

Criteria for Qualifying Examination (QE)

1. A PhD student is required to submit the concept paper consisting of research rationale, research questions, material and methods, data analysis, and advantages of study on approximately five A4 pages with the use of 12 pts Times New Roman font and 1.5 line spacing.
2. A major advisor as the chair of the examination, or having a co-advisor and an expert in the field of research as the committee members of the examination. The committee members **MUST** include an expert examiner outside Mahidol University. Total qualifying examination committee must be 5 persons.
3. The major advisor as the QE chair must submit a list of QE committee and assigned topics covering conceptual framework, knowledge, measurement and evaluation, research methodology and statistics as well as a manuscript to the PhD committee for an approval based on Faculty of Graduate Studies and the program's regulations.
4. Prior to the qualifying examination, the chair of the committee members will notify all committee members regarding the criteria for passing the examination and all examination topics. The name list of the qualifying examination committee members and examination topics will be informed to the student by the chair. The criteria for passing the examination are $\geq 75\%$ for both written and oral examinations.
5. The qualifying examination committee have two weeks for making a QE question(s). All QE questions will be examined by the chair to ensure the completeness of the 5 QE questions with sufficient amount of time (i.e., 2-3 days) before the date of examination. The final QE questions will be sent to the student **AND** the director of PhD Program by the chair.
6. After receiving the QE questions, the student has two weeks to complete the examination. The student **MUST** save 5 files of the answers separately and send the 5 files to the chair. Each QE answers will be sent separately to each QE committee member **AND** the director of PhD program via email by the chair. The printed QE answers will be mailed (EMS) to the QE committee by a postgraduate study officer. After receiving the QE answer, the committee members have two weeks for marking the examination. The written scores MUST pass 75 percent for ALL QE committee (not in average). The scores **MUST** be sent to the chair before the date of oral examination.
7. An oral examination will be held by the assigned QE committee. The oral exam will focus on clarifying the written exam answers and related knowledge to consider

whether the student thoroughly understand the knowledge that related to the research of interest. The oral scores MUST pass 75 percent for ALL QE committee (not in average)

8. After the oral examination, if the student pass both written and oral exam, the exam results will be sent to Faculty of Graduate Studies within 15 days. If the student fails some topics of the first examination, a request for retaking the examination for only the topic(s) that the student fails can be made within 15 days. Such retake may contain new or the same questions as the first examination, depending on the consideration of the committee members who make up the examination questions.

9. If the student fails the re-examination, the examination results will be sent to Faculty of Graduate Studies as 'not passed' and, a request for having a re-examination can be made within 6 months after the first examination.

Estimated timeline for management of the qualifying examination

Process	Duration of the process
<p>An advisor (as chair of QE) submits the following documents to the PhD committee for an approval based on Faculty of Graduate Studies and the program's regulations. The documents are...</p> <ul style="list-style-type: none"> - a list of qualifying exam committee - exam topics assigned for the QE committee. The QE topics MUST cover <ul style="list-style-type: none"> • Conceptual framework (1 item) • Knowledge (2 items) • Measurement & Evaluation (1 item) • Methodology & Statistics (1 item) - manuscript 	<p>1-2 weeks</p>
<p>After the approval, the postgraduate officer</p> <ul style="list-style-type: none"> - submits QE committee to Faculty of Graduate Studies for a formal letter of invitation - mail official letter requesting a QE question to each QE committee <i>(if needed, the QE chair can email request the QE question to QE committee</i> 	<p>2 Weeks</p>

<i>in advance)</i>	
The QE committee make a QE question and email to the QE chair	2 weeks
A PhD student receives 5 take-home exam questions and submits the exam answers to the QE chair as due date	2 weeks
The QE committee receive the QE answer and consider whether the QE written paper passes 75 percent	2 weeks
The PhD student take oral exam and the QE committee consider whether the QE oral exam pass 75 percent.	As appointed date