

# Guide to Application Procedure for Review of Doctorate by Program Completion

Graduate School of International Social Sciences  
Yokohama National University

## 1. Documents to Submit

Submit the following (1) ~ (4) by e-mail as an electronic file.

- (1) Degree Dissertation
- (2) Degree Dissertation Abstract (Form No. 1)
- (3) List of Academic Works (Form No. 2)
- (4) Dissertation Submission Form

## 2. Period for Submission

**Monday, February 28, 2022 to Wednesday, March 2, 2022 (5 p.m.)** <To be observed strictly>

**Monday, April 4, 2022 to Wednesday, April 6, 2022 (5 p.m.)** <To be observed strictly><

For 3<sup>rd</sup> year doctoral students admitted in October>

## 3. Degree Dissertation

As a rule, use A4 format paper in portrait orientation arranged for binding on the left, with the text in horizontal lines. Submit the created electronic file to the Graduate School Affairs Office by e-mail (int.gakumu-all@ynu.ac.jp). The front of the folder should have the dissertation title and your name.

\* Please receive anti-plagiarism checkup by your supervisor before submitting the dissertation.

## 4. Dissertation Abstract

The degree dissertation abstract should be about 5-10 pages in A4 format, double-spaced. Use Form No. 1 and submit the created electronic file to the Graduate School Affairs Office by e-mail.

## 5. List of Publications

### (1) Form

Use Form No. 2 and submit the created electronic file to the Graduate School Affairs Office by e-mail.

### (2) About the Titles

If you have published or jointly published any articles or papers that have content other than that of your degree dissertation and that would be of particular value as references, submit a list of their titles, author (if multiple, all authors), how they were published, and when they were published.

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**Regarding the Submission of Dissertation, Dissertation Abstract, and Other Materials by  
Candidates Who have Passed the Degree Dissertation Review**

**(Submission Deadline: Friday, September 2, 2022 (5 p.m.) <To be observed strictly>)**

**1. Regarding Materials to be Submitted by Candidates Who Have Passed the Degree Dissertation Review**

Material to Submit	Details	Submit to
Written Agreement to Register Doctoral Dissertation in the Yokohama National University Repository	One copy	Mail it to the Graduate School Affairs Office or bring it to the counter.
Written Agreement Regarding Dissertation Abstract Publication on the University Website	One copy	
Electronic file of doctoral dissertation text	PDF file * The file name should be: Doctoral-dissertation-full-text (Your-Name).pdf * Place the complete text in a single file. Do not break up the dissertation into multiple files (cover, contents, introduction, main body, etc.).	Mail it to the Graduate School Affairs Office Graduate School of International Social Sciences * Please specify your name and student ID number and submit it by e-mail. * Be sure to check the PDF file before submitting it to make certain that the content displays correctly and that there are no corrupted characters or garbled text in it.
Electronic file of dissertation abstract (With content identical to printed version)	Microsoft Word file (Form No. 1) * The file name should be: Doctoral-dissertation-abstract (Your-Name).pdf	

Note: Please follow the instructions separately provided for other materials to be submitted (Career Plans Questionnaire, etc.).

**2. Regarding Changes to the Method of Publication of the Degree Dissertation Abstract, Review Results, and Full Text of the Dissertation**

(1) Publication by Means of the Internet

A ministerial ordinance revising a portion of the Regulations on Academic Degrees (Ministry of Education, Culture, Sports, Science and Technology Ordinance No. 5 of 2013) was promulgated on March 11, 2013, and put into effect on April 1, 2013. In conjunction with this revision, persons who are conferred doctoral degrees from a graduate school of the Yokohama National University from April 1, 2013, are to publish their degree dissertation and review results abstract together with the full text of the doctoral dissertation by means of the internet (the Yokohama National University Repository).

(2) Electronic File Formats

In order to assure long-term storage and accessibility, please take care regarding the following

matters:

- Embed fonts in the file and do not include any calls to outside data (external fonts, etc.) in the file.
- Do not encrypt the file, apply a password, set any restrictions on printing, or configure any other such restrictions.

### (3) Alternatives to Publication of Dissertation Online

When there is unavoidable reason that you should prefer not to publish the full text of the doctoral dissertation, please submit the appended Letter of Confirmation with brief, supporting data (e.g. email receiving prepublication paper and a hard copy of contribution rules, etc.) to the Graduate School Affairs Office by **Friday, September 2, 2022**. If the reason is approved by the school faculty council or other such body as corresponding to one of those listed below, a summary of the content of the doctoral dissertation (a dissertation abstract) may be published on the internet in place of the doctoral dissertation.

#### <Reasons Against Publishing the Full Text of the Doctoral Dissertation>

- The doctoral dissertation contains three-dimensional representations or other such forms that it is not possible to publish on the internet.
- The doctoral dissertation includes content that, because of copyright protection, protection of private information, or other such reason, cannot be published by means of the internet for more than one year from the date the doctoral degree is conferred.
- Due to publication in a scholarly journal that forbids simultaneous or multiple publishing, or due to application for a patent, or in connection with other such activity, publication of the full text of the doctoral dissertation by means of the internet would cause a clear disadvantage to the person granted the doctoral degree for more than one year from the date the degree is conferred.
- And other circumstances that the faculty council accepts as truly unavoidable.

Note 1. Even in cases when permission not to publish the full text of the doctoral dissertation is given, the electronic file of the full text of the doctoral dissertation and the dissertation abstract should be submitted to the Graduate School Affairs Office by the specified due date.

Note 2. Even in cases when permission not to publish the full text of the doctoral dissertation is given, if the unavoidable reason becomes no longer applicable, this circumstance should be reported to the Graduate School Affairs Office concerned. After the report is received, publication of the full text of the doctoral dissertation will commence.

Note 3. In cases when permission not to publish the full text of the doctoral dissertation is given, if the unavoidable reason continues to be applicable even after the time limit for non-publication has passed, please submit another Letter of Confirmation.

## 4. Policy on Publication of Doctoral Dissertation Abstracts on the Graduate School of International Social Sciences Website

### (1) Publication of Dissertation Abstract

Abstracts of the content of degree dissertations by persons who acquire doctoral degrees in the Graduate School of International Social Sciences are to be published on the website of this graduate school pursuant to the intent of Article 8 (Publication of Dissertation Abstracts, Etc.)\* of the Regulations on Academic Degrees (Ministry of Education, Culture, Sports, Science and Technology Ordinance No. 9 of April 1, 1953).

The work involved in publication of dissertation abstracts will be carried out in the Library of International Social Sciences. Abstracts are published at the following URLs:

Japanese language versions: <http://www.gsiss.ynu.ac.jp/about/center/reference/library>

English language versions: <http://www.gsiss.ynu.ac.jp/english/about/center/reference/library>

\* Article 8 (Publication of Dissertation Abstracts, Etc.)\* of the Regulations on Academic Degrees (Ministry of Education, Culture, Sports, Science and Technology Ordinance No. 9 of April 1, 1953): When a university or the National Institution for Academic Degrees and University Evaluation confers a doctoral degree, an abstract of the content of the dissertation for which the doctoral degree in question was granted and a summary of the results of the dissertation review are to be published within three months from the date the doctoral degree in question was granted. (Reference: Article 21, Yokohama National University Regulations on Academic Degrees)

## (2) Manner of Publication

The degree dissertation abstract is to be published in PDF file format (text searchable, printable, downloadable, not revisable, and closed to copying and pasting).

The Microsoft Word file that has been submitted will be used as the basis for creating a PDF version that includes the above security configuration, and this work will be carried out entirely by the Library of International Social Sciences.

# The Doctoral Dissertation Format

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