



Mahidol University International College
Announcement on Examination Regulation and Makeup
For International College Students 2019

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The faculty committee meeting of 4/2019 on 17th April 2019 passed a resolution to adjust the Examination Regulation and Makeup for international college students.

By virtue of Section of Mahidol University Act B.E. 2551 and the resolution passed in the faculty committee meeting of 4/2019 on 17th April 2019, the Dean of the International College has announced the following:

1. To cancel the Announcement of Mahidol University International College of Examination Regulation and Makeup for International College Students 2015, dated 10th November 2015.

2. In this announcement:

"College" means Mahidol University International College.

"Dean" means Dean of Mahidol University International College.

"Lecturer" means Lecturer of that course.

"Examination" means midterm examination and final examination.

3. Examination Regulations:

3.1 A student must present his / her student I.D. based on the university regulations. If the student has no student I.D., the student must contact the Registrar of Education Administration to request for the issuance of a temporary examination I.D. and pay 500 Baht per 1 course examination for the temporary examination I.D.

3.2 A student must dress properly based on the university regulations. A person who is wearing jeans, short skirt, sandals and/or flip flops is not allowed to enter the examination room.

3.3 A person who is not a student or not on the name list for that course is not allowed to take the examination, either for his / her own or others' benefits.

/3.4 A student who...

3.4 A student who requests to enter the examination room 30 minutes after the examination has started will not be allowed to take the examination.

3.5 A student must sit according to the assigned number and must sign on the examination name list.

3.6 A student is allowed to place the examination stationeries such as pen, pencil and valuables near himself / herself.

3.7 A student is not allowed to keep mobile phone, communication device and/or all types of electronic recorder with themselves during examination time.

3.8 A student is not allowed to bring textbook, notes, documents, calculator, or anything that has formula, message, and symbol that are related to that course into the examination unless the lecturer has allowed it by stating on the examination paper. In case of allowing dictionary or other equipment, said equipment must be checked by invigilator or lecturer and not allow the use of electronic dictionary during the examination.

3.9 A student is not allowed to talk during the examination. In case of questions, a student should raise his / her hand to ask the lecturer or invigilator directly.

3.10 A student is not allowed to leave the examination room 30 minutes after the examination has started. They are allowed to leave the examination room only after the invigilator has collected the examination paper, answer sheet and/or answer paper.

3.11 In case a student needs to leave the examination room temporarily during the examination, it must be approved by the lecturer, with the staff / invigilator following the student outside. If the student leaves the examination room without any approval, the examination will be considered done and he / she must submit the examination paper immediately.

3.12 A student is not allowed to copy, take a photo, tear or bring the examination paper, answer book, question paper, and/or answer sheet out of the examination room unless approved by the lecturer.

3.13 A student is not allowed to send or receive any information through email or all kinds of electronic devices during the examination unless approved by the lecturer.

3.14 A student who is suspected of cheating or is caught red-handed and/or associated with cheating in the examination will receive disciplinary action according to the Rules and Policies about Student Discipline 2018 of Mahidol University.

/3.15 A Student who...

3.15 A student who does not attend the examination as on the date and time specified by the university will be marked as absent from the examination. His / her examination score will be marked as “Zero” unless the student has approval to be absent from the examination and approval for the makeup examination. In this case, the score will be marked as “I” until the adjustment.

3.16 In case a student is suspected to be cheating on the examination, the invigilator and/or staff, lecturer has a right to check/search the belongings and student’s body as needed.

3.17 If before or during the examination there is reliable information that the examinee is suspected of cheating, even if the examination paper has been already marked, if there is proof that the examination is not fair and equal, the Dean may declare the examination to be invalid and will arrange a new examination or evaluate the results through other appropriate procedures.

4. Makeup Examination Approval Rule

College will allow for makeup examination for the following reasons:

4.1 A student who has been seriously injured or sick, with a doctor’s recommendation to be confined in a hospital. A doctor’s certificate with the corresponding medical expense bills should be presented.

4.2 A family member such as a parent, sibling, legal stepsister or brother has passed away during the examination period. A photo, death certificate, and copy of house registration to show the relationship should be presented.

4.3 A student who joins a university event. A document issued by the Student Affairs Office should be presented.

4.4 A student who joins selection of conscript for army service. The official of selection of conscript for army service document should be presented.

5. Makeup Examination Request Method

5.1 A student who wishes to request for a makeup examination must follow these steps:

5.1.1 The student must inform the lecturer and officer of Education Affairs Office, at the first chance in any way;

5.1.2 The student must fill up the makeup examination form at Education Management, Education Affairs Office.

/5.1.3 The student...

5.1.3 The student must submit the makeup examination form with the corresponding evidence to the lecturer and the head of that subject field for approval before the deadline.

(a) In case of the makeup examination reason as 4.1, the student must submit the makeup examination form with the corresponding evidence to the lecturer and officer of Education Management, Education Affairs Office within 7 days after the examination date. The university allows the guardian and/or friend to proceed on behalf of the student.

(b) In case of the makeup examination reason as 4.2, the student must submit the makeup examination form with the evidence to the lecturer and officer of Education Management, Education Affairs Office within 7 days after the examination date.

(c) In case of the makeup examination reason as 4.3 or 4.4, the student must submit the makeup examination form with the evidence to the lecturer and officer of Education Management, Education Affairs Office at least 2 weeks before the examination date.

5.1.4 Students must submit the approved request from the lecturer and the head of that subject field respectively with the evidence to the Education Management, Education Affairs Office to prepare the makeup examination later on.

5.2 The Education Affairs Office will prepare the invigilator for the makeup examination for the midterm and final examination period based on the University Calendar Announcement only.

5.3 In case the student is allowed to do the makeup examination as 4., the lecturer must assign the date and time of the makeup examination within the examination time as 5.2 and submit the examination paper to the Education Management, Education Affairs Office for the operation.

5.4 If the makeup examination is not on the mentioned period as 5.2, that course lecturer must be the invigilator. The secretary will not be the invigilator of that subject field.

/6. In case...

6. In case any problem in following this announcement arises, the Dean has all the power for judicial or administrative interpretation and order. The Dean's administrative interpretation is the final authority.

This announcement shall be effective onward.

Announced on 13 June B.E. 2562 (2019)



(Assoc. Prof. Chulathida Chomchai, M.D.)

Dean of Mahidol University International College