

Graduate School of Global Governance (GSGG)  
GUIDELINE FOR PH.D.QUALIFYING EXAMINATION

PURPOSE:

The student who has been enrolled into the Program for over one academic year should take this examination to be advanced to Ph.D. candidacy. Qualifying examination will be held twice within an academic year. The primary purpose of the qualifying examination is to assess the student's competency for high quality writing sufficient for the successful completion of a dissertation. The student must demonstrate the ability to identify critical research questions, formulate assumptions, think logically, write coherently, and reveal research integrity and observe research ethics.

PREPARATION:

A Qualifying Examination Committee (QEC) will be organized with at least 3 faculty members including the supervisor. The QEC will be in charge of the administration of the qualifying examination. An examination period may be scheduled on the dates mutually agreeable to the student, the QEC and the Dean.

PROCEDURE:

[Take-home exam]

1. Before the take-home examination, in initial consultation with the supervisor, each student will prepare a list of appropriate reading. The length of the reading list varies by research area with a guideline being that it should consist of about 50 books/journal articles/book chapters. The reading list must be submitted to the Dean in the first month of each semester for approval. The list must be accompanied by: name of the student, preferred dates for the examination, and approximately 500 words of description/rationale for the proposed research area. The reading list may continue to evolve as a student prepares for the examination.
2. Students must complete the ethical training program for researchers designated by Meiji University and submit "Completion Report" with the reading list.
3. The QEC will be in charge of preparing questions for the take-home examination. Once the questions are prepared, the Dean will announce the questions directly to the student. The student will have approximately one month to prepare the answers. Contact with faculty members will be prohibited during this term.
4. The take-home examination consists of two types (Part A and Part B) of questions:
  - In Part A, the exam taker will answer a general question in the area related to global governance such as public policy, international development and community management.

- In Part B, the student will answer a specific question on analytical framework based on critical review of literatures provided by the reading list.
5. The answer to each question shall be presented in a form of Essay. Each essay should be 10-12 double-spaced pages, using one-inch margins and a 12 point traditional font, not including references. The examinee should begin their essays by identifying the question answered. The bibliography should reflect only those references cited in the examination. Essays should adhere to strict guidelines in the latest edition of the *APA Manual of Style*. (<http://www.apastyle.org/>)

[Oral exam]

Based on the answers of “Take-home exam”, the student will have an oral exam held by the QEC. Oral exam consists of presentations and follow-up questions by the members of the QEC

#### RESULTS:

The student will be notified of the results of the qualifying exam after the oral exam. The student who does not pass the exam on the first try must retake the exam in its entirety in a subsequent semester. A student who fails this examination a second time will not be permitted to submit doctoral dissertation although the student is allowed to continue to stay in the doctoral course.