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## National Institute of Development Administration Regulation on Graduate Studies Level B.E. 2563

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Whereas it is expedient to have the National Institute Development Administration Regulation on graduate studies level.

By virtue of Section 23(2) of the National Institute Development Administration Act B.E. 2562 together with the Ministry of Education Announcement on Standard Criteria for Programs at the Graduate Studies Level B.E. 2558 dated 7 October B.E. 2558, and the the National Institute Development Administration Council Resolution Clause 10/2563 on 18 November B.E. 2563, the National Institute of Development Administration hereby issues this regulation as follows:

Clause 1. This Regulation is called “National Institute of Development Administration Regulation on Graduate Studies Level B.E. 2563”.

Clause 2. The Regulation shall come into force in Semester 2, Academic Year B.E. 2563 onwards.

Clause 3. The National Institute of Development Administration Regulation on Studies B.E. 2561 shall be repealed.

Clause 4. In this Regulation:

“Institute” means National Institute of Development Administration.

“Institute Council” means National Institute of Development Administration Council.

“President” means President of the National Development Administration

“Vice-president” means Vice-president of the National Development Administration.

“School” means a school, a college, an office and other units with other titles holding the same status level as a school, a college, or an office that offer programs at the graduate diploma level or higher.

“Dean” means a dean, an office director or a chief officer with other titles of units holding the same status level as a school, a college, or an office that offers programs at the graduate

diploma level or higher, including the vice-president who is delegated to be responsible for programs that do not sit under any school at the graduate diploma level or higher.

“Sub-com. Studies” means National Institute of Development Administration Executive Sub-committee on Studies.

“Program administrative committee” means program administrative committees of all programs of the Institute.

“Person working at the Institute” means Institute staff, civil servants, contractors of a government agency who work at the Institute, and contractors of the Institute.

“Independent study” means a course characterized as an exploratory report, and an independent study on a topic that requires not less than 45 hours of work per semester. This equals 1 credit for the semester system.

“Comprehensive examination” means a comprehensive examination to assess all knowledge taught in a program whether it be a written or oral examination, or a qualifying examination, or a preliminary examination, or an examination other than an examination for a course.

“Informal education” means an educational activity with clear target groups and learning objectives. The formats, programs, management and duration of study or training are flexible and diverse according to the learning needs of the students. The assessment and evaluation methods are standardized to certify the educational levels that are not at the bachelor’s degree level or to rank the learning outcomes.

Clause 5. The president shall have charge and control of the execution of this Regulation and the power to to issue announcements, prescribe criteria or methods to execute this Regulation.

In case of problems or queries regarding the execution of this Regulation, the President shall resolve them based on agreement of the Sub-com. Studies and the resolution is deemed final.

## Chapter 1

### Programs and Management Systems

Clause 6. Programs at the graduate studies level offered at the Institute are as follows:

(1) Graduate diploma programs are programs designed to promote expertise by focusing on developing academic officers and professionals to be experienced in their specific fields. They are functional education for those who have completed a bachelor's degree or its equivalent.

(2) Postgraduate diploma programs are programs designed to promote expertise by focusing on developing academic officers and professionals to be experienced in their specific fields and to have the expertise that allows them to better perform. These programs are functional education and equivalent to the higher graduate diploma programs for those who have completed their studies at a level higher than the bachelor's degree level or its equivalent.

(3) Master's programs are programs at the master's degree level designed to focus on developing academic officers and professionals by promoting academic development or research in various fields at a level higher than the bachelor's degree and the graduate diploma levels.

(4) Doctor's degree level programs are programs at the doctor's degree level designed to promote development in academia or research in various fields by focusing on the abilities to research to create a new body of knowledge at a level higher than the master's degree and the graduate certificate diploma levels.

Clause 7. Provision of integrated programs or double degree programs at the master's degree level (2 degrees) or more among the programs offered at the Institute or those under collaboration with other higher education institutions in Thailand or higher education institutions in foreign countries shall be in accordance with an announcement of the regulatory agency and a regulation as prescribed by the Institute.

Clause 8. Program structure at the master's degree level shall be in accordance with the standard criteria of the regulatory agency.

Clause 9. For quality assurance at the program level, every program shall set their own system for quality assurance by having components of the quality assurance in accordance with the standard of higher education and with the National Institute of Development Administration on Education Quality Assurance.

Clause 10. Education provision of the Institute shall be the credit point-based semester system or trimester or any other types as prescribed by the Institute Council.

(1) An academic year of the semester system is divided into 2 regular semesters with each semester having study time of not less than 15 weeks, and there may be a summer semester with the study time and credit points equivalent to a regular semester.

(2) An academic year of the trimester system is divided into 3 regular semesters. A regular semester has study time of not less than 12 weeks and 1 credit point of the trimester system equals to 12/15 credit points of the semester system, or 4 credit points of the semester system equals to 5 credit points of the trimester system. Programs using other systems shall clearly display details regarding their systems including details regarding credit point comparison with the semester system of their programs.

Clause 11. Credit point calculation shall be in accordance with the criteria as follows:

(1) Theory-based courses with lecture or discussion time of not less than 15 hours per 1 semester equal 1 credit point.

(2) Practice-based courses with practice or experiment time of not less than 30 hours per semester equal 1 credit point.

(3) Student internships or fieldwork that last less than 45 hours per 1 semester equals 1 credit point.

(4) An independent study or a thesis that lasts less than 45 hours per 1 semester equals 1 credit point.

## Chapter 2

### Types and Qualifications of Students

Clause 12. Students of the Institute are divided into 4 types as follows:

(1) Regular students are students who register to complete a graduate diploma program, a postgraduate diploma program, a master's program, a doctor's program or other graduate level programs as approved by the Institute Council.

(2) Associate students are students whom the Institute accepts their registration from a person or an organization upon their request or students who pass the admission selection subject to conditions to complete a course or more of a program at the graduate diploma level and higher.

(3) Special associate students are students whom the Institute accepts their registration to complete a master's program while completing their studies at the bachelor's degree level on condition that they have completed not less than 100 credit points or equivalent.

(4) Special associate students under a memorandum of understanding in education are students whom the Institute accepts their registration although they have not completed their studies in accordance with the requirements of a program, but they have to be students who study at an education institution that has a memorandum of understanding in education with the Institute.

Students under (2), (3) and (4) are not eligible for receiving a graduate diploma or undergraduate graduation certificates.

Clause 13. Regular students shall have the following qualifications:

(1) Holding at least a bachelor's degree qualification or academic standing as prescribed by the Institute Council to become regular students.

(2) Not having communicable diseases or other serious illnesses that may impede their studies as specified in a medical certificate obtained from a university level doctor holding a healing arts practices licence.

(3) Having good behavior.

(4) Having passed the admission selection or entrance examination according to the criteria and methods as prescribed by the Institute.

Clause 14. Associate students, special associate students and special associate students under a memorandum of understanding in education shall have the following qualifications:

(1) Associate students shall have the qualifications under 13(1), (2) and (3) or hold a letter of certification from their institution confirming the expected graduation in the semester they intend to study at the Institute, and shall have approval from the dean of the school they intend to study at with agreement from the lecturer of the course they wish to enroll in.

In case the qualifications are not in accordance with (1), consideration of the qualifications shall be in accordance with the resolution of the Sub-com. Studies as per the recommendation of the dean of the school the students wish to study at.

(2) Special associate students shall have the qualifications in accordance with an announcement on admission of the Institute. Special associate student who wish to change their

status to regular students of the Institute shall have the qualifications under 13(2), (3) and (4) and have completed a bachelor's degree. They shall also have all of the qualifications in accordance with the requirements of the program they wish to study, and have their grade point average of not less than 3.00. In case they wish to enroll in a non-credit point course, the grades shall be in accordance with the criteria of the Institute or the requirements of the program.

(3) Special associate students under a memorandum of understanding in education shall have the qualifications in accordance with the conditions as specified in the memorandum of understanding in education between the Institute and the external institution.

Clause 15. Change of status from associate student, special associate student, special associate student under a memorandum of understanding in education to regular student shall be in accordance with the criteria as follows:

(1) Change of status from special associate student under Clause 12(2) to regular student shall be in accordance with an announcement on results of admission selection to be students of the Institute.

(2) Change of status from special associate student under Clause 12(3) to regular student, students shall have completed a bachelor's degree and earned grade point average while being special associate students of the Institute of not less than 3.00. In case of a non-credit point course, the results shall be in accordance with the criteria of the Institute or the requirements of the program.

(3) Change of status from special associate student under a memorandum of understanding in education under Clause 12(4) to regular student shall be in accordance with the conditions as specified in the memorandum of understanding.

### **Chapter 3**

#### **Lecturers at the Graduate Levels**

Clause 16. Lecturers at the graduate level of the Institute include:

(1) Full-time lecturers are persons working at the Institute who hold a position of lecturer, assistant professor, associate professor and professor with the main duties to teach and conduct research, and work at full capacity in accordance with the responsibilities of the program they teach (not full-time business hours).

(2) Adjunct lecturers are not full-time lecturers and are assigned to teach.

(3) External experts are not full-time lecturers who are appointed to work in the role of a joint advisor or a thesis examiner. The appointees shall have the qualifications as required in their duties.

(4) Program lecturers are full-time lecturers with the appropriate qualifications or relations to the field of the program they teach. Their responsibilities are to teach and conduct research in the field. They may be program lecturers of several programs at the same time, but the programs must be ones that the program lecturers have appropriate qualifications or relations to the field they teach. They may also be full-time lecturers of other universities or institutions with a memorandum of understanding with the Institute to jointly provide education or conduct research including officers of other organizations with a memorandum of understanding in a similar manner. However, this shall be in accordance with the standard criteria of the regulatory agency.

(5) Responsible program lecturers are program lecturers whose duties are to develop and manage a program from planning, controlling quality, following up on evaluation and development of the program. The responsible program lecturers must be part of the program for the entire duration the program is offered. However, this shall be in accordance with the standard criteria of the regulatory agency.

(6) Teaching lecturers are full-time lecturers who are assigned to teach or be responsible for courses and assess students.

(7) Counselor lecturers are full-time lecturers who are assigned or appointed to counsel students regarding their studies. In case of students of a school at the Institute, the dean of the school that students are enrolled to study shall be the appointer.

In case of no assignment nor appointment of the counselor lecturer, a responsible program lecturer shall perform the duties of the counselor lecturer.

(8) Advisors are program lecturers who are appointed to be responsible for the learning processes of a thesis or an independent study of a specific student.

(9) Co-advisors are full-time lecturers or external experts who are appointed to be responsible, in conjunction with the advisor, for the learning processes of a thesis or an independent study of a specific student.

(10) Thesis examiners are responsible program lecturers and external experts who are appointed to be part of a thesis examination committee of a specific student.

Clause 17. Qualifications of lecturers at the graduate studies levels of programs at the graduate diploma level, postgraduate diploma level, master's degree level and doctor's degree level at the Institute shall be in accordance with the standard criteria of the regulatory agency and as prescribed by the Institute.

Clause 18. Duties to supervise a thesis and an independent study of an advisor shall be in accordance with the standard criteria of the regulatory agency and as prescribed by the Institute.

## **Chapter 4**

### **Student Registrations and Class Enrollments**

Clause 19. Those who pass the admission selection or entrance examination to be students shall register to become regular students according to the timeframe as specified by the Institute. In case of associate students, they shall register prior to the semester commences. In case of special associate students and special associate students under a memorandum of understanding in education, it shall be in accordance with an announcement of the Institute.

When it is necessary and appropriate to do so, the dean of the school the students intend to study at may extend the registration period as long as the remaining study period of each course is not less than 80 percent.

Clause 20. To enroll in a course of each semester, regular students shall receive agreement from a counselor lecturer while associate students, special associate students and special associate students under a memorandum of understanding in education shall receive agreement from the course lecturer or the dean of the school.

Clause 21. Students may only attend a lecture after they have enrolled in the course.

Clause 22. Enrollments are divided into 3 types as follows:

- (1) Enrollment for credit point-based courses.
- (2) Enrollment for audit courses.
- (3) Enrollment for status maintenance.

Clause 23. Students shall complete their enrollments in accordance with the timeframe as specified by the Institute.

Clause 24. In each semester, regular students shall complete their enrollments as follows:

(1) Master's program students shall not enroll to study in a regular semester for less than 9 credit points or more than 12 credit points unless they receive approval from the dean of the school although it may not exceed 15 credit points. This does not include required non-credit point courses offered prior to the semester commences and the first part of the thesis (3 credit points). For the summer semester, students shall not enroll to study for more than 6 credit points unless they receive approval from the dean of the school although it may not exceed 9 credit points.

Doctor's program students shall complete their enrollments in each semester in accordance with the requirements of a program administrative committee. Enrollments in a regular semester shall not be less than 6 credit points or more than 12 credit points unless approved by the dean of the school. This does not include non-credit point courses and the first part of the thesis (6 credit points). For the summer semester, students shall not enroll to study for more than 6 credit points unless they receive approval from the dean of the school.

(2) In each semester, if a program offers classes in Bangkok and in regional areas, the dean of the school may grant special consideration allowing students to enroll in the classes in Bangkok and in regional areas as long as this does not change their study plan when compared with the students in the same cohort and they shall pay all relevant fees for all locations.

(3) Students who are approved to transfer locations between Bangkok and regional areas or within the same region shall be able to transfer their enrollments from the original location to the new one during the same semester without having to re-enroll.

(4) In case the required courses of a program of the Institute provide the overall credit points of less than 9, students may enroll in other courses of their choice to accrue the required credit points for the program without seeking approval from the dean of the school.

(5) In case there are special programs such as joint programs between institutions, enrollments shall be in accordance with the requirements of the program or an announcement of the Institute.

(6) Programs that use the trimester system or other systems as prescribed by the Institute shall follow the enrollment requirements in an announcement of the Institute.

Clause 25. Enrollments after the deadline shall be as follows:

(1) For regular delivery, it may be done within 2 weeks from the commencement date of the semester.

(2) For block course delivery, it may be done only if the teaching in the course has not exceeded 20 percent of time.

(3) For regular delivery during the summer semester, it may be done within 1 week after the semester commences.

In case it is necessary and appropriate to do so, the dean of the school may extend the enrollment period.

The extension period shall not leave students to have less than 80 percent of study time for the course they wish to enroll in after the deadline.

Enrollments after the deadline are subject to a fine in accordance with the National Institute of Development Administration Regulation on Prescription of Tuition Fees at the Graduate Levels of the Institute. Exception of the fine shall fall under the power of the dean of the school in accordance with the criteria as prescribed by the Sub-com. Studies.

Clause 26. Regular students shall enroll in a course only one time except for the following courses:

(1) Core courses or courses coded 6000 that are required courses of a program, students may re-enroll if the grades are below "B" although re-enrollments may not exceed two times. If it is necessary and reasonable, the dean of the school may approve re-enrollments more than two times.

(2) Major courses or specific electives in case a program does not offer major courses, altogether not more than two courses, students may re-enroll one more time if the grades of the first time are below "B".

(3) Foundation courses may be re-enrolled until the grades meet the standard criteria required by a program or as prescribed by the Institute.

(4) Courses coded 5000 that are enrolled for non-credit points may be re-enrolled until the grades meet the standard criteria as prescribed by the Institute.

Requirements for re-enrollments under paragraph one shall be in accordance with an announcement of the Institute.

In case of re-enrollments in any courses, all of the grades shall be calculated for the grade point average except for the grade point average calculation under Clause 71 and Clause 86(3) in which the grades of the last enrollments shall be calculated.

In case students receive the grade "F" in any of the courses of a program, the credit point in that course will not be added in the requirements of the program, but it shall be calculated as part of the grade point average.

## **Chapter 5**

### **Adding, Withdrawing and Changing Enrollment Status**

Clause 27. Regular students at the master's degree level who register to be students of the Institute may not withdraw from courses in the first semester to have less than 9 credit points. Regular students at the doctor's degree level who register to be students of the Institute may not withdraw from courses in the first semester to have less than 6 credit points.

If it is necessary and reasonable, the dean of the school may grant approval to withdraw from the courses in the first semester to have less than 9 credit points for the master's degree level and 6 credit points for the doctor's degree level.

Clause 28. Adding courses may be possible upon receipt of approval from a counselor lecturer based on agreement from a course lecturer as per the following conditions:

(1) For regular delivery, it may be done within 2 weeks from the commencement date of the semester.

(2) For block course delivery, it may be done only if the teaching in the course has not exceeded 20 percent of time.

(3) For regular delivery during the summer semester, it may be done within 1 week after the semester commences.

If it is necessary and reasonable, the dean of the school may grant extension approval for adding courses although the extension period shall not leave students to have less than 80 percent of study time for the course they wish to add.

Clause 29. Withdrawal may be possible upon receipt of approval from a counselor lecturer. Withdrawals within the deadline, students shall recoup tuition fees in accordance with the National Institute of Development Administration Regulation on Rates of Tuition Fees at the Graduate Studies Levels of the Institute.

Withdrawal within the deadline shall be as follows:

(1) For regular delivery, it may be done within 2 weeks from the commencement date of the semester.

(2) For block course delivery, it may be done only if the teaching in the course has not exceeded 20 percent of time.

(3) For regular delivery during the summer semester, it may be done within 1 week after the semester commences.

If withdrawal is requested after the deadline, there shall be approval from the dean of the school based on the agreement of a counselor lecturer. For regular delivery, it shall be requested within the last day of teaching period in that semester. For block course delivery, it shall be requested within the last day of teaching period for that course.

If students withdraw from a course after the deadline, the grade will appear as "Withdrawn" or "W".

Withdrawal after the deadline, students will recoup their tuition fees unless it is one of the unexpected events including publication of grades that affect the course seeking withdrawal, illness of the student that require hospitalization or work travel as per order of their agency, or the teaching time has not exceeded 20 percent of that course.

Clause 30. Changing enrollment status from credit point-based courses to audit courses or vice versa requires approval from a counselor lecturer and s course lecturer. For regular deliver, it shall be requested on the last day of the teaching period in that semester. For block course deliver, it shall be requested on the last day of teaching period for that course.

Clause 31. Adding, withdrawing or changing enrollment status shall only take effect when students have completed their enrollments.

## Chapter 6

### Thesis

Clause 32. Regular students at the master's degree level who complete all courses according to their study plan to commence their thesis shall present the topic and the thesis proposal before the dean of the school through the thesis course lecturer of the first part for consideration in order to proceed to have the topic and the thesis proposal approved. The approval shall be granted within 2 semesters (not including the summer semester) from the last semester that the students complete all of the courses.

For students who follow a study plan that does not require courses, the topic and the thesis proposal shall be presented in accordance with the requirements of a program and an announcement of the school. The topic and the thesis proposal shall be presented to the dean of the school through the thesis course lecturer of the first part for consideration in order to proceed to have the topic and the thesis proposal approved. The approval shall be granted within 2 semesters (not including the summer semester) from the first semester that the students register to become students.

The dean of the school shall appoint a thesis advisor from program lecturers and there may be a co-advisor who is a full-time lecturer or an external expert. The thesis advisor shall have the duties to advise, supervise the research and the writing of the thesis. If it is necessary, the dean of the school may change the thesis advisor as they sit fit.

In case students are unable to complete the aforementioned before they cease their student status unless it is necessary and reasonable, the dean of the school may extend the time period. After the topic and the thesis proposal are approved, changes to the topic or the thesis proposal shall fall under the power of the dean of the school.

Clause 33. Regular students at the doctor's degree level who complete all courses, and pass the qualifying examination and the preliminary examination according to the requirements of the program shall present the topic and the thesis proposal before the program administrative committee through the thesis course lecturer of the first part or the counselor lecturer for consideration in order to proceed to have the topic and the thesis proposal approved. The

approval shall be granted within 2 semesters (not including the summer semester) from the semester that the students pass the qualifying examination and the preliminary examination.

For students who follow a study plan that does not require courses, the topic and the thesis proposal shall be presented in accordance with the requirements of the program or an announcement of the school. The topic and the thesis proposal shall be presented to the program administrative committee through the thesis course lecturer of the first part or the counselor lecturer in order to proceed to have the topic and the thesis proposal approved. The approval shall be granted within 2 semesters (not including the summer semester) from the semester that the students pass the qualifying examination.

The dean of the school shall, by recommendation of the program administrative committee, appoint a thesis advisor from program lecturers and there may be a co-advisor who is a full-time lecturer or an external expert. The thesis advisor shall have the duties to advise, supervise the research and the writing of the thesis. If it is necessary, the dean of the school, by recommendation of the program administrative committee, may change the thesis advisor as they see fit.

In case students are unable to complete the aforementioned before they cease their student status unless it is necessary and reasonable, the dean of the school, by recommendation of the program administrative committee, may extend the time period.

After the topic and the thesis proposal are approved, changes to the topic or the thesis proposal shall fall under the power of the dean of the school by recommendation of the program administrative committee.

Clause 34. Appointment of the thesis examination committee at the master's degree level, the dean of the school shall appoint a committee comprising a program lecturer and an external expert altogether of not less than three people. The thesis examiners at the master's degree level shall have the qualifications and academic publications in accordance with the standard criteria of the regulatory agency. The thesis advisor and the co-advisor (if any) may be thesis examiners, but they may not be the chairperson and they shall be present at every thesis examination after their appointment.

Clause 35. Appointment of the thesis examination committee at the doctor's degree level, the dean of the school, by recommendation of the program administrative committee, shall

appoint a committee comprising a program lecturer and an external expert altogether of not less than five people. The chairperson shall be an external expert and the thesis examiners at the doctor's level shall have the qualifications and academic publications in accordance with the standard criteria of the regulatory agency.

The thesis advisor and the co-advisor (if any) shall be thesis examiners but they may not be the chairperson and they shall be present at every thesis examination after their appointment.

Clause 36. Enrollment in the thesis course for regular students at the master's degree level (Plan A) shall be divided into two parts as follows:

(1) For Plan A1 students who are not required courses, they shall enroll in the first part of the thesis (3 credit points) from the first semester they register to become students or when they pass the comprehensive examination.

The first part of the thesis (3 credit points) shall receive the grade "S". In case of receiving the grade "U", re-enrollment shall be in the next semester and it shall be done within 1 week from the publication date of the grade "U".

Enrollment in the first part of the thesis (3 credit points) shall continue until achieving the grade "S". Only the grade "S" achieved in the semester shall be counted as part of the credit points.

Enrollment in the second part of the thesis 9 credit points, Plan A1 students shall do so within 2 weeks from the date their topic and thesis proposal are approved and the day they pass the comprehensive examination.

(2) Enrollment in to the thesis course for Plan A2 students who are required courses, they may enroll in the first part of the thesis (3 credit points) in the last semester of regular courses.

The first part of the thesis (3 credit points) shall receive the grade "S". In case of receiving the grade "U", re-enrollment shall be in the next semester and it shall be done within 1 week from the publication date of the grade "U".

Enrollment in the first part of the thesis (3 credit points) shall continue until achieving the grade "S". Only the grade "S" achieved in the semester shall be counted as part of the credit points.

Enrollment in the second part of the thesis 9 credit points, Plan A2 students shall do so within 2 weeks from the day their topic and thesis proposal are approved and the day they pass the comprehensive examination (for programs that require the examination).

(3) Enrollment after the deadline is subject to approval from the dean of the school and a fine in accordance with the National Institute of Development Administration on Rates of Tuition Fees at the Graduate Studies Levels of the Institute.

Clause 37. Enrollment in the thesis course at the doctor's degree level shall be divided into two parts in which enrollment in the first part (6 credit points) shall be when all courses are completed as per the requirements of the program and the grade point average is not less than 3.00 and when students pass the qualifying examination. The first part of the thesis (6 credit points) shall receive the grade "S". In case of receiving the grade "U", re-enrollment shall be in the next semester and it shall be done within 1 week from the publication date of the grade "U". Enrollment in the first part of the thesis (6 credit points) shall continue until achieving the grade "S". Only the grade "S" achieved in the semester shall be counted as part of the credit points.

Enrollment in the thesis course at the doctor's degree level for the study plan that does not require courses, students shall enroll in the first part of the thesis (6 credit points) after they pass the qualifying examination.

Enrollment in the second part of the thesis, students shall do so within 2 weeks from the date their topic and thesis proposal are approved.

The number of credit points to be enrolled for the second part of the thesis of each semester shall be in accordance with Clause 24(1) while enrollment in the next semester shall be done within 1 month from the day the semester commences according to the academic calendar.

Enrollment in the thesis course at the doctor's degree level shall continue every semester until the credit points are accrued as per the requirements of a program. If it is not possible to enroll in any semester, students shall apply for the leave of absence from the dean of the school through agreement from the thesis advisor. Approval for the leave of absence shall not exceed 2 semesters each time not including the summer semester and this must be done before the last day of the semester the students wish to go on leave. During the leave of absence for the thesis, the student status maintenance fee shall also be paid for those semesters.

Enrollment after the deadline is subject to approval from the dean of the school and a fine in accordance with the National Institute of Development Administration Regulation on Rates of Tuition Fees at the Graduate Studies Levels of the Institute.

Clause 38. Enrollment in the thesis course at the doctor's degree level, the thesis advisor shall release the grade of the thesis for every semester that the students are enrolled in the course by giving the grade "IP".

Clause 39. Enrollment in the thesis course under Clause 36 or Clause 37. when combined with the enrollments in courses for credit points shall be in accordance with the criteria in Clause 24 (1).

Clause 40. When students complete enrollments in the thesis course at the master's degree level or the thesis course at the doctor's level as per the requirement of the programs, they shall continue their enrollments to maintain their student status for every semester by paying the student status maintenance fee within the deadline of each semester according to the academic calendar of the Institute until the semester that they submit their completed work that is corrected and approved by the examination committee.

Clause 41. Appointment and change of advisors and co-advisors, the school shall report to the Institute within 2 weeks from the date of appointment or change.

Clause 42. Regular students at the master's degree level may change their study plans from the thesis plan to the coursework plan through approval from the dean of the school by recommendation of the thesis advisor.

Approval of the change of study plans from the thesis plan to the coursework plan shall mean cessation of the thesis by default with the grade "T".

Clause 43. Withdrawal from the thesis course shall be allowed upon approval from the dean of the school by recommendation of the thesis advisor. Withdrawal within 2 weeks from the last day of the thesis enrollment timeframe under Clause 36 and Clause 37, students shall recoup the tuition fees in accordance with the National Institute of Development Administration Regulation on Rates of Tuition Fees at the Graduate Studies Levels of the Institute.

Clause 44. Regular students at the master's degree level who choose the thesis plan that does not require a comprehensive examination shall have the grade point average for all major courses of not less than 3.30 and not less than "8" for each course.

In case a program requires the comprehensive examination, students shall pass it first before they become eligible for the thesis final defence.

Students at the doctor's degree level shall be eligible for the thesis final defence after all other examinations as required in the program earned the grade "Pass" and the results are in accordance with the requirement of the program.

Date and location of the thesis final defence shall be published for the public.

Clause 45. The grades of the thesis examination shall be "S" or "U" and shall not be calculated as part of the grade point average but rather the credit points are accrued to meet the requirements of the program.

Clause 46. Decision of the thesis examination committee shall be based on the majority vote. If the votes are equal, the chairperson may cast the final vote. All thesis examiners shall provide signatures in the thesis.

Prior to submitting the completed thesis for graduation, the followings shall be done:

Master's degree level, Plan A1 (Thesis Only). The thesis findings or part of the thesis findings shall be published or at least be accepted for publication with a national journal or an international journal of the quality as per an announcement of the Institute.

Master's degree level, Plan A2 (Courses and Thesis). The thesis findings or part of the thesis findings shall be published or at least be accepted for publication with a national journal or an international journal, or a full paper be presented at an academic conference and published in its proceedings of the quality as per an announcement of the Institute.

Doctor's degree level, Plan 1 (Thesis Only). The thesis findings or part of the thesis findings shall be published or at least be accepted for publication with a national journal or an international journal of the quality as per an announcement of the Institute; at least 2 articles.

Doctor's degree level, Plan 2 (Courses and Thesis). The thesis findings or part of the thesis findings shall be published or at least be accepted for publication with a national journal or an international journal of the quality as per an announcement of the Institute.

Clause 47. Students who take the thesis examination will receive the grade "S" after they finalize and submit the completed thesis that the thesis examination committee approves and provides their signatures in accordance with the format prescribed by the Institute. After they

complete all other requirements in accordance with the graduation, it shall be deemed that the day they submit the completed thesis is that day the graduate.

In case the thesis is submitted during the semester that there is an enrollment in a course, unless it is withdrawn, the day the grade of that course is submitted is the day of graduation.

## **Chapter 7**

### **Leave of Absence**

Clause 48. Regular students may go on leave of absence upon approval from the dean of the school by recommendation of a counselor lecturer for not more than 2 semesters at a time not including the summer semester. The leave shall be requested before the last day of the semester the students wish to go on leave unless approved by the dean of the school.

During the leave of absence, students shall pay the student status maintenance fee for those semesters.

Clause 49. Regular students shall not be permitted to go on leave of absence in the first semester they register to become students. Unless it is necessary and reasonable, the dean may grant approval for the leave of absence.

Clause 50. Permission to go on leave of absence of students who enroll to study shall be deemed as approval to withdraw from courses by default.

Clause 51. Counting the study period under Clause 82 (9) and Clause 88 (6) shall include the time approved to go on leave of absence and the time not enrolled to study without the leave of absence as well.

## **Chapter 8**

### **Transfer of Schools, Programs and Credit Points**

Clause 52. Regular students at the master's degree level may request to transfer to another school or another program within the Institute in accordance with an announcement of the Institute.

Clause 53. Transfer of schools or programs may be done as follows:

(1) Transferring while holding the regular student status.

(2) Transferring to another school is subject to approval from the dean of the school and the dean of the new school.

(3) Transferring to another program within the same school is subject to approval from the dean of the school.

(4) Following conditions of transfer of each school or program.

(5) Registering to transfer to another school or another program by paying the fees in accordance with an announcement of the Institute.

(6) Changing enrollments of courses shall be in accordance with the prescription under Chapter 4 of this Regulation.

Clause 54. Regular students at the master's degree level who are approved to transfer to another program may transfer the credit points of grades that are not below "B" or "S" that they have achieved not more than 5 years from the last day of the semester according to the academic calendar of the Institute until the day they register to be new students of the new program. The credit points will be transferred in accordance with the structure and requirements of the program. However, transfer of such credit points shall not include those from the thesis or the independent study courses.

Transferring courses shall be requested to the dean after being approved to study in the new program and the grades of the courses approved for transfer shall be calculated to form part of the grade point average for the new program.

Clause 55. For students completing any of the courses at the Institute if they are selected and register to be regular students of another program at the Institute at the same level or a different level may be able to transfer the credit points of the grades that are not below "B" or "S" that they have achieved not more than 5 years from the last day of the semester according to the academic calendar of the Institute until the day they register to be students of the new program. The credit points will be transferred in accordance with the structure and the requirements of the program. However, transfer of such credit points shall not include those from the thesis or independent study courses.

Transferring courses shall be requested to the dean after being approved to study in the new program and the grades of the courses approved for transfer shall be calculated to form part of the grade point average for the new program.

Clause 56. For students who previously studied a program or at a school of the Institute and graduated, if they are selected and register to be regular students of another program at the Institute, they may transfer the credit points of the grades that are now below “B” or “S” that they have achieved not more than 5 years from the last day of the semester according to the academic calendar of the Institute until the day they register to be new students of the new program. The credits will be transferred in accordance with the structure and the requirements of the program. However, transfer of such credit points shall not include those from the thesis or independent study courses.

Clause 57. For students who previously studied a program or at a school of the Institute who discontinued their studies or ceased to maintain their student status at the Institute, if they are selected and register to be regular students of the Institute, they may transfer the credit points of the grades that are not below “B” or “S” that they have achieved not more than 5 years from the last day of the semester according to the academic calendar of the until the day they register to be new students of the new program. The credit points will be transferred in accordance with the structure and the requirements of the program. However, transfer of such credit points shall be those from the thesis or independent study courses.

Transferring courses shall be requested to the dean after being approved to study in the new program and the grades of the courses approved for transfer shall be calculated to form part of the grade point average for the new program.

Clause 58. Regular students at the master’s degree level may transfer the credit points while being associate students at the Institute only for the courses that have not previously been transferred to another program and as long as the grades are not below “B” or “S” that they have achieved not more than 5 years from the last day of the semester according to the academic calendar of the Institute until the day they register to be students of the program. The credit points will be transferred in accordance with the structure and the requirements of the program.

Special associate students who have all of the qualifications and are approved to change their status to regular students may transfer credit points of their grades in accordance with the conditions imposed by the Institute to be included in the program they study.

Special associate students under a memorandum of understanding in education who have all of the qualifications and are approved to change their status to regular students or regular students under a memorandum of understanding in education may transfer credit points of their grades in accordance with the memorandum of understanding in education to be included in the program they study.

Transferring credit points shall be requested to the dean after being approved to study in the program and the grades of the courses approved for transfer shall be calculated to form part of the grade point average for the school or the program.

Clause 59. Regular students of the Institute who study at another education institution or another organization as per the recommendation of a counselor lecturer and with approval of the dean of the school shall include the credit points earned from the approved courses to study and add them to the credit points of the program at the Institute.

The other education institution or organization shall have a memorandum of understanding with the Institute or in accordance with an announcement of the Institute.

Calculation of the credit points earned from the other education institution or organization to add to the credit points of the program under paragraph one, when combined with the teaching of the same course at the Institute, it shall be counted as 1 credit point as long as the study time is not less than 15 hours. The grade achieved shall incur the credit point and form part of the grade point average of the calculation system at the Institute.

Clause 60. Students who previously studied to be conferred a graduate diploma certificate or a graduate diploma certificate or a degree of the same level or higher from another education institution certified by the Institute Council may request to transfer credit points to be included in the program they study at the Institute up to one third of credit points of the program. This may be done by requesting approval from the dean of the school.

Courses to be considered for the transfer of credit points under paragraph one shall have the content and level of knowledge not less than the standard set by a program of the Institute

and they shall be ones completed not more than five years from the last teaching day of the semester they enrolled in such courses.

Grades of the courses that pass the consideration for the transfer of credit points will not be calculated to form part of the grade point average. List of courses approved for transfer shall be recorded according to the course comparison of the Institute and the grade report will display them as “TR”.

Clause 61. In case students wish to transfer credit points of courses they complete from a program at one level to be included in another program at a different level, it shall be in accordance with an announcement of Institute.

Clause 62. For students who previously studied in the informal education system in which there has been an announcement to compare courses with the ones at the Institute, they may request to transfer credit points to be included in the program they study at the Institute. This shall be in accordance with an announcement of the Institute.

## **Chapter 9**

### **Change of Status**

Clause 63. Regular students at the doctor’s degree level may request that the Institute, upon its discretion, change their status to regular students at the master’s degree level, or regular students at the master’s degree level who hold very good grades may request that the Institute, upon its discretion, change their status to regular students at the doctor’s degree level in accordance with an announcement of the Institute.

The president, based on recommendation of a vice-president and a dean, may order the change of status of students under paragraph one.

## Chapter 10

### Grades

Clause 64. Grades are the sum of results from examinations, exercise practices, written exam reporting, fieldwork and other forms of assessment as set by a course lecturer including thesis and independent study examinations.

Clause 65. Details of the grades under Clause 64 are as follows:

(1) Grades of the courses with levels are used for the calculation of the average levels which will show the different levels and the average value per one credit point as follows:

A = 4.0	means	Excellent
A- = 3.7	means	Almost Excellent
B+ = 3.3	means	Very good
B = 3.0	means	Good
B- = 2.7	means	Almost Good
C+ = 2.3	means	Fair
C = 2.0	means	Almost Fair
C- = 1.7	means	Poor
D = 1.0	means	Very Poor
F = 0	means	Failed

(2) Grades without levels are not used for the calculation of the average levels and they will be shown as follows:

W	means	Withdrawn
I	means	Incomplete
S	means	Satisfactory
U	means	Unsatisfactory
AU	means	Audit
P	means	Pass
N	means	Not Pass
IP	means	In Progress
T	means	Terminated
TR	means	Transfer, work with which completed outside NIDA

(3) Enrollments in audit courses shall display the grade as “AU” or “U” depending on the case, but in case of the grade being “U”, it will not be shown in the transcript.

(4) The grades for a comprehensive examination will be “P” for Pass or “N” for Not Passed depending on the case.

(5) Thesis or other courses according to an announcement of the Institute that apply other assessment methods other than those specified under Clause 34 will be shown in the transcript as follows:

If the grade is “S”, it will be shown as “S”.

If the grade is “U”, it will be shown as “U”.

(6) For courses that are non-lecture based other than the core courses and the required courses master’s programs, the grades may be either “S” or “U” in accordance with the requirements of the program.

Clause 66. For course lecturers who are responsible for releasing the grades of each course as prescribed in the National Institute of Development Administration Regulation on Measures for Grade Submission, if they do not do so according to the timeline, the president shall proceed in accordance with the National Institute of Development Administration Regulation on Measures for Grade Submission.

In case students miss examinations and the course lecturers do not assign any grade, the grade shall be deemed as “F”.

If it is necessary and reasonable, the president, by recommendation of a vice-president and the dean of the school that offers the courses, may appoint a person or a committee to consider assigning grades for the courses that do not impact on grades.

Clause 67. Students who enroll to study for credit points in a course shall have the study time of not less than 80 percent of the entire study time. If it is necessary and reasonable, the dean of the school may approve to exempt this case by case based on agreement of a course lecturer. However, the study time for that course shall not be less than 60 percent otherwise the grade will be deemed as “F”.

Clause 68. In case of the grade “I”, students shall work on the assignment until completion within sixty days from the day a course lecturer submits the grades for that course otherwise the

grade shall be deemed as “F” except there is special approval from the dean as long as the extension does not exceed thirty days.

If it is necessary and reasonable, a vice-president, based on recommendation of the dean of the school that offers the courses, may extend correction of the grade “I” depending on case by case provided that the students present with necessary reasons as follows:

(1) In case of an illness that students have to be hospitalized.

(2) In case of approval from the dean to postpone the final examination time of the semester and the school arranges the examination in another semester after the deadline for the correction of the grade “I” for the semester subject to the postponement, such postponement shall not be more than 2 semesters (not including the summer semester) from the semester the students enroll to study.

Clause 69. In case students commit any misconduct including attempt to commit any misconduct during any examination or plagiarize a master’s project, thesis, independent study or work of other people or have other other commit the misconduct for them, and they claim such work to be their own, or they commit any other misconduct for assessments of any course, according to the National Institute of Development Administration Regulation on Discipline of Students, the grades for those courses shall be “F” or “U” or “N” depending on the case.

Clause 70. Calculation of the grade point average for each semester shall be done from the grades of all enrolled courses for credit points in that semester except for foundation courses and other courses as per the requirements of each program or an announcement of the Institute.

## **Chapter 11**

### **Comprehensive Examination**

Clause 71. Regular students at the master’s degree level may take a comprehensive examination after completing the core courses or courses coded 6000. In case they are required courses for a program, they shall be calculated to form part of the grade point average of not less than 3.00 and this shall be in accordance with the National Institute of Development Administration Announcement on Comprehensive Examination.

Clause 72. In case regular students at the master's degree level have not received all of their grades, the dean may approve that the students be eligible to take a comprehensive examination case by case.

In case all grades have been received and the grade point average is below 3.00 or it does not meet the prescription of the regulation, the comprehensive examination shall become "void".

Clause 73. When taking a comprehensive examination, if it is divided into several sections and students fail in one of the sections, next time the school may allow the students to take the sections of the examination they previously fail.

Clause 74. Regular students at the master's degree level may be eligible to take an oral examination after completing all the courses as per the requirements of the program, achieving the grade point average of not less than 3.00, and passing the comprehensive examination. This is for the programs that require comprehensive examination and the oral examination.

Clause 75. At the master's and the doctor's degree levels, in case a program requires a comprehensive examination, a qualifying examination, a preliminary examination, an oral examination, or other types of examination other than the examinations for a specific course, examinees shall have the qualifications in accordance with the requirements of the program or an announcement of the school.

## **Chapter 12**

### **Comprehensive Examination Committee**

Clause 76. The dean may appoint a committee to implement a comprehensive examination, an oral examination, a qualifying examination, a preliminary examination or other types of examination in accordance with an announcement of the school.

Clause 77. The committee appointed under Clause 76 shall comprise the chairperson and other members altogether of not less than three people except an oral examination in which its committee shall comprise at least two members.

Clause 78. Decision of the committee shall be based on the majority vote. If the votes are equal, the chairperson shall cast a final vote.

Clause 79. The dean may change the comprehensive examination committee under Clause 76 as they see fit.

Section 80. Adherence under Clause 76 to Clause 79 shall be in accordance with the recommendation of the program administrative committee of each program or a responsible program lecturer.

### **Chapter 13**

#### **Probation and Cessation of Student Status**

Clause 81. Students at the master's and the doctor's degree levels will be on probation under their program if the overall grades of all courses at the end of the semester (not including the summer semester) are averaged below 2.70.

Clause 82. Regular students cease the student status from a program due to one of the followings when they:

- (1) graduate.
- (2) submit the drop out application as approved by the dean of the school.
- (3) receive grades for the courses enrolled to accrue credit points in a semester from 9 credit points or more from the program they study in which the grade point average is below 2.00 in the case of students completing degrees at the graduate diploma, the postgraduate diploma and the master's degree levels, or below 2.50 in the case of students at the doctor's degree level.
- (4) are on probation imposed by a program for 2 consecutive semesters not including the summer semester.
- (5) fail to enroll in courses for 2 consecutive semesters, not including the summer semester, without approval from the dean of the school to go on leave of absence except if they complete enrollments as per the requirements of the program and the grade point average is not below 3.00.
- (6) complete enrollments at the doctor's degree level as per the requirements of a program and the grade point average is below 3.00.

(7) fail a qualifying examination and a preliminary examination as required by a program according to the timeframe or an announcement of the school.

(8) fail to present the topic and the thesis proposal within the timeframe as prescribed under Clause 32 and Clause 33.

(9) do not complete the study within the timeframe in accordance with an announcement of the Institute.

Clause 83. Regular students cease their student status due to one of the followings if they:

(1) die.

(2) cease the student status in all courses under Clause 82.

(3) the Institute orders to remove their names off the student registration in accordance with the National Institute of Development Administration on Discipline of Students.

Clause 84. Associate students cease their student status as per the criteria under Clause 83(1) or (3) or submit the drop out application as approved by a vice-president.

Associate students who do not have any enrollments in a semester shall cease their student status in that semester.

Special associate students cease their student status when their status changes to regular students or when they complete the study at the master's degree level but do not have all of the qualifications to change the status to be regular students of the Institute under Clause 14(2).

Cessation of the status of special associate students under a memorandum of understanding in education shall be subject to the conditions of the memorandum of understanding in education.

## **Chapter 14**

### **Graduation**

Clause 85. Regular students may graduate with degrees at the graduate diploma and the postgraduate diploma levels when they complete the requirements as follows:

(1) Completion of courses as required by a program.

(2) Having the grade point average of not less than 3.00

Clause 86. Regular students may graduate with degrees at the master's degree level when they complete the requirements as follows:

(1) Having knowledge of the English language or a foreign language or other additional knowledge in accordance with an announcement of the Institute.

(2) Having completed all courses as per the requirements of a program and having grades of all enrolled courses for credit points with the grade point average of not less than 3.00.

(3) Achieving grades of the core courses or the courses coded 6000 if they are required courses of a program and the grade point average is not below 3.00.

(4) Achieving the grade "P" (Pass) for the comprehensive examination as required by a program.

(5) Achieving the grade "P" (Pass) for the oral examination as required by a program.

(6) For students under the Plan A study, they shall achieve the grade "S" for their thesis course and the thesis shall be published as per Clause 46 and submitted as per Clause 47.

(7) For students under the Plan B study, the report of their independent study or part of the independent study shall be published in a form that is discoverable.

Clause 87. Regular students may graduate with degrees at the doctor's degree level when they complete the requirements as follows:

(1) Having passed foreign language tests for a least 1 language as the criteria and conditions imposed in an announcement of the Institute.

(2) Having completed all the courses as required by a program. The credit points earned at the master's degree level may be counted as part of the credit points at the doctor's degree level in accordance with requirements of the program.

(3) For the coursework degree at the doctor's level degree, grades of all the enrolled courses for credit points shall have the grade point average of not below 3.00.

(4) Achieving the grade "P" (Pass) for the qualifying examination and the preliminary examination as required by the program.

(5) Thesis submission as per Clause 47.

(6) Thesis shall be published as per Clause 46.

## Chapter 15

### Honors

Clause 88. For regular students at the master's degree level who study a program that require grades, they may be considered to receive an hours if they have all the qualifications in accordance with the criteria as follows:

(1) Having the grade point average of 3.75 or above.

(2) Achieving grades of not below the level "B" and not having the grade "U" in all enrolled courses for graduation.

(3) Having knowledge of the English language or a foreign language or other additional knowledge in accordance with an announcement of the Institute.

(4) Not having transferred credit points to be included in a program unless having studied at an education institution or an organization under Clause 59.

(5) Not having the result "Failed" for a comprehensive examination or an oral examination. In case the results are released in several sections, they shall be "Passed" in all sections of the same examination.

(6) Having completed a degree within 5 years for a program that requires not more than 45 credit points, or within 3 years and 6 months for a program that requires more than 45 credit points, or within 4 years for the Plan A, thesis program by counting from the day the semester commences for the first semester the students register to be regular students.

(7) Not having been punished by any disciplinary action under the National Institution of Development Administration Regulation on Discipline of Students.

## Chapter 16

### Approval of Graduate Diploma and Degree Certificates

Clause 89. The Academic Council shall put forward students' names to the Institute Council for approval of the graduate diploma certificate, the postgraduate diploma certificate, the master's degree certificate or the doctor's degree certificate when students meet the following requirements:

- (1) Having completed the courses under Chapter 14.
- (2) Being free of all debts and obligations they have with the Institute as regulation students:
- (3) Having paid fees as prescribed by the Institute.
- (4) Not being under investigation for academic misconduct.
- (5) Not being under any serious student disciplinary action.

### **Transitory Provision**

Clause 90. For students who register to study before semester 2 of the academic year B.E. 2563, the National Institute of Development Administration Regulation on Studies B.E. 2561 and the National Institute of Development Administration Regulation on Studies B.E. 2557 and its amendments including announcements and orders of a school and the Institute that are in force at the time students register to study at the Institute shall apply to the the graduate studies levels of those students until they cease their student status.

Clause 91. All announcements or orders issued in accordance with the National Institute of Development Administration Regulation on Studies B.E. 2561 and the National Institute of Development Administration Regulation on Studies B.E. 2557 and its amendments including criteria related to studies at the Institute shall remain in force as long as they do not contravene or contradict this Regulation or until new announcements, orders or criteria are issued in accordance with this Regulation.

Give on 19 November B.E. 2563

Preecha Jarungidana

(Associate Professor Dr. Preecha Jarungidana)

Chair of the National Institute of Development Administration Council