

乙 : Doctoral Degree by Thesis Only

Dissertation application guide

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

September, 2025

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

1. Eligibility for examination for the doctoral degree by thesis only

Kyushu University may confer a doctoral degree upon individuals who have successfully passed the thesis examination administered by its graduate schools and whose academic competence has been formally recognized as equivalent to or exceeding that of those who have completed the university's doctoral program. Furthermore, at the Graduate School of Design, Kyushu University, individuals eligible to apply for the preliminary examination related to the submission of a doctoral dissertation must meet one of the following criteria:

- (1) Have at least seven years of research experience following graduation from a university, or at least four years of research experience after completing a master's program (pre-doctoral course) at this or another graduate school;
- (2) Possess research experience deemed equivalent to or exceeding the requirements stated above.

The term "research experience" refers to any of the following:

- (1) Period engaged in research as a full-time faculty member at a university
- (2) Period enrolled in a graduate school
- (3) Other periods recognized by the Faculty Council as equivalent to or exceeding the aforementioned categories.

Opportunities to apply for the doctoral degree are offered four times annually. Applicants are required to pass two examinations: the Preliminary Examination and the Thesis Examination. Only those who successfully pass the Preliminary Examination are eligible to proceed to the Thesis Examination; therefore, applicants must first apply for the Preliminary Examination.

Furthermore, when applying for the Preliminary Examination, candidates pursuing a doctoral degree by thesis must, in principle, have published at least three peer-reviewed papers. However, individuals who have withdrawn from the Doctoral Program of the Graduate School of Design, Kyushu University, or from the Doctoral Program of the Graduate School of the Kyushu Institute of Design after completing the required credits must have published at least one peer-reviewed paper.

Note: Effective April 1, 2026, individuals who have withdrawn from the aforementioned doctoral programs after completing the required credits will also be required to submit at least three peer-reviewed papers.

2. 2025 Examination Schedule

	Conferment in September	Conferment in December	Conferment in March	Conferment in June in subsequent academic year
Application Deadline for Preliminary Examination	May 7 (Wed)	July 1 (Tue)	November 5(Wed)	January 27 (Tue)
Preliminary examination	May 16- June 9	July 11- September 9	November 14- November 30	February 6- February 28
Notification of result of preliminary examination	June 19	September 18	December 11	March 12
Application Deadline for PhD thesis defense	July 1(Tue)	October 1 (Wed)	January 14 (Wed)	April 6 (Mon)
PhD thesis defense (Public presentation)	July 10- August 20	During October	January 17- February 20	
Deadline for submission of dissertation (hard cover&PDF)	August 25(Mon)	November 10(Mon)	February 24(Tue)	
Deliberation on degree conferment (Faculty Congress)	September 3(Wed)	November 19(Wed)	March 4(Wed)	
Notification of decision of degree conferment	September 10	December 10	March 10	
Degree conferment ceremony	September 25 (Thu)	March 25 (Wed)		

■ Notes.

1. All documents must be submitted by 5PM to the Academic Affairs Section.
2. The classification of the degree is "乙" 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 DATA	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 DATA	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 DATA	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 DATA	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 DATA	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).
⑨	Graduation Certificate, Completion Certificate	1 copy	Submit a graduation or completion certificate from your final educational institution. Kyushu University graduates and completers need not submit.

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 Examination 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 the Diplomas DATA	1 file	The data must be prepared using the prescribed form and submitted electronically (Word file).
⑤	Degree Thesis Examination Fee	¥57,000	Payment must be made at the Accounting Section, General Affairs Division, Faculty of Design (Administration Office 2F). *The degree thesis examination fee is non-refundable once paid.

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 (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.)
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.

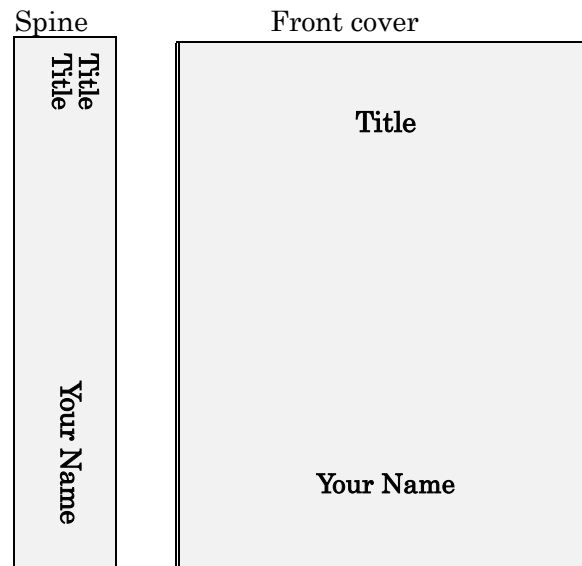
1 Use A4-size paper.

2 It is not necessary to prepare the papers in hardcover.

Please prepare your paper in softcover (plain paper), such as a flat file.

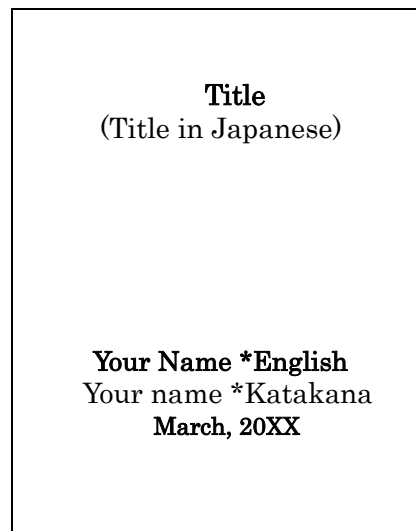
3 The image of the front cover, the spine, and inner front page are as follows.

(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 2026.)

Date(M/D/Y):_

To Dean, Graduate School of Design, Kyushu University

Name:_____

Application for Preliminary Examination (Doctoral Degree by Thesis Only)

Consult with your
Supervisor to choose.

Since I wish to take a preliminary examination for the academic degree of Doctor (Engineering or Design), I hereby submit my dissertation as specified below, together with related documents, in accordance with the provisions of Paragraph 2, 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 :

Note: 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
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Name	Name should match with the name of CV.
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Dissertation 1 paper, 1 volume(s)

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.)

The main body of the thesis Name of publication xxx, Vol. yy, No. zz, has been already published (Date of Publication yyyy/mm/dd)

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)

Online publication site xx http:// x y z

- List in chronological order.
- If the work is unpublished, provide information on publication “method,” “date” and “number of total pages.”
- If there is no publication or publication plan, specify the contribution plan.
- When the publication plan is listed, notify as soon as the publication date has been decided.

Reference paper(s) ____paper(s)_volume(s)

1. Title :
Name of publication xxx, Vol. yy, No. zz (Date of Publication yyyy/mm/dd)
Coauthor(s)/Joint author(s)

2. Title :
Online publication site xx http:// x y z (Date of Publication yyyy/mm/dd)
Coauthor(s)/Joint author(s)

3. Title :
Online publication site xx http:// x y z (Date of Publication yyyy/mm/dd)
Coauthor(s)/Joint author(s)

- Reference paper means the collective term that peer-reviewed thesis and the other thesis. Reference papers must include **at least three** peer-reviewed papers.

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

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【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

乙

(Katakana characters) Name	Name should be followed your passport and residence card. It should be also confirmed as much as possible to the name of your student ID card. Enter your name in Katakana above of the name in English or in Kanji. DOB: [Y] (19____), [M]____,[D]_____	Male
Date of birth		Female
Permanent domicile (Country)	Your country name	
Present address	〒 —	

Academic record:

2020/03/25 Graduated from School of Design, Kyushu University

2020/04/01 Admitted to Master's Course, Department of Design, Graduate School of Design, Kyushu University

2022/03/25 Completed – ditto -

2022/04/01 Admitted to Doctoral Course, Department of Design, Graduate School of Design, Kyushu University

to the present ← Enter “to the present” if you still have been enrolled in the University.

*Make sure to enter year/ month / date (yyyy/mm/dd)

*List in chronological order and start with the latest graduation (University graduation).

*Enter “withdrawal” for dropout, and “completed coursework without a degree” for withdrawing with completing coursework.

*The term of research student should be written in “Research experience section”.

Work experience:

2020/04/01 Joined XX Company

2021/10/31 Resigned –ditto

2022/04/01 Started as a research fellow for Japan Society for the Promotion of Science

to the present ← Enter “to the present” if you are in service.

*List in chronological order, including joining/leaving information.

*If you don't have any employment, please enter “not applicable”

*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.

Research experience:

2019/04/01-2020/03-31 Research activity for XX as a research student for Graduate School of Design, Kyushu University

2020/04/01-2022/03/25 Research activity for XX at Graduate School of Design, Kyushu University

2020/10/01-2021/10/31 Research activity for XX at ○○ company

2022/04/01 Research activity for XX at Graduate School of Design, Kyushu University

to the present ← Enter “to the present” if you have research which is still continuing.

*Enter your research activities for master's and doctoral programs, but do not include undergraduate programs. Periods as a research student may be included. In this case, be sure to mention “as a research student”.

*Write the University or Institution name in which you have done your research each.

*Special training student and in-country exchange should be written on as Research Experience.

I certify that all the information provided above is true and correct.

Date (M/D/Y) :
Name :

Date(M/D/Y): _____

To President of Kyushu University

Nationality: _____

Name: _____

Application for Examination

In accordance with the provisions of Article 16 of the Kyushu University Rules on Academic Degrees, I hereby submit the following thesis along with the relevant documents to request for Degree (Conferral).

Also I shall pay the prescribed fees.

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

Note: 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 the Diploma

〈漢字氏名〉 (Name in Kanji)	(例：日本人) 高橋 太郎 (Example : Japanese Student) (例：留学生) 華 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 送付先メールアドレス E-mail address for the Notification of Conferment Decision	E-mail address * Provide an email address that will continue to be used after completion of Kyushu University.

* 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 student's 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、上記メールアドレスに送付します。

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