

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

1. Ph.D. degree requirements

- In order to receive a Ph.D. degree from the Graduate School of Life Sciences, all of the following four 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 one or more papers in peer-reviewed academic journals 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 February, even if the dissertation review and final examination have been passed, the decision on passing the doctoral program will be postponed at the March faculty meeting. This withholding period is one year (until the end of February of the following year), and if it exceeds this period dissertation review and final examination results will be annulled.

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

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

!Note! If your dissertation is related to a patent application, please make sure that the title does not contain any information about the patent.

(1) Submissions:

(a) Registration Form of the Title of Ph.D. Dissertation

(printed version with the approval stamp of the supervisor (professor or associate professor)). Original hard copy should be submitted.

(b) Registration Form of the Title of Ph.D. Dissertation (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 in case 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 seal of approval 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 "undecided" publication date, please be sure to inform us of this information by the month (March) in which you will complete the course.

(2) Format: You can download the forms from the following URL.

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

Graduate School of Life Sciences HP: 「在学生の方→修了・進学→博士論文提出等手続き」

(3) Deadline for Submission: 17:00 on November 25 (Mon), 2024

(4) Submission method:

- For (a) and (c), get a stamp of approval, and bring it to the Academic Affairs Office or send it by university mail (Gakunaibin) or regular mail. If you send it by Gakunaibin or mail, be sure to notify us by email that it has been sent to avoid any problems with non-delivery. (The Academic Affairs Section's email address can be found on the last page 6.)
- The form (b) should be submitted via Google Form.
[【提出フォーム（論文題目届）・Submission Form \(Thesis Title\)】](#)
 - Please 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 it 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 this 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: maximum of 2 pages (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.
- Please limit the file size to about 5MB if possible. (If the file is larger than 5MB, the submission 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
○○○○○ (Title)
Laboratory of ○○
○○○ (Name)
○○○・…… (Text)

(2) **Deadline and method of submission:**

Deadline for Submission: 17: 00 on December 25 (Wed), 2024 (strict deadline)

Submission Method: [【提出フォーム（最終試験の要旨）・Submission Form \(Abstracts for Final Examination\)】](#)

- Please 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, please lock the PDF file with a password 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 associate supervisors.

- Submission deadline: 17: 00 on January 6 (Mon), 2025 (strict deadline)
- Submission Method: [【提出フォーム（審査用論文）・ Submission Form \(Thesis/Dissertation for Review\)】](#)
 - Please 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, please lock the PDF file with a password 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

Please submit the documents listed in the following table to the Academic Affairs Section in person, by internal mail or postal service.

No. 4 "Data version (Word, without cover page)" must be submitted by uploading it through the designated Google Form.

If you send it by Gakunaibin or mail, be sure to notify us by email that it has been sent to avoid any problems with non-delivery. (The Academic Affairs Section's email address can be found on the page 6.)

- Submission deadline: 17: 00 on January 6 (Mon), 2025 (strict deadline)

*For submission, it is required that at least one paper, of which the applicant is the first author, and which includes content constituting the doctoral dissertation, has been published or accepted in a peer-reviewed journal, or is currently under review.

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

No	Documents		Notes
1	履歴書 Resume (designated form)	Hard (paper) copy	Please refer to the example of how to fill out the form on the website of the Graduate School of Life Sciences. 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	Please refer to the example of how to fill out the form on the website of the Graduate School of Life Sciences. 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 Dissertation Abstracts (original hard copy with a cover page)	Hard (paper) copy	(1) Please 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). Please keep the file size under 8MB. (2) Please refer to the sample on the following website and fill in 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, please provide a Japanese translation in parentheses.

			<p>(4) Please format the body of your thesis as follows:</p> <ul style="list-style-type: none"> - 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. Please follow similar guidelines for English text. - If you include figures or photographs, please arrange them yourself and include the equivalent character count for their size.
4	Dissertation Abstracts (Data version) (Word, without cover page)	Data	<p>(1) Submit a data version of the abstracts described above in 3 (Word file, without cover page) via Google form.</p> <p>(2) Please note that this data will be published in the "Abstracts of PhD Dissertations and Results of Examination" and will be available to the public.</p> <p>!Note! If your dissertation is related to a patent application, please make sure that this data does not contain any information about the patent.</p> <p><u>【提出フォーム（論文内容要旨）・Submission Form (Abstracts)】</u></p> <ul style="list-style-type: none"> - Please 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	<p>Please 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."</p> <p>(The form can be downloaded from the Graduate School of Life Sciences website.)http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html</p>
6	共著者誓約書 Co-authorship Agreement (if needed)	Hard (paper) copy	<p><u>If you plan to use a research paper that has a co-author as an equally contributing author for your dissertation, please submit this form with a signature from the equally contributing author.</u> The purpose of this agreement is to obtain permission to use the article from the equally contributing author.</p> <p>(The form can be downloaded from the Graduate School of Life Sciences website.)http://www.lifesci.tohoku.ac.jp/oncampus/completion/doctor.html</p>
7	Documents showing that the paper has been accepted, submitted, or published	Hard (paper) copy	<p>Please 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.</p>

5. Review and final exam

(1) The dissertation review is scheduled to take place between January 6 (Mon) and January 16(Thu), 2025. Please confirm the specific schedule with your advisor.

(2) The final examination (dissertation defense) is scheduled for January 17 (Fri) through January 27 (Mon), 2025. Final exam details and program (date and time) will be sent to the student's DC email address at a later date.

6. Publication of the dissertation

Doctoral degree recipients **are required to publish the full text of their dissertation on the Internet.** In general, the method of publication should be through the library of the university that awarded the degree. Tohoku University uses the Tohoku University Repository (TOUR), established by the Tohoku University Library, to make public announcements. 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 text of the dissertation. **The full text must be published as soon as the unavoidable circumstances are resolved.**

*For more information about "unavoidable reasons" and the concept of "summary" and "abstract", please refer to "For those submitting doctoral dissertations" (<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, please submit the "Doctoral Dissertation (Full Text) Data" **by the deadline**. For the format, file name, etc., please refer to "**How to Prepare Submission Materials**" below.

If the full text of the dissertation cannot be published on the Internet due to "unavoidable reasons", please 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.

(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)**

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

1. Follow the instructions in "**How to Prepare Submissions**" below to prepare the data.
2. Submit your **data** using the Google form below.

[【提出フォーム（論文全文データ）・ Submission Form \(full-text data of the dissertation\)】](#)

- Please 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 in a hard case with the same data as in (2)** and submit it to the Academic Affairs Section.

- Please submit one CD-R per one data. (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 you send it by Gakunaibin or mail, be sure to notify us by email that it has been sent to avoid any problems with non-delivery. (The Academic Affairs Section's email address can be found on the page 6.)

(3) Submission deadline: 17:00 on March 12 (Wed), 2025 (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., please refer to the "**How to Prepare Submissions**" below.
- Even in the case of 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.

- For those who have previously submitted the "Summary Registration Request Form" with an "undecided" publication date, please be sure to 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 became later unable to publish the full text due to unavoidable circumstances, please also submit a "Summary Registration Request Form" 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, March 5 at around 17:00.

Graduate School of Life Sciences website: 「在学生の方→修了・進学」

<https://www.lifesci.tohoku.ac.jp/oncampus/completion/>

9. Degree Conferral and Graduation Ceremony

The degree conferment ceremony (conducted by the university) and graduation ceremony (conducted by the Graduate School of Life Sciences) are scheduled to be held on Tuesday, March 25. Details of these ceremonies will be posted on the Graduate School of Life Sciences website "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

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) Please 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) The cover page should be attached as the first page of the dissertation as shown on the right. For the summary data, please change "Ph.D. Dissertation" to "**Ph.D. Dissertation (Summary)**".

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

- **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”) **250325-Yamada-777-1**

The "1" at the end means 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”) **250325-Yamada-777-0**

The "0" at the end means **the summary** of the Ph.D. Dissertation.

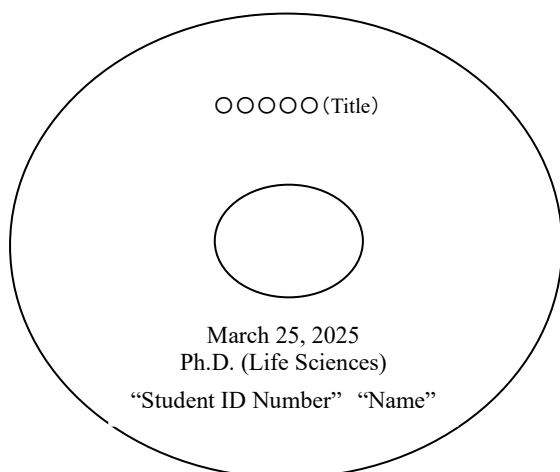
- The degree conferral date is March 25, 2025.

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

(5) Please 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.

<Example of how to write your information on a CD-R

for archiving in the Graduate School>



• **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, please write "**(summary)**" in parentheses above the title.

• The information should be written with an **oil-based marker** or printed.

Cover page for data version

Ph.D. Dissertation
○○○○○ (Title)

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

2024 Academic Year
Tohoku University,
Graduate School of Life Sciences
Department of○○○○○
○○ ○○ (Name)

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.

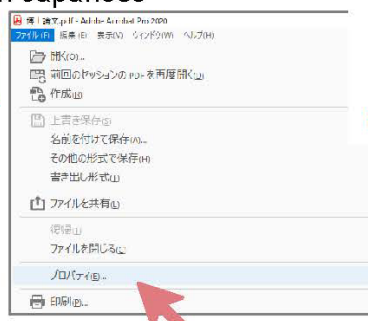


PDF files may contain unintended personal information in the file information. We recommend that you delete this information if you do not have a particular need for it.

【 How to check (for Acrobat) 】

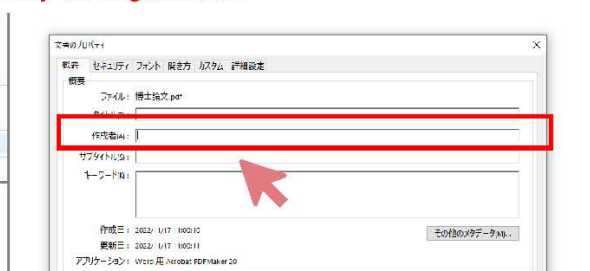
- ① Click on the "Document Properties" function of the PDF file
- ② Click on the "Description" tab.
- ③ Check the "Author" field.

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