

# Process of Award of Doctor of Philosophy

as of 17 March, 2021

Abbreviation GSO: Graduate School Office EC: Education Council

STEP-1	Who	What
Proposal Review		-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. <b>*It is recommended that the Review is scheduled no later than two weeks prior to the posting on GraSPP web by GSO.</b>
	Supervisor → GSO	report details about of the Review, Evaluators, Date and Location to GSO.
	GSO	post information about the Review on GraSPP web.
	Candidate, Evaluators	<b>【Proposal Review】</b>
	Supervisor → GSO	report the result (pass/fail) to GSO as soon as the review finishes by submitting the designated form.
	Supervisor	report the result of the Review at the Education Council.
STEP-2	Who	What
Interim Review		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.
	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.
	Candidate → GSO	report to have got supervisor's approval of conducting the Interim Review to GSO.
	GSO → Supervisor	request to schedule of the Review and select Evaluators (draft). <b>*It is recommended that the Review is scheduled no later than two weeks prior to the posting on GraSPP web by GSO.</b>
	Supervisor → GSO	report "draft" Chair/Evaluators , Date and Location of Review to GSO. *If the date and location have not yet been fixed, please report as soon as it is done.
	GSO	post "draft" information about the Review on GraSPP web.
	Evaluation Committee (Chair)	explain and obtain approval on establishment of the Evaluation Committee and members of the Committee at the Education Council.
	Candidate, Evaluation Committee	<b>【Interim Review】</b>
	Chair → GSO	report the result (pass/conditional pass/fail) as soon as the review finishes by submitting the designated form.
	Evaluation Committee (Chair)	report and discuss the result of the Review at the Education Council.
STEP-3	Who	What
		A candidate who has passed the Interim Review may submit his/her thesis for the Final Review.
	Candidate → Supervisor	Candidates who finished writing a thesis may contact his/her supervisor to get an approval of conducting the Final Review.
	Candidate → GSO	report to have got supervisor's approval of conducting the Final Review to GSO.

Final Review	Candidate → GSO	submit a thesis, its abstract, etc. to GSO
	GSO → Supervisor	request to schedule of the Review and select Evaluators (draft). <i>*It is recommended that the Review is scheduled no later than two weeks prior to the posting on GraSPP web by GSO.</i>
	Supervisor → GSO	report "draft" Chair/Evaluators , Date and Location of Review to GSO. *If the date and location have not yet been fixed, please report as soon as it is done.
	GSO	post "draft" detailed information about the Review on GraSPP web.
	Evaluation Committee (Chair)	explain and obtain approval on establishment of the Evaluation Committee and members of the Committee at the Education Council.
	Candidate, Evaluation Committee	<b>【Final Review】</b>
	Chair → GSO	report the result (pass/fail) as soon as the review finishes 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.
	Candidate → GSO	submit a finalized thesis and required documents after the completion of final review