

As of July 15, 2020

Agreement on the Internal Regulations for the Assessment and Award of Doctor of Philosophy - excerpt for students -

Graduate School of Public Policy

This is an English translation (the “English Translation”) of the original Japanese version (the “Original”) of the “Agreement on 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」についての申合わせ事項). In case of any contradiction between the provisions of this English Translation and those of the Original, the provisions of the Original shall prevail.

1. Assessment Criteria

A thesis shall be authored by the candidate as the sole author, and may be presented as a monograph consisting of a series of chapters or as a compilation of works completed after the candidate’s admission to a doctoral program at the Graduate School, as required by the nature of the field of research.

The candidate shall be examined whether he/she demonstrates high levels of research skills, originality in setting questions based on research, ability to integrate a wide range of specialized knowledge in providing and evaluating solutions, and ability to carry out the tasks efficiently with international perspectives.

2. Assessment Procedure

A candidate for a doctorate degree must pass a series of assessments in the order of the proposal of research concept and plan (hereinafter referred to as the “Proposal Review”), preliminary evaluation(hereinafter referred to as the “Interim Review”), and Thesis Review and Final Oral Examination(hereinafter referred to as the “Final Review”), as required by the Graduate School.

3. Proposal Review

- (1) 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.

- (2) It is recommended that the Proposal Review take place by the time the candidate completes the second year of his/her program.
- (3) Materials for the Proposal Review must be prepared by the candidate in the specified format.
- (4) The Proposal Review shall be approximately 60 minutes in duration, including 30 minutes of presentation by the candidate and the subsequent question and answer session.
- (5) The Proposal Review shall be conducted by a minimum of three members of the faculty, including the supervisor and any other members (who hold a primary appointment or secondary appointment) of the Department of International Public Policy, selected by the supervisor, who specialize in the particular field of interest of the thesis (members from outside the discipline are not required).
- (6) The Proposal Review shall be open to the public.

4. Interim Review

- (1) The purpose of the Interim Review is for the candidate to present the progress of research and receive feedback on areas for improvement.
- (2) 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.
- (3) A draft of the thesis for the Interim Review shall be no more than 80,000 words in length in English or 200,000 characters in Japanese, except as may be otherwise approved by the supervisor.
- (4) The Interim Review shall be open to the public, except for the deliberations on the decision to pass or fail, which shall take place in a closed meeting.
- (5) The duration of the Interim Review shall roughly be as follows depending on the discipline:
 - Discipline of law and politics: approximately 105 minutes in duration, including 30 minutes of presentation by the candidate and the subsequent question and answer session.
 - Discipline of economics: approximately 105 minutes in duration, including 60 minutes of presentation by the candidate and the subsequent question and answer session.

- (6) The Interim Review shall be conducted by a minimum of five members of the faculty (who hold a primary appointment or secondary appointment) in the Department of International Public Policy, which shall include three members from the discipline of the thesis, one member from outside the discipline, and one member with practical experience.
- (7) When deemed necessary, other members may be elected, with the approval of the Education Council of the Department of International Public Policy, from the University faculty outside the Graduate School, or graduate schools and research institutes outside the University. The number of other members shall be included in a minimum of five members and basically be less than half of the whole members.
- (8) The Evaluation Committee shall make one of the following recommendations as results with comments of Interim Review:
 - Pass
 - Conditional Pass: with comments on areas for minor revision.
 - Fail: with comments on areas for improvement.

5. Final Review

- (1) A candidate who has passed the Interim Review may submit his/her thesis for the Final Review.
- (2) The Final Oral Examination shall be open to the public, except for the deliberations on the decision to pass or fail, which shall take place in a closed meeting.
- (3) The duration of the Final Review shall roughly be as follows depending on the discipline:
 - Discipline of law and politics: approximately 105 minutes in duration, including 30 minutes of presentation by the candidate and the subsequent question and answer session.
 - Discipline of economics: approximately 105 minutes in duration, including 60 minutes of presentation by the candidate and the subsequent question and answer session.
- (4) The Final Review shall be conducted by a minimum of five members of faculty (who hold a primary appointment or secondary appointment) in the Department of International Public Policy, which shall include three members from the discipline of the thesis, one member from outside the discipline, and one member with practical experience.

- (5) When deemed necessary, other members may be elected, with the approval of the Education Council, from the University faculty outside the Department of International Public Policy, or graduate schools and institutes outside the University. The number of other members shall be included in a minimum of five members and basically be less than half of the whole members.
- (6) Thesis Review and Final Oral Examination (i.e. the Final Review) shall confirm whether the candidate demonstrates a broad yet deep knowledge. It shall also examine candidate's abilities, including ability to set original questions based on research, ability to integrate a wide range of specialized knowledge in providing and evaluating solutions, and ability to carry out the tasks efficiently with international perspectives.

6. Additional Terms

- (1) Members of the Evaluation Committee for the assessment of the draft and the final thesis cannot be selected from relatives within the third degree, the spouse, or persons of special interest, of the candidate.
- (2) A candidate may, with the approval of the Evaluation Committee, make corrections to his/her thesis after the Final Review, to be submitted as final draft.
- (3) A candidate who wishes to make major changes to his/her research proposal must again present at the Research Design Workshop the revised concept and plan of research, and be confirmed to be ready to begin writing the thesis.

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