

Final Procedures for those expected to complete the PhD program in 2016 Academic Year

1. Prepare a set of Examining Committee Reports

- After consulting with the chief examiner, prepare **nine sets** of Examining Committee Reports.
- One set is composed of (1) to (6) formats below. Please fasten them at the top left with a paper clip.

• Examining Committee Report Formats

No	Materials to Prepare	Format, etc.	Remarks
(1)	Examining Committee Report (審査委員会報告書)	[For PhD Program]	To be prepared by the student and checked by the chief examiner.
(2)	Abstract of Dissertation (論文の内容の要旨)		No more than 2,000 words in English (tables and figures are not included).
(3)	Summary of Dissertation Result (審査の結果の要旨)	[Program – 2]	To be prepared by the student and checked by the chief examiner.
(4)	Summary of Final Examination Results (最終試験の結果の要旨)	[Program – 3]	To be prepared by the student and checked by the chief examiner. Must be written in Japanese
(5)	Bibliography (to be signed and sealed) (論文目録)	[4 – 1]	The date should be the one the degree conferral application was submitted.
(6)	CV (to be signed and sealed) (履歴書)	[5 – 1]	The date should be the one the degree conferral application was submitted.

- * For (5) and (6), please refer to the examples when you applied for degree conferral.
- * **Pay special attention to (2) since the example format is different.**
- * If you are not sure of the date you applied for degree conferral, please check with the Graduate Student Affairs Office.
- * **If you would like to have your birthdate to be stated in western calendar on your diploma, please fill out every format (1) to (6) by using western calendar.**

2. Document Distribution to the examiners and obtaining personal seals on Examining Committee Report

- Distribute a set of Examining Committee Report documents prepared above and a temporary binding of your dissertation to each of the five examiners.
- In the case, please obtain his/her personal seal from each examiner on **two** of the Examining Committee Reports. Based on the original report, photocopy 2 Examining Committee Reports.

	Attention	Remarks
5 sets	To be distributed to each examiner	
4 sets	A: 2 sets: (1) Examining Committee Reports should be with original personal seals. (5) and (6) should be originals. Photocopied documents are not acceptable. B: 2 sets: (1) Examining Committee Reports should be photocopied. (2) and (6) should be originals.	Submit to the Graduate Student Affairs Office, School of Medicine (Refer to 3 below)

3. Submission of Documents to Graduate Student Office

- Submit the set of the following materials to the **Graduate Student Affairs Office, School of Medicine**.
- Deadline: **No later than noon, February 28th, 2017. (Tue)**. If you miss this deadline you will not be able to graduate on time.

No	Materials to submit	Number to submit
A	Examining Committee Report and others	A: 2 sets + B: 2 sets (See above 2 paragraph)
B	1 copy of the Front Page of Dissertation	1 photocopy
C	Full text of Dissertation (PDF file) *Please see the example of the front page of dissertation	*All electronic data (C,D,E,(F)) should be submitted to upload to URL specified separately.
D	Abstract of Dissertation (2) (PDF + WORD) (論文の内容の要旨)	*For creating PDF files, see the attached file "Guide for Creating PDF Files to Register with UTokyo Repository". *The electronic data will be open to the public via the Internet in principle. However, in case of those who will not open all dissertation for the purpose of unavoidable circumstances, must submit summary PDF.
E	Summary of Dissertation Result(3) (PDF+WORD) (審査の結果の要旨)	
F	Summary PDF (only for those who will not open all dissertation via the internet)	
G	Plagiarism Check (剽窃等チェック確認書)	1 copy (original), in case of modification only
H	Items on Diploma (学位記の表記について)	1 copy (original)

I	Letter of Authorization (許諾書)	1 copy (original)
J	Checklist for Web-Based Publication of Doctorate Thesis (博士論文のインターネット公表に関する確認票)	1 copy (original)
K	Application for Publication of Thesis under Special Circumstances (博士論文公表方法に関する特例申請書)	1 copy (original) (only for those who will not open all dissertation via the internet)
L	documents explaining in detail the "unavoidable circumstances"	1 copy (original) (only for those who will not open all dissertation via the internet)
M	1 copy of the Front Page of Summary PDF	1 photocopy (only for those who will not open all dissertation via the internet)
N	Hard-Covered Book of your dissertation	1 book (only for those who will not open all dissertation via the internet)
O	Further details concerning the permission form for use of a bound copy of a thesis (製本論文の利用に関する許諾書)	1 copy (original) (only for those who will not open all dissertation via the internet)
P	Application for Nonpublication of Thesis for the purpose of filing a patent application (特許申請に係る博士論文公表申出書)	1 copy (original) (only for those who will not open all dissertation via the internet for the purpose of filing a patent application)
Q	Confirmation of Details on Diploma (学位記記載事項等確認票)	Format to be sent separately by intra-university mail or postal mail. Submission deadline: January 16, Monday *You may post it, or use intra-university mail.
R	Survey on Future career (進路状況調査票)	Format to be sent separately by e-mail. Submission deadline: March 15, Wednesday (scheduled) *You may post it, or use intra-university mail.

For F and I to P above, please refer to the " I Procedures for making doctoral theses available to the public" .

Inquiries: the Graduate Student Affairs Office, School of Medicine, ext: 23309; Direct: 03-5841-3309