



WISDOM for Sustainable Development

STUDENT HANDBOOK

National Institute of Development Administration

Preface

This student handbook is made to inform students about National Institute of Development Administration (NIDA) and its educational services as well as its ordinances such as directives, rules and announcements. Students should study and understand them thoroughly for students' own benefits so as to plan and organize the study effectively. Thereby standards of empowered human resource of the country shall be assured.

Educational Service Division

June 2023

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National Institute of Development Administration
สถาบันบัณฑิตพัฒนบริหารศาสตร์

WISDOM
for Sustainable Development
สร้างปัญญาเพื่อการพัฒนาที่ยั่งยืน

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History, Roles, and Duties of the Institute

The National Institute of Development Administration, colloquially known as NIDA, is a higher education institute. It was established on 1 April B.E. 2509 in response to the idea of King Rama IX to equip people with knowledge of statistics for development of the country. Dating back to B.E. 2505, Mr. David Rockefeller was given an audience with His Majesty. Later, Dr. Stacey May, a consultancy expert, was tasked to write up a proposal to establish the Institute (its English name was Graduate Institute of Development Administration – GIDA).

In the same year, Professor Boonchana Attakorn and his team attended the International Institute of Administrative Sciences (IIAS) in Vienna, Austria. Subsequently, they put forward a proposal to establish the Institute of Development Administration by combining the teaching of political science, training of civil servants at Thammasart University, economic development, statistics for the National Statistical Office and management of public enterprises together. At the time, Dr. Amnuay Weerawa, the Economics and Finance Advisor to the Prime Minister, proposed to the government to establish the Graduate School of Business Administration, subsequently, the Business School. The government approved the proposal to establish an institute for business administration. Therefore, it appointed Major General His Royal Highness Prince Naradhip Bongsprabandh as the chairperson of the Establishment Committee to work with faculty members and staff of the Faculty of Political Science of Thammasart University and foreign instructors from Indiana University until the establishment of the Institute was successful. This led to the enactment of the National Institute of Development Administration Act B.E. 2509 dated 31 March B.E. 2509. Its objective was to “provide education on administration

and development, and research to support academia as well as higher professions” by combining the Faculty of Political Science of Thammasart University, the Faculty of Business under the Economy Training Program of the Office of the National Economic and Social Development Council, the Statistical Training Center of the National Statistical Office along with training, research and library and information services previously managed by the Faculty of Public Administration to establish the School. Initially, Schools and other divisions of the Institute received assistance in instructors and personnel development from Ford Foundation and Midwest Universities Consortium for International Activities, Inc. (MUCIA)

The Institute is a government regulated university. It offers education at the master’s degree and doctor’s degree levels with the aim to allow graduates to utilize their knowledge and experience towards development of the country. This is in response to the idea of King Rama IX, Father of the Institute.

National Institute of Development Administration



Logo

Institute Logo is a picture of the wheel of dharma embedded in double circular borderlines with the motto “natthi panya sma apha” and the name “**National Institute of Development Administration**” displayed in the middle of the upper and lower positions respectively. Between the tips and tails of the texts, a golden shower flower is placed on each side. The top ends of all 8 spokes are adorned with a flame.

Visions of the Institute

“Be an institute that creates wisdom of society and leaders for sustainable development at the international level!”

Missions of the Institute

1. Create leaders with wisdom and morality for national development.
2. Build knowledge and study development administration.
3. Generate academic services with value to national development.
4. Cultivate values and conscious determination to develop the nation based on strengths of Thai arts and cultures
5. Encourage administration based on good governance by valuing development and participation of personnel.
6. Make benefits for the society for sustainable development.

Philosophy of the Institute

“Wisdom for Sustainable Development”

Colors of Institute and Schools

1. The Institute	Yellow
2. School of Public Administration	Leafy green
3. School of Business Administration	Carmine
4. School of Development Economics	Sky blue
5. School of Applied Statistics	Bright orange
6. School of Social Development and Management Strategy	Purple
7. School of Human Resource Development	Blue
8. School of Language and Communication	Pink
9. School of Law	White
10. School of Tourism Management	Gold
11. School of Communication Arts and Management Innovation	Viridian
12. International College	Blue and white
13. School of Environmental Development Administration	Spring green

Location

148 Seri Thai Rd. Khlong Chan, Bang Kapi

Bangkok 10240

Telephone: 0-2727-3000

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

Educational Service Division

Telephone: 0-2727-3365-77

Fax: 0-2374-1546, 0-2377-7477

E-mail: edu_serv@nida.ac.th

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

Regional Educational Offices

School of Public Administration

1. Phisanulok: Bungphra Phitsanulok Commercial College
2. Nakhon Ratchasima: Suranari Witthaya School 2
3. Udon Thani: Thailand National Sports University, Udon Thani Campus
4. Surat Thani: Surat Commercial Technical College
5. Chonburi: Interior College

School of Social Development and Management Strategy

Yala: Sirindhorn College of Public Health

School of Tourism Management

Phuket: Phuket Vocational College

School of Environmental Development

Ranong: Map Ta Phut Industrial Estate

Administration

Administrators

Professor Dr. Tippawan Lorsuwannarat

President

Assoc. Prof. Dr. Sombat Kusumavalee

Vice President for Academic and International

Assoc. Prof. Dr. Amornrat Apinunmahakul

Vice President for Planning and Community Engagement

Asst. Prof. Dr. Sutep Tongngam

Affairs Vice President for Administration and Digital Technology

Prof. Dr. Wisakha Phoochinda

President for Research and Academic Services

Deans

Assoc. Prof. Dr. Ploy Suebvises

School of Public Administration

Prof. Dr. Sorasart Sukcharoensin

School of Development Economics

Asst. Prof. Dr. Jaray Singhakowinta

School of Social Development and Management Strategy

Assoc. Prof. Dr. Kasma Suwanarak

School of Language and Communication

Asst. Prof. Dr. Paithoon Monpanthong

School of Tourism Management

Asst. Prof. Dr. Sid Suntrayuth

International College

Assoc. Prof. Dr. Tatchawan- Kanitpong

School of Business Administration

Asst. Prof. Dr. Pramote Luenam

School of Applied Statistics

Prof. Dr. Chiraprapha Akaraborworn

School of Human Resource Development

Assoc. Prof. Nares Kesaprakorn

School of Law

Assoc. Prof. Dr. Kullatip Satararужи

School of Communication Arts Management and Innovation

Assoc. Prof. Dr. Pakpong Pochanart

School of Environmental Development Administration

Directors

Assoc. Prof. Dr. Pateeya Lakphet

Research Office

Prof. Dr. Boonchai Hongcharu

Siripattana Training Center

Assoc. Prof. Prapon Sahapattana

Library and Information Center

Dr. Bongkot Jenjarrussakul

Information and Digital Technology Center



Information and Services of the Institute

Services of the Institute



Information and Services of the Institute

Services of the Institute

The Institute has several offices that provide academic support and other services. For your convenience, there are 2 offices that provide academic and enrollment services including:

- 1. Educational Group of School** provides academic advice to students for matters including:
 - programs and subjects of the field students are enrolled in.
 - content of subjects for each of the fields offered by the School.
 - learning, teaching, exams, timetables and exam timetables for each semester.
 - comprehensive exam, oral exam and thesis.
 - regulations on education and rules on education.

In addition, an Educational Group of School provides advice on enrollments; adding or withdrawing; transferring of subjects; changing of name, title, address; transferring to School/program; leave of absence or maintaining student status and dropping out. For further information, students can contact the Educational Group of their School as follows:

- 1. School of Public Administration (Bangkok)**

Level 10, Navamindradhiraj Building

Telephone: 0-2727-3870, 3872, 3873, 3892, 3897, 3909, 3911

Telephone/Fax: 0-2375-8778

Regional offices

Phisanulok	Telephone: 0-5533-7518 Mobile: 081-3791691
Nakhon Ratchasima	Telephone: 0-4475-6790
Udon Thani	Telephone: 0-4224-3380
Surat Thani	Telephone: 0-7728-1844 Mobile: 081-8493527
Chonburi	Telephone: 0-3824-0244-45

www.gspa.nida.ac.th

2. School of Business Administration

Boonchana Attakorn Building, Level

Telephone: 0-2727-3931-48

www.nidabusinessschool.com

3. School of Economic Development

Navamindhradhiraj Building, Level 14

Telephone: 0-2727-3176, 3180

www.econ.nida.ac.th

4. School of Applied Statistics

Navamindhradhiraj Building, Level 12

Telephone: 0-2727-3037-40

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

5. School of Social Development and Management Strategy (Bangkok)

Navamindhrahiraj Building, Level 16

Telephone: 0-2727-3101, 3126

Regional office

Yala

Telephone: 0-7324-4417

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

6. School of Human Resource Development

Malai Huwanan Building, Level 1

Telephone: 0-2727-3474-75, 0-2727-3490-91

Fax: 0-2375-3976

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

7. School of Language and Communication

Sayamboromrajakumari Building, Level 13

Telephone: 0-2727-3139, 3141, 3162

Fax: 0-2377-7892

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

8. School of Law

Boonchana Attakorn Building, Level 5

Telephone: 0-2727-3658-3662, 3754

Telephone/Fax: 0-2374-4731

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

9. School of Tourism Management (Bangkok)

Ratchapruerk Building, Level 2

Telephone: 0-2727-3671-3, 3689, 3725

Regional office

Phuket

Telephone: 094-8598905

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

F: Tourism NIDA GSTM NIDA

10. School of Communication Arts and Management Innovation

Malai Huwanan Building, Level 8

Telephone: 0-2727-3317, 3758, 3764

www.gscm.nida.ac.th

11. International College

Navamindhradhiraj Building, Level 19

Telephone: 0-2727 3003

Doctor's degrees (Eng.) 0-2727-3526

Master's degrees (Eng.) 0-2727-3560

Doctor's degrees (Chinese) 0-2727-3555

www.ico.nida.ac.th

12. School of Environmental Development Administration (Bangkok)

Ratchapruek Building, Level 4

Telephone: 0-2727-3291, 3130

Mobile: 082-7829352

Regional office

Rayong

Fax: 0-3868-4798

Mobile: 082-7829353

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

Instructors may also advice students on programs and enrollments/withdrawals.

As of September B.E. 2565

2. **Educational Service Division** is a central body that provides educational services as follows:

- information on student admissions and admissions exams.
- advice regarding regulations on education, rules, announcements related to postgraduate studies.
- services are provided via <http://reg.nida.ac.th> such as advice on enrollments, timetables, exam timetables, checking of grades, checking of graduation, expressing interest to attend a graduation ceremony and so on.
- requesting of documents such as certificates, transcripts, military exemption, return to service, extension of study time and qualification checks.

Students can find out more about the educational service system in the Educational Service System Manual or contact the Educational Service Division and Student Affairs Division: Tel.0-2727-3370-73, Registration and Educational Statistics Division: Tel. 0-2727-3367-68, 3629 and 3562, Program and Educational Promotion Division: Tel. 0-2727-3374-3376, General Administration Division: Tel. 0-2727-3365-3366, 3378-3379 and 3026.
Fax: 0-2374-1546, 0-2377-7477

E-mail: edu_serv@nida.ac.th



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

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

Information on Enrollment Payment

1. For cash payment, a payment form of the Institute is downloadable at <http://reg.nida.ac.th> and payment can be made via the followings:

- | | | |
|---|---|--|
| <ol style="list-style-type: none">1. Kasikorn Bank .2. Bangkok Bank3. Bank of Ayudhya | } | During business hours of each bank branch
nationwide
(Fees as imposed by the bank) |
|---|---|--|

- * 4. 7-ELEVEN stores or stores with the symbol   nationwide *

- Note *
1. Payment of 1 – 49,000 baht, 10 baht fee/transaction applies nationwide.
 2. Payment in excess of 49,000 baht is subject to an additional 10 baht fee/transaction nationwide.

2. For credit card/debit card/VISA/Master Card payment via Mobile Application Counter service pay, a form is downloadable at <http://reg.nida.ac.th>.

Goods and/or service fees are the responsibility of payers.

Discrepancies in the amount specified in the enrollment form of the Institute will be deemed non-enrollment.

Enrollments must be completed within the period specified in the academic calendar. Late enrollments are subject to fines:

Doctor's degree students: 1,500 – 2,000 baht/semester.



Master's degree students (regular programs): 1,500 baht/semester.

Master's degree students (special programs): 2,000 baht/semester.

Information on Educational Document Requests

Fees for transcripts or other certificates and degree certificate translation are 100 baht per copy.

- Note:
1. Issuance of all educational documents will only occur when students make full payment according to the regulation of the Institute.
 2. The Institute reserves the right to not issue any educational documents to students with payment arrears.

A request for important documents (via a bank or a 7-ELEVEN store or a store with the symbol   is subject to a 10 baht fee/transaction nationwide).

Goods and/or service fees are the responsibility of payers.



Requesting of educational documents are available through 3 channels.

1. At the Institute. Visit the Educational Service Division on Level 3 of Prince Naradhip Bongsprabandha Building during business hours between 8.30 – 12.00 and 13.00 – 16.30. The process is as follows:

- 1.1 Complete the educational document request form.
- 1.2 Take the request form to the Financial and Procurement Division on Level 3 of Prince Naradhip Bongsprabandha Building to make payment and take the receipt back to the Educational Service Division.

2. **Via Website** at URL: <http://reg.nida.ac.th>. Choose the menu 'Educational Document Request Online'. The process is as follows:

2.1 Fill out details and follow instructions on the webpage. Print out an invoice from the system.

2.2 Take the invoice to make payment at any Bangkok Bank branch nationwide during business hours or at a 7-ELEVEN store or a store with the symbol   by the due date on the invoice.



(A 10 baht fee/transaction applies nationwide)

2.3 After the payment is made, keep Part 1 of the receipt as proof. The system will adjust the balance on the following day. Payment details and outcome of the request can be tracked via URL: <http://reg.nida.ac.th>.

3. **By post.** The process is as follows:

3.1 Visit the **website** URL: <http://edserv.nida.ac.th> and download the educational document request form.

3.2 Complete the form.

3.3 Take the form to make payment at any of the Bangkok Bank branch nationwide during business hours or at a 7-ELEVEN store or a store with the symbol   **(A 10 baht fee/transaction applies nationwide).**

3.4 After the payment is made, students are required to send a scan of the form and national ID card via e-mail: educational_request@nida.ac.th to the Educational Service Division to complete the request process by post.

Receipt of Educational documents is available through 2 methods:

1. In person at the Educational Service Division

1.1 Present the receipt to a staff when collecting educational documents along with a student ID or a national ID.

1.2 In case of an authorized person, a power of attorney must be presented along with a copy of national ID of the authorizer and the authorized.

1.3 The Institute will hold educational documents for 1 year from the date of request. Beyond this period the documents will be destroyed without prior notification to the requester.

2. By post

The Institute will post educational documents to the address students provide on the system or the address written on the envelop given to the Institute.

When educational documents are ready, the system will send an automatic notification to the email address students provide. For receipt by post, if the educational documents are not delivered within 2 weeks, please contact the Educational Service Division on 0-2727-3365-66.

Timeframe for producing educational documents

Types of transcript / certificate	Duration	Note
1. Ungraduated 1.1 Certificate of student status 1.2 Transcript - incomplete grades version	2 – 4 working days from the date of receiving request and proof of payment	-
1.3 Transcript - complete grades version 1.4 Certificate of complete credit enrollment pending comprehensive exam	2 – 4 working days from the date of receiving request and proof of payment	Only applicable to students with complete grades from their School
1.5 Certificate of complete credit enrollment with passed comprehensive exam	2 – 4 working days from the date of receiving request and proof of payment	Only applicable to students who have passed comprehensive exam
1.6 Certificate of confirmation – Council approved version	2 – 4 working days from the date of receiving request and proof of payment	Only applicable upon receipt of degree certificate approval request from School
2. Graduated (approved by Institute Council) 2.1 Transcript - Council approved (complete version) 2.2 Graduation certificate	2 – 4 working days from the date of receiving request and proof of payment	Only applicable to graduated students
2.3 Translation of degree certificate (always attach a copy of degree certificate)	2 – 4 working days from the date of receiving request and proof of payment	-

Information on Dress Codes

Students should dress politely and appropriately for an occasion – during class and when meeting with instructors and staff.

Technology Services

The Information and Digital Technology Center of the Institute provides all kinds of technology services for all at the Institute. They range from information technology, educational technology including communication technology via NIDAnet which is the Institute in-house communication system, a channel for communication and search for information internal to the Institute and on the internet.

When students make payment for technology services, they will receive access to NIDAnet and other services as follows:

1. NetID



NetID is a user account used to access the information systems of the Institute. This is given to those enrolled as students at the Institute. The format of a NetID is studentid@stu.nida.ac.th e.g. 6510123456@stu.nida.ac.th. This is used for verification to gain access to technology services.

Students at the Institute must have a NetID to gain access to the followings:

- Student enrollment system;
- Wi-Fi network at the Institute
- Computers at the Computer Lab on Level 9 of Siam Boromrajakumari Building
- Databases of the Library and Information Center
- E-reservation system
- Microsoft Office365
- i-Thesis
- NIDA Uapp

If a student's NetID is found to be used in any way that contravenes the Computer Related Crime Act B.E. 2550 and its amendments, the Institute reserves the right to cancel the NetID of the student.

2. E-mail services

The Institute provides services related to the Microsoft Office365 to students and personnel as follows:

- Mail – a communication tool in the form of e-mail with 50 GB storage.
- Calendar – calendar appointments
- People – a friends list in which details such contacts or groups can be created.
- Newsfeed – a communication platform for news distribution
- OneDrive – a cloud storage service where each user account is given 1 TB.
- Site – a personal site, which can also be used for group work.
- Office Online – Microsoft Office that operates through a webpage e.g. Word, Excel, PowerPoint

How to use the services

- Students can have access to the services using their NetID (studentid@stu.nida.ac.th) for life even after their graduation.
- Visit portal.office.com.

3. Microsoft Office

Everyone is given access to a basic software, Microsoft Office Professional Plus through Microsoft Office 365, which is updated to its latest version every year. With Microsoft Office 364 and e-mail, students have to login with their NetID (studentid@stu.nida.ac.th). Microsoft Office 365 has all manner of support tools for learning such as Outlook Mail, files storage, calendar, appointments and so on. Files can be accessed at any time via the online system and compatible with all devices such as PC laptops, smart phones and tablets with the Microsoft Office 365 installed. Access is also available via the Microsoft Office website from any device whereby students can work and edit documents anytime.

4. Computer Labs

The Institute has 4 computer labs whereby 3 are used as classrooms and the other is for walk-ins. In case the walk-in room is full and others are not in use, students may use them.

Business hours

Lab No.	Location		Day – Business Hours
Lab 1 (walk-in)	Siam Boromrajakumri Building	Fl. 9	Monday – Friday
Lab 2			08.30 – 18.30
Lab 3			Saturday – Sunday
Lab 4		Fl. 10	08.30 – 17.30

Students can use any computer in the Computer Labs using their Log-in NetID.

(studentid@stu.nida.ac.th)

Every computer in the Computer Labs will only allow temporary file saving; therefore, it is recommended that students bring their own storage devices. The Computer Labs are there for students to search information and work on assignments for their studies. Using computers for other purposes are prohibited including for illegal activities or those that are against the good morals and public order. The Institute reserves the right to cease access to students using computers in the Computer Labs for wrong purposes.



5. NIDA Wireless

For convenience of students to use the internet without having to use a computer at the Computer Labs, students with a laptop, tablet or smart phone that is compatible with Wi-Fi may access the internet via NIDA-Wireless by using their NetID (studentid@stu.nid.ac.th).

Wi-Fi access points spread across the Institute.

To set up Wi-Fi connection, refer to the setup manual at <https://idt.nida.ac.th> or contact staff at the Help Desk on Level 9 of Siam Boromrajkumari Building, Tel: 0-2727-3777-3778.

6. Roaming service for education and research

Should students have to attend business at other institutions that are eduroam members, connection to a wireless network with the SSID named eduroam is also available. User verification is completed using the NetID (studentid@stunida.ac.th) to access the network. Access to this service is subject to the terms and conditions prescribed by the Institute.

7. NIDA Uapp

NIDA Uapp is a mobile application that works as a student's virtual card. It facilitates access to services and information of the Institute via a smart phone or tablet. The app is downloadable on both Android and iOS systems using the QR code below:



8. E-Reservation System

Students are given access to this system to reserve facilities at the Sports Gymnasium only. Visit <https://stadium.nida.ac.th/> and login using the NetID (studentid@stu.nida.c.th)

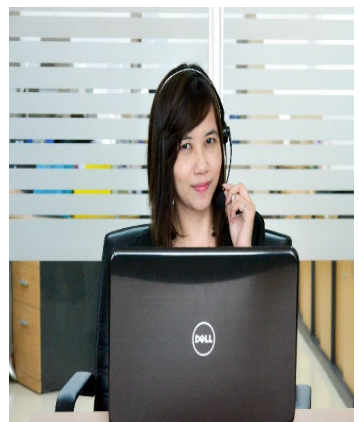


9. Help Desk

The Information and Digital Technology Center provides a telephone service where issues can be reported and basic troubleshooting can be advised regarding services offered by the Center. For assistance with troubleshooting of computer systems or setup of wireless connection, students can take their computer to the Help Desk on Level 9 of Siam Boromrajkumari Building during business hours as follows:

Monday - Friday 8.30 - 18.30

Saturday - Sunday 8.30 - 17.30



Public holidays or days that classes are cancelled by the Institute are excepted.

In case the Help Desk staff cannot resolve basic issues on the phone, students will be directed to a responsible person for further assistance. **Telephone:** 0-2727-3777, 3778.

10. Computer Literacy Placement Test for regular master’s program students

The Institute has a policy on ensuring students possess a standardized knowledge level of how to use computers. In order to support the quality and computer skills of the students, the Information and Digital Technology Center is responsible for arranging the Computer Literacy Placement Test to assess students’ computer skills levels. All regular program students of the Institute * are required to take the test of Course 1 with the grade “Pass” in order to graduate. The test result will be recorded on their transcript. Students can take the test from the first semester of enrollments. The fee is waived for the first taking. In case students have to re-take the test, a 500 baht fee applies.

Details of course for the test

Course 1: Computer Literacy. The content includes basic concepts of IT, Word processing, spreadsheets, presentation, internet and e-mail (covers MS Office).

* Programs exempted from the test include those that offer basic computer skills courses according to the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master’s Program Students

The timetable of the computer skills test, Course 1: Computer Literacy will be in accordance with the academic calendar. Each year, the test is offered 4 times through the e-testing system. The Center will inform students of the timetable in advance on the Institute's website and www.itc.nida.ac.th.

For more information, please contact the Financial and Procurement Division, Information and Digital Technology Center on Level 11, Tel. 0-2727-3248

11. Print quota

Printing services are provided through Double A Fast Print where students can design work to their own liking, print the work online themselves even if they do not have cash. Printing services sites include:

1. The walk-in computer lab on Level 9 of Siam Boromrajakumari Building.
2. The Library and Information (Library) on Level 2 of Boonchana Attakorn Building.
3. Level 9 of Boonchana Attakorn Building.
4. Level 2 of Navamindhradhiraj Building.

Payment can be made via an electronic account on Line Pay, True Money Wallet, K-Plus, Prompt Pay, credit and debit cards, and Shopee Pay. Click <https://www.doubleafastprint.com> to download.

Library and Information Center

The Library and Information Center is divided into 3 sub-units including:

1. Sukhum Navaphan Library (Levels 2-4, Boonchana Attakorn Building).
2. Thanat Khoman ASEAN Library (Level 21, Navamindhradhiraj Building).
3. Museum (Level 2, Prince Naradhip Bongsprabandha Building).

Sukhum Navaphan Library, located on Levels 2-4 of Boonchan Attakorn Building, is the Institute's library that provides information services related to development administration to support the teaching, learning, research and academic services for instructors, personnel and students at the Institute. The services extend to the general public,

**Library services (Library and Information Center)****Location:** Levels 2-4, Boonchana Attakorn Building**Website:** <http://library.nida.ac.th>**E-mail:** services@nida.ac.th**Line Official:** @NIDA Library**Telephone:** 0-2727-3737, 3743**Fax:** 0-2374-0748



Business hours

Monday-Friday	8.30-19.30
Saturday-Sunday and observed holidays	8.30-21.00

Closed on public holidays and observed holidays. Hours may vary.

For more please visit: <http://library.nida.ac.th>.

Services include:

- Responding to queries and assisting with searches.
- Teaching/recommending searches on online information database in Thailand and overseas.
- Information on library services and tours.
- Advising and checking thesis/IS formats



- Advising on referencing and writing bibliographies.
- Inter-library borrowing/photocopying services .
- 75 Study Rooms including 43 for mater's programs and 32 for doctor's programs.
- Computer generated information retrieval/databases (Internet Zone).
- Multimedia Room.
- Full version of Institute's files including thesis, term paper/independent study, NIDA Development Journal's articles and journals from other Schools at the Institute, outstanding/good/well-accepted academic articles of the Institute and so on.
- E-Resources e.g. e-books, e-theses/dissertations, e-journals, e-newspapers, e-World Bank.
- Book reservations.



- Printing data results.
- Recommendations for information resources for procurement.
- Recommending new resources.
- Muslin prayer rooms.
- Buddhist chanting rooms.
- Common Room.
- Lockers for master's degree and doctor's degree students.
- La-Z-Boy room.
- Extra reading areas for internal members.



National Institute of Development Administration
สถาบันบัณฑิตพัฒนบริหารศาสตร์

WISDOM
for Sustainable Development
สร้างปัญญาเพื่อการพัฒนาที่ยั่งยืน

For more information please visit <http://library.nida.ac.th>.

E-mail: service@nida.ac.th

Line Official: @NIDA_Library

Facebook: Nidalibrary

Twitter: Nidalibrary

Telephone: 0-2727-3737, 3743

Fax: 0-2374-0748

Student services and student affairs

The Student Affairs Division is responsible for promoting activities related to ethics, arts and cultures, social services for students. It also provides student welfare benefits including sports, recreational and medical services as follows:

Student welfare benefits fund

A student welfare benefits fund is allocated to students who may require financial assistance for enrollments, student's personal or family emergencies. For every semester, students who wish to borrow a loan for enrollments may submit a loan application at the Student Services and Student Affairs Division on Level 5 of Choop Kanjanaprakorn Building.





Nurse' Office, Level 1, Choop Kanjanaprakorn Building.

Monday-Friday : 8.30 - 16.30



Indoors Sports Gymnasium



Level 2, Choop Kanjanaprakorn Building
 Monday – Friday 9.00 – 18.30
 Every Sunday – Sunday 10.00 – 18.00

Fitness (Cardiovascular)

ทุกวันเสาร์ วันอาทิตย์ เวลา 10.00 – 18.00 น.



Level 3, Choop Kanjanaprakorn Building
 Monday – Friday: 9.00 – 18.30
 Saturday – Sunday: 10.00 – 18.00

Squash Room

Level 3, Choop Kanjanaprakorn Building

Monday – Friday: 9.00 – 18.30

Saturday – Sunday: 10.00 – 18.00

Thai Music Room

Level 4, Choop Kanjanaprakorn Building

Monday – Friday: 9.00 – 18.30

Saturday – Sunday: 10.00 – 18.00

Western Music Room

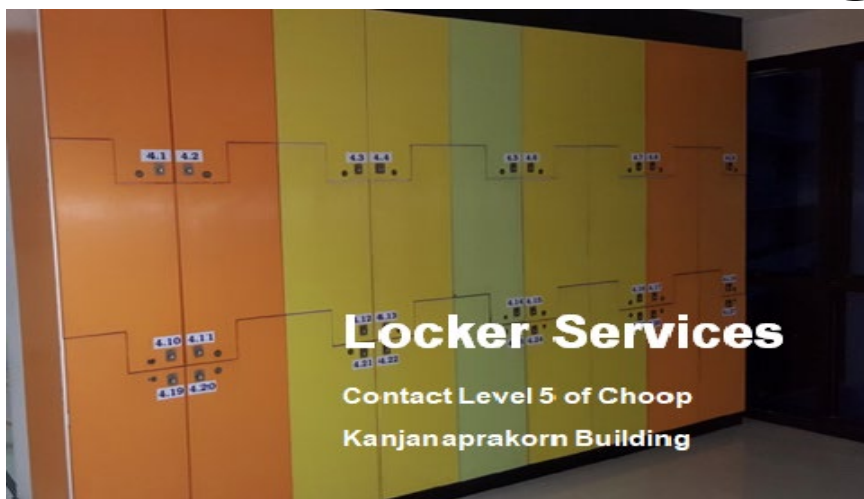
Monday – Friday: 9.00 – 18.30

Saturday – Sunday: 10.00 – 18.00









Booking for resources provided by the Student Affairs Division e.g. a badminton court, squash room and music practice room is via the reservation system of the Institute. Go to

<http://stadium.nida.ac.th> or Application: NIDA Uapp

For more information, please visit

Website of Student Affairs Division

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

Facebook /NIDA SU

Fax	0-23777-555
Activities Support	0-2727-3437, 3438
Loan for Student Welfare Benefits Fund	0-2727-3438
Sports Venues and Activities Rooms Booking	0-2727-3454
Administration	0-2727-3438, 3444
Nurse' Office	0-2727-3441



Summary of Tuition Fees



Doctor's Degree Level (Thai program)

1. Education service fees

- | | |
|---|-------------------------|
| 1.1 Semesters 1 and 2 | 4,000 baht per semester |
| 1.2 Summer semester | 2,000 baht per semester |
| 1.3 Semester subject to leave of absence or non-enrollments
(Status maintenance) | 2,000 baht per semester |

(Students must pay the education service fees until the semester they are due to graduate.)

2. Enrollment fees

2.1 School of Public Administration

- Doctor of Philosophy

Public Administration 7,000 baht per credit

2.2 School of Social Development and Management Strategy

- Doctor of Philosophy

Social Development Administration 6,000 baht per credit

Politics and Development Strategy 6,000 baht per credit

2.3 School of Human Resource Development

- Doctor of Philosophy

Human Resource and Organization Development

Estimate fee throughout program 775,000 baht

2.4 School of Environment Development Administration

- Doctor of Philosophy

Environmental Management 6,000 baht per credit

2.5 School of Law

- Doctor of Laws 8,000 baht per credit

2.6 School of Tourism Management

- Doctor of Philosophy in Tourism Management

Estimate fee throughout program 760,000 bath per credit

2.7 School of Communication Arts and Management Innovation

- Doctor of Philosophy

Communication Arts and Innovation 10,000 baht per credit

* Tuition fees collected in a lumpsum per semester. Please study details from an announcement on fees of the Institute.

- | | |
|---|-------------------------|
| 3. Late enrollment fee | 1,500 baht per semester |
| 4. Qualifying Examination | 1,000 baht each time |
| 5. Preliminary Examination | 1,000 baht each time |
| 6. Transcript or certificates fee | 100 baht per copy |
| 7. Graduation certificate fee | 1,000 baht per copy |
| 8. Translation fee for graduation certificate | 100 baht per copy |
| 9. Technology services fee (except summer semester) | 1,000 baht per semester |
| 10. Information services fee (Library) (except summer semester) | 1,000 baht per semester |
| 11. Computer operational fee (programs under School of Applied Statistics only) shall be in accordance with an announcement of the Institute | |
| 12. Extra activities fee shall be in accordance with an announcement of the Institute on prescription of extra activities fees for each program | |
| 13. Preparation course fee prior to commencement of study shall be in accordance with an announcement of the Institute on tuition fees for each program | |

Note : Fees are subject to change. Please study details from an announcement of the Institute.

As of August B.E. 2565

Master's degree level (Regular)

1. Education service fee
 - 1.1 Semesters 1 and 2 4,000 baht per semester
 - 1.2 Summer semester 2,000 baht per semester
 - 1.3 Semester subject to leave of absence or non-enrollments
(Status maintenance) 2,000 baht per semester
(Students must pay the education service fees until the semester they are due to graduate)
2. Enrollment fees for regular and special program students from all Schools
1,500 per credit
3. Late enrollment fee 1,500 baht per semester
4. Comprehensive examination 500 baht each time
Qualifying Examination 250 baht each time
5. Transcript or certificates fee 100 baht per copy
6. Graduation certificate fee 1,000 baht per copy
7. Translation fee for graduation certificate 100 baht per copy
8. Technology services fee (except summer semester) 700 baht per semester
9. School/program transfer fee 1,000 baht each time
10. Information services fee (Library) (except summer semester) 600 per semester
11. Computer operational fee (programs under School of Applied Statistics only) shall be in accordance with an announcement of the Institute

- 12. Extra activities fee shall be in accordance with an announcement of the Institute on prescription of extra activities fees for each program
- 13. Preparation course fee prior to commencement of study shall be in accordance with an announcement of the Institute on tuition fees for each program

Note: Fees are subject to change. Please study details from an announcement of the Institute.

As of August B.E. 2565

Master degree's level (Special)

1. Education service fees

- | | |
|---|-------------------------|
| 1.1 Semesters 1 and 2 | 4,000 baht per semester |
| 1.2 Summer semester | 2,000 baht per semester |
| 1.3 Semester subject to leave of absence or non-enrollments
(Status maintenance) | 2,000 baht per semester |

(Students must pay the education service fees until the semester they are due to graduate.)

2. Enrollment fee

2.1 Enrollment fees courses of credit or audit for regular and special program students from each School/program as follows:

School of Public Administration

- Public Administration Program

Bangkok and regional offices 3,700 baht per credit

- Public and Private Management Program

Bangkok and regional offices 4,700 baht per credit

- Digital Governance for Sustainability Program 5,700 baht per credit

School of Business Administration

- Flexible MBA 5,700 baht per credit

- Professional MBA 5,700 baht per credit

- *Young Executive MBA

Estimate fee throughout program 393,000 baht

- *Executive MBA

Estimate fee throughout program 472,000 baht

- Corporate Finance, Investment and Risk Management Program (Flexible CFIRM)
- Special program (Saturday-Sunday classes) 6,700 baht per credit
- Regular business hours classes 1,500 baht per credit

* Tuition fees collected in a lumpsum per semester. Please study details from an announcement on fees of the Institute.

School of Development Economics

- Business Economics Program 4,000 baht per credit
- Financial Economics Program 5,500 baht per credit
- Economics and Management Program 7,000 baht per credit

School of Applied Statistics 3,500 baht per credit

School of Social Development and Management Strategy

- Social Development Administration Program
 - Bangkok 2,200 baht per credit
 - Regional offices 1,800 baht per credit
- Politics and Development Administration Program
 - Bangkok 2,500 baht per credit

School of Environmental Development Administration

- Environmental Management
 - Bangkok 2,500 baht per credit
 - Regional offices 2,500 baht per credit
- Sustainability Science and Management Program 3,500 baht per credit

School of Language and Communication

- English for Professional Development Program 4,000 baht per credit
- Japanese Communication and Culture Program 4,000 baht per credit
- English Language Studies and Teaching Program 4,000 baht per credit

School of Human Resource Development

- Human Resource and Organization Development Program 4,000 baht per credit
- Leadership, Management and Innovation Program 4,000 baht per credit

School of Law

- Master of Arts
 - Law for Management 5,000 baht per credit
- Laws Program 4,800 baht per credit

School of Tourism Management

- *Master of Management
 - Integrated Tourism and Hospitality Management
 - Estimate fee throughout program
 - Bangkok 209,900 baht
 - Regional offices 204,900 baht

* Tuition fees collected in a lumpsum per semester. Please study details from an announcement on fees of the Institute.

School of Communication Arts and Management Innovation

- Master of Arts Program in Communication Management with Data 6,000 baht per credit
- Master of Arts Program in Communication and Innovation 6,000 baht per credit

3. Late enrollment fee 2,000 baht per semester

4. Comprehensive examination 500 baht each time

- | | |
|---|-------------------------|
| 5. Qualifying examination) | 250 baht each time |
| 6. Transcript or certificates fee | 100 baht per copy |
| 7. Graduation certificate fee | 1,000 baht per copy |
| 8. Translation fee for graduation certificate | 100 baht per copy |
| 9. Technology services fee (for programs offered in Bangkok only) | |
| except summer semester | 700 baht per semester |
| 10. Information services fees (Library) | |
| Bangkok (except summer semester) | 600 baht per semester |
| Regional offices (except summer semester) | 300 baht per semester |
| 11. Computer operational fees | |
| All programs under School of Applied Statistics | 1,200 baht per semester |
| Summer semester | 600 baht per semester |
| 12. School/program transfer fee | 1,000 baht each time |
| 13. Extra activities fee shall be in accordance with an announcement of the Institute on prescription of extra activities fees for each program | |
| 14. Preparation course fee prior to commencement of study shall be in accordance with an announcement of the Institute on tuition fees for each program | |

Note: Fees are subject to change. Please study details from an announcement of the Institute.

As of August B.E. 2565

Summary of education fees for International Programs and English Programs

1. Tuition Fees

1.1 First and other semester	4,000 baht/semester
1.2 Summer session enrollment	2,000 baht/semester
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. Registration fees

• Doctor of Philosophy Program in Governance and Development (International Program)	7,000 baht/credit
• Doctor of Philosophy Program in Business Administration (International Program)	
Coursework	20,000 baht/credit
Dissertation	5,000 baht/credit
• Doctor of Philosophy Program in Economics (International Program)	6,000 baht/credit
• Doctor of Philosophy Program in Computer Science And Information Systems (International Program)	6,000 baht/credit
• Doctor of Philosophy Program in Data Analytics and Data Science (International Program)	6,000 baht/credit

- Doctor of Philosophy Program in Applied Statistics 6,000 baht/credit
(International Program)
- Doctor of Philosophy Program in Logistics Management 6,000 baht/credit
(International Program)
- Doctor of Philosophy Program in Human Resource and Organization
Development (International Program)

approximately 773,500 baht/entire program

- Doctor of Philosophy Program in Humand and Organization Development
Innovation

approximately 700,000 baht/entire program

- Doctor of Philosophy Program in English Language Studies 6,000 baht/credit
and Teaching (International Program)
- Doctor of Philosophy Program in Teaching English as an 6,000 baht/credit
International Language (International Program)
- Doctor of Philosophy Program in Management (International Program)

approximately 750,000 baht/entire program

- Master of Public Administration Program (English Program) 1,500 baht/credit
- Master of Public and Privte Management (English Program) 1,500 baht/credit
- Master of Business Administration (English Program)
Thai/Foreign Student (Regular Program) 1,500 baht/credit
- Master of Business Administration (International Program) 6,200 baht/credit

- Master of Business Administration Accelerated MBA
(International Program) 4,300 baht/credit
 - Master of Science Program in Financial Investment and Risk
Management (International Program) 9,700 baht/credit
 - Master of Economics Program in Economics and Management
(English Program) 1,500 baht/credit
 - Master of Science Program in Logistic Management
(English Program) 1,500 baht/credit
 - Master of Arts (Language and Communication) (International Program)
 - Regular Program 1,500 baht/credit
 - Evening/Weekend Program 4,000 baht/credit
 - Master of Arts Program in Communication and Innovation 6,000 baht/credit
 - Master of Management in Integrated Tourism and Hospitality Management
(English Program)
 - Regular Program 1,500 baht/credit
 - Evening/Weekend Program 5,700 baht/credit
 - Master of Science Program in Environmental Management 1,500 baht/credit
(English Program)
 - Master of Management (International Program)
approximately 300,000 baht/entire program
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/Preliminary Examination Fees vary depending on the rate approved by the institute.
6. Fee for a 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

Update on August 2022



Regulations and Announcements of the Institute



(Copy)

National Institute of Development Administration Regulation
on Graduate Studies Level
B.E. 2563 (2020)

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 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 a 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 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 a 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

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(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 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.

Announced on the 19th November B.E. 2563 (2020)

(signed) Preecha Jarungidana

(Associate Professor Dr. Preecha Jarungidana)

President of the National Institute of Development Administration Council

(Copy)

National Institute of Development Administration Regulation
On Assessment of Learning Outcomes of Students at the Graduate Studies Levels
B.E. 2564 (2021)

Whereas it is expedient to have the National Institute of Development Administration Regulation on the assessment of learning outcomes of students at the graduate studies levels.

By virtue of Section 23(2) of the National Institute of Development Administration Act B.E. 2562 together with the Announcement of the Ministry of Education on Standard Criteria of Programs at the Graduate Studies Levels B.E. 2558 dated 7 October B.E. 2558 and the Resolution of the National Institute of Development Administration Council No. 1/2546 on 20 January B.E. 2564, the National Institute of Development Administration Council hereby issues this regulation as follows:

Clause 1. This Regulation is called “National Institute of Development Administration Regulation on Assessment of Learning Outcomes of Students at the Graduate Studies Levels B.E. 2564”.

Clause 2. This Regulation shall come into force one day following its issuance.

Clause 3. The National Institute of Development Administration Regulation on Examination B.E. 2558 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 Institute of Development Administration.

“Institute Committee” means Executive Committee of National Institute of 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 and higher.

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

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

“Student” means a person who enrolls to study a program at graduate studies levels and courses approved by the Institute Council as courses at the graduate studies levels.

“Lecturer” means a course lecturer who teaches courses of a program at graduate studies levels and courses approved by the Institute Council as courses at the graduate studies levels.

“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.

“Grade” means a sum of results from assessments as set by a course lecturer or results of a comprehensive examination as set by a program.

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 as per the approval of the Institute Executive Sub-committee on Studies and the resolution is deemed final.

Chapter 1

General Provision

Clause 6. Programs shall require assessment of learning outcomes of students including a comprehensive examination in accordance with the National Institute of Development Administration Regulation on Studies at the Graduate Studies Levels, and assessment for courses that correspond to the learning achievement as expected by the programs. The assessment of learning outcomes of students may be in a written form or other forms as long as they comply with approval of program administrative committees.

Clause 7. Assessment of each course may include written examination, oral examination, non-classroom examination, examination or assessment of skills, behavioral observation, assessment of working processes or roles in activities, assessment of work or lessons based on student experience, assessment of homework, assessment of reports or projects, assessment of portfolios, assessment of criticism or presentation, a self-assessment, assessment of collaboration reflection, 360 degree assessment, peer assessment, oral presentation, class attendance or other types of assessment as set by a course lecturer as long as the criteria of assessment take into account student participation, transparency, fairness, and assessing to improve the learning outcomes of the students.

Clause 8. The school responsible for programs shall announce clear details of a comprehensive examination including time, method, proportion of assessment and others, and relevant persons shall also be informed.

A course lecturer shall report clear details of the assessment of learning outcomes to students of each course including time, methods, proportion of assessment, criteria for grading, and relevant persons shall also be informed.

Clause 9. Grades achieved from assessment of learning outcomes shall be released within an appropriate timeframe and the assessment shall be announced beforehand. In case it is an examination for a course, it shall be in accordance with an announcement of the Institute.

Clause 10. Students who enroll to study shall have the study time for a course of not less than 80 percent of the entire study time for them to be eligible for a final examination or a course examination using other methods with equal status of the final examination.

If it is necessary and reasonable, the dean of the school, with agreement of a course lecturer, may grant the approval to exempt the requirements under paragraph one depending on case by case as long as the study time of the course is not less than 60 percent.

Clause 11. Students may request to have details of their own assessment of learning outcomes in accordance with an announcement of the Institute.

Clause 12. Course lecturers may correct the grades they are responsible for in accordance with an announcement of the Institute.

Clause 13. Any work students submit as part of their assessment of learning outcomes shall be the work they develop themselves.

Chapter 2

Assessment of Learning Outcomes through Examination

Clause 14. For assessment of learning outcomes through an examination, the dean shall appoint an examination committee to be responsible for writing and marking the examination, lecturers or invigilating staff, examination production staff, and staff for opening and closing the examination room in order to implement smooth examination.

In case of assessment through a method other than examination, the examination committee shall be responsible for the execution of that assessment method.

Clause 15. Examination timeframe of courses for each semester shall be in accordance with the academic calendar announcement of the Institute.

In case it is not possible to implement the requirements under paragraph one, the president, with agreement of the Institute Executive Sub-committee on Studies, shall decide to grant approval.

Timeframe of assessment through other methods may be outside the timeframe under paragraph one as long as a course lecturer submits grades in accordance with the academic calendar announcement of the Institute and the National Institute of Development Administration Regulation on Measures for Grade Submission.

Clause 16. Prior to an examination, examinees shall present their student ID or national identification card to an invigilator.

Using fabricated evidence, swapping examinees, sitting an examinations for someone else, or submitting an exam paper using someone else's code is deemed as examination misconduct.

Clause 17. In an examination room, students shall adhere to the followings:

(1) Not entering or exiting the examination room without permission from a lecturer or an invigilator.

(2) Not entering or exiting the examination room before the first 30 minutes of the examination period according to the examination timetable unless with permission of a lecturer or an invigilator.

(3) Not speaking to anyone during the examination time. In case of queries or necessity, inform an invigilator accordingly.

(4) Not taking documents, data recording devices, or any electronic devices into the examination room unless with permission from a lecturer or an invigilator or the lecturer who writes the exam for the course as long as the devices are not used to communicate with anyone during the examination time.

(5) Adhering strictly to instructions as shown in the examination papers and instructions of a lecturer and an invigilator.

(6) Being careful not letting other people copy their answers.

(7) Upon completing the exam, no examinees shall be allowed to take the examination papers including answer sheets or answer books and documents or any other documents related to the examination outside of the examination room except personal belongings of the examinees.

(8) Not doing anything that may distract attention of other examinees.

(9) Adhering to the orderly and neat arrangement of the examination room.

(10) Preserving properties of the Institute.

(11) Dressing politely according to contemporary culture and behaving politely.

Chapter 3

Online Examination

Clause 18. Assessment of learning outcomes may be done online if it is necessary and appropriate as long as skills, abilities to access electronic devices, verification of identity, invigilation of examinees and implementation to suit the objectives of examination are taken into account.

Clause 19. Examination organizers shall set methods of examinee identification for online examination and inform the examinees before the examination. Access to personal accounts required for online examination may be deemed as identification or other methods may be imposed in order for the examination to proceed with transparency and effectiveness.

If examinees use fabricated evidence or they are not owners of the evidence presented or they submit answers using someone else's account or they conduct any other act that may be considered as intending to provide false identity, it shall be deemed as misconduct for examination.

Clause 20. During examination, no examinees may communicate with anyone. In case of queries or necessity, inform an invigilator accordingly.

Clause 21. Examination organizers shall produce instructions for examination including technology to be used during the examination, duration of the examination, channels for submission and any others as they see appropriate and inform the examinees 7 days prior to the examination.

Clause 22. In case examinees do not follow instructions of the examination, disobey orders or warnings of an invigilator or display behavior that imply their intention to perform a misconduct for examination, it shall be deemed as misconduct for examination.

Chapter 4

Independent Study and Thesis Examination

Clause 23. Each school shall be responsible for internal independent study and thesis examination in accordance with the requirements of programs and the National Institute of Development Administration Regulation on Studies at the Graduate Studies Levels and Thesis Examination of the School.

Clause 24. An oral examination for the independent study course and a final defence of thesis shall be open to people who are interested by announcing the location, date and time to the public audience.

In case of the examination under paragraph one through an online platform, it shall be a public online meeting that the general public may have access to.

Chapter 5

Assessment of Learning Outcomes Transferrable from Training Programs of Courses Equal to the Graduate Studies of the Institute

Clause 25. Assessment of learning outcomes transferrable from training programs of courses equal to the graduate studies level of the Institute shall be in accordance with an announcement of the Institute.

Chapter 6

Penal Provision

Clause 26. Work that students submit as part of their learning outcomes shall be the work that they develop themselves for that course. Having anyone develop the work on their behalf, copy the work of other people and present it as their own, copy any texts from their previous work without referencing in the manner intending to mislead that the work is new, or create false data for their work shall be deemed as breach of discipline and punishable to the highest degree by removing their names from being students of the Institute.

Clause 27. For examinees who break any rules as specified under Chapter 2 and Chapter 3 of this Regulation, or attempt to misconduct or misconduct for examination, or if it later appears in evidence that they attempt to misconduct or misconduct for examination, it shall be deemed as breach of discipline punishable to the highest degree by removing their names from being students of the Institute.

Clause 28. In case of a breach under Clause 26 and Clause 27, the National Institute of Development Administration Regulation on Discipline of Students shall apply *mutatis mutandis*.

Announced on the 18th March B.E. 2564 (2021)

(signed) Preech Jarungidanan

(Associate Professor Dr. Preech Jarungidanan)

President of National Institute of Development Administration Council

(Copy)

Announcement

National Institute of Development Administration

**Criteria for Academic Journals and Academic Conferences for the Publication of
Students' Theses for Graduation: Master's and Doctoral Degrees**

Whereas it is expedient to have the announcement of the National Institute of Development Administration on the criteria for academic journals and academic conferences for the publication of students' theses for graduation: master's and doctoral degrees.

By virtue of Section 40 of the National Institute of Development Administration Act B.E. 2562 and Section 46 of the Regulation on Graduate Studies B.E. 2564, with the approval of the Executive Committee of Institute Conference No. 2/2564 on 24 February B.E. 2564, the President prescribes the criteria for academic journals and academic conferences for the publication of students' theses for graduation: master's and doctoral degrees as follows:

No. 1. This Announcement shall come into force as from the day following the date of its publication.

No. 2. The Announcement of the National Institute of Development Administration on List of Academic Journals for the Publication of Students' Theses for Graduation: Master's and Doctoral Degrees dated 7 August B.E. 2560 shall be repealed.

No. 3. This Announcement applies to students enrolled in doctoral and master's degrees under the Thesis Plan (Plan A).

No. 4. A doctoral degree student completing a degree in Thai shall publish his/her thesis, based on the program standard criteria for the postgraduate levels, in a journal listed under the national and international citation indexes as prescribed in the Announcement of the Civil Service Committee in Higher Education Institutions on Criteria for Considering Academic Journals for the Publication of Academic Papers.

No. 5. A doctoral degree student completing a degree in English or an international program shall publish his/her thesis, based on the program standard criteria for the graduate levels, in a journal with the objectives and scope of publication in English and listed under the national and international citation indexes as prescribed in the Announcement of the Civil Service Committee in Higher Education Institutions on Criteria for Considering Academic Journals for the Publication of Academic Papers.

No. 6. A master's degree student completing a degree in Thai shall publish his/her thesis, based on the program standard criteria for the graduate levels, in accordance with one of the following:

(1) Publish the thesis in a journal listed under the national or international citation indexes as prescribed in the Announcement of the Civil Service Committee in Higher Education Institutions on Criteria for Considering Academic Journals for the Publication of Academic Papers.

(2) Present a research paper at a national conference and the full paper is published in the conference proceedings with the editorial board or the conference committee comprising a professor or a doctoral degree level expert or an expert with well-recognized

work in the field from an institution other than the host institution not less than 25%. There shall be expert reviewers from the field as well as papers from at least three external institutions whereby the total number shall not be less than 25%.

(3) Present a research paper at an international conference and the full paper is published in the conference proceedings with the editorial board or the conference committee comprising a professor or a doctoral degree level expert or an expert with well-recognized work in the field from a foreign country not less than 25%. There shall be expert reviewers from the field as well as papers from at least three foreign countries whereby the total number shall not be less than 25%.

No.7. A master's degree student completing a degree in English and an international program shall publish his/her thesis, based on the program standard criteria for the graduate levels, in accordance with one of the following:

(1) Publish the thesis in a journal with the objectives and scope of publication in English and listed under the national and international citation indexes as prescribed by the Civil Service Committee on Criteria for Considering Academic Journals for the Publication of Academic Papers.

(2) Present a research paper at a national conference and the full paper is published in the conference proceedings with the editorial board or the conference committee comprising a professor or a doctoral degree level expert or an expert with well-recognized work in the field from a foreign country not less than 25%. There shall be expert reviewers from the field as well as papers from at least three foreign countries whereby the total number shall not be less than 25%.

No. 8. In case a student receives a scholarship with a condition of thesis publication different from what is stated in No. 4 - No. 7 such as the Royal Golden Jubilee PhD Programme (RGJ), the student shall publish his/her paper in accordance with the condition of the scholarship as well as with this Announcement.

No. 9. The list of the journals in the citation index shall be in accordance with the data on the date of acceptance for publication.

No. 10. The President shall have charge and control of the execution of this Announcement. In case of problems or inquiries about this Announcement, the President may resolve the problems or respond to the inquiries under the recommendation of the Management Committee of the National Institution of Development Administration and it shall be deemed final.

Announced on the 15th of March B.E. 2564 (2021)

(signed) Kamphol Panyagometh

(Professor Dr. Kamphol Panyagometh)

President of the National Institute of Development Administration

(Copy)

Announcement of the National Institute of Development Administration

Subject: Criteria for Journal Publication and Academic Conference Presentation of Research Works from the Students' Theses/Dissertations in Partial Fulfillment of the Requirements for the Doctorate and Master's Degrees

(No. 2)

B.E. 2564 (2021)

Amendments to the Announcement of the National Institute of Development Administration on Criteria for Journal Publication and Academic Conference Presentation of Research Works from the Students' Theses/Dissertations in Partial Fulfillment of the Requirements for the Doctorate and Master's Degrees are deemed appropriate.

By virtue of Section 40 of the National Institute of Development Administration Act B.E. 2562 (2019), and Article 46 of the National Institute of Development Administration Bylaws on Graduate Studies B.E. 2563 (2020), the President, endorsed by the resolution of the National Institute of Development Administration Management Council's meeting No. 7/B.E. 2564 (2021) dated 29th July B.E. 2564 (2021), thereby establishes a set of criteria for journal publication and academic conference presentation of research works from the students' theses/dissertations in partial fulfillment of the requirements for the doctorate and master's degrees as follows:

Article 1: This announcement shall be called "the Announcement of the National Institute of Development Administration on Criteria for Journal Publication and Academic

Conference Presentation of Research Works from the Students' Theses/Dissertations in Partial Fulfillment of the Requirements for the Doctorate and Master's Degrees (No. 2) B.E. 2564 (2021)".

Article 2: This announcement shall be applied to the students who have registered since Semester 1 in the academic year 2560 (2017) onwards whose research works have not yet been accepted for publication on the date this announcement comes into force.

Article 3: The provision of Article 5 of the Announcement of the National Institute of Development Administration on Criteria for Journal Publication and Academic Conference Presentation of Research Works from the Students' Theses/Dissertations in Partial Fulfillment of the Requirements for the Doctorate and Master's Degrees dated 15th March B.E. 2564 is nullified. The following provision is then issued:

“Article 5: Doctoral students in the English program and international program are required in accordance with the graduate studies regulations to publish the research works from their theses in journals whose objectives and scope are set for the dissemination of English-language articles only. Such journals must be listed in either national or international databases approved by the Higher Education Institution Officials Commission (Gor Por Or) and announced in its official announcement on criteria for academic journal selection for publication of academic and research works.”

Article 4: The provision of Clause (1) in Article 7 of the Announcement of the National Institute of Development Administration on Criteria for Journal Publication and Academic Conference Presentation of Research Works from the Students'

Theses/Dissertations in Partial Fulfillment of the Requirements for the Doctorate and Master’s Degrees dated 15th March B.E. 2564 is nullified. The following provision is then issued:

“(1) To publish in journals whose objectives and scope are set for the dissemination of English-language articles only. Such journals must be listed in either national or international databases approved by the Higher Education Institution Officials Commission (Gor Por Or) and announced in its official announcement on criteria for academic journal selection for publication of academic and research works.”

Announced on the 30th of August B.E. 2564 (2021)

(signed) Kamphol Panyagometh

(Professor Dr. Kamphol Panyagometh)

President of the National Institute of Development Administration

(Copy)

**Directives of National Institute of Development Administration
on Student Discipline B.E. 2541 (1998)**

As it is expedient to revise the Rules of National Institute of Development Administration on Student Discipline to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on Student Discipline B.E. 2541 (1998)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The Directives of National Institute of Development Administration on Student Discipline B.E. 2512 (1969) shall be repealed and replaced by these Directives.

Section 4 In these Directives

“Institute” refers to National Institute of Development Administration.

“Student” refers to regular students and associate students of the Institute.

“School” refers to the agencies in which there are teaching and learning according to the curricula for the degree diploma level or higher.

“Dean” refers to the highest ranking executive of the school.

Part 1

Discipline and Observation

Section 5¹ Students are expected observe and maintain the discipline as follows.

(1) Students are expected to comply with directives, rules, orders, announcements or provisions of the Institute, the school or other agencies whichever case may be and must always observe the discipline strictly. Offenders who do not observe the discipline are deemed infringement of student discipline and must be punished as provided in these Directives.

(2) Students are expected to uphold the honor and the reputation of the Institute; similarly students are not expected to misbehave themselves both on and off the Institute's premises so that the Institute reputation will not be damaged.

(3) Students are expected to uphold the unity among themselves and shall help keep order and maintain a healthy atmosphere in the Institute.

(4) Any collective activities on behalf of students of the school or of the whole students of the Institute or of the Institute must receive consent from the Dean or the President whichever the case may be.

(5) Students are expected to observe decorum as well as project polite demeanors and be well-mannered.

¹ Part 1, Section 5 (15), appended by Section 3 of the Directives of the Institute on Student Discipline (No.2) B.E. 2543

- (6) Students are expected to dress politely, appropriately and selectively.
- (7) Students must not take drugs or bring drugs into the Institute.
- (8) Students must not drink alcoholic drinks on the Institute's premises, except being permitted to occasionally.
- (9) Students must not gamble, nor engaged in gambling in the Institute.
- (10) Students must not cause damages to the Institute's properties.
- (11) Students are expected to abide by the rules of classroom usage and examination room usage of the Institute.
- (12) Students are expected to respect and give honor to lecturers as well as Institute officials who perform their duties.
- (13) Students must not carry arms into the Institute, except the administrative and security government officials who are to carry arms, yet they must keep the arms well-concealed in the vehicle.
- (14) Student must keep the Institute and its environment well-maintained and clean.

Section 6² The following breaches of discipline shall deemed severe disciplinary infringement.

- (1) ³Cheat in an examination
- (2) Be principal inciter who stirs/encourages chaotic uproars in the Institute or causes rifts among the students on the collective basis
- (3) Abuse drugs or possess drugs or other influential substance in the Institute
- (4) Gamble or engage in gambling in the Institute
- (5) Conduct severely wicked behaviors
- (6) Being convicted of criminal offense by a jail term, unless the offense was caused by carelessness or misdemeanors
- (7) Be pejorative with lecturers, Institute officials and staff who perform their duties
- (8) Commit government document forgery
- (9) Clandestinely change Institute's information

² Part 1, Section 6, amended by Section 4 of the Directives of the Institute on student discipline (No.2) B.E. 2543 and (14) appended by Section 4 of the Directives of the Institute on student discipline (No. 4) B.E. 2548

³ Part 1, Section 6 (1) amended by Section 4 of the Directives of the Institute on student discipline (No.2) B.E. 2543 and amended by Section 3 of the Directives of the Institute on student discipline (No. 5) B.E. 2554

Part 2

Penalty

Section 7 There are 5 steps of punishment for breaching of student discipline as follows.

7.1 Reprimand or parole

7.2 Probation

7.3 Suspension from the study

7.4 Withholding of academic diploma/degree; or holding back letters of certification for the time being punished

7.5 Name Deletion from the student registration

Section 8 ⁴ For the student who severely breached the discipline, the authorized person shall consider penalties as follows.

8.1 Suspension from the study

8.2 Withholding of academic diploma/degree; or holding back letters of certification for the time being punished

8.3 Deletion of the name from the student registration

Part 3

Investigation and Judgement

Section 9 In case of less severe offenses, the Dean shall investigate the case and consider the punishment against the breaches of discipline and report to the President to order the penalty.

⁴ Part 2, Section 8, clause 2 appended by Section 3 of the Directives of the Institute on student discipline (No.3) B.E. 2544

In investigating and considering the penalty against breaches of discipline, the Investigator has the authority to summon the evidence or the eye-witness to testify in the hearing.

Section 10⁵ In case of severe breaches of student discipline, the President shall appoint a committee consisting of at least 3 lecturers of the Institute, the President of the student union of the Institute as committee members and a civil official of the Institute as committee member and secretary in order to investigate the case and complete it within 30 days dating from the day on which the chairperson receives the order.

In the investigation process and the judgement for severe offense punishment; the one who have authority shall gather witnesses and evidence or call in people to testify to constitute a consideration and prove that the offender have committed a serious offense. Although the offender has confessed, after the investigation by the committee, a report shall be produced by the committee for the meeting consisting of the President, Vice Presidents and Deans to issue the resolution ordering the deletion of the student name. The President shall issue an order thereto then report to the Institute council to acknowledge the President's order

Section 11 Students who are punished against the severe breach of discipline may submit a plea to the order within 15 days dating from the date receiving the disciplinary punishment order. When the President receives the plea, the President shall appoint an investigation committee to investigate the breach of discipline, and then report the result to the meeting in which the President, Vice Presidents and Deans shall consider the plea and reach a resolution which shall be final.

⁵ Part 3, section 10, amended by section 3 of the Directives of the Institute on student discipline (No.4) B.E. 2548

In case that the student plea for leniency, the President shall consider the ground of the leniency; when the leniency is well-grounded, the President shall suggest to the meeting consisting of the President, Vice Presidents and Deans to issue a resolution which shall be final.

In case that the meeting repeals the name deletion's order, the President shall issue an order and report to the Institute's council for acknowledgement.

Section 12⁶ When the President ordered whichever penalty; the penalty shall be recorded in the student profile and announced. In case of a civil official, the penalty shall be forwarded to the superior at his/her original affiliation for information.

Section 13⁷ For the students whose names are deleted from the student registration according to Section 8 (3), when 3 years passed dating from the day of the penalty order; if the student wishes to apply for admission again, he/she shall submit his intention to the President with a reference or such a reference as a superior who shall guarantee the student's conduct. In the event that the student is a civil official, his/her superior shall ensure that the student will be monitored closely and reminded to behave as a decent student. When the President sees that it is credible, the President shall suggest to the meeting consisting of the President, Vice Presidents, Deans and Directors. If the meeting unanimously agrees, the Institute can re-admit the student to the Institute and then report to the Institute's council for information.

Section 14 The President shall take charge and control over these Directives.

Announced on the 24th of September B.E. 2541 (1998)

(signed) Mechai Viravaidya

(Mr. Mechai Viravaidya)

President of National Institute of Development Administration Council

⁶ Part 3, Section 12 amended by Section 5 of the Directives of the Institute on student discipline (No. 2) B.E.2543

⁷ Part 3, Section 13 amended by Section 4 of the Directives of the Institute on student discipline (No. 5) B.E.2554

(Copy)

Directives of National Institute of Development Administration
on Student Discipline
(No.2)
B.E. 2543 (2000)

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.2) B.E. 2543 (2000)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The following clause shall be appended as Section 5 (15) of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998).

“Section 5 (15) Student must not commit plagiarism of any kinds.”

Section 4 Section 6 of Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) shall be repealed and replaced by the following clause.

“Section 6 The following breaches of discipline shall be deemed severe disciplinary infringement.

- (1) Cheat in an examination
- (2) Copy or imitate term paper, thesis/dissertation, thematic paper and works of another student; or let other people do the work and claim the work as his/her own
- (3) Be principal inciter who stirs/encourages chaotic uproars in the Institute or causes rifts among the students on the collective basis
- (4) Abuse drugs or possess drugs or other influential substance in the Institute
- (5) Gamble or engage in gambling in the Institute
- (6) Conduct severely wicked behaviors
- (7) Being convicted of criminal offense by a jail term, unless the offense was caused by carelessness or misdemeanors
- (8) Be pejorative with lecturers, Institute officials and staff who perform their duties
- (9) Commit government document forgery
- (10) Clandestinely change Institute’s information

(11) Act or behave in the ways that damage the reputation of the Institute

(12) Take advantage of the Institute’s properties in order to benefit for student’s own or the third person’s interest.”

Section 5 Section 12 of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) shall be repealed and replaced by the following clause.

“Section 12 When the President orders whichever penalties; the penalties shall be recorded in the student profile and announced. In case of a civil official on education leave, the penalty shall be forwarded to the superior at his/her original affiliation for information.”

Section 6 The President shall take charge and control over the enforcement of these directives.

Announced on the 12th of September B.E. 2543 (2000)

(signed) Chirayu Israngkun Na Ayuthaya

(Mr. Chirayu Israngkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

Directives of National Institute of Development Administration

on Student Discipline

(No.3)

B.E. 2544 (2001)

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.3) B.E. 2544 (2001)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 The following clause shall be appended as Section 8, clause 2 of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998)

“Whoever severely breaches the discipline during his studentship; subsequently the offense was found out within 5 years after the graduation, the authorized person shall

consider a degree revocation as a punishment as well as inform the ones whom this matter may concern.”

Section 4 The President shall take charge and control over the enforcement of these Directives.

Announced on the 13th of November B.E. 2544 (2001)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration
on Student Discipline**

(No.4)

B.E. 2548 (2005)

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998) to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.4) B.E. 2548 (2005)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 Section 10, clause 1 of the Directives of National Institute of Development Administration on student discipline B.E. 2541 shall be repealed and replaced by the following clause.

“Section 10 In case of severe disciplinary offense, the president shall appoint a committee consisting of at least 3 lecturers of the Institute, President of the student union of the Institute as committee member, 1 personnel of the Institute as the secretary to investigate the case within 30 days dating from the day the chairperson of the committee receives the order.

Section 4 The following clause shall be appended to the Directives as Section 6 (13) of the Directives of the National Institute of Development Administration on Student Discipline B.E. 2541 (1998), amended by Section 4 of the Directives of the National Institute of Development Administration on student discipline (No.2) B.E. 2543 (2000).

“Section 6 (13) Make threats with arms or assault other people in the Institute’s premises or at the Education Centers of the Institute.”

Announced on the 8th of March B.E. 2548 (2005)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Directives of National Institute of Development Administration
on Student Discipline**

(No.5)

B.E. 2554 (2011)

As it is expedient to revise the Directives of National Institute of Development Administration on student discipline B.E. 2541 to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted the National Institute of Development Administration Council as follows.

Section 1 These Directives are called “Directives of National Institute of Development Administration on student discipline (No.5) B.E. 2554 (2011)”

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 Section 6 (1) of the Directives of National Institute of Development Administration on student discipline B.E. 2541 (1998), amended by Section 4 of the Directive of the National Institute of Development Administration on student discipline (No. 2) B.E. 2543 (2000) shall be repealed and replaced by the following contents.

“(1) Cheat in an examination including an attempt to cheat in the examination.”

Section 4 Section 13 of the Directives of the National Institute of Development Administration on student discipline B.E. 2541(1998) shall be repealed and replaced by the following clause.

“Section 13 The student whose name was deleted from the student registration according to 8.3; if the student wants to apply to study at the Institute again, the student can be re-admit into the Institute after 3 years dating from the date the order of the absolute ruling.”

Announced on the 28th of November B.E. 2554 (2011)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Announcement of National Institute of Development Administration
on Penalties for Cheating in Examinations**

As it is expedient to designate principles to the just and reasonable penalties for cheating in examinations to be consistent with the current situations;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), Section 6 of the Directives of National Institute of Development Administration on Student Discipline B.E. 2541 (1998), amended by Section 4 of the Directives of National Institute of Development Administration on Student Discipline (No.2) B.E. 2543 (2000), and Section 4 of the Directives of National Institute of Development Administration on Student Discipline (No.4) B.E. 2548 (2005), Section 10 of the Directives of National Institute of Development Administration on Student Discipline B.E. 2541 (1998); amended by Section 3 of the Directives of National Institute of Development Administration on Student Discipline (No.4) B.E. 2548 (2005); and in conjunction with the resolution of the Deans/Directors meeting no. 10, dated October 12, B.E. 2554 (2011);

Be it, therefore, declared by National Institute of Development Administration as follows.

Section 1 The Announcement of National Institute of Development Administration on Penalties for Cheating in Examinations dated July 17, B.E. 2550 (2007) shall be repealed.

Section 2 Examination cheating punishment judgement

2.1 In the event that a student, whose name is on the examination list, has someone else as an imposter with his/her identity take the examination instead of himself/herself, and as the Student Discipline Investigation Committee has examined the case and determined that the student actually cheated in the examination, the student shall serve the penalty of name deletion from the student registration of the Institute.

2.2 In the event that a student copy the answers of another examination taker, or let another examination taker copy his/her answers, or exchange messages concerning the examination problems in order to let another examination taker copy the answers, or exchange the answer sheets, it is all examination cheating. The student shall serve the penalty of 2-year suspension of studies.

2.3 Possessing sheets in the cheat-intended fashion, or cheating implicit which includes media such as sheets of paper, a communication device, an electronic device or any other objects as well as alphabets, numbers, charts on the student's body, or any other format that implies the contents of the subject being tested regardless of inside or outside the examination room during the examination without the permission shall be determined as follows.

2.3.1 If the Student Discipline Investigation Committee examines the case and it appears that during the examination the student has a sheet bearing the content of the subject being tested in possession inside the examination room in the cheat-intended fashion, and evidently uses the sheets in writing the answer to the examination problems, this shall be an

examination cheating and the perpetrator of cheating shall serve the penalty of 2-year suspension of studies.

2.3.2 If the Student Discipline Investigation Committee examines the case and it appears that during the examination the student possess a sheet of the subject content being tested in possession inside the examination room in the cheat-intended fashion, yet the student doesn't use the sheet to answer the examination problems; or if the student who left the room with the permission to do personal business was found in possession of the sheet outside the examination room in the cheat-intending fashion or cheating implicit, the perpetration shall be an attempt to cheat in the examination; thereby the perpetrator shall serve the penalty of 1-year suspension of studies.

2.3.3 If the Student Discipline Investigation Committee examines the case and it appears that the student actually has other sheets than the subject content being tested in possession inside the examination room, this shall be violation of the examination instructions; thereby the violator shall be on probation.

2.3.4 Leaving examination room earlier than the time specified shall be violation of examination instructions; thereby the violator shall be officially reprimand and on probation.

2.3.5 Any other penalties suggestions for other cheating circumstances or any other cheating attempts shall be at the Student Discipline Investigation Committee's discretion on the case-by-case basis.

3. Penalty Increase/Decrease

3.1 If the Student Discipline Investigation Committee finds out that a student repeats his offense, the penalty shall be increased to additional $\frac{1}{4}$ of the regular penalty for the repeated offense. If the penalty cannot be increased quantitatively, the intensity of the penalty shall be increased by 1 level.

3.2 If the Student Discipline Investigation Committee suggests that the student has confessed, repented having committed the offense and given useful information during the investigation/the hearing, or has demonstrated moral qualities before, the penalty shall be decreased by $\frac{1}{4}$ of the imposed penalty.

3.3 If the Student Discipline Investigation Committee suggests that the student who commits the offense does not repent, yet confesses because he yields to the evidence, or it is the case of name deletion from the Institute registration, the penalty shall not be decreased.

3.4 If the Student Discipline Investigation Committee suggests that the student who commits the offense of possessing sheets of another subject content, not the subject being tested inside the examination room according to 2.3.1 confesses, repents and gives useful information during the investigation, the decrease shall be given from being on probation to officially reprimand and on parole instead.

4. The offense according to this Announcement which takes place before or is in process, the Announcement shall be enforced accordingly.

Henceforward this Announcement shall be enforceable.

Announced on the 14th of October B.E. 2554 (2011)

(signed) Sombat Thamrongthanyawong

(Professor Dr. Sombat Thamrongthanyawong)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on Programs
Exempted from Computer Literacy Placement Test
for Regular Master's Program Students**

As the Institute announced on computer literacy measurement test for regular master's program students, dated April 23, B.E. 2551 (2008), to accommodate computer literacy measurement test for regular master's program students more suitably;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), in conjunction with the resolution of the Deans/Directors meeting (Tor Kor Or) no. 18/2541, dated September 10, B.E. 2541 (1998), the resolution of the Deans/Directors meeting (Tor Kor Or Education) no. 12/2551, dated December 17, B.E. 2551 (2008) and the resolution of the Deans/Directors meeting (Tor Kor Or) no. 1/2542, dated January 14, B.E. 2542 (1999);

Be it, therefore, declared by National Institute of Development Administration on Programs Exempt from Computer Literacy Placement Test for Regular Master's Program Students as follows.

Regular master's program students who are majoring in computer, or whose programs involve many computer basic courses and/or whose programs are ICT-oriented programs or who has passed the equivalent test according to the following programs are exempted from the Computer Literacy Placement Test.

1. Master of Public Administration Program
2. Master of Public and Private Management Program
3. Master of Business Administration
4. Master of Science in Applied Statistics and Information Technology
5. Master of Science in Environmental Management
6. Master of Arts in Language and Communication only students registered before Semester 1, academic year B.E. 2552 (2009)
7. Students who pass ND. 400 Introduction to Computer or ND..400 equivalent courses, or have earned a certification equivalent to ND.4 0 0 Introduction to Computer.

Announced on the 22nd of January B.E. 2552 (2009)

(signed) Sombat Thamrongthanyawong

(Professor Dr. Sombat Thamrongthanyawong)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration
on Programs Exempted from Computer Literacy Placement Test
for Regular Master’s Program Students (No.2)**

As the Institute issued the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master’s Program Students, dated January 22, B.E. 2552 (2009), to accommodate Computer Literacy Placement Test for Regular Master’s Program Students to be consistent with the current situations;

By the virtue of Section 19 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 12 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000), in conjunction with the resolution of the Deans/Directors meeting (Tor Kor Or) no. 5/2553, dated June 1, B.E. 2553 (2010) and the resolution of the Deans/Directors meeting (Tor Kor Or) no. 15/2553, dated November 10, B.E. 2553 (2010);

Be it, therefore, declared National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master’s Program Students (No.2) as follows.

Regular master’s program students of the schools of applied statistics in the following programs shall be exempted from the computer literacy measurement test.

1. Master of Science in Computer Science and Information Technology
2. Master of Science in Software Engineering
3. Master of Science in Information Technology Management
4. Master of Science in Logistics Management
5. Master of Science in Insurance, Actuarial Science and Risk Management
6. Master of Science in Applied Statistics
7. Master of Science in Statistics

Announced on the 14th of December B.E. 2553 (2010)

(signed) Sombat Thamrongthanyawong

(Professor Dr. Sombat Thamrongthanyawong)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on Programs
Exempted from Computer Literacy Placement Test
for Regular Master’s Program Students (No. 3)**

Whereas it is expedient to further amend the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master’s Program Students dated 22 January B.E. 2552.

By virtue of section 40 and paragraph two of section 100 of the National Institute of Development Administration B.E. 2562 and the Resolution of the National Institute of Development Administration Board of Directors in its meeting No. 4/2563 on 26 August B.E. 2563, the programs exempted from the Computer Literacy placement Test for regular master’s program students (No. 3) shall be as follows:

1. Master of Economics Program, School of Economics Development – students enrolled from semester 1 of academic year B.E. 2563 only.
2. Master of Arts Program in Communication and Innovation, School of Communication Arts and Innovation Management – students enrolled from Semester 1 of Academic Year B.E. 2563 only.

Announced on the 16th of November B.E. 2563 (2020)

(signed) Kamphol Panyagometh

(Professor Dr. Kamphol Panyagometh)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration on Programs
Exempted from Computer Literacy Placement Test
for Regular Master's Program Students (No. 4)**

Whereas it is expedient to further amend the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master's Program Students.

By virtue of section 40 and paragraph two of section 100 of the National Institute of Development Administration B.E. 2562 and the Resolution of the National Institute of Development Administration Board of Directors in its meeting No. 3/2565 on 23 March B.E. 2565, the programs exempted from the Computer Literacy placement Test for regular master's program students (No. 4) shall be as follows:

Master of Arts Program in Communication Management with Data, School of Communication Arts and Innovation Management – students enrolled from Semester 2 of Academic Year B.E. 2564 only.

Announced on the 5th of April B.E. 2565(2022)

(signed) Tippawan Lorsuwannarat

(Professor Dr. Tippawan Lorsuwannarat)

President of National Institute of Development Administration

(Copy)

Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master’s Program Students (No. 5)

Whereas it is expedient to further amend the Announcement of National Institute of Development Administration on Programs Exempted from Computer Literacy Placement Test for Regular Master’s Program Students.

By virtue of section 40 and paragraph two of section 100 of the National Institute of Development Administration B. E. 2562 and the Resolution of the National Institute of Development Administration Board of Directors in its meeting No. 10/2565 on 26 October B.E. 2565, the programs exempted from the Computer Literacy placement Test for regular master’s program students (No. 5) shall be as follows:

Master of Science Program in Sustainability Science and Management, School of Environmental Development – students enrolled from Semester 2 of Academic Year B. E. 2564 only.

Announced on the 10th of November B.E. 2565

(signed) Tippawan Lorsuwannarat

(Professor Dr. Tippawan Lorsuwannarat)

President, National Institute of Development Administration



**Rules of National Institute of Development Administration
on Scholarships and Awards**



(Copy)

**Rules of National Institute of Development Administration
on Scholarships and Awards B.E. 2550 (2007)**

As it is expedient to revise the rule of National Institute of Development Administration on Scholarship and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules are called “Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007)”.

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 To repeal:

- (1) Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2538 (1995)
- (2) Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2539 (1996)
- (3) Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2544 (2001)

- (4) Rules of National Institute of Development Administration on Scholarships and Awards (No.4) B.E. 2544 (2001)
- (5) Rules of National Institute of Development Administration on Scholarships and Awards (No.5) B.E. 2544 (2001)
- (6) Rules of National Institute of Development Administration on Scholarships and Awards (No.6) B.E. 2550 (2007)

Whichever rules or directives are contrary to these rules shall be replaced by these rules.

Section 4 In these rules:

“Dean” refers to the highest ranking position of a school.

“Student” refers to regular students according to the Directives on Education of the Institute.

“Scholarship” refers to money allocated as a fund for the educational support of the Institute.

“Award” refers to money or objects allocated as awards for the educational support of the Institute.

“Research Award” refers to money or things allocated as awards for the research support of the Institute.

“Committee” refers to scholarships and awards committee.

“Fund” refers to a fund and education awards of National Institute of Development Administration.

“Term paper” refers the result of independent studies.

Section 5 The President shall take charge and control over the execution of these rules, and shall have an authorization to issue announcements and ordinances of the Institute to establish rules and instructions of the execution of these rules.

Part 1

The Fund

Section 6 A Fund shall be established in the Institute which shall be called “Scholarship and award fund of National Institute of Development Administration” with the education- and research-promotional objectives.

Section 7 Scholarships and awards shall be divided into the following categories.

- (1) Financial aid
- (2) Academic excellence scholarship
- (3) Research grant
- (4) Full tuition scholarship
- (5) Scholarship
- (6) Research award
- (7) Academic excellence award
- (8) ⁸Other scholarships designated by the Institute council

Section 8 The fund consists of:

- (1) Money or assets donated to make gains to finance scholarships and awards for general and specific-majored students of the Institute
- (2) Money and assets donated to finance scholarships and awards for general or specific-majored students of the Institute

⁸ Part 1, Section 7 (8), amended by Section 3 of the Rules of the Institute on Scholarships and Awards (No.3) B.E.2555

- (3) Money from the government budgets to allocate grants for research-supporting purposes
- (4) Money allocated by the Institute to fund scholarships or awards
- (5) Interests and gains from the funds

Part 2

Committee and Execution

Section 9 The Scholarships and Awards Committee consists of the Vice President for academic affairs as the chairperson, the Deans as committee members, and the Director of Education Service Division as a committee member and the secretary.

Section 10 The Committee shall have the authorization and duties as follows.

- (1) Administer the fund
- (2) Allocate the fund for scholarships and awards
- (3) Consider deserving scholarship recipient's qualifications to receive scholarships or awards
- (4) Set scholarship and award payment amounts and methods
- (5) Consider thesis and term paper towards scholarships and awards
- (6) Establish formalities and instructions of the committee with consent of the President Other executions regarding the fund as necessary
- (7) Appoint a Sub-Committee to assist the Committee as appropriate
- (8) Report performance and financial standings of the fund to the President at the end of fiscal year

Section 11 Other fund shall be administered including donation under Section 8 (1) and Section 8 (2). The Committee shall administer the donation according to the donor's

wishes. Unless the donor designates specific objectives, the Committee shall administer the fund according to the ordinances set under these Rules.

Section 12 As scholarships and awards administration stated under Section 10, the Committee shall execute the administration as follows.

- (1) Consider the scholarships and awards allocation for students at least once a year
- (2) Announce among students about the scholarship application at least 30 days in advance
- (3) Select recipients for the scholarship and awards
- (4) Announce the results of the various scholarships and awards selection as well as set the scholarship presentation date

The decision of the scholarship and awards dispensation is at the committee's discretion and shall be final. In this regard the candidates' conducts shall be considered as well.

Section 13 The students who want to apply for a scholarship or an award must turn in the application forms provided by the Committee.

Section 14 The majority votes of the committee's members attending the meeting shall make the committee's resolution. More than half of the Committee members shall make a quorum.

Section 15 Scholarships and awards according to these Rules are individual rights. When the committee has decided to give them to any students, the individual recipient must receive the scholarship in person. The scholarship recipient who writes the attorney of power/proxy authorizing someone else to receive the scholarships shall be deemed the relinquishment of the scholarship.

Part 3

Financial Aid

Section 16 The objectives of the financial aid is to help the students who need financial aid. The committee may stipulate that the recipients render academic works to the Institute.

In the event that the committee requires the recipient to render academic works according to clause 1, he/she must work at the average of not more than 10 hours a week, and shall be under the supervision of the designated lecturer.

Section 17 The consideration to give financial aid: the students whose qualifications below are met shall be entitled to the financial aid.

- (1) Being regular student of the Institute who has studied at the Institute for at least 1 semester and whose GPA is not less than 3.00 at the time of the application
- (2) Demonstrating financial neediness
- (3) Willing to and able to render academic works to the Institute

Section 18 The amount and the rules of the financial aid payment shall observe the announcements of the Institute with the recommendation of the committee in each academic year.

Section 19 The designation of the lecturer who shall control the academic work of the financial aid recipient is at the discretion of the Committee.

Section 20 The scholarship shall be terminated under one of the following circumstances.

- (1) The academic work finishes.
- (2) The financial aid recipient doesn't wish to render the academic work any longer
- (3) The financial aid recipient is not able to render the work assigned.
- (4) The financial aid recipient is under probation.
- (5) The financial aid recipient enrolls less than 9 credits, except for the summer session and the last semester of the studies according to the curriculum of each school.
- (6) The financial aid recipient graduates.
- (7) The student status of the financial aid recipient is terminated.

Part 4

Academic Excellence Scholarship

Section 21 Academic excellence scholarship's objective is to support students who has high academic achievement both prospective students and students of the Institute.

Section 22 Scholarship candidates must have the following qualifications.

- (1) Being honor bachelor's degree graduates in the fields specified by the committee.
- (2) The eligible candidates shall be either under the process of the admission or already admitted to the Institute.
- (3) In case of non-honor bachelor's degree graduates, the candidates must be continued students who have enroll not less than 9 credits of the credited courses, and shall have the GPA of every course enrolled not less than 3.3 at the time of the application.

- (4) In case of the doctoral degree students, the candidates must have enrolled not less than 9 credits of the credited courses, and shall have the GPA of every course enrolled not less than 3.5 at the time of the application.

Section 23 The amount and the rules of academic excellence scholarship payment shall be at the committee's discretion, but not more than 15,000 Baht/scholarship/year for 1 year for degree diploma students, but not more than 30,000 Baht/scholarship/year for 2 continuous year for full-time master's degree students and 2 ½ continuous years for part-time students, but not more than 50,000 Baht/scholarship/year for 2 continuous years for doctoral degree students.

Section 24 The academic excellence scholarship shall be terminated in the following circumstances.

- (1) The scholarship's money specified is paid out.
- (2) ⁹ The scholarship recipient's GPA is lower than 3.3 for the Master's degree students and 3.5 for the doctoral degree students
- (3) The scholarship recipient enrolls less than 9 credits, except for the summer session and the last semester of the studies according to the curriculum of each school.
- (4) The scholarship recipient graduates.
- (5) The committee passes the resolution to terminate the scholarship.

⁹ Part 4, Section 24 (2), amended by Section 3 of the Rules of the Institute on Scholarships and Awards (No.2) B.E. 2551

Part 5 Research Grant

Section 25¹⁰ Research grants' objectives are to promote thesis writing. The fund is derived from two sources.

- (1) Fund derived from the Institute's income
- (2) Fund derived from the government budgets

Section 26 The research grants shall be administered for research conducting and thesis writing purposes among the students whose qualifications must be met as follows.

- (1) Having studied at the Institute for at least 2 semesters.
- (2) Being the student whose thesis progress as a part of his/her master's/doctoral program of the Institute. The guideline of the thesis/dissertation is approved by his/her thesis advisor appointed by the Dean.
- (3) Having proposed thesis/dissertation outline together with the details of the approach for the committee to consider
- (4) The copyright of the thesis/dissertation shall be shared rights between the student and the Institute for 5 years.

Section 27¹¹ The amount and the rules of the funding of the research grant shall observe the announcements of the Institute.

¹⁰ Part 5, Section 25, amended by Section 4 of the Rules of the Institute on Scholarships and Awards (No.2) B.E. 2551

¹¹ Part 5, Section 27, amended by Section 5 of the Rules of the Institute on scholarships and Awards (No.2) B.E.2551

Part 6

Full Tuition Scholarship

Section 28 Full tuition scholarship' objectives are to aid students who are financially needy with the per course tuition waiver according to the program.

Section 29 Students who apply for the full tuition scholarship must have the following qualifications.

- (1) Being full-time students of the Institute.
- (2) Demonstrating financial neediness
- (3) If the student is not a new student, the student must have minimum GPA 3.00 in the previous semester.

Section 30 In proposing the eligible students' list, each school shall consider the preliminary students' list, then committee shall select the deserving students. The number of scholarship recipients shall follow the committee's determination.

Section 31 The full tuition scholarship may be given to recipients in the first semester until the last semester of the studies or just one semester.

In the event that the full tuition scholarship is given to a recipient for many consecutive semesters, the student must have minimum GPA 3.0. If the recipient has GPA lower than 3.0 in any semester, the full tuition scholarship shall be terminated for the following semester.

In the event that the grade results are incomplete, the decision shall lie with the Dean's discretion.

Part 7¹²

Scholarship

Section 32 Scholarship' objectives are to promote and support extraordinary high-achieving students to pursue master's programs at the Institute.

Section 33 Scholarship is divided into 2 categories as follows.

(1) Scholarship category 1 is full scholarship which waives fees for the recipient such as tuition, IT facilities fee, extra activity fee and other expenses. The scholarship also funds the recipient's personal expenses.

(2) Scholarship category 2 is scholarship which waives only the tuition all through the program.

Section 34 The recipients' qualification of both categories, amount of the funding and fund payment rules shall follow the announcements of the Institute.

Section 35 The condition of the Scholarship category 1:

- (1) The scholarship recipient must study in plan A. (with thesis)
- (2) The scholarship recipient must have minimum GPA 3.65 in each semester. If the recipient receives GPA lower than stipulated, the funding shall be terminated.
- (3) The copyright of the thesis/dissertation shall be shared copyright between the student and the Institute for 5 years.

¹² Section 7, appended by Section 6 of the Rules of the Institute on Scholarships and Awards (No.2) B.E. 2551 (2008) and amended by Section 3 of the Rules of the Institute on Scholarships and Awards (No. 4) B.E. 2556 (2013)

(4) If the recipient takes leave of absence, the scholarship shall be terminated. If the recipient resigned, all the funding paid must be repaid to the Institute; unless the Committee decides otherwise.

(5) The recipient shall not be eligible for any other scholarships of the Institute.

Section 36 The conditions of the Scholarship category 2:

(1) The scholarship recipient must have minimum GPA 3.45 in each semester. If the recipient receives GPA lower than stipulated, the funding shall be terminated.

(2) If the recipient takes leave of absence, the scholarship shall be terminated. If the recipient resigned, all the funding paid must be repaid to the Institute; unless the committee decides otherwise.

Part 8

Research Award

Section 37 Research award' objectives are to promote the quality of the work and to honor the thesis'/term paper's writer. The Research Award is divided into 3 categories.

(1) Excellent thesis award of the program shall follow the announcements of the Institute.

(2) Excellent thesis of the semester of the program shall follow the announcements of the Institute.

(3) Consolation Award, the committee shall give Consolation Award to the thesis/term paper writer who misses the Excellent Thesis Award.

Section 38 The criteria and selection procedures of the applicants shall comply with the stipulation determined by the Committee.

Section 39 Research awards shall be provided for the students in each program not more than one per category.

Part 9¹³

Academic Excellence Award

Section 40 The Academic Excellence Award' objectives are to honor the academically excellent students whose academic achievements are excellent as well as to motivate these students strive for an even better achievements. The Academic Excellence Award is divided into 2 genres.

- (1) Continued students
- (2) Graduated students

Section 41 Continued students with the following qualifications shall be entitled to the Award.

(1) The applicant must be a master's program student who has earned minimum 24 credits (exclusive of the non-credit courses) which have been continuously enrolled. In each semester (except the summer session) the minimum of 12 credits must be enrolled for full-time students or the minimum of 9 credits for part-time students.

(2) As the applicant completes 24 credits according to (1), minimum GPA of 3.65 is required.

Section 42 For the Academic Excellence Award under the continued students' genre, a certificate of appreciation shall be issued as per the Committee's formulation with the consent of the President.

¹³ Part 9, amended by Section 4 of the Rules of the Institute on Scholarships and Awards (No.3) B.E. 2555

Section 43 Graduated students with the following qualifications shall be entitled to the awards.

- (1) Minimum GPA of 3.75 is required.
- (2) Minimum 'B' grade in every subject enrolled, never received 'U' grades.
- (3) The student shall never have transferred credits from any other programs.
- (4) The student shall never take the comprehensive examination more than once, nor shall the student have 'Fail' grade results.
- (5) The student shall graduate within 3 years.

Section 44 Academic Excellence Awards token for graduated students shall be a plaque formulated by the Committee with consent of the President.

Section 45 Each school shall propose students' lists who are entitled to the awards to the Committee according to the criteria and procedures specified by the Committee.

Part 10

Transitory Provision

Section 46 The fund and the awards according to the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2538 and their amendments and additions shall be the fund and awards under these Rules.

Announced on the 23rd of July B.E. 2550 (2007)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Rules of National Institute of Development Administration
on Scholarships and Awards (No.2) B.E. 2551 (2008)**

As it is expedient to revise the Rules of National Institute of Development Administration on Scholarships and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules is called “Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2551 (2008)”.

Section 2 These Directives shall be enforceable the day after the announced date onwards.

Section 3 To repeal the clause in Section 24(2) of the Rules of the National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace by the following clause.

- (1) “Section 24 (2) The scholarship recipient shall maintain minimum GPA of 3.50.”

Section 4 To repeal the clause under Section 25 of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clause.

“Section 25 Research grants’ objectives are to support thesis writing and its publication in a journal or other academic publications. The fund is derived from 2 sources.

1. Research grant from the Institute’s income
2. Research grant from the government budgets.”

Section 5 To repeal the clause under Section 27 of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clause.

“Section 27 The amount and rules of the funding of thesis/dissertation writing and/or its publication in a journal or academic publications shall observe the announcements of the Institute.”

Section 6 To repeal the clause under Part 7, Scholarship of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clauses.

Part 7

Scholarship

Section 32 Scholarship’s objectives are to promote and support extraordinary high-achieving students to pursue master’s programs at the Institute. The scholarship shall be given to new Thai and foreign students who study at various Thai-language, English-language and international programs of the Institute.

Section 33 Scholarship is divided into 2 categories as follows.

- (1) Master’s program scholarship
- (2) Doctoral program scholarship

Section 34 Master’s program scholarship is divided into 3 sub-categories as follows.

(1) Sub-category 1-Scholarship is a fully funded scholarship which waives all tuition throughout the program. It also funds personal expenses of the recipient. However, the recipient must be a new student who graduates bachelor’s degree with minimum GPA of 3.00 with the following conditions.

- The recipient must study in plan A (with thesis).
- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The copyright of the thesis shall be shared copyright between the recipient and the Institute for 5 years.
- The recipient’s leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.
- The recipient shall not be eligible for any other scholarships of the Institute.

(2) Sub-category 2-scholarship is the scholarship which waives only the recipient’s tuition throughout the program. However, the recipient must be new students whose undergraduate GPA is not lower than 3.00 with the following conditions.

- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

(3) Sub-category 3-Scholarship is the scholarship which waives half of the recipient's tuition throughout the program. The recipient must be new students whose undergraduate GPA is not lower than 2.75 with the following conditions.

- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

Section 35 Doctoral program scholarship is divided into 3 Sub-categories as follows.

(1) Sub-category 1-Scholarship is fully funded scholarship which waives all tuition throughout the program. The recipient shall be a new student who has a minimum GPA of 3.00 at the bachelor's degree and 3.50 at the master's degree with the following conditions.

- The recipient must maintain minimum GPA of 3.50 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The copyright of the thesis shall be shared copyright between the recipient and the Institute for 5 years.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.
- The recipient shall not be eligible for any other scholarships of the Institute.

(2) Sub-category 2-Scholarship is scholarship which waives only the recipient's tuition throughout the program. The recipient shall be a new student who has a minimum GPA of 3.00 at the bachelor's degree and 3.50 at the master's degree with the following conditions.

- The recipient must maintain minimum GPA of 3.5 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

(4) Sub-category 3-Scholarship is the scholarship which waives half of the recipient's tuition throughout the program. The recipient shall be a new student who has a minimum GPA of 2.75 at the bachelor's degree and 3.30 at the master's degree with the following conditions.

- The recipient must maintain minimum GPA of 3.30 in each semester. If, in any semester, the GPA drops lower than the stipulated grade, the funding shall terminate.
- The recipient's leave of absence shall result in immediate termination of the scholarship. If the recipient resign or request to terminate the scholarship, the recipient must reimburse the Institute for the funding received, unless the Committee considers otherwise.

Section 36 The amount and rules of the funding payment of the scholarship shall observe the announcements of the Institute.

In case of necessity and appropriateness, the Scholarships and Awards Committee may consider exemption of some of the recipient's qualifications and conditions under Section 34 and Section 35 on the case by case basis.

Announced on the 22nd of September B.E. 2551 (2008)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Rules of National Institute of Development Administration
on Scholarships and Awards (No.3) B.E. 2555 (2012)**

As it is expedient to revise the rule of National Institute of Development Administration on Scholarships and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509 (1966), amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 (2000) in conjunction with the resolution of National Institute of Development Administration Council meeting no. 11/2555, dated December 11, B.E. 2555 (2012);

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules is called “Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2555 (2012)”.

Section 2 These Rules shall be enforceable the day after the announced date onwards.

Section 3 To repeal the clause under section 7 (8) of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace by the following clause.

“Section 7 (8) Other scholarships which have been designated by the Scholarships and Award Committee shall be subsequently reported to the Institute Council for acknowledgement.”

Section 4 To repeal the clause under Part 9, Academic Excellence Award of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007) and replace with the following clauses.

“Part 9

Academic Excellence Award

Section 40 Academic Excellence Award’ objectives are to honor the students who have not yet graduated and whose academic achievement is excellent in order to motivate the high-achievement students to strive for an even better achievement.

Section 41 The student who is entitled to the Award shall have the following qualifications.

- (1) The applicant must be a continued master’s degree student who has earned not less than 24 credits (exclusive of the non-credit courses) who has continuously enrolled every semester (except the summer session). In each semester the student must enroll not less than 12 credits for full-time students or not less than 9 credits for part-time students.
- (2) As the applicant completes 24 credits according to the contents in (1), the GPA must not be lower than 3.75.

Section 42 The Academic Excellence Award recipient shall be presented with a certificate of appreciation formulated by the Committee with the consent of the President.

Section 43 Each school shall nominate students who are entitled to the awards to the committee according to the criteria and procedures specified by the Committee.”

Section 5 The clauses under Part 9, Academic Excellence Award of the Rules of National Institute of Development Administration on Scholarships and Awards (No.3) B.E. 2555 (2012) shall be enforced with the students who register since the second semester of the academic year B.E. 2555 (2012) onwards.

Announced on the 11th of December B.E. 2555 (2012)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Rules of National Institute of Development Administration
on Scholarships and Awards (No.4) B.E. 2556 (2013)**

As it is expedient to revise the rule of National Institute of Development Administration on Scholarships and Awards to be more suitable;

By the virtue of Section 16 of the National Institute of Development Administration Act B.E. 2509, amended by Section 11 of the National Institute of Development Administration Act (No. 2) B.E. 2543 in conjunction with the resolution of National Institute of Development Administration Council meeting no. 5/2556, dated July 10, B.E. 2556;

Be it, therefore, enacted by the National Institute of Development Administration Council as follows.

Section 1 These rules is called “Rules of National Institute of Development Administration on Scholarships and Awards (No.4) B.E. 2556 (2013)”.

Section 2 These Rules shall be enforced with the students who register since the first semester of the academic year B.E. 2556 (2013) onwards.

Section 3 To repeal the clause under Part 7, Scholarship of the Rules of National Institute of Development Administration on Scholarships and Awards B.E. 2550 (2007), and amended with the Rules of National Institute of Development Administration on Scholarships and Awards (No.2) B.E. 2551 (2008) and replace by the following clauses.

“Part 7

Scholarship

Section 32 Scholarship’s objectives are to promote and support students who have extraordinary high-academic capabilities to further their studies in the Institute and to promote international relations. The scholarship shall be given to new Thai and foreign students who study at various Thai-language, English-language and international programs.

Section 33 Scholarship is divided into 2 categories as follows.

- (1) Master and doctoral programs scholarship for academic excellent students
- (2) International relations-promotional scholarship

Section 34 Master and doctoral programs’ scholarship for academic excellent students are divided into 3 Sub-categories as follows.

(1) Sub-category 1-scholarship is fully funded scholarship which waives all tuition throughout the program. It also funds personal expenses of the recipient.

(2) Sub-category 2-scholarship is the scholarship which waives only the recipient’s tuition throughout the program.

(3) Sub-category 3-scholarship is the scholarship which waives half of the recipient’s tuition throughout the program.

Section 35 The qualification, the rules and the conditions of the scholarship under Section 33 shall observe the announcements of the Institute.

Announced on the 10th of July B.E. 2556 (2013)

(signed) Chirayu Isarangkun Na Ayuthaya

(Mr. Chirayu Isarangkun Na Ayuthaya)

President of National Institute of Development Administration Council

(Copy)

**Announcement of National Institute of Development Administration
on Criteria and Conditions for Access to Details of Grades**

Whereas it is expedient to amend the criteria and conditions to access details of grades in order for education provision to be in line with the Announcement of the Ministry of Education relating to Policy on Treatment of Students by Higher Educational Institutions.

By virtue of section 19 of the National Institute of Development Administration Act B.E. 2509 as amended by section 12 of the National Institute of Development Administration Act (No. 2) B.E. 2543, Announcement of National Institute of Development Administration on Criteria and Conditions to Access Details of Grades shall be issued as follows:

No. 1. This Announcement comes into force one day following its publication.

No. 2. The Announcement of National Institute of Development Administration on Criteria and Conditions to Access Details of Grades B.E. 2554 dated 10 June B.E. 2554 is repealed and replaced by this Announcement.

No. 3. To access details of grades, students shall submit a request to the Dean of the responsible School where desirable subjects are offered within 30 days from the date of grade submission as per the academic calendar. In case of other types of examinations than regular examinations, the request shall be submitted within 30 days from date of grade releases.

The right to access details of grades is personal to an individual student and only the student can submit a request. Authorizing another person to submit a request or

submitting a request on behalf of another person or requesting access to details of another person's grades is not permitted.

No. 4. To consider or approve the request for details of grades, the Dean shall do so within 15 days from the day the request is received. An instructor or chair of examination management may be delegated to consider and approve the request as the Dean sees appropriate.

No. 5. To access details of grades, students must comply with the followings:

- (1) Record only details of their grades.
- (2) Do not use any communication or electronic devices while accessing the details of grades.
- (3) Do not take photos or make copies or copy texts from examination documents or answer sheets or any other details related to grades.
- (4) Do not cross out or make further changes in answer sheets or examination documents or any other details related to grades.
- (5) Do not tear or destroy answer sheets or examination documents or any other details related to grades.
- (6) While accessing details of grades, if grades of other students are present, their grades must not be shared with others.

No. 6. After the students have gone through the details of grades, if an instructor considers it appropriate to correct the grades, the instructor shall submit a request to correct such grades in accordance with the Announcement of National Institute of Development Administration on Instructor Guideline for Correcting Students' Grades

No. 7. The right to access details of grades is a one-time request per one subject or each examination.

No. 8. In case of a dispute under this Announcement, the President, by recommendation from a meeting of Deans, Director of Education and Dean of relevant School, shall decide and the President's decision shall be final.

Announced on the 17th of May B.E. 2561 (2018)

(signed) Pradit Wanarat

(Associate Professor Dr. Pradit Wanarat)

President of National Institute of Development Administration

(Copy)

**Announcement of National Institute of Development Administration
on Instructor Guidelines for Correcting Students' Grades**

Whereas it is expedient to prescribe guidelines for correcting students' grades following the releasing of grades by a responsible instructor for each subject.

By virtue of section 19 of the National Institute of Development Administration Act B.E. 2509 as amended by section 12 of the National Institute of Development Administration Act (No. 2) B.E. 2543 together with No. 60 of the National Institute of Development Administration Regulation on Graduate Studies B.E. 2557, guidelines for correcting students' grades for instructors shall be as follows:

No. 1. This Announcement comes into force one day following its publication.

No. 2. When a responsible instructor has assigned grades for each subject and submitted them to the Educational Service Division via the Dean of the School, to correct such grades, the instructor shall comply with the followings:

(1) If an instructor wishes to correct grades, the instructor shall submit a request to the Dean of the relevant School with 15 days from the date of grade submission according to the academic calendar.

(2) If a student requests to access details of grades according to Announcement of National Institute of Development Administration on Criteria and Conditions to Access Details of Grades, and a decision has been made to correct the grades,

the instructor shall submit the request to the Dean of the relevant School within 15 days from the date the Dean approves the student's request.

The request form is attached at the end of this Announcement.

No. 3. When the Dean of the relevant School receives the request to correct grades, the request shall be considered and the decision be sent to the Educational Service Division within 15 days from the date of receiving it. This is to allow the Educational Service Division to proceed with correcting the grades.

No. 4. In case of a dispute under this Announcement, the President, by recommendation of a meeting of Deans, Director of Education and Dean of relevant School, shall decide and the President's decision shall be final.

Announced on the 17th of May B.E. 2561 (2018)

(signed) Pradit Wanarat

(Associate Professor Dr. Pradit Wanarat)

President of National Institute of Development Administration