



Announcement of King Mongkut's University of Technology Thonburi

Subject: Guidelines for Teaching and Learning Management, Student Examinations, and Work Arrangements for Personnel of King Mongkut's University of Technology Thonburi in accordance with Government Energy-Saving Measures

In accordance with the resolution of the Cabinet on 10th March 2026, which approved urgent measures to address the impacts arising from the unrest situation in the Middle East, with emphasis on energy conservation and management of government personnel, King Mongkut's University of Technology Thonburi (KMUTT) hereby establishes guidelines for the management of teaching and learning activities, student examinations, and the work arrangements of university personnel and affiliated units. These guidelines are issued to ensure that the University's operations remain orderly, efficient, and consistent with the Cabinet's resolution.

All units are requested to acknowledge and comply with the following guidelines:

1. Teaching and Learning Management and Examinations

1.1 Instructors are requested to consider adjusting the format of teaching, learning, and examinations as appropriate. Instruction and examinations may be conducted either onsite or online, depending on the nature of the course, course content, and prevailing circumstances, in order to ensure continuity and maximize benefits for students.

1.2 Courses that necessarily require onsite teaching or examinations, such as laboratory-based courses or courses involving professional practical training, may proceed onsite as appropriate. However, such arrangements must consider the government's energy-saving measures.

2. Work Arrangements for Personnel of KMUTT and Affiliated Units

2.1 Each unit shall consider organizing work arrangements for personnel in accordance with its operational responsibilities. Work may be conducted in onsite, work-from-home, or hybrid (onsite/online) formats, as deemed appropriate or at the discretion of the head of the unit. Such arrangements must not affect the continuity of the unit's operations.

2.2 For tasks that require direct service to students, personnel, or the public, onsite work arrangements must be maintained. Unit heads may consider rotational schedules or adjustments to work formats, while strictly adhering to the government's energy-saving measures.

2.3 All units are encouraged to utilize digital technology systems in their operations, such as electronic document systems, online meeting platforms, and administrative management systems.

3. International Travel

3.1 Personnel and students are requested to **refrain** from all overseas travel for study visits, meetings, seminars, or training programs. Such activities should be converted to virtual/online participation where possible, or replaced with activities conducted within the country, in order to reduce both budget expenditures and energy consumption.

3.2 In cases where travel has already been approved and bookings have been made (Pre-approved & Booked Travel), the following conditions shall apply:

3.2.1 Refundable Travel: If the bookings are refundable, travelers must immediately cancel the flights and accommodations and proceed with reimbursement of the returned funds to the University.

3.2.2 Non-refundable Travel or High Cancellation Fees: If cancellation is non-refundable or subject to very high cancellation fees, resulting in financial loss to government or university funds, the respective faculty or unit must submit a formal memorandum explaining the necessity, justification, and potential financial loss to the President (or the delegated Vice President) for consideration and approval as a special case. In such cases, travelers must minimize all other travel-related expenses as much as possible.

3.3 Heads of units are requested to apply the Classification of Travel Essentiality, as attached to this announcement, when screening and considering travel requests before submitting them to the University's executives.

4. Energy Conservation Measures

4.1 Air-conditioning temperatures should be set appropriately and not lower than 26°C.

4.2 Personnel are encouraged to wear clothing suitable for hot weather, and the wearing of suits and neckties should be avoided.

4.3 Reduce electricity usage in office buildings, such as turning off lights and unnecessary electrical equipment.

4.4 Reduce the use of elevators and encourage the use of stairs for short distances.

4.5 Activate Energy Saver modes on computers and turn them off when not in use.

4.6 Reduce the use of paper and photocopying and promote the use of electronic documents instead.

4.7 Plan travel carefully to reduce fuel consumption.

These measures shall take effect from 16th March 2026 onwards until further notice.

Announced on 13th March 2026

(Associate Professor Dr. Suvit Saetia)

President

King Mongkut's University of Technology Thonburi

Classification of Travel Essentiality
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1. Essential Travel (may be proposed for special approval with supporting evidence)

1.1 International contractual or collaborative obligations

Such as travel for research activities funded by international grants (Joint Research Grants) or participation in strategic MOU/MOA signing ceremonies with fixed schedules that cannot be postponed.

1.2 International academic paper presentations

When personnel or students have been officially accepted to present papers at recognized international conferences (Tier 1 / Tier 2) and the organizers do not offer an online participation option.

1.3 Student exchange programs

Including student exchange, research exchange, internships, or dual degree programs where students are participating as part of their academic curriculum and are in the process of traveling to partner universities for study, research, or internship activities.

1.4 Representation at national or university level

Official invitations to represent the country or senior university leadership in important policy-level meetings, including cases where students are selected to represent the university or Thailand after winning competitions or participating in national or international platforms, such as innovation competitions or youth leadership activities.

2. Non-essential Travel (must be avoided, canceled, or converted to other formats)

2.1 General observation tours

Study visits organized by faculties, offices, or academic programs for personnel or students that do not produce immediate tangible outcomes.

2.2 Participation as an attendee

Travel to conferences, exhibitions, or seminars without presenting a paper or serving as an invited speaker.

2.3 Short-term training programs

Training workshops or seminars that can be substituted by similar courses within the country or through online platforms.

2.4 General networking visits

Visits to partner universities without a clear agenda or concrete collaborative project.

3. Other Cases

Any cases not specified under Sections 1 or 2 shall be considered and approved by the President on a case-by-case basis.
