



Announcement of Faculty of Science, Mahidol University

Subject: The Course Management Guidelines for Undergraduate Courses of Faculty of Science for Second semester of Academic Year 2020

Regarding the Mahidol University Regulations on Diploma and Undergraduate Studies (No.10) B.E. 2563 (2020), dated on 28 May B.E. 2563 (2020) and the Announcement of Mahidol University on Teaching Guidelines for the Final Semester of Academic Year 2020 for First-year Undergraduate Students, dated on 23 December B.E. 2563 (2020) (Thai version) and 28 December B.E. 2563 (2020) (English version).

In order to make the course management adjustable during the COVID-19 epidemiological situation and the difference in area contexts while the quality of education has been minimally affected, the Faculty of Science has announced the attached guidelines to ensure that the teaching and learning process and the learning measurement and evaluation meets the program standard and to keep students and staff safe from the COVID-19. The course management guidelines are to be acknowledged and followed accordingly until further notice.

Announced on 31 December B.E. 2563 (2020)

(Associate Professor Dr. Palangpon Kongsaeree)

Dean

Faculty of Science, Mahidol University

Attachment to the Announcement
The Course Management Guidelines for Undergraduate Courses of
Faculty of Science for Second Semester of Academic Year 2020

For instructors:

Preparation for on-site and online teaching

1. Please follow the academic calendar according to the Announcement of Faculty of Science, Mahidol University, Subject: Update Undergraduate Academic Calendar for Second Semester of Academic Year 2020, dated 28 December B.E. 2563 (2020),
2. Please follow the announced timetable of Faculty of Science and Mahidol University. If on-site teaching is possible, please use the allocated classroom specifying in the announced timetable.
3. Please create an online classroom or communication channel and notify students and curriculum officers in advance for future communication, in which instructor has to adjust learning management during the COVID-19 situations.
4. **For courses and programs starting the first day on 4 January 2020:**
The midterm and final examinations must be organized by the person in charge of the course since the examinations are outside the main assessment period.
5. **For first- and second-year undergraduate courses (Thai programs):**
Please check the number of students attending the online classroom within 12 January 2020. If the number of students is significantly small, please contact the Education Affair Division via Line @034myje in order to inform the staff of program in which students enrolled. The teacher-student communication channel should be established before the first day of the second semester on 18 January 2020.
6. **For instructors who require a classroom to live stream or record the lesson:**
At the Faculty of Science (Phayathai), the Education Affair Division together with the System Development and Technology Division have prepared classroom K120 – K136 with desktop computer, visualizer, switcher, and Webex during office hours. Specially, the room K126, K128, and K130 have also equipped with webcam and built-in microphone. Please contact the administrative staff of your department / school 3 days in advance to book the room via <http://database.sc.mahidol/meetingroom/upper/login.html>. If the Zoom licensed program is required, please contact your department / school.
7. **For online teaching payment:**
Please study the evidence preparation guidelines for COVID-19 situation provided by the Division of Finance, Office of the President, Mahidol University, dated on 25 March 2020.

Learning management:

According to the Announcement of Mahidol University on teaching and learning guidelines during emergency situations in which the university is unable to provide normal teaching and learning, B.E. 2563 (2020), dated on 15 June 2020, emergency situations were classified into 2 categories: hard-to-control situation and low-risk controllable situation.

Reference to: ประกาศคณะกรรมการวิทยาศาสตร์ มหาวิทยาลัยมหิดล เรื่อง แนวทางปฏิบัติในการบริหารจัดการรายวิชา สำหรับรายวิชาระดับปริญญาตรีของคณะวิทยาศาสตร์ ที่เปิดสอนในภาคการศึกษาปลาย ปีการศึกษา 2563 ลงวันที่ 31 ธันวาคม 2563

Hard-to-control situation or situation in which on-site teaching and learning cannot be carried out.

Type of Activities	Procedures
Teaching theory	<ol style="list-style-type: none"> 1. Please conduct the online teaching and learning using LMS systems such as MUX, Google Classroom, and Microsoft Teams. Teaching methods can be live streaming[#] with video conferencing platform such as Webex and Zoom or pre-recorded video on demand[#]. 2. The recorded lectures are required for students to review.
Teaching laboratory	<ol style="list-style-type: none"> 1. Please conduct the online teaching and learning using alternative experience such as demonstration[#], report writing, or analysis and discussion. Essential laboratory skills must be postponed until the situation allows or it is up to the discretion of the person in charge of the course. 2. For first-year undergraduate students (Thai program), please conduct the online teaching and learning no matter the situation.
Senior project	Undergraduate research should be postponed or suspended. Students may practice writing or proposal presenting online at the discretion of project advisor.
Internship / excursion	Alternative activities should be arranged at the discretion of the person in charge of the program and must comply with the announcement of the Faculty of Science and the regulation of Mahidol University.
Measurement and evaluation	<p>It is up to the discretion of the person in charge of the course.</p> <ol style="list-style-type: none"> 1. Conduct online examination or other assessment approaches such as reports, assignments, or take-home exam. 2. Seek approval from the working unit committee through the dean in order to consider assigning grades using non-score grading system (S or U). If the students request the regular grading system, the relevant persons shall acknowledge the working unit committee prior to conducting an evaluation as specified. 3. In case that the normal evaluation process for a particular course should not be conducted, any grade symbols shall not be assigned for that course until an evaluation process takes place. 4. If students fail in the exam for any course, another re-examination shall be held for that course. If the students continue to fail, the students must register for the course again <p>If other problem or difficulty arise in the evaluation process, please seek approval from the working unit committee.</p>

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Low-risk controllable situation or situation in which on-site teaching and learning can be carried out under the preventive measures for the coronavirus pandemic (COVID-19) as determined by the government such as wearing a surgical mask or a fabric mask at all time, screening body temperature, and washing hands with soap or hand sanitizer gel, etc.

Type of Activities	Procedures																
Teaching theory	<ol style="list-style-type: none"> 1. The second semester's teaching will be a combination of online learning and in classroom/laboratory learning. Students can choose on-site or online option. 2. The recorded lectures are required for students to review. 																
Teaching laboratory	<ol style="list-style-type: none"> 1. The second semester's teaching will be a combination of online learning and in classroom/laboratory learning. Students can choose on-site or online option. 2. For first-year undergraduate students (Thai program), the blended teaching and learning methods are as follows: <p><u>The first-semester continuing courses</u></p> <table> <tbody> <tr> <td>SCBI 102</td> <td>online</td> </tr> <tr> <td>SCBI 115 / 117</td> <td>online</td> </tr> <tr> <td>SCCH 118</td> <td>online</td> </tr> </tbody> </table> <p><u>The second-semester courses</u></p> <table> <tbody> <tr> <td>SCPY 110</td> <td>in classroom/laboratory / online</td> </tr> <tr> <td>SCPY 112</td> <td>in classroom/laboratory / online</td> </tr> <tr> <td>SCBI 104</td> <td>online</td> </tr> <tr> <td>SCCH 107 / 109</td> <td>online</td> </tr> <tr> <td>SCCH 118 / 119</td> <td>online</td> </tr> </tbody> </table> 	SCBI 102	online	SCBI 115 / 117	online	SCCH 118	online	SCPY 110	in classroom/laboratory / online	SCPY 112	in classroom/laboratory / online	SCBI 104	online	SCCH 107 / 109	online	SCCH 118 / 119	online
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Senior project	May be carried out as appropriate at the discretion of project advisor.																
Internship / excursion	The schedule, situation, and manner of the internship / excursion should be considered at the discretion of the person in charge of the program and must comply with the announcement of the Faculty of Science and the regulation of Mahidol University.																
Measurement and evaluation	<ol style="list-style-type: none"> 1. On-site / online examination or other assessments at the discretion of the person in charge of the course. 2. For first-year undergraduate students (Thai program), please conduct the online teaching and learning no matter the situation. 																

Remarks

Announcement of Mahidol University on teaching and learning guidelines during COVID-19 situation in which the university is unable to provide normal teaching and learning, B.E. 2563 (2020), dated on 6 March B.E. 2563 (2020).

For students:

The channel to check for update timetable

Courses	Channel
Thai Programs	Education Affair Division, Faculty of Science (Phayathai) Tel. 02-201-5050-54 Line @034myje
For first-year SC students	
For first- and second-year students of other faculties	We Mahidol application / registration system
Foe second-, third-, and fourth-year SC students	
For second-year students of RAMD, PCMD, PIMD	Facebook or Line group / curriculum officer
International Programs	International Education Administration Unit, Faculty of Science (Salaya) Tel. 02-441-9820 ext. 1199 Line: 
For SCAS and SCIM students	Facebook or Line group / curriculum officer
For SCBE, SCBM, SCIN and SCME students	https://sim.sc.mahidol.ac.th/current-students/course-timetable or Line group
For students of other faculties	https://sim.sc.mahidol.ac.th/current-students/course-timetable

Learning Guideline

Whether the course is held on-site or online, students must join the online classroom for contact convenience with the person in charge of the course in case that learning management is adjusted during the COVID-19 situations.

According to the Announcement of Mahidol University on teaching and learning guidelines during emergency situations in which the university is unable to provide normal teaching and learning, B.E. 2563 (2020), dated on 15 June 2020, emergency situations were classified into 2 categories: hard-to-control situation and low-risk controllable situation.

Hard-to-control situation or situation in which on-site teaching and learning cannot be carried out.

Type of Activities	Procedures
Teaching theory	<ol style="list-style-type: none">Online teaching and learning using LMS systems such as MUX, Google Classroom, and Microsoft Teams. Teaching methods can be live streaming with video conferencing platform such as Webex and Zoom or pre-recorded video on demand.The recorded lectures are available.

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Type of Activities	Procedures
Teaching laboratory	<ol style="list-style-type: none"> 1. Online teaching and learning using alternative experience such as demonstration, report writing, or analysis and discussion at the discretion of the person in charge of the course. 2. For first-year undergraduate students (Thai program), online teaching and learning no matter the situation.
Senior project	Undergraduate research should be postponed or suspended. Students may practice writing or proposal presenting online at the discretion of project advisor.
Internship / excursion	It is up to the discretion of the person in charge of the program and must comply with the announcement of the Faculty of Science and the regulation of Mahidol University.
Measurement and evaluation	Online examination or other assessment approaches at the discretion of the person in charge of the course.

Low-risk controllable situation or situation in which on-site teaching and learning can be carried out under the preventive measures for the coronavirus pandemic (COVID-19) as determined by the government such as wearing a surgical mask or a fabric mask at all time, screening body temperature, and washing hands with soap or hand sanitizer gel, etc.

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Internship / excursion	The schedule, situation, and manner of the internship / excursion are at the discretion of the person in charge of the program and must comply with the announcement of the Faculty of Science and the regulation of Mahidol University.
Measurement and evaluation	<ol style="list-style-type: none"> 1. On-site / online examination or other assessment approaches at the discretion of the person in charge of the course. 2. For first-year undergraduate students (Thai program), online teaching and learning no matter the situation.

Translated Version

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