Revised by the department meeting on Oct. 7, 2021

Revised by the department meeting on Feb. 17, 2023

**Notes on preparing the Degree Application Form**

This example is prepared using the Microsoft Word. Please use this example to prepare your "Application for Degree Conferral". Please delete [red text] as they are intended for the instructions.

First, carefully read "Format and Publication of Doctoral Dissertations and Examination" on page 3 and "3. Application Procedures for Doctoral Degrees" on page 146 of the Academic Affairs Handbook.

The "Application for Degree Conferral" form is used to judge whether the thesis should be received for the review by the faculty meeting of the Division of Earth and Planetary Sciences (Geophysics).

The "Application for Degree Conferral" **should not exceed 2 pages of A4 papers**.

Layout: **Margins should be 20mm (top, bottom, left, right), 48 characters x 48 lines.** Please keep the margins, number of lines, and number of characters to this level.

Font: The example uses “MS Mincho” and “Times New Roman” font in 10.5 point. Please use this font size.

Educational background: Please begin with your university graduation. Please provide the exact dates of completion, graduation, withdrawal of credits, and credit approval.

Employment history: Please list all research assistants and research fellows. Office assistants and teaching assistants are not needed. Please check the dates of employment and retirement carefully.

Research experiences: JSPS Postdoctoral Fellowships (DC1, DC2) should be listed here. Please check the date of employment/retirement (planned) carefully.

**Foundational papers**: Journal papers that are the basis of the main thesis, i.e., journal papers whose essential contents are part of the basis of the main thesis. Classify foundational papers into two categories: (i) papers that have been published, accepted, and in review, and (ii) papers that are in preparations for submission. For papers in category (i), list the title of the papers, journal names, and the authors’ name in this order. If the manuscript is in review, write the date of submission. If the volume, pages, year of publication, and doi (if any) are available, please list them. For papers in category (ii), list the title of papers, journal names to which the manuscript will be submitted, and the authors’ name in this order. Note that all authors should be listed in the order of publication, including the applicant. However, if there are more than five authors, list them as shown in the example below. (The example below shows the case of 10 authors in total.) Copies of manuscripts and letters of consent from co-authors must be submitted. If some papers have been accepted but not yet published, a document indicating acceptance must be attached.

[Case 1: More than 5 authors and the applicant "Taro Chikyu" is the first author.]

CHIKYU, Taro, et al. (10 co-authors)

[Case 2: More than 5 authors and the applicant "Taro Earth" is not the first author.]

KASEI, Hanako, et al. (10 co-authors, CHIKYU Taro is the 4th author)

**Reference papers**: Papers other than Foundational papers that has been published or accepted during the applicant's enrollment at the graduate school. Reference papers may be submitted as evidence of the applicant's research activities, regardless of whether the paper has been refereed or not, regardless of whether the applicant is the main author or a co-author.

**The abstract of the main thesis**: This should be written wither in Japanese or English. The abstract should be approximately 500 characters in Japanese or 150 words in English. Please adhere to the character count. If the number of characters is not adhered to, you will be asked to rewrite it. Please note that figures and tables are not allowed.

Doctoral Degree Application Form

【Double-space】

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 furigana

Name: family name first name

Date of Birth: year month day

【Double-space】

Educational Background

year/month/day Graduated from faculty of XXX, YYY University.【Check the date.】

year/month/day Enrolled in Master Course in Department of Geophysics, Division of Earth and Planetary Sciences, Graduate School of Science, Kyoto University.

year/month/day Graduated from Master Course.【Check the date.】

year/month/day Enrolled in Doctoral Program in Department of Geophysics, Division of Earth and Planetary Sciences, Graduate School of Science, Kyoto University.

year/month/day Expected to obtain research guidance approval from Division of Earth and Planetary Sciences,

Graduate School of Science, Kyoto University.

【Double-space】

Employment History

year/month/day　　Employed as Research Assistant, Graduate School of Science, Kyoto University

year/month/day　　Resigned from position above【Check the date of resignation.】

【Double-space】

Research Experiences

year/month/day　　JSPS Research Fellowship (DC1) Employed (until XX XX, 20XX (as planned))

(year/month/day Resigned from the position above【Check the date of resignation.】)

【Double-space】

Main Dissertation

1. Title

Title (a Japanese translation)

【If the title is in English, a Japanese translation must be provided in parentheses. If the title is in Japanese, enter the Japanese title only.】

2. Publication Method and Date

 The dissertation is to be published in “Doctoral Dissertations in AY 20XX Department of Geophysics, Division of Earth and Planetary Sciences” after the degree is conferred.【Enter the year correctly.】

3. Number of Volumes: 1

【Double-space】

Foundational Papers 【See “Notes on preparing the Degree Application Form” above】

 Published or accepted papers X papers (X = the number of papers) 【Published or accepted papers. For papers listed here, please submit a copy of the paper and the letter of consent from all co-author(s). For papers that have been accepted but not published yet, additionally submit the letter of acceptance.】

【Write the title of the paper, journal, volume, page, year (published in yyyy year mm month, to be published, or accepted), and authors' names in this order. All authors, including the applicant, should be listed in the order as shown in the publication (See “Notes on preparing the Degree Application Form” above). Volume, pages, year, and doi, if any, should be shown. Examples (1~2) are shown below.】

1．The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*, **XX**, XXXX-XXXX, doi:10.xxxx/yyyy0000（in press in December 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

2．The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*, doi:10.xxxx/yyyy0000（accepted in December 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

 Papers in review X papers (X = the number of papers) 【Use the continued serial numbers from published papers. For papers listed here, the copy of the manuscripts and the letter of consent from all co-author(s) must be submitted.】

【The title of the paper, journal names, the date of submission (submitted in yyyy year, mm month), and the names of all authors, in this order. All authors, including the applicant, should be listed in the same order as shown in the publication (See “Notes on preparing the Degree Application Form” above). Examples (3) are shown below.】

3. The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*（submitted in December, 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

 Papers in preparation X papers (X = the number of papers) 【For papers listed here, neither a copy of the manuscript nor the co-authors' letters of consent is not required. Do NOT use the continued serial numbers from papers in review, but use labels A, B, C, ....】

【List the title of the article, the journal name, the date of submission (scheduled for submission in xxxx year, xxxx month), and the names of the authors in this order. All authors, including the applicant, should be listed in the same order as the manuscript in preparation. (See “Notes on preparing the Degree Application Form” above). Examples (A) are shown below.】

A．The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*（to be submitted in December, 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

【Double-space】

Reference Papers　X papers (X = the number of papers) 【Reference papers are papers by the applicant (regardless of whether it is the main author or co-author, and regardless of whether it has been peer-reviewed or not) other than the Foundational papers (see "Notes on Preparation" below). The number X does not include the number of Foundational papers.】

1. ・・・

2. ・・・

【Double-space】

Abstract of the Main Dissertation.

Approx. 500 characters (Approx. 150 words in English)

Doctoral Degree Application Form

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 furigana

Name: family name first name

Date of Birth: year month day

Educational Background

year/month/day Graduated from faculty of XXX, YYY University.

year/month/day Enrolled in Master Course in Department of Geophysics, Division of Earth and Planetary Sciences, Graduate School of Science, Kyoto University.

year/month/day Graduated from Master Course.

year/month/day Enrolled in Doctoral Program in Department of Geophysics, Division of Earth and Planetary Sciences, Graduate School of Science, Kyoto University.

year/month/day Expected to obtain research guidance approval from Division of Earth and Planetary Sciences,

Graduate School of Science, Kyoto University.

Employment History

year/month/day　　Employed as Research Assistant, Graduate School of Science, Kyoto University

year/month/day　　Resigned from position above

Research Experiences

year/month/day　　JSPS Research Fellowship (DC1) Employed (until XX XX, 20XX (as planned))

(year/month/day Resigned from the position above)

Main Dissertation

1. Title

Title (a Japanese translation)

2. Publication Method and Date

 The dissertation is to be published in “Doctoral Dissertations in AY 20XX Department of Geophysics, Division of Earth and Planetary Sciences” after the degree is conferred.

3. Number of Volumes: 1

Foundational Papers

 Published or accepted papers X papers (X = the number of papers)

1．The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*, **XX**, XXXX-XXXX, doi:10.xxxx/yyyy0000（in press in December 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

2．The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*, doi:10.xxxx/yyyy0000（accepted in December 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

 Papers in review X papers (X = the number of papers)

3. The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*（submitted in December, 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

 Papers in preparation X papers (X = the number of papers)

A．The relationship between solid earth and atmospheric physics, *International Journal of Geophysics*（to be submitted in December, 2020）．

CHIKYU, Taro, Jiro TSUKI, and Hanako KASEI

Reference Papers　X papers (X = the number of papers)

1. ・・・

2. ・・・

Abstract of the Main Dissertation.