Bylaw Regarding Doctoral Thesis (Dissertation) in Ph.D. Program
(the changes made as of 11 March 2019 are shown in red.)

Article 1 (Foundation and Structure of Thesis Guidance Committee, Member Qualification)
1) A Ph.D. candidate has one chief faculty advisor from whom he/she receives guidance.
2) After a candidate has spent one semester (excluding time studying abroad or on leave of absence) in the program, the chief advisor will, after consultation with the candidate, request another member of the faculty to act as deputy advisor on the candidate’s guidance committee (Candidates enrolled in April will be allowed to submit the “Doctoral Thesis Guidance Committee Establishment Report” after September 21st of that year, and candidates enrolled in September will be allowed to do so after April 1st of the following year). The chief advisor will inform the Graduate School of Asia-Pacific Studies (GSAPS) office of this request on a designated date (The chief advisor may submit this request even if the candidate is studying abroad or on leave of absence). After the request is confirmed, the deputy advisor will be officially appointed at the Faculty Meeting. The deputy advisor may meet with the candidate before this appointment is formalized.
3) The guidance committee consists of the chief advisor and the deputy advisor.
4) If a faculty member external to GSAPS is requested to be the deputy advisor, the chief advisor must submit that person’s curriculum vitae and list of previous publications and research at the GSAPS Faculty Meeting for approval.

Article 2 (Selection of Alternate Chief Advisor and Deputy Advisor)
1) If the chief advisor or the deputy advisor is unable to execute their duties under Articles 4, 6 and 7 of these bylaws, the Faculty Meeting will select alternate faculty members.
2) In case of Clause (1) above, when alternate faculty members need to be selected before the faculty committee has met, the Dean of GSAPS may select the member(s) and report this to the Faculty Meeting at its next meeting.

Article 3 (Change in Chief Advisor or Deputy Advisor)
In the event that a student wishes to change their chief advisor due to a change in their topic of research, a new research plan (Japanese: approximately 12,000 characters, English: approximately 4,000 words) must be written and submitted along with the Application for Change of Project Research, and the Establishment Report of the Guidance Committee to the GSAPS Office. After submitting these documents, the student will have a series of interviews with both the chief advisor under whom they wish to conduct their research and two academic advisors (a total of 3), who will then make a determination as to whether or not the change is valid and appropriate. If the change is deemed acceptable, it will be approved upon acceptance by the GSAPS Faculty Meeting.
In the event that a change in chief or deputy advisor is necessitated by other acceptable reasons, such as those related to harassment, however, only the approval of the Faculty Meeting is required.

Article 4 (Guidance Carried Out by the Guidance Committee)
Aside from the prescribed events in these bylaws, the guidance committee should hold periodic meetings at which the candidate reports the progress of his/her research.

Article 5 (Submission of Research Plan)
After one semester (excluding time studying abroad or on leave of absence) of the establishment of the guidance committee (as defined by the university academic calendar, the spring semester is from April 1st to September 20, and the fall semester is from September 21st to March 31st of the following year), the Ph.D. candidate should submit a research plan (approximately 12,000 characters in Japanese or 4,000 words in English) written in the prescribed format. (There are designated dates for this submission.) Candidates should submit this after receiving approval from their guidance committee. (Candidates need not be physically present in order to submit the plan). The Faculty Meeting should approve the research plan. If the candidate has not submitted the “Doctoral Thesis Guidance Committee Establishment Report” after attending one year (two semesters; excluding time studying abroad or on leave of absence) after enrollment, the candidate will be allowed to submit the “Doctoral Thesis Guidance Committee Establishment Report” and a research plan at the same time.

Article 6 (Application for Interim Presentation, Conditions for Establishing the Interim Presentation Committee)
1) After the candidate obtains approval of his/her research plan from the Faculty Meeting, and has received permission from his/her guidance committee, he/she will continue with he/she research and submit the form “Request for Approval of Interim Presentation” to request holding an interim presentation. At this time, the candidate must also submit a document summarizing the contents of the interim presentation (approximately 2,000 characters in Japanese or 700 words in English). This will be distributed
to all GSAPS faculty members. The request for approval to hold an interim presentation, as well as the summary of the proposed presentation, should be submitted two weeks prior to the date of the presentation.

2) The “Request” form in Clause (1) above should clearly stipulate the names of the chief advisor and the deputy advisor, as well as the two teaching staff members chosen by the guidance committee. Please note that if the deputy advisor is from outside GSAPS, then at least one of the two teaching staff members on the interim presentation committee must be a project research advisor in the GSAPS MA program and/or Ph.D. program (including former GSAPS faculty members). These four members comprise the interim presentation committee.

3) The GSAPS office will post the “Request” form on the bulletin board and distribute it to the GSAPS faculty.

4) The interim presentation should be public. All four members of the interim presentation committee are required to attend, and all participants are to follow the guidance of the chief advisor.

5) The interim presentation should last one hour, with a 45-minute question and discussion session following.

6) The interim presentation is considered part of the evaluation process to determine whether the candidate may proceed to writing the doctoral thesis. If the candidate fails his/her first interim presentation, he/she is allowed to have one more try. (Please note that two is the maximum number of interim presentations allowed.)

7) Following the presentation, the chief advisor should obtain the signatures of the interim presentation committee members on the form “Report of the Interim Presentation” and submit it to the GSAPS office. The report then should be presented at the Ph.D. Faculty Committee meeting.

Article 7 (Submission of At Least One Paper to an Academic Journal)

1) A candidate who has finished the interim presentation must submit at least one paper (related to his/her doctoral research topic), published in a peer-reviewed journal, or in a journal published by a respected academic society or equivalent institution to the guidance committee (four copies of each paper). An article “in press” is also acceptable as long as the criteria are met. A co-authored article published in the Journal of the Graduate School of Asia-Pacific Studies is not acceptable.

2) The guidance committee will examine the paper submitted by the candidate and determine whether or not the paper satisfies the required conditions stipulated in Clause (1) above. If the paper is acceptable, the guidance committee will submit to the GSAPS office the “Report of the Examination of Treatise” with the signatures of the chief advisor or the deputy advisor, together with an original print or copy of the paper or a certificate of acceptance of publication. This form is submitted when the candidate submits his/her doctoral thesis.

Article 8 (Submission of Thesis)

1) A candidate who has fulfilled the above requirements and who has completed a minimum of two years (excluding time studying abroad or on leave of absence) in the Ph.D. program is qualified to submit his/her Ph.D. thesis. Five copies of the thesis should be submitted to the GSAPS office along with the following eight documents:

   1. Application form designated by Waseda University Degree Regulation 8, Chart 1 (1 copy)
   2. Summary of Doctoral Thesis (approximately 2,000 characters in Japanese, 700 words in English (6 copies)
   3. Curriculum vitae (6 copies)
   4. List of previous research and publications (in Japanese or English) (6 copies)
   5. Thesis and Summary of Doctoral Thesis in digital format (as a PDF file) (1 copy)
   6. Attestation of authorship (1 copy)
   7. Letter of approval for electronic open access (1 copy)

2) The thesis should be between approximately 200,000 and 600,000 characters in Japanese, or between 70,000 and 200,000 words in English. However, depending on the theme of the thesis, exceptions may be made with the approval of the student’s chief advisor. The thesis should be printed on A4-sized paper, written horizontally, printed on both sides of the paper, with margins of 25mm on the top, right and left, and 30mm on the bottom, and pages numbered at the bottom center of the page.

3) The deadline for submission is set several times a year: The last deadline for candidates who will complete the Ph.D. program in March will be set in January; and the last deadline for candidates who will complete the Ph.D. program in September will be set in February. The GSAPS office will announce the exact deadlines for submission.

4) At the time of submission of the thesis, the chief advisor provides instruction to the candidate to avoid commission of any breach of academic integrity such as plagiarism.

5) The Ph.D. Faculty Committee will examine all documents and determine whether or not the thesis is suitable to be examined. If it is suitable, they will select four examiners and propose them at the GSAPS Faculty Meeting.

6) In case an examiner external to GSAPS (excluding previous project research faculty in the MA or Ph.D. program) is selected, the main advisor should submit that examiner’s curriculum vitae and list of research and publications, and obtain the approval of the
Ph.D. Faculty Committee.

**Article 9 (Evaluation Criteria)**
Theses submitted by students will be examined according to the following criteria established by GSAPS. A “Doctor of Philosophy in International Studies” will be awarded if the thesis satisfies the criteria below and is approved by the GSAPS Faculty Meeting.

1. Originality and insightfulness of perspective, methodology, content, and conclusion
2. Appropriateness and importance of thesis topic
3. Appropriateness of structure of thesis for addressing the thesis topic
4. Effective use of existing research and contribution to the field
5. Appropriate substantiation of data and materials
6. Strength and persuasiveness of argumentation in the development of the thesis
7. Accurateness, appropriateness and completeness in the use of terminology and concepts
8. Clarity and accurateness of language
9. Accurateness, appropriateness, and completeness of quotations, citations, use of materials and structure of the bibliography
10. Excellence of thesis as a contribution to the fields of Area Studies, International Relations, and/or International Cooperation / Policy Studies

**Article 10 (Procedures Regarding Examination and Determination of Results)**
1) The GSAPS Faculty Meeting will establish the examination committee. The examination committee will consist of a chief examiner and at least three deputy examiners. The chief advisor will serve as the chief examiner, and as a rule, the deputy advisor will serve as the head deputy examiner.

2) The chief examiner will hold primary responsibility for facilitating the appropriate examination of the thesis in terms of academic merit through managing the examination schedule and examination process. The chief examiner is also responsible for informing the candidate regarding the examination process. The head deputy examiner will hold equal responsibility for managing the examination schedule and examination process alongside the chief examiner, while other deputy examiners will be responsible for guaranteeing a fair and open examination.

3) The oral examination should be public. The oral examination requires the full attendance of the examination committee. The examination date, time, and location shall be announced by the GSAPS office two weeks prior to the examination. The oral examination shall be presided over by the examination committee, and all participants are required to follow the guidance of the chief examiner.

4) Following the oral examination, the examination committee will judge the thesis. A judgment of “pass” requires the approval of at least two-thirds of the examination committee. Based on the results of the oral examination the primary responsibility for the acceptance or failure of the thesis lies with the particular examination committee involved.

5) If during the oral examination the examination committee determines that revision of the thesis is necessary, the candidate is required to submit a revised thesis and a separate “Explanation of Revisions” which describes the revisions to the examination committee by the date stipulated by the examination committee. The examination committee shall determine whether or not the revisions are acceptable, and confirm the revised thesis as the “Doctoral Thesis (Final Version).”

6) In the event that the examination committee does not request revision as in Clause (5) above, the thesis submitted according to Article 8 Clause (1) will be treated as the “Doctoral Thesis (Final Version).”

7) The examination committee will examine the thesis to ensure that it does not contain any breach of academic integrity such as plagiarism.

8) Following the examination committee’s examination of academic integrity in Clause (7), the candidate is required to submit the “Doctoral Thesis (Final Version)” and Summary of Doctoral Thesis to the GSAPS office as a digital PDF file. The deadline for submission shall not exceed the date stipulated in the “Examination Report on the Doctoral Thesis” prepared by the examination committee according to Clause (9) of this Article.

9) For a thesis deemed acceptable by the examination committee according to Clause (4) of this Article, the chief examiner shall submit the “Examination Report on the Doctoral Thesis” (approximately 4,000 characters in Japanese, or 1,500 words in English; however, the thesis’s title must be written in both Japanese and English) to the GSAPS office. The “Examination Report on the Doctoral Thesis” shall be submitted two weeks before the Faculty Meeting in which the thesis is to be discussed (for September submissions, this would be the January Faculty Meeting; for February submissions, this would be the June Faculty Meeting). In the case of a candidate who was instructed to revise the thesis, the “Examination Report on the Doctoral Thesis” shall include the examination committee’s evaluation of these revisions. For an unsuccessful candidate, the chief examiner should prepare the “Examination Report on the Doctoral Thesis” which describes the reasons for failure and submit it in the same manner as above.

All examiners should sign the “Examination Report on the Doctoral Thesis.”
10) The chief examiner will report the examination results at the Ph.D. Faculty Committee meeting, and must obtain the approval of the Ph.D. Faculty Committee. The GSAPS office will distribute the above document to all faculty members one week before the Faculty Meeting.

11) A doctoral thesis that has been accepted by the examination committee and which has attained approval by the Ph.D. Faculty Committee is subject to final approval by the Faculty Meeting regarding the acceptance or failure of the doctoral thesis. The Faculty Meeting in which the final decision is made requires attendance by more than two-thirds of the members, as stipulated in Article 18 Clause (2) in the Waseda University Provisions for Degrees.

12) Regarding the decision made according to Clause (11) above, and a secret vote shall be immediately conducted. When approval is given by a two-thirds majority of the members, procedures for conferral of the Ph.D. degree shall be conducted.

13) Doctoral theses shall be made publically available in their entirety for viewing online. If unavoidable circumstances make it impossible to post the entire thesis online within one year starting from the day that the Ph.D. is awarded, it is possible to post a summary of the thesis instead if approval is granted at the GSAPS Faculty Meeting. Here, unavoidable circumstances refer to: copyright protection, protection of private information, forthcoming publication, submission to an academic journal that prohibits making the thesis public, an ongoing patent application, or similar circumstances. However, even in these circumstances the entire thesis will be made available for viewing upon request. If the unavoidable circumstances are resolved, the author of the thesis is required to report this to the GSAPS office as soon as possible and complete the procedures for making the entire thesis available online.

**Article 11 (Shortening the Period of Enrolment)**

The regulation concerning the enrolment period, as stipulated in Article 1 Clause (2), Article 5, and Article 8 Clause (1), shall not prevent the approval of short-term completion by the Faculty Meeting for students who have shown outstanding results, as according to Article 14 Clause (1) of the University Regulations. The application for short-term completion to the Dean can be made by the chief advisor with the approval of the guidance committee.

**Article 12 (Regulations for Submission of Thesis for Candidates Who Have Withdrawn from the Program)**

A candidate who has been enrolled in the Ph.D. program for at least three years, and who has completed the interim presentation and withdrawn from the program, will be considered as candidates who have withdrawn after completion of the research guidance period. In this case, Article 7, “Submission of at Least One Paper to an Academic Journal,” is not considered a requirement for being considered as such a candidate. If a Ph.D. candidate who has withdrawn from the Ph.D. program in this way does not submit the doctoral thesis according to Article 8 of this regulation, or fails the thesis evaluation and examination, s/he is allowed to submit the doctoral thesis within three years from the day of withdrawal, as stipulated in Article 14 Clause (5) of the University Regulations.

**Article 13 (Changing of Bylaws)**

These bylaws may be revised at the discretion of the Faculty Meeting.
### Article 1 (Qualifications for Applicants for Doctoral Dissertation Screening)

The Ph.D. candidate who submits the dissertation for the Ph.D. degree to the Graduate School of Asia-Pacific Studies is required to fulfill the following conditions based on Article 17 of Waseda University Regulations, and Article 4 Clause (2) of the Degree Regulation.

a. Submission of recommendation (letter) from the project advisor for the Ph.D. program of the Graduate School of Asia-Pacific Studies.

b. (1) Publication of 5 or more research papers and/or academic publications with academic reputation or evaluated by academic societies, or (2) the academic achievement equal to (1) above.

### Article 2 (Documents to be Submitted by Applicants)

The applicant should submit following materials to the GSAPS office by the designated date in September or February;

a. Application form designated by the Waseda University Degree Regulation Article 8, Chart 1 (1 copy)

b. Curriculum vitae (6 copies)

c. Summary of Doctoral Thesis (12,000 characters in Japanese, or, 4,000 words in English) (6 copies)


e. Recommendation letter from the Ph.D. project advisor of the Graduate School of Asia-Pacific Studies (1 letter)

f. List of previous research and publications (in Japanese or English) (6 copies)

g. 5 significant publications / papers or their equivalent (1 copy of each)

h. Documents noting outside evaluations of academic achievement (prizes, reviews, lists of citations of one’s work in others’ papers, etc.) (6 copies)

i. Thesis and Summary of Doctoral Thesis in digital format (as a PDF file) (1 copy)

j. Attestation of authorship (1 copy)

k. Letter of approval to open dissertation electronically (1 copy)

### Article 3 (Procedures for Examining Application)

1. When all of the application materials are submitted, the Ph.D. Faculty Committee, whose members comprise all of the GSAPS Ph.D. project research advisors, elects three members from the committee to serve on the Examiner Committee. The Examiner Committee evaluates whether the application has cleared the requirements in Article 1, and whether or not it is acceptable. The Examiner Committee reports the result to the applicant within 3 months.

2. The result mentioned in Clause (1) requires the approval of the GSAPS Ph.D. Faculty Committee and approval of the GSAPS Faculty Meeting.

3. If the Examiner Committee gives approval to examine the doctoral thesis, the Ph.D. Faculty Committee elects three candidates to serve as thesis examiners and reports to the GSAPS Faculty Meeting.

4. In case the screening committee member is elected from outside of the GSAPS project research advisors, the screening committee candidate should submit the designated curriculum vitae and the list of previous publications and research. The GSAPS Faculty Meeting examines the materials and gives approval for the outside examiner.

5. The applicant should pay the application fee, which is designated in the Waseda University Degree Regulation Article 11.

### Article 4 (Evaluation Criteria)

Theses submitted by students will be examined according to the following criteria established by GSAPS. A Ph.D. will be awarded if the thesis satisfies the criteria below and is approved by the GSAPS Faculty Meeting.

1. Originality and insightfulness of perspective, methodology, content, and conclusion

2. Appropriateness and importance of thesis topic

3. Appropriateness of structure of thesis for addressing the thesis topic

4. Effective use of existing research and contribution to the field

5. Appropriate substantiation of data and materials

6. Strength and persuasiveness of argumentation in the development of the thesis

7. Accurateness, appropriateness and completeness in the use of terminology and concepts

8. Clarity and accurateness of language

9. Accurateness, appropriateness, and completeness of quotations, citations, use of materials and structure of the bibliography

10. Excellence of thesis as a contribution to the fields of Area Studies, International Relations, and/or International Cooperation / Policy Studies
Article 5 (Procedures Regarding Examination and Determination of Results)

1. If the application is approved for examination by the GSAPS Faculty Meeting, the Faculty Meeting elects the four examiners, and organizes the examination committee. The recommended faculty in Article 1 can also be a member of the examination committee. The members of the examination committee are elected by mutual vote among the GSAPS Ph.D. project research advisors.

2. The chief examiner of the examination committee determines the oral examination date, and the GSAPS office reports the date to the applicant.

3. The oral examination noted in Clause (2) above aims to confirm the learning and experience of the applicants which is mentioned in Waseda University Regulation Article 17 and the Degree Regulation Article 16.

4. The oral examination can be exempted under the condition in Waseda University Degree Regulation Article 14, Clause (2) or Article 16, Clause (2).

5. The oral examination shall be public. The oral examination requires the full attendance of the examination committee. The examination date, time, and location shall be announced by the GSAPS office two weeks prior to the examination. The oral examination shall be presided over by the examination committee, and all participants are required to follow the guidance of the chief examiner.

6. Following the oral examination, the examination committee will judge the thesis. A judgment of “pass” requires the approval of at least two-thirds of the examination committee. Based on the results of the oral examination the primary responsibility for the acceptance or failure of the thesis lies with the particular examination committee involved.

7. If during the oral examination the examination committee determines that revision of the thesis is necessary, the candidate is required to submit a revised thesis and a separate “Explanation of Revisions” which describes the revisions to the examination committee by the date stipulated by the examination committee. The examination committee shall determine whether or not the revisions are acceptable, and confirm the revised thesis as the “Doctoral Thesis (Final Version).”

8. In the event that the examination committee does not request revision as in Clause (7) above, the thesis submitted according to Article 2 will be treated as the final version.

9. The examination committee will examine the thesis to ensure that it does not contain any breach of academic integrity such as plagiarism.

10. Following the examination committee’s examination in Clause (7), the candidate is required to submit the “Doctoral Thesis (Final Version)” and Summary of Doctoral Thesis to the GSAPS office via the examination committee as a digital PDF file. The deadline for submission shall not exceed the date stipulated in the “Examination Report on the Doctoral Thesis” prepared by the examination committee according to Clause (11) of this Article.

11. For a thesis deemed acceptable by the examination committee according to Clause (6) of this Article, the chief examiner shall submit the “Examination Report on the Doctoral Thesis” (approximately 4,000 characters in Japanese, or 1,500 words in English; however, the thesis’s title must be written in both Japanese and English) to the GSAPS office. The “Examination Report on the Doctoral Thesis” shall be submitted two weeks before the Faculty Meeting in which the thesis is to be discussed. In the case of a candidate who was instructed revise the thesis, the “Examination Report on the Doctoral Thesis” shall include the examination committee’s evaluation of these revisions. For an unsuccessful candidate, the chief examiner should prepare the “Examination Report on the Doctoral Thesis” which describes the reasons for failure and submit it in the same manner as above. All examiners should sign the “Examination Report on the Doctoral Thesis.”

12. The chief examiner will report the examination results at the Ph.D. Faculty Committee meeting, and must obtain the approval of the Ph.D. Faculty Committee. The GSAPS office will distribute the above document to all faculty members one week before the Faculty Meeting.

13. A doctoral thesis that has been accepted by the examination committee and which has attained approval by the Ph.D. Faculty Committee is subject to final approval by the Faculty Meeting regarding the acceptance or failure of the doctoral thesis. The Faculty Meeting in which the final decision is made requires attendance by more than two-thirds of the members, as stipulated in Article 18 Clause (2) in the Waseda University Provisions for Degrees.

14. Regarding the decision made according to Clause (13) above, and a secret vote shall be immediately conducted. When approval is given by a two-thirds majority of the members, procedures for conferral of the Ph.D. degree shall be conducted.

15. The final decision regarding conferral of the degree should be completed within 6 months after the acceptance of the application by the Faculty Meeting.

16. Doctoral theses shall be made publically available in their entirety for viewing online. If unavoidable circumstances make it impossible to post the entire thesis online within one year starting from the day that the Ph.D. is awarded, it is possible to post a summary of the thesis instead if approval is granted at the GSAPS Faculty Meeting. Here, unavoidable circumstances refer to: copyright protection, protection of private information, forthcoming publication, submission to an academic journal that prohibits making the thesis public, an ongoing patent application, or similar circumstances. However, even in these circumstances the entire
thesis will be made available for viewing upon request. If the unavoidable circumstances are resolved, the author of the thesis is required this to the GSAPS office as soon as possible and complete the procedures for making the entire thesis available online.

**Article 6 (Distribution of Examination Fee)**

The distribution of the examination fee is decided by the chief examiner in consideration of the examiners’ place of affiliation and residence and other factors.

**Article 7 (Changing of Bylaws)**

These bylaws may be revised at the discretion of the Faculty Meeting.