

Graduate School of Global Governance

Degree Requirements for Ph.D. Program

【Name of degree】

Ph.D. in Global Governance

【Requirements for submitting doctoral dissertation】

1. Term of enrollment

- (1) Those who have been enrolled in the doctoral course for over 3 academic years and received the necessary supervision.
- (2) Those who have been enrolled for over 3 academic years and have once left the university may re-enter within 8 years from matriculation with approval from the Faculty Committee.

2. Requirements for completion

- (1) Students must receive research guidance from their supervisor.
- (2) Completion of Thesis Writing A to F (total of 12 credits) is compulsory.
- (3) Other than Thesis Writing, at least 4 credits must be earned from elective courses according to a supervisor's request.
- (4) Students are also allowed to register for courses of other graduate schools and inter-departmental courses with a supervisor's approval.

3. Research achievements

Students must publish not less than 3 papers (at least one paper outside of Meiji University is required). Those papers should be published after the admission of Meiji University in principle.

Among them at least 1 paper should be published as a single authored and peer-reviewed academic journal.

The other papers should be published by the research institutes including universities or the academic journal publishers. When the student is the first author of the paper, it can be counted.

Students must also conduct at least 1 presentation at an international conference. Scheduled publication and presentation can be counted as well. All research achievements must be satisfied by the specified deadline of submission on next page.

4. Qualifying Examination for Ph.D. candidacy

Students who have been enrolled into the Ph.D. program for one academic year should take a qualifying examination in order to be advanced to Ph.D. candidacy. Qualifying Examination may be attempted twice within a year.

5. Preliminary evaluation (Public Hearing)

The purpose of preliminary evaluation is to make judgment about whether the candidate is eligible to apply for the degree before examination process starts. Firstly, the candidate must have

a session with examiners, who are elected by the Department Committee, to explain doctoral dissertation and to obtain their agreement about Public Hearing. Then, on condition that the Faculty Committee approves Public Hearing based on the examiners' agreement, Public Hearing may be held.

6. Others

Students must complete the ethical training program for researchers designated by Meiji University.

【Process for Ph.D.】

1st year

- (1) Submitting research proposal
- (2) Publishing a paper in academic journal and/or conducting a presentation at an international conference

2nd year

- (1) Taking Qualifying Examination
- (2) Preparation for mid-term presentation
- (3) Publishing a paper in academic journal and/or conducting a presentation at an international conference

3rd year

- (1) Conducting mid-term presentation
- (2) Preliminary evaluation (Public Hearing)
- (3) Submitting doctoral dissertation

【Quality of Doctoral Dissertation】

Students must be capable of conducting creative and innovative research activities commensurate with independent research/education at universities/research institutes or advanced professional institutions at government agencies/international organizations. Also, doctoral dissertation must exhibit problem-solving skills and policy recommendation capabilities of a student.

Doctoral dissertation must satisfy the following criteria;

- (1) Originality of research
- (2) Academic significance of research theme
- (3) Logically balanced and well-organized structure
- (4) Comprehensive literature review
- (5) Overview of theoretical studies and empirical analysis
- (6) Integrity of discussion and consistency of main arguments
- (7) Compliance with technical requirements

【Necessary documents, deadlines, etc.】

Necessary documents are as follows when you apply for preliminary evaluation (Public Hearing) and submission of doctoral dissertation each time.

Necessary documents

- (1) 3 copies of doctoral dissertation (temporary binding)* 【Sample 1】
- (2) 15 copies of resume of dissertation abstract (approximately 1,000 words)* 【Sample 2】
- (3) Application Form [prescribed format] 【Sample 3】
(A Japanese translation of the dissertation title will also be necessary. Please consult with your supervisor for details.)
- (4) Resume [prescribed format] 【Sample 4】
- (5) Professional Achievements [prescribed format] 【Sample 5】
- (6) 3 copies of at least 3 papers in academic journals
(If a paper or papers are blind peer-reviewed, you must submit material to prove it.)
- (7) 3 copies of at least 1 international conference program

*Notice: Candidates must submit PDF data of “Doctoral Dissertation Text”, “Dissertation Abstract” and “Agreement Form of Repository Registration/Release (Meiji University)” by the specified deadline.

Deadline of submission and office to submit

- (1) Deadline of submission: To be referred to the schedule notified by Graduate School Office
*Notice: The deadline for both preliminary evaluation and submitting doctoral dissertation is designated.
- (2) Office to submit: Graduate School Office

【Examination process】

Permission from supervisor

Candidates who are scheduled to apply for a doctoral degree must fulfill the degree requirements and obtain permission to submit doctoral dissertation from their supervisors.

Acceptance of the dissertation

The executive board of the Graduate School of Global Governance decides if the submitted the dissertation fulfills all the necessary requirements. If the executive board finds it is qualified, the permission of submission will be granted by the Faculty Committee with the recommendation from the supervisor.

Oral defense to the Examining Committee

The Faculty Committee will nominate one chief examiner and at least two examiners for the dissertation that has been submitted. The examining members will evaluate an oral defense. After the examination, the examining members will discuss the result and submit an examination report to the Faculty Committee. The total duration of the examination term is approximately three months.

Final evaluation

The Faculty Committee determines the final result by vote based on the examination report

submitted by the Examining Committee. Those who pass the Faculty Committee and receive approval from the Graduate School Committee will have a doctoral degree conferred.

【Duties of faculty members related to evaluation】

Examination members and their duties

Examination members will be comprised of at least two examiners engaged in the area close to the dissertation theme (if necessary, faculty members of other institutions may be included with the approval of the Faculty Committee) other than the academic supervisor, and will make every endeavor to examine the dissertation upon a fair and objective basis.

【Release of doctoral dissertation】

Release of examination abstract report

The abstract of dissertation and examination results will be made available on the Internet once the Doctoral degree is conferred.

Release of doctoral dissertation

The dissertation will be disseminated based on the Meiji University degree regulation article No. 22.

<Meiji University degree regulation article No. 22>

1. Those who have been conferred a doctoral degree from Meiji University must release the whole text of dissertation within a year from the conferred date. However, those who have released the content before receiving a degree will not be included.
2. Other than above, those who have unavoidable reasons may release only the dissertation abstract other than the whole text. In this case, the university may provide access to the whole text upon request.
3. Release based on Clause 2 will be carried out through internet use.

- “Unavoidable reasons” means special reasons that can be judged as unavoidable by the university.
(Example)
 - a. When the dissertation cannot be released through internet due to the reason of including stereoscopic expressions.
 - b. When the dissertation cannot be released through internet over a year from the conferred date due to copyright protections and privacy protections.
 - c. When the degree holder receives disadvantage by releasing the dissertation text more than a year from the conferred date due to publication matters and patent matters.

The dissertation must be released on the internet when unavoidable reasons have been solved.

- Students must dissolve copyright matters regarding the internet release of dissertation by the time of their submission.

<Example>

- Receive approval from the publishing company by whom the dissertation has already

been published.

- Receive approval from the copyright holder when quoting illustrations/pictures.
- * If the dissertation relates to patent applications, the application should be made before submitting the dissertation. If you are unaware of the necessary procedures, consult with the Research Promotion and Intellectual Property Office.

Dissemination through Meiji University and National Diet Library

- The dissertation abstract and text will be released from Meiji University Academic Repository.
- The dissertation abstract and data released for Meiji University Academic Repository will be also used at the National Diet Library.

Academic Year ○○○○

Meiji University
Graduate School of

Doctoral Dissertation

○○○ Doctoral Dissertation Title ○○○

Program

○○ Name ○○

学位請求書
Application for Degree

20__年__月__日

Date: Year Month Day

明治大学大学院

_____研究科長 殿

To Dean of the Graduate School of * * * ,
Meiji University Graduate School

_____研究科 _____専攻
Graduate School Program

氏名 _____ 印
Name Seal

19__年__月__日生
Date of Birth: Year Month Day

明治大学学位規程第5条の規定に基づき、博士（_____学）の学位を請求いたします。

Pursuant to the provision of Article 5 of Degree Regulation in Meiji University, I apply the degree of Doctoral Degree of (* * * 学).

論文題名 Title	[_____]
指導教員名 Supervisor	
入学年度 Year of Entrance (再入学年度) (Year of Re-Entrance)	年度入学 (年度再入学) Year of Entrance (Year of Re-Entrance)
学生番号 Student ID Number	
本籍 / 国籍 Domicile / Nationality	

(注) 1 論文題名が日本語の場合、括弧内には英語による題名を併せて記入すること。
In case of Title in Japanese, Title in English shall be written in brackets.

論文題名が英語の場合、括弧内には日本語による題名を併せて記入すること。
In case of Title in English, Title in Japanese shall be written in brackets.

論文題名が英語以外の外国語の場合、括弧内には日本語及び英語による題名を併せて記入すること。
In case of Title in any language but English, Title in both Japanese and English shall be written in brackets.

2 「本籍/国籍」欄には、日本国籍の者は本籍地の都道府県名を、日本国籍以外の者は国籍を、それぞれ記入すること。
Non-Japanese Student shall fill out your nationality in column of "Domicile/Nationality"

研究科長		専攻主任		事務担当	
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研究科委員会 論文受理 年 月 日
研究科委員会 審査合格 年 月 日
大学院委員会 審査合格 年 月 日

Resume

Place
photograph
here
(4cm×3cm)

Date (year/month/day)
Signature

Name	Family	First	Middle
In Katakana			
Date of Birth (y/m/d)		Age	
Sex		Nationality	
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Fax		E-mail	
Status of Residence		Date of expiration (y/m/d)	
Contact in Case of Emergency			
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Address			
Phone			

Education (high school, universities, etc.)

Name of School (Faculty, Program) , Country	Period (y/m)	Completion, Degree, Graduated or Quit
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Academic Degrees

Degree, Title of Dissertation	Name of School, Country	Date (y/m/d)

Employment

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Professional Experience

(Date: / /)

In Katakana	
Name	

1 Books (Begin with the most recent)

№	Date of Publication	“Title”, Name of Authors, Publishers, Total Number of Pages, Page Indication (first and last)

2 Professional Publications (Begin with the most recent)

№	Date of Publication	“Title”, Name of Author, Title of Journal, Vol. and No., Publisher, Page Indication (first and last)
【Peer-reviewed】		
【Non-peer-reviewed】		

3 Translations, Book Reviews, Creative Works, etc. (Begin with the most recent)

№	Date of Publication	Category	“Title”, Name of Author, Title of Journal, Vol. and No., Publisher, Page Indication (first and last)

4 Conference Presentations (Begin with the most recent)

№	Date of Publication	“Title”, Name of Author, Name of Conference, Venue

5 Additional Special Comments related to Research Activities (Begin with the most recent)

№	Outline