

## 6-5 Graduate School Completion Requirements

### 1 Graduate School Curriculum

Graduate school education is conducted through classes in relevant subjects and guidance in the preparation, etc., of a thesis/dissertation (hereinafter “research guidance”).

#### (1) Master’s Program

##### Degree requirements (Graduate School Regulations Article 21)

1) To earn a master’s degree, students must (1) be enrolled in the program for a minimum of 2 years, (2) earn a minimum of 30 units in the required courses, and (3) successfully pass the master’s thesis defense and final examination after receiving the necessary research guidance. However, the requirement for enrollment in the program shall be a minimum of 1 year in the case of students who have been recognized as having achieved superior research performance. When a student applies for a degree under this system, she must attach a letter of nomination from her advisor at the time her master's thesis topic is submitted. In addition, the list of publications must be submitted when the master's thesis is submitted.

2) When deemed appropriate in light of the purpose of the master’s program, a review of the results of research on a specific issue can be used to replace the master's thesis defense.

(\* Currently, this is being applied to individuals selected as students in the “Minor Course of Science and Technology for Global Leaders”).

3) Because students must earn the credits for the required courses stipulated by the individual major or course as requirements for earning the degree, students must check the guidance provided by the individual major as well as the content of the Graduate School Regulations prior to registering for courses.

4) In cases in which a master’s student takes courses in a major other than her own, and in cases in which the student takes courses at the graduate school of a different university with which Ochanomizu University has a credit transfer agreement, credits shall be recognized in accordance with the following.

Major	Courses at the graduate school of a different university	Courses in a different major	Common subjects
Comparative Studies of Societies and Cultures	A maximum of 10 units can be recognized.		
Human Developmental Sciences			
Gender and Social Sciences			
Life Sciences			
Advanced Sciences			
Cooperative Major in Human Centered Engineering			

Students must receive approval from their academic advisor before taking courses at the graduate school of a different university (credit transfer) and courses in a different major.

#### 5) Degree requirements in Cooperative Major in Human Centered Engineering

Students must earn a total of at least 30 units, including required units. Students must earn at least 4 units in courses at the partner university (Nara Women's University).

#### Advisors

Advisors are selected after orientation for each course of study, in accordance with the student's wishes at the time of application and individual research themes, etc. As soon as the advisor has been selected, the research topic must be registered online and printed out. The research topic notification form, with the signature and seal of the advisor and the applicant's seal affixed, must then be submitted to the Academic Affairs Division's Graduate School Academic Affairs Section. The main advisor must be selected from "Faculty Member Assignments" that was distributed at the time of enrollment.

### (2) Doctoral Program

#### Degree requirements (Graduate School Regulations Article 22)

1) To earn a doctorate, students must (1) be enrolled in the program for a minimum of 3 years, (2) earn a minimum of 10 units in the required courses, and (3) successfully pass the doctoral dissertation defense and final examination after receiving the necessary research guidance. Notwithstanding the stipulations of the preceding Paragraph, the requirement for enrollment in the program shall be a minimum of 1 year in the case of students who have been recognized as having achieved superior research performance in the relevant program. However, individuals who have earned a master's degree in 1 year at the graduate school of Ochanomizu University and individuals who have earned a master's degree in 1 year at the graduate school of a different university must be enrolled in the doctoral program for a minimum of 2 years.

Subject category	No. of units	No. of units counted toward the degree (10 units)	Remarks
Exercises/lectures from individual teaching staff members	2 units each	Up to a maximum of 6 units	Exercises/lectures held by individual teaching staff members must be taken.
Research report (Basic)	1 unit	1 unit (Required)	See item iii. outside the table.
Research report (Expanded)	1 unit	1 unit (Required)	
Thesis/dissertation guidance	2 units	2 units (Required)	Thesis/dissertation guidance provided by the main advisor or the assistant advisor
Special lecture	2 units each	Up to a maximum of 2 units	Intensive courses taught by visiting teaching staff, etc.
Common subjects	2 units each	Up to a maximum of 2 units	Common subjects established in the master's program and the doctoral program can both be taken. (Be aware that some courses will not be counted toward the units required for the degree.)
Course at the graduate school of a different university	2 to 4 units each	Up to a maximum of 4 units	Special auditing based on a credit transfer agreement (Graduate school with doctoral program units established)

- i. 10 units are required for the degree.
- ii. Research report (Basic), Research report (Expanded), and Thesis/dissertation guidance are required subjects.

- iii. Compile and submit a report on the progress of research in the relevant academic year, the results, and future research plans, etc. “Research report (Basic)” in the first year and “Research report (Expanded)” in the second year each 1-unit subjects. In late January of the first and second years, submit the research report to all advisors. (Attach the “Research Report Notification” distributed by the Academic Affairs Team when submitting the report to the main advisor.)

The main advisor evaluates the report, using the evaluations of other advisors as a reference when necessary.

In addition, although units will not be granted, in the third year, submit a list of printed and oral announcements, etc., of other research results in reports “that include a summary of the past 3 years,” as “Research report (3rd year),” in mid-December. Be aware that if “Research report (3rd year)” is not submitted, you will not be able to satisfy the requirements for Leaving with Completion. “Research report (3rd year)” must be submitted in the same manner even if a thesis/dissertation is not submitted and you continue to be enrolled (repeat a year). Individuals submitting a thesis/dissertation can replace the 3rd-year research report with an overview of the thesis/dissertation.

- iv. A maximum of 8 units can be acquired from courses taught by the same teaching staff member.
- v. Units will only be recognized as counting toward the degree once per course, even if the course of the identical name is taken more than once.

## 2) Cooperative Major in Human Centered Engineering Degree Completion Requirements

To earn a doctoral degree, students must (1) be enrolled in the program for a minimum of 3 years regardless of article 1), (2) earn the stipulated credits, and successfully pass a review conducted by the University of the research results in the student’s doctoral dissertation and a final examination, after receiving the necessary research guidance. Notwithstanding the stipulations of the preceding Paragraph, the requirement for enrollment in the program shall be a minimum of 1 year in the case of students who have been recognized as having achieved superior research performance in the relevant program. However, individuals who have earned a master’s degree in 1 year at the graduate school of Ochanomizu University and individuals who have earned a master’s degree in 1 year at the graduate school of a different university must be enrolled in the doctoral program for a minimum of 2 years.

Students must earn a total of at least 20 units including the required courses.

When judged to be beneficial from the perspective of education and research, students can take courses offered in other majors at the student’s university and different universities. Up to four of those units can be certified as units earned in this cooperative major. Students are to decide which courses to take under the guidance of their advisors.

Subject category	No. of units	No. of units for completion requirements (20 units)	Remarks
Researcher ethics/ Research management	1 unit	1 unit (Required)	
Special research in human-centered engineering (Doctorate)	10 units	10 units (Required)	
Common subjects/ Other major courses/ Course at the graduate school of a different university	1 to 4 units each	None	Up to 4 units can be included as degree completion units.

3) If it is unavoidably necessary for a student to earn credits then withdraw from the university before submitting a thesis/dissertation, the student must submit an application for withdrawal. (It must be submitted by the end of February for withdrawal at the end of March, and by the end of August for withdrawal at the end of September.) When submitting a dissertation after withdrawal and without re-enrolling, an exemption exists in the defense if no more than 3 years have elapsed since Leaving with Completion. If the individual re-enrolls, she shall be deemed eligible to submit a thesis/dissertation, and approval of all of the student's advisors is required.

### **Advisors**

The doctoral program utilizes a multiple-advisor system to give students both deep expertise and a broad perspective. A teaching staff member from the student's area of specialization serves as the main advisor. Researchers in related disciplines can also be selected as secondary advisors. After selecting the main advisor, students select secondary advisors (as a rule, at least one) who are closest to the area of specialization.

However, in the Division of Comparative Studies of Societies and Cultures, as a rule, two secondary advisors are selected. The main advisor must be selected from the list of teaching staff members available to serve as main advisors that was distributed at the time of enrollment.

Students must maintain contact with each advisor regarding the progress of their research, conduct the research while consulting with and receiving advice, and compile the results for the year in a "Research Report." The main guidance and advice regarding creation of a thesis/dissertation is received from the main advisor.

### **(3) Special research dispatch students (Graduate School Regulations Article 18)**

- 1) Based on discussions with other national university corporation graduate schools, national research institutes, etc., students will receive necessary research guidance at other graduate schools, etc. may be allowed to do so.
- 2) Based on discussions with Gakushuin University's graduate school, students will receive necessary research guidance at Gakushuin University's Graduate School of Natural Science and Technology, may be allowed to do so.
- 3) Based on discussions with the Kitasato University Graduate School, students will be allowed to receive necessary research guidance at the Kitasato University Graduate School of Pharmaceutical Sciences, may be allowed to do so.
- 4) Based on discussions with Waseda University's graduate school, students will receive necessary research guidance at Waseda University's Graduate School of Advanced Science and Engineering, may be allowed to do so.
- 5) Based on discussions with Shibaura Institute of Technology's graduate school, students will receive necessary research guidance at Shibaura Institute of Technology's Graduate School of Science and Engineering, may be allowed to do so.
- 6) Based on discussions with Keio University's graduate school, students will receive necessary research guidance at Keio University Graduate School of Media and Governance, may be allowed to do so.
- 7) If you wish to receive research guidance at another graduate school, etc., please submit the following documents to the Graduate School Section of the Academic Affairs Division. (Submitted by the last day of three months before the start month of receiving guidance)
  - ① Special research dispatch student application form (attached form 3) [See page 45]
  - ② Recommendation letter from your supervisor (A4 size format as appropriate, stamp required)

③ Research plan (A4 size)

8) The period of receiving research guidance shall not exceed one year in the master's program and two years in the doctoral program.