

Outline of Procedure for Dissertation Preliminary Review

Graduate School of Global Environmental Studies, Kyoto University

1. ELIGIBILITY REQUIREMENTS FOR APPLICANTS

Applicants wishing to obtain the doctoral degree in Global Environmental Studies prescribed in Article 2 of the Degree Regulations (Doctoral Degree) must satisfy ONE of the following criteria.

- 1) Expected to complete or have completed 30 months or longer full-time study for the doctoral program, obtain the required number of credits, and intend to complete the research and residence obligations required as partial fulfillment for the doctoral degree.
- 2) The date of application for dissertation after the preliminary review (date of submission of Request for Examination of Dissertation, Document 4) must occur within 3 years of his/her withdrawal from full-time study.

2. APPLICATION DOCUMENTS

Request for Preliminary Review of Dissertation (Appended Document 1-2)

Dissertation (Draft) (x 2)

List of Publications (x 2) (Form 1)

Documents which are the basis of entry criteria (x 2)

- Copies of Publications
- Reference verifying peer-reviewed publications
- Acceptance letter (including email), etc.

3. ADDRESS FOR SUBMISSION OF DOCUMENTS

Administration office

Graduate School of Global Environmental Studies

Outline of Procedure for Dissertation Examination

Graduate School of Global Environmental Studies, Kyoto University

Submission documents and number of copies

1. "Request for Examination of Dissertation" form (prescribed form) x 1 Only for course doctorate
2. Dissertation x 3*
3. Electronic dissertation data, including the cover and the full text (saved to DVD-R disc) x 1
4. List of Publications x 3 (refer to Form 1)*
5. Curriculum Vitae x 4 (refer to Form 2)*
6. Co-authorship Agreement Form original x 1 + copy x 3 (refer to Form 3)* submit if necessary.
7. Method[s] of Publication of Doctoral Dissertation (refer to Form 4)
Paper medium x 1 + Electronic data x 1 (saved to DVD-R disc equivalent to 3)
8. Abstract data of 2. Only necessary if abstract publication is selected in 7.
Electronic data x 1 (saved to DVD-R disc equivalent to 3)
9. Confirmation documents about managing rights such as intellectual property rights
Please refer to "Important Points Regarding Registration of Doctoral Dissertation in the Repository".

*Number of documents requested above for #2, #4, #5 and #6 may change depending on the number of Dissertation Evaluation Committee members.

■In the case where instructions from the Dissertation Evaluation Committee are provided after the defense.

The following documents must be submitted to the Dissertation Evaluation Committee no later than two weeks before the GSGES Council (Submission to the GSGES administration office is NOT acceptable.)

1. Dissertation (final version) x 2
2. Electronic data of the dissertation including the cover and the full text (final version) x 1 (saved to DVD-R disc)
3. Method[s] of Publication of Doctoral Dissertation (refer to Form 4)
Paper medium (final version) x 1 + Electronic data (final version) x 1 (saved to DVD-R disc equivalent to 2)
4. Abstract data of 1. Electronic data (final version) x 1 (saved to DVD-R disc equivalent to 2)
Only necessary if abstract publication is selected in 3.

Notes for preparation of materials

I . Forms, Booklets

1 . Common Rules

1. Forms and Papers

Forms must be based on degree regulations of Kyoto University and conferral of doctoral degree handling details.

For Paper, use medium or high-grade white A4-size of Japanese Industrial Standards

2. How to prepare documents, etc.

- (1) Use black or blue pen, ballpoint pen or typed print to generate durable documents.
- (2) Write in block letters, clearly and accurately. Do not use phonetic-equivalent characters or unofficial characters.
- (3) If there are any typographical errors or omissions, make the necessary corrections and affix your seal/signature to the corrected portions. If a document contains too many corrections, create a new document.
- (4) Prepare forms and documents using prescribed formats, with a binding margin of approx. 2 cm on the left-hand side.

2 . List of Publications

A. Main Dissertation

1. Title

- (1) Enter the title (including subtitle) exactly as it appears on each dissertation submitted.
- (2) If the title is in English, a Japanese translation must be provided in parentheses.
- (3) If you have produced your dissertation by combining several papers, each with a different title, write a comprehensive title for the overall dissertation. Do not write individual titles.
- (4) If your dissertation comprises a series of individual papers published under the same title and numbered serially (for example, “Report No. ○,” Part ○”), do not give those serial numbers.

2. Presentation Method and Date

- (1) A dissertation shall be presented as a single book or as an article in a publication such as an academic journal (“published book/journal”).
- (2) The published book/journal shall be stored as academic material at universities and other academic institutions for free public access.
- (3) A dissertation may be published sectionally, by structural unit (volume, chapter, etc.) or by content (study item).
- (4) If the entire dissertation was published, enter the date published, the name of the published book/journal (in the case of journal, enter volume number), and the name of the publisher (if applicable). For a dissertation published sectionally by volume or chapter, enter the publication method and date for each part.
- (5) If the title of the submitted dissertation (volume, chapter etc.) is different from the title of the published paper, the latter should also be provided in parentheses.
- (6) For a paper that has not yet been published, enter the expected publication method and date. If a publication schedule has not been fixed at the time of application, enter “Not yet determined”.

3. Number of volumes

- (1) Enter the number of volumes of the dissertation (the number comprising the dissertation).
- (2) If the appendixes (graphs, figures, tables, etc.) are bound in a separate volume, enter the total number of volumes (i.e., number of volumes of the dissertation plus separate volume of appendixes). If the appendixes are not in a separate volume, enter “○ volumes (appendixes attached).”

B. Reference Papers

- (1) As with the main dissertation, indicate the title of the paper, publication method and date (or expected date), and number of volumes.
- (2) For a joint-authorship paper, indicate the name(s) of the co-author(s).
- (3) If there are two or more reference papers, list them all, in the order you choose.

- (4) When a dissertation such as that mentioned in A-1-(4) above is used as reference papers, do not give those serial numbers.

3. Curriculum Vitae

1. Nationality

Write country name only.

2. Current Address

(1) Enter address (officially registered place name and number) written on the residence certificate (“Jumin-hyo”).

(2) Write your address accurately, including the name of the apartment or dormitory and the room number, so that the notice of commencement ceremony, correspondence, and materials can be correctly addressed to you. In addition, write your postal code.

(3) If you plan to stay overseas for an extended period, for business or other reasons, also write the address where you plan to reside. In such case, if you have a contact address in Japan while you are away, provide this at the time of application.

3. Name

(1) Write as stated in the family register.

If you are from a country where kanji (Chinese characters) are used, write your name in kanji.

For international students whose nationality is a country where kanji is not used, write the same notation as is used on a passport.

(2) Provide *furigana* in katakana characters, above your name.

4. Educational Background

(1) List your educational history in chronological order, beginning with senior high school graduation.

(2) All information regarding your education – entrance, advancement, leaves of absence, re-admission, withdrawal, transfer admission, graduation, completion of master’s program and any change in status during your attendance at school etc. – must be indicated, with no omissions.

(3) If you have studied in a doctoral program offered by a Kyoto University graduate school, you must also include this information.

(4) If the name of a school was changed while you were attending, also provide the school name following such change.

(5) Time spent as a research student should be entered in Research History.

5. Employment History

(1) For full-time employment, list in chronological order the names of the companies/organizations for which you have worked, and your respective job titles.

For part-time job experience, list jobs relating to education and research.

(2) For current employment, write “Up to present.”

6. Research History

(1) List in chronological order all research activities and experience that you think should be noted for doctoral degree application.

(2) Academic research activities and experience relating to the following should be included:

- a. Research projects (including joint research)
- b. Training
- c. Academic research
- d. Publication of research results and findings (books, papers, etc.)
- e. Grant-in-Aid for Academic Research
- f. Activities in academic societies
- g. Other activities that may be referenced for degree examination

(3) Ensure that there are no overlapping entries. Distinguish clearly between experience to be included in the Educational Background or Employment History sections and that to be included in the Research Experience section.

7. Rewards and Punishments

List rewards and/or punishments that you think should be noted for doctoral degree application.

4. Doctoral Dissertation

1. The dissertation must be bound (a temporary binding format may be used), and the title of the dissertation and author's name should be printed on both the front cover and the spine. (Japanese title not required.) Do not include your affiliation, your job title or your anticipated degree conferral date.
2. Since doctoral dissertations are deposited in the Kyoto University Library, use good-quality, durable paper and binding materials that can withstand wear and tear. Do not print the title on plastic tape or metal. However, rust-proof metal is permitted.
3. The submission deadline must be strictly observed. Before submission, make sure that there are no omissions, typographical errors or missing pages.

II. Electronic data: Saving to DVD-R disc

1. Full text of degree dissertation

(1) File format: PDF

① Font embedding

Please set to embed all fonts. (If special fonts are used and not embedded, this can cause loss of text when the PDF is created.)

② Security settings

Please do not use security settings such as encryption, password, limitations on printing, etc.

③ File size

The size of each file should not exceed 100 MB. File sizes can become extremely large if the dissertation contains a number of photos, charts and diagrams. In such cases, please take measures to "reduce file size" when creating the PDF.

Recommended software: Adobe Acrobat

PDF version: PDF/A (ISO-19005)

Font embedding: Embed all fonts

***Please be sure to check the text of the PDF file before submission.**

If the text in the PDF is not accurate (for example, if characters are jumbled or not displayed correctly), it is possible that the document will not appear in full-text searches of the repository, which will be detrimental to both the author and users.

(It is possible to confirm that the text data of a PDF file is correct by copying and pasting the text.)

Security settings: Do not activate security settings

File size: Each file 100 MB or less (multiple files possible)

***If the file size is 100 MB or less, please submit it as a single file (unless there is a particular reason why it should be submitted as multiple files)**

(2) File name

Please set the file name as follows.

“課・XXXX・全文.pdf”

|| | | | Fixed text (“全文” means “full text”.)

|| | | | double-byte “・”

|| | | | Name (should be consistent in 1, 2. and 3. May be written in either kanji or in Roman letters (romaji).)

| | | | double-byte “・”

| | | | For doctorate by coursework, write “課”, and for doctorate by dissertation only, write “論”.

2. Form 4: Methods of Publication of Doctoral Dissertations

(1) File format: EXCEL ***Do not add or delete a row/column or otherwise change a form.**

① Please complete this form after consultation with your supervisor (or the representative member of Dissertation Evaluation Committee) on whether to publish the full text or an abstract, and the timing of publication.

② If the full text is to be published, please make completely sure that there are no barriers to registration or making the dissertation public, such as copyright issues, before proceeding with registration/publication.

(2) File name

Please set the file name as follows.

“課・XXXX・公表.xls(x)”

| | | | | Fixed text (“公表” means “publication”).

| | | | | double-byte “・”

| | | | | Name (should be consistent in 1, 2. and 3 May be written in either kanji or Roman letters (romaji).)

| | | | | double-byte “・”

| | | | | For doctorate by coursework, write “課”, and for doctorate by dissertation only, write “論”

3. Degree dissertation abstract data (Only necessary if abstract publication is selected.)

(1) File format is the same as for “1. Full text of degree dissertation”.

(2) File name

Please set the file name as follows.

“課・XXXX・要約.pdf”

| | | | | Fixed text (“要約” means “abstract”).

| | | | | double-byte “・”

| | | | | Name (should be consistent in 1, 2. and 3 May be written in either kanji or Roman letters (romaji).)

| | | | | double-byte “・”

| | | | | For doctorate by coursework, write “課”, and for doctorate by dissertation only, write “論”.