

Payap University Regulations
Examination Malfeasance in the Graduate School
2550

In order to have the procedures for consideration of student department be fair and virtuous concerning examination practices in the Graduate School, utilizing the authority granted under action 34 (2) of the 2546 Royal Decree on Private Higher Education , it is deemed appropriate for Payap University to establish the following regulations concerning examination malfeasance in the Graduate School:

Item 1 These regulations shall be called, "The 2550 Examination Malfeasance Regulations for the Graduate School of Payap University."

Item 2 These regulations shall be in effect as of the date of their announcement, and subsequently.

Item 3 All other regulations, rules, orders, and procedures or actions that are contrary to or are in conflict with these regulations are henceforth null and void.

Item 4 Definitions in these regulations:

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| The University | means Payap University |
| The President | means the President of Payap University |
| Student | means a graduate student of Payap University |
| Proctor | means a person or group of persons designated or appointed to proctor (invigilate) and/or supervise the administration of an examination according to the regulations stipulated by the university |
| Investigative Committee | means a committee set up under the regulations herein set forth |
| Examination | means a mid-semester examination, a final examination, or any other examination set by the university to evaluate the educational achievement of students, with the exception of tests set by the instructors themselves |

Section 1

Proctors and Investigative Committees

Item 5 Proctors operating under these regulations shall have the obligation to inspect, seize, confiscate or to take whatever necessary and appropriate additional action regarding the equipment, printed materials or other items that it is believed are pertinent to an act of examination malfeasance (or "cheating") under item 7, and immediately write the evidence and have the proctors sign it together, and following that they shall report the examination malfeasance according to the practices and steps stipulated by the university.

Item 6 When a student is charged with examination malfeasance the university shall appoint an investigative committee of five persons, within seven days counting the day that the report of the examination malfeasance is submitted. The committee shall consist of a chair, and the head of the legal affairs office or someone appointed by that official to act as committee member and secretary. The committee shall conduct an investigation of the charge and consider the offence and the punishment in accordance with these regulations to be meted out to the student who is guilty of examination malfeasance. This procedure of investigation shall take place after the accused student has completed all examinations in all subjects.

Section 2 Consideration of the Offense and Punishment

Item 7 The university holds that examination malfeasance is any action by which material is brought [into the examination room] or used in order to answer questions contrary to examination regulations and rules, or contrary to examination instructions or honest practice in general (during the duration of the examination); for example: questioning [another student] or surreptitiously looking at another examination [answer sheet], making notations, receiving or sending information or material between the examinee and other persons, no matter by what means, or using tools, equipment, including bringing materials, tools or technological equipment or any other specialized equipment into the examination room. Such performance is credible evidence that the items have been used or have been of benefit. Furthermore, substituting examinees and making or sending signals by any communication means are indications of examination malfeasance, as is taking action with the express intention of examination malfeasance.

Examination malfeasance is an offense punishable under these regulations.

Item 8 When there is convincing evidence of examination malfeasance the committee as per Item 6 above shall consider the infraction with the student who has committed the examination malfeasance, accomplices in the examination, and others who have aided the examination malfeasance and shall propose that the investigative committee punish the offence(s) as follows:

8.1 In instances in which the student has committed the offence during an examination the student shall receive a grade of W [for the course] and shall be suspended from study for a period not to exceed one academic year.

8.2 In instances in which the offence is repeated a second time the student shall be expelled from student status.

Item 9 In instances in which a substitute takes the examination both students shall be expelled; if the substitute is a person from outside [not another student of Payap] that person shall be charged to the full extent of the law.

Item 10 The investigative committee shall report their investigation, together with their conclusions of the malfeasance and their recommendation of punishment within seven days, counting the day that the investigation and consideration was concluded.

Item 11 When the President has received the report referred to in item 10, the President shall issue an order in accordance with these regulations within fifteen days, from the day the committee's report is received, and shall [officially] inform the offender of the offence and the punishment.

Item 12 The President shall insure that these regulations are adhered to, and shall have the authority to interpret and investigate any problems that result from following these regulations. The President's decisions will be final.

This is in effect from this time forward.

Announced on December 3, 2550 (2007).

Signed and sealed,

Dr. Saisuree Chutikul
Chair of the Board of Payap University

Trans KD 22/02/08

Translation note: the words in square brackets are not in the official Thai version but have been added to clarify the meaning in English.