

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Detailed Regulations Concerning Degree Reviews, etc. of Tokyo University of Foreign Studies

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Chapter 1 General Provisions

Article 1 Purposes

These Details Regulations shall provide for necessary matters relating to the Master's and Doctoral Degrees, etc. in addition to the matters prescribed in the Regulations Concerning Academic Degrees of National University Corporation Tokyo University of Foreign Studies (hereinafter referred to as the "Degree Regulations").

Chapter 2 Master's Degree

Article 2 Notification of research title, title of master's thesis, etc., and research guidance plan

- 1 A person admitted to the master's program shall submit the report of research title approved by the main academic supervisor whom he/she desires by the prescribed date.
- 2 Upon receipt of the report of research title, the Dean of the Graduate School of Global Studies shall refer the guidance for the preparation, etc. of master's thesis prescribed in Article 6 of the Degree Regulations or the outcome of the research on the specific theme (hereinafter referred to as the "Master's Thesis, etc.") to the Faculty Council of the Graduate School of Global Studies (hereinafter referred to as the "Faculty Council").
- 3 Upon the referral under the preceding paragraph, the Faculty Council shall approve the main academic supervisor and select the sub-academic supervisor for the Master's Thesis, etc. who provide instruction and guidance for the thesis of such student.
- 4 The main academic supervisor selected under the preceding paragraph shall prepare the research guidance plan for said student and submit it to the Dean of the Graduate School of Global Studies by the prescribed date.
- 5 Any person eligible to submit a Master's Thesis, etc. who intends to submit a Master's Thesis, etc. shall submit the title of the Master's Thesis, etc. approved in advance by his/her main academic supervisor to the Dean of the Graduate School of Global Studies by the prescribed date.

Article 3 Application for review of Master's Thesis, etc.

- 1 Any person who intends to apply for review of Master's Thesis, etc. shall submit the application form, together

with the following documents, to the Dean of the Graduate School of Global Studies with prior approval of the main academic supervisor.

- (1) Master's Thesis, etc. (in Japanese or foreign language): 3 copies per title (1 original and 2 copies), A4 size
 - (2) Summary of Master's Thesis, etc.: 3 copies in Japanese (1 original and 2 copies), A4 size, approximately 2,000 characters, 3 copies in a foreign language (1 original and 2 copies), A4 size, approximately 500 words
- 2 The summary as referred to in item 2 of the preceding paragraph shall be prepared in Japanese and the foreign language designated by the academic supervisor for a person who writes a Master's Thesis, etc. in Japanese, and in Japanese for a person who writes a Master's Thesis, etc. in a foreign language. Provided, however, that those who take the Peace and Conflict Studies Course in Global Studies shall prepare the Master's Thesis, etc. prescribed in item 1 of the preceding paragraph and the summary prescribed in item 2 of the preceding paragraph in English.
 - 3 The application for review of Master's Thesis, etc. shall be filed while the applicant is enrolled in the Master's program, and the application shall be submitted in January and July of each year.
 - 4 Upon receipt of the application for review of Master's Thesis, etc., the Dean of the Graduate School of Global Studies shall refer its review and final examination to the Faculty Council.

Article 4 Master Thesis Review Committee

- 1 The Faculty Council shall select three (3) Review Committee members.
- 2 The committee members prescribed in the preceding paragraph may include, if necessary, Visiting Professors or Visiting Associate Professors (hereinafter referred to as "Visiting Faculty") prescribed in the agreement on collaboration for education and research of the Graduate School of Global Studies of Tokyo University of Foreign Studies.
- 3 If any faculty member other than the members of the Faculty Council or any faculty member, etc. of other university or institute, etc. joins the committee members, the Dean of the Graduate School of Global Studies shall attach a brief personal history record and a research achievement sheet to determine whether such faculty member, etc. is qualified or not.
- 4 The Master's Thesis Review Committee shall have a Chief. The Chief shall preside over the Review Committee meetings and report the results of the review to the Faculty Council.
- 5 The Faculty Council shall select the Chief prescribed in the preceding paragraph from among those committee members other than the main academic supervisor, in principle. However, any faculty member, etc. of other university or institute, etc. prescribed in paragraph 3 shall not be selected as the Chief.
- 6 The number of the committee members to join under paragraphs 2 and 3 hereof shall not exceed one (1) person, in principle.

Article 5 Review of Master's Thesis, etc. and final examination

- 1 The Review Committee shall review the Master's Thesis, etc. and hold the final examination.
- 2 The final examination shall be conducted for the matters related to the Master's Thesis, etc., mainly focusing on the Master's Thesis, etc., by way of oral examination or in an alternative manner.

Article 6 Review of Master's Thesis, etc., conclusion of results of final examination, and deliberation of award of degree

- 1 When the review of Master's Thesis, etc. and the final examination are completed, the Chief of the Review Committee shall promptly report the conclusion to the Dean of the Graduate School of Global Studies.
- 2 Based on the report under the preceding paragraph, the Faculty Council shall discuss and decide whether or not to grant a degree and shall promptly report the conclusion to the Dean of the Graduate School of Global Studies.
- 3 The report prescribed in the preceding paragraph shall be made in writing, specifying the conclusion, the name of committee members, the name of major field to be attached to the degree, the title of the Master's Thesis, etc., and the qualification for completion (the number of years of enrollment and the number of credits acquired).

Chapter 3 Doctoral degree

Part 1 Degree granted by completion of program

Article 7 Notification of research title and research guidance plan

- 1 Any person admitted to the Doctoral Program shall submit the report of research title approved by the main academic supervisor whom he/she desires to the Dean of the Graduate School of Global Studies by the prescribed date.
- 2 Based on the notification under the preceding paragraph, the Faculty Council shall approve the main academic supervisor.
- 3 The main academic supervisor selected under the preceding paragraph shall prepare the research guidance plan for said student and submit it to the Dean of the Graduate School of Global Studies by the prescribed date.

Article 8 Notification of doctoral dissertation title

- 1 Any person admitted to Doctoral Program (including those who are on leave of absence) shall submit the title of doctoral dissertation approved by the main academic supervisor in advance (hereinafter referred to as the "Dissertation Title") to the Dean of the Graduate School of Global Studies by the prescribed date.
- 2 Upon receipt of the Dissertation Title, the Dean of the Graduate School of Global Studies shall refer the guidance for the preparation, etc. of doctoral dissertation plan (hereinafter referred to as the "Dissertation Plan") and doctoral dissertation of the relevant student to the Faculty Council.

Article 9 Doctoral Dissertation Supervisory Committee

- 1 The Faculty Council shall establish a Doctoral Dissertation Supervisory Committee (hereinafter referred to as the "Supervisory Committee") to provide guidance for dissertations, etc. for such student based on the referral under paragraph 2 of the preceding Article.
- 2 The Supervisory Committee shall consist of a main academic supervisor and two (2) supervisors.
- 3 The two (2) supervisors prescribed in the preceding paragraph shall be selected by the Faculty Council.
- 4 The Supervisory Committee may include a Visiting Faculty, if necessary.

Article 10 Submission of Dissertation Plan

Any person who has submitted the Dissertation Title shall submit an application form, together with the following documents, to the Dean of the Graduate School of Global Studies by the prescribed date with prior approval of the Supervisory Committee. However, those who are on leave of absence may also submit the Dissertation Plan.

Dissertation Plan (concept of doctoral dissertation, research method, etc.): 3 copies in Japanese, A4 size, approximately 6,000 characters

Article 11 Publishing of dissertations or writing of research achievements

- 1 Any person who has received guidance for preparing the Dissertation Plan shall publish a dissertation in a relevant academic journal, etc. widely recognized as having academic authority in the academic community or shall write research achievements as recognized to be of the standard equivalent to or higher than such dissertation.
- 2 Any person who has published a dissertation or written research achievements as prescribed in the preceding paragraph shall submit an application form, together with the following documents, to the Dean of the Graduate School of Global Studies by the specified date with prior approval of the Supervisory Committee. However, any person prescribed in Article 7, paragraph 2 of the Regulations Concerning Academic Degrees of National University Corporation Tokyo University of Foreign Studies (hereinafter referred to as the “Early Completion Candidate”) shall file an application, together with the documents prescribed in item 2 of the Handling of Early Completion of Persons Who are Admitted with Outstanding Research Achievements Prescribed in the Proviso of Article 34, Paragraphs 1 and 2 of the Graduate School Regulations of Tokyo University of Foreign Studies” (December 1, 1993; Decision of Doctoral Program Committee of Graduate School of Area and Culture Studies).
 - (1) Published dissertations or unpublished research achievements: 3 copies per title
 - (2) Summary of published dissertations or summary of unpublished research achievements: 3 copies per title
 - (3) List of published dissertations or unpublished research results: 3 copies
- 3 The application form under the preceding paragraph may be submitted by those who are on leave of absence.

Article 12 Upon receipt of the application, the Dean of the Graduate School of Global Studies shall refer the guidance for such dissertation to the Supervisory Committee for the relevant student.

Article 13 Report of persons expected to write doctoral dissertation

The Supervisory Committee shall report to the Dean of the Graduate School of Global Studies the persons who are expected to write doctoral dissertations and have received guidance for preparing the Dissertation Plan and for preparing dissertation, etc. or writing research achievements.

Article 14 Application for review of doctoral dissertation

- 1 If any person who is expected to write a doctoral dissertation applies for the doctoral degree as prescribed in Article 5, paragraph 1 of the Degree Regulations, the person shall submit the application form, together with the following documents, to the Dean of the Graduate School of Global Studies with prior approval of the Supervisory Committee.
 - (1) Doctoral dissertation (in Japanese or foreign language): 5 copies per title (1 original and 4 copies)
 - (2) Summary of the doctoral dissertation in Japanese (prescribed form, approximately 4,000 characters): 5 copies (1 original and 4 copies)
 - (3) Summary of the doctoral dissertation in English (prescribed form, approximately 1,000 words): 5 copies (1 original and 4 copies)
 - (4) Curriculum vitae and research achievement sheet (prescribed form): 5 copies each (1 original and 4 copies)
- 2 The application for review of doctoral dissertation shall be submitted in early June, September, December, and

March of each year.

- 3 Notwithstanding the provisions of the preceding paragraph, in any of the following cases, application may be submitted at the time specified in each item:
 - (1) In the case of Early Completion Candidates
 - Reduction of study period by one (1) year: Early December in the second year
 - by two (2) years: Early December in the first year
 - (2) Cases under the provisions of Article 21-2 of the Graduate School Regulations From time to time
- 4 Upon receipt of the application for doctoral dissertation review, the Dean of the Graduate School of Global Studies shall refer its review and final examination to the Faculty Council.

Article 15 Doctoral Dissertation Review Committee

- 1 The Faculty Council shall select five (5) Review Committee members.
- 2 The committee members prescribed in the preceding paragraph may include a Visiting Faculty if necessary.
- 3 If any faculty member other than the members of the Faculty Council or any faculty member, etc. of other university or institute, etc. joins the committee members, the Dean of the Graduate School of Global Studies shall attach a brief personal history record and a research achievement sheet to determine whether such faculty member, etc. is qualified or not.
- 4 The Doctoral Dissertation Review Committee shall have a Chief. The Chief shall preside over the Review Committee meetings and report the results of the review to the Faculty Council.
- 5 The Faculty Council shall select the Chief prescribed in the preceding paragraph from among those committee members other than the main academic supervisor, in principle. However, any faculty member, etc. of other university or institute, etc. prescribed in paragraph 3 shall not be selected as the Chief.
- 6 The number of the committee members to join under paragraphs 2 and 3 hereof shall not exceed two (2) persons, in principle.

Article 16 Doctoral dissertation review and final examination

- 1 The Review Committee shall review the doctoral dissertation and conduct the final examination.
- 2 The final examination shall be conducted for the matters related to the doctoral dissertation, mainly focused on the doctoral dissertation, by way of oral examination or in an alternative manner.

Article 17 Doctoral dissertation review, conclusion of results of final examination, and deliberation of award of degree

- 1 If a student has successfully passed the doctoral dissertation review and the final examination, the Chief of the Review Committee shall promptly report the following matters to the Dean of the Graduate School of Global Studies:
 - (1) Summary of review of doctoral dissertation and name of committee members (prescribed form)
 - (2) Results of the doctoral dissertation review and final examination (prescribed form)
 - (3) Applicant's number of years of enrollment and number of credits acquired (prescribed form)
- 2 Based on the report under the preceding paragraph, the Faculty Council shall discuss and decide whether or not to grant a degree and shall promptly report the conclusion to the Dean of the Graduate School of Global Studies.

- 3 The report prescribed in the preceding paragraph shall be made in writing, specifying the conclusion, the name of committee members, the name of major field to be attached to the degree, the Dissertation Title, and the qualification for completion (the number of years of enrollment and the number of credits acquired).
- 4 The Chief of the Review Committee shall report to the Dean of the Graduate School of Global Studies the following matters regarding the person who has passed the doctoral dissertation review but failed the final examination:
 - (1) Summary of review of doctoral dissertation and name of committee members (prescribed form)
 - (2) Results of the doctoral dissertation review and final examination
- 5 The Chief of the Review Committee shall report to the Dean of the Graduate School of Global Studies the following matters regarding the person who has failed to pass the doctoral dissertation review:
 - (1) Summary of review of doctoral dissertation and name of committee members (prescribed form)
 - (2) Results of doctoral dissertation review

Article 18 Special provisions for grant of degree

If any person who has withdrawn from the graduate school after having enrolled in a doctoral program for three (3) years or more, acquired the prescribed credits, and applied for review of dissertation, which was accepted, while receiving necessary research guidance or any person who submits doctoral dissertation within three (3) years after withdrawal has successfully passed the doctoral dissertation review and the final examination, such person shall be deemed to have completed the doctoral program and be granted a doctoral degree.

Part 2 Degree granted without completion of program

Article 19 Application for review of doctoral dissertation

- 1 Any person who applies for the grant of a doctoral degree under Article 7, paragraph 4 of the Degree Regulations with the permission of the Council of the Graduate School of Global Studies shall submit the application form, together with the following documents, to the Dean of the Graduate School of Global Studies.
 - (1) Doctoral dissertation (in Japanese or foreign language): 5 copies per title (1 original and 4 copies)
 - (2) Summary of the doctoral dissertation in Japanese (prescribed form, approximately 4,000 characters): 5 copies (1 original and 4 copies)
 - (3) Summary of the doctoral dissertation in English (prescribed form, approximately 1,000 words): 5 copies (1 original and 4 copies)
 - (4) Curriculum vitae and research achievement sheet (prescribed form): 5 copies each (1 original and 4 copies)
 - (5) Dissertation review fee
- 2 The application shall be submitted in early June, September, December, and March of each year.
- 3 Upon receipt of the application for doctoral dissertation review, the Dean of the Graduate School of Global Studies shall refer its review and confirmation of academic ability to the Faculty Council of the Graduate School of Global Studies.

Article 20 Doctoral Dissertation Review Committee

- 1 Upon receipt of the referral under paragraph 3 of the preceding article, the Faculty Council shall select five (5)

committee members and appoint a Chief from among the committee members so selected.

- 2 If any faculty member other than the members of the Faculty Council or any faculty member, etc. of other university or institute, etc. joins the committee members, the provisions of Article 15, paragraphs 2 and 3 shall apply mutatis mutandis, and the number of additional committee members shall not exceed two (2) persons, in principle.
- 3 The Doctoral Dissertation Review Committee shall have a Chief. The Chief shall preside over the Review Committee meetings and report the results of the review to the Faculty Council.
- 4 The Faculty Council shall select the Chief prescribed in the preceding paragraph from among those committee members.

Article 21 Doctoral dissertation review and confirmation of academic ability

- 1 The Review Committee shall review the doctoral dissemination and confirm the academic ability.
- 2 Confirmation of academic ability shall be conducted for the matters related to the doctoral dissertation, mainly focused on the doctoral dissertation, by way of oral examination or in an alternative manner.

Article 22 Doctoral dissertation review, conclusion of results of confirmation of academic ability, and deliberation of award of degree

- 1 If a student has successfully passed the doctoral dissertation review and confirmation of academic ability, the Chief of the Review Committee shall promptly report the following matters to the Dean of the Graduate School of Global Studies:
 - (1) Summary of review of doctoral dissertation and name of committee members (prescribed form)
 - (2) Results of the doctoral dissertation review and confirmation of academic ability (prescribed form)
- 2 Based on the report under the preceding paragraph, the Faculty Council shall discuss and decide whether or not to grant a degree and shall promptly report the conclusion to the Dean of the Graduate School of Global Studies.
- 3 The report prescribed in the preceding paragraph shall be made in writing, specifying the conclusion, the name of committee members, the name of major field to be attached to the degree, and the Dissertation Title.
- 4 The Chief of the Review Committee shall also report to the Dean of the Graduate School of Global Studies the matters set forth in paragraph 1, items 1 and 2 regarding the person who has passed the doctoral dissertation review but failed to pass the confirmation of academic ability.
- 5 The Chief of the Review Committee shall report to the Dean of the Graduate School of Global Studies the following matters regarding the person who has failed to pass the doctoral dissertation review:
 - (1) Summary of review of doctoral dissertation and name of committee members (prescribed form)
 - (2) Results of doctoral dissertation review

Chapter 4 Other Matters

Article 23 Filling of vacancy in the Review Committee

Any vacancy in the Review Committee or Supervisory Committee shall be filled through selection by the Graduate School Faculty Council.