

Assumption University
Graduate School of Business

Date: January 5, 2009

Subject: An Invitation to write a Comprehensive Examination Paper for [Executive MBA \(Batch 6\) 3/2008](#)

Dear Dr. Andrew P.Ciganek;

On behalf of the academic committee, I would like to invite you to act as a coordinator and develop the written comprehensive examination on the **General Management- Management Information System (MIS)** course for trimester [3/2008](#). This is a [1 hour, close book](#) examination for a master's level course. Kindly make sure that the questions cover various essential topics of [Management Information System](#) that the graduating Executive MBA students are expected to know, understand and be able to utilize to fortify the competitiveness of their organizations.

The Question paper, with your endorsement at the end, must be submitted in a sealed envelope directly to Khun Rangsan at OGS, 4th floor, "A" building, (ext.1307), within [February 16, 2009](#), in order to process the question paper. You are requested to submit the examination paper at least one week before the examination date, which is scheduled on [February 22, 2009](#).

In order to help student's preparation for the exam, you MUST arrange the **Review Class** for the written comprehensive examination, at least one week before the examination date. In the emergency case that you cannot arrange the review class, then the [Very Detailed Guideline](#), including the full detail of the topics/chapters and the title of a reference textbook that the students would need in preparation for the examination and for their general learning, must submit to OGS one week ahead of the exam date. It would also be great if you can provide both the review class and the detailed guideline for students.

After the **Written Comprehensive Examination Result has announced**, which is scheduled on [March 17, 2009](#), you must set the [Q&A on Written Comprehensive Exam Paper](#) on your available time. However, schedule time must be in the weekend or in the evening of weekday. You need to provide at least one hour to discuss with the students who failed the exam only. If you cannot set the schedule, OGS will set it for you instead. The process of Q&A including petition submission and Q&A session will be occurred during [March 18-25, 2009](#). You must submit the schedule time to OGS together with the written comprehensive exam results or before the exam result announcement. Note that the Graduate School of Business will not allow the re-examination of any subjects after the result was announced.

Kindly send back an acknowledgement to OGS if you accept our invitation.

We do appreciate your continuous support and cooperation.

Sincerely,

Dr. Witsaroot Pariyaprasert

Chairperson in the Comprehensive Examination Committee

Contact: Ms. Sansanee A.(Yui) Tel: 02-3004543-62 ext. 1318