

Graduate School of Life Sciences
Ph.D. Thesis/Dissertation Submission Procedures Guide,
(for students scheduled to graduate in March 2027)

1. Ph.D. Degree Requirements

- To receive a Ph.D. degree from the Graduate School of Life Sciences, all four of the following requirements must be met:
 - (1) Completion of the required courses and credits for a Ph.D. degree (a total of 9 credits or more).
 - (2) Publication or acceptance of at least one first-authored paper in a peer-reviewed academic journal. As a general rule, the first-authored paper must include content that forms the core of the doctoral dissertation. Alternatively, a manuscript under review must be deemed suitable for acceptance through the Special Exception Review.
 - (3) Passing the dissertation review.
 - (4) Passing the final examination (dissertation defense).
- If the first-authored paper is still under review and has not been accepted by the end of February, even if the dissertation review and final examination have been passed, the decision on awarding the doctoral degree will be postponed until the Faculty Council meeting. This deferral period is one year (until the end of February of the following year). If this period is exceeded, the dissertation review and final examination results will be nullified.

2. Submission of the Dissertation Title Form (both hard and soft copies)

Submit both (a) and (b) below by the deadline using the designated method.

!Note! If your dissertation is related to a patent application, please ensure that the title does not contain any information that would reveal patent contents.

(1) Submissions:

(a) Ph.D. Dissertation Title Registration Form (Paper)

(Printed hard copy with the academic advisor's approval stamp. Submit the original hard copy.)

(b) Ph.D. Dissertation Title Registration Form (Data version) (Excel file)

(Download the designated Excel form and submit it via Google Form.)

(c) Summary Registration Request Form (Paper, submitted only if applicable).

To be submitted only if you wish to publish a summary instead of the full text due to unavoidable reasons (for details, see Section 6). Submit a printed copy with the academic advisor's approval seal. Specify the reason and the date when the full text can be published. If submitting with an "undecided" publication date, you must update the Academic Affairs Section on the situation by the month of graduation (March).

(2) Format: Download the forms from the following URL.

<http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html>

Graduate School of Life Sciences HP: *HOME > For Students > Completion and Advancement to the Doctoral Course Procedures > Information about Completion and Advancement to the Doctoral Course Procedures*

(3) Deadline for Submission: 17:00 on November 24 (Tue)

(4) Submission Method:

- **For (a) and (c):** Obtain the academic advisor's approval seal and submit in person at the office, via university mail (Gakunaibin), or by regular mail. If sending via Gakunaibin or regular mail, notify the

Academic Affairs Section by email to prevent non-delivery issues. (The Academic Affairs Section's email address can be found on page 6.)

- **For (b):** Upload via the designated Google Form.
[【提出フォーム（論文題目届）・Submission Form \(Thesis Title\)】](#)
 - Log in from your Tohoku University account (@dc.tohoku.ac.jp).
 - After uploading your submission, click “Submit” in the last section.

3. Submission of Abstracts for Final Exam Presentation

Prepare your abstract in the format below and submit it via Google Form by the deadline. Submitted abstracts **will be made publicly available online** during the final examination.

(1) Required Document: Abstract for Final Examination (PDF format)

- Prepare the document in Microsoft Word (Windows/Mac) within 2 pages (A4 size) and convert it to PDF.
- Refer to the example of the first page of the document on the right.
- Margins: Top & Bottom 25 mm, Left & Right 20 mm.
- File size should be approximately 5 MB, if possible. (Submissions exceeding 5 MB will still be accepted.)
- **The dissertation title must match the registered title exactly (no changes permitted).**
- Refer to “[About File Format for Abstracts](#)” for fonts and styling details.

Abstract (example)

○○○○○ (Title)

Laboratory of ○○

○○○○ (Name)

○○○○..... (Text)

(2) Deadline and Submission Method:

- **Deadline for Submission:** 17:00 on December 25 (Fri) (strict deadline)
- **Submission Method:** Upload via [【提出フォーム（最終試験の要旨）・Submission Form \(Abstracts for Final Examination\)】](#)
 - Log in from your Tohoku University account (@dc.tohoku.ac.jp).
 - After uploading your submission, click “Submit” in the last section.

!Note! If your dissertation is related to a patent application, password-protect the PDF file before uploading. The password should be shared only with those who require access to prevent the leakage of confidential information.

4. Submission of Dissertation (for Review) and Documents for Degree Application.

(1) Submissions:

(a) Ph.D. Dissertation (for Review)

Dissertation data should be submitted via Google Form in PDF format by the deadline. Please follow your academic advisor's instructions regarding the method and format of submission to the main and secondary examiners.

- **Submission deadline:** 17: 00 on January 12, 2027 (Tue) (strict deadline)
- **Submission Method:** Upload via [【提出フォーム（審査用論文）・Submission Form \(Thesis/Dissertation for Review\)】](#)
 - Log in from your Tohoku University account (@dc.tohoku.ac.jp).
 - After uploading your submission, click “Submit” in the last section.

!Note! If your dissertation is related to a patent application, password-protect the PDF file before uploading. The password should be shared only with those who require access to prevent the leakage of confidential information.

(b) Documents for Degree Application

Submit the documents listed below to the Academic Affairs Section in person, via Gakunaibin, or by regular mail. If sending via Gakunaibin or regular mail, notify the Academic Affairs Section by email to prevent non-delivery issues. (The Academic Affairs Section's email address can be found on page 6.)

➤ Submission deadline: January 12 (Tue), 2027 (strict deadline)

*For Document No. 4 (Digital Abstract), upload the Word file via the designated Google Form.

*For submission, at least one paper of which the applicant is the first author, and which includes content constituting the doctoral dissertation, must be published or accepted in a peer-reviewed academic journal, or must have already been submitted.

The title of the doctoral dissertation cannot be changed from the one registered in the Title Form without permission.

No	Document	Format	Notes
1	履歴書 Resume (designated form)	Paper	Refer to the example on the website and fill out. Form downloadable from the website: http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
2	論文目録 (List of Publications) (designated form)	Paper	Refer to the example on the website and fill out. Form downloadable from the website: http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
3	論文内容要旨 Dissertation Abstract (With Cover Page)	Paper	(1) Word format, A4 size, within 4,000 Japanese characters (or within 2,000 words in English). Keep file size under 8 MB. (2) Fill in the title, name, etc., on the cover page as shown in the sample: http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html (3) If the title is in English, provide a Japanese translation in parentheses. (4) The formatting requirements for the main text pages are as follows: - Set margins to 3.0 cm for the top and bottom, 2.5 cm for the left side, and 2.0 cm for the right side. - Set the font size to approximately 10 points. The character layout per page should be 40 characters per line × 30 lines (for Japanese text). For English text, please format according to these standard guidelines. - If inserting figures, photographs, or illustrations, arrange the layout yourself and convert their size into an equivalent word/character count to be included in the total limit.

4	論文内容要旨 Dissertation Abstract Data Version (Main text only, no cover page)	Digital (Word)	(1) Upload the main body (Word file, without cover page) via Google form: 【提出フォーム（論文内容要旨）・Submission Form (Abstracts)】 - Log in from your Tohoku University account (@dc.tohoku.ac.jp). - After uploading your submission, click “Submit” in the last section. !Note! This data will be publicly disclosed as “Abstract of Ph.D. Dissertation and Results of Examination”. If your dissertation is related to a patent application, ensure that this data does not contain any information about the patent.
5	誓約書 (Pledge)	Paper	Read the “Guidelines for Submitting a Ph.D. Dissertation” and pledge that you have not engaged in research misconduct. Download form from website. http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
6	共著者誓約書 Co-authorship Agreement (<i>If applicable</i>)	Paper	<u>Required if using a paper with an equally contributing co-author. Must include handwritten signature from the equally contributing author.</u> The purpose of this agreement is to obtain permission from the equally contributing author to use the article. Download form from website. http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
7	Proof of Publication, Acceptance, or Submission	Paper	Attach an A4 printout showing status (journal table of contents copy, editor acceptance email, submission confirmation, etc.).

5. Review and Final Exam

(1) **Dissertation Review Period:** Scheduled for **January 12 (Tue) - January 21 (Thu)**. Confirm exact schedule with your academic advisor.

(2) **Final Examination (Defense):** Scheduled for **January 22 (Fri) - January 29 (Fri)**. Details and presentation schedule will be sent via Tohoku University DC email.

Regarding the reference materials for the final examination:

Prior to the final examination, each student must send the PDF file of their presentation slides (using the format below) to the final examination committee members. If your academic advisor has provided specific instructions regarding delivery method or media, please follow those instructions.

Format/Style: Add slide numbers to each slide and convert the slides to PDF format.

Deadline: Send PDF slides via email to all final examination committee members by **17:00 on the day before your presentation** (must arrive by deadline). (*Follow any additional instructions from your academic advisor.*)

!Note! For content related to Patent Applications: Consult your academic advisor in advance regarding delivery procedures to prevent leakage of confidential information.

6. Publication of the Dissertation

Doctoral degree recipients **are required to publish the full text of their dissertation online.** Generally, publication should be through the university library that awarded the degree. Tohoku University uses the Tohoku University Repository (TOUR), established by the Tohoku University Library, for public access. It will also be available to the National Diet Library. The full text of the dissertation is published within one year of submission.

However, if “unavoidable reasons” prevent full-text publication, a **summary** may be published instead upon approval. **Full text must be published as soon as reasons are resolved.**

*For more information about “unavoidable reasons” and the concepts of “summary” and “abstract”, please refer to the Reference Materials on the “For those submitting doctoral dissertations” page (<http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html>).

7. Submission of Ph.D. Dissertation (for Graduate School Archive)

After the review is successfully completed, submit the “Doctoral Dissertation (Full Text) Data”. For the format, file name, etc., refer to “**How to Prepare Submission Materials**” below.

(1) Submissions:

(a) “Full text” dissertation data and a CD-R containing the same data.

(b) “Summary” dissertation data and a CD-R containing the same data (*Only if full text cannot be published*)

*If the full text of the dissertation cannot be published online due to “unavoidable reasons”, submit the “Summary of the Full Text” data in addition to the “Full Text of the Dissertation” data. Until the “unavoidable reasons” are resolved, the summary will be published instead of the full text.

(2) Submission Method (common for submissions (a) and (b))

1. Prepare PDF files according to “How to Prepare Submissions” below.
2. Upload data to Google Form: [【提出フォーム（論文全文・要約データ）・Submission Form \(full-text data and summary of the dissertation\)】](#)
 - Log in from your Tohoku University account (@dc.tohoku.ac.jp).
 - After uploading your submission, click “Submit” in the last section.
3. Prepare a **CD-R with the same data in a hard case** and submit it to the Academic Affairs Section. (The CD-R will be stored in the Graduate School's archive.)
 - Submit one CD-R per data submission. (If you are submitting summary data, submit two CD-Rs: one containing the full text and one containing the summary data.)
 - If sending via Gakunaibin or regular mail, notify the Academic Affairs Section by email to prevent non-delivery issues. (The Academic Affairs Section's email address can be found on page 6.)

(3) Submission deadline: 17:00 on March 10 (Wed) (common for submissions (a) and (b))

- The title of the dissertation cannot be changed after the review and final examination.
- For the format, file name, etc., refer to the “**How to Prepare Submissions**” below.
- Even when publishing a summary of the full text, it is necessary to submit the full text data of the dissertation for submission to the National Diet Library and for storage at the University Headquarters and the Graduate School.
- **If you previously submitted the “Summary Registration Request Form” with an “undecided” publication date**, please inform us of the possible publication date via email.

- If you intended to publish the full text of your dissertation when you submitted the title but later became unable to do so due to unavoidable circumstances, inform the Academic Affairs Section and submit a “Summary Registration Request Form” along with the CD-R containing the summary data.

8. Announcement of Graduates

Graduation announcement (Student ID Numbers and Degree Numbers) will be posted on the Graduate School website on **March 3 (Wed) around 17:00**.

Graduate School of Life Sciences website: *HOME > For Students > Completion and Advancement to the Doctoral Course Procedures > Information about Completion and Advancement to the Doctoral Course Procedures* <https://www.lifesci.tohoku.ac.jp/oncampus/completion/>

9. Degree Conferral and Graduation Ceremony

The University-wide Degree Conferment Ceremony and the Graduate School Graduation Ceremony are scheduled for **Thursday, March 25, 2027**. Details will be posted on the Graduate School of Life Sciences website under “For Students” at a later date.

Graduate School of Life Sciences, Tohoku University
Katahira 2-1-1, Aoba-Ku, Sendai 980-8577 JAPAN

TEL: +81-22-217-5706 Email: lif-kyom@grp.tohoku.ac.jp

* Gakunaibin: “片 A20, Academic Affairs Section, Graduate School of Life Sciences”

How to Prepare Submissions

Cover page for data version

About the “Full Text” and “Summary” data of the Ph.D. Dissertation

(1) All data should be in **PDF format**.

(2) The file cannot be separated into text and images. (1 file for 1 thesis)

(3) Note that if your submitted data contains personal information, such as your student ID or registered domicile, this information will be publicly accessible online. To avoid this, carefully review the next page, “Notes on Personal Information When Submitting Doctoral Dissertations”, and remove any unnecessary personal details before submission.

(4) Attach the cover page as the first page of the dissertation, as shown on the right. For the summary data, change “Ph.D. Dissertation” to “**Ph.D. Dissertation (Summary)**”.

Ph.D. Dissertation
○○○○○ (Title)
(If the title is in English, please
provide a Japanese translation)

2026 Academic Year
Tohoku University,
Graduate School of Life Sciences
Department of○○○○○
○○ ○○ (Name)

(5) **The file name of the data (PDF file)** is different for the full text and the abstract, as shown below. Ensure the file name is correct before submitting.

- The degree conferral date is March 25, 2027.

- The degree number will be announced on the Graduate School homepage at the time of the graduation announcement.

➤ **For full text data: (Date of degree conferral (for the year is only the last two digits; “yymmdd”) - English name (last name only) -Degree number – 1)**

Example: (if the degree number is “777”) **270325-Yamada-777-1**

The “1” at the end indicates the Ph.D. Dissertation's **full text**.

➤ **For summary data: (Date of degree conferral (for the year is only the last two digits; “yymmdd”) - English name (last name only) - Degree number – 0)**

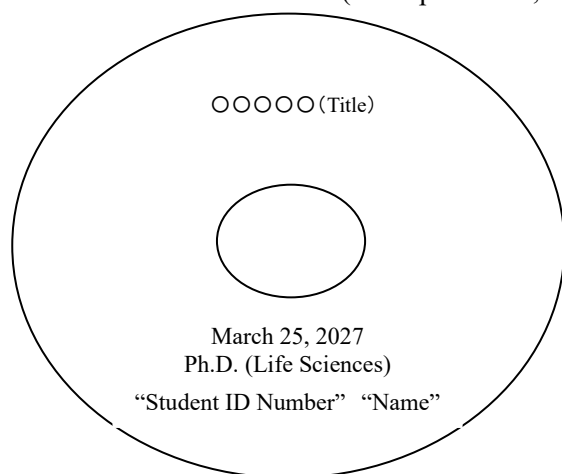
Example: (if the degree number is “777”) **270325-Yamada-777-0**

The “0” at the end indicates the Ph.D. Dissertation's **summary**.

About CD-R for archiving at the Graduate School

Write the title of the dissertation, date of degree conferral, type of degree, student number, and your name on the CD-R and submit it in a hard case.

About CD-R for submission (Example CD-R, front side)



- **The type of degree** will be “**Ph. D. (Life Science)**”.

- If the title of the dissertation is in English, you don't need to write a Japanese translation on the CD.

- For summary data, write “**(summary)**” in parentheses above the title.

- Write the information with an **oil-based marker** or print it.

Notes on personal information when submitting doctoral dissertations, etc.



Publication of Doctoral Dissertations

* The same applies to master's theses that you wish to make public.

You are obligated to publish your doctoral dissertation, in principle, over the Internet. Your dissertation data will be published on the Tohoku University Repository TOUR (on the Internet) as submitted.

Even if the data contains personal information such as "permanent domicile," "academic history," "student ID number," etc., it will still be published on the Internet, so please delete any unnecessary information before submission.



PDF files may contain unintended personal information in the file information. We recommend that you delete this information if you do not have a particular need for it.

【 How to check (for Acrobat) 】

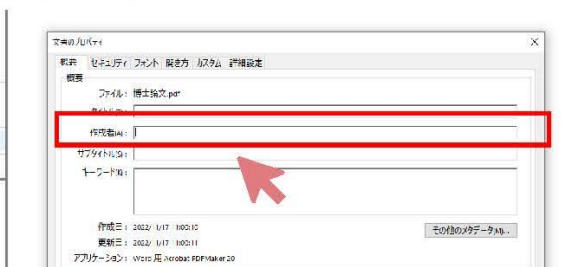
- ① Click on the "Document Properties" function of the PDF file
- ② Click on the "Description" tab.
- ③ Check the "Author" field.

Image in Japanese



For example,

- Name of the person who is not the author of the paper
 - Affiliation of the author
 - E-mail address
- may be registered.



*If you cannot process PDF files, please process the creator information of the original file (e.g. Word) before saving it.



Publication of "Summary of Doctoral Dissertation Contents and Examination Results"

You are obliged to publish the abstract of your doctoral dissertation and the summary of the examination results on the Internet.

Please note that items on the form prescribed by the University will be published on the Internet.

<Items to be published>

Name, type of degree, degree number, date of conferral, requirements for conferral, last academic background (only for Dissertation Ph.D.), name of graduate school and department, thesis title, examiners, abstract of contents, abstract of examination results