

# Process of Award of Doctor of Philosophy

as of March, 2023

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. <b>*If the date and location have not yet been fixed, please report as soon as it is done.</b>
	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.
	Candidate → GSO	submit a thesis, its abstract, etc. to GSO

Final Review	GSO → Supervisor	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" 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

### 1.Schedules of Thesis Defense (overview)

Dates are for AY2023  
 Blue: meeting schedule and items needed to be approved EC=Education Council

Year of Student	Degree conferral in March 2024		Reviews etc.	Degree conferral in September 2023		Notes	
	Year / Month	Dates of major meetings, deadlines		Year / Month	Dates of major meetings, deadlines		
~2nd year	2023 Mar.		<b>Proposal Review</b>	2022 Aug.		Open to public. Details of the review will be posted on GraSPP website 2 weeks prior to the review date. It is recommended that the Proposal Review take place by the time the candidate completes the second year of his/her program.	
3rd year~	Apr.		↓	Sep.			
	-		Pass	2023 -			
	Oct.	Oct.18 (EC)	Report of Pass at EC	Apr.	Apr.5 (EC)	Result of review will be reported to the EC.	
	Nov.		<b>Completion of Preliminary Thesis</b>	May			
	Nov.	Nov.15 (EC)	Establishment of the Evaluation Committee (EC approval required)	May	May 24 (EC)		
	Nov.		<b>Interim Review</b>	May/ Jun.		Open to public. Details of the review will be posted on GraSPP website 2 weeks prior to the review date.	
	Nov.		↓	Jun.			
	Nov.		Pass	Jun.			
	↓	Dec.	Dec.13 (EC)	Approval of Pass (EC approval required)	Jun.	Jun.21 (EC)	The result of the interim review shall be discussed and approved by the EC.
	2024 Jan.	By no later than late Jan.	<b>Submission of doctoral thesis, title of thesis, etc.</b>	Jul.	By no later than mid-Jul.	Submission deadlines are fixed by GraSPP internal rules	
	Jan.	Jan.24 (EC)	Establishment of the Evaluation Committee (EC approval required*) *Online voting possible	Jul.	Jul. 12 (EC)	Online voting is possible.	
	Feb	<b>Report the result (pass/fail) by Feb. 22</b>	<b>Final Review</b>	Aug.	<b>Report the result (pass/fail) by Aug. 9</b>	Open to public. Details of the review will be posted on GraSPP website 2 weeks prior to the review date.	
	Feb		↓	Aug.			
	Feb		Pass	Aug.			
Mar.	Mar.13 (EC)	Report of pass of the Final Review Decision on conferring doctoral degree(EC)	Aug.	Aug. 23 (EC)	The result of the final review shall be reported to the EC. EC shall deliberate and make a decision to award or not to award the degree.		
	By the due date specified by Graduate School Office.	<b>Submission of doctoral thesis after Final Review</b>		By the due date specified by Graduate School Office.			
Mar.	Mar.21	Degree conferral / Course completion	Sep.	Sep.22			
After graduation	↓		Publication of the doctoral thesis	↓			

**IMPORTANT NOTE)**

● Above chart is to show the deadline schedule of reviews.

● Students should be consulted with and advised by their supervisors to decide the actual schedule of each review. In case the supervisor thinks that it is appropriate for the student to take longer interim review period, the student might be suggested to finish the proposal review earlier than above schedule, for example. Depending on the progress of student's research, he/she might need to spend more than 3 years to complete his/her doctoral program.

● In case a student received "Conditional Pass" or "Fail" as the result of the review, he/she should be consulted with his/her supervisor about resubmission or next review opportunity immediately.

## 2. Model Schedule of Thesis Defense(detailed)

As of March 2023

Abbreviation  
 GSO: Graduate School Office  
 EC: Education Council

			Mar.2024 degree conferral	Sep. 2023 degree conferral		
STEP-1	Who	What	When	When	Internal Regulations for the Assessment and Award of Doctor of Philosophy	Agreement on the Internal Regulations
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.	It is recommended that the Proposal Review take place by the time the candidate completes the second year of his/her program.	It is recommended that the Proposal Review take place by the time the candidate completes the second year of his/her program.	Article 2	3. Proposal Review (1), (2)
	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.	no later than two weeks prior to the posting on GraSPP web by GSO	no later than two weeks prior to the posting on GraSPP web by GSO		(3)
	Supervisor → GSO	report details about of the Review, Evaluators, Date and Location to GSO.	no later than two weeks prior to the posting on GraSPP web by GSO	no later than two weeks prior to the posting on GraSPP web by GSO		(5)
	GSO	post information about the Review on GraSPP web.	no later than two weeks prior to the review	no later than two weeks prior to the review		(6)
	Candidate, Evaluators	<b>【Proposal Review】</b>	Preferably, by early Oct. 2023.	Preferably, by the end of Mar. 2023.		(3), (4)
	Supervisor → GSO	report the result (pass/fail) to GSO as soon as the review finishes by submitting the designated from.	Deadline of reporting (Pass) Before the following meeting	Deadline of reporting (Pass) Before the following meeting		(7)
	Supervisor	report the result of the Review at the Education Council.	EC: Oct. 18, 2023	EC: Apr. 5, 2023		

			Mar.2024 degree conferral	Sep. 2023 degree conferral		
STEP-2	Who	What	When	When	Internal Regulations for the Assessment and Award of Doctor of Philosophy	Agreement on the Internal Regulations
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.	Establishing of Evaluation Committee for Final Review will be approved in EC of Jan.2024. ←Interim Review need to be done by the end of Nov. 2023.	Establishing of Evaluation Committee for Final Review will be approved in EC of Jul. 2023. ←Interim Review need to be done by mid- Jun.2023.	Article 2	4. Interim Review (1), (2), (3)
	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>	By early Nov.2023	By mid-May 2023		(4)
	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.	By early Nov.2023	By mid-May 2023		(5),(6),(7),(8)
	Evaluation Committee (Chair)	explain and obtain approval on establishment of the Evaluation Committee and members of the Committee at the Education Council.	EC: Nov. 15, 2023	EC: May 24, 2023		(9) ,(10)
	GSO	post "draft" information about the Review on GraSPP web.	be sure to keep 2 weeks notice	be sure to keep 2 weeks notice		(4)
	Candidate, Evaluation Committee	<b>【Interim Review】</b>	By the end of Nov. 2023	By mid-Jun. 2023		(5)
	Chair → GSO	report the result (pass/conditional pass/fail) as soon as the review finishes by submitting the designated form.	Before the following meeting	Before the following meeting		
	Evaluation Committee (Chair)	report and discuss the result of the Review at the Education Council.	EC:Dec. 13, 2023	EC:Jun. 21, 2023		(11) ,(12)

			Mar.2024 degree conferral	Sep. 2023 degree conferral		
STEP-3	Who	What	When	When	Internal Regulations for the Assessment and Award of Doctor of Philosophy	Agreement on the Internal Regulations
Final Review		A candidate who has passed the Interim Review may submit his/her thesis for the Final Review.			Article 11	5. Final Review (1)
	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.				
	Candidate → GSO	submit a thesis, its abstract, etc. to GSO	<b>Deadline of submission By late Jan. 2024</b>	<b>Deadline of submission By mid-Jul. 2023</b>	Article 7	
	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>	By late Jan. 2024	By mid-Jul. 2023		(2)
	Supervisor → GSO	report "draft" Chair/Evaluators , Date and Location of Review to GSO. <b>*If the date and location have not yet been fixed, please report as soon as it is done.</b>	By late Jan. 2024	By mid-Jul. 2023		(2),(4),(5),(6),(7),(8)
	Evaluation Committee (Chair)	explain and obtain approval on establishment of the Evaluation Committee and members of the Committee at the Education Council.* <b>*Online voting is possible.</b>	<b>EC: Jan. 24, 2024</b>	<b>EC:Jul. 12, 2023</b>	Article 10	(4),(5),(6),(7),(8)
	GSO	post "draft" detailed information about the Review on GraSPP web.	be sure to keep 2 weeks notice	be sure to keep 2 weeks notice		(2)
	Candidate, Evaluation Committee	<b>【Final Review】</b>	<b>By late Feb. 2024</b>	<b>By early Aug. 2023</b>	Article 11	(3),(9)
	Chair → GSO	<b>report the result (pass/fail) as soon as the review finishes by submitting the designated form.</b>	<b><u>By Feb. 22, 2024</u></b>	<b><u>By Aug. 9, 2023</u></b>		
	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.	<b>Report on EC: Mar. 13, 2024</b>	<b>Report on EC: Aug. 23, 2023</b>	Article 12	
	Candidate → GSO	submit a finalized thesis and required documents after the completion of final review	<b>By the desingated deadline which GSO notify</b>	<b>By the desingated deadline which GSO notify</b>		

			Mar.2024 degree conferral	Sep. 2023 degree conferral		
STEP-4	Who	What	When	When	Internal Regulations for the Assessment and Award of Doctor of Philosophy	Agreement on the Internal Regulations
Voting for approval of awarding PhD degree	Education Council	<b>[Decision to award a degree at EC]</b>	EC: Mar. 13, 2024	EC:Aug. 23, 2023	Article 13	
Diploma Presentation and Commencement Ceremony	UTokyo/GraSPP	Diploma Presentation and Commencement Ceremony	Mar. 21, 2024	Sep. 22, 2023		
Publication of the thesis	UTokyo/GraSPP	Publication of the thesis	By late Jun. 2024(TBD)	By Mid-Dec.2023(TBD)	Article 15	

			Mar.2024 degree conferral	Sep. 2023 degree conferral		
	Who	What	Mar.2024 degree conferral	Sep. 2023 degree conferral	Internal Regulations for the Assessment and Award of Doctor of Philosophy	Agreement on the Internal Regulations
Procedure for a candidate withdrawn from the doctoral program	★Candidate withdrawn from the program	A candidate who has withdrawn from the program may apply for the Interim Review, Final Review(=thesis Review and Final Oral Examination) within three years of his/her withdrawal from the program, <u>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.</u>	After "Interim Review",schedules are the same as above	After "Interim Review", schedules are the same as above	Article 14	

★A candidate must satisfy followings before withdraw his/her doctoral program.

- Study at the doctoral program for required years (at least 3 years)
- Earn required credits to complete the course (at least 10 core courses &10 elective courses)
- Obtain "pass" of proposal review

#### IMPORTANT NOTE:

●[Above chart is to show the deadline schedule of reviews.](#)

●Students should be consulted with and advised by their supervisors to decide the actual schedule of each review. In case the supervisor thinks that it is appropriate for the student to take longer interim review period, the student might be suggested to finish the proposal review earlier than above schedule, for example.

Depending on the progress of student's research, he/she might need to spend more than 3 years to complete his/her doctoral program.

●In case a student received "Conditional Pass" or "Fail" as the result of the review, he/she should be consulted with his/her supervisor about resubmission or next review opportunity immediately.