



(Preliminary Translation from the Thai-Version)

### **Memorandum of Siam University**

#### **Subject: Online teaching and preventive measures of lecturers and administrators during the spread of COVID-19**

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As the COVID-19 has spread enormously during these days for the precautionary measure and the process to protect the members of Siam University community (students, lecturers and administrators) we have to compel the decision accordingly to the following steps:

1. To update and improve the teaching methods in all the programs of study from Undergraduate and post-graduate levels to online mode starting from Wednesday 18 March 2020. The students do not need to physically enter the classes on the campus but have to attend the online classes in all the registered subjects.
2. Students who are staying at the university dormitory are advised to go back to their home and study online.
  - 2.1 Students who are doing internship and cooperative education should stop the internship period. The responsible lecturer to give the intern students to do assignment and report which can be evaluate by paper and online interview.
3. Each Department of Siam University such as Human Resource department, Finance department, Admission department, Registration department, Academic department, Students affairs department, Health and wellbeing department, Thai student loan department, Maintenance and Communication department, International students department, President office, and other department that offer the service have to work regularly and normally from 09.00 a.m. till 15.30 starting from 18 March 2020.

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4. For Other departments of Siam University we request the Head of the department or the Vice Presidents of the university to advise and suggest the staff working methods in other responsible way such as:
  - 4.1 The staff can adjust and change the working method according to the work requirement and situation or work at home with given assignment  
This should be done in the way that it does not effect the quality of work and services
5. If infection or risk of infection of COVID-19 has been diagnosed, the section head or the supervising vice president as the case may shall be order the person (s) to refrain from going to classes or work and to receive full treatment or to be monitored for 14 days after the date of arrival in Thailand. Such absence shall not be counted as dereliction of duty or absence or leave days.
6. If it is an urgent situation the Head of department or supervising Vice President has all the rights to call the staff back to work.
7. We need the working committee to be careful and aware of the spread COVID-19 infection and also to set the rules and regulations of the faculty, staff administrators both sets of administrators for those who are regularly working from office and also for those who are working from home; also to project and showcase the plans of teaching methods towards the working academic committee in the next meeting.
8. Siam University academic department advise that the grade submission and receiving the mark sheet to registration department will be done as generally done through the online and email system. While for admission department should be recommended to work normally nevertheless to the online interview instead of face to face interview.
9. Siam University administrators such as president, vice president and assistant president, security and technology department, and academic department need to conduct a meeting in order to conclude and summarize the outcome and also to follow up and summarize the result at least once a week.

All students and staff members shall strictly comply with this announcement.

  
March 17, 2020.