

FY2023

Doctoral Thesis Requirement

【For Doctoral students】

Division of Health Sciences

Osaka University Graduate School of Medicine

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## **I Doctoral Dissertation Examination Process (for Doctoral Course Student)**

### **A. Outline of the Doctoral Dissertation Examination**

The Doctoral Dissertation Examination examines a doctoral dissertation prepared by those qualified to undergo the Doctoral Dissertation Examination <sup>B</sup> (hereinafter referred to as the "Dissertation"). The Dissertation is reviewed by a Dissertation Review Committee (RONBUN-SHINSA-IINKAI: one primary reviewer and two sub-reviewers) and a public review at a PhD Thesis Presentation (KENKYU-HAPPYO-KAI: hereafter referred to as 'Thesis Presentation'), followed by a review by the Doctoral Committee. If the applicants pass the review, they are awarded the degree of 'Doctor of Health Science or Science in Nursing'.

This Dissertation should contain the contents of several main theses presented during the period of study in the doctoral program.

The main thesis should be an original academic thesis that meets the standard of the attached "Guidelines for the Examination of Doctoral Degrees (Doctor of Health Sciences or Science in Nursing)" and, in principle, should have been published in print. However, it may be treated as having been printed, even if it is still in the process of being printed, if there is a "certificate of scheduled publication" from the journal in which it is to be published, or other evidence confirming that it is intended to be published.

### **B. A person who qualified to undergo the Doctoral Dissertation Examination**

1. Those who have been enrolled in the doctoral course of this department for at least three years and have earned the prescribed credits (including expected to complete students \*)
2. Those who have had multiple main theses which have been printed and been published
3. Those who have received sufficient guidance from their professors and have received permission to prepare and submit a Dissertation.
4. Those who have received an approval from the Doctoral Qualification Review Committee (SHIKAKU-SHINSA-IINKAI: hereafter referred to as the Qualification Review Committee \*\*)

Those who fulfil above 1-3 may apply for the Dissertation Examination to the Educational Affairs Section Division of Health Sciences, Graduate School of Medicine (KYOMU-KAKARI: hereinafter referred to as Educational Affairs Section) , with the prescribed documents and materials in accordance with Doctoral Dissertation Examination procedure <sup>c</sup>. After receiving approval of 4, the Dissertation will be examined.

### **C. Doctoral Dissertation Examination procedure**

1. Those who are qualified to undergo Doctoral Dissertation Examination must apply for the Dissertation Examination with the prescribed documents and the main theses (a copy is also acceptable) to the Educational Affairs Section after their supervisor has recommended a primary reviewer and sub-reviewers. At the same time, apply for a Thesis Presentation. Applications must be made by the first day of the month before the month in which the desired Thesis Presentation is to be held.
2. The Qualification Review Committee will review the submitted documents and the main theses promptly and decide whether the qualification is approved or not. If it is approved, it will decide on primary and sub-reviewers. Also, additional materials may be asked to applicants to submit via the Educational Affairs Section if it is necessary during the review process.
3. Those who have been approved by the Qualification Review Committee must submit the

Dissertation and the main thesis etc. to the primary and sub-reviewers at least two weeks before the date of the Thesis Presentation to ask for their guidance and attend the Thesis Presentation. The primary and sub-reviewers may request the submission of other papers, etc., if necessary.

4. In principle, Thesis Presentation is opened to the public and each presenter has 40 minutes (20 minutes for the presentation + 20 minutes for the Q&A session). The Thesis Presentation will be judged pass/fail separately from the Dissertation Examination\*\*\*, and in the case of failure, a second presentation is required\*\*\*\*.

5. Those who have passed the Thesis Presentation will revise and add to their Dissertation based on the questions and answers at the Thesis Presentation and the guidance of the primary and sub-reviewers, until they pass the Dissertation Examination. The Doctoral Course Committee will make a final decision on the Dissertation that has been approved by the Dissertation Review Committee. The primary reviewer is responsible for explanation of the Dissertation to the Doctoral Committee.

\*) For long-term students, the number of years of study must be at least the number of years after the extension of the period of study. As a principle, a degree will not be awarded to those whose period of study is less than the standard number of years until the end of the period of study.

\*\*) It consists of 6 members: the head of the department, the deputy heads of the department, the heads of each of the 3 majors and the chair of the postgraduate teaching committee.

\*\*\*) A Dissertation Review Committee deliberates and makes a pass/fail decision based on the opinions expressed at the Thesis Presentation.

\*\*\*\*) Only one re-presentation is permitted.

## II Administrative Procedures for Doctoral Dissertation Examination

- Administrative procedures (Read the following pages for more details)

1. Confirmation of Qualification for Application 【Students】  
↓
2. Application for Qualification Review (SHIKAKU-SHINSA)  
and Thesis Presentation (KENKYU-HAPPYO-KAI) 【Students → Educational Affairs Section】  
↓
3. Discussed by the Qualification Review Committee and the Doctoral Committee 【Professors】  
↓
4. Submission of the Dissertation to the Dissertation Review Committee (Primary and Sub-Reviewers)  
【Students → Professors】  
↓
5. Organization of Thesis Presentation 【Students · Professors】  
↓
6. Application for Final Review (HON-SHINSA) 【Students → Educational Affairs Section】  
↓
7. Discussed by the Doctoral Committee 【Professors】  
↓
8. Application for Degree Conferral 【Educational Affairs Section → Head Office】  
↓
9. Notification of Degree Conferral 【Head Office or Educational Affairs Section → Students】  
↓
10. Degree Conferment Ceremony 【Students】

\*1 The above order may change back and forth depending on the Doctoral Committee's schedule.

\*2 The Doctoral Committee is held on the second Thursday of each month as a rule.

- Contact Information

Educational Affairs Section, Administrative Office,

Division of Health Sciences, Graduate School of Medicine, Osaka University

Extension:2623

Tel:06-6879-2623

E-Mail: [i-hoken-kyomu@office.osaka-u.ac.jp](mailto:i-hoken-kyomu@office.osaka-u.ac.jp)

## 1. Confirmation of Qualification for Application

Refer to the Appendix " Guidelines for the Examination of Doctoral Degrees (Doctor of Health Sciences or Science in Nursing)", please check whether all the conditions in B (1-3) on p. 1 apply to you.

\* Those who have left the university after completing credits will be awarded the degree of "Doctor of Course (KATEI-HAKASE) " only if they have completed the final review within three years of leaving.

If they have completed it after this period, the degree of "Doctor of Dissertation (RONBUN-HAKASE) " will be awarded. They are subject to a separate fee for the dissertation examination.

## 2. Application for Qualification Review (SHIKAKU-SHINSA) and Thesis Presentation (KENKYU-HAPPYO-KAI)

Application deadline: **17.00 on the 1st of the month preceding the month  
in which the Thesis Presentation is to be held\***

(17:00 on 11 January 2024 (Thursday) only for Thesis Presentation to be held in February) \*\*

★In principle, the above is the final deadline if you wish to receive your degree at the end of March (i.e. the end of 2023 fiscal year) .

\* If the 1st is a Saturday, Sunday, public holiday, New Year's holiday (29 December - 3 January), etc., the business day before the 1st shall be the deadline.

\*\* If the applicant wants to hold the presentation in February, please be aware for the deadline for the submission of the application documents.

• The required documents (i-iii) in ② below must be submitted by e-mail.

To: i-hoken-kyomu@office.osaka-u.ac.jp (Educational Affairs Section)

**★Include your supervisor in the CC.**

Subject of email: [Dissertation] Application for qualification review \_ the applicant's name

• For Forms D and H, the originals must also be submitted at the Educational Affairs Section by the day of the Thesis Presentation (Can be sent by post).

- ① Arrange the dates with the primary and sub-reviewers, list several candidate dates for the Thesis Presentation, and reserve a lecture room on an available date and time on the 'Lecture Room Availability Chart' which is at the Educational Affairs Section.
- ② Submit the following documents (i-iii) to the Educational Affairs Section by the due date.

i Qualification review (SHIKAKU-SHINSA) application documents

| Required documents (all must be printed in A4 size)                           | Form of submission | Notes |
|---|--------------------|-------|
| Form A : Temporary degree application form (PhD)                              | Word               |       |
| Form B : Recommendation of candidates for the primary and sub-reviewers (PhD) | Word               |       |
| Form C : Summary of thesis (PhD)  | Word               |       |

|  |                     |   |
|--|---------------------|---|
| Main Thesis 1  | PDF                 | See * below   |
| Form D : Agreement (PhD)   | PDF, Original paper | Only if main thesis 1 is co-authored. See ** below. |
| Form H : Written Pledge  | PDF, Original paper | The name must be self-attested.                     |
| Main Thesis 2 onwards  | PDF                 | See * below   |
| Form 4 : Curriculum Vitae (CV)   | Word                | The submission date should be left blank.           |
| Form 10 : Doctoral dissertation internet publication confirmation form (University's institutional repository) | Word                | Publication of summaries Only                       |

\*) The main thesis must meet the criteria of the attached "Guidelines for the Examination of Doctoral Degrees (PhD)". In principle, the main thesis should be printed and published, but if there is a "Certificate of planned publication" or "Proof of acceptance" that fulfils the conditions below, the thesis should be handled as printed and published.

- The form is arbitrary, but following should be included "the journal name, Vol, No, date of publication and the seal of the editor-in-chief"
- In the case of an English text, this should be indicated as " ~has been accepted for publication ~".
- Any other instructions given by the supervisor other than those listed above should be indicated.

\*\*) If the main thesis 1 is co-authored, "the applicant must be the first author" and "Agreement from all co-authors (Form D)" is required. For main thesis 2 and 3, it is possible to duplicate the work with another applicant.

(Reference) Form D: Agreement for main thesis 1 (co-authored thesis in European language) for an application for the award of a degree

(1) If the co-author is Japanese.

Form D: Agreement form. (It is acceptable to prepare the form in multiple copies.)

The name may be typed in word instead of in handwriting, but the seal must be stamped directly (no photocopies allowed).

(2) If the co-author is a foreigner.

- No specific form is required and the case-by-case procedure is used.
- The applicant obtains a letter, and it should replace the 'Agreement' from the foreigner.

However, this letter must include, at a minimum, the following items

- (i) The foreign co-author concerned has no objection to using the thesis for the applicant's application for a degree at the Osaka University Graduate School of Medicine.
- (ii) Addresses Name (the applicant or the Dean of the Graduate School of Medicine)
- (iii) Affiliation (name of research institute), status and name of the foreigner concerned
- (iv) Signature in handwriting

## ii Application forms for Thesis Presentations (KENKYU-HAPPYOKAI)

| Required documents (all must be printed in A4 size)      | Form of submission | Notes |
|--|--------------------|-------|
| Form E : Application form for Thesis Presentations (PhD) | Word               |       |
| Form 3 : Abstract of Dissertation content                | Word               |       |

## iii Degree certificate related documents

| Required documents (all must be printed in A4 size)   | Form of submission                          | Notes                              |
|---|---|------------------------------------|
| Names of foreign nationals accompanying the issuance of doctoral degree certificate and English transcripts | PDF   | Only foreign nationals*            |
| GAIJI SHIMEI KAKUNINHYO(Diploma Name Form)  | PDF (Handwritten scans are also acceptable) | Only for those who wants to change |

\*)This is a form for confirming or requesting changes to the name and date of birth that will appear on the degree certificate (not reproducible) awarded at the degree conferment ceremony.

### 3. Submission of the Thesis to the Dissertation Review Committee (Primary and Sub-Reviewers)

At the latest two weeks before the Thesis Presentation, the following documents must be submitted directly to the primary and sub-reviewers.

Then, if necessary, the primary and sub-reviewers will ask you questions and provide guidance.

| Required documents (all must be printed in A4 size) | Number of copies  |
|---|---|
| PhD Thesis (Dissertation)                           | Copies for the number of primary and sub-reviewers (reprints) |
| Main Thesis   | Copies for the number of primary and sub-reviewers (reprints) |

### 4. PhD Thesis Presentation (KENKYU-HAPPYOKAI)

- Preparation and administration, including the printing and distribution of materials, are the responsibility of the laboratory concerned. The following two items are to be prepared by the Educational Affairs Section.
  - i Notification of the presentation (sent by email) to faculty members and graduate students approximately one week before the Thesis Presentation.
  - ii Signboard to be placed in front of the venue (available for lending at the Educational Affairs Section on the day of the Thesis Presentation).
- If you want to broadcast inside the building, please negotiate directly with the security guard room, not the Educational Affairs Section. However, please make sure to do so during breaks, not during class hours.
- Online sessions are acceptable with the permission of the primary and all sub-reviewers. However, the setting up of the videoconferencing system and the setup on the day of the meeting are the responsibility of the laboratory concerned (The Educational Affairs Section does not lend out accounts).

### 5. Application for Final Review (HON-SHINSA)

Application deadline: **17:00 on the 20th of the month after the Thesis Presentation is held**

**(The last deadline is 17:00 on 20 February 2024 (Tuesday),).** 【strictly enforced】

\*1 If the 20th is a Saturday, Sunday or public holiday, the business day before shall be the deadline.

\*2 Even if the Thesis Presentation is held in February, the final deadline shall be as above.

Those who have been accepted for the Thesis Presentation must submit the following documents (i & ii) to the Educational Affairs Section by the due date.

For documents that require electronic data submission, please send them to the Educational Affairs Section email address (i-hoken-kyomu@office.osaka-u.ac.jp) after submitting the hard documents at the reception desk. (Email subject: [Dissertation] Application for final review \_Applicant name)

Please ask and obtain the approval of the primary reviewer to report the results of the thesis examination at the Doctoral Course Committee in advance.

i Documents reporting the results of the examination

| Required documents (all must be printed in A4 size)                                | Form of submission   | Notes   |
|--|----------------------|---|
| Form G : Report on the results of the Dissertation Examination (PhD)               | Original paper       | Stamps required from the primary and sub-reviewers *.             |
| Form 7 : Summary of the results of the Dissertation Examination and contact person | Original paper, word | Request the primary reviewer to prepare the report.               |
| Form 8 : Summary of final examination results and contact person                   | Original paper, word | Request the primary reviewer to prepare the report.               |
| Form : Confirmation of Dissertation validation                                     | Original paper       | Request the primary reviewer to prepare the report. See below **. |

\*) If there are any changes to the type of degree (Science in Nursing/Health Sciences) indicated on Form A: Temporary degree application form(PhD), please be sure to inform the Educational Affairs Section.

\*\*) Osaka University uses the iThenticate system (the world's largest academic full-text database for plagiarism checking) and checks the Dissertation for originality, similarity to other papers without an intention, or missing citations and references. When the primary reviewer supervises a paper, he or she uses this tool to check for verification.

ii Main application documents for Final Review (HON-SHINSA)

| Required documents (all must be printed in A4 size)  | Form of submission | Notes   |
|--|--------------------|---|
| PhD Thesis (Dissertation)                            | PDF                |   |
| Form 3 : Abstract of Dissertation content (Optional) | Word               | Only if there have been changes since the Thesis Presentation application |

## 6. Notification of Degree Conferral

Depending on the time of completion, you will be notified in writing about the awarding of your degree, either by the Educational Affairs Section or the Academic Affairs Section Education Planning Division Education and Student Support Department at University Headquarters (hereafter referred to as 'Headquarters'), as follows.

i Completion dates in September and March:

The 'Notice of Degree Award' is sent to the Educational Affairs Section and is awarded together with the 'Degree Certificate' on the day of the degree conferment ceremony.

ii Other than above:

The 'Notice of Degree Award' will be sent from Headquarters to the address given in the 'Current Address' column of the 'Form 4: Curriculum Vitae (CV)'. The 'Degree certificate' will be awarded separately on the day of the degree conferment ceremony.

※ However, for foreign nationals, the notice will be sent to the Educational Affairs Section regardless of when it is submitted.

## **7. Degree Conferment Ceremony**

i Completion dates from April to September:

The Division of Health Sciences degree conferment ceremony are held in end of September and 'Degree certificate' will be handed over. As for the date and time of the ceremony, current students will be notified via the graduate student mailing list and credit withdrawals will be notified via the e-mail address to which the application data etc. were submitted.

ii Completion dates from October to March:

University-wide degree conferment ceremony are held in end of March. As soon as the Headquarters notifies the date and time of the ceremony, current students will be notified via the graduate student mailing list and credit withdrawals will be notified via the e-mail address to which the application data were submitted.

The 'Degree certificate' will be handed over at the Division of Health Sciences degree conferment ceremony after the university-wide ceremony.

If you are absent, you must collect your 'Degree certificate' and other documents from the Educational Affairs Section as soon as possible after the next working day.

If for some reason you request to receive them by post or by a representative, please notify the Educational Affairs Section by email.

Reference [Ceremony schedule].

Autumn degree conferment ceremony (the Division of Health Sciences) in 2023

: Monday, 25 September 2023

Spring degree conferment ceremony (university-wide and the Division of Health Sciences) in 2023

: Monday, 25 March 2024