

# 学位申請説明会

**Orientation for the Doctoral Degree application**

**July 22, 2024 (Mon.) Zoom**

**17:00~18:00**

**①Doctoral Degree by Coursework**

**18:00~18:30**

**②Short-term completion**

**学務課大学院係**

# Application Qualifications and Conditions(referenced from Guidelines)

## 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 Applicants who have withdrawn from their program after earning 30 or more credits by taking the specified coursework while enrolled in the Graduate School of Medicine for a total of four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.
  - i As 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 Graduate School Thesis Defense Meeting (the preliminary screening) shall remain valid for the acceptance deliberations for 24 months, calculated from April of the following year in which the Graduate School Thesis Defense Meeting (the preliminary screening) was completed. This period of validity is for both current students and ABD applicants.
  - ii Applicants who have withdrawn from the university after completing the doctoral program, and for whom the effective period of the Graduate School Thesis Defense Meeting (preliminary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 the public hearing for preliminary examination, not online, according to the procedure below:  
The public hearing (preliminary examination):
    - a. Make and submit to the Graduate School Section (Daigakuin kakari) a examiner candidates list for Ph.D. degree preliminary examination following consultation with their academic supervisor.
    - b. Secure a public venue, and arrange the date and time (1 hour) for the public hearing (preliminary examination), 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 format of notice of Ph.D.degree preliminary examination (the public hearing) and submit it to the Graduate School Section two weeks prior to the presentation.
    - c. After the public hearing (preliminary examination), 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 public hearing (preliminary examination) 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 public hearing (preliminary examination) (refer to "Article 3. Degree Application Guidelines).
    - f. The public hearing (preliminary examination) shall remain valid for the acceptance deliberations for 24 months, calculated from the following month in which the Preliminary examination 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 and the division that applicants apply for Ph.D. 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 an English Journal covered by both MEDLINE of PubMed and SCIE of Web of Science (WOS).

# General schedule for D4 students who enrolled in April to obtain a PhD degree in March

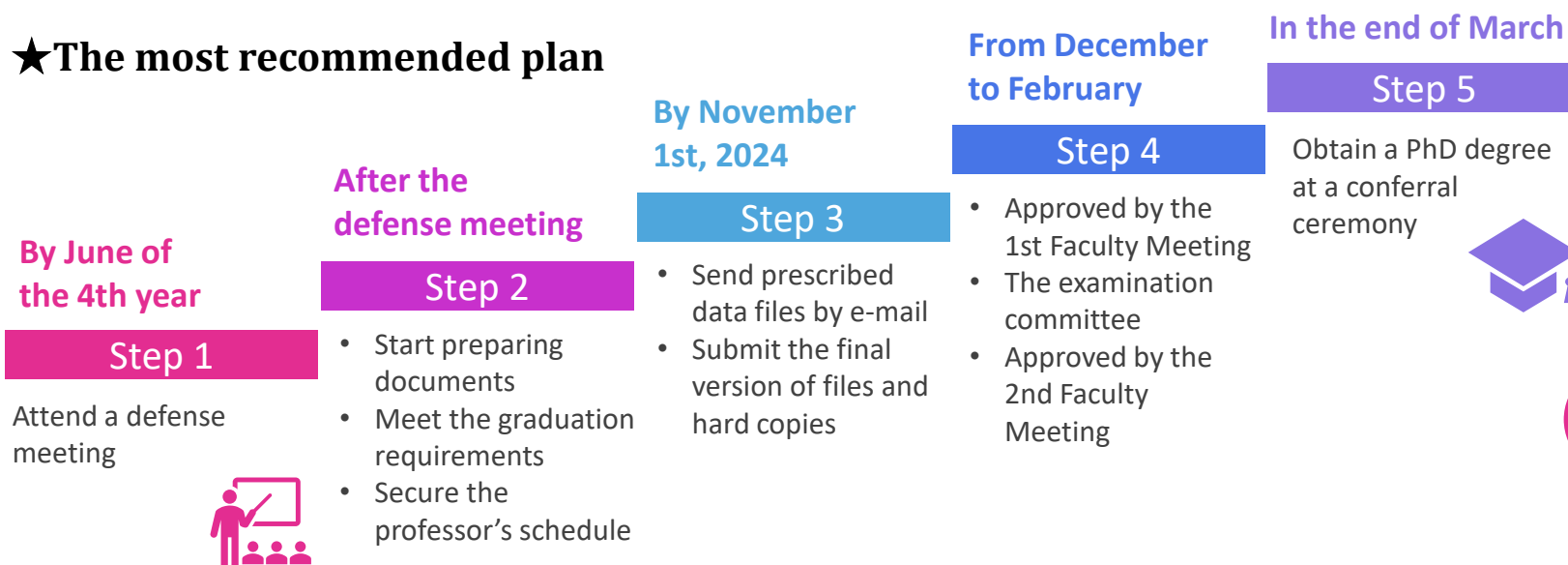
**[NOTE]** To obtain a PhD degree in March, it's highly recommended that you attend a defense meeting which is held twice a year by June of D4. In other words, you have the option of attending a defense meeting in June or November when you are D3 or in June when you are D4. It is technically possible to obtain the degree even if you participate in the defense meeting in November of D4. However, you will be on a tight schedule in that case. It would be preferable if you follow the schedule of the 1<sup>st</sup> round schedule rather than 2<sup>nd</sup> round or final schedules. For the details, it's necessary to refer to the schedule.

**There are two types of students who follow this schedule:**

- 1. Students who already attend a defense meeting when they were D3**
- 2. Students who will attend a defense meeting in June of D4**

**\*In both cases, their dissertation must be accepted or published before they submit the data files to the Student Affairs Office by the deadline for the 1st round schedule.**

## ★The most recommended plan



# Degree Application Guidelines (Doctoral Degree)

## [Prior to Deliberations on Thesis Acceptance]

### ① Completion of preliminary screening at the Thesis Defense Meeting

(Once the period of validity has expired, you must present at the Thesis Defense Meeting again or else at a publicly announced, separate presentation that is open to the public.)

Period of validity of the preliminary screening (Thesis Defense Meeting): It 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.

### ② Submission to and formal acceptance by an academic journal (it is best if you know the date of publication for the issue)

③ Those who will graduate with PhD degree must read the document, **Preparation in advance (Appendix 1)** carefully and make sure about the contents. It's required to complete everything before you apply for degree. Also, all the applicants are required to fill out the form, **Graduation Requirements Checklist** and send it by e-mail at least 10 business days prior to submitting the data files. (Process number ⑤ on the schedule) Both documents are available at the top of the applicable webpage.

### ④ Preparation of documents for deliberations on thesis acceptance

Before submitting your forms, confirm that your academic supervisor (in principle: supervising professor) can attend the Faculty Meeting. (The applicant must confirm this him or herself)

Preparation of application documents:

Write your doctoral thesis abstract and request the Student Coop Printing Department to properly format it into a PDF

(See attachment for how to make this request and who to contact)

Application documents can be downloaded from the link below (do not fill them out by hand.) or QR code.

Main Menu of the Graduate School of Medicine Homepage → Master & Doctoral Course

→ Degree Application Procedure → Doctoral Degree

[https://www.med.nagoya-u.ac.jp/medical\\_J/graduate/apply/degree/](https://www.med.nagoya-u.ac.jp/medical_J/graduate/apply/degree/)



## ⑤ Submit the data files to the Student Affairs Office by e-mail

(Refer to the accompanying schedule for each deadline)

Submit the “Items for Submission to the Graduate School” indicated on page 8 by the prescribed deadline as the data files to the prescribed e-mail address as follows according to the schedule.

\*In addition to the above, it’s required to submit the data file of “the checklist, Documents for the data Submission of a Doctoral Thesis”. Enter if your academic supervisor (in principle: supervising professor) can attend the Faculty meeting (1<sup>st</sup>) or not on it. If he/she cannot attend it, please consult us as soon as possible.

Sending address: [phd.med@t.mail.nagoya-u.ac.jp](mailto:phd.med@t.mail.nagoya-u.ac.jp)

Contact info. 052-744-2431 (ext. 2431) (Available 10:00 am ~ 4:00 pm)



Will be checked by the person in charge

(We will reply with the attachments by e-mail which indicate the corrections.)

\*It may take about a week to respond.

After you submit the data files, we may ask you to make corrections. We highly recommend you to submit the data files as soon as possible, since the time for corrections is sometimes very tight.



## ⑥ Submit both hard copies and data files to the Student Affairs Office

Correct the applicable items and submit the required data files and hard copies in the prescribed ways. The details will be informed in our reply.

**We will explain about the individual examination and the form when you submit the original documents.**

## ⑦ Deliberations on thesis acceptance at the faculty meeting of the Graduate School Committee (Process number ⑦, 1<sup>st</sup> faculty meeting on the schedule)

**Your academic supervisor (in principle: supervising professor) is required to attend.**

(If there are no issues, you will not be contacted regarding the results of the deliberations. If there are any issues, you will be contacted by the Graduate School Section after the faculty meeting has come to a close.)

## 【After the Deliberations on Thesis Acceptance and Prior to Those on the Pass/Fail Deliberations】

### ⑧ The individual examination

**Take the examination after the date of deliberations on thesis acceptance.**

The applicant must contact the 3 professors of the examination committee and be examined by them individually, not online.

**Prepare documents for the pass/fail deliberations:**

- Write the contents of the examination on the specific forms.
- Receive three signatures and seals of the three professors who are members of your examination committee and the signature and seal of your academic supervisor. (in principle: supervising professor.) Regarding the specific forms, we will give you an example and explain the details when you submit the documents for deliberations on thesis acceptance as explained in ⑥.

### ⑨ Request for signatures on the “Declaration Regarding Plagiarism” from your academic supervisor (in principle: supervising professor) and corresponding author.

Request those above to confirm that there is no plagiarism in your thesis through the **iThenticate** plagiarism checking system\*, then ask them to sign for the “Declaration Regarding Plagiarism”. (✕All Nagoya University faculty members can use this system. )

### ⑩ Submission of the “Pass/Fail Deliberation Documents” and “Declaration Regarding Plagiarism” to the Graduate School Section

You can submit them without making an appointment.

### **⑪ Pass/fail deliberations at the Faculty Meeting of the Graduate School Committee (Process number ⑪, 2<sup>nd</sup> faculty meeting on the schedule)**

Your academic supervisor (supervising professor) is not particularly required to attend. If there are no issues, then you will not be contacted with the results of the deliberations. If there are any issues, however, you will be contacted by the Graduate School Section after the faculty meeting has come to a close.

### **⑫ Report to the central authorities by the Graduate School Section**

Graduate School Section of the Graduate School of Medicine → Nagoya University Central Administration → MEXT → National Diet Library

### **⑬ Degree Conferral/Conferral Ceremony**

A degree conferral ceremony is only planned for those who complete their course of study (including short-term completion) on March 25.

# Items for Submission to the Graduate School (Doctoral Degree)

**\*Also see the checklist on the website and submit it with the following documents.**

Submit the following documents followed to the method in ⑤⑥ to the Graduate School Section **prior to the faculty meeting's deliberations on thesis acceptance**: (The documents downloaded from the website must be completed and printed out)

- Main thesis: 1 volume (English-language thesis for which the applicant is the main author) 1 copy (include the Japanese title and Japanese name in the margins of the title page) \*Submit the latest version. (Should be a printout of an offprint, PDF of a publisher's version, or the author's latest manuscript.)
- A certificate of scheduled publication or an acceptance email (only if the thesis has not already been published online or in a journal)
- Letter of Consent (and Pledge) : Only when there are more than one first authors (designated form) **※See P.9**
- Doctoral thesis abstract: 1 copy (Formatted PDF received from the Student Coop Printing Department)
- A certificate issued by the Student Coop Printing Department that verifies that the doctoral thesis abstract was prepared there: 1 copy
- Degree application form: 1 copy (designated form)
- Resume: 1 copy of each (form 5-1, 5-2) (designated form)
- Thesis Bibliography: 1 copy (designated form)
- Resume 2: 1 copy (designated form)
- Internet Publication of Doctoral Thesis Confirmation Form (appended form 6) (designated form) and supporting materials regarding whether or not it may be published (email text, a printout of copyright policies from a website, or a copy of a document related to the transfer of copyright) \*Please mark the relevant sections with a highlighter. **※See P10**
- Disclosure Statement of Doctoral Thesis: 1 copy (appended form 8) (designated form) **※See P11**
- Supporting materials to prove that the doctoral thesis paper has been covered by MEDLINE and SCIE of Web of Science (WOS). Print the specified screen according to the search method on website. \*Please mark the relevant sections with a highlighter. (\*In the case of two or more journals, it is necessary for each journal.)

Submit the following to the Graduate School Section **after the faculty meeting's deliberations on thesis acceptance**:

- 3 professors of the examination committee and your academic supervisor(designated form)
- Report on thesis review and examination results (designated form)
- "Declaration Regarding Plagiarism" (there are two designated forms, one for your academic supervisor and one for the corresponding author)
- Power of Attorney: in case that an applicant can not receive Diploma on/after the conferral date. (Diploma is ready in the next month of the conferral month except March and September.) (designated form)



## Letter of Consent (and Pledge)

Submission of a “**Consent Form (and Pledge)**” related to multiple lead authors will be required for deliberations on thesis acceptances.

- Submission of “Consent Form (and Pledge)” is only required **if there are multiple lead authors.**
- **Submission is required even if the degree applicant’s name is written first in multiple lead authors.**
- **A seal is required from each co-lead author and corresponding author.** (For foreigners, a signature instead of seal is acceptable)
- In the case there are any authors who have difficulty sealing (signing) the same “Consent Form (and Pledge)”, please request to seal (sign) a separate “Consent Form (and Pledge)”, and make sure that seals for all authors are prepared in the end.
- In the case there are any difficulties submitting the original “Consent Form (and Pledge)”, submitting a printed PDF version of a sealed (signed) “Consent Form (and Pledge)” is acceptable.

# Internet Publication Confirmation Form (appended form 6)

## 1. Publication of your doctoral thesis

- i. In accordance with the degree rules, those who will receive their doctoral degrees must publish their doctoral theses on the internet.
- ii. Regarding the process for internet publishing, Nagoya University uses the Nagoya University Academic Repository (hereinafter referred to as “NAGOYA Repository”) to publish in batches.

## 2. When publication of the entire doctoral thesis is not possible

- i. When the doctoral thesis cannot be published in its entirety due to unavoidable, special circumstances, such as having already been published in an academic journal or other publication, or because it contains confidential information, a summary of the doctoral thesis contents may be published on the internet in place of the entire text.
- ii. When the graduate school has recognized that there are unavoidable, special circumstances, please specify the circumstances in the Internet Publication Confirmation Form (appended form 6) before submitting it. Furthermore, if the internet publication will be unavailable to the public for a fixed period before becoming available, you must specify the period during which it may be unavailable to the public. In this situation, summaries (abstracts) of both the thesis contents and the results of the thesis review will be published after the degree has been conferred, and the entire text of the doctoral thesis will be published after the period during which it cannot be published has passed.
- iii. Even if the full text of your doctoral thesis will not be published on the internet, or if it will be unavailable for a certain period of time, your thesis will be subject to viewing by the public. Nagoya University will provide viewing of doctoral theses in an electronic format through the service desk of the University Library (Central Library on the Higashiyama Campus), and the entire text will be uploaded to NAGOYA Repository.
- iv. As publication of the doctoral thesis is an obligation imposed on doctoral degree recipients, applicants must confirm that no copyright issues will arise when publishing the doctoral thesis, which has already been published or has appeared in an academic journal or elsewhere, on the internet.

# DISCLOSURE STATEMENT OF DOCTORAL THESIS

(appended form 8)

## 1. Disclosure of degree information

- i. Applicants must also submit the “Disclosure Statement of Doctoral Thesis” (appended form 8). Applicants must receive the signature and seal of their academic supervisor (in principle: supervising professor) and submit it on the same day they have scheduled to submit the degree application documents.
- ii. Contents to be disclosed
  - Department, field of specialization, and name of applicant
  - Thesis title; journal name; volume, issue, and page details; date of publication; names of the author and coauthors (all of them)
  - Whether or not it has been registered into MEDLINE of PubMed (if it has not, information on the year of first publication, etc.)
  - Whether or not it has been registered into SCIE of Web of Science (WOS) (if it has, IF; if it has not, information on the year of first publication, etc.)
  - Whether or not the applicant is the sole, primary author (if there are equal contributors, information on their contributions)
  - Whether or not, in the contributors’ disclosure column of the doctoral thesis, it is specified that the thesis or draft of the thesis has been written by the degree applicant (if it is not specified, details on contributions to the writing of the thesis)

## 2. Application conditions

**As a general rule, the doctoral thesis may only be one that has been selected by both MEDLINE of PubMed and SCIE of Web of Science (WOS).**

Selected by PMC of PubMed/ESCI of Web of Science is not acceptable.

※Reference (URLs are also listed on the website)

For verification of entry into PubMed(MEDLINE): <https://www.ncbi.nlm.nih.gov/nlmcatalog?term=currentlyindexed>

For verification of entry into WOS(SCIE) :<http://mjl.clarivate.com/cgi-bin/jrnlst/jlresults.cgi?PC=D&Alpha=A>

For verification of the year of first publication: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

For verification of IF:

<http://admin-apps.webofknowledge.com/JCR/JCR?PointOfEntry=Home&SID=U1KWIXeGFuhGkXs86NP>

For verification of IF( in case that the above URL cannot be opened from outside the university):  
<https://impactfactorforjournal.com/impact-factor-2021/>

# Important Points Regarding Degree Application (General)

- Acceptance of the thesis by a journal publisher
- Deadlines will be strictly enforced
- Preliminary screening presentation: Valid until the deliberations on thesis acceptance, which occur within 24 months starting from April of the year following the presentation. \*Refer to Application Guidelines for more details.
- Degree eligibility requires **two** faculty meeting deliberations (Your academic supervisor (in principle: supervising professor) is required to attend the first faculty meeting)
- Must read the “Preparation in advance (Appendix 1)” carefully and complete all the required things in advance. Also, fill out the form “Graduation Requirements Checklist” and send it with the data files by e-mail to the Student Affairs Office at least 10 days prior to submitting the data files.
- Submit required documents in designated ways
  1. Send all the required data files to the Student Affairs Office by e-mail.
  2. Submit the corrected data files by e-mail and hard copies in person to us.
- Application guidelines and forms

Graduate School of Medicine Website

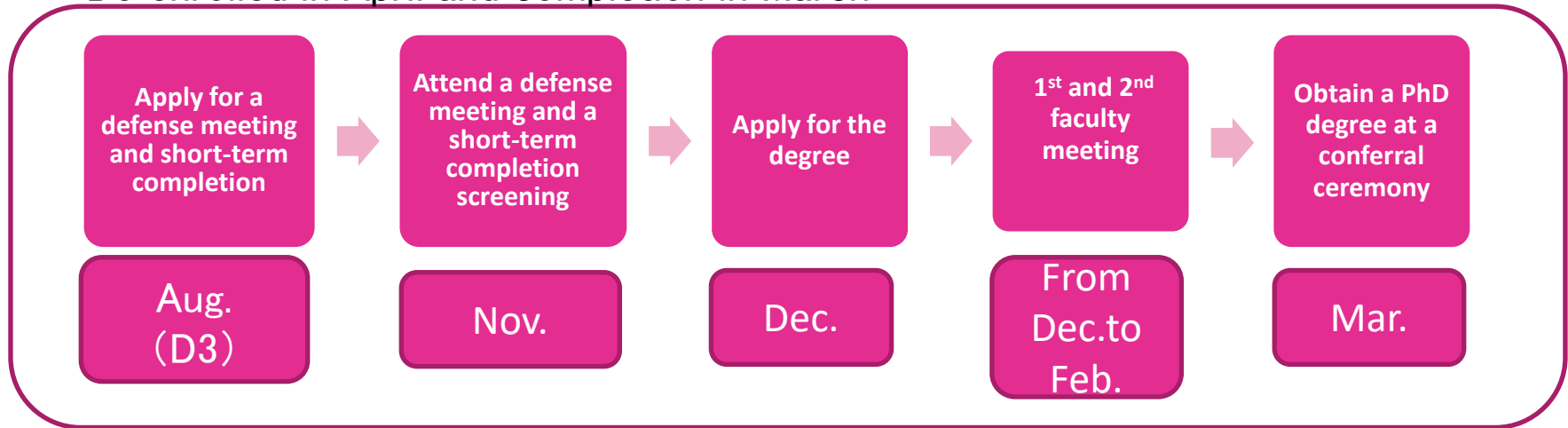
[https://www.med.nagoya-u.ac.jp/medical\\_I/graduate/apply/degree/](https://www.med.nagoya-u.ac.jp/medical_I/graduate/apply/degree/)



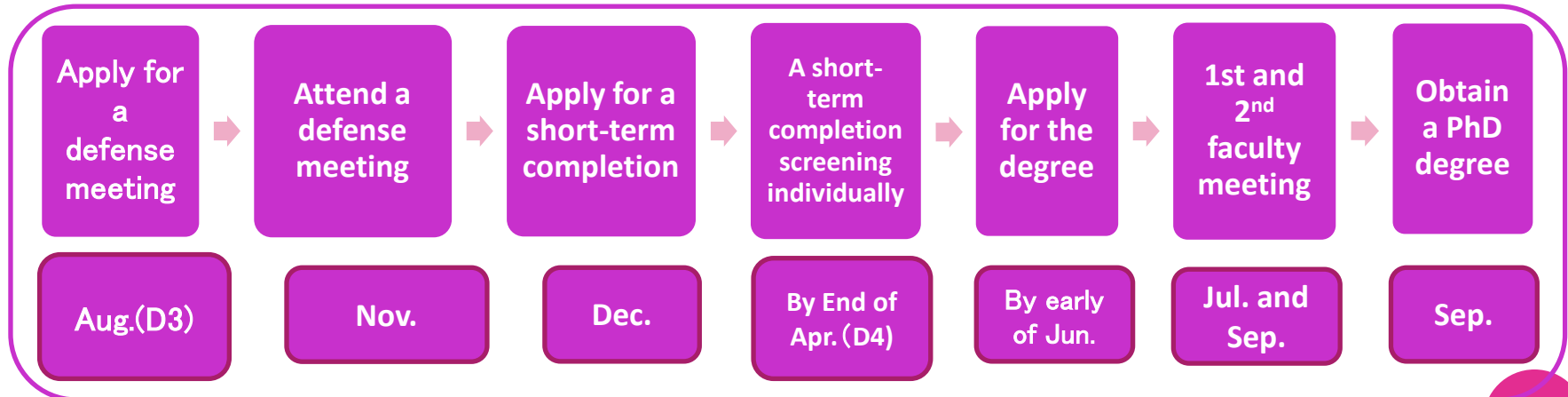
# SHORT-TERM COMPLETION (3YEARS/3 YEARS AND 6 MONTHS)

(ENROLLED AFTER 2020)

## D3 enrolled in April and completion in March



## D4 enrolled in April and completion in September



# SHORT-TERM COMPLETION(ENROLLED AFTER 2020)

## (1)Application qualifications \*For April enrollment students only

Those who meet all of the following (a) to (c) and can submit a thesis that meets the requirements of (d).

- a. Those who have obtained exceptional grades while enrolled in the graduate school and who have received the recommendation from their academic supervisor and one professor outside of the specialized field.
- b. Those are expected to earn 30 credits or more by taking the specified coursework while enrolled in graduate school.
- c. Those who do not have a leave of absence period.
- d. Requirements for the degree application thesis
  - i. The thesis meets the requirements of the main thesis in the degree application guidelines.
  - ii. The main thesis may not have been previously submitted as a degree thesis to another graduate school.
  - iii. As a general rule, the main thesis must have been published in print. However, this restriction will not apply when, even though the thesis has not yet been published, a certificate of acceptance or a certificate of scheduled publication issued by a publishing institution is submitted.
  - iv. The main thesis (an English-language research paper for which the applicant is the main author) must be an academically significant work that has been published (or if not yet published, accepted) by a leading English-language journal. The journal should be the top 10% journals in each research area.

The top 10% magazine search methods can be found at Graduate School of Medicine HP below:

[https://www.med.nagoya-u.ac.jp/medical\\_J/graduate/apply/short/](https://www.med.nagoya-u.ac.jp/medical_J/graduate/apply/short/)



## (2) Screenings

Those who apply for short term completion must attend both the defense meeting and short term completion screening held in the fall of D3. Those must be judged to be worthy of short term completion by all the members on deliberations.

In case that those apply short term completion after the defense meeting in the fall of D3, those should have short term completion screening by the end of April of D4 individually.

→The short term applicants complete only either “3 years” or “3 years and 6 months” of enrollment.

→In case of shortening the period of 3 years, the thesis must have been accepted by an academic journal at the time of application for the defense meeting and short term completion screening.

\*If you meet the above application qualifications, you can APPLY for short term completion, NOT ALLOWED.

### (3) Documents to be submitted for the short-term completion screening

- a. Application for short term completion: 1 copy
- b. Recommendation letter from applicant's academic supervisor based on the "Special Provisions Regarding the Doctoral Program Duration": 1 copy
- c. Recommendation letter from an academic supervisor of outside of the specialized field: 1 copy

The form can be downloaded from the Graduate School of Medicine Homepage Main Menu

[https://www.med.nagoya-u.ac.jp/medical\\_J/graduate/apply/short/](https://www.med.nagoya-u.ac.jp/medical_J/graduate/apply/short/)

- d. The original "RISHUHYOU"
- e. List of research publications: 5 copies (free format)  
Author name, original article title and published title, name of journal and year of publication, volume, page numbers, and year of publication  
※The above information must be included.
- f. Original copy of the main thesis: 5 copies  
(if it has not yet been published, attach a document certifying scheduled publication and provide copies of the manuscript)





- Documents for degree application (doctoral degree) can be found at:  
Graduate School of Medicine Homepage Main Menu → Master & Doctoral Course  
→ Degree Application Procedure → Doctoral Degree  
[https://www.med.nagoya-u.ac.jp/medical\\_J/graduate/apply/degree/](https://www.med.nagoya-u.ac.jp/medical_J/graduate/apply/degree/)
- For inquiries on degree application:  
Graduate School Section, Student Affairs Division  
(Available from 10:00 am to 4:00 pm on weekdays only)  
**Phone:052-744-2431 (ext. 2431)**  
mail: [phd.med@t.mail.nagoya-u.ac.jp](mailto:phd.med@t.mail.nagoya-u.ac.jp)
- For inquiries on short-term completion:  
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mail: [med@t.mail.nagoya-u.ac.jp](mailto:med@t.mail.nagoya-u.ac.jp)