Degree Application Guide for the English Program

(Doctoral Program)

for AY 2025

Graduate School of Library, Information and Media Studies

University of Tsukuba

April 2025

Completion Schedule of Doctoral Program

	Shortest schedule (degree conferment in September)	Date	Subject	Deliberation committee	Review committee	Submissions	Copies
Preliminary Review	Mid April	advance notice required	**(Academic advisor)** Submission of the Preliminary Review Committee member list			①The Preliminary Review Committee member list ②History and performance of the guest committee member	
	2025/4/28 2025/4/30 2025/5/1	List 1	**(Student)** Submission of preliminary review application			①Preliminary review application ②Doctoral dissertation for preliminary review ③Abstract of doctoral dissertation for Preliminary Review (Japanese or English) ④Author bibliography ⑤Offprints or copies of core papers and its PDF file ⑥Curriculum vitae ⑦Letter of consent ⑧Theisis fairness report ⑨Ethics review report Other reference materials (if any)	①:1 ②:5 ③:1 ④:1 ⑤:each 5 and PDF ⑥:1 ⑦:each 1 ⑧:1 ⑨:1
	2025/5/14	2nd Wednesday	Deliberation of setting the Preliminary Review Committee	Steering Committee			
	Mid May 2025 ～ Late June 2025		Preliminary review		The Preliminary Review Committee		
	2025/7/2	1st Wednesday	**(Academic advisor)** Submission of the preliminary review report and the list of the Doctoral Dissertation Review Committee members			①Preliminary review report ②List of the Doctoral Dissertation Review Committee members ③History and performance of the guest committee member (Unnecessary for the same one with preliminary review)	
Doctoral Dissertation Review	2025/7/2	within 3 months after the date of approval of the preliminary review (by the Steering Committee)	**(Student)** Submission deadline of doctoral dissertation review application			①Doctoral dissertation review application ②Doctoral dissertation ③Abstract of dissertation (English) ④Author bibliography ⑤Offprints or copies of core paper and its PDF file ⑥Request for non-disclosure / disclosure on the Internet of my doctoral dissertation ⑦Non-plagiarized dissertation report ⑧Ethics review report	①:1 ②:5 ③:1 ④:1 ⑤:each 2 ⑥:1 ⑦:1 ⑧:1
	Early July 2025	2 weeks before the final presentation	**(Academic advisor)** Decide the final presentation day				
	2025/7/9	2nd Wednesday	Judgement of the Preliminary review and deliberation of setting the Doctoral Dissertation Review Committee	Steering Committee			
	Mid July 2025 (7/9～)		The final presentation and the doctoral dissertation review		The Doctoral Dissertation Review Committee		
	2025/8/6	1st Wednesday	**(Academic advisor)** Submission of doctoral dissertation review report **(Student)** Submisison of PDF file of dissertation			(Academic advisor) The report of doctoral dissertation review (Student) PDF file of the doctoral dissertation PDF filre of the core paper (if there are additions)	
	2025/8/27	4nd Wednesday	Judgement of the doctoral dissertation review and deliberation of degree conferment	Steering Committee			
	2025/9/25	End of each month	Degree conferment			Submit the full text of the doctoral dissertation as a PDF file. Those who were approved of postponement of Internet publication must submit another PDF file that carries the summary and the title page.	
	2025/9/25	End of each academic season	Degree conferment ceremony				

[List 1]

Prescheduled days for submitting preliminary review application

Setting the Preliminary Review committee	Days
April 2025	3/28 (Fri.) ・3/31 (Mon.) ・4/1 (Tue.)
May 2025	4/28 (Mon.) ・4/30 (Wed.) ・5/1 (Thu.)
June 2025	5/29 (Thu.) ・5/30 (Fri.) ・6/2 (Mon.)
July 2025	6/27 (Fri.) ・6/30 (Mon.) ・7/1 (Tue.)
September 2025	8/28 (Thu.) ・8/29 (Fri.) ・9/1 (Mon.)
October 2025	9/29 (Mon.) ・9/30 (Tue.) ・10/1 (Wed.)
November 2025	10/30 (Thu.) ・10/31 (Fri.) ・11/4 (Tue.)
December 2025	11/28 (Fri.) ・12/1 (Mon.) ・12/2 (Tue.)
January 2026	12/25 (Thu.) ・12/26 (Fri.) ・1/5 (Mon.)
February 2026	1/29 (Thu.) ・1/30 (Fri.) ・2/2 (Mon.)
March 2026	2/26 (Thu.) ・2/27 (Fri.) ・3/2 (Mon.)

Bring or send (due no later than) documents on the days of the list.

Degree Application Guide
(Doctoral Program)

For the application of the <u>doctoral dissertation review</u> (including the final examination; hereinafter referred to as the "dissertation review"), follow the instructions below.

1. Doctoral degree (Given after completing the course of study)

(1) Diploma policy

The degree is given to an individual who completes the purpose of the course which is defined in the Regulations of the Graduate School of the University of Tsukuba, and is certified as possessing ability in the field of Library and Information Studies or Informatics. The doctoral degree given by the Graduate School of Library, Information and Media Studies is the Doctor of Philosophy, Doctor of Philosophy in Library and Information Studies, or Doctor of Philosophy in Informatics.

(2) Doctoral dissertation requirements

The doctoral degree is an academic degree conferred on an individual who is qualified as an independent researcher. The Graduate School of Library, Information and Media Studies obligates students to submit a sole author doctoral dissertation, in English, in which new knowledge obtained by appropriate research methods is clearly described. A doctoral dissertation must therefore be a compilation based on two or more peer-reviewed papers published in academic journals.

(3) Prerequisites for applying for the dissertation review

1) Students need to complete an interim presentation three months prior to applying for a preliminary review.
2) Students should have enrolled in the doctoral program for three years or longer up to the point of degree conferment.
3) Students should have acquired ten or more credits during the doctoral program up to the point of degree conferment.
4) Must have passed the preliminary review
5) Remain enrolled in the doctoral program until the day of the degree conferment.

 * Interim presentation

Students who enrolled in the graduate school for one year or longer must give a presentation on the progress of their doctoral dissertation. In principle, interim presentations can be held on the fourth Wednesday of each month. Presenters may choose the date of their presentation according to the progress of their research. Those who wish to make a presentation must obtain approval from their academic advisors and should apply to the Graduate Academic Affairs Section at least five weeks prior to the date of the presentation. Presentations should be about 60 minutes in length, including a question-and-answer session, and should include a description of the purpose, methods, and progress of the research.

(4) Application prerequisites for the preliminary review

Only students who fulfill all the following requirements are eligible to apply for the preliminary review.

1) Two or more papers, which provide the core of the doctoral dissertation, must have been published or accepted for publication by a peer-reviewed academic journal or accepted as peer-reviewed proceedings papers by the end of the preliminary review (Papers that comprise the core of the doctoral dissertation must be peer-reviewed, i.e., equivalent to a full paper, written by the applicant as the sole or main author).

2) Must have conducted an interim presentation more than three months before.

3) Must have completed eAPRIN or other courses.

* At least one core paper should have been submitted and accepted while attending the doctoral program. The applicant can apply for a preliminary review if one of the submitted papers is still under review and the other one has already been published. In this case, if the paper under the review process is not accepted for publication by the end of the review, the student fails the preliminary review.

* A peer-reviewed international conference paper or a peer-reviewed bulletin paper is acknowledged as one of the core papers.

* Even if it is published in a peer-reviewed academic journal, the paper published in a sole organizational journal, such as IBM Journal, etc., is recognized as equivalent to a peer-reviewed bulletin paper.

* Commentaries cannot be included in the core papers, even if they have been published in an academic journal.

* Papers that comprise the core of the doctoral dissertation must be written in English.

(5) Preliminary review

The preliminary review is an occasion at which five instructors, including the main and secondary academic advisors, examine the Doctoral dissertation for preliminary review and decide whether it meets the requirements of a doctoral dissertation before the dissertation review. If experts from external organizations is included in the place, the person who is a co-author of the core papers in the Dissertation for preliminary review cannot be used as an experts from external organizations.

Applicants must modify their drafts based on the points discussed in the preliminary review. When such modifications are applied and considered to meet the required standard of a doctoral dissertation, the paper will be regarded as having passed the preliminary review. The preliminary review will be terminated if the applicant withdraws from the program. A successful candidate has to apply for an authentic dissertation review as soon as the judgment is made.

* Unless the dissertation review is applied within three months from the day the Steering Committee approve the passing of the preliminary review, the candidates will have to undergo the preliminary review again.

*   In case that the Steering Committee once approved the passing of the preliminary review while the candidate was enrolled in the doctoral program and withdraws from the program after the approval, if the candidate applies for an authentic dissertation review within three months from passing the preliminary review, it can be considered the preliminary review as a 'Doctoral Degree by Way of Doctoral Dissertation' with the approval of the Steering Committee.

Individuals who wish to undergo a preliminary review must submit the following documents to the Dean of the Graduate School of Library, Information and Media Studies (hereinafter referred to as the "Dean") on the days prescheduled every month. (Individuals should not be on a leave of absence when submitting them.)

*   Submission: Graduate Academic Affairs Section,
            Academic Service Office for the Library, Information and Media Sciences
            Area

① Preliminary review application (form code: 別記様式—後予１）: One copy
② Doctoral dissertation for preliminary review: Five copies
③ Abstract of the doctoral dissertation for preliminary review [English] (form code: 別記様式—後予４）: One copy
④ Author bibliography (form code: 別記様式—後予５）: One copy
⑤ Offprints or copies of papers that form a core of the doctoral dissertation: Five copies of each and PDF file
⑥ Curriculum vitae (form code: 別記様式—後予６）: One copy
⑦ Letter of consent (form code: 別記様式—後予７）: One copy of each
⑧ Thesis fairness report (form code: 別記様式－後予８）: One copy
⑨ Ethics review report (form code: 別記様式－後予９）: One copy
⑩ Other reference materials (if any): One copy of each

(6) How the preliminary review is conducted

1) A Preliminary Review Committee formed for each applicant reviews the Doctoral dissertation for preliminary review. After the review, the committee makes their judgment within one year whether an applicant is on leave of absence or in school.

2) The candidate applying for a preliminary review must make a presentation of the key points of the Doctoral dissertation for preliminary review.

3) The Doctoral Dissertation Preliminary Review Committee will examine the following points and describe their findings in a preliminary review report.
    ・The peer review system of the papers that form the core of the Doctoral dissertation for preliminary review
    ・Contents of letters of consent
    ・Possibility of replacing core paper with another peer-reviewed paper
    ・Possibility of title change

(7) Applying for the dissertation review

After successfully passing the preliminary review, candidates can apply for the dissertation review. Those who wish to take the dissertation review must submit the following documents and apply to the Dean within 3 months after the date of approval of the passing of preliminary review. (Individuals should not be on a leave of absence when submitting them.) Be sure to contact the Graduate Academic Affairs Section in advance regarding the date of submission.

*　　Submission: Graduate Academic Affairs Section,
　　　　　　　　Academic Service Office for the Library, Information and Media Sciences Area

① Doctoral dissertation review application (form code: 別記様式－後１）: One copy
② Doctoral dissertation: Five copies
③ Abstract of the doctoral dissertation [English] (form code: 別記様式－後３): One copy
④ Author bibliography (form code: 別記様式－後４): One copy
⑤ Offprints or copies of papers that form the core of the doctoral dissertation: Two copies of each
⑥ Request for non-disclosure / disclosure on the Internet of my doctoral dissertation (form code: 別記様式－後１０): One copy
⑦ Thesis fairness report (form code: 別記様式－後１３): One copy
⑧ Ethics review report (form code: 別記様式－後１４): One copy

(8)　*How a dissertation review is conducted*

A group of five or six examiners consisting of one or more experts from external organizations (e.g., faculty member at other graduate schools at the University, faculty member at graduate schools of other universities or research institutes) and the main and secondary academic advisors will examine whether the work meets the requirements of a doctoral dissertation. The co-author of a core papers in Dissertation for review cannot be an experts from external organizations.

　The dissertation review is an occasion at which pass or failure of the doctoral dissertation will be judged in the short term, provided that a preliminary review panel has duly examined the draft. Therefore no "modification required" or "conditional pass" will be allowed. If major revisions are necessary, the doctoral dissertation must be judged as a "fail."

1)　The Doctoral Dissertation Review Committee, formed for each dissertation, reviews the doctoral dissertation.
2)　The final presentation must be made open to the public. It lasts for about 60 minutes, including Q&A session.
3)　A public announcement of the final presentation must be made ten days prior to the final presentation.
4)　The final examination will be conducted after the final presentation. The examination consists of questions to the author about their doctoral dissertation and related fields, either orally or in writing. The examination is not open to the public and lasts 60 minutes or longer.

(9) *Conferment of the degree*

The degree is conferred on those who have passed the dissertation review. The official date of conferment is the last day of the month that the Steering Committee judges as "pass." (However, a decision as to conferment in March must be made by the Steering Committee in February in principle, which will be the final judgment of degree conferment.) If other items, including period of attendance, acquired credits, etc., do not satisfy the conditions, conferment will be withheld.

The data for Internet publication, which contains the doctoral dissertation for the permanent archives, must be submitted by the day of conferment. If no data is submitted, the conferment will be withheld.

(10) *Publication of the doctoral dissertation*

Candidates who have received the doctoral degree must publish the full text of their doctoral dissertation on the Internet within one year of the day of conferment. If this is not possible, due to plans to publish the doctoral dissertation as a book, apply for a patent, etc., students should submit their Request for non-disclosure / disclosure on the Internet of my doctoral dissertation to the Steering Committee. The Steering Committee will make a decision on the Internet publication and will issue a Letter of Approval and an Answer on Postponement of Internet Publication (form 1) with the period if approved. The length of the period to postpone approved here is the end of March of one year after the day of conferment.

When the reason to be compelling is solved, students must submit an Application on resolving the reason of postponement of the Internet publication (form 2) immediately.

When the reason is not resolved during the period of postponement, students must submit an Application on extension of postponement of Internet publication (form 3) by the end of February of that year. If students do not submit the form, the full text of the doctoral dissertation will be published on the Internet on April 1 of that year.

When an Application on extension of postponement of Internet publication (form 3) is submitted, the Steering Committee will make a decision and issue form 1 if approved. However, the longest length of the postponement is until the end of March of three years after the day of conferment.

However, regardless of whether or not it is possible to publish the doctoral dissertation openly on the Internet, the data of doctoral dissertation must be submitted by the date of degree conferment.

When the Steering Committee agrees to the reason of postponement, students will submit a summary in addition to the full text of the doctoral dissertation. A summary is published openly as a substitute. However, the University provides a full text of the doctoral dissertation if someone requests to read it.

If students permit to publish openly, he/she is able to submit postponement by the Request for non-disclosure / disclosure on the Internet of my doctoral dissertation. The propriety of the postponement is judged at the next Steering Committee. A doctoral dissertation already published cannot be withdrawn from Internet publication.

(11) Precautions

If any wrongdoing is uncovered, such as incorrect information having been submitted in the application, or the use of plagiarized data in the doctoral dissertation, the review process will be halted. If wrongdoing is discovered after conferment of the degree, any degree obtained in such manner will be rescinded. Any type of misconduct will be subject to severe disciplinary action.

2. Doctoral degree (Doctoral degree by way of dissertation)

(1) Diploma policy

The degree is given to an individual who certified as possessing ability in the field of Library and Information Studies or Informatics. The doctoral degree given by the Graduate School of Library, Information and Media Studies is the Doctor of Philosophy, Doctor of Philosophy in Library and Information Studies, or Doctor of Philosophy in Informatics.

(2) Doctoral dissertation requirements

To a doctoral degree obtained by way of dissertation, a dissertation constitutes proof of independent researcher. The purpose of the dissertation is to enrich the academic standard of this research field with new findings obtained by original research. The Graduate School of Library Information and Media Studies requires the candidate to submit sole dissertation written by him/her alone, in English or Japanese, in which new knowledge discovered by means of appropriate research methods must be clearly described. It is therefore a condition that a doctoral dissertation must be a compilation of three or more papers published, after peer review, in academic journals.

(3) Prerequisites for applying for the dissertation review
1) Students should have an academic advisor for the doctoral degree act as a caretaker.
2) Must have passed the preliminary review

(4) Application prerequisites for the preliminary review

Only students who fulfill all the following requirements are eligible to apply for the preliminary review.

Three or more papers, which provide the core of the doctoral dissertation, must have been published or accepted for publication by a peer-reviewed academic journal (papers that comprise the core of the doctoral dissertation must be peer-reviewed, i.e., equivalent to a full paper, written by the applicant as the sole or main author).

For those who a) left the program after having been enrolled for the prescribed period, b) have acquired the prescribed credits, and c) apply for a doctoral degree within two years of leaving without re-admittance the program, two or more papers, which provide cores to the dissertation, must have been published or accepted for publication by a

peer-reviewed academic journals. However, in such case, the candidate must have conducted interim presentation.

Must have completed eAPRIN or other courses.

* For those who left the program after having been enrolled for the prescribed period, have acquired the prescribed credits, and apply for a doctoral degree within two years of leaving without re-admittance the program, a peer-reviewed international conference paper or a bulletin paper is acknowledged as one of the core papers.
* Even if it is published in a peer-reviewed academic journal, the paper published in a sole organizational journal, such as IBM Journal, etc., is recognized as equivalent to a peer-reviewed bulletin paper.
* Commentaries cannot be included in the core papers, even if they have been published in an academic journal.
* Papers that comprise the core of the doctoral dissertation must be written in English or Japanese.

(5) *Preliminary review*

The preliminary review is an occasion at which five instructors, including the caretaker, examine the Doctoral dissertation for preliminary review and decide whether it meets the requirements of a doctoral dissertation before the dissertation review. If experts from external organizations is included in the place, the person who is a co-author of the core papers in the Dissertation for preliminary review cannot be used as an experts from external organizations.

Applicants must modify their drafts based on the points discussed in the preliminary review. When such modifications are applied and considered to meet the required standard of a doctoral dissertation, the paper will be regarded as having passed the preliminary review. A successful candidate has to apply for an authentic dissertation review as soon as the judgment is made.

A fee for the preliminary review is free of charge, and the candidate can apply for the preliminary review of the doctoral degree by way dissertation only once.

* If the dissertation review isn't applied within three months from the day the Steering Committee approve the passing of the preliminary review, the passing of is rescinded.
* In case that the Steering Committee once approved the passing of the preliminary review while the candidate was enrolled in the doctoral program and withdraws from the program after the approval, if the candidate applies for an dissertation review within three months from passing the preliminary review, it can be considered the preliminary review as a 'Doctoral Degree by Way of Doctoral Dissertation' with the approval of the Steering Committee.

Individuals who wish to undergo a preliminary review must submit the following documents to the Dean of the Graduate School of Library, Information and Media

Studies (hereinafter referred to as the "Dean") on the days prescheduled every month.

* Submission: Graduate Academic Affairs Section,
Academic Service Office for the Library, Information and Media Sciences Area

① Preliminary review application (form code: 別記様式—後予１): One copy
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④ Author bibliography (form code: 別記様式—後予５): One copy
⑤ Offprints or copies of papers that form a core of the doctoral dissertation: Five copies of each and PDF file
⑥ Curriculum vitae (form code: 別記様式—後予６): One copy
⑦ Letter of consent (form code: 別記様式—後予７): One copy of each
⑧ Confirmation sheet of dissertation intended for doctoral degree (form code: 別記様式—後予８): One copy
⑨ Thesis fairness report (form code: 別記様式－後予８): One copy
⑩ Ethics review report (form code: 別記様式－後予９): One copy
⑪ Other reference materials (if any): One copy of each

(6) *How the preliminary review is conducted*

1) A Doctoral Dissertation Preliminary Review Committee formed for each applicant reviews the Doctoral dissertation for preliminary review. After the review, the committee makes their judgment within one year.
2) The candidate applying for a preliminary review must make a presentation of the key points of the Doctoral dissertation for preliminary review.
3) The Doctoral Dissertation Preliminary Review Committee will examine the following points and describe their findings in a preliminary review report.
   ・The peer review system of the papers that form the core of the Doctoral dissertation for preliminary review
   ・Contents of letters of consent
   ・Possibility of replacing core paper with another peer-reviewed paper
   ・Possibility of title change

(7) *Applying for the dissertation review*

After successfully passing the preliminary review, candidates can apply for the dissertation review. Those who wish to take the dissertation review must submit the following documents with a postal transfer certificate of JPY 57,000 as the fee for the dissertation review, which is pasted on a *Furikomihyo-tenpu-daishi* (a slip on which a postal transfer is certified), and apply to the Dean within 3 months after the date of approval of the passing of preliminary review. Be sure to contact the Graduate Academic Affairs Section in advance regarding the date of submission.

Furthermore, if an leaver who has been enrolled in the program for three years or longer

and has acquired ten or more credits while attending, wishes to undergo a dissertation review within one year of the day he/she left without re-admittance the program, they are exempted from the fee for the dissertation review.

*   Submission: Graduate Academic Affairs Section,
                    Academic Service Office for the Library, Information and Media Sciences Area

① Doctoral dissertation review application (form code: 別記様式－後１): One copy
② Doctoral dissertation: Five copies
③ Abstract of the doctoral dissertation [English] (form code: 別記様式－後３): One copy
④ Author bibliography (form code: 別記様式－後４): One copy
⑤ List of research achievement (form code: 別記様式—後９): One copy
⑥ Offprints or copies of papers that form the core of the doctoral dissertation: Two copies of each
⑦ Request for non-disclosure / disclosure on the Internet of my doctoral dissertation (form code: 別記様式－後１０): One copy
⑧ Thesis fairness report (form code: 別記様式－後１３): One copy
⑨ Ethics review report (form code: 別記様式－後１４): One copy
⑩ Petition on expected dissertation for a doctoral degree application (form code: 別記様式－後１２): One copy

    *   In case that an leaver requests to consider his/her successful preliminary review while attending the program as a preliminary review of a 'Doctoral Degree by Way of Dissertation'

(8) *How a dissertation review is conducted*

A group of five or six examiners consisting of one or more experts from external organizations (e.g., faculty member at other graduate schools at the University, faculty member at graduate schools of other universities or research institutes) and the caretaker will examine whether the work meets the requirements of a doctoral dissertation. The co-author of a core papers in Dissertation for review cannot be an experts from external organizations.

  The dissertation review is an occasion at which pass or failure of the doctoral dissertation will be judged in the short term, provided that a preliminary review panel has duly examined the draft. Therefore no "modification required" or "conditional pass" will be allowed. If major revisions are necessary, the doctoral dissertation must be judged as a "fail."

1) The Doctoral Dissertation Review Committee, formed for each dissertation, reviews the doctoral dissertation.
2) The final presentation must be made open to the public. It lasts for about 60 minutes, including Q&A session.
3) A public announcement of the final presentation must be made ten days prior to the final presentation.

4) The final check will be conducted after the final presentation. The check consists of some questions to the author about his doctoral dissertation and related fields, either orally or in writing. The examination is not open to the public and lasts 60 minutes or longer.

(9) *Conferment of the degree*

The degree is conferred on those who have passed the dissertation review. The official date of conferment is the last day of the month that the Steering Committee judges as "pass." (However, a decision as to conferment in March must be made by the Steering Committee in February in principle, which will be the final judgment of degree conferment.)

The data for Internet publication, which contains the doctoral dissertation for the permanent archives, must be submitted by the day of conferment. If no data is submitted, the conferment will be withheld.

(10) *Publication of the doctoral dissertation*

Candidates who have received the doctoral degree must publish the full text of their doctoral dissertation on the Internet within one year of the day of conferment. If this is not possible, due to plans to publish the doctoral dissertation as a book, apply for a patent, etc., students should submit their Request for non-disclosure / disclosure on the Internet of my doctoral dissertation to the Steering Committee. The Steering Committee will make a decision on the Internet publication and will issue a Letter of Approval and an Answer on Postponement of Internet Publication (form 1) with the period if approved. The length of the period to postpone approved here is the end of March of one year after the day of conferment.

When the reason to be compelling is solved, students must submit an Application on resolving the reason of postponement of the Internet publication (form 2) immediately.

When the reason is not resolved during the period of postponement, students must submit an Application on extension of postponement of Internet publication (form 3) by the end of February of that year. If students do not submit the form, the full text of the doctoral dissertation will be published on the Internet on April 1 of that year.

When an Application on extension of postponement of Internet publication (form 3) is submitted, the Steering Committee will make a decision and issue form 1 if approved. However, the longest length of the postponement is until the end of March of three years after the day of conferment.

However, regardless of whether or not it is possible to publish the doctoral dissertation openly on the Internet, the data of doctoral dissertation must be submitted by the date of degree conferment.

When the Steering Committee agrees to the reason of postponement, students will submit a summary in addition to the full text of the doctoral dissertation. A summary is published openly as a substitute. However, the University provides a full text of the doctoral dissertation if someone requests to read it.

If students permit to publish openly, he/she is able to submit postponement by the Request for non-disclosure / disclosure on the Internet of my doctoral dissertation. The

propriety of the postponement is judged at the next Steering Committee. A doctoral dissertation already published cannot be withdrawn from Internet publication.

(11) *Precautions*

If any wrongdoing is uncovered, such as incorrect information having been submitted in the application, or the use of plagiarized data in the doctoral dissertation, the review process will be halted. If wrongdoing is discovered after conferment of the degree, any degree obtained in such manner will be rescinded. Any type of misconduct will be subject to severe disciplinary action.

Doctoral dissertation guidelines

<u>I. For preliminary review</u>

1. *Dissertation for preliminary review*

1.1 Dissertation format

(1) Use A4-size paper with portrait orientation, write horizontally and printed (single-sided or double-sided printing)

(2) Include the following components: (* If applicable)
① Front cover
② Title page
③ Abstract (English)
④ Table of contents
⑤ List of figures*
⑥ Body of the doctoral dissertation (include conclusion)
⑦ Acknowledgement*
⑧ Bibliography
⑨ Full list of publications
⑩ Appendices*

(3) If the dissertation is to include content approved by ethical review, clearly state in a footnote to the body or elsewhere that the approval has been obtained.

(Example)
·In the case of Word
User experiments on ~.
Footnote {University of Tsukuba Library, Information and Media Sciences Ethics Review
Notice (Approval) No. xx-xx} was made.

·In the case of Tex.
User experiments on ~.
¥footnote {University of Tsukuba Library, Information and Media Sciences Ethics Review Notice (Approval) No. xx-xx} was made.

1.2 Cover page format, etc.

(4) Refer to the examples of the front cover and title page.
(5) Date of completion must be stated.
(6) Name should be as registered in TWINS.

Example of front cover

Title

(20 points, centered)

Month YYYY

Name

(16 points, centered, the month of completion,
name should be as registered on TWINS)

Example of Title Page

Title

(20 points, centered)

Name

((16 points, centered, name should be as registered on TWINS)

Graduate School of Library, Information and Media Studies

University of Tsukuba

Month 20XX

(16 points, centered, the month of completion)

2. *Abstract of the Doctoral dissertation for preliminary review*

Print the abstract in English of about 1200 words on the form: 別記様式—後予4 as described below on A4-sized paper. The abstract should not include any reference. On the second and subsequent pages, each page should be stamped or signed with the name of the degree, student ID number, name, and title, and the number of pages should be written in the bottom column as "1/2, 2/2".

3. *Author bibliography for Doctoral dissertation for preliminary review*

3.1   Doctoral dissertation title

Write the title of the Doctoral dissertation for preliminary review on the form.

3.2 Core papers of the Doctoral dissertation for preliminary review

List two or more core papers in the following categories 1) to 2). Write the name of the categories 1) and 2). Write "None" on the blank category. In principle, core papers should be written in accordance with the following instructions. (However, if it is difficult to follow the description method, the volume number and other information should be written according to the notation on the reprint or its copy.)

The names of journals and international conferences should be written as they appear on the Offprints or copies of papers. All authors should be listed, and the name of the applicant should be underlined.(For single-authored papers, the name of the applicant need not be underlined.) Attach a document that can determine the structure of the peer review system for the core paper.

1)   Peer-reviewed academic journals
2)   Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers

【How to list】
1)   Peer-reviewed academic journals
  [Example_1] (1) <u>Taro Tsukuba</u>, Hanako Tsuchiura, and Kasumi Kasuga, "Polynomial Time Search in Constraint Satisfaction Problems", Journal of the Japan Society of Mechanical Engineers (JSME), Vol.2, No.3, 2014, pp.234-240.
  [Example_2] (2) Taro Tsukuba, "Implementation of Distributed Robot Control Systems with Transputers," Trans. of the SICE, Vol.4 No.5, 2015 (accepted).
2)   Peer-reviewed international conference proceedings and Peer-reviewed bulletin papers
    Peer-reviewed international conference proceedings
  [Example_3]_(1) <u>Taro Tsukuba</u> and Hanako Tsuchiura, "A Frequency Domain Repetitive Control Algorithm for Robot Manipulators", Proc. of the 2nd Motion and Vibration Control Conf., Yokohama, Aug 2007, pp.12-20.
  [Example_4] (2) <u>Taro Tsukuba</u>, Kasumi Kasuga, and Hanako Tsuchiura, "An Algorithm for Robot Manipulators", Proc. of the 3rd Motion and

Vibration Control Conf., New York, Jul 2013 (in press).

Peer-reviewed bulletin papers

[Example_5] (1) <u>Taro Tsukuba</u>, Hanako Tsuchiura, and Kasumi Kasuga, "Polynomial Time Search in Constraint Satisfaction Problems", Library, Information and Media Studies, Vol.2, No.3, 2014, pp.234-240.

4. Copies of the core papers

In addition to copies of the core papers, the documents to certify that the core papers are peer reviewed, such as submission regulations, etc. should be submitted.

5. Curriculum vitae

Write your name clearly in English. The spelling you write here is used for the diploma.

6. Letters of consent

If a core paper for the Doctoral dissertation for preliminary review is based on joint research, you are required to submit a letter of consent (form: 別記様式—後予 7) from each co-researcher.

7. Thesis fairness report

The applicants must check that they have received training on research ethics and that there is no plagiarism in the thesis. In addition, the applicants must use the plagiarism checking tool "iThenticate" in collaboration with the academic advisor and submit the Thesis fairness report with the signature of applicant. Tools other than iThenticate is not accepted. iThenticate cannot be used by the applicant alone.

If you have to modify something on the dissertation after the preliminary review, use iThenticate again and also resubmit the Thesis fairness report, too. (The resubmission is unnecessary if the modification is minor. The judgement of resubmission is made by the chief examiner of Master's Thesis Review Committee.)

8. Ethics review report

Signatures of both the applicant and main academic advisor are required.

If you have to modify something on the dissertation after the preliminary review, resubmit the Ethics review report, too. (The resubmission is unnecessary if the modification is minor. The judgement of resubmission is made by the chief examiner of Master's Thesis Review Committee.)

1. *Doctoral dissertation*

1.1 Dissertation format

(1) Use A4-size paper with portrait orientation, write horizontally and printed (single-sided or double-sided printing)

(2) Include the following components: (* If applicable)

① Front cover

② Title page (English)

③ Abstract in English (including English title)

④ Table of contents

⑤ List of Figures*

⑥ Body of the doctoral dissertation (including conclusion)

⑦ Acknowledgement*

⑧ List of references

⑨ Full list of publications

⑩ Appendices*

(3) If the dissertation is to include content approved by ethical review, clearly state in a footnote to the body or elsewhere that the approval has been obtained. Do the same as in Dissertation for preliminary review.

1.2 Style of front page, etc.

Same as the dissertation for preliminary review

2. *Abstract of the doctoral dissertation*

Print the English abstract of about 1200 words on the form: 別記様式—後 3 on A4-sized paper. The abstract should not include any reference. On the second and subsequent pages, each page should be stamped or signed with the name of the degree, student ID number, name, and title, and the number of pages should be written in the bottom column as "1/2, 2/2".

3. *Author bibliography for the doctoral dissertation*

3.1 Doctoral dissertation title

Write the title of the doctoral dissertation.

3.2 Methods and timing of printing and publication

[Example 1] This doctoral dissertation will be published on the Internet after the degree has been conferred.

[Example 2] XXX Publishers have undertaken to publish this as a book in (month), (year).

3.3 Core paper for the doctoral dissertation

List two or more core papers in the following categories 1) to 2). Write the name of the

categories 1) and 2). Write "None" on the blank category. In principle, core papers should be written in accordance with the following instructions. (However, if it is difficult to follow the description method, the volume number and other information should be written according to the notation on the reprint or its copy.)

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4. *Request for non-disclosure / disclosure on the Internet of my doctoral dissertation*

If there is any reason for not publishing their doctoral dissertation on the Internet, the candidate should talk with the academic advisor, etc. to obtain approval for withholding publication. The rationale must be given in detail on the form. Publication on the Internet can be delayed for up to three years after completion of the doctoral program.

5. *Thesis fairness report*

The applicant must check that they have received training on research ethics and that there is no plagiarism in the thesis. In addition, the applicant has to use the plagiarism checking tool "iThenticate" in collaboration with the academic advisor and submit the Thesis fairness report with the signature of applicant. Tools other than iThenticate is not accepted. iThenticate cannot be used by the applicant alone.

6. *Ethics review report*

Signatures of both the applicant and main academic advisor are required.

III. Submission of the doctoral dissertation for Internet publication

1. Dissertation format
(1) Use A4-size paper with portrait orientation, write horizontally
(2) Include the following components: (* If applicable)
　① Title page
　② Abstract in English (including English title)
　③ Table of contents
　④ List of Figures*
　⑤ Body of the doctoral dissertation (including conclusion)
　⑥ Acknowledgement*
　⑦ List of references (List of references at the end of each chapter of the body of dissertation is acceptable.)
　⑧ Full list of publications
　⑨ Appendices*

(3) If the dissertation is to include content approved by ethical review, clearly state in a footnote to the body or elsewhere that the approval has been obtained. Do the same as in the dissertation for preliminary review.

1.2 Style of Title page, etc.
Same as the dissertation for preliminary review

2. Submission
Submit the full text of the doctoral dissertation as a PDF file to the Academic Service Office.

Candidates whose Request for non-disclosure / disclosure on the Internet of my doctoral dissertation have been approved should submit another PDF file that carries a summarized version of the doctoral dissertation (with the title page). The first page of the summarized version of the doctoral dissertation should be marked <Abstract> in the upper right-hand corner.

* Submit to the Graduate Academic Affairs Section, Academic Service Office for the Library Information and Media Sciences Area
* Deadline: Date of degree conferment
* Method: Submission via manaba (information will be provided by Graduate Academic Affairs Section)

Please be reminded that conferment of the degree will be withheld if the required data of doctoral dissertation is not submitted.

3. Publication
Individuals who have been granted the doctoral degree must publish the full text of their doctoral dissertation on the Internet within one year of the date of degree conferment.

The processing section at the University will collect data for Internet publication. The University of Tsukuba Library will publish these materials via its institutional repository. The data published in such manner will be automatically archived in the Library of the National Diet.

Those doctoral dissertations postponed from publication on the Internet, whose authors have submitted a summary version for Internet publication instead, can be read in full text at the University of Tsukuba Library.

Doctoral dissertations postponed from publication on the Internet will also be published in full on the Internet if and when such reasons no longer apply.