

LATE FINAL EXAMINATION SEMESTER 1/2018

REQUIRED DOCUMENTS FOR “LATE EXAMINATION” APPLICATION

In order to facilitate the committee’s assessment on validity of students’ reasons in missing their examinations, as well as decision making on the propriety of students’ petition for late examination, following documents pertaining to the cause of their absences along with their formal petitions must be submitted to the office of the University Registrar within 3 days after the date students have missed the examination:

Class attendance record

- A letter from their instructors indicating number of hours of their class **absences** – 6 hours absent from 45 lecture hours for example, otherwise their petitions will not be considered. The letter can be forwarded to the office of the University Registrar after the 3-day specified period but must be before the committee’s meeting date. **Students’ petition with absences more than 20% will be discarded.**

Required documents for “sickness” case

- Medical bills, and medical certificate or a photocopy containing “the doctor’s detailed diagnosis of the symptom as well as signs of sickness”, i.e. temperature, pulse, bowel sound etc., the prescribed medicines, suggestions on the necessity in taking the “Bed-Rest”, and the doctor’s license number. (Medical certificate indicating the nature of sickness i.e. “diarrhea” or “fever” and “bed-rest for three days” is not sufficient. It is the students’ prime responsibility to ask their doctors for the aforementioned information.)
- Historical records including past history of chronic illness from the doctor whom students have been seeking medical treatment, if the absence in the examination is due to the chronic sickness.

Required document in case of “death of a person in the family”

- Death certificate of the person.

Required document for “accidental” case

- Insurance claim, if the car is insured. The claim must contain the name of driver and show the date that corresponds to the date of the examination. If the accident is the major accident and requires hospitalization and hence causes the delay in filing the insurance claim, the claim, which could be different date, must be accompanied by medical bill and certificate.
- Pictures of the damage of students’ transportation – the submitted photographic document must consist of pictures showing the transportation’s license plate, the transportation from the distance, and the damage in the closed-up format.
- The photocopy of the transportation’s owner title.
- The garage’s repaired bill, if any.

STEPS FOR LATE EXAMINATION

1. Obtain petition from Window 4-Hua Mak Campus or SM116-Suvarnabhumi Campus, fill it out clearly stating subject(s) / section(s), and attach original required documents according to part 1. (Any person on the students’ behalf can fulfill this step.)
2. Submit the aforementioned documents at Window 4, Office of the University Registrar, Hua Mak Campus or SM116, Suvarnabhumi Campus within 3 days from the date of absence. For students missing the examination on **December 20, 2018** the last date of documents’ submission is **December 24, 2018.**
3. **Check results of committee's consideration on January 4, 2019** from the Late Exam Announcement Board, Office of the University Registrar, Hua Mak Campus or SM116 - Suvarnabhumi Campus.
4. **4.1** If listed for the interview, attend the interview on **January 11, 2019, 10:00-12:00 hrs. at room CL.14, Suvarnabhumi Campus,** if their absence in the examination is due to **accidents** or **other unavoidable situations.**
4.2 If listed for the interview, attend the interview on **January 11, 2019, 10:00-12:00 hrs. at SG115 room, SG Hall, Suvarnabhumi Campus,** if their absence in the examination is due to their **sickness.**
5. The time for the **interview would be scheduled on the first come first serve basis.** Students preferring to arrange their interview time on these aforementioned dates can sign up and reserve their interview time at the Office of Academic Affairs, Hua Mak campus during office hours.
Please note that the **committee reserve their right not to interview any students who miss the interview on these dates,** and hence, the “W” grade would be given for the subjects they have missed the examination.
6. Prepare and present their detailed explanation on the causes of their absence in the examination in English, as the **interview would be conducted in English.**
7. **Check the interview result on January 18, 2019.**
8. **If granted late exam, proceed to pay ฿ 1,000/subject** at the Office of Financial Management (either campus) **within 3 working days after the date on which the interview result is released January 21-23, 2019.** otherwise the students would obtain “W” grade for the subject.
9. **Check exam schedule from the same board on February 4, 2019.** Late Examination dates are **February 9-10, 2019.**
10. Check late examination grades/marks results at Window 4, Office of the University Registrar, Hua Mak Campus or SM116, Suvarnabhumi Campus.

****Any problems or concerns please contact Window 4, Office of the University Registrar, Hua Mak Campus or SM 116, Suvarnabhumi Campus during Final Examination Period.**

Late Examination Flow Chart

