

Graduate School of Sciences and Technology for Innovation,
Yamaguchi University

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:

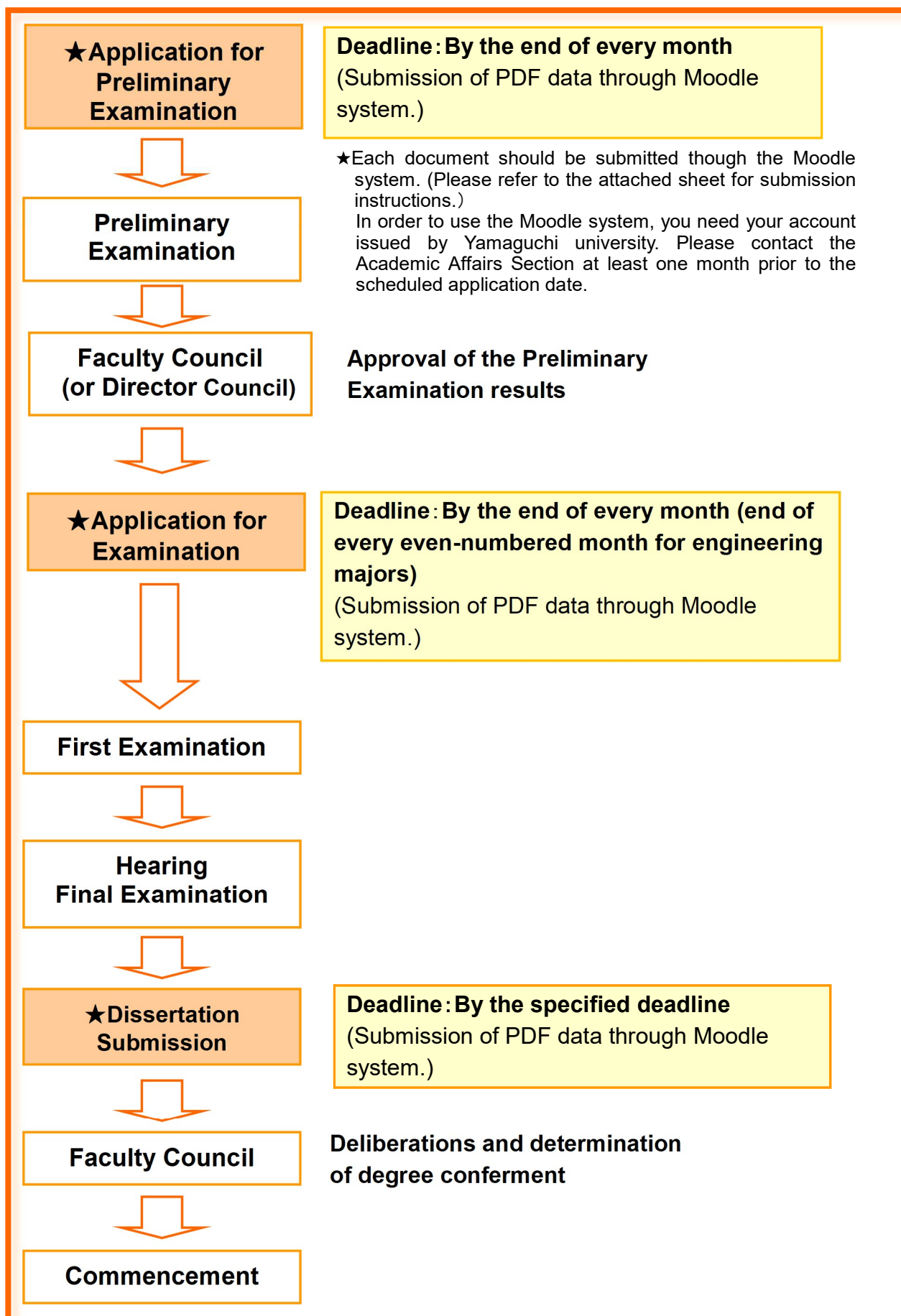
Engineering Majors: Academic Affairs, Faculty of Engineering

2-16-1 Tokiwadai, Ube 755-8611

TEL: 0836-85-9010

Examination Schedule for the Doctoral Dissertation (For Dissertation Doctors)

2025



Submission Requirements (For Dissertation Doctors)

Application for Preliminary Examination (to be submitted by the end of every month)

| Type of Document |
|---|
| ①Application for Preliminary Examination (Format No.10) |
| ②Doctoral Dissertation Draft (Horizontal writing, in Japanese or English) |
| ③List of Related Literature and References (Format No.11) *Please submit each paper (If unpublished, manuscript is acceptable) on this list as well. |
| ④Summary of the Doctoral Dissertation (Format No.3, approx. 2,000 Japanese characters or 800 English words) |
| ⑤Curriculum Vitae (Format No.8) |
| ⑥Diploma or completion certificate of the latest academic background * |
| ⑦Checklist for Submission of Preliminary Examination |

* Students who have withdrawn from this Graduate School must also submit ⑥.

Please send the documents listed in ⑥ to the following address by post.

Academic Affairs, Faculty of Engineering 2-16-1 Tokiwadai, Ube 755-8611

Application for Examination (to be submitted by the end of every even-numbered month)

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| ③List of Publications (Format No.13) *Please submit each paper (If unpublished, manuscript is acceptable) on this list as well.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

Final Submission of Doctoral Dissertation

| Type of Document |
|--|
| ①Doctoral Dissertation (PDF file) |
| ②Publication of Doctoral Dissertation on the Internet (YUNOCA)(Confirmation) |

The PDF files should be named “your name _ document number (ex.①,②)” using half width.

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<Notes>

① **Procedure for Submission**

Each document needs to be submitted using the Moodle system. (Please refer to the attached sheet for submission instructions.) In order to use the Moodle system, you need your account issued by Yamaguchi university.

Please contact the Academic Affairs Section at least one month prior to the scheduled application date to apply for the account..

② **Payment of the dissertation fee**

Please pay by either of the following method. Please contact the Academic Affairs Section in advance.

1. payment directly at the Accounting Section, Faculty of Engineering
2. transfer the fee to the designated account

③ **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 : 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 submit the following documents?

| Check | Type of Document |
|--------------------------|---|
| <input type="checkbox"/> | ①Application for Preliminary Examination (Format No.10) |
| <input type="checkbox"/> | ②Doctoral Dissertation Draft (Horizontal writing, in Japanese or English) |
| <input type="checkbox"/> | ③List of Related Literature and References (Format No.11) *Please submit each paper (If unpublished, manuscript is acceptable) on this list as well. |
| <input type="checkbox"/> | ④Summary of the Doctoral Dissertation (Format No.3, approx. 2,000 Japanese characters or 800 English words) |
| <input type="checkbox"/> | ⑤Curriculum Vitae (Format No.8) |
| <input type="checkbox"/> | ⑥Diploma or completion certificate of the latest academic background *Please send the documents by post. |
| <input type="checkbox"/> | ⑦Checklist for Submission of Preliminary Examination |

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?

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 including case-sensitive?
- ☐ Is the full title of each article written, including the subtitle?
- ☐ 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?

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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 : 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 submit the following documents?

| Check | Type of Document |
|--------------------------|---|
| <input type="checkbox"/> | ①Application for Examination of Doctoral Dissertation (Format No.12) |
| <input type="checkbox"/> | ②Doctoral Dissertation (Horizontal writing, in Japanese or English) |
| <input type="checkbox"/> | ③List of Publications(Format No.13) *Please submit each paper (If unpublished, manuscript is acceptable) on this list as well. |
| <input type="checkbox"/> | ④Summary of the Contents of the Doctoral Dissertation (Format No.7, approx. 2,000 Japanese characters; and Format No.7, approx. 800 English words) |
| <input type="checkbox"/> | ⑤Curriculum Vitae (Format No.8) |
| <input type="checkbox"/> | ⑥Proof of Payment of Dissertation Fee(57,000 yen) * photocopy is acceptable |
| <input type="checkbox"/> | ⑦Checklist for Submission of Examination |

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?

Dissertation (Title Page)

- ☐ Is the parenthesized Japanese title placed under the English title?
- ☐ Is the date the completion month?

List of Publications (Format No.13)

- ☐ 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 including case-sensitive?
- ☐ Is the full title of each article written, including the subtitle?
- ☐ 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.

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- ☐ 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)

- ☐ Did you prepare the summary both in Japanese and in English?
- ☐ Make sure that you use Form 7 and not Form 3. (Form 3 is 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.

Dissertation fee

- ☐ Do you have proof of payment ready? (*photocopy is acceptable)

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

○ ○ ○ ○ (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 examinations 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.