

**Instructions for Application for the Doctoral Thesis Examination
(Doctorate by Coursework, *Katei Hakase*, 課程博士)**

1. Qualification of Academic Degree (Doctoral Degree) Applicants

Applicants must meet both conditions indicated below.

- (1) Those who have been enrolled for the prescribed period, completed the prescribed number of credits, and received the research guidance approval, or who have submitted the Application of Examination within 3 years after the withdrawal with research guidance approval.
- (2) Those who have published a paper that forms the basis of the doctoral thesis.

2. Required Documents of Academic Degree (Doctoral Degree) Applicants

- (1) Request for Examination of Degree Thesis: 1 copy
- (2) Doctoral thesis: 5 copies
- (3) List of publications: 5 copies
- (4) CV (Curriculum Vitae): 5 copies
- (5) Abstract of the doctoral thesis: 5 copies
- (6) Off-print of the paper that has been published (or to be published) that forms the basis of the doctoral thesis: 5 copies
- (7) Certificate of Publication-acceptance issued by a journal publisher: 5 copies
(Only in the case that the foundational paper which forms the basis of the degree thesis has not yet been published at the time of application)
- (8) Consent Forms (Agreement) from all co-authors of the foundational paper of the thesis (1 copy for each paper which forms the basis of the doctoral thesis from each co-author)
- (9) Off-print of the referential thesis: 5 copies
(Only in a case that the author has a referential thesis indicated 4-(3) below)
- (10) In a case of an equal-contribution thesis, a written statement by the supervisor that indicates the contribution of the degree candidate and four copies of the written statement.
- (11) Thesis summary: 5 copies
(Only if your thesis contains material that cannot be released online)
- (12) Procedures for Publication of Doctoral Degree Thesis Form No. 2: 1 copy in print and the data file (Required a supervisor (chief examiner)'s stamp or signature)
- (13) Only for international students (*Ryugakusei*), Request for Degree Certificate in English Form 14 (英文学位交付願)

3. Doctoral Thesis

- (1) The submitted doctoral thesis must be one distinguished from others, and written in Japanese or English. Plagiarism is strictly not accepted. Thus, it must contain appropriate wording and tables as a doctoral thesis written by a single author. The title, abstract, all chapters (from introduction to conclusion), and description of tables must be written in the same single language (either Japanese or English), except the bibliography.
- (2) The doctoral thesis must be newly written in either Japanese or English and organized, with a table of contents, abstract, introduction, etc. in order and the ONLY the thesis title and author's name should be written on the spine and the front cover (translation in Japanese is not necessary to be printed).
- (3) Your thesis will be available online, so it is essential that the publications on which your thesis is based be stated clearly. For this reason, the following statement must be included in the Acknowledgments section.

Sample statement and format to be included in the acknowledgment

This thesis is based on material contained in the following scholarly paper(s).

[Name of author(s)]

[Title]

[Journal name, volume/issue, number of pages, year of publication]

Papers on which your thesis is based that are currently at the pre-publication stage should be listed as shown below. If volume/issue and the number of pages are finalized during the thesis examination process, the listings should be updated accordingly in the final thesis submission.

This thesis is based on material contained in the following scholarly paper(s).

[Name of author(s)]

[Title]

[Publication details], in press, 202X

- (4) The title of the thesis and author's name should be printed on the front cover and spine. **Do not include any other items (for example, your affiliations, titles, and date to be conferred).** The format should conform with doctoral theses that are deposited in the Kyoto University Library. It should at least be a “temporary binding (*kan-i seihon*: 簡易製本)”. Attach the published (or accepted) papers and the referential theses without binding them together. **(SEE 2. Required Documents and the Number of Copies (6) and (9)).**
- (5) The thesis summary (**item (11) in 2. Required documents and number of copies**) should be prepared as follows. Delete any parts of the thesis that you do not wish to be released online, and adjust figure numbering and other details accordingly. Please be sure that the thesis still flows logically without the deleted portions. Please note that a thesis abstract (**item (5) in 2. Required documents and number of copies**) is not an acceptable substitute for a thesis summary.

4. Required Number of Papers that are Published and Handling Criteria

- (1) Applicants are required that the paper which forms the basis of the doctoral thesis (the main author's) has been published (scheduled to be published) in at least an international publication with peer review. Provided that it is of an extremely high quality, a paper will be accepted with an equal contribution (co-first-authorship). In this case, it must be clearly indicated in the paper.
- (2) Add numbers (ex. reference 1, reference 2) to reprints or copies of papers that are published (scheduled to be published) and add them to the doctoral thesis, without binding them together, and list them in the List of Publications.
- (3) In the event that the author has a reference paper, add numbers (ex. reference 1, reference 2) to reprints or copies of those papers that are published (scheduled to be published), and add them to the doctoral thesis, without binding them together, and list them in the List of Publications.

5. Address and Period of Submission

The thesis and supplemental documents must be submitted by 17:00 Tuesday of the week before a regular faculty meeting, two months before your request for the doctoral degree conferral to the Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies.

6. Examination Methods of Doctoral Theses

- (1) The thesis defense is held by three examiners (a chief examiner and two sub-examiners) and an expert committee member selected at the faculty meeting.
- (2) In the thesis defense, the doctoral degree candidates give an oral presentation of their own research.
- (3) In the thesis defense, the examiners and the expert members interview and question degree candidates, and discuss responses with the other attendants.
- (4) After the thesis defense, the judgments of examiners and expert committee members are discussed in deliberation.

7. Examination Schedule and Methods

- (1) The Graduate School of Biostudies will not accept a thesis when the paper that underpins the thesis is not published at the time of submission of the thesis or there is no certificate of publication acceptance.
- (2) The chief examiner is decided by a graduate school faculty meeting. If the professor is affiliated with the laboratory to which the candidate belongs, the professor may be chief examiner. In the event that there is no available full professor affiliated with the candidate's laboratory, the candidate's mentor must submit a request to the division head for a full professor to serve as chief examiner, and written agreement must be formalized. In this case, the mentor must join as an expert committee member of the examination committee.

- (3) At the faculty meeting of the Graduate School of Biostudies, the chief examiner of each division explains the contents of each respective thesis briefly, and two sub-examiners and one expert committee member are introduced and are decided with approval of the attendees. At this time, all relevant materials, including the thesis, thesis summary, and the announcement thesis table, are distributed and reviewed.
- (4) In the open hearing, to be organized and scheduled separately, the chairperson serves as the chief examiner, and the open hearing takes approximately 45 minutes (25-30 minutes for oral presentation, 10-15 minutes for questions and answers, and five minutes for deliberation). The School Affairs Committee ensures the program is an open hearing.
- (5) After the question and answer session, the examination committee and the expert committee member(s) judge the student's thesis result as pass or fail or pending, and they bring it to the next graduate faculty meeting. If necessary, the examination committee explains the points to be corrected in the thesis precisely to the degree applicant.
- (6) Conferral of the doctoral degree of the Graduate School of Biostudies is decided by vote at the next graduate school faculty meeting following the above-mentioned hearing.

Degree Application Document Preparation Guidelines

I. Common Rules

1. Format and Paper

- The format should follow the Academic Degree regulations of Kyoto University.
- Use medium- or high-grade white A4-size paper.

2. How to prepare the documents

- (1) Use black or blue ballpoint pen to sign documents. Printed documents should be high quality and durable to be kept permanently.
- (2) Write the text horizontally, in portrait orientation, clearly and accurately. Do not use phonetic-equivalent characters or abbreviations.
- (3) If there are any typographical errors or omissions, make the necessary corrections and affix your seal on the corrected portions. If a document contains too many corrections, create a new document.
- (4) Prepare forms and documents using the prescribed format, with a binding margin of approx. 2 cm on the left side.
- (5) Notations of the degree applicant's name written in English in the required documents must be identical including capital letters, small letters, the order of the family name, and given name.

II. List of Publications

A. Main Dissertation

1. Title

- (1) Enter the title (including subtitle) exactly the same as it appears on the dissertation submitted.
- (2) If the title is in a foreign language, the Japanese translation must be provided in parentheses.
- (3) If you have produced your dissertation by combining several papers, each with a different title, write a comprehensive title for the dissertation as a whole. Do not write individual titles.
- (4) If your dissertation comprises a series of individual papers published under the same title and numbered serially (for example, “Report No. ○,” or Part ○”), do not give those serial numbers.

2. Publication Method and Date

- (1) Dissertation shall be published in a publication such as an academic journal (“published book/journal”).
- (2) The published book/journal shall be stored as academic material in universities and other academic institutions for free public access.
- (3) Dissertation may be published sectionally, by structural unit (volume, chapter etc.) or by content (study item).
- (4) If the entire dissertation was published, enter the date published, the name of the published book/journal (in the case of journal, enter volume number), and the name of the publisher (if applicable). For a dissertation published in sections by volume or chapter, enter the publication method and date for each part.
- (5) For a joint-authorship paper, indicate all of the name(s) of the co-author(s), including your own.
- (6) For a paper that has not yet been published, enter the expected publication method and date. If the publication schedule is not fixed at the time of application, enter “Not yet determined.” When the document is published, it should be reported to the relevant office.

3. Number of volumes

- (1) Enter the number of volumes of the dissertation (the number comprising the dissertation).
- (2) If the appendixes (graphs, figures, tables etc.) are bound in a separate volume, enter the total number of volumes (i.e., number of volumes of the dissertation plus separate volume of appendixes). If the appendixes are not in a separate volume, enter “○ volumes (appendixes attached).”

B. Reference Papers

- (1) Write the title, the publication method and date (including articles *in press*, following the example for a prospective published paper).
- (2) For a joint-authorship paper, indicate all the name(s) of the co-author(s) including yourself.
- (3) If there are two or more published (or *in press*) papers, list them all, in the order you choose.

III. Curriculum Vitae

1. Nationality

Write country name only.

2. Present Address

- (1) Enter address (officially registered place name and lot number) written on the Certificate of Residence (*Jumin-hyo*).
- (2) Write your address accurately, including postal code, name of the apartment or dormitory and room number, so that correspondence, materials. If there are any changes after submission, submit a notification immediately.
- (3) If you plan to stay overseas for a long time for business or other reasons, also write the address where you plan to stay. In such cases, if you have a contact address in Japan while you are away, provide this at the time of application.

3. Name and Date of Birth

- (1) Write your name in the name field clearly and accurately, since the name you provide here will be printed on your diploma. If your nationality is a country where Chinese characters are used (China, South Korea, North Korea, etc.), write your nationality in Chinese characters.
- (2) Provide the furigana in katakana characters, above your name.
- (3) Regarding the Date of Birth, Japanese nationals should write the year according to the Japanese calendar and other nationals should use the Christian calendar.

4. Educational Background

- (1) List your education in chronological order, beginning with senior high school graduation.
- (2) All information regarding your education – entrance, advancement, leave of absence, readmission, withdrawal, transfer admission, graduation, completion, and change in status during your attendance at school etc. – must be indicated without omission.
- (3) If you have studied in a doctoral program of Kyoto University's Graduate School, you must also provide information regarding research guidance approval.
- (4) If the name of the school was changed while you were attending that school, also provide the school name after such change.

5. Employment History

- (1) For full-time employment, list in chronological order the names of the companies/organizations

for which you have worked, and your job titles. For part-time job experience, list jobs relating to education and research.

(2) For current employment, write “Up to present.”

6. Research History

(1) List in chronological order all research activities and experiences that you think should be noted for doctoral degree application.

(2) Academic research activities and experiences relating to the following should be included:

a. Research projects (including joint research)

b. Training

c. Academic investigation

d. Publication of research results and findings (books, papers etc.)

e. Grant-in-Aid for Academic Research

f. Activities in academic societies

g. Other activities that may be referenced for degree examination

(3) Be sure that there are no overlapping entries. Distinguish clearly between experiences to be included in the Educational Background or Employment History section and those to be included in the Research Experience section.

7. Rewards and Punishments

List the rewards and punishments you think should be noted for doctoral degree application. If there are no awards or disciplinary actions, write "None" clearly.

**Instructions for Submission of the Final Version of the Doctoral Degree Thesis
with Binder (for Doctorate by Coursework)**

博士学位論文製本の提出について（課程博士）

1. Required Documents and the Number of Copies

- (1) Two Printed copies of the doctoral degree thesis (with Binders)
- (2) A data file of the doctoral degree thesis
- (3) A data file of the summary of the doctoral degree thesis (in case that the thesis contains information not to be accessed online)

2. Degree Thesis (with Binder) and Approval of Doctoral Degree Conferment

- (1) After the exam (thesis defense), the final version of your thesis must be bound following the examiners' instructions. Bound copies must be submitted by 17:00 on the Friday of the week before a regular faculty meeting.
- (2) The bound copies will be reviewed in a regular faculty meeting that makes the final decisions of pass/fail.

3. Online Access of Doctoral Degree Thesis

- (1) The summary of the thesis (**See 1.Required Documents and the Number of Copies (3)**) must be made as follows. Delete the contents not to be opened by online access from the submitted thesis and reorganize the order of the affected figures and tables. Revise the Table of Contents and References accordingly. Check the coherence of the summary after editing. Please make sure that the abstract of submitted thesis (**See previous page: 2.Required Documents and the Number of Copies (5)**) is not identical to the summary of the thesis.
- (2) In the faculty meeting that decides the conferment of the doctoral degree, the method of open access and the timing, as well as the credibility of the summary will be discussed. Therefore, the required documents must be submitted by the due date.
Regarding the submission deadline of the data files mentioned above, they must be submitted by the due date of the final version of the degree thesis with a USB flash drive or CD-ROM.
- (3) In the case that the thesis contains information not to be accessed online at the time of the application, after the degree conferment, contact and submit **Form 15** to the Student Affairs Section of the Graduate School of Biostudies as soon as the thesis access becomes fully open.

Notes for assembling the degree thesis (with binder)

1. The doctoral thesis must be organized, with a table of contents, abstract, introduction, etc. in

the proper order, and ONLY the thesis title and author's name should be printed on the spine and the front cover (translation in Japanese is not necessary to be printed). **Do not include any other items (for example, your affiliations, titles, date to be conferred etc.).**

2. The format should conform with a doctoral thesis that are deposited in the Kyoto University Library. The thesis should at least have a “temporary binding (*kan-i seihon*: 簡易製本, e.g. the style of the Japanese version of the GSB Guide to Study: 生命科学研究科学修要覧) ”. For binding, please avoid using plastic tape to write the thesis title on the backbone and metallic materials, except stainless.
3. Submission deadlines are strictly observed. Before submitting, carefully check mistyping and misprinting.