

Important Information on the Dissertation Committee and the Dissertation Conceptual Framework Examination

Students who are planning to take the Dissertation Conceptual Framework Examination must read the following instructions carefully, and prepare for the examination.

1. Dissertation Committee

(1) The Dissertation Committee is a team of advisors who will give supervision towards completion of a doctoral dissertation for students who have passed the Qualifying Examination/ the Basic Knowledge Confirmation Examination. The Committee is formed in advance of the Dissertation Conceptual Framework Examination, and supports the student's preparation for the exam. It is also the committee that examines and makes a final judgment whether the student passes or fails.

(2) The Dissertation Committee consists of the student's Main Advisor and two Sub-Advisors. It is preferable that one of the Sub-Advisors is a professor from a same research area. However, it does not necessarily have to be so, depending on the research theme. The other Sub-advisor must be a professor from a different university or institute. According to the situation, it may be allowed to add more Sub-Advisors.

(3) How to organize your Dissertation Committee

- ① Consult with your Main Advisor about who should be your Dissertation Committee members.
- ② Submit your proposal of the Dissertation Committee members with your Main Advisor's sign to the GSPS steering committee.
- ③ Your proposal is officially approved to be organized by the judgment of the steering committee.

2. Dissertation Conceptual Framework Examination

- Includes examination of your dissertation framework and making a judgment whether you are allowed to write a Doctoral dissertation based on the framework.
- Approximately a year after passing the Dissertation Conceptual Framework Examination, students can submit their Doctoral Dissertation to be reviewed by the Doctoral Dissertation Committee .

(1) Documents to be submitted

Submit the documents ①~④ to the GSPS Office by [email](#), ⑤ to the GSPS Office reception counter.

① Research Plan (Designated Form)

Produce a detailed research plan toward the completion of your dissertation.

② Bibliographical Essay

a. It is an essay on previous studies of your research theme from a critical viewpoint.

It should include where your research is considered to fit in the research area (the academic position of your research).

b. Bibliography should be put at the end.

c. Free style.

③ Synopsis

a. Structure of dissertation (provisional)

b. Abstract for each chapter (approximately one A4 paper)

*Please note that after you pass the the Dissertation Conceptual Framework Examination, it is not

allowed to make a significant change to your synopsis.

④ Draft Chapter

One chapter from your dissertation (*Except for the first and last chapter)

⑤ Written Oath of Academic Research Ethics (Designated Form)

Need to watch on-demand CourseN@vi (Introduction to Research Ethics) Chapter 1, 3 and 4 before submission.

■ Where to submit: Please send files to gsps-office@list.waseda.jp

(2) Document submission

The student should decide the examination date according to the availability of the dissertation committee members. The student should let the office know and consult when the date is fixed. And also submit application documents one month before your examination date.

(3) Examination process

① An interview will be given by the dissertation committee members based on the documents submitted (15 minute long presentation and 45 minute long interview).

② The pass/fail judgment will be made based on the overall assessment of the documents and interview.

*Both the Main-Advisor and the student are recommended to check the requirements on a Doctoral dissertation during the interview.

(4) Result and after

Students who pass the examination will be allowed to submit their Doctoral Dissertation after at least one year. Details will be made available separately. Students are only allowed to take the “Dissertation Conceptual Framework Examination” twice. If students fail twice, they will be asked to withdraw. Please prepare for the examination adequately with your supervisor.

Graduate School of Political Science
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Associate Dean Reiko Tsuchiya

< FYI > AY2020 GSPS steering committees schedule

April 15, 2020
May 20
June 24
July 15
October 7
November 18
December 9
January 13, 2021
February 10 and 24