



Chulalongkorn University Announcement
Regarding Guidelines for Teaching, Learning, and Student Assessment
during the COVID-19 Pandemic
B.E. 2564 (2021)

Due to the COVID-19 pandemic, which has now eased, the University wishes to ensure that teaching, learning, and student assessment be carried out smoothly and efficiently. The University, with the approval of the COVID-19 Emergency Operation Center Committee on October 31, 2021, finds it appropriate to announce its Guidelines for teaching, learning, and student assessment during the COVID-19 pandemic, with details as follows:

Clause 1 This Announcement shall be called “Chulalongkorn University Announcement Regarding Guidelines for Teaching, Learning, and Student Assessment during the COVID-19 Pandemic B.E. 2564 (2021)”.

Clause 2 The Announcement shall take effect on the next day following the announcement.

Clause 3 In this Announcement,

“Level One Situation” refers to a situation where the COVID-19 pandemic is relatively stable.

“Level Two Situation” refers to a situation where the COVID-19 pandemic begins to be intensified and is spreading.

“Level Three Situation” refers to a situation where the COVID-19 pandemic is intensified and is spreading to a severe level.

Clause 4 In the implementation of this Announcement Section Heads are authorized to make decisions, or issue additional guidelines as appropriate so long as they are not in conflict with this Announcement.

Clause 5 The President shall uphold this Announcement.

In cases necessitating an interpretation or if there is a problem in the implementations according to this Announcement, the President shall determine or give such orders as appropriate.

Chapter 1

General Provision

Clause 6 For the organization of instructions according to this Announcement the COVID-19 Emergency Operation Center Committee shall determine the level of the situation by considering the severity of the COVID-19 outbreak.

If it is necessary, the COVID-19 Emergency Committee may determine any further conditions for the safety of the students and staff members.

Clause 7 The curriculum or course shall provide a manual or guideline to organize teaching, learning, and student assessment during the situation concerning the spread of COVID-19 should reflect a mutual understanding between the instructor and the student.

Clause 8 The curriculum or course shall provide time and resources as well as to provide a system or environment that supports students to learn effectively during the COVID-19 pandemic.

Clause 9 Work Sections shall provide students with health and well-being monitoring and support system regularly as well as to solve problems emerging from teaching, learning, and student assessment during the COVID-19 pandemic.

Clause 10 For teaching, learning, and student assessment within the university site, all university staff and students must have received the second dose of the COVID-19 vaccine specified by the Royal Thai Government or any other vaccine that has have been approved by the Thai Food and Drug Administration, whichever one applies, and that the university staff or student in question must have been injected no less than 14 days.

Clause 11 Section Heads shall strictly follow the COVID-19 prevention protocols issued by the Royal Thai Government, the University, or the professional bodies. The highest level of caution shall be applied to avoid COVID-19 infection. However, should anyone demonstrate early symptoms of infection or is suspected of being infected, the work sections shall be responsible to report to the parties concerned and take any such actions to mitigate the spread of the COVID-19 disease.

Clause 12 In case of adjustments of teaching, learning, and student assessment following the COVID-19 pandemic situation, instructors must ensure that course learning outcomes meet or be comparable with the curriculum standards or requirements.

Clause 13 Section Heads shall designate responsible personnel regarding this announcement which must include all academic activities related to the classes, e.g. student orientation, preparatory exams; and assign physical and related systems in accordance with the announcements or orders from the government and the University. Section Heads must clearly specify and communicate to the students the steps, processes, and details to follow with regards to the modified teaching, learning, and assessment for each course as well as examinations for student enrolment, internships, field trips, or domestic study tours of each course in a normal or altered situation.

Chapter 2

Instruction

Section 1

General Guidelines for Instruction

Clause 14 Blended learning is a combination of asynchronous learning in which students can learn on their own, anytime, anywhere; and synchronous learning that allows students of the entire class to discuss and learn together at the same time at the university site (onsite synchronous learning) or via an online platform (online synchronous learning), with details as follows:

(1) In the case of asynchronous learning, students' self-directed learning objectives should be clearly specified. Opportunities enabling students to interact with instructors or amongst students via an online platform shall be provided.

(2) In the case of synchronous learning, the focus should be on participatory learning between students and instructors, e.g. discussions, problem-solving exercises, or problem-based learning.

Clause 15 Work sections shall provide a system to monitor and improve effectiveness of the instruction regularly.

Clause 16 In the case of online synchronous learning, instructors shall organize classes during the routine course schedule e.g via Zoom, MS Team or Google Meet. If it is necessary to arrange the courses outside the routine course schedule, instructors and students shall mutually agree on the appropriate dates and times.

Clause 17 Practicums include courses that require individual or group practical skills activities (e.g. studio, skill, performing, ensemble classes, or clinical practice), as well as other courses that have similar teaching and learning styles.

Clause 18 Work sections shall manage the teaching and learning schedule to be congruent with the COVID-19 prevention protocols e.g. an online learning day, an onsite learning day, additional laboratory sections to control the number of staff members and students in the university site.

Section 2

Guidelines for Instruction regarding the COVID-19 outbreak situation

Clause 19 Theoretical courses or seminars

(1) In the Level One Situation, the work sections should put emphasis on blended learning which combines asynchronous learning and synchronous learning, which can be onsite synchronous learning and online synchronous learning.

Section Heads may determine courses to implement either asynchronous learning, synchronous learning, or combine both learning methods in an appropriate ratio and in accordance with the nature of the courses.

(2) In the Level Two Situation, all classes must be carried out entirely online placing emphasis on blended learning which combines asynchronous learning and online synchronous learning in an appropriate ratio and in accordance with the nature of the courses.

(3) In the Level Three Situation, all classes must be carried out entirely online placing emphasis on blended learning which combines asynchronous learning and online synchronous learning in an appropriate ratio and in accordance with the nature of the courses.

Clause 20 Practicums or hands-on courses

(1) In the Level One Situation, instructors should use a blended learning method, through learning management systems such as MyCourseville, Blackboard, or Google Classroom, in conjunction with on-site practical learning. Instructors may consider a ratio of these methods as appropriate while allowing for some flexibility.

(2) In the Level Two Situation, Section Heads may hold those practicums at the university site only in the following circumstances:

(a) The courses have students in the final semester registered **AND** require the use of laboratory or learning tools and equipment in large scale settings or those that take place only within the university.

(b) The courses require practical exercise following standards set by professional bodies. Should those standards not be met, students will not be able to graduate or practice as professions.

Courses not in categories (a) or (b) must be carried out as online synchronous learning.

(3) In the Level Three Situation, practicums within the university site must be cancelled. Instructors need to adopt other instructional modes to be entirely online synchronous learning.

In case of clinical teaching involving patient care in a hospital within the university or faculty site, such teaching must comply with the regulations or guidelines issued by each professional body. The COVID-19 prevention protocols issued by the government, the University, or the professional bodies shall be strictly followed.

(4) Practicums as a part of research, thesis or dissertation, the announcements or orders of the University involved must be strictly followed.

Clause 21 Internships, field trips, or domestic study tours

(1) In the Level One Situation, work sections shall take the following actions:

(a) Consider resuming internships, field trips, or domestic study tours of each course as normally practiced, but the COVID-19 prevention protocols as mandated by the government, the University, or the professional bodies must be followed.

(b) Consider terminating internships, field trips, or domestic study tours of each course that are not included in the Thai Qualifications Framework for Higher Education (TQF1), and substitute them for alternative activities to fully achieve the program learning outcomes.

(c) Consider adjusting the duration of an internship, a field trip or a domestic study tour for each course by doing one of the following:

1) Shorten an internship, a field trip or a study tour as needed and in accordance with the situation of the COVID-19 outbreak.

2) Separate or spread the internship, field trip or study tour over appropriate intervals without affecting or posing a risk to the health or safety of the students.

3) Alternate internships, field trips or study tours with regular courses in the original educational management plan designed and specified in the curriculum specification (TQF2).

(d) Consider adjusting the format of the internship, field trip or domestic study tour for each course as appropriate by coordinating with establishments or professional organizations.

Cancellation, period adjustment, and format adjustment of internships, field trips or domestic study tours for each course must not affect the standards or requirements of each professional body.

(2) In the Level Two Situation, Section Heads may hold onsite internships, field trips, or domestic study tours only when those activities cannot be replaced with online sessions **OR** those activities are a part of the courses mentioned in Clause 19 (2) (a) and (b). Additionally, the COVID-19 prevention protocols issued by the government, the University, or the professional bodies shall be strictly followed. The highest level of caution shall be applied to avoid COVID-19 infection. However, should anyone demonstrate early symptoms of infection or is suspected of being infected, the work sections shall be responsible to report to the parties concerned and take any such actions to mitigate the spread of the COVID-19 disease.

(3) In the Level Three Situation, the format of internships, field trips, or domestic study tours of each course shall be held entirely online using assignment-based, work from home, or project-based activities with scheduled assessment and/or critique sessions with students from time to time via online channels. In this regard, adjustments to the format of internships, field trips, or study tours shall not affect the course standards or requirements of each professional body.

For any academic activities or projects in which university students or personnel travel abroad or have students or personnel from abroad enter the Kingdom of Thailand, the announcements or orders of the University involved must be strictly followed.

Chapter 3

Student Assessment

Clause 22 Instructors shall select student assessment methods or tools those are suitable to the COVID-19 pandemic situation.

Clause 23 In case of online student assessment, courses should replace test taking with other methods such as assignments or reports.

Clause 24 As for midterm and final examinations, work sections shall offer assistance in adjusting the format to accommodate students in such cases where they are unable to take the online examination outside the university site.

Clause 25 For student assessment, work sections shall take the following actions according to the COVID-19 pandemic situation:

(1) In the Level One Situation, work sections may conduct exams in a hybrid format combining both online and onsite methods. In case of onsite exams, work sections shall consider the necessities, number of candidates per exam room, as well as preparedness and capability to manage flexible formats.

(2) In the Level Two Situation, exams or other student assessments must be carried out entirely online, e.g. online examinations, assignments, reports, take-home examinations, or other forms of online assessment held periodically.

Section Heads may hold student assessment activities at the university site only for the courses mentioned Clause 19 (2) (a) and (b) and the preventive measures mentioned in Clause 19 (2) (a) and (b) must be strictly followed.

(3) In the Level Three Situation,

(a) Onsite exams and student assessments must be cancelled.

(b) All exams and student assessments must be carried out entirely online, e.g. online examinations, assignments, reports, take-home examinations, or other forms of online assessment held periodically.

Chapter 4

Student Admission

Clause 26 For student admission, work sections shall take the following actions according to the COVID-19 pandemic situation:

(1) In the Level One Situation, work sections may conduct student admission in a hybrid format combining both online and onsite methods. In case of onsite exams, work sections shall consider the necessities, number of candidates per exam room, as well as preparedness and capability to manage flexible formats.

(2) In the Level Two Situation, examinations as a part of student admission, e.g. written exams, interviews, practical exams shall take place entirely online. The steps, processes, and details to follow with regards to the modified examinations shall be clearly specified and communicated to candidates in advance.

Section Heads may continue student admission processes at the university site only when those activities are essential for the enrolment and cannot be replaced with online sessions. Additionally, the COVID-19 prevention protocols issued by the government, the University, or the professional bodies shall be strictly followed.

(3) In the Level Three Situation, onsite student admission must be cancelled. The admission shall take place entirely online. The steps, processes, and details to follow with regards to the modified examinations shall be clearly specified and communicated to candidates in advance.

Given on December 16, 2021.

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President