

Guideline for the Doctoral Dissertation

1. Requirements and Procedures for Doctoral Dissertation

1) Doctoral Dissertation (main dissertation)

a. Dissertation by sole author

The dissertation must be an original article published in (or accepted by) a refereed academic journal.

b. Dissertation by multi-author

The dissertation must be an original article published in (or accepted by) a refereed academic journal in English. A student must be the first author of the dissertation. (In case that there are more than one first authors, it is necessary to discuss this in advance at the Faculty Council ; therefore, please consult with an appropriate professor or a supervisor as soon as possible and notify the office by approximately two months prior to your intended date of degree application.)

2. Submission Deadlines

- 1) For 4th year PhD students who have entered in April, application is open from the beginning of October 1st and close in mid-January till the end of March*.
- 2) For 4th year PhD students who have entered in October, application is open from the beginning of April 1st and close in mid-July till the end of September*.
- 3) Degree applications shall be accepted semiannually for 4th year PhD students who have extended their enrollment period or have ever taken a leave of absence, regardless of the enrollment month.

3. Procedures of the Conferral of Doctoral Degree

- 1) In principle, the submission should be completed by hand delivery. In case that students are not able to reach by themselves the Administration office of Graduate School of Medical Sciences in various circumstances, they may ask their supervisor or one of lab staff to submit as their representative. (Submission by mail directly to the Administration office is not acceptable.)
- 2) After submitted dissertation of PhD degree, the member of Dissertation Examination Committee shall be appointed by the faculty meeting after obtained by the University President approval. Generally, the submission will be presented to the upcoming meeting if students have submitted more than one week before the faculty meeting day.
- 3) After the application is accepted and committee members are appointed, your supervisor will consult with you to decide the oral examination day.

- 4) Decision of the Dissertation Committee shall be presented for approval to the faculty meeting after students have completed the oral examination.
- 5) The date for the conferral of doctoral degree should be determined in Rule 16 of bylaws of Graduate School of Medical Sciences Conferral of Doctoral Degree.
- 6) Be sure to submit your application documents well in advance.

4. Required documents

*** Please submit all the following documents to the School of Medicine Administrative Office by the degree application deadline.**

- 1) Application form for Doctoral Degree (1 copy)
- 2) CV (6 copies)
- 3) List of Publications (6 copies)
- 4) Main dissertation (6 copies)*
- 5) Reference thesis (5 copies each)
- 6) Dissertation Summary (5 copies) *
- 7) Consent form to use of joint- authorship paper (1 copy of each co-author)
- 8) List of co-authors (5 copies)
- 9) Course Register booklet
- 10) Data file (by a cloud storage service “Box”)
- 11) “博士学位論文公開申請書（留保）”(1 copy)

For 1), 2), 3), 6), 7), 8),11), students must use the designated forms by downloading from the following URL: https://www.nagoya-cu.ac.jp/med/office/office/menu_su/

5. How to prepare required documents

The title of your dissertation/thesis listed on each document must match the official title exactly—for example, by copying and pasting the published version !

- 1) Application form for Doctoral Degree
 1. Application date should remain blank.
 2. Fill in one appropriate major out of four such as “Structure and Function in Biomedical Sciences”, “Biosignaling and Regulation in Medical Sciences”, “Biodefense System and Comprehensive Medical Sciences” and “Community Medicine, Environmental Health Sciences and Medical Education”.
 3. Full name should be matched with the one in a family register. If a family name of the main dissertation is different from the one of application form due to various reason such as marriage or divorce, you must submit the certificate (1 copy) to prove yourself to be the same person.

2) CV

1. Document number should remain blank.
2. Full name should be matched with the one in a family register.
3. Birthday should be written using the Ammo Domini system.
4. Academic background should be calculated and written with the utmost care.
5. Indicate if there is a period of leave of absence.
6. For students who have completed the early graduate, write “Expected completion of early course”.
7. Completion date must be either March or September ; leave the day blank.
8. The font size should be 11 points.

3) List of Publications

1. In case of the dissertation by multi-author, names of all authors should be described.
2. In case that the dissertation has not been published yet, the document which proves that your dissertation has been accepted for publication (in press) must be attached.
3. At least one reference thesis should be submitted but no more than three.
4. The font size should be 11 points.
5. Be sure to write the title of your thesis and any reference papers correctly (matching the capitalization, italics, and other formatting used in the published version, and do not abbreviate any words).

4) Main Dissertation

1. If the dissertation has not been published yet, the latest copy should be submitted as the main dissertation. In this case, the 6 copies of document which proves that the dissertation has been accepted for publication (in press) will be required to attach. Depending on circumstances, students may prepare such documents by PDF or fax copies.
2. Main dissertation should be contributed and accepted after students have entered Ph.D. course of Graduate School of Medical Sciences, Nagoya City University.

5) Reference thesis

1. Reference thesis should be an original article (including case reports, articles, and letters), a review article, a literary work or so (if the thesis is other than original articles, a student must be the first author), which students have been involved in, regardless of language. However, the contents of article doesn't have to be related to the main dissertation.
2. In case the copies of excerpt are not enough to submit, you may prepare photocopies for extra.

3. Reference thesis should be the one which students have been involved after entered the PhD course. If they are MD-PhD students, however, they may submit the thesis which they have been accepted for the completion of MD course (first half of MD-PhD course) under Article 10 (2) of rules and regulations of MD-PhD course.

6) Dissertation Summary

1. A summary which is a clearly written and concise summary of the thesis must describe the aims, methods used and results of the research within 1000 words. Diagrams, tables or other illustrations are not included in the summary.
2. Place in an order such as front cover, insert cover and the text, and then staple it on the left top. (One-sided printing)
3. Since this summary is included in Dissertation Abstracts Bulletin, it is extremely important to write accurately.
4. Be sure to write the title of your dissertation and any reference papers correctly (matching the capitalization, italics, and other formatting used in the published version, and do not abbreviate any words).

7) Consent Form to use of joint- authorship paper

1. One copy for each co-author and must be submitted by all. If some of co-author reside abroad, you may submit PDF or fax copies.
2. Be sure to write the title of your dissertation and any reference papers correctly (matching the capitalization, italics, and other formatting used in the published version, and do not abbreviate any words).

8) List of co-authors

1. Regarding the research for Dissertation of Doctoral Degree, tasks of applicants and co-authors should be clearly described. It's free format and you may apply the bullet points.
2. Be sure to write the title of your dissertation and any reference papers correctly (matching the capitalization, italics, and other formatting used in the published version, and do not abbreviate any words).

9) Course Register booklet

1. You should be fulfilled all required subjects and stamped by professors)

10) Data file (by a cloud storage service "Box")

1. Please refer to "6. Data file submission".

11) "博士学位論文公開申請書 (留保)" (1 copy)

1. Please refer to "7. Documents submission after the oral examination".

6. Data file submission

- 1) Please use the cloud storage service “Box” to submit your work, and upload the data listed in 2) below to the link provided.

Submission link: <https://nagoya-cu.app.box.com/f/1663c3aadde14e1687af0d57ef6e576c>

- 2) Data files to be submitted: ‘CV’, ‘Main dissertation’, ‘Dissertation Summary’ and ‘Abstract of Main dissertation’ (refer 3)) Abstract of Main dissertation). ‘CV’ should be saved as Word file and the other three documents should be saved as PDF file. The title of each file should be ‘CV (your full name)’, ‘Main dissertation (your full name)’, ‘Dissertation Summary (your full name)’ and ‘Abstract (your full name)’.

- 3) Abstract of Main Dissertation

Since 2013, Main dissertation is published by online on our university website. A PhD conferrer of Graduate School of Medical Sciences, however, normally submits Dissertation Summary and abstract instead of full Main dissertation. To avoid infringement of copyright, the abstract should be slightly modified for submission such as;

1. Structured abstract may be unstructured
2. Quote the reference into the abstract
3. Modify a part of sentence
4. Insert a part of Introduction into the abstract

7. Documents submission after the oral examination

- 1) Download [博士学位論文公開申請書（留保）] form from URL: https://www.nagoya-cu.ac.jp/med/office/office/menu_su/, fill in the form and submit it via email to the Administration Office (med-daigakuin@sec.nagoya-cu.ac.jp).

- 2) Report on the oral examination for the conferral of the Doctoral Degree

Report must be submitted by the chair of the Dissertation Examination Committee to the administration officer via email. (Please make sure not to include the Dissertation Registration Number, Approval date by Graduate School of Medical Sciences faculty meeting and date for the conferral of doctoral degree.)

Documents submitted to Email: med-daigakuin@sec.nagoya-cu.ac.jp

Submitted report shall be presented for approval to the Graduate school of Medical Sciences faculty meeting.

- 3) Degree Examination Results

Since no formal notification will be sent regarding the results of the Faculty Council’s decision on whether to grant or deny the degree, please check with your academic advisor

or other relevant faculty members.

For more information:

Administration Office of Graduate School of Medical Sciences

Tel: 052 853 8545 E-mail: med-daigakuin@sec.nagoya-cu.ac.jp