

## **Preface**

This student handbook is made to inform students about National Institute of Development Administration (NIDA) and its educational services as well as its ordinances such as directives, rules and announcements. Students should study and understand them thoroughly for students' own benefits so as to plan and organize the study effectively. Thereby standards of empowered human resource of the country shall be assured.

Education Service Division

January 2017

## Introduction

### About NIDA

■ Institution's Roles and Tasks	1
■ Official emblem and vision of the Institute	3
■ Mission	4
■ Philosophy	5
■ Color of the Institute, colors of the Schools and tree of the Institute	6
■ Location of the Institute and Regional Campuses	7
■ Board of Directors	8
■ Education System	9
■ Student TimeFrame and Opening Hours	10
■ Instructions and Institute's Service	12
■ Instructions on Tuitions and Fees Payment for Continued Students	18
■ Timeline of the Credentials and Transcript Requesting Procedure	21

### NIDA Service

■ Technological Service	25
■ Library and Information Center	34
■ Students Dress code	36
■ Office of Student Affairs	37
■ Education quality assurance	42
■ Summary of Fees and Tuitions	48

## Annexes

■ Directives of National Institute of Development Administration on Education B.E. 2557 (2014)	65
■ Directives of National Institute of Development Administration on Education (No.2) B.E. 2558 (2015)	107
■ Directives of National Institute of Development Administration on Education (No.3) B.E. 2558 (2015)	113
■ Announcement of National Institute of Development Administration on Honor Roll Eligibility notwithstanding Transfer of Non-Credit Courses	117
■ Announcement of National Institute of Development Administration on English Proficiency for Regular Doctoral Program Students	119
■ Announcement of National Institute of Development Administration on Research Papers from Thesis/Dissertation Publication guidelines toward Graduation	122
■ Announcement of National Institute of Development Administration on Thesis/Dissertation Study Guidelines	125

■ Announcement of National Institute of Development Administration on Dual Master's Degree Program Administration Guidelines	132
■ Directives of National Institute of Development Administration on Final Examinations B.E. 2541 (1998)	135
■ Directives of National Institute of Development Administration on Final Examinations B.E. 2558 (2015)	140
■ Directives of National Institute of Development Administration on Student Discipline B.E. 2541(1998)	145
■ Directives of National Institute of Development Administration on Student Discipline (No.2) B.E. 2543 (2000)	153
■ Directives of National Institute of Development Administration on Student Discipline (No.3) B.E. 2544 (2001)	156
■ Directives of National Institute of Development Administration on Student Discipline (No.4) B.E. 2548 (2005)	158
■ Directives of National Institute of Development Administration on Student Discipline (No.5) B.E. 2554 (2011)	160

■ Announcement of National Institute of Development Administration on Penalties for Cheating in Examinations	162
■ Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master's Program Students	166
■ Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master's Program Students (No.2)	168
<b>Rules and Announcements on Scholarships and Awards</b>	
■ Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007)	170
■ Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2551 (2008)	186
■ Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2555 (2012)	193
■ Rules of National Institute of Development Administration on Scholarships and Awards (No.4) B.E. 2556 (2013)	196
■ Announcement of National Institute of Development Administration on Qualifications, Criteria and Conditions of the Scholarship Programs	199
<b>NIDA Campus Map</b>	205

## **Institution's Roles and Tasks**

Established on April 1, 1966, National Institute of Development Administration (NIDA) is an autonomous university that offers only graduate studies. Following His Majesty King Bhumibol Adulyadej's wishful vision, a higher education institute for advancing the country's administrative development was urgently required in order to acquire executives and academics to respond to the country's rapid development so as to be on a par with the world's developed countries. At the onset, NIDA was an independent institute attached to Thammasat University with the assistance from Department of Technical and Economic Cooperation, Ford Foundation and Midwest Universities Consortium for International Affairs (MUCIA) as the institute for graduate studies in public administration. NIDA later became an established university called National Institute of Development Administration and moved to its own premises at Klongchan, Bangkok in Bangkok. Public Administration was the first School taught there, of which personnel were transferred from the institute at Thammasat University. Business Administration was added to the Institute as the second School. Furthermore, the Training Section of the Office of the National Economic and Social Development Board and a Section of the National Statistical Office were incorporated to NIDA to undertake activities such as offering courses in economics and statistics which later became the School of Development Economics and the School of Applied Statistics, respectively.

Amidst social and circumstantial changes, the Institute introduced more programs for both master's and doctoral degrees to cater changes and growth and to response to the needs of public agencies and the human resource's market. In order to open up opportunities for career people, NIDA offers them graduate courses with evening and weekend classes.

NIDA also expand opportunities for the provincial agencies' personnel to further their studies according to their interest and needs since 1992. To meet the ever-changing economic, social and political circumstances, NIDA always revises its master's and doctoral degree curricula together with upgrading the curricula to the international level such as the English-language courses. In addition, educational service and technological knowhow proficiency are boosted for the students and those who are interested to advance their studies or to have access to knowledge and information more easily and conveniently.

Aside from graduate studies – another major undertaking which NIDA intends to strengthen is researches: fundamental, applied and others, which shall also support academic progress of the graduate students. Likewise, NIDA's educational service is another focus. NIDA offers various fields of training courses to cater social needs such as refreshment and enhancement courses for government agents, corporate employees and the general public in order to enable them to gain knowledge and skills for the operations. At the same time, NIDA also commit to sharing ideas and finding solutions to the social problems while sustaining ethics and morals which shall escalate the society towards improvement and advancement of the country.

## National Institute of Development Administration

### (Emblem)

#### Institute emblem



The Institute's official emblem is portrayed by two overlapping circles where a Dhammachakra lies in the inner circle. The Institute's motto in Pali is interpose between the circles, the upper space "nutti punya sarma arpa", or "There is no such light as wisdom" and the lower space lies "National Institute of Development Administration" in Thai-language. Within the circle, 8 white-flamed torches are placed as spokes representing the 8 noble eightfold path (magga). The overall meaning of the emblem is "Knowledge when exercised positively based on the noble eightfold path shall provide the Nation and the mankind prosperities"

### Vision

"Thailand's leading higher education institute which is highly experienced in fostering leadership and knowledge toward global changes."



**Mission**

1. To foster leaders with wisdom and integrity for national development
2. To construct a body of knowledge and conduct research pertaining to development administration
3. To create scholarly works contributing to national development
4. To strengthen both the value and consciousness of national development based on the solid foundation of Thai culture
5. To support management in compliance with good corporate governance principles by valuing personnel's development and contributions
6. To assume social responsibility for the sustainable development of Thai society

## PHILOSOPHY

### “WISDOM for Change”

The determination of “Wisdom for Change” is the philosophy of the National Institute of Development Administration (NIDA). The shared values that are derived from this philosophy are reflected as follows:



**“World Class,”** which refers to the NIDA community’s determination to transform the Institute into a World Class university.



**“Innovation,”** which refers to the NIDA community’s determination to introduce innovation to Thai society.



**“Social Responsibility,”** which refers to the NIDA community’s determination to only benefit society and avoid socially harmful action.



**“Discipline,”** which refers to the NIDA community’s determination to have all personnel become well-grounded and demonstrate good conduct.



**“Open-mindedness,”** which refers to the NIDA community’s determination to have all personnel become tolerant and hospitable towards the opinions of others.



**“Morality,”** which refers to the NIDA community’s determination to have all personnel believe in and practice the principles of dignity, integrity and good governance.

**Colors of the Institute and the Schools**

Institute	Yellow
Public Administration	Leave green
Business Administration	Scarlet
Development Economics	Sky blue
Applied Statistics	Orange
Social and Environmental	Purple
Human Resource Development	Dark blue
Language and Communication	Pink
Law	White
Tourism and Management	Gold
Communication Arts and Management	
Innovation	Greenish blue
International College	Blue and white
Environmental Development Administration	Spring green

**Institute Tree**

Cassia tree or Golden shower tree

## Locations

### Main campus

118 Moo 3, Seri Thai Rd., Khlong Chan, Bang Kapi, Bangkok 10240

Tel: 0-2727-3000

Website: <http://www.nida.ac.th>

### Regional campuses

#### School of Public Administration

**Phitsanulok:** Phitsanulok Business Administration Technological College

**Nakhon Ratchasima:** Sikhio Education Center, Sikhio District

**Udon Thani:** Udon Wittaya School

**Songkhla:** Boromarajonani College of Nursing, Songkhla

**Surat Thani:** Surat Technology School

**Chon Buri:** Prince [Damrong Rajanubhab](#) Institute, Bang Lamung

#### School of Social and Environmental Development

**Yala:** Sirindhorn College of Public Health Yala

#### School of Environmental Development Administration

**Rayong:** Industrial Estate Authority of Thailand Office, Mab Ta Phut

#### School of Tourism Management

**Phuket:** Phuket Vocational College



## Board of Directors

### Administration

Assoc. Prof. Dr.Pradit Wanarat

#### President

Assoc. Prof. Dr.Raweewan Auepanwiriyaikul

#### Vice President

for Academic Affairs

Asst.Prof. Dr.Prapon Sahapattana

#### Vice President

for Administration

Assoc. Prof. Dr.Kamphol Panyagometh

#### Vice President

for Research and Consulting Service

Asst. Prof. Dr.Kasemsarn Chotchakornpant

#### Vice President for Planning

### Dean

Assoc. Prof. Pairote Pathranarakul

Graduate School of Public Administration

Asst. Prof. Viput Ongsakul

NIDA Business School

Assoc. Prof. Dr.Nada Chunsom

Graduate School of Development Economics

Dr.Siwiga Dusadenoad

Graduate School of Applied Statistics

Assoc. Prof. Dr.Phichai Ratnatilaka Na Bhukhet

Graduate School of Social & Environmental

Development

Assoc. Prof. Dr.Wichai Utsahajit

Graduate School of Human Resource

Development

Assoc. Prof. Dr.Saksit Saengboon

Graduate School of Language &

Communication

Prof. Dr.Prasit Aekaputra

Graduate School of Law

Assoc. Prof. Dr.Therdchai Choibamroong

School of Tourism Management

Prof. Dr.Yubol Benjarangkij

Graduate School of Communication

Arts and Management Innovation

Assoc. Prof. Dr. Piboon Puriveth

International College of National

Institute of Development Administration

Assoc. Prof. Chamlong Pogoan

School of Environmental

Development Administration

#### Office Director

Asst. Prof. Wisakha Phoochinda

Research Center

Asst. Prof. Sutep Tongngam

Library & Information Center

Mrs.Jaichanok Parkart

Siripattana Training Center

Asst. Prof.Wuttigrai Ngamsirijit

Information Technology Center



Revised : January 2017

## Educational System

The Institute adopts the two-semester educational system. One academic year consists of 2 regular semesters. There may be a summer session. The subjects taught are arranged into a course of which quantity corresponds to the number of credits given. Each course is assessed into grades.

**Regular program:** Every program holds classes in general practice fashion. The assessments for all of the courses enrolled are held collectively once or twice a semester. (Midterm and final examinations)

**Special program:** Most programs also hold classes in general practice fashion. The assessments for all of the courses enrolled are held collectively once or twice a semester. Except for some programs which are arranged in block courses, the assessments of each course are held separately.

### Semesters

First semester: August – December

Second semester: January – May

Summer session: June - July

## Study Timeframe

Coursework takes about 3-4 regular semesters and necessarily some summer semesters. There will be a comprehensive examination and/or an oral examination which is subject to each program's requirements.

A master's degree graduation may take between 2 – 5 years whereas a doctoral degree graduation may take between 3 – 6 years or as required by the program. Nevertheless, the educational system and semester schedule of some special master's programs/International programs/English-language programs as well as some doctoral programs may be different from the afore-said. Please acquire information from the specific program's calendar.

## Opening Hours

**Regular programs** Government service hours Monday – Friday 9.00 a.m. – 4.00 p.m.

### Special programs

1. **Main campus** National Institute of Development Administration, Bangkok After government service hours (Monday – Friday 6.00 p.m.-9.00 p.m.) or (Saturday - Sunday) as required by the program.

## 2. Regional campuses

### **School of Public Administration**

Friday 6.00 p.m. – 9.00 p.m.

Saturday 9.00 a.m. – 4.00 p.m.

### **School of Social and Environmental Development**

Saturday 9.00 a.m. – 4.00 p.m.

Sunday 9.00 a.m. – 12.00 p.m.

### **School of Environmental Development Administration**

Saturday 9.00 a.m. – 4.00 p.m.

Sunday 9.00 a.m. – 12.00 p.m.

### **School of Tourism Management**

Saturday 9.00 a.m. – 4.00 p.m.

Sunday 9.00 a.m. – 4.00 p.m.



## Instructions and Institute's Services

The Institute has an office to support academic and general affairs. For best and most convenient solutions, students are required to contact the office about all academic and enrollment issues.

### 1. Academic and enrollment issues

The Institute has 2 bodies to serve students on academic and students' enrollment issues namely, the Education Section of the School and Education Service Division.

### 2. Education Section of the School

The Section caters students on:

- Program and courses taken at the school
- Course contents of the School and the concentration studying
- Classes, lectures, examinations, class schedules and examination schedules of the semester
- Written comprehension examinations and oral examinations and thesis writing
- Directives and rules on education

In addition, Education Section of the School will give counseling on enrollment, adding or withdrawing, credit transfer; changing of names, military ranks, address; filing for School/concentration transfer or maintaining student status and resignation. Students must also submit required documents along with the request. Students are able to obtain more information at the Education Section of each School as follows.

**School of Public Administration (Bangkok)**

10<sup>th</sup> floor Navamindradhiraj Building

Telephone 0-2727-3870, 3873

Telephone/Fax 0-2375-8778

**Regional**

Phitsanulok Telephone 0-5523-1318, 0-5522-0202

Nakorn Ratchasima Telephone 0-4441-6989-90

Udon Thani Telephone 0-4224-3380

Surat Thani Telephone 0-7728-1844

Songkhla Telephone 0-7431-5154

Chonburi Telephone 0-3824-0244-45

[www.gspa.nida.ac.th](http://www.gspa.nida.ac.th)

**School of Business Administration**

8<sup>th</sup> floor Boonchana Attakorn Building

Telephone 0-2727-3933-46

[www.nidabusinessschool.com](http://www.nidabusinessschool.com)

**School of Development Economics**

8<sup>th</sup> floor Navamindradhiraj Building

Telephone 0-2727-3176-77

[www.econ.nida.ac.th](http://www.econ.nida.ac.th)

**School of Applied Statistics**

12<sup>th</sup> floor Navamindradhiraj Building

Telephone 0-2727-3037-39

<http://as.nida.ac.th>

**School of Social and Environmental Development (Bangkok)**

16<sup>th</sup> floor Navamindradhiraj Building

Telephone 0-2727-3126, 0-2727-3101

**Regional****Social and Environmental Development Program, Yala**

Sirindhorn College of Public Health Yala

Telephone 0-7324-4417

<http://ssde.nida.ac.th>

**School of Environmental Development Administration (Bangkok)**

21<sup>st</sup> floor Navamindradhiraj Building

Telephone 0-2727-3291

**Regional**

**Environmental Development Administration Program, Rayong**

Industrial Estate Authority of Thailand Office, Mab Ta Phut

Telephone 0-3868-4798

<http://gseda.nida.ac.th>

**School of Human Resource Development**

1<sup>st</sup> floor Malai Huvanandana Building

Telephone 0-2727-3474-75, 0-2727-3490-91

<http://hrd.nida.ac.th>

**School of Language and Communication**

13<sup>th</sup> floor Siam Boromrajakumari Building

Telephone 0-2727-3140-42

<http://lc.nida.ac.th>

**School of Law**

5<sup>th</sup> floor Boonchana Attakorn Building

Telephone 0-2727-3660-64

Telephone/Fax 0-2374-4731

[www.law.nida.ac.th](http://www.law.nida.ac.th)

**School of Tourism Management (Bangkok)**

Serithai Building

Telephone 0-2727-3671-3

**Regional**

Phuket Telephone 08-1892-6275

<http://nits.nida.ac.th>

**School of Communication Arts and Management Innovation**

10<sup>th</sup> floor Siam Boromrajakumari Building

Telephone 0-2727-3758-9

[www.gscm.nida.ac.th](http://www.gscm.nida.ac.th)

Incidentally, students' advisors will be the ones who give counseling to the students about the programs, classes as well as enrollments/withdrawals of the students.

Revised: December 2016

### **Education Service Division**

Education Service Division is the work unit to support educational administration as follows.

- Supply information concerning student admission and entrance examination
- Offer advice about ordinances on education such as Directives, Rules and Announcements
- Provide educational services via the internet network on the website at <http://reg.nida.ac.th>, such as:
  - Provide counseling on enrollment, class schedule, examination schedule, checking on grade reports, checking on graduation lists and requesting for degree conferment.
- Requests for official documents e.g. student Identification card, letter of certification, transcripts, military drafting suspension, reposting at the government service, education leave extension and educational qualification approvals

Nevertheless, students can obtain detailed information on educational services from the Educational Service System Handbook or contact:

### **Education Service Division**

Telephone 0-2727-3365-77, 3629

Fax 0-2374-1546, 0-2377-7477

Email: [edu\\_serv@nida.ac.th](mailto:edu_serv@nida.ac.th)

Website: <http://edserv.nida.ac.th>



## Instructions on Tuitions and Fees Payment for Continued Students

Students can pay tuitions and fees with cash conveniently by presenting the invoice from the Institute (<http://reg.nida.ac.th>) at the following bank counters.

1. Kasikorn Bank
2. Bangkok Bank
3. Siam Commercial Bank
4. Bank of Ayudhya

Payment can be made at every branch of the afore-said banks during banking hours.

Incomplete payment shall be deemed not registered by the Institute.

Enrollments must be made within the deadlines stated on the Institute calendar. Should the tuitions and fees payment be made after the deadlines, the payment shall be subject to fines.

Baht 1,500-2,000 per semester for doctoral program students

Baht 1,500 per semester for regular master's program students

Baht 2,000 per semester for special master's program students

### **Instructions for credentials' request**

Students can download request forms from the website <http://edserv.nida.ac.th>. Requesting for credentials requires fees for example: requests for transcripts (Form gor bor 1) and other credentials (gor bor 2). Request for credentials requires 2 steps.

1. Request for the form online at <http://reg.nida.ac.th>. Please study the details. Instructions are available on the website.
2. Request for the credentials in person at the Education Service Division following the steps below.
  - 2.1 Fill out the form for each credentials desired at the Division
  - 2.2 Make the payment at the Finance and Procurement Division
  - 2.3 Submit the form together with the receipt at the Education Service Division

**Request forms shall be arranged according to subjects of credentials as follows.**

**Gor Bor 1 Form** The Gor Bor 1 Form is assigned to apply for 3 kinds of transcripts.

1. Transcript approved by the Institute Council
2. Transcript with complete academic records
3. Transcript with incomplete academic records



**Gor Bor 2 Form**

1. Student status certification
2. Educational certification to certify the different stages of the degree:
  - Certification of degree completion awaiting approval from the Institute Council
  - Certification of credits fulfillment and that the comprehensive examination is taken
  - Certification of credits fulfillment but the comprehensive examination has not yet been taken (all academic records reported)
3. Certification of degree completion and approved by the Institute Council

**Gor Bor 3 Form**

Requests for the general credentials

1. statements asking for a conscription reprieve or a military service postponement
2. statements asking for an extension of educational leaves
3. statements asking for reposting at the government service
4. statements asking for changing of students' name/family name

Requesting for credentials with Gor Bor 1 and Gor Bor 2 is subject to fee whereas Gor Bor 3 is free. To provide students with fast and convenient service, students must attach an envelope clearly addressed to themselves since the credentials/statements shall be mailed to the students residence.

Students can follow the news and the announcements of the Institute as well as any other information about studying at NIDA at <http://www.edserv.nida.ac.th>.

### **Timeline of the Credentials and Transcript Requesting Procedure**

#### **Non-graduate**

1. Student status certification
2. Certification of credits fulfillment and that the comprehensive examination taken
3. Certification of credits fulfillment but the comprehensive examination has not yet been taken (all academic records reported)
4. Transcript of degree accomplishment without a wait for complete academic records 2-4 business days, dating from the day the Education Service Division receives the request form.
5. Transcript of degree accomplishment with a wait for complete academic records 2-4 business days dating from the day the Education Service Division receives the complete academic record from the school.

**Graduate**

Degree accomplishment credentials awaiting approval from the Institute Council

Certification 2-4 business days

Transcript 2-4 business days

Dating from the day the Education Service Division receives the notification from the School that the degree conferment is being under consideration for the term paper plan or the thesis plan.

Degree accomplishment credentials (Complete academic records)

Certification 2-4 business days

Transcript 2-4 business days

Dating from the day after the meeting of the Institute Council

Important: Students who file the request for graduation credentials must not have any obligations left with the Institute.

If students who submitted the request to obtain the credentials by mail do not receive the credentials within 2 weeks from the day the request was submitted, students can inquire for the credentials at the Education Service Division or at the following telephone numbers 0-2727-3365 to 3366.

**Student Dress Code**

Bearing student status of NIDA, students should dress in the manner that is respectable to the place and the occasion every time attending classes and whenever students meet up with lecturers and Institute officials.







# NIDA SERVICES



## Technological Service

National Institute of Development Administration, Information Technology Center provides all kinds of technological service for NIDA community starting from Educational Information Technology to NIDAnet, the communicative network created for communication and researching by the Institute both within the Institute and on the internet.

As students paid the technological service fee, students would be allowed access to various technological service and etc., as follows.

### 1. NetID

NetID is a user account to access Information systems of the Institute. Students will receive NetID upon enrollment as Institute students.

For example, students will receive NetID as [woorawoot.san@stu.nida.ac.th](mailto:woorawoot.san@stu.nida.ac.th) to identify themselves before entering technological services. Students who still use the old-system NetID can obtain new-system NetID when they access [reg.nida.ac.th](http://reg.nida.ac.th).

All NIDA students need to have NetID for the following benefits.

- To access students' registration systems
- To access Institute's wifi
- To be able to use the computer Lab at 9<sup>th</sup> floor Siam Boromrajkumari Building
- To be able to order printing under printing quota at the computer lab
- To access NIDA Library's database
- To access facilities reservation system
- To access Microsoft Office 365

Should it be found that student NetID were misused according to the Act on Computer-related Offenses B.E. 2550 (2007), the Institute reserves rights to nullify the particular student NetID.

## **2. E-mail Service**

Institute offers Microsoft Office 365 for students and Institute's personnel as follows.

- Mail – communication medium in the form of electronic mails with 50 GB capacity
- Calendar – calendar and agendas
- People – classmate contacts in various forms e.g. create contact or create group
- Newsfeed – communication channel for information sharing
- OneDrive – 1TB capacity data storage in cloud per account
- Site – personal website or adjusted as course website for group assignment
- Office Online – Microsoft office e.g. Word, Excel and Powerpoint available online via the website

#### Logging in

- Students log in under [user@stu.nida.ac.th](mailto:user@stu.nida.ac.th) and is accessible beyond graduation
- Personnel logs in under [user@nida.ac.th](mailto:user@nida.ac.th)
- Access at portal.office.com

### 3. Computer Lab

The Institute provides 4 computer labs: 3 for instructions and 1 for walk-ins. If the walk-in lab is full, students may use the available one that no class is being held.

#### Service hours

Lab	Location		Service time
Lab 1 (walk-in)	Siam Boromrajakumari	9 <sup>th</sup> floor	Monday - Friday
Lab 2			8.30 a.m. - 8.30 p.m.
Lab 3			Saturday - Sunday
Lab 4	Siam Boromrajakumari	10 <sup>th</sup> floor	8.30 a.m. - 7.30 p.m.

Students are allowed to use computers in the lab by logging in with [user@stu.nida.ac.th](mailto:user@stu.nida.ac.th).



All computers in the labs is allowed to use temporarily. It is recommended for all students to bring a kind of media along to save the data for studying and paper writing purposes. Students must not use the computers in the labs for any purposes than for studying purpose, especially against public morals' purposes. Should it be found that students misused the computers at the lab; the labs reserve the rights to ban the particular student from NIDA computer labs for good.

#### **4. NIDA Wireless**

To encourage students accessing the internet without using the computers at the labs, if students have a computer notebook, a tablet or a smart phone supporting wifi signal, students are able to access the internet via NIDA-wireless using [user@stu.nida.ac.th](mailto:user@stu.nida.ac.th).

NIDA-Wireless access points are scattered around the Institute.

To set up the device, please follow the instructions in the manual at <http://itc.nida.ac.th>, or have the device set up by the Helpdesk official at 9<sup>th</sup> floor, Siam Boromrajakumari Building, Telephone 0-2727-3777 to 78.

#### **5. e-Reservation System**

The e-Reservation System is the reservation of NIDA's facilities such as meeting rooms, computer labs, vehicles, audiovisual apparatuses, sports utilities and facilities. Students themselves are able to access the system for the sport utilities and facilities. Otherwise, students need to contact the officials at the school they engaged in. Students are able to access the system at <http://www.ers.nida.ac.th>. To log in the system, students are required to insert email address i.e. [@stu.nida.ac.th](mailto:@stu.nida.ac.th), then, a screen will pop up to show whether the facilities are available.

## 6. Attendance Tracking System (ATS)

Attendance Tracking System is the system that gathers and verifies attendance of students at various activities with the Contactless Smartcard. Scanning the Smartcard to the scanner at the classrooms, meeting rooms and conference room, students are checked in at the relevant activities. If the scanner shows “no data”, students will have to register the Contactless Smartcard at the registering machine at three locations as follows: in front of the computer lab 1, 9<sup>th</sup> floor Siam Boromrajakumari Building, at the elevator, 1<sup>st</sup> floor Malai Huvanandana Building and L floor Boonchana Attakorn Building.

## 7. Print Quota

Information Technology Center has integrated the old printing systems in the computer lab and the Wireless Printing System (WPS) to be one system called NIDA Smart Printing System (NIDA SPS). At any rate, the remaining quotas of both systems of a student are already combined into one quota.

### NIDA SPS usage instruction

Initially, students must register the card at the Helpdesk, 9<sup>th</sup> floor, Siam Boromrajakumari Building. Then, students are able to register the card by themselves at the service printer. (Students who are already registered for the WPS and the ATS need not register the cards again.)

**Printing**

- Printing jobs are available at the computer lab 1 (Walk-in Lab) at 9<sup>th</sup> floor Siam Boromrajakumari Building or 2<sup>nd</sup> floor at the Library and Information Center. Students are also able to order the printing job with personal notebooks that are connected with NIDA Wireless. In any case, students have to install NiDA SPS program first which is downloadable with its manual via the website.
- Finished printing jobs are obtainable at the printers of all 6 printing service spots by scanning the student ID card on the scanner, then, choose the file for printing.
- The printing jobs ordered to be printed will be kept on the system for 6 hours. If students do not retrieve the jobs within the limit, the jobs' order will be deleted from the system. However, the quota will not be subtracted.
- Students are able to monitor the print quota and cancel the printing job at the card scanner screen by themselves.

**Buying print quota**

Print quotas are available for sale at the Helpdesk, 9<sup>th</sup> floor Siam Boromrajakumari Building for at least 30 Baht or purchase it via the vending machines, 2<sup>nd</sup> floor at the Library and Information Center.

**Purchasing rates**

- Black- and-white A4 size paper 1 Baht each
- Color A4 size paper 6 Baht each (available at the Walk-in Computer Lab)

**There are 6 service printers at the following locations.**

- 2 at the Walk-in Computer Lab, 9<sup>th</sup> floor Siam Boromrajakumari Building, both black-and-white and color
- 2 at the 2<sup>nd</sup> floor Library and Information Center, both black-and-white and color
- 2 at the Kiosk, at the Common Room, 1<sup>st</sup> floor Navamindratiraj Building and at the Common Room, 1<sup>st</sup> floor Siam Boromrajakumari Building, both spots only black-and-white

**Service time for quota printing**

- Monday – Friday, 9.00 a.m. – 6.30 p.m.
- Saturday – Sunday, 9.00 a.m. – 7.30 p.m.

No service on public holidays

## 8. Helpdesk

Information Technology Center provides students with call center service. Students are able to notify problems with the system and receive primary counseling. Furthermore, if students need helps with their computers or need wireless network installation, students can bring the computer to the Helpdesk at 9<sup>th</sup> floor Siam Boromrajakumari Building during service hours as follows.

Monday – Friday 9.00 a.m. – 8.30 p.m.

Saturday – Sunday 9.00 a.m. – 5.30 p.m.

No service on public holidays or on the no-class days. In case that the primary solution for the problem notified cannot be made, students have to notify the Helpdesk again by phone whose case will forward to the responsible agents to take care of the problems with telephone number 0-2727-3777 to 78.

## 9. Computer Literacy Placement Test for Regular Master's Program Students

NIDA has a policy to enrich students with Computer Literacy to standard proficiency level. In order to cater for the needs of the students toward the caliber and skills; the Information Technology Center is assigned to conduct a placement test to classify the proficiency of all regular master's program students who have to take the 1<sup>st</sup> course test and are required to pass the test. Otherwise, students are not qualified to graduate. The record will be presented in the graduation certification. Students can start to take the test since the first semester. The first test fee is exempted. If students do not pass the first test, test fee will be imposed for 500 Baht each on the following tests.

Computer Literacy Placement Test is divided to 3 sub-tests with the following contents.

1<sup>st</sup> Course Test: Computer Literacy consists of basic concepts of IT, Word processing, Spreadsheets, presentation tool and Internet and email.

2<sup>nd</sup> Course Test: Computer Competency consists of Word processing, Presentation tools and Internet & email. Students are required to pass the 1<sup>st</sup> course as prerequisite course.

3<sup>rd</sup> Course Test: Computer Proficiency consists of Spreadsheets, Database Systems and Information System. Students are required to pass the 2<sup>nd</sup> course as prerequisite course.

The 2<sup>nd</sup> and 3<sup>rd</sup> tests are optional courses. The Institute will issue certificate for each course passed.

According to the Computer Literacy Placement Test schedule, 1<sup>st</sup> course test will be held with e-testing 4 times annually. The test schedule will be announced in advance on NIDA website and [www.itc.nida.ac.th](http://www.itc.nida.ac.th).

Before the test, supplementary class on basic computer usage will be held for students free of charge. Particulars on the supplementary class' schedule, its sign up and test sign up will be announced on [www.itc.nida.ac.th](http://www.itc.nida.ac.th).

For further information, please contact Academic Service Group, 11<sup>th</sup> floor Information Technology Center, telephone 0-2727-3248.<sup>1</sup>

---

<sup>1</sup> The program which is exempted from Computer Literacy Placement Test is the program in which basic computer usage course is included in the program according to the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Master's Program Regular Students dated January 22, 2552 (2009) and its amendment, no.2 dated December 14, 2553 (2010).

## Library and Information Center

Library and Information Center consist of 3 sub-sections as follows.

1. Sukhum Navaphan Library (2<sup>nd</sup> – 4<sup>th</sup> floor Boonchana Attakorn Building)
2. Tanat Korman ASEAN Library (21<sup>st</sup> floor Navamindratiraj Building)
3. Museum (2<sup>nd</sup> floor Narathip Pongprapand Building)

Sukhum Navaphan Library on 2<sup>nd</sup> – 4<sup>th</sup> floor Boonchana Attakorn Building is the central library of the Institute. It provides students with information on development administration to support taught classes, researches and academic services to the schools, Institute personnel as well as individuals, communities and domestic and international agencies.

### Institute Services

Library Service (Library and Information Center)

Location: 2<sup>nd</sup> – 4<sup>th</sup> floor Boonchana Attakorn Building

Website: <http://library.nida.ac.th>

e-mail: [services@nida.ac.th](mailto:services@nida.ac.th)

Telephone: 0-2727-3737

Fax: 0-2374-0748

### **Opening hours**

Monday – Friday 8.00 a.m. – 7.30 p.m.

Saturday- Sunday and substitute holidays 8.00 a.m. – 9.00 p.m.

Public and substitute holidays closed

Opening hours are subject to change as appropriate. Please check at <http://library.nida.ac.th>.

### **Library Service**

Provide answer to inquiries and assistance for searches

Train/advise on online information searches on online database both domestically and internationally

Guiding on library usage and Library tours

Guiding on and proving of thesis format

Counseling on references and bibliography writing

Inter-library borrowing/photocopying

75 Study rooms

Computer for the information searches on the database

Multimedia rooms

Full documented Institute archive such as theses/term papers/thematic papers/workshops/Development Administration Journals and periodicals of the Schools of the Institute/awarded journals both excellence and consolation of the Institute etc.

E-resources e.g. E-book, E-Theses/Dissertations, E-Journal, E-Newspapers, E-World Bank



Books booking

Data print-out

Photocopying

Suggestions are welcome for further information resources procurement

Recommendation service on new resources

For further information: <http://library.nida.ac.th>

Email: [service@nida.ac.th](mailto:service@nida.ac.th), [service.nida@gmail.com](mailto:service.nida@gmail.com)

Line: NIDA\_Library, Facebook : Nidalibrary, Twitter: Nidalibrary

Telephone: 0-2727-3737 Fax: 0-2374-0748

### Student Dress Code

Bearing student status of NIDA, students should dress in the manner that is respectable to the place and the occasion every time attending classes and whenever students meet up with lecturers and Institute officials.



## Office of Student Affairs

Office of Student Affairs is located on Choop Karnjanaprakorn Building. It is designated with the administrating duties of ethics, culture, student volunteerism, athletics and leisure promoting activities among the students as well as welfare provision such as first aid with the following service details.

### **Student welfare fund**

A fund is provided as emergency loans for students who undergo financial hardship, especially for tuitions, urgent unexpected expense incurred to himself or to his family. Students who wish to apply for the loan shall submit the application along with supporting documents at the Office of Student Affairs, 5<sup>th</sup> floor, Choob Karnjanaprakorn Building.

For further information, please contact 0-2727-3438.

### **Infirmary**

The infirmary of the Institute is located on 1<sup>st</sup> floor, Choob Karnjanaprakorn Building. Opening hours Monday – Friday 8.30 a.m. – 7.30 p.m.

### **First aid and medical care**

The Institute's infirmary is attended by medical staff on Mondays, Wednesdays and Thursdays. Then, a medical doctor shall be on duty to give consults to sick students between 4.00 p.m. and 6.00 p.m. except public holidays.

### **Indoor stadium**

2<sup>nd</sup> floor, Choob Karnjanaprakorn Building

Monday – Friday 8.30 a.m. – 8.00 p.m.

**Fitness room (Cardio vascular)**

3<sup>rd</sup> floor, Choob Karnjanaprakorn Building

Monday – Friday 8.30 a.m. – 8.00 p.m.

**Fitness room (Weight training)**

4<sup>th</sup> floor, Choob Karnjanaprakorn Building

Monday – Friday 8.30 a.m. – 8.00 p.m.

Saturday – Sunday 9.00 a.m. – 8.00 p.m.

**Squash court**

3<sup>rd</sup> floor, Choob Karnjanaprakorn Building

Monday – Friday 8.30 a.m. – 8.00 p.m.

Saturday – Sunday 9.00 a.m. – 8.00 p.m.

Except public holidays

**Thai classical music room**

4<sup>th</sup> floor, Choob Karnjanaprakorn Building

Monday – Friday 8.30 a.m. – 8.00 p.m.

Saturday – Sunday 9.00 a.m. – 8.00 p.m.

Except public holidays

### **Music room**

The music room is equipped with the following music instruments.

A set of drums

A set of bongo drums

An electric guitar

A bass guitar

An electone

2 speakers

An amplifier

1 mixer

4<sup>th</sup> floor, Choob Karnjanaprakorn Building

Monday – Friday 8.30 a.m. – 8.00 p.m.

Saturday – Sunday 9.00 a.m. – 8.00 p.m.

Except public holidays

### **Navamindra Sky Garden**

6<sup>th</sup> floor, Choob Karnjanaprakorn Building

An open space for students' activities

8.30 a.m. – 8.00 p.m.

### **Healthy activities - Aerobic dancing**

Monday – Thursday 5.00 p.m. – 6.00 p.m.

Navamindra Sky Garden, Choob Karnjanaprakorn Building

### **Healthy activities - Yoga**

Tuesdays, Thursdays and Fridays 5.00 p.m. – 6.00 p.m.

Yoga room, 3<sup>rd</sup> floor, Choob Karnjanaprakorn Building

**Healthy activities – Ballroom Dancing**

Mondays and Wednesdays 4.00 p.m. – 5.30 p.m.

Yoga room, 3<sup>rd</sup> floor, Choob Karnjanaprakorn Building

**Tennis courts**

Monday – Friday 8.30 a.m. – 8.00 p.m.

Saturday – Sunday 9.00 a.m. – 8.00 p.m.

Except public holidays

**Blood Donation**

In front of Malai Huvanandana Building

9.00 a.m. – 12.00 p.m. every three months

**Students’ activities organization**

Rural development club

Thai classical music club

Music club

Basketball club

Football club

Photography club

Buddhist club

Aerobic club

Yoga club

Table tennis club

### **Locker service**

Please contact 5<sup>th</sup> floor, Choob Karnjanaprakorn Building.

The facilities reservation for students' leisure activities e.g. tennis courts, table tennis courts, squash courts and music room must be done through the reservation system at <http://ers.nida.ac.th>. Please follow the facilities reservation instructions on the website. For more information, please contact Office of Student Affairs' website and the following telephone numbers.

<http://studentunion.nida.ac.th>

Fax: 0-2377-7555

Activities helpdesk: 0-2727-3437 and 0-2727-3439

Student welfare fund 0-2727-3438

Sport facilities and activity rooms' reservation 0-2727-3454

Secretariat 0-2727-3438

Infirmary 0-2727-3441



## **Educational Quality Assurance**

### **National Institute of Development Administration**

To be consistent with the goal of the 2<sup>nd</sup> 15-year higher education plan B.E. 2551-2565 (2008-2022), NIDA are determined to develop educational quality assurance to national and international standards. As Thailand's higher education plan stating that “to elevate Thai education's quality for the cultivation and development of high-caliber human resource to meet the market's demand; and to develop higher educational potentials in knowledge and innovations to increase competitiveness in the globalized world together with sustainable development of the local community”

NIDA conducts educational quality assurance in accordance with the objectives set forth by the Education Act B.E. 2542 (1999), amended (Edition 2) B.E. 2545 (2002) to improve the quality of the administration and the functionalities as per the Institute's missions. Being incorporated to the Institute's educational operations, educational quality assurance system must be carried on continually. Internal quality assurance evaluation report is regularly pursued and presented to the Institute council and the office of Higher Education Commission; similarly it must also be open to the public in order to unceasingly develop caliber of the student and to assure them as the educational clients.

NIDA Graduates' moulding Goal

Morality

Leadership

NIDA Graduates

Knowledge

The educational quality assurance of NIDA continued to improve with 3 different steps: Program, School and Institute. Program development is reflected in “Graduates quality”. The Institute emphasizes on the “knowledge, leadership and morality of graduates”. Being graduates, NIDA aims to equip graduates with knowledge, morality and ethics, intellect, human relations skills, responsibility, quantitative and analytical skills, communication skills and information technological skills so as to prepare graduates with future knowledge and skills that will meet market requirements. It also aims to foster students with everlasting learning mind. The Institute monitors the standards and quality of all programs’ administration as required by the Higher Education Program Standards Rules B.E. 2548 (2005) and the National Higher Education Standards Frame B.E. 2552 (2009) considering essential elements such as program standard monitoring, students, lecturers, taught classes, learner’s assessments and learner-supporting materials.

#### Students’ Role and the Educational Quality Assurance

Students are important stakeholders in the educational quality assurance process whose roles support and promote the efficient execution of the quality assurance.

1. Roles in terms of co-operations in the educational quality assurance to give maximum direct, open and truthful information
2. Roles in giving attention, following up and returning suggestions or feeding back for the effective development of the educational quality assurance
3. Roles in following up, monitoring the information given for improvement, whether and how it is utilized to benefit the educational quality assurance



4. Roles in supporting the educational quality assurance. As the educational quality assurance process is publicize among students, all students are welcome to participate in the process.
5. Roles in bringing the educational quality assurance's awareness and skills into practice for the self-development or the development in other aspects such as academic, athletic, healthcare, social service and environmental conservation, leisure and art-cultural promotions.

**Example of Students' Roles**

- Being informant about the lecture quality of each course
- Following up with the curriculum improvement
- Suggestions about activity pattern that respond to learners' needs
- Being informant about job availability and career after graduation
- Bringing good reputation to the Institute with students' own potentials
- Presenting students' academic works or joining competitions
- Contributing to students' activities
- Projecting exemplary conducts to the society and learning everlastingly

### **Quality process according PDCA cycle**

NIDA seek to nurture the Basic Quality process - the PDCA cycle (Plan – Do – Check – Act) of Professor Deming (Deming’s cycle) among students.

(Chart)

#### **1. Plan (Planning)**

‘Plan’ refers to skills to set goal, analyze, synthesize, and pave the way to achieve the goal set. Indicators are assigned for process assessment.

#### **2. Do (Performance)**

‘Do’ refers to skills to conform to the procedures and conditions required. In case of failure due to circumstantial factors either internally or externally, the plan must be adjusted during the process stating the explanation and the reasons.

#### **3. Check (Evaluation)**

Check refers to skills to gather the data of the results consistent with the set indicators to see whether procedure 1 is accomplished. In evaluating the results, quantitative and qualitative factors are taken into account. The evaluation is carried out by a committee consisting of contributors and non-contributors so as to minimize bias and by-factors incurred during the self-evaluating process.

#### 4. Act (Improvement)

Act refers to skills to implement the evaluation results as improvement guidelines of the following projects in the more satisfactory, reward-worthy, time-economical, costs-economical, productive, worthwhile and value-adding manners.

This quality cycle must revolve at all time as continuously rolling cycle of the activity for the better future, which also be passed on from a school year group to another.

#### **Growing to be an International Institute**

Aside from making progress nationally at the program level, the Institute is also aware of improving the Institute internationally in terms of administration. Thus, World Class Quality enhancement becomes one of the six NIDA values reading W I S D O M.

Today, Master of Business Administration Program is accredited by AACSB International (The Association to Advance Collegiate Schools of Business), the Institution that provides AACSB international accreditation standards for business and accounting schools. NIDA Business School is the first Thai-language business administration program to get the AACSB accreditation. This is significant because only 5% of all educational institutes in the world are accredited AACSB International Accreditation Standards. In addition to the business administration program, NIDA is in the process for the accreditation of e.g. NASPPA (Network of Schools of Public policy, Affairs, and Administration) for the School of Public Administration and Ted Qual (Tourism Education Quality) for the School of Tourism Management.

In preparation for ASEAN Economic Community, NIDA aligns with AUN-QA (ASEAN University Network-Quality Assurance) guidelines to guarantee the program quality. The AUN-QA was developed by the ASEAN University Network which is the association of the universities from all ASEAN member countries. ASEAN (Association of South-East Asian Nations) one of the establishing objectives was to promote educational co-operations as an important mechanism of the social foundation and the unity in the region. AUN was found in 1995 consisting of 13 institutions. Later on, the network was expanded to 30 institutions from 10 countries. 5 institutions from Thailand are members of the network i.e. Chulalongkorn University, Chiangmai University, Burapa University, Mahidol University and Prince of Songkhla University. NIDA is in the process of acceptance into the AUN.

The quality of the program is important in cultivating high-caliber graduates. The program curriculum that aligns with AUN-QA is beneficial for students with which students can be transferred to any university in ASEAN countries by transferring the credits of the program earned. The university networking responds well to the opening of the AEC in 2015 since it promotes the Institute internationally and therefore being an international University.

## Summary of Fees and Tuitions

### Doctoral Degree Program Tuition and Fees (Thai-language)

#### 1. Education fee

##### 1.1 Education fee per semester for regular students

1.1.1 Regular semester 4,000 baht/semester

1.1.2 Summer session 2000 baht/semester

1.1.3 Semester on leave of absence or not enrolled (Status Maintenance Fee)  
2,000 baht/semester

2.1 Education fee per semester for associate students (Students must pay the fee until the graduating semester.) 5,000 baht/semester

#### 2. Tuition Fee

##### 2.1 School of Public Administration

Doctor of Public Administration Program 6,000 baht/credit

##### 2.2 School of Social and Environmental Development

Doctor of Philosophy Program in Social Development Administration

6,000 baht/credit

### **2.3 School of Environmental development Administration**

Doctor of Philosophy Program in Environmental Management 6,000  
baht/credit

### **2.4 School of Law**

Doctor of Laws Program 8,000 baht/credit

### **2.5 School of Tourism Management**

Doctor of Philosophy Program in Integrated Tourism Management

Estimated expense throughout the program 602,000 baht

### **2.6 School of Communication Arts and Management Innovation**

Doctor of Philosophy Program in Communication Arts and  
Innovation 10,000 baht/credit

\*Lump sum payment per semester for more information, see the Announcements.

Fee rate of the Institute

3. Late enrollment 1,500 baht/semester

4. Qualifying Examination Fee 1,000 baht/exam

5. Preliminary Examination Fee 1,000 baht/exam

6. Academic and other certifications 100 baht/copy

7. Degree certificate fee 1,000 baht

8. Degree translation fee 100 baht/copy

9. IT facilities fee (except summer session) 1,000 baht/semester

10. IT Resources fee (Library) (except summer semester) 1,000 baht/semester
11. Computer lab fee (only Applied Statistics Program) as per the announcement of the  
Institute
12. Extra activity fee as per the announcement of the Institute on extra activity fee of each  
program
13. Student familiarization fee for new students as per the announcement of the Institute on  
education fee for each program

Note: Fees are subject to change, please see relevant Institute announcements

Revised: January 2017

## Regular Master's Degree Program Tuition and Fees

### 1. Education fee

#### 1.1 Education fee for regular students

1.1.1 Regular Semester 4,000 baht/semester

1.1.2 Summer session 2000 baht/semester

1.1.3 Student status Maintenance fee for the semester on leave of  
absence or the semester not enrolled 2,000 baht/semester

1.2 Education fee associate students (Students must pay the fee until the  
graduating semester.) 5,000 baht/semester

2. Tuitions for both regular and associate students 1,500 baht/credit

3. Late enrollment fee 1,500 baht/semester

4. Comprehensive examination fee 500 baht/exam

Qualifying examination fee 250 baht/exam

5. Academic and other certifications 100 baht/copy

6. Degree certificate fee 1,000 baht

7. Degree translation fee 100 baht/copy



8. IT facilities fee (except summer session) 700 baht/semester
9. School/Program transferring fee 1,000 baht/transfer
10. IT Resources fee (Library) (except summer semester) 600 baht/semester
11. Computer lab fee (only Applied Statistics Program) as per the announcement of the Institute
12. Extra activity fee as per the announcement of the Institute on extra activity fee of each program
13. Student familiarization fee for new students as per the announcement of the Institute on education fee for each program

Note: Fees are subject to change, please see relevant Institute Announcements

Revised: January 2017

## **Special Master's Program Tuition and Fees**

### **1. Education fee**

#### **1.1 Education fee for regular students**

1.1.1 Regular semester 4,000 baht/semester

1.1.2 Summer session 2,000 baht/semester

1.1.3 Student status maintenance fee for the semester on leave of absence or the semester not enrolled 2,000 baht/semester

1.2 Education fee for associate students (Students must pay the fee until the graduating semester.) 5,000 baht/semester

### **2. Tuition Fee**

2.1 Tuition for credits or audit for both regular and associate students per individual school below.

#### **School of Public Administration**

Master of Public Administration Program

Bangkok and regional campuses 3,700 baht/credit

Master of Public and Private Management Program

Bangkok and regional campuses 4,700 baht/credit

**School of Business Administration**

Flexible MBA 5,500 baht/credit

Professional MBA 5,500 baht/credit

Young Executive MBA\*

Estimated expenses throughout the program 392,250 baht

Executive MBA\*

Estimated expenses throughout the program 471,300 baht

\*Tuition fee collection per semester, see the Announcement on  
Institute's fee rates.

**School of Development Economics**

Master of Economics (Business Economics) program 4,000 baht/credit

Master of Economics (Financial Economics) program 5,000 baht/credit

Master of Economics (Executive Economics) program 7,000 baht/credit

**School of Applied Statistics** 3,500 baht/credit

**School of Social and Environmental Development**

Master of Arts Program in Social Development Administration

Bangkok 2,200 baht/credit

Regional Campus 1,800 baht/credit

Master of Arts Program in Politics and Development Strategy

Bangkok 2,500 baht/credit

**School of Environmental Development Administration**

Master of Science Program in Environmental Development  
Administration

Bangkok 2,500 baht/credit

Regional campus 2,500 baht/credit

**School of Language and Communication**

Master of Arts Program in Communication for Public and Private

Enterprises 4,000 baht/credit

Master of Arts Program in English for Professional Development 4,000

baht/credit

Master of Arts Program in Japanese Communication and Culture 4,000

baht/credit

**School of Human Resource Development**

Master of Science Program in Human Resource and Organization

Development 3,500 baht/credit

Master of Science Program in Management Technology 3,000

baht/credit

**School of Law**

Master of Arts in Law for Management 5,000 baht/credit

Master of Laws Program 5,000 baht/credit

**School of Tourism Management**

Master of Arts Program in \*Integrated Tourism Management

Bangkok

Estimated expenses throughout the program 209,900 baht

Regional Campus

Estimated expenses throughout the program 204,900 baht

\*Tuition fee collection per semester, see the Announcement on  
Institute's fee rates.

**School of Communication Arts and Management Innovation**

Master of Arts Program in Communication Arts and Innovation 6,000  
baht/credit

3. Late enrollment fee 2,000 baht/semester
4. Comprehensive Examination Fee 500 baht/exam
5. Qualifying Examination Fee 250 baht/exam
6. Academic and other certifications 100 baht/copy

7. Degree certificate fee 1,000 baht
8. Degree translation fee 100 baht/copy
9. IT facilities fee (only program taught in Bangkok) except summer session 700 baht/semester
10. IT Resources fee (Library) (except summer session)  
  
Bangkok (except summer semester) 600 baht/semester  
  
Regional Campus (except summer semester) 300 baht/semester
11. Computer lab fee for every program in Applied Statistics 1,200 baht/semester
12. School/Program transferring fee 1,000 baht/transfer
13. Extra activity fee as per the announcement of the Institute on extra activity fee of each program
14. Student familiarization fee for new students as per the announcement of the Institute on education fee for each program

Note: Fees are subject to change; see further information in Institute's announcements.

Revised: January 2017

## **International and English Programs**

### **Tuition and Fees**

#### **1. Education Fee**

##### **1.1 Education Fee for regular students**

1.1.1 Regular semester 4,000 baht/semester

1.1.2 Summer session 2,000 baht/semester

1.1.3 Student status maintenance fee for the semester on leave of absence or the semester not enrolled 2,000 baht/semester

##### **1.2 Education fee associate students and audit 5,000 baht/semester**

#### **2. Tuition Fee**

Doctor of Philosophy Program in Development Administration 7,000 baht/credit

Doctor of Philosophy Program in Business Administration

Coursework 14,000 baht/credit

Dissertation 10,000 baht/credit

Doctor of Philosophy Program in Economics 6,000 baht/credit



Doctor of Philosophy Program in Statistics 2,500 baht/credit

Doctor of Philosophy Program in Computer Science 6,000 baht/credit

Doctor of Philosophy Program in Human Resource and

Organization Development approximately 743,500 baht/program

Doctor of Philosophy Program in Language and Communication (International program) 6,000 baht/credit

Master of Business Administration (English Program)

-Thai/Foreign Student (Regular program) 1,500 baht/credit

Master of Business Administration (International program) 9,500 baht/credit

Master of Business Administration-Accelerated MBA (International Program)  
4,300 bath/credit

Master of Science Program in Financial Investment and Risk Management  
(International program) 9,500 baht/credit

Master of Arts Program in (Language and communication) (International program)

-Regular program 1,500 Baht/credit

-Special program 4,000 Baht/credit

Master of Arts Program in Communication Arts and Innovation (English Program) 6,000 baht/credit

3. Late enrollment fee
  - Regular program 1,500 baht/semester
  - Special program 2,000 baht/semester
4. Comprehensive Examination Fee 500 baht/exam
5. Qualifying/Field/Preliminary Examinations Fee, subject to the relevant announcements of the Institute
6. Academic and other certifications fee 100 baht/copy
7. Degree certificate fee 1,000 baht
8. IT facilities fee except summer session
  - Master's degree program 700 baht/semester
  - Doctoral degree program 1,000 baht/semester
9. IT Resources fee (Library) (except summer session)
  - Master's degree program 600 baht/semester
  - Doctoral degree program 1,000 baht/semester

10. Extra activity fee as per the announcement of the Institute on extra activity fee of each program

Note: Tuitions and fees are subject to relevant announcements of the Institute.

Revised: January 20107







# ANNEXES



(Copy)

**Directives of National Institute of Development Administration on Education**

**B.E. 2557 (2014)**

.....

Whereas it is expedient to revise the Directives of National Institute of Development Administration on the education of National Institute of Development Administration to correspond with the graduate Diploma, master's degree, doctoral degree curriculums at National Institute of Development Administration;

By the virtue of Section 16 of National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with the resolution of National Institute of National Administration Council's meeting no. 4/2557 dated April 9, B.E. 2557 (2014);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives shall be called "Directives of National Institute of Development Administration on Education B.E. 2557 (2014)"

Section 2 These Directives shall come to force from the day following the announced date onwards.

Section 3 The following shall be repealed.

(1) Directives of National Institute of Development  
Administration on Education B.E. 2549 (2006)

(2) Directives of National Institute of Development  
Administration on Education (No.2) B.E. 2550 (2007)

(3) Directives of National Institute of Development  
Administration on Education (No.3) B.E. 2551 (2008)

(4) Directives of National Institute of Development  
Administration on Education (No.4) B.E. 2552 (2009)

(5) Directives of National Institute of Development  
Administration on Education (No.5) B.E. 2553 (2010)

(6) Directives of National Institute of Development  
Administration on Education (No.6) B.E. 2553 (2010)

(7) Directives of National Institute of Development  
Administration on Education (No.7) B.E. 2555 (2012)

(8) Directives of National Institute of Development  
Administration on Education (No.8) B.E. 2556 (2013) and those Rules and  
Directives which are contrary to or inconsistent with these Directives shall  
be superseded by these Directives.

Section 4 In these Directives:

“Institute” refers to National Institute of Development Administration.

“Institute Council” refers to National Institute of Development Administration Council.

“School” refers to an agency which hold classes in accordance with the curriculum of degree diploma or higher.

“Vice President” refers to Vice President for academic affairs.

“Dean” refers to highest rank-holder at the School or the agency holding classes.

“Deans/Directors Meeting (Tor Kor Or)” refers to the meeting assembling all of the Vice Presidents and Deans.

“Degree diploma” refers to the degree diploma programs which are taught at the Institute.

“Full-time lecturer” refers to Institute personnel whose major tasks are lecturing, conducting researches and perform their assignments full-time at the program (not just full office hours); also specialized lecturers according to the Institute’s Rules; similarly lecturers from the university/institute assigned under contractual agreement with another university/institute to manage or co-research at the particular program as well as the personnel of other agencies which have contracts of the kind.

“Program full-time lecturer” refers to the full-time lecturer who possesses relevant qualifications or qualifications related to the subjects opened at the program and who must not lecture more than one program at the same time.

“Program lecturer-in-charge” refers to the full-time lecturer who is assigned to manage the program, classes, program development, program follow-up/evaluation and other relevant duties.



“Lecturer” refers to Civil official or Institute official according to the Directives of National Institute of Development Administration on Institute’s Personnel Administration who is assigned to lecture and/or conduct a research.

“Independence Study” refers to the subject characterized with investigating and researching in any subjects which require minimum 45 credit/hours per regular semester under the bi-term system.

“Comprehensive examination”<sup>2</sup> refers to the comprehensive examination or the qualifying examination or the preliminary examination.

“Program Executive Board” refers to the executive board consisting of all doctoral degree programs’ executive committees of the Institute.

Section 5 In case of troublesome enforcement or interpretation, the consideration and rulings thereof shall be at the President’s discretion under the consent of the Deans/Directors Meeting (Tor Kor Or Education).

Section 6 The President shall take charge and control of the execution of these Directives.

## Part 1

### Student category

Section 7 Institute’s Students are classified into 3 categories.

(1) Regular students are students who are registered to be students of a certificate diploma program, master’s program, doctoral program and other graduate programs approved by the Institute.

---

<sup>2</sup> Institute Directive on Education B.E. 2557, Section 4 “Comprehensive Examination”, amended by Section 3 of Institute Directive on Education B.E. (No.2) 2558

(2) Associate students are students whom the Institute registers with the request of a person or an agency to take one or more courses in the degree diploma program or higher without the rights for the degree conferment.

(3) Special associate students are students who are registered while they still undergraduate students; yet the students must earn at least 100 credits or equivalent.

## **Part 2**

### **Student qualification**

Section 8 Regular Students shall have the following qualifications.

(1) Degree diploma, master's program and master's-doctoral program students must graduate bachelor's degree or equivalent while doctoral program students must graduate master's degree or equivalent, all of whom must graduate from educational institutions accredited by the Office of Higher Education Commission (OHEC) or the Office of Civil Service Commission (OCSC) or any educational accreditation organizations; or students must have an academic certification approved by the Institute council to be admitted to the Institute.

(2) Students must not bear contagious and deadly diseases, which may interrupt the study. A medical certification by a licensed physician must be presented.

(3) Students must be decent people.

(4) Students must pass entrance examination or procedures imposed by the Institute.

Section 9 Associate and special associate students must have the following qualifications.

(1) Associate students must have the qualifications according to Section 8 (1) (2) (3) or presenting a letter from immediate educational institution certifying that the student is anticipating graduating within the semester in which he/she is registered at the Institute. The student must also receive an approval from the Dean of the School registered; finally he/she must receive an approval from the lecturer of the course(s) enrolled.

(2) Special Associate students who shall change the status to regular student status of the Institute must have the qualifications according Section 8 (2) (3) (4), for he/she must graduate his/her bachelor degree and possess all qualifications required by the program in which he/she wishes to enroll.

### Part 3

#### **Program lecturer, Program lecturer-in-charge, Counselor lecturer, Thesis and Independence Study Advisor**

Section 10 Each program must have program lecturers and program lecturer-in-charge. The number and qualifications shall be stipulated by the Office of Higher Education Commission (OHEC).

Section 11 The Dean shall appoint counselor lecturers to give counseling to students on their study in the program.

The Dean may change counselor lecturer or appoint advisor from another discipline, accordingly.

Section 12 The number of students per thesis/independent study advisor shall be administered as follows.

(1) A Program lecturer is assigned to the maximum of 5 master's program students and doctoral program students altogether. If, in any programs, any program lecturers demonstrate his/her potential of catering more advisees, the President shall at his discretion assign more student advisees, but not more than 10 advisees.

(2) A Program lecturer shall be assigned as independent study advisor for the maximum of 15 student advisees.

If an advisor is assigned with both thesis and independent study advising, the ratio between thesis and independent study shall be 1 thesis advisee per 3 independent study advisees. The number shall include students who concurrently have not yet graduated.

Program lecturer-in-charge and program lecturer shall have to perform the lecturing and counseling tasks as well as the task as a member of committee of the oral examination in the program whichever case may be.

#### **Part 4**

##### **Student Registration and Enrollment**

Section 13 The students who pass the selection and the entrance exam must be registered as regular students during the date and time announced. Associate students must be registered as associate students before the semester begins. Special associate students must be registered according to the relevant Institute announcement.

In case of necessity and appropriateness, the Dean of the school in question is commissioned to extend the registration period; however students must have at least 80% of the time of each course left for studying.

Section 14 students cannot be the Institute's regular students at more than one program at a time; unless the student receives special permission from the Deans/Directors Meeting (Tor Kor Or Education).

Section 15 In enrolling for any courses in a semester, a regular student must attain consent from the advisor and an associate student must attain consent from the program lecturer of the course in question or the Dean.

Section 16 students can attend course classes, when students are enrolled in that course.

Section 17 The enrollment is divided into 3 forms.

- (1) Enrollment for credits
- (2) Enrollment for auditing
- (3) Enrollment for status maintenance

Section 18 Students must enroll during the Institute-scheduled date and time.

Section 19 In a semester, regular students shall enroll as follows.

- (1) In a semester master's program student shall enroll between minimum 9 credits and maximum 12 credits. In some cases, when an approval from the Dean is attained, the student may enroll more but not more than 15 credit exclusive of auditing courses, pre-semester courses and the first part of thesis (3 credits).

In a summer session, students shall enroll not more than 6 credits, unless he/she attains approvals from the Dean, but not more than 9 credits.

In a semester doctoral program students shall enroll semester' set courses required by the program executive board which shall not be less than 6 credits and not more than 12 credit unless he/she attains approval from the Dean exclusive of auditing and the first part of thesis credits (6 credits).

In a summer session, students shall not enroll more than 6 credits unless he/she attains the approval from the Dean.

(2) In a semester, in the program which holds classes both at Bangkok campus and the regional campus the Dean may exceptionally allow a student to study at both campuses. At any rate, it must not affect the cohorts' educational plan and the student has to pay all tuition and fees incurred.

(3) A student whose campus transfer, between Bangkok and another regional campus or one regional campus to another, is approved, shall also transfer the courses enrolled from the old to the new campus within the same semester. There is no need to re-enroll.

(4) In the event that there are totally less than 9 credits left to graduate, students can enroll only the subjects needed in order to complete the program without the Dean's approval.

(5) The enrollment period of independence study for each semester shall follow the academic calendar.

(6) In case of a specially arranged program such as a joint program between institutes, the enrollment shall follow program's stipulation as per Institute announcements.

(7) The tri-semester program or other kinds of academic arrangements as per Institute council's stipulations shall enroll according to Institute announcements.

Section 20 Late enrollments shall observe the following instructions.

(1) For regular classes, late enrollment shall be done within the first 2 weeks as of the semester's starting date.

(2) For block courses, late registration shall be done after the class has started for not more than 20% of the total time of the course.

(3) For summer sessions, late enrollment shall be done within 1 week as of the session's starting date.

In case of necessity and appropriateness, the Dean of the school may order an enrollment extension. However, in case of such extension, the course requesting late enrollment must have not less than 80% of the total the time left.

Late enrollment is subject to fines according the Directives of National Institute of Development Administration on Fee Rate. Any fee exemption lies with the authorization of the Dean according to the rules set by the Deans/Directors Meeting.

Section 21 Students shall enroll any courses only once except the following courses.

(1) Principle courses and/or subjects with the code 6000. In case of program's mandatory courses, students may re-enroll if the grade received is lower than 'B' grade, but not more than 2 times. In case of necessity and appropriateness, the Dean of the school may allow further enrollments.

(2) Not more than 2 major or selective courses (in case of no major courses exist) are allowed to re-enroll, if the grade received is lower than 'B' grade.

(3) Supplementary to the foundation courses are allowed to re-enroll until the grade meets the requirements of the program or the Institute.

(4) Courses with code 5000 enrolled without credits are allowed to re-enroll until the grade meets the requirement of the Institute.

The re-enrollment cases, any of which fall under the provisions according to 21 (1), (2), (3) and (4) shall observe Institute announcements.

In case of the re-enrolled courses, all grades shall be calculated to the Grade Point Average (GPA). However, for the accumulated grade calculation according to Section 65 and 79 (3) of these Directives only the final grade shall be calculated.

In the event that, students get 'F' grade in any of the courses of the program, the credits shall be excluded from the program requirements; but the grade shall be calculated for the accumulated grade point average.

## Part 5

### Course Addition/Withdrawal and Enrollment Status Change

Section 22 Regular master's program students who have registered as Institute students may not withdraw courses so that the credits drop to less than 9 credits for in first semester. Regular doctoral program students may not withdraw courses so that the credits drop to less than 6 credits in the first semester.



In case of necessity and appropriateness, the Dean of the school the students belong to may approve the withdrawal of the first semester to less than 9 credits for master's program students and to less than 6 credits for doctoral program students.

Section 23 Adding can be done with an approval of the advisor with the consent of the lecturer with the following conditions.

- (1) In case of regular taught class, this can be done within 2 weeks as of the day the semester starts.
- (2) In case of a block course, this can be done as the taught class has started not more than 20% of the duration of the course.
- (3) In case of regular taught class in summer session, adding can be done within 1 week as the session begins.

In case of necessity and appropriateness, the Dean of the school the students belong to may extend the period of adding. However, the students must still have not less than 80% of the time of the course added.

Section 24 Withdrawal can be done with the approval of the advisor. For the withdrawal within the deadline, students shall receive the refund unless there is an Institute announcement on tuition and fees of the program in question stipulating otherwise.

Withdrawal within the deadline shall observe the following procedures.

- (1) In case of regular taught class, withdrawal must be done within 2 weeks after the semester officially begins.

(2) In case of block course, withdrawal must be done after the taught class continues not more than 20% of the time of the course.

(3) In case of regular taught class in summer session, withdrawal shall be done within the 1 week after the session officially begins.

If the withdrawal is done after the deadline, there must be an approval from the Dean with the consent of the advisor. At any rate, if it is a regular taught course, withdrawal must be done within the last day of the semester in question. If it is a block course, withdrawal must be done within the last class of the course in question.

If students withdraw after the deadline, the academic record will show “withdrew” or ‘W’ for the course in question.

Students will not receive a refund for the withdrawal after the deadline, unless it is considered beyond one’s capability one way or another, i.e. the grade results’ announcement affects the course withdrawn; or the student’s serious illness that requires hospitalization; or the student is dispatched for a mission by the original affiliation.

Section 25 The enrollment status change from creditable to auditing or from auditing to creditable status must receive approval from the counselor lecturer and the course lecturer. In case of regular taught course, this must be done before the last day of the semester in question. In case of a block course, this must be done within the last class of the course in question.

Section 26 Addition, withdrawal or enrollment status change shall be effective, when students already enrolled.

## Part 6

### Thesis

Section 27 Regular master's program students, who complete the coursework and are required to write a thesis according to the plan, shall have to propose a topic and a thesis outline to the Dean via the counselor lecturer for consideration. These shall be approved within 2 semesters (exclusive of summer session) dating from the final semester of the coursework. If a student fails to submit them within the deadline, the student's status shall be terminated, unless the Dean of the school the student belongs to orders an extension.

To make any changes with the topic and the outline, which have been approved, shall lie with the Dean' authority.

The Dean shall appoint a full-time lecturer to be the principal thesis advisor. The thesis co-advisor who is either a full-time lecturer; or a master outside the Institute shall also be appointed. The thesis advisor shall give advice and control the researching and thesis writing. In case of necessity, thesis advisors can be changed according to suitability.

The qualification of thesis advisors shall comply with the program standard criteria stipulated by the Office of Higher Education Commission.

Section 28 After a regular doctoral program students completes the coursework and pass the qualifying examination and/or the preliminary examination according to the requirement of the particular program, a topic and an outline of the dissertation must be submitted to the Program Committee via the counselor lecturer for consideration. They must be approved within a semester (exclusive of summer session) as of the semester in which students pass the examination with the exception of the students who belong to the

non-coursework plan. The topic and the outline proposal must comply with the program requirements and/or the Institute announcements. However, if this is not done within the deadline, the student status shall be terminated. Unless there are necessities and appropriate reasons, the Dean may order an extension with the consent of the Program Committee of the program the student belongs to.

After the topic and the outline proposals are approved, any changes of the topic and the dissertation outline can be done with the Dean's authority with the consent of the Program Committee.

The Dean with the recommendation of the Program Committee shall appoint a full-time lecturer to be the principal dissertation advisor. There will be a co-advisor who is either a full-time lecturer or a master outside the Institute. Dissertation advisor shall give advice on and control the researching and dissertation writing. In case of necessity, the Dean may change the dissertation advisor to whomever appropriate with the recommendation of the Program Committee.

The qualification of thesis advisors shall comply with the program standard criteria stipulated by the Office of Higher Education Commission.

In case of short supply of the experts in the field and the utmost necessity, masters outside the Institute may be appointed to be the principal dissertation advisor with the consent of the Program Committee. The master shall be screened by the Deans/Directors Meeting (Tor Kor Or Education) before presenting to the President for an approval on the case-by-case basis.

Section 29<sup>(3)</sup> The Master's degree oral examination committee shall be appointed by the Dean which is consisting of a chairperson and not more than 3 committee members who possess the qualifications according to the program standard criteria stipulated by the Office of Higher Education Commission.

The principal dissertation advisor and the co-advisors (if any) may be included in the oral examination committee, but not the chairperson, and must be present at every presentation.

Section 30<sup>(4)</sup> The Dean with the recommendation of the Program Committee shall appoint an oral examination committee consisting of a chairperson and not more than 3 committee members who possess the qualifications according to the program standard criteria stipulated by the Office of Higher Education Commission.

The principal dissertation advisor and the co-advisors (if any) may be included in the oral examination committee, but not the chairperson, and shall be present at every presentation.

Section 31<sup>(5)</sup> The Master's program (Plan A) thesis enrollment shall be divided to 2 parts. The first 3 credits of the thesis shall be enrolled with other taught classes as usual. The grade result received must be 'S'. In case of 'U' grade result, the student has to re-enroll in the following semester within 1 week after the 'U' grade result being announced. The first part of the thesis enrollment (3 credits) must be re-enrolled until the 'U' grade result turns 'S'. The credits shall be counted only the semester with the 'S' grade result.

---

<sup>3</sup> Part 6, Section 29, amended by Section 3 of the Directives of the Institute on Education (No.3) B.E. 2558

<sup>4</sup> Part 6, Section 30, amended by Section 4 of the Directives of the Institute on Education (No.3) B.E. 2558

<sup>5</sup> Part 6, Section 31, amended by Section 4 of the Directives of the Institute on Education (No.2) B.E. 2558 and Section 5 of the Directives of the Institute on Education (No.3) B.E. 2558

The 9-credit second part of thesis enrollment shall be done within 3 weeks after the 'S' grade result being announced. The late enrollment will need an approval from the Dean of the school the student belongs to and will be subject to fines according to the Institute Announcement on Fee Rates.

Section 32 <sup>(6)</sup> The doctoral degree dissertation enrollment shall be divided to 2 parts. The first 6 credits shall be enrolled with other taught classes as usual. Student must receive 'S' as grade result. In case of 'U' grade result, the student has to re-enroll in the following semester within 1 week after the 'U' grade result being announced. The first part of dissertation enrollment (6 credits) must be re-enrolled until the 'U' grade result turns 'S'. The credits shall be counted only the semester with the 'S' grade result.

The doctoral program students whose plan does not require coursework can enroll the dissertation credits as of the first semester admitted.

The second part of dissertation enrollment shall be done, when students pass the qualifying examination as well as receive 'S' grade result for the first part. Students have to enroll within 2 weeks after the 'S' grade result being announced and/or the qualifying examination being passed whichever case may be. In case of necessity, the Dean of the school the student belongs to with the recommendation of the Program Committee may approve the students who haven't passed the qualifying examination but have earned 'S' grade result to be able to enroll the second part of the dissertation.

---

<sup>6</sup> Part 6, Section 32, amended by Section 5 of the Directives of the Institute on Education (No.2) B.E. 2558 and Section 6 of the Directives of the Institute on Education (No.3) B.E. 2558

The number of credits of the second part to enroll shall comply with Section 19 (1) of these Directives. The following dissertation enrollment must be done within 1 month as of the semester begins according to the academic calendar.

The dissertation enrollment must be continuously done in every semester until the credit number reaches program requirements. If the enrollment cannot be made in any of the semesters, students have to take leave-of-absence. The request for leave-of-absence has to be approved by the Dean of the school the student belongs to with the consent of the principal dissertation advisor. The leave-of-absence shall be approved for not more than 2 semesters long per request (exclusive of summer session). The request for leave-of-absence has to be done before the last day of the semester in which the leave-of-absence will be taken. During the leave-of-absence, the dissertation enrollment together with the status maintenance fee shall be collected for the semester.

The late enrollment must be approved by the Dean of the school the student belongs to and fines must be collected according to the Institute Announcement on Fee Rates.

Section 33 In the doctoral program enrollment, principal dissertation advisor or counselor lecturer must assign their advisee with 'IP' grade in every semester the student enrolls for the doctoral program credits.

Section 34 The doctoral program enrollment according to Section 31 and 32, when enroll together with other courses for credits has to comply with Section 19(1) of these Directives.

Section 35 If students completely enroll the master's thesis credits or the doctoral dissertation credits as required by the program, students shall have to pay student status

maintenance fee in every semester. The students maintenance status fee must be paid during the enrollment period scheduled by the Institute as long as it takes them to submit the complete and corrected copy of thesis/dissertation, which has been approved by the oral examination committee.

Section 36 The appointment and/or the change of the principal thesis/dissertation advisor/co-advisor shall be reported to the Institute within 2 weeks as of the date of the appointment or change.

Section 37 Regular master's program students can change from thesis plan to non-thesis plan with the Dean's approval with the recommendation of the principal thesis/dissertation advisor.

The approval to change study plan from thesis plan to non-thesis plan shall also be deemed termination of the thesis/dissertation by implication, and the 'T' grade will be assigned.

Section 38 Thesis/dissertation withdrawal can be made on the condition that the Dean approves with the recommendation of the principal thesis/dissertation advisor. For the withdrawal made within 2 weeks as of the last day of thesis/dissertation enrollment schedule, the credits will be refunded.

Section 39 Regular Master's program students who choose thesis plan without comprehensive examination must receive not lower than 3.30 Grade Average Point of the total course and each grade assignment is not lower than 'B' grade. In case of the plan with comprehensive examination, students have to pass the comprehensive examination so as to be permitted to defend the thesis. Similarly, regular doctoral program students can enter the oral examination under the condition that students pass all the examinations required by the program.



Students shall have to publicly announce the place and date of the oral examination.

Section 40 The thesis/dissertation shall be assigned with ‘S’ grade as satisfactory and ‘U’ grade as dissatisfactory. These grades shall not be calculated for the Grade Point Average, but the credits shall be counted in order to fulfill the program requirements.

Section 41 The decision made by the oral examination committee shall be based on majority votes. If the votes are equal, the chairperson shall rule the final decision. All of the advisors shall sign in the thesis/dissertation copy as well.

Before submitting the final thesis/dissertation, the following procedures must be observed.

Master’s degree thesis must be published; or at least managed that the work wholly or partly be published in a journal or an academic publication; or presented at a academic meeting with the minutes (Proceeding).

Dissertation must be published or at least managed that the work wholly or partly be published in a journal or an academic publication where peer reviews help screening the works before the publication; consequently has to be accepted in the field.

Section 42 Oral examination students who receive ‘S’ grade (satisfactory) shall bring the corrected copies of the thesis/dissertation as many as required by the Institute to be signed. Thus, the date on which the complete thesis/dissertation copies are submitted to the school shall be deemed the graduation date.

In the event that the thesis/dissertation is submitted in same semester as another taught course. If the courses are not withdrawn, the day in which the grade result is announced shall be deemed the graduation date.

## Part 7

### Leave-of-absence

Section 43 A student may take leave-of-absence, when the request obtains an approval from the Dean with the consent of the counselor lecturer for not more than 2 semesters per leave (exclusive of summer session). The leave-of-absence's request must be approved before the last day of the semester in which leave shall be taken. During the leave-of-absence the student shall have to pay student status maintenance fee for the semesters of the leave.

Section 44 Degree diploma, regular Master's program students are not allowed to take leave-of-absence in the first semester after being registered as a student. Regular doctoral program students are not allowed to take leave-of-absence in the first year after being registered as a student.

In case of necessity and appropriateness, the Dean of the school the student belongs to may order the student cases mentioned in the previous paragraph to take leave-of-absence.

Section 45 The permission for the enrolled students to take leave-of-absence shall be deemed the permission to withdraw courses by implication.

Section 46 The time counting according to Part 13, Section 76 (7) and Part 15, Section 81 of these Directives shall include the time of the permitted leave-of-absence and the time not enrolled without the permitted leave-of-absence.

## Part 8

### Transfers of School, Program and Credits

Section 47 Regular Master's program student may ask for school change or program change or change within the Dual Master's Degree Program among the school in the Institute according to the rules and conditions stipulated by the Institute.

Section 48 School change or program change shall observe the following requirements.

- (1) It must be done while students are regular student.
- (2) Students must have studied at the old program for not less than 12 credits
- (3) Students must receive approvals from both the old school's Dean and the new school's Dean for the cross-school transfer.
- (4) Students must receive approval from the Dean of the school for the within school transfer.
- (5) Students have complied with the transfer conditions of the receiving school/program.
- (6) Students must register for school transfer or program transfer, and pay transfer fee according to the Institute's rates

Regular Master's program students who file a request for school transfer or program transfer can have the credits transferred to be valid credits of the new school/program with the approval of the new school's or program's Dean. However, credits to be transferred shall not exceed one third of the total credits of the transferee program. The credits earned shall not be older than 3 years dating from the last day of the semester according to academic calendar of the Institute. And the grade of the transferred credits

shall not be calculated for the Grade Point Average at the new school/program. The credits transfer can be done by means of a request to the Dean after receiving the approval to study at the new Program.

Section 49 Transfer of the Dual Master's Degree Program shall observe the following requirements.

(1) It must be done while students are regular student and studying at any of the Dual Master's degree program.

(2) Students must have studied in the old program for not less than 1 semester.

(3) Students must receive approvals from both Deans of the old program and the new program to be transferred to.

(4) For the credit counting and academic grades, all the credits and the Grade Point Average of the courses taken at the old program shall all be transferred which shall be kept at the registration system of the new program for the semester actually enrolled at the old program; subsequently the courses of the new program shall follow.

Section 50 A student who graduates or anticipates to graduate from any school/program of the Institute and wishes to continue their study at another program at the same level or to further to the higher degree shall be considered by individual school on the case-by-case basis. The admission requirements shall follow the individual school's stipulations.

Section 51 A student who studies at the new school or program according to Section 50 may transfer credits from the old program to the new school/program. With approval of the Dean of the school the student will study, not more than one third of the credits of the new program/school can be transferred. The credits of the courses to be transferred shall not be older than 3 years dating from the last day of the semester according to academic calendar of the Institute. The transferred credits shall not be calculated for the Grade Point Average.

Section 52 When a student who used to study in one of the schools/programs of the Institute who resigned or was terminated is re-admitted to the Institute as a regular student may request for transfer of credits in order to include them in the program. This has to be done with the approval of the Dean of the school which the student is admitted to. However, credits are allowed to transfer only one third of the credits of the program the student is obliged to study.

Courses which will be transferred shall be at the Dean's discretion. The credits of the transferred courses must not be older than 3 years dating from the last day of the semester according to the academic calendar of the Institute. The grade of the transferred courses shall not be calculated for the Grade Point Average.

Section 53 Regular students can have the credits from the associate student status transferred to be valid credits at the new program admitted according to Section 52 of these Directives.

Section 54 In case that a student of the Institute studies at another institute with the recommendation of the Counselor lecturer with the approval of the Dean of the school the student belongs to, the credits of the courses approved to study at that institute shall be counted; however the institute has to be accredited by the Office of Higher Education Commission (OHEC) and the Office of Civil Service Commission (OCSC). The credits to be transferred as the Institute credits shall not exceed 12 credits for Master's program and 24 credits for doctoral program.

For equivalent transferable credits from the other institute to the Institute's credits, 1 credit must contain not less than 15 hours; thus grade results thereof shall be valid credits, which will be calculated for the Grade Point Average.

Section 55 A student who used to study and is conferred with degree diploma or a degree of the same level at another institute which the Institute recognizes may request for credit transfer so as to include the credits into the program with an approval of the Dean of the school the student studies. The number of the credits to be transferred shall not exceed 12 credits for degree diploma and master's program and 24 credits for doctoral program. At any rate, the program's announcements shall be observed.

Courses to be considered for the credit transfer in the previous paragraph must have the contents and knowledge level not lower than the standards stipulated in the program of the Institute. Those courses must not be older than 3 years dating from the last day of classes of the semester enrolled.

Grade results of the courses of which credits are transferred shall not be calculated into the Grade Point Average towards conferment of the degree diploma and any degrees according to these Directives.

Section 56 In case that a student need a cross-level credit transfer, the rules and criteria stipulated by the Institute shall be observed.

## **Part 9**

### **Adjustment of Status**

Section 57 Regular doctoral program students may ask the Institute to consider adjusting the status to regular master's program student; or regular master's program students who have excellent grade results may ask the Institute to adjust the status to a regular doctoral program student. However, adjustment of status is subject to the rules, criteria and proceedings stipulated by the Institute.

The President with the recommendations of the Vice President and the Dean may order a degree adjustment as stated in the previous clause.

## Part 10

### Grade Result

Section 58 Grade result refers to the end result of testing, drilling, writing reports, examination, field practice and other kinds of evaluations as required by the lecturer and results of the oral examination and independent study.

Section 59 Grade legend according to Section 58

(1) Various courses indicated in the program shall be graded as per the following descriptions.

A	= 4.0 signifies Excellent
A–	= 3.7 signifies Very good
B+	= 3.3 signifies Good
B	= 3.0 signifies Fairly good
B–	= 2.7 signifies Almost good
C+	= 2.3 signifies Fair
C	= 2.0 signifies Almost fair
C –	= 1.7 signifies Poor
D	= 1.0 signifies Very poor
F	= 0 signifies Failure

W	signifies Withdrawal
I	signifies Incomplete
S	signifies Satisfactory
U	signifies Unsatisfactory
AU	signifies Audit
P	signifies Pass
IP	signifies In progress
T	signifies Terminated
TR	signifies Transfer, work with which there is no comparable grade

(2) For auditing enrollment the grade output shall reveal ‘S’ or ‘U’ whichever case may be. If the grade result is satisfactory or ‘S’, the transcript will show ‘AU’. If the grade result is marked as ‘U’, the transcript will not show any record of enrollment of that course.

(3) <sup>7</sup> The comprehensive examination shall show the grade output as ‘P’ for ‘pass’ and ‘F’ for ‘failure’ whichever case may be.

---

<sup>7</sup> Part 10, Section 59 (3) , amended by Section 6 of the Directives of the Institute on Education (No.2) B.E. 2558



(4) According to the Institute Announcement, thesis or any other courses which assess students different than what stated in Section 58 shall reveal grade output as follows.

In case of ‘S’, grade result shall record as ‘S’.

In case of ‘U’, grade result shall record as ‘U’.

(5) The grade result of the 3-credit independent study shall be given and calculated for the Grade Point Average as other regular courses.

Section 60 Lecturers have the duty and responsibility to grade the student in each course and must announce the grade results to the students within 30 to 50 days. For the regular taught courses, it shall start counting from the last day of examination according to the Institute Announcement of that semester whereas for block courses it shall start counting from the final examination day of that course.

Grade results shall be submitted according to the schedule set by the Directives of the Institute on Grade Result Submission Measure. If lecturers fail to submit grade results as scheduled, the President shall exercise the measures according to the Institute Directives on Grade Result Submission Measures.

If more than half of the enrolled students are assigned with ‘I’ grade results, it is deemed that the grade result is not submitted with the exception for independent study and first part of thesis.

In case that a student miss an examination so that the lecturer cannot assign any grade result, the grade result shall be assigned as 'F'.

In case of necessity and appropriateness, the President with the recommendation of the Vice President for academic affairs and the Dean of the school of that course may appoint a person or a group of persons to assign grade results for the course of which grade results are not submitted.

Section 61 <sup>8</sup> A student who enrolls any courses for credit must not have less than 80% of the total class attendance; otherwise the grade result shall be assigned as 'F'.

Section 62 In case of 'I' grade result, students shall have to work on an assignment within 60 days counting from the day the lecturer submits the grade result of that course; otherwise grade results shall be deemed as 'F'. Unless the Dean gives an approval as an exception case, students shall be given an extension but not longer than 30 days.

In case of necessity and appropriateness, Vice President with the recommendation of the Dean of the school of the particular course may allow 'I' grade correcting extension on the case-by-case basis for the following circumstances.

(1) In case of student's illness and being hospitalized.

(2) In case that the final examination is postponed by the Dean's approval and the school re-schedule it to another semester which will exceed the 'I' grade correction deadline of the semester being postponed. The postponement shall not be executed longer than 2 semesters (exclusive of summer session).

---

<sup>8</sup> Part 10, Section 61, amended by Section 7 of the Directives of the Institute on Education (No.2) B.E. 2558

Section 63 In case of cheating at the final exam as stated in the Institute Directives on Student Discipline the grade result shall be assigned as 'F'.

Section 64 For the Grade Point Average calculations in each semester, the grade results of all the courses enrolled for credit of the particular semester shall be calculated except courses in the foundation group and other courses according to each program or the Institute announcements.

## Part 11

### Comprehensive Examination<sup>9</sup>

Section 65 Regular master's program students can take the comprehensive examination whenever students already took principle courses and/or courses with 6000 code. In the event that those courses are specified as mandatory courses according to the curriculum, the Grade Point Average calculated must not be lower than 3.00. The comprehensive examination shall be arranged according to the Institute Announcement on Comprehensive Examination Practice Guidelines

Section 66 In the event that a regular master's program student does not receive the complete grade results, the Dean may consider allowing the student to take the comprehensive examination on the case-by-case basis.

In event that the grade results are complete; yet the Grade Point Average does not reach 3.00 or does not meet the requirements, the comprehensive examination taken shall be deemed null and void.

---

<sup>9</sup> Part 11 Comprehensive Examination, amended by Section 8 of the Directives of the Institute on Education (No.2) B.E.2558

Section 67 In a comprehensive examination, if the examination is split into parts and students fail some parts, in the following comprehensive examination the students can take the exam only the parts in which they fail.

Section 68 Regular master's program students shall be permitted to take an oral examination whenever students complete the coursework with not less than 3.00 Grade Point Average and pass the comprehensive examination, in case that the program requires the students to take both the comprehensive examination and the oral examination.

Section 69 For master's program and doctoral program students, in the event that the program requires them to take comprehensive examination, qualifying examination, preliminary examination and oral examination or any examinations other than the course examinations, the eligible exam takers shall possess qualifications according to the program's regulations or the school's announcements.

## Part 12

### Comprehensive Examination Committee<sup>10</sup>

Section 70 The Dean shall appoint one or more committee to proceed with the arrangements for the comprehensive examination, oral examination, qualifying examination, preliminary examination or other examinations according to School announcements.

Section 71 The appointed committee according to Section 70 consists of a chairperson and other committee members; altogether not less than 3 members while each of the oral examination committee consists of not less than 2 committee members.

---

<sup>10</sup> Part 12 Comprehensive Examination Committee, amended by Section 9 of Institute Directives on Education (No.2) B.E. 2558

Section 72 The judgment of the committee shall be ruled with the majority votes. If the votes are equal, the chairperson will exercise the casting vote, thereby the decision is made.

Section 73<sup>11</sup> The Dean may change the committee members according to Section 70 as appropriate.

Section 74 In case of the doctoral program students, the execution of Section 70 to 73 of these Directives shall follow the recommendations of the Program Committee of each program.

### Part 13

#### Probation and Termination of Students

Section 75 Master's program and doctoral program students shall be under probation when grade result at the end of a semester (exclusive of summer session) is under 2.70.

Section 76 Students shall be terminated from student status by one of the following circumstances.

- (1) Graduation
- (2) Deceased
- (3) Submission of a resignation form and being approved by the Dean

---

<sup>11</sup> Part 12, Section 73, amended by Section 10 of the Institute Directives on Education (No.2)B.E. 2558

(4) Total grades of the courses enrolled for credits at any semesters for more than 9 credits is lower than 2.00 for degree diploma program and Master's program students while 2.50 for the doctoral program students.

(5) Being under the probation for 2 consecutive semesters (exclusive of summer session)

(6) Not enrolled for 2 consecutive semesters (exclusive of summer session) without permission of a leave-of-absence from the Dean, except the students whose enrollments completed according to the program regulations and the Grade Point Average is not less than 3.00.

(7) Student status expires under the following circumstances.

Degree diploma, not graduate within 3 years

Advanced diploma, not graduate within 3 years

Master's degree, not graduate within 5 years

Doctoral degree for the master's degree graduates, not graduate within

6 years

Doctoral degree for the bachelor's degree graduates, not graduate within

8 years.

The counting starts from the first semester in which the student registers as a student.

In case of necessity and appropriateness, the President with the recommendation of the Vice President and the Dean of the school the student belongs to may order an extension as stated in the previous clause with a condition provided by the Institute.

(8) The Institute orders to delete the student from the student registration as the result of the implication of the Directives of the Institute on Student Discipline or the Institute's Rules.

(9) For Degree diploma program and master's program students, when students have already over-enrolled for the program's least credits required by 9 credits (except for the repeated courses) and the Grade Point Average earned are under 3.00.

(10) For doctoral program students, when students have completed the enrollment for credits as per the program requirements and the Grade Point Average earned are under 3.00.

(11) Unable to pass the qualifying examination and/or the preliminary examination required by the doctoral degree program or the school announcements within the given period.

(12) Unable to submit the topic and thesis/dissertation guidelines within the given period as stipulated in Section 27 and 28 of these Directives.

Section 77 Associate student status shall be terminated when students finish each course enrolled in each semester, unless the associate students are registered as regular students and are able to enroll for courses according to the Institute announcements or special arrangements between the Institute and another Institute.

Special associate student status shall be terminated when students have changed to the regular student status or when the finishes the bachelor's degree, yet possess incomplete requirements to change to the regular student status according to the stipulation under section 9 (2) of these Directives.

#### **Part 14**

##### **Graduation**

Section 78 Students shall graduate degree diploma whenever:

- (1) Students studied all the program-required courses
- (2) Students' grade results, the Grade Point Average is not lower than 3.00.

Section 79 Students shall graduate master's degree from the Institute whenever:

- (1) Students possess the English-language or foreign-language capacity and/or other special calibers as per Institute set standard. An exception from the afore-mentioned clause shall follow the provisions of the program or Institute announcements.

- (2) Students studied all of the required courses according to the curriculum and received all grade results of the credit-based enrollments with the Grade Point Average not less than 3.00.



(3) Students received grade results of the principle courses and/or courses with 6000 code as they are curriculum's mandatory courses and the Grade Point Average thereof must not be lower than 3.00, unless Institute announcements allow exemption from this clause.

(4) <sup>12</sup> Students took comprehensive examination required by the program and received 'P' grade. (Pass)

(5) Students took the oral examination as stipulated by the curriculum and received 'P' grade result. (Pass)

(6) In case that students take the study plan with thesis, grade result of the oral examination must be 'S' and the thesis copies must be submitted according to Section 42 of these Directives.

(7) The thesis must be published according to Section 41 of these Directives.

Section 80 Students shall graduate the doctoral degree from the Institute whenever:

(1) Students pass at least 1 foreign language requirements according to the standard criteria and the provisions of the Institute.

(2) Students studied all of the required courses according to the curriculum. However, such credits according to (1) shall not be counted. Credits from the master's degree level shall be counted if they are parts of the doctoral degree curriculum as required by the program.

---

<sup>12</sup> Part 14, Section 79 (4), amended by the Directives of the Institute on Education (No.2) B.E. 2558

(3) In case of the coursework of the doctoral degree program, the grade results of all the courses enrolled for credits required by the curriculum are received and not lower than 3.00.

In case of the non-coursework doctoral degree program, the dissertation enrollment must receive 'S' grade result for all the semesters.

(4) In case of being required by the curriculum, the qualifying examination and/or the preliminary examination must receive 'P' grade.

(5) The dissertation copies must be submitted according to Section 42 of these Directives.

(6) The dissertation must be published according to Section 41 of these Directives.

## Part 15

### Honor Roll

Section 81 Regular master's program students shall be entitled to include in the honor roll must possess the following qualifications.

(1) Students must have Grade Point Average 3.75 or higher.

(2) Students' grade results must not be lower than 'B' in all enrolled courses and must not have 'U' in the academic records.

(3) Students must never have transferred credits to include in the Grade Point Average with the exception of the non-credit courses according to the Institute announcements and/or in case of studying at another institute according to Section 54 of these Directives.

(4) <sup>13</sup> Students must never fail the comprehensive examination and the oral examination. If the examination is divided into different parts, every part must have “pass” grade at one time.

(5) Student must graduate within 3 years for the program provision that requires not less than 45 credits; or within 3.5 years for the program that requires more than 45 credits; or within 4 years in case of the thesis plan. All this, this shall count from the opening day of the first semester in which the student enrolled as a regular student.

(6) Students must never be punished of discipline breaching according to the Directives of the Institute on Student Discipline.

## Part 16

### Requests for degree diploma and degree conferment

Section 82 Students shall be nominated for degree conferment of degree diploma, master's degree and doctoral degree from the Institute when the following actions have been taken.

---

<sup>13</sup> Part 15, Section 81 (4), amended by Section 12 of Directive of these Institute on Education (No.2) B.E.2558.

(1) Students fulfill all requirements of the graduation procedures.

(2) Students cleared the debts and/or fulfill all other the obligations with the Institute as a regular student.

(3) Students paid all the fees imposed by the Institute.

(4) Students are not under investigation process or under disciplinary punishment of the students.

### **Part 17**

#### **Quality Assurance of the Curriculum**

Section 83 Quality assurance of the program consists of 4 major issues.

(1) Program administration

(2) Lecturing and researching resources

(3) Students' supporting and advising

(4) Social labor market demands and/or satisfaction of graduates'

employers

## Part 18

### Educational system

Section 84 Education Administration of the Institute shall use credit/hours educational system, bi-term or tri-semester or others according to the Institute's provisions.

(1) The education period with the Bi-term system is divided into 2 regular semesters with not less than 15 weeks class hour span. A summer session may be opened with the duration and credits equivalent to a regular semester.

(2) The tri-semester system is divided into 3 regular semesters of which class hour span spread over 12 weeks.

The programs which use any other systems shall demonstrate details of those educational systems together with the clear details of credits comparativeness with the bi-term system.

Section 85 Credit calculation shall perform according the following criteria.

(1) Theory courses with lecturing and discussing elements require not less than 15 hours per semester which equals 1 credit.

(2) Courses with drill or experimental elements require not less than 30 hours per semester which equals 1 credit.

(3) Apprenticeship or field study require not less than 45 hours per 1 semester which equals 1 credit.

(4) Independent study or thesis courses with researching elements require not less than 45 hours per semester which equals 1 credit.

#### Section 86 Dual Master's Degree Program Education

(1) In the event that the program is combined within the school or in the event that it is a combined program between the Institute and another higher education institute in Thailand the program administration shall follow the Ministry of Education Announcement on Educational Administration Guidelines for Dual Master's Degree Programs in the Thai higher education institutes.

(2) In case of a combined program between the Institute and a foreign education institute the program administration shall follow the Ministry of Education Announcement on Academic Co-operation Guidelines between a Thai education institute and a foreign education institute. The duration of the study in the foreign country shall follow the co-operation agreements between the Institute and its partner.

#### Transitory Provision

Section 87 Any announcements of the Institute on education which were annulled by Section 3 of these Directives shall continue to be effective until a new announcement is issued.

Section 88 clause (2) and (4) of Section 81 of these Directives shall still be effective with the students registered in the first semester of the academic year B.E. 2557 (2014) onwards. Whereas the Directives the Institute on Education B.E. 2549 and its amendments in Part 17, Section 83 (2) and (4) shall be applied mutatis mutandis with the students registered before the first semester of the academic year B.E. 2557 (2014).

Announced on the 9<sup>th</sup> of April B.E. 2557 (2014)

(signed)

Chirayu Isarangkun Na Ayuthaya

(Assoc. Prof. Dr.Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration on Education (No.2)**

**B.E. 2558 (2015)**

Whereas it is expedient to revise the Directives of National Institute of Development Administration on the education to be more appropriate;

By the virtue of Section 16 of National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with the resolutions of National Institute of National Administration Council's meeting no. 11/2557 dated December 24, B.E. 2557 (2014) and no. 2/2558 dated March 11, B.E. 2558 (2015);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives shall be called "Directives of National Institute of Development Administration on Education (No.2) B.E. 2558 (2015)"

Section 2 These Directives shall come to force from the day following the announced date onwards.

Section 3 The Definition of "Comprehensive examination" (In Thai "Garn Sob Pramuan Wisha" conveys the meaning of subject-oriented comprehensive examination) in Section 4 of the Directives of National Institute of Development Administration on Education B.E. 2557 shall be repealed and replaced by the following clause.



“Comprehensive Examination (In Thai “Garn Sob Pramuan Kwamroo” conveys the meaning of knowledge-oriented comprehensive examination.) refers to a comprehensive examination to examine a comprehension of all the knowledge learned from the curriculum by means of a written/oral examinations or qualifying examination or preliminary examination or examinations other than course’s final examinations.”

Section 4 Section 31 of the Directives of National Institute of Development Administration on Education B.E. 2557 shall be repealed and replaced with the following clause.

“Section 31 Thesis enrollment of regular master’s program students (Plan A) shall be divided into 2 parts. The first 3 credits of thesis shall be enrolled together with the last semester of the coursework and the grade result thereof must be ‘S’. In the event that the grade result ‘U’ is assigned, students must re-enroll in the following semester within 1 week dating from the day grade result ‘U’ is announced. The first thesis enrollment (3 credits) must be re-enrolled until the grade result becomes ‘S’; however the valid credits shall be only counted from the semester with ‘S’ grade.

The second part of thesis enrollment (9 credits) shall be done within 2 weeks dating from the day the ‘S’ grade result is announced. The late enrollment must obtain approval from the Dean of the school the student belongs to and is subject to fines according to the Directives of National Institute of Development Directives on Fee Rates.”

Section 5 Section 32 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced with the following clauses.

“Section 32 Doctoral degree dissertation enrollment shall be divided into 2 parts. The first dissertation enrollment (6 credits) shall be done when the student complete coursework required by the program with the Grade Point Average not lower than 3.00. The qualifying examination is taken and the grade result must be announced as ‘S’. In case of the ‘U’ grade result, student must re-enroll for thesis in the following semester within 1 week dating from the day the ‘U’ grade is announced. The first part of dissertation enrollment (6 credits) must be re-enrolled until the grade result becomes ‘S’; however the valid credits shall be only counted from the semester with ‘S’ grade.

For the doctoral degree dissertation enrollment for the plan without coursework, the first part of dissertation enrollment (6 credits) can be done whenever students pass the qualifying examination.

The second part of dissertation enrollment shall be done, when the students’ grade result of the first part is ‘S’, within 2 weeks dating from the day ‘S’ grade result is announced.

The number of credits for the second part in each semester shall follow Section 19 (1) of the Directives of National Institute of Development Administration on Education B.E. 2557. The dissertation enrollment for the following semester must be done within 1 month dating from the opening day of the semester according to the academic calendar.

The dissertation enrollment of the doctoral degree program must be done continuously in every semester until the credits reach the program-required amount. If it’s not possible for a student to enroll in any of the semester, the student must submit a leave-of-absence form to the Dean of the school the student belongs to with the consent of the principal dissertation advisor. According to the leave approval’s principles uttering that the leave-of-absence shall not exceed 2 semesters per leave exclusive of summer session. It

also must be done before the last day of the semester intended to take leave- of-absence. While taking leave-of-absence against the dissertation enrollment, the student status maintenance fee must be paid for the semesters on leave.

Late enrollment must be approved by the Dean of the school the student belongs to and is subject to fines according to the Directives of National Institute of Development Administration on Fee Rates.”

Section 6 Section 6 (3) of the Directives of the Institute on Education B.E. 2557 (2014) shall be repealed and replaced by the following clause.

“Section 59 Grade result according to Section 58 comprises the following details.

(3) Comprehensive Examination (in Thai “Garn Sob Pramuan Kwamroo) shall assign grade result as ‘P’ as “Pass” or ‘F’ as “Fail” whichever case may be.”

Section 7 Section 61 of the Directives of the Institute on Education B.E. 2557 (2014) shall be repealed and replaced by the following clause.

“Section 61 Students who enroll for credits with any courses must attend not less than 80% of the course. In case of necessity and appropriateness, the Dean of the school the student belongs to may approve an exception with the consent from the course lecturer on the case-by-case basis. Yet, class attendance shall not be less than 60%, otherwise grade result shall be assigned as ‘F’.”

Section 8 The phrase “Part 11 Comprehensive Examination (in Thai “Garn Sob Pramuan Wissha”) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) and shall be repealed and replaced by “Part 11 Comprehensive Examination (in Thai “Garn Sob Pramuan Kwamroo)”

Section 9 The phrase “Part 12 Comprehensive Examination Committee (In Thai “Gummagarn Sob Pramuan Wisha”) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced by “Part 12 Comprehensive Examination Committee (in Thai “Gummagarn Sob Pramuan Kwamroo”).

Section 10 Section 73 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced by the following clause.

“Section 73 The Dean may change the Comprehensive Examination Committee members (“Ka Na Gummagarn Sob Pramuan Kwamroo”) according to Section 70 as appropriate.”

Section 11 Section 79 (4) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced by the following clause.

Section 79 Students shall graduate master’s degree from the Institute whenever:

(4) Students take comprehensive examination (“Garn Sob Pramuan Kwamroo”) required by the program and receive ‘P’ grade. (Pass)

Section 12 Section 81 (4) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced by the following clause.

“Section 81 Regular master’s program students who shall be entitled to be included in the honor roll must possess the following qualifications.

(4) Students must never fail the comprehensive examination (“Garn Sob Pramuan Kwamroo”) and the oral examination. If the examination is divided into different parts, every part must receive “pass” grade at one time.”

### **Transitory Provision**

Section 13 Thesis/dissertation enrollments according to Section 4 and 5 of these Institute Directives shall be enforceable with the students who enroll for thesis/dissertation in the second semester of the academic year 2557 (2014) onwards.

Announced on the 11<sup>th</sup> of March B.E. 2558 (2015)

Chirayu Isarangkun Na Ayuthaya

Assoc. Prof. Dr. Chirayu Isarangkun Na Ayuthaya

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration on Education (No.3)**

**B.E. 2558 (2015)**

Whereas it is expedient to revise the Directives of National Institute of Development Administration on Education to be more appropriate;

By the virtue of Section 16 of National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with the resolution of National Institute of National Administration Council meeting no. 5/2558 dated August 11, B.E. 2558 (2015);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives shall be called “Directives of National Institute of Development Administration on Education (No.3) B.E. 2558 (2015)”

Section 2 These Directives shall come to force from the day following the announced date onwards.

Section 3 Section 29 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced with the following clause.

“Section 29 Upon the oral examination committee appointment for the Master’s program oral examination, the Dean shall appoint program lecturers and masters outside the Institute. The committee consists of a chairperson and not less than 3 committee members whose qualifications meet the standard program criteria stipulated by the Office of Higher Education Commission.

Thesis advisor and co-advisors (if any) may be appointed as oral examination committee members, but not the chairperson, who must be present at every oral examination.”

Section 4 Section 30 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) shall be repealed and replaced with the following clauses:

“Section 30 Upon the oral examination committee appointment for the doctoral program oral examination, the Dean with the recommendation of the program executive committee shall appoint the oral examination committee from the program lecturers and masters outside the Institute. The committee consists of a chairperson and not less than 3 committee members whose qualifications meet the standard program criteria stipulated by the Office of Higher Education Commission.

Thesis advisor and co-advisors (if any) may be appointed the oral examination committee members, but not the chairperson, who must be present at every oral examination.”

Section 5 Section 31 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014), amended with Section 4 of National Institute of Development Administration on Education (No.2) B.E. 2558 (2015) shall be repealed and replaced with the following clause.

“Section 31 Thesis enrollment of regular master’s program students (Plan A) shall be divided into 2 parts. The first 3 credits of thesis shall be enrolled together with the last semester of the coursework and the grade result thereof must be ‘S’. In the event that the grade result ‘U’ is assigned, students must re-enroll in the following semester within

1 week dating from the day grade result ‘U’ is announced. The first thesis enrollment (3 credits) must be re-enrolled until the grade result becomes ‘S’; however the valid credits shall be only counted from the semester with ‘S’ grade.

The second part of thesis enrollment (9 credits) shall be done within 2 weeks dating from the day on which the topic and thesis guideline’s examination result is approved. Late enrollment requires an approval from the Dean of the School the student belongs to and shall be subject to fines according to the Directives of National Institute of Development Administration on Fee Rates.”

Section 6 Section 32 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014), amended with Section 5 of National Institute of Development Administration on Education (No.2) B.E. 2558 (2015) shall be repealed and replaced with the following clause.

“Section 32 For Doctoral program students, the dissertation enrollment shall be divided into 2 parts. The first dissertation enrollment (6 credits) shall be done whenever the student finishes the coursework as required by the program with not less than 3.00 Grade Point Average, and the student must pass the qualifying examination. The grade result must be assigned as ‘S’. In the event that the grade result is assigned as ‘U’, a re-enrollment must be done within 1 week in the following semester dating from the day the grade result is announced as ‘U’. The first part of thesis enrollment (6 credits) shall be done until the grade result is assigned as ‘S’. The valid credits shall be counted only the semester with the ‘S’ grade result.

Doctoral program students of non-coursework program can enroll the first part of the dissertation credits (6 credits) whenever they pass qualifying examination.



The second part of dissertation enrollment must be done within 2 weeks counting from the date on which the result of the topic and thesis guideline examination is approved.

The amount of the credits to be enrolled as the second part of the dissertation enrollment in each semester shall follow Section 19 (1) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014). The enrollment of the following semester shall be done within 1 month counting from the semester's opening date according to the academic calendar.

The dissertation enrollment for a doctoral program student must be done continuously in every semester until the number of the credits reaches the program's requirement. If, in any semester, enrollment cannot be done, the student must submit a request form for leave-of-absence to the Dean of the School the student belongs to with the consent of the principal dissertation advisor. The leave-of-absence shall not be more than 2 semesters per approval exclusive of summer session. It must be done before the last day of the semester intended to take leave-of-absence. While taking the leave-of-absence against the dissertation enrollment, student status maintenance fee must be paid for the semesters on leave.

The late enrollment requires an approval from the Dean of the School the student belongs to, and it shall also be subject to fines according to Directives of National Institute of Development Administration Directives on Fee Rates."

Announced on the 11<sup>th</sup> of August B.E. 2558

Chirayu Isarangkun Na Ayuthaya

Assoc. Prof. Dr. Chirayu Isarangkun Na Ayuthaya

President of National Institute of Development Administration Council

(Copy)

**Announcement of National Institute of Development Administration on Honor Roll**

**Eligibility notwithstanding Transfer of Non-Credit Courses**

As the Directives of National Institute of Development Administration on Education B.E. 2557 (2014), Part 15, Section 18 (3) stipulates that regular master's program students who are entitled to honor roll must never have transferred credits to include in the program except the non-credit courses according to the Institute Announcements, to facilitate the honor roll consideration for the regular master's program students who include the transferred credits into the program to proceed orderly and align the requirements of all the programs;

By the virtue of Section 19 of National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with Section 81 (3) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014);

Be it, therefore, declared by National Institute of Development Administration the eligibility of the regular master's program students notwithstanding the non-credit courses when transferred to include in the program as follows.

1. ND 4000 Foundation for Graduate Studies
2. LC 4001 Reading Skills development in English for Graduate Studies

3. LC 4002 Integrated English Language Skills Development

Henceforward this Announcement shall be enforceable.

Announced on the 9<sup>th</sup> of October B.E. 2557 (2014)

Pradit Wanarat

(Assoc. Prof. Dr. Pradit Wanarat)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on English  
Proficiency for Regular Doctoral Program Students**

As the Directives of National Institute of Development Administration on Education B.E. 2557 (2014), Part 14, Section 80 (1) stipulates that the Institute shall provide standard criteria and the provisions on English Proficiency test for doctoral degree candidates;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with Section 81 (1) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) and the resolution of the Deans/Directors Meeting (Tor Kor Or) no. 11/2557 dated November 26, 2557 (2014);

Be it, therefore, declared by National Institute of Development Administration the English proficiency for the regular doctoral program students as follows.

Section 1 This Announcement shall be enforced with the students who are registered in the first semester of the academic year B.E. 2558 (2015) onwards.

Section 2 Students shall graduate their doctoral degree from the Institute when students receive the following results.

- (1) International Doctoral Program must receive TOEFL score 530 or higher for paper-based score, or 193 or higher for computer-based score, or 69 or higher for internet-based score, or IELTS score 5.5 or higher. However, the score received must not be older than 2 years dating until the first day of the first semester registered as a student.

- (2) Thai-language doctoral program must receive TOEFL score 500 or higher for paper-based score, or 173 or higher for computer-based score, or 61 or higher for internet-based score, or IELTS score 5.0 or higher. However, the score received must not be older than 2 years dating until the first day of the first semester registered as a student.
- (3) Students must pass English courses for graduate students according to the rules and the provisions stipulated by the School of Language and Communication for the English proficiency of graduate students.

At any rate, students can be exempt from the English proficiency according to Section 2 with the following qualifications.

1. Students must graduate the Bachelor's and/or Master's degree, in which classes are held in English language for not longer than 5 years dating until the opening day of the first semester registered as a student. Moreover, students must graduate with the minimum Grade Point Average of 2.75 for the bachelor's degree and 3.25 for the master's degree; or
2. Students are native English speaker and born and permanent resident of the country in which English is the mother-tongue language; or
3. Students receive TOEFL score 550 or higher for paper-based score, or 213 or higher for computer-based score, or 79 or higher for internet-based score (IBT), or IELTS score 6.0 or higher. However, the score received must not be older than 2 years dating until the first day of the first semester registered as a student.

Section 3 If any programs require higher English proficiency of the students than stipulated under Section 2, the English proficiency must duly comply with the proficiency required by the Program.

Announced on the 8<sup>th</sup> of December B.E. 2557 (2014)

Pradit Wanarat

(Assoc. Prof. Pradit Wanarat)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on Research**

**Papers from Thesis/Dissertation Publication guidelines toward Graduation**

As it is expedient to provide guidelines for research papers from thesis/dissertation publication toward graduation in order to publish research papers from thesis/dissertation efficiently and co-ordinate with the graduate curriculum standard B.E. 2548 (2005);

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of the National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with Section 41 and Section 79 (1) of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014);

Be it, therefore, declared by National Institute of Development Administration the research papers from thesis/dissertation publication guidelines toward graduation as follows.

Section 1 This Announcement shall be called the “Announcement of National Institute of Development Administration on Research Papers from Thesis/Dissertation Publication guidelines toward Graduation.

Section 2 To repeal:

(1) Announcement of National Institute of Development Administration on Thesis/Dissertation Publication Guidelines dated May 27, B.E. 2558 (2015).

(2) Announcement of National Institute of Development Administration on Research Papers from Thesis/Dissertation Publication guidelines toward Graduation dated February 7, 2554 (2011).

Section 3 Before submitting complete thesis/dissertation copy for graduation:

3.1 The research papers from thesis shall be published or at least the work or parts of the works shall to be accepted to be published in a Journal or academic publications or to be presented before an academic conference with the proceedings which shall be a published full-paper.

3.2 The research papers from thesis shall be published or at least the work or parts of the works are in the process to be published in a journal or academic publications in which peer review is included before the publication, and therefore they shall be accepted in the field.

Section 4 In case of a category-1 scholarship recipient (full-scholarship) of the Institute, the publication of the research papers shall observe the Announcement of National Institute of Development Administration on Qualifications, Criteria and Conditions of the Scholarship Programs. In the event that the student receives research grant for the research paper and its publication, the conditions shall observe the Announcement of National Institute of Development Administration on Research and Publication Grants from the Government Budgets.

Section 5 In the research papers from thesis/dissertation toward graduation the student name shall be put as the first author and shall have not less than 50% participation of the work. And National Institute of Development Administration shall be put in the research paper as a thesis/dissertation thereof toward graduation.



Section 6 In case of graduates, if their theses/dissertations or a part of theses/dissertations were published, the work had to refer to National Institute of Development Administration as the thesis/dissertation toward graduation.

Henceforward this Announcement shall be enforceable.

Announced on the 17<sup>th</sup> of June B.E. 2558 (2015)

Pradit Wanarat

(Assoc. Prof. Dr. Pradit Wanarat)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on  
Thesis/Dissertation Study Guidelines**

To maintain thesis/dissertation studying procedures according to Directives of National Institute of Development Administration on Education B.E. 2557 (2014) and their amendments under the same standard;

By the virtue of Section 19 of National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000) in conjunction with Section 31 and Section 32 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) with their amendments and the resolution of Deans/Directors Meeting No. 7/2558 dated July 22, 2558 (2015).

Section 1 To be repealed and to be replaced by this Announcement:

1. Announcement of National Institute of Development Administration on Dissertation Study Guidelines dated October 5, B.E. 2553 (2010),
2. Announcement of National Institute of Development Administration on Thesis Study Guidelines dated October 5, B.E. 2553 (2010),
3. Announcement of National Institute of Development Administration on the First Part of Thesis/Dissertation Study Guidelines dated July 5, B.E. 2556 (2013)

Section 2 The enrollment of thesis/dissertation shall follow the provisions in the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) and their amendment.

Section 3 The First part of thesis/dissertation enrollment shall follow the following guidelines

3.1 The school shall manage the first part of thesis/dissertation enrollment to cover the following points e.g. principles of thesis/dissertation proposal and outlines writing, research problem addressing, literature reviews, thought progression (frame of analysis) and thesis/dissertation hypothesis designs and choice of research methodologies.

Any programs which want to provide other study guidelines than given here shall add them in the school announcement. However, the announcement shall not be contrary with the provisions in Part 6 Thesis/Dissertation of the Directives of National Institute of Development and Administration on Education B.E. 2557 (2014) and their amendments

3.2 The school shall organize the first part of thesis/dissertation class together with lecturer appointments the way it is done with a regular course.

3.3 When students enroll the first part of thesis/dissertation, the following steps shall be taken.

3.3.1 Study the points under 3.1 thoroughly

3.3.2 During studying the first part of thesis/dissertation students shall determine the topic and outlines under joint supervision and recommendation of the lecturer and the lecturer who is to be assigned as the thesis/dissertation advisor.

3.3.3 Students shall submit thesis topic and outlines to the lecturer and the lecturer who will be assigned as the thesis/dissertation advisor. This might include Program Executive Committee. However, the approval shall comply with the program's stipulations.

3.4 The first part of thesis/dissertation evaluation

3.4.1 The first part of thesis/dissertation shall be evaluated by the lecturer and the lecturer, who will be assigned as the thesis/dissertation advisor, who jointly assign grade result of the first part of thesis/dissertation the students enroll in each semester and present the evaluation result to the Dean for approval.

3.4.2 When the topic and the outlines are approved, students shall receive 'S' grade.

3.4.3 Students whose topic and outline are not approved. Students shall receive 'U' grade. Students have to re-enroll in the following semester within 1 week dating from the day 'U' grade is announced. The first part of thesis/dissertation must be enrolled until the grade result is assigned as 'S'. Only credits with 'S' grade shall be valid.

3.4.4 The first part of thesis/dissertation's grade shall be submitted according to the provision under Section 6 (3) of the Directives of National Institute of Development Administration on Grade Submission Measures B.E. 2558 (2015). The deadline of grade submission shall be scheduled in the academic calendar. In case of 'I' grade result, the 'I' grade correction shall observe the provisions under Section 62 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014).

Section 4 The topic and the outline examination guidelines.

4.1 Before taking the topic and the outline examination student shall proceed as follows.

4.1.1 Students shall submit the topic and the outline for the thesis plagiarism check (1<sup>st</sup> time) and have the lecturer who is to be assigned as the advisor record the result in the assigned form (if the check does not pass, the student shall not be eligible for the topic and the outline examination.)

4.1.2 The School shall order an appointment of the thesis/dissertation advisor and the thesis/dissertation topic and outline examination committee. However, the thesis/dissertation topic and outline examination committee shall consist of the thesis/dissertation advisor and not less than 3 other committee members.

4.1.3 Students shall prepare for the examination with the thesis/dissertation examination committee. Students have to take and pass topic and outline examination within the period stated under Section 27 and Section 27 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014).

4.2 The thesis/dissertation examination committee shall sign approving the result on the result reporting form provided by the School and submit a copy of the result reporting form together with the thesis/dissertation topic and outline to the Education Service Division for acknowledgement.

Section 5 The second part of thesis/dissertation enrollment must be done within 2 weeks dating from the day the result of the thesis/dissertation examination is approved.

Section 6 The second part of Thesis/Dissertation enrollment shall follow with the following guidelines.

6.1 Students shall consult with the thesis/dissertation advisor to make plans for the thesis/dissertation. The advisor shall consider the student work before signing the approval.

6.2 Students must see the advisor and report the progress of the thesis/dissertation personally as scheduled on the plan. The advisor shall assess the progress of the thesis/dissertation and note them in the Advisor's consultation forms for thesis/dissertation writing students provided by the Institute or the School.

6.3 In the event that a student cannot see and report the progress of his/her thesis/dissertation plan, he/she is allowed to request for a leave-of-absence for the approval of the Dean of the school he/she belongs to with the consent of the thesis/dissertation advisor.

6.4 The school may repeal the order appointing thesis/dissertation advisor under the following circumstances.

6.4.1 The student requests for leave-of-absence for 2 consecutive semesters.

6.4.2 The student completed the enrollment with the program, but made no progress with the thesis/dissertation as planned. The student hasn't seen the advisor within a semester, and the advisor requests to repeal the assignment as thesis/dissertation advisor.

6.5 Whenever the student requests to work according to the thesis/dissertation plan again, the student shall submit the request to the Dean with the consent of the thesis/dissertation advisor to propose the appointment of the thesis/dissertation advisor according to the Directives of National Institute of Development Administration on Education.

Section 7 Before taking the thesis/dissertation examination, students have to proceed with the study as follows.

7.1 Students must enroll all the courses required by the program.

7.2 Students shall submit the thesis/dissertation copy for the thesis plagiarism check (2<sup>nd</sup> time) and have the thesis/dissertation advisor note the result on the form provided by the Institute (In case of failure, the student shall not be eligible for the examination).

7.3 The School shall order an appointment of the thesis/dissertation examination committee as stipulated by the Directives of National Institute of Development Administration on Education B.E. 2557 (2014) and their amendments.

7.4 The thesis/dissertation examination shall be organized. The date and venue of the examination must be announced publicly.

Section 8 When a student passes the thesis/administration examination of the program, the school shall submit the thesis/dissertation copy to the Library and Information Center to improve the format according to the Institute's format. Library and Information Center shall notify the result to the school so that the school can check the completeness of thesis/dissertation copy before forwarding to the National Institute of Development Administration Council for the degree conferment's approval.

Section 9 Before submitting the thesis/dissertation final copy for the degree conferment's approval, students must possess all qualifications required by Part 14 Degree Conferment of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014). The thesis/dissertation copy must pass the format check controlled by the Library and Information Center of National Institute of Development Administration.

The Announcement shall be enforceable with the students who enrolled in the first semester, academic year B.E. 2558 (2015) onwards.

Announced on the 19<sup>th</sup> of August B.E. 2558 (2015)

Pradit Wanarat

(Assoc. Prof. Dr. Pradit Wanarat)

President of National Institute of Development Administration



(Copy)

**Announcement of National Institute of Development Administration on Dual Master's  
Degree Program Administration Guidelines**

To administrate the Dual Master's Degree Program within the Institute orderly so as to be advantageous for the Institute;

By the virtue of Section 19 of National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of National Institute of Development Administration Act (No.2) B.E. 2543 (2000);

Be it, therefore, declared by National Institute of Development Administration the program's administrative guidelines as follows.

Section 1 This Announcement shall be enforceable the day after the announced date onwards.

Section 2 The Dual Master's Degree Program are made of 2 constituents: 2 existing programs of National Institute of Development Administration.

Section 3 The Schools with which the programs affiliate shall jointly establish the Dual Master's Degree Program provision which shall indicate the shared number of the courses, the number of credits/hour of the courses and other clear conditions between the 2 programs. The provision shall include the stipulations on theses or independent studies whether 1 or 2 pieces of work shall be done. If a joint thesis or independent study is required, what must the contents cover or how it integrates both disciplines into the programs and that the advisors from both programs shall be the joint principal thesis/independent study advisors.

Section 4 According to Section 3 of the Provisions of the Dual Master's Degree Program, the Provisions of the Dual Master's Degree Program must be accepted by and must receive consents from the Deans/Directors Meeting (Education), the Deans/Directors Meeting, the Academic Council; subsequently be proposed to the Institute Council for approval. Whenever the National Institute of Development Administration Council approves the Dual Master's Degree Program, the Institute shall notify the Office of Higher Education Commission for acknowledgement.

Section 5 Students, who wish to study in the Dual Master's Degree Program must be Institute's regular students, who have studied at either of the master's degree program for not less than 1 semester. Students must submit the request to the Dean of the school at which the students are studying as well as the Dean of the program which the students wish to join as the other program of the Dual Master's Degree Program. The Deans shall jointly consider approving the admission. However, the process must be done within the registration period of the semester of admission according to the academic calendar of the program the students are requesting for the admission.

Section 6 Students who are approved to study in the Dual Master's Degree Program shall obtain student codes from both programs to study in both programs at the same time. Moreover, the students can include all the credits studied at the first program which are the joint courses according to the Provision of the Dual Master's Degree Program into the second program.

Section 7 When a student is registered in the Dual Master's Degree Program, the student can enrolled in both program at the same time in each semester. The students must finish the courses required by the programs within the time specified by each program.

In case of the joint courses, the student can enroll these courses at either of the program. The enrollment and the grade results of these joint courses shall be recorded in the transcripts of both programs.

Section 8 The degree conferment of both programs or either program of the Dual Master's Degree Program shall observe Section 79 of the Directives of National Institute of Development Administration on Education B.E. 2557 (2014).

Section 9 The termination of students from both programs or from either program of the Dual Master's Degree Program shall observe Part 13 Probation and Termination of Students in the Directives of National Institute of Development Administration on Education B.E. 2557 (2014).

Section 10 In case of difficulties in the execution and the interpretation of this Announcement, the consideration lies with the President's authority with the consent of the Deans/Directors Meeting (Education) to rule the case.

Announced on the 6<sup>th</sup> of October B.E. 2558 (2015)

Pradit Wanarat

(Assoc. Prof. Dr. Pradit Wanarat)

President of National Institute of Development Administration

(Copy)

**Directives of National Institute of Development Administration on Final Examinations**

**B.E. 2541 (1998)**

As it is expedient to revise the Rules of National Institute of Development Administration on Final Examinations for the more efficient administration;

By the virtue of Section 16 of National Institute of Development Administration Act B.E. 2509 (1966);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

**Part 1**

**General Provision**

Section 1 These Directives are called the “Directives of National Institute of Development Administration on Final Examinations B.E. 2541(1998)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The Rules of National Institute of Development Administration on Final Examinations B.E. 2512 (1969) shall be repealed and replaced by these Directives.

Section 4 In these Directives

“School” refers to the agencies in which teaching and learning are undertaken according to the curricula for degree diploma level and higher.

“Dean” refers to highest ranking executive of the School.

“Final examination” refers to midterm examinations, final examinations, comprehensive examinations and other courses’ examinations using different assessing methods.

“Comprehensive examination” refers to comprehensively written-examinations, oral examinations, qualifying examinations, primary examinations or any other examinations than courses’ examinations.

Section 5 The President shall take charge and control over these directives.

## **Part 2**

### **Final Examination Instructions**

Section 6 The President shall appoint a General Final Examinations Committee to assume the tasks of supervising that the final examination instructions are carried out orderly.

The General Final Examinations Committee for the regular programs shall consist of Vice President for academic affair as the chairperson, the Dean as the committee member and the Director of Education Service Division as the committee member and secretary. For the General Final Examinations Committee for the special programs, the President shall appoint as necessary with the consent of the School.

Section 7 The Dean shall appoint the Examination Paper Setting and Assessing Committee, proctors and examination room opening and closing officials.

Section 8 Final examinations shall be scheduled in each semester according to the academic calendar determined by the President.

### **Part 3**

#### **Instructions for Examination Takers**

Section 9 Students who enroll in a course must have at least 80% attendance so as to be eligible to take the final examinations.

Section 10 In a final examination, students must observe the following instructions.

- (1) Arrive before the scheduled time to get ready before the examination starts
- (2) Do not enter or do not get out of the examination room before the lecturer proctor and the proctors permit the examination takers to.
- (3) Do not enter after or leave examination room before the first 30 minutes of the examination, unless the lecturer proctor or the proctors permit the examination takers to.
- (4) Do not bring documents, tools or any communication devices into the examination room, unless the lecturer proctor or the proctors or the examination setting lecturer of the course permits examination takers to.
- (5) Observe the examination procedures and the lecturer proctor's and proctors' orders strictly.
- (6) Be extremely careful not let other examination takers copy the answers.
- (7) During the examination, do not contact nor use communication devices nor talk to anyone; whenever examination takers have any doubts or something urgent, notify the proctor of the examination room.
- (8) When the proctor of the examination room calls "stop writing", students must stop writing immediately.

(9) When the examination is over, examination sheets, answer sheets, examination problems which is not allowed to be taken out of the examination room, any other objects relating to the examination sitting may not be taken out of the examination room, except the personal belongings of the examination takers.

(10) Do not undertake any activities that will bother fellow-examination-takers' concentration.

(11) Examination takers must contribute to maintain the Institute's properties and the order of the examination room.

(12) Examination takers must not write or mark anything on the desks and chairs and must not leave any scrap paper or any objects outside the containers provided.

(13) Dress conventionally, and be polite and decent.

#### **Part 4**

##### **Comprehensive Examination and Oral Examination**

Section 11 Each school are to organize comprehensive examinations and oral examinations within the school under the conditions of the program and the immediate Directives of National Institute of Development Administration on Education enforced.

#### **Part 5**

##### **Punishment Provision**

Section 12 Examination takers who violate the Directives on Final Examination by trying to cheat or actually cheating at the final examination of any courses shall be charged with disciplinary infringement and shall be punished with the highest penalty as name deletion from the Institute's registration.

In case of such an offense stated in the previous clause, the provisions on student discipline and proceedings according to the Directives on student discipline shall be mutatis mutandis enforced.

Announced on the 24<sup>th</sup> of September B.E. 2541 (1998)

(signed) Mechai Viravaidya

(Mr. Mechai Viravaidya)

President of National Institute of Development Administration Council



(Copy)

**Directives of National Institute of Development Administration on Final Examinations**

**B.E. 2558 (2015)**

As it is expedient to revise the Directives of National Institute of Development Administration on final examinations to the more efficient administration;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), in conjunction with the resolution of the National Institute of Development Administration Council meeting no. 2/2558 dated March 11, B.E. 2558 (2015);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

**Part 1**

**General Provision**

Section 1 These Directives are called “Directives of National Institute of Development Administration on Final Examinations B.E. 2558 (2015)”

Section 2 These Directives shall be enforceable the day after the announced date onward.

Section 3 The Directives of National Institute of Development Administration on final examination B.E. 2541 (1998) shall be repealed and replaced by these Directives.

Section 4 In these Directives

“School” refers to the agencies in which teaching and learning are undertaken according to the curricula for degree diploma level or higher.

“Dean” refers to highest ranking executive of the School.

“Final examination” refers to midterm examinations, final examinations, comprehensive examinations and other courses’ examinations using different assessing methods.

“Comprehensive examination” refers to the comprehensive examination which assesses the whole knowledge acquired throughout the program with a written examination and an oral examination or a qualifying examination or a preliminary examination or any examinations other than the courses’ examinations.

Section 5 The President shall take charge and control over these Directives.

## **Part 2**

### **Final Examination Instructions**

Section 6 The President shall appoint a General Final Examinations Committee to assume the tasks of supervising that the final examination instructions are carried out orderly.

The General Final Examinations Committee for the regular programs shall consist of Vice President for academic affair as the chairperson, the Dean as the committee member and the Director of Education Service Division as the committee member and secretary. For the General Final Examinations Committee for the special programs, the President shall appoint a committee when necessary with the consent of the School.

Section 7 The Dean shall appoint examination paper setting and assessing committee, lecturer proctor, proctors, printing exam paper officials and examination room opening and closing officials.

Section 8 Final examinations shall be scheduled for each semester according to the announcement or the academic calendar set by the President.

### **Part 3**

#### **Instructions for Examination Takers**

Section 9 Students who enroll in a course must have at least 80% attendance of the total number of the periods in order to be eligible to take the final examinations. In case of necessity and appropriateness, the Dean of the school the student belongs to may approve an exception with the recommendation of the course lecturer on the case-by-case basis. However, the student must have minimum attendance of 60 %.

Section 10 In a final examination, students must observe the following instructions.

- (1) Arrive before the scheduled time to get ready before the examination starts
- (2) Do not enter or do not get out of examination room before the lecturer proctor and the proctors permit examination takers to.
- (3) Do not enter after or leave examination room before the first 30 minutes of the examination, unless the lecturer proctor or the proctors permit examination takers to.
- (4) Do not bring documents, data recording devices or any communication devices into the examination room, unless the lecturer proctor or the proctors or the examination setting lecturer of the course permits examination takers to.

(5) Observe the examination procedures and the lecturer proctor's and proctors' orders strictly.

(6) Be extremely careful not let other examination takers copy the answers.

(7) During the examination, do not contact nor use communication devices nor talk to anyone; whenever examination takers have any doubts or something urgent, notify the proctors of the examination room.

(8) When the proctor of the examination room calls "stop writing", students must stop writing immediately.

(9) When the examination is over, examination sheets, answer sheets, examination problems which is not allowed to be taken out of the examination room, any other objects relating to the examination sitting may not be taken out of the examination room, except the personal belongings of the examination takers.

(10) Do not undertake any activities that will bother fellow-examination-takers' concentration.

(11) Examination takers must contribute to maintain the Institute's properties and the order of the examination room.

(12) Examination takers must not write or mark anything on the desks and chairs and must not leave any scrap paper or any objects outside the containers provided.

(13) Dress conventionally, and be polite and decent.

#### Part 4

##### Comprehensive Examination and Oral Examination

Section 11 Each school are to organize comprehensive examinations and oral examinations within the school under the conditions of the program and the immediate Directives of National Institute of Development Administration on Education enforced.

#### Part 5

##### Punishment Provision

Section 12 Examination takers who violate the Directives on Final Examination by trying to cheat or actually cheating at the final examination of any courses shall be charged with disciplinary infringement and shall be punished with the highest penalty as name deletion from the Institute's registration.

In case of such an offense stated in the previous clause, the provisions on student discipline and proceedings according to the Directives on student discipline shall be mutatis mutandis enforced.

Announced on the 11<sup>th</sup> of March B.E. 2558 (2015)

Chirayu Isarangkun Na Ayuthaya

(Assoc. Prof. Dr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration on Student Discipline**

**B.E. 2541 (1998)**

As it is expedient to revise the Rules of National Institute of Development Administration on Student Discipline to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on Student Discipline B.E. 2541 (1998)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The Directives of National Institute of Development Administration on Student Discipline B.E. 2512 (1969) shall be repealed and replaced by these Directives.

Section 4 In these Directives

“Institute” refers to National Institute of Development Administration.

“Student” refers to regular students and associate students of the Institute.

“School” refers to the agencies in which there are teaching and learning according to the curricula for the degree diploma level or higher.

“Dean” refers to the highest ranking executive of the school.

## Part 1

### Discipline and Observation

Section 5<sup>14</sup> Students are expected observe and maintain the discipline as follows.

(1) Students are expected to comply with directives, rules, orders, announcements or provisions of the Institute, the school or other agencies whichever case may be and must always observe the discipline strictly. Offenders who do not observe the discipline are deemed infringement of student discipline and must be punished as provided in these Directives.

(2) Students are expected to uphold the honor and the reputation of the Institute; similarly students are not expected to misbehave themselves both on and off the Institute's premises so that the Institute reputation will not be damaged.

(3) Students are expected to uphold the unity among themselves and shall help keep order and maintain a healthy atmosphere in the Institute.

(4) Any collective activities on behalf of students of the school or of the whole students of the Institute or of the Institute must receive consent from the Dean or the President whichever the case may be.

(5) Students are expected to observe decorum as well as project polite demeanors and be well-mannered.

(6) Students are expected to dress politely, appropriately and selectively.

---

<sup>14</sup> Part 1, Section 5 (15), appended by Section 3 of the Directives of the Institute on Student Discipline (No.2) B.E. 2543

- (7) Students must not take drugs or bring drugs into the Institute.
- (8) Students must not drink alcoholic drinks on the Institute's premises, except being permitted to occasionally.
- (9) Students must not gamble, nor engaged in gambling in the Institute.
- (10) Students must not cause damages to the Institute's properties.
- (11) Students are expected to abide by the rules of classroom usage and examination room usage of the Institute.
- (12) Students are expected to respect and give honor to lecturers as well as Institute officials who perform their duties.
- (13) Students must not carry arms into the Institute, except the administrative and security government officials who are to carry arms, yet they must keep the arms well-concealed in the vehicle.
- (14) Student must keep the Institute and its environment well-maintained and clean.



Section 6<sup>15</sup> The following breaches of discipline shall deemed severe disciplinary infringement.

- (1) <sup>16</sup>Cheat in an examination
- (2) Be principal inciter who stirs/encourages chaotic uproars in the Institute or causes rifts among the students on the collective basis
- (3) Abuse drugs or possess drugs or other influential substance in the Institute
- (4) Gamble or engage in gambling in the Institute
- (5) Conduct severely wicked behaviors
- (6) Being convicted of criminal offense by a jail term, unless the offense was caused by carelessness or misdemeanors
- (7) Be pejorative with lecturers, Institute officials and staff who perform their duties
- (8) Commit government document forgery
- (9) Clandestinely change Institute's information

---

<sup>15</sup> Part 1, Section 6, amended by Section 4 of the Directives of the Institute on student discipline (No.2) B.E. 2543 and (14) appended by Section 4 of the Directives of the Institute on student discipline (No. 4) B.E. 2548

<sup>16</sup> Part 1, Section 6 (1) amended by Section 4 of the Directives of the Institute on student discipline (No.2) B.E. 2543 and amended by Section 3 of the Directives of the Institute on student discipline (No. 5) B.E. 2554

## Part 2

### Penalty

Section 7 There are 5 steps of punishment for breaching of student discipline as follows.

7.1 Reprimand or parole

7.2 Probation

7.3 Suspension from the study

7.4 Withholding of academic diploma/degree; or holding back letters of certification for the time being punished

7.5 Name Deletion from the student registration

Section 8<sup>17</sup> For the student who severely breached the discipline, the authorized person shall consider penalties as follows.

8.1 Suspension from the study

8.2 Withholding of academic diploma/degree; or holding back letters of certification for the time being punished

8.3 Deletion of the name from the student registration

## Part 3

### Investigation and Judgement

Section 9 In case of less severe offenses, the Dean shall investigate the case and consider the punishment against the breaches of discipline and report to the President to order the penalty.

---

<sup>17</sup> Part 2, Section 8, clause 2 appended by Section 3 of the Directives of the Institute on student discipline (No.3) B.E. 2544

In investigating and considering the penalty against breaches of discipline, the Investigator has the authority to summon the evidence or the eye-witness to testify in the hearing.

Section 10<sup>18</sup> In case of severe breaches of student discipline, the President shall appoint a committee consisting of at least 3 lecturers of the Institute, the President of the student union of the Institute as committee members and a civil official of the Institute as committee member and secretary in order to investigate the case and complete it within 30 days dating from the day on which the chairperson receives the order.

In the investigation process and the judgement for severe offense punishment; the one who have authority shall gather witnesses and evidence or call in people to testify to constitute a consideration and prove that the offender have committed a serious offense. Although the offender has confessed, after the investigation by the committee, a report shall be produced by the committee for the meeting consisting of the President, Vice Presidents and Deans to issue the resolution ordering the deletion of the student name. The President shall issue an order thereto then report to the Institute council to acknowledge the President's order

Section 11 Students who are punished against the severe breach of discipline may submit a plea to the order within 15 days dating from the date receiving the disciplinary punishment order. When the President receives the plea, the President shall appoint an investigation committee to investigate the breach of discipline, and then report the result to the meeting in which the President, Vice Presidents and Deans shall consider the plea and reach a resolution which shall be final.

---

<sup>18</sup> Part 3, section 10, amended by section 3 of the Directives of the Institute on student discipline (No.4) B.E. 2548

In case that the student plea for leniency, the President shall consider the ground of the leniency; when the leniency is well-grounded, the President shall suggest to the meeting consisting of the President, Vice Presidents and Deans to issue a resolution which shall be final.

In case that the meeting repeals the name deletion's order, the President shall issue an order and report to the Institute's council for acknowledgement.

Section 12<sup>19</sup> When the President ordered whichever penalty; the penalty shall be recorded in the student profile and announced. In case of a civil official, the penalty shall be forwarded to the superior at his/her original affiliation for information.

Section 13<sup>20</sup> For the students whose names are deleted from the student registration according to Section 8 (3), when 3 years passed dating from the day of the penalty order; if the student wishes to apply for admission again, he/she shall submit his intention to the President with a reference or such a reference as a superior who shall guarantee the student's conduct. In the event that the student is a civil official, his/her superior shall ensure that the student will be monitored closely and reminded to behave as a decent student. When the President sees that it is credible, the President shall suggest to the meeting consisting of the President, Vice Presidents, Deans and Directors. If the meeting unanimously agrees, the Institute can re-admit the student to the Institute and then report to the Institute's council for information.

---

<sup>19</sup> Part 3, Section 12 amended by Section 5 of the Directives of the Institute on student discipline (No. 2) B.E.2543

<sup>20</sup> Part 3, Section 13 amended by Section 4 of the Directives of the Institute on student discipline (No. 5) B.E.2554

Section 14 The President shall take charge and control over these Directives.

Announced on the 24<sup>th</sup> of September B.E. 2541 (1998)

(signed) Mechai Viravaidya

(Mr. Mechai Viravaidya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration on Student Discipline**

**(No.2) B.E. 2543 (2000)**

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.2) B.E. 2543 (2000)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The following clause shall be appended as Section 5 (15) of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998).

“Section 5 (15) Student must not commit plagiarism of any kinds.”

Section 4 Section 6 of Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) shall be repealed and replaced by the following clause.

“Section 6 The following breaches of discipline shall be deemed severe disciplinary infringement.

- (1) Cheat in an examination
- (2) Copy or imitate term paper, thesis/dissertation, thematic paper and works of another student; or let other people do the work and claim the work as his/her own
- (3) Be principal inciter who stirs/encourages chaotic uproars in the Institute or causes rifts among the students on the collective basis
- (4) Abuse drugs or possess drugs or other influential substance in the Institute
- (5) Gamble or engage in gambling in the Institute
- (6) Conduct severely wicked behaviors
- (7) Being convicted of criminal offense by a jail term, unless the offense was caused by carelessness or misdemeanors
- (8) Be pejorative with lecturers, Institute officials and staff who perform their duties
- (9) Commit government document forgery
- (10) Clandestinely change Institute's information

(11) Act or behave in the ways that damage the reputation of the Institute

(12) Take advantage of the Institute's properties in order to benefit for student's own or the third person's interest."

Section 5 Section 12 of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) shall be repealed and replaced by the following clause.

"Section 12 When the President orders whichever penalties; the penalties shall be recorded in the student profile and announced. In case of a civil official on education leave, the penalty shall be forwarded to the superior at his/her original affiliation for information."

Section 6 The President shall take charge and control over the enforcement of these directives.

Announced on the 12<sup>th</sup> of September B.E. 2543 (2000)

(signed) Chirayu Israngkun Na Ayuthaya

(Mr. Chirayu Israngkun Na Ayuthaya)

President of National Institute of Development Administration Council



(Copy)

**Directives of National Institute of Development Administration on Student Discipline**

**(No.3) B.E. 2544 (2001)**

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.3) B.E. 2544 (2001)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The following clause shall be appended as Section 8, clause 2 of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998)

“Whoever severely breaches the discipline during his studentship; subsequently the offense was found out within 5 years after the graduation, the authorized person shall consider a degree revocation as a punishment as well as inform the ones whom this matter may concern.”

Section 4 The President shall take charge and control over the enforcement of these Directives.

Announced on the 13<sup>th</sup> of November B.E. 2544 (2001)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration on Student Discipline**

**(No.4) B.E. 2548 (2005)**

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.4) B.E. 2548 (2005)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 Section 10, clause 1 of the Directives of National Institute of Development Administration on student discipline B.E. 2541 shall be repealed and replaced by the following clause.

“Section 10 In case of severe disciplinary offense, the president shall appoint a committee consisting of at least 3 lecturers of the Institute, President of the student union of the Institute as committee member, 1 personnel of the Institute as the secretary to investigate the case within 30 days dating from the day the chairperson of the committee receives the order.

Section 4 The following clause shall be appended to the Directives as Section 6 (13) of the Directives of the National Institute of Development Administration on Student Discipline B.E. 2541 (1998), amended by Section 4 of the Directives of the National Institute of Development Administration on student discipline (No.2) B.E. 2543 (2000).

“Section 6 (13) Make threats with arms or assault other people in the Institute’s premises or at the Education Centers of the Institute.”

Announced on the 8<sup>th</sup> of March B.E. 2548 (2005)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration on Student Discipline**

**(No.5) B.E. 2554 (2011)**

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.5) B.E. 2554 (2011)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 Section 6 (1) of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998), amended by Section 4 of the Directive of the National Institute of Development Administration on student discipline (No. 2) B.E. 2543 (2000) shall be repealed and replaced by the following contents.

“(1) Cheat in an examination including an attempt to cheat in the examination.”

Section 4 Section 13 of the Directives of the National Institute of Development Administration on student discipline B.E. 2541(1998) shall be repealed and replaced by the following clause.

“Section 13 The student whose name was deleted from the student registration according to 8.3; if the student wants to apply to study at the Institute again, the student can be re-admit into the Institute after 3 years dating from the date the order of the absolute ruling.”

Announced on the 28<sup>th</sup> of November B.E. 2554 (2011)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Announcement of National Institute of Development Administration on Penalties for  
Cheating in Examinations**

As it is expedient to designate principles to the just and reasonable penalties for cheating in examinations to be consistent with the current situations;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), Section 6 of the Directives of National Institute of Development Administration on Student Discipline B.E. 2541 (1998), amended by Section 4 of the Directives of National Institute of Development Administration on Student Discipline (No.2) B.E. 2543 (2000), and Section 4 of the Directives of National Institute of Development Administration on Student Discipline (No.4) B.E. 2548 (2005), Section 10 of the Directives of National Institute of Development Administration on Student Discipline B.E. 2541 (1998); amended by Section 3 of the Directives of National Institute of Development Administration on Student Discipline (No.4) B.E. 2548 (2005); and in conjunction with the resolution of the Deans/Directors meeting no. 10, dated October 12, B.E. 2554 (2011);

Be it, therefore, declared by National Institute of Development Administration as follows.

Section 1 The Announcement of National Institute of Development Administration on Penalties for Cheating in Examinations dated July 17, B.E. 2550 (2007) shall be repealed.

## Section 2 Examination cheating punishment judgement

2.1 In the event that a student, whose name is on the examination list, has someone else as an imposter with his/her identity take the examination instead of himself/herself, and as the Student Discipline Investigation Committee has examined the case and determined that the student actually cheated in the examination, the student shall serve the penalty of name deletion from the student registration of the Institute.

2.2 In the event that a student copy the answers of another examination taker, or let another examination taker copy his/her answers, or exchange messages concerning the examination problems in order to let another examination taker copy the answers, or exchange the answer sheets, it is all examination cheating. The student shall serve the penalty of 2-year suspension of studies.

2.3 Possessing sheets in the cheat-intended fashion, or cheating implicit which includes media such as sheets of paper, a communication device, an electronic device or any other objects as well as alphabets, numbers, charts on the student's body, or any other format that implies the contents of the subject being tested regardless of inside or outside the examination room during the examination without the permission shall be determined as follows.

2.3.1 If the Student Discipline Investigation Committee examines the case and it appears that during the examination the student has a sheet bearing the content of the subject being tested in possession inside the examination room in the cheat-intended fashion, and evidently uses the sheets in writing the answer to the examination problems, this shall be an examination cheating and the perpetrator of cheating shall serve the penalty of 2-year suspension of studies.



2.3.2 If the Student Discipline Investigation Committee examines the case and it appears that during the examination the student possess a sheet of the subject content being tested in possession inside the examination room in the cheat-intended fashion, yet the student doesn't use the sheet to answer the examination problems; or if the student who left the room with the permission to do personal business was found in possession of the sheet outside the examination room in the cheat-intending fashion or cheating implicit, the perpetration shall be an attempt to cheat in the examination; thereby the perpetrator shall serve the penalty of 1-year suspension of studies.

2.3.3 If the Student Discipline Investigation Committee examines the case and it appears that the student actually has other sheets than the subject content being tested in possession inside the examination room, this shall be violation of the examination instructions; thereby the violator shall be on probation.

2.4 Leaving examination room earlier than the time specified shall be violation of examination instructions; thereby the violator shall be officially reprimand and on probation.

2.5 Any other penalties suggestions for other cheating circumstances or any other cheating attempts shall be at the Student Discipline Investigation Committee's discretion on the case-by-case basis.

### 3. Penalty Increase/Decrease

3.1 If the Student Discipline Investigation Committee finds out that a student repeats his offense, the penalty shall be increased to additional  $\frac{1}{4}$  of the regular penalty for the repeated offense. If the penalty cannot be increased quantitatively, the intensity of the penalty shall be increased by 1 level.

3.2 If the Student Discipline Investigation Committee suggests that the student has confessed, repented having committed the offense and given useful information during the investigation/the hearing, or has demonstrated moral qualities before, the penalty shall be decreased by  $\frac{1}{4}$  of the imposed penalty.

3.3 If the Student Discipline Investigation Committee suggests that the student who commits the offense does not repent, yet confesses because he yields to the evidence, or it is the case of name deletion from the Institute registration, the penalty shall not be decreased.

3.4 If the Student Discipline Investigation Committee suggests that the student who commits the offense of possessing sheets of another subject content, not the subject being tested inside the examination room according to 2.3.1 confesses, repents and gives useful information during the investigation, the decrease shall be given from being on probation to officially reprimand and on parole instead.

4. The offense according to this Announcement which takes place before or is in process, the Announcement shall be enforced accordingly.

Henceforward this Announcement shall be enforceable.

Announced on the 14<sup>th</sup> of October B.E. 2554 (2011)

(Signed) Professor Sombat Thamrongthanyawong

(Sombat Thamrongthanyawong)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on Programs  
Exempted from Computer Literacy Placement Test for Regular Master's Program  
Students**

As the Institute announced on computer literacy measurement test for regular master's program students, dated April 23, B.E. 2551 (2008), to accommodate computer literacy measurement test for regular master's program students more suitably;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), in conjunction with the resolution of the Deans/Directors meeting (Tor Kor Or) no. 18/2541, dated September 10, B.E. 2541 (1998), the resolution of the Deans/Directors meeting (Tor Kor Or Education) no. 12/2551, dated December 17, B.E. 2551 (2008) and the resolution of the Deans/Directors meeting (Tor Kor Or) no. 1/2542, dated January 14, B.E. 2542 (1999);

Be it, therefore, declared by National Institute of Development Administration on Programs Exempt from Computer Literacy Placement Test for Regular Master's Program Students as follows.

Regular master's program students who are majoring in computer, or whose programs involve many computer basic courses and/or whose programs are ICT-oriented programs or who has passed the equivalent test according to the following programs are exempted from the Computer Literacy Placement Test.

1. Master of Public Administration Program
2. Master of Public and Private Management Program
3. Master of Business Administration
4. Master of Science in Applied Statistics and Information Technology
5. Master of Science in Environmental Management
6. Master of Arts in Language and Communication only students registered before Semester 1, academic year B.E. 2552 (2009)
7. Students who pass ND. 400 Introduction to Computer or ND.400 equivalent courses, or have earned a certification equivalent to ND.400 Introduction to Computer.

Announced on the 22<sup>nd</sup> of January B.E. 2552 (2009)

(Signed) Professor Sombat Thamrongthanyawong

(Sombat Thamrongthanyawong)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on Programs  
Exempted from Computer Literacy Placement Test for Regular Master's Program  
Students (No.2)**

As the Institute issued the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master's Program Students, dated January 22, B.E. 2552 (2009), to accommodate Computer Literacy Placement Test for Regular Master's Program Students to be consistent with the current situations;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), in conjunction with the resolution of the Deans/Directors meeting (Tor Kor Or) no. 5/2553, dated June 1, B.E. 2553 (2010) and the resolution of the Deans/Directors meeting (Tor Kor Or) no. 15/2553, dated November 10, B.E. 2553 (2010);

Be it, therefore, declared National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master's Program Students (No.2) as follows.

Regular master's program students of the schools of applied statistics in the following programs shall be exempted from the computer literacy measurement test.

1. Master of Science in Computer Science and Information Technology
2. Master of Science in Software Engineering

3. Master of Science in Information Technology Management
4. Master of Science in Logistics Management
5. Master of Science in Insurance, Actuarial Science and Risk Management
6. Master of Science in Applied Statistics
7. Master of Science in Statistics

Announced on the 14<sup>th</sup> of December B.E. 2553 (2010)

(Signed) Professor Sombat Thamrongthanyawong

(Sombat Thamrongthanyawong)

President of National Institute of Development Administration

(Copy)

**Rules of National Institute of Development Administration on Scholarships and  
Awards B.E. 2550 (2007)**

As it is expedient to revise the rule of National Institute of Development Administration on Scholarship and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules are called “Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007)”.

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 To repeal:

- (1) Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2538 (1995)
- (2) Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2539 (1996)
- (3) Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2544 (2001)

- (4) Rules of National Institute of Development Administration on Scholarships and Awards (No.4) B.E. 2544 (2001)
- (5) Rules of National Institute of Development Administration on Scholarships and Awards (No.5) B.E. 2544 (2001)
- (6) Rules of National Institute of Development Administration on Scholarships and Awards (No.6) B.E. 2550 (2007)

Whichever rules or directives are contrary to these rules shall be replaced by these rules.

Section 4 In these rules:

“Dean” refers to the highest ranking position of a school.

“Student” refers to regular students according to the Directives on Education of the Institute.

“Scholarship” refers to money allocated as a fund for the educational support of the Institute.

“Award” refers to money or objects allocated as awards for the educational support of the Institute.

“Research Award” refers to money or things allocated as awards for the research support of the Institute.

“Committee” refers to scholarships and awards committee.

“Fund” refers to a fund and education awards of National Institute of Development Administration.

“Term paper” refers the result of independent studies.



Section 5 The President shall take charge and control over the execution of these rules, and shall have an authorization to issue announcements and ordinances of the Institute to establish rules and instructions of the execution of these rules.

### **Part 1**

#### **The Fund**

Section 6 A Fund shall be established in the Institute which shall be called “Scholarship and award fund of National Institute of Development Administration” with the education- and research-promotional objectives.

Section 7 Scholarships and awards shall be divided into the following categories.

- (1) Financial aid
- (2) Academic excellence scholarship
- (3) Research grant
- (4) Full tuition scholarship
- (5) Scholarship
- (6) Research award
- (7) Academic excellence award
- (8) <sup>21</sup>Other scholarships designated by the Institute council

---

<sup>21</sup> Part 1, Section 7 (8), amended by Section 3 of the Rules of the Institute on Scholarships and Awards (No.3) B.E.2555

Section 8 The fund consists of:

- (1) Money or assets donated to make gains to finance scholarships and awards for general and specific-majored students of the Institute
- (2) Money and assets donated to finance scholarships and awards for general or specific-majored students of the Institute
- (3) Money from the government budgets to allocate grants for research-supporting purposes
- (4) Money allocated by the Institute to fund scholarships or awards
- (5) Interests and gains from the funds

## **Part 2**

### **Committee and Execution**

Section 9 The Scholarships and Awards Committee consists of the Vice President for academic affairs as the chairperson, the Deans as committee members, and the Director of Education Service Division as a committee member and the secretary.

Section 10 The Committee shall have the authorization and duties as follows.

- (1) Administer the fund
- (2) Allocate the fund for scholarships and awards
- (3) Consider deserving scholarship recipient's qualifications to receive scholarships or awards

- (4) Set scholarship and award payment amounts and methods
- (5) Consider thesis and term paper towards scholarships and awards
- (6) Establish formalities and instructions of the committee with consent  
of the President
- (7) Other executions regarding the fund as necessary
- (8) Appoint a Sub-Committee to assist the Committee as appropriate
- (9) Report performance and financial standings of the fund to the President at the end  
of fiscal year

Section 11 Other fund shall be administered including donation under Section 8 (1) and Section 8 (2). The Committee shall administer the donation according to the donor's wishes. Unless the donor designates specific objectives, the Committee shall administer the fund according to the ordinances set under these Rules.

Section 12 As scholarships and awards administration stated under Section 10, the Committee shall execute the administration as follows.

- (1) Consider the scholarships and awards allocation for students at least once a year
- (2) Announce among students about the scholarship application at least 30 days in  
advance
- (3) Select recipients for the scholarship and awards
- (4) Announce the results of the various scholarships and awards selection as well as  
set the scholarship presentation date

The decision of the scholarship and awards dispensation is at the committee's discretion and shall be final. In this regard the candidates' conducts shall be considered as well.

Section 13 The students who want to apply for a scholarship or an award must turn in the application forms provided by the Committee.

Section 14 The majority votes of the committee's members attending the meeting shall make the committee's resolution. More than half of the Committee members shall make a quorum.

Section 15 Scholarships and awards according to these Rules are individual rights. When the committee has decided to give them to any students, the individual recipient must receive the scholarship in person. The scholarship recipient who writes the attorney of power/proxy authorizing someone else to receive the scholarships shall be deemed the relinquishment of the scholarship.

### **Part 3**

#### **Financial Aid**

Section 16 The objectives of the financial aid is to help the students who need financial aid. The committee may stipulate that the recipients render academic works to the Institute.

In the event that the committee requires the recipient to render academic works according to clause 1, he/she must work at the average of not more than 10 hours a week, and shall be under the supervision of the designated lecturer.

Section 17 The consideration to give financial aid: the students whose qualifications below are met shall be entitled to the financial aid.

- (1) Being regular student of the Institute who has studied at the Institute for at least 1 semester and whose GPA is not less than 3.00 at the time of the application
- (2) Demonstrating financial neediness
- (3) Willing to and able to render academic works to the Institute

Section 18 The amount and the rules of the financial aid payment shall observe the announcements of the Institute with the recommendation of the committee in each academic year.

Section 19 The designation of the lecturer who shall control the academic work of the financial aid recipient is at the discretion of the Committee.

Section 20 The scholarship shall be terminated under one of the following circumstances.

- (1) The academic work finishes.
- (2) The financial aid recipient doesn't wish to render the academic work any longer
- (3) The financial aid recipient is not able to render the work assigned.
- (4) The financial aid recipient is under probation.
- (5) The financial aid recipient enrolls less than 9 credits, except for the summer session and the last semester of the studies according to the curriculum of each school.
- (6) The financial aid recipient graduates.
- (7) The student status of the financial aid recipient is terminated.

#### Part 4

##### Academic Excellence Scholarship

Section 21 Academic excellence scholarship's objective is to support students who has high academic achievement both prospective students and students of the Institute.

Section 22 Scholarship candidates must have the following qualifications.

- (1) Being honor bachelor's degree graduates in the fields specified by the committee.

The eligible candidates shall be either under the process of the admission or already admitted to the Institute.

- (2) In case of non-honor bachelor's degree graduates, the candidates must be

continued students who have enroll not less than 9 credits of the credited courses, and shall have the GPA of every course enrolled not less than 3.3 at the time of the application.

- (3) In case of the doctoral degree students, the candidates must have enrolled not less

than 9 credits of the credited courses, and shall have the GPA of every course enrolled not less than 3.5 at the time of the application.

Section 23 The amount and the rules of academic excellence scholarship payment shall be at the committee's discretion, but not more than 15,000 Baht/scholarship/year for 1 year for degree diploma students, but not more than 30,000 Baht/scholarship/year for 2 continuous year for full-time master's degree students and 2 ½ continuous years for part-time students, but not more than 50,000 Baht/scholarship/year for 2 continuous years for doctoral degree students.

Section 24 The academic excellence scholarship shall be terminated in the following circumstances.

- (1) The scholarship's money specified is paid out.
- (2) <sup>22</sup> The scholarship recipient's GPA is lower than 3.3 for the Master's degree students and 3.5 for the doctoral degree students
- (3) The scholarship recipient enrolls less than 9 credits, except for the summer session and the last semester of the studies according to the curriculum of each school.
- (4) The scholarship recipient graduates.
- (5) The committee passes the resolution to terminate the scholarship.

## Part 5

### Research Grant

Section 25 <sup>23</sup> Research grants' objectives are to promote thesis writing. The fund is derived from two sources.

- (1) Fund derived from the Institute's income
- (2) Fund derived from the government budgets

<sup>22</sup> Part 4, Section 24 (2), amended by Section 3 of the Rules of the Institute on Scholarships and Awards (No.2) B.E. 2551

<sup>3</sup> Part 5, Section 25, amended by Section 4 of the Rules of the Institute on Scholarships and Awards (No.2) B.E. 2551

Section 26 The research grants shall be administered for research conducting and thesis writing purposes among the students whose qualifications must be met as follows.

(1) Having studied at the Institute for at least 2 semesters.

(2) Being the student whose thesis progress as a part of his/her master's/doctoral program of the Institute. The guideline of the thesis/dissertation is approved by his/her thesis advisor appointed by the Dean.

(3) Having proposed thesis/dissertation outline together with the details of the approach for the committee to consider

(4) The copyright of the thesis/dissertation shall be shared rights between the student and the Institute for 5 years.

Section 27<sup>24</sup> The amount and the rules of the funding of the research grant shall observe the announcements of the Institute.

## **Part 6**

### **Full Tuition Scholarship**

Section 28 Full tuition scholarship' objectives are to aid students who are financially needy with the per course tuition waiver according to the program.

Section 29 Students who apply for the full tuition scholarship must have the following qualifications.

---

<sup>24</sup> Part 5, Section 27, amended by Section 5 of the Rules of the Institute on scholarships and Awards (No.2) B.E.2551



- (1) Being full-time students of the Institute.
- (2) Demonstrating financial neediness
- (3) If the student is not a new student, the student must have minimum GPA 3.00 in the previous semester.

Section 30 In proposing the eligible students' list, each school shall consider the preliminary students' list, then committee shall select the deserving students. The number of scholarship recipients shall follow the committee's determination.

Section 31 The full tuition scholarship may be given to recipients in the first semester until the last semester of the studies or just one semester.

In the event that the full tuition scholarship is given to a recipient for many consecutive semesters, the student must have minimum GPA 3.0. If the recipient has GPA lower than 3.0 in any semester, the full tuition scholarship shall be terminated for the following semester.

In the event that the grade results are incomplete, the decision shall lie with the Dean's discretion.

## **Part 7<sup>25</sup>**

### **Scholarship**

Section 32 Scholarship' objectives are to promote and support extraordinary high-achieving students to pursue master's programs at the Institute.

Section 33 Scholarship is divided into 2 categories as follows.

---

<sup>25</sup> Section 7, appended by Section 6 of the Rules of the Institute on Scholarships and Awards (No.2) B.E. 2551 (2008) and amended by Section 3 of the Rules of the Institute on Scholarships and Awards (No. 4) B.E. 2556 (2013)

(1) Scholarship category 1 is full scholarship which waives fees for the recipient such as tuition, IT facilities fee, extra activity fee and other expenses. The scholarship also funds the recipient's personal expenses.

(2) Scholarship category 2 is scholarship which waives only the tuition all through the program.

Section 34 The recipients' qualification of both categories, amount of the funding and fund payment rules shall follow the announcements of the Institute.

Section 35 The condition of the Scholarship category 1:

(1) The scholarship recipient must study in plan A. (with thesis)

(2) The scholarship recipient must have minimum GPA 3.65 in each semester.

If the recipient receives GPA lower than stipulated, the funding shall be terminated.

(3) The copyright of the thesis/dissertation shall be shared copyright between the student and the Institute for 5 years.

(4) If the recipient takes leave of absence, the scholarship shall be terminated. If the recipient resigned, all the funding paid must be repaid to the Institute; unless the Committee decides otherwise.

(5) The recipient shall not be eligible for any other scholarships of the Institute.

Section 36 The conditions of the Scholarship category 2:

- (1) The scholarship recipient must have minimum GPA 3.45 in each semester.

If the recipient receives GPA lower than stipulated, the funding shall be terminated.

- (2) If the recipient takes leave of absence, the scholarship shall be terminated. If the recipient resigned, all the funding paid must be repaid to the Institute; unless the committee decides otherwise.

## Part 8

### Research Award

Section 37 Research award' objectives are to promote the quality of the work and to honor the thesis'/term paper's writer. The Research Award is divided into 3 categories.

- (1) Excellent thesis award of the program shall follow the announcements of the Institute.

- (2) Excellent thesis of the semester of the program shall follow the announcements of the Institute.

- (3) Consolation Award, the committee shall give Consolation Award to the thesis/term paper writer who misses the Excellent Thesis Award.

Section 38 The criteria and selection procedures of the applicants shall comply with the stipulation determined by the Committee.

Section 39 Research awards shall be provided for the students in each program not more than one per category.

**Part 9<sup>26</sup>**

**Academic Excellence Award**

Section 40 The Academic Excellence Award' objectives are to honor the academically excellent students whose academic achievements are excellent as well as to motivate these students strive for an even better achievements. The Academic Excellence Award is divided into 2 genres.

- (1) Continued students
- (2) Graduated students

Section 41 Continued students with the following qualifications shall be entitled to the Award.

(1) The applicant must be a master's program student who has earned minimum 24 credits (exclusive of the non-credit courses) which have been continuously enrolled. In each semester (except the summer session) the minimum of 12 credits must be enrolled for full-time students or the minimum of 9 credits for part-time students.

(2) As the applicant completes 24 credits according to (1), minimum GPA of 3.65 is required.

Section 42 For the Academic Excellence Award under the continued students' genre, a certificate of appreciation shall be issued as per the Committee's formulation with the consent of the President.

---

<sup>26</sup> Part 9, amended by Section 4 of the Rules of the Institute on Scholarships and Awards (No.3) B.E. 2555

Section 43 Graduated students with the following qualifications shall be entitled to the awards.

- (1) Minimum GPA of 3.75 is required.
- (2) Minimum 'B' grade in every subject enrolled, never received 'U' grades.
- (3) The student shall never have transferred credits from any other programs.
- (4) The student shall never take the comprehensive examination more than once, nor shall the student have 'Fail' grade results.
- (5) The student shall graduate within 3 years.

Section 44 Academic Excellence Awards token for graduated students shall be a plaque formulated by the Committee with consent of the President.

Section 45 Each school shall propose students' lists who are entitled to the awards to the Committee according to the criteria and procedures specified by the Committee.

**Part 10**

**Transitory Provision**

Section 46 The fund and the awards according to the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2538 and their amendments and additions shall be the fund and awards under these Rules.

Announced on the 23<sup>rd</sup> of July B.E. 2550 (2007)

(Signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Rules of National Institute of Development Administration on Scholarships and  
Awards (No.2) B.E. 2551 (2008)**

As it is expedient to revise the Rules of National Institute of Development Administration on Scholarships and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules is called “Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2551 (2008)”.

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 To repeal the clause in Section 24(2) of the Rules of the National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace by the following clause.

(6) “Section 24 (2) The scholarship recipient shall maintain minimum GPA of 3.50.”

Section 4 To repeal the clause under Section 25 of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clause.

“Section 25 Research grants’ objectives are to support thesis writing and its publication in a journal or other academic publications. The fund is derived from 2 sources.

1. Research grant from the Institute’s income
2. Research grant from the government budgets.”

Section 5 To repeal the clause under Section 27 of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clause.

“Section 27 The amount and rules of the funding of thesis/dissertation writing and/or its publication in a journal or academic publications shall observe the announcements of the Institute.”

Section 6 To repeal the clause under Part 7, Scholarship of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clauses.

## **Part 7**

### **Scholarship**

Section 32 Scholarship’s objectives are to promote and support extraordinary high-achieving students to pursue master’s programs at the Institute. The scholarship shall be given to new Thai and foreign students who study at various Thai-language, English-language and international programs of the Institute.

Section 33 Scholarship is divided into 2 categories as follows.

- (1) Master’s program scholarship
- (2) Doctoral program scholarship



Section 34 Master's program scholarship is divided into 3 sub-categories as follows.

(1) Sub-category 1-Scholarship is a fully funded scholarship which waives all tuition throughout the program. It also funds personal expenses of the recipient. However, the recipient must be a new student who graduates bachelor's degree with minimum GPA of 3.00 with the following conditions.

- The recipient must study in plan A (with thesis).
- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The copyright of the thesis shall be shared copyright between the recipient and the Institute for 5 years.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.
- The recipient shall not be eligible for any other scholarships of the Institute.

(2) Sub-category 2-scholarship is the scholarship which waives only the recipient's tuition throughout the program. However, the recipient must be new students whose undergraduate GPA is not lower than 3.00 with the following conditions.

- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

(3) Sub-category 3-Scholarship is the scholarship which waives half of the recipient's tuition throughout the program. The recipient must be new students whose undergraduate GPA is not lower than 2.75 with the following conditions.

- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

Section 35 Doctoral program scholarship is divided into 3 Sub-categories as follows.

(1) Sub-category 1-Scholarship is fully funded scholarship which waives all tuition throughout the program. The recipient shall be a new student who has a minimum GPA of 3.00 at the bachelor's degree and 3.50 at the master's degree with the following conditions.

- The recipient must maintain minimum GPA of 3.50 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The copyright of the thesis shall be shared copyright between the recipient and the Institute for 5 years.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.
- The recipient shall not be eligible for any other scholarships of the Institute.

(2) Sub-category 2-Scholarship is scholarship which waives only the recipient's tuition throughout the program. The recipient shall be a new student who has a minimum GPA of 3.00 at the bachelor's degree and 3.50 at the master's degree with the following conditions.

- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

(3) Sub-category 3-Scholarship is the scholarship which waives half of the recipient's tuition throughout the program. The recipient shall be a new student who has a minimum GPA of 2.75 at the bachelor's degree and 3.30 at the master's degree with the following conditions.

- The recipient must maintain minimum GPA of 3.30 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

Section 36 The amount and rules of the funding payment of the scholarship shall observe the announcements of the Institute.

In case of necessity and appropriateness, the Scholarships and Awards Committee may consider exemption of some of the recipient's qualifications and conditions under Section 34 and Section 35 on the case by case basis.

Announced on the 22<sup>nd</sup> of September B.E. 2551 (2008)

(Signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Rules of National Institute of Development Administration on Scholarships and  
Awards (No.3) B.E. 2555 (2012)**

As it is expedient to revise the rule of National Institute of Development Administration on Scholarships and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000) in conjunction with the resolution of National Institute of Development Administration Council meeting no. 11/2555, dated December 11, B.E. 2555 (2012);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules is called “Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2555 (2012)”.

Section 2 These Rules shall be enforceable the day after the announced date onwards.

Section 3 To repeal the clause under section 7 (8) of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace by the following clause.

“Section 7 (8) Other scholarships which have been designated by the Scholarships and Award Committee shall be subsequently reported to the Institute Council for acknowledgement.”

Section 4 To repeal the clause under Part 9, Academic Excellence Award of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clauses.

**“Part 9**

**Academic Excellence Award**

Section 40 Academic Excellence Award’ objectives are to honor the students who have not yet graduated and whose academic achievement is excellent in order to motivate the high-achievement students to strive for an even better achievement.

Section 41 The student who is entitled to the Award shall have the following qualifications.

(3) The applicant must be a continued master’s degree student who has earned not less than 24 credits (exclusive of the non-credit courses) who has continuously enrolled every semester (except the summer session). In each semester the student must enroll not less than 12 credits for full-time students or not less than 9 credits for part-time students.

(4) As the applicant completes 24 credits according to the contents in (1), the GPA must not be lower than 3.75.

Section 42 The Academic Excellence Award recipient shall be presented with a certificate of appreciation formulated by the Committee with the consent of the President.

Section 43 Each school shall nominate students who are entitled to the awards to the committee according to the criteria and procedures specified by the Committee.”

Section 5 The clauses under Part 9, Academic Excellence Award of the Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2555 (2012) shall be enforced with the students who register since the second semester of the academic year B.E. 2555 (2012) onwards.

Announced on the 11th of December B.E. 2555 (2012)

(Signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council



(Copy)

**Rules of National Institute of Development Administration on Scholarships and  
Awards (No.4) B.E. 2556 (2013)**

As it is expedient to revise the rule of National Institute of Development Administration on Scholarships and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509, amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 in conjunction with the resolution of National Institute of Development Administration Council meeting no. 5/2556, dated July 10, B.E. 2556;

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules is called “Rules of National Institute of Development Administration on Scholarships and Awards (No.4) B.E. 2556 (2013)”.

Section 2 These Rules shall be enforced with the students who register since the first semester of the academic year B.E. 2556 (2013) onwards.

Section 3 To repeal the clause under Part 7, Scholarship of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007), and amended with the Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2551 (2008) and replace by the following clauses.

## **“Part 7**

### **Scholarship**

Section 32 Scholarship’s objectives are to promote and support students who have extraordinary high-academic capabilities to further their studies in the Institute and to promote international relations. The scholarship shall be given to new Thai and foreign students who study at various Thai-language, English-language and international programs.

Section 33 Scholarship is divided into 2 categories as follows.

- (3) Master and doctoral programs scholarship for academic excellent students
- (4) International relations-promotional scholarship

Section 34 Master and doctoral programs’ scholarship for academic excellent students are divided into 3 Sub-categories as follows.

- (4) Sub-category 1-scholarship is fully funded scholarship which waives all tuition throughout the program. It also funds personal expenses of the recipient.
- (5) Sub-category 2-scholarship is the scholarship which waives only the recipient’s tuition throughout the program.
- (6) Sub-category 3-scholarship is the scholarship which waives half of the recipient’s tuition throughout the program.

Section 35 The qualification, the rules and the conditions of the scholarship under  
Section 33 shall observe the announcements of the Institute.

Announced on the 10th of July B.E. 2556 (2013)

(Signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Announcement of National Institute of Development Administration on  
Qualifications, Criteria and Conditions of the Scholarship Programs**

To administer the scholarship program appropriately and be consistent with the resolution of the Scholarships and Awards Committee (Tor Kor Or Education);

By the virtue of Section 36, Part 7 the Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2551 (2008), amended by Section 35, Part 7 of the Rules of National Institute of Development Administration on Scholarships and Awards (No.4) B.E. 2556 (2013) in conjunction with the resolution of the Deans/Directors meeting (Tor Kor Or Education) no. 9/2557, dated November 12, 2557 (2014);

Be it, therefore, declared by National Institute of Development Administration on the qualifications, criteria and conditions of the scholarships administration (Academic excellence category) and the international relations-promotional scholarships for both master's program and doctoral program students as follows.

Section 1 Recipient Qualifications

1.1 Scholarships (Academic Excellence Scholarship) shall be given to both new Thai and foreign students who are registered to study at the Institute in Thai-language, English-language and international programs.

1.1.1 Sub-category 1 scholarship recipients (full scholarship) and Sub-category 2 scholarship recipients

- Doctoral program students must have the minimum grade point average 2.75 for the bachelor's degree and 3.25 for the master's degree

- Master program students must have minimum grade point average 2.75 for the bachelor's degree

1.1.2 Sub-category 3 scholarship recipients

- Doctoral program must have minimum grade point average 2.50 for the bachelor's degree and 3.25 for the master's degree

- Master's degree must have minimum grade point average 2.50 for the bachelor's degree

1.2 International relations-promotional scholarship

International relations-promotional scholarship shall be given to new international students whose universities have relations or co-operations under MOU agreements with the Institute. However, the scholarships shall be given at the discretion of the Tor Kor Or Education Committee.

2. Amount of the scholarship (Academic Excellence Scholarship) and the International relations-promotional scholarship grants

2.1 Sub-category 1 scholarship recipients (Full scholarship)

2.1.1 Sub-category 1 scholarship recipient shall be waived all tuitions throughout the program while the extra activities' fee shall be at the discretion of each program.

2.1.2 10,000 Baht monthly personal expenses of the recipient shall be funded. However, the health insurance premium shall be deducted before remittance.

2.2 Sub-category 2 scholarship recipients shall be waived all tuitions throughout the program.

2.3 Sub-category 3 scholarship recipients shall be waived half of the tuitions throughout the program.

### 3. Criteria for scholarship recipients

#### 3.1 Scholarships (Academic Excellence Scholarship)

The recipients of Sub-category 1 scholarship (Full scholarship), the recipients of Sub-category 2 scholarship and the recipients of Sub-category 3 scholarships must have minimum grade point average 3.30 in each semester. If the grade point average dropped lower than the grade stipulated, the recipient shall be disentitled from the scholarship.

#### 3.2 International relations-promotional scholarship

The recipients of category 1 scholarship (Full scholarship), the recipients of category 2 scholarship and the recipients of category 3 scholarships must have minimum grade point average 3.00 in each semester. If the grade point average dropped lower than the grade stipulated, the recipient shall be disentitled from the scholarship.

3.3 The recipient's leave-of-absence may immediately result in the disentanglement of the funding. If the recipient resigns or is terminated from the Institute, the recipient must reimburse all the funding remitted to the Institute, except that the committee decides otherwise.

3.4 In the event that the recipient must re-enroll any courses, the recipient shall not be exempted from the tuition of the re-enrolled course.

3.5 In the event that the recipient enrolls courses other than the program's required courses, the recipient shall be exempted from the tuition when the advisor recommends him/her to enroll in the course.

3.6 The recipient shall be waived the comprehensive examination fee only for the first comprehensive examination.

3.7 The student status maintenance fee beyond the duration of the scholarship shall be borne by the recipient.

3.8 The recipient must work for the school or the Institute at the minimum of 6 hours a week.

3.9 The recipient is not entitled to other scholarships of the Institute, except for the thesis/dissertation writing and publishing grants from the government budget.

4. The conditions of Sub-category 1 scholarship recipient (Full scholarship)

4.1 The master's program student must study in plan A (with thesis).

4.2 The copyright of the thesis shall be shared between the student and the Institute for 5 years. After that, the copyright of the thesis shall belong to the recipient. If the recipient violates any intellectual properties or any lawful rights of others, the "recipient" must be solely responsible in the damages the violation has caused.

4.3 Thesis format checking fee shall be borne by the recipient.

4.4 Doctoral program dissertation must be published in, or accepted to the international journal which requires peer review before publication. However, the International journal must meet the criteria stipulated by the Civil Officials in the Higher Education Institute Commission (Gor Por Or) or the Golden Jubilee Doctoral Degree Project (Kor Por Gor) exclusive of Proceedings.

4.5 Master's program thesis must be published in, or accepted to the national journals belonging to TCI (only the journals in group 1 and group 2) exclusive of Proceedings.

**5 If the foreign student recipients who do not purchase health insurance stipulated by the Institute shall be disentitled from the funding.**

6 The duration of the scholarship (dating from the starting date of semester in which the recipient is registered as a student).

6.1 Master's program recipient shall receive scholarship funding for 2 years.

6.2 Doctoral program recipient shall receive scholarship funding for 3 years.

6.3 Master-doctoral program recipient shall receive scholarship funding for 4 years.

This Announcement shall be enforced with the students who have been registered since the second semester of the academic year B.E. 2557 (2014) onwards.

Announced on the 28<sup>th</sup> of November B.E. 2557 (2014)

Pradit Wanarat

(Assoc.Prof. Pradit Wanarat)

President of National Institute of Development Administration



Students can follow news and announcements of the Institute including its academic affairs, request forms download at Education Service Division, or at the office of Education Service Division, Prince Naradhip Bongsprabandha Building.

Education Service Division, Floor 3

Telephone: 0-2727-3370 to 71 and 3373

Fax: 0-2374-1546

Program Development and Teaching and Learning Promotion Group, Floor 3

Telephone: 0-2727-3372, 3374 and 3376

Fax: 0-2374-1546 and 0-2378-0243

Registration and Assessment Group, Floor 4

Telephone: 0-2727-3367 to 69, 3629 and 3375 Fax: 0-2378-0334

Statistic and Information Technology Group, Floor 4

Telephone: 0-2727-3377

Fax: 0-2377-7477

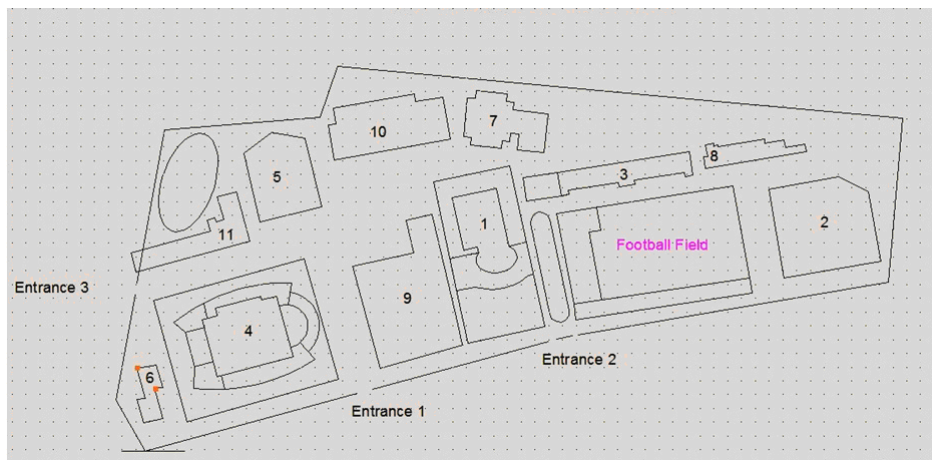
Administration and Secretariat Group, Floor 4

Telephone: 0-2727-3365 to 66

Fax: 0-2377-7477

e-mail : [edu\\_serv@nida.ac.th](mailto:edu_serv@nida.ac.th)

Website : <http://edserv.nida.ac.th>



## NIDA CAMPUS MAP

### Building Names

1. Siam Boromrajakumari Building
2. Bunchana Atthakor Building
3. Malai Huvanandana Building
4. His Majesty the King's 6<sup>th</sup> Cycle Birthday Anniversary Auditorium Hall
5. Prince Naradhip Bongsprabandha Building
6. Serithai Building
7. Sports&Student Union Building
8. Recreation Building
9. Navamindrachiraj Building
10. NIDA Sampan Building
11. Building 6

