

# DEVELOPMENT OF WORK MANUAL FOR THESIS PROPOSAL EXAMINATION AND THESIS DEFENSE EXAMINATION

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## ABSTRACT

The purpose of this research was to develop the work manual for the thesis proposal examination and thesis defense examination. Three procedures of conducting research included: 1) studying related information from announcements, research papers, and manuals and writing a draft of the manual; 2) preparing the contents of the manual; and 3) assessing the suitability of the manual. The key informants providing significant information were one staff working in the Doctor of Philosophy program in Innovation and Management and one education officer in graduate school who was responsible for the thesis standard obtained by purposive sampling. The tools used for data gathering were the interview form and the suitability assessment form of the manual. Data were analyzed by employing content analysis, mean, and standard deviation. The overall result of the suitability assessment of the work manual for the thesis proposal examination and thesis defense examination was at the highest level in all three aspects including the manual image, contents, and utilization with a mean of 4.66 and a standard deviation of 0.58.

**Keywords:** Work Manual, Thesis Examination

## INTRODUCTION

### 1. Introduction

In graduate education, all students are required to submit a thesis in partial fulfillment of the requirement for degree completion. The procedure for a defense thesis is a comprehensive examination that measures fundamental knowledge and in-depth knowledge required for the thesis to ensure that students have sufficient knowledge to conduct research. In addition, there are also the qualifications of applicants, procedures for applying for examinations to the Graduate School, and a large number of related documents which must be in accordance with the Announcement of Suan Sunandha Rajabhat University on conducting thesis for graduate studies, 2022 dated 4 November 2022 (Suan Sunandha Rajabhat University, 2022, p. 1).

Therefore, the researchers have a mutual agreement that a manual for the thesis proposal examination and thesis defense examination should be developed to be up to date according to the current Announcement of Suan Sunandha Rajabhat University covering the responsible work, being suitable for the scope of assigned work including transferring the process, work process and using as guidelines for those involved in the department with a standard that is convenient in conducting research and facilitate those who work on behalf of each other in the event of a mission or a change in responsibilities. This is useful in practice and development for the achievement of the work efficiently.

## 1.1 Objective

The purpose of this research was to develop the work manual for the thesis proposal examination and thesis defense examination.

## 1.2 Scope of the study

### 1.2.1 Content

1. The Announcement of Suan Sunandha Rajabhat University on conducting thesis for graduate studies, 2022 dated 4 November 2022.
2. A manual development based on Changkwanyuen (2013).

### 1.2.2 Location

College of Innovation and Management, Suan Sunandha Rajabhat University.

## 1.3 Conceptual framework

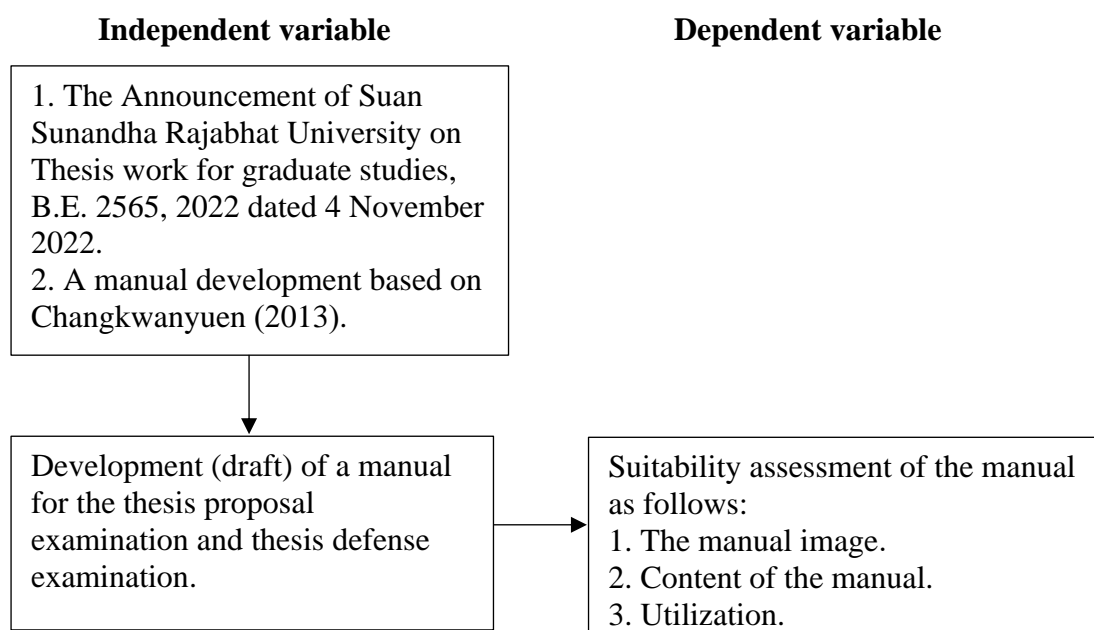


Figure 1: Conceptual framework

As illustrated in Figure 1, the independent variable was the development (draft) of a manual for the thesis proposal examination and thesis defense examination while the dependent variable was the suitability assessment of the manual including the manual image, the content of the manual, and utilization.

## RESEARCH METHODOLOGY

### 2. Research methodology

#### 2.1 Research design

This research was designed as a research and development.

#### 2.2 Population and samples

The key informants providing significant information were one staff working in the Doctor of Philosophy program in Innovation and Management and one education officer in graduate school who was responsible for the thesis standard obtained by purposive sampling. The assessors of the suitability of the manual were seven lectures in the Doctor of Philosophy program in Sports Management.

### **2.3 Instrumentation**

The tools used for data gathering were the interview form and the suitability assessment form of the manual.

### **2.4 Testing quality of research instrument**

#### **2.4.1 Content validity**

The interview form and the suitability assessment form of the manual were submitted to three experts to validate the consistency index of the interview form and the suitability assessment form of the manual. The score of the Item - Objective Congruence Index (IOC) was 1.00.

### **2.5 Data Collection**

The data were collected from two key informants and seven lectures in the Doctor of Philosophy program in Sports Management assessed the manual suitability.

### **2.6 Data Analysis**

Data were analyzed by employing content analysis, mean, and standard deviation.

## **RESULTS AND FINDINGS**

### **3. Results and Findings**

Three procedures of conducting research included:

#### **3.1 Studying related information from announcements, research papers, and manuals and writing a draft of the manual**

The results relevant to announcements, research, manuals, and manual outlines were as follows:

3.1.1 Suan Sunandha Rajabhat University has announced and issued the regulations on Thesis work for graduate studies, B.E. 2565 to provide guidelines, procedures, and processes of thesis preparation for graduate students on November 4, 2022. The processes and procedure for the thesis proposal examination and thesis defense examination were as follows:

1. Thesis proposal examination.
  - 1.1 Qualifications of applicants for thesis proposal examination.
  - 1.2 Procedures for submission of proposals for thesis proposal examination.
  - 1.3 Appointment of thesis proposal examination committee.
  - 1.4 Arrangement of thesis proposal examination.
2. Thesis defense examination.
  - 2.1 Qualifications of applicants for thesis defense examination.
  - 2.2 Procedure of request for thesis defense examination.
  - 2.3 Appointment of thesis defense examination committee.
  - 2.4 Arrangement of thesis defense examination.
  - 2.5 Thesis submission.

3.1.2 The researchers studied the development of a manual proposed by Changkwanyuen (2013, pp. 166-171) which explained the elements of the general manual which included instructions for using the manual and essential preparation processes, and the content and the process or procedure for practice.

#### **3.2 Preparing the contents of the manual**

3.2.1 The development of the manual for thesis proposal examination and thesis defense examination contained the essential components including objectives, scope, definitions, responsibilities, operation process flow chart, processes of thesis proposal examination and thesis defense examination, documents related to work performance, forms that could be used as (draft) manuals for thesis proposal examination and thesis defense examination.

### 3.3 Assessment of the suitability of the manual

Results of assessing the suitability of the manual for thesis proposal examination and thesis defense examination by seven lecturers in the Doctor of Philosophy program in Sports Management as shown in table 1-4.

Table 1: The mean and standard deviation of the overall level of suitability of the manual for the thesis proposal examination and the thesis defense examination.

(n = 7)				
Aspects	$\bar{x}$	S.D.	Interpretation	Ranking
1. The manual image.	4.67	0.58	Highest	2
2. The content of the manual.	4.63	0.62	Highest	3
3. Utilization.	4.68	0.54	Highest	1
<b>Total</b>	<b>4.66</b>	<b>0.58</b>	<b>Highest</b>	-

As shown in table 1, the overall mean score of the manual for the thesis proposal examination and the thesis defense examination was at the highest level in all three aspects (M = 4.66, S.D. = 0.58) including the manual image, the contents, and the utilization. The aspect that received the highest mean was utilization (M = 4.68, S.D. = 0.54)

Table 2: The mean and standard deviation of the level of suitability of the manual for thesis proposal examination and the thesis defense examination in the aspect of the manual image.

(n = 7)				
Aspects	$\bar{x}$	S.D.	Interpretation	Ranking
1. The appropriate size of the manual.	4.63	0.60	Highest	2
2. The appropriate size of fonts.	4.58	0.69	Highest	3
3. Typing correctness.	4.79	0.42	Highest	1
<b>Total</b>	<b>4.67</b>	<b>0.58</b>	<b>Highest</b>	

As shown in table 2, overall, the result of the suitability of the manual for the thesis proposal examination and the thesis defense examination in three aspects of the manual image was at the highest level (M = 4.67, S.D. = 0.58). The highest mean was typing correctness (M = 4.79, S.D. = 0.42).

Table 3: The mean and standard deviation of the level of suitability of the manual for thesis proposal examination and the thesis defense examination in the aspect of the contents of the manual.

(n = 7)				
Aspects	$\bar{x}$	S.D.	Interpretation	Ranking
1. Contents are concise and easy to understand.	4.68	0.58	Highest	1
2. Contents are clear in every step.	4.58	0.69	Highest	3
3. Sequence of the contents is appropriate.	4.63	0.60	Highest	2
<b>Total</b>	<b>4.63</b>	<b>0.62</b>	<b>Highest</b>	

As shown in table 3, the overall mean of the suitability of the manual for thesis proposal examination and the thesis defense examination in the aspect of the contents of the manual was at the highest level in three aspects (M = 4.63, S.D. = 0.62). The aspect that received the highest mean was the conciseness and simplicity of the contents (M = 4.68, S.D. = 0.58).

Table 4: The mean and standard deviation of the level of suitability of the manual for thesis proposal examination and the thesis defense examination in the aspect of utilization.

(n = 7)

Aspects	$\bar{x}$	S.D.	Interpretation	Ranking
1. Can be used to solve problems on their own.	4.68	0.58	Highest	2
2. Can be followed.	4.74	0.45	Highest	1
3. Be able to advise others.	4.63	0.60	Highest	3
<b>Total</b>	<b>4.68</b>	<b>0.54</b>	<b>Highest</b>	

As shown in table 4, the result of the suitability of the manual for the thesis proposal examination and the thesis defense examination in three aspects of the manual image overall was at the highest level (M = 4.68, S.D. = 0.54). The highest mean was the manual can be followed (M = 4.74, S.D. = 0.45).

## CONCLUSION

### 4. Conclusion

Three procedures of conducting research included: 1) studying related information from announcements, research papers, and manuals and writing a draft of the manual; 2) preparing the contents of the manual; and 3) assessing the suitability of the manual. The key informants providing significant information were one staff working in the Doctor of Philosophy program in Innovation and Management and one education officer in graduate school who was responsible for the thesis standard obtained by purposive sampling. The tools used for data gathering were the interview form and the suitability assessment form of the manual. Data were analyzed by employing content analysis, mean, and standard deviation. The overall result of the suitability assessment of the work manual for the thesis proposal examination and thesis defense examination was at the highest level in all three aspects including the manual image, contents, and utilization with a mean of 4.66 and a standard deviation of 0.58.

## DISCUSSION

### 5. Discussion

The following were discussions of the results according to the research objectives.

5.1 The development of the work manual for thesis proposal examination and thesis defense examination consisted of the essential components including objectives, scope, definitions, duties and responsibilities, operation process flow chart, processes of thesis proposal examination and thesis defense examination, documents related to work performance, forms according to Changkwanyuen (2013, pp. 166-171) clarifying the elements of the general manual which included instructions for using the manual and essential preparation processes, and the content and the process or procedure for practice which was consistent with Surinwarangkoon et al. (2016) who developed the manual for the development of lecturers' competencies required for conducting research in order to be practical guidelines for the lecturers in the graduate school at Sunandha Rajabhat University, who were keen on seeking knowledge relevant to research which included: elements of research competency required for the lecturers, strategies for research competency development, and techniques and methods of applying for research grants for new lecturers. The results were also consistent with Duangtilee (2017) who conducted a study on the development of a manual for applications on smartphones and tablets for science teachers in secondary schools which found that the elements of the manual for applications on smartphones

and tablets for science teachers in secondary school were cover, preface, definition, table of contents, contents, and references.

5.2 The overall assessment of the suitability of the manual for the thesis proposal examination and the thesis defense examination was at the highest level. When considering separately, each aspect was at the highest level which was consistent with a study on the development of best practice manual for educational quality assurance proceeding by learning exchange conducted by Jinapan and Chaitawittanun (2008) which found that the overall aspects including the contents, language, manual image, and utilization of was appropriate at a high level. Furthermore, the results of Samathi's (2017) study on the development of the manual for dual education between vocational education and secondary education in Sobmoei Wittayakom School, Maehongson province showed that the aspects of correctness, appropriateness, possibility, and utilization, overall, were at the highest level. Similarly, Chaiwut's (2017) study on the development of academic management handbook for the faculty of education, Chiang Mai Rajabhat University found that all three aspects including manual image, contents, and utilization were at a good level.

## SUGGESTIONS

### 6. Suggestions

6.1 The development of manual should be developed in accordance with the announcement of Suan Sunandha Rajabhat University on the latest edition of the thesis for graduate studies.

6.2 Lecturers in other programs of graduate studies of the college of Innovation and Management should be given opportunities for assessing the suitability of the manual for the thesis proposal examination and the thesis defense examination to receive information and suggestions for the manual development which are useful and can be applied effectively.

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