



## ANNOUNCEMENT

National Institute of Development Administration

Online Instruction and Guidelines for Instructional Management

Under the Extraordinary Circumstance as a Result of COVID-19 Infection Outbreaks

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In accordance with Bangkok Metropolitan Administration (BMA)'s announcement on temporary suspension of the places' operational services (15<sup>th</sup> issue) dated on January 1, 2021 no. 1.25 stated that all educational institute must avoid employing places for instructions, examinations, trainings, or any relevant activities involving student gathering excluded implementing of online communication or electronic methods. Therefore, to ensure that the instructional management under an extraordinary circumstance can be done effectively and complied with BMA's announcement; NIDA hereby announces Online Instructional Guidelines under the Extraordinary Circumstance as follows:

Under the authority Article 40 based on National Institute of Development Administration Act. A.D. 2019, NIDA announces the following Online Instructional Management Guidelines under the Extraordinary Circumstance as a Result of COVID-19 Epidemic Outbreaks.

1. NIDA requests all graduate schools and college to refrain from conducting in-class instruction and examination from January 2, 2021 to January 31, 2021 and consider offering online instruction for all courses. In case of faculty members' online facilities needed on premise, please submit room request form for in-class instruction.
2. Instructors are required to prepare the teaching plans for in-class instruction courses by modifying instructional method, measurement and evaluation and notifying students to understand the necessity of instructional methods amendments under the extraordinary circumstance by providing instruction to comply with it. However, it is important to make sure it covers all essential contents, performances and program learning outcomes in accordance with the descriptions of each individual course as indicated in the TQF2.

For measurement and evaluation methods, please consider the measurements and evaluation according to significantly indicated program Expected Learning Outcomes. Instructors can revise teaching method as appropriate.

3. Online instruction, instructors are obliged to explore if students are promptly to learn and under learning atmosphere to facilitate concentration as well as accessing to internet network to communicate with instructors.

In case of students' having difficulties as stated in 1<sup>st</sup> paragraph, instructors are requested to figure out the indulgent measures as appropriate and receive students' participation in learning activities at all time.

However, please implement in respect of NIDA's announcement on personal information protection measures in case of online instruction.

4. With regard to other regional campus, the relevant dean shall have the authority to make decision as appropriate.
5. In respect to the 1<sup>st</sup> semester examination of the 2020 academic year particularly courses which will be examined during January 2 - 31, 2020, instructors are requested to consider employing various examination methods and may implement other optional measurements and evaluations in place of traditional examination and evaluation, for example, assignments, reports, or take-home exams.
6. For Qualified Exam, thesis' proposal defense, thesis defense and Individual studies defense, online system or integrated systems equipped with video conference can be employed.
7. To implement the revision methods of teaching, examination and measurement according to this announcement or in case of other mechanism specified in this announcement, it shall be considered by program committee of each program with dean's endorsement. The performance report is also required to submit to Deans and Directors of Institute Conference for Education which will be reported to NIDA's managing committee for acknowledgement by the end of each semester.
8. In case of any difficulties arise from implementing the guidelines under this announcement, the relevant dean or section head shall have discretion to resolve the situation as appropriate.

NIDA will closely follow up and monitor COVID-19 Epidemic situation and further notify staff and students on any situation updated.

Announced on January 2, 2021



(Professor Dr. Kamphol Panyagometh)

NIDA President