

# Document Submission Notes and Checklist



**To candidates submitting a doctoral thesis (Doctoral Degree Special Candidate)**

Have you prepared all the documents listed below? Please double-check the details for each document before submitting.

<b>(1) Degree Application Form (Attachment 2) [all candidates]</b>		<input checked="" type="checkbox"/>
1	Have you correctly filled in the details for “Department / Applicable Number / Name / Name in <i>hiragana</i> ”?	
2	Have you correctly written the name of the degree for which you are applying?	
3	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
4	Have you checked the box indicating that you have obtained your supervisor’s approval of your degree application?	
<b>(2) Main Thesis Cover Page (Attachment 1) [all candidates]</b>		<input checked="" type="checkbox"/>
1	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
2	Have you written the date as the “Date of Submission”?	
3	Have you correctly filled in the details for “Department / Applicable Number / Name / Supervisor’s Name”?	
<b>(3) Abstract (Attachment 3) [all candidates]</b>		<input checked="" type="checkbox"/>
1	Is the year in the title listed as the current year?	
2	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
3	Have you correctly written the name of the degree for which you are applying?	
4	Have you correctly filled in the details for your “Department / Student ID No. / Name / Supervisor”?	
5	Is the abstract of a sufficient length (1 to 2 pages)?	
<b>(4) Subtheses (as Reference Theses) [if applicable; Physical Therapy (main thesis in book format, 3 subtheses; main thesis in academic paper format, 2 subtheses) / Occupational Therapy (1 subthesis)]</b>		<input checked="" type="checkbox"/>
1	[Physical Therapy / Occupational Therapy only] Have you included the requisite number?	
2	Has the paper(s) already been published? (If not, can you submit with a notification of acceptance for publication?)	
3	Have you included the Abstract (Attachment 3) and Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University’s Institutional Repository) (Attachment 8)?	
4	Is the submitted thesis a co-authored paper? (If yes, check item 5 below)	Yes / No
5	Have you included the necessary Co-Authored Thesis Consent Form(s) (Attachment 4)?	
<b>(5) Co-Authored Thesis Consent Form (Attachment 4) [co-authors only]</b>		<input checked="" type="checkbox"/>
1	Is the submitted thesis (including any subtheses as reference theses) a co-authored paper? ( If No, this permission form is not required.)	Yes / No
2	Have you correctly filled in the details for “Date / Thesis Title / Department / Student ID No. / Name”?	
3	Have you checked the box indicating that you have obtained the consent of all coauthors?	
<b>(6) List of Research Achievements (Attachment 5) [all candidates]</b>		<input checked="" type="checkbox"/>
1	Have you correctly filled in the details for “Date / Full Name / Name in <i>hiragana</i> / Department”?	
<b>(7) C.V.(Attachment 6) [All candidates]</b>		<input checked="" type="checkbox"/>
1	Have you filled in all sections correctly?	
<b>(8) Application Form and Permission Forms for Using Data Related to the Thesis Research (Attachment 7) [if applicable]</b>		<input checked="" type="checkbox"/>
1	Have you checked the box indicating that you have obtained permission from the data source to use the data?	
<b>(9) Notice of Results of Research Ethics Review (copies) [only if applicable]</b>		<input checked="" type="checkbox"/>
1	Have you included all notices relevant to the submitted thesis?	
<b>(10) Certificate of Items Stated in Resident Register [all candidates]</b>		<input checked="" type="checkbox"/>
1	Is the candidate’s legal domicile listed?	
<b>(12) Copy of Eligibility Notification [all candidates]</b>		<input checked="" type="checkbox"/>
1	Was the document issued within the past two years?	
<b>(13) Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University’s Institutional Repository) (Attachment 8) (Attachment 8) [all candidates]</b>		<input checked="" type="checkbox"/>
1	Have you correctly filled in the details for the “Date / Degree Category / Type of Degree / Name / Name in <i>hiragana</i> / Date of Degree Conferral / Thesis Title / Contact Details After Receiving Degree”?	
2	Have you checked whether the full text can be published online and indicated the scope of photocopying to be permitted at the National Diet Library and the University Library? (Regarding the latter, if you have chosen “No photocopying at all” or “Other,” please include your justification)	
3	Have you listed the prospective date of degree conferral as “September 30” if you are expecting conferral in September, or “March 25th” if you are expecting conferral in March?	
4	[If publishing the whole text] Have you finished arranging for the copyright?	
5	[If publishing a summary] Have you included the requisite number of copies of the summary?	
6	[If publishing a summary] Have you checked the reverse side?	
<b>(Other) Theses submitted as prerequisites (i.e., not subject to degree examination) [NS (at least 1) / RS (3) / FHS (2) / HPS (2)]</b>		<input checked="" type="checkbox"/>
1	Have you included the requisite number?	
2	Has the paper(s) already been published? (If not, can you submit with a notification of acceptance for publication?)	
<b>(Other) Submission to LoGo Form [all candidates]</b>		<input checked="" type="checkbox"/>
1	Have you checked to ensure that there are no omissions in the documents to be submitted?	
2	Have you restricted editing permissions on the PDF files containing your main thesis, any subtheses, and Complete set of thesis and other documents?	