

COURSE ADD/WITHDRAW 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.**
- The form must be submitted to TGGGS Academic Affairs **during the add/withdraw period listed on the TGGGS Academic Calendar ONLY!** The TGGGS Academic Calendars is available at <https://tggs.kmutnb.ac.th/academic-calendars>
- 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) - 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

COURSE ADD/WITHDRAW PROCEDURE

The student can add and/or withdraw the courses at TGGGS by follow the following steps:

Step 1: The student checks when the add/drop period is at <https://tggs.kmutnb.ac.th/academic-calendars>

Step 2: The student chooses the course(s) for which he or she wishes to add and/or withdraw 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 prints the course add/withdraw request form for TGGGS exchange student or takes the form(s) from a file cabinet in front of the TGGGS Academic Affairs Office.

Step 4: The student fills in the form.

Step 5: **TO ADD** a course: the student sends/submits 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

TO WITHDRAW a course: the student sends/submits the form to a course lecturer, requesting permission to withdraw the class.

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

Step 6: The student gathers all of the forms that the course lecturers have already signed.

Step 7: The student submits the completed form(s) by **placing it/them in the basket in front of the TGGS Academic Affairs Office during the add/withdraw period listed on the TGGGS Academic Calendar ONLY!** (TGGS Academic Affairs accept the forms **in hard copy format only**), and sending an email to thitinun.u@tggs.kmutnb.ac.th [only if the student adds and/or withdraws courses from the **MPE program**].

COURSE ADD/WITHDRAW REQUEST INFORMATION *(Please fill in the form)*

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