



For students who are unable to return to Thailand due to the Novel Coronavirus (2019-nCoV) outbreak, please follow the steps described below to complete your request of absence:

1. Make a PDF file of
 - the first page (bio page) of your passport
 - the page of your passport with the latest arrival stamp from the Chinese Immigration
 - your reserved air ticket
2. Contact the lecturers of the subjects/courses you are enrolling in this semester to inform them of your current situation and to request for course materials, homework assignments and any other evaluation items via email with the documents in (1) attached. If you do not have their contact, please state in your enrolment record in (3).
3. Sent an email with the subject "**Request of Leave of Absence**" to MSME Business School at **schoolmsme@msme.au.edu** with the documents in (1) attached as well as a PDF file of your enrolment record for 2/2019, i.e. Course Code, Course Name, Section No, Instructor Name and whether you have contacted the instructor about your absence.

Once these steps are completed, MSME will exempt you from any missing classes from January 28 to February 14, 2020 (or later if the University makes an extension of the period).

Were you unable to return to Thailand before February 15, 2020, please contact MSME at schoolmsme@msme.au.edu as soon as you can to discuss your travel issue. The School has the following examination options for you.

Arrival Date	Policy
Before the Midterm Exam	Take the Midterm Exam
After the Midterm Exam but before April 1	Take the Late Midterm Exam
Between April 1 and April 30, 2020	Choose between taking a Comprehensive Exam and getting a full refund
After April 30, 2020	Get a full refund

These available options are **conditional on that you provide a proof that you have put in your best effort to come back to Thailand as soon as you can.**

Should you need further information, please contact

- A. Ximan Zong (E-mail: ximanzong@msme.au.edu) for students with Chinese nationality
- A. Tanakom (E-mail: thayatnt@au.edu) for students with other nationalities