

Q & A Regarding Doctoral Degree Thesis

★Regarding submission documents

Q My name is written in Kanji. I would like my diploma to be written in Kanji. What should I do?

A Please write your name in both Kanji and English on all submission documents (preliminary review application(予備検討願), main application documents(本申請書類), etc.).
e.g. 京大 太郎 (KYODAI TARO)
If you apply using only your English name, your Japanese diploma will also be issued with your name in English.

Q After my defense(公聴会), I decided to change the title of my thesis. What are the administrative procedures I need to follow?

A As a general rule, we cannot accept changes to the thesis title after the main application(本申請) (including the change to the Japanese translation of the English title).
If you wish to make a change, please contact the Graduate Student Section(B cluster) as soon as possible. In this case, you must resubmit the documents you submitted with your application.

★Regarding List of contents(論文目録)

Q I have a paper currently under review. Should I include this paper in the list of contents?

A Only peer-reviewed and accepted papers can be filled in the list of contents. Do not include papers currently under review.
Regarding Certificate of Agreement(使用承諾書), you need to obtain consent of the co-authors only for peer-reviewed and accepted papers.

Q My paper has been accepted, but I don't know the date, issue number, or other details of the journal in which it will be published. In this case, how should I write in the list of contents and Certificate of Agreement?

A Please write "Scheduled to be published in spring 20XX", etc.

★Regarding Resume(履歴書)

Q I was once a research student at the Graduate School of Engineering. Should I include this information in my Educational History(学歴)?

A In this case, please write your research student information in your Research History(研究歴).

Q What is the difference between enrollment(進学) and transfer admission(編入学)?

A Enrollment(進学) refers to those who have progressed directly from the master's program of the Graduate School of Engineering to the doctoral program.
On the other hand, transfer admission(編入学) refers to those who have transferred to the Graduate School of Engineering from the doctoral program.
(Transfer admission includes those who completed their master's degree at the Graduate School of Engineering and then worked at a company before enrolling the doctoral program of this school.)

★Regarding Certificate of Agreement(博士学位論文にかかる共著論文等の使用承諾書)

Q Can I submit a copy of the Certificate of Agreement?

A As a general rule, you must submit the original document, and it is not acceptable to submit a copy.
Only if co-authors reside overseas, can you submit a copy.

Q	I cannot obtain consent of all co-authors. What should I do?
A	Please ask your supervisor to check the third box on the Form14-④(博士学位論文の剽窃に係る届出書). Then, please ask your supervisor to write the "document describing the reasons and circumstances" instead of the Certificate of Agreement.
Q	The Certificate of Agreement mentions co-authors and representative of co-authors(所属長). Who are the representatives?
A	The representatives(所属長) is the representative of the company or the other organization. If you published a paper as joint research with a company and the other organization, please submit the Certificate of Agreement with the consent of the representative of the organization. If the consenter belongs to a university, please obtain consent of all co-authors.
Q	It seems that it will take time to obtain consent of all co-authors. What should I do if I cannot meet the deadline for the main application(本申請)?
A	Please submit only the documents that are ready at the time of the main application. If you have to submit an additional certificates, please submit all documents by your defense(公聴会).
★Regarding the thesis booklet	
Q	In the submission documents, I have written my name in both Kanji and English, such as 京大太郎 (KYODAI TARO) . In this case, how should I write my name on the cover?
A	In this case, you may write your name in either Kanji or English in the booklet, but you cannot submit the thesis with both Kanji and English names.
Q	I wrote my thesis in English. In this case, Should I also write the Japanese translation of the title on the cover?
A	In the case that you wrote your thesis in English, please write only the English title. Please do not include the Japanese translation of the title in the booklet.
Q	Can I write the name of my organization on the cover of the booklet?
A	Please do not include the date of awarding, a logo, "Kyoto University" text, a company name, or an organization name on the cover. On the cover, you can optionally include the year in addition to your name and title. Please note that you may freely include text, logo etc. on the inside cover.
Q	What do I have to write on the spine of the booklet?
A	When submitting a simplified bound booklet for the main application(本申請), please write only your name on the spine (it is OK to include the thesis title). When submitting the final thesis booklet, please be sure to write the thesis title and your name on the spine.
Q	Is it OK to print the booklet on one side only?
A	In the main application(本申請), one-sided printing is acceptable. But please be sure to use double-sided printing for the final thesis booklet.

Q How should I bind my final thesis booklet?

A Please bind formal booklets using “くるみ製本*”. For information on how to bind “くるみ製本”, we recommend Kinko’s in Karasume.
<https://www.kinkos.co.jp/service/thesis-binding/>

*“くるみ製本” is called in Japanese. “くるみ” means a lap of book.

Q How should I submit the PDF file of my thesis?

A You will submit the PDF of the thesis using a tool called Trapon. Details will be provided at the time of the main application(本申請).