

**Guest Speaker Invitation Form**

To Director, Financial Affairs Office / VP for International Affairs / Dean .....

Bangkok University International, Program: .....

Graduate School, Program: .....

would like to invite a distinguished guest speaker to deliver a lecture in the following course:

Course Code: ..... Course Name: .....

Section: ..... Semester: ..... Academic Year: .....

Topic: .....

Date: ..... Time: ..... to ..... Total Number of Lecture Hours: ..... hrs.

Modes of Delivery:  Online

On-site at  Main Campus, Room .....

City Campus, Room .....

Course Instructor: .....

Instructor Code: A..... / Z..... Number of Student Participant: .....

Additional Information: .....

**Guest Speaker Information**

First-Last Name: .....

Official Title: .....

Company / Institution / Department: .....

Highest Academic Degree: .....

Institution: .....

Work Experience: .....

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E-mail address: ..... Mobile Phone No.: .....

**Attachment:** Guest speaker's resume / portfolio

**Remarks:** A part-time instructor may invite a guest speaker only if the class is not compensated.

**Quota for Invited Speakers for a Specific Curriculum Type**

Bachelor's Degree: Flagship Curriculum: 8 times/academic year (2 times for each year of student)

Bachelor's Degree: Regular Curriculum: 4 times/academic year (focusing on 2<sup>nd</sup> and 4<sup>th</sup> year)

Master's Degree: 2 times / semester

Doctorate: 2 times / semester

\*\* For Graduate School, please provide the following information:

Request:  An invitation letter       A thank you letter       Parking reservation

Class Information:  An extra class.       A regular class

Your Signature .....

(.....)

...../...../.....

<p>To: VP for International Affairs ①</p> <p><input type="radio"/> For your consideration: This invitation is the ..... time of the ..... Academic Year of the ..... Program.</p> <p><input type="radio"/> Others .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Dean .....)</p>	<p>To: Director, Financial Affairs Office ②</p> <p><input type="radio"/> Approved the hourly rate of ..... baht / hour <b>and</b> the travel-expense of ..... baht</p> <p><input type="radio"/> Others .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(VP for International Affairs)</p>
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The payment has been completed.

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(Financial Officer)

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