



**Mae Fah Luang University's Rules
For Bachelor's Degree Education, 1999**

.....

The University Council, in meeting 3/1999 on 5 April 1999, resolved to issue Mae Fah Luang University's Rules For Bachelor's Degree Education, 1999, to be used as a basis for academic administration by the University.

Empowered by Article 17 (2), (3), (6) and Article 52 of the 1998 Mae Fah Luang University Charter, the University Council issued Mae Fah Luang University's Rules For Bachelor's Degree Education, 1999, as detailed hereunder.

**Section One
General Rules**

Clause 1 These rules are called 'Mae Fah Luang University's Rules For Bachelor's Degree Education, 1999'.

Clause 2 These rules are effective as of the date of issue.

Clause 3 In these rules:

- | | | |
|--------------------------|-----------|---|
| “The University” | refers to | “Mae Fah Luang University” |
| “The University Council” | refers to | “Mae Fah Luang University Council” |
| “The Academic Council” | refers to | “Mae Fah Luang University
Academic Council” |
| “The President” | refers to | “The President of Mae Fah Luang
University” |
| “School” | refers to | “A School in Mae Fah Luang University” |
| “Dean” | refers to | “The Dean of the School to
which a student belongs” |
| “The School Committee” | refers to | “The Committee of the school to which
A student belongs” |

Clause 4 The President has the authority to enforce these rules.

Section Two Admission

Clause 5 Qualifications of a person eligible for admission.

- 5.1 Having completed high-school education or equivalent from an institution approved by the Ministry of Education; or
- 5.2 Having completed a diploma or a university degree of any level or equivalent from a higher education institution approved by the University Council; or
- 5.3 Having been approved by the Academic Council to study.

Clause 6 Admission

The University shall admit, in accordance with the procedure determined by the Academic Council, a person qualified according to Clause 5, and shall duly notify him/her.

Clause 7 Student Registration

- 7.1 An applicant shall be eligible for the studentship only after the University has registered him/her.
- 7.2 Student registration shall be done in accordance with the procedure determined by the University, which shall be duly announced.
- 7.3 A student shall pay tuition and other fees as indicated in the University notification.

Section Three Education System

Clause 8 Education System

- 8.1 Mae Fah Luang University employs the semester system, in which there are two regular, compulsory semesters in each academic year: the first semester and the second semester. Each semester comprises at least fifteen weeks of school and at least one week of final examinations. A six-week optional summer session may be offered after the second semester ends, with each of the available courses having the same number of class hours as that of a regular-semester course.
- 8.2 One academic year is equivalent to two regular semesters or two regular semesters plus one summer session.

- 8.3 A **credit** is a measurement unit of education. The number of credits assigned to a course is based on the following criteria.
- 8.3.1 One hour of teaching or lecture per week throughout a regular semester, or a total of fifteen hours of teaching or lecture per regular semester, is equivalent to one credit.
- 8.3.2 A practicum, experiment or training which amounts to two to three hours per week throughout a regular semester, or a total of thirty to forty-five hours per regular semester, is equivalent to one credit.
- 8.3.3 An apprenticeship or field training which amounts to three to six hours per week throughout a regular semester, or a total of forty-five to ninety hours per regular semester, is equivalent to one credit.
- 8.4 The number of **registered credits** refers to the number of credits for the courses registered by a student.
- 8.5 The number of **semestral credits** refers to the total number of credits earned by a student through grades A, B+, B, C+, C, D+, D and F for all the courses taken **in a given semester**.
- 8.6 The number of **cumulative credits** refers to the total number of credits earned by a student through grades A, B+, B, C+, C, D+, D and F for all the courses taken **thus far**.
- 8.7 The number of **credits earned** refers to the number of credits earned by a student through grades A, B+, B, C+, C, D+, D and S. In the event that a student has passed any course more than once, or has passed a course equivalent in credit to any of the courses previously passed, only the credits earned for the first course shall be calculated.

Section Four

Class Registration

Clause 9 Class Registration

- 9.1 A new student admitted in the first semester must register for classes within the date appointed by the University. A new student failing to register for classes within the appointed date is assumed to have relinquished his/her right to study and his/her name shall be withdrawn.
- 9.2 A current student must register for classes within the date appointed by the

University; otherwise, s/he shall not be eligible to register for any courses in that semester. After the first two weeks of the semester has elapsed, if a student still has not registered for classes, his/her studentship shall be revoked.

- 9.3 A current student unable to register for classes in the manner described in 9.2 must submit a leave-of-absence request to the University and must pay the **continuance fee** (as detailed in Clause 18). Otherwise, his/her studentship shall be revoked.
- 9.4 The number of credits for which a student can register must conform to the following criteria.
 - 9.4.1 A student can register for a minimum of nine credits or a maximum of twenty-two credits in a regular semester, and a maximum of seven credits in a summer session.
 - 9.4.2 In case a student requires fewer credits than regulated in 9.4.2 in order to graduate, or in case a study-plan requires, in a given semester, fewer credits than regulated in 9.4.2, the student is allowed to register for the number of credits required. In such cases, the School must submit the student's name to the Educational Service Centre.
 - 9.4.3 In case a student has a sound reason to register for fewer than nine credits or more than twenty-two credits (but not more than twenty-four credits), the Dean shall consider whether to grant an approval or not.
- 9.5 If a student wishes to register for a course other than those listed in the study plan and does not wish to receive a grade for that course, the student must receive the advisor's consent, obtain the instructor's approval, and submit a request to the Educational Service Centre within the date appointed in 10.1. The number of credits registered must conform to the criteria in 9.4.
- 9.6 If a student wishes to register as a visitor to a course, the student must follow the criteria in 9.4.
- 9.7 Course registration must be approved by the advisor and must conform to the programme requirements and relevant notifications by the University.
- 9.8 The dates and procedure for registration and the list of available courses in each semester shall be notified by the University.

Section Five
Course Addition, Removal and Withdrawal

Clause 10 Requests for Course Addition, Removal and Withdrawal

- 10.1 A course-addition request can be submitted within the first two weeks of a regular semester, or within the first week of a summer session.
- 10.2 A course-removal request can be submitted within the first five weeks of a regular semester, or within the first two weeks of a summer session. A course removed shall not appear in the academic transcript.
- 10.3 A course-withdrawal request can be submitted after the fifth week but no later than the tenth week of a regular semester, or after the second week but no later than the fourth week of a summer session. A course withdrawn shall be marked *W* in the academic transcript.
- 10.4 A student's request for course addition or removal must be consented to by his/her advisor. A request for course withdrawal must be accompanied by the consents of the advisor and of the course instructor and submitted to the Dean for consideration and approval.
- 10.5 The number of credits remaining after course addition, removal and/or withdrawal must conform to the criteria in 9.4.

Section Six
Class Attendance

Clause 11 Class Attendance

A student must fulfill at least 80% of class attendance for a course in order to be eligible to sit the final examination. In case a student's class attendance does not reach 80% for a sound reason, the course instructor may consider the reason and allow the student to sit the final examination.

Section Seven

Academic Evaluation

Clause 12 Academic Evaluation

- 12.1 The evaluation result received by a student for each course shall be represented by a grade letter, which is translated to a grade point, as detailed below.

Grade Letter	Meaning	Grade Number
A	Excellent	4.00
B+	Very Good	3.50
B	Good	3.00
C+	Fairly Good	2.50
C	Fair	2.00
D+	Poor	1.50
D	Very Poor	1.00
F	Fail	0.00
I	Incomplete	-
M	Missing	-
P	In Progress	-
S	Satisfactory	-
U	Unsatisfactory	-
V	Visitor	-
Grade Letter	Meaning	Grade Number
W	Withdrawn	-
Z	No Report	-

12.2 Grade Criteria

12.2.1 Grades A, B+, B, C+, C, D+, D and F shall be given in the following cases.

- (1) A student has completed a course by sitting the final examination or by submitting a work for final evaluation.
- (2) The incomplete or pending final evaluation (grade I) is completed and the result is submitted to the Educational Service Centre within the first two weeks of the next semester in which the student shall register for courses.
- (3) Grade M, P or X has been amended.

12.2.2 In addition to the cases stated in 12.2.1, grade F may be given on the following conditions.

- (1) A student is not eligible to sit the final examination, as described in Clause 11.
- (2) A student has been adjudged guilty of violating examination rules and has been given grade F as a penalty.
- * (3) The incomplete or pending final evaluation (grade I) is completed and the result is submitted to the Educational Service Centre after the first two weeks of the next semester in which the student shall register for courses.
- ** (4) Grade M is amended after the first two weeks of the next semester.

12.2.3 Grade I shall be given on the following conditions.

- (1) Before the final examination period, a student becomes so ill that s/he is unable to sit some or all of the final examinations, in which case the student must act according to 17.2.1.
- (2) During the final examination period, a student becomes so ill that s/he is unable to sit some or all of the final examinations, in which case the student must act according to 17.2.1.
- (3) A student is unable to sit the final examination due to an unforeseeable circumstance, in which case the student must obtain verification from the Dean.
- (4) A student has yet to fulfill certain course requirements, with the instructor's consent to, and the Dean's approval of, the reason for the pending evaluation, in which case the instructor must notify the Educational Service Centre in writing and must submit the final results of the other students registered for that course.

12.2.4 Grade M shall be given in the event that a student has not presented a reason for missing the final examination.

***This regulation was cancelled 12.2.2 (3) and use the Eight 2005 regulation instead.**

****This regulation was cancelled 12.2.2 (4) and use the Eight 2005 regulation instead.**

- *12.2.5 In the event that a student is taking a course in which the lectures and/or assignments continue into a second semester, the student shall be given grade P at the end of the first semester.
- 12.2.6 Grade S shall be given if evaluation in the following cases is satisfactory.
- (1) A course does not require evaluation by grade.
 - (2) A student is registered as a visitor to a course, as described in 9.5.
- 12.2.7 Grade U shall be given if evaluation in cases described in 12.2.6 is unsatisfactory.
- 12.2.8 Grade V shall be given to a student who has fulfilled no less than 80% of attendance as a visitor to a course, as described in 9.6.
- 12.2.9 Grade W may be given after the fifth week of a regular semester, or after the second week of a summer session, on the following conditions.
- (1) A student has been allowed to withdraw a course, as described in 10.3.
 - (2) Before the final examination period, a student becomes so ill that s/he is unable to sit some or all of the final examinations, in which case the student must act according to 17.2.1.
 - (3) A student takes a leave of absence due to reasons in 18.1 or 18.2.
 - (4) A student is suspended for reasons other than those stated in Clause 20.
 - (5) The Dean has approved of the change from grade I to grade W in the cases described in 12.2.3(1) or 12.2.3(2) or 12.2.3(3) as a result of the continuing illness or the unforeseeable circumstance.
 - (6) A student who has fulfilled less than 80% of attendance as a visitor to a course, or who has been adjudged by the instructor to be lackadaisical.
 - (7) A student has breached registration terms and conditions.
- 12.2.10 Grade X shall be given in the event that the evaluation results of a course have not been submitted to the Educational Service Centre.

***This regulation was cancelled 12.2.5 and use the Fourth 2002 regulation instead.**

Clause 13 Academic Evaluation and Grade-Point Average Calculation

13.1 Academic evaluation shall be conducted at the end of each semester.

13.2 A student's grade-point average is calculated in the following ways.

13.2.1 The semestral grade-point average, which indicates a student's academic performance level in each semester, is calculated by multiplying the number of credits of each course with the grade number earned by the student for the semester in question, adding up the results of all courses, and dividing the total result with the number of semestral credits.

13.2.2 The cumulative grade-point average, which indicates a student's academic performance from the beginning semester to the semester in which the grade-point average is being calculated, is calculated by multiplying the number of credits of each course with the grade number earned by the student since the beginning semester, adding up the results of all courses, and dividing the total result with the number of cumulative credits.

13.2.3 A grade-point average shall retain two decimals, which shall not be rounded up or down.

13.2.4 In the event that a student has been given grade I, M or X for any course, the grade-point average calculation for that student shall be pending.

Clause 14 Course Repetition or Substitution

14.1 A student receiving grade F, U or W in a compulsory course must repeat the course so as to earn grade A, B+, B, C+, C, D+, D or S.

14.2 A student receiving grade F, U or W in an elective may either repeat the course or register for another elective as a substitute.

14.3 A student receiving grade D or D+ in any course may repeat the course.

14.4 Course repetition as described in 14.3 is called 'reinforcement study'.

Section Eight

Classification of Student Status and Leave of Absence

Clause 15 Classification of Studentship

*15.1 A student's study results in a summer session shall be calculated together with the study results that s/he acquires in the next regular semester,

***This regulation was cancelled 15.1 and use the Thirteenth 2005 regulation instead.**

whereby the student's semestral and cumulative credits can be calculated and his/her status classified.

15.2 Students who have passed all of the courses required by the curriculum shall be classified at the end of their last semester or summer session to decide whether or not they are eligible for a degree certificate. Students who are in their first semester shall be classified at the end of their second semester.

15.3 A student's status can be classified into one of two types: regular status and academic probation status

15.1.1 Regular Status

- (1) A student in his/her first semester has a regular status.
- (2) A student whose grade-point average is 2.00 or higher has a regular status.

15.1.2 Academic probation Status

A student whose grade-point average is between 1.50 and 1.99 has an academic probation status.

Clause 16 Classification of a Student by Year

Classification of a student by year is based on the proportion of the credits earned by the student to the total number of credits required by the curriculum.

Clause 17 Leave of Absence from a Class or an Examination

17.1 The validity of a student's leave of absence from a class is subject to the instructor's discretion.

17.2 A student who needs to take a leave of absence from an examination for a business or medical reason must follow the following procedures.

17.2.1 If a student needs to take a leave of absence from some or all of the examinations due to an illness which has started before the end of a semester and has continued to the examination days, the student must submit to the instructor a leave-of absence request together with a medical certificate issued by a state infirmary or by a private infirmary approved by the Ministry of Public Health. If the instructor consents to the request, the Dean shall subsequently grant his/her approval thereof.

17.2.2 If a student needs to take a leave of absence from some or all of the examinations due to an illness suffered during the examination period, the student must submit to the Dean for approval a leave-of-absence request together with a medical certificate issued by a state infirmary or by a private infirmary approved by the Ministry of Public Health.

17.2.3 If a student misses an examination due to an unforeseeable circumstance, the student must submit a leave-of-absence request stating the reason thereof to the Dean for approval.

Clause 18 Semestral Leave of Absence

18.1 A semestral leave-of-absence request may be submitted to the Dean in the following cases.

18.1.1 A student is conscripted into the military.

18.1.2 A student is granted a scholarship for an international exchange programme or any other scholarship which the University deems suitable.

18.1.3 By a physician's order, a student is subject to convalescence amounting to more than 20% of the total class time in a given semester. In this case, the request must be submitted together with a medical certificate issued by a state infirmary or by a private infirmary approved by the Ministry of Public Health.

18.1.4 A student has a personal reason. This request can be granted on the condition that the student has been a Mae Fah Luang University student for a minimum of one semester and possesses a minimum grade-point average of 2.00.

18.2 If a student has an unforeseeable need to take a semestral leave-of-absence, the student must submit a request to the Dean as soon as possible, and the request shall be considered and approved by the School Committee.

18.3 The maximum duration of a semestral leave of absence in the manners described in 18.1 and 18.2 is two semesters. Should a student need to continue his/her semestral leave of absence, the student must repeat the submission procedure.

18.4 A student's approved semestral leave of absence, except for the reason stated in 18.1.1, is regarded as part of the student's overall study duration.

18.5 During a student's approved semestral leave of absence, the student must

pay, according to the University's regulation, the continuance fee to the University on a semestral basis. Otherwise, his/her studentship shall be revoked. However, if a semestral leave of absence is taken in a semester for which the student has already paid the education fee, the student needs not pay the continuance fee.

18.6 A student on a semestral leave of absence who wishes to resume his/her study must submit a resumption request to the Dean for approval, of which the Educational Service Centre must be notified at least one week before the course-registration period of each semester.

18.7 A student whose resumption request has been granted shall retain his/her studentship.

Clause 19 Resignation

A student who wishes to resign must obtain a statement from the Finance Office certifying that the student owes no debt to the University and submit it to his/her advisor together with a completed resignation form, both of which shall be forwarded to the Dean and the President respectively for approval. It is imperative that the student's parent or person in loco parentis, whose signature has been given to the University as evidence, sign on the student's resignation form to give approval thereof.

Section Nine Penalties for Wrongdoing

Clause 20 Penalties for Wrongdoing

*20.1 If a student commits an offence or is an accomplice to an offence during an examination, the School Committee shall take penal action in the ways prescribed hereunder.

*20.1.1 A student caught cheating shall receive grade F for the course in whose examination the offence has been committed. In addition, the student is subject to a minimum of one-semester suspension or revocation of his/her studentship. The student is, however, eligible for his/her deserved results for the courses whose examinations s/he has already taken, and is eligible for the examinations which s/he has yet to sit.

*20.1.2 A student found attempting to cheat shall receive grade F for the course in whose examination the offence has been committed. In addition, the student may be subject to a maximum of one semester suspension.

*20.1.3 Violations of other examination regulations are subject to due penalties, which shall be at least as severe as the lightest penalty stated in 20.1.1.

20.2 If a student commits an offence or is an accomplice to an offence concerning education, the School Committee shall take proper penal action.

20.3 The Dean shall impose the penalty based on the School Committee's resolution, and shall notify the University accordingly.

20.4 A suspension period shall begin at the end of the semester in which the offence has been committed and shall continue without break. The suspension period shall be regarded as part of the student's overall study duration and shall be used in the process of classification of the student by year.

20.5 A suspended student must pay the continuance fee every semester; otherwise, his/her studentship shall be revoked.

20.6 A student who has served his/her suspension and wishes to resume his/her study must submit a resumption request to the Dean for approval, of which the Educational Service Centre must be notified at least one week before the course-registration period of each semester.

Section Ten Student Transfer

Clause 21 Transfer of Students from Other Higher-Education Institutions

21.1 Mae Fah Luang University accepts students transferred from other higher-education institutions which have compatible educational systems and standards. If seats are available, the concerned School and Department shall consider transfer requests.

21.2 A transferring student must meet the requirements of the Department to which s/he shall be transferred.

21.3 A transferring student must not have been dismissed from his/her former institution.

***This regulation was cancelled 20.1 and use the Thirteenth 2010 regulation instead.**

***This regulation was cancelled 20.1.1, 20.1.2, 20.1.3 and use the Eleventh 2008 regulation instead.**

- 21.4 A transferring student must have completed a minimum of one academic year in his/her former institution and must have earned a minimum grade-point average of 2.00.
- 21.5 A transferring student must submit a request to the Educational Service Centre at least 30 days before the beginning of the semester in which s/he wishes to be enrolled.
- 21.6 Transfer of credits shall be based upon the **Credit Transfer Criteria**. (See Mae Fah Luang University Directive for Credit Transfer Criteria on page 41.)
- 21.7 The concerned School shall consider the possibility of credit transfer.
- 21.8 A transferring student must complete his/her study within the study duration specified by the University, which includes the study time spent in the former institution.
- 21.9 A transferring student's grade-point average shall be calculated based upon the student's transferred credits and credits earned while studying in Mae Fah Luang University.

*Clause 22 Change of Discipline

- 22.1 A student who wishes to change his/her discipline must have the following qualifications.
 - 22.1.1 The student is currently majoring in a discipline.
 - 22.1.2 The student has studied in the said discipline for at least one semester.
 - 22.1.3 The student is academically qualified and adequately skilled for the requirements of the discipline to which s/he wishes to transfer.
- 22.2 The student must submit a change-of-discipline request to the Educational Service Centre at least 30 days before the end of the semester.
- 22.3 The request shall be granted only if the Department to which the student wishes to transfer has available seats and the School Committee which supervises the Department has given its consent.
- 22.4 A student is allowed to change his/her discipline only once.

Clause 23 The University shall announce the list of students whose transfer or change of discipline has been approved.

***This regulation was cancelled 22 and use the Tenth 2005 regulation instead.**

Section Eleven

Termination of Studentship

Clause 24 Termination of studentship applies to the following cases.

- 24.1 A student has fulfilled the curricular requirements and is eligible for a degree certificate, as described in Clause 25.
- 24.2 A student's resignation has been approved by the President.
- 24.3 A student lacks one or more of the qualifications stated in Clause 5.
- 24.4 A student fails to register within the first two weeks of a semester or fails to pay the continuance fee. In either of these cases, the student may submit a studentship retention request to the President for consideration and approval.
- 24.5 After classification by year, a student's grade-point average is below 1.50.
- 24.6 A student on academic probation (see Clause 15) has failed to achieve a grade-point average of 1.80 or higher for two consecutive semesters.
- 24.7 A student who has been on academic probation for four consecutive semesters still has not fulfilled all of the academic probation requirements.
- 24.8 After having spent a total of 16 semester, a student in a four-year programme fails to have earned the total number of credits required by the programme, or fails to achieve a grade-point average of at least 2.00. After having spent a total of 24 semesters, a student in a six year programme fails to have earned the total number of credits required by the programme, or fails to achieve a grade-point average of at least 2.00.
- 24.9 The Dean orders that a student's studentship be revoked according to 20.3.
- 24.10 A student has violated other University regulations and the University has revoked his/her studentship.
- 24.11 A student is deceased.

Section Twelve

Reception of Academic Degrees

Clause 25 A student is eligible for an academic degree upon the following conditions.

- 25.1 A student with all of the following qualifications is eligible to receive an academic degree.
 - 25.1.1 The student must be studying in his/her final semester and fulfilling all of the curricular requirements set by the School.

- 25.1.2 In a four-year programme, the student must have completed a minimum of seven semesters or equivalent; in a six-year programme, the student must have completed a minimum of eleven semesters.
- 25.1.3 The student must have decent behaviour.
- 25.1.4 The student must not owe any debts to the University.
- 25.2 A student with the qualifications described in 25.1 must submit an academic degree reception request to the Educational Service Centre within the specified date; otherwise, the University Council may not be able to consider and approve of the student's request within the same semester.
- 25.3 If a student with the qualifications described in 25.1 wishes to register for additional courses in the following semester and thereby postpone his/her degree reception, the student must submit a request to the Educational Service Centre within the first two weeks of the semester, together with his/her advisor's consent and the Dean's approval.
- 25.4 For students with the qualifications described in 25.1 who do not submit an academic degree reception request within the specified date, or who do not state their wish to take additional courses, the Educational Service Centre may gather their names and submit them to the University Council for approval of degree conferment, in which case such students must pay the continuance fee for the next semester.

Section Thirteen

Conferment of Degree Certificates, Honours and Medals

Clause 26 The following procedure applies to the conferment of degree certificates.

Through the consent of the School Committee, the Dean shall submit to the University Council the names of the students who have fulfilled the curricular requirements with grade-point averages of 2.00 or higher for approval of degree conferment.

Clause 27 The following conditions apply to the conferment of honours degrees.

27.1 A student with all of the following qualifications is eligible to receive an honours degree.

27.1.1 In a four-year programme, the student must have completed all of the curricular requirements within four academic years or equivalent; in a six-year programme, the student must have completed all of the

curricular requirements within six academic years or equivalent.

27.1.2 The student must have earned all of the credits required by the curriculum, within the period specified by the curriculum.

*27.1.3 The student must not have received grade F or U.

*27.2 A student with the qualifications described in 27.1 who possesses a grade-point average of 3.50 or higher is eligible for the first-class honours.

27.3 A student with the qualifications described in 27.1 who possesses a grade-point average of between 3.25 and 3.49 is eligible for the second-class honours.

27.4 Through the consent of the School Committee, the Dean shall submit the names of the students eligible for honours degrees to the University Council for approval.

Clause 28 The following conditions apply to the conferment of medals.

28.1 The first-class-honours student who possesses the highest grade-point average in his/her discipline and in the same academic year is entitled to a medal.

28.2 The medalist-section procedure shall be taken at the end of every academic year.

Issued this twenty-seventh date of April 1999

Signed Prachuab Chaiyasan
(Prachuab Chaiyasan)
Chairman, Mae Fah Luang University Council

***This regulation was cancelled 27.1.3 and use the Fourteenth 2017 regulation instead.**

***This regulation was cancelled 27.2 and use the Seventh 2004 regulation instead.**