

To: D3 students who expect to complete the degree program in March 2024

From: Dean, Graduate School of International Cultural Studies

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

D3 students who are expected to complete the degree program in March 2024 must submit the “Doctoral Dissertation Title Registration” Form and the doctoral dissertation to the Academic Affairs Office, as per the following procedures. The form can be downloaded from the GSICS website: <https://www.intcul.tohoku.ac.jp/english/student/fin-info/#2>

1. How to submit the “Doctoral Dissertation Title Registration” 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/gNa7U21t74NnkC8e7>

*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 Title Registration” Form Deadline

Submission Deadline: June 30, 2023 (Fri.) by 17:15. *Strictly observed

3. Doctoral Dissertation Deadline

Submission Deadline: November 16, 2023(Thu.) to November 30, 2023(Thu.) by 17:15.

***Strictly observed**

4. Final Examination

Date: Mid-December to February 9, 2024(Fri.)

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Those who have withdrawn upon completion of coursework are able to submit the doctoral dissertation within a year from the date of withdrawal from graduate school.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 those who submit the doctoral dissertation after a year has passed are treated as a doctor without completing the doctoral coursework (thesis only).

How to Submit Your Doctoral Dissertation

[Submission Deadline: November 30, 2023(Thu.) by 17:15]

1. Doctoral Dissertation

Number of copies required for submission:

[Doctoral Candidates]

The same number of printed copies as the number of the dissertation committee members.

[Doctoral Candidates who have withdrawn upon completion of coursework]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 doctoral candidate.

Other than Japanese, English is the language used in the dissertation. However, if you receive permission from your supervisor, the dissertation may be written in another language.

The dissertation must be a single-author work. 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 doctoral candidate 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 paper, left-bound in case the text is horizontal, and right-bound if vertical.
- (3) The cover and spine should follow the respective examples provided by school. Note that if the candidate submits the dissertation in a format different from that required, they may be requested to amend the work.
- (4) When 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) Before final submission, you must submit your dissertation draft to your supervisor upon their request in order to receive necessary research guidance. 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

If you have academic publications, which is used in the dissertation 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.

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(4) Research outcomes published within the research period.

3. Doctoral Dissertation Abstract (approximately 10 pages, including pictures and charts): 1 copy in CD-ROM(or other format)

- (1) The abstract should be written in English, using a word processing software. It should be within approximately 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, put the name and position of all each of your supervisors.

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」, Form 2-(5)(様式2の(5)): 1 copy

6. Dissertation Index (*ronbun mokuroku* 「論文目録」, Form 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, 2024(Thu.) by 17:15】

◇**Doctoral Dissertation**

Original: 1 copy in CD-ROM (or other format) containing the data of the dissertation (for online publication)

*Use electronic media like CD-ROM, etc. with a case, and put the graduate school's name, your student ID 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, 2023 (for the Faculty Committee).

- (1) When you prepare the original dissertation, follow the method of making duplicates.
- (2) The year of your submission which put on the cover of the original dissertation must be the year when duplicates and related documents are submitted in May or November. Please do not confuse the year when you submit the original dissertation.
- (3) The dissertation abstract is to be published on the internet. If the abstract contains some

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information not to be able to make publish, submit again the usable data to the Academic Affairs Office.

※ If there are "extenuating circumstances," and these circumstances are acknowledged as valid, you may be allowed to submit the following things:

Summary of the entire content of the doctoral dissertation: 1 copy in CD-ROM or other format (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 copy in CD-ROM or other format (for online publication when there is no longer an impeding reason) containing the entire dissertation

Duplicate: 1 temporary binding as same as the duplicate submitted by November 30, 2023 (for the school records)

【Additional 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 Committee. 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 Committee 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 their work before being awarded the degree.

June 2023

Graduate School of International Cultural Studies,
41 Kawauchi, Aoba-ku, Sendai 980-8576

Phone: 022-795-7556 (Academic Affairs Office)

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.

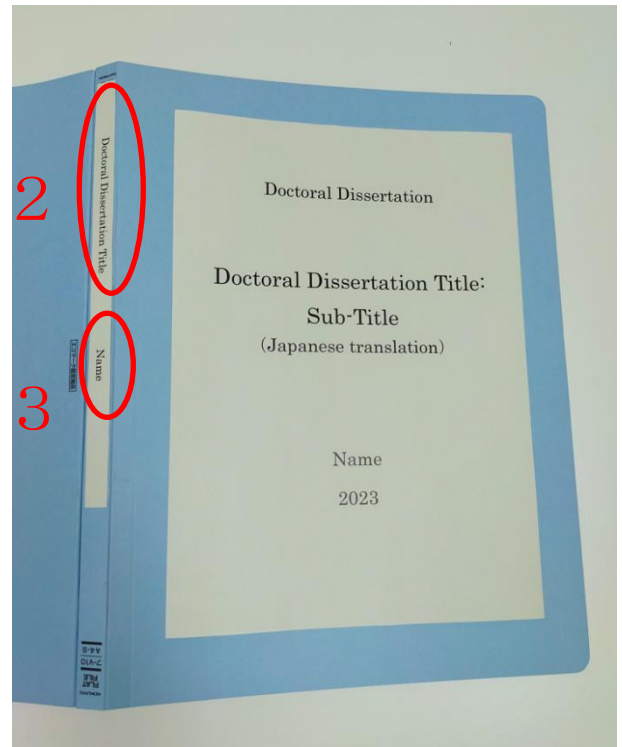
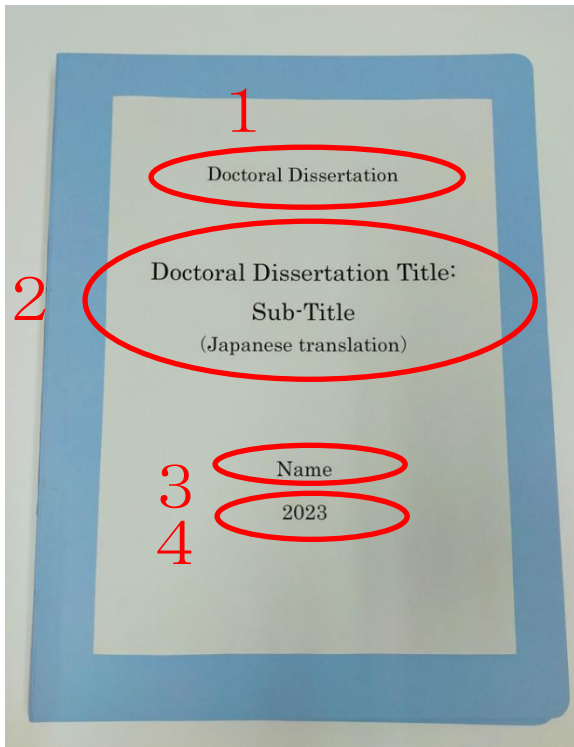
For students who wish to complete their studies in September, the deadline for "Doctoral Dissertation Summary Registration Application" submission is August 18. For students who wish to complete their studies in March, the deadline is February 15.

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.

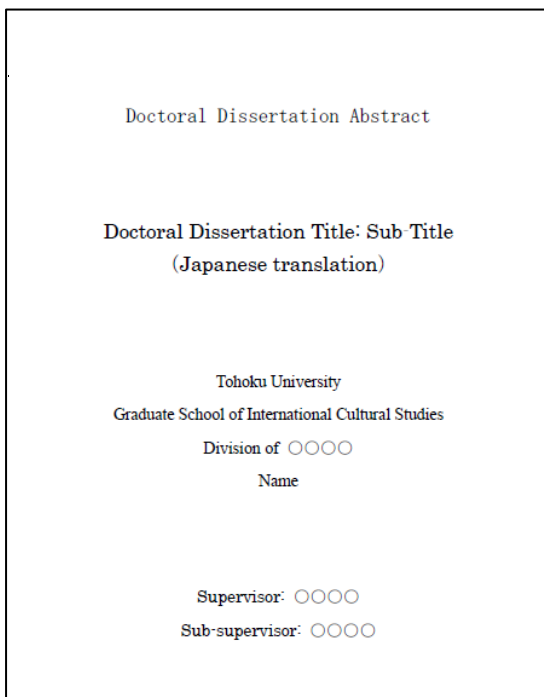
Example

Doctoral Dissertation Duplicate Cover

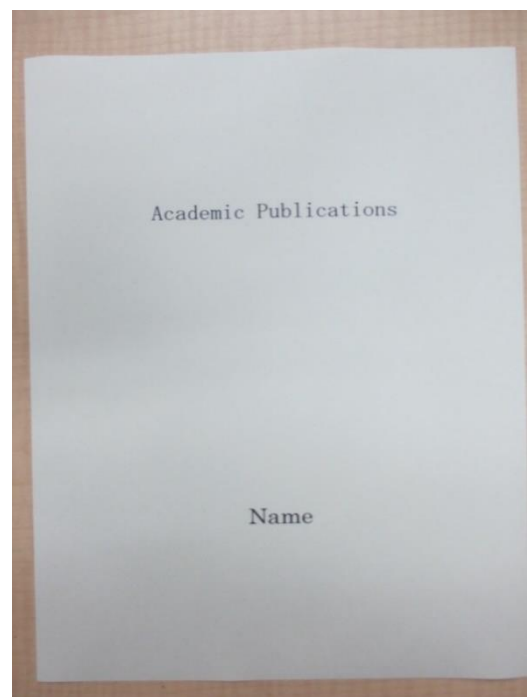


- 1 . . . Put the “Doctoral Dissertation”
- 2 . . . Include the dissertation title with the Japanese translation in “()”
- 3 . . . Author’s Name
- 4 . . . Put the year of your submission (must be “2023”)

Doctoral Dissertation Abstract Cover



Academic Publications Cover



Doctoral Dissertation Original CD-ROM (or other format)

