

Process for Acquiring a Doctoral Degree at the Graduate School of Media Design

Established May 2009

Revised June 2010

Revised December 2010

Revised January 2013

Revised June 2013

Revised September 2013

Revised December 2013

Revised April 2014

Revised October 2015

Revised April 2016

Revised April 2018

Revised July 2018

Revised March 2020

Revised March 2021

Revised November 2022

Revised March 2024

Keio University Graduate School of Media Design (KMD)

Step 1: Selecting advisors

KMD doctoral students will have two advisors, a principal advisor and co-advisor (*1), overseeing their studies. The co-advisor will be selected by the principal advisor upon consultation with the student within one month of the student's enrollment.

Step 2: Writing a doctoral dissertation proposal and giving an interim presentation

The student must write a proposal that describes their research and provides an outline of their doctoral dissertation. This should be written in consultation with the principal advisor and co-advisor decided upon in Step 1. Refer to the attached document (Doctoral Dissertation Proposal Instructions) for more information about the content and length of the proposal. Also, to obtain wider feedback from other KMD faculty members, students must present their research progress at the KMD doctoral interim presentation session (*6).

The principal advisor will decide when to time the interim presentation, but it is recommended that it be done the semester before the student's doctoral dissertation proposal defense.

Allotted time: 20 minutes per person (presentation: 12 minutes, Q&A: 8 minutes)

Language for speech and presentation materials: Japanese or English (regardless of a student's native language)

Step 3: Forming the Dissertation Advisory Committee and doctoral dissertation proposal defense (*13)

After the principal advisor accepts the doctoral dissertation proposal, a Dissertation Advisory Committee (*2) will be formed and a doctoral dissertation proposal defense (*3) will be held to review the proposal (Form KMD-DF-1). The Dissertation Advisory Committee is appointed by the dean of the graduate school upon application by the principal supervisor and with the approval of the Graduate School Committee. The principal advisor must promptly communicate the results (*4) of the doctoral dissertation proposal defense to the student and the Graduate School Committee (Form KMD-DF-2). The student must revise their doctoral dissertation proposal based on the Dissertation Advisory Committee's feedback, get approval for the revised version, and submit it to the dean of the graduate school (Form KMD-DS-1). The defense will be judged based on both the oral presentation and the submitted proposal, with final approval given by the Graduate School Committee. Students who pass the defense become doctoral candidates and their approved dissertation proposals will, in general, be made available within KMD.

In principle, the doctoral dissertation proposal defense must be completed one semester prior to the formation of Doctoral Dissertation Review Committee.

56 Allotted Time: 60 minutes per person (presentation: 15 minutes, oral examination(Q&A): 45 minutes)

57

58 **Step 4: Research review by the Dissertation Advisory Committee and writing the dissertation**

59 At least once every 6 months, the Dissertation Advisory Committee reviews the candidate's research and
60 recommends a grade (*5). When the candidate expresses that they wish to start drafting their doctoral
61 dissertation, the Dissertation Advisory Committee will determine whether the candidate's research is of
62 an appropriate level. If deemed so, the candidate will write a draft of the doctoral dissertation under the
63 guidance of the Dissertation Advisory Committee.

64

65 **Step 5: Research progress presentations**

66 When students wish for their Doctoral Dissertation Review Committee to be formed, they should submit
67 a draft of their doctoral dissertation and make a research progress presentation (*6). The Dissertation
68 Advisory Committee, along with KMD faculty members who are potential candidates to serve on the
69 Doctoral Dissertation Review Committee, will review the student's presentation and dissertation draft,
70 discuss the state of preparations for forming the review committee, and advise the student accordingly
71 (*7).

72

73 Allotted time: 30 minutes per person (presentation: 15 minutes, oral examination(Q&A): 15 minutes)

74

75 **Step 6: Formation of the Doctoral Dissertation Review Committee (*13)**

76 Once the draft of the doctoral dissertation has been approved by the Dissertation Advisory Committee
77 and the degree requirements set forth during the doctoral dissertation proposal defense have been met, the
78 doctoral candidate will submit their approved draft to the Graduate School Committee (Form KMD-DS-
79 2). This will prompt the formation of the Doctoral Dissertation Review Committee. The dean shall appoint
80 the Doctoral Dissertation Review Committee (*7) upon the application made by the principal advisor and
81 with the approval of the Graduate School Committee (Form KMD-DF-3).

82

83 **Step 7: Preliminary review and submitting the doctoral dissertation (for final assessment)**

84 The Doctoral Dissertation Review Committee will read through the draft of the doctoral dissertation and
85 inform the candidate and Dissertation Advisory Committee of the results (*8). The candidate shall then
86 make edits on sections indicated by the Doctoral Dissertation Review Committee to prepare the final
87 version of the doctoral dissertation. The Doctoral Dissertation Review Committee shall do a preliminary
88 review (*9) of the revised doctoral dissertation and determine whether the candidate will proceed to their
89 public doctoral dissertation defense. If the doctoral candidate is permitted to advance to the next step,
90 they will submit a copy of their doctoral dissertation (for final assessment) (Form KMD-DS-3) that has
91 been approved by the Doctoral Dissertation Review Committee and Degree Application Documents
92 (Form KMD-DS-4) to the dean of the graduate school. For details, refer to Appendix A: List of Forms to
93 be Submitted (for students).

94

95 **Step 8: Public doctoral dissertation defense and final assessment (*13)**

96 The Doctoral Dissertation Review Committee chair will apply to hold a public doctoral dissertation
97 defense (Form KMD-DF-4) (*10) after receiving the doctoral dissertation (for final assessment). The
98 public doctoral dissertation defense will be held with the approval of the Graduate School Committee. As
99 soon as the public doctoral dissertation defense has ended, the Doctoral Dissertation Review Committee
100 will consult with the Dissertation Advisory Committee and hold their final assessment to decide whether
101 the candidate has passed. The chair of the Doctoral Dissertation Review Committee will then present the
102 results at the first meeting of the Graduate School Committee held after the public doctoral dissertation
103 defense (Form KMD-DF-5) (*11). They shall also inform the doctoral candidate of their decision.

104

105 Allotted time: 80 minutes per person (presentation: 40 minutes, oral examination (Q&A): 40 minutes)

106

107 **Step 9: Submitting the doctoral dissertation (approved version) and award of the doctoral degree**

108 The candidate who passed the public doctoral dissertation defense should submit the final version of their
109 doctoral dissertation to the review committee. Once all members of the Doctoral Dissertation Review
110 Committee have given their approval, the chair will submit a report of the results (Form KMD-DF-6)

111 along with the doctoral dissertation (approved version) to the Graduate School Committee. The Graduate
112 School Committee will then deliberate on these materials. The doctoral degree shall be awarded based on
113 the approval of the Graduate School Committee.
114

115 **Step 10: Submitting the bound hard copy of the doctoral dissertation (approved version)**

116 Once the doctoral candidate passes and is approved to receive their degree, their doctoral dissertation that
117 was approved in Step 9 (approved version) should be printed, bound, and submitted to the Office of
118 Student Services (*12). In principle, the PDF version of the dissertation will be made available through
119 the Media Center. The hard copy and the approved PDF version must be the same.
120

121 Notes:

- 122 *1. In general, the principal advisor shall be the faculty member who the student contacted when taking
123 the entrance examination. If a student wishes to switch their principal advisor in the middle of their
124 program, they must receive permission from the Graduate School Committee (Form KMD-DF-0).
125 In these situations, some students may have to begin again from Step 1 in the process. The principal
126 advisor and co-advisor 1 must be Graduate School Committee members at KMD.
- 127 *2. A Dissertation Advisory Committee shall be composed of at least three faculty members: the
128 student's principal advisor and first co-advisor as determined in Step 1, as well as a second co-
129 advisor. This second co-advisor must be a member of the Graduate School Committee. However,
130 KMD full-time faculty members (irrespective of qualifications and including project faculty
131 members) can be considered to be the second co-advisor with the approval of the Graduate School
132 Committee. Additional external co-advisors can be invited to serve as fourth members with the
133 approval of the Graduate School Committee.
- 134 *3. The principal advisor, in consultation with the student and the Dissertation Advisory Committee,
135 can set the date for the doctoral dissertation proposal defense at their discretion, but the date should
136 be approved at the Graduate School Committee at least one week prior to the scheduled date. The
137 doctoral dissertation proposal defense begins with the student's oral presentation, lasting no more
138 than 15 minutes. This is followed by the oral examination, which generally lasts about 45 minutes.
139 KMD faculty and students can observe the proceedings.
- 140 *4. If the student passes the doctoral dissertation proposal defense, the Dissertation Advisory
141 Committee will discuss and agree on what revisions should be made to the doctoral dissertation
142 proposal and what degree requirements shall be put in place. If the student fails the doctoral
143 dissertation proposal defense, the Dissertation Advisory Committee discusses and agrees on what
144 revisions are needed for the doctoral dissertation proposal and what needs to be accomplished in
145 order to pass in the future.
- 146 *5. In the time between when a student passes their doctoral dissertation proposal defense and when
147 they complete their doctoral dissertation draft, the Dissertation Advisory Committee must have at
148 least 2 review meetings to give thesis-writing advice to the student. If major revisions (changes to
149 categories, etc.) to the research content described in the doctoral dissertation proposal is unavoidable
150 following the doctoral dissertation proposal defense, the student must obtain approval from the
151 Dissertation Advisory Committee and submit a revised doctoral dissertation proposal to the
152 Graduate School Committee (Students are to resubmit Form KMD-DS-1/Faculty members to
153 resubmit Form KMD-DF-2). Only if the revised doctoral dissertation proposal is approved by the
154 Graduate School Committee will the student be permitted to continue writing the dissertation.
- 155 *6. Interim presentations and research progress presentations shall be held on predetermined dates
156 (hereinafter referred to as D-Presentation Meetings) in order to obtain feedback from as many and
157 diverse faculty members as possible.
- 158 *7. The Doctoral Dissertation Review Committee shall be composed of one chairperson and at least
159 three other members. Half or more of these members, including the chair, should be Graduate School
160 Committee members. At least one of the committee members must be external from KMD and must
161 hold a doctoral degree or an equivalent background. The principal advisor shall select who shall
162 serve as the chair of the Doctoral Dissertation Review Committee. The principal and the chair must
163 agree on who shall serve as the other members of the committee, but the primary advisor shall not
164 hold a position on the Doctoral Dissertation Review Committee themselves. If the principal advisor
165 is no longer a "Graduate School of Media Design Committee member" due to resignation, etc., after

- 166 the formation of the Doctoral Dissertation Review Committee, the chair of the Doctoral Dissertation
 167 Review Committee may be permitted to concurrently serve as the principal advisor upon the
 168 approval of the Graduate School Committee.
- 169 *8. After sufficient deliberation, the Doctoral Dissertation Review Committee must submit their final
 170 report (Form KMD-DF-6) to the Graduate School Committee within one year of receiving the
 171 dissertation (for final assessment). The Doctoral Dissertation Review Committee may suggest
 172 revisions for the final version of the doctoral dissertation to the Dissertation Advisory Committee
 173 and the doctoral candidate as necessary. The Doctoral Dissertation Review Committee shall be
 174 dissolved once they have submitted their final assessment or when reporting that a candidate has
 175 failed their public doctoral dissertation defense. A minimum of three months must be allowed
 176 between when the review committee is formed and when they submit their assessment report.
- 177 *9. The date of the preliminary examination shall be determined at the discretion of the doctoral
 178 candidate, the Doctoral Dissertation Review Committee, and the principal advisor. In most cases,
 179 this examination shall not be open to the public. The format of the preliminary review, such as the
 180 criteria for passing or failing it, shall be left to the discretion of the Doctoral Dissertation Review
 181 Committee. However, the preliminary review must be held and candidates are expected to pass it
 182 before applying to hold a public doctoral dissertation defense. Multiple preliminary reviews are also
 183 allowed.
- 184 *10. The chair of the Doctoral Dissertation Review Committee, in consultation with other members of
 185 the committee and the doctoral candidate, can set the date for the public doctoral dissertation defense
 186 at their discretion. However, the date should be approved at least one week prior to the scheduled
 187 date at a meeting of the Graduate School Committee. The public doctoral dissertation defense begins
 188 with the candidate's oral presentation, lasting no more than 40 minutes. This is followed by the oral
 189 examination, which generally lasts about 40 minutes. As a general rule, doctoral dissertation
 190 defenses are open to the public.
- 191 *11. The Doctoral Dissertation Review Committee will report the results of the public doctoral
 192 dissertation defense, either pass or fail, within the same semester in which the hearing was
 193 conducted. If they fail, students can resubmit a revised dissertation draft to form another Doctoral
 194 Dissertation Review Committee and hold another public doctoral dissertation defense, but the public
 195 defense cannot be held more than twice a semester.
- 196 *12. A bound hard copy of the doctoral dissertation (approved version) must be submitted to the Office
 197 of Student Services once approved. If a student's dissertation contains a section that cannot be made
 198 public, they will need to submit two bound hard copies. For details about what must be submitted,
 199 the chair of the Doctoral Dissertation Evaluation Committee or principal advisor should be
 200 consulted.
- 201 *13. The normal candidature period is about 3 years for a doctoral degree. For students who plan to
 202 obtain their doctoral degree in March, the Doctoral Dissertation Review Committee must be formed
 203 by early October of the previous year, and the public doctoral dissertation defense must be held by
 204 late-January. For students who plan to obtain their doctoral degree in September, the Doctoral
 205 Dissertation Review Committee must be formed by mid-April, and the public doctoral dissertation
 206 defense must be held by late-July. For students who plan to withdraw from the doctoral program
 207 after completion of course requirements in March, the doctoral dissertation proposal defense must
 208 be held by late-January. For students who plan to withdraw from the doctoral program after
 209 completion of course requirements in September, the doctoral dissertation proposal defense must be
 210 held by mid-July. However, these dates are a rough guide for the minimum amount of time required
 211 and may differ on a case-to-case basis. The student should consult well in advance with their
 212 principal advisor about the time needed to complete the instructions and evaluations required by the
 213 program. Likewise, it is recommended that students check the "Schedule for Withdrawal from the
 214 Doctoral Program with the Completion of Course Requirement /Extension of Enrollment Period or
 215 Award of the Degree" for further details on scheduling requirements.

217 Appendix A: List of Forms to be Submitted (for students)
 218 (Forms)

- 219 • KMD-DS-1: Doctoral Dissertation Proposal Submission Form (to be approved by the Dissertation
 220 Advisory Committee)

- 221 ● KMD-DS-2: Draft of the Doctoral Dissertation Submission Form (to be approved by the Dissertation
- 222 Advisory Committee)
- 223 ● KMD-DS-3: Doctoral Dissertation (for Final Assessment) Submission Form (to be approved by the
- 224 Doctoral Dissertation Review Committee)
- 225 ● KMD-DS-4: Degree Application Documents
- 226 1) Degree Application Form
- 227 2) Dissertation Index
- 228 3) Dissertation Abstract
- 229 3-2) English Version of Dissertation Abstract (Only necessary if the doctoral dissertation is
- 230 written in Japanese)
- 231 4) Curriculum Vitae
- 232 5) Request for Approval Regarding Release of Doctoral Dissertation (to be approved by the
- 233 principal advisor)
- 234 6) Consent Form relating to the Doctoral Dissertations at Hiyoshi Media Center

235

(Submitting the forms)

237 Students should submit their doctoral dissertation proposals, doctoral dissertation drafts, and doctoral
 238 dissertations (for final assessment) as PDFs along with the accompanying designated forms (KMD-DS-
 239 1, DS-2, DS-3) by email to kmd-office@adst.keio.ac.jp. When sending these files, the student must use a
 240 KMD email address, a keio.jp email address, or an email address registered to the KMD e-learning
 241 website. If the submission exceeds 20MB, please upload the files to a cloud storage service that the KMD
 242 Office can reliably access and share the relevant information (a URL, etc.) via email.
 243 When using cloud services, make sure that the sharing preferences for the URL are set so that anyone
 244 with the link can access the file. When using cloud services, make sure that the sharing preferences for
 245 the URL are set so as to allow anyone to access the file. Please note that even if kmd-
 246 office@adst.keio.ac.jp is given permission to access the shared file, the Office of Student Services will
 247 not be able to do so. After filling out DS-4, students should sign the final version and submit the original
 248 and PDF (the PDF is only needed for DS-4(3)) to the Office of Student Services.

249 Students should get approval for DS-1/DS-2/DS-3 via email or explicit verbal permission at a meeting
 250 and note the approved dates, enter them into the forms, and save the information as PDF files. The students
 251 should then have their primary advisor or primary reviewer sign the PDFs electronically and submit the
 252 signed version. Emails or similar correspondence does not need to be shown as evidence when submitting
 253 the forms.

254

(How to format the approved version of a doctoral dissertation)

256 PDF versions of a student's doctoral dissertation (approved version) should follow the guidelines below:

- 257 1. Set the PDF properties as follows:
 - 258 Title: Input dissertation title
 - 259 Author: Keio University Graduate School of Media Design
- 260 2. Save as "PDF/A" (ISO 19005-1)

261

Appendix B: List of Forms to be Submitted (for faculty members)

262

(Forms)

- 264 ● KMD-DF-0: Application for Changing Advisors (to be submitted by the principal advisor)
- 265 ● KMD-DF-1: Forming a Dissertation Advisory Committee and Conducting the Doctoral Dissertation
- 266 Proposal Defense (to be submitted by the principal advisor)
- 267 ● KMD-DF-2: Doctoral Dissertation Proposal Defense Results (to be submitted by the principal
- 268 advisor with approval from the Dissertation Advisory Committee)
- 269 ● KMD-DF-3: Forming a Doctoral Dissertation Review Committee (to be submitted by the principal
- 270 advisor)
- 271 ● KMD-DF-4: Conducting the Public Doctoral Dissertation Defense (to be submitted by the chair of
- 272 the Doctoral Dissertation Review Committee)
- 273 ● KMD-DF-5: Public Doctoral Dissertation Defense Results (to be submitted by the chair of the
- 274 Doctoral Dissertation Review Committee with the approval of the committee members)
- 275 ● KMD-DF-6: Summary of the Doctoral Thesis Evaluation and the Evaluation Committee Members

276 (to be submitted by the chair of the Doctoral Dissertation Review Committee)
277
278 (Submitting the forms)
279 Faculty members can submit the prescribed forms by emailing them to kmd-office@adst.keio.ac.jp using
280 their KMD email address, keio.jp email address, or an email address registered to the KMD e-learning
281 website.
282
283 (Approval)
284 DF-2 and DF-5 must be approved by the members of the committees listed above. However, it is the
285 applicant (primary advisor or reviewer) who must get approval from these parties via email or explicit
286 verbal permission at a meeting. Upon doing so, they should indicate the date that they received approval
287 in the supplied forms and sign a digital PDF of the form. Emails or similar correspondence does not need
288 to be shown as evidence.
289
290 (Electronic signatures)
291 Faculty can approve of forms (whether DF or DS) by using electronic signatures. Approved methods
292 include using certified digital signatures, inserting an image of hand-written signature into a PDF, or
293 scanning a physical document with a signature. In exceptional cases, emails may also be acceptable as
294 proof of approval. However, the email must contain the full name of the sender and state explicitly what
295 they are approving. The sender's email address must be a KMD email, a keio.jp email, or an email address
296 registered to the KMD e-learning website
297
298 (Submission)
299 The PDF of the approved version of the doctoral dissertation should be submitted along with the
300 designated form (KMD-DF-6) by email to kmd-office@adst.keio.ac.jp. If the submission exceeds 20MB,
301 please upload the files to a cloud storage service that the KMD Office can reliably access and share the
302 relevant information (a URL, etc.) via email. When using cloud services, make sure that the sharing
303 preferences for the URL are set so that anyone can access the file. Please note that even if [kmd-](mailto:kmd-office@adst.keio.ac.jp)
304 office@adst.keio.ac.jp is given permission to access the shared file, the Office of Student Services will
305 not be able to do so.

Doctoral Dissertation Proposal Instructions

Established April 2009

Revised June 2010

Revised September 2013

Revised October 2015

Keio University Graduate School of Media Design (KMD)

1. Purpose

A doctoral dissertation proposal is to review the research topic, and survey and outline a student's research before they begin writing their doctoral dissertation. Students will be officially allowed to begin research for their doctoral dissertation after getting approval for their doctoral dissertation proposal and passing the doctoral dissertation proposal defense.

2. Format

- Paper size: A4
- Length:
Summary: approximately 300 characters in Japanese or approximately 150 words in English
(If the body text is written in Japanese, a summary in both English and Japanese must be submitted. If the body text is in English, only an English summary needs to be provided.)
Body text: between 5 and 25 pages (not counting the bibliography)
- Font size: 12 point
- Language: Japanese or English

3. Content

The doctoral dissertation proposal must demonstrate the following:

- 1) That the research is innovative and describes what issues or problems it addresses
- 2) That the issues addressed are done so in a thorough and thoughtful manner
- 3) That the research methodology is clearly communicated
- 4) That it contains a literature review of the research topic through the bibliography, related work, and case studies

The proposal must also indicate which of the following categories the dissertation research falls under:

- a) Science / Engineering
- b) Social Sciences / Humanities
- c) Action Research
- d) Design

The doctoral dissertation proposal will form the framework of a doctoral dissertation. Students should choose an appropriate style guide* by consulting with their principal advisor.

*Examples of style guides

- a The Chicago Manual of Style
- b APA (American Psychological Association) Style
- c. MLA (Modern Language Association) Style
- d. CSE (Council of Science Editors) Style
- e. Other (formatting style adopted by relevant academic societies)