



National Institute of Development Administration Announcement on Thesis Format and Format Check

Whereas it is expedient to prescribe the format for thesis writing and thesis format check procedures for the students at the Institute so that thesis writing follows the same standard.

By virtue of section 40 of the National Institute of Development Administration B.E. 2562 and the Resolution of the National Institute of Development Administration Executive Management Committee in its 10/2567 Meeting on 24 October B.E. 2567, the National Institute of Development Administration Announcement on Thesis Format and Format Check shall be as follows:

No. 1 This Announcement comes into force commencing Semester 1, B.E. 2567 Academic Year.

No. 2 Thesis writing at the Master's degree and doctoral degree levels shall be in accordance with the prescribed format in the attached manual as follows:

(1) Use of Microsoft Word for the template by Library and Information Center.

(2) Referencing, references and bibliographies by APA (American Psychological Association).

(3) Thesis and independent study printing by the Graduate School of Law (for students of the Graduate School of Law).

No. 3 The Library and Information Center shall be responsible for format checking to be in accordance with the manual under No. 2 and the bibliographic standard for thesis.

No.4 The thesis format check procedures shall be as follows:

(1) School / College where a student attends shall send a memorandum accompanied by the thesis that has passed the defence examination, been content reviewed and language proved by the supervisor to the Library and Information Center in a Word (.docx) file and PDF file. The examination committee needs not yet sign the approval page.

(2) Submitting a thesis for format checking shall be accompanied by proof of payment for the thesis format check fee.

(3) Duration of thesis format checking by the Library and Information Center

Not more than 2 weeks for the 1st check.

If editing is required, not more than 1 week for the 2nd check.

If additional editing, not more than 1 week for the 3rd check and the student shall complete the final the editing in this step.

The total duration of thesis format checking and editing shall be within 3 months.

(4) When the student completes the thesis editing, the Library and Information Center shall return the outcome of the check to the School / College with the following:

1) A memorandum on the outcome of thesis format check.

2) A report on the outcome of thesis format check.

3) The complete thesis in a PDF file.

No.5 When the School / College receives the memorandum on the outcome of thesis format check, the complete version, from the Library and Information Center, it shall notify the student to use the complete version of the thesis in the PDF file (the version that the thesis approval page has not been signed by the committee) and the file with the agreement and approval to proceed and publish the thesis in an electronic form by the National Institute of Development Administration that the student and the supervisor have both signed and upload them to NIDA Wisdom Repository (NIDA WR).

No.6 The School / College shall check the preliminary section of the thesis consisting of the cover page, the thesis approval page, the abstract and approve the thesis before saving and publishing it in NIDA Wisdom Repository (NIDA WR).

No. 7 The Library and Information Center shall check the accuracy of thesis data in NIDA Wisdom Repository (NIDA WR) and insert the National Institute of Development Administration's watermark.

No. 8 The student shall download the complete version of the thesis file from NIDA Wisdom Repository (NIDA WR) with the National Institute of Development Administration's watermark and have all members of the thesis examination committee sign on the thesis approval page. Following that, the student shall submit it to the School / College for accuracy check. The date the School / College receives the complete thesis shall be the completion date and be used as documentation for graduation.

In case editing is required, the Educational Service Division shall notify the School / College so that the student may be notified. When the student completes the editing, the complete version of the thesis shall be sent as a PDF file to nidawr@nida.ac.th to be updated in NIDA Repository. The Library and Information Center shall insert the National Institute of Development Administration's watermark in the updated version.

No. 9 The School / College shall collate the preliminary section of the thesis consisting of the cover page, the thesis approval page and the abstract with the National Institute of Development Administration's watermark together with the graduation notification document and submit them to the Educational Service Division for accuracy check before the degree approval is put forward to the Institute.

No. 10 When the Institute approves the degree, the Educational Service Division shall submit a name list of graduates to the Library and Information Center to be published in NIDA Wisdom Repository (NIDA WR).

No. 11 In case the School / College prescribes submission of the complete thesis, students may download the complete version of the thesis from NIDA Wisdom Repository (NIDA WR) with the National Institute of Development Administration's watermark and bind it in accordance with the format as prescribed by the School / College.

Transitional Provision

No. 12 Students who had been in the process of writing a thesis before this announcement came into force may proceed with that thesis format until completion.

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(Professor Tippawan Lorsuwannarat, Ph.D.)
President, National Institute of Development Administration