

Guidance for Doctor Course Students

Grad. School of IPS,
Waseda University

Doctor Course Studies

- Do research and publish papers
- Main advisor will guide your research
 - Sub advisor(s) will also contribute to research guidance
 - Guidance is based on the research plan and depends on advisors
 - Communicate with main and sub advisors timely and constantly

Research at Dr. Course

- Reading papers on your research area
 - Understand the current status and find new or remaining problems
- Research is to develop a new way to solve such new or remaining problems
- Research should be based on new and original ideas
 - Your own ideas are important
 - Your own words should be used in the presentation

Support for Dr. Students

- Scholarship: See IPS Square website

Japanese Page

<https://www.waseda.jp/fsci/gips/campuslife/ipssquare/>

English Page

<https://www.waseda.jp/fsci/gips/en/campuslife/ipssquare/>

- Support for International Conference Presentation
 - Travel fee: 110,000 yen &
 - Registration fee: 55,000 yen / half year
- Support for Printing
 - 5,000 yen/year
 - Copy card, Fee to Academic Society (Registration fee of a meeting, Annual fee, Printing fee of a paper)

その他：補助関係

- IPS Square (奨学金 (Scholarship) など)
<https://www.waseda.jp/fsci/gips/campuslife/ipssquare/>
- 大学院生等海外派遣助成制度
 - 旅費：110,000円 &
 - 国際会議論文発表登録料：55,000 円 / 半年ごと
- 複写代等補助
 - 5000円/年
 - コピーカード、学会経費(参加費、年会費、論文印刷)

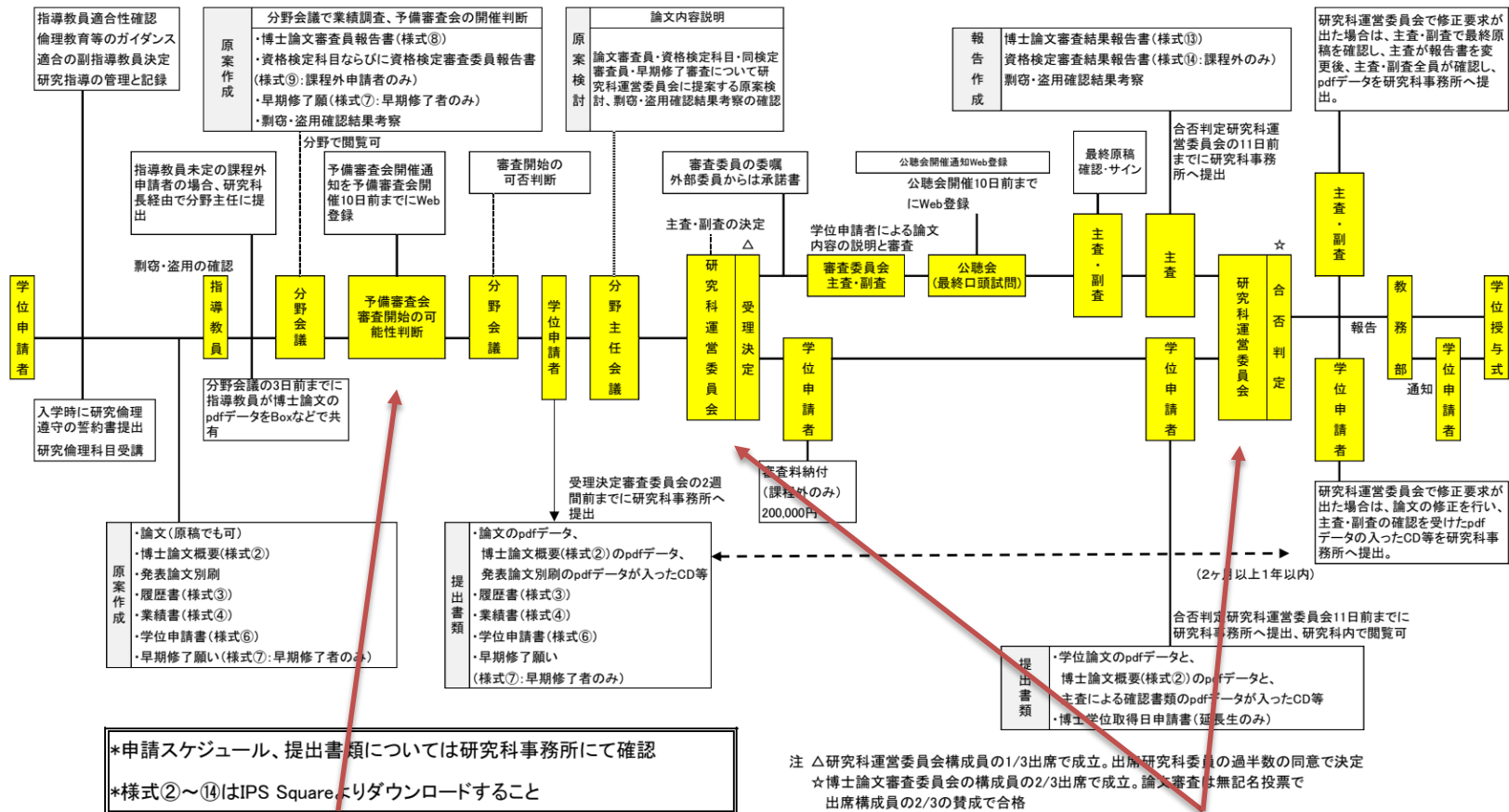
Schedule Issue

- 3 years is a basis
 - Enroll more than or equal to 3 years (School rule)
- Paper publication needs long time
 - Around 6 months for publication to an international conference or a journal
 - At first submitting the idea to a conference and then revise and add new items and submitting to a journal
- Writing Dr. Dissertation needs some time
- Judging Dr. Dissertation needs some time

Dr. Review Flow for Judging (日本語版)

<https://www.waseda.jp/fsci/gips/other/2024/07/17/9392/>

早稲田大学大学院情報生産システム博士学位申請手続き(博士入学時から学位取得までのフロー)

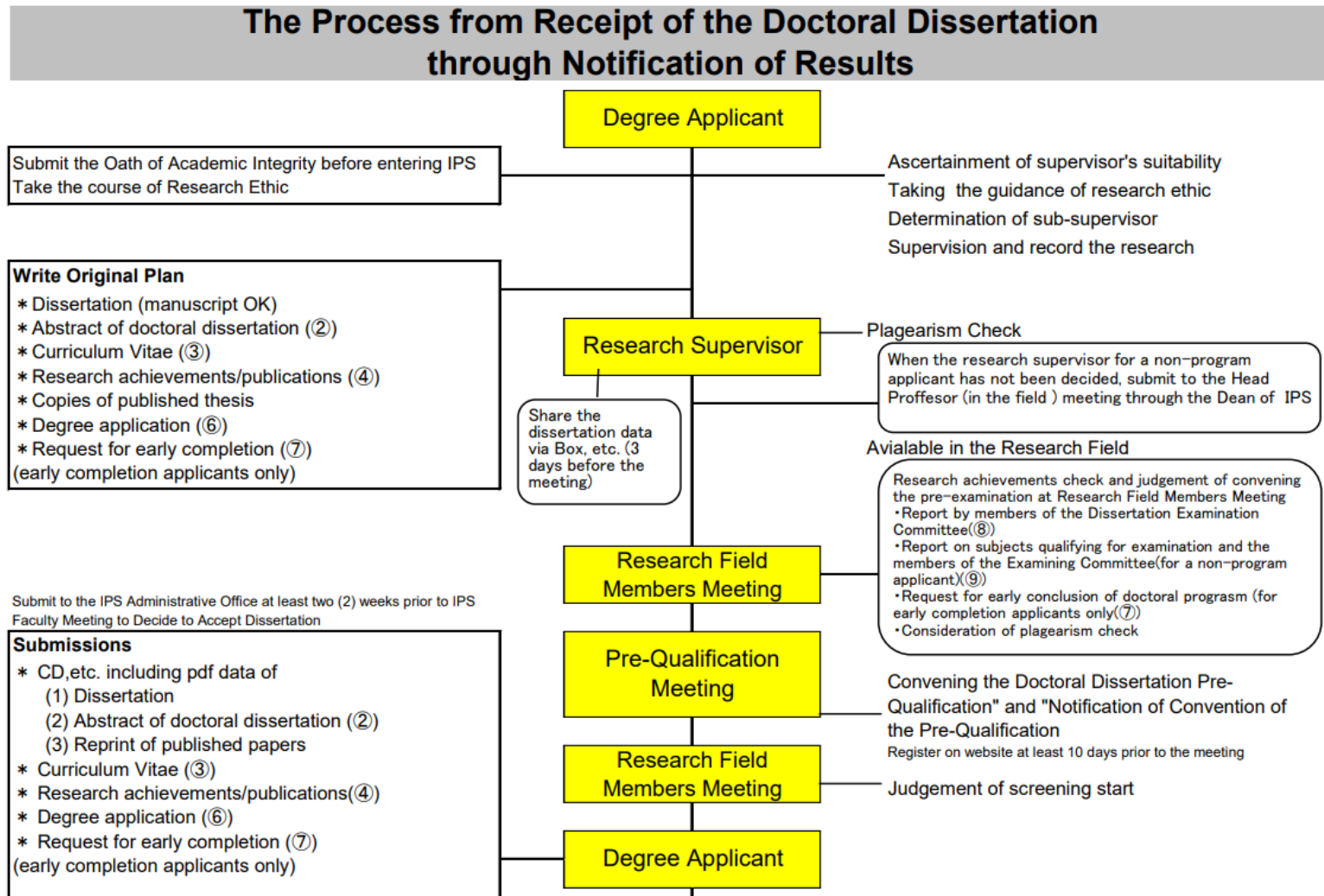


Preliminary review
(Pre-examination)

About 2 months between
the acceptance and the judgement

Dr. Review Flow for Judging (English Ver)-1

<https://www.waseda.jp/fsci/gips/other-en/2024/07/17/12240/>




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graph TD
    HA1[Degree Applicant] -- "Submit to IPS Administrative Office at least 11 days prior to the pass/fail decision date IPS Faculty Meeting" --> HPM[Head Professors Meeting]
    HPM -- "Explanation of details of dissertation and Plan Considered over the submitted documents Consideration of plagiarism check" --> ISC1[IPS Steering Committee  
Δ Decision to Accept Dissertation]
    ISC1 -- "Decision of chief examiner and examiners" --> DA1[Degree Applicant]
    DA1 -- "Pay examination fee 200,000 yen *non-program applicants only" --> DEM[Dissertation Examination Meeting]
    DEM -- "Delegation of examiners Explanation of dissertation by applicant to the Examiners" --> PH[Public Hearing]
    PH -- "Notification Form to hold Public Hearing Register on website at least 10 days prior to the hearing" --> CE1[Chief Examiner and Examiners]
    CE1 -- "Check the final doctoral dissertation and signature" --> CH[Chief Examiner]
    CH -- "Write Report * Doctoral dissertation examination report form (13) * Result of the qualifications examination (14) Consideration of plagiarism check" --> ISC2[IPS Steering Committee  
☆ Pass/fail decision]
    ISC2 -- "Submit to the IPS Administrative Office at least 11 days prior to the IPS Committee" --> CH2[Chief Examiner and Examiners]
    CH2 -- "If the correction of the dissertation is required at IPS Faculty Meeting, submit pdf data of the report to IPS office after the chief examiner & examiners check and modify." --> CH
    CH -- "Submit CD, etc. containing pdf data of the dissertation, the abstract and a confirmation document signed by the chief examiner. * * Application for a doctoral degree date (Extended student only)" --> DA2[Degree Applicant]
    DA2 -- "If the correction of the dissertation is required at IPS Faculty Meeting, submit CD, etc. including the modified dissertation to IPS office after it is corrected and checked by the chief examiner & examiners." --> ISC2
    
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The flowchart illustrates the Doctoral Dissertation Examination Process, which involves several key steps and decision points:

- Initial Submission:** The Degree Applicant submits the dissertation to the IPS Administrative Office at least 11 days prior to the pass/fail decision date.
- Head Professors Meeting:** Details of the dissertation and plan are explained, and plagiarism is checked.
- IPS Steering Committee Decision:** The committee decides to accept the dissertation.
- Examination Process:**
 - The Degree Applicant pays the examination fee (200,000 yen for non-program applicants).
 - The Dissertation Examination Meeting is held, where examiners are delegated and the applicant explains the dissertation.
 - A Public Hearing is notified, and a notification form is sent at least 10 days prior to the hearing.
 - The Chief Examiner and Examiners check the final doctoral dissertation and signature.
 - The Chief Examiner writes the report, including the doctoral dissertation examination report form (13) and the result of the qualifications examination (14).
- Final Decision:** The IPS Steering Committee makes a pass/fail decision based on the report and plagiarism check.
- Post-Decision Actions:**
 - The Chief Examiner and Examiners check and modify the report if correction is required at the IPS Faculty Meeting.
 - The Degree Applicant submits the report to the IPS Administrative Office at least 11 days prior to the IPS Committee.
 - The Degree Applicant submits the CD, etc. containing pdf data of the dissertation, the abstract, and a confirmation document signed by the chief examiner. This includes an application for a doctoral degree date (Extended student only).
 - If correction is required, the Degree Applicant submits the modified dissertation to the IPS office after it is corrected and checked by the chief examiner and examiners.

Dr. Review Schedule (Year 2025)

<https://www.waseda.jp/fsci/gips/other-en/2024/07/17/12240/>

2025 Doctoral Dissertation Application Schedule_IPS Waseda University

All the documents are to be submitted to IPS admin office. Please download the designated forms ((2)~(14)) from IPS Square.

Schedule for Submissions and Exams	No.	Pre-examination	Deadline for Submission of Documents for IPS Steering Committee (Decision to Accept Dissertation)	IPS Steering Committee (Decision to Accept Dissertation)	Deadline for Submission of Documents for IPS Steering Committee (Pass/Fail Decision) (Degree Applicant)	IPS Steering Committee (Pass/Fail decision)	Date of Doctoral Degree Conferment	Date of Doctoral Degree Certificate Conferment Ceremony
	1	*1 See below	Jan 14, 2025 (Tue) 5:00 PM	Jan 27, 2025 (Mon)	Apr 10, 2025 (Thu) 5:00 PM	Apr 21, 2025 (Mon)	Sep 15, 2025 *2 See below	Sep 20, 2025 (Sat)
	2		Feb 3, 2025 (Mon) 5:00 PM	Feb 17, 2025 (Mon)	Apr 10, 2025 (Thu) 5:00 PM	Apr 21, 2025 (Mon)		
	3		Mar 3, 2025 (Mon) 5:00 PM	Mar 17, 2025 (Mon)	May 15, 2025 (Thu) 5:00 PM	May 26, 2025 (Mon)		
	4		Apr 7, 2025 (Mon) 5:00 PM	Apr 21, 2025 (Mon) 5:00 PM	Jun 5, 2025 (Thu) 5:00 PM	Jun 16, 2025 (Mon)		
	5		May 12, 2025 (Mon) 5:00 PM	May 26, 2025 (Mon)	Jul 10, 2025 (Thu) 5:00 PM	Jul 21, 2025 (Mon)		
	6		Jun 2, 2025 (Mon) 5:00 PM	Jun 16, 2025 (Mon)	Aug 29, 2025 (Thu) 5:00 PM	Sep 8, 2025 (Mon)		Late Mar 2026
	7	*1 See below	Jul 7, 2025 (Mon) 5:00 PM	Jul 21, 2025 (Mon)	Oct 9, 2025 (Thu) 5:00 PM	Oct 20, 2025 (Mon)	Mar 15, 2026 *2 See below	Late Mar 2026
	8		Aug 25, 2025 (Mon) 5:00 PM	Sep 8, 2025 (Mon)	Nov 6, 2025 (Thu) 5:00 PM	Nov 17, 2025 (Mon)		
	9		Oct 6, 2025 (Mon) 5:00 PM	2025年10月20日(月)	Dec 4, 2025 (Thu) 5:00 PM	Dec 15, 2025 (Mon)		
	10		Nov 3, 2025 (Mon) 5:00 PM	2025年11月17日(月)	Jan 14, 2026 (Thu) 5:00 PM	Jan 26, 2026 (Mon)		
	11		Dec 1, 2025 (Mon) 5:00 PM	2025年12月15日(月)	Feb 5, 2026 (Thu) 5:00 PM	Feb 16, 2026 (Mon)		
	12	*1 See below	Jan 13, 2026 (Tue) 5:00 PM	Jan 26, 2026 (Mon)	Early Apr 2026	Mid-Apr 2026	Sep 15, 2026 *2 See below	Mid-Sep 2026
	13		Feb 2, 2026 (Mon) 5:00 PM	Feb 16, 2026 (Mon)	Early Apr 2026	Mid-Apr 2026		
	14		Mar 2, 2026 (Mon) 5:00 PM	Mar 16, 2026 (Mon)	Early May 2026	Mid-May 2026		

*1 Note: Check "The Process from Receipt of the Doctoral Dissertation through Notification of Results" and follow the steps. The Pre-examination and judgement are required before the submission.

*2 Note: For students who have been in the Doctor program for longer than three years, they should choose the degree date, the date of the Pass/Fail Decision or the final date of the semester. Student Visa and Dormitory Contract also will be expired on the degree date.

修業年限と修了要件(博士後期課程)

Term and Requirements for Completion (Doctoral Program)

【博士後期課程の修了要件】

博士後期課程に3年以上（6年が上限）在学し、各研究科の定めた所定の単位を修得し、所要の研究指導を受けた上、博士論文の審査および試験に合格すること

[Term and Requirements for Completion (Doctoral Program)]

The standard requirement for completion of the Doctoral Program is that the student must be enrolled for 3 years or more (6 years is the maximum) in the Doctoral Program, receive the research guidance stipulated by this graduate school, and subsequently pass the screening and the final examinations of the Doctoral dissertation.

博士論文 課程内/課程外の違い

Difference between “in-course/out-of-course” submission of doctoral dissertations (Japanese Ver)

研究科運営委員会での博士論文が「受理」となる日が以下の条件に当てはまる場合は「課程内」の扱いとなり、審査料20万円が免除されます。

【課程内審査の対象者】

- 博士後期課程在籍者
- 博士後期課程を「研究指導終了」による退学後3年以内
- 博士後期課程を「在学期間満了」による退学後に「研究生（最大3年）」となり、研究生在籍中に博士論文の審査に合格した場合

博士論文 課程内/課程外の違い

Difference between “in-course/out-of-course” submission of doctoral dissertations

(English Ver)

If the date of “Acceptance” of the doctoral dissertation by the Graduate School Steering Committee meets the following conditions, the dissertation will be treated as “In-Course” and the 200,000 yen review fee will be waived.

[Persons eligible for in-course review]

- Students enrolled in the doctoral course
- Within 3 years after leaving the doctoral course due to “completion of research guidance”
- Students who have become “research students (maximum 3 years)” after leaving the doctoral course due to “expiration of the period of enrollment” and have passed the doctoral dissertation review while enrolled as a research student.

研究倫理教育の受講

Lecture on Research Ethics

(Japanese Ver)

博士学位論文の受理要件として…

研究科が定める研究倫理に関する教育を受講する必要がある

グローバルエデュケーションセンター(Global Education Center)

『学術・研究公正概論（生命・理工系）』（Introduction to Academic and Research Integrity(For Life Sciences, Biological Science, Sciences, and Engineering)）

春学期 夏クウォーター（1単位）または

秋学期 冬クウォーター（1単位）単位取得

※フルオンデマンドによる講義、英訳あり（Full On demand）

※受講するためには科目登録が必要です

※2025年度 夏クウォーター 6/4～7/22

<https://www.waseda.jp/inst/ore/subject/introduction/>

研究倫理教育の受講

Lecture on Research Ethics

(English Ver)

As a requirement for acceptance of the doctoral dissertation, the student must complete the following course on research ethics as prescribed by the Graduate School

グローバルエデュケーションセンター(Global Education Center)
『学術・研究公正概論（生命・理工系）』 (Introduction to Academic and Research Integrity(For Life Sciences, Biological Science, Sciences, and Engineering))

- Spring Semester Summer Quarter (1 credit) or Fall Semester Winter Quarter (1 credit)
- Full on-demand lectures with English translation (Full On demand)
- Registration is required to enroll in the course.
- Summer Quarter, June 4 - July 22, 2025

<https://www.waseda.jp/inst/ore/en/subject/>

Research Ethics

- Ethical issues when doing research
 - Moral rules or principles of behaviour for deciding what is right and wrong (Longman Dictionary of Contemporary English)
- Research ethics is important when doing the research
 - Do the research based on your own idea and present your own words
- Briefly introduce Research Ethics for starting Dr.
 - Take the lecture on Research Ethics for detail which is the only lecture assigned to all Dr. students

References of the following slides

- "Research Ethics" powerpoint - University of Delaware
 - http://www.sepp.udel.edu/sites/sepp.udel.edu/files/users/common/Research_Ethics_Powers.ppt (Accessed at Feb. 5, 2015)
- Waseda University Charter for Academic Research Ethics
 - <http://www.waseda.jp/inst/ore/en/>
- IEEE Code of Ethics
 - <http://www.ieee.org/about/corporate/governance/p7-8.html> (Accessed at Feb. 5, 2015)

Violation of Research Ethics

- Plagiarism (剽窃)
- Fabrication (Invention) & falsification of data (捏造・偽造、歪曲)
- Conflicts of Interest (利益相反)
- Problems might be from
 - dishonesty, envy, exploitation, lack of collegiality, self-promotion, sloth, arrogance, etc.

Plagiarism (剽窃)

- Steal other persons' ideas and sentences
 - Sentences are covered by copyright
- Check tools are widely distributed and Plagiarism will easily be detected
 - Resemblance can be checked with respect to all manuscripts opened on Web
 - Your paper will be checked by your supervisor
 - Please do not lose your supervisor's reliance
- Please correctly refer a paper if you might use other person's idea

Fabrication & falsification of data (偽造、歪曲)

- Use incorrect data or hand-made data
- Data reproduction is requested
 - Not only the data itself but also data reproduction method and its correctness are important
 - Your supervisor will verify your data

Conflicts of Interest (利益相反)

- Interested parties (persons) who give the bias (bad effect) to the research
 - Support money from Industries
- Independence of research is important and avoid the bias

Waseda University Charter for Academic Research Ethics

- The mission of Waseda University is to achieve a high ideal of academic research that conforms with its founding principles of Academic Independence and Enterprising Spirit. Specifically, the University wishes to contribute to human welfare and world peace through academic research. As such, academic researchers associated with the University shall make efforts to maintain its good tradition and constantly strive to improve themselves in accordance with a good conscience.

Preamble

Waseda University Charter for Academic Research Ethics

- Researchers will courageously tackle the challenges facing modern society while considering that academic research has a great influence on humanity, society, and the natural environment. The University guarantees that its academic research will not only be reliable and fair, but also free from unnecessary constraints. With regard to its assurances and social responsibility, this University declares that all researchers and those concerned with research activities shall conduct themselves by abiding by the following manners and principles so that society will trust and respect the University and its academic research.

Preamble

Waseda University Charter for Academic Research Ethics 1, 2

1. Through academic research, all members of the University will help to solve common problems that individuals face in society, such as those relating to human welfare and world peace.
2. All members of the University will preserve human dignity, respect life, strive for harmony among people, society, and nature, protect the socially vulnerable, maintain the global environment, and positively work for the public interest.

Waseda University Charter for Academic Research Ethics 3, 4

3. All members of the University will comply with international rules, domestic and foreign laws and regulations, University rules, the spirit of such rules, and social good sense. In addition, researchers will report their results in a timely and appropriate manner so that they can positively meet the demands of society.
4. During cooperative academic research activities, all members of the University will respect human rights, protect personal information, make efforts to prevent any kind of harassment and discrimination based on nationality, sex, age or any other characteristic, and consistently cooperate with others to prevent such behavior.

Waseda University Charter for Academic Research Ethics 5, 6

5. All members of the University will help to ensure cooperation in society and will appropriately manage all academic research.
6. The University will strive to improve and maintain proper education and training in research ethics and the research environment while safely managing researchers so that no illegal activity occurs.

Leaflets on Research Ethics

- Office of Research Ethics of Waseda Univ.
 - <http://www.waseda.jp/inst/ore/en/>
 - Please check the website
- Leaflets (You can search)
 - Academic Research Ethics Guide
 - https://www.waseda.jp/inst/ore/assets/uploads/2022/03/researchethicsguide2022_e.pdf
 - Conflict of Interest Management Guide
 - <https://www.waseda.jp/inst/ore/assets/uploads/2019/05/Conflict-of-Interest-Management-Guide-2019.pdf>

IEEE Code of Ethics

- <http://www.ieee.org/about/corporate/governance/p7-8.html>
 - That is from IEEE Policies, Section 7 - Professional Activities (Part A - IEEE Policies)
- IEEE: The Institute of Electrical and Electronics Engineers
 - World largest academic community of electrical engineers and electronics engineers

IEEE Code of Ethics --- Preamble

- We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

IEEE Code of Ethics 1, 2

1. to accept responsibility in making decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;
2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;

IEEE Code of Ethics 3, 4, 5

- 3. to be honest and realistic in stating claims or estimates based on available data;
- 4. to reject bribery in all its forms;
- 5. to improve the understanding of technology; its appropriate application, and potential consequences;

IEEE Code of Ethics 6, 7

6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
7. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;

IEEE Code of Ethics 8, 9, 10

8. to treat fairly all persons and to not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
9. to avoid injuring others, their property, reputation, or employment by false or malicious action;
10. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Summary on Research Ethics

- Please do not violate research ethics
 - Do not do Plagiarism (剽窃) and refer correctly
 - Do not do Fabrication & falsification of data (捏造・偽造、歪曲)
 - Avoid Conflicts of Interest (利益相反)
- Please take 『学術・研究公正概論(生命・理工系)』
(Introduction to Academic and Research Integrity (For Life Sciences, Biological Science, Sciences, and Engineering))
 - Spring semester, Summer quarter (1 unit)
 - Indispensable for doctor's degree
- Please follow Waseda University Charter for Academic Research Ethics and [Oath of Academic Integrity](#)

科目履修

Course Registration

博士後期課程では修得すべき単位数は設けてはいませんが、指導教員の了解のもとで、本研究科の授業科目および他研究科授業科目を受講し学問領域を広げることが可能です。

Although doctoral students are not required to obtain a specific number of credits, they can broaden their academic knowledge by taking various subjects in the Graduate School or in other graduate schools with the agreement of their supervisor.



Webによる科目登録

Course Registration by web

登録期間：

1次登録 4月 1日 (火) 9:00 ～ 4月 3日 (木) 17:00

2次登録 4月 7日 (月) 9:00 ～ 4月 8日 (火) 17:00

3次登録 4月18日 (金) 9:00 ～ 4月19日 (土) 17:00

Course Registration:

1st registration period Apr. 1 (Tue.) 9:00 — Apr. 3 (Thu.) 17:00

2nd registration period Apr. 7 (Mon.) 9:00 — Apr. 8 (Tue.) 17:00

3rd registration period Apr. 18 (Fri.) 9:00 — Apr. 19 (Sat.) 17:00