

Guideline for the Doctoral Dissertation

(For Applicants Who Are Applying
with Doctoral Dissertations)

**All the formatting and styles including punctuation and
reference should be consistent.**



○Contact:

Science Majors: Academic Affairs, Faculty of Science

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Phone : (083)933-5210

Graduate School of Sciences and Technology for Innovation,
Yamaguchi University

Examination Schedule for the Doctoral Dissertation (For Dissertation Doctors)

2025

★Application for
Preliminary
Examination



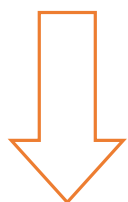
Preliminary
Examination



Faculty Council



★Application for
Examination



First Examination



Hearing
Final Examination



★Dissertation
Submission



Faculty Council



Commencement

Deadline: By the end of every month

Required Documents

- (1) Application for Preliminary Examination (Format No.10)
- (2) Doctoral Dissertation Draft
- (3) List of Related Literature and References (Format No.11)
- (4) Summary of the Doctoral Dissertation (Format No.3)
- (5) Curriculum Vitae (Format No.8)
- (6) Diploma or completion certificate of the latest academic background
- (7) Checklist for Submission of Preliminary Examination

Approval of the Preliminary Examination results

Deadline: By the end of every month

Required Documents

- (1) Application for Examination of Doctoral Dissertation (Format No.12)
- (2) Doctoral Dissertation
- (3) List of Publications (Format No.13)
- (4) Summary of the Doctoral Dissertation (Format No.7)
- (5) Curriculum Vitae (Format No.8)
- (6) Proof of Payment of Dissertation Fee(57,000 yen) *
- (7) Checklist for Submission of Examination

Deadline: By the specified deadline

Required Documents

- (1) Doctoral Dissertation (Printed version)
- (2) Doctoral Dissertation (PDF file)
- (3) Summary of the Doctoral Dissertation (Format No.7) data
- (4) Publication of Doctoral Dissertation on the Internet (YUNOCA)(Confirmation)

Deliberations and determination of degree conferment

Required Documents

Application for Preliminary Examination

Type of Document	Format	number of copies
①Application for Preliminary Examination	Format No.10	1copy
②Doctoral Dissertation Draft	A4 size, horizontal writing, in Japanese or English	5copies
③ List of Related Literature and References ※single-sided printing	Format No.11 (*Please submit each paper (If unpublished, manuscript is acceptable) on this list as well.)	5copies and 1copy
④Summary of the Doctoral Dissertation	Format No.3, approx. 2,000 Japanese characters or 800 English words	5copies and 1copy
⑤Curriculum Vitae	Format No.8	1copy
⑥Diploma or completion certificate of the latest academic background	Transfer the fee to the designated account (Please contact the Academic Affairs Section in advance.)	1copy(original)
⑦Checklist for Submission of Preliminary Examination		1copy

※②～④(5 copies):Please bind the documents ②～④ in a flat file for each committee member. You should prepare 5 files in total.

①, ③～⑦:Please prepare the documents except the dissertation draft in a clear file and submit it.

If members of the review committee are more than 5, please prepare and submit documents for all members.

Application for Examination

Type of Document	Format	number of copies
①Application for Examination of Doctoral Dissertation	Format No.12	1copy
②Doctoral Dissertation	A4 size ,Horizontal writing, in Japanese or English	5copies
③List of Publications ※single-sided printing	Format No.13 (*Please submit each paper (If unpublished, manuscript is acceptable) on this list as well.)	5copies and 1copy
④Summary of the Doctoral Dissertation	Format No.7, approx. 2,000 Japanese characters; or Format No.7, approx. 800 English words	5copies and 1copy
⑤Curriculum Vitae	Format No.8	1copy
⑥Proof of Payment of Dissertation Fee(57,000 yen)		1copy
⑦Checklist for Submission of Examination		1copy

※②～④(5 copies):Please bind the documents ②～④ in a flat file for each committee member. You should prepare 5 files in total.

①, ③～⑦:Please prepare the documents except the dissertation draft in a clear file and submit it.

If members of the review committee are more than 5, please prepare and submit documents for all members.

Final Submission of Doctoral Dissertation

Type of Document	Format	number of copies
① Doctoral Dissertation (Printed version *A simple one is acceptable)	A4 size, horizontal writing, in Japanese or English	2 copies
② Doctoral Dissertation (PDF file)	CD-R	-
③ Summary of the Doctoral Dissertation data (Format No.7) *Please submit the data file in editable format.		
④ Publication of Doctoral Dissertation on the Internet (YUNOCA)(Confirmation)		

<Notes>

▪ Publication of doctoral dissertation on the Internet(YUNOCA)

All the dissertations will be carried on the university website once they are submitted, unless they meet what we regard as “exceptional conditions”. In the latter case, a dissertation summary could be accepted instead.

The “exceptional conditions” include the cases, in which:

- some figures or pictures do not appear on the internet properly(e.g. solid figures)
- some information or data is not expected to be seen in public over a year since the degree was awarded, due to the concerns of copyright protection and personal information protection the candidate is possibly placed under unfavorable conditions by carrying his/her dissertation on the internet over a year; for example,
 - because the candidate has published some content of his/her dissertation in journals that prohibit their articles to be shown in public outside their journals
 - due to the concerns of patent application
- * you will be asked to submit a document confirming its publication when you submit the final version of your dissertation

Checklist for Submission of Preliminary Examination (For Dissertation Doctors)

Applicant Name:

Phone Number (Lab):(Cell):

Email Address:

●Write a phone number where you can be reached immediately.

You may be contacted regarding submitted documents.

●This checklist needs to be submitted with your application documents.

●All the formatting and styles including punctuation and reference should be consistent.

☐ Did you prepare the following documents?

Type of Document	Format	number of copies
<input type="checkbox"/> ①Application for Preliminary Examination	Format No.10	1 copy
<input type="checkbox"/> ②Doctoral Dissertation Draft	A4 size, horizontal writing, in Japanese or English	5copies
<input type="checkbox"/> ③List of Related Literature and References ※single-sided printing	Format No.11 (*Please submit each paper (If unpublished, manuscript is acceptable) on this list as well.)	5copies and 1 copy
<input type="checkbox"/> ④Summary of the Doctoral Dissertation	Format No.3	5copies and 1 copy
<input type="checkbox"/> ⑤Curriculum Vitae	Format No.8	1 copy
<input type="checkbox"/> ⑥Diploma or completion certificate of the latest academic background		1 copy(original)
<input type="checkbox"/> ⑦Checklist for Submission of Preliminary Examination		1 copy

☐ ②~④(5 copies):Did you bind the documents ②~④ in a flat file for each review committee member?

☐ ①, ③~⑦:Did you prepare the documents except the dissertation draft in a clear file?

If members of the review committee are more than 5, please prepare and submit documents for all members.

Application for Preliminary Examination (Format No.10)

☐ Is the application date written?

☐ Is the parenthesized Japanese title placed under the English title?

☐ Did you write the name of the degree you apply for?

☐ Is the name of the supervisor written?

(Continue to next page)

Doctoral Dissertation Draft

- ☐ Did you bind the doctoral dissertation draft in a flat file?
- ☐ Is the parenthesized Japanese title placed under the English title?
- ☐ Is the date the completion month?

List of Related Literature and References (Format No.11)

- ☐ Is the parenthesized Japanese title placed under the English title?
- ☐ Is not included any oral presentation at an academic lecture meeting in the list of related literature or references?
- ☐ Are the articles listed in chronological order?
- ☐ Did you write the names of all authors for co-authored articles?
- ☐ Did you write the names of all authors and match them exactly with the names on the paper?
- ☐ Did you match the title of the paper exactly with the title on the offprint including case-sensitive? If the paper has a subtitle, it should be written as well.
- ☐ Did you submit all of the papers listed in the item of “1. Method and Date of Publication of Related Literature”? (If not published, a manuscript is acceptable.) (Reference papers should be submitted if requested by the review committee.)

Summary of the Doctoral Dissertation (Format No.3)

- ☐ Is the summary written on horizontally in approximately 800 English words?
- ☐ Is the parenthesized Japanese title placed under the English title?
- ☐ Is the title of the doctoral dissertation identical to one on the application for preliminary examination?

Curriculum Vitae (Format No.8)

- ☐ Name should be same as your official family register. (Write your name exactly same as is printed in your passport.)
- ☐ Is there Furigana above your name with?
- ☐ The prefecture should be prefecture name of your registered domicile. (Write your nationality if you are an international student.)
- ☐ The address should be your current address on your resident card.
- ☐ If you are an international student, your name should be spelled exactly same as is printed in your passport.
- ☐ Make sure that the date should be application date.

Common to each Form

- ☐ Have you deleted notes on form (red letters / blue letters)?

Checklist for Submission of Examination (For Dissertation Doctors)

Applicant Name:

Phone Number (Lab):(Cell):

Email Address:

●Write a phone number where you can be reached immediately.

You may be contacted regarding submitted documents.

●This checklist needs to be submitted with your application documents.

●All the formatting and styles including punctuation and reference should be consistent.

☐ Did you prepare the following documents?

Type of Document	Format	number of copies
<input type="checkbox"/> ①Application for Examination of Doctoral Dissertation	Format No.12	1copy
<input type="checkbox"/> ②Doctoral Dissertation	A4 size ,horizontal writing, in Japanese or English	5copies
<input type="checkbox"/> ③List of Publications ※single-sided printing	Format No.13 (*Please submit each paper (If unpublished, manuscript is acceptable) on this list as well.)	5copies and 1copy
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<input type="checkbox"/> ⑤Curriculum Vitae	Format No.8	1copy
<input type="checkbox"/> ⑥Proof of Payment of Dissertation Fee(57,000 yen)		1copy
<input type="checkbox"/> ⑦Checklist for Submission of Examination		1copy

☐ ②～④(5copies) : Please bind the documents ②～④ in a flat file for each committee member. You should prepare 5 files in total.

☐ ①, ③～⑦: Did you prepare the documents except the dissertation draft in a clear file?

If members of the review committee are more than 5, please prepare and submit documents for all members.

Application for Examination of Doctoral Dissertation (Format No.12)

- ☐ Is the application date written?
- ☐ Is the parenthesized Japanese title placed under the English title?
- ☐ Did you write the name of the degree you apply for?
- ☐ Is the name of the supervisor written?

Doctoral Dissertation

- ☐ Did you bind the doctoral dissertation in a flat file?
- ☐ Is the parenthesized Japanese title placed under the English title?
- ☐ Is the date the completion month?

List of Publications (Format No.13)

- ☐ Is the parenthesized Japanese title placed under the English title?

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- ☐ Has the dissertation already been published? If it is going to be, has the plan been mentioned in the Index? (If the dissertation has yet to be published, the peer review should have been completed and the publication determined before the application for the examination.)
- ☐ Are the articles listed in chronological order?
- ☐ Did you write the names of all authors for co-authored articles?
- ☐ Did you write the names of all authors and match them exactly with the names on the paper?
- ☐ Did you match the title of the paper exactly with the title on the offprint including case-sensitive? If the paper has a subtitle, it should be written as well.
- ☐ You should not change the title of "List of Related Literature and References" to make it "List of Publications". The information to be written in the List of Publications (Form13) is not the same as that for the List of Related Literature and References (Form11). Check if the correct information has been written.
- ☐ Did you submit all of the papers listed in the item of "1. Method and Date of Publication of Related Literature"? (If not published, a manuscript is acceptable.) (Reference papers should be submitted if requested by the review committee.)

Summary of the Doctoral Dissertation (Format No.7)

- ☐ Make sure that you use Form 7 and not Form 3. (Form 3 is for preliminary examination.)
- ☐ Is the title of the doctoral dissertation identical to one on the application for examination?
- ☐ Is the parenthesized Japanese title placed under the English title?

Curriculum Vitae (Format No.8)

- ☐ Name should be same as your official family register. (Write your name exactly same as is printed in your passport.)
- ☐ Is there Furigana above your name with?
- ☐ The prefecture should be prefecture name of your registered domicile. (Write your nationality if you are an international student.)
- ☐ The address should be your current address on your resident card.
- ☐ If you are an international student, your name should be spelled exactly same as is printed in your passport.
- ☐ Make sure that the date should be application date.

Dissertation fee

- ☐ Do you have proof of payment ready?

Common to each Form

- ☐ Have you deleted notes on form (red letters / blue letters)?

博士論文
(Doctoral Dissertation)

英文タイトル (Title in English)
(和文タイトル) (Title in Japanese)

※英文の論文であれば上段が英文、下段が和文
※Place the parenthesized Japanese title under the English title
if the dissertation is written in English.

20XX 年△△月 △△ (Month) , 20xx
※学位取得予定年月を記載してください。
The date is the completion month.

○○○○ (氏名) (Your Name)

山口大学大学院創成科学研究科
Graduate School of Sciences and Technology for Innovation,
Yamaguchi University

President of Yamaguchi University

All Applicants,

Request for Cooperation in Impartial Dissertation Examination at Yamaguchi University

Yamaguchi University ensures that university educational staff members fairly examine students' academic dissertations. We have also established systems to ensure the transparency and objectivity of the dissertation examination processes by implementing doctoral dissertation presentation meetings and the reporting and consultation office.

Please understand the intent and purpose of our systems and cooperate with impartial examination upon submitting an application for a doctoral degree to us.

You can contact our office for reporting and consultation by emailing the address below. Please do not hesitate to contact us if you are unfairly or inappropriately treated during the process of examination for your dissertation or if you have any questions.

tsuhou@yamaguchi-u.ac.jp

(We only accept reports and inquiries via email in order to appropriately manage personal information and protect the privacy of reporters.)