

TGGS STUDENT GUIDELINE FOR EXCHANGE STUDENTS

Please read this guideline before arriving in Thailand.

STAFFS / SERVICE DAYS AND HOURS / OFFICE DAYS AND HOURS

Academic Affairs Staff



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



Program Secretary

Ms. Arpawan Phet-ang
(ASAE, MESD, MPE, CEM)
Ms. Pattama Mookhiruntara
(EPE, CSE, COM, SGE, MIE, RVIE)

How can I contact "**the Academic Affairs Staff**," 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**.**

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) - Smart Microelectronics Engineering (MIE) - Computer Engineering (COM)	Ms. Pattama Mookhiruntara Email: pattama.m@tggs.kmutnb.ac.th

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 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. 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. 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* **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 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 for courses at TGGS by following these steps:

Step 1: TGGS Academic Affairs sends the course schedule to the student (approximately one (1) month before the registration date).

Step 2: The student selects the courses they wish to register for 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”**. The form can be downloaded at <https://tggs.kmutnb.ac.th/exchange-student-program>.

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

1. The Course Registration Request Form for TGGS Exchange Student
2. The most recently transcript

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

Step 5: The student collects all of the forms that have been signed by the course lecturers.

Step 6: The student sends the completed forms to the following email addresses **within 15 days after TGGS Academic Affairs sends the course schedule to the student.**

academic@tggs.kmutnb.ac.th and

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

arpawan.p@tggs.kmutnb.ac.th [for courses in program: CEM, 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>

Step 7: Ms. Thanunpon Songmuangsuk, the Student Status and 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.**

Course add/withdraw

After the semester starts, students can add or withdraw courses by following these steps:

Step 1: The student checks the period for course add/withdrawal, which is mentioned in the academic calendars at <https://tggs.kmutnb.ac.th/academic-calendars>.

Step 2: The student completes the "Course Add-Withdraw Request Form for TGGGS Exchange Students." The form can be downloaded at <https://tggs.kmutnb.ac.th/exchange-student-program>.

Step 3: The student contacts the course lecturer(s) either in person or by email to request permission to add and/or withdraw from the course. The course lecturer's permission and signature on the form are required. The lecturer's email addresses can be found at <https://tggs.kmutnb.ac.th/lecturers-researchers>.

Step 4: The student sends the completed form to the following emails. The deadline for submitting the form is **three (3) working days before the last date for course add/withdrawal mentioned in the academic calendar:**

academic@tggs.kmutnb.ac.th and

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

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

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

Step 5: After the student submits the form as per Step 4, the student waits for confirmation from the department secretary that the course information has been successfully updated in the Reg KMUTNB System.

Step 6: The student completes the add/withdraw process via the Reg KMUTNB System **within the course add/withdraw period mentioned in the academic calendar.** If the deadline has passed, the student will not be able to add and/or withdraw courses, and all actions will be considered void.

• **Thesis/Internship/Research Work Exchange Student**

After the student send the TGGGS Exchange Student Application Form to TGGGS 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 TGGGS 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. The credits in the grading report are shown in KMUTNB Credits (Thai Credits). Hence, TGGS has prepared the **KMUTNB Credit and ECTS Credit Equivalence Letter**, which you can download at <https://tggs.kmutnb.ac.th/exchange-student-program>.

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 offers on-campus accommodation, "**KMUTNB Residence**", for exchange students in need of temporary lodging (ranging from a few days to several months). Only **private rooms with shared bathrooms and restrooms** are available for exchange students.

More information is available in the last topic of this guideline.

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](#)

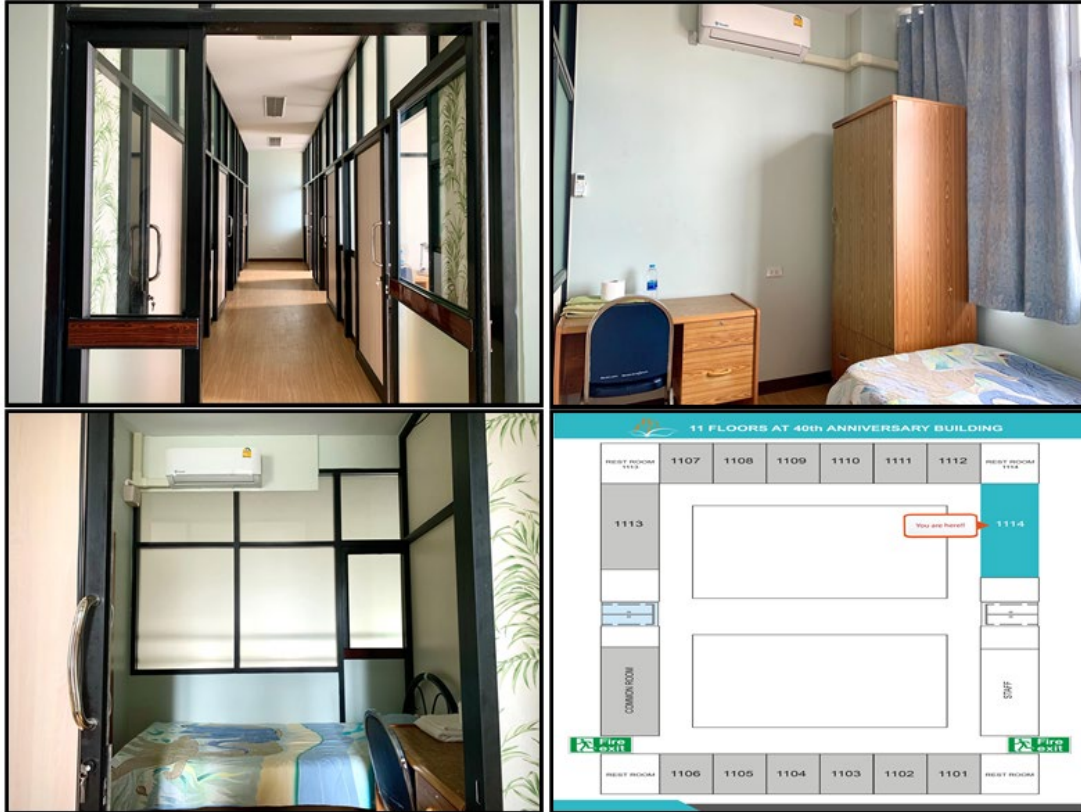
Accommodations behind the university – *we recommended you to walk-in and inquired*

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

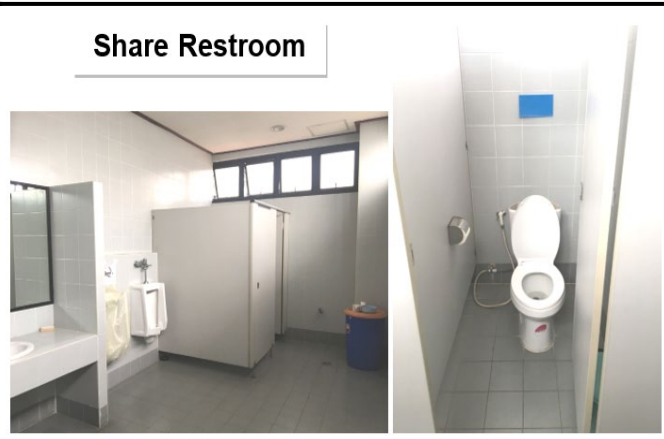
PHOTOS



Share Shower room



Share Restroom



FEES

KMUTNB Residence Rate for exchange students	
Room Type	Room Rate* (per room) For 1 person / Room
<p>Private Room with <u>share bathroom and rest room</u></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>

REGULATIONS

1. No unauthorized individuals are allowed to stay, live, or enter the accommodation area.
2. Residents must refrain from making loud noises that disturb other residents.
3. Do not leave windows open when not in the room.
4. Do not leave valuables in the room when you are not present.
5. The use or sale of drugs or any illegal substances is strictly prohibited within the accommodation area.
6. Weapons or explosives are not allowed within the accommodation.
7. Pets are not allowed in the accommodation.
8. Social gatherings or parties are not allowed within the accommodation.
9. Cooking is not allowed in the room (a microwave is available in the common area).
10. Residents are responsible for compensating any damages caused to the room, furniture, or equipment. Violations may result in the immediate termination of accommodation privileges.

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

ROOM CLEANING SERVICE

1. The housekeeper will do your room cleaning from 09.30 – 12.00 A.M. on Monday to Saturday.
2. No room cleaning service on Sunday and national holiday.

CHECK-IN TIME: After 12:00 PM

CHECK-OUT TIME: Before 12:00 PM

KMUTNB RESIDENCE RESERVATION POLICY

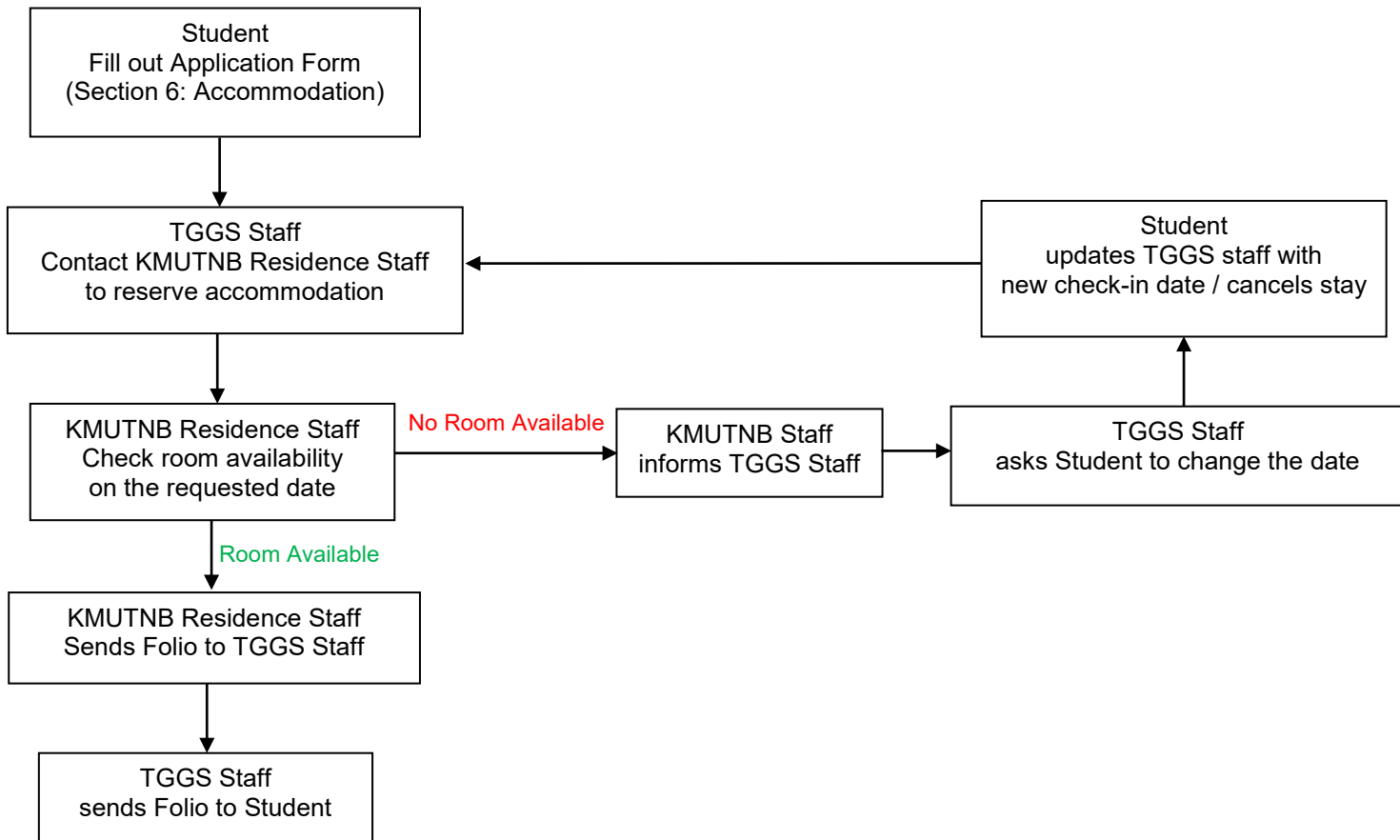
1. **TGGS cannot guarantee the availability of KMUTNB Residence**, as the university accommodates a large number of students, especially during the beginning of each semester.
Rooms are limited and provided on a **first-come, first-served** basis.
 - ▶ Reservations must be made **at least 3 Thai working days before the intended check-in date**.
 - ▶ For cancellations or changes, please inform us **at least 1 day prior to your check-in date**.
Failure to check in on the reserved date and time may result in a **penalty or additional charge**.
2. Students are required to **strictly comply with all KMUTNB Residence regulations**, without exception.
In the event of a violation, the residence reserves the right to **require the student to vacate immediately without prior notice**.

NOTE

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.

HOW TO RESERVE KMUTNB RESIDENCE



HOW TO CHECK-IN AND CHECK-OUT AT KMUTNB RESIDENCE

CHECK-IN

Student

- Receive key card and printed Folio at **TGGS Academic Office**
- Open **Mon–Fri, 09:00–11:00 & 13:00–15:30** (except national holidays)

Student

- Go to the **5th Floor, KMUTNB Management and Quality Development Section,** KMUTNB 40th Building (same building as KMUTNB Residence)
- Open **Mon–Fri, 08:30–14:30** (except national holidays)
- Show the staff the **printed Folio** to pay the **Accommodation Fee**

Payment Details

- Payment must be in **Thai Baht only**
- Pay by **cash (preferred)** or **mobile banking**
- If using **bank transfer**, please consult **KMUTNB Residence Staff**
- The **student is responsible** for the payment

If outside office hours

- The student may go to the **11th Floor, KMUTNB Residence** first, and must pay **immediately** once the office reopens

Student

Go to **11th Floor, KMUTNB Residence,** KMUTNB 40th Building
(after 12:00 PM)

CHECK-OUT

Student must **check-out before 12:00 PM**

Return key card

- At **5th Floor,** KMUTNB Management and Quality Development Section
- **Mon–Fri, 08:30–14:30** (except national holidays)

If outside office hours

- Leave **key card on the room desk**
- **Fine: 200 THB/card** if key card not returned

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>

HOW TO GET TO KMUTNB MANAGEMENT AND QUALITY DEVELOPMENT SECTION AND KMUTNB RESIDENCE

The **KMUTNB Management and Quality Development Section** and **KMUTNB Residence** are both located in the **40th Anniversary Building** (อาคาร 40 ปี มจพ.), which is marked as **Building 77** on the campus map.

The building has two elevator zones:

- **Right side** (next to the Suan Palm public area and canal)
- **Left side** (next to the Faculty of Engineering)

Walking Directions from the Main Gate:

1. Enter through the **main gate** of KMUTNB. You will see the **TGGS Building** immediately on your left – it is the first building on campus.
2. Walk straight, passing **Building 21** and **Building 46**.
3. Continue until you reach a **green pedestrian bridge** crossing over a canal.
4. **Cross the bridge** and turn right. You will see the **orange-colored Building 77 (40th Anniversary Building)** straight ahead.
5.
 - ▶ To go to the **KMUTNB Management and Quality Development Section**, take the **elevator on either side** to the **5th Floor**.
 - ▶ To go to the **KMUTNB Residence**, take the **left-side elevator** (next to the Faculty of Engineering) to the **11th Floor**. Use your key card to scan and access the residence.

You can also follow the **red line** marked on the **campus map** to guide you to the building.

