

PhD Rules and Procedures

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Keio Media Design

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.

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

Language & Documents: Choose either Japanese or English.

34

35 **Step 3: Dissertation Advisory Committee and doctoral dissertation proposal defense (*11)**

36 After the principal advisor accepts the doctoral dissertation proposal, a Dissertation Advisory
37 Committee will be formed (*2) and a doctoral dissertation proposal defense will be held to review the
38 proposal (*3) [Form #KMD-DF-1]. The principal advisor will propose, and the Dean will appoint the
39 Dissertation Advisory Committee with the approval of the Graduate School of Media Design
40 committee (hereafter “graduate school committee”). The principal advisor must promptly
41 communicate the result (*4) to the student and the graduate school committee (Form #KMD-DF-2).
42 The student must revise the doctoral dissertation proposal based on the feedback, get approval by
43 his/her principal advisor for the revised version and submit it to Dean of the Graduate School of Media
44 Design [Form #KMD-DS-1]. The Dissertation Advisory Committee judges the defense based on both
45 the oral presentation and the submitted proposal, and final approval is given by the graduate school
46 committee. Approved doctoral dissertation proposals will be available to KMD students and faculty.
47 Students who pass the defense become doctoral candidates.

48

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

50

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

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

57

58 **Step 5: Forming a Doctoral Dissertation Review Committee (*11)**

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

66

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

68 The candidate will revise the doctoral dissertation until the Doctoral Dissertation Review Committee
69 members are satisfied with it, and then he/she will submit the dissertation (for final assessment) [Form
70 #KMD-DS-3] along with the degree application documents [Form #KMD-DS-4] to the Dean.

71

72 **Step 7: Public doctoral dissertation defense and final assessment (*11)**

73 The Doctoral Dissertation Review Committee chair will hold a public doctoral dissertation defense
74 (*8) [Form #KMD-DF-4] after receiving the doctoral dissertation (for final assessment), with the
75 approval of the graduate school committee. The Doctoral Dissertation Review Committee and the
76 Dissertation Advisory Committee will make the final decision immediately after the public doctoral
77 dissertation defense upon mutual agreement, and the candidate will be promptly informed of the result
78 (*9). If the candidate passes the defense, he/she will revise based on the feedback from the committee
79 and submit the final version of the doctoral dissertation to the committee members.

80

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

82

83 **Step 8: Submitting the doctoral dissertation (final) and result of public doctoral dissertation**
84 **defense**

85 The Doctoral Dissertation Review Committee chair will submit a result of public doctoral dissertation
86 defense to the graduate school committee [Form #KMD-DF-5]. If the candidate passes the defense,
87 the chair should submit the final version of the doctoral dissertation together with the form. The
88 graduate school of committee should review the final version of the doctoral dissertation and agree on
89 any changes to be made to approve. The candidate can make fixes that were approved by the graduate
90 school committee to make the approved version of the doctoral dissertation and submit it to the chair.

91

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

93 The Doctoral Dissertation Review Committee chair will submit the final assessment and the approved
94 version of the doctoral dissertation to the graduate school committee [Form #KMD-DF-6]. Upon
95 receiving the documents, the graduate school committee will deliberate on the documents and the
96 doctoral dissertation. Conferral of the doctoral degree will be approved and decided by the graduate
97 school committee. The approved version of the dissertation file (PDF) will be published on the
98 University digital library (the Media Center). The degree application documents must be resubmitted
99 if any changes need to be made to them [Form #KMD-DS-5] to the graduate school committee.

100

101 Step10: Submitting the bound hard copy of the doctoral dissertation (approved version)

102 The bound hard copy of the doctoral dissertation approved by the graduate school committee must be
103 submitted (*10). The content of the approved version (PDF) and the bound hard copy should be
104 identical.

105

106 Notes:

107 *1. The faculty member the student contacted when entering the program will be appointed as the
108 principal advisor. If students wish to change their principal advisor, they will need to obtain
109 approval from the graduate school committee and may need to start from Step 1 [Form #KMD-
110 DF-0]. To be a principal advisor or co-advisor 1 they must be graduate school committee
111 members.

112 *2. The Dissertation Advisory Committee is composed of the principal advisor, co-advisor 1
113 determined in Step 1, and co-advisor 2. Co-advisor 2 must also be a graduate school committee
114 member. However, KMD full-time faculty members (irrespective of qualifications and including
115 project faculty members) can be considered for co-advisor 2 with the approval of the graduate
116 school committee. Additional external co-advisor(s) can be invited with the approval of the
117 graduate school committee.

118 *3. The principal advisor, in consultation with the student and the Dissertation Advisory Committee,
119 can set the date for the doctoral dissertation proposal defense at their discretion, but the date
120 decided on should be approved at a graduate school committee that is scheduled more than 1
121 week prior to the date. The doctoral dissertation proposal defense begins with the student's oral
122 presentation, lasting no more than 15 minutes. This is followed by the oral examination, which
123 generally lasts about 45 minutes. KMD faculty and students can attend the doctoral dissertation
124 proposal defense.

125 *4. If the student passes the doctoral dissertation proposal defense, the Dissertation Advisory
126 Committee will discuss and agree on the changes to be made to the doctoral dissertation proposal
127 and the dissertation requirements. If the student fails the doctoral dissertation proposal defense,
128 the Dissertation Advisory Committee discusses and agrees on the changes needed for the
129 doctoral dissertation proposal and other feedback.

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

132 the draft of the doctoral dissertation. If major revisions (changes to categories, etc.) to the
133 research content described in the doctoral dissertation proposal is unavoidable following the
134 doctoral dissertation proposal defense, the student must obtain approval from the Dissertation
135 Advisory Committee and submit a revised doctoral dissertation proposal to the graduate school
136 committee (Students to resubmit Form #KMD-DS-1/Faculty members to resubmit Form #KMD-
137 DF-2). Only if the revised doctoral dissertation proposal is approved by the graduate school
138 committee will the student be permitted to continue writing the dissertation.

139 *6. A Doctoral Dissertation Review Committee is comprised of at least 4 members, including one
140 chair; at least half of them, including the chair, should be graduate school committee members.
141 The principal advisor appoints the chair of the committee and appoints other members by
142 consulting with the chair. The committee cannot include the principal advisor and it must include
143 one or more outside professionals. The outside professionals must hold a doctoral degree or
144 equivalent. If the principal advisor is no longer a “Graduate School of Media Design committee
145 member” due to resignation, etc., after the formation of the Doctoral Dissertation Review
146 Committee, the chair of the Doctoral Dissertation Review Committee may be permitted to
147 concurrently serve as the principal advisor upon the approval of the graduate school committee.

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

152 *8. The chair of the Doctoral Dissertation Review Committee, in consultation with the student and
153 the Doctoral Dissertation Review Committee, can set the date for the public doctoral dissertation
154 defense at their discretion but the date decided on should be approved at a graduate school
155 committee that is scheduled more than 1 week prior to the date. The public doctoral dissertation
156 defense begins with the candidate’s oral presentation, lasting no more than 40 minutes. This is
157 followed by the oral examination, which generally lasts about 40 minutes. As a general rule,
158 doctoral dissertation defenses are open to the public.

159 *9. The result of the public defense, either pass or fail will be reported to the graduate school
160 committee within the semester when the defense held. The dissertation review committee will
161 be dissolved upon submission of the result. In case of fail, students can resubmit the revised
162 dissertation draft to form a committee but the public defense can only be held once a semester.

163 *10. The bound hard copy of the doctoral dissertation approved by the graduate school committee
164 must be submitted to the KMD Office after the approval. If your dissertation contains a section

165 that cannot be made public, you will need to submit two bound hard copies, one bound hard
166 copy otherwise. Please consult with your principal supervisor and the chair of the Doctoral
167 Dissertation Review Committee for more details about submission.

168 *11. The normal candidature period is about 3 years for a doctoral degree. For students who plan to
169 obtain their doctoral degree in March, the Doctoral Dissertation Review Committee must be
170 formed by the mid November, and the public doctoral dissertation defense must be held by mid
171 January. For students who plan to obtain their doctoral degree in September, the Doctoral
172 Dissertation Review Committee must be formed by the mid May, and the public doctoral
173 dissertation defense must be held by mid July.

174 For students who plan to withdraw from the doctoral program after completion of course
175 requirements in March, the doctoral dissertation proposal defense must be held by mid January.
176 For students who plan to withdraw from the doctoral program after completion of course
177 requirements in September, the doctoral dissertation proposal defense must be held by mid July.
178 However, these dates are a rough guide for the minimum amount of time required and in reality
179 the schedule differs from case to case. Consultation with your principal advisor for the time
180 needed for guidance and evaluation is strongly recommended.

181

182 Appendix A: Forms for students and the submission procedure

183 (Forms for Students)

- 184 • KMD-DS-1: Doctoral Dissertation Proposal Submission Form (with the approval by the
185 dissertation advisory committee members)
- 186 • KMD-DS-2: Draft of the Doctoral Dissertation Submission Form (with the approval by the
187 dissertation advisory committee members)
- 188 • KMD-DS-3: Doctoral Dissertation (for Final Assessment) Submission Form (with the approval
189 by the dissertation review committee members)
- 190 • KMD-DS-4: Degree Application Documents
 - 191 1) Degree Application Form
 - 192 2) Thesis Index
 - 193 3) Thesis Abstract
 - 194 3-2) Thesis Abstract in English (If the doctoral dissertation is written in Japanese)
 - 195 4) Curriculum Vitae
 - 196 5) Request for Approval Regarding Release of Doctoral Dissertation
 - 197 6) Consent Form relating to the Doctoral Dissertations at the Hiyoshi Media Center

198

199 (Submission)

200 Submit the Doctoral Dissertation Proposal, Draft of the Doctoral Dissertation, Doctoral Dissertation
201 (for Final Assessment) in PDF format with designated forms (KMD-DS-1, DS-2, DS-3) by email to
202 kmd-office@adst.keio.ac.jp. Make sure you use your KMD email address or keio.jp email address
203 when you send the email. For DS-4, submit the original copy with your signature to the student office.
204 Please get the approval indicated above for DS-1/DS-2/DS-3 by email or verbal at a meeting and note
205 the approved dates in the forms then make a PDF to send to the principal advisor or the chair to get
206 their signature on the form digitally before submission. You do not need to attach any other evidence
207 of approval.

208

209 (About the PDF format)

210 Make a PDF file of the Doctoral Dissertation (approved version) by following the guideline below:

211 1. Set the PDF properties as follows:

212 Title : Input your dissertation title

213 Author : Keio University Graduate School of Media Design

214 2. Save as “PDF/A” (ISO 19005-1)

215

216 Appendix B: Forms for faculty and the submission procedure

217 (Forms for Faculty)

- 218 • KMD-DF-0: Application for Changing Advisors (submitted by principal advisor)
- 219 • KMD-DF-1: Forming a Dissertation Advisory Committee
220 and Conducting the Doctoral Dissertation Proposal Defense (submitted by
221 primary advisor)
- 222 • KMD-DF-2: Doctoral Dissertation Proposal Defense Results (submitted by principal advisor,
223 with approval by dissertation advisory committee members)
- 224 • KMD-DF-3: Forming a Doctoral Dissertation Review Committee (submitted by principal
225 advisor)
- 226 • KMD-DF-4: Conducting the Public Doctoral Dissertation Defense (submitted by the chair of the
227 dissertation review committee)
- 228 • KMD-DF-5: Public Doctoral Dissertation Defense Results (submitted by the chair of the
229 dissertation review committee with the approval of the committee members)
- 230 • KMD-DF-6: Result Report of the Final Assessment (submitted by the chair of the dissertation

231 review committee)

232

233 (Submission)

234 Sending the form to kmd-office@adst.keio.ac.jp by email using your KMD email address, keio.jp
235 email address or an email address registered in KMD e-learning.

236

237 (Approval)

238 Please get the approval indicated above for DF-2 and DF-5 by email or verbal at a meeting and note
239 the approved dates in the forms then make a PDF to put your signature digitally before submission.

240 You do not need to attach any other evidence of approval.

241

242 (Approve digitally)

243 The faculty can approve the KMD-DF and KMD-DS forms digitally, by putting a digital signature,
244 putting your signature image on the form, or sending an email. When you use an email for approval,
245 please make sure you put your name and an approval statement in the email body. Please also send an
246 email to the student office (kmd-office@adst.keio.ac.jp) when you reply to the submitter.

Doctoral Dissertation Proposal Instructions

May 2009

Revised in June 2010

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Revised in October 2015

Keio Media Design

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)