

<< Important >>

To: D3 students expected to complete the degree program in March 2022

From: Dean, Graduate School of International Cultural Studies

## Procedures for Submitting the “Doctoral Dissertation Title Registration Form” and the Doctoral Dissertation

D3 students expected to complete the degree program in March 2022 must submit the “Doctoral Dissertation Title Registration” Form (*hakushi ronbun daimoku todoke* 博士論文題目届) and the doctoral dissertation to the Academic Affairs Office, as per the following procedures.

The form can be downloaded from the GSICS website.

<http://www.intcul.tohoku.ac.jp/student/fin-info/>

### 1. How to submit the “Doctoral Dissertation Registration Title” Form

Enter your doctoral dissertation title in the Excel format and submit it to the Academic Affairs Office via the following Google form: <https://forms.gle/YhT5HqgABuvTpVot7>

\*No personal seal is required when you submit it.

\*Please be sure to consult with your supervisor about your doctoral dissertation title by e-mail, etc. before you decide on it.

### 2. “Doctoral Dissertation Registration Title Form” Deadline

Submission Deadline: June 30 (Wed.), 2021, by 17:15. \*Strictly observed

### 3. Doctoral Dissertation Deadline

Submission Deadline: November 16 (Tue.), 2021 to November 30 (Tue.), 2021, by 17:15.

\*Strictly observed

### 4. Final Examination

Date: Middle of December, 2021 to February 7 (Mon.), 2022

### 5. Notes

Even if you submitted the “Doctoral Dissertation Title Registration Form” in the past, you must submit it again.

\*Your doctoral dissertation will not be accepted if you don't submit the title form.

Those who have withdrawn upon completion of coursework are able to submit the doctoral dissertation within a year from the date of withdrawal from graduate school. (For only those who have enrolled in the doctoral program for at least 3 years and received the necessary research guidance.) Please note that the degree must be the “Doctorate by thesis” after a year has passed.

# How to Submit Your Doctoral Dissertation

**[Submission Deadline: November 30 (Tue.), 2021, by 17:15.]**

## 1. Doctoral Dissertation

**Number of copies required for submission:**

**[Doctoral Candidates]**

One for each member of the dissertation committee.

**[Doctoral Candidates who have withdrawn upon completion of coursework]**

The number that your supervisor appoints.

(1) The Dissertation must be constituted of original work by the applicant.

Other than Japanese, dissertations must, in principle, be prepared in English. However, if you receive permission from your supervisor, you can write the dissertation in another language.

The dissertation must have a single author. However, you can use already published co-authored academic papers as part of the Doctoral Dissertation if the following conditions are satisfied:

- ① The main researcher and author of the paper must have been the candidate who is submitting the Dissertation.
- ② All authors other than the dissertation submitter must not be themselves using the article in question, as means for obtaining their Doctoral degree.

If these criteria are met, then candidates must submit an agreement signed by all co-authors consenting to the candidate's use of the article (*dōisho* 「同意書」, see appended form, Doctoral Candidates: 博在-IV-2-(2), Doctoral Candidates who have withdrawn upon completion of coursework: 博退-III-2-(1)).

- (2) Duplicates should also be in A4-size, left-bound in case the text is horizontal, and right-bound if vertical.
- (3) The cover and spine should followed the respective template provided by the school. Note that if the candidate submits the dissertation in a format different from that required, he or she may be requested to amend the work.
- (4) In preparing your dissertation, use a word processing software such as Microsoft Word. We suggest 72 characters × 25 lines per page and font size 12.
- (5) The examination process begins immediately after submission. Therefore, please be careful to submit a final version of the work, so there is no need for any sort of corrections.

## 2. Academic Publications

In case academic publications by the author are used as reference, they can be included in the dissertation as appendices. Include the papers in question after the dissertation proper, with a cover page with the words “Academic Publications”. It may include the following kind of papers.

- (1) Papers authored by the candidate as single or co-author.
- (2) Papers whose topic are connected to the dissertation and function as supplement.
- (3) Papers which provide information on the research leading to the dissertation.
- (4) Research outcomes published within the research period.

[課程博士]

**3. Doctoral Dissertation Abstract (10 pages, inclusive of pictures and charts):  
60 copies**

- (1) The abstract should be written in English, using a word processing software. It should be within 10 A4-size pages, including pictures and charts.
- (2) The abstract should summarize the contents of the entire dissertation, including the purpose, methods, and results of the research.
- (3) The abstract can be divided into sections which can reflect the structure of the dissertation.
- (4) On the abstract's cover, specify the name and position of all each of your supervisors.
- (5) Submit an electronic version of the abstract, which will be used for preparing a public version.

**4. Research Guidance Report (*kenkyū shidō hōkokusho* 「研究指導報告書」, see appended form, Doctoral Candidates: 博在-III-2-(3), Doctoral Candidates who have withdrawn upon completion of coursework: 博退-II-2): 1 copy**

**5. Candidate's Curriculum Vitae (*rirekisho* 「履歴書」, in the manner specified in Section 2-(5): 様式2の(5)): 1 copy**

**6. Dissertation Index (*ronbun mokuroku* 「論文目録」, in the manner specified in Section 2-(6): 様式2の(6)): 1 copy**

**7. Submission of the Doctoral Dissertation (*hakushi gakui ronbun no teishutsu ni tsuite* 「博士学位論文の提出について」, see appended form, Doctoral Candidates who have withdrawn upon completion of coursework 博退-III-2-(7)): 1 copy**

Only doctoral candidates who have withdrawn upon completion of coursework need to submit it.

**【Submission Deadline: February 15 (Tue.), 2022, by 17:15.】**

◇**Doctoral Dissertation**

**Original: 2 CD-RWs (or other media)** containing the data of the Dissertation  
(for online publication and graduate school records)

\*Use rewritable electronic media like CD-RWs etc. with a case (in order to change the name of the file after the submission), and write the graduate school name, the student number and your name on the surface of the electronic media.

\*Submit a single PDF file including the entire dissertation.

**Duplicate: One temporary binding** of the Dissertation which is the same as the duplicate submitted by November 30, 2021 (for the Faculty Senate).

[課程博士]

※ If there are "extenuating circumstances," and these circumstances are acknowledged as valid, you may be allowed to publish only a summary of the Dissertation (1 summary, 1 original, 2 copies).

Summary of the entire content of the Doctoral Dissertation: 1 CD-RW etc. (for online publication)

\*Note that this is different from a regular abstract, as it should summarize the entire dissertation from the process of setting up the topic, the methodology and empirical analysis that lead to the final conclusions.

Original: 1 binding book of the entire dissertation (to be sent to the National Diet Library), and 1 CD-RW etc. (for online publication when there is no longer an impeding reason)

Duplicate: 2 temporary bindings as same as the duplicate submitted by November 30, 2021 (for the records of the graduate school and respective department)

- (1) As to preparing original dissertation, follow the method of making duplicate.
- (2) When you submit the book binding as original dissertation because of "extenuating circumstances", use A4-size sheets of vertically long and bind its left sides. Bind it with the cover colored black or dark blue and print by gilt letters on it.
- (3) The year put on the original dissertation of "Example" is the one when duplicate and related document should be submitted to in May or November. Take care not to confuse the proper year to submit the dissertation.
- (4) The dissertation abstract is to be published on the internet. If the abstract contains some information not to be able to make publish, submit again the usable data to the Academic Affairs Office.

## **【Other Matters to be Noted】**

### **1. Awarding of the Doctoral Degree**

The final decision regarding the awarding of the degree will be made by the Faculty Senate. Decisions regarding dissertations submitted in November will be made in March, and those submitted in May will be considered in September. Those whose dissertation received final approval from the Senate in March will be awarded their degrees at March Conferral Ceremony, and those who received final approval in September will be awarded their degrees at the Conferral Ceremony of September.

### **2. The Publication of the Doctoral Dissertation**

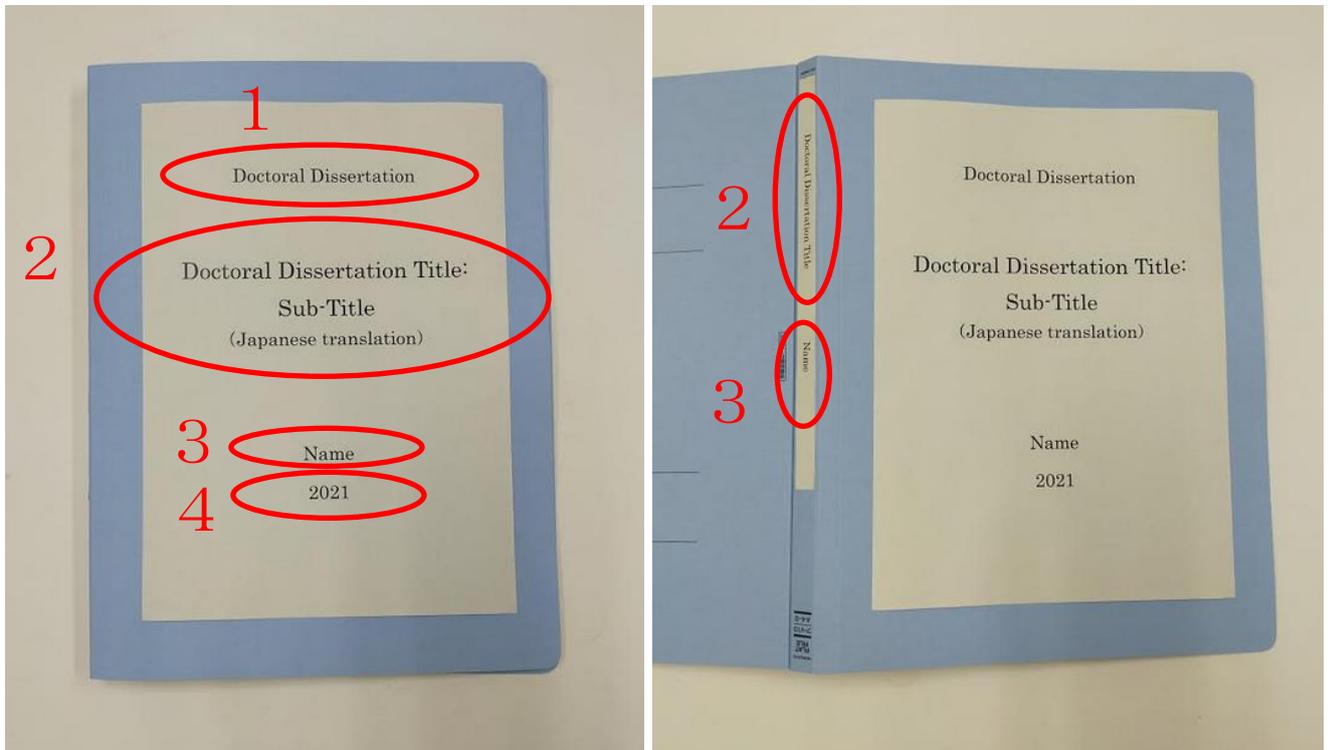
Those who are awarded the Doctoral Degree must publish the Dissertation within a year since the award. However, this shall not be the case if the candidate has already published his or her work before being awarded the degree.

June 2021

Graduate School of International Cultural Studies,  
41 Kawauchi, Aoba-ku, Sendai 980-8576  
Phone: 022-795-7556 (Academic Affairs Office)

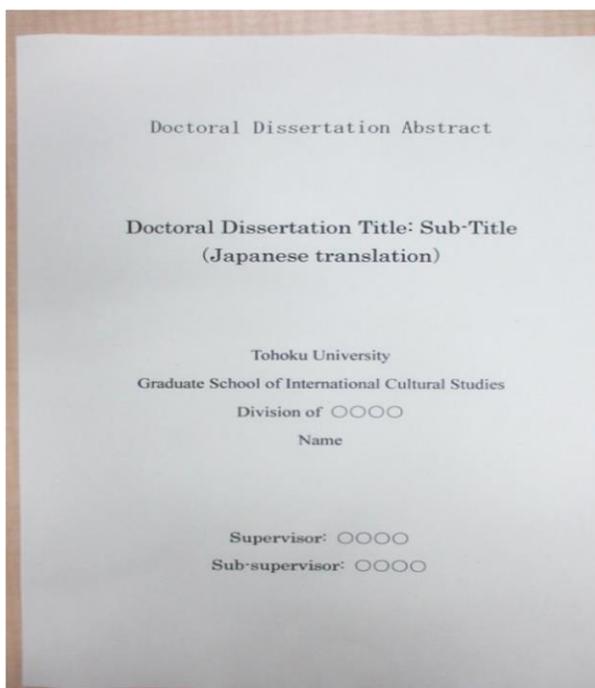
# Example

## Doctoral Dissertation Duplicate Cover

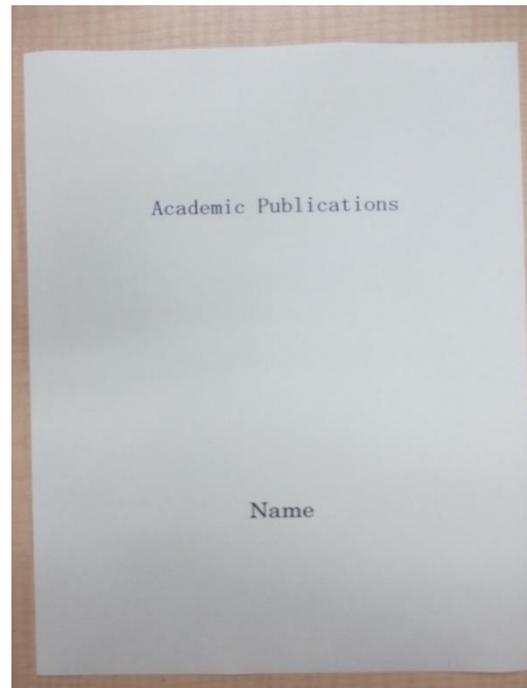


- 1 . . . Put the “Doctoral Dissertation”
- 2 . . . Include the dissertation title with the Japanese translation in “( )”
- 3 . . . Author’s Name
- 4 . . . Put the year of your submission (must be “2021”)

## Doctoral Dissertation Abstract Cover



## Academic Publications Cover



Doctoral Dissertation Original CD-RW (or other media)



**The publication of your entire doctoral dissertation on the Internet is mandatory.**

Until now, it was required that only printed copies of doctoral dissertations be made publicly available within one year of the students' receiving their doctoral degrees. However, due to revisions to regulations regarding degrees, the method of publication has been changed. Therefore, if you received your degree on April 1, 2013 or later, you must publish the entire text of your dissertation on the Internet. If there are "extenuating circumstances," and these circumstances are recognized as valid, you may be allowed to publish only a summary of the dissertation.

**A digital copy of the full text of your doctoral dissertation will be stored in the Tohoku University Repository (TOUR).**

The TOUR system, which is operated by the Tohoku University Library, is used to publish materials on the Internet. A digital copy of your submitted doctoral dissertation will be provided to the National Diet Library via TOUR. If submitting a summary of the dissertation, it will be stored digitally on TOUR.

**Know your rights regarding Internet publication.**

You are responsible for understanding your own rights regarding Internet publication of your submitted doctoral dissertation, for example copyright policies related to publishing (Internet publication policy) and patent application procedures, etc.

**What constitutes "extenuating circumstances?"**

Some examples follow:

The dissertation relies on physical objects, which cannot themselves be published on the Internet.

The dissertation contains information which cannot be published on the Internet for over one year due to restrictions related to copyright or personal privacy.

Publication of the full text on the Internet is inadvisable for more than one year due to issues related to publication in a periodical or academic journal that forbids its mass publication.

Publication of the full text on the Internet is inadvisable for more than one year due issues related to pending patent applications.

If any of these apply, obtain permission from your academic supervisor to submit a "Doctoral Dissertation Summary Registration Application." Upon receiving approval from the dean of the Graduate School of International Cultural Studies, you will be allowed to publish just a summary of the full text of your doctoral dissertation.

For students who wish to complete their studies in September, the deadline for "Doctoral Dissertation Summary Registration Application" submission is August 18. For students who wish to complete their studies in March, the deadline is February 15.

**Note 1:** After publishing a summary of your dissertation due to "extenuating circumstances," you must promptly publish the full text once those circumstances are resolved. Therefore, the "Doctoral Dissertation Summary Registration Application" includes a space to enter the date of full publication.

**Note 2:** Even if you will register only a summary of your doctoral dissertation on TOUR, you must still submit the full text to the National Diet Library.