

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

Approved on September 26, 2022

Revised on March 24, 2023

by the International Education 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 Education 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 and Research Plan Screening**

- Students must make a “Research Plan” by following the guidance from their main supervisor and take an oral examination based on the plan at a “Research Plan Screening.”
- The research plan screening takes place when the main supervisor deems it appropriate, and is not limited to the first year. This screening 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 finished before a student’s final semester begins.
- Students must submit their “Research Plan” and “Research Achievements Report” to their supervisors’ group in advance of the research plan screening date.
- Students must follow their main supervisor’s instructions on the details of the research plan screening.
- The main supervisor submits a report of the results of the research plan screening 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 is finished 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:
  - Two or more academic papers, either single-authored or first-authored have been published (“Accepted” papers, whose publication is underway, can be included in this regard). However, one of the papers must be a refereed academic paper published by an academic society and others.
  - Academic papers that have been accepted or published prior to enrollment in the Program may be included in the above-mentioned two or more papers if they are research results related to the dissertation.
- 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. The administration office announces the public session before it takes place.
- 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 20 for March graduation or by August 20 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: PDF
    - Students must submit one permanently bound, hard-cover dissertation to the administration office by the commencement ceremony day.
  - 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).
  - ③ Signature Page for All Members of the Main Screening Committee: Two copies
    - The original must be bound in your permanently bound, hard-cover dissertation.
    - Make one copy of the original, and submit it to the administration office.
- 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 Education Development Program>

|            |   |
|------------|---|
| 博士 (學術)    | Doctor of Philosophy                                      |
| 博士 (國際協力学) | Doctor of Philosophy in International Cooperation Studies |
| 博士 (教育学)   | Doctor of Philosophy in Education                         |

### 【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.