

TGGS INTERNSHIP, THESIS AND GRADUATION CONTRACT FORM

Upon completion of all coursework according to the study program curriculum, TGGS student must complete this contract form in order to conduct the industrial internship and the master thesis.

TGGS STUDENT PERSONAL INFORMATION

Name:		(Family Name)	(First Name)	(Middle Name, if any)
National Identification Number:		Passport Number:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age (Year/Month):	
Date of Birth (Day/Month/Year):		City and Country of Birth:		
Country of Citizenship:		Native Language:		
Permanent Address:				
City/State/Province:		Country:	Postal Code:	
Home Phone Number (include country/area code):		Mobile Number (include country/area code):		
Email Address:				
In the case of emergency, please provide the contact of closest relative (not living in same household)				
Relationship:				
Name:		(Family Name)	(First Name)	(Middle Name, if any)
Permanent Address:				
City/State/Province:		Country:	Postal Code:	
Home Phone Number (include country/area code):		Mobile Number (include country/area code):		

TGGS ADMISSION INFORMATION

Study Degree:		Student Status:	
<input type="checkbox"/> Master of Engineering		<input type="checkbox"/> Part-Time <input type="checkbox"/> External Master	
<input type="checkbox"/> Doctoral of Engineering		<input type="checkbox"/> Full-Time <input type="checkbox"/> External PhD	
Study Plan for Master of Engineering		Study Plan for Doctor Engineering	
<input type="checkbox"/> A1 (Research based only)		<input type="checkbox"/> 1.1 (Candidate with M.Eng. Degree)	
<input type="checkbox"/> A2 (Coursework, internship and master thesis)		<input type="checkbox"/> 1.2 (Candidate with B.Eng. Degree)	
<input type="checkbox"/> B (Coursework, internship and master project)			
Study Program:		Major:	
<input type="checkbox"/> Electrical and Computer Engineering (ECE)		<input type="checkbox"/> Electrical and Power Engineering (EPE)	
		<input type="checkbox"/> Communication and Smart System Engineering (CSE)	
		<input type="checkbox"/> Computer Engineering (COM)	
		<input type="checkbox"/> Smart Grids Engineering (SGE)	
Study Program:		Major:	
<input type="checkbox"/> Chemical & Process Engineering (CPE)		<input type="checkbox"/> Chemical & Process Engineering (CPE)	
<input type="checkbox"/> Mechanical & Automotive Engineering (MAE)		<input type="checkbox"/> Mechanical Engineering Simulation & Design (MESD)	
		<input type="checkbox"/> Automotive Safety & Assessment Engineering (ASAE)	
<input type="checkbox"/> Materials & Production Engineering (MPE)		<input type="checkbox"/> Materials & Production Engineering (MPE)	
Financial Status:			
<input type="checkbox"/> KMUTNB Full-Tuition Fee Waiving Scholarship		<input type="checkbox"/> KMUTNB Partial-Tuition Fee Waiving Scholarship	
<input type="checkbox"/> DAAD Full Scholarship		<input type="checkbox"/> Self-Support	
<input type="checkbox"/> Governmental/Industry Scholarship, please specify _____			
<input type="checkbox"/> Other, please specify _____			
Enrolled Semester:		<input type="checkbox"/> First (August)	<input type="checkbox"/> Second (January)
Expecting Graduation Semester:		<input type="checkbox"/> First (August)	<input type="checkbox"/> Second (January)
		Academic Year:	

(According to the study program curriculum which is approved by the Commission of Higher Education (CHE), the student in the master program must be completed within 5 years and for the doctoral program within 6 years.)

TGGS AND KMUTNB GRADUATION REQUIREMENT

TGGS Graduation Requirement for Coursework:

Master of Engineering Degree:

1. All coursework with at least average GPA of 3.0
2. Industrial Internship for at least 18 weeks
3. Master Thesis for students in the study plan A1 and A2 or Master Project for students in the study plan B
4. Publication
 - International conference proceeding in the SCOPUS database or the international journal for students in the study plan A1
 - International conference proceeding or the international journal for students in the study plan A2
 - Partially publish the master project work in any form that can be searched for students in the study plan B

Doctoral of Engineering Degree:

1. Doctoral Thesis for 3 academic years
2. Two Publications in the international journal

Please consult the TGGS Student Handbook (Latest Version) for more information or the website at <https://tggs.kmutnb.ac.th/graduation>

TGGS Graduation Requirement for English Proficiency Test:

Master of Engineering Degree:

1. TOEFL 525+ or IELTS 5.5+ or equivalent
2. TOEFL 550+ or IELTS 6.0+ or equivalent for DAAD Scholarship Student Only

Doctoral of Engineering Degree:

1. TOEFL 550+ or IELTS 6.0+ or equivalent

Please consult the TGGS Announcement (Latest Announced Date) and the TGGS Student Handbook (Latest Version) for more information or the website at <https://tggs.kmutnb.ac.th/graduation>

Additional KMUTNB Graduation Requirement:

1. All courses, industrial internship and master thesis or master project must be registered according to the curriculum which is approved by the Commission of Higher Education (CHE).
2. Tuition fee, university fee and maintaining student status fee must be paid during the study period.
3. All check-out items must be returned to the KMUTNB Central Library.
4. The student must resign from the program and pay for the graduation fee along with required documents.

Please consult the KMUTNB Regulations (Latest Version) for more information.

I do understand that all terms and conditions of this procedure set forth in the TGGS Student Handbook and KMUTNB Catalog that I have received are included in this Agreement, and that acceptance by me of this Agreement by The Sirindhorn International Thai-German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok (KMUTNB), constitutes a legal Agreement.

Moreover, I also understand that the regulations and conditions of this procedure set forth by the Commission of Higher Education, Ministry of Higher Education, Science, Research and Innovation, and Royal Thai Government in which the degree is issued by the Royal Thai Government.

I further understand the terms and conditions stated in this Agreement supercede those in the TGGS Website, Information or KMUTNB Catalog.

Signature of TGGS Student:

Date:

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MASTER INDUSTRIAL INTERNSHIP

The student must follow the Internship Guidelines and Procedures for the TGGS International M.Eng. Courses in Engineering following the RWTH Aachen Model (Latest Version).

The student must submit the internship application prior starting the industrial internship. The student only allows to conduct the internship at the qualified company or research center. The qualification of company/research center according to the guideline procedure of TGGS must be satisfied.

Note that internship in research center and university must be approved by TGGS Committee prior starting the industrial internship. Only the internship at RWTH-Aachen University is accepted without the approval from TGGS Committee.

The student must complete at least 18 weeks of internship and pass according to the guideline. After the completion of the internship, the student must submit the following documents within 60 days:

1. Internship report
2. Weekly report
3. Evaluation form
4. Internship Reference Letter
5. Internship Access Restriction (if applicable)

Please consult the TGGS Student Handbook (Latest Version) for more information and the website at <https://tggs.kmutnb.ac.th/internship>

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Signature of TGGS Student:

Date:

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MASTER THESIS

After the completion of the industrial internship, the student is eligible to conduct the thesis. The student must follow the Regulations for Examination in the Master of Engineering Programs (REM) of The Sirindhorn International Thai-German Graduate School of Engineering (TGGS) (Latest Version).

The student must submit the application for thesis proposal examination prior starting the thesis research work. The thesis examination committee member including the advisor(s) must have the qualification according to the REM and CHE regulations. The student can publish some parts of the thesis work at the international conference or in the international journal after the thesis proposal has been approved. The requirement for the publication is in the next section.

The eligible student can apply for the international conference scholarship. In order to apply for the international conference scholarship, the student must submit the thesis proposal examination or thesis registration document from the university aboard.

For the student conducting the thesis in Thailand, the student must pass the following examinations prior submitting the thesis book:

1. Thesis Proposal Examination
2. Thesis Progress Examination
3. Thesis Defense Examination

For the student conducting the thesis aboard, the student must pass the examination(s) according to the university aboard's regulations prior submitting the thesis book:

1. Thesis Registration Document from University Aboard
2. Thesis Evaluation Document from University Aboard
3. Thesis Certificate

These above documents must be sent directly to TGGS supervisor/advisor or TGGS Associate Dean for Academic Affairs from the professor/supervisor in the university aboard via e-mail and air-mail. TGGS Academic Affairs will not accept these documents directly from the student.

After the completion of the thesis, the student must submit the following documents:

1. Thesis Books (at least 1 electronic file, 1 hard-copy and 1 CD)
2. Publication

It is the responsibility of TGGS Students to submit these above documents to TGGS. This is not the obligation of the professor/supervisor in the university aboard.

Please consult the REM, the KMUTNB Regulations, the Commission of Higher Education (CHE) Regulations (Latest Announcement) and Academic Calendar for more information and deadlines. The student must follow the procedure in the TGGS Student Handbook (Latest Version) and the regulations for examination as posted on the website at <https://tggs.kmutnb.ac.th/rules-policies>

I do understand that all terms and conditions of this procedure set forth in the TGGS Student Handbook and KMUTNB Catalog that I have received are included in this Agreement, and that acceptance by me of this Agreement by The Sirindhorn International Thai-German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok (KMUTNB), constitutes a legal Agreement.

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Signature of TGGS Student:

Date:

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DOCTORAL THESIS

After the completion of the industrial internship, the student is eligible to conduct the thesis. The student must follow the Regulations for Examination in the Doctor of Engineering Programs (RED) of The Sirindhorn International Thai-German Graduate School of Engineering (TGGS) (Latest Version).

The student must apply for the qualification examination within the first 3 academic semester in order to be TGGS Doctoral Candidate and start the thesis proposal. Then, the student must submit the application for thesis proposal examination prior starting the thesis research work. The thesis examination committee member including the advisor(s) must have the qualification according to the RED and CHE regulations. The student can publish some parts of the thesis work at the international conference or in the international journal after the thesis proposal has been approved. The requirement for the publication is in the next section.

The eligible student can apply for the international conference scholarship. In order to apply for the international conference scholarship, the student must submit the thesis proposal examination or thesis registration document from the university aboard.

For the student conducting the thesis in Thailand, the student must pass the following examinations prior submitting the thesis book:

1. Thesis Proposal Examination
2. Thesis Progress Examination
3. Thesis Defense Examination

For the student conducting the thesis aboard, the student must pass the examination(s) according to the university aboard's regulations prior submitting the thesis book:

1. Thesis Registration Document from University Aboard
2. Thesis Evaluation Document from University Aboard
3. Thesis Certificate

These above documents must be sent directly to TGGS supervisor/advisor or TGGS Associate Dean for Academic Affairs from the professor/supervisor in the university aboard via e-mail and air-mail. TGGS Academic Affairs will not accept these documents directly from the student.

After the completion of the thesis, the student must submit the following documents:

1. Thesis Books (at least 1 electronic file, 1 hard-copy and 1 CD)
2. Publication

It is the responsibility of TGGS Students to submit these above documents to TGGS. This is not the obligation of the professor/supervisor in the university aboard.

Please consult the RED, the KMUTNB Regulations, the Commission of Higher Education (CHE) Regulations (Latest Announcement) and Academic Calendar for more information and deadlines. The student must follow the procedure in the TGGS Student Handbook (Latest Version) and the regulations for examination as posted on the website at <https://tggs.kmutnb.ac.th/rules-policies>

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Signature of TGGS Student:

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Date:

PUBLICATION

According to CHE regulations, in order for students to be graduated, they must complete the publication requirement as follows:

Master of Engineering Degree:

1. All graduate students in the master study program (**Study Plan A2**) must partially publish their thesis work in at least the international conference proceeding (paper) with full paper. Conference abstract is not acceptable. The international conference proceeding must be

(1) peer-reviewed,

(2) in the approved CHE database (Web of Science, SCOPUS, TCI (Thai-Journal Citation Index Centre), other database listed in CHE and TRF (The Thailand Research Fund)) and importantly

(3) not listed in the Beall's List: Predatory Open-Access Publishers, <http://scholarlyoa.com/>

Oral or poster presentation is acceptable but the student must **ATTEND** the conference **AND PRESENT THE WORK**. After returning from the conference, the student must submit the following documents:

a. Full Conference Proceeding

b. Conference Certificate

c. Conference Program (indicating the student's name inside the program/session)

2. All graduate students in the master study program (**Study Plan A1**) must partially publish their thesis work in at least one international journal and the international journal must be as stated in the item 4 or one international conference proceeding (paper) with full paper in the SCOPUS database. Conference abstract is not acceptable. The international conference proceeding must be as stated in the item 1.

(1) peer-reviewed,

(2) in the approved CHE database (Web of Science, SCOPUS, TCI (Thai-Journal Citation Index Centre), other database listed in CHE and TRF (The Thailand Research Fund)) and importantly

(3) not listed in the Beall's List: Predatory Open-Access Publishers, <http://scholarlyoa.com/>

Oral or poster presentation is acceptable but the student must **ATTEND** the conference **AND PRESENT THE WORK**. After returning from the conference, the student must submit the following documents:

a. Full Conference Proceeding

b. Conference Certificate

c. Conference Program (indicating the student's name inside the program/session)

3. All graduate students in the master study program (**Study Plan B**) must partially publish their master project work in any form that can be searched.

The photograph of poster and presenter is recommended and good proof of your presence in the conference. In the case that the student would like to publish the work in the international journal, please follows the regulation as stated in the requirement of Doctor of Engineering Degree (next section).

Doctor of Engineering Degree:

All graduate students in the **doctoral study program** must partially publish their thesis work in at least **two international journals**. Review Article is not acceptable.

The international journal must be

(1) peer-reviewed,

(2) in the approved CHE database (Web of Science, SCOPUS, TCI (Thai-Journal Citation Index Centre), other database listed in CHE and TRF (The Thailand Research Fund)) and importantly

(3) not listed in the Beall's List: Predatory Open-Access Publishers, <http://scholarlyoa.com/>

Since publishing in the international journal takes a long time, the acceptance letter is acceptable. Typically,

PUBLICATION

the acceptance letter states the following information:

- (1) Name of Journal to be published,
- (2) Volume and
- (3) Issue.

Without this information, the acceptance letter is not considered to be the proof of publication.

If the student has completed with the thesis defense and still waiting for the publication requirement, the student must maintain the student status until the publication requirement and documents are met.

"For example, if your thesis defense is completed in December 2015 but the conference is scheduled in April 2016, you have to register for one semester and cannot be graduated in December 2015."

If the student status is not maintained, the student cannot graduate. If the student has not registered by the deadline of each semester, TGGS/KMUTNB will announce the student status to be RETIRED from the program. In order to re-enroll as the student, the student must pay the fee. This is the KMUTNB regulations!

*TGGS Students must also **FOLLOW BOTH** CHE regulations as stated above and TGGS Regulations as stated in the **TGGS Student Handbook (Latest Version)**. Moreover, your name on the international conference proceeding or international journal must **affiliate your institute as "The Sirindhorn International Thai-German Graduate School of Engineering, King Mongkut's University of Technology North Bangkok, Thailand"** (and with RWTH Aachen University, if needed), but cannot have only RWTH Aachen University. We also recommend you to use KMUTNB email or professional personal email. If you do not put TGGS as affiliate, there is no proof that you are TGGS, KMUTNB student, so CHE will not approve your degree. Please note that if you do not follow this regulation, your degree will be revoked by the Royal Thai Government! We would like to stress that CHE is very strict for the past years, so please follow our regulations carefully.*

Please consult the TGGS Announcement (Latest Announced Date) and the TGGS Student Handbook (Latest Version) for more information or the website at <https://tggs.kmutnb.ac.th/graduation>

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Moreover, I also understand that the regulations and conditions of this procedure set forth by the Commission of Higher Education, Ministry of Higher Education, Science, Research and Innovation, and Royal Thai Government in which the degree is issued by the Royal Thai Government.

I further understand the terms and conditions stated in this Agreement supercede those in the TGGS Website, Information or KMUTNB Catalog.

Signature of TGGS Student:

Date:

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FINANCIAL AGREEMENT

Tuition Fee for Master Degree Program except RVIE:

First 4 semesters:

Full-time Thai Students	60,000	baht	per semester
Full-time International Students	85,000	baht	per semester
University Fee	4,750	baht	per semester

After 4 semesters but not more than 5 academic years:

Registration fee for maintaining the student status	10,000	baht	per semester
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Tuition Fee for Master Degree Program in RVIE:

Full-time Thai Students	60,000	baht	per semester
University Fee	4,750	baht	per semester

Additional fees for retaining student status after submission of the thesis book but still waiting for other requirements to be completed, not more than 4 academic years:

Registration fee for maintaining the student status	15,000	baht	per semester
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Tuition Fee for Doctoral Degree Program:

First 6 semesters:

Full-time Thai and International Students	100,000	baht	per semester
University Fee	7,100	baht	per semester

After 6 semesters but not more than 6 academic years:

Registration fee for maintaining the student status	20,000	baht	per semester
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Financial Assistance Type and Condition:

1. Full-tuition Fee Waiving Scholarship: The student is responsible for the university fee every semester.
2. Partial-tuition Fee Waiving Scholarship: The student is responsible for 50% of tuition fee every semester.
3. DAAD Scholarship: The information will be given directly to the student by DAAD and RWTH Aachen University, Germany.
4. Self Support: The student is responsible for 100% of tuition fee every semester.

Additional condition is given in the Financial Contract Agreement. For all Financial Assistantships including the self support, the student is still responsible for the personal expenses including living cost, housing and health insurance and other expenses. TGGS will automatically terminate the scholarship if the student has the GPA below 3.00 in the first semester. The student must maintain a minimum cumulative GPA of 3.00 or higher every semester and complete the course work, the industrial internship and the master thesis. The student will sign the Financial Contract Agreement during the first semester registration period.

All students must pay all the related fee. If not, the student status will be retired from the program and the student cannot be graduated. Details are listed in the TGGS Student Handbook (Latest Version), Graduation Requirements and Tuition Fee to retaining student status after 2 academic years for the master program (except in RVIE program) and 3 academic years for the doctoral program.

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Signature of TGGS Student:

Date:

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GRADUATION

After the student complete all the graduation requirement, TGGS will issue the following documents upon the request:

1. TGGS Student Certificate
2. TGGS Unofficial Transcript
3. TGGS Approved Graduation

The official KMUTNB Transcript can be issued after all the graduation requirement is completed at least 30 days after the student submit the request. As for the degree certificate, you will receive the degree certificate from the hand of HRH Princess Maha Chakri Sirindhorn **one year** after you complete your study during the commencement day which is typically scheduled in November every year. All the graduation documents: KMUTNB Degree Certificate along with the pin and TGGS Certification Letter will not be available until after the commencement day due to the Royal House Regulations. These documents must be handed to the class graduates first by HRH Princess Sirindhorn, then the unattended graduates can receive these documents. Please understand all the circumstances.

In the case that students cannot personally process/submit all REQUEST documents with TGGS Academic Affairs, only students in Germany, the student must sign and submit the documents via email. Please submit the internship report prior conducting the thesis work within the first semester.

I do understand that all terms and conditions of this procedure set forth in the TGGS Student Handbook and KMUTNB Catalog that I have received are included in this Agreement, and that acceptance by me of this Agreement by The Sirindhorn International Thai-German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok (KMUTNB), constitutes a legal Agreement.

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Signature of TGGS Student:

Date:

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RESPONSE FROM TGGS STUDENT

- Accept and agree to all conditions in the industrial internship, master thesis and graduation requirement.**
- Decline and disagree with all conditions in the industrial internship, master thesis and graduation requirement.** Please state your reasons.

*As informed during the TGGS New Student Orientation Day, all degree offered by university in Thailand must follow the laws and regulations set by Commission of Higher Education (CHE), if not the degree will be revoked at any time. The procedure and regulations are applied from the admission, program study, thesis proposal/progress/defense and the graduation requirement, etc. And all important regulations and procedure are in the TGGS Student Handbook. However, there are many new official announcement and regulations being translated from Thai to English and now is in **TGGS Student Handbook Latest Version** which can be downloaded TGGS Website.*

I do understand that all terms and conditions of these procedures set forth in the TGGS Student Handbook and KMUTNB Catalog that I have received are included in this Agreement, and that acceptance by me of this Agreement by The Sirindhorn International Thai – German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok (KMUTNB), constitutes a legal Agreement. Moreover, I also understand that the regulations and conditions of this procedure set forth by the Commission of Higher Education, Ministry of Higher Education, Science, Research and Innovation, and Royal Thai Government in which the degree is issued by the Royal Thai Government. I further understand the terms and conditions stated in this Agreement supercede those in the TGGS Website, Information or KMUTNB Catalog.

Signature of TGGS Student: ()	Date:
Signature of Advisor: ()	Date:
Signature of Program Coordinator: ()	Date:
Signature of Department Head: ()	Date:
Signature of TGGS Associate Dean for Academic Affairs: ()	Date: