<div style="border:2px solid black; text-align:center;">

GR. 31   Request for Guest Faculty

Academic Services Section

Faculty of Graduate Studies, Mahidol University

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

This is to request the Faculty of Graduate Studies, Mahidol University to invite a guest faculty for semester..................................
in the .... academic year..
Name of guest faculty : Mr./Miss/Mrs. ....
Academic rank : Prof./Assoc.Prof./Ass.Prof./Lect. ....
Current work ....
This request   ❑ does   ❑ does not require the approval of the guest faculty's superior.
The guest faculty's superior who must approve this invitation holds the position of ....

Specifications of invitation :
Graduate students in ❑ Graduate Diploma   ❑ Master's Degree   ❑ Doctorate Degree   in ………..………………………
Fac./Inst./College. …………………………………………………………………………. Number of students ………………………
Course code………………………………… Course title……………………………………………………………..…..
Number of credits…………………………Topic………………………………………………………………………………
……
……
Mode of instruction   ❑ lecture   ❑ seminar   ❑ practicum
Duration of instruction from (day)……………………..……(month)………………………………….……(year) ……………..…
to (day) …………..……..(month)……………………………(year)……………………for a total of ………… hours of instruction.
Time……………………………………..…..Venue …………………………………………..……………………………………
……..……………
Course Director of this course : Prof./Assoc.Prof./Ass.Prof./Lect. ………………………………………………………………
Tel…………………………………………....Fax……………………………………….……….e-mail…………………………….

Please forward the request for guest faculty :
❑   to the Course Director.
❑   by post to the guest faculty :
Department/Company……………………………….……Division………………………….…..Section………….…………
Ministry………………………………..………….…Address number……………….……….Street………………………….………
Sub-district…………………………….….….District………………………..……..Province………………………………..
Post code…………………..Tel…………………………… Fax…………………………..……...e-mail…………………………

The Course Director and the Chair of the Programme Committee hereby sign their names to approve of this request :

Signature ....   Signature.....……...……………
            Course Director   Chair of the Programme Committee
Date ....   Date ....……...

Note: 1. **Submit this form [GR.31] at least 15 days before the date of instruction.**
          2. **The Faculty of Graduate Studies will issue the invitation letter (and letter permission if needed)**
              approximately 3 days after this request form is submitted.

2 May 2002