



Announcement of the Graduate School of Development Economics
on Thesis Conducting Guidelines for Master's Degree

To provide appropriate guidelines on conducting a thesis for master's degree; the announcement of the Graduate School of Development Economics on thesis conducting guidelines for master's degree dated January 18, B.E. 2562 (2019) shall be repealed and replaced by this announcement:

1. Students who wish to pursue a thesis are able to enroll the first part of thesis (3 credits) in their last semester according to the program structure Plan A (2) given that their cumulative grade point average is no less than 3.00.

2. Before enrolling the first part of a thesis, students shall submit a thesis advisor acceptance form signed by a thesis advisor to a staff within each semester's registration period. After checking the correctness, the staff shall register the first 3 credits of the thesis for students. Students shall then print their register form from the registration system (<http://reg.nida.ac.th>) and pay the tuition fee before the deadline.

3. Students must complete their thesis on the i-Thesis system. Please see more details at <http://itc.nida.ac.th/home/student/ithesis>

4. Procedures for thesis proposal examination

4.1 The thesis advisor shall approach an oral examination committee panel of two persons for the thesis proposal examination. The oral examination committee panels must be full-time faculties at the Graduate School of Development Economics.

4.2 The thesis advisor, the oral examination committee and students shall schedule an examination date and conduct the thesis proposal examination before the grade submission deadline in that semester, specified by the academic calendar of National Institute of Development Administration.

4.3 Students shall fill in a request form for thesis proposal examination and have it signed by their thesis advisors. The signed form must be submitted to a staff at least two weeks prior to the examination date.

4.4 Students shall submit thesis proposal to their thesis advisor and oral examination committee at least one week before the thesis proposal examination date.

4.5 Students shall submit the thesis advisor their thesis through the i-Thesis system at least one week before the thesis proposal examination date.

4.6 Students shall submit their verification of thesis plagiarism result to a staff at least one week before the thesis proposal examination date.

Thesis in Thai: Students must take their verification of thesis plagiarism result from the i-Thesis system and submit the result to staff via e-mail: arpaporn.p@nida.ac.th

Thesis in English: Students must submit their thesis proposal in a PDF format to a staff. The staff shall then check for plagiarism.

4.7 Students shall prepare their presentation documents for their thesis proposal examination and provide them to the oral examination committee on the examination date.

5. Staff shall enroll the second part of thesis enrollment (9 credits) for students within two weeks. Students must be conducted with the following guidelines.

5.1 Students' cumulative grade point average is no less than 3.00.

5.2 Students must have passed the thesis proposal examination.

5.3 Students must have passed the comprehensive examination.

5.4 Students must have received an "S" grade for the first part of thesis (3 credits).

Remarks:

- If students receive an "I" grade, they shall improve their thesis proposal and retake the thesis proposal examination within 60 days counting from the grade submission date. (The retake of the thesis proposal examination is dependent upon the advisor's approval.)

- If students receive a "U" grade, they must re-enroll the first part of thesis (3 credits) in the following semester within one week after the grade announcement.

6. Thesis Defending Examination must be conducted with the following guidelines.

6.1 Students must submit one of the following English test scores; NIDA TEAP, TOEFL or IELTS to a staff.

6.2 In case of regular students, they must pass the computer literacy test.

6.3 Students who graduated from an overseas institution must submit an overseas bachelor's degree equivalency assessment to a staff.

7. Procedures for Thesis Defense

7.1 The thesis advisor shall approach an oral examination committee panel of two persons for the examination. The oral examination committee consists of one external examiner and one full-time faculty at the Graduate School of Development Economics.

7.2 The thesis advisor, the oral examination committee and students shall schedule an examination date.

7.3 Students shall fill in a request form for thesis defense and have it signed by their thesis advisor. The signed form must be submitted to a staff at least two weeks prior to the examination date.

7.4 Students shall submit a thesis to their thesis advisor and oral examination committee at least one week before the thesis defense date.

7.5 Students shall submit their verification of thesis plagiarism result to a staff at least one week before the examination date.

Thesis in Thai: Students must take their verification of thesis plagiarism result from the i-Thesis system and submit the result to staff via e-mail: arpaporn.p@nida.ac.th

Thesis in English: Students must submit their thesis in a PDF format to a staff. The staff shall then check for plagiarism.

7.6 Students shall prepare their presentation documents for their thesis defending examination and provide them to the oral examination committee on the examination date.

8. Thesis presentation or publication can be conducted any time after the second part of thesis (9 credits) enrollment. However, the thesis presentation or publication usually requires the advisor's approval. Students can see details at <http://edserv.nida.ac.th/th/student/rule>

Remark: Scholarship recipients can see details at <http://edserv.nida.ac.th/th/admission/scholarship>

9. Graduation

9.1 Once the students' thesis has been approved by the thesis advisor, students must upload their complete thesis to the i-Thesis system without requesting an approval from the advisor. Then students must then submit their thesis in a PDF format to a staff via e-mail: arpaporn.p@nida.ac.th

9.2 When the students' thesis has been checked by a staff, the School shall submit the thesis to the Library and Education Service Center for format approval. Upon the approval, students shall then request the advisor's approval through the i-Thesis system.

9.3 Students must fill in the following forms.

- (1) Report form for publication of thesis of Master's degree and Doctorate students, National Institute of Development Administration
- (2) Digital thesis license agreement for non-exclusive distribution and availability, National Institute of Development Administration
- (3) Verification of thesis plagiarism form
- (4) Approval form for change in thesis topic (in case of any change in topic)

- 9.4 Students must prepare two copies of thesis approval document and have them signed by the oral examination committee and the School Dean.
- 9.5 Students must adjust their thesis format according to the Library and Education Service Center's format. Students shall then submit their thesis to a staff for rechecking.
- 9.6 In case of no further adjustment, a staff shall inform students to request the advisor's approval of their complete thesis through the i-Thesis system.
- 9.7 Students shall print their thesis with a bar code from the i-Thesis system together with the approval documents signed by the oral examination committee and the School Dean for thesis bookbinding. The bound thesis must have a black hard cover with gold-stamped lettering on the cover and spine. Two copies of hardbound thesis shall be submitted to the School.
- 9.8 Students must pay student status maintaining fee in the semesters not enrolled for 2,000 baht per semester.
- 9.9 Staff shall submit the hardbound thesis to the Educational Service Division for the degree's approval.

Hereby announced to the public.

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(Professor Dr. Sorasart Sukcharoensin)
Dean of the Graduate School of Development Economics