



**Urgent Announcement**  
**King Mongkut's Institute of Technology Ladkrabang**  
**Guidelines regarding the 9<sup>th</sup> Issue on**  
**Measures to prevent the spread of COVID-19**

Referring to issue 9 on the epidemic prevention measures of COVID-19, (guidelines for teaching and learning in the COVID-19 epidemic situation), dated on the 14<sup>th</sup> of March 2020, announcing the completion of teaching and learning in the classroom by the 22<sup>nd</sup> of March 2020. After which, online teaching can be initiated by the instructors. In regard to the examinations, the teachers can proceed by using measurement and evaluation methods deemed appropriate. KMITL requests that the Academic Division consider adjusting the teaching and learning methods, class schedules, examinations and other forms of evaluation so as to comply with the said announcement in ways where students can still receive the knowledge and skills based on the expected learning outcomes of the course.

In this regard, The Office of Academic Administration and Education Quality would like to propose guidelines for teaching and learning in accordance with the announcement as follows:

1. Classes or examinations (face-to-face) or any activities where students must come together in the groups are not allowed, effective 23<sup>rd</sup> March 2020 until further notice from the Institute.
2. For practical/workshop courses and seminars, proceed as follows:
  - 2.1. Give lectures/instruction online, or
  - 2.2. Promptly adjust the course timetables to complete the content to be taught within 16-22 March 2020. If unable to do so, the instructor shall provide the grade "1" to the students in that subject first.
3. As for the cooperative education courses, the academic division shall coordinate with external agencies to assess the students' risk of contracting COVID-19 with these considerations:
  - 3.1. If there is no risk, students may participate in cooperative education as usual.

3.2. If there is a risk, the academic division may request cooperation from external agencies by considering changes to be applied to the normal practices of the students appropriately, such as giving students work to do at home, using online meetings instead.

The arrangements must be completed and the students notified by the 23<sup>rd</sup> of March 2020.

4. As for the special project courses, theses, dissertations, special problems, independent studies, or courses with other equivalent names, the academic division requests cooperation from subject advisors to consider changing the teaching and learning styles to an online manner. If students have the need to come to the institution, they must request approval from their respective advisors and the academic division or the assigned person in charge. It is the academic division's duty to disperse and implement strict COVID-19 prevention measures in order to reduce the risks to students, personnel and other persons involved.
5. Teachers/Instructors have to adjust/modify the methods of performance measurement and evaluation of the course, including the final exam, so students do not have to travel to the institute. The instructors must inform students about these methods and plans clearly and reasonably to all students who are enrolled in the course in advance. Methods of performance measurement and evaluation that teachers can choose from are as follows:
  - A. Assignments
  - B. Assigning reports/term papers
  - C. Making progress records (Logbook)
  - D. Online tests/quizzes
  - E. Take-home examinations
  - F. Online Presentations / Oral exams
  - G. Online group discussions

In this regard, the academic division may inform instructors of additional methods of evaluation as deemed appropriate.

6. In the special semester of the academic year 2019, registration is allowed only for students who will graduate in the academic year 2019. Teaching and learning in the special semester of the academic year 2019 (internships not included) must be conducted online only.

7. For students doing internships in the special semester of the academic year 2019, the respective academic divisions shall coordinate with the external agencies to assess the students' risks of contracting COVID-19 as follows:
  - 7.1. If there is no risk, students may continue their internships as usual.
  - 7.2. If there is a risk, the respective academic division shall cooperate with the external agencies to consider modifying the internships for students appropriately, such as giving the student a job to do at home or using online meetings instead.
  - 7.3. Allowing students to postpone/shift their internships to the special semester of the next academic year.
8. If it is found that there are students who should have graduated in this academic year but were unable to after following policies 1-7 as stated above, it is the respective academic division's duty to notify the Office of Academic Administration and Education Quality to mutually find solutions to case-by-case issues to enable these particular students to graduate as scheduled.
9. If the academic division has problems with any processes, please report immediately to the Executive Vice President for Academic Affairs and International Affairs.

Please be informed and proceed accordingly,



( Assoc.Prof.Dr. Anuwat Jangwanitlert )

in the representation of the  
President of KMITL