【For doctoral course students】Text in red indicates the instructions for each item and should be deleted after the form has been completed.

(DATE)

※Date is the date of receipt of the thesis (the date should be the submission deadline)

Dean, Graduate School of Science

Name: (SEAL)\*

Admitted/transferred to the doctoral program in 20

Department of , Graduate School of

**Request for Thesis Review**

Please find attached my doctoral thesis, its accompanying list of publications, and my curriculum vitae. I hereby request that they be reviewed for the fulfillment of my Doctoral degree in Science).

\* A written signature may be substituted for a seal.

【For those who earn doctoral degree by thesis only】Text in red indicates the instructions for each item and should be deleted after the form has been completed.

(DATE)

※Date is the date of receipt of the thesis (the date should be the submission deadline)

To: President, Kyoto University

Name: (SEAL)\*

Current address:

**Application for Degree**

I hereby submit my application for a doctoral degree in ( Science ). Please find attached my doctoral thesis, its accompanying list of publications, my curriculum vitae, and a total of 57,000 yen for the review of my doctoral thesis.

\* A written signature may be substituted for a seal.

【Sample for List of Publications (Department of Geophysics)】Text in red indicates the instructions for each item and should be deleted after the form has been completed.

**List of Publications**

**Main thesis**

１．Title:

XXXXXXX (Japanese translation)

【If the title is in a language other than Japanese, Japanese translation should be added in parentheses following the title.】

２．Format and date of publication

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. 【Note the academic year.】

３．Number of volumes: １

**Reference papers** 【All papers that form the basis of the main thesis and all reference papers should be numbered consecutively. However, papers in preparation for submission must not be listed.】

The title of the article, journal, volume, page, year of publication, etc. (published, to be published, accepted, submitted, etc.), and name(s) of author(s) should be listed in this order. All authors, including the applicant, should be listed in the order in which they appear in the paper. However, if there are more than five authors, list them as shown in the example below. If the paper has a doi number, it can be written. ※The format is the same as in the Degree Application Form except that papers in preparation should not be listed.

An example is shown below.

1. The relationship between solid earth and atmospheric physics (Part I), *Journal name,* XX, XXXX-XXXX, doi:10.xxxx/yyyy0000 (published in February 2020).

CHIKYU, Taro and Hanako KASEI

1. The relationship between solid earth and atmospheric physics (Part II), *Journal name,* XX, XXXX-XXXX, doi:10.xxxx/yyyy0000（to be published in December 2020）

CHIKYU, Taro, et al. (10 co-authors) ※Case for More than 5 authors and the applicant "Taro Chikyu" is the first author.

1. The relationship between solid earth and atmospheric physics (Part III), *Journal name*, XX, XXXX-XXXX, doi:10.xxxx/yyyy0000（accepted in December 2020）．

KASEI, Hanako, et al. (10 co-authors, CHIKYU Taro is the 4th author) ※Case for more than 5 authors and the applicant "Taro Chikyu" is not the first author.

(December/XX/20XX) ※Date is the date of receipt of the thesis (the date should be the submission deadline)

Applicant for the degree

Name: XXXXX XXXXX

Notes on “List of Publications”

A. Main thesis

1. Title

(1) The title (including subtitle) should be as in the submitted paper.

(2) If the title is in a foreign language other than Japanese, Japanese translation should be added in parentheses following the title.

(3) If several journal papers with different titles are combined into one thesis, the title of the main thesis should be listed, but not the individual titles of journal papers.

(4) In the case of a dissertation consisting of several admonitions published on a certain subject, each of which has a serial number (e.g., "Report XX" or "Part XX") attached to the dissertation concerned, the serial number should not be given.

2. Publication and publication method of the main thesis

(1) The publication is to be made in a book, academic journal or other public publication (hereinafter referred to as "journal of publication").

(2) The published thesis must be stored as an academic document at a university or other academic institution and be available for inspection at any time.

(3) The dissertation may be presented in separate parts according to its structure, such as editions and chapters, or according to research topics in terms of content.

(4) For papers published in full, the date of publication, the name of the journal (volume and number in the case of a journal) or the name of the publisher, etc. should be indicated. For papers published in volumes, chapters, etc., the method and timing of publication should be indicated for each category.

(5) If the thesis is presented under a different title from the dissertation (chapter, volume, etc.), the title of the thesis should be indicated in parentheses.

(6) For those that have not yet been published, indicate how and when it is planned to be published. If the schedule has not been determined at the time of application, use "undecided".

3. number of books

(1) Indicate the number of volumes for each dissertation.

(2) If supplementary figures, etc. are attached as separate volumes, the number of volumes should be added to the number of books. However, if supplementary drawings, etc., which are not in book form, are attached, they should be described as "○ volumes (with supplementary drawings attached)".

B. Reference Papers

(1) As for the main paper, state its title, the method and time of presentation (including the schedule), and the number of volumes.

(2) For co-authored papers, the name of the co-author(s) should be added. The names of authors, including the applicant, should be listed in the order in which they appear in the paper.

(3) If there are two or more reference papers, list them. The order in which they are listed is arbitrary.

(4) If a paper listed in (4) of A-1 above is used as a reference paper, the serial number attached to the title of the paper should not be omitted.

※Supplementary information in Department of Geophysics: Reference papers should be listed in abbreviated form as given in the sample if there are more than five authors.

Text in red indicates the instructions for each item and should be deleted after the form has been completed.

(DATE)

Must match the date on the Request for Thesis Review (Application for Degree).

**Curriculum Vitae**

Legal domicile: Prefecture name only. If you are not a Japanese citizen, enter your country name.

Present address:

In *hiragana*:

The reading of a non-Japanese name must be indicated in *katakana*.

Name:

If you are a non-Japanese from a country that uses Chinese script, give your name in Chinese characters with its Romanized equivalent.

Date of birth:

**Academic Career**

Check with the Student Affairs Office for dates of graduation, completion, etc.

(DATE) Graduated from High School

If educated under the old Japanese system, start by stating which junior high school you graduated from.

(DATE) Admitted to University Faculty of , Department of

(DATE) Graduated from University Faculty of , Department of

(DATE) Admitted to Master’s program, University Graduate School of , Department of

(DATE) Completed Master’s program, University Graduate School of , Department of

(DATE) Admitted/transferred to Doctoral program, University Graduate School of , Department of

(DATE) Anticipated date of certification by the program / Left the Graduate School after

receiving certification

**Professional Career**

(DATE) Joined ( )

(DATE) (up to the present)

**Research Career**

Events that are more appropriate for inclusion under Academic Career or Professional Career should not be repeated here.

Experience relating to the Research Fellowship for Young Scientists of the Japan Society for the Promotion of Science, research student experience, and TA/RA duties should be written here.

(DATE) Engaged in research into at (until [DATE])

(DATE) Employed at as researcher (until [DATE])

**Awards and Penalizations**

(DATE) Awarded

Entries under Academic Career, Professional Career, Research Career, and Awards and Penalizations should be written accurately in chronological order.

Enter “N/A” if there is nothing to report.

Dates should be given according to the Japanese calendar for Japanese citizens and according to the Western calendar for non-Japanese.

Notes on Resume Preparation

curriculum vitae

1. domicile of origin

　　Only the name of the prefecture should be listed. For foreigners, enter only the name of the country.

2. current address

(1) The address (official place name and lot number) as it appears on the residence certificate should be listed.

(2) The name of the complex, accommodation, number, etc., should be accurately stated so as not to interfere with the notification of the degree conferment ceremony and other correspondence. The postal code should also be included.

(3) If the applicant plans to reside abroad for an extended period of time, such as on a foreign business trip, the place of residence should be indicated. Also, if you have a domestic contact person, please indicate this at the time of application.

3. name

(1) Must be listed as in the family register. However, if the applicant wishes to have his/her degree written in his/her maiden name or in combination with his/her maiden name, the information should be as described in "Handling of Names for Doctoral Degrees". (Form 7 must also be submitted.)

　　The name listed　here will be used as the manuscript for writing the dissertation, so if you use a foreign name or are a non-Japanese, please note the order of first and last names and capitalization, and make sure it matches the dissertation catalog and the dissertation review report.

(2) All names must be prefixed with furigana. Foreign students should write their names in katakana.

(3) Foreigners within the Kanji sphere should also fill in the English notation. Since this will be a manuscript for writing the English rank, the first and last names should also be written in the order and capitalization as they appear in the English rank.

(4) The name of the applicant should be consistent with the name on the degree examination report, etc.

4. educational background

(1) Describe post-high school education, following the years.

(2) Changes in status during the student's enrollment in school, such as entrance into school, advancement to higher education, leave of absence, reinstatement, withdrawal, transfer, graduation, and completion of school, should also be noted without omission.

(3) For those who have completed a doctoral course at the graduate school of the University, the research guidance accreditation, etc. should also be described.

(4) Any changes in the name of the school, etc. during the student's enrollment should also be noted.

5. about your work history

(1) For full-time positions, list the employer, title, etc., following the year of employment. However, it is desirable to list part-time positions, especially those related to education and research. (No need to list TAs, etc. while in school)

(2) For the current position, clearly indicate "to date" in the section describing the position.

6. research history

(1) List by year and by item any research history that you feel should be noted in the application for the degree.

(2) Items to be listed as research history related to academia should be approximately as follows

a. Items related to research projects (including joint research)

b. Items related to training

c. Items related to academic research

d. Items related to research publications (books, papers, etc.)

e. Items related to academic grants

f. Items related to academic conferences

g. Any other information that will be helpful in the degree examination.

(3) Do not duplicate in the Research History section any information that is appropriate to be listed as education or employment history.

7. awards and penalties

　　Describe any items that you feel　should be noted in the application for degree conferral.

※Supplementary information in Department of Geophysics: For part-time positions, only Ras and RFs should be listed. For research history, it is sufficient to mention only to such as JSPS fellowships and there is no need to include any particular details.

reference

◇ Handling of Names for Doctoral Degrees

　If you wish your degree to be written in your "maiden name" or "maiden name and surname", please indicate your name on the documents submitted for the dissertation review as shown in the table below. In this case, please also submit "Name to be written on the degree certificate (Form 7)".

　If you wish to use the same name as in your family register for your degree, please do not include your maiden name.

|  |  |  |
| --- | --- | --- |
| Documents to be submitted, etc. | How to enter your name |  |
| If you have written your maiden name | For maiden name only |
| Major (department/fields)  　Report on Candidates for Doctoral Degree Examination Investigator, etc. | New name (old name) | New name (old name) |
| **Prepared by applicant**  **Application for Thesis Review**  **Dissertation**  **List of Articles**  **Resume** | **New name (old name)** | **Old name only** |
| Prepared by the survey committee members  　Degree Examination Report | New name (old name) | New name (old name) |
| Prepared by First Educational Affairs Department] (Reference)  　Report of Qualification Screening Results  　Degree (Doctoral) Award Report    　Certificate of Approval for Research Guidance | New name (old name)  New name (old name)  　\*State that the degree is written with the maiden name.  New name only | New name (old name)  New name (old name)  　\*Degree clearly states maiden name.  New name only |

(Remarks)

(1) This is limited to the use of the student's maiden name on documents submitted for the dissertation review, etc., and does not extend to the student's academic record.

(2) In the academic register (kept by each graduate school), the student's maiden name should be written along with his/her surname, and an entry should be made on the degree certificate stating that the student's maiden name (or both maiden names) was used.

(3) The Degree Conferment Certificate Issuance Register (kept in the Student Affairs Division) shall be substituted for the Degree (Doctoral) Conferment Report submitted by each graduate school.

(4) The applicant is responsible for proving his/her identity, since the certificate of degree conferment will be issued in the name as written on the degree certificate and other certificates will be in accordance with the student's academic record (new name only). (Graduate School Council Agreement)

Form 7

Date of the agreement

　To the President of Kyoto University

　　　　　(NAME)

Name to appear on the degree certificate

　I hereby apply to use the following "maiden and concurrent names" for the name to appear on my degree certificate.

record

　　one's former (maiden) name

　　　　　or

　　parallel inscription

　　　　New Family Name (Maiden Name )