

Guidelines for Completion of the Doctoral Course of the Graduate School of Innovation and Practice for Smart Society at Hiroshima University

Approved by the Dean of the Graduate School on April 1, 2023

(Revised) March 21, 2025.

These guidelines include the procedures for completing the doctoral course of the Graduate School of Innovation and Practice for Smart Society (hereafter, the “Graduate School”). In addition to the Requirements for Awarding Degrees and Criteria for Applying for Degrees (Doctoral Course) in the Student Handbook, students should confirm the basic requirements for completing the doctoral course of the Graduate School, as stipulated in the Hiroshima University Graduate School Regulations, the Hiroshima University Degree Regulations, the By-laws of the Graduate School of Innovation and Practice for Smart Society, the Internal Regulations of the Graduate School of Innovation and Practice for Smart Society.

1. Submission of the Research Title

Students are required to submit a Notification of the Research Title to the Dean of the Graduate School (the Support Office) after consultation with their supervisor, as soon as possible after admission. The submission should be made within approximately one month after admission, and students should follow the instructions of the Support Office regarding detailed deadlines and submission methods.

2. Faculty Advisor Group

- The group of supervisors shall consist of the supervisor, who is a faculty member of the Graduate School, and two or more sub-advisors (including one or more members of different research fields).
- In principle, students will be placed in the research field to which the supervisor belongs. This is out of the six research fields of the Graduate School.
- Since a group of supervisors, including the faculty members in different research fields, provide guidance to students in the Graduate School, it is expected that students’ research will be a fusion and collaboration of multiple research fields. Thus, it is possible that the students’ research field may change from that of the supervisor to that of the sub-advisor during the course of the research. In such a case, the sub-advisor who belongs to the research field in which the student focuses his/her research should serve as the chief referee of the screening committee.

3. Doctoral Candidate Examinations

(1) Doctoral Candidate Examinations

- Under the guidance of the supervisor, the doctoral candidate examinations are held during the following periods between the third and fifth semesters.
- The Doctoral Candidate Examination Committee shall be organized by the group of supervisors. The committee may include faculty members other than the group of supervisors, etc., as necessary.
- The Doctoral Candidate Examination is conducted by having the student present his/her research and examining the student’s eligibility as a doctoral candidate from multiple perspectives, including the student’s research progress, level of understanding, and originality of the research.

【Period of Doctoral Candidate Examinations】

First Semester: April 1 to August 20.

Second semester: October 1 to February 20.

(2) Report of Doctoral Candidate Examination Results

- The Doctoral Candidate Examination Committee shall determine whether the candidate passed or failed the examination and report the results to the faculty committee of the research field by the report on the results of the Doctoral Candidate Examination.
- The chair of the Doctoral Candidate Examination Committee shall submit the report on the results of the Doctoral Candidate Examination to the dean of the Graduate School (the Support Office) within the implementation period, after the approval of the research field faculty committee to which the chair belongs.

4. Doctoral Dissertation Submission Requirements

- Students must fulfill the requirements for submitting a doctoral dissertation, as stipulated by their particular research field, before taking the Preliminary Examination of Doctoral Dissertation.
- Please refer to the Requirements for Awarding Degrees and Criteria for Applying for Doctoral Degrees from the Graduate School of Innovation and Practice for Smart Society at Hiroshima University for the doctoral dissertation submission requirements and the types of degrees that can be obtained in each research field.

5. Preliminary Examination of a Doctoral Dissertation

(1) Preliminary Examination

- Those who intend to submit a doctoral dissertation must undergo a preliminary examination during the following period and in the semester in which they are scheduled to complete the doctoral course.
- In principle, a preliminary examination is open to the public.
- In principle, the members of the Preliminary Doctoral Dissertation Committee shall have the same composition as that of the Doctoral Dissertation Committee.

【Period of Preliminary Examination】

For students scheduled to complete in March: October 1 to November 30.

For students scheduled to complete in September: April 1 to May 31.

(2) Report on the Results of the Preliminary Examination and Notification of the Members of the Doctoral Dissertation Committee

- The Doctoral Preliminary Examination Committee must determine whether the examination was successful and report the results of the preliminary examination to the faculty committee of the research field by the Report of Preliminary Examination Results.
- The chair of the Preliminary Doctoral Dissertation Examination Committee must submit the Report of Preliminary Examination Results to the Dean of the Graduate School (the Support Office) by the end of the examination period, after obtaining the approval of the faculty committee of the research field to which the chair belongs.
- The chair must also notify the Dean of the Graduate School (the Support Office) of the members of the Doctoral Dissertation Committee.

6. Submission of a Doctoral Dissertation

- (1) Those who have passed the preliminary examination and plan to undertake the examination of Doctoral Dissertation must submit the documents to the Dean of the Graduate School (the Support Office), with the approval of their supervisor, by the following submission deadline of the semester in which they plan to complete the doctoral course.

【Submission Deadlines for Doctoral Dissertations, etc.】

For students scheduled to complete in March: January 5

For students scheduled to complete in September: July 1

(2) Documents to be submitted:

- 1) Degree Application - one (1) copy
- 2) Dissertation (bound in a file) - one (1) copy and PDF
- 3) List of Publications - one (1) copy
- 4) Summary of the Dissertation - one (1) copy and PDF
- 5) Resume - one (1) copy
- 6) Reference Papers, if any
 - * Submit copies of the papers listed in the Reference Papers of (3) List of Publications
- 7) Doctoral Dissertation Submission and Publication Confirmation (Application Form) - one (1) copy

(3) Acceptance and Review of the Doctoral Dissertation

When a doctoral dissertation is submitted, the Faculty Committee shall deliberate whether it should be accepted according to the Summary of the Dissertation.

(4) Submission and Review of Doctoral Dissertation (Final Version)

- Students must submit the final version of their doctoral dissertation in PDF format to the Dean of the Graduate School (the Support Office) by the following deadline in the semester in which they plan to complete the doctoral course.
- The final version of the dissertation shall be made available for inspection.

【Deadline for submission of doctoral thesis (final version)】

For students scheduled to complete in March: February 20.

For students scheduled to complete in September: August 20.

7. Dissertation Screening and Final Examination

(1) Establishment of the Screening Committee

- The Faculty Meeting shall establish a Screening Committee that consists of a 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 research fields of the Graduate School. The selection of sub-referees(s) can include researchers from other graduate school, universities, research institutes, companies, etc.

(2) Conduct of the Dissertation Screening Session

- Students will present their doctoral dissertation and answer questions at the doctoral dissertation screening session (open to the public) held by the Screening Committee.
- The date and time of the Doctoral Dissertation and Final Examination (open to the public) will be set by the Screening Committee and publicly announced.
- The student or supervisor shall hand in the necessary documents for the examination of the doctoral dissertation to each member of the Screening Committee.

(3) Final Examination

- Students shall take a final examination (mainly an oral examination) by the Screening Committee.

(4) Screening and Final Examination Report from the Screening Committee

- The Screening Committee must complete the screening and final examination by the deadline for submission of the doctoral dissertation (final version) and report to the research field faculty committee by the Summary of the Results of the Dissertation Screening and the Summary of the Results of the Final Examination.
- The chief referee on the Screening Committee will submit the Summary of the Results of the Thesis Screening and the Summary of the Results of the Final Examination to the Faculty Meeting (the Support Office), after obtaining the approval of the Faculty Meeting of the research field to which the chief referee belongs.

8. Screening and Conferment of Doctoral Degrees by the Faculty Meeting

- The Faculty Meeting shall distribute the submitted Summary of Results of Thesis Screening and the Summary of the Result of the Final Examination to the members of the Faculty Meeting at least seven days prior to the date of the Faculty Meeting (in the beginning of March or September).
- A resolution for the conferment of doctoral degrees requires the attendance of at least two-thirds of the members of the Faculty Meeting (excluding those on overseas business trips or under long-term medical treatment) and a two-thirds majority of the votes cast by those present.
- The prescribed doctoral degree (Doctor by Completing the Course) is awarded to those who have passed the screening by the Faculty Meeting.
- Doctoral degrees shall be conferred on the following date.

【Date of the Conferment of Doctoral Degree】

Those who have passed within the standard completion period: Date of the diploma awarding ceremony in March or September (within three years (including early completion)).

Those who have passed beyond the standard completion period: Date of passing.

9. Notes

- Notwithstanding, each deadline in the guidelines is 5:15 p.m. on the date in question. In addition, if the due date falls on either a Sunday or Saturday or on a National holiday prescribed by the Act on National Holidays (Act No. 178, 1948), then the due date shall be replaced with the weekday immediately before the date.
- The Support Office in the guidelines refers to the Support Office for International Development and Cooperation.
- If there are special circumstances that make it difficult to follow the guidelines, then the Dean of the Graduate School will make a decision, after consultation with the Faculty Meeting.