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ABOUT NIDA

HISTORY

The National Institute of Development Administration (NIDA) was established following His Majesty King Bhumibol Adulyadej's vision of advancing Thailand's development through the establishment of an advanced educational institution to prepare people to become agents of change for national development.

The inception of NIDA grew out of His Majesty the King's discussions in 1963 with Mr. David Rockefeller of the Rockefeller Foundation in the United States of America regarding the country's development. The result was the emergence of NIDA on April 1, 1966. NIDA was established with financial support from the prestigious Ford Foundation in the U.S.A. and academic assistance from the Midwest Universities Consortium for International Activities (MUCIA), the official accrediting organization of all U.S. institutions of higher education, and became an educational institute of higher education for Thai scholars who would otherwise study abroad. Under the beneficence of His Majesty the King, NIDA exists and stands today as Thailand's leading educational institution concentrating exclusively on graduate studies in fields related to national development.

OBJECTIVE

NIDA was originally established to support national development in Thailand; this objective has now been expanded to encompass regional development in countries outside of Thailand, with the aim of producing advanced degree graduates who can serve in the public, business, and nonprofit sectors. At present, NIDA is a state-supported graduate institution with university status, and it is one of the very few higher education institutions in Thailand that offer exclusively graduate degree programs.

VISION

“To be a national higher educational institute which is highly experienced in fostering leaders and developing the body of knowledge for global change.”

MISSION

To attain the vision, NIDA has undertaken the following missions :

1. To foster leaders with wisdom and integrity for national development
2. To construct a body of knowledge and conduct research pertaining to development administration
3. To create scholarly works contributing to national development
4. To strengthen both the value and consciousness of national development based on the solid foundation of Thai culture
5. To support management in compliance with good corporate governance principles by valuing personnel’s development and contributions
6. To assume social responsibility for the sustainable development of Thai society

PHILOSOPHY

“WISDOM for Change”

The determination of “Wisdom for Change” is the philosophy of the National Institute of Development Administration (NIDA). The shared values that are derived from this philosophy are reflected as follows:



“**World Class**,” which refers to the NIDA community’s determination to transform the Institute into a World Class university.



“**Innovation**,” which refers to the NIDA community’s determination to introduce innovation to Thai society.



“**Social Responsibility**,” which refers to the NIDA community’s determination to only benefit society and avoid socially harmful action.



“**Discipline**,” which refers to the NIDA community’s determination to have all personnel become well-grounded and demonstrate good conduct.



“**Open-mindedness**,” which refers to the NIDA community’s determination to have all personnel become tolerant and hospitable towards the opinions of others.



“**Morality**,” which refers to the NIDA community’s determination to have all personnel believe in and practice the principles of dignity, integrity and good governance.



Board of Directors

Administration

Prof. Dr. Sombat Thamrongthanyawong

President

Asso. Prof. Dr. Pradit Wanarat

Asst. Prof. Dr. Pairote Pathranarakul

Asso. Prof. Dr. Tawadchai Suppadit

Vice President

Vice President

Vice President

for Academic Affairs

for Administration

for Research and Consulting Service

Asst. Prof. Dr. Amornrat Apinunmahakul

Vice President for Planning

Dean

Asso. Prof. Dr. Nisada Wedchayanon

Asso. Prof. Dr. Boonchai Hongcharu

Asso. Prof. Dr. Adis Israngkura Na Ayudthaya

Graduate School of Public Administration

Graduate School of Business Administration

Graduate School of Development Economics

Asso. Prof. Dr. Raweewan Auepanwiriyaikul

Asso. Prof. Dr. Surasit Vajirakachorn

Asso. Prof. Dr. Kalayanee Senasu

Graduate School of Applied Statistics

Graduate School of Social & Environmental

Graduate School of Human Resource

Development

Development

Dr. Compol Swangboonsatic

Asso. Prof. Dr. Banjerd Singkaneti

Dr. Therdchai Choibamroong

Graduate School of Language & Communication

Graduate School of Law

NIDA Centre of Integrated Tourism

Management

Asso. Prof. Dr. Jitraporn Sudhivoraseth

Asso. Prof. Dr. Piboon Puriveth

Graduate School of Communication

International College of National

Arts and Management Innovation

Institute of Development Administration

Office Director

Asst. Prof. Wisakha Phoochinda

Asso. Prof. Dr. Raweewan Auepanwiriyaikul

Ms. Jaichanok Parkart

Research Center

Library & Information Center

Siripattana Training Center

Asst. Prof. Suttichai Suttitossatam

Information Technology Center



Educational System

The National Institute of Development Administration, hereafter called by its abbreviation name “NIDA” or *the Institute*, has provided its academic system on a par with universal standards. Considering aptness, flexibility, and real benefits for its students, the Institute adopts the two-semester educational system. One academic year consists of two regular semesters, each of which is fifteen weeks long at a minimum. NIDA has a summer session of which a certain length of time and credits are equivalent to one regular semester.

All programs require students to have coursework. The content, whether high or low, of each course is reflected through the number of credits. A midterm and a final examination will be provided per semester by all NIDA graduate schools.

Academic Calendar

The academic year consist of two 15-week semesters plus one 8-week summer session as follows :

First Semester:	August to December
Second Semester:	January to May
Summer Session:	June to July

Please note that the educational system and academic calendar of some programs may differ from the aforesaid statement. Students should refer to the academic calendar of each school/program for specific dates.



Date and Time of Teaching and Learning Activities

Regular Program: Monday to Friday from 9.00 am. – 4.00 pm.
Special Program: Monday to Friday from 6.00 pm. – 9.00. pm. or
Saturday & Sunday 9.00 am. – 4.00 pm.
as required by each program

Duration of Study

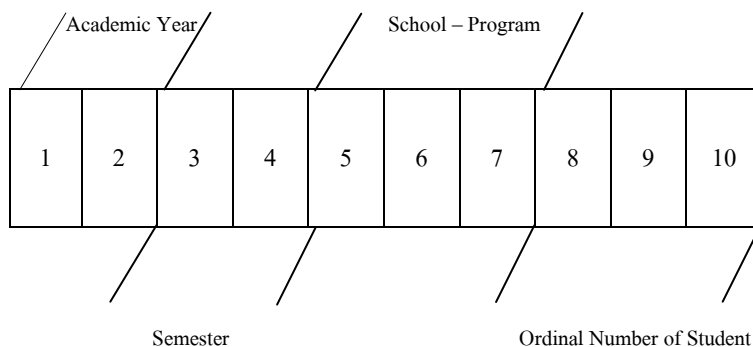
On average, dating from the time of entry is as follows :

- Doctoral Degree Program
- : 3-8 academic years for a student holding a Bachelor’s degree
- : 3-6 academic years for a student holding a Master’s degree
- Master Degree Program
- : 2-5 academic years



Student Identification Code

The ten-digit Student Identification (Student ID) code is applied to both Regular and Special Programs. Each digit place has its own unique meaning as follows:



Places 1-2	refer to	the academic year in which a student first registered at the Institute.
Place 3	refers to	the semester in which a student first registered.
Places 4-7	refer to	the School – Program.
Places 8-10	refers to	each student’s ordinal number.

Example: **5410211078**

Here, places 1-2 are 54, meaning that the student first registered in the academic year 2554 BE.
 Place 3 is 1, meaning the student first registered in the first semester of that academic year.
 Places 4-7 are 0211, referring to the School of Business Administration, Regular Program.
 Places 8-10 are 078, referring to the 78th student of the School of Business Administration, Regular Program.

Summary of education fees for International Programs and English Programs

1. Tuition Fees

1.1 Tuition Fees for regular students

1.1.1. First and other semester	3,000 baht/semester
1.1.2 Summer session enrollment	2,000 baht/semester
1.1.3 Leave-of-absence semester	2,000 baht/semester

The student must pay the tuition fee for all the semesters until he/she has completed his/her study.

1.2 Tuition fee for and additional student	5,000 baht/semester
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2. Registration fees

Doctor of Philosophy Program in Development Administration 6,000 baht/credit

Doctor of Philosophy Program in Finance

Coursework	9,500 baht/credit
Dissertation	19,000 baht/credit

Doctor of Philosophy Program in Business Administration

Coursework	20,000 baht/credit
Dissertation	5,000 baht/credit
Qualifying Examination	20,000bath/time

Doctor of Philosophy Program in Economics	6,000 baht/credit
Doctor of Philosophy Program in Statistics	2,500 baht/credit
Doctor of Philosophy Program in Computer Science	6,000 baht/credit
Doctor of Philosophy Program in Human Resource and Organization Development	approximately 887,500 baht/entire program
Doctor of Philosophy Program in Language and Communication (International Program)	6,000 baht/credit
Master of Business Administration (English Program)	
- Thai/Foreign Student (Regular Program)	1,000 baht/credit
Master of Business Administration (International Program)	9,500 baht/credit
Master of Science Program in Financial Investment and Risk Management (International Program)	9,500 baht/credit
Master of Arts (Language and Communication) (English Program)	
- Regular Program	1,000 baht/credit
- Evening/Weekend Program	4,000 baht/credit
3. Late registration fee (per semester)	1,500 baht
- Regular Program	1,500 baht/credit
- Evening/Weekend Program	2,000 baht/credit
4. Written comprehensive examination fee	500 baht at a time
5. Qualifying Examination/ Field Examination fee	1,000 baht at a time
6. Fee for transcript or other certificates	100 baht at a time

7. Fee for a degree certificate 1,000 baht
8. Technology service fee
except for summer session : Master Degree Program 700 baht/semester
: Doctor of Philosophy Program 1,000 baht/semester
9. Library fee
except for summer session : Master Degree Program 600 baht/semester
: Doctor of Philosophy Program 1,000 baht/semester
10. English Course fee for M.B.A. (English Program)
: Thai student 2,500 baht/credits
: Foreign student 3,000 baht/credits
11. Special activity service fees vary depending on the rate as approved by the Institute.



Note : Tuition fees vary depending on the rate as approved by the Institute

Updated on December 2012



NIDA SERVICES



NIDA Services

The Institute has numerous work units which support teaching and learning activities of graduate courses both academically and generally. Thus, for convenience, promptness, and flexibility, students are advised to directly contact the following supportive work units when requiring advice on academic issues and registration.

1. Academic Assistance & Registrar

NIDA has two work units responsible for academic affairs and student registration. The two work units are (1) Education Section of the Faculty and (2) the Educational Service Division.

Education Section of the Faculty

The academic officers of the faculty provides students with advice and counseling on academic matters as follows:

- programs and courses of each discipline of study;
- course descriptions of each school and field of study;
- learning, teaching, test-taking, class timetable, and test schedule of each semester;
- comprehensive examination, oral examination, and thesis/dissertation conduct;
- educational bylaws, rules, and regulations.

Moreover, academic officers will provide students with advice on personal matters such as registration, add/drop procedures, changes of name/surname/title/address, transfer of school/field of study, leaves of absence or student status retention, and resignation. (To make such requests, students have to enclose demonstrable evidence.) In addition to the academic officers, advisors are also responsible for giving their advisees practical advice concerning curricula, enrollment options, and add/drop procedures. For more information students can contact the academic officers of the faculty as follows ;

Graduate School of Public Administration

7th Floor, Boonchana Authakorn Building, Tel : 02-7273877-78

<http://gspa.nida.ac.th/v2/>

Graduate School of Business Administration

8th Floor, Boonchana Authakorn Building, Tel : 02-7273937, 3988

<http://nidabusinessschool.nida.ac.th>

Graduate School of Development Economics

5th Floor, Building 6, Tel : 02-7273176-77

<http://www.econ.nida.ac.th/>

Graduate School of Applied Statistics

1th Floor, Building 6, Tel : 02-7273037-9

<http://as.nida.ac.th/th/index.php>

Graduate School of Social and Environmental Development

7th Floor, Malai Huwanan Building, Tel : 02-7273096, 3098

<http://ssde.nida.ac.th/>

Graduate School of Human Resource Development

1th Floor, Malai Huwanan Building, Tel : 02-7273474-75, 02-7273490-91

<http://hrd.nida.ac.th/>



Graduate School of Language and Communication

13th Floor, Siam Boromrajakumari Building, Tel : 02-7273138-43

<http://lc.nida.ac.th/main/th/>

International College

10th Floor, Prince Naradhip Bongsprabandha Building, Tel : 02-7273003

<http://ico.nida.ac.th/en>



Last updated : December 2012

Educational Service Division

Educational Service Division is a work unit which supports educational management. Below are its duties:

- supply information concerning student admission and entrance examination;
- mention a few offer advice about bylaws on education as well as rules/regulations;
- provide educational services via the internet network on the website: <http://reg.nida.ac.th>. An instance of such services is to:
 - disseminate information on registration, teaching timetable, test schedule, grade reports, graduation requirements, and application for attending the commencement ceremony, etc;
- submit a request for official documents, e.g. ID cards, certificates, transcripts, military suspension, return to government agencies, extension petitions, degree verification, etc.

Students can learn more about important instructions of the Educational Service Division from the *Student Handbook* available online. For further information, please contact the Educational Service Division located on the third and fourth floors of Prince Naradhip Bongsprabandha Building, tel. 0-2727-3365-77. e-mail : edu_serv@nida.ac.th

Instructions on Tuition Payment for Current Students

Filling out a NIDA payment form available at the website: <http://reg.nida.ac.th>,

current students can pay for the tuition fee in cash at any of the following banks:

1. Kasikornthai Bank
2. Bangkok Bank
3. Siam Commercial Bank
4. Bank of Ayudhya

Payment can be made at all the aforementioned banks around the country during their office hours.

➤ **Partial payment of tuition fees as shown in the registration form is considered void registration.**

Students are required to register within the due dates indicated in the academic calendar. Failure to do so may result in the following fine.

For Doctoral students: 1,500.- baht per person per semester

For Master's students, Regular Program: 1,500.- baht per person per semester

For Master's students, Special Program: 2,000.- baht per person per semester



Official Document Order Instructions

NIDA issues official documents to all students with and without payment.

Those who order free official documents can download the request form from the website:

<http://edserv.nida.ac.th>. For the order of documents requiring a nominal fee, e.g. transcripts

and certificates, students have to contact the Educational Service Division and perform the following actions:

1. complete a request form in person at the Academic Service Division,
2. pay the fee at the Treasury and Inventory Division, and then
3. submit the completed request form together with the receipt to the Educational Service Division.

The Institute has subsumed its different official documents under the following three request forms:

Form I

This form is used for ordering the following three types of transcripts.

1. Transcript with the approval of the Board of Regents
2. Transcript with complete academic record (awaiting official approval by the Board of Regents)
3. Transcript with incomplete academic record

Form II

1. Student Status Certificate
2. Academic Certificates include:
 - A degree certificate awaiting official approval by the Board of Regents
 - A certificate of complete academic record and the comprehensive

examination with the final grade of “Pass”

- A certificate of complete academic record (full record of courses and grades) without sitting the comprehensive examination

To order the above academic certificate, the student’s picture is to be taken in a full-face view. The student can wear a formal dress or a government official dress (without the regalia). The picture must be 2 X 2 inches in size and taken within the last 6 months and 2 photos are required for both Thai /English certificate.

3. For graduation certificate (with approval by the Board of Regents), students are to attach their 2X2-inch pictures in NIDA regalia and 2 photos are required for both Thai /English certificate.

Form III

This request form is intended for the following general matters.

1. Suspension from marshal forces or military services
2. Extension petitions
3. Return to government agencies

4. Changes of name/surname
5. Changes of student title
6. Transfer of University/School
7. Leaves of absence

For requiring official documents according to Form 1 and 2 costs 100 bath while Form 3 is free of charge. In requesting accurate and expedited delivery service, students are to expressly indicate the way they want the document to be sent in the Order Form and enclose an envelope addressing to themselves.

Students can catch up on NIDA news, announcements, other educational information, etc. and download request forms from the website of the Educational Service Division or directly contact the Division themselves.

Telephone number: 0-2727-3365-77

Fax number: 0-2374-1546

E-mail: edu_serv@nida.ac.th

Website: <http://edserv.nida.ac.th/>



Timelines of Issuing Certificates and Transcripts

In case of current students:

- | | | |
|---|---|---|
| <ol style="list-style-type: none"> 1. Student Status Certificate 2. Certificate of complete academic record and "Pass" comprehensive examination 3. Certificate of complete academic record, without taking the comprehensive examination 4. Transcript | } | <p>2-4 business days counting from the day the Academic Service Division receives the request form.</p> |
| <p>Without a wait for complete academic record</p> | | <p>2-4 business days counting from the day the Academic Service Division receives the request form</p> |
| <p>With a wait for complete academic record</p> | | <p>2-4 business days counting from the day the Academic Service Division receives the complete academic record from each school</p> |

In case of graduates awaiting approval by the Board of Regents

- | | | |
|--|---|--|
| <p>Certificate: 2-4 business days</p> <p>Transcript: 2-4 business days</p> | } | <p>Counting from the day the Academic Service Division receives the oral examination result from the school, or a memorandum from the school nominating its students eligible for degree approval in the case of a term paper or a thesis/dissertation</p> |
|--|---|--|

With approval by the Board of Regents (complete academic record)

Certificate:	2-4 business days	}	A day after the meeting date of the Board of Regents
Transcript:	2-4 business days		

Importantly, all outstanding obligations (financial, academic, or administrative) due to the Institute shall be cleared before the certificate or transcript order can be processed.

Students who request the official documents to be submitted by mail, if, after two weeks from the date of order, the documents have not arrived at the intended destination, please notify the Educational Service Division at 0-2727-3365-3366.

Technology Policy

NIDA established the Office of Information Systems Education, formerly the Information systems Education Center (ISEC), in order to provide well-rounded technological services to the entire NIDA community. Such services include information technology (IT), educational technology, and communication technology via NIDAnet. NIDAnet is a network specifically created in order to offer an effective communication channel and data search both inside the Institute and on the Internet. Before further proceeding, it is worth mentioning here that because of its initial name, ISEC is still the Office's catchy acronym.

After making payments for a technological fee, students are entitled to have access to NIDAnet and make use of other facilities as follows:

1. NetID

NetID is a list of users and consists of the following two parts: username and password, which can be used in identifying an individual student to access technological services provided by ISEC. Students can register NetID themselves via website:

<http://isec.nida.ac.th>. If any further information is needed, please contact ISEC Helpdesk

located at Sayamboromrajkumari Building, 9th floor, at tel. 02-727-3777-78.

In this respect, if any NetID exploitation which violates the Official Information Act B.E. 2550 (2007) is found, the Institute reserves the rights to cancel that student's NetID account.

2. E-mail

Upon registering for a NetID, each graduate student will receive an e-mail address. This e-mail address is comprised of a username followed by @grads.nida.ac.th. Students can receive and send e-mails via the web browser by visiting the website <http://grads.nida.ac.th>. They can also receive and read e-mails through numerous tools including Outlook Express, Mozilla Thunderbird, etc.

This e-mail service is offered by the Institute for communicative purposes only. The Institute shall not be responsible for any damage caused by a student's mishandling of the service. NIDA also reserves the rights to discontinue such account.

3. Computer Laboratory Room



The Institute has provided four computer laboratory rooms, three of which is for instructional activities. The other one room is spared for walk-in students. If the walk-in room is full and the other three do not have any curricular activities, students can walk in and deploy the computer therein.

Office Hours

Room	Location		Office Hours
Lab (walk-in)	Sayaboromrajakumari Building	9 th Floor	Monday – Friday 08.30 - 20.30 hrs.
Lab 2			
Lab 3			Saturday – Sunday 08.30 – 17.30 hrs.
Lab 4		10 th Floor	

All computers in the laboratory room are installed an intrusion prevention system. Students can temporarily save their data only; hence, they are encouraged to bring with them their own recordable media. The computers in the laboratory room are provided particularly for knowledge search, academic purposes, and report preparation. Students must not use the computers for other purposes, especially unlawful or unethical activities. If any student is found to use the computer improperly, NIDA reserves the rights to permanently disallow their using the computer in the laboratory room.

4. NIDA_Wireless



For extra convenience, NIDA students are allowed to access the Internet outside the computer laboratory room. With either a notebook, PDA, or Smart Phone which supports Wi-Fi, students can access the Internet via NIDA wireless network by simply entering into the system their personal NetID, which authenticates an individual user to access the network.

Access points are widespread scattered around NIDA campus.

For any query about Wi-Fi setup, students should consult the online installation manual available at the website: <http://isec.nida.ac.th>. If technical assistance is required, please contact ISEC Helpdesk at tel. (02-727) 3777, 3778. The Helpdesk office is located on the 9th floor of Sayamboromrajakumari Building. Students can check the wireless status at <http://itstat.nida.ac.th>.

5. Dial-up

Even though students are not on campus, they can still access NIDAnet and the Internet via modem and telephone line wherever they are, whether in Bangkok or provinces countrywide. Students will be charged at the flat rate of three baht for each domestic call. Dial-up access also requires NetID for authenticating an individual user. The number of access is limitless, but each access shall not last longer than four hours.

Dial-up setup can be also seen in the installation manual at <http://isec.nida.ac.th>. If further information or technical assistance is required, please contact ISEC Helpdesk, located on the 9th floor of Sayamboromrajakumari Building, at tel. (02-727) 3777, 3778.

For users in Bangkok and its vicinity, please dial 02-953-7005.

For users in other provinces aside from Bangkok and its surroundings, dial 1222.

6. Print Quota

ISEC provides print services in the laboratory room by using a print quota system at the following rates:

A4, black & white, costs 1.50 baht per sheet

A4, colored, costs 8.00 baht per sheet

Students can use the print service at Sayamboromrajakumari Building, 9th floor and the Search Room of NIDA's Library and Information Center. Print quotas can be purchased on the 9th floor of Sayamboromrajakumari Building on the following date and time:

Monday - Friday 9.00 am. - 6.30 pm.

Saturday - Sunday 9.00 am. - 5.30 pm.

No service on national holidays

What's more, for students' convenience, ISEC also provides an automatic coin machine for quota purchase at the Library & Information Center on the 2nd floor of Bunchana Atthakor Building. To use the automatic service, students need their NetID in making a purchase and ordering a print.

7. Helpdesk

ISEC has arranged operators to receive all complaints and provide initial solutions for all of its services. In case of computer solutions, installations, and wireless applications, please bring in the computer to the Office's Helpdesk located on the 9th floor of Sayamboromrajkumari Building, on the following date and time:

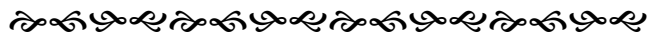
Monday – Friday from 9.00 am. - 8.30 pm.

Saturday – Sunday from 9.00 am. - 5.30 pm.

No service is given on national holidays, or any day NIDA announces day off.

If the initial solution given on the phone does not work out, Helpdesk staff will forward the issues to the person directly in charge for more professional problem-solving.

Tel. 02-7273777-8



Library & Information Center

The Library & Information Center is located on the 2nd to 4th floors of Bunchana Atthakor Building. It functions as the Institute's main library, which provides information mainly in the domain of development administration. The Center supports the Institute's numerous activities, e.g. learning and teaching activities, research, and training. These supportive services are provided to NIDA faculty members, personnel, students, and external communities both locally and internationally.

Services of the Center

Library Service (Library & Information Center)

Location: Bunchana Atthakor Building, 2nd – 4th floor



Website: <http://library.nida.ac.th>
E-mail: services@nida.ac.th
Tel: 02-7273737
Fax no: 02-7340748

Office Hours



Monday – Friday 8.00 am. - 7.30 pm.
 Saturday-Sunday & substitute holidays
 10.00 am. - 20.00 pm.
 No service on national holidays
 Office hour is subject to change for appropriateness.

For a specific schedule, please visit website: <http://library.nada.ac.th>.

**Services include:**

- Book Request
- Urgent Book Request
- Interlibrary Loan
- Book Delivery and Return Service
- Thesis Clinic
- Study Rooms
- Archives
- Chakri Dynasty Collection
- Sufficiency Economy and Nobel Prize
- Touch Screen (Digital Memo Board and Digital Information Noticeboard)
- E-Book Station
- Digital Bookshelves

Further information can be found at <http://library.nida.ac.th>, e-mail: service@nida.ac.th, or MSN: service.nida@gmail.com, tel. 02-727-3737, and fax no. 02-374-0748.



Office of Student Affairs

The Office of Student Affairs is located at the Sports & Student Club Complex. The office assumes full responsibility for promoting activities in the domains of ethics, arts & culture, charity drive, sports, recreational activities, and health service. Details of such services are shown below.

Sports and Fitness Center

With an awareness of student and personnel well-being NIDA has provided sports facilities such as standard football fields, tennis courts, basketball courts, an aerobics class, fitness center and well-equipped gymnasium accommodating wide-ranging in door activities (volleyball, yoga class, badminton, table tennis, etc.) In addition, a verity of student clubs have been offered to learnness with distinctive interests and desires.

Students can make an online reservation for various sport types, such as tennis, table tennis, squash, by clicking the website: <http://ers.nida.ac.th> and then following the online manual available there. For further information, please call the following telephone numbers.

<http://studentunion.nida.ac.th>

Website of the Office of Student Affairs

Contact line: 02-3777-555

Activity Promotion: 02-727-3437, 02-727-3439

Court & Activity Room Reservation:02-727-3454

Administration: 02-727-3444

Health Service

While attending NIDA, students can receive free health care at medical and nursing care located at 1st floor of the Sports and Student Club Complex

Date and Time for service :

Monday-Friday 8.30 am. - 7.30 pm.

Saturday-Sunday 10.00 am. - 4.00 pm.

A physician is available on Monday, Wednesday and Thursday 3.30 - 5.30 pm.

Tel : 027273441





ANNEXES



**The National Institute of Development Administration Bylaw
on Education
B.E. 2549 (2006) – B.E. 2555 (2012)
(Supplement Nos. 2-7)**

It is expedient to revise the National Institute of Development Administration Bylaw *on Education* to accord with its educational programs at the graduate certificate, master's, and doctoral level. Based upon the authority provided in Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), supplemented by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), the Board of Regents thereby promulgates the bylaw as follows:

- Clause 1 This Bylaw is called the “**National Institute of Development Administration Bylaw *on Education* B.E. 2549 (2006).**”
- Clause 2 This Bylaw shall come into force from the day after the announcement date onwards.
- Clause 3 The following regulations shall be repealed.
- (1) **National Institute of Development Administration Bylaw *on Education* B.E. 2541 (1998);**
 - (2) **National Institute of Development Administration Bylaw *on Education* (No. 2) B.E. 2542 (1999);**
 - (3) **National Institute of Development Administration Bylaw *on Education* (No. 3) B.E. 2543 (2000);**
 - (4) **National Institute of Development Administration Bylaw *on Education* (No. 4) B.E. 2543 (2000);**

- (5) **National Institute of Development Administration Bylaw on Education** (No. 5) B.E. 2546 (2003);
- (6) **National Institute of Development Administration Bylaw on Education** (No. 6) B.E. 2548 (2005);
- (7) **National Institute of Development Administration Bylaw on Doctor of Philosophy Program in Development Administration (International), School of Public Administration** B.E. 2542 (1999) and its supplement (No. 2) B.E. 2543 (2000);
- (8) **National Institute of Development Administration Bylaw on Education** (No. 7) B.E. 2555 (2012).

All regulations and bylaws contrary and/or inconsistent with this Bylaw shall be prevailed by this Bylaw.

Clause 4⁽¹⁾ Under this Bylaw

“Institute” refers to the National Institute of Development Administration.

“Board of Regents” refers to the Board of Regents of the National Institute of Development Administration.

“School” refers to the work unit which provides teaching and learning activities according to the curriculum ranging from the graduate certificate level in compliance with NIDA announcements.

“Vice President” refers to the Vice President for Academic Affairs.

⁽¹⁾ Clause 4 is supplemented by Clause 3 of the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007) and Clause 3 of the NIDA Bylaw on Education (No. 4) B.E. 2552 (2009).

“Dean” refers to top management of each school or work unit where teaching and learning activities exist.

“Executive Committee” refers to all Ph.D. Executive Committees of the Institute.

“Dean/Director Meeting” refers to the meeting in which attendants include all Vice Presidents and Deans.

“Graduate Certificate” refers to all NIDA programs awarding graduate certificates.

“Full-time Faculty Member” refers to NIDA personnel whose job is to teach and conduct research full time according to the workload for which they are responsible (not the full-time during the office hours). The term “full-time faculty member” also encompasses specialists in the field as specified by NIDA regulations, full-time faculty members in other universities or academic institutions under the Memorandum of Understanding involving joint study and research conduct as well as personnel of other agencies under a similar MOU.

“Course Lecturer” refers to people with degrees directly or closely related to the discipline of study provided in a curricular program. A person can be a “course lecturer” for only one course at a time.

“Course Director” refers to the “course lecturer” whose workload is to administer a program and its instructional process. The “course director” is also responsible for the course development, follow-up, evaluation, and other related aspects.

“Instructor” refers to a permanent civil servant or an employee as specified by the NIDA Regulation on Employment. The “instructor” is assigned to teach and/or provide training.

“Independent Study” refers to a course involving self-directed research on a special topic. Each course must take at least 45 hours per regular semester. An independent study course will be counted one credit according to the two-semester education system.

“Comprehensive Examination” refers to a “comprehensive examination,” a “qualifying examination,” or a “preliminary examination.”
Clause 5⁽²⁾ Any problem related to the practices and interpretation arising as a result of this Bylaw shall be left at the discretion of the President with the consent of the Dean/Director Meeting.

Clause 6 The President shall take charge and control of the execution of this Bylaw.

CHAPTER 1 STUDENT CATEGORY

Clause 7 NIDA students are divided into two types as follows:

- (1) A degree or ordinary student refers to a registered student of the national Institute of Development Administration in one of the following programs: graduate certificate, master’s, and doctoral, or any other graduate programs approved by the Board of Regents.
- (2) A non-degree or associate student refers to the student who is admitted by and registers with NIDA because a person or an agency has made a special request for that person to study a single subject or multiple ones at the Institute. Non-degree students are not entitled to receive any certificate or degree.

⁽²⁾ Clause 5 is revised by Clause 4 of the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007).

CHAPTER 2

STUDENT QUALIFICATION

Clause 8 Degree students must have the following qualifications.

- (1) ⁽³⁾ Degree students in graduate certificate master's programs and master-doctoral's programs must obtain a Bachelor's degree or its equivalent. Doctor degree students must receive a master's degree or its equivalent from the academic institutes certified by the Office of the Higher Education Commission or the Civil Service Commission or the other standard organization or holding the academic qualifications approved by the Board of Regent to become NIDA students.
- (2) Degree students must not have infectious or fatal illnesses which may impinge upon their education. Respecting this, there must also be demonstrable evidence from a licensed doctor of medicine.
- (3) Degree students must have good behaviors.
- (4) Degree students must pass the selection process or entrance examination in compliance with the criteria and screening method stipulated by the Institute.

Clause 9⁽⁴⁾ Non-degree students shall have the qualification in compliance with Clause 8(1),

- (2) and (3) or having an official letter verifying the status for graduation in the term for which they have been accepted. They shall be approved by the Dean of the school for which they apply for and shall be also admitted with the consent from the lecturer of the course in which they want to enroll.

⁽³⁾ Clause 8(1) is revised by clause 3 of the NIDA Bylaw on Education (No7) BE 2555 (2012)

⁽⁴⁾ Clause 9 is revised by clause 3 of the NIDA Bylaw on Education (No7) BE 2555 (2012)

CHAPTER 3

THESIS/ INDEPENDENT STUDY ADVISOR AND COURSE DIRECTOR

Clause 10 Each program shall have a course lecturer and a course director. The number and qualification thereof shall conform to the criteria specified by the Office of the Higher Education Commission.

Clause 11 The Dean shall appoint a full-time faculty member to be an initial advisor who provides academic advice to students.

The Dean may change the initial advisor or appoint the initial advisor from other disciplines of study as deemed appropriate.

Clause 12 The following criteria in terms of the ratio for students per thesis/independent study advisor shall be adopted.

- (1) One faculty member can be an advisor of five master's and doctoral theses in total. If any faculty member has high potential and is ready to take care of more than five students, he may mentor more students at the president's discretion, but not exceeding ten.
- (2) One faculty member can be an independent study advisor for fifteen master's students at the maximum.

If a faculty member supervises both theses and independent studies, one thesis advisee is equal to three independent study students. All students who do not yet graduate shall be counted concurrently.

- (3) The course director shall also work as a thesis advisor and/or an examining committee member and/or an instructor in that particular course.

CHAPTER 4

STUDENT REGISTRATION AND COURSE ENROLMENT

Clause 13 Students who passed the selection process or entrance examination shall register as degree students on the date and time as specified by the Institute. Non-degree students shall register as non-degree ones before the first day of class in each semester.

In case of necessity and appropriateness, the Dean can designate an extension of the registration period. Such extension must leave no less than 80% of the learning time in each course, notwithstanding.

Clause 14 A student cannot register as a degree student in more than one program concurrently at the Institute, unless given official approval by the Dean/Director Meeting.

Clause 15 Degree students can enroll in any course in each semester with the consent of their initial advisor. Non-degree students shall seek the consent of the lecturer of a certain course or the Dean first.

Clause 16 Students can attend the lecture only after they enroll for that particular course.

Clause 17 Course enrollment is classified into three types as follows:

- (1) Enrollment for a credit course
- (2) Enrollment for an audit course
- (3) Enrollment for student status retention

Clause 18 Students shall enroll for courses on the date and time specified by the Institute.

Clause 19 In a semester, a degree student shall enroll for courses as follows:

- (1) ⁽⁵⁾ In a regular semester, master's students shall be enrolled in no fewer than 9 credits and no greater than 15 credits. All other requests for exceptions require approval from the Dean. This requirement excludes non-credit preparatory courses provided before the school starts and the first part of thesis (3 credits).

In a summer session, master's students shall be enrolled in no fewer than 6 credits. All other requests for exceptions require approval from the Dean. No greater than 9 credits at the maximum shall be allowed, notwithstanding.

As for doctoral students, course enrolment in each semester shall conform to the Executive Committee of each program. Generally, in a regular semester, doctoral students shall be enrolled in no fewer than 6 credits and no greater than 12 credits. All other requests for exceptions require approval from the Dean. In this respect, non-credit courses and the first part of thesis (6 credits) do not count.

In a summer session, doctoral students shall be enrolled in no greater than 6 credits. All other requests for exceptions require approval from the Dean.

- (2) In a semester, if any one course is offered in Bangkok and rural campuses, the Dean can approve students, only in extraordinary circumstances, to enroll in all campuses wherever the course is taught. Nonetheless, the enrolment shall not affect the student's study plan when compared to other students' of the same batch. Please note that all fees shall be fully paid at all campuses.

⁽⁵⁾ Clause 19(1) of Chapter 4 is supplemented by the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007), (No. 3) B.E. 2551 (2008), and (No. 6) B.E. 2553 (2010). Clause 19 (5), (6), and (7) is supplemented by the NIDA Bylaw on Education (No. 4) B.E. 2552 (2009).

- (3) Students who are approved their campus relocation from Bangkok to rural areas or from one rural campus to another shall transfer enrolled courses at the previous campus to the new one in the same semester without re-enrollment.
- (4) In the event that the courses provided in compliance with the Institute's requirement consist of fewer than 9 credits, students can enroll for any additional courses to fulfill the credit requirement without submitting any request for approval from the Dean.
- (5) The period of an independent study in each semester shall comply with the academic calendar.
- (6) In case of exceptional education provisions, e.g. a joint program across institutes, students' enrolment shall comply with the program requirement or the Institute's announcement.
- (7) For any program which employs three-semester educational system or other systems as specified by the Board of Regents, a student's enrolment shall accord with the Institute's announcement.

Clause 20 Course enrolment after the deadline can be carried out as follows:

- (1) For regular courses, overdue enrolment can be done within two weeks from the first day of class in each semester.
- (2) For block courses, overdue enrolment can be done after no greater than 20% of the learning time has started.

- (3) For summer sessions, the overdue enrolment can be done within one week after the first day of class.

In case of necessity and appropriateness, the Dean can designate an extension of the enrolment period. Such extension must leave no less than 80% of the learning time in each subject, notwithstanding.

Overdue enrolment requires fine in accord with NIDA Bylaw *on* Tuition Fees. Exemption of such fine is in the authority of the Dean in conformity with the Dean/Director Committee.

Clause 21⁽⁶⁾ Degree students shall enroll in any course only once, except for the following courses.

- (1) Core course and/or the course code 6000 can be repetitively taken, provided that (1) these courses are regarded as compulsory courses of the program and (2) students are allowed to take them repeatedly. If the grade on the first attempt is lower than “B,” the student can repeat the course, but no more than two times. In case of necessity and appropriateness, students can repeat the course more than twice with the approval of the Dean.
- (2) Two specialized courses or elective courses (in the case that no area of specialization exists) can be taken twice if the grades on the first attempt are lower than “B.”

⁽⁶⁾ Clause 21 of Chapter 4 is revised by Clause 3 of the NIDA Bylaw *on* Education (No. 5) B.E. 2553 (2010).

- (3) Non-credit preparatory courses can be taken repetitively until the enrollees gain satisfactory grades on a par with the standard criteria as specified by the program or the Institute.
- (4) Non-credit 5000-code courses can be taken repeatedly until the enrollees gain satisfactory grades on a par with the standard criteria as required by the Institute.

The repetitive enrolment in accordance with Clause 21 (1), (2), (3) and (4) shall comply with the Institute's announcements on repeat policy.

In case of repetitive courses, all the grades count and are then calculated for the average grade. However, for the GPA calculation in compliance with Clause 65 and 79 (3) of the NIDA Bylaw *on* Education B.E. 2549 (2006), only the most recent grade counts.

In the event that a student obtains an "F," from a course in the program, the credits of that course shall not be included in the program requirement, whereas the grade is calculated as part of the GPA.

CHAPTER 5

COURSE ADDING/DROPPING AND ENROLMENT STATUS CHANGE

Clause 22 Degree/Ordinary students who register as students of the Institute shall not drop a course in the first semester, which results in their taking courses with fewer than 9 credits-the minimum credit requirement.

In case of necessity and appropriateness, the Dean may approve a certain student to drop a course and to be enrolled in fewer than 9 credits.

Clause 23 Adding a course requires the approval of the initial advisor and the consent of the course lecturer under the following conditions:

- (1) For regular instruction, courses can be added within two weeks from the first day of class in each semester.
- (2) For block courses, students can add a course after no greater than 20% of the learning time has started.
- (3) For regular courses in summer sessions, course adding can be done within one week after the first day of class in that session.

In case of necessity and appropriateness, the Dean can designate an extension of the “add” deadlines. Such extension must leave no less than 80% of the learning time in each subject, notwithstanding.

Clause 24⁽⁷⁾ Adding/Dropping a course can be performed by obtaining the approval from the initial advisor. If adding/dropping a course within the official deadline, the student shall receive a refund, unless otherwise noted by other announcements on tuition fees of a program.

To add/drop a course within the official deadline, students shall take the following actions.

- (1) For regular instruction, adding/dropping a course shall be performed within two weeks from the first day of class in each semester.
- (2) For block courses, adding/dropping a course shall be performed after no greater than 20% of the learning time has started.

⁽⁷⁾ Clause 24 of Chapter 5 is revised by Clause 4 of the NIDA Bylaw on Education (No. 5) B.E. 2553 (2010).

(3) For summer sessions, adding/dropping a course shall be performed within one week from the first day of that summer session.

A student may drop a course after the deadline only by obtaining the approval of the Dean and the consent of the initial advisor. In this regard, for regular instruction, dropping a course shall be carried out within the last day of class in that semester. For block courses, dropping a course shall be done by the last day of that particular course.

When a student drops a course after the official deadline, the grade of that course shall be recorded as “W.”

In dropping a course after the official deadline, a student shall receive no refund, except for force majeure. For instance, the announced grades affect the dropped course. A student’s illness leads to an admission to the hospital. Or, the student has to carry out work assigned by his or her affiliation.

Clause 25 The change of course status from a credit course to a sit-in course or vice versa requires the approval from the initial advisor and the instructor of that course. In case of regular instruction, the change of course status has to be done by the last day of that semester. In case of block courses, the change of course status has to be carried out by the last day of that class.

Clause 26 Adding/dropping a course or changing a course status shall be effective after the student has already enrolled.

CHAPTER 6

THESIS/DISSERTATION

Clause 27⁽⁸⁾ Master's degree students who completed the required coursework according to the thesis plan shall submit their thesis topic and proposal to the Dean via the initial advisor for consideration and further actions. The approval must be gained within two semesters (excluding the summer session) from the most recent semester in which students completed the required courses. A failure to meet such requirements within the deadline may lead to an immediate expulsion. In case of necessity and appropriateness, the Dean can designate an extension of the process.

Once the thesis topic and proposal were approved, further revision and change thereof shall be in the authority of the Dean.

The Dean shall then choose a full-time faculty member to be the specific advisor. The Dean may also appoint a joint advisor, who can be a full-time faculty member or an expert from another institution. The specific advisor shall assume full responsibility for advising as well as supervising data search and thesis writing-up. If necessary, the Dean may change the specific advisor as deemed appropriate.

A specific advisor shall possess qualifications in conformity with the standard criteria of the Office of the Higher Education Commission.

⁽⁸⁾ Clause 27 of Chapter 6 is revised by Clause 6 of the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007).

Clause 28⁽⁹⁾ After completing the required coursework, doctoral students shall sit for and pass the qualifying examination and/or the preliminary examination as required by a certain program. They then have to submit their dissertation topic and proposal to the Executive Committee via the initial advisor for consideration and further actions. The proposal must be approved within one semester (excluding the summer session) since the semester in which the student passed the examination. This requirement is not applied to students in the non-coursework program. In this case, the topic and proposal submission accords with the program requirement and/or NIDA announcements. If the proposal defense cannot be completed within the due date, the student's status shall be automatically void. In case of necessity, logic, and appropriateness, the Dean, with the consent of the Executive Committee in which the students enrolled, shall designate an extension of such time period.

After the thesis topic and proposal are approved, the revision and change thereof shall be in the authority of the Dean with the consent of the Executive Committee.

The Dean, with the advice of the Executive Committee, shall then appoint a full-time faculty member to be the specific advisor. The Dean may appoint a joint advisor, who can be a full-time faculty member or an expert from another institution. The specific advisor shall be responsible for advising as well as supervising data search and thesis writing-up. If necessary, the Dean, with the advice of the Executive Committee, may change the specific advisor as deemed appropriate.

⁽⁹⁾ Clause 28 of Chapter 6 is revised by Clause 7 of the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007) and added by Clause 5 in the supplement of NIDA Bylaw on Education (No. 4) B.E. 2552 (2009) and Clause 3 of NIDA Bylaw on Education (No. 4) B.E. 2552 (2009).

A specific advisor shall possess qualifications in conformity with the standard criteria of the Office of the Higher Education Commission.

In the event of the disciplines of study which are essential but where experts are rare, an outside expert may be appointed the specific advisor with the consent of the Executive Committee, proposed to the Dean/Director Meeting for screening, and finally approved by the President on a case-by-case basis.

Clause 29⁽¹⁰⁾ The appointment process of the Examining Committee for master's students shall be as follows:

The Dean shall appoint an Examining Committee which consists of a chairperson and no more than other three members who possess qualifications in compliance with the standard criteria of the Office of the Higher Education Commission.

The specific advisor and the joint advisor (if any) can be the Examining Committee members, but not the chairperson. They shall attend all examinations.

Clause 30⁽¹¹⁾ To form a Ph.D. Examining Committee, the Dean, with the advice of the Executive Committee, shall appoint an Examining Committee which consists of a chairperson and no more than other three members who possess qualifications in compliance with the standard criteria of the Office of the Higher Education Commission

The specific advisor and the joint advisor (if any) can be the Examining Committee members, but not the chairperson. They shall attend all examinations.

⁽¹⁰⁾ Clause 29 of Chapter 6 is revised by Clause 8 of the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007).

⁽¹¹⁾ Clause 30 of Chapter 6 is revised by Clause 9 of the NIDA Bylaw on Education (No. 2) B.E. 2550 (2007).

Clause 31⁽¹²⁾ Thesis enrolment of master's students (Plan A) is divided into two parts. The first three credits can be enrolled along with regular courses. The grade must be "S." If the grade of "U" is obtained, the student has to be re-enrolled in the subsequent semester within the first week after the grade is announced "U." The first part of thesis (3 credits) has to be enrolled until the student receives the grade of "S." The credits will count only when receiving the grade of "S."

The second 9-credit part of thesis shall be enrolled within the first two weeks after the first part is announced the grade of "S." Enrollment after the official deadline shall be penalized a fine in accordance with the NIDA Bylaw *on* Tuition Fees.

Clause 32⁽¹³⁾ Dissertation enrolment of doctoral students is divided into two parts. The first six credits can be enrolled along with regular courses. The grade must be "S." If the grade of "U" is obtained, the student has to be re-enrolled in the subsequent semester within the first week after the grade is announced "U." The first part of thesis (6 credits) has to be enrolled until the student receives the grade of "S." The credits will be included only when doctoral students receive the grade of "S."

This requirement is not applied to doctoral students in the non-coursework program. For this group of students, a dissertation can be enrolled immediately in the first semester of their course enrolment.

⁽¹²⁾ Clause 31 of Chapter 6 is revised by Clause 4 of the NIDA Bylaw *on* Education (No. 6) B.E. 2553 (2010).

⁽¹³⁾ Clause 32 of Chapter 6 is revised by Clause 5 of the NIDA Bylaw *on* Education (No. 6) B.E. 2553 (2010).

The second part of dissertation shall be enrolled within the first two weeks after the first part is announced the grade of “S.” The number of credits to be enrolled in each semester shall comply with Clause 3 of this Bylaw. The dissertation enrolment in the subsequent semester is designated to be within one month from the first day of class in each semester according to the academic calendar.

Doctoral dissertation shall be enrolled in semesters in succession until the credits are completed. If, in any case, students cannot be enrolled in dissertation, they shall take leaves of absence by submitting a request to the Dean and obtaining the consent of the specific advisor. An approval of leaves of absence can be granted for no longer than two semesters excluding summer sessions and before the last day of the semester in which the student want to take a leave. Taking a leave of absence, students shall pay for the student status retention fee in a particular semester.

According to the NIDA Bylaw *on* Tuition Fees, students shall also be fined for their enrollment after the official deadline.

Clause 33 For dissertation enrolment, the specific advisor or the initial advisor shall provide the grade of “IP” (In Progress) for dissertation in every semester.

Clause 34 The enrolment for a thesis or term paper according to Clause 31 or 32 plus credited coursework shall comply with Clause 19 of this Bylaw.

Clause 35 After completing master's thesis and doctoral dissertation credits as stipulated by the program, students shall pay for student status retention in every semester within the enrolment deadline until the thesis is completely revised and approved by the Examining Committee.

Clause 36 The school shall report the appointment and/or change of a specific advisor or a joint advisor to the Institute within two weeks from the date of appointment or change.

Clause 37 Master's degree students may change their study plan from a thesis program to a non-thesis one by obtaining the approval of the Dean and with the advice of the specific advisor.

The approval of changing the study plan from the thesis program to the non-thesis one shall automatically terminate thesis procedures.

Clause 38 Students can drop the thesis/dissertation by obtaining the approval of the Dean with the consent of the specific advisor. If such drop takes place within two weeks from the thesis enrolment deadline, students shall receive a refund.

Clause 39 Master's degree students who select the study plan with thesis but without the comprehensive examination shall gain the GPA of core courses of higher than 3.30, where each course shall receive a grade of no lower than "B." For the program requiring the comprehensive examination, students shall pass the examination before going through the thesis defense. Doctoral degree students can sit for dissertation defense after passing all examinations stated in the program requirements.

The venue and date of thesis defense shall be publicly announced.

Clause 40 The result of thesis/dissertation defense shall be the grade of "S" or "U." The grade shall not be included in the GPA, but the credits shall be counted to fulfill the program requirements according to Clause 79 (2) or Clause 80 (2) of Chapter 14.

Clause 41 The discretion of the Examining Committee shall be decided by a majority of votes. In case of a tie in votes, the chairperson's decision is final. All members of the Examining Committee shall sign in the thesis/dissertation.

The complete thesis/dissertation shall have been published before submission. Details are as follows:

Master's theses shall be published or, at least, the whole or a part thereof is accepted for publication, published in a qualified journal or other scholarly items, or presented at an academic conference with proceedings.

Doctoral dissertations shall be published or, at least, the whole or a part thereof is accepted for publication and published in a peer-reviewed journal or other scholarly items accepted in the field.

Clause 42 Students who gain the thesis/dissertation grade of “S” shall submit the revised thesis/dissertation to the Examining Committee for approval and signing. The number of copies of thesis/dissertation depends on the Institute’s requirements. The date of submitting a complete thesis/dissertation shall be regarded as the date of graduation.

On the contrary, if a student submits thesis/dissertation in the semester in which a student enrolls a course and the student does not drop that course, the grade announcement date is regarded the date of graduation.

CHAPTER 7

LEAVES OF ABSENCE

Clause 43 Degree students can take an official leave of absence upon the approval by the Dean and with the consent of their advisors no more than twice a semester excluding the summer session. Such official leave of absence shall be taken before the last day of the semester in which degree students wish to take a leave. Students shall pay the student status retention fee in that semester.

Clause 44 Degree students in the graduate certificate and master’s programs shall not be granted a leave of absence in the first semester of their student registration. Doctoral students shall not be granted a leave of absence in the first year of their student registration.

In case of necessity and appropriateness, the Dean may grant a leave of absence to a student as stated in the first paragraph.

Clause 45 To grant a leave of absence is automatically to allow them to drop their enrolled courses.

Clause 46 The period of time in accord with Clause 76 (7) of Chapter 13 and Clause 81 (5) of Chapter 15 shall include an official leave of absence and a non-enrolment period without a leave of absence.

CHAPTER 8

TRANSFER OF SCHOOL, PROGRAM, AND CREDITS

Clause 47 Master's degree students may transfer their schools, or programs within the Institute depending upon the criteria and conditions of the Institute.

Clause 48 Transfer of schools or programs can be carried out under the following conditions.

- (1) Transfer while being a degree student
- (2) Having taken no fewer than 12 credits in the previous program
- (3) School transfer requires the approval of the Deans of both the previous school and the new one.
- (4) Course transfer within the same school requires the approval of the Dean.
- (5) Having fulfilled the conditions concerning the transfer of each school/program
- (6) Having registered for school/program transfer by paying fees as specified by the Institute.

Clause 49 Master's degree students who wish to transfer the school/program shall transfer the earned credits to a new program by obtaining the approval of the Dean of the new school or program. No more than one-third of the total credits in a new program can be transferred. The transferred course must be taken within no more than three years counting from the last day of each semester according to the Institute's academic calendar. The grades of the transferred-credit courses shall not be included in the GPA of the new school or program.

A student who wishes to transfer credits shall submit their request to the Dean after obtaining their approval to study in the new program.

Clause 50 In the event that students who graduated or are expected to graduate from any school or program and wish to continue studying in another program at the same or different level, each school shall consider the admission on a case-by-case basis. The terms and conditions of admission shall accord with the requirement of each school.

Clause 51 Students who enter to a new school/program under Clause 50 above may transfer the earned credits to a new program by obtaining the approval of the Dean of the new school. No more than one-third of the total credits in a new program can be transferred. The transferred course must be taken within no more than three years counting from the last day of each semester according to the Institute's academic calendar. The grades of the transferred-credit courses shall not be included in the GPA of the new school or program.

Clause 52 Former NIDA students, whether with resignation or expulsion, when reselected and reenrolled as degree students of the Institute, may request for a transfer for credits to be included in the new program by obtaining the approval of the Dean of the new School. No more than one-third of the total credits in a new program can be transferred.

Whichever courses to be transferred depends on the Dean's discretion. The transferred course must be taken within no more than three years, counting from the last day of each semester according to the Institute's academic calendar. The grades of the transferred-credit courses shall not be included in the GPA of the new school or program.

Clause 53 Degree students can request a credit transfer from the time when being non-degree students. The earned credits can be included in the program in conformity with Clause 52 of this Bylaw.

Clause 54 A NIDA degree student who goes to study at another institution as advised by the initial advisor and approved by the Dean of the school in which that student is studying can include the credit earned from the approved courses. The institutes from which credits can be transferred must be academic institutes certified by the Office of the Higher Education Commission or the RTG Civil Service Commission. No more than 12 credits can be transferred for master's degree students and no greater than 24 credits for doctoral ones.

The credits, which can be transferred to NIDA, shall be gained from the course attended at another institute, where one credit takes no fewer than 15 hours. The education records shall be counted only credits and used in GPA calculation.

Clause 55 Students who used to study at another institution for a graduate certificate or degree at the same level certified by NIDA may request credits to be included in the program with an approval of the Dean. No fewer than 12 credits can be transferred for graduate certificate and master's students, and no fewer than 24 credits for doctoral students. All these requirements shall comply with the requirements of each school.

The transferable courses, according to the previous paragraph, shall comprise contents and knowledge at the level which is not lower than the standard indicated in the program of the Institute. The transferred course must be taken within no more than three years, counting from the last day of each semester in which the student is enrolled.

The grades of the transferred-credit courses shall not be included in the GPA for requesting a graduate certificate or a degree in accord with this Bylaw.

Clause 56 In the event that a student wishes to transfer credits of various courses in the program at one level to be included in another level of program, such transfer shall comply with the criteria specified by the Institute.

CHAPTER 9

STUDENT STATUS ADJUSTMENT

Clause 57 Doctoral degree students may request the Institute to adjust their status to master's degree students, whereas master's degree students with outstanding academic performance may ask the Institute to adjust their status to become doctoral degree students. This request accords with the criteria and methods stipulated by the Institute.

The President may designate, with the advice of the Vice President and Dean, such student status adjustment in accord with the first paragraph.

CHAPTER 10

EDUCATION RECORDS

Clause 58 Education records refer to a complete academic record of grades, exercises, report writing, tests/examinations, hands-on practices, any other evaluation forms as assigned by the lecturer, and results of a thesis/dissertation as well as an independent study.

Clause 59 Below are details of the education records in compliance with Clause 58.

- (1) The grading system for the courses listed in the programs and GPA computation and definition shall be as follows:

A	equivalent to 4.0	meaning	Excellent
A-	equivalent to 3.7	meaning	Very good
B+	equivalent to 3.3	meaning	Good
B	equivalent to 3.0	meaning	Fairly good
B-	equivalent to 2.7	meaning	Almost good
C+	equivalent to 2.3	meaning	Fair
C	equivalent to 2.0	meaning	Almost Fair
C-	equivalent to 1.7	meaning	Poor
D	equivalent to 1.0	meaning	Very poor
F	equivalent to 0	meaning	Failure
W		meaning	Withdrawal
I		meaning	Incomplete
S		meaning	Satisfactory
U		meaning	Unsatisfactory
AU		meaning	Audit
P		meaning	Pass
IP		meaning	In Progress
T		meaning	Terminated
TR		meaning	Transfer, work with which there is no comparable grade

- (2) For audit registration, the education record shall be either “S” or “U,” as the case may be. In the transcript, the education record of “S” shall be reported as “AU.” In case of “U,” there shall be no education record in the transcript.
- (3) The education record of the comprehensive examination shall be “P” or “F,” as the case may be.
- (4) Thesis/Dissertation or any other subject according to NIDA announcements which applies testing approaches apart from what specified in Clause 50 shall be reported the education record as follows:
 - If the education record is “S,” “S” shall be then shown in the transcript.
 - If the education record is “U,” “U” shall be then shown in the transcript.
- (5) The education record of the three-credit independent study shall be shown and calculated the GPA similarly to other regular courses.

Clause 60 For regular instruction, instructors responsible for assigning final grades of each course also assume full responsibility for releasing the grades to the students concerned within 30 days after the last day of the scheduled examination according to the academic calendar of the Institute in each semester. For a block course, instructors shall release the grades within 30 days after the day of the finals. If an instructor does not turn in the grades within such deadlines, the President shall take actions in accord with the NIDA Bylaw *on* Release of Grades.

Turing in the grades of “T” (Terminated) for greater than a half of the entire enrollees shall not count the official grade submission.

A student who is absent from an examination session and whose instructor does not release the grade shall receive a failing grade of “F” for the course.

In case of necessity and appropriateness, the President with the advice of the Vice President for Academic Affairs and the Dean of that particular school may appoint a person or a team to consider the course of which grades are not released.

Clause 61 Eighty percent attendance is required for a student who is enrolled in a credit course. If not, that student shall receive a failing grade of “F” for the course.

Clause 62 In case of the education record is “I,” students shall complete their assignments within 60 days from the day of grade release. Unless and otherwise, they shall receive a failing grade of “F” for the course. Under extraordinary circumstances, the deadline extension of no longer than 30 days may be designated by the Dean.

In case of necessity and appropriateness, the Vice President with the advice of the Dean of that particular school may extend the “I” change period on a case-by-case basis. The two demonstrable rationales for such extension are:

- (1) A student is admitted to the hospital, for which certificate must be provided.
- (2) The Dean postpones the school’s regularly scheduled final examination to another semester, and the reschedule passes the “I” change deadline of the semester in which the student is enrolled.

Clause 63 In the event that a student is dishonest in the final examination in accordance with NIDA Bylaw *on* the Honor Code, that student shall receive a failing grade of “F” for the course.

Clause 64 The GPA of each semester shall be calculated based on the grades of all credit courses in that semester, except for grades of non-credit preparatory courses and others in compliance with each program’s requirement or the Institute’s announcements.

CHAPTER 11

COMPREHENSIVE EXAMINATION

Clause 65 Master’s degree students shall be allowed to sit for a comprehensive examination only if they have completed all core courses and/or 600-code courses which are required by the program or other courses in accordance with the school’s announcements. The GPA of a complete academic record shall not be lower than 3.00.

Clause 66 For master’s degree students, if their academic record is still incomplete, the Dean may approve them to sit for the comprehensive examination on a case-by-case basis.

In case of a complete academic record, if the GPA does not meet 3.00 or does not comply with relevant bylaws, the comprehensive examination is deemed void.

- Clause 67 In taking a comprehensive examination, if there are multiple items therein and students fail any one of those items, the school may allow them to retake only the failing one.
- Clause 68 In the event that both comprehensive and oral examinations are required, master's degree students shall be entitled to sit for an oral examination only after they pass their comprehensive examination.
- Clause 69 For graduate studies, if the program requires students to sit for a comprehensive examination, preliminary examination, oral examination or any other examinations aside from class examinations, the examination candidates who are entitled to take these examinations shall have the qualifications in accordance with the program requirements or the school's announcement.

CHAPTER 12

COMPREHENSIVE EXAMINATION COMMITTEE

- Clause 70 The Dean shall appoint one or more than one committee to administer the comprehensive examination, oral examination, qualification or preliminary examination, or any other examinations according to the school's announcement.
- Clause 71 The appointed committee according to Clause 70 shall consist of a chairperson and no fewer than other three members. The oral comprehensive committee shall consist of a chairperson and no fewer than other two members.

Clause 72 The committee's absolute discretion shall come from the majority vote of the committee members. If the votes are even, the final decision shall be left at the discretion of the chairperson.

Clause 73 The Dean may alter the comprehensive examination committee in accordance with Clause 70 as deemed appropriate.

Clause 74 For doctoral students, the adherence to Clauses 70-73 of this Bylaw shall comply with the advice of the Executive Committee of each doctoral program.

CHAPTER 13

PROBATION AND EXPULSION

Clause 75 If the GPA at the end of a semester, excluding summer sessions, is lower than 2.70, graduate students shall be put on probation.

Clause 76 Any of the following circumstances shall result in expulsion from the program.

- (1) Graduation
- (2) Death
- (3) A student submits a letter of resignation and receives the Dean's approval.
- (4) The GPA from enrolled courses of at least nine credits in any semester is calculated lower than 2.00 for graduate certificate and master's students and lower than 2.50 for doctoral students.

- (5) Graduate students are put on probation for two successive semesters, excluding summer sessions.
- (6) Graduate students do not enroll in two consecutive semesters, excluding summer sessions, without any leave of absence approved by the Dean. Such leave of absence rules out the preparatory reading for a comprehensive examination or an oral examination.
- (7) The following cases result in immediate expulsion.

Inability to complete the graduate certificate program requirements within the three-year time period.

Inability to complete the advanced graduate certificate program requirements within the three-year time period.

Inability to complete the master's program requirements within the five-year time period.

Inability to complete the doctoral program requirements within the six-year time period, for a master's graduate.

Inability to complete the doctoral program requirements within the eight-year time period, for a Bachelor.

The above time period is counted from the first day of class in the first semester of student registration.

In case of necessity and appropriateness, the President with the advice of the Vice President and the Dean of that particular school may designate an extension of time period to complete graduate studies in the former paragraph under the terms and conditions stipulated by the Institute.

- (8) The Institute designates to expunge a student's name from the student record, as insinuated by NIDA Bylaw on the Honor Code for students or the Institute's regulations.
- (9) For graduate certificate and master's programs, after credit course enrollment and the courses count more than nine credits—which exceeds the minimum credit requirement for a semester—and the GPA is lower than 3.00, if the student needs to repeat a course under Clause 21 of this Bylaw, the credit shall be counted once.
- (10) For doctoral programs, students shall terminate their status after they complete credit course enrollment as required by the program and their GPA falls lower than 3.00.
- (11) Doctoral students fail in the qualifying examination and/or preliminary examination within the deadline specified in the program requirements or the school's announcements.

(12) Graduate students do not submit their thesis/dissertation topic and proposal within the deadline as specified in Clause 27 of this Bylaw.

(13)⁽¹⁴⁾ Graduate students do not enroll in a thesis/dissertation within the deadline as specified in Clause 31 of this Bylaw.

Clause 77 Non-degree students shall face expulsion upon completing the enrolled course(s) in each semester, except for those who register as degree students and re-enroll under a special MOU between NIDA and other institutions.

CHAPTER 14

GRADUATION

Clause 78 Graduate certificate students can graduate upon the following conditions.

- (1) Complete the graduate certificate program requirements.
- (2) Receive a GPA of no lower than 3.00.

Clause 79 Master's degree students can graduate upon the following conditions.

- (1) Being competent in English or a foreign language and/or any other extraordinary skills in accordance with the standard formulated by the Institute. Any exception to the former paragraph shall accord with the program requirements or the Institute's announcements.

⁽¹⁴⁾ Clause 76 (13) of Chapter 13 is repealed by Clause 12 of the NIDA Bylaw *on* Education (No. 2) B.E. 2550 (2007).

- (2) Having completed the master's program requirements and receiving a GPA of no lower than 3.00, excluding the average grades of the courses under Clause 79 (1).
- (3) Receiving the GPA of no lower than 3.00 from core courses and/or 600-code courses which are compulsory. Any exception to this statement shall accord with the Institute's announcement.
- (4) As specified in program requirements, taking the comprehensive examination and/or other examinations under Clause 69 and receiving the grade of "P."
- (5) As specified in program requirements, taking the oral examination and receiving the grade of "P."
- (6) For students in Plan A, they shall receive the grade of "S" for their thesis defense and submit their thesis in accord with Clause 42 of this Bylaw.
- (7) The thesis shall be published in conformity with Clause 41 of this Bylaw.

Clause 80 Doctoral students can graduate from the Institute upon the following conditions.

- (1) Passing an examination of at least one foreign language in accordance with the criteria and terms & conditions specified by the Institute.
- (2) Having completed the doctoral program requirements. The credits cannot be counted as stipulated by Clause 80 (1); however, the credits from master's courses can be included as part of the doctoral studies according to doctoral program requirements.

- (3) ⁽¹⁵⁾For doctoral programs requiring coursework, the GPA of all credit courses shall not fall lower than 3.00.

For non-coursework doctoral program, the dissertation shall receive the grade of “S” in every semester.

- (4) The required qualification/preliminary examination shall receive the grade of “P.”
- (5) Doctoral students shall submit their dissertation under Clause 42 of this Bylaw.
- (6) The dissertation shall be published in conformity with Clause 41 of this Bylaw.

CHAPTER 15

REQUEST FOR GRADUATE CERTIFICATE AND DEGREE CONFERMENT

Clause 81 Students shall be nominated to be conferred a graduate certificate, a master’s degree or a doctoral degree, as the case may be, from the Institute after they complete all program requirements as follows:

- (1) Fulfilling all education requirements under Clause 14;
- (2) Paying all outstanding balances and/or covering all existing liabilities to the Institute as a degree student;
- (3) Paying all fees as specified by the Institute; and
- (4) Being free from disciplinary action or disciplinary offence as a result of violating the Honor Code.

⁽¹⁵⁾ Clause 80 (3) of Chapter 14 is revised by Clause 6 of the NIDA Bylaw *on* Education (No. 4) B.E. 2552 (2009).

CHAPTER 16

EDUCATION QUALITY ASSURANCE OF A PROGRAM

Clause 82 NIDA has assured its education quality system of its programs in four major aspects as follows:

- (1) Program administration
- (2) Resources for teaching and learning activities as well as research conduct
- (3) Support and advice given to students
- (4) Requirements of labor markets, society, and/or satisfaction of graduates' employers

⁽¹⁶⁾ CHAPTER 17

HONORS DEGREE

Clause 83 Master's degree students who are entitled to be considered for honors shall have the following qualifications.

- (1) Having an accumulative GPA of 3.75 up.
- (2) Receiving at least grades "B" in all courses enrolled, without "U."
- (3) No credit transfer included in the GPA, except for attending another institute under Clause 54 of the NIDA Bylaw on Education B.E. 2549 (2006).

⁽¹⁶⁾ Chapter 17 is revised by the NIDA Bylaw on Education (No. 4) B.E. 2552 (2009).

- (4) Not receiving the failing grade of “F” in both comprehensive or oral examination.
- (5) Graduating within the time period of 3 years in case of 45 credits of required coursework, or 3.5 years in case of over 45 credits of required coursework, or 4 years in case of thesis. These time periods count from the first day of class in the first semester of registering as a degree student.
- (6) Having never been penalized from taking disciplinary actions against the NIDA Bylaw *on* the Honor Code for Students.

⁽¹⁷⁾ **CHAPTER 18**

EDUCATIONAL SYSTEM

Clause 84 The Institute adopts the credit system of education and two- or three-semester educational system or any other systems as specified by the Board of Regents.

- (1) One academic year is comprised of two regular semesters. One semester lasts no fewer than 15 weeks. There may be a summer session with time period and number of credits equivalent to a regular semester.
- (2) For three-semester educational system, one academic year shall be divided into three regular semesters. Each semester shall take at least 12 weeks.

For other educational systems, the program shall expressly demonstrate details related to that particular program including credits compared to the two-semester educational system.

⁽¹⁷⁾ Chapter 18 is revised by the NIDA Bylaw *on* Education (No. 4) B.E. 2552 (2009).

Clause 85 Credit calculation shall accord with the following criteria.

- (1) An theoretical course which takes more than 15 hours of lecture and discussion per one semester is counted one credit.
- (2) A practical course which requires more than 30 hours of practices or experimentation per one semester is counted one credit.
- (3) An internship or on-the-job training course which requires more than 45 hours per one semester is counted one credit.
- (4) An independent study or thesis/dissertation which requires more than 45 hours per one semester is counted one credit.



**A Précis of the NIDA Bylaws
on the Final Examination**

1 . Instructions for Examination Candidates

- Clause 1 Students can be admitted to the finals if their attendance is on 80% of the course.
- Clause 2 In the finals, students shall strictly abide by the following guidelines.
- (1) To prepare for the final examination, students should arrive at the examination room before the start of the examination period in accord with the examination schedule.
 - (2) Students shall not enter or leave the examination room, unless given official permission by the instructor or invigilator.
 - (3) Students must not enter the examination room after the first 30 minutes or leave the examination room before the last 30 minutes of the examination, unless given official permission by the instructor or invigilator.
 - (4) It is an examination offence to bring unauthorized items such as documents, tools, or any communication devices into the examination room, unless given official permission by the instructor, invigilator, or examiner.

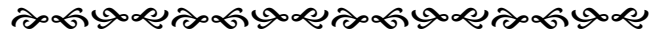
- (5) Students shall strictly abide by the examination regulations and instructions provided by the instructor and invigilator.
- (6) Students shall not allow other examination candidates to copy their examination answers.
- (7) Students shall not use communication devices or speak to anyone during the examination period. If students have any queries or any emergencies arise, they shall speak to a member of invigilation staff.
- (8) When the examining committee member or the invigilator tells the students to stop writing, they must stop writing immediately.
- (9) At the end of the examination, students shall not take out of the examination room the question paper, the answer paper, restricted question paper, and other items related to the examination, except for personal belongings of the examination candidates.
- (10) It is an examination offence to do anything which causes a disturbance to other examination candidates or disrupts the examination process.
- (11) Examination candidates shall protect government properties and maintain good order in the examination room.
- (12) Examination candidates shall not scratch or mark on the table and chair. They shall not leave litter or garbage outside the provided waste bin, either.
- (13) Examination candidates shall dress appropriately to befit a well-established tradition. They shall also comport themselves with polite formality.



2. Penalty

Any examination candidate—who violates the NIDA Bylaw on the final examination, attempts to commit, or commits actions that constitute examination offences in any course—shall be penalized as a disciplinary offender. The maximum penalty for such disciplinary offences is immediate exclusion from the Institute.

In case of the disciplinary offence according to the former paragraph, provisions on the honor code for students and procedures specified in the NIDA Bylaw shall then be rendered mutatis mutandis.



**A Précis of the NIDA Announcements
on Penalties for Examination Offences**

.....

The National Institute of Development Administration (NIDA) has stipulated examples of actions that constitute examination offences and the penalties as guidelines for the Disciplinary Investigation Committee as follows:

Clause 1 Students have unauthorized documents, whether in the interior or exterior of the examination room, during the examination period without permission. The actions which are evinced or suspected of dishonesty refer to the following cases.

1.1 Students have notes of the course contents regardless of the paper size or how helpful those notes are to their examination answers.

1.2 Students have items with notes of the course contents, whether those notes are written directly or posted thereon. For example, the course contents appear on a calculator or a protractor.

1.3 Students write the course contents onto their own body or dress.

Clause 2 In the event that students have unauthorized documents in the interior of the examination room, the following considerations shall be taken.

2.1 In the event that, upon the Committee's investigation, it is established that during the course of an examination period the accused student truly has notes of the course contents, which can be evinced and suspected of dishonesty. Such notes are helpful to the examination answers, and that student has already made use of it. This action is considered an examination offence. The penalty for such examination offence is the two-year suspension.

2.2 In the event that, upon the Committee's investigation, it is established that during the course of an examination period the accused student truly has notes of the course contents, which can be evinced and suspected of dishonesty. Provided that,

1) such notes are helpful to the examination answers, but that student has no opportunity to make or has never made use of it; or

2) such notes are not helpful to the examination answers, both cases are considered examination offences. The penalty for the examination offences of both cases is the one-year suspension.

2.3 In the event that, upon the Committee's investigation, it is established that during the course of an examination period students have notes of other courses. This action is considered an examination offence. For such examination offence, the student shall be put on probation.

Clause 3 Students have unauthorized documents in the exterior of the examination room.

In the event that upon the Committee's investigation, it is established that during the course of an examination period the invigilator has found that an examination candidate has notes of the course contents; he is allowed to leave the examination room for personal purposes; and while being outside the examination room, his actions are evinced or suspected of dishonesty, the following considerations shall be taken. Provided that,

1) such notes are helpful to the examination answers, but that student has no opportunity to make or has never made use of it; or

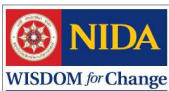
2) such notes are not helpful to the examination answers, both cases are considered examination offences. The penalty for the examination offences in both cases is the one-year suspension.

Clause 4 In the event that upon the Committee's investigation, it is established that an examination candidate asks someone else to sit for the examination. This action is considered an examination offence, and the penalty shall be expulsion from the Institute.

Clause 5 Guidelines for penalties in accordance with this Announcement are as follows:

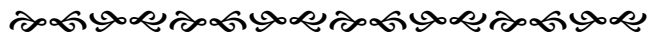
5.1 In the event that the Committee has found that the offending student confesses with contrition and provides a statement useful for investigation and consideration, the offender shall receive a penalty for the misconduct in one-fourth mitigation, as the case may be.

5.2 1 In the event that the Committee has found that the offending student is not contrite, but confesses because of a surrender to alibi or tangible evidence; or an examination candidate asks someone else to sit for the examination under Clause 4, the penalty shall never be mitigated.



5.3 In the case that an examination candidate has notes of other courses and confesses, the probation can be replaced by verbal warning and parole.

Clause 6 Other penalties for examination offences shall be at the Committee’s discretion on a case-by-case basis.



**A Précis of the NIDA Bylaws
on the student's discipline.**

.....

Clause 1 Students shall ensure that they are aware of, have, and maintain the following good disciplines.

(1) Students shall strictly comply with bylaws, regulations, ordinances, announcements, or stipulations of the Institute, schools, or any other work units, as the case may be. Students shall always maintain good disciplines on a consistent basis. Any student who breaches good disciplines is considered a disciplinary offender and shall be penalized under this Bylaw.

(2) Students shall have duty to uphold honor and spread fame of the Institute. They shall not behave in a way that will damage reputation of the Institute in the interior and exterior of the Institute.

(3) Students shall preserve their complete unity among themselves and maintain good order in the Institute.

(4) Any collective activities undertaken on behalf of students of each school, on behalf of NIDA students, or on NIDA's behalf require prior approval of the Dean or the President, as the case may be.

(5) Students shall act in a thoroughly good and professional manner.

(6) Students shall dress appropriately to befit a well-established tradition.

(7) Students shall not use or bring drugs or additive substances into the Institute.

(8) Students shall not drink alcohol on the Institute's premises, unless given official permission by the Institute on an occasional basis.

(9) Students shall not gamble or take part in illegal gambling at the Institute.

(10) Students shall treat all the Institute's properties with due care.

(11) Students shall comply with the Institute's rules and regulations concerning the use of classrooms and examination rooms.

(12) Students shall treat all instructors and all staff members on duty with respect and courtesy.

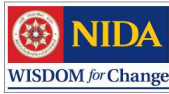
(13) Students shall not carry a weapon with them. For the administrative or security officers who have to be armed, they shall keep the weapon quite well in their vehicle.

(14) Students shall keep the Institute's premises and the interior environment in a clean and tidy manner.

(15) Students shall not commit plagiarism—the representation of another person's work as though it were their own.

Clause 2 The following actions are deemed serious disciplinary offences.

- (1) Students constitute examination offences.
- (2) Students copy or imitate a term paper, a thesis, a research paper, or another person's work, or ask someone else to do so, and present the work as though it were their own.
- (3) Students are instigators, users, or supporters who cause utter chaos in the Institute or disunity among themselves as a whole.
- (4) When residing the Institute, students use or possess drugs or additive substances.
- (5) Students gamble or take part in illegal gambling at the Institute.
- (6) Students commit gross misconduct.
- (7) Upon the final verdict, students commit crime with a prison sentence, except for minor misconduct or that caused by negligence.
- (8) Students insult instructors or officers on duty.
- (9) Students forge official documents.
- (10) Students secretly change or revise the Institute's data.
- (11) Students perform any actions or behave themselves in a bad way, which causes damage or notoriety to the Institute.
- (12) Students exploit the Institute's properties for their personal or the third parties' interests.



(13) Students use weapons in threatening or hurting other people on the premises of the Institute or its academic center.”

Clause 3 Penalty

There shall be, but not limited to, five steps of penalties including:

3.1 Formal reprimand and parole

3.2 Probation

3.3 Suspension

3.4 Disqualification from being nominated as graduate certificate or degree recipients, or from being given the academic certificate during the penalty period.

3.5 Expulsion from the Institute

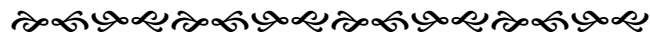
Clause 4 Students who commit serious disciplinary offences shall be penalized by the authority as follows:

4.1 Suspension

4.2 Disqualification from being nominated as graduate certificate or degree recipients, or from being given the academic certificate during the penalty period.

4.3 Expulsion from the Institute

In this regard, the authority may rescind the conferred degree if it is established that a person had committed serious disciplinary offences at the time of his degree pursuit at NIDA, and such misconduct was found within five years counting from his graduation date. Concerned parties shall be also officially informed thereof.



The National Institute Development Administration Regulation

on Scholarships and Awards for Academic Distinction

B.E. 2550 (2007) - B.E. 2555 (2012)

(Supplement Nos.2-3)

It is expedient to revise the National Institute of Development Administration Regulation *on Scholarships and Awards for Academic Distinction*.

Based upon the authority provided in Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), supplemented by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), the Institute thereby formulates the following regulations.

Clause 1 This Regulation is called the “NIDA Regulation *on Scholarships and Awards for Academic Distinction* B.E. 2550 (2007).”

Clause 2 This Regulation shall come into force from the day after the announcement date onwards.

Clause 3 The following regulations shall be repealed.

(1) NIDA Regulation *on Scholarships and Awards for Academic Distinction* B.E. 2538 (1995);

(2) NIDA Regulation *on* Scholarships and Awards for Academic Distinction (No. 2) B.E. 2539 (1996);

(3) NIDA Regulation *on* Scholarships and Awards for Academic Distinction (No. 3) B.E. 2544 (2001);

(4) NIDA Regulation *on* Scholarships and Awards for Academic Distinction (No. 4) B.E. 2544 (2001);

(5) NIDA Regulation *on* Scholarships and Awards for Academic Distinction (No. 5) B.E. 2544 (2001);

(6) NIDA Regulation *on* Scholarships and Awards for Academic Distinction (No. 6) B.E. 2550 (2007);

All regulations and bylaws contrary and/or inconsistent with this Regulation shall be prevailed by this Regulation.

Clause 4 In this Regulation, the following definitions of terms are applied.

“Dean” refers to top management of each school.

“Student” refers to a degree/ordinary student in accord with NIDA Bylaw on Education.

“Scholarship” refers to money allocated for scholarships supporting educational activities of the Institute.

“Award for Academic Distinction” refers to money or objects allocated for awards in order to promote educational activities of the Institute.

“Research Award” refers to money or objects allocated for awards in order to promote research conduct of the institute.

“Committee” refers to the “Scholarship and Academic Award Committee.”

“Fund” refers to the fund distributing scholarships and awards for academic distinction of the National Institute of Development Administration.

“Term Paper” refers to a significant scholarly contribution as a result of an independent study.

Clause 5 The President shall take charge and control of the execution of this Regulation. The President shall also has the authority to issue any announcements or ordinances so that the code of practice accords with this Regulation.

CHAPTER 1 THE FUND

Clause 6 A fund is established at the Institute and called the, “Fund for Scholarships and Academic Awards of the National Institute of Development Administration.” The Fund is aimed to support education and research of NIDA students.

Clause 7 Scholarships and academic awards can be classified into the following eight categories.

- (1) Financial Aids
- (2) Good Learning Scholarship
- (3) Research Grant
- (4) Full Tuition Scholarship
- (5) Scholarship
- (6) Research Award
- (7) Good Learning Award
- (8) Others as specified by the Board of Regents

Clause 8 The Fund is composed of:

(1) money or properties donated to NIDA in order to obtain the benefits which will be used for paying scholarships or awards to NIDA students in general or in a specific field of study;

(2) money or properties donated to NIDA which will directly become the scholarships or awards to NIDA students in general or in a specific field of study;

(3) subsidies from the state budget allocated for research grant;

(4) NIDA budget allocated specifically for scholarships or academic awards; and

(5) interest gained from the Fund.

CHAPTER 2

COMMITTEE AND ITS OPERATION

Clause 9 The Scholarship and Academic Award Committee shall consist of the Vice President for Academic Affairs as the chairperson, Deans as committee members, and the Director of the Academic Service Division as a committee member and the secretary.

Clause 10 The Committee shall assume the responsibilities as follows:

(1) Administering the Fund;

(2) Allocating money from the Fund to pay for scholarships and academic awards;

(3) Considering the applicants' qualifications and select those who best deserve to win scholarships and/or education awards;

(4) Allocating the amount of money and the approach to pay scholarships and academic awards;

(5) Musing over theses/dissertations or term papers which deserve scholarships and/or academic awards;

(6) Formulating the code of practice of the Committee with the consent of the President;

(7) Taking other actions pertinent to funding as deemed necessary;

(8) Establishing essential sub-committees to assist in the Committee's operation as deemed appropriate; and

(9) Reporting the performance result and financial statement of the Fund for the President's acknowledgement at the end of each fiscal year.

Clause 11 In administering the Fund in all aspects including the allocation of its money provided by the donators in compliance with Clause 8 (1) and (2), the Committee shall conform to their intended purposes. If no stated purposes exist, the Committee shall abide by the criteria specified by this Regulation.

Clause 12 In adhering to Clause 10 with regard to the allocation of scholarships and academic awards, the Committee shall take the following actions.

(1) Considering and allocating scholarships and academic awards to students at least once a year;

(2) Making announcements about the scholarships and academic awards at least 30 days in advance so that students can apply for the scholarships; and

(3) Selecting students who best deserve to receive scholarships and academic awards.

(4) Issuing announcements on the end results of the Committee's decision about scholarships and academic rewards of all types including **the scholarship conferment date**.

The Committee's discretion about funding or academic awards is considered final. Applications shall be considered by the Committee based on the applicants' exemplary behavior as well.

Clause 13 Students who wish to apply for the scholarships and academic awards shall submit the request form as specified by the Committee.

Clause 14 The majority vote of the attending Committee members is regarded as the Committee's resolution. More than half of the entire Committee is deemed a quorum.

Clause 15 Scholarships and academic awards are exclusive. After the Committee has agreed upon a resolve to grant any scholarships or academic awards to anyone, that student shall receive such scholarship or academic award in person. In this case, authorization or proxy cannot be applied and is deemed the renunciation of that person's right.

CHAPTER 3 FINANCIAL AIDS

Clause 16 Financial aids are provided with an aim to support students who may need extra financial assistance. The Committee shall consider the recipient to do academic work for the Institute.

According to the first paragraph, the financial aid recipient shall work in the academic field no more than an average of ten hours per week and under the supervision of a lecturer assigned by the Committee.

Clause 17 Regarding the financial aid grant, the applicants shall have the following qualifications.

(1) Having been a registered degree student of the Institute for at least a semester and his GPA (Grade Point Average) is not lower than 3.00 when applying for the financial aids.

(2) Needing extra financial assistance

(3) Being willing and able to do academic work for the Institute

Clause 18 The amount of money and criteria of financial aid payments shall comply with NIDA announcements and the advice of the Committee in each semester.

Clause 19 Authorizing any lecturer to oversee the financial aid recipient shall be at the Committee's discretion.

Clause 20 Financial assistance shall terminate based on the following conditions.

(1) The assigned academic work is completed.

(2) The recipient wants to discontinue the work assigned. .

(3) The recipient is unable to do the work assigned.

(4) The recipient's GPA is put on probation.

(5) The recipient is enrolled in lower than nine credits, excluding the summer session or the last semester in compliance with the program requirement of each school.

(6) The recipient graduated.

(7) The recipient's registered student status terminated.

CHAPTER 4

GOOD LEARNING SCHOLARSHIP

Clause 21 Good Learning Scholarship is aimed to support highly competent students-both prospective and current students.

Clause 22 Applicants shall have the following qualifications.

(1) Applicants shall have a Bachelor's degree with honors in the field specified by the Committee. Applicants include those who are interested in continuing their higher education at NIDA, are going through NIDA admission process, or are admitted to a program of the Institute.

(2) Further to (1), in case of no honors, applicants shall be enrolled in at least 9 credits and shall have a minimum GPA of 3.30 while applying.

(3) For doctoral students, at least 9 credits shall be enrolled and the GPA shall be not lower than 3.50 while applying.

Clause 23 The amount of money and criteria of good learning scholarship payment shall be at the Committee's discretion. As a rule, for graduate certificate students, an amount of 15,000 baht per student per year is awarded for one year. For Master's students in regular programs or in 2.5-year special programs, an amount of 30,000 baht per student per year is granted for two consecutive years. For doctoral students, an amount of 50,000 baht per student per year is granted for two consecutive years.

Clause 24 Good Learning Scholarship shall terminate due to either one of the following reasons.

(1) The scholarship is fully paid as specified by the Committee.

(2)⁽¹⁾ The recipient's GPA falls below 3.50

(3) The recipient is enrolled in lower than nine credits, excluding the summer session or the last semester of his degree pursuit in compliance with the program requirement of each school.

(4) The recipient graduated.

(5) The Committee has a resolution to cease awarding the scholarship.

CHAPTER 5 RESEARCH GRANT

Clause 25⁽²⁾ Research grant is provided to support research conduct and/or publication in an academic journal or its equivalent. The research grant is categorized into two types by its funding sources.

1. Research grant allocated from the Institute's income

2. Research grant allocated from the state budget

Clause 26 Students who will be considered research/thesis grant recipients shall possess the following qualifications.

(1) Having been studying at the Institute for more than two semesters;

(2) Having been approved their thesis research writing as partial fulfillment of the requirements for the master's or doctoral degree of the Institute. The thesis/dissertation proposal must be already approved by the academic advisor appointed by the Dean.

⁽¹⁾ Clause 24(2) of Chapter 4 is revised by Clause 3 of NIDA Regulation on Scholarship and Awards for Academic Distinction (No. 2) B.E. 2551 (2009).

⁽²⁾ Clause 25 of Chapter 5 is revised by Clause 4 of NIDA Regulation on Scholarship and Awards for Academic Distinction (No. 2) B.E. 2551 (2009).

(3) Having submitted the proposal including details of writing up the thesis/dissertation for the Committee's consideration.

(4) Copyrights in thesis/dissertation shall be jointly owned by the student and the Institute for a period of five years.

Clause 27⁽³⁾ The amount of money and criteria of research grant paid for supporting research conduct, writing-up a thesis/dissertation, and/or publishing the work in a journal or a scholarly item shall comply with NIDA announcements

CHAPTER 6

FULL TUITION SCHOLARSHIP

Clause 28 The full tuition scholarship is intended to support students in financial hardship by waiving tuition fees of the courses in accord with the program requirements.

Clause 29 Applicants shall have the following qualifications.

- (1) Being a degree student of the Institute
- (2) Needing extra financial assistance
- (3) If not a first-semester student, having a GPA of the most

recent semester of 3.00 at the minimum.

Clause 30 Each School shall nominate the scholarship recipients and the Selection Committee shall decide the recipients. The number of recipients depend on the Committee's decision.

⁽³⁾ Clause 27 of Chapter 5 is supplemented by Clause 4 of NIDA Regulation *on* Scholarship and Awards for Academic Distinction (No. 2) B.E. 2551 (2009).

Clause 31 Full tuition scholarship may be granted from the first semester until graduation or in a particular semester.

In the event that such tuition scholarship is given in numerous semesters in succession, the scholarship recipient shall maintain a 3.00 GPA for each semester. Failures to meet the GPA requirement in any semester may result in automatic forfeiture of the scholarship in the following semester.

In the event that the academic record is incomplete, granting the scholarship shall be at the discretion of the Committee.

CHAPTER 7⁽⁴⁾

SCHOLARSHIP

Clause 32 Scholarships are intended to encourage and support highly competent students to pursue their higher education at the Institute. Scholarships are provided to all new students, whether Thai or foreign, who study in either Thai, English, or international programs.

Clause 33 The scholarship is classified into two levels which are:

- (1) Scholarships for a master's degree, and
- (2) Scholarships for a doctoral degree.

Clause 34 The master's scholarship is divided into three categories which are:

(1) Scholarship Type 1 is a full scholarship which covers the entire tuition fee and a monthly stipend for the recipient throughout the program. The scholarship recipient shall be a new student who has a minimum GPA of 3.00 at the Bachelor's level. Terms and conditions of the scholarship include:

⁽⁴⁾ Chapter 7 is supplemented by Clause 6 of NIDA Regulation on Scholarship and Awards for Academic Distinction (No. 2) B.E. 2551 (2009).

- The scholarship recipient shall study in Plan A (Thesis).
- The recipient shall maintain a minimum GPA of 3.50 in each semester. If the GPA falls below 3.50 for any semester, the scholarship shall be immediately discontinued.
- Copyrights in the thesis/dissertation shall be jointly owned by the student and the Institute for a period of five years.
- The recipient's leave of absence shall result in immediate cancellation of the scholarship. If resigning from the Institute or cancelling the scholarship, the recipient shall reimburse all the awarded scholarship to the Institute, unless the Committee considers otherwise.
- The recipient has no rights to apply for any other scholarships of the Institute.

(2) Scholarship Type 2 is a partial scholarship with full exemption of the entire tuition fee throughout the program. The scholarship recipient shall be a new student and has a minimum GPA of 3.00 at the Bachelor's level. Terms and conditions of the scholarship include:

- The recipient shall maintain a minimum GPA of 3.50 in each semester. If the GPA falls below 3.50 for any semester, the scholarship shall be immediately discontinued.
- The recipient's leave of absence shall result in immediate cancellation of the scholarship. If resigning from the Institute or cancelling the scholarship, the recipient shall reimburse all the awarded scholarship to the Institute, unless the Committee considers otherwise.

(3) Scholarship Type 3 is a partial scholarship with exemption of a half tuition fee throughout the program. The scholarship recipient shall be a new student and has a minimum GPA of 2.75 at the Bachelor's level. Terms and conditions of the scholarship include:

- The recipient shall maintain a minimum GPA of 3.30 in each semester. If the GPA falls below 3.30 for any semester, the scholarship shall be immediately discontinued.

- The recipient's leave of absence shall result in immediate cancellation of the scholarship. If resigning from the Institute or cancelling the scholarship, the recipient shall reimburse all the awarded scholarship to the Institute, unless the Committee considers otherwise.

Clause 35 The doctoral scholarship is divided into three categories which are:

(1) Scholarship Type 1 is a full scholarship which covers the entire tuition fee and a monthly stipend for the recipient throughout the program. The scholarship recipient shall be a new student who has a minimum GPA of 3.00 at the Bachelor's level and 3.50 at the master's. Terms and conditions of the scholarship include:

- The recipient shall maintain a minimum GPA of 3.50 in each semester. If the GPA falls below 3.50 for any semester, the scholarship shall be immediately discontinued.

- Copyrights in the thesis/dissertation shall be jointly owned by the student and the Institute for a period of five years.

- The recipient's leave of absence shall result in immediate cancellation of the scholarship. If resigning from the Institute or cancelling the scholarship, the recipient shall reimburse all the awarded scholarship to the Institute, unless the Committee considers otherwise.

- The recipient has no rights to apply for any other scholarships of the Institute.

(2) Scholarship Type 2 is a partial scholarship with full exemption of the entire tuition fee throughout the program. The scholarship recipient shall be a new student and has a minimum GPA of 3.00 at the Bachelor's level and 3.50 at the master's. Terms and conditions of the scholarship include:

- The recipient shall maintain a minimum GPA of 3.50 in each semester. If the GPA falls below 3.50 for any semester, the scholarship shall be immediately discontinued.

- The recipient's leave of absence shall result in immediate cancellation of the scholarship. If resigning from the Institute or cancelling the scholarship, the recipient shall reimburse all the awarded scholarship to the Institute, unless the Committee considers otherwise.

(3) Scholarship Type 3 is a partial scholarship with exemption of a half tuition fee throughout the program. The scholarship recipient shall be a new student and has a minimum GPA of 2.75 at the Bachelor's level and 3.30 at the master's. Terms and conditions of the scholarship include:

- The recipient shall maintain a minimum GPA of 3.30 in each semester. If the GPA falls below 3.30 for any semester, the scholarship shall be immediately discontinued.

- The recipient's leave of absence shall result in immediate cancellation of the scholarship. If resigning from the Institute or cancelling the scholarship, the recipient shall reimburse all the awarded scholarship to the Institute, unless the Committee considers otherwise.

Clause 36 The amount of money and criteria of the scholarship payment shall comply with NIDA announcements.

In case of necessity and appropriateness, the Scholarship and Academic Award Committee may waive some qualifications and conditions as stipulated under Clauses 34 and 35 on a case-by-case basis."

CHAPTER 8

RESEARCH AWARD

Clause 37 Research awards are aimed to promote the quality of the work and to honor the writer of the thesis/dissertation or term paper. Research awards can be divided into three types.

(1) Excellent Thesis/Dissertation Award of each program shall accord with the Institute's announcements.

(2) Excellent Term Paper Award of each program shall accord with the Institute's announcements.

(3) Honorable Mentions refer to consolidation prizes given to writers of theses/dissertations or research papers whose works do not win excellent awards.

Clause 38 Criteria and selection processes for research awardees shall comply with the stipulation of the Committee.

Clause 39 A student of each program is entitled to only one research award in a category.

CHAPTER 9⁽⁵⁾**GOOD LEARNING AWARD**

Clause 40 Good Learning Award is a mark of honor provided to for current students with a good education record. This award is aimed to encourage students to be strongly determined to improve their grades.

Clause 41 The students who have the right to the concideration for Good Learning Award shall have the following qualifications.

(1) They shall be enrolled in more than 24 credits (excluding non-credit courses) in every semester. In each semester (excluding summer sessions), students in a regular program shall be enrolled in no fewer than 12 credits, whereas students in a special program shall take no fewer than 9 credits.

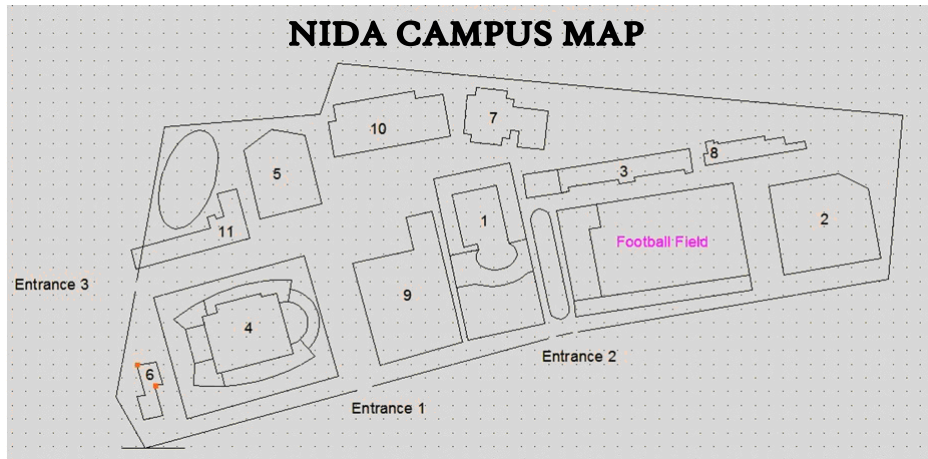
(2) Applicants shall have the GPA of no less than 3.75 in the semester when completing 24 credits under 1) above.

Clause 42 Good Learning Award for student with a good education record shall be a certificate of recognition designed by the Committee

Clause 43 Each school shall nominate graduates who are entitled to receive Good Learning Award to the Committee in compliance with the criteria and processes stipulated by the committee



⁽⁵⁾ Chapter 9 is revised by Clause 4 of the National Institute of Development Administration Regulation on Scholarships and Awards for Academic Distinction B.E. 2555 (No.3) (2012).



Building Names

1. Siam Boromrajakumari Building
2. Bunchana Atthakor Building
3. Malai Huvanandana Building
4. His Majesty the King's 6th Cycle Birthday Anniversary Auditorium Hall
5. Prince Naradhip Bongsprabandha Building
6. Serithai Building
7. Sports&Student Union Building
8. Recreation Building
9. Navamindrathiraj Building
10. NIDA Sampan Building
11. Building 6

