

## Graduate School of Science and Technology, Meiji University Guidelines for Earning Master's Degree

### Degrees Offered by the Graduate School of Science and Technology

Electrical Engineering Program	Master of Engineering or Arts
Mechanical Engineering Program	Master of Engineering or Arts
Architecture and Urbanism Program	Master of Engineering, Architecture or Arts
Applied Chemistry Program	Master of Engineering or Arts
Computer Science Program	Master of Engineering, Science or Arts
Mathematics Program	Master of Science or Arts
Physics Program	Master of Science or Arts

### Requirements for a Master's Degree

#### Enrollment Period

In the Master's Program, students are required to receive instructions and guidance on a designated research theme for a period of two years or more.

For students who have produced excellent research results during the period for which they were enrolled, a shorter enrollment period of one or more years in the master's program can be deemed to be sufficient on the basis of a determination made by the Graduate School Committee.

#### Credit Requirements

- (1) Students enrolled in the Electrical Engineering, Mechanical Engineering, Architecture and Urbanism Program, Computer Science Program, Mathematics Program and Physics Program must acquire 30 credits or more. Students enrolled in the Applied Chemistry Program must acquire 34 credits or more, for both of which students must acquire the number of main subject and other course credits specified by the Program in which they are enrolled.
- (2) Students must achieve a grade average of "B" or above for the above mentioned earned credits.

#### Research Guidance

Students must complete the process of fulfilling the degree requirement outlined below.

### Process for Earning a Degree

#### Research Guidance System

Students will receive guidance in their chosen specialized field from a research supervisor. The supervisor is determined on the basis of requests made by students when they submit their entrance examination application as well as the content of their research plans. After entering the Graduate School, students form a research plan for the following two years after consultation with their supervisor.

#### First year:

While receiving guidance on dissertation preparation, students conduct a review of the existing literature, contribute to the deepening of study group discussion, and refine their research theme. Students begin to conduct surveys and research and present regular progress reports while exchanging opinions. In addition, students receive presentation guidance for preparing interim presentations.

#### Second year:

Students revise and amend research plans as necessary by reviewing their dissertation development during the first year of the Program. Students participate continuously in research theme report meetings so that the supervisor can confirm the progress of research and offer comments or advice on the research content for submission of the Master's dissertation. When research achievements have been accomplished, students deepen the research content through conference presentations and paper submissions. Students also

confirm that their dissertation contents page, chapters, and content of individual chapters and sections are consistent, and ensure that the dissertation follows a valid logical argument and demonstrates uniqueness of content.

### **Requirements for the Master's Dissertation**

The Master's dissertation must demonstrate profound academic knowledge spanning a broad range of perspectives, the ability to conduct research within the major field of study, and the ability which is necessary for highly specialized profession fields. Thus, the following points should be paid attention to for writing the dissertation.

- (1) Definiteness of position in the specialized fields.
- (2) Definiteness and significance of research purpose and problem presentation
- (3) Structure of the dissertation
- (4) Organized information on previous research
- (5) Ability to analyze data and documents and logical explanation
- (6) Consistency of theme setting and conclusion
- (7) Abidance of form requirements and writing rules

### **Required Documents and Period for Submission of the Master's Dissertation**

**Details of Master's thesis submission such as schedule and guideline for September and March completion will be announced respectively on the Graduate School of Science and Technology website and via Oh-o! Meiji System. It is required to follow the instructions, complete preliminary registration, and submit the thesis and other necessary documents.**

#### **Preliminary Registration**

- (1) Preliminary registration should be completed in June for students who intend to complete the program in September of the academic year in which they submit the dissertation, or in December for students who intend to complete the program in March, of the relevant academic year.
- (2) Students must consult with their supervisor before registering the title of the dissertation (a tentative title is permitted).

#### **Submission of Dissertation**

- (1) Submission period is in July for students who intend to complete the program in September of the academic year in which they submit the dissertation, or in February for students who intend to complete the program in March of the relevant academic year.
- (2) Students should confirm details in the "Submission Guidelines for Master's Thesis" which will be provided via the Oh-o! Meiji System.
- (3) Submissions will be accepted only during the designated time on the designated submission date. Students should pay utmost attention since late submission CANNOT be accepted for any reason after the deadline.

#### **Required Documents (Samples)**

- Application for the Master's Degree [Sample 1]
- Master's Dissertation Cover Sheet [Sample 2]

### **Outline of Dissertation Examination**

#### **Supervisor's Approval**

Students who intend to submit a master's dissertation must meet the requirements for submission and receive confirmation and guidance from their supervisor regarding its content, standard, and format. The student may then submit the dissertation if the supervisor determines that it satisfies the required standards.

#### **Receipt of Dissertation by Graduate School Committee**

The Graduate School Committee decides whether to accept the dissertation and forms, and decides an Examination Committee consisting of one chairperson and two or more vice

chairpersons (researchers from other graduate schools or universities may be selected as vice chairpersons).

#### **Oral Examination by Examination Committee**

- (1) The Examination Committee conducts an oral examination of related subjects based on the dissertation submitted. Following the examination, the Examination Committee informs the Graduate School Committee whether the dissertation has passed or failed and submits a report of the examination results detailing the reasoning for their decision.
- (2) The oral examination (open presentation) is conducted in mid-July for students who intend to complete the program in September of the year in which they submit their dissertation, or in mid-February for students who intend to complete the program in March of the relevant academic year.

#### **Judgment of Acceptance by Graduate School Committee**

Following deliberation, the Graduate School Committee decides whether the dissertation has passed or failed on the basis of the Examination Committee report. Students who pass will receive a Master's degree.

#### **Handling of the Dissertation Following Judgment of Acceptance**

- (1) If the dissertation is deemed to have passed, one copy will be bound and retained by the Graduate School.
- (2) Students may request that the dissertation is bound in the same manner as the copy retained by the University, if they wish so. Students are responsible for the cost of the additional binding and should apply for on their own.

#### **Access to master's theses in library**

Master's theses archived in the university library are available for viewing as part of the education and research of graduate students.

## Graduate School of Science and Technology, Meiji University Guidelines for Earning Doctoral Degree

### Degrees Offered by the Graduate School of Science and Technology

Electrical Engineering Program	Doctor of Engineering or Philosophy
Mechanical Engineering Program	Doctor of Engineering or Philosophy
Architecture and Urbanism Program	Doctor of Engineering, Architecture, or Philosophy
Applied Chemistry Program	Doctor of Engineering or Philosophy
Computer Science Program	Doctor of Engineering, Science, or Philosophy
Mathematics Program	Doctor of Science or Philosophy
Physics Program	Doctor of Science or Philosophy

### Requirements for a Doctoral Degree

#### Enrollment Period

- (1) Students are required to be enrolled in the doctoral program for three years or more and to receive specified research guidance. For students who have produced excellent research results during the period for which they were enrolled, a shorter enrollment period of one or more years in the doctoral program can be deemed to be sufficient on the basis of a determination made by the committee for the graduate school (for students who have completed a Master's program in which the standard enrollment period is more than one year but less than two or for those who have completed a professional degree program, the enrollment period is reduced from three years to the length of the program in which they were enrolled).
- (2) Students who have completed the Master's program or a pre-doctoral Master's program in one year, are required to be enrolled in the doctoral program for three years or more, and to receive specified research guidance.  
However, an enrollment period of two or more years in the doctoral program can be deemed to be sufficient on the basis of a determination by the committee for this program for students who have produced excellent research results during the period in which they were enrolled.
- (3) For students who have completed the Master's program or a pre-doctoral Master's program in a year and a half (earning a Master's degree on the basis of internal regulations of a shortened standard duration of the Master's program for the Graduate School of Science and Technology), the requirements are enrolling in the doctoral program for three years or more and receiving specified research guidance.  
However, for students who have produced excellent research results during the period in which they were enrolled, an enrollment period of two or more years in the doctoral program can be deemed to be sufficient on the basis of a determination made by the committee for this graduate program.
- (4) Students who left the university after being previously enrolled in the doctoral program for three or more years, who had received specified research guidance are allowed to submit a dissertation provided the submission is made within eight years from the date when the student was originally admitted.

#### Credit Requirements

Students enrolled in Electrical Engineering Program, Mechanical Engineering Program, Architecture and Urbanism Program, and Applied Chemistry Program are required to earn two credits from lecture courses.

#### Research Results

- (1) Having one or more research papers published in a regularly issued scholarly publication such as an academic journal or a society journal or having two or more research papers or written works that have been peer-reviewed and presented.
- (2) Documentation that serves as proof, such as a publication plan (or decision for selection)

is required.

### **Ethics Education in Research**

Students are required to have completed a specific ethics education in research.

### **Research Guidance**

Students who have gone through the process described below have a claim to a degree from this graduate school.

## **Process for Earning a Degree**

### **Research Guidance System**

A student's research supervisor will be assigned on the basis of the subject matter of the research proposal and the supervisor whom the student requested at the time of submitting their entrance examination application. When a student enrolls in the graduate school, they produce a research proposal that is based on the advice of the supervisor, and the research is then conducted as part of the requirements for a degree.

#### **First year:**

After the content of the master's dissertation is carefully investigated while the creativity of the research and its academic significance is confirmed, a research topic is then determined. Thereafter, students promptly start working on their research and coordinate their work with the research supervisor. If the student obtains publishable research results, they are disseminated through research papers and academic conferences.

#### **Second year:**

Based on the research process during the first year, the research proposal is reviewed and amended as necessary. The progress of the research is assessed as the student works toward submitting the doctoral dissertation to obtain the degree, and feedback on the content of the research is provided through extensive discussions between the student and the supervisor. Moreover, if the student obtains publishable results, they are actively disseminated through research papers and academic conferences.

#### **Third year:**

During the year in which the dissertation is to be submitted as part of the requirements for receiving a degree, the research conducted up to that point is integrated and the research results and achievements are synthesized. Subsequently, upon receiving a recommendation from their supervisor, the student may submit an application for the degree.

## **Requirements for the Doctoral Dissertation**

The dissertation must consist of research which demonstrates that the student possesses the necessary research capacity that is required of a professional or researcher in a highly specialized field and which demonstrates exceptional scholarship. The doctoral dissertation for the graduate school must contain suitable content, be of high quality, be of sufficient length, and meet the prescribed standard. Moreover, it must reflect the following features:

- (1) Take a creative approach
- (2) Demonstrate academic significance and appropriateness of the research theme
- (3) Display systematic thought
- (4) Contain a survey of prior research
- (5) Demonstrate theoretical analysis and empirical analysis
- (6) Show unity and consistency in the claims and points of argument
- (7) Conform to formal requirements

## **Required Documents and Period for Submission of the Doctoral Dissertation**

Details of Doctoral thesis submission such as schedule and guideline for September and March completion will be announced respectively on the Graduate School of Science and Technology website and via Oh-o! Meiji System. It is required to follow the instructions, and submit the thesis and other necessary documents.

### **Required Documents (Samples)**

- Doctoral Dissertation Cover Sheet [Sample 1]
- Dissertation Abstract [Sample 2]
- Application for the Doctoral Degree [Sample 3]
- Resume [Sample 4]
- Professional Experience [Sample 5]
- Written Consent of Registration and Publication on Meiji Repository [Sample 6-1, 6-2]
- Application Form of Internet Publication Doctoral Thesis on hold [Sample 7]

### **Submission Deadline and other Notes**

- (1) Submission Deadline:
  - Students who intend to complete their degree in March: December
  - Students who intend to complete their degree in September: May
  - (The schedule for reviewing will be approved by the Graduate School Committee each academic year.)
- (2) Submit to: Person in charge of the Graduate School of Science and Technology
- (3) Reviewing fees: Unnecessary

## **Outline of Thesis Examination**

### **Supervisor's Approval**

Students seeking to earn a doctoral degree must meet the doctoral dissertation submission requirements, receive from their supervisor's guidance on and confirmation of the content, level, and format of the dissertation under consideration and be determined by their supervisor to meet academic requirements for earning a doctoral degree. In such cases, they can submit their dissertation. Once the degree application has been submitted, the Program Chair holds a dissertation explanatory meeting via a meeting of the relevant Program faculty committee or a meeting of the general affairs committee. In addition, the handling of the doctoral dissertation is decided on the basis of that content.

### **The dissertation explanatory meeting**

The dissertation explanatory meeting is part of the dissertation acceptance process. Ten days before it is held, a public announcement is made, and it is open to the public.

### **Review for acceptance by the Graduate School Committee**

The graduate school executives check the submitted dissertation to verify that it meets the formal requirements for a degree and to confirm that it qualifies for application. If the graduate school executives confirm that the submission qualifications and the formal conditions for the dissertation have been met, they hold a graduate school committee meeting and review the acceptance of the dissertation under consideration on the basis of the supervisor's recommendation and determine whether or not to accept the dissertation.

### **Main review by reviewing committee members**

The Graduate School Committee selects reviewing committee members, who consist of a main reviewer and two or more assistant reviewers, who determine whether a dissertation is accepted as partial fulfillment of the requirements for a degree.

The reviewing committee members conduct an oral examination of the student on the subject of the dissertation submitted as a requirement for the degree. After the oral examination has been completed, the reviewing committee members submit a report of the results of the review to the graduate school committee. This report indicates pass or fail and the reason for this determination.

### **Review by the university institutions**

The Graduate School Committee determines whether an applicant has passed or failed by voting after their deliberations, which are based on the report from the reviewing committee. Students deemed to have passed by the graduate school committee will be awarded a doctoral degree on the basis of the approval of that committee.

## **Duties of Faculty Members Responsible For Reviewing**

### **The organization and duties of the reviewing committee members**

The reviewing committee comprises the supervisor and two or more faculty members in charge of courses related to the dissertation under consideration (if it is deemed necessary for the review, the cooperation of lecturers or teaching staff from other research institutes or graduate programs can be requested). This reviewing committee works strictly to review whether the requirements are met for conferring degrees.

### **The duties of all the teaching staff members**

During the reviewing process by the graduate school committee, each member of the faculty fairly and objectively evaluates the doctoral dissertation under consideration, and they make efforts to maintain the level of the concerned degrees.

## **Publication of a Doctoral Dissertation**

### **Publication of the review summary**

If a doctoral degree is awarded, a summary of the content of the related doctoral dissertation and a summary of the review results are published on the Internet.

### **Publication of the doctoral dissertation**

The doctoral dissertation must be published on the basis of Article 22 of this university's degree regulations.

#### Meiji University Degree Regulations Article 22

- A student who is conferred a doctoral degree from this university must publish the entire body of the concerned doctoral dissertation, clearly stating that it is a dissertation that has been reviewed by Meiji University within one year of the student's receiving their doctoral degree. However, this stipulation does not apply if the dissertation was already published before the concerned degree was conferred.
2. Regardless of the regulations in the preceding clause, if there are unavoidable circumstances, students awarded a doctoral degree can receive the university's approval and publish a summary of the content in place of the entire text of the concerned doctoral dissertation. In such cases, the university provides the entire text of that dissertation for those who have made a request for reading it.
  3. Publication according to the regulations in the preceding clause 2 shall be done through the Internet according to the provisions set out by this university.

※ "Unavoidable circumstances" is taken to mean the existence of a particular reason that cannot be helped objectively and that is recognized by this university.

#### Example cases:

- ① Cases in which the doctoral dissertation cannot be published on the Internet because it includes expressions using 3-D shapes
- ② Cases in which the doctoral dissertation contains content that cannot be published on the Internet within one year of the awarding of a doctoral degree due to reasons such as copyright protection or the protection of personal information
- ③ Cases in which more than one year after the awarding of a doctoral degree, a clear disadvantage would arise for the student who received the degree if the whole text of the doctoral dissertation were published on the Internet, such as matters related to issuing publications, publication in academic journals that forbid duplicate publishing, and patent applications.

However, if these unavoidable circumstances no longer exist for such cases, the entire text of the doctoral dissertation should be promptly published on the Internet.

- ※ When submitting the doctoral dissertation, the student seeking the degree must try to address and solve the various problems related to copyright in order to publish the doctoral dissertation on the Internet.

Example cases:

- ① If it is a periodical, the publisher's consent needs to be obtained.
  - ② If there are cited illustrations or pictures, the copyright holder's consent needs to be obtained.
- \* If the doctoral dissertation is related to a patent application, the application process must be conducted prior to submission of the dissertation. If the student is not familiar with the procedure, they may consult Research Promotion and Intellectual Property Office on all of the campuses after receiving instructions from the supervisor.

**Publication in this university's library and the National Diet Library**

- The abstract and whole text of the doctoral dissertation are published in the "Meiji University Repository of academic accomplishments."
- The electronic data of the abstract and the whole text of the doctoral dissertation that is published in the "Meiji University Repository of academic accomplishments" is provided to the National Diet Library.