

GR.29 Request to take Students to a Work-Site Study/Work-Site Training
Academic Services Section, Faculty of Graduate Studies, Mahidol University

Degree Programme Graduate Diploma Master's Degree Doctorate Degree in
 Faculty/Institute/College. Mahidol University

would like to request to take (number of) students
 (names and ID numbers of all students who will participate are attached)
 who are currently studying in the course (please specify course code, course title and number of credits).....

Course Director Lect./Asst.Prof./Assoc.Prof./Prof.....

Telephone Fax e-mail

The students will be conducting a work-site study work-site training at the following institution

for the duration : from [day]..... [month]..... [year].....
 to [day]..... [month]..... [year].....

The objectives of the work-site study work-site training are as follow :

1.
2.
3.

The faculty coordinators for this work-site study work-site training

1. Lec./Asst.Prof./Assoc.Prof./Prof.
2. Lec./Asst.Prof./Assoc.Prof./Prof.
3. Lec./Asst.Prof./Assoc.Prof./Prof.

This is to request the Faculty of Graduate Studies to issue a letter to (please specify name and position clearly as director of, etc.).....

Please forward this letter :

- to the course director
- to faculty coordinator named
- by post to the Place to be visited :

Department/Company..... Division.....

Section..... Ministry..... Address number.....

Street..... Sub-district..... District

Province Postal code..... Tel.....

Fax e-mail.....

Signature.....

Signature.....

(.....)

(.....)

Course director

Chair of the programme committee

Date.....

Date.....

- Note**
1. If the site to be visited is under the authority of the Ministry of Public Health, this letter must be submitted to the Ministry at least 90 days before the scheduled visit.
 2. The letter will be issued approximately 3 days after this request is submitted