

## **Graduation Guidelines for Doctoral Students in the International Economic Development Program**

September 28, 2022

Approved by the International Economic Development 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 Economic Development 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 (Doctoral Candidate Examination)**

- 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 take a “Doctoral Candidate Examination,” which adheres to the practices of a “Doctoral Candidate Examination” held in the former graduate school, IDEC. Passing this examination is considered an acceptance of a research plan outline.
- In principle, the doctoral candidate examination takes place during the periods from April 1 to August 31 in the spring semester or from October 1 to the end of February in the fall semester, and must be passed before the final semester begins.
- Students must follow their main supervisor’s instructions on the details of the doctoral candidate examination.
- The main supervisor submits a report of the results of the doctoral candidate examination to the Program Faculty Meeting for approval. Once approved, the main supervisor submits a specified form to the administration office.

### **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. In principle, the preliminary screening takes place by the end of November for March graduation or by the end of May for September graduation in the final semester.
- The overall requirements for the preliminary screening are described in the Point Four entitled “Requirements for undergoing a screening (preliminary screening) of a dissertation outline” in the Dissertation Preparation Schedule for Doctoral Courses in the GSHSS Student Handbook. In line with this, the Program clarifies the details as follows:
  - One or more academic papers must have been published in SCI/SSCI journals before undergoing the preliminary screening.
  - However, two or more academic papers must have been published if they are not in SCI/SSCI journals.
  - “Accepted” papers, whose publication is underway, can be included in this regard.
- Students must follow their main supervisor’s instructions on the details of the preliminary screening.
- Students must complete the “Research Ethics Education-Advanced” course before the preliminary screening.
- The main supervisor must submit the preliminary screening information to the Program Faculty Meeting before it takes place. Upon approval at the Program Faculty Meeting, the main supervisor submits a specified form to 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 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
  - 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
- Students must write their finalized dissertation title in the documents above.

## 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.
- 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 25 for March graduation or by August 25 for September graduation:
  - ① Entire Dissertation Manuscript: 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 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 Economic Development Program>

博士（学術）	Doctor of Philosophy
博士（国際協力学）	Doctor of Philosophy in International Cooperation Studies
博士（経済学）	Doctor of Philosophy in Economics
博士（経営学）	Doctor of Philosophy in Business Administration

### 【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.