



Tokyo Medical and Dental University and Chulalongkorn University
International Joint Degree Doctor of Philosophy Program in Orthodontics

Self-assessment report

<Term for evaluation: August 2017 - July 2018>

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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 conduct appropriate committee meetings to discuss important matters of education and research and to examine curricula and educational methods.

Current situation

As some committees having similar matters for deliberation were merged in the academic year 2016, 4 committees, the Liaison Council, Course Administrative Committee, Dissertation Committee and University Quality Assurance System have been active based on the following rules. Almost one year has passed from this merging, and it is considered to be a good choice for better program management. By this merging, we succeeded in reducing the time and effort for managing many committees. Also, this made one committee have some roles, which means it became easier to discuss and decide various matters in one committee.

(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.

<Past committee meetings>

(1) Liaison Council

TMDU and CU conducted the Liaison Council meeting on February 22, 2018. In this meeting, TMDU and CU reviewed the matters discussed and settled during August 2016 to July 2017, and approved the self-assessment results. Also, TMDU and CU exchanged opinions for improving the program. Next Liaison Council will be conducted around April 2019.

(2) Course Administrative Committee

TMDU and CU have been conducted the Course Administrative Committee meeting once a month, regularly.

(Table 1)

Date	
September 12, 2017	21st meeting
November 1, 2017	22nd meeting
December 12, 2017	23rd meeting
January 16, 2018	24th meeting
February 23, 2018	25th meeting
March 27, 2018	26th meeting
April 27, 2018	27th meeting
May 18, 2018	28th meeting
June 19, 2018	29th meeting

Reference: Minutes of the Course Administrative Committee (Attachment 1)

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 of TMDU. This has made it possible to operate programs smoothly and efficiently in various situations.

Furthermore, TMDU and CU jointly conducted faculty development and meeting so that representatives of committees could share common understanding of problems occurring during each year.

Evaluation of 1-1. Joint implementation structure

Assessment criteria		2017	2018
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 joint implementation structure has been very well established until now.
- Since last year, renovation of the implementation structure turned out to be well designed. Usual communications between the two universities have been well carried out by the regular teleconference and the exchange of the emails at appropriate timings.

➤ **Proposals for improvement**

- There is no proposal to improve the joint implementation structure.
- The cloud storage can be considered to use to store some of the joint implementation's documents such as the minutes of teleconference. It will be convenient for the committees to access and retrieve them. However, the backup must be carefully performed to prevent the loss or damage of the documents. Moreover, the high confidential documents should be considered not to be saved in cloud storage.
- There is no urgent necessity of changing the implementation structure.

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 whole world; 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.

Same as last year, the Diploma Policy was explained by TMDU and CU faculty members in guidance for new students. TMDU and CU have been discussing unsettled matter one by one in relation to conferring diploma in July 2021.

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.

(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. The 2017 entrance examination in April and May. The 2018 entrance examination was conducted in April and May. All entrance examinations were conducted in accordance with the Admissions Policy, and three candidates passed in each exam.

Evaluation for 1-2. Policies

Assessment criteria		2017	2018
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 current policies, both diploma and curriculum, are performed very well.
- The Diploma Policy, Curriculum Policy and Admissions Policy have been well applied and conducted.

➤ **Proposals for improvement**

- The recruitment for the PhD future candidates should be announced earlier and be more persuasive in order to get a bigger number of eligible and excellent applicants.
- Although the firm diplomas have been established, it is important to advertise the JDP by using the social media to recruit more promising students.
- The method of dissertation defense based on the Diploma Policy should be discussed to conduct dissertation defense based on 5th year (as pointed out last year).

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 was implemented in February, 2018 by the Course Administrative Committee. TMDU and CU wrote self-assessment reports based on the same evaluation categories, providing an evaluation of the current situation and proposals for improvement. The evaluation period is from August, 2016 to July, 2017.

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

Concerning the self-assessment 2019, it will be implemented in February, 2019. The evaluation period is from August, 2017 to July 2018. The reports will be published on the website and will be shared in the joint meeting to be held in April, 2019. Also, program evaluation sheets by the students will be shared with Course Administrative Committee members so that the problems can be solved.

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

Same as last year, TMDU and CU will jointly write a self-assessment report after their self-assessments, and undergo external assessment in March, 2019. 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, supervising 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

Same as last year, 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 conducted a faculty development seminar consisting of lectures and discussion on orthodontics education in February, 2018. The faculty development seminar was filmed, and the movie and handouts were distributed to absentees. Faculty development seminar will be conducted in March, 2019 in the same way of the last year.

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. There was no English website available, so the English website was created. Now we provide information of JDP in Japanese, Thai and English. 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.

Website URL:

http://www.tmd.ac.jp/english/faculties/graduate_school/jointdegree/joint_degree.html

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

- 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

Assessment criteria		2017	2018
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 the complete quality assurance system comprising self-assessment, external assessment, feedback of assessment result and publication. Self-assessment of the program is planned to be undergone in January, 2019, and external assessment is planned to be undergone during January to March, 2019. The complete external assessment report will be finalized in March 2019. The feedback of external assessment will be publicized, and shared with faculty members through faculty development. Information of the program is publicized on the website.

➤ **Proposals for improvement**

All the comments from the external reviewers and stakeholders will be carefully considered. The plan for improvement will be established and implemented. The information will be distributed to all the associate faculty members.

2. Operation of JD Program

2-1. Progress of JD Program operation

Evaluation indicator

Program is operated properly as planned.
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Plan

TMDU and CU will jointly conduct the entrance examination. After successful applicants have matriculated in 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. The students will develop their own research projects, receive advice from their supervisors and present their dissertation proposal to the Dissertation Committee. The students have to pass the qualifying examination by the end of the 2nd academic year and the dissertation proposal by the end of 3rd academic year. 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. The entrance examinations in 2018 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, one TMDU supervisor and one 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 exam for students matriculated in 2016 and 2017 were conducted in same schedule (in March). 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, students applied for university scholarships from CU and was provided budgets for attending academic meetings. TMDU successfully applied for MEXT scholarships for all 3 students to receive 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

Assessment criteria		2017	2018
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**

- Written examination, wire-bending examination and essay examination were conducted at CU. Subsequent joint interview was conducted through video conferencing system. CU and TMDU jointly conducted the entrance examination 2018, and 3 students were matriculated to JDP.
- The guidance of the research topics during TMDU professors' visit to CU in August 2018 was very helpful to the students.
- For the students matriculated in 2017, the Qualifying Examination was done in the

middle of the 2nd semester of the 1st year. The students had their own research topics from the Qualifying Examination so they could start their research at TMDU.

- For the students matriculated in 2016, they finished the research part in TMDU and continued their research work in CU. The dissertation proposal examination was done in November 2018. They started their clinical work by accepting new orthodontic patients, doing the diagnostic and treatment planning work to prepare the treatment of the patients in 2nd semester.

➤ **Proposals for improvement**

- TMDU professors continue to visit CU for student guidance.
- 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 2018 will be conducted according to the previous year.
- CU tries to provide scholarships to students as early as possible.
- The feedback from self-assessment from staffs, students and external evaluators will be considered for improvement of program operation.
- TMDU professors should take the preparatory action to facilitate to file the ethical approval before the research is started, if necessary.

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. This information is revised and updated to be fresh in both Japanese and English.

- 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 is 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 3).

(Table 3).

	2016	2017	2018
Admissions quota	3	3	3
Number of applicants	9	6	7
Number of admissions	3	3	3

Evaluation for 2-2. Fulfillment of student capacity

Assessment criteria		2017	2018
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 admission/number of applicants were 3/9 in 2016, 3/6 in 2017, and 3/7 in 2018. Student capacity fulfilled in 2016, 2017 and 2018.
- 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.
- Links to the JDP information should be reconsidered and appropriately constructed in both institutions.

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. The syllabus includes Human resource developing goal, Admission Policy, Curriculum Policy, Diploma Policy, Course registration, Assessment, and Information for students.

Evaluation for 2-3. Syllabuses

Assessment criteria		2017	2018
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 Thai and have been on CU website.

➤ **Proposals for improvement**

- The syllabuses should be revised every semester.
- A questionnaire survey of students' use of syllabus should be performed.
- The syllabuses which are in Thai language should be translated into English.
- The syllabuses in English and Japanese should be on the TMDU website.

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 the Course Administrative Committee.
- The performance of each student in courses at TMDU will be graded on a 5-point scale (*) in order to make each student's level of attainment more visible. This is based on the TMDU Graduate School Regulations, paragraph 19.
- Standards for Specific Behavioral Objectives (SBOs) are set as follows.
- 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 4.

The grade conversion table was revised because assessment regulation of TMDU had been changed. The Course Administrative Committee discussed and reached at mutual consent to use the table.

Furthermore, a new grade conversion table (Table 5) was created for the subjects which evaluated with S (Satisfactory) and U (Unsatisfactory), such as “Dissertation”.

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.

Regarding program completion, the method of conducting defense and criteria based on the Diploma Policy will be discussed.

(Table 4)

TMDU			CU			Standards for Specific Behavioral Objectives (SBOs)
GP	Grade		GP	Grade		
4.0	A+	Superior	4	A	Excellent	All SBOs were achieved beyond expectation.
			3.5	B+	Very Good	
3.5	A	Excellent	3	B	Good	All SBOs were achieved.
3.0	B	Good	2.5	C+	Fairly Good	Most SBOs were achieved.
2.0	C	Fair	2	C	Fair	The minimum SBOs necessary were achieved.
1.0	D	Failing	1.5	D+	Poor	The minimum SBOs necessary were not achieved.
			1	D	Very Poor	
0.0	F		0	F	Failing	Unable to evaluate based on insufficient SBOs.

(Table 5)

TMDU			CU		
GP	Grade		GP	Grade	
NA	S	Satisfactory	NA	S	Satisfactory
NA	U	Unsatisfactory	NA	U	Unsatisfactory

Evaluation for 2-4. Evaluation method and criteria

Assessment criteria		2017	2018
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 grading system was well established. The grade conversion is now being used effectively.

➤ **Proposals for improvement**

Until now, there is no issue to propose for improvement.

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 the 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. For 3rd, 4th and 5th year students, TMDU and CU will have interviews with the students and grasp their research progress and give appropriate advice in every half semester.

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

- 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.
- Regarding the students matriculated in 2016 and 2017, they received scholarships from JASSO and MEXT for a year while they studied at TMDU.
- 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

Assessment criteria		2017	2018
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**

Besides the scholarship mentioned above, there is a scholarship called “100th Anniversary Chulalongkorn University Fund for Doctoral Scholarship” for the Ph.D. students. All 2nd and 3rd year students have got the scholarship. Therefore the students can be somehow alleviated from their financial burden. Three 1st-year students also have a plan to apply for this scholarship.

In Japan, few scholarships are available to JDP students because most of them have to be applied for during a particular period.

➤ **Proposals for improvement**

The amount of the 100th Anniversary Chulalongkorn University Fund for Doctoral Scholarship is not much enough to cover the Ph.D. course tuition fee. More financial support should be provided. The scholarship from the government or any organizations should be provided to support the students more. Also, it may help to recruit some excellent students with a financial problem to enter the joint Ph.D. program easily.

In addition, CU and TMDU should continue to cooperate more in gaining scholarships to support students from their governments or other organizations.

The advisor and co-advisor for each research project should continue to share information on the progress of students’ research project proposal development so that they can study this together before the students come to Japan.

Course Administrative Committee Minutes (draft)

16:00-17:30 Thursday September 12, 2017 (Bangkok Time)

18:00-19:30 Thursday September 12, 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

Observer:

TMDU: Dr. Issareeya Ekprachayakoon

1. Minutes of the previous TV conference

- CU and TMDU agreed with the following two corrections in the minutes of the previous Video Conference Call.
 - Add Dr. Smorntree as a participant not an observer.
 - Write matters progressed by a next teleconference in minutes hereafter.

2. Liaison Council

- Establishing the Liaison Council was officially approved by CU and TMDU.
- Members of the council were decided to be as follows;
Dr. Suchit, Dr. Prim, Dr. Okiji and Dr. Ono

3. Self-assessment

- TMDU and CU agreed to write a self-assessment report cooperatively based on same assessment categories.
- CU explained about self-assessment categories set by ASEAN University Network (AUN), which they would like to confirm if the proposed categories meet.
- CU promised to send TMDU the AUN categories via email.

4. External assessment and training for faculty members

- TMDU and CU discussed the following matters.
 - Each university will recommend one reviewer. Total 2 reviewers will be external reviewers.
 - CU promised to send TMDU information of a prospective reviewer.
 - The following matters will be determined through email prior to the next teleconference.

Venue	at TMDU or through teleconference
Schedule	- around late January or February - a.m. Evaluation Committee p.m. FD training
Attendees	

5. Matters which shall be prescribed separately such as “Standards for Specific Behavioral Objectives”

- CU and TMDU agreed to set forth the matters, which are settled after concluding Academic Cooperation Agreement, in MOA.
- Signers of MOA was decided to be Deans of Faculty of Dentistry in both universities.
- TMDU explained that they would like to revise the draft of MOA, and promised to send CU the revised version.

6. Others

- Regarding the Qualifying Examination, CU mentioned that they will send TMDU a final evaluation sheet most likely at the end of November.
- Dr. Moriyama and Dr. Ono reported CU about the research progress of three JDP students who have been doing researches at TMDU.

7. Schedule next call

- Next video conference was scheduled to start at:
 - 16:00pm, Wednesday, November 1, 2017 (Bangkok)
 - 18:00pm, Wednesday, November 1, 2017 (Tokyo)

Things progressed after the previous teleconference

August 21	Flights and accommodation for Dr. Moriyama and Dr. Ono were reserved by CU.
August 29	Tuition fee (total 535,800 JPY) was remitted by CU.
September 8	Invitation letters for Dr. Moriyama and Dr. Ono were sent to TMDU by CU.
	Three sheets of signed pledge were received by TMDU by mail.

Course Administrative Committee Minutes (draft)

16:00-17:15 Wednesday November 1, 2017 (Bangkok Time)

18:00-19:15 Wednesday November 1, 2017 (Tokyo Time)

Participants:

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

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

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. Self-assessment

- TMDU and CU discussed the following matters.
 - TMDU will write evaluation criteria for self-assessment and send CU on November 2.
 - Both TMDU and CU will write “Evaluation on current situation” and “Proposals for improvement” for the middle classifications such as 1-1, 1-2 of the self-assessment report in accordance with the small classifications such as 1-1-1, 1-1-2.
 - Schedule of writing a self-assessment report is fixed as the document 02-3.
 - Subject report and Subject evaluation are the result of evaluations on the subjects in the first academic year by students and faculty members.

3. Liaison Council, External assessment, Training for faculty members

- TMDU and CU discussed the following matters.
 - The number of the attendees from CU are 8 as follows, and CU will send TMDU the list of attendees later just to make sure.
Attendees from CU: Dr. Suchit, Dr. Prim, Dr. Korapin,
Dr. Smorntree, Dr. Paiboon, Dr. Chidsanu, Dr. Pintu-on, Dr. Chairat
 - Dates and venue were fixed as follows.
Dates: February 22 and 23, 2018
Venue: TMDU.
 - Agenda for the Liaison council will be “Summary of JDP from August

2016 to July 2017.”.

- TMDU has been asking Dr. Kato from Hiroshima University to be an external reviewer of External assessment and is waiting for the response.
- Faculty development event will be conducted in seminar style. In the event, TMDU and CU will discuss the following matters:
 - ✧ Improvement of curriculum and supervising system in response to the results of External assessment.
 - ✧ Reviewing the JDP from the view point of a new curriculum policy recently set by Thai government.
 - ✧ Orthodontic Clinical Training in the 3rd year.

4. Schedule of entrance examination 2018

- TMDU asked CU about entrance examination schedule in 2018, and CU answered that it has not yet decided.

5. Others

- TMDU asked CU to translate the syllabus of Bone Biology from Thai into English, and Dr. Issareeya has agreed to undertake the translation work.
- Regarding assignment of 2017 students to TMDU supervisors, TMDU suggested assigning basically one students to Dr. Moriyama and two students to Dr. Ono, and CU agreed with the idea. (This could be negotiable depends on students’ interests and aptitudes.

6. Schedule next call

- Next video conference will be scheduled via email.

Things progressed after the previous teleconference

September 23	<ul style="list-style-type: none">• Self-assessment categories set by ASEAN University Network was sent to TMDU by CU.• Subject report and Subject evaluation were sent to TMDU by CU.
November 1	<ul style="list-style-type: none">• Tuition fee (total 803,700 JPY) was remitted to TMDU by CU.• Syllabus of Bone Biology was sent to TMDU by CU.• Documents about the subjects 2017 students have taken were sent to TMDU by CU.
November 2	<ul style="list-style-type: none">• Self-assessment evaluation criteria was sent to CU by TMDU.

Course Administrative Committee Minutes (draft)

16:00-17:15 Tuesday December 12, 2017 (Bangkok Time)

18:00-19:15 Tuesday December 12, 2017 (Tokyo Time)

Participants:

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

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

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 with partial revision.

2. Self-assessment

- TMDU asked CU to check the schedule again, and CU answered that there was no need to change it.
- TMDU explained that TMDU had checked CU self-assessment report and has been combining CU report and TMDU report. TMDU will finish it around December 15 and send it to CU by email.
- TMDU asked CU to review the report after CU receive it from TMDU, and CU promised to do so by January 9.

3. Liaison Council, External assessment, Training for faculty members

- TMDU and CU agreed with the schedule of Liaison Council, External Assessment and Faculty Development.
- CU asked TMDU if 1 hour is enough for the external assessment, and TMDU answered that it is considered to be enough because external reviewers will receive the self-assessment reports in advance and fill out an evaluation sheets of JDP during that time.
- Regarding Faculty Development, TMDU and CU agreed that faculty development comprises 2 talks, Q&A and discussion.
- TMDU and CU will discuss and develop concrete ideas for topics of talks and two presenters (1 from TMDU, 1 from CU) via email by the next teleconference.
- CU will send TMDU the email address of Dr. Chairat so that TMDU can adjust his schedule of visiting TMDU.

4. Schedule of entrance examination 2018

- TMDU asked CU about entrance examination schedule in 2018, and CU answered that CU decided the examination schedule, so CU can notify TMDU of the schedule soon.

5. MOA

- CU explained that CU regulations only allows to pay fees to TMDU for accepting students in the 2nd year within the period not exceeding 12 months. CU also explained that students will bare their flight and accommodation fees when they visit TMDU in other period. TMDU and CU agreed to delete paragraph (2) in 2. Distribution of tuition.
- TMDU will send revised MOA via email, and CU will confirm it. If it is fine for CU, CU will notify TMDU of confirmation.

6. Evaluation of the Qualifying Examination

- TMDU and CU approved the results of the Qualifying examination for Ms. Chutimont, Ms. Ornnicha and Ms. Kochakorn.
- CU will notify TMDU when they receive the original sheets of evaluation of the Qualifying Examination.

7. Schedule next call

- Next video conference was scheduled to start at:
 - 16:15pm, Tuesday, January 16, 2017 (Bangkok)
 - 18:15pm, Tuesday, January 16, 2017 (Tokyo)

Things progressed after the previous teleconference

November 30	<ul style="list-style-type: none">• Self-assessment report was sent to TMDU by CU.
December 5	<ul style="list-style-type: none">• Evaluation of the Qualifying Examination was sent to TMDU by CU.• Evaluation of the Qualifying Examination with signs of Dr. Moriyama, Dr. Ono and Dr. Morio was sent to CU by TMDU.
December 14	<ul style="list-style-type: none">• Schedule for the 2018 entrance examination was sent to TMDU by CU.
December 15	<ul style="list-style-type: none">• Revised minutes for the teleconference on November 1 was sent to CU by TMDU.

Course Administrative Committee Minutes (draft)

16:15-17:30 Tuesday January 16, 2018 (Bangkok Time)

18:15-19:30 Tuesday January 16, 2018(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

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. Self-assessment

- Regarding some proposals suggested by CU in the self-assessment report, TMDU ask CU to explain details, and CU and TMDU agreed with the following things.
 - CU and TMDU will share their opinions what they think it has been problems on JDP administration in the Course Administrative Committee on February 23.
 - CU will add items Admission Policy, Diploma Policy, Curriculum Policy and assessment to their syllabus.
 - In regards to grade conversion method of the subject “Doctoral Dissertation Seminar”, CU and TMDU will consider it moving forward.
 - While the students study at CU in the first year, CU and TMDU supervisors will share the progress of the students’ research topic development, so that the students can prepare their research proposals sufficiently before they study at TMDU in the second year.
 - When a consultation about the feasibility of students’ research plans at TMDU is needed, CU will contact TMDU via email ahead to a teleconference, so that TMDU can give answers after confirmation with related professors (via teleconference or email etc.).

3. Liaison Council, External assessment, Training for faculty members

- TMDU asked CU if the schedule of February 22 and 23, 2018 is fine for

them, and CU agreed with the schedule.

- TMDU asked CU if they have any request for inspection of research environment, and CU answered that they would like to visit research rooms where the students have been supervised.
- CU and TMDU agreed with the agenda for the Liaison Council on February 22, 2018 as 1. The Liaison Council, 2 Program management (Overall), 3. Approval of Self-assessment result and 4. Others.
- CU and TMDU agreed with the presenters and topics of talks;
CU: Dr. Suchit will give a talk on “Postgraduate training in Thailand”
TMDU: Dr. Ono will give a talk on “Postgraduate training in Orthodontics in Japan”

4. Entrance examination 2018

- CU and TMDU agreed with the entrance examination 2018 schedule.
- CU explained that examination contents are the same as 2017 except for the written exam. Written exam 2018 will comprise 105 general questions about Orthodontics and 15 questions based on articles, total 120 questions.
- Evaluation sheets, venue layout and questions for Joint Interview are the same as 2017 examination.
- CU explained that an applicant is allowed to choose Thai or English when she/he fill out the online application form.

5. Qualifying examination for the students matriculated in 2017

- TMDU asked CU if the students who matriculated in 2017 have decided their research topics, and CU answered that the topics have been already decided and the students have been preparing presentation documents for the Qualifying examination.
- TMDU asked CU if the supervisors have been appointed to the students, and CU answered that the supervisors have been already appointed. CU will send the details to TMDU as well as the students’ research topics.
- CU and TMDU agreed to conduct the Qualifying examination on March. CU mentioned that they are not available on March 19, 20, 21. CU and TMDU will arrange the schedule for the Qualifying examination via email later.
- TMDU asked CU about the examiners of the Qualifying examination, and CU will send an email to TMDU when they are decided.
- TMDU explained that the Qualifying examination was planned to be conducted at the end of the 2nd year, and CU observed that they prefer conducting it only one time at the end of the first year.

6. Credit recognition

- TMDU requested CU to send TMDU assessment sheets to do credit recognition as follows, and CU agreed.
The students matriculated in 2016: subjects in the 2nd and 3rd semester.
The students matriculated in 2017: subjects in the 1st semester.
- TMDU asked CU about credit recognition of the subject “Dissertation” which CU established, and CU explained that credit will be recognized at the end of each semester.

7. Academic writing

- TMDU asked CU about a subject “Writing a Research Proposal in Dentistry” and “Writing a Research Report in Dentistry”, and CU explained that these are electives and the students may choose one of them.

8. Others

- TMDU explained that TMDU won the scholarship for the students matriculated in 2017, so that they will receive 80,000 JPY per month.

9. Schedule next call

- Next video conference was scheduled to start at:
 - 14:00pm, Friday, February 23, 2018 (Tokyo)

Things progressed after the previous teleconference

December 19	• TMDU asked CU to check the self-assessment report TMDU revised and also response to the questions.
December 30	• CU approved MOA which TMDU wrote.
January 3	• Passports of Dr. Chairat and CU faculty member were sent to TMDU by CU.
January 11	• Self-assessment report with revision and comments was sent to TMDU by CU.
January 16	• E-tickets for Dr. Chairat and CU faculty members were sent to CU by TMDU.

Course Administrative Committee Minutes (draft)

14:00-15:00 Friday February 23, 2018(Tokyo Time)

Participants:

CU: Dr. Suchit Poolthong, Dr. Korapin Mahatumarat,
Dr. Prim Auychai, Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,
Dr. Pintu-on Chantarawaratit

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

Observer: Dr. Chairat Charoemratrote

1. Minutes of the previous teleconference

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

2. Entrance examination 2018

- CU and TMDU agreed with the following matters.
 - Essay examination will be conducted by CU from the entrance examination 2018.
 - Pre-qualification will be conducted in the next teleconference.
 - CU will send the application documents to TMDU when the application period ends.

3. MOA

- TMDU asked CU if it is possible to conclude the MOA after April, 2018 because there will be some changes on evaluation system of TMDU, and CU agreed.

4. Grade conversion method of Doctoral Dissertation Seminar

- Doctoral Dissertation Seminar will be evaluated with the score “S” (Satisfactory) or “U” (Unsatisfactory), it is necessary to be discussed how to convert that grades into TMDU. TMDU will make a proposal for further discussion.
- TMDU asked CU if there is GP for the Doctoral Dissertation Seminar, and CU answered that no GP is set to the subject.
- CU described this subject that students and supervisors discuss in seminar and prepare reports for the qualifying examination.

5. Credit recognition

- CU and TMDU confirmed the credit recognition of the subjects which the students matriculated in 2016 took in the second and third semester, and the subjects which the students matriculated in 2017 took in the first semester. The number of credits besides Doctoral Dissertation Seminar were approved.
- Regarding the “Dissertation” in the third semester, CU asked TMDU to

check the number of credits and let CU know by the next teleconference.

6. Supervisors and research themes

- TMDU asked CU to tell them the names of supervisors of the students matriculated in 2017, and CU agreed to notify TMDU via email by the next teleconference.

7. Qualifying examination

- TMDU asked CU to tell who the evaluators for the qualifying examination are, and CU agreed to answer via email by the next teleconference.
- TMDU and CU confirmed that the qualifying examination will be conducted on March 14, 15:00 (Japan time), 13:00 (Thai time).

8. Others

- TMDU and CU exchanged the opinions about JDP operation as follows.
 - (1) Knowledge students acquired in the 1st year is concerned to be gradually faded by the time when they start clinical training at the 6th semester. To prevent this, we should have students attend the 1st year classes after they return to Thailand.
 - (2) Students request to visit TMDU in the 1st year to see the research environment, however, there is a problem of expenses. TMDU introduced JASSO scholarship which requires students to stay in Japan for 8 days or more.
 - (3) To promote interaction between Thai and Japanese students, it is preferable to let Thai students have chances to attend activities at hospital of TMDU.
- Regarding the external assessment held just before this council, TMDU reported about the members of external assessors and the assessment result.

9. Schedule next call

- Next teleconference was scheduled to start at:
 - 18:30pm, Tuesday, March 27, 2018 (Tokyo)
 - 16:30pm, Tuesday, March 27, 2018 (Thai)

Things progressed after the previous teleconference

January 25	<ul style="list-style-type: none">• TMDU received the documents about the research themes of the students matriculated in 2017 from CU.
February 13	<ul style="list-style-type: none">• CU received the minutes of the teleconference on January 16 from TMDU.
February 15	<ul style="list-style-type: none">• TMDU received the assessment sheets of the subjects which the students matriculated in 2016 took in the second semester and third semester, and the subjects which the students matriculated in

	2017 took in the first semester.
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Course Administrative Committee Minutes (draft)

16:30-17:45 Tuesday March 27, 2018 (Bangkok Time)

18:30-19:45 Tuesday March 27, 2018 (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 previous teleconference

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

2. Entrance examination 2018

- TMDU asked CU about the application situation, and CU explained that 7 applicants have applied and two of them did not meet the application qualification; one is lack of the English proficiency test score, and another did not take designated test. As for the prequalification, it was decided to be conducted in the Course Administrative Committee later via email.
- CU and TMDU agreed with the following things.
 - The prequalification will be conducted in the Course Administrative Committee by March 31 after CU send the application documents to TMDU.
 - The essay examination will be conducted based on the manual, and the professor will watch over the situation in the examination site through the teleconference system during the exam. TMDU will send CU the manual once TMDU finished translating it into English.

3. CU professors of JDP

- TMDU asked CU to revise the list of faculty members with red color in case there are some changes, and CU agreed to revise it and send it to TMDU.

4. Grade conversion method of Doctoral Dissertation Seminar

- TMDU proposed the grade conversion method of Doctoral Dissertation Seminar, and CU agreed to convert S (Satisfied) in CU into S in TMDU, and U (Unsatisfied) in CU into U in TMDU.

5. Credit recognition

- TMDU explained about the dissertation that “Special Lecture”, “Research Practice” and “Experimentation and Thesis Writing” conducted by TMDU are 24 credits; 9 credits for each the 3rd and 4th semester, and 2 credits for each the 6th, 8th and 10th semester. The dissertation conducted by CU are 24 credits; 5 credits for each the 2nd, 5th and 7th semester, 2 credits for each the

6th, 8th and 10th semester and 3 credits for the 9th semester.

- TMDU explained about the credit recognition of the Doctoral Dissertation Seminar and, TMDU will send CU the credit recognition form later via email.

6. Remittance of tuition fee

- TMDU asked CU to remit the tuition fee for April and May as amount of 267,900 JPY by April, and CU answered that remittance will be completed by the end of April.

7. Registration for acceptance of the students matriculated in 2017

- TMDU consulted with CU about the department in TMDU the students would like to do research, and CU explained that they will send TMDU their research themes and preferred department.
- Regarding the arrival date in Japan, TMDU will send CU possible dates later.
- TMDU reported that the necessary procedures such as VISA application for the coming students have been in progress.

8. Approval of results of the Qualifying Examination

- TMDU explained about the Qualifying Examination result which was conducted on March 14, and the result was officially approved. CU explained that they will send TMDU the final evaluation sheet.

9. Extension of the study at TMDU in the 2nd year

- TMDU explained that Ms. Ornnicha would like to extend her period of study in TMDU by the end of August, and it was approved. TMDU and CU agreed that cost for staying in Japan will be bared by the student.
- TMDU will report the return date to CU later.

10. Others

- TMDU explained that the day for students moving out the ICHIKAWA International House is May 25.

11. Schedule next call

- Next teleconference was scheduled to start at:
 - 18:30pm, Friday, April 27, 2018 (Tokyo)
 - 16:30pm, Friday, April 27, 2018 (Bangkok)

Things progressed after the previous teleconference

March 10	• TMDU received the documents for the Qualifying examination from CU.
March 19	• CU received the minutes of the teleconference on February 23 from TMDU.

Course Administrative Committee Minutes (draft)

16:30-17:40 Friday April 27, 2018(Bangkok Time)

18:30-19:40 Friday April 27, 2018(Tokyo Time)

Participants:

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

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

1. Minutes of the previous teleconference

- TMDU agreed to send CU the minutes of the previous teleconference later.

2. Entrance examination 2018

- TMDU and CU agreed with the following matters.
 - CU will send TMDU the result of the first examination on May 7.
 - CU will send TMDU URL of the webpage for announcement of the second examination.
 - CU will adjust the layout of the venue for the essay examination, and send it to TMDU later.
 - TMDU will correct the time schedule and interviewers of the Joint Interview and send it to CU later.
 - ✧ Corrected time schedule:
 - Pre-meeting JP time 10:30-11:00 / BK time 8:30-9:00
 - Joint Interview JP time 11:00-13:00 / BK time 9:00-11:00
 - ✧ Corrected interviewers:
 - Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,
Dr. Sirichom Satrawaha, Dr. Keiji Moriyama, Dr. Takashi Ono
 - Prequalification of the applicants were officially approved by the committee and judged application ID number 01514 and 02555 were unqualified.

3. MOA

- TMDU explained that MOA was revised due to the change of evaluation method of TMDU, and CU agreed with the revision. TMDU will send CU the original by mail later.

4. Registration for acceptance of the students matriculated in 2017

- TMDU reported that the arrival date of the students in Japan is decided to be June 1, and TMDU will take the necessary procedure for them such as VISA application.
- TMDU consulted about preparing bedclothes for the students, and Dr. Issareeya agreed to ask the students matriculated in 2016 if they would like to leave their bedclothes to the succeeding students.

- TMDU confirmed CU the research themes and supervisors for the students matriculated in 2017.

5. Responsibility in management of program

- TMDU explained that it was required for TMDU to clarify the responsibility of TMDU and CU for program operation and supervising students by MEXT as the documents 5, and CU agreed with the content of the document.

6. Qualifying Examination for the students matriculated in 2017

- TMDU asked CU when the final evaluation sheet for the Qualifying Examination is ready, and CU explained that they have been waiting for the signatures of advisors. CU will send TMDU once the sheet is prepared.

7. Others

- TMDU agreed to send the list of questions about the professors list later.

8. Schedule next call

- Next teleconference was scheduled to start at:
 - 13:00pm, Friday, May 18, 2018 (Tokyo)
 - 11:00am, Friday, May 18, 2018 (Bangkok)

Things progressed after the previous teleconference

March 28	<ul style="list-style-type: none"> • CU received the form for credit recognition from TMDU.
March 30	<ul style="list-style-type: none"> • CU received the manual for the essay examination from TMDU.
April 20	<ul style="list-style-type: none"> • TMDU received the revised information of research themes and supervisors for the students matriculated in 2017 from CU.
May 2	<ul style="list-style-type: none"> • TMDU received the final list of the faculty members list from CU. • TMDU received assessment sheets for the dissertation from CU.
May 11	<ul style="list-style-type: none"> • TMDU received the revised list of faculty members from CU.

Course Administrative Committee Minutes (draft)

11:00-11:45 Friday May 18, 2018(Bangkok Time)

13:00-13:45 Friday May 18, 2018(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 March 27 and April 27

- CU and TMDU agreed with the minutes for the teleconference Call on March 27 and April 27.

2. Entrance examination 2018

- TMDU and CU confirmed the following matters.
 - 3 successful applicants were officially approved.
 - CU will send URL of the webpage for successful applicants notification to TMDU on May 21.
 - CU will issue the notification of successful applicant to the successful applicants after they receive them from TMDU.
 - Essay examination conducted by CU was conducted without any problem.

3. MOA

- TMDU asked CU if the signing date of MOA can be April 1, 2018, and CU agreed.

4. Progress of ethical review for the students matriculated in 2017

- TMDU asked CU the progress of ethical review in CU, and CU explained that it has been on progress and TMDU will be notified once the process is completed.

5. Schedule next call

- Next teleconference was scheduled to start at:
 - 18:15, Tuesday, June 19, 2018 (Tokyo)
 - 16:15, Tuesday, June 19, 2018 (Bangkok)

Things progressed after the previous teleconference

April 27	<ul style="list-style-type: none">• CU received the correct time schedule for the joint interview from TMDU.
May 1	<ul style="list-style-type: none">• CU received the materials for essay examination from TMDU.
May 14	<ul style="list-style-type: none">• TMDU was asked to fill out and sign the evaluation

	sheet for Dissertation from CU.
May 15	<ul style="list-style-type: none">• CU received the score of essay examination from TMDU.
May 16	<ul style="list-style-type: none">• TMDU received the tuition fee from CU.• CU received the evaluation sheet for the joint interview from TMDU.

Course Administrative Committee Minutes (draft)

16:15-17:45 Tuesday June 19, 2018(Bangkok Time)

18:15-19:45 Tuesday June 19, 2018(Tokyo Time)

Participants:

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

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

1. Minutes of the TV conference on May 18

- CU and TMDU agreed with the minutes for the teleconference Call on May 18 with partial revision.

Revision: Add “On May 11, CU sent the revised list of faculty members to TMDU.” to the table of things progressed after the previous teleconference.

2. Entrance examination 2018

- TMDU and CU confirmed the following matters.
 - TMDU will send CU the prospective date of the guidance for the students matriculated in 2018 by Dr. Moriyama and Dr. Ono via email later.
 - CU will inform TMDU when CU grants the notification of successful applicants to the students matriculated in 2018.

3. Tuition fee

- TMDU asked CU to remit the tuition fee to TMDU by the end of June, and CU answered that it is in the process and promised to notify TMDU when they complete it.

4. Credit recognition

- TMDU and CU discussed about the credit recognition and settled as follows.
 - Research practice: For Ms. Kochakorn, Ms. Ornnicha and Ms. Chutimont, TMDU marked “A+” and CU marked “A”.
 - Dissertation: For Ms. Narubhorn, Ms. Natthaporn and Ms. Wirongrong, both TMDU and CU marked “S”.

5. Supervision by TMDU during the 3rd, 4th and 5th year

- TMDU and CU exchanged opinions about the supervision by TMDU in the 3rd, 4th and 5th year as follows, and agreed to discuss again in the next teleconference.
 - Timing and method of the supervision should be upon student’s needs.
 - It should be considered to have students make brief presentations about their research in teleconference every semester so that TMDU

and CU can grasp their research progresses.

- Supervision will be usually implemented through the teleconference and email. Also, Dr. Moriyama and Dr. Ono can directly supervise students while they visit CU for guidance. In case a student is compelled to conduct research at TMDU again in the 3rd, 4th and 5th year to complete dissertation, TMDU and CU permit a student to do so.

6. Progress of ethical review

- TMDU asked CU about the progress of the ethical review in CU, and CU answered that CU will report the progress later.

7. Self-assessment

- TMDU explained that the self-assessment report (evaluation period: August 2017 – July 2018) should be prepared by the end of January 2019 and conduct the external assessments in March 2019, and CU understood.

8. Report of students' current situation

- TMDU reported the current situation of the students (Ms. Ornnicha and students who arrived on June 1; Ms. Narubhorn, Ms. Natthaporn and Ms. Wirongrong.)

9. Schedule next call

- Next teleconference was scheduled to start at:
 - 18:00, Wednesday, August 1, 2018 (Tokyo)
 - 16:00, Wednesday, August 1, 2018 (Bangkok)

Things progressed after the previous teleconference

May 28	• TMDU asked CU to remit the tuition fee with TRANSFER REQUEST.
May 30	• CU received the minutes of the teleconference on May 18 from TMDU.
June 14	• CU received EMS from TMDU.