

## Internal Regulations for the Assessment and Award of Doctor of Philosophy

Established on June 13, 2017

Revised on January 25, 2018

Revised on January 24, 2019

Revised on July 15, 2020

Revised on November 10, 2021

Education Council, Department of International Public Policy

This is an English translation (the “English Translation”) of the original Japanese version (the “Original”) of the “Internal Regulations for the Assessment and Award of Doctor of Philosophy,” (「博士の学位審査に関する内規」). In case of any contradiction between the provisions of this English Translation and those of the Original, the provisions of the Original shall prevail.

### Section 1. Purpose

**Article 1.** The purpose of these Internal Regulations is to set out the requirements for the assessment of candidates of the Graduate School of Public Policy (the “Graduate School”) for the award of degrees, specified in Section 3 of Article 2 and Section 2 of Article 4 (“Doctoral Course Candidates” (課程博士) ) and Section 4 of Article 2 and Section 1 of Article 4 (“Doctorate (‘Ronpaku’) Candidates” (論文博士) ) of the Rules on Academic Degrees established by the University of Tokyo (the “Rules on Academic Degrees”) in addition to the requirements set forth in the University of Tokyo Rules on Graduate Schools and the Rules on Academic Degrees.

### Section 2. Thesis by Doctoral Course Candidates (課程博士)

**Article 2.** A candidate who wishes to submit a doctoral thesis for examination at the Graduate School must have been enrolled in a doctoral program at the Graduate School for

a minimum of two years, have completed a minimum of 10 credits, and have been confirmed at the Proposal Review their readiness to begin writing the thesis, and have passed the Interim Review. Provided, however, that candidates who, under the provisions of Article 37 of the University of Tokyo Rules for the Graduate School of Public Policy, request to complete the program in a period shorter than the required period of residence shall be assessed in accordance with the requirements stipulated in the Detailed Rules on Reduced Residency Requirements.

**Article 3.** The Proposal Review and the Interim Review shall be conducted in accordance with the provisions set forth in the Agreement on the Internal Regulations for the Assessment and Award of Doctor of Philosophy.

**Article 4.** A thesis must, as a rule, be written in English. However, a thesis may be written in Japanese with the approval of the supervisor and the Education Council in consideration of the topic of research. No limit shall be placed on the minimum/maximum number of words/characters for a thesis.

**Article 5.** No more than one thesis shall be submitted for examination. Five copies of the thesis shall be submitted along with five copies of an abstract (of not more than 4,000 characters in length in Japanese or 2,000 words in English) of the thesis. Five copies of any additional works may also be submitted for reference, if required. No works submitted shall be returned, including when a request is made for the withdrawal of the thesis.

**Article 6.** A thesis must be authored by the candidate alone.

**Article 7.** A thesis may be submitted at any time, provided, however, that:

- i. Candidates must submit their thesis by no later than early January to be awarded a degree in March of the same year, and;
- ii. Candidates must submit their thesis by no later than early July to be awarded a degree in September of the same year.

**Article 8.** A candidate must notify of his/her intention to submit a thesis by completing and submitting the “Title of Doctoral Dissertation Form” in the format specified prior to submitting the thesis.

**Article 9.** A candidate must submit, along with his/her thesis, a signed pledge attesting his/her adherence to the UTokyo Code of Conduct for Research and the Graduate School’s

Doctoral Dissertation Guidelines.

### Section 3. The Evaluation Committee

**Article 10.** The Evaluation Committee shall consist of a minimum of five members of the faculty in the Department of International Public Policy, who shall be appointed in accordance with the provisions set forth in the Agreement on the Internal Regulations for the Assessment and Award of Doctor of Philosophy.

**Article 11.**

1. The Evaluation Committee shall review the submitted thesis and conduct the Final Oral Examination. Both the Thesis Review and the Final Oral Examination shall, in principle, be completed within three months of the submission of thesis.
2. The decision on the award of the degree shall be made collectively by the Evaluation Committee.

### Section 4. Report of Assessment by the Evaluation Committee

**Article 12.** The Evaluation Committee must 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.

### Section 5. Consideration by the Education Council

**Article 13.**

1. The Education Council shall deliberate the recommendation of the Evaluation Committee based on the report, as provided in Article 11, and make a decision to award or not to award the degree.
2. The decision to award a degree requires the attendance of at least half of the members of Education Council and the consent of at least two-thirds of the members present, provided, however, that members who are unable to attend because of official work or business trip are excluded from the count.
3. The Head of the Department may request to be present at the deliberations of the

Education Council, if required, members other than those of the Education Council, who were involved in the assessment of the thesis.

**Article 14.** A candidate who has withdrawn from the program may apply for the Interim Review, Thesis Review and Final Oral Examination within three years of his/her withdrawal from the program, provided that the candidate satisfies the residency and credit requirements for the program and had been confirmed at the Proposal Review, as stipulated in Article 2, to be ready to begin writing the thesis. Such a candidate shall be assessed in accordance with the above provisions, and be exempted from the assessment of his/her academic ability pursuant to the provisions of Article 9 of the Rules on Academic Degrees.

#### Section 6. Publication of Thesis

**Article 15.** Theses shall be published in accordance with the provisions set forth in Articles 15 and 16 of the Rules on Academic Degrees. Note that an abstract of the thesis and a summary of the results of Thesis Review shall, in principle, be published within three months, and the full text of the thesis within one year of the award of the degree.

#### Section 6. Thesis by Doctorate ('Ronpaku') Candidates (論文博士)

**Article 16.** If a candidate specified in Article 14 has withdrawn from the program and has been out of the program for more than three years may submit his/her doctoral thesis for examination at the Graduate School with reference by a faculty member who holds the primary appointment of the Department of International Public Policy as a referral faculty member (紹介教員) .

**Article 17.** If a faculty member who holds the primary appointment of the Department of International Public Policy wishes to become a referral faculty member for a doctoral thesis for examination at the Graduate School to candidates below, he/she shall obtain the prior approval of the Education Council.

- i. Candidates who have withdrawn from the program without fulfilling the conditions stipulated in Article 14 and has been out of the program for more than three years.
- ii. Researchers who have never been enrolled in the program

**Article 18.** Article 4 of this Internal Regulations shall be applied mutatis mutandis.

Article 19. Article 5 of this Internal Regulations shall be applied mutatis mutandis.

Article 20. Article 6 of this Internal Regulations shall be applied mutatis mutandis.

Article 21. Article 8 of this Internal Regulations shall be applied mutatis mutandis.

Article 22. Article 9 of this Internal Regulations shall be applied mutatis mutandis.

Article 23. Article 10 of this Internal Regulations shall be applied mutatis mutandis.

Article 24. Article 11 of this Internal Regulations shall be applied mutatis mutandis.

Article 25. Article 12 of this Internal Regulations shall be applied mutatis mutandis.

Article 26. Article 13 of this Internal Regulations shall be applied mutatis mutandis.

Article 27. Article 15 of this Internal Regulations shall be applied mutatis mutandis.

#### Supplementary Provisions

These Internal Regulations shall come into force on April 1, 2017.

#### Supplementary Provisions

These Internal Regulations shall come into force on January 25, 2018.

#### Supplementary Provisions

These Internal Regulations shall come into force on January 24, 2019.

#### Supplementary Provisions

These Internal Regulations shall come into force on July 15, 2020.

#### Supplementary Provisions

These Internal Regulations shall come into force on November 10, 2021.

(Appendix 1)

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Date (Day/ Month/ Year)

To the Dean of the Graduate School of Public Policy:

### Statement of Commitment

I hereby certify, in applying for the Degree, that I understand the provisions set forth in the UTokyo Code of Conduct for Research and the GraSPP Guidelines for Writing Academic Papers, and undertake to comply with the standards of practice in scientific research, including those stipulated in the above Code of Conduct and the Guidelines.

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Signature of Applicant