

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, please consult with an appropriate professor or a supervisor in advance.)

2. Submission Deadlines

- 1) For 4th year PhD students who have entered in April, application is open from the beginning of October and close in late 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 and close in late July till the end of September*.
- 3) Apart from the above, students who have completed the course without a doctoral degree may apply for both periods of 1) and 2).

*Generally, details of submission schedule are noticed in early August for 1) and in early May for 2).

3. Procedures of the Conferral of Doctoral Degree

- 1) In principal, 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.

4. Required documents

- 1) Application form for Doctoral Degree (1 copy)
- 2) CV (6 copies)
- 3) List of Publications (6 copies)
- 4) Main dissertation (10 copies)*
- 5) Reference thesis (6 copies each)
- 6) Dissertation Summary (10 copies) *
- 7) Consent form to use of joint- authorship paper (Number of the co-authors)
- 8) List of co-authors (5 copies)
- 9) Course Register booklet (should be fulfilled all required subjects and stamped by professors)

*Data file (CD-R) will be also required (refer 6. Date file submission). Data file and documents cannot be replaced after submitted.

For 1), 2), 3), 6), 7), 8), students must use the designated forms by downloading from the following URL: http://www.med.nagoya-cu.ac.jp/w3med/office/menu_su.html

5. How to prepare required documents

- 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 reasons such as marriage or divorce, you must submit the certificate 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 Anno Domini system.
 4. For international students, a ‘legal domicile’ should be translated as a ‘nationality’.
 5. Academic background should be calculated and written with the utmost care.
 6. The font size should be 11 point.
- 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 point.
- 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 five 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, a review article, a literary work or so (if the thesis is a review article or a literary work, a student must be the first author), which students have been involved in, 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 a order such as front cover, insert cover and the text, and then staple it on the left top.
 3. Since this summary is included in Dissertation Abstracts Bulletin, it is extremely important to write accurately.
- 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.
- 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.

6. Data file submission

- 1) 1 CD-R: Your student ID number, name and department should be described on the front face of CD-R by water proof pen. Use a jewel case for submission.
- 2) Data files to be submitted: 'Main dissertation', 'Dissertation Summary' and 'Abstract of Main dissertation' (refer 3) Abstract of Main dissertation). Those three documents should be saved as PDF file and title of each file should be 'Main dissertation (your full name)', 'Dissertation Summary (your full name)' and 'Abstract (your full name)'.
- 3) Abstract of Main Dissertation

Since 2013, Main dissertation are 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/docs/graduate/09_katei-openshinsei_reservation_17.doc, fill in the form and submit is as a hard copy.
- 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.

For more information:

Administration Office of Graduate School of Medical Sciences

Ph: 052 853 8546 E-mail: med-daigakuin@sec.nagoya-cu.ac.jp