



Thammasat University Notification
on
Measures and Recommendations on the Prevention and Control of Coronavirus 19
(COVID-19) (No. 7)

Pursuant to the continuous spread of coronavirus 2019 (COVID-19) in many countries, and the person to person transmission spreading to many areas globally prompting the World Health Organization (WHO), on 11 March 2020, to announce COVID-19 a pandemic, and according to the Ministry of Higher Education, Science, Research and Innovation Notification on Vigilant Measures against the Spread of Coronavirus Disease 2019 (COVID-19) (No. 3):Practices for Higher Education Institutions to Prevent the Spread of COVID-19, and the Ministry of Higher Education, Science, Research and Innovation Notification on Vigilant Measures against the Spread of Coronavirus Disease 2019 (COVID-19) (No. 5): Work from Home, dated 17 March 2020 instructing higher education institutions to stop all teaching formats except online teaching and to prepare for a situation with tendency for more widespread and long lasting severe infections, with utmost concern for the health of its lecturers, staff and students, and to prevent transmission leading to serious pervasive level 3 infection in Thailand, Thammasat University hereby issues the following measures.

1. Lecturers are to stop classroom teaching until further notice and to provide distance learning for students by making available channels for accessing class materials and asking questions online. The following formats may be utilized as appropriate.
 - 1.1 Live teaching where interaction with students is possible may be performed using i.e., Microsoft Team (download manual and access help desk at <https://tu.ac.th/onlinelearning>) and holding class at the originally scheduled time or outside the originally scheduled time when students are available to attend.
 - 1.2 Good sound and picture quality video recordings of the lecturer teaching which students may access through the online Learning Management System (LMS) i.e., gennext.tu.ac.th (open an account at Line: <https://lin.ee/fjbBLJ>), Google Classroom or TU-Moodle and use for self-study.
2. For courses where distance learning is not possible such as practical courses or courses involving learning through classroom interaction, the lecturer is to make adjustments and switch to another form of teaching i.e., simulation-based, project-based or research-based teaching, etc., mainly taking into account the achievement outcomes.
3. For teaching in 1 and 2, the lecturer's work load and remuneration are counted as equal to teaching in normal times.

4. For practicum courses, if the student is undergoing course related job training, he is permitted to return from the training and the responsible lecturer is requested to make arrangements for other suitable forms of learning i.e., research, projects or reports to compensate for the missing job training hours, under the discretion of the program chairperson.
5. Outbound exchange students currently abroad may return to Thailand. However, they must comply with the Thammasat University Coronavirus 19 Prevention and Control Task Force Announcement on Course of Action for Monitoring and Screening of Thammasat University Student and Staff (dated 16 March 2020). The Faculty is to open courses to compensate for the students' missing training so that their graduation will not be affected. Students about to travel abroad on exchange programs or job training are to cancel their trips until the situation returns to normal.
6. In courses with exchange students who may return to their countries before scheduled time, the instructors are to prepare video recordings of their teaching for these students to watch at a later stage and to use suitable evaluation methods, considering limitations due to time zone differences.
7. Instructors are to consider adjusting their evaluation to other formats such as evaluation from online class assignments, reports, presentations on video conference, individual take home exams or online exams. Same time online exams for entire courses are to be arranged according to previous schedule or at another time other than the final exam week.
8. For courses of the health sciences faculties or for faculty screening exams, if it is extremely necessary to organize classes or exams such as in the case of final year courses or important continuous courses which cannot be adapted to the online format, approval must be sought from the faculty administrative committee and strict public health precautionary measures must be taken in each step i.e., the provision of elevators, seats, the wearing of face masks, the use of hand sanitizers and measures regarding ventilation.
9. Services such as requesting the appointment of thesis defense committees, and submitting graduation requests for graduate programs are to be provided through online channels only.
Comprehensive exams, thesis and independent study proposal exams, and thesis and independent study defense exams are to be conducted online or to be integrated with video conferencing, for which remuneration may be paid at rates equal to normal situations.
10. Grade submissions are to be according to original criteria. In case it is necessary to extend the submission time, the reasons for the necessity must be submitted to University Academic Affairs for approval through the online channel before 15 May 2020.
If an instructor is unable to complete his teaching or examinations, he is to submit an I (incomplete) grade for the entire course and resume the teaching or examinations to completion once the situation has returned to normal.

11. Lecturers and staff are requested not to travel abroad except in necessary and unavoidable circumstances whereby permission must be granted on a case by case basis.
12. University offices are to refrain from organizing conferences, trainings or activities with large numbers of participants or activities where participants interact with one another, and organize conferences, trainings or activities through the remote or online systems, except in cases of extreme necessity, where they are requested to observe strict public health precautionary measures in every step.
13. Work from home formats are to be applied as appropriate to the situation according to the course of action indicated in the Thammasat University Notification on Measures and Recommendations on the Prevention and Control of Coronavirus 19 (COVID-19) (No.6)

Staff are to be assigned to work at the office as necessary in order to facilitate the functions of the office and to effectively liaise within the office and with other offices.

Staff responsible for providing teaching support and video conferencing or online support are to come to work and attend to their assigned tasks.

Given on 17 March, 2020

(Associate Professor Gasinee Witoonchart)
Rector