

Self-assessment report

1. Mechanism for implementation of JD Program

1-1. Joint implementation structure

1-1-1. Joint committees

[Evaluation indicator]

Appropriate committees for discussing important matters of education activities and examining curricula and educational methods are organized and active.

[Plan]

Tokyo Medical and Dental University (hereafter referred to as TMDU) and Chulalongkorn University (hereafter referred to as CU) will jointly establish committees to discuss important matters of education and research and to examine curricula and educational methods.

Committees are:

(1) Liaison Council

The Liaison Council calls meetings at least once a year to deliberate important matters of education and research.

(2) Advisory Committee

The Advisory Committee calls a meeting at the end of each academic year to coordinate student's research activities.

(3) Program Committee

The Program Committee examines credit recognition for each subject. This committee also manages curriculum development, regular examinations and reporting assignments.

(4) Selection Committee

The Selection Committee conducts entrance examinations.

(5) Qualifying Examination Committee

The Qualifying Examination Committee examines students through qualifying examinations.

- (6) Thesis/Dissertation Proposal Examination Committee
 The Thesis/Dissertation Proposal Examination Committee examines students through a Thesis/Dissertation proposal examination.
- (7) Thesis Examination Committee
 The Thesis Examination Committee examines theses.
- (8) University Quality Assurance System
 The University Quality Assurance System conducts external assessment.

[Current situation]

Some committees having similar matters for deliberation were merged (Table 1) to make program operation more efficient. Therefore, 4 committees, the Liaison Council, Course Administrative Committee, Dissertation Committee and University Quality Assurance System are organized, and active. Note that the previous name of Course Administrative Committee was JD Committee and the name was changed to Course Administrative Committee after the third committee meeting in 2017.

(Table 1)

Before mergers	After mergers
Liaison Council	Liaison Council
Advisory Committee	Course Administrative Committee
Program Committee	
Selection Committee	
Qualifying Examination Committee	Dissertation Committee
Thesis/Dissertation Proposal Examination Committee	
Thesis Examination Committee	
University Quality Assurance System	University Quality Assurance System

Reference 1: Committee members list

Reference 2: Minutes of the Course Administrative Committee

The frequency of the meetings called by the above committees and deliberation matters have been determined as follows through mutual consent between TMDU and CU. Both universities have agreed on the rules of these committees.

(1) Liaison Council

Frequency of meetings: at least once a year

Deliberation matters:

The Liaison Council oversees administration of the program, conducts self-assessment, and deliberates the following matters:

- A) Organization of curricula
- B) Formulation of educational organization
- C) Selection of entrants and conferment of degrees
- D) Management of enrollment and student safety
- E) Financial support, welfare and guidance for students
- F) Evaluation of educational and research activities

(2) Course Administrative Committee (named JD committee before)

Frequency of meetings: once a month as a general rule

Deliberation matters:

The Course Administrative Committee deliberates the following matters:

- A) Selection of entrants
- B) Student registration and records
- C) Student guidance
- D) Syllabus planning and course registration
- E) Formulation of educational organization
- F) Educational policies and methods
- G) Promotion and course completion certification
- H) Thesis defense
- I) Evaluation of educational and research activities
- J) Other necessary matters relating to education and research

(3) Dissertation Committee

Frequency: when necessary

Deliberation matters:

The Dissertation Committee deliberates the following matters:

- A) Selection of examiners for Qualifying Examination
- B) Selection of examiners for Thesis/Dissertation Proposal Examination
- C) Selection of examiners for Thesis Examination
- D) Thesis publication

(4) University Quality Assurance System

The University Quality Assurance System consists of external reviewers and holds a meeting once a year. The System conducts external assessment based on the self-assessment report. The rules of the System have not been agreed upon by TMDU and CU.

1-1-2. Communication method

[Evaluation indicator]

Appropriate communication method is established.

[Plan]

- The CU-TMDU Research and Education Collaboration Center in Thailand, which TMDU has established in the faculty of dentistry of CU, and the video conferencing system in TMDU will be utilized for communications with each other.
- One faculty member will be assigned as a coordinator to achieve better cooperation between TMDU and CU.

[Current situation]

There have been two means of communication between CU and TMDU.

Firstly, the video conferencing systems, which were installed in TMDU and CU, have been used not only for meetings called by the 4 committees mentioned above, but also for joint interviews in the entrance examination.

Secondly, the CU-TMDU Research and Education Collaboration Center in Thailand, equipped with a computer, copy machine, tables and chairs and a video conferencing system, has been used for entrance examination preparations, meetings before and after the entrance examination and sending answer sheets to TMDU by e-mail. It is also used for meetings with TMDU members and students when TMDU members visit CU. Furthermore, the JDP coordinator has used the Center's room for her paperwork.

For better cooperation between TMDU and CU, the coordinator, a Thai dentist fluent in Japanese, English and Thai, was assigned as a visiting assistant professor. This has made it possible to operate programs smoothly and efficiently in various situations.

[Evaluation of 1-1. Joint implementation structure]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

As per the report on the current situation, some committees with similar deliberation matters were merged. So, there are now specific committees for specific responsibilities related to education and research. This was carried out to conduct the program more efficiently, and is regarded as a good decision. There has been regular communication between the two universities via teleconferencing and e-mail. This makes it easy to confirm the agenda of upcoming video conferences, minutes of meetings, and solve pending issues or confirm their status. Thus, the current situation is considered appropriate with regard to communication between the two institutions.

➤ Proposals for improvement

- The results of merging committees and their productivity will be examined. Further methods of communication between CU and TMDU will be discussed if necessary.
- Seminars for representatives of committees should be organized to achieve a common understanding of problems occurring during each academic year. These seminars will provide opportunities for each committee to present their problems in order to improve course administration for the next year.

1-2. Policies

1-2-1. Diploma Policy

[Evaluation indicator]

Diploma Policy is determined based on the educational objectives and published, and completion of the program is approved in a fair and strict manner.

[Plan]

Establish Diploma Policy in the light of the Human Resources Development Goals of this program, and confer degrees.

<Human Resources Development Goals>

The program is devoted to developing researchers who have specialized knowledge that spans the life sciences, especially orthodontics, act as global leaders and cooperate closely with their counterparts in other fields; educators who have highly receptive minds with great expertise in devising and implementing effective educational strategies; highly specialized medical professionals who have uncompromising views on ethics and a passionate interest in research; and opinion leaders who will be pioneers in a new age of dentistry.

[Current situation]

The Diploma Policy was determined as below based on the Human Resources Development Goals, with mutual consent.

<Diploma Policy>

The program confers the degree of Doctor of Philosophy on students who attain the required credits and pass the dissertation defense and final examinations. Degree recipients must also fulfill one of the following requirements.

- (1) Ability to acquire technical knowledge in English as a common language, and communicate smoothly in English.
- (2) Ability to continue learning in one's specialty field for life.
- (3) Ability to understand and speak on current issues in the fields of dentistry, especially orthodontics, not only in Japan and Thailand but also in rest of Southeast Asia; prioritize critical problems; plan research and formulate proposals needed to solve such problems.
- (4) Ability to be a leader in research, education and dental treatment, coordinating with the respective people overseas in the fields of medical and dental sciences, especially orthodontics.

The Diploma Policy has been explained by TMDU and CU faculty members in guidance for new students. There is no experience of completion of this program since it is a 5-year program that started in 2016.

1-2-2. Curriculum Policy

[Evaluation indicator]

- Curriculum Policy is clearly indicated and published based on the educational objectives.
- Academic curricula are organized and implemented based on Curriculum Policy.

[Plan]

Establish the Curriculum Policy to provide an environment for students to acquire essential knowledge, skills, experience and leadership for their degree and to become highly specialized medical professionals, and formulate curriculum.

[Current situation]

The Curriculum Policy has been established as follows with the mutual consent of TMDU and CU.

<Curriculum Policy>

- (1) Establish basic and special subjects related to orthodontics to foster professionals with strong capabilities in research, in-depth specialized knowledge, thinking skills and high standards of ethics, who can contribute to the world through research.
- (2) Establish clinical subjects that enable students to acquire expert knowledge and skills in clinical orthodontics.
- (3) Organize presentation-style participatory seminars to enable students to acquire fundamental capabilities in orthodontics.
- (4) Organize special lectures on special subjects that enable students to define problems in various situations which can be objects of study, scientifically analyze them, create science-based solutions for them, and evaluate the results of solving them.
- (5) Establish Practice of Research as a special subject to enable students to plan and carry out research which contributes to the world, and establish Experimentation and Thesis Writing as a subject to aid writing dissertations with the essential content.

5-year academic curricula were formulated and implemented based on the Curriculum Policy (Table 2). The Curriculum Policy is publicly available on websites.

Tokyo Medical and Dental University and Chulalongkorn University
International Joint Degree Doctor of Philosophy Program in Orthodontics
Term for evaluation: from August 2016 to July 2017

(Table 2)

Field	Subject	Credits
(1) Basic subjects	• Bone Biology	2
	• General Orthodontics	1
	• Essential Orthodontics	2
	• Seminar in Basic Orthodontics	1
(2) Special subjects	• Doctoral Dissertation Seminar	24
	• Orthodontic Sciences special lecture	6
	• Orthodontic Sciences research practice	8
	• Orthodontic Sciences laboratory work and dissertation	10
	• Maxillofacial Orthognathics special lecture	6
	• Maxillofacial Orthognathics research practice	8
	• Maxillofacial Orthognathics laboratory work and dissertation	10
(3) Clinical subjects	• Orthodontic Techniques	3
	• Multidisciplinary Treatment Procedures	2
	• Orthodontic Practical Exercise	1
	• Seminar in Advanced Orthodontics	1
	• Orthodontic Clinical Training I	2
	• Orthodontic Clinical Training II	1
	• Orthodontic Clinical Training III	4
	• Advanced Orthodontic Clinical Training I	1
	• Advanced Orthodontic Clinical Training II	3
	• Advanced Orthodontic Clinical Training III	1
	• Photography and Computer in Orthodontics	1
	• Skill in Orthodontic Teaching	1
	• Writing a Research Proposal in Dentistry	1
• Writing a Research Report in Dentistry	1	

1-2-3. Admission Policy

[Evaluation indicator]

Clear Admissions Policy is established and entrance examination is conducted in accordance with the policy.

[Plan]

Establish the Admission Policy in the light of Human Resources Development Goals (refer to item 1-2-1), and conduct entrance examinations.

[Current situation]

The Admissions Policy was established as follows with the mutual consent of TMDU and CU.

<Admissions Policy>

This program aims to foster highly skilled experts as well as global leaders who possess a wealth of knowledge and techniques in the field of dentistry, especially orthodontics, not only in Japan and Thailand but also in the rest of Southeast Asia. Qualified applicants who meet any of the following criteria are therefore highly encouraged to apply for our program.

- (1) Eager to acquire high-level clinical abilities, basic knowledge and techniques in the field of orthodontics, or understanding of orthodontic sciences and maxillofacial orthognathics based on the latest research in these fields.
- (2) Eager to be an independent basic clinical researcher in the fields of orthodontics with the capacity to take the lead in national/international clinical research projects or clinical education, upon completion of course.

The Admissions Policy was established with the mutual consent of TMDU and CU as described in the above objectives. The policy and details of the entrance examinations have been clarified in the Student Application Guide and on TMDU and CU websites.

Entrance examination subjects were set to meet the Admissions Policy. The entrance examinations consist of a written examination on orthodontics, wire-bending test, essay examination and joint interview. The written examination and wire-bending test are to determine if a candidate possesses basic knowledge and techniques in the

field of orthodontics. The essay examination and joint interview determine if a candidate is eager to acquire high-level clinical abilities, knowledge and techniques in the field of orthodontics, or understanding of orthodontic sciences and maxillofacial orthognathics based on the latest research in these fields, and has the potential to be an independent basic clinical researcher in the field of orthodontics with the capacity to take the lead in national/international clinical research projects or clinical education.

The 2016 entrance examination was conducted in May and June, and the 2017 entrance examination in April and May in accordance with the Admissions Policy, and three candidates passed in each exam.

[Evaluation for 1-2. Policies]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

The Diploma Policy, Curriculum Policy and Admissions Policy have been appropriately and firmly established and published on the website. Basic and specific subjects have been provided according to the academic curricula based on the Curriculum Policy. Entrance examinations have been conducted based on the Admissions Policy. Candidates in the program have satisfied the qualification requirements. Concordance of candidate selection by the Selection Committee, TMDU and CU was higher than 80%.

➤ Proposals for improvement

- It would be good to review the Diploma Policy, Curriculum Policy and Admissions Policy regularly.
- The method of dissertation defense based on the Diploma Policy should be discussed to conduct dissertation defense based on 5th year.
- A validation method for checking if the entrance examination, curriculum structure and conferment of degrees are based on the Admissions Policy, Curriculum Policy and Diploma Policy should be established.

1-3. Quality assurance system

1-3-1. Self-assessment

[Evaluation indicator]

Self-assessment is implemented and the results are published, and reflected in the educational and research activities.

[Plan]

TMDU and CU will evaluate the educational and research activities of this program, and write self-assessment reports.

[Current situation]

Self-assessment of this program will be implemented in February, 2018 by the Course Administrative Committee. TMDU and CU will write self-assessment reports based on the same evaluation categories (*1), providing an evaluation of the current situation and proposals for improvement.

The evaluation period is from August, 2016 (when the first students started their course) to July, 2017.

The self-assessment reports will be published on both universities' websites, and their details shared in the joint meeting to be held in February, 2018, and be utilized in the improvement of educational and research activities.

Regarding external assessment, please refer to the next item, 1-3-2.

1-3-2. External assessment

[Evaluation indicator]

After carrying out the external assessment, the results are published and reflected in educational and research activities.

[Plan]

TMDU and CU will undergo an external evaluation by the University Quality Assurance System based on the self-assessment report. External evaluators will consist of outsourcing veterans and professors from other universities, which have doctoral programs in relevant fields and experience in granting doctoral degrees.

[Current situation]

TMDU and CU will jointly write a self-assessment report after their self-assessments, and undergo external assessment in February, 2018. External assessors will evaluate the JD Program based on the self-assessment report. The results of the external assessment will be fed back to faculty members of both universities, and reflected in the improvement of educational and research activities.

1-3-3. Feedback of assessment results

[Evaluation indicator]

- Opinions of university members (students and faculty members) obtained in order to ensure proper use of the results in concrete, sustainable improvement of educational quality.
- Opinions of external parties are utilized properly toward concrete, sustainable improvement of educational quality
- Faculty development is properly managed, and leads to improvement of educational quality and coursework.

[Plan]

In this program, students will be asked to complete questionnaires on the subjects. Also, supervisors will hear students' opinions via the video conferencing system. Questionnaire results and opinions will be fed back to faculty members, and utilized for improvement of educational quality. The Liaison Council will examine educational effectiveness, and reflect the findings in the curriculum, supervision method and entrance examination.

In order to develop faculty members' educational skills, TMDU and CU plan to conduct faculty development seminars to exchange relevant information such as on curriculum planning and making teaching materials.

[Current situation]

CU administered a questionnaire to students and supervisors on the subjects they took in the first academic year. The results were presented and examined at a meeting called by the Course Administrative Committee, and it was found that the students were satisfied. The opinions of persons from other institutions will be utilized after the external assessment.

Furthermore, TMDU and CU are planning to conduct a faculty development seminar consisting of lectures and discussion on orthodontics education in February, 2018. The faculty development seminar will be filmed, and the movie and handouts distributed to absentees.

1-3-4. Information publication

[Evaluation indicator]

Information such as that on educational activities (including the items defined in paragraph 2, article 172 of the Enforcement regulations of the school education Law, MEXT) will be publicized.

[Plan]

The Public Relations Section of TMDU will carry out planning of publicity, provide an overview of TMDU and issue PR brochures. They will provide information on industry-academia-government collaboration, educational and research activities and TMDU activities that contribute to society. CU will also provide information proactively. Once the JD program is established, information on the program will be provided to students and the public in English.

[Current situation]

Through cooperation between TMDU and CU, information on educational and research activities is available on the university websites. The JDP team manages the JDP website which provides information on the educational and research activities listed below (*1).

Also, newsletters have been published regularly to let the public know the current situation of JD program operation. TMDU and CU have been considering types of publicity such as admission guidance for graduate school.

Reference 3: website

(*1) Information on educational and research activities provided on the JDP website

(The following information is defined in paragraph 2, article 172 of the Enforcement Regulations of the School Education Law, MEXT.)

- Educational objectives of the university

- Basic organization for education and research
- Faculty members' information
- Number of admissions, admission quota, number of students
- Subjects details, teaching method, curriculum
- Facilities, research environment
- Tuition fee, admission fee

[Evaluation for 1-3. Quality assurance system]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

The program has a complete quality assurance system comprising self-assessment, external assessment, feedback of assessment results and their publication. It is planned to carry out self-assessment of the program in January, 2018, and to carry out external assessment in February, 2018. The feedback from the external assessment will be published, and shared with faculty members via faculty development. Information on the program is published on the website.

➤ Proposals for improvement

- Publicizing the program more via social networking services should be considered.
- CU and TMDU will develop a self-assessment form to raise the standard of assessment.
- CU and TMDU will develop a questionnaire for education and research sections whose results will be shared with students.
- Results of the questionnaire will be the main topic of seminars between related committees and students so that the problems can be solved directly.
- To increase candidates from foreign countries, TMDU should play a major role in publicizing the course via its website since it is a highly regarded university.

2. Operation of JD Program

2-1. Progress of JD Program operation

[Evaluation indicator]

Program is operated properly as planned.

[Plan]

TMDU and CU will jointly conduct the entrance examination. After successful applicants have matriculated for the program, both universities will give the students appropriate guidance, confirm the completion of course registration and assign research supervisors to them. At the end of each semester, credits for subjects will be recognized upon approval by the Course Administrative Committee. By the end of the 2nd academic year, students will take a qualifying examination, and receive advice on their research projects from their supervisors. TMDU will make preparations for accepting students so that they can start their research in June 2017.

[Current situation]

Entrance examinations were jointly conducted in May and June, 2016, and three students matriculated for this program. The entrance examinations in 2017 were conducted in April and May, and three students matriculated.

Guidance was provided to the students by TMDU and CU. In it, CU explained the following matters: JDP history, MOU, Diploma Policy, course structure, tuition fees and payment method, subjects and TMDU's dormitory. After the guidance, the students registered for subjects for the first semester. TMDU explained the orthodontic science and maxillofacial orthognathics laboratories, conducted interviews with students and discussed students' research plans with them.

Based on the discussions with the students, 1 TMDU supervisor and 1 CU supervisor were assigned to each student. The supervisors interviewed students in the qualifying examination at the end of the first year, and gave them advice on their research plans. The students took subjects at CU in their 1st year and have completed the required subjects for completion of the JD Program.

When the students started their research at TMDU, support was given to them through cooperation between the coordinator and administration staff as follows.

- Scholarships

To support students financially, CU provided a university scholarship and budgets for attending academic meetings to all 3 students. TMDU successfully applied for MEXT scholarships. All 3 students received scholarships.

- Housing
 TMDU provided three rooms at TMDU Ichikawa Dormitory. TMDU administrative staff and the coordinator helped students to complete the moving-in procedure and gave them a tour of the dormitory.
- Others
 TMDU administrative staff and the visiting assistant professor also supported students, by helping them with resident registration, opening bank accounts, and signing up for health insurance.

[Evaluation for 2-1. Progress of JD Program operation]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

- A written examination, wire-bending examination and essay examination were conducted at CU, and joint interviews were conducted via the video conferencing system. CU and TMDU jointly conducted the entrance examination 2016, and 3 students matriculated for JDP.
- Information on the laboratories of the 2 departments (Orthodontic Science and Maxillofacial Orthognathics) given by TMDU professors on their visit to CU was very helpful to the students in developing their research topics.
- The qualifying examination for the students matriculating in 2016 was conducted ahead of schedule so the students had their own research projects before starting their research at TMDU.

➤ Proposals for improvement

Better support could be given to the students for starting their studies at TMDU through cooperation between CU and TMDU supervisors up to the end of the 1st academic year. Specifically, the following should be considered.

- TMDU professors continue to visit CU.

- Give students the opportunity to visit TMDU to see the laboratories because this would be beneficial to their research.
- The qualifying exam for students matriculating in 2017 should be conducted according to the same schedule
- Try to provide CU scholarships to students as early as possible.

2-2. Fulfillment of student capacity

[Evaluation indicator]

- Admissions policy, Curriculum policy and Diploma policy are properly publicized and disseminated.
- Number of enrollments versus admissions quota is appropriate.

[Plan]

- Information such as on awarded degree, requirements for completion, curriculum, academic calendar, fees, hours per credit, scholarships and student welfare and student support will be notified in the Admission Guide and on the website.
- The admission quota for this program will be three, and it is expected that 1 - 2 Japanese and Thai candidates will apply.

[Current situation]

Both universities publicize important information, such as that regarding Admissions Policy, Curriculum Policy and Diploma Policy on their websites. All necessary information is also available in the Application Guide and on websites as follows (Reference 3).

- Awarded diploma
- Completion requirements
- Content and method of education
- Academic calendar
- Tuition fees
- Credit hours
- Student support (scholarships, student benefits)

Also, information on student applications for admission are notified to TMDU and CU faculty members of the TMDU dental graduate school board and the course

administrative committee.

Number of admissions versus admissions quota has been appropriate

(Table 1).

	2016	2017
Admissions quota	3	3
Number of applicants	9	6
Number of admissions	3	3

[Evaluation for 2-2. Fulfillment of student capacity]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

- The ratios of number of admissions/number of applicants were 3/9 in 2016 and 3/6 in 2017. Student capacity was fulfilled both in 2016 and 2017.
- Information on the curriculum is easily assessed on the first page of CU's website. Applicants can find more details on the graduate school office website when they start the application process.

➤ Proposals for improvement

- Publication and dissemination of information on the entrance examination for JDP well in advance may help to increase applicants.
- Information on the website should be revised and updated.

2-3. Syllabuses

[Evaluation indicator]

Appropriate syllabuses have been prepared and are in operation.

[Plan]

Syllabuses which includes important information such as that on Admissions Policy, Curriculum Policy, Diploma Policy and assessment will be publicized on the website. Syllabuses will be written in both Japanese and English.

[Current situation]

The syllabuses of both CU and TMDU are written in Japanese and English and are available on the websites.

[Evaluation for 2-3. Syllabus]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

- The syllabuses for JDP have been properly prepared in English and Japanese, but those for some subjects provided by CU are only in English. As the students are all Thai, this has not interfered with operation of JDP.
- The syllabus on the CU website explains the course of study, curriculum structure, course syllabus, tuition fees, application requirements and entrance examination but not the Admissions Policy, Curriculum Policy, Diploma Policy or performance evaluation.

➤ Proposals for improvement

- The syllabuses should be revised and made more complete.
- A questionnaire survey of students' use of the syllabuses should be conducted
- The syllabuses of subjects established by CU should be translated into Japanese.

2-4. Evaluation method and criteria

(Grading, recognizing credits and completion of the course)

[Evaluation indicator]

Evaluation methods and criteria (grading, recognition of credits, and completion of the course) are established for each subject. They are being conducted properly in a fair manner, and have been disclosed to students.

[Plan]

- Credit recognition will be examined and approved through deliberation by both universities' faculty members in Program Committee.
- The performance of each student in courses at TMDU will be graded on a 5-point scale, as follows in order to make each student's level of attainment more visible
Superior=4, Excellent=3, Good=2, Fair=1 which means pass,
and Fail=0.
This is based on the TMDU Graduate School Regulations, paragraph 19. Standards for Specific Behavioral Objectives (SBOs) are set as follows.
Superior (S, GP4): All SBOs were achieved beyond expectation.
Excellent (A, GP3): All SBOs were achieved.
Good (B, GP2): Most SBOs were achieved.
Fair (C, GP1): The minimum SBOs necessary were achieved.
Fail (D, GP0): The minimum SBOs necessary were not achieved.
- The performance of each student in courses at CU will be graded on an 8-point scale, as follows, to make each student's level of attainment more visible.
4.0=A, 3.5=B+, 3.0=B, 2.5=C+, 2.0=C, 1.5=D+, 1.0=D, 0.0=F
Grade 2.5 (=C+) will be deemed to be the minimum pass grade.
In English, grades are fixed as A=Excellent, B+=Very Good, B=Good, C+=Fairly Good, C=Fair, D+=Poor, D=Very Poor, and F=Fail.
- Both universities will record students' performances after converting their grades using the conversion table
- Standards for Specific Behavioral Objectives will be indicated in the syllabuses, and also posted on the websites of the universities.

[Current situation]

Grades for each subject are assigned by the university which established the subject, and the grades are approved at Course Administrative Committee meetings jointly conducted by TMDU and CU. After approval, the grades of TMDU and CU are converted to the other party's grades based on the grade conversion table 5.

Regarding recognition of credits, the Course Administrative Committee calls a meeting to confirm assessments, and when the assessment is better than the C grade of TMDU and CU, credits for the subject are recognized.

Evaluation standards and the evaluation method are explained to students on websites.

(Table 5)

TMDU			CU			Standards for Specific Behavioral Objectives (SBOs)
GP	Grade		GP	Grade		
4	S	Superior	4	A	Excellent	All SBOs were achieved beyond expectation.
			3.5	B+	Very Good	
3	A	Excellent	3	B	Good	All SBOs were achieved.
2	B	Good	2.5	C+	Fairly Good	Most SBOs were achieved.
1	C	Fair	2	C	Fair	The minimum SBOs necessary were achieved.
0	D	Faili	1.5	D+	Poor	The minimum SBOs necessary were not achieved.
			1	D	Very Poor	
			0	F	Fail	

[Evaluation for 2-4. Evaluation method and criteria]

IV	Achieved more than was planned.	
III	Plan was achieved.	✓
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

- Conversion of the grading systems of TMDU and CU was one of the most critical processes in setting up the JDP program. However the conversion table and SBOs could be successfully established through extensive discussions and the

mutual understanding achieved.

- The grading systems of both TMDU and CU can be converted systematically with academic validity. Until now no problem has been found in the use of the grade conversion table.

➤ Proposals for improvement

- Regarding program completion, based on the Diploma Policy, the method of conducting defense and criteria should be discussed.
- Since there has been no problem in the use of the grade conversion table, we should continue using it and gather more information. Specifically, the conversion of a grade for a subject which has been evaluated by a different evaluation method (S/U or Satisfactory/Not satisfactory), such as that in the Doctoral Dissertation Seminar, will be examined.

3. Student Support

3-1. Student support system

3-1-1. Accommodation

[Evaluation indicator]

Appropriate housing support for students is ensured.

[Plan]

Accommodation will be provided to students from both TMDU and CU.

[Current situation]

TMDU provides rooms in the TMDU Ichikawa Dormitory to students while they conduct research in Japan. Both TMDU and CU provide the necessary support for students to begin their new lives in Japan through cooperation between coordinators and administrative staff. The support includes introduction to the dormitory, helping students to fill out the registration forms, providing consultation on dormitory life, providing necessary items such as bedclothes and explanation of the Wi-Fi service.

3-1-2. Research environment

[Evaluation indicator]

Educational environment that provides education according to instruction goals is established.

[Plan]

- One supervisor from each university will be assigned to each student before starting courses so that the student can receive research guidance from both universities.
- Both universities will make available their respective facilities and properties, such as TMDU's Yushima campus and CU's Faculty of Dentistry campus. Thus, the necessary environment for graduate education and research under JDP will be established, which will enable multifaceted instruction and research to be conducted.

[Current situation]

- Students' research work has progressed smoothly by assigning one supervisor from each university to each student. TMDU supervisors contact students about once a month to discuss students' work progress via e-mails or video conferences. TMDU has provided desks for 3 students in the Common Research Room to help them conduct their research more effectively during their stay at TMDU since June 2017.

3-1-3. Financial support

[Evaluation indicator]

Adequate financial support for students is ensured

[Plan]

- In order to support JDP students who matriculated at TMDU financially, TMDU plans to award scholarships from the TMDU fund to students with outstanding research performance.
- For those who matriculated at CU, TMDU plans to provide financial support from the TMDU fund.
- CU will bear round trip travel expenses to Japan for them and provide scholarships of 90,000 JPY annually.

[Current situation]

- No student has received a scholarship from TMDU fund, since no student matriculated at TMDU in 2016.
- Before students who matriculated at CU started their 1-year research activities at TMDU, TMDU applied for MEXT scholarships (48,000JPY/month) for them and they were granted.
- TMDU continues to look for more means of financial support, such as through private scholarships or the Student Exchange Support Program (Scholarships for Short-term Study in Japan).

[Evaluation for 3-1. Student support system]

IV	Achieved more than was planned.	✓
III	Plan was achieved.	
II	Plan was not achieved sufficiently.	
I	Plan was not achieved.	

➤ Evaluation of current situation

Students are properly supported with respect to accommodation and research environment, and financial support has gone well. Potential problems that had been foreseen before the students' arrival have been prevented. Three rooms in the Ichikawa dormitory have been booked for the students, and three desks have been provided in the Common Research Room. All students have been able to obtain scholarships for Ph.D. students from the 100th Anniversary Chulalongkorn University Fund for Doctoral Scholarship. This has helped alleviate the students' financial burden. Scholarships, housing and other types of support have been very helpful to the students.

➤ Proposals for improvement

- In Japan, few scholarships are available to JDP students because most of them have to be applied for during a particular period (April to March: Japanese fiscal year).
- The amount of the 100th Anniversary Chulalongkorn University Fund for Doctoral Scholarship is not enough to cover the Ph.D. course tuition fees. There should be more financial support for the students.
- Considering the above situation, CU and TMDU should cooperate more in gaining scholarships to support students from government or other

organizations. Also, more help should be given to excellent students with a financial problem so that they can enter the joint Ph.D. program more easily.

- Other accommodation may be considered.
- The advisor and co-advisor for each research project should share information on the progress of students' research project proposal development so that they can study this together before the students come to Japan.
- Efforts will be made to provide CU scholarships to students as early as possible.

Committee members list

【Liaison Council】

University	Name	Position, department
Chulalongkorn University	Suchit Poolthong	Assist. Prof., Dean, Faculty of Dentistry, Operative Dentistry
	Prim Auychai	Assoc. Prof., Deputy Dean for International Affairs and Public Relations, Pediatric Dentistry
Tokyo Medical and Dental University	Takashi Okiji	Professor, Dean, Faculty of Dentistry, Pulp Biology and Endodontics
	Takashi Ono	Professor, Orthodontic Science

【Course Administrative Committee】

University	Name	Position, department
Chulalongkorn University	Suchit Poolthong	Assist. Prof., Dean, Faculty of Dentistry, Operative Dentistry
	Sirivimol Srisawasdi	Assist. Prof., Deputy Dean for Graduate Study, Operative Dentistry
	Prim Auychai	Assoc. Prof., Deputy Dean for International Affairs and Public Relations, Pediatric Dentistry
	Chintana Sirichompun	Assoc. Prof., Orthodontics
	Smorntree Viteeporn	Professor, Orthodontics
	Korapin Mahatumarat	Assoc. Prof., Head of Orthodontics Department, Orthodontics
	Paiboon Techalertpaisarn	Assist. Prof., Orthodontics
	Orapin Komin	Assist. Prof., Geriatric dentistry
Tokyo Medical and Dental University	Takashi Ono	Professor, Orthodontic Science
	Keiji Moriyama	Professor, Maxillofacial Orthognathics
	Ikuko Morio	Professor, Department of Dental Education Development

【Dissertation Committee】

University	Name	Position, department
Committee members of the Dissertation Committee is under consideration.		

【University Quality Assurance System】

University	Name	Position, department
Hiroshima University	Koichi Kato	Professor, Dean, Faculty of Dentistry, Biomaterial science and engineering
Prince of Songkla University	Chairat Charoemratrote	Assist. Prof., Dean, Faculty of Dentistry, Orthodontics

Chulalongkorn University-TMDU JD Committee Minutes

11:00-12:40 Wednesday, August 17, 2016 (Bangkok Time)

13:00-14:40 Wednesday August 17, 2016 (Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Smorntree Viteeporn, Dr. Chintana Sirichompun,
Dr. Prim Auychai

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Report of CU-TMDU Joint Degree Program, From February 28, 2014 - August 15, 2016

- CU explained that they prepared the total report summarizing every event we had until now. CU requested TMDU to scrutinize it by the next teleconference because they would like TMDU to approve its contents in the next teleconference.

2. Duration of study in TMDU

- TMDU asked CU about the period the students will stay in Japan, and CU explained that the students will stay in Japan during the 3rd and 4th semesters of the 2nd year basically. Other than these, they may stay during the 1st and the 2nd summer vacation (from June in the 1st year - May in the 2nd year, total of 12 months). In the 6th, 8th and 10th semesters, student may stay in Japan approximately 2 weeks, however, it depends on the students' advisors both TMDU-CU.
- CU remarked that they will follow the course structure which has been approved, however, they would like to keep it flexible for better program.
- Dr. Moriyama and Dr. Ono reported that they introduced the basic knowledge of their research areas to the students, which will help them to find specific fields to pursue.

3. Supervision on Thesis

- Regarding this subject, the following question arose:
 - How and when can the research theme be decided?

With regard to this question, TMDU observed that we may get the students search some theses and find interested research themes, and hopefully have some discussions on their research plans within two or three months (October or November). We allocate the students to two fields, which are Orthodontic science and Maxillofacial Orthodontics, in consideration for the balanced number of students. Furthermore, TMDU

mentioned that it will be possible for the students to visit TMDU within the 1st year if there is a chance.

- CU explained that it is difficult for the students to visit TMDU in the 1st year because of attending classes, and they can visit there in June 2017 at earliest.
- CU explained the process of deciding research theme as follows:
 1. The students will choose fields.
 2. The students will decide research themes.
 3. Appropriate advisors will be allocated to the students.
- TMDU requested CU to share the information of progress, and CU agreed.
- CU explained that they will have the students to narrow down their interests by the end of November, and CU will inform TMDU of the appropriate laboratory equipment for their research.

4. Minutes of the TV conference on July 12, 2016

- CU and TMDU agreed with the minutes for the Video Conference Calls on July 12.

5. Intellectual property

- CU perceived that the students will sign the two pieces of pledge, and CU and TMDU will keep each of them.
- CU requested TMDU to send CU the pledge by email, and TMDU agreed.
- TMDU explained that the pledge specifies the obligations for the students to inform their research supervisors when any inventions are made. This pledge must be signed by the students to abide by the agreement no.21.

6. Syllabus

- TMDU reviewed the syllabus CU prepared, it is confirmed that there are four topics which TMDU asked CU to write in the previous teleconference.

7. Others

- Dr. Moriyama reported:
 - Accommodation in Surugadai is no longer available.
 - There are few empty rooms in TMDU's dormitories.
 - CU asked how much private accommodation costs.
 - TMDU should book three rooms in dormitory every year for the students in advance.
 - If the students end up renting the rooms from property agent, financial burden will increase for the students and this can erode attractiveness of JDP. To prevent this, we have to work out some measures for the solution of this problem such as scholarship.
- CU observed:

- The best solution is to arrange rooms of international dormitory for the students, however, if it is difficult, we have to discuss the other options. For the students who will stay in private accommodation, financial support such as scholarship should be given to them.
- TMDU students can stay at CU dormitory when they stay in Thailand.
- This matter should be discussed in the next teleconference.

8. Schedule next call

- CU will schedule the next call and inform TMDU of the date and time later.

Chulalongkorn University-TMDU JD Committee Minutes

16:00-17:45 Tuesday, September 20, 2016 (Bangkok Time)

18:00-19:45 Tuesday September 20, 2016 (Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Chintana Sirichompun, Dr. Prim Auychai

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Minutes of the TV conference on August 17, 2016

- CU and TMDU agreed with the minutes for the previous Video Conference Call with partial revision.

2. Notification of Successful Examination Results

- TMDU explained that the notifications were revised as per CU's request, and CU confirmed.
- TMDU promised to send the notifications to CU by mail, and CU will hand over the documents to the JDP students.
- TMDU asked if CU had issued acceptance letters for the students, and CU answered that they do not have such a document.

3. Report of CU-TMDU Joint Degree Program

- TMDU asked CU about the purpose of the report, and CU explained that it is summarization of progress and results in every topic that have been discussed in JD committee since February 2014, and used as reference for administrating the program.
- TMDU explained the results of screening the report and suggested some amendments. They were agreed that CU will correct the "Curriculum Structure" and "Course Syllabus" and TMDU will correct the other minutes as revision from CU-TMDU teleconference.
- CU proposed to get rid of the "Road map to open up program in August 2016" from the report (in the agenda 3-2 pages 11-12), and TMDU agreed.

4. Arrangement of dormitory

- TMDU explained the 5 accommodations' fees and locations on the list.
- TMDU presented details of Kokusai-gakusei-shukusha and TMDU Ichikawa dormitory as follows;
 - Kokusai-gakusei-shukusha
 - ✧ This accommodation is for only female students, and most of the residents are Japanese undergraduate students.
 - TMDU Ichikawa dormitory

- ✧ This accommodation is for international students, and male and female students can reside. Most of the residents are graduate students.
- CU observed that their first choice is TMDU Ichikawa dormitory and their second choice is Kokusai-gakusei-shukusha, and TMDU explained that they will arrange one of these dormitories for the students.
- TMDU and CU agreed that the term of staying in Japan is to be from June 2017 to May 2018, and this will be fixed hereafter to ensure accommodation for the students.
- CU asked TMDU about payee for dormitory fee, and TMDU answered that the fee should be paid to TMDU.
- TMDU asked if CU collects tuition fees for the summer vacations in the 1st and 2nd year, and CU answered that they do not charge the fees because they have already announced the total amount of fee on the weblink, and they do not include these vacations.
- CU asked TMDU to notify CU of the result when three rooms in dormitory are arranged, and TMDU agreed.

5. Syllabus

- TMDU mentioned that “Photography and Computer in Orthodontics” and “Academic Writing” are missing in the Syllabus which CU prepared, and CU promised to check whether these have been prepared.

6. Schedule next call

- Next video conference was scheduled to start at:
 - 16:00pm, Tuesday, November 15, 2016 (Bangkok)
 - 18:00pm, Tuesday, November 15, 2016 (Tokyo)

Chulalongkorn University-TMDU JD Committee Minutes

16:00-17:00 Tuesday, November 15, 2016 (Bangkok Time)

18:00-19:00 Tuesday November 15, 2016 (Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Chintana Sirichompun, Dr. Korapin Mahatumarat,
Dr. Prim Auychai

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Minutes of the TV conference on September 20, 2016

- CU and TMDU agreed with the minutes for the previous Video Conference Call.

2. Credit recognition

- TMDU explained that credit recognition has to be done at the end of the semester or academic year according to the article 29 of the agreement.
- TMDU proposed to do credit recognition through the teleconference in December or January for 7 subjects, and CU agreed.
- CU explained that CU will evaluate and create a form for credit recognition by the end of December, and will send a copy of the form to TMDU.
- TMDU asked CU about their evaluation method how they assess students' performance, and CU answered that they use letter grades such as A, B, C, D.

3. Entrance examination schedule 2017

- TMDU asked CU if the next entrance examination will be conducted at the same time as high grade course, and CU answered that the schedule will be similar to the document 3, however the detailed schedule has not been fixed by CU yet.
- TMDU asked whether it is possible for Japanese applicant to take the first examination at CU, and the second examination and joint interview at TMDU, and CU agreed with the suggestion. CU asked if Dr. Morio will visit CU to conduct the second examination, and TMDU answered that we should discuss it.

4. Arrangement of dormitory

- TMDU reported that the president of TMDU agreed with arranging the TMDU ICHIKAWA Dormitory for JDP students, and the necessary

procedure has been in progress.

5. Others

- CU explained that the CU members of JD committee have been changed, and offered to send TMDU the list of the CU members via email so that TMDU can send documents for teleconference to them.
- TMDU reported that Dr. Issareeya Ekprachayakoon was approved as part-time faculty member of TMDU in charge of coordinating our JDP and the International Collaboration Center in CU, adding that it is not decided yet when she starts her job.

6. Schedule next call

- TMDU suggested conducting the next teleconference after completing assessments at CU, and the schedule will be decided through the email later.

Chulalongkorn University-TMDU JD Committee Minutes

16:00-18:00 Thursday January 12, 2017 (Bangkok Time)

18:00-20:00 Thursday January 12, 2017 (Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Korapin Mahatumarat, Dr. Prim Auychai,
Dr. Paiboon Techalertpaisarn

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Minutes of the TV conference on November 15, 2016

- CU and TMDU agreed with the minutes for the previous Video Conference Call.

2. Credit recognition

- TMDU and CU confirmed that the three JDP students have completed the required 7 subjects with sufficient grades based on the evaluation sheets which CU prepared.

3. Grade conversion

- TMDU suggested a grade conversion method, and TMDU and CU agreed to convert grades by the following rules;
 - Grade A in CU is converted into S or A in TMDU, and CU will decide which is more appropriate.
 - Grade B+ in CU is converted into B in TMDU.
 - Grade B in CU is converted into C in TMDU.
- TMDU explained that the difference of GP will not be so problem because a transcript will be issued from the University where a student applies.

4. Entrance examination 2017

- TMDU asked CU if the entrance examination schedule has been decided, and CU showed TMDU the fixed schedule and explained that it is the same schedule as high grade course.
- CU offered to renew the document 04-1, which is summarize of the last year's exam, and send it to TMDU later.
- TMDU asked CU some questions regarding the exam, and the following things are confirmed;
 - Three successful applicants and two substitutes will be selected.
 - When there is a Japanese applicant, only an applicant ID will be posted in an announcement of the successful applicant.
 - Notification of Successful Examination Result will be created in joint

- name of TMDU and CU and issued to successful applicants.
- When there is a Japanese applicant, the essay exam in CU will be conducted by CU, and the essay exam in TMDU will be conducted by TMDU.
- A Japanese applicant is required to submit his/her passport instead of Certified copy of Citizen ID Card/Civil Servant Identification Card.
- If a Japanese applicant must submit a physical examination result and a chest x-ray result before the entrance exam, it will be submitted to TMDU, and TMDU will send them to CU.
- The evaluation sheet, venue layout and questions for joint interview will be the same as the ones of last year.
- If CU would like to take some photos of essay examination, CU will do it under their responsibility.
- Regarding the following things TMDU asked, CU will confirm later and tell TMDU the answers.
 - Whether a Japanese applicant need not write “religion”, “marital status” and “the selection of rank of the program” in the application form.
 - Whether a Japanese applicant must submit a physical examination result and a chest x-ray result as application documents.

5. Qualifying examination

- CU explained that qualifying examination focuses on testing the student’s basic knowledge, analytic skill and potency to conduct research independently.
- TMDU and CU agreed that qualifying examination committee consists of 6 members: Dr. Smorntree as a director, Dr. Paiboon and Dr. Chidsanu from CU, and Dr. Moriyama, Dr. Ono and Dr. Morio from TMDU.
- TMDU and CU agreed to conduct the Qualifying examination from 15:00 to 18:00 (Japan time), from 13:00 to 16:00 (Thai time) on 9th March.
- CU explained that the examination hours will be 1 hour per student, so it will take three hours to finish the examination.
- TMDU asked the methods of the examination, and CU explained;
 - Proposals will be shared among the committee members beforehand.
 - A student will make a presentation for 20-30 minutes. After the presentation, there will be a Q&A session for 30 minutes.
 - An evaluation form will be prepared by CU and hand in TMDU before the exam.
 - A student and committee members will speak in English during the

examination.

6. Research conducting at TMDU

- TMDU asked CU when the research topics can be decided, and CU explained that they will have been decided before the qualifying examination. CU also explained the current situation of the students that they selected two interested research topics and have been trying to decide the one research topic under the supervision of CU advisors.
- TMDU and CU confirmed that the period of studying in Japan is from June 2017 to May 2018 and the three single rooms in ICHIKAWA International House have been reserved during the period.

7. Others

- CU asked if there is no problem for Japanese applicants to take English exam such as TOEFL, IELTS or CU-TEP, and TMDU answered that it will not be problem. CU also asked if there is an original English exam in Japan, and TMDU answered that applicants usually take TOEFL.
- CU asked if TMDU think it is appropriate to conduct the first examination in TMDU, and TMDU answered that TMDU supposes to conduct that in CU.

8. Schedule next call

- Next video conference was scheduled to start at:
 - 16:00pm, Thursday, March 2, 2017 (Bangkok)
 - 18:00pm, Thursday, March 2, 2017 (Tokyo)

Chulalongkorn University-TMDU JD Committee Minutes

16:00-18:00 Thursday March 2, 2017 (Bangkok Time)

18:00-20:00 Thursday March 2, 2017 (Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Korapin Mahatumarat, Dr. Smorntree Viteeporn,
Dr. Prim Auychai, Dr. Paiboon Techalertpaisarn

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Minutes of the TV conference on November 15, 2016

- CU and TMDU agreed with the minutes for the previous Video Conference Call.

2. Entrance examination 2017

- TMDU asked if there is a way to check the application status on the website, and CU promised to send TMDU the URL via email.
- TMDU suggested confirming the applicants' qualifications in the next teleconference, and CU agreed.
- TMDU informed CU of the persons who will conduct the essay exam in CU and their temporary itineraries.
- TMDU suggested giving 3 JDP students opportunities to talk with Dr. Morio and Ms. Wakatsuki so that they can relieve concerns and prepare for coming to Japan. CU agreed with the suggestion and it was decided that they will meet at 13:30 after the lunch on 27th April.
- TMDU asked CU for help with the essay examination venue setup, and CU promised to set up the venue as the layout of document 2-3.
- TMDU asked CU if it is possible to send TMDU all the application documents before the essay examination, and CU agreed.
- The essay examination venue was decided to be changed to "CU-TMDU Collaboration Center 11th floor, Chalerm Navamaraj 80 Building" where is the same venue as last year.
- TMDU asked CU if they will announce the "Instructions for the Essay Examination", and CU answered that they will correct the exam venue and announce it in an appropriate way.
- TMDU explained that they revise the "Notification of Successful Examination Results" to issue in joint names of both universities and asked CU to confirm it. CU answered that they will confirm with the university affairs.

3. Grade conversion of subjects finished in the first semester

- TMDU asked CU about the “Bone Biology” because that subject is not written in the syllabus, and CU explained that it is an elective which allows students to take if they are interested. Also, TMDU asked which is appropriate, S or A in TMDU grades for the subject, and CU answered that they will confirm with the professor in the external institution who is responsible for the subject.

4. Students’ research topics

- TMDU asked if the students have decided the research topics. CU answered that they have already finished writing the research proposal, and promised to send them to TMDU via email.

5. Qualifying examination

- TMDU and CU agreed with the following things regarding the qualifying examination:
 - Assessors will rate the applicant in 1, 2, 3, 4 or 5 scales for the 5 evaluation categories and sum these 5 scores. The average of the 6 assessors’ scores will be calculated and the applicant who gets 18 points or more will pass the exam.
 - The applicant who fails to get 18 points or more must take reexamination. The reexamination will be held on 18th May after the joint interview.

6. Evaluation criteria

- TMDU asked CU if there is an evaluation criteria when professors give students grades for subjects, and CU explained that they assess students based on scores of the examinations. CU promised to create an evaluation criteria for JDP and send it to TMDU, which will be written in the JDP syllabus.

7. CU Professors for JDP

- TMDU asked CU to revise the CU professors’ list because TMDU is required to submit it to MEXT. TMDU afterward explained about the document that all the professors’ names have to be written in the “NAME” for each subjects, and put circles in front of the names of the responsible professors.

8. Others

- TMDU suggested discussing about “organized training for improving curricula and educational methods” and “self-assessment and external assessment”. As the results of the consultation, TMDU and CU agreed with the following matters:

- JDP students will take assessment questionnaires for a course of study on CU web system in May after they take examinations.
- After analyzing the results of the questionnaires, CU will write a report at the 1st, 3rd, 4th and 5th years and TMDU and CU will write the report at the 2nd year cooperatively. This will be done from June to July.
- TMDU and CU will introduce JDP with the report in the “Top 6 Summit of Global Dental Education” which will be held on December 2, and ask two affiliated universities: Boston University and Peking University for external review.

9. Schedule next call

- Next video conference was scheduled to start at:
 - 16:00pm, Tuesday, April 18, 2017 (Bangkok)
 - 18:00pm, Tuesday, April 18, 2017 (Tokyo)

Chulalongkorn University-TMDU JD Committee Minutes

16:15-17:00 Tuesday June 20, 2017 (Bangkok Time)

18:15-19:00 Tuesday June 20, 2017 (Tokyo Time)

Participants:

CU: Dr. Korapin Mahatumarat, Dr. Paiboon Techalertpaisarn

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Minutes of the previous TV conference

- CU and TMDU agreed with the minutes for the previous Video Conference Call.

2. Appointment of research supervisors from TMDU

- TMDU explained CU that Ms. Chutimont and Ms. Ornnicha have been assigned to be supervised by Dr. Moriyama and Ms. Kocharkorn has been assigned to be supervised by Dr. Ono. And this attachment was officially approved.
- TMDU reported that three JDP students are getting used to their lives in Japan and have started their researches smoothly.

3. Grade conversion

- TMDU proposed the grade conversion method as follows, and CU agreed.
 - A and B+ in CU and S in TMDU are equal. When converting S in TMDU into the grade in CU, TMDU will judge which is more appropriate, an A or a B+.
 - B in CU and A in TMDU are equal.
 - C+ in CU and B in TMDU are equal.
 - C in CU and C in TMDU are equal.
 - C or above are pass.
- Regarding the subjects which those students matriculated in 2016 took in the first semester, CU explained that they converted grades in CU into grades in TMDU based on the above grade conversion method. Following that conversion results, TMDU and CU approved 8 subjects with 13 credits total for the three students.

4. Distribution of tuition fee

- TMDU suggested the way of distribution of tuition fee as follows, and CU agreed.
 - TMDU receives the tuition fee for 1 academic year out of 5 years of the program for accepting students in Japan.

- The tuition fee TMDU will receive shall be the same amount as the fee TMDU charges for PhD students in accordance to the TMDU graduate school regulations.
- Fees for remittance shall be borne by the payer.
- CU suggested remitting money twice a year, firstly by June 10 and secondly in December. TMDU agreed to confirm that idea with the responsible department.

5. Others

- Regarding the qualifying examination, TMDU asked when the QE evaluation form will be sent to TMDU. CU answered that they can probably send it at the end of August.
- TMDU consulted with CU regarding the implementation of the orientation for the new students who had been matriculated in 2017, and the following matters were settled.
 - Venue: CU
 - Date: Some time during July to November, 2017. TMDU will consult the schedule with CU later.
 - Presenters: Dr. Moriyama and Dr. Ono
 - Contents: Basically the same as last year.
 - Length of orientation: Approximate 3 hours.
 - The length of stay in Thailand: 3 days.
 - To whom the presenters will call on: Dean of Faculty of Dentistry, CU.
 - Flight tickets and accommodation: CU will arrange and bear the fees.
- TMDU asked CU if the 3 new students had completed the admission procedure in CU yet, and CU answered that all the procedure had been successfully completed.

6. Schedule next call

- TMDU suggested conducting the next teleconference from 16:00 (Thai time), 18:00 (Japan time) on July 27, and CU will confirm their schedule and contact TMDU.

Chulalongkorn University-TMDU JD Committee Minutes

16:00-17:30 Tuesday April 18, 2017 (Bangkok Time)

18:00-19:30 Tuesday April 18, 2017 (Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Korapin Mahatumarat, Dr. Smorntree Viteeporn,
Dr. Paiboon Techalertpaisarn

TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio

1. Minutes of the TV conference on November 15, 2016

- CU and TMDU agreed with the minutes for the previous Video Conference Call.

2. Entrance examination 2017

- TMDU and CU checked the applicants' information and one applicant's result was 1 point lower score than required point 80 of CU-TEP. After the discussion, both universities agreed to consider that the applicant meets the application qualifications. As a result, TMDU and CU jointly confirmed that 6 applicants meet the application qualifications of both universities.
- CU explained that the written examination consists of 156 multiple-choice questions with 5 choices for each. Scoring method will be explained when Dr. Morio visits Chulalongkorn University in the end of April.
- TMDU and CU agreed that the room 613 on the 6th floor in Chalerm Navamaraj 80 Building is to be the venue for the essay examination and joint interview.
- TMDU asked how CU is going to notify the applicants of the announcements and results of each examination, and CU answered that they are going to send emails to each applicant and announce the information on the website. CU promised to send URL of the website.

3. Course registration and research plan

- TMDU asked if the 3 JDP students who matriculated in 2016 have taken the subjects: Dissertation and Doctoral Dissertation Seminar, and CU answered that they have been taking these subjects.
- TMDU explained the procedure for ethical review and asked CU if the procedure was appropriate, and CU answered that the procedure went finely. CU explained that the ethical review is necessary for the research with human specimens or experimental animals. They have already

finished the ethical review of the use of experimental animals, and have been proceeding the ethical review of the use of human specimens. They mentioned that the ethical review will not be completed by the time the students start their research at TMDU.

- In the original plan of qualifying examination and thesis/dissertation proposal examination schedule, the qualifying exam has to be conducted by the end of 2nd year and the thesis/dissertation proposal exam has to be conducted by the end of 3rd year. The qualifying exam for the students matriculated in last year was conducted at the end of the first year (March 9, 2017). CU suggested conducting the thesis/dissertation proposal exam before the students start their research at TMDU, and the schedule of these exams will be considered again.
- CU explained that the students have already finished the qualifying examination, so the students have to take the thesis/dissertation proposal examination next. CU mentioned that the thesis/dissertation proposal examination should be conducted before the students start their researches at TMDU.

4. Grade conversion of subjects finished in the first semester

- TMDU asked the progress of creating the evaluation criteria for JDP, and CU answered that they have description such as excellent for A, very good for B+ and so on, however there are no evaluation criteria in CU.
- TMDU asked the progress of confirming the grade converted to TMDU of Bone Biology, and CU explained that it tuned out afterwards that the grade C is pass line for each subject, and average of the all subjects has to be GP 3 or better to pass.
- TMDU and CU agreed that they need to discuss the grade conversion method again.

5. Academic staff coordinate with foreign universities

- TMDU explained Dr. Issareeya ekprachayakoon will be assigned as a visiting assistant professor by TMDU, and they would like her to support the students with their school life. CU agreed with the request.

6. Distribution of tuition fee

- TMDU explained that tuition and other fees should be distributed by consultation between both universities that stated in the MOU.
- CU will confirm the MOU and this matter will be discussed in the next teleconference.

7. Necessary preparation for accepting students to TMDU

- TMDU explained that they have been proceeding the necessary procedures for applying for student visa, Ichikawa international house, and CU explained that the students are going to book the flights of Thai airways which will arrive in Japan in the morning on June 5. CU promised to send TMDU copies of the e-tickets as soon as they book.

8. Others

- CU and TMDU agreed that in case Ms. Ornnicha will change her research theme, her main supervisor will consult with Dr. Ono directly.

9. Schedule next call

- Possible dates for the next video conference will be suggested from CU after they confirm Dr. Issareeya's schedule.

Course Administrative Committee Minutes

16:00-17:00 Thursday July 27, 2017 (Bangkok Time)

18:00-19:00 Thursday July 27, 2017 (Tokyo Time)

Participants:

CU: Dr. Korapin Mahatumarat, Dr. Smorntree Viteeporn, Dr. Prim Auychai,
Dr. Paiboon Techalertpaisarn

TMDU: Dr. Moriyama, Dr. Ono

Observer:

TMDU: Dr. Issareeya Ekprachayakoon

1. Minutes of the previous TV conference

- CU and TMDU agreed with the minutes for the previous Video Conference Call.

2. Remittance of tuition fee

- TMDU asked CU if it would be possible for CU to remit the tuition fee in three times based on the document 2, and CU agreed.
- CU requested TMDU for the necessary information such as beneficiary account number, SWIFT code etc. for making remittance by 4th August so that CU can remit the fee for June-September at the end of August and the fee for October-March at the end of October, and TMDU agreed.

3. Orientation for JDP students matriculated in 2017

- TMDU asked CU whether the proposed schedule of visiting CU by Dr. Moriyama and Dr. Ono was fine, and CU answered that it has no problem.
- TMDU observed that they think it is not necessary to pay the President of CU a courtesy call this time, and CU understood.
- CU promised to arrange flights and accommodation for Dr. Moriyama and Dr. Ono and to bear the cost for these arrangements.

4. Regulations of Committees

- TMDU explained that they would like to establish a Liaison Council newly, because of the requirement by MEXT, and CU promised to consult with the Dean of Faculty of Dentistry, CU and to inform TMDU of the result. If this proposal was accepted, the following matters would be settled.
 - Three Committees are jointly established by CU and TMDU; Liaison Council, Course Administrative Committee and Dissertation Committee.
 - The Liaison Council shall be established at the top position of the three

Committees. The Course Administrative Committee shall be established under the Liaison Council, and the Dissertation Committee shall be established under the Course Administrative Committee.

5. Liaison Council, External assessment and Training for Faculty Members

- TMDU asked the schedule of “Top 6 Summit of Global Dental Education”, and CU answered that it is scheduled to be conducted on 1st and 2nd of December.
- TMDU explained that they would like to conduct the Liaison Council meeting at the time of the above-mentioned event, only if the Liaison Council was established by mutual consent, and CU agreed.
- CU and TMDU agreed to nominate faculty members, one from CU and one from TMDU for the Liaison Council member in the next teleconference.
- TMDU explained that CU and TMDU have to jointly conduct the external assessment and the training for faculty members by April, 2018.
- CU and TMDU promised to discuss a schedule and members of the external assessment and the training for faculty members in the next teleconference.

6. Appraisal standards for assessment of performance

- TMDU explained that the appraisal standards for assessment of performance has to be established because it is stated that “Both universities clarify performance standards by adoption of GPA and other appraisal standards. The other appraisal standards are specified separately” in the Academic Cooperation Agreement on Establishment of a Joint Degree Program. As a result of discussion, CU and TMDU agreed to set the standards in the document 6 as the JDP standards.

7. Schedule next call

- Next video conference was scheduled to start at:
 - 16:00pm, Tuesday, September 12, 2017 (Bangkok)
 - 18:00pm, Tuesday, September 12, 2017 (Tokyo)