



## SURANAREE UNIVERSITY OF TECHNOLOGY

Academic Affairs, Office of the Rector, Tel. 4045-6

Ref. No 5101(2)/ 3.41

Date June 16, 2000

Re : Sending the teaching performance evaluation documents

Dear Prof.Dr.Ruben Umaly Instructor Code 138008

To facilitate and complete the instructor's teaching performance evaluation which is evaluated by the students for the third trimester of the 1999 academic year, the Academic Affairs would like to ask for your cooperation as following:

1. Study the attached instructions of the instructor's teaching performance evaluation that the Academic Affairs has sent you.

2. According to the Academic Senate resolution meeting no.1/1999, dated February 9, 1999 : all instructors have to be evaluated. So, if one subject is taught by more than one instructors should be evaluated individually. In case of any subject that divides the students into several sections, please evaluated only one sections.

3. After completing the evaluation process, please fill in the data on the attached return form with all the evaluation documents and return to the Course and Examination Scheduling (The Center for Education Services) as **confidential document** within August 28, 2000 (the first day of the final examination)

4. In case, there are more than 300 students, should you need our staffs facilitate you during evaluated process, please inform us at Tel.4045-6 within Friday 14, July 2000.

To hand you the evaluation forms in this trimester, we base the information from your school. Therefore if you do not teach in this trimester, please let us know the reason and return this form and evaluation forms to us.

We inform you for your information and please action.

*K. Prabripatalong*

(Assoc.Prof.Dr.Kasem Prabripataloong)

Vice Rector for Academic Affairs

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21/6/00*

## ขอเชิญร่วมประชุมเชิงปฏิบัติการ

TASEAP has arranged for Dr Martin Burd from Monash University to visit Thailand in June to conduct workshops and other activities on Biodiversity as part of the Ecology/Environmental Biology subprogram.

3 July 43: 9.00-12.00, 14.00-16.00 Workshop at SUT day I

4 July 43: 9.00-12.00, 14.00-16.00 Workshop at SUT day II

สถานที่ Workshop : ห้องประชุมสถาบันวิจัยและพัฒนา

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Dear All,

I am sending this email to everyone who has offered to host Dr Martin Burd during his forthcoming visit to Thailand and also to everyone who has asked to be kept informed of developments. I have set up a schedule of activities and most of these have now been confirmed. Please let me know at once if I have left anything out or scheduled something that is not wanted. Dr Burd has indicated that he has a large data set on bird species diversity in Victorian remnant forests that he can use for the practical components of the workshop. If he can get access to data from Thai National parks or reserves, so much the better; or if any participants have their own data they would like to analyse, the program can be modified. For the workshop

Dr Burd would require an overhead projector and a Powerpoint data show. For the "hands-on" component he would also require the use of a computer lab with Excel installed. As indicated above, local data on species diversity would also make the workshop more directly relevant to participants. I should like to take this opportunity to thank those faculties that have offered to host a workshop, and I am confident that Dr Burd's presentations will be of interest to all who attend.

With best wishes,

David.

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เรียน คณาจารย์ชีววิทยา, นักศึกษา และผู้สนใจ (อ. Umaly).  
หากท่าน สนใจกรุณาแจ้งความจำนงที่ฝ่ายเลขานุการ สาขาวิชาชีววิทยา  
ภายในวันที่ 26 มิถุนายน 2543

(รศ.ดร.สมพงษ์ ชรรณถาวร)

Khun Toh

The point

inform School of Biol.

Kensly coordinate

arrange meeting.

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