

[12] Qualifying Examination (American Studies Cluster) (for students enrolled in and before 2016)

Qualifying Examinations (QE):

The purpose of the Qualifying Examinations is to immerse students in the secondary material relevant to their project and to craft a successful dissertation proposal that will launch students into the broader community of American Studies scholars.

It is to be understood that the examination consists of:

- (1) A written examination in primary and secondary materials related to the broadest themes of student's dissertation (the "Major Field")
- (2) A written examination in secondary materials related to the more specific issues examined in a student's dissertation (the "Minor Field")
- (3) A Dissertation Proposal that provides a clear and sophisticated overview of the dissertation project
- (4) These three elements above will be examined in combination during the student's oral defense, and the evaluation will be based on the overall performance in these three areas.

Requirements for Students Who Choose to Take the Qualifying Examination:

- (1) To pass in Qualifying Examinations in both Major Field and Minor Field.
- (2) To pass with the Dissertation Proposal.
- (3) To pass with the Ph. D. dissertation.
- (4) To pass in the proficiency test of language. (English and Japanese, or mother tongue)

The Qualifying Examinations Procedure:

- (1) **Date:** The schedule for the exam will be negotiated in consultation with the advisor, but it should take place before the end of the fourth semester after a student is enrolled in the Ph.D. program.
- (2) **Committee:** In consultation with the Dissertation Committee, a Qualifying Examination Committee is set up and approved by the Graduate School of Global Studies. A Qualifying Examination Committee is composed of three faculty members. At least two members of the committee must be faculty of the Graduate School of American Studies.
- (3) In consultation with the Qualifying Examination Committee, students will set the Major Field and Minor Field and prepare bibliography for each field to get approval at the Qualifying Examination Committee.
- (4) **Major Field Examination:** For the Major Field examination, students will receive from their advisor an essay question based on an agreed-upon reading list. Students have up to seven days to complete the essay from the time they receive the question. The essay should be roughly 7,000-8,500 words (20-25 pages, with either footnotes or endnotes) in English or 12,000-16,000 characters (about 30-40 A-4 sized Doshisha University thesis pages) in Japanese.
- (5) **Minor Field Examination:** One week after finishing the major field, students will receive from their advisor an essay question for the Minor Field based on an agreed-upon reading list. Students have up to seven days to complete the essay from the time they receive the question. The essay should be roughly 7,000-8,500 words (20-25 pages, with either footnotes or endnotes) in English or 12,000-16,000 characters (about 30-40 A-4 sized Doshisha University thesis pages) in Japanese.

- (6) **The Dissertation Proposal:** Upon completion of the Major and Minor Field Examinations, a student has fourteen days to turn in to their Committee a completed dissertation proposal, utilizing the bibliography and research questions in the Major and Minor Field reading lists. The proposal may of course be supplemented by previous research under the guidance of the student's Dissertation Committee, appropriate coursework, fieldwork, seminars, conferences, and other activities students have engaged in to advance their work.
- (7) **Language:** Students may write in either Japanese or English. Those writing in Japanese will supply a summary in English roughly 700-1,200 words (2-3 pages) for both their Major and Minor Field examinations, and a 2,500-3,000 words (7-8 pages) summary of the dissertation proposal. These English summaries will be due at the same time as the Japanese examination materials are turned in.

Oral Examination:

One week following submission of the dissertation proposal, the student will assemble with the committee for an oral examination. The Major Field paper, the Minor Field paper and the Dissertation Proposal will be jointly considered during the Qualifying Examination in the form of Oral Examination, and thus examination questions will be based on these three elements.

Grading of the Qualifying Exams:

There are three possible grades:

- (1) **Pass:** The student successfully completes the examination and may then immediately proceed to work on the dissertation, apply for grants, etc.
- (2) **Provisional Pass:** The student understands important aspects of the examination material, but there are certain issues that need to be dealt with or thought through with more clarity. The student must complete revisions and any additional requirements assigned by the Dissertation Committee within one month of the examination date.
- (3) **Fail:** A student is unable to sufficiently master the material. A student may then take the examination again after consulting with the Dissertation Committee.
- (4) **Timeline Summary:**
- Week 1: Receive and complete Major Field Examination
 - Week 2: Receive and complete Minor Field Examination
 - Week 3: Work on Dissertation Proposal
 - Week 4: Submit Dissertation Proposal
 - Week 5: Take oral examination of Major Field Examination, Minor Field Examination, and Dissertation Proposal.