Thesis Evaluation Plan for Graduate School of Culture Technology

9 Jan. 2017 GSCT

1 Purpose of Proposal

- Suggesting clear guide line for timely planned thesis evaluation.
- Strengthening criteria to prevent the cases that the committee not having enough time to review the thesis due to the late submission.

2 Organization of Thesis Evaluation Committee and Management Plan (For MS and PhD)

o **(Thesis Evaluation Management)** Thesis evaluation will be run under the supervision of committee chair(advisor).

- All committee members must present during the evaluation.
  Teleconferencing is possible for the committee who is unable to attend(Except for committee chair)
- Committee member can be substituted if not able to attend due to sabbatical.
- FAX or e-mail evaluation is not permitted.
  [According to school regulations]

※ Note: 1) Thesis evaluation will not be held if thesis is not submitted on 15 days before evaluation
2) Proposal and defense cannot be held together in same semester.

3 Master Thesis Plan Evaluation (Proposal)

- Target : 3rd semester master students who plan to graduate
- Procedure

Item	Committee organization		Thesis submission for evaluation		Master thesis plan evaluation (Proposal)		Master thesis pre-evaluation report submission
Responsible person (Submit to)	Advisor and student	→	Student (Committee members)	→	Student and committee members	→	Committee chair (Dept. office)
Period	A month before evaluation		★15 days before evaluation		Graduate in Feb.: Sep.~ Early Oct. Graduate in Aug.: Mar.~ Early Apr.		Graduate in Feb.: Mid Oct. Graduate in Aug.: Mid Apr.

- Documents: Pre-master thesis evaluation report

o **(Organization of Committee for Master Thesis)** Organize with 3 committee members according to the school regulation. Can be more than 3 members and one of the members can be invited from outside the school.

* Adjunct professor is considered as a major(full time) professor and invited professor and concurrent professor is considered as a professional outside the school.

* Organization ex)
3 major professors(full time)
2 major professors(full time)+ 1 professional outside the school

4 Master Thesis Evaluation(Defense)

- Target: Students who passed the master thesis plan evaluation
- Procedure

Item	Thesis submission for evaluation		Master thesis evaluation (Defense)		Master thesis [1]evaluation report submission		Printed version submission
Responsible person (Submit to)	Student (Committee members)	→	Student and committee members	→	Committee chair (Dept. office)	→	Committee chair (Dept. office)
Period	★15 days before evaluation		Graduate in Feb.: Dec. Graduate in Aug.: Jun.		Graduate in Feb.: Early Jan. Graduate in Aug.: Early Jul.		Graduate in Feb.: Mid Jan. Graduate in Aug.: Mid Jul.

- Document: [1]Master Thesis Evaluation report
- Additional document: [2]Thesis evaluation fee request(in case of the committee from outside)

5 Ph.D Thesis Evaluation(Proposal)

- Target: On or before 2nd year PhD student(If passed 2 years, submit document for evaluation postponement)
- Period: Spring Mar. to Aug., Fall Sep. to Feb.
- Procedure

Item	[1]PhD Thesis Committee Appointment Request		Thesis submission for evaluation		PhD thesis plan evaluation (Proposal)		[2]PhD thesis pre-evaluation report submission
Responsible person (Submit to)	Student (Dept. office)	→	Student (Committee members)	→	Student and committee members	→	Committee chair (Dept. office)
Period	15 days before evaluation		★15 days before evaluation		Spring: Mar. - Aug, Fall: Sep. - Feb.		Spring: 1st week Sep. Fall: 1st week of Mar.

- Document: [1]PhD Thesis Committee Appointment Request, [2]PhD thesis pre-evaluation report submission

o **(Organization of Committee for PhD Thesis)** Organize with 5 committee members according to the school regulation. Can be more than 5 members and 2 of the members can be invited from outside the school.

* Adjunct professor is considered as a major(full time) professor and invited professor and concurrent professor is considered as a professional outside the school.

* Organization ex)

4 major professors(full time) + 1 other major professor(full time)
4 major professors(full time) + 1 professional outside the school
3 major professors(full time) + 2 other major professor(full time)
3 major professors(full time) + 1 other major professor(full time) + 1 professional outside the school
3 major professors(full time) + 2 professional outside the school

6 Ph.D Thesis Evaluation (Defense)

- Target : PhD student who passed the proposal
- Procedure

Item	[1]PhD Thesis Evaluation Request		Thesis submission for evaluation		Proof of publication of international journal (PhD Defense Journal)		PhD Thesis Evaluation (Defense)	
Responsible person (Submit to)	Student (Dept. office)	→	Student (Committee members)	→	Student (Dept. office)	→	Student and committee members	→
Period	15 days before evaluation		★15 days before evaluation		15 days before evaluation		Graduate in Feb.: Nov. Graduate in Aug.: May.	

	PhD Thesis evaluation [2]summary and [3]final report submission		Printed version submission
→	Committee chair (Dept. office)	→	Student and committee members
	Graduate in Feb.: Early Dec. Graduate in Aug.: Early Jun.		Graduate in Feb.: Mid Dec. Graduate in Aug.: Mid Jun.

- Document: [1]PhD Thesis Evaluation Request, [2]PhD Thesis evaluation summary, [3]PhD Thesis evaluation final report
- Additional
  - · [4]Graduation recommendation letter : Submit the recommendation letter if the submitted journal is not published yet.
  - · [5]Contribution proportion for multiple authors: Submit it if the authors are 5 or more.
  - · [6]Thesis evaluation fee request(in case of the committee from outside)