

DOCTORAL PROGRAM PROCESSES

PERIOD OF STUDY

Post-Master's and Post-Bachelor's PhD students who fail to graduate by the end of the 12th semester, and the 14th semester, respectively, are expelled from the University.

Post-Master's and Post-Bachelor's PhD students who fail to complete the minimum course load, including the seminar, and excluding the doctoral qualifying examination, thesis proposal, and thesis work by the end of the 4th semester and the 6th semester, respectively, or who fail to achieve at least a 3.00 grade point average by the end of the aforementioned periods are expelled from the University.

THESIS ADVISOR and THESIS SUBJECT

Thesis advisor is assigned by the end of the first semester. (ENS.FR.D01)

Thesis advisor must be a faculty member at the University who has supervised at least one master's degree thesis which was successfully completed.

Where the nature of the study requires multiple thesis advisors, a second thesis advisor may be assigned. The second thesis advisor may be chosen from inside or outside the University, from individuals with at least a Ph.D. degree.

QUALIFYING EXAMINATION*

Post-Master's and Post-Bachelor's PhD students must take their qualifying examinations by the end of the fifth and seventh semester, respectively.

Students who fail to take the qualifying examination by the end of the aforementioned periods are assigned a Grade U for their "PhD Qualifying Examination" at the end of the semester. Such students must re-take the exam in the following semester. Failing to take or pass the qualifying exam for a second time results in expulsion from the University.

Students to take the qualifying examination must fill out the "Qualifying Examination Application Form" and submit it to the Graduate School on the dates announced by the Graduate School. (ENS.FR.D06)

Qualifying Jury

The jury is assigned within at least 1 month before the examination. (ENS.FR.D09)

The jury is made up of five faculty members, one of whom is the student's thesis advisor, and at least two from another University. Reserve jury members are made up of two members, one of whom is from another University.

Where there are two thesis advisors, the second thesis advisor may join the qualifying jury without the right to vote.

Qualifying Examination

The qualifying examination has two parts: Written and Oral. The minimum passing score for each part of the examination is 70 out of 100. Students who obtain at least 70 out of 100 on both parts of the exam are deemed successful. (ENS.FR.D10; ENS.FR.D011; ENS.FR.D12; ENS.FR.D13)

Students who fail the qualifying examination may retake the part(s) they failed in the following year. (ENS.FR.D07 or ENS.FR.D08)

Failing the qualifying examination for a second time results in expulsion from the University.

THESIS MONITORING COMMITTEE

A thesis monitoring committee is established for eligible students who passed the qualifying examination within one month from the decision of the respective Graduate School Executive Board. (ENS.FR.D14)

The committee consists of three faculty members. In addition to the thesis advisor, the committee includes a faculty member from the student's department, and another who is not affiliated with the department. The member who is not affiliated with the department can be from another department within the University as well as from the same or a different department at other higher education institutions.

Where there are two thesis advisors, the second thesis advisor may join the thesis monitoring committee without the right to vote.

THESIS PROPOSAL & THESIS MONITORING

Students who pass the qualifying examination must orally defend their thesis proposal before the thesis monitoring committee within 6 months from the decision of the respective Graduate School Executive Board. Students must also submit a written report about their thesis proposals to committee members within at least 15 days before the oral defense. (ENS. FR.D16) (ENS. FR.D17)

Where revisions are requested, a one-month grace period is granted. At the end of this period, the final decision of approval or rejection is made with an absolute majority. (ENS. FR.D18)

Students whose thesis proposals are rejected are entitled to choose a new thesis advisor and/or thesis subject. In such cases, a new thesis monitoring committee may be assigned. Students who wish to keep their thesis advisors are re-admitted to a thesis defense within three months. Students who change their thesis subjects and advisors are re-admitted to a thesis defense within six months. Students whose thesis proposals are rejected during the second defense are expelled from the University. (ENS. FR.D19)

Students whose thesis proposals are accepted must log in the National Thesis Center's Thesis Automation System and complete the Thesis Data Submission Form. (Can be logged in with the e-government password.)

The thesis monitoring committee convenes at least two times a year, at least once between January and June and at least once between July and December, for students whose thesis proposals are approved. (ENS. FR.D20) (ENS.FR.D21)

Students submit a written report to committee members at least one month before the date of the thesis monitoring meeting. The committee must evaluate the students' thesis work by the last day for grade submissions in the respective semester and submit the result of their evaluation to the Graduate School.

Students who are deemed unsatisfactory for two times successively or three times intermittently are expelled from the University.

Thesis proposal covers the research purpose, method, and work plan.

Thesis monitoring reports provide a summary of the works completed to date and planned work schedules for the following semester.

THESIS JURY

The jury is assigned within at least 1 month before the date of defense. (ENS. FR.D23 ; ENS.FR.D26)

The jury is made up of five faculty members including the thesis advisor, three of whom are the members of the thesis monitoring committee, and at least two of whom are not affiliated with the University. Where there are two thesis advisors, the second thesis advisor may join the jury without the right to vote.

TURNITIN REPORT and THESIS SUBMISSION

Once a thesis is deemed satisfactory and eligible for thesis defense by the thesis advisor, it is submitted to the Graduate School by the thesis advisor for the Turnitin Report. Graduate School shares the report with the thesis advisor and the student. Upon the approval of the thesis advisor, the report is submitted to the Graduate School with the relevant forms attached. A copy of the thesis and the Turnitin report is shared with the designated jury members. (ENS.FR.D24 ; ENS.FR.D25)

Should the graduation requirements also include an article requirement, the thesis advisor checks whether or not the article requirement has been duly satisfied.

THESIS DEFENSE*

Students to give a Thesis Defense must fill out the “Thesis Defense Application Form” and submit it to the Graduate School on the dates announced by the Graduate School. (ENS.FR.D22)

Thesis defense is held within 1 month from the date when the thesis is submitted to the jury. (ENS.FR.D27 ; ENS.FR.D31)

Students whose theses are approved must submit the following documents* within 1 month from the date of approval. Students who duly submit the documents qualify for graduation.

(*Thesis - 3 bound copies, 1 CD copy, 2 Thesis Data Submission Form, Informed Consent Form for Dissemination of The Thesis)

In the event the student is asked to make revisions to the thesis during thesis defense, the student must complete the requested revisions and defend the revised thesis again before the same jury within six months. Should the date of second thesis defense falls into the following academic semester or the summer session, the student must renew his/her registration. At the end of the second thesis defense, the jury either accepts or rejects the thesis. (ENS.FR.D28 ; ENS.FR.D29 ; ENS.FR.D31 ; ENS.FR.D30)

Students whose thesis proposals are rejected during the second defense are expelled from the University. Students whose theses are rejected may be awarded with a non-thesis master's degree diploma provided that they submit a request to their graduate school within five days from the date of thesis defense. However, in order to be eligible for a non-master's degree diploma, these students must have completed the graduation requirements of the respective non-thesis master's degree

program. Students who have not met all of the graduation requirements of the non-thesis master's degree program are granted a onesemester grace period to meet the remaining requirements.

*Qualifying examinations and thesis defenses for the LLD in Public Law Program are held in April and November only, while qualifying examinations and thesis defenses for the Design, Technology, and Society Program is held by the last day of classes announced on the academic calendar for the respective semester.

NOTE: Excluding LLM students, all tuition waiver recipients must register for the AP 570 course each semester.

NOTE: Students must renew their registrations in the registration renewal periods announced on the academic calendar. Students must also renew their registrations and register for their courses for the semester in which the qualifying examination, thesis proposal submission, and thesis defense are to take place.