

**ANNOUNCEMENT**  
National Institute of Development Administration  
Master of Business Administration, English Program  
**Application for Tuition Fee Scholarship**  
**(English Program Batch #19)**  
Academic Year 1/2010

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The National Institute of Development Administration (NIDA) is accepting applications for admission to the Master of Business Administration (English Program) under the tuition fee scholarship program, for the academic year 1/2010.

### 1. Applicants' Qualifications

- 1) Applicants must have a bachelor's degree in any field from an accredited academic institution. All applicants must have a cumulative G.P.A. of not less than 3.00.
- 2) Applicants, currently employed, must obtain written approval from their employer to pursue full time study at NIDA.

### 2. Application Forms

- 1) Application forms can be obtained directly from the Graduate School of Business Administration, NIDA (8<sup>th</sup> Floor ,Bunchana Atthakorn Building), or from the Educational Service Division (Open weekdays 8.30 a.m. - 4.30 p.m. except holidays), 1<sup>st</sup> Floor, Car Park Building.
- 2) Application forms can be downloaded from the NIDA MBA website ([nidabusinessschool.com](http://nidabusinessschool.com))

**-First round** : **Now –January 13<sup>th</sup>, 2010**  
**-Second round** : **January 14<sup>th</sup> –April 22<sup>nd</sup>, 2010**

- 2.1) Download the [application form](#) and print out on A4 paper only. Do not change the format of the form, otherwise, it will not be accepted for the application process.

### 3. Application Procedure and Payment of Fees

Applications, accompanied by an application fee of 200 baht, must be submitted to the Educational Service Division at the Financial Division, 1st Floor, Car Park Building (Open weekdays 8.30 a.m. - 4.30 p.m., except holidays)

**-First round** : **Now –January 13<sup>th</sup> , 2010**  
**-Second round** : **January 14<sup>th</sup> –April 22<sup>nd</sup> , 2010**

### 4. Application Materials

- 4.1 Bachelor's Degree diploma (2 copies)
- 4.2 Complete official transcript of undergraduate studies (1 copy)
- 4.3 1" x 1" photo taken not more than six months prior to the application date (1 photo)
- 4.4 For applicants who graduated from an institute outside Thailand:
  - 4.4.1 A Letter of Confirmation on Standard Curriculum for the Bachelor's Degree.  
This can be obtained from the Bureau of Standards and Evaluation at the Commission on Higher Education, Ministry of Education .  
Tel: +66 2 644 7029-36 ext. 727, +66 2 354 5481  
(Contact the Educational Service Division for more information)
  - 4.4.2 An Official Letter of Certification for their Bachelor's Degree with their University Council's approval as well as a complete transcript with the specified date of graduation which must be sent directly from the applicant's university to the address below:

Educational Service Division,  
National Institute of Development Administration  
118 Seri Thai Road, Khlong Chan  
Bangkapi, Bangkok 10240 Thailand  
Facsimile: +66 2 377 7477

*Note:* The documents mentioned in 4.4.1 and 4.4.2, above, must be submitted before the start of the term. Applicants who fail to submit all required documents will not be admitted to the program.

The Institute reserves the right to verify the applicants' qualifications at any time. Applicants who do not have the required qualifications will not be admitted to the program. No refunds will be issued. If an applicant has already been accepted but is subsequently determined to be unqualified, scholarship awards will be canceled.

## 5. Selection Procedures

The program committee will decide which applicants are to be interviewed by the faculty members of the Graduate School of Business Administration. The committee will evaluate applicants based on credentials, education, and experience.

**Date** : **January 18<sup>th</sup> – 22<sup>nd</sup> , 2010 for first round.**  
: **April 26<sup>th</sup> -30<sup>th</sup> , 2010 for second round.**  
**Time** : To be announced later.  
**Place** : 8<sup>th</sup> Floor ,Bunchana Atthakorn Building

The Graduate School of Business Administration, NIDA will announce a list of applicants who are eligible to be interviewed on **January 15<sup>th</sup> , 2010 for first round** and on **April 23<sup>rd</sup> , 2010 for second round.**

## 6. Conditions for Partial Scholarship

Applicants who have been accepted into the program under the tuition fee exemption project will be exempt from tuition under the following conditions:

6.1 Applicants must achieve a GPA of at least 3.50 in each semester; otherwise, the tuition fee exemption will be canceled.

6.2 If applicants go on a leave of absence, they will lose the right to tuition fee exemption. If an applicant decides to drop the program, they must pay all tuition fees exempted to the date of withdrawal.

## 7. Announcement of Results

A list of successful applicants admitted to the program will be announced on **February 15<sup>th</sup> , 2010 for first round** and on **May 17<sup>th</sup> , 2010 for second round** at the Educational Service Division, Car Park Building, 1<sup>st</sup> Floor and at the Graduate School of Business Administration, 8<sup>th</sup> Floor, Bunchana Atthakorn Building. The list will also be posted at (**[nidabusinessschool.com](http://nidabusinessschool.com)**).

Announced on September , 2009.

Associate Professor

(Pradit Wanarat)  
Vice President for Academic Affairs  
Chair of Student Admissions Commission