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| Application forms and other documentation may be downloaded from the website of the School of Medicine. (URL：https://www.med.nagoya-u.ac.jp/medical\_J/graduate/notice )  |

Notice to D4 and D3 students who are planning to present a thesis at the Thesis Defense Meeting

**\*All D4 students are required to present a thesis to graduate. Otherwise, you cannot graduate from a school without any exceptions.**

**(This presentation is also required to receive a credit for your sub-major subject)**

 Student Affairs Division

Graduate School of Medicine

Note for the Graduate School Thesis Defense Meeting (kenkyu happyokai)

The Thesis Defense Meeting will be held in accordance with the “Guidelines on the Procedures of Graduate School Thesis Defense Meeting (kenkyu happyokai)” (see separate sheets). Students who wish to present their theses should submit an application form and the relevant documents to the Student Affairs Division by the due date indicated below.

Details

Dates: The 55th Graduate School Thesis Defense Meeting (kenkyu happyokai)

 June 17/18/19 (Mon/Tue/Wed)

(The program will be released in Early June)

Due date for application submission: April 18(Thu)

Venues: Meeting Rooms 1 and 2 (1F of Building for Medical Research)

Presenters: (1) The 4th-year and 3rd-year students in the doctoral program who are scheduled to complete the doctoral course or prematurely quit the course with the completion of doctoral requirements during the 2019-20 academic year (who will submit their doctoral dissertation by December 27, 2019).

(2) Former students who finished the course with the completion of doctoral requirements by the March 31, 2019 and who are scheduled to submit their doctoral dissertation within 3 years after finished the course.

Notes

(1) Presenting a thesis at the Thesis Defense Meeting (kenkyu happyokai) is a prerequisite for mature or premature completion of the graduate course.

(2) You cannot designate the date that you are presenting your thesis.

(3) Please consult your academic advisor about candidate reviewers for your doctoral thesis defense.

Correspondence to:

Student Affairs Division

Graduate School of Medicine

TEL: 052-744-2431 (ext. 5223)

FAX: 052-744-2521

E-mail: med@adm.nagoya-u.ac.jp

How to Deal with Patents and Other Intellectual Property Rights at the Graduate School Thesis Defense Meeting (kenkyu happyokai)

In principle, when presenting intellectual property at a scientific meeting or in a scientific journal, the following provisions are applied in general.

Basic provisions: Make sure to submit a patent application before presenting intellectual property at a scientific meeting or in a scientific journal. If it is impossible to submit a patent application before the presentation, you do not have to disclose the details your intellectual property at the Thesis Defense Meeting. You may also choose the following options.

* + 1. If your intellectual property is open to the public, you cannot apply for a patent in Europe any more.
		2. If the publication or presentation is not under the auspices of an academic body designated by the Patent Office, you will not be eligible to receive redress (application of exception to loss of novelty)

※ Nagoya University is an academic body designated by the Patent Office, so it is therefore possible to submit a patent application within 6 months of the presentation.

* + 1. Even if redress (application of exception to loss of novelty) is received, if a third party submits a patent application with the same content as that of your publication or presentation, you will no longer be eligible to exert their rights to the submitted patent.

your presentation includes intellectual property that you are going to apply for a patent, please consult the Intellectual Property Section (744-2066) in advance.

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Schedule for completion of Graduate School doctoral program in March 2020

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| Event | Dates | Notes |
| Thesis Defense Meeting (kenkyu happyokai) | First meeting June 17/18/19 (Mon/Tue/Wed) Application deadline April 18(Thu)(Please present your paper in the first meeting if at all possible, as the second session tends to become crowded.) |  |
| Second meeting　November 18/19/20 (Mon/Tue/Wed)Application deadline　 August 29(Thu) |  |
| Guidance of the procedures for doctoral degree application | April 24 (Wed) **Lecture Room 4**  (scheduled) July 19 (Fri), September 2 (Mon)　**Lecture Room 1**  (scheduled)3F of Medical Research BuildingEvents on all dates have the same contentTime: 17:00–18:00 |  |
| Doctoral degree application(Filling Period) | **October 15, 2019 to December 27, 2019**Reservation is required to submit the documents. **Please be sure to make a reservation between September 17 and December 13, 2019.** TEL: 052-744-2431(ext. 2431), 052-744-2422(ext. 2422)Application forms and other documentation may be downloaded from the website of the School of Medicine.https://www.med.nagoya-u.ac.jp/medical\_J/apply/degree**After the Thesis Defense Meeting (kenkyu happyokai), make sure to inform the Student Affairs Division if your paper is accepted by a scientific journal and to apply for Degree.**  | **This process is mandatory to obtain a doctoral degree.** |
| Degree conferral ceremony | March 25, 2020 (Wed) (scheduled) | Recipients will be notified in March. |

**\*If you do not present your thesis at the Thesis Defense Meeting (kenkyu happyokai), you will be ineligible to complete maturely (D4 students) or prematurely (D3 students) the doctoral course with the completion of doctoral requirements, and will be required to re-register and pay tuition fees for the following year.**

**\*If you present your thesis at the Thesis Defense Meeting (kenkyu happyokai) and if you do not submit a doctoral degree application by December 2019, you will be withdrawn from the course with the completion of doctoral requirements but without a doctoral degree.**

\*If you wish to prematurely complete the doctoral course, you must present your thesis at the Thesis Defense Meeting in advance. Please contact at the Student Affairs Division.

　　　March 20, 2019

Committee for Education of Graduate School of Medicine

Faculty Member Committee of Graduate School of Medicine

 Guidelines on the Implementation of the 55th Graduate School Thesis Defense Meeting (kenkyu happyokai) (to be held in June 2019)

1. Purpose

The meeting constitutes a preliminary examination for a doctoral degree, and as such its purpose is to encourage the participation of young researchers as well as professors, to provide an opportunity for extensive discussion on the doctoral researches, and to contribute to invigorate research activities in the Nagoya University, as well as to enhance education of the graduate students.

1. Dates: June 17/18/19 (Mon/Tue/Wed), 2019

Time: 8:00–21:00

Venues: Meeting Rooms 1 and 2 (1F of Building for Medical Research)

1. Presenters
	1. The 4th-year or 3rd-year students in the doctoral program who are scheduled to complete the doctoral course or prematurely quit the course with the completion of doctoral requirements during the 2019-20 academic year (who will submit their doctoral dissertation by December 2019).
	2. Former students who finished the course with the completion of doctoral requirements by the March 31, 2019 and who are scheduled to submit their doctoral dissertation within 3 years after finished the course.
2. Application procedures

Submit the following documents to the Student Affairs Division by April 18(Thu).

(1) Application for Graduate School Thesis Defense meting (kenkyu happyokai) and a list of candidate reviewers for your doctoral thesis defense. The reviewers must be faculty members (professors) of the Graduate School of Medicine.

• The title of the presentation shall be the title of your doctoral dissertation.

• Fill in the names of 10 professors as possible members of the Doctoral Committee, after consulting with your academic advisor.

(2) Abstracts for Graduate School Thesis Defense Meeting (kenkyu happyokai)

Make an abstract using a template in around 800 characters in Japanese or 200 words in English, and email it as an attachment to the Student Affairs Division (E-mail: med@adm.nagoya-u.ac.jp).

※After application, we will be sending to your Nagoya University e-mail address notifications to all.

If you have another e-mail address that you use mainly, please set up for e-mail transferring.

1. Audience at the meeting
	* + 1. Faculty with the rank of assistant professor and above who are officially responsible for graduate school teaching
			2. Graduate students
2. Procedures
	1. The Committee for Education of the Graduate School will organize the program for the Graduate School Thesis Defense Meeting (kenkyu happyokai).
	2. An abstract book will be sent to each presenting student and faculty members in advance.
	3. The Committee for Education will finalize the reviewers of each presenting students.
	4. Each presentation should be 15 minutes, which is followed by Q&A defense session for 15 minutes. A total of 30 minutes is allotted to each person. Questions from the attending audience will be taken before questions by reviewers. If an academic advisor explains the research background and the research outline, this shall also be added to the 30-min defense session.
	5. The reviewers will give one of acceptable S, A, B, C grades or an unacceptable D grade to each student.

Application Form for the 55th Graduate School Thesis Defense Meeting

(kenkyu happyokai)

Major Area of specialization ( ), Year of doctoral course

If you have already finished the doctoral course, indicate the year and month of graduation (YYYY/MM)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

(Title of dissertation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [seal] (seal of approval required)

Possible members of Doctoral Committee

1. Fill in the names of 10 professors, **excluding** your academic advisor, in order of preference.
2. **You do not have to obtain the consent of the professors in your list.**
3. Do not include any co-authors of your paper.
4. You may include an assistant academic advisor (excluding a co-author).

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|  | Department | Professor |
| 1 |  |  |
| 2 |  |  |
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| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| Give the name of your assistant academic advisor, whether or not they have left their position. |
|  | Assistant academic advisor |  |
| If your assistant academic advisor has left his/her position, you may name another professor as their representative. |
|  | Assistant academic advisor  |  |

Abstract Template

Presentation at the Graduate School Thesis Defense Meeting (kenkyu happyokai)

**(Title of dissertation)**

Major Area of specialization

Year of doctoral course Name

Please complete your abstract in the space below.

Objective

In recent years, the development of treatment methods ....

Methods

In this study, we used ...

Results

In ....., we observed....... . Also, ....

Conclusions

These results suggested that..... may be ..... . Also, ........

• Write your abstract on A4 paper in about 800 Japanese characters or about 200 English words.

• Write your title of dissertation.

• Email your abstract as an attachment to the email address below by April 18 (Thu).

 The file name of your abstract should be “ kenkyu happyokai (your name)”.

 ex. kenkyu happyokai (HANAKO meidai)

• Email address: med@adm.nagoya-u.ac.jp

Type “Abstract for the 55th Graduate School Thesis Defense Meeting (kenkyu happyokai)” in the subject line of your email, and indicate the name and department of the presenter in the body of the email.

• “Track highlight” functions should be turned off or all the changes should be accepted before you send your abstract.