



Sirindhorn International Institute of Technology, Thammasat University
Examination Regulations for SIIT Students
B.E. 2556

Whereas it is deemed appropriate to revise the examination practices of SIIT students, Sirindhorn International Institute of Technology, Thammasat University, hereby repeals the “Sirindhorn International Institute of Technology, Thammasat University, regulation on examination for SIIT students B.E. 2552” issued on September 4, 2009, and issues this examination regulations for SIIT Students as follows:

Section 1 These regulations shall be called the “Sirindhorn International Institute of Technology, Thammasat University, Examination Regulations for SIIT Students B.E. 2556”

Section 2 These regulations shall come into effect after the date of its official announcement.

Section 3 In these regulations,
“examination” means examination of any subject in SIIT, including quiz, lab examination, midterm examination, final examination, and other examinations.

“the institute” means Sirindhorn International Institute of Technology, Thammasat University.

“students” means students of Sirindhorn International Institute of Technology, Thammasat University.

GENERAL PROVISIONS

Section 4 Students must dress in SIIT uniform or must dress according to the “SIIT Regulation of Uniform and Dress Code for SIIT Students B.E. 2548”

Section 5 Entering into the examination room, students must do as follow:
 (1) show their student ID cards to the proctor and place them on top of the table to be seen clearly; and
 (2) sign their names on the examination name list.

Section 6 Students who forget to bring their student ID cards must do as follow:
 (1) In case that the students have citizen ID cards, passports, or driving license cards, they must contact SIIT Finance and Budget Division in order to obtain temporary ID cards for permission to take the examination by presenting their citizen ID cards, passports, or driving license cards and paying a fee according to the institute’s declaration entitled “Provision on Fees for Student ID Cards”.

(2) If the students have no citizen ID card, passport, or driving license card, they must contact the Academic Services, Registration, and Curriculum Division (AS,R&C) first to get a certificate that certifies their status as SIIT students prior to proceeding with procedures in Item (1).

(3) Entering into the examination room, the students must present their temporary ID cards together with their citizen ID cards, passports, driving license cards, or the certificates of SIIT students to the proctor.

Section 7 Students may bring only the materials (such as notebooks, books, notes, and calculators) as allowed by the instructor to the examination room. Any student found with disallowed materials will be reported and investigated for cheating.

Section 8 If a calculator is allowed, only the fixed model of calculator (Casio FX-991MS or a model specified by the instructor) is permitted.

Section 9 Students must not bring any food or beverages into the examination room. Otherwise, their conduct scores will be deducted.

Section 10 Students are not allowed to enter the examination room later than 45 minutes after the examination has started, unless there is a necessity and they are allowed to do so by the Assistant Director for Academic Affairs or other officers appointed by the Director. Students are not allowed to loiter in front of the examination room during examination. Otherwise, their examination scores will be deducted.

Section 11 When students have questions during the examination, they must raise their hands and inform the proctor immediately. Students are not allowed to talk, borrow things from others, disturb others, or cause annoyance to students who are taking the examination. Otherwise the act will be considered as cheating, and the students will be punished according to the institute's regulation.

Section 12 Before the examination starts or during the examination, anyone not directly involved with the examination is prohibited from entering the examination room unless receiving permission from the examination committee or the proctor.

Section 13 Students are not allowed to leave the examination room within 2 hours after the start of the examination.

In case of an absolute necessity to go to the toilet, only one student may be allowed by the proctor at any given time. Each student must be accompanied by the proctor to the toilet specified by the proctor. The proctor will write "went to toilet" on the student's exam paper for the instructor's notice. If something wrong is observed or suspected, the instructor may deduct the student's examination score based on the instructor's discretion and decision.

Section 14 Students who wish to leave the examination room before the examination time expires cannot leave without permission from the proctor. The students must raise their hands and hand in the examination paper to the proctor before leaving.

Section 15 When the time expires, students must stop writing and put the examination paper on their desks. After leaving the examination room, the students must leave the examination area immediately. Otherwise their examination scores will be deducted and/or they will be imposed a disciplinary punishment.

Section 16 Students are not allowed to take the examination documents, such as tests, answer sheets, and attached documents, out of the examination room. Otherwise his/her examination score will be deducted for 25% at minimum.

Section 17 Proctors may search students while they enter the examination room or during the examination for any disallowed materials, especially those students who are suspected of cheating.

ABSENCE FROM AN EXAMINATION

Section 18 In case of an absence from an examination due to sickness or an accident, the student or his/her parent must inform the instructor and officers of the Academic Services, Registration, and Curriculum Division (AS,R&C) before the examination will start. The student must also submit an evidence of medical treatment (such as a medical certificate, a receipt from the hospital) and/or an evidence of the accident to the AS,R&C Division in order to propose the case to the Fact-Finding Committee according to Section 19 for taking a consideration.

In case of being unable to inform the instructor and the AS,R&C Division before the start of the examination, the student must contact officers in charge within one day after the examination that he/she was absent.

Section 19 Members of the appointed Fact-Finding Committee may be instructors, SIIT officers, experts, or anyone who is considered appropriate. The Fact-Finding Committee must consist of at least 3 members comprising the Chairman, the Committee Member, the Committee Secretary.

Section 20 The Fact-Finding Committee will consider the reason and severity of the sickness or the accident. The Committee will then propose its opinion to the Assistant Director for Academic Affairs for taking these following actions.

20.1 For absence from a quiz or the midterm examination,

20.1.1 The instructor is allowed to calculate the student's final exam score by weighting it more to cover the portion of the missed quiz or midterm examination, if there is a sufficient reason or there is no suspicion about the absence.

20.1.2 The instructor is allowed to calculate the student's final exam score by weighting with a factor of 0.8, if the institute judges that the absence is reasonable but questionable incident.

20.1.3 The instructor is allowed to given a zero score for the missed examination, if the institute judges that the absence is unreasonable.

20.2 For absence from the final examination,

20.2.1 The student is allowed to drop the course (with a "W" grade) or to take a make-up exam specially (subject to the instructor's agreement to write a make-up exam), if there is a sufficient reason or there is no suspicion about the absence.

20.2.2 The student is allowed to take a make-up exam specially (subject to the instructor's agreement to write a make-up exam), if the institute judges that the absence is reasonable but questionable incident. This make-up exam score will be calculated with a factor of 0.8.

20.2.3 The student will be given a zero score for the missed examination, if the institute judges that the absence is unreasonable.

In the case of make-up examination, the student must pay a fee for make-up examination according to the declaration of Thammasat University entitled "Provision on teaching remuneration of SIIT adjunct faculty members (Supplement) B.E. 2541". In addition, the student cannot be given a grade higher than "B+".

CHEATING IN AN EXAMINATION

Section 21 In an examination, acts of cheating or attempting to cheat are as follows:

21.1 **Attempt to cheat:** improper seating, looking left and right, turning on a mobile phone, borrowing or exchanging materials without permission, showing suspicious manner or other improper examination conduct, or any other action deemed by the proctor to be an attempt to cheat.

21.2 **Cheating:** talking with another student, staring or glancing at another student's examination paper, raising one's examination paper for others to see, exchanging examination papers, bringing notes into the examination room, saving gist or notes in the calculator, hiding books or notes in the toilet, sending or receiving messages on the mobile phone, or any other action deemed by the proctor to be cheating.

Such misconduct is punishable by Section 23. The punishment is determined by the SIIT Executive Committee according to the severity of the misconduct.

Section 22 In case of suspicion on occurrence of an attempt to cheat or a cheating, the Assistant Director for Academic Affairs will appoint a Fact-Finding Committee to investigate the reported cheating or the attempt to cheat. If a student is found guilty, the committee recommends to the SIIT Executive Committee appropriate punishment.

PUNISHMENT

Section 23 Punishments for a student judged of having cheated or attempted to cheat are as follows:

23.1 Termination of student status and prohibition from re-entry or re-admission to SIIT, or

23.2 Suspension for not exceeding two academic years, and receiving F grade for the cheating course. In addition, SIIT will prohibit the student from re-entry or re-admission to SIIT, and/or

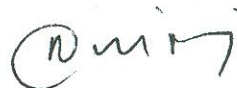
23.3 Parole,

23.4 Blaming and warning,

23.5 Other punishments as deemed appropriate by the SIIT Executive Committee.

Section 24 In case that the student does not accept the punishment, the student may file a petition to SIIT. The Director will appoint a committee comprising 2 persons from SIIT and 1 person as a representative assigned by Student Discipline Section of Thammasat University to look into the petition.

Issued on August 8th, 2013 (B.E. 2556)



Professor Dr. Somnuk Tangtermsirikul
Director