

International College

MEMORANDAM

08 January 2022

Our Ref; 0209/IBBA/202201/IT

To: The President

Through:

Copy: Admissions Office

FROM: Duminda Jayaranjan
Assoc. Dean International College

SUBJECT: Need of ID Based email address who are studying international programs

There were some complaints from students, staff and lecturers about the email system of the university. It seems some emails were issued with name based, and also some students are using private emails. Thus, unstandardized email usage has several issues. By providing standard email system to all students, following benefits will be gained;

1. Staff/teachers will be able to contact students easily and faster; especially for important communication matters
2. Easy to provide correct accessible email for survey needs (e.g U-Multiranking)
3. To stop any exam "Cheating" as student's history/IP can be traced back with history

Therefore, students must use Siam University's ID based email during their study time. At the moment, Admission's Office issues these ID based emails to IBBA/IT/Civil students. However, we wish to implement the system for all international students who follows courses/may follow courses under international college according to the following format ONLY.

StudentID@siam.edu (e.g: **645688XXXX@siam.edu**)

Default User name: 64XXXXXXXX, **PWFormat:** Date of Birth (YYYYMMDD)

Thus, your instructions to necessary departments to implement the standardized email will be helpful, and

I am seeking your approval to instruct to admission office to issue the email/and activate before registering the subjects at first time.

Approved
P. Duminda

January 11, 2022.