

## Overview of Schedule of Doctoral Degree Process

### 1<sup>st</sup> Year

- **September (Application/Enrollment)**  
Submission of "Doctoral Program Research Plan Statement"
- **November to February**  
Completion of the course "Introduction to Academic and Research Integrity"
- **April**  
Submission of "Doctoral Dissertation Plan Statement" → **Determination of Vice Supervisor**  
\*Submission deadline: End of April

### 2<sup>nd</sup> Year and on

- **Every April**  
Submission of "Progress Report of Doctoral Dissertation"  
\*Submission Deadline: End of October  
\*If by October, the Final Presentation before Submission is over or if no Final Presentation before Submission is scheduled, students are required to submit this progress report every year.

### Joint Seminar of Graduate Students and Academic Staff

\*Only applicable to 2<sup>nd</sup> year students and above  
\*Completion of the course "Introduction to Academic and Research Integrity" is a prerequisite for application.

### Final Presentation before Submission

\*Can only occur the semester after the Joint Seminar of Graduate Students and Academic Staff  
\*Submission of published papers is a prerequisite for application.

Deliberation by GSSS Steering Committee

### Submission of Doctoral Dissertation

Dissertation Examination Committee

**Accepted**

**Rejected**

Must start over at "Final Presentation before Submission" in the following semester

### Dissertation Hearing / Interview Examination

### Final Examination by GSSS Steering Committee

**Passed**

**Failed**

Must start over at the "Final Presentation before Submission" in the following semester

### Conferment of Degree for Successful Applicants (September or March)

- ◆ If you apply at the office at least 14 days before the implementation of the "Joint Seminar of Graduate Students and Academic Staff," "Final Presentation before Submission," or "Dissertation Hearing," these events will be schedule when classes are in session.
- ◆ The final draft of your Doctoral Dissertation must be submitted to the office at least 14 days before the Final Examination by the GSSS Steering Committee.

## Doctoral Degree Process

### 1. Introduction

For the Graduate School of Social Sciences (hereby refer to as the GSSS), the submission of a doctoral dissertation (hereby simply refer to as dissertation) is required for the acquisition of a Doctoral Degree (Curriculum Doctorate). In this guide, we will explain the proper procedures for the submission of the dissertation.

### 2. Completion of the course “Introduction to Academic and Research Integrity”

For the submission of their doctoral dissertation, applicants for the submission of a doctoral dissertation (hereby refer to as applicant) must have completed the “Introduction to Academic and Research Integrity” course, which is one of the requirements for the submission of a doctoral dissertation. For enrollees from AY 2015 onwards, “Introduction to Research Ethics” / AY 2022 onwards, “Introduction to Academic and Research Integrity” is a required course and applicants will be automatically registered for the course. For more details, please refer to Table 1.

Table 1. Treatment of the Required “Introduction to Research Ethics” course based on Applicant Classification

Applicant Classification	Treatment
AY 2022 Enrollees and after	Must complete “Introduction to Academic and Research Integrity” course in the 1st Academic Year
AY 2015 Enrollees and after	Must complete “Introduction to Research Ethics” course in the 1st Academic Year
Non-Curriculum Doctorate Applicants	To be decided by the school office on a case-by-case basis

※If the student has completed a related “Introduction to Research Ethics” course in an external institution’s program (CITI, etc.), he or she will be deemed as having completed the “Introduction to Academic and Research Integrity” course.

※If the applicant has completed the “Introduction to Research Ethics” / “Introduction to Academic and Research Integrity” course when he or she was enrolled in the GSSS Master’s program, the applicant is exempt from taking the course as a GSSS Doctoral student.

### 3. Submission of Doctoral Dissertation Plan Statement

First-year students are required to turn in 3 copies of their Doctoral Dissertation Plan Statement by the end of April.

Once the submission has been accepted, the determination of vice supervisors will be done by the end of May.

#### *4. Submission of Progress Report of Doctoral Dissertation*

2<sup>nd</sup> year students and above must submit 3 copies of their Progress Report of Doctoral Dissertation every year by the end of April.

#### *5. Joint Seminar of Graduate Students and Academic Staff*

For the submission of a doctoral dissertation, the applicant is required to present on their topic twice. One of those times is at the Joint Seminar of Graduate Students and Academic Staff (hereby referred to as Joint Seminar). At the Joint Seminar, it is compulsory that applicants report on the theme of their doctoral dissertation.

After the 2<sup>nd</sup> year, the Joint Seminar can be held at any time while classes are still in session. However, in order to ensure that all members of the Joint Seminar, inside and outside of the University, are able to attend, you must apply for the Joint Seminar at the school office at least 14 days before the day you want the Joint Seminar to occur. This way, the GSSS will have enough time to notify participants through the GSSS website and other means.

#### *6. Final Presentation before Submission*

Unrelated to the Joint Seminar is the Final Presentation before Submission. For the submission of their doctoral dissertation, an Final Presentation before Submission will take place the semester following the Joint Seminar. At the Final Presentation before Submission, it is compulsory that applicants present the abstract of their doctoral dissertation at this meeting and receive guidance from their research supervisor.

The Final Presentation before Submission can be held at any time while classes are still in session. However, in order to ensure that all members within the University are able to participate, please apply for it at the school office at least 14 days before the day you want the Final Presentation before Submission to occur. This way, the GSSS can have enough time to notify participants through the GSSS website and other means.

**Furthermore, when making the application, the applicant must submit a number of published papers related to their dissertation (hereby referred to as published papers). The number of published papers the applicant must submit is dependent on the standards indicated in Table 2. In addition, one or more of the published papers must fulfill the two conditions below:**

1) Examination regulations allowing for confirmation that the paper was peer-reviewed must be clearly indicated and publication of the paper must have been permitted following the rules of the said examination.

2) The paper must have been published in an academic magazine, collection of academic papers, journals, or the like issued by a university, research center, or academic society.

※ Papers published under the heading “Research Paper” in the Waseda Review of Socio-Science as issued by the Institute of Advanced Social Sciences shall be deemed to have satisfied the above two conditions. However, condition 1) shall not be satisfied in the case of papers exempted from peer review due to factors such as joint authorship with a member of academic staff.

Table 2. Required Submission of Published Papers

Category	Published Papers	Report at the Joint Seminar
Students intending to obtain a degree in the third year	One paper prior to the Final Presentation before Submission is required.	To be completed in the second year (the fourth semester since entrance).
Students intending to apply for doctoral dissertation examination in the third year	Two papers prior to the Final Presentation before Submission are required.	To be completed by the first semester of the third year (the fifth semester since entrance)
Students intending to apply for doctoral dissertation examination in the fourth year and beyond	Three papers prior to the Final Presentation before Submission are required.	To be completed by the semester prior to application

- ◆ After the Final Presentation before Submission, the GSSS steering committee will determine whether or not the student is eligible to become a Doctor of Philosophy candidate. If deemed eligible, the student is seen as fulfilling submission requirements and can continue to complete their dissertation.
- ※ If you have questions about the results of your Doctor of Philosophy candidacy, please consult with your research supervisor.

## 7. Submission of Doctoral Dissertation

Those who fulfill the conditions listed above (1 to 6) are allowed to submit their Doctoral Dissertation. Please submit the documents listed below in the following manner.

(1) Doctoral Application Form & Written Oath (designated form)	1 copy
(2) Doctoral Dissertation (simply bound)	5 copies
(3) Doctoral Dissertation Summary form	5 copies
(4) Published papers (number indicated in Table 2)	3 copies each
(5) Research Achievements form	1 copy
(6) Curriculum Vitae (designated form)	1 copy
(7) Oath on Research Ethics	1 copy
(8) Document certifying acquisition of "Introduction to Research Ethics" (Transcript)	1 copy

- ※ Digital versions of (2) and (3) must also be submitted.
- ※ When receiving Final Examination on (2), a hard copy and a digital copy must be submitted again.
- ※ When submitting (4), contribution regulations, the table of content, and the colophon, etc of the periodical/journal the paper was published in must also be included.
- ※ In the case that the candidate has completed a related "Introduction to Research Ethics" course at an external

institutional program (CITI, etc.), the Certificate of Completion they received from the course is considered an acceptable substitute for (8).

- ◆ The graduate school steering committee shall decide whether or not the submitted dissertation should be accepted. If the submission is accepted, the steering committee will issue the Notification of the Acceptance of a Doctoral Dissertation. Once the dissertation is accepted, the steering committee will also set up the Doctoral Dissertation Examination Committee (hereby referred to as the Examination Committee) who will begin reviewing the accepted Doctoral Dissertation.
- ※ From the time of submission to the Graduate School Steering Committee's decision, a "Preliminary Examination" conducted by relevant academic staff and research supervisors will be held. Accordingly, if the submission is made less than 14 days before the steering committee, a "Preliminary Examination" cannot be conducted, and the Notification of the Acceptance of a Doctoral Dissertation will be made in the following .
- ※ if immediately after the submission of the Doctoral Dissertation, a set period of time cannot be guaranteed for the "Preliminary Examination," the Graduate school Steering Committee's decision on whether or not the submitted Doctoral Dissertation is acceptable shall occur in the following month or after.

## *8. Dissertation Hearing*

When applicants have reached the final step of the Dissertation Examination process, the Examination Committee will request a Dissertation Hearing. In the Graduate School of Social Sciences, the Dissertation Hearing is an Interview Examination.

Dissertation Hearings can be held at any time while classes are still in session. However, in order to ensure that all members within the University are able to participate, please apply at the school office at least 14 days before the day you want the Dissertation Hearing to occur. This way, the GSSS can have enough time to notify members through the GSSS website and other means.

## *9. Submission of Doctoral Dissertation (Bound final version)*

During the Dissertation Hearing, the applicant may be asked by the Examination Committee to make corrections to their Doctoral Dissertations (limited to small amendments to the dissertation). In this case, a hard copy and a digital copy of the corrected Doctoral Dissertation must be submitted to the office along with the Doctoral Dissertation Summary form and the Errata (Any format is okay – Must be a copy that contains the errors that was amended). The Doctoral Dissertation (Bound final version) must be submitted at least 14 days prior to the 10. Final Examination conducted by the GSSS Steering Committee.

## 10. Final Examination

Immediately after the Dissertation Hearing, the GSSS Steering committee will decide whether or not the Doctoral Dissertation is acceptable as well as whether or not the Doctoral degree should be conferred to the applicant.

However, as stated above, if the applicant is asked to make corrections to their Doctoral Dissertation, they must submit a hard copy and a digital copy of the corrected Doctoral Dissertation along with the original, uncorrected Doctoral Dissertation (In any format is okay – Must be a copy that contains the error that was amended) at least 14 days prior to the day the Final Examination is planned to occur. If this deadline is not met, the Final Examination will occur in the following month.

## 11. After obtaining a Pass on Doctoral Dissertation

Once the Doctoral Dissertation has been accepted, the following will occur (Details of each step will be provided once the applicant's Doctoral Dissertation has been accepted):

(1) Online Publication

(2) Plans for after Acquisition of Doctoral Degree

※ If there are plans to publish the accepted Dissertation in a book or other material, etc., online publication of the dissertation can be delayed. In this case, please apply for this treatment specifically.

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