

# MEMORANDUM



**From:** Examination Committee, Faculty of Pharmacy, Mahidol University

**Ref No.:** ..... **Date:** .....

**Subject:** Report on Examination Irregularity

**To:** The Dean

This memorandum serves to report that during the examination for the.....  
[Specify Semester] semester of academic year..... [Specify Academic Year], held on.....  
.....[Date] at..... [Time] in Room.....[Room  
Number], ..... student(s) committed an act of cheating in the examination for the course  
..... [Course Name]. The details are as follows:

1. Name.....Student ID: .....

Behavior: .....

Evidence: .....

2. Name.....Student ID: .....

Behavior: .....

Evidence: .....

We respectfully submit this report for your consideration.

Sincerely,

(.....)

Examiner/Committee Member

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

(.....)

Examiner/Committee Member

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

To: The Dean

For your consideration to propose this matter to the Faculty  
Committee Meeting No. .... [Meeting Number] on  
..... [Date] for further deliberation.

(.....)

Associate Dean for Doctor of Pharmacy

(International Program)

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

Acknowledged and proceed as proposed.

(.....) Dean

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