



Memorandum

Work Unit Educational Development and Services Office Tel. 8152-3

No. MHESI 7601.5/Lor40

Date May 12, 2020

Subject Guideline for easing restriction of student access to university (university soft opening)

Dear Deans, Directors of Offices/Institutes, Heads of the Departments, Chairmen of the Programs

According to the Announcement of KMUTT No. 12 on the Extension of Temporary Closure of King Mongkut's University of Technology Thonburi until May 31, 2020 to monitor the COVID-19 outbreak; in order to streamline the students' coming to conduct the activities in the campus, every Faculty/Office/Institute/Department/Program is asked to follow the specific guidelines below:

1. Upon the approval by the advisor and Head of the Department, final year undergraduate students undertaking a project and final year graduate students undertaking an independent research study, thesis or thesis defense can be permitted to access the university. Permitted students must clearly indicate the period of visiting the university, and they are not allowed to stay overnight. The undertaken activities must be crucial for their graduation such as the experiment, the fabrication lab, or the thesis exam, all of which cannot be substituted by other alternatives. The advisor or Head of the Department/Chairman of the Program must supervise the activities to be compliant with the university measures and surveillance.

2. The Head of the Department/Chairman of the Program is requested to consider the needs of their students. For each department, the maximum number of students per day is 25 students. Social distancing must also be practiced.

3. To obtain the permission, please follow these steps:

3.1 Students discuss and seek approval from the project or thesis advisors to determine the scope of activities and dates to carry out the activities.

3.2 Undergraduate students must obtain parental consent to undertake learning activities in the university and accept the risk of visiting a university. Students can download the Student Parental/Guardian Consent Form for undertaking learning activities in the university and the risk assessment form at the <https://covid-19.kmutt.ac.th/>.

3.3 Students submit a request to their department, which will collect the request along with the parental/guardian consent for summary and propose the room use of each department. The department/lecturer is requested to fill out the form at <https://bit.ly/2YFzYlv> five days before the students start the activities.

Please be informed and notify all involved members.

(Assoc. Prof. Dr. Bundit Thipakorn)

Senior Vice President for Academic Affairs