



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

# Self-assessment report

<Term for evaluation: August 2019 - July 2020>

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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 March 2020, and the result of external assessment was shared.

The Course Administrative Committee meeting has been conducted basically once a month and discussed various things regarding education, program operation and research, and things are progressing as expected so far.

<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 March 30, 2020. 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.

(2) Course Administrative Committee

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

(Table 1)

Date	
September 11, 2019	38th meeting
October 29, 2019	39th meeting
December 17, 2019	40th meeting
January 28, 2020	41st meeting
March 23, 2020	42nd meeting
May 26, 2020	43rd meeting
June 24, 2020	44th meeting
July 29, 2020	45th 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. One of the equipment in this center was renewed.

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	2020
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	2020
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).

## 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
4 <sup>th</sup> self-assessment	August 2019-July 2020	January 2021

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
4 <sup>th</sup> external assessment	August 2019-July 2020	February 2021

In the previous external assessment, following 3 things are pointed out.

1. It is recommended to consider any strategic and fundamental measures to attract

Japanese students.

2. More detailed analysis on the progress of dissertation research will serve to enhance the effectiveness of the assessment.
3. It is also recommended that TMDU and CU make further efforts to provide substantial scholarship systems to attract more students.

In accordance to this, TMDU and CU have started discussion on the dissertation defense procedures. Also, for recruitment of applicants, promotion video of JDP was created, and the new JDP website will be established. Regarding scholarship, CU support students when they go abroad for conference, and TMDU apply for JASSO scholarship.

### 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 listen to 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
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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
4 <sup>th</sup> Faculty Development Seminar	February-March 2021

### 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	2020
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 2020, and external assessment was undergone during January to March 2020. The complete external assessment report was reported in March 2020. 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 2021.

#### **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	2020
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 2020, and 3 students were matriculated to JDP.
- Qualifying Examination and Thesis/Dissertation proposal examination which is compulsory for the graduation has been conducted and all students have passed the exams so far.

#### ➤ **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. 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
2020	April-May	5	3

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

Assessment criteria		2017	2018	2019	2020
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 successful admission/number of applicants were 3/9 in 2016, 3/6 in 2017, 3/7 in 2018, 3/5 in 2019 and 3/5 in 2020. Student capacity fulfilled in 2016, 2017, 2018, 2019 and 2020.
- For increasing the number of applicants, one of the application qualifications about English ability test was modified from “CU-TEP 80 or more” into “CU-TEP 75 or more”, and this modification was applied to the entrance examination in 2020.
- 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.
- For publicizing the JDP in the international level, the brochure introducing the JDP will be distributed at the international conference.

### ➤ **Proposals for improvement**

- Recruitment of international students is still the subject to make challenge. However, the multimedia clip for publicizing the JDP in the international level was successfully produced and is going to be distributed and posted online in several social platforms.

## 2-3. Syllabuses

### Evaluation indicator

Appropriate syllabuses have been prepared and are in operation.

### Plan

Syllabuses which include 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	2020
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	2020
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 have 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 (80,000JPY/month) for them and they were granted.
- TMDU and CU continue 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	2020
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)**

**16:00-17:00 Wednesday September 11, 2019(Bangkok Time)**

**18:00-19:00 Wednesday September 11, 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 July 22**

- CU and TMDU agreed with the minutes for the teleconference held on July 22.

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

- TMDU asked CU to check the process of the Thesis/Dissertation defense, and CU answered that the process is correct as the document 02 shows.
- TMDU mentioned that format of diploma should be reviewed by both universities and fixed by the end of 2020.

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

- CU and TMDU agreed to conduct the Thesis/Dissertation proposal examination on November 14, and CU will consult with the external evaluator about starting time (7:30 or 8:00 in Thai time) and will let TMDU know later.
- Regarding the list of evaluators and evaluation sheet, CU will prepare and send them to TMDU later.

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

- CU and TMDU agreed with the schedule for preparing self-assessment report.
- CU and TMDU agreed to use the same format as before.

### **5. External assessment**

- CU and TMDU agreed with the external assessors to be the same as 2018.  
\* Dr. Koichi Kato and Dr. Chairat Charoemratrote

### **6. Others**

- Regarding the establishment of teleconference system in the CU-TMDU collaboration center, TMDU suggested using Logitech GROUP which enables us to conduct video conference through cloud meeting platform such as Skype and Zoom etc., and CU and TMDU agreed to have a trial test. TMDU promised to confirm the dealer the available date for the trial and inform CU later.
- Regarding the brochure of the JDP distributed at IADR on November 28-30, CU explained that there are some parts where TMDU have to write, so

CU will send the tentative brochure to TMDU next week.

- CU explained that Dr. Korapin is leaving CU at the end of September, and Dr. Paiboon will take over the role from October 1.

### **7. Schedule next meeting**

- Next teleconference was scheduled to start at:
  - 16:00, Tuesday, October 29, 2019 (Bangkok)
  - 18:00, Tuesday, October 29, 2019 (Tokyo)

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

July 30	<ul style="list-style-type: none"><li>• CU received minutes for the teleconference on July 22 from CU.</li></ul>
August 9	<ul style="list-style-type: none"><li>• TMDU received the schedule on the guidance for Dr. Ono and Dr. Moriyama from CU.</li><li>• TMDU received process of the Thesis/Dissertation defense from CU.</li></ul>
August 16	<ul style="list-style-type: none"><li>• Dr. Ono and Dr. Moriyama visited CU, and gave a guidance and supervision to the JDP students with CU faculty members.</li></ul>
August 31	<ul style="list-style-type: none"><li>• TMDU received sample diploma and transcript from CU.</li></ul>

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

**16:00-17:00 Tuesday October 29, 2019(Bangkok Time)**

**18:00-19:00 Tuesday October 29, 2019(Tokyo Time)**

## **Participants:**

CU: Dr. Suchit Poolthong, 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 September 11**

- CU and TMDU agreed with the minutes for the teleconference held on September 11.

### **2. Thesis dissertation proposal examination**

- CU promised to send TMDU students' presentation slides by November 7.
- CU and TMDU agreed to consider conducting the Thesis/Dissertation Proposal Examination earlier than November from AY 2020.

### **3. Self-assessment report**

- CU and TMDU confirmed the parts where both universities have to write.

### **4. External assessment**

- CU and TMDU agreed with evaluation period, schedule, method, external assessors and external assessment sheet which are explained in the document 4.

### **5. Remittance of tuition fee**

- CU agreed with remitting tuition fee in twice; firstly in March-April, secondly in September-October from next time.
- CU promised to confirm the time it takes to complete remittance, and tell it to TMDU so that TMDU can send the transfer request form well in advance.

### **6. Diploma**

- CU and TMDU confirmed the style of Diploma.

### **7. Others**

- Regarding the installment of LAN jack to the CU-TMDU Collaboration Center, CU explained that it has already been completed.
- Regarding adopting web-based conference system using Logitech video conferencing system, TMDU promised to contact the vendor "CTC Global" about having a look at the system there.

### **8. Schedule next meeting**

- Schedule for the next teleconference will be arranged via email.

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

September 17	• TMDU received assessors list for the Thesis/Dissertation Proposal Examination from CU.
October 2	• TMDU received proposal of brochure for IADR-APR from CU.
October 15	• CU received the minute for the teleconference on September 11 from TMDU.
October 15	• CU received the transfer request form from TMDU.
October 17	• CU received the self-assessment report from TMDU.
October 24	• CU received the documents for the teleconference on October 29.

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

**16:00-17:00 Tuesday December 17, 2019(Bangkok Time)**

**18:00-19:00 Tuesday December 17, 2019(Tokyo Time)**

## **Participants:**

CU: Dr. Suchit Poolthong, Dr. Prim Auychai

Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,

Dr. Pintu-on Chantarawatit

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

## **1. Minutes of the TV conference on October 29**

- CU and TMDU agreed with the minutes for the teleconference held on October 29.

## **2. Reports of IADR-APR in Brisbane**

- CU reported that CU introduced JDP to the faculty members from various universities by distributing the printed pamphlets at IADR-APR.

## **3. Details of the upcoming events**

- Thesis/Dissertation Proposal Examination
  - CU and TMDU agreed to conduct the next Thesis/Dissertation proposal examination on August, and TMDU will confirm their availabilities and tell their prospected schedule to CU.
  - TMDU suggested that traveler will bear their travel fee from April 2020, and CU promised to confirm their regulation and answer to TMDU later.
- Qualifying Examination (April 7, 2020)
  - CU and TMDU agreed to conduct Qualifying examination on April 7, 2020 10:30-14:00(JP time)/8:30-12:00(TH time) by teleconference, and confirmed that the evaluators will be Dr. Paiboon, Dr. Sirichom, Dr. Pintu-on.
- External assessment
  - CU and TMDU agreed that CU will pay reward for Dr. Chairat and TMDU will pay reward for Dr. Kato.
- Faculty Development (March 30, 2020)
  - CU and TMDU agreed to conduct Faculty Development at TMDU.
  - CU and TMDU agreed that the content of Faculty Development would be two presentation by both CU and TMDU.
  - CU promised to choose the presenter and tell TMDU later.
- Liaison Council (March 30, 2020)
  - CU and TMDU confirmed the attendees for the meeting will be Dr. Suchit, Dr. Prim, Dr. Watabe and Dr. Ono.

#### **4. Entrance examination 2020**

- CU and TMDU confirmed the tentative schedule is fine other than April 29. Since April 29 is the national holiday in Japan, TMDU promised to consider if it is acceptable to conduct the essay examination without monitoring from TMDU via teleconference.
- CU and TMDU confirmed that the second examination will be conducted only when having a shortage of applicants.
- CU promised to send the application guideline and application documents to TMDU once they are prepared.
- TMDU asked CU about the new JDP webpage if the application documents will be published there, and CU promised to confirm and let TMDU know later.
- Regarding the promotion video of JDP proposed by Dr. Suchit at the Liaison Council before, CU explained that the video has been already shot, and promised to confirm where to upload in the CU official website.

#### **5. CU-TMDU Collaboration Center**

- CU and TMDU agreed not to conduct the opening ceremony for the CU-TMDU Collaboration Center.
- Regarding the Logitech GROUP web meeting system, TMDU and CU confirmed that there are any more necessary equipment. TMDU promised to proceed to place the order.

#### **6. Schedule next meeting**

- Next teleconference was scheduled to start at:
  - 16:15, Tuesday, January 28, 2020 (Bangkok)
  - 18:15, Tuesday, January 28, 2020 (Tokyo)

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

November 6	• TMDU received the presentation materials for the Thesis/Dissertation proposal examination from CU.
November 19	• CU received the minutes for the teleconference on October 29 from TMDU.
November 22	• TMDU received the scoring sheet for the Qualifying Examination from CU.
December 10	• TMDU received the schedule for the entrance examination 2020 from CU.
December 17	• CU received the documents for the teleconference on December 17 from TMDU.

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

**16:15-17:20 Tuesday January 28, 2020(Bangkok Time)**

**18:15-19:20 Tuesday January 28, 2020(Tokyo Time)**

## **Participants:**

CU: Dr. Suchit Poolthong, Dr. Prim Auychai

Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,

Dr. Pintu-on Chantarawatit, Dr. Sirichom Satrawaha

TMDU: Dr. Moriyama, Dr. Ono

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

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

## **2. Entrance examination 2020**

- CU explained that the written exam method should be with multiple-choice and short-answer questions, and the number of questions should be 135 (120 questions based on knowledge in Orthodontics, 15 questions based on two academic Orthodontic articles).
- CU and TMDU agreed with the details of written exam, wire-bending exam, essay exam and joint interview.
- Regarding the document named “2020 Entrance examination - Subjects details”, CU pointed out the mistake of the number of applicants and asked TMDU to delete it (attached file).
- Regarding joint interview, CU and TMDU agreed to change the venue to the new CU-TMDU collaboration center. CU promised to send the layout of the venue to TMDU later.
- TMDU promised to send the format of score table of written exam, wire-bending exam and essay exam to CU later.

## **3. Invitation of CU faculty members on March 2020**

- CU and TMDU agreed with the following matters;
  - ✧ Visiting members and purpose of visit
  - ✧ Agenda for the Liaison Council
  - ✧ Presenters of the Faculty Development
- CU promised to send TMDU a photo of Dr. Sirichom Satrawaha.
- CU explained that the topic of Dr. Suchit for the Faculty development will be changed and promised to send it to TMDU later.

## **4. Credit recognition**

- CU and TMDU approved the credits of all students took in their first semesters.

## 5. Timing of taking the elective subjects

- CU and TMDU agreed to change the timing of taking “Photography and Computer in Orthodontics”, “Skill in Orthodontic Teaching”, “Writing a Research Proposal in Dentistry” and “Writing a Research Report in Dentistry” from the first semester of the 5<sup>th</sup> year into during the 3<sup>rd</sup> to 5<sup>th</sup> year.

## 6. JASSO scholarship

- TMDU reported that TMDU won the JASSO scholarship for Ms. Pornchanok Sangsuriyothai, Ms. Sansanee Wijarn, Ms. Duangtawan Rintanalert.
- Regarding scholarship for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year students who want to visit TMDU to collect research data, CU and TMDU agreed to try to find other ways to support.

## 7. Others

- Regarding bearer of travel fee when CU or TMDU faculty members visit each country, CU and TMDU agreed that traveler will bear their travel fee after April 2020.
- CU and TMDU promised to do connection test of the video conference system in the new CU-TMDU Collaboration Center with Dr. Morio and Dr. Kawaguchi on February 6.

## 8. Schedule next meeting

- Next teleconference was scheduled to start at:
  - 16:00, Monday, March 23, 2020 (Bangkok)
  - 18:00, Monday, March 23, 2020 (Tokyo)

## Things progressed after the previous teleconference

December 25	• CU received the minutes for the teleconference on December 25.
January 6	• CU received the booked flight details from TMDU.
January 8	• TMDU received the schedule of entrance examination and application guideline from CU.
January 9	• CU received the self-assessment report and external assessment sheet from TMDU.
January 20	• TMDU received the credit recognition forms from CU.
January 28	• CU received the documents for the teleconference on December 17 from TMDU.



**Course Administrative Committee**  
**Minutes (draft)**  
**16:00-17:20 Monday March 23, 2020(Bangkok Time)**  
**18:00-19:20 Monday March 23, 2020(Tokyo Time)**

**Participants:**

CU: Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,  
Dr. Pintu-on Chantarawatit

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

**1. Minutes of the TV conference on January 28**

- CU and TMDU agreed with the minutes for the teleconference held on January 28.

**2. Entrance examination 2020**

- CU and TMDU confirmed that 4 applicants out of 5 have passed the pre-qualification.
- TMDU promised to send the manual of essay examination to CU as soon as it gets ready.

**3. CU faculty members list**

- TMDU asked CU to check the latest faculty member list to see if there's any changes by the end of March, and CU agreed.

**4. Dissertation defense**

- TMDU asked CU to organize the information of dissertation defense, and CU agreed.
- CU promised to check the timing of acceptance of dissertation by the international journal and president approval.

**5. Appointment of research supervisors**

- CU and TMDU agreed to discuss about allocation of supervisors right after the Qualifying examination.

**6. Acceptance of the students matriculated in 2019**

- CU promised to confirm the detailed arriving schedule to start research at TMDU.

**7. Extension of study at TMDU**

- TMDU explained that Mr. Kitanon will extend his stay in Japan due to his research progress until July 31, and CU agreed the conditions (no housing support and scholarship).

**8. Schedule of March 30**

- CU and TMDU agreed with the final schedule.
- TMDU promised to revise the documents and send CU later.
- CU and TMDU agreed to take video of Faculty Development and share it with members concerned in order to avoid unnecessary mass gathering.

**9. Others**

- CU explained that the ethical review of Ms. Narubhorn and Ms. Natthaporn were not approved because the ethical review at TMDU was already expired, and asked TMDU to send the documents of ethical review to CU as soon as possible.
- TMDU took this problem seriously and promised to work on finding a way to avoid the above-mentioned issue and suggest an idea to CU later.
- CU asked TMDU if the CU-TMDU collaboration center can be used for other purpose, and TMDU answered that it would be fine.

**10. Schedule next meeting**

- Next teleconference was scheduled to start at:

- 16:00, Tuesday, April 21, 2020 (Bangkok)
- 18:00, Tuesday, April 21, 2020 (Tokyo)

**Things progressed after the previous teleconference**

March 2	• CU received the minutes for the teleconference on January 28.
March 4	• TMDU received the external assessment by Dr. Chairat from CU.
March 5	• TMDU received the document about dissertation defense from CU.
March 10	• CU received the faculty member list from TMDU.
March 18	• CU received the remittance form of tuition fee from TMDU.
March 23	• TMDU received the applicant information form CU.

# Course Administrative Committee Minutes (draft)

16:00-17:20 Tuesday May 26, 2020(Bangkok Time)  
18:00-19:20 Tuesday May 26, 2020(Tokyo Time)

## Participants:

CU: Dr. Suchit Poolthong, Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,  
Dr. Pintu-on Chantarawatit

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

## 1. Minutes of the TV conference on March 23

- CU and TMDU agreed with the minutes for the teleconference held on March 23.

## 2. Students situation

- CU and TMDU agreed with the following idea.
  - To extend the term of research at TMDU until the end of June.
  - To extend the arriving date for the students to Japan until the beginning of July.
- CU asked TMDU to confirm the following things and TMDU promised to do so and inform later.
  - If it is possible to extend the term of research at TMDU later than the last day of June.
  - How long the students would like to extend their stay in Japan.
  - What the necessary process for the students when returning to Thailand is.
  - If there are any response guidelines to prevent the spread of COVID-19 made by TMDU.
- CU and TMDU organized the situation as follow.
  - In Thailand, immigrants must stay in government-designated area for 14 days.
  - In Thailand, airports remain closed until the last day of June 2020 so the booking air tickets cannot be done during the period.
  - In Japan, visa restrictions, which had been decided to be implemented until the last day of May, have been extended until the last day of June.
  - CU students has been restricted from going abroad.

## 3. Appointment of research supervisors

- CU and TMDU agreed with the appointment of research supervisors for the students matriculated in 2019 as the document 2.

## 4. Others

- Considering the covid-19 situation, CU suggested conducting the thesis/dissertation proposal examination in November, and TMDU promised to consider and answer later.

## 5. Schedule next meeting

- Next teleconference was scheduled to start at:
  - 16:00, Wednesday, June 24, 2020 (Bangkok)
  - 18:00, Wednesday, June 24, 2020 (Tokyo)

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

March 24	• CU received the schedule for March 30.
March 26	• CU received application forms of the applicants from CU.
March 31	• TMDU received the documents for the QE from CU.
April 7	• TMDU received the evaluation of the QE from CU.
April 13	• CU received the minutes for the teleconference on March 23 from TMDU.
May 5	• TMDU received the essay examination answer sheets from CU.
May 12	• TMDU received the joint interview evaluation sheets from CU.
May 14	• CU received the joint interview result from TMDU.

# Course Administrative Committee Minutes (draft)

16:00-17:20 Wednesday June 24, 2020(Bangkok Time)  
18:00-19:20 Wednesday June 24, 2020(Tokyo Time)

## Participants:

CU: Dr. Suchit Poolthong, Dr. Prim Auychai, Dr. Paiboon Techalertpaisarn,  
Dr. Chidsanu Changsiripun,  
Dr. Pintu-on Chantarawatit  
TMDU: Dr. Moriyama, Dr. Ono, Dr. Morio, Dr. Issareeya Ekprachayakoon

### 1. Minutes of the TV conference on May 26

- CU and TMDU agreed with the minutes for the teleconference held on May 26.

### 2. Students situation

- CU and TMDU shared the following situation.
  - Airport will be open to the public from July in Thailand.
  - CU allowed students to go abroad.
- CU and TMDU agreed with the following things.
  - Acceptable date:  
CU and TMDU will keep checking current situation of covid-19.
  - Period of stay at TMDU:  
Students should stay at TMDU and conduct their research for one year even they end up extending the start date.
  - Dormitory:  
TMDU will consult with the responsible team if it will be possible to stay at ICHIKAWA International House later than the last day of May.
  - If students were forced to stay at designated place after entering Japan, TMDU will support students to study by supervising them via ZOOM.
  - CU and TMDU will consult with students and decide their research themes by early in July.
  - TMDU will search instruction about quarantine and send CU if there is.

### 3. Credit recognition

- CU and TMDU agreed to fill out the assessment sheets and do credit recognition in the next video conference.

### 4. Thesis/Dissertation proposal examination

- CU and TMDU agreed to conduct Thesis/Dissertation proposal examination in November.
- CU asked TMDU to inform CU of their available date for the guidance later, and TMDU promised to do so.

### 5. Guidance for the students matriculated in 2020

- CU and TMDU agreed with conducting the guidance via ZOOM.

### 6. Schedule next meeting

- Next teleconference was scheduled to start at:
  - 16:00, Wednesday, July 29, 2020 (Bangkok)
  - 18:00, Wednesday, July 29, 2020 (Tokyo)

**Things progressed after the previous teleconference**

June 12	<ul style="list-style-type: none"><li>• TMDU received the scanned “Notification of Successful Examination Results” from CU.</li></ul>
June 16	<ul style="list-style-type: none"><li>• CU received the minutes for the teleconference on May 26 from TMDU.</li></ul>
June 19	<ul style="list-style-type: none"><li>• CU received the documents for the video conference on June 24 from TMDU.</li></ul>

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

**16:00-17:00 Wednesday July 29, 2020(Bangkok Time)  
18:00-19:00 Wednesday July 29, 2020(Tokyo Time)**

### **Participants:**

CU: Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,  
Dr. Pintu-on Chantarawatit

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

### **1. Minutes of the TV conference on June 24**

- CU and TMDU agreed with the minutes for the teleconference held on June 24.

### **2. Students situation**

- CU explained that returning date for Mr. Kitanon will be extended.
- TMDU explained that COE was issued to students, however that the Japanese government has not allowed for foreign people to enter Japan because of COVID-19.
- Regarding research support for students who have not allowed to come to Japan, TMDU will supervise them via email or ZOOM meeting, while CU has been supervising them directly such as using equipment. CU will check the last year's schedule for the student orientation.

### **3. Credit recognition**

- CU and TMDU agreed with the credit recognition.

### **4. Thesis defense**

- CU and TMDU has been preparing the guideline for the thesis defense and will share it with students and faculty members in the end of August.

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

- Next teleconference was scheduled to start at:
  - 16:00, Tuesday, September 15, 2020 (Bangkok)
  - 18:00, Tuesday, September 15, 2020 (Tokyo)

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

July 2	TMDU received students' research plans from CU.
July 14	TMDU received the revised member list of committees.
July 16, 20	CU and TMDU had ZOOM meetings with students regarding research plans.
July 21	CU received the documents for the video conference on July 29 from TMDU.