



Dear Head of Departments/Head of each field/ Directors/ Faculty members in Thammasat Business School

Pursuant of the new Corona virus (COVID-19) which has been spreading widely and violently, the management team would like to propose various ways to do the tele-education in case of an emergency during the second semester of academic year 2019 both undergraduate and graduate levels. This method is to prevent and to control the outbreak, which is as follows:

1. All lecturers need to reconsider the teaching and learning methods for semester 2/2019 in order to adapt with online channels which will be starting from Monday 23 March 2020 until the end of the semester. The manual for online teaching can be downloaded at intranet.bus.tu.ac.th in exchanging file menu. If there is any further inquiry or support needed in terms of software and/or equipment, please do not hesitate to contact the technicians at Computer Center or via the email tedc@tbs.tu.ac.th
2. Lecturers are allowed to arrange the tele-education on personal preferences such as Facebook Live, Zoom Cloud, Microsoft Teams, Google Classroom or record video clips. For further details on each software can be found in the intranet, lecturers line group, Facebook Fan Page TBS Family including directly contact technicians which has been mentioned in 1.
3. All lecturers are allowed to reimburse from receipts, which were used for buying any supporting equipment to facilitate online teaching such as cameras, microphones, headsets, or any related hardware. This includes software in which is used in online teaching and is not prepared by Thammasat University. The reimburse is from the Lecturers Development Budget which has been already announced by the faculty.
4. The faculty has been preparing classrooms and computer labs for both students and lecturers who needs to use the Internet to access the online teaching and learning. The available day and time are as follows:

Computer Labs

- Thaprachan campus (Tel 81-2230)	Monday – Friday	8:00 - 21:00 hrs.
	Saturday – Sunday	8:00 - 18:00 hrs.
- Rangsit Campus (Tel 82-5696)	Monday – Friday	8:00 – 18:00 hrs.
	Saturday	8:00 – 16:00 hrs.

Lecture Rooms

- Thaprachan campus	Monday – Friday	8:00 – 22:00 hrs.
	Saturday – Sunday	8:00 – 16:00 hrs.
- Rangsit Campus	Monday – Saturday	8:00 – 16.30 hrs.



5. In case that there is any visiting professor or guest speaker invited in advance, the instructor is requested to contact the Computer Center to get a username for accessing online classes or take a further discussion to adjust online classes. However, if the online teaching is not available, the instructor has a full authority to find any other options to deliver the effective classes. At the end of the semester, the instructors need to submit the TBS form to report the summarize instead of visiting professor's attendance to be able to disburse the compensation.
6. The final exam for semester 2/2019 will be online or other form such as writing report, take home exam, group project, online oral interview, or any other formats but not in a writing exam room where all students are gathered. Above all, lecturers are requested to inform students in each class in advance so that students can be prepared beforehand.

This announcement is for the acknowledgement and practice generally

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(Asst. Prof. Dr. Komn Bhundarak)
Associate Dean of Academic Affairs