



## Request for Consideration Regarding Evaluation of a Missed Examination

Written at: .....

Date: .....

To: The Dean

This letter is submitted by Mr./Ms./Mrs. ....  
(Student ID: .....), a student of the [Specify Year] academic year. I regrettably missed the examination for the course [Course Name] ..... which was held on [Date] at [Time] ..... The reason for my absence was: .....

I have enclosed the following evidence: .....

Furthermore, I have already submitted a request for a make-up examination to the Head of the Course. I respectfully request your consideration for the evaluation of the aforementioned missed examination, in accordance with the Announcement of the Faculty of Pharmacy, Mahidol University, regarding Education for the Doctor of Pharmacy Program B.E. 2558 (2015), Article 14.2, and related guidelines.

Your kind consideration would be highly appreciated.

Sincerely,

.....(student)  
(.....)

Advisor's Opinion

.....  
.....

To the Dean

It is recommended that this matter be proposed to the Faculty Committee Meeting  
No.: ..... Date: ..... Agenda Item No.: .....for consideration.

(Signature) .....  
(.....)

Advisor

(Signature) .....  
(.....)

Associate Dean for Doctor of Pharmacy (International Program)

Recommendation for Faculty  
Committee Meeting

(Signature) .....  
(.....)

Dean

Results of the evaluation of the missed examination from the Faculty Committee  
Meeting. Meeting No.: .....Date: .....Agenda Item No.: .....

Outcome: ☐ Allowed to take the exam, calculated from a full score of: .....  
☐ Not allowed to take the exam due to: .....

(Signature) .....  
(.....)

Associate Dean for Doctor of Pharmacy (International Program)