

This academic handbook in English is provided with a tentative translation.

Concerning accurate proper names, you should refer to an academic handbook in Japanese.

For details, please visit Students Affairs Office for Graduate School of Humanities and Studies on Public Affairs of Chiba University

(人社系学務課大学院学務室) , or contact by e-mail from gah2352@office.chiba-u.jp.

Introduction

Chiba University Graduate School of Humanities and Studies on Public Affairs (Second Semester Doctoral Program) has stipulated the following diploma policy.

“Spirit of Freedom/Autonomy”

- Be able to voluntarily set research topics and conduct autonomous research in the fields of humanities and studies on public affairs/social science as the researchers who play core roles in diverse research/education institutions in society, including administrative and international bodies or the human resources who aim to become faculty members.
- Have acquired research ethics in the fields of humanities and studies on public affairs/social science.

“Engagement with Society from the Global-Scale Perspective”

- Be able to have a broad vision and a diverse range of perspectives in the fields of humanities and studies on public affairs/social science, collaborate with specialized institutions and researchers at home and abroad, set oneself a challenge and conduct autonomous research and development, and transmit the results on an international/interdisciplinary basis. In addition, have an understanding of a diverse range of cultures/histories as a basis for conducting activities as the researchers who have acquired publicness or the human resources who give guidance to the institutions at home and abroad.
- Be able to make use of one’s international experience and initiatively contribute to academic development.

“Specialized Knowledge/Technology/Skills”

- Be able to have advanced research/development capabilities and rich knowledge in the fields of humanities and studies on public affairs/social science, contribute to the creation of new insights and value, and aim to practice innovation creation. In addition, be able to plan/manage advanced research and development projects by making use of the research implementation capability based on a wide range of expertise and public knowledge.

“A High Level of Problem-Solving Skills”

- Be able to share a diverse range of information/knowledge of the specialized field in the fields of humanities and studies on public affairs/social science, cooperate/collaborate as a guiding light possessing public insights, and create new insights and value that support a knowledge-based society.

The Graduate School of Humanities and Studies on Public Affairs’ curriculum is based on and consists of the diploma policy above. The Course/Subject Taking Guide explains the procedures toward the acquisition of the degree and how to take courses/subjects.

1. Overview of the Graduate School of Humanities and Studies on Public Affairs

(1) Education Program

The education program in the Graduate School of Humanities and Studies on Public Affairs is divided into Class Subjects and Research Guidance.

Class Subjects (-> See 2 (1))

(i) Class Subjects are provided in “6. Class Subjects, Number of Credits, and Course/Subject Taking Method.”

In addition, if a student gains permission from the dean, that student can take class subjects offered in other graduate school/courses at Chiba University Graduate School or at another graduate school.

(ii) Classes focus on the exercise style of classes.

Research Guidance (-> See 2 (2))

(i) Content of Research Guidance is the guidance for the creation of a thesis for a master’s degree.

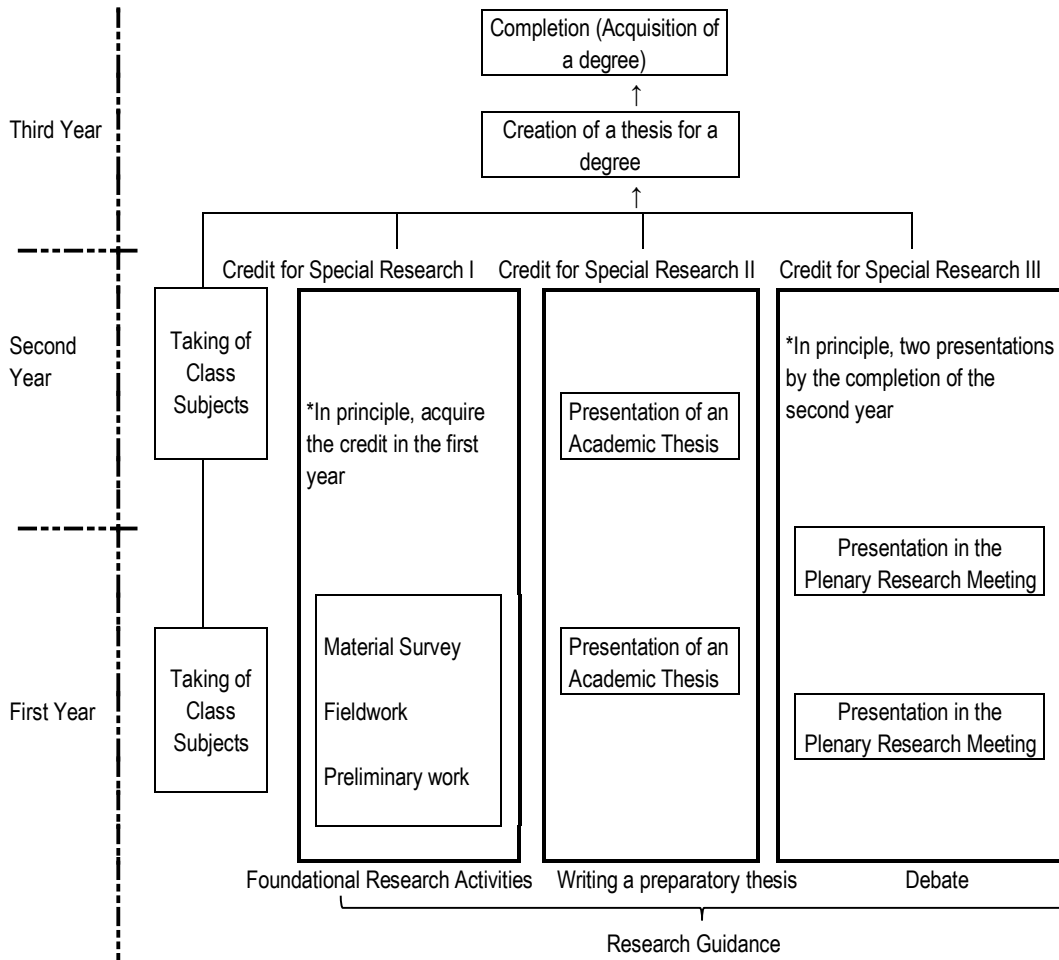
(ii) Research Guidance will be conducted by a team of one principal academic adviser and two assistant academic advisers.

(iii) In Research Guidance, students are obliged to conduct an academic thesis presentation and an oral research presentation inside and outside the school. Every year, an open Plenary Research Meeting hosted by the graduate school will be held and students are obliged to make two presentations by the end of their second year.

(iv) Research Guidance focuses on collaborative research. Students are encouraged to participate in the research projects organized by the research centers, such as the Graduate School of Humanities and Graduate School of Social Sciences. Results of participating and conducting activities in a research project as a research assistant (RA: a paid research assistant selected among the students in the Second Semester Doctoral Program, and such assistants are publicly recruited and decided upon review) will be recognized as the credit. Students are also encouraged to train in overseas research institutions.

(v) We will provide convenience to the adult students with the special exception to the education method.

Education Program Block Diagram



(2) Structure of the Graduate School of Humanities and Studies on Public Affairs

The Graduate School of Humanities and Studies on Public Affairs consists of the following one major and three courses.

Major	Course
Humanities and Studies on Public Affairs Major	Humanities Course
	Public Studies Course
	Social Science Course

(1) In the Humanities Course, subjects that offer advanced specialized knowledge corresponding to the foundational specialized field related to humanities have been arranged, and each student will select the compulsory elective subjects based on the expertise the student has selected.

If being recognized as the deep-down theme of the doctoral thesis by limiting the specialized field and targets, the doctorate (in literature) will be awarded. If a student widely completed humanities on an interdisciplinary basis and the theme of his/her doctoral thesis was recognized as being reasonable, the doctorate (in liberal arts) will be awarded.

(2) In the Studies on Public Affairs Course, subjects concerning the publicness of the fields of politics, policy studies, and international relations theory have been mainly arranged, which allow students to learn interdisciplinary problems, such as welfare, the environment, and regions, from the global and local perspectives.

The degree to be awarded in the Studies on Public Affairs Course will be the doctorate (in Studies on Public Affairs) and if a student widely completed the studies on public affairs and social science on an interdisciplinary basis and the theme of the doctoral thesis was recognized as being reasonable, the doctorate (in liberal arts) will be awarded.

(3) In the Social Science Course, subjects that offer advanced specialized knowledge in the fields of legal studies and economics have been arranged, and human resources who understand the very nature of various issues in society and theoretically lead to new solutions will be developed.

The degree to be awarded in the Social Science Course will be the doctorate (in legal studies) or the doctorate (in economics), and if a student widely completed legal studies or economics and social science on an interdisciplinary basis and the theme of the doctoral thesis was recognized as being reasonable, the doctorate (in liberal arts) will be awarded.

(3) Common Graduate Education

Chiba University introduced Common Graduate Education from the academic year 2019 by taking advantage of the characteristics of being a university. Many graduate school-wide classes that students can take regardless of their affiliated graduate courses or graduate schools are available. For more information, please see the Chiba University Common Graduate Course Subject Class Guide and take courses according to your interest. (This is posted on the "Education" page of Chiba University's website.)

2. Taking Courses/Subjects

(1) How to Take Class Subjects

Course Registration

1) Please write the course subjects for the first to the sixth terms in the (i) Course Plan Table (Form 1), submit it to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section by the last day of April after confirmation by the principal academic adviser and register them on (ii) the Student Portal (web registration) by the students themselves during the course registration period. With regard to Project Research I/II, International Internship A/B, Overseas/Domestic Fieldwork, Practical Theory of International Research A-C, Special Research I-III, please consult with the faculty members in charge (course registration on the Student Portal is not required).

Credits cannot be acquired if course registration has not been done on the Student Portal (web registration). Please pay sufficient attention because registration or cancellation is not allowed after passing the course registration/revision period.

In addition, students are required to take Specialized Subject classes for two consecutive terms, and the course registration period will be the first term. Please be careful because the year and term to take the Common Basic Subjects, Practical Subjects, and Thesis Guidance Subject have been fixed.

<Course Registration Method>

(i) Access the Student Portal <https://portal.gs.chiba-u.jp/>.

(ii) Click the "Course Registration and Grade Check" menu and log in with the Google Workspace account (student ID number@student.gs.chiba-u.jp).

(iii) After transitioning to the Campus Plan main menu, conduct course registration from the Web Course Application icon.

2) If taking the subjects in and after the second term that were not registered in April, such subjects can be additionally registered by registering them on the Student Portal (web registration) during the course registration period in each term by the students themselves. If additional registration was conducted, there is no need to submit the Course Plan Table again.

3) The first class of each class subject will be held one week from the class start date in each term. As the places where the subjects will be offered will be each responsible faculty member's office (if it is another place, it will be posted), please go to the responsible faculty member's office at the starting time of the class you wish to take. Schedules for intensive courses will be posted on the bulletin board.

4) Students cannot take the same subject twice.

In addition, in the case of a student who advanced to the Second Semester Doctoral Program from the First Semester Doctoral Program and whose credits for the International Internship A/B have been recognized, the student cannot take the class subject with the same name in the Second Semester Doctoral Program.

5) Subjects offered in the third and sixth terms cannot be taken in the semester in which the student plans to complete the program. (Because the credit recognition of the subjects offered in the said terms could not make it by the time of completion certification due to time constraint)

- 6) Students cannot apply for credit recognition for multiple class subjects using the same research performance.
- 7) As the subject organization changes as the academic year progresses, there may be some subjects that will not be offered. Such subjects cannot be taken.
- 8) Because the subject organization changes as the academic year progresses, there may be some subjects that will be newly offered. Such subjects can be taken by satisfying the requirements.

Completion Requirements

To acquire a doctoral degree by completing our Graduate School, students are required to be in school for three or more years, acquire a total of 16 or more credits with one credit in the Common Basic Subject, four credits in the Practical Subject, five credits in the Thesis Guidance Subject, four credits in the Specialized Subject, and two credits in the Free Elective Subject, receive the necessary research guidance, and pass the review of the thesis for a degree and the final examination. In addition, acquisition of the credit in the study abroad subject offered by our Graduate School is also required.

A student who achieved outstanding research performance can complete the program by being in school for one year or more and less than three years.

Credits Required for Completion

- 1) The number of credits required for completion is 16. Grading will be comprehensively conducted based on the student's attendance, reports, and the final examination. The specific evaluation methods differ according to the subject and are described on the syllabi on the website by subject. With regard to the grading of the relevant subjects, there are a five-grade evaluation (table below) and pass/fail.

Grade	Grade Point	Explanation of the Grade
A	100–90 points	The especially outstanding academic results that have been recognized as having sufficiently achieved the learning target.
B	89–80 points	The outstanding academic results that have been recognized as having achieved the learning target
C	79–70 points	The reasonable academic results that have been recognized as having achieved the foundational part of the learning target.
D	69–60 points	The academic results that have been recognized as having achieved the minimum learning target.
F	59–0 points	The academic results that have been recognized as having not achieved the minimum learning target.

Grading Criteria (Target: Lecture subjects with 20 or more students who have registered for the subject. Exercise/practice subjects are not subject to this.)

- (i) In principle, the percentage of "B" among the registered students shall be within 40%, and the percentage of "A" shall be within 20%.
- (ii) The faculty member in charge of the relevant subject will announce the distribution of grades for the class subject through the Web syllabus for which the grades have been recognized.

If a student has any doubt about the grading, the student can make an objection by submitting the Written Objection Concerning the Grading to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section within 15 days after the announcement of the grades (excluding the case of completion).

Subjects Evaluated Based on Pass/Fail

International Internship A/B, Overseas/Domestic Fieldwork, Practical Theory of International Research A-C, Special Research I-III, and Special Exercise Substituting Study Abroad

2) Classification of the required credits is as follows.

Classification	Subject	Course Taking Year	Credit	Subtotal	Total
Common Basic Subject	Foundational Theory of the Method to Research Humanities and Studies on Public Affairs	1	One credit	One credit	16 credits
Practical Subject	Class (exercise/practice) Subject	1st/2nd 1st/2nd/3rd	Four credits	Four credits	
Thesis Guidance Subject	Special Research I	1	One credit	Five credits	
	Special Research II	1st/2nd	Two credits		
	Special Research III	2	Two credits		
Specialized Subject	Class (exercise) Subject	1st/2nd/3rd	Four credits	Four credits	
Free Elective Subject	Class (exercise) Subject	1st/2nd/3rd	Two credits	Two credits	

(1) One Credit in the Common Basic Subject (Compulsory)

As the Common Basic Subject in the first year, students will take Foundational Theory of the Method to Research Humanities and Studies on Public Affairs to acquire the perspective of studies on public affairs and a high level of research ethics. **Please be sure to take this in the first year as it is the compulsory subject.**

(2) Four Credits in the Practical Subject (Compulsory elective)

In the Practical Subject, students will acquire the collaborative ability, planning ability, management ability, and international transmission ability to conduct practical research activities based on the perspective of the studies on public affairs. In particular, taking of Project Research I/II, International Internship A/B, Practical Theory of International Research A-C, Overseas/Domestic Fieldwork, and Graduate School of Humanities and Studies on Public Affairs Special Exercise corresponds to this.

(3) Five Credits in the Thesis Guidance Subject (Compulsory)

After admission, the system to be in charge of the Thesis Guidance Subject by one principal academic adviser and two assistant academic advisers will be decided. Eligibility for submission of a thesis for a degree will be given by acquiring the credits in the Special Research I-III, which is the Thesis Guidance Subject.

- (i) One credit for the Special Research I is the credit to be given to a student who developed a research plan under the guidance given by the academic adviser and executed and reported the research activities in the first year, which was applied to and approved by the academic adviser as the Annual Research Plan. As examples, activities include material collection activities by visiting institutions in Japan or going abroad for study, exchanging with faculty members and students in a foreign country, and depending on the academic discipline, experiments,

fieldwork, preliminary work/social activities organically related to the creation of a doctoral thesis. In addition, students are encouraged to receive part of research guidance or acquire the class credit at a graduate school that our Graduate School has a partnership with. As this Special Research I is the credit given for the foundational research activities to be conducted toward the writing of a doctoral thesis, **in principle, please acquire the credit in the first year.**

(ii) Two credits in the Special Research II are the credits to be given when **one academic article** was published in **a peer-reviewed academic journal or two academic articles were published in an academic journal without review (include our Graduate School's bulletin, but excluding the project research report) as the intermediate step of the doctoral thesis.** All of these articles are required to be organically linked to the process of creating a doctoral thesis. In addition, articles must be the ones to be published for the first time in any of these cases and be reviewed by the academic adviser.

In principle, please acquire the credit by the second year.

(iii) Two credits in the Special Research III are **the credits to be given when a student made two research reports under the theme in line with his/her planned doctoral thesis under the guidance of the academic adviser in the Plenary Research Meeting hosted by the Graduate School,** which is held twice in each academic year (in the third and sixth terms). As the research reports in the Plenary Research Meeting are the preparations for writing a doctoral thesis, **students must, in principle, make research reports by the completion of the second year and acquire the credits.** If a student takes overseas training for a long period of time of six months or more for the research activities related to the Special Research I, it can be converted to one presentation in the Plenary Research Meeting by submitting a research report with 4,000 or more letters (the arbitrary form) to and gaining approval from his/her academic adviser every six months. However, if taking overseas training by taking a leave of absence, the measure above will not be applied.

(4) Four Credits in the Specialized Subject (Compulsory elective)

The Specialized Subject is the subject offered by the course the students belong to. For more information, please see the Appended Table 1.

(5) Two Credits in the Free Elective Subject (Compulsory elective)

With regard to the Free Elective Subject, students can actively and freely select the subjects offered by the Graduate School of Humanities and Studies on Public Affairs or other graduate courses at the Chiba University Graduate School. When making a Specialized Subject into a Free Elective Subject, a student needs to go through the procedure to change the subject classification after acquisition of the credits.

When a student took the credits of the class subjects in another graduate school or other graduate school/course at the Chiba University Graduate School, up to eight credits may be regarded as our Graduate School's credits.

(2) Making Study Abroad Compulsory

Recognition of Study Abroad

To complete our Graduate School, students are required to study abroad at least once while in school. By acquiring any of the credits among the subjects offered by the Graduate School as listed below (hereinafter referred to as the

Study Abroad Subjects Offered by the Graduate School), study abroad will be recognized. by acquiring any of the credits, study abroad will be recognized.

International Internship A, International Internship B, Overseas Fieldwork, Practical Theory of International Research A, and Practical Theory of International Research B

Other than the Study Abroad Subjects Offered by the Graduate School, by participating in the study abroad program in Common Graduate Education and acquiring the credits for the relevant subject, study abroad will be recognized.

If a student has any reasons for not being able to study abroad, the measure as an alternative to study abroad is available. In our Graduate School, by acquiring credits in the subject Special Exercise Substituting Study Abroad, study abroad can be substituted as one of the alternative measures for study abroad.

If a foreign student does not wish to go abroad for study, the student will be exempted from the completion requirements by submitting an application.

With regard to the alternative measures for study abroad and application procedures for the exemption of study abroad, please confirm them at the counter of the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

(3) Research Guidance in the Graduate School

From the standpoint of students' Research Activities, education in our Graduate School has the following system.

1) A principal academic adviser (one) will be determined by the descriptions in the Application for Admission and the selective examination. A principal academic adviser and assistant academic advisers (two) form a team (hereinafter referred to as the Academic Adviser Team), always grasp a student's research progress, and give appropriate advice for the research method and content.

2) While receiving advice from the Academic Adviser Team, students will make an Annual Research Plan in which the research schedule in the first year is described (see the List of Forms at the end of the "Guidelines") and submit it by the end of May in the academic year of admission. In addition, they will make the Research Guidance Plan with their academic advisers by the end of May every year.

The credit of the Special Research I is, in principle, the credit to be given to the implementation of the research plan in the first year that was applied in the Annual Research Plan in the first year; therefore, please make a plan with attention to that point. (See the aforementioned (i) Special Research I in (3) Thesis Guidance Subject) **At the end of the first year, students will summarize the overview of the foundational research activities toward the creation of a doctoral thesis in the Application for Recognition of the Credit for Special Research I and submit it to the principal academic adviser.**

3) Students will, in principle, make at least two research presentations with the theme related to the topic of the doctoral thesis in the Plenary Research Meeting, which is held twice a year (in the third and sixth terms) with the full participation of the faculty members/students, by the completion of the second year. **When made a report at the Plenary Research Meeting, write it in the Application for Recognition of the Credits for Special Research III in each case and submit it to the principal academic adviser after finishing the second research report.** (See the aforementioned (iii) Special Research III in (3) Thesis Guidance Subject)

4) Before creating a thesis for a degree, students will publish one or two Academic Articles in an academic journal, etc. The process of having published the points of question to be solved, related points of question, or part of the theme of the thesis for a degree as a premise and finally weaving them into the thesis for a degree is assumed in this.

The number of necessary articles is one in the case of a peer-reviewed journal (an article published in an academic journal after the article is reviewed), two if not. An article published in the Graduate School's bulletin (Humanities and Studies on Public Affairs Research Articles) will be counted as the academic article without review. (See the aforementioned (ii) Special Research II in (3) Thesis Guidance Subject)

However, students cannot use the project research report as the academic article in Special Research II.

When collaboratively writing an article with another author, a student needs to contribute more than half of the article. With regard to the degree of contribution, an explanation by the lead author of the article may be requested.

If publishing an article with a review or two articles without a review, please submit the Special Research II Application for Recognition of the Credits (by attaching three copies of the relevant part in an academic journal (offprint is fine) and the front cover) to the principal academic adviser.

3. Acquisition of a Degree

(1) A Path toward the Acquisition of a Degree

1) Submission of the Conception of a Thesis for a Degree

In the beginning of the second year (In the case of the standard term of study. The same shall apply hereinafter), students will submit the Conception for a Thesis for a Degree after gaining approval from the Academic Adviser Team. The overview of the structure, such as the chapters and sections, of a thesis for a degree, and the outline of the research schedule are described in this.

2) Preliminary Review of a Thesis for a Degree (Submission of the Plan for a Thesis for a Degree)

Before submitting a thesis for a degree, students will submit the Plan for a Thesis for a Degree to the Academic Adviser Team and receive a preliminary review (the submission timing is instructed in the Procedures by Year Until Completion). The Plan for a Thesis for a Degree describes the details of the structure, such as chapters and sections, of a thesis for a degree and an overview of the respective contents. If a student satisfies the eligibility for submission of a thesis and the thesis plan is approved by the preliminary review, the student will be able to submit a thesis for a degree.

3) Confirmation of the Eligibility for Submission of a Thesis

To submit a thesis for a degree, students must, in principle, acquire one credit in the Common Basic Subject, four credits in the Practical Subject, four credits in the Specialized Subject, two credits in the Free Elective Subject, and five credits in the Thesis Guidance Subject (Special Research I, II, and III) by the end of the second year. Confirmation of the eligibility will be conducted four months prior to the submission of a thesis for a degree.

4) Application for Review of the Thesis for a Degree (Final review)

Those who passed the preliminary review will submit the application documents for reviewing the thesis for a degree to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section after gaining approval from the principal academic adviser.

If the date of submission is a holiday, the next weekday will be the deadline.

Documents to be Submitted	Number of Copies	Submission Deadline
Request for Review of a Thesis for a Degree	1	Complete in March: October 1 at 5:00 p.m. (Strict observance)
Resume	1	
Certificate of (expected) graduation from the school the student graduated from (final school) (Original copy)	1	
Thesis for a degree	5	Complete in September: The last day of February at 5:00 p.m. (Strict observance)
Abstract of the thesis content *Be sure to submit the electronic data (Word file) as well	5	
List of Research Achievements	5	
Research Achievement Thesis	1	

Procedures to Create a Thesis for a Degree and the Abstract of the Thesis Content

- (i) The length of a thesis is, basically, about 300 pages of 400-character manuscript paper in the case of Japanese, and the European language version conforms to this. However, the length of a thesis can be changed depending on the specialized field.
- (ii) Research materials, historical materials, a bibliography, and illustrations can be attached to a thesis, and their quantities are not specifically limited.
- (iii) With regard to a thesis for a degree, please follow the illustrations of the Procedure to Bind a Thesis for a Degree posted on the later page and submit five copies of the bound thesis using A4 paper.
- (iv) When submitting the thesis for a degree, please attach five copies of the abstract of the thesis.
- (v) The abstract of the thesis shall be about 10 pages of 400-character manuscript paper in the case of Japanese and the European language version conforms to this. However, the length of the abstract of the thesis can be changed according to the specialized field.
- (vi) When submitting the abstract of the thesis, please submit the electronic data (Word file) as well. Please attach the electronic data to an e-mail and send it to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section (gah2352@office.chiba-u.jp).

5) Review of a Thesis for a Degree

The Thesis Review Committee established for each submitter of the thesis for a degree will review whether or not the thesis deserves the degree. In addition, they will determine the name of the major field to be added to the degree. The Thesis Review Committee will review the thesis and conduct the final examination by an interview. The chief reviewer of the Thesis Review Committee will submit the review result report to the dean (December if completing in March or June if completing in September).

6) Determination of Completion by the Faculty Meeting

It will be determined by the Faculty Meeting in January if completing in March or in July if completing in September.

7) Degree Awarded to the Student who Has Completed the Program

Degree awarding will be conducted in March and September.

(2) Criteria for Review of a Thesis for a Degree

A thesis for a degree will be reviewed by the following criteria.

- (i) A thesis for a degree makes excellent use of sufficient materials and data upon being correctly based on the previous research, is led by the rigorous logic and originality, and gives findings that have novelty.

- (ii) A thesis shows that the submitter of the thesis for a degree has sufficient ethicality in the research and could exercise advanced and public research capabilities to be able to play an active role as an autonomous researcher.
- (iii) A thesis shows that the submitter of the thesis for a degree has the capabilities, knowledge, and a sense of ethics necessary for pursuing advanced and public specialized operations.

(3) Degree

Degrees awarded in each course and the names of the major fields to be added have been specified as follows.

Humanities Course: Doctor (Literature) and Doctor (Liberal Arts)

Studies on Public Affairs Course: Doctor (Studies on Public Affairs) and Doctor (Liberal Arts)

Social Science Course: Doctor (Legal Studies), Doctor (Economics), and Doctor (Liberal Arts)

(4) Publication of a Thesis for a Degree

Those who have acquired degrees shall, in principle, publish their respective theses for degrees on the Internet.

In publishing on the Internet, they shall submit a CD containing the thesis for a degree and a confirmation letter on publication on the Internet by the date separately designated after acquisition of the degree.

(5) Submission of a Thesis for a Degree for Storage

When the determination of degree awarding by the Faculty Meeting ended and degree awarding has been determined, the applicant for the degree shall submit one copy of the thesis for a degree for storage by the date separately designated.

(6) Submission of a Thesis for a Degree by the Early Completion System

If a student who achieved outstanding research performance acquired the credits required for completion, he/she can complete the program by being based on the advice by the Academic Adviser Team, being in school for one or more years and less than three years and submitting a thesis for a degree.

As the review procedure for early completion (review of the application for a special exception to the period of school attendance) is separately specified, please consult with one's academic adviser and the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

4. Procedures by Year Until Completion

In order for students to be able to manage the necessary procedures from admission to completion, the list of procedures has been created. In the Form column, if forms necessary for the procedures are listed in the List of Forms at the back of this booklet, those numbers are written. With regard to the submission of the application documents for review of a thesis for a degree, please see Appended Forms 1-4 and the Bookbinding Procedure attached to the “Detailed Rules for the Doctoral Degree after Completing the Program in Chiba University Graduate School of Humanities and Public Affairs” in this booklet.

(1) In the Case of Standard Learning

By Year	By Semester	Particular	Submission	Identification Confirmation Column	Reference	Form
First Year	First Semester	(1) Determination of the Academic Adviser Team	At the time of admission		2(1)(2)	
		(2) Submission of an Annual Research Plan	By the last day of May		2(1)(2)	Form 2
		(3) Submission of a Research Guidance Plan	By the last day of May		2(3)	Form 9
		(4) Taking of one credit in the Common Basic Subject	1st Term		2(1)	
	As needed	(5) Submission of an Application for Recognition of the Credit for Special Research I	By the end of the first year		2(1)(2)	Form 3
Second Year	First Semester	(6) Submission of a Conception of a Thesis for a Degree	By the last day of May		3(1)	Form 9
		(7) Submission of a Research Guidance Plan	By the last day of May		2(3)	Form 9
		(8) The First Plenary Research Meeting	Mid- to late September		2(1)(2)	Form 6
	Second Semester	(9) The Second Plenary Research Meeting	Early to mid-March		2(1)(2)	Form 6
During the First-Second Years		(10) Course Registration Table (Web registration is also required)	By the last day of April		2(1)	Form 1
		(11) Recognition of the credits in the Special Research I, II, and III	By the end of the second year		2(1)(2)	Forms 3, 5, and 6
		(12) Taking of the Practical Subject, Specialized Subject, and Free Elective Subject	Same as above		2(1)	
Third Year		(13) Submission of a Plan for a Thesis for a Degree (Preliminary review)	By the last day of May		3(1)	Form 7
		(14) Submission of a Request for Confirmation of Eligibility for Submission of a Thesis	By the last day of May		3(1)	Form 8
		(15) Submission of a Research Guidance Plan	By the last day of May		2(3)	Form 9

First Semester	(16) Submission of application documents for review of a thesis for a degree (Final review)	By October 1		3(1)	Appended Forms 1-4 See the Detailed Rules
	(17) Final Examination (Oral interview)	By around the end of December		3(1)	
Second Semester	(18) Submission of a thesis for a degree for storage	End of March		3(5)	See the Bookbinding Procedure

(2) If Completing in September of the Next Year

By Year	By Semester	Particular	Submission	Identification Confirmation Column	Reference	Form
Third Year	Second Semester	(16) Submission of a Plan for a Thesis for a Degree (Preliminary review)	By the last day of October		3(1)	Form 7
		(17) Submission of a Request for Confirmation of Eligibility for Submission of a Thesis	By the last day of October		3(1)	Form 8
		(18) Submission of the application documents for review of a thesis for a degree (Final review)	By the last day of February		3(1)	Appended Forms 1-4 See the Detailed Rules
	Next year	(19) Final Examination (Oral interview)	By around the end of June		3(1)	
		(20) Submission of a thesis for a degree for storage	End of September		3(5)	See the Bookbinding Procedure

5. Office Procedures

1) Notifications Concerning Classes, Courses, and Student Life

- (i) In addition to the course registration, students can check the syllabi, lecture cancellations, grades, and notifications from the university on the Student Portal (<https://portal.gs.chiba-u.jp/>). Please use the site by logging on to the site with the Google Workspace account (student ID number@student.gs.office.chiba-u.jp) to be issued by the university.
- (ii) As important notifications may be sent from Chiba University to the e-mail addresses to be issued by the university, please be sure to check them.
- (iii) Because the information that is not posted on the Student Portal is posted on the Graduate School of Humanities and Studies on Public Affairs' indoor bulletin board (the left side of the entrance on the first floor of the Faculty of Letters Building), please be sure to check the bulletin board.

2) **Various Procedures** The © mark indicates the procedure to go through at the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section

	Type	Remarks
Certificate-Related	Issuance of Various Certificates	<p>Students can make an application for the necessary certificate in advance by using the Certificate Issuing Service and issue various certificates while in school from the issuing machine installed in the Student Support Section (within the Student Support Plaza). [Free of charge/Only on weekdays from 8:30 a.m. to 5:00 p.m.]</p> <p>By using the service, students can issue/obtain various certificates from the corresponding multifunctional copy machine in a convenience store. [Fee-based]</p> <p>*A transcript can be issued/obtained in and after the fourth term in the first year and a certificate of expected completion can be issued/obtained after advancing to the third year.</p> <p>©If a student needs a certificate that is not available in the certificate issuing service (a certificate in the designated form etc.), please apply for it at the counter with the Request to Issue a Certificate. (As it takes the predetermined number of days until issuance, we cannot respond to the same-day issuance. Please make an application well in advance.)</p>
Personal Status-Related	Request for Taking a Leave of Absence from School	<p>*With regard to the transfer of a student's personal status (a leave of absence from school, extension of a leave of absence from school, returning to school, study abroad, and withdrawal from school), the student needs to gain approval (approval seal) on all the matters from the academic adviser in advance.</p> <p>©If a student cannot study for two months or more for reasons, such as illness, please request the taking of a leave of absence from school by attaching the reason for taking a leave of absence from school. (In the case of illness, please attach a doctor's medical certificate.) <u>In principle, the deadline for submission is by the end of February if leaving from the first semester and by the end of August if leaving from the second semester.</u> The period of a leave of absence from school cannot exceed three years in total. If a student did not go through the procedure for transfer of the personal status before the end of the period of a leave of absence (procedure for returning to school etc.), the student will be expelled.</p>
	Request for Returning to School	<p>©In the case of the expiration of the period of a leave of absence from school or the reason for taking a leave of absence from school has extinguished even during the period of a leave of absence from school, please, <u>in principle, submit the Request for Returning to School by the end of February if returning from the first semester or by the end of August if returning from the second semester.</u> (In the case of illness, please attach a doctor's medical certificate.)</p>
	Request for Withdrawal from School	<p>©Please go through the procedure <u>by one month prior to the date when a student would like to withdraw from school.</u> The student must pay the full tuition for the semester in which the student will withdraw from school.</p>
	Notification of the change of one's address/registered domicile, family name, or guarantor	<p>©If a student's or guarantor's current address or contact information has been changed, please submit the Notice of Change to School Register. In addition, please enter the said change on the Student Portal.</p> <p>©If a student's registered domicile, nationality, or family name has been changed, please submit the Notice of Change to School Register by attaching an official certificate.</p>

Other	Reissuance of a student ID card	<p>◎If it needs to be reissued due to loss, theft, or extension of the enrollment period, please apply for reissuance with the Application for Reissuance of a Student ID Card.</p> <p>For reissuance, a 40 x 30 mm color photo and a purchase of a card for reissuance (350 yen, sold by the University Co-Op Book Center) are required.</p>
	Various Scholarship Systems	<p>For more information about scholarship by the Japan Student Services Organization and other various scholarship systems, please inquire with the Student Support Section, Academic Affairs Department (043-290-2178/2169).</p> <p>*If a student who is receiving a scholarship has transferred the personal status, such as a leave of absence from school, or changed the name, current address, or other information, the student needs to follow the procedure at the Student Support Section, Academic Affairs Department.</p>

3) Change in the Academic Adviser

If changing the academic adviser, be sure to promptly submit the Notice of Change in Academic Adviser to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

Approval seals by the former academic adviser and new academic adviser are required to be affixed on the Notice of Change in Academic Adviser. The principal academic adviser must be the full-time faculty member in charge of the course that the student belongs to. Please confirm the course each academic adviser is in charge with the List of Faculty Members at the back of the Guide.

4) Change in the Course

A course change that is not associated with taking of excessive subjects (a change in the academic adviser) may be able to be made by the time a student will advance to the second year. If a student wishes to change the course, please submit the Application to Change the Course to his/her desired academic adviser **by the last day of July or the last day of January in the first year**. The planned academic adviser of the course will additionally write the review results in the Application to Change the Course and submit it to the dean. The dean will notify whether or not the change can be made to the applicant student. Taking of the new course will be from the fourth term in the first year or the first term in the second year.

5) Traveling Abroad

If traveling abroad including private travel (temporary return), please be sure to submit the Notice of Traveling Abroad to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section. This is to promptly confirm safety of a student who is traveling to an overseas country/region if a disaster, terrorism, or an infection occurred in the country/region. The Notice of Traveling Abroad can be downloaded from the Graduate School of Humanities and Studies on Public Affairs' website or the Student Portal. In the case of handwriting, there may be a case where one's e-mail address cannot be read; therefore, please be sure to print out the one entered using a PC and submit it.

When traveling abroad, please be sure to check the latest overseas safety information on the destination country/region on the Ministry of Foreign Affairs of Japan / Overseas Safety HP (<http://www.anzen.mofa.go.jp/>) and Japanese students should register in the travel registration service implemented by the Ministry of Foreign Affairs of Japan (Tabi Reg or Overseas Residential Registration). Students are also required to buy overseas insurance and subscribe to the overseas safety and crisis management service (OSSMA) (to be incurred by the students). For more information, please see Study Abroad Support Office, International Student Division's website (<https://www.ryugaku.chiba-u.jp/others/crisis.html>).

6) Long-Term Registered Student System

If a student who thinks he/she cannot complete the program unless being in the Graduate School by exceeding three years, which is the Graduate School Second Semester Doctoral Program's standard term of study, for reasons that the number of credits the student can acquire in one year or one semester or the time to receive research guidance is limited as compared to regular students under circumstances, such as having a job, the student can apply and be reviewed for the Long-Term Registered Student. For more information, please inquire with the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

7) A Special Exception to the Education Method

In our Graduate School, when it is deemed to be especially necessary from an educational standpoint, class or research guidance may be conducted at night or a specified time and completion of the credits may be recognized.

8) Research Ethics Review

When implementing a survey in the research activities and if the research ethics review is required for the implementation content of the survey, it will be reviewed by the Research Ethics Review Committee (in charge: General Affairs Subsection in each department) in the department that the principal academic adviser belongs to. Please consult with your principal academic adviser whether or not the research ethics review is required.