

# **Guide to Application Procedure for Special Exceptions Concerning the Conferral of a Ph.D. Degree on Those Who Withdrew from the Ph.D. Programs of the Graduate School**

(For March Submission)

Graduate School of International Social Sciences  
Yokohama National University

1. Those who have withdrawn from the Ph.D. programs of the Graduate School may submit their Ph.D. dissertation without paying the defense fee if they meet the following requirements. If they pass the defense, they are eligible to receive a Ph.D. degree (Ph.D. degree by dissertation, ronbun hakase). The dissertation submission schedule is the same as the Ph.D. degree (katei hakase).

(1) Studied at the Graduate School of International Social Science for three years.

(2) Assigned a “Pass” grade at the second interim progress report.

(3) Obtained necessary credits while being registered as a student of the university.

(4) Submitted a Ph.D. dissertation within one year of withdrawal.

(5) Applying for the same degree as the degree that they applied to receive while being registered as a student of the university.

2. Submission Period for Application for the Review of Doctorate by Program Completion  
**Monday, March 4 to Friday, March 8, 5PM, 2024**

Students are required to complete an application form and submit it to the Graduate School Affairs Office through YNU Learning Management System. The application form can be downloaded from the following website. [https://www.gsiss.ynu.ac.jp/english/student/news/schedule2023\\_en.html](https://www.gsiss.ynu.ac.jp/english/student/news/schedule2023_en.html)

3. Submission Period of the Degree Dissertation  
**Monday, March 18 to Wednesday, March 20, 5PM, 2024**<To be observed strictly>

4. Documents to Submit

Submit the following (1) ~ (3) as an electronic file through YNU Learning Management System.

(1) Degree Dissertation

(2) Degree Dissertation Abstract (Form No. 1)

(3) List of Academic Works (Form No. 2)

5. 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 electronic file to the Graduate School Affairs Office through YNU Learning Management System. The front of the folder should have the dissertation title and your name.

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

6. Dissertation Abstract

The degree dissertation abstract should be about 5-10 pages in A4 format, double-spaced. Use Form No. 1 and submit the electronic file to the Graduate School Affairs Office through YNU Learning Management System.

7. List of Publications

(1) Form

Use Form No. 2 and submit the electronic file to the Graduate School Affairs Office through YNU Learning Management System.

(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.

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

(Submission Deadline: Monday, September 2, 5PM, 2024<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	PDF file * Please submit it as the PDF file after signed.	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 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.).	
Electronic file of dissertation abstract (With content identical to submitted in the submission period of the Degree Dissertation version)	Microsoft Word file (Form No. 1) * The file name should be: Doctoral-dissertation-abstract (Your-Name).pdf	

### 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 **Monday, September 2, 2024**. 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.

# The Doctoral Dissertation Format

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