

This document shows the overall procedures regarding the preparation and the screening of the doctoral dissertation for the doctoral students in the International Peace and Co-existence Program (hereinafter “the Program”).

(Students should also check the basic policies to complete the doctoral program of the Graduate School of Humanities and Social Sciences (hereinafter “GSHSS”) shown in the relevant regulations: the Hiroshima University Graduate School Regulations, the Hiroshima University Degree Regulations, the Hiroshima University By-Laws of the Graduate School of Humanities and Social Sciences, and the Regulations of the Graduate School of Humanities and Social Sciences Concerning the Conferral of Degrees.)

Upon approval from their main supervisor, students must submit a “Notification of Research Title” to the administration office. The submission must be made within approximately one month after their university enrollment day, and students should follow the detailed instructions provided by the administration office.

- Students must make a research plan outline by following the guidance from their main supervisor and submit it to the Program Faculty Meeting for approval. In this Program, students must give a “Mid-Point Presentation” based on their research plan outline and submit the presentation materials to the Program Faculty Meeting.
- The mid-point presentation should take place in or after the third semester and before the final semester.
- Students must check the “Supplemental Guidelines” for the details.
- Upon approval at the Program Faculty Meeting after the mid-point presentation, the main supervisor submits a specified form and the presentation materials to notify the administration office of the mid-point presentation.

- Students must undergo a “Preliminary Screening of Dissertation” when they meet the requirements for the preliminary screening under the instructions of their main supervisor. Students are required to have a consultation on their preliminary screening with their main supervisor at least seven months before their expected graduation month.
- Basically, the preliminary screening should be finished by the end of November for March graduation or by the end of May for September graduation in the final semester.
- Students must check the “Supplemental Guidelines” for the requirements and other details on the preliminary screening.
- Students must complete the “Research Ethics Education-Advanced” course before the preliminary screening.
- The preliminary screening requires approval to take place at the Program Faculty Meeting to be held six months before the student’s expected graduation month: the main supervisor must submit the preliminary screening information to the Program Faculty Meeting in September for March graduation or in March for September graduation. At the Program Faculty Meeting, the student’s eligibility for the preliminary screening must be checked.
- Upon approval at the Program Faculty Meeting, the main supervisor submits a specified form to notify the administration office promptly. The preliminary screening requires advanced approval from the GSHSS Faculty Meeting (the Board of Representatives). Following this approval, the preliminary screening must be made open to the public and announced at least one week before the preliminary screening date. Note that the preliminary screening should take place on weekdays.
- The main supervisor submits a report of the results of the preliminary screening to the Program Faculty Meeting for approval. Once approved, the main supervisor submits a specified form to notify the administration office.

- Students who pass the preliminary screening must submit the following documents to the administration office by January 7 for March graduation or by July 5 for September graduation:
 - Dissertation (temporarily bound acceptable): One copy
 - Students must submit this dissertation, along with a change list of dissertation contents (any format), to all members of the main screening committee by the deadline above.
 - Application for Review of Dissertation: One copy
 - List of Publications: One copy

Summary of the Dissertation (Summary of Dissertation Contents): One copy and PDF

Resume: One copy

Reference Papers: One copy

Submit one copy of each reference papers listed in the above-mentioned “ List of Publications.”

Doctoral Dissertation Submission and Publication Confirmation (Application Form): One copy

- Revision of the dissertation title is not permitted after this submission.
- Students must undergo a “Main Screening and Final Examination of Dissertation” by the main screening committee after their dissertation submission is approved at the GSHSS Faculty Meeting (the Board of Representatives).
- The main screening and final examination must include a public session. The main supervisor submits its schedule to the administration office in advance. Basically, the main screening and final examination should be taken place by February 10 for March graduation or by August 10 for September graduation.
- Upon approval from the main screening committee, the main supervisor submits specified forms to notify the administration office of the results of the main screening and final examination by February 25 for March graduation or by August 25 for September graduation.
- After the main screening and final examination, students must submit the following documents to the administration office by February 20 for March graduation or by August 20 for September graduation:
 - Entire Dissertation Manuscript (Final): PDF
 - Abstract of the Dissertation: PDF
 - Students must submit this PDF only if for unavoidable reasons they chose to delay publication of your dissertation in the university repository on the Doctoral Dissertation Submission and Publication Confirmation (Application Form).
- The above-mentioned dissertation (Point 5.) becomes available for review for one week until the Program Degree Conferral Review Meeting is held.

Following the main screening and final examination by the main screening committee, the Program Degree Conferral Review Meeting and the GSHSS Faculty Meeting (the Board of Representatives) take place for the final discussion and voting. Students who pass the main screening and final examination can graduate from the GSHSS doctoral program as well as receive a relevant doctoral degree.

<Degree Options in the International Peace and Co-existence Program>

	Doctor of Philosophy
	Doctor of Philosophy in International Cooperation Studies

- The deadline is at 5:15 pm on the above-mentioned dates. If the deadline falls on a weekend or holiday, it is moved to the next university operation day.
- The administration office mentioned above is the Support Office for the Fields of International Development and Cooperation (IDEC Office).
- If there are any circumstances, the Program Director makes decisions after discussion at the Program Faculty Meeting regardless of the contents described in this document.

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