

Graduate School of Humanities and Studies on Public Affairs

Instructions on Application for the Conferral of a Degree (Doctor by Dissertation)

Reviews of doctoral theses are conducted in accordance with the following procedures. Note that the specific schedules may vary slightly from year to year. Be sure to check the schedules for that year. The schedules and forms are available on the Dissertations (Doctor by Dissertation) page of the Graduate School of Humanities and Studies on Public Affairs website.

1) Consultation with a faculty member who will recommend you for the application process

Before submitting an application for the preliminary qualification screening, applicants must consult and obtain the approval of a faculty member who is in a discipline closely related to the area of the doctoral thesis and will recommend you for the application process. A degree conferred at the Graduate School is either of Doctor of Philosophy (Philosophy) (文学), Doctor of Philosophy (Philosophy) (学術), Doctor of Philosophy (Public Affairs) (公共学), Doctor of Philosophy (Law) (法学) or Doctor of Philosophy (Economics) (経済学).

2) Application for preliminary qualification screening

Applicants must submit an application for the preliminary qualification screening at least three months in advance of the application for a degree. Former students who have been enrolled in the Graduate School of Humanities and Social Sciences or the Graduate School of Social Sciences and Humanities of Chiba University for at least the standard period of enrollment (years) and have acquired the predetermined number of credits before leaving the school are exempt from the preliminary qualification screening. Submit the application documents to the Students Affairs Office for the Graduate School of Humanities and Studies on Public Affairs. For information on the documents required for an application, refer to Section 1.1 "Application for Preliminary Qualification Screening."

Those who fall under any of the following conditions are eligible to apply for the conferral of a degree by submitting a thesis:

- (1). Those who have been enrolled in the Graduate School of Humanities and Social Sciences or the Graduate School of Social and Cultural Sciences for at least the standard period of enrollment (years) and have acquired the predetermined number of credits before leaving the school
- (2). Those who have at least four years of research experience after completing a master's course
- (3). Those who have at least six years of research experience after graduating from a university
- (4). Those who are deemed qualified by the faculty, other than those who fall under the previous three conditions

2. Research experience is defined as follows:

- (1) Period during which they were engaged in research as a full-time member of a university faculty
- (2) Period during which they were enrolled as a student in a graduate school
- (3) Period during which they were engaged in research at a national/municipal government, research institute, or private company
- (4) Other periods recognized by the faculty as research experience

3) Preliminary qualification screening

Theses are reviewed by the Academic Affairs Committee (Doctoral Program) and the Faculty Council in advance to determine whether they are worthy of a degree review. If the qualifications are deemed worthy of the review, the applicants will proceed to the process of applying for the conferral of a degree.

4) Application for the conferral of a degree

After passing the preliminary qualification screening, submit the application documents for the conferral of a degree, along with the review fee of 57,000 yen, to the Students Affairs Office for the Graduate School of Humanities and Studies on Public Affairs. For information on the documents required for the application, refer to Section 1.2 “Application for the Conferral of a Degree.” Note that if the applicants have been enrolled in the Graduate School’s doctoral course for at least the standard period of enrollment (years), have acquired the predetermined number of credits before leaving the school, and submit a doctoral thesis within one year after leaving the school, they are exempt from paying the review fee.

5) Review of the doctoral thesis

Theses are reviewed to determine whether they are worthy of a degree. Which degree to be conferred (the name of discipline) is also determined. A review committee is formed for each applicant who submitted a thesis and at least five reviewers participate in the process. The committee examines the thesis and the applicant’s academic ability and holds a thesis presentation session.

Note that if the applicants have been enrolled in the Graduate School’s doctoral course for at least the standard period of enrollment (years), have acquired the predetermined number of credits before leaving the school, and submit a doctoral thesis within five years after leaving the school, they are exempt from the examination of academic ability out of examinations specified in the preceding paragraph.

6) The Faculty Council determines whether the applicants are worthy of the conferral of a degree, based on the report of the review committee.

7) Conferral of a degree

A degree is conferred in March or September.

8) Publication of the doctoral thesis

After a degree is conferred, the full text of the thesis will be published on the Chiba University Repository for Access to Outcomes from Research. Submit the full text data of the doctoral thesis to the Students Affairs Office for the Graduate School of Humanities and Studies on Public Affairs. For detailed information, refer to Section 1.3 “Submission of the Final Thesis.”

1. Required Documents

1.1 Application for Preliminary Qualification Screening

Required documents	Number of copies	Guidelines for Preparation
Application for Preliminary Qualification Screening (Attached Form 1)	1	2.1
Resume (Attached Form 3)	1	2.1
Certificate of Graduation (Completion) of the last school (university)	1	
List of Research Achievements (Attached Form 5)	5	2.1
Letter of Recommendation from the Faculty Member of the Graduate School (Attached Form 6)	1	2.1

1.2 Application for the Conferral of a Degree

Required documents	Number of copies	Guidelines for Preparation
Application for the Conferral of a Degree (Attached Form 2)	1	2.1
Resume (Attached Form 3)	1	2.2
Certificate of Graduation (Completion) of the last school (university)	1	
Doctoral Thesis	5	2.3
Abstract of the Thesis (Attached Form 4-1 or 4-2)	5	2.1
List of Research Achievements (Attached Form 5)	5	2.2
Thesis as Research Achievements	1	2.1
Letter of Recommendation from the Faculty Member of the Graduate School (Attached Form 6)	1	2.1
Letter of Consent (Attached Form 7) (when necessary)	1	2.4

1.3 Submission of the Final Thesis

Required documents	Number of copies	Guidelines for Preparation
Data of the full text of the doctoral thesis (or data of the abstract of the doctoral thesis, if you cannot publish the full text of the thesis)	1 copy of CD-R	2.5
Consent to Publication of Doctoral Thesis on the Internet (Form 1)	1	2.6
Doctoral thesis for preservation	1	2.7

1.4 Instructions on application

Once submitted, no changes to the documents are permitted. In principle, submitted documents will not be returned.

2. Guidelines for Preparing Documents

2.1 Download the prescribed forms from the Dissertations (Doctor by Dissertation) page of the Graduate School of Humanities and Studies on Public Affairs website and carefully read the instructions on each form before preparing your documents.

2.2 General instructions on the preparation of documents are given in 2.1. If there are any changes to the information after submission of the application for preliminary qualification screening, enter the information after the change.

2.3 Doctoral thesis for review

Printed copies of the thesis must be bound for submission. For instructions on binding, refer to Attached Instruction 1. If the thesis has already been published, the book may be submitted as a doctoral thesis for review.

A doctoral thesis must be written solely by an applicant, in principle. However, it is acceptable for the theses, on which the doctoral thesis is based, to include to a certain extent the ones that are jointly written with other authors.

2.4 If the thesis includes to a certain extent the ones that are jointly written with other authors, the applicants must obtain a letter of consent from the co-authors to the use of the co-authored thesis for the application for a degree from the Graduate School and submit it with the other application documents for the conferral of a degree. Download the Attached Form 7, read the instructions on it carefully and complete the Letter of Consent. One copy of the Letter of Consent is required for each report of the use of a thesis (even when there are multiple reports for the doctoral thesis).

2.5 Submission of the final thesis

1) Data of the full text of the doctoral thesis

- (i) Data must be copied onto a CD-R for submission.
- (ii) Write "Doctoral Thesis," the date of the conferral of a degree (year and month) and your name on the surface of the CD-R.

2) Format of the electronic file

- (i) Data will be published in PDF. Submit your file in the PDF (PDF/A (ISO-19005)) format.
- (ii) Submit the text of the thesis in the form of a single electronic file that includes a cover page, table of contents and diagrams.
- (iii) Setting of the PDF file

To ensure long-term readability, storability, and accessibility, check the following:

- The format must not be model- or vendor-dependent.
- The file does not reference external sources (e.g., external fonts).
- The file must not be encrypted, password-protected or restricted from printing.

3) File name

Specify the file name as below:

DB_(underscore)name

4) Data of the abstract of the doctoral thesis

If the applicants intend not to publish the full text of the thesis for more than one year after the conferral of a degree and if the Graduate School Committee approves it, an abstract of the thesis must be published instead of the full text, and the applicants must prepare and submit it.

- (i) Data must be copied onto a CD-R for submission.
- (ii) Write "Abstract of Thesis," the date of the conferral of a degree (year and month) and your name on the surface of the CD-R. Create a PDF file of the text in accordance with 2) "Format of the electronic file" above and save it on the same CD-R.

5) File name

Specify the file name as below:

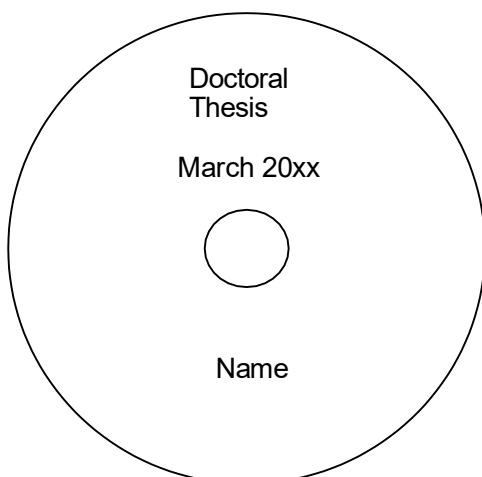
DB_(underscore)name_(underscore)+Y

6) Surface of the CD-R

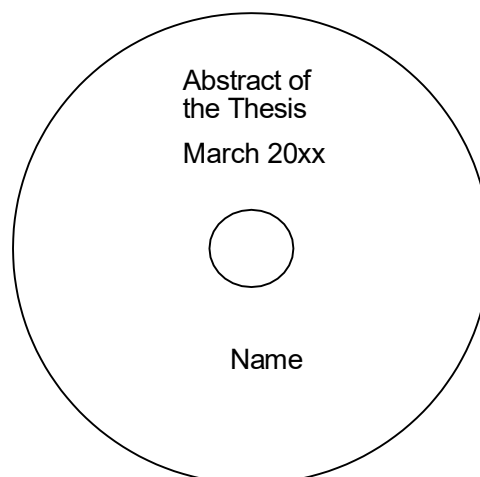
Write the following information on the surface of the CD-R. Submit it in a CD case.

Examples of the surface of a CD-R

Full text



Abstract



7) Others

Information necessary for registering the doctoral thesis on the Chiba University Repository for Access to Outcomes from Research, including Q&A, is provided on the Chiba University website. Refer to it.

(<http://www.chiba-u.ac.jp/education/thesis/faq.html>)

2.6 Consent to Publication of Doctoral Thesis on the Internet

Under the Rules on Academic Degrees (Ordinance No. 9 of the Ministry of Education of April 1, 1953), those on whom a doctoral degree has been conferred are obligated to publish the full text of the relevant doctoral thesis on the internet, with the cooperation of the university (or the

National Institution for Academic Degrees and Quality Enhancement of Higher Education) that conferred a degree.

Your thesis will be published on the Chiba University Repository for Access to Outcomes from Research. Fill out the Consent to Publication of Doctoral Thesis on the Internet (Form 1) and submit it together with the full text data of the doctoral thesis to the Students Affairs Office of each Graduate School.

If the applicants have an unavoidable reason that inhibits them from publishing the full text of the thesis for more than one year after the conferral of a doctoral degree and if the Graduate School approves it, they can publish an abstract of the doctoral thesis instead of the full text. Unavoidable reasons are explained on the Chiba University website.

If you have specified the date when you will be able to publish the thesis as “undecided” and have published an abstract instead of the full text, submit the Request for Publication of Doctoral Thesis on the Internet (Form 2) to the Graduate School that reviewed the thesis as soon as the unavoidable reason is resolved.

Note that the checks of rights required before the publication on the internet must be conducted by the applicants for a degree.

2.7 Doctoral thesis for preservation

For the appearance of the bound thesis, refer to Attached Instruction 2. The year on the hard cover should be indicated as “20xx.” The text must be printed on both sides of the paper.

If you have any questions about this document, contact the faculty member to whom you submitted your thesis or the office in charge below:

Contact:

the Students Affairs Office for the Graduate
School of Humanities and Studies on Public
Affairs

1-33, Yayoi-cho, Inage-ku, Chiba-shi, Chiba,
263-8522 Japan

TEL: 043-290-2354

FAX: 043-290-2356

e-mail: gah2352@office.chiba-u.jp

Office hours: 8:30 to 12:00 and 13:00 to 17:00 (except Saturdays, Sundays, and national holidays)

(Office on the first floor of the Faculty of Letters building)