

Graduate School of Information System
 To prospective doctoral degree applicants
 (including applicants for degree not by program completion)

Graduate Section of the Academic Administration Office

2020 Academic Year Graduate School of Information System
 Procedures for application for doctoral degree (including degree application not by program completion)

Follow the procedures below to apply for a doctoral degree. Note that a preliminary review in your department will be conducted prior to making application. Consult with your supervisor (or with the referring faculty member if the degree is obtained not by program completion) for details.

(1) Submit an Application for Degree, etc.

When applying for a doctoral degree, submit the following documents according to required schedule to the Graduate Section of the Academic Administration Office, after obtaining the approval of your supervisor or referring faculty member.

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| (a) Application for Degree (UEC format) | 1 copy |
| (b) Dissertation (Japanese or English) 1 set, A4 size | 1 copy |
| (c) Dissertation abstract | |
| 1. Japanese (UEC format; around 2,000 characters) | 1 copy |
| 2. English (UEC format; around 300 words) | 1 copy |
| (d) Japanese summary of dissertation (UEC format, around 300 characters) | 1 copy |
| (e) Bibliography (UEC format) | 1 copy |
| (List only articles approved by supervisor/referring faculty member to be able to serve as references for review.) | |
| (f) Curriculum vitae (UEC format) | 1 copy |
| (g) Letters of consent (by all co-authors of related papers) | 1 copy each |
| (h) Reference articles | 1 copy each |
| (Submit only when listed in bibliography on decision of supervisor/referring faculty member.) | |
| (i) Review fee | 59,730 yen (including tax) |
| | (Excluding tax: 54,300 yen) |

(Note that a review fee is required only when applying for a degree not by program completion, or when a person who left the doctoral program of this Faculty after acquiring the necessary number of credits makes application for doctoral degree by program completion more than one year and up to two years after leaving.)

Note 1: In the case of related papers listed in the bibliography for which there is a notice of acceptance, append a copy of the notice.

Note 2: If there are changes in the bibliography articles that have been accepted, or other changes in documents submitted at the time of degree application, be sure to submit updated documents.

Note 3: If after passing the dissertation review the applicant for unavoidable reasons wishes to change from full-text publication to publication of the abstract, submit an Application to Publish Abstract along with the above documents.

(2) Submit data (PDF format) of the full dissertation

An applicant who passes the dissertation review and final tests (dissertation review and confirmation of academic ability if applying for a degree not by program completion) should submit the following documents according to required schedule to the Graduate Section of the Academic Administration Office.

(a) Digital file of dissertation (PDF format stored on CD-ROM or other medium) 1 set

(b) Author Letter of Consent (UEC format) 1 copy

Download the forms from the following website.

<http://kyoumu.office.uec.ac.jp/daigakuin/gakui-shinsei.html>

Continued overleaf

From the top page of the University website (Japanese), click “在学生の方” and then “教育について知りたい”.

Procedural flow to granting of degree

(See ◆ below for the timing of degree application-related procedures.

Office hours are from 9:00 a.m. to noon and 1:00 to 4:00 p.m.)

Procedures and Matters for Conference/Deliberation	June term schedule	September term schedule	December term schedule	March term schedule
◆Submission of Application for Degree, etc. (Graduate Section of the Academic Administration Office)	R2.2.28 (Fri.) ~ R2.3.3 (Tue.) (Excluding weekends)	R2.5.29 (Fri.) ~ R2.6.2 (Tue.) (Excluding weekends)	R2.8.31 (Mon.) ~ R2.9.2 (Tue.) (Excluding weekends)	R2.11.30 (Mon.) ~ R2.12.2 (Tue.) (Excluding weekends)
Decision by dissertation review board, etc. (Department Meeting and Faculty Meeting of IS)	Mid R2.3 ~ R2.4.9 (Thu.)	Mid R2.6 ~ R2.7.9 (Thu.)	Mid R2.9 ~ R2.10.8 (Thu.)	Mid R2.12 ~ R3.1.14 (Thu.)
Dissertation presentation, review, and final test (confirmation of academic ability) (Review Board)	Schedule decided in each department	Schedule decided in each department	Schedule decided in each department	Schedule decided in each department
Dissertation review decision, decision to grant degree (Department Meeting and Faculty Meeting of IS)	Late R2.4 ~ R2.6.4 (Thu.)	Mid R2.7 ~ R2.9.10 (Thu.)	Late R2.10 ~ R2.12.3 (Thu.)	Mid R3.1 ~ R3.3.4 (Thu.)
◆Full dissertation data (PDF format) submission (Graduate Section of the Academic Administration Office)	R2.6.30 (Tue.)	R2.9.30 (Wed.)	R2.12.18 (Fri.)	R3.3.25 (Thu.)
Degree Ceremony	R2.6.30 (Tue.)	R2.9.30 (Wed.)	R2.12.18 (Fri.)	R3.3.25 (Thu.)

●Announcing summary of doctoral dissertation contents and of review results

A cabinet order of the Ministry of Education, Culture, Sports, Science and Technology stipulates public announcement of the dissertation abstract and of a summary of the review results prepared by the chairperson of review board when a doctoral degree is granted, within three months from the date the degree was granted.

Note that the announcement is made in the following format on a page of the institutional repository of the University Library.

Items announced

- Name of degree recipient
- Dissertation title
- Dissertation summary
- Date granted
- Names of review board members
- Review result summary
- Degree number
- Type of degree and field

● Submission of full dissertation data (PDF format)

The full-text dissertation data submitted after passing the dissertation review is treated as follows.

- Published on the institutional repository of the University Library