

## DEVELOPMENT OF THE WORK MANUAL FOR ETHICS APPROVAL FOR GRADUATE THESIS, SUAN SUNANDHA RAJABHAT UNIVERSITY

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### ABSTRACT

The purpose of this research was to develop the work manual for the work manual for ethics approval for graduate thesis. 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 two staff working as education officers in graduate school who were 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 ethics approval for graduate thesis was at the highest level in all three aspects including the manual image, contents, and utilization with a mean of 4.78 and a standard deviation of 0.46.

**Keywords:** Work manual, Ethics approval for graduate thesis

### INTRODUCTION

In graduate studies, all students are required to conduct a thesis, which is submitted in partial fulfillment of the degree requirement. When submitting documents for thesis defense, students must obtain an ethical approval for their thesis according to the standard operation procedures of the Research Ethics Committee, Research and Development Institute, Suan Sunandha Rajabhat University, as announced on April 19, 2022. (Suan Sunandha Rajabhat University, 2022) regarding the application for ethics approval for graduate thesis. Only after this review process is completed can students proceed to submit a request for thesis defense, following the announcement of Suan Sunandha Rajabhat University on the preparation of graduate thesis, dated May 12, 2023. (Suan Sunandha Rajabhat University, 2023).

Therefore, the researchers have a mutual agreement that a manual for work manual for ethics approval for graduate thesis 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.

## **OBJECTIVE**

To develop the work manual for the work manual for ethics approval for graduate thesis.

## **METHODOLOGY**

### ***Research design***

This research was designed as a research and development.

### ***Population and samples***

The key informants providing significant information were two staff working in graduate school who were 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.

### ***Instrumentation***

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

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

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.

### ***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.

### ***Data Analysis***

Data were analyzed by employing content analysis, mean, and standard deviation. In this regard, the interpretation of the mean criteria finding the range and stratum, then using the difference obtained to determine the criteria for measuring the opinion level John W. Best, (1981) as follows:

4.50-5.00 indicates an extremely high level.

3.50-4.49 indicates a high level.

2.50-3.49 indicates a moderate level.

1.50-2.49 indicates a low level.

1.00-1.49 indicates an extremely low level.

## **RESULTS**

Three procedures of conducting research included:

1. Studying related information from announcements, research papers, and manuals and writing a draft of the manual.

The results relevant to announcements, research Kesorn Chunyapolg & Chompoo Saisama, (2022). manuals, and manual outlines were as follows:

1.1 Suan Sunandha Rajabhat University has announced and issued the regulations on thesis work for graduate studies, B.E. 2566 to provide guidelines, procedures, and processes of thesis preparation for graduate students on May 12, 2023. Submission processes of human research ethics approval were as follows:

1.1.1 Researchers are required to submit a project proposal and complete the form requesting consideration for human research ethics approval. The documentation should include an explanation of the participants and letters of consent from individuals who agree to participate in the research project.

1.1.2 Researchers submit the completed documentation and two sets of copies to the Research Ethics Committee and/or send documents in both Word and PDF formats to email: ec\_ssru@ssru.ac.th.

1.1.3 Researchers can expect to receive the decision from the Research Ethics Committee within approximately 1-2 weeks.

1.1.4 If required, researchers make necessary revisions to the research project based on the recommendations of the Research Ethics Committee. The revised project, accompanied by an explanatory table detailing the modifications, must be submitted to the committee within the specified timeframe.

1.1.5 Researchers can expect to receive the certification from the Research Ethics Committee in approximately 1 week. If no further revisions are necessary, the ethics committee will issue a certification for ethics consideration of Human Research, specifying the certification date and expiration date via email and phone.

1.1.6 Researchers conduct the research project until its completion and notify the committee when the project is completed.

1.2 The researchers studied the development of a manual proposed by Preecha Changkwan-yuen (2013) 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.

## 2. Preparing the contents of the manual

2.1 The development of the work manual for ethics approval for graduate thesis contained the essential components including objectives, scope, definitions, responsibilities, operation process flow chart, processes of human research ethics approval, documents related to work performance, forms that could be used as (draft) manuals for ethics approval for graduate thesis.

## 3. Assessment of the suitability of the manual

Results of assessing the suitability of the manual for ethics approval for graduate thesis by seven lectures 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 ethics approval for graduate thesis.**

(n = 7)

| Aspects                       | M           | S.D.        | Interpretation | Ranking  |
|-------------------------------|-------------|-------------|----------------|----------|
| 1. The manual image.          | 4.71        | 0.56        | Highest        | 3        |
| 2. The content of the manual. | 4.76        | 0.44        | Highest        | 2        |
| 3. Utilization.               | 4.86        | 0.36        | Highest        | 1        |
| <b>Total</b>                  | <b>4.78</b> | <b>0.46</b> | <b>Highest</b> | <b>-</b> |

As shown in table 1, the overall mean score of the manual for ethics approval for graduate thesis was at the highest level in all three aspects (M = 4.78, S.D. = 0.46) including the manual image, the

contents, and the utilization. The aspect that received the highest mean was utilization ( $M = 4.86$ ,  $S.D. = 0.36$ )

**Table 2**  
**The mean and standard deviation of the level of suitability of the manual**  
**for ethics approval for graduate thesis.**

(n = 7)

| Aspects                                | M           | S.D.        | Interpretation | Ranking |
|----------------------------------------|-------------|-------------|----------------|---------|
| 1. The appropriate size of the manual. | 4.57        | 0.53        | Highest        | 3       |
| 2. The appropriate size of fonts.      | 4.71        | 0.76        | Highest        | 2       |
| 3. Typing correctness.                 | 4.86        | 0.38        | Highest        | 1       |
| <b>Total</b>                           | <b>4.71</b> | <b>0.56</b> | <b>Highest</b> |         |

As shown in table 2, overall, the result of the suitability of the manual for ethics approval for graduate thesis in three aspects of the manual image was at the highest level ( $M = 4.71$ ,  $S.D. = 0.56$ ). The highest mean was typing correctness ( $M = 4.86$ ,  $S.D. = 0.38$ ).

**Table 3**  
**The mean and standard deviation of the level of suitability of the manual**  
**for ethics approval for graduate thesis.**

(n = 7)

| Aspects                                         | M           | S.D.        | Interpretation | Ranking |
|-------------------------------------------------|-------------|-------------|----------------|---------|
| 1. Contents are concise and easy to understand. | 4.71        | 0.76        | Highest        | 2       |
| 2. Contents are clear in every step.            | 5.00        | 0.00        | Highest        | 1       |
| 3. Sequence of the contents is appropriate.     | 4.57        | 0.53        | Highest        | 3       |
| <b>Total</b>                                    | <b>4.76</b> | <b>0.44</b> | <b>Highest</b> |         |

As shown in table 3, the overall meaning of the suitability of the manual for ethics approval for graduate thesis in the aspect of the contents of the manual was at the highest level in three aspects ( $M = 4.76$ ,  $S.D. = 0.44$ ). The aspect that received the highest mean was the contents are clear in every step ( $M = 5.00$ ,  $S.D. = 0.00$ ).

**Table 4**  
**The mean and standard deviation of the level of suitability of the manual**  
**for ethics approval for graduate thesis in the aspect of utilization.**

(n = 7)

| Aspects                                        | M           | S.D.        | Interpretation | Ranking |
|------------------------------------------------|-------------|-------------|----------------|---------|
| 1. Can be used to solve problems on their own. | 4.71        | 0.49        | Highest        | 3       |
| 2. Can be followed.                            | 4.86        | 0.38        | Highest        | 2       |
| 3. Be able to advise others.                   | 5.00        | 0.00        | Highest        | 1       |
| <b>Total</b>                                   | <b>4.68</b> | <b>0.36</b> | <b>Highest</b> |         |

As shown in table 4, the result of the suitability of the manual for ethics approval for graduate thesis in three aspects of the manual image overall was at the highest level ( $M = 4.68$ ,  $S.D. = 0.36$ ). The highest means was the manual to be able to advise others ( $M = 5.00$ ,  $S.D. = 0.00$ ).

## CONCLUSION AND FUTURE WORK

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 two staff working as education officers in graduate school who were 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 ethics approval for graduate thesis was at the highest level in all three aspects including the manual image, contents, and utilization with a mean of 4.78 and a standard deviation of 0.46.

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

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