

Guidelines for the submission of dissertation
(for the doctoral program and the doctoral degree by dissertation)
Graduate School of Natural Science and Technology
Kanazawa University

This guideline is to explain the submission procedure of dissertation (for the doctoral program (KOU) and the doctoral degree by dissertation (OTSU)).

If you have any questions, do not hesitate to contact the Graduate School Affairs Section (check the contact information on page 6.)

1. Dissertation review process

The doctorate is conferred after the following procedures:

Regarding the specific schedule of deadlines for each procedure, check the following URL:
<http://www.nst.kanazawa-u.ac.jp/doctor/gakui.html>

(1) Application for advancement to candidacy (submission of documents)

※Refer to page 2

(2) Setting up a dissertation review panel

(3) Doctoral dissertation review

As per the decision of the dissertation review panel, an oral interview may be conducted.

Graduate school faculty can read the dissertation. The dissertation index (Form2 on page2) and the dissertation summary (Form4 on page 2) is sent to the members of the board of representatives of the graduate school.

(4) Oral defense presentation

The oral defense presentation is open to all faculty and students in the graduate school.

(5) Conferring of doctoral degrees

Doctoral degrees are conferred in March and September.

(6) The dissertation including the dissertation summary and the summary of review will be published online.

2. Documents required for application and submission procedure.

When applying for the doctorate, use the specified format on the website on the previous page. The application deadline will be posted on the website.

※Note; Each File which you attach to e-mail must be locked with passcode. The passcode must be notified by separate e-mail.

«Documents to be submitted before the application deadline»

Documents to be submitted	Notes	How to submit	Applicant
KOU : Application for degree OTSU : Application for doctorate	Form 1	Submit PDF files by e-mail attachment The file shall be named as “(File’s name) (Applicant’s name)”	KOU/OTSU
Dissertation	For review		
Reference theses	Reprint of original paper		
Sub-theses			
Dissertation index	Form 2		
Curriculum vitae	Form 3		
Dissertation summary	Form 4		
Dissertation abstract	See page 5(8)		
Letter of acceptance (if applicable)	Form 5※Only for the person applying to Div. of Material Chemistry and Div. of Natural System.	Submit 1 printed document	
Certificate of employment as a researcher	Form 6	Submit 1 printed document	Only for OTSU
Enrollment certificate of doctor course			
Official transcript of doctoral program			
Fee payment receipt for dissertation review (if applicable)		Pay the fee at a bank, and submit a slip for submission	

«Documents to be submitted within a month from the doctoral degree conferment»

※See page6 for the details.

Documents to be submitted	Notes	How to submit	Applicant
Dissertation		Submit a PDF file of the final edition by e-mail attachment	KOU/OTSU
Dissertation abstract			
Doctoral thesis submission form	Specified form (available by downloading from website)	Submit a EXCEL file (specified form) by e-mail attachment	
Application for deferment of dissertation online publication (if applicable)	Specified form (available by downloading from website)	Submit 1 copy in print form	
Summary of the dissertation to publish in lieu of the whole text of the dissertation. (if applicable)		Submit a PDF file by e-mail attachment	

3. Submission guidelines

(1) Application for degree (KOU), Application for doctorate (OTSU) Form 1

1. Use Japanese style block print for Japanese, and Roman block letters for European languages.
2. Regarding the name of degree, select one thing and mark the check in the appropriate box.

(2) Dissertation

1. The dissertation must be written in Japanese or English. In the case of exceptional reasons, please contact us in advance. See page 6, No4.
2. A4-size format (210×297 mm) must be used and the text must be written horizontally along vertical direction.
3. Please write the dissertation in Microsoft Word.
4. Follow the provided example below to prepare a front cover.
5. Please insert the table of contents preceding the main text of the dissertation.

Book cover(KOU)

Dissertation
<i>Title</i>
Graduate School of Natural Science & Technology Kanazawa University
Division of XXXXXX
Student ID No.(ten figures) :
Name:
Chief advisor:
Year and Month of Submission:

Book cover(OTSU)

Dissertation
<i>Title</i>
Graduate School of Natural Science & Technology Kanazawa University
Name:
Year and Month of Submission:

(3) Reference theses

Reference theses are theses that are already published or that are scheduled to be published, and serve as the basis for the dissertation.

1. Submit digital data (PDF file) of the reference theses.
2. In case the reference theses are not yet published, submit digital data of manuscripts or proofs, and a formal statement or a screenshot of the email message to prove that the reference theses are scheduled to be published.

(4) Sub-theses

All other important theses except the reference theses are called sub-theses. Sub-theses, like Reference theses, are theses that are already published or that are scheduled to be published.

1. Applicants are allowed to list sub-theses in the dissertation index.
2. Submit digital data (PDF file) of sub-theses.

(5) Dissertation index (Form 2)

1. Follow the format shown on Form 2 (one page, single side only).
2. Please submit a PDF file.
3. Pay attention to the instructions on Form 2 when filling out the form.

(6) Curriculum Vitae (Form 3)

1. Submit with digital data (PDF file).
2. Fill in your name as it is written on your passport. Also, refer to the notes on Form 3.
3. Provide your current address in detail (include apartment room number, if applicable).
4. Provide your academic record from high school up to your current research program. Make sure to correctly describe the faculty, department, research program, date of enrollment and graduation, and post-graduate studies, etc.

【Example】

- 2019, April: Division of Mechanical Science and Engineering, Graduate School of Natural Science and Technology, Kanazawa University, Japan: Enrolment
 - 2022, March: Division of Mechanical Science and Engineering, Graduate School of Natural Science and Technology, Kanazawa University, Japan: Expected graduation
5. Regarding your employment record, specify the place of work, type of work, and period of employment in chronological order. Regarding your current profession, write up to the present at the end.
 6. In the research record column, note items as below if applicable.
 - * Academic association memberships
 - * Research topics
 - * Collaborate research
 - * Practical training
 - * Academic research
 - * Grant for academic research
 - * Academic research in any laboratories/companies, etc.

(7) Dissertation summary (Form 4)

The dissertation summary is distributed for review to the members of various boards in the graduate school.

1. Following the format shown on Form 4, please submit a digital data (PDF file).
2. The dissertation summary must be written in English.
3. The dissertation summary must be written from 800 words to 1600 words including figures and tables. Form 4 must be submitted with four pages on A4-size paper with horizontal writing style (from left to right), positioning it vertically long.

(8) Dissertation abstract (Form is optional)

1. Please submit it with an A4-size digital data (PDF file) in horizontal writing style, positioning it vertically long.
2. Write the title of dissertation (adding English title in the case that the original title is written in Japanese), affiliation (only KOU), and author's name on the first page.
3. Write the abstract in English (about 200 words) on the second page before the main text of the dissertation.
4. The dissertation abstract should be written ten pages including figures and tables.

(9) Letter of acceptance (Form5)

This is required only for the person applying to Div. of Material Chemistry and Div. of Natural System.

In the case of that the applicant is not the first author of reference theses, the applicant is required to receive and submit an acceptance letter (form 5) from either the correspondence author, the first author, or the equivalent person with his/her signature on it for the purpose of confirmation regarding that: ①The thesis will be used as a reference thesis of the doctoral dissertation, ②The thesis have not been and will never be used by other authors for application for advancement to candidacy.

(10) Enrollment certificate and Official transcript of doctoral program (Only for OTSU)

Verification is to be submitted by those who have been registered as doctoral students for the designated period of time, and who have been awarded the designated number of credits before leaving the university.

(11) Dissertation review application fee payment receipt (Only for OTSU)

Please contact the Graduate School Affairs Section in the Science and Engineering Administration Department by e-mail before submitting a dissertation. (Refer to 4. "Submission/Contact address" on the next page.)

The processing fee for dissertation review is non-refundable.

Method of payment: Provide the necessary information on the attached payment slip and pay at any bank except for Japan Post Bank with wire transfer. After payment, confirm that the bank seal is on the payment receipt, then attach the receipt to the reverse side of the application for doctorate (Form 1) upon submission. Be sure to keep the bank "acknowledgement".

- (1) Be aware of that bank counters are usually open until 3 p.m., and closed on weekends and holidays.
- (2) Payment of the application fee via ATM, mobile phone, or personal computer (online banking system) cannot be accepted.

- (3) The application fee is not required if the dissertation is submitted within a year from leaving the graduate school.

4. Submission/Contact address

Submit required documents to the following address;

Graduate School Affairs Section
Science and Engineering Administration Department
Kanazawa University
E-mail: rikyo1@adm.kanazawa-u.ac.jp

(This address is exclusively used for degree dissertation submission.)

- * Allow sufficient time to check all necessary documents prior to the application deadline.
- * Write the subject field of e-mail message as below when you submit the documents by e-mail attachment.
 - For KOU→(Division/Full name) Submission of dissertation
 - For OTSU→(OTSU/Full name) Submission of dissertation
- * If a file size is over 5MB, send it through separate e-mails or appropriate online file transmission services, one of which is available at the Acanthus Portal. In the former case, add serial number to the subject such as “1/3, 2/3, 3/3”. In case of having trouble sending data, do not hesitate to contact Academic Affairs Section.
- * Please contact us as soon as possible if you do not receive an acknowledgement email from us within the next business day (except for weekends and national holidays).
- * Overdue submission of dissertations shall not be accepted by any means.

Documents to be submitted within a month from the doctoral degree conferment

We will send an e-mail to those who have been selected to obtain a degree, requesting them to submit the application by the designated deadline.

<Dissertation>

Submit a PDF file of the final version. The file name of the final version should be as follows.

“Full-N-student ID (ten figures) -surname- firstname.pdf”

If the full text of the dissertation cannot be published online due to an inevitable reason, the applicant should submit the following documents and data in addition to your dissertation data.

① **“Application for deferment of dissertation online publication” (Submit 1 printed document)**

A possible date of publication shall be set within 2 years from the doctoral degree conferment. In addition, submit the summary in lieu of the whole text of the dissertation. Moreover, in the case of that there is a need of further extension of the original possible date of publication, it is required

to set a new possible date of publication by a month before the original date. Submit “Application for deferment period extension (can be downloaded from the website)”

② **“Summary of the dissertation to publish in lieu of the whole text of the dissertation.” (Submit a PDF file of the final version by e-mail)**

The summary shall include information regarding purpose, methods, experiment/analysis, and conclusion/review so as to overview entire dissertation. (As long as it meets these criteria, the dissertation abstract is acceptable.)

Submit a PDF file of the final version. The file name of the final version should be as follows.

“Outline-N-student ID (ten figures)-surname-firstname.pdf”

※Even in the above case, submission of the final version of the dissertation is necessary because the whole text of the dissertation will be available corresponding to each request.

<Dissertation Abstract>

Submit a digital data (PDF file) of the final version. The file name of the final version should be as follows.

“Abstract-N-student ID (ten figures)-surname-firstname.pdf”

<Doctoral Thesis Submission Form>

Fill the necessary information in specified items (bold flames) and submit a digital data (EXCEL file). The file name should be as follows.

“Data-N-student ID (ten figures)-surname-firstname.xls”

Apply since October 2022