



Announcement of Mahidol University

Guidelines for Teaching/Learning Management due to the COVID-19 Outbreak in the Event of the University Closure

As the first Safety and Precaution Measures regarding the COVID-19 was announced on the 24th February 2020, Mahidol University has decided to further announce Guidelines for Teaching/Learning Management due to the COVID-19 Outbreak in the Event of the University Closure. The implementation of the guideline is at the discretion of faculties/institutes and colleges, as shown below:

Teaching/Learning through Lectures, Demonstrations and Practicum

1. Online teaching and learning system to organize lectures or live demonstrations via the university internet network, can be conducted through Webex. Teaching schedules will be based on the normal time slots and student attendance should be observed. The system will record the teaching sessions and store them within 3 days. Lecturers can download teaching and learning materials for personal storage and use.

2. Teaching sessions with pre-recorded systems will be utilizing Mahidol University Extension (MUx) or other Learning Management System (LMS) provided for students by the faculty/institutes and colleges. It is recommended to store pre-recorded video of lectures and demonstrations, in order to conduct online teaching and learning in emergency situations. The time limit for students to enter the system should be specified and student attendance should be observed.

3. In the event that lecturers need to use the services, equipment, and facilities for online teaching and learning via the university internet network through Webex, it is advised that they contact the Unit of Educational Technology, Division of Academic Affairs, Mahidol University, to reserve a slot at least 1 day in advance.

4. In the event that lecturers need to use the online teaching and learning system via the internet to conduct live teaching from home, it is advised that they read the instruction manual for Webex Meeting provided by the university or contact the Division of Information Technology, Mahidol University.

5. For teaching demonstrations, the university encourages lecturers to record those sessions in advance and store them in MUx or other LMS provided for students by the faculties/institutes and colleges, so that students can access the teaching and learning materials at their convenience during emergency situations. Class rescheduling can also be organized thereafter when the situations return to normalcy.

6. For practicum teaching, it is recommended that faculties/institutes and colleges reschedule make-up classes after the end of emergency situations.

Teaching and Learning Evaluation

1. The formative evaluation requires lecturers to provide pre-tests and post-tests with answers and to store and distribute for students to test themselves in MUx or other LMS provided for students by the faculty/institutes and colleges. The summative evaluation can be scheduled after the emergency situation has ended.

2. If lecturers need the pre-tests and post-tests with answers to be collected and published for students to test themselves in MUx for the purpose of formative evaluation in online teaching and learning, they are advised to contact the Unit of Educational Technology, Division of Academic Affairs, Mahidol University.

Preparation before an Emergency Situation

1. Faculties/Institutes and Colleges are to inform students about the online teaching and learning system via the internet that the faculties/institutes and colleges opt for

in order to test-run the system between students and lecturers in accordance with the steps provided in the instruction manual for Webex Meeting. When an emergency situation occurs, the teaching and learning session can be conducted according to regular class schedules.

2. If possible, faculties/ institutes and colleges are advised to record the compulsory materials in advance and store them in MUX or other LMS provided by the faculties/institutes and colleges, so that students can make use of the teaching and learning materials as needed, without the time limit.

3. In the event that faculties/institutes and colleges need to use MUX during an emergency situation, they are advised to contact the Unit of Educational Technology, Division of Academic Affairs, Mahidol University.

Please be noticed and comply with this announcement accordingly.

Announced on 9th March, 2020



Prof. Banchong Mahaisavariya, M.D.

Acting President, Mahidol University