

[Revised April 2020]

Doctoral Dissertation Procedures

Program: Doctoral Degree

Asahikawa Medical University Graduate School of Medical Research

Dissertation Procedures (Doctoral Program)

To receive a doctoral degree, students should follow detailed procedural rules that govern the process from the submission of a dissertation to its publication, along with other general procedures, such as the official regulations related to graduate school. Please read this booklet thoroughly before beginning the steps on submitting your dissertation work and follow its procedures carefully.

I. Before Starting Dissertation Submission Procedures

1. Qualifications for the Submission of a Doctoral Dissertation

Only those students who have been enrolled in **the doctoral program at the Graduate School of Medical Research** for more than three years, are on pace to acquire the necessary credits on the courses stipulated in the school's regulations, and have attended the presentation of doctoral dissertations more than once by the time of submission are eligible to submit a dissertation.

2. Dissertation

A doctoral dissertation refers to a single-author or co-authored original paper or a paper that cites the original dissertation, which has been or is to be published in an academic journal or other publication.

An applicant can submit a co-authored dissertation only if the following two requirements are met:

- (1) The submitter of the dissertation is the principal author. However, even if the submitter is not the principal author, the co-author can still apply for its assessment as a dissertation if it is clearly stated in the text that the submitter has provided an equal contribution.
- (2) In any case, co-authors cannot submit the same text as a dissertation to obtain a degree as the submitter. In this case, the co-authors/s' consent form (Form No. 19) must be attached.

3. Publication of the Dissertation

Article 11 of the Degree Program Regulations requires those who are awarded a doctoral degree to publish the full text of their doctoral dissertation via the internet. This can be done by posting the dissertation at the Asahikawa Medical University Academic Achievement Repository site.

Hereinafter, the word "publication" in Dissertation Procedures refers to posting at the Asahikawa Medical University Academic Achievement Repository site.

Please note that students can submit as dissertations only those papers that are published in academic journals or other publications or those whose publication the students can confirm with a certification that shows the publication schedule.

II. Submission Procedures for a Dissertation and Other Rules.

1. The Submission of a Dissertation

(1) When to Submit the Dissertation

Possible submission dates for a dissertation are listed as follows, but if these fall on a Saturday or Sunday, they shall be taken to refer to the Friday immediately before that day. (Deadlines in all cases are at 5 pm.)

- 1) Those who are scheduled to finish their program in March must submit by December 5 of the preceding year
- 2) Those who are scheduled to finish their program in June must submit by March 5 of the same year
- 3) Those who are scheduled to finish their program in September must submit by June 5 of the same year
- 4) Those who are scheduled to finish their program in December must submit by September 5 of the same year

(2) Where to Submit the Dissertation

The dissertation must be submitted to the International Students Section of the Student Support Department of the Graduate School. The applicant must submit his/her dissertation in person, as errors in the submission documents, if any, can be corrected on the spot.

The applicant should ensure that the academic advisor has inspected the manuscript in advance following completion but before submission.

(3) Documents to be Submitted

- 1) Application Form for the Assessment of the Dissertation (Form No. 7) one copy
 - 2) Dissertation Catalog (Form No. 9) three copies
 - 3) Dissertation※1 (three sets of the original, three copies) six copies
 - 4) Reference Documents (three sets of the original per document) three copies
 - 5) Abstract of the dissertation (Form No. 14) 120 copies
 - 6) Resumé (Form No. 10) three copies
 - 7) Academic Advisor's Approval Form (Form No. 16)
 - 8) Co-Author's/s' Consent Form (s) (if the dissertation was co-authored) (Form No. 19) one copy
 - 9) A certificate showing that the dissertation is scheduled to be published in an academic journal (if applicable) one copy
 - 10) Indication of the date when the applicant will publish the dissertation (full text) on the internet (Form No. 21) *2 1 copy
 - 11) Application for the publication of the dissertation (full text) on the internet pending approval (Form No. 22) *2 1 copy
- For items 1) to 8), 10), and 11) above, please refer to the notes on the preparation (given below).

*1 The applicant must submit the full text of the dissertation to the International Students Section of the Student Support Department of the Graduate School after the confirmation of the conferment of the doctoral degree but before the date of the conferment.

- Files should be submitted in PDF format without password protection.
- The file name should be The Name of the Recipient of the Doctoral Degree.pdf.

- The file should retain the text information.
 - The file should be submitted as an e-mail attachment (gaku-inryu@asahikawa-med.ac.jp) or recorded on a CD-R for submission.
- *2 (1) If the applicant cannot publish the full text of the dissertation immediately following the date that the degree was received, one of the following forms should be submitted according to the date of possible publication.
- Form 21 is to be submitted when the date of the possible publication is within one year of the date that the student receives the degree
 - Form 22 is to be submitted when the possible publication date falls more than one year from the date on which the applicant received the degree or if the date is undecided
- * If the applicant publishes the dissertation immediately following receipt of the degree, the applicant does not need to submit any forms.

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(2) If the applicant submitted Form 22, the Graduate School Doctoral Program Committee determines whether the reason the applicant cannot publish the full text of the dissertation on the internet immediately after the date of receiving the degree is unavoidable. If the committee considered the reason to be unavoidable, the applicant can publish a Summary of the Doctoral Dissertation instead to hold the time until the full dissertation can be published. In this case, the applicant must create a Summary of Doctoral Dissertation, following the guidelines below, and submit the relevant data electronically to the International Student Section of the Student Support Department of the Graduate School after confirmation of the conferment of the degree and before the date of receipt of the degree as follows:

- The applicant must create a cover page, following the model dissertation cover page shown on page 4 but changing the title to Doctoral Dissertation (Summary).
- The applicant should write the main text in about 3,000 characters, ensuring that the readers will be able to understand the structure and overall content of the dissertation from it. The applicant cannot use the abstract of the dissertation as the summary.
- The PDF format should be used for the file with no password protection.
- The file name should be The Name of the Receiver for the Doctoral Degree (Summary).pdf.
- The file should retain the text information .
- Submit the file as an e-mail attachment (gaku-inryu@asahikawa-med.ac.jp) or record it on a CD-R and submit it.

(3) Those who have submitted an application for the publication of the dissertation (full text) on the internet pending approval

(Form 22) and have received approval for it must submit the notification of the elimination of the reason for the suspension of the publication from the full text of the dissertation on the internet (Form 23) if the unavoidable reason has been eliminated. The full text of the dissertation shall be published at the repository site upon the submission of Form 23.

2. Explanation of the Dissertation and Q & A

The submitter of a dissertation will be asked to give a presentation of about 15 minutes in length at the open presentations of the doctoral dissertation.

Please prepare the materials for such a presentation using PowerPoint or by another means.

3. Methods of the Assessment of the Doctoral Dissertation and the Final Exam

- (1) The Examination Committee of the Doctoral Program Committee will examine the dissertation. The applicant should keep in touch with the Committee and be ready to respond to its messages, as its members may have questions on the content of the dissertation during the assessment period.
- (2) The final examination will be conducted by the Examination Committee in the form of an oral or a written examination in fields related to the dissertation.

4. Conferment of the Degree

The Examination Committee conducts the dissertation assessment and final examination and reports the results to the Doctoral Program Committee. After the Committee certifies that the applicant has completed the doctoral program and it is decided that the degree should be conferred, the president in principle will present the diploma on the following days:

- 1) March 25
- 2) June 30
- 3) September 30
- 4) December 25

III. Points to Note when Preparing a Dissertation and Reference Documents

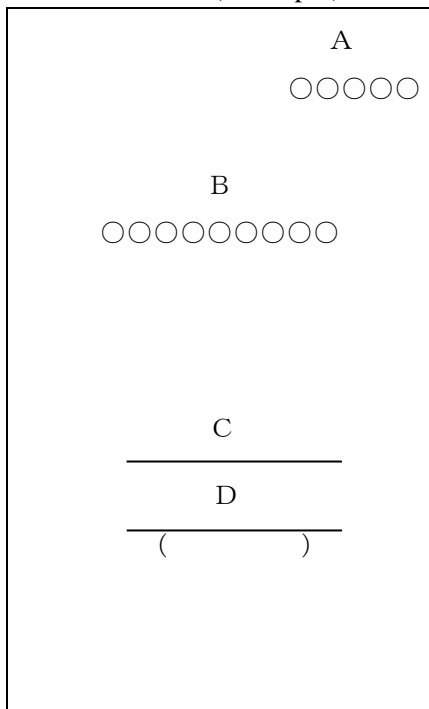
The applicant must prepare his/her dissertation and reference documents as follows:

1. Dissertation

(1) Cover

- 1) The title should indicate the content of the dissertation concretely and concisely. If the dissertation is written in Japanese, the title should be in Japanese, and if it is written in a foreign language, the title should be given in that language. In the second case, a Japanese translation of the title should be given in parentheses below the title.
- 2) As a general rule, do not use nonstandard abbreviations in the title.
- 3) The applicant may add a subtitle but avoid such expressions as "The First report ..." and ensure that it is as concise as possible.
- 4) The name of the author should be given with no title and no abbreviation. (Give the name as it is given in the family register.)

The Form of the Cover (A4 Paper)



A. Differentiate the title of the dissertation and that of the reference document (if there are two or more reference documents, number them in the order that they are listed in the dissertation catalog.)

Example : Reference Document1, Reference Document2 . . .

B. The title

C. The title of the major

(Asahikawa Medical University Graduate School of Medical Research Doctoral Program ○○ Major)

D. Author name

(. . .) Coauthor name/s in parentheses

(2) Main Text

- 1) Dissertations in Japanese should be printed on A4-size paper horizontally using a personal computer.
- 2) Dissertations in a foreign language should be printed on A4-size paper with double spacing using a personal computer.
- 3) Use plain white paper. Do not use overly thin sheets or paper marked with the any letterhead or other corporate markings.
- 4) Keep all charts, figures, etc. within the frame of the A4-size paper.

- 5) The applicant's dissertation must be submitted complete and after careful revision and editing such that no corrections will be necessary after submission.
 - 6) The applicant must submit each copy of the dissertation in a separate envelope closed with a double clip.
 - 7) Accepted dissertations will not be returned; hence, it is advisable to make a copy before the submission.
- (3)The applicant can substitute an offprint of the dissertation if it has already been published elsewhere. However, in this case, a separate cover page must be attached if the original cover does not meet the prescribed format.

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2. Reference Documents

- (1) The applicant may submit a paper that supplements the dissertation or a paper on a related field as a reference document.
(Reference documents so designated can only include papers already published by the applicant.)
- (2) For all other matters, the dissertation guidelines must be conformed to.

IV. Points to Note When Preparing Other Documents for Submission

1. Dissertation Catalog (Form No. 9)

- (1) If the title of the dissertation is in a foreign language, a Japanese translation must be given in parentheses.
- (2) In principle, if the dissertation or reference document has not been published in an academic journal or similar venue, the applicant must state that it is scheduled to be published. If it is not certain whether it will be published, the applicant must state that it has not been published.
- (3) The applicant must list all reference documents.
- (4) Other guidelines indicate how documents must be prepared.

2. Resumé (Form No. 10)

- (1) The applicant must describe his/her year-by-year academic career following graduation from university.
- (2) Other examples indicate how documents should be prepared.

3. Abstract of the Dissertation (Form No. 14)

- (1) If the title of the dissertation is in a foreign language, a Japanese translation must be given in parentheses.
- (2) The abstract cannot be longer than 3,000 characters, written using a personal computer in a typeface size of about 10 points.
- (3) In the abstract, the applicant must separately describe the research objective, materials and methods used, results, main idea, and conclusion.
- (4) Do not insert charts or photographs in the abstract.
- (5) Put the name of the academic journal, etc., in which the applicant plans to publish the dissertation on the cover of the abstract.
- (6) Give the name/s of the co-author/s (if any) on the cover of the abstract.
- (7) Add up to three important citations at the end of the abstract.
- (8) Add up to five reference documents at the end of the abstract.

4. Academic Advisor Approval Form (Form No. 16)

The applicant must attach an approval form by the academic advisor when submitting the dissertation.

5. Co-Author Consent Form (Form No. 19)

If the applicant co-authored the dissertation, be sure to attach the consent form/s of the co-author/s. If there are multiple co-authors, submit one form for each co-author.

6. Evidence That the Dissertation is Scheduled to be Published

If the dissertation has not been published in an academic journal, etc., attach a document that shows that it is scheduled to be published.

Request for Dissertation Assessment

Date: _____ (Month/Day/Year)

To: The President of Asahikawa Medical University

Full name: _____

I submit my dissertation with the following documents for an assessment according to the provisions of Article 4, Paragraph 2 of the Asahikawa Medical University Degree Regulations.

Description

- | | |
|---------------------------------|------------|
| 1. Dissertation Catalog | 3 copies |
| 2. Abstract of the Dissertation | 120 copies |
| 3. Resumé | 3 copies |

Notes

The applicant shall submit three original sets and three copies of the dissertation. The applicant shall submit three original sets of reference papers.

The paper size shall be A4.

(Note) The applicant must sign the document himself/herself.

Dissertation	
1, Title:	A study on ○○○○○○○○○○○○○○○○○ Co-authored with ○○○○ and ○○○○ (excluding the submitter of the dissertation)
2. Method and Time of the Publication	<p>Example 1. Medical journal ○○○○, Vol. ○○, pp. ○ - ○, Year (if the study has already been published)</p> <p>Example 2. Medical journal ○○○○ Vol. ○○, Scheduled to be published in Year (If the study has not been published yet, the applicant should attach a publication certificate from the publisher, including the projected date)</p> <p>Example 3. Unpublished (other than the above two examples)</p>
3. Number of Dissertations	1
Reference Paper 1	
1. Title:	A study on ○○○○○○○○○○○○○○○○○ Co-authored with Jiro Otsuno and x (number) others ("x others" here would exclude Jiro Otsuno <i>and</i> the submitter of the dissertation)
2. Method and Time of the Publication	Same as the above example entries for the dissertation.
Reference Paper 2	
Date: _____ (Month/Day/Year)	
The Applicant: ○ ○ ○ ○	

※The size of the paper shall be A4, and it must fit within the frame of 23 x 17 cm.
 ※The applicant must prepare the form him/herself.
(Note) The applicant must write the signature himself/herself.

Type of Degree	Doctorate	Name	○ ○ ○ ○
<p>Title</p> <p>○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○</p> <p>Name/s of the Co-Author/s</p> <p>Example 1. Medical journal ○○○, Vol. ○○, pp. ○-○ Year (If the dissertation has already been published)</p> <p>Example 2. Medical journal ○○○, Vol. ○○ Year Publication schedule (The applicant can attach a publication certificate from the publisher, even though the paper has not been published yet)</p> <p>Example 3. Unpublished (other than the above two examples)</p> <p>Research objective</p> <p>.....</p> <p>.....</p> <p>Materials and methods used</p> <p>.....</p> <p>.....</p>			

(Insert a page)

- ※The paper must be of XX size and fit within 23 x 17 cm. The applicant must complete the form on a personal computer.
- ※The applicant must prepare the form him/herself.

Achievements

.....
.....

Ideas

.....
.....

Conclusion

.....
.....

Important citations

(List up to three important citations.)

Reference documents

(List up to three reference papers.)

(Insert a page)

Resumé	
Full Name ○○○○○○ ○○○○○○ (Male/Female)	
Date of Birth: _____	
Registered Domicile: ○○○○○○○○○○○○○○	
Current Address: ○○○○○○○○○○○○○○	
Education	
Date: _____ Graduated from Asahikawa Medical University School of Medicine	
Date: _____ Enrolled in the Doctoral Program of the Asahikawa Medical University Graduate School of Medical Research	
Date: _____ Expected to completed the above	
Employment History	
None	
Research History	
None	
Qualifications	
Date: _____ Granted medical doctor's license (No. ○○○○○)	
Academic Awards and Disciplinary Actions	
None	
I hereby declare that the above information is true and accurate.	
Date: _____ (Month/Day/Year)	
Full Name: _____	

※The paper size must be A4 and the page must fit within the frame of 23 x 17 cm.

※The applicant must prepare the form him/herself.

(Note) The applicant must write the signature himself/herself.

Approval by the Academic Advisor

Date: _____ (Month/Day/Year)

To: The President of Asahikawa Medical University

The academic advisor for the dissertation

Full Name: _____

I hereby approve the submission of the following dissertation as the applicant's doctoral dissertation.

Description

The Title of the Dissertation: _____

Major: _____

The Field: _____

Related Courses, etc.: _____

Full Name: _____

Notes

Enter the name of the applicant's original course, etc. and the name of the course in which the applicant is currently receiving academic advice in the section on "Related Courses, etc." Under the heading "Courses, etc." are included academic subjects, faculties, departments, and centers.

Co-Author's Consent Form

Date: _____(Month/Day/Year)

To: The President of Asahikawa Medical University

Full Name: _____
(signature)

Department:

Telephone () - () -

Current Address:

Telephone () - () -

I hereby allow _____(name of the applicant) to submit the following work to your Graduate School of Medicine as his/her doctoral dissertation.

I shall not use the dissertation to apply for my own degree.

Description

Title of the Dissertation

Notes

The co-author/s must prepare this consent form.

Date: _____ (Month/Day/Year)

To: The President of Asahikawa Medical University

Notification of the Possible Date for the Online Publication of the Doctoral Dissertation (full text)

Please publish the full text of my doctoral dissertation on the internet promptly on or after the possible publication date below once I have received confirmation of the conferment of my doctoral degree.

Description

Possible Date of the Publication: _____(Month/Day/Year)

The Name of the Applicant: Asahikawa Taro (signature)

※ The name seal can be replaced with the applicant's signature.

Expected Date for Receiving a Doctoral Degree: _____

The Confirmation of the Academic Advisor	Name: ○ ○ ○ ○ (name seal)
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* The name seal can be replaced with the applicant's signature.

※ Publication on the internet here means posting the dissertation at the Asahikawa Medical University Academic Achievement Repository site.

※ The applicant submits this form when it is necessary to suspend the publication for a certain period within one year of the expected date for the conferment of his/her doctoral degree.

Date: _____(Month/Day/Year)

To: The President of Asahikawa Medical University

Application for the Approval of the Suspension of the Online Publication of the Dissertation (full text)

If I apply for the publication of a summary of my doctoral dissertation upon the conferment of my doctoral degree due to my inability to publish the full text on the internet within one year of the expected date of the conferment for the following reason:

then I shall promptly notify you if the reason for not publishing the dissertation is no longer operative.

- 1. The reason that the applicant cannot publish the full text of the dissertation on the internet is
 - Because the dissertation contains content that cannot be published on the internet for more than one year from the expected date for the conferment of my degree due to copyright protection, personal information protection, or similar.
 - Because the online publication of the full text of the dissertation will result in a clear disadvantage beyond one year from the date for the conferment of the doctoral degree in connection with a publication, a publication in academic journals that prohibit multiple publications, a patent application, or similar.
 - Because the dissertation is under submission to an academic journal, and there is no guarantee that it will be published.
 - Because there is another particular unavoidable reason.

2. The specific details of the reason why the applicant cannot publish the full text are as follows.

3. The probability that the reason for the inability of the applicant to publish the dissertation will cease to exist is as follows.

Possible Time <input type="checkbox"/>	Date: _____(Month/Day/Year) <input type="checkbox"/> Unknown
The reason for stating the possible time as above	

Name of the Applicant: _____(name seal)

※ The name seal can be replaced with the applicant's signature.

Expected Date for the Conferment of the Doctoral Degree:

_____ (Month/Day/Year)

Confirmation by the Academic Advisor	(name seal)
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※ The name seal can be replaced with the academic advisor's signature.

※ Online publication refers to posting the dissertation at the Asahikawa Medical University Academic Achievement Repository site.

Date: _____(Month/Day/Year)

To: The President of Asahikawa Medical University

Application for the Approval of the Suspension of the Online Publication of the Dissertation (full text)

I hereby apply for the publication of the summary of my doctoral dissertation upon the conferment of my doctoral degree because I will not be able to publish the full text on the internet within one year of the expected date of the conferment for the following reason:

I shall promptly notify you if the reason for not publishing the dissertation has ceased to exist.

1. The reason that the applicant cannot publish the full text of the dissertation on the internet is

- Because the doctoral dissertation contains content that cannot be published on the internet beyond one year from the expected date for the conferment of the degree due to copyright protection, personal information protection, or similar.
- Because an online publication of the full text of the dissertation would result in a clear disadvantage beyond one year from the expected date for the conferment of the degree in connection with a publication, a publication in academic journals that prohibits multiple publications, a patent application, or similar.
- Because the dissertation is under submission to an academic journal, and there is no guarantee that it will be published.
- Because there is another particular unavoidable reason.

Please tick the one which applies. (the applicant can tick more than one)

2. Specific details of the reason that the applicant cannot publish the full text are as follows.

(example entries) Although it was published in XX magazine of XX company, the company does not allow publications on the internet, etc. for X years after the publication of a dissertation. (Please describe the specific details of the reason you identified in 1.)
--

3. The probability that the reason for the inability of the applicant to publish the dissertation will cease to exist is as follows.

Possible time	<input checked="" type="checkbox"/> Date: _____ (Month/Day/Year) <input type="checkbox"/> unknown
The reason for stating the possible time as above	Because of the reason stated in 2. above

The Name of the Applicant: Asahikawa Taro (name seal)

※ The name seal can be replaced with the applicant's signature.

Expected Date for the Conferment of the Doctoral Degree: _____ (Month/Day/Year)

Confirmation by the Academic Advisor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (name seal)
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※ The name seal can be replaced with the applicant's signature.

※ Publication on the internet means posting the dissertation at the Asahikawa Medical University Academic Achievement Repository site.

Date: _____(Month/Day/Year)

To: The President of Asahikawa Medical University

**Cancellation of the reason for suspending the online publication of the
dissertation (full text)**

I hereby notify you that it has become possible to publish the full text of my doctoral dissertation on the internet immediately after the following date.

Description

Possible Date of the Publication: ○○○○○○ (Month/Day/Year)

Name of the Notifier: Asahikawa Taro (name seal)

※ The name seal can be replaced with the notifier's signature.

Date of Receiving the Doctoral Degree: ○ ○ ○ ○

(Month/Day/Year)

The Number of the Degree Certificate: ○○○○

Confirmation by the Academic Advisor	Name: ○ ○ ○ ○ (name seal)
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※ The name seal can be replaced with the academic advisor's signature.

※ Publication on the internet here refers to posting the dissertation at the Asahikawa Medical University Academic Achievement Repository site.