

# *Supervision Guide for 2-year program students*

<2024-2025 Academic Year>

**Graduate School of International Relations**

*For students in the Graduate School of International Relations (GSIR), it is essential to have your own Supervisor. Only full-time faculty members of the GSIR can be supervisors in principle. The Supervisor is chiefly responsible for guiding you in academic matters.*

## I. Faculty Consultant to be assigned at the time of your enrollment

You will be assigned a **faculty consultant** to help you with your studies and research until you find your own Supervisor. Please note the following:

- You will have to set an interview with **the faculty consultant** at the beginning of the fall term. Interviews must be scheduled between September 23 and October 7.
- **The faculty consultant** (assigned to you) will give you the appropriate direction for selecting courses and identifying possible research areas as well as candidate Supervisors.
- **The faculty consultant** will approve your course registration for the first two terms until you decide your Supervisor. From the third term, only your Supervisor can approve your course registrations.

	1st year			2nd year		
	Fall	Winter	Spring	Fall	Winter	Spring
Faculty to consult	<b><u>Faculty Consultant</u></b> (Fall 2024 – Winter 2025)			<b><u>Supervisor</u></b> (Spring 2025 – Spring 2026)		
	Advanced Seminars			<b>Advanced Seminar I</b>	<b>Advanced Seminar II</b>	<b>Advanced Seminar III</b>

## II. The Role of the Supervisor

Supervisors for the 1<sup>st</sup>-year students will be decided by the end of second term. The details of the selection procedure are outlined below. After the selection process has been completed, students must register for their Supervisor’s three Advanced Seminars in consecutive terms, beginning in the third term of their enrollment. All GSIR students register for Advanced Seminar I, II & III and obtain 6 credits. Those students who opt for writing a Thesis have to take the minimum of 40 credits while those students who opt for writing a Research Report have to take a minimum of 44 credits to fulfill the credit requirement for graduation.

The Supervisor also gives students appropriate guidance in selecting courses useful for their research. From the third term of enrollment, students are required to consult with their Supervisors about courses and obtain his/her signature of approval when they register for courses at the beginning of each term.

The Supervisor's role is not limited to these matters. His/her advice and support (e.g. in writing references) can be invaluable in the search for scholarships, in applying for exchange programs, PhD courses, internships and, eventually, employment. The Supervisor is indeed the guardian and the coordinator of the student's campus life.

### III. Advanced Seminars

The Advanced Seminars in the GSIR have the following functions:

1. To help students identify research questions for their theses/research reports and write theses/research reports of acceptable quality;
2. To help students acquire and develop the basic skills necessary to analyze various research questions;
3. To provide an academic environment in which students can learn from each other.

The importance of these functions varies during the year from the spring term to the winter term. The following description of the advanced seminar serves as a reference point that will be used as a standard but may be adapted to the style of each faculty member.

#### **Spring term**

3 hours (2 units) of joint regular meetings per week

1. To help students consolidate some basic analytical skills required for formulating appropriate research questions;
2. To help students identify research questions for their theses/research reports;
3. To help students prepare for their research during the summer break;
4. To provide an academic environment in which students can learn from each other.

#### **Fall term**

3 hours (2 units) of joint regular meetings per week

1. To help students further develop the research questions for their theses/research reports;
2. To help students make important progress toward writing their theses/research reports;
3. To provide an interactive academic environment in which students can learn from each other;
4. To help students acquire analytical skills required for writing their theses/research reports.

#### **Winter term**

Individualized regular meetings will be held to help students write their theses/research reports.

This is probably the most challenging period for both students and faculty members.

## IV. Supervisor Selection Procedure

### **a) Rules and Limitations**

There will be a limit of eight students per Supervisor, as we do not wish to overload Supervisors. However, specific decisions will depend upon the Supervisor's work load, administrative obligations and other duties. As far as possible, students' wishes regarding supervision will be respected. However, the Dean's Office, by taking the above factors into consideration, reserves the right to make final decisions.

Only full-time GSIR faculty members can be supervisors, in principle. However, when exceptional necessity arises, other IUJ full-time faculty members may be qualified to act as Supervisors with the Dean's approval.

### **b) Procedures and Schedule**

#### **1. GSIR Academic Instructions: September 23, 2024**

In the Academic Orientation, the aims of the University and the GSIR program, the special features of all the degree programs, the curriculum, the faculty members, academic regulations, and other information will be introduced to the students. You will be also advised of the procedures for selecting your Supervisor as well as other matters of interest.

#### **2. Faculty Member Introductions: September 24 – September 26, 2024**

Each GSIR faculty member will give a presentation about his/her personal approach towards supervision, his/her research and teaching interests, publications and qualifications. Visiting Professors, non-GSIR IUJ professors and part-time lecturers, who are not expected to be Supervisors of GSIR students, will not make presentations in the session.

#### **3. Interview with Your Faculty Consultant: during September 23 - October 7, 2024**

You will be assigned a faculty consultant to help you start your academic life at IUJ smoothly. You have to make appointments with your faculty consultant to receive guidance about the selection of Fall 2024 Term courses, and to discuss whatever problems you may have concerning course work and other matters.

#### **4. Discussing Your Research Proposal with Faculty Members: September 23, 2024 to February 3, 2025**

You are strongly encouraged to see as many candidate Supervisors as possible, to discuss your research proposal. We would like to encourage you to get to know everyone on the faculty who may be able to assist you in your research.

As a courtesy, it is advisable to make appointments before you visit faculty members. However, you can visit them without an appointment during their announced office hours.

## **5. Submission of Form 1: February 3 (Mon), 2025**

You are asked to submit *Form 1* to the OAA (Office of Academic Affairs) **by February 3**, to indicate candidate supervisors with whom you feel you may wish to work on your thesis or research report. The Dean's Office will review your proposals/preferences, taking various factors into consideration, and announce the matching between students and their Supervisors around the middle of the Winter term.

## **6. Discussions with Your (announced) Supervisor**

Once the assignment of Supervisors is announced, you are encouraged to visit your announced Supervisor and have discussions with him/her on your research proposals before the start of the spring term. Some adjustments may be made in the matching upon request from either students or faculty members during this period, after consultation with the Dean's Office and the Faculty members concerned.

## **7. Submission of Form 2: March 14 (Fri), 2025**

You will be expected to report about your matched Supervisor to the OAA by March 14. A designated form will be provided to you, called Form 2, which is available online from the GSIR Student Information Webpage (<https://www.iuj.ac.jp/ir-info/thesis/>). For this purpose, you will be required to obtain your Supervisor's signature.

## **8. Submission of Form 3: Last day of the Fall 2025 Term Course Registration Period**

You will be expected to report about your preferred paper option, Thesis or Research Report Option, to the OAA **by the last day of the Fall 2025 Term course registration period**. A designated form will be provided to you, called Form 3, which is also available online from the GSIR Student Information Webpage (<https://www.iuj.ac.jp/ir-info/thesis/>). For this purpose, you will be required to obtain your Supervisor's signature.

\*Even after you submit Form 3, you have chance to change the option from Thesis to Research Report if you submit the Form 4 (It is not allowed to change the option from Research Report to Thesis.), which is also available online from the GSIR Student Information Webpage, by the designated deadline. (December 19, 2025) For this purpose, you will also be required to obtain your Supervisor's signature.

### c) Important Note

The selection of a Supervisor is very important both for students and faculty. In addition to the above, further arrangements/adjustments may be made by the Dean's Office. We will make every effort to match each of you with a suitable Supervisor to help you successfully complete your research in GSIR.

In principle, students cannot change their supervisors; however, in exceptional circumstances, you may change the supervisor. In that case, please contact the program director or the Dean.

### At a glance: Schedule for Selecting Supervisor/Paper Option ~ Thesis/RR Submission

Year	Faculty to consult	Term	TO DO	
1 <sup>st</sup> year	<b>Faculty consultant</b> (Fall 2024 - Winter 2025)	Fall	Discuss your research proposal with as many faculty members as possible	
		Winter	<u>Submit <b>Form 1</b> to OAA by February 3 (Mon), 2025</u>	Write 3 names of candidate supervisors
			OAA will announce the result of supervisor allocation in early March.	
			<u>Submit <b>Form 2</b> to OAA by March 14 (Fri), 2025</u>	Obtain supervisor's signature (For IDP, the degree; ID or Eco should be decided at this time.)
2 <sup>nd</sup> year	<b>Supervisor</b> (Spring 2024 - Spring 2025)	Spring	Register for <b>Advanced Seminar I</b>	
		Fall	Register for <b>Advanced Seminar II</b>	
			<u>Submit <b>Form 3</b> to OAA by the last day of course registration in October</u>	Choose the paper option either thesis or research report
			<u>Submit <b>Form 4</b> to OAA by December 19 (Fri), 2025</u>	Change the paper option from thesis to research report if necessary
		Winter	Register for <b>Advanced Seminar III</b>	
			Submit Thesis or Research Report (March)	
		Spring	Thesis Oral defense will be held (April)	
Submit Final version of Thesis or Research Report (June)				

Note: The specific schedule for submission of thesis/research report will be notified in Fall 2025 term.