

Guidelines concerning Research Ethics in the Doctoral Program and the Composition of the Doctoral Thesis

I. Establishing research ethics

(1) “Seminar A” is a compulsory course for all doctoral students, and only candidates who have received credits for this course are qualified to submit a doctoral thesis. In “Seminar A”, through the supplementary use of manuals appropriate to each research field, such as the *MLA Handbook* or the *Chicago Style Manual*, candidates should learn the essential fundamentals of research ethics, including appropriate ways of handling data. The aim is to foster the understanding and carrying out of correct procedures according to the constraints of each research field, notably including how to keep suitable records of the research process, and, when necessary, make them public.

(2) Within a prescribed period after entering the program, each doctoral student must submit to the Graduate School Office **a written pledge** to conduct research in a spirit of honesty and within the regulations.

II. Responsibility for research guidance

(1) With regard to doctoral research guidance, in addition to the primary research director, two deputy directors will be assigned. Following consultation between the doctoral student and faculty members, the primary research director submits the Appointment of Doctoral Thesis Deputy Directors (prescribed format) to the Graduate School Office. Selection of the deputy directors should be made within two years (or four semesters) of the student entering the program.

(2) Even after responsibility for research guidance has been decided, in cases where a mismatch between the research focus of the student and the expertise of the teacher becomes apparent, it is possible for the primary and/or deputy research director(s) to be changed with the approval of the Graduate School Steering Committee.

III. “Academic Portfolio,” “Doctoral Thesis Preliminary Examination,” “Intermediate Review”

(1) In order to maintain a record of the process of creating the doctoral thesis, from the point of entry into the program each doctoral student should set up and manage an **“Academic Portfolio” (including memos of research supervision and independent study sessions, and the like)**. This portfolio should be submitted to the Graduate School Office together with the completed doctoral thesis.

(2) Each doctoral candidate should aim to complete all required courses within two years or four semesters of entry to the program.

(3) Students who have earned or are scheduled to earn the required credits must take and pass a “Doctoral Thesis Preliminary Examination.” This includes the submission to the Graduate School Office of a **Doctoral Thesis Research Plan** (prescribed format) approved (signed) by the primary research director, and an Application for Doctoral Thesis Preliminary Examination (prescribed format) approved (signed) by the three research directors (primary and deputy). An oral defense of this research plan conducted publicly within the Graduate School. These processes should also be recorded and preserved in the Academic Portfolio. If students fail the “Doctoral Thesis Preliminary Examination” three times, they will be excluded from the program.

(4) Research ethics guidance will be given by the primary research director after “Doctoral Thesis Preliminary Examination”.

(5) Once significant advances have been made toward the completion of the doctoral thesis, doctoral candidates must undergo an “Intermediate Review.” At this point, students must submit to the Graduate School Office a **Doctoral Thesis Progress Report • Application for Intermediate Review** (prescribed format) approved (signed) by the three research directors (primary and deputy). After this application is received, the Intermediate Review should be carried out within three months.

(6) The Intermediate Review must be carried out publicly within the university. This review judges whether the candidate is permitted to continue writing the doctoral thesis. Doctoral students permitted to continue should complete the writing of the doctoral thesis under the guidance of the same primary research director and two deputy directors.

IV. Doctoral thesis submission and evaluation

(1) When doctoral students have completed the thesis they should submit an **Application for the Award of the Doctoral Degree** (prescribed format). As part of the application process, the approval (signature) of the three research directors (primary and deputy) must be recorded on the application form. At the same time four copies of the completed thesis plus an abstract must be submitted to the Graduate School Office. Moreover, along with the doctoral thesis, the student should also submit an original copy of at least one article already published or forthcoming in a refereed academic journal (including the GSICCS annual bulletin, *Transcommunication*) or in the transactions of a scholarly society.

(2) In principle, evaluation of the doctoral thesis should be completed within two or three months of the acceptance of the Application for the Award of the Doctoral Degree. However, this period may be extended if the evaluation requires more time.

(3) If the process of evaluating the doctoral thesis brings to light unethical research acts such as fabrication, falsification or plagiarism, the candidate will be subject to disciplinary action and the submitted thesis rejected.

(4) If inadequacies other than those covered in (3) above come to light during the process of evaluation, necessary revisions and corrections to the thesis may be carried out. However, if inadequacies are found after the completion of the final oral defense process (see V. below), in principle the thesis will be failed.

V. The final oral defense of the doctoral thesis

(1) After an Application for the Award of the Doctoral Degree has been made, a final oral defense of the doctoral thesis must be held publicly within the university.

(2) Following the submission of an Application for the Award of the Doctoral Degree, a minimum period of six weeks must elapse before the holding of the final oral defense to allow the research directors to evaluate the doctoral thesis with due care.

(3) As part of the final oral defense examination process, the Graduate School Steering Committee may require partial revision of the thesis. In this case the stipulated corrections and revisions must be carried out promptly.

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