

# 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, 3<sup>rd</sup> 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: <a href="mailto:arpawan.p@tggs.kmutnb.ac.th">arpawan.p@tggs.kmutnb.ac.th</a>
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: <a href="mailto:pattama.m@tggs.kmutnb.ac.th">pattama.m@tggs.kmutnb.ac.th</a>

## COURSE REGISTRATION PROCEDURE

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

Step1: TGGS 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 TGGS.

Step 3: The student fills in the "Course Registration Request Form for TGGS 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 TGGS 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 **by one (1) week before the semester starts**:

[academic@tggs.kmutnb.ac.th](mailto:academic@tggs.kmutnb.ac.th) and

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

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

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

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

Step 7: TGGS Academic Affairs sends the registration information via the Reg KMUTNB System to the student (approximately 15 days before the registration date).

Step 8: On registration day, the student completes registration through the Reg KMUTNB System, but **DO NOT MAKE PAYMENT THROUGH THE SYSTEM** since the system does not enable money transfers from international bank accounts. The student will pay after arriving in Thailand. We will inform you of the payment date later.



**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		
<b>Student Name:</b>					
<b>Student Signature:</b>			<b>Date:</b>		