

Process for Acquiring a Doctoral Degree at the Graduate School of Media Design

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Keio University Graduate School of Media Design (KMD)

Step 1: Selecting advisors

KMD doctoral students will have two advisors, a principal advisor and co-advisor (*1), overseeing their studies. The co-advisor will be selected by the principal advisor upon consultation with the student within one month of the student's enrollment.

Step 2: Writing a doctoral dissertation proposal and giving an interim presentation

The student must write a proposal that describes their research and provides an outline of their doctoral dissertation. This should be written in consultation with the principal advisor and co-advisor decided upon in Step 1. Refer to the attached document (Doctoral Dissertation Proposal Instructions) for more information about the content and length of the proposal. Also, to obtain wider feedback from other KMD faculty members, students must present their research progress at the KMD doctoral interim presentation session (*6).

The principal advisor will decide when to time the interim presentation, but it is recommended that it be done the semester before the student's doctoral dissertation proposal defense.

Allotted time: 20 minutes per person (presentation: 12 minutes, Q&A: 8 minutes)

Language for speech and presentation materials: Japanese or English (regardless of a student's native language)

Step 3: Forming the Dissertation Advisory Committee and doctoral dissertation proposal defense (*13)

After the principal advisor accepts the doctoral dissertation proposal, a Dissertation Advisory Committee (*2) will be formed and a doctoral dissertation proposal defense (*3) will be held to review the proposal (Form KMD-DF-1). The Dissertation Advisory Committee is appointed by the dean of the graduate school upon application by the principal supervisor and with the approval of the Graduate School Committee. The principal advisor must promptly communicate the results (*4) of the doctoral dissertation proposal defense to the student and the Graduate School Committee (Form KMD-DF-2). The student must revise their doctoral dissertation proposal based on the Dissertation Advisory Committee's feedback, get approval for the revised version, and submit it to the dean of the graduate school (Form KMD-DS-1). The defense will be judged based on both the oral presentation and the submitted proposal, with final approval given by the Graduate School Committee. Students who pass the defense become doctoral candidates and their approved dissertation proposals will, in general, be made available within KMD.

In principle, the doctoral dissertation proposal defense must be completed one semester prior to the formation of Doctoral Dissertation Review Committee.

Allotted Time: 60 minutes per person (presentation: 15 minutes, oral examination(Q&A): 45 minutes)

Step 4: Research review by the Dissertation Advisory Committee and writing the dissertation

At least once every 6 months, the Dissertation Advisory Committee reviews the candidate's research and recommends a grade (*5). When the candidate expresses that they wish to start drafting their doctoral dissertation, the Dissertation Advisory Committee will determine whether the candidate's research is of an appropriate level. If deemed so, the candidate will write a draft of the doctoral dissertation under the guidance of the Dissertation Advisory Committee.

Step 5: Research progress presentations

When students wish for their Doctoral Dissertation Review Committee to be formed, they should submit a draft of their doctoral dissertation and make a research progress presentation (*6). The Dissertation Advisory Committee, along with KMD faculty members who are potential candidates to serve on the Doctoral Dissertation Review Committee, will review the student's presentation and dissertation draft, discuss the state of preparations for forming the review committee, and advise the student accordingly (*7).

Allotted time: 30 minutes per person (presentation: 15 minutes, oral examination(Q&A): 15 minutes)

Step 6: Formation of the Doctoral Dissertation Review Committee (*13)

Once the draft of the doctoral dissertation has been approved by the Dissertation Advisory Committee and the degree requirements set forth during the doctoral dissertation proposal defense have been met, the doctoral candidate will submit their approved draft to the Graduate School Committee (Form KMD-DS-2). This will prompt the formation of the Doctoral Dissertation Review Committee. The dean shall appoint the Doctoral Dissertation Review Committee (*7) upon the application made by the principal advisor and with the approval of the Graduate School Committee (Form KMD-DF-3).

Step 7: Preliminary review and submitting the doctoral dissertation (for final assessment)

The Doctoral Dissertation Review Committee will read through the draft of the doctoral dissertation and inform the candidate and Dissertation Advisory Committee of the results (*8). The candidate shall then make edits on sections indicated by the Doctoral Dissertation Review Committee to prepare the final version of the doctoral dissertation. The Doctoral Dissertation Review Committee shall do a preliminary review (*9) of the revised doctoral dissertation and determine whether the candidate will proceed to their public doctoral dissertation defense. If the doctoral candidate is permitted to advance to the next step, they will submit a copy of their doctoral dissertation (for final assessment) (Form KMD-DS-3) that has been approved by the Doctoral Dissertation Review Committee and Degree Application Documents (Form KMD-DS-4) to the dean of the graduate school. For details, refer to Appendix A: List of Forms to be Submitted (for students).

Step 8: Public doctoral dissertation defense and final assessment (*13)

The Doctoral Dissertation Review Committee chair will apply to hold a public doctoral dissertation defense (Form KMD-DF-4) (*10) after receiving the doctoral dissertation (for final assessment). The public doctoral dissertation defense will be held with the approval of the Graduate School Committee. As soon as the public doctoral dissertation defense has ended, the Doctoral Dissertation Review Committee will consult with the Dissertation Advisory Committee and hold their final assessment to decide whether the candidate has passed. The chair of the Doctoral Dissertation Review Committee will then present the results at the first meeting of the Graduate School Committee held after the public doctoral dissertation defense (Form KMD-DF-5) (*11). They shall also inform the doctoral candidate of their decision.

Allotted time: 80 minutes per person (presentation: 40 minutes, oral examination (Q&A): 40 minutes)

Step 9: Submitting the doctoral dissertation (approved version) and award of the doctoral degree

The candidate who passed the public doctoral dissertation defense should submit the final version of their doctoral dissertation to the review committee. Once all members of the Doctoral Dissertation Review Committee have given their approval, the chair will submit a report of the results (Form KMD-DF-6)

along with the doctoral dissertation (approved version) to the Graduate School Committee. The Graduate School Committee will then deliberate on these materials. The doctoral degree shall be awarded based on the approval of the Graduate School Committee.

Step 10: Submitting the bound hard copy of the doctoral dissertation (approved version)

Once the doctoral candidate passes and is approved to receive their degree, their doctoral dissertation that was approved in Step 9 (approved version) should be printed, bound, and submitted to the Office of Student Services (*12). In principle, the PDF version of the dissertation will be made available through the Media Center. The hard copy and the approved PDF version must be the same.

Notes:

- *1. In general, the principal advisor shall be the faculty member who the student contacted when taking the entrance examination. If a student wishes to switch their principal advisor in the middle of their program, they must receive permission from the Graduate School Committee (Form KMD-DF-0). In these situations, some students may have to begin again from Step 1 in the process. The principal advisor and co-advisor 1 must be Graduate School Committee members at KMD.
- *2. A Dissertation Advisory Committee shall be composed of at least three faculty members: the student's principal advisor and first co-advisor as determined in Step 1, as well as a second co-advisor. This second co-advisor must be a member of the Graduate School Committee. However, KMD full-time faculty members (irrespective of qualifications and including project faculty members) can be considered to be the second co-advisor with the approval of the Graduate School Committee. Additional external co-advisors can be invited to serve as fourth members with the approval of the Graduate School Committee.
- *3. The principal advisor, in consultation with the student and the Dissertation Advisory Committee, can set the date for the doctoral dissertation proposal defense at their discretion, but the date should be approved at the Graduate School Committee at least one week prior to the scheduled date. The doctoral dissertation proposal defense begins with the student's oral presentation, lasting no more than 15 minutes. This is followed by the oral examination, which generally lasts about 45 minutes. KMD faculty and students can observe the proceedings.
- *4. If the student passes the doctoral dissertation proposal defense, the Dissertation Advisory Committee will discuss and agree on what revisions should be made to the doctoral dissertation proposal and what degree requirements shall be put in place. If the student fails the doctoral dissertation proposal defense, the Dissertation Advisory Committee discusses and agrees on what revisions are needed for the doctoral dissertation proposal and what needs to be accomplished in order to pass in the future.
- *5. In the time between when a student passes their doctoral dissertation proposal defense and when they complete their doctoral dissertation draft, the Dissertation Advisory Committee must have at least 2 review meetings to give thesis-writing advice to the student. If major revisions (changes to categories, etc.) to the research content described in the doctoral dissertation proposal is unavoidable following the doctoral dissertation proposal defense, the student must obtain approval from the Dissertation Advisory Committee and submit a revised doctoral dissertation proposal to the Graduate School Committee (Students are to resubmit Form KMD-DS-1/Faculty members to resubmit Form KMD-DF-2). Only if the revised doctoral dissertation proposal is approved by the Graduate School Committee will the student be permitted to continue writing the dissertation.
- *6. Interim presentations and research progress presentations shall be held on predetermined dates (hereinafter referred to as D-Presentation Meetings) in order to obtain feedback from as many and diverse faculty members as possible.
- *7. The Doctoral Dissertation Review Committee shall be composed of one chairperson and at least three other members. Half or more of these members, including the chair, should be Graduate School Committee members. At least one of the committee members must be external from KMD and must hold a doctoral degree or an equivalent background. The principal advisor shall select who shall serve as the chair of the Doctoral Dissertation Review Committee. The principal and the chair must agree on who shall serve as the other members of the committee, but the primary advisor shall not hold a position on the Doctoral Dissertation Review Committee themselves. If the principal advisor is no longer a "Graduate School of Media Design Committee member" due to resignation, etc., after

the formation of the Doctoral Dissertation Review Committee, the chair of the Doctoral Dissertation Review Committee may be permitted to concurrently serve as the principal advisor upon the approval of the Graduate School Committee.

- *8. After sufficient deliberation, the Doctoral Dissertation Review Committee must submit their final report (Form KMD-DF-6) to the Graduate School Committee within one year of receiving the dissertation (for final assessment). The Doctoral Dissertation Review Committee may suggest revisions for the final version of the doctoral dissertation to the Dissertation Advisory Committee and the doctoral candidate as necessary. The Doctoral Dissertation Review Committee shall be dissolved once they have submitted their final assessment or when reporting that a candidate has failed their public doctoral dissertation defense. A minimum of three months must be allowed between when the review committee is formed and when they submit their assessment report.
- *9. The date of the preliminary examination shall be determined at the discretion of the doctoral candidate, the Doctoral Dissertation Review Committee, and the principal advisor. In most cases, this examination shall not be open to the public. The format of the preliminary review, such as the criteria for passing or failing it, shall be left to the discretion of the Doctoral Dissertation Review Committee. However, the preliminary review must be held and candidates are expected to pass it before applying to hold a public doctoral dissertation defense. Multiple preliminary reviews are also allowed.
- *10. The chair of the Doctoral Dissertation Review Committee, in consultation with other members of the committee and the doctoral candidate, can set the date for the public doctoral dissertation defense at their discretion. However, the date should be approved at least one week prior to the scheduled date at a meeting of the Graduate School Committee. The public doctoral dissertation defense begins with the candidate's oral presentation, lasting no more than 40 minutes. This is followed by the oral examination, which generally lasts about 40 minutes. As a general rule, doctoral dissertation defenses are open to the public.
- *11. The Doctoral Dissertation Review Committee will report the results of the public doctoral dissertation defense, either pass or fail, within the same semester in which the hearing was conducted. If they fail, students can resubmit a revised dissertation draft to form another Doctoral Dissertation Review Committee and hold another public doctoral dissertation defense, but the public defense cannot be held more than twice a semester.
- *12. A bound hard copy of the doctoral dissertation (approved version) must be submitted to the Office of Student Services once approved. If a student's dissertation contains a section that cannot be made public, they will need to submit two bound hard copies. For details about what must be submitted, the chair of the Doctoral Dissertation Evaluation Committee or principal advisor should be consulted.
- *13. The normal candidature period is about 3 years for a doctoral degree. For students who plan to obtain their doctoral degree in March, the Doctoral Dissertation Review Committee must be formed by early October of the previous year, and the public doctoral dissertation defense must be held by late-January. For students who plan to obtain their doctoral degree in September, the Doctoral Dissertation Review Committee must be formed by mid-April, and the public doctoral dissertation defense must be held by late-July. For students who plan to withdraw from the doctoral program after completion of course requirements in March, the doctoral dissertation proposal defense must be held by late-January. For students who plan to withdraw from the doctoral program after completion of course requirements in September, the doctoral dissertation proposal defense must be held by mid-July. However, these dates are a rough guide for the minimum amount of time required and may differ on a case-to-case basis. The student should consult well in advance with their principal advisor about the time needed to complete the instructions and evaluations required by the program. Likewise, it is recommended that students check the "Schedule for Withdrawal from the Doctoral Program with the Completion of Course Requirement /Extension of Enrollment Period or Award of the Degree" for further details on scheduling requirements.

Appendix A: List of Forms to be Submitted (for students) (Forms)

- KMD-DS-1: Doctoral Dissertation Proposal Submission Form (to be approved by the Dissertation Advisory Committee)

- KMD-DS-2: Draft of the Doctoral Dissertation Submission Form (to be approved by the Dissertation Advisory Committee)
- KMD-DS-3: Doctoral Dissertation (for Final Assessment) Submission Form (to be approved by the Doctoral Dissertation Review Committee)
- KMD-DS-4: Degree Application Documents
 - 1) Degree Application Form
 - 2) Dissertation Index
 - 3) Dissertation Abstract
 - 3-2) English Version of Dissertation Abstract (Only necessary if the doctoral dissertation is written in Japanese)
 - 4) Curriculum Vitae
 - 5) Request for Approval Regarding Release of Doctoral Dissertation (to be approved by the principal advisor)
 - 6) Consent Form relating to the Doctoral Dissertations at Hiyoshi Media Center

(Submitting the forms)

Students should submit their doctoral dissertation proposals, doctoral dissertation drafts, and doctoral dissertations (for final assessment) as PDFs along with the accompanying designated forms (KMD-DS-1, DS-2, DS-3) by email to kmd-office@adst.keio.ac.jp. When sending these files, the student must use a KMD email address, a keio.jp email address, or an email address registered to the KMD e-learning website. If the submission exceeds 20MB, please upload the files to a cloud storage service that the KMD Office can reliably access and share the relevant information (a URL, etc.) via email. When using cloud services, make sure that the sharing preferences for the URL are set so that anyone with the link can access the file. When using cloud services, make sure that the sharing preferences for the URL are set so as to allow anyone to access the file. Please note that even if kmd-office@adst.keio.ac.jp is given permission to access the shared file, the Office of Student Services will not be able to do so. After filling out DS-4, students should sign the final version and submit the original and PDF (the PDF is only needed for DS-4(3)) to the Office of Student Services. Students should get approval for DS-1/DS-2/DS-3 via email or explicit verbal permission at a meeting and note the approved dates, enter them into the forms, and save the information as PDF files. The students should then have their primary advisor or primary reviewer sign the PDFs electronically and submit the signed version. Emails or similar correspondence does not need to be shown as evidence when submitting the forms.

(How to format the approved version of a doctoral dissertation)

PDF versions of a student's doctoral dissertation (approved version) should follow the guidelines below:

1. Set the PDF properties as follows:
 - Title: Input dissertation title
 - Author: Keio University Graduate School of Media Design
2. Save as "PDF/A" (ISO 19005-1)

Appendix B: List of Forms to be Submitted (for faculty members)
(Forms)

- KMD-DF-0: Application for Changing Advisors (to be submitted by the principal advisor)
- KMD-DF-1: Forming a Dissertation Advisory Committee and Conducting the Doctoral Dissertation Proposal Defense (to be submitted by the principal advisor)
- KMD-DF-2: Doctoral Dissertation Proposal Defense Results (to be submitted by the principal advisor with approval from the Dissertation Advisory Committee)
- KMD-DF-3: Forming a Doctoral Dissertation Review Committee (to be submitted by the principal advisor)
- KMD-DF-4: Conducting the Public Doctoral Dissertation Defense (to be submitted by the chair of the Doctoral Dissertation Review Committee)
- KMD-DF-5: Public Doctoral Dissertation Defense Results (to be submitted by the chair of the Doctoral Dissertation Review Committee with the approval of the committee members)
- KMD-DF-6: Summary of the Doctoral Thesis Evaluation and the Evaluation Committee Members

(to be submitted by the chair of the Doctoral Dissertation Review Committee)

(Submitting the forms)

Faculty members can submit the prescribed forms by emailing them to kmd-office@adst.keio.ac.jp using their KMD email address, keio.jp email address, or an email address registered to the KMD e-learning website.

(Approval)

DF-2 and DF-5 must be approved by the members of the committees listed above. However, it is the applicant (primary advisor or reviewer) who must get approval from these parties via email or explicit verbal permission at a meeting. Upon doing so, they should indicate the date that they received approval in the supplied forms and sign a digital PDF of the form. Emails or similar correspondence does not need to be shown as evidence.

(Electronic signatures)

Faculty can approve of forms (whether DF or DS) by using electronic signatures. Approved methods include using certified digital signatures, inserting an image of hand-written signature into a PDF, or scanning a physical document with a signature. In exceptional cases, emails may also be acceptable as proof of approval. However, the email must contain the full name of the sender and state explicitly what they are approving. The sender's email address must be a KMD email, a keio.jp email, or an email address registered to the KMD e-learning website

(Submission)

The PDF of the approved version of the doctoral dissertation should be submitted along with the designated form (KMD-DF-6) by email to kmd-office@adst.keio.ac.jp. If the submission exceeds 20MB, please upload the files to a cloud storage service that the KMD Office can reliably access and share the relevant information (a URL, etc.) via email. When using cloud services, make sure that the sharing preferences for the URL are set so that anyone can access the file. Please note that even if kmd-office@adst.keio.ac.jp is given permission to access the shared file, the Office of Student Services will not be able to do so.

Doctoral Dissertation Proposal Instructions

Established April 2009

Revised June 2010

Revised September 2013

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Keio University Graduate School of Media Design (KMD)

1. Purpose

A doctoral dissertation proposal is to review the research topic, and survey and outline a student's research before they begin writing their doctoral dissertation. Students will be officially allowed to begin research for their doctoral dissertation after getting approval for their doctoral dissertation proposal and passing the doctoral dissertation proposal defense.

2. Format

- Paper size: A4
- Length:
Summary: approximately 300 characters in Japanese or approximately 150 words in English
(If the body text is written in Japanese, a summary in both English and Japanese must be submitted. If the body text is in English, only an English summary needs to be provided.)
Body text: between 5 and 25 pages (not counting the bibliography)
- Font size: 12 point
- Language: Japanese or English

3. Content

The doctoral dissertation proposal must demonstrate the following:

- 1) That the research is innovative and describes what issues or problems it addresses
- 2) That the issues addressed are done so in a thorough and thoughtful manner
- 3) That the research methodology is clearly communicated
- 4) That it contains a literature review of the research topic through the bibliography, related work,

and case studies

The proposal must also indicate which of the following categories the dissertation research falls under:

- a) Science / Engineering
- b) Social Sciences / Humanities
- c) Action Research
- d) Design

The doctoral dissertation proposal will form the framework of a doctoral dissertation. Students should choose an appropriate style guide* by consulting with their principal advisor.

*Examples of style guides

- a The Chicago Manual of Style
- b APA (American Psychological Association) Style
- c. MLA (Modern Language Association) Style
- d. CSE (Council of Science Editors) Style
- e. Other (formatting style adopted by relevant academic societies)