

REQUEST FOR ON-SITE ACTIVITIES FORM



TGGGS Lecturer

Course Name/ID:

Curriculum:

Major:

.....

.....

.....

:

CONFIRMATION FOR ON-SITE ACTIVITIES (Labs and Examinations)

According to the TGGGS Committee Meeting Decision on February 2, 2022, the course lecturer who wish to conduct ON-SITE activities such as laboratories and examinations for this semester starting **February 7, 2022** must submit the request form to the TGGGS Associate Dean for Academic Affair asking the permission for students in the course to be at TGGGS. Also, ALL STUDENTS in that course must submit TGGGS SCREENING FORM along with this request. **To be present at TGGGS, the student must have completed two doses of COVID-19 vaccinations with a proof certificate. Mandatory ATK test must be conducted and submit the result on the day or prior that students attend that activity. ATK test is required for entering building in two periods: First period from 1st to 15th of the month and Second period from 16th to 30th of the month.**

Please provide the information about the activity venue. If the activity type is not on the list, please provide the name.

ACTIVITY TYPE:

ACTIVITY Date/Time:

ACTIVITY Room/Floor/Building:

ACTIVITY Co-Supervisor:

List of Students: You can copy the list from excel or word and paste in the box.

In the case that the activity platform is changed or there is infected or any suspected COVID-19 patient(s) in the class, it is my responsibility to inform TGGGS Academic Affairs immediately. Moreover, it is my responsibility to ensure the health safety of all students and TGGGS personals in the class and the building by strictly requesting everyone to wear surgical mask at all time, use alcohol gel and keep social distancing according to the COVID-19 Protection & Prevention Policy.

Signature of Lecturer:

Date:

Please return this form **ONE WEEK IN ADVANCE PRIOR THE ACTIVITY DATE** via E-mail at tawivan.k@tgggs.kmutnb.ac.th. The granted/ approved permission will be sent back to the lecturer within the 3 working days at 12.00p.m. (noon) via E-mail. Without this granted/approved document, the on-site activity cannot be conducted!