

Academic Year 2025

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

Doctoral Degree Kou-type Application Handbook

Revised in March 2025

Yokohama City University, Graduate School of Medicine

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1.Flow of application for degree (Kou-type: Doctorate through coursework) (AY2025)

	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 30(Fri)	Deadline for application of interim review
		August 1(Fri) – November 28(Fri)	Interim review period
		By the end of December	Deadline for submission of interim review report
3rd-4th year student	Early completion application	April 16(Wed)	Early completion application deadline for those planning to complete the first semester (September)
		October 15(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 11(Wed)	Final Deadline for degree applications for prospective graduates in September of that year
		By noon on December 3 (Wed)	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
	Completion	March 25 (Wed)	Commencement ceremony

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

(1) About the interim review

1) 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.

2) Outline of implementation

Interim review is only possible during a certain period (weekdays from August to November) and candidates will be individually screened within that period. The Academic Committee Meeting of the Graduate School of Medicine reviews applications, 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.

3) 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 receive the signature and seal from the doctoral supervisor.

■ Deadline

May 30 (Fri), 2025, 17:00 (**no exception**)

⇒Application acceptance and decision of The Doctoral Dissertation Review Committee: July 9(Wed).

4) 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(Fri) to November 28(Fri), 2025 (scheduled)

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

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

5) 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)

- “Doctoral Dissertation Review Committee members’ pledge regarding doctoral degree review”
Sign or input your name in the relevant sections of the following documents.

■ **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)

- “Implementation confirmation form by doctoral thesis interim review committee.”
- “Doctoral thesis interim review committee report” ※chair only (jointly with three members)

6) 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) acquire 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 it 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 a final degree, and if you pass the Final Doctoral Dissertation Review, you will graduate early.

1) Requirements for early completion

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

2) About the submission documents

- Early completion application form
- Original paper that becomes doctoral thesis (If you have a sub paper, each one) (※)
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

“2025年度 学位審査資料作成の手引き(甲乙共通)” (Japanese version only)

3) Deadline

- Early completion application deadline for those planning to complete the first semester (September)
⇒ April 16 (Wed) 17:00 (**no exception**)
- Early completion application deadline for those planning to complete in March
⇒ October 15 (Wed) 17:00 (**no exception**)

※ Applications will not be accepted after the deadline.

(3) 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.9-11)

Documents to be submitted			number
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 materials	(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 magazine 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 original paper (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		One each

	register	
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(※1) Please submit 1 copy each (stapled/clipped) of the degree examination materials(1)~(4) at the time of application. We will request additional submissions (word file/simple binding 3 copies each) after your qualification is confirmed. We will contact you individually with details.

■ **Submission deadline for application documents**

on the third Wednesday of every month.

(The second Wednesday in July, and the first Wednesday only in December)

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

• **Final deadline for completion in September 2025 : June 11(Wed) 2025 (No exception)**

• **Final deadline scheduled for completion in March 2026 : By noon on December 3(Wed) 2025, (No exception)**

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) 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)

■ **Examination Period**

In case of completion in September 2024, final examination should be conducted by August 2025.

(Submission deadline of the examination result from the chief examiner: August 29)

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

(Submission of results from the chief examiner: February 27, 2026)

■ **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)

※ it is not allowed to be held in multiple sessions.

4) 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)

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

5) Notes on Final Doctoral Dissertation Review

■ 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 exception).**

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 next month's meeting and in that case, all processes may be extended one month. Please read 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 17 (Wed)	October 8 (Wed)	Scheduled individually after the official acceptance	February 27 (Fri), 2026
October 15 (Wed)	November 12 (Wed)		
November 19 (Wed)	December 12(Wed)		
By noon on December 3 (Wed) ★ Final day · No exception	January 14(Wed),2026		

※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.

■ 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 for details from the Academic and Curriculum Affairs Section.

■ About applying for a degree for Otsu-type

If you apply for a degree more than two years after leaving YCU without a degree, you will be applying for a degree with Otsu-type.

Please apply for a degree according to the procedures for Otsu-type.

(For Otsu-type, you will need two or more original papers that you were the first author of.)

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

(1) Application Form for a Doctoral Degree

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

(2) Degree examination materials

(The cover is printed on one side, the rest are printed on both sides)

please refer to “2025年度 学位審査資料作成の手引き(甲乙共通)” (Japanese version only) to prepare the documents.

1) Doctoral thesis (Original paper of main thesis)

1 copy +3 ※stapled in one place at the top left (※1)

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

2) Abstract of doctoral thesis

1 copy +3 ※stapled in one place at the top left (※1)

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

1 copy ※stapled in one place at the top left (※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 +3 ※stapled in one place at the top left (※1)

(※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.

(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) Credit Acquisition Certificate (Currently enrolled students are required to submit an "Application Form for Certificate of Acquired Credits") 1 copy

The transcript can be issued at the Academic and Curriculum Affairs Section. Please apply to 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
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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 (Main thesis)

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

(6) Interim review report 4 copies

Please submit the interim review report that you completed by the year prior to the year of intended graduation.

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

※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) Degree Application Checklist ①② (both sided printing)

Please carefully check each item and check the applicant's column yourself.
Regarding preparation the documents, , please refer to “2025年度 学位審査資料作成の手引き(甲乙共通)” (Japanese version only) .

(9) Documents to be submitted, as necessary

1) Sub thesis (Original paper of sub thesis) 1 copy

※stapled in one place at the top left
※In the case of thesis that are ‘in press’, manuscripts are acceptable.

2) Materials regarding published journals 1 copy (Sub thesis)

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

3) Consent and Pledge Form

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

4) Certificate of publication or materials that shows that it was accepted, revised, submitted for publication

(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)

5) 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.

4. 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

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

※③ is not necessary if the full text of your original paper can be uploaded on YCU institutional repository with a publisher's permission

2) Printed materials

- ①Doctoral thesis(No need for simple bookbinding)

(2) Submission method

- 1) PDF data : to the following e-mail address by e-mail.
- 2) Printed documents : submit to office of Academic and Curriculum Affairs Section. (Mail is also acceptable.)

Academic and Curriculum Affairs Section
Yokohama City University 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.
We will contact you as soon as it is ready.
(Post mailing by COD is also available upon request.)

1)Currently enrolled student

Completion in September: We will give you the diploma after September 21.
Completion in March: You will receive it at the graduation ceremony on March 25, 2026.

2)The person who complete without degree

It will be given at the end of the month when the decision to grant the degree has been made.
We will contact you when the diploma is ready.

【Degree application documents submission destination, contact information】

Academic and Curriculum Affairs Section
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