BASIC KNOWLEDGE EXAMINATION REQUEST FORM

Graduate Level

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

Date ..... Month ..... B.E. .....

Subject: Request to Take the Basic Knowledge Examination

To: The Dean of the Graduate School

I, (Mr./Mrs./Ms.) ..... Student ID No. .....
a student in the ○ Master's Degree Program ○ Doctoral Degree Program, majoring in .....
Enrolled in Semester ..... Academic Year .....
Contact phone number ..... Email .....
I wish to request to take the Basic Knowledge Examination in Semester ....., Academic Year .....
1. Course Code ..... Course Title .....
2. Course Code ..... Course Title .....
I therefore respectfully submit this request for your kind consideration.

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

1. Advisor	2. Program Chair	3. Graduate School
Comments: .... Signature ..... (.....) **Advisor** Date: ..... / ..... /	**Comments:** .... Signature ..... (.....) **Program Chair** Date: ..... / ..... /	**For Graduate School Officer Use Only:** ☐ Complete ☐ Incomplete ☐ Paid the tuition fee ☐ Paid the status-maintenance fee Signature ..... (.....) **Reviewing Officer** Date: ..... / ..... / .....

4. Associate Dean of the Graduate School	5. Dean of the Graduate School
Comments: .... Signature ..... (.....) **Associate Dean of the Graduate School** Date: ..... / ..... /	☐ Approved ☐ Not Approved, because ..... Signature ..... (.....) **Dean of the Graduate School** Date: ..... / ..... / .....

6. Finance Division
For Finance Officer Use Only – Payment Received Signature ..... (.....) **Payee** Date: ..... / ..... / .....

Remarks 1. Students must submit the Basic Knowledge Examination Request Form at the Graduate School.

2. Payment of the Basic Knowledge Examination registration fee is as follows:

Lecture courses: 500 Baht per credit for the Master's level; 1,000 Baht per credit for the Doctoral level.

Practical courses: 700 Baht per credit for the Master's level; 1,500 Baht per credit for the Doctoral level.

3. Students must submit the Basic Knowledge Examination Request Form at the Graduate School for further processing.

PROCEDURE

Basic Knowledge Examination Request Form

Condition of Use: *When a student requests to take the Basic Knowledge Examination in accordance with the criteria set by the program.*

1. The student obtains the Basic Knowledge Examination Request Form at the Graduate School, or downloads it from the Graduate School website.
2. The student fills in the required details on the request form.
3. The student submits the request form to the Advisor and the Program Chair for signature.
4. The student submits the form at the Graduate School for document verification.
5. The Graduate School forwards the form to the Associate Dean and then to the Dean of the Graduate School for signature, in order.
6. The student collects the signed request form.
7. The student submits the form and makes payment at the Finance Division.
8. The student receives the receipt and the form back.
9. The student submits the paid request form to the Graduate School for further processing.