

# 甲: Doctoral course Dissertation application guide

- Preliminary examination submissions
- PhD thesis defense submissions
- Guidelines for the preparation of dissertations, etc.

April, 2024

Administrative Office (Design), KYUSHU UNIVERSITY  
Student Affairs Division  
Academic Affairs Section

## 1. Eligibility for examination for the doctoral degree

To complete the doctoral program of the Graduate school of Design, students must be enrolled for a specified period of time, obtain at least 10 credits in prescribed subjects, receive the necessary research guidance, and pass the examination of their doctoral thesis and final examination. There are four opportunities per year to apply for a doctoral degree, and applicants must pass two examinations: 'preliminary examination' and 'PhD thesis defense'.

Only those who have passed the preliminary examination may apply for PhD thesis defense, so applicants must first apply for the preliminary examination.

In principle, at least one peer-reviewed dissertation is required for a doctoral candidate to apply for the preliminary examination.

## 2. 2024 Examination Schedule

	Conferment in September	Conferment in December	Conferment in March	Conferment in June in subsequent academic year
<b>Application Deadline for Preliminary Examination</b>	<b>May 10 (Fri)</b>	<b>July 1 (Mon)</b>	<b>November 1(Fri)</b>	<b>February 3 (Mon)</b>
Preliminary examination	May 23- June 9	July 11- September 9	November 14- December 1	February 13- March 4
Notification of result of preliminary examination	June 21	September 20	December 13	March 14
<b>Application Deadline for PhD thesis defense</b>	<b>July 5(Fri)</b>	<b>October 1 (Tue)</b>	<b>January 6 (Mon)</b>	<b>March 28 (Fri)</b>
PhD thesis defense (Public presentation)	July 13- August 20	During October	January 17- February 15	
<b>Deadline for submission of dissertation (hard cover&amp;PDF)</b>	August 27(Tue)	November 12(Tue)	February 25(Tue)	
Deliberation on degree conferment (Faculty Congress)	September 4(Wed)	November 20(Wed)	March 5(Wed)	
Notification of decision of degree conferment	September 10	December 10	March 10	
<b>Degree conferment ceremony</b>	<b>September 25 (Wed)</b>	<b>March 25 (Tue)</b>		

■ Notes.

1. All documents must be submitted by 5PM to the Academic Affairs Section.
2. The classification of the degree is "甲" for a PhD candidate in the course.
3. Please contact your supervisors to learn the date, time and venue of the examinations and how they proceed the examinations.
4. The results of the preliminary examination will be announced by the Academic Affairs Section. The result of PhD thesis defense and announcement about degree conferment will be noticed by the university headquarters.

### 3. Documents required for examinations

#### 3-1. Documents required for preliminary examination

The Application for Preliminary Examination and the Main Thesis must be approved by your supervisor before submission. To obtain the format, please request them by email to Academic Affairs Section. If the form is marked DATA, please submit it by e-mail. If they are not, please submit the original to the Academic Affairs Section.

①	Application for Preliminary Examination <u>DATA</u>	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).
②	Dissertation	For the number of judges	The number of judges should be confirmed in advance with your supervisor. Temporary binding (with soft cover such as paper files and flat files) is acceptable.
③	Dissertation <u>DATA</u>	1 file	The full text of the main paper must be submitted in one combined PDF data file.
④	Reference papers or Reference Work Instructions	For the number of jury members + 1 copy for office storage	Reference papers must include at least one first author, peer-reviewed paper (related paper, book). Reference Work Instructions should indicate the academic significance of the work and the basis for social recognition, such as awards received.
⑤	Letter of Consent	1 copy for each co-author or co-producer	Fill in the prescribed form if the reference paper was co-authored or co-produced. It should be signed by all co-authors/co-producers and one form should be prepared for each co-author/co-producer.
⑥	List of Publications <u>DATA</u>	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file). The form must be written in the same language with the one used for thesis. If the thesis title is written in English, please write the title in Japanese underneath the English title with brackets ().
⑦	Abstract <u>DATA</u>	1 file each of Japanese and English	The data must be prepared using the prescribed form and submitted electronically (Word file) The Thesis Summary should be completed with around 2000 Japanese letters (or equivalent number of words in Roman letters) in one A4-size paper (otherwise two pages at the maximum). Prepare a separate sheet for each of Japanese and English versions. For International course, Japanese version is NOT required. (The title of Japanese version is required.)
⑧	CV <u>DATA</u>	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).
⑨	Transcript, or Certificate of Prospective Acquisition of Required Credits	1 copy	Those who have not obtained 10 credits at the point of application, fill in the prescribed form.

### 3-2. Documents required for PhD thesis defense

Once you pass the preliminary examination, please submit the documents below by the submission due. If you are requested to amend the documents which you submitted before the preliminary examination, please submit them, too.

①	Application for Preliminary of Academic Dissertation DATA	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).
②	Dissertation	For the number of judges	Temporary binding (with soft cover such as paper files and flat files) is acceptable.
③	Dissertation DATA	1 file	The full text of the main paper must be submitted in one combined PDF data file.
④	Information about Notation on Diplomas DATA	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).

Please note that changes to titles cannot be accepted after submission.

### 3-3. Documents to submit after PhD thesis defense

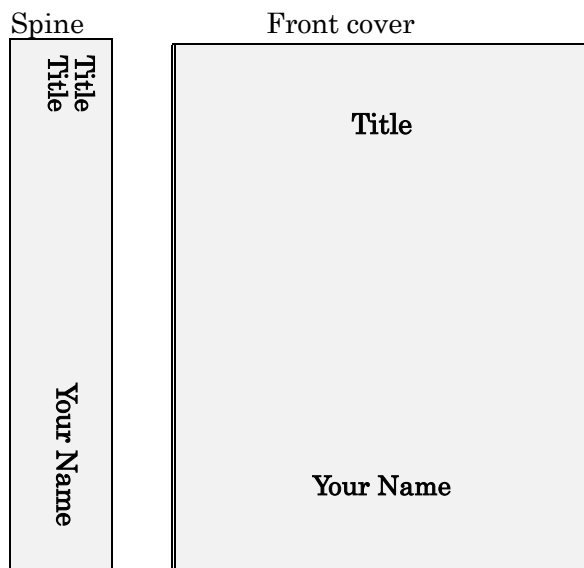
①	Dissertation DATA	1 file	The full text of the main paper must be submitted in one combined PDF data file.
②	Abstract DATA	1 file	The data must be prepared using the prescribed form and submitted electronically (PDF file) The Thesis Summary should be completed with around 2000 Japanese letters (or equivalent number of words in Roman letters) in one A4-size paper (otherwise two pages at the maximum). Prepare a separate sheet for each of Japanese and English versions. For International course, Japanese version is NOT required. (The title of Japanese version is required.)
③	Statement of Depositing My Dissertation DATA	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).

#### 4. Guidelines for the preparation of dissertations

Please follow the instruction below when you prepare your thesis for Kyushu University.

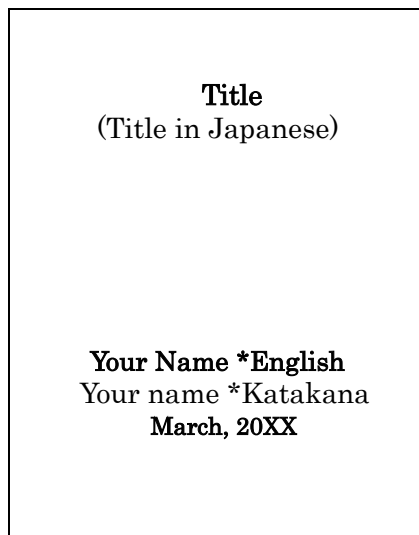
- 1 Use A4-size paper.
- 2 It is not necessary to prepare the papers in hardcover. Please prepare your paper in softcover (plain paper), such as a flat file.
- 3 The image of the front cover, the spine, and inner front page are as follows.

##### (1) Front cover and spine



- Only the title and your name should be written on the front cover and spine. Japanese translated title is NOT required.

##### (2) Inside cover page



- If the title is in English, the Japanese translation should be included in the “inside cover”.
- Please write your name in Katakana and English.
- The conferment date must show the year and month. (For example, if the degree conferment is expected in March, it will be conferred in March 2025.)

Date(M/D/Y):\_

To Dean, Graduate School of Design, Kyushu University

Kyushu University Graduate School of Design  
Department of Design or Design Strategy

Doctoral course

Year of entrance:\_\_\_\_\_

Student Number: 3DS\_\_\_\_\_

Name:\_\_\_\_\_

Application for Preliminary Examination (Doctorate by Coursework)

Consult with your  
Supervisor to choose.

Since I wish to take a preliminary examination for the academic degree of Doctor (Design or Engineering), I hereby submit my dissertation as specified below, together with related documents, in accordance with the provisions of Paragraph 1, Article 11 of the Bylaws regarding Examinations for Academic Degrees of Kyushu University Graduate School of Design.

Dissertation title :

\*Title notation should be matched with Dissertation and other related documents.

(If the dissertation title is in a language other than Japanese, add the Japanese translation between parentheses.)

Academic adviser name :

\_\_\_\_\_

Note1. Enter “the year of master course enrollment” if you went on to doctoral course from master course ongoingly.

Enter “the year of university transfer” if you have completed the master course and transferred to the doctoral course of Kyushu University.

2. Name should match with your CV. Your name should be in Katakana or Kanji if you are from a Kanji-using country. Your signature is acceptable for seal.

(Your name should be followed your passport, residence card.

It should be also confirmed as much as possible to the name of your student ID card.)

## List of Publications

区分	甲
----	---

Name	Name should match with the name of CV.
<p>Dissertation      1 paper, 1 volume(s)</p> <p style="margin-left: 20px;">Title: *Title notation should be matched with Dissertation and other related documents. (If the dissertation title is in English, add the Japanese translation between parentheses.)</p> <p style="margin-left: 20px;">The main body of the thesis Name of publication xxx, Vol. yy, No. zz, has been already published (Date of Publication yyyy/mm/dd)</p> <p style="margin-left: 20px;">The rest of the thesis, Name of publication xxx, Vol. yy, No. zz, (Number of pages of manuscript: yy ) is to be published (Date of Publication yyyy/mm/dd )</p> <p style="margin-left: 20px;">Online publication site xx http:// x y z</p> <ul style="list-style-type: none"> <li>• List in chronological order.</li> <li>• If the work is unpublished, provide information on publication “method,” “date” and “number of total pages.”</li> <li>• If there is no publication or publication plan, specify the contribution plan.</li> <li>• When the publication plan is listed, notify as soon as the publication date has been decided.</li> </ul> <p>Reference paper(s)      ____paper(s)_volume(s)</p> <p style="margin-left: 20px;">1. Title : Name of publication xxx, Vol. yy, No. zz (Date of Publication yyyy/mm/dd) Coauthor(s)/Joint author(s)</p> <p style="margin-left: 20px;">2. Title : Online publication site xx http:// x y z (Date of Publication yyyy/mm/dd ) Coauthor(s)/Joint author(s)</p> <ul style="list-style-type: none"> <li>• Reference paper means the collective term that peer-reviewed thesis and the other thesis. Reference papers must include <b>at least one</b> peer-reviewed paper.</li> </ul>	

## Consent regarding Submission of Reference Paper

I hereby consent that among the academic papers to be submitted by \_\_\_\_\_ as reference papers in the application for the academic degree, the following portion(s) co-authored by myself constitute(s) a part of \_\_\_\_\_ dissertation:

- 1.
- 2.
- 3.
- 4.

Date (M/D/Y) :

Signature



Name:

Dissertation title:

\*Title notation should be matched with Dissertation and other related documents  
(If the dissertation title is in a language other than Japanese, add the Japanese translation between parentheses.)

Category:甲

### Abstract of Dissertation

Abstract of Dissertation Abstract of Dissertation Abstract of Dissertation  
Abstract of Dissertation Abstract of Dissertation Abstract of Dissertation  
Abstract of Dissertation Abstract of Dissertation Abstract of Dissertation  
Abstract of Dissertation Abstract of Dissertation Abstract of Dissertation  
Abstract of Dissertation Abstract of Dissertation Abstract of Dissertation  
Abstract of Dissertation Abstract of Dissertation Abstract of Dissertation

#### 【Notes】

- **A4 size paper, 20mm for left and right space, 25mm for top and bottom space**  
No page count printed
- The Thesis Summary should be completed with around 2000 Japanese letters  
(or equivalent number of words in Roman letters) in one A4-size paper  
(otherwise two pages at the maximum)
- **Handwriting is NOT acceptable**
- Font size of the title 'Abstract of Dissertation': **12 point (centering)**
- **Font size of body text: 10.5 point**
- Font: **Century** etc.
- The abstract of dissertation (in the case of a doctoral dissertation in English,  
the abstract should be English) written in the language used in the main  
dissertation will be published as it is, so make sure to check for typographical  
errors. In addition, when attaching some figures to the abstract, create it on  
the assumption that it will be black-and-white.

## Curriculum Vitae

Category

甲

(Katakana characters) ) Name Date of birth	Name should be follow your passport and residence card. It should be also confirmed as much as possible to the name of your student ID card. Entre your name in Katakana above of the name in English or in Kanji. DOB:[Y] (19____), [M]____,[D]_____	Male  Female
Permanent domicile (Country)	Your country name	
Present address	〒           —	
<p>Academic record :</p> <p>yyyy/mm/dd – yyyy/mm/dd</p> <p>※Make sure to enter year/ month / date (yyyy/mm/dd)</p> <p>※List in chronological order and start with the latest graduation.(University graduation)</p> <p>※ Enter “withdrawal” for dropout, and “completed coursework without a degree” for withdrawing with completing coursework.</p> <p>※The term of research student should be written in “Research experience section”.</p> <p>Until now/ to the present ← Enter “Until now/ to the present” if you still have been enrolled in the University.</p> <p>Work experience :</p> <p>yyyy/mm/dd – yyyy/mm/dd</p> <p>※List in chronological order, including joining/leaving information.</p> <p>※If you don't have any employment, please enter “not applicable”</p> <p>※If you have work experience as a research fellow at Japan Society for Promotion of Science (JSPS), please enter the date of join/leave in “Work experience section”, and enter your research activity in “Research experience section” as you belonged to the Graduate School.</p> <p>Until now / to the present← Enter “Until now/ to the present” if you are in service.</p> <p>Research experience :</p> <p>yyyy/mm/dd – yyyy/mm/dd</p> <p>※Enter your research activities as well that you have done when you were Master and Doctoral course.</p> <p>※Write the University or Institution name in which you have done your research each.</p> <p>※Enter the period and contents of each research activity. Any research activities that you have done during the period on your academic or employment history should be on this Research experience section.</p> <p>※Make sure not to enter your research experience history on the Academic experience history.</p> <p>※Special training student and in-country exchange should be written on as Research Experience.</p> <p>Until now / to the present ←Enter “Until now/ to the present” if you have a research which is still continuing.</p> <p>I certify that all the information provided above is true and correct.</p> <p style="text-align: center;">Date (M/D/Y) :</p> <p style="text-align: center;">Name       :</p>		

## Certificate of Prospective Acquisition of Required Credits

Kyushu University Graduate School of  
Design Department of \_\_\_\_\_  
Doctoral course  
Year of entrance: \_\_\_\_\_

Name: \_\_\_\_\_

I hereby certify that the student named above is expected to acquire the credits stipulated in Article 11 of the Regulations of Kyushu University Graduate School of Design by the end of this academic year.

Date (M/D/Y):

Academic adviser name:

\_\_\_\_\_

Date(M/D/Y): \_\_\_\_\_

To President of Kyushu University

Kyushu University Graduate School of Design  
Department of Design or Design Strategy  
Year of entrance: \_\_\_\_\_  
Name: \_\_\_\_\_

Application for Examination of Academic Dissertation

Since I wish to obtain a doctorate, I hereby request the examination of my dissertation submitted with the related documents as listed below, in accordance with Article 8 of Kyushu University Regulations on Academic Degrees.

1. Dissertation: 1 paper, 1 volume, 2 sets
2. Reference paper(s): 3 paper, 1 volume, 1 set
3. List of Publications
4. Abstract of Dissertation
5. Curriculum Vitae

Note1. Please enter “the year of master course enrollment” if you went on the doctoral course from the master course ongoingly.

Please enter “the year of university transfer” if you have completed the master course and transferred to the doctoral course of Kyushu University.

2. Name should match with your CV.

Your name should be in Katakana or Kanji if you are from a Kanji-using country.

(Your name should be followed your passport, residence card. It should be also confirmed as much as possible to the name of your student ID card.)

## 学位記表記文字等について

Information about Notation on Diplomas.

〈漢字氏名〉 〈Name in Kanji〉	(例：日本人) 高橋 太郎 (Example : Japanese Student) (例：留学生) 华 雪峰 (Example : International Student)
〈カナ氏名〉 〈Name in Katakana〉	(例：日本人) タカハシ タロウ (Example : Japanese Student) (例：留学生) カ セツホウ (Example : International Student)
〈英字氏名〉 〈Name in English〉	(例：日本人) TAKAHASHI Taro (Example : Japanese Student) (例：留学生) HUA XUEFENG (Example : International Student)
授与決定通知 送付先住所 Mailing address for the Notification of Conferment Decision	〒XXX-XXXX 福岡市南区塩原〇-〇-〇 〇-〇-〇 Shiobaru Minami-ku Fukuoka City (Post Code) XXX-XXXX 【学内への発送希望の場合】 【receiving on campus】 <学内便><Mail on Campus> 九州大学芸術工学部1号館〇階〇〇〇〇学研究室 Kyushu University School of Design Bldg. 1, 〇F 〇〇 Laboratory

\*各項目を正確に漏れなく記載のうえ、提出願います。

Before submission, please make sure each item to be completed correctly and with no omission.

\*学位記及び学位授与証明書の氏名 Name for Diplomas and Certificates

和文学位記及び和文証明書 For Diplomas in Japanese and Certificates in Japanese

日本人及び漢字圏の外国人の場合＝漢字氏名

For Japanese / students from Kanji-using countries→**Name in Kanji**

漢字圏以外の外国人の場合＝カナ氏名

For students from non-Kanji-using countries→**Name in Katakana**

英文学位記及び英文証明書 For Diplomas in English and Certificates in English

日本人の場合＝ヘボン式ローマ字とすること。(パスポートを取得している人はパスポートどおり)

また、表記順は姓→名とし、姓は全て大文字、名は頭文字のみ大文字とします。

For Japanese student=**Notation in Hepburn romanization (Follow the notation on the passport)**

It is standard that Japanese students' name to be written in family-given naming order, then all letter of family name and the first letter of given name will be capitalized. 例) Example) 九大 太郎 → KYUDAI Taro

外国人の場合＝パスポートどおりとしてください。原則すべて大文字とします。また、表記順は希望(出身国の慣習のとおり)で構いません。

For international student=**Follow the notation on the passport.**

It is standard that International students' name to be written in arbitrary order (Follow the customs of your country of origin), then all letter will be capitalized.

\*氏名にPC・ワープロ等で出力されない異体字等が含まれる場合は、手書きで記載願います。

If your name contains variant character(s) which is not available on PCs, please write it down by hand.

\*旧姓使用又は通称名使用に伴い、上記氏名が学籍(戸籍)氏名と異なる場合は、「学位記記載の氏名表記届」を併せて提出願います。

If the above name differs from the school register or family register in order to use the maiden name or common name, a "Notification of Name Notation on Degree List" must be submitted.

\*授与決定通知は、学位授与が決定次第、上記記載住所に送付します。

The notification of conferment decision will be sent to above mentioned address, once the conferment of degree has been determined.

(海外の場合は、申請学府へ通知) (For oversea mailing address, we will notify the applicant's graduate school)