

[6] Completion of the Master's Degree Program and Conferral of Degree

1. Term of Study and Enrollment Limit

The term of study is two years in principle, and a student may not be enrolled for more than four years (the period of academic leave will not be counted as the enrollment period). However, if the student has a distinguished record of accomplishments, the term may be shortened, based upon the deliberations at the Graduate School of Global Studies Faculty Meeting.

2. Requirements

(1) Enrollment for two years or longer (the period of on academic leave will not be counted as the enrollment period).

(2) Earning the required number of credits:

(P.119 for students enrolled in and after AY 2020, P.121 for students enrolled in AY 2019 and 2018)

– at least 30 credits for completing the Master's Degree Program through submission of a Master's Thesis

– at least 38 credits for completing the Master's Degree Program through submission of a Seminar Paper

(3) The student must, under the necessary research supervision, submit a Master's Thesis or Seminar Paper. The student must have the Master's Thesis or Seminar Paper approved, and pass the final examination.

The Master's Thesis is examined by one chief examiner and two assistant examiners.

The Seminar Paper is examined by one chief examiner and one assistant examiner. A pass/fail decision is made at the Graduate School for Global Studies Faculty Meeting.

3. Procedures for Completing the Course of Study and Credit Requirements

Refer to the "Requirements for Completing the Master's Degree Program" (P.119 for students enrolled in and after AY 2020, P.121 for students enrolled in AY 2019 and 2018)

4. Completion and Submission of the Master's Thesis or Seminar Paper (Screening Criteria for Master's Thesis or Seminar Paper)

(1) Master's Thesis

As a product of study and research completed during the Master's Degree Program, the Thesis must demonstrate the superior and original research abilities. Therefore, it must organize and present the major issues considered by previous research in the relevant research field, and it must offer an argument based upon the objective presentation of evidence.

(2) Seminar Paper

As the alternative to Master's Thesis, the Seminar Paper should be also a product of study and research completed during the Master's Degree Program, and like the Thesis it must be approved by the examiners. Although the Seminar Paper is an alternative to the Thesis to fulfill the completion requirements, it is not expected to present the original research and its result in the same way as Master's Thesis. As a product of study and research completed during the Master's Degree Program, it must demonstrate the abilities necessary to meet the demands of professions and other fields for high level expertise.

Attention

After reporting your decision to the Office, those who choose “Completion by Submission of the Master’s Thesis” will not in principle be allowed to change to “Completion by Submission of the Seminar Paper”, even though they are likely to earn 38 credits. Also, those who choose “Completion by Submission of the Seminar Paper” will not in principle be allowed to change to “Completion by Submission of the Master’s Thesis”.

5. Guidelines for Submission

(1) Submission Period

From January 12, 2024 to January 19, 2024 9:00a.m.-11:30a.m., 12:30p.m.-5:00p.m. JST	For those planning to complete the program in March * If the deadline falls on a day when the office is closed, the deadline shall be on the following business day
From June 22, 2023 to June 30, 2023 9:00a.m.-11:30a.m., 12:30p.m.-5:00p.m. JST	For those planning to complete the program in September *If the deadline falls on a day when the office is closed, the deadline shall be on the following business day

- ◇ All procedures prior to submission must be completed. (see P.127, P.128)
- ◇ Be sure to get the approval of your main advisor before submission.
- ◇ The deadline is strictly enforced.
- ◇ All required documents must be prepared and be submitted to the Office of Graduate School of Global Studies in person. (Submission through a representative is not accepted.)
- ◇ At the time of reception, the office does not check documents. No replacement, addition, or return after reception.
- ◇ On the deadline day, students are not permitted to work (*) in the Office of Graduate School of Global Studies.
*Use of photocopiers or any other equipment in the Office (including the work space in front of the library) is not allowed.
- ◇ Students on a leave of absence, is not accepted for submission.

(2) Place of Submission

The Office of Graduate School of Global Studies

(3) Documents to be Submitted

- ① Master’s Thesis : 2 copies for binding, 3 copies for examiners
Seminar Paper : 2 copies for examiners
(See “(6) Others” for filing order)
- ② Abstract
Master’s Thesis : 2 copies for binding, 3 copies for examiners
Seminar Paper : 2 copies for examiners
- ③ Binding fee (for those who submit Master’s Thesis ONLY)
 - Certificate of Payment (*Nounyuzumi-sho*, 5,720 yen), which can be purchased from the Automatic Certificate Issuing Machine on the first floor of Shiko-kan.

(4) Formatting Requirements

① Table of Contents and Body Text

• Master's Thesis

<For Thesis written in Japanese>

Approximately 34 pages (not including appended charts, photos, bibliography, etc.), typed and printed on A4 paper, with each page accommodating 30 lines with 40 characters per line (i.e., 1,200 Japanese characters per page).

<For Thesis written in English>

Approximately 50 pages (not including appended charts, photos, bibliography, etc.) on A4 paper, double-spaced (12 point font, Time New Roman)

• Seminar Paper

Approximately the half of required characters (in Japanese) or words (in English) for Master's Thesis, typed and printed single-sided on A4 paper, left binding e.g.) For Seminar Paper written in English should be approximately 25 pages (not including appended charts, photos, bibliography, etc.) on A4 paper, double-spaced (12 point font, Times New Roman)

② Abstract (for Master's Thesis and Seminar Paper)

• The abstract must be written in a language different from the language of body text: In principle, write the abstract in English for the Thesis or Seminar Paper written in Japanese.

On the other hand, for the Thesis or Seminar Paper written in English, the abstract can be written in Japanese or English.

<For abstracts written in Japanese>

Approximately 1 page on A4 paper, with each page accommodating 30 lines with 40 Characters per line

<For abstracts written in English>

Approximately 1 page on A4 paper, double-spaced (12 point font, Times New Roman)

Please note:

• Pages should be printed on one side only, and with a sufficient margin on the left side to allow for binding.

*The abstract and the Master's Thesis or Seminar Paper must be typed.

(5) Avoiding Plagiarism

Master's Thesis or Seminar Paper will be rejected if it fails to properly give credit to cite all the sources such as literatures, tables and figures.

(6) Others

① • Copies for examiners (3 copies of Master's Thesis, 2 copies of Seminar Paper)
Put in a lever file (not in a ring type that requires holes) and attach a cover sheet on the front cover and a spine sheet to the spine of a binder.

Filing order: Inside Cover Sheet → Abstract → Table of Contents → Body Text → Bibliography

• 2 copies for binding (not required for Seminar Paper)

Put in a large-sized envelope. Write your name and student ID on the outside of the envelope.

② A Sample is located at the counter in the Office of Graduate School of Global Studies for your reference.

6. Final Exam

- (1) The oral defense (of the Master's Thesis) will be held as the final examination to determine the completion of the Master's Degree Program. For those planning to complete the program in March, the exam will take place sometime during the mid-February (scheduled on February 14, 2024 for this academic year); for those planning to complete the program in September, it will take place sometime in late July (scheduled on July 20, 2023 for this academic year).
- (2) The oral defense (of the Master's Thesis) will in principle be given by the chief examiner and two assistant examiners selected from faculty members of the cluster which the student belongs to.
- (3) In the event of completion by submission of Seminar Paper, there will be one chief examiner and one assistant examiner (one of each).

7. Completion of the Master's Degree Program

- (1) Completion of the Master's Degree Program will require enrollment two or more years in principle, earning of the required number of credits as indicated in the regulations of the Graduate School of Doshisha University, submission under the necessary research supervision of Master's Thesis or Seminar Paper, and the approval of the Master's Thesis or Seminar Paper by examiners and in the final examination.
- (2) Certification of completion of Master's Degree Program will, after deliberations at the Graduate School of Global Studies Faculty Meeting, be determined by the Committee of Graduate School Deans through the comprehensive examination of degree theses.

8. Conferral of Degree

Depending upon the cluster, the following degrees will be awarded to those completing the Master's Program.

Master of Arts in American Studies
Master of Arts in Contemporary Asian Studies
Master of Arts in Global Society Studies

9. Conferral of Degree Ceremony

The Conferral of Degrees Ceremony will take place in March and September.
Students may receive the English diploma only if they have taken all courses in English.

10. Repository of the Master's Degree Thesis

One copy of the Master's Degree Thesis will be deposited with the Graduate School of Global Studies.

11. Process for Acquisition of the Master's Degree

(brackets [] pertain to September completion)

Year 1	Beginning of academic year	<ul style="list-style-type: none"> • Register for courses • Decide the main advisor • Submit "Research Plan for Master's Program"
	During each term	<ul style="list-style-type: none"> • In seminar course, receive research supervision and report on research • Seek opportunities to make research findings public
	End of academic year	<ul style="list-style-type: none"> • Submit "Report on Research Accomplishments"
Year 2	Beginning of academic year	<ul style="list-style-type: none"> • [A] Register for courses (make sure to register the course of "Thesis") • [B] Submit "Research Plan for Master's Program"
	End of July [end of January]	<ul style="list-style-type: none"> • [C] Submit "Master's Thesis / Seminar Paper Registration Form" (Prescribed Form ①) after consultation with your main advisors. <p>*If the deadline falls on the day when the office is closed, it shall be on the previous business day.</p>
	End of October [end of April]	<ul style="list-style-type: none"> • [D] Submit "Master's Thesis/Seminar Paper Title Form" (Prescribed Form ②) <p>*If the deadline falls on the day when the office is closed, it shall be on the previous business day.</p>
	During each term	<ul style="list-style-type: none"> • In seminar course, receive research supervision and report on research • Seek opportunities to make research findings public
	End of November [end of May]	<ul style="list-style-type: none"> • [E] Submit a full draft to the main advisor <p>(*It will be reviewed under the supervision of the advisor to submit it as the final draft.)</p>
	January 12 to January 19 [June 22 to June 30]	<ul style="list-style-type: none"> • Submit Master's Thesis or Seminar Paper <p>Before submitting the Master's thesis or Seminar Paper, you must complete all of the processes of [A] to [E] above. As for [C] or [D] above, please download the prescribed forms from the GSGS website.</p>

Year 2	Examination of Master's Degree Thesis or Seminar Paper	After submission of Master's Thesis	<ul style="list-style-type: none"> • Selection of Thesis examiners (1 chief examiner, 2 assistant examiners, are selected at the Graduate School for Global Studies Faculty Meeting) (For the Seminar Paper, there shall be 1 chief examiner and 1 assistant examiner)
		Late January to mid-February [July to early August]	<ul style="list-style-type: none"> • Review of Thesis and oral defense • Review of Seminar Paper and oral defense
		Mid-February [early September]	<ul style="list-style-type: none"> • Pass/Fail decision (Graduate School of Global Studies Faculty Meeting)
		Early March [mid-September]	<ul style="list-style-type: none"> • Comprehensive examination of Master's Theses (Committee of Graduate School Deans)
		Late March [late September]	<ul style="list-style-type: none"> • Conferral of Degrees Ceremony