

PhD Rules and Procedures

May 2009

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Step 1: Selecting advisors

The principal advisor will choose the co-advisor 1 within a month after starting the program, by consulting with the doctoral student (*1). Both advisors will supervise the student's research as a team.

Step 2: Writing a doctoral dissertation proposal and giving an interim presentation

The students will write a proposal that describes their research and provides an outline of the doctoral dissertation (see the attachment Doctoral Dissertation Proposal Instructions). Students are required to periodically consult their principal advisor and co-advisor 1 determined in Step 1 and discuss their proposal before submitting it to the principal advisor. To obtain wider feedback from other KMD faculty members, students must present their research progress at the KMD doctoral interim presentation session. The principal advisor will decide on the timing of the application, but it is recommended that the interim presentation is planned for the semester before your doctoral dissertation proposal defense in consultation with the principal advisor.

Step 3: Dissertation Advisory Committee and doctoral dissertation proposal defense

After the principal advisor accepts the doctoral dissertation proposal, a Dissertation Advisory Committee will be formed (*2) and a doctoral dissertation proposal defense will be held to review the proposal (*3) [Form #KMD-DF-1]. The principal advisor will propose, and the Dean will appoint the Dissertation Advisory Committee with the approval of the Graduate School of Media Design committee (hereafter "graduate school committee"). The principal advisor must promptly

34 communicate the result (*4) to the student and the graduate school committee (Form #KMD-DF-2).
35 The student must revise the doctoral dissertation proposal based on the feedback, get approval by
36 his/her principal advisor for the revised version and submit it to Dean of the Graduate School of Media
37 Design [Form #KMD-DS-1]. The Dissertation Advisory Committee judges the defense based on both
38 the oral presentation and the submitted proposal, and final approval is given by the graduate school
39 committee. Approved doctoral dissertation proposals will be available to KMD students and faculty.
40 Students who pass the defense become doctoral candidates (*10).

41

42 Allotted Time: 60 minutes per person (presentation: 15 minutes, oral examination: 45 minutes)

43

44 **Step 4: Research review by the Dissertation Advisory Committee and writing the dissertation**

45 At least once every 6 months, the Dissertation Advisory Committee reviews the candidate's research
46 and recommends a grade (*5). When the candidate wishes to write a draft of the doctoral dissertation,
47 the Dissertation Advisory Committee will check whether the candidate's research is of an appropriate
48 level. If deemed appropriate, the candidate will write a draft of the doctoral dissertation under the
49 guidance of the Dissertation Advisory Committee.

50

51 **Step 5: Forming a Doctoral Dissertation Review Committee**

52 After the Dissertation Advisory Committee approves the dissertation draft and the candidate has
53 completed all the requirements agreed upon at the doctoral dissertation proposal defense, he/she will
54 submit the approved dissertation draft to the Dean [Form #KMD-DS-2]. The Dean appoints the
55 Doctoral Dissertation Review Committee (*6) upon the application made by the principal advisor and
56 with the approval of the graduate school committee [Form #KMD-DF-3]. The Doctoral Dissertation
57 Review Committee will review the dissertation draft and inform the candidate and the Dissertation
58 Advisory Committee of the results (*7).

59

60 **Step 6: Submitting the doctoral dissertation (for final assessment)**

61 The candidate will revise the doctoral dissertation until the Doctoral Dissertation Review Committee
62 members are satisfied with it, and then he/she will submit the dissertation (for final assessment) [Form
63 #KMD-DS-3] along with the degree application documents to the Dean.

64

65 **Step 7: Public doctoral dissertation defense and final assessment**

66 The Doctoral Dissertation Review Committee chair will hold a public doctoral dissertation defense

67 (*8) [Form #KMD-DF-4] after receiving the doctoral dissertation (for final assessment), with the
68 approval of the graduate school committee. The Doctoral Dissertation Review Committee and the
69 Dissertation Advisory Committee will make the final decision immediately after the public doctoral
70 dissertation defense upon mutual agreement, and the candidate will be promptly informed of the
71 result.

72

73 Allotted time: 80 minutes (presentation: 40 minutes, oral examination: 40 minutes)

74

75 **Step 8: Submitting the doctoral dissertation (final and approved version)**

76 If the candidate passes the defense, he/she will submit to the graduate school committee the final
77 version of the doctoral dissertation approved by the Doctoral Dissertation Review Committee (*9)
78 [Form #KMD-DS-4]. The degree application documents must be resubmitted if any changes need to
79 be made to them [Form #KMD-DS-5].

80

81 **Step 9: Award of the doctoral degree**

82 The Doctoral Dissertation Review Committee chair will submit a report of the results of the public
83 defense and the final assessment to the graduate school committee [Form #KMD-DF-5, #KMD-DF-6].
84 Upon receiving the documents, the graduate school committee will deliberate on the documents and
85 the doctoral dissertation. Conferral of the doctoral degree will be approved and decided by the
86 graduate school committee (*10).

87

88 Notes:

89 *1. The faculty member the student contacted when entering the program will be appointed as the
90 principal advisor. If students wish to change their principal advisor, they will need to obtain
91 approval from the Dean and may need to start from Step 1. To be a principal advisor or
92 co-advisor 1 they must be graduate school committee members.

93 *2. The Dissertation Advisory Committee is composed of the principal advisor, co-advisor 1
94 determined in Step 1, and co-advisor 2. Co-advisor 2 must also be a graduate school committee
95 member. However, full-time Project Faculty Members can be considered for co-advisor 2 with
96 the approval of the graduate school committee. Additional external co-advisor(s) can be invited
97 with the approval of the graduate school committee.

98 *3. The principal advisor, in consultation with the student and the Dissertation Advisory Committee,

99 can set the date for the doctoral dissertation proposal defense at their discretion, but the date
100 decided on should be communicated at a Faculty Meeting that is scheduled more than 1 week
101 prior to the date. The doctoral dissertation proposal defense begins with the student's oral
102 presentation, lasting no more than 15 minutes. This is followed by the oral examination, which
103 generally lasts about 45 minutes. KMD faculty and students can attend the doctoral dissertation
104 proposal defense.

105 *4. If the student passes the doctoral dissertation proposal defense, the Dissertation Advisory
106 Committee will discuss and agree on the changes to be made to the doctoral dissertation proposal
107 and the dissertation requirements. If the student fails the doctoral dissertation proposal defense,
108 the Dissertation Advisory Committee discusses and agrees on the changes needed for the
109 doctoral dissertation proposal and other feedback.

110 *5. After the doctoral dissertation proposal defense, the Dissertation Advisory Committee must
111 have at least 2 review meetings to give thesis-writing advice to the student, before he/she
112 completes the draft of the doctoral dissertation.

113 *6. A Doctoral Dissertation Review Committee is comprised of at least 4 members, including one
114 chair; at least half of them, including the chair, should be graduate school committee members.
115 The principal advisor appoints the chair of the committee and appoints other members by
116 consulting with the chair. The committee cannot include the principal advisor and it must include
117 one or more outside professionals. The outside professionals must hold a doctoral degree or
118 equivalent.

119 *7. The Doctoral Dissertation Review Committee must submit the final report within 1 year. The
120 Doctoral Dissertation Review Committee may suggest revisions of the doctoral dissertation to
121 the Dissertation Advisory Committee as necessary. Generally, students should expect a
122 minimum of 2 months for feedback on the submitted thesis.

123 *8. The chair of the Doctoral Dissertation Review Committee, in consultation with the student and
124 the Doctoral Dissertation Review Committee, can set the date for the public doctoral dissertation
125 defense at their discretion but the date decided on should be communicated at a graduate school
126 committee that is scheduled more than 1 week prior to the date. The public doctoral dissertation
127 defense begins with the candidate's oral presentation, lasting no more than 40 minutes. This is
128 followed by the oral examination, which generally lasts about 40 minutes. As a general rule,
129 doctoral dissertation defenses are open to the public.

130 *9. The candidate must submit **one temporary binding copy** and PDF file of the final and approved
131 version of the doctoral dissertation to the KMD Office. **The bound hard copy and the PDF file of**

132 the approved by the graduate school committee must be submitted to the KMD Office by the
133 commencement day. If your dissertation contains a section that cannot be made public, you will
134 need to submit two bound hard copies. Please consult with your principal supervisor and the
135 chair of the Doctoral Dissertation Review Committee for more details about submission.

136 *10. The normal candidature period is between 2 and 3 years for a doctoral degree. For students who
137 plan to obtain their doctoral degree in March, the Doctoral Dissertation Review Committee must
138 be formed by the end of November, and the public doctoral dissertation defense must be held by
139 the end of January. For students who plan to obtain their doctoral degree in September, the
140 Doctoral Dissertation Review Committee must be formed by the end of May, and the public
141 doctoral dissertation defense must be held by the end of July.

142 For students who plan to withdraw from the doctoral program after completion of course
143 requirements in March, the doctoral dissertation proposal defense must be held by the 2nd week
144 of January. For students who plan to withdraw from the doctoral program after completion of
145 course requirements in September, the doctoral dissertation proposal defense must be held by the
146 1st week of July.

147 However, these dates are a rough guide for the minimum amount of time required and in reality
148 the schedule differs from case to case. Consultation with your principal advisor for the time
149 needed for guidance and evaluation is strongly recommended.

150

151 Appendix: Forms

152

153 (For Students)

154 KMD-DS-1: Doctoral Dissertation Proposal Submission Form

155 KMD-DS-2: Draft of the Doctoral Dissertation Submission Form

156 KMD-DS-3: Doctoral Dissertation (for Final Assessment) Submission Form

157 KMD-DS-4: Doctoral Dissertation (Final and Approved) Submission Form

158 KMD-DS-5: Degree Application Documents

159 1) Degree Application Form

160 2) Thesis Index

161 3) Thesis Abstract

162 4) Curriculum Vitae

163 5) Thesis Abstract in English (If the doctoral dissertation is written in Japanese)

164 6) Request for Approval Regarding Release of Doctoral Dissertation

165	7) Consent Form relating to the Doctoral Dissertations at the Hiyoshi Media Center
166	
167	(For Faculty)
168	KMD-DF-1: Forming a Dissertation Advisory Committee
169	and Conducting the Doctoral Dissertation Proposal Defense
170	KMD-DF-2: Doctoral Dissertation Proposal Defense Results
171	KMD-DF-3: Forming a Doctoral Dissertation Review Committee
172	KMD-DF-4: Conducting the Public Doctoral Dissertation Defense
173	KMD-DF-5: Public Doctoral Dissertation Defense Results
174	KMD-DF-6: Result Report of the Final Assessment

Doctoral Dissertation Proposal Instructions

May 2009

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1. Purpose

A doctoral dissertation proposal is to review the research topic, and survey and outline your research before you start writing your doctoral dissertation. You will be officially allowed to begin research for the doctoral dissertation after having your doctoral dissertation proposal accepted and passing the doctoral dissertation proposal defense.

2. Format

- Paper size: A4
- Number of pages:
Summary: approximately 300 characters in Japanese or approximately 150 words in English
(If the body text is written in Japanese, a summary in both English and Japanese must be submitted)
Body text: between 5 and 25 pages (not counting the bibliography pages)
- Font size: 12 point
- Language: Japanese or English

3. Content

The doctoral dissertation proposal must include the following points:

- 1) How the research is innovative and research questions and problems
- 2) Detailed description of the research agenda
- 3) Clear explanation of the research approach and method
- 4) A literature review of the research topic including bibliography and related work

Also indicate which of the following categories the dissertation research falls under:

- a) Science / Engineering

34 b) Social Science / Humanities

35 c) Action Research

36 d) Design

37 The doctoral dissertation proposal will become the framework of your doctoral dissertation. You
38 need to choose an appropriate style guide by consulting with your principal advisor.

39

40 **Examples of style guides:**

41 a) The Chicago Manual of Style

42 b) APA (American Psychological Association) Style

43 c) MLA (Modern Language Association) Style

44 d) CSE (Council of Science Editors) Style

45 e) Other (any other style guide used by the academic societies related to your research

46 field)