

Question Category	Q	A
Submission Documents *Attachment 4	Q1 What should I do if there are more than five co-authors and there are not enough fields to list them all?	A1 Please add fields as needed (including by adjusting the width). You may also submit the information on two separate sheets.
Submission Documents *Doctorate_Attachment 7	Q2 There are not enough fields (e.g., under academic background, qualifications and licenses, or work experience). What should I do?	A2 Please add fields as needed (including by adjusting the width).
Submission Documents *Master's_Attachment 6 and Doctorate_Attachment 8	Q3 What is the prospective date of degree conferral to be stated in Attachment 6 (Permission Form to Reproduce and Publish Master's Thesis) and Attachment 8 (Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University's Institutional Repository))?	A3 Please use the following dates. If finishing in September: September 30 If finishing in March: March 25
Submission Documents *Doctorate_Attachment 8	Q4 In many cases, copyright for academic papers is held by the company that publishes the journal. Regarding Attachment 8 (Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University's Institutional Repository)), I personally have no objection to "full publication," but is TMU responsible for confirming copyright issues with the publisher in such cases?	A4 Although TMU checks copyright issues for normal papers, since December 2013 degree theses (including subtheses) have been treated differently. For degree theses (including subtheses), the authors themselves are requested to contact publishers to confirm copyright issues. It seems that publishers sometimes refuse "full publication" to protect copyright. In such cases, please indicate that you wish to have a summary published and submit the summary for publication online. Note: In principle, the whole text of doctoral theses is published, but if for some reason this is not possible, the summary is used as a substitute. While taking account of limitations on disclosure of the "main text", <u>please be aware of the difference between an "abstract" and a "summary" when preparing the latter.</u> <div style="margin-left: 20px;"> { Abstract: Please refer to Attachment 3. { Summary: Condenses the content of the whole thesis. </div>
Submission Documents *Doctorate_Attachment 8	Q5 My department stipulates that "A prerequisite to submitting a thesis is that I must have published at least X academic papers" in addition to the main thesis. Are Attachments 3 (Thesis Abstract), 4 (Co-Authored Thesis Consent Form), and 8 (Application for Consent to Reproduce and Publish Doctoral Thesis Online (in the University's Institutional Repository)), and copies of any Notice of the Results of	A5 No, because these papers are merely "prerequisites" that have no bearing on the degree examination process. Attachments 3, 4, and 8, and copies of any Notice of the Results of Research Ethics Review need only be submitted for any subtheses that your department requires to be submitted (in this Graduate School, this currently applies to doctoral candidates in the Departments of Physical Therapy and Occupational Therapy).

	Research Ethics Review required for these academic papers as well?	
Submission Documents *Doctorate_Attachment 8	Q6 Due to conditions of an agreement with the journal publishing the thesis, full-text publication is prohibited for six months from the date of the conferral of my degree, but after this time the whole text can be published. I believe this constitutes “consent to publish the full text of the thesis online within one year of degree conferral,” but how should I prepare the declaration of intent and summary?	A6 You do not need to submit a summary. For the declaration of intent, please enter a date within one year of the date of degree conferral as the date of publication on Attachment 8 (Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University’s Institutional Repository)). Your thesis will be stored within the library until the date stated on the form, after which it will be made publicly available.
Submission Documents *Doctorate_Attachment 8	Q7 If the summary publication is permitted, is it still necessary to submit the data for the full text?	A7 Yes. For a doctoral thesis, it is mandatory that the data be provided by TMU to the National Diet Library. Even if you wish to publish only a summary, we ask that you still submit the all data by the specified date.
Submission Documents *Doctorate_Attachment 8	Q8 If the summary publication is permitted, will the full text ever be published?	A8 No. The bound version will be made available for viewing within the University Library in accordance with the Degree Regulations.
Submission Documents *Doctorate_Attachment 8	Q9 How is the photocopying of the bound version stored at the University Library managed?	A9 To state your intentions with regard to photocopying, please enter the scope of photocopying and the basis for this in Attachment 8 (Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University’s Institutional Repository)). Note that the bound copy of your doctoral thesis is treated as a published work. Under the Copyright Act, when held by a library, anyone wishing to do so is permitted to copy the work in part (up to half of the whole text). If the author gives consent, the whole text may be reproduced. If there is any reason to withhold photocopying permissions due to patents or personal information, please state these restrictions explicitly. Please also be aware that the handling of books with respect to viewing access and photocopying applies to the National Diet Library as well as the University Library.
Submission Documents	Q10 I’m planning to apply for a thesis-based doctorate, but I do not have a certificate of residence in Japan because I live abroad. Can you accept another document instead?	A10 Applicants living overseas should submit a certificate of residence (stating the permanent domicile) as a substitute document.

Submission Documents	<p>Q11</p> <p>Can I use the reference English translations posted on the website? (e.g., using the reference English translation for “Attachment 4: Consent Form” when my co-author is a foreign researcher)?</p>	<p>A11</p> <p>Please use only the forms specified for submission. The reference English translations are intended merely as illustrations of how the forms should be completed.</p>
Thesis Application Fee	<p>Q12</p> <p>Do I have to pay a thesis application fee?</p>	<p>A12</p> <p>Students enrolled at TMU (i.e., master’s degree applicants and course-based doctoral applicants) do not need to pay. Thesis-based doctorate applicants are also exempt if they have been enrolled in TMU’s doctoral course for at least one year, have obtained the requisite credits, and are applying for a degree within one year of leaving. Thesis-based doctorate applicants other than these must pay the fee of 57,000 yen by the specified deadline, using the designated bank transfer form supplied when submitting the thesis.</p>
Thesis Application Fee	<p>Q13</p> <p>I live overseas and plan to apply for a thesis-based doctorate. May I remit the application fee from a foreign bank?</p>	<p>A13</p> <p>Sorry, no. TMU has its own designated bank transfer form, which must be used to transfer the fee from a Japanese bank.</p>
Doctoral Thesis Format	<p>Q14</p> <p>Although doctoral theses are in principle made publicly available online, would my personal information, such as my list of research achievements, C.V. and other personal information be disclosed as part of the scope of the thesis?</p>	<p>A14</p> <p>The “thesis” refers only to the portion of the work contained in the so-called “academic booklet.” Your personal information, such as your list of research achievements, C.V. and the like are not subject to public disclosure.</p>
Notice of Results of Research Ethics Review	<p>Q15</p> <p>I left the TMU Graduate School of Human Health Sciences (one of the departments at the Arakawa Campus) after completing my course, but conducted additional experiments and surveys after leaving. Although this additional component has undergone research ethics review, the review and approval were by my current institution, since it was after I had left TMU (and was no longer enrolled there). Will it suffice to submit this?</p>	<p>A15</p> <p>That will be fine. Please submit copies of both the review assessment received when enrolled at TMU and that of your current institution. In addition, please attach copies of documents ① and ② if either of the following apply:</p> <ol style="list-style-type: none"> (1) The chief investigator (in the context of multi-institutional joint research) is someone other than the thesis candidate. (2) The principal investigator listed on the Certificate of Research Ethics Clearance from an external institution is someone other than the thesis candidate. <p>① Documentation indicating that the research to be submitted as a degree thesis at TMU is part of the research project.</p> <p>② A letter of consent (no set format) from the chief investigator (or principal investigator) vis-à-vis submission as a degree thesis at TMU, or else a document attesting that approval has been obtained from the Research Ethics Committee of the external institution.</p>

Notice of Results of Research Ethics Review	<p>Q16 I began my research with the approval of the Research Ethics Committee of the institution I belonged to prior to enrolling at TMU Graduate School of Human Health Sciences, and I plan to submit the thesis I wrote and published after enrollment as a subthesis. Although the research has under research ethics review, the review and approval were by my previous institution since it covers research before my enrollment, will it suffice to submit this?</p>	<p>A16 Please submit a copy of any documentation obtained from the institution you were affiliated with prior to enrolling at TMU. In addition, please attach copies of documents ① and ② if either of the following apply:</p> <ol style="list-style-type: none"> (1) The chief investigator (in the context of multi-institutional joint research) is someone other than the thesis candidate. (2) The principal investigator listed on the Certificate of Research Ethics Clearance from an external institution is someone other than the thesis candidate. <p>① Documentation indicating that the research to be submitted as a degree thesis at TMU is part of the research project. ② A letter of consent (no set format) from the chief investigator (or principal investigator) regarding submission as a degree thesis at TMU, or else a document attesting that approval has been obtained from the Research Ethics Committee of the external institution.</p>
Notice of Results of Research Ethics Review	<p>Q17 I wish to apply for a thesis-based doctorate, but have never been enrolled at the TMU Graduate School of Human Health Sciences (in any department at Arakawa Campus). A “Research Ethics Review” has been conducted and approved by my current institution, but what should I do?</p>	<p>A17 Please submit copies of the documentation approved by your institution. In addition, please attach copies of documents ① and ② if either of the following apply:</p> <ol style="list-style-type: none"> (1) The chief investigator (in the context of multi-institutional joint research) is someone other than the thesis candidate. (2) The principal investigator listed on the Certificate of Research Ethics Clearance from an external institution is someone other than the thesis candidate. <p>① Documentation indicating that the research to be submitted as a degree thesis at TMU is part of the research project. ② A letter of consent (no set format) from the chief investigator (or principal investigator) regarding submission as a degree thesis at TMU, or else a document attesting that approval has been obtained from the Research Ethics Committee of the external institution.</p>
Notice of Results of Research Ethics Review	<p>Q18 A “Notice of Results of Research Ethics Review” is apparently issued for research involving human subjects, but is there anything I should submit in the case of research involving animal subjects?</p>	<p>A18 If you have conducted animal experiments, etc., you should have received a Certificate of Research Ethics Clearance issued by the institution where the experiments were conducted, so please submit that. When doing so, if the name of the degree applicant is not stated on the certificate, please submit a separate statement of the relationship between the</p>

		animal experiments and the research pertaining to the degree application.
Submission	Q19 I do not know how to navigate kibaco. What should I do?	A19 Please refer to the "User's Guide" and "Operation Manual" posted on kibaco.
Submission	Q20 I forgot my kibaco password. What should I do?	A20 For Arakawa Campus students, please go to the CPU Room on the 2nd floor of the library to reset your password (on weekdays from 9:00 AM-5:00 PM). For Minami-Osawa Campus students, please bring your photo ID to the System Administration Room 1 on the 1st floor of the Information Processing Facility or Room 122 on the 1st floor of Building No. 6.
Submission	Q21 Can I submit only once?	A21 You may resubmit as many times as you like within the submission period. Please allow plenty of time for submission.
Submission	Q22 I cannot convert files to PDF format because I do not have PDF processing software on my PC. What should I do?	A22 You can borrow a PC with PDF processing software installed at the Academic Affairs Section Office (Academic & Student Affairs Division, Administrative Affairs Department). For details, please inquire at the Academic Affairs Section Office.