

## Details of Application for Doctorate by Students Expected to Complete the Doctoral Course of the Graduate School of Medical Sciences in 2024

### 【B. Submitting both a thesis and one or more relevant papers】

#### 1. Requirements for Application for Doctorate

- (1) PhD students who wish to complete the course by shortening its registration period from 3 years to less than 4 years, and is expected to obtain the required credits for completion by each examination date.
- (2) Students who have done the interim review, and have submitted the research proposal.
- (3) Thesis which is fulfilled with the screening requirement for early completion and is based on your paper which have been published as a first author as well as at least one of the relevant papers will be required for Degree Application.

#### 2. Submission of thesis review documents

Please submit the following application documents to the Student Affairs Office of GSMS by the deadline. In addition, please inform us of the title of the paper by e-mail.

Please send the author name and the title of the Thesis with the sending title “Application for Doctorate: XXXX (name of applicant)” via e-mail to the following address **without attaching anything**

Address: iyg-igaku-3@jimu.kumamoto-u.ac.jp

※Before submitting the application documents, please confirm with your supervisor whether you can publish thesis or not.

※Please refer to Attachment 1 ” Degree Application Schedule”.

◎Documents to Submit in Preliminary review

The documents can be downloaded from the website of GSMS.

<http://www.medphas.kumamoto-u.ac.jp/medgrad/gakunai/sinsei/>

「For Current Students」→「Degree application, Interim review」

- |  |        |                           |
|--|--------|---------------------------|
| (1) Check sheet (Formal submission) .....            | 1 copy |                           |
| (2) Application Form for Doctorate .....             | 1 copy |                           |
| (3) Recommendation letter .....                      | 1 copy |                           |
| (4) Letter of Consent for Submission of Thesis ..... | 1 copy |                           |
| (5) Thesis (Including cover) ※1 .....                | 1 copy |                           |
| (6) Relevant papers ※2 .....                         | 1 copy |                           |
| (7) IF high score list ※3 .....                      | 1 copy |                           |
| (8) Resume .....                                     | 3 copy | [with signature and seal] |
| (9) Index of Thesis .....                            | 3 copy | [with signature and seal] |
| (10) Reference articles ※4 .....                     | 1 copy |                           |
| (11) Cover of Abstract .....                         | 3 copy |                           |
| (12) Abstract of Thesis (English version) .....      | 3 copy | [About 300 words,         |

- (13) A pledge regarding research ethics ..... 1 copy
- (14) Statement of Depositing Doctoral Thesis ..... 1 copy
- (15) Statement of Depositing Abstract of Doctoral Thesis ※5..... 1 copy

※1 There is no need to bind. It can be at the stage of the manuscript.

※2 Including content directly related to the Thesis and making up part of the Thesis; the applicant is the lead author. (Please describe IF.)

If the paper has not been published in a printed form, the manuscript of the relevant papers and a copy of a letter or email stating that its publication has officially been decided shall be enclosed.

※3 When submitting papers published in academic journals within the top 10% (or 40%) of IF.

※4 Reference articles written in “Index of Thesis”.

※5 When applicants publish only a summary of the thesis for “unavoidable reasons”, they shall submit a summary of the doctoral thesis in addition to this Application Form.

Even if the publication of related papers has not been decided yet at the time of final deadline, we will accept an application for the review if their publication is expected to be decided.

If the title is changed after publication, send the corrected title and promptly submit 3 copies of the corrected application documents (with signature and seal) to Student Affairs Office.

### 3. Location to Submit Documents

Student Affairs Office, Graduate School of Medical Science (Medical Education & Library Building 4F)

### 4. Schedule of Review of Thesis

※Please refer to Attachment 1 “Degree Application Schedule”.

#### (1) Review by the Committee Professors

Students who seek to apply for thesis defense must pass review by the Committee Professors before applying for thesis review. (About 3 weeks)

\* If a member of the committee professors points out that the document should be revised, please correct the pointed out part and resubmit the document by the deadline. (The deadline for submission will be announced when the correction is notified)

#### (2) First Review

Documentary examination conducted at the educational committee on the third Wednesday and the Faculty meeting on the fourth Wednesday (this may be changed depending on circumstances).

#### (3) Public Presentation

The date and place, and examiners will be announced after the first review.

#### (4) Second Review

Conducted at a faculty meeting on the fourth Wednesday of the month (this may be changed depending on circumstances). The result of the review will be announced after the second review.

©Note

- (1) The Public Presentation will have 30 minutes of presentation and 30 minutes of discussion.
- (2) Submit the Thesis and abstract to all the examiners one week prior to the public presentation (review).

6. Documents to be submitted after Second Review

Students who pass Second Review are required to submit the following documents to the Student Affairs office of GSMS.

The method of submission will be notified when the test results are announced to you.

©Documents to Submit

- (1) Soft copy of doctoral thesis (full text) ··· For all Applicants
- (2) Summary of the doctoral thesis (PDF) ··· For Applicants who wish to publish thesis abstract

## Format of Documents to be Submitted

※Write your name on all documents as it appears on your student ID.

### 1. Application Form for Doctorate

- (1) Please sign and seal. (International Students may use their signatures instead of a seal.)
- (2) Please write one of the following: “Medical Sciences”, “Life Sciences” and “Health Life Science” in the parentheses.

### 2. Recommendation Letter

- (1) Your academic advisor(or introductory advisor)’s handwriting signature is required.

### 3. Letter of Consent for Submission of Thesis

- (1) The Academic advisor’s signature and seal are required.  
If you have two professors, please get both of their signature.
- (2) Please write candidate’s names of examiners.  
A Chief examiner must be selected from professors in GSMS.  
Choose a professor for at least two of the four examiners  
**An academic advisor, an introductory advisor, coauthors of Thesis, and advisors who belong to the same department of applicant are not permitted to be examiners.**
- (3) Please write Co-authors of Thesis (Reference articles ) who belong to Kumamoto University as academic advisors.  
Please be aware that the academic advisors whose name are not stated in the column might be selected as your examiner.

### 4. Thesis

- (1) Language should be Japanese or English.
- (2) If the title of the Thesis is Japanese, an English translation should be provided along with the Japanese; if English, Japanese should be provided with the English.
- (3) The title of the Thesis should be different from the titles of relevant papers.
- (4) A table of contents should be prepared according to the order below. Figures and tables should be appropriately inserted.
  - ①Table of Contents
  - ②Summary
  - ③List of Reference Articles (① relevant papers as well as companion articles, ② other articles) that make up the structure of the Thesis

- ④ Acknowledgments
- ⑤ List of Abbreviations
- ⑥ Background and Objective of Study
- ⑦ Method
- ⑧ Results
- ⑨ Discussion (including bibliography)
- ⑩ Conclusion
- ⑪ References

## 5. Relevant papers

- (1) An Application for a Doctorate needs one or more relevant papers (reference articles ①) written in English of which an applicant is the lead author.
- (2) Relevant papers should be written in English and appear in one of the “Journals written in English for academic degree application” designated by the Graduate School of Medical Sciences.
- (3) Relevant papers must be those that meet the screening requirements for early completion.

## 6. Resume

- (1) Prepare the margins: top 25 mm, bottom 15 mm, left 25 mm, right 15 mm.
- (2) The font size of the title should be 12 point, while the size of the text should be 10 point.
- (3) Signature and seal using black ink or a black ballpoint pen and submit 3 original copies.
- (4) The resume should be no more than one page each.
- (5) Kana over name to indicate pronunciation.
- (6) International Students shall enter their nationality.
- (7) Please state your educational background starting from graduation of bachelor’s degree of the University.  
※Please provide the exact date of graduation, which stated on the graduation certificate etc.
- (8) Your research history should include only student registration period at graduate school of Medical Sciences.

## 7. Index of Thesis

- (1) Prepare the margins: top 25 mm, bottom 15 mm, left 25 mm, right 15 mm.
- (2) The font size of the title should be 12 point, while the size of the text should be 10 point.
- (3) Signature and seal using black ink or a black ballpoint pen and submit 3 original copies.
- (4) The index of Thesis should be no more than one page each.
- (5) Kana over name to indicate pronunciation.

- (6) A Japanese translation of the title enclosed in brackets shall be added to the English title.
- (7) Titles written on the “thesis”, “index of theses”, and “cover of the abstract” must be the exact same, **every single word and phrases**.
- (8) If there is more than one relevant paper, indicate the main article with a circle.
- (9) Other than companion articles (reference articles ①), an applicant can add a maximum of five presented articles of his/her own to other articles (reference articles ②).  
The titles of reference articles should correspond with those in the printed matter (use of upper and lower case letters, italics, and others) as shown in a sample.
- (10) Please describe IF with parentheses after the title of journal.

## 8. Abstract of Thesis

- (1) A cover should be attached to the Abstract of Thesis. Titles written on the “thesis”, “index of theses”, and “cover of the abstract” must be the exact same, **every single word and phrases**.
- (2) Abstract should be summarized simply and clearly in **one A4 paper** within about 300 words in English.
- (3) As the sample shows, it is recommended in principle that the abstract be divided into objective, method, results, discussion, and conclusion.
- (4) Minimize the use of abbreviations. When using an abbreviation for the first time, write the words in full followed by the abbreviation in parentheses. Example: Duchenne muscular dystrophy (DMD). However, this does not apply to abbreviations widely recognized in medical science and biology (for instance: DNA, ATP).
- (5) **After graduation, in principle abstract of thesis will be published on Kumamoto University website within 3 months.**  
**Especially, please note about the description of research results involving intellectual property.**

## 9. Statement of Depositing Doctoral Thesis

In accordance with a recent partial revision of the rules for the granting of academic degrees, persons who have been granted a doctoral degree on April 1, 2013, or later (the recipients of degrees) shall, in principle, register the full text of the thesis for which they have received the degree in the Kumamoto University Academic Repository and publish it on the Internet.

- (1) The application must be signed (sealed) by the supervisor.
- (2) Prior to the publication of the full text of the doctoral thesis, applicants shall confirm that the publication will not affect the publisher, co-authors, co-researchers, collaborative companies, or other related people.
- (3) If the applicant publishes only the abstract of the dissertation due to "unavoidable reasons", submit "Statement of Depositing Abstract of Doctoral Thesis" together.
- (4) Please check the Kumamoto University Academic Repository homepage for notes on Internet publication.  
(<https://www.lib.kumamoto-u.ac.jp/collections/repository/about>)

## Degree Application Schedule (For Students who Expected to Complete in September 2024)

Schedule	Degree Applicant	Committee · Faculty Meeting
<p><b>October 2, 2023~ By 5 p.m. May 24, 2024</b></p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>【Doctoral Course】 *</b> <b>Deadline of Application</b></p> <p>(To Student Affairs office of GSMS)</p> </div>	
	<p>↑</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>Examination by Committee Professors</b></p> </div>
	<p>◎Please revise the places which pointed out by committee, and prepare for the formal submission.</p>	
<p><b>By 5 p.m. June 5, 2024</b></p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>【Master Course】 *</b> <b>Deadline of Application for Master's degree</b></p> <p>(To Student Affairs office of GSMS)</p> </div>	
<p><b>By 5 p.m. June 7, 2024</b></p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>【Doctoral Course】</b> <b>Deadline for amendments for Doctoral degree</b></p> </div>	
<p><b>June 19, 2024</b></p>		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>Educational committee</b></p> <p>◎We officially receive your application and arrange examiners for final defense.(Public presentation)</p> </div>
<p><b>By 5 p.m. June 24, 2024</b></p>	<p>※Applicants whose papers have not yet been accepted. Contact about accept. 【Strict deadline】</p>	<p>↓</p>
<p><b>June 26, 2024</b></p>		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>Faculty meeting =First Review=</b></p> <p>◎Your examiners are decided.</p> </div>
<p><b>June 28, 2024 ~</b></p>	<p><b>As soon as the examiner and schedule of public presentation is confirmed, we will inform it by email.</b></p> <p>◎Bring a thesis and abstract to your examiners in person promptly.</p>	
<p><b>July 1, 2024 ~ August 2, 2024</b></p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>Public Presentation (Doctoral Course)</b> <b>Public Presentation (Master's Course)</b></p> </div>	
<p><b>August 28, 2024</b></p>		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>Faculty meeting =Second Review=</b></p> <p>◎Deliberation your result: pass or fail</p> </div>
<p><b>Around the end of August</b></p>	<p><b>We will announce you result by email</b></p> <p>◎In accordance with the notification, please submit necessary data and documents before you graduate.</p>	
<p><b>On September 25, 2024</b></p>	<p><b>Completion Ceremony</b></p>	

\* Including students expected to complete earlier (Doctoral Course)