

[12]Course Registration (Ph.D. Degree Program)

1. Registering for Courses

Students enrolled in and after AY 2020 should register “Seminar I · II” of your main advisor to receive research supervision, and they must register for at least one of the Research Supervision Courses for both spring and fall semester as instructed by the main advisor and receive guidance.

Students enrolled in and before AY 2019 should register your main advisor’s “Directed Research” to receive research supervision.

For other courses, consult with your main advisor.

As a general rule, courses for Ph.D. degree program are unable to withdraw.

- Make sure to enter the correct code when you register the course online:

For courses offered in Ph.D Program of Graduate School of Global Studies, the course code should be the 8-digit code starting with “4 1 8” and be followed with a 3-digit class code

4	1	8	x	x	x	x	x	–	c	c	c
			↑							↑	
			course code							class code	
			(8-digit)							(3-digit)	

- Allow enough time and complete online course registration within the course registration period. Other than errors caused by Doshisha network failure or unless the server is down, the Office will not deal with any errors, or incomplete registration due to personal circumstances (e.g. PC trouble).
- For course registration for Spring Semester, any change (addition or cancel) cannot be accepted outside the registration period.
- Students must register all courses for both Semesters (not only for Spring Semester but also for Fall Semester) in April. Around late September (before the Fall Semester courses start), the change of course registration (addition/deregistration) for Fall Semester courses will be accepted. Please confirm the schedule determined which will be posted on message board in July.

2. Taking Master’s level courses

Students may take Master’s level courses if their main advisors deem the courses necessary.

Note: Undergraduate and Master’s level courses cannot be registered online. Be sure to complete registration at the Graduate School of Global Studies Office during the registration period. As for course withdrawal, see P.142.

3. Research Supervision

- Main advisors give advice and guidance on students’ research plans.

(*In case you would like to change your main advisor, due to the change of your research topic or other reasons, please consult with the faculty member in charge of Academic Affairs of the cluster you belongs to or Assistant Dean (Academic Affairs) of Graduate School of Global Studies.)

- Participation in academic conferences or seminars inside or outside Japan is encouraged.
- It is desirable that students take the Preliminary Examination in the second year (the fourth semester after entrance, not including any leave of absence) in principle. Students who pass the Preliminary Examination are allowed to write a Degree Dissertation.

4. Course Registration Schedule

- Online Registration (Only regular students)

When : April 5 (Wed) 10:00a.m. – April 6 (Thu) 5:00p.m. JST

How : Register via online study support system, DUET (Doshisha University Electronic Tutorial System.)

Students can access DUET with any computers having internet connection (even at home).

Students can revise their registration online during the period above.

For further details, refer to “Instructions for use of general registration on DUET.”

If you have any inquiries or any problems on registration or you are a special student, contact the Office of Graduate School of Global Studies by April 5 (Wed) 4:00p.m. JST.

- **Downloading “Course registration check sheet” on DUET for checking registered courses and correcting errors**

Please check the registered courses online and correct the errors (if any) during the period below:

When : April 12 (Wed) to April 14 (Fri)

Where: Graduate School of Global Studies Office

Check registered courses and inform the GSGS Office if there are any errors.

5. Studying at Overseas Universities

Under Article 20-2 of the Doshisha University School Regulations, students who have been enrolled in Doshisha University for over 1 year will be permitted to study abroad at overseas universities while retaining student status at Doshisha University, if the faculty committee deems it effective from an educational standpoint, and if the President approves.

The period of studying abroad will be included in term of study or enrollment period.

6. Registration for Advanced Doctoral Program in Global Resource Management (GRM) Courses

For details on registering for GRM courses, see “Advanced Doctoral Program in Global Resource Management” (P.190) and GRM Handbook.

7. Tuition and Facility Fee after the Fourth Year

If a student has been enrolled in Ph.D. Degree Program for more than three years (not including periods of leave of absence), 50% of the tuition fee and facility fee for the next semesters and thereafter will be reduced.

※Please note that this does not apply to students taking undergraduate or graduate courses (except for “Research Supervision Courses” in Ph.D. Degree Program).