

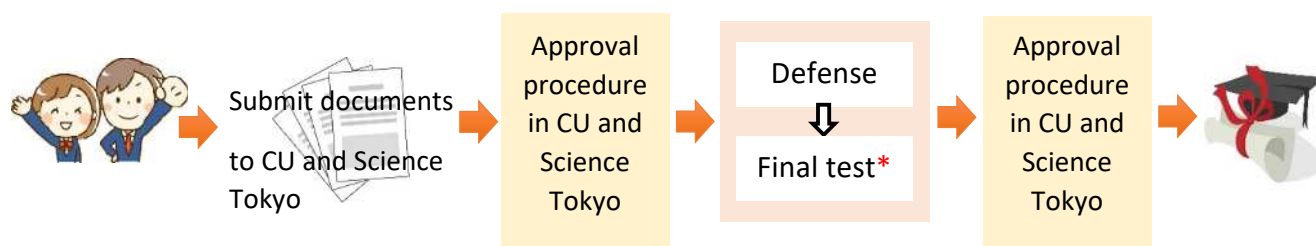
## CU-Science Tokyo JDP

# Guideline for the Defense and Final Test

<For the students matriculated in 2020>

## 1. System

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



\*Final test will be held right after the defense by the same committee members. The method can be either an oral test or a 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 the dissertation defense

## 3. Dissertation (Thesis and the original article)

### ❖ Thesis

- Students record thesis proposal in the system of graduate studies (CU iThesis) at <https://ithesis.grad.chula.ac.th>.
- Thesis advisor approves the thesis proposal in the CU iThesis (Save as proposal) system of the graduate school. The 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 the 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 a presentation at a conference or do a poster presentation of the content of the dissertation.

## 4. Authors of the dissertation

### ❖ Order of authors for the 1<sup>st</sup> original article:

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

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

### ❖ Order of authors for the 2<sup>nd</sup> 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 Science Tokyo can be co-first author.
- \* This order is decided considering that it depends on a case which CU or Science Tokyo will play the leading role for the students to write their dissertation.

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

In Science Tokyo 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
by the end of January 2025	Students submit the dissertation to an international journal.
January 2025	Students submit the final version of the dissertation which has already gained approval from the supervisor, to the Graduate School via CU iThesis_system
February 12 (Wed), 2025	Course Administrative Committee
<b><u>May 9 (Fri), 2025</u></b>	Administrative Applications are due (For published or accepted dissertations) *Required documents are listed on the next page
May 26 (Mon), 2025	Science Tokyo - Committee on Dissertations
June 11 (Wed), 2025	Science Tokyo - Screening Committee will be formed
June 12 (Thu), 2025- June 20 (Fri), 2025	Dissertation defense period
July 8 (Tue), 2025	Science Tokyo - Screening Committee submits its findings; Candidate submits 1 offprint and PDF file of the published dissertation. (or Letter of Commitment & accepted manuscript *1)
TBD	Course Administrative Committee
July 16 (Wed), 2025	Science Tokyo - evaluation by the Graduate School (Dentistry) Committee
July 25, 2025 (The exact date will be announced by CU)	Graduation

## 7. Awarded degree

- ✧ Students will be awarded the Doctor of Philosophy at the awards ceremony to be held on October 2025 (to be decided) at CU.
- ✧ Regarding a degree conferring ceremony at Science Tokyo, the JDP students will not attend, however, the names of the JDP students will be announced.

## 8. Required documents

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

### <Submit to CU>

No.	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 the 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 iThesis 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  
10<sup>th</sup> floor, 80 Years ChaleramNavamaraj Building  
Phone: +66-2218-9016, +66-2218-9021  
Email: [graddentcu@gmail.com](mailto:graddentcu@gmail.com)

## <Submit to Science Tokyo>

No.	Materials to submit	Remarks	Number	format
①	Application for Degree Dissertation Examination (Attachment 1)	* Dates fill in the document filing date * Write the name of the 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	Dissertation for Examination Index (Attachment A)	*Two-sided copy	1	Word file
⑤	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
⑥	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
⑦	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
⑧	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	
⑨	Curriculum Vitae (CV) (Attachment 3)		1	Word file
⑩	Certificate (Attachment 9)	*Supervisor's signature and seal are required.	1	

⑪	Author Consent (in case of joint work) (Attachment 10)	*All co-author's signature and seal are required. Make inquiries of co-authors who reside abroad as early as possible.	1	
⑫	Confirmation	* Two-sided copy * If you received approval from the ethic committees other than Science Tokyo's, please attach a copy of the approval certificate.	1	

### How to submit

Email to the JD & MPH Group, Yushima Student Office, Student Division, Education Planning Department (E-mail: [jd@ml.tmd.ac.jp](mailto:jd@ml.tmd.ac.jp))

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

Address:

JD & MPH Group

Building 1, 1<sup>st</sup> floor

Institute of Science Tokyo (Science Tokyo)

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 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.

## 10. Points for attention

### Misconduct in research activities

Prepare the thesis in compliance with the Standard of Conduct Regarding Research Activities at Institute of Science Tokyo 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] Standard of Conduct Regarding Research Activities at Institute of Science Tokyo ([https://www.tmd.ac.jp/files/topics/46796\\_ext\\_04\\_46.pdf](https://www.tmd.ac.jp/files/topics/46796_ext_04_46.pdf))