REQUEST FOR LETTER: INVITING AN EXPERT TO VALIDATE RESEARCH INSTRUMENT / REQUESTING PERMISSION TO PILOT-TEST RESEARCH INSTRUMENT / REQUESTING PERMISSION TO COLLECT DATA

Graduate Level

Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

Name – Surname (Mr./Mrs./Ms.) ..... Student ID No. .....

a student in the ○ Master's Degree Program ○ Doctoral Degree Program, majoring in .....

Enrolled in Semester ..... Academic Year .....

Convenient contact phone number .....

Currently working on the ○ Thesis ○ Independent Study

Title (English): .....

.....

.....

with ..... as the Thesis / Independent Study Advisor.

I wish to request that the Graduate School issue the following letter(s):

☐ **1. Letter Inviting Expert(s) to Validate the Research Instrument**

Name of Expert(s)	Position
1.	.....
2.	.....
3.	.....
4.	.....
5.	.....

☐ **2. Letter Requesting Permission to Pilot-Test the Research Instrument**

( ) Test ( ) Questionnaire ( ) Interview Form ( ) Teaching Plan / Learning Management Plan

( ) Other document(s) not listed above (if any): .....

2.1 Name of the unit / organization where the instrument will be piloted: .....

2.2 The pilot-test letter is to be addressed to: .....

☐ **3. Letter Requesting Permission to Collect Data**

( ) Test ( ) Questionnaire ( ) Interview Form ( ) Teaching Plan / Learning Management Plan

( ) Other document(s) not listed above (if any): .....

3.1 Name of the unit / organization where data will be collected: .....

3.2 The data-collection letter is to be addressed to: .....

3.3 Data collection period: .....

I have authorized (Mr./Mrs./Ms.) ..... phone number ..... to serve as the direct coordinator for this matter.

Signature .....
(.....)
Student
Date: ..... / ..... / .....

Signature .....
(.....)
Thesis / Independent Study Advisor

Date: ..... / ..... / .....

Remarks

1. If the expert is from outside the University, please attach a brief curriculum vitae detailing the expert's educational qualifications, position, and relevant work experience for each expert.
2. Letters are ready for collection 7 working days after the request is submitted.