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ANNOUNCEMENT  
National Institute of Development Administration  
Application for Admission  
Doctor of Philosophy (Ph.D.) Program in Business Administration  
(International Program)  
**Application for Full scholarship**  
For the Academic Year 2019  
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The National Institute of Development Administration (NIDA) is accepting applications for admission to the Doctor of Philosophy (Ph.D.) Program in Business Administration (International Program) for the academic year 2019 in the following specializations:

1. Management
2. Marketing
3. Finance
4. Operations Management
5. Management Information Systems

Note: Only one PhD specialization can be chosen at the time of the application, and the selected specialization cannot be changed after the application form has been submitted.

**1. Qualification of Applicants**

- 1.1 The applicant must hold a master's degree in any field or major from an accredited academic institution. If the applicant graduated from an institution outside of Thailand, the applicant must obtain a letter from the Bureau of Standards and Evaluation, Office of Higher Education Commission (OHEC), Ministry of Education in Thailand indicating that the applicant's degree is recognized by the OHEC.
- 1.2 The applicant must obtain a minimum cumulative grade point average (GPA) of 2.75 out of a possible 4.00 from their bachelor's degree and 3.25 from their master's degree.
- 1.3 Applicants must conform to the requirements of NIDA's current announcement on English proficiency requirements for the International Program students, which is as follows:
  - 1.3.1 If the applicant is not a native English speaker or did not obtained their bachelor's and/or master's degree from an international academic institution in an English-speaking country within the past five years, the applicant must submit one of the following test scores that was taken within the past two years:

Test of English as a Foreign Language (TOEFL). The minimum score is 550 for the paper-and pencil test, 213 for the computer based test, or 79 for the internet based test.

International English Language Testing System (IELTS) The minimum score is 6.5 points.

- 1.3.2 Applicants who fail to meet the requirement in 1.3.1 but earn the minimum score required by NIDA, may be accepted into the program, provided that they conform to NIDA's rules on English proficiency.

**Note:** Applicants can take the TOEFL/ITP administered by NIDA or Institute of International Education in lieu of the TOEFL exam. Applicants who would like to take the TOEFL/ITP exam can contact NIDA's School of Language and Communication for more details.

## **2. Selection Procedure**

- 2.1 **Written Examination.** Qualified applicants must take either the Graduate Management Admission Test (GMAT) within the past two years and achieve a score of at least 550, or the Business Aptitude Test administered by NIDA.
- 2.2 **Interview.** Qualified applicants who have passed the written exam will be invited for an interview.

## **3. Application Procedure**

- 3.1 **Application form.** The application form can be picked up at NIDA Business School, NIDA Educational Service Division, or downloaded from [www.nidabusinessschool.com](http://www.nidabusinessschool.com) from now to April 26, 2019.
- 3.2 **Apply in-person.** The application form can be submitted in-person at NIDA Educational Service Division from now to April 26, 2019.
- 3.3 **Apply by post.** The application form can also be submitted via post by submitting the application form together with the required documents, including the application fee original bank pay-in slip (or transfer slip) showing the name of the applicant. Applications submitted by post must be postmarked by April 12, 2019, applications postmarked later than this date will not be processed. Applications must be addressed to:

Director of the Educational Service Division  
Educational Service Division, 3<sup>rd</sup> Floor,  
Prince Naradhip Bongsprabandha Building  
National Institute of Development Administration (NIDA)  
118 Seri Thai Road, Bangkok District  
Bangkok 10240 Thailand

**Note:** NIDA will process only complete applications accompanied by all required documents and a pay-in slip (or transfer slip).

**4. Application Timeline** The application timeline is as follows:

4.1 Application form available at NIDA Educational Service Division, NIDA Business School, or download application form at <a href="http://www.nidabusinessschool.com">www.nidabusinessschool.com</a> .	Now – April 26, 2019
4.2 Apply by post	Now – April 12, 2019
4.2 Submit application form to NIDA Educational Service Division or NIDA Business School.	Now – April 26, 2019
4.4 List of applicants who are eligible to take the written examination (Business Aptitude Test) will be announced at NIDA Educational Service Division and NIDA Business School. The announcement will also be posted at <a href="http://www.nidabusinessschool.com">www.nidabusinessschool.com</a> .	April 30, 2019
4.5 Written examination (Business Aptitude Test)	May 5, 2019
4.6 List of applicants who are eligible to take the interview will be announced at NIDA Educational Service Division, and NIDA Business School. The announcement will also be posted at <a href="http://www.nidabusinessschool.com">www.nidabusinessschool.com</a> .	May 8, 2019
4.7 Interview	May 14-17, 2019
4.8 Application results will be will be announced at NIDA Educational Service Division and NIDA Business School. The announcement will also be posted at <a href="http://www.nidabusinessschool.com">www.nidabusinessschool.com</a> .	May 27, 2019
4.9 Registration period	May 27 - June 4, 2019
4.10 Classes begin	August 3, 2019

**5. Application Materials and Fees**

5.1 Application form	No charge
5.2 Application fee	2,500 Baht

**Applicants from within Thailand**

- Pay in cash if application is made in person
  - Cash transfer can be made through Bangkok Bank to the following account:  
National Institute of Development Administration  
Saving Account No. 944-0-01291-3  
Bangkok Bank, National Institute of Development Administration Sub-branch.
- Money orders and bills of exchange are not accepted.

### **Applicants from outside Thailand**

Please transfer the application fee to:

Name of bank: Bangkok Bank Public Co.Ltd.  
Klongchan, Bangkok 10240, Thailand  
Name of account: National Institute of Development Administration  
Account number: 944-0-01291-3  
SWIFT Code: BKKBTHBK

#### **5.3 Required documents:**

- 5.3.1 Completed application form
- 5.3.2 Statement of purpose (must include your proposed research topic)
- 5.3.3 Official transcript(s) of all universities studied
- 5.3.4 Two (2) letters of recommendation in sealed envelopes
- 5.3.5 Copy of personal identity card (for Thai Applicants)
- 5.3.6 Copy of passport (for non-Thai applicants)
- 5.3.7 Evidence of any change of name (if applicable)
- 5.3.8 GMAT score report (if applicable)
- 5.3.9 TOEFL or IELTS score report
- 5.3.10 Two (2) photographs (1 or 2-inch color photo)
- 5.3.11 Curriculum Vitae (CV)

Note: The completed application form along with all required documents and original payment slip must be sent to NIDA by the due date. The applicant should keep a copy of all documents sent.

### **6. Condition for Full Scholarship**

- 6.1 The recipient of the scholarship shall receive the following funding and benefits:
  - Tuition waiver throughout the PhD study duration
  - A stipend of 10,000 Baht per month (For foreign students, insurance premium will be deducted from the stipend).
- 6.2 Scholarship recipient criteria:
  - 6.2.1 Scholarship recipients must maintain a grade point average (GPA) of not less than 3.30 in each semester, otherwise the scholarship will be terminated.
  - 6.2.2 If the scholarship recipient takes leave of absence, the scholarship will be terminated immediately. Should the scholarship recipient subsequently resign from the PhD Program, terminate their student status, or cannot complete the PhD program as stipulated in the Directives on Education, the scholarship recipient must be repay the full amount that has been received back to the Institute, unless the Committee decides otherwise.

- 6.2.3 If the scholarship recipient resigns, terminates their student status, cannot complete the PhD program as stipulated in the Directives on Education, or cancels the scholarship, the scholarship recipient must repay the full amount that has been received back to the Institute, unless the Committee decides otherwise.
  - 6.2.4 If the scholarship recipient must re-enroll in any course, the recipient shall not receive tuition waiver for the course re-enrolled.
  - 6.2.5 If the scholarship recipient enrolls in any course that are not required by the PhD Program, the tuition waiver shall be granted when the course is recommended by the dissertation advisor.
  - 6.2.6 The scholarship recipient shall work for the School or the Institute at least six (6) hours a week.
  - 6.2.7 The scholarship recipient shall not be eligible for any other scholarships of the Institute except for the government budget dissertation publication grants.
- 6.3. Scholarship conditions
- 6.3.1 Comprehensive examination fee will be waived only once.
  - 6.3.2 Should the scholarship recipient's duration of study extend beyond the duration of the scholarship, the student status maintenance fee must be borne by the scholarship recipient.
  - 6.3.3 Copyright of the scholarship recipient's dissertation shall be shared between the scholarship recipient and the Institute for five (5) years. Afterwards, the copyright shall belong to the scholarship recipient in full. In the case that the scholarship recipient infringes anyone's copyright, the scholarship recipient shall be solely liable for the infringement.
  - 6.3.4 Dissertation format proofing fee shall be borne by the scholarship recipient.
  - 6.3.5 Prior to graduation, the scholarship's dissertation must be published or accepted for publication in an international peer-reviewed journal that is recognized by the Higher Education Institution Officials Commission's (Gor Por Or) or the Royal Golden Jubilee Ph.D. Program (Kor Por Gor), exclusive of proceedings.
- 6.4. The scholarship recipients who are foreign students must purchase health insurance stipulated by the Institute; otherwise the scholarship shall be terminated.
- 6.5 The duration of the scholarship funding (from the beginning of the semester in which the scholarship recipient is registered as a PhD student) is three (3) years.

## **7. Inquiries**

For more information, please contact NIDA Business School PhD Program Office at 02-727-3933-7 or nbs-phd@nida.ac.th.

Announced on January 4, 2019.

Nada Chunsom

Assistant Professor Dr. Nada Chunsom  
Vice President for Academic Affairs

## **Important Contacts and Addresses**

NIDA Business School  
Boonchana Atthakorn Building (8F),  
National Institute of Development Administration (NIDA)  
118 Seri Thai Road, Bangkok District  
Bangkok 10240 Thailand  
Tel (66) 02-727-3933-3937  
Email: nbs-phd@nida.ac.th  
[www.nidabusinessschool.com/en/program/english/phd](http://www.nidabusinessschool.com/en/program/english/phd)

NIDA Educational Service Division  
Prince Naradhip Bongsprabandha Building  
National Institute of Development Administration (NIDA)  
118 Seri Thai Road, Bangkok District  
Bangkok 10240 Thailand  
Office hours: 8.30-16.30 (closed on weekends and government holidays)  
<http://edserv.nida.ac.th>

Graduate School of Language and Communication  
National Institute of Development Administration (NIDA)  
118 Seri Thai Road, Bangkok District  
Bangkok 10240 Thailand  
Tel: (66) 02 727 3147  
[www.lc.nida.ac.th](http://www.lc.nida.ac.th)

Bureau of Standards and Evaluation  
Office of Higher Education Commission (OHEC)  
Ministry of Education in Thailand  
328 Sri Ayudhya Road  
Bangkok 10400  
Tel: (66) 02 354 5500-19 ext.725, 727 or 728  
[www.mua.go.th](http://www.mua.go.th)