

Guidelines for the Application Procedures of Course Doctoral Degree Conferment

Ritsumeikan University

Application procedures for doctoral degree conferment are below. Please check the details carefully not to make any mistakes.

Required documents;

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| (1) Application form for the conferment (university's designated form for doctoral student) | 1 copy |
| (2) Dissertation (A4 size, bound with hard cover) | 3 copies |
| (3) List of dissertations (university's designated form, you may type) | 3 copies |
| (4) Curriculum vitae (university's designated form, you may type) | 2 copies |
| (5) Summary of main dissertation (A4 size)
Japanese and English (in principle) | 3 copies each |
| Flexible Disk (FD) or CD-ROM which contains summary of your main dissertation | 1 copy |
| (6) Other assigned materials | |

【Notes】

1. Application

Please apply to the dean of graduate school under your faculty adviser's approval.

2. Place to submit

Please submit the documents to the graduate school administrator in each graduate school office

3. Evaluation Fee

Free

4. How to prepare application documents

- (1) Please use the dominical year when you fill out the application form and CV.
- (2) Regarding the applicant's name, please write in your autonym. The "autonym" means the name officially registered or which appears on the applicant's alien registration card. If you wish to use alias on submitting documents or on the diploma, please write both "alias and (autonym)". However, writing autonym only is also fine.
- (3) When you type the list of dissertations or CV, please format to the designated form.
- (4) Dissertation
 - When you submit your dissertation and if the title is in English, please add Japanese title as well.
 - Book binding:
 - Pages should be printed on both sides
 - If the dissertation is horizontal writing, the left side of the copy must be bound and if it is vertical writing, the right side of the copy must be bound
 - For the Graduate School of Letters and the Graduate School of Sociology, each of three copies of dissertation must be bound into a book with a hard cover.

-Please include the title of dissertation, scheduled year for conferment, (use dominical year/also write the Japanese era year in brackets if required), and the name of the writer (Applicant) on the front page and the spine label (see examples below).

*Note/ If you plan to submit several dissertations which are already published in scholarly journal or etc., please edit as one dissertation.

【Sample】

Horizontal Writing, Left Bound

Spine

YYYY Doctoral Dissertation Title of dissertation Ritsumeikan University Graduate School of * * Major * * Name

3cm blank space Doctoral Dissertation Title of dissertation Name

(5) Summary of the main dissertation

No more than 1,000 characters in Japanese, 300 words in English (If you are plan to write in another language, please consult with the graduate school administrator in each graduate school office)

Please submit a Flexible Disk (FD) or CD-ROM for uploading the name of conferrer, title of dissertation, and the summary of main dissertation to put on our website.

5. Storage of dissertation

When a doctoral degree is conferred, one copy each of the dissertation will be stored at the following institutions:

- (1) Kansai-kan of the National Diet Library
- (2) The Library of Ritsumeikan University
- (3) Office of Graduate Studies, Ritsumeikan University

*If you have any questions regarding this matter, please contact to the graduate school administrator in each graduate school office.