

## How to Submit Your Doctoral Dissertation

### 【Documents to Be Submitted by Friday, May 22, 2026】

#### 1. Doctoral Dissertation

**Number of copies: number of dissertation committee members + 1 (Be sure to confirm the number of committee members in advance with your supervisor):**

\*The original and duplicate copies should be prepared in the same manner. There is no need to change the format or file specifications between the original and duplicate copies.

One of them will be treated as an original for examination by putting an "Original" sticker on it at the Academic Affairs Section when it is submitted.

(1) The dissertation must consist of original work by the doctoral candidate.

In principle, the dissertation should be written in the language of instruction of the program (Japanese for Japanese-taught programs and English for English-taught programs).

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 use the article in question as a 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use of the article (「同意書」, see appended form, Doctoral Candidates: 博在-IV-2-(2), Doctoral Candidates who have withdrawn upon completion of coursework: 博退-III-2-(1)).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 on 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 the 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 word processing software such as Microsoft Word. We suggest 72 characters × 25 lines per page and font size 12. This is just a guideline and can be adjusted accordingly.

(5) Before final submission, you must submit your dissertation draft to your supervisor upon their request 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. Reference Papers

If the doctoral dissertation includes reference papers, they may be compiled together with the dissertation. In such cases, the reference papers should be placed at the end of the dissertation, with a cover page clearly titled "Reference Papers".

The reference papers should satisfy all the following conditions:

[課程博士]

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

### **3. Doctoral Dissertation Abstract (approximately 10 pages, including pictures and charts): 1 copy in PDF 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 that reflect the structure of the dissertation.
- (4) On the abstract's cover, put the name and position of each of your supervisors.

### **4. Research Guidance Report (「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**

This document must be submitted only by all enrolled candidates, and by withdrawn candidates only if it was not submitted at the time of withdrawal.

### **5. Candidate's Curriculum Vitae (「履歴書」, Form 2-(5)(様式2の(5))): 1 copy in PDF format**

### **6. Dissertation Index (「論文目録」, Form 2-(6)(様式2の(6))): 1 copy in PDF format**

### **7. Submission of the Doctoral Dissertation (「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-(6)): 1 copy**

This document must be submitted only by withdrawn candidates who submit their doctoral dissertations after withdrawal.

#### **<Submission Instructions>**

- 1) Submit electronic data for documents 3, 5, and 6 via the Google Form below:

<https://forms.gle/zVotcZsv2NEZye937>

Please name the file as "Student ID number\_Name\_Document Name".

(Example: C9KD9999\_TaroTohoku\_CurriculumVitae)

- 2) After completing 1), submit documents 1 (Doctoral Dissertation) and 4 (Research Guidance Report) (and 7, if applicable) in person at the Academic Affairs Section.

After confirmation by the Section, a receipt will be issued.

\*In principle, these documents should be submitted in person. If you are unable to come to the office due to unavoidable circumstances, please consult the Academic Affairs Section as early as possible.

## 【Documents to Be Submitted by Monday, August 17, 2026】

### ◇Doctoral Dissertation

#### **Original data: 1 copy in PDF format (for online publication)**

\*Data should be submitted in a single PDF file via the Google form below:

<https://forms.gle/zVotcZsv2NEZye937>

- (1) When you prepare the original dissertation data, follow the method of making duplicates submitted by May 22.
- (2) The year of your submission, which is 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 any information that cannot be made public, submit the usable version to the Academic Affairs Section.

\* However, if the doctoral dissertation cannot be made public at present, with the approval of the supervisor, the following submission method may be approved. For details of the procedure, please read the separate document “Publication of Doctoral Dissertation (For Students Submitting Doctoral Dissertations) (「博士論文の公表について（博士論文を提出する方へ）」).

### Required Documents for Publishing a Summary Instead of the Full Dissertation

#### **(1) "Doctoral Dissertation Summary Registration Application."**

#### **(2) Summary of the entire content of the doctoral dissertation: 1 copy in PDF 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 led to the final conclusions.

#### **(3) Original data: 1 copy in PDF format (for online publication when the reason for non-disclosure has been resolved) containing the entire dissertation. Please combine the data into a single PDF file.**

**Submission Instructions:** Please submit item (1) to the Academic Affairs Section and submit items (2) and (3) via the Google Form above for the submission of the original full text data.

## 【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 February, and those submitted in May will be considered in August. Those whose dissertations received final approval from the Committee in February will be awarded their degrees at the March Conferral Ceremony, and those who received final approval in August will be awarded their degrees at the September Conferral Ceremony.

### 2. The Publication of the Doctoral Dissertation

Those who are awarded the Doctoral Degree must publish the dissertation within a year from the date of degree conferral. However, this shall not be the case if the candidate has already published their work before being awarded the degree.

December 2025

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

**Publication of Doctoral Dissertation**  
(For Students Submitting Doctoral Dissertations)

**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 the doctoral dissertation cannot be made public at present and such circumstances are approved, the publication of a summary of the dissertation may be permitted instead.

**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.

**Reasons for Non-Disclosure of the Full Dissertation**

Some examples follow:

- The dissertation relies on physical objects, which cannot themselves be published on the Internet.
- The dissertation contains information that 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 to 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 the "Doctoral Dissertation Summary Registration Application" submission is **August 17**. For students who wish to complete their studies in March, the deadline is **February 12**.

**Note 1:** If a summary of the dissertation is published because the full text cannot be made public at present, the full text of the doctoral dissertation must be published promptly once the reason for non-disclosure has been resolved. Therefore, the "Doctoral Dissertation Summary Registration Application" includes a section for specifying the expected date of full publication.

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