



Announcement of Mahidol University International College
Examination Regulations and Criteria for Makeup Exam Requests
B.E. 2568 (2025 A.D.)

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Whereas it is deemed appropriate to revise the examination regulations and the criteria for requesting makeup examinations for students of Mahidol University International College to ensure greater appropriateness and alignment with operational practices,

By virtue of Clause 10 (6) of the Mahidol University Regulations Regarding the Management of Mahidol University International College, the College of Management, and the College of Music B.E. 2553 (2010 A.D.) and its revised editions, and at the 7/2025 meeting of the Faculty Committee of Mahidol University International College, dated 13 August 2025, Mahidol University International College hereby issues the following announcement:

Clause 1 To cancel the announcement as follows:

1.1 The Announcement of Mahidol University International College Regarding Examination Regulation and Makeup for International College Students (2019), dated June 13, 2019;

1.2 The Announcement of Mahidol University International College Regarding Examination Regulation and Makeup for International College Students (2nd Edition) B.E. 2566 (2023 A.D.), dated February 21, 2023; and

1.3 The Announcement of Mahidol University International College Regarding Examination Regulation and Makeup for International College Students (3rd Edition) B.E. 2566 (2023 A.D.), dated July 13, 2023.

Clause 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 quiz, midterm examination, and final examination, including online examination conducted through systems provided by Mahidol University International College

/"Proctor" means...

"Proctor" means Mahidol University International College staff member and/or a person authorized by Mahidol University International College to conduct and supervise examinations

Section 1

Examination Regulations

Clause 3 Students must attend Examination on the date and time specified by the College and strictly comply with the rules and conditions set for the Examination.

Clause 4 Students must have completed the registration payment before being allowed to take the Examination of each course. A person who is not a student or not on the name list for the course is not allowed to take the Examination.

Clause 5 Students must present their student I.D. card in accordance with university regulations. If a student does not have their student I.D. card, they must contact the Registrar Unit to request the issuance of a temporary examination I.D. card and pay 500 Baht per course Examination for the temporary examination I.D. card.

Clause 6 Students must dress properly in accordance with the Mahidol University Regulation Regarding Student Uniform B.E. 2564 (2021 A.D.). Students wearing jeans, short skirts, sandals, and/or flip-flops will not be allowed to enter the examination room.

If a student is found to be improperly dressed, the Proctor or Lecturer has the authority to issue a warning and confiscate the student I.D. card. The student I.D. card will be submitted to the Office of Student Affairs for recording of the student's conduct. The student may retrieve their student I.D. card afterward.

Clause 7 Late Arrival to Examination

If student arrives late to the Examination but within 30 minutes after the start time, they will be allowed to take the exam without any extension of time. However, if a student arrives more than 30 minutes after the Examination has begun, they will not be permitted to take the exam and will be considered absent for that course's Examination.

Clause 8 Students must sit according to their assigned seat number, sign the examination attendance list each time, and are not allowed to leave the examination room within 30 minutes after the exam has started.

/Clause 9 Students...

Clause 9 Students are allowed to place only essential examination materials near them, such as pens, pencils, erasers, correction pens, and valuable personal items.

Clause 10 Students are strictly prohibited from bringing communication devices, electronic equipment, or any electronic data storage devices into the examination room. This includes mobile phones, smartwatches, and all other types of electronic devices. The use of any such devices during the Examination is strictly not allowed unless prior permission has been granted by the Lecturer.

Clause 11 Students are strictly prohibited from engaging in any actions that may lead to gaining access to examination questions or answers. This includes bringing textbooks, notes, documents, calculators, or any items containing formulas, text, symbols, or other course-related content into the examination room, as well as using tools that assist in finding answers—unless explicitly permitted by the Lecturer in the exam paper or online examination instructions.

Clause 12 Students are strictly prohibited from using dictionaries or any other electronic devices or tools for language translation during Examinations, such as translation applications, unless expressly permitted by the Lecturer. In such cases, all these devices must be inspected by the Proctor or Lecturer beforehand.

Clause 13 Students are not allowed to talk, consult, or exchange any Examination-related information, including questions and answers, with other students without explicit permission during the Examination. This regulation also applies to take-home exams. If students have any questions, they may raise their hand to ask the Lecturer or Proctor directly.

Clause 14 Students are not allowed to copy, take photo, tear or bring examination paper, answer book, question paper, and/or answer sheet out of the examination room unless approved by the Lecturer.

In the case of online Examinations, leaking or distributing examination questions, question papers, or any part thereof in any manner that may result in access by unauthorized persons—as well as disclosing or providing usernames, passwords, or any similar information to individuals who are not authorized to access the Examination and/or evaluation system, shall be regarded as cheating in the Examination.

/Clause 15 Students...

Clause 15 Students can leave the examination room only after the Lecturer and/or Proctor has collected their examination papers and answers. This applies whether submissions are in hard-copy (paper-based) or electronic format. Once a student leaves the examination room, the Examination for that subject is immediately considered concluded, even if it is later discovered that the Lecturer and/or Proctor did not receive the examination materials.

Should a student need to leave the examination room temporarily during the Examination, they must first obtain permission from the Lecturer and/or Proctor. Additionally, a staff member or Proctor must accompany the student at all times while they are outside the examination room. A temporary departure under these conditions will permit the student to return and resume the Examination.

Clause 16 Any student who violates regulations Clauses 10, 11, 12, 13, or 14, and who has been warned by the Proctor or Lecturer, shall be considered to have violated the examination regulations and demonstrated intent to cheat on the exam.

Students who appear suspicious to be cheating and/or associated to cheating in the Examination will receive disciplinary action according to Mahidol University Regulation Regarding Student Code of Conduct B.E. 2561 (2018 A.D.), and its revised editions.

Clause 17 Students who do not attend the Examination as on date and time specified by the College, will be marked as absent from the Examination. This examination score will be marked as “zero,” unless the student has approval to be absent from the Examination and approval for the makeup Examination, but the score will be marked as “I” until the adjustment.

Clause 18 Where there is credible evidence that a student has gained prior access to the examination questions—either before or during the exam—through dishonest means (i.e. leakage), resulting in unfairness to other students, even if the Examination has already been graded, the Dean retains the authority to declare the Examination invalid and/or to revise the assessment method and/or to arrange a new Examination or evaluation through other appropriate procedures accordingly.

Clause 19 Before and during the Examination, if any event causes a delay or disruption, or if the Examination cannot proceed, the Lecturer shall have the authority to decide and take appropriate actions.

Section 2

Procedures of the Examination Proctors

Clause 20 During the Examination, the Proctors shall perform the following duties:

20.1 Before the Examination begins, Proctors must inspect and ensure the examination room is in order and ready for the Examination. They must also remain present in the room throughout the entire duration of the Examination;

20.2 When students begin entering the examination room, Proctors must announce the examination regulations, prohibit specific items, and inform the students of the procedures for that specific subject to ensure all students are aware;

If any student is found bringing prohibited items into the examination room before the exam begins, the Proctor shall warn the student and require compliance with the regulations. However, if prohibited items are found during the Examination, they will be considered as intent to cheat; and

20.3 When a student is allowed to leave the examination room temporarily in accordance with regulation Clause 15, the Proctor shall supervise and inspect the student both before leaving and upon re-entering the examination room.

Clause 21 Proctors shall record and report any student misconduct or violations of examination regulations to the central examination coordinator and the Lecturer;

Clause 22 Proctors shall investigate any reasonable suspicion of cheating;

In case there is reasonable suspicion that a student is cheating in the Examination, the Proctor and/or Lecturer has the right to inspect and search the student's belongings and person as necessary, and to confiscate any documents or devices suspected to be used for cheating. Such evidence shall be submitted to the relevant authorities for further action.

Section 3

Makeup Examination Request Criteria

Clause 23 College will allow for makeup Examination as enumerated by the following cases:

23.1 A student who is seriously ill, to the extent that a physician recommends hospitalization and/or continued recovery at home, or explicitly prescribes home rest, must submit the original medical certificate issued by a hospital, along with the official hospital receipt, as supporting evidence to verify the condition;

23.2 A family member of the student passed away such as parent, sibling, legal stepsister or stepbrother. The student must present the photo, death certificate, and copy of house registration to show the relationship;

23.3 A student who participates in College or university activities or represents the country in events such as competitions, contests, or exhibitions, must present an official certification letter issued by the Office of Student Affairs, or the Office of Academic Affairs, or the responsible department;

23.4 A student participating in the Reserve Officers' Training Corps (ROTC) program must present an official certification letter issued by the Office of Student Affairs as supporting documentation.

In the case of military conscription selection, a student must present the original / official Military Conscription Summons (Form Sor Dor 35);

23.5 A student has a class or examination schedule that conflicts with the examination date and time, and must present evidence such as a class schedule and/or examination timetable; or

23.6 A student participating in an exchange program or other projects organized by the College or university. Participation must be approved and supported by an official certification letter issued by the Office of International Affairs, or the responsible internal unit of the College or university.

Clause 24 Student who wishes to request for the makeup Examination must perform the following:

24.1 Student must notify the Lecturer and staff at the Office of Educational Affairs at the earliest possible opportunity through any convenient channel such as in-person communication, telephone, or email;

24.2 Student must fill up the makeup examination form at the Office of Educational Affairs;

24.3 To request for a makeup Examination, a student must submit the makeup examination form along with all supporting evidence to his/her lecturer first. After that, it goes to the Division Chair of the subject field responsible for the course for approval. Once approved, the documents must be submitted to the staff of the Office of Educational Affairs within the specified timeframe in order to facilitate the arrangement of the makeup Examination:

(a) In the case of a makeup examination request under Clause 23.1, the student must submit the makeup examination request form along with supporting documents within 7 days after the examination date. The College allows a guardian and/or a friend to submit the request on behalf of the student;

(b) In the case of a makeup examination request under Clause 23.2, the student must submit the makeup examination request form along with supporting documents within 7 days after the examination date;

(c) In the case of a makeup examination request under Clauses 23.3, 23.4, 23.5, or 23.6, the student must submit the makeup examination request form along with supporting documents at least 2 weeks prior to the examination date.

Clause 25 If a student is absent from an Examination without valid and credible supporting evidence for consideration of a makeup exam, the absence shall be deemed unexcused, and the student will receive a score of "zero" for that exam.

Clause 26 In cases where a student misses an Examination and submits evidence for a makeup exam request that is proven to be false and/or involves forged documents, the Lecturer and/or relevant authorities shall reject the request and report the incident to the appropriate department for disciplinary action against the student.

Clause 27 The Office of Educational Affairs will assign the Proctor for the makeup Examination on the midterm and final examination periods in accordance with the College calendar announcement only.

Clause 28 In cases where a student is allowed to take a makeup Examination under Clause 23, the Lecturer must schedule the date and time of the makeup exam within the examination period specified in Clause 27, and submit the examination paper to the Office of Educational Affairs for administration.

Clause 29 If the makeup Examination is conducted outside the period specified in Clause 27, the Lecturer must personally supervise the exam.

Clause 30 In case of any problem in following this announcement, 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 September 8, 2025.



(Assoc. Prof. Dr. Yingyot Chiaravutthi)

Associate Dean

Acting Dean, Mahidol University International College