

Main Steps in Completing the Program

	Student's Tasks and Duties	Dates and Deadlines	Faculty's Tasks and Duties
Selection of Student's Advisor		Beginning of August: Submission of Advisor candidate recommendation forms August : Decision by the Academic Affairs Committee	Beginning of August: Recommendation of Advisor candidates (Form: D-III-1-(2)) is submitted by the Program Director after examination by the departmental members of the student's research plan and their personal interview during the entrance examination.
Announcement of Student's Advisor		October: Orientation	
Class Registration	Receive class-related guidance from the Advisor.	Middle of October (Fall Semester)	The Advisor guides the student to take the appropriate coursework required to complete the program.
Plan of Instruction (D1)	Confirm "Plan of Instruction" prepared by the Advisor. The student must sign the form and submit it to the Academic Affairs Section.	End of November: Submit to the Academic Affairs Section	The Advisor decides the plan of instruction after discussing details with the student. The "Plan of Instruction" (the form designated by the Academic Affairs Committee) is shared with the student by end of November.
Plan for Writing the Doctoral Dissertation	Submit the plan for writing the Doctoral Dissertation.	End of November: Submit to the Academic Affairs Section	
Determination of Research Title & Supervisors	Receive guidance from the Advisor. Obtain approval for the Research Title from all prospective Supervisors and submit "Research Title Registration Form" (Form D-III-3-(2)-(1)).	Middle of December	The Advisor guides the student in devising a Research Title and selecting Sub-Supervisors. The prospective Primary Supervisor and 1 or 2 Sub-Supervisor(s) must check the "Research Title Registration Form" (Form D-III-3-(2)-(1)).
Presentation of Research Title	Submit an abstract (2 pages, A4 size). (Form D-III-3-(4)). Each student is to present for 10 minutes followed by 5 minutes of Q&A.	January: Academic Affairs Committee meeting Late January	Decision on the student's Research Title and Supervisors.
	<Requirements to change the research title> The student must submit the Research Title Change Registration Form (Form D-III-3-(2)-(2)) to the Dean with the approval of all the student's Supervisors, and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		All Supervisors must check the "Research Title Change Registration Form" (Form D-III-3-(2)-(2)).
	<Requirements to change supervisors> The Primary Supervisor or the prospective Primary Supervisor must submit the "Supervisor Change Registration Form" (Form D-III-3-(3)) to the Dean with the approval of all other Supervisors (including new Supervisors), and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		"Supervisor Change Registration Form" must be submitted by the primary supervisor (Form D-III-3-(3)).
		End of August: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Submission of Class Registration Form (D2)	Receive class-related guidance from the Supervisors.	Middle of October (During the second semester: in the middle of October)	Provide students with class-related guidance.
Plan of Instruction (D2)	Confirm "Plan of Instruction" prepared by the Primary Supervisor. The student must sign the form and submit it to the Academic Affairs Section.	End of November: Submit to the Academic Affairs Section	The "Plan of Instruction" for the next academic year is shared with the student by end of November.
Plan for Writing the Doctoral Dissertation	Submit the Plan for writing the Doctoral Dissertation.	End of November: Submit to the Academic Affairs Section	
Submission of the Doctoral Dissertation Interim Presentation Title	<Deciding the Doctoral Dissertation title> Submit the "Doctoral Dissertation Interim Presentation Title Registration" form (Form D-III-3-(6)).	Middle of December	Transition into guidance for writing the Doctoral Dissertation. All of the student's Supervisors must check the "Doctoral Dissertation Interim Presentation Title Registration" form (Form D-III-3-(6)).
		January: Academic Affairs Committee meeting	Authorize the Doctoral Dissertation Interim Presentation Title.
Doctoral Dissertation Interim	Submit a research abstract (4 pages, A4 size) (Form D-III-3-(4)). Each student is to present for 25 minutes followed by 15 minutes of Q&A.	End of January	
		End of August: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Plan of Instruction (D3)	Confirm "Plan of Instruction" prepared by the Primary Supervisor. The student must sign the form and submit it to the Academic Affairs Section.	End of November: Submit to the Academic Affairs Section	The "Plan of Instruction" for the next academic year is shared with the student by end of November.
Plan for Writing the Doctoral Dissertation	Submit the plan for writing the Doctoral Dissertation.	End of November: Submit to the Academic Affairs Section	
Doctoral Dissertation Title Registration (D3)	Submit the "Doctoral Dissertation Title Registration Form" (Form D-III-3-(9)). <Qualifications for submission of the Doctoral Dissertation> Students must have been enrolled for over 2 years; earned over 6 credit hours; and received essential guidance for class subjects, registration, research, and dissertation writing.	Middle of January February: Academic Affairs Committee meeting	All Supervisors check on the form "Doctoral Dissertation Title Registration" (Form D-III-3-(9)). The official decision on the Doctoral candidate's Doctoral Dissertation title is authorized.
Preliminary Doctoral Dissertation Draft Presentation		From February to March	Each department independently holds a public presentation. The presentation date, place, presenter's name, and dissertation title, etc. must be submitted to the Academic Affairs Section.
Provisional Evaluation Committee of the Doctoral Dissertation		May: Academic Affairs Committee meeting	At the time of the preliminary decision, the Program Director completes the "Recommendation Form" (Form D-V-1-(1)) and submits it to the Academic Affairs Section. The Evaluation Committee is composed of the Doctoral candidate's Supervisors and one faculty member from another department. Note that the Primary Examiner must come from the candidate's Supervisors and that at least 2 Full Professors from GSICS must be members of the Evaluation Committee.
Submission of the Doctoral Dissertation	The Doctoral Thesis: contributes to cutting edge research in the chosen area of study, from creative perspective. It also demonstrates extensive knowledge capable of enabling the performance of highly specialized research and other activities. Note that the dissertation formatting requirements and the details of how to compile the dissertation will be announced on the GSICS website.	10 days before the end of May Note: The original data must be submitted the day before the scheduled meeting of the Faculty Committee in which the Dissertation will be considered.	
Formal Decision of the Doctoral Dissertation Evaluation Committee		June: Academic Affairs Committee meeting	The decision to authorize the Doctoral Dissertation Evaluation Committee members is made following the submission of the authorized "Recommendation" (Form D-V-1-(2)) by the Program Director to the Academic Affairs Section. In cases where the Doctoral Dissertation Evaluation Committee is commissioned, the Program Director must submit the candidate's CV and a list of achievements (about 3 publications—either books or articles), which must be approved by the Academic Affairs Committee.
		End of August: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Final Examination	<Submitting a list of errata> After submitting the Doctoral Dissertation, a list of errata may be prepared and attached to the end of the thesis. The list may only include corrections for typographical errors and terms used inappropriately. The primary examiner will confirm whether corrections are within the permissible range.	Prior to August 10	The Primary Examiner decides the date and place of the Final Examination and notifies the Academic Affairs Section.
Submission of the Doctoral Dissertation Evaluation Report	<Withdrawal of the dissertation> Students may withdraw from having their dissertation evaluated prior to the submission of "The Dissertation Evaluation and the Final Examination Grade Report" (Form D-X-1).	From the time of submission of the Doctoral Dissertation until the submission of Final Grade report	Report on the Dissertation Examination and related matters. The Primary Examiner compiles the results of the Dissertation evaluation and the final examination in the "Dissertation Evaluation Report" (Form D-VII-2-(1)) and prepares the abstract of Dissertation Evaluation (Form D-VII-2-(2)) (approximately 1,000 characters). Both reports are submitted to the Academic Affairs Section by August 20.
Deliberation regarding conferral of the Doctoral Degree		Early September: Faculty Committee Meeting	The final vote is based on the report by the Head of the Academic Affairs Committee, which is delivered at least two-thirds (2/3) of the entire faculty. The result is decided by the affirmative votes of at least two thirds (2/3) of the faculty members present at the meeting. The vote is made by secret ballot.
Awarding of the Doctoral Degree		September: Ceremony for conferral of the Doctoral degree	

1. "Supervisor" means an Advisor, a Primary Supervisor, or a Sub-Supervisor. Be aware that these three kinds of Supervisor are all different. The Advisor is assigned to each student upon entering GSICS and serves in that capacity until the Primary Supervisor and Sub-Supervisor(s) are determined.
2. Research guidance includes the following: (a) registration guidance; (b) research activity guidance; and (c) thesis writing guidance. As for (b), this includes a variety of activities, such as: (i) support for research, (ii) development of a research title, and (iii) obtaining the necessary (essential) education to pursue the research. Research activity guidance also extends to assisting students in making presentations at academic conferences, sending completed articles to academic journals, and offering support for engaging in academic conference activities.
3. Guidance in thesis writing is a necessary part of completing the thesis. Such guidance shall take concrete and practical form and continues from the beginning stages (of submitting a thesis title) to the final step (completion of the thesis itself).
4. The method of research guidance is as follows: (a) Specific, individual guidance, in which a student's research title is confirmed following exchanges with faculty members. (b) Collective guidance given to the student by all the members of the Courses team in a seminar. (c) Overall guidance by the GSICS faculty members during a student's thesis-related presentations, which the student gives during the course of their research project.
5. For students who qualify for either the Long-term Course Program or the Shortened Master's Course Program, please refer to the document "Policies Pertaining to the Master's Thesis".
6. In the case of completing the course in September, please refer to "Policies Pertaining to the Master's Thesis".
7. As for the specific date and schedule of activities (listed above), please refer to the school calendar for the given year.