



**Guidelines for the Administration and  
Evaluation of the Doctoral Qualifying Examination  
Department of Sociology and Anthropology, Faculty of Social Sciences,  
Naresuan University**

As part of the Doctor of Philosophy Program in Social Development offered by the Department of Sociology and Anthropology, Faculty of Social Sciences, the Qualifying Examination is a requirement for program completion, which all doctoral students must pass. Therefore, the program has developed the following guidelines , approved by the resolution of the Department of Sociology and Anthropology Committee Meeting No. 4/2025, held on May 8, 2025, for administering and evaluating the doctoral qualifying examination to ensure compliance with university financial disbursement regulations and to align with official announcements issued by Naresuan University, namely: the Announcement on Guidelines for the Qualifying Examination for Doctoral Students (August 22, 2001) and the Announcement on Criteria for the Evaluation of the Qualifying Examination for Doctoral Students, date June 1, 2020. Details are provided below.

### **Section 1**

#### **Qualifications of the Qualifying Examination Committee**

**No. 1: Qualifications of the committee members** for the Qualifying Examination of doctoral students in the Doctor of Philosophy Program in Social Development.

(1) The examination committee must consist of full-time academic staff assigned to the program, program coordinators, or course instructors, and must also serve on the Program Administrative Committee for Graduate Programs in Social Development under the TQF Framework, as appointed by the Faculty of Social Sciences.

(2) Members of the examination committee must hold at least a master's degree or its equivalent in the field of the course being taught, or in a relevant or related discipline. They must also have teaching experience and have at least one academic work that is not part of their degree requirements, which has been published in accordance with the criteria for academic appointment. The publication must have been released within the past five years. In addition, they must be officially appointed as graduate faculty members in the academic year in which the qualifying examination is conducted.

## Section 2

### Guidelines for Examination Question Design

**No. 2: The examination questions** are categorized into three groups as follows:

(1) Theory – This section includes questions related to social development theories (drawn from courses covering social development concepts and theories), theories applied by the student in their dissertation, and/or theories taught in the courses listed in the curriculum.

(2) Social Policy – This section includes questions on social policy theories and critical perspectives on policy

(3) Application of Knowledge – This section includes questions that require the application of knowledge in social development to explain, analyze, and critique issues related to social development and contemporary concerns.

Each committee member responsible for designing questions in each examination section shall prepare two questions, from which the examinee may choose

## Section 3

### Examination Procedures

**No. 3: The examination process** consists of three stages: 1) question preparation, 2) written examination, and 3) oral examination. The same committee members must be responsible for preparing the questions, evaluating the written examination, and conducting the oral examination, in accordance with the university's financial disbursement regulations. The written examination committee is divided into three groups as follows:

(1) Theory Section: The committee member responsible for this section shall prepare the examination questions, evaluate the written examination, and conduct the oral examination.

(1) Assoc. Prof. Achariya Choowonglert, PhD

(2) Asst. Prof. Busarin Lertchavalitsakul, PhD

(3) Pattamanan Poonseripipat, PhD

(2) Social Policy Section: The committee member responsible for this section shall prepare the examination questions, evaluate the written examination, and conduct the oral examination.

(1) Assoc. Prof. Patcharin Sirasoonthorn, PhD

(2) Asst. Prof. Farung Mee-Udon, PhD

(3) Asst. Prof. Rudklaw Pampasit, PhD

(3) Application of Knowledge Section: The committee member responsible for this section shall prepare the examination questions, evaluate the written examination, and conduct the oral examination.

(1) Assoc. Prof. Chamaiporn Kanchanakijisakul, PhD

(2) Assoc. Prof. Phitsanu Aphisamacharayothin, PhD

(3) Asst. Prof. Gwyntorn Satean, PhD

## **Section 4**

### **Written Examination**

#### **No. 4: Written Examination Procedures**

(1) The written examination shall be conducted within the timeframe specified in the Qualifying Examination calendar issued by the Graduate School.

(2) Committee members responsible for preparing the examination questions must submit the questions to the designated examination officer via NU Mail or through the official document management system prior to the examination date. In accordance with the resolution of the Faculty of Social Sciences Committee (Meeting No. 1/2025, Agenda 5.4, Item 2), departments or centers must submit the examination questions to the Faculty of Social Sciences at least two weeks before the scheduled examination date. If advance reading materials are required, the responsible committee member must ensure timely submission to the examination officer so that examinees receive adequate preparation time.

This is to ensure that the written examination fairly and accurately reflects the examinee's knowledge and capabilities.

(3) The written examination shall last four hours. Examinees may choose to sit the examination either online or onsite. For online examinations, the university's or faculty's official ZOOM or MS Teams platform must be used. Examinees are required to share their screen and keep their camera on throughout the entire examination to allow the proctoring committee to monitor the process.

(4) The written examination may be completed either by handwriting or typing. In cases where typing is permitted, examinees must be informed in advance that their work will be subject to plagiarism detection using the Turnitin program. The Similarity Index must not exceed 25 percent, in accordance with the Naresuan University Announcement on the Guidelines for Thesis Plagiarism Screening.

(5) Proctors for the written examination shall be selected from the Program Administrative Committee for Graduate Programs in Social Development under the TQF Framework, as appointed by the Faculty of Social Sciences. The list of proctors shall be arranged in Thai alphabetical order (ก-ฮ), starting from

- (1) Asst. Prof. Gwyntorn Satean, PhD
- (2) Assoc. Prof. Chamaiporn Kanchanakijisakul, PhD
- (3) Asst. Prof. Busarin Lertchavalitsakul, PhD
- (4) Pattamanan Poonseripipat, PhD
- (5) Assoc. Prof. Patcharin Sirasoonthorn, PhD
- (6) Assoc. Prof. Phitsanu Aphisamacharayothin, PhD
- (7) Asst. Prof. Farung Mee-Udon, PhD
- (8) Asst. Prof. Rudklaw Pampasit, PhD
- (9) Assoc. Prof. Achariya Choowonglert, PhD

## Section 5

### Oral Examination

#### No. 5: Oral Examination Procedures

(1) The oral examination shall be scheduled no fewer than seven days after the written examination. It shall be conducted in an examination room, and examinees may participate either online or in person. The oral examination must be completed within the timeframe specified for the Qualifying Examination by the Graduate School.

(2) Interview committee members must use the evaluation form and criteria developed by the Program Administrative Committee of the Doctor of Philosophy Program in Social Development.

(3) Interview questions must be based on the written examination administered in the current examination round.

(4) If any interview committee member wishes to record the interview for future reference, they may do so only with the consent of the other committee members and the examinee. Such consent must be clearly communicated and obtained in writing in advance.

(5) The compilation of interview scores shall be carried out by the Academic Services, Faculty of Social Sciences, in a transparent manner. The total score must be finalized within the examination room, with the interview committee members serving as witnesses and formally certifying the results using the designated form before proceeding to the next stage of the process.

(6) Only full-time faculty members of the Department of Sociology and Anthropology are permitted to observe the oral examination. Those who wish to do so must submit a formal written notice to the Program Administrative Committee for Graduate Programs in Social Development. Observers must not interfere with or express any opinions during the examination process, and must leave the examination room immediately upon its conclusion. They shall not participate in any part of the evaluation or scoring process conducted by the officially appointed examination committee.

## Section 6

### Criteria for the Evaluation of the Qualifying Examination Results

**No. 6: Criteria for the Evaluation of the Qualifying Examination Results** shall comply with the Naresuan University Announcement on Criteria for the Evaluation of the Qualifying Examination for Doctoral Students, dated June, 1, 2020, as follows:

(1) In cases where only a written examination is administered, students must achieve a minimum score of 70 percent in the written examination to be considered as having passed the qualifying examination.

(2) In cases where both written and oral examinations are administered, students must obtain a minimum score of 50 percent in each component and an overall average score of at least 70 percent in order to be considered as having passed the qualifying examination.

## Section 7

### Administration

#### No. 7: Administration of the Qualifying Examination

(1) Remuneration for examination committee members and officer is divided into the following three categories:

(1) One written examination proctor per examination session shall receive remuneration not exceeding 600 Baht per hour.

(2) Committee members responsible for preparing examination questions, grading written examinations, and conducting oral examinations shall receive remuneration not exceeding 2,000 Baht per person per session.

(3) One examination staff member shall receive remuneration not exceeding 500 Baht, applicable only when the examination is held on a public holiday.

The disbursement of remuneration for the administration and evaluation of the qualifying examination for doctoral students in the Doctor of Philosophy Program in Social Development shall be in accordance with the Naresuan University Announcement on Rates of Remuneration for Graduate-Level Teaching and Examination Administration

(2) The written and oral examinations may be scheduled on public holidays to accommodate students and examination committee members.

## Section 8

### Appeals, Submission of Evaluation Results, and Requests to Review Marked Examinations

#### **No. 8: Appeals**

(1) Examinees have the right to review their marked examination and the evaluation criteria upon request. The committee member responsible for the examination must provide a clear explanation of the assessment criteria and grading process to fulfill the examinee's rights. If any irregularities in the scoring are identified, the examinee may file an appeal with the Department of Sociology and Anthropology, Faculty of Social Sciences, to be handled through the official appeal procedures

#### **No. 9: Submission of Evaluation Results and Documentation Related to the Examination**

(1) The evaluation results of the written examination must be submitted before the oral examination takes place. The written examination scores must be combined with the oral examination scores on the day of the interview, so that the examination committee members responsible for preparing questions, grading, and conducting the oral examination may jointly review the results. The examination staff shall submit the final scores to the Graduate School within the timeframe specified by the Graduate School.

(2) Documents related to the doctoral qualifying examination shall be maintained by the Academic Services, Faculty of Social Sciences. The disposal of such documents shall be carried out in accordance with the Prime Minister's Office Regulation on Documentation, B.E. 2526 (1983).

#### **No. 10: Request for Examination Questions**

(1) Students enrolled in the Doctor of Philosophy Program in Social Development may submit a formal letter to the Faculty of Social Sciences to request access to past examinations for preparation purposes.

## Section 9

### Penalties in Cases of Examination Misconduct

**No. 11:** In cases where examination misconduct is suspected, a fact-finding investigation shall be conducted by the Program Administrative Committee. If at least three-fourths of the committee members determine that misconduct has occurred, the examination results in question shall be declared null and void.

Issued on May 08, B.E. 2568 (2025).

**Rudklaw Pampasit**

(Asst. Prof. Rudklaw Pampasit, PhD)

Chair of the Program Administrative Committee

Doctor of Philosophy Program in Social Development



(Assoc. Prof. Phitsanu Aphisamacharayothin, PhD)

Head of the Department of Sociology and Anthropology