

# Degree Application Guidelines (Doctoral Degree)

## Table of Contents

1. Application Qualifications
2. Application Conditions
3. Documents to Submit
4. Other Important Points
5. Procedure from Doctoral Degree Application to Degree Conferral
6. Degree Acquisition by Short-term Completion
7. List of Doctoral Courses of Study and Fields of Specialization

These guidelines shall be stipulated in accordance with the Nagoya University Degree Rules and other arrangements established by the Graduate School of Medicine.

#### 1. Application Qualifications

Applicants for the degree must fall under one of the following:

- (1) Applicants who have earned 30 or more credits by taking the specified coursework while enrolled in the Graduate School of Medicine for a total of four years or more (excluding leave of absence periods); have completed the preliminary screening at the Graduate School Thesis Defense Meeting; have received the required research guidance; and are expecting to graduate this year.
- (2) Applicants who have withdrawn from their program after earning 30 or more credits by taking the specified coursework while enrolled in the Graduate School of Medicine for a total of four years or more (excluding leave of absence periods); have completed the preliminary screening at the Graduate School Thesis Defense Meeting; have received the required research guidance; and intend to apply for the degree within the maximum duration of enrollment (seven years, excluding leave of absence periods). However, in this case, the thesis must be accepted within the prescribed period (seven years).

#### 2. Application Conditions

- (1) ①As a rule, applicants must have presented the thesis they intend to submit and completed preliminary screening at the Graduate School Thesis Defense Meeting (held twice annually: June and November). The preliminary screening (Thesis Defense Meeting) shall remain valid for the acceptance deliberations for 24 months, calculated from April of the following year in which the preliminary screening (Thesis Defense Meeting) was completed.  
  
②Applicants who have withdrawn from the university after completing the doctoral program, and for whom the effective period of the Graduate School Thesis Defense Meeting (preliminary screening) has expired, must complete the preliminary screening again by presenting at the Graduate School Thesis Defense Meeting held twice a year (June and November), or, after consulting with their academic supervisors, organize public presentations for preliminary screenings according to the procedure below:
  - a) Make and submit to the Graduate School Section (Daigakuin kakari) a list of members for the preliminary screening committee following consultation with their academic supervisor.
  - b) Secure a public venue, and arrange the date and time (1 hour) for the Preliminary Screening Presentation, which all three preliminary screening committee members selected by the Graduate School Education Committee, as well as applicant's academic supervisor, are able to attend. Then create a notice to publicly announce the Preliminary Screening Presentation and submit it to the Graduate School Section two weeks prior to the presentation.
  - c) After the Preliminary Screening Presentation, submit to the Graduate School Section the designated form for the results of the presentation as determined by the three preliminary screening committee members and applicant's academic supervisor (the screening members judge whether or not to pass the applicant, and sign their names and leave their seals only when they decide to pass the applicant; the academic supervisor will sign his or her name and leave his or her seal to confirm that the presentation happened).

- d) The preliminary screening shall be completed when all three of the screening committee members have decided to pass the applicant.
  - e) Promptly apply for the degree after completing the Preliminary Screening Presentation (refer to “Article 3.”Degree Application Guidelines).
  - f) The Preliminary Screening Presentation shall remain valid for the acceptance deliberations for 24 months, calculated from the following month in which the Preliminary Screening Presentation was completed.
  - g) If a consent form (and pledge) related to multiple lead authors is submitted, a separate deliberation whether to approve as the lead author will take place at the Graduate School Education Committee prior to the degree application acceptance deliberation.
- (2) Applicants must be able to submit their theses by the date designated by the Graduate School of Medicine.
- (3) The thesis for submission must meet the following conditions.
- a) The thesis may not have been previously submitted as a degree thesis to another graduate school.
  - b) The thesis must have been accepted by an English-language refereed journal (hereafter “English journal”), and as a general rule, it must have been published in print. However, this shall not apply when even though the thesis has not yet been published, a certificate of acceptance from the English journal publishing institution or a certificate of scheduled publication is submitted.
  - c) The applicant must be the first author of the thesis. The applicant’s name must appear as the first author of the publication, and the Nagoya University Graduate School of Medicine must be specified as the author’s affiliation. If there are multiple lead authors, a consent form (and pledge) from the other lead authors and corresponding authors must be submitted.
  - d) As a general rule, the doctoral thesis paper must have been published in a English Journal covered by both MEDLINE of PubMed and SCIE of Web of Science (WOS). For English journals that have not been covered by MEDLINE of PubMed and SCIE of Web of Science (WOS), judgement shall be made when acceptance deliberation is conducted.

### 3. Documents to Submit

(Refer to the checklist and examples on the website, then download, complete, and print out the forms.)

- (1) Degree application form: 1 copy (An example and the designated form can be found on the website)
  - a) Write applicant’s year of enrollment, major, field of specialization, and name(with furigana), then stamp his or her seal.
  - b) Leave the date of receipt and the receipt number blank.
  - c) Obtain the confirmation seal of applicant’s academic supervisor.
- (2) Thesis Bibliography: 1 copy (An example and designated form can be found on the website)

Include the thesis title (for an English thesis, a literal Japanese translation must be attached) and the name, volume, issue, and date of publication for the English journal in which it appeared. If the thesis has not yet been published, provide the name of the English journal in which it is scheduled to appear and the total number

of pages of the submitted manuscript (including graphics, figures, etc.). If possible, also provide the journal volume and issue as well as the scheduled publication date. If submitting one or more supporting or reference research papers, list the titles in the provided field and attach literal Japanese translations for English titles.

- (3) ①Thesis abstract: 1 copy (The PDF file (for which proofreading has been completed by Nagoya University Coop Printing Department) must be printed out and submitted.)

Additionally, regarding to the name of the course of study and field of specialization to be written on the title page, refer to the list of courses of study and fields of specialization provided on the website.

- a) Abstract (overview of thesis) must be summarized in Japanese or English(English is for international students only) and be within 2,000–3,000 Japanese characters (or 800–1,200 English words) in length (you must check the character/word count under the Review tab in Word); the structure of the abstract may be, for example, (1) introduction, (2) research subject and methods, (3) results, (4) considerations, and (5) other; the format should be A4 written horizontally (38 lines, 38 characters in a line) as set in Page Setup under the Layout tab in Word and typed in 10.5 font, MS Mincho(Times New Roman in English). A section for a conclusion or concluding remarks must come at the end of the abstract. The character count shall not apply to the front cover, charts, graphs, etc., and only those necessary to explain the contents of the abstract shall be counted.
- b) Contents of the abstract must be checked by applicant's academic supervisor in order to improve and review it sufficiently so that it can stand up to examination and criticism. If the content is not sufficient, the submitted thesis may be rejected by the Graduate Committee.

②Thesis abstract: PDF file (submit via e-mail after applying for the degree.)

- (4) ①Thesis: 1 copy (English research paper for which the applicant is the main author)
- a) Must satisfy (3) of "Article 2. Application Conditions."
- b) Must be the latest edition of the paper at the time of application (the edition published in print or online, or if submitting the latest manuscript, submit the Word file, etc.)
- c) In principle, an offprint must be submitted as the thesis, with a literal Japanese translation of the thesis title, and the names of the author and coauthors written in Japanese characters (katakana for foreign authors) in the blank space on the title page (alternatively, copies may be attached). For theses that have not yet been published or have been published on the internet, submit a copy of the manuscript for publishing, with Japanese translations of the title, etc. as prescribed above. For those which have not yet been published, additionally attach either a certificate of receipt from the publishing institution or a certificate of scheduled publication. In addition, the following issues must be taken into account:
- i. If the thesis has been posted online at the website of an English journal, a printout of the PDF file may be submitted.
  - ii. If providing the manuscript that the applicant submitted to the journal for publishing, leave a binding margin of 2 cm on the left.
  - iii. Theses must be published in print within one year of degree conferral. If the thesis is published after the degree has been granted, it must be

clearly stated that the research paper was a degree thesis accepted by Nagoya University.

- ② Thesis: PDF file (submit via e-mail after applying for the degree; Japanese translations of the thesis title and author/coauthor names are not required.)
  - ③ Internet Publication of Doctoral Thesis Confirmation Form (appended form 6) and supporting documents related to whether or not it can be published online.
  - ④ Disclosure Statement of Doctoral Thesis (appended form 8) The signature and confirmation seal of applicant's academic supervisor are required.
- (5) Research papers other than the main thesis (if any): 1 copy of each  
If the applicant intends to submit research papers in addition to the main thesis, they can submit one or more sub theses (those directly related to the main thesis) or reference research papers (those not directly related to the main thesis) in either English or Japanese (and for which the applicant is the first author or a coauthor).
- (6) Resume: 1 copy (use appended form 5-1, 5-2; an example and the designated form can be found on the website.)
- a) Must write a name as it is recorded in the family register (*koseki*) (this name will be printed on the degree certificate). International students must write their names as they appear on the certificates obtained from the universities, etc. in their home countries (must distinguish between upper and lower case letters, and be careful to order the first and last name properly).
  - b) Must only write a registered prefecture as legal domicile.
  - c) In the academic history column, enter the academic background after graduating from university. The two years spent as a medical resident after graduating from university must be included in this academic history column.
  - d) Time spent as a research student must be entered in the research history column.
  - e) Work history up to the present must be entered in the work history column.
  - f) Resume 2 must be attached. (An example and the designated form can be found on the website.)
- (7) In addition to the above, international students must submit copies of their passports and certificates of graduation issued by their universities in their home countries.
- (8) If there are multiple lead authors, a consent form (and pledge) from the other lead authors and corresponding authors must be submitted.
4. Other Important Points  
The applicant's academic supervisor is required to attend the thesis acceptance deliberations. Acceptance of the submitted thesis shall be deliberated on and decided by vote after it is presented to the Graduate School Committee. Note that any thesis that has been rejected as a result of the vote may not be submitted again by the applicant as part of a new application.
5. Procedure from Doctoral Degree Application to Degree Conferral
- (1) Applicants who have completed the preliminary screening (presentation of their theses at the Graduate School Thesis Defense Meeting)
    - (a) Degree application (by applicant)

- (b) Deliberation on thesis acceptance (by the Graduate School Committee)
  - (c) Thesis review and examination
  - (d) Pass/fail decision based on the reported results of the thesis review and examination (by the Graduate School Committee)
  - (e) Report of degree conferral (report to the President within 20 days after the applicant has passed.)
  - (f) Degree conferral (conferral ceremony: March)
6. Degree Acquisition by Short-term Completion  
Acquisition of a degree by completion of a course with shortened terms shall be stipulated separately. (Approved by the Graduate School Faculty Meeting on July 7, 2021, Nagoya University Graduate School of Medicine Doctoral Course Shortened Completion Guideline)
7. List of Doctoral Courses of Study and Fields of Specialization  
See the website of the Graduate School of Medicine.