



Mae Fah Luang University's Announcement
Re: Criterion for allowing students' registration in courses with
a scheduled exam overlap, Undergraduate Level 2012

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It has been agreed to revise the regulations for allowing students' course registration in cases when there is a scheduled exam overlap for undergraduate students of Mae Fah Luang University.

By virtue of Section 26 of the Mae Fah Luang University Act 1998 with the resolutions passed by the University Council meeting of 9/2012 on September 5, 2012, it has been agreed to abandon the announcement regarding students' registration in courses with a scheduled overlap dated November 9, 2004, and adopt the new regulations as of 2012, which state the following:

1. Fourth year students or higher are permitted to declare pre-registration and registration for courses with exams of which there is a scheduled overlap. They may do so online as soon as possible and need not proceed with a document request.
2. The only other students considered are re-entry students as long as the remaining required credits are less than 80. These students must submit a special case request to register in courses with a scheduled exam overlap. They then must seek the approval of their advisor and of the Dean.
3. For exchange students from foreign institutes as part of a collaborative exchange program (in only some course registrations), the responsible School or department is authorized to proceed with the special case request to the President to allow for registration in courses with a scheduled exam overlap.
4. Registration in courses with a scheduled exam overlap is permitted as long as the student has no more than 2 exams within 1 day.
5. The annual exam committees are responsible for arranging overlapping exams for the students in a private exam room (separate from the regular exam room). The students must prepare their own food and drinks for their lunch break as they will not be permitted to leave the room in order to strictly conform to the Mae Fah Luang University regulations on codes of practices in examinations, 2007.
6. The President is authorized to oversee the implementation of this announcement. In cases when other necessary actions are needed, it is the President's final judgment and it is considered final.

This announcement has been in effect from the second semester, 2012 onward.

Announced on September 24, 2012

Signed Vanchai Sirichana
(Associate Professor Dr.Vanchai Sirichana)
President, Mae Fah Luang University