

TGGS STUDENT GUIDELINE FOR ENROLLED STUDENTS

Please read this guideline before arriving in Thailand.

STAFFS / SERVICE DAYS AND HOURS / OFFICE DAYS AND HOURS

TGGS Academic Affairs Officers



Ms. Thanunpon Songmuangsuk
(TGGS Student Status and Affairs)
Ms. Piyatida Rakangthong
(TGGS International Students Affairs)
Ms. Penthip Jirapinnusorn
(TGGS Students Activities and Quality Assurance)



Program Secretaries

Ms. Arpawan Petang
(CPE, MAE (MESD and ASAE), MPE)
Ms. Pattama Mookhiruntara
(ECE (CSE, EPE, COM, SGE) and RVIE)

How can I contact "the program secretaries," and what are their service dates and hours?

- **Walk-in:** at room no. 304, 3rd floor, TGGS building.
If you are in Thailand, please contact the staff at their office.
Service dates and hours: Monday to Friday (except national holidays) during 09.00-11.30 and 13.30-15.30 hrs.
- **Email (for students living abroad only):**
 - Ms. Arpawan Phetang [Program secretary for program CPE, MAE (MESD, ASAE), MPE]
Email: arpawan.p@tggs.kmutnb.ac.th
 - Ms. Pattama Mookhiruntara [Program secretary for program ECE (CSE, EPE, COM, SGE), RVIE]
Email: pattama.m@tggs.kmutnb.ac.th
- **TGGS Students Line Group***.

How can I contact "the Academic Affairs Staffs," and what are their service dates and hours?

- TGGS Academic Affairs **Service by Appointment only** via Google Form **at least two (2) days in advance**. <https://forms.gle/MZUqPXc8haAp4vUX7>
(**Service Appointment Time:** Tuesdays and Thursdays. No more than 10 appointments per day.)

- **Email (for students living abroad only):** academic@tggs.kmutnb.ac.th
- **TGGGS Students Line Group***.

***Remark:**

TGGGS Students Line Group

- For informing / sharing / asking questions which urgent and/or important matters only.
- Students **ARE NOT** allowed to
 - send private messages to staff
 - send messages out of the official days and hours (08.00-12.00 and 13.00-16.00 hrs., Monday-Friday, except national holidays), because the staff use their personal LINE ID.
- Staff have the right to block students, or can be invited you off the group because you are not respect his/her privacy. **If the student is staying abroad, please concern the time difference.**

ACCEPTANCE

1. The selected candidates will get an acceptance letter from TGGGS and you can use it to apply for the Student Visa* at The Royal Thai Embassy in your (home) country. Please make sure that you have the student visa upon the arrival in Bangkok. **Without the student visa, YOU CANNOT BE ENROLLED AS TGGGS STUDENT.**

Important Remark:

- An Inter-Booklet E-book Version for introducing KMUTNB, life in Thailand, the basic information about visa , how to get to KMUTNB, and other necessary information KMUTNB is available at <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>
 - Based on our experience and feedback from TGGGS International Students, we recommend you to apply for the visa **in Person at the “Royal Thai Embassy”** in your (home) country (**not the Royal Thai Consulate nor travel agency**) because it is more convenient and easier to get visa. (Complications, requesting additional documents and delaying in granting the visa may arise with the travel agency or consulate!)
2. You are required to inform TGGGS Academic Affairs once you receive the student visa.
 3. You are required to inform TGGGS Academic Affairs of your arrival date/time to Bangkok, Thailand.
 4. TGGGS *recommends** you to apply for health insurance/COVID-19 insurance which covers the period of your stay in Thailand (the university only covers accidental insurance for the first month in Thailand for the students). You are required to find information on health Insurance/COVID-19 Insurance yourself. TGGGS does not has any recommendation on it.

***Remark:** it is just our recommendation, it depends on your decision whether you would like to purchase it. KMUTNB is only provided the accidental insurance to all students, **except exchange students**. Medical charges are varying for foreigner.

ARRIVAL AT TGGGS

1. **Report to TGGGS:** You are required to show up and report yourself to TGGGS Academic Affairs* **on reporting day/or registration day**. You must show your original passport to Ms. Piyatida Rakangthong, the TGGGS Academic Affairs Staff during the official dates and hours. We will make the photocopy of these documents for our record:

***Remark:** TGGGS Academic Affairs is located in Room 303 on the 3rd Floor of TGGGS Building at KMUTNB.

2. **Accommodation:** On-Campus Accommodation **IS NOT** available for enrolled students, **DO NOT** send the request to us. You are required to reserve accommodation in Bangkok yourself from your home country before you arrive in Thailand. TGGGS Academic Affairs emphasizes that as per our experience, we recommend you reserve accommodation in Bangkok from your home country before you arrive in Thailand because accommodation may become more difficult to find as it gets closer to the start of the semester or after the semester begins especially for accommodations nearby the university. You may consult the buddy* or your senior** that your program provides for you regarding this matter. TGGGS is not responsible if you cannot find accommodation.

Remark:

*Only some programs provide the buddy for international students, please consult the program coordinator of your program regarding the buddy program. Link to the program coordinator list: <https://tggs.kmutnb.ac.th/lecturers-researchers>

**TGGGS does not yet have an official alumni group, if you would like to contact your senior or the alumni, please send your request to academic@tggs.kmutnb.ac.th. TGGGS will request permission from them before you can contact them directly.

3. **Visa Extension, 90-days Report, visa cancellation, other matters on visa:** please consult the student visa matters for international students' guideline, which is available at <https://tggs.kmutnb.ac.th/forms-downloads>

HOW TO GET TO TGGGS?

You are responsible for your own transportation from your home country to Bangkok, Thailand and then from the airport to KMUTNB Bangkok campus. You can get to the university by TAXI in the airport. The meter price is approximately 400 THB (included 110 THB expressway and airport fee 50 THB). It may take about 1-2 hours to get to the university (depended on the traffic).

- **Public Transportation in Bangkok**

- Visitor information at <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>
- Information about Bangkok bus, MRT (Bangkok Metro), BTS (Sky Trains), boats: Chao Phraya Express and Khlong at <http://www.transitbangkok.com/>

- **KMUTNB Bangkok Campus Map**

- Location of The Sirindhorn International Thai-German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok (KMUTNB), Thailand is pinned in the Google Maps at: <https://goo.gl/maps/6TTRtPw7KKVmRQ4M6>
- KMUTNB Bangkok Campus Map, please find at <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>

DRESS CODE

The dress code is applied to all students at KMUTNB, including TGGS. You must wear long pants (jeans are acceptable), no shorts. Tank tops and T-shirt, Polo Shirt is not acceptable. No flip flops. Misconduct in the dress code, you may not be allowed to enter the campus or buildings. Details will be announced in the student orientation.

MEDICAL CARE NEAR THE UNIVERSITY

- Yanhee International Hospital (International Hospital): <http://th.yanhee.net/>
- Bang Pho Hospital (Thai Hospital): <https://bangpo-hospital.com/>
- Eye Ear Nose Throat Hospital: (Thai Hospital): <http://www.eent.co.th/home.html>
- Kasemrad Prachachuen Hospital: (Thai Hospital):
<http://www.kasemrad.co.th/Prachachuen/en/site/home>

PERSONAL EXPENSES IN BANGKOK, THAILAND

Room and board	approximately	5,000 – 15,000 THB/Month
Living cost	approximately	9,000 – 12,000 THB/Month
Health insurance	approximately	7,000 – 10,000 THB/Month
Supplemental cost (books/note)	approximately	2,000 – 5,000 THB/Semester

Remark: Personal expenses are the estimated cost to predict the overall expenses.

CLASS SCHEDULE AND PROGRAM INFORMATION

Course Catalogue/s and Course Schedule

Course catalogue/s of each program are available at <https://tggs.kmutnb.ac.th/master-programs> and <https://tggs.kmutnb.ac.th/doctoral-programs>

Courses that will be opened each semester are uncertain. The certain open courses of each semester will be listed in the course schedule. TGGS Academic Affairs will send the course schedule to the students once we receive it from the Programs (around one (1) month before the semester starts) (before that mentioned time, TGGS Academic Affairs will not receive the class schedule from the program yet).

If you would like to get information on the course schedule prior to that mentioned time, please contact your program secretary as listed below or directly contact the program coordinator. The Program Coordinator list is available at <https://tggs.kmutnb.ac.th/lecturers-researchers>

Course Description

Course description of each program is available at <https://tggs.kmutnb.ac.th/master-programs> and <https://tggs.kmutnb.ac.th/doctoral-programs>

Course syllabus/course outline/the grade distribution/course regulations

The course syllabus will be distributed on the new student orientation day by the program lecturer or the first day of class along with the course description, the course outline (including tentative assignments, quizzes, examination dates), the grade distribution, and regulations. Students must attend every lecture hour scheduled in each course. Missing any lecture hour, students may not be eligible to take the examinations. The detail of each course regulations will be announced on the first day of class by the course lecturer.

If you would like to get information on the course schedules, course syllabus and course description prior that mentioned time, please contact your program secretary as listed below or directly contact to program coordinator. Program Coordinator list is available at <https://tggs.kmutnb.ac.th/lecturers-researchers>

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 your **PROGRAM SECRETARY**.

ADDITIONAL INFORMATION

Off-Campus Housing

There are a variety of privately accommodations surrounding the campus with reasonably price. Prices are ranging from the room with air-condition (5,000-7,000 THB per month) and the room with fan (3,500-5,000 THB), excluded electricity and water. Two or three months' rental deposit is required.

Short-term Accommodation

In the case that the room in the KMUTNB Residence or Off-Campus Housing is not ready for you to check-in or not available upon your arrival and you have to stay for few days in Bangkok, we recommend you to reserve a short-term accommodation like a hostel, a boarding house or the hotel for more independence and easier to travel to many places. Start looking/searching for a suitable apartment from your home country in advance at the following websites:

- [Airbnb](#)
- [Booking](#)
- [Agoda](#)
- [Hostelworld](#)
- [Thai Youth Hostels Association](#)
- [Hostelbookers](#)

These are popular websites. However, you are freely to choose other website search engines at your own convenient and suitable.

Long-term Accommodation

The following is a list of hotels and apartments around the university:

Bella B Hotel – [Click here](#)

Resort Bangphlat – [Click here](#)

The Royal River Hotel – [Click here](#)

Riverside Bangkok Hotel – [Click here](#)

Accommodations in the Khaosan road area – [Click here](#)

Riverine Place Serviced Apartments – [Click here](#)

BED BY BOAT Hotel & Apartment – [Click here](#)

Regent Home Bang Son 27 – [Click here](#)

LUMPINI RIVERVILLE CONDO PIBOON SONGKRA 55 – [Click here](#)

ASPIRE Ratchada-Wongsawang – [Click here](#)

The Parkland Ratchada-Wongsawang – [Click here](#)

THE LINE WONGSAWANG – [Click here](#)

Rich Park @ BangSon Station Condominium – [Click here](#)

Lumpini Ville Phibulsongkhram - Riverview – [Click here](#)

Metro sky Prachachuen – [Click here](#)

Accommodations behind the university – *we recommended you to walk-in and inquired*

For more information regarding our program, please visit us at <https://tggs.kmutnb.ac.th/> Looking forward to see you at TGGS.

TGGS Academic Affairs