＜The checklist: Documents for the Submission of a Doctoral Thesis(Doctoral Degree by Coursework) 【Submission of data files attached by email 】＞

Name	○○○○ ○○○○		Deliberations on the thesis acceptance (the Faculty Meeting 13:30~ dated __MM/DD___)
Attendance ☑	Absence ☐	Name of your academic supervisor (in principal: supervising professor)	○○○○ ○○○○
In case of absence, name of representative supervising professor*			

*In case that your academic supervisor (in principal: supervising professor) asks another division's professor as a proxy.

*Please check(✓) if there are any omissions. Please attach this sheet to the following documents by e-mail.

***Before the submission of the following documents, according to the Guidelines, in case that the effective period of the Graduate School Thesis Defense Meeting (preliminary screening) has expired or in case of change of Research Theme, applicants must complete the preliminary screening again by presenting at the Graduate School Thesis Defense Meeting held twice a year or by public presentations for preliminary screenings.**

☑	1.【Only for those who are graduating with a PhD degree】 "Graduation Requirements Checklist" should be send by e-mail by 10 days (on the university's working day) at the latest before submitting the application documents.	Read "Preparation in advance". "Graduation Requirements Checklist" should be send 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. If there are any deficiencies in the completion requirements, the Graduate School Section (Daigakuin kakari) will contact you within 10 days.
☑	2.【For both PhD and ABD applicants】 Things should be done before submitting the application documents	Applicants of PhD degree must sure of, and what they should ask their supervisor or supporter who understands Japanese to check the seven items on "Preparation in advance".

Important Notes

✓	Documents to be submitted	Remarks
☑	Main thesis:1 volume (English-langurage thesis for which the applicant is the main author) (PDF)	Submit the latest version (PDF) *PDF of a publisher's version *In case of the author's latest manuscript, it is preferable that the text, tables and figures are combined all in one PDF. If not, they can be devided into two parts, the text and the others.
☑	A certifinate of scheduled publication or an acceptance email (PDF)	PDF only if the thesis has not already been published online or in a journal.
☑	Letter of Consent (and Pledge) : only when there are multiple first authors *unnecessary for whom chooses YES on No.7 of appended form 8 (Word)	*Only when there are multiple first authors (for whom chooses NO on No.7 of appended form 8). *Submission is required even if the degree applicant's name is the first name written. *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 one PDF. *At this stage, Word file without seals/signatures is acceptable.

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名古屋大学 医学部・医学系研究科 学務課 大学院係

✓	Documents to be submitted	Remarks
☑	Doctoral thesis abstract: PDF （PDF formatted and 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: PDF	Ask your academic supervisor for confirmation of the abstract before requests of correction to the Student Coop Printing department. 【Cover page】 *Please ensure that the capital letters, small lettters, italic types, spaces and so on used in the title on the "Main Thesis" cover page correspond. *Major, field and division referred to lists of HP *For international students, names should be corresponed to the certificate of their country. (the capital letters, small lettters, in order of family name, first name) 【text】 Foreign students are allowed to write in English. *The document should be approximately 800-1,200 words. *English text should be Times New Roman, font size 10.5. *Write from introduction to conclusion in order. *When creating the document, only figures and tables illustrating textual material in the summary of main thesis should be used. *Legend should be laid out below the figure and on the top of the table. *Reference is unnecessary.
☑	Degree application form (Word)	*At this stage, the form without stamped by your supervisor is acceptable.
☑	Resume5－1 (Excel)	*For international students, names should be corresponed to the certificate of their country. (the capital letters, small lettters, in order of family name, first name) *Please ensure that the capital letters, small lettters, italic types, spaces and so on used in the title on the "Main Thesis" cover page correspond. *Please ensure that the title of doctoral thesis in Japanese should be the same title as the one on Doctoral thesis abstract.
☑	Resume5－2 (Excel)	
☑	Thesis Bibliography (Word)	
☑	Resume 2 (Word)	Enter the latest number of IF on No.4.
☑	Internet Publication of Doctoral Thesis Confirmation Form (appended form 6) (Word)	If there is a condition on when the report can be published, select "I wish to withhold the publication of the full text", If the publication is not possible, please select [Request for publication of abstract] and state the reason.
☑	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) (PDF)	Please mark the relevant sections with a highlighter. Scan and convert it to PDF.
☑	Disclosure Statement of Doctoral Thesis (appended form 8) (Excel)	Yes and No are in pull-down format. At this stage, the form without stamped by your supervisor is acceptable.
☑	Proof of MEDLINE of PubMed and SCIE of Web of Science (PDF)	Print the specified screen according to the search method of HP. Please mark the relevant sections with a highlighter. Scan and convert it to PDF.
Only when there are sub-thesis or reference thesis.		
☑	Sub thesis:1 PDF The one that is directly related to the research contents.	Submit the latest version (PDF) *PDF of a publisher's version *In case of the author's latest manuscript, it is preferable that the text, tables and figures are combined all in one PDF. If not, they can be devided into two parts, the text and the others.
☐	Reference thesis:1 PDF The one that is not directly related to the research contents.	Submit the latest version (PDF) *PDF of a publisher's version *In case of the author's latest manuscript, it is preferable that the text, tables and figures are combined all in one PDF. If not, they can be devided into two parts, the text and the others.

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✓	Documents to be submitted	Remarks
For international students only Set a password and submit your passport and certificates using a file-sharing service such as cloud storage.		
☑	A copy of passport (PDF)	PDF
☑	A copy of graduation certificate of the university attended in home country (PDF)	PDF bachelor (in case of master/doctor, completed/ABD)
☑	Contact details of your direct supervisor	Enter the email address and telephone number of Japanese supervisor on the text of the email

For more details:
(A) Doctoral thesis abstract:
1. The cover page must have the "title","department name", "supervisor's name" and "student name".
2. When creating the document, the title and student name and so on should be entered in the center of the page.
3. If the title of the thesis is in English, please place the Japanese translation of the title in brackets.
4. Please follow the instructions of your supervisor for the contents.

(B) Resume 5-1, 5-2:
1. Please enter your current address in full including the postcode.
Those living in a housing complex (apartments, municipal housing) should provide the name, building and room number.
2. The items listed on the resume should begin with graduation from university and should be listed in order.
3. Please enter the year, month and day precisely.
4. Please enter precisely the name of the department from which you graduated (completed a Master's course), do not use abbreviations.
5. Foreign students' academic, work and research history which took place abroad should be shown in the Western calendar format, that which took place in Japan should be shown in the Japanese calendar format.

(C) Thesis Bibliography:
1. It should be displayed by entering the journal name, volume and pages (the first and last pages) and the year of publication.
If the thesis has not been published in print (currently being submitted, scheduled to be printed, currently printing), please enter precisely the number of pages, the format it will be presented in and the period.

(D) Resume 2:
1. The preliminary examination is the Graduate School Thesis Defense Meeting (kenkyu happyokai).
2. Reviewers for your doctoral thesis defense meeting and reviewers for your doctoral thesis are the same.
3. IF: Impact factor

Other points to keep in mind:
Those whose thesis are rejected at deliberations on thesis acceptance may not apply again with the same thesis.