



**Mae Fah Luang University's Directive
On Criteria for Evaluating Students Missing Examinations, 2008**

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As stated in Clause 17.2 of Mae Fah Luang University's Rules For Bachelor's Degree Education, 1999, if a student needs to be absent from an examination due to a medical reason or an unforeseeable circumstance, the student may submit an absence and examination-sitting request before or during the examination (in case of a medical reason) or after the examination (in case of an unforeseeable circumstance). At present, after the student has, by the instructor's permission, sat the examination, the student is given the examination result as it stands.

In order to maintain fairness for students attending the examination as scheduled and those sitting the re-administered examination alike, the University, empowered by Article 26 of the 1998 Mae Fah Luang University Charter and by the Academic Council's resolution reached in meeting 2/2008 on 5 February 2008, hereby declares the Criteria for Evaluating Students Missing Examinations, 2008.

Clause 1 This directive is referred to as 'Criteria for Evaluating Students Missing Examinations, 2008'.

Clause 2 This directive is effective as of the academic year 2008.

Clause 3 In case that a student cannot attend an examination for an excusable reason, the student shall submit an examination-absence request to the relevant Dean within 5 (five) days of the day of absence. If the request is granted, the student shall sit the re-administered examination within 10 (ten) days of the day of absence. Failing that, it shall be regarded that the student has missed the examination. Should it be necessary that the student sit the examination after 10 (ten) days of the day of absence, the Dean shall duly consider the matter.

Clause 4 Examination-grading criteria are as follows.

4.1 If the student's absence request has been granted for the midterm or the final examination, the student shall receive no more than 50 percent of his/her score.

4.2 If the student's absence request has not been granted, s/he shall receive:

4.2.1 '0'(zero) point if it is the midterm examination; or

4.2.2 grade 'F' for the course if it is the final examination.

Clause 5 If the absence request is submitted due to an unforeseeable circumstance (viz, the student becomes ill and needs hospitalisation; 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); or the student has an accident), the student is eligible to receive his/her score as it stands.

Clause 6 The result of the re-administered examination shall be submitted to the Division of Registration within the first 2 (two) weeks of the following semester (first semester or second semester or summer session, as applicable); otherwise, the student shall receive grade 'F' for the course.

Clause 7 The President is authorized to enforce this directive and to adjudicate any problems thence arising. The President's adjudication is final.

Issued this fifth day of February, 2008, for the attention of all

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