



Announcement

The Faculty of Graduate Studies, Mahidol University

Subject: Guidelines for Instruction Management, Study Length Extension, Maintaining Student Status, Comprehensive Examination, Qualifying Examination, Thematic Paper/ Thesis/ Dissertation, Proposal Examination, and Thematic Paper/ Thesis/ Dissertation Examination amidst the COVID-19 Pandemic in Semester 2/ Academic Year 2020

Due to the constant situation of the COVID-19 pandemic in Thailand and the intensifying exacerbation of the situation among neighboring countries, the Faculty of Graduate Studies hereby issues the announcement regarding “Guidelines for Instruction Management, Study Length Extension, Maintaining Student Status, Comprehensive Examination, Qualifying Examination, Thematic Paper/ Thesis/ Dissertation Proposal Examination, and Thematic Paper/ Thesis/ Dissertation Examination amidst the COVID-19 Pandemic in Semester 2/ Academic Year 2020” which holds details as the following.

Instruction Management

The instruction in the graduate level shall be held according to the following settings:

1. *The virtual – online – classroom* where instructors are able to teach and students are able to study from any suitable venues.
2. The onsite classroom where instructors teach and students attend in a classroom on one of the campuses. In this case, the COVID-19 pandemic protective measures shall be strictly followed.
3. The blended classroom where instruction can be held based on both onsite and online settings.
4. The fieldtrips held in Thailand or abroad shall be organized in the following conditions.
 - 4.1 Should the fieldtrip be part of a required course, the program and course coordinator shall offer substitute studies to compensate the activity. The substitute studies must offer learning outcomes of at least 80% of those obtainable from the fieldtrip. The Program Director shall request the permission from the Faculty of Graduate Studies prior to doing so.
 - 4.2 Should the fieldtrip not be partial fulfillment of any courses under the program, the program shall offer substitute studies to compensate the activity. The substitute studies must

offer learning outcomes of at least 80% of those obtainable from the fieldtrip. The Program Director shall request the permission from the Faculty of Graduate Studies prior to doing so.

The instruction according to all clauses above shall be based on the learning outcomes of all students enrolling in any courses. This must be executed to meet at least 80% of learning outcomes of the courses.

Study Length Extension and Maintaining Student Status

The consideration upon the study length extension due to the COVID-19 pandemic situation shall be based on the memorandum of Office of the Permanent Secretary, Ministry of Higher Education, Science, Research and Innovation, issued to President of Mahidol University, as indexed อว.0224.1/1109, on the 8th date of September of year B.E.2563, regarding the Extended Deadlines for Graduation amidst the COVID-19 Pandemic.

The students who are approved by Mahidol university council for the extended period of the study in the semester 2 of Academic year 2020 **shall be exempted from the student status maintenance fee for** semester 2 of Academic year 2020

Comprehensive Examination, Qualifying Examination, Thematic paper/ Thesis/ Dissertation, Proposal Examination

The comprehensive examination, qualifying examination, thematic paper/ thesis/ dissertation proposal examination shall strictly follow the Administrative Order of The Faculty of Graduate Studies. The examination must be operated on the time and venue as stipulated in such an Order. In case where the examination conducts cannot progress as stipulated, such an examination must be requested to be approved by the Dean of the Faculty of Graduate Studies prior to operation. Should the examination with altered details of conduct be progressed prior to approval, such an examination shall be void.

The online examination amidst the COVID-19 pandemic can be conducted only after the permission granted by the Faculty of Graduate Studies. The criteria toward the consideration of the online examination setting are as follows.

1. In case where some members of the committee are unable to attend the examination at the stipulated venue, such examiners are able to take part in the examination online.
2. In case where the examinee is unable to commute to the stipulated venue, such an examinee must be in the time of examination, sitting in a government office of a province of a country he/she is currently living. During the examination, an observer is required to be present in the examination room with the examinee until the end of the examination and will need to confirm the execution of the examination. The observer will prove that the examination conduct is valid and transparent, and meet all university requirements. Prior to the examination, the program is requested

to submit all documents concerning the observer's curriculum vitae, address, and/ or e-mail address to the Faculty of Graduate Studies for approval. If such a person is appointed as an observer, the Dean of the Faculty of Graduate Studies will send documents to the observer directly. After the completion of the examination, such an observer must submit the signed document to confirm the examination and to certify the documents based on the forms sent from the Dean of the Faculty of Graduate Studies and send them back to the Dean of the Faculty of Graduate Studies for further process. The program is able to request stipend for the observer, according to the announcement of the Faculty of Graduate Studies.

3. In case where the examinee is unable to commute to the stipulated venue, and he/she is unable to travel out of his/her place due to the COVID-19 pandemic with the greatest necessity in sitting the examination amidst the pandemic, the Program Director shall request the online examination to be conducted from his/her place. The request shall be submitted with reasons and evidence for consideration to the Faculty of Graduate Studies within 15 days prior to the examination date. If the Faculty of Graduate Studies approves, such a student must strictly follow the announcement entitled "Guidance for Taking Examination Online from Home during COVID-19 situation in the Second Semester/ Academic year 2020". In case where the examinee cannot follow one of the following items of such guidelines, the examination shall be void.

Thematic paper/ Thesis/ Dissertation Examination

The thematic paper/ thesis/ dissertation examination shall strictly follow the Administrative Order of The Faculty of Graduate Studies. The examination must be operated on the time and venue as stipulated in such an Order. In case where the examination conducts cannot progress as stipulated, such an examination must be requested to be approved by the Dean of the Faculty of Graduate Studies prior to operation. Should the examination with altered details of conduct be progressed prior to approval, such an examination shall be void.

The online examination amidst the COVID-19 pandemic can be conducted only after the permission granted by the Faculty of Graduate Studies. The criteria toward the consideration of the online examination setting are as follows.

1. In case where some members of the committee are unable to attend the examination at the stipulated venue, such examiners are able to take part in the examination online.

2. In case where the examinee is unable to commute to the stipulated venue, such an examinee must be in the time of examination, sitting in a government office of a province of a country he/she is currently living. During the examination, an observer is required to be present in the examination room with the examinee until the end of the examination and will need to confirm the execution of the examination. The observer will prove that the examination conduct is valid and transparent, and meet all university requirements. Prior to the examination, the program is requested

to submit all documents concerning the observer's curriculum vitae, address, and/ or e-mail address to the Faculty of Graduate Studies for approval. If such a person is appointed as an observer, the Dean of the Faculty of Graduate Studies will send documents to the observer directly. After the completion of the examination, such an observer must submit the signed document to confirm the examination and to certify the documents based on the forms sent from the Dean of the Faculty of Graduate Studies and send them back to the Dean of the Faculty of Graduate Studies for further process. The program is able to request stipend for the observer, according to the announcement of the Faculty of Graduate Studies.

3. In case where the examinee is unable to commute to the stipulated venue, and he/she is unable to travel out of his/her place due to the COVID-19 pandemic with the greatest necessity in sitting the examination amidst the pandemic, the Program Director shall request the online examination to be conducted from his/her place. The request shall be submitted with reasons and evidence for consideration to the Faculty of Graduate Studies within 15 days prior to the examination date. If the Faculty of Graduate Studies approves, such a student must strictly follow the announcement entitled "Guidance for Taking Examination Online from Home during COVID-19 situation in the Second Semester/ Academic year 2020". In case where the examinee cannot follow one of the following items of such guidelines, the examination shall be void.

4. The conduct of thematic paper/ thesis/ dissertation examination must be progressed publicly. The Chair of the examination committee is requested to inform the Meeting ID of such an examination to the Faculty of Graduate Studies at least 24 hours prior to the examination. The Faculty of Graduate Studies will announce the Meeting ID on its webpage (www.grad.mahidol.ac.th) before the examination time, so as to allow interested individuals to attend the online examination through Webex or Zoom or other online platforms, which allow the progress of examination. The Chair of the examination committee is also requested to record the entire process of the examination, and submit the record along with the examination result to the Faculty of Graduate Studies.

The guidelines are hereby announced and shall be practiced strictly.

The guidelines shall be henceforth effective until further announcement.

Announced on the 30th date of November of year B.E. 2020

(Signature)

Professor Dr. Patcharee Lertrit, M.D.
Dean of the Faculty of Graduate Studies