

Degree Application Guide
(Doctoral Program)

for AY 2025

Doctoral Program in Informatics
Degree Programs in Comprehensive Human Sciences
Graduate School of Comprehensive Human Sciences
University of Tsukuba

April 2025

Completion Schedule of Doctoral Program in Informatics

	Shortest schedule (degree conferment in September)	Date	Subject	Deliberation committee	Review committee	Submissions	Copies
Preliminary Review			Interim presentation				
	Mid March	advance notice required	(Academic advisor) Submission of the Preliminary Review Committee member list			①The Preliminary Review Committee member list ②History and performance of the guest committee member	
	2025/3/28 2025/3/31 2025/4/1	List 1	(Student) Submission of preliminary review application			①Preliminary review application ②Doctoral dissertation for preliminary review ③Abstract of doctoral dissertation for Preliminary Review ④Author bibliography ⑤Curriculum vitae ⑥Certificate of Confirmation Regarding Academic Integrity ⑦Screenshot of output of iThenticate *the screen displaying title page of the thesis and total percentage ⑧Ethics Review Report ⑨Letter of consent ⑩Offprints or copies of core papers and its PDF file Other reference materials (if any)	①: 1 ②: 5 ③: 1 ④: 1 ⑤: 1 ⑥: 1 ⑦: 1 ⑧: 1 ⑨: each 1 ⑩: each 1
	We will contact you.					[Submit the Competence Evaluation Chart on manaba] Fill in the chart (all) and submit on manaba.	
	2025/4/9	2nd Wednesday	Deliberation of setting the Preliminary Review Committee	Steering Committee (Program in Informatics)			
	Mid April 2025 ~ Late May 2025		Preliminary review		The Preliminary Review Committee		
	2025/6/4	1st Wednesday	(Academic advisor) Submission of the preliminary review report and the list of the Doctoral Dissertation Review Committee members			①Preliminary review report ※In the case of a Doctoral Degree by Way of Dissertation, also submit "Results of Confirmation of Application Requirements" ②List of the Doctoral Dissertation Review Committee members ③History and performance of the guest committee member (Unnecessary for the same one with preliminary review)	
Doctoral Dissertation Review	2025/6/4	within 3 months after the date of approval of the preliminary review (by the Steering Committee)	(Student) Deadline of the submission of doctoral dissertation review application			①Doctoral dissertation review application ②Doctoral dissertation ③Abstract of doctoral dissertation ④Author bibliography ⑤Curriculum vitae ⑥Request for non-disclosure / disclosure on the Internet of my doctoral dissertation ⑦Certificate of Confirmation Regarding Academic Integrity ⑧Screenshot of output of iThenticate *the screen displaying title page of the thesis and total percentage ⑨Ethics review report ⑩Offprints or copies of core papers and its PDF file	①: 1 ②: 5 ③: 1 ④: 1 ⑤: 1 ⑥: 1 ⑦: 1 ⑧: 1 ⑨: 1 ⑩: each 1
	Early June 2025	2 weeks before the final presentation	(Academic advisor) Decide the final presentation day				
	2025/6/11	2nd Wednesday	Judgement of the Preliminary review and deliberation of setting the Doctoral Dissertation Review Committee	Steering Committee (Program in Informatics)			
	2025/6/27	3rd Friday	Deliberation of setting the Doctoral Dissertation Review Committee	Steering Committee (Graduate school of Comprehensive Human Science)			
	Late June 2025 (6/27~)		The final presentation and the doctoral dissertation review		The Doctoral Dissertation Review Committee		
	2025/7/2	1st Wednesday	(Academic advisor) Submission of doctoral dissertation review report (Student) Submission of PDF file of dissertation			(Academic advisor) ① Doctoral dissertation review report ② Statement of review report ③ Doctoral dissertation report (Student) ① PDF file of doctoral dissertation ② PDF file of core papers (if there are additions)	
	2025/7/9	2nd Wednesday	Judgement of the Doctoral dissertation review and deliberation of degree conferment	Steering Committee (Program in Informatics)			
	2025/7/25	3rd Friday		Steering Committee (Graduate school of Comprehensive Human Science)			
	2025/9/25	End of each month	Degree conferment			Submit the full text of the doctoral dissertation as a PDF file one week before the degree conferment. Those who were approved of postponement of Internet publication must submit another PDF file that carries the summary and the title page.	
	2025/9/25	End of each academic season	Degree conferment ceremony				

[List 1]

Prescheduled days for submitting preliminary review application

Setting the Preliminary Review committee	Days
April 2025	3/28 (Fri.) - 3/31 (Mon.) - 4/1 (Tue.)
May 2025	4/28 (Mon.) - 4/30 (Wed.) - 5/1 (Thu.)
June 2025	5/29 (Thu.) - 5/30 (Fri.) - 6/2 (Mon.)
July 2025	6/27 (Fri.) - 6/30 (Mon.) - 7/1 (Tue.)
September 2025	8/28 (Thu.) - 8/29 (Fri.) - 9/1 (Mon.)
October 2025	9/29 (Mon.) - 9/30 (Tue.) - 10/1 (Wed.)
November 2025	10/30 (Thu.) - 10/31 (Fri.) - 11/4 (Tue.)
December 2025	11/28 (Fri.) - 12/1 (Mon.) - 12/2 (Tue.)
January 2026	12/25 (Thu.) - 12/26 (Fri.) - 1/5 (Mon.)
February 2026	1/29 (Thu.) - 1/30 (Fri.) - 2/2 (Mon.)
March 2026	2/26 (Thu.) - 2/27 (Fri.) - 3/2 (Mon.)

Bring or send (due no later than) documents on the days of the list.

Degree Application Guide (Doctoral Program)

For the application of the doctoral dissertation review (including the final examination; hereinafter referred to as the “dissertation review”), follow the instructions below. If a false application or plagiarism is discovered, the dissertation review may be suspended if before the degree is conferred, or the degree or completion may be revoked if after the degree is conferred. Both false application and plagiarism will result in disciplinary action.

(1) *Diploma policy*

The degree is given to an individual who completes the purpose of the course which is defined in the Regulations of the Graduate School of the University of Tsukuba and is certified as possessing ability in the field of Informatics. The doctoral degree given by Doctoral Program in Informatics is the Doctor of Philosophy in Informatics.

(2) *Doctoral dissertation requirements*

The doctoral degree is an academic degree conferred on an individual who is qualified as an independent researcher. The Doctoral program in Informatics obligates students to submit a sole author doctoral dissertation, in English or Japanese, in which new knowledge obtained by appropriate research methods is clearly described. A doctoral dissertation must therefore be a compilation based on two or more peer-reviewed papers published in academic journals.

*Criteria for dissertation review

The dissertation must demonstrate the research skills necessary to conduct research activities as an independent researcher in the relevant research field.

(3) *Prerequisites for applying for the dissertation review*

- 1) Students need to complete an interim presentation prior to applying for a preliminary review.
- 2) Students should have enrolled in the doctoral program for three years (in case of Early completion, for one year) or longer up to the point of degree conferment.
- 3) Students should have acquired ten or more credits in the Completion requirements during the doctoral program up to the point of degree conferment.
- 4) Students must have passed the preliminary review
- 5) Students need to remain enrolled in the doctoral program until the day of the degree conferment.

* Prerequisites for Interim presentation

- i. Must have enrolled in the in the graduate school for one year or longer. Those who have submitted a "Notification of Early Completion" form need only be enrolled for about 6 months.
- ii. Must have completed INFOSS and eAPRIN.

- iii. Must have at least one academic journal paper that has been submitted and published or accepted for publication during his/her enrollment in the doctoral program.

In principle, interim presentations can be held on the fourth Wednesday of each month. Presenters may choose the date of their presentation according to the progress of their research. Those who wish to make a presentation must obtain approval from their academic advisors and should apply to the Graduate Academic Affairs Section at least five weeks prior to the date of the presentation. Presentations should be about 60 minutes in length, including a question-and-answer session, and should include a description of the purpose, methods, and progress of the research.

* **Application of Early Completion**

Students who have achieved outstanding research results may complete their studies early. Students who want to complete their studies early must notify their academic advisor as soon as possible after enrollment, and if approved, submit a "Notification of Early Completion" form to the Graduate Academic Affairs Section. The Graduate School of Comprehensive Human Sciences judges if the application for early completion is approved or not.

*It takes about two months from the start of the application process to the decision on whether or not the application is approved.

* If the thesis review is not passed or failed by the deadline, the student will be transferred to the regular completion process. The conferment for early completion is by December of the third year (for students enrolled in October, June of the third year).

(4) *Application prerequisites for the preliminary review*

Only students who fulfill all the following requirements are eligible to apply for the preliminary review.

- 1) Must have conducted an interim presentation before.
- 2) Students should have enrolled in the doctoral program for three years (in case of Early completion, for one year) or longer up to the point of degree conferment.
- 3) Students should have acquired ten or more credits in the Completion requirements during the doctoral program up to the point of degree conferment.
- 4) Two or more core papers, including one academic journal paper submitted while enrolled in this doctoral program must have been published or accepted for publication.
- 5) Students who have been confirmed as having achieved or expected to achieve the competence by their academic advisors.
- 6) Must have completed eAPRIN or other courses.

* A "core paper" is a paper that is central to the content of the dissertation for a doctoral dissertation for preliminary review, which has been peer-reviewed and published or

accepted for publication in a peer-reviewed journal, etc., either as a single author or as the primary author. In principle, the core paper should be a journal paper. However, international conference proceedings or bulletin papers may also be considered as part of the core papers if the Preliminary Review Committee approves. One of the two or more core papers must be an academic journal paper submitted during the period of enrollment in the doctoral program. However, for early completion, two or more journal papers, or one journal paper and two international conference proceedings are required. Refer to the table below for the combination of core papers.

- * Core papers must be written in Japanese or English.
- * Posters, short papers and abstract-reviewed international conference proceedings will not be considered as equivalent to core papers.
- * Even if it is published in a peer-reviewed academic journal, the paper published in a sole organizational journal is recognized as equivalent to a peer-reviewed bulletin paper.
- * Commentaries cannot be included in the core papers, even if they have been published in an academic journal.

Combination of core papers

pattern	journal paper1	journal paper2	international conference proceeding or bulletin paper	two international conference proceedings	completion in three years or longer	early completion
a	Before Entrance	Before Entrance		/	×	×
b	After Entrance	After Entrance			○	○
c	After Entrance	Before Entrance			○	○
d	After Entrance		After Entrance		○	×
e	After Entrance		Before Entrance		○	×
f	Before Entrance		After Entrance		×	×
g	After Entrance			After Entrance	/	○
h	After Entrance		After Entrance (bulletin paper)	After Entrance(1)		×
i	After Entrance			Before Entrance		○
j	Before Entrance			After Entrance		×
k	Before Entrance		After Entrance (bulletin paper)	After Entrance (1)		×

(5) Preliminary review

The preliminary review is an occasion at which five or six instructors, including the main and secondary academic advisors, examine the Doctoral dissertation for preliminary review and decide whether it meets the requirements of a doctoral dissertation before the dissertation review. If experts from external organizations is included in the place, the person who is a co-author of the core papers in the Dissertation for preliminary review cannot be used as an experts from external organizations.

Applicants must modify their dissertation based on the points discussed in the preliminary review. When such modifications are applied and considered to meet the required standard of a doctoral dissertation, the paper will be regarded as having passed

the preliminary review. The preliminary review will be terminated if the applicant withdraws from the program. A successful candidate has to apply for the dissertation review as soon as the judgment is made.

- * Unless the dissertation review is applied within three months from the day that the Steering Committee approved the passing of the preliminary review, the candidates will have to undergo the preliminary review again.
- * In case that the Steering Committee once approved the passing of the preliminary review while the candidate was enrolled in the doctoral program and withdraws from the program after the approval, if the candidate applies for an dissertation review within three months from passing the preliminary review, it can be considered the preliminary review of a 'Doctoral Degree by Way of Doctoral Dissertation' with the approval of the Steering Committee.

Individuals who want to undergo a preliminary review must submit the following documents to the Chair of Doctoral Program in Informatics on the days prescheduled every month. (Individuals should not be on a leave of absence when submitting them.)

- * Submission: Graduate Academic Affairs Section,
Academic Service Office for the Library, Information and Media Sciences
Area

- ① Preliminary review application (form code: 情-予1): One copy
- ② Doctoral dissertation for preliminary review: Five copies
- ③ Abstract of the doctoral dissertation for preliminary review
[English] (form code: 情-予2英) or [Japanese] (form code: 情-予2): One copy
- ④ Author bibliography (form code: 情-予3): One copy
- ⑤ Curriculum vitae (form code: 情-予4): One copy
- ⑥ Certificate of Confirmation Regarding Academic Integrity [English] (form code: 情-予5英) or [Japanese] (form code: 情-予5): One copy
- ⑦ Output of iThenticate: One Copy
*The page showing the front cover page of the thesis and the total percentages
- ⑧ Ethics review report (form code: 情-予6): One copy
- ⑨ Letter of consent [English] (form code: 情-予7英)
or [Japanese] (form code: 情-予7): One copy of each
- ⑩ Offprints or copies of core papers: Five copies of each and the PDF file
- ⑪ Other reference materials (if any): One copy of each
- ⑫ Competence Evaluation Chart *Submit to a manaba course.

(6) How the preliminary review is conducted

- 1) A Preliminary Review Committee formed for each applicant reviews the Doctoral dissertation for preliminary review. After the review, the committee makes their judgment within one year whether an applicant is on leave of absence or in school.
- 2) The candidate applying for a preliminary review must make a presentation of the key

points of the Doctoral dissertation for preliminary review.

- 3) The Preliminary Review Committee will examine the following points and describe their findings in a preliminary review report.
- The peer review system of the core papers
 - Contents of letters of consent
 - Possibility of replacing core paper with peer-reviewed international conference proceedings or peer-reviewed bulletin papers
 - Possibility of title change

(7) Applying for the dissertation review

After successfully passing the preliminary review, candidates can apply for the dissertation review. Those who want to take the dissertation review must submit the following documents and apply to the Executive Dean within 3 months after the date of approval of the passing of preliminary review. (Individuals should not be on a leave of absence when submitting them.) Be sure to contact the Graduate Academic Affairs Section in advance regarding the date of submission.

- * Submission: Graduate Academic Affairs Section,
Academic Service Office for the Library, Information and Media Sciences Area

- ① Doctoral dissertation review application (form code: 情一本1): One copy
- ② Doctoral dissertation: Five copies
- ③ Abstract of the doctoral dissertation [Japanese] (form code: 情一本2): One copy
*If the dissertation is written in English, ③ is not necessary.
- ④ Abstract of the doctoral dissertation [English] (form code: 情一本3): One copy
- ⑤ Author bibliography (form code: 情一本4): One copy
- ⑥ Curriculum vitae (form code: 情一本5): One copy
- ⑦ Request for non-disclosure / disclosure on the Internet of my doctoral dissertation (form code: 情一本6): One copy
- ⑧ Certificate of Confirmation Regarding Academic Integrity [English] (form code: 情一本7英) or [Japanese] (form code: 情一本7): One copy
- ⑨ Output of iThenticate: One Copy
*The page showing the front cover page of the thesis and the total percentages
- ⑩ Ethics review report (form code: 情一本8): One copy
- ⑪ Offprints or copies of core papers: each five copies
*⑩ is to be submitted only when there are any modifications or additions from the time of application for preliminary review.

(8) How a dissertation review is conducted

A group of five or six examiners consisting of one or more experts from external organizations (e.g., faculty member at other graduate schools at the University, faculty member at graduate schools of other universities or research institutes) and the main and secondary academic advisors will examine whether the work meets the requirements of a doctoral dissertation. The co-author of a core papers in Dissertation for review cannot be an experts from external organizations.

The dissertation review is an occasion at which pass or failure of the doctoral dissertation

will be judged in the short term, provided that a preliminary review committee has duly examined the dissertation. Therefore no “modification required” or “conditional pass” will be allowed. If major revisions are necessary, the doctoral dissertation must be judged as a “fail.”

- 1) The Doctoral Dissertation Review Committee, formed for each dissertation, reviews the doctoral dissertation.
- 2) The final presentation must be made open to the public. It lasts for about 60 minutes, including Q&A session.
- 3) The final examination will be conducted after the final presentation. The examination consists of questions to the author about their doctoral dissertation and related fields, either orally or in writing. The examination is not open to the public and lasts about 60 minutes.

(9) Dissertation evaluation criteria

- 1) Novelty and significance of the research theme
- 2) Grasping and understanding of prior research
- 3) Validity of the research method
- 4) Conclusions and the validity of the logic leading to them
- 5) Novelty and originality of conclusions
- 6) Adequacy of style and organization
- 7) Appropriate citation of documents and materials
- 8) Academic contribution

(10) Conferment of the degree

The degree is conferred on those who have passed the dissertation review. The official date of conferment is the last day of the next month the Steering Committee judges. (If the period of attendance at university expires in the month of judgement, please let Graduate Academic Affairs Section know in advance.) If other items, including period of attendance, acquired credits, etc., do not satisfy the conditions for completion, conferment will be withheld.

The data for Internet publication, which contains the doctoral dissertation for the permanent archives, must be submitted by the day of conferment. If no data is submitted, the conferment will be withheld.

(11) Publication of the doctoral dissertation

Candidates who have received the doctoral degree must publish the full text of their doctoral dissertation on the Internet within one year of the day of conferment. If there are unavoidable reasons that prevent publication on the Internet, such as publication schedule of a book or a journal that prohibits multiple publication, students should submit their Request for non-disclosure / disclosure on the Internet of my doctoral dissertation to the Steering Committee. The Steering Committee will decide on the Internet publication and will issue a Letter of Approval and an Answer on Postponement of Internet Publication (様式 1) with the period if approved. The length of the period to

postpone approved here is the end of March of one year after the day of conferment.

When the reason to be compelling is solved, students must submit an Application on resolving the reason of postponement of the Internet publication (form 2) immediately.

When the reason is not resolved during the period of postponement, students must submit an Application on extension of postponement of Internet publication (form 3) by the end of February of that year. If students do not submit the form, the full text of the doctoral dissertation will be published on the Internet on April 1 of that year.

When an Application on extension of postponement of Internet publication (form 3) is submitted, the Steering Committee will decide and issue form 1 if approved. However, the longest length of the postponement is until the end of March of three years after the day of conferment.

Regardless of whether or not it is possible to publish the doctoral dissertation openly on the Internet, the data of doctoral dissertation must be submitted by the date of degree conferment.

When the Steering Committee agrees to the reason of postponement, students will submit a summary in addition to the full text of the doctoral dissertation. A summary is published openly as a substitute. However, the University provides a full text of the doctoral dissertation if someone requests to read it.

If students permit to publish openly, he/she is able to submit postponement by the Request for non-disclosure / disclosure on the Internet of my doctoral dissertation. The propriety of the postponement is judged at the next Steering Committee. A doctoral dissertation already published cannot be withdrawn from Internet publication.

Doctoral dissertation guidelines

I. For preliminary review

1. *Dissertation for preliminary review*

1.1 Dissertation format

- (1) Use A4-size paper with portrait orientation, write horizontally and printed (single-sided or double-sided printing)
- (2) Include the following components: (* If applicable)
 - ① Front cover
 - ② Title page (English or Japanese)
 - ③ Abstract (English or Japanese)
 - ④ Table of contents
 - ⑤ List of figures*
 - ⑥ Body of the doctoral dissertation (include conclusion)
 - ⑦ Acknowledgement*
 - ⑧ List of references (List of references at the end of each chapter of the body of dissertation is acceptable.)
 - ⑨ Full list of publications
 - ⑩ Appendices*
- (3) If the dissertation is to include content approved by ethical review, clearly state in a footnote to the body or elsewhere that the approval has been obtained.

(Example)User experiments on ~.

Footnote {University of Tsukuba Library, Information and Media Sciences Ethics Review Notice (Approval) No. xx-xx} was made.

1.2 Cover page format, etc.

- (4) Refer to the examples of the front cover and title page.
(The Doctoral dissertation for preliminary review should be bound in a flat file, etc. The front cover sheet should be attached to the front of the flat file and the title page should be bound on the first page of the flat file.)
- (5) Month of completion must be stated.
- (6) Name should be as registered in TWINS.

Example of front cover (English)

Title

(20 points, centered)

Month YYYY

Name

(16 points, centered, the month of completion,
name should be as registered on TWINS)

Example of title page (English)

Title

(20 points, centered)

Name

((16 points, centered, name should be as registered on TWINS))

Doctoral Program in Informatics
Degree Programs in Comprehensive Human Sciences
Graduate School of Comprehensive Human Sciences
University of Tsukuba

Month YYYY

(16 points, centered, the month of completion)

Example of front cover (Japanese)

論文題目

(20 ポイント, 中央揃え)

20XX年XX月

氏名

(16 ポイント, 中央揃え, 修了予定年月を表記, 氏名は TWINS 登録の表記)

Example of title page (Japanese)

論文題目

(20 ポイント, 中央揃え)

筑波大学

人間総合科学学術院人間総合科学研究群

情報学学位プログラム

20XX年XX月

(16 points, centered, the month of completion)

氏名

(16 ポイント, 中央揃え, 修了予定年月を表記, 氏名は TWINS 登録の表記)

2. *Abstract of the Doctoral dissertation for preliminary review*

Print either an English abstract of 960 to 1,200 words (form:情一予2英) or a Japanese abstract of 3,200 to 4,000 characters (form:情一予2) on A4-sized paper. The abstract should not include any reference. On the second and subsequent pages, each page should be stamped or signed with the name of the degree, student ID number, name, and title, and the number of pages should be written in the bottom as "1/2, 2/2".

3. *Author bibliography for Doctoral dissertation for preliminary review*

3.1 Doctoral dissertation title

Write the title of the Doctoral dissertation for preliminary review on the form. If the title is in English, enter the Japanese title in parentheses; if the title is in Japanese, enter the English title in parentheses.

3.2 Core papers

List two or more core papers in the following categories 1) to 2). Write the name of the categories 1) and 2). Write "None" on the blank category. In principle, core papers should be written in accordance with the following instructions. (However, if it is difficult to follow the description method, the volume number and other information should be written according to the notation on the reprint or its copy.)

The names of journals and international conferences should be written as they appear on the Offprints or copies of papers. All authors should be listed, and the name of the applicant should be underlined. (For single-authored papers, the name of the applicant need not be underlined.) Attach a document that can determine the structure of the peer review system for the core paper.

- 1) Peer-reviewed academic journals
- 2) Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers

【How to list】

- 1) Peer-reviewed academic journals

[Example_1] (1) Taro Tsukuba, Hanako Tsuchiura, and Kasumi Kasuga, "Polynomial Time Search in Constraint Satisfaction Problems", Journal of the Japan Society of Mechanical Engineers (JSME), Vol.2, No.3, 2014, pp.234-240.

[Example_2] (2) Taro Tsukuba, "Implementation of Distributed Robot Control Systems with Transputers," Trans. of the SICE, Vol.4 No.5, 2015 (accepted).

- 2) Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers

Peer-reviewed international conference proceedings

[Example_3] (1) Taro Tsukuba and Hanako Tsuchiura, "A Frequency Domain Repetitive Control Algorithm for Robot Manipulators", Proc. of the 2nd Motion and Vibration Control Conf., Yokohama, Aug 2007, pp.12-20.

[Example_4] (2) Taro Tsukuba, Kasumi Kasuga, and Hanako Tsuchiura, "An Algorithm for Robot Manipulators", Proc. of the 3rd Motion and

Vibration Control Conf., New York, Jul 2013 (in press).

Peer-reviewed bulletin papers

[Example_5] (1) Taro Tsukuba, Hanako Tsuchiura, and Kasumi Kasuga, “Polynomial Time Search in Constraint Satisfaction Problems”, *Library, Information and Media Studies*, Vol.2, No.3, 2014, pp.234-240.

4. *Curriculum vitae*

Write your name clearly in English. The spelling and order of your name you write here are used for the diploma.

5 *Certificate of Confirmation Regarding Academic Integrity*

The applicants must check that they have received training on research ethics and that there is no plagiarism in the thesis. In addition, the applicants must use the plagiarism checking tool “iThenticate” in collaboration with the main academic advisor and submit the Certificate of Confirmation Regarding Academic Integrity with the signature of applicant “iThenticate” should be requested well in advance, as it will be conducted by the main academic advisor.

If you have to modify something on the dissertation after the preliminary review, use iThenticate again and also resubmit the Certificate of Confirmation Regarding Academic Integrity, too. (The resubmission is unnecessary if the modification is minor. The judgement of resubmission is made by the chief examiner of Master’s Thesis Review Committee.)

6 *Ethics review report*

Signatures of both the applicant and main academic advisor are required.

If you have to modify something on the dissertation after the preliminary review, resubmit the Ethics review report, too. (The judgement of resubmission is made by the chief examiner of Master’s Thesis Review Committee.)

7 *Letters of consent*

If a core paper for the Doctoral dissertation for preliminary review is co-authored, you are required to submit a letter of consent from each co-author.

8 *Copies of the core papers*

In addition to copies of the core papers, the documents to certify that the core papers are peer reviewed, such as submission regulations, etc. should be submitted. PDF files should also be submitted separately.

II. For the dissertation review

1. *Doctoral dissertation*

1.1 Dissertation format

- (1) Use A4-size paper with portrait orientation, write horizontally and printed (single-sided or double-sided printing)
- (2) Include the following components: (* If applicable)
 - ① Front cover
 - ② Title page (English or Japanese)
 - ③ Abstract in Japanese (including Japanese title)
*If dissertation is written in English, ③ is not required.
 - ④ Abstract in English (including English title)
 - ⑤ Table of contents
 - ⑥ List of Figures*
 - ⑦ Body of the doctoral dissertation (including conclusion)
 - ⑧ Acknowledgement*
 - ⑨ List of references (List of references at the end of each chapter of the body of dissertation is acceptable.)
 - ⑩ Full list of publications
 - ⑪ Appendices*
- (3) If the dissertation is to include content approved by ethical review, clearly state in a footnote to the body or elsewhere that the approval has been obtained. Do the same as in Dissertation for preliminary review.

1.2 Style of front page, etc.

Same as the dissertation for preliminary review

2. *Abstract of the doctoral dissertation*

Print either an English abstract of 960 to 1,200 words (form:情一本3) and a Japanese abstract of 3,200 to 4,000 characters (form:情一本2) on A4-sized paper. The abstract should not include any reference. On the second and subsequent pages, each page should be stamped or signed with the name of the degree, student ID number, name, and title, and the number of pages should be written in the bottom as "1/2, 2/2".

*If dissertation is written in English, Japanese abstract is not required.

3. *Author bibliography for the doctoral dissertation*

3.1 Doctoral dissertation title

Write the title of the Doctoral dissertation on the form. If the title is in English, enter the Japanese title in parentheses; if the title is in Japanese, enter the English title in parentheses.

3.2 Methods and timing of printing and publication

[Example 1] This doctoral dissertation will be published on the Internet after the degree has been conferred.

[Example 2] XXX Publishers have undertaken to publish this as a book in (month), (year).

3.3 Core papers

List two or more core papers in the following categories 1) to 2). Write the name of the categories 1) and 2). Write “None” on the blank category. In principle, core papers should be written in accordance with the following instructions. (However, if it is difficult to follow the description method, the volume number and other information should be written according to the notation on the reprint or its copy.)

The names of journals and international conferences should be written as they appear on the Offprints or copies of papers. All authors should be listed, and the name of the applicant should be underlined. (For single-authored papers, the name of the applicant need not be underlined.). Attach a document that can determine the structure of the peer review system for the core paper.

- 1) Peer-reviewed academic journals
- 2) Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers

【How to list】

- 3) Peer-reviewed academic journals

[Example_1] (1) Taro Tsukuba, Hanako Tsuchiura, and Kasumi Kasuga, “Polynomial Time Search in Constraint Satisfaction Problems”, Journal of the Japan Society of Mechanical Engineers (JSME), Vol.2, No.3, 2014, pp.234-240.

[Example_2] (2) Taro Tsukuba, “Implementation of Distributed Robot Control Systems with Transputers,” Trans. of the SICE, Vol.4 No.5, 2015 (accepted).

- 4) Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers

Peer-reviewed international conference proceedings

[Example_3] (1) Taro Tsukuba and Hanako Tsuchiura, “A Frequency Domain Repetitive Control Algorithm for Robot Manipulators”, Proc. of the 2nd Motion and Vibration Control Conf., Yokohama, Aug 2007, pp.12-20.

[Example_4] (2) Taro Tsukuba, Kasumi Kasuga, and Hanako Tsuchiura, “An Algorithm for Robot Manipulators”, Proc. of the 3rd Motion and Vibration Control Conf., New York, Jul 2013 (in press).

Peer-reviewed bulletin papers

[Example_5] (1) Taro Tsukuba, Hanako Tsuchiura, and Kasumi Kasuga, “Polynomial Time Search in Constraint Satisfaction Problems”, Library, Information and Media Studies, Vol.2, No.3, 2014, pp.234-240.

4. *Curriculum vitae*

Write your name clearly in English. The spelling you write here is used for the diploma.

5. *Request for non-disclosure / disclosure on the Internet of my doctoral dissertation*

If there is any reason for not publishing their doctoral dissertation on the Internet, the candidate should talk with the academic advisor, etc. to obtain approval for withholding publication. The rationale must be given in detail on the form. Publication on the Internet can be delayed for up to three years after completion of the doctoral program.

6 *Certificate of Confirmation Regarding Academic Integrity*

The applicant must check that they have received training on research ethics and that there is no plagiarism in the thesis. In addition, the applicant has to use the plagiarism checking tool "iThenticate" in collaboration with the academic advisor and submit the Certificate of Confirmation Regarding Academic Integrity with the signature of applicant. "iThenticate" should be requested well in advance, as it will be conducted by the main academic advisor.

7 *Ethics review report*

Signatures of both the applicant and main academic advisor are required.

III. Submission of the doctoral dissertation for Internet publication

1. *Dissertation for Internet publication*

Submit the full text of the doctoral dissertation as a PDF file to the Graduate Academic Affairs Section.

Candidates whose Request for non-disclosure / disclosure on the Internet of my doctoral dissertation have been approved should submit another PDF file that carries a summarized version of the doctoral dissertation (with the title page). The first page of the summarized version of the doctoral dissertation should be marked <Abstract> in the upper right-hand corner.

- * Submit to the Graduate Academic Affairs Section, Academic Service Office for the Library Information and Media Sciences Area
- * Deadline: one week before the degree conferment
- * Method: Submission via manaba (information will be provided by Graduate Academic Affairs Section)

Please be reminded that conferment of the degree will be withheld if the required data of doctoral dissertation is not submitted.

2. *Publication*

Individuals who have been granted the doctoral degree must publish the full text of their doctoral dissertation on the Internet within one year of the date of degree conferment.

The processing section at the University will collect data for Internet publication. The University of Tsukuba Library will publish these materials via Tsukubarepository. The data published in such manner will be automatically archived in the Library of the National Diet.

Those doctoral dissertations postponed from publication on the Internet, whose authors have submitted a summary version for Internet publication instead, can be read in full text at the University of Tsukuba Library.

Doctoral dissertations postponed from publication on the Internet will also be published in full on the Internet if and when such reasons no longer exist.