

Q&A On the details of procedures when applying to submit a thesis

October 1, 2017

Question category	Q	A
When submitting	Q1 Will I need my name seal when submitting my application?	A1 Not normally. But your name seal will be required if any corrections need to be made, so you are advised to bring it with you (Shachihata seals are not accepted).
Submitted documents	Q2 May I sign the documents, rather than stamping with a name seal?	A2 A name seal is normally required for Japanese applicants, but a signature is acceptable for foreign nationals who have no name seal.
Submitted documents	Q3 As each set of documents is quite thick and there are several sets, how should I submit them?	A3 Unless specifically requested by your department, you are advised to gather your documents in “rail files”, “flat files” or similar stationery formats when submitting. As several sets have to be submitted, any format should be acceptable as long as you prevent the contents of each set from becoming disordered. Key tip: Do not fasten with staples. The thickness of the documents makes it harder for staples to go through, and this also causes problems if an omission is discovered and documents need to be replaced just before submitting. Even when bound documents (using gum or ring binders) are specified, sets should be submitted without binding.
Submitted documents	Q4 Is there a specific order for placing documents within a set?	A4 Place documents in the order shown below. [Master’s candidates] (i) Attachment 1: Front Cover of Main Thesis (ii) Attachment 2: Degree Application Form (iii) Attachment 3: Abstract of Degree Thesis (iv) Thesis (v) Attachment 4: Permission to Submit (co-authored papers only) (vi) Subthesis (reference thesis: optional) (vii) Research Ethical Review Assessment Notice (copy) (if applicable) (viii) Attachment 5: Application related to consent to reproduce master’s thesis * Only 1 set required for (ii) and (viii). (Place inside unbound sets.) * If submitting a subthesis, please also submit (v), (vii) and (viii) wherever applicable. [Doctoral candidates] (i) Attachment 1: Front Cover of Main Thesis (ii) Attachment 2: Degree Application Form (iii) Attachment 3: Abstract of Degree Thesis (iv) Thesis (v) Attachment 4: Permission to Submit (co-authored papers only) (vi) Attachment 5: List of Research Achievements (vii) Attachment 6: Résumé (viii) Research Ethical Review Assessment Notice (copy) (if applicable) (ix) Subthesis (reference thesis: optional) (x) Thesis or notice of decision to publish, if specified to be submitted as a prerequisite for thesis submission (xi) Summary (only if whole text cannot be disclosed online) (xii) Attachment 7: Application related to online publication of doctoral thesis (listing in university repository) * Only 1 set required for (ii) and (xii). (Place inside unbound sets.) * If submitting a subthesis, please also submit (iii), (v), (viii), (xi) and (xii) wherever applicable. * Doctoral thesis applicants should also insert a “Certification of Resident Card Details (stating permanent domicile)” and a “Credential Review Acceptance Letter (copy)” inside unbound sets.

Submitted documents *Attachment 4	Q5 Regarding "Attachment 4: Permission to Submit", as there are various co-authors in different locations, can the forms all be submitted as separate sheets?	A5 Yes.
Submitted documents *Attachment 4	Q6 As a co-author lives overseas, is it possible to have the co-author send the form stamped with a name seal by email or fax and submit the sent form as a stamped document?	A6 The original copy must be submitted, and this holds for co-authors living overseas. You are recommended to ask overseas co-authors to complete the form and include a self-addressed stamped envelope or international reply-paid coupon for their convenience. Also, give them sufficient time to complete and return the form.
Submitted documents *Attachment 6	Q7 There are not enough fields (academic background, qualifications and licences, work experience). What should I do?	A7 Please add fields as needed (including adjusting the width).
Submitted documents *Attachment 7	Q8 What is the scheduled date of degree conferral to be stated in "Attachment 7"?	A8 Please use the following dates. If completing in September: September 30 If completing in March: March 25
Submitted documents *Attachment 7	Q9 Copyright for academic papers often belongs to the company that publishes the journal. In "Attachment 7", I personally have no objection to "publishing the whole text", but is the university responsible for checking copyright issues with the publisher in such cases?	A9 The university checks copyright issues for normal papers, but 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. To protect copyright, publishers sometimes refuse to "publish the whole text". In such cases, please state "Wish to publish the summary" and submit the summary. Key tip: In principle, the whole text of doctoral theses is published, but the summary is used as a substitute when the whole text cannot be published for certain reasons. While taking account of limitations on disclosure of the "main text", please be aware of the difference between an "abstract" and a "summary" when preparing the latter. Abstract: Summarizes the main points, such as who has written about what. Summary: Condenses the content of the whole thesis.
Submitted documents *Attachment 7	Q10 My department stipulates that "A prerequisite to submitting a thesis is that there should be at least ___ academic papers" in addition to the main thesis. Are Attachments 3, 4 and 7 required for these academic papers as well?	A10 No, because these papers are merely "prerequisites" and are not involved in the degree examination process. "Attachment 3", "Attachment 4", "Attachment 7", "Summary" and "Research Ethical Review Assessment Notice (copy)" should only be submitted for the "subthesis" when your department requires a subthesis to be submitted (in this graduate school, this currently applies to doctoral thesis applicants in the Departments of Physical Therapy and Occupational Therapy).

Submitted documents *Attachment 7	Q11 Due to contract conditions with the journal publishing the thesis, it cannot be published for six months after the date of degree conferral, but after this time the whole text can be published. I believe this meets the condition of “within one year of degree conferral,” but how should I prepare the declaration of intent and summary?	A11 You do not need to submit a summary. For the declaration of intent, after entering the date, change “until” to “after” and submit the form. Your thesis will be stored within the library until the date stated on the form, after which it will be made available for publishing. <input checked="" type="checkbox"/> Publish the whole text I hereby state that I have confirmed all rights associated with my doctoral thesis (the whole text) pertaining to online publication and that it is permissible to publish my doctoral thesis online (y/m/d) (within one year of degree conferral). after
Submitted documents *Attachment 7	Q12 If publishing a summary is permitted, is it still necessary to submit the data for the whole text?	A12 Yes. For a doctoral thesis, it is mandatory that the data be provided from the university to the National Diet Library. Even if you wish to publish a summary, you must still submit the bound thesis together with all data by the specified date (the day before the September faculty meeting if completing in September or the day before the February faculty meeting if completing in March).
Submitted documents *Attachment 7	Q13 If publishing a summary is permitted, will the whole text be published?	A13 No. The bound version will be made available for viewing within the University’s library based on the Degree Regulations.
Submitted documents *Attachment 7	Q14 How are reproductions of the bound version stored at the University’s library handled?	A14 State, in the margin (for example, the bottom left of the first page), how you want reproductions handled from the following three options. Please add any conditions you have on reproducing your thesis. <ul style="list-style-type: none"> • I consent to reproductions of the whole text • I consent to partial reproductions (up to half of the whole text) • No reproductions are permitted <p>Note that the bound version of your doctoral thesis is a work already made public. Furthermore, under the Copyright Act, when held by a library, people wishing to do so are permitted to reproduce part of the bound version (up to half of the whole text). And if the author gives consent, the whole text may be reproduced. Therefore, if no statement is made, the bound version will be handled as if partial reproductions (up to half of the whole text) are consented to. If you are concerned about reproductions and their relationship to patents or personal information, please state these restrictions explicitly.</p> <p>Please also be aware that the handling of books with respect to viewing and reproduction applies at the National Diet Library as well as within the University’s library.</p>

Submitted documents	Q15 I'm planning to apply for a thesis-based doctorate, but my resident card is not in Japan as I live abroad. Can you accept another document instead?	A15 Applicants living overseas should submit a certificate of residence (stating the permanent domicile) as a substitute document.
Submitted documents	Q16 May we use the reference English translations on the website (e.g. use the reference English translation for "Attachment 4: Permission to Submit" when a foreign researcher is a co-author)?	A16 Please use only the forms specified for submission. The purpose of the reference English translations is merely to explain how the forms should be completed.
Method of submission	Q17 May I submit a thesis by post or through a proxy (with a Power of Attorney)?	A17 Unfortunately, no. Theses may only be submitted by the applicant in person by the specified date and time (to be strictly observed).
Thesis application fee	Q18 Do I have to pay a thesis application fee?	A18 Students enrolled at the university (i.e. master's degree applicants and course-based doctoral applicants) need not pay. Thesis-based doctorate applicants are also exempt if they have been enrolled in this university'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.
Thesis application fee	Q19 I live abroad and plan to apply for a thesis-based doctorate. May I remit the application fee from an overseas bank?	A19 Sorry, no. This university has its own designated bank transfer form, which must be used to transfer the fee from a Japanese bank.
Format of doctoral theses	Q20 Although theses for doctoral degrees are in principle to be disclosed online, would my extensive research history, résumés and other personal information be disclosed as part of the scope of the thesis?	A20 "Thesis" refers to the part published in so-called "academic journals". Extensive research histories, résumés and other personal information are not subject to disclosure. You are asked to include your research history and résumé in your set of documents when submitting because they are needed for the degree examination. However, they need not be included as part of the "thesis" in connection with the "3 bound volumes (or 1 bound volume plus two simple bound volumes)" due to be provided before the Faculty Meetings in September and February and subsequently stored in the Library.

<p>Research Ethical Review Assessment Notice</p>	<p>Q21 I left the TMU Graduate School of Human Health Sciences (Department at Arakawa Campus) after completing my course, but conducted additional experiments and research after leaving. The “research ethical review” for the additional part has been accepted and approved by my current institution, because it was after I had left TMU (i.e. I was not enrolled there). Will it suffice to submit this?</p>	<p>A21 That will be fine. Please submit copies of both the review assessment received when enrolled at TMU and that of your current institution. The assessment for the additional part will be interpreted as being from your current institution.</p>
<p>Research Ethical Review Assessment Notice</p>	<p>Q22 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. I have a “research ethical review” that has been accepted and approved by my previous institution since it covers research before my enrollment. Will it suffice to submit this?</p>	<p>A22 Please submit a copy of the “research ethical review.” Reviews prior to your enrollment at TMU will be interpreted as being from your previous institution. Note also that even with a subthesis, you are submitting the research outcomes obtained at your previous institution as a doctoral thesis at this university. Therefore, please obtain approval for this submission in advance from the research ethics committee of your previous institution.</p>
<p>Research Ethical Review Assessment Notice</p>	<p>Q23 I wish to apply for a thesis-based doctorate, but have never been enrolled at TMU Graduate School of Human Health Sciences (Department at Arakawa Campus). A “research ethical review” has been accepted and approved by my current institution, but what should I do?</p>	<p>A23 Assessments for applicants who have never been enrolled at TMU are interpreted as being from your current institution, so please submit a copy of it. Note also that you are submitting research outcomes obtained at your current institution as a doctoral thesis at this university. Therefore, please obtain approval for this submission in advance from the research ethics committee of your current institution.</p>

Research Ethical Review Assessment Notice	Q24 "Research Ethical Review Assessment Notices" are apparently issued for research involving human subjects, but is there anything I should submit in the case of research involving animals?	A24 If you have conducted animal experiments, etc., you should have received an ethical review certificate issued by the institution where the experiments were carried out, so please submit that. When doing so, please submit a separate statement of the relationship between the animal experiments and the research pertaining to the degree application, if the name of the degree applicant is not stated on the certificate.
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