

Outline of the Degree Application Procedures (Doctoral Degree by Coursework)

- ① Pass the Graduate School Thesis Defense Meeting (the preliminary screening).
- ② Submit your dissertation to an academic journal and be officially accepted for publication.
(Preferably, the date of publication should be known.)

- ③ Regarding 2. in "Preparation in advance" complete your own checks and requests before submitting your application documents.

Prospective graduates are required to send the "Graduation Requirements Checklist" with the required information to the Graduate School Section (Daigakuin kakari) by e-mail by 10 days (on the university's working day) at the latest before submitting the application documents, as described in 1.

If there are any deficiencies in the completion requirements, the Graduate School Section (Daigakuin kakari) will contact you within 10 days.

- ④ Begin preparing the application documents for deliberations on thesis acceptance:

Prepare the application form.

Prepare your thesis abstract. After the abstract is checked by your supervising professor, request Nagoya University's Co-op Printing Department to properly format it into PDF. (For details of the request procedure and contact information, refer to the attached sheet.)

To download the application form from the link below. (Don't fill them out by hand):

https://www.med.nagoya-u.ac.jp/medical_J/graduate/apply/degree/

- ⑤ Submit your application documents data files to the Graduate School Section by e-mail attachment.
After completing (3), submit all documents on the checklist to the Graduate School Section (Daigakuin kakari) by the due date via e-mail attachment (no signatures, seals, etc. are required at this point).
→ Receive a reply from the Graduate School Section (Daigakuin kakari) regarding any corrections or missing documents.

- ⑥ Formal submission of degree application documents to the Graduate School Section (Daigakuin kakari) → Appointment for the individual examination.

Submit the degree application documents with signatures and seals by the due date, after making additions and corrections based on the reply from the Graduate School Section (Daigakuin kakari).

(Note: Some documents are attached by e-mail, while others must be submitted at the Graduate School Section (Daigakuin kakari).)

At this time, you will be informed of the documents required for the formal examination and how to make appointments with the examination committee members.

The applicant makes appointments for the formal examination (individual examination) with three professors on the examination committee and your academic supervisor (in principle: supervising professor).

⑦ Deliberation on thesis acceptance (1st faculty meeting)

Your academic supervisor (in principle: supervising professor) must be present at the meeting.

(You will not be notified of the result if no problem arises. If some problem arises, the Graduate School Section (Daigakuin kakari) will contact you after the meeting.)

⑧ Undergo an individual examination

Applicants can take the individual examination following the day of deliberation on thesis acceptance.

You should contact three professors of the examination committee and be examined by them individually, not online. Prepare the detailed documents using the prescribed form in advance. Ask the three professors who examine at the individual examination on the examination committee and your academic supervisor to sign and seal them.

⑨ Ask your academic supervisor (in principle: supervising professor) and corresponding author to sign the " Doctoral Dissertation Research Integrity Oath" after checking for plagiarism using the plagiarism check system* iThenticate.

⑩ Submit the signed and sealed documents for final deliberation and “Doctoral Dissertation Research Integrity Oath” to the Graduate School Section (Daigakuin kakari).

You can submit the documents without prior appointment.

⑪ Pass/fail deliberations (2nd faculty meeting)

Presence of your professor at the meeting is not required.

(You will not be notified of the result if no problem arises. If some problem arises, the Graduate School Section (Daigakuin kakari) will contact you after the meeting.)

⑫ Notification of decision to award a doctoral degree by the Graduate School Section (Daigakuin kakari)

⑬ Receive doctoral degree at degree awarding ceremony.

The degree awarding ceremony is scheduled to be held around March 25.

Regarding completion except March and ABD, the degree awarding ceremony is not held. You will receive the diploma at the counter in the student affairs division.