

## Application Guide for Doctoral Degree Graduate School of Science and Technology, Keio University

To apply for the conferral of the doctoral degree, all candidates must apply for 1. Preliminary Review, and 2. Formal Review by submitting the required documents to the Academic Services. Please follow the procedures outlined below.

### 1. Documents to be Submitted for the Preliminary Review

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|--|---|
| (1) Degree Application Form (prescribed form)                                    | 1 |
| (2) Thesis Index (prescribed form)   | 1 |
| (3) Thesis Abstract (prescribed form)  | 1 |
| (4) Curriculum Vitae (prescribed form)   | 1 |
| (5) Supplementary Materials (A4 size)  | 1 |
| (6) Copy of your passport and student ID (to confirm your name for your diploma) |   |
- Forms (1)-(4) are available at the following website:  
<http://www.students.keio.ac.jp/en/yg/gsst/procedure/thesis/doctor.html>
  - Please see “6. Instructions for Filling out Documents for Preliminary Review” for details.
  - If you revise any of the above documents you have submitted for the Preliminary Review, please notify the chief examiner (your supervisor) and submit the revised documents when you submit the bound thesis.

\*Those who have not graduated from Keio University needs to submit a graduation certificate from the last school you attended.

### 2. Screening Fee for the Preliminary Review

If you apply for the doctoral degree while in the doctoral program, no screening fee is required.

Under Article 5 of the Keio University Rules and Regulations for Degree Conferral, applications for the doctoral degree by thesis screening only (from those not enrolled in the Ph.D. program) require the screening fee as described below. The fee must be submitted together with the preliminary review documents.

- (1) Applicants who have completed the doctoral degree requirements at Keio, but have withdrawn without submitting a thesis: 50,000 yen
- (2) Applicants who already have either a bachelor's or master's degree from Keio and to whom (1) does not apply: 70,000 yen
- (3) Applicants to whom neither (1) nor (2) apply: 100,000 yen
- (4) Tenured faculty member or full-time regular staff member at Keio: 20,000 yen

3. Documents to be Submitted for the Formal Review

(1) One Temporary Binding Thesis (A4 size)

(2) CD-R/RW which contains the following three files:

① PDF of your thesis (including the title page):

The file name should be “author’s name (main).pdf”.

② PDF of the title page and thesis abstract\*:

The file name should be “author’s name (abstract).pdf”.

\*This file will be uploaded onto the website, so please omit your student ID number when you create the PDF file.

③ Word file of the thesis abstract:

The file name should be “author’s name (abstract word).doc” or “author’s name (abstract word).docx”

Write your name, student ID No., school name, and the year of submission on the surface of the CD-R with a permanent marker.

<PDF Requirements>

Application software: Adobe Acrobat

PDF version: PDF/A (ISO-19005) Refer to "How to create a PDF/A file" (Japanese language only)

Font embedding: embed all fonts

Security setting: do not set security passwords, encryptions, or permissions on your PDF files

Note: In principal, no modification allowed after submitting (1) and (2). If modification is absolutely necessary, please resubmit the revised version of (2) with written statement of reasons.

If modification of (1) – (6) submitted in the Preliminary Review process is necessary, please resubmit the revised version of the documents after getting a confirmation from chief examiner.

(3) One Bounded Thesis (A4 size)

- All copies must be bound in hard cover. Only the following information should be printed on both the front cover and spine of each copy: thesis title, author's name, and the month and year of degree conferral. The thesis title must be identical with the title given in the preliminary review documents.
- The month and year of degree conferral must be THE MONTH AND YEAR IN WHICH THE DEPARTMENT BOARD MEETING IS REVIEWING YOUR THESIS. It must be typed as: Month 20XX.

Please see the document, Screening Schedule of Ph.D. Thesis for Academic Year 2020, to confirm the dates of the board meeting.

\* If you submit the thesis in February 2021 and the board meeting is in February 2021, the month and year of degree conferral must be typed as February 2021.

- There is no prescribed format for the title page (except for the School of Integrated Design Engineering), but the following information should be included: "Thesis for Doctoral Degree", thesis title, author's name, type of degree you will receive, "Graduate School of Science and Technology Keio University", and the month and year of degree conferral. Please see the Sample Format document for details.

Attention: Those who belong to the School of Integrated Design Engineering must use the prescribed form which is available from the following website:

<http://www.design.st.keio.ac.jp/> (Japanese language only)

4. Submission Deadline and Place to Submit

(1) Submission Deadline of Documents

About two weeks prior to the Department Board Meeting for both Preliminary and Formal reviews. Please make sure to check the document, Screening Schedule of Ph.D. Thesis for Academic Year 2020, for the fixed schedule.

(2) Submission Deadline of One Bounded Thesis

One day prior to the Department Board Meeting for Formal Reviews.

(3) Place to Submit

Academic Services

5. Documents to be Submitted by the Chief Examiner

Please check with the chief examiner (your supervisor) whether he/she has submitted the documents listed below for your application procedures.

The deadline for submission is the same date as mentioned above in 4-(1).

(1) Document required for Preliminary Review

Thesis Proposal (prescribed form) 1

(2) Document required for Formal Review

Thesis Screening Outline and Evaluation of Knowledge and Expertise (*ronbunshinsa no yōshi oyobi gakushiki kakuninkekka*) (prescribed form) 1

## 6. Instructions for Filling out Documents for the Preliminary Review

- The prescribed application documents are based strictly on the Keio University Rules and Regulations for Degree Conferral. Do not delete or add any information to the forms and follow the instructions listed below.
- For documents (1)-(4), the year should be written according to the Western calendar.
- Please make sure that the thesis title appears the same way on documents (1)-(5) and the chief examiner's documents.
- A Japanese translation of your thesis title is necessary for registering your thesis to the National Diet Library. Please consult with your supervisor about the translation and fill in the Japanese title on both the Degree Application Form and Thesis Index.
- For further information on each procedure, please contact an academic coordinator at your school or the chief examiner.

### (1) Degree Application Form

- Please check with your supervisor the type of degree you expect to receive (Science or Engineering or Art) and fill out the name of degree in the bracketed space in the second line of the application form.
- The date on top should be the submission date of this form to the Academic Services.
- Please write the thesis title in Japanese in the "Thesis Title in Japanese" section at the bottom of the form.

### (2) Thesis Abstract

- Please circle either "KOU" or "OTSU," and do not write in the space for the registration number.
- The length of the abstract should be approximately 300 words.

### (3) Thesis Index \*Please see the Sample Index document.

- The Sample Index shows how to fill out the Thesis Index form. If you have any problems concerning the original format, please consult with your chief examiner.
- Please circle either "KOU" or "OTSU," and do not write in the space for the registration number.
- The sub-thesis will not be considered in the thesis-screening process of the Graduate School of Science and Technology. Please leave the space for sub-thesis title blank, and fill in "0" for the number of items.
- For the Supplementary Materials, please leave the "number of volumes" blank and refer to the Sample Index for the list format.
- If the Thesis Index exceeds one page, please write the page number on the bottom of each page as (1/2) and (2/2). When printing, please print only on one side of the paper (do not print double-sided).
- Please write the thesis title in Japanese in the "Title of Thesis in Japanese" section at the bottom of the form.

(4) Curriculum Vitae

- Circle either “KOU” or “OTSU,” and do not write in the space for the registration number.
- Date of Entrance/Graduation must be filled out according to the following guidelines:

Graduates of Keio University (both undergraduate/graduate programs)

<Date of Entrance>

- Spring enrollment: April 1
- Fall enrollment: September 22

\*September 26: only for students who entered in the fall of 2000

<Date of Graduation/Completion>

- March Completion:

Undergraduate program

before 1991: March 31 from 1991 to 2010: March 23 from 2011: March 10

Graduate program

before 1992: March 31 from 1992: March 23

- September Completion:

Both undergraduate and graduate programs

September 21

\*Only September 2000 completion: September 25:

\*Current students should fill out the date of graduation as follows:

- Expected to graduate in March: “Expected to graduate on March 23”
- Expected to graduate in September: “Expected to graduate on September 21”
- Expected to withdraw in March with course requirements fulfilled:  
“Expected to withdraw with course requirements fulfilled on March 31”
- Expected to withdraw in September with course requirements fulfilled:  
“Expected to withdraw with course requirements fulfilled on September 21”

Graduates of other universities

Please fill out using the dates specified by the respective university.

(5) Supplementary Materials (A4 size)

- File materials such as reprints (or photocopies) of published papers, abstracts of conference presentations or other reference materials related to your thesis in the same order as listed in the Thesis Index in a A4-size folder.
- Please write the thesis title and author’s name clearly on the cover and spine of the file.

7. Archiving of Thesis

Doctoral theses will be publicly available as stated in Article 15 of the Keio University Rules and Regulations for Degree Conferral.

In order to make it available to the public based on Article 8 of the Degree Regulations (Ordinance of the Ministry of Education, Culture, Sports, Science and Technology No. 9 of 1953), the thesis abstract and thesis review abstract will be published on the web in the additional volumes of the Graduate School of Science and Technology Research Report.

8. Other Points to Remember

Doctoral theses will eventually be published on the internet as a digital archive. When you are ready to submit yours to the chief examiner, we recommend that you check your thesis, using the iThenticate software (ASSISTMICRO Co., Ltd) provided by the ITC upon your supervisor's (the chief examiner's) approval to show the examiner that there are no instances of plagiarism. However, please note that at this point, the Japanese language database is still not sufficient.