



## **Mae Fah Luang University's Examination Rules For Bachelor's Degree Education, 2007**

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Mae Fah Luang University has considered it necessary to amend and update its Bachelor's Degree Examination Rules, 1999. Therefore, empowered by Article 17 (2) of the 1998 Mae Fah Luang University Charter, and by the University Council Resolution reached in the 2/2007 meeting on 20 April 2007, the University Council hereby issues Mae Fah Luang University's Examination Rules For Bachelor's Degree Education, 2007, as detailed hereunder.

Clause 1      These rules are collectively referred to as 'Mae Fah Luang University's Examination Rules For Bachelor's Degree Education, 2007'.

Clause 2      These rules apply to bachelor's degree students and are effective as of academic year 2005.

Clause 3      'Mae Fah Luang University's Examination Rules For Bachelor's Degree Education, 1999' has been annulled and replaced by the rules stated herein.

Clause 4      In these rules:

- 'The University' refers to 'Mae Fah Luang University'.
- 'The School' refers to an academic school, an institute, a centre and a division of the University.
- The Dean' refers to the dean of an academic school and the director of an institute, centre and division of the University.
- 'The School Board' refers to the board of an academic school and that of an institute, centre and division of the University.
- 'The Examination Committee of the Academic Year' refers to the administrators, instructors, staff and employees of academic schools, institutes, centres and divisions, who are appointed by the University to supervise the administration of examinations in each academic year.
- 'The Examination-Copies Production Sub-committee' refers to the administrators, instructors, staff and employees of academic schools, institutes, centres and

divisions, who are appointed by the University to produce copies of examination papers in each academic year.

'The Examination Proctoring Sub-committee' refers to the administrators, instructors, staff and employees of academic schools, institutes, centres and divisions, who are appointed by the University to proctor the examinations in each academic year.

'The Medical Consideration Sub-committee' refers to the administrators, instructors, staff and employees of academic schools, institutes, centres and divisions, who are appointed by the University to consider examination-absence requests due to health or medical problems in each academic year.

'The Examination Venue and Audiovisual Equipment Sub-committee' refers to the administrators, instructors, staff and employees of academic schools, institutes, centres and divisions, who are appointed by the University to prepare the venues and audiovisual equipment for the examinations in each academic year.

'The Examination' refers to the midterm examination, the final examination and any other examination administered by the University or School.

'The Examination Paper' refers inclusively to the question sheet, answer sheet and answer-booklet required by the University or School for an examination.

'The Examinee' refers to any Mae Fah Luang University student, whether enrolled in a regular programme or a special programme.

'Bachelor's Degree Education' refers to the level of education as defined by Article 50 of the 1998 Mae Fah Luang University Charter.

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

Clause 6 A course taught by several instructors, or a course with many sections taught by the same instructor, must have only one, identical examination paper, and the School shall appoint one instructor as course coordinator.

Clause 7 The School Board shall appoint an Examination Committee of the Academic Year.

Clause 8 The Examination Committee of the Academic Year is entrusted with the authority to perform the following duties.

8.1 Selecting suitable persons and nominate them to the President for appointment to the following sub-committees:

- 8.1.1 'The Examination-Copies Production Sub-committee', assigned to produce, store, release and destroy all copies of examination papers;
  - 8.1.2 'The Examination Proctoring Sub-committee', assigned to proctor examinations in accordance with Mae Fah Luang University Examination Proctoring Directions, 2007;
  - 8.1.3 'The Medical Consideration Sub-committee', assigned to consider medical certificates and examination-absence requests due to health or medical problems;
  - 8.1.4 'The Examination Venue and Audiovisual Equipment Sub-committee', assigned to prepare the venues and audiovisual equipment for the examinations.
- 8.2 Determining examination venues;
  - 8.3 Determining methods of production, storage and destruction of examination copies;
  - 8.4 Determining methods of release and reception of examination papers;
  - 8.5 Ensuring that the examinations are administered in accordance with Mae Fah Luang University Examination Proctoring Directions, 2007, and with Mae Fah Luang University's Examination Regulations For Students, 2007;
  - 8.6 Considering and arbitrating examination-related problems or disputes, the results of which being final;
  - 8.7 Reporting examination sub-committee members' performance to the Dean;
  - 8.8 Performing examination-related duties as assigned by the Examination Committee of the Academic Year.

Clause 9 If an examination cannot be administered due to an unforeseeable circumstance, the Chairperson of the Examination Committee of the Academic Year has the authority to take a proper course of action 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 of the Academic Year shall consider whether the student deserves the right to sit a later-scheduled examination, while maintaining the effectiveness of the examination and ensuring fairness to the

examinees. The Chairperson of the Examination Committee of the Academic Year shall duly notify the involved School of the Committee's decision.

Clause 11 For a 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 Academic Year of the date, time and venue of the examination and the names of the proctors.

Clause 12 The conditions for students' eligibility to sit examinations are stated in Mae Fah Luang University's Rules For Bachelor's Degree Education, 1999, and its subsequent amendments, and in Mae Fah Luang University Rules Concerning Student Discipline, 1999.

A student who is enrolled as a visitor to a course or has withdrawn a course and received a W grade is not eligible to sit any examinations for that course.

Clause 13 The President retains the authority to enforce this set of rules and to issue rules, regulations, and notifications in support of this set of rules.

Issued this twenty-third date of April, 2007.

Signed Pol-Gen Pow Sarasin  
(Pow Sarasin)  
Chairman, Mae Fah Luang University Council