

Academic Year 2024

**Yokohama City University, Graduate School of Medicine
Doctoral Degree Program**

Doctoral Degree Kou-type Application Handbook

Revised in March 2024

Yokohama City University, Graduate School of Medicine

Table of Contents

Flow of application for degree (Kou-type: Doctorate through coursework) (AY2024) ..	1
I. Flow of doctoral degree application (Kou-type) (Details)	2
II. Doctoral degree application (Kou-type), documents to be submitted for the final review and examination process	8
III. Documents to be submitted after the final review and examination process and receiving diploma	10

Flow of Application for Degree (Kou-type: doctoral course) (Academic Year of 2024)

	Flow		Remarks
1st-4th year student	April		Degree application procedure will be explained at the orientation. *Register for "Special Research Subject" in the year of scheduled to be completed (3rd to 4th year).
	Throughout the year		Receive academic advising according to the research theme
2nd-3rd year student	Interim Review	May 31(Fri)	Deadline for application of interim review
		August 1 - November 30	Interim review period
		By the end of December	Deadline for submission of interim review report
3rd-4th year student	Early completion application	April 17(Wed)	Early completion application deadline for those planning to complete the first semester (September)
		October 16(Wed)	Early completion application deadline for those planning to complete in March
	Final Degree application	The third Wednesday of every month※Excluding April, July, August※The first Wednesday in December	Deadline for Degree application
		June 12(Wed)	Final Deadline for degree applications for prospective graduates in September of that year
		December 4 (Wed) By noon	Final Deadline for degree applications for prospective graduates who will be completing their degree in March 2025 (Including early completion program participants)
	Final Doctoral Dissertation Review	Around the end of the month of the application month	Qualification Panel
		The second Wednesday of the month following the application submission month (or two months later)	Acceptance of degree application is confirmed at The Academic Committee Meeting of the Graduate School of Medicine
		Date of the Final Doctoral Dissertation Review	Doctoral Dissertation Review
		Second Wednesday of the September and March	The Academic Committee Meeting of the Graduate school of Medicine. ※ Decision on conferring a degree by voting
		March 25 (Tue)	Commencement ceremony

I. Flow of Application for a Doctoral Degree (Kou-type) (Details)

1. About the interim review

【Purpose】

The interim review is aimed at giving guidance to students midway in the process of writing their thesis, and the application is approved if the research plan for the thesis writing is adequate. We recommend an early application to sufficiently reflect the result of the review of the thesis and research. (In principle, before submitting a journal article) In addition, the interim review committee will be open to the public, and those that have not completed the application process for patents will be able to undergo review while withholding any parts related to the patent.

【Outline of implementation】

The interim review is only possible during a certain period (weekdays from August to November) and candidates will be individually screened within that period. Applications are reviewed by The Academic Committee Meeting of the Graduate School of Medicine, and the Doctoral Dissertation Review Committee members are decided at that time.※The interim review must occur the year before graduation.

Example: If the applicant plans to graduate within 4 years, he/she needs to schedule the interim review in the 3rd year, and if the applicant plans on completing the course in 3 years, the interim review should happen by the end of the 2nd year.

(1) Regarding application for interim review

※ Submit the following documents to the Academic and Curriculum Affairs Section

■ Documents to be submitted

- “Doctoral interim review application form”
- “Doctoral interim review: summary of research”(4copies) ※If there are two or more themes, 4copies for each.
- “A letter of nomination regarding a Doctoral Dissertation Review Committee member”
 - * Consult with doctoral supervisor whom to nominate as a Doctoral Dissertation Review Committee member and receives the signature and seal from the doctoral supervisor.

■ Deadline

May 31 (Fri) , 2024 → Application acceptance and decision of The Doctoral Dissertation Review Committee: July 10(Wed).

(2) About the submission documents to the Academic and Curriculum Affairs Section after applying the interim review.

■ Submission before the interim review committee

Applicant(student)

“About the schedule of the doctoral interim review”

Reserve a seminar room and coordinate a schedule for Review Committee members and the applicant.

※The interim review committee meeting should be open so it is necessary to receive the schedule in advance for public notice. This is a required step; do not fail to do this.

Interim Review Committee members (professors)

Sign or input your name in the relevant sections of the following documents.

“Doctoral Dissertation Review Committee members’ pledge regarding doctoral degree review”

■ Submission after the interim review committee

Applicant (student)

“Interim Review Report”

※After making a report, please check with each Review Committee member and submit it by email to the Academic and Curriculum Affairs Section by the end of December.

Interim Review committee members (professors)

“Abstract of content confirmation by doctoral thesis interim review committee.”

“Doctoral thesis interim review committee report” ※chair only (jointly with three members)

(3) About the interim review

■ Outline: After the Doctoral Dissertation Review Committee is decided, adjust the schedule* with the members and receive the review within the following period.

(The Doctoral Dissertation Review shall be made public, and the details shall be implemented under the discretion of The Doctoral Dissertation Review Committee chair)

※ Doctoral supervisor is responsible for the schedule adjustment. Please consult each department.

■ Review Period: August 1 to November 30, 2024 (scheduled)

■ Location: Arrange individually (however, open to the public)

■ Presentation method: Face to face or Zoom Consult with The Doctoral Dissertation Review Committee (chair)

(4) Precautions about the interim review committee

* Even if you receive an interim review once, if you change the contents of the thesis, please consult the chair of The Doctoral Dissertation Review Committee first. Please organize the second interim review if it is requested by The Doctoral Dissertation Review Committee chair.

* The interim review must be taken in the year before the final examination, and an interim review and Final Doctoral Dissertation Review will not be approved if they occur in the same year. (However, if there is a second interim review due to the changes of the content of the thesis, that interim review may be taken in the same year as the Final Doctoral Dissertation Review)

* Even if there are two themes planned for writing, they will both be reviewed at the same time. Please consult with the Doctoral Dissertation Review committee chair and decide on the time allocation of the presentations of more than two themes.

2. About the early completion

The requirements for completing the doctoral degree program are: (1) be enrolled in the program for at least 4 years, (2) acquired the required credits, and (3) pass the Final Doctoral Dissertation Review.

Early completion is a system that allows those who have been enrolled in the course for three years or more, acquire the required credits, and achieved excellent research performance to complete early.

If you plan to complete early, you will need to apply for early completion.

After applying for early completion, your research performance and thesis will be deliberate at The Qualification Panel and The Academic Committee Meeting.

If your application for early completion is approved, you will proceed to apply for final degree, and if you pass the Final Doctoral Dissertation Review, you will graduate early.

Requirements for early completion

- ① Be enrolled for 3 years or more (excluding periods of leaves of absence)
- ② Acquired the required credits
- ③ Applicants must have undergone an interim review by the previous year.
- ④ Recommended by your supervisor
- ⑤ Be judged worthy of early completion at The Qualification Panel and The Academic Committee Meeting.
- ⑥ Pass the Final Doctoral Dissertation Review

■About the submission documents

- Early completion application form
- Original paper that becomes doctoral thesis
 - * 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 showing that it was accepted, revised, submitted (Such as e-mail from the publisher with the date of receipt, revisions, and acceptance).
- Recommendation letter from your supervisor for early completion

(※)Regarding the requirements of doctoral thesis, please refer to P1 of

“2024年度 学位審査資料作成の手引き” (Japanese version only)

■Deadline

- Early completion application deadline for those planning to complete the first semester (September)
⇒April 17(Wed)

- Early completion application deadline for those planning to complete in March
⇒October 16(Wed)

※Applications will not be accepted after the deadline.

2. About the Final Doctoral Dissertation Review process

(1) Application for the final review and examination process ※ Submit the following documents to the Academic and Curriculum Affairs Section (For details of each document, see p.8)

Documents to be submitted			number
All members submit	1	Doctoral degree application form with doctoral supervisor's seal ※ Be sure to check the relevant boxes in the checklist	1
	2 degree examination materials	(1) Doctoral thesis (original paper) *Printed and stapled (With the date of Received, Revised, Accepted)	1 (※1)
		(2) Abstract of doctoral thesis *printed and stapled	1 (※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 or clipped	1 (※1)
	3	Curriculum Vitae In principle, write your graduate school address as your e-mail address.	1
	4	Credit Acquisition Certificate (Currently enrolled students are required to apply form for the Credit Acquisition Certificate)	1
	5	Materials concerning magazine evaluation index such as Impact Factor (index by the Web of Science), CiteScore (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
	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 professor's confirmation and signature	1
9 Optional submissions	(1)	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)
	(2)	* 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)
	(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) ※submit only for missing date	1 (※3)
	(4)	Notification of maiden name use concerning the name shown in the degree and extract of the family register * Only when the name shown in the degree includes the candidate's maiden name	One each

(※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

■ **Submission deadline for application documents**

on the third Wednesday of every month. (The first Wednesday only in December)

※Submissions will not be accepted in April, July, and August

- **Final deadline for completion in September 2024 : June 12(Wed) 2024 (No exceptions)**
- **Final deadline scheduled for completion in March 2025 : December 4(Wed) 2024, noon (No exceptions)**

(2) Qualification Panel

After applying for a degree, The Qualification Panel will check the application and submitted items. The result given by The Qualification Panel will be delivered by e-mail from the Academic and Curriculum Affairs Section. In the case where corrections or changes are required, the applicant must resubmit the materials. Depending on the submission status of the revised version, the official application acceptance date may be postponed.

(3) Documents to be submitted pertaining to the Final Doctoral Dissertation Review*applicant, Doctoral Dissertation Review Committee members

■ Submission before the Final Doctoral Dissertation Review

Applicant(student)

• Schedule of the doctoral degree Final Doctoral Dissertation Review

Coordinate the schedule among Doctoral Dissertation Review committee chair, sub-chair and applicant and secure the venue.

* As soon as the Final Doctoral Dissertation Review date is decided, the applicant should submit the form "Schedule of the Final Doctoral Dissertation Review" to the Academic and Curriculum Affairs Section. As the Final Doctoral Dissertation Review will be open to the public, this form is required for public announcement.

Doctoral Dissertation Review members (faculty members)

- Doctoral Dissertation Review committee members' pledge regarding Doctoral Dissertation Review

■ Submission after the Final Doctoral Dissertation Review

Doctoral Dissertation Review committee members (faculty members)

- Abstract of confirmation content by Doctoral Dissertation Review Committee
- Doctoral Dissertation Review committee report" ※chair only (jointly with three members)
- Summary of Doctoral Dissertation Review results (word data)

(4) About the Final Doctoral Dissertation Review

■ Outline:

-After accepting the application for degree (The Academic Committee Meeting of the Graduate School of Medicine

on the second Wednesday of the month), the staff member in charge will inform the applicant of the official acceptance.

-Adjust the schedule individually and receive the Final Doctoral Dissertation Review after the official acceptance date. (The review committee is open to the public) ※it is not allowed to be held in multiple sessions.

■ Examination Period:

-In case of completion in September 2024, final examination should be conducted by August 2024.

(Submission deadline of the examination result from the chief examiner: Noon on August 30)

-In the case of completion in March 2025, the final examination should be conducted by February 2025.

(Submission of results from the chief examiner: Noon on February 28,2025)

■ Venue: Set individually for each applicant (However, it should be made public)

■ Presentation method: Face to face or Zoom Consult with the Doctoral Dissertation Review committee(chair)

(5) Final deadline of Submission of review results from Doctoral Dissertation Review Committee: February 28, 2025 (Friday) by Noon

(6) Degree award

Degree award ceremony: Scheduled on March 25 (Tuesday) 2025

(7) Notes on Final Doctoral Dissertation Review

① About the application for the final examination

The deadline for the application is every 3rd Wednesday and bring those applications for approval to The Academic Committee Meeting of the next month. **However, the final deadline for graduation in September is June 12 (Wed), and the final deadline for March completion is December 4(Wed), by noon (no exceptions).**

After applying for a degree, before The Academic Committee Meeting in the following month, The Qualification Panel will review the documents. In the case of corrections, changes or incomplete documentation and depending on the status of resubmission, we may not be able to bring in the application in the next month's meeting and in that case, all processes may be extended one month. Please read through the "Degree Application Handbook" and "Check list" carefully and prepare the degree application materials accordingly.

* Please consult with your doctoral supervisor well upon preparation for the application and final examination.

Schedule for graduation in March

Application deadline	Academic Committee Meeting (Expected date of acceptance)	Final Doctoral Dissertation Review Schedule	Deadline for submission of final review results
September 18 (Wed)	October 9 (Wed)	Scheduled individually after the official acceptance	February 28, 2025 (Friday) By noon
October 16 (Wed)	November 13 (Wed)		
November 20 (Wed)	December 11(Wed)		
December 4 (Wed) Noon ★ Final day · No exception	January 8(Wed),2025		

* Even if the Final Doctoral Dissertation Review is completed earlier, the degree will be awarded on March 25 of that Academic year.

* If you are applying for early completion, your application for early completion must have been approved prior to your degree application.

② If the application for a degree will not be received by the deadline

· Extension of student status

Tuition fee for applicant who is taking part in "the long-term student system" will be reduced or exempted from the fifth year.

Application for reduction or exemption of tuition must be submitted each year for approval.

※The Long-term student system should be applied for by the 3rd year.

· Leaving YCU after minimum 4-years of study without degree

Please ask details to the Academic and Curriculum Affairs Section.

II . Doctoral degree application (Kou-type), documents to be submitted for the final review and examination process.

1 Doctoral degree application form

Please receive your doctoral supervisor's seal before submitting the application to the Academic and Curriculum Affairs Section.

2 Materials for doctoral degree final review and examination process

※ Please refer to the attached document "Guide to Preparing Degree Examination Documents".

(1) Thesis (original paper)

1 copy ※printed and stapled (※1)

* In the case of thesis that are 'in press', manuscripts are acceptable.

(2) Abstract of doctoral thesis

1 copy ※printed and stapled (※1) (※2)

(3) Abstract of doctoral thesis with a figure/ a table

1 copy ※printed and stapled (※1)

*This is not necessary if the full text of your original paper can be uploaded on YCU institutional repository with a publisher's permission.

(4) Doctoral degree research report

1 copy ※printed and stapled or clipped (※1)

(※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 Curriculum Vitae 1 copy

Please refer to the sample and create one.

In principle, emails from academic affairs will be sent to the graduate school address.

4 Transcript (Credit Acquisition Certificate) 1 copy

*The transcript can be issued at the Academic and Curriculum Affairs Section. Please apply at the Section.

*Applications for the final review and examination process cannot be accepted unless the requirements for the coursework are satisfied.

<Required credit>

Doctoral program (students who entered in AY 2008~2017)

Compulsory subjects 3 credits or more (Graduate School Medical Seminar etc.) Elective subjects 11 credits or more
--

Doctoral program (students who entered in AY 2018 or later)

Compulsory subjects 3 credits or more (Graduate School Medical Seminar etc.) Elective subjects 7 credits or more

Doctoral Program Advanced Cancer Treatment Specialized Medical Training Course

(students who entered in AY 2012~2017)
Doctoral Program Next Generation Oncologist Training Course
(students who entered in AY 2018~2021)
Doctoral Program Yokohama Professional Training Course for Expert Oncologist
(students who entered in AY 2024 or later)

Compulsory subjects 16 credits or more (Graduate School Medical Seminar etc.) Elective subjects 4 credits or more
--

5 Materials regarding published journals 4 copies

Materials concerning journal evaluation index IF (index by the Web of Science), CiteScore(index by SCOPUS) of journals which original paper were published.

6 Interim review report 4 copies

Please submit the interim Review Report that you were completed by the before graduation.

7 Doctoral thesis electronic publication/upload confirmation 1 copy(※3)

※Confirmation contents differ depending on whether or not to place the thesis on hold or not.

Please check the contents and choose the appropriate category.

Please refer to the sample in making your note. Please ask your supervisor to sign before submission.

8 Doctoral degree (Kou-type) checklist (2-sided printing) 1 copy

Be sure to mark each item before submitting the application form and choose yourself in the applicant column.

Regarding preparation of the degree examination materials, please make sure to refer to the guidelines for preparing the examination materials for the degree (common to both A and B).

9 Documents to be submitted as necessary.

(1) Consent/Pledge Form(※3)

When you are co-first author, the consent from and the pledge of the author other than the applicant.

(2) Certificate of publication or materials that shows that it was accepted, revised, submitted for publication(※3)

(Copy of the E-mail from the publisher listing the date of receipt, revisions, and acceptance)

This is required if the original paper is yet unpublished or if these dates are not mentioned in the original paper. (Including if one of the dates is missing)

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

(3) Notification of maiden name use concerning the name shown in the degree and an extract of the family register

It is necessary if the name on the degree includes the maiden's name.

【Degree application documents submission destination, contact information 】

Attn. Doctoral Degree Contact
Academic and Curriculum Affairs Section.
Medical Education Promotion Division
Yokohama City University
3-9, Fukuura Kanazawa-ku, Yokohama-shi 236-0004
T E L: 045 (787) 2507 (Ext.) 2507
E-mail: gakui@yokohama-cu.ac.jp ※Word data submitted by mail attachment

III. Documents to be submitted after the review to receive the diploma

1 Documents to be submitted

Please be aware that documents are required not only by the university but also by the government, so please make sure you submit all required documents.

※If there are some corrections, please submit after confirming the corrections with the Doctoral Dissertation Review Committee chair.

(1) PDF

- ① Doctoral thesis ② Abstract of doctoral thesis
③ Abstract of doctoral thesis with a figure/a table ④ Doctoral degree research report

(2) Printed materials

- ① Doctoral thesis* No need for simple bookbinding

Notes

- Please indicate the date of graduation/acquisition of the degree on the cover of ①②③④
<graduation / acquisition date>

【current student】

Those who completes in September: September 2024

Those who completed in March: March 2025

【degree awarded through completion of coursework】

Indicate the month the decision to confer the degree was made.

- ③ Abstract of doctoral thesis with a figure/a table is not necessary if the full text of your original paper can be uploaded on YCU institutional repository with a publisher's permission.

2 Submission method

(1) Please submit the PDF data to the following e-mail address by e-mail.

(2) Printed materials can also be post-mailed to

Doctoral degree contact, Academic and Curriculum Affairs Section
Yokohama City University Medical Education Promotion Division
3-9 Fukuura Kanazawa-ku, Yokohama-shi 236-0004
E-mail: gakui@yokohama-cu.ac.jp

3 Receiving the diploma

After submitting the necessary documents (or in exchange) you will receive the diploma.
Please refer to the following concerning the receipt dates.

《Receipt date for the currently enrolled student》

※ It will be after the submission of the required documents.

September completion: We will give you the diploma after September 21. You will be contacted when the materials are ready.

Completion in March: You will receive it at the graduation ceremony on March 25, 2025.

《Receipt date for the person who complete without degree》

※ It will be after the submission of the required documents.

It will be given at the end of the month when the decision to grant the award was made. You will be contacted by YCU when the documents are ready.

※ Please come to the Academic and Curriculum Affairs Section to receive your diploma. Post mailing by COD is also available upon request.