



**Mae Fah Luang University's
Examination Rules for Bachelor's Degree Education B.E. 2566**

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Mae Fah Luang University deems it necessary to amend its Examination Rules for Bachelor's Degree Education in order to ensure the appropriateness and effectiveness of the university's examinations.

Mae Fah Luang University hereby invokes the authority under Article 17(2) of the Mae Fah Luang University Act B.E. 2541 and the resolution of the Mae Fah Luang University Council Meeting 7/2023 on 18 July 2023, to stipulate the following regulations:

Clause 1 This set of rules is called, "Mae Fah Luang University's Examination Rules for Bachelor's Degree Education B.E. 2566"

Clause 2 This set of rules is in effect from academic year 2022 onwards.

Clause 3 Mae Fah Luang University's Examination Rules for Bachelor's Degree Education B.E. 2550 will be canceled. Any rules, regulations, notifications, or requirements, including resolutions or directives issued prior to and/or contrary to this document, have been repealed and replaced by these regulations.

Clause 4 In this document,

'the University' refers to Mae Fah Luang University.

'School' refers to one of the 15 schools of Mae Fah Luang University.

'Dean' refers to the dean of one of the 15 schools of Mae Fah Luang University.

'Examination Committee' refers to Mae Fah Luang University's executives, lecturers, and staff who are appointed by the university in each academic year.

'Examination-Copies Production Sub-Committee' refers to Mae Fah Luang University's executives, lecturers, staff, and employees who are appointed by the university in each academic year. Members of this sub-committee are responsible for producing examination papers under the following process: producing, storing, bringing out, distributing, and destroying the examination papers.

‘Examination Proctoring Sub-Committee’ refers to the executives, lecturers, staff, and employees who are appointed by the University to proctor the examinations in each academic year. Members of this sub-committee are responsible for examination proctoring according to Mae Fah Luang University’s Regulations Regarding Examination Protocol for Proctors, B.E. 2564 (Year 2021).

‘The Examination’ refers to the midterm examinations, final examinations, and any other examinations administered by the University or Schools.

‘The Examination Document’ refers exclusively to the question sheets, answer sheets, answer-booklets, and media provided by the University or School for use during an examination.

‘The Examinee’ refers to any Mae Fah Luang University student, whether enrolled in a regular program or a special program.

‘Fraudulent intent’ refers to bringing textbooks, notes, documents, calculators, electronic devices, and/or other communication devices with one’s self into the examination room, even if the examinee has not yet used the mentioned items for any benefit. This includes communication with other examinees in the examination room in the same subject and other actions that could be interpreted as an attempt to cheat on the examination. Any of the aforementioned actions shall be considered fraudulent intent, except if specified in the examination document of the particular subject.

‘Cheating on the Examination’ refers to bringing textbooks, notes, documents, calculators, electronic devices, and/or other communication devices with one’s self into the examination room, and use of the aforementioned items for one’s benefits during the examination. This includes any other actions that could lead to one obtaining the examination’s answers or sharing the examination’s content with others. This includes behaviors that could be interpreted as cheating. The aforementioned actions shall be considered cheating on the examination, except if specified in the examination document of the particular subject.

Clause 5 The midterm and final examinations shall be scheduled and announced in advance by the University or Schools.

Clause 6 Any course taught by several instructors, or any course with multiple sections taught by the same instructor, must have only one, identical examination paper. The School shall appoint one instructor as course coordinator.

Clause 7 The Dean shall propose members of the School to the University in order to appoint members of the Examination Committee, Examination-Copies Production Sub-Committee, and Examination Proctoring Sub-Committee.

Clause 8 The Examination Committee is given the authority to perform the following duties:

- 8.1 Consider and propose regulations, notifications, and appointments concerning examinations;
- 8.2 Determine examination venues;
- 8.3 Determine the methods of production, storage, and destruction of examination copies;
- 8.4 Determine the process of release and reception of examination papers;
- 8.5 Ensure that the examinations are administered in accordance with Mae Fah Luang University's regulations;
- 8.6 Consider and arbitrate examination-related problems or disputes, the results of which shall be considered final;
- 8.7 Report the performance of examination sub-committee members to the Dean;
- 8.8 Perform examination-related duties as assigned by the Chairperson of the Examination Committee.

Clause 9 If an examination cannot be administered due to unforeseen circumstances, the Chairperson of the Examination Committee has the authority to take the proper course of action in order to settle the matter, while maintaining the effectiveness of the examination and ensuring fairness to the examinees.

Clause 10 If a student is more than thirty minutes late for an examination, the Chairperson of the Examination Committee has the authority to take the proper course of action in order to settle the matter, while maintaining the effectiveness of the examination and ensuring fairness to the examinees. The Chairperson of the Examination Committee shall duly notify the School involved of the Committee's decision.

Clause 11 Any course for which a School consents to scheduling the examination separately (i.e. off the University's schedule), the School shall notify the Chairperson of the Examination Committee of the date, time, and venue of the examination, as well as the names of the proctors.

Clause 12 The conditions for students' eligibility to sit examinations are in accordance with Mae Fah Luang University's Regulations for Bachelor's Degree Education and in Mae Fah Luang University's Regulations Concerning Student Discipline.

Any student who is enrolled as a visitor to a course, or has withdrawn from a course and received a W grade, is not eligible to sit any examinations in that course.

Clause 13 Examination Leave

Any student who cannot sit the examination and has necessary reasons shall request for examination leave with evident documents to support the request. This request shall be approved by the course instructor, the student's advisor, and the Dean of the school to which the student belongs; then, the request shall be forwarded to the Chairperson of Examination Committee for approval.

Clause 14 As stated in the Regulations for Examinations, for students found cheating or collaborating in cheating on midterm or final examinations, the Examination Committee shall consider punishment as follows:

14.1 'Fraudulent Intent in an Examination'

The following guidelines are for students in the regular course system and students in the block course system:

14.1.1 For cases of "First Fraudulent Intent" in an Examination:

The student shall receive an F or U grade in the particular course in which that student performed fraudulent intent, and they cannot withdraw from the course. The Examination Committee shall inform the student, their guardians, the course instructor, their adviser, the Student Disciplinary Committee, and make a report in the student's fraud record.

14.1.2 For cases of "Second Fraudulent Intent", the punishment shall follow 14.2.1.

14.1.3 For cases of "Third Fraudulent Intent", the punishment shall follow 14.2.2.

14.1.4 For cases of "Fourth Fraudulent Intent", the punishment shall follow 14.2.3.

14.2 Cheating on an Examination

14.2.1 For "The First Time Cheating" on an Examination:

A student in the regular course system shall receive an F or U in all courses for which they are registered in that semester, and they cannot withdraw from any course. The Examination Committee shall inform the student, their guardians, the course instructor, their adviser, the Student Disciplinary Committee, and make a report in the student's fraud record.

A student in the block course system shall receive an F or U in all courses for which they are registered in that block, and they cannot withdraw from any course. The Examination

Committee shall inform the student, their guardians, the course instructor, their adviser, the Student Disciplinary Committee, and make a report in the student's fraud record.

14.2.2 For "The Second Time Cheating" on an Examination:

A student in the regular course system shall receive an F or U in all courses for which they are registered in that semester. The Examination Committee shall consider suspending the student for at least 1 semester, starting the following semester. This does not include the summer semester. The Examination Committee shall inform the student, their guardians, the course instructor, their adviser, the Student Disciplinary Committee, and make a report in the student's fraud record.

A student in the block course system shall receive an F or U in all courses for which they are registered in that block. The Examination Committee shall consider suspending the student for at least 1 semester, starting the following semester. This does not include the summer semester. The Examination Committee shall inform the student, their guardians, the course instructor, their adviser, the Student Disciplinary Committee, and make a report in the student's fraud record.

14.2.3 For "The Third Time Cheating" on an Examination:

The student's student status will be terminated. The Examination Committee shall inform the student, their guardians, the course instructor, their adviser, the Student Disciplinary Committee, and make a report in the student's fraud record.

14.3 In cases of other wrong-doing, apart from what is explicitly stated in the Examination Regulations, for students in the regular and block course systems, The Examination Committee shall punish the violators as it sees appropriate given the student's wrong-doing, but the punishment must not exceed the punishment for fraudulent intent, as stated in 14.1.1.

Clause 15 Any curricula lower than the bachelor's degree could apply these regulations with any necessary changes being made.

Clause 16 The President retains the authority to enforce this set of rules and to issue regulations, notifications, appointments, guidelines, or criteria to comply with the regulations in this document. For interpretation of the regulations, or any problems or questions concerning following the regulations, the President's judgment is final.

Issued on the 19th of July, 2023

Vanchai Sirichana
(Distinguished Professor Dr. Vanchai Sirichana)
Chairman, Mae Fah Luang University Council