



Announcement

Faculty of Integrative Medicine  
Rajamangala University of Technology Thanyaburi  
Appeal of Academic Results at RMUTT's

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To ensure a standardized approach to handling appeals of academic results at the Faculty of Integrative Medicine, the following guidelines and procedures have been established:

**Section 1: Requesting Academic Results**

If a student has any questions about their midterm, final, or in-course scores, they can directly contact the instructor within 7 days of receiving the results. The instructor is responsible for explaining the different components of the score to the student. If the instructor fails to provide an explanation or the explanation is unsatisfactory, the student has the right to appeal the academic result.

**Section 2: Appealing Academic Results in the Curriculum**

**2.1 Appeal of In-course Scores and Midterm Exam Scores**

If a student has contacted the instructor to inquire about their exam scores but has not received an explanation or is not satisfied with the explanation, they can appeal the exam scores. The appeal must be submitted to the Office of Academic Affairs using the prescribed form by the Faculty of Integrative Medicine and addressed to the Associate Dean for Academic Affairs and Research within 10 days of receiving the exam scores. The Office of Academic Affairs will then inform the Program Chair, and the program will convene the Curriculum Executive Committee to review the appeal within 3 days of receiving notification from the Office of Academic Affairs. The committee will then inform the Office of Academic Affairs of its decision, which will be relayed to the student as soon as possible.

**2.2 Appeal of Grade**

This can only be done once after the student has received their final grade, in-course scores, and final exam scores. The appeal must be submitted to the Office of Academic Affairs using the prescribed form by the Faculty of Integrative Medicine and addressed to the Associate Dean for Academic Affairs and Research within 10 days of the announcement of academic results in the student's academic service system. The Office of Academic Affairs will then inform the Program Chair, and the program will convene the Curriculum Executive Committee to review the appeal within 7 days of receiving notification from the Office of Academic Affairs. The committee will then inform the Office of Academic Affairs of its decision, which will be reported to the Associate Dean for Academic Affairs and Research for

consideration. If the decision is positive, the Office of Academic Affairs and Research will be notified to adjust the academic results or scores in the student's academic service system. If the decision is negative, the student will be notified as soon as possible.

Effective from Semester 2, Academic Year 2023, or until further notice.

Announced on this 4<sup>th</sup> Day of January B.E. 2567 (2024)

*Chanai Noysang*

(Mr. Chanai Noysang)

Dean of Faculty of Integrative Medicine  
Rajamangala University of Technology Thanyaburi