



**Announcement of King Mongkut's University of Technology North Bangkok  
On Guidelines for the Final Examination Arrangement (Semester 2/2019)  
during the Coronavirus diseases 2019 (COVID-19) 's Monitoring Period**

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As King Mongkut's University of Technology North Bangkok has already disseminated the announcement of Ministry of Higher Education, Science, Research and Innovation on protective measures against the spread of Coronavirus diseases 2019 (COVID-19), the university deems it necessary that precautionary measures must be adopted in the final examination of the semester 2/2020. By the virtue under Section 31(3) of King Mongkut's University of Technology North Bangkok's Act, 2007, the university issues this announcement as follows:

**Section 1** Supposing the students or members of the Examination Committee come back from countries or administrative areas at risk of COVID-19 infection within 14 days before this announcement is effective, including People's Republic of China, Macao Special Administrative Region of the People's Republic of China, Hong Kong Special Administrative Region of the People's Republic of China, Japan, Republic of Korea, Taiwan, Malaysia, Socialist Republic of Vietnam, Republic of Singapore, Iran, Italy or other countries specified by the National Communicable Disease Committee, they will be considered as the group of people who need to be monitored for the infection of Coronavirus. Thus, they must give notice and report their name, surname and telephone number to their faculties or departments. The faculties or departments have to report that information of the students or staff to the following departments of the President's Office.

- (1) Student Affairs Department (For student)
- (2) Human Resource Management Department (For staff)

Moreover, the aforementioned faculties and departments have to cooperate with all parties involved in requesting for a permission to refrain the said staff from the duty of the examination committee and to withdraw the students from the examination. The university requests cooperation from lecturers to arrange an exam outside the examination schedule for the said monitored students. To request permission for arranging such exams, all related evidences must be submitted, including Request Form for the Arrangement of Examination outside the schedule, a copy of passport and a medical certificate.

- Section 2** Before or during the examination, if the students or proctors develop a fever or have symptoms indicating respiratory diseases, such as having a cough, a sore throat or a runny nose, they must wear a mask all the time in order to prevent the spread of virus or other diseases. The faculties have to provide masks and alcohol-based hand sanitizer at the faculty's academic affair unit.
- Section 3** If it is found that the students have any risk factor, including their family members or close persons are at risk of being infected with Coronavirus, the proctors have right to separate or withdraw the students from the examination at once, especially the said students have a fever or respiratory infection symptoms. In this case, the university will ask cooperation from lecturers to arrange an exam outside the examination schedule for them. The faculty has to immediately report a special case like this to Student Affairs Department, Office of the President, and allows the said students to have an exam outside the schedule, together with submitting Request Form for the Arrangement of Examination outside the Seclude, a copy of passport and a medical certificate.
- Section 4** All faculties, colleges and institutions in the university are suggested to promote the maintenance of sanitation in buildings. Particularly, the floor at the entry and exit points of the buildings, elevator and rest room should be cleaned more frequently with antiseptic disinfectant, as well as the elevator buttons, staircase handrail or door handle. Also, the alcohol-based hand sanitizer should be provided at the entry and exit points of the buildings, in front of the elevator, the meeting room and the canteen, and the air-conditioner should be cleaned more frequently. Information to raise awareness of the spread of Coronavirus and precautionary practices should be publicized with posters.
- Section 5** For those students who conceal the fact about their health or the risk of being infected with Coronavirus will be subjected to disciplinary penalties in accordance to King Mongkut's University of Technology North Bangkok' Student Disciplinary Regulations, 2011.

The university advises all faculties, colleges and institutions to immediately report any uncommon happenings related to this issue in order to cooperate with all parties involved in preventing the spread of Coronavirus. The information regarding this issue should be transfer to the Healthcare Service Unit, Student Affairs Department, Office of the President, Tel: 02-555-2175 or 02-555-2000, Ext. 1125 or 1126.

Announced on 27 February 2020



Prof. Dr. -Ing. habil. Suchart Sengchin  
President

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