Chapter 5 The Process for Acquiring the Doctoral Degree

1. Period of Enrollment and Completion of the Doctoral Program

(1) Doctoral Program Requirements

Students must fulfill all of the following requirements in order to complete the Doctoral Program and acquire a Doctoral Degree.

- Enrolled for six semesters or more after admission.[*1] However, this excludes students who have satisfied the requirements for Early Degree Completion.[*2]
- Satisfied the requirements as a doctoral candidate (2. (2) Satisfying requirements as a doctoral candidate in this chapter).
- Passed the Doctoral Dissertation Evaluation, Dissertation Hearing, and Final Examination.
- Passed the Final Evaluation of the Doctoral Dissertation (through vote).
- Earned four or more credits from INDEPENDENT RESEARCH (特別研究) (only for those who enrolled in or after Academic Year 2007).

(2) Extension of Enrollment Period and Withdrawal after the Completion of Required Course Work

Students who satisfy all of the requirements below must submit either the Application for Extension of Enrollment Period or Report of Withdrawal from the Doctoral Program (after the completion of required course work without submission of a dissertation).

- Enrolled for six semesters or more after admission.[*1]
- Satisfied the requirements as a doctoral candidate (2. (2) Satisfying requirements as a doctoral candidate in this chapter).
- Earned four or more credits from Independent Research (特別研究) (only for those who enrolled in or after Academic Year 2007).

The student may enroll for a maximum of 12 semesters by applying for the Extension of Enrollment Period.[*3] Application is required each semester. If application for the Extension of Enrollment Period is not completed by the specified date, it will be treated as withdrawal from the Doctoral Program.

Application period: Spring Semester: late July, Fall Semester: early February.
Details will be posted on the Jukusei (Keio student) website at least one month prior to the deadline.

[*1] Excludes any periods of Temporary Leave of Absence.
[*2] Upon satisfying the requirements for program completion (excluding the enrollment period), those judged as outstanding in research achievement by the Graduate School Committee may complete the program by enrolling for two or more semesters (Graduate School Regulations Article No. 109).
[*3] Excludes any periods of Temporary Leave of Absence up to the Extension of the Enrollment Period.

2. Process for Acquiring the Doctoral Degree: An Overview

The degree offered by the doctoral program of the graduate school is a Doctor of Philosophy or Ph.D. in Media and Governance.

(1) Establish a Research Advisory Group → Refer to 3. Research Supervision System, page 47

The Research Advisory Group supervises the student until they apply for their academic degree. Consult with your Main Research Supervisor, the Graduate School Committee Member whom you asked to be your Main Academic Advisor at the time of application to the doctoral program, to decide the members of a Research Advisory Group. Ask them to apply for the establishment of the group (it is best to apply within two months after admission).

(2) Satisfying requirements as a doctoral candidate

Students must satisfy the following requirements to become a doctoral candidate

a. Satisfy the Academic Requirements → Refer to 4. Academic Requirements, page 48
Pass the original syllabus proposal, foreign language proficiency test, and skill-building courses. (Students in the Doctoral Program for Career Professionals are exempt from the original syllabus proposal and skill-building courses.)

b. Participate in Teaching Experience → Refer to 5. Teaching Experience, page 51
Participate in and pass the Teaching Experience (may be conducted at Keio University or any other university). (Students in the Doctoral Program for Career Professionals are exempt.)

c. Pass the Thesis Proposal → Refer to 7. Thesis Proposal, page 53
Students who satisfy the academic requirements may present their Thesis Proposal. Students will become a doctoral candidate upon completing the Teaching Experience and passing the Thesis Proposal.

(3) Establish an Academic Degree Evaluation Committee → Refer to 8. Establishment of Academic Degree Evaluation Committee (Degree Application) Page 53

The Main Research Advisor applies for the establishment of an Academic Degree Evaluation Committee, and after gaining approval from the Graduate School Committee, the Academic Degree Evaluation Committee will be established and will

begin the evaluation of the doctoral dissertation. The doctoral candidate must pass the Dissertation Hearing and Final Examination, and pass the Final Evaluation (by vote) held at the Graduate School Committee meeting. The process must be done within one year of the establishment of the Academic Degree Evaluation Committee.

(4) Pass the Dissertation Hearing → Refer to 9. Evaluation of the Dissertation Hearing, Page 56

After the establishment of the Academic Degree Evaluation Committee, the doctoral candidate may conduct a Dissertation Hearing, which will be open to the public.

(5) Pass the Final Examination → Refer to 11. Final Examination, Page 57

The doctoral candidate will take the Final Examination after they have passed the Dissertation Hearing.
By passing the Final Examination, they may apply for the Final Evaluation of the Doctoral Dissertation.

(6) Pass the Final Evaluation of the Doctoral Dissertation (by vote) → Refer to 12. Final Evaluation of the Doctoral Dissertation, Page 58

The Main Research Advisor applies for the final evaluation. The final decision will be made by vote by the Graduate School Committee Members. After passing the final evaluation and satisfying the course requirements, the doctoral candidate will acquire the Doctoral Degree.

2-1. Application for Doctoral Degree Requirements

Each semester, the students must consult with their Main Research Advisor and obtain their approval on the Application for Doctoral Degree Requirements and submit it by the specified deadline.
The Graduate School Seminars such as the Research Progress (optional), Thesis Proposal, Thesis Progress (optional), and Dissertation Hearing presentations cannot be conducted if the application is not submitted in the appropriate semester. Make sure to submit each application by the deadline. The application will also be used for the "Black Wednesday" meeting. Even if there are no plans for Graduate School Seminars, the Application <u>must</u> be submitted.

[Application Process]
How to Apply: Apply through SFC-SFS: https://vu.sfc.keio.ac.jp/sfc-sfs/ "Doctoral Requirements" page.
　　　　　　　　Afterward your Main Research Advisor will review and approve it.
Submission Deadline: **Warning: Your application will not be accepted without the approval of your Main Research Advisor**
　　　　　　　　Spring Semester: April 1 (April 8 for new students entering in April)
　　　　　　　　Fall Semester: August 5 (September 27 for new students entering in September)

2-2. Black Wednesday

The Graduate School Committee holds meetings, referred to as "Black Wednesday," every semester to monitor doctoral students' research progress and give them advice. The Main Research Advisor or a Co-Research Advisor reports the students' progress to other faculty members in the Program.
Students must report their research progress to their Main Research Advisor and Co-Research Advisors prior to the meeting. The submitted application will be used as a reference during the meeting (students will receive the material only, and are not allowed to attend the meetings).

3. Research Supervision System

The Graduate School provides students with guidance on their research using the following system.

(1)　Research Supervisor (Prospective Main Research Advisor)

At the time of application to the Doctoral Program, the student nominates one faculty member from the Graduate School Committee to be their Research Supervisor.
The Research Supervisor plays the main role in providing research guidance to the student until the establishment of the Research Advisory Group.

(2)　Research Advisory Group

The Research Advisory Group provides research guidance until the student applies for their academic degree. Students must consult with their Research Supervisor and select the members of the Research Advisory Group within two months after admission.

Members of the Research Advisory Group
　One Main Research Advisor (Graduate School Committee member)
　Two Co-Research Advisors (of which at least one must be a Graduate School Committee member)[*1]
[Process for Establishing a Research Advisory Group]
　　　Applicant:　　　　Research Supervisor
　　　Where to Apply:　Graduate School Committee
　　　How to Apply:　　Via email to g-staff@sfc.keio.ac.jp with CC to Main Research Advisor, Co-Research Advisors, and Student.
　　　Details to Provide:　Name of Student, Student ID Number, Name of Student's Program, Research Theme, Name and Affiliation of Main Research Advisor and Co-Research Advisors
　　　Application Deadline:　Nine days prior to the Graduate School Committee Meeting (within two months after admission)
[Change in Members of the Research Advisory Group] (if required)
　　　Applicant:　　　　Main Research Advisor
　　　Where to Apply:　Graduate School Committee
　　　How to Apply:　　Via email to g-staff@sfc.keio.ac.jp with CC to Main Research Advisor, Co-Research Advisors,

and Student.

Details to Provide: Name of Student, Student ID Number, Name of Student's Program, Name and Affiliation of former and new Main Research Advisor and/or Co-Research Advisors, Reason(s) for the Change

Application Deadline: Nine days prior to the Graduate School Committee Meeting

Dissolution

The Research Advisory Group will be dissolved once the Academic Degree Evaluation Committee has been established.

*[1] The second and subsequent Co-Research Advisors may be faculty members who teach in a doctoral program at other universities or the equivalent. The Graduate School Committee members on sabbatical leave or study abroad will be able to become the Main Research Advisor or Co-Research Advisor if they agree to do so.

4. Academic Requirements

In order to give a Thesis Proposal presentation, students must fulfill all of the following three academic requirements.
- Pass the original syllabus proposal (exempt for students in the Doctoral Program for Career Professionals).
- Pass the foreign language proficiency evaluation.
- Pass the Skill-building Course(s) specified by the Program (exempt for students in the Doctoral Program for Career Professionals).

To confirm what academic requirements have been fulfilled, log in to SFC-SFS, select the "Plan" tab on the left side of the screen, then select "Dr-Status".

(1) Original Syllabus Proposal
(Exempt for students in the Doctoral Program for Career Professionals)

The Doctoral Program student chooses one course outlining his/her field of study and prepares a proposal targeted at Master's Program students in their first year. The Doctoral Program student needs to think about how to carry out lectures during the 15-week course, what to do so that Master's students will understand the lecture, and must compile an "Original Syllabus Proposal." Details such as themes, objectives, significance, lecture content, reference literature, teaching material, methodology, student assessment criteria, and explanation of the relationships of secondary literature to each lecture and to the course as a whole, etc. should be compiled in the proposal (5 to 10 pages of A4 size paper).

As the proposal is not intended to correspond with existing formats of the SFC Undergraduate/Graduate School syllabi, Doctoral Program students are encouraged to create an original. Evaluations are scheduled to take place twice a year alongside the Graduate School entrance examinations.

If the Original Syllabus Proposal submitted at the time of admission meets all criteria, the requirement is will be fulfilled.

[Assessment Criteria] *If the syllabus proposal is found to be copied from other's work, the student will be disqualified.
- Appropriateness of the course
- Appropriateness to the existing body of knowledge
- Conceptual framework of the course
- Clarity and persuasiveness of the content

[Application Process]

Applicant: Student

Where to Apply: Graduate School Committee (Submit to the Academic Affairs Office, first floor of Alpha Building)

Required Documents: Original Syllabus Proposal (Original) *Clearly write the "Name," "Student ID Number," "Name of Student's Program," and "Name of Main Research Advisor" on the upper section of the first page.

Application Period: Spring Semester: May 7–10, 2019 Fall Semester: October 1–4, 2019

(2) International Research Apptitude

Students are required to have a level of aptitude for them to be successful globally in their research fields, such as by having the command of a language or presentation skills. The Research Advisory Group will judge whether the student satisfies this requirement by holistically reviewing things such as presentations they made as a leading presenter at an international academic conference and scores on foreign language proficiency examinations.

Students need to be approved by the Graduate School Committee after fulfilling one of the requirements from (A) to (C) below.

(A) Met the standards in one of the foreign language proficiency examinations below (in a language other than the student's mother tongue) and the Research Advisory Group evaluated their language proficiency and agreed that they meet the international research aptitude requirement.

Language	Name of Examination	Standards Set by Graduate School
English	TOEFL (including TOEFL-ITP test conducted at SFC)	Score of 213 or above on Computer Based TOEFL Score of 550 or above on Paper Based TOEFL Score of 79-80 or above on Internet Based TOEFL
	TOEIC	Score of 730 or above
	Test in Practical English Proficiency	Grade Pre-1 or above
	IELTS	Band Score 6 or above
German	Diplom Deutsch (German Diploma) in Japan	Grade 2 or above
	Goethe-Zertifikat	**B2 or above**
	TestDaF	Niveaustufe 4 or above

French	Diplôme d'Aptitude Practique au Français	Grade Pre-1 or above
	Diplôme d'etudes en langue Française / Diplôme approfondi de langue Française (DELF/DALF)	DELF B2 or above
	Test de Conaissance du Francoise (TCF)	Score of 450 or above
Chinese	中国語検定試験 (Chinese Proficiency Test)	Grade 2 or above
	漢語水平考試 (Hanyu Shuiping Kaoshi (HSK))	Grade 5 or above
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española	Grade 2 or above
	Diplomas de Español como Lengua Extranjera (DELE)	B2 or above
Japanese	日本語能力試験 (Japanese Language Proficiency Test)	Grade 1
Korean	Test of Proficiency in Korean	Grade 3 or above
	The Korean Language Proficiency Test	Grade 3 or above
Malay-Indonesian	Ujian Kemampuan Berbahasa Indonesia	Grade B or above

☐ If the student wishes to apply with a language that is not listed above, the Main Research Advisor needs to apply to the Graduate School Committee at the same time that the Research Advisory Group is established.

☐ Language examinations can be taken at any time.

(B) For languages specified by the Research Advisory Group (specified language) that are not the student's mother tongue, the Research Advisory Group will evaluate the student based on the conditions below to determine whether they meet the international research aptitude requirement. However, in the case of English, students who are not native speakers must also obtain a minimum score of TOEFL-PBT 500, TOEIC 586, or IELTS Band Score 5 or above.

· Conducted presentations three times or more, including entire question-and-answer sessions, in a specified language as a leading presenter at academic conferences. Presentations may be oral presentations or poster sessions. Also, oral presentations may include presentations at international conferences that count towards receiving a doctoral degree.
· Conducted field investigations, etc. using a specified language for more than two weeks.
· Written a research paper in a specified language that has been published in a journal. The paper may contain dissertation(s) or published material that count towards receiving a doctoral degree.
· Registered, and received credits, in two or more foreign language skills courses in specified language after enrolling in the Doctoral Program. For English, this includes Project English, excluding Project English A.
· Conducted an entire Thesis Proposal including a question-and-answer session in a specified language and passed it. Must apply in advance when the student applies for an "Application for Doctoral Degree Requirements" (at the same time of application for Graduate School Seminar) and obtain the approval of the Academic Advisor and Research Advisory Group.

(C) Conducted a Thesis Proposal in English and passed it after being approved by at least six Graduate School Committee members (including Graduate School Committee members in the Research Advisory Group) as having met the international research aptitude requirement. In addition, wrote a Doctoral Thesis in English and passed the final evaluation. The student's mother tongue can be any language. Must apply in advance when the student applies for an "Application for Doctoral Degree Requirements" (at the same time of application for the Graduate School Seminar) and obtain the approval of the Research Advisory Group.

[Application Process]
In the case of (A) or (B)
Applicant: Main Research Advisor
Where to apply: Graduate School Committee
How to apply: Apply via email to g-staff@sfc.keio.ac.jp with cc to Co-Research Advisor and the student. Then submit the supporting documents to the Academic Affairs Office on the fist floor of Alpha Building.
Details: Submit the evaluation result by the Research Advisory Group (including Name of student, Student ID number, Name of student's program, and foreign language proficiency examination results).
Required documents: Supporting materials such as the original foreign language proficiency examination results or documents that prove your foreign language proficiency. If the original supporting documents have been submitted to the Admissions Office at the time of application for the Doctoral Program, only the evaluation result of the Research Advisory Group will be required. State in your email if you have sent your supporting documents.
Application deadline: Nine days prior to the Graduate School Committee Meeting

In the case of (C)
1. Application by student

Applicant:	Student
Where to apply:	Main Research Advisor and Graduate School Committee
How to apply:	Apply through SFC-SFS (https://vu.sfc.keio.ac.jp/sfc-sfs/) "Doctoral Requirements" page by submitting the Application for Doctoral Degree Requirements.
Details:	Apply at the time of submitting the "Application for Doctoral Degree Requirements" in the semester when the Thesis Proposal will be held. *The Research Advisory Group must be established in advance and the student must obtain approval from them.
Application deadline:	Spring Semester: MM/DD/YY; Fall Semester: MM/DD/YY

2. Application by Main Research Advisor

Applicant:	Main Research Advisor
Where to apply:	Graduate School Committee
How to apply:	When applying for the Thesis Proposal, state in an email message that the student will use the "Requirement" (C).
Application deadline:	Nine days prior to the Graduate School Committee Meeting before conducting the Graduate School Seminar

☐　The Main Dissertation must be written in English and be submitted when establishing the Academic Degree Evaluation Committee, applying for the Doctoral Degree, and having a Final Evaluation. For details of the submission documents, refer to the Chapter 5 8-3, and 8-12.

(3) Skill-building Courses (exempt for students in the Doctoral Program for Career Professionals)

Each Graduate School Program specifies its Skill-building Courses. Students must complete one of the Skill-building Courses in the Master's Program of the Graduate School of Media and Governance and obtain an S or A grade to fulfill the requirements.

· 　Students who have completed a Skill-building Course during their enrollment in the Doctoral Program do not need to apply.

· 　Students who have completed a Skill-building Course during their enrollment in the Master's Program must make an application and obtain the approval of the Graduate School Committee.

· 　For courses that do not have the course name clearly indicated on the list below (such as "Course(s) Approved by the Academic Advisory"), students must make an application and obtain the approval of the Graduate School Committee.

[Application Process]

Applicant:	Student
Where to Apply:	Graduate School Committee, Academic Affairs Office, first floor, Alpha Building
Required Documents:	Academic transcript (grade report) indicating the completed Skill-building Course, and a seal of approval from the Main Research Advisor (write the Student ID number and student year in the margin, and underline the name of the course).
Application Deadline:	Nine days prior to the Graduate School Committee Meeting

<Skill-building Courses Approved by Each Program>

Program	Skill-building Courses Specified by Each Program
GR	Research Concept and Methodology Courses, Program Courses, and Research Courses specified by the GR Program and taught by its core faculty members. A course must be acknowledged by Main Research Advisors and Academic Advisor as suitable for acquiring research techniques.
HC	**Students who enrolled in or before Academic Year 2017** *1**:** POLICY MANAGEMENT (HUMAN SECURITY AND INTERNATIONAL DEVELOPMENT), INTERNATIONAL FINANCE, ADVANCED RESEARCH METHOD (DEVELOPING REGIONS OF ASIA) *Exchange students and returnees are eligible to apply for the Japanese Course as their Skill-building Course. **Students who enrolled in or after Academic Year 2018:** LANGUAGE EDUCATION DESIGN, TECHNOLOGY PROJECT (LEDIT PROJECT), TRANSCULTURE, ADVANCED RESEARCH (Language and Culture, CONCEPTUAL FRAMEWORK (Communication)
PS *2	MULTIVARIATE DATA ANALYSIS, , FIELDWORK METHODS,DATABASE ARCHITECTURE, LAW-MAKING METHOD, PUBLIC CHOICE THEORY, NETWORK SOCIETY, MATHEMATICAL LITERACY FOR PROBLEM FINDING AND SOLVING, MATHEMATICS AND LOGIC, BAYESIAN STATISTICS, RISK AND INSURANCE,　NONPROFIT AND GOVERNMENTAL ACCOUNTING, QUANTITATIVE FINANCE, ADVANCED RESEARCH (CASEBOOK METHODS IN RESEARCH AND EDUCATION).
CB *3	HUMAN COMPUTER INTERSACTION DESIGN, SOCIOCONTENT ANALYSIS 2, INTRODUCTION TO SOCIOSEMANTICS, ADVANCED LECTURE IN COGNITIVE AND BRAIN SCIENCE, COGNITIVE SEMANTICS, SPORTS AND SKILL SCIENCE ADVANCED LECTURE, ADVANCED STATISTICAL ANALYSIS FOR PSYCHOLOGY, ERGONOMICS ADVANCED LECTURE, AGING SOCIETY, GERIATRIC MEDICINE AND GERONTOLOGY

EG *3	Environmental Design and Urban Environment/Earth Environment/Geo-informatics CONCEPTUAL FRAMEWORK , ENVIRONMENTAL TECHNOLOGY AND SPACE DESIGN, HISTORY OF CITY AND LIVING ENVIRONMENT, BUILDING TECHNOLOGY, SPECIAL SEMINAR ON ENVIRONMENTAL DESIGN, BUILDING MATERIALS AND CONSTRUCTION TECHNOLOGY, STRUCTURAL DESIGN, REGIONAL ENVIRONMENT, ARCHITECTURAL ENVIRONMENT MANAGEMENT, DESIGN OF URBAN SPACE, LANDSCAPE DESIGN, DESIGN STUDIES, POPULATION DYNAMICS, CONSTRUCTION MANAGEMENT, ENVIRONMENTAL DYNAMICS, URBAN DESIGN, APPLIED ENVIRONMENTAL DESIGN (ARCHITECTURE AND LANDSCAPE DESIGN), APPLIED ENVIRONMENTAL DESIGN (GREEN ARCHITECTURAL DESIGN), APPLIED ENVIRONMENTAL DESIGN (URBAN ENVIRONMENT DESIGN), URBAN POLICY, BIODIVERSITY SCIENCE, ECOLOGICAL AND ENVIRONMENT FIELDWORK, LARGE-SCALE ENVIRONMENTAL SYSTEMS, ENVIRONMENTAL TECHNOSCIENCE AND POLICY, GLOBAL ENVIRONMENTAL POLICY MANAGEMENT, ENVIRONMENTAL INFORMATION SYSTEM ARCHITECTURE, DIGITAL EARTH SCIENCE, ADVANCED SPATIAL DATA MODELING
	Environmental Design SUSTAINABLE SYSTEM SCIENCE, POLICY MANAGEMENT(POLICY MAKING AND SOCIAL INNOVATION)
	Urban Environment/ Earth Environment/ Geo-informatics ECONOMETRICS FOR POLICY ANALYSIS, INTERNATIONAL FINANCE, ECONOMIC POLICIES ANALYSIS, ENERGY AND GLOBAL ENVIRONMENT, APPLIED ENVIRONMENTAL DESIGN (SYNTHESIS), DEVELOPMENTAL AND ENVIRONMENTAL MODEL CONSTRUCTION, REGIONAL DEVELOPMENT GAMING, INTERNATIONAL ECONOMIC POLICY
XD *2	DESIGN THEORY, , SPECULATIVE DESIGN, HUMAN COMPUTER INTERACTION DESIGN, RESEARCH FOUNDATIONS
CI *3	HUMAN COMPUTER INTERSACTION DESIGN, DESIGN AND IMPLEMENTATION OF SYSTEM SOFTWARE, MULTIMEDIA KNOWLEDGE BASE DESIGN AND IMPLEMENTATION, INFORMATION SECURITY -THEORY AND PRACTICE-, UBIQUITOUS COMPUTING SYSTEMS, OBJECT-ORIENTED ANALYSIS, AUTONOMOUS DECENTRALIZED COOPERATIVE SYSTEMS, INTERNET OPERATION, DATABASE ARCHITECTURE, PATTERN INFORMATION PROCESSING, KNOWLEDGE BASE, INTERNET SECURITY ARCHITECTURE, MODERN WEB PLATFORM TECHNOLOGIES, NETWORK SECURITY, SOFTWARE SECURITY
BI *2	MATHEMATICAL BIOLOGY, METABOLIC ENGINEERING LABORATORY PRACTICE, PROTEOME ANALYSIS LABORATORY PRACTICE, METABOLOME ANALYSIS LABORATORY PRACTICE, GENOME DESIGN, THE BODY PLAN OF VERTEBRATE, ADVANCED MOLECULAR AND CELLULAR BIOLOGY, GENOME ENGINEERING LABORATORY, BIOLOGICAL NETWORK

*1 Research Concept and Methodology Courses, Program Courses, and Research Courses designated by HC Program and taught by faculty members of HC Program

A course must be acknowledged by the Main Research Advisors and Academic Advisor as suitable for acquiring research techniques.

*2 Other courses that are acknowledged by the Main Research Advisors and Academic Advisor as suitable for acquiring research techniques

*3 Program Courses, or courses acknowledged by other Programs as Skill-building Courses, which are acknowledged by the Main Research Advisors and Academic Advisor as suitable for acquiring research techniques

5. Teaching Experience

*Exempt for those in the Doctoral Program for Career Professionals

The purpose of the Teaching Experience is to not only develop the Doctoral Program student as a researcher but to bring forth the student's abilities as an educator. Basically, the teaching period lasts 6 months where the student gains experiences from a teacher's standpoint. Instead of giving lectures directly related to the theme of the student's research field, the Teaching Experience allows the student to work on teaching methods and class contents for first year undergraduate courses or beginner's courses which may not be directly related to the student's primary research area. The Teaching Experience centers on giving lectures to students, and is not merely drills and exercises or preparation of course material. What the University aims at is developing an individual who can independently deliver a lecture, and the Teaching Experience is not determined by personal relationships with faculty members nor is it perceived as a form of assistance to faculty members. In principle, the Teaching Experience becomes official by making an application for a publically approved subject course at the Academic Affairs Office. Apply via the following to enhance education and utilize Teaching Experience to the fullest.

(1) Application Process
Applicable Courses: Courses at SFC taught by Full-time Faculty Members including Visiting Lecturers, Non-tenured Full-Time Faculty Members and excluding Project Faculty Members. (Student cannot apply for courses that they are already registered for.)
Applicant: Student
Where to Apply: Graduate School Committee (Academic Affairs Office, first floor, Alpha Building)
Required Documents: Application to Undergo Teaching Experience *(Kyoiku Taiken)* in the Desired Courses (Designated form)
Application Deadline: Spring Semester: April 5, 2019; Fall Semester: September 13, 2019 (Details will be posted on Jukusei (Keio student) website.

(2) Process for Conducting the Teaching Experience
The Doctoral Program student must give three or four lectures as the sole lecturer in the presence of the faculty member in charge of the course. The student must develop an original course program containing teaching methods, etc., and obtain appropriate advice from the faculty member.
The Doctoral Program student will also be involved in grading the registered students taking the course, but the final grading will be the responsibility of the faculty member in charge of the course. Registered students taking the course may evaluate the Teaching Experience by setting up additional comments on the SFC-SFC Class Survey.

(3) Evaluation
The faculty member in charge of the course is required to assess the student's performance as a lecturer and submit the

Teaching Experience Evaluation and the Teaching Experience Report submitted by the student.

Evaluator: Faculty Member in charge of the course

Where to Submit: Graduate School Committee (Academic Affairs Office, first floor, Alpha Building)

Required Documents: Teaching Experience *(Kyoiku Taiken)* Evaluation (Designated form), and Teaching Experience Report (submitted by the student)

(4) Results

The Graduate School Committee will evaluate the Teaching Experience. Doctoral Program Students who successfully complete the Teaching Experience will receive an honorarium for their work as a Teaching Assistant (excludes current Teaching Assistants already assigned to the course).

(5) Other

Doctoral Program students who have a teaching background (either as a Full-Time or Non-tenured Faculty Member) at Keio University or any other university may be deemed as having satisfied the Teaching Experience requirement if approved by the Graduate School Committee. The following must be submitted after the end of the semester where the teaching took place and nine days before the Graduate School Committee Meeting: Letter of Acceptance, letter stating the teaching offer, syllabi, course schedule, and a copy of document(s) showing the title, course name, period of the course, etc., with student's name and Student ID Number written in the extra space of the copy, and attachments such as material used or distributed during class.

6. Graduate School Seminar Presentations

The Program Chairpersons and Academic Advisors will decide the schedule of the Graduate School Seminars. ~~The schedule will be based on the student's Application for Doctoral Degree Requirements submitted at the beginning of the semester. Be aware that if the application is not submitted by the specified date, or if the Main Research Advisor did not approve it on SFC-SFS, the Graduate School Seminar cannot be held in the semester.~~ The presentations at the Graduate School Seminar and their application process are as follows.

(1) Research Progress (Optional)

When students get a rough idea of where their research theme and methods are heading, they may give an optional Research Progress presentation at the Graduate School Seminar. This allows students to obtain advice and comments from faculty members and other doctoral students in order to benefit their research. The presentation lasts approximately 30 minutes, including time for a question-and-answer session.

(2)Thesis Proposal

Doctoral Program students may move on to the Thesis Proposal at the Graduate School Seminar if they have satisfied the academic requirements specified in Section 4 and completed the Teaching Experience in Section 5 (or expect to complete in the semester in which the Thesis Proposal is to be held), are more or less decided on their research themes and methodology, and have roughly completed the preliminary investigation on related research. This gives students an opportunity to obtain advice from various faculty members, and be evaluated to become a Doctoral Candidate. The second or third semester (including the first semester of enrollment) is recommended for those with the prospect of acquiring the Doctoral Degree in three years. The presentation lasts approximately 35 minutes (25 minutes for presentation, 10 minutes for question-and-answer session).

(3)Thesis Progress (Optional)

After passing the Thesis Proposal and having fulfilled the academic requirements, the student has the option to present their Doctoral Thesis in the Graduate School Seminar. This allows them to receive advice from faculty members and other doctoral students before the establishment of the Academic Degree Evaluation Committee, which will help them toward earning their degree. The length of the presentation is approximately 60 minutes, including time for Q&A (35 minutes for presentation, 25 minutes for question-and-answer session).

(4) Dissertation Hearing

After the establishment of the Academic Degree Evaluation Committee, a Dissertation Hearing will be held and evaluated in the Graduate School Seminar. If the student passes the Dissertation Hearing and it is approved by the Graduate School Committee, they will take the Final Examination, and apply for their degree once they have passed it. If the student fails the Dissertation Hearing, they may give another presentation in subsequent semesters. The Dissertation Hearing lasts approximately 60 minutes (35 minutes for presentation, 25 minutes for question-and-answer session).

(5) Presentation Deadlines

The schedule of the presentations will be determined by the Application for Doctoral Degree Requirements submitted at the beginning of the semester. Be aware that if the application is not submitted by the specified date, the Graduate School Seminar cannot be held.

		Deadline at the beginning of the semester (Student)	Application deadline ahead of the presentation (Main Research Advisor)	Application deadline ahead of the presentation (Student)
Research Progress	Optional	Deadline for Application for Doctoral Degree Requirements Spring Semester: April 1 (April 8 for new students enrolling in April)	Not needed	10 days prior to the Graduate School Seminar*
Thesis Proposal	Required		10 days prior to the Graduate School Seminar → Refer to 7. Thesis Proposal, page 62	2 days prior to the Graduate School Seminar → Refer to 7. Thesis Proposal, page 62

Thesis Progress	Optional	Fall Semester: August 5 (September 27 for new students enrolling in September)	Not needed	10 days prior to the Graduate School Seminar*
Dissertation Hearing	Required		10 days prior to the Graduate School Seminar → Refer to 9. Dissertation Hearing, page 66	2 days prior to the Graduate School Seminar → Refer to 9. Dissertation Hearing, page 66

*Details on the Research Progress / Thesis Progress (Optional Presentations) are as follows.

Applicant:	Student
Where to Apply:	Graduate School Committee (send email to g-staff@sfc.keio.ac.jp) CC to Main Research Advisor and Co-Research Advisors Subject title should be "Graduate School Seminar (YY/MM/DD)" with the seminar date in parentheses.
Details to Provide:	Student Name, Student ID number, Name of Student's Program, Research Theme, Summary of the Presentation (in approximately 100 words)
Application Deadline:	10 days prior to the date of the Graduate School Seminar (Please keep in mind that the deadline will move up if it falls on a Saturday, Sunday, or national holiday.)

7. Thesis Proposal

(1) Application for the Thesis Proposal by the Main Research Advisor

Where to Apply:	Apply via email to the Graduate School Committee (g-staff@sfc.keio.ac.jp) with CC to Co-Research Advisors and Student. The subject of the email must be "Graduate School Seminar (Date of Seminar)". Write the date as YY/MM/DD inside parentheses.)
Details to Provide:	Student Name, Student ID Number, Name of Student's Program, Name and Affiliation of the Main Research Advisor and Co-Research Advisors, Research Theme, Presentation Summary (approximately 100 words)
Application Deadline:	10 days prior to the date of the Graduate School Seminar

*If, for unavoidable reasons, evaluator(s) can only participate via a remote conference system, this must also be mentioned in the email. Application/set up/operation of the remote conference system must be arranged by the student and/or Main Research Advisor.

(2) Application for the Thesis Proposal by the Student

Where to Submit:	Apply via email to the Graduate School Committee (g-staff@sfc.keio.ac.jp) with CC to Main Research Advisor and Co-Research Advisors.
Required Documents:	Thesis Proposal (Approximately 10 pages, A4 size paper in PDF) The proposal must include the Research Theme, Expected Results, Relationship with Existing Research Results, List of Bibliographical References, Progress Report, and any presentations at academic conferences, submission of papers, publications, etc.The student must also upload the Thesis Proposal through SFC-SFS (http://vu.sfc.keio.ac.jp/sfc-sfs/) under "Graduation Requirements."
Application Deadline:	Two days prior to the date of the Graduate School Seminar (The deadline will move up if it falls on a Saturday, Sunday, or national holiday.)

(3) Thesis Proposal Review Committee

The Thesis Proposal Review Committee must consist of the following members:
· All members of the Research Advisory Group
· Six or more Graduate School Committee members including Committee members of the Research Advisory Group

(4) Presentation Style

A 25 minute oral presentation is followed by a 10 minute question-and-answer session. The presenter must prepare presentation materials and distribute them to each member of the Thesis Proposal Review Committee.

(5) Announcement of Results

The Thesis Proposal Review Committee evaluates the presentation, and signs and submits an evaluation form.

Submitter:	Main Research Advisor
Where to Submit:	Graduate School Committee (Academic Affairs Office, first floor, Alpha Building)

Those who pass the Thesis Proposal and are thereby approved by the Graduate School Committee will henceforth become a Doctoral Candidate. However, if the Teaching Experience is not complete, the student will become a Doctoral Candidate on the approval date of the completion of the Teaching Experience.

Those who fail the Thesis Proposal may give another presentation in subsequent semesters, however, there is a limit of one presentation per semester.

8. Establishment of Academic Degree Evaluation Committee and Degree Application

When the doctoral research concludes and the dissertation, works, and preparation of related material are all complete, and upon judging that Degree Evaluation may begin, the Main Research Advisor makes an application for the Academic Degree

Evaluation Committee to the Graduate School Committee. The Main Research Advisor informs the Graduate School Committee that **[**8 – 1. Requirements for Applying for the Doctoral Degree**]** is satisfied and provides an Abstract of the Dissertation, and obtains approval for the establishment of an Academic Degree Evaluation Committee. The approval date of the Graduate School Committee will become the establishment date of the Academic Degree Evaluation Committee (Date of Receipt of the Dissertation). Please note that the final evaluation of the doctoral dissertation must be passed within one year of the establishment of the Academic Degree Evaluation Committee. If not, the Academic Degree Evaluation Committee will be dissolved. It is neither possible to establish an Academic Degree Evaluation Committee nor apply for a Doctoral Degree if academic fees are not fully paid.

8-1. Requirements for Applying for the Doctoral Degree

Students must meet one of the following four requirements before taking the final examination.

> **Requirement 1**
> The student has two or more original papers in recognized academic journals as the sole author or the primary author, and the papers have been peer reviewed and have been published or accepted for publication. One of the papers accepted with conditions will be deemed as equivalent to an accepted work, however, it must be accepted for publication before the time of the final examination. Papers that have not been accepted or scheduled to be submitted are not acceptable.
> In addition, the student has been a solo presenter or lead presenter once or more at recognized international conferences. Presentations may either be oral or poster presentations.
>
> **Requirement 2**
> The student has one or more research works that have been published or are scheduled to be published by recognized publishing companies.
> In addition, the student has made one or more presentations as the solo presenter or lead presenter at recognized international conferences. Presentations may either be oral or poster presentations.
>
> **Requirement 3**
> The student has two or more research works that have been accepted or scheduled to be accepted by recognized academic societies, and one or more of the research works has won an award or has been confirmed to win an award.
> In addition, the student has made one or more presentations as the solo presenter or lead presenter at recognized international conferences. Presentations may either be oral or poster presentations.
>
> **Requirement 4**
> A student who does not satisfy any of the Requirements 1, 2 or 3 but has obtained academic credentials that the research work is unique (has the SFC spirit) and achievements have been presented at recognized public occasions.
> In addition, the student has made one or more presentations as the solo presenter or lead presenter at recognized international conferences. Presentations may either be oral or poster presentations.

or have been accepted for publication. Details will be posted on the Jukusei (Keio student) website.

8-2. Academic Degree Evaluation Committee

(1) Application Process
Applicant:	Main Research Advisor
Where to Apply:	Apply via email to the Graduate School Committee (g-staff@sfc.keio.ac.jp) with CC to Co-Research Advisors. The subject of the email must be "Application for Establishment of Academic Degree Evaluation Committee."
Application Documents:	"Confirmation of the Doctoral Degree Evaluation Form" (Designated form is available at the Academic Affairs Office, first floor, Alpha Building)
Application Deadline:	Nine days prior to the Graduate School Committee Meeting

(2) Committee Members
One Main Research Advisor (Graduate School Committee member), at least three Co-Research Advisors (of which at least two must be Graduate School Committee members)

- The third and subsequent Co-Research Advisors may be faculty members who teach subjects in a doctoral program at other universities, or those who possess equivalent or superior research achievements.
- Faculty members on sabbatical leave who are willing to function as a Main Research Advisor or a Co-Research Advisor in the Academic Degree Evaluation Committee, may do so.
- When the Graduate School Committee judges that interdisciplinary research requires higher assessment, such as comprehensive assessment of academic degree requirements, the Committee may appoint an additional member other than those selected by the Main or Co-Research Advisor to the Academic Degree Evaluation Committee as a Co-Research Advisor.

8-3. Application for the Doctoral Degree

The student may apply for the Doctoral Degree upon obtaining approval from the Main Research Advisor of the Research Advisory Group. When the research, Doctoral Dissertation, related work, and other attachments are complete, application for the doctoral degree must be made in order to establish a Degree Evaluation Committee. Students who wish to obtain a Doctoral Degree in three years generally apply for the Doctoral Degree during the fifth semester of enrollment.

(1) Application Process

Where to Apply:	Graduate School Committee (Submit to the Academic Affairs Office, first floor, Alpha Building
Evaluation Fee:	None
Application Deadline:	One week prior to the Graduate School Committee Meeting by 4:50 p.m. (Please keep in mind that the deadline will move up if it falls on a Saturday, Sunday, or national holiday.)
Required Documents:	See (2) below to see the details on each document

	Number of copies required	<Reference> Required in order to apply for Doctoral Degree
A) Degree Application Form[1]	1	[2]
B) Curriculum Vitae[1]	1	[2]
C) Main Dissertation[1]	One for the Main Research Advisor and each Co-Research Advisor (temporary bound copies)	One bound copy, and two temporary bound copies[3]
D) Main Dissertation (Digital)[1]	1	1
E) Short Description of Main Dissertation[1]	1 in English and 1 in Japanese	1 in English and 1 in Japanese[2]
F) Short Description of Main Dissertation (Digital)	1 in English and 1 in Japanese	1 in English and 1 in Japanese[2]
G) Main Dissertation Index[1]	1	[2]
H) Reference Papers File	One for the Main Research Advisor and each Co-Research Advisor.	3[2]
I) Request for Approval Regarding Release of Doctoral Dissertation[1]	1	[2]

[1] Designated form required, which can be downloaded from http://www.gakuji.keio.ac.jp/sfc/gsmg/forms_mag.html
[2] If there are no changes from the time of application for the Doctoral Degree, the document you submitted previously will be used.
[3] If, for unavoidable reasons, you do not wish to make your Doctoral Thesis completely available for public viewing, submit two bound copies and one temporary bound copy. The Reference Papers File will be returned to you along with the temporary bound thesis later.

(2) Required Documents

C) The Main Dissertation and H) Reference Papers File will be returned to the applicant after the establishment of the Academic Degree Evaluation Committee has been approved. The applicant must pass these documents to their Main Research Advisor and Co-Research Advisors for the Final Examination. The Doctoral Thesis and other documents you submit must be in either Japanese or English (this excludes things like magazine publications attached as part of your academic achievements).

A) Degree Application Form
Must be written in Microsoft Word and signed or sealed

B) Curriculum Vitae
●The name of the graduate school and program also must be specified. Additionally, provide concrete details on the completed research, including names and time frames of all research projects participated in. The CV must also specify all professional employers and time frames of employment.
●Enrollment and graduation dates of undergraduate and graduate programs must be indicated by confirming certificates or diplomas in advance.
●Students who have already withdrawn from the doctoral program after completion of required course work must modify the date with the following: September 21 for the Spring Semester, and March 31 for the Fall Semester.

C) Main Dissertation (Refer to page 61)
A4 size paper, bound on the left side for horizontal writing or on the right side for vertical writing. The name of the graduate school and program must also be specified.

●The Main Dissertation you submit to the Academic Degree Evaluation Committee may be temporarily bound by something such as a two ring binder.
●Make sure that the front page and the spine are firmly attached and do not fall out.
●Insert one copy of Item E in each (in the order of title page followed by Short Description of Main Dissertation, in English and in Japanese). If the contents include the information in E) (the student name, title, and five keywords are mandatory), the designated form is not required.
*If the Dissertation is written in English, insert the English versions of the documents first followed by the Japanese.
●A binder of the student's choice may be used for the temporary binding of the dissertation, but the same type of binder must be used when submitting them.

D) Main Dissertation (Digital)
Must be in PDF with embedded fonts (PDF/A is recommended)

E) Short Description of Main Dissertation
must be written in Microsoft Word, up to 1,000 characters in Japanese or approximately 300 words in English.
**Approximately 5 keywords relating to important points of the dissertation must be indicated at the bottom.

F) Short Description of Main Dissertation (Digital)
Submit the Short Description of Main Dissertation in PDF with embedded fonts (PDF/A is recommended). If the Dissertation is in Japanese, the short description must be in Japanese, and if the Dissertation is in English, it must be in English.

G) Main Dissertation Index (Refer to page 61)
Must be written in Microsoft Word. Refer to Appendix 1 for the process.

H) Reference Papers File (Refer to page 61)
Offprints of published papers (publications) or presentation material, etc. at international conferences relating to the Doctoral Dissertation must be bound in an A4 file and correspond to the order indicated in the Dissertation Index.
●Clearly indicate the Student Name and Dissertation Title on the front page and spine of the Doctoral Dissertation.
●Insert a copy of Item G for the first page.
●Insert material other than the Main Dissertation that shows the Doctoral Degree Requirements are satisfied.
●Include an index (with tabs) so that each reference papers file can be easily found.

I) Request for Approval Regarding Release of Doctoral Dissertation
Upon discussion with the Main Research Advisor, the student must obtain the Main Research Advisor's signature and seal, and submit the application

(3) Viewing of the Doctoral Thesis
Your Doctoral Thesis will be available for viewing about seven days before the Graduate School Committee Meeting is held. It will only be viewable by the Graduate School Committee members and the Academic Degree Evaluation Committee members. The Doctoral Thesis and Reference Papers File will be circulated at the Graduate School Committee Meeting.

9. Evaluation of the Dissertation Hearing
After the establishment of the Academic Degree Evaluation Committee, a Dissertation Hearing will be held and evaluated in the Graduate School Seminar.
If the student passes the Dissertation Hearing evaluation and it is approved by the Graduate School Committee, they will take the Final Examination and apply for their degree once they have passed it.

Process for Holding a Dissertation Hearing

(1) Application for the Dissertation Hearing by the Main Research Advisor
Where to Apply: Apply via email to the Graduate School Committee (g-staff@sfc.keio.ac.jp) with CC to Co-Research Advisors and student. The subject of the email must be "Graduate School Seminar (Date of Seminar)". Write the date as YY/MM/DD inside the parentheses.
Details to Provide: Student name, Student ID Number, name of student's program, a list of name/affiliation of the Main Research Advisor and Co-Research Advisors, research theme, presentation summary (approximately 100 words)
Application Deadline: 10 days prior to the date of the Graduate School Seminar
*If, for unavoidable reasons, evaluator(s) can only participate via a remote conference system, this must also be mentioned in the email. Application/set up/operation of the remote conference system must be arranged by the student and/or Main Research Advisor.

(2) Submission of Documents by the Student
Submitter: Student
Required Document(s): Doctoral Thesis Draft (PDF)
Apply through SFC-SFS: https://vu.sfc.keio.ac.jp/sfc-sfs/ "Doctoral Requirements" page.
Application Deadline: Two days prior to the Graduate School Seminar
(The deadline will move up if it falls on a Saturday, Sunday, or national holiday).

(3) Dissertation Hearing Review Committee
The Dissertation Hearing Review Committee must consist of the following members:
· All members of the Academic Degree Evaluation Committee
· Six or more Graduate School Committee members including the above Academic Degree Evaluation Committee members

(4) Presentation Style
The student makes a 35 minute oral presentation followed by a 25 minute question-and-answer session in front of the Review Committee. If extra materials are required, the student must distribute them to the Review Committee.

(5) Announcement of Results
The Dissertation Hearing Review Committee evaluates the presentation and signs and submits an evaluation form.
    Submitter: Main Research Advisor
      Where to Submit: Graduate School Committee (Academic Affairs Office, first floor, Alpha Building)

10. Requirements for the Doctoral Degree

Students are required to meet one of the following four requirements.

Requirement 1

The student has two or more original papers in recognized academic journals as the sole author or the primary author, and the papers have been peer reviewed and have been published or accepted for publication. In addition, the student has been a solo presenter or lead presenter once or more at recognized international conferences. Presentations may either be oral or poster presentations.

Requirement 2
The student has one or more research works that have been published or scheduled to be published by recognized publishing companies.
In addition, the student has made one or more presentations as the solo presenter or lead presenter at recognized international conferences. Presentations may either be oral or poster presentations.

Requirement 3
The student has two or more research works that have been accepted or scheduled to be accepted by recognized academic societies, and one or more of the research work has won an award or has been confirmed to win an award.
In addition, the student has made one or more presentations as the solo presenter or lead presenter at recognized international conferences. Presentations may either be oral or poster presentations.

Requirement 4
A student who does not satisfy any of the Requirements 1, 2 or 3 but has obtained academic credentials that the research work is unique (has the SFC spirit) and achievements have been presented at recognized public occasions.
In addition, the student has made one or more presentations as the solo presenter or lead presenter at recognized international conferences. Presentations may either be oral or poster presentations.

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papers may be considered to satisfy Requirement 1 stipulating "two or more papers with peer review which have been published or have been accepted for publication". Details will be posted on the Jukusei (Keio student) website.

11. Final Examination

A final examination, including an oral examination, will be held after the Academic Degree Evaluation Committee is established and the Doctoral Dissertation is complete. Although not held publicly, the final examination is held in the presence of all members of the Academic Degree E
valuation Committee. At the examination, the Academic Degree Evaluation Committee will determine whether or not the student has satisfied Item "10. Requirements for the Doctoral Degree," has a vast academic knowledge base as an independent researcher who is capable of drafting and executing novel research, and will pass the final exam. A final examination cannot be held if academic fees are not fully paid.

12. Final Evaluation of the Doctoral Dissertation

After passing the evaluation of the Academic Degree Evaluation Committee and undergoing any changes deemed necessary during the evaluation, the Doctoral Dissertation is screened by the Graduate School Committee for the last time.

(1) Application Process by the Main Research Advisor
    Where to Apply: Apply via email to the Graduate School Committee (g-staff@sfc.keio.ac.jp) with CC to
                           Co-Research Advisors and the student. The subject of the email must be "Final Evaluation of
                           the Doctoral Dissertation".
    Details to Provide: The email text must contain the student name, Student ID Number, Name of Student's Program,
                           date the student became a Doctoral Candidate, date the student passed the Dissertation
                           Hearing, and Names and Affiliation of the Main Research Advisor and Co-Research Advisors.

Additionally, the file of the application documents must be attached.

Required Documents: "Confirmation of the Doctoral Degree Evaluation Form" (original with the seal of all Evaluation Committee members), and an outline of the Doctoral Dissertation Evaluation and the Academic Degree Evaluation Committee Members (designated form available)

Application Deadline: two weeks prior to the Graduate School Committee Meeting

(2) Submission of Documents (student)

Where to Submit: Graduate School Committee (Submit to the Academic Affairs Office first floor, Alpha Building

Required Documents: Refer to 8-3. Application for the Doctoral Degree for details.

	Number of copies required	(Reference) Number required to apply for Doctoral Degree
A) Degree Application Form[*1]	[*2]	1
B) Curriculum Vitae[*1]	[*2]	1
C) Main Dissertation[*1]	One bound copy, and two temporary bound copies[*3]	1 for Main Research Advisor and each Co-Research Advisor
D) Main Dissertation (Digital)[*1]	1	1
E) Short Description of Main Dissertation[*1]	[*2]	1 in English and 1 in Japanese
F) Short Description of Main Dissertation (Digital)	[*2]	1 in English and 1 in Japanese
G) Main Dissertation Index[*1]	[*2]	1
H) Reference Papers File	3 copies[*2]	1 for Main Research Advisor and each Co-Research Advisor
I) Request for Approval Regarding Release of Doctoral Dissertation[*1]	[*2]	1

[*1] Designated form required, which can be downloaded from http://www.gakuji.keio.ac.jp/sfc/gsmg/forms_mag.html
Examples of each form are provided so check them carefully. If you cannot download the forms, contact the Academic Affairs Office

[*2] If there are no changes from the time of application for the Doctoral Degree, the document you submitted previously will be used.

[*3] If, for unavoidable reasons, you do not wish to make your Doctoral Thesis completely available for public viewing, submit two bound copies and one temporary bound copy. The Reference Papers File will be returned to you along with the temporarily bound thesis later.

Submission Deadline: **11:30 a.m.**, 10 days prior to the Graduate School Committee Meeting
(The deadline will move up if it falls on a Saturday, Sunday, or national holiday)

(3) Viewing of the Doctoral Dissertation

The submitted Doctoral Dissertation will be made available for review 10 days prior to the Graduate School Committee Meeting. The documents will be available only to the members of the Graduate School Committee and Academic Degree Evaluation Committee. The Doctoral Dissertation and Reference Papers File will be circulated at the Graduate School Committee Meeting.

(4) Final Evaluation of the Doctoral Dissertation

The Main Research Advisor of the Academic Degree Evaluation Committee will report the result of the evaluation to the Graduate School Committee. The Doctoral Dissertation will be approved by votes of at least two thirds of those attending the Graduate School Committee Meeting provided that a quorum vote is employed (the bound Doctoral Dissertation and Reference Papers File will be circulated at the Graduate School Committee Meeting).

13. Archiving of the Doctoral Dissertation at the Media Center

The submitted Doctoral Dissertation (bound version) will be archived at the Shonan Fujisawa Media Center and made available to users for browsing, photocopying or borrowing.

14. Publishing of the Doctoral Dissertation via the Internet

It is obligatory to release the Doctoral Dissertation to the public domain, in principle, via the Internet. At Keio University, dissertations (full theses or summaries) are published through KOARA (Keio Associated Repository of Academic resources) and the National Diet Library (in Japan). If for some reason, changes become necessary in the disclosure method after the Doctoral Dissertation has been published via the Internet, students must contact the Academic Affairs Office at SFC, first floor of the A (Alpha) Building immediately.

15. Formal Objections

If a student disagrees with the deliberations of the Research Advisory Group or the Academic Degree Evaluation Committee, or the research instructions or the review process, he/she may lodge a formal objection directly to the Graduate

School Committee Chair. The incidence of an objection, the person who is made the objection, the contents of the objection, etc., are not disclosed to the Research Advisory Group nor to the Academic Degree Evaluation Committee. After receiving the objection, the Graduate School Committee Chair will investigate and quickly take appropriate action.

16. Schedule

See the below website for details on deadlines related to the Graduate School Seminar and Application for Doctoral Degree Requirements
URL: http://www.gakuji.keio.ac.jp/sfc/gsmg/doctoral_deadline.html
See the below website for the schedule of the Graduate School Committee Meeting
URL: http://www.gakuji.keio.ac.jp/sfc/gsmg/mag_seminar_committee.html

(1) Spring Semester

Applications

Application for Doctoral Degree Requirements	(Currently enrolled students)	April 1
	(New students)	April 8
Teaching Experience Application		April 5
Original Syllabus Proposal		May 7 to May 10
Other Academic Requirements, establishment or changes to the Research Advisory Group		9 days prior to the Graduate School Committee Meeting

Graduate School Seminar

Date of meeting	Main Research Advisor deadline (10 days prior)	Student deadline (10 days prior) (Research Progress, and Thesis Progress)	Student deadline (2 days prior) (Thesis Proposal, Dissertation Hearing)
May 18	May 9	May 9	May 16
June 5	May 26	May 26	June 3
July 10	June 30	June 30	July 8

Graduate School Committee Meeting   *The deadline will move up if it falls on a Saturday, Sunday, or national holiday.

Date of meeting	Deadline to Apply for the Establishment of the Academic Degree Evaluation Committee		Deadline to apply for the Final Evaluation of the Doctoral Dissertation	
	Main Research Advisor (9 days prior)	Student (7 days prior)*	Main Research Advisor (14 days prior)	Student (10 days prior at 11:30 a.m.)*
April 17	April 8	April 10	April 3	April 5 11:30 a.m.
May 29	May 20	May 22	May 15	May 17 11:30 a.m.
June 19	June 10	June 12	June 5	June 7 11:30 a.m.
August 1	July 23	July 25	July 18	July 22 11:30 a.m.
August 28	August 19	August 21	August 14	August 19 11:30 a.m.

(2) Fall Semester

Applications

Application for Doctoral Degree Requirements	(Currently enrolled students)	August 5
	(New students)	September 27
Teaching Experience Application		September 13
Original Syllabus Proposal		October 1 to October 4
Other Academic Requirements, establishment or changes to the Research Advisory Group		9 days prior to the Graduate School Committee Meeting

Graduate School Seminar

Date of Meeting	Main Research Advisor deadline (10 days prior)	Student deadline (10 days prior) (Research Progress and Thesis Progress)	Student deadline (2 days prior) (Thesis Proposal and Dissertation Hearing)
October 19	October 9	October 9	October 17
November 6	October 27	October 27	November 4
November 27	November 17	November 17	November 25
January 18	January 8	January 8	January 16
February 6	January 27	January 27	February 4

Graduate School Committee Meeting   *The deadline will move up if it falls on a Saturday, Sunday, or national holiday.

Date of Meeting	Deadline to Apply for the Establishment of the Academic Degree Evaluation Committee	Deadline to apply for the Final Evaluation of the Doctoral Dissertation

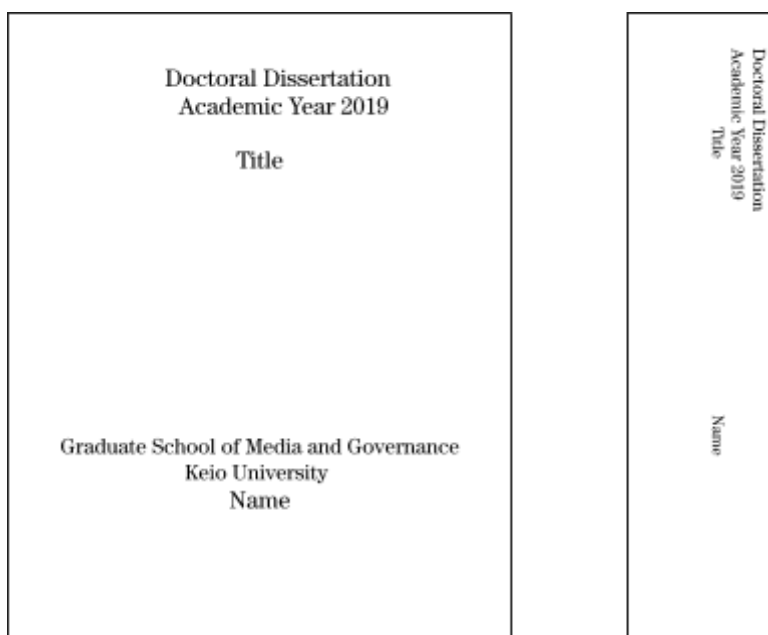|	Main Research Advisor (9 days prior)	Student (7 days prior)*	Main Research Advisor (14 days prior)	Student (10 days prior at 11:30 a.m.)*
September 25	September 16	September 18	September 11	September 13 11:30 a.m.
October 30	October 21	October 23	October 16	October 18 11:30 a.m.
December 4	November 25	November 27	November 20	November 22 11:30 a.m.
January 30, 2020	January 21	January 23	January 16	January 20 11:30 a.m.
February 28, 2020	February 19	February 21	February 14	February 18 11:30 a.m.

- The Main Dissertation field must have the title of the Doctoral Dissertation
- If the title of the Doctoral Dissertation is written in a language other than Japanese, a Japanese translation must be included in parenthesis

For the Reference Papers field, references are required for the student's own papers (publications) which have already been publicly released. References to articles and research papers must include the name of the author, title, name of the journal, volume (or number), all page numbers used for reference, and year of publication. References to books must include the name of the author, name of assignment, name of editor, title of book, name of city where it was published, name of publisher, year of publication, and all page numbers used for reference. For multiple references, organize them by year of publication rather than grouping by articles, research papers or books

The Doctoral Dissertation must be:
- on good quality paper to avoid deterioration,
- on A4 size paper, bound on the left side for horizontal writing or on the right side for vertical writing,
- bound in the order of title page, short description of main dissertation (English), short description of main dissertation (Japanese). The Japanese may be omitted if you choose so.
- of hard cover of black front page with white or gold letters, and with title, expected academic year of acquiring the degree, and name of the author printed on both the front page and spine in white or gold letters (Refer to the sample below).

Doctoral Dissertation
Academic Year 2019

Title

Graduate School of Media and Governance
Keio University
Name

Doctoral Dissertation
Academic Year 2019
Title

Name

*Formats of the Title Page, Front Page and Spine Cover for the temporary bound Doctoral Dissertation file may be downloaded from the following website:
URL: http://www.gakuji.keio.ac.jp/sfc/gsmg/forms_mag.html