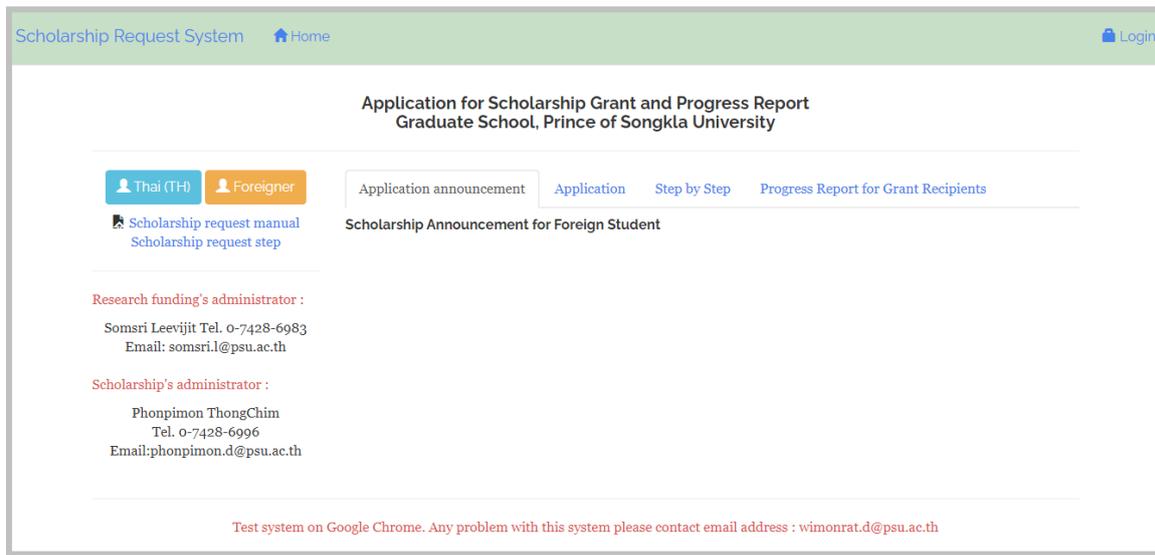1. Access the system at https://gradmis.psu.ac.th/scholarship/

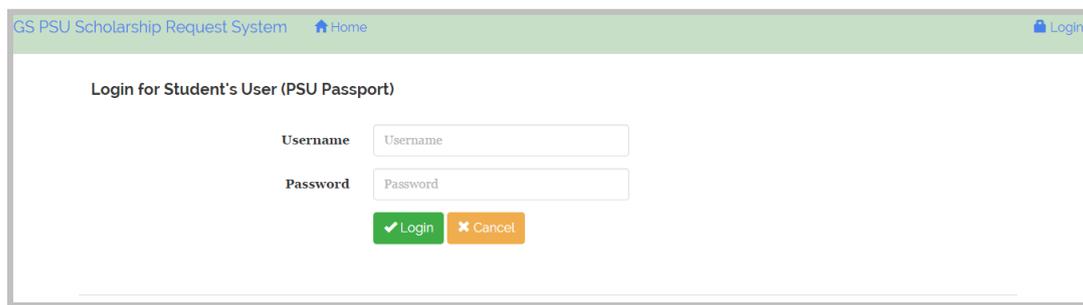**Figure 1** Scholarship Application System homepage.

2. Click "Login" menu

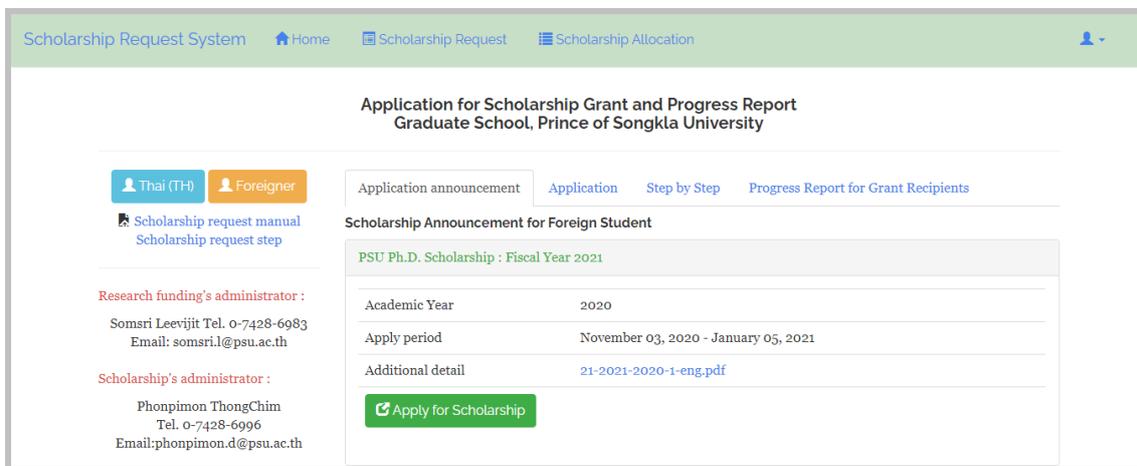**Figure 2** Scholarship Application login page.

3. Login with using PSU Passport.

Figure 3 Scholarship Application homepage after login.

4. Click on the button "Apply for Scholarship" (Fig. 3).

Insert/Edit Scholarship Request Data

* Important Data	
Scholarship Title	PSU Ph.D. Scholarship
Fiscal year	2021
Academic year	2020
Semester	2
Student ID	6: ate
Study curriculum	Civil Engineering : Plan 1.1 : Doctor of Philosophy : Faculty of Engineering
*Email address	Student's e-mail address
*Telephone number	Student's telephone No.
*Research proposal's title	B I U S ...
*Disciplines of Excellence Strategy	-- Select strategy -- / Other Strategy
*Major advisor's name	Assoc. Prof. Dr. Saravut Jaritngam / Search advisor's name
Advisor's email address	Advisor's email address
Advisor's telephone number	Advisor's telephone number
* Research proposal type	-- Select research proposal's type --
Budget for research proposal type(฿)	Based budget
Period of time (Year:Month)	Schedule
* Request date	09/12/2020
Request status	Student's Request

Save   Back to home

Figure 4 Application form through Scholarship Application System.

5. Check whether your Student ID/Name and Study curriculum are correct (Fig. 4). If not, directly contact the graduate study staff at your faculty to modify.

6. Fill in the following information :

- Your email address and telephone number

- Research proposal title

  (NOTE: If you have submitted the GS1 and GS2 forms to the Graduate School, your research proposal title and major advisor name will be automatically shown in the space provided.)

  - Disciplines of Excellence Strategy (Fig. 5)

    (Additional : https://rdo.psu.ac.th/en/index.php/strategy)

Figure 5 Example of the select for strategy research.

- Your major advisor name, email address and telephone number (You can search for your advisor name by typing in the first few letters of the name and click on "Search advisor's name" button to browse and select (Fig. 6).)

Figure 6 Example of the search for major/thesis advisor name.

7. Choose the type of your research and level of study (Fig. 7).

Figure 7 Examples of the available research type and study level.

8. Click the save button at the bottom of the screen upon completion of all the required fields and you shall get directly back to the Scholarship Application System page.

Figure 8 The Scholarship Application System page after the request has been saved.

9. On homepage, students shall be able to check your request status, edit the details of your request and download the research proposal form by clicking on the required link (Fig. 8).

10. Student must then download the "Application", complete and get the form signed by the major advisor before submitting the PDF File to this system again.

11. Students must upload a complete application file / proposal file together with other application evidence (if any) in PDF format only. The system shall send an email to the staff and the major advisor.

12. Student will be able to edit their request when the status shows "Student's Request". (NOTE: There are 10 levels of status shown.)

After the scholarship has been allocated

Information on all scholarships received

Scholarship Allocation Info.

Download Proof of Receipt Form, Agreement of Graduate School Dissertation Funding for

PSU.GS. Financial Support for Thesis

Scholarship Title	PSU.GS. Financial Support for Thesis		
Fiscal Year	2020	Academic Year	2019
Budget:฿	50,000.00	Schedule	2 years 0 months
Contract's Date		Contract	
Document download	Receipt		
	Agreement Form		

Figure 9 After the scholarship has been allocated.

1. After the scholarship's allocation to grantees, the information will be shown under the section "Scholarship Allocation Info". (Fig. 9)

2. For PSU.GS. Financial Support for Thesis fund, students must download "Proof of Receipt Form" and "Agreement of Research Grant for Thesis", complete the forms before submitting them and proposal paper to their faculty.

3. Under the section "Scholarship Allocation Info.", student can also click on the name of each scholarship to view the detailed information.

Student's allocation scholarship profile

Student Profile

Student ID :	6210130012 Mister Atipat Thipdech
Student's contact :	Tel.: 0901577945 E-mail: mr.fin000@gmail.com
Study curriculum :	Chemical Engineering : ปริญญาเอก : Faculty of Engineering
Student's status :	
Academic year of Graduation :	
Date of Graduation :	
Major advisor's name :	Assoc. Prof. Dr. Kulchanat Prasertsit
Major advisor's contract :	Tel.: 074287289 E-mail: marnnoy@gmail.com
Research's Title :	

Scholarship Allocation Profile

Scholarship Title :	PSU.GS. Financial Support for Thesis
Fiscal Year :	2020
Semester/Academic Year :	2/2019
Period (Year:Month) :	2 :
Allocate Date :	03/03/2020
Contract Date :	
Contract File :	
Budget of research proposal type (฿) :	50,000.00
Budget of scholarship's condition(฿) :	0.00
Budget of advisor (฿) :	0.00
Total budget (฿) :	**50,000.00**
Scholarship's conditions :	
Scholarship's source :	
Accepted Date :	15/05/2020
Allocate Status :	Normal

Scholarship Allocation History

Budget adjustment :	
Major advisor change :	
Research title change :	
Scholarship conditions change :	
Progress report :	
Scholarship delay :	
Scholarship cancelation :	
Budget recall :	

🏠 Back to home

Figure 10 Detail of scholarhip allocated

Scholarship Progress Report

Grantees who receive funds provided by the Graduate School shall have a progress report through this system within the specified time period. In order to access this system, grantees need to download the form from the system, add information according to scholarship's terms and then upload the completed data files to the system. The Graduate School shall consider the stated progress report and notify via email. The progress of the study and research have an impact on funding disbursement including the progress report submission within a specified time period.

The procedure of scholarship progress report :

1. Download the template for the progress report of each scholarship
2. Complete the information of the progress report form together with the consent of the advisor
3. Convert files into PDF
4. Upload a completed progress report file to the system
5. Await for the result of consideration

Progress reports of each scholarship/research grant are required so there will be space to download and upload the progress report file (Fig.11).

Figure 11 Required progress report by the scholarship.

Downloading the Progress Report Form

Students can download their own scholarship to get progress report form at the symbol below.

Progress report submission

The submission of the scholarship progress report file can be uploaded with the symbol below.

When pressing the symbol, the screen shall appear to enter the progress report detail (Fig. 12).

Figure 12 Add the progress report file.

Enter the progress report detail which contains the following information.

1. Month of Report

2. Semester / academic year for reporting results

3. Duration for reporting results

4. File of completed progress report of scholarship (PDF File)

5. Remarks are needed to notify to the Graduate School

Press "Save and Send" button, The system shall process and record the information along with sending emails to the advisor. Details of the progress report submission will be shown at the bottom of the display page. (Fig.13)

Figure 13 progress report list

The result of consideration

After submission the progress report, the Graduate School Staff shall consider documents as follows:

1. If data is incomplete, staff shall reply to students. Students could revise information and attach a new progress report file.

2. If data is correct and complete, students would get a notification email after the consideration of Graduate School.

3. If a progress report affects the next round of disbursement, student and advisor would get the letter no. and approval date of the disbursement of funds.

4. Any status of operation can be checked at list of progress report through the "Detail" button (Fig.14)

Figure 14 Detail of progress report.