



**Mae Fah Luang University's  
Examination Regulations For Students, 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 Clause 13 of Mae Fah Luang University's Examination Rules For Bachelor's Degree Education, 2007, and consented by Mae Fah Luang University Academic Council Resolution reached in the 4/2007 meeting on 3 April 2007, Mae Fah Luang University has amended Mae Fah Luang University's Examination Regulations For Students as follows.

Clause 1 This set of regulations is called 'Mae Fah Luang University's Examination Regulations For Students, 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 regulations:

'The University' refers to 'Mae Fah Luang University'.

'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.

'Cheating in an examination' refers to an examinee's possession of textbook(s), note(s), document(s) and/or communication device(s) in the examination room and use thereof for the benefit of the examination, including any act aimed at obtaining an answer dishonestly, providing any other examinee with an answer and any other similar act, unless specified otherwise in writing on the examination paper.

'Inclination to cheat' refers to an examinee's possession of textbook(s),

note(s) documents(s) and/or communication device(s) in the examination room but without use thereof for the benefit of the examination, including an attempt to communicate between examinees of the same examination and any other similar act, unless specified otherwise in writing on the examination paper.

Clause 5 The examinee must sit the examination strictly as scheduled' by the University or School.

In the case that an examination is scheduled off the regular timetable, the examinee must sit the examination according to the University's or School's latest announcement, lest an absence from the examination.

Clause 6 The examinee must produce to the proctor before every examination his/her student identification card or a temporary student identification paper or any other photograph-bearing card issued by a state authority. The examinee must also sign the Examination Sign-up Form as proof of sitting the examination. If the examinee is without any such identification, the examinee must contact the Examination Committee of the Academic Year at the Examination Committee Centre to obtain an Examination Permit.

In case that the examinee's name is neither on the Examination Sign-up Form nor on the Examination Right Certification, the proctor shall not allow the examinee to sit the examination and the examinee must report immediately to the Examination Committee of the Academic Year at the Examination Committee Centre.

In the case that the examinee is in a wrong examination room, the proctor shall take the examinee to the correct room.

Clause 7 An examinee must be dressed in strict accordance with the 1999 Mae Fah Luang University Students' Dress Code.

Clause 8 The examinee must have his/her own stationary items, such as pens, pencils, a rubber, a ruler, a T-square, a protractor or a compass. Lending or borrowing during the examination is prohibited, unless permitted by the proctor.

Clause 9 Textbooks, notes, documents, calculators, or instruments related to an examination are prohibited in the examination room, unless permitted by the course instructor, with clear indication on the examination paper.

Clause 10 The examinee must enter the examination room at the examination-start signal.

If the examinee is more than fifteen minutes but less than thirty minutes late for the examination, the examinee must complete and sign the Examination Report Form in order to be permitted to sit the examination, and no extra time will be given to the late examinee.

If the examinee is more than thirty minutes late for an examination, s/he is by no means permitted to sit the examination. The examinee must report and submit a written reason or explanation immediately to the Chairperson of the Examination Committee of the Academic Year to consider whether the examinee shall be allowed to take the examination at a later time. The Chairperson of the Examination Committee of the Academic Year shall then notify the involved School accordingly.

- Clause 11 When seated in the examination room, the examinee must write clearly on the answer-booklet or answer-sheet his/her name, surname, student identification number and any other required information, before starting doing the examination at the start signal or proctor's permission.
- Clause 12 During the examination, the examinee must not speak or communicate in any way with any other examinee, and must not do anything that might disturb the other examinees. The proctor retains the authority to warn the examinee against such an act.
- Clause 13 The examinee must strictly follow the examination directions. Once the answer has been submitted, no change of any kind is allowed to be made.
- Clause 14 If the examinee needs an additional answer-booklet or answer-sheet, or an instrument required for the examination, or any explanation, the examinee can inform or enquire only the proctor.
- Clause 15 The examinee must not tear any page or any part of the examination paper or take all or part of it out of the examination room.
- Clause 16 The examinee is allowed to leave the examination room only after forty-five minutes of examination time have elapsed and after his/her examination paper has been collected by the proctor.

In case that an examinee needs to leave the examination room temporarily (such as for the toilet), the examinee must ask for the proctor's permission, and the proctor shall consider the request at his/her discretion.

- Clause 17 After the examinee has submitted his/her answer to the proctor, the examinee must leave the examination room and its vicinity immediately without doing anything that might disturb the other examinees.

Clause 18 If the examinee wishes to submit his/her answer before time, the examinee must raise his/her hand to signal the proctor to collect the examinee's answer, after which time the examinee is allowed to leave the examination room.

Clause 19 When the examination time is up, the examinee must stop writing, place the examination paper and the answer booklet or answer-sheet on his/her desk (with an additional answer-booklet or answer-sheet, if any, inserted in the first answer booklet or put under the first answer-sheet) and wait for the proctor to collect all of the papers, before leaving the examination room.

If the examinee fails to do as directed in the previous statement, the proctors shall report his/her misdeed to the Chairperson of the Examination Committee of the Academic Year for further action.

Clause 20 The examinee who violates any of (the regulations stated herein, or does anything suspicious, is subject to search by the proctor.

Clause 21 The examinee must acknowledge and strictly follow Mae Fah Luang University's Examination Regulations For Students, 2007, as well as other examination-related regulations, rules or notifications in support of this set of regulations.

In case of violation, Mae Fah Luang University retains the authority to enforce Clause 20 of Mae hah Luang University's Rules For Bachelor's Degree Education, 1999.

Issued this first date of May, 2007

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