



ANNOUNCEMENT
National Institute of Development Administration
Master of Business Administration, English Program
Application for Tuition Fee Partial Scholarship 2
(English Program Batch #26)
Academic Year 2/2013

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 (tuition fee and English course fee exemption project) , for the academic year 2/2013.

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.
- 2) Applicants, currently employed, must obtain written approval from their employer to pursue full time study at 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 Bongsrabandha Building.
- 2) Application forms can be downloaded from the NIDA MBA website (www.nidabusinessschool.com)

- **First Round** : **Now – October 24th , 2013.**

- **Second Round** : **October 28th – December 6th , 2013**

- 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 – October 25th, 2013.**

- **Second Round** : **October 28th – December 6th, 2013**

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>October 30th - 31th , 2013 for the first round</u> <u>December 11th - 12th , 2013 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 **October 29th , 2013 for the first round and December 9th ,2013 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 **November 8th , 2013 for the first round and December 16th ,2013 for the second round** at the Educational Service Division, 3rd Floor , Prince Naradhip Bongsprabandha. The list will also be posted at **(www.nidabusinessschool.com)**.

The institute reserves the right grant scholarships to the most qualified. The institute allocates the amount of the scholarship to each school. The selection committee has the discretion to grant or withhold funding the scholarship.

The criteria and condition for granting the scholarship will be announced by the institute.
Applicants who are not granted a scholarship can study , but are not exempt from tuition fees.

Announced on September 25 , 2013.



(Associate Professor Dr.Rawewan Auepanwiriyaikul)
Vice President for Academic Affairs
Chair of Student Admissions Commission