

Supervision Guide for IPPP Students

<2025-26 Academic Year>

Graduate School of International Relations

For students in the International Public Policy Program (IPPP)/GSIR, it is essential to have good, productive working relations with your Supervisors. Please read the guide below carefully regarding the roles of your Supervisor and how they are decided:

I. The Role of the Supervisor

Your Supervisors are chiefly responsible for guiding you in academic matters, and particularly important among their roles is to support you in writing your research reports. This will be done through **Research Seminars I and II** as detailed below. Your Supervisors will also give you guidance in selecting courses beginning with Winter term, so that you can maximize your learning. In addition, they will help you in other matters such as writing letters of reference when you need them for scholarships, etc.

<Research Seminars>

The Research Seminars in the IPPP/GSIR have the following functions:

1. To help students identify research questions for their research reports and write 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.

Below is a brief summary of how Research Seminars will be conducted (the style and contents of the seminars may vary):

Winter term (January-March)

1.5 hours (1 unit) 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 research reports;
3. To help students prepare for their research during the spring break;
4. To provide an academic environment in which students can learn from each other.

First half of Spring term (April-May)

1.5 hours (1 unit) of joint regular meetings per week

1. To help students further develop the research questions for their research reports;
2. To help students make important progress toward writing their 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 research reports.

Second half of Spring term and Summer term (June/July)

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

Note: Each students are required to submit a manuscript of their report on the 21st of July.

	Fall	Winter	Spring	Summer
Faculty to consult	<u>Faculty Consultant</u>	<u>Supervisor</u>		
Research Seminars		Research Seminar I	Research Seminar II	

II. Supervisor Selection Procedure

a) Initial support from a faculty consultant.

At the time of your enrollment, you will be assigned a faculty consultant to help you with your studies and research until your Supervisor is decided in December.

In order to allow your faculty consultant to help you, 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 29 and October 13.
- The faculty consultant will give you advice/directions for selecting your concentration and fall term courses, and on identifying possible research areas as well as candidate Supervisors.
- The faculty consultant will approve your course registration for the first one term (2025 Fall term).
- From the second term (2026 Winter term) on, your Supervisor, and not your faculty consultant, will approve your course registrations.

b) Rules and exceptions

Here are two things that students should keep in mind:

- In principle, you can choose your Supervisor only from full-time GSIR faculty members, though there can be exceptions.
- While you are encouraged to submit a list of faculty members from whom you wish to have your Supervisor chosen, and the GSIR will try to respect your wishes, there can be cases when a faculty member other than your first choice is assigned to you as your Supervisor.

c) Procedures and schedule

Below is the outline of the procedure to help you get on board:

1. GSIR Academic Instructions: September 29 (Mon), 2025

The Academic Orientation on September 29 will introduce students to the aims of the University and the GSIR program, special features of all the degree programs, the curriculum, the faculty members, academic regulations, and provide other information.

2. Faculty Member Introductions: September 30 (Tue) – October 3 (Thu), 2025

During this time, 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 generally *not* make presentations in this introductory session. If you would like to know more about the courses offered in the fall term, you are advised to take a look at the course syllabi available online.

3. Interview with Your Faculty Consultant: September 29 (Mon) - October 13 (Mon), 2025

During this period, as stated above, you have to make appointments with your faculty consultant to receive guidance about the selection of your concentration (see below) and your Fall 2025 term courses, and discuss whatever problems you may have concerning your coursework and other matters.

4. Submission of Form for Deciding Concentration: October 13 (Mon), 2025

You are asked to submit the *Form for Deciding Concentration* to the OAA (Office of Academic Affairs) by Monday, October 13, to indicate your concentration; either International Affairs Concentration or Public Policy Concentration. The *Form for Deciding Concentration* is available online from the GSIR My Curriculum Webpage (<https://www.iuj.ac.jp/ir-info/thesis/>).

5. Meeting your prospective Supervisors: September 29 (Mon) to November 7 (Fri), 2025

You are strongly encouraged to see as many prospective Supervisors as possible to discuss your research proposal, so that you will know who will be the most appropriate faculty member to be your Supervisor. At the least, you must have some contact (F2F or online) with any prospective Supervisor and have

positive feedback from them if you wish to list their name in your Form 1 (See below.).

6. Submission of Form 1: November 7 (Fri), 2025

You are asked to submit Form 1 to the OAA by Friday, November 7, 2025, to indicate candidate supervisors with whom you feel you may wish to work on your research reports. Form 1 (Google Form) will be sent to you by email in the Fall term 2025. Please follow procedures written in the email.

The decision of the Supervisor assignment will be announced in early/mid December.

7. Discussions with Your (announced) Supervisor

Once the assignment of Supervisors is announced, you are encouraged to visit the faculty member assigned as your Supervisor and have discussions with him/her on your research proposals before the start of the winter term.

If needed, some adjustments may be made in the assignment of Supervisors upon request from either students or faculty members during this period, after consultation with the Dean's Office, and the Faculty members concerned. .

8. Submission of Form 2: December 19 (Fri), 2025

You will be expected to report on your Supervisor match to the OAA by Friday, December 19, 2025. A designated form will be provided to you, called Form 2, which is available online from the GSIR My curriculum Webpage (<https://www.iuj.ac.jp/ir-info/thesis>). For this purpose, you will be required to obtain your Supervisor's signature.

d) Important Note

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: Deadlines and Schedule for Selecting Concentration and Supervisor

Deadline	To do	Note
Monday, October 13, 2025	Submit Form for Deciding Concentration	Application for IPPP concentration You must have an interview with your faculty consultant before submitting this form.
Friday, November 7, 2025	Submit Form 1 (for IPPP)	Application for academic supervisor and tentative title or ideas for research report You must have interviews with your prospective supervisors before submitting this form.
Friday, December 19, 2025	Submit Form 2 (for IPPP)	Application for supervisor

At a glance: Schedule for Submission and Evaluation of Research Report

Deadline	To do	Note
16:30, Tuesday, July 21, 2026	Submit Research Report	To supervisor & an electronic format copy to the network folder
Tuesday, July 21 – Thursday, August 3, 2026	Evaluation of Research Report by Supervisor	Supervisors must submit the grades for Research Reports by August 14, 2025.
16:30, Wednesday, August 12, 2026	Submit Final Version of Research Report to OAA	1 unbound copy to OAA and an electronic format copy to the network folder.