

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	Application Form for a Doctoral Degree ※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 of main thesis) (The cover is printed on one side, the rest are printed on both sides, stapled in one place at the top left) ※Please make sure the three dates of Received, Revised and Accepted are listed.	1+3 (※1)		
		(2) Abstract of doctoral thesis (The cover is printed on one side, the rest are printed on both sides, stapled in one place at the top left)	1+3 (※1)		
		(3) Abstract of doctoral thesis with a figure/ a table (The cover is printed on one side, the rest are printed on both sides, stapled in one place at the top left) ※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 (The cover is printed on one side, the rest are printed on both sides, stapled in one place at the top left)	1+3 (※1)		
	3	Curriculum Vitae	1		
	4	Credit Acquisition Certificate (Currently enrolled students are required to submit an "Application Form for Certificate of Acquired Credits")	1		
	5	Materials concerning journal evaluation index such as IF (index by the Web of Science), CiteScore (index by SCOPUS) of journals which original paper(main thesis) were published	4		
	6	Interim Review Report	4		
	7	Doctoral thesis electronic publication/upload confirmation ※Doctoral supervisor's signature is required.	1		
	8	Degree Application Checklist ①② (both sided printing) ※Confirm the contents and check the applicant confirmation column. ※Doctoral supervisor's confirmation and signature is required on the back side.	1		
As necessary	If you have a sub paper	(1) Sub thesis (Original paper) (The cover is printed on one side, the rest are printed on both sides, stapled in one place at the top left) ※Please make sure the three dates of Received, Revised and Accepted are listed.	1		
		(2) Materials concerning magazine evaluation index such as IF (index by the Web of Science), CiteScore (index by SCOPUS) of journals which sub thesis were published	1		
	If the original paper(main and sub) is co-first author The consent and the pledge form of the author other than the applicant.		1		
	If the original paper(main and sub) 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		
	If the dates of received, revised, accepted for publication are not mentioned in the original paper(main and sub) (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		
	If the name shown in the degree includes the candidate's maiden name Notification of maiden name use concerning the name shown in the degree and extract of the family register		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.		
	③ Withdrawal after completing all required credits without degree	Interim review completed		
		It has been within two years since the date of withdrawal		

(※1)Please submit 1 copy (stapled/clipped)at the time of application. We will request additional submissions(word file/simple binding)after your qualification is confirmed.

Degree Application Checklist②

Name

If the application documents are not prepared as shown below, they will be returned. Be very carefully check that your application documents are prepared as follows before submitting			checkbox for the applicant	checkbox for the doctoral supervisor	
Degree final review & exam process: common items	Front cover	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. Sub thesis, III. Other papers List of main thesis, sub thesis and other papers list			
		All co-authors other than the first author (principal) should also be listed. In the order of last name, first name. The last name should be given in full, the first name is initial letter only (uppercase) (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. Attach to the end of all documents (thesis, abstract, abstract with a figure/a table, research report).			
		The list of references appear in alphabetical order by the first author's family names. Japanese names should also be placed in alphabetical order. Example: Abe → A, Fukuura → F			
	References/Cited documents *Attached to all research reports other than the thesis.	Use Harvard Style. The author's name and year of publication should be also stated in the in-text citation in the article. ※Be sure to follow the 学位審査資料作成の手引き in details, such as the use of commas, periods, italics, and parentheses. Do not put too much space between lines. Double space between each reference item. Do not number the items of reference. Attached to abstracts, abstracts with a figure/a table, research reports (before publication list) ※except doctoral thesis references should be selected based on relevance and attached. Write it clearly also in the text			
	How to print	Both sided printing (The front cover and the table of contents are one side 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)	Front cover: "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(when submitting 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), author's name, major, research of basic and applied medicine subject, doctoral supervisor's name. Other than "Abstract of doctoral 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 with a figure/ a table", title of the paper (same as the title of the 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. 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 figures and tables need to be 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). Figures and tables, and the titles of figure and table should be prepared according to the language used. Put the title under the figure and above the table.		
			For research on human and animal, specify the approval number of each institution's ethics committee in the materials and methods.		
	Doctoral degree research report (1 staple + 3 simple bindings after qualification confirmation)		Front cover: "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. For simple bookbinding, use a bookbinding kit or staple and tape by bookbinding tape so that the pages cannot come out or be removed(when submitting after qualification confirmation). Should be in IMRAD format. Items are set up and described with distinction. Start a new page for each chapter. Presence of the source of the cited tables and figures should be clearly indicated (Even if it is a chart/figure created by you, if the original data exists, the source for the original data should be clearly indicated). Figures and tables, and the titles of figure and table should be prepared according to the language used. Put the title under the figure and above the table. All tables and figures should be serially numbered. 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. Ensure that there are no unclear areas in the pictures or text of diagrams. Do not include pagination for the front cover 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 the contents of the sub-thesis, do not organize each item of research for each thesis(introduction, method, result, discussion, conclusion), but Focusing on the main paper and write your main thesis and sub-theses together.		
			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.