

Process for Acquiring a Doctoral Degree at the Graduate School of Media Design

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Keio University Graduate School of Media Design (KMD)

Step 1: Selecting advisors and the Dissertation Advisory Committee

KMD doctoral students will have three advisors, a principal advisor and two co-advisors (*1), overseeing their studies. The co-advisors will be selected by the principal advisor and other faculties upon consultation with the student within one month of the student's enrollment. In principle, these three members shall be the Dissertation Advisory Committee (*2).

Step 2: Giving a Doctoral Research presentation at the Doctoral Research Colloquium

To obtain wider feedback from other KMD faculty members, students must present their research progress at the KMD Doctoral Research Colloquium (*6).

The principal advisor will sign the student up for the presentation. In principle, student should present every semester until they pass their doctoral dissertation proposal defense.

Allotted time: 20 minutes per person (presentation: 12 minutes, Q&A: 8 minutes)

Language for speech and presentation materials: Japanese or English (regardless of a student's native language)

Step 3: Writing a doctoral dissertation proposal and holding the doctoral dissertation proposal defense (*13)

The student must write a doctoral dissertation proposal that will form the outline for their final dissertation. This should be written in consultation with the principal advisor and co-advisors decided upon in Step 1. Refer to the attached document (Doctoral Dissertation Proposal Instructions) for more information about the content and length of the proposal.

The student shall consult and receive feedback from faculty members via Doctoral Research presentations and other opportunities to write their proposal. After the principal advisor accepts the doctoral dissertation proposal, a doctoral dissertation proposal defense (*3) will be held to review the proposal (Form KMD-DF-1).

The principal advisor must promptly communicate the results (*4) of the doctoral dissertation proposal defense to the student and the Graduate School Committee (Form

KMD-DF-2). The student must revise their doctoral dissertation proposal based on the Dissertation Advisory Committee's feedback, get approval for the revised version, and submit (Form KMD-DS-1). The defense will be judged based on both the oral presentation and the submitted proposal, with final approval given by the Graduate School Committee (*14). Students who pass the defense become doctoral candidates and their approved dissertation proposals will, in general, be made available within KMD. In principle, the doctoral dissertation proposal defense must be completed one semester prior to the formation of a student's Doctoral Dissertation Review Committee.

Allotted Time: 60 minutes per person (presentation: 15 minutes, Q&A: 45 minutes)

Step 4: Research advise by the Dissertation Advisory Committee and writing the dissertation

At least once every 6 months, the Dissertation Advisory Committee advises the candidate's research and evaluates (*5). When the candidate expresses that they wish to start drafting their doctoral dissertation, the Dissertation Advisory Committee will determine whether the candidate's research is of an appropriate level. If deemed so, the candidate will write a draft of the doctoral dissertation under the guidance of the Dissertation Advisory Committee.

Step 5: Doctoral Dissertation Review Committee Formation Review

When students wish for their Doctoral Dissertation Review Committee to be formed, they should submit a draft of their doctoral dissertation and make a research progress presentation (*6). The Dissertation Advisory Committee, along with KMD faculty members who are potential candidates to serve on the Doctoral Dissertation Review Committee, will review the student's presentation and dissertation draft, discuss the state of preparations for forming the review committee, and advise the student accordingly (*7).

Allotted time: 30 minutes per person (presentation: 15 minutes, Q&A: 15 minutes)

Step 6: Formation of the Doctoral Dissertation Review Committee (*13)

Once the draft of the doctoral dissertation has been approved by the Dissertation Advisory Committee and the degree requirements set forth during the doctoral dissertation proposal defense have been met, the doctoral candidate will submit their approved draft to the Graduate School Committee (Form KMD-DS-2). This will prompt the formation of the Doctoral Dissertation Review Committee. The dean shall appoint the Doctoral Dissertation Review Committee (*7) upon the application made by the principal advisor and with the approval of the Graduate School Committee (Form KMD-DF-3).

Step 7: Preliminary review and submitting the doctoral dissertation (for final assessment)

The Doctoral Dissertation Review Committee will read through the draft of the doctoral dissertation and inform the candidate and Dissertation Advisory Committee of the results (*8). The candidate shall then make edits on sections indicated by the Doctoral Dissertation Review Committee to prepare the final version of the doctoral dissertation. The Doctoral Dissertation Review Committee shall do a preliminary review (*9) of the revised doctoral dissertation and determine whether the candidate will proceed to their public doctoral dissertation defense. If the doctoral candidate is permitted to advance to the next step, they will submit a copy of their doctoral dissertation (for final assessment; Form KMD-DS-3) that has been approved by the Doctoral Dissertation Review Committee as well as the complete set of degree application documents (Form KMD-DS-4) to the dean of the graduate

school. For details, refer to Appendix A: List of Forms to be Submitted (for students).

Step 8: Public doctoral dissertation defense and final assessment (*13)

The Doctoral Dissertation Review Committee chair will apply to hold a public doctoral dissertation defense (Form KMD-DF-4) (*10) after receiving the doctoral dissertation (for final assessment). The public doctoral dissertation defense will be held with the approval of the Graduate School Committee. As soon as the public doctoral dissertation defense has ended, the Doctoral Dissertation Review Committee will consult with the Dissertation Advisory Committee and hold their final assessment to decide whether the candidate has passed. The chair of the Doctoral Dissertation Review Committee will then present the results to the Graduate School Committee. They shall also inform the doctoral candidate of their decision (Form KMD-DF-5) (*11).

Allotted time: 80 minutes per person (presentation: 40 minutes, Q&A: 40 minutes)

Step 9: Submitting the doctoral dissertation (approved version) and approval for receiving degree (*12)

If the candidate passes the public doctoral dissertation defense, they should submit the final version of their doctoral dissertation to the review committee. Once all members of the Doctoral Dissertation Review Committee have given their approval, the chair will submit a report of the results (Form KMD-DF-6) along with a copy of the doctoral dissertation (approved version) to the Graduate School Committee. The Graduate School Committee will then deliberate on these materials. The doctoral degree shall be awarded based on the approval of the Graduate School Committee.

Notes:

- *1. In general, the principal advisor shall be the faculty member who served as the student's faculty liaison when they were taking examinations. If a student wishes to switch their primary advisor in the middle of their program, they must receive permission from the dean of the graduate school (Form KMD-DF-0). In these situations, some students may have to begin again from Step 1 in the process. The principal advisor and the two co-advisors must be graduate school committee members at KMD. However, KMD full-time faculty members (irrespective of qualifications and including project faculty members) can be considered to be the second co-advisor with the approval of the Graduate School Committee.
- *2. A Dissertation Advisory Committee shall be comprised of at least three faculty members: the student's principal advisor and two co-advisors. They must be a graduate school committee member at KMD. Additional external co-advisors can be invited to serve as fourth members, etc., with the approval of the Graduate School Committee.
- *3. The doctoral dissertation proposal defense is strongly recommended to be done in the Doctoral Research Colloquium dates, however the principal advisor, in consultation with the student and the Dissertation Advisory Committee, can set the date for the doctoral dissertation proposal defense at their discretion, but the date should be approved at least one week prior to the scheduled date at a meeting of the Graduate School Committee. The doctoral dissertation proposal defense begins with the student's oral presentation, lasting no more than 15 minutes. This is followed by the oral examination, which generally lasts about 45 minutes. KMD faculty and students can observe the proceedings.

- 152 *4. If the student passes the doctoral dissertation proposal defense, the Dissertation
153 Advisory Committee will discuss and agree on what revisions should be made to the
154 doctoral dissertation proposal and what degree requirements shall be put in place. If
155 the student fails the doctoral dissertation proposal defense, the Dissertation Advisory
156 Committee discusses and agrees on what revisions are needed for the doctoral
157 dissertation proposal and what needs to be accomplished in order to pass in the future.
- 158 *5. In the time between when a student passes their doctoral dissertation proposal defense
159 and when they complete their doctoral dissertation draft, the Dissertation Advisory
160 Committee must have at least 2 review meetings to give thesis-writing advice to the
161 student. If major revisions (changes to categories, etc.) to the research content
162 described in the doctoral dissertation proposal is unavoidable following the doctoral
163 dissertation proposal defense, the student must obtain approval from the Dissertation
164 Advisory Committee and submit a revised doctoral dissertation proposal to the
165 Graduate School Committee (Students to resubmit Form KMD-DS-1/Faculty members
166 to resubmit Form KMD-DF-2). Only if the revised doctoral dissertation proposal is
167 approved by the Graduate School Committee will the student be permitted to continue
168 writing the dissertation.
- 169 *6. Doctoral Research presentations and Doctoral Dissertation Review Committee
170 Formation Review shall be held on predetermined Doctoral Research Colloquium
171 dates to obtain feedback from as many and diverse faculty members as possible.
- 172 *7. The Doctoral Dissertation Review Committee shall be composed of one chairperson
173 and at least three other members. Half or more of these members, including the chair,
174 must belong to the graduate school. At least one of the committee members must be
175 external from KMD and must hold a doctoral degree or an equivalent background. The
176 principal advisor shall select who shall serve as the chair of the Doctoral Dissertation
177 Review Committee. The principal and the chair must agree on who shall serve as the
178 other members of the committee, but the primary advisor shall not hold a position on
179 the Doctoral Dissertation Review Committee themselves. If the principal advisor is no
180 longer a "Graduate School of Media Design committee member" due to resignation,
181 etc., after the formation of the Doctoral Dissertation Review Committee, the chair of
182 the Doctoral Dissertation Review Committee may be permitted to concurrently serve
183 as the principal advisor upon the approval of the Graduate School Committee.
- 184 *8. After sufficient deliberation, the Doctoral Dissertation Review Committee must
185 submit their final report (Form KMD-DF-6) to the Graduate School Committee within
186 one year of the Doctoral Dissertation Review Committee's formation. The Doctoral
187 Dissertation Review Committee may suggest revisions for the final version of the
188 doctoral dissertation to the Dissertation Advisory Committee and the doctoral
189 candidate as necessary. The Doctoral Dissertation Review Committee shall be
190 dissolved once they have submitted their final assessment or when reporting that a
191 candidate has failed their public doctoral dissertation defense. A minimum of three
192 months must be allowed between when the review committee is formed and when they
193 submit their assessment report.
- 194 *9. The date of the preliminary examination shall be determined at the discretion of the
195 doctoral candidate, the Doctoral Dissertation Review Committee, and the principal
196 advisor. In most cases, this examination shall not be open to the public. The format of
197 the preliminary review, such as the criteria for passing or failing it, shall be left to the
198 discretion of the Doctoral Dissertation Review Committee. However, the preliminary
199 review must be held before applying to hold a public doctoral dissertation defense.
200 Multiple preliminary reviews are also allowed.
- 201 *10. The chair of the Doctoral Dissertation Review Committee, in consultation with other
202 members of the committee and the doctoral candidate, can set the date for the public
203 doctoral dissertation defense at their discretion. However, the date should be approved

at least one week prior to the scheduled date at a meeting of the Graduate School Committee. The public doctoral dissertation defense begins with the candidate's oral presentation, lasting no more than 40 minutes. This is followed by the oral examination, which generally lasts about 40 minutes. As a general rule, doctoral dissertation defenses are open to the public.

*11. The Doctoral Dissertation Review Committee will report the results of the public doctoral dissertation defense, either pass or fail, at the first meeting of the Graduate School Committee held after the public doctoral dissertation defense. If the student has failed, the Doctoral Dissertation Review Committee will be dissolved, after which the student can re-submit their revised thesis, forming a new Doctoral Dissertation Review Committee for an additional review. However, no more than two public doctoral dissertation defenses may be held in a single semester. Approval for receiving a degree (KMD-DF-6) shall not be granted by the Graduate School Committee after a specified date during the semester in question (Spring: September 21, Fall: March 31). The specified date can be found in the ["Schedule for Withdrawal from the Doctoral Program with the Completion of Course Requirement/Extension of Enrollment Period or Award of the Degree"](#). The date is written in the row for Step 9 under the column for "Award of the Degree". It is also possible to hold a public doctoral dissertation defense after the last day that they are scheduled to be held for degree approval (same as Step 8-2). However, the defense will be treated as if it occurred during the following semester, and degree approval will be deferred to a subsequent semester's Graduate School Committee.

*12. In principle, the doctoral dissertation (approved version) PDF will be open via the Media Center. If a student's dissertation contains a section that cannot be made public, they will need to submit a publishable abstracted data. For details about what must be submitted, the chair of the Doctoral Dissertation Evaluation Committee or principal advisor should be consulted.

*13. The normal candidature period is about 3 years for a doctoral degree. For students who plan to obtain their doctoral degree in March, the Doctoral Dissertation Review Committee must be formed by early October of the previous year, and the public doctoral dissertation defense must be held by late-January. For students who plan to obtain their doctoral degree in September, the Doctoral Dissertation Review Committee must be formed by mid-April, and the public doctoral dissertation defense must be held by mid-July. For students who plan to withdraw from the doctoral program after completion of course requirements in March, the doctoral dissertation proposal defense must be held by late-January. For students who plan to withdraw from the doctoral program after completion of course requirements in September, the doctoral dissertation proposal defense must be held by mid-July. However, these dates are a rough guide for the minimum amount of time required and may differ on a case-to-case basis. The student should consult well in advance with their principal advisor about the time needed to complete the instructions and evaluations required by the program. Likewise, it is recommended that students check the "Withdrawal from the Doctoral Program (After the Completion of Required Course Work without Submission of a Thesis)" for further details on scheduling requirements.

*14. Approval for doctoral dissertation proposal defense may not be granted by the Graduate School Committee after a specified date during the semester in question (Spring: September 21, Fall: March 31). The specified date can be found in the ["Schedule for Withdrawal from the Doctoral Program with the Completion of Course Requirement/Extension of Enrollment Period or Award of the Degree"](#). The date is written next to "Step 3-3: Approval of result for Doctoral Dissertation Proposal Defense (KMD Faculty Meeting)" under the column for "Withdrawal from the Doctoral

Program with the Completion of Course Requirements/Application for Extension of Enrollment Period". In the unique situation in which a faculty member on the Dissertation Advisory Committee is retiring at the end of the semester, the student may receive approval within the semester in question. However, the student will not be officially considered to have passed their defense until a subsequent semester even if the student meets the requirements for Withdrawal from the Doctoral Program and Extending the Period of Enrollment. Even in such cases, the dates for Step 3-1 and Step 3-2 shall follow the aforementioned schedule.

Appendix A: List of Forms to be Submitted (for students) (Forms)

- KMD-DS-1: Doctoral Dissertation Proposal Submission Form (to be approved by the Dissertation Advisory Committee)
- KMD-DS-2: Draft of the Doctoral Dissertation Submission Form (to be approved by the Dissertation Advisory Committee)
- KMD-DS-3: Doctoral Dissertation (for Final Assessment) Submission Form (to be approved by the Doctoral Dissertation Review Committee)
- KMD-DS-4: Degree Application Documents
 - 1) Degree Application Form
 - 2) Dissertation Index
 - 3) Dissertation Abstract
 - 3-2) English Version of Dissertation Abstract (Only necessary if the doctoral dissertation is written in Japanese)
 - 4) Curriculum Vitae
 - 5) Request for Approval Regarding Release of Doctoral Dissertation (to be approved by the principal advisor)

(Submitting the forms)

Students should submit their doctoral dissertation proposals, doctoral dissertation drafts, and doctoral dissertations (for final assessment) as PDFs along with the accompanying designated forms (KMD-DS-1, DS-2, DS-3) by email to kmd-office@adst.keio.ac.jp. When sending these files, the student must use a KMD email address, a keio.jp email address, or an email address registered to the KMD e-learning website. If the submission exceeds 20MB, please upload the files to a cloud storage service that the KMD Office can reliably access and share the relevant information (a URL, etc.) via email. When using cloud services, make sure that the sharing preferences for the URL are set so that anyone with the link can access the file. When using cloud services, make sure that the sharing preferences for the URL are set so as to allow anyone to access the file. Please note that even if kmd-office@adst.keio.ac.jp is given permission to access the shared file, the Office of Student Services will not be able to do so. After filling out DS-4, students should sign the final version and submit the original and PDF (the PDF is only needed for DS-4(3)) to the Office of Student Services.

Students should get approval for DS-1/DS-2/DS-3 via email or explicit verbal permission at a meeting and note the approved dates, enter them into the forms, and save the information as PDF files. There is no need to show the emails or similar correspondence as evidence when submitting the forms.

(How to format the approved version of a doctoral dissertation)

PDF versions of a student's doctoral dissertation (approved version) should follow the guidelines below:

1. Set the PDF properties as follows:

Title: Input dissertation title
Author: Keio University Graduate School of Media Design
2. Save as “PDF/A” (ISO 19005-1)

Appendix B: List of Forms to be Submitted (for faculty members)
(Forms)

- KMD-DF-0: Application for Changing Advisors (to be submitted by the principal advisor)
- KMD-DF-1: Conducting the Doctoral Dissertation Proposal Defense (to be submitted by the principal advisor)
- KMD-DF-2: Doctoral Dissertation Proposal Defense Results (to be submitted by the principal advisor with approval from the Dissertation Advisory Committee)
- KMD-DF-3: Forming a Doctoral Dissertation Review Committee (to be submitted by the principal advisor)
- KMD-DF-4: Conducting the Public Doctoral Dissertation Defense (to be submitted by the chair of the Doctoral Dissertation Review Committee)
- KMD-DF-5: Public Doctoral Dissertation Defense Results (to be submitted by the chair of the Doctoral Dissertation Review Committee with the approval of the committee members)
- KMD-DF-6: Summary of the Doctoral Thesis Evaluation and the Evaluation Committee Members (to be submitted by the chair of the Doctoral Dissertation Review Committee)

(Submitting the forms)

Apply by submitting the prescribed forms to kmd-office@adst.keio.ac.jp. When sending these files, the student must use a KMD email address, a keio.jp email address, or an email address registered to the KMD e-learning website.

(Approval)

DF-2 and DF-5 must be approved by the members of the committees listed above. However, it is the applicant (primary advisor or reviewer) who must get approval from these parties via email or explicit verbal permission at a meeting. Upon doing so, they should indicate the date that they received approval in the supplied forms and submit the digital PDF. Emails or similar correspondence do not need to be shown as evidence.

(Submitting the forms)

The PDF of the approved version of the doctoral dissertation should be submitted along with the designated form (KMD-DF-6) by email to kmd-office@adst.keio.ac.jp. If the submission exceeds 20MB, please upload the files to a cloud storage service that the KMD Office can reliably access and share the relevant information (a URL, etc.) via email. When using cloud services, make sure that the sharing preferences for the URL are set so that anyone with the link can access the file. When using cloud services, make sure that the sharing preferences for the URL are set so as to allow anyone to access the file. Please note that even if kmd-office@adst.keio.ac.jp is given permission to access the shared file, the Office of Student Services will not be able to do so.

Doctoral Dissertation Proposal Instructions

Established April 2009

Revised June 2010

Revised September 2013

Revised October 2015

Keio University Graduate School of Media Design (KMD)

1. Purpose

A doctoral dissertation proposal is to review the research topic, and survey and outline a student's research before they begin writing their doctoral dissertation. Students will be officially allowed to begin research for their doctoral dissertation after getting approval for their doctoral dissertation proposal and passing the doctoral dissertation proposal defense.

2. Format

- Paper size: A4
- Length:
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. If the body text is in English, only an English summary needs to be provided.)
Body text: between 5 and 25 pages (not counting the bibliography)
- Font size: 12 point
- Language: Japanese or English

3. Content

The doctoral dissertation proposal must demonstrate the following:

- 1) That the research is innovative and describes what issues or problems it addresses
- 2) That the issues addressed are done so in a thorough and thoughtful manner
- 3) That the research methodology is clearly communicated
- 4) That it contains a literature review of the research topic through the bibliography, related work, and case studies

The proposal must also indicate which of the following categories the dissertation research falls under:

- a) Science / Engineering
- b) Social Sciences / Humanities
- c) Action Research
- d) Design

The doctoral dissertation proposal will form the framework of a doctoral dissertation. Students should choose an appropriate style guide* by consulting with their principal advisor.

*Examples of style guides

- a. The Chicago Manual of Style
- b. APA (American Psychological Association) Style
- c. MLA (Modern Language Association) Style
- d. CSE (Council of Science Editors) Style
- e. Other (formatting style adopted by relevant academic societies)