Graduate School of Sciences and Technology for Innovation,

Yamaguchi University

**Guideline for the Doctoral Dissertation**

(For Applicants Who Are Completing

the Doctoral Program)

**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

2020 First Term

**Beginning – Middle of August**

**Application for Preliminary Examination**

**Deadline: Thu., May 7**

Examination Schedule for the Doctoral Dissertation

**In the middle of May – Beginning of June**

**Fri., September 25**

**Dissertation Submission**

**Application for Examination**

**Faculty Council (or Director Council)**

**Preliminary Examination**

**Hearing**

**Final Examination**

**Commencement**

**Faculty Council**

**First Examination**

**A PDF file to be submitted by Monday, August 24**

**End of July – Beginning of August**

**For Those Who Completed Doctoral Program without Degree:** Deadline for the application of Preliminary Examination: the end of every month; Deadline for Examination: the end of every month (The end of every even-numbered month for engineering majors.)

**Deliberations and determination of degree conferment**

**Approval of the preliminary examination results**

**Deadline: Wed., July 1**

2020 Second Term

**Application for Preliminary Examination**

**Deadline: Wed., October 28**

**In the middle of – End of November**

**Deadline: Mon., January 4**

**Tue., March 16**

**Fri., February 5, Sat., February 6,Mon., February 8**

**End of January – Beginning of February**

**Dissertation Submission**

**Application for Examination**

**Faculty Council (or Director Council)**

**Preliminary Examination**

**Hearing**

**Final Examination**

**Commencement**

**Faculty Council**

**First Examination**

**A PDF file to be submitted by Wednesday, February 17**

**For Those Who Completed Doctoral Program without Degree:** Deadline for the application of Preliminary Examination: the end of every month; Deadline for Examination: the end of every month (The end of every even-numbered month for engineering majors.)

**Deliberations and determination of degree conferment**

**Approval of the preliminary examination results**

**Submission Requirements**

Application for Preliminary Examination

|  |  |
| --- | --- |
| Type of Document | Number of Copies |
| ①Application for Preliminary Examination (Form 1) | 1 |
| ②Doctoral Dissertation Draft (Size A4, horizontal writing, in Japanese or English) | 5 |
| ③Explanatory Information (Form 2) | 5＋1 |
| ④Summary of the Doctoral Dissertation (Form 3; approx. 2,000 Japanese characters or 800 English words) | 5＋1 |
| ⑤Checklist 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) in a clear file folder at the same time.

Application for Examination

|  |  |
| --- | --- |
| Type of Document | Number of Copies |
| ①Application for Examination of Doctoral Dissertation (Form 5) | 1 |
| ②One Doctoral Dissertation (Size A4, horizontal writing, in Japanese or English) | 5 |
| ③Dissertation Index (Form 6) | 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 |
| ⑥Checklist 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(①，③，④，⑤，⑥) 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**

Applicant Name :

Phone Number (Lab):

(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.

□Did you put the following documents in a flat file?

(You need to prepare the files to the number of examiners.)

|  |  |  |
| --- | --- | --- |
| Check | Type of Document | Number of Copies |
| □ | ②Doctoral Dissertation Draft | 5 |
| □ | ③Explanatory Information (Form 2) | 5 |
| □ | ④Summary of the Doctoral Dissertation (Form 3) | 5 |

□Did you prepare the following documents?(※It is not necessary to bind in a file.)

|  |  |  |
| --- | --- | --- |
| Check | Type of Document | Number of Copies |
| □ | ①Application for Preliminary Examination (Form 1) | 1 |
| □ | ③Explanatory Information (Form 2) | 1 |
| □ | ④Summary of the Doctoral Dissertation (Form 3) | 1 |

Application for Preliminary Examination (Form 1)

* 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 supervisor on it?

Doctoral Dissertation Draft

* Is it bound in a file?

Explanatory Information (Form 2)

* 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 co-authored articles?
* Are separate printouts of the “Submitted” articles (or copies of unpublished manuscripts) bound with your doctoral dissertation?

(Continue to next page)

Summary of the Doctoral Dissertation (Form 3)

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

Common to each Form

* Have you deleted notes on form (red letters / blue letters)?**Checklist for Submission of Examination**

Applicant Name :

Phone Number (Lab): (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.

□Did you put the following documents in a flat file?

(You need to prepare the files to the number of examiners.)

|  |  |  |
| --- | --- | --- |
| Check | Type of Document | Number of Copies |
| □ | ②One Doctoral Dissertation | 5 |
| □ | ③Dissertation Index (Form 6) | 5 |
| □ | ④Summary of the Contents of the Doctoral Dissertation  (Form 7) | 5 each |

□Did you prepare the following documents?(※It is not necessary to bind in a file.)

|  |  |  |
| --- | --- | --- |
| Check | Type of Document | Number of Copies |
| □ | ①Application for Examination of Doctoral Dissertation (Form 5) | 1 |
| □ | ③Dissertation Index (Form 6) | 1 |
| □ | ④Summary of the Contents of the Doctoral Dissertation  (Form 7) | 1 each |
| □ | ⑤Resume (Form 8) | 1 |

Application for Examination of Doctoral Dissertation (Form 5)

* 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 supervisor on it?

Dissertation（Title Page）

□　Is the parenthesized Japanese title placed under the English title?

□　Is the date the completion month?（March or September）

Dissertation Index (Form 6)

* 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 your signature.

* Did you change the title 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.

(Continue to next page)

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

* Did you prepare the summary in both Japanese and 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

Common to each Form

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

(Sample Title Page)

|  |
| --- |
| Doctoral Dissertation  　○　○　○　○　○　○　○ (Title in English)  March, 20xx  ○　○　　○　○ (Your Name)  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 examination 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. |