

Process of Award of Doctor of Philosophy

as of 2 October, 2017

Abbreviation GSO: Graduate School Office

step 1	who	notes
Proposal Review		<ul style="list-style-type: none"> •A candidate for a degree must, at the stage of planning his/her thesis, present at the Research Design Workshop the concept and plan of research, and be confirmed to be ready to begin writing the thesis. •It is recommended that the Proposal Review take place by the time the candidate completes the second year of his/her program.
	Candidate → Supervisor	request to schedule of the Review and select Evaluators. *It is recommended that the Review is scheduled no later than two weeks prior to the posting on GraSPP web by GSO.
	Supervisor → GSO	report details about of the Review and Evaluators to GSO.
	GSO	post information about the Review on GraSPP web.
	Supervisor → GSO	report the result (pass/fail) within two weeks after the Review to GSO by submitting the designated form.
	Supervisor	report the result of the Review at the Education Council.

step 2	who	notes
Interim Review		<ul style="list-style-type: none"> •The Interim Review shall be conducted only for candidates who have demonstrated at the above Proposal Review their readiness to begin writing the thesis and have submitted a draft of the thesis for the Interim Review. •The Interim Review shall be conducted no later than three months prior to the Final Review.
	Candidate → Supervisor	•Candidates who passed the above Proposal Review and finished writing a draft of thesis (hereinafter referred to as "Preliminary Thesis") may contact his/her supervisor to get an approval of conducting the Interim Review with supervisor's signature on the form "Title of Preliminary Thesis".
	Candidate → GSO	submit Preliminary Thesis and the form "Title of Preliminary Thesis" to GSO.
	GSO → Supervisor	<ul style="list-style-type: none"> •report submission of both items above. •request to schedule of the Review and select Evaluators (draft). *It is recommended that the Review is scheduled no later than two weeks prior to the posting on GraSPP web by GSO.
	Supervisor → GSO	report "draft" date of Review and Chair/Evaluators to GSO.
	GSO	post "draft" information about the Review on GraSPP web.
	Evaluation Committee (Chair)	explain and get approvals on establishment of the Evaluation Committee and members of the Committee at the Education Council.
	GSO	post "finalized" information about the Review on GraSPP web.
	Chair → GSO	report the result (pass/conditional pass/fail) within two weeks after the Review to GSO by submitting the designated form.
	Evaluation Committee (Chair)	report and discuss the result of the Review at the Education Council.

step 3	who	notes
Final Review		A candidate who has passed the Interim Review may submit his/her thesis for the Final Review.
	Candidate → GSO	submit designated documents (e.g. "Title of Thesis" with supervisor's signature, thesis, its abstract) to GSO
	GSO → Supervisor	<ul style="list-style-type: none"> •report submission of documents above. •request to schedule of the Review and select evaluators (draft). *If possible, the date should be scheduled more than two weeks later in terms of dissemination period.
	Supervisor → GSO	report "draft" date of Review and Chair/Evaluators to GSO.
	GSO	post "draft" detailed information about the Review on GraSPP web.
	Evaluation Committee (Chair)	explain and get approvals on establishment of the Evaluation Committee and members of the Committee at the Education Council.
	GSO	post "finalized" information about the Review (e.g. date, venue, title) on GraSPP web.
	Chair → GSO	report the result (pass/fail) by the designated deadline by submitting the designated form.
	Evaluation Committee (Chair)	notify the Education Council in writing of its recommendation to award or not to award the degree, along with an abstract of the thesis and a summary of the results of Thesis Review and Final Oral Examination, immediately upon completion of the Thesis Review and Final Oral Examination.