> **Graduate School of Life Sciences**
> **Ph.D. Thesis/Dissertation Submission Procedures Guide,**
> **(for students scheduled to graduate in September 2025)**

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 paper in a peer-reviewed academic journal as the first author. As a general rule, the first-authored paper must include content that constitutes the doctoral dissertation.

(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 August, even if the dissertation review and final examination have been passed, the decision on awarding the doctoral degree will be postponed until the faculty meeting. This deferral period is one year (until the end of August of the following year). If this period is exceeded, the dissertation review and final examination results will be annulled.

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, ensure that the title does not contain any information about the patent.**

(1) Submissions:

(a) Ph.D. Dissertation Title Registration Form
(Printed hard copy with the supervisor's (professor or associate professor) approval stamp. Submit the original hard copy.)

(b) Ph.D. Dissertation Title Registration Form (Data version) (Excel file)
(Download the designated form and submit it using the Google Form below.)

(c) Summary Registration Request Form (original hard copy, **submitted only if applicable**).
To be submitted only if you wish to publish an abstract of your dissertation due to unavoidable reasons. (For details, see "6. Publication of Dissertation".)
- Submit a copy with the approval seal of the faculty advisor (professor or associate professor).
- Specify the reason and the date when it will be available for publication. If you are submitting the request form with an "undecided" publication date, please provide this information by the month in which you will complete the course (September).

(2) Format: The forms can be downloaded 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 June 2 (Mon)

(4) Submission Method:

・ For (a) and (c), obtain the approval stamp and bring the documents to the Academic Affairs Office or send them via university mail (Gakunaibin) or regular mail. If sending via Gakunaibin or mail, please

notify us by email to avoid issues with non-delivery. (The Academic Affairs Section's email address is on page 6.)

· The form (b) should be submitted via 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

Please prepare your abstracts for the final exam in the following format and submit the file via Google Form by the deadline.

Submitted abstracts **will be made available to the public online** at the time of the final exam. **Please note that starting 2024 year, the Graduate School of Life Sciences Book of Abstracts (printed soft cover book) will no longer be published.**

(1) Submission: Abstract for final examination: <u>Maximum 2 pages</u> (A4 size)
- The document should be prepared in Word (Windows/Mac both are acceptable) and submitted in PDF format.
- Refer to the example of the first page of the document on the right.
- Set a margin of 25 mm at the top and bottom and 20 mm on each side of the paper.
- Limit the file size to approximately 5MB, if possible. (Submissions exceeding 5MB will still be accepted.)
- **The title of the abstract must be as indicated on the registration form (it cannot be changed).**
- For more information on font and other details, please see "About File Format for Abstracts".

Abstracts (example)
○○○○○○（Title） Laboratory of ○○ ○○○○（Name） ○○○○······（Text）

(2) Deadline and Submission Method:

➢ **Deadline for Submission**: **17:00 on July 22 (Tue) (strict deadline)**

➢ **Submission Method:** 【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 thesis 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. Follow your academic advisor's instructions for the submission method and format for the main and associate supervisors.

➢ **Submission deadline: 17: 00 on July 22 (Tue) (strict deadline)**

➢ **Submission Method:** 【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 thesis 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 in the following table to the Academic Affairs Section in person, via university mail (Gakunaibin) or regular mail. If sending via Gakunaibin or mail, notify us by email to avoid issues with non-delivery. (The Academic Affairs Section's email address is on page 6.)

> ➢ **Submission deadline: 17: 00 on July 22 (Tue) (strict deadline)**

*No. 4 (Dissertation Abstracts (Digital version)): Upload the Word data using 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 journal, or currently under review.

<u>The title of the Ph.D. dissertation may not be changed from the one reported on the Registration Form of Title without permission.</u>

№	Documents		Notes
1	履歴書 Resume (designated form)	Hard (paper) copy	Refer to the example of how to complete the form on the Graduate School of Life Sciences website. The form can also be downloaded from the same website: http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
2	論文目録 (List of Publications) (designated form)	Hard (paper) copy	Refer to the example of how to complete the form on the Graduate School of Life Sciences website. The form can also be downloaded from the same website: http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
3	論文内容要旨（紙・表紙付き） Dissertation Abstracts (original hard copy **with a cover page**)	Hard (paper) copy	(1) Create the document in Word format, using A4 size paper. The document should be no more than 4,000 characters (2,000 words for English). Keep the file size under 8MB. (2) Refer to the sample on the following website and include the title of your thesis, your name, and other required information on the cover page: http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html (3) If the title is in English, provide a Japanese translation in parentheses. (4) Format the body of your thesis as follows: - Margins: 3 cm top and bottom, 2.5 cm left, and 2.0 cm right. - Font: Use approximately 10-point font. Set the text to 40 characters per line and 30 lines per page. Follow similar guidelines for English text. - If you include figures or photographs, arrange them yourself and include the equivalent character count for their size.

4	論文内容要旨（データ） Dissertation Abstracts **(Data version)** **- Without cover, main text only** -Submit as Word data	Word Data	Submit **a data version of the abstracts described above in 3 (Word file, data without cover page)** via Google form. !Note! **This data will be published in the "Abstracts of PhD Dissertations and Results of Examination" and will be publicly available.** If your dissertation is related to a patent application, ensure that this data does not contain any information about the patent. 【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.
5	誓約書 (Pledge)	Hard (paper) copy	Read the "Guidelines for Submitting a Ph.D. Dissertation" and pledge that you have not violated research ethics in your dissertation research by submitting the "Pledge" (The form can be downloaded from the Graduate School of Life Sciences website.) http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
6	共著者誓約書 Co-authorship Agreement (if needed)	Hard (paper) copy	If you plan to use a research paper that has a co-author as an equally contributing author for your dissertation, submit this form with a signature from the equally contributing author. The purpose of this agreement is to obtain permission to use the article from the equally contributing author. (The form can be downloaded from the Graduate School of Life Sciences website.)http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html
7	Documents showing that the paper has been accepted, submitted, or published	Hard (paper) copy	Attach an A4-size printout of a copy of the journal's contents, an email from the publisher or editorial office, or other document showing that the paper has been published, accepted, or submitted.

5. Review and Final Exam

   (1) The dissertation review is scheduled to take place between July 22 (Tue) and July 31 (Thu). Confirm the specific schedule with your academic advisor.

   (2) The final examination (dissertation defense) is scheduled for August 1 (Fri) through August 6 (Wed). Final exam details and the program (date and time) are scheduled to be sent to the student's DC email address by July 25.

   (3) Send the PDF data of the presentation slides for the final exam to your examiners as a reference document before the final exam. (If your academic advisor instructs you on the method of sending the slides to the examiners, follow their instructions.
Format of distributed slides:
- Each A4 size page should contain 2 to 4 slides for the presentation.
- Each slide should be numbered and enlarged to the maximum size to prevent text garbling.
- To avoid character corruption, convert the data to a PDF file.

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 there is an "unavoidable reason" and the reason is accepted, a summary of the full text may be published instead of the full dissertation text. **The full text must be published as soon as the unavoidable circumstances 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" data of your dissertation and a CD-R containing the same data **(to be submitted only if the 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 the data according to the instructions in **"How to Prepare Submissions"** below.

2. Submit your **data** using the Google form below:

【提出フォーム（論文全文データ）・Submission Form (full-text data 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 as in (2) 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 CD-R with the full text and one CD-R with the summary data.)
- If sending via Gakunaibin or mail, please notify us by email to avoid issues with non-delivery. (The Academic Affairs Section's email address is on page 6.)

(3) Submission deadline: 17:00 on September 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

The announcement of the graduates (their student ID numbers) is scheduled to be posted on the Graduate School of Life Sciences website on Wednesday, September 3, at 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's degree conferment ceremony and the Graduate School of Life Sciences' graduation ceremony are scheduled for Thursday, September 25, 2025. Details will be posted on the Graduate School of Life Sciences website under "For Students" around the end of August.

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

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
〇〇〇〇〇 (Title)

(If the title is in English, please provide a Japanese translation)

2025 Academic Year
Tohoku University,
Graduate School of Life Sciences
Department of 〇〇〇〇〇
〇〇　〇〇 (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 September 25, 2025.
- 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") **250925-Yamada-777-1**
The "1" at the end indicates the full text of the Ph.D. Dissertation.

➢ **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")　**250925-Yamada-777-0**
The "0" at the end indicates the summary of the Ph.D. Dissertation.

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)

〇〇〇〇〇 (Title)

September 25, 2025
Ph.D. (Life Sciences)
"Student ID Number"　"Name"
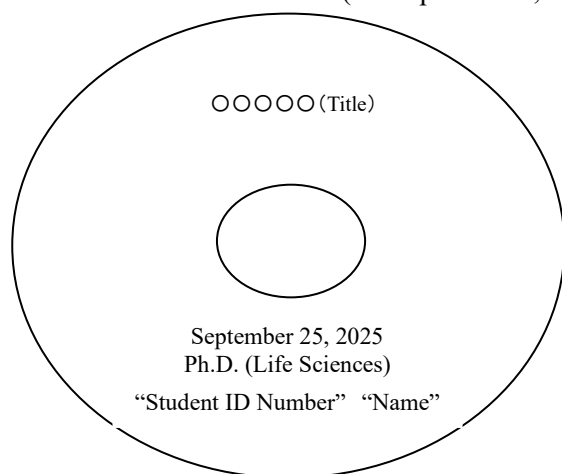
- **The type of degree** will be "**Ph. D. (Life Science)**".

- 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.
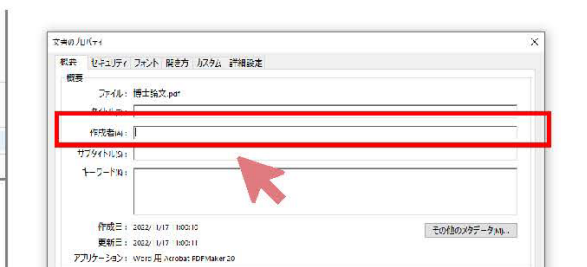
【 How to check (for Acrobat) 】
① Click on the "Document Properties" function of the PDF file
② Click on the "Description" tab.
③ Check the "Author" field.

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