



## Steps of the Dissertation Process

### Proposal Stage

No.	Processes	Period
1.	The student must pass the qualifying examination.	1 day
2.	The student enrolls in six credits for the Dissertation Seminar course (DA 9900).	1 day
3.	The student approaches the professor to be their advisor. (Ph.D. officer will send the confirmation advisor form for the student to fill out.)	After* enrollment for 1 week
4.	The student sends the confirmation advisor form back to the 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 committee is comprised of 5 people. Including 1 for the chairman of the dissertation seminar (External expert), 1 for the principal dissertation advisor (faculty member), 1 for the co-advisor (Program Lecturer/faculty member/institution researcher/External expert), 1 for the external committee, and 1 for the faculty member. All approved by the Program Committee. **	-
7.	The student submits the list of committees to the Ph.D. officer to bring 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 a dissertation (Can download from library website: <a href="https://library.nida.ac.th/">https://library.nida.ac.th/</a> ***)	-
10.	The student informs the Ph.D. officer to conduct the proposal defense within 1 month. (after already agreeing with the advisor or co-advisor that the student is ready to do a proposal defense) including the period to do the proposal defense.	1 month
11.	The students send the complete proposal dissertation (already approved by advisor or co-advisor) to all committees and the program by email or hard copies 3 weeks before the actual date for all committees to read.	3 weeks

No.	Processes	Period
12.	The students submit the dissertation proposal through the Turnitin application. (Contact Ph.D. office for Turnitin link)	1 day
13.	The student makes an appointment with all committees following the period that students would like to do a defense or the available date and time of all committees and informs the Ph.D. officer.	At least 2 weeks
14.	The Ph.D. officer informs the link/place to do the proposal defense at least 1 week before.	1 day
15.	The student sends a presentation to all committees and the program by email before the proposal defense date 1 week.	1 day
16.	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.	-
17.	The Ph.D. officer/student confirms all committees on the morning of the proposal defense day or the day before the scheduled date of the proposal defense in case the defense is in the morning on the next day.	1 day
18.	The student does a proposal defense.	1 day
19.	The Ph.D. office sends students' results to the ESD for students to register dissertation 30 credits	3 days
20.	The student registers 30 credits within the period of registration****	1 days
21.	The students should obtain a grade of 'S' for the dissertation proposal defense.	-

\* Anyone who isn't the scholarship recipient can send the confirmation 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 it can't register all credits within 3 years.

\*\* The external expert, the chairman, the co-advisor, and/or the committee, the student must match the work with their 10 publications that were published in Thai or international database standards, excluding proceedings. Then submit it to the program officer to bring it to the program committee to consider.

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

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



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

Graduate School of Public Administration  
National Institute of Development Administration

**Steps of the Dissertation Process**

**Dissertation Stage**

No.	Processes	Period
1.	The student starts dissertation writing.	Depending on the student
2.	When the student almost finishes or finishes his/her dissertation and consults with their advisor or co-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 the final defense. ****	15 days
4.	The student checks the 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 by the advisor or co-advisor) to all committees and the program by email before 3 weeks	3 weeks
6.	The students make an appointment with all committees following the period that students would like to do a defense or the available date and time of all committees, and inform the Ph.D. officer.	At least 2 weeks
7.	The student submits a paper to an international journal for publication.	Depending on the student
8.	The Ph.D. officer informs link/place to do the proposal defense to the student 1 week before.	1 day
9.	The student sends a presentation and full dissertation to all committees and the program by email or hard copies before the proposal defense date, 2 weeks.	1 day
10.	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.	-
11.	The Ph.D. officer/student confirms all committees on the morning of the proposal defense day or the day before the scheduled proposal defense in case the defense is in the morning on the next day.	1 day
12.	Actual dissertation defense.	1 day

No.	Processes	Period
13.	The student executes the corrections suggested during the dissertation defense.	At most 30 days
14.	The dissertation is submitted to an English language editor for editing.	Around 30 days, or depending on the editor
15.	The student submits the completed version to the Ph.D. officer for checking the dissertation format with the library	14 days
16.	The student executes the corrections suggested by the librarian	Depending on the student
17.	The student must upload the complete dissertation with the 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
18.	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, to the program.	Depending on the student
19.	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 those who aren't the scholarship recipients 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](https://library.nida.ac.th/wp-content/uploads/2024/09/NIDA_Thesis_Agreement_Eng_20220901.pdf)