



ANNOUNCEMENT

National Institute of Development Administration
Application for Admission
Master of Business Administration (English Program Batch #38)
For the Academic Year 2/2020
(Written Examination)

The National Institute of Development Administration (NIDA) is accepting applications for admission to the Master of Business Administration (English Program) for the academic year 2/2020.

1. Qualifications of Applicants

1.1 Applicants must hold a bachelor's degree in any field or major from an accredited academic institution.

or

1.2 Applicants who are studying in their last semester must graduate with a bachelor's degree on or before the first day of the semester for which they have been accepted.

1.2.1 A complete(final) transcript with the specified date of graduation **must be submitted** on or before the first day of the term for which the applicant has been accepted.

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. Selection Procedure

2.1 Written Examination

Qualified applicants must take the NIDA Qualifying Examination which consists of:

Condition	Written Examination
1. Applicants with a TOEFL score of 500 PBT, 173 CBT and 61 iBT or IELTS score of 6.0 or NIDA TOEFL ITP / NIDA TEAP score of 500 and GMAT score of 500 or higher	- No Written Examination
2. Applicants with a TOEFL score of 500 PBT, 173 CBT and 61 iBT or IELTS score of 6.0 or NIDA TOEFL ITP / NIDA TEAP score of 500 or higher	- A Modified Speed Track Test
3. Applicants who have a GMAT score of 500 or higher	- An English Proficiency Test
4. Applicants who have a working experience at least 1 year	- An English Proficiency Test - A Modified Speed Track Test
5. Applicants who are native speakers of English or who have completed undergraduate studies in English – speaking countries within 5 years prior to application	- A Business Aptitude Test
6. Applicants who hold a bachelor’s degree in any field or major from an accredited academic institution or Applicants who are studying in their last semester must graduate with a bachelor’s degree on or before the first day of the semester for which they have been accepted	- A Business Aptitude Test - An English Proficiency Test

Exemptions from *English Communication Skills for Graduate Studies* (LC5030) is as follows:

2.1.1 Applicants admitted to the program who have a TOEFL score of more than 500 but less than 550 must take *English Communication Skills for Graduate Studies* (LC5030).

Exemptions from LC5030 :Applicants who have a TOEFL score of 550 or higher will be exempted from the *English Communication Skills for Graduate Studies* (LC5030) and from the English Proficiency Test. Applicants who score higher than the Institute’s standard requirement on the English Proficiency Test will be exempted from *English Communication Skills for Graduate Studies* (LC5030).

(TOEFL and GMAT scores submitted in support of applications must be from tests taken within two years prior to application to NIDA. Native English speakers, or applicants who have completed undergraduate studies in English-speaking countries within five years prior to application to NIDA are exempted from the LC5030 and English Proficiency Test.)

2.2 Interview

The admission committee will consider applicants that fulfill who pass the NIDA's Qualifying Examination to be interviewed by the faculty members of the Graduate School of Business Administration.

After the interview, the faculty will convene to review all of the qualified applicants and select those for admission to the program. Applicants who have been accepted into NIDA's English MBA program must submit a complete transcript and the required documents before they commence classes at NIDA. Applicants who fail to submit all required documents will not be admitted to the program.

3. Application Process

3.1 Applying in Person

3.1.1 Application can be made in person at the Educational Service Division at 3rd Floor , Prince Naradhip Bongsprabandha Building

<i>First Round</i>	Now – September 25 th , 2020	Between 8.30 – 16.30 hrs (except government holidays)
<i>Second Round</i>	September 28 th – November 6 th , 2020	

3.1.2 Application Forms can be downloaded from the NIDA Business School's website (<http://mba.nida.ac.th>)

3.2 Online Application

3.2.1 Applicants can see the information about the application for admission on the Announcement of National Institute of Development Administration to Master of Business Administration – International Program at <http://edserv.nida.ac.th>

<i>First Round</i>	Now – September 18 th , 2020
<i>Second Round</i>	September 28 th – October 30 th , 2020

3.2.2 Applicants can visit <http://entrance.nida.ac.th> and have to follow the following instructions :

- 1) Register for getting into the online application system.
- 2) Set a password and confirm
- 3) Apply for entrance examination by choosing a school and a program of study.
- 4) Fill out profile information.
- 5) Confirm the application.
- 6) Print an invoice of application fee.
- 7) Save the application information, verify the information and confirm the application.
- 8) Upload the required documents onto the Attached Files System or send the documents by e-mail to **entrance_nida@hotmail.com**, or by regular mail within September 25th , 2020 for the first round and November 6th , 2020 for the second round to

Education Service Division, The National Institute of Development Administration 118 Serithai Road, Klongchan, Bangkok, Bangkok 10240.
Please note in brackets on an envelope: application documents for Master of Business Administration – English Program.

9) Print a bill payment for the application and the payment must be made by September 25th, 2020 for the first round and November 6th, 2020 for the second round only at any branches of Bangkok Bank or Counter Service in Thailand.

- Application fee 200 baht for each subject
- Payment fee/charge Depends on rate of each payment method /transaction

10) If applicants are unable to complete documentation and payment process by September 25th, 2020 for the first round and November 6th, 2020 for the second round, the application will be considered invalid.

- Note :**
- 1.The application payment is non-refundable.
 - 2.The application is complete when the Institute verifies the application documents and payment made within the prescribed time.
- Applicants can monitor application status after the payment has been made for 2 day at <http://entrance.nida.ac.th>

4. Application Materials

4.1 Application fees

4.1.1 Written examination fees	
Business Aptitude Test	200 Baht
English Proficiency Test	200 Baht
Modified Speed Track Test	200 Baht

4.1.2 Interview fee	200 Baht
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4.2 Two letters of recommendation (Use standard form included with application form, in 3.1)

4.3 Two of 1-inch photos taken not more than six months prior to application date.

4.4 Copy of Identification

4.5 Complete (final) official transcripts of undergraduate studies (Applicants holding a bachelor's degree(continuing from an Associate's degree) must submit transcripts for both degree(Bachelor's and Associate)).

4.6 Applicants studying in their final semester in a Bachelor's degree program must submit an official letter verifying their status for graduation as well as their transcripts (A complete transcript with the specified date of graduation **must be submitted** on or before the first day of the term for which the applicant has been accepted).

4.7 Evidence of any change of name (if applicable).

4.8 In cases where the applicant has graduated from an institute outside Thailand, students must submit:

- (1) *A Letter of Confirmation on Standard Curriculum for Bachelor's Degree.*
This can be obtained from the Bureau of Standards and Evaluation at the Commission on Higher Education, Ministry of Education
Tel: 0-2644-7029-36 ext. 727, 0-2354-5481 (Contact NIDA's Educational Service Division for details)

- (2) An Official Letter of Certification for their Bachelor's Degree Graduation 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

Item no. 4.8 can be submitted, at the latest, on the first day of the term for which an applicant has been accepted.

5. Written Examination Application

5.1 Schedule

NIDA will announce a list of applicants who are eligible to take the written examination at the Educational Service Division, 3rd Floor , Prince Naradhip Bongsprabandha Building and at the Graduate School of Business Administration, 8th Floor ,Bunchana Atthakorn Building. The list will also be posted on the NIDA MBA website (www.nidabusinessschool.com).

-First Round : **October 1st, 2020.**

-Second Round : **November 12th, 2020.**

The written examination will be held on

-First Round : **October 3rd, 2020.**

-Second Round : **November 14th, 2020.**

- The Business Aptitude Test is from 9:00 - 11:00 a.m.
- The Modified Speed Track is from 9:00 - 10:00 a.m.
- The English Proficiency Test is from 12:00 - 2:00 p.m.

The venue for the written examination will be announced on the NIDA MBA website (www.mba.nida.ac.th).

6. Written Examination Results

Results of the written examination and the names of applicants eligible for the interviews will be announced on **October 7th, 2020 for the first round and November 18th, 2020 for the second round** at the Educational Service Division, 3rd Floor , Prince Naradhip Bongsprabandha Building and at the Graduate School of Business Administration, 8th Floor ,Bunchana Atthakorn Building. The list will also be posted on the NIDA MBA website (www.mba.nida.ac.th).

7. Schedule for Interview

7.1 Applicants who pass the English MBA Program's Written Examination can register for an interview at the Educational Service Division, 3rd Floor , Prince Naradhip Bongsprabandha Building (Open weekdays 9.00 a.m. – 4.30 p.m. except holidays)

-First Round : **October 8th – 9th , 2020.**

-Second Round : **November 19th – 20th , 2020.**

7.2 Interviews will be conducted on **October 16th, 2020 for the first round and November 27th, 2020 for the second round.** Interviews will be held at the Graduate School of Business Administration, 8th Floor , Bunchana Atthakorn Building.

Interview applicants not residing in Thailand must make special arrangements by contacting the Graduate School of Business Administration in advance.

8. Announcement of Results

A list of successful applicants admitted to the program will be announced on **October 22nd, 2020 for the first round and December 4th, 2020 for the second round** at the Educational Service Division, 3rd Floor , Prince Naradhip Bongsprabandha Building. The list will also be posted the NIDA MBA website (www.mba.nida.ac.th).

Announced on August 6 , 2020.



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