

*Updated* - 26 March 2014

# **Department of Economics**

## **I PhD Program Guide**



**April 2014 Enrollment**

## **Ph.D. Program**

**Type of Courses**

**Program Requirements**

**Four 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 System**

**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 (2 credits for one semester)

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.**
- **Graduate School of International Social Sciences' courses on thesis writing, presentation & discussion skills in English.**

### 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 for one semester)**

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

- **Workshop I, II, III, IV (1 credit for one semester)**

- 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 Labor Economics and must be taken in pairs. Workshops **III** and **IV** are in the field of Comparative Economics and International Political Economy and must be taken in pairs.

- **Field Work I, II (1 credit for one semester)**

- 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 for one semester)**

- 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.

## 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 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 Council.

2. **8 credits are from mandatory Seminars I a, I b, II a, II b led by the student's main advisor.**

- Seminars I a & II a are held in the Fall semester. Seminars I b & II b are held in the Spring semester. For those who commenced enrollment in the Spring semester, they must take Seminar I b first, and then take Seminar I a in the following Fall semester.

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.



## Four Recommended Paths and Course Offerings

International Ph.D. Program in Economics is organized around four 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 Labor Economics
- C Comparative Economics
- D International Political Economy

	Course Title	Credits Earned				Frequency
		Path	Path	Path	Path	
		A	B	C	D	

**Economics  
Lectures**

Adv. International Economics	2			annual
Adv. Labor Economics		2		annual
Adv. International Trade Policy	2			annual
Adv. Comparative Econ. Studies		2	2	biyearly
Adv. Empirical Analysis Of Econ. Systems		2		annual
Structure and Dynamics of Dev. Econ.			2	biyearly
Statistical Systems				biyearly

Research Methods for International and Labor Econ. I	1	1			annual
Research Methods for International and Labor Econ. II	1	1			annual
Research Methods for Economic Systems and Polit. Economy I					annual
Research Methods for Economic Systems and Polit. Economy II					annual
Research Practicum I (Joint Research Project)	2	2	2	2	annual
Research Practicum II (Field Work)					annual

	Research Practicum III (Conference Presentation)	2	2	2	2	annual
GSISS Joint Courses	Thesis Writing					annual
	Presentation & Discussion Skills					annual
Non - lecture Courses	Seminar I a	2	2	2	2	annual
	Seminar I b	2	2	2	2	annual
	Seminar II a	2	2	2	2	annual
	Seminar II b	2	2	2	2	annual

	Workshop I	1	1x2			annual
	Workshop II	1	1x2			annual
	Workshop III			1x2	1x2	annual
	Workshop IV			1x2	1x2	annual
	Field Work I					annual
	Field Work II					annual
Total Credits earned		20	20	20	20	

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.

## 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.
- Credit can be acquired from Seminars I a, I b, II a, II b (one semester long, 2 credits) with the same name in multiple semesters or in multiple academic years. The same shall apply to Workshops (one semester long, 1 credit).

# 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 Spring and Fall 2014 courses (Lectures, Non-lecture Courses)

during the **Friday, April 4 to Thursday, April 17, 2014 and Wednesday, October 1 to Tuesday, October 14, 2014 periods**. Registration hours are from **9:00 am until 9:00 pm (last day until 5:00 pm)**.

- Students admitted in Spring 2014 can register for Spring and Fall 2014 courses only during the period.
- Students may amend (“add” to or “drop”) the registered Spring and Fall 2014 courses during the **Wednesday, May 7 to Friday, May 9, 2014 and Monday, October 20 to Wednesday, October 22, 2014 periods** and the registered Fall 2014 courses during the period in October, 2014 to be announced 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 before they begin, regardless of the course registration period.

## 3. Course Cancellation

- If students wish to cancel registration in a course, they must use the Educational Affairs Information System during the following periods.
  - Spring and Fall 2014 semester courses: Friday, May 16, 2014 – Thursday, May 22, 2014 and Monday, November 10, 2014 – Friday, November 14, 2014
  - Fall 2014 semester courses: during the period in November, 2014 to be announced.
- However, students can apply to cancel their place in Workshops, Field Work, and Research Practicum at the Graduate School Affairs Office until the day before the final examination period of each semester.

## 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.

Friday, April 11, 2014

- As a general rule, the main advisor of each student is chosen by the student 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. The main advisor appoints two secondary advisors.

## Research Proposal

- During the first year, students must submit their research proposal to the advising committee by the following due date. The research proposal must include a research topic, how the student plans to proceed with the research until the submission of a Ph.D. dissertation, literature to be used, materials, etc.

Friday, June 20, 2014

- Students must obtain [the form](#) and fill it out. If a student wishes to submit a research proposal using his/her own format, the following items must be included on A4 size paper.
  - Student identification number and name
  - Research topic
  - Timeline of the research (year, month), and research contents
  - Literature, materials
  - Others
- Students must make necessary modifications to the research proposal according to the guidance of the advising committee and submit it to the Graduate School Affairs Office by September 30, 2014.

## 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 Fall semester of the second year.
- The review of qualifications for writing a dissertation will be conducted in the Spring 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 September 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.

➤ **April of the 1st year:**

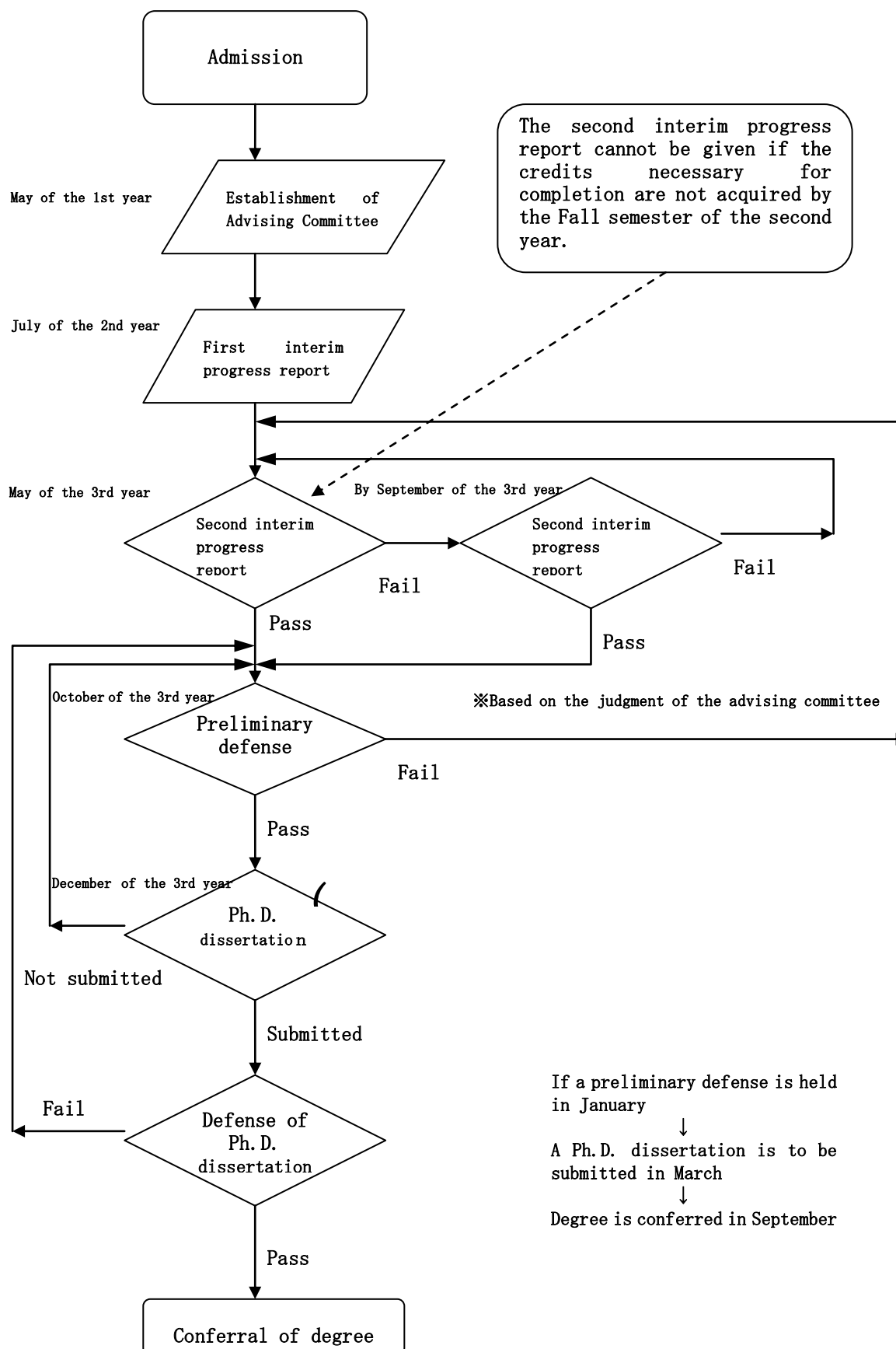
- The first step is to determine the Ph.D. student's advising committee of three faculty members. The student must make an application to determine his/her main advisor after admission. The student shall submit the application form by Friday, April 11, 2014. The main advisor appoints two secondary advisors. 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 Spring and Fall 2014 courses on the Educational Affairs Information System during the Friday, April 4 to Thursday, April 17, 2014 and Wednesday, October 1, 2014 to Tuesday, October 14, 2014 periods.

➤ **June of the 1st year:** The student must submit his/her research proposal, which he/she modifies according to the guidance of the advising committee, to the advising committee by Friday, June 20, 2014.

➤ **July 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.

- **May 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 September of the 3rd year or the following academic year.
- **October 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 October of the 3rd year. A “Pass” or “Fail” grade for the preliminary defense is assigned.
- **December of the 3rd year:** The student who is assigned a “Pass” grade for his/her preliminary defense submits a Ph.D. dissertation in December 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.
- **January of the 3rd year:** Final dissertation defense, an oral presentation in front of a committee of five faculty members is given in January of the 3rd year.
- **February 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.

- **March 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.





## 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 System

- 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.

## 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

## 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 beginning of July in the Spring semester and by the middle of January in the Fall 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,” “Spring semester” or “Fall 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.

## **Appendix**

**Academic Calendar**

**Classrooms**

**Time Table**

**Forms**

**Regulations of Graduate School of International Social Sciences**

**Special Provision for Those Who Completed Law School**



## Academic Calendar

### University-wide Academic Calendar

#### The Number of Classes

#### Spring 2014

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes
Apr.			1	2	3	4	5	Spring recess, Apr. 1-3. Spring semester begins on Apr. 4.
	6	7	8	9	10	11	12	Spring Entrance Ceremony, Noon, Apr. 3. Orientation etc., Apr. 1-2.
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
May					1	2	3	Tuesday classes held on May 2.
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	Make-up classes held in the 6th periods, May 12 - 16.
	18	19	20	21	22	23	24	University Festival "Seiryosai," May 24 - 25. Preparation on May 24.

	25	26	27	28	29	30	31	
Jun.	1	2	3	4	5	6	7	Establishment Day on Jun 1.
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	Make-up classes held in the 6th periods, Jun. 16 - 20.
	22	23	24	25	26	27	28	
	29	30						
Jul.			1	2	3	4	5	
	6	7	8	9	10	11	12	Make-up classes held in the 6th periods, Jul. 7 - 11.
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	Monday classes held on Jul 23.
	27	28	29	30	31			Spring semester final exams, Jul. 24 - 31.
Aug.						1	2	Summer recess, Aug. 1 - Sep. 30.
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	

	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
Sep.		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	Graduation Ceremony, Sep. 25.
	28	29	30					Spring semester ends on Sep. 30.
Subtotal (before replacements)		15	15	17	16	17		Excludes the TOEFL-ITP day. Includes the final exam days.
Subtotal (after replacements)		16	16	16	16	16		Excludes the TOEFL-ITP day. Includes the final exam days.
Total		32	32	32	32	32		

## Fall 2014

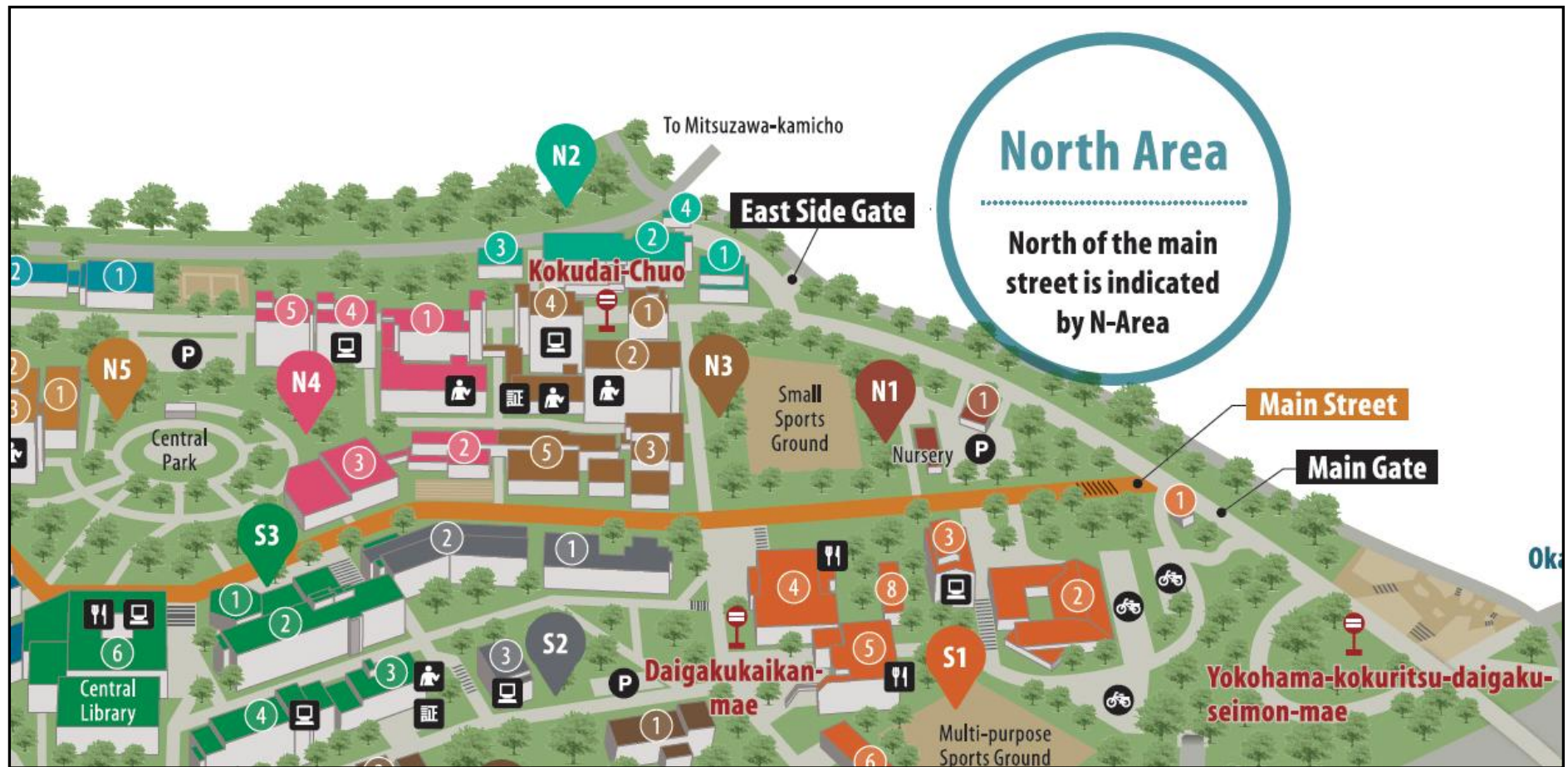
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes
Oct.				1	2	3	4	Fall semester begins on Oct. 1.
	5	6	7	8	9	10	11	Fall Entrance Ceremony, Noon, Oct. 2.
	12	13	14	15	16	17	18	Monday classes held on Oct. 15.
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		Friday classes held on Oct. 30.
Nov.							1	University Festival "Tokiwasai," Oct. 31 – Nov. 3. Preparation on Oct. 31.
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	Make-up classes held in the 6th periods, Nov. 10 - 14.
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	Monday classes held on Nov. 26.
	30							

Dec.		1	2	3	4	5	6	
	7	8	9	10	11	12	13	Make-up classes held in the 6th periods, Dec. 8 - 12.
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	Winter recess, Dec. 25 - Jan. 4.
	28	29	30	31				
Jan.					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	National Center Test for University Admissions. YNU closed Jan. 16 - 18.
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	Make-up classes held in the 6th periods, Jan 26 - 30.
Feb.	1	2	3	4	5	6	7	TOEFL ITP given on Feb. 3. (for undergraduate)
	8	9	10	11	12	13	14	Fall semester final exams, Feb. 4 - 12.
	15	16	17	18	19	20	21	Spring recess, Feb. 13 - Mar. 31.
	22	23	24	25	26	27	28	YNU Entrance Exam I , Feb. 25 - 26.

Mar.	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	YNU Entrance Exam II, Mar. 12 - 13.
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	Graduation Ceremony, Mar. 25
	29	30	31					Fall semester ends on Mar. 31.
Subtotal (before replacements)		14	16	18	17	15		Excludes the TOEFL-ITP day. Includes the final exam days.
Subtotal (after replacements)		16	16	16	16	16		Excludes the TOEFL-ITP day. Includes the final exam days.
Total		32	32	32	32	32		

## Classrooms

YNU Campus Map



**COLLEGE OF ECONOMICS [Econ]**

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

† Graduate School Affairs Office is located in this office.

**COLLEGE OF BUSINESS ADMINISTRATION**

<b>N3-1</b>	<b>Business Administration Research Bldg.</b>	
<b>N3-3</b>	<b>Lecture Hall 2</b>	



<b>N3-4</b>	<b>Research Bldg.</b>	
<b>N3-5</b>	<b>Lecture Hall 1</b>	

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

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

## Timetable

### Spring 2014

	Mon	Tue	Wed	Thu	Fri
1 8:50~ 10:20	Research Methods for Economic Systems and Political Economy II Hasebe et al. GSISS. #603		Presentation and Discussion Skills Igawa, GSISS. #603		
2 10:30~ 12:00		Advanced International Trade Policy Parsons, GSISS. #606		Research Methods for International and Labor Economics II Tomiura et al. GSISS. #603	
Lunch Break				↓	

3 13:00~ 14:30				Advanced Labor Economics  A. Kondo, GSISS. #606	
4 14:40~ 16:10					
5 16:15~ 17:45			Advanced Comparative  Economic Studies  Y. Nakamura, GSISS. #606	Statistical Systems  Okabe, GSISS. #603	

6 17:50~ 19:20					
7 19:25~ 20:55					

## Fall 2014

	Mon	Tue	Wed	Thu	Fri
1 8:50~ 10:20			Thesis Writing  Igawa, GSISS. #603		
2 10:30~ 12:00			Advanced International  Economics  Sato, Bldg. N4-1 #314	Research Methods for  International and Labor  Economics I  Tomiura et al. GSISS. #603	
Lunch  Break				↓	

3 13:00~ 14:30			Research Methods for Economic Systems and Political Economy I Hasebe et al. GSISS. #603  Structure and Dynamics of Developing Economies Yamazaki, Bldg. N4-1 #314		
4 14:40~ 16:10					

5 16:15~ 17:45				Advanced Empirical Analysis of Economic Systems Hasebe, GSISS. #609	
6 17:50~ 19:20					
7 19:25~ 20:55					

## Forms

[Course Registration Application](#)

[Research proposal](#)

[Research Practicum Registration Application](#)

[Field Work Proposal](#)

[The First Interim Progress Report Application](#)

[The Second Interim Progress Report Application](#)

[Preliminary Defense Application](#)

[Application for Academic Advisor](#)



## **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.”