

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

Who should submit:

Those expecting to complete the degree by the end of the 2017 academic year (March 2018)

*Ensure you submit the "Title Form" by the deadline (September 1-8, 2017).

Deadline: 5:00 pm, Wednesday, November 15, 2017

Where to submit: Graduate Student Affairs Section, Faculty of Medicine
(1st floor, Building No. 2, Faculty of Medicine)

*Submission by mail is not acceptable.

Materials to submit:

*1) to 7) must be submitted. Only those affected should submit 8) and 9).

(Original materials only)

Basically, each document should be written in Japanese.

| No | Materials to submit | Copies | Format | Example | Remarks |
|----|--|--------|--------|----------------------------------|---|
| 1) | Application for Conferral of Degree 学位授与願 | 1 | 課程 1-A | N/A | <ul style="list-style-type: none"> • Seals of the major field head, supervising professor, and the candidate are required • Do not expand the external frame. If your CV does not fit inside, make the letters smaller. Example of work history: Resident, XXX Hospital, April 1998 to March 2001 |
| 2) | Examination Result Report Form 審査結果報告用紙 | 1 | 課程 2 | N/A | <ul style="list-style-type: none"> • Fill in the areas enclosed by thick lines |
| 3) | Doctoral Dissertation (temporary binding) 博士論文 (仮製本) | 5 | N/A | Refer to 3) [Cover Example] | <ul style="list-style-type: none"> • The dissertation must be written horizontally in Japanese or English on A4 paper. • Print single-sided |
| 4) | Abstract of Dissertation 論文の内容の要旨 | 5 | N/A | Refer to 4)[Abstract Sample] | <ul style="list-style-type: none"> • Must be written horizontally in Japanese or English on A4 paper. (Top part should be written in Japanese) • Print single-sided • Should be in 2,000 words • Stapled at the upper left |
| 5) | Bibliography 論文目録 | 2 | 4-1 | Refer to 6)[Bibliography Sample] | Must be signed or sealed |
| 6) | Curriculum Vitae 履歴書 | 2 | 5-1 | Refer to 5)[CV Sample] | <ul style="list-style-type: none"> • Refer to the example when preparing your CV and fill in <u>all dates</u> • The expected date of graduation for the 2017 academic year is March 22, 2018 • Must be signed or sealed |

| | | | | | |
|----|--|---|---|--|---|
| 7) | Plagiarism Check 剽窃チェック確認書 | 2 | Original 1 and Copy 1 | | |
| 8) | Letter of Consent and Acceptance 同意承諾書 (Only for those that had collaborators for research or writing) | | N/A | Refer to “Example of Preparing an Authorization” | The signature or seal of the collaborators is required. The letter must be original (no photocopies will be accepted). |
| 9) | Supplementary Article 副論文 (if there is a supplementary article) *There may be requirements for the submission of a supplementary article so please confirm with your research supervisor. | 5 | This is 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. | | |

*When preparing these materials, refer to [NOTE] (“Dissertation Title” and “Writing the Candidate’s Name”).

*Ensure that the major field is correctly written in **JAPANESE**. Please refer to the following list for how to write your department in Japanese. Do not add your lab name.

| Name of Department | 専攻名 |
|--|------------|
| Molecular Cell Biology | 分子細胞生物学 |
| Functional Biology | 機能生物学 |
| Pathology, Immunology and Microbiology | 病因・病理学 |
| Radiology and Biomedical Engineering | 生体物理医学 |
| Neurosciences | 脳神経医学 |
| Social Medicine | 社会医学 |
| Internal Medicine | 内科学 |
| Reproductive, Developmental and Aging Sciences | 生殖・発達・加齢医学 |
| Surgical Sciences | 外科学 |
| Health Sciences and Nursing | 健康科学・看護学 |
| International Health | 国際保健学 |

About the Deadline

The materials will be accepted even after the deadline noted above (November 15, 2017) has passed, but it will increase the chances that you will not graduate on time this academic year. Be aware that submission later than January 11 will mean that it will not be possible for you 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 (Temporary Binding)", the "Abstract of Dissertation" and the "Form for Examining Committee Report" as well as the "Plagiarism Check(copy)" (and the copy of the "Supplementary Article") will be returned to you.

| Date of Submission of Application for Conferral of Degree | Date of Notification of Examination Committee (Date of appearing at the Graduate Student Affairs Section) |
|---|---|
| Up to October 6 | Between October 20 and November 2 |
| <u>Up to November 15</u> | <u>Between November 29 and December 5</u> |
| Up to December 8 | December 21 |
| Up to January 11, 2018 | January 26, 2018 |

After you take receipt of the submitted copies of the "Dissertation (Temporary Binding)", the "Abstract of Dissertation" and the "Form for Examining Committee Report" as well as the "Plagiarism Check(copy)" (and the copy of the "Supplementary Article"), please submit a copy each of the "Dissertation (Temporary Binding)," the "Abstract of Dissertation", the "Examination Result Report Form" and the "Plagiarism Check(copy)" (and the "Supplementary Article") to the chief examiner, and a copy each of the "Dissertation (Temporary Binding)," the "Abstract of Dissertation" (and the "Supplementary Article") to the other four members of the examining committee. The date for the examining committee meeting will be adjusted by the chief examiner, so please follow the instructions you are given.

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, you should contact the Graduate Student Affairs Section.

After that, submit the necessary materials, including the pdf files of dissertation (full text) and Examining Committee Report (with the seals of the five examiners) **by noon on Wednesday, February 28 2018** 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.

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-kakari), Graduate School of Medicine.

From inside the university: 23309 From outside the university: 03-5841-3309