

Supervision Guide for 2021-2022 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. The role of the Supervisor in thesis/research reports preparation and writing is especially important. The selection of the Supervisor must be completed by the end of the second term. Here, you can find some important points regarding the Supervisor.

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 27 and October 10.
- 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.

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I. The Role of the Supervisor and Advanced Seminar

Supervisors for the 1st-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.

<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.

II. 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 27, 2021 (Method:Zoom)

In the introductory session, 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. You will have to set an interview with the faculty consultant (assigned to you) individually to be scheduled sometime from September 27 to October 10.

2. Faculty Member Introductions: September 28 – September 30, 2021 (Method:Zoom)

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 which are available online](#) or at the OAA (Office of Academic Affairs).

3. Interview with Your Faculty Consultant: Sometime during September 27 - October 10, 2021 (Method: F2F, Zoom or other online tools)

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

2020 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 27, 2021 to February 1, 2022 (Method: F2F, Zoom or other online tools)

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 1, 2022

You are asked to submit *Form 1* to the OAA (Office of Academic Affairs) **by February 1**, to indicate candidate supervisors with whom you feel you may wish to work on your thesis or research report. Form 1 is available online from the GSIR Student Information Webpage (<http://www.iuj.ac.jp/ir-info/supervision-guide/>). 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 Supervisor

You are encouraged to visit your newly announced Supervisor and continue to improve 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 11, 2022

You will be expected to report about your matched Supervisor to the OAA by March 11. A designated form will be provided to you, called Form 2, which is also available online from the GSIR Student Information Webpage (<http://www.iuj.ac.jp/ir-info/supervision-guide/>). For this purpose, you will be required to obtain your Supervisor's signature.

8. Submission of Form 3: Last day of the Fall 2022 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 2022 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 (<http://www.iuj.ac.jp/ir-info/supervision-guide/>). 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 23, 2022) For this purpose, you will also be required to obtain your Supervisor's signature.

9. Notes

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 work in GSIR.

[Deadlines and Decision Schedule of Paper Option]

February 1, 2022	Deadline to Submit Form 1	Application for academic supervisor and study and research plan for the master's degree
March 11, 2022	Deadline to Submit Form 2	Application for supervisor and degree program
Last day of Course Registration for Fall 2022 Term	Deadline to Submit Form 3	Application for deciding the paper option, thesis or research report
December 23, 2022	Deadline to submit Form 4 if change is necessary	Application for changing the paper option (from Thesis to Research Report)