

Department of Economics

IPhD Program Guide



October 2022 Admission

Ph.D. Program

Type of Courses

Program Requirements

Three Recommended Paths and Course Offerings

Registration for Courses with the Same Name

Procedures for Course Registration/ “Adding” and “Dropping” Courses/Cancellation of Course Registration

Advising Committee and Main Advisor

Research Proposal

Conditions for Writing a Dissertation

The Dissertation

Path to Ph.D.

The Defense of a Ph.D. Degree

Early Completion

Completion in March

Special Exceptions Concerning the Conferral of a Ph.D. Degree on Those Who Withdrew from the Ph.D. Programs of the

Graduate School

The GPA System

Procedures for Field Work

Appendix

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 committee, 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 members and guest speakers 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.

4. Prerequisites

These are courses, typically offered at the Master's level (courses offered at the Bachelor's level possible) 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 after Spring semester in 2024, you cannot take the International Master's Program in Economics courses as prerequisites.

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 the 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 Council.

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.

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.

Path A: International Economics Path B: Comparative Economics Path C: International Political Economy

Category	Course Code	Course Title	Credits	Path			Remarks
				A	B	C	
Lecture	VA06013	Advanced International Finance	2	2			
Lecture	VA04011	労働経済学研究/Advanced Labor Economics	2				
Lecture	VA06015	Advanced International Trade	2	2			
Lecture	VA06004	Advanced Comparative Economic Studies	2		2	2	Available in 2022
Lecture	VA06005	Advanced Empirical Analysis of Economic Systems	2		2		
Lecture	VA06006	Structure and Dynamics of Developing Economies	2			2	Biennial, available in 2022
Lecture	VA06007	Statistical Systems	2				Biennial, available in 2022
Lecture	VA06020	Research Methods for International Economics I	1	1			
Lecture	VA06009	Research Methods for Economic Systems and Political Economy I	1		1	1	
Lecture	VA01005	ゲーム理論研究/Game Theory with Applications to Economics	2	2			
Lecture	VA01003	マクロ経済学研究/Modern Macroeconomics	2	2			

* Biennial means once every two years.

Category	Course Code	Course Title	Credits	Path			Remarks
				A	B	C	
Lecture	VA06022	Statistics	2	2			
Lecture	VD40007	Research Practicum I	2	2	2	2	up to 4 credits count toward the Ph.D.Degree, up to 6 credits together with Prerequisites
Lecture	VD40008	Research Practicum II	2	2	2	2	
Lecture	VD40009	Research Practicum III	2	2	2	2	
Lecture	VD40010	Research Practicum I	2	2	2	2	
Lecture	VD40011	Research Practicum II	2	2	2	2	
Lecture	VD40012	Research Practicum III	2	2	2	2	
Non-lecture		Seminar I a	2	2	2	2	1st year
Non-lecture		Seminar I b	2	2	2	2	1st year
Non-lecture		Seminar II a	2	2	2	2	2nd year
Non-lecture		Seminar II b	2	2	2	2	2nd year
Non-lecture	VD20013	Workshop I	1	1			
Non-lecture	VD20014	Workshop II	1	1			
Non-lecture	VD20015	Workshop III	1		1	1	
Non-lecture	VD20016	Workshop IV	1		1	1	
Non-lecture	VD30002	Field Work I	1				
Non-lecture	VD30003	Field Work II	1				
GSISS Joint Course	PE00001	Thesis Writing	2				not count toward the Ph.D. Degree
GSISS Joint Course	PE00002	Presentation and Discussion Skills	2				not count toward the Ph.D. Degree

Notes:

This is only recommended. A student could complete the necessary 20 credits in Path A without taking the “Research Methods” lecture.

Some courses are offered annually, others less frequently. Students should decide in advance, as much as possible, which courses they intend to take and determine 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.

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

Registration for Courses with the Same Name

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

Procedures for Course Registration “Adding” and “Dropping” Courses

/Cancellation of Course Registration

1. Course Registration

- Students must
 - submit the course registration application form to the Graduate School Affairs Office,
 - **log into the Educational Affairs Information System and register for Fall 2022 courses (Lectures, Non-lecture Courses)** during the **Wednesday October 5 to Tuesday, October 18, 2022 period**. Registration hours are from **9:00 to 21:00 pm**

(Access from inside YNU) https://risyu.jmk.ynu.ac.jp/gakumu_portal/

(Access from outside YNU) <https://www.itsc.ynu.ac.jp/>
- Students admitted in Fall 2022 can register for Fall 2022 courses only during the period.
- Students may amend (“add” to or “drop”) the registered Fall 2022 courses during **Monday October 24 to Wednesday, October 26, 2022** using the Educational Affairs Information System. Students do not need to complete the course registration application form for the amendment of the courses registered.

2. Submission of Application Forms for Research Practicum and Field Work

Students must apply for Research Practicum and Field Work at the Graduate School Affairs Office in addition to course registration. Students must

obtain the relevant application form (for Research Practicum or for Field Work), fill them out, and submit them. The Application form for a Research Practicum should be submitted during the course registration period. The application form for Field Work should be submitted before they begin, regardless of the course registration period.

3. Course Cancellation

- If students wish to cancel registration in a course, they need to inform their main advisor and the teaching staff in charge of the course about the cancellation. Then they must use the Educational Affairs Information System during the following periods.
 - Fall 2022 semester: **Monday, November 7 to Friday, November 11, 2022**
 - Spring 2023 and Fall 2023 semesters: **(to be announced)**
- However, students can apply to cancel their place in Workshops, ~~Field Work~~, 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.

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 the student until he/she completes a dissertation.
- Students shall give consideration to their own research topic and fields of research/education of [the faculty members](#), and must make an application to determine their main advisor after admission. Students shall submit the Application for Academic Advisor by the following due date.

Tuesday, October 11, 2022

- 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.

Research Guidance Plan and Research Plan

The students must submit their “Research Guidance Plan and Research Plan” at the beginning of the Fall Semester. The form is available in the Learning Management System. Please access [【連絡専用】社会科学系事務部大学院学務係 Graduate School Affairs Office,GSISS\[Zac0049\]](#) and download the form.

1. Title of the document: Research Guidance Plan and Research Plan

2. How to make the document

(1) The main advisor will give clear instructions about the methods and contents of study guidance, and also schedule of a one year “Research Guidance Plan”

(2) The students will make a “Research Plan” based on the “Research Guidance Plan” explained in (1)

(3) The main advisor and the student will confirm their plan.

(4) Both the main advisor and the student will keep a copy the plan.

(5) The main advisor will submit a copy of the to the Graduate School Affairs Office.

(6) Whenever there is a major change in the “Research Guidance Plan and Research Plan”, the plan must be modified accordingly. Whenever modification is done, the main advisor will submit the copy to the Graduate School Affairs Office. When there is a major change in the “Research Plan”, the plan must be modified. Whenever a modification is done, the main advisor will submit a copy to the Graduate School Affairs Office.

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.

(8 credits of Seminar Ia, Ib, IIa and IIb are strictly required for completion. Therefore, the standard period required for completion of the coursework is 2 years.)
- 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.

The Dissertation

The ultimate 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.

Path to Ph.D.

➤ **Fall Semester of the 1st year:**

- The first step is to determine the Ph.D. student's advising committee of three faculty members. The student must make an application to determine his/her main advisor after admission. The student shall submit the application form by Tuesday, October 11, 2022. The main advisor appoints two secondary advisors. The student undergoes interviews with his/her advising committee as needed.
- The student decides which courses to take according to the guidance of the advising committee. The student must submit the course registration application form to the Graduate School Affairs Office, and register for Fall 2022 courses on the Educational Affairs Information System during the Wednesday, October 5 to Tuesday, October 18, 2022 period.
- The students will make a "Research Plan" based on the "Research Guidance Plan explained in page 14.

➤ **Spring Semester of the 1st year:**

- Review of Research Guidance Plan and Research Plan

➤ **July of the 1st year:**

- Guidance on Research Guidance Plan and Research Plan

➤ **Beginning of Fall Semester of the 2nd year:**

- The student must make their Research Guidance Plan and Research Plan

➤ **December of the 2nd year:**

- The student presents his/her first interim progress report (open to all faculty and students of YNU) to the advising committee of three in response to the guidance and research results of the previous year. The advising committee considers the report and decides what guidance is needed.

➤ **Beginning of Fall Semester of the 3rd year:**

- The student must make Research Guidance Plan and Research Plan

- **October of the 3rd year:** The student presents the second interim progress report (review of qualifications for writing a dissertation, open to all faculty and students of YNU). A “Pass” or “Fail” grade is assigned. Based on the results of the report, the advising committee decides whether the student is ready for a dissertation defense. Obviously, at this stage the student should have made substantial progress and be nearing completion of their dissertation.

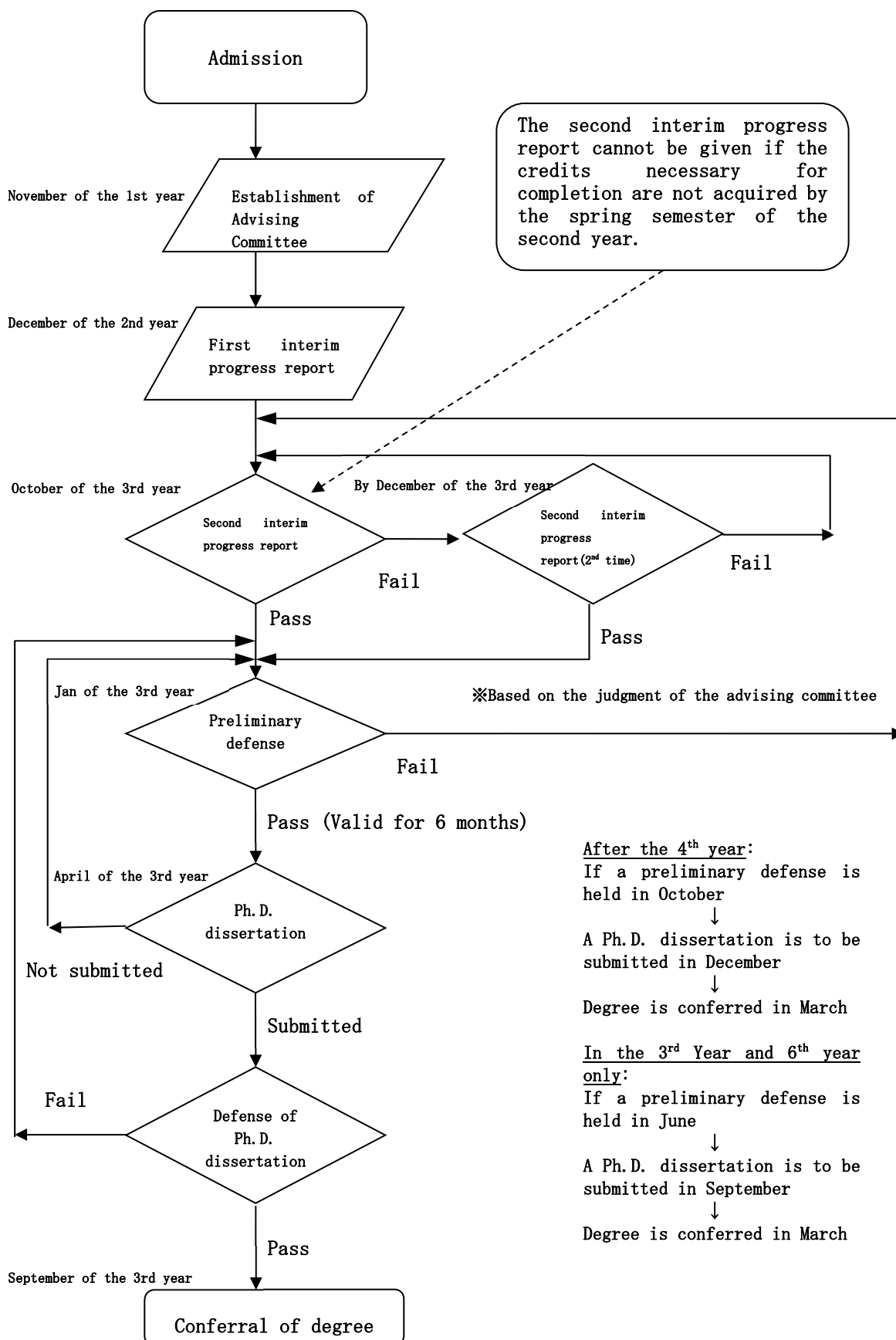
Students who are assigned a “Fail” grade for their second interim progress report may give the second interim progress report again in December of the 3rd year or the following academic year.

- **January of the 3rd year:** The student who is assigned a “Pass” grade for his/her second interim progress report undergoes a preliminary defense, an oral presentation and defense in front of the committee of three faculty members (dissertation report will be open to all faculty and students of the YNU) in January of the 3rd year. A “Pass” or “Fail” grade for the preliminary defense is assigned.

- **April of the 3rd year:** The student who is assigned a “Pass” grade for his/her preliminary defense submits a Ph.D. dissertation in April of the 3rd year. The Ph.D. dissertation defense committee (hereinafter “defense committee,” selected at relevant faculty meetings, etc.) reviews the said dissertation and reports the results to the relevant faculty meetings, etc.

- **June of the 3rd year:** Final dissertation defense, an oral presentation in front of a committee of five faculty members is given in June of the 3rd year.

- **July of the 3rd year:** After the Ph.D. oral examination is conducted, the committee of the Graduate School determines whether to approve the Ph.D. degree.
- **September of the 3rd year:** Degree is conferred if all requirements are met and dissertation successfully defended. A copy of the 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.



Schedule of Dissertation

To standardize the procedures of dissertation, the dissertation schedule has been changed from 2015.

	Before 2014 entrance	After 2015 entrance	Remarks
Valid period for submission, after passing preliminary defense	Within the academic year	Six months	Possible submission times remains the same.
Submission month when three years has passed after enrollment	March (30 months after enrollment)	April (31 months after enrollment)	Applied from April 2016. Submission month after 4 years of enrollment is March, the same as before.
Implementation period of preliminary defense in June and thesis submission period in September	Those students in YNU for 6 years after enrollment.	Those students in YNU for 3 years and 6 years after enrollment.	

✧ Years/months after enrollment includes any period the student leaves school (i.e. is not enrolled, takes a year off for personal reasons, etc.). Regardless of leaving school or not, the above change will be applied.

Defense of a Ph.D. Degree

When the Ph.D. dissertation meets any of the 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.

Early Completion

- Students who meet the following conditions may apply for permission to submit a Ph.D. dissertation with an enrollment period of two years (two-year completion).
 - As a result of the first dissertation interim report, the advising committee determines that the student can submit a Ph.D. dissertation during the same academic year.
 - The advising committee determines that the student can meet the completion requirements in two years after admission to the Ph.D. programs.
- An application for two-year completion shall be made to the Dean of Graduate School of International Social Sciences in writing upon the approval of the advising committee after the first dissertation interim report is given.
- The applicant will be notified by the Dean of Graduate School of International Social Sciences when their application for two-year completion is accepted or rejected.

Completion in March

- The students are not allowed to stay in the Program beyond the end of the academic year when they satisfy all the requirements for the Ph.D. degree.

Additionally, they can opt for completion in March only under the special circumstances below in which their advisor approves that their graduation can be in March, half a year later than the end of the Spring semester of the third academic year (October – September).
- the students are expected to stay in the Program for more than three years (excluding the period of leave of absence) and apply for completion in March during the application period in the beginning of October of the fourth academic year designated by Graduate School Affairs Office.
- the students are scheduled to satisfy all the requirements for completion of the program and pass the final defense of their doctoral dissertations in the Fall semester of the fourth academic year.

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.

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: $GPA = \sum (GPs \times \text{Number of credits}) / \text{Number of credits from all registered courses}$
- 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

- Along with the introduction of the GPA system, regarding systems including cancellation, additional registration and re-taking course, students will be informed precise periods separately.

Grade Confirmation

If students have any questions about the grades of the courses they took in each semester, the student should contact the Graduate School Affairs Office during the Course registration period, which is specified separately. Details will be announced on the YNU Learning Management System.

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

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.

Research Practicum

A research practicum is designed to be the product of the student's doctoral dissertation. In principle, the work for research practicum shall be performed over 30 hours. The activities of a research practicum are limited to three kinds as follows:

Research practice in projects such as Industry, Academia and Government Collaboration Research, international Joint Research, and overseas fieldwork.

- I) Teaching Practice in the Master's program at GSISS, YNU.
- II) Presentation at academic conferences on research results of above I

(1) Course registration of Research Practicum

Students need to register for the research practicum at the Education Affairs Information System, then submit an application form to the Graduate School Affairs Office during the registration period of each semester. The form is available at the Graduate School Affairs Office or 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

List of Courses

Classrooms

Forms

Regulations of Graduate School of International Social Sciences

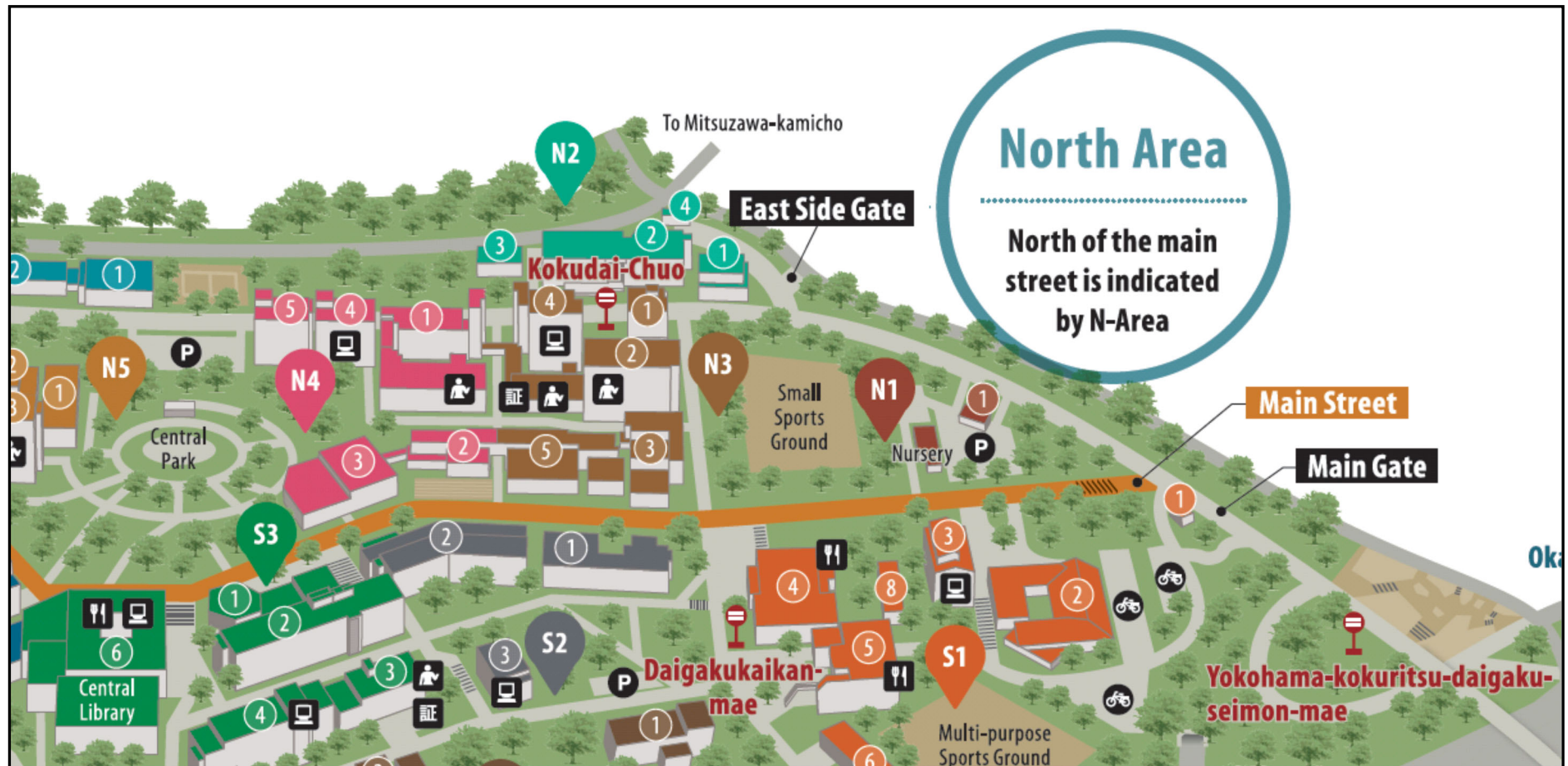
Special Provision for Those Who Completed Law School

List of Courses(The International Ph.D. program in Economics) 2022 Fall

Category	Course Code	Course Title	Credits	Teaching Staff in charge	Day	Period	Path			Remarks
							A	B	C	
Lecture	VA06013	Advanced International Finance	2	Sato Kiyotaka	Wed	2	2			
Lecture	VA06004	Advanced Comparative Economic Studies	2	Nakamura Yasushi	Fri	2		2	2	Available in 2022
Lecture	VA06005	Advanced Empirical Analysis of Economic Systems	2	Chen Yuting	Thu	3		2		
Lecture	VA06006	Structure and Dynamics of Developing Economies	2	Yamazaki Keichi	Wed	4			2	Biennial, available in 2022
Lecture	VA06007	Statistical Systems	2	Hasebe Yuichi	Fri	3				Biennial, available in 2022
Lecture	VA06020	Research Methods for International Economics I	1	Sato, Parsons, Shrestha	Thu	2	1			
Lecture	VA06009	Research Methods for Economic Systems and Political Economy I	1	Shrestha, Kizaki, Yamasaki, Sato	Tue	2		1	1	
Lecture	VA06022	Statistics	2	Nagai Keiji	Fri	3	2			
Lecture	VD40010	Research Practicum I	2	Project Coordinator	Irregular		2	2	2	up to 4 credits count toward the Ph.D.Degree, up to 6 credits together with Prerequisites
Lecture	VD40011	Research Practicum II	2	Project Coordinator	Irregular		2	2	2	
Lecture	VD40012	Research Practicum III	2	Project Coordinator	Irregular		2	2	2	
Non-lecture		Seminar I b	2	Main advisor			2	2	2	1st year
Non-lecture		Seminar II b	2	Main advisor			2	2	2	2nd year
Non-lecture	VD20013	Workshop I	1	Main advisor	Irregular		1			
Non-lecture	VD20015	Workshop III	1	Main advisor	Irregular			1	1	
Non-lecture	VD30002	Field Work I	1	Main advisor	Irregular					
GSISS Joint Course	PE00001	Thesis Writing	2	Tara Cannon	Wed	2				not count toward the Ph.D. Degree

Classrooms

YNU Campus Map



COLLEGE OF ECONOMICS [Econ]

N4-1	Research Bldg.	1F Department of Economics, Administration Office 3F Seminar Rooms (301-312,314~317) 3F Study Room of Master's Program (Economics)(313) 3F Center for Economic and Social Studies in Asia
N4-2	Lecture Hall 1	
N4-3	Lecture Hall 2	
N4-4	New Research Bldg.	2F Research Support Office 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 6F Study Room of Master's Program (Business Administration)(601~603) 7F Study Room of Doctoral Program (Business Administration) (701~703)

N3-5	Lecture Hall 1	
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GRADUATE SCHOOL OF INTERNATIONAL SOCIAL SCIENCES [GSISS]

N3-2	Graduate School of International Social Sciences	3F Computer Room (301) 3F Computer Room (Satellite Lab) (302) 3F Library of International Social Science Studies (304) 5F Study Room of Doctoral Program in Economics (501) 5F Study Room of Doctoral Program (International and Business Law)(502) 5F Photocopier Room (503) 6F Seminar Rooms (602-609) 7F - 8F Economics Faculty Offices 8F Research Support Office
N4-5	Law Bldg.	

Following forms related to academic affairs are available at the website shown below.

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

- Application for Selection of Main Advisor
- Course Registration Application
- Field Work Proposal
- Research Practicum Registration Application

Following forms related to dissertation are available at the website shown below.

https://www.gsiss.ynu.ac.jp/english/student/news/schedule2022_en.html

- The First Interim Progress Report Application
- The Second Interim Progress Report Application
- Preliminary Defense Application
- Pledge for Academic Conduct

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 advisor’s committee for the student.
- 4 Matters necessary for advisors, Thesis Advisors, etc., and advisor's 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.

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.”