MU-TMDU JDP

Guideline for the Dissertation Defense

<For the students matriculated in 2020>

1. System

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

*Final examination 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 Dissertation defense

- Students must attend 4 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

- The dissertation 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.

4. Method of conducting the defense

Conduct the defense via ZOOM

5. Schedule

Date	Task
*	Students submit the dissertation to an international journal.
Before November 2023	Dissertation articles must be published or accepted by the journal
****November 22 (Wed), 2023**	Administrative Applications are due. (For published or accepted dissertations) Required documents are listed in the next page
November 28 (Tue), 2023- November 30 (Thu), 2023	Conduct Program Administrative Committee and appoint the members of the Dissertation Examination Committee
December 12 (Tue), 2023	TMDU- Committee on Dissertations
December 20 (Wed), 2023	TMDU- Screening Committee will be formed
Before the examination	Documents for the dissertation are sent to the Dissertation Examination Committee
December 21 (Thu), 2023- February 7 (Wed), 2024	Dissertation Defense and Final Test
After the examination	Program Administrative Committee approves the examination result.
February 14 (Wed), 2024	The chairperson submits the report for the examination result.
February 14 (Wed), 2024	TMDU - Screening Committee submits its findings; Candidate submits 1 offprint and PDF file of the published dissertation. (or Letter of Commitment & accepted manuscript)
March 6 (Wed), 2024	TMDU - Evaluation by the TMDU Graduate School Board
March 15 (Fri), 2024	Graduation Conferment of a degree

*** Please make sure that you should take enough schedule from submitting the dissertation to the international journal to being published and accepted.**

****If not accepted before <u>November 22, 2023,</u> please contact JD&MPH unit about the application documents. Please note that the final deadline that must be accepted is due to <u>January 9, 2024</u>.**

6. Awarded degree

- ✧ Students will be awarded the Doctor of Philosophy at the awards ceremony to be held in 2024 (to be decided) at MU.
- ✧ Regarding the degree conferring ceremony held at TMDU, the attendance of JDP students registered at MU is optional. However, even if JDP students do not personally attend, their names will still be announced.

7. Required documents

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

<Submit to MU>

By November 22, 2023

	Materials to submit	Remarks	Number
①	Thesis Online System for Students (Registration)	Register via this link: https://graduate.mahidol.ac.th/prof2/Student/MainPage.php?lang=th&module=Main.php	1
②	GR.2 Oral Thesis Defense and Committee/ Oral Thematic Paper Defense and Committee	Fill information, exam date, and Oral thesis committee by online website. https://graduate.mahidol.ac.th/download/current-student/form/GR_2E.pdf ** See this sample link: http://www.grad.mahidol.ac.th/prof/student/vdo/GR02EN/index.html	1

After Dissertation Defense Examination

	Materials to submit	Remarks	Number
③	GR.3 Evaluation of the Oral Thesis / Thematic paper Defense	Approved by Program Director to Graduate School	1
④	Dissertation Original Copy and electronic file to Academic Service Section	Please see this link: https://graduate.mahidol.ac.th/thesis/index-th.php	1
⑤	Offprints of other articles		
⑥	Author Consent		
⑦	Dissertation Abstract check Online Abstract System		
⑧	Dissertation Original, Hard copy and CD in word file and PDF file to Graduate School		
⑨	GR.43 Requesting Approval of Thesis Publishing for Graduation in a Doctoral Program	Fill information: https://graduate.mahidol.ac.th/download/current-student/form/GR43-En.pdf	1
⑩	Evidence for dissertation publishing for Graduation (Documents or letter of acceptance from International Peer-reviewed Academic Journal)	-	1
⑪	GR.26 Bound Volumes of the Thesis/Thematic Paper	Please see this link and fill information: https://graduate.mahidol.ac.th/download/current-student/form/GR_26E.pdf	1
⑫	GR.5 Requesting Degree	Register to Online GR.5 System: https://graduate.mahidol.ac.th/e-graduate/main/formlogin.php	1
⑬	(Students can get Certificate of Graduation and Transcript)	-	1
⑭	Graduate Destination Survey	-	1

How to submit

Submit the related documents directly through the MU Thesis Online System or Website: https://graduate.mahidol.ac.th/thai/current-students/?g=4&id=4

E-mail: mutmdujoint@mahidol.ac.th

<Submit to TMDU>

No.	Materials to submit	Remarks	Number
①	Application for Degree Dissertation Examination (Attachment 1)	* Fill dates in the document filing date. *Need to submit the original document with signature.	1
②	Curriculum Vitae (CV) (Attachment 3)	*See the sample. * Need to write this enrollment and prospective completion to this program in Educational Background. *Need to write your research in the research history in the program.	1 copy and Word file
③	Dissertation Index (Attachment 5)	* See the sample. * Two-sided copy * Fill dates in the document filing date. *Write the title in English and Japanese. Please consult with TMDU professors.	1 copy and Word file
④	Dissertation (Offprints)		
	(a) For applications with a published dissertation	Offprints or copies of published dissertation (including supplemental data)	1 copy and PDF file
	(b) For applications with an accepted dissertation (1 offprint will be required later)	(a) Letter of acceptance (b) Accepted dissertation (including supplemental data) (c) Letter of Commitment (Attachment 11) *1 offprint and PDF file will be required after the defense.	(a) 1 copy (b) 1 copy and Word file (c) 1 copy
⑤	Dissertation Summary (English,	* English summary	1 copy and Word file

	1000~1300 words)	should be 1000~1300 words in length, and it also needs to be translated into Japanese (about 600 characters). Please consult with TMDU professors.	
⑥	Offprints of other articles (if you want to submit)		1 copy and PDF file
⑦	Author Consent (in case of joint work) (Attachment 10)	*All co-author's signatures and seals are required. Make inquiries of co-authors who reside abroad as early as possible.	1
⑧	Certificate (in case of joint work) (Attachment 9)	*Supervisor's signature and seal is required.	1
⑨	Confirmation	* Single-sided copy * If you received the approval from the ethic committees other than TMDU's, please attach the copy of the approval certificate.	1
⑩	Confirmation Form for Doctor's Degree Recorded Items		1 copy and Word file
⑪	Graduate Destination Survey		Answer on WebClass

Notes:

- Please refer to the samples when you fill in the application documents.
- Use a black ink ballpoint pen or word processor. Do not use correction fluid on any of the above documents.
- With regard to Word file or PDF file, please send them by e-mail.
- Dates: Should be filled in the document filing date.
- Documents ③ and ⑤ must be written in Japanese. In that case, please consult with your TMDU Supervisor.

How to submit

Please send the electronic data of ②, ③, ④, ⑤, ⑥, and ⑩ documents to the JD & MPH Unit, Educational Planning Section, Institute of Education by e-mail. (jd@ml.tmd.ac.jp)

Regarding the documents which need your or supervisor's signatures (document ①,④: only Attachment11,⑦,⑧, and ⑨), please send the scanned data by e-mail. JD&MPH Unit will ask the TMDU faculty member to sign them.

8. 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.

【Diploma Policy】

The Program confers the degree of Doctor of Philosophy on students who attain the required credits, pass the dissertation defense and final examinations and can do all of the following:

1. Ability to acquire advanced specialized knowledge, technique, applied skills in the field of surgery and to independently carry out pioneering research activities.
2. Ability to accurately summarize, widely explain and disseminate research results in the fields of surgery and biomedical sciences related to surgery.
3. Ability to identify international issues related to surgical medicine and solve problems from an international perspective; and the capacity to play a leading role in the field of education and research.

9. Judges of the dissertation defense

Dissertation Examination Committee:

5 persons, from MU/TMDU professors and an external examiner, who are approved by the Program Administrative Committee

One of the committee members will be appointed as the chairperson. For those students who have registered at TMDU, the chairperson will be one of TMDU professors. Meanwhile, for those students who have registered at MU, the chairperson will be one of MU professors or external examiner instead.

10. Points for attention

○ **Research misconduct**

Doctoral theses are to be written in accordance with the Tokyo Medical and Dental University Code of Good Research Conduct. They shall not contain any fabrication or falsification of data or findings, plagiarism in research-related matters, or other forms of research misconduct, and are to be written without outside assistance.

Fabrication: The invention of non-existent data and/or research findings.

Falsification: The modification of research materials, equipment and/or processes; the processing of research findings, etc. such that they are no longer authentic.

Plagiarism: The appropriation of the ideas, analyses and/or analytical methods, data, findings, research papers and/or terminology of another researcher without their consent or without proper accreditation.

○**Required Documents of Confirmation**(Document⑨)

When research for a doctoral thesis includes any of the following types of research and it is not possible to confirm that such research has been conducted with the prior approval of the relevant committee, etc., or the research is in conflict with the TMDU Code of Good Research Conduct, the submitted thesis may not be recognized as a doctoral Dissertation.

In addition, in principle, with regards to the research used in the doctoral dissertation, the name of the applicant must be listed as a person conducting the research in the application documents to the relevant committee, etc. (*Required for research conducted by the applicant himself/herself directly). Any serious violation of TMDU's Code of Good Research Conduct will be subject to punishment.

[Types of research in question]

(1) Genetic recombination experiments

(2) Animal experiments

(3) Experiments using pathogenic microorganisms, etc.

(4) Experiments using specific pathogens, etc.

(5) Research using human embryonic stem cells

(6) Research using human induced pluripotent stem cells

(7) Human genome / gene analysis research

(8) Research involving human subjects (or human-derived specimens and/or data, including clinical data, etc.)

(9) Plans involving the provision of regenerative medicine (Types 1-3)