Last update date: April 2026

To: All Students of the Graduate School of Medicine Doctoral Program

From: Dean of the Graduate School of Medicine

Application Procedure for Doctoral Degree (For Doctoral Course students)

Regarding the handling of doctoral degree applications (course-based Doctorate), please follow the instructions below. Prospective applicants for the doctoral degree are requested to thoroughly read this notice before applying.
Additionally, please check the submission deadlines for each application document on the website of Graduate School of Medicine.

1. To undergo the review of your dissertation, you are required to submit one main thesis. The main thesis must be a single-author paper if written in Japanese. For papers written in a foreign language, co-authorship is permitted, but the applicant must be the first author in principle. (If your main thesis has multiple first authors, please be sure to check the instructions on page 6 of this document.)
   The paper must have been published (or be scheduled to be published) in a peer-reviewed journal.
   （"eLife" will no longer be recognized as a peer-reviewed journal after March 19, 2025. However, as a transitional measure, papers that have completed their provisional application by March 19, 2025, will still be accepted.） Additionally, the journal in which the paper is published must be accessible through at least one of the following databases: PubMed, Scopus, or Web of Science.

2. The provisional application for degree conferment is accepted at any time starting from April of the fourth year. Since the degree review process consists of four stages—①Provisional Application, ②Preliminary Review, ③PhD Dissertation Defense, and ④Final Review—it is advised to submit the provisional application as early as possible. At the time of the provisional application, it is **NOT** necessary for the thesis to be printed or scheduled for publication (except for early completion).

3. Please submit the application documents for the dissertation defense to the Educational Affairs Section at least two weeks before the defense date. The PhD Dissertation Defense can be scheduled on a first-come, first-served basis; however, specific dates after January each year tend to become fully booked, and you may not be able to secure your preferred date. Therefore, if your paper is accepted or meets the conditions outlined below, please proceed with the defense as soon as scheduling arrangements can be made.

   ▼Conditions for Holding the PhD Dissertation Defense
   You may apply for the PhD Dissertation Defense if your manuscript has received *provisional acceptance (*1)* from a journal and your academic supervisor deems it worthy of presentation.
   (*1) A provisionally accepted manuscript refers to documentation, such as an email from the journal, indicating that the manuscript is provisionally accepted with phrases like "provisionally accepted" or "principally accepted." Please note that submission of email documentation or other proof of provisional acceptance is **not required**.

4. After the dissertation defense, please submit the final review documents. The submission deadline for March completion is **the Friday of the same week as the final day of the February dissertation defense**. At the time of submitting the final review documents, the paper must have been either officially published or scheduled for publication. In the case of scheduled publication, a Certificate of Scheduled Publication (*1) will be required. (*1: Refer to P11 [Note 3] for details.)

Last update date: April 2026

For students extending their enrollment (repeaters) and those who have withdrawn after completing course credits and wish to obtain their degree partway through the academic year, please submit the final review documents by the Friday of the same week as the last day of the dissertation defense held in the month preceding the Doctoral Program Committee of Medicine you wish to undergo review (held on the second Thursday of each month, except for changes in August, February, and March). (Refer to the calendar on the next page.)

The completion date for months other than September and March is the last day of each month (e.g., for completion in August 2026, the date is August 31).

Example: If you wish to obtain your degree in September 2026, you need to conduct the dissertation defense by August 2026.

August

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5 Dissertation defense	6		
9	10	11	12	13		
16	17	18 Dissertation defense	19	20 Dissertation defense	21 The submission deadline for the final review documents	22
23	24	25	26	27	28	29
30	31					

The last day of dissertation defense

Submission deadline is the Friday of the same week as the last day of the dissertation defense.

September

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8		10 Doctoral Program Committee	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 The degree conferral date	26
27	28	29	30			

Final Review

5. How to Submit Application Documents (Electronic Data):
Electronic Data Submission Form: https://forms.office.com/r/RV7tYSRrdP
Please submit the required data via the URL above.
The same link is also available on the following page:
https://www.med.osaka-u.ac.jp/education/students/doctor/application1-2-2

A university staff ID is required to access the above submission form.
If you are unable to open the submission form, please ask the laboratory secretary or a related staff member to submit it on your behalf.
(For collaborative graduate school students or cases where the department cannot assist, please contact the Educational Affairs Section.)

[Doctoral Degree Application Inquiry Contact Information]
Educational Affairs Section, Graduate School of Medicine / Faculty of Medicine, The University of Osaka
E-mail: i-kyomu-kyomu@office.osaka-u.ac.jp
OPEN [9:00am-12:00am, 1:00pm-4:30pm]

The Doctoral Degree Application Procedure for the Graduate School of Medicine

①Provisional Application **(KARI-SHINSEI)**

--- The deadline is the 20th of every month (or the previous business day if the 20th falls on a Saturday, Sunday, or public holiday).
The PhD Qualification Committee Meeting for the following month will review your eligibility for the doctoral degree.

Submit the following to the Educational Affairs Section
-Provisional Application for PhD
-Summary of Thesis

The deadline is October 20th for March completion.

■PhD Qualification Committee Meeting

The selection will be finalized around the 10th of the respective month, and notification will be sent to the main and sub-examiners. The preliminary reviewers will be chaired by the sub-examiners.

Selection of preliminary reviewers and determination of main and sub-examiners.
*There may be cases where decisions are made other than the recommended candidates.

The following cases require a re-submission of the preliminary application:
★Significant changes have been made to the thesis content.
★A co-author has become a sub-examiner.
★The main examiner or sub-examiner has retired.

②Preliminary Review Meeting **(YOBI-SHINSA)**

The applicant will coordinate with the preliminary reviewers to schedule the Preliminary Review Meeting and conduct it accordingly.

③PhD Dissertation Defense (**KENKYU-HAPPYOUKAI)**
(The last defense date for March completion is around Mid-Feb.)

The main examiner or the applicants arrange the schedule and reserve the date with the Educational Affairs Section.

You may apply for the PhD Dissertation Defense **if your manuscript has received provisional acceptance (*1) from a journal and your academic supervisor deems it worthy of presentation.***1: Refer to P1 for details.

After scheduling is finalized, submit the documents listed on page 7 to page 9 to the Educational Affairs Section.
----------> Deadline: 2 weeks before the defense
▼ Ⅰ : Application for PhD Dissertation Defense
▼ Ⅱ : Application for Degree Conferment
▼ Ⅲ : Electronic Data

At the time of submitting the final review documents, the paper **MUST** be accepted!
(If the paper is scheduled for publication, a proof of scheduled publication is required.)

④Final Review **(HON-SHINSA)**

After the PhD dissertation defense, please submit the documents listed on Page 10 to Page 11 to the Educational Affairs Section.

→ For students aiming to graduate in March, submit it by **Friday of the same week as the final day of the February PhD Dissertation Defense**.

▼Review Result Documents (Final Review Documents)

Approval by the Doctoral Program Committee for Medicine → **Degree Conferment**

The Format No. of the required documents matches the initial number in the file name.

List of Required Documents and Precautions for Each Procedure

①Provisional Application (KARI-SHINSEI)：

Determination of "Preliminary Reviewers" and "Main and Sub-examiners" by the PhD Qualification Committee.

Based on recommendations from the applicant's PI (referring to the head of the affiliated department, the same hereafter), one main examiner and two sub-examiners (who also serve as the preliminary reviewers) will be decided. Applications submitted by the 20th of each month (the previous day if it falls on a weekend or holiday) will be reviewed at the Doctoral Qualification Examination Committee the following month, where the preliminary reviewers and the main and sub-examiners will be decided. Notification of the decision regarding the main and sub-examiners will be sent to them around the 10th of the following month. Note that sub-examiners may include faculty members other than those recommended by the applicant's PI.

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

*If it falls on a weekend or Holiday the deadline will be moved forward

Format No.	Required Documents	Number	Remarks
K01	Provisional Application for PhD	1	
K03	Summary of Thesis	1	Submit electronic data (in Word format) as well. **The file name should be "Your Name, Provisional Application"**. The electronic data version does **NOT** require a seal. Submit via the forms link on the web site of Graduate School of Medicine.

* If the main thesis includes papers with multiple first authors, please refer to the next page!

!! In the following cases, subsequent preliminary application is required!!

▼There have been significant changes to the content of the thesis.

▼The sub-examiner (preliminary reviewer) has become a co-author of the thesis.

In principle, it is desirable that co-authors of the main thesis do not serve as sub-examiners (preliminary reviewers). Therefore, after determining the main and sub-examiners, if a sub-examiner (preliminary reviewer) becomes a co-author of the main thesis, please submit a provisional application again to change the sub-examiner.

▼ In cases where the main examiner or sub-examiner has retired.

▼When a new professor takes over the affiliated research lab, the main examiner is changed from the acting professor to the new professor.

Documents Required for Provisional Application (2nd Time and Beyond)

Format No.	Required Documents	Number	Remarks
K04	Provisional Application for PhD (Subsequent Applications)	1	
K06	Summary of Thesis (Subsequent Applications)	1	Submit electronic data (in Word format) as well. **The file name should be "Your Name, Provisional Application (Subsequent Application)"**. Submit via the forms link on our web site.The electronic data version does **NOT** require a seal.

===Precautions on thesis with multiple first authors===

- The thesis must clearly indicate equal contribution by the authors in the authorship section.
- If there are two or fewer equally contributing authors, any of them can be considered the first author for dissertation purposes. However, if there are three or more equally contributing authors, the doctoral candidate must be listed either first or second.
- If the doctoral candidate is listed second in the authorship list at the time of dissertation submission, but their position changes to third or lower after acceptance for publication, the dissertation application will be rejected.

List of required documents:

Format No.	Required Documents	Number	Remarks
K11	Statement of Reason for Multiple First Authors	1	
K12	Explanation of Responsibilities for Multiple First Authors Thesis	1	
K13	Pledge	1	
-	Main Thesis (In principle, the thesis should have been published (or scheduled for publication) in a peer-review journal.)	1	

【Submission Deadlines】

If the main thesis is based on a publication with multiple first authors, this must be declared during the provisional application process. **The applicant should underline the relevant author's name(s) in the author list section of the [K01 Provisional Application for PhD]**.

Furthermore, the four documents listed above must be submitted ***after*** the thesis has been accepted and ***before*** the final review documents are due.

②Preliminary Review (YOBI-SHINSA)

Preliminary Review Meeting

Coordinate with the preliminary reviewers to schedule and conduct the preliminary review meeting. If you do not pass the preliminary review, you will need to undergo the preliminary review again. The preliminary review meeting may be conducted before the thesis is accepted.

Format No.	Required Documents	Number	Remarks
L01	Preliminary Review Result Sheet	1	Submit when you apply for the dissertation defense.

[Note] Bring the Preliminary Review Result Sheet (Form L01) to the review session, and if you pass, obtain signatures from the preliminary reviewers. Additionally, the Preliminary Review Result Sheet, signed by two preliminary reviewers, is required for applying for the dissertation defense. Please be careful not to lose it.

- The applicant should coordinate the schedule with the two preliminary reviewers (sub-examiners).
- Preliminary Review Meeting must be conducted in person, with the attendance of both preliminary reviewers as a general rule. However, if an in-person review is extremely difficult, it may be conducted online.
- If it is difficult to coordinate the schedule of both preliminary reviewers, individual review meeting for each reviewer may be conducted. In such cases, please obtain approval from the main examiner beforehand and proceed individually.

◆ However, for individual review meetings, the [L02 Notification of Preliminary Review Meeting] must be submitted and made public.

■Required Document for the Preliminary Review Meeting with one by one

Format No.	Required Documents	Number	Remarks
L02	Notification of Preliminary Review Meeting	1	Submit electronic data (in Excel format) before conducting the Preliminary Review Meeting. Submit via the forms link on our web site.

▼Procedure for Conducting Individual Preliminary Review Meetings

1. Coordinate the schedule and location individually with each of the two preliminary reviewers.
2. Once the schedule and location are determined, submit the "Notification of Preliminary Review Meeting" to the Educational Affairs Section.
3. The Educational Affairs Section will post the "Notification of Preliminary Review Meeting" on the bulletin board on floor L of the research building.

③PhD Dissertation Defense (KENKYU-HAPPYOUKAI)

Upon passing the preliminary review, you can proceed to apply for the PhD dissertation defense. The dissertation defense will be conducted publicly, and the applicant will present their thesis for the degree application.

【Submission Deadlines: TWO WEEKS BEFORE the dissertation defense】

Please submit all documents specified in sections I and II, as well as the electronic data under section III, **by the deadline.**

List of required documents:

Ⅰ. Application Documents for the PhD Dissertation Defense

※Please submit after reserving the date and time of the dissertation defense with the Educational Affairs Section.

Format No.	Required Documents	Number	Remarks
P01_1	PhD Dissertation Defense Application	1	Fill in "Doctoral Program, 4th year" in the Grade (School) year field for current students and repeaters. In the Place to contact field, provide the contact details of your lab or workplace. ※Please confine to one A4-sized page
L01	Preliminary Review Result Sheet	1	Need signatures of two sub-examiners
P02	Synopsis of Thesis	1	Please confine to one A4-sized page
P04	List of Research Achievements	1	
P09	Plagiarism Confirmation Report	1	**The report** should now be submitted in PDF format only
P12	Pledge	1	Handwritten signatures (stamps/seals are not acceptable)
P05	Verification Form for Degree Certificate Name	1	
P10	Special Seminar Submission table for "Attendance Sheet and Summary"* ※Refer to the **[Note 2]** below		※Not required for those who have already submitted it upon completion. Staple the specified number of pages together with the submission form on

			top, and submit it after obtaining approval from your supervising professor.
-	Research Instruction Plan ※Refer to the **[Note 3]** below		※Not required for those who have already submitted it upon completion. Please submit all documents from 1st to 4th year. For students who will graduate early at the end of March of their 3rd year, please submit documents from 1st to 3rd year.

[Note 1] **All documents should be in A4-size.**

[Note 2] As for the forms "P06 Attendance and Summary for Dissertation Defense," "P07 Attendance and Summary for Research Seminar," please be sure to attach the form "P10 Special Seminar Submission Table for "Attendance and Summary" on top and submit them after obtaining approval from your supervising professor. Forms without the supervising professor's seal will **NOT** be accepted.

[Note 3]

- The form for fourth-year students includes a signature section for the supervising professor at the bottom right.
- Students extending their enrollment(repeaters) are required to submit forms for the extended year as well.

Related forms for [Note 2] and [Note 3] are provided below.

https://www.med.osaka-u.ac.jp/education/students/format/format-2

Ⅱ. Application Documents for Doctoral Degree Conferment

Format No.	Required Documents	Number	Remarks
H01	Application for PhD Degree	1	Please ensure the date matches the date on "P03 Applicant Resume".
H02	Consent Form	1	
H03_1	List of Publications ※Refer to the **[Note 2]** below	1	
P02	Synopsis of Thesis	2	
P03	Applicant Resume	2	Please ensure the date matches the date on "H01 Application for PhD Degree".
H10	Confirmation Form of Doctoral Dissertation Internet Publication (University Institutional Repository Publication). (= OUKA Publication Confirmation Form)	1	Please ensure the date matches the date on "P03 Applicant Resume". All submissions must be marked with "Publication of Abstract Requested". ※**Please print on one side of the paper**

[Note 1] **All documents should be in A4-size**.

[Note 2] For "H03_01 List of Publications," please list your own papers, regardless of whether you are the first author, that are referenced in your thesis-writing process and are essential for explaining your main thesis. **Unless there is a specific reason, listing only the main thesis is acceptable.**

Ⅲ. Electronic Data

Please submit the following documents as electronic data as well.

※Kindly ensure the sample is removed before uploading the document.

Format No.	Required Documents	Number	File Format and File Name
P01_1	PhD Dissertation Defense Application	1	Format: Word ※Seal is **NOT** required File name: "your name_ Application"
P02	Synopsis of Thesis	1	Format: Word File name: "your name_ Synopsis"
P03	Applicant Resume	1	Format: Word File name: "your name_Resume"
P04	List of Research Achievements	1	Format: Word File name: "your name_List of Achievements "
H10	Confirmation Form of Doctoral Dissertation Internet Publication (University Institutional Repository Publication). (= OUKA Publication Confirmation Form)	1	Format: Word File name: "your name_OUKA"
-	iThenticate Report	1	Format: **PDF** File name: "your name_Palagiarism" ※Mian Examiner (=Supervising Professor) is responsible for generating the report. ※Please output the result displaying in "Document Viewer Mode" as a PDF file.
-	Main Thesis	1	Format: **PDF** File name: "your name_Thesis"

▼Important Notice▼

For documents that require the title of the thesis to be written, **please ensure that the titles match the main thesis PDF title across all documents**.
Especially for **English titles, ensure that capitalization, italics, etc., are all consistent**.

▼ Regarding the PhD dissertation defense

1. The PhD dissertation defenses will primarily be held online. However, they may be conducted in-person at the discretion of the supervising professor (main examiner).
2. Up to two sessions can be held simultaneously: either two online meetings or one online and one in-person meeting. Simultaneous in-person meetings (two at a time) are not permitted.
3. The PhD dissertation defense is generally held between 9:00AM and 5:00PM. For online sessions, the supervising professor may decide to hold them outside these hours (excluding early morning to late-night times) to accommodate student attendance.
4. The schedule for each session follows a set time frame of 30 minutes: 13 minutes for presentation, 7 minutes for discussion, and 10 minutes for setup and transition.
   [Each hour is divided into two slots starting at 00 minutes or 30 minutes past the hour]
5. For in-person PhD dissertation defenses, students can conduct a rehearsal (test screening) the day before their defense. If the day before is a weekend or public holiday, the rehearsal will be held on the preceding weekday. The location and time for the rehearsal will be announced via group email one week before the defense.
6. Hybrid formats (mixing online and in-person modes) for the PhD dissertation defenses are not allowed.
7. Documents for the main and sub-examiners to be used on the day of the defense must be provided in electronic format using the ICHO document system.

▼ Regarding the Consent Form

Consent form for the main thesis (co-authored thesis in a foreign language) related to the degree application:

(1) If the co-author is Japanese, please use the consent form.
Note: Even if the Japanese co-author resides overseas, an original copy with a seal is required.

(2) If the co-author is a foreigner, whether residing in Japan or abroad, and cannot use the consent form (e.g., due to the form being in Japanese), the degree applicant must obtain a document equivalent to the consent form from the co-author. **However, scan data of the document is acceptable ONLY if the co-author is residing abroad.** The letter must include at least the following contents:

① Author names of the thesis (including co-authors), title, name of the journal, volume, and page numbers.

② A statement indicating no objection to the use of the thesis by Mr./Ms. A for the degree application to the Graduate School of Medicine, The University of Osaka.
[Example] "I have no objection to Mr./Ms. A's usage of this thesis as his/her PhD thesis."

③ Addressee (Mr./Ms. A or the Dean of the Graduate School)

④ The affiliation (name of the research institution), position, name, and handwritten signature of the foreign co-author (electronic signatures are not acceptable).

▼ Confirmation Form for Internet Publication of Doctoral Dissertation (OUKA Publication Confirmation)

- Since the 2013 academic year (Heisei 25), it has been mandatory to publish doctoral dissertation through the university's institutional repository. However, if there are copyright issues or other reasons, with the approval of the graduate school, a summary may be published instead of the full text.
- In the Graduate School of Medicine, since the requirement for degree application is publication in a peer-reviewed academic journal, it is considered that publishing the full text of the dissertation on The University of Osaka Institutional Knowledge Archive (OUKA) is not feasible due to copyright issues. Therefore, a summary (abstract of the dissertation content) will be published.
[Decision by the Doctoral Program Committee on May 9, 2013]

▼ Regarding the Main Thesis

- The submitted PDF file will be registered in OUKA and will be available for viewing upon request within the library.
- If the main text and figures are in separate files, please combine them into a single PDF file before submission.

④Final Review (HON-SHINSA)

Final Review: Doctoral Program Committee for Medicine

Upon passing the dissertation defense, you can proceed with your degree application. The application will be reviewed at the Doctoral Program Committee for Medicine starting from the following month.

After the dissertation defense is completed, please submit the examination result report documents to the Educational Affairs Section.

The deadline for submission each month (except for March) is the Friday of the week following the last day of the dissertation defense in that month (or the preceding day if it falls on a holiday). (Refer to page 2)

List of required documents for the Final Review:

Monthly Deadline: By the Friday of the same week as the final day of the dissertation defense held in that month.

Format No.	Required Documents	Number	Remarks
H05	Report on the Examination Results of the Dissertation	1	Handwritten Signatures of the Main and Sub-Examiners.
H07	Summary of Dissertation Examination Results and Responsible Examiners	2	Request the Main Examiner to fill out the form and obtain the Main and Sub-Examiners' handwritten signatures. (One original and one copy)
H08	Summary of Final Examination Results and Responsible Examiners	2	Handwritten Signatures of the Main and Sub-Examiners. (One original and one copy)
H13	Report on Plagiarism Confirmation	1	Handwritten Signatures of the Main and Sub-Examiners.
-	System for Publishing “Career” Decisions	1	For currently enrolled students only. Please complete all required information on the website and submit the form on the left.

[Note 1] All documents should be in A4 size.

[Note 2] Please accurately enter the job titles of the main and sub-examiners as per the "Notice of the Appointment of Degree Thesis Examination Committee Members." However, if the title is "Professor (Health Science)", do not include "(Health Science)".

[Note 3] If the main thesis has not been published in print, please attach one copy of the planned publication certificate.

① The format is optional.
The certificate must include the journal name, Vol No., issue date, and editor's seal is required. An email from the editor is also acceptable.

② In the case of English text, only documents stating "～has been accepted for publication～" will be accepted

[Note 4] If the main thesis is based on a publication with multiple first authors, please submit the following documents (K11-K13, as well as the main thesis itself) after the main thesis has been accepted and *before* the final review documents are due.

Format No.	Required Documents	Number	Remarks
K11	Statement of Reason for Multiple First Authors	1	
K12	Explanation of Responsibilities for Multiple First Authors Thesis	1	
K13	Pledge	1	
-	Thesis (In principle, the thesis should have been published (or scheduled for publication) in a peer-review journal.)	1	

▼Regarding the Career Decision Notification Form

Current students are requested to register their post-graduation career plans on the " System for Publishing “Career” Decisions " before their graduation date. Please access the system using the URL or QR code below and log in with your Osaka University personal ID.

http://www.osaka-u.ac.jp/ja/guide/career/report/report

[Note] To use the system, you need an Osaka University personal ID. Once you lose student status, you will not be able to register, so if you are considering withdrawal after completing your credits, please be sure to register before withdrawing. In such cases, please register your plans or employment status after withdrawal.

Other Important Notes

【For Graduates from April to September】

- Certificate of Completion…Available for issuance from the next business day after the completion date each month. (Processing takes approximately 3-7 days from application.)
- Degree Certificate… Available for issuance from late September. Scheduled for conferral at a ceremony for the Graduate School of Medicine. For graduates unable to attend, certificates will be provided at the Educational Affairs Section. (Details regarding pickup methods will be notified to the lab in early September.)
- Those who have extended their enrollment and completed the final review or dissertation defense by the end of April… Please confirm with the Educational Affairs Section regarding the possibility of reducing the tuition fees for that semester.

【For Graduates from October to March】

- Certificate of Completion…Available for issuance from the next business day after the completion date each month. (Processing takes approximately 3-7 days from application.)
- Degree Certificate… Available for issuance from late March. Certificates will be provided at the Educational Affairs Section. (Details regarding pickup methods will be notified to the lab in early March.)
- Those who have extended their enrollment and completed the Final Review or Dissertation Defense by the end of October… Please confirm with the Educational Affairs Section regarding the possibility of reducing the tuition fees for that semester.

Additional Notes:

① For example, if a student withdraws after completing credits in March of Reiwa 6 (2024) and completes the dissertation defense within 3 years from April of Reiwa 6 to March of Reiwa 9 (2027), and submits the final review documents, they can be awarded a doctoral degree. If the application for the final review cannot be made by the end of March of Reiwa 9, they will not be eligible for the degree of the course-based doctorate, and they will need to start the procedures for the degree of the dissertation-based doctorate from the beginning.

② Those borrowing entry and exit cards should return them to the Educational Affairs Section upon graduation.

③ For any other inquiries or questions, please contact the Educational Affairs Section.

[Contact Information for Doctoral Degree Application]
Educational Affairs Section (KYOMU- KAKARI),
Graduate School of Medicine / Faculty of Medicine, The University of Osaka
E-mail: i-kyomu-kyomu@office.osaka-u.ac.jp