

Dear Exchange Student Candidate,

Thank you very much for expressing your interest in the Sirindhorn International Thai-German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok and our Academic Curriculum as follows:

Mechanical and Process Engineering Department

■ **Mechanical and Automotive Engineering Curriculum**

Major

- Mechanical Engineering Simulation and Design
- Automotive Safety and Assessment Engineering

■ **Materials and Production Engineering Curriculum**

Major

- Materials and Metallurgical Engineering
- Production Engineering

■ **Chemical and Process Engineering Curriculum**

Electrical and Software Systems Engineering Department

■ **Electrical and Information Engineering Curriculum**

Major

- Electrical Power and Energy Engineering
- Communications Engineering
- Software Systems Engineering
- Smart Grids Engineering

All TGGS curriculum are designed along the same principles as the RWTH German version, at the same time adapted to support the industrial development in Thailand. It is meant to create Master level engineers not only with abilities in knowledge application, but also skills in research and development. This distinctive academic program is fully supported by one of the leading university in Europe, the RWTH Aachen University in Germany.

The TGGS Academic Affairs for Exchange Student Program requires the following documents:

1. Completion of the Exchange Student Application Form.
2. Exchange Student Nomination from your university
3. One page of Motivation Letter indicating your plans for graduate study at TGGS (e.g., field of study for taking courses, research interests for doing the internship or master thesis, etc.) and your future professional career.
4. Curriculum Vitae (CV) or Resumè on your personal/academic/professional profile.
5. Official copy of final transcript upon completion of your university course work.
6. Proof of English Test Score, since our program is conducted in English.
7. Official copy of Health and Accidental Insurance for the period of study in Thailand.
8. A copy of your identification card or passport.
9. Straight face picture (by email).
10. Completion of the International Exchange Student Card (IES Card) Application Form.

- **Course Work Exchange Student:**

For the course schedules, the student please directly contact to program coordinator as the below list. If the courses are approved by the program coordinator and the responsible lecturers, TGGS Academic Affairs will send the TGGS Learning Agreement to the selected candidates and please sign the TGGS Learning Agreement as the confirmation on the course work and return it back to TGGS Academic Affairs within 5 working days.

Remark: The exchange students cannot change the confirmed courses as listed in TGGS Learning Agreement after signing. TGGS Academic Affairs will not allow the exchange student to change courses upon arrival.

Class Schedule and Program Information:

Regarding the class schedule, please contact your program coordinator for the confirmation.

Program Coordinator list is available at <https://www.tggs.kmutnb.ac.th/studying-at-tggs/academic-programs/>

Note that the course syllabus will be distributed on 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.

- **Thesis/Internship/Research Work Exchange Student:**

After the student submit the TGGS Exchange Student Application Form, TGGS Academic Affairs will forward the request to the lecturer/researcher for the approval. If the lecturer/researcher accepts the candidates to conduct the Thesis/Internship/Research Work, TGGS Academic Affairs will send the TGGS Learning Agreement to the selected candidates and please sign the TGGS Learning Agreement as the confirmation on the Thesis/Internship/Research Work and return it back to TGGS Academic Affairs within 5 working days.

Accommodation:

1. On-campus (short term staying)

KMUTNB has one on-campus housings available for short term staying (a few days up to **1 month**) to assist international visiting professors, returning alumni, conference attendees, internship, exchange students and new coming international students who need temporary housing until they find the off-campus accommodations.

| KMUTNB Residence for International Guest (Building No. 40, 11 th Floor) | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Room Type | Room Rate (per room) |
| Share Room (Dormitory Style) There are 2 share rooms separated by gender. The room is furnished with the shared air-conditions, refrigerator, restroom, Wi-Fi and individual bed, desk, lamp, closet, security key-card, individual space divided by curtain. | 300 THB/night 1,000 THB/week 3,000 THB/month Included Electricity and Water No Deposit |

Photo, Regulations and Information for each facility are available on the last topic of this procedure.

How to reserve KMUTNB On-Campus Housing

- Please specify whether you would like us to reserve KMUTNB On-Campus Housing in TGGS Exchange student application form.
- TGGS cannot guarantee whether the On Campus Housing will be available or not since KMUTNB has many students (especially on the beginning of semester). For this reason, if KMUTNB On-Campus Housing does not available TGGS Academic Affairs Officer will inform you and you must independently look for the outside university or off-campus accommodation yourself from your home country.**
- If you reserve KMUTNB On-Campus Housing and it is available, please come to TGGS Academic Affairs during our working time (Monday to Friday: 08.00-12.00 and 13.00-16.00 except Thailand Official/ Public Holidays), TGGS Academic Affairs Officer will take you there for check-in.
- Students are responsible for paying for the accommodation at the University Student Service Center Office (Building No. 40, 1st Floor next to the Bangkok Bank).**
- As we inform above that KMUTNB On-Campus Housing are available for short term staying only (a few days up to 1 month) so during the time that you stay at KMUTNB On-Campus Housing you must find the off-campus accommodations yourself.
- The reservation cancellation after you submit the student exchange application to TGGS is NOT PERMITTED. If the student cancel 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.**

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 KMUTNB On-Campus Housing or Off-Campus Housing is not ready for you to check-in or not available upon your arrival and you have to stay for 1-3 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](#)
- [Agoda](#)
- [Thai Youth Hostels Association](#)
- [Booking](#)
- [Hostelworld](#)
- [Hostelbookers](#)

KMUTNB Residence for International Guest (Building No. 40, 11th Floor)

KMUTNB Residence for International Guest (Building No. 40, 11th Floor) Regulations and Information:

1. For short term staying (**maximum stay: 1 month**).
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 open when you are not in the room.
6. Do not leave the valuable property unattended in the room.
7. Strictly prohibited for the use of illegal drugs, sell or distribute in residence.
8. No all kind of weapons or explosive devices are permitted.
9. Pets are not permitted in residence all the time.
10. No Parties not permitted to be held.
11. Cooking is not permitted in the room. (Microwave is provided in Common room.)
12. Resident must pay for any damaged caused to room, furnishing or equipment.

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

Shower room



Shower room



Restroom



Restroom



Room Cleaning Service

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

Check Out Time: Before 12.00 A.M.

Method of Payment and Return of Key

1. During the working time and day, the student responsible to return the key and pay for the room on 1st Floor at Student Service Center (located closed to Bangkok Bank).
2. During off working time and day, please give the room payment to the coordinator unit and leave the key on the table in the room.

PLEASE TURN OFF THE LIGHT AND AIR CONDITIONER WHEN NOT IN USE.

Dormitory Fee

| | |
|------------|-----------------|
| Share room | 3,000 THB/month |
| | 300 THB/night |

Important 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 / Open around 5.00-6.00 |
| Saturday - Sunday | Close around 22.00 / Open around 5.00-6.00 |

Enclosed you will find our application form. You must submit the application to the TGGS Academic Affairs for Student Exchange Program **at least 6 months in advance**. Upon receiving your application, we will notify you later for the result and further procedure.

On behalf of the entire TGGS, we extend a warm welcome and best wishes for your success. We appreciate your interest in the TGGS and hope you share our enthusiasm about your future at the TGGS. If you have further questions or require assistance, please contact the TGGS Academic Affairs for Student Exchange Program at the following address, e-mail and telephone number:

TGGS Academic Affairs for Student Exchange Program
KING MONGKUT'S UNIVERSITY OF TECHNOLOGY NORTH BANGKOK
The Sirindhorn International Thai-German Graduate School of Engineering
1518 Pracharaj 1 Road Wongsawang, Bangsue Bangkok 10800 THAILAND
Tel.: (662) 555-2000 Ext. 2931
Fax: (662) 555-2937
E-mail: academic@tggs.kmutnb.ac.th

For more information regarding our program, please visit us at <http://tggs.kmutnb.ac.th/>.

Sincerely,



TGGS Associate Dean for Academic Affairs

For further questions or concerns, please contact
Ms. Piyatida Rakangthong, the TGGS Academic Affairs Officer who takes care the exchange students. Her
contact is below:

Ms. Piyatida Rakangthong
TGGS administrative officer
The Sirindhorn International Thai-German Graduate School of Engineering (TGGS)
King Mongkut's University of Technology North Bangkok (KMUTNB)
1518 Piboonsongkram rd., Wongsawang, Bangsue, Bangkok 10800, Thailand
Tel: +66 (0) 2 555 2000 ext. 2931
Email: piyatida.r@tggs.kmutnb.ac.th
Website: www.tggs.kmutnb.ac.th