



Ph.D. Program in Governance and Development (International)

Graduate School of Public Administration

National Institute of Development Administration

Steps of the Dissertation Process

Proposal Stage

No.	Processes	Period
1.	The student must pass the qualifying examination.	1 day
2.	The student enrolls six credits of the Dissertation Seminar course (DA 9900).	1 day
3.	The student approaches the professor to be their advisor. (Ph.D. officer will send confirm advisor form for student to fill out.)	After* enrollment 1 week
4.	The student sends confirm advisor form back to Ph.D. officer	
5.	The student and advisor agree to find another 4 committees for their dissertation	Depending on the student and advisor
6.	The dissertation proposal defense committees are comprised of 5 people. Including 1 for the chairman of dissertation seminar, 1 for the principal dissertation advisor, and 3 for the faculty member. All approved by the Program Committee.	-
7.	The student submits the list of committees to the Ph.D. officer for bringing to the program meeting to get approval.	1 day
8.	The Program Committee approves the student dissertation committees.	1 month
9.	The students use the library format for dissertation (Can download in library website: https://library.nida.ac.th/)**	-
10.	The student informs the Ph.D. officer to do proposal defense before 1 month. (after already agree with advisor that student are ready to do a proposal defense) including the period to do proposal defense.	1 month
11.	The students send the complete final dissertation (already approved by advisor) to the Ph.D. officer 3 weeks before sending it to all committees to read. If you have some corrections the Ph.D. officer will inform students later.	3 weeks
12.	The students submit the dissertation proposal through Turnitin applications. (Contact Ph.D. office for Turnitin link)	1 day

No.	Processes	Period
13.	The student makes an appointment with all committees following the period that students would like to do defense or the available date and time of all committees and inform the Ph.D. officer.	At least 2 weeks
14.	The Ph.D. officer helped to confirm the student date and time of proposal defense.	1 day
15.	The Ph.D. officer informs link/place to do proposal defense to the student before 1 week.	1 day
16.	The student sends a presentation to the Ph.D. officer before proposal defense date 1 week.	1 day
17.	The students might buy some snacks or fruit for the committees (if held on-site). The program has water, coffee, or tea for the committees.	-
18.	The Ph.D. officer/student confirms all committees on the morning of the proposal defense day or the day before the schedule of the proposal defense in case the defense is in the morning on the next day.	1 day
19.	The student does proposal defense.	1 day
20.	The Ph.D. office sending students' result to the ESD for student to register dissertation 30 credits	3 days
21.	The student registers 30 credits within the period of registration***	1 days
22.	The students should obtain the grade of 'S' for the dissertation proposal defense.	-

* who isn't the scholarship recipient can send confirm advisor form back till the end of that semester. The scholarship recipient needs to send it back within 1 week after enrollment to get in line with the professor's workload. because each professor has a lot of workloads if the student sends it later. It might need to wait for a long time and the funding shall terminate and can't register all credits within 3 years.

** Go to "writing a thesis" and choose "thesis template"

***who isn't the scholarship recipient can divide to register but must register all dissertation 30 credits before doing the final defense.



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Dissertation Stage

No.	Processes	Period
1.	The student starts dissertation writing.	Depending on student
2.	When the student almost finishes or finishes his/her dissertation and consults with their advisor. The student can inform the period that students would like to do final defense to the Ph.D. officer.	1 day
3.	The student registers all credits left before doing final defense. ****	15 days
4.	The student checks dissertation through Turnitin for plagiarism. (Contact Ph.D. office for Turnitin link)	Before 1 week
5.	The students send the complete final dissertation (already approved from advisor) to the Ph.D. officer before 3 weeks for help sending it to all committees	3 weeks
6.	The students make an appointment with all committees following the period that students would like to do defense or the available date and time of all committees and inform the Ph.D. officer.	At least 2 weeks
7.	The Ph.D. officer helped to confirm the student date and time of proposal defense.	1 day
8.	The student submits a paper to an international journal for publication.	Depending on student
9.	The Ph.D. officer informs link/place to do proposal defense to the student before 1 week.	1 day
10.	The student sends a presentation to the Ph.D. officer before proposal defense date 1 week.	1 day
11.	The students might buy some snacks or fruit for the committees (if held on-site). The program has water, coffee, or tea for the committees.	-
12.	The Ph.D. officer/student confirms all committees on the morning of the proposal defense day or the day before the schedule of the proposal defense in case the defense is in the morning on the next day.	1 day
13.	Actual dissertation defense.	1 day

No.	Processes	Period
14.	The student executes the corrections suggested during the dissertation defense.	At most 30 days
15.	The dissertation is submitted to an English language editor for editing.	Around 30 days or depend on editor
16.	The student submits the completed version to Ph.D. officer for checking dissertation format with library (Can choose to check one time or multiple times)	14 days
17.	The student executes the corrections suggested by the librarian	Depending on student
18.	The student must upload the complete dissertation with thesis agreement document***** to the NIDA Wisdom Repository and print it out with a watermark for only the first 3 pages of the full dissertation.	1 days
19.	The student submits the first 3 pages of the complete dissertation with a watermark (complete the signing page of all committees) with proof of its publication in an international journal and to the program.	Depending on student
20.	The Ph.D. officer sends the names of graduated students to the Division of Academic Service to get degree approval from the NIDA Council.	Depending on the institute

****for who isn't the scholarship recipient that still not completely registered.

***** Please download the form from this link: https://library.nida.ac.th/wp-content/uploads/2024/09/NIDA_Thesis_Agreement_Eng_20220901.pdf