



Memorandum

Work Unit

Tel. Fax

No.

Date

Subject Student permission request to study and research at the university during the COVID-19 measures implementation and surveillance in 2020

Dear Senior Vice President for Academic Affairs

Upon the university policy to relax the COVID-19 measure by allowing the students to enter the university, the department has considered the need of students to conduct activities due to the course requirement at the campus and has thus performed the following precautionary activities before permitting the students:

Please check the box in front of the activities that you have actually done.

- Has taken the safe trips to the university of the students into consideration
- Has taken the maximum room capacity into consideration
- Has taken the social distancing practice into consideration
- Has concluded that the students can neither postpone the activities nor organize alternative activities
- Has reviewed that the request of the students to enter the university is in line with the university policy to relax the COVID-19 measure
- Has asked the students to complete the risk assessment form
- Has received the consent from undergraduate student parents/guardians

Please be informed and approve the student access request to the university.

Signature.....

(.....)

Dean/Head of Department/Chairman of the program