

# Procedures for Graduate Students for Completing the Master's or Doctoral Program and Acquiring a Degree in AY 2020 Spring Semester

April 8, 2020

Graduate School Committee  
Graduate School of Media and Governance

## **Completion of the Master's Program**

**<Students who fall under 2018 Rules and Regulations and expect to complete the program in AY 2020 Spring Semester >**

### **A. SUBMISSION OF THE MASTER'S THESIS**

※The deadline has been changed to 3:00 pm on July 7.

No changes have been made to the method of submission, etc.

### **B. FINAL PRESENTATION**

※Dates have been changed to July 30 and 31.

Presentation Format: Online presentation on Webex (Conducted by each Program to which students belong)

Note: The person in charge of each classroom should create an invite to the session and send the URL to the Academic Affairs Office at least one week before the session. Make sure that the URL can be accessed at least 30 minutes prior to the session.

Evaluation Method: Master's Thesis System

A discussion will be held among instructors on Webex after students leave the session.

**<Students who fall under 2018 Rules and Regulations and expect to complete the program in AY 2020 Fall Semester>**

### **MID-TERM PRESENTATION**

※The date has been changed to July 31.

Presentation Format: Upload a presentation video at least three days prior to the presentation and answer comments/questions from instructors. Presentation needs to be evaluated by at least 6 instructors.

(Evaluators should check the uploaded presentations and give comments/questions to at least 6 students' presentations.)

Note: You will soon be notified of details, including method of uploading the video.

### **<Students who fall under 2001 Rules and Regulations and expect to complete the program in AY 2020 Spring Semester>**

#### **A. MID-TERM PRESENTATION**

Will be held on May 13.

Presentation Format: Online presentation on Webex (Conducted by each Program to which students belong)

Evaluation Method: Master's Thesis System

A discussion will be held among instructors on Webex after students leave the session.

#### **B. SUBMISSION OF THE MASTER'S THESIS**

※The deadline has been changed to 3:00 pm on July 7.

No changes have been made to the method of submission, etc.

#### **C. FINAL PRESENTATION**

※The date has been changed to July 31.

Presentation Format: Online presentation on Webex (Conducted by each Program to which students belong)

Evaluation Method: Master's Thesis System

A discussion will be held among instructors on Webex after students leave the session.

## **Completion of the Doctoral Program and Acquisition of a Doctoral Degree**

### **A. ACADEMIC REQUIREMENTS**

As much as possible, each student's situation in regard to their research progress will be taken into account so that students will not be at any disadvantage.

If you have any concerns, please consult with the Academic Affairs Office as soon as possible.

#### **Original Syllabus Proposal**

Submit the Original Syllabus Proposal to the Academic Affairs Office by email. For details, please check the news on [keio.jp](http://keio.jp).

#### **International Research Aptitude**

The Main Research Advisor will submit by email the result of the evaluation made by the Research Advisory Group. Supporting materials should be submitted at a later date.

For details, please check the news on [keio.jp](http://keio.jp).

Note: If you are experiencing difficulties, such as the postponement of language proficiency examinations, please make a consultation on the matter, together with a schedule for your Thesis Proposal, with the Academic Affairs Office by May 18.

#### **Skill-building Courses**

Make an application to the Academic Affairs Office by email. It is not necessary to attach a grade report. For details, please check the news on [keio.jp](http://keio.jp).

### **B. TEACHING EXPERIENCE**

Regardless of the format of the class taught, it will count as teaching experience and will be reviewed.

(Online classes will be considered as regular classes held on campus.)

## C. GRADUATE SCHOOL SEMINAR

### Schedule and Presentation Method

There are no changes to the schedule for Graduate School Seminars.

Presentations will be conducted online on Webex.

Meeting URLs, etc. will be sent out together with the notification for each seminar.

### Evaluation

The Program Chairperson or Academic Advisor should collect the evaluation results for the Thesis Proposal and Dissertation Hearing and report them to the Academic Affairs Office by email.

Note: The Program Chairperson or Academic Advisor should create an invite for the session and send the URL to the Academic Affairs Office at least one week before the session. Make sure that the URL can be accessed at least 30 minutes prior to the session.

A session for evaluation should be held after the presentation ends.

The Academic Affairs Office will send the format of the evaluation report to the Program Chairperson and Academic Advisor.

Note: The Program Chairperson should decide on a method for gathering evaluation results and comments for completing the evaluation report form. (Please set up a method that is appropriate to how the Program seminar is conducted, such as conveying messages verbally, chatting, polling, or using other functions of Webex.)

Note: There will be no changes to Research Progress and Thesis Progress. (As these are optional, there are no evaluations even under normal circumstances.)

## D. ACQUISITION OF A DOCTORAL DEGREE

### Degree Application and Establishment of Academic Degree Evaluation Committee

Please refer to keio.jp regarding methods for submitting application documents.

Note: Regarding the presentation at international conferences in the Requirements for Applying for the Doctoral Degree, the presentation method is not a factor to be considered, and online presentations will count as having met the requirements.

Note: In the case that the international conference and the like at which the student was expected to give a presentation was cancelled or postponed, their Main Research Advisor should inform the Academic Affairs Office of the details by May 18.

### Final Examination

All final examinations will be held online.

Academic Degree Evaluation Committee members must hold closed (not open to students) evaluation sessions by using a Webex training breakout session, setting up another session, etc.

### Final Evaluation of the Doctoral Dissertation

Please refer to keio.jp regarding the method for submitting application documents.

Votes for the Final Evaluation of the Doctoral Dissertation at the Graduate School Committee Meeting will be conducted using Webex Poll.

Only the number of votes will be disclosed. The Academic Affairs Office will manage the system so that the votes of each Graduate School Committee Member will not be disclosed.