



Student Handbook 2022

Graduate School of International Development
(GSID)

NAGOYA UNIVERSITY

GSID Office

gsidoffice@adm.nagoya-u.ac.jp

Contents

AY2022Academic Calendar	3
Master's Program Rules	
11-02ME Requirements to Complete the Master's Program (Normal Program)	4
11-01ME Course Requirements for the Master's Degree (Normal Program)	6
11ME Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program (Normal Program)	7
12ME Rules on "Global Leader Career Course" in Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program (Normal Program)	16
13-01ME Requirements to Complete the Master's Program (Special Program for Global Business Professionals) ..	17
13ME Rules on Course and Program Requirements, and Approval of Credits in the Master's Program (Special Program for Global Business Professionals)	18
11-04ME Rules on Recognition of Credits Obtained in Institutions Other Than GSID	20
11-05ME Plagiarism and Penalties	22
11-06ME Application Procedure of Credits for Independent Fieldwork	23
11-07ME Submission of a Master's Thesis	24
Courses and Check Sheet for Completion of Program	
11-08ME-1~-10 Courses and Check Sheet for Completion of Program	26
11-08ME-11 Cooperating Unit	36
Doctoral Program Rules	
22-03DE Requirements to Complete the Doctoral Program	37
22-02DE Registration Procedure for Subjects Offered in the Doctoral Program	39
22DE Rules on the Requirements Credits and Related Matters of the Doctoral Program in the Graduate School of International Development, Nagoya University	41
22-01DE Supplementary Rules on Implementation of the Rules on the Requirements of the Doctoral Program in the Graduate School of International Development, Nagoya University	42
23DE Rules on Program Requirements and Approval of Credits for the Doctoral Program (the MEXT Special Program for Private Sector Development to Achieve Sustainable Economic Growth in Asia)	44
21-02DE Submission of a Ph.D. Dissertation	46
21DE Rules on the Examination of the Ph.D. Degree at the Graduate School of International Development, Nagoya University	49
21-01DE Supplementary Rules on the Implementation of the Rules on the Evaluation of Candidates for the Degree of Doctor of Philosophy (Ph.D.) at the Graduate School of International Development, Nagoya University	51
22-04DE Requirements for Early Completion of the Doctoral Program	53
21-03DE Plagiarism and Penalties	54
21-04DE Plagiarism Check for Students with "All But Dissertation" Status	55
Office Procedures, Facilities and Services	
40-05PE Office Procedures	56
40-02PE Support for Writing Theses/Papers in English	61
40-03PE Internship	62
40-04PE Research Student Progress Report	62
40-06PE Academic Advice	63
40-07PE Consultation on Research Supervision and Courses	63
40-08PE Consultation Concerning Harassment	64
40-09PE Consultation Concerning Mental Health	64
40-10PE Guideline for GSID Facilities	65
41PE Rules on the Use of the Study Rooms for Doctoral Students of GSID, Nagoya University	66
42PE Rules for Using GSID Computer Rooms	68
40-11PE Disciplinary Action and Educative Measures for Students	69
40-12PE Nagoya University Guidelines for Weather Disaster Prevention	70
40-13PE GSID Faculty and Staff Directory	72
40-14PE GSID Building Layout	73
General Regulations	
01E Nagoya University Graduate School General Rules	
02E Nagoya University Degree Rules	
03E General Rules of the Graduate School of International Development	

2022年度学年暦

Academic Calendar AY2022

月	日	事 項
4月	1日	春季休業（～4日）、新入生ガイダンス
	2日	新入生履修登録期間（9:00～5日11:00まで）
	5日	入学式
	8日	履修登録確認1回目（新入生除く）
	11日	春学期授業開始 在学生履修登録修正期間（～19日13:00まで）
中旬	定期健康診断、学修計画書提出	
下旬	他研究科履修願（春学期科目）締切	
5月	1日	名古屋大学記念日
	6日	履修登録確認2回目（新入生含む）
	14日	春学期金曜午後開講授業の授業日
	28日	春学期授業予備日
	下旬	春学期分授業料納入期限
6月	9日	名大祭（9日午後～12日）
	10日	9月修了者・博士学位論文提出期限（16時）
7月	1日	9月修了者・修士学位論文提出期限（16時）
	15日	9月修了者・修士学位論文口述試験
	23日	春学期授業予備日
	29日	春学期授業終了
8月	8日	夏季休業（～9月30日）
	上旬	集中講義（～9月）
9月	15日	在学生履修登録入力期間（～21日17:00）
	27日	9月修了者・修了式
	29日	10月入学者・新入生ガイダンス
	29日	履修登録確認1回目（新入生除く）
10月	1日	秋季入学式
	3日	秋学期授業開始
	4日	新入生・在学生履修登録（～11日13:00まで）
	上旬	他研究科履修願（秋学期科目）締切
25日	履修登録確認2回目（新入生含む）	
11月	20日	秋学期授業予備日
	29日	秋学期水曜開講授業の授業日
	下旬	秋学期分授業料納入期限
12月	9日	3月修了者・博士学位論文提出期限（16時）
	27日	年末授業最終日
	28日	冬季休業（～1月7日）
2023年	6日	3月修了者・修士学位論文提出期限（16時）
	1月	10日 年始授業開始日 21日 秋学期授業予備日 24日 秋学期授業終了 30日 3月修了者・修士学位論文口述試験
	3月	中旬 授業料免除申請締切（2023年度分） 27日 修了式・学位授与式

Date	Events
April 1	Spring Holidays(until April 4), GSID Orientation for New Students
April 2	Class Registration Period for New Students (from 9:00 until 11:00 on April 5)
April 5	Spring Entrance Ceremony
April 8	Class Registration Confirmation (First time) except for new students
April 11	Spring Semester Classes Start Class Registration Correction Period for Current Students (until 13:00 on April 19)
Mid April	Student Health Checkup and Submission of Research Plan
Late April	Spring Class Registration Deadline of Other Graduate Schools
May 1	Nagoya University's Anniversary
May 6	Class Registration Confirmation (Second time) including new students
May 14	Class Day for Fridays Afternoon Classes of Spring Semester
May 28	Make-up Class Day for Spring Semester
Late April	Spring Semester Tuition Fees Payment Deadline
June 9	University Festival "Meidai-Sai"(9th afternoon to 12th)
June 10	PhD Dissertation Submission Deadline for September Graduates (until 16:00)
July 1	Master's Thesis Submission Deadline for September Graduates (until 16:00)
July 15	Master's Thesis Oral Defense for September Graduates
July 23	Make-up Class Day for Spring Semester
July 29	Spring Semester Classes End
August 8	Summer Holidays (until September 30)
Early August	Intensive lectures (until September)
September 15	Class Registration Period for Current Students (until 17:00 on September 21)
September 27	Graduation Ceremony for September Graduates
September 29	GSID Orientation for New Students enrolled in October
September 29	Class Registration Confirmation (First time) except for new students
October 1	Fall Entrance Ceremony
October 3	Fall Semester Classes Start
October 4	Class Registration Period for New Students and Current Students (until 13:00 on October 11)
Early October	Fall Class Registration Deadline of Other Graduate Schools
October 25	Class Registration Confirmation (Second time) including new students
November 20	Make-up Class Day for Fall Semester
November 29	Class Day for Wednesdays Classes of Fall Semester
Late October	Fall Semester Tuition Fees Payment Deadline
December 9	PhD Dissertation Submission Deadline for March Graduates (until 16:00)
December 27	Last Class day of 2022
December 28	Winter holidays (until January 7)
January 6	Master's Thesis Submission Deadline for March Graduates (until 16:00)
January 10	Classes Start
January 21	Make-up Class Day for Fall Semester
January 24	Fall Semester Classes Ends
January 30	Master's Thesis Oral Defense for March Graduates
Mid March	Tuition Fee Exemption Application Deadline (for AY2023)
March 27	Graduation Ceremony for March Graduates

※2019年度入学以前の在学生については、履修登録の手続日程が上記とは異なります。詳細については別途通知します。

For students enrolled before the 2019 academic year, the class registration dates are different from the above. Details will be announced separately.

11-02ME Requirements for Completing the Master's Program (Regular Program)

Last Revised on December 22, 2021

This section gives an outline of the requirements for obtaining a master's degree. It is based on the "Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program" (11ME) and "Rules on 'Global Leader Career Course' in Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program (Regular Program)" (12ME).

Please refer to the Rules attached in this handbook or consult your academic advisor for details.

(Professional Education Program System)

The Department of International Development and Cooperation, GSID, offers professional education programs (hereinafter, programs), and students can obtain a certification of their major field program by completing the study requirements. Students may also obtain a minor field program certification in addition to their major field program certification. The following explains the requirements for major program certification and minor program certification.

(1) General rule of credit is:

- a. To earn 30 credits and submit a master's thesis;
- b. At least 16 credits of the 30 credits indicated above must include GSID lecture subjects (excluding "Preparatory Seminar for GSID Overseas Fieldwork" and "Preparatory Seminar for GSID Overseas Fieldwork");
- c. 8 credits of the 30 credits indicated above must be seminar subjects (2 credits per semester);
- d. Up to 10 credits of other graduate school subjects can be recognized as those of the 30 credits above.

(2) Lecture subjects are categorized as:

Common Subjects (研究科共通科目) :

Common Subjects A (基礎科目 A 群)

Common Subjects B (基礎科目 B 群)

Program Subjects (専門科目) :

Program Basic Subjects (プログラム基礎科目)

Program Core Subjects (プログラムコア科目群)

Applied Subjects (応用科目群)

Program Seminars (プログラム演習)

A student must take subjects from these categories in accordance with the requirements of each program.

(3) Requirements for each major program certification are explained in "Rules on the Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program (Regular Program)" (11ME).

(4) A student must fulfill the requirements of one of 5 programs in order to obtain a major program certification.

(Obtaining Minor Program Certification)

If a student fulfills the requirements of each program in addition to a major program requirement, she/he may obtain the certification of a minor field program. She/he should refer to articles 5 (2), 6 (2), 7 (2), 8 (2), 9 (2), and 10 of the "Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program (Regular Program)" (11ME)

(Early Completion)

In the exceptional case that a student demonstrates extraordinary academic accomplishment, in accordance with Article 31 of Nagoya University Graduate School General Rules, a student may complete the Master's Program in less than 2 years. A student who intends to apply for an early completion must satisfy all of the following conditions, and consult his/her academic advisor and the GSID office 10 months before the desired completion date.

- (1) The student is a holder of a master's degree at another graduate school,
- (2) The student has already published at least one sole-authored article in a peer-reviewed journal on the same research topic the student is pursuing while at GSID during the period of the Master's Program, and
- (3) The student is planning to go on to a doctoral program.

11-01ME Course Requirements for the Master's Degree (Regular Program)

Last Revised on January 12, 2022

1. Students must take Seminars Ia, Ib, IIa, and IIb and those seminars must be the same title and instructor. However, if a seminar of the same name by the same instructor is not held due to particular reasons (e.g. a long-term research trip or long-term sick leave), the student concerned can take other Seminars Ia, Ib, IIa or IIb of the department irrespective of seminar name.
2. Article 3 section 7 of "Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program" provides "the credits of the courses with the name of Lecture A, B and Special Lecture A, B are countable as a requirement for completion of the program in case the instructors are different".
3. Even though Article 3 section 8 of "Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program" provides "Credits acquired from other graduate schools of Nagoya University, or from other graduate schools of other universities which have a credit-exchange agreement, and from the Nagoya University Graduate School Common Courses under the old rules (Common Foreign Language Rules) are countable up to 10 credits as requirement for completion of the program", of these 10 credits, the GSID recognizes up to 4 credits of relevant graduate schools. These 4 credits are included in the 10 credits mentioned in Article 8 of "Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program".
4. Please refer to the academic calendar for information on course schedules. Information regarding intensive courses, and cancellations of lectures and seminars is placed on the bulletin board or announced through email. Please check it on a regular basis.
5. Students are required to obtain a letter of permission from their academic advisor before submitting documents for class registration.
6. Students must thoroughly read the GSID rules and lecture and seminar outlines. Please ask your academic advisor or staff in the GSID Office for further information and clarification.
7. Information regarding class registration is placed on the bulletin board or announced through email in April and October. Please check it.
8. The GSID has an agreement for the mutual recognition of credits with the Graduate School of International Cooperation Studies at Kobe University. Students wishing to take credits from the graduate school must submit a letter of permission.
9. Unless otherwise announced by the instructor, the following table indicates how a number grade is converted to a letter grade.

Letter Grades	Number Grade (0-100)
A+	95 or higher
A	80-94 (80 or higher & lower than 95)
B	70-79 (70 or higher & lower than 80)
C	65-69 (65 or higher & lower than 70)
C-	60-64 (60 or higher & lower than 64)
F	lower than 60

11ME Rules on Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master's Program (Regular Program)

Last Revised on March 2, 2022

Article 1. Purpose

The course and program requirements and the approval of credits in the Master's program of the Graduate School of International Development, Nagoya University (hereinafter referred to as "GSID") is subject to provisions of the Rules along with the provisions of the General Rules of the Graduate School of International Development, Nagoya University (hereinafter "General Rules of GSID").

Article 2. The Structure of Professional Education Programs in the Curriculum of the Master's Degree

Professional education programs consist of "Program in Economic Development Policy and Management", "Program in Education and Human Resource Development", "Program in Inclusive Society and State", "Program in Peace and Governance", and "Program in Poverty and Social Policy".

Article 3. Requirements for the Completion of the Master's Program

1. As stipulated in Table 2 of the General Rules of GSID, in order to complete the Master's program, each student must acquire a minimum of 30 credits, including 8 credits of compulsory Seminar subject (4 credits or 6 credits in the case of completion within the enrollment period prescribed in the proviso to Article 31 of the Nagoya University Graduate School General Rules) and pass the examination of the Master's thesis.
2. Out of 30 credits mentioned above, a student must acquire a minimum of 16 credits of lecture subjects in the GSID, excluding the Preparatory Seminar for GSID Overseas Fieldwork and the Preparatory Seminar for GSID Domestic Fieldwork.
3. Students must take the Preparatory Seminar for GSID Overseas Fieldwork to take part in the GSID Overseas Fieldwork. Students must take Preparatory Seminar for GSID Domestic Fieldwork to take part in the GSID Domestic Fieldwork.
4. Students must fulfill the requirements for the completion of a major field of specialization corresponding to one of the five professional education programs offered by GSID. However, if the director of the program in the major field of specialization approves, the student may use the credits of other lectures and seminars to fulfill the requirements for the completion of the major field of specialization.
5. Each student may take any subject regardless of the academic year. However, in principle, students shall take Seminar Ia, Ib, IIa, and IIb of their academic advisor. A student must take Seminar Ia and Ib in the first year and IIa and IIb in the second year. A student may also take Seminar Ia and Ib in the second year. In this case, a student may take only one seminar subject of his or her academic advisor in one semester.
6. Seminars are defined as the subject's name including the name of the instructor of the seminar. Seminars in the same program but managed by different instructors are regarded as different subjects, and a student may take more than one seminar for credits. However, only 8 credits of seminars are allowed to be taken in a year (16 credits in two years). Students of Program in Economic Development Policy and Management and Program in Education and Human Resource Development shall take seminars offered in their program. Students of Program in Inclusive Society and State, Program in Peace and Governance, and Program in Poverty and Social Policy may take seminars on International Development and Cooperation irrespective of their program.
7. Credits are countable only once even if students take a subject of the same name more than once. However, the credits of the courses with the name of Lecture A, B and Special Lecture A, B are countable as a requirement for completion of the program in case the instructors are different.

8. Credits acquired from other graduate schools of Nagoya University, or from other graduate schools of other universities which have a credit-exchange agreement, and from the Nagoya University Graduate School Common Courses (only provided subjects in the appendix) are countable up to 10 credits as requirements for completion of the program. Based on Article 9, General Rules of GSID, the credits of subjects completed in graduate schools of other universities might be recognized as credits valid for GSID with the approval of transfer. However, the procedures of transfer and the requirements of accreditation are stipulated in other rules. In addition, subjects offered by GSID cooperating faculty must be taken under the GSID subject names.

Article 4. Major Field and Minor Field in Professional Education Programs

Each student is allowed to acquire the accreditation of the completion of only one major field of specialization when the student fulfills the requirements for major field completion laid out in one professional education program. In addition, each student is allowed to acquire the accreditation for the completion of a minor field of specialization when the student fulfills the requirements for minor field completion laid out in professional education programs. The requirements of accreditation are stipulated in Article 5 to Article 9.

Article 5. Requirements for the Completion of Program in “Economic Development Policy and Management”

1. Each student must meet the following requirements to complete this major field of specialization.
 - (1) Each student must take 6 credits of Common Subjects A and at least 2 credits of Common Subjects B from GSID Common Subjects.
 - (2) Each student must take at least a total of 22 credits, including 8 credits of Program Basic Subjects in this program, at least 4 credits of Program Core Subjects in this program, at least 2 credits of Applied Subjects in this program and at least 8 credits of Program Seminars. However, students who complete the Master’s program within the enrollment period prescribed in the proviso to Article 31 of the Nagoya University Graduate School General Rules are not required credits from “Seminar on Economics Development Policy and Management Iia” and “Seminar on Economic Development Policy and Management Iib” in case the students complete in 1 year, or “Seminar on Economic Development Policy and Management Iib” in case the students complete in 1.5 years in accordance with appended Table 2 (relating to Article 6) of the General Rules of GSID .
 - (3) Out of Applied Subjects offered by instructors of the Graduate School of Economics, lecture subjects may be counted as credits for the completion of this program, but seminar subjects are not counted as credits for the completion of this program.
 - (4) Each student may count up to 2 credits of the subjects designated by Article 3, paragraph 8, as a part of the required credits for Applied Subjects.
2. Each student who has acquired at least a total of 8 credits, including at least 4 credits of “Development Economics” and “Development Micro Economics” or “Development Macro Economics” from Program Basic Subjects in this program and “Introduction to Economics” of Program Basic Subjects and at least 4 credits from Program Core Subjects is entitled to complete this program as a minor field when the Master’s degree is awarded. It is required to follow the application procedure stipulated in Article 10. However, this does not apply to students who take this program as a major field.
3. Program Basic Subjects, Program Core Subjects, Applied Subjects, and Program Seminars designated by this program are as follows:

(GSID Common Subjects: Common Subjects A and B)

Common Subjects A
Introduction to International Development(I2ID), Japan's Development Experience(JDE), Academic Writing Skills a

Common Subjects B
Introduction to Questionnaire Survey and Interview, Introduction to Statistics and Data Science, Comparative Methods, Academic Writing Skills b, Preparatory Seminar for GSID Overseas Fieldwork, GSID Overseas Fieldwork, Preparatory Seminar for GSID Domestic Fieldwork, GSID Domestic Fieldwork, Development Cooperation, Theory on Non-Governmental Organizations, Lecture on International Development A, Lecture on International Development B, Special Lecture on International Development A, Special Lecture on International Development B, Independent Overseas Fieldwork A, Independent Overseas Fieldwork B, Independent Domestic Fieldwork A, Independent Domestic Fieldwork B

(Program Basic Subjects)
Introduction to Economics, Development Economics, Development Microeconomics, Development Macroeconomics

(Program Core Subjects)
Introduction to Statistics and Data Science, International Development Economics, Public Financial Management, Development Finance, Tourism Economics, Industrial Development, Sustainable Tourism and Development, Project Cycle Management for Economic and Social Development, Regional Development

(Applied Subjects)
Rural Economics, Project Evaluation, Lecture on Economic Development Policy and Management A, Lecture on Economic Development Policy and Management B, Special Lecture on Economic Development Policy and Management A, Special Lecture on Economic Development Policy and Management B, Subjects offered by Cooperating Faculty Members at the Graduate School of Economics*, Program Subjects of this program and other programs in the GSID, and subjects prescribed in Article 3, Paragraph 8

*: Subjects offered by Cooperating Faculty Members at the Graduate School of Economics means Lecture on Development Policy A, Lecture on Development Policy B, Special Lecture on Development Policy A, Special Lecture on Development Policy B, Lecture on Managerial Development A, Lecture on Managerial Development B, Special Lecture on Managerial Development A, Special Lecture on Managerial Development B

(Program Seminars)

Seminar on Economic Development Policy and Management Ia, Seminar on Economic Development Policy and Management Ib, Seminar on Economic Development Policy and Management IIa, Seminar on Economic Development Policy and Management IIb

Article 6. Requirements for the Completion of Program in “Education and Human Resource Development”

1. Each student must meet the following requirements to complete this major field of specialization.
 - (1) Each student must take 6 credits of Common Subjects A and at least 2 credits of Common Subjects B from GSIDS Common Subjects.
 - (2) Each student must take at least a total of 22 credits, including 8 credits of Program Basic Subjects in this program, at least 4 credits of Program Core Subjects in this program, at least 2 credits of Applied Subjects in this program and at least 8 credits of Program Seminars. However, students who complete the Master’s program within the enrollment period prescribed in the proviso to Article 31 of the Nagoya University Graduate School General Rules are not required credits from “Seminar on Education and Human Resource Development Iia” and “Seminar on Education and Human Resource Development Iib” in case the students complete in 1 year, or “Seminar on Education and Human Resource Development Iib” in case the students complete in 1.5 year in accordance with appended Table 2 (relating to Article 6) of the General Rules of GSID.
 - (3) Each student may count up to 2 credits of the subjects designated by Article 3, paragraph 8, as a part of the required credits for Applied Subjects.
2. Each student who has acquired at least a total of 8 credits, including at least 4 credits of Program Basic Subjects in this program and at least 4 credits of Program Core Subjects in this program is entitled to complete this program as a minor field, when the Master’s degree is awarded. It is required to follow the application procedure stipulated in Article 10. However, this does not apply to the students who take this program as a major field.
3. Program Basic Subjects, Program Core Subjects, Applied Subjects, and Program Seminars designated by this program are as follows:

(GSID Common Subjects: Common Subjects A and B)

Common Subjects A
Introduction to International Development(I2ID), Japan's Development Experience(JDE), Academic Writing Skills a

Common Subjects B
Introduction to Questionnaire Survey and Interview, Introduction to Statistics and Data Science, Comparative Methods, Academic Writing Skills b, Preparatory Seminar for GSID Overseas Fieldwork, GSID Overseas Fieldwork, Preparatory Seminar for GSID Domestic Fieldwork, GSID Domestic Fieldwork, Development Cooperation, Development Assistance, Theory on Non-Governmental Organizations, Organization for International Cooperation, Public Policy of Developing Countries, Lecture on International Development A, Lecture on International Development B, Special Lecture on International Development A, Special Lecture on International Development B, Independent Overseas Fieldwork A, Independent Overseas Fieldwork B, Independent Domestic Fieldwork A, Independent Domestic Fieldwork B

(Program Basic Subjects)
Comparative and International Education, Educational Development Planning and Evaluation, Industrial Human Resource Development

(Program Core Subjects)
Educational Development Policies, African Development Studies, Gender, Education and Development, Development and Business Educational Development Cooperation and Partnership, Education and Wellbeing, Lecture on Education and Human Resource Development A, Lecture on Education and Human Resource Development B, Special Lecture on Education and Human Resource Development A, Special Lecture on Education and Human Resource Development B

(Applied Subjects)
Program Subjects of this program and other programs in the GSID, and subjects prescribed in Article 3, Paragraph 8

(Program Seminars)
Seminar on Education and Human Resource Development Ia, Seminar on Education and Human Resource Development Ib, Seminar on Education and Human Resource Development Iia, Seminar on Education and Human Resource Development Iib

Article 7. Requirements for the Completion of Program in “Inclusive Society and State”

1. Each student must meet the following requirements to complete this major field of specialization.
 - (1) Each student must take 6 credits of Common Subjects A and at least 2 credits of Common Subjects B from GSID Common Subjects.
 - (2) Each student must take at least a total of 22 credits, including at least 4 credits of Program Basic Subjects in this program, at least 6 credits of Program Core Subjects in this program, at least 4 credits of Applied Subjects in this program, and at least 8 credits of Program Seminars. However, students who complete the Master’s program within the enrollment period prescribed in the proviso to Article 31 of the Nagoya University Graduate School General Rules are not required credits from “Seminar on International Development and Cooperation IIa” and “Seminar on International Development and Cooperation IIb” in case the students complete in 1 year, or “Seminar on International Development and Cooperation IIb” in case the students complete in 1.5 year in accordance with appended Table 2 (relating to Article 6) of the General Rules of GSID.
 - (3) Each student may count up to 4 credit of the subjects designated by Article 3, paragraph 8, as part of the required credits for Applied Subjects.

2. Each student who has acquired at least a total of 8 credits, including at least 4 credits of Program Basic Subjects in this program and at least 4 credits of Program Core Subjects in this program is entitled to complete this program as a minor field, when the Master’s degree is awarded. It is required to follow the application procedure stipulated in Article 10. However, this does not apply to the students who take this program as a major field.

3. Program Basic Subjects, Program Core Subjects, Applied Subjects, and Program Seminars designated by this program are as follows:

(GSID Common Subjects: Common Subjects A and B)

Common Subjects A
Introduction to International Development(I2ID), Japan's Development Experience(JDE), Academic Writing Skills a

Common Subjects B
Introduction to Questionnaire Survey and Interview, Introduction to Statistics and Data Science, Comparative Methods, Academic Writing Skills b, Preparatory Seminar for GSID Overseas Fieldwork, GSID Overseas Fieldwork, Preparatory Seminar for GSID Domestic Fieldwork, GSID Domestic Fieldwork, Development Cooperation, Theory on Non-Governmental Organizations, Lecture on International Development A, Lecture on International Development B, Special Lecture on International Development A, Special Lecture on International Development B, Independent Overseas Fieldwork A, Independent Overseas Fieldwork B, Independent Domestic Fieldwork A, Independent Domestic Fieldwork B

(Program Basic Subjects)
Political Institution Theory, Development and Justice, Law and Development, Multi-Ethnic Society

(Program Core Subjects)
Latin American Development Experience, Politics in Developing Countries, Law and Society in Asia, International Labor Migration, Lecture on Inclusive Society and State A, Lecture on Inclusive Society and State B, Special Lecture on Inclusive Society and State A, Special Lecture on Inclusive Society and State A, Special Lecture on Inclusive Society and State B

(Applied Subjects)
The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present

(Program Seminars)
Seminar on International Development and Cooperation Ia, Seminar on International Development and Cooperation Ib, Seminar on International Development and Cooperation IIa, Seminar on International Development and Cooperation IIb

Article 8. Requirements for the Completion of Program in “Peace and Governance”

1. Each student must meet the following requirements to complete this major field of specialization.
 - (1) Each student must take 6 credits of Common Subjects A and at least 2 credits of Common Subjects B from GSID Common Subjects.
 - (2) Each student must take at least a total of 22 credits, including at least 4 credits of Program Basic Subjects in this program, at least 6 credits of Program Core Subjects in this program, at least 4 or more credits of Applied Subjects in this program, and at least 8 credits of Program Seminars. However, students who complete the Master’s program within the enrollment period prescribed in the proviso to Article 31 of the Nagoya University Graduate School General Rules are not required credits from “Seminar on International Development and Cooperation Iia” and “Seminar on International Development and Cooperation Iib” in case the students complete in 1 year, or “Seminar on International Development and Cooperation Iib” in case the students complete in 1.5 year in accordance with appended Table 2 (relating to Article 6) of the General Rules of GSID.
 - (3) Each student may count up to 4 credit of the subjects designated by Article 3, paragraph 8, as part of the required credits for Applied Subjects.

2. Each student who has acquired at least a total of 8 credits, including at least 4 credits of Program Basic Subjects in this program and at least 4 credits of Program Core Subjects in this program is entitled to complete this program as a minor field, when the Master’s degree is awarded. It is required to follow the application procedure stipulated in Article 10. However, this does not apply to the students who take this program as a major field.

3. Program Basic Subjects, Program Core Subjects, Applied Subjects and Program Seminars designated by this program are as follows:

(GSID Common Subjects: Common Subjects A and B)

Common Subjects A
Introduction to International Development(I2ID), Japan's Development Experience(JDE), Academic Writing Skills a

Common Subjects B
Introduction to Questionnaire Survey and Interview, Introduction to Statistics and Data Science, Comparative Methods, Academic Writing Skills b, Preparatory Seminar for GSID Overseas Fieldwork, GSID Overseas Fieldwork, Preparatory Seminar for GSID Domestic Fieldwork, GSID Domestic Fieldwork, Development Cooperation, Theory on Non-Governmental Organizations, Lecture on International Development A, Lecture on International Development B, Special Lecture on International Development A, Special Lecture on International Development B, Independent Overseas Fieldwork A, Independent Overseas Fieldwork B, Independent Domestic Fieldwork A, Independent Domestic Fieldwork B

(Program Basic Subjects)
International Politics, Peacebuilding, International Economic Law, International Cooperation Law, Lecture on Peace and Governance A, Lecture on Peace and Governance B

(Program Core Subjects)
Security Studies, Global Governance, Political Institution Theory, Multinational Corporations and International Law, International Development and Global Health, The Law of the United Nations, Special Lecture on Peace and Governance A, Special Lecture on Peace and Governance B, Lecture on Comparative Study of Legal and Political System A, Lecture on Comparative Study of Legal and Political System B, Special Lecture on Comparative Study of Legal and Political System A, Special Lecture on Comparative Study of Legal and Political System B, Seminar on Comparative Study of Legal and Political System Ia, Seminar on Comparative Study of Legal and Political System Ib, Seminar on Comparative Study of Legal and Political System Iia, Seminar on Comparative Study of Legal and Political System Iib

(Advance Subjects)
The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present

(Program Seminars)
Seminar on International Development and Cooperation Ia, Seminar on International Development and Cooperation Ib, Seminar on International Development and Cooperation Iia, Seminar on International Development and Cooperation Iib

Article 9. Requirements for the Completion of Program in “Program in Poverty and Social Policy”

1. Each student must meet the following requirements to complete this major field of specialization.
 - (1) Each student must take 6 credits of Common Subjects A and at least 2 credits of Common Subjects B.
 - (2) Each student must take at least a total of 22 credits, including 4 or at least credits of Program Basic Subjects in this program, at least 6 credits of Program Core Subjects in this program, at least 4 credits of Applied Subjects in this program, at least 4 credits of Program Seminars. However, students who complete the Master’s program within the enrollment period prescribed in the proviso to Article 31 of the Nagoya University Graduate School General Rules are not required credits from “Seminar on International Development and Cooperation Ia” and “Seminar on International Development and Cooperation Ib” in case the students complete in 1 year, or “Seminar on International Development and Cooperation Ib” in case the students complete in 1.5 year in accordance with appended Table 2 (relating to Article 6) of the General Rules of GSID.
 - (3) Each student may count up to 4 credits of the subjects designated by Article 3, paragraph 8, as program required credits for Applied Subjects.
2. Each student who has acquired credits, including at least 4 credits of Program Basic Subjects in this program and 4 credits of “Poverty and Social Policy” and “New Horizon of Development Theory and Practice” of Program Core Subjects in this program is entitled to complete this program as a minor field, when the Master’s degree is awarded. It is required to follow application procedure stipulated in Article 10. However, this does not apply to the students who take this program as a major field.
3. Program Basic Subjects, Program Core Subjects, Applied Subjects, and Program Seminars designated by this program are as follows:

(GSID Common Subjects: Common Subjects A and B)

Common Subjects A
Introduction to International Development(I2ID), Japan's Development Experience(JDE), Academic Writing Skills a

Common Subjects B
Introduction to Questionnaire Survey and Interview, Introduction to Statistics and Data Science, Comparative Methods, Academic Writing Skills b, Preparatory Seminar for GSID Overseas Fieldwork, GSID Overseas Fieldwork, Preparatory Seminar for GSID Domestic Fieldwork, GSID Domestic Fieldwork, Development Cooperation, Theory on Non-Governmental Organizations, Lecture on International Development A, Lecture on International Development B, Special Lecture on International Development A, Special Lecture on International Development B, Independent Overseas Fieldwork A, Independent Overseas Fieldwork B, Independent Domestic Fieldwork A, Independent Domestic Fieldwork B

(Program Basic Subjects)
International Development and Poverty, Indigenous Development

(Program Core Subjects)
Poverty and Social Policy, New Horizon of Development Theory and Practice, International Development and Global Health, Theory of South Asian Development, Development Economics, Rural Economics

(Applied Subjects)
The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present

(Program Seminars)
Seminar on International Development and Cooperation Ia, Seminar on International Development and Cooperation Ib, Seminar on International Development and Cooperation IIa, Seminar on International Development and Cooperation IIb

Article 10. About application for the certification of a minor field of specialization

To apply for the certification of a minor field of specialization provided in Article 5 paragraph 2, Article 6 paragraph 2, Article 7 paragraph 2, Article 8 paragraph 2, and Article 9 paragraph 2, each student shall follow provisions below:

1. Students can apply only one subject that is necessary to fulfill major field program requirement for fulfilling a minor field program requirement.
2. Students who intend to take two or more minor field programs may apply only one subject for fulfilling only one of minor field program requirements.

Appended Table (related to Article3 paragraph 8)

Course Title	Credits	Notes
Research Skills T: Logical Research Writing I	2	
Research Skills T: Logical Research Writing II	2	
Research Skills W: Fundamentals of Academic Writing	2	
Research Skills W: Developing Academic Writing	2	
Research Skills W: The Secrets of Research Writing	2	
Research Skills W: More Secrets of Research Writing	2	
Research Skills P: Practical Presentation Skills	2	
Research Skills P: Effective Research Presentation	2	
Research Skills P: Academic Presentation Design	2	
Research Skills P: Academic Presentation	2	
Research Skills P: Academic Presentation Skills I	2	
Research Skills P: Academic Presentation Skills II	2	
Research Skills SC: Summer Camp	2	
Research skills F: Academic communication in French I	2	
Research skills F: Academic communication in French II	2	
Research Skills C: Academic Writing in Chinese I	2	
Research Skills C: Academic Writing in Chinese II	2	

These rules come into effect from April 1st, 2022: provided that the provisions then in force will remain applicable to students who were admitted before 2021 academic year.

12ME Rules on “Global Leader Career Course” in Professional Education Program, Course and Program Requirements, and Approval of Credits in the Master’s Program (Regular Program)

Last Revised on May 25, 2022

Article 1. Purpose

The course and program requirements, and the approval of credits in the Global Leader Career Course of the Graduate School of International Development, Nagoya University (hereinafter referred to as “GSID”) is subject to provisions of these Rules along with the provisions of the General Rules of the Graduate School of International Development, Nagoya University (hereinafter “General Rules of GSID”).

Article 2. Qualifications for the Global Leader Career Course

A student of the Global Leader Career Course must be among the first year Master’s students of one of the five Professional Education Programs offered by GSID who hold TOEFL iBT score a minimum of 85 or the equivalent score of another English tests accepted by the entrance examination of the GSID’s Master’s degree program.

Article 3. Requirements for the Completion of Global Leader Career Course

Each student must meet the following requirement to complete the Global Leader Career Course.

Along with fulfilling the requirements for the completion of the major field of specialization stipulated in Article 5 to Article 10 of the Rules on Professional Education Program, Course and Program Requirement and Approval of Credits in the Master’s Program (Normal Program), each student must take at least a total of 10 credits of Global Leader Career Course subjects fulfilling the requirement laid out as follows:

1. Each student must take 6 credits of Course basic core subjects (required subjects)
2. Each student must take 2 credits of Course basic core subjects (required elective subjects)
3. Each student must take a minimum of 2 credits of Course advanced core subjects (required elective subjects)

Article 4. Global Leader Career Course subjects

1. Course basic core subjects (required subjects): 6 credits

Special Lecture on International Development B (Global Career Development) (2 credits), Lecture on International Development B (SDGs and International Agencies) (2 credits), Special Lecture on International Development A (Global Leader 1) (1 credit), Special Lecture on International Development A (Global leader 3) (1 credit)

2. Course basic core subjects (required elective subjects): 2 credits

One of the following two subjects; Academic Writing Skills a (2 credits), Academic Writing Skills b (2 credits)

3. Course advanced core subjects (required elective subjects): 2 credits

One of the following two subjects; GSID Overseas Fieldwork (2 credits), Independent Overseas Fieldwork B (2 credits)

13-01ME Requirements to Complete the Master's Program (Special Program for Global Business Professionals)

Last Revised on December 22, 2021

This section gives an outline of the requirements for obtaining a Master's degree (Special Program for Global Business Professionals). It is based on the "Rules on Course and Program Requirements, and Approval of Credits in the Master's Program (Special Program for Global Business Professionals)" (13ME).

Please refer to the Rules attached in this handbook or consult your academic advisor for details.

Requirements for the Completion of the Special Program are as follows:

(1) General requirements :

- a. Earn 30 credits and submit a Master's thesis;
- b. At least 20 of the 30 credits indicated above must be earned from GSID lecture subjects (excluding "Preparatory Seminar for GSID Overseas Fieldwork" and "Preparatory Seminar for GSID Overseas Fieldwork");
- c. 4 credits of the 30 credits indicated above must be Seminar Subjects (2 credits per semester);
- d. Up to 10 credits earned from subjects offered in other graduate schools can be counted as part of the 30 credits above.

(2) Lecture subjects are categorized as:

Common Subjects (研究科共通科目) :

Common Subjects A (基礎科目 A 群)

Common Subjects B (基礎科目 B 群)

Program Subjects (専門科目) :

Program Basic Subjects (プログラム基礎科目群)

Program Core Subjects (プログラムコア科目群)

Applied Subjects (応用科目群)

Program Seminars (プログラム演習)

Each student must take subjects from these categories in accordance with the "Rules on Course and Program Requirements, and Approval of Credits in the Master's Program (Special Program for Global Business Professionals)".

13ME Rules on Course and Program Requirements, and Approval of Credits in the Master's Program (Special Program for Global Business Professionals)

Last Revised on December 22, 2021

Article 1. Purpose

The course and program requirements and the approval of credits etc. in the Master's program (Special Program for Global Business Professionals) of the Graduate School of International Development, Nagoya University (hereinafter referred to as "GSID") is subject to provisions of the Rules along with the provisions of the General Rules of the Graduate School of International Development, Nagoya University (hereafter "General Rules of GSID").

Article 2. Standard Minimum Duration of Studies for Master's Program (Special Program for Global Business Professionals)

The special program is for those who have work experience in business or government. The standard minimum duration of study shall be one year.

Article 3. Requirements for the Completion of the Special Program for Global Business Professionals

1. In order to complete the Special Program, each student must earn a minimum of 30 credits, including 4 credits of compulsory Seminar Subject, and pass the examination of the Master's thesis.
2. Of the 30 credits above, a student must earn a minimum of 20 credits of lecture subjects in the GSID, excluding the Preparatory Seminar for GSID Overseas Fieldwork and the Preparatory Seminar for GSID Domestic Fieldwork. In addition, among the 30 credits above, a student has to earn at least 8 credits from the GSID common subjects including "Introduction to International Development" and "Japan's Development Experience".
3. A student must take the Preparatory Seminar for GSID Overseas Fieldwork to take part in the GSID Overseas Fieldwork. A student must take Preparatory Seminar for GSID Domestic Fieldwork to take part in the GSID Domestic Fieldwork.
4. In this Special Program student can take any subjects offered by five (5) professional education programs of the GSID. However, in principle, a student shall take Seminars Ia and Ib of his/her academic advisor.
5. Credits are countable only once even if students take a subject of the same name more than once. However, the credits of the subjects with the name of Lecture A, B, and Special Lecture A, B are countable as a requirement for completion of the Special Program in case the instructors are different.
6. Regardless of the paragraph 2 above, credits earned from other graduate schools of Nagoya University, or from other graduate schools of other universities which have a credit-exchange agreement, and from the Nagoya University Graduate School Common Courses (only provided subjects in the appendix) are countable up to 10 credits as requirements for completion of the Special Program.

- An example of taking subjects (economics type)

Spring Semester:

GSID Common Subjects: a total of 4 credits

Introduction to International Development(I2ID) (required, 2 credits),

Academic Writing Skills a (2 credits)

Program Subjects: a total of 10 credits *

Development Economics (2 credits)

Development Microeconomics (2 credits)

Development Macro Economics (2 credits)

Industrial Human Resource Development (2 credits)

International Economic Law (2 credits)

Summer Intensive Lectures: a total of 6 credits

Development Cooperation (2 credits)

Lecture on International Development B (Strategy in Global Business) (2 credits)

Lecture on International Development B (Global Business Affairs) (2 credits)

Fall Semester

GSID Common Subjects: a total of 4 credits

Japan's Development Experience(JDE) (required, 2 credits)

Academic Writing Skills b (2 credits)

Program Seminars

Seminar on Economic Development Policy and Management Ia and Ib (2 credits): a total of 4 credits

Internship or fieldwork etc. and Independent Fieldwork (available upon request): 2 credits

In total: 30 credits

* Based on the Article 3, paragraph 8 of the “Rules on Professional Education Program, Course and Program Requirements and Approval of Credits in the Master’s Program (Regular Program)”, subjects offered by other graduate schools of Nagoya University (examples: International Economics A, Public Economics A, Advanced Management I, Advanced Accounting I, Management Strategy A, etc. from Graduate School of Economics) are countable up to 10 credits as requirements for the completion of the program with the permission from the academic advisor.

Enacted on 14 February 2014
Revised on 7 March 2016
Revised on 18 October 2017
Revised on 29 January 2020
Last Revised on December 22 2021

Article 1 Recognition of Credits

GSID may approve credits obtained in other graduate schools and faculties of Nagoya University, and graduate schools of another university which is a party to a student exchange agreement concluded with GSID or Nagoya University, as credits required for completion of the Master's Program and the professional education program under the conditions stipulated in the following provisions.

Article 2 Number of Credits to be Approved

1. The maximum number of credits which can be approved under Article 1 is ten (10) credits together with Nagoya University Graduate School Common Subjects.
2. The credits prescribed in paragraph 1 of this Article shall include those to be recognized as credits for subjects in GSID under Article 4, paragraph 3.

Article 3 Grades

1. Regarding credits obtained from other graduate schools and faculties of Nagoya University, the grades for the subjects shall be automatically recognized as valid for GSID.
2. Regarding credits obtained from graduate schools of other overseas universities, grades of the subjects awarded in conformity with UCTS, ECTS or ACTS shall be converted to grades for GSID on the basis of the conversion table appended to these Rules. When GSID students intend to get credits from overseas graduate schools which will not award grades in conformity with UCTS, ECTS or ACTS, the Committee for Education and Student Affairs shall add a conversion table before they register courses in the host institution.

Article 4 Approval of Credits

1. Only the credits obtained without official absence from GSID in other universities and institutions may be approved as credits valid for GSID, irrespective of whether a graduate school, faculty or others, and if they are a party to an agreement on transfer of credits or on student exchange with GSID or Nagoya University.
2. Only the credits of subjects compatible with those offered by the department and the professional education program to which students belong may be approved as credits valid for GSID. They shall not be practical training subjects in principle. The request of students shall be given due regard in approval and recognition of credits.
3. The GSID Faculty Meeting may recognize the subjects completed in graduate schools of other universities as the specified subjects which the students have not completed in GSID. After recognition, they are no longer required to get the credits for those subjects. The maximum number of credits is set out for the department as follows:

The Department of International Development and Cooperation

Seminar: not exceeding four (4) credits

Common Subjects: "Lecture on International Development A" and "Lecture on International Development B":
not exceeding four (4) credits

Program Basic Subjects or Program Core Subjects: not exceeding two (2) credits

Applied Subjects: not exceeding two (2) credits

4. Students who want to get approval or recognition by GSID of credits obtained in graduate schools of other universities shall submit the following documents to the GSID Office within three (3) months of obtaining those credits.
 - a. Application Form for Approval of Credits.
 - b. Written statement indicating the name of subjects, the name of the graduate school and the university in which the

- applicant is enrolled, the name of instructor(s), the time length of one class, the number of total classes or the number of classes a week and the number of weeks of a term, and documents such as the official curriculum and the timetable showing that the statement is correct. If necessary, translation into Japanese shall be supplied.
- c. Syllabus or information about subjects in which the applicant is enrolled. If necessary, translation into Japanese shall be supplied.
 - d. A copy of the Official Transcript of Academic Record. If it is not available within the three (3) month limitation, it shall be submitted immediately after it is issued. If necessary, translation into Japanese shall be supplied.
5. Regarding approval of credits obtained and recognition of subjects completed in graduate schools of other universities, the Committee on Education and Student Affairs shall make a proposal to the GSID Faculty Meeting upon application by the student. The GSID Faculty Meeting shall make a final decision on the matter.
 6. The number of credits to be approved shall be counted on the basis of the time length of one class, the number of total classes, or the number of classes a week and the number of weeks of a term.

Article 5 Transfer of Credits to Seminar in GSID

1. The GSID Faculty Meeting may recognize credits of seminars obtained in graduate schools of other universities as credits of seminars in GSID.
2. When students are not able to or do not get credits for seminars in graduate schools of other universities in which they are enrolled, the GSID Faculty Meeting may recognize credits of lecture subjects or practical training courses obtained in the universities as credits for seminars in GSID, if they are similar to the seminars in GSID in content.

Appended Table: Conversion Standard of Grades in UCTS, ECTS and ACTS

Grades in UCTS, ECTS and ACTS			GSID
Grade	(%)	Definition	
A	10%	EXCELLENT: Outstanding with only minor errors	A+
B	25%	VERY GOOD: Above average standard but with some errors	A
C	30%	GOOD: Generally sound work with a number of notable errors	B
D	25%	SATISFACTORY: Fair but with significant shortcomings	C
E	10%	SUFFICIENT: Performance meets the minimum criteria	C-
FX	-	FAIL: Some more work required before the credit can be awarded	F
F	-	FAIL: Considerable further work is required	F

Supplementary Provision

These Rules will come into force on April 1, 2018.

Supplementary Provision

These rules will come into effect from April 1, 2020: provided that the provisions then in force will remain applicable to students who were admitted in the 2019 academic year or earlier.

Supplementary Provision

These rules will come into effect from April 1, 2022: provided that the provisions then in force will remain applicable to students who were admitted in the 2021 academic year or earlier.

Obligation to attend a Plagiarism Prevention Orientation

All GSID students must attend a Plagiarism Prevention Orientation at least once during enrollment period.

Plagiarism: What is it, and how do I avoid it?

Plagiarism is using another person's words or ideas as if they were your own. Plagiarism can be intentional or unintentional, but is a problem either way. Intentional acts of plagiarism are subject to severe punishments (see Appendix: Disciplinary Action and educative measures for students), including expulsion and suspension from the university. Unintentional acts of plagiarism are usually not as severely punished, but can still cause damage to your reputation and career.

Definitions of plagiarism used at Nagoya University:

- Copying words and images from websites without permission and submitting them as your own work
- Copying word for word or misappropriating the studies or research results of other people (including reports and theses).
- Falsifying or substituting research results.

(Source: 2008 Study Tips for First-Year Students at Nagoya University, p 17)

Intentional acts of plagiarism are unethical acts deliberately committed and can range from directly stealing another author's words to recycling your own previous research and trying to pass it off as new. Unintentional acts of plagiarism are usually the result of carelessness in research and documentation, or a fundamental misunderstanding of acceptable ways to make use of others' research.

At the Graduate School of International Development, all students submitting theses, dissertations or journal articles in either English or Japanese must first check their work for plagiarism using the Turnitin online service. Please remember to consult with your academic advisor before submitting your paper to any academic journal. You should also avoid plagiarism in writing coursework reports.

1. Independent Overseas Fieldwork A, B

- (1) The fieldwork should be equivalent in quality and quantity to the Overseas Fieldwork (OFW) of GSID. In other words, fieldwork here refers to a project that is organized by an appropriate organization and includes both lectures/seminars and fieldwork (or on-the-job training) under the supervision of the organization.
- (2) Those who apply for the credits must obtain the prior consent of their academic advisor and file the application form and other necessary documents to the GSID office, in principle, within three months after the completion of the fieldwork. Students must submit the documents specified below.
- (3) The head of the Committee for Education and Student Affairs may approve and decide the grade, paying due respect to the evaluation by the Committee.

2. Independent Domestic Fieldwork A, B

- (1) The fieldwork should be equivalent in quality and quantity to the Domestic Fieldwork (DFW) of GSID. In other words, fieldwork here refers to a project that is organized by an appropriate organization and includes both lectures/seminars and fieldwork (or on-the-job training) under the supervision of the organization.
- (2) Those who apply for the credits must obtain the prior consent of their academic advisor and file the application form and other necessary documents to the GSID office, in principle, within three months after the completion of the fieldwork. Students must submit the documents specified below.
- (3) The head of the Committee for Education and Student Affairs may approve and decide the grade, paying due respect to the evaluation by the Committee.

3. Documents for submission to the GSID office after fieldwork (The prescribed forms can be downloaded from the GSID website.)

- (1) Application form (Prescribed form)
- (2) Program or the like which shows the contents of fieldwork/internship.
- (3) Work Time Record Sheet and Working Record Certification Form (Prescribed form)

These documents must be certified by the organization that offers the fieldwork/internship program. The allocation of time between the lecture/seminar and fieldwork (or on-the-job training) should be appropriate and the total hours of the lecture/seminar and fieldwork (or on-the-job training) must be 22.5 hours or more for Fieldwork A, and 45 hours or more for Fieldwork B. However, when report writing is included in the hours of program involvement, the total hours of program involvement must be 30 hours or more for Fieldwork A, and 60 hours or more for Fieldwork B.

(4) Report

A report, typed on A4 paper, more than 1,600 words for Fieldwork A or 3,200 words for Fieldwork B, must be submitted. The plagiarism rate of the report must be entered in the application form after using plagiarism checking software.

The report here refers to a document written by an applicant taking credits for Independent Fieldwork as a part of the fieldwork/internship program or—if report writing is not performed during the time of the fieldwork/internship—to a document that is written based on knowledge and experience acquired from the fieldwork/internship after the completion of the fieldwork/internship. Documents distributed to an applicant during the fieldwork/internship cannot be submitted as a report.

(5) Certificate (Prescribed form)

In the case where an applicant submits a report written during his/her fieldwork/internship, a certificate that proves the applicant's contribution to the report is needed.

11-07ME Submission of a Master's Thesis

Students who intend to earn a Master's degree either in September or in March of each academic year are required to submit a Master's thesis for a preliminary examination. Follow the instructions below. Refer to the GSID website for the submission method and detailed schedule.

1. Submission deadline

September graduation: July

March graduation: January

2. Thesis and other documents to be submitted

- Master's thesis
- Summary of the thesis: either 1,600 English words or 4,000 Japanese characters, approximately
- Confirmation Form for Plagiarism Check (designated form);

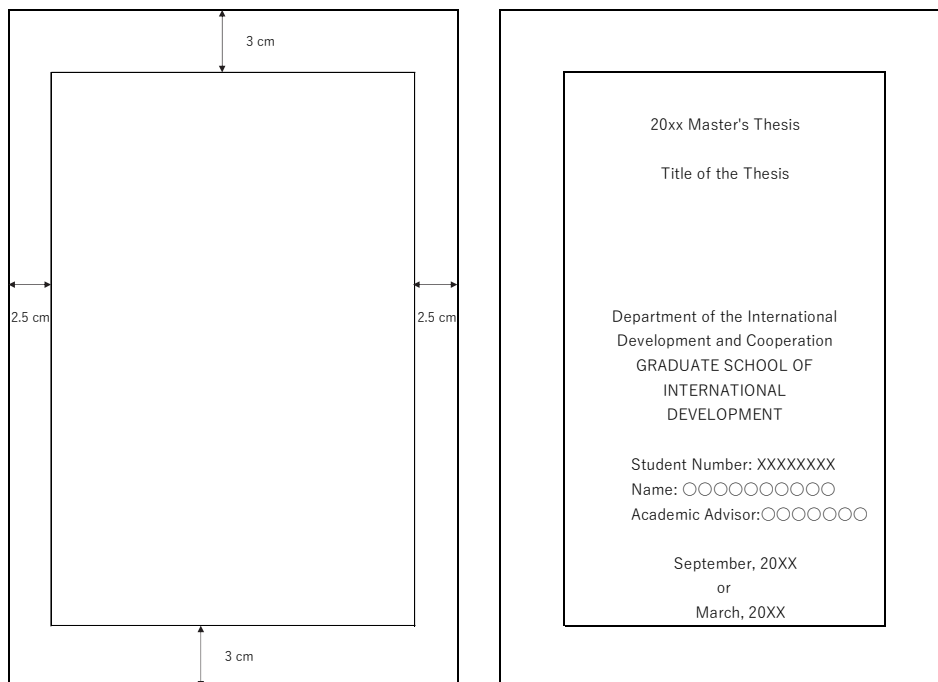
Submitted by the academic advisor with the consent of the academic advisor.

3. Language

English or Japanese

4. Cover

A cover and title page should include 20XX Master's Thesis, the title of the thesis, department, student ID number, name, and academic advisor's name.



5. Layout and format

- A4 size

- (1) English: 24~26 lines per page in principle. Times New Roman, 12 points.
Japanese: 36 lines per page and 40 characters per line. MS 明朝, 11 points.
- (2) Horizontal writing in principle
- (3) Margin width should be as specified in the figure above.
- (4) PDF

(5) Page numbers are placed at the bottom (center) of pages.

(6) Notes are either footnotes or end-of-chapter notes.

6. Oral examination

September graduation: July

March graduation: February

In the oral examination, in principle, the student's explanation shall be about 5 minutes, and the time for the question and answer session of the examination committee shall be secured.

In the oral examination, students are only allowed to refer to the Master's thesis and summary of the thesis.

7. Submission of approved Master's thesis to NUCT

After your Master's thesis is approved by the GSID Faculty Meeting, you are required to upload a PDF file of your Master's thesis (you can correct small errors such as typos, if any) to NUCT by a deadline. Details will be announced.

You do not have to submit a hard copy of your Master's thesis.

GSID Courses 2022

11-08ME-1 Program in "Economic Development Policy and Management"

Subject Category	Lecture Subject or Seminar Title	Credit	Instructor	Type/Term Offered
Common Subjects A	Introduction to International Development	2	Umemura(Coord.)	Spring
	Japan's Development Experience	2	Yamada(Coord.)	Fall
	Academic Writing Skills a	2	Wood	Spring
Common Subjects B	Academic Writing Skills b	2	Wood	Fall
	Introduction to Questionnaire Survey and Interview	2	Iga	Spring
	Introduction to Statistics and Data Science* (2022~new)	2	Mendez	Spring
	Comparative Methods	2	Okada I	Spring
	Preparatory Seminar for GSID Overseas Fieldwork	2	Otchia	Spring
	GSID Overseas Fieldwork	2	Otchia	Intensive
	Preparatory Seminar for GSID Domestic Fieldwork	2	Ito	Spring
	GSID Domestic Fieldwork	2	Ito	Intensive
	Development Cooperation	2	Nagaishi	Fall
	Theory on Non-Governmental Organizations	2	Noda(Vis.)	Spring(Intensive)
	Lecture on International Development B (SDGs and International Organizations)	2	Okada A	Spring(Intensive)
	Lecture on International Development B (Strategy in Global Business)	2	Fukai	Spring(Intensive)
	Lecture on International Development B (Global Business Affairs)	2	Ishikawa	Spring(Intensive)
	Special Lecture on International Development A (Global Leader 1)	1	Someya	Fall(Intensive)
	Special Lecture on International Development A (Global Leader 3)	1	Someya	Fall(Intensive)
	Special Lecture on International Development B (Global Career Development)	2	Okada A	Spring(Intensive)
	Independent Overseas Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Overseas Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application
Independent Domestic Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application	
Independent Domestic Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application	
Program Basic Subjects	Introduction to Economics (2022~new)	2	Someya/Otchia/Mendez	Spring
	Development Economics	2	Otsubo	Spring
	Development Microeconomics	2	Otchia	Spring
	Development Macroeconomics	2	Someya	Spring
Program Core Subjects	Applied Econometrics (Renamed from "Quantitative Economic Analysis")	2	Mendez	Fall
	International Development Economics (Renamed from "International Development Economics (Globalization and Development)")	2	Otsubo	Fall
	Public Financial Management	2	Someya	Fall
	Development Finance	2	Someya	Spring
	Tourism Economics	2	Umemura	Spring
	Industrial Development	2	Otchia	Fall
	Sustainable Tourism and Development	2	Umemura	Not Offered in 2022
	Project Cycle Management for Economic and Social Development	2	Umemura	Fall
Applied Subjects	Regional Development (2022~new)	2	Mendez	Fall
	Rural Economics	2	Usami (Vis.)	Spring
	Project Evaluation	2	Hayashi (Vis.)	Spring(Intensive)
	Lecture on Economic Development Policy and Management A	1	—	Spring
	Lecture on Economic Development Policy and Management B	2	—	Spring
	Special Lecture on Economic Development Policy and Management A	1	—	Fall
	Special Lecture on Economic Development Policy and Management B	2	—	Fall
	Subjects offered by Cooperating Faculty Members at the Graduate School of Economics**	**	**	**
Program Subjects of this program and other programs in the GSID, and Subjects prescribed in Article 3, Paragraph 8***	***	***	***	
Program Seminars	Seminar on Economic Development Policy and Management Ia · Ib · II a · II b	2	Otsubo, Umemura, Someya, Otchia, Mendez	Spring/Fall

*Students who are majoring in Economic Development Policy and Management (EDPAM) who do not have basic statistical knowledge are strongly recommended to take "Introduction to Statistics and Data Science."

**Subjects offered by Cooperating Faculty Members at the Graduate School of Economics means Lecture on Development Policy A, Lecture on Development Policy B, Special Lecture on Development Policy A, Special Lecture on Development Policy B, Lecture on Managerial Development A, Lecture on Managerial Development B, Special Lecture on Managerial Development A, Special Lecture on Managerial Development B.

***Confirm the details by related programs' and graduate schools' documents.

For students enrolled after AY2022

11-08ME-2 Check Sheet for the Completion of Program in "Economic Development Policy and Management"

Subject Category	Registration	Credit Earning	Subject Title	Credit	Required/ Required Elective	Credits Required for Completion
Common Subjects A	y m	y m	Introduction to International Development	2	Required	6
	y m	y m	Japan's Development Experience	2		
	y m	y m	Academic Writing Skills a	2		
Common Subjects B	y m	y m	Introduction to Questionnaire Survey and Interview	2	Required Elective	2
	y m	y m	Introduction to Statistics and Data Science*	2		
	y m	y m	Comparative Methods	2		
	y m	y m	Academic Writing Skills b	2		
	y m	y m	Preparatory Seminar for GSID Overseas Fieldwork	2		
	y m	y m	GSID Overseas Fieldwork	2		
	y m	y m	Preparatory Seminar for GSID Domestic Fieldwork	2		
	y m	y m	GSID Domestic Fieldwork	2		
	y m	y m	Development Cooperation	2		
	y m	y m	Theory on Non-Governmental Organizations	2		
	y m	y m	Lecture on International Development A	1		
	y m	y m	Lecture on International Development B	2		
	y m	y m	Special Lecture on International Development A	1		
	y m	y m	Special Lecture on International Development B	2		
	y m	y m	Independent Overseas Fieldwork A	1		
	y m	y m	Independent Overseas Fieldwork B	2		
Program Basic Subjects	y m	y m	Introduction to Economics	2	Required	8
	y m	y m	Development Economics	2		
	y m	y m	Development Microeconomics	2		
	y m	y m	Development Macroeconomics	2		
Program Core Subjects	y m	y m	Applied Econometrics	2	Required Elective	4
	y m	y m	International Development Economics	2		
	y m	y m	Public Financial Management	2		
	y m	y m	Development Finance	2		
	y m	y m	Tourism Economics	2		
	y m	y m	Industrial Development	2		
	y m	y m	Sustainable Tourism and Development	2		
	y m	y m	Project Cycle Management for Economic and Social Development	2		
	y m	y m	Regional Development	2		
Applied Subjects	y m	y m	Rural Economics	2	Required Elective	2
	y m	y m	Project Evaluation	2		
	y m	y m	Lecture on Economic Development Policy and Management A	1		
	y m	y m	Lecture on Economic Development Policy and Management B	2		
	y m	y m	Special Lecture on Economic Development Policy and Management A	1		
	y m	y m	Special Lecture on Economic Development Policy and Management B	2		
	y m	y m	Subjects offered by Cooperating Faculty Members at the Graduate School of Economics**	1~2		
Program Seminars	y m	y m	Program Subjects of this program and other programs in the GSID, and Subjects prescribed in Article 3, paragraph 8***	1~2	Required	8
	y m	y m	Seminar on Economic Development Policy and Management I a	2		
	y m	y m	Seminar on Economic Development Policy and Management I b	2		
	y m	y m	Seminar on Economic Development Policy and Management II a	2		
						30

*Students who are majoring in Economic Development Policy and Management (EDPAM) who do not have basic statistical knowledge are strongly recommended to take "Introduction to Statistics and Data Science."

**Subjects offered by Cooperating Faculty Members at the Graduate School of Economics means Lecture on Development Policy A, Lecture on Development Policy B, Special Lecture on Development Policy A, Special Lecture on Development Policy B, Lecture on Managerial Development A, Lecture on Managerial Development B, Special Lecture on Managerial Development A and Special Lecture on Managerial Development B.

***Confirm the details by related programs' and graduate schools' documents.

GSID Courses 2022

11-08ME-3 Program in "Education and Human Resource Development"

Subject Category	Lecture Subject or Seminar Title	Credit	Instructor	Type/Term Offered
Common Subjects A	Introduction to International Development	2	Umemura(Coord.)	Spring
	Japan's Development Experience	2	Yamada(Coord.)	Fall
	Academic Writing Skills a	2	Wood	Spring
Common Subjects B	Academic Writing Skills b	2	Wood	Fall
	Introduction to Questionnaire Survey and Interview	2	Iga	Spring
	Introduction to Statistics and Data Science* (2022~new)	2	Mendez	Spring
	Comparative Methods	2	Okada I	Spring
	Preparatory Seminar for GSID Overseas Fieldwork	2	Otchia	Spring
	GSID Overseas Fieldwork	2	Otchia	Intensive
	Preparatory Seminar for GSID Domestic Fieldwork	2	Ito	Spring
	GSID Domestic Fieldwork	2	Ito	Intensive
	Development Cooperation	2	Nagaishi	Fall
	Theory on Non-Governmental Organizations	2	Noda(Vis.)	Spring(Intensive)
	Lecture on International Development B (SDGs and International Organizations)	2	Okada A	Spring(Intensive)
	Lecture on International Development B (Strategy in Global Business)	2	Fukai	Spring(Intensive)
	Lecture on International Development B (Global Business Affairs)	2	Ishikawa	Spring(Intensive)
	Special Lecture on International Development A (Global Leader 1)	1	Someya	Fall(Intensive)
	Special Lecture on International Development A (Global Leader 3)	1	Someya	Fall(Intensive)
	Special Lecture on International Development B (Global Career Development)	2	Okada A	Spring(Intensive)
	Independent Overseas Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Overseas Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Domestic Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
Independent Domestic Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application	
Program Basic Subjects	Comparative and International Education	2	Yamada	Spring
	Industrial Human Resource Development	2	Okada A	Spring
	Educational Development Planning and Evaluation	2	Utsumi	Spring
	Education and Social Change	2	Ashida	Fall
Program Core Subjects	Educational Development Policies	2	Yamada	Not Offered in 2021
	African Development Studies	2	Yamada	Fall
	Gender, Education and Development	2	Okada A	Not Offered in 2021
	Educational Development Cooperation and Partnership	2	Utsumi	Fall
	Education and Wellbeing	2	Shimizu (Vis.)	Spring(Intensive)
	Development and Business	2	Okada A	Fall
	Education in the Era of Globalization	2	Ashida	Spring
	Lecture on Education and Human Resource Development A	1	—	Spring
	Lecture on Education and Human Resource Development B	2	—	Spring
	Special Lecture on Education and Human Resource Development A	1	—	Fall
	Special Lecture on Education and Human Resource Development B	2	—	Fall
Subjects offered by Cooperating Faculty Members at the Graduate School of Economics*	*	*	*	
Applied Subjects	Program Subjects of this program and other programs in the GSID, and Subjects prescribed in Article 3, Paragraph 8**	**	**	**
Program Seminars	Seminar on Education and Human Resources Development Ia · Ib · II a · II b	2	Okada A, Yamada, Utsumi, Ashida	Spring/Fall

*Subjects offered by Cooperating Faculty Members at the Graduate School of Education and Human Development means Lecture on Education and Human Development A, Lecture on Education and Human Development B, Special Lecture on Education and Human Development A, Special Lecture on Education and Human Development B and Seminar on Education and Human Development Ia, Ib, IIa, IIb.

**Confirm the details by related programs' and graduate schools' documents.

For students enrolled after AY2022

11-08ME-4 Check Sheet for the Completion of Program in "Education and Human Resource Development"

Subject Category	Registration	Credit Earning	Subject Title	Credit	Required/Required Elective	Credits Required for Completion
Common Subjects A	y	m	Introduction to International Development	2	Required	6
	y	m	Japan's Development Experience	2		
	y	m	Academic Writing Skills a	2		
Common Subjects B	y	m	Introduction to Questionnaire Survey and Interview	2	Required Elective	2
	y	m	Introduction to Statistics and Data Science	2		
	y	m	Comparative Methods	2		
	y	m	Academic Writing Skills b	2		
	y	m	Preparatory Seminar for GSID Overseas Fieldwork	2		
	y	m	GSID Overseas Fieldwork	2		
	y	m	Preparatory Seminar for GSID Domestic Fieldwork	2		
	y	m	GSID Domestic Fieldwork	2		
	y	m	Development Cooperation	2		
	y	m	Theory on Non-Governmental Organizations	2		
	y	m	Lecture on International Development A	1		
	y	m	Lecture on International Development B	2		
	y	m	Special Lecture on International Development A	1		
	y	m	Special Lecture on International Development B	2		
	Program Basic Subjects	y	m	Comparative and International Education		
y		m	Industrial Human Resource Development	2		
y		m	Educational Development Planning and Evaluation	2		
y		m	Education and Social Change	2		
Program Core Subjects	y	m	Educational Development Policies	2	Required Elective	4
	y	m	African Development Studies	2		
	y	m	Gender, Education and Development	2		
	y	m	Educational Development Cooperation and Partnership	2		
	y	m	Education and Wellbeing	2		
	y	m	Development and Business	2		
	y	m	Education in the Era of Globalization	2		
	y	m	Lecture on Education and Human Resource Development A	1		
	y	m	Lecture on Education and Human Resource Development B	2		
	y	m	Special Lecture on Education and Human Resource Development A	1		
y	m	Special Lecture on Education and Human Resource Development B	2			
Applied Subjects	y	m	Subjects offered by Cooperating Faculty Members at the Graduate School of Education and Human Development*	1~2	Required Elective	2
Program Seminars	y	m	Program Subjects of this program and other programs in the GSID, and Subjects prescribed in Article 3, paragraph 8**	1~2	Required	8
	y	m	Seminar on Education and Human Resources Development Ia	2		
	y	m	Seminar on Education and Human Resources Development Ib	2		
	y	m	Seminar on Education and Human Resources Development IIa	2		
						30

*Subjects offered by Cooperating Faculty Members at the Graduate School of Education and Human Development means Lecture on Education and Human Development A, Lecture on Education and Human Development B, Special Lecture on Education and Human Development A, Special Lecture on Education and Human Development B and Seminar on Education and Human Development Ia, Ib, IIa, IIb.

**Confirm the details by related programs' and graduate schools' documents.

GSID Courses 2022

11-08ME-5 Program in "Inclusive Society and State"

Subject Category	Lecture Subject or Seminar Title	Credit	Instructor	Type/Term Offered
Common Subjects A	Introduction to International Development	2	Umemura(Coord.)	Spring
	Japan's Development Experience	2	Yamada(Coord.)	Fall
	Academic Writing Skills a	2	Wood	Spring
Common Subjects B	Academic Writing Skills b	2	Wood	Fall
	Introduction to Questionnaire Survey and Interview	2	Iga	Spring
	Introduction to Statistics and Data Science* (2022~new)	2	Mendez	Spring
	Comparative Methods	2	Okada I	Spring
	Preparatory Seminar for GSID Overseas Fieldwork	2	Otchia	Spring
	GSID Overseas Fieldwork	2	Otchia	Intensive
	Preparatory Seminar for GSID Domestic Fieldwork	2	Ito	Spring
	GSID Domestic Fieldwork	2	Ito	Intensive
	Development Cooperation	2	Nagaishi	Fall
	Theory on Non-Governmental Organizations	2	Noda(Vis.)	Spring(Intensive)
	Lecture on International Development B (SDGs and International Organizations)	2	Okada A	Spring(Intensive)
	Lecture on International Development B (Strategy in Global Business)	2	Fukai	Spring(Intensive)
	Lecture on International Development B (Global Business Affairs)	2	Ishikawa	Spring(Intensive)
	Special Lecture on International Development A (Global Leader 1)	1	Someya	Fall(Intensive)
	Special Lecture on International Development A (Global Leader 3)	1	Someya	Fall(Intensive)
	Special Lecture on International Development B (Global Career Development)	2	Okada A	Spring(Intensive)
	Independent Overseas Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Overseas Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application
Independent Domestic Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application	
Independent Domestic Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application	
Program Basic Subjects	Development and Justice	2	—	Spring
	Law and Development	2	Shimada	Spring
	Multi-Ethnic Society	2	Higashimura	Spring
	Political Institution Theory	2	Okada I	Fall
Program Core Subjects	Latin American Development Experience	2	Okada I	Not Offered in 2022
	Politics in Developing Countries	2	TBC	Fall
	Law and Society in Asia	2	Shimada	Fall
	International Labor Migration	2	Higashimura	Fall
	Lecture on Inclusive Society and State A	1	—	Spring
	Lecture on Inclusive Society and State B	2	—	Spring
	Special Lecture on Inclusive Society and State A	1	—	Fall
Special Lecture on Inclusive Society and State B	2	—	Fall	
Applied Subjects	The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present*	*	*	*
Program Seminars	Seminar on International Development and Cooperation Ia · Ib · II a · II b	2	Yamagata, Ito, Higashimura, Shimada, Okadal, Ueda, Ishikawa, Peddie, Fujikawa, Kanazawa	Spring/Fall

*Confirm the details by related programs' and graduate schools' documents.

For students enrolled after AY2022

11-08ME-6 Check Sheet for the Completion of Program in "Inclusive Society and State"

Subject Category	Registration	Credit Earning	Subject Title	Credit	Required/Required Elective	Credits Required for Completion		
Common Subjects A	y	m	y	m	Introduction to International Development	2	Required	6
	y	m	y	m	Japan's Development Experience	2		
	y	m	y	m	Academic Writing Skills a	2		
Common Subjects B	y	m	y	m	Introduction to Questionnaire Survey and Interview	2	Required Elective	2
	y	m	y	m	Introduction to Statistics and Data Science	2		
	y	m	y	m	Comparative Methods (Spring)	2		
	y	m	y	m	Academic Writing Skills b	2		
	y	m	y	m	Preparatory Seminar for GSID Overseas Fieldwork	2		
	y	m	y	m	GSID Overseas Fieldwork	2		
	y	m	y	m	Preparatory Seminar for GSID Domestic Fieldwork	2		
	y	m	y	m	GSID Domestic Fieldwork	2		
	y	m	y	m	Development Cooperation	2		
	y	m	y	m	Theory on Non-Governmental Organizations	2		
	y	m	y	m	Lecture on International Development A	1		
	y	m	y	m	Lecture on International Development B	2		
	y	m	y	m	Special Lecture on International Development A	1		
	y	m	y	m	Special Lecture on International Development B	2		
	y	m	y	m	Independent Overseas Fieldwork A	1		
	y	m	y	m	Independent Overseas Fieldwork B	2		
y	m	y	m	Independent Domestic Fieldwork A	1			
y	m	y	m	Independent Domestic Fieldwork B	2			
Program Basic Subjects	y	m	y	m	Development and Justice	2	Required Elective	4
	y	m	y	m	Law and Development	2		
	y	m	y	m	Multi-Ethnic Society	2		
	y	m	y	m	Political Institution Theory	2		
Program Core Subjects	y	m	y	m	Latin American Development Experience	2	Required Elective	6
	y	m	y	m	Politics in Developing Countries	2		
	y	m	y	m	Law and Society in Asia	2		
	y	m	y	m	International Labor Migration	2		
	y	m	y	m	Lecture on Inclusive Society and State A	1		
	y	m	y	m	Lecture on Inclusive Society and State B	2		
	y	m	y	m	Special Lecture on Inclusive Society and State A	1		
y	m	y	m	Special Lecture on Inclusive Society and State B	2			
Applied Subjects	y	m	y	m	The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present.*	1~2	Required Elective	4
Program Seminars	y	m	y	m	Seminar on International Development and Cooperation Ia	2	Required	8
	y	m	y	m	Seminar on International Development and Cooperation Ib	2		
	y	m	y	m	Seminar on International Development and Cooperation IIa	2		
	y	m	y	m	Seminar on International Development and Cooperation IIb	2		
								30

*Confirm the details by related programs' and graduate schools' documents.

GSID Courses 2022

11-08ME-7 Program in "Peace and Governance"

Subject Category	Lecture Subject or Seminar Title	Credit	Instructor	Type/Term Offered
Common Subjects A	Introduction to International Development	2	Umemura(Coord.)	Spring
	Japan's Development Experience	2	Yamada(Coord.)	Fall
	Academic Writing Skills a	2	Wood	Spring
Common Subjects B	Academic Writing Skills b	2	Wood	Fall
	Introduction to Questionnaire Survey and Interview	2	Iga	Spring
	Introduction to Statistics and Data Science* (2022~new)	2	Mendez	Spring
	Comparative Methods	2	Okada I	Spring
	Preparatory Seminar for GSID Overseas Fieldwork	2	Otchia	Spring
	GSID Overseas Fieldwork	2	Otchia	Intensive
	Preparatory Seminar for GSID Domestic Fieldwork	2	Ito	Spring
	GSID Domestic Fieldwork	2	Ito	Intensive
	Development Cooperation	2	Nagaishi	Fall
	Theory on Non-Governmental Organizations	2	Noda(Vis.)	Spring(Intensive)
	Lecture on International Development B (SDGs and International Organizations)	2	Okada A	Spring(Intensive)
	Lecture on International Development B (Strategy in Global Business)	2	Fukai	Spring(Intensive)
	Lecture on International Development B (Global Business Affairs)	2	Ishikawa	Spring(Intensive)
	Special Lecture on International Development A (Global Leader 1)	1	Someya	Fall(Intensive)
	Special Lecture on International Development A (Global Leader 3)	1	Someya	Fall(Intensive)
	Special Lecture on International Development B (Global Career Development)	2	Okada A	Spring(Intensive)
	Independent Overseas Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Overseas Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application
Independent Domestic Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application	
Independent Domestic Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application	
Program Basic Subjects	International Politics	2	Peddie	Spring
	International Cooperation Law	2	Yamagata	Spring
	International Economic Law	2	Ishikawa	Spring
	Peacebuilding	2	Fujikawa	Spring
	Lecture on Peace and Governance A	1	—	Spring
	Lecture on Peace and Governance B	2	—	Spring
Program Core Subjects	Security Studies	2	Fujikawa	Fall
	Global Governance	2	Peddie	Fall
	The Law of the United Nations	2	Yamagata	Fall
	Multinational Corporations and International Law	2	Ishikawa	Fall
	Political Institution Theory	2	Okada I	Fall
	International Development and Global Health (2022~new)	2	Kanazawa	Spring
	Special Lecture on Peace and Governance A	1	—	Fall
	Special Lecture on Peace and Governance B	2	—	Fall
	Lecture on Comparative Study of Legal and Political System A	1	Colombo	Spring
	Lecture on Comparative Study of Legal and Political System B	2	Okubo	Spring
	Special Lecture on Comparative Study of Legal and Political System A	1	—	Fall
	Special Lecture on Comparative Study of Legal and Political System B	2	Okubo	Fall
Seminar on Comparative Study of Legal and Political System Ia, Ib, IIa, IIb	2	Sato	Spring/Fall	
Applied Subjects	The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present*	*	*	*
Program Seminars	Seminar on International Development and Cooperation Ia · Ib · IIa · IIb	2	Yamagata, Ito, Higashimura, Shimada, Okadal, Ueda, Ishikawa, Peddie, Fujikawa, Kanazawa	Spring/Fall

**Confirm the details by related programs' and graduate schools' documents.

For students enrolled after AY2022

11-08ME-8 Check Sheet for the Completion of Program in "Peace and Governance"

Subject Category	Registration	Credit Earning	Subject Title	Credit	Required/ Required Elective	Credits Required for Completion
Common Subjects A	y	m	Introduction to International Development	2	Required	6
	y	m	Japan's Development Experience	2		
	y	m	Academic Writing Skills a	2		
Common Subjects B	y	m	Introduction to Questionnaire Survey and Interview	2	Required Elective	2
	y	m	Introduction to Statistics and Data Science	2		
	y	m	Comparative Methods	2		
	y	m	Academic Writing Skills b	2		
	y	m	Preparatory Seminar for GSID Overseas Fieldwork	2		
	y	m	GSID Overseas Fieldwork	2		
	y	m	Preparatory Seminar for GSID Domestic Fieldwork	2		
	y	m	GSID Domestic Fieldwork	2		
	y	m	Development Cooperation	2		
	y	m	Theory on Non-Governmental Organizations	2		
	y	m	Lecture on International Development A	1		
	y	m	Lecture on International Development B	2		
	y	m	Special Lecture on International Development A	1		
	y	m	Special Lecture on International Development B	2		
	y	m	Independent Overseas Fieldwork A	1		
	y	m	Independent Overseas Fieldwork B	2		
y	m	Independent Domestic Fieldwork A	1			
y	m	Independent Domestic Fieldwork B	2			
Program Basic Subjects	y	m	International Politics	2	Required Elective	4
	y	m	International Cooperation Law	2		
	y	m	International Economic Law	2		
	y	m	Peacebuilding	2		
	y	m	Lecture on Peace and Governance A	2		
	y	m	Lecture on Peace and Governance B※	2		
Program Core Subjects	y	m	Security Studies	2	Required Elective	6
	y	m	Global Governance	2		
	y	m	The Law of the United Nations	2		
	y	m	Multinational Corporations and International Law	2		
	y	m	Political Institution Theory	2		
	y	m	International Development and Global Health	2		
	y	m	Special Lecture on Peace and Governance A	1		
	y	m	Special Lecture on Peace and Governance B※	2		
	y	m	Lecture on Comparative Study of Legal and Political System A	1		
	y	m	Lecture on Comparative Study of Legal and Political System B	2		
	y	m	Special Lecture on Comparative Study of Legal and Political System A	1		
	y	m	Special Lecture on Comparative Study of Legal and Political System B	2		
	y	m	Seminar on Comparative Study of Legal and Political System Ia	2		
	y	m	Seminar on Comparative Study of Legal and Political System Ib	2		
y	m	Seminar on Comparative Study of Legal and Political System IIa	2			
y	m	Seminar on Comparative Study of Legal and Political System Iib	2			
Applied Subjects	y	m	The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present.*	1~2	Required Elective	4
Program Seminars	y	m	Seminar on International Development and Cooperation Ia	2	Required	8
	y	m	Seminar on International Development and Cooperation Ib	2		
	y	m	Seminar on International Development and Cooperation IIa	2		
	y	m	Seminar on International Development and Cooperation Iib	2		
						30

*Confirm the details by related programs' and graduate schools' documents.

GSID Courses 2022

11-08ME-9 Program in "Poverty and Social Policy"

Subject Category	Lecture Subject or Seminar Title	Credit	Instructor	Type/Term Offered
Common Subjects A	Introduction to International Development	2	Umemura(Coord.)	Spring
	Japan's Development Experience	2	Yamada(Coord.)	Fall
	Academic Writing Skills a	2	Wood	Spring
Common Subjects B	Academic Writing Skills b	2	Wood	Fall
	Introduction to Questionnaire Survey and Interview	2	Iga	Spring
	Introduction to Statistics and Data Science* (2022~new)	2	Mendez	Spring
	Comparative Methods	2	Okada I	Spring
	Preparatory Seminar for GSID Overseas Fieldwork	2	Otchia	Spring
	GSID Overseas Fieldwork	2	Otchia	Intensive
	Preparatory Seminar for GSID Domestic Fieldwork	2	Ito	Spring
	GSID Domestic Fieldwork	2	Ito	Intensive
	Development Cooperation	2	Nagaishi	Fall
	Theory on Non-Governmental Organizations	2	Noda(Vis.)	Spring(Intensive)
	Lecture on International Development B (SDGs and International Organizations)	2	Okada A	Spring(Intensive)
	Lecture on International Development B (Strategy in Global Business)	2	Fukai	Spring(Intensive)
	Lecture on International Development B (Global Business Affairs)	2	Ishikawa	Spring(Intensive)
	Special Lecture on International Development A (Global Leader 1)	1	Someya	Fall(Intensive)
	Special Lecture on International Development A (Global Leader 3)	1	Someya	Fall(Intensive)
	Special Lecture on International Development B (Global Career Development)	2	Okada A	Spring(Intensive)
	Independent Overseas Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Overseas Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Domestic Fieldwork A	1	Comm.for Ed&Stu.Affairs.	Credit by Application
	Independent Domestic Fieldwork B	2	Comm.for Ed&Stu.Affairs.	Credit by Application
Program Basic Subjects	International Development and Poverty	2	Ito	Spring
	Indigenous Development	2	Ueda	Spring
Program Core Subjects	Poverty and Social Policy	2	Ito	Fall
	New Horizon of Development Theory and Practice	2	Ueda	Fall
	International Development and Global Health (Renamed from "Special Lecture on Poverty and Social Policy B (Development, Poverty and Global Health) ")	2	Kanazawa	Spring
	Theory of South Asian Development (2022~new)	2	Kanazawa	Fall
	Development Economics	2	Otsubo	Spring
Rural Economics*	2	Usami (Vis.)	Spring	
Applied Subjects	Lecture on Poverty and Social Policy A	1	—	Spring
	Lecture on Poverty and Social Policy B	2	—	Spring
	Special Lecture on Poverty and Social Policy A	1	—	Fall
	Special Lecture on Poverty and Social Policy B	2	—	Fall
	The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present*	*	*	*
Program Seminars	Seminar on International Development and Cooperation Ia · Ib · II a · II b	2	Yamagata, Ito, Higashimura, Shimada, Okadal, Ueda, Ishikawa, Peddie, Fujikawa, Kanazawa	Spring/Fall

**Confirm the details by related programs' and graduate schools' documents.

For students enrolled after AY2022

11-08ME-10 Check Sheet for the Completion of Program in "Poverty and Social Policy"

Subject Category	Registration	Credit Earning	Subject Title	Credit	Required/Required Elective	Credits Required for Completion
Common Subjects A	y	m	Introduction to International Development	2	Required	6
	y	m	Japan's Development Experience	2		
	y	m	Academic Writing Skills a	2		
Common Subjects B	y	m	Introduction to Questionnaire Survey and Interview	2	Required Elective	2
	y	m	Introduction to Statistics and Data Science	2		
	y	m	Comparative Methods	2		
	y	m	Academic Writing Skills b	2		
	y	m	Preparatory Seminar for GSID Overseas Fieldwork	2		
	y	m	GSID Overseas Fieldwork	2		
	y	m	Preparatory Seminar for GSID Domestic Fieldwork	2		
	y	m	GSID Domestic Fieldwork	2		
	y	m	Development Cooperation	2		
	y	m	Theory on Non-Governmental Organizations	2		
	y	m	Independent Overseas Fieldwork A	1		
	y	m	Independent Overseas Fieldwork B	2		
	y	m	Independent Domestic Fieldwork A	1		
	y	m	Independent Domestic Fieldwork B	2		
	y	m	Lecture on International Development A	1		
	y	m	Lecture on International Development B	2		
y	m	Special Lecture on International Development A	1			
y	m	Special Lecture on International Development B	2			
Program Basic Subjects	y	m	International Development and Poverty	2	Required	4
	y	m	Indigenous Development	2		
Program Core Subjects	y	m	Poverty and Social Policy	2	Required Elective	6
	y	m	New Horizon of Development Theory and Practice	2		
	y	m	International Development and Global Health	2		
	y	m	Theory of South Asian Development	2		
	y	m	Development Economics	2		
y	m	Rural Economics	2			
Applied Subjects	y	m	The subjects prescribed in Article 3, paragraph 8, and all the subjects offered by GSID other than those you have taken before or are taking at the present.	1~2	Required Elective	4
Program Seminars	y	m	Seminar on International Development and Cooperation Ia	2	Required	8
	y	m	Seminar on International Development and Cooperation Ib	2		
	y	m	Seminar on International Development and Cooperation IIa	2		
	y	m	Seminar on International Development and Cooperation IIb	2		
						30

*Confirm the details by related programs' and graduate schools' documents.

GSID Courses 2022

Cooperating Unit

Lecture Subject or Seminar Title	Language	Credit	Instructor	Type/Term Offered
<Development Policy>				
Lecture on Development Policy A	E	1	—	Spring
Lecture on Development Policy B	J	2	—	Spring
Lecture on Development Policy B	E	2	Mangyo	Fall
Special Lecture on Development Policy A	E	1	—	Fall
Special Lecture on Development Policy B	E	2	—	Fall
Seminar on Development Policy Ia	E	2	—	Spring
Seminar on Development Policy Ib	E	2	—	Spring
Seminar on Development Policy IIa	E	2	—	Spring
Seminar on Development Policy IIb	E	2	—	Spring
<Managerial Development>				
Lecture on Managerial Development A	E	1	—	Spring
Lecture on Managerial Development B	J	2	Nakaya	Fall
Special Lecture on Managerial Development A	E	1	—	Fall
Special Lecture on Managerial Development B	E	2	—	Fall
Seminar on Managerial Development Ia	J	2	Nakaya	Spring/Fall
Seminar on Managerial Development Ib	J	2	Nakaya	Spring/Fall
Seminar on Managerial Development IIa	J	2	Nakaya	Spring/Fall
Seminar on Managerial Development IIb	J	2	Nakaya	Spring/Fall
<Education and Human Development>				
Lecture on Education and Human Development A	E	1	—	Spring
Lecture on Education and Human Development B	E	2	Takai	Spring
Lecture on Education and Human Development B	E	2	Watanabe	Fall
Special Lecture on Education and Human Development A	E	1	—	Fall
Special Lecture on Education and Human Development B	J	2	—	Fall
Seminar on Education and Human Development Ia	E	2	Takai, Watanabe	Spring/Fall
Seminar on Education and Human Development Ib	E	2	Takai, Watanabe	Spring/Fall
Seminar on Education and Human Development IIa	E	2	Takai, Watanabe	Spring/Fall
Seminar on Education and Human Development IIb	E	2	Takai, Watanabe	Spring/Fall
<Comparative Study of Legal and Political Systems>				
Lecture on Comparative Study of Legal and Political Systems A	E	1	Colombo	Spring
Lecture on Comparative Study of Legal and Political Systems A	E	1	Okubo	Spring
Lecture on Comparative Study of Legal and Political Systems B	E	2	Colombo	Spring
Lecture on Comparative Study of Legal and Political Systems B	J	2	Okubo	Spring
Lecture on Comparative Study of Legal and Political Systems B	J	2	Sato	Spring
Special Lecture on Comparative Study of Legal and Political Systems A	E	1	—	Fall
Special Lecture on Comparative Study of Legal and Political Systems B	J	2	Okubo	Fall
Seminar on Comparative Study of Legal and Political Systems Ia	E	2	Sato	Spring/Fall
Seminar on Comparative Study of Legal and Political Systems Ib	E	2	Sato	Spring/Fall
Seminar on Comparative Study of Legal and Political Systems IIa	E	2	Sato	Spring/Fall
Seminar on Comparative Study of Legal and Political Systems IIb	E	2	Sato	Spring/Fall
<International Cultural Cooperation>				
Lecture on International Cultural Cooperation A	E	1	—	Spring
Lecture on International Cultural Cooperation B	J	2	Kato	Spring
Special Lecture on International Cultural Cooperation A	E	1	—	Fall
Special Lecture on International Cultural Cooperation B	J	2	SAVELIEV	Fall
Seminar on International Cultural Cooperation Ia	J	2	Kato,SAVELIEV	Spring/Fall
Seminar on International Cultural Cooperation Ia	E	2	GRUNOW	Spring
Seminar on International Cultural Cooperation Ib	J	2	Kato,SAVELIEV	Spring/Fall
Seminar on International Cultural Cooperation Ib	E	2	GRUNOW	Spring
Seminar on International Cultural Cooperation IIa	J	2	Kato,SAVELIEV	Spring/Fall
Seminar on International Cultural Cooperation IIa	E	2	GRUNOW	Fall
Seminar on International Cultural Cooperation IIb	J	2	Kato,SAVELIEV	Spring/Fall
Seminar on International Cultural Cooperation IIb	E	2	GRUNOW	Fall

22-03DE Requirements to Complete the Doctoral Program

This part explains the outline of the course requirements for the Ph.D. degree student based on “Rules on the Examination of the Ph. D. Degree at the Graduate School of International Development, Nagoya University” (21DE). Please refer to these rules or consult your academic advisor for details.

1. Credit of the Ph.D. Dissertation Research and Ph.D. Presentations

- (1) In order to submit a Ph.D. dissertation, a doctoral student has to earn 6 credits for Ph.D. Dissertation Research I-III (2 credits for each). A student who intends to apply for an early completion must follow the guidelines in appended Table 2 related to Article 6 of the General Rules of GSID.
- (2) A Ph.D. student has to make three Ph.D. presentations (for Ph.D. Dissertation Research I-III), one per year in principle. By passing these presentations, a student can earn credits for Ph.D. Dissertation Research I-III. Doctoral students can earn up to 2 credits in one semester. A student cannot make two or more presentations for Ph.D. Dissertation Research per semester and cannot earn 4 or more credits.
- (3) A student may earn credits for Ph.D. Dissertation Research I in and after the first year of the doctoral program; credits for Ph.D. Dissertation Research II in and after the second year; and credits for Ph.D. Dissertation Research III in and after the third year.
- (4) GSID provides the criteria for these presentations. Students must carefully plan the content and date of the presentations with their academic advisors.

2. Requirement of published paper for submitting the dissertation

In order to make a presentation for Ph.D. Dissertation Research III, a student have to publish at least one academic paper in a peer-reviewed academic journal or equivalent media. "Publish" means that the paper has been printed or the paper is accepted for publication. Please refer to the Article 2 (5) of "Supplementary Rules on Implementation of the Rules on the Requirements of the Doctoral Program in the Graduate School of International Development, Nagoya University"(22-01DE).

3. All but Dissertation (ABD)

The status of “all but dissertation” (ABD) may be granted to students who have obtained all the credits necessary for the fulfillment of the Doctoral Program, but who have not submitted a Ph. D. dissertation yet. The GSID Faculty Meeting decides on this matter upon the request from the academic advisor working for them. Those who have been granted ABD status may submit a Ph.D. dissertation for “Program Ph.D.” within three years after the status is granted. It must not exceed six years after entrance into the GSID. For more information, refer to “Supplementary Rules on Implementation of the Rules on the Requirements of the Doctoral Program in the Graduate School of International Development, Nagoya University” (22-01DE).

4. The earliest month when a Ph.D. degree is awarded after the submission of the Ph.D. dissertation

Those who apply for a Ph.D. degree may submit the Ph.D. dissertation and required documents any time of the year, according to the rules specified in “Rules on the Examination of the Ph.D. Degree at the Graduate School of International Development, Nagoya University” (21DE). The earliest month when a Ph.D. degree is awarded based on the date of submission are as follows.

Submission date of the Ph.D. dissertation	The earliest month when the Ph.D. degree is awarded
By the end of January	April
By the end of February	May
By the end of March	June

By the end of April	July
By a designated date in mid-June	September
By the end of July	October
By the end of August	November
By the end of September	December
By the end of October	January
By the end of November	February
By a designated date in mid-December	March

※ Ph.D. degrees are not awarded in August.

※ Designated dates in June and December will be determined and announced each year.

Last Revised on March 2, 2022

1. Ph.D. Dissertation Research (I-III)

- (1) At the beginning of each semester, inform the main academic advisor that you are going to take the subject of Dissertation Research.
- (2) The main academic advisor explains to students the content of the subjects and requirements for earning the credit.
- (3) The grade report shall be directly submitted from the main academic advisor to the GSID office.
- (4) For details of the requirement for earning the credits, ask the main academic advisor.

2. International Field Research to Identify Problems (A, B), International Internship (A, B)

- (1) In principle, the actual implementation of the above subjects must be conducted abroad. Further questions should be addressed to the GSID office.
- (2) The International Field Research to Identify Problems A/B should be conducted by a doctoral student for her/his Doctoral Course research. It is advisable to follow the guidance of a local expert (a faculty member or researcher in a university or institute with agreements for academic exchange and cooperation with GSID)
- (3) The International Internship A/B by a doctoral student shall be conducted in association with an international mission of an international organization, international cooperation agency, government, or private organization. It also can also involve training that occurs at those organizations.
- (4) Subject "A (1 credit)" refers to research, practice, or training of 22.5 hours or more, and subject "B (2 credits)" refers to research, practice, or training of 45 hours or more in total. However, when report writing is included in the hours of program involvement (research, practice, or training), the total hours of program involvement must be 30 hours or more for subject "A," and 60 hours or more for subject "B".
- (5) Before the research, practice, or training is begun, fill in the "Statement of Plan"(the format is available from the GSID website), and submit it to the GSID Office through the main academic advisor.
- (6) Within three months after the research, practice, or training is completed, submit the following documents to the GSID office. The formats are available from the GSID website.
 - (i) Application form for credit (Prescribed form)
 - (ii) Work Time Record Sheet and Working Record Certification Form (Prescribed form)
 - (iii) Report:

A report, typed on A4 paper, more than 1,600 words for subject "A" or 3,200 words for subject "B," must be submitted. The plagiarism rate of the report must be entered in the application form after using plagiarism checking software.

The report here refers to a document written by an applicant taking credits for subject "A" or "B" during his/her fieldwork/internship involvement or—if report writing is not performed during the time of the fieldwork/internship—to a document that is written based on knowledge and experience acquired from the fieldwork/internship after the completion of the fieldwork/internship. Documents distributed to an applicant during the fieldwork/internship cannot be submitted as a report.
 - (iv) Evaluation document by local supervisor (Free-format, one page. If there are some reports written by the student during the research, practice, or training period.).
- (7) The Committee for Education and Student Affairs will first check whether the submitted documents satisfy the

requirements for giving credit. If the requirements are satisfied, then the main academic advisor will evaluate and decide the grade.

3. Subjects of Master's Program

At the beginning of each semester, students should refer to the syllabus that lists subjects of master's program and register online. Refer to the main academic advisor whether subjects taught in the master's program could be counted as part of their requirement.

[Master's program subjects that can be counted as credits for completion of Doctoral Degree in case of early completion]
All subjects included in the Master's program.

Subjects already completed, including those listed above, may not be counted in this case if the student concerned already took the same subject during the Master's degree program.

However, students may be allowed to re-register completed subject(s) to count toward the requirement for graduation if the GSID Faculty Meeting approves it. In the above case, the re-registered subject will be recorded under a name of the "Lecture" which most closely relates to the re-registered subject field.

Last Revised on November 21, 2018

Article 1. Purpose

The Rules regulate subject registration and qualification of credits of the Graduate School of International Development, Nagoya University (hereinafter, referred to as “GSID”), unless the General Regulations of the Graduate School of International Development, Nagoya University (hereinafter, referred to as “the General Regulations of GSID”) provide otherwise.

Article 2. Course requirements

1. In the Doctoral Program, a student must acquire at least 6 credits including 6 credits of “Ph.D. Dissertation Research” as provided in Table 2 in the General Regulations of GSID”, and receive supervision in doctoral research.
2. Students may take only Ph. D. Dissertation Research I in the first year, Ph. D. Dissertation Research I and II in the second year, and Ph.D. Dissertation Research I, II, and III in the third year and after.
3. Credits for Ph.D. Dissertation Research are approved when the academic advisors of a student judge that the student has successfully passed the mid-term presentation for Ph.D. Dissertation Research. Department of International Development and Cooperation shall provide criteria to approve credits of each Ph. D. Dissertation Research.

Article 3. Qualification of completion (All but dissertation, ABD)

1. A student who is enrolled at the GSID longer than the provided years, and who wants to be qualified as a holder of credits under supervision in doctoral research to complete doctoral course (All but dissertation, ABD), shall submit a Research Supervision Certificate to the Dean with the approval of the academic advisor.
2. Upon the receipt of a request from the student, the Dean may certify the completion (All but dissertation) according to the decision of the GSID Faculty Meeting.

Article 4. Early Completion

When a student completes the Doctoral Program within a shorter period in accordance with the proviso of Article 31 of Nagoya University Graduate School General Rules, the student will not be required to acquire credits for “Ph.D. Dissertation Research II and III” (in the case that the enrollment period is one year) or “Ph.D. Dissertation Research III” (in the case that the enrollment period is two years), respectively.

22-01DE Supplementary Rules on Implementation of the Rules on the Requirements of the Doctoral Program in the Graduate School of International Development, Nagoya University

Last Revised on March 2, 2022

For the Purpose of Application of Article 1

1. The procedures for taking courses in the Master' program applies correspondently to the Doctoral Program of the GSID.

For the Purpose of Application of Article 2

<Research supervision and submission of a Ph.D. dissertation>

1. Students who are enrolled in the Doctoral Program shall receive supervision of their research.
2. Doctoral students who have received supervision of their research must submit a doctoral research progress report to their academic advisor and co-advisors. The doctoral research progress report must contain the following information: the date of the submission, student's name, student number, the title of the Ph.D. dissertation (tentative), expected academic year for completing the doctoral dissertation, research progress to date, an outline for completing the dissertation, a list of publications, and a list of presentations at academic meetings. Every student who is going to make an oral presentation must submit the required documents specified below to his/her academic advisors one week before his/her presentation. After his/her presentation the student must fill in the Question and Answer Sheet of D1 (D2, D3) presentation, and his/her answers must be approved by his/her academic advisors.
3. Every doctoral student planning to earn credits for Ph.D. Dissertation Research I is required to make an oral presentation on his/her research, open to the public. Before the presentation, she/he must submit the following documents:
 - (1) A Doctoral research progress report.
 - (2) Research proposal
4. Every doctoral student planning to earn credits for Ph.D. Dissertation Research II is required to make an oral presentation on his/her research, open to the public. Before the presentation, she/he must submit the following documents:
 - (1) A doctoral research progress report.
 - (2) Either one chapter of the dissertation or a summary of the dissertation in about 4,800 English words.
5. Every doctoral student planning to earn credits for Ph.D. Dissertation Research III is required to make an oral presentation on his/her dissertation, open to the public. On the basis of this presentation, if the three academic supervisors conclude that the student is capable of completing the dissertation, s/he is allowed to advance to the status of Ph.D. candidate. D3 students planning to earn a Ph.D. in March must pass this oral presentation by the end of October (end of April for those admitted to school in October) in the same academic year. Those wishing to earn the status of "all but dissertation" (ABD) must pass the oral presentation by one month before getting the status. Before the presentation, D3 students must submit the following documents:
 - (1) A doctoral research progress report.
 - (2) The table of contents and a summary of the entire Ph.D. dissertation.
 - (3) A major chapter of the dissertation or a summary of the theoretical or empirical results (including the data).
 - (4) A copy of a publication (either a published academic paper or published book). The publication must be a book or paper that satisfies all of the following requirements.
 - a. It is a peer-reviewed manuscript accepted by a journal that falls into the top-level classification of the journal (e.g. the "article" category). However, taking the quality of the manuscript and the journal into consideration, the following three points will be judged under the agreement of the main and sub advisors: (i) whether a pre-publication paper must be posted, (ii) whether a paper from a non-peer-reviewed journal (including book) can be accepted, and (iii) whether the journal (or book) is of a

sufficiently high academic level. A preliminary judgement is ascertained by the Preliminary Examination Committee and the Examination Committee, and the final decision is made by the GSID Faculty Meeting;

- b. It is published or adapted for publication during the time of enrollment of the student;
- c. The paper should be a single author paper in principle. If there is no single author paper, there must be two co-authored papers and the student has to be the first author of one of papers; and
- d. The paper must be written in Japanese or English.

6. The dates for presentations for Ph.D. Dissertation Research II and III shall be announced in advance. Students, who wish to delay presentations for reasons relating to their research activities such as studying abroad or doing fieldwork, must report to the main academic advisor and obtain approval for an alternate schedule.
7. For each Ph.D. Dissertation Research presentation, questions and comments given during the presentation as well as responses to them should be summarized in a written form and approved by academic advisors promptly after the presentation
8. Students who have passed the presentation for Ph.D. Dissertation Research III and are wishing to earn a Ph.D. degree at the end of the academic year must submit the Ph.D. dissertation on or before the designated date in December (before designated date in June for those admitted to school in October).

For the Purpose of Application of Article 3

<All but Dissertation (ABD)>

1. Based upon the recommendations from the academic supervisors, the GSID Committee may certify the status of “all but dissertation” (ABD) to a doctoral student as stipulated below. The certification of ABD for a student who comes under the definition of (1) is at the end of March (the end of September for those who admitted to school in October), and the certification of ABD for a student who comes under the (2) shall be at any time.

(1) Those students who have earned credits and passed the presentation for Ph.D. Dissertation Research III stated in clause 5.

(2) Those students who continue to remain in the Doctoral Program after the third year and passed the presentation for Ph.D. Dissertation Research III within six years (excluding the length of leave).

2. Those who have been granted ABD status may submit a Ph.D. dissertation for “Program Ph.D.” within six years (excluding the length of leave) from the date s/he entered the Doctoral Program.

23DE Rules on Program Requirements and Approval of Credits for the Doctoral Program (the MEXT Special Program for Private Sector Development to Achieve Sustainable Economic Growth in Asia)

Last Revised on July 18, 2018

Article 1. Purpose

The program requirements and the approval of credits, etc. in the doctoral program called “the MEXT Special Program for Private Sector Development to Achieve Sustainable Economic Growth in Asia” (hereinafter referred to as “this program”) of the Graduate School of International Development, Nagoya University (hereinafter referred to as “GSID”) are subject to provisions of the Rules along with the provisions of the General Rules of the Graduate School of International Development, Nagoya University (hereinafter referred to as “General Rules of GSID”).

Article 2. Program Enrollment

The international students who have passed the special entrance examination for this program as well as those who have passed the entrance examination for the Asian Development Bank-Japan Scholarship Program for doctoral students must enroll themselves in this program. Other interested doctoral students may also get enrolled in this program.

Article 3. Requirements for the Completion of This Program

1. The enrolled students must complete this program in order to be awarded a doctoral degree. The completion of this program requires the acquisition of the following credits in addition to six credits of the Ph.D. Dissertation Research (I-III) required for all doctoral students:

- (1) Basic subjects designated by this program (compulsory): 2 credits
- (2) Basic subjects designated by this program (compulsory elective): 2 or more credits
- (3) Advanced subjects designated by this program (compulsory elective): 3 or more credits

2. The “other interested doctoral students” enrolled in this program as mentioned in Article 2. may be awarded a doctoral degree by completing the requirements for doctoral students outside this program under the unavoidable circumstances preventing the completion of the program requirements.

Article 4. Required Subjects Designated by This Program

1. The enrolled students must acquire credits from among the following subject groups in order to fulfil the conditions specified in Article 3 (Clause 1).

- (1) Basic subjects designated by this program (compulsory): Japan’s Development Experience (2 credits)
- (2) Basic subjects designated by this program (compulsory elective):
 - Lecture on International Development B (Strategy in Global Business) (2 credits)
 - Lecture on International Development B (Global Business Affairs) (2 credits)
- (3) Advanced subjects designated by this program (compulsory elective) :
 - International Field Research to Identify Problems A (1 credit)
 - International Field Research to Identify Problems B (2 credits)

International Internship A (1 credit)

International Internship B (2 credits)

2. The program students who have completed the Master's degree program at the GSID and have already acquired required credits for the basic subjects designated in (1) and (2) above are exempt from taking these subjects. Those who have acquired credits for the following subjects are exempt from taking all or some of the subjects designated in (3) above, depending on the number of credits already acquired.

GSID Overseas Fieldwork (2 credits)

GSID Domestic Fieldwork (2 credits)

Independent Overseas Fieldwork A (1 credit)

Independent Overseas Fieldwork B (2 credits)

Independent Domestic Fieldwork A (1 credit)

Independent Domestic Fieldwork B (2 credits)

Article 5. Qualification of Completion (All but dissertation, ABD)

1. The students enrolled in this program longer than the provided years, and who want to be qualified as holders of credits under supervision in doctoral research to complete the doctoral program (All but dissertation, ABD), shall submit a Research Supervision Certificate to the GSID with the approval of the advisor.
2. Upon the receipt of a request from the students, the Dean may certify the completion (All but dissertation) according to the decision of the GSID Faculty Meeting.

21-02DE Submission of a Ph.D. Dissertation

Students who intend to earn a Ph.D. degree are required to submit a Ph.D. dissertation. Follow the timeline and instructions below. Specific dates, prescribed formats and detailed information will be provided on the GSID website.

1. Submission of documents for preliminary examination

You have to submit the following (1) to (6) as electronic files to the GSID Office.

(1) Ph.D. Dissertation

For the layout and format, refer to the GSID website.

(2) Summary of the dissertation (prescribed format)

Either 1,600 English words or 4,000 Japanese characters

(3) Resume (curriculum vitae) (prescribed format, create in Japanese)

(4) List of publications and presentations at academic meetings, etc. (prescribed format)

(5) Confirmation form for plagiarism check (prescribed format)

Submit through your main academic advisor.

(6) Plagiarism declaration form for Ph.D. Dissertation (prescribed format)

(7) Result of Plagiarism Check

[Procedure of Submission]

Upload all the electronic files to the file sharing server and send the shared link to the GSID Office by email. Do not send the files as an attachment to an e-mail.

[Submission Deadline]

September graduation: around Mid June

March graduation: around Mid December

*If you submit the documents after the deadline, you cannot earn a Ph.D. degree in September/March.

2. After passing the preliminary examination and after the GSID Faculty Meeting receives a Ph.D. Dissertation, if there is any modification in the new version of the dissertation (even a single word), you have to submit the following electronic files (1) and (2) to the GSID Office.

(1) Ph.D. Dissertation

(2) Result of Plagiarism Check.

3. Ph.D. degree (oral) examinations shall be conducted during a specific period stated below. Your dissertation committee shall directly notify you of the examination date.

September graduation: around Late July - Late August

March graduation: around Late January - Mid February

4. After passing the Ph.D. degree examination, you have to correct spelling and grammar and submit the electronic files (1) to (5) to the GSID Office after receiving approval from your main academic advisor.

(1) Ph.D. Dissertation

(2) Internet Publication of Doctoral Thesis Confirmation Form (prescribed format)

(3) Result of Plagiarism Check

Only if you have revised your dissertation (even a single word) after submitting to the dissertation committee.

(4) Summary of the dissertation (prescribed format)

(5) Abstract of Dissertation (prescribed format)

Only if you do not agree to the Internet publication of the dissertation, this abstract may be the same as the summary of the dissertation.

[Procedure of Submission]

Same as the procedure for submitting documents for preliminary examination

[Submission Deadline]

September graduation: around Early September

March graduation: around Mid-February

*If you submit the documents after the deadline, you cannot earn a Ph.D. degree in September/March.

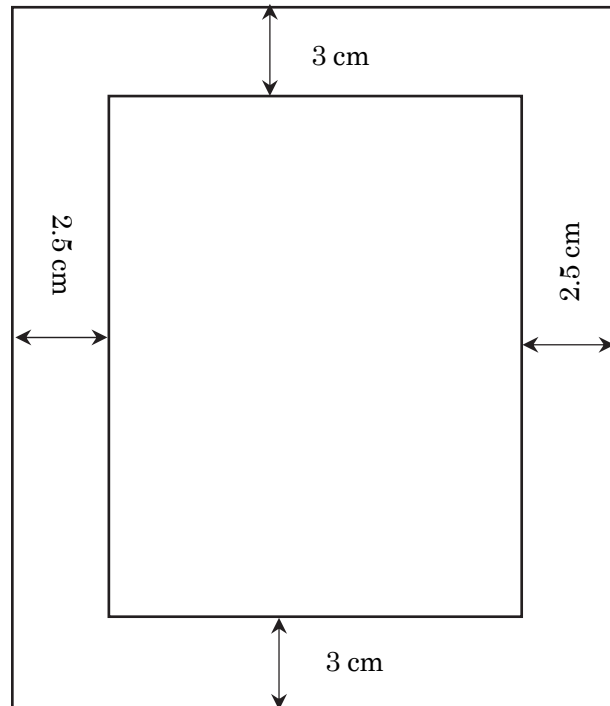
* If you intend to complete the Doctoral Program in less than three years, consult your main academic advisor and the GSID Office one year ahead of your intended graduation. The possibility of early graduation should be discussed beforehand.

Layout and format of the Doctor Dissertation

A4 size

- (1) English: 24 to 26 lines per page in principle. Times New Roman, 12 points is standard.
Japanese: 36 lines per page and 40 two-byte characters, approximately
- (2) Horizontal writing in principle
- (3) Margin width should be as specified in the figure below.
- (4) PDF
- (5) Page numbers are placed at the bottom (center) of pages.
- (6) Notes are either footnotes or end-of-chapter notes.

Figure



Cover and title page

Title of the Dissertation
By
Name

DISSERTATION

Submitted in Partial Fulfillment of the Requirements
For the Degree of
Doctor of Philosophy in International Development

GRADUATE SCHOOL OF INTERNATIONAL
DEVELOPMENT
NAGOYA UNIVERSITY

Approved by the Dissertation Committee:
Committee member's name (Chairperson)
Committee member's Name
Committee member's Name

Approved by the GSID Faculty Council: month date, 20XX

(An English Example)

Development and Women's Status in China:
A Case Study of Hong Kong

By

KOKUSAI Taro

DISSERTATION

Submitted in Partial Fulfillment of the Requirements
For the Degree of

① Doctor of Philosophy in International Development
② Doctor of Philosophy

① for DID, DICOS, DIDC

② for DICOM

GRADUATE SCHOOL OF INTERNATIONAL DEVELOPMENT
NAGOYA UNIVERSITY

Approved by the Dissertation Committee:
KOKUSAI Ichiro (Chairperson)
KYORYOKU Hanako
KOMYUNI Kotoba

Approved by the Faculty Council: month date, 20XX

21DE Rules on the Examination of the Ph.D. Degree at the Graduate School of International Development, Nagoya University

Article 1. Purpose

The Rules provide for the dissertation evaluation and the examination for the Ph.D. degree at the Graduate School of International Development, Nagoya University (hereinafter referred to as “GSID”), along with the Regulations on Degree of Nagoya University (hereinafter referred to as “the Degree Regulations”).

Article 2. Qualifications for Submitting a Ph.D. Dissertation and Classifications of Ph.D. Degrees

1. In order to submit a Ph.D. dissertation, a student must satisfy one of the following conditions:

- 1) A student who, after being admitted to or advanced to the Doctoral Program in the GSID, is enrolled for three or more years and acquires the prescribed credits and receives supervision in doctoral research. However, for those who have achieved outstanding research results, a period of more than one year may be considered sufficient.
 - 2) A person who is considered to have academic capability equal or superior to those who have been enrolled in the Doctoral Program of GSID for three years.
 - 3) A person who is considered to have academic capability equal to or superior than those covered in 1) and 2) above.
2. The degree conferred on the student covered by 1) above, and who submits his/her dissertation to the GSID Faculty Meeting and is accepted within three years after his/her full retirement and within six years (excluding a period of leave of absence) after she/he is admitted to the Doctoral Program, and who has completed the screening within one year after the acceptance by the GSID Faculty Meeting, is referred to as Program Ph.D. The degree conferred on persons other than the above are referred to as Dissertation Ph.D.

Article 3. Procedures to apply for a Ph.D. Degree

1. Those who apply for a Ph.D. degree shall submit three copies of the following documents along with an application form for the Ph.D. degree and the degree examination fee to the Dean:

- (1) Ph.D. dissertation
- (2) Reference papers
- (3) Summary of Ph.D. dissertation
- (4) List of publications
- (5) Resume (curriculum vitae)
- (6) Other documents which the GSID requests (Refer to “Submission of a Ph.D. Dissertation”(21-02DE)).

2. The application for the Ph.D. degree may be submitted at any time.

Article 4. Preliminary Examination

The GSID Faculty Meeting establishes a Preliminary Examination Committee for those who apply for the Ph.D. degree as stated in Article 3. The Preliminary Examination Committee shall report the result of the preliminary examination to the Dean.

Article 5. Dissertation Committee

1. After the Dean receives a Ph.D. dissertation that has passed the preliminary examination provided in Article 4, the GSID Faculty Meeting shall appoint three or more faculty members to the Dissertation Committee, taking into account the opinion of the principal academic advisor. Regarding Dissertation Ph.D., the procedure is stipulated in Article 6.
2. The Dissertation Committee shall be composed of three or more professors, scholars, and other experts including the principal academic advisor. However, at least two of the members must be professors from GSID.
3. In principle, the Chair of the Dissertation Committee shall be the principal academic advisor.

Article 6. Procedure for Granting a Ph.D. Degree

Within one year from receiving the application materials for a Ph.D. degree, the Dissertation Committee shall evaluate the Ph.D. dissertation, conduct a Ph.D. degree examination, and submit the results to the GSID Faculty Meeting. If a particular reason is involved and if the GSID Faculty Meeting approves after due deliberation, the examination period may be extended.

Article 7. Evaluation of Ph.D. Dissertation

The Dissertation Committee shall evaluate the Ph.D. dissertation after referring to other documents submitted. The evaluation result shall be either pass or fail, decided by a majority vote of the Committee.

Article 8. Ph.D. Degree Examination

1. After the candidate receives a passing grade on his/her dissertation, the Dissertation Committee shall conduct a Ph.D.

degree examination that may be either an oral or a written examination.

2. In the Ph.D. degree examination, the Dissertation Committee may ask questions on the candidate's Ph.D. dissertation, his/her knowledge of the field of specialization, and his/her ability to engage in self-directed research activities or perform highly specialized work.
3. Candidates for Dissertation Ph.D. are required to take a comprehensive examination to determine whether she/he possesses at least the same level of specialized academic knowledge as those who complete the Doctoral Program in GSID, in addition to the matters covered in paragraph 2 of the present Article.
4. The result of the Ph.D. degree examination shall be either pass or fail, decided by majority vote of the Dissertation Committee.

Article 9. Reporting Results of the Ph.D. Degree Examination and Final Decisions

1. The chair of the Dissertation Committee shall submit a written report on the Ph.D. degree examination result to the GSID Faculty Meeting, which must include:
 - (1) A summary of the Ph.D. dissertation (of no more than 2,000 Japanese characters).
 - (2) The result of the Ph.D. degree examination.
2. The GSID Faculty Meeting shall make a final decision regarding whether to award a Ph.D. degree to the candidate based on the report mentioned above.
3. By the attendance of more than two-thirds of the GSID Faculty Meeting members (excluding those who are abroad or who are on leave from their positions), a vote may be taken. The Ph.D. degree shall be awarded by a two-third majority of the members present and voting.

Article 10. Re-examination

A candidate who is denied a Ph.D. degree by the GSID Faculty Meeting may resubmit the Ph.D. dissertation after receiving instructions from academic advisors, and s/he may retake a degree examination under the Rules.

Article 11. Publication of the dissertation

1. As provided by the Nagoya University Degree Rules, persons to whom a doctoral degree is granted must publish their dissertation and abstract on the Internet through the Nagoya University Repository. However, where there are unavoidable reasons, with the approval of the GSID Faculty Meeting, this will not be applied.
2. A candidate must submit the electronic data and other documents that are necessary for publication of dissertation to the GSID. (Refer to "Submission of a Ph.D. Dissertation" (21-02DE)) Candidates must conduct all necessary measures relating to the copyright if necessary.

21-01DE Supplementary Rules on the Implementation of the Rules on the Evaluation of Candidates for the Degree of Philosophy (Ph.D.) at the Graduate School of International Development, Nagoya University

Last Revised on November 21, 2018

For the Purpose of Application of Article 2 (Qualifications for Submitting a Ph.D. Dissertation)

1. The requirement for “receive supervision on doctoral research,” as indicated in Article 2, paragraph 1, 1) of the Rules, may be fulfilled based on the requirements for “all but dissertation” (subsequently referred to as “ABD”) set by the GSID Faculty Meeting.
2. “Outstanding research results,” as stated in Article 2, paragraph 1, 1) of the Rules shall imply that the contents of the research results that have already been published in journals or books are approved as appropriate for the principal part of the Ph.D. dissertation.
3. When a third-year doctoral (D3) student receives necessary supervision and submits a Ph.D. dissertation, the regulation in Article 2, paragraph 1, 1) of the Rules shall be applied.
4. “A person who is considered to have academic capability equal or superior to,” as stated in Article 2, paragraph 1, 2) of the Rules shall be those who meet any of the following criteria:
 - (1) Those who have completed a doctoral program at another graduate school, which is equivalent to the Doctoral Program in the GSID.
 - (2) Those who have acquired a Master’s degree or equivalent degree in the field of international development and who have a satisfactory research career and research achievement, thereby considered to have attained knowledge equivalent or superior to those who have enrolled in the Doctoral Program of the GSID for three years.
 - (3) Those who have been engaged in research for more than seven years after acquiring a Bachelor’s degree and who are, through the subsequent research achievement, considered to have attained knowledge equivalent or superior to those who have enrolled in the Doctoral Program of GSID for three years.
For approval of his/her research record, the candidate must have been engaged in research related to the topic of his/her Ph.D. dissertation, in addition to publishing papers and presenting research findings at academic meetings. If necessary, the candidate’s research supervisor may be asked to provide a certificate of his/her research record.

For the Purpose of Application of Article 3 (Procedures to apply for a Ph.D. Degree)

1. The approval of the academic advisor shall be obtained before submitting an application for a Ph.D. degree.
2. The fee shall be waived for those who are classified under Article 2, paragraph 1, 1) of the Rules and apply for a Program Ph.D.

For the Purpose of Application of Article 4 (Procedures for Preliminary Examination)

1. When the principal academic advisor asks for a preliminary examination for his/her student, the following procedures must be followed:
 - (1) At the GSID Faculty Meeting, the principal academic advisor must request a Ph.D. degree examination by submitting the candidate’s table of contents and summary of the Ph.D. dissertation.
 - (2) The GSID Faculty Meeting shall select three or more Preliminary Examination Committee members, including the principal academic advisor. If necessary, a faculty member from another graduate school may be selected.
 - (3) If the candidate passes the preliminary examination, the GSID Faculty Meeting shall advise the Dean to initiate the stipulated Ph.D. dissertation examination procedure.
2. In the case of a candidate applying for the Program Ph.D., his/her three academic advisors may serve as Preliminary Examination Committee members. When the number of advisors is fewer than three, additional member(s) shall be selected as outlined by Clause 1, 2) above.

For the Purpose of Application of Article 5 (Acceptance Date of the Application for a Ph.D. Degree Examination)

The acceptance date of the application for a Ph.D. degree examination approved by the Dean shall be the date when the GSID Faculty Meeting authorized the application.

For the Purpose of Application of Article 8 (Comprehensive Examination for a Dissertation Ph.D.)

1. To allow the Committee to evaluate the knowledge of a candidate pursuing a Dissertation Ph.D., the candidate must submit his/her research papers and take either an oral or a written comprehensive examination. The purpose of the examination is to determine whether the candidate possesses specialized academic knowledge and language capabilities equivalent or superior to those who complete the Doctoral Program in GSID. The evaluation (pass or fail) shall be made by majority vote of the Examination Committee members.
2. If the candidate meets any of the following criteria, part or all of the comprehensive examination stated in Article 8, paragraph 8, may be omitted.
 - (1) The candidate is a member of the GSID Faculty Meeting.
 - (2) The candidate has completed or partly completed the Doctoral Program in GSID or other graduate schools.
 - (3) The candidate holds a Master's degree.

1. The GSID Faculty Meeting shall confirm that at least one of the following conditions has been satisfied.
 - (1) The candidate has published a book related to the dissertation topic as the sole author
 - (2) The candidate has published at least three articles related to the dissertation topic in peer-reviewed journals .

Moreover, one of the following must be met:

 - ① The candidate is sole author of all three articles,
 - ② The candidate is sole author of two of the articles, and is a co-author of the third, or
 - ③ The candidate is sole author of one of the articles, and a co-author of the other two. In this case, the candidate must be the first author of one of the co-authored articles.

2. The publication requirements in (1) and (2) may be met by submission of a certificate issued by an editor which proves that the paper is to be published in a book or a journal.

Obligation to attend a Plagiarism Prevention Orientation

All GSID students must attend a Plagiarism Prevention Orientation at least once during enrollment period.

Plagiarism: What is it, and how do I avoid it?

Plagiarism is using another person's words or ideas as if they were your own. Plagiarism can be intentional or unintentional, but is a problem either way. Intentional acts of plagiarism are subject to severe punishments (see Appendix: Disciplinary Action and educative measures for students), including expulsion and suspension from the university. Unintentional acts of plagiarism are usually not as severely punished, but can still cause damage to your reputation and career.

Definitions of plagiarism used at Nagoya University:

- Copying words and images from websites without permission and submitting them as your own work
- Copying word for word or misappropriating the studies or research results of other people (including reports and theses).
- Falsifying or substituting research results.

(Source: 2008 Study Tips for First-Year Students at Nagoya University, p 17)

Intentional acts of plagiarism are unethical acts deliberately committed and can range from directly stealing another author's words to recycling your own previous research and trying to pass it off as new. Unintentional acts of plagiarism are usually the result of carelessness in research and documentation, or a fundamental misunderstanding of acceptable ways to make use of others' research.

At the Graduate School of International Development, all students submitting theses, dissertations or journal articles in either English or Japanese must first check their work for plagiarism using the Turnitin online service. Please remember to consult with your academic advisor before submitting your paper to any academic journal. You should also avoid plagiarism in writing coursework reports.

21-04DE Plagiarism Check for Students with “All But Dissertation” Status

Last Revised on February 16, 2022

1. Turnitin is not available for the former students with the ABD status, except for the case in which plagiarism check of a doctoral dissertation is conducted following the instruction by former academic advisor (or head of department).

1. Office Procedures

In the following cases, you need to fill out and turn in the appropriate forms to the GSID Office. Obtain the forms from the following GSID website. The forms that require confirmation by your academic advisor should be submitted by email through your academic advisor.



GSID Office

<https://www4.gsid.nagoya-u.ac.jp/internal/en/education/procedure>
(Need your Nagoya University ID and password to open)

- | | |
|---|---|
| (1) Leave of absence from school*1 | Leave of absence request form |
| (2) Return to school after absence*1 | Request form for returning to school from absence |
| (3) Withdrawal from school*1 | Withdrawal request form |
| (4) Change of address*2 | |
| (5) Change of nationality or name*2 | |
| (6) Change of guarantor | Letter of guarantee |
| (7) Lost of student ID card | Request form for a new student ID card will be distributed at the Student Support Desk. |
| (8) Going overseas*3 | Application to notify one is going overseas |
| (9) Studying at an overseas institution*3 | Studying abroad form |

*1 (1)(2)(3) If medical reasons make it necessary for you to withdraw, take a leave of absence, or request return to school, you must attach an official note from a physician explaining your medical condition to be submitted together with your request form. Submit the request documents at least two months in advance. However, since it is related to the payment of tuition fees, if there is a transfer in the fall semester (October to March), the deadline for submitting documents will be early August, and if there is a transfer in the spring semester (April to September), it will be early February.

*2 (4)(5) Please contact GSID Office.

*3 (8)(9) Before you go abroad, you must submit to the GSID Office “Application to notify one is going overseas” irrespective of whether your travel purpose is sightseeing or not. GSID may reach you in emergency cases such as disasters.

Step 1: Print “Application to notify one is going overseas” after inputting necessary information in the form.

The form is obtainable at: <https://tokou.iee.nagoya-u.ac.jp/tokou/>

Step 2: Get approval from your academic advisor and submit the form to the GSID Office.

2. Issuance of Certificates

If you need the following certificates indicated below, apply at least 3 days (Japanese version) and three days (English version) (excluding Saturday, Sunday, and national and other holidays) in advance. Certificates of (1) to (5) can be obtained from the certificate issuing machines in lobby of the Student Affairs Office. The password for the machine is the same as the password of Nagoya University ID password.



NU-mado.

If you need a certificate that is not available at the machine, or if you cannot come to the university, apply from the website below.

<https://mado.adm.nagoya-u.ac.jp/> (Nagoya University ID and password are required to log in.)

<https://mado.adm.nagoya-u.ac.jp/syomei> (Instruction for Online Certificate Issuance)

- (1) Certificate of enrollment (Unavailable during the leave of absence.)
- (2) Certificate of Expected Completion (Unavailable during the leave of absence. Only M2 can obtain certificate in Japanese from the machine.)
- (3) Academic Transcript (Only students enrolled after AY2020 Available from the machine)
- (4) Health Evaluation Report (It is not issuable unless you have received the health checkup in the university.)
- (5) Gakuwari (Student discount for public transportation) *

If you need another type of certificate, you should consult the GSID Office.

*Students discount is available when they take public transportation for returning home, practical training, social studies tour, or job hunting by showing the student discount coupon. Pay attention to the expiration date. The machine may stop due to maintenance. Students who misuse the student discount certificate will be suspended from the

subsequent issuance and will have to pay a surcharge of three times the fare.

3. Student ID card

The Student ID card is used not only to prove your student status but also to access to GSID/university facilities (e.g., Computer rooms, GSID building after hours). It is provided to new students at the GSID Office when they enroll themselves in GSID. Carry it always with you. In case the card is lost or heavily damaged, you should ask for reissue of the card at the Student Support Section of Student Affairs Division by submitting a form to reissue a Student ID card. When the card is expired because you stay longer than the prescribed regular period, you will receive a new card at the Office without applying.

4. Study Rooms (“Insei-shitsu” in Japanese)

<Study Rooms for MC students>

The large rooms of #208, 305 and 310 can be used for Master’s students’ private study. Contact the Inseikai (inseikai@gsid.nagoya-u.ac.jp), volunteer administrative group from the GSID students, for seating arrangements and usage. The seats will be replaced at the end of March every year.

<Study Rooms for DC students>

The small rooms of #203, 206, 207,303,304,307,309,408,707 can be used for Doctoral students’ private study. Seating arrangement and usage permission will be handled by GSID Office. For details, refer to "Rules on the Use of the Study Rooms for Doctoral Students of GSID" (41PE).

5. Mailbox (Internal use only)

Mailbox is in Room 305 on the 3rd floor of the GSID building. You will receive important documents through it. Please check it regularly.

6. Bulletin Boards

Please check the Bulletin Boards on the 1st floor regularly for information on cancellations of classes, make-up lectures, changes in classrooms, and other information. In addition, it may be announced on the GSID Office website (in the previous page) or by e-mail.

7. University Email Account

Notifications from the university will not be sent to your personal address, so check your email regularly. Please make sure as well to delete unnecessary emails so that the mailbox does not exceed the maximum capacity.

8. Health Checkup

Health Checkups are conducted in April. Students are requested to have all examinations. Please watch out for notices regarding the dates, times, location on the NU-mado. website in early April. If you do not participate, the university cannot issue the health evaluation report, which may be necessary for your job hunting, application for scholarships, and entrance examination in Japan.

9. Use of Automobiles and Bicycles to Come to the University

To maintain safety and a good educational environment, the university controls entrance and parking of automobiles and motorcycles in Higashiyama campus. It is not allowed to get into the campus by automobile or motorcycle without permission. If you need to get a regular permission, apply before the designated deadline at Nagoya University Environment & Safety Support Division Transport Office (in Administration Bureau No.3).

If you need to get a temporary permission, apply at least 10 days before the desired date at Student Affairs Office. (Please consult in advance for the first time.)

Card type	Eligible applicant	Valid period	Commission including handling fee
Regular	Ph.D. students who live in the area from which it takes over fifty minutes to the University by public transportation. The area is specified by the President of the University.	1 year at maximum	1,400 yen * months + 1,000 yen
Temporary	Those whom the Dean considers being persons who	One time	300 yen

	need to drive into the campus for the necessity of education and research.		
Motorcycles	Those who live in the area from which it takes over thirty-five minutes by public transportation. The area is specified by the President of the University.	1 year	Free of charge

Bicycles are also regulated by the University in the campus. Bicycles must have a university registration sticker put on it. The sticker is issued at the Student Affairs Office. Without the sticker, bicycles in the campus may be considered to be unregistered and confiscated by the University.

10. Payment of Tuition Fee

The tuition fee shall be paid by direct debit from your bank account which is notified to the GSID office. The notification shall be made when you take admission procedures. Be careful to keep bank balance sufficient for the payment one day before the designated date for it at the latest.

Semester	Time for payment
Fee for the spring semester.	April. (May only in the first year in the case of April entrance)
Fee for the fall semester.	October (November only in the first year in the case of October entrance.)

Whole or half of the fee may be exempted upon the request on condition that you have some financial difficulties and you are an excellent student in academic achievement. You need not make payment of the fee after you make the request for the exemption to the University and until the final decision is made on this matter by the University.

11. Scholarships

The Japanese government, local governments, and private foundations provide scholarships to international students studying in Japan. They are granted or loaned to students who are and excellent in character and academic record with economic difficulties in disbursement for school expenses.

(1) Japan Student Services Organization (JASSO) Scholarship.

This is available for students with Japanese nationality or with a visa which has no restrictions on activities in Japan.

① Application for the scholarship

Students who want to apply for the scholarship must fill the form supplied by the Faculty Office, submit it to the Office and lodge the application form through the Internet (Scholarnet) to get a recommendation from the University. Information on the deadline for application for the scholarships is posted on the white Bulletin Board near the Faculty Office or NU-mado (<https://mado.adm.nagoya-u.ac.jp>) in early April.

② Transfer of the scholarship

Scholarship is transferred on the designated date every month to your bank account from which you can draw money on or after the transfer is completed.

③ Verification on the scholar's status

Once a year from December to January, JASSO scholars must take verification procedures on their status.

If you fail to do so, the scholarship will be cancelled. The detailed information will be supplied on the white Bulletin Board near the Faculty Office.

(2) Scholarship by local governments and private foundations

Announcement of the information about the scholarship, its eligibility and other related matters is made on the white Bulletin Board or in the website of the university.

URL: <http://www.nagoya-u.ac.jp/academics/scholarship/exemption/>

12. Exemption of Tuition Fee

The tuition fee (Whole or half) may be exempted after the consideration by the university upon the request, if one of the conditions indicated as a student who has difficulties to pay the tuition fee for financial reasons and excellent in the academic record.

The tuition fee exemption (full exemption or half exemption) may be permitted within the budget if a student has difficulties to pay the tuition fee for financial reasons, and if the student's academic record is recognized as excellent, or if it is recognized that the tuition fee is extremely difficult to pay due to special circumstances, the selection will be made based on the applicant's application.

Information on the application qualification and period will be posted on the NU-mado. website (P. 56).

“11. Scholarships” and “12. Exemption of Tuition Fee” is also posted on the Nagoya University’s website.
<https://en.nagoya-u.ac.jp/academics/scholarship/index.html> (Top→Campus Life→Scholarships And Fee Exemption)

13. Personal Accident Insurance for Students Pursuing Education and Research (PAS) and Liability Insurance for Students Pursuing Education and Research (LSR)

Personal Liability Insurance for Students is a nationwide system to indemnify students for injury incurred during regular curricular activities including experiments and practical training, university events, extracurricular activities, or while commuting to or from university or taking rest in the university campus.

Personal Liability Insurance for Students ensures students against personal liability claims in the case of injury to someone or damage to another person's property during regular curricular activities, university events, extracurricular activities or while commuting to or from the university.

These insurances will be introduced when new students take admission procedures. Students remain in the university beyond the regular minimum years to complete the program are expected to carry these insurances at the beginning of the academic year.

Students who are planning to participate in internships or teacher’s training are required to get insured by them.

Immediately report to the GSID Office, when you have an accident. A delayed report may make it difficult to collect on the insurance.

14. Grade Inquiry

If you have any doubts about a grade you are given for a course you take, you can make an inquiry to the instructor of the course by submitting “Grade Inquiry Sheet” to the GSID Office within a specified date after the academic transcript is provided. You can do so about a course for which grade is not given in the transcript, although you are registered in it.

Grade Inquiry Sheet

Date: (Month) _____ (Date) _____ (Year) _____

■ For student (Only inquiries from the student him/herself will be accepted)

Affiliation/ Year	Department Year	Name (Signature)	
Student ID		Contact (Cell no. etc.)	

Details of Inquiry

Subject		Day/Period	
Grade	S • A+ • A • B • C • C- • D • F • Absent	Instructor name	

Details of Inquiry (Please write concrete details and reason for inquiry below.)

.....

.....

.....

.....

.....

Notes:

- Please submit to the GSID Office within the specified date.
- This Sheet cannot be used to request corrections to grades.
- Please carefully confirm the evaluation method in the relevant syllabus when making an inquiry.

■ For administrative staff

Date of Receipt	Receipt		Date of Response	Total
/ /	Seal		/ /	

■ Instructor's reply (Please submit to appropriate office after filling in this box)

.....

.....

.....

.....

Responder: _____

Student Affairs Committee Member Confirmation _____

Student Confirmation _____

GSID has an Assistant Professor whose responsibilities include providing assistance in writing theses/papers in English. In order to allocate his/her time fairly equally among students who need his/her assistance, the Committee for Education and Student Affairs has set the following rules.

1. A student must obtain approval from his/her academic advisor before submitting a manuscript to the Assistant Professor. The academic advisor will approve a manuscript for language check when she/he considers the work to be of a level adequate for submission to the review process for academic degrees.
2. In principle, only non-native English speakers may submit English manuscripts for English check.
3. Manuscripts that may be submitted include Master's theses, Ph.D. dissertations, and papers for submission to the Forum of International Development Studies. Papers for submission to other journals will be checked subject to the Assistant Professor's approval. Term papers and other coursework materials are not accepted.
4. The Assistant Professor will mainly correct grammar (e.g., usages of articles and prepositions) and wording. In addition, s/he can also give advice on how to quote sentences and cite references. In general, s/he will not be able to correct tables, figures, or technical terms.
5. Before submitting a manuscript to the Assistant Professor, the student must perform a grammar check using the premium version of Grammarly. You must correct all critical (red underlined) issues. In other words, the manuscript you submit should have zero critical issues. You should also attempt to correct all advanced (yellow underlined) issues, but if you find yourself unable, you may forgo fixing certain advanced issues. Note that Grammarly may misidentify some nonissues as issues; in these cases, please click ignore or dismiss. If you have any questions regarding the use of Grammarly, please contact the Assistant Professor.
6. Students must provide the Assistant Professor with sufficient time to correct their manuscripts. During busy months (September - January), you may have to wait 1-2 weeks or longer. When several students request assistance at the same time, the Assistant Professor may have to limit the number of pages to be checked. For details, please contact the Assistant Professor directly.
7. One of the principal duties of the Assistant Professor is conducting research. Thus the Committee has to ensure that no student makes excessive demands on him/her and that s/he can devote sufficient time to his/her research. If you wish to receive extra assistance, you must make your own arrangements (including compensation) with graduate students who are native or native-level speakers.
8. When students would like to request the services of the Assistant Professor, please contact him/her in advance to make an appointment.

40-03PE Internship

1. Internship Plan/Report

When you start an internship, fill the form (GSID Internship Plan/Report) and submit it to the GSID Office. After you come back, you need to sign the bottom of this form and resubmit it. The form is required to all students who conduct internship, no matter whether you apply for credits of the courses of Independent Overseas/Domestic Fieldwork A, B or not.

2. Credits for Internship

Credits could be given for some of internship as "Independent Overseas Fieldwork A", "Independent Overseas Fieldwork B", "Independent Domestic Fieldwork A" or "Independent Domestic Fieldwork B." Title and number of credits vary in accordance with length and contents of the internship. For details, please refer to "[Application Procedure of Credits for Independent Fieldwork](#)"(11-06ME) and "[Registration Procedure for Subjects Offered in the Doctoral Program](#)" (22-02DE).

3. Internship at UNESCO Bangkok and IOM

GSID has concluded Internship Agreements with UNESCO Office in Bangkok and International Organization for Migration (IOM). When you get permission to do internship at the above two organizations, you are required to submit Internship Form 1 and Form 2 with a copy of the insurance policy before your departure. The original forms shall be submitted to the Faculty Office upon the approval of your academic advisor. You are also requested to make two copies of the original forms. One copy shall be submitted to the academic advisor. The other shall be retained by the student.

40-04PE Research Student Progress Report

Research students at the Graduate School of International Development, Nagoya University, must submit the Research Student Progress Report to the Dean with the approval of their academic advisor by the end of February. The Research Student Progress Report must be prepared according to the following items and order, using the A4 size paper.

1. Date
2. Name and Department
3. Starting year as research student
4. Title of the research project
5. Research progress up to the present (less than 800 English words)
6. Plan of the next academic year's research (less than 800 English words)
7. List of publications (published articles, research notes, research reports, etc. and presentations at academic meetings)

40-06PE Academic Advice

At the time of initial registration, every M1 student is assigned a “faculty advisor” who will assist you with academic matters, such as program planning and the selection of courses. Faculty advisors can help you identify your interests and make course selections. You are advised to consult with your advisor regularly. The advisor serves in this capacity until you select the field of specialization in which you will write your master's thesis. In June of your first year in GSID, you will choose a professor as your academic advisor under whose academic supervision you will write master's thesis. In principle, Monbukagakusho scholarship students are not allowed to change their academic advisor.

40-07PE Consultation on Research Supervision and Courses

At the graduate level, research supervision by one’s academic advisor makes up an important part of the student's education. If you, a master’s course student, experience any difficulties with your academic advisor and feel it difficult to discuss the problem directly with your academic advisor, please consult with the head of your specialized field, course, or special program. Similarly, if you experience any problems in your courses that are difficult to discuss directly with the course instructor, please consult with the head of your specialized field, course, or special program. If you experience any problems with the head of your specialized field, course, or special program is your academic advisor or course instructor, please consult with the Dean and Vice Deans. If you experience any difficulties with your “faculty advisor” during the first semester of your M1 year, please consult with the Dean and the Vice Deans. For doctoral course students as well, please consult with the Dean and the Vice Deans.

In addition, there is the Student Counseling Center as a university-wide organization.

Heads of specialized fields, courses, and special programs are as follows:

Program in “Economic Development Policy and Management”	Prof. Tetsuo UMEMURA (Ext. 4962)
Program in “Education and Human Resource Development”	Prof. Shoko YAMADA (Ext. 4968)
Program in “Inclusive Society and State”	Prof. Takeshi HIGASHIMURA (Ext. 4978)
Program in “Peace and Governance”	Prof. Hideo YAMAGATA (Ext. 4972)
Program in “Poverty and Social Policy”	Prof. Sanae ITO (Ext. 4977)
Global Leader and Career Course	Assoc. Prof. Masakazu SOMEYA (Ext. 4969)
Special Program in “Global Business Professionals”	Prof. Aya OKADA (Ext. 4960)

The Dean and the Vice Deans are as follows:

The Dean	Prof. Aya OKADA (Ext. 4960)
The Vice Deans	Prof. Takeshi HIGASHIMURA (Ext. 4978)
	Prof. Yuzuru SHIMADA (Ext. 4961)

40-08PE Consultation Concerning Harassment

Nagoya University has guidelines and rules to prevent and deal with harassment in the university. Consultation concerning harassment is available at the following Consultation Center on campus.

Nagoya University Harassment Consultation Center

Furo-cho, Chikusa-ku, Nagoya, Japan 464 -8601

TEL: 052 -789 -5806 Mon-Fri (Except National Holidays) 9:00-17:00

FAX: 052 -789 -5968

e-mail: h-help@adm.nagoya-u.ac.jp

URL: <http://www.sh-help.provost.nagoya-u.ac.jp/english.html>

At GSID, two faculty members will provide information regarding the procedures to be followed in preventing and dealing with harassment at the university:

40-09PE Consultation Concerning Mental Health

In the Research Center of Health, Physical Fitness and Sports and in the Center for Student Counseling (Mental Health Section), there are counselors and other mental health workers who you can talk to about any problems you may have. If necessary, they can introduce you to more specialist care. Reservations need to be made for consultations. They can be made by visiting the Health Administration Office (1st Floor) or by contacting the office phone or e-mail below:

TEL: 052-788-6276

URL: <http://gakuso.provost.nagoya-u.ac.jp/english/index.html>

Hours and Instructions

	Weekdays (Monday through Friday)	Weekends, National Holidays, Summer Vacation, New Year Holidays
Open Time	7 : 30~22 : 00 Student ID card is needed to enter before 8:00 and after 20:00.	8 : 00~20 : 00 Student ID card is needed to enter.
Study Room Student Lounge Printing Room	7 : 30~22 : 00	8 : 00~20 : 00
Computer room (Information Media Studies System GSID Satellite Lab.) Room 712	7 : 30~22 : 00 * Close: December 28 and maintenance periods. * Student ID card is needed to enter. Available except for lecture hours.	not available
GSID Library 4th floor (Room 409)	9 : 30~19 : 00 * The library opens until 17:00 during summer vacation (except for September) and spring vacation. *The library closes from December 28 to January 4 (The dates are subject to change.) <Borrowing Books> * You need your student ID card or Central Library Card to borrow library materials. The maximum number and period Graduate Students and Reserch Students can borrow are as follows. - Books: 30 pieces for 3 months. (When other students or professors request to use the books you are borrowing, the library staff may ask you to temporarily return them.) - Teaching materials, Journals, Reference books: Temporary borrowing or Overnight loan. - Language learning materials: 2 pieces for a month. - Recommended books, PhD. Dissertation and Audio-Visual Materials: 2 pieces each for a week.	not available

* Facilities may temporarily close and it will be accnounced in advance. There are no administrative staffs in the GSID building at night, on the weekend and holidays. It is students responslibity to turn off airconditioners, lights and computers when you leave.

International Student Services (Ryugakusei Soudan-Shitsu)

GSID International Student Services is a primary resource for international students. An advisor at GSID International Student Services is available to give advice and support to the GSID international students.

In walk-in hours, international students can meet with the advisor on a “first-come, first-served” basis. However, there are times when the advisor is absent, so scheduled appointments by e-mail or telephone to meet with the advisor are welcome especially for more complex issues and questions. Also, when you make an appointment or ask a question, you should make it a few days in advance. We are pleased if you make the most of the services provided by the International Student Services.

Advisor	Room no.	Ext.	E-mail address	Clients
KAMPEERAPARB, Sunate	110	5079	sunate@gsid.nagoya-u.ac.jp	Advising to the GSID international students, e.g. providing the information and support about visa issues, living in Japan, tutor, scholarship, etc.

Note: For those interested in studying at GSID, e.g. the information about privately-financed research student program, etc., please send an inquiry to iss@gsid.nagoya-u.ac.jp.

Article 1. Purpose

The Rules prescribe the management, operation and other matters of the Study Rooms for Doctoral Students of GSID, Nagoya University (hereinafter referred to as "Study Rooms").

Article 2. Aim of the Study Rooms

The aim of the Study Rooms is to provide Doctoral Students of GSID, Nagoya University (Hereinafter referred to as the "students") with a good study environment.

Article 3. Management

The Study Rooms shall be managed by the GSID Office.

Article 4. Students Entitled to Use the Study Rooms

Students entitled to use the Study Rooms, in principle, shall be those who are enrolled at the Doctoral Program of GSID.

2. Following students are not allowed to use the Study Rooms.

- (1) Students who are granted permission to take a leave of absence for a long term in the next academic year.
- (2) Students who will leave GSID to study abroad in the next academic year.

3. "A long term" prescribed in Article 4, paragraph 2 shall imply a period of more than three months in principle.

Article 5. Request for Use of the Study Rooms

Students who wish to use the Study Rooms must fill in and submit "Application for Use of the Study Room" to the GSID Office by the specified date.

Article 6. Permission for Use of the Study Rooms

The Dean of GSID shall grant the permission of the use of the Study Rooms and assign a room to students for their use in accordance with rules prescribed separately.

Article 7. Permitted Period of Use

Permission for use of the Study Rooms, in principle, shall be valid only for one academic year from April to March of the next year.

2. The dates for beginning to use and leaving the Study Rooms shall be informed by the GSID Office.

Article 8. Obligations

Students must preserve the facilities, fixtures and equipment of the Study Rooms in good condition and maintain a pleasant environment. Students are also required:

- (1) Not to use the Study Room for any purpose other than study;
- (2) To use only the Study Room assigned to them;
- (3) To use facility, fixtures and equipment of the Study Rooms with due care of a good manager;
- (4) Not to bring unnecessary personal belongings into the Study Rooms;
- (5) To follow the instructions given by GSID to prevent fire, to administer health and hygiene, to prevent disaster, and the instructions for management of the Study Rooms.

Article 9. Liability

Students must promptly restore facilities, fixtures and equipment that they have damaged or destroyed, either willfully or negligently, to their original condition or pay compensation for the damage.

Article 10. Leaving the Study Room

Students shall remove all personal belongings in an appropriate manner and leave the Study Rooms:

- (1) When the permitted period of use has expired;
 - (2) When a student has lost their status as a student of GSID; or
 - (3) When a student gets a leave of absence or is allowed to study abroad.
2. The Dean of GSID may rescind the permission of use of the Study Rooms and order a student to leave the assigned room:
- (1) When the student is difficult to share the Study Room with other students.
 - (2) When the student does not use the Study Room.
 - (3) When the student has caused or is causing any serious harm to the management and operation of the Study Room.
3. GSID shall not be liable for any loss that would occur to the student who leaves Study rooms for the reasons prescribed in the preceding two paragraphs.
4. When some personal belongings remain in the Study Room after the date for leaving the Study Room, GSID may order the students who occupied it to remove them.

1. Entitled users of the computer rooms

Faculty staff and students of GSID. Others with special reasons who wish to use the facilities must apply to the Computer Network Committee for permission.

2. Service hours

From 8:00 AM to 10:00 PM on weekdays for faculty staff and students of GSID.

3. Rules to be observed

- 1) You must observe the service hours.
- 2) Do not use computer rooms for non-academic or non-research purposes.
- 3) Take off your shoes before entering the rooms.
- 4) You must not bring food or drink into the rooms.
- 5) You must not smoke in the rooms.
- 6) You must not install or re-install any software without permission. If you need to install software for educational or research use, apply to the Computer Network Committee through your academic supervisor. The cost must be borne either by the applicant or by the supervisor. Any software installed without permission will be deleted without notice.
- 7) You must not lend your computer user ID to anyone else or borrow someone else's ID.
- 8) You must always use the computer hardware and apparatus with concern to keep the facilities in good working condition. If you are found responsible for damage to or loss of equipment, you will be required to provide compensation equal to the damage incurred.
- 9) You must not prevent the use of a computer by others when you are not actually using the machine.
- 10) Respect other instructions needed for the management of the computer rooms.

4. Suspension from using the computer rooms

If you violate any of the above rules, you may be suspended from using the computer rooms. The Computer Network Committee will send a notice of violation to your academic supervisor. In order to use the computer rooms again, you must submit an application and obtain approval from the Computer Network Committee.

40-11PE Disciplinary Action and Educative Measures for Students

Nagoya University Student Discipline Rules prescribe disciplinary action and educative measures for students enrolled at Nagoya University as below:

Nagoya University Student Discipline Rules

(Rule No. 75 of February 27, 2006)

Revisions

Rule No. 63 of March 3, 2015

(Purpose)

Article 1

These rules prescribe disciplinary action and educative measures for students enrolled at Nagoya University (hereinafter referred to as "the University") in addition to what is prescribed in the Nagoya University General Rules (General Rule No. 1 of 2004) and the Nagoya University Graduate School General Rules (General Rule No. 2 of 2004).

(Conduct subject to Disciplinary Action)

Article 2

The following types of conduct shall be subject to disciplinary action or educative measures (hereinafter referred to collectively as "Disciplinary Action"):

- (i) Conduct that obstructs education or research activity at the University;
- (ii) Conduct that falls within harassment;
- (iii) Improper access and other conduct contrary to ethical standards for the handling of information;
- (iv) Breach of duty of confidentiality and other conduct contrary to professional ethical standards; and
- (v) Other conduct that markedly diminishes the reputation or credibility of the University.

(Types and Effects of Disciplinary Action)

Article 3

(1) The types and effects of Disciplinary Action shall be as follows:

- (i) Expulsion: Students are deprived of their status as a student;
 - (ii) Suspension: Students are prohibited from attending university for a specified period of less than six months or for an indefinite period; and
 - (iii) Warning: Students are issued with a written caution and warned about their future conduct.
- (2) In cases under item (ii) of the preceding paragraph, the period of suspension shall be included in the maximum period of enrollment and shall not be included in the minimum period of the student's studies.
- (3) Students punished by means of a suspension or warning must submit a statement reflecting on their conduct to the President.

(Types and Effects of Educative Measures)

Article 4

- (1) Educative measures are measures for the purpose of encouraging students to reflect on their duty as students and will be implemented by the head of the Department after deliberation by the Disciplinary Committee prescribed in Article 9, or the Faculty Meeting or Graduate School Committee (hereinafter "School Committee") in the department where the student is enrolled.
- (2) The types and effects of educative measures are as follows.
- (i) Warning: Students are issued with an oral caution with a strong emphasis on reflection.
 - (ii) Caution: Students are issued with an oral caution.
 - (iii) Where educative measures are implemented, heads of departments may request that students submit a statement reflecting on their conduct.

(Cheating in Regular Examinations)

Article 5

In relation to cheating in examinations, including regular examinations, in addition to Disciplinary Action, in principle, the student will be denied recognition of credits earned in all subjects in that semester.

(The rest is omitted.)

(Approved by the Executive Board, August 9, 2010)

(Purpose)

Article 1. These guidelines outline the necessary matters and procedures required to prevent and/or minimize natural disasters at Nagoya University (hereinafter referred to as 'the University').

(Definition)

Article 2. In these guidelines, 'natural disasters' refers to damages resulting from earthquakes, heavy rainfall, flooding, landslides, heavy snowfall, strong winds, blizzards, large waves, tidal surges and tsunamis.

(Basic Rule of Response)

Article 3. In principle, the University will respond to natural disasters based on the disaster situation and the official weather warning announcement, as well as facts relayed by the Nankai Trough Earthquake Extra Information announcement.

(Collection of Information)

Article 4. Faculty, staff and students of the University shall make efforts to use the internet, radio and television to obtain information about any advisories or warnings.

(Handling of Classes and Regular Exams)

Article 5. (1) If an earthquake with a seismic intensity level of upper 5 or greater occurs, or an official emergency warning or storm warning is issued in a location where classes or regular exams (hereinafter referred to as "Classes etc.") are due to be held by the University, Classes etc. that are to start after the time of the announcement will be cancelled. In this case, the manner in which Classes etc. will be held after the warning has been lifted shall be as prescribed in the Appended Table.

(2) The schedule for the resumption of classes cancelled due to natural disasters shall be determined on a case-by-case basis taking into consideration the extent of damages. However, this shall not necessarily apply for Classes etc. taking place remotely through ICT.

(Procedures for Students)

Article 6. (1) If classes have been cancelled in accordance with Article 5, it is not necessary to come to campus.

- (2) As a general rule, those who live in areas or who need to commute through areas where an official emergency warning or storm warning is being issued should not come to campus.
- (3) Should a natural disaster result in the suspension of public transportation, or if one feels that he or she may be in physical danger when commuting, undue efforts should not be made to come to campus.
- (4) If one feels that he or she might be in physical danger at their place of residence due to a natural disaster, undue efforts should not be made to take Classes etc. remotely through ICT.
- (5) If one was unable to come to campus or take classes due to one of the reasons outlined in Paragraph (2), (3), or (4), he or she must inform the appropriate faculty as soon as possible.
- (6) If a natural disaster occurs after arriving on campus, each person should check the service status of public transportation and the safety status of their place of residence, and shall temporarily evacuate themselves within the campus until safety can be ensured.

(Procedures for Schools and Graduate Schools Conducting Classes etc.)

Article 7. Schools and Graduate Schools conducting Classes etc. will take necessary measures regarding students who were absent from classes due to reasons outlined in Article 6.

(Procedures for Faculty and Staff)

Article 8. Faculty and staff of the University may take special leave (for contract and part-time employees this is paid leave not included in annual paid leave) in the event that getting to work is extremely difficult due to a natural disaster or the suspension of public transportation resulting from a natural disaster. This leave can also be used to leave work early in order to avoid any physical danger that might occur while commuting from work to home. Whether or not this leave can be taken in the event of a natural disaster will be decided after considering individual circumstances, such as the necessity of avoiding danger, the possibility of alternative public transportation being available, the possibility of telework, etc.

(Procedures for the Disaster Management Office)

Article 9. The Disaster Management Office gathers data relevant to the prevention of natural disasters and provides this information to faculty, staff and students of the University through the University’s website, the Nagoya University Portal System, etc.

(Jurisdiction Regarding Natural Disaster Prevention)

Article 10. Natural disaster prevention lies under the jurisdiction of the Vice President or Executive Director of Administration in charge of disaster prevention and the Disaster Management Office.

(Emergency Procedures)

Article 11. If emergency procedures such as closing of the University are determined to be necessary due to a Nankai Trough Earthquake Extra Information announcement, a heavy typhoon approaching the area, etc., all emergency measures will be decided in accordance with the Tokai National Higher Education and Research System Rules for Risk Control (THERS Rule No. 110 of 2020).

Supplementary Provisions

These Guidelines shall come into effect on August 9, 2010.

Supplementary Provisions (Approved by the Executive Board, June 13, 2011) These

Guidelines shall come into effect on June 13, 2011.

Supplementary Provisions (Approved by the Steering Committee, December 20, 2021)

These Guidelines shall come into effect on April 1, 2022.

Appended Table (Related to Article 5, Paragraph (1))

Time that Warning is Lifted	Period that Classes etc. Commence
At or before 6:45 am	1st Period
After 6:45 through 11:00 am	3rd Period

40-13PE GSID Faculty and Staff Directory

TEL : 052-789- (Extension)

FAX : 052-789-4921

Department of International Development and Cooperation							
International Development and Cooperation							
Title	Name	Extension	Room No.	Title	Name	Extension	Room No.
Prof.	UMEMURA Tetsuo	4962	804	Prof.	ITO Sanae	4977	603
Prof.	OTSUBO Shigeru	4966	704	Prof.	SHIMADA Yuzuru	4961	604
Prof.	OKADA Aya	4960	503	Prof.	HIGASHIMURA Takeshi	4978	406
Prof.	YAMADA Shoko	4968	703	Prof.	YAMAGATA Hideo	4972	602
Associate Prof.	UEDA Akiko	4964	806	Prof.	ISHIKAWA Tomoko	4974	601
Associate Prof.	UTSUMI Yuji	4986	505	Associate Prof.	OKADA Isamu	4982	501
Associate Prof.	Christian OTCHIA	5096	401	Associate Prof.	Francis PEDDIE	4521	301
Associate Prof.	SOMEYA Masakazu	4969	606	Associate Prof.	FUJIKAWA Kenatro	4970	803
Associate Prof.	Carlos MENDEZ	4345	111	Associate Prof.	KANAZAWA Reiko	4973	805
Associate Prof.	ASHIDA Akemi	4980	502				

Development Policy				Comparative Study of Legal and Political Systems			
Prof.	MANGYO Eiji	2390	SEC221	Prof.	SATO Fumito	2328	SLA327
				Associate Prof.	Giorgio Fabio COLOMBO	2351	SLA331
Managerial Economics of Development				Associate Prof.	OKUBO Akira	4540	SLA416
Associate Prof.	NAKAYA Nobuhiko	2366	SEC232	International Cultural Cooperation			
				Prof.	KATO Kumiko	2213	SLE322
Education and Human Development				Associate Prof.	SAVELIEV Igor	4396	705
Prof.	TAKAI Jiro	2653	SED229	Associate Prof.	Robert Tristan GRUNOW	4831	SLE223
Prof.	WATANABE Masako	2620	SED215	* Until July, 2021			

Asian Satellite Campuses Institute				Others			
Designated Lecturer	IGA Tsukasa	5083	513	International Student Advisors			
Administration				Associate Prof.	Sunate KAMPEERAPARB	5079	110
Student Affairs		4957, 5960	Administration Department, Humanities & Social Sciences Building	Overseas/ Domestic Field Work			
General Affairs		4952, 4953		Assistant Prof.	KONDO Natsuki	3993	306
GSID Library				5064, 5065	409	Computer Network	
				Assistant Prof.	FUKUHARA Kei	5320	709-2
Support for Writing Thesis				Assistant Prof.	Jeremy WOOD	5080	709-1
Project Room				(JICA)			
						5066	101
						5076	
						5068	

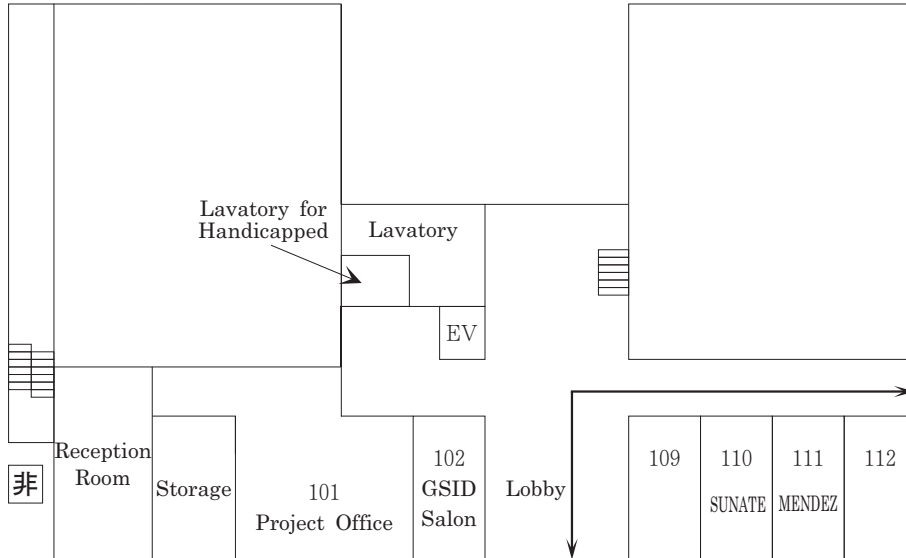
*SLE = School of Letters *SLA = School of Law

*SED = School of Education *SEC = School of Economics

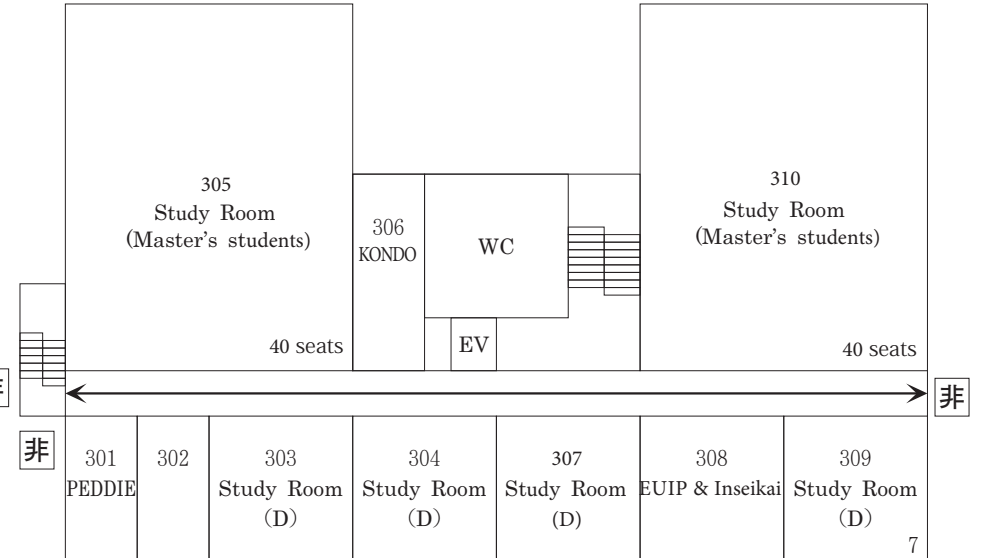
GSID Building Layout (As of 2022. 4. 1)

非 Emergency Exit, Emergency Stairs → Evacuation Route

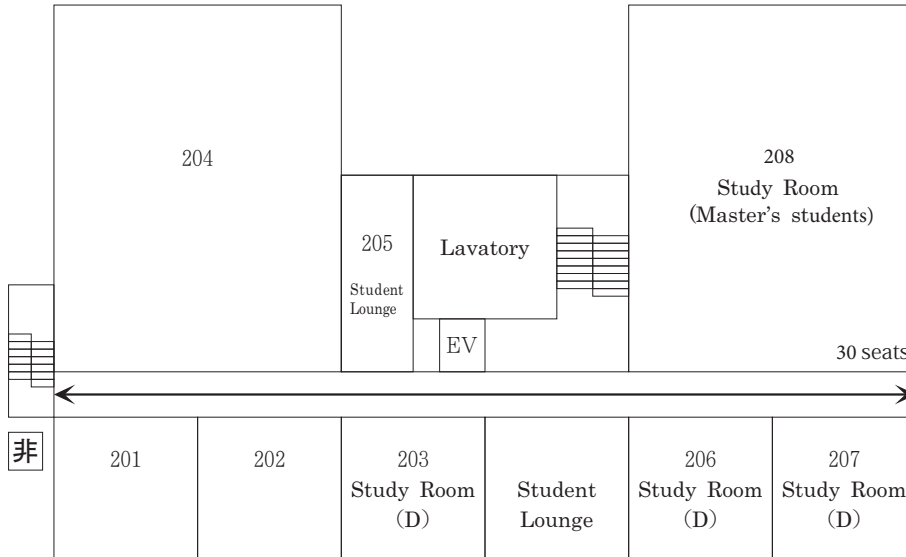
(1 F)



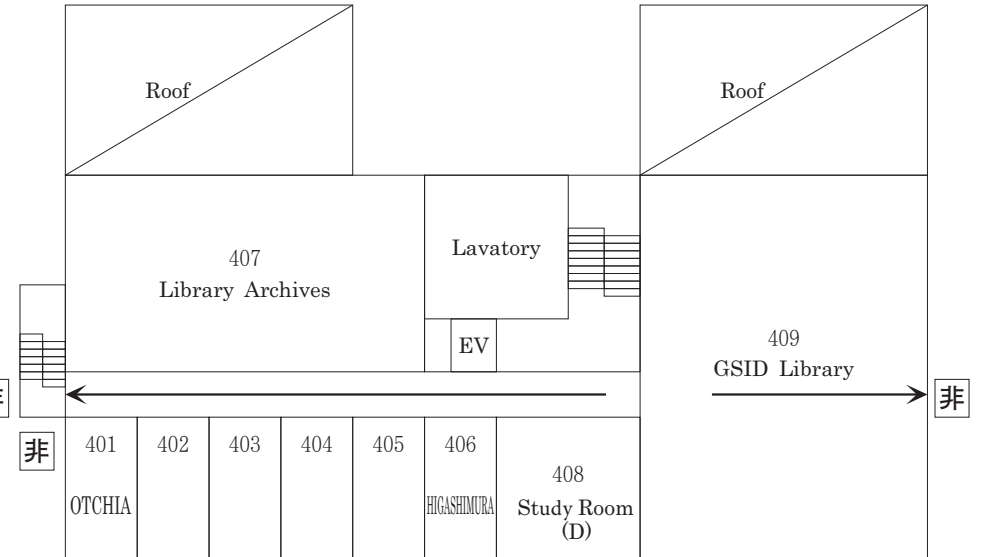
(3 F)



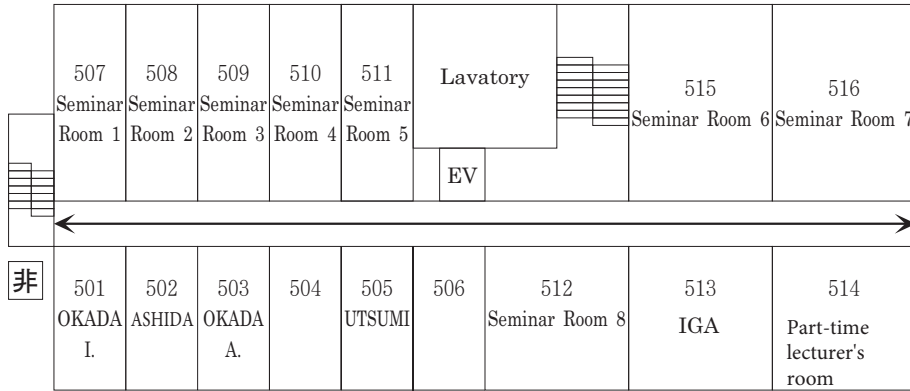
(2 F)



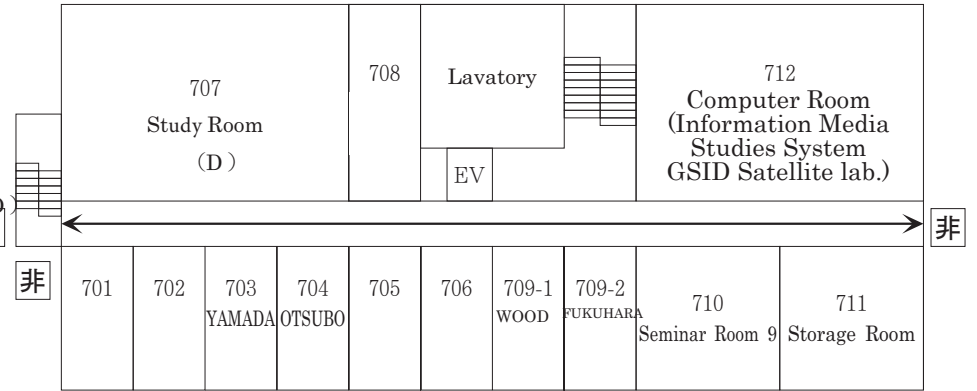
(4 F)



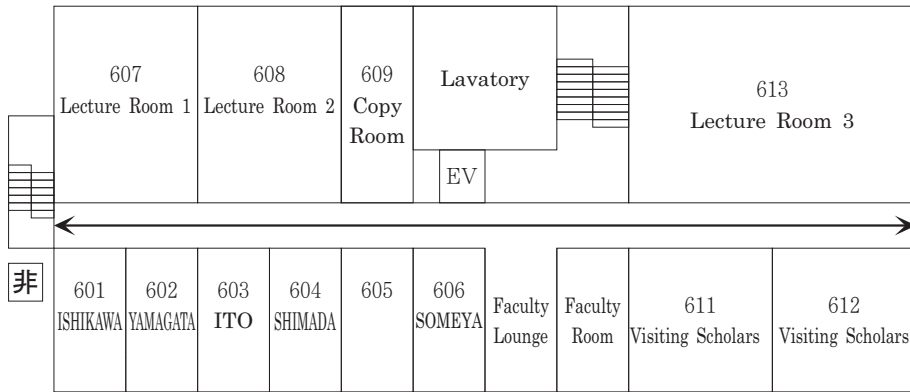
(5 F)



(7 F)



(6 F)



(8 F)

