

[To candidates submitting a thesis for the conferral of a degree in September]

Notes for Submitting Your Thesis on “LoGo Form”

Degree applications, theses (for the Departmental Review Board and the Departmental Faculty Council), and the various associated forms are to be submitted via LoGo Form. Please check the following and submit your documentation by the respective due dates.

- * **Please check the online Document Submission Notes and Checklist before submitting the various documents to ensure that there are no omissions or need for corrections.**
- * **You may resubmit as many times as you like within the submission period, but be sure to submit well in advance as uploading may take some time.**

I. Submission of Degree Application Form

Submission Periods: From Thursday, July 2 until 5:00 PM on Friday, July 3, 2026

Documents: (1) Degree Application Form (Attachment 2)

Submission Format: **PDF file**

Filename: (1) [Student ID Number_Name_Degree_Application]

The notation (1) and [] are not required. The file name should begin with your student ID Number.

Submission Method:

Submit your application via the LoGo Form “Graduate School of Human Health Sciences Submission of Degree Application Form.”

II. Thesis Submission (for the Departmental Review Board and the Departmental Faculty Council)

Submission Periods: from Thursday, July 2 until 5:00 PM on Wednesday, July 8, 2026

- * **Please password-protect your main thesis and any Sub-thesis as well as the Complete set of theses to restrict editing. Please do not set print restrictions.**
- * **In the event of significant discrepancies or deficiencies, applicants will be notified via LoGo Form by Thursday, July 16, 2026 after the submission deadline. Please respond promptly in such cases.**
- * **Requests by students to make corrections after the submission deadline will not be accepted.**

Master’s Candidates ★···Files requiring PDF editing restrictions

Materials to Submit:

- (2) Main Thesis (cover page to be attached as per Attachment 1) ★
- (3) Thesis Abstract (Attachment 3)
- (4) Sub theses (if applicable) ★
- (5) Permission to submit a coauthored paper as a thesis (if applicable, Attachment 4)
- (6) Application for use of data related to thesis research (if applicable, Attachment 5)
- (7) Copy of Notice of the Results of Research Ethics Review (if applicable)
- (8) Permission Form to Reproduce and Publish Master’s Thesis (Attachment 6)
- (a) PDF file combining (2) to (8) above into one ★

Submission format: **PDF files**

Filename Conventions:

- (2) [Student ID Number_Name_Main_Thesis] ★
- (3) [Student ID Number_Name_Abstract]
- (4) [Student ID Number_Name_Sub_theses] ★
- (5) [Student ID Number_Name_Permission_to_submit_a_coauthored_paper_as_a_thesis]
- (6) [Student ID Number_Name_Application_for_use_of_data_related_to_thesis_research]
- (7) [Student ID Number_Name_Notice_of_the_Results_of_Research_Ethics_Review]
- (8) [Student ID Number_Name_Permission_Form_to_Reproduce_and_Publish]
- (a) [Student ID Number_Name_Complete_set_of_Thesis_and_other_documents] ★

* The notation (number) and [] are not required. The file name should begin with your student ID Number.

Submission Method:

Submit the materials via the LoGo Form “Graduate School of Human Health Sciences Thesis Submission.”

* For any sub theses, please also submit items (3) and (5) – (8) for each sub thesis as necessary.

* If the above documents are multiple pages due to the submission of a sub-thesis, please prepare a file for each paper.

Example.) When submitting the thesis abstracts for the main and sub thesis, PDF file titles should be submitted with the title “Student ID Number_Name_Abstract_Main” and “Student ID Number_Name_Abstract_Sub1”

Course-Based and Doctoral Degree Special Candidates ★···Files requiring PDF editing restrictions

Materials to Submit:

- (2) Main Thesis (cover page to be attached as per Attachment 1) ★
- (3) Thesis Abstract (Attachment 3)
- (4) Sub theses (if applicable) ★
- (5) Permission to submit a coauthored paper as a thesis (if applicable, Attachment 4)
- (6) List of Research Achievements (Attachment 5)
- (7) C.V. (Attachment 6)
- (8) Application for use of data related to thesis research (if applicable, Attachment 7)
- (9) Copy of Notice of the Results of Research Ethics Review (if applicable)
- (10) Summary (if applicable)
- (11) Certificate of Items Stated in Resident Register (Doctoral Degree Special Candidate only)
- (12) Copy of the Eligibility Notification (Doctoral Degree Special Candidate only)
- (13) Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University’s Institutional Repository) (Attachment 8)
- (a) PDF file combining (2) to (6), (8) to (10), (12) to (13) above into one ★

Submission format; **PDF files**

Filename Conventions:

- (2) [Student ID Number_Name_Main_Thesis] ★
- (3) [Student ID Number_Name_Abstract]
- (4) [Student ID Number_Name_Sub_theses] ★
- (5) [Student ID Number_Name_Permission_to_submit_a_coauthored_paper_as_a_thesis]
- (6) [Student ID Number_Name_List_of_Research_Achievements]
- (7) [Student ID Number_Name_C.V.]
- (8) [Student ID Number_Name_Application_for_use_of_data_related_to_thesis_research]
- (9) [Student ID Number_Name_Notice_of_the_Results_of_Research_Ethics_Review]
- (10) [Student ID Number_Name_Summary]
- (11) [Student ID Number_Name_Certificate_of_Entries_Recorded_in_Resident_Record]
- (12) [Student ID Number_Name_Copy_of_the_Eligibility_Notification]
- (13) [Student ID Number_Name_Permission_Form_to_Reproduce_and_Publish]
- (a) [Student ID Number_Name_Complete_set_of_Thesis_and_other_documents] ★

* The notation (number) and [] are not required. The file name should begin with your student ID Number.

* For Doctoral Degree Special Candidates, please replace the Student ID Number with your Student ID Number (at the time of withdrawal from the Doctoral Program with the Completion of Course Requirements), research student number, or document number of the acceptance letter from the visiting faculty/researcher, etc. and name the file.

Submission Method:

Submit the materials via the LoGo Form “Graduate School of Human Health Sciences Thesis Submission.”

* For any sub theses, please also submit items (3), (5), (8), (9), (10), and (13) for each sub thesis as necessary.

* If the above documents are multiple pages due to the submission of a sub-thesis, please prepare a file for each paper.

Example.) When submitting the thesis abstracts for the main and sub thesis, PDF file titles should be submitted with the title “Student ID Number_Name_Abstract_Main” and “Student ID Number_Name_Abstract_Sub1”

III. Resubmission of Main Thesis, Thesis Abstract, Sub theses, Thesis Abstract of sub theses, Summary, and Complete set of thesis and other documents

Submission Periods: from Friday, July 17 until 5:00 PM on Friday, August 28, 2026

* **Only if the revision is requested by the Departmental Review Board.**

* **Abstracts are only for doctoral thesis submitters who are not allowed to publish the full text of their thesis.**

* **★···Files requiring PDF editing restrictions**

Materials to Submit:

Revised (2) Main Thesis (cover page to be attached as per Attachment 1) ★

Revised (3) Abstract (Attachment 3, Main and sub theses (Sub-thesis only if applicable.))

Revised (4) Sub theses (if applicable) ★

Revised (10) Summary (if applicable)

Revised (a) Complete set of thesis and other documents ★

Submission format; **PDF file**

Filename Convention:

(2) [Student ID Number_Name_Resubmission_Main_Thesis] ★

(3) [Student ID Number_Name_Resubmission_Abstract]

(4) [Student ID Number_Name_Resubmission_Sub_theses] ★

(10) [Student ID Number_Name_Resubmission_Summary]

(a) [Student ID Number_Name_Resubmission_Complete_set_of_Thesis_and_other_documents] ★

* The notation (number) and [] are not required. The file name should begin with your student ID Number.

Submission Method:

Submit the materials via the LoGo Form "Graduate School of Human Health Sciences Thesis Resubmission."

Notes

- (1) Data must be submitted **on time**. We will not extend deadlines due to personal computer problems or network issues, so please submit your data well in advance of the deadline.
- (2) Please be sure to password-protect your main thesis and any sub theses as well as the Complete set of thesis and other documents **to restrict editing**. (*Please do not set a password on opening the file itself)

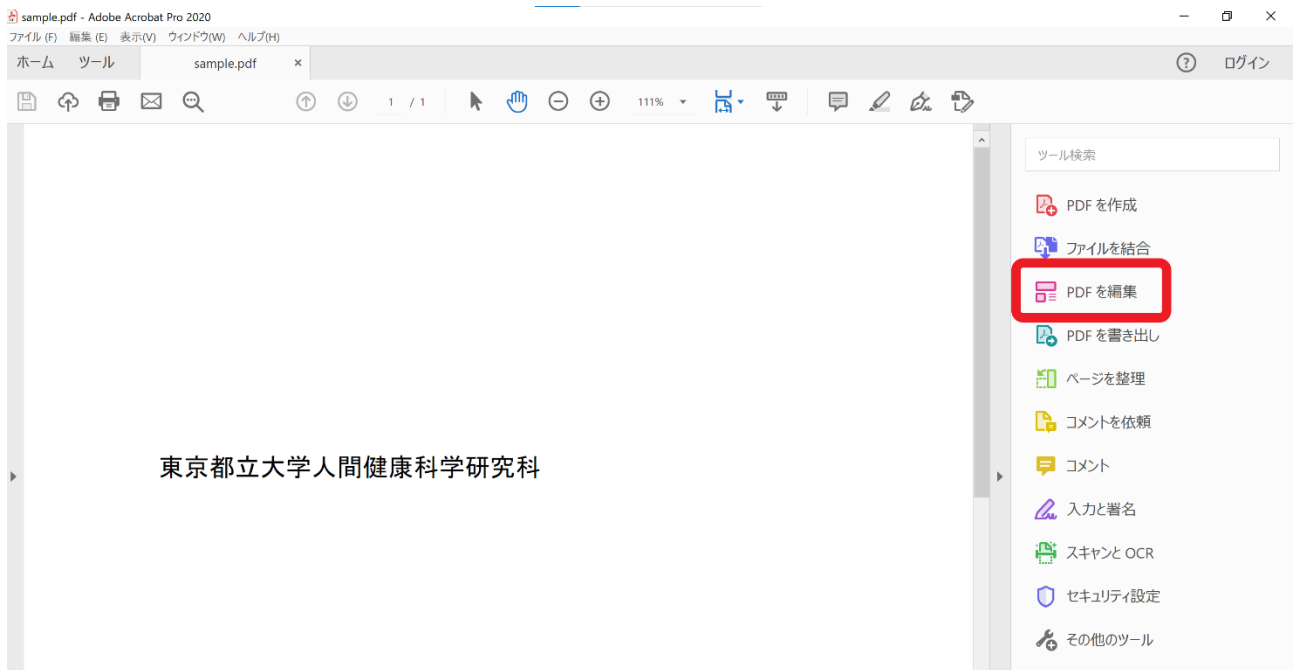
Inquiries

Arakawa Campus (Departments except for HPS): Graduate School Secretary, Academic Affairs Section
Phone 03-3819-1211 (ex. 247) E-mail: a-kyomu@jmj.tmu.ac.jp

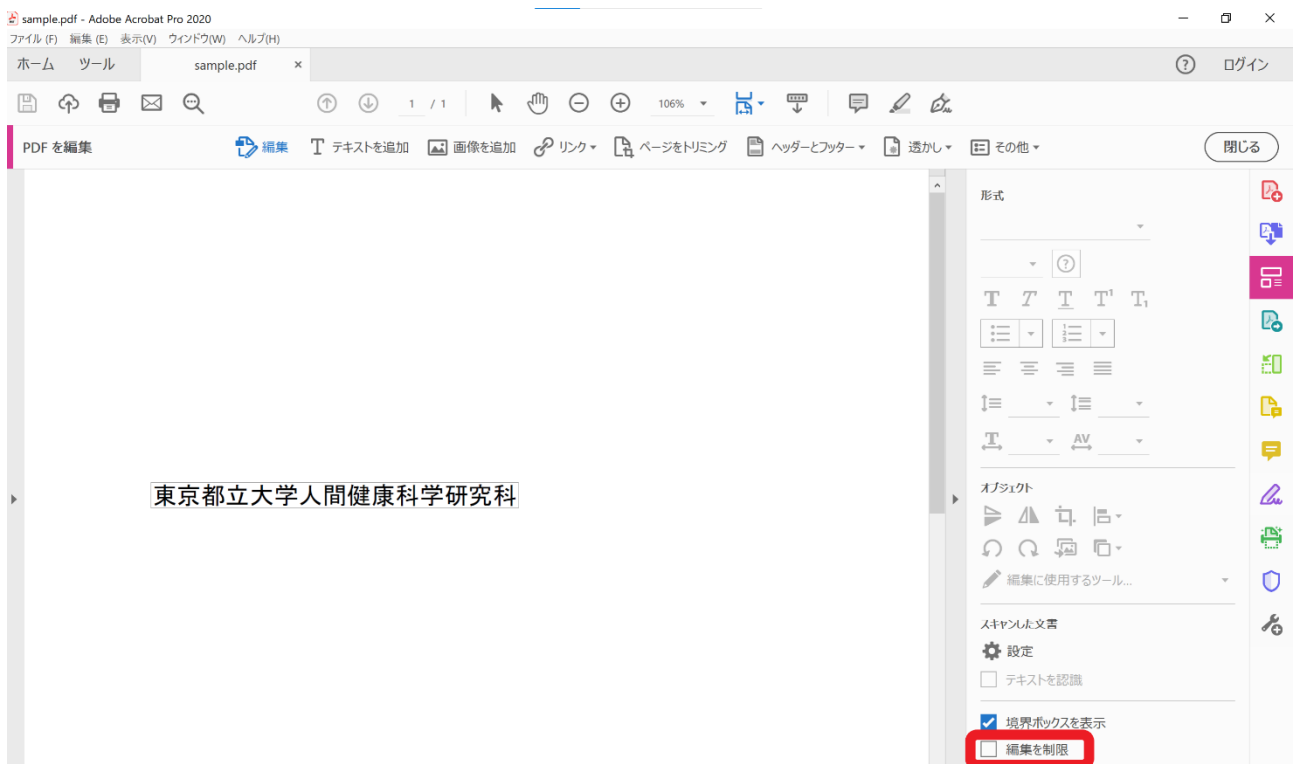
Minami Osawa Campus (HPS): Health Promotion Sciences Department Secretary, Academic Affairs Section
of Science, Academic and Student Affairs Division of Sciences
Phone: 042-677-1111 (ex. 3028) E-mail: hps-info@jmj.tmu.ac.jp

★ Regarding PDF Editing Restrictions Settings

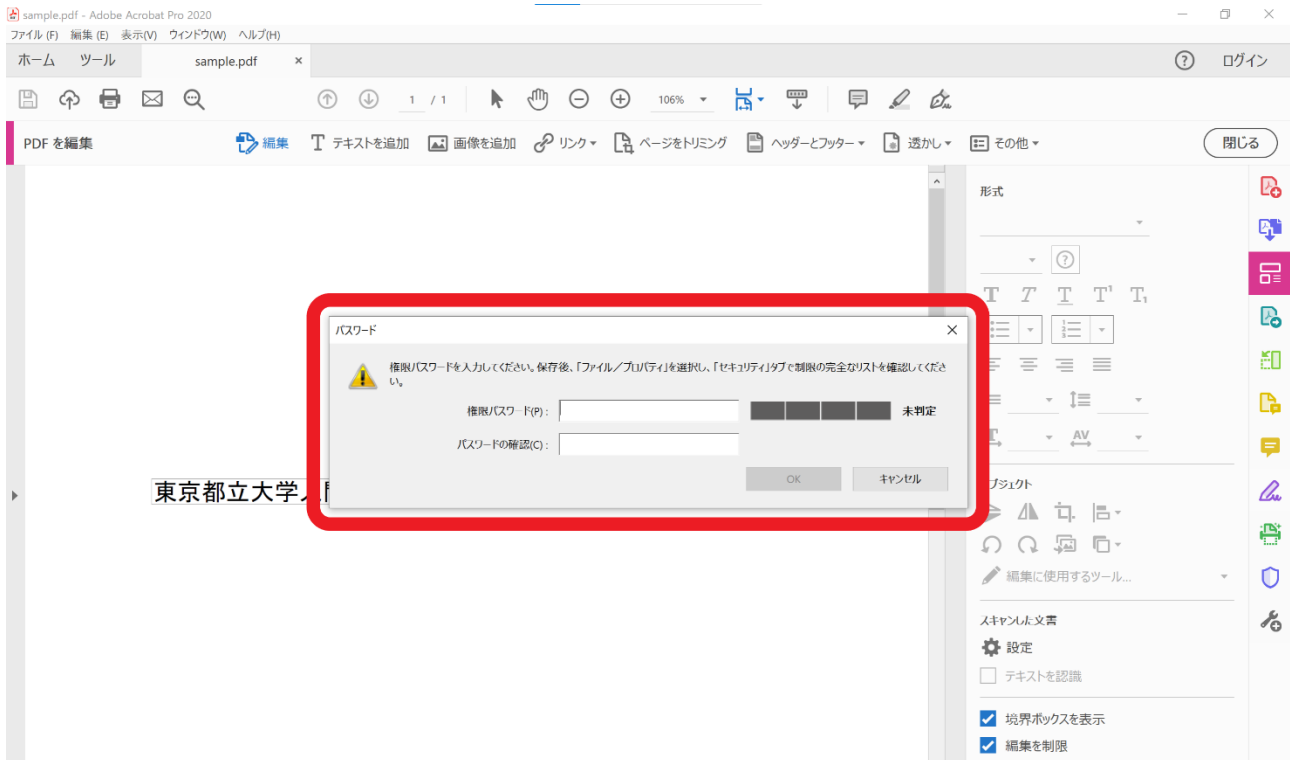
(1) Open the relevant PDF file in Adobe Acrobat and click "Edit PDF" from the tools on the right side.



(2) Check the "Restrict editing" checkbox at the bottom.



(3) Set a password of your choice.



(4) After saving and closing the file, open the file again and click "Edit PDF", if you are prompted for a password as shown below, the setting is complete. If editing is possible without entering a password, the editing restrictions have not been set and you must start over again from (1).

