

Graduation Guidelines for Doctoral Students in the International Peace and Co-existence Program

September 16, 2022

Approved by the International Peace and Co-existence Program Faculty

This document shows the overall procedures regarding the preparation and the screening of the doctoral dissertation for the doctoral students in the International Peace and Co-existence Program (hereinafter “the Program”).

(Students should also check the basic policies to complete the doctoral program of the Graduate School of Humanities and Social Sciences (hereinafter “GSHSS”) shown in the relevant regulations: the Hiroshima University Graduate School Regulations, the Hiroshima University Degree Regulations, the Hiroshima University By-Laws of the Graduate School of Humanities and Social Sciences, and the Regulations of the Graduate School of Humanities and Social Sciences Concerning the Conferral of Degrees.)

1. Notification of Research Title

Upon approval from their main supervisor, students must submit a “Notification of Research Title” to the administration office. The submission must be made within approximately one month after their university enrollment day, and students should follow the detailed instructions provided by the administration office.

2. Research Plan Outline (Mid-Point Presentation)

- Students must make a research plan outline by following the guidance from their main supervisor and submit it to the Program Faculty Meeting for approval. In this Program, students must give a “Mid-Point Presentation” based on their research plan outline and submit the presentation materials to the Program Faculty Meeting.
- The mid-point presentation should take place in or after the third semester and before the final semester.
- Students must check the “Supplemental Guidelines” for the details.
- Upon approval at the Program Faculty Meeting after the mid-point presentation, the main supervisor submits a specified form and the presentation materials to notify the administration office of the mid-point presentation.

3. Preliminary Screening of Dissertation

- Students must undergo a “Preliminary Screening of Dissertation” when they meet the requirements for the preliminary screening under the instructions of their main supervisor. Students are required to have a consultation on their preliminary screening with their main supervisor at least seven months before their expected graduation month.
- Basically, the preliminary screening should be finished by the end of November for March graduation or by the end of May for September graduation in the final semester.
- Students must check the “Supplemental Guidelines” for the requirements and other details on the preliminary screening.
- Students must complete the “Research Ethics Education-Advanced” course before the preliminary screening.
- The preliminary screening requires approval to take place at the Program Faculty Meeting to be held six months before the student’s expected graduation month: the main supervisor must submit the preliminary screening information to the Program Faculty Meeting in September for March graduation or in March for September graduation. At the Program Faculty Meeting, the student’s eligibility for the preliminary screening must be checked.
- Upon approval at the Program Faculty Meeting, the main supervisor submits a specified form to notify the administration office promptly. The preliminary screening requires advanced approval from the GSHSS Faculty Meeting (the Board of Representatives). Following this approval, the preliminary screening must be made open to the public and announced at least one week before the preliminary screening date. Note that the preliminary screening should take place on weekdays.
- The main supervisor submits a report of the results of the preliminary screening to the Program Faculty Meeting for approval. Once approved, the main supervisor submits a specified form to notify the administration office.

4. Submission of Dissertation

- Students who pass the preliminary screening must submit the following documents to the administration office by January 7 for March graduation or by July 5 for September graduation:
 - ① Dissertation (temporarily bound acceptable): One copy
✂Students must submit this dissertation, along with a change list of dissertation contents (any format), to all members of the main screening committee by the deadline above.
 - ② Application for Review of Dissertation: One copy
 - ③ List of Publications: One copy

- ④ Summary of the Dissertation (Summary of Dissertation Contents): One copy and PDF
- ⑤ Resume: One copy
- ⑥ Reference Papers: One copy
 - ✕Submit one copy of each reference papers listed in the above-mentioned “③ List of Publications.”
- ⑦ Doctoral Dissertation Submission and Publication Confirmation (Application Form): One copy
- Revision of the dissertation title is not permitted after this submission.

5. Main Screening and Final Examination of Dissertation

- Students must undergo a “Main Screening and Final Examination of Dissertation” by the main screening committee after their dissertation submission is approved at the GSHSS Faculty Meeting (the Board of Representatives).
- The main screening and final examination must include a public session. The main supervisor submits its schedule to the administration office in advance. Basically, the main screening and final examination should be taken place by February 10 for March graduation or by August 10 for September graduation.
- Upon approval from the main screening committee, the main supervisor submits specified forms to notify the administration office of the results of the main screening and final examination by February 25 for March graduation or by August 25 for September graduation.
- After the main screening and final examination, students must submit the following documents to the administration office by February 20 for March graduation or by August 20 for September graduation:
 - ① Entire Dissertation Manuscript (Final): PDF
 - ② Abstract of the Dissertation: PDF
 - Students must submit this PDF only if for unavoidable reasons they chose to delay publication of your dissertation in the university repository on the Doctoral Dissertation Submission and Publication Confirmation (Application Form).
- The above-mentioned dissertation (Point 5.①) becomes available for review for one week until the Program Degree Conferral Review Meeting is held.

6. Degree Conferral

Following the main screening and final examination by the main screening committee, the Program Degree Conferral Review Meeting and the GSHSS Faculty Meeting (the Board of Representatives) take place for the final discussion and voting. Students who pass the main screening and final examination can graduate from the GSHSS doctoral program as well as receive a relevant doctoral degree.

<Degree Options in the International Peace and Co-existence Program>

博士（学術）	Doctor of Philosophy
博士（国際協力学）	Doctor of Philosophy in International Cooperation Studies

【Notes】

- The deadline is at 5:15 pm on the above-mentioned dates. If the deadline falls on a weekend or holiday, it is moved to the next university operation day.
- The administration office mentioned above is the Support Office for the Fields of International Development and Cooperation (IDEC Office).
- If there are any circumstances, the Program Director makes decisions after discussion at the Program Faculty Meeting regardless of the contents described in this document.

Supplemental Guidelines for the Mid-Point Presentation and the Preliminary Screening in the International Peace and Co-existence Program (IPC)

Mid-Point Presentation

Doctoral students must give a mid-point presentation in or after their third semester and before their final semester. The mid-point presentation should be conducted as follows:

1. Length of Time

30 min. Presentation and 30 min. Q&A session / 1 hour in total

2. Members

Open session for the IPC students, the IPC faculty members and sub-supervisors from other programs

3. Documentation

- Those documents include: “Outline,” “List of Selected Bibliography,” and “Plan.”
- The “Outline” should be approximately 10 pages. The contents of the “Outline” shall be what you will include in the introduction of the dissertation (refer to the following Sample of the “Outline”).

4. Pre-Arrangement of Presentation

- Students should submit those documents to the IPC faculty members and their sub-supervisors from other programs two weeks prior to the presentation day.
- Those documents shall be retained officially at the administration office.
- Students should receive their supervisor’s approval for those documents before its submission.

Sample of “Outline”

	Contents	Volume
1	Abstract	0.5
2	Research Background	1
3	Research Objective and Significance	2
4	Literature Review	1
5	Research Question	0.2
6	Research Method & Research Perspective	2
7	Outline of Chapters	2
8	Expected Conclusion	0.3
9	Protection of Human Rights on Research Ethics	0.2
10	Additional Information (ex. explanation of data collection/fieldwork)	0.8

Preliminary Screening of Dissertation

Doctoral students must have a preliminary screening of their dissertation. The following contents show the schedule, the requirements, and the necessary arrangements for a preliminary screening:

1. Schedule

Students should follow the schedule below to have the preliminary screening of the dissertation.

Student's Action	March Graduation	September Graduation
Have a consultation with your supervisor on the preliminary screening	By the end of August (7 months before graduation)	By the end of February (7 months before graduation)
Have the preliminary screening	October 1 ~ November 30 (Final Semester)	April 1 ~ May 31 (Final Semester)

2. Requirements

- The IPC requires doctoral students to follow the Point Four entitled “Requirements for undergoing a screening (preliminary screening) of a dissertation outline” **in the Dissertation Preparation Schedule for Doctoral Courses (see the Students Handbook, https://www.hiroshima-u.ac.jp/en/gshs/student_handbook)**.
- Point Four denotes that “the number of publications and other matters shall comply with the standards set forth by students’ respective programs.” In this regard, the IPC follows the School’s requirements with one or more publications accordingly.
- Students must take the following actions to meet the IPC’s preliminary screening requirement.
 - ✓ Select the academic journal that meets the requirements
 - ✓ Receive approval from your supervisor on your selection of the academic journal before submitting a paper to the journal
 - ✓ Have a consultation with your supervisor about the paper
 - ✓ Follow the necessary steps of the journal’s guidelines

Selected References on Journal Lists (Electronic Journal Platforms)

- ✓ Web of Science
https://app.webofknowledge.com/author/search?lang=en_US
- ✓ Resources in Academic Writing (HU Writing Center)
<https://www.hiroshima-u.ac.jp/en/wrc/resource>
- ✓ J-Stage (academic associations’ list [Japan-based journals])
<https://www.jstage.jst.go.jp/browse/-char/ja>
<https://www.jstage.jst.go.jp/browse/-char/en>

3. Necessary Arrangements for Preliminary Screening

- Students must follow their supervisor’s instructions on the necessary arrangements for the preliminary screening.
- The preliminary screening takes place in an open session style: an oral presentation, a Q&A session, and a closed evaluation session.
- Students must submit the entire manuscript of the final version of their dissertation to all members of their preliminary screening committee by two weeks prior to the preliminary screening day.

<Primary Schedule for Doctoral Students in the IPC Program>

Year	Student's Action	Deadline		Note
		March Graduation	September Graduation	
First Year	Submit "Notification of Research Title"	Approx. one month after enrolment	Approx. one month after enrolment	Follow the instructions from the IDEC Office
	Complete the Research Ethics Education-Basic Course	April 30	October 31	Bb9 or Moodle
Second Year	Mid-Point Presentation	-The mid-point presentation takes place in or after your third semester. -The mid-point presentation may not always be conducted in your Second Year but must be done before your final semester.		
Third Year	Have a consultation with your supervisor about the Preliminary Screening	By the end of August	By the end of February	
	Complete the Research Ethics Education-Advanced Course	By the preliminary screening day	By the preliminary screening day	APRIN
	Preliminary Screening	October 1 ~ November 30	April 1 ~ May 31	A detailed schedule will be informed by your supervisor.
	Submit the dissertation and relevant documents for the degree application	January 7	July 5	Follow the instructions from the IDEC Office
	Public Hearing & Final Examination of Dissertation	Early February	Early August	A detailed schedule will be informed by your supervisor.
	Submit the final complete version of the dissertation and relevant documents	February 20	August 20	Follow the instructions from the IDEC Office