

Name \_\_\_\_\_

Student number \_\_\_\_\_

Doctoral Supervisor's name \_\_\_\_\_

Documents to be submitted			number of copies required	checkbox for the applicant	Office use
All members submit	1	Doctoral degree application form ※ Doctoral supervisor's seal is required. ※ Be sure to check the relevant boxes in the checklist.	1		
	2 Degree examination document	1) Doctoral thesis (original paper) * printed and stapled	1+3 (※1)		
		2) Abstract of doctoral thesis * printed and stapled	1+3 (※1)(※2)		
		3) Abstract of doctoral thesis with a figure/ a table * printed and stapled * This is not necessary if the full text of your original paper can be uploaded on YCU institutional repository with a publisher's permission.	1 (※1)		
		4) Doctoral degree research report * printed and stapled	1+3 (※1)		
	3	Curriculum Vitae	1		
	4	Credit Acquisition Certificate (Currently enrolled students are required to submit an application form for the Credit Acquisition Certificate.)	1		
	5	Materials concerning magazine evaluation index such as IF (index by the Web of Science), SiteScore (index by SCOPUS) of journals which original paper were published.	4		
	6	Interim Review Report	4		
	7	Doctoral thesis electronic publication/upload confirmation Should be signed by doctoral supervisor.	1 (※3)		
8	Kou-Type Degree Application Checklist ①② (2-sided printing) *confirm the contents and check the applicant confirmation column. *on the back side, please get your doctoral supervisor's confirmation and signature.	1			
as necessary	The consent/pledge form from other co-first authors When the original paper is co-first author, the consent form and the pledge of the author other than the applicant.		1 (※3)		
	* If the original paper has not been published yet Certificate of publication or materials that shows that it was accepted, revised, submitted (such as e-mail from the publisher with the date of receipt, revisions, and acceptance).		1 (※3)		
	* if the dates of received, revised, accepted for publication are not mentioned in the original paper (Including if one of the dates is missing) Certificate of publication or materials that shows that it was accepted, revised, submitted (such as e-mail from the publisher with the date of receipt, revisions, and acceptance).		1 (※3)		
	Notification of maiden name use concerning the name shown in the degree and extract of the family register or equivalent (please consult administrative office separately). * Only when the name shown in the degree includes the candidate's maiden name.		One each		

			Checkbox for the applicant	Office use
Check Points of Requirements for Eligibility of Application for Degree (Kou type)	① 4th year student (Excluding students on early completion track)	Interim review completed		
		Duration of Enrollment: The enrollment period reaches 4 years or more as of the expected graduation date (September or March). Excluding leave of absence period.		
		Credit: Satisfies the required number of credits		
	② students on early completion track	Interim review completed		
		Duration of enrollment: The enrollment period is longer than 3 years but less than 4 years as of the expected graduation date (September or March) Excluding leave of absence period.		
		Credit: Satisfies the requirement of the numbers of credit		
		Application for Early Completion program has been submitted or to be submitted at the same time with the application of degree. *Application form for the early completion program must be applied for separately.		

(※1) Please submit 1 copy (printed and stapled) at the time of application. We will request additional submissions after your qualification is confirmed.

(※2) We will ask to submit the Word data by email after your qualification is confirmed.

(※3) If you have a sub-thesis, the sub-thesis is also eligible.

**Degree Application Checklist ② Common to Kou-type and Otsu-type**

Name \_\_\_\_\_

※If the application documents are not prepared as shown below, they will be returned. Please be sure to prepare as follows.			checkbox for the applicant	checkbox for the doctoral supervisor
Degree final review & exam process: common items	Cover page	When entering disease name in title, do not use abbreviations. Example: FGR → fetal hypoplasia		
	Publication List (Attach to the end of all documents)	I main thesis, II secondary thesis ... List of main thesis, sub-thesis and references list		
		All co-authors other than the first author (principal) should also be listed. The family name should be given in full, Capitalized initial of first name should be followed by a period(the same style as references). Example: Donald Trump → Trump, D.		
		The Journal name should start with an uppercase letter. Example:Journal of Medicine		
		The publication date of the journal may be given by the year alone. The month and date need not be stated.		
	References/Cited documents *Attached to all research reports other than the thesis.	Attach to the end of all documents (thesis, contents' summary, summary of the doctoral thesis, degree research report).		
The list of references/citations appear in alphabetical order by the first authors' family names. Japanese names should also be placed in alphabetical order. Example: Abe → A, Fukuura → F				
Use Harvard Style. However, the author's name and year of publication should be also stated in the in-text citation in the article.				
Do not put too much space between lines. Double space between each reference item.				
Do not number the items of reference.				
References follow each: Abstract, Summary, Doctoral degree research report. And then attach the above-mentioned publication list.				
How to print	Both-sided printing (The front cover and the table of contents are single-sided printing) The text starts from a right-hand.			
Degree final review & exam process: document by item	Doctoral Thesis (1 staple + 3 simple bindings after qualification confirmation)	Cover page: DOCTORAL THESIS, article title (same as the title of the published journal). Describe in order of author's name, major, special research subject, doctoral supervisor.  For simple bookbinding, use a bookbinding kit or staple and tape by bookbinding tape so that the pages cannot come out or be removed(after qualification confirmation).		
	Abstract of doctoral thesis (1 staple + 3 added after qualification confirmation)	Front cover: Abstract of doctoral thesis, title of the paper (Same as the title of the published journal.If you have a sub-thesis, title which express the research comprehensively), authors' name, major, Research of Basic and Applied Medicine Subject, doctoral supervisor's name.Other than abstract of thesis, everything should be written in either Japanese nor English.  Should be in IMRAD format. Items are set up and described with distinction. In the case of paper written in Japanese, the items should also be written in Japanese. Leave one line between items.		
		The thesis title should be written in either English or Japanese at the top of the text. The URL of the original paper should be given(For those who have already published).		
		For research on human and animal,specify the approval number of each institution's ethics committee in the materials and methods.		
	Abstract of doctoral thesis with a figure/ a table (1 staple)  ※ This is not necessary if the full text of your original paper can be uploaded on YCU institutional repository with a publisher's permission	Front cover: Abstract of doctoral thesis, title of the paper (Same as the title of published journal.If you have a sub-thesis, title which express the research comprehensively), author's name, major, Research of Basic and Applied Medicine Subject, doctoral supervisor's name. Besides "abstract of thesis", everything should be written either in English or Japanese.		
		The same content as the "abstract of doctoral thesis" is fine.		
		Should be in IMRAD format. Items are set up and described with distinction. In the case of paper written in Japanese, the items should also be written in Japanese. Leave one line between items.		
		The thesis title should be written in either English or Japanese at the top of the text. The URL of the original paper should be given (For those who have already published).		
		The sources and number of tables and figures are appropriate (Do not try to enter all of the figures and tables into the summary of thesis. 1 or 2 tables or figures is suggested and these should not be too complex).		
		The titles and figures in the figure summary of thesis should be prepared according to the language used.		
	Doctoral degree research report (1 staple + 3 simple bindings after qualification confirmation)	Cover Page: Doctoral Degree Research report, title (Title which does not have to be the same as the title of published journal, but which should express the research comprehensively), author's name, major, special research subject, doctoral supervisor's name. Written in Japanese → Cover information should be in Japanese. Written in English →Cover information should be in English.		
		For simple bookbinding, use a bookbinding kit or staple and tape by bookbinding tape so that the pages cannot come out or be removed(after qualification confirmation).		
		Should be in IMRAD format. Items are set up and described with distinction. In the case of paper written in Japanese, the items should also be written in Japanese. Leave one line between items.		
		Create titles and diagrams according to the language used. ※Create in Japanese in the case of a Japanese. Put the title under the figure and above the table. All tables and figures should be serially numbered. Presence of the source of the cited tables and figures should be clearly indicated (Even if it is a chart/figurer created by you, if the original data exists, the source for the original data should be clearly indicated). Do not put the figures together at the end. Place them in the appropriate point in the article. Do not include charts as quotations created by others in the discussion. Be sure to mention figures created by yourself.		
		Do not include pagination for the cover page and table of contents.		
		Use a 12 point font, line spacing "1.5 line" , number of lines "24 to 25 lines".		
		The introduction should describe the prior research that forms the background of the main paper and sub papers, the purpose of the research, and the significance of the research in a way that can be understood even by non-specialists,and starts from a comprehensive viewpoint in content. Discussion includes a comprehensive viewpoint in content.		
		If you include more than one research theme, do not organize each item of research for each theme(introduction, method, result, discussion), but describe all the research themes relationship to the main thesis.		
		For research on human and animal,specify the approval number of each institution's ethics committee in the materials and methods.		
The number of page and word should be appropriate. When adding an appendix, do not include it in the total number of pages. Consideration are more than-10 pages(6000words) each except for figures and tables. (Please list the number of pages in the checkbox.)		Discussion _____ pages _____ words		

<Name of doctoral supervisor>

I confirmed that the application documents are in order as checked above.