

5-3. Doctoral Degree Requirements

Course Guidance

Student guidance is conducted to facilitate effective student learning through courses that enable the conduct of the research toward and the writing of a dissertation, with consideration of the student's individual expertise and skills. Classes offered in the doctoral program are conducted in the form of lectures, tutorials, and seminars. In addition, learning opportunities are provided through individual paper writing; presentations at international conferences; joint work; and presentations in tutorials.

For students pursuing a career as policy researchers, advising is aimed at their publication of academic works and presentation of policy analysis findings, based on their academic disciplines.

For students pursuing careers as public administrators, advising is aimed at their ability to write (for publication) insightful case studies and retrospective studies focused on policy issues.

Research Guidance System

Research guidance under the GRIPS doctoral program will be provided by an Advisory Committee made up of several advisors, and will be based on each student's research capabilities and competence in the research topic area. The Advisory Committee, consisting of the main advisor and up to three sub- advisors, will guide the student in the selection of courses, based on factors such as the student's research plan and the state of the student's mastery of the various required subjects. The courses selected shall encompass several disciplines: the main field and subfields, and also fields that should be mastered by the student for the pursuit of his/her policy research.

Completion Requirements

To complete the GRIPS doctoral program, a candidate must have passed the QE and the Ph.D./doctoral dissertation defense. The following are brief descriptions of the QE and Ph.D./doctoral dissertation defense.

1. In order to write a doctoral dissertation, it is required, as a rule, that students pass the QE, which is generally conducted around the end of the first academic year of the doctoral program. To be permitted to take the QE, students must obtain the required credits. For information on course requirements, see Table 2, "Program Requirements," as well as the curriculum of each program. Note that each program has some course requirements in addition to QE related requirements.

2. The QE consists of both written and oral examinations.

Note: for the Policy Analysis Program, a Basic QE and a Field QE are conducted. See Table 3 and 4.

The written examinations will be conducted for one subject given by the main advisor, and two other subjects (one in the case of the Policy Professionals Program) given by the sub-advisors or other instructors approved by the main advisor and sub-advisors. The format (in-class, take-home, open book, or closed book) is decided by the main advisor. The student must attain a score of at least 60% in every one of the subjects in order to obtain an overall pass. The oral examination will involve answering questions based on the student's research plan or on his/her answers to questions in the written examination. Whether the student passes or fails will be determined through discussion among all members of the Advisory Committee. Students who pass both the written and oral examinations are considered to have passed the QE. Students who are unable to pass either the written or oral examination the first time are allowed to take the second QE six months or longer after the first examination.

Doctoral Dissertation and Defense Review Structure and Evaluation Criteria

The final examination of doctoral students shall be evaluated by the Doctoral Dissertation Review Committee, taking into consideration student performance in the question-and answer session at the defense. The evaluation system, method and evaluation criteria shall be as follows.

Review Structure

The examination of the doctoral dissertation shall be conducted by the Doctoral Dissertation Review Committee formulated for each student. The Doctoral Dissertation Review Committee shall comprise four or five members (in principle, all members of the Advisory Committee, one member from an outside institution (mandatory), and the (acting) chairperson of the Doctoral Programs Committee).

Examination Method

All doctoral students must submit their final dissertations and then present their research results at a doctoral dissertation defense in order to demonstrate the validity, relevance, and academic contributions of their research. A defense consists of a candidate's presentation and a question-and-answer session, taking 90 minutes in total. Candidate's presentation time, including time to handle clarifying questions, cannot exceed 45 minutes.

When reviewing student dissertations, student performance in the question-and-answer session is taken into consideration. Each member of the Doctoral Dissertation Review Committee assigns score on a 5-point scale (see Table 1 for details) in accordance with the evaluation criteria. The committee's decision is made based on the median of all reviewers' scores. In the case of a committee score of 5, the dissertation is accepted as satisfactory; for a score 1, the dissertation is designated a failure. The reviewing-voting-revising process continues until the median reaches 5 or 1.

Evaluation Criteria

Doctoral dissertations in GRIPS doctoral programs must satisfy the following three requirements:

1. It must have policy-relevancy or policy implications.
2. They must take into account previous trends and studies (both Japanese and international) in the relevant academic field, and must present something original of its own.
3. It must be built on either an outstanding analysis of a specific policy, or a retrospective historical research/case-study taken up from a fresh perspective, showing great analytical acumen.

To meet the above standards, doctoral dissertations must satisfy one of the following conditions:

1. Some of the research results must have been published or accepted for publication in a peer-reviewed academic journal;
2. The research results must have been, or must be scheduled to be, commercially published (including subsidized publications); or
3. The dissertation must meet a standard equivalent to that of (a) or (b) above.

Table 1: 5-point scale and reviewing-voting-revising process

5-point scale	Revision procedure
5 = will meet the evaluation criteria with minor revisions	The review committee members ask the main advisor (referee) to check the revisions.

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4 = revisions are required to meet the evaluation criteria	The committee members are requested to submit their new comments, together with a new score, within one week of receiving the revised version of the dissertation.
3 = major revisions are required to meet the evaluation criteria	The committee members are requested to submit their new comments, together with a new score, within 30 days of receiving the revised version of the dissertation.
2 = major revisions are required to meet the evaluation criteria and a presentation is required	The committee members are requested to attend another presentation at least 30 days after the revised version of the dissertation is submitted by the candidate. The committee follows the same procedure as it did at the first and subsequent defenses.
1 = The committee has determined that the applicant is unable to make acceptable	

Other information including procedures for submission of papers, presentation of papers, and other examinations are described in "Overview of Research, Advising and Defense etc for Doctoral Students at GRIPS".

Table 2: Program Requirements

Program	Field of research	First year (prior to taking QE)	Second year onward
Policy Analysis	Economics	Six core courses (12 credits) must be completed in order to take the Basic QE. The Basic QE has to be passed within the first year of enrollment. The 6 credits of the 'Recommended Courses' must be completed before taking the Field QE.	Study for the Field QE, followed by work on the doctoral dissertation while taking courses based on the curriculum where necessary.
GRIPS Global Governance Program (G-cube)	Political Science, Economics, Area Studies, History, Security and International Studies	Three-year program: Doctoral program: Attend at least three years, complete the required number of credits, and receive research guidance. Five-year program: Master's program: Attend at least two years, complete the required number of credits and receive research guidance, complete the policy paper, and pass the final examination. Doctoral program: Attend at least three years, complete the required number of credits, and receive research guidance.	After passing the QE, take the G-cube Workshop, and work on the doctoral dissertation After passing the QE, take the G-cube Workshop, and work on the doctoral dissertation.
Disaster Management	Disaster Management	Required: 8credits or more in courses pertaining to water related disaster management studies	Work on the doctoral dissertation while taking courses on disaster management where necessary.
Science, Technology and Innovation Policy	Science, Technology and Innovation Policy	Required: 10 credits or more in courses based on the curriculum of the Science, Technology and Innovation Policy Program, as well as an outline of the dissertation. If students (a) have not completed a master's degree program related to science, technology and innovation policy, and (b) do not have sufficient knowledge of this field, this program strongly recommend that they acquire approximately 16 credits before taking the QE.	Work on the doctoral dissertation while taking courses based on the curriculum for the Science, Technology and Innovation Policy Program where necessary.
Policy Professionals	Case Studies	Required: 10 credits or more in courses based on the curriculum of the Policy Professionals Program, and an outline of the dissertation.	Work on the doctoral dissertation while taking courses based on the curriculum for the Policy Professionals Program where necessary.

Table 3: Outline of the Qualifying Examination (QE)

Students can take QE when they have completed (or are expected to complete) all the designated courses and have obtained the required number of credits, which is generally conducted around the end of the first year. (See Table 4 for the model schedule of QE.)

The QE consists of written and oral examinations in all programs except the Policy Analysis Program, where it consists of a Basic QE and a Field QE.

Program	Written QE / Basic QE		Oral QE /Field QE	
	Subjects/ Examiners	Implementation	Examiners	Implementation
Policy Analysis	<p>Basic QE is a written examination on: Microeconomics Macroeconomics Econometrics. set by the faculty members in charge of each QE subject</p> <p>*The requirement for taking the Basic QE is successful completion of Advanced Microeconomics (I, II), Advanced Macroeconomics (I, II) Advanced Econometrics (I, II)</p>	In-class, closed-book exam on one subject per day.	<p>-Main advisor -Sub advisors In principle, there must be at least three examiners.</p> <p>*The requirements for taking the Field QE are: (a) passing grade on the Basic QE in all three subjects; (b) completion of six credits of 'Recommended Courses' ; (c) completion of "Graduate Seminar I"; (d) consent of the main advisor</p>	In principle, this exam consists of a draft chapter of initial research results, together with an oral presentation followed by a question period.
GRIPS Global Governance (G-cube)	<p>Total three subjects One subject set by the main advisor and two subjects set by the sub advisors or the designated faculty.</p>	In-class or take-home; and open- or closed-book, at the discretion of the main advisor.	<p>-Main advisor -Sub advisors In principle, there must be at least three examiners.</p>	This is an oral presentation on the student's research proposal, followed by a question and answer session.
Disaster Management				
Science, Technology and Innovation Policy				
Policy Professionals	<p>Doctor of Policy Studies: One subject set by the main advisor or the sub advisor designated by the main advisor Ph.D. in Government: Total three subjects (one subject set by the main advisor and two subjects set by sub advisors or the designated faculty)</p>			

Table 4: Model Schedule of Qualifying Examination (QE)

	Policy Analysis		G-cube		Science, Technology and Innovation Policy	Disaster Management	Policy Professionals
	3-year	5-year	3-year	5-year	3-year	3-year	3-year
1 st year	-----Coursework-----						
	Basic QE	Basic QE	Written QE	Written QE			Written QE
2 nd year			Oral QE	Oral QE	Written QE	Written QE	Oral QE
	Field QE				Oral QE	Oral QE	
3 rd year							
	Defense	Field QE	Defense		Defense	Defense	Defense
4 th year							
5 th year		Defense		Defense			

Table 5: Model Schedule of Defense and Graduation

	Completion Period			
	March	June	September	December
Selection of Doctoral Dissertation Review Committee members (→ to be approved by Doctoral Programs Committee)	Third or fourth Wednesday of October	Third or fourth Wednesday of January	Third or Fourth Wednesday of April	Third or Fourth Wednesday of July
Submission of dissertation (→ announcement of the defense)	November	February	May	August
Dissertation defense	December	March	June	September
Submission of the final version of the dissertation	2 weeks before the Doctoral Programs Committee meeting designated below			
Doctoral Programs Committee approval of the results of dissertation review	First Wednesday of March	Third or fourth Wednesday of June	First or third Wednesday of September	Second or third Wednesday of December
Academic Council approval of the results of dissertation review and completion of the doctoral program	Same as above	Same as above	Same as above	Same as above

Note:

*The schedule above applies to doctoral candidates who obtain a median score 4 or higher. If the score is less than 3, completion time required is longer.

*Neither the Doctoral Programs Committee nor the Academic Council is held in August.

*The above schedule may change from one year to the next.,