

The School of Architecture and Design, KMUTT would like to inform you briefly about basic things you need to know.

1. Official working hours

- ◆ **Sign-in:** Please sign your name in the Sign-in book. The book is on the counter in front of the Dean's office, M-Floor.
- ◆ **Temporary office:** The school will allocate a temporary office for special instructors on the day they work. Contact KhunYaowares(Yao – ex.9929) to arrange your office.

2. Transportation

- ◆ **KMUTT Shuttle:** KMUTT provides a shuttle service system between the Bangmod and the Bangkhuetien campus, and between the Bangkhuntien campus and Lotus Rama II through out the day. The schedule is posted at the terminals. At Bangmod, the terminal is located in front of the president building. At Bangkhuntien campus, the terminal is located in front of the School of Bio-resources building.
- ◆ **SoA&D Shuttle:** SoA&D provides a shuttle service between the SoA&D building, Bangkhuntien campus and the Bangkok Code, Sathorn (BTS-Surasak). Please see document *SoAD0031e* for the schedule.

3. SoA&D card and parking permits

- ◆ **SoA&D Card:** The SOA&D building is secured by using an access control system. An access card, called SoA&D card, is required. Please fill-in the form *SoA111e* and go to the A/V support office (room 336) to have a photo taken. Contact Khun Nirand (Jeab-ex.9926) for details.
- ◆ **SoA&D Parking Permit:** A parking permit is required to park at the SoA&D building. Fill form the *SoA106e* and give a photocopy of license document to Khun Yaowares (Yao-ex 9929) for obtaining a parking permit.
- ◆ **KMUTT Parking Permit:** KMUTT is required to have a KMUTT parking permit to park in the Bangmod campus. Fill form and give a photocopy of license document and your personal i.d. card to Khun Yaowares (Yao-ex 9929) for obtaining a parking permit. KMUTT parking permit must be picked-up by the applicant.

4. Academic Regulations

- ◆ SoA&D conduct all courses in **English**.
- ◆ Please see document: KMUTT Academic System and Undergraduate Regulations for detailed information.
- ◆ If you have further questions, please contact Khun Charupan (Cha- ex.9927).

5. Course preparation

All courses should have syllabus (Course Outline – Form *SoA0079e*) which indicate

- ◆ Objective of the course
- ◆ Evaluation methods (examination, assignment)
- ◆ Weekly lecture topic and weekly task (if any)

Please submit course outline six weeks before the begin of a semester to Khun Charupan (Cha-ex 9927) for quality assurance purpose.

In addition to course outline, the following details should also be preparation and submit at least two weeks before the start of a semester:

- ◆ Course Planning – form *SoA0078e*
- ◆ Request Form for a Short Trip/Site Visiting – form *SoA0081e*. Please note that for a long trip (overnight), a proposal is required to be submitted and approved in advance. Please, contact Khun Charupan (Cha- ex.9927) for advice on a long trip.
- ◆ Request Form for a Special Guest – form *SoA0080e*

SoAD0033e

- ◆ List of required equipments - form *SoA0008e* (e.g. A/V, Computers)
- ◆ Examination Paper Submission Form – *SOA0039e*
- ◆ Course materials preparations – form *SoA0044e* (see document : *SoAD0008e: Guideline for preparing course notes and course materials* for details)

6. Library

- ◆ **KMUTT Library:** KMUTT provides library facility for SOA&D and Bangkhuntien campus. The library is located on the 2nd floor, SOA&D building. The instructors can borrow 20 books/month. You can extend your books 1 time by taking your books to the library
- ◆ **Working Hour:** Mon. – Fri. 9.00 am.– 17.00 pm.
- ◆ **Library Card:** KMUTT library is required a special library card.

7. Special Arrangement

- ◆ **Studio/Presentation Room/Space:** If a special space such as for presentation, please consult Khun Charupan(Cha –ex.9927)
- ◆ **A/V:** For special arrangement please consult Khun Nirand (Jeab-ex.9926)
- ◆ **Computer:** For special arrangement please consult Khun Pradab (Maew-ex.9939)
- ◆ **Workshop:** for using workshop (Wood/Metal) please fill in form *SoAD114e*

8. Administration of Dean's office.

- ◆ Secretary of the School: Khun Wuntana (Ouan) ex.9929
- ◆ Student support (UG): Khun Charupan (Ja), Khun Sukrit (Tum) ex.9927
- ◆ Student support (G): Khun Yaowaluk (Aoi) ex.9923
- ◆ Human Resourcee: Khun Kusuma (Ja) ex.9928
- ◆ Computer/IT: Khun Pradab (Maew), Khun Prasert (Sert), Khun Pisit ex.9939
- ◆ Audio/Visual: Khun Nirand (Jeab), Khun Supaporn (Tao) ex.9926
- ◆ Work Shop: Khun Sirisin (Tum), Khun Paisarn (Terng), Khun Arkhom ex.9925
- ◆ Public Relations Khun Nuttapon (Moo) ex.9933
- ◆ Foreign relation: Khun Chai (Chai) ex.9933
- ◆ Financial: Khun Duangjai (Mam) ex.9930
- ◆ Procurement : Khun Jirawan (Pla) ex. 9930
- ◆ Planning and Budget: Khun Pattana (Nok) ex.9928
- ◆ General administration: Khun Yaowares (Yao) , Khun Sirichai (Tui) ex.9929

Note: for calling from outside add 0-2470-xxxx to the ex. number e.g 0-2470-9933

9. Contact Information

- ◆ **e-mail:** arc.off@kmutt.ac.th
- ◆ **URL:** www.arch.kmutt.ac.th
- ◆ **Intranet:** MySoAD.arch.kmutt.ac.th
- ◆ **Telephone:** 0-2470-9933
- ◆ **Fax:** 0-2452-3790
- ◆ **Postal Address Bangkhuntien:** 83 Moo 8 Bangkhuntein-Chaitalay Road, Takham, Bangkhuntein, Bangkok 10150