

# Application Guide for Degree Examination of Doctor's Course, Academic Year 2017

Graduate School of Environmental and Life Science

**[ For Applicant : Kou <甲> ]**

## 1 Eligibility

A Doctor's Course Student of Graduate School of Environmental and Life Science, Okayama University

## 2 Schedule

	Degree Conferment as of September 29	Degree Conferment as of March 23
Application Period	From July 14 to July 19	From January 12 to January 16
Presentation of Thesis	to August 28	to February 26
Defense of a Degree	September 6	March 6
Due date of Full text of the thesis	September 22	March 16
Degree Conferment	September 29	March 23

\* Thesis Defense will be held during the above period and your supervisor will designate the specific day.

Please ask your supervisor for more details.

\* You can get a Certificate of Expected Degree Conferment after Defense of a Degree.

If you need, apply to Graduate School Section.

## 3 Application Document : Please download the style.

[http://www.gels.okayama-u.ac.jp/student/gakui\\_kou.html](http://www.gels.okayama-u.ac.jp/student/gakui_kou.html)

## 4 Procedure for Preparation of Thesis

- In principle, the Thesis should be written in Japanese or English. You must get permission from the Dean through your supervisor before writing your thesis in another language.
- Thesis must be written on A4 size paper.
- Submit the thesis data in PDF format in principle. Don't need to bind a book.
- If you need to prepare the bookbinding, follow the sample as below.

[sample]

背表紙

博士論文題目
○年○月
氏名

<Japanese version>

表紙

博士論文
○○○○○○○○○○○○
○○○○○○○○○○○○
○年○月
氏 名
岡山大学大学院
環境生命科学研究科

Side cover

Title
Year, Month
Name

<English version>

front cover

Title of Thesis
○○○○○○○○○○○○
○○○○○○○○○○○○
Year, Month
Name
Graduate School of
Environmental and Life Science
(Doctor's Course)
OKAYAMA UNIVERSITY

## 5 Location for Submission

Okayama University

Graduate School of Environmental and Life Science

**Graduate School Section** (Faculty of Engineering 1<sup>st</sup> floor)

3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530 JAPAN

Tel: 086-251-8576 Fax: 086-251-8580

**E-Mail : gnstoffice@adm.okayama-u.ac.jp**

## 6 Documents Required

International students are allowed to prepare these documents in English.

Any submission of documents to the Graduate School Section should be verified by your supervisor in advance.

Set of Application Documents	
<p><b>Please submit the latest documents to the Graduate School Section each time.</b></p> <p>* All documents must be black-and-white print and single-side printed. Don't use a stapler. *</p>	
<input type="checkbox"/>	<p>Application Form «Style Kou 1»</p> <p>Your supervisor's name and seal are necessary. Write your name in handwriting.</p>
<input type="checkbox"/>	<p>Abstract of Thesis «Style Kou 2»</p> <p>(Number the extra pages as Style kou2-2, Style kou2-3 and so on) A summary of 2-3 sheets. <b>Thesis Title only: English title must be translated into Japanese</b> These documents are handout of Defense of a Degree.</p>
<input type="checkbox"/>	<p>Outline of Thesis «Style Kou 3»</p> <p>These documents are used as OKAYAMA UNIVERSITY SCIENTIFIC ACHIEVEMENT REPOSITORY. A summary of 1 sheet. <b>Thesis Title only: English title must be translated into Japanese</b></p>
<input type="checkbox"/>	<p>List of Publications «Style Kou 4»</p> <p>(Number the extra pages as Style kou4-2, Style kou4-3 and so on) Write by a run of the item. (Refereed Papers, Other Papers, Patent, etc.) <b>Thesis Title only: English title must be translated into Japanese</b> These documents are handout of Defense of a Degree.</p>
<input type="checkbox"/>	<p>Refereed Papers</p> <p><input type="checkbox"/> Copy of papers described in the List of Publication &lt;Style Kou 4&gt; [ 1. Refereed Papers ] 1 copy each</p> <p>A refereed paper refers to materials that provide an objective evaluation of the thesis. Therefore, it must meet the necessary conditions described below:</p> <ol style="list-style-type: none"> <li>1. A part of the research has been published in an academic journal with a review for the purpose of publishing and has not been used as a reference for another thesis.</li> <li>2. In the case of a specific field and where it is difficult to meet described by the conditions in number 1, above, approval from an authorized academic meeting in advance through your supervisor must be made by the Dean of The Graduate School. Besides, documents which could proof the paper were reviewed by two independence professional parties must be submitted as well.</li> </ol> <p>* Don't write the unaccepted Refereed Papers. Add it after being accepted for publication. * Don't need to submit the copy of [2.Other papers, etc.].</p> <p><input type="checkbox"/> Copy of acceptance Letter</p> <p><input type="checkbox"/> Copy of manuscript</p> <p>If the paper is going to be published, submit them</p> <p>As stated above, please confirm that "the Refereed Papers have not been used as a reference for another thesis."</p> <p><input type="checkbox"/> If applicant is not the first author of the referred Papers, Please obtain consent from the first author or the other author. Approval letter is not needed to be submitted.</p>
<input type="checkbox"/>	<p>Resume «Style Kou 5»</p> <p>Write resume into 1 page. If necessary, you can edit the word form. Please fill out your department name and your division name. These documents are handout at Defense of a Degree.</p>
<input type="checkbox"/>	<p>Name Confirmation Check Sheet «Style Kou 6»</p> <p>Write clearly in handwriting.</p>
<input type="checkbox"/>	<p>Request for Self-Archiving Dissertation in Okayama University Scientific Achievement Repository «Style 11»</p> <p>Submit this after consulting with your supervisor. Detail: <b>[7 Submit dissertation]</b></p>
<p><b>You need to complete the documents « Style Kou 1~5 » to the latest one by following date.</b></p> <p><b>Degree Conferment as of September 29 : August 28,</b></p> <p><b>Degree Conferment as of March 23 : February 26</b></p>	

Submit to the chief examiner and the deputy examiner.	
<input type="checkbox"/>	<p>Dissertation</p> <p>Prepare the copy ( the number of the chief examiner and the deputy examination) and submit them to your supervisor. Don't need to submit them to Graduate School Section "at this time".</p>
<input type="checkbox"/>	<p>Set of Application form</p> <p>Submit all the copy of Application form « Style Kou1~6 » to your supervisor. Prepare the copy (the number of the chief examiner and the deputy examiner)</p>

MS Word File		
<input type="checkbox"/>	«Style Kou 2» «Style Kou 3» «Style Kou 4» «Style Kou 5»	Send the Micro Soft Word File of «Style Kou 2,3,4,5» by Email as below, besides you submit them in paper. Title of the Email should be <b>[Degree Application, Student No. ]</b> , and write your student's number and your name in Body of E-mail. The file title must be <b>[Your Student No.-Style Kou2,3,4,5 ]</b> . Please submit the change of documents to the Graduate School Section each time.  E-mail : <b>gnstoffice@adm.okayama-u.ac.jp</b>

## 7 Submit Dissertation

### Self-archive your doctoral dissertation in OUSAR

Based on the Degree Regulations amended on April 1, 2013, it is required that the full texts of doctoral dissertations be made openly accessible via the Internet, in lieu of making them publicly available in the form of printed publication, which was previously required by the Regulations. According to the amended Regulations, public Internet access to doctoral dissertations must be provided with the cooperation of the university that grants the doctoral degree to the dissertation author. At Okayama University, dissertations are made publicly accessible by means of the Okayama University Scientific Achievement Repository (OUSAR). Aside from OUSAR, the National Diet Library (NDL) also stores full-text data of doctoral dissertations and makes them publicly available via the Internet, in principle.

### Exception

If it is impossible to provide open access to a doctoral dissertation within one year of the conferment of the doctoral degree due to an unavoidable reason, a summary of the dissertation will be made openly accessible online, in lieu of its full text, subject to approval of the University. While possible cases constituting an "unavoidable reason" include the situations listed below, any case requires approval of the University to be recognized as an unavoidable reason. If you have any reason for which open access to the full-text data should be restricted, specify in the form "Request for Self-Archiving Dissertation in Okayama University Scientific Achievement Repository." Note, however, that the full-text data must be made publicly accessible if the approved "unavoidable reason" has ceased to exist. The same treatment applies to data to be made publicly available by the NDL. Also note that even if a situation concerning your dissertation is recognized to constitute an unavoidable reason, the University and NDL may offer full-text data of the dissertation for reading, upon request.

Possible cases constituting an unavoidable reason:

- There is a restriction regarding copyright and/or personal information.
- The case concerns a patent application.
- The dissertation is planned to be published as a book and/or in a journal.
- ... etc.

\* A summary of the dissertation will also be made publicly accessible, in lieu of its main (full) text, in the case that as a result of confirmation by Okayama University Libraries regarding related copyrights held by the publisher, it proves impossible to provide open access to the dissertation's main text data via the institutional repository within one year of the degree conferment.

### Copyright

- If the dissertation was co-researched and/or co-authored, obtain consent from all other researchers/authors in advance. In addition to consent for the use of the dissertation data in OUSAR, consent must also be obtained regarding allowing the data to be publicly accessible via the Internet as your doctoral dissertation.
- If the dissertation contains copyrighted contents produced by others, obtain consent from the copyright holder(s) in advance regarding the use of the corresponding data in OUSAR.  
(regarding supplementary paper(s) and reference paper(s), along with the primary dissertation)

### Necessary items to self-archive your thesis

<input type="checkbox"/>	Request for Self-Archiving Dissertation in Okayama University Scientific Achievement Repository «Style 11»	Submit to Graduate School Section, when you apply for degree. The task of depositing the relevant data in the repository will be conducted by the University Libraries.
<input type="checkbox"/>	Due date of Full text of the thesis « P D F »	Contents of the data submitted must be identical to one which is accepted in Meeting of a Degree. Submit the data in PDF format by Email or USB memory stick by September 22 (Degree Conferment as of September 29) or March 16 (Degree Conferment as of March 23). Maximum file size of Email is 10MB. USB memory stick is returned. CD-ROM is not accepted. If it is impossible to submit PDF data, other format (MS Word, etc.) is also acceptable. The file title of the thesis's main text data must be " <b>Your Student No. — fulltext</b> ". Do not encrypt, set passwords, and restrict printing to data. E-mail : <b>gnstoffice@adm.okayama-u.ac.jp</b>
<input type="checkbox"/>	Data of the thesis summary «Style Kou 2»	If it is impossible to provide open access to a doctoral dissertation within one year of the conferment of the doctoral degree due to an unavoidable reason, <b>[Abstract of Thesis « Style Kou 2 »]</b> will be made openly accessible online. We use the data you submitted in application period. If you change the data, submit the latest one.

**Detail: OKAYAMA UNIVERSITY LIBRARIES/OKAYAMA UNIVERSITY SCIENTIFIC ACHIEVEMENT REPOSITORY**  
<http://ousar.lib.okayama-u.ac.jp/ja>

## Your Academic Title and its English notation

Any one of the following Academic Title is appended in your Degree.  
Please talk with your supervisor well.

### **Division of Environmental Science:**

博士（環境学）： Doctor of Philosophy in Environmental Science

博士（学 術）： Doctor of Philosophy

博士（農 学▲）： Doctor of Philosophy in Agriculture

博士（理 学▲）： Doctor of Philosophy in Science

博士（工 学▲）： Doctor of Philosophy in Engineering

Select any one of above Academic Titles.

“▲” is only for students enrolled after April 2015.

### **Division of Agricultural and Life Science:**

博士（農 学）： Doctor of Philosophy in Agriculture

博士（学 術）： Doctor of Philosophy

Select any one of above Academic Titles.

## Determination of your Conferment

By e-mail, Graduate School Section will inform you when the meeting determined to confer a Degree on you.  
You can get a Certificate of Expected Degree conferment if you need. Please apply to Graduate School Section.  
The schedule is as follows:

	<b>Degree Conferment as of September 29</b>	<b>Degree Conferment as of March 23</b>
<b>Date of determination</b>	<b>September 7</b>	<b>March 7</b>
<b>Certificate of Expected Degree conferment</b>		

Certificate of Expected Degree conferment is available from the above date. If you need it before the date, “Graduation Provisional Certificate” is available from the Computer for Certificate issuing.

Graduate School of Environmental and Life Science **Graduate School Section**  
岡山大学自然系研究科等 学務課大学院担当