

# Manual for Scholarship Application System and Progress Report

[\(https://gradmis.psu.ac.th/scholarship/\)](https://gradmis.psu.ac.th/scholarship/)

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## Application for Scholarship

### Step by step to apply for scholarship

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

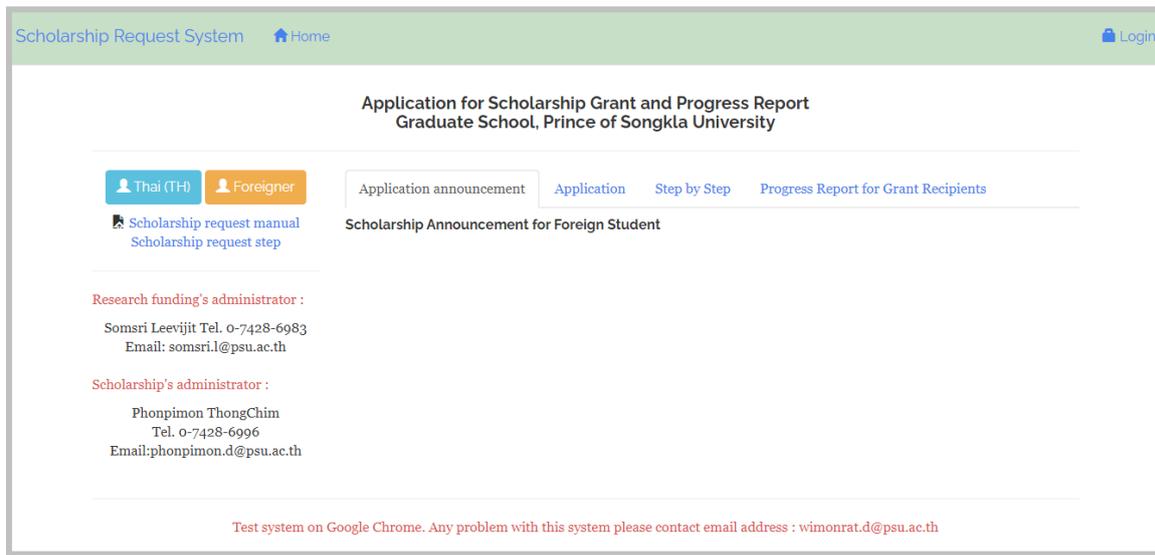


Figure 1 Scholarship Application System homepage.

2. Click "Login" menu

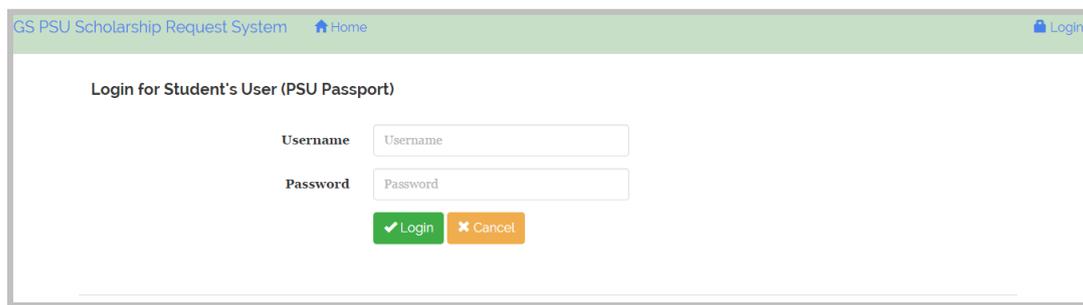


Figure 2 Scholarship Application login page.

3. Login with using PSU Passport.

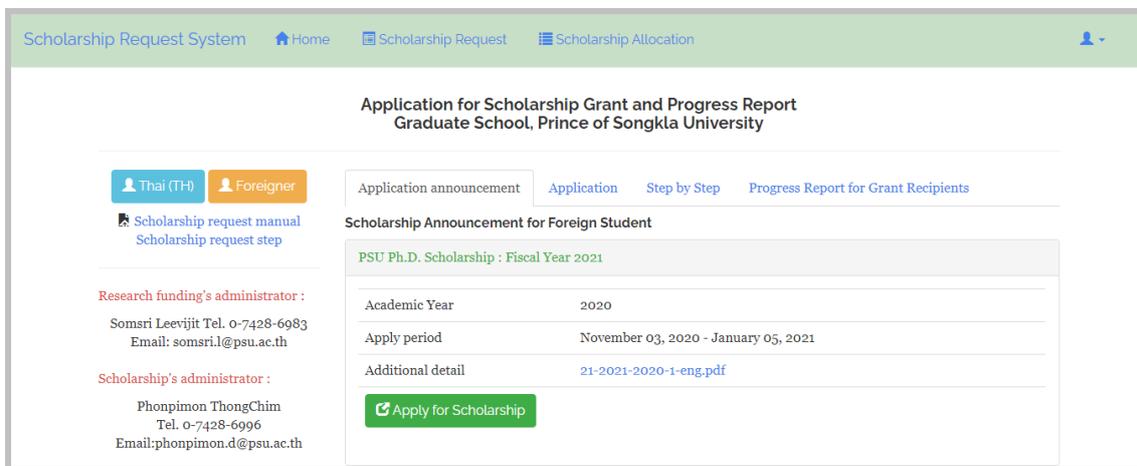


Figure 3 Scholarship Application homepage after login.



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>)

The screenshot shows a form with several fields on the left and a dropdown menu on the right. The fields are labeled: **\*Disciplines of Excellence Strategy**, **\*Major advisor's name**, **Advisor's email address**, **Advisor's telephone number**, and **\* Research proposal type**. The dropdown menu is open, displaying a list of options: -- Select strategy --, ASEAN Community, Energy, Food/sea food, Health science, Logistic and Tourism, Material Science, Natural Disaster and Climate Change in Southern Thailand, Natural Resource in the Southern Peninsular and Management, Natural Rubber, **Other** (highlighted), Palm oil, and Southern border.

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).)

The screenshot shows a search interface. On the left, there are labels for **\*Major advisor's name** and **Advisor's email address**. The **\*Major advisor's name** field contains the text 'Saravut'. To the right of this field is a search button with a magnifying glass icon and the text 'Search advisor's name'. Below the search field, a dropdown list is open, showing the result 'Assoc. Prof. Dr. Saravut Jaritngam'. The **Advisor's email address** field is empty and contains the placeholder text 'Advisor's email address'.

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

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

The screenshot shows a form with several fields on the left and a dropdown menu on the right. The fields are labeled: **\* Research proposal type**, **Budget for research proposal type(B)**, **Period of time (Year:Month)**, **\* Request date**, and **Request status**. The dropdown menu is open, displaying a list of options: -- Select research proposal's type --, **-- Select research proposal's type --** (highlighted), Computer Science / Computer Engineering, Descriptive Study (Master Degree), Engineering Technology / Process Development (Master Degree), Engineering Technology application (Master Degree), Scientific Experiment (Master Degree), Scientific Innovation / Development (Master Degree), Social Experiment (Master Degree), and Survey (Master Degree).

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.

**Scholarship Request Info.**

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**PSU Ph.D. Scholarship**

|                   |                       |               |      |
|-------------------|-----------------------|---------------|------|
| Scholarship Title | PSU Ph.D. Scholarship | Academic Year | 2020 |
| Fiscal Year       | 2021                  |               |      |
| Status            | Student's Request     |               |      |

Operation

[Request Detail](#)  
[Edit Data](#)  
[Download Application](#)

**Upload complete proposal (PDF File)**

**Cancel scholarship**

**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

Budget:฿ 50,000.00

Contract's Date

Document download

Receipt Agreement Form

Academic Year 2019

Schedule 2 years 0 months

Contract

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**

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**Student Profile**

Student ID : 6210130012 Mister Atipat Thipdech      Student's contact : Tel.: 0901577945 E-mail: mr.fin000@gmail.com

Study curriculum : Chemical Engineering : ปรังคณการศาสตร์ : 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 :

[Home](#) Back to home

Figure 10 Detail of scholarship 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).

| Scholarship Allocation Info.          |                                       |               |                  |             |                      |        |         |          |   |
|---------------------------------------|---------------------------------------|---------------|------------------|-------------|----------------------|--------|---------|----------|---|
| The Royal Golden Jubilee Ph.D Program |                                       |               |                  |             |                      |        |         |          |   |
| Scholarship Title                     | The Royal Golden Jubilee Ph.D Program |               |                  |             |                      |        |         |          |   |
| Fiscal Year                           | 2018                                  | Academic Year | 2018             |             |                      |        |         |          |   |
| Budget:฿                              | 1,838,000.00                          | Schedule      | 3 years 0 months |             |                      |        |         |          |   |
| Contract's Date                       | August 10, 2018                       |               | Contract         |             |                      |        |         |          |   |
| Document download                     |                                       |               |                  |             |                      |        |         |          |   |
| Progress Report Data                  |                                       |               |                  |             |                      |        | Refresh | Download | + |
| No                                    | Date                                  | Month         | Year             | Period Date | Progress Report File | Status | Edit    |          |   |
|                                       |                                       |               |                  |             |                      |        |         |          |   |

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).

**PSU Ph.D. Scholarship**

Scholarship Title: PSU Ph.D. Scholarship  
 Fiscal Year: 2018  
 Budget:฿ 528,000.00  
 Contract's Date: December 14, 2018  
 Academic Year: 2018  
 Schedule: 3 years 0 months  
 Contract: [Link]  
 Document download: [Link]

**Progress Report Data**

Progress no. 5  
 \*Month: -- Select month --  
 \*Semester: 2  
 \*Academic Year: 2563  
 \*Period Date: Start Date - Stop Date  
 \*Upload PDF File: เลือกไฟล์ | ไม่ได้เลือกไฟล์ใด  
 Remark: [Text Area]  
 Save and Send | Cancel

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)

**PSU Ph.D. Scholarship**

Scholarship Title: PSU Ph.D. Scholarship  
 Fiscal Year: 2018  
 Budget:฿ 528,000.00  
 Contract's Date: December 14, 2018  
 Academic Year: 2018  
 Schedule: 3 years 0 months  
 Contract: [Link]  
 Document download: [Link]

**Progress Report Data**

| No | Date             | Month    | Year   | Period Date                      | Progress Report File | Status | Edit   |
|----|------------------|----------|--------|----------------------------------|----------------------|--------|--------|
| 1  | January 07, 2019 | February | 1/2018 | August 01, 2018-January 31, 2019 | [Link]               | Pass   | Detail |
| 2  | July 04, 2019    | August   | 2/2018 | February 01, 2019-July 31, 2019  | [Link]               | Pass   | Detail |
| 3  | January 06, 2020 | February | 1/2019 | August 01, 2019-January 31, 2020 | [Link]               | Pass   | Detail |
| 4  | July 13, 2020    | August   | 2/2019 | January 01, 2020-June 30, 2020   | [Link]               | Pass   | Detail |

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)

**PSU Ph.D. Scholarship**

|                          |                       |                      |                  |
|--------------------------|-----------------------|----------------------|------------------|
| <b>Scholarship Title</b> | PSU Ph.D. Scholarship |                      |                  |
| <b>Fiscal Year</b>       | 2018                  | <b>Academic Year</b> | 2018             |
| <b>Budget:฿</b>          | 528,000.00            | <b>Schedule</b>      | 3 years 0 months |
| <b>Contract's Date</b>   | December 14, 2018     | <b>Contract</b>      |                  |
| <b>Document download</b> |                       |                      |                  |

**Progress Report Data** ↻ ⏪ ⏩

|                         |                           |                       |                  |
|-------------------------|---------------------------|-----------------------|------------------|
| <b>Progress no.</b>     | 3                         | <b>*Month</b>         | February         |
| <b>*Semester</b>        | 1                         | <b>*Academic Year</b> | 2019             |
| <b>*Period Date</b>     | August 01, 2019           | -                     | January 31, 2020 |
| <b>*Upload PDF File</b> |                           |                       |                  |
| <b>Remark</b>           | เบิกจ่ายเงินเดือนงวดที่ 4 |                       | Status : Pass    |

✖ Cancel

| No | Date             | Month    | Year   | Period Date                      | Progress Report File | Status | Edit  |
|----|------------------|----------|--------|----------------------------------|----------------------|--------|---|
| 1  | January 07, 2019 | February | 1/2018 | August 01, 2018-January 31, 2019 |                      | Pass   | <span style="background-color: #00a0c0; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span> |
| 2  | July 04, 2019    | August   | 2/2018 | February 01, 2019-July 31, 2019  |                      | Pass   | <span style="background-color: #00a0c0; color: white; padding: 2px 10px; border-radius: 5px;">Detail</span> |

Figure 14 Detail of progress report.