

## Procedures for: Request for Examination of Thesis

Graduate School of Agriculture, Kyoto University

**Preliminary inspection**

The Student Affairs Office, Graduate School of Agriculture checks documents 5, 6, 7, and 8 (Forms 1, 2, and 3) before you submit them. Bring these forms along with **copies of the title and contents pages in the thesis** to the office. Documents can also e-mail to the office.

Be sure to complete this preliminary inspection at least one week before the thesis submission deadline.

**Documents to submit and number of copies**

|   | submission documents   | quantity of copies                             |
|---|--|--|
| 1 | Request for Examination of Thesis:   | 1 copy   |
| 2 | Thesis (Original)<br>※A provisional (temporary) binding is acceptable at the time of application   | 3 volumes                                      |
| 3 | Thesis   | (PDF data)<br>1 copy                           |
| 4 | Abstract of thesis<br>*note that #4 is only required if you choose not to publish full text in the repository<br>Make sure to write down title of the thesis and your name.<br>For completing this, consult with your supervisor.        | (Original)<br>3 copies<br>(PDF data)<br>1 copy |
| 5 | “Method of publications of doctoral theses” form   | (in print)<br>1 copy<br>(Excel data)<br>1 copy |
| 6 | List of contents (Form 1)  | 3 copies                                       |
| 7 | Curriculum Vitae (CV) (Form 2)   | 3 copies                                       |
| 8 | Thesis summary (Form 3)  | (in print)<br>1 copy<br>(Word data)<br>1 copy  |
|   | Date registration for publication of doctoral thesis in the repository<br>※When you agree to publish your thesis in the repository, but the date to do so is unknown, submit this form as soon as you are ready to replace your Abstract |  |

Thesis title and other information, electronic files:

(Send to: [dcgakui@mail2.adm.kyoto-u.ac.jp](mailto:dcgakui@mail2.adm.kyoto-u.ac.jp))

Please include the following information in the body of your email.

- Applicant name (with furigana)
- Name in roman characters
- Thesis title (include Japanese translation if in English)
- Name of supervisor

Note: As the subject of the e-mail, use “Doctoral Degree for [insert month] submission (your name)”. \*Ex: Doctoral Degree for [January submission] (Taro Nougaku)

## General cautions

### 1. Format

Write in horizontal format (*yokogaki*) and refer to the attached examples. Use the application date (the date of submission to the Student Affairs Office) as the submission date for Documents 1,5,6, and 7.

### 2. Paper

1, 6, 7, and 8: Try to fit each document on only one sheet of A4, referring to the examples.

### 3. Writing method

- (1) Use a black or blue ink pen or ballpoint pen, word processor, or other writing device using permanent ink.
- (2) Write clearly and accurately in block letters. Do not use substitute characters or abbreviated characters.
- (3) If you make a mistake or an omission, correct it and then stamp your family seal or signature directly on the affected part. If there are several mistakes, fill out a new document.

### 4. Name notation

- Please ensure that your name is written consistently across "Method of publications of doctoral theses" form, List of contents (Form 1), Curriculum Vitae (CV) (Form 2), and Thesis summary (Form 3). If your name is written in the alphabet, please also confirm that the use of capital and lowercase letters is correct.
- The Japanese diploma will be issued under the name exactly as it appears on the submitted documents.

### 5. Submission deadline

The deadline for submission is approximately 15 days before the Graduate School Council.  
Please check the exact deadline dates in advance.

In particular, note that meeting dates often change in December, January, February and March, so please check the dates early.

### Example *Academic Year 2019*

*For an application presented for deliberation at the meeting on June 8 (Thu), the submission deadline is May 24 (Wed), and the deadline of preliminary inspection is May 17 (Wed).*

*For an application presented for deliberation at the meeting on July 13 (Thu), the submission deadline is June 22 (Thu), and the deadline of preliminary inspection is June 15 (Thu).*

### 6. Certificate of Doctoral Degree Conferment in English

If you wish to have your degree certificate in English, please notify the office upon application.

### 7. Use of original family name

If you are married and wish to use your original family name or to use it along with your current (married) name, please notify the office upon application.

## Creating the documents to be submitted

### I Thesis (Original)

1. Original copies of the thesis must be submitted in hard copies and proper binding formats. On the front and back covers, state title of the thesis (Japanese title is not necessary here), name of the author, year that the doctoral degree is obtained.
2. Doctoral thesis is held at Kyoto University main library. Therefore, original copies should be hard enough to storage over the years. Avoid using plastic tapes on the cover pages and also avoid to staple with metal pins which are easy to deteriorate.
3. Submission must be made on time. Before the submission, check carefully to avoid careless mistakes such as misspelling or misprinting of figures. If the thesis must be replaced after the deadline, please come forward immediately.

### II Thesis (Electrical data)

Electrical data must be saved and submitted in memory devices, such as USB or CD-R or by e-mail attachment.

Memory devices will be return later.

Please submit the following documents and data at the time of applying for thesis defense.

### A. Full text of degree thesis

#### 1) File format: PDF

Recommended software: Adobe Acrobat

PDF version: PDF/A (ISO-19005)

Font embedding: Embed all fonts

Security settings: Do not set security settings  
File size: Each file 100MB or less (multiple files possible)

(1) Font embedding

Please set to embed all fonts. (If special fonts are used and not embedded, this can cause loss of text when the PDF is created.)

Please be sure to check the text of the PDF file before submission.

If the text in the PDF is not accurate, for example if characters are garbled or not displayed correctly, it is possible that the document will not appear in full-text searches of the repository, which will be detrimental to both the author and users.

(It is possible to confirm that the text data of a PDF file is correct by copying and pasting the text.)

(2) Security settings

Please do not use security settings such as encryption, password, limitations on printing, etc.

(3) File size

File size for each file should be 100MB or less.

File sizes can become extremely large if the thesis has a lot of photos, charts and diagrams. In such cases, please take measures to “reduce file size” when creating the PDF. If the file size is still over 100MB, create multiple, consecutively numbered files, with each file 100MB or less. If the file size is 100MB or less, please submit it as a single file (unless there is a particular reason that it must be submitted as multiple files)

2) File name

Please set the file name as follows.

“課・XXXX・全文.pdf”

└ Fixed text (“全文” means “full text”.)

└ double-byte “・”

└ Name (Be consistent. May be written in either kanji or alphabet.)

└ double-byte “・”

└ For doctorate by coursework, write “課”, and for doctorate by thesis only, write “論”.

3) If the doctoral thesis is only available in printed format, please indicate this at the time of submission.

B. “Form 2: Methods of publication of doctoral theses”

1) File format: Excel

2) Please complete this form after consultation with your supervisor (or Thesis Advisory Committee) on whether to publish the full text or abstract, and the timing of publication.

3) If the full text is to be published, please make completely sure that there are no barriers to registration or making the thesis public, such as copyright issues, before going ahead with registration/publication.

4) Please submit these materials in printed form (with the approval of your supervisor (or Thesis Advisory Committee)) and also in electronic form (the approval of your supervisor (or Thesis Advisory Committee) is not required).

5) File name

Please set the file name as follows.

“課・XXXX・公表.pdf”

└ Fixed text (“公表” means “publication”.)

└ double-byte “・”

└ Name (Be consistent. May be written in either kanji or alphabet.)

└ double-byte “・”

└ For doctorate by coursework, write “課”, and for doctorate by thesis only, write “論”.

C. Degree thesis abstract data ← \* Only necessary if abstract publication is selected in B.)

1) File format is the same as for A.

2) File name

Please set the file name as follows.

“課・XXXX・要約.pdf”

└ Fixed text (“要約” means “abstract”.)

└ double-byte “・”

└ Name (Be consistent. May be written in either kanji or alphabet.)

└ double-byte “・”

└ For doctorate by coursework, write “課”, and for doctorate by thesis only, write “論”.

**III List of contents** (Adhere to the format of the separately attached form while keeping in mind the included cautions.)

**A. Thesis**

1. Title

- (1) Title of the thesis must be indicated exactly to the title of the submitted thesis.
- (2) If the thesis is written in English, put bracket after the English title and include a Japanese translation. e.g. English Title (Japanese Title)
- (3) If the doctoral thesis has completed by using different papers that you had published previously, do not need to include all the titles of published papers in this list of contents.
- (4) If the doctoral thesis has completed based on series of papers that you had published previously, do not include series number in this list of contents.

2. Method and date of publication

- (1) Publication is defined by that made as an independent book or as research paper(s) in academic journals.
- (2) The books and the journals for publication should be those stored and readily available for viewing in universities and other academic institutions as an academic resource.
- (3) It is acceptable to publish the contents of thesis in parts, in accordance with its composition, e.g., by volume or by chapter, or in accordance with research subjects.
- (4) If the thesis was published in its entirety, state the publication date along with the name of the publication medium (also specify the volume and issue numbers in the case of a journal), or the name of the publisher. If a thesis is published in separate parts (e.g., by volumes or chapters), state the method and date of publication for each part.
- (5) If the publication are made under a title different than the title of the thesis (or titles of volumes and chapters), state that title by including it in brackets.
- (6) If the thesis is not yet published, state the planned method and date of publication. If this has yet to be determined as of the time of application, express this by writing “undecided”.

3. Number of volumes

- (1) State the number of volumes for the thesis.
- (2) If appended figures or other items are attached as separate volumes, include these in the number of volumes. Note that if appended figures are not in booklet form, state this fact as “○○ volumes (with appended figures).” If the main thesis is the only one document submitted, state this as “1 volume”.

**B. Other publications**

- (1) Following the procedure for the thesis, state its title, publication method and date (including planned publication), and number of volumes.
- (2) For the publications written jointly with others, add the names of the co-authors. If there are numerous co-authors, you can write “XXXXX and # (how many) other co-authors.”
- (3) If there are two or more related publications, list them all. They can be listed in any order.

**IV Curriculum Vitae**

1. Permanent address

International students should state their country of nationality.

2. Current address

- (1) State the address given on your alien registration card/residence card (official place name and block number).
- (2) State your address in Japan precisely, including apartment complex name, building name, and numbers, so that we can easily contact, e.g., conferment ceremony notification. Be sure to also include the postal code.
- (3) If you expect to reside outside Japan for a long period of time, e.g., on an overseas travel, provide your overseas address. If you have a contact address in Japan, also provide this address when you submit the application.

3. Name notation

- (1) Please write your name as it appears in your family register. If your nationality uses Chinese characters, please write your name in Chinese characters. However, if you wish to have your diploma issued under your former surname or with both your current and former surnames, please notify us.
- (2) Please be sure to add furigana to your name. If you are a foreign national, please add katakana to your name.
- (3) If you have your name in Chinese character (e.g. students from China, Taiwan, South Korea etc.), write your name in Kanji.
- (4) State your date of birth under your name. International students should write the year in Western format.

#### 4. Academic record

- (1) Provide your academic record after graduation from high school chronologically. Add country name in brackets in case of overseas institutions.
- (2) State any changes in status, such as enrollment, advancement within a single institution, leave of absence, readmission, transfers between institutions, graduations, completions, etc. while enrolled at school.
- (3) Anyone who has passed through a doctoral program at a graduate school of Kyoto University should also state their (expected) Research Guidance Approval as well.

Note if you are still enrolled in the doctoral program after obtaining Research Guidance Approval, state “up to present” at the end.

- (4) State any changes in the names of institutions that occurred while you were enrolled there.

#### 5. Employment history

- (1) For full-time jobs, state the place of employment, position, etc. chronologically. Part-time jobs should also be included if related to education and research.
- (2) For currently held job, clearly state “Up to present” after the applicable job.

#### 6. Research history

- (1) State any research history that is relevant to your degree application chronologically, item by item. State the country name in the case of overseas institutions.
- (2) The main items to be listed in your academic research history are as follows:
  - a. Relating to your research themes (including joint research)
  - b. Relating to training
  - c. Relating to academic surveys
  - d. Relating to research presentations (e.g., books, papers)
  - e. Relating to research grants/scholarships e.g. JSPS fellowship
  - f. Relating to academic societies
  - g. Other items of relevance to be used as references for thesis review
- (3) Items that are more appropriately listed in the academic record or employment history should not be stated again in this research history section.

If you have worked as a researcher under the Research Fellowship for Young Scientists of the Japan Society for the Promotion of Science while enrolled in the doctoral program, or if you have worked temporarily at a university or research institutions while employed, these experiences can be listed in the research history

#### 7. Rewards and punishments

State anything you consider worth mentioning in your degree application.

Example *OYOMOD Won the ○○○○○ Academic Society Award*

#### V Thesis Summary (Provide this using the separately attached form, keeping in mind the included cautions.)

Direct inquiries to:

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Kitashirakawa Oiwake-cho, Sakyo-ku, Kyoto 606-8502, Japan

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