

## Procedure for the Application for Conferral of Degree AY2020 (Doctoral Candidates)

### Who should submit:

Those expecting to complete the degree by the end of the 2020 academic year (March 2021)

\*Ensure you submit the "Title Form" by the deadline (September 4, 2020).

**Deadline:** 5:00 pm, Thursday, November 12, 2020

### Where to submit:

{Electronic Data}

As described in "Materials to submit", you must submit 9) Doctoral Dissertation (PDF) by uploading it to the URL below. Please put your student ID number on the title of the file. (e.g. 41123456\_2020 博士論文.pdf)

\*Other students can only see the titles of files which has been uploaded, so please be careful not to include your name on the title.

\*We will not inform you whether your electronic data is uploaded or not. If upload is successful, the message such as the following will be displayed: "uploading is completed ", please check by yourself whether this message appears after you upload the file.(We will not respond to an inquiry regarding this.)

<https://webfs.adm.u-tokyo.ac.jp/public/1OV4wA-IbQ7A4HsBeGR1uVQqzM99JzoCKbhnMk-icszi>

{Hard copy}

You must submit the materials to Graduate Student Affairs Section,  
Faculty of Medicine (医学部大学院担当).  
(1st floor, Building No. 2, Faculty of Medicine)

#### \*Reception Hours:

<After 25, September> 9:30 to 16:00 on weekdays

Proxy may submit your documents.

If you cannot come to the office and submit the materials in the reception time above,

we accept you to submit them only by postal mail of recorded delivery.

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033  
Graduate Student Affairs Section, Faculty of Medicine, the University of Tokyo

\* If there is any mistake, we can't receive your " Application for Conferral of Degree ",so please make sure that you check everything and nothing is missed by referring to the checklist. Please read the examples and instructions carefully.

\*We do not accept the submission by the intercampus mail to avoid loss.

\*We will not answer to the question whether the document has been

arrived so please check it by yourself by checking a tracking number of the recorded delivery.

## Materials to submit:

\*0) to 6) and 9) must be submitted. Only those affected should submit 7) , 8) and 10).

\*Put the materials in order from 0) to 8) and 10) 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.**

0) Checklist (with Q&A)	1copy
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	1copy
4) Bibliography(Form 4-1) 論文目録	1copy_
5) CV(Format 5-1) 履歴書	1copy_
6) Plagiarism Check (Designated format) 剽窃等チェック確認書	1copy
△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)The confirmation mail from those who signed or stamped electronically *Only for those who use electronic signature service 対象者が確認したことが分かるメール	1copy
9) Doctoral Dissertation(Electronic data) 博士論文(電子データ)	1file(PDF)
△10) Supplementary Article	1copy 副論文

### <Sealing and signature(All documents)>

**The original copy must be kept by yourself.**

Please submit **the copy** of the original. You should not submit original one.

\*If you need 2 signature or more in a document, they can sign the copy which has already been signed from somebody and scanned, many times, **however everything must be in one page.**

\*If you aren't able to scan the originals clearly, please ask someone for scanning or go to the place you can scan it (e.g. the convenience store).

**In case you use electric signature service, you also have to print 8) The confirmation mail from those who signed or stamped electronically and submit it as an evidence.**

\* We will not answer your questions as to how to use the electronic signature service.

## 0) Checklist (with Q&A) (チェックリスト (よくある質問付記) )

・Please check carefully and tick all boxes.

### 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)

・Candidate's name handwritten and seal(signature) are required.

\*Refer to: Bibliography Example

### 5) CV (履歴書)

・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”.

・” Their name handwritten and seal(signature) are required.\*Refer to: Letter of Consent and Acceptance Example

### 8) Doctoral Dissertation(Electronic data) (博士論文(電子データ))

\*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.

\*Department of Surgical Science : All students should submit a supplementary article. Please confirm with your supervisor and check the department's requirements.

· 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.(病因・病理学専攻、生殖・発達・加齢医学専攻、分子細胞生物学専攻 etc) 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 research collaborators from submission of title.

\* You do not need to inform us and submit any documents if there has been any changes made to the dissertation title from the time you submitted the title.

### About the Deadline

The materials will be accepted even after the deadline noted above (November 12, 2020) 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 8, 2021 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

Date of Submission of Application for Conferral of Degree	Date of Notification of Examination Committee (Date of appearing at the Graduate Student Affairs Section) <b>Reception Hours :</b> <b>9:30 to 16:00 on weekdays</b>
~Friday, October 9	Friday, October 23 ~Wednesday, October 28
<u>~Thursday, November 12</u>	<u>Friday, November 27</u> <u>~Wednesday, December 2</u>
~Friday, December 4	Friday, December 18 ~Wednesday, December 23

~Friday, January 8 2021	Friday, January 22 2021 ~Wednesday, January 27
-------------------------	---

After you received the notice, please submit them electronically to *the examiners as below* by yourself. However, please prepare and submit each hard copies if the examiners want them.

\*Refer to: Bookbinding Example

To the chief examiner

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

To 4 other examiners

-“Dissertation,” 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 **by noon on Wednesday, February 24 2021** to the Graduate Student Affairs Section.

If you are unable to submit the Examining Committee Report by the deadline above, you will not be able to graduate in March 2021.

\*On-line Dissertation Defense can be held online in the Faculty of Medicine.

However, the faculty leave how to hold the dissertation defense to each chief examiner's discretion, so please confirm with your chief examiner after you receive the Notice of Examination Committee.

## Guidance of Procedures for Publication of a Doctorate Thesis

See below.

<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-Tantou), Graduate School of Medicine.**

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

\*The open hours will subject to change due to the COVID-19. We will update you if it will change on UTAS or by e-mail, so please check the latest information.