

At MHESI ........................................../.....................

Date ………………………………………………

**Request Form for Comprehensive Examination**

**for Master’s Program, Plan B**

Dear Chairman of Graduate Committee of the Program ……...........................................................

I, ………………...................................................................… Student ID no………………………

majoring in ……....................………………………………………………………………, having achieved all the courses required to complete the program as detailed in the courses taken in page 2 and I would like to request for a Comprehensive Examination for semester ……….....…./[year]……………....……which is  my  first time of the examination  my second time of the examination  ………………………………….

For your consideration of the above request

Sign………………..…………………….… Student

Date ……………..………………..………

|  |  |
| --- | --- |
| **❶ Division of Finance and Accounting** | **❷ Advisor** |
| Student has paid ………….…… baht for the Comprehensive Examination fee, as indicated in the receipt no. ………………………….…… [date] …………………………………......... Sign…….…………………………………… (……………………………………) Finance and Accounting OfficerDate …………………….……….… |   Acknowledged  Other comments ..........................................................................................................Sign…….…………………………………(……………………………..……………)AdvisorDate …………………………….……….… |
| **❸ Comments of the Graduate Program Committee** | **❹ College of Graduate Studies** |
| 🞎 Approved 🞎 Disapproved ...............................................……………………………………………..Sign……………………………….………(……………………………..……………)Chairman of the Graduate Studies Program CommitteeDate ………….……………………….… | 🞎 Form receiver …….................…  Date ........................................... 🞎 Recorder.................................... Date ........................................... |

**Details of Courses Taken**

**Program**/**Major**……………..……….................................................................................................

Name-Surname ……………........................………………........Student ID no. …………………

have studied all the courses required for the program completion as follows:

**❶ Compulsory Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Course code** | **Course title** | **Credits/Course Units** | **Grade obtained** |
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|  |  |  |  |  |
| **Total** |  |  |

**❷ Elective courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Course code** | **Course title** | **Credits/Course Units** | **Grade obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |

**❸ Independent Study/Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Course code** | **Course title** | **Credits/Course Units** | **Grade obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |

**Total Credits/Course Units taken (❶ + ❷ + ❸) = .................... Credits/Course units**

**Cumulative GPA ………………….…**

**A Guideline for Comprehensive Examination**

1. A student gets a Request Form for Comprehensive Examination at Website <https://grad.wu.ac.th>.
2. Student fills out the form and provides information of ‘Courses Taken’, signs the form, proposes it to Advisor for his/her information and makes the fee payment for comprehensive examination at the Division of Finance and Accounting or at any specified banks.
3. Student submits the signed form to Graduate Studies Program Officer.
4. Graduate Program Officer proposes the form to the Graduate Studies Program Committee for consideration.
5. The officer submits the form to CGS Officer.
6. A CGS officer verifies the information given in form and records data into the CES system.

Submit the form to CGS

Graduate Studies Program Officer

Verify the information given in form and records data into the CES system

CGS Officer

- Fill out the form and provide information of ‘Courses Taken’

- Propose to Advisor for consideration

- Makes the fee payment for comprehensive examination at the Division of Finance
 and Accounting or at any specified banks

- Submits the form to Graduate Studies Program Officer

Student

Propose the form the Graduate Studies Program Committee

Graduate Program Officer

Obtain a Request Form for Comprehensive Examination

at <https://grad.wu.ac.th>.

Student

Student

**Consider**

Return to the student

Graduate Program Officer

Disapproved

Approved