<Doctoral Degree by Way of Dissertation>

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
			Interim presentation				
Preliminary Review	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 parcentage 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 parcentage 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)** Submisison of PDF file of dissertation			(Academic advisor) ①Doctoral dissertation review report ②Statement of review report ③Doctoral dissertation repport (Student) ①PDF file of doctoral dissertation ②PDF 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 degree by way of dissertation)

For the application of the doctoral dissertation review (including the final check; 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) Criteria for dissertation review

For the Doctoral degree by way of dissertation, the thesis is proof that the candidate is an independent researcher in the relevant research field, and the thesis must add new knowledge to the academic standards of the research field through original research.

In addition, Doctoral degree by way of dissertation is a prerequisite to fulfill the competence that a doctoral student must master.

(2) Requirements for dissertation

To be eligible for the doctoral dissertation review, the application must have undergone preliminary review by the preliminary review committee for the Doctoral dissertation for preliminary review (hereinafter referred to as the "Preliminary Review Committee") and the application must be certified as "acceptable" with respect to the review of the dissertation.

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 authentic dissertation review within three months from passing the preliminary review, it can be considered the preliminary review as a 'Doctoral Degree by Way of Dissertation' with the approval of the Steering Committee.

(3) Application prerequisites for the preliminary review

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

1) The Doctoral dissertation for preliminary review is a summary of original research results by the candidate, is free of irregularities, and is judged by the instructor to meet the requirements as the Doctoral dissertation for preliminary review.
2) The candidate has not previously applied to this degree program for preliminary review of the thesis as a doctoral dissertation.
3) Must have completed eAPRIN or other courses.
4) Fulfill the competence of the Doctoral Programs in Informatics.

(4) Requirements for the Doctoral dissertation for preliminary review

The Doctoral dissertation for preliminary review must meet all of the following requirements

1) The paper must be organized around three or more core papers. 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.

In the case of a candidate who has been enrolled in the doctoral course of this degree program for three years or more, completed the interim presentation, earned at least 10 credits in the subjects for completion, and left the program without re-entering the program and undergoing preliminary review within two years after leaving the program, <u>the paper must be organized around two or more core papers that were published or accepted for publication before the withdrawal. One of those two or more papers must be a journal paper submitted while enrolled in this doctoral program.</u> ※

2) The paper must be single-authored and written in Japanese or English.

※ The proviso in 1) applies to " candidates admitted in 2023 or later" for this degree program. For "candidates admitted before 2022," the underlined part of the proviso is replaced with the following: "The paper must be based on two or more core papers by the time of application for preliminary review, and if one of the two or more papers is judged by the preliminary review committee to be equivalent to a core paper, then that paper shall be used.

* 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.

(5) Preliminary review

The preliminary review committee is an occasion at which five instructors, including the academic advisor, 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.

Candidates must modify their drafts 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. A successful candidate has to apply for an authentic dissertation review as soon as the judgment is made.

A fee for the preliminary review is free of charge, and the candidate can apply for the

preliminary review of the doctoral degree by way dissertation only once.

The preliminary review committee shall continue in existence until the earlier of the expiration of one year from the date of establishment of the committee or the date of completion of the review.

If the dissertation review isn't applied within three months from the day the Steering Committee approve the passing of the preliminary review, the passing of is rescinded.

* 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 authentic dissertation review within three months from passing the preliminary review, it can be considered the preliminary review as a 'Doctoral Degree by Way of 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.
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（論）): 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（論）) or [Japanese] (form code: 情－予２（論）): One copy
④ Author bibliography (form code: 情－予３（論）): One copy
⑤ Curriculum vitae (form code: 情－予４（論）): One copy
⑥ Statement of Research Ethics[English] (form code: 情－予５英（論）)
　or [Japanese] (form code: 情－予５（論）): 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（論）): One copy
⑨ Letter of consent [English] (form code: 情－予７英（論）)
　or [Japanese] (form code: 情－予７（論）): One copy of each
⑩ Confirmation of doctoral dissertation for preliminary review
⑪ Offprints or copies of core papers: Five copies of each and the PDF file
⑫ Other reference materials (if any): One copy of each

(6) Doctoral dissertation
Doctoral dissertation must meet all of the following requirements
　1) The paper must be based on the dissertation for which the application for review of the paper is planned to be accepted by the preliminary review committee of this degree program (including when the student is enrolled in the doctoral program).
　2) The paper must be a monograph and written in Japanese or English.

(7) *Dissertation review*

After successfully passing the preliminary review, candidates can apply for the dissertation review. A group of five or six examiners consisting of one or more experts from external organizations (e.g., faculty member at other degree programs 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 panel has duly examined the draft. 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. In the case of a candidate who has been enrolled in the doctoral course of this degree program for three years or more, earned at least 10 credits in the subjects for completion, and left the program without re-entering and applying for the Dissertation review, the final examination for foreign languages is exempted. The examination is not open to the public and lasts 60 minutes or longer.

Those who wish to take the dissertation review must submit the following documents with a postal transfer certificate of JPY 57,000 as the fee for the dissertation review, which is pasted on a Furikomihyo-tenpu-daishi (a slip on which a postal transfer is certified), and apply to the President within 3 months after the date of approval of the passing of preliminary review. Be sure to contact the Graduate Academic Affairs Section in advance regarding the date of submission.

Furthermore, if a leaver who has been enrolled in the program for three years or longer and has acquired ten or more credits while attending, wishes to undergo a dissertation review within one year of the day he/she left without re-admittance the program, they are exempted from the fee for the dissertation review.

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

① Doctoral dissertation review application (form code: 情－本１（論）): One copy
② Doctoral dissertation: Five copies
③ Abstract of the doctoral dissertation [Japanese] (form code: 情－本２（論）)：One copy
   *If the dissertation is written in English, ③ is not necessary.

④ Abstract of the doctoral dissertation [English] (form code: 情－本３（論）)：One copy

⑤ Author bibliography (form code: 情－本４（論）): One copy

⑥ Curriculum vitae (form code: 情－本５（論）): One copy

⑦ Request for non-disclosure / disclosure on the Internet of my doctoral dissertation (form code: 情－本６（論）): One copy

⑧ Statement of Research Ethics [English] (form code: 情－本７英（論）)
or [Japanese] (form code: 情－本７（論）): 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－本８（論）): One copy

⑪ Offprints or copies of core papers: each five copies
* ⑪ is to be submitted only when there are any modifications or additions from the time of application for preliminary review.

⑫ Petition on expected dissertation for a doctoral degree application (form code: 情－本１０（論）): One copy
* In case that a leaver requests to consider his/her successful preliminary review while attending the program as a preliminary review of a 'Doctoral Degree by Way of Dissertation'

(8) 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

(9) 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.
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.

(10) 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.

Example of front cover

<div style="text-align: center">

Title

(20 points, centered)

Month YYYY

Name

(16 points, centered, the month of completion)

</div>

Example of Title page

Title

(20 points, centered)

Name

((16 points, centered)

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)

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

Print either an English abstract of 960 to 1,200 words（form:情－予２英（論））or a Japanese abstract of 3,200 to 4,000 characters（form:情－予２（論））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, 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 the 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) <u>Taro Tsukuba</u>, 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, 2020, pp.234-240.
   [Example_2] (2) Taro Tsukuba, "Implementation of Distributed Robot Control Systems with Transputers," Trans. of the SICE, Vol.4 No.5, 2020 (accepted).
2) Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers
   Peer-reviewed international conference proceedings
   [Example_3]_(1) <u>Taro Tsukuba</u> and Hanako Tsuchiura, "A Frequency Domain Repetitive Control Algorithm for Robot Manipulators", Proc. of the 2nd Motion and Vibration Control Conf., Yokohama, Aug 2020, pp.12-20.
   [Example_4] (2) <u>Taro Tsukuba</u>, Kasumi Kasuga, and Hanako Tsuchiura, "An

Algorithm for Robot Manipulators", Proc. of the 3rd Motion and Vibration Control Conf., New York, Jul 2020 (in press).

Peer-reviewed bulletin papers

[Example_5] (1) <u>Taro Tsukuba</u>, Hanako Tsuchiura, and Kasumi Kasuga, "Polynomial Time Search in Constraint Satisfaction Problems", Library, Information and Media Studies, Vol.2, No.3, 2020, 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 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 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 Doctoral Thesis Review Committee.)

6 *Ethics review report*

Signatures of both the applicant and 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 Doctoral 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.

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－本３（論）) and a Japanese abstract of 3,200 to 4,000 characters (form:情－本２（論）) 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, 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 repuired.

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 the 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) <u>Taro Tsukuba</u>, 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, 2020, pp.234-240.

[Example_2] (2) Taro Tsukuba, "Implementation of Distributed Robot Control Systems with Transputers," Trans. of the SICE, Vol.4 No.5, 2020 (accepted).

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

   Peer-reviewed international conference proceedings

[Example_3]_(1) <u>Taro Tsukuba</u> and Hanako Tsuchiura, "A Frequency Domain Repetitive Control Algorithm for Robot Manipulators", Proc. of the 2nd Motion and Vibration Control Conf., Yokohama, Aug 2020, pp.12-20.

[Example_4] (2) <u>Taro Tsukuba</u>, Kasumi Kasuga, and Hanako Tsuchiura, "An Algorithm for Robot Manipulators", Proc. of the 3rd Motion and Vibration Control Conf., New York, Jul 20120(in press).

   Peer-reviewed bulletin papers

[Example_5] (1) <u>Taro Tsukuba</u>, Hanako Tsuchiura, and Kasumi Kasuga, "Polynomial Time Search in Constraint Satisfaction Problems", Library, Information and Media Studies, Vol.2, No.3, 2020, 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 from the date of degree conferment.

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 academic advisor.

7 *Ethics review report*

Signatures of both the applicant and 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

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

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