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

Date ………………………………………………

For students with ID no. issued before 2017



**Request Form for Qualifying Examination and Appointment of its Committee**

**(Doctoral Program)**

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

I, ……………………………………………………………..student ID no. ………….………  
majoring in…………………………………………………………………...………………………

Doctoral Program Type…………………………, have qualified to take a Qualifying Examination as follows:

🞎 first intake as a Doctoral student

🞎 first intake as a Master’s student Plan A………… or a quality of research work is qualified enough to be developed as doctoral research work

Would like to request for a Qualifying Examination in semester……………./[year]…………… which is my 🞎 first time 🞎 second time of requesting to have a Qualification Examination. I have made an examination fee payment as follows:

|  |
| --- |
| ➊ Finance and Accounting Office |
| Having received a Qualifying Examination fee amount of………...Baht.  (Only for Management of Information Technology and Business Administration Programs)  Receipt no……………….dated…………………………  Sign…………………………………… Finance and Accounting Officer  Date…………………………………… |

Sign………………..……Student

|  |  |  |
| --- | --- | --- |
| **➋ Graduate Program Committee:** The following names be appointed to the Qualifying Examination Committee | | |
| **Name-Surname**  **(with academic title)** | **Qualifications** | **➌ For Officer /Program Secretary** |
| **1. Chairman**  ……………………………………..……… | Specify field of specialization……………………………………….  ……………………………………………………………………….  🞎 a general advisor  🞎 a permanent lecturer within WU School of ......................................  🞎 a teaching lecturer | 🞎 Approved  🞎 Disapproved  Reason............  ........................ |
| **2. Committee member**  ……………………………………………… | Specify field of specialization……………………………………….  ……………………………………………………………………….  🞎 a general advisor  🞎 a permanent lecturer within WU School of ......................................  🞎 a teaching lecturer | 🞎 Approved  🞎 Disapproved  Reason............  ........................ |
| **3. Committee member**  ……………………………………………… | Specify field of specialization……………………………………….  ……………………………………………………………………….  🞎 a general advisor  🞎 a permanent lecturer within WU School of ......................................  🞎 a teaching lecturer | 🞎 Approved  🞎 Disapproved  Reason............  ........................ |
| **4. Committee member**  ……………………………………………… | Specify field of specialization……………………………………….  ……………………………………………………………………….  🞎 a general advisor  🞎 a permanent lecturer within WU School of ......................................  🞎 a teaching lecturer | 🞎 Approved  🞎 Disapproved  Reason............  ........................ |
| **5. Committee member**  ……………………………………………… | Specify field of specialization……………………………………….  ……………………………………………………………………….  🞎 a general advisor  🞎 a permanent lecturer within WU School of ......................................  🞎 a teaching lecturer | 🞎 Approved  🞎 Disapproved  Reason............  ........................ |

Date ……………..……………

|  |  |
| --- | --- |
| The Qualifying Examination is scheduled on:  🞎 Written Examination on [date]……………………… [time]…………………………… ………………  [venue] ……………………………………………………………………………………………….…  🞎 Oral Examination on [date]………………………… [time]……………………………………………   [venue] …………………………………………………………………………………………..………  🞎 Others, please specify……………………………….[time]…………… ………………………………  [venue]……………………………………………… ………………………………………………… | |
| ➍ **Verifying officer** | ➎ **Comments of** **Graduate Program Committee** |
| ........................................................  ........................................................  .........../.........../............ | 🞎 Approved  🞎 Disapproved………………………………………………  …………………………………………………………………  Sign……………….……………………………………  (………………………………………………………)  Chairman of Graduate Studies Program Committee  Date…………………………………....………...…..… |
| **➏ College of Graduate Studies** | |
| 🞎 Form receiver …….................… 🞎 Recorder.....................  Date ..................................... Date .............................. | |

**A Guideline for Qualifying Examination and Appointment of its Committee**

1. The Request Form for Qualifying Examination and Appointment of its Committeecan be obtained at <https://grad.wu.ac.th>.
2. Student fills out, signs the form and makes an examination fee payment at the office of Finance and Accounting and sends the form to a Graduate Studies Program Officer.
3. A Graduate Program Officer proposes the form to Graduate Studies Program Committee for consideration of appointment of Qualifying Examination Committee.
4. A Graduate Program Officer verifies the form before submitting it to CGS.
5. A CGS officer rechecks the form before recording the data into CES system.

Student

St8

CGS Officer

Graduate Program Officer

Student

St8

Obtains the Request Form for Qualifying Examination and Appointment of its Committeee at https://grad.wu.ac.th

Fill out, sign the form and makes an examination fee payment at the office of Finance and Accounting and sends the form to a Graduate Studies Program Officer

Graduate Program Officer

Propose the form to Graduate Studies Program Committee for consideration of appointment of Qualifying Examination Committee

Verify the form before submitting it to CGS

Recheck the form before recording the data into CES system