

## Notes and Checklist when Submitting Documents

To candidates submitting doctoral theses (course-based doctoral applicants)

Do you have all the documents listed below? Please double-check the details to be included in each document before submitting.

(1) Front cover (Attachment 1) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
(b)	Have you written the date as the “Date of Submission”?	
(c)	Have you written your “Department / Student ID No. / Name / Supervisor” correctly?	

(2) Degree Application Form (Attachment 2) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the “Date / Department / Student ID No. / Name / Name in hiragana” correctly?	
(b)	Have you written your own “Name (handwritten, PC input not accepted)” and added your “Seal (shachihata seals not accepted)”?	
(c)	Have you written the name of your prospective degree correctly?	
(d)	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
(e)	Has your supervisor affixed a name seal?	

(3) Abstract (Attachment 3) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the current academic year as the year in the title?	
(b)	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
(c)	Have you written the name of your prospective degree correctly?	
(d)	Have you written your “Department / Student ID No. / Name / Supervisor” correctly?	
(e)	Is the abstract sufficiently long at around 1-2 pages?	

(4) Permission to Submit (Attachment 4) [co-authored papers only]		<input checked="" type="checkbox"/>
(a)	Is the submitted thesis (including subtheses as reference theses) a co-authored paper? (If Yes, check (b) and (c) below)	Yes / No
(b)	Have you written the “Date / Thesis Title / Department / Student ID No. / Name” correctly?	
(c)	Have all the co-authors provided their “Names (handwritten) and Seals”?	

(5) List of Research Achievements (Attachment 5) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the “Date / Name / Name in hiragana / Department” correctly?	
(b)	Have you remembered to affix your name seal (shachihata seals not accepted)?	

(6) Résumé (Attachment 6) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you completed all sections correctly?	
(b)	Have you remembered to affix your name seal (shachihata seals not accepted)?	

(7) Application related to online publication of doctoral thesis (listing in university repository) (Attachment 7) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the “Date / Degree category / Type of degree / Name / Name in hiragana / Degree conferral date / Title of thesis / Contact details after receiving degree” correctly?	
(b)	Have you described how to deal your doctoral thesis copy for visitor at NDL(Japan) and TMU Library? ; you will permit ( 100% or 50% or 0% .)	
(c)	Have you set the degree conferral date (expected) as “September 30” for those expecting conferral in September, or “March 25th” for those expecting conferral in March?	
(d)	[If publishing the whole text] Have you made arrangements for the copyright?	
(e)	[If publishing a summary] Have you included the requisite number of copies of the summary?	
(f)	[If publishing a summary] Have you checked the reverse side?	

(8) Subthesis (as a reference thesis) [Optional: PT (main thesis in book format – 3, main thesis in manuscript form – 2) / OT (1)]		<input checked="" type="checkbox"/>
(a)	[Physical Therapy / OT only] Have you included the requisite number?	
(b)	Is it or are they already published? (If not, can you submit as a Notice of Decision to Publish?)	
(c)	Have you included the “Abstract (Attachment 3)” and “Application related to online publication of doctoral thesis (listing in university repository) (Attachment 7)”?	
(d)	Is the submitted thesis a co-authored paper? (If Yes, check (e) below)	Yes / No
(e)	Have you gathered all of the “Permission to Submit (Attachment 4)”?	

(9) Theses submitted as prerequisites (i.e. not subject to degree examination) [NS (at least 1) / RS (3) / FHS (2) / HPS (2)]		<input checked="" type="checkbox"/>
(a)	Have you included the requisite number?	
(b)	Is it or are they already published? (If not, can you submit as a Notice of Decision to Publish?)	

(10) Research Ethical Review Assessment Notices (copies) [only if applicable]		<input checked="" type="checkbox"/>
(a)	Have you included all notices relevant to the submitted thesis?	

(11) Overall number of sets [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you included the required number of sets, including originals and copies? NS: 11, PT: 8, OT: 11, RS: 7 (Abstracts only – 17), FHS: 7, HPS: 3 (1 of each form)	
(b)	[Radiological Sciences only] Is the content of the CDR in PDF format?	
(c)	[Radiological Sciences only] Have you attached a label stating “Student ID No. / Name / Thesis title” to the CDR?	

I hereby declare that I have checked all of the above.

Student ID No.: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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