

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 (the preliminary screening committee) /Screening Committee	Program Committee Academic Affairs Committee 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 the supervisor group	
	May	Nov.	Submit a research title, etc.	Plans for the main screening committee	Planning and reporting of the main screening committee (P) (A)
	Jun.	Dec.	(Formulate a research plan) Submit a research plan outline	(Instructions concerning the research plan) * Each program committee determines a submission date, the contents of a research plan, etc.	Receipt of the research plan outline (P) (A)
			(Prepare a paper outlining the doctoral dissertation) Attend courses on research ethics (Advanced (D) for Graduate Students) * Until making a request for preliminary doctoral dissertation screening	(Instructions concerning research and dissertation preparation)	
Yr. 2	Apr. to Dec.	Oct. to Jun.	Submit a doctoral dissertation outline, etc. Screening of the dissertation outline (preliminary screening) (Prepare the doctoral dissertation)	Permission for preliminary screening / Formation of a screening committee, etc. Preliminary screening (public) Check of doctoral dissertation	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)	Paper Submission Approval Form	Report and approval concerning preliminary screening results / Receipt of the doctoral dissertation / Approval for the formation of the screening committee (P) (F)
			Screening / Examination concerning the dissertation	Approval for the formation of the main screening committee Main screening	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 and the like provided in this schedule, students must follow the instructions of their respective programs.

2. Research Ethics Education

It is mandatory to take a course on research ethics education before beginning to prepare a doctoral dissertation. For information regarding the research ethics education course, 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 (hereinafter, Preliminary Screening) of a Dissertation Outline, etc.

In order to undergo a 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 and have the paper 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^{*1} must be one or more (including those that have been accepted).
- (2) Only in cases where there is no appropriate academic journal for publication and upon obtaining approval of the supervisor group, a publication in a bulletin, etc. equivalent to an academic journal may be deemed as a peer-reviewed publication. However, in such a 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 confirming 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 preliminary screening of his doctoral dissertation outline, etc. In such a case, a faculty member who belongs to the supervisor group for the student concerned may not become a reviewer for said paper.
- (4) In the case of a co-authored publication in an academic journal, the student concerned must be the first author. In cases where certain rules exist regarding the ordering of the names of authors, the student must be the corresponding author^{*2}. In the case of co-authorship, the paper concerned may not be used to satisfy the requirements for undergoing a 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 each students' respective programs.

^{*1} Refereed academic journals issued by a domestic or international academic society, or international refereed academic journals.

^{*2} The 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 relating 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 faculty members of other academic degree programs, other divisions, or other graduate schools of Hiroshima University.