

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)).

Please obtain confirmation from your chief supervisor (chief examiner) and follow the procedure. If you have any questions, do not hesitate to contact the Graduate School Affairs Section (check the contact address on page 4.)

1. “The doctoral program (KOU)” / “The doctoral degree by dissertation (OTSU)”

The doctoral program (KOU)

Applicants who submit their degree application while enrolled in the Doctoral Program of the Graduate School of Natural Science and Technology (NST).

The doctoral degree by dissertation (OTSU)

Applicants who submit their degree application without being enrolled in the Doctoral Program of NST (only applicable in cases specified by the regulations of NST; primarily for those applying after withdrawing from the doctoral program of NST).

2. Dissertation review process

The dissertation is reviewed in the following procedures:

Regarding the specific schedule of deadlines for each procedure, check the following URL;

<https://www.nst.kanazawa-u.ac.jp/student/gakui/>

	The doctoral degree conferment in March (Second half review)	The doctoral degree conferment in September (First half review)	Notes
Preliminary review (for applicable divisions only)	From late October	From late May	The implementation and timing of the preliminary review vary by divisions. The review is conducted under the direction of the chief supervisor (chief examiner); therefore, please consult your chief supervisor (chief examiner) for details.
Application for degree (submission of the doctoral dissertation and related documents)	Early January	Late June	Please refer to page 2 and onward for specific submission procedures and details.
Setting up a dissertation review panel	Mid-January	Mid-July	
Doctoral dissertation review	From late January to early February	From late July to Early August	As per the decision of the dissertation review panel, an oral interview may be conducted.
Oral defense presentation			The oral defense presentation is open to NST.

Conferring of doctoral degree	Late March	Late September	
Publication of the doctoral dissertation and related documents	From June onward	From December onward	The doctoral dissertation and related documents will be published online.

3. Documents required for application and submission procedure.

Notes

1. If your files are large, please use a file transfer services such as KAINS FileSender when sending them by e-mail.
KAINS FileSender: <https://send.kains.kanazawa-u.ac.jp/>
2. Each File which you attach to e-mail must be locked with passcode, or encrypted via KAINS FileSender (file transfer service). The password must be notified by separate e-mail from the one that contains the download URL.
3. Please format the email subject line as follows:
For KOU: (Division / Name) Submission of Doctoral Dissertation
For OTSU: (OTSU / Name) Submission of Doctoral Dissertation

(1) Documents to be submitted within degree application period

- The submitted documents will be used as materials of the dissertation review panel and related meetings concerning the degree review.
- Please submit all required documents to the designated email address or to the office of Graduate School Affairs Section by the deadline.
- Use the specified format on the website of the Graduate School of Natural Science and Technology.
- A payment slip for the doctoral dissertation review fee will be sent individually only to applicable persons.

Applicant	Documents to be submitted	Submission format	How to submit	Notes
KOU/ OTSU	KOU : Application for degree (Form 1) OTSU : Application for doctorate (Form 1)	PDF	Submit by e-mail attachment	
	Dissertation index (Form 2)			
	Curriculum Vitae (Form 3)			
	Dissertation summary (Form 4)			
	Dissertation			
	Dissertation abstract			
	Reference theses			
	Sub-theses			

	Confirmation regarding the use of reference thesis (Form 5)	PDF and original document	Submit PDF file by e-mail attachment at the time of application, and submit the original document by mail or in person at the office counter before the oral defense presentation	KOU: Only for the applicable students who enrolled in or after the 2024 academic year, and eligible students in Div. of Material Chemistry and Div. of Natural System who enrolled in or before the 2023 academic year. OTSU: Please contact to Graduate School Affairs Section
Only for OTSU	Certificate of employment as a researcher (Form 6)			Only for the applicable persons.
	Certificate of Academic Record (in Japanese)	Original document	Submit by mail or in person at the office counter	A certificate in Japanese showing the period of enrollment in the doctoral program and the status of earned credits.
	Fee payment receipt for dissertation review	PDF, etc. Image data	Submit by e-mail attachment	Only for the applicable persons Pay the fee at a bank, and submit a copy of the remittance receipt.

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

- These documents are for reporting to the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and National Diet Library, and for the online publication of the doctoral dissertation
- Please submit all required documents to the designated e-mail address or to the office of Graduate School Affairs Section counter by the deadline.
- All required forms are available on the website of the Graduate School of Natural Science and Technology.

Applicant	Documents to be submitted	Submission format	How to submit	Notes
KOU/ OTSU	Dissertation	PDF	Submit by e-mail attachment	The final version data for publication.
	Dissertation abstract			
	Doctoral thesis submission form	Excel		
	Application for online publication deferment of dissertation (if applicable)	Original document	Submit by mail or in person at the office counter	Only for deferment of dissertation online publication.
	Summary of the dissertation to publish in lieu of the whole text of the dissertation (if applicable)	PDF	Submit by e-mail attachment	Only for deferment of dissertation online publication. Can be replaced by Dissertation summary (Form 4).

4. Submission deadline

(1) Documents to be submitted by the application deadline

Please check the following website of the Graduate School of Natural Science and Technology.
Dissertation-Related Information:

<https://www.nst.kanazawa-u.ac.jp/student/gakui/>

Note: the deadline on the final day is 5:00 PM (JST), and no late submissions will be accepted.

(2) Documents to be submitted a month from the doctoral degree conferment

Within a month from the doctoral degree conferment.

5. Submission/Contact address

Submit required documents to the following address;

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

- * Please submit your documents well in advance of the deadline to allow sufficient time for any necessary corrections.
- * If you do not receive a confirmation e-mail from us within a few business days (excluding weekends and holidays), please contact us.
- * Documents submitted outside the degree application period will not be accepted for any reason.

6. Guidelines for documents to be submitted within degree application period

(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 of the three options and check the appropriate box.
3. Name the file as “Application for degree_(Your full name)” or “Application for doctorate_(Your full name)” and submit it as a PDF file.

(2) Dissertation index (Form 2)

1. Follow the instructions in Form 2 and complete the form.
 2. The document must be in A4-size paper (210×297 mm), written horizontally (left-to-right) in portrait orientation.
 3. Ensure that the dissertation title listed in the dissertation index matches the title shown in all other application documents.
 4. Please name the file as “Dissertation index_(Your full name)” and submit as a PDF file.
- * The Dissertation Index will be used as reference materials for the Graduate School of Natural Science and Technology Council during the degree review.

(3) Curriculum Vitae (Form 3)

1. Follow the instructions in Form 3 and complete the form. Also, refer to the remarks at the bottom of the document.
2. Fill in your name as it is written on your passport.
3. Provide your current address in detail (include apartment room number, if applicable).
4. Provide your academic record from high school to your current graduate program (For Otsu applicants, provide your academic record up to your most recent education). Please use the official names of each institution, including the faculty/school and department/major at the undergraduate level, and graduate school and division at the graduate level. Ensure that the date of enrollment, graduation, and (expected)

completion are clearly indicated.

【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 your workplaces (including affiliated departments), and job titles in chronological order. Regarding your current profession, add “(to present)” at the end of the line.
 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. Please name the file as “Curriculum Vitae_(Your full name)” and submit as a PDF file.

(4) Dissertation summary (Form 4)

1. Follow the instructions in Form 4 and complete the form.
2. The dissertation summary must be written in English.
3. The dissertation summary must be between 800 words to 1,600 words. Form 4 must consist of four pages, on A4-size paper (210×297 mm), written horizontally (left-to-right) in portrait orientation.
4. Ensure that the dissertation title stated in the dissertation summary matches the title listed in the dissertation index.
5. Name the file as “Dissertation Summary_(Your full name)” and submit it as a PDF file.
 - * The dissertation summary will be used as reference material by the Graduate School of Natural Science and Technology Council during the degree review.

(5) Dissertation

1. The dissertation must be written in Japanese or English. In the case of exceptional reasons, please contact us in advance.
2. Use A4-size paper (210×297 mm) and write horizontally (left-to-right) in portrait orientation.
3. Attach a cover page as the first page. Please refer to the figure below for the cover page format.
4. Insert a table of contents before the main text.
5. Name the files as “Dissertation_(Your full name)” and submit it as a PDF file.

*The dissertation will be accessible to the faculty members of the Graduate School of Natural Science and Technology for review purpose.

*The full text of the dissertation will be published online after the degree is conferred.

Book cover

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:

*For KOU applicants, include and complete the items shown in red.

*For OTSU applicants, the items shown in red do not need to be completed.

(6) Dissertation abstract

1. Use A4-size paper (210×297 mm) and write horizontally (left-to-right) in portrait orientation.
2. Write the title of dissertation (adding English title in the case that the original title is written in Japanese), graduate school, division (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 prepared as a 10-page document, including figures and tables.
5. Name the files as ["Dissertation Abstract_(Your full name)"] and submit it as a PDF file.

* The dissertation abstract will be published online, along with the result of dissertation review, after the degree is conferred.

(7) Reference theses

Reference theses are theses that are already published or that are scheduled to be published in peer-reviewed academic journal, and serve as the basis for the dissertation. At the time of degree application, reference theses must be at least under submission. If it is not confirmed that they

will be published by the deadline specified by the Graduate School of Natural Science and Technology, the degree will not be conferred.

1. Name the file of the relevant reference thesis as “Reference thesis_(Your full name)” and submit it as a PDF file.
2. If there are multiple reference theses, number them after “Reference thesis” according to the order listed in the dissertation index, such as “Reference thesis 2_(Your full name)”.
3. In the case that the reference theses have not been published at the time of submitting the degree application, please submit the following documents. If the status of the submitted theses change, such as their publication being confirmed, you must update the application documents. Please contact Graduate School Affairs Section.

(If the thesis has been accepted for publication and is awaiting publication)

- A proof indicating that the thesis will be published (such as a screenshot of an e-mail or other document indicating the certainty of publication)
- PDF file of the submitted manuscript or proofread version

(If the thesis is under submission and publication has not yet been confirmed)

- A document indicating that the thesis is under submission (such as a screenshot of the e-mail confirming receipt of the thesis submission)
- PDF file of the submitted manuscript or proofread version

(8) Sub-theses

All other important theses except the reference theses are called sub-theses.

1. Sub-theses are allowed to be listed in the dissertation index.
2. If you list sub-theses in the dissertation index, name each thesis file “Sub-thesis_(Your full name)” and submit it as a PDF file.
3. If there are multiple sub-theses, number them after “Sub-thesis” according to the order listed in the dissertation index, such as “Sub-thesis 2_(Your full name)”.

(9) Confirmation regarding the use of reference thesis (Form5)

For the applicants of KOU, please follow the instructions in 1 and 2. If you are unsure whether it applies, please consult your chief supervisor. For the applicants of OTSU, please contact to Graduate School Affairs Section. The detailed contact information is provided on page 4.

1. For the applicants enrolled in or before the 2023 academic year:
 - This is required only for the applicable persons in the Div. of Material Chemistry and Div. of Natural System.
 - If the applicant is not the first author of reference theses, the applicant is required to receive and submit a letter of consent from either the correspondence author, the first author, or the equivalent person with his/her signature on it for the purpose of confirmation.
2. For the applicants enrolled in or after the 2024 academic year:
 - Submission is required only for applicable persons in all divisions.

If you fall under any of the conditions listed in the table below, receive the necessary

letters of consent and submit them.

Division	When Form 5 submission is required	Person(s) to complete the letter of consent
Mathematical and Physical Sciences	The applicant is not the first author of reference theses	Other co-researcher (corresponding author, etc.)
Material Chemistry	In any of the following cases • The applicant is not the first author of reference theses • Multiple persons, including the applicant, are the first authors of reference theses	Including co-first author, at least one person from each affiliated institution. If any currently enrolled students are among the co-authors, all such students are subject to this requirement.
Mechanical Science and Engineering	In any of the following cases • The applicant is not the first author of reference theses • The applicant is not the corresponding author nor co-corresponding author	All corresponding authors
Frontier Engineering	Multiple persons, including the applicant, are the co-first author or co-corresponding author of reference theses	All co-first authors or co-corresponding authors
Electrical, Information and Communication Engineering	Multiple persons, including the applicant, are the co-first author or co-corresponding author of reference theses	All co-first authors
Geosciences and Civil Engineering	Multiple persons, including the applicant, are explicitly indicated in the reference theses as co-first authors or co-corresponding authors with equal contribution.	All co-first authors and co-corresponding authors
Biological Sciences and Technology	The applicant is not the first author of the reference theses	First author and corresponding author
	If the degree applicant is listed as a co-first author on a reference thesis, please consult the head of the division, as additional procedures may be required.	

(10) Certificate of employment as a researcher (Form 6) (Only for OTSU)

If you have research experience at your work place or elsewhere, please submit it.

(11) Certificate of Academic Record (in Japanese) (Only for OTSU)

1. The certificate is to be submitted by those who have been registered for the designated period of time, and awarded the designated number of credits before leaving the Doctoral

Program of the Graduate School of Natural Science and Technology.

2. Applicants must request the university to issue the certificate by themselves. For details on how to request the certificate, please refer to the following link:
Procedures for requesting certificates (College of Science and Engineering / Graduate School of Natural Science and Technology):

https://www.adm.kanazawa-u.ac.jp/south/s_gakusei/certificate.html

3. It is possible to designate the office of Graduate School Affairs Section as the recipient for the certificate. If you wish to do so, please indicate this in the Note column of Application form of Certificate.

(12) Fee payment receipt for dissertation review (Only for applicable OTSU)

1. The dissertation review fee is 57,000 yen. Once paid, the fee is non-refundable.
2. The fee is not required if the dissertation is submitted within a year from leaving the Doctoral Program of the Graduate School of Natural Science and Technology.
3. The applicants required to pay the fee will be contacted individually.

7. Guidelines for documents to be submitted within a month from the doctoral degree conferment

The Graduate School Affairs Section will request submission by email to the applicable persons whose degree conferment has been approved. Please submit the document by the specified deadline.

For details regarding online publication of the dissertation, please refer to the following link.

Kanazawa University Library: https://library.kanazawa-u.ac.jp/?page_id=18311

(1) Dissertation (Final version)

1. Please submit the final version of the full dissertation that you submitted for degree review. The submitted file will be published online.
2. Name the file “Full-N-student ID (ten figures) -surname- first name” and submit it as a PDF file.
3. If there are unavoidable circumstances, you may request to defer online publication. If you wish to defer publication, please also submit items (4) and (5).
4. Even if you request to defer online publication, you still need to submit the full dissertation, as it will be available for on-campus viewing upon request.

(2) Dissertation abstract (Final version)

1. Please submit the final version of the dissertation abstract that you submitted for degree review.
2. Name the file “Abstract-N-student ID (ten figures) -surname- first name” and submit it as a PDF file.
3. The Graduate School Affairs Section will add a summary of dissertation review results to the dissertation abstract you submitted and create a file for publication.
4. Even if online publication of the full dissertation is deferred, the dissertation abstract will still be published.

(3) Doctoral thesis submission form

1. Please fill in the sections enclosed by bold borders (the cells in column C in the row where column E indicates “Recipient etc.”). Do not need to complete the grey-shaded cells (the cells in column C in the row where column E indicates “Student Affairs Dept”).
2. Please name the file “Data-N-student ID (ten figures) -surname- first name” and submit it in Excel file.

*Based on the name provided on the Doctoral thesis submission form, that name will be used for online publication. If you wish to include a former name or alternate name at the time of online publication, please inform us when submitting the documents.

(4) Application for online publication deferment of dissertation (if applicable)

1. If you wish to request a deferment of the online publication of your full dissertation due to unavoidable circumstances, you must submit this form.
2. Please set the end of a month as the publication deferment due date and must be set within two years from the month after your degree is conferred.
3. After completing all required sections, please submit the original document. If you are unable to submit the original (e.g., due to being overseas), please contact the Graduate School Affairs Section.
4. Please contact Graduate School Affairs Section once the dissertation becomes eligible for online publication.
5. If you wish to extend the deferment period, please submit the application for deferment period extension at least one month before the scheduled publication date. The application form for extending the deferment period is available on the website of the Graduate School of Natural Science and Technology.

(5) Summary of the dissertation to publish in lieu of the whole text of the dissertation (can be replaced by Dissertation summary) (if applicable)

1. If you request to defer the online publication of your full dissertation, you must submit this document together with the Application for online publication deferment of dissertation.
2. Prepare the outline so that it clearly explains the entire dissertation, including the research topic setting, methodology, experiments/analysis, conclusions, and discussion. On the first page, include the dissertation title, your affiliation, and your name.
3. If it meets the above requirements, “Dissertation summary (Form 4)” submitted at the time of the dissertation review may also be used.
4. Name the file “Outline-N-student ID (ten figures) -surname- first name” and submit it as a PDF file.

Apply since December 2025
Partially Updated in October 2026