

Brief Version of the Procedures for Dissertation Submission to Obtain a Doctoral Degree (Course) (KOU)

Translation disclaimer

Kyoto University strives to achieve the highest possible accuracy in translating its documents from their official language of Japanese. Please note, however, that due to the nature of translated documents, accuracy is not guaranteed. The translated documents are produced for convenience only, and are not legally binding. The original documents in the Japanese language shall always take precedence over their translated versions.

About this document

This document provides information on how to submit your dissertation. Please read each item thoroughly and follow the submission and preparation guidelines provided in the original Japanese documents. Following items are the translated titles and brief summary of the original documents. Page 1 to 4 is fully translated into English and on and after page 5 are translated as a brief summary listed below. ① to ⑯ are required documents to submit for the application.

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Preparation guideline for Curriculum Vitae

Procedures for Dissertation Submission to Obtain a Doctoral Degree (Course) (KOU)*1

Graduate School of Medicine, Kyoto University

- Read each item thoroughly. -

★ Requirements for Applicants

A. Applicants (hereinafter called “Applicant A”) who are enrolled in the 3- or 4-year Doctoral Program must satisfy the following requirements:

1. Those who are in the last year (usually the fourth year in the 4-year Doctoral Program and the third year in the 3-year Doctoral Program)
2. Those who have earned the specified number of credits
3. Those who are expected to be receiving research guidance approval in the year

B. Applicants (hereinafter called “Applicant B”) who withdrew after receiving research guidance approval must satisfy the following requirements:

1. Those who are within three years after withdrawal
2. Those who earned the specified number of years in the Doctoral Program
3. Those who earned the specified number of credits

“Withdrawal after Research Guidance Approval” means to give eligibility for applying for the PhD candidate to the applicants who completed the necessary requirements to graduate from school except for an acceptance of dissertation. (The application of Doctoral Degree (Course) (KOU) must be accepted within three years from the day of withdrawal (usually on March 31))

*1: There are two ways of taking the Doctoral Degree in Japan. One is called “KOU” and the other is called “OTSU”.

Follow the steps below to apply for the Doctoral Degree (Course).

I . Requirements and Procedures for Doctoral Degree (Course)

1. Doctoral Dissertation (main dissertation, reference papers)

- (1) The dissertation must be (composed of) original papers published in (or accepted by) refereed **academic journals in English**.
- (2) The dissertation must **have been published within the last five years** as of the date of application.
- (3) The dissertation must have been published or accepted while the student was attending the Doctoral Program of the Graduate School of Medicine.

However, the main dissertation applied by Applicant B must meet either one of the following.

1. Published while the applicant was in school
2. Published after withdrawal

3. Scheduled to be published while the applicant was in school
4. Scheduled to be published after withdrawal

- (4) In principle, the applicant must be the first author of the main dissertation.
However, he/she may be the second author of the dissertation to be submitted if a clear statement is made in the dissertation that the first and second author have equally contributed to the research.
- (5) In case the main dissertation consists of some papers and if all of them are joint papers, the applicants must be the first author of at least one paper.

2. Procedures

- (1) Those who are expected to complete the specified number of credits for Doctoral Program (Course) and to be receiving research guidance approval
 - Application acceptance will start at **June 1** in the year. However, the Preliminary Dissertation Review is available on or after April.
 - If you wish to receive your doctoral degree within the year (in March), the application must be accepted by the end of December. **The late application is acceptable but you may not receive your degree within the year.**

The applicants with outstanding research results may complete the Doctoral Program in a short term. It could be at least three years or three and half years. Please consult with the Office of Student Affairs six months before the preferred day of completion of school.

- (2) Those who completed the specified number of credits for Doctoral Program (Course) and withdrew after completion of receiving research guidance approval
 - Application is accepted as needed. However, it must be accepted within three years from the day of withdrawal (usually on March 31).

II . Documents to be submitted

1. Preliminary Dissertation Review

Please provide 1 to 3 below to the Office of Student Affairs by fax (075-753-4405) or in person.

1. One copy of each document ③, ④ and ⑤.
2. One copy of the front cover of the main dissertation or reference papers which indicates the name of the journal and the publication date of your dissertation (If your dissertation has been undisclosed or unpublished, please submit the Certificate of Scheduled Publication issued by journal publisher or an evidence such as a copy of e-mail that indicates your dissertation has been accepted.)
3. Your e-mail address

It will take a few days to check documents by the Office of Student Affairs. You will be notified by e-mail when your documents have been checked.

After receiving the e-mail, please visit the Office of Student Affairs to receive necessary documents for the application. If there are any typographical errors or omissions in your documents, the staff in the Office of Student Affairs will advise you to correct them.

2. Prior confirmation regarding publishing a degree dissertation

On March 11, 2013, the Degree Regulations (Ordinance of the Ministry of Education, Science and Culture No. 9 of 1953) were revised. Effective on April 2013, dissertations pertaining to the doctor's degrees

conferred by Japanese universities are required to be published via the Internet within one year after receiving the Doctoral Degree.

Japanese government requests to make a full thesis available online to the public, if permission is obtained by the publisher. If there is a restriction such as a copyright, a digest version instead of the entire dissertation can be published online until the reason becomes extinguished.

Please confirm that the publisher and co-authors (if there is any) allow you to disclose a full dissertation on the Kyoto University Research Information Repository Registration, “KURENAI”, in advance. For more details, refer to page 17 to 20.

3. Degree Application Documents (Japanese only)

★: Use a USB flash drive to submit your data

	<i>Application Documents</i>	<i>Number of Copies</i>	<i>Related Page No.</i>
①	Request for Examination of Dissertation ※1	1	5
②	Main dissertation and Reference papers	6	6,7
③	Curriculum Vitae (on one A4 size sheet)	16 ★	7-9
④	List of Publications (on one A4 size sheet)	16 ★	7,10
⑤	Dissertation Summary(on one A3 size sheet)	16 ★	7,11
⑥	Report on Doctoral Dissertation Examination ※1	1	12
⑦	Form for Consent to Use of Joint-Authorship Paper ※2	Number of the co-authors	13
⑧	Certificate of Scheduled Publication issued by journal publisher ※3	1	14
⑨	Request for Examination of Dissertation and the Title of Dissertation [Excel file] (Submit this with a USB flash drive)	Downloaded Excel file for input from the website of the Graduate School of Medicine ★	14-15
⑩	[Form No.2] “Means of publication of Doctoral Dissertation” [Excel file] ※4	1 in paper and 1 in electronic medium ★	16-20
⑪	Response form the publisher regarding disclosure of the dissertation ※5	1	16-20
⑫	Disclosure of Digest Version of Dissertation ※3	6 (only in the case you disclose your summary not a full text dissertation)	16-20

⑬	研究公正チュートリアルの受講について	1	21
—	Report on Equal Contribution	(Applicable person only) 16 ★	—

※1 As you will be provided ① and ⑥ after the Preliminary Dissertation Review, you don't need to prepare them in advance. Proceed with the preparation for other documents using example formats and layouts on the website of the Graduate School of Medicine.

※ Website of Graduate School of Medicine → Current Students → Apply for degree
(<http://www.med.kyoto-u.ac.jp/faculty/kyoumu/degree-apply/>)

※2 ⑦ is required to submit. The signature of an applicant and co-authors must be handwritten and its copy is not acceptable. If you and a co-author live in a country outside of Japan, prepare for it before the Preliminary Dissertation Review so as to avoid delay. Prepare ⑩ at the same time as well.

※3 If the main dissertation has not been disclosed, contact the publisher and obtain the paper in advance. **In case the Certificate of Scheduled Publication is not issued by journal publisher, submit a copy of evidence such as e-mail that indicates the acceptance.**

※4 ⑩[Form No.2](Excel file) can be downloaded from the website of the Graduate School of Medicine.

- (1) Fill in the necessary information on the Excel file to complete the document.
- (2) Submit the printed document to your supervisor and obtain his/her signature and seal.
- (3) Submit both the printed document with a seal/signature of your supervisor and the Excel file saved on a USB flash drive.

※5 Submit the response (documents or e-mail) from the publisher or co-author(s). Regarding co-author's agreement, use format ⑦ as much as possible.

※6 Submit ⑫, only in the case the dissertation is to be published in a digest version. If contributors publish their dissertation in full texts, this is unnecessary to submit.

4.Required documents to submit after the oral examination

★: Use a USB flash drive to submit your data

	<i>Application Documents</i>	<i>Number of Copies</i>	<i>Related Page No.</i>
⑭	Dissertation (Copies of temporary bound main dissertation and reference papers)	1	22
⑮	Required Documents for Registration of the Kyoto University Research Information Repository [Dissertation Summary and Summary of Dissertation Examination Results] ※1	1 in paper and 1 in electronic medium Download the format from the website of the Graduate School of Medicine. ★	23
⑯	Full Texts of Dissertation [PDF file] ※2	1 in electronic medium (required for all students) ★	17-21

⑰	Digest Version of Dissertation [PDF file]	1 in electronic medium (required only for the students who disclose a digest version) ★	17-21
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※ It is required to submit above documents by the day of the Graduate School Council (the final examination) which is held after the oral examination.

※1 “⑮Dissertation Summary” and “⑰Digest Version of Dissertation” are different.

⑮: All the recipients of academic degree must submit “Dissertation Summary”.

⑰: If the dissertation is not allowed to open to the public in full, submit “Digest version of Dissertation”.

※2 This data must be as same as the dissertation screened at the dissertation examination.

If the examination has been done based on the Word file created by the applicant, please submit that file. If the examination has been done based on the published layouts in an academic journal, please submit that data.

III. Doctoral Degree Application

You will be provided the documents ① and ⑥ by the Office of Student Affairs after the Preliminary Dissertation Review. After receiving the documents, please apply with all the necessary documents ① to ⑬ or ① to ⑪ • ⑬.

1. Application due date: At least **two weeks before** the day of the Graduate School Council (every second Thursday).

※ The Graduate School Council will not be held in August. The application should be made three weeks before the Graduate School Council, if it falls on the Golden Week holidays, the year-end and New Year holidays.

2. Office hours: Monday to Friday 9:30 - 11:30, 13:30 - 16:30

(excluding public holidays and office closing-hours due to the school events)

3. To be submitted to: The Office of Student Affairs, Graduate School of Medicine (1Fh allwayo ft heF acultyo fM edicineB ldg. C)

IV. Degree Application Documents Preparation Guidelines

※Each document should have the same date as the application date except consents.

1. Refer to the example format and layout of the documents available on the website of the Graduate School of Medicine, except for the documents handed out at the office.

2. Use medium- or high-grade white A4-size paper. Use A3-size paper for Dissertation Summary.

3. How to prepare documents

(1) Use black or blue ballpoint pen or printed with word processing software to keep the documents permanently.

(2) Write each word clearly and accurately. Do not use phonetic-equivalent characters or abbreviations.

(3) If there are any typographical errors or omissions, make necessary corrections and affix your seal or signature on them. If there are too many corrections, create a new document.

(4) Set all the page margins to about 2cm

4. Name

Fill in your name and date of birth accurately as recorded in the Certificate of Registered Items in Alien Registration (For Japanese students, Certificate of Registered Items in family register).

If you wish to print your maiden name or alias (restricted to that printed on the Certificate of Registered Items in the Alien Registration) on your diploma, consult the Office of Student Affairs of the Graduate School to which you belong.

5. For the further information about how to prepare the documents, refer to the page 5 and after.

V. Date of Oral Examination after Acceptance of Application

After decided the member of Dissertation Examination Committee (including specialists), applicants and his/her supervisor should consult with them to fix the oral examination date.

VI. Degree Conferment

The conferral of doctoral degree takes place six times a year (Jan., Mar., May, Jul., Sep. and Nov.).

Detailed information regarding the degree conferral will be notified around a week before the degree conferral date by the Educational Planning Division, Academic Affairs Department.

The Educational Planning Division, Academic Affairs Department also issues the Certificate of Doctoral Degree Conferment.

Refer to the following URL for further information.

Website of Kyoto University -> Education -> Campus Life -> Procedures -> Request for Graduation certificate/Transcript/Certificate of Degree conferment

(<http://www.kyoto-u.ac.jp/en/education/campus/procedure/certificate.htm/>)

Regarding Degree Conferment Ceremony and Certificate of Doctoral Degree Conferment, please contact the above mentioned Division (Telephone number: 075-753-2499).

If you have any inquiries regarding procedures for the Doctoral Degree (Course) (KOU) Application, contact the Office of Student Affairs.

Graduate School of Medicine, Kyoto University

Office of Student Affairs

Konoe-cho, Sakyo-ku, Kyoto 606-8501, Japan

TEL: +81-75-753-4328

FAX: +81-75-753-4405

EMAIL: kyomu-in@mail2.adm.kyoto-u.ac.jp

Format of Curriculum Vitae(③).....7-9

Please note that the Graduate School of Medicine uses a form that differs from other Graduate Schools.

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Format of List of Publication	
It includes title and publication method and the date of the main dissertation and the information of reference papers.	
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Format of Dissertation Summary	
All applicants of academic degree must submit this Dissertation Summary.	
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Format of Report on Doctoral Dissertation Examination	
You will be provided this document after preliminary dissertation review.	
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For articles already published in an academic journal, in most cases, the copyright has been transferred to the original publisher under a copyright transfer agreement or manuscript submission rules. It is required to take an agreement with a publisher for the dissertation available online.	
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*1: KURENAI is the other name of the Kyoto University Research Information Repository.