

## 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.

(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 signature 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.
- If your Doctoral dissertation is Book Thesis Type, the examination will be held 1 year after you pass Qualifying Examination / Basic Knowledge Confirmation. If your Doctoral dissertation is Three Essays Type, it will be held when your total score on the other criteria is higher than 3.

(1) Submission of Application Documents

① Research Plan (Designated Form)

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

② Literature Review

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 in total)

\*Please note that after you pass the the Dissertation Conceptual Framework Examination, it is not allowed to make a significant change to your synopsis.

#### ④Draft Chapter

Book Thesis Type: One chapter from your dissertation (\*Except for the first and last chapter)

Three Essays Type: One working paper and the documents to prove your total score on the other criteria is higher than 3.

#### ⑤Written Oath of Academic Research Ethics (Designated Form)

Please take the e-Learning Course on Research Ethics (eL CoRE) offered by the Japan Society for the Promotion of Science (JSPS、<https://elcore.jsps.go.jp/top.aspx> ) and submit the certificate of completion (PDF) together with Written Oath of Academic Research Ethics.

If you have already submitted this form when you were studying for Master's degree at the GSPS, you do not need to submit it this time.

Submit the documents ①～⑤ to the GSPS Office by email.

Where to submit: Please send files (PDF only) to [gspg-office@list.waseda.jp](mailto:gspg-office@list.waseda.jp)

#### (2) Examination Schedule

After the Dissertation Committee has been approved and the application documents have been received by the GSPS office, please consult with the main advisor of the Dissertation Committee to determine the date and time of the examination. Once confirmed, please notify the date and time by sending an e-mail to the GSPS Office ([gspg-office@list.waseda.jp](mailto:gspg-office@list.waseda.jp)).

Note: The examination date must be set to allow at least three weeks from the date the application documents are received.

#### (3) Examination process

①An 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

The examination result will be notified to students after it has been reported to the GSPS Steering Committee. Students who pass the examination will be allowed to hold Presentation Seminar of Dissertation Before Submission after at least 10 months. 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

Dean Atsushi TAGO

Associate Dean Keiichi KUBO

<FYI> AY2025 GSPS steering committees schedule
April 9, 2025
May 14
June 18
July 16
October 1
November 5
December 10
January 7, 2026
February 4 and 24(Tue.)