



The Petroleum and Petrochemical College

Announcement of Academic Affairs

Guidelines and procedures for ORAL Examination Management under an Extraordinary Circumstance as a Result of COVID-19 Infection Outbreaks

According to Chulalongkorn University Announcement on Guidelines for Instructional Management under an Extraordinary Circumstance as a Result of COVID-19 Infection Outbreaks dated 16 March 2020 and the meeting resolutions of the PPC operational committee on Mar 19, 2020 and PPC executive committee on Apr 30, 2020, Academic Affairs of the Petroleum and Petrochemical College hereby announces the following guidelines for arranging the ONLINE oral examination:

1. A student is responsible for filling the oral examination form www.ppc.chula.ac.th/intranet (Application form for oral examination) at least 7 days before the examination and then follow the steps below:
 - 1.1 A draft thesis is required to be submitted online by logging on to <https://ithesis.uni.net.th/kb/knowledge-base/download-install-add-in>. The system will send an automatic email to the advisor for approve and then please submit the approved draft thesis file together with the application form for oral examination (to K. Suchitra for MS and K. Pariya for PhD). Note: CV of the outside committee may be required for application. The formal appointment of the thesis examination committee will be announced and given by Academic Affairs to the committee before the exam.
 - 1.2. The approved draft thesis should be distributed (by the applied student) to the committee at least 2 weeks before an exam date.
 - 1.3. The evaluation forms will be sent to chairman and all committee via E-mail at least 1 day before the exam date by Academic Affairs staffs.
 - 1.4. The student must prepare ONLINE Examination using Zoom or Microsoft Team by consulting with K. Pariya (PhD) or K. Suchitra (MS) as a coordinator and K. Aunnop as a technical guide and decide who will be the host to set up the link to access and control the exam virtual room.
 - 1.5 The student must make his own oral examination announcement (with registration link for attendee) and submit the announcement file at least 7 days before the exam date to K. Pariya

(PhD) or K. Suchitra (MS) and K. Suchart to disseminate by email to the committee and Line (PPC society, PPC Alumni) for general audiences as the opened event. The registered persons with their emails will be given to host to allow accessing the exam virtual room. In case that the oral presentation content is not appropriate to open to public due to funding agreement, publishing preparation step, intellectual property process or other extreme reasons, the words “no monitor-photo shooting or recording is allowed.” on the announcement should be written clearly. In extreme case, the advisor should contact the chairman to decide how to conduct the exam.

1.6 After the committee informs the exam result to the student, the student must assure that whether his thesis topic is given new title by the committee or not and the deadline to submit the complete version of his thesis (to K. Aree). Please follow “Guide to finish your i-thesis 2019” to prepare the complete thesis version, check plagiarism and decide choice of publicizing thesis. Because of transportation difficulty during the COVID-19 spreading, the Dean and Committee signature page can be left empty or be filled by the committee’s electronic signatures if the committee allows. Also, after the exam, all the filled evaluation forms with result, comments and electronic signature of the committee can be submitted by the committee via email to Academic Affairs coordinator (K. Pariya for PhD or K. Suchitra for MS).

1.6 Failure to submit the complete version of thesis in time results in graduation in next semester and the student has to register and pay for tuition for next semester. It is noted that the complete thesis submission is due separately from the submission of the graduation package.

1.7 For the complete thesis, the real signatures (by hand writing) of all committee must be on the signed page that is printed out using A4 paper (no need to collect the Dean’s signature) and submitted together with the graduation package by the last day of graduation package submission.

2. On the exam date, the examination will not be recorded. After the examination, the system should be closed properly. The evaluation forms are allowed to sign electronically and submitted by email to K. Pariya.

These guidelines shall be taken into effect from now onwards.

Announced on 12 May 2020