

# Graduate School of Media and Governance

## Doctoral Program

Please refer to the Graduate School Guidebook for detail.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/guide.html>

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## I Major, Degree, Programs

- Major  
Media and Governance (Name of your program is not your major)
- Name of Degree  
Ph.D. (Media and Governance) or Ph.D. (Philosophy)
- Program  
You belong to
  - one of the 8 programs (GR, HC, PS, CB, EG, XD, CI, BI)
  - the program chosen when you apply for the Graduate School
  - the same program as your main academic supervisorChanging your program is possible any time.

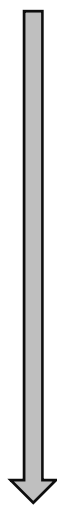
Refer to the website below for a list of chairpersons and academic advisors in each program.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/chairpersons-academicadvisors.html>

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## II Process of Obtaining the Doctoral Degree



- Establish an Advisory Group
- *Research Progress(optional)*
- Fulfill Academic requirements
- Teaching Experience (Kyoiku Taiken)
- *Thesis Proposal*
- *Thesis Progress(optional)*
- Establishment of the Academic Degree Evaluation Committee
- *Dissertation Hearing*
- Pass the Final Examination
- Pass the Final Evaluation at the Graduate School Committee Meeting (voting)

red : held in the Graduates School Seminar

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## II - i Research Advisory Group

### ○ Establish an Advisory Group

The Advisory Group provides research guidance to students until they become a doctoral candidate. Please consult with your research supervisor and select the members of the Advisory Group.

#### **【Members】**

One main research advisor + two co-research advisors

#### **【Application to establish the Advisory Group】**

**Application Period:** Within two months after being enrolled in the doctoral program

**Applicant:** Research supervisor

**Place to Apply:** the Graduate School Committee via e-mail

To: [g-staff@sfc.keio.ac.jp](mailto:g-staff@sfc.keio.ac.jp)

CC: main research advisor, co-research advisors and the student

**Required Information to Apply:** Student Name, Student ID number, Program, Research theme of the student, names of main research advisor and co-research advisors and their affiliation.

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## II - ii Academic Requirements

### ○ Fulfill requirements to become a Doctoral Candidate

#### 1) Original Syllabus Proposal(\*)

The Graduate School Committee Meeting on April 22 will review the proposal that you submitted for the entrance exam. Comments from committee members will be returned to those who do not pass.

#### 2) Foreign Language Requirement

The results from the entrance exam will not count automatically. All students must have their academic supervisor make an application in behalf of them.

#### 3) Skill Building Course(\*)

Students must complete one of the Skill-building Courses in the Master's Program of the Graduate School of Media and Governance and obtain an S or A grade to fulfill the requirements.

\* "Original Syllabus Proposal" and "Skill Building Course" are exempted for Career Professionals.

Please refer to Chapter 5 of the Guidebook for details

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## II - iii Teaching Experience

- To have a Teaching Experience (Kyoiku Taiken) and receive a passing grade

- Students are required to teach in a class offered at SFC for three or four times during one semester.  
Please make an application in advance.
- Teaching experience as a part-time lecturer at Keio University or other universities would be recognized as having completed the Teaching Experience requirement.

\*This requirement exempted for Career Professionals.  
Please refer to Chapter 5 of the Guidebook for details

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## II - iv Thesis Proposal

- Pass Thesis Proposal

Students who

- fulfill academic requirements
- completed/will complete in the same semester Teaching Experience

can have a Thesis Proposal.

Students who

- enrolled for six semester or more
- completed Teaching Experience
- passed a Thesis Proposal

can become **a doctoral candidate**.

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## II - v Requirements for Applying for the Doctoral Degree

### **Requirement 1**

The student has completed two or more original papers as the only author or the primary author, and these papers have been published or have been accepted for publication after referees' review in academic journals acknowledged by the Graduate School Committee.

In addition, the student has been a solo presenter or lead presenter at one or more international conferences acknowledged by the Graduate School Committee (either oral or poster presentations).

\*Note that a student who was a lead presenter at one of the international academic conferences listed on the prescribed white list may be considered as having completed one of the original papers mentioned in the white list "Requirement 1". Details of this condition are announced on the following site.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/doctor.html>

Please refer to the Guide book about the requirement 2 ~ 4.

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## II - iv Process of Obtaining the Doctoral Degree

Establish the Academic Degree Evaluation Committee and Application for Doctoral Degree



Pass the Dissertation Hearing



Pass the Final Examination



Pass the Final Evaluation at the Graduate School Committee Meeting (voting)



Degree will be awarded

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## STOP!! Misconduct in Research

- Fabrication
- Falsification
- Plagiarism
- False Authorship
- Duplicate Publication  
(or self-plagiarism)

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## Thesis Writing and Preventing Plagiarism

You may accidentally commit plagiarism due to not understanding the rules for writing a thesis. The following measures can be taken to help you with your thesis as well as to prevent this from happening.

- Consult with faculty members who give you guidance such as your Main Research Advisor or Co-Research Advisors!
- Consult with a WRITING & RESEARCH CONSULTANT in the Media Center!
- Get information from the Media Center's websites!
- Borrow a book on citations!
- Take "Academic Writing for Graduate Studies" course!  
(Optional Subject / taught in English)

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### III - i Application for Doctoral Degree Requirements(1)

- Chair person and academic advisor from each Program will arrange the Graduate Seminar schedule by referring to the application form.
  - Without submitting this form, students are not allowed to have the Graduate Seminar.
  - The form will be used at Black Wednesday.
- \*The form of "Application for Doctoral Degree Requirements" (the *Shinseisho*) is to be prepared from SFC-SFS.
- \*Please register through SFC-SFS. Afterward your Main Research Advisor will review and approve it through SFC-SFS.

\* PLEASE SUBMIT EVERY SEMESTER

Deadline for this semester: May 8, 2020

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### III - ii Application for Doctoral Degree Requirements(2)

**SFC-SFS**  
Site For Communication among Students, Faculty & Staff

Application for Doctoral Degree Requirement: Plan

Approved

- Without submitting this form, you are not allowed to have Graduate Seminar, progress and Dissertation Hearing.
- Your presentation date and time will be scheduled based on when you submit the form, so please consult with your advisor carefully and decide the date.
- This form will be used for 'Black Wednesday' as well.
- You can modify anytime before your research advisor approve the form.

Contact Information

Phone Number

Plan

Research Progress (Optional)

Requirement	Foreign Language	Original Syllabus	Skill Building Subject	Teaching Experience (plan)
Thesis Proposal (plan)(*)				
Thesis Progress (Optional)				
Establish Academic Degree Evaluation Committee (*)				
Dissertation Hearing(*)				

**< How to register >**

Login SFC-SFS →

[GRAD] →

[D. Application] →

Fill out all items →

Submit →

Your super visor will review and approve it

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## ● ● ● | IV Black Wednesday (BW)

- Faculty members meeting in order to check the progress of Doctoral students' research.
- BW is held once a semester.
- The form of "Application for Doctoral Degree Requirements" will also be used for BW.

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## ● ● ● | V- i Course Registration(1)

### STEP1: Online Course Registration

**April 16 12:30pm - April 13 1:00pm**

\* Register courses through the Gakuji Web System after logging into SFC-SFS.

\* For Course Timetable and Course Summary, please refer to the following website.

<https://www.students.keio.ac.jp/en/sfc/class/registration/>

### STEP2: Confirmation of your Course Registration (April 21 1:00pm -)

Check the Course Registration Confirmation screen on the Gakuji Web System.

If you find any errors, please make amendments during the Course Registration Amendment period.

### STEP3: Course Registration Amendment (at the Academic Affairs Office in person), Cancellation (Online)

\* Please read the Chapter 3 of the Guidebook carefully.

Those who do not complete online registration by the deadline will be subject to compulsory withdrawal.  
(excluding those on a leave of absence and those on study abroad program)

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## V - ii Course Registration(2)

- **“Independent Research”**

-Students MUST register “Independent Research” instructed by his/her main research advisor every semester.

-If your main research advisor is on sabbatical leave or study abroad, please consult with him/her and register either of your co-research advisors’ Independent Research.

-Registration numbers unlisted on the timetable for “Independent Research” are available on the website below.

<https://www.students.keio.ac.jp/en/sfc/class/registration/>

- “Advanced Research A/B/C/D”
- Other courses may be registered as Optional Subjects(Jiyu Kamoku).

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## VI- I Systems frequently used by Doctoral Students

- **SFC-SFS** <https://vu.sfc.keio.ac.jp/sfc-sfs/en>

To view class materials, submit reports, evaluate courses which you take, etc.

Log-in Name : CNS account

Contact ITC if you cannot login.

- **Keio.jp** <http://keio.jp/>

To check your grade report and browse online journals, etc.

Log-in Name : Keio ID

Contact ITC if you cannot login.

- **Gakuji Web System**

Used to register courses you wish to take, check the four digit pin number for issuing certificates, etc.

Gakuji Web System can be accessed directly after logging into SFC-SFS or keio.jp.

- **Keio University Student Website** <https://www.students.keio.ac.jp/en/>

This portal site provides various information for Keio students.

Important news and documents are available from this site.

2<sup>nd</sup> and 3<sup>rd</sup> floors of Tau Building are available for Graduate Students. Contact Loft Committee ([loft-committee@googlegroups.com](mailto:loft-committee@googlegroups.com)) for further information.

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## VI-ii SFC-SFS

**Click here to access this page**

**Complete Activation in order to use Keio.jp**

**Click here for Course Registration**

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## VII Things to do BEFORE Course Registration

**STEP 1: Obtain your CNS Account (If you don't have it)**  
<https://www.sfc.keio.ac.jp/gsmg/en/admissions/202004.html>

**STEP 2: Activate your Keio.jp Account (If it's your 1<sup>st</sup> time)**  
 Login to SFC-SFS and activate your keio.jp account.  
<https://vu.sfc.keio.ac.jp/sfc-sfs/en>

**STEP 3: Receive your Student ID Card**  
 Date: April 27 9:15am-2:30pm  
 Place: Academic Affairs Office (Alpha Building 1st Floor)  
 What to Bring: Student Information Card

Messages from the Graduate School will be sent to your CNS email address so please check it regularly. Your address will be registered to the [doctor-students@sfc.keio.ac.jp](mailto:doctor-students@sfc.keio.ac.jp) mailing list.

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