

Doctoral Degree Application Schedule for Academic Year 2025

Steps & deadlines for doctoral degree applications : May graduation

step	How much time in advance 【deadlines for approval by March (February) faculty meeting】	Deadlines or faculty meeting date for final approval in March (February) faculty meetings (possibly diffeent by a few days from year to year)	What to do	Correspondence to the official rules (in Japanese)
1	At least 5 months ahead 【by 4 January (by 1 December) 】		・ The applicant submit the abstract & the draft list of contents (Form 1) to his/her major advisor.	第 1 条
2	At least 4 months ahead 【by mid January (by mid December) 】		・ The major advisor request his/her Division to initiate the preliminary examination steps.	第 1 ～ 3 条：予備調査
3	3-4 months ahead 【early February (early January) 】		・ The applicant submit his/her thesis to the major advisor, who submits it to the Division chair. An informal binding (rather than a permanent binding) is acceptable at this stage. ・ The Division initiates the preliminary examination per its own rules. ・ The Division determines whether the thesis can be submitted, and if so, who are to be the official thesis examiners (major and two or more sub examiners). ・ Following an approval, the major advisor instructs the applicant to prepare for submission steps to the Graduate School of Agriculture (GSA) office.	
4	3+ months ahead (at least more than 1 week before the deadline for the submission of the entire thesis)	10 February (20 January)	・ The applicant submit the following ①～⑤ to have them checked for the format etc. ① “Method of publications of doctoral theses” ② “List of contents (Form 1)” ③ “Curriculum Vitae (CV) (Form 2)” ④ “Thesis summary (Form 3)” ⑤ “The cover title page” & “Contents”	第 3 , 4 条：論文提出
5	3 months ahead	17 February (27 January)	The applicant submit the following per "Procedures for the Examination of Thesis" guideline ① “Request for examination of thesis” ② “List of contents (Form 1)” ③ “Curriculum vitae (CV) (Form 2)” ④ “Thesis summary (Form 3)” ⑤“Method of publications of doctoral theses” ⑥“The complete thesis (printed, either bound informally or formally) ” ⑦“The complete thesis (pdf file) ” ⑧ "The thesis abstract (printed & pdf)" (if you do not immediately allow the entire thesis to public viewing but allow access to only abstract for a set period) ※ For detailed information on the number of copies and submission requirements, please refer to the "2. Procedures for: Request for Examination of Thesis" section on the website. ※ Note that students can submit a thesis after June 1 of the third year for those who had started in October, and after December 1 of the third year for those who had started in April, pending the certificate of research guidance approval to be given by the end of the third year.	
6	7 or more business days ahead of the GSA assembly for the approval of the thesis examiners 【5 March (31 January)】		・ The members of the GSA assembly must check the contents of every thesis, list of contnts, and CV, which will be available at least 7 business days prior to the GSA assembly for the approval of the thesis examiners.	
7	GSA assembly for approval of the thesis examiners	13 March (13 February)	・ GSA assembly approves the thesis examiners	第 5 条
8	1 to 2 months ahead 【by 16 April (by 14 March) 】		・ Thesis examiners arrange for a public defense (presentation), eamination of the thesis folowed by oral examination (question-and-answer session), examination of relevant academic knowledge, etc. 。 ・ The applicant will revise the thesis as necessary, and submit the final version of the thesis to his/her advisor (= main examiner)	第 6 条：公聴会、試験、調査委員による審査
9	3 weeks to 1 month ahead	16 April (14 March)	・ The main examiner (on behalf of all examiners) must prepare the thesis examoination report (MS Word file (plus pdf if prepared with Mac), and submit it alogn with the pdf file of the final and complete thesis by e-mail to the GSA graduate affiars office. ・ The main examiner must deliver the final & bound printed copies of the thesis (2 copies) along a form of approval signed by all thesis examiners.	
10	At least 7 business days in advance of the GSA assembly (for degree approval) (before 25 April (2 April))		・ All GSA assembly members can check the pdf files of the examination report along with the thesis, which will be available at least 7 days in advance of the GSA assembly for degree approvals with a notice from the GSA graduate affairs office.	第 7 条～第 1 0 条
11	GSA assembly for a doctoral degree approval	8 May (10 April)	・ The main examiner verbally reports to the GSA assembly the result of thesis examination , after which the members vote whether to confir a degree of not. Any member intending to vote "no" is required to explain the reason to the GSA assembly members.	
12	Doctoral degree conferment	23 May	・ Degrees are conferred only in odd-number months of the year (May, July, September, November, January, and March) ・ Degree conferment celemonies take place twice each year, i.e., Setember for May, July, September conferment) and March for November, January and March conferment.	

Doctoral Degree Application Schedule for Academic Year 2025

Steps & deadlines for doctoral degree applications : July graduation

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2	At least 4 months ahead 【by mid January (by mid December) 】		・ The major advisor request his/her Division to initiate the preliminary examination steps.	第 1 ～ 3 条：予備調査
3	3-4 months ahead 【early February (early January) 】		・ The applicant submit his/her thesis to the major advisor, who submits it to the Division chair. An informal binding (rather than a permanent binding) is acceptable at this stage. ・ The Division initiates the preliminary examination per its own rules. ・ The Division determines whether the thesis can be submitted, and if so, who are to be the official thesis examiners (major and two or more sub examiners). ・ Following an approval, the major advisor instructs the applicant to prepare for submission steps to the Graduate School of Agriculture (GSA) office.	
4	3+ months ahead (at least more than 1 week before the deadline for the submission of the entire thesis)	9 April (7 March)	・ The applicant submit the following ①～⑤ to have them checked for the format etc. ① “Method of publications of doctoral theses” ② “List of contents (Form 1)” ③ “Curriculum Vitae (CV) (Form 2)” ④ “Thesis summary (Form 3)” ⑤ “The cover title page” & “Contents”	第 3 , 4 条：論文提出
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8	1 to 2 months ahead 【by 16 April (by 14 March) 】		・ Thesis examiners arrange for a public defense (presentation), eamination of the thesis folowed by oral examination (question-and-answer session), examination of relevant academic knowledge, etc. 。 ・ The applicant will revise the thesis as necessary, and submit the final version of the thesis to his/her advisor (= main examiner)	第 6 条：公聴会、試験、調査委員による審査
9	3 weeks to 1 month ahead	19 June (23 May)	・ The main examiner (on behalf of all examiners) must prepare the thesis examoination report (MS Word file (plus pdf if prepared with Mac), and submit it alogn with the pdf file of the final and complete thesis by e-mail to the GSA graduate affiairs office. ・ The main examiner must deliver the final & bound printed copies of the thesis (2 copies) along a form of approval signed by all thesis examiners.	
10	At least 7 business days in advance of the GSA assembly (for degree approval) (before 25 April (2 April))		・ All GSA assembly members can check the pdf files of the examination report along with the thesis, which will be available at least 7 days in advance of the GSA assembly for degree approvals with a notice from the GSA graduate affairs office.	第 7 条～第 1 0 条
11	GSA assembly for a doctoral degree approval	10 July (12 June)	・ The main examiner verbally reports to the GSA assembly the result of thesis examination , after which the members vote whether to confir a degree of not. Any member intending to vote "no" is required to explain the reason to the GSA assembly members.	
12	Doctoral degree conferment	23 July	・ Degrees are conferred only in odd-number months of the year (May, July, September, November, January, and March) ・ Degree conferment celemonies take place twice each year, i.e., Setember for May, July, September conferment) and March for November, January and March conferment.	

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4	3+ months ahead (at least more than 1 week before the deadline for the submission of the entire thesis)	12 June (16 May)	• The applicant submit the following ①～⑤ to have them checked for the format etc. ① “Method of publications of doctoral theses” ② “List of contents (Form 1)” ③ “Curriculum Vitae (CV) (Form 2)” ④ “Thesis summary (Form 3)” ⑤ “The cover title page” & “Contents”	第 3 , 4 条：論文提出
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9	3 weeks to 1 month ahead	22 August	• The main examiner (on behalf of all examiners) must prepare the thesis examoination report (MS Word file (plus pdf if prepared with Mac), and submit it alogn with the pdf file of the final and complete thesis by e-mail to the GSA graduate affiairs office. • The main examiner must deliver the final & bound printed copies of the thesis (2 copies) along a form of approval signed by all thesis examiners.	
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11	GSA assembly for a doctoral degree approval	11 September	• The main examiner verbally reports to the GSA assembly the result of thesis examination , after which the members vote whether to confir a degree of not. Any member intending to vote "no" is required to explain the reason to the GSA assembly members.	
12	Doctoral degree conferment	24 September	• Degrees are conferred only in odd-number months of the year (May, July, September, Novermber, January, and March) • Degree conferment celemonies take place twice each year, i.e., Setember for May, July, September conferment) and March for November, January and March conferment.	

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