

Last Revised on November 22, 2023

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

- (1) At the beginning of each semester, inform the main academic advisor of the intension to take the subject “Dissertation Research”.
- (2) The main academic advisor explains the contents of “Dissertation Research” and the requirements for earning credit.
- (3) The main academic advisor is responsible for submitting the grade report for “Dissertation Research” to the GSID Office.
- (4) For more specific details on the credit requirements for “Dissertation Research”, ask the main academic advisor.

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

- (1) Both subjects “International Field Research to Identify Problems (A or B)” and “International Internship (A or B)” are for doctoral students only.
- (2) “International Field Research to Identify Problems (A or B)” consists of a doctoral student conducting fieldwork outside of Japan for her/his dissertation. It is highly recommended that the doctoral student follow the guidance of a local expert (a faculty member or researcher at a university or institute in some form of academic exchange or cooperation with GSID).
- (3) “International Internship (A or B)” consists of a doctoral student conducting either an on-the-job training that is international in nature at the headquarter or branch office of an international organization, governmental organization, international cooperation agency, private organization located in any country or any sort of on-the-job training that is international in nature facilitated by said organizations. This may include internship or on-the-job training programs offered online.
- (4) Subject "A (1 credit)" refers to research, practice, or on-the-job 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, if report writing is included in the hours of program involvement (research, practice, or on-the-job 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 student begins the research, practice, or on-the-job training program, s/he must complete the "Internship Plan" (the form is downloadable from the GSID website), and submit it to the GSID Office through her/his main academic advisor.
- (6) In principle, within three months after the research, practice, or on-the-job training has been completed, the student must submit the following documents to the GSID office. The forms are downloadable from the GSID website.
  - (i) Application form for credit (Prescribed form)
  - (ii) Work Time Record Sheet and Working Record Certification Form (Prescribed forms)
  - (iii) Report:

The report should be typed on A4-sized paper. The report should be at least 1,600 words in English (4000 characters in Japanese) for “International Field Research to Identify Problems (A)” and “International Internship (A)” and at least 3,200 words in English (8000 characters in Japanese) for “International Field Research to Identify Problems (B)” and “International Internship (B)”. The report must be processed through a plagiarism checking software and the rate of similarity should be entered in the application form.

The report should be authored by the student taking credits for subject “A” or “B” during her/his research, practice, or on-the-job training involvement. If the student cannot write the report during the fieldwork/internship, then it should be drafted subsequently based on the knowledge and experience acquired

from the research, practice, or on-the-job training after completion. Documents distributed to an applicant during the fieldwork/internship cannot be submitted as a report.

(iv) Evaluation by local supervisor (about one page in length). Please include reports written by the student during the research, practice, or training period here if there are any).

(7) The Educational and Student Affairs Committee will first check whether the submitted documents satisfy the requirements for granting credit. If the requirements are satisfied, then the main academic advisor will evaluate and mark the student's performance in the course.

### **3. Subjects of Master's Program**

At the beginning of each semester, students should refer to the syllabus that lists all master's program subjects and register online. S/he should refer to the main academic advisor whether subjects taught in the master's program may be counted as part of the credit requirements for the doctoral program.

Master's program subjects that may be counted as credits for completion of doctoral degree in case of early completion are:

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 already received credits for them during her/his Master's program.

However, students may be allowed to re-register completed subject(s) to count towards the credit requirements for graduation if it is approved at a GSID Faculty Meeting. In this case, the re-registered subject will be recorded in the transcript under a different name, such as "Advanced Lecture" in a related field.