

Tokyo University of Foreign Studies

Doctoral Degree Application Guide

1. Preliminary Review (Doctoral Students Only)
2. Degree Application Period
3. Types of Documents to be Submitted and Number of Copies
Required When Applying for Degree
4. Preparation Procedure
5. Guidelines for Internet Publication of Doctoral Dissertations at
the Tokyo University of Foreign Studies
6. (Reference) PDF/A Creation

Contact: Educational Affairs Division, Postgraduate Section
(kyoumu-daigakuin@tufs.ac.jp)

February 2025

1. Preliminary Review (Doctoral Students Only)

When applying for a doctoral degree, a preliminary review is required prior to the main review (final examination) of the dissertation for doctoral degree application.

Preliminary reviews were introduced starting with the acceptance of doctoral degree applications in December 2018. Dissertation research guidance in the Doctor's Program consists of the following four stages.

[1] Interview guidance at the end of the first year:

A Supervisory Committee (three people, consisting of a main academic supervisor and two supervisors) addresses the "Doctoral Dissertation Plan".



[2] Interview guidance at the end of the second year:

The Supervisory Committee addresses the submitted "published and unpublished papers".



[3] Preliminary review:

The Supervisory Committee addresses the "final dissertation draft for submission" for the dissertation for doctoral degree application. *Since there is a possibility of revision, 1–2 months prior to the degree application is assumed.



[4] Main review (final examination):

A Review Committee of five members (the Supervisory Committee, one internal reviewer, and one external reviewer) address the dissertation for doctoral degree application).

Preliminary review procedure:

- (1) **If you wish to incorporate content from an article you have published into your doctoral dissertation, you should contact the relevant academic society or publisher and follow the necessary procedures. Also if you intend to use a co-authored paper, you must obtain consent from the co-author(s).**
- (2) The student (author of the doctoral dissertation) submits a "final dissertation draft for submission" to each faculty member of the Supervisory Committee with the consent of the main academic supervisor.
- (3) After each faculty member reads the "final dissertation draft for submission", the Supervisory Committee conducts a preliminary review (oral review) in the presence of the student. Preliminary reviews shall be conducted as many times as necessary (minimum of one time) until the Supervisory Committee determines that the dissertation is suitable for doctoral degree application.
- (4) In the preliminary examination, each faculty member gives instructions regarding the parts to be amended, and the Supervisory Committee discusses and decides whether to proceed to [4] main review (final examination). If it is decided to proceed, seals are affixed to the "(Doctoral) Degree Application Form".
- (5) The student asks the main academic supervisor to confirm whether the amendments were made appropriately, and

then proceeds to [4] main review (final examination). After the dissertation for doctoral degree application is submitted to the Educational Affairs Division, the degree candidate is not permitted to make any further correction in the submitted dissertation.

2. Degree Application Period

Predetermined periods in June, September, December, and March. For a detailed schedule, check the graduate school events schedule and notices posted on the University website.

3. Types of Documents to be Submitted and Number of Copies Required When Applying for Degree

- (1) Doctoral dissertation: 5 copies
- (2) Summary of doctoral dissertation in Japanese: 5 copies
- (3) Summary of doctoral dissertation in English: 5 copies
- (4) Curriculum vitae: 5 copies
- (5) Research achievement sheet: 5 copies
- (6) (Doctoral) Degree Application Form: 1 form
- (7) (Doctoral) Degree Application Form Receipt: 1 copy

4. Preparation Procedure

- (1) Doctoral dissertation
 - 1) Your dissertation should be bound in at least a temporary binding, and the title of the dissertation (with a Japanese translation in the case of a foreign language) and your name should be written on the cover.
 - 2) If you are requested to submit reference materials, etc., place them in a temporary binding and clearly indicate “Reference Materials” above the title of the dissertation on the cover page (with a Japanese translation in the case of a foreign language) and your name.

A example cover for dissertation and reference materials

(Cover)

Dissertation Title →

○○○○○○○○○○
○○○○○○○○○○

○○○○

Name →

○○○○

(2) Summary of dissertation in Japanese

1) Please limit it to about 4,000 characters on A4-size paper.

2) On the first page (the first sheet), write the heading, dissertation title, and your name on the top half, and the abstract from the bottom half. Use single-sided printing for the document.

Example summary of
dissertation in Japanese

(Page 1)

(Page 2 onward)

Summary of dissertation in Japanese	
Dissertation	
Title	
Name	
<div>○○○○○○○○○○○○○○○○○○</div> <div>○○○○○○○○○○○...</div>	

○○○○○○○○○○○○○○○○○○

○○○○○○○○○○○...

(3) Summary of dissertation in English

1) Please limit it to about 1,000 words on A4-size paper.

2) On the first page (the first sheet), write the heading, dissertation title, and your name on the top half, and the abstract from the bottom half. Additionally, please use single-sided printing from the first page onward.

Example summary of
dissertation in Japanese

(Page 1)

(Page 2 onward)

Summary of dissertation in Japanese	
Dissertation	
Title	
Name	
<div>○○○○○○○○○○○○○○○○○○</div> <div>○○○○○○○○○○○...</div>	

○○○○○○○○○○○○○○○○○○

○○○○○○○○○○○...

(4) Curriculum vitae

Prepare using the following example:

Curriculum Vitae

Name	Tokyo Taro
Date of Birth	(YYYY/MM/DD)
Current Address	Tokyo, ○-ku, ○○○, ○-○
Permanent Domicile (Prefecture)	○○ Prefecture *In the case of foreign students, nationality should be stated.
<p style="text-align: center;">Educational Background</p> <p>(YYYY/MM/DD) Graduated from ○○○ High School</p> <p>(YYYY/MM/DD) Graduated from the School of ○○, ○○○ University</p> <p>(YYYY/MM/DD) Entered the University of ○○○ Graduate School Master's Course in ○○, majoring in ○○○</p> <p>(YYYY/MM/DD) Completed the above</p> <p>(YYYY/MM/DD) Entered the University of ○○○ Graduate School Doctor's Program in ○○, majoring in ○○○</p> <p style="text-align: center;">Job History (Including Research, etc.)</p> <p>(YYYY/MM/DD) Joined ○○○</p> <p>(YYYY/MM/DD) Left the above</p> <p>(YYYY/MM/DD) Assistant, School of ○○○, ○○○ University</p> <p>(YYYY/MM/DD) Left ○○○ University</p> <p style="text-align: center;">The above is factual and accurate.</p> <p>(YYYY/MM/DD)</p> <p style="text-align: right;">Tokyo Taro</p>	

(Note) 1. The date should be the application date (submission date of the dissertation).

2. List educational background, work experience, etc., in chronological order.

(5) Research Achievement Sheet

Prepare using the following example:

Research Achievement Sheet

Name Tokyo Taro

Date of Birth (YYYY/MM/DD)

1. Books (single author)

- (1) Book title
- (2) Editors/publishers
- (3) Year published
- (4) Number of pages

2. Books (multiple authors)

- (1) Title of the section(s) you are in charge of
- (2) Book title
- (3) Pages of the section(s) you are in charge of (Pages ○—○)
- (4) Editors/publishers
- (5) Year published

3. Journal articles

- (1) Title of article
- (2) Name of journal
- (3) Editors/publishers
- (4) Issue No. (MM/YYYY)
- (5) Number of pages (Pages ○—○)

(6) (Doctoral) Degree Application Form: 1 form

1) Download the form below.

https://www.tufs.ac.jp/education/pg/academic_degree/doctoral_degree.html

2) If you are unable to directly obtain a signature/seal from the Supervisory Committee due to COVID-19, etc., ask the main academic supervisor to send the following items to the Graduate School Section by the application date (dissertation submission date).

- Preliminary review date(s)
- Approval of all members of the Supervisory Committee for the degree application

(7) (Doctoral) Degree Application Form Receipt

1) Download the form below.

https://www.tufs.ac.jp/education/pg/academic_degree/doctoral_degree.html

2) Please write your name as it appears in an official document, as the diploma will be made using the name stated on this document. In the case of Roman letters, write in block letters so that spaces can be recognized, and distinguish between uppercase and lowercase letters.

3) If your application documents are all submitted by physical mail, we will notify you by email when we receive them. Please note that the receipt will not be returned.

5. Guidelines for Internet Publication of Doctoral Dissertations at the Tokyo University of Foreign Studies

1. Publication of doctoral dissertations

In accordance with the revision of degree regulations, those who have received a doctorate degree on or after April 1, 2013 are required to publish their full doctoral dissertation online within one year from the date of the conferment of degree. In the case of the Tokyo University of Foreign Studies (hereinafter TUFS), dissertations are published in TUFS Prometheus-Academic Collections (<https://repository.tufs.ac.jp/doc/>) ([A] Full text publication).

However, if an objectively unavoidable reason is recognized, a summary of the content of the doctoral dissertation may be published in lieu of the full text. If you fall under one such “unavoidable reason” approved by TUFS, please submit a “Statement of Reasons for Prohibiting Publication via the Internet” to apply for a suspension of publication of the full text ([B] Suspension of publication).

If the “unavoidable reason” is resolved, the recipient of the doctorate degree must publish the full text of the dissertation on the Internet in cooperation with TUFS. If the full text cannot be published even after the period for which the application for suspension was filed, the applicant is required to resubmit the “Statement of Reasons for Prohibiting Publication via the Internet” and obtain approval. Please note that if this procedure is not carried out or the reasons are not recognized, the full text will be automatically published after the deadline has passed.

If a specific reason (copyright/personal information protection, publisher copyright policies, political reasons) is recognized, publication of a summary may be substituted for publication of the full text indefinitely ([C] Summary publication). In this case, it is not necessary to apply once more for a suspension of publication.

Even in the case of [B] Suspension of publication or [C] Summary publication, the recipient of the degree is required to submit a printed and bound doctoral dissertation. Submitted printed and bound books will be placed in TUFS library and made available for inspection upon request.

2. “Unavoidable reasons”

“Unavoidable reasons” approved by TUFS are as follows. If applicable, complete the procedure with supporting documentation (if specified). (See “3. Procedures for the publication of doctoral dissertations” for instructions.)

■ “Unavoidable reasons” for holding back publication of the full text ([B] Suspension of publication)

Reason	Period for which Publication Can be Withheld	Supporting Documents
There are plans for publication (including publication in academic journals)	Up to five years from the date of the degree conferment	Not required (*Note)
There is a grace period set by the publisher or academic society after publication	Contractually specified grace period	Copy of the contract, etc.

(*Note) If you apply for an extension of the suspension period beyond the suspension period which was applied for (up to five years), you must submit a copy of the contract with the publisher you plan to publish with as supporting documents.

■ “Unavoidable reasons” permitting the publication of a summary indefinitely ([C] Summary publication)

Reason	Supporting Documents
Protection of copyright or personal information	Not required
The copyright policy of the publisher or academic society does not permit publication on the Internet	Copy of the contract, etc.
Political expressions are included in the doctoral dissertation and disadvantages can arise from Internet publication	Not required

- * In the case of [B] Suspension of publication or [C] Summary publication, if the reason has been resolved, please contact the Graduate School Section of the Educational Affairs Division as soon as possible. The complete doctoral dissertation will be published in the Tokyo University of Foreign Studies Prometheus-Academic Collections.

3. Procedures for the publication of doctoral dissertations

Submit the following documents/data to the Graduate School Section within three weeks after the final examination (oral examination). Please check the table below, as the items to be submitted will differ for [A] Full text publication, [B] Suspension of publication, and [C] Summary publication.

- * If you are unable to publish your dissertation in its entirety immediately after completing your degree but are able to do so within one year from the date of degree completion, please complete the [A] Full text publication procedure after entering the date on which the dissertation can be published online in the “Letter of Consent for Internet Publication of Doctoral Dissertation”.

Submission		[A] Full Text Publication	[B] Suspension of Publication [C] Summary Publication
(1)	Letter of Consent for Internet Publication of Doctoral Dissertation	○	○
(2)	Full doctoral dissertation (PDF/A)	○	○
(3)	Summary of doctoral dissertation in Japanese (PDF/A)	○	○
(4)	Summary of doctoral dissertation in English (PDF/A)	○	○
(5)	Dissertation cover sheet (Word)	○	○
(6)	Statement of Reasons for Prohibiting Publication via the Internet	×	○
(7)	Supporting Documents	×	○ (depending on the reason)
(8)	Doctoral dissertation summary data (PDF/A)	×	○
(9)	Printed and bound copy of doctoral dissertation: 1 copy	×	○

(1) “Letter of Consent for Internet Publication of Doctoral Dissertation”... All student

- Download the form below.
https://www.tufs.ac.jp/education/pg/academic_degree/doctoral_degree.html
- This document requires a signature.
- If you are unable to obtain a signature directly from the main academic supervisor, please attach a copy of an email from the main academic supervisor stating that they approve the content of the statement of reasons.

(2) Full doctoral dissertation (PDF/A)... All students

- Please attach a cover page to the front.
 - * Create one file that spans from the cover page to the last page of the dissertation.
 - * Please do not state your student ID on the cover.
- Create the file in PDF/A format.
 - * Refer to “(Reference) PDF/A Creation” at the end of this manual for information on how to create PDF/A data.

(3) “Japanese summary, (4) “English summary” (PDF/A)... All students

- In addition to the full text data, please create a Japanese summary and an English summary in PDF/A format.
- Please prepare the Japanese and English summaries in separate files.

(5) “Dissertation cover sheet” (Word)... All students

- Download the form below.
https://www.tufs.ac.jp/education/pg/academic_degree/doctoral_degree.html
- Please enter the required information and submit it as a Word file. (The degree number and the date the degree conferment will be entered by the office.)

Application for suspension of full text publication

(6) Statement of Reasons for Prohibiting Publication via the Internet... In the case of [B] Suspension of publication or [C] Summary publication

- Download the form below.
https://www.tufs.ac.jp/education/pg/academic_degree/doctoral_degree.html
- Please describe in detail the unavoidable reasons why the full text of the doctoral dissertation cannot be published.
- This document requires a signature.
- If you are unable to obtain a signature directly from the main academic supervisor, please attach a copy of an email from the main academic supervisor stating that they approve the content of the statement of reasons.

(7) “Supporting documents”... In the case of [B] Suspension of publication or [C] Summary publication

- Refer to “2. ‘Unavoidable reasons’” and attach supporting documentation if specified.

(8) Summary of doctoral dissertation... In the case of [B] Suspension of publication or [C] Summary publication

- Instead of the “abstract” that was submitted when applying for your degree, please create a new summary (approximately 6,000 characters in Japanese or 1,200 words in English) that fully describes the topic setting, methodology, analysis, and conclusions written in the dissertation.

(9) Printed and bound copy of doctoral dissertation:1 copy... In the case of [B] Suspension of publication or [C] Summary publication

- It will be placed in the library and available for viewing upon request.
-

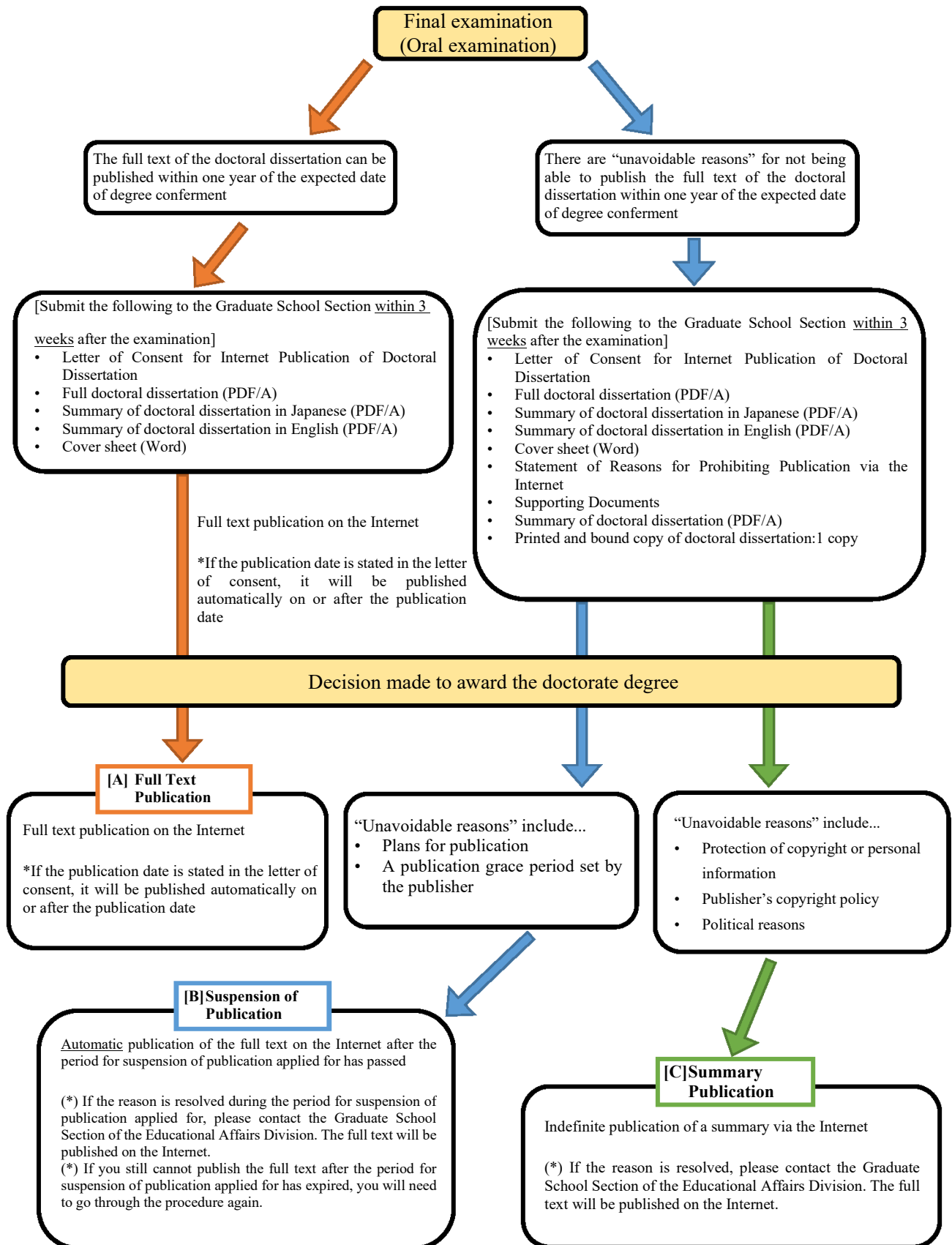
■ Submit to: Graduate School Section, Educational Affairs Division

- Please submit your data in one of the following formats:

Email(*) / CD-R / USB memory

- * If attaching to the email, make sure your submission is 20 MB (20,000 KB) or less, as this is the size limit for email sent and received by TUFS.
- For documents that require a signature, a PDF version of the original may be submitted.
- You can also submit it by physical mail.

Decision made to award the doctorate degree



6. (Reference) PDF/A Creation

■ Creation method

(1) Converting to PDF from Adobe PDF (using Adobe® Acrobat® XI)

*Adobe reader cannot convert to PDF.

<Saving PDF files according to standard>

- 1) In Acrobat XI, select File/Save As.
- 2) For the “file type” select “PDF/A”.
- 3) Enter a file name and click “Save”.

Additionally, if “PDF/A” is available in [Export] in the [File] menu, it is also possible to export from there.

(2) Saving in PDF format (Word 2016)

- 1) Click [File] → [Save As].

*Word 2016 requires you to select a location and folder.

- 2) In the [File name] box, enter a name for the file.
- 3) Select [PDF (*.pdf)] from the [Save as type] list.
- 4) In order to create a “PDF/A” file, check [PDF options] [ISO 19005-1 compliant (PDF/A)] in [Options...].
- 5) Click [Save].

(3) Saving in PDF format (Ichitaro)

- 1) Click [File] → [Print].
- 2) Select [Adobe PDF] for the printer name and click [Properties].
- 3) In [Adobe PDF settings], select “PDF/A~” from [PDF settings]

[Important]

- Make sure that there are no garbled characters after the file has been created.
- If the font cannot be embedded due to the use of special characters, please inform the Graduate School Section.