



# GRADUATE STUDIES PETITION For Late Examination

Program : \_\_\_\_\_

Semester : \_\_\_\_\_ / \_\_\_\_\_

Staff's name : \_\_\_\_\_

Mid-term

Final

Mr. \_\_\_\_\_  
 Ms. First Name \_\_\_\_\_ Surname \_\_\_\_\_ Student's ID no. \_\_\_\_\_

### 1. Subject request for late examination. (a separate petition for a particular subject)

Course Code \_\_\_\_\_ Course Title \_\_\_\_\_ Sec. \_\_\_\_\_ Instructor Name \_\_\_\_\_

### 2. Reason(s) for missing the examination (see the reverse side for instructions)

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Sickness        | <input type="checkbox"/> Medical bills | <input type="checkbox"/> Medical certificate | <input type="checkbox"/> Historical Medical records |
| <input type="checkbox"/> Accident        | <input type="checkbox"/> Police report | <input type="checkbox"/> Insurance claim     | <input type="checkbox"/> others                     |
| <input type="checkbox"/> Other (Specify) |  |  |   |

### 3. Conditions Acknowledgement (sign your name to acknowledge and accept the condition)

#### Examination Fee (1,500 baht / subject)

Receipt no. \_\_\_\_\_  
Amount \_\_\_\_\_  
Staff signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*"I hereby testify that the aforementioned information is true and valid, and will accept any disciplinary actions rendered by the university should there be adequate proof of evidence that the information as well as documents provided are unauthentic"*

Student's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Advisor /Lecturer / OGS Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Academic Action by the Dean or Program Director

Approved  Denied

signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

----- Tear off slip for student -----

Program : \_\_\_\_\_

Semester : \_\_\_\_\_ / \_\_\_\_\_

Mid-term

Final

### 4. Petition for late examination (see the reverse side for instructions)

Mr. \_\_\_\_\_  
 Ms. First Name \_\_\_\_\_ Surname \_\_\_\_\_ Student's ID no. \_\_\_\_\_

Course Code \_\_\_\_\_ Course Title \_\_\_\_\_ Sec. \_\_\_\_\_ Instructor Name \_\_\_\_\_

Late Exam Date /Time: \_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_ Staff \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: All students must keep this TEAR OFF slip for checking the result of any petition. If you do not have the slip, you have to do all process again.

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### **Late Examination Application**

A formal petition request for late examination is required to submit to the Office of Graduate Studies with the documents pertaining to the cause of their absences along with the late examination fees of 1,500 baht within 3 days after the date students have missed the examination.

Students have to take the examination according to the late examination schedule arranged by Office of Graduate School. Absent for late examination will result in 'W' for that subject.

### **Supporting Documents**

- an approved signature or letter of acknowledgement from their instructors
- In case of "sickness": Medical Bills / Medical Certificate / Historical Medical Records
- In case of "expiration of a person in the family": Death certificate of the person,
- in case of "accident": Insurance claim / Police Report / Pictures of damage(s) on the car / Photocopy of the transportation's owner title / Garage's repair bill, if any

Applicants who are denied late examination or failed to submit a petition for late examination will be given "W" for the subject(s) concerned.