

Guidance for Doctoral Program Students

Grad. School of IPS,
Waseda University

Doctoral Program 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 Doctoral Program

- 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 Doctoral Program 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)

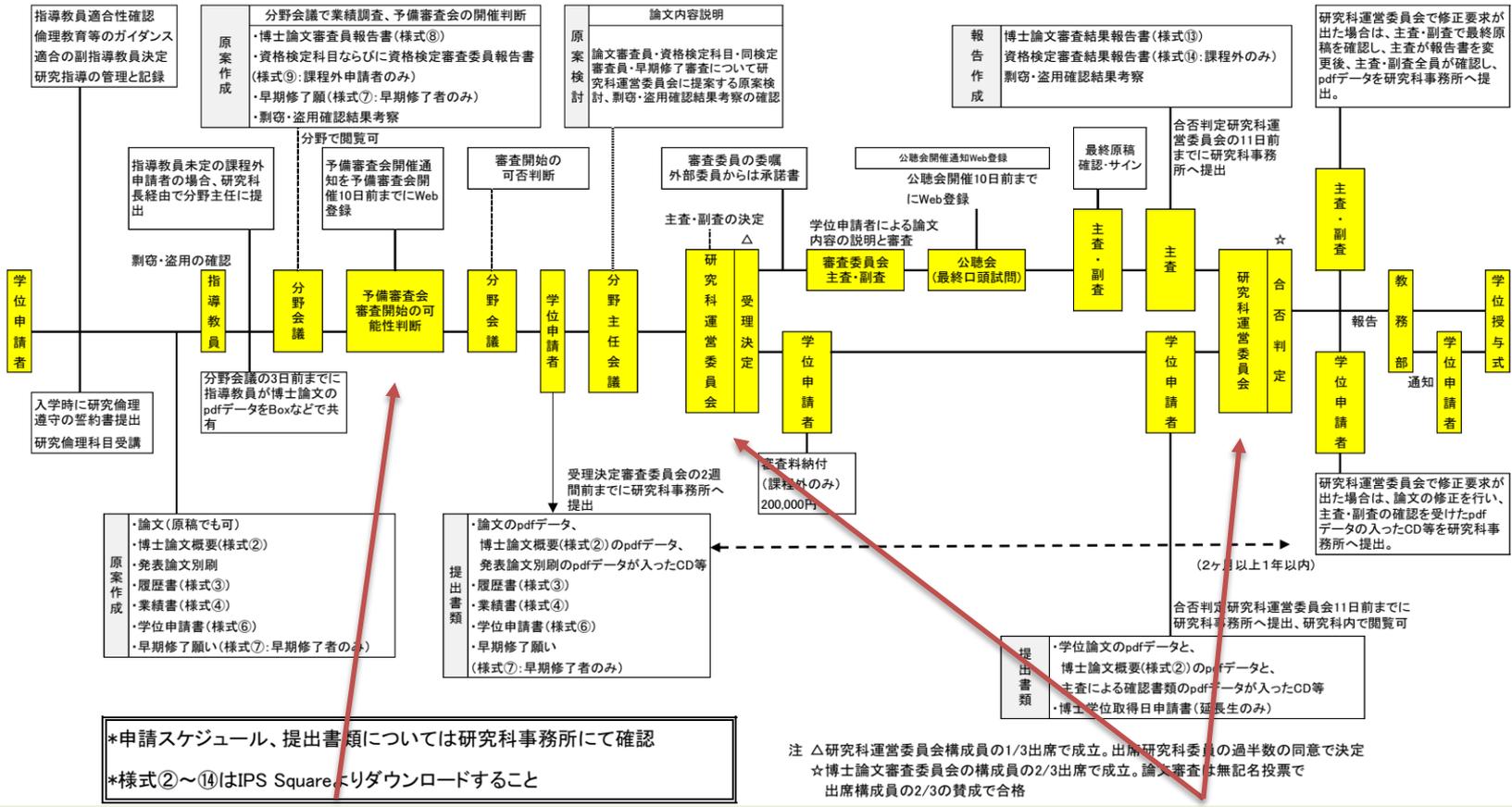
Schedule Issue

- 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

Doctoral Dissertation Examination Process (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)



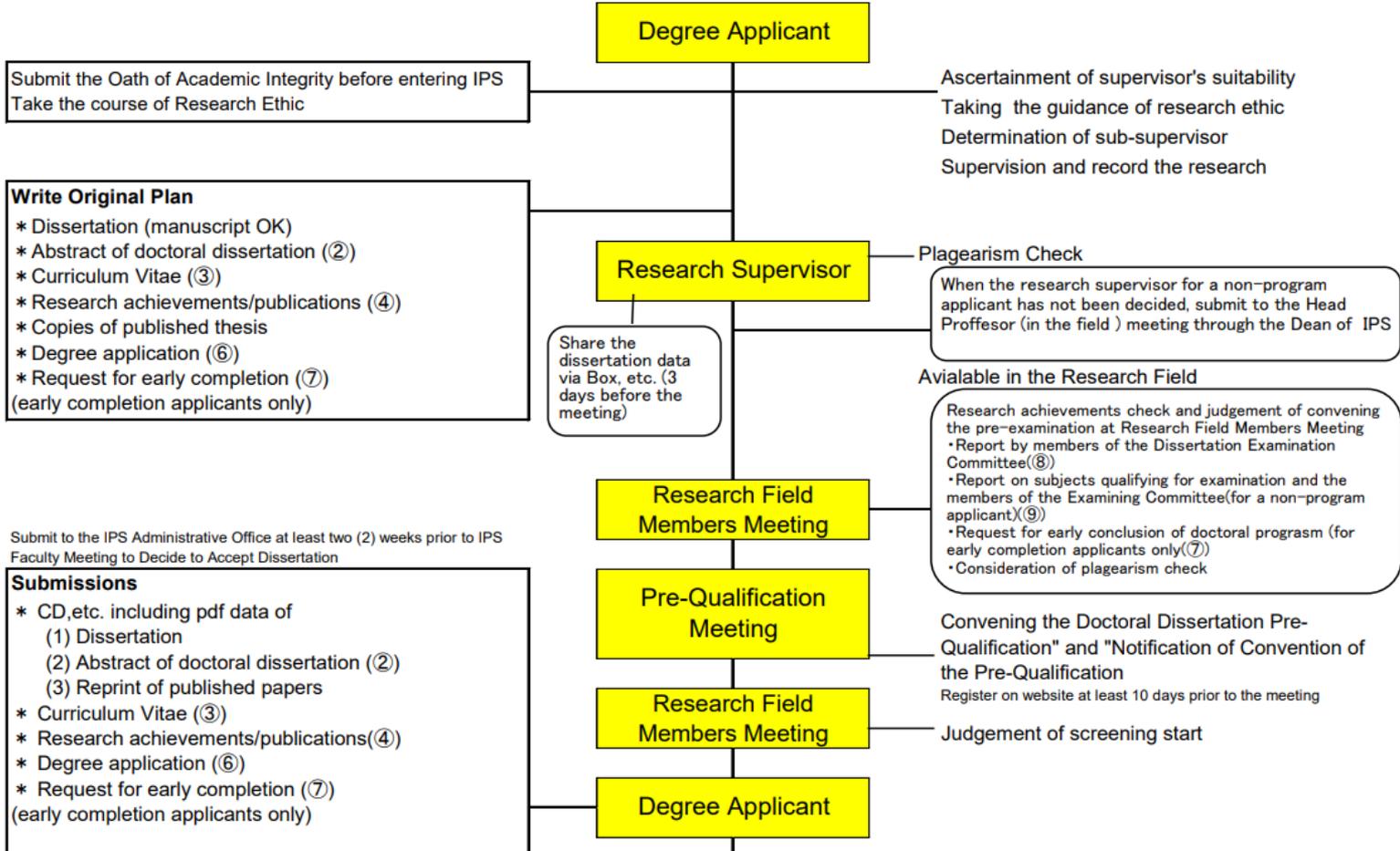
Preliminary review
(Pre-examination)

About 2 months between
the acceptance and the judgement

Doctoral Dissertation Examination Process (E)-1

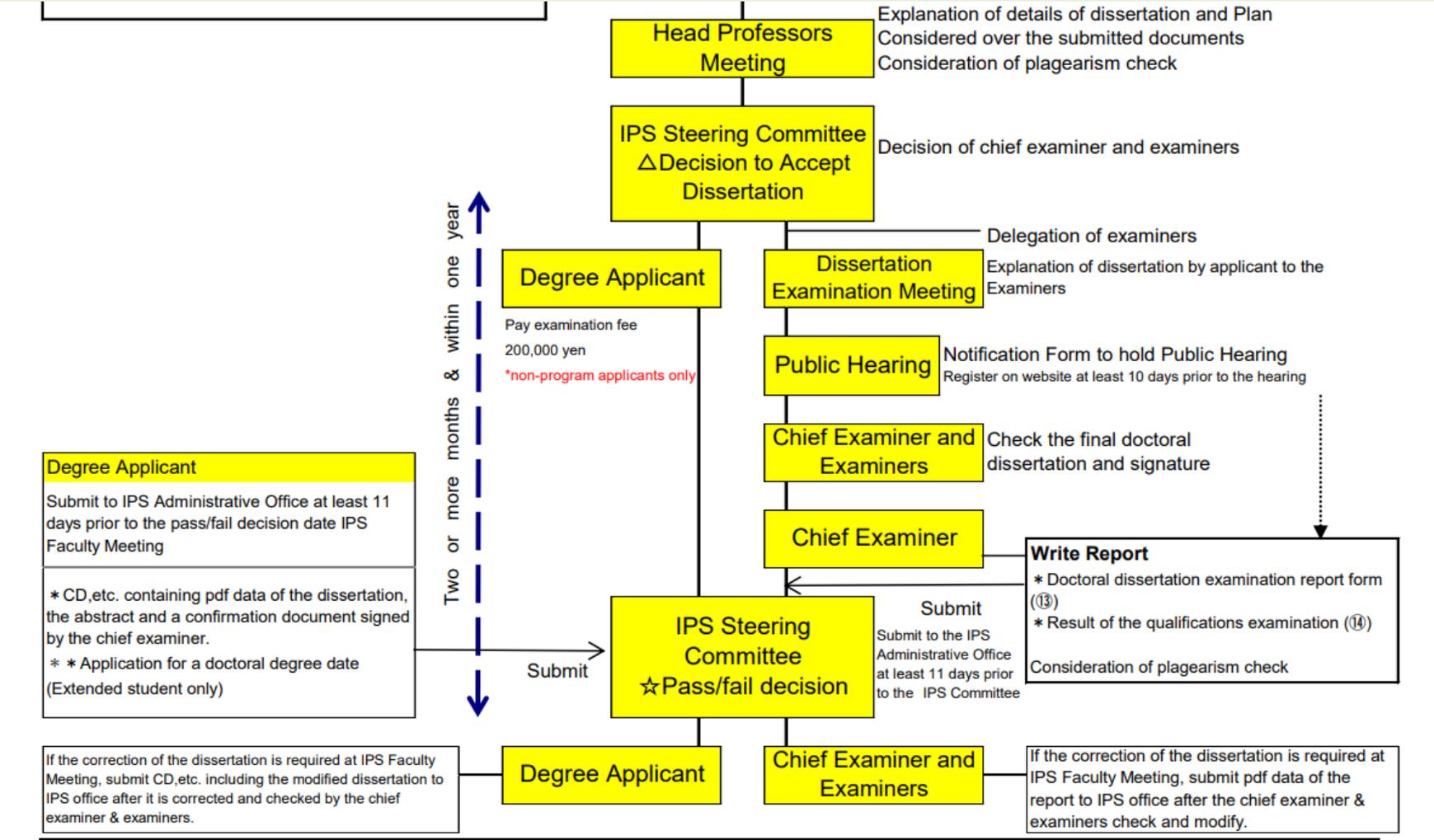
<https://www.waseda.jp/fsci/gips/other-en/2024/07/17/12240/>

The Process from Receipt of the Doctoral Dissertation through Notification of Results



Doctoral Dissertation Examination Process (E)-2

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



Doctoral Dissertation Examination Schedule: 2026

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

2026 Doctoral Dissertation Application Schedule_IPS Waseda University									
All the documents are to be submitted to IPS admin office. Please download the designated forms (②~④) 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) (Chief Examiner)	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	Degree Award Ceremony (date the diploma is conferred and presented)
	Schedule for Submissions and Exams	1	*1 See below	Jan 13, 2026 (Tue) 5:00 PM	Jan 26, 2026 (Mon)	Apr 9, 2026 (Thu) 5:00 PM	Apr 9, 2026 (Thu) 5:00 PM	Apr 20, 2026 (Mon)	Sep 15, 2026 *2 See below
2		Feb 2, 2026 (Mon) 5:00 PM		Feb 16, 2026 (Mon)	Apr 9, 2026 (Thu) 5:00 PM	Apr 9, 2026 (Thu) 5:00 PM	Apr 20, 2026 (Mon)		
3		Mar 2, 2026 (Mon) 5:00 PM		Mar 16, 2026 (Mon)	May 14, 2026 (Thu) 5:00 PM	May 14, 2026 (Thu) 5:00 PM	May 25, 2026 (Mon)		
4		Apr 6, 2026 (Mon) 5:00 PM		Apr 20, 2026 (Mon)	Jun 11, 2026 (Thu) 5:00 PM	Jun 11, 2026 (Thu) 5:00 PM	Jun 22, 2026 (Mon)		
5		May 11, 2026 (Mon) 5:00 PM		May 25, 2026 (Mon)	Jul 9, 2026 (Thu) 5:00 PM	Jul 9, 2026 (Thu) 5:00 PM	Jul 20, 2026 (Mon)		
6		Jun 8, 2026 (Mon) 5:00 PM		Jun 22, 2026 (Mon)	Aug 27, 2026 (Thu) 5:00 PM	Aug 27, 2026 (Thu) 5:00 PM	Sep 7, 2026 (Mon)	Late Mar 2027	
7		*1 See below	Jul 8, 2026 (Mon) 5:00 PM	Jul 20, 2026 (Mon)	Oct 8, 2026 (Thu) 5:00 PM	Oct 8, 2026 (Thu) 5:00 PM	Oct 19, 2026 (Mon)	Mar 15, 2027 *2 See below	Late Mar 2027
8			Aug 24, 2026 (Mon) 5:00 PM	Sep 7, 2026 (Mon)	Nov 12, 2026 (Thu) 5:00 PM	Nov 12, 2026 (Thu) 5:00 PM	Nov 23, 2026 (Mon)		
9			Oct 5, 2026 (Mon) 5:00 PM	Oct 19, 2026 (Mon)	Dec 3, 2026 (Thu) 5:00 PM	Dec 3, 2026 (Thu) 5:00 PM	Dec 14, 2026 (Mon)		
10			Nov 9, 2026 (Mon) 5:00 PM	Nov 23, 2026 (Mon)	Jan 14, 2027 (Thu) 5:00 PM	Jan 14, 2027 (Thu) 5:00 PM	Jan 25, 2027 (Mon)		
11			Nov 30, 2026 (Mon) 5:00 PM	Dec 14, 2026 (Mon)	Feb 4, 2027 (Thu) 5:00 PM	Feb 4, 2027 (Thu) 5:00 PM	Feb 15, 2027 (Mon)		
12		*1 See below	Jan 12, 2027 (Tue) 5:00 PM	Jan 25, 2027 (Mon)	Early Apr 2027	Early Apr 2027	Mid-Apr 2027	Sep 15, 2027 *2 See below	Mid-Sep 2027
13			Feb 1, 2027 (Mon) 5:00 PM	Feb 15, 2027 (Mon)	Early Apr 2027	Early Apr 2027	Mid-Apr 2027		
14			Mar 1, 2027 (Mon) 5:00 PM	Mar 15, 2027 (Mon)	Early May 2027	Early May 2027	Mid-May 2027		
Submission Documents	Degree Applicant	Pdf data of dissertation including a front page		IPS Faculty Meeting (Decision to accept dissertation)	Pdf data of degree dissertation		IPS Faculty Meeting (Decision to Pass/Fail)	-Attention- For students who finished the course (研究指導終了退学), the degree date will be the date of the Pass/Fail Decision.	Student Card
		Pdf data of Abstract of doctoral dissertation (②)			Pdf data of Abstract of doctoral dis				Campus Card
		Pdf data of published theses			Pdf data of a confirmation document signed by the chief				Career Path Survey
Submission Documents	Head Professor (in the field)	One copy of electronic format (CD, etc.)			One copy of electronic format (CD, etc.)				
		Curriculum vitae (③)			Application for a doctoral degree date(Extended student only)				
		Research achievements/publications (④)							
Submission Documents	Chief Examiner *3 See below	Degree application (⑤)							
		Request for early conclusion of doctoral program (⑦) *if applicable			Doctoral dissertation examination report form (⑧)				
		Dissertation examination committee member (⑩)			Result of the qualifications examination (⑨)				
Submission Documents	Head Professor (in the field)	Subjects qualifying for examination and the examining committee (non-program applicants only) (⑪)							

*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.
 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
 *2 Contract also will be expired on the degree date.
 *3 Note: Register "Notification form to hold pre-examination" on MyWaseda at least 10 days prior to the date the hearing is to be held.

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

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.**

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.

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](#)

安全保障輸出管理

外国為替及び外国貿易法(外為法)と「みなし輸出」について

- 外為法では、海外への技術提供が規制されています。
現在は国内の非居住者への技術提供も「輸出」と見なされ、規制の対象となります(＝みなし輸出)。
 - 令和3年11月18日公布・令和4年5月1日に施行、適用
 - <https://www.meti.go.jp/policy/anpo/anpo07.html>
 - **共同研究・国際共著論文・指導などを通じて非居住者に技術を提供する可能性がある場合は、必ず事前に指導教員に相談してください。**
 - 必要に応じて、指導教員が大学を通じて経済産業省へ申請を行います。
 - **違反した場合、法的な罰則を受ける可能性がありますので注意してください。**
- ▶ 詳細: 早稲田大学 輸出管理ウェブサイト
<https://dpt-stc.w.waseda.jp/first/index.html>

Security Export Control System in Japan

Foreign Exchange and Foreign Trade Act (FEFTA) & “Deemed Export”

- Under FEFTA, **providing technology overseas is regulated.** Now, **offering technical information to non-residents in Japan** is also considered an “export” (“deemed export”).
 - 2021.11.18 Announced, 2022.5.1 Enforcement
 - <https://www.meti.go.jp/policy/anpo/anpo07.html> (in Japanese)
- If you are **engaged in joint research, co-authoring papers, or providing technical guidance** to non-residents, **consult your academic advisor in advance.**
- If necessary, your advisor will **request university approval and apply to METI** (Ministry of Economy, Trade and Industry).
- **Violation may result in legal penalties.** Please take care.
- ▶ Details: Waseda Univ. Export Control Website (in Japanese)
<https://dpt-stc.w.waseda.jp/first/index.html>

みなし輸出管理の運用明確化 [1]

みなし輸出管理の運用明確化

- 国際的に人を介した機微技術流出懸念が増大する中、従来のみなし輸出管理では特定国の影響下にある居住者が機微技術流出に関与するリスクに十分に対応できていないとの指摘があった。
- 「役務通達」の改正により、居住者への技術提供であっても、雇用契約や経済的利益等に基づき外国政府や外国法人(非居住者)の強い影響を受けている状態(特定類型)に該当する居住者への技術提供については、みなし輸出管理の対象であることが明確化された。
(令和4年5月から適用)
- 特定類型は、以下の①～③に分類される。



特定類型

- ①雇用契約等の契約に基づき、外国政府等・外国法人等の支配下にある者
- ②経済的利益に基づき、外国政府等の実質的な支配下にある者
- ③国内において外国政府等の指示の下で行動する者

※各特定類型の正確な定義については、必ず「役務通達」の規定を確認すること。

安全保障輸出管理に係る誓約書について

- 全ての学生は安全保障輸出管理に関する誓約書を指導教員に提出する必要があります。

▶ 以下その解説です。

- 早稲田大学での研究成果である技術情報や貨物(計測機器や試料等)が、不用意に大学から流出・拡散し、大量破壊兵器等の製造・開発等に転用されることのない様に、各研究者に以下のコンプライアンス遵守をお願いするものです。

安全保障輸出管理に係る誓約書について(2)

1. 許可なく、技術情報、所有物の持ち出しの禁止。
軍事転用禁止。
2. 海外、非居住者(含特定類型)への**技術情報の提供**は、早稲田大学安全保障輸出管理規程に従うこと。
3. 海外への**貨物の輸出**は早稲田大学安全保障輸出管理規程に従うこと。
4. 早稲田大学卒業および退職後、本学で得られた知識、技術、ノウハウ等を日本国外、非居住者に展開する場合、**外為法を遵守**すること。

Overview of the Pledge for Security Export Control

- All students are required to submit a Pledge Regarding Security Export Control to their academic supervisor.
- **The following is its explanation.**
- Researchers at Waseda University must pledge to comply with the below in order to prevent the use of research findings such as technical data and technology, or research devices and materials (measuring devices, samples etc.) in the development or production of weapons of mass destruction:

Overview of the Pledge for Security Export Control (2)

1. Unauthorized transfer or export of university property as well as technical data and technology is prohibited. It is prohibited to transfer university property and technical data and technology for military use.
2. The provision or export of technical data and technology to a foreign country, or to a non-resident of Japan (including individuals who fall under “Specific Categories”), must be carried out in compliance with the Waseda University Regulations for Security Export Control.
3. Export of items and materials abroad shall be carried out in compliance with the Waseda University Regulations for Security Export Control.
4. All GAITAMEHO must be followed in the event that the knowledge, technology, and know-how gained during the researcher’s stay at Waseda University is to be exported abroad or to a non-resident of Japan after the researcher leaves Waseda University.

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 3月31日（火） 9:00 ～ 4月2日（木） 17:00

2次登録 4月7日（火） 9:00 ～ 4月8日（水） 17:00

3次登録 4月17日（金） 9:00 ～ 4月18日（土） 17:00

Course Registration:

1st registration period Mar. 31 (Tue.) 9:00 – Apr. 2 (Thu.) 17:00

2nd registration period Apr. 7 (Tue.) 9:00 – Apr. 8 (Wed.) 17:00

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