



MEMORANDUM

Department: Department..... Tel.

Ref. No. / Date

Topic Request for Thesis Examination Committee Invitation Letters

Dear Associate Dean for Academic Affairs

Attachments 1. Article(s)

As (Mr./Mrs./Miss).....Student ID.....
currently studying in [] Master's Degree [] Doctoral Degree in [] Regular Hours [] Non-Regular Hours
Department..... Major.....
is ready to take thesis examination in SemesterAcademic Year
on (date) (month) (year) at (time)
at (location).....
English Proficiency Score (CU-TEP/ TOEFL/ IELTS).....

And would like to take thesis examination with part(s) of the thesis published in printed and electronics publications

Distribution of thesis by printed and electronics publications (Please check appropriate boxes)

[] There is [] There is not a presentation/publication of the thesis in widely acceptable academic conferences or
publications.
[] Awaiting for reply [] Accepted for presentation/publication at [] national level [] international level.

Name of Article

Name of Publication.....

Issue No. Year of Publication..... Pages..... Country

The Thesis Examination Committee has reviewed the thesis draft and agreed to the examination. It is
requested that thesis committee invitation letters be issued for the exam in semester academic year.....
on (date) at (time) at (location)
to the following persons:

- Head of Committee
Thesis Advisor
Thesis Co-Advisor (if any)
Committee Member
Committee Member
Committee Member
Committee Member from Outside University

The student will pickup the invitation letters and send them to the committee members by himself/herself.
Thank you for your support.

(.....)
Requesting Students

(.....)
Thesis Advisor

(.....)
Head of Examination Committee

(.....)
Head of Curriculum Board