

Graduate School of Human Health Sciences: Doctoral Degree Special Candidate

Degree Regulations and Thesis Format for Examination of Doctoral Theses for Degrees to Be Awarded in March 2024

October 2023

Item	Basis	Department of Nursing Sciences	Department of Physical Therapy	Department of Occupational Therapy	Department of Radiological Sciences	Department of Frontier Health Sciences	Department of Health Promotion Sciences
If the research involves human or animal subjects, the candidate must undergo the required ethics review procedure prior to starting the research project	Human subjects: Ethical Guidelines for Medical and Biological Research Involving Human Subjects (MEXT / MHLW / METI Notice No. 1, 2021) or Ethical Guidelines for Medical and Health Research Involving Human Subjects (MEXT / MHLW Notice No. 3, 2014) Animal subjects: Fundamental Guidelines for Proper Conduct of Animal Experiment and Related Activities in Academic Research Institutions (MEXT Notice No. 71, 2006)						
Thesis Documents to be Submitted	Degree Regulations, Article 7	For details on submission dates, please refer to “Submission Deadlines and Examination Schedule for Master's and Doctoral Theses for Students Completing in <u>March2024</u>”					
<ul style="list-style-type: none"> (1) Degree Application Form (Attachment 2) (2) Main Thesis (cover page to be attached as per Attachment 1) (3) Abstract: 1 to 2 pages (A4) with approx. 1000 characters (if in English, then approx. 300 words) (Attachment 3) (4) Subtheses (reference theses) (may be attached if applicable) (5) Co-Authored Thesis Consent Form (if applicable, Attachment 4) (6) List of Research Achievements (Attachment 5) (7) C.V. (Attachment 6) (8) Application Form and Permission Form for Using Data Related to the Thesis Research (if applicable, Attachment 7) (9) Copy of Notice of the Results of Research Ethics Review (if applicable) (10) Summary (if applicable) (11) Resident record certificate (12) Copy of the qualification examination pass certificate 	Degree Regulations, Articles 7 & 12 Thesis Examination Guidelines, Article 3	<ul style="list-style-type: none"> • Book format 1) Prerequisites for thesis submission: Candidates shall have published one or more academic papers (one of which must be as first author) • Academic Paper (as first author) 1) Candidates shall have published one or more academic papers other than the paper submitted (one of which must be as first author) 2) Academic paper criteria: The research topic must be related to that of the thesis to be submitted; the paper must be either in English (with an impact factor) or else published or accepted for publication (with a notification of acceptance for publication) in a peer-reviewed journal of an academic research organization cooperating with the Science Council of Japan. Language: Japanese or English 	<ul style="list-style-type: none"> 1) Submission as an academic paper (as first author). Submit together with two academic papers (first-authored) as subtheses. • The academic papers must be in English or published or accepted for publication in a peer-reviewed journal of an academic research organization cooperating with the Science Council of Japan. (If the paper has yet to be published, you must also attach a letter of acceptance for publication.) 2) Submission in book form is also acceptable. As a prerequisite for submission of the thesis, three academic papers (first-authored) must be submitted (two of which must be related to the doctoral thesis). • Language: Japanese or English 	<ul style="list-style-type: none"> • Academic paper • Co-authored papers are acceptable as long as the candidate is the first author. • One or more subtheses must also be submitted. • The academic papers must be published or accepted for publication in a peer-reviewed journal (an international journal or the journal of an academic research organization cooperating with the Science Council of Japan; if the paper has yet to be published, you must also attach a letter of acceptance for publication). • Japanese or English 	Choose to submit either in the format of either a book or an academic paper. <ul style="list-style-type: none"> • Book format As a prerequisite for submitting the main thesis (in book format), three academic papers must be submitted, at least one of which listing the candidate as the first author. (A master's thesis is also considered an academic paper if the topic is related to the main thesis. If an accepted has yet to be published at the time of thesis submission, you must submit a copy of the notification of acceptance for publication (or acceptance letter) with a copy of the submitted paper. • Academic paper format Submit a main thesis (an academic paper listing the candidate as the first author) together with four subtheses (academic papers) in accordance with the prescribed doctoral thesis format. (A master's thesis may also be also considered a subtheses if the topic is related to the main thesis. If an accepted paper has yet to be published at the time of thesis submission, you must submit a copy of the notification of acceptance for publication (or acceptance letter) with a copy of the submitted paper. Note also that co-authored subtheses must have been published within the past 10 years. • Academic papers must have been published <u>or</u> accepted for publication in a peer-reviewed journal. • The main thesis should be written in Japanese or English • Format: See attachment 	<ul style="list-style-type: none"> • Book format As a prerequisite for submission of the thesis, two academic papers must be submitted on topics related to the doctoral thesis (with at least one listing the candidate as the first author; the other may list the candidate as a co-author. If an accepted paper has yet to be published, a letter of acceptance for publication must be attached.) • English (in principle) 	<ul style="list-style-type: none"> • Book format As a prerequisite for submission of the thesis, two academic papers must be submitted. (At least one must list the candidate as first author, and the papers must have been published in an international journal. Forthcoming papers are eligible with a letter of acceptance for publication) • English (in principle)
(13) Permission Form to Reproduce and Publish Doctoral Thesis Online (in the University's Institutional Repository) (Attachment 8); *Please also submit applications for any subtheses submitted in (5) above.	Tokyo Metropolitan University Guidelines for Publication of Doctoral Theses	For details on submission dates, please refer to “Submission Deadlines and Examination Schedule for Master's and Doctoral Theses for Students Finishing in <u>March 2024</u>”					
Oral presentation at a public hearing	Degree Regulations, Article 17	Undertaken by each Department separately					
Thesis Examination Meeting: Thesis examination and final examination (oral or written) by research supervisor (chief examiner) and two other faculty examiners	Degree Regulations, Article 13 Thesis Examination Guidelines, Articles 4 & 5	Undertaken by each Department separately (Thesis review and final examination (oral or written) by the research supervisor (chief examiner) and two other faculty members (sub-examiners))					
The Graduate School Faculty Council deliberates on whether the candidate passes the thesis examination and final examination, and on whether to confer a degree	Thesis Examination Guidelines, Article 6						
Degree conferral	Degree Regulations, Article 21						