

Guideline for the submission of dissertation
Division of Nano Life Science
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.	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 Signatures of Responsible author and Co-first 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	Form 6
Application for online publication deferment of dissertation (if applicable)	Paper 1 copy	Form 7 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
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- ① It is recommended that the dissertation be prepared in 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-F-Student ID (ten figures)-surname-firstname.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 forms the basis of a dissertation, and that has been published or accepted for publication as the first author in a peer-reviewed journal. (Japanese papers are not acceptable.)

- ① Submit the file as a PDF of the published 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.

- ③ If there are Co-first author for the reference paper, a letter of acceptance is required. Refer to (9).

(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-F-Student ID (10 figures)-surname-firstname.pdf

(9) Letter of acceptance (Form 5)

If there are some of Co-first authors for 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.” In principle, the author must submit a consent form (Form 5) signed by all of corresponding authors and Co-first authors(except for the applicant).

(10) Doctoral thesis submission form (Form 6)

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-F-Student ID (10 figures)-surname-firstname.xls

(11) Application for online publication deferment of dissertation (Form 7)

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-F-Student ID (ten figures)-surname-firstname.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)” (Form 8) 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

Graduate School Affairs Section, Student Affairs Division,
Transdisciplinary Sciences Administration Department, Kanazawa University
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-firstname-submission of dissertation

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