

## Dissertation Preparation Schedule for Doctoral Courses

© Details of each procedure, etc. are determined by each program committee.

\* (F) = Faculty Meeting (Board of Representatives) (A)=Academic Affairs Committee (P) = Program Committee

| Typical Schedule |              |              | Student   | Supervisor Group<br>Screening Committee   | Program Committee<br>Academic Affairs Committee<br>Faculty Meeting (Board of Representatives)  |
|------------------|--------------|--------------|---|---|--|
| Yr.              | Apr. Enroll. | Oct. Enroll. |   |   |  |
| Yr. 1            | Apr.         | Oct.         | Receive education on research ethics (Basic for Graduate Students)  | Formation of a supervisor group   |  |
|                  | May          | Nov.         | Submit a research title, etc.   |   | Approval for the formation of the supervisor group (P) (A) (F)   |
|                  | Jun.         | Dec.         | (Formulate a research plan)<br>Submit a research plan outline   | (Instructions concerning the research plan)<br>* Each program committee determines a submission date, the contents of a research plan, etc. | Receipt of the research plan outline (P) (A)   |
| Yr. 2            | Apr.         | Oct.         | (Prepare any paper constituting the dissertation)<br>Receive education on research ethics (Advanced (D) for Graduate Students)<br>* Up until making a request for preliminary doctoral dissertation screening | (Instructions concerning research and dissertation preparation)   |  |
|                  | Apr. to Dec. | Oct. to Jun. | Submit a doctoral dissertation outline, etc.<br>Screening of the dissertation outline (preliminary screening)<br>(Prepare the doctoral dissertation)  | Permission for preliminary screening / Formation of a screening committee, etc.<br>Preliminary screening (public)                           | Advance notice on holding preliminary screening, and approval for the formation of the preliminary screening committee (including the confirmation of the student's fulfillment of screening requirements) (P)(A) (F)            |
| Yr. 3            | Jan. to Feb. | Jul. to Aug. | Submit the doctoral dissertation, etc. (Request degree conferral)<br>Screening / Examination concerning the dissertation  | Main screening  | Report and approval concerning preliminary screening results / Receipt of the doctoral dissertation / Approval for the formation of the screening committee (P) (F)<br>Report and approval concerning main screening results (P) |
|                  | Mar.         | Sep.         | Course completion / Degree awarded  | Degree conferral review / Judgment on completion (F)  | Degree conferral (by the President)  |

(Points to note)

### 1. Preparation Schedule

This schedule is designed for the Graduate School to present the basic workflow regarding the preparation of a doctoral dissertation. For details of each procedure, etc. provided in this schedule, students must follow the instructions of their respective programs.

### 2. Research Ethics Education

It is mandatory to receive Research Ethics Education before beginning to prepare a doctoral dissertation. For receiving the Education, refer to the document *Research Ethics Education*.

### 3. Supervisor Group

The Supervisor Group shall consist of one (1) supervisor and two (2) or more subadvisors according to the research theme, etc. The subadvisors shall include one (1) faculty member whose specialized field is different from that of the supervisor.

### 4. Requirements for undergoing a screening (preliminary screening) of a dissertation outline, etc.

In order to undergo a screening (preliminary screening) of his/her dissertation outline, etc., the student must, prior to submitting the doctoral dissertation outline to the supervisor, compile research results constituting his/her doctoral dissertation into a paper and submit the paper to and have it published (or accepted for publication) in a refereed academic journal issued by an academic society or the like.

- (1) The number of peer-reviewed publications in academic journals<sup>\*1</sup> must be one or more (including those that have been accepted).
- (2) In cases where there is no appropriate academic journal to publish a paper in, a publication in a bulletin, etc. equivalent to an academic journal, upon obtaining approval of the supervisor group to do so, may be deemed as a peer-reviewed publication. However, in such case, it must be a single-author publication in a bulletin, etc. whose system for reviewing papers is well established. (A paper co-authored with the student's academic supervisor will not be accepted.) In addition, when submitting his/her dissertation outline (when seeking permission for preliminary screening), the student must present comments by the supervisor stating the absence of appropriate academic journals to his/her program.
- (3) The provisions in the preceding paragraph (2) shall apply to cases where a student submits a paper for publication in the Bulletin of the Graduate School of Humanities and Social Sciences, Hiroshima University, to satisfy the requirements for undergoing the screening (preliminary screening) of his doctoral dissertation outline, etc. In such case, a faculty member who constitutes the supervisor group for the student concerned may not become a reviewer for the said paper.
- (4) In the case of a co-authored publication in an academic journal, the student concerned must be the first author thereof. In cases where certain rules exist regarding the ordering of the names of authors, the student must be the corresponding author<sup>\*2</sup>. In the case of co-authorship, the paper concerned may not be used to satisfy the requirements for undergoing a screening (preliminary screening) of other co-authors' dissertation outlines, etc.

However, the number of publications and other matters shall comply with the standards set forth by students' respective programs.

<sup>\*1</sup> Refereed academic journals issued by a domestic or international academic society, or international refereed academic journals.

<sup>\*2</sup> The one individual who is the primary author of the relative publication.

#### 5. Screening Committee for dissertation screening (main screening)

The Screening Committee for the screening of a dissertation and final examination shall be organized by three (3) or more faculty members related to the contents of the doctoral dissertation as the Committee members and shall consist of one (1) chief referee and two (2) or more sub-referees. At least one (1) of the sub-referees shall be selected from among the faculty members of other academic degree programs, other divisions or other graduate schools of Hiroshima University.

Graduate School of Humanities and Social Sciences, Integrated Arts and Human Sciences Program (Doctoral Course) Doctoral dissertation review schedule, etc.

| Year        | Item   | Where to Submit   | Submission Deadline               |                                     | Note                                  |
|-------------|--|-------------------|-----------------------------------|-------------------------------------|---------------------------------------|
|             |  |                   | March Graduation                  | September Graduation                |                                       |
| First Year  | Outline of Research Plan   | Your Field Office | March 1                           | August 25                           |                                       |
| Second Year | Outline of the Doctoral Thesis   | Your Field Office | April 1 of the year of graduation | October 1 of the year of graduation |                                       |
| Third Year  | Application for Preliminary Screening of Doctoral Thesis   | Your Field Office | October 25                        | April 25                            |                                       |
|             | Doctoral Thesis (Draft) Submission   | Main Supervisor   | November 30                       | May 31                              |                                       |
|             | Doctoral Thesis Submission<br><ul style="list-style-type: none"> <li>• Application for Review of Dissertation (one)</li> <li>• Temporarily Bound Dissertation</li> <li>• List of Publications(one)</li> <li>• Summary of the Dissertation(one)</li> <li>• Resume(one)</li> <li>• Reference Papers (if any) (one)</li> <li>• Consent Letter(one)</li> </ul> | Your Field Office | January 10                        | July 10                             |                                       |
|             | Public Hearing & Final Exam  | /                 | /                                 | /                                   | Schedule will be provided on MyMomiji |
|             | Submission of bound copies of doctoral dissertation, etc.<br><ul style="list-style-type: none"> <li>• Binding of theses and dissertations</li> <li>• PDF data (doctoral dissertations, abstracts of dissertations)</li> <li>• Publication Confirmation Form</li> </ul>   | Your Field Office | February 26                       | August 25                           |                                       |

(Notes.)

The deadline for the above shall be 5:00 p.m. on the relevant due date. If the due date falls on a Saturday, it will be the day after that, and if it falls on a Sunday or a national holiday, it will be the day after that.

Please check the My Momiji bulletin board in advance.