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## **PROCEDURE OF DOCTORAL DISSERTATION SUBMISSION**

### **1. Schedule**

#### **2018**

**November 22 (Thu):** Submit one (1) copy of your doctoral dissertation in a simple binding by 5pm.

**Late November to Early December:** Selection of the examination committee members

**Early December to Mid-December:** Format review by the chair of the examination committee

**Mid-December:** Results of the format review provided to your supervisor

#### **2019**

**January 4 (Fri):** Submit four (4) copies of your doctoral dissertation in simple bindings by 5pm.

**January 21 (Mon) to February 1 (Fri):** Closed defense

**February 21 (Thu):** Final evaluation at the faculty meeting

**February 27 (Wed) :** Submit one (1) copy in a simple binding and one (1) electronic copy of the final version of your doctoral dissertation by 5pm.

**March 11 (Mon) to March 15 (Fri):** Public defense

**March 25 (Mon):** Commencement ceremony

## 2. Submission

You must submit the following materials to the Student Affairs Office **by November 22.**

Documents required for submission		No.	Ref.
Doctoral dissertation		1	※1
Main paper		5 each	※2
Curriculum Vitae	Form 1	1	
List of Theses	Form 2	1	
List of papers and related papers	Form 3	1	
Certificate or email confirming the main paper was submitted to a journal		1	※3
Plan toward the acceptance of the main paper	Form 4	1	
Comments on the journal the main paper was submitted to (prepared by your supervisor)	Form 5	1	※4
Description of the English-language journal in which the main paper was or will be published in or submitted to.		1	※5
Summary of Dissertation	Form 9	1	※6
Summary of Dissertation in electronic format (WORD)		<b>Submit by Email</b>	
Application for candidate's qualification assessment (prepared by your supervisor)	Form 10	1	
Certificate of publication of the paper or the acceptance certificate (copy or email)		1	※7
Evidence the main paper has been given an impact factor		1	※8
Author's declaration and list of co-authors	Form 6	1	※9
Certification of main author (prepared by your supervisor)	Form 7	1	
Co-Author's Letter of Consent	Form 8	1	
Related papers		1	※10
Cover (title) page of the dissertation in electronic format (Word)		<b>Submit by Email</b>	
Withholding request for online publication of full text	Form 19	1	※11
Request for online publication of full text	Form 20	1	



- Please submit one (1) copy of your dissertation in a simple binding (clip file, slide bar file folder, etc.).
- After you receive the results of the format review, please submit four (4) copies of your dissertation in simple bindings to the Student Affairs Office **by January 4 (Fri)**. Note that you must revise your thesis if required by the committee.
- Please submit one (1) copy of the final version of your dissertation in a simple binding to the Student Affairs Office **by February 27 (Wed)**.
- Please submit one (1) electronic copy of the final version of your dissertation to the Student Affairs Office by email (d-tanto@med.hokudai.ac.jp) or by electronic media (e.g., CD-R) **by February 27 (Fri)**. You should submit the electronic copy in PDF format, without any password protection. The file name should be [YOUR NAME].pdf (e.g., Takashi\_Igaku.pdf). Use software such as Adobe Acrobat when converting a Word file to a PDF.
- Your doctoral dissertation should include the significance of the research, methods, and results in detail. Please refer to the guidelines (p. 76) for more information.
- Please submit the electronic data of the cover (title) page to the Student Affairs office by email (d-tanto@med.hokudai.ac.jp).

#### Requirements for accelerated completion

Requirements for accelerated completion with two or more main papers:

- Your main paper must be accepted or published in English-language academic journals with an impact factor in Journal Citation Reports. The doctoral candidate must be the first author, and the main paper must be related to your doctoral dissertation.
- The main paper must be based on research you conducted during your doctoral program. One of the papers may be based on research you conducted during your doctoral program and other article(s) based on research you conducted during your master's program (not limited to the master's program at the Graduate School of Medicine).

Requirements for accelerated completion with one main paper:

- The main paper must be accepted by or published in *Nature*, *Science*, *New England Journal of Medicine*, or other English-language academic journals whose impact factor in the previous year was equal to or greater than 10. The candidate must be the first author, and the paper must be related to your doctoral dissertation.
- The main paper must be based on research you conducted during your doctoral program.



Please submit these documents when the main paper has not yet been accepted. When the paper is accepted for publication, provide the acceptance letter or email as confirmation.



Please submit Form 5 if the journal has no impact factor.



Please print out from the website.

※6

Please submit a dissertation summary in electronic format for publication online after the degree conferral date.

※7

Please submit this document when the main paper has been accepted but not yet published.

※8

Visit the following website, and when the main paper is given an impact factor, print the listed page and submit it to the Student Affairs Office.

<http://jcr.incites.thomsonreuters.com/JCRLandingPageAction.action>

※9

Please submit these documents when there is a co-author or co-authors for the main paper.

※10

Please submit this document when there are papers other than the main paper that will serve as a reference for the dissertation screening. The doctoral candidate must be the author of these papers.

※11

- Before online publication, the doctoral candidate is responsible for checking with the publisher who published or will publish the main paper in an English-language academic journal if there are copyright and permission issues. If you are not able to publish your dissertation upon conferral of the degree, submit Form 19 or 20.
- The doctoral candidate should consult his or her supervisor and complete the confirmation of copyright issues of the English-language academic journal before the deadline for submitting documents.
- Please submit Form 19 along with documents that support why online publication is being withheld.
- When an “unavoidable reason” for withholding online publication on Form 19 is approved by the Student Affairs Committee, the dissertation summary can be published instead of the full text. Prepare the dissertation summary according to the following instructions, and submit it in electronic format before the degree conferral date.
  - 1) Prepare the cover (title) page according to the “Doctoral Dissertation Preparation Guidelines” and change the title to 「学位論文 (要約)」.
  - 2) The summary should be more than 1200 words in English, and should include the structure and overall contents of the dissertation. **Do not submit the “Summary of Dissertation” (Form 9) as is.**