



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

# Self-assessment report

<Term for evaluation: August 2018 - July 2019>

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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 rules described in the next page.

The Liaison Council have conducted in April 2019, and the result of external assessment was shared. At the meeting, we agreed to make more efforts on the recruitment of new students, and this topic was discussed in the Course Administrative Committee which will be mentioned in the next paragraph.

The Course Administrative Committee meeting have been conducted basically once a month and discussed various things regarding education, program operation and research, and things are progressing as expected so far. In response to the raised challenge in the Liaison Council, we tried to find new promotion method of JDP, and revise the regulations, and settled as follows;

1. PR: Distributing brochures at IADR-APR 2019
2. PR: Making promotion video and upload it to website

3. Prescribe the system of transfer to another track from this JDP in the regulations

Also, the committee conducted the Qualifying Examination and Thesis/Dissertation Proposal Examination, and there have been no complications.

<Committee rules>

(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 April 22, 2019. In this meeting, TMDU and CU reviewed the matters discussed and settled during August 2017 to July 2018, and approved the self-assessment results. Also, TMDU and CU exchanged opinions for improving the program. Next Liaison Council will be conducted around March 2020.

(2) Course Administrative Committee

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

(Table 1)

Date	
August 1, 2018	30th meeting
October 2, 2018	31st meeting
November 27, 2018	32nd meeting
January 8, 2019	33rd meeting
February 12, 2019	34th meeting
March 27, 2019	35th meeting
June 17, 2019	36th meeting
July 22, 2019	37th 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	2019
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 was revised to be the well-designed one. Usual communications between the two universities have been well carried out regularly once a month.

### ➤ **Proposals for improvement**

- There is no proposal to improve the joint implementation structure.
- The online document tool is being used to the collaboration jobs such as the making of the self-assessment report.

## 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 started discussion on unsettled matter such as procedure and necessary document 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) Desire 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) Desire 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.

TMDU and CU conduct entrance examination in accordance with the policy. 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.

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	2019
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. Some high conditions such as the high score of English proficiency was adjusted to the sufficient level to recruit more candidates.

➤ **Proposals for improvement**

The recruitment for the future Ph.D. 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 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). The pamphlet to introduce the Ph.D. course was prepared and will be distributed at the IADR-APR conference held on November 28-30, 2019 in Brisbane, Australia.

## 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

To write self-assessment, program evaluation by the students will be implemented. The result of this evaluation will be shared with TMDU and CU faculty members and utilize for writing a self-assessment report. The report is jointly written by both universities based on the evaluation categories, providing an evaluation of the current situation and proposals for improvement. From previous self-assessment, the report has been written through a cloud service “OneDrive” which succeeded in shortening the time for editing. This report will be published in the universities’ websites and also reviewed in the Course Administrative Committee for improvement of the JDP.

#### <History of self-assessment>

	Term for evaluation	Implementation
1 <sup>st</sup> self-assessment	August 2016-July 2017	January 2018
2 <sup>nd</sup> self-assessment	August 2017-July 2018	January 2019
3 <sup>rd</sup> self-assessment	August 2018-July 2019	January 2020

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

External assessments have been implemented by two external assessors based on the self-assessment report, and each assessment will be combined into one assessment report. The report will be published in both universities' websites, and also fed back to TMDU and CU faculty members for improvement of educational and research activities.

#### <History of external assessment>

	Term for evaluation	Implementation
1 <sup>st</sup> external assessment	August 2016-July 2017	February 2018
2 <sup>nd</sup> external assessment	August 2017-July 2018	February 2019
3 <sup>rd</sup> external assessment	August 2018-July 2019	February 2020

In the previous external assessment, following 2 things are pointed out.

1. Procedure of the publication and dissertation defense should be settled and explained to the students sufficiently.
2. Recruitment of Japanese applicants should be challenged.

In accordance to this, TMDU and CU have started discussion on the dissertation defense procedures. Also, for recruitment of applicants, brochure of the JDP has been creating, and will be distributed in IADR-APR in November 2019.

### 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

CU administered a questionnaire to students and supervisors. The results are presented and examined at a meeting called by the Course Administrative Committee. Furthermore, TMDU and CU conduct faculty development seminars in Thailand or Japan every year which anyone can attend, and share cutting-edge technology of Orthodontics research and education in both Thailand and Japan. This seminar will be filmed, and the movie and handouts are distributed to absentees.

#### <History of Faculty Development Seminar>

	Implementation
1 <sup>st</sup> Faculty Development Seminar	February-March 2018
2 <sup>nd</sup> Faculty Development Seminar	February-March 2019
3 <sup>rd</sup> Faculty Development Seminar	February-March 2020

## 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 in Japanese, Thai and English (\*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](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	2019
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 had the complete quality assurance system comprising self-assessment, external assessment, feedback of assessment result and publication for the first time as the following timeline. Self-assessment was undergone in January 2019, and external assessment was undergone during January to March 2019. The complete external assessment report was reported in March 2019. The feedback of external assessment was being publicized and shared with faculty members through faculty development. Information about the program was publicized on the website.
- The quality assurance system is going to be performed for the second time during the first quarter of 2020 according to the schedule of the previous one.

### ➤ **Proposals for improvement**

- All the comments from the external reviewers and stakeholders have been carefully considered. The plan for improvement is immediately established and implemented using the feedbacks. The information of first-time assessment results was distributed to all the associate faculty members.

## **2. Operation of JD Program**

### 2-1. Progress of JD Program operation

Evaluation indicator
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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 2<sup>nd</sup> academic year and the dissertation proposal by the end of 3<sup>rd</sup> 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, and three students matriculated for this program constantly as described in the page 21 of this report.

After new students enrolled in this program, guidance is provided to the students by TMDU and CU faculty members. In it, CU explains 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 register for subjects for the first semester. TMDU explains the orthodontic science and maxillofacial orthognathics laboratories, conducts interviews with students and discuss students' research plans with them.

Based on the discussions with the students, one TMDU supervisor and one CU supervisor are assigned to each student. As steps to the conferring diploma, the supervisors interview students in the qualifying examination at the end of the first year and Thesis/Dissertation Proposal Exam by the end of third year, and give them advice on their research progress.

All students have acquired credits of the compulsory subjects so far.

- 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 staff 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	2019
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. The subsequent joint interview was conducted through a video conferencing system. CU and TMDU jointly conducted the entrance examination 2018, and 3 students were matriculated to JDP.
- In 2019, the recruitment was performed two times. The first time two candidates were selected according to the number of the candidates. Therefore, the second recruitment was announced. Finally, three students were recruited.
- For the students matriculated in 2018, 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 2017, 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 the 2nd semester.

➤ **Proposals for improvement**

TMDU professors continue to visit CU for student guidance. The students should have the opportunity to visit TMDU to see the laboratories because this would be informative and beneficial to their research. The qualifying exam for students matriculating in 2019 will be conducted according to the schedule of the previous year. CU tries to provide scholarships to students as early as possible. The feedback from self-assessment from staff, 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 fresh necessary information is also available in the Application Guide and on websites as follows 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)

Number of admissions versus admissions quota has been appropriate (Table 3).

(Table 3) +Admissions quota = 3

Year	Period of exam	Number of applications	Number of Successful applicants
2016	May-June	9	3
2017	April-May	6	3
2018	April-May	7	3
2019	March-April	5	3

## ***Evaluation for 2-2. Fulfillment of student capacity***

Assessment criteria		2017	2018	2019
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, 3/7 in 2018, and 3/5 in 2019. Student capacity fulfilled in 2016, 2017, 2018 and 2019, although the number of applicants has decreased gradually year by year.
- 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**

- For increasing the number of applicants, one of the application qualifications about English ability test will be modified from "CU-TEP 80 or more" into "CU-TEP 75 or more", and this modification will be applied to the entrance examination in 2020.
- For publicizing the JDP in the international level, the brochure introducing the JDP will be distributed at the international conference, such as IADR-APR 2019, which will be held in Brisbane from November 28 to 30.

## 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 in Japanese and English are available on both universities' websites. The syllabus includes Human resource developing goal, Admission Policy, Curriculum Policy, Diploma Policy, Course registration, Assessment, and Information for students. The syllabus is checked and revised every year.

<Syllabus in the TMDU website>

[http://www.tmd.ac.jp/faculties/graduate\\_school/jd\\_hp/syllabus/index.html](http://www.tmd.ac.jp/faculties/graduate_school/jd_hp/syllabus/index.html)

<Syllabus in the CU website>

<http://www.dent.chula.ac.th/grad/Orthodontics.php>

## ***Evaluation for 2-3. Syllabuses***

Assessment criteria		2017	2018	2019
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 published and updated every year on CU website both in English and Thai.

### ➤ **Proposals for improvement**

- Self-assessment and external assessment on the contents of syllabuses could be performed to improve the program.

## 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 and 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 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	2019
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 has been used effectively. A comparison table for grade conversion has also been practically applied.

### ➤ **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
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Appropriate housing support for students is ensured.
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<i>Plan</i>
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Accommodation will be provided to students from both TMDU and CU.

<i>Current situation</i>
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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. While the students conduct their research at TMDU, TMDU faculty members supervise them utilizing cutting-edge equipment, and give chances to join some seminar both inside and outside of the university. The students are provided desks in the Common Research Room to help them conduct their research more effectively. For 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year students, TMDU and CU had interviews with the students and grasp their research progress and give appropriate advice.
- While the students conduct research at CU, TMDU supervisors contact students about once a month to discuss students' work progress via e-mails or video conferences.

### 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 2017 and 2018, 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	2019
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**

- All 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year JDP students have got the scholarship called “100th Anniversary Chulalongkorn University Fund for Doctoral Scholarship”. Three 1<sup>st</sup> year students matriculated in 2019 will apply for this scholarship.
- The 4<sup>th</sup> year students were arranged to attend the publication camp, held by Office of Research Affairs, Faculty of Dentistry, CU, to prepare their research manuscripts and get the language editing from the native English professors.

### ➤ **Proposals for improvement**

- 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 frequently, so that the occurred problem can be promptly resolved.

# **Course Administrative Committee Minutes (draft)**

**16:00-17:30 Wednesday August 1, 2018(Bangkok Time)**

**18:00-19:30 Wednesday August 1, 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 TV conference on June 19**

- CU and TMDU agreed with the minutes for the teleconference on June 19.

## **2. Guidance for the students matriculated in 2018**

- CU and TMDU agreed with the schedule for the guidance from August 20 to August 22.
- CU explained more detailed schedule as follows.
  - August 20
    - ✧ meet up with JDP students at the airport.
    - ✧ take Airport Rail Link to get to the hotel.
    - ✧ have a dinner with Dr. Korapin, Dr. Chidsanu, Dr. Paiboon, Dr. Pintu-on and 3rd year JDP students.
  - August 21
    - ✧ give lectures (AM: Dr. Ono, PM: Dr. Moriyama)
    - ✧ have a dinner with the member of the Course Administrative Committee besides Dr. Suchit.

## **3. Supervision by TMDU in the 3rd, 4th and 5th year**

- CU and TMDU agreed to have students give brief presentations about their research progress once a semester via teleconference so that TMDU can give tailor-made supervision to each student, and the timing should be before recognition of credits.
- The first presentation will be conducted in November 2018, and the date will be fixed later.

## **4. Thesis / dissertation proposal examination**

- CU and TMDU confirmed the following points.
  - Dissertation Committee will organize the examination.
  - Three students will be examined at one time.
  - Student must submit a booklet which describes the theme of his/her thesis/dissertation beforehand, and the examiners will look through it.
  - CU proposed to call external assessor as the examiner, and TMDU answered that TMDU will confirm definition of the assessor in TMDU regulation.

- If CU and TMDU agreed to call external assessor, it will be discussed later whether CU or TMDU will arrange the assessor.
- Examination date will be before December 2018, and the schedule will be arranged later.

**5. Self-assessment category and evaluation criteria**

- CU and TMDU agreed with the self-assessment categories and evaluation criteria which are the same as last year.

**6. Schedule next call**

- Next teleconference was scheduled to start at:
  - 16:00, Tuesday, October 2, 2018 (Bangkok)
  - 18:00, Tuesday, October 2, 2018 (Tokyo)

**Things progressed after the previous teleconference**

June 20	• CU handed over the notification of successful applicants to the students matriculated in 2018.
June 26	• TMDU sent CU the prospective date of the guidance for the students matriculated in 2018.
July 6	• CU informed the progress of ethical review to TMDU.
July 8	• TMDU received the tuition fee from CU.

# **Course Administrative Committee Minutes (draft)**

**16:00-17:30 Wednesday October 2, 2018(Bangkok Time)**

**18:00-19:30 Wednesday October 2, 2018(Tokyo Time)**

## **Participants:**

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

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

### **1. Minutes of the TV conference on August 1**

- CU and TMDU agreed with the minutes for the teleconference on August 1.

### **2. Interview for supervision by TMDU in the 3rd, 4th and 5th year**

- CU and TMDU agreed to conduct the interview every semester in the last teleconference. Concerning the students at 3rd year, CU and TMDU agreed to include the interview into the Thesis/dissertation proposal examination.

### **3. Thesis / dissertation proposal examination**

- CU and TMDU agreed with the details of the Thesis / dissertation proposal exam.
- CU promised to send the documents for the presentation and evaluation sheets to TMDU before the exam.
- CU and TMDU agreed with the order of interviewee to be as follows.  
First interviewee: Ms. Kochakorn  
Second interviewee: Ms. Chutimont  
Third interviewee: Ms. Ornnicha

### **4. Self-assessment, external-assessment, faculty development and Liaison Council**

- CU and TMDU agreed with the schedule of self-assessment, external-assessment, faculty development and Liaison Council.
- CU and TMDU confirmed that external-assessment can be done via email, and the Liaison Council can be done via teleconference.
- CU and TMDU agreed to conduct faculty development at CU. Also, allocation of TMDU and CU supervisors to the 1st year students and supervision for the 3rd year students by TMDU can be done in the same time.
- The timing of the above mentioned events will be arranged around March 25-27, 2019.

## 5. Remittance of tuition fee

- TMDU asked CU about the progress of remittance of tuition fee, and CU answered that they can remit the fee by the end of October, 2018.

## 6. Schedule next call

- Next teleconference was scheduled to start at:
  - 16:00, Tuesday, November 27, 2018 (Bangkok)
  - 18:00, Tuesday, November 27, 2018 (Tokyo)

## Things progressed after the previous teleconference

August 3	<ul style="list-style-type: none"><li>• CU sent TMDU the business trip schedule of Dr. Moriyama and Dr. Ono for student guidance.</li></ul>
August 13	<ul style="list-style-type: none"><li>• TMDU sent CU the minutes of the previous teleconference.</li></ul>
September 13	<ul style="list-style-type: none"><li>• TMDU sent CU the document which organizes decided matters and undecided matters of the Thesis/dissertation proposal exam, and asked CU to fill out.</li></ul>
October 1	<ul style="list-style-type: none"><li>• TMDU received the above mentioned document from CU.</li></ul>

# **Course Administrative Committee**

## **Minutes (draft)**

**16:00-16:45 Tuesday November 27, 2018(Bangkok Time)**

**18:00-18:45 Tuesday November 27, 2018(Tokyo Time)**

### **Participants:**

CU: Dr. Korapin Mahatumarat, Dr. Paiboon Techalertpaisarn

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

### **1. Minutes of the TV conference on October 2**

- CU and TMDU agreed with the minutes for the teleconference held on October 2.

### **2. 2019 Entrance examination**

- CU promised to fill out the document 02, and to send it back to TMDU by the end of December.
- CU promised to send TMDU the application guide and form for enrollment 2019 by the end of December.

### **3. Qualifying examination**

- CU promised to fill out the document 03 and send it to TMDU by the end of December.

### **4. Self-assessment**

- TMDU promised to send CU the URL where self-assessment report is uploaded so that TMDU and CU can edit it together.
- CU agreed to complete CU parts in the self-assessment by the end of December (around December 21).
- CU promised to send TMDU subject evaluation and subject report for the term of first semester 2018 by the end of December.

### **5. External assessment**

- TMDU and CU agreed with the details for the external assessment.
- Regarding request for the external assessors, CU will send request to Dr. Chairat and TMDU will send request to Dr. Kato.
- Regarding the honorarium for the external assessors, CU will pay it for Dr. Chairat and TMDU will pay it for Dr. Kato.

### **6. Faculty development**

- CU and TMDU agreed with the details for the faculty development.
- CU promised to fill out the document 06 and send it to TMDU later.
- Regarding airfare and accommodation fee for Dr. Ono and Dr. Moriyama for attending Faculty development in Bangkok, CU promised to arrange the flight and accommodation and bare these fees.

### **7. Liaison Council**

- CU and TMDU agreed with the details for Liaison Council.

## 8. Others

- CU asked TMDU to sign the final result form of the Thesis/Dissertation Proposal Examination once TMDU receives it from CU later.
- CU asked TMDU if the tuition fee was remitted to TMDU, and TMDU answered that they receive the fee successfully.

## 9. Schedule next call

- Next teleconference was scheduled to start at:
  - 16:15, Tuesday, January 8, 2019 (Bangkok)
  - 18:15, Tuesday, January 8, 2019 (Tokyo)

## Things progressed after the previous teleconference

October 19	• TMDU sent CU the minutes of the teleconference on October 2.
November 3	• TMDU received tuition fee from CU.
November 6	• TMDU received evaluation sheet for the Thesis/dissertation proposal examination from CU.
November 7	• TMDU sent CU the proposal of schedule for the Faculty development.

# **Course Administrative Committee Minutes (draft)**

**16:15-17:30 Tuesday January 8, 2019(Bangkok Time)**

**18:15-19:30 Tuesday January 8, 2019(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 TV conference on November 27**

- CU and TMDU agreed with the minutes for the teleconference held on November 27.

### **2. Entrance examination 2019**

- CU and TMDU confirmed the schedule of entrance exam, evaluation sheet, venue layout and questions for Joint Interview.
- Regarding written exam, CU explained that the number of questions is 120 (105 questions based on knowledge in orthodontics, 15 questions based on two academic orthodontic articles).
- CU promised to send TMDU revised “Joint Interview Evaluation Result spreadsheet” later.
- CU promised to show the written exam to Dr. Ono and Dr. Moriyama when they visit CU on March 26, 27.

### **3. Credit recognition**

- CU promised to send TMDU evaluation sheets on the subjects which the students matriculated in 2016 took in the 5th semester, and the students matriculated in 2018 took in the 1st semester by the end of January, 2019.

### **4. Academic Cooperation Agreement on Establishment of a JDP**

- TMDU asked CU to confirm a transfer system between JDP and other tracks in TMDU or CU which was described in the article 22, paragraph 3 of the Agreement, and CU promised to scrutinize the content for further discussion in the next teleconference.

### **5. Qualifying Examination**

- Date of Qualifying Examination was decided to be as follows.  
April 4, 2019 8:30-12:00(Thai time)  
10:30-14:00(Japan time)

### **6. Others**

- CU reported that Dr. Smorntree will be retired, and Dr. Chidsanu will join the Course Administrative Committee members instead of her.
- Regarding the Qualifying Examination, CU and TMDU discussed improvement of the exam to avoid the mismatch of research proposals and

research conducted at TMDU, and decide to have student write abstract of research proposals in advance and TMDU will check the feasibility of research at TMDU.

### **7. Schedule next call**

- Next teleconference was scheduled to start at:
  - 16:15, Tuesday, February 12, 2019 (Bangkok)
  - 18:15, Tuesday, February 12, 2019 (Tokyo)

### **Things progressed after the previous teleconference**

December 5	• TMDU sent CU minutes of the teleconference on November 27.
December 21	• TMDU received self-assessment report from CU.
December 28	• TMDU received entrance examination schedule from CU.
January 3	• TMDU received documents about Qualifying Examination 2019.

# **Course Administrative Committee Minutes (draft)**

**16:15-17:30 Tuesday February 12, 2019(Bangkok Time)**

**18:15-19:30 Tuesday February 12, 2019(Tokyo Time)**

## **Participants:**

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

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

### **1. Minutes of the TV conference on January 8**

- CU and TMDU agreed with the minutes for the teleconference held on January 8.

### **2. Credit recognition**

- CU explained that they have been preparing evaluation documents for credit recognition.
- TMDU promised to revise the documents \*02-1, 02-2, 02-3 and send them to CU later.

### **3. Academic Cooperation Agreement on Establishment of JDP**

- CU agreed with the system of transferring students from JDP to another track, if by any chance it becomes difficult for CU and TMDU to maintain the JDP.

### **4. Syllabus**

- CU promised to send TMDU the latest list of faculty members based on the syllabus 2019.

### **5. Self-assessment report**

- CU promised to check the self-assessment report and give feedback to TMDU by February 15.

### **6. Visiting CU in March, 2019**

- CU proposed to bear the flight and accommodation fee for Dr. Hosomichi, Dr. Uezono and Dr. Ogasawara as well, and TMDU answered that they will consider it and response to CU within a day or two.
- CU promised to inform TMDU the theme of presentation and the presenter from CU for Faculty Development.

### **7. CU Supervisors for the students matriculated in 2018**

- CU promised to send TMDU the list of supervisors for Mr. Kitanon, Ms. Panida, Ms. Phanchanit.

### **8. Liaison Council**

- CU and TMDU confirmed that the Liaison Council for AY 2018 will be conducted on April 22, 11:15-12:15 (Thai time), 13:15-14:15 (Japan time).

## 9. Other

- CU and TMDU approved the extension of stay at TMDU for Ms. Wirongrong until the end of July 2019.

## 10. Schedule next meeting (face-to-face)

- In the morning, Wednesday, March 27, 2019 (Bangkok)

## Things progressed after the previous teleconference

February 5	• TMDU received booking information of flights and hotels for Dr. Ono and Dr. Moriyama.
February 6	• TMDU received contact from CU about result of arranging date and time for the Liaison Council.
February 9	• TMDU received “Joint Interview Evaluation Result Spreadsheet” from CU.

# Course Administrative Committee Minutes (draft)

10:45-12:00 Wednesday March 27, 2019(Bangkok Time)

## Participants:

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

Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun

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

### 1. Minutes of the TV conference on February 12

- CU and TMDU agreed with the minutes for the teleconference held on February 12.

### 2. Final Credit recognition

- CU promised to send TMDU the evaluation of learning results.

### 3. Agenda for the Liaison Council on April 22

- CU agreed with the agenda for the Liaison Council on April 22.

### 4. Entrance examination 2019

- CU and TMDU agreed with the following things.
  - Two applicants have fulfilled the application qualification.
  - CU will conduct additional recruitment from April 8, however, it may be considered to conduct the essay examination on a different day.
  - In case an applicant, who has failed the High Grad Course, applies for the JDP, the written examination score will be transferred to the JDP written exam.
  - CU and TMDU will consider to ease the condition of English test of qualification from “CU-TEP 80” to “CU-TEP75”.

### 5. Qualifying examination

- TMDU explained that Dr. Ono and Dr. Moriyama add comments to the students’ presentation documents, and asked CU to send TMDU the presentation documents reflect these comments. CU agreed with that requirement.

### 6. Thesis/Dissertation defense

- TMDU asked CU to send TMDU the documents which explain the procedure and necessary documents of CU Thesis/Dissertation defense, and CU agreed.

### 7. Schedule next meeting

- CU and TMDU agreed to arrange the next teleconference via email later

### Things progressed after the previous teleconference

February 18	• TMDU received revised self-assessment report.
February 20	• TMDU received flight information for business trip

	to CU in March from CU.
February 21	<ul style="list-style-type: none"> <li>• CU received external-assessment sheet for Dr. Chairat from TMDU.</li> </ul>
February 26	<ul style="list-style-type: none"> <li>• CU received minutes for the teleconference on February 12.</li> </ul>
March 1	<ul style="list-style-type: none"> <li>• CU received revised credit recognition from TMDU.</li> </ul>
March 4	<ul style="list-style-type: none"> <li>• TMDU received e-ticket for business trip to CU in March from CU.</li> </ul>
March 6	<ul style="list-style-type: none"> <li>• TMDU received schedule for business trip to CU in March from CU.</li> </ul>
March 8	<ul style="list-style-type: none"> <li>• TMDU received application documents.</li> </ul>
March 12	<ul style="list-style-type: none"> <li>• CU received documents for prequalification of applicants from TMDU.</li> </ul>

# **Course Administrative Committee Minutes (draft)**

**16:10-17:10 Monday June 17, 2019(Bangkok Time)**

**18:10-19:10 Monday June 17, 2019(Tokyo Time)**

## **Participants:**

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

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

### **1. Minutes of the TV conference on March 27**

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

### **2. Credit recognition**

- CU and TMDU confirmed and agreed with the assessment for the subjects which the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students took in the second semesters (January-May, 2019).

### **3. Results of the external assessment**

- CU and TMDU confirmed that the JDP receive the best assessment from external assessors; Dr. Chairat and Dr. Kato.
- CU and TMDU agreed to check the comments and consider room for improvement of the JDP.

### **4. Application qualification**

- CU and TMDU agreed to change one of the application qualifications about English ability test from “CU-TEP 80 or more” into “CU-TEP 75 or more”, and apply this to the entrance examination 2020.

### **5. Publicity campaign of the JDP**

- CU and TMDU agreed to publicize the JDP at the IADR-APR 2019, which will be held in Brisbane from November 28 to 30, as follows;
  - TMDU will run a booth at the conference.
  - CU will prepare the brochure introducing the JDP to be distributed at the conference.
  - CU faculty members will join the booth if it is possible.

### **6. Thesis/Dissertation defense**

- TMDU asked CU to send the information of procedure regarding the Thesis/Dissertation defense, and CU agreed.

### **7. Situation report of JDP students**

- TMDU reported that Mr. Kitanon, Ms. Panida and Ms. Phanchanit had completed all the necessary procedures for living in Japan and successfully settled in with the supports from their tutors, and have started their researches.

## **8. Business trip to CU by Dr. Ono and Dr. Moriyama**

- CU and TMDU agreed the following matters;
  - Dr. Ono and Dr. Moriyama will give guidance to the new students during August 15-17, 2019 at CU.
  - CU will arrange flights (avoid overnight flight) and accommodation for Dr. Ono and Dr. Moriyama.
  - CU will prepare the draft of itinerary and send it to TMDU later.

## **9. Others**

- TMDU asked the current situation of CU-TMDU collaboration center, and CU answered that they finished transferring the center to another place.
- CU asked TMDU the possibility to buy new teleconference system at the center, and TMDU answered that they will consider.

## **10. Schedule next meeting**

- Next teleconference was scheduled to start at:
  - 16:00, Monday, July 22, 2019 (Bangkok)
  - 18:00, Monday, July 22, 2019 (Tokyo)

## **Things progressed after the previous teleconference**

June 14	• CU received documents for the teleconference on June 17 from TMDU.
June 13	• TMDU received credit recognition form from CU.
June 7	• TMDU received tuition fee for Ms. Narubhorn, Ms. Natthaporn and Ms. Wirongrong from CU.
April 26	• CU received essay examination papers from TMDU.
April 24	• TMDU received instructors and subject list from CU.
April 23	• CU received minutes of the teleconference on March 27 from TMDU.

# **Course Administrative Committee Minutes (draft)**

**16:00-17:00 Monday July 22, 2019(Bangkok Time)**

**18:00-19:00 Monday July 22, 2019(Tokyo Time)**

## **Participants:**

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

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

### **1. Minutes of the TV conference on June 17**

- CU and TMDU agreed with the minutes for the teleconference held on June 17.

### **2. Thesis/Dissertation defense**

- TMDU asked CU to check process, timing and details of each procedure written in document 02, and CU agreed to revise and send it back to TMDU later.

### **3. Business trip to CU by Dr. Ono and Dr. Moriyama**

- TMDU asked CU to send TMDU detailed itinerary by July 31, and CU agreed.
- TMDU and CU confirmed the following matters.
  - Guidance for new students will be conducted by Dr. Ono and Moriyama, and the length of each explanation should be about 30 minutes.
  - Interviews with 3<sup>rd</sup> and 4<sup>th</sup> year students will be conducted by student's supervisor from TMDU and CU, and the length of the interview should be less than 30 minutes.
  - Giving title "Visiting associate professor" for Dr. Athipan will be conducted around 11:00 am.
  - CU will explain about dissertation defense process if necessary.

### **4. Others**

- TMDU and CU confirmed the following matters;
  - CU-TMDU Collaboration Center
    - ◇ TMDU will keep considering buying the teleconference system which CU mentioned.
    - ◇ The layout of the room will be took over by Dr. Issareeya and Dr. Athipan.
  - Promotion of JDP at IADR-APR 2019
    - ◇ Brochure of JDP has been preparing by CU, and CU will share it with TMDU once it is ready.
    - ◇ Desk and booth are booked for CU and TMDU, and both parties

will jointly promote JDP.

- Publishing the interview video of JDP students to CU's website
  - ◇ Dr. Suchit will proceed this matter.

### **5. Schedule next meeting**

- Next teleconference was scheduled to start at:
  - 16:00, Wednesday, September 11, 2019 (Bangkok)
  - 18:00, Wednesday, September 11, 2019 (Tokyo)

### **Things progressed after the previous teleconference**

June 24	• TMDU received document explaining the process for the dissertation defense from CU.
June 25	• CU received minutes of the teleconference on June 17 from TMDU.
July 19	• CU received documents for the teleconference on July 22 from TMDU.