



ANNOUNCEMENT

National Institute of Development Administration
Application for Admission
Master of Business Administration (English Program Batch #19)
For the Academic Year 1/2010
(Written Examination)

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

1. Qualifications of Applicants

- 1.1 Applicants must hold a bachelor's degree in any field or major from an accredited academic institution.
- 1.2 Applicants who are studying in their last semester must graduate with a bachelor's degree on or before the first day of the semester for which they have been accepted.
 - 1.2.1 A complete(final) transcript with the specified date of graduation **must be submitted** on or before the first day of the term for which the applicant has been accepted.

2. Selection Procedure

2.1 Written Examination

Qualified applicants must take the NIDA Qualifying Examination which consists of:

- i) A Business Aptitude Test
- ii) An English Proficiency Test

GMAT and TOEFL test scores can be substituted for i and ii, respectively.

Exemptions from the NIDA Qualifying Examination are as follows:

- 2.1.1 Applicants with a TOEFL and GMAT score of 500 or higher on both tests.
- 2.1.2 Applicants who have a GMAT score of 500 or higher will be exempt from the Business Aptitude Test only.
- 2.1.3 Applicants who have a TOEFL score of 500 or higher will be exempt from the English Proficiency Test only.
- 2.1.4 Applicants who are native speakers of English or who have completed undergraduate studies in English – speaking countries within 5 years prior to application will be exempt from the English Proficiency Test only.
- 2.1.5 Applicants admitted to the program who have a TOEFL score of more than 500 but less than 550 must take *English Communication Skills for Graduate Studies* (LC5030).

Exemptions from LC5030 :Applicants who have a TOEFL score of 550 or higher will be exempted from the *English Communication Skills for Graduate Studies* (LC5030) and from the English Proficiency Test. Applicants who score higher than the Institute’s standard requirement on the English Proficiency Test will be exempted from *English Communication Skills for Graduate Studies* (LC5030). (TOEFL and GMAT scores submitted in support of applications must be from tests taken within two years prior to application to NIDA. Native English speakers, or applicants who have completed undergraduate studies in English–speaking countries within five years prior to application to NIDA are exempted from the LC5030 and English Proficiency Test.)

2.2 Interview

The admission committee will consider applicants that fulfill either 2.2.1, 2.2.2, 2.2.3, 2.2.4 to be interviewed by the faculty members of the Graduate School of Business Administration as follow:

- 2.2.1 Applicants who pass the NIDA’s Qualifying Examinations.
- 2.2.2 Applicants who have TOEFL and GMAT scores of 500 or higher on both tests.
- 2.2.3 Applicants who have qualifications, as in section 2.1.4 and have and GMAT scores of 500 or higher.
- 2.2.4 Applicants who have qualifications, as in section 2.1.4 and pass the Business Aptitude Test from NIDA’s Qualifying Examination.

After the interview, the faculty will convene to review all of the qualified applicants and select those for admission to the program. Applicants who have been accepted into NIDA’s English MBA program must submit a complete transcript and the required documents before they commence classes at NIDA. Applicants who fail to submit all required documents will not be admitted to the program.

3. Application Calendar

- 3.1 Download the [application form](#) from the NIDA MBA website (nidabusinessschool.com) or collect the form directly from the Graduate School of Business Administration, NIDA (8th Floor ,Bunchana

Atthakorn Building), or at the Educational Service Division, 1st Floor, Car Park Building

-First round : **Now – December 11th, 2009.**

-Second round : **January 4th – March 26th, 2010.**

- 3.2 Submit application and pay the examination fees at the Educational Service Division as specified in 3.1 (Open weekdays 9.00 a.m. – 4.30 p.m. except holidays).
- 3.3 Applicants with qualifications detailed in 2.2.2 to 2.2.3 can download the application form from the NIDA website and apply for the interview at the Educational Service Division as specified in 3.1.

4. Application Materials

4.1 Application fees

4.1.1 Written examination fees

Business Aptitude Test	200 Baht
English Proficiency Test	200 Baht

4.1.2 Interview fee

200 Baht

4.2 Two letters of recommendation (Use standard form included with application form, in 3.1)

4.3 Two x 1-inch photos taken not more than six months prior to application date.

4.4 Complete(final) official transcripts of undergraduate studies (Applicants holding a bachelor's degree(continuing from an Associate's degree) must submit transcripts for both degree(Bachelor's and Associate)).

4.5 Applicants studying in their final semester in a Bachelor's degree program must submit an official letter verifying their status for graduation as well as their transcripts (A complete(final) transcript with the specified date of graduation **must be submitted** on or before the first day of the term for which the applicant has been accepted).

4.6 Evidence of any change of name (if applicable).

4.7 In cases where the applicant has graduated from an institute outside Thailand, students must submit:

(1) *A Letter of Confirmation on Standard Curriculum for Bachelor's Degree.*

This can be obtained from the Bureau of Standards and Evaluation at the Commission on Higher Education, Ministry of Education
Tel: 0-2644-7029-36 ext. 727, 0-2354-5481 (Contact NIDA's Educational Service Division for details)

(2) An Official Letter of Certification for their Bachelor's Degree Graduation 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

Item no. 4.7 can be submitted, at the latest, on the first day of the term for which an applicant has been accepted.

5. Written Examination Application

5.1 Schedule

NIDA will announce a list of applicants who are eligible to take the written examination at the Educational Service Division, Car Park Building, 1st Floor and at the Graduate School of Business Administration, 8th Floor, Bunchana Atthakorn Building. The list will also be posted on the NIDA MBA website (nidabusinessschool.com).

- **First round** : **December 17th, 2009.**
- **Second round** : **April 1st, 2010.**

The written examination will be held on **December 19th, 2009 for first round** and on **April 3rd, 2009 for Second round.**

- The Business Aptitude Test is from 9:00 - 11:00 a.m.
- The English Proficiency Test is from 1:00 - 3:00 p.m.

The venue for the written examination will be announced on the NIDA MBA website (nidabusinessschool.com).

6. Written Examination Results

Results of the written examination and the names of applicants eligible for the interviews will be announced on **January 8th, 2010 for first round** and on **April 19th, 2010 for second round** at the Educational Service Division, Car Park Building, 1st Floor and at the Graduate School of Business Administration, 8th Floor, Bunchana Atthakorn Building. The list will also be posted on the NIDA MBA website (nidabusinessschool.com).

7. Schedule for Interview

7.1 Applicants who pass the English MBA Program's Qualifying Examination according to 2.2.1 and 2.2.4 can register for an interview at the Educational Service Division, Car Park Building, 1st Floor (Open weekdays 9.00 a.m. – 4.30 p.m. except holidays).

- **First round** : **January 8th -13th, 2010**
- **Second round** : **April 19th -22nd, 2010**

7.2 Qualified applicants, according to 2.2.2, 2.2.3, can apply for an interview at the Educational Service Division, Car Park Building, 1st Floor (Open weekdays 9.00 a.m. – 4.30 p.m. except holidays).

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

7.3 Interviews will be conducted during **January 18th – 22nd, 2010 for first round** and on **April 26th -30th, 2010 for second round**. Interviews will be held at the Graduate School of Business Administration, 8th Floor ,Bunchana Atthakorn Building.

Interview applicants not residing in Thailand must make special arrangements by contacting the Graduate School of Business Administration in advance.

8. Announcement of Results

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

Announced on September , 2009.

Associate Professor

(Pradit Wanarat)

Vice President for Academic Affairs
Chair of Student Admissions Commission