



Announcement of King Mongkut's University of Technology Thonburi
Guidelines for instructional management and support for lecturers
during the outbreak of COVID-19

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With respect to the resolution of the Cabinet (that has approved the urgent measures to prevent the crisis from novel coronavirus 2019 on March 17, 2020) and the announcement of Ministry of Higher Education, Science, Research and Innovation on measures and surveillance of the outbreak of novel coronavirus 2019 or COVID-19 (No.3) (regarding the operations of the higher education institutes to prevent the spread of COVID-19 dated March 17, 2020 that requires the higher education institutes to switch from their normal teaching methodology into online teaching for all courses by April 1, 2020); for effective and streamlined implementation, the University has therefore set forth the guidelines for instructional management and support for lecturers during the outbreak of COVID-19 as follows:

1. Online theory class

This type of class is advised to follow these guidelines:

- 1.1 Each session of live teaching should not last longer than 45 minutes; it can be conducted on closed platforms e.g. Microsoft Teams, Google Meet, Zoom, LEB2 Live or other platforms as deem appropriate. The University requires that all lecturers comply with all the copyright guidelines.
- 1.2 To lessen the internet traffic, please produce a series of video of different themes or core concepts lasting less than 10 minutes per episode and store them in LEB2 system for students to access on their own time.

2. Practice-based class at the laboratory and workshop

The following types of classes are to be “postponed” and “canceled”. Details are as follows:

- 2.1 **Postpone** “Hands-On” practice classes at the laboratories and workshops until further notice.
- 2.2 **Cancel** classes aimed at proving the theory, which are scheduled at the laboratories and workshops but conduct Demo and Simulation online instead. Doing so will allow the students to self-study at their convenience. Alternatively, integrate these activities into live classes.

3. Cooperative education: work integrated learning and internship

These can be implemented according to the following guidelines.

- 3.1 Cooperative education courses or Work-integrated Learning (WiL) or teaching practice beginning in this semester (2/2019) can be conducted at home granting that they shall not affect the duties assigned by the companies. The university will notify the companies in writing accordingly.
- 3.2 The unstarted internship can be rescheduled and/or redesigned and replaced by other alternative activities deemed fit to achieve specified outcomes according to the syllabus.

4. Dissertation and project for graduation

For final-term students who need to come to the university to collect data during the effect of this announcement and are unable to postpone the laboratory work, please follow these guidelines:

- 4.1 Undergraduate students: their advisors are requested to adjust scope of work or methodology to accommodate the situation.
- 4.2 Graduate students: the advisors and dissertation committee are requested to adjust methodology to accommodate the situation. If this is inevitable, carefully set the time and methods of conducting the activities at the laboratory while practicing social distancing.

For those not in their final term, their classes at the laboratories shall be temporarily suspended and postponed until the situation is back to normal.

5. Assessment and evaluation

Guidelines for the assessment and evaluation of the courses during the effect of this announcement are as follows:

- 5.1 Terminate and postpone all types of examination that involve large crowds or meeting.
- 5.2 Only online examinations are allowed.
- 5.3 Lecturers can adjust the methods and proportions of assessment and evaluation of learning outcomes of the courses by implementing a variety of methods. Please inform the students as soon as possible.
- 5.4 Lecturers are required to record their revised teaching and learning methods and proportions of assessment and evaluation in compliance with this announcement in LEB2 system or Mor Khor Or 5 or 6 (Thai Qualifications Framework for Higher Education:TQF). Doing so will allow the faculty and university to support the lecturers and improve the overall effectiveness of instructional management.

6. Revised teaching plans

Due to the effect of this announcement, lecturers responsible for the courses are authorized to redesign and adjust their teaching plan in order to achieve the outcome of the courses. Please inform the Educational Development and Services Office (EDS) when the adjustment is finalized.

7. Support for the lecturers and personnel

The university has provided the following systems and facilities for lecturers and personnel to conduct online classes:

- 7.1 Audio and video recording system
- 7.2 Audio and video recorders
- 7.3 Live teaching and teaching recording studios
- 7.4 Consultation, training and supporting staff for online teaching as well as learning design, media production, learning activities and learning evaluation
- 7.5 Infrastructure of information technology, internet traffic, platform and relevant programs

If in need of assistance, the lecturers, staff members and departments can contact Facebook Fanpage: KMUTT COVID-19 Learning and Sharing Platform.

The university would like to reiterate that in arranging the classes, our first priority is the safety of students. In case of any arising problem or issue from this announcement, please inform EDS to investigate the solutions to achieve curriculum outcomes.

Effective from now until April 30, 2020

Announced on March 18, 2020



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