

Guideline for the submission of dissertation
Graduate School of Frontier Science Initiative
Kanazawa University

This guideline is to explain the submission procedure of dissertation.

If you have any questions, do not hesitate to contact the graduate school affairs section (check the contact information on page 6.)

1. Dissertation review process

The dissertation is examined through the following procedures.

(1) Application for degree

Refer to page 2 for specific submission instructions.

(2) Establishment of dissertation review committee

(3) Doctoral dissertation review

An interview may be conducted at the discretion of the Dissertation Review Committee. The dissertation will be reviewed by a faculty member of the Graduate School of Frontier Science Initiative. The Dissertation Index and Summary will be reviewed by the members of representative board of the Graduate School of Frontier Science Initiative.

(4) Oral defense presentation

The oral defense presentations will be open to all faculty and students in the graduate school.

(5) Conferring of doctoral degrees

March or September

(6) Internet Publication

The full text of the dissertation, an abstract of the dissertation, and an abstract of the results of the review of the dissertation will be made available via the Internet.

2. Documents and method of submission

<Documents to be submitted before the application deadline>

Note: All files attached to an e-mail must be locked with a password or other means.

Please inform us of the password, etc. by a separate e-mail from the email to which the file is attached.

Documents	Submission Method	Forms and other notes
Application for degree screening	Submit PDF file by e-mail. *File name: "Document name_ your name.pdf"	Form 1
Dissertation		For review
Reference theses		Printed and published reprints
Sub-theses		Voluntary submission
Dissertation index		Form 2
Curriculum vitae		Form 3
Dissertation summary		Form 4
Dissertation abstract		A4 size, vertical position, horizontal writing
letter of acceptance (Only if applicable)	Paper 1 copy	Form 5 Seal of Responsible author required

<Documents to be submitted within a month from the doctoral degree conferment>

Documents	Submission Method	Forms and other notes
Dissertation	Submit final PDF file via email	
Dissertation abstract		
Doctoral thesis submission form	Submit EXCEL file via email	Prescribed form
Application for online publication deferment of dissertation (if applicable)	Paper 1 copy	Prescribed form Signatures of Applicant and Supervisor required.
Summary of the dissertation to publish in lieu of the whole text of the dissertation (if applicable)	Submit PDF file via email	Only those applying for deferment of dissertation online publication. Dissertation summary (see page 5) is acceptable if it meets the requirements.

3. Submission guidelines

(1) Application for degree screening (Form 1)

- ① Japanese text should be written in block style and European text in Roman block.
- ② Check (✓) the degree to be reviewed on the form.

(2) Dissertation

Book cover

Dissertation

Title

Graduate School of Frontier Science
Initiative, Kanazawa University

Division of XXX

Student ID number (ten figures)

Name

Name of supervisor

- ① In principle, the application should be written in Japanese or English.
- ② The size should be A4 size (210×297mm), vertical position, and written horizontally.
- ③ Write the dissertation in Microsoft Word.
- ④ Refer to the figure above for how to prepare a front cover.
- ⑤ Insert the table of contents before the main text.
- ⑥ Submit the final version as a PDF file within one month of the date of conferral of the degree.

In addition, the file name of the final version as a PDF file should be as follows:

Full-N-Student Number (ten figures)-Surname-Given name.pdf

- ⑦ When preparing the final PDF file, make sure to check for any garbled characters before submitting.

(3) Reference theses

Reference theses are theses that are already published or that are scheduled to be published, and serve as the basis for the dissertation.

- ① Submit the file as a PDF of the reference theses.
- ② In case the reference theses are not yet published, submit a PDF file of manuscripts or proofs, and a formal statement or a screenshot of the e-mail message to prove that the reference theses are scheduled to be published.

(4) Sub-theses

All other important theses except the reference theses are called sub-theses. Sub-theses, like Reference theses, are theses that are already published or that are scheduled to be published.

- ① Applications are allowed to list sub-theses in the dissertation index.
- ② Submit the file as a PDF of sub-theses.

(5) Dissertation index (Form 2)

- ① Follow the instructions on Form 2 when filling out the form.
- ② Submit the file as a PDF.

(6) Curriculum vitae (Form 3)

- ① Submit the file as a PDF.
- ② Fill in your name as it is written on your passport. Also, refer to the notes on Form 3.
- ③ Provide your current address in detail (include apartment room number, if applicable).
- ④ List your academic record from high school graduation to the expected completion of this graduate school under the official name of the academic division or faculty, or graduate school or major, so that the admission, graduation, completion, etc. can be clearly identified.
- ⑤ In your employment record column, list your employer (including the department), job title, etc., following the year, and add “(to the present)” at the end of the line for your current position.
- ⑥ In your research record column, list the following items, if applicable.
 - *Matters related to academic societies, etc.
 - *Matters related to research projects, etc.
 - *Matters related to joint research, etc.
 - *Matters related to training, etc.
 - *Matters related to academic research, etc.
 - *Matters related to academic grants, etc.
 - *The information on the department in which the researcher was engaged in research at the research institute, company, etc.

(7) Dissertation summary (Form 4)

The dissertation summary is distributed to the relevant committees of the Graduate School of Frontier Science Initiative and serves as material for the degree examination.

- ① Submit the file as a PDF by referring to Form 4.
- ② The summary must be written in English.
- ③ The main text should be between 800 and 1600 words, including figures and tables, and should be written horizontally on four A4-size pages in portrait orientation.

(8) Dissertation Abstract

- ① Submit the file as a PDF in A4-size, portrait orientation, and landscape orientation.
- ② On the first page, write the title of the dissertation (if the title is in Japanese, give the title in English), affiliation and your name.
- ③ Provide a 200-word summary in English before the main text on page 2.
- ④ The main text should not exceed 10 pages including figures and tables.
- ⑤ Submit the final version as a PDF file for publication within one month of the date of conferral of the degree.

In addition, the file name of the final version as a PDF file should be as follows:

Abstract-N-Student ID (10 figures)-First Name-Family Name.pdf

(9) Letter of acceptance (Form 5)

If the applicant is not the first author of the reference thesis, it is necessary to confirm that “the thesis will be used as a reference thesis for the dissertation” and “the thesis cannot be used as a reference thesis for another dissertation.” The author must submit a consent form (Form 5) signed and sealed by the corresponding author, the first author, or an equivalent person.

(10) Doctoral thesis submission form

Fill in the designated columns of the prescribed form (bold frame) and submit the EXCEL file within one month from the date of conferral of the degree.

In addition, the file name of the final version of the file should be as follows:

Data-N-Student ID (10 figures)-First Name-Family Name.xls

(11) Application for online publication deferment of dissertation

If there are unavoidable reasons why the dissertation cannot be published in its entirety on the Internet. Submit the form in paper form. The date of publication should not exceed two years from the date of conferral of the degree.

(12) Summary of the dissertation to publish in lieu of the whole text of the dissertation

In lieu of a full dissertation, a summary of the dissertation (see *) must be submitted within one month of the date of conferral of the degree.

*A document that shows the entire dissertation, including the problem setting, methodology, experiments, analysis, conclusions and discussion of the dissertation. (Dissertation summary is acceptable as long as it meets the requirements.)

The file name of the final version file as a PDF should be as follows:

Outline-N-Student ID (ten figures)-Surname-Given name.pdf

In this case, be sure to submit the final version (PDF file) as well, as the full text of the dissertation will be made available for inspection upon request to the University. If you need to extend the originally set publication date, set a new publication date and submit the “Application for Deferment Period Extension (downloadable from the website)” at least one month prior to the publication date.

When submitting your dissertation, be sure to use a paper plagiarism detection tool such as iThenticate to check that citations in the Doctoral dissertation are correct and that there is no plagiarism.

4. Where to submit or inquire

Kanazawa University, Academic Affairs Division, Graduate School of Frontier Science Initiative Affairs Section

Kakuma, Kanazawa, Postal code 920-1192

Tel: 076-264-5971

E-mail: s-yugo@adm.kanazawa-u.ac.jp

Note1: Submit your application well in advance to allow sufficient time for the correction of any deficiencies.

Note2: When submitting the dissertation-related electronic media by e-mail, the title of the e-mail should be as follows:

Student ID (ten figures)-Surname-Given name.pdf

Note3: If the file size is too large (more than 5 MB) to send at once, use a file transmission service or send the file several times. In such cases, write the fraction in the title, e.g., “1/3, 2/3, 3/3”.

If you are unable to send a message by any of the above methods, contact us at the above address.

Note4: We will reply with a receipt report when we confirm receipt of the e-mail. The day after transmission, if you do not receive a reply from us by the end of the day (excluding Saturdays, Sundays, and holidays), contact us as soon as possible.

Note5: Past due submissions will not be accepted.

Applied from April 2022

別紙様式第 1 (Form 1)

学 位 審 査 願
Application for Degree Screening

年 月 日
Date: Year Month Day

金沢大学大学院新学術創成研究科長 殿
To the Dean of the Graduate School of Frontier Science Initiative,
Kanazawa University

専 攻 名(Division):
学籍番号(Student ID Number):
氏 名(Name):

金沢大学学位規程第 5 条第1項の規定に基づき、必要書類等を添え、以下のとおり学位を請求しますので、審査願います。

Pursuant to the provisions of Article 5-1 of the academic degree regulations of Kanazawa University, I hereby apply for a degree as follows, with the required documents, etc., for examination.

請求する学位 Degree to be reviewed	学位に付記する専攻分野の名称 Title of Degree	学位審査の方法 Types of Degree Examinations
<input type="checkbox"/> 修士 Master	修士(ナノ科学) Master of Nanoscience	<input type="checkbox"/> 論文の審査及び最終試験 Thesis <input type="checkbox"/> 特定の課題についての研究の成果 の審査及び最終試験 Results of research on specific issues <input type="checkbox"/> 博士論文研究基礎力審査 QE
<input type="checkbox"/> 博士 Doctor	博士(ナノ科学) Doctor of Philosophy in Nanoscience	論文の審査及び最終試験 Dissertation

別紙様式第2 (Form 2)

本紙は見本である。斜体文字の部分は提出時に削除すること。

This is a sample of form. Please eliminate unnecessary texts (e.g. notes and remarks) from your writings.

論文目録
Dissertation Index

専攻名 (Division):

学籍番号 (Student ID Number):

氏名 (Name):

学位請求論文 (Dissertation)

○題名 (Title)

(印刷公表したものについては、その雑誌名、巻、頁及び年月。学位請求論文題名が日本語の場合は、英訳を付すこと。) (For those published in print, the journal name, volume, page, and year. If the dissertation title is in Japanese, provide a title in English.)

○邦訳

(題名が外国語の場合) (Japanese translation if the title is in a foreign language)

○参考論文 (Reference Theses)

題名 (Title):

著者名 (Author's name(s)):

雑誌名 (Journal title):

巻号頁・年月 (Volume, pages and the published year and month):

○副論文 (Sub-theses)

題名 (Title):

著者名 (Author's name(s)):

雑誌名 (Journal title):

巻号頁・年月 (Volume, pages and the published year and month):

備考 (Remarks)

1 未公表の論文の場合は、原稿の枚数、公表の方法及び時期を記載すること。

For unpublished papers, indicate the number of copies of the manuscript, how and when it will be published.

2 参考論文 (副論文) が2編以上ある場合は、それぞれの題名を記入すること。

If there are more than two Reference Theses or Sub-theses, provide the title of each.

3 参考論文及び副論文が共著である場合は、学位申請者の氏名に下線を付すこと。

Underline the name of candidate in reference theses and sub-theses.

履 歴 書
Curriculum Vitae

氏 名 NAME	カタカナ (Katakana)		本籍 (Nationality) 都道府県
	漢字 (Kanji)		
	アルファベット (Block Letters)		
生年月日 (Date of Birth)	年 (Year)	月 (Month)	日生 (Day)
現住所 (Present address)	都道府県 (電話 (携帯電話が望ましい) — —) (Mobile Phone)		
学 歴 (Academic Record)	事 項 (Articles)		
年 月 (Year Month)			
年 月 (Year Month)			
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年 月 (Year Month)			
研 究 歴 (Research Record)	事 項 (Articles)		
年 月 (Year Month)			
年 月 (Year Month)			
年 月 (Year Month)			
職 歴 (Employment Record)	事 項 (Articles)		
年 月 (Year Month)			
年 月 (Year Month)			
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年 月 (Year Month)			

- 備考 (Remarks)
- 1 本籍は (外国人にあっては国籍) は, 博士の学位請求者のみ記入のこと。
Please enter the nationality of the applicant for the doctoral degree.
 - 2 学歴は, 高等学校, 中等教育学校又はこれらと同等以上の学校の卒業から当研究科修了見込までを記入のこと。なお, 高等学校は○○科, 大学学士課程は○○学類 (学科), 大学院研究科は○○専攻等まで詳しく記入のこと。
Please list the academic record from high school, secondary school graduation or the equivalent in chronological order. Be sure to detail up to names of curriculum (of high school), divisions (of undergraduate school), and courses (of graduate school).
 - 3 現住所は, 都道府県名からアパートの部屋番号等まで記入のこと。
For the present address, please detail all articles from prefecture name to room number of your apartment.
 - 4 研究歴は, 所属学会 (加入年月) 等を記入のこと。
For the research record, please enter names of academic societies you affiliated.

本紙は書式の見本である。斜体文字の部分は提出時に削除すること。
*This is a sample of form. Please eliminate unnecessary texts
(e.g. notes and remarks) from your writings.*

学位論文概要

Dissertation Summary

学位請求論文 (Dissertation)

題名 (Title)

(邦訳又は英訳) (Title in Japanese or in English)

専攻 (Division) :

学籍番号 (Student ID Number) :

氏名 (Name) :

主任指導教員氏名 (Chief supervisor) :

学位論文概要 (Dissertation Summary)

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備考 (Remarks)

1 概要はすべて英文とし、4 ページにまとめること。本文は、図表も含めて 800 語から 1600 語程度とする。本様式の作成に際し、学位論文題名、専攻名、氏名等を上に詰め、概要記述欄を広くレイアウトしても差し支えない。

Write four-pages summary of your dissertation and it must be written in English. The main text of the dissertation summary must be written from 800 words to 1600 words including figures and tables. Unless a form is changed, you may change a layout, such as expanding the dissertation summary column.

2 学位請求論文題名が外国語の場合は、邦訳を付すこと。学位請求論文題名が日本語の場合は、英訳を付すこと。

If the dissertation title is in foreign language, provide a title in Japanese. If the dissertation title is in Japanese, provide a title in English.

承 諾 書

Letter of acceptance

年 月 日
Date: Year Month Day

金沢大学大学院新学術創成研究科
ナノ生命科学専攻長 殿
To the Chair of Division of Nano Life Science, Graduate School of Frontier Science Initiative,
Kanazawa University

責任著者等氏名 :
Responsible author and other names

印
Seal

所属・職名 :
Place of affiliation / Name of position

下記の論文を_____氏が, 金沢大学大学院新学術創成研究科における博士の学位申請に係る参考論文として提出することを承諾します。なお, 当該参考論文は, 博士の学位申請には過去において使用していないことを証明すると共に, 将来においても使用しないことを確約します

I hereby give my consent for _____ to submit the following paper as a reference thesis for the application for the degree of Doctor at the Graduate School of Frontier Science, Kanazawa University. I certify that I have not used this reference paper in the past in my application for the degree of Doctor and I confirm that I will not use it in the future.

論文題目 :
Title of thesis

著者名 :
Author

学術雑誌名 巻・号・頁 :
Name of journal / Volume, Issue, Page

発刊 : 又は 受理 :
Already published or Accepted (Tick either box.)

発刊年月又は発刊予定月日 :
Date of publication or expected date of publication

年 月 日
Year _____ Month _____ Day _____

研究科長 殿
To: Dean
Graduate School of Frontier Science Initiative

学位論文のインターネット公表保留申請書
Application for Online Publication Deferment of Dissertation

学位論文のインターネット公表保留について、以下のとおり申請します。
Here, I apply for the online publication deferment of my doctoral dissertation as follows.

1. 学位論文題名（和訳） Title of the dissertation (Title in Japanese)

2. 学位授与予定日 : 年 月 日

The expected date of the degree conferment : Year _____ Month _____ Day _____

3. 学位の種類 : 博士 ()

The type of the doctorate degree : Doctorate in ()

4. 公表できない理由 The reason for the deferment of online publication

5. 公表可能日 : 年 月 日

Due date of online publication deferment : Year _____ Month _____ Day _____

※学位授与日から2年を超えない範囲で設定願います。

A publication possible date shall be set as being placed within 2 years from the doctoral degree conferment.

※公表可能日は、原則として月末としてください。

Please set the end of a month as the publication deferment due date.

《学位論文提出者Applicant》

所 属 : 新学術創成研究科 _____ 専攻

Affiliation : Graduate School of Frontier Science Initiative

Division of _____

学籍番号 Student ID No. : _____

氏 名 Name : _____

署名又は押印 Signature or Stamp _____

《主任指導教員 The Chief Supervisor》

所 属 Affiliation : _____

職 名 Position : _____

氏 名 Name : _____

署名又は押印 Signature or Stamp _____

年 月 日
Date: Year _____ Month _____ Day

金沢大学大学院新学術創成研究科 殿
To: the Dean of the Graduate School
of Frontier Science Initiative,
Kanazawa University

保留期間延長申請書
Application for Deferment Period Extension

学位論文のインターネット公表保留について、以下のとおり申請します。
Here, I apply for the online publication deferment of my doctoral dissertation as follows.

1. 学位論文題名（和訳） Title of the dissertation (Title in Japanese)

2. 学位授与日 : 年 月 日
The date of degree conferment : Year _____ Month _____ Day _____

3. 学位の種類 : 博士 ()
The type of the doctorate degree : Doctorate in ()

4. 公表できない理由 The reason for the deferment of online publication

5. 前回許可された公表可能日 : 年 月 日
Due date of online publication deferment approved last time :
Year _____ Month _____ Day _____

再設定公表可能日 : 年 月 日
New due date of publication deferment : Year _____ Month _____ Day _____

※前回許可された公表可能日から1年を超えない範囲で再設定願います。
New due date must not be over one year from the due date approved last time.
※公表可能日は、原則として月末としてください。
Please set the end of month as publication deferment due date.

《学位論文提出者 Applicant》

所 属 : 新学術創成研究科 _____ 専攻

Affiliation : Graduate School of Frontier Science Initiative

Division of _____

学籍番号 Student ID No. : _____

氏 名 Name : _____

署名又は押印 Signature or Stamp _____

《主任指導教員 The Chief Supervisor》

所 属 Affiliation : _____

職 名 Position : _____

氏 名 Name : _____

署名又は押印 Signature or Stamp _____