

## Procedure for the Application for Conferral of Degree AY2019 (Doctoral Candidates)

### Who should submit:

Those expecting to complete the degree by the end of the 2019 academic year (March 2020)

\*Ensure you submit the "Title Form" by the deadline (September 2-6, 2019).

**Deadline:** 5:00 pm, Thursday, November 14, 2019

**Where to submit:** Graduate Student Affairs Section, Faculty of Medicine

(1st floor, Building No. 2, Faculty of Medicine)

\*Submission by mail is NOT accepted.

(Office open on weekdays 9AM to 5PM)

### Materials to submit:

\*1) to 6) and 8) must be submitted. Only those affected should submit 7) and 9).(Original copies only)

\*Put the materials in order from 1) to 9) when you submit them.

(For 7), have the letters in order you listed in Application for Conferral of Degree.

**\*Be sure to check the examples and instructions carefully.**

1) Application for Conferral of Degree (課程 1-A) 学位授与願	1copy
2) Examination Result Report Form (課程-2) 審査結果報告用紙	1copy
3) Abstract of Dissertation (Designated format) 論文の内容の要旨	Have 5 copies ready, and submit 1
4) Bibliography(Form 4-1) 論文目録	<u>2copies</u>
5) CV(Format 5-1) 履歴書	<u>2copies</u>
6) Plagiarism Check (Designated format) 剽窃等チェック確認書	<u>2copies (1original, 1photocopy)</u>
△7) Letter of Consent and Acceptance *Only for those who had collaborators for research or writing 同意承諾書	1copy for each collaborator
8) Doctoral Dissertation(Simple Binding) 博士論文(仮製本)	Have 5 copies ready, and submit 1
△9) Supplementary Article *If there is a supplementary article 副論文	Have 5 copies ready, and submit 1

### 1) Application for Conferral of Degree (学位授与願)

- Seals of the department head, academic supervisor and the applicant are required. The application form may be typed except for the applicant's signature on the lower part of the form.
- Do not expand the external frame. If your Career History does not fit in the designated space, fill out major history only.

Example of work history: April 2008 to March 2011 Resident, XXX Hospital

\*Refer to: Application for Conferral of Degree (English Translation), List of Heads of Departments  
“Dissertation Title” and “Writing the Candidate’s Name”

## 2) Examination Result Report Form (審査結果報告用紙)

- Fill in only the bold-framed area.
- The date inside the bold-framed area should be the date you submit the materials for Application for Conferral of Degree. Leave the date on upper-right area outside the frame blank.

## 3) Abstract of Dissertation (論文の内容の要旨)

\*Refer to: Abstract of Dissertation Example

## 4) Bibliography (論文目録)

- 2 original copies with candidate’s name handwritten and seal(signature) are required.
- \*Refer to: Bibliography Example

## 5) CV (履歴書)

- 2 original copies with candidate’s name handwritten and seal(signature) are required.
- \*Refer to: CV Example, Passing Date: National Examination for Medical Practitioners & Graduation Date: University of Tokyo

## 6) Plagiarism Check (剽窃等チェック確認書)

- Ask your supervisor to check the thesis with the software (iThenticate).
- The date on upper-right of the form should be the date your supervisor checked the thesis.


## 7) Letter of Consent and Acceptance (同意承諾書)

- \*Only for those that had collaborators for research or writing
- If you have published / planned to publish your research included in the thesis on journals, all the “co-authors” will be “research collaborators”. If there are any other researchers you have worked with upon your research beside co-authors, consult with your supervisor if they will be “research collaborators”.
- Original copy of Letter of Consent and Acceptance by all “co-authors” and “research collaborators” is necessary(photocopy, scanned data printed out, signature image pasted are not accepted). Your lab members, researchers abroad are no exception. If necessary, please have him/her send the original copy of signed letter by mail.
- \*Refer to: Letter of Consent and Acceptance Example

## 8) Doctoral Dissertation (Simple Binding)(博士論文(仮製本))

\*Refer to: Instructions for Preparing a Doctoral Dissertation, Bookbinding Example

## 9) Supplementary Article (副論文)

- \*If there is a supplementary article
- There may be requirements for the submission of a supplementary article, depending on the department. Please confirm with your supervisor.
- An original article written by the candidate for the doctoral degree which is related to the degree dissertation and has been either published in or accepted by an academic journal.
- Please staple on the upper left of the supplementary article. 

## ※Notes

- \*Basically, each document should be written in **JAPANESE** as much as possible.
- \*The title of the dissertation should be exactly the same in all the materials.
- \*Ensure that the department is correctly written in Japanese. Refer to “List of Heads of Departments, Graduate School of Medicine AY2019” for how to write your department in Japanese. Do not add your lab’s name.
- \*Please inform Graduate Student Affairs Section if there has been any changes made to the dissertation title and/or research collaborators from submission of title.

## About the Deadline

The materials will be accepted even after the deadline noted above (November 14, 2019) has passed, but it will increase the chances that you will not graduate on time this academic year. Please be aware that submission later than January 10 will mean that you will not be able to graduate on time this academic year.

## Process of after the submission of the Application for Conferral of Degree

After submitting the Application for Conferral of Degree, please come to the Graduate Student Affairs Section within the period of the following list “Date of Notification of Examination Committee” after the submission. You will be informed of the names of the five dissertation examiners and the chief and deputy examiner, and the submitted copies of the “Dissertation (Simple Binding)”, the “Abstract of Dissertation” and the “Examination Result Report Form” as well as the “Plagiarism Check (copy)” (and the “Supplementary Article”) will be returned to you.

<b>Date of Submission of Application for Conferral of Degree</b>	<b>Date of Notification of Examination Committee (Date of appearing at the Graduate Student Affairs Section)</b>
~Friday, October 11	Thursday, October 24 ~Wednesday, October 30
<u>~Thursday, November 14</u>	<u>Wednesday, November 27</u> <u>~Tuesday, December 3</u>
~Friday, December 6	Thursday, December 19 ~Wednesday, December 25
~Friday, January 10 2020	Thursday, January 23 2020 ~Wednesday, January 29

After you received those materials, submit them and the 4 copies of “Dissertation (Simple Binding)”, the “Abstract of Dissertation” (and the “Supplementary Article”) to the examiners as below.

To the chief examiner

-“Dissertation (Simple Binding),” the “Abstract of Dissertation”, the “Examination Result Report Form”, “Plagiarism Check (copy)”(and the “Supplementary Article”)

To 4 other examiners

-“Dissertation (Simple Binding),” the “Abstract of Dissertation” (and the “Supplementary Article”)

The date for the examining committee meeting will be adjusted by the chief examiner, so please follow the instructions you are given.

After late December, candidates who have passed the dissertation examination and for whom the chief examiner has submitted the Examination Result Report Form to the Graduate Student Affairs Section will be informed via email of the materials they need to submit in the final procedures. Please note that if, after you have received the information that you have passed from the chief examiner, there has been no email, please contact the Graduate Student Affairs Section.

After that, submit “final procedure documents”, including the PDF files of dissertation (full text) and Examining Committee Report (with the seals of the five examiners) **by noon on Wednesday, February 26 2020** to the Graduate Student Affairs Section.

If you are unable to submit the Examining Committee Report by the above deadline, you will not be able to graduate in March 2020.

## **Guidance of Procedures for Publication of a Doctorate Thesis**

See blow.

<http://www.m.u-tokyo.ac.jp/english/daigakuin/index.html#notice>

**If there are any other points you are uncertain about regarding the degree procedures, please contact the Graduate Student Affairs Section (Daigakuin-kakari), Graduate School of Medicine.**

**Email: [in@m.u-tokyo.ac.jp](mailto:in@m.u-tokyo.ac.jp)**