

Q&A for Doctoral Degree Examination

Contents of the degree thesis

Q. Why the degree thesis is not allowed to simply copy & past from the published paper and it is recognized as plagiarism in the Graduate School of Biostudies (GSB)?

A. Degree thesis must be an individual single-authorship paper. It must be based on the ideas of an individual author and written by him/herself. Therefore, tables and figures contained in the degree thesis should be different from ones in the published paper.

Q. To compile a degree thesis, of course, the data contained in the published paper is included. How to make “appropriate wording and tables for the degree thesis as a single-authorship paper” avoiding simply doing “copy & paste” from the published paper?

A. Authors will be advised to pay attention to the followings:

E.g. 1: Indicate the data which was supplementary included in the published paper in the section of the result in the degree thesis and describe further.

E.g. 2: Include the data that was excluded in the published paper as appropriate forms as necessary and describe further, for instance; add tables that describe the background in the introduction, explain experimental methods using the tables, add the data that was included in the author’s Master’s thesis or unpublished during his/her doctorate, argue with additional model figures etc. in the section of study. Discuss with your supervisor well beforehand.

Q. What kind of case will the degree thesis be recognized as “plagiarism” that was copied from the published paper?

A. The cases listed below will be recognized as “plagiarism” and cannot be accepted as a proper degree thesis. These are only examples and it will be considered case by case.

E. g. 1: The introduction, result, study, methods etc. in the submitted thesis are almost same as the contents of the published paper written in English and assumed that they are simply copied from the published paper in an unit of the chapters.

E. g. 2: Items in the tables, layout of the tables, and scores of the tables in the submitted thesis are totally identical as tables that included in the published paper. Thus, such a case can be thought as a complete duplicate copy.

Q. In the published paper, data produced by the other coauthors are included. Is the degree thesis allowed to include them?

A. Yes, only if the author of the degree thesis received his/her coauthor's agreements. In addition, clearly state that such data was produced by his/her coauthors, in the descriptions of tables.

Q. Which language should be selected for the degree thesis, Japanese or English?

A. Regardless of the author's mother tongue, either language is applicable. In the case of English, make sure not to be recognized as a complete duplicate copy of the published paper referring to the items mentioned above.

Q. The instruction provided in a separate sheet states that the degree thesis must be written in a same single language (either Japanese or English). Will an abstract written in English be accepted to attach with the degree thesis written in Japanese?

A. Yes.

Q. The instruction provided in a separate sheet states that the degree thesis must be written in a same single language (either Japanese or English). Should the presentation in the thesis defense be given in the same language?

A. Not necessarily. Whichever language will be chosen, practice well for presentation in the thesis defense beforehand.

Q. In case of writing the degree thesis in English, authors are required to declare the result of check through the Wcopyfind to show the similarity between the degree thesis and the published paper. What is the percentage to be acceptable?

A. Refer to the instructions for the Wcopyfind and consult with your supervisor. GSB Student Affairs Section is not responsible in this matter.

Q. Are descriptions and tables contained in the author's other papers excluding his/her published papers allowed to contain in his/her own degree thesis?

- A. Make sure to quote such data properly in the degree thesis avoiding from plagiarism, for instance, the act of simply copying a part of other papers for own degree thesis cannot be allowed even if the source of the data is indicated in the degree thesis. This is plagiarism.

Submission of Degree Thesis

Q. How many bound copies must be submitted?

A. 5 bound copies are requested to submit at the time of degree application. After the thesis defense, a bound copy of the final edition of the degree thesis must be submitted to the Kyoto University Library through the GSB Student Affairs Section.

Q. What is “temporary binding (*kan-i seihon*: 簡易製本) ”?

A. It is required similar level of the style of the Japanese version of the GSB Guide to Study (Available at the GSB Office). 5 copies to be submitted at the time of degree application can be simpler, which can be bound with a simple binder, flat-file, etc., than the one for the final edition to be submitted after the thesis defense.

Q. In the case of the thesis title written in English, should a translation in Japanese be attached?

A. No. Please make sure to make the front cover and the spine both can contain only the thesis title and the author’s name. For the List of Publications, the translation in Japanese is required to attach.

Main Dissertation and Reference Papers

Q. Can the reviews be added in the reference papers?

A. Yes.

Q. In the case that the reference paper has been accepted to be published, is the certification of the acceptance necessary to submit as well as the main paper

(published paper)?

A. Yes, please submit.

Q. In the case that the main paper will be published in a printed journal and has already been available online. Is still the certification of the acceptance necessary to submit?

A. In the case that the off-print of the main papers to be submitted includes information that it is available online, submission of the certification of the acceptance is not necessary.

Forms for agreement for all co-authors

Q. The Japanese and English versions are provided. Are the both versions necessary to be signed and submitted?

A. No. Either one of them with all co-authors' signature suffice. A signature written by hand can be replaced a stamp (*hanko*).

Q. Is submission by facsimile accepted?

A. No. Only the original copy in a printed sheet is accepted.

Others

Q. In the case of the degree applicant is a recipient of the JASSO grant as a special researcher, is there any document to declare it?

A. Indicate the information in the section for research record in your CV.

Further remarks

The dates written in the Application Form, List of Publication, and CV must be corresponded. The thesis titles written in the application documents must be corresponded even in capital and small letters. Please confirm the graduation and completion dates of the high school and universities in advance. The graduation and completion dates of the Kyoto University are provided as follows.

平成年月 Heisei/Month	西曆年月 Western Calendar/ Month	卒業日 (学部) Graduation date (undergraduate)	修士 (修了日) Completion date (Master's)
1 3 ・ 3	2001, March	2 6	2 3
1 4 ・ 3	2002, March	2 6	2 5
1 5 ・ 3	2003, March	2 5	2 4
1 6 ・ 3	2004, March	2 4	2 3
1 7 ・ 3	2005, March	2 4	2 3
1 8 ・ 3	2006, March	2 4	2 3
1 9 ・ 3	2007, March	2 6	2 3
2 0 ・ 3	2008, March	2 5	2 4
2 1 ・ 3	2009, March	2 4	2 3
2 2 ・ 3	2010, March	2 4	2 3
2 3 ・ 3	2011, March		2 3
2 4 ・ 3	2012, March		2 6
2 5 ・ 3	2013, March		2 5
2 6 ・ 3	2014, March		2 4
2 7 ・ 3	2015, March		2 3

Format of the degree thesis

Please make sure to write only the thesis title and author's name on the spine. Do not include your division name, lab name, and any other information. The thesis title and author's name must be printed on the spine and the front cover. Tapes to be affixed are not preferable because they are easily peeled off.

In case of a joint-authorship (equal contribution)

If your published (in press) paper is written by a joint-authorship (equal contribution), please contact the GSB Student Affairs Section in advance.

Final Check List

Please once again make sure the items below before submitting the degree application documents to the GSB Student Affairs Section.

Please note that later submission and imperfect application will not be accepted. Therefore, please prepare all necessary application documents in advance and be previewed by the administrators in charge of the GSB Student Affairs Section as early as possible, at least two weeks before the designated application deadline.

<Application for the degree thesis examination>

1) Is your supervisor's stamp given on the application form?

Note: Your main supervisor will be the chief examiner. However, associate professor cannot be a chief professor according to the school rule. If your main supervisor is an associate professor, please confirm with him or her who will be your main examiner for your degree application.

2) For students who have enrolled in more than 3 years in the doctoral program, please confirm your date of the Research Guidance Approval (研究指導認定). Those students must have received the Research Guidance Approval before applying a doctoral degree.

3) Write the date when you submit the degree application documents to the GSB Student Affairs Section onto the all documents.

<Degree Thesis >

1) Are your degree thesis title and your name written on the front cover?

2) Is your thesis title identical with the title written in the List of Publications? (The English written style including capital letters, small letters, italic-type and etc. must be corresponded.)

3) Are only your degree thesis title and your name written on the front cover and the spine? In addition, are they exactly identical?

<List of Publications and CV>

1) Were your application documents previewed by the administrator in charge of the GSB Student Affairs Section at least two weeks before the submission deadline? If not, please contact the GSB Student Affairs Section by email, immediately.

Contact: 150ronbun@adm.lif.kyoto-u.ac.jp

- 2) Write the date when you submit the degree application documents to the GSB Student Affairs Section, on the List of Publications and CV.
- 3) Are the titles of the published paper and the reference papers written in the List of Publications exactly same as the titles written in the attached separate printing or photocopy? (The English written style including capital letters, small letters, italic-type and etc. must be corresponded.)
- 4) Please confirm your graduation and completion dates of the schools and the universities to make a proper CV. (The graduation and completion dates can be confirmed with the certificates issued by the school. If you did not secure any of them, please directly ask the school from which you graduated or completed.)

<Published (in press) papers and reference papers which are mainly based on your degree thesis>

- 1) Has the paper been published in a prescribed international academic journal* or books?
* International academic journal prescribed in the GSB that required peer-review and shall be stored as academic materials in universities and other academic institutions for free public access. (In case that the paper has not been published yet (has been in press), please submit the certification of acceptance.)
- 2) Have all consent forms for agreement written by the all co-authors prepared?
(The original copies in a printed sheet are required. Facsimiles and photocopies are not accepted.)
- 3) Regarding published (or in press) papers and reference papers, separate printing and photocopies are accepted. Please indicate the numbering as follows.
E.g. 主-1 (Main-1), 参考-1 (Ref-1), 参考-2 (Ref-2)