

Application Documents for Doctoral Degree

Graduate School of Economics, Keio University

From 1 April, 2013 those who have been awarded a doctoral degree must make their dissertation (or the thesis abstract) available online. Consequently, the Graduate School of Economics will ask the applicants of doctoral degree to submit the following documents.

1. Required Document for Application for Doctoral Degree

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|---|---|
| ① Doctoral Dissertation (simple binding) | 3 copies |
| ② Doctoral Dissertation (formal binding) | 1 copy with consent to online access to the full text. 2 copies with consent to online access to thesis abstract only. |
| ③ Degree Application Form | 1 copy |
| ④ Thesis Index | 1 copy |
| ⑤ Thesis Abstract | 1 copy |
| ⑥ Permission for Submitting Doctoral Dissertation (Economics) | 1 copy |
| ⑦ Curriculum Vitae | 1 copy |
| ⑧ List of Academic Achievements | 1 copy |
| ⑨ Doctoral Dissertation (PDF/A data) | Store in a USB flash memory or a CD-R and submit with the copies of the documents. |
| ⑩ Thesis Abstract (PDF/A data) | |
| ⑪ Certificate of Completion | Those who obtained master's degree NOT from Keio University Only. |
| ⑫ Request for Approval Regarding Release of Doctoral Dissertation | 1 copy |

Note

- Prescribed forms (Documents ③~⑦, ⑫, ⑬) are available online for download from the following link.
http://www.gakuji.keio.ac.jp/mita/keiken/hakase_gakui.html
- Students must submit another thesis abstract of more than 10 pages if they do not give permission to release the full-text of their dissertation, to be released as the substitute to the full dissertation.
<Regarding the Thesis Abstract for online release>
*A4, more than 10 pages.
*Follow the table of contents, make sure to summarize each chapters.
Use of charts is allowed.
*Submission of both PDF/A data and 1 copy is mandatory.

2. Treatment of Doctoral Dissertation after degree conferral

From 1 April, 2013 doctoral dissertations of those who obtain the doctoral degree from Keio University will automatically be available, either full text or abstract, on Keio Associated Repository of Academic Resources (KOARA). Accordingly, after the degree conferral, doctoral dissertations submitted to Graduate School of Economics section, Academic Affairs group, Office of Student Services, will be contributed to Media Center which managed KOARA.

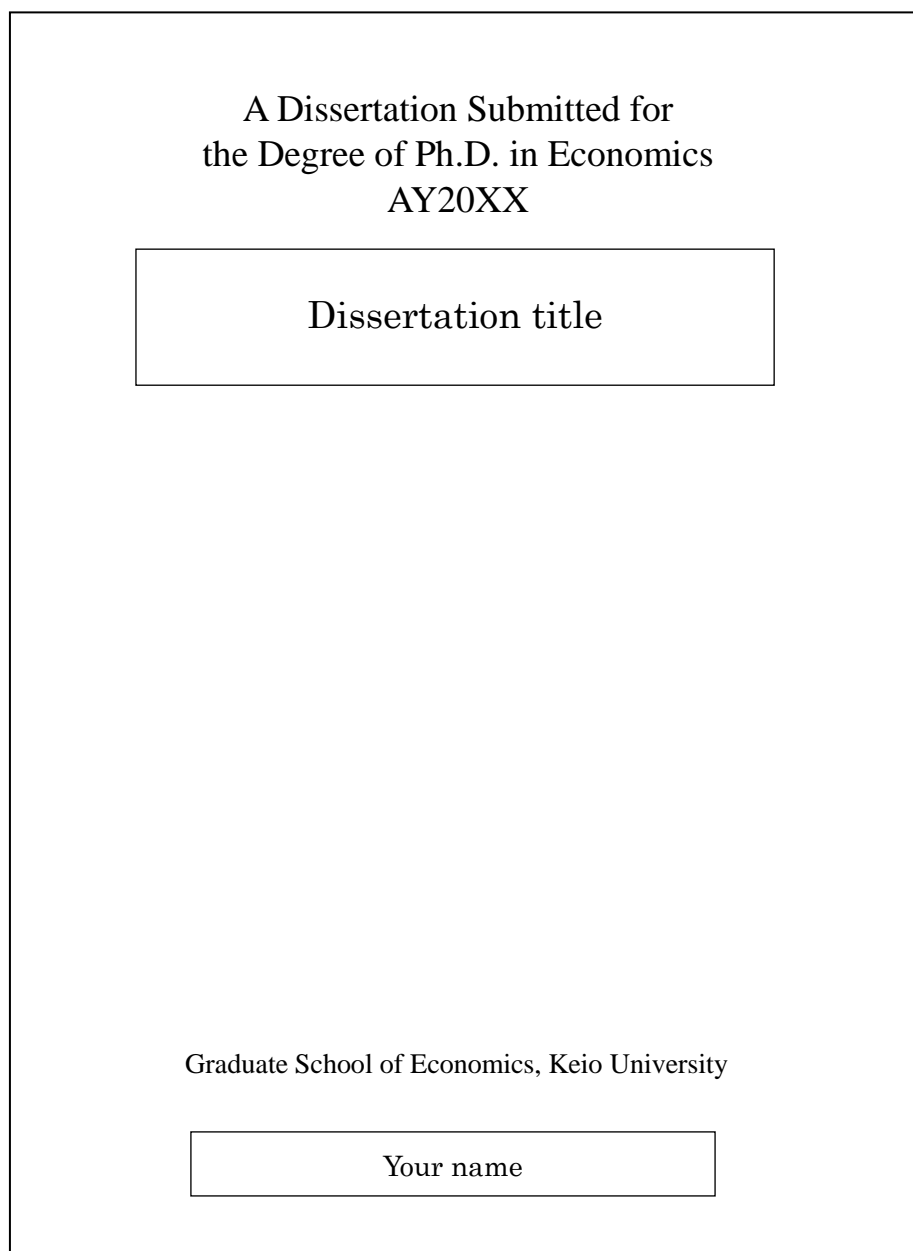
Applicants are advised that in case of oversized data may be modified in order to be registered to KOARA. In case there emerges needs to change the availability of dissertation, please contact Graduate School of Economics section, Academic Affairs group, Office of Student Services.

Contact Information

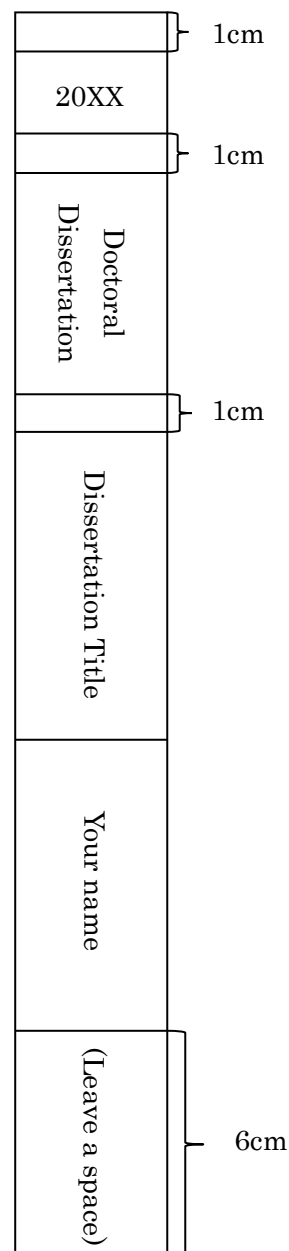
Graduate School of Economics section, Academic Affairs group, Office of Student Services
TEL: 03-5427-1556
Email: mita-kei@adst.keio.ac.jp
Office Opening Hours: 8:45am - 4:45pm, Monday - Friday

Sample of formal bookbinding

(1) Cover page



(2) Spine



Bookbinding rules

- A4, lengthwise.
- Bind on the left side.
- The title on the front cover must be written horizontally if the dissertation is written in English.
- The title on the spine must be written vertically regardless of language.
- The binding must be by black hardcover and letters on the cover must be white, gold or silver.