

## **Doctoral Dissertation Completion Grant Graduate School of Global Studies**

### 1. Objective

The objective is to ensure that successfully defended dissertations are in optimum condition to be placed in the Sophia University Library repository where they will be publicly available.

### 2. Uses of the Funds

Funds may be used for the following purposes (after a dissertation's formal defense, and before submitting it to the library):

- a. Binding (according to university guidelines)
- b. Preparing visual images, such as figures and illustrations
- c. Checking the accuracy of translated materials
- d. Proofreading (recommended for those writing a dissertation in a language other than their first language)
- e. Other (funds may not be used for any research purpose).

### 3. Eligibility to Apply

Doctoral candidates in one of the GSGS programs (GPIR, GPAS, GPGS) who will defend their dissertation in the 2023 academic year. At the time of application, the candidate's Degree Application to the Academic Affairs Center must be approved by the GSGS graduate faculty.

### 4. Amount of Funding

The amount of funding depends on the total number of applications. It is possible that the grant may not cover the full cost of the final preparation.

### 5. Selection

Applications are non-competitive and will receive funding pursuant to the approval of the GSGS dean. Applicants will be notified of the approval by the GSGS office.

### 6. How to Apply

- a. Please download the application form from the GSGS homepage:  
<<https://dept.sophia.ac.jp/g/gs/>>
- b. Estimated expenses should reflect a price quote by the service provider(s) that includes its cost basis. (i.e., cost per page/number of words for proof-reading). Please check in advance with the GSGS office.
- c. Send the completed form, including signatures of the dissertation supervisor and program director, by post mail or as an attached scanned application to:  
Email: <[gds-gs@sophia.ac.jp](mailto:gds-gs@sophia.ac.jp)>  
Post mail: Graduate School of Global Studies  
Building 10, Room 435  
Sophia University, Yotsuya Campus  
7-1 Kioi-cho, Chiyoda-ku,  
Tokyo, 102-8554

d. Application Deadline:

For the Spring semester Degrees: 23:59, June 18, 2023 (JST)

For the Autumn semester Degrees: 23:59, January 14, 2024 (JST)

. Students may submit the application at any time before then (after fulfilling eligibility requires as specified in #3).

7. Submission of Receipt(s)

a. Valid receipts for all expenses must be issued by February 20, 2024.

b. Original (hard copy) receipts must be submitted to the-GSGS office by specified date.

Candidates should send them by post or bring them directly to the office.

c. The receipt cost for an item should conform to its estimate in the application. For amounts that differ significantly from the estimate or if the service provider is different please include a written explanation with the receipt. The GSGS may not be able to cover amounts exceeding those on the application.

8. Payment

Payment for services are made after a dissertation has been successfully defended and the GSGS faculty meeting as approved the awarding of the PhD degree.