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ANNOUNCEMENT

National Institute of Development Administration
Master of Business Administration, English Program
Application for Tuition Fee Partial Scholarship 2
(English Program Batch #39)
Academic Year 1/2021

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 programs, for the academic year 1/2021.

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 GPA of not less than 2.75.
- 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 Process

2.1 Applying in Person

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

<i>First Round</i>	Now – March 12 th , 2021	Between 8.30 – 16.30 hrs (except government holidays)
<i>Second Round</i>	March 15 th – June 4 th , 2021	

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

2.1.3 Applicants must pay 200 baht for application fee

2.2 Online Application

2.2.1 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 – March 5 th , 2021
<i>Second Round</i>	March 15 th – May 28 th , 2021

2.2.2 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.ac.th**, or by regular mail within March 5th, 2021 for the first round and May 28th, 2021 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 March 5th, 2021 for the first round and May 28th, 2021 for the second round only at any branches of Bangkok Bank or Counter Service in Thailand.

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

10) If applicants are unable to complete documentation and payment process by March 5th, 2021 for the first round and May 28th, 2021 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 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 One copy of Identification Card / One copy of Passport
- 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>March 18th - 19th, 2021 for the first round</u> <u>June 10th - 11th, 2021 for the second round</u>
Time	: To be announced later.
Place	: To be announced later.

The Graduate School of Business Administration, NIDA will announce a list of applicants who are eligible to be interviewed on **March 16th, 2021 for the first round and June 8th, 2020 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 **March 31st, 2021 for the first round and June 23rd, 2021 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 December 2 , 2020.



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