Graduate School of Sciences and Technology for Innovation,

Yamaguchi University

**Guideline for the Doctoral Dissertation**

(For Applicants Who Are Applying

with Doctoral Dissertations)

**All the formatting and styles including punctuation and reference should be consistent.**



Contact:

Engineering Majors: Academic Affairs, Faculty of Engineering

2-16-1 Tokiwadai, Ube 755-8611 Phone: 0836-85-9010

Examination Schedule for the Doctoral Dissertation

(For Dissertation Doctors)

2019

**By the end of every month**

**Application for Preliminary Examination**

**Submission Requirements**

**Deliberations and determination**

**of degree conferment**

**End of every month (end of every even-numbered month for engineering majors)**

**First Examination**

**Hearing**

**Final Examination**

**Dissertation Submission**

**Faculty Council**

**Commencement**

**Application for Examination**

**Faculty Council　(or Director Council)**

**Preliminary Examination**

**A PDF file to be submitted by the specified deadline**

**Approval of the Preliminary Examination results**

**11月17日(木)～12月15日（木）**

**１月下旬～2月上旬**

**3月20日(月)**

**(For Dissertation Doctors)**

Application for Preliminary Examination (to be submitted by the end of every month)

|  |  |
| --- | --- |
| Type of Document | Number of Copies |
| ①Application for Preliminary Examination (Form 10) | 1 |
| ②Doctoral Dissertation Draft (Size A4, horizontal writing, in Japanese or English) | 5 |
| ③List of Related Literature and References (Form 11) | 5 ＋1 |
| ④Summary of the Doctoral Dissertation  (Form 3, approx. 2,000 Japanese characters  or 800 English words) | 5 ＋1 |
| ⑤Resume (Form 8) | 1 |
| ⑥Diploma or completion certificate of the latest academic background | 1 |
| ⑦Checklist for Submission of Preliminary Examination | 1 |

　　　※Put the documents(②，③，④) in a flat file.(You need to prepare the files

to the number of examiners.) Please submit one each of the documents(①，

③，④，⑤，⑥，⑦) in a clear file folder at the same time.

Application for Examination (to be submitted by the end of every even-numbered month)

|  |  |
| --- | --- |
| Type of Document | Number of Copies |
| ①Application for Examination of Doctoral Dissertation (Form 12) | 1 |
| ②One Doctoral Dissertation (Size A4, horizontal writing, in Japanese or English) | 5 |
| ③Dissertation Index (Form 13) | 5 ＋1 |
| ④Summary of the Contents of the Doctoral Dissertation (Form 7, approx. 2,000 Japanese characters;  and Form 7, approx. 800 English words) | 5 each＋1 each |
| ⑤Resume (Form 8) | 1 |
| ⑥Dissertation Fee | 57,000 yen in cash |
| ⑦Checklist for Submission of Examination | 1 |

　　　※Put the documents(②，③，④) in a flat file.(You need to prepare the files

to the number of examiners.) Please submit one each of the documents(①，

③，④，⑤，⑦) in a clear file folder at the same time.

Final Submission of Doctoral Dissertation

|  |  |
| --- | --- |
| Type of Document | Number of Copies |
| Doctoral Dissertation **(**PDF file**)** | 1 |

**All the dissertations will be carried on the university website once they are submitted, unless they meet what we regard as “exceptional conditions”. In the latter case, a dissertation summary could be accepted instead.**

**The “exceptional conditions” include the cases, in which:**

* **some figures or pictures do not appear on the internet properly**

**(e.g. solid figures)**

* **some information or data is not expected to be seen in public over a year since the degree was awarded, due to the concerns of copyright protection and personal information protection**
* **the candidate is possibly placed under unfavorable conditions by carrying his/her dissertation on the internet over a year; for example,** 
  + **because the candidate has published some content of his/her dissertation in journals that prohibit their articles to be shown in public outside their journals**
  + **due to the concerns of patent application**

**Please inform us if any issues above are applied to you.**

**Checklist for Submission of Preliminary Examination (For Dissertation Doctors)**

Applicant Name:

Phone Number :

(Cell):

Email Address:

* Write a phone number where you can be reached immediately.

You may be contacted regarding submitted documents.

* This checklist needs to be submitted with your application documents.
* All the formatting and styles including punctuation and reference should be consistent.

Application for Preliminary Examination (Form 10)

* Is the application date written?
* Did you put your seal on it?

If you are an international student and do not have one, write your signature.

* Is the parenthesized Japanese title placed under the English title?
* Are the name and seal of principal advisor on it?

Doctoral Dissertation Draft

* Is it bound in a file?

List of Related Literature and References (Form 11)

* Is the parenthesized Japanese title placed under the English title?
* Is not included any oral presentation at an academic lecture meeting in the list of related literature or references?
* Are the articles listed in chronological order?
* Is the full title of each article written, including the subtitle?
* Did you write the names of all authors for a co-authored article?
* Are separate printouts of the “Submitted” articles (or copies of unpublished manuscripts)

bound with your doctoral dissertation?

Summary of the Doctoral Dissertation (Form 3)

* Is the summary written on size A4 paper horizontally in approximately 800 English words?

Resume (Form 8)

* Make sure that the date should be application date.
* Name should be same as your official family register.

(Write your name exactly same as is printed in your passport.)

* Is there Furigana above your name with?
* The prefecture should be prefecture name of your registered domicile.

(Write your nationality if you are an international student.)

* The address should be your current address on your resident card.
* If you are an international student, your name should be spelled exactly same as is printed in

your passport

Common to each Form

* Have you deleted notes on form (red letters / blue letters)?.

**Checklist for Submission of Examination (For Dissertation Doctors)**

Applicant Name:

Phone Number :

(Cell):

Email Address:

* Write a phone number where you can be reached immediately.

You may be contacted regarding submitted documents.

* This checklist needs to be submitted with your application documents.
* All the formatting and styles including punctuation and reference should be consistent.

Application for Examination of Doctoral Dissertation (Form 12)

* Is the application date written?
* Did you put your seal on it?

If you are an international student and do not have one, write your signature.

* Is the parenthesized Japanese title placed under the English title?
* Are the name and seal of principal advisor on it?

Dissertation Index (Form 13)

* Has the dissertation already been published? If it is going to be, has the plan been mentioned in the Index? (If the dissertation has yet to be published, the peer review should have been completed and the publication determined before the application for the examination.
* Did you put your seal on it?

If you are an international student and do not have one, write use your signature.

* Did you change the tile of the Explanatory Information for the preliminary examination application to make it the Dissertation Index? The information to be written in the Index is not the same as that for the Explanatory Information. Check if the correct information has been written.

Summary of the Contents of the Doctoral Dissertation (Form 7)

* Did you prepare the summary both in Japanese and in English?
* Make sure that the title has been changed to “Summary of the Contents of the Doctoral Dissertation” from “Summary of the Doctoral Dissertation” as used for the preliminary examination application.

Resume (Form 8)

* Make sure that the date should be application date.
* Name should be same as your official family register.

(Write your name exactly same as is printed in your passport.)

* Is there Furigana above your name with?
* The prefecture should be prefecture name of your registered domicile.

(Write your nationality if you are an international student.)

* The address should be your current address on your resident card.
* If you are an international student, your name should be spelled exactly same as is printed in your passport

Dissertation fee

* Have 57,000 yen in cash ready.

Common to each Form

* Have you deleted notes on form (red letters / blue letters)?.

（学位論文の表紙の作成例）(Sample Title Page)

|  |
| --- |
| **博士論文**Doctoral Dissertation  **英文タイトル** (Title in English)  **（和文タイトル）**(Title in Japanese)  **※英文の論文であれば上段が英文、下段が和文**  ※Place the parenthesized Japanese title under the English title  if the dissertation is written in English.  **20XX年3月**March, 20xx  **○　○　　○　○（氏名）**(Your Name)  **山口大学大学院創成科学研究科**  Graduate School of Sciences and Technology for Innovation,  Yamaguchi University |

Appendix

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| President of Yamaguchi University  　All Applicants,    Request for Cooperation in Impartial Dissertation Examination at Yamaguchi University  Yamaguchi University ensures that university educational staff members fairly examine students’ academic dissertations. We have also established systems to ensure the transparency and objectivity of the dissertation examination processes by implementing doctoral dissertation presentation meetings and the reporting and consultation office.  Please understand the intent and purpose of our systems and cooperate with impartial examinations upon submitting an application for a doctoral degree to us.  You can contact our office for reporting and consultation by emailing the address below. Please do not hesitate to contact us if you are unfairly or inappropriately treated during the process of examination for your dissertation or if you have any questions.  tsuhou@yamaguchi-u.ac.jp  (We only accept reports and inquiries via email in order to appropriately manage personal information and protect the privacy of reporters. |