



ANNOUNCEMENT

National Institute of Development Administration
Master of Business Administration, English Program
Application for Tuition Fee Partial Scholarship 2
(English Program Batch #35)
Academic Year 1/2019

The National Institute of Development Administration (NIDA) is accepting applications for admission to the Master of Business Administration (English Program) under the tuition fee partial scholarship 2 program, for the academic year 1/2019.

1. Applicants' Qualifications

1) Applicants must have a bachelor's degree in any field from an accredited academic institution. All applicants must have a cumulative G.P.A. of not less than 2.75.

Or

2) Applicants, currently employed, must obtain written approval from their employer to pursue full time study at NIDA.

NIDA reserves the right to examine documents and eligibility of an applicant at any time. If the applicant is found ineligible after being admitted the announcement of acceptance shall be considered null and void.

Note : Students who pass examination(s) to enter a master degree program at NIDA must pass these English language criteria:

1) Students need to submit their score from one of the English proficiency tests namely NIDA TEAP or TOEFL or IELTS to apply for an interview to the program. Students must meet the minimum requirements stipulated by the program.

2) Students who are exempted from submitting an English proficiency test score such as students with a scholarship or students of the special program must submit their NIDA TEAP or TOEFL or IELTS score for graduation.

The periods of validity of the test score are as follows:

1) NIDA TEAP score is valid for 1 year until the date of submission

2) TOEFL and IELTS are valid for 2 years until the date of submission

Enrollment to English for graduate studies courses and the exemption from the courses are determined in compliance with the criteria and requirements stipulated in the English for graduate studies program by the Graduate School of Language and Communication, National Institute of Development Administration.

3) Duration , All courses take on 4 – 5 semesters and 1 - 2 summer sessions, depending on the area of study / major. All subjects / majors have to register 9 credits each semester except the summer session.

4) Tuition fees may change as appropriate according to an announcement by NIDA.

2. Application Forms

1) Application forms can be obtained directly from the Graduate School of Business Administration, NIDA (8th Floor ,Bunchana Atthakorn Building), or from the Educational Service Division (Open weekdays 8.30 a.m. - 4.30 p.m. except holidays), 3rd Floor , Prince Naradhip Bongsprabandha Building.

2) Application forms can be downloaded from the NIDA MBA website (www.nidabusinessschool.com)

- **First Round** : **Now – March 27th, 2019.**

- **Second Round** : **April 1st – June 5th, 2019.**

2.1) Download the application form and print out on A4 paper only. Do not change the format of the form, otherwise, it will not be accepted for the application process.

3. Application Procedure and Payment of Fees

Applications, accompanied by an application fee of 200 baht, must be submitted to the Educational Service Division at the Financial Division, 3rd Floor , Prince Naradhip Bongsprabandha Building (Open weekdays 8.30 a.m. - 4.30 p.m., except holidays)

- **First Round** : **Now – March 27th, 2019.**

- **Second Round** : **April 1st – June 5th, 2019.**

4. Application Materials

4.1 Bachelor's Degree diploma (2 copies)

4.2 Complete official transcript of undergraduate studies (1 copy)

4.3 1" x 1" photo taken not more than six months prior to the application date (1 photo)

4.4 Copy of Identification Card (1 copy)

4.5 For applicants who graduated from an institute outside Thailand:

4.5.1 A Letter of Confirmation on Standard Curriculum for the Bachelor's Degree.

This can be obtained from the Bureau of Standards and Evaluation at the Commission on Higher Education, Ministry of Education .

Tel: +66 2 644 7029-36 ext. 727, +66 2 354 5481

(Contact the Educational Service Division for more information)

4.5.2 An Official Letter of Certification for their Bachelor's Degree with their University Council's approval as well as a complete transcript with the specified date of graduation which must be sent directly from the applicant's university to the address below:

Educational Service Division,
National Institute of Development Administration
118 Seri Thai Road, Khlong Chan
Bangkapi, Bangkok 10240 Thailand
Facsimile: +66 2 377 7477

Note: The documents mentioned in 4.5.1 and 4.5.2, above, must be submitted before the start of the term. Applicants who fail to submit all required documents will not be admitted to the program.

The Institute reserves the right to verify the applicants' qualifications at any time. Applicants who do not have the required qualifications will not be admitted to the program. No refunds will be issued. If an applicant has already been accepted but is subsequently determined to be unqualified, scholarship awards will be canceled.

5. Selection Procedures

The program committee will decide which applicants are to be interviewed by the faculty members of the Graduate School of Business Administration. The committee will evaluate applicants based on credentials, education, and experience.

Date	: <u>April 18th, 2019 for the first round</u> <u>June 20th, 2019 for the second round</u>
Time	: To be announced later.
Place	: 8 th Floor ,Bunchana Atthakorn Building

The Graduate School of Business Administration, NIDA will announce a list of applicants who are eligible to be interviewed on **April 5th, 2019 for the first round and June 14th, 2019 for the second round.**

6. Conditions for Partial Scholarship

Applicants who have been accepted into the program under the tuition fee and English course fee exemption project will be exempt from tuition and English course fees under the following conditions:

6.1 Applicants must achieve a GPA of at least 3.30 in each semester; otherwise, the tuition fee exemption will be canceled.

6.2 If applicants go on a leave of absence, they will lose the right to tuition fee exemption. If an applicant decides to drop the program, they must pay back all tuition fees , they were exempted from to the date of withdrawal.

6.3 Applicants must graduate within the program duration and at every end of the semester , applicants have to report the academic result to the program committee.

6.4 When on the scholarship , an applicant must demonstrate academic performance or attend academic competition , for example , Young Financial Star Competition etc. within 3 semesters. If an applicant cannot attend the competition within the period , the scholarship will be suspended to next semester.

6.5 Applicants must contribute their time to join the school / the institute's activities.

6.6 If applicants must enroll to repeat the course or the course program is not set , applicants will not be exempt from tuition and English course fees for that course.

7. Announcement of Results

A list of successful applicants admitted to the program will be announced on **May 3rd, 2019 for the first round and July 5th, 2019 for the second round** at the Educational Service Division, 3rd Floor , Prince Naradhip Bongsprabandha. The list will also be posted at **(www.nidabusinessschool.com)**.

Announced on February , 2019.

(Assistant Professor Dr.Nada Chunsom)
Vice President for Academic Affairs