

TGGS STUDENT GUIDELINE FOR EXCHANGE 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 days and hours?

- **Walk-in:** at room no. 304, 3rd floor, TGGS building.
Service days and hours: Monday to Friday (except national holidays) during 09.00-11.30 and 13.00-15.30 hrs.
- **TGGS Students Line Group**.**
- **Email:**

Program	Program secretary
1. Chemical and Process Engineering (CPE) 2. Mechanical and Automotive Engineering (MAE) - 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) - Railway Vehicles Engineering (RVE) - Railway Infrastructure Engineering (RIE) 2. Electrical and Computer Engineering (ECE) - 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

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

- **Walk-in:** at room no. 303, 3rd floor, TGGS building.
Service days and hours* (service by responding to student inquiries and receiving/requesting documents ONLY):
Monday to Friday (except national holidays) during 13.00-15.30 hrs.
- **Email:** academic@tggs.kmutnb.ac.th
- **TGGS Students Line Group**.**

IMPORTANT REMARK:

* Students are required to read "the Announcement from Academic Affairs of the Sirindhorn International Thai-German Graduate School of Engineering on TGGS Academic Affairs Student Service Days and Hours" posted at <https://tggs.kmutnb.ac.th/forms-downloads>

**TGGS 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 acceptance letter from TGGS will be sent to you via email. 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 TGGS EXCHANGE 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 TGGS 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 TGGS Academic Affairs once you receive the student visa.
 3. You are required to inform TGGS Academic Affairs of your arrival date/time to Bangkok, Thailand.
 4. We *recommend** you to apply for the health insurance/accidental insurance which covers period time during your stay in Thailand. You are required to find information on the health insurance/accidental insurance yourself. TGGS 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* **no later than seven (7) working days** after you arrive to Bangkok (holidays and weekends are not included). **You must show your original passport** to Ms. Piyatida Rakangthong, the TGGGS Academic Affairs Staff **DURING THE TGGGS ACADEMIC AFFAIRS STUDENT SERVICE DATES AND HOURS**. We will make a photocopy of those documents. You will receive the TGGGS Building Access Card** on your reporting day.

Remark:

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

** You **MUST** return the TGGGS Building Access Card to TGGGS once you finish your exchange at TGGGS. Otherwise, you will be fined 200 THB/card. And if you lose your card, you will be fined 200 THB/ card/time.

2. **Accommodation:** In the case that you have reserved a university residence, we will take you there (**only on the working days and hours**) after you report yourself to us. The information on the university residence is available in the end of the guideline.
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/exchange-student-program>

REGISTRATION

- **Course Work Exchange Student**

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. TGGGS 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, TGGGS 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**.

Course registration

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”**. The form can be downloaded at <https://tggs.kmutnb.ac.th/exchange-student-program>.
- Step 4: The student sends the form **along with THE MOST RECENTLY UPDATED TRANSCRIPT**, to a course lecturer, requesting permission to attend the class. 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 forms 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]
arpawan.p@tggs.kmutnb.ac.th [for courses in program: CPE, MAE (MESD, ASAE), MPE]
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 add/drop

After the semester starts, the students can add/drop courses by follow the following steps:

- Step 1: The student checks the period to add and/or withdraw courses mentioned in the academic calendars at <https://tggs.kmutnb.ac.th/academic-calendars>

Step 2: The student completes **“Course Add-Withdraw Request Form for TGGS Exchange Student”**.

The form can be downloaded at <https://tggs.kmutnb.ac.th/exchange-student-program>

Step 3: The student sends an email the course lecturer(s) to ask for the permission to add and/or withdraw the courses. **Course lecturer’s permission and signature in the form are required.** The

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

Step 4: The student sends the complete forms to the following emails. The deadline for submitting the form is **three (3) days** after the last date of course addition/withdrawal:

academic@tggs.kmutnb.ac.th, arpawan.p@tggs.kmutnb.ac.th, pattama.m@tggs.kmutnb.ac.th,

and thitinun.u@tggs.kmutnb.ac.th (*in case you register for courses in the “MPE” program*)

• Thesis/Internship/Research Work Exchange Student

After the student send the TGGS Exchange Student Application Form to TGGS Academic Affairs, we will forward the request to the lecturer/researcher for the approval and inform the student whether the lecturer/researcher accepts the candidates to conduct the Thesis/Internship/Research Work at TGGS via email.

GRADING REPORT

TGGS Academic Affairs will send the grading report to the student **“AFTER THE GRADE APPROVAL DATE”** mentioned in the academic calendars at <https://tggs.kmutnb.ac.th/academic-calendars> via email. Credit in the grading report appears in both TGGS and ETCS Credits.

HOW TO GET TO TGGS?

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.

INTERNATIONAL EXCHANGE STUDENT ACCOUNT (IES ACCOUNT)

Unfortunately, the information about the IES Card/ IES Account in the KMUTNB International Booklet is not updated. The KMUTNB International Cooperation Centre (ICC) is the host of the IES Account and they have changed the procedure to receive the IES Account.

You are required to fill out the IES Account Request Form, which is available at <http://icc.kmutnb.ac.th/newsites/interinfo/index?id=3> or <http://icc.kmutnb.ac.th/newsites/site/index>, and click "INFORMATION", and choose "IES ACCOUNT (WI-FI)" to receive the ICIT account (ICIT Email). After you complete the form, the International Cooperation Centre (ICC) Staff will contact you to confirm your ICIT username and password. **It may be necessary for you to log in to Microsoft Team for some courses where lecturers wish to use Microsoft Team.** However, the ICIT Email cannot be activated to Google email, but Microsoft email can be used at <https://outlook.live.com/>.

If you have any questions or problems on the IES Account, please contact:

International Cooperation Centre (ICC), KMUTNB
10th Floor, Anekprasong Building (President Building)
Tel. (+662) 555 2000 ext. 1023,1024,1026,1032
E-mail: icc@op.kmutnb.ac.th

ADDITIONAL INFORMATION

Accommodation

1. On-campus (short term staying)

KMUTNB has one on-campus housing available for short term staying (a few days **up to 1 month**) for **exchange students** who need temporary housing until they find the off-campus accommodations which is KMUTNB Residence.

KMUTNB Residence Rate for exchange students

Room Type	Room Rate (per room) For 1 person / Room	Room Rate (per room) For 2 persons / Room
<p>Private Room with share bathroom and rest room</p> <p>The rooms separated by gender. The room is furnished with the air-conditions, bed, desk, lamp, closet, security key-card.</p> <p>Number of rooms</p> <p>Male 8 rooms. Female 6 rooms.</p>	<p>300 THB/night 1,680 THB/week 5,040 THB/month Included Electricity and Water cost.</p>	<p>N/A</p>

Photos, regulations and other information for the KMUTNB Residence are available on the last topic of this guideline.

How to reserve KMUTNB Residence

1. Please specify whether you would like us to reserve KMUTNB On-Campus Housing in TGGS Exchange student application form.
2. **TGGS cannot guarantee whether the KMUTNB Residence will be available or not since KMUTNB has many students (especially on the beginning of semester). For this reason, if the KMUTNB Residence does not available, TGGS Academic Affairs Staff will inform you and you must independently look for the outside university or off-campus accommodation yourself from your home country.**
3. If you reserve the KMUTNB Residence and it is available, please come to TGGS Academic Affairs **DURING THE TGGS ACADEMIC AFFAIRS STUDENT SERVICE DATES AND HOURS ONLY**, TGGS Academic Affairs Staff will take you to the KMUTNB Residence for check-in.
4. You are responsible for paying for the accommodation cost at the University Student Service Center Office* **ON THE CHECK-IN DATE, IN CASH, in Thai Baht Currency ONLY.** (*Building No. 40, 1st Floor next to the Bangkok Bank: the office opens Monday-Friday 08.00-16.00 hrs.).
5. As we mentioned above that the KMUTNB Residence is available for short term staying only (a few days up to 1 month) so during the time that you stay at the KMUTNB Residence you must find the off-campus accommodations yourself.
6. **The reservation cancellation after you submit the student exchange application to TGGS is NOT PERMITTED. If the student cancels the reservation after submit the form or fail to check in on time on the day of your reservation, please note that you may be charge.**
7. You are required to strictly comply with the regulations of KMUTNB Residence, without any exceptions. If you violate the rules of the KMUTNB Residence, we have the right to invite you to leave the KMUTNB Residence without notice.

How to extend your stay at the KMUTNB Residence

Please fill out "the extend a stay at the KMUTNB Residence form" and place it in the basket in front of TGGS Academic Affairs **at least two (2) weeks prior to your current check-out date**. The form can be found at <https://tggs.kmutnb.ac.th/exchange-student-program>

2. Off-Campus Housing

For students who are planning to stay for a longer period (more than 1 month) or would like to enjoy the extra independence of student life, we recommend you to rent the room off-campus. There are a variety of privately accommodations surrounding the campus with reasonable 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

KMUTNB RESIDENCE FOR EXCHANGE STUDENTS INFORMATION

Regulations

1. For short term staying only.
2. No outsider permitted to enter to KMUTNB residence.
3. Do not allow to use other beds/areas aside from your bed/area.
4. Do not make loud noise that disturb others.
5. Do not leave window opens when you are not in the room.
6. Do not leave the valuable property unattended in the room.
7. Turn off the light and air conditioner when not in use.
8. Strictly prohibited for the use of illegal drugs, sell or distribute in residence.
9. No all kind of weapons or explosive devices are permitted.
10. Pets are not permitted in residence all the time.
11. Parties not permitted to be held.
12. Cooking is not permitted in the room (Microwave is provided in Common room.)
13. Resident must pay for any damaged caused to room, furnishing or equipment. Failure to do may result in immediate disqualification of the stay.

****THE GUEST MUST FOLLOW THE RULES STRICTLY! ****

Room Cleaning Service

1. The housekeeper will clean your room from 09.30 –12.00 hrs. on Monday to Saturday.
2. No room cleaning service on Sunday and holiday.

Check-in Date and Time: Monday to Friday, except Thai National Holidays, during 08.00-12.00 hrs. and 13.00-15.30 hrs.

Check-out Date and Time: Monday to Friday, except Thai National Holidays, during 08.00-12.00 hrs.

Method of Payment and Return of Key

1. You are responsible to return the key and keycard at the University Student Service Center (same building of the residence, 1st Floor next to the Bangkok Bank) during the working day and time (Monday to Friday: 08.00-12.00 hrs. and 13.00-16.00 hrs., except Thai National Holidays).
2. During off working time and day and Thai National Holidays, please leave the key and keycard on the bed. **If you do not return your keys and key cards, you will be fined 400 THB per set.**

You can find community places behind the university every day but if you stay in On-Campus Housing you must be aware of University Back Gate hours as follows:

Monday - Friday	Close around 23.00 hrs. / Open around 05.00-06.00 hrs.
Saturday - Sunday	Close around 22.00 hrs. / Open around 05.00-06.00 hrs.

KMUTNB Campus Map

You can find more detail of KMUTNB Campus Map at <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>

Photo of KMUTNB Residence for exchange students

Private Room with share bathroom and rest room.

