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Subject Procedures for Disciplinary Proceedings and Penalties for Students Who Commit Fraud during an Examination

To Dean / Director

Attachment 1. Mahidol University Regulation on Diploma and Bachelor Degree Education B.E.2552
2. Mahidol University Regulation on Student Discipline B.E.2553

Mahidol University Regulation on Diploma and Bachelor Degree Education B.E.2552 and Mahidol University Regulation on Student Discipline B.E.2553 establish the official policies and procedures, disciplinary observing, and the disciplinary proceedings for students of Mahidol University. As there has been a lack of complete understanding regarding the procedures for disciplinary proceedings and penalties for students who commit fraud during an examination, Mahidol University, therefore, sets the stipulations in relation to this matter as follows:

1. When the proctor observes any act of fraud during an exam, the proctor shall collect evidence of that fraud and submit a report about the incident in a written memorandum detailing the fraud.

2. The proctor shall instruct the student accused of fraud to write a statement describing the incident to be included with the memorandum.

3. The proctor shall submit the memoranda detailing the fraud described in 1 and 2 above to the head of the department for eventual consideration as to whether the accused student will receive an F and be subject to further disciplinary procedures. The penalties shall be meted out in accordance with the Mahidol University Regulation on Student Discipline B.E.2553, on a reasonable basis for the case.ⁱ

3.1 If the accused student admits having committed fraud during the examination, the department shall make a written record of the confession.ⁱⁱ The head of the department, with the approval of the Board of the Faculty, can assign an F to such student.ⁱⁱⁱ The appropriate punishment must be chosen from among the following:

(1) F in the subject in which the fraud occurred

ⁱ Section 22 of Mahidol University Regulation on Diploma and Bachelor Degree Education B.E.2552

ⁱⁱ Section 18(2) of Mahidol University Regulation on Student Discipline B.E.2553

ⁱⁱⁱ Section 8.4(4) in conjunction with section 22 of Mahidol University Regulation on Diploma and Bachelor Degree Education B.E.2552

(2) F in the subject in which the fraud occurred and suspension for not less than one regular semester commencing from the beginning of the following academic semester

(3) F in all subjects in which the student is enrolled at the time of the fraud

(4) F in all subjects in which the student is enrolled at the time of the fraud and suspension for not less than one regular semester commencing from the beginning of the following academic semester

(5) Expulsion of the student

In the case where the department decides to suspend or expel the student, which are major disciplinary actions,^{iv} the head of the department shall report the case of fraud and submit the written confession of the student together with the proposed penalties to the president before the penalty can be carried out. The president can delegate the authority to the head of the department to execute such an order for a period of no more than one academic semester.^v

3.2 If the accused student does not admit the act of fraud, the department shall conduct an investigation according to the disciplinary proceeding procedures laid out under Mahidol University Regulation on Student Discipline B.E.2553.^{vi} Such investigation must be completed before a penalty order shall be executed. The disciplinary proceeding procedures are as follows:

(1) The president or the head of the department shall appoint an investigating committee.

(2) The investigating committee shall include a chairman, member(s), and a secretary, for a total of at least three individuals. The investigation shall be completed within 60 days from the date of appointment of the committee. A proposal to extend the investigation can be authorized for a period of not exceeding 30 days, renewable.^{vii}

(3) The investigating committee shall notify the accused student of the allegations, and summarize the evidence supporting those allegations and may or may not identify the witness(es) to the event. The accused has the right to explain his/her actions and present evidence, both witness(es) and documentary evidence, to the investigating committee before the completion of the investigation.^{viii}

(4) In a case where the investigation by the committee results in a decision to impose minor disciplinary action, the head of the department shall execute in writing a penalty order; informing the student of the right to appeal and the deadline for submitting such appeal, and then reporting it to the university.^{ix} There are two minor disciplinary actions under the

iv Section 15 of Mahidol University Regulation on Student Discipline B.E.2553

v Section 22 of Mahidol University Regulation on Student Discipline B.E.2553

vi Section 18 of Mahidol University Regulation on Student Discipline B.E.2553

vii Section 19 of Mahidol University Regulation on Student Discipline B.E.2553

viii Section 20 of Mahidol University Regulation on Student Discipline B.E.2553

ix Section 21 of Mahidol University Regulation on Student Discipline B.E.2553



Mahidol University Regulation on Student Discipline B.E.2553 which are: (1) reprimand, and (2) a written order of disciplinary probation.^x

In a case where the investigation by the committee results in a decision to impose major disciplinary action, the head of the department shall submit to the president a report on the efficient cause of the incident, the results of the investigation, and the penalties proposed before the order can be executed.^{xi} There are four major disciplinary actions under the Mahidol University Regulation on Student Discipline B.E.2553 which are:^{xii} (1) ineligibility to take one or more examination, (2) non-initiation of the process of, delay of or withholding of nomination for or approval or the awarding of a bachelor's degree or diploma, (3) suspension for a period of not more than one academic year, and (4) expulsion.

4. When a penalty order against a student who has committed fraud during an examination is issued, the student and his/her parents, legal guardian, adviser and Mahidol University shall be notified of such order, depending on a particular case.^{xiii}

Each department shall designate the procedures for notifying its undergraduate students of examination procedures. Such notification shall inform students of the department the rules regarding cases of fraud during an examination.

This document is forwarded for your information and implementation.

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President of Mahidol University

^x Section 14 of Mahidol University Regulation on Student Discipline B.E.2553

^{xi} Section 22 of Mahidol University Regulation on Student Discipline B.E.2553

^{xii} Section 15 of Mahidol University Regulation on Student Discipline B.E.2553

^{xiii} Section 23 of Mahidol University Regulation on Student Discipline B.E.2553



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