

Guidelines on Submission of Doctoral Dissertation - Graduate School of Urban Innovation

1. Submission of Dissertation and other related documents

1-1. Documents to be submitted

- ① Dissertation (A4-size paper, portrait format, bound at left-hand side for horizontally set texts)
- ② Application for Degree (Form 1)
- ③ Summary of Dissertation (Form 2) (Must not exceed 4,000 Japanese characters or 1,600 words.)
- ④ Register of Dissertation (Form 3)
- ⑤ Publication of Doctoral Dissertation (Form 3-1)
- ⑥ List of Published Papers/Related Works (Form 3-2)
- ⑦ Offprint of Published Papers/Related Works
- ⑧ Letter of Consent (Form 4)

(*) Refer to *Guidelines for Writing and Submitting Doctoral Dissertation and Other Documents - Graduate School of Urban Innovation* in completing the documents listed above.

1-2. Deadline, Number of Copies and Office for Submission

Deadline: Refer to IUI website. [The submission date will be strictly observed.]

Submit to: Graduate School of Urban Innovation Office

Number of Copies: One copy for each document (⑦ if applicable only)

For submission of the offprints of published papers①/related works⑦, refer to the instructions of your main academic advisor.

(*) Approval from your main academic advisor must be obtained when submitting dissertation.

(*) Before approving the submission of dissertation, the main academic advisor shall fully confer with the sub-advisor.

2. Degree Examination

After submitting the dissertation, oral or written examinations on the specialized field or subjects related to the submitted dissertation as well as a foreign language exam will be carried out. The date of examination and other details will be informed in person.

3. Submission of Bound Dissertation and Electronic File

After passing the degree examination, the Bound Dissertation and Electronic Dissertation (full-text) must be prepared in accordance with the *Guidelines on Binding and Submission of Electronic Doctoral Dissertation (Full-text)*.

Deadline: Refer to IUI website. [The submission date will be strictly observed.]

① Dissertation (in bound form)

Number of copies: 1

To be submitted to the Academic Advisor.

② Electronic File (CD-R or DVD)

Number of copies: 1

To be submitted to the Graduate School of Urban Innovation Office.

(*) A “**Letter of Consent for Registration of Doctoral Dissertation in the YNU Repository**” **must be included when submitting ②**. If there are unavoidable circumstances (such as the dissertation includes physical solid figures, it has been published in an electronic journal that prohibits multiple publications, a patent has been applied for, etc.) and the entire text of the electronic file cannot be published within one year, the electronic file must still be submitted as stipulated, but you must also submit the form “Confirmation of Alternative Action for the Publication of the Doctoral Dissertation on the Internet (Published in the YNU Repository)”, the statement of reason (free format) and PDF data of “Summary of Dissertation (Form 2)”.