

**Payap University Regulations  
Graduate Level Examination Procedures  
and Requests for Re-scheduling of Examinations  
2550**

In order for the examinations of graduate students to be effective and conducted in an orderly fashion, utilizing the authority granted in article 34 (2) of the 2546 Royal Decree on Private Higher Education, it is deemed appropriate to promulgate these regulations regarding graduate level examination procedures and requests for re-scheduling of examinations.

**Paragraph 1** This set of regulations is called "Payap University Regulations Concerning Graduate Level Examination Procedures and Requests for Re-scheduling Examinations, 2550."

**Paragraph 2** These regulations shall be in effect as of the date they are announced.

**Paragraph 3** Any regulations, principles, directives, procedures or actions which are counter to this set shall be discontinued and this set shall replace them.

**Paragraph 4** Definitions

The University	means Payap University
The President	means the President of Payap University
The Vice President for Academic Affairs	means the Vice President for Academic Affairs of Payap University
Proctors (Invigilators)	means the person or group of persons authorized and/or designated by the university to proctor and/or who has the duty to supervise the examination in accordance to the principles and practices set forth by the university.
Students	means graduate level students at Payap University

**Paragraph 5** These regulations shall be required for all mid-semester and final examinations, comprehensive examinations both written and oral, and for thesis defenses, as well as for other examinations conducted by the university to evaluate students, with the exception of tests conducted by the instructors themselves.

**Division 1  
Examination Procedures**

**Paragraph 6** Students must come for examinations on the day and time and at the location set by the university. Students who are absent shall be given a grade of zero for that examination in that subject, except in cases in which permission has been granted to re-schedule the examination as herein provided.

**Paragraph 7** Students must be dressed appropriately and modestly. Students in violation will not be given permission to enter the examination room.

Paragraph 8 Equipment and materials stipulated by the instructor of the course as permitted for that examination in that subject may be brought into the examination room. In the event doubt should arise the proctor has the right to examine anything brought into the examination room.

Paragraph 9 Students must display their student identification cards in order to enter the examination room.

Paragraph 10 Students must be present at the announced time of the examination. Any student who arrives late as described below shall be denied entrance into the examination room.

- 10.1 In the case of mid-semester and final examinations, students who arrive later than 30 minutes after the examination has actually begun.
- 10.2 In the case of oral and written comprehensive examinations, students who arrive later than 10 minutes after the examination was actually scheduled to begin.
- 10.3 In the case of thesis defenses, students who arrive later than 10 minutes after the examination was actually scheduled to begin.
- 10.4 In the case of other examinations, students who arrive later than 10 minutes after the examination has actually begun.

Paragraph 11 During mid-semester and final examinations in courses students are forbidden to leave the room sooner than 35 minutes after the examination has actually begun. Students in violation of this shall be given a grade of W for the course.

Paragraph 12 Students who need to undertake any duty either in or outside the examination room must receive permission from the proctor. When the scheduled time for the examination has expired students must cease [writing] the examination immediately. Students in violation of these provisions shall be given a grade of W for the course.

## **Division 2 Requesting a Re-scheduling of an Examination**

Paragraph 13 Students who are unable to take a mid-semester or final examination on the day, time and location stipulated by the university, for one of the reasons described below, have the right to request the examination be re-scheduled.

- 13.1 Illness or accident which is serious enough to prevent the student from coming for the examination, if the student provides a physician's written verification from a hospital designated by the university, together with a clear statement of the reasons; exceptions may be made in cases in which students had to receive medical treatment for illness or injury from some other hospital and present a document from that hospital for consideration.
- 13.2 The death of a parent, spouse or child either before or during the examination, in cases in which this prevents the student from being able to take the examination.
- 13.3 Requests to re-schedule examinations for other reasons shall be at the discretion of the Vice President for Academic Affairs; in such cases in

which the students desires to re-schedule the examination, the student must pay a fee for the examination as stipulated by the university.

Paragraph 14 Students with the right and the desire to request that an examination be re-scheduled must submit the proper form designated by the university together with supportive documents to the department by which the examination was conducted within 7 days, beginning the day after the examination was held, for the request to be considered.

In the event that permission to re-schedule the examination is not granted, the student has the right to appeal to the President within 7 days, counting the day in which the student is informed that the request was denied, and the President has the authority to make a final decision about the appeal.

Paragraph 15 The President shall assure that these regulations are followed, and the President shall have the final authority to utilize, to interpret, and to adjudicate problems in the implementation of these regulations.

These regulations are in immediate effect.

Issued December 3, 2007.

Signed and sealed

Dr. Saisuree Chutikul  
President of the Board of Payap University

Trans: KD 11/03/08