



**Announcement of the President of Mahidol University on
Suspension of All Classroom Teaching and Learning in Mahidol University and
Work from Home Guideline for Mahidol University Staff Due to the Outbreak of
Coronavirus 2019 (COVID-19)**

(For Internal and External Circulation)

Due to the upward trend of the coronavirus virus outbreak 2019 (COVID-19) in the near future as well as to respond to the national policy to reduce the risk of the outbreak among school and university students as well as the public, Mahidol University is announcing guidelines for the suspension of classroom teaching and learning and work at home for faculty and staff members, as follows:

1. Following the Announcement of the Ministry of Higher Education, Science, Research and Innovation (MHESI) dated 17th March 2020, Mahidol University is announcing that **all faculties/colleges/institutes are to suspend the classroom teaching and learning starting from 18 March 2020 onwards until further notice and also migrate to the university's online education system**, in accordance with the Guideline for Teaching/Learning Management due to the COVID-19 Outbreak in the Event of the University Closure. Students residing in the dormitories within Salaya campus are able to stay on, if they so wish, as the dormitory staff is still in service.

In this regard, students are requested to promptly engage in online teaching and learning as well as to monitor news updates from Mahidol University's website, the Division of Academic Affairs and the Division of Student Affairs.

2. Supporting staff under the Office of the President is to **partially work from home starting from 18 March 2020 until further notice**, with the guideline as follows:

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2.1 Acting Vice Presidents and Directors under the Office of the President are to assign workloads for supporting staff and personnel in their respective divisions and centers. The partial work from home will account for 60:40 percent proportionately divided between the work at the Office of the President (equivalent to 3 working days) and the work from home (equivalent to 2 working days). It is advised that every division and center under the Office of the President must be alternately staffed to ensure the continuity of the management and services of Mahidol University. The work assignments and shifts/rotations are to be considered by Acting Vice Presidents and Directors as seen appropriate along the line with their respective missions.

3. Acting Vice Presidents of all campuses and heads of faculties/institutes/colleges are authorized to consider the work assignments, work shifts/rotations and the proportion of work at the office and work from home among academic and supporting staff as seen appropriate, without compromising the efficiency and continuity of the management and services of the University and their respective faculties/institutes/colleges.

Please be advised of the guidelines above and monitor the updates and further announcements from Mahidol University regularly.

Announced on 17th March 2020, 16.00 p.m.



(Prof. Banchong Mahaisavariya, M.D.)

Acting President, Mahidol University