

Application Procedure for Doctoral Degree (For Doctoral Course students)

The process for applying for Doctoral Degree is as follows. Please read this notice carefully before applying for Doctoral Degree.

Please see our Website for deadline of each document.

※Important change in the acceptance of papers at the time of the PhD Thesis Presentation※

[For papers to be presented by December 21, 2023:]

Acceptance is required at the time of application for presentation.

[For papers to be presented on or after January 9, 2024:]

Acceptance is required at the time of submission of the Final Review document, not at the time of application for presentation.

If your thesis has not yet been published in print, please submit a certificate of anticipated publication or an e-mail letter from the editor with this review document. (Email for the provisional acceptance is not required)

Please be sure to submit required documents for the Final Review by 3:00 p.m. of the following dates:
Dec.2023: 12/22(Fri) Jan.2024: 1/26(Fri) Feb.2024: 2/16(Fri) Mar.2024: 3/22(Fri)

If the title of your thesis is changed after you have applied for the PhD Thesis Presentation due to the journal's intention, please notify the Educational Affairs Section immediately.

【Requirements for PhD Thesis Presentation application】

If your paper is provisionally accepted by the journal and your advisor approves your presentation, you may apply for the PhD Thesis Presentation. A provisionally accepted paper is defined as one that has received an email from the journal with the words "provisionally accepted" or "principally accepted".

1. In order to take the examination of the dissertation thesis, it is necessary to submit at least one main thesis. The main thesis in Japanese must be written by one person; joint authorship for the thesis in other language is permitted with you as a first author. The article should be a paper published (or scheduled to be published) in the peer-review journal. Also, a journal published your thesis has to be posted on at least one of the databases, “ Pubmed, Scopus, Web of Science”.
2. You can submit Provisional Application after April of the 4th year (Students who wish early graduation could apply in the 3rd year). Since the dissertation defense consists of Preliminary Review (YOBI-SHINSA) and PhD Thesis Presentation, we recommend you to submit as early as possible. At the time of Provisional Application, students' thesis does not have to be published or accepted for publication. However, please refer to page 4 for precautions for three or more first authors.
3. Please submit Application for PhD Thesis Presentation to Educational Affairs Section (KYOMU- KAKARI) two weeks before the presentation. Students' thesis must be published or accepted for publication at the time of Application. (If accepted but not published, please submit acceptance letter such as email from the editors.) Presentations are scheduled in order of reservation; however, in some cases, applicants cannot reserve their desired date, particularly in January and February. We recommend you to present as soon as your thesis is accepted.
※Regarding the schedule of PhD Thesis presentation, see the attached " PhD Thesis Presentation and Documents Submission Deadline". (Published online in Japanese page only.)

[Graduate School Web page](#)> [For current students](#)> [Doctoral Course](#) > [PhD Degree Application relation](#)>
[Schedule for AY**** PhD Thesis Presentation](#)

4. Please submit documents for the Final Review (HON-SHINSA) after the PhD Thesis Presentation. **The deadline for March graduations, the day after the PhD Thesis Presentation which is held on around February 14th.**

If applicants extended their enrollment or withdrew with completing all credits and wish to receive their degrees mid-year, please submit the documents two weeks before the faculty meeting (It is held on the second Thursday every month in principle. The schedule may change in August, February and March.)

From AY2017, the completion day will be the end of each month except September and March.

(Ex: in the case of completion of June 2023 is June 30)

5. When submitting the data of the application documents, it is unavailable to attach them by e-mail due to the enhancement of office PC security.

■ How to submit the electronic data: [Submission Form](#) (<https://forms.office.com/r/RV7tYSRrdP>)

To use the submission form, you will need your Osaka University Personal ID and its password. (Ex: u123456x)

If you are not enrolled at Osaka University now because you have withdrawn with all credits from Osaka University, please contact the person in charge of your laboratory, or contact us by email.

* Cannot be sent or received as an email attachment or via USB.

[Contact Information for Doctoral Degree Application]

Educational Affairs Section, Graduate School of Medicine / Faculty of Medicine, Osaka University

E-mail: i-kyomu-kyomu@office.osaka-u.ac.jp

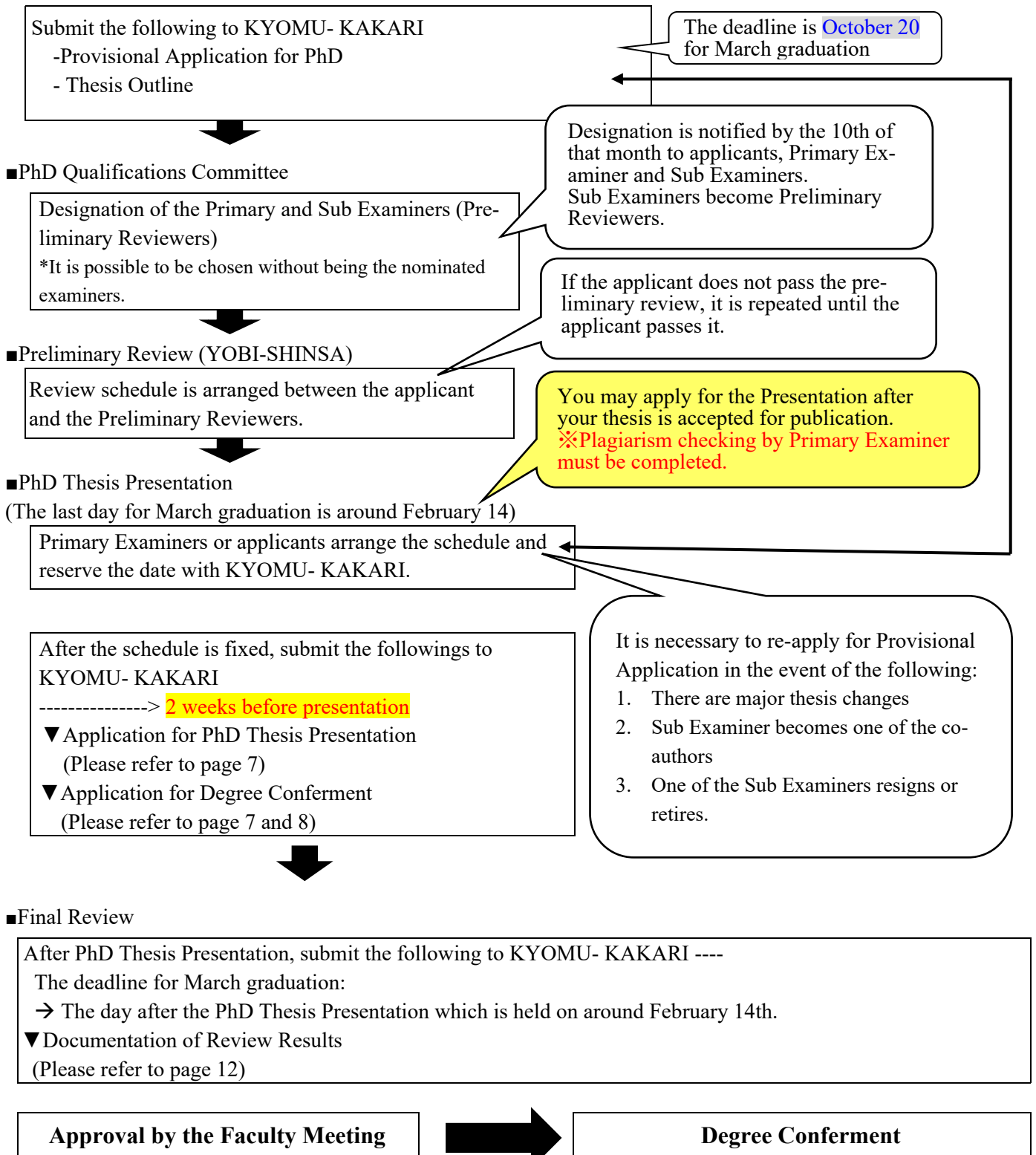
OPEN [9:00am-12:00am, 1:00pm-16:30pm]

Process for Application for a Doctoral Degree

■Provisional Application (KARI-SHINSEI)

The PhD Qualifications Committee will consider applicants in the following month.

--- deadline is the 20th of each month. (If it falls on Weekends or Holiday, the deadline will be moved forward.)



“Format No.” correspond to the prefix of the file names.

Documents Required at Each Stage and Notes

■ **Provisional Application (KARI-SHINSEI)**: Designation of the Primary and Sub Examiners (Preliminary Reviewers)- PhD Qualifications Committee

Regarding candidates for Preliminary Reviewers, they are decided one Primary Examiner and two Sub Examiners based on recommendation of applicant’s professor (manager in the laboratory).

The PhD Qualifications Committee will consider applications submitted by the 20th of each month (If it falls on Weekends or Holiday, the deadline will be moved forward.) and designate Primary/Sub Examiners in the following month. A notice regarding Primary/Sub Examiners will be sent to the applicants, Primary and Sub Examiners around the 10th of the following month. In some cases, the Sub Examiner is a professor other than the nominated by a supervisor.

[Application Deadline: By the 20th of each month]

***If it falls on Weekends or Holidays the deadline will be moved forward**

Format No.	Required Documents	Number	
K01	Provisional Application for PhD	1	
K03	Thesis Outline	1	Submit as a Word File by “Submission Form”. File name must be “ your name_ Provisional Application”.

*If the thesis has multiple authors, please see the next page!

!! If the following apply, applicants need to re-apply for Provisional Application!!

▼ **If there are major changes in the thesis**

▼ **If one of the Sub Examiners becomes a co-author after primary and sub Examiners are designated**

Co-authors of the primary thesis should not be Sub Examiners. In the case in which one of the Sub Examiners becomes a co-author, if possible, please resubmit the Provisional Application to change the Sub Examiners. If there is no change to the Sub Examiner, please submit “Statement of Reason for designating a joint author as a Sub Examiner”.

▼ **Other**

If a Primary or Sub Examiner resigns or retires, a new professor is hired or other cases

Format No.	Required Documents	Number	
K04	Provisional Application for PhD (2 nd)	1	
K06	Thesis Outline (2 nd)	1	Submit as a Word File by “Submission Form”. File name must be “ your name_ Provisional Application(2nd)”.

In the case that one of the Sub Examiners becomes a co-author and you will not change the Sub Examiner, you are required to submit the document below.

Format No.	Required Documents	Number
K07	Statement of Reason for designating a joint author as a Sub Examiner	1

(Reference)

April 8, 2010 Faculty Meeting (Doctoral Course Committee)

Designating Primary/Sub Examiners in case of emergency

In case of emergency, the Backup Sub Examiner or an associate professor of the Sub Examiners/Backup Sub Examiner’s laboratory may substitute the Examiner to evaluate the PhD Thesis Presentation.

In any case, Sub Examiners of the Official Review at the Faculty Meeting must be two professors designated by the PhD Qualifications Committee.

In case of emergency, the substitute Primary Examiner will be the Primary Examiner’s associate professor.

===Notes about theses (dissertations) with multiple first authors===

The following documents are necessary if the primary thesis has multiple first authors. If this applies, please submit the following documents when applying for PhD Thesis Presentation.

※If the thesis has three or more first authors, applicants must consult with the Educational Affairs Committee beforehand to apply for Doctoral Degree. Please contact KYOMU- KAKARI before Provisional Application. (In some cases, due to the contact period, you may not be able to graduate on March. Please confirm the schedule with KYOMU- KAKARI in advance).

If the thesis has multiple first authors

Format No.	Required Documents	Number	Remarks
K11	Statement of Reason for Multiple First Authors	1	
K12	Statement of Reason for Multiple First Authors Respectively about the thesis	1	
K13	Pledge	1	
	Thesis (In principal the thesis is published (or scheduled to be published) in a peer-review journal) *Must submit for thesis written by three first authors. (It does not need to submit them if your thesis was written two first authors.)	1	Submit as a PDF File by "Submission Form". File name must be " your name_ Thesis".

*If there are three or more first authors, you need to submit the main thesis in addition. In the case of two, you do not need, If the main thesis is not published or not scheduled to be published, after both passing Preliminary Review, and the main thesis is accepted, you need to re-submit K11, K12, K13, and the main thesis (the main thesis must be published or scheduled to be published) before arranging the PhD Thesis Presentation.

If these documents are approved by the Educational Affairs Committee, you can apply for the PhD Thesis Presentation.

(Reference)

Conditional Agreement to Allow Thesis (Dissertations) with Multiple First Authors

1. The thesis is published (or scheduled to be published) in a peer-reviewed journal.
2. It is clearly referred in the thesis that each author makes an equal contribution.
3. Two authors contributed equally and both are acknowledged as the first authors. However, if there are three or more first authors, the Educational Affairs Committee must consider each case on its own merits.
4. There is a documented reason (necessity) for multiple first authors (His/her recommending professor submits the documented reason).
5. There is a documented reason for multiple first authors respectively about the thesis (he/she submits the documented reason).
6. The other equally contributing author agrees that the thesis may be used for Application for Doctoral Degree. (Submit a Pledge from the equally contributing author.)
7. This thesis will be used only for this Application for Doctoral Degree and not as the primary thesis for another degree application.

(Additional Notes)

※The aforementioned primary thesis must be carefully reviewed for Application for Doctoral Degree.

※The recommending professor must be his/her supervisor or the professor who guided students' research.

February 12, 2019, Faculty Meeting (Doctoral Course Committee)

■ Preliminary Review (YOBI-SHINSA)

Review schedule is arranged between the applicant and the Preliminary Reviewers. If the applicant does not pass the Preliminary Review, it is repeated until the applicant passes it.
Preliminary Review can be held before your thesis is accepted.

Format No.	Required Documents	Number	
L01	Preliminary Review Result Sheet	1	Submit this when you apply for the PhD Thesis Presentation.

[Note] Each applicant that passes the Preliminary Review will receive the Preliminary Reviewers' signatures on their Preliminary Review Result Sheet. The Preliminary Review Result Sheet with two Preliminary Reviewers' signatures is supposed to be submitted with their PhD Thesis Presentation Application; therefore, please be careful not to lose this document.

Applicants have to arrange the date with the two Preliminary Reviewers. The Preliminary Review must be held with two Preliminary Reviewers at a time. However, the Preliminary Review can be held with one by one is acceptable if both Reviewers' schedules cannot be arranged. Please consult the Primary Examiner (Supervisor) if it is difficult to arrange both Reviewers' schedules.

In this case, the Preliminary Review must be open to the public.

■ Preliminary Review with one by one

Format No.	Required Documents	Number	
L02	Notification of Preliminary Review	1	Submit as a EXCEL File by "Submission Form".

Preliminary Review Policy

Our doctoral course started Preliminary Review system in 2011 academic year in order to have deep discussion regarding applicants' paper before PhD Thesis Presentation.

We expect this Review will promote applicants' understanding of their thesis and improve their presentation skills, and, moreover, Preliminary Review is considered an important part of the impartial process for Doctoral Degree as applicants are required to pass the Review to apply for PhD Thesis Presentation.

- 1) The PhD Qualifications Committee designates one Primary Examiner and two Sub Examiners.
- 2) Sub Examiners become the Preliminary Reviewers. Sub Examiner in case of emergency cannot become the Preliminary Reviewer.
- 3) After the PhD Qualifications Committee designates Primary/Sub Examiners, applicants arrange the date with two Sub Examiners, and Preliminary Review will be held with them. Please note that the Preliminary Review with two Preliminary Reviewers can change the implementation as follows.
- 4) After the applicant passes the Preliminary Review with Preliminary Reviewers, the applicant can apply the PhD Thesis Presentation.

- The Preliminary Review should be held with two Preliminary Reviewers at a time, however, to hold the Review with one by one is acceptable if both Reviewers' schedules cannot be arranged. In this case, the Preliminary Review must be open to the public.

- In case in which both or either of the Reviewers reject the Review applicants must undergo the Re-review with two Preliminary Reviewers at a time.

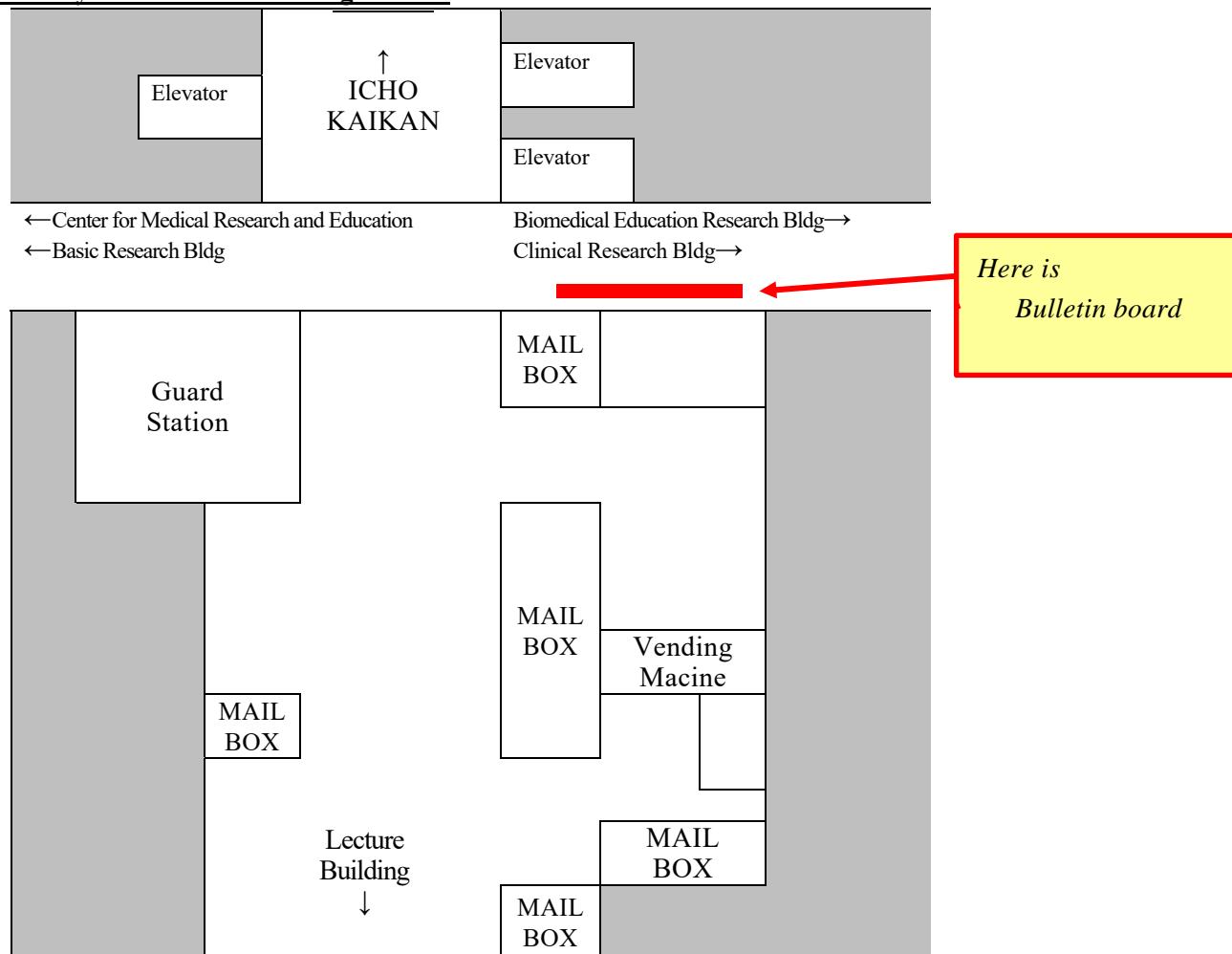
- The Review can be closed if it is necessary to protect intellectual property

(March 6, 2012 Doctoral Course Committee)

▼Guide for Preliminary Review with one by one

1. Arrange time, date and place for the Preliminary Review with both the Preliminary Reviewers, respectively.
2. When you decide time, date and place, please submit "L02 Notification of Preliminary Review" to KYOMU- KAKARI.
3. KYOMU- KAKARI will post the notification of Preliminary Review on the bulletin board at Medical school building L floor.

Faculty of Medicine Building L floor



If the thesis has three or more first authors

If the Thesis was not published or not scheduled to be published at the time of Provisional Application, the Thesis must be considered by the Educational Affairs Committee. Therefore, please submit the following K11, K12, K13, and the Thesis to KYOMU-KAKARI.

Format No.	Required Documents	Number	Remarks
K11	Statement of Reason for Multiple First Authors	1	
K12	Statement of Reason for Multiple First Authors Respectively about the thesis	1	
K13	Pledge	1	
	Thesis (In principal the thesis is published (or scheduled to be published) in a peer-review journal) *Must submit for thesis written by three first authors. (It does not need to submit them if your thesis was written two first authors.)	1	Submit as a PDF File by "Submission Form". File name must be " your name_ Thesis".

■ **PhD Thesis Presentation** (It is usually held on the 2nd Wednesday and 4th Thursday of each month.)

[Submission deadline: two weeks before presentation day]

Please submit the following documents of I and II, and the digital data of III, together.

The applicants could apply for the PhD Thesis Presentation after passing the Preliminary Review. The PhD Thesis Presentation is held in public, and the applicant gives a presentation.

I. Applications for PhD Thesis Presentation

Please submit all desired documents after making a reservation for the date and time of your Presentation to KYOMU-KAKARI

Format No.	Required Documents		Number	
P01_1	PhD Thesis Presentation Application		1	Regarding contact, state your laboratory or place of work.
L01	Preliminary Review Result Sheet		1	Need signatures of two Sub Examiners.
P02	Synopsis of Thesis		1	Make 1 A4 sized sheet.
P05	Diploma Name Form		1	
P09	Plagiarism checking report from Primary Examiner. ※Please attach the report.		2	Plagiarism checking by Primary Examiner must be completed. Submit the stapled or bound report of “document viewer mode.”
P10	Submission table for “Attendance Sheet and Summary” ※Please staple the stipulated number of each sheet and the submission corer, and submit it after receiving the approval of your supervisor.			Those who have already submitted it at the time of withdrawal are not required.
P02	Synopsis of Thesis	Make three sets of the materials in the order on the left, bound by a binding clip. [For sending to Primary Examiner and Sub Examiners.]	3	Bind only thesis. Stapled thesis must be bound with tape.
P04	Research Achievement List		3	
—	Thesis		3	
P11	Research Instruction Plan			Those who have already withdrawn from school until March 2022 are not required. 4th years student must submit the paper of 1st to 4th years. 3rd year student of Early Graduation must submit the paper of 1st to 3rd years. ※Please download the format of “Research Instruction Plan” on The formats for Graduate school students. * Those who have already withdrawn are not required.
P12	Pledge		1	

[Note] In the case in which the primary thesis is not published, please attach a document verifying that publication is scheduled.

- ① There is no specific format. The name of the journal, vol. No. , issue date, and editor’s seal are required. An e-mail from the editor is acceptable.
- ② If it is in English, the letter must state “has been accepted for publication.”

II. Applications for Doctoral Degree

Format No.	Required Documents	Number	
H01	Application for PhD	1	The date must be the same as that of “P03 Applicant History.”
H02	Consent Form	1	If there are co-authors (if thesis is written in English), submission is required.
H03_1	List of Thesis or List of Theses	2	
P02	Synopsis of Thesis	2	
P03	Applicant History	2	The date must be the same as that of “H01 Application for PhD.”
H10	Doctoral Thesis Internet Publication Confirmation (University’s institutional repository) (= OUKA Registration Confirmation)	1	All applicants should choose 【Request to publish thesis summary】 The date must be the same as that of “H01 Application for PhD.”

*The page size should be A4.

※Please submit “P06 Presentation Attendance Sheet and Summary”, “P07 Seminar Attendance Sheet and Summary”, and “P08 Absence Notice for Presentation Seminars” with “P10 Submission table for “Attendance Sheet and Summary” as the cover page. (The file name is “P10 Submission table for admission before 2019 or 2018” after receiving approval from the supervisor. Without the supervisor’s seal or signature, the document is not acceptable.

※” Related Thesis” in H03(List of Thesis) must be that you have referred to in writing your main thesis and that are essential to explain your main thesis. (It does not matter if you are not the first author.) Unless there is a special reason, it does not matter to write only the main paper in the list.

III. Digital Data

Please submit the under contents by “Submission Form”.

Folder	Format No.	Required Documents	Number	File Format
Please put the 5 files on the right in one folder and submit. The folder name should be included “your name”.	P02	Synopsis of Thesis	1	Word File. File name must be “your name_Synopsis”
	P03	Applicant History	1	Word File. File name must be “your name_History”
	H10	Doctoral Thesis Internet Publication Confirmation (University’s institutional repository) (= OUKA Registration Confirmation)	1	Word File. File name must be “your name_OUKA”
	-	Thesis	1	PDF file. File name must be “your name_THESIS”
	P01-1	PhD Thesis Presentation Application	1	Word File. File name must be “your name_Application”

▼Notes▼

※Please ensure that the thesis title matches on all documents.

[IMPORTANT! Letters (capital or small; italic) must be identical.]

For PhD Thesis Presentation

Since AY 2020, The PhD. Thesis Presentation has been held by online (ZOOM).

1. When applicants receive a notification of Primary/Sub Examiners (「学位論文審査の審査委員の決定について (通知)」), please promptly schedule Preliminary Review and PhD Thesis Presentation.
2. Reserve the date with KYOMU- KAKARI when the schedule is fixed. Please note that January and February are considerably occupied months.
3. Presentation should be 13 minutes long excluding the time needed for a question and answer session (7 minutes). Please manage the time with a stopwatch during your presentation.

4. PhD Thesis Presentation will be judged as pass or fail by Sub Examiners. Applicants that do not pass will have to have Presentation again.
5. The Presentation order and time will be announced to laboratories by one week before the Presentation day by e-mail. Please check the email.

For Consent Form for the Thesis

(1) If a co-author is Japanese, use the appropriate Consent Form.

A seal is required, even if the Japanese Co-author lives overseas.

(2) If the co-author is a foreign citizen and does not use the Consent Form, the applicant must request the same contents as the “Consent Form” from the Co-author (Scan data is acceptable.). This letter must include at least contents as follows.

- ① Author names of the Thesis (including Co-authors), Thesis title, name of the journal, volume, page
- ③ Mr./Ms. X has no objection to applicant’s usage of this thesis as his /her PhD thesis
- ④ Address (The applicant or Dean of Graduate School)
- ⑤ The name of the institution that the Co-author belongs to, identification, name, and signature

For Doctoral Thesis Internet Publication Confirmation (University’s institutional repository)

(= OUKA Registration Confirmation)

- Doctoral theses must be released through institutional repositories since April 2013. However, synopses can be acceptable instead of full texts if there are copyright issues.

- Graduate School of Medicine has decided to release synopses of doctoral theses with Osaka University repository (OUKA) because one of the requirements of Doctoral Degree in Graduate School of Medicine is to be published or accepted by academic journals.

(May 9, 2013, Graduate School Committee)

▼Regarding The main thesis

- The submitted PDF file is registered in OUKA and will be used for reading in the library upon application.
- If figures or some other materials are separate from the body text, submit only the text, or combine them.

For Submission for “Presentation Attendance Sheet and Summary” and “Seminar Attendance Sheet and Summary”

As announced on January 11, 2019, the handling has changed from AY 2018.

Students enrolled in AY 2019 or later should submit at the end of the year (third year) of taking the “Special Seminar” to your professor, not when applying for the PhD Thesis Presentation.

(Students who wish early graduation in the third year should also submit it at the end of the third year.)

Reference : Notification on January 11, 2019 (partial except)

Regarding the changes of submission time and submission method of “Presentation Attendance Sheet and Summary” and “Seminar Attendance Sheet and Summary”

[Before change]

1. The five Attendance Sheets (two Presentations and three Seminars) are required for credit recognition for the “Special Seminar” must be created within the year in which the applicant took the “Special Seminar”.
2. When applying for the PhD Thesis Presentation, submit twenty Attendance Sheets (eight Presentations and twelve Seminars) to KYOMU-KAKARI.
3. After withdrawing with completing all credits, submit twenty Attendance Sheets (eight Presentations and twelve Seminars) to KYOMU-KAKARI.

[After change]

1. The five Attendance Sheets (two Presentations and three Seminars) are required for credit recognition for the “Special Seminar” can be obtained from the first year to the year of taking the course.
2. When applying for the PhD Thesis Presentation, submit twenty Attendance Sheets (eight Presentations and twelve Seminars) to KYOMU-KAKARI.
3. If you wish to withdraw with completing all credits without applying the PhD Thesis Presentation while enrolling, submit twenty Attendance Sheets (eight Presentations and twelve Seminars) with Submission table as the cover page to KYOMU-KAKARI.

■Final Review (HON-SHINSA)

After you pass the PhD Thesis Presentation, you can apply for Degree Conferment.
The Review will be made at the Faculty Meeting in the following month or later.

After PhD Thesis Presentation, please submit “ Documentation of Review Results” to KYOMU- KAKARI.

The deadline of each month (excluding March) for submission is two weeks before the Faculty Meeting. The Faculty Meeting is held on the second Thursday of each month (excluding August, February, and March).

Applications for Doctoral Degree

[Deadline of each month : two weeks before the Faculty Meeting.](If it falls on Holiday, the deadline will be moved forward.)

Format No.	Required Documents	Number	
H05	Result Report	1	Fill in your thesis title and obtain Examiners' signatures
H07	Result Summary	2	Ask Primary Examiner to fill out the form, and obtain Examiners' signature 1 original, 1 copy
H08	Final Exam Result Summary	2	Obtain Examiners' signatures 1 original, 1 copy
H13	Plagiarism checking report from Dissertation Committee	1	Obtain Examiners' signatures
	Career After Graduation Sheet	1	Word File. (For current students only.) Please submit after registering “Career Employment Report System”.

*The page size should be A4.

*Please fill in the title of Primary Examiner and Sub Examiners correctly referring to “A notice regarding Primary/Sub Examiners”. However, in the case of “Professor (Health Science)”, please remove “(Health Science)” from it.

▼About Career and Employment Report

Current students must complete the “Career / Employment Report System” by the completion date.

(Please access from the URL below or QR code and login with your Osaka University personal ID.)

Please register your course after completion.

<https://cs-web.osaka-u.ac.jp/report/>



[Note 1]

The Reporting System cannot be used in April and May due to the maintenance. If you want to complete in April or May, please register in March.

[Note 2]

Osaka University personal ID is required to use the Reporting System. If you lost your student status, you will not be able to register it. Therefore, be sure to register it before withdrawing if you are thinking of withdrawing with completing all credits.

In that case, please register your career and employment status after leaving school.

Other Notes

1. Students being conferred PhD from April to September will receive their diploma on the day of the conferment ceremony on September. Students being conferred PhD from October to March will receive the same on March. A certificate of completion will be issued after the day of completion.
2. At the graduation ceremony the representative of Graduate School of Medicine receives their diploma. Others can collect their diploma from KYOMU- KAKARI the day of the graduation ceremony. Further information regarding receipt of your diploma will be announced on September/March. If you cannot collect your diploma at the day please collect it as soon as possible. (You may ask someone to collect it.)
3. In the case in which students withdraw with completing all credits without earning a degree in March 2023, they may still receive their Doctoral Degree if they finish submitting the appropriate documents for Final Review, and pass their Final Review between April 2023 and March 2026.
In the case in which students do not pass the Final Review by March 2026, they will be unable to receive their Doctoral Degree. If they wish to pursue PhD they can apply for RONPAKU (dissertation PhD) .
4. For students that extended their enrollment if they finish PhD Thesis Presentation in April or October, it may be possible to reduce tuition for that period. Please contact KYOMU- KAKARI.
5. Those who have owned their Entrance/Exit Card must return it to KYOMU-KAKARI upon completion.
6. If you have any question, please contact KYOMU-KAKARI.

[Contact Information for Doctoral Degree Application]

Educational Affairs Section(KYOMU- KAKARI),

Graduate School of Medicine / Faculty of Medicine, Osaka University

E-mail: i-kyomu-kyomu@office.osaka-u.ac.jp