

## **For those who are scheduled to graduate from the Doctoral Program in the Academic Year 2020 (Submission of Title)**

Those students who hope to graduate from the doctoral program (Doctoral Program of Medicine, Doctoral Program) in the academic year 2020 must submit the Doctoral Dissertation Title Form. Those concerned should submit the following.

**Who this affects:** All those students of the doctoral program who hope to graduate in the academic year 2020(March 2021)

**Documents to submit:** The “Doctoral Dissertation Title Form” (博士論文題目届)  
(You can download it from the Graduate School of Medicine website, at  
<http://www.m.u-tokyo.ac.jp/daigakuin/index.html> )

**Submission period:** Both hard copy and an electronic data should be submitted.

{Hard copy} From Monday, August 17 to 5 pm on Friday, September 4, 2020

{Electronic Data} From Monday, August 31 to 5 pm on Friday, September 4, 2020

**Where to submit:** Both hard copy and an electronic data should be submitted.

{Hard copy}

You must submit one hard copy to Graduate Student Affairs Section, Faculty of Medicine (医学部大学院担当) (1st floor, Building No. 2, Faculty of Medicine)→You may post it, or use the university postal system(学内便).

Please note that this form needs your research supervisor(指導教員)`s seal. However, we will accept submitting the printed hard copy with the electronic signature. In that case, we will not respond to any questions regarding how to use the electronic signature service so please prepare it by yourself.

\*Please submit it by postal mail or by the university postal system(学内便) when the office is closed.

\*If you want to confirm that the hard copy has arrived, please send it by registered mail and check the tracking number by yourself.

{Electronic Data}

You must submit an electronic data (Excel file) by uploading it to URL below. Please describe your student ID number on the title of the file. (e.g. 41123456\_2020 題目届.xlsx)

\*Please do not delete any sheets in the file.

\*Other students can 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 when your electronic data is uploaded. If upload is successful, the message such as the following is displayed: "uploading is completed ".When you upload your electronic data, please check it by yourself.

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**URL will be released in the last week of August.**

**Other:** When you submit the Doctoral Dissertation Title Form, please nominate 7 examination committee members. When you nominate them, please refer to the List of Faculty Member Codes. The List of Faculty Member Codes are included in the “Doctoral Dissertation Title Form” file.

- Talk with your research supervisor(指導教員) and nominate, in order of preference, 7 members for these positions in total.

\*The actual members of examination committee will be 5 in total (3 from the nominated members, 2 selected from division) but in order to ensure fairness of selection among faculty, you must nominate 7 members

- You may nominate up to one person from your own department(専攻).

- You may not nominate your co-researchers(共同研究者), research supervisor(指導教員), or faculty members of your lab or research field(所属教室の教員), or those related to you by marriage.

\* Consult with your research supervisor about who will be the co-researchers in your case. Please note that you will need to attach the original copy of “Letter of Consent and Acceptance”(同意承諾書) by all co-researchers when submitting the “Application for Conferral of Degree”(学位授与願). (No photocopies accepted.)

→Please note that this “Letter of Consent and Acceptance”(同意承諾書) needs your co-researchers’ signs and seals; however, we will accept the printed hard copy with the electronic signature if you can prepare it by yourself.(We will not respond to any questions regarding how to use the electronic signature service.)

- Unless you obtain prior consent, you may not nominate Dean of the Graduate School of Medicine, the Director of the University of Tokyo Hospital, the Director of the Institute of Medical Science, or the Director of the Institute for Quantitative Biosciences, those who are scheduled to retire this academic year.

→Faculty members mentioned above are written as “※要承諾” in the“備考/Others” box in the List of Faculty Member Codes. If you want to nominate them as a candidate of examination committee, please obtain prior consent from them by yourself and put a check mark in the box of “「※要承諾」確認欄/Prior consent” of the “Doctoral Dissertation Title Form”.

- You may nominate one faculty in the University of Tokyo, who is not included in the List of Faculty Member Codes, if you obtain prior consent from head of the division(専攻長) and faculty him/herself. Letter of Consent (no specific format) from head of the division is also required. \* Please send Graduate Student Affairs Section, Faculty of Medicine(医学部大学院担当) an e-mail because you should fill in the different from “Doctoral Dissertation Title Form” .

**Advance Notice:** Supplementary Article (副論文)

\*If there is a supplementary article, please submit it when you apply for a conferral of degree(Next step). Please do not submit with “Doctoral Dissertation Title Form”.

·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 when applying for the Application for Conferral of degree(Next step). Please confirm with your supervisor and check the department's requirements.**

**After you submit the Title Form, please submit the set for the Application for Conferral of Degree by Thursday 12, November.**

**参考: 審査委員候補者、指導教員が専攻を兼担している場合について**

**When Candidates of Examination Committee Member(審査委員候補者) or your research supervisor(指導教員) belong to 2 or more departments**

**審査委員候補者が専攻を兼担している場合**

**When Candidates of Examination Committee Member(審査委員候補者) belong to more than 2 departments**

	教員コード/ Faculty Member Codes	教員氏名/Name	専攻/Department	所属教室(専攻分野)/ Research Field	備考/Others	「※要承諾」確認 欄/Prior consent (備考に「※要承諾」と ある場合のみ、各自、 先生に承諾を得た上 でプルダウンを選択)
指導教員 /Supervisor ※学籍上の指導教員			外科学専攻			
審査委員候補者 (推薦順位順)/ Candidates of Examination Committee Member	1					
	2					
	3	自専攻から2名以上推薦できません。You can't nominate 2 or more people from your Department.				
	4					
	5				外科学専攻兼担	
	6				外科学専攻兼担	
	7					

**指導教員が専攻を兼担している場合**

**When your research supervisor(指導教員) belongs to more than 2 departments**

	教員コード/ Faculty Member Codes	教員氏名/Name	専攻/Department	所属教室(専攻分野)/ Research Field	備考/Others	「※要承諾」確認 欄/Prior consent (備考に「※要承諾」と ある場合のみ、各自、 先生に承諾を得た上 でプルダウンを選択)
指導教員 /Supervisor ※学籍上の指導教員			外科学専攻		社会医学専攻兼担	
審査委員候補者 (推薦順位順)/ Candidates of Examination Committee Member	1					
	2		社会医学専攻			
	3		社会医学専攻			
	4					
	5					
	6					
	7					

指導教員が兼担している専攻からは何名でも可能。  
You can chose any number of people from the department which your research supervisor belongs to besides your department.