



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

Self-assessment report

<Term for evaluation: August 2020 - July 2021>

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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, 3 committees, the Liaison Council, Course Administrative Committee, and University Quality Assurance System have been presently active based on the rules described in the next page.

The meeting of the Liaison Council was held in March 2021, 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, thesis defense 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) 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 18, 2021. In this meeting,

TMDU and CU reviewed the matters discussed and settled during August 2019 to July 2020, and approved the self-assessment results. Also, TMDU and CU exchanged opinions for improving the program.

(2) Course Administrative Committee

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

(Table 1)

Date	
September 15, 2020	46th meeting
October 27, 2020	47th meeting
December 22, 2020	48th meeting
January 26, 2021	49th meeting
March 02, 2021	50th meeting
April 7, 2021	51st meeting
May 12, 2021	52nd meeting
May 25, 2021	53rd meeting
June 22, 2021	54th meeting
July 20, 2021	55th 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 three 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 3 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	2021
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 are well-versed in specialized knowledge that spans the life sciences, especially orthodontics, and who act as global leaders and cooperate closely with their counterparts in other fields; educators who are rich in spirit and have highly developed expertise in devising and implementing effective educational strategies; highly specialized medical professionals who have uncompromising ethical views and passionate interest in research; and opinion leaders who will act as pioneers in a new and more progressive era.

Current situation

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

<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 Southeast Asia; prioritize critical problems; plan research and formulate proposals needed to solve such problems.

- (4) Ability to be a leader in research, education and dental treatment, coordinating with the respective people overseas in the fields of medical and dental sciences, especially orthodontics.

Same as last year, the Diploma Policy was explained by TMDU and CU faculty members in guidance for new students. In addition, for this year, TMDU and CU have reached a decision to confer a doctoral degree on two students 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. TMDU and CU add a Curriculum Policy (6).

<Curriculum Policy>

The curriculum has been designed based on the following policies in order to create an environment in which students can acquire the knowledge, skills, experience and leadership abilities necessary to obtain a degree and become a highly specialized medical professional.

- (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.

- (6) Evaluate student academic performance based on formative and summative criteria, as described in the syllabus, in order to achieve educational goals.

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 Experimentation and Thesis Writing	10
	• Maxillofacial Orthognathics special lecture	6
	• Maxillofacial Orthognathics research practice	8
	• Maxillofacial Orthognathics Experimentation and Thesis Writing	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 Southeast Asia. Qualified applicants who meet any of the following criteria are therefore highly encouraged to apply for our program.

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

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	2021
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.

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. 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 st self-assessment	August 2016-July 2017	January 2018
2 nd self-assessment	August 2017-July 2018	January 2019
3 rd self-assessment	August 2018-July 2019	January 2020
4 th self-assessment	August 2019-July 2020	January 2021
5 th self-assessment	August 2020-July 2021	December 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 st external assessment	August 2016-July 2017	February 2018
2 nd external assessment	August 2017-July 2018	February 2019
3 rd external assessment	August 2018-July 2019	February 2020
4 th external assessment	August 2019-July 2020	February 2021
5 th external assessment	August 2020-July 2021	February 2022

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

1. It is recommended that more detailed information on dissertation research will be included in a self-assessment report.
2. Although there have been a lot of irregular and difficult things during the last half period of the term because of the world wide outbreak of COVID-19, there is no description and assessment regarding the effect of COVID-19 pandemic on the

implementation of the JD program in the self-assessment report.
In accordance to this, TMDU and CU have started discussion on the dissertation defense procedures and completed a guideline for the defense and the final test (Attachment 2). Also, TMDU and CU added more information to this self-assessment report on how TMDU and CU dealt with the situation caused by COVID-19.

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
1 st Faculty Development Seminar	February-March 2018
2 nd Faculty Development Seminar	February-March 2019
3 rd Faculty Development Seminar	February-March 2020
4 th Faculty Development Seminar	February-March 2021
5 th Faculty Development Seminar	February-March 2022

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. TMDU has completely revamped its website (English and Japanese) (*1).

Moreover, newsletters have been regularly published to inform the public about 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:

<https://www.tmd.ac.jp/cmn/jdp/tmdcu.html>

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

- University's educational objectives
- Basic organization for education and research
- Faculty members' information
- Number of admissions, admission quota, number of enrolled students
- Subjects' details, teaching method, curriculum
- Facilities, research environment
- Tuition fees, admission fees

Evaluation for 1-3. Quality assurance system

Assessment criteria		2017	2018	2019	2020	2021
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 2021, and external assessment was undergone during January to March 2021. The complete external assessment report was reported in March 2021. 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 2021 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

Program is operated properly as planned.

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 Course Administrative Committee. The students have to pass the qualifying examination by the end of the 2nd academic year and the dissertation proposal by the end of the 3rd academic year. TMDU will make preparations for accepting students so that they can start their research at TMDU 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. The two students

out of three who matriculated in 2016 have eventually passed the dissertation defense and completed this JD program. The remaining one student will graduate after the dissertation is accepted.

In spite of the difficult situations caused by COVID-19, the second-year students fortunately arrived in Japan and started their research at TMDU in November 2020. Although the period of their stay at TMDU was behind the original schedule, they are expected to complete their study at TMDU and go back to Thailand in December 2021.

- Scholarships

To support students financially, students applied for university scholarships from CU and was provided budgets for attending academic meetings. TMDU successfully applied for JASSO (Japan Student Services Organization) 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	2021
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.

- Dissertation defense has been conducted and the two students out of three who matriculated in 2016 have passed it. CU and TMDU have finally produced two graduates through this JD program. The remaining one student is expected to graduate as soon as the manuscript is accepted, and the dissertation defense is completed.

➤ **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
2021	February-March	4	2

Evaluation for 2-2. Fulfillment of student capacity

Assessment criteria		2017	2018	2019	2020	2021
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, 3/5 in 2020 and 2/4 in 2021. Student capacity fulfilled in 2016, 2017, 2018, 2019 and 2020. There will be one vacancy in 2021.
- 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>

https://www.tmd.ac.jp/cmn/idp/tmdu_cu/syllabus.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	2021
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 and on TMDU website both in English and Japanese.

➤ **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 6-point scale, as follows, in order to make each student's level of attainment more visible. This is based on the TMDU Graduate School Regulations, paragraph 19.
 - 4.0=A+, 3.5=A, 3.0=B, 2.0=C, 1.0=D, 0.0=F
 - Grade 2.0 (=C) will be deemed to be the minimum pass grade.
 - In English, grades are fixed as A+= Superior, A= Excellent, B=Good, C=Fair, D and F= Failing.
- 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 2.0 (=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=Failing.
- Standards for Specific Behavioral Objectives (SBOs) are set as follows (Table 4).
- The Performance of each student for the subjects evaluated as S (Satisfactory) or U (Unsatisfactory) shall be calculated based on the criteria in Table 5, notwithstanding the provision of the above.
- 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	2021
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

Appropriate housing support for students is ensured.
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<i>Plan</i>

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

<i>Current situation</i>

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 3rd, 4th and 5th 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 JASSO 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	2021
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 2nd, 3rd, and 4th year JDP students have got the scholarship called “100th Anniversary Chulalongkorn University Fund for Doctoral Scholarship”. Three 1st year students matriculated in 2019 will apply for this scholarship.
- The 4th 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

16:00-17:00 Tuesday September 15, 2020(Bangkok Time)

18:00-19:00 Tuesday September 15, 2020(Tokyo Time)

Participants:

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

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

1. Minutes of the previous teleconference

- CU and TMDU agreed with the minutes for the teleconference held on June 24 besides attendees. TMDU will correct the attendees later.

2. Students situation

- TMDU explained that the Japanese government has not allowed foreign people to enter Japan still, and TMDU will keep checking updates.
- TMDU explained that supervisors for the coming students are decided and they had ZOOM meetings with the students
- CU asked TMDU to give the students tasks or have meeting regularly for smooth research preparation, and TMDU answered that 3 students have been contacting with their supervisors so students should contact them to ask for the tasks or have meetings individually. CU agreed and will inform the students of this idea.

3. Thesis/dissertation defense

- About the difference of requirement for taking the thesis/dissertation defense between CU and TMDU, CU and TMDU agreed that they follow the defense schedule of TMDU to meet TMDU's regulation which is stricter than that of CU.
- Schedule will be created by TMDU and shared with CU later.
- CU suggested conducting a degree conferral ceremony at CU, and TMDU will consider the idea and response later.
- CU and TMDU agreed with the deadline for fixing details of the thesis/dissertation defense by May 2021, but it is better to do so by January 2021.
- CU and TMDU agreed that CU will print the diploma.
- Form of diploma will be discussed.

4. Thesis/dissertation proposal examination

- Regarding the examination date, CU will not be available on November 19 and 20. CU and TMDU will arrange schedule later.
- CU and TMDU agreed that CU will prepare the evaluation sheet.

5. Self-assessment

- CU and TMDU agreed with the schedule for preparing the self-assessment report.

6. Schedule next meeting

- Next teleconference was scheduled to start at:
 - ☐ 16:00, Tuesday, October 27, 2020 (Bangkok)
 - ☐ 18:00, Tuesday, October 27, 2020 (Tokyo)

7. Other

- CU reported that Mr. Kitanon has mental health issues, CU and TMDU agreed to support him to complete this course.
- CU explained that Assoc. Prof. Pornchai Jansisyanont is going to be appointed as Dean of faculty of dentistry from October 1.

Things progressed after the previous teleconference

August 28	CU received minutes of the previous teleconference from TMDU.
September 14	CU received the documents for the video conference on July 29 from TMDU.

Course Administrative Committee Minutes

16:00-17:00 Tuesday October 27, 2020(Bangkok Time)

18:00-19:00 Tuesday October 27, 2020(Tokyo Time)

Participants:

CU: Dr. Pornchai Jansisyanont, Dr. Pairoj Linsuwanont, Dr. Rangsimma Sakoolnamarka
Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,

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

1. Minutes of the previous teleconference

- CU and TMDU agreed with the minutes for the teleconference held on September 15 besides attendees. TMDU will correct the attendees later.

2. Students situation

- CU asked TMDU if students can go to supermarket while they have to stay at home for 14 days, and TMDU promised to confirm if there is guideline and send it to CU later.
- CU and TMDU agreed that coming students will study at TMDU from the beginning of November 2020 to the end of October 2021.
- CU and TMDU agreed that timing for accepting students at TMDU will be back to normal (from June) from the next students.

3. Thesis / Dissertation Proposal Examination

- CU and TMDU agreed to delete Mr. Kitanon from the document 3.
- CU and TMDU agreed to add Dr. Ono to the evaluators as TMDU supervisor, and CU promised to revise the document 3 and send TMDU later with evaluation sheets.

4. External assessment, FD, Liaison Council

- CU and TMDU agreed with the schedule for the external assessment.
- CU promised to pick up some dates for the FD and the Liaison Council.

5. Remittance of tuition fee

- TMDU promised to send you the transfer request, and CU promised to send the tuition fee hopefully in December.

6. Schedule next meeting

- Next teleconference was scheduled via email later.

7. Other

- CU explained that Mr. Kitanon shows his intention to drop out from this program.
- TMDU promised to send Dr. Paiboon necessary documents for dropout.
- CU explained that manuscript of Ms. Kochakorn has already been submitted. Regarding Ms. Ornnicha and Ms. Chutimont, CU promised to ask them to contact their TMDU supervisors about the progress.

Things progressed after the previous teleconference

September 22	TMDU received the thesis/dissertation proposal exam committee
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	members and tentative diploma from CU
October 2	CU received the latest tentative diploma from TMDU
October 5	CU received minutes of the previous teleconference and revised minutes of the teleconference on June 24 from TMDU.
October 9	TMDU received the renewed 3 committee members list from CU.
October 13	CU received the documents for the teleconference on October 27 from TMDU.
October 16	TMDU received some photos for new JDP website from CU.
October 20	TMDU received the conferences list from CU.

Course Administrative Committee Minutes

16:00-17:00 Tuesday December 22, 2020 (Bangkok Time)

18:00-19:00 Tuesday December 22, 2020 (Tokyo Time)

Participants:

CU: Dr. Rangsimma Sakoolnamarka, Dr. Paiboon Techalertrpaisarn,
Dr. Chidsanu Changsiripun, Dr. Pintu-on Chantarawatit

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

1. Minutes of the previous teleconference

- CU and TMDU agreed on the minutes for the teleconference held on October 27 except for attendees. TMDU will correct the attendees later.

2. Faculty development and Liaison Council

- CU and TMDU agreed on the details of Faculty Development and Liaison Council as explained in the document 2.

3. Procedure for Mr. Kitanon's leaving school

- CU and TMDU agreed that the date of withdrawal is December 16, 2020.
- CU promised to hand in the "Permission to Withdraw" to Mr. Kitanon.

4. Schedule next meeting

- Next teleconference was scheduled for January 26.

Things progressed after the previous teleconference

November 4	CU received the request from for Mr. Kitanon about withdrawal from TMDU.
November 17	TMDU received the presentation slides for the Thesis/Dissertation proposal examination from CU.
November 24	TMDU received the evaluation results of the Thesis/Dissertation proposal examination from CU.
December 4	CU received the transfer request form of tuition fee from TMDU.
December 21	CU received the documents for the teleconference from TMDU.

Course Administrative Committee Minutes

16:00-17:00 Tuesday January 26, 2021 (Bangkok Time)

18:00-19:00 Tuesday January 26, 2021 (Tokyo Time)

Participants:

CU: Dr. Pornchai Jansisyanont, Dr. Busayarat Santiwong, Dr. Rangsimma Sakoolnamarka,
Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,
Dr. Pintu-on Chantarawatit

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

1. Minutes of the previous teleconference

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

2. Entrance examination 2021

- CU promised to revise the number of questions of the written exam in the document 2-1 and send TMDU later.
- CU and TMDU agreed that interviewers will ask questions listed in the document 2-2 basically and can ask other questions if it is needed.

3. Thesis defense

- CU promised to check the guideline and revise or add necessary information.
- CU and TMDU confirmed that application on CU I Thesis System must be approved by CU advisor by the beginning of April to conduct the defense during May 27 - June 25.
- CU and TMDU agreed to consider minimizing the application documents for the next year.
- CU promised to push the students to post their articles on an international journal since there are some students who have not replied well to TMDU supervisors.

4. Self-assessment report

- CU and TMDU agreed on the self-assessment report.

5. Schedule next meeting

- Next teleconference was scheduled for March 2, 18:00 (JP), 16:00 (TH).

Things progressed after the previous teleconference

January 6	TMDU received revised schedule for the entrance exam from CU.
January 6	CU received the minutes for the teleconference on December 22 from TMDU.
January 8	CU received TMDU professors' CVs from TMDU.
January 14	TMDU received some documents regarding defense in CU from CU.
January 21	TMDU received information of faculty members which will be on the new TMDU JDP website from CU.
January 25	CU received the documents for the teleconference from TMDU.

Course Administrative Committee Minutes

16:15-18:10 Tuesday March 2, 2021 (Bangkok Time)

18:15-20:10 Tuesday March 2, 2021 (Tokyo Time)

Participants:

CU: Dr. Pornchai Jansisyanont, Dr. Busayarat Santiwong, Dr. Rangsim Sakoolnamarka,
Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun,
Dr. Pintu-on Chantarawatit

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

1. Minutes of the previous teleconference

- CU and TMDU agreed on the minutes for the teleconference held on January 26, 2021 except for attendees. TMDU will correct the attendees later.

2. Entrance examination 2021

- CU explained that 4 applicants applied for JDP, and 1 of them applied for only this program and others applied for both this program and another program.
- CU and TMDU agreed that 4 applicants passed pre-qualification.
- TMDU explained that the manual for the essay examination will be sent to CU once it is ready.
- CU and TMDU confirmed that the number of successful applicants can be less than 3 as a result of screening.

3. Dissertation defense

- Regarding the guideline of the dissertation defense, CU promised to update the “progress check”, suggest TMDU how to change the words related to dissertation in “3. Dissertation” and “4. Authors of the dissertation” and add CU rules to each item later.
- CU and TMDU confirmed the format of diploma.
- CU explained that the diploma format has been already on progress for approval in CU committees.
- CU and TMDU agreed on the procedure for diploma as follows;
I. CU print the diploma, sign on it and send it to TMDU.
II. TMDU sign on it and send it back to CU.
III. CU confers the diploma to the students.
- For checking whether the Japanese print is correctly done, TMDU promised to notify CU of designated font style and size of diploma and CU will print it and send TMDU later.
- CU explained that Ms. Kochakorn and Ms. Chutimont eager to attend the degree conferring ceremony at TMDU. CU suggested to have them attend the ceremony next year if they could not attend this year.
- CU promised to appoint external experts for the dissertation defense.

4. Appointment of the research supervisors

- CU and TMDU agreed to appoint supervisors to the students after the Qualifying Examination on March 31.

5. Acceptance of the students matriculated in 2020

- CU and TMDU agreed to proceed procedures for accepting the students at

TMDU from June 2021.

6. Schedule next meeting

- Next teleconference will be arranged from April 5, 7, 8 or 9, 2021.

Things progressed after the previous teleconference

February 2	CU received the external assessment sheet from TMDU.
February 3	CU received minutes for the teleconference on January 26 from TMDU.
February 17	TMDU received revised faculty members list and revised form for credit recognition from CU.
February 18	TMDU received CR60 (study report) of all students from CU.
February 19	TMDU received research progress of 2016 matriculated student from CU.
March 1	CU received documents for the teleconference on March 2.

Course Administrative Committee Minutes

16:00-17:20 Wednesday April 7, 2021 (Bangkok Time)

18:00-19:20 Wednesday April 7, 2021 (Tokyo Time)

Participants:

CU: Dr. Rangsimma Sakoolnamarka, Dr. Paiboon Techalertpaisarn,
Dr. Pintu-on Chantarawaratit

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

1. Minutes of the previous teleconference

- CU and TMDU agreed on the minutes for the teleconference held on March 2, 2021.

2. Dissertation defense

- TMDU explained that Ms. Kochakorn's article has been published.
- CU promised to arrange some dates for the defense with external expert and other CU judges and inform TMDU of some dates.
- CU and TMDU confirmed that the deadline for submission of the application documents is May 5.
- CU explained that manuscript should be accepted 2-3 weeks before the defense.

3. Appointment of the research supervisors

- CU and TMDU agreed with the research supervisors for the students matriculated in 2020.

4. Credit recognition of the subjects taken in the first term

- CU and TMDU agreed on the credit recognition.

5. Schedule next meeting

- Next teleconference was scheduled to start at:
 - 16:00, Tuesday, May 25, 2021 (Bangkok)
 - 18:00, Tuesday, May 25, 2021 (Tokyo)

Things progressed after the previous teleconference

March 4	TMDU received evaluation sheet for QE from CU.
March 5	TMDU received external assessment report written by Dr. Chairat Charoemratrote from CU.
March 10	CU received minutes of the previous teleconference from TMDU.
March 12	CU received documents for the Liaison Council from TMDU.
March 23	TMDU received answer sheets for the essay exam from CU.
March 24	TMDU received presentation slides for QE from CU.
March 30	CU received scores of essay exams from TMDU.
March 31	TMDU received assessment for the subjects taken in the first term from CU.
April 1	TMDU received evaluation sheet for interview examination from CU.
April 2	TMDU received result of the interview examination from CU.
April 5	CU received documents for the teleconference from TMDU. TMDU received QE result forms from CU.

Course Administrative Committee Minutes

Held via email on Tuesday May 12, 2021

Object persons:

CU: Dr. Pornchai Jansisyanont, Dr. Paiboon Techalertpaisarn, Dr. Chidsanu Changsiripun
Dr. Pintu-on Chantarawatit, Dr. Sirima Petdachai, Dr. Niramol Chamnannidiadha,
Dr. Sirichom Satrawaha

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

1. Revised judges for the defense

- CU and TMDU agreed on the revised judges for the defense as below.

Students	Judges
Ms. LEKVIJITTADA KOCHAKORN Supervisor: Dr. Chidsanu Changsiripun Dr. Takashi Ono	Chairperson Dr. Paiboon Techalertpaisarn
	Dr. Pintu-on Chantarawatit
	Dr. Chidsanu Changsiripun
	Dr. Keiji Moriyama
	Dr. Ikuko Morio
	Dr. Peerapong Santiwong (Mahidol University)
Ms. POOKTUANTONG ORNNICHA Supervisor: Dr. Pintu-on Chantarawatit Dr. Keiji Moriyama	Chairperson Dr. Paiboon Techalertpaisarn
	Dr. Pintu-on Chantarawatit
	Dr. Chidsanu Changsiripun
	Dr. Takashi Ono
	Dr. Ikuko Morio
	Dr. Chairat Charoemratrote (Prince of Songkla University)
Ms. TEEKAVANICH CHUTIMONT Supervisor: Dr. Paiboon Techalertpaisarn Dr. Keiji Moriyama	Chairperson Dr. Pintu-on Chantarawatit
	Dr. Paiboon Techalertpaisarn
	Dr. Chidsanu Changsiripun
	Dr. Takashi Ono
	Dr. Ikuko Morio
	Dr. Peerapong Santiwong (Mahidol University)

Course Administrative Committee Minutes

16:00-18:00 Wednesday May 25, 2021 (Bangkok Time)

18:00-20:00 Wednesday May 25, 2021 (Tokyo Time)

Participants:

CU: Dr. Pornchai Jansisyanont, Dr. Rangsima Sakoolnamarka,
Dr. Paiboon Techalertpaisarn, Dr. Busayarat Santiwong,
Dr. Pintu-on Chantarawatit, Dr. Chidsanu Changsiripun

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

1. Minutes of the previous teleconference

- CU and TMDU agreed on the minutes for the teleconference held on April 7 and May 11, 2021.

2. Dissertation defense and final test

- TMDU and CU agreed on the following matters;
 - Order: 1st Ms. Chutimont, 2nd Ms. Kochakorn
 - Evaluation: pass or fail. For pass, mark excellent/very good/good/fair (CU will confirm the marks and tell TMDU later).
- CU explained that the above mark will be appeared on a student's educational background.

3. Situation of the students who will come to Japan

- Issuance of VISA has been stopped because of COVID-19, CU will directly supervise the students to prepare for their research and TMDU will supervise them by showing research method via ZOOM meeting until they are allowed to enter Japan.

4. Modification of the Curriculum Policy

- CU and TMDU agreed on the modification of the Curriculum Policy.

5. Tentative Diploma

- CU and TMDU agreed to prepare the diploma by July.
- CU and TMDU confirmed the followings;
 - バンコク タイ王国: TMDU promised to confirm diploma format of other programs and tell CU later.
 - Japanese for name of a student: カタカナ
(TMDU will confirm the order of given name and family name)
 - 博士 (歯学) :correct
 - Date at the bottom: CU will ask CU committee if July 30, 2021 (令和3年7月30日) is fine.
 - Number at the left bottom: Number of conferring diploma at CU (CU will confirm if this numbers is necessary on diploma.)
 - Number at the right bottom: Number of conferring diploma at TMDU (TMDU will confirm when this number will be available.)

6. Schedule next meeting

- Next teleconference was scheduled to start at:

- 16:00, Tuesday, June 22, 2021 (Bangkok)
- 18:00, Tuesday, June 22, 2021 (Tokyo)

Things progressed after the previous teleconference

April 13	CU received tentative syllabus from TMDU.
April 15	CU received the signed evaluation sheet for QE from TMDU.
April 21	CU received the minutes of the previous teleconference from TMDU.
April 28	TMDU received the regulation regarding dissertation committee from CU.
May 11	TMDU received revised dissertation defense committee.
May 18	CU received the minutes of the course administrative committee held via email from TMDU.
May 24	CU received the transfer request from TMDU.

Course Administrative Committee Minutes

16:00-17:40 Tuesday June 22, 2021 (Bangkok Time)

18:00-19:40 Tuesday June 22, 2021 (Tokyo Time)

Participants:

CU: Dr. Pornchai Jansisyanont, Dr. Paiboon Techalertpaisarn, Dr. Busayarat Santiwong,
Dr. Pintu-on Chantarawatit, Dr. Chidsanu Changsiripun

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

1. Minutes of the previous teleconference

- CU and TMDU agreed on the minutes for the teleconference held on May 25, 2021.

2. Result of the dissertation defense and the final test

- The result of the dissertation defense was approved.
- TMDU and CU agreed that the evaluation criteria should be reviewed for the next time.

3. Diploma

- CU promised to send a printed diploma to TMDU and TMDU will check the color of its symbol mark.
- TMDU promised to tell CU the number on the right bottom of the diploma as soon as it is numbered.

4. Extending Enrollment Period

- CU and TMDU agreed on the extended enrollment period.
- TMDU explained that Ms. Ornnicha can take dissertation defense after her dissertation was published and graduate after getting approval from the Course Administrative Committee and TMDU committee.

5. Credit recognition

- CU and TMDU agreed on the credit recognition.

6. Schedule next meeting

- Next teleconference was scheduled to start at:
 - 16:00, Tuesday, July 20, 2021 (Bangkok)
 - 18:00, Tuesday, July 20, 2021 (Tokyo)

Things progressed after the previous teleconference

June 1	TMDU received the presentation materials for the defense from CU.
June 3	CU received the minutes for the previous teleconference from TMDU.
June 4	TMDU received the evaluation sheet for the defense from CU.
June 9	TMDU received the evaluation report of the defense from CU.
June 18	TMDU received the documents for the teleconference on June 22.

Course Administrative Committee

Minutes

16:00-17:40 Tuesday July 20, 2021 (Bangkok Time)

18:00-19:40 Tuesday July 20, 2021 (Tokyo Time)

Participants:

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

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

1. Minutes of the previous teleconference

- CU and TMDU agreed on the minutes for the teleconference held on June 22, 2021.

2. Student situation

- TMDU explained that COE was issued to the students, however the Japanese government has not allowed foreign people to enter Japan because of COVID-19.
- Regarding research support for students who have not been allowed to come to Japan, TMDU will supervise them via Zoom meeting, while CU has been supervising them directly.
- CU suggested accelerating the study plan since it is unclear when the students come to Japan. TMDU explained increased burden on supervisors and that there is not enough vacancy at international house for foreign students if the students who matriculated in 2020 come to Japan before the students who matriculated in 2019 go back to Thailand in October. CU and TMDU agreed to move on with the assumption that the students will come to Japan in November or December.

3. Diploma

- CU and TMDU agreed on the correction of the Diploma.
- CU and TMDU agreed to use GL5 as a color of TMDU logo.
- CU explained the schedule of issuance of the Diploma.
- CU explained that Thai phrases and Japanese phrases are not exactly the same; each phrase is written in accordance with each method. CU and TMDU agreed on this difference.

4. Credit recognition

- CU and TMDU agreed on the credit recognition.

5. Guidance for the students matriculated in 2021

- CU and TMDU agreed to conduct the guidance via Zoom. TMDU will list some possible dates for the guidance.

6. Schedule next meeting

- Next teleconference was scheduled to start at:
 - 16:00, Tuesday, September 14, 2021 (Bangkok)

□ 18:00, Tuesday, September 14, 2021 (Tokyo)

Things progressed after the previous teleconference

July 6	TMDU received the sample color for TMDU logo.
July 7,15	TMDU received the credit recognition from CU.
July 19	TMDU received the tentative diploma modified in accordance with TMDU's request.

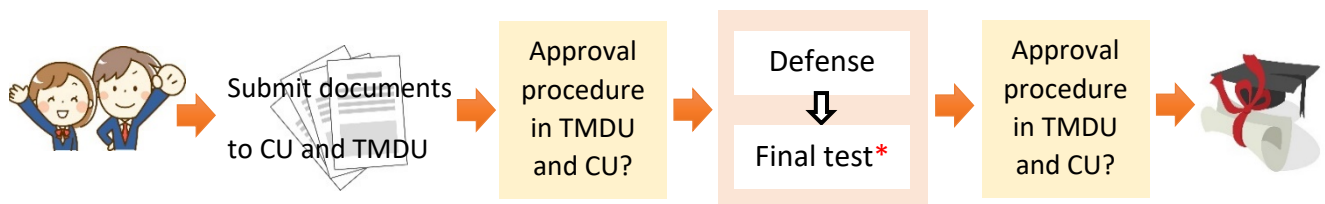
CU-TMDU JDP

Guideline for the Defense and Final Test

<For the students matriculated in 2016>

1. System

Students must pass the 2 exams; defense and final test which will be held in the same day



*Final test will be held right after the defense by the same committee members. Method can be either oral test or written test.

2. Qualification for taking the Thesis/Dissertation defense

- ❖ Students must attend 5 or more years (a maximum of 8 years) and complete the required number of credits (72 credits)
- ❖ The dissertation should be published through submission to an international academic journal with a referee system prior to dissertation defense

3. Dissertation (Thesis and the original article)

❖ Thesis

- Student record thesis proposal in the system of graduate studies (CU E-THESIS) at <https://ethesis.grad.chula.ac.th/Thesis>.

- Thesis advisor approves the thesis proposal in the CU E-THESIS (Save as proposal) system of the graduate school. Student will be eligible to take the final thesis examination 60 days after the approval.

❖ **The original article**

The original article that is part of the Thesis must be written in English and published or accepted for applying for the dissertation defense. However, when a student cannot submit the article by the deadline of application, he/she can submit the official acceptance letter of his/her original article instead.

A student must provide the content of the dissertation in a presentation at a conference or a poster presentation.

- ❖ Dissertation must be written in English and published or accepted for applying for the dissertation defense. However, when a student cannot submit the dissertation by the deadline of application, he/she can submit the official acceptance letter of his/her dissertation instead.
- ❖ A student must give presentation at a conference or do poster presentation of the content of the dissertation.

4. Authors of the dissertation

❖ Order of authors for the 1st original article:

(1) A JDP student, (2) A TMDU faculty member, (3) No particular order

- * Corresponding author: A TMDU faculty member
- * Above (“) A TMDU faculty member can be co-first author.
- * This order is decided considering that TMDU faculty members play the leading role for the students to write their first dissertation.

❖ Order of authors for the 2nd and following original article

❖ :

(1) A JDP student, (2) No particular order

- *Corresponding author will be decided in each case.
- * A faculty member of CU or TMDU can be co-first author.
- * This order is decided considering that it depends on a case which CU or TMDU will play the leading role for the students to write their dissertation.

<About co-first author (= Equal contribution)>

In TMDU regulations, thesis has to be basically written by a single author .

However, for thesis written in English, only one student is allowed to submit a thesis with multiple lead authors (named co-first author or equal contribution) as his/her dissertation for a PhD degree.

To do this, there are 3 conditions;

1. A person's name who submits a thesis has to be written firstly in other multiple authors.
2. Supervisor has to submit the "Multiple Lead Authors Explanatory Form" explaining the reason.
3. Equally-contributed author has to agree with a person to submit a thesis for a PhD degree.

5. Method of conducting the defense

Conduct the defense via ZOOM

6. Schedule

Date	Task
Before January 2021	Student submit dissertation to an international journal.
January 2021	Student submit the final version of the dissertation which is already gained approval from the supervisor, to the Graduate School via Chula I thesis system .
May 5, 2021	Administrative Applications are due (For published or accepted dissertations) *Required documents are listed in the next page
May 25, 2021	Course Administrative Committee
April 26, 2021	TMDU - Committee on Dissertations
May 19, 2021	TMDU - Screening Committee will be formed
May 27 – June 25, 2021	Dissertation defense period
July 7, 2021	TMDU - Screening Committee submits its findings; Candidate submits 1 offprint and PDF file of the published dissertation (or Letter of Commitment & accepted manuscript *1)
July 21, 2021	TMDU - evaluation by the Graduate School (Dentistry) Committee
July 31, 2021	Graduation

7. Awarded degree

- ✧ Students will be awarded the Doctor of Philosophy at the awards ceremony to be held on October 2021 (to be decided) at CU.
- ✧ Regarding a degree conferring ceremony at TMDU, the JDP students will not attend, however, names of the JDP students will be announced.

8. Required documents

Students are required to submit the following documents to both CU and TMDU.

<Submit to CU>

	Materials to submit	Remarks	Number
1	Request form for Thesis Examination		1
2	Announcement of the thesis title that was approved by the Faculty administrative committee.	(No form, just the official approved announcement. This announcement is available in the department of Orthodontics)	1
3	CR54 or CR60	CR54 is the CU official document to show that the taken subjects and credits. CU60 is the CU official grade report. (The documents can be downloaded online from website of the university registrar.)	1
4	Letter of acceptance from the Journal.	Downloaded from the E-mail.	1
5	E-mail from the CU E-THESIS system.	(To verify that the advisor has approved the Thesis no less than 60 days before the Thesis examination.)	1

How to submit

Submit the related documents directly through the CU Dental Lesspaper system or Mail or E-mail to ;

Division of Graduate Studies

10th floor, 80 Years ChalermNavamaraj Building

Phone: +66-2218-9016, +66-2218-9021

Email: graddentcu@gmail.com

<Submit to TMDU>

	Materials to submit	Remarks	Number	
①	Application for Degree Dissertation Examination (Attachment 1)	* Dates fill in the document filing date * Write the name of department as it was when you entered	1	
②	Dissertation Index (Attachment 5)	* See the sample. Two-sided copy * Dates fill in the document filing date	1	Word file
③	Confirmation Form for PhD degree recorded items		1	Word file
④	Candidate Dissertation Committee Sheet (Attachment 7)		1	
⑤	Dissertation for Examination Index(Attachment A)	*Two-sided copy	1	Word file
⑥	Dissertation (Offprints)			
	(a) For applications with a published dissertation	Offprints or copies of published dissertation (including supplemental data)	1	PDF file
	(b) For applications with an accepted dissertation (1 offprint will be required later)	(a) accepted dissertation (including supplemental data) (b) letter of acceptance	1 1	Word file or PDF file
⑦	Dissertation Summary (English, 1000~1500 words)	* English summary should be 1000~1500 words, and also needs to be translated into Japanese (about 600 characters).	1	Word file
⑧	Offprints of other articles (if available; otherwise include the letter of acceptance and the article)	* If there are several articles, number them with a pencil.	1	Word file or PDF file

⑨	Conference Presentation Materials (The main conference presentation)	* Attach a copy of the relevant program with the conference name, date, place, name of presenter(s) and subject. * Highlight your name in yellow.	1	
⑩	Curriculum Vitae (CV) (Attachment 3)		1	Word file
⑪	Certificate (Attachment 9)	*Supervisor's signature and seal is required.	1	
⑫	Author Consent (in case of joint work) (Attachment 10)	*All co-author's signature and seal is required. Make inquiries of co-authors who reside abroad as early as possible.	1	
⑬	Confirmation	* Two-sided copy * If you received the approval from the ethic committees other than TMDU's, please attach the copy of the approval certificate.	1	

How to submit

Email to the JD & MPH Unit, International Exchange Section, Institute of Global Affairs (E-mail: jd@ml.tmd.ac.jp)

Regarding the documents which needs signatures, please send the documents to us by mail or by hand. JD&MPH Unit will ask the faculty member to sign them.

Address:

JD & MPH Unit

Building 1, 4th floor

Tokyo Medical and Dental University

1-5-45 Yushima, Bunkyo-ku, Tokyo

113-8510 Japan

Tel: +81 3 5803 4678

9. Dissertation defense

The examination of dissertations toward doctorate degrees shall be conducted, based on the Diploma Policy, from the perspective of whether the dissertation fulfills the following conditions and demonstrates the degree applicant's high research ability as an independent researcher and wealth of knowledge as its foundation.

1. Ability to acquire technical knowledge in English as a common language, and ensure smooth communication in English.
2. Ability to maintain lifelong learning in one's specialty fields.
3. Ability to grasp and speak on current issues in the fields of dentistry, especially orthodontics in Southeast Asia; prioritize critical problems; plan research and formulate proposals necessary to solve such problems.
4. Ability to lead research, education and dental consultation in cooperation with relevant people overseas in the fields of medical and dental sciences, especially orthodontics.

10. Points for attention

Misconduct in research activities

Prepare the thesis in compliance with Tokyo Medical and Dental University Standard of Conduct for Research Activities and do not commit or help commit any acts of misconduct such as fabrication, falsification or plagiarism.

Fabrication: Creation of non-existent data or research results

Falsification: Creation of false data or research results by tampering with research materials, apparatus or processes.

Plagiarism: The use of other researchers' ideas, analysis, analytical methods, data, research results, text or terminology in research papers without receiving their consent or appropriate instruction.

[Reference] Tokyo Medical and Dental University Standard of Conduct for Research Activities (<http://www.tmd.ac.jp/tmd-research/artis-cms/cms-files/20141028-085628-7953.pdf>)