

Revised in June 2022

# Department of Economics

## I<sup>PhD</sup> Program Guide



October 2021 Admission

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## 1. Type of Courses

The International Ph.D. program in Economics offers three major types of classes: (1) Lectures, (2) Non-lecture Courses, and (3) Research Practicum. In addition, (4) Prerequisites, courses typically offered at the Master's level and recommended by the student's advisor, are available to fill in gaps in fundamentals.

### 1) Lectures

These are lectures by a faculty member or faculty members. Two major types of lecture exist:

- International Ph.D. Program in Economics courses taught by a faculty member or faculty members (2 credits per course).
- Graduate School of International Social Sciences courses on thesis writing, presentation & discussion skills in English (credits do not count toward the Ph.D. degree).

### 2) Non-lecture Courses

There are three types of non-lecture courses or interactive teaching courses.

- Seminars I a, I b, II a, II b (2 credits per course)

These are led by the student's main advisor and can include directed reading, dissertation advising, etc. and are compulsory.

- Workshop I, II, III, IV (1 credit per course)

➤ Typically, more than one faculty member and guest speaker participate in these. The student must take part in workshops, held on campus or off campus, designated by the main advisor.

➤ Students are advised to register for workshops in the first year.

- Workshops I and II are in the fields of International Economics and must be taken in pairs consecutively in the same grade (Fall semester + Spring semester). Workshops III and IV are in the field of Comparative Economics and International Political Economy and must be taken in pairs consecutively in the same grade (Fall semester + Spring semester).

- Field Work I, II (1 credit per course)

➤ Credits are awarded for field study, practice, and training, either domestic or overseas.

➤ Field Work I and II must be taken in pairs.

### 3) Research Practicum I, II, III (2 credits per course)

An approval by the student's committee is required for course registration.

Up to 4 Research Practicum credits can substitute for lecture credits. Prerequisites and Research Practicum credits can total no more than 6 credits in all.

- Research Practicum I is a research practice in such projects as joint study with government or industry, international joint study, and Field Work overseas. Research Practicum I is a prerequisite for Research Practicum III.
- Research Practicum II is a teaching practice in the master's program.

- Research Practicum III is a conference presentation of research output from Research Practicum I. Only the student who completed I can conduct the presentation (III) naturally.

#### 4) Prerequisites

These are courses, typically offered at the Master's level (or Bachelor's level in some cases) and recommended by the student's advising committee, to fill in gaps in fundamentals. The student must take prerequisite courses judged by the committee as necessary for the student to fill in gaps in fundamentals. Note that you cannot take the International Master's Program in Economics courses as prerequisites after Spring 2024.

## 2. Program Requirements

The Ph.D. in Economics requires successful completion of 20 credits or more from the courses listed below and the successful proposal, submission, and oral defense of a doctoral dissertation. An overall GPA of 2.0 (max: 4.5) or better for courses taken at YNU is also required for graduation.

### Of the 20 credits:

- 1) 8 or more credits must be from lectures.
  - These are chosen from Economics Lectures and Research Practicum in the next table but can also include up to 4 credits in so-called "prerequisite courses".
  - "Research Practicum" credits can also be part of the aforementioned 8 credits, but prerequisites and Research Practicum credits can total no more than 6 credits in all.
  - Also, 4 of the 8 credits may be taken from courses offered in the Department of Business Administration or Department of International and Business Law of the Graduate School of International Social Sciences (GSISS).
  - GSISS Joint Course credits do not count toward the Ph.D. degree.
  - Doctoral course credits earned at a graduate school or graduate schools, domestic or overseas, may be recognized if approved as beneficial by the Faculty Committee.
- 2) 8 credits are from mandatory Seminars I a, I b, II a, II b led by the student's main advisor.
- 3) The last 4 credits must be achieved by receiving credit in one of the following ways:
  - Workshops I & II credits, each earned twice
  - Workshops III & IV credits, each earned twice
  - Workshops I, II, III & IV credits, each earned once
  - Workshops I & II credits, each earned once, plus Field Work (up to 2 credits maximum)
  - Workshops III & IV credits, each earned once, plus Field Work (up to 2 credits maximum)
  - Students may substitute lectures (one or two 2-credit courses, Research Practicum included) for Workshops (2 or 4 credits) if recommended by the student's advising committee.

### 3. Three Recommended Paths and Course Offerings

International Ph.D. Program in Economics is organized around three areas of specialization. In general, the student will choose complementary courses along one of these paths and write a dissertation in the same general field of specialization. The next table gives a suggested series of courses the prospective student might take, depending on their path.

A International Economics

B Comparative Economics

C International Political Economy

|                    | Course Title                                                   | Credits Earned |        |        | Frequency           |
|--------------------|----------------------------------------------------------------|----------------|--------|--------|---------------------|
|                    |                                                                | Path A         | Path B | Path C |                     |
| Economics Lectures | Microeconomics                                                 | 2              |        |        | annual              |
|                    | Macroeconomics                                                 | 2              |        |        | annual              |
|                    | Statistics                                                     | 2              |        |        | annual              |
|                    | Advanced International Finance                                 | 2              |        |        | annual              |
|                    | Advanced International Trade                                   | 2              |        |        | annual              |
|                    | Advanced Comparative Economic Studies                          |                | 2      | 2      | irregularly offered |
|                    | Advanced Empirical Analysis of Economic Systems                |                | 2      |        | annual              |
|                    | Structure and Dynamics of Developing Economies                 |                |        | 2      | biennial *          |
|                    | Research Methods for International Economics I (by AY2020)     | 2              |        |        | annual              |
|                    | Research Methods for International Economics I (from AY2021)   | 1              |        |        | annual              |
|                    | Research Methods for International Economics II (by AY2020)    | 2              |        |        | annual              |
|                    | Research Methods for International Economics II (from AY2021)  | 1              |        |        | annual              |
|                    | Research Methods for Economic Systems and Political Economy I  |                | 1      | 1      | annual              |
|                    | Research Methods for Economic Systems and Political Economy II |                | 1      | 1      | annual              |
|                    | Research Practicum I (Joint Research Project, etc.)            | 2              | 2      | 2      | annual              |
|                    | Research Practicum III (Conference Presentation)               | 2              | 2      | 2      | annual              |

|                     | Course Title                       | Credits Earned |        |        | Frequency |
|---------------------|------------------------------------|----------------|--------|--------|-----------|
|                     |                                    | Path A         | Path B | Path C |           |
| GSISS Joint Courses | Thesis Writing †                   |                |        |        | annual    |
|                     | Presentation & Discussion Skills † |                |        |        | annual    |
| Non-Lecture Courses | Seminar I a                        | 2              | 2      | 2      | annual    |
|                     | Seminar I b                        | 2              | 2      | 2      | annual    |
|                     | Seminar II a                       | 2              | 2      | 2      | annual    |
|                     | Seminar II b                       | 2              | 2      | 2      | annual    |
|                     | Workshop I                         | 1              |        |        | annual    |
|                     | Workshop II                        | 1              |        |        | annual    |
|                     | Workshop III                       |                | 1x2    | 1x2    | annual    |
|                     | Workshop IV                        |                | 1x2    | 1x2    | annual    |
|                     | Field Work I                       |                |        |        | annual    |
|                     | Field Work II                      |                |        |        | annual    |
|                     |                                    | 20+            | 20+    | 20+    |           |

Notes:

- This is only recommended. A student could complete the necessary 20 credits in Path A without taking a “Research Methods” lecture for instance.
- Some courses are offered annually, others less frequently. Students should decide in advance, as much as possible, which courses they intend to take and identify the semesters in which they are offered. Other Ph.D. courses are offered in GSISS, but most are conducted in Japanese. If the student’s Japanese is of a sufficient level, they can take these courses in Japanese as well.
- Only those who do not earn the Master’s degree from YNU can take Macroeconomics II, Microeconomics II, and Statistics II. Those who earn the Master’s degree from YNU are not allowed to take these classes.

\* ‘Biennial’ means ‘offered once every two years’.

† GSISS Joint Course credits do not count toward the Ph.D. Degree.

AY stands for Academic Year.

## 4. Registration for Courses with the Same Name

- After a student has received credits for a course, the student cannot acquire more credits by taking a course with the same name again (except for a Research Practicum).

## 5. Course Registration, Amendment, and Cancellations, etc.

### 1. Procedure and Schedule

- Please submit the Course Registration Application to the Graduate School Affairs Office first. (You can download the form at the URL below.)

<https://www.gsiss.ynu.ac.jp/english/student/news/kyoumu.html>

- Please log into [the Education Affairs Information System](#), and register for Fall 2021 courses (lectures and seminars), amend and/or cancel them if necessary, during the respective periods described in the table below.

|              |                       |                                       |
|--------------|-----------------------|---------------------------------------|
| Registration | October 5 - 18, 2021  | Hours: 09:00 - 21:00 (last day 17:00) |
| Amendment    | October 25 - 27, 2021 | Hours: 09:00 - 21:00 (last day 17:00) |
| Cancellation | November 8 - 12, 2021 | Hours: 09:00 - 21:00 (last day 17:00) |

Note: As for the Spring and Fall 2021 courses, you will have to take the similar procedure by paper and on the system as above, for registration, amendment, and cancellation, during the periods to be announced in due course.

You do not need to complete the course registration application form for amendment.

### 2. Application and Cancellation of Research Practicum and Field Work

You must apply in paper for Research Practicum and Field Work at the Graduate School Affairs Office in addition to the online registration. Please submit your application in a timely manner as specified below.

|                        |                                       |
|------------------------|---------------------------------------|
| For Research Practicum | during the course registration period |
| For Field Work         | Before starting the Field Work        |

(You can download the forms at the URL below.)

<https://www.gsiss.ynu.ac.jp/english/student/news/kyoumu.html>

If students wish to cancel registration in a course, they need to inform their main advisor and a teaching staff in charge of the course about cancellation. Then they must use the Educational Affairs Information System during the following period.

Students can apply to cancel their place in Workshops and Research Practicum at the Graduate School Affairs Office up until the day before the final examination period of each semester. For Field Work, students can apply to cancel at the Graduate School Affairs

Office up until the day before the final examination period of the Fall semester.

If students stop attending the registered course or do not take the final examination, the course evaluation will become "Failing (F)". Be aware that an overall GPA of 2.0 or better is required for completion.



## 6. Advising Committee and Main Advisor

- The advising committee consists of a total of three members: one main advisor and two secondary advisors. The committee is responsible for guiding you until you complete your dissertation.
- Each applicant for IPhD shall provide names of up to two preferred academic advisors in his/her online application considering his/her own research topic and fields of research/education of the faculty members, and a matching exercise will be made during the screening for admission. After admission, you must make an application to determine your main advisor by submitting the 'Selection of Main Advisor' form to the Graduate School Affairs Office by the following due date.

|                  |
|------------------|
| October 15, 2021 |
|------------------|

(You can download the form at the URL below.)

<https://www.gsiss.ynu.ac.jp/english/student/news/kyoumu.html>

- As a general rule, the main advisor of each student is chosen from the full-time faculty members of the major that the student belongs to. However, a faculty member from another major can also be chosen as a main advisor if necessary.
- The main advisor shall appoint two secondary advisors in the advising committee, and the composition of the advising committee shall be approved by the department.
- When it is necessary to change the main advisor and/or secondary advisor due to an unavoidable reason, it must be approved by the department.

## 7. Research Proposal

- During the 1st year, you must submit Research Proposal to your advising committee by the following due date.

|                   |
|-------------------|
| December 10, 2021 |
|-------------------|

- Please download the form for 'Research Proposal' at the URL shown below and fill it out.  
<https://www.gsiss.ynu.ac.jp/english/student/news/kyoumu.html>
- If you wish to write your proposal in a free (your own) format, please use A4 size paper and include the following content.
  - Student ID number and name
  - Research topic
  - Timeline of the research (year, month), and research contents
  - Literature, materials
  - Others
- You must make necessary modifications to the Research Proposal in accordance with the guidance by your advising committee and submit it to the Graduate School Affairs Office by March 25, 2022.

## 8. Conditions for Writing a Dissertation

- Those who wish to write a dissertation must obtain permission at the review of qualifications for writing a dissertation (second interim progress report), after acquiring the credits necessary for the completion of the program by the end of the Spring semester of the second year.
- The review of qualifications for writing a dissertation will be conducted in the Fall semester of the third year. Those who are assigned a “Fail” grade at the review and are found ineligible to write a dissertation may undergo a review again in December of the third year.

## 9. The Dissertation

The goal is to produce a dissertation which generates a unique contribution to the field of economics, and which is of publishable quality in internationally-refereed academic journals. Some students in the past have had parts of their dissertation published internationally even prior to graduation though this is not strictly required.

## 10. Path to Ph.D. Please also refer to the flowcharts on page 9 and 10.

### 1st Year

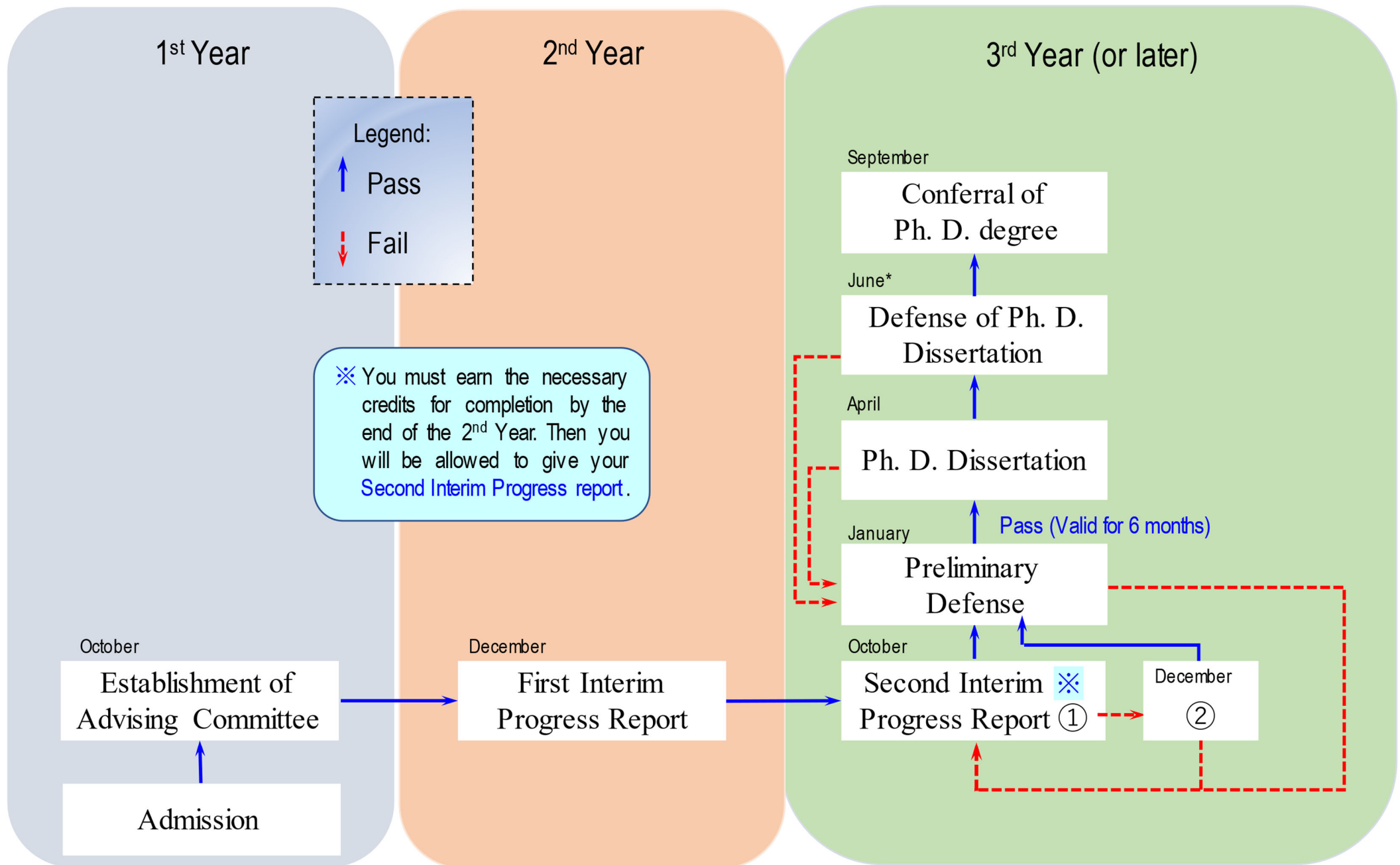
| Month | Event                                | Due Date      | Details                                                                                                                                                                                                                                             |
|-------|--------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oct.  | To determine your Advising Committee | Oct. 15, 2021 | Apply for determination of your main advisor by the due date. (Application Form .....)<br>Then, your main advisor will appoint two secondary advisors, thus forming your advising committee. You will be interviewed by the committee if necessary. |
| Oct.  | Course Registration                  | (See page 5.) | Decide and register the courses based on the guidance of your advising committee. (Application Form .....)                                                                                                                                          |
| Dec.  | Research Proposal                    | Dec. 10, 2021 | Submit your research proposal, modify it if necessary, in accordance with the guidance of the committee, and finalize it by the due date.                                                                                                           |

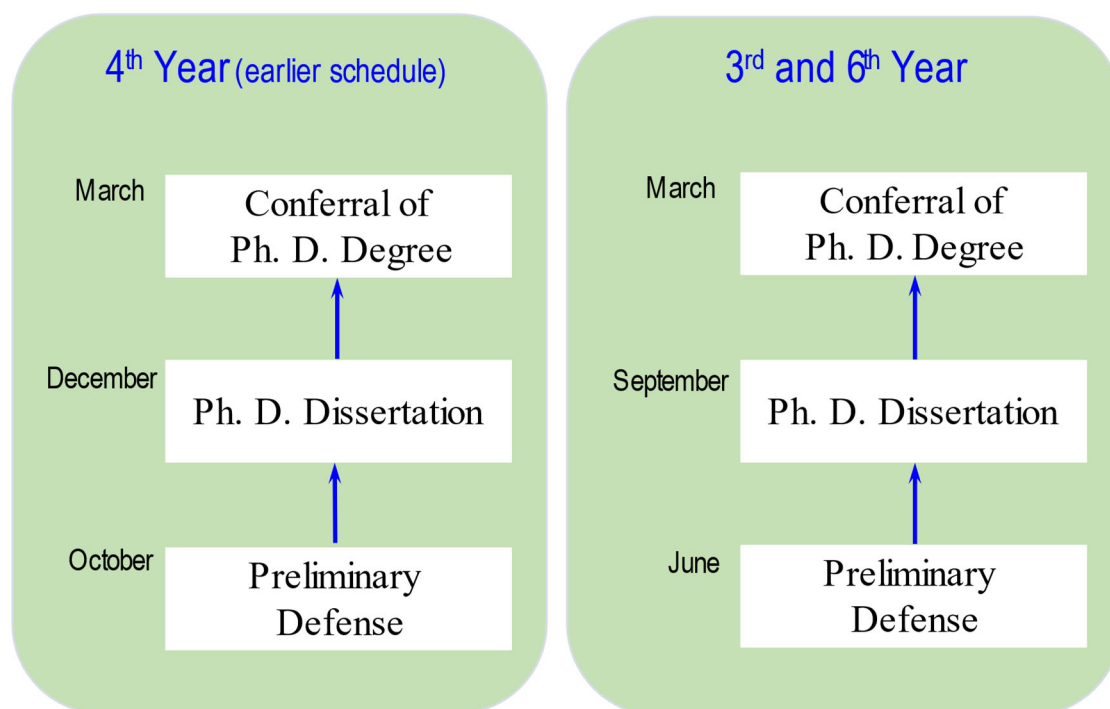
### 2nd Year

| Month | Event                       | Due Date         | Details                                                                                                                                                                                                                                 |
|-------|-----------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dec.  | 1st Interim Progress Report | To be determined | Present your 1st interim progress report (open to all faculty and students of YNU) to your advising committee based on the research results during the previous year. The committee examines the report and gives you further guidance. |

## 3rd Year

| Month | Event                            | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oct.  | 2nd Interim Progress Report      | <p>Present your 2nd Interim Progress Report (open to all faculty and students of YNU), for which Pass, or Fail is decided. Advising committee will judge whether you are ready for a dissertation defense. At this stage you should have made substantial progress and be near to completion of your dissertation.</p> <p>If you Fail your 2nd Interim Progress Report, you may present the revised report again in December in the same year or in the next academic year.</p> |
| Jan.  | Preliminary Defense              | When you Pass at the 2nd Interim Progress Report, you will undergo a preliminary defense, an oral presentation and defense in front of the advising committee, for which Pass, or Fail is decided. (Your dissertation defense will be open to all faculty and students of the YNU.)                                                                                                                                                                                             |
| April | Submission of Ph.D. Dissertation | If you pass at the Preliminary Defense, you have to submit your Ph.D. Dissertation. Your Ph.D. dissertation defense committee (hereinafter “defense committee”) authorized in the relevant faculty meeting will review your Dissertation.                                                                                                                                                                                                                                       |
| June  | Final Dissertation Defense       | You have to give your Final Dissertation Defense, an oral presentation in front of the defense committee (consisting of 5 faculty members).                                                                                                                                                                                                                                                                                                                                     |
| July  | Evaluation - Judgement           | The defense committee evaluates the Final Dissertation Defense and makes an internal report. Finally, the Faculty of Economics determines whether to approve the Ph.D. degree for you, based on the report.                                                                                                                                                                                                                                                                     |
| Sep.  | Degree Conferment                | <p>The degree is conferred on you if all requirements are met, and you successfully defended your dissertation.</p> <p>A copy of your final dissertation will be held at Library of International Social Science Studies, YNU. The dissertation will be posted on Yokohama National University Repository, and an abstract of the dissertation will be posted on the GSISS website. The National Diet Library in Tokyo will obtain the dissertation from the repository.</p>    |





## 11. Defense of a Ph.D. Degree

When the Ph.D. dissertation meets any of the three following criteria, a Doctor of Philosophy in Economics (Ph.D. in Economics) will be conferred to the applicant.

- A part of the dissertation is published in or has been submitted to and accepted by a peer-reviewed academic journal that is highly reputed in Japan and overseas.
- A part of the dissertation has received a high evaluation, and it is acknowledged that the dissertation including that content is highly likely to be accepted by a peer-reviewed academic journal that is highly reputed in Japan and overseas, or that it can be published as an academic research publication that has a highly specialized value.
- The dissertation includes content equivalent to that described in the above and is considered to have made an important contribution to the relevant research field.

## 12. Early Completion

- When you meet the following conditions, you may apply for permission to submit a Ph.D. dissertation with an enrollment period of two years (two-year completion).
  - Your advising committee determines, based on your first interim progress report, that you can submit a Ph.D. dissertation during the same academic year.
  - Your advising committee determines that you can meet the completion requirements in two years after your admission to the Ph.D. program.
- An application for two-year completion has to be made to the Dean of Graduate School of International Social Sciences in writing upon the approval of your advising committee after you give the first interim progress report.

You will be notified by the Dean when your application is accepted (or rejected).

### 13. Completion in March

- Usually, you are not allowed to stay in the Program beyond the end of academic year (end of September) once you satisfy all the requirements for the Ph.D. degree.
- You can, however, opt for completion in March (half a year later than the end of the Spring semester in the 3rd academic year) only under such circumstances as described below.
  - You are expected to stay in the Program for more than 3 years (excluding the period of leave of absence).
  - You are scheduled to satisfy all the requirements for completion of the program and pass the final defense of your dissertation in the Fall semester in the 4th academic year.
  - Your advisors approve your delayed completion.
  - You apply for completion in March during the designated period (in early October in 4th academic year) by the Graduate School Affairs Office.

### 14. Special Exceptions Concerning the Conferral of a Ph.D. Degree for Those Who Withdrew from the Ph.D. Programs of the Graduate School

- Those who have withdrawn from the Ph.D. programs of the Graduate School may submit their Ph.D. dissertation without paying the defense fee if they meet the following requirements. If they pass the defense, they are eligible to receive a Ph.D. degree (Ph.D. degree by dissertation, *ronbun hakase*). The dissertation submission schedule is the same as the Ph.D. degree (*katei hakase*).
  - Studied at the Graduate School of International Social Science for three years.
  - Assigned a “Pass” grade at the second interim progress report.
  - Obtained necessary credits while registered as a student of YNU.
  - Submitted a Ph.D. dissertation within one year of withdrawal.
  - Applying for the same degree as the degree that they applied to receive while registered as a student of YNU.

\* Contact the Graduate School Affairs Office of the graduate school for details.

## 15. The GPA System

- Students will be given GPs (Grade Points) according to their academic evaluation, and their GPA will be calculated based on the following formula.
- Calculation formula:  $GPA = \frac{\sum (GPs \times \text{Number of credits})}{\text{Number of credits from all registered courses}}$
- Only lectures are included in the GPA calculation and an overall GPA of 2.0 or better is required for completion. Along with the introduction of the GPA system, academic evaluations (scores) and GPs shall be given as follows:

|               |                    |     |
|---------------|--------------------|-----|
| Superior (S)  | (100 to 90 points) | 4.5 |
| Excellent (A) | (89 to 80 points)  | 4.0 |
| Good (B)      | (79 to 70 points)  | 3.0 |
| Fair (C)      | (69 to 60 points)  | 2.0 |
| Failing (F)   | (59 and below)     | 0.0 |

## 16. Procedures for Field Work

### ➤ About Field Work

Field Work refers to work that produces research results for a Ph.D. dissertation, in which a student shall (1) participate in a training course or a field practice conducted by an organization or institution outside YNU, or (2) conduct research at an organization or institution outside of YNU based on his/her own practice plan for at least 30 hours as a general rule.

### ➤ About Enrollment in Field Work

Students must register for Field Work during the course registration period and submit a Field Work Proposal to the Graduate School Affairs Office before beginning. The Field Work proposal does not have to be submitted during the course registration period, but the proposal must be submitted by the middle of January in the Fall semester and by the beginning of July in the Spring semester (a detailed schedule will be provided separately).

### ➤ Notes on Preparation of the Field Work Proposal

A proposal must be prepared under the guidance of the advising committee, and the signature of the main advisor must be obtained.

[Survey Objectives] Research objectives must be clearly stated.

[Survey Methods] Methods of interviews, data collection, participation in seminars, questionnaires, etc. must be specifically stated.

[Survey Subjects] The following details must be specifically stated.

|                                                   |                                                                                                                         |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| ● Interview:                                      | About interviewees (occupation, attributes, etc.) and the number of interviewees                                        |
| ● Questionnaire:                                  | Companies or persons to be surveyed (range or number, type and category of business, attributes, etc.).                 |
| ● Data Collection:                                | Data type, names of companies, names of institutions, names of libraries (outside of YNU) from which data is collected. |
| ● Seminar, training course, field practice, etc.: | Time, location, contents, etc.                                                                                          |

[Survey Period]

Specific schedule (from \*\*month, \*\*day to \*\*month, \*\*day) must be stated, instead of just “throughout the year,” “Fall semester,” or “Spring semester.” The survey period must not include multiple academic years.

[Format for Reporting Survey Results]

The format that the student is planning to use, such as presentation at a seminar, submission to a journal, making a report, presentation at a conference, inclusion in a Ph.D. dissertation, etc. must be stated.

#### ➤ Approval of Proposal

The Field Work proposal will be reviewed by the designated meeting. If the Field Work proposal is not approved, the student will be notified separately, and the problem areas will be pointed out along with the notification.

#### ➤ Approval of Credits

After the Field Work is completed, the student must immediately report to the advising committee. The main advisor will assign a grade based on a review conducted by the advising committee.



## 17. Research Practicum

Research Practicum should be mapped out to produce research results for writing Doctoral thesis and should be conducted for more than 30 hours as a basic rule. The content must be limited to the following ( I to III).

- I. Field research in the projects such as industry - government - university cooperative research, international cooperative research, field work overseas.
- II. Teaching Practice in the Master's program at GSISS, YNU.
- III. Report at the academic conference on research results of above I

### (1) Taking a Research Practicum

Please register yourself for research practicum (online) and submit the application form to the Graduate School Affairs Office during the stipulated period. You can get the form (paper) at the office or download it on the website of GSISS.

### (2) Application Form

The application form must be filled in under the guidance of your 'advising committee' and should be signed by your main academic advisor. The content of practicum should be clearly described in it.

### (3) Approving Credits

You have to submit a report on practicum to advising committee without delay after you complete it. Your main advisor will grade it and give credits for it based on the examination of advising committee.

.....

## Appendix

### (1) Classrooms

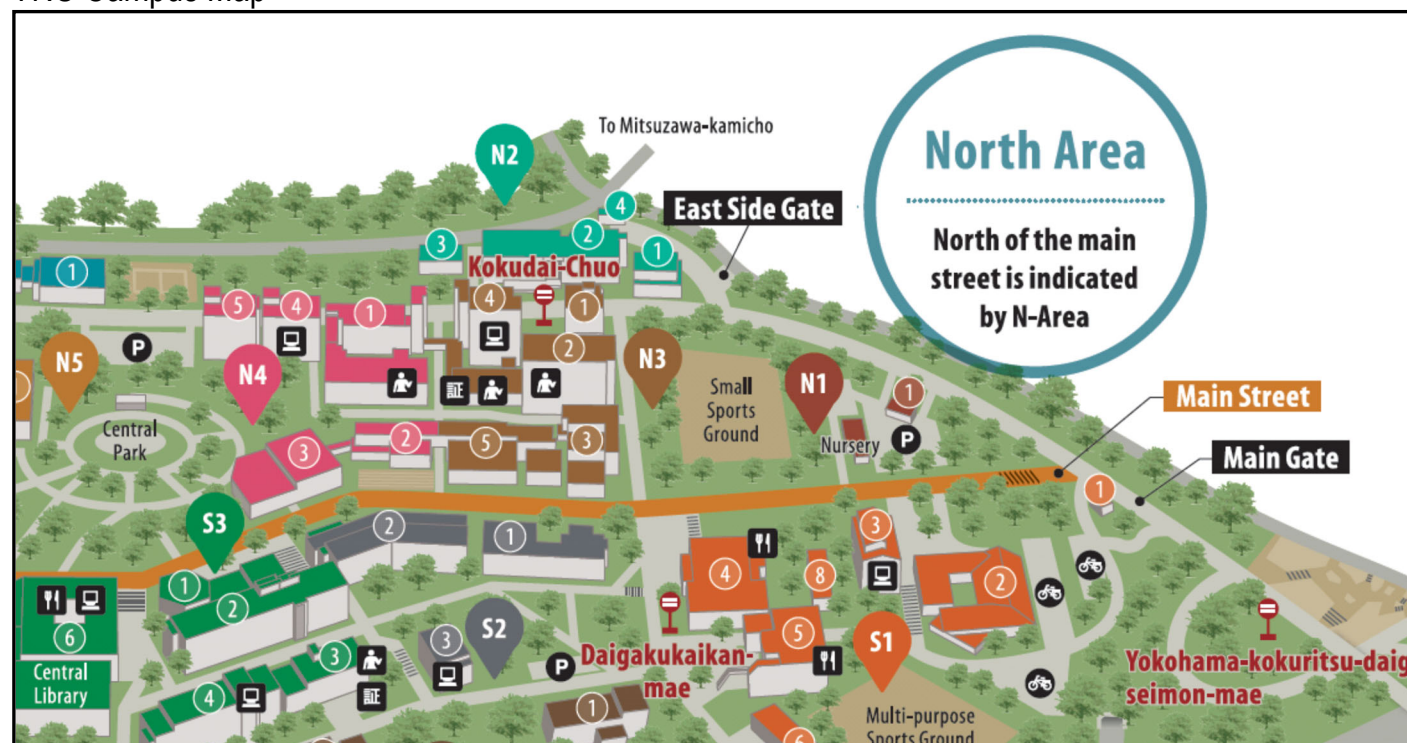
### (2) Forms

### (3) Regulations of Graduate School of International Social Sciences

### (4) Special Provision for Those Who Completed Law School

# (1) Classrooms

## YNU Campus Map



### COLLEGE OF ECONOMICS [Econ]

|      |                    |                                                                                                                                                                                              |
|------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N4-1 | Research Bldg.     | 1F Department of Economics, Administration Office<br>1F MPE OFFICE<br>3F Seminar Rooms (301-317)<br>3F Center for Economic and Social Studies in Asia<br>4F IMAP/IPhD Study Rooms (413, 427) |
| N4-2 | Lecture Hall 1     |                                                                                                                                                                                              |
| N4-3 | Lecture Hall 2     |                                                                                                                                                                                              |
| N4-4 | New Research Bldg. | 2F Research Support Office<br>4F - 5F Economics Faculty Offices                                                                                                                              |

### COLLEGE OF BUSINESS ADMINISTRATION

|      |                                        |                                   |
|------|----------------------------------------|-----------------------------------|
| N3-1 | Business Administration Research Bldg. |                                   |
| N3-3 | Lecture Hall 2                         |                                   |
| N3-4 | Research Bldg.                         | 1F Graduate School Affairs Office |
| N3-5 | Lecture Hall 1                         |                                   |

### GRADUATE SCHOOL OF INTERNATIONAL SOCIAL SCIENCES [GSISS]

|      |                                                                |                                                                                                                                                                                                                                                                                                                                  |
|------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N3-2 | Graduate School of International Social Sciences (GSISS) Bldg. | 3F Computer Room (301)<br>3F Computer Room (Satellite Lab) (302)<br>3F Library of International Social Science Studies (304)<br>5F Doctoral Study Rooms (501, 502, 504)<br>5F IPhD Study Room (501)<br>5F Photocopier Room (503)<br>6F Seminar Rooms (602-609)<br>7F, 8F Economics Faculty Offices<br>8F Research Support Office |
| N4-5 | Law Bldg.                                                      |                                                                                                                                                                                                                                                                                                                                  |

## (2) Forms

You can download the forms No. 1 to 5 listed below from the web page, which can be accessed by clicking on the following link.

Link > [Doctoral Program-Current Students-Graduate School of International Social Sciences : Yokohama National University \(ynu.ac.jp\)](http://ynu.ac.jp)

As for the forms related to the procedure to the Doctoral Degree (No.6 to 23 ), you can also get them on the web through the link below. Click on it.

Link > [Dissertation Defense Schedule-Current Students-Graduate School of International Social Sciences : Yokohama National University \(ynu.ac.jp\)](http://ynu.ac.jp)

- .....
1. Course Registration Application (also attached hereto)
  2. Selection of Main Advisor (also attached hereto)
  3. Research proposal
  4. Research Practicum Registration Application
  5. Field Work Proposal
- .....

|                                                                                                                    |                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The First Interim Progress Report                                                                                  | 6. Application Procedure (For students admitted in October)<br>7. Application Form                                                                                                                                                          |
| Desired Degree to be Conferred                                                                                     | 8. Application Procedure<br>9. Application Form (For students enrolled after April 2013)                                                                                                                                                    |
| The Second Interim Progress Report                                                                                 | 10. Application Procedure<br>11. Application Form                                                                                                                                                                                           |
| Preliminary Defense                                                                                                | 12. Application Procedure (For June Presentation)<br>13. Application Procedure (For October Presentation)<br>14. Application Procedure (For January Presentation)<br>15. Application Form                                                   |
| Review of Doctorate by Program Completion ( <i>Katei Hakase</i> )                                                  | 16. Application Procedure (For September Submission)<br>17. Application Procedure (For December Submission)<br>18. Application Procedure (For March Submission)<br>19. Application Procedure (For April Submission)<br>20. Application Form |
| Review of Doctorate by Dissertation ( <i>Ronbun Hakase</i> ) (For those who have withdrawn with necessary credits) | 21. Application Procedure (For December Submission)<br>22. Application Procedure (For March Submission)<br>23. Application Form                                                                                                             |

Form

## Course Registration Application

|            |                                  |      |
|------------|----------------------------------|------|
| Year       | Semester (Circle all that apply) |      |
|            | Spring                           | Fall |
| Student ID | Name                             |      |
| Phone      | Email                            |      |

| Category           | Course Title | Code | Semester | Day | Period | Instructor |
|--------------------|--------------|------|----------|-----|--------|------------|
| Lecture            |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
| Field Work         |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
| Workshop           |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
| Seminar            |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
| Research Practicum |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
| Prerequisite       |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
| Misc.              |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |
|                    |              |      |          |     |        |            |

✂ Please submit this form to the Graduate School Affairs Office after obtaining approval from your main advisor.

✂ You must also register for courses on the Educational Affairs Information System during the designated period.

Main advisor's signature:

Form

# Application for Academic Advisor

(Selection of Main Advisor)

## Graduate School of International Social Sciences

Student ID:

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Name in Full:

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| Name of Main Advisor | Main Advisor's Signature (or Seal) |
|----------------------|------------------------------------|
|                      |                                    |

Date:

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DD / MM / YYYY

### (3) Regulations of the Graduate School of International Social Sciences at Yokohama National University

(Regulations No.33, March 28, 2013)

(Purpose)

#### Article 1

Subject to the provisions of Articles 11 and 12 of the School Regulations of Yokohama National University (Regulations No. 202 (2004); hereinafter referred to as "Graduate School Regulations"), the purpose of these Rules shall be to regulate courses, the numbers of credits, and methods of undertaking courses, etc., for specialties of the Graduate School of International Social Sciences at Yokohama National University (hereinafter referred to as the "Graduate School") and necessary matters for the Graduate School, provided, however, that matters related to the Law School/ Graduate School of International Social Sciences at Yokohama National University shall be subject to the provisions of the Detailed Regulations for the Law School/ Graduate School of International Social Sciences, Yokohama National University.

(Courses, etc.)

#### Article 2

- 1 Courses and the number of credits for departments at the Graduate School shall be separately regulated by the Dean of the Graduate School of International Social Sciences at Yokohama National University (hereinafter referred to as the "Dean") with input from the faculty council (hereinafter referred to as the "Faculty Council").
- 2 15 hours of classes in courses (lectures and seminars) at the Graduate School shall constitute a single credit.
- 3 The term "academic dissertation(s)" refers to master's theses and doctoral dissertations and includes the research outcomes of specific assignments given in connection with master's theses (hereinafter referred to as "Theses for Specific Assignments" in plural form or "Thesis for Specific Assignment" in singular form).

(Flexible Curriculum across Departments)

#### Article 3

- 1 Systematic educational programs related to multi-specialty fusion fields and specific assignments (hereinafter referred to as the "Flexible Curriculum across Departments") shall be assigned in Ph.D. Programs.
- 2 The Flexible Curriculum across Departments regulated under the previous paragraph shall include those under the following Items.
  - (1) International Public Policy Education Programs
  - (2) Tax Law and Accounting Educational Programs
- 3 Matters necessary for the Flexible Curriculum across Departments shall be separately regulated by the Faculty Council.

(Advisors, etc.)

#### Article 4

- 1 In order to teach classes for Master's Programs and provide guidance for courses and the writing of academic dissertations (doctoral dissertation research proposal or term papers for persons who undertake the Qualifying Exams), (hereinafter referred to as "Research Guidance"), an advisor shall be allocated to each student.
- 2 In order to teach classes and provide Research Guidance for Ph.D. Programs, a single thesis advisor and two other advisors (hereinafter referred to as "Thesis Advisor" and "advisors") shall be allocated to each student.
- 3 Thesis Advisor and advisors shall organize an advisors' committee for the student.
- 4 Matters necessary for advisors, Thesis Advisors, etc., and advisors' committees shall be separately regulated by the Faculty Council.

## (Progression of the Program)

## Article 5

Students must obtain the credits prescribed by the Faculty Council, with the guidance of the advisors and Thesis Advisors.

## (System for Extending the Period of Registration)

## Article 6

If students desire to extend the Period of Registration subject to Article 14 of the Graduate School Regulations, they must apply for permission from the head of the Graduate School in accordance with separate regulations.

## (Undertaking of Courses at Graduate Schools of Other Universities, etc.)

## Article 7

- 1 Students may take courses at graduate schools belonging to other universities (throughout, this includes foreign graduate schools) or at other graduate schools of this university after obtaining the approval of the Faculty Council.
- 2 Credits obtained for courses undertaken in accordance with the provisions of the previous paragraph may be accepted toward the completion of relevant programs, up to a prescribed number of credits.

## (Undertaking Courses at Foreign Graduate Schools During Leaves of Absence)

## Article 8

- 1 If it is deemed useful, credits obtained for courses undertaken at foreign graduate schools during leaves of absence may be accepted toward the completion of specific courses at the Graduate School after obtaining the approval of the Faculty Council.
- 2 The number of credits deemed to have been acquired in accordance with the provisions of the previous paragraph shall not exceed 10 credits per student, including the number of credits under the provisions of paragraph 2 of the previous Article.

## (Research Guidance of Graduate Schools of Other Universities, etc.)

## Article 9

- 1 Students may undertake research guidance at graduate schools of other universities or research institutes (hereinafter referred to as "Other Graduate Schools, etc.") after obtaining the approval of the relevant faculty; provided, however, that if students in a Master's Program are allowed to receive such Research Guidance, the period in which they may undertake the corresponding Research Guidance shall not exceed one year.
- 2 Subject to the provisions of the previous paragraph, it shall be possible to recognize Research Guidance undertaken at Other Graduate Schools, etc., as a part of the research guidance necessary for completion of the relevant Program.

## (Requirements for Completion)

## Article 10

- 1 With regard to the requirements for completion of a Master's Program, a student must be enrolled in the Program for more than two years, obtain 32 or more credits, satisfy the separately set standard of a Grade Point Average (GPA) of 2.0 or higher, undertake the relevant Research Guidance, and, thereafter, pass an examination on research outcomes concerning the student's master's thesis (i.e., the Thesis for Specific Assignment) and specific assignment, as well as a final exam; with regard to the period of enrollment, it shall be sufficient for a student who has achieved particularly superior research performance to be enrolled in the Graduate School for a minimum of one year.



- 2 Notwithstanding the provisions of the previous paragraph, with regard to the requirements for completion of a Master's Program by a student who has been allowed to extend the Period of Registration under the provisions of Article 6, such a student shall be enrolled for the corresponding period while undertaking the same, obtain 32 credits or more, satisfy the separately regulated standards for a GPA of 2.0 or higher, undertake the relevant Research Guidance, and, thereafter, pass an examination on research outcomes (i.e., the Thesis for Specific Assignment) related to a master's thesis and specific assignment, as well as a final exam.
- 3 For a student who desires to take the Qualifying Exams, instead of passing an examination on research outcomes for a master's thesis and specific assignment (i.e., the Thesis for Specific Assignment) and a final exam as described above, such a student shall be allowed to take a test and examination on basic research skills to earn a doctoral dissertation given by the Graduate School, as described in (1) and (2) below. In such a case, the expression "...obtain 32 credits or more..." above shall be changed to read "...obtain 36 credits or more..." and the expression "...undertake the relevant Research Guidance, and thereafter..." shall be changed to read "...undertake the relevant Research Guidance, successfully gain acceptance for a doctoral dissertation research project plan, or pass a term paper, and thereafter...."
  - (1) The test will ascertain the candidate's advanced expertise in relation to the relevant specialty field and basic background knowledge in associated fields, which should be acquired or cultivated in the corresponding Master's Program.
  - (2) The examination will assess abilities necessary to carry out research on the student's own initiative at a level appropriate for doctoral dissertations, which should be acquired in the corresponding Master's Program.
- 4 With regard to the requirements for completion of Ph.D. Programs, a student must be enrolled in the program for more than three years (or only two for a student who has completed a professional degree program such as Law School), obtain 20 credits or more, have a GPA of 2.0 or higher, undertake the relevant Research Guidance, and, thereafter, pass a doctoral dissertation examination as well as a final exam; however, for a student who has achieved particularly superior research performance the minimum period of enrollment shall be one year.
- 5 Subject to the proviso in paragraph 1, with regard to the requirements for completion of a Ph.D. Program for a student who has completed a Master's Program in a period of less than two years due to particularly superior research performance (including students with a period of enrollment in another graduate school), the term "one year" in the previous paragraph shall be changed to read "more than the period resulting when the period of enrollment in the corresponding Master's Program (and limited to a period of no more than two years) is deducted from three years."
- 6 With regard to the requirements for completion of a Ph.D. Program for a student who has completed a Master's Program, or a professional degree program at another graduate school for which the standard period is between one and two years, the term "one year" in paragraph 4 shall be changed to read "the period resulting when the period of the Master's or professional program is deducted from three years."
- 7 Notwithstanding the provisions of the previous three paragraphs, with regard to the requirements for completion of a Ph.D. Program for a student who has been allowed to extend the Period of Registration under the provisions of Article 6, that student shall be enrolled for the corresponding period while undertaking the same, obtain 20 credits or more, maintain a GPA of 2.0 or higher, undertake the relevant Research Guidance, and, thereafter, pass a doctoral dissertation examination as well as a final exam.
- 8 Examinations for academic dissertations shall be subject to the Regulations on Academic Degrees of Yokohama National University.

(Period for Submission of Academic Dissertation)

#### Article 11

Academic dissertations and documents required by the Faculty Council must be submitted within a period determined by the Graduate School.



(Administration Affairs)  
Article 12

Administration affairs for the Graduate School shall be handled by the Social Science Administration Department.

(Miscellaneous Provisions)  
Article 13

In addition to the information provided hereunder, matters related to the Graduate School shall have additional requirements set by the Faculty Council.

Supplementary Provisions

These Regulations shall become effective on April 1, 2013.

#### (4) Special Provision for Those Who Completed Law School

1. If a student has completed law school and gives the first interim progress report during the second year, and the advising committee determines that he/she can submit a Ph.D. dissertation in the same academic year, he/she may undergo a preliminary defense in the same academic year [for students who enrolled in the Fall semester: January]. In such a case, procedures after the preliminary defense will be taken as prescribed in "Path to Ph.D."
2. If the said student does not undergo a preliminary defense in the academic year in which he/she gave the first interim progress report, he/she must make the second dissertation interim report in the third year as prescribed in "Path to Ph.D." [for students who enrolled in the Fall semester: January]. The same shall apply when he/she is assigned a "Fail" grade at the preliminary defense.
3. In the case of section 1, if the advising committee does not find that he/she is able to submit the Ph.D. dissertation in the same academic year, the student must give the second dissertation interim report during the third year as prescribed in "Path to Ph.D."