



Notification of Mae Fah Luang University

Course Evaluation Criteria for the Leave of Absence from Examination, 2021

To revise the course evaluation criteria for the leave of absence from examination and according to Clause 17.2 of Mae Fah Luang University's Rules for Bachelor's Degree Education B.E. 2542, the student's leave of absence from examination is valid while a student is absent from an examination due to an excusable reason. And, the student is approved to sit the deferred examination.

Mae Fah Luang University hereby invokes the authority under Article 26 of the Mae Fah Luang University Act B.E. 2541 and the resolution of the Academic Council meeting 1/2021 on 6 January 2021 to declare as follows:

1. This Notification is referred to as "Notification of Mae Fah Luang University on Course Evaluation Criteria for the Leave of Absence from Examination, 2021".
2. This Notification is effective from the second semester, the academic year 2020 onwards.
3. The previous Mae Fah Luang University's Directive on Criteria for Evaluating Students Missing Examinations, 2008 issued on 5 February 2008 shall be cancelled. This Notification shall become effective instead. If any previous rule, regulation, directive, notification or announcement, and resolution of Mae Fah Luang University conflict with this Notification, this Notification shall prevail.
4. In case that a student cannot attend an examination for an excusable reason, the student shall submit a leave of absence request to the course instructor and advisor within 5 (five) working days of the day of absence. The student shall also submit a request to the Dean of student's School for approval; otherwise, it shall be regarded that the student has missed the examination. The Dean's decision shall be final.

If the request is approved, the student shall sit the deferred examination within 10 (ten) days after receiving approval; otherwise, it shall be regarded that the student has missed the examination. Any necessities, if the student sit the deferred examination after 10 (ten) days of the day of absence, the grant shall be subject to the Dean's discretion.

5. Examination-grading criteria are as follows:

- 5.1 If the student's absence request has not been approved, s/he will be regarded missing the examination and shall receive "0 (zero) score" for the examination.
- 5.2 If the student's absence request has been approved, s/he shall receive no more than 50 percent of his/her score for the examination; unless the student takes a leave of absence due to an unforeseeable circumstance.

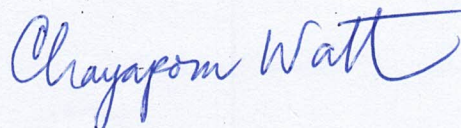
6. In case that a student takes a leave of absence due to an unforeseeable circumstance, s/he has a right to be considered by instructor, advisor, the Dean of student's school and approved by the President of Mae Fah Luang University or the designated representative of the President to receive his/her score as it stands. The unforeseeable circumstance concludes:

- 6.1 The student becomes ill and needs hospitalisation;
- 6.2 The student has an accident and needs hospitalisation with a medical certificate stating date and time of hospitalisation;
- 6.3 The student's mother or father or guardian providing financial support or any other important relative becomes seriously ill or severely injured in an accident and needs hospitalisation or pass away;
- 6.4 The natural disasters;
- 6.5 The student participates in contest and competition as an official representative of the University and/or has been approved by the University only; and
- 6.6 Other compelling reasons with convincing evidence.

7. The President of Mae Fah Luang University shall have the power to decide any issues in relation to or arising from this Notification and such decision shall be final and binding.

Please be informed accordingly.

Announced on the 26th day of January 2021



(Associate Professor Dr. Chayaporn Wattanasiri)

President