

## Concerning the Academic Portfolio and its Submission

Graduate School of International Culture  
and Communication Studies

- (1) Students are required to download the prescribed “Academic Portfolio” form from GSICCS website, or receive a paper copy from the GSICCS Office, before the Course (Directed Research or Independent Study) starts.
- (2) Students keep a record for their “Academic Portfolio” after every class and submit it by e-mail, or in printed form, by the end of semester (Spring semester: Around late July / Fall semester: Around late January). Students are required to save personal copies of their “Academic Portfolio” documents for their records.
- (3) Students will be given feedback based on “Academic Portfolio” completed by the instructor, in either printed or digital form. Students are required to save these printed or digital copies for their own records.
- (4) The GSICCS Office will print the “Academic Portfolio” form after submission by the instructor and keep it in the file prepared for each student.

[Concerning Academic Portfolio (Excerpt from "Guidelines concerning Research Ethics in the Doctoral Program and the Composition of the Doctoral Thesis")]

### 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 then take and pass a “Doctoral Thesis Preliminary Examination.” This includes the submission to the Graduate School Office of a **Doctoral Thesis Research Plan** approved (signed) by the three research directors (primary and deputy), and 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.

