



**The Graduate School Kasetsart University Announcement on
The Online Meeting Guidelines for Final Oral Examination and
Oral Comprehensive Examination/Oral Qualifying Examination during
the Spread of Coronavirus Disease 2019 (COVID-19)**

Pursuant to the Announcement of Ministry of Higher Education, Science, Research, and Innovation on the Assistance Measures for People Affected by Coronavirus Disease 2019 (COVID-19) dated 12 March 2020 and twelve announcements from Kasetsart University Regarding Safety Measures and Guidance to Prevent the Spread of the COVID-19, The Coronavirus disease 2019 (COVID-19) current situation has been spreading nationwide. The number of infected people has been rising continuously which severely affects staff, students, people, and stakeholders involving in the operation of higher education institutions, including The Graduate School, Kasetsart University.

In order to mitigate the effect of Coronavirus disease 2019 (COVID-19) to graduate students and lecturers, The Graduate School has arranged the Online meeting guidelines for final oral examination and oral comprehensive examination/oral qualifying examination during the spread of Coronavirus disease 2019 (COVID-19) as follows:

1. Online meeting for examinations can be organized by composting of at least one third of the total number of committee members as a quorum who must be in the same meeting venue as specified in the examination appointment issued by The Graduate School. The committee members must consist of Examination Chairperson/Chairperson, committee member, and external expert/The Graduate School representative, for example if the examination committee consists of 1 Examination Chairperson/Chairperson, 1 committee member, and 1 external expert/The Graduate School representative, at least either 1 member as a quorum of the examination committee must be in the same meeting venue as specified in the examination appointment issued by The Graduate School (if there are 4-6 committee members, 2 committee members are a quorum who must be in the same meeting venue as specified previously). The rest of committee members and the student must present in the meeting venue or in the online meeting system.

2. Examination Chairperson/Chairperson or a thesis advisor keep all proof of the online meeting, for instance photographs, meeting video for further verification.

3. Examination Chairperson/Chairperson or a thesis advisor or Head of Department notify the examination result as follows:

3.1 In case that all committee members are in a meeting venue, the committee signs in an original examination report (for The Graduate School) and a copy examination report (for student's department/program).

3.2 In case of an online meeting is organized, and the examination committee is unable to sign in an examination report, the examination committee who are not in the meeting venue email the examination report to Examination Chairperson/Chairperson or student's thesis advisor or students' Head of Department by using an official email issued by Kasetsart University (for example @ku.ac.th or @ku.th). The template of examination report email is attached at the end of this announcement.

3.3 Examination Chairperson/Chairperson, or student's thesis advisor, or students' Head of Department emails an examination report instead of signing in the original examination report and then sends all documents at the Document Receiving Counter, first floor of The Graduate School Building.

For all documents submitted online, senders must keep all original documents and must promptly present them for further verification upon a request of The Graduate School.

If any changes occur, The Graduate School will further announce as a guideline.

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Dean of The graduate School

