

Procedures for Degree Application

Those applying for a degree from the University of Electro-Communications based on Article 4, Requirements for a Master's Degree, or Article 5 Paragraph 1, Requirements for a Doctoral Degree, of the UEC Degree Regulations must observe the provisions of the relevant rules and regulations of the University. This means following the Procedures for Degree Application given here.

Be sure to pay due attention to postings and other notices regarding detailed procedures, and to consult with your supervisor or the Graduate Section of the Academic Administration Office in case of any questions.

A. Master's Degree

(1) Degree application

Submit the following documents by the prescribed deadline, after having them approved by your supervisor.

- a) Intention to Apply for a Degree (UEC format)
 - b) Application for Degree (Master's) (UEC format)
 - c) Dissertation
(A4 size, one set, horizontal writing)
 - d) Japanese abstract of dissertation
(UEC format, around 800 characters)
- Submit 1 copy to the Graduate Section of the Academic Administration Office.
- Submit 2 copies to the administrative office of your graduate school department

(2) Preparing documents to be submitted

a. Intention to Apply for a Degree

Those intending to apply for a degree must submit this form to the Graduate Section of the Academic Administration Office, after having it signed and stamped by their supervisor.

Intention to Apply for a Degree	
	Heisei (yr/m/d) _____
To: President, University of Electro-Communications	
	Graduate School Faculty of _____
	Department of _____ Master's Program
Student registration no. _____	
Furigana _____	
<u>Applicant</u> _____ (seal)*	
*The seal can be omitted only for the autograph signature.	
Date of birth: Showa (yr/m/d) _____	
Permanent residence (prefecture) _____	
Dissertation title _____	
(Japanese)	
Supervisors (obtain signatures and seals of all)	
_____ (seal)*	
_____ (seal)*	
*The seal can be omitted only for the autograph signature.	

1) Be sure all autograph signatures (or seals) are obtained.

2) Have all supervisors stamp their seals at the bottom of the application form.

b. Application for Degree

Submit this form if your dissertation title changes after submitting the Intention to Apply for a Degree. Enter the new title and submit to the Graduate Section of the Academic Administration Office by the date of dissertation submission.

c. About the dissertation

1) Use A4-size paper and submit in the prescribed format (horizontal writing).

2) Make sure the submitted dissertation copies are clearly legible and will remain so throughout long-term preservation.

3) The left-side margin should be at least 3 cm, the other margins at least 1 cm, with the pages numbered on the upper right.

4) Use the format below for the first page of the dissertation, and enter the same information on the file cover sheet.

Dissertation title
Department name
Student registration no./Name
Supervisor name
Date of submission

d. Japanese abstract

Attach to the dissertation a Japanese abstract around 800 characters long.

B. Doctoral Degree (when earned by program completion)

(1) Departmental review of dissertation

1) Those intending to apply for a doctoral degree must earn required credits and compile sufficient research accomplishments, with sufficient research guidance from supervisors, in principle by the end of the first semester of the third year of the doctoral program for a program ending in March, or by the end of the second semester of the previous academic year for a program ending in September. (Equivalent preparation and timing shall apply for completion in June and December.)

Note also that the number of relevant dissertation copies to be submitted and other requirements for degree application are prescribed by each department and should be confirmed with your supervisor.

2) Prior to degree application, a "departmental review of dissertation" is carried out. It is therefore necessary to obtain approval from your supervisor and submit the dissertation for degree application (hereinafter "dissertation") and other related documents to the head of the department, and then to undergo a departmental review.

3) Each department will give instructions regarding the items necessary for the departmental review. Pay close attention and comply with these instructions fully.

(2) Degree application

When the degree application is approved by the department, have the following documents checked and approved by your supervisor and submit them to the Graduate Section of the Academic Administration Office.

a. Documents to be submitted and number of copies

1) Application for Degree (for graduate students who complete the program) (UEC format)	1 copy
2) Dissertation (A4 size, horizontal writing)	1 copy
3) Japanese abstract of dissertation (UEC format, around 2,000 characters)	1 copy
4) English abstract of dissertation (UEC format, around 300 words)	1 copy
5) Japanese summary of dissertation (UEC format, around 300 characters)	
6) Bibliography (UEC format) (List only reference articles approved by supervisors to be able to serve as references for review.)	
7) Curriculum vitae (UEC format)	1 copy
8) Letters of consent (by all co-authors of related papers)	1 copy each
9) Reference articles (those listed in 6 Bibliography)	1 copy each

The forms in the UEC-specified format can be obtained from the University website. Follow the link “在学生の皆様へ” on the top page (Japanese).

b. Application to Publish Abstract

In principle, when a degree is granted, the full text of the dissertation is published on the institutional repository of the University. If there are unavoidable reasons for doing so, however, the abstract can be published in place of the full text. Those desiring to publish the abstract instead of the full text should submit, in addition to forementioned documents, an Application to Publish Abstract along with the abstract itself. The dissertation review committee will consider the request and decide whether to allow publication only of the abstract.

C. Degree application timing

Application for a degree must be made at the prescribed times, in March, June, September, or December. Confirm the dates on the distributed schedule.

(3) Preparing documents to be submitted

a. Matters common to all documents

- 1) If a bibliography item is in English, add a Japanese translation of the title after it in parentheses.
- 2) Where a seal is required, have each of the necessary number of copies stamped by single stamp, using fresh ink each time. A signature may be substituted in the case of a foreign national not possessing a stamp.

b. 1) Application for Degree (for graduate students who complete the doctoral program)

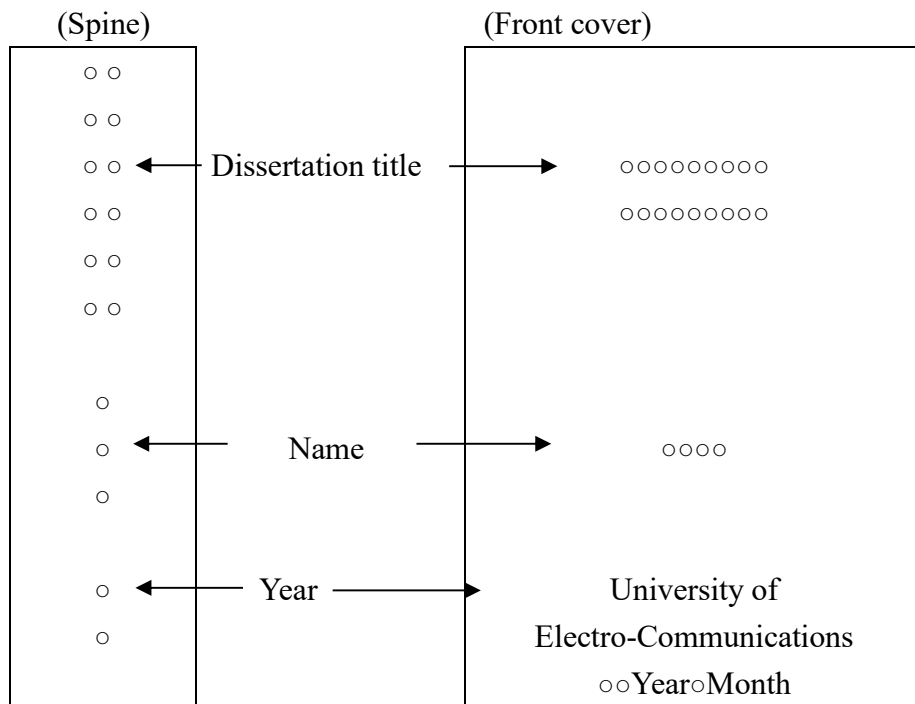
Application for Degree	
Application date: Heisei _____	
To: President, University of Electro-Communications	
Graduate School of	Faculty of
Doctoral Program	Department of
Student registration no.	
Applicant	(seal)*
*The seal can be omitted only for the autograph signature	
Dissertation title	
(Japanese _____)	
I hereby apply for a doctoral degree, in accordance with Article 6 Paragraph 1 of the University Degree Regulations, and attach the dissertation and the necessary documents for a dissertation review.	
Supervisor_____	(seal)*
	_____ (seal)*
	_____ (seal)*
*The seal can be omitted only for the autograph signature.	

Obtain the autograph signatures (or the seals) of all supervisors at the bottom of the application form.

c. Dissertation

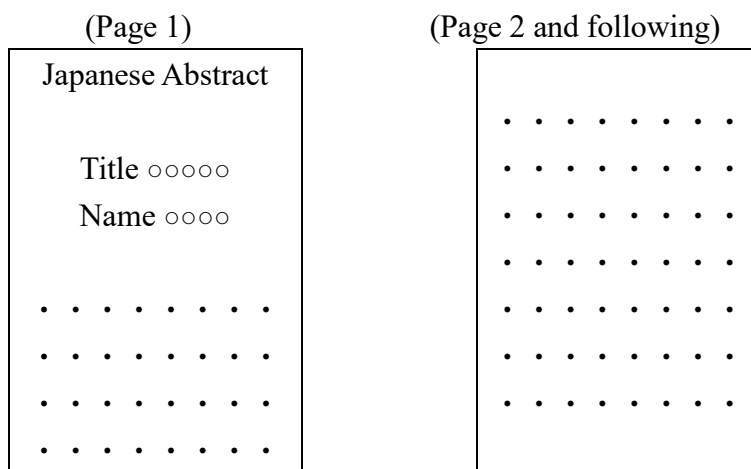
- 1) If you wish to write your dissertation in English, be sure to receive sufficient guidance in advance from your supervisor.
- 2) The standard format is A4 size and horizontal writing.
- 3) The printing font should be that of a word processor, etc.
- 4) Take special care with upper/lower-case distinctions, equations and chemical symbols, etc. (superscript, subscript, exponents, dashes, hyphens, colons, semicolons, etc.), and accuracy of units indicating quantities, etc.
- 5) Be sure to indicate the following information on the spine and cover sheet of the dissertation.
Spine: Dissertation title, name, expected year of degree acquisition
Cover: Dissertation title, name, university name expected year and month of degree acquisition

(Typical cover information)



d. Japanese abstract

- 1) As a general rule, use a font size of around 10 points and horizontal writing for paragraphs and use word processing software, etc.
- 2) Enter "論文の和文要旨" along with the dissertation title and name on the top half of the first page, and start the abstract on the bottom half.
- 3) The abstract should be around 2,000 characters long. If chemical symbols and figures are used, print them clearly.



e. Japanese summary

- 1) As a general rule, use a font size of around 10 points for horizontal writing and use word processing software, etc.
- 2) Use one sheet of paper, with "論文の概要" at the top followed by the dissertation title and name, then the summary.
- 3) The length should be around 300 characters.

f. English abstract

- 1) Use word processing software, etc.
- 2) Enter the dissertation title and name on the top third of the first page, then enter the abstract as shown in the illustration below.
- 3) The length should be around 300 words.

(Page 1)

TITLE
NAME
ABSTRACT
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(Page 2 and following)

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g. Bibliography
(sample entry)

No.	UEC No. (No entry required)	Name	Taro Dentsu
<p>Dissertation</p> <p>1. Title "ooooooooo" (Japanese: ooooooooo)</p> <p>2. Copies</p> <p>3. Method and date of publishing related papers</p> <p>(1) All author names Paper title "ooooooooo" Date _____ Magazine name Vol. oo (relates to contents of section o)</p> <p>(2) All author names Paper title "ooooooooo" Date _____ Journal name Vol. oo (relates to contents of section o)</p> <p>(3) All author names Paper title "ooooooooo" Date _____ Journal name Vol. oo (relates to contents of section o) (Acceptance decided)</p> <p>(4) . . .</p> <p>Reference articles</p> <p>1. Title "ooooooooooooo" 2. Method and date of publishing Date _____ (journal) Vol. oo (No. o)</p> <p>Application date:..... Degree applicant Taro Dentsu (seal)*</p> <p>*The seal can be omitted only for the autograph signature.</p>			

1) **Related papers are papers with direct relevance to the dissertation contents, written by the degree applicant, which have already been published or accepted for publication in an academic journal, university bulletin, scientific journal, or separate volume, etc. Under "Method and date of publishing related papers," enter the title and author of already published papers directly relevant to the dissertation contents, along with the type of publication (academic journal, university bulletin, scientific journal, separate volume, etc.),**

the time of publication, and whether the full text or an abstract was published. If there are co-authors (joint researchers), a letter of consent must be submitted. See section i. below regarding the letter of consent. If a paper is pending publication, enter the expected date of publication, and append a notice of acceptance if one has been received.

2) Note any reference articles, referring to item j. below regarding the definition of reference paper.

h. Curriculum vitae

(sample entry)

No.	UEC	No. (No entry required)
Curriculum vitae		
(Furigana) Name Date of birth	でん つう たろう Taro Dentsu Born Showa ○○Year○Month	Male/Female
Permanent residence	(prefecture) Tokyo	
Address	5-1, Chofugaoka 1-chome, Chofu-shi, Tokyo	
Email	○○○○@××××.△△.JP	
Education		
(date) Graduated from ○○ University, Department of ○○		
(date) Entered the master's program of ○○ Graduate School, Faculty of ○○, Department of ○○		
(date) Completed the above program		
(date) Entered the doctoral program of ○○ Graduate School, Faculty of ○○, Department of ○○		
(date) Obtained the above degree and left the school		
Work Experience		
(date) Joined ○○○ Company		
(date) Left the above company		
(date) to present Joined the ○○ research lab of the Bureau of ○○○		
Research Experience		
(date) Took part in ○○ research project of the Central Research Laboratory, ○○○ Company		
(date) Took part in ○○ research project in the ○○ research lab of the Bureau of ○○○		
I attest that the above is true and complete.		
Date: Heisei (yr/m/d)_____		
Taro Dentsu (seal)*		
*The seal can be omitted only for the autograph signature.		

- 1) As date, enter the date of application.
- 2) Enter your name as shown on your family register/residence card. Do not use an alias or pen name, etc. (The same applies to other documents.)
- 3) As permanent residence, enter only the prefecture name. (If a foreign resident, enter your nationality.)
- 4) As address, enter the address shown on your certificate of residence (official place name and lot number, etc.), and if necessary for contact enter the building name and room number, etc.
- 5) Under Education as a general rule enter the graduation of the university and education after that in chronological order.
- 6) Under Work Experience, enter the place of employment and position for full-time work in chronological order. Educational and research positions should be entered even if they are part-time positions. Indicate "to present" for your current position.
- 7) Under Research Experience, enter items that may be of reference in the degree review (research themes [including joint research], matters relating to training, scientific investigations, academic scholarships, etc.), either in chronological order and per category.

i. Letter of Consent

- 1) **A Letter of Consent is a document on which the co-authors of related papers listed in the bibliography agree to inclusion of the paper in the applicant's dissertation.**

Example:

<p>Letter of Consent</p> <p>Concerning the dissertation to be submitted by Taro Dentsu, I hereby consent to the inclusion of the following paper(s), of which I am co-author (joint researcher) in the contents of the dissertation of Taro Dentsu. I also consent to making available on the Internet inside and outside the University of Electro-Communications the dissertation archived in the institutional repository of the University.</p> <p style="text-align: center;">List of applicable papers</p> <p>1. (title of paper) Magazine name Vol. ○○ (year/month) 2. (title of paper) Journal name No. ○○ (year/month)</p> <p>Date: Heisei (yr/m/d)_____</p> <p style="text-align: right;">Co-author (joint researcher) Name (seal)*</p> <p style="text-align: center;">*The seal can be omitted only for the autograph signature.</p>

- 2) If there are multiple co-authors, a separate consent letter is necessary for each, indicating their name.
- 3) The date must be prior to the date of application.
- 4) Be sure all autograph signatures (or seals) are obtained.
- 5) If a co-author (joint researcher) lives outside Japan, request and obtain a consent letter in advance.

j. Reference articles

- 1) A reference article is an already published paper that, while not directly related to the contents of the dissertation to be reviewed, is recognized by the supervisor to be of reference in reviewing the dissertation.
- 2) If there are reference articles, submit one copy each along with the other application documents at the time of degree application.
- 3) A letter of consent does not need to be submitted for co-authors (joint researchers) of reference articles.

(4) Publication of the Dissertation

A person to whom a doctoral degree is granted must submit the following item to the

Graduate Section of the Academic Administration Office for publication of the dissertation by means of the University institutional repository.

Submission item: Dissertation data in PDF format recorded on storage medium (CD-ROM, etc.) *	1 set
Submission item: Consent statement regarding dissertation copyright	1 copy
Place of publication: National Diet Library, UEC Library	

*Note: A person receiving approval to publish only the abstract should submit also the abstract data.

Applicants will be notified separately of the specific timing for submission.