



**PH.D. IN EDUCATION,
CONCENTRATION IN APPLIED
LINGUISTICS
STUDENT HANDBOOK**

TEMPLE UNIVERSITY, JAPAN CAMPUS

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◆ INTRODUCTION

Welcome to the Graduate College of Education at Temple University, Japan Campus (TUJ Grad Ed). We are delighted that you have joined us and look forward to working with you throughout your graduate career.

We hope that this student handbook helps you navigate the programs, policies, and requirements for the college and university and answers many of the questions that you might have about a number of aspects of the program. Note, however, that this handbook is not meant to be the final or sole word on the requirements and policies of the Ph.D. in Education, Concentration in Applied Linguistics program on the Temple University, Japan Campus. The purpose is to inform you of the most important policies as well as issues that many students ask about. For further information about the graduate policies of Temple University, speak with the academic advisors and administrative officers.

The administrators and staff of the Graduate College of Education are here to assist you in whatever way we can. Feel free to call, e-mail, or visit our office if you have questions, problems, or concerns.

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Tokyo 154-0004

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Tel: 03-5441-9842

Fax: 03-3452-3084

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◆ PROGRAM REQUIREMENTS AND ELECTIVE CREDITS

BRIEF PROGRAM DESCRIPTION

The Ph.D. in Education requires 51 credits across different concentrations of post-Masters coursework. The Applied Linguistics concentration is comprised of the following components:

For Credit Courses

Disciplinary core courses (18 credits): Students take required doctoral-level courses as specified by the Applied Linguistics concentration. Courses are selected from the following areas: Applied Linguistics, Current Issues in Applied Linguistics, Research Methods in Applied Linguistics, State of Knowledge in ELL Education, Bilingualism and Bilingual Education, Language Testing and Assessment, Theories of Second Language Learning, and Second Language Writing.

College-wide research core (Minimum 18 credits): Students take at least 18 credits (6 courses, 3 credits each) of research methods courses including at least one course in research design, two courses in quantitative methods, two courses in qualitative methods, and one research methods elective.

For-credit research experiences (12 credits): All students are required to enroll in a minimum of 12 credits made up of Research Apprenticeship (minimum 6 credits) and a total of at least 6 credits of 9994, 9998, and 9999, with a minimum of 2 credits of 9999. The Research Apprenticeship involves mentorship in which the student works under the close supervision of a faculty member and actively engages in research. The product of this apprenticeship must meet the standards of scientific quality as indicated, for example, by journal publication or a grant proposal.

Elective courses (3 credits): Students can select, with the approval of the advisor, one elective course. These credits can come from both 3-credit courses and 1-credit weekend seminars.

Milestones: Students must meet three milestones during their doctoral training: Preliminary Examination, Oral Proposal Defense, and Oral Dissertation Defense. Students are eligible to have the Oral Proposal Defense after successfully passing the Preliminary Examination and receiving the approval of the primary advisor and Academic Coordinator. Successful revision of the dissertation proposal results in the student receiving the status of Doctoral Candidate. Students are eligible to apply for the Oral Dissertation Defense after successfully completing all coursework, passing the Preliminary Examination, having an approved dissertation proposal, and receiving permission for the defense from the primary advisor and Academic Coordinator.

RESEARCH APPRENTICESHIP COURSE

If you wish to take an Apprenticeship course, write a 300-400-word abstract of your proposed project (unless you are assisting a professor with one of his or her studies). This abstract should include basic information such as (a) the gaps in the literature you are addressing, (b) the purpose(s) of the study, (c) specific research questions, and (d) your methodology, including information about the participants, instruments, procedures, and the analyses you will perform. You then need to send the abstract to the advisor you wish to work with (Consult the list of Apprenticeship advisors on the registration form to see who is available), and if the advisor approves your plan, you can then register for the course with that advisor.

APA STYLE REQUIREMENT

All doctoral students should use APA style in their course papers and dissertations, and as such, should have a copy of the *Publication manual of the American psychological association* (7th ed.) (ISBN-10: 1-4338-3216-X ISBN-13: 978-1-4338-3216-1) or the *Concise guide to APA style (Concise guide to the American psychological association [APA] style)* (7th ed.) (ISBN-10: 1-4338-3273-9 ISBN-13: 978-1-4338-3273-4).

Two other useful APA books are *Presenting your findings: A practical guide for creating tables* (6th ed.) (ISBN-10: 1-4338-0705-X ISBN-13: 978-1-4338-0705-3) and *Displaying your findings: A practical guide for creating figures, posters, and presentations* (6th ed.) (ISBN-10: 1-4338-0707-6 ISBN-13: 978-1-4338-0707-7)

BUILDING YOUR CV WHILE AT TEMPLE UNIVERSITY

While in the Ph.D. program, it is a good idea to build your professional qualifications by making professional presentations and publishing. In addition to the numerous opportunities outside of Temple University to engage in these two professional activities, you have chances to present and publish inside the TUJ community.

The Graduate College of Education sponsors an Applied Linguistics Colloquium every year in February. This is an excellent opportunity to present work you have done inside or outside the doctoral program. If you feel hesitant to present by yourself, consider co-presenting with another student or colleague from your workplace. If you present at the Colloquium, you are qualified to then publish your presentation in the annual Colloquium Proceedings.

We also regularly publish volumes of *TUJ Studies in Applied Linguistics*. These volumes are compilations of course papers which are edited by student editors. You should not wait for the course instructor to suggest producing a publication; you can initiate the idea of making a publication to the instructor, but you should be willing to serve as an editor if you do so. Serving as an editor allows you to get two entries on your list of publications in your CV— one as an editor and one for your published paper that appears in the same volume.

◆ STUDENT IDENTIFICATION CARD

Students in the Ph.D. program must have a student identification card. A student ID card is needed for library privileges, computer printing, course registration, and other university services. Student identification cards are produced at the Tokyo Campus by the TUJ Graduate College of Education Office (Grad Ed Office). There is no fee for the first card, but if you lose your card, subsequent cards cost 1,100 yen. You can apply for the card by completing the application form, which is available at the Grad Ed Office in Tokyo or Osaka

You need to update your ID card by renewing the semester sticker every semester, but you can only do so after registering for at least a 1-credit course and completing tuition payment for the semester. If you do not take any courses in a particular semester, you temporarily lose privileges such as use of the library. In order to get a current semester sticker, bring your card to the Grad Ed Office.

◆ PERSONAL INFORMATION CHANGES

If you need to change your registered personal information with Temple University, follow the procedures below to complete the personal information change process. Make sure to **inform the Grad Ed Office of your changes after you complete the process.**

See the following manual for instructions on updating your personal information on SSB via TUportal.

1. Click **Self-Service Banner**.
2. Click **Personal Information**.
3. Click View Addresses and Phones.
4. If your current residential address is not entered or needs to be updated, click **Update Addresses and Phone**.
5. Select **Mailing** to update current address and then click **Submit**.
6. Update current Address and Phone and then click **Submit**.
7. Next, please enter your mobile phone number.
8. This must be entered as part of the Permanent Address record. Click **Current of Permanent Address**.
9. Enter your mobile phone number and then click **Submit**.
10. You can check the updated Mobile Number in Permanent Address.
11. Next please update your Emergency Contacts. Click **PERSONAL INFORMATION** tab.
12. Click **Update Emergency Contacts**.
13. To create a new contact, Click **New Contact**.
14. Update information and then click **Submit Changes**.
15. You can check the updated emergency contacts.
16. You will receive a confirmation e-mail.

The link for further detailed instructions is available here:

SSB – Personal Information Update Manual

(<https://www.tuj.ac.jp/services/registrar/pdf/ssb-personal-info-update-manual.pdf>)

◆ NAME CHANGES

Contact the Grad Ed Office and get a Request to Change Name on Record form. Submit the form to the Registrar's Office along with your new identification card, passport or residence certificate (Juminhyo) which officially proves your new name.

◆ REGISTERING, DROPPING, AND WITHDRAWING FROM COURSES

REGISTERING FOR COURSES

TUJ's Graduate College of Education has four academic terms: fall semester (September to December), spring semester (January to April), summer session I (May to end of June), and summer session II (the end of June to August). The two summer sessions are combined into one summer semester (May to August) for the Ph.D. courses during the core coursework period.

The Ph.D. students are required to take two core doctoral seminar courses each semester for three semesters (fall, spring, and summer) a year during the core coursework period. Course schedules are provided by the Grad Ed Office before the beginning of the registration period for each semester.

All continuing students are required to register during the registration period (check the Academic Calendar on the TUJ Grad Ed website for the schedule of the registration period for each semester). The registration period lasts for 3 weeks. If you do not register for a course during the registration period, you are required to submit an official Leave of Absence (LOA) application. Make sure to consult with the Academic Coordinator and Administrative Director before you apply for the LOA (for further information, see "Leave of Absence").

If you miss the semester tuition payment deadline, your registration will be cancelled. You can re-register for the courses during the Add/Drop period. However, you must pay a 5,500 yen Reinstatement Fee for re-registering. Note that the Bursar's Office has an easy payment plan available that allows you to pay half the tuition by the initial payment deadline, and the rest after the semester starts. For more details, refer to the Payment Options section on page 20. Credit card payments are also available. For further details, check the TUJ website.

Note that the Add/Drop period is basically not available (except for the elective courses) for the Ph.D. students during the coursework period as all the courses are required by the Ph.D. degree. Dropping courses will delay your graduation, so if you need to revise your registration, consult with the Academic Coordinator and Administrative Director first. If you are planning to take (a) a proposal writing course, (b) a dissertation writing course, or (c) a research apprenticeship course, you must obtain the instructor's (the advisor's) permission before registering for the course and submit the paper registration form. Unless your advisor approves your registration, your official registration record on SSB will not reflect your online registration request. Be sure that the instructor (advisor) knows which course and the number of credits for which you want to register.

The following is the policy for adding new independent study supervisors to our current list of supervisors:

- If you wish to add a new supervisor to the list of supervisors, contact both the Academic Coordinator, Dr. David Beglar (beglar@tuj.temple.edu), and the Administrative Director, Ms. Min Lu (minlu@tuj.temple.edu), and make sure that the potential supervisor is aware of your request.
- Contact the Administrative Director at least **one month** before the registration period begins if the person you would like to add is someone who has been an advisor or taught classes at TUJ, but whose name is no longer on the list.
- Contact the Academic Coordinator and Administrative Director at least **three months** before the registration period begins for each semester if the person you would like to add

is new to TUJ's Graduate College of Education Program. (i.e., The person has neither taught at TUJ nor acted in an advisory capacity.)

Check the Academic Calendar for the registration period schedule for each semester when calculating the one-month and three-month periods listed above.

REGISTERING FOR WEEKEND SEMINAR COURSES

If you register for one or more weekend seminar courses during the semester registration period, you can add or drop the seminar(s) during the official Add/Drop period or until the designated deadline on the first day of each seminar, and no late fees will be incurred.

If you register for a weekend seminar course on the seminar day and it is your initial registration for the semester, you need to pay a Late Registration Fee of 5,500 yen.

If you registered for one or more weekend seminar courses during the semester registration period but that registration was cancelled because you missed the tuition payment deadline, you can re-register for the weekend seminar course during the official Add/Drop period or until the designated deadline on the first day of each seminar, but you must pay a Reinstatement Fee of 5,500 yen.

Note: The withdrawal option is not available for the seminar courses.

REGISTRATION PROCEDURE

The registration procedure is as follows:

1. Go to the TUJ website: www.tuj.ac.jp/tesol/.
2. Select campus that you are attending: "Tokyo" or "Osaka."
3. Go to "Course Schedule" and decide which course(s) you would like to take.
4. Go to "Course Registration" and find "Registration Form" during the registration period, fill out your personal information, and select the course(s) you wish to take.

Note that your online registration form will be reflected on Self-Service Banner (SSB) in approximately one week. Within 10 days after you register online, make sure that your online registration record and your SSB record match. If you find any errors, contact the Grad Ed Office by e-mail (tujtesol@tuj.temple.edu) at your earliest convenience.

DROPPING A COURSE

You can drop elective courses, weekend seminar courses, and independent study courses during the Add/Drop period without that course appearing on your transcript and with no drop fee. If you have already paid for the course, your tuition for that course will be refunded. Consult with the Academic Coordinator and Administrative Director about dropping any core doctoral seminar courses as doing so will delay your graduation.

To drop a course, obtain the Add/Drop Form, which is available online during the Add/Drop period. Print, sign, and return the form to the Grad Ed Office by e-mail/fax or by handing it to a Grad Ed staff member in person. Note that the Grad Ed Office must receive the Add/Drop Form by the Add/Drop deadline.

WITHDRAWING FROM A COURSE

Normally you cannot withdraw from core doctoral seminar courses during the coursework period. However, if you must withdraw from a course before the end of the withdrawal period,

consult with the Academic Coordinator and Administrative Director before submitting a withdrawal application. If your withdrawal request is approved, the course will remain on your transcript as a “W” and you will remain financially liable for it. If you stop attending the class and fail to drop or withdraw from it, you will receive a grade of “F” and still be required to pay tuition for it. Retroactive adjustments will not be made. Refer to the Academic Calendar for deadlines for withdrawal from a course.

As you can see from the above information, “drop” and “withdraw” have different meanings at Temple University. Do not confuse them, and ask for clarification if you are in doubt about their meaning.

Note: The withdrawal option is not available for the weekend seminar courses.

◆ ACADEMIC POLICIES

CONTINUOUS ENROLLMENT

In order to remain in good standing, and to avoid registration blocks, you must be continuously enrolled each spring and fall semester from the semester you matriculate until graduation. Summer enrollment is also required for Ph.D. students during the coursework period. If you cannot enroll for a course in spring or fall semester for any reason, you must take an official leave of absence (see “Leave of Absence” below). Be aware that doing so might delay your graduation.

LEAVE OF ABSENCE

If you are unable to register for a course in spring or fall semester after the coursework period, you must officially request a leave of absence using the following steps:

1. Pay a 3,100 yen fee for each semester of non-enrollment by credit card or bank transfer.
2. Fill out the Leave of Absence (LOA) Form.
3. Submit the form to the Grad Ed Office.

To pay the fee, you must access the link provided by the office. The LOA Form will be sent to your TU mail account after your payment application is confirmed. Upon your receipt of the form, fill it out and submit it to the office to complete your application.

If you need to take an LOA during your coursework period, obtain permission from the Academic Coordinator and Administrative Director before applying for the LOA. Again, the LOA option is normally not permitted for Ph.D. students during the core coursework period.

Note: The LOA option is also not available for students on time extension.

You might not be granted a leave of absence for more than two semesters. Moreover, a leave of absence does not extend the degree completion clock (see “Time Limits for the Ph.D. Degree” on page 10). The Dean of the Graduate School in Philadelphia will almost certainly approve a request for a one-semester or a one-year leave of absence; a leave that is longer than one year, or multiple leaves of absence require special consideration.

While on a leave of absence, you cannot use any University facility or receive academic direction or guidance except related to your petition for continuing the leave or for advising related to progress toward completion of the degree.

A graduate student who is not continuously enrolled for two consecutive terms — whether as a result of not returning from an approved Leave of Absence term or because a Leave of Absence was never requested — is considered inactive, must apply for readmission, and must be accepted to the graduate program in order to continue. Readmitted graduate students must follow the most current requirements for the graduate degree program.

TIME LIMITS FOR THE PH.D. DEGREE

While we enjoy having you as a Temple student, we want you to successfully complete the program and move onward and upward in your career in an efficient manner. For this reason, the University has set a specific time frame for the completion of the doctoral degree at seven years. Time starts from the semester you matriculate and concludes with the semester in which the degree is earned. Taking leaves of absence does not stop the clock.

If you fail to complete the doctoral program within the seven-year period, you can request a time extension. Be advised that time extensions are typically granted only to students who are making steady progress toward their degree and who experience extenuating circumstances. Time extensions of more than one-year are rarely approved. As your time in the program extends past the seven-year limit, you might be required to retake some coursework or examinations if program faculty deem it necessary.

GRADING AND STANDARDS OF SCHOLARSHIP

Graduate courses at Temple University are graded from A to F. Because the standards of scholarship are greater for graduate students than undergraduate students, no grade below a C- can be used to fulfill any graduate requirement. A minimum cumulative GPA of 3.0 is required in order to graduate. In calculating the GPA, only letter grades A to F are used. Courses graded P (Pass) are not used in that calculation. Given that you need to maintain a 3.0 GPA, A, A-, B+, and B are acceptable grades in the Ph.D. program. The numerical equivalents are as follows:

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	I = Incomplete
	B- = 2.67	C- = 1.67	D- = 0.67	

MAINTAINING ACADEMIC GOOD STANDING

To remain in Academic Good Standing, you must maintain at least a 3.0 GPA for each semester and a cumulative GPA of at least 3.0 for all work completed at Temple University. If your GPA falls below 3.0, you should consult the Administrative Director immediately. You must have at least a 3.0 GPA before you can take the Preliminary Examination and before you can graduate. A course carrying the grade of C- or better counts toward graduation. No grade below a C- can be used to fulfill any graduate requirement. If you receive more than two grades below a B- or more than one grade of F, you will be dismissed for failure to maintain satisfactory grades. The College has no latitude on this policy.

ADMINISTRATIVE AND ACADEMIC DISMISSALS

There are two types of dismissals from the University: administrative and academic. The Graduate School has authority over reinstatement after either form of dismissal. An administrative dismissal can occur for reasons such as exceeding the time limit and failure to maintain continuous enrollment. Academic dismissals are more serious and can occur for the following reasons:

- Failing the Preliminary Examination (in whole or in part) twice
- Failure to maintain satisfactory grades
- Failure to make academic progress as defined by the College
- Academic misconduct

READMISSION

If you have withdrawn from a course, been dismissed for failure to maintain continuous enrollment, or have exceeded the time limit and are therefore ineligible to register, you might be required to file a new application for admission. If accepted, you are considered newly matriculated at the time of readmission and are required to complete all current program requirements. Your time to degree clock will be restarted as of the new admission. The Readmission Fee is 31,500 yen.

OBTAINING OFFICIAL TRANSCRIPTS

Official academic records for all divisions of the university are kept only in the Office of the Registrar at Temple University in Philadelphia. If you want a copy of your official Temple University transcript, you can request one from the Office of the University Registrar at <http://www.temple.edu/registrar/alumnifamily/verification/transcripts/>.

ACCESSING YOUR ACADEMIC RECORDS

You can check your academic records (e.g., grades and credits earned) at any time by accessing SSB (Self-Service Banner) through TUportal:

1. Log in to TUportal.
2. Under “TUApplications” click “Self-Service Banner.”
3. On the next page, click “Student Information” tab.
4. Click “Student Academic Record.”
5. Click “Academic History” to see your registration and grades.

When a semester ends, allow approximately three weeks for your grades to be shown on SSB.

POLICY ON INCOMPLETES

You can contract for an “Incomplete” (“I”) with the permission from the instructor if you do not complete the work of a course on time. University policy states “An instructor will file an “I” (Incomplete) only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student’s control.” Reasons such as serious illness and death in the immediate family are acceptable, while reasons such as “I’m too busy” are not. In addition to talking with your instructor, you should contact the Administrative Director if you wish to receive an Incomplete for a course. An Incomplete (“I”) will be changed to a letter grade if you complete the coursework by the deadline you have set with your professor. Work must be completed, graded, and recorded with the Office of Academic Records by the deadline you have set with your professor and the deadline cannot be later than one year from when the course began. An exception to the above rule concerns weekend seminars. All work for 1-credit seminars must be completed on time; an “Incomplete” is not an option.

You and the instructor must agree to and sign an Agreement for Issuing an Incomplete Grade Form that specifies what work is still outstanding and must be completed as well as the deadline for completion. The form can be obtained from the Administrative Director. As part of the contract, the instructor must assign a default grade (i.e., the grade you will receive if you

submit no further work). In the event the work is not completed on time, you will receive the default grade. The contract is filed in your permanent file.

RETAKE A COURSE

You can retake a course once in order to improve the grade with the permission of the Administrative Director. The higher grade will be used to calculate your GPA, but the course can only be counted once toward graduation requirements (unlike the situation explained below in which course content changes and additional credit can be awarded). You have to pay full tuition for the course the second time you take it.

REPEATING A COURSE FOR ADDITIONAL CREDIT

You can repeat a course for additional credit if the course's content changes semester to semester (while the course number remains the same). In the Ph.D. program, this is typically for EDUC 9998 and EDUC 9999 courses.

TRANSFER OF GRADUATE CREDIT

You can take courses outside of Temple University and request graduate credit by completing the "Transfer of Graduate Credit Request" (contact the Administrative Director or Academic Coordinator for further details), providing an official transcript, and obtaining the required signatures. It is in your best interest to obtain this approval prior to taking the course to make absolutely sure that graduate credit can be awarded. Many courses, including those from accredited universities, departments of education, or state sponsored workshops, might not be eligible for credit. To ensure that you do not spend time, money, and resources needlessly, obtain approval before you commit to the course. You can transfer up to six semester hours of courses. There are five main considerations to remember when considering transfer of graduate credit:

1. The school you attended must be an accredited college or university.
2. Your grade must be B or better.
3. The course(s) must be graduate level.
4. The credits must have been earned within three years of your first Temple graduate course.
5. The credits must not have been counted toward any degree you have already earned. In other words, they must be credits you have taken after you earned your most recent degree. For instance, if you are pursuing a second graduate degree at Temple University or another university, none of the credits applied to that degree can be transferred to your Ph.D. Degree

Courses taken prior to matriculation can be counted toward a degree only if they meet the program's criteria for currency. Generally, courses taken within the past three years are considered current. Doctoral degree graduate coursework taken at an accredited institution prior to matriculation and graded "B" or higher as part of a Master's degree program can be accepted for Advanced Standing Credit.

AUDITING A COURSE

You can audit a course with the written permission of the instructor at the time of registration. For this purpose, an Auditor's Approval Form must be signed by the instructor and submitted along with a registration form. You must register for the course as an auditor and pay the regular per-credit fee.

The registration for any course cannot be changed from audit to credit or vice versa after the Add/Drop period ends for each semester. Audited courses do not fulfill graduation requirements.

◆ THE DOCTORAL DISSERTATION

The doctoral dissertation is the defining component of a doctoral education. You are expected to make a significant contribution to the knowledge in your field and demonstrate that you are capable of conducting high-quality, original research. You should consider the following questions from the earliest stages of the dissertation process:

- Is the topic of the dissertation interesting and substantial?
- Do the findings advance current theories in the area and/or fill an important gap in the scholarly literature?
- Does the dissertation meet the accepted standards in the field for the specific type of methodology used? Can it plausibly be published in top journals in the field?
- After a careful consideration of possible methodologies, has the best methodology or methodologies been employed?
- Does the dissertation have implications for educational practice?

The important milestones on the road to completion of the dissertation are: (a) developing ideas for a proposal with one or more advisors, (b) writing the proposal, (c) scheduling an oral proposal defense after gaining formal approval, (d) making the revisions to the proposal requested by the three-person dissertation proposal committee, (e) working on the dissertation, (f) scheduling an oral dissertation defense after gaining formal approval for doing so, (g) making the revisions to the dissertation requested by the four-person dissertation committee, and (h) submitting the final, approved manuscript electronically.

Note that both the proposal and dissertation must be in a format approved by the Graduate School. In the case of Graduate College of Education, formatting is based on American Psychological Association (APA) guidelines. Further information and examples of acceptable formatting conventions can be found in the Temple University Dissertation and Thesis Handbook (<https://grad.temple.edu/sites/grad/files/Dissertation-and-Thesis-Handbook.pdf>).

SELECTING A DISSERTATION COMMITTEE

The first step in selecting a dissertation committee involves identifying one or more advisors. While many students work exclusively with a single advisor, it is acceptable to work with more than one advisor provided they fundamentally agree on the purposes of the study and the methodological approach you are taking.

Your Dissertation Proposal Committee is made up of three examiners: your primary advisor, the Academic Coordinator, and one other person familiar with the area you are investigating and/or the methodological approach you are using. You should choose the Dissertation Proposal Committee members in consultation with your primary advisor and the Academic Coordinator. Committee members from outside of TUJ must be holders of an advanced degree (preferably a doctorate), have senior faculty status in an accredited university, and have knowledge that is related directly to the topic of your dissertation. Outside faculty must also submit a CV to the Academic Coordinator, who decides whether the person is qualified to serve on the committee.

When you are ready for the Oral Dissertation Defense, four examiners (the Chair and three additional members) will be on the Oral Dissertation Defense committee. In most cases, the

three persons who were on your Dissertation Proposal committee will also serve on the Oral Dissertation Defense committee. You should choose the Dissertation Advisory Committee members in consultation with your primary advisor and the Academic Coordinator, both of whom will be members of the Oral Dissertation Defense committee. The examiners can be full-time faculty at TUJ, adjunct faculty at TUJ, or faculty from other universities.

SELECTING A DISSERTATION TOPIC

For many students, selecting a topic for the dissertation study is a long and difficult process. One reason for this is not considering topics until the end of the coursework; this is far too late. Ideally, the dissertation is a logical extension of a topic that you have encountered in your coursework. For this reason, the search for a dissertation topic and the appropriate methodology to research that topic should begin with the first course in the program. Consider the following issues when selecting a topic for your dissertation:

- Has the topic been heavily researched? If so, making a contribution to the scholarly literature will likely be difficult. On the other hand, selecting a topic that has been underresearched makes your study valuable, provided that the topic is viewed as important by others in the field.
- Can you take a new approach to the topic by using an underutilized methodology? For instance, some topics have been investigated only quantitatively; therefore, a qualitative method might produce new, interesting discoveries.
- Can you combine methodologies in a mixed-methods study in order to get a more well-rounded and complete picture of the topic?
- Can you conduct a longitudinal study that illuminates the process of second language acquisition?
- Can you combine the topic with other variables in ways that are theoretically plausible but that have been previously underresearched? Many variables that are viewed as important in other fields, such as educational psychology and cognitive psychology, have not been investigated in the fields of SLA and TESOL.
- Can you make a theoretical contribution to the field by investigating the topic?
- Can you make a pedagogical contribution to the field by investigating the topic?

THE DOCTORAL DISSERTATION PROPOSAL

Students typically work on a Dissertation Proposal for more than one year while consulting one or more faculty members before being able to defend the proposal formally. When defending your dissertation proposal, you should be able to demonstrate broad knowledge of the area(s) in which you are working, a good understanding of current methodological approaches, and the ability to conduct the proposed research on a realistic timeline.

All Temple University Dissertation Proposals must be reviewed at an oral examination with three dissertation proposal committee members (No Temple students or guests are permitted at this oral examination). The process leading up to the oral examination of the Dissertation Proposal is as follows:

1. You work with one or more advisors to develop a draft of the Introduction, Literature Review, and Methodology Chapters. In these chapters, you are asked to include sections detailing a review of key studies, the gaps in the literature addressed by your study, a statement of purpose, the specific research questions and/or hypotheses investigated in the study, details about all aspects of the proposed methodology, and a proposed timeline for the study. In some cases, you are asked to present preliminary validation results of your instruments and/or the results of pilot studies.

2. You obtain Preliminary Approval of a written dissertation proposal. Preliminary Approval does not indicate that the proposal has been formally accepted; it simply indicates that you can have an Oral Proposal Defense. Preliminary Approval can be given by the graduate faculty and Academic Coordinator.
3. After Preliminary Approval has been obtained, you should (a) prepare three copies of the proposal and mail or deliver them to the Grad Ed Office and/or (b) send an MS Word file of your proposal to the Academic Coordinator via e-mail a minimum of four weeks before the Oral Proposal Defense.
4. Before the day of the Oral Proposal Defense, take the online IRB training. The training takes several hours and is completed online using the CITI (Collaborative Institutional Training Program) program, which is found at <http://www.citiprogram.org/>.

You need to submit your proposal to the IRB Board on the main campus after the Oral Proposal Defense Committee members have approved your proposed dissertation study. These persons will review your proposed study with the following issues in mind:

- Scientific review of the study,
 - Ethical review of the study using The Belmont Report as the foundation. The report can be accessed at: <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>,
 - Informed consent using the TUJ Consent Form or an approved variant of the form,
 - Administrative review of the study. This concerns the practicality of conducting the study at TUJ, given the needs of the study and available resources at TUJ, and
 - Any appropriate Japanese human subjects regulations.
5. Within 30 days after the Oral Proposal Defense, the Academic Coordinator will send revision notes to you. You must make the changes listed by the committee within 30 days after receiving the revision notes. The final approved proposal must be submitted to the Academic Coordinator, who will place it in your permanent file.

After receiving notification from the Academic Coordinator that the changes made to the dissertation proposal are acceptable and that the proposal has been formally approved, you can proceed to work on the dissertation study. What you have written for the proposal generally transfers in its entirety to the dissertation, so writing the dissertation simply means extending and developing what has been produced in the proposal. No time or effort has been wasted.

DISSERTATION PROPOSAL AND DISSERTATION SUPPORT

A doctoral dissertation and the proposal that forms the basis of the dissertation are primarily an individual effort by an individual candidate. While each candidate should consult with an advisor(s) closely, especially in the planning stages of the dissertation, it is important not to approach advisors with a “Tell me what to do next” mentality. Instead, you should carefully consider multiple courses of action by reading the appropriate literature and thinking critically about the various possibilities available. This approach allows you to demonstrate knowledge of the issue and appropriate methodology. Importantly, you should be able to provide reasons for any decisions you have made.

Various forms of dissertation support are available:

- TUJ faculty members are the most important source of support. Currently, dissertation writers are receiving support from a number of full-time and adjunct faculty.

- Professors at other universities who have no direct relationship with the Temple Graduate Programs in Education can be advisors provided that they have expertise in an appropriate area. Be tactful in any requests made to such persons, and do not be disappointed or offended if your request is declined. Serving as a dissertation advisor is often perceived as a time-consuming, open-ended responsibility; thus, many professors are hesitant to accept such requests. A more successful approach is to ask the professor if you can meet with him or her occasionally when you have specific questions to ask. Many people will accept this request.
- Persons from the same (or a different) cohort can exchange drafts and offer advice and psychological support to one another. Forming a study group that meets once per month is a powerful way to keep your dissertation moving forward, feel less isolated in the long path to a final product, and produce a higher quality final manuscript.

While there is no single set of steps that characterize all dissertations, there are elements and procedures that are more-or-less common to all. While this list might look daunting, it is not complicated. These steps are followed after those describing the proposal process have been completed:

1. After completing the proposal defense and obtaining final approval of your dissertation proposal, conduct the study and complete the dissertation while consulting closely with your advisor(s). As you are writing, keep in mind that to be defensible, a doctoral dissertation must:
 - meet the standards for original research or other creative work in the field;
 - uphold the ethics and standards governing research or creative work in the discipline.
 - demonstrate mastery of the research methodology and subject matter;
 - demonstrate an understanding of the contribution of the body of knowledge to the discipline or disciplines involved, and;
 - meet the standard of writing and presentation expected in any academic or scholarly publication or production, including grammar, spelling, formatting, and general readability.
2. Obtain permission to schedule an Oral Dissertation Defense from your primary advisor and the Academic Coordinator. The manuscript that is defended must be well written and free of surface level errors. The literature review must be complete and up-to-date, the methodology explained clearly and in sufficient detail, the results reported and interpreted in accordance with current professional standards, and the entire document formatted according to Temple University and American Psychological Association (APA) standards. The manuscript must be written at a highly professional level because very little time—30 days—is allotted for rewriting the manuscript after the Oral Dissertation Defense.
3. Choose the Dissertation Advisory Committee in consultation with your advisor and the Academic Coordinator. There must be four examiners (the Chair and three additional members) on the Oral Dissertation Defense committee. The Dissertation Examining Committee is responsible for evaluating the quality of the dissertation and conducting the oral defense. The examiners can be full-time faculty at TUJ, adjunct faculty at TUJ, or faculty from other accredited universities. Committee members from outside of TUJ must be holders of an advanced degree (preferably a doctorate), have senior faculty status in an accredited university, and have knowledge that is related directly to the topic of your dissertation. Outside faculty must also submit a CV to the Academic Coordinator, who decides whether the person is qualified to serve on the committee.

4. Submit four double-sided copies and/or an MS Word file of the Dissertation to the Academic Coordinator. The Academic Coordinator will distribute the copies to the committee members. Because committee members must have a minimum of three weeks to read the Dissertation, there will be typically be a period of 4-5 weeks between your submission of the Dissertation and the Dissertation Proposal Defense.
5. Hold the Oral Dissertation Defense. The defense typically lasts 2.5-3 hours. It begins with a 20 minute presentation by the student and then takes the form of an interactive discussion. The Dissertation Examining Committee evaluates both the dissertation and the candidate's performance in the oral examination to determine whether or not the candidate passes. Only officially recognized members of a Dissertation Examining Committee have the authority to determine whether or not the candidate passes the final defense.
6. Within 30 days of the Oral Dissertation Defense, the Academic Coordinator will send the official list of revisions to be made to the Dissertation. Complete the revisions within 30 days after receiving the list of revisions and submit the revised Dissertation to your main advisor and the Academic Coordinator, who will advise you if the revisions have been completed satisfactorily. When the revisions have been approved, you are ready to complete the final paperwork. Note that depending on your expected graduation date, you might have less than 30 days to make the revisions and submit the revised Dissertation to your main advisor and the Academic Coordinator. Check with your main advisor and the Academic Coordinator for your specific deadline.
7. Contact the Assistant Academic Coordinator and complete the final paperwork and the online submission of your Dissertation.

REGISTRATION DURING DISSERTATION DEFENSE

You must be registered for EDUC 9999 during the semester you defend your dissertation and the semester you submit your final work to the Graduate School. Deadlines for registration have been determined for each academic period. You must register:

- in the fall semester if the oral dissertation defense is held from the first day of classes until the last day of classes in the fall semester;
- in the spring semester if the oral dissertation defense is held from the first day of classes until the last day of classes in the spring semester;
- in the summer if the oral dissertation defense is held from May 15 through August 1.

AUTHORSHIP AND PRIOR PUBLICATION

A doctoral dissertation (and the dissertation proposal) can have only one author. Previously published work can be included in the dissertation if the work meets the following criteria:

- The research was conducted by the candidate while a doctoral student at Temple University.
- It has not been used to meet the requirements for another degree.
- It is not co-authored unless the role of the candidate was clearly defined in the co-authored work.
- It is logically connected with and integrated into the dissertation.
- Its inclusion does not violate any existing copyright or contractual agreement.

Co-authored works that do not meet the above criteria can be included as appendices if they include the names of all authors and the contribution of the candidate is stated.

GUEST ATTENDEES

Oral Dissertation Defenses are open to all members of the Temple University. If a person other than a member of the Dissertation Examining Committee, Temple Graduate Faculty, or Temple doctoral community wishes to be present at the oral defense, the Academic Coordinator and the Chair of the Examining Committee are responsible for determining the appropriateness of the request and for making the final decision.

◆ GRADUATION AND EXIT POLICIES

Graduation is not automatic upon completion of degree requirements. Just as you applied to get into Temple University, the semester you are completing the final revisions to your dissertation, you must apply for graduation and pay the associated fees by the deadline listed in the Academic Calendar, as this is the only means by which a diploma will be produced and an awarded degree transcribed.

The University confers degrees three times per year: fall, spring, and summer. There are deadlines you must meet to be placed on the graduation list and to receive your diploma. These vary slightly from year to year, so check the Academic Calendar (posted on the Program's website) or contact the Grad Ed Office for details.

APPLYING FOR GRADUATION

You can apply for graduation after completing your coursework and the doctoral dissertation. Completing the online *Application for Graduation* form and paying the 22,400 yen Graduation Fee by the deadline listed in the University's Academic Calendar ensures that your name will be on the graduation list, that your degree will appear on your transcript, and that a diploma will be generated. In order to graduate, all financial obligations to the university must be met, all incomplete and unreported grades must be changed, degree requirements (including the Ph.D. Preliminary Examination) must be finalized, and graduation applications and fees filed and paid.

If for some reason you are not able to complete any of these requirements in time for graduation, you must immediately notify TUJ's Grad Ed Office. When you are ready to graduate, you must submit a new application for graduation, but you do not have to pay the fees again (but you would have to pay the difference if there is a fee increase). Note that you are responsible for keeping the AccessNet/TUportal account active until you graduate because you have to access Self-Service Banner to process the online application for graduation.

APPLICATION DEADLINES FOR GRADUATION

There are strict deadlines for graduation application and failure to meet a deadline means that you will be unable to graduate on time. The deadlines are as follows:

For Fall Graduation: October 1

For Spring Graduation: February 1

For Summer Graduation: May 18

GRADUATION CHECKLIST

Use the following checklist to be sure that you have completed all necessary steps in the graduation process.

- Completed all coursework (3.0 GPA or better).
- Passed the Ph.D. Preliminary Examination.
- Completed the doctoral dissertation proposal.
- Completed the doctoral dissertation.
- Submitted the Application for Graduation form.
- Paid the non-refundable Graduation Fee of 22,400 yen by bank transfer or credit card.

ENROLLMENT REQUIREMENT FOR THE GRADUATING SEMESTER

Students are required to register for at least 1 credit in their graduating semester (e.g. If you apply for the spring graduation, you must be enrolled in the spring semester of the same year).

THE GRADUATION CEREMONY

The Temple University, Japan Campus commencement ceremony is a joyous affair that is well worth attending. It is held once a year, usually on a Sunday in May or June in central Tokyo. You will receive an invitation to attend the commencement ceremony if you are scheduled to receive a diploma in summer, fall, or spring of the academic year in which the ceremony is held.

RECEIVING YOUR DIPLOMA

Your digital diploma will be sent to your e-mail address within a few weeks from the end of your last semester. Check your TUmail account so you do not miss any information about your digital diploma. If you wish to receive a hard copy of the diploma, you can make a request through the digital diploma e-mail you receive and get one copy for free.

◆ FINANCIAL POLICIES

BURSAR'S OFFICE

The Bursar's Office (not the Grad Ed Office or the Registrar's Office) is responsible for collecting, controlling, and accounting for all student payments, including tuition and fees, and for monitoring delinquent tuition accounts in an efficient and courteous manner. Thus, questions concerning any aspect of your tuition or other fees should be directed to the Bursar's Office (tujbursar@tuj.temple.edu).

TUITION PAYMENTS

You are considered enrolled when you pay for the courses you have registered for. Should you decide to drop a course(s), do so before the end of the Add/Drop period for each semester in order to avoid the tuition charges and further administrative problems later on.

For information concerning current tuition and fees, refer to the "Tuition and Fees" section in the printed course schedule or on the Graduate College of Education website.

Tuition payments can be made by credit card or bank transfer to the TUJ account before the payment deadline of each semester. Credit card payments can be done through the link

provided in the tuition statement you will receive in your TUMail account after the registration period ends for each semester. For the bank transfer, pay the fee to the following account:

Mizuho Bank
Azabu Branch
Saving 8014704
TUJGRADED.TEMPLE

When transferring money using a bank transfer form, be sure to write your TUID number first, and then your name because (1) foreign names written in *katakana* are not always easily recognizable and (2) names are not always unique, but your TUID number is. You are responsible to pay bank transfer charges.

PAYMENT OPTIONS

In general, all tuition arrangements should be completed before the payment deadline ends. However, the Bursar's Office also has an Easy Payment Plan available that allows you to pay in two installments. You can apply for an easy payment plan through the link provided on your tuition statement. You must complete the application procedure by the initial payment deadline for each semester. If you have any questions, contact the Bursar's Office at tujbursar@tuj.temple.edu.

REFUND POLICY

TUJ will issue a tuition refund if you drop a course(s) before the Add/Drop period ends. If you do not process your drop request before the period ends, there will be no refunds for courses dropped. You may withdraw from a graduate course at any time up until the withdrawal deadline, but your tuition will not be refunded.

FINANCIAL AID

Only citizens or permanent residents of the United States can apply for Federal Student Aid. TUJ students who are either United States citizens or permanent residents can complete a FAFSA (Free Application for Federal Student Aid) by visiting Student Financial Services (SFS) website of Temple University Main Campus at <https://sfs.temple.edu>.

All applicants are encouraged to become familiar with the SFS website information. The Temple University School code for FAFSA application is 003371.

For any inquiries regarding Federal Student Aid, contact the Financial Aid Coordinator at tujfinaid@tuj.temple.edu. The SFS contact for TUJ students is sfstuj@temple.edu. Make sure to copy the Financial Aid Coordinator when sending an e-mail directly to SFS.

◆ ACADEMIC SUPPORT SERVICES

As a Temple student, you are provided with access to all of Temple University Main Campus and Japan Campus resources while you are enrolled in courses. The primary resources are the Japan Campus library, TUportal, Canvas, and your Temple e-mail account.

LIBRARY

The TUJ library has over 50,000 books and 300 periodicals in English. It also provides Internet access to over 3 million books and other information media stored at the Main

Campus library. TUJ students and faculty are given full access to the online resources of Temple University Main Campus.

In order to borrow library books, you must have a TUJ ID card with a sticker for the current semester. You can obtain the TUJ ID card at the Grad Ed Office, and you can obtain a sticker at the Grad Ed Office in Tokyo or Osaka. In any semester that you do not register for at least 1 credit, you will be unable to obtain a sticker for your TUJ ID card for that semester and therefore unable to borrow books from the library.

When conducting general searches on TUportal, the following databases are generally the most valuable for the field of education: Academic Search Complete, Education Source, ERIC, and MLA International Bibliography. The following psychology databases are also valuable: APA PsycArticles, APA PsycInfo, and Psychology and Behavioral Sciences Collection. You will probably want to first check the subject guide for "Education." Finally, if you know the name of the journal where the article(s) you are searching for can be found, use the "Journal Finder" link. Consult with library staff for more detailed information about conducting searches and other issues pertaining to the library.

COMPUTER SERVICES

TOKYO CENTER: COMPUTER LABS AND HELPDESK

Windows computer labs are located in rooms 501, 503, and 506. Macintosh labs are located in rooms 504, 505, and 507. You are not allowed to store documents on the hard drives of these computers, so bring your own external storage to save your work. Note that computer labs are also used as classrooms. Check the daily schedule posted outside the classroom to ensure that there is no class taking place before attempting to use the labs.

The staff at the Computer Services Help Desk, located in the main computer lab (501), can assist you with various computing needs, including lending out laptops. You can also e-mail tujhelp@tuj.temple.edu or visit TUhelp via TUportal about your issues or inquiries. The main computer lab in room 501 also has scanners, printers and copiers. You can pay for printing and copying with Pasmio or Suica cards.

For issues with TUportal, TUmail, Your Computer and other troubleshooting, inquiries etc. Please e-mail tujhelp@tuj.temple.edu.

Location: Room 501

Tel: 03-5441-9800, extension 5010

Zoom: <https://temple.zoom.us/my/tujsupport> (Available on Weekdays 9:00-17:30)

Office Hours: Monday-Friday 8:30-20:00 / Saturday 9:00-16:30

(Closed on national and undergraduate holidays)

OSAKA CENTER: COMPUTER SERVICES

Service hours at the Osaka Center

Monday through Friday: 13:00 - 20:00

Saturday: 11:00 - 17:30

A photocopier is also available for student use. Copies are 10 yen per page.

STATISTICAL SOFTWARE

Two statistical software programs, Winsteps and Facets, are available for College of Education students. You can install these programs onto your personal computer. Contact the College of Education staff for further information.

TUPORTAL

TUportal gives registered students a single sign-on gateway to Temple University's online services including the Canvas, Learning Management System, TUmial, and Philadelphia-based library databases. TUportal also contains:

- timely announcements from the university;
- a list of useful university-related links (TUlinks), and;
- a customizable section called My Portal that enables you to select from a list of predefined modules, such as a dictionary, thesaurus, and headlines from CNN and *The New York Times*.

TUportal is at <http://tuportal.temple.edu>. To log in, enter your AccessNet username and password.

SELF-SERVICE BANNER (SSB)

You can view all of your past course grades, current registration, financial aid information, and student loan information on SSB (Self-Service Banner). You can access SSB through TUportal at <http://tuportal.temple.edu/>.

CANVAS

Canvas is a Learning Management System (LMS). Canvas is a web-based platform for managing calendars, course material, and communications. It is used extensively throughout the program. Canvas offers many benefits including:

- Strong support for Temple's pedagogical requirements and educational outcomes
- A clean modern interface for easy navigation
- Tools to assist faculty in creating opportunities for student collaboration, while facilitating deeper learning and the ability to build communities beyond the classroom.

You have access to online Temple University Library databases, including Lexis-Nexis, Business Source Premier, and FIS (formerly Moody's). Many Temple University faculty use Canvas to distribute course materials and to conduct a variety of classroom activities. Through Canvas, you can retrieve and submit assignments, participate in discussion groups, take tests online, and use optional features such as the calendar and address book.

The following guide provides basic instructions for using the most popular features of Canvas: Canvas Quick Reference Guide for Students (<https://its.temple.edu/canvas-quick-reference-guide-students>)

TEMPLE UNIVERSITY E-MAIL ACCOUNT

E-mail is used as an official means of communication within the Temple University community and the Graduate College of Education uses it exclusively as a way to communicate important information to our graduate students. Therefore, Temple University has the right to send official communications to students via e-mail and the right to expect that those communications will be received in a timely fashion. **All students are required to obtain an @temple.edu e-mail address upon entrance to the university.** All official university e-mail correspondence will be sent to this address. This address is listed as the official address for each student in the student's records. To view the policy in full, visit <https://its.temple.edu/email-account>. If you do not plan to use this e-mail address, forward mail that arrives in your Temple account to an e-mail account of your choosing.

ACADEMIC CALENDAR

Visit the TUJ Grad Ed website for the most updated academic calendar.

- Tokyo - <https://www.tuj.ac.jp/tesol/tokyo/courses/academic-calendar.html>
- Osaka - <https://www.tuj.ac.jp/tesol/osaka/courses/academic-calendar.html>

◆ THE TEMPLE UNIVERSITY POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations. The University has pledged not to discriminate on the basis of race, color, sex, age, religion, national origin, sexual orientation, marital status, or disability. This policy extends to all educational, service, and employment programs of the University.

◆ NEED ACCOMMODATIONS TO STUDY OR TO TAKE CLASS EXAMINATIONS

Temple University is committed to the inclusion of students with disabilities and provides accessible instruction, including accessible technology and instructional materials. The professor of the course you take will work with Disability Resources and Services (DRS) (<http://disabilityresources.temple.edu/>) to coordinate reasonable accommodations for you with documented disabilities. Any student who wishes to request access or accommodation based on the impact of a disability should: (1) contact the professor of the course privately to alert the professor of your desire for access or accommodations, (2) contact the Administrative Director at minlu@tuj.temple.edu, as early as possible, before or at any point in the semester, to establish and document your disability and to determine reasonable accommodations for the course, and (3) present to the professor of the course a DRS accommodation letter that specifies the precise accommodations that you have been granted to be appropriate. The process takes 1-2 months. Agreed accommodations will be applied only going forward, not retroactively to previous work in the course.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty and Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed through the following link:
http://policies.temple.edu/getdoc.asp?policy_no=03.70.02.