

COURSE REGISTRATION REQUEST FORM

FOR TGGGS EXCHANGE STUDENT

INSTRUCTIONS

- A completed form must include the signature of the course lecturer. The lecturer's email address is available at <https://tggs.kmutnb.ac.th/lecturers-researchers>
- 1 FORM FOR 1 COURSE ONLY.**
- Both ink signatures and e-signatures are acceptable. **Incomplete forms will be rejected.**
- If you have any query on the course catalogue/s, course schedule, coursework description, course syllabus, course outline, the grade distribution, course regulations, or other queries on the courses and classes, please contact the program secretary at room no. 304, 3rd floor, TGGGS building or via email at:

Program	Program secretary
1. Chemical and Process Engineering (CPE) 2. Mechanical and Automotive Engineering (MAE) <ul style="list-style-type: none"> - Mechanical Engineering Simulation and Design (MESD) - Automotive Safety and Assessment Engineering (ASAE) 3. Materials and Production Engineering (MPE)	Ms. Arpawan Phetang Email: arpawan.p@tggs.kmutnb.ac.th
1. Railway Vehicles and Infrastructure Engineering (RVIE) <ul style="list-style-type: none"> - Railway Vehicles Engineering (RVE) - Railway Infrastructure Engineering (RIE) 2. Electrical and Computer Engineering (ECE) <ul style="list-style-type: none"> - Electrical Power and Energy Engineering (EPE) - Communications and Smart System Engineering (CSE) - Smart Grids Engineering (SGE) - Computer Engineering (COM) 	Ms. Pattama Mookhiruntara Email: pattama.m@tggs.kmutnb.ac.th

COURSE REGISTRATION PROCEDURE

The student can register the courses at TGGGS by follow the following steps:

Step1: TGGGS Academic Affairs sends the course schedule to the student (approximately one (1) month before the semester begins).

Step 2: The student chooses the course for which he or she wishes to register from the course schedule.

The student can choose from any discipline ***except the Railway Infrastructure Engineering (I-RIE) program*** which is not taught at TGGGS.

Step 3: The student fills in the "Course Registration Request Form for TGGGS Exchange Student".

Step 4: The student sends the following documents to a course lecturer, requesting permission to attend the class:

1. the Course Registration Request Form for TGGGS Exchange Student
2. the most recently updated transcript

The lecturer's email address is available at <https://tggs.kmutnb.ac.th/lecturers-researchers>

Step 5: The student gathers all of the forms that the course lecturers have already signed.

Step 6: The student sends the completed form(s) to the following email addresses **at least three (3) days before the semester begins:**

academic@tggs.kmutnb.ac.th and

pattama.m@tggs.kmutnb.ac.th [for courses in program: ECE (CSE, EPE, COM, SGE), RVIE] or

arpawan.p@tggs.kmutnb.ac.th [for courses in program: CPE, MAE (MESD, ASAE), MPE] or

thitinun.u@tggs.kmutnb.ac.th [for courses in program: MPE]

The TGGGS Academic Calendars is available at <https://tggs.kmutnb.ac.th/academic-calendars>



COURSE REGISTRATION REQUEST INFORMATION *(Please fill in the form)*

For student			For lecturer		
Course Code	Course Name	Course Lecturer's Name	Course Lecturer's Permission	Course Lecturer's Signature	Date
			<input type="checkbox"/> Allow <input type="checkbox"/> Refuse		
Student Name:					
Student Signature:			Date:		