

## Notes on Application Documents Required for Doctoral Degrees

Graduate School of Science and Engineering, Ritsumeikan University

The application documents required for awarding degrees to Course-based Doctor applicants (referred to as 甲号 in Japanese) or Dissertation Doctor applicants (referred to as 乙号) are written as below. We ask that you use the attached documents issued by the university and submit each necessary document within the requested deadline.

### ► Documents to be submitted

Course-based Doctor of Science/Engineering (甲号) → Submit ①②③④⑤⑥⑦⑧⑨⑩ and ⑬

Dissertation Doctor of Science/Engineering (乙号) → Submit all (①~⑬)

	List of items	Number of items/copies needed
①	<b>Application for the Review of Thesis</b> ([様式-学1]) *The primary reviewer is to fill in all information outside the bold, black border. *Signature and seal are required.	1
②	<b>Application for Awarding Degrees</b> (Course-based Doctor [様式-学2 甲], Dissertation Doctor [様式-学2 乙])	1
③	<b>List of Theses</b> ([様式-学3])	2
④	<b>Curriculum Vitae</b> ([様式-学4])	2
⑤	<b>Abstract of Doctoral Thesis</b> ([様式-学5]) -Japanese version	2
	-English version	2
	-CD-ROM containing an 'Abstract of Doctoral Thesis' in Microsoft Word file	1
⑥	<b>Doctoral Thesis</b> (see [Notes] below)	7
	-CD-ROM containing the Full Text of Doctoral Thesis in PDF file	1
⑦	<b>Written Acceptance of Coauthor</b>	1
⑧	<b>Check Sheet</b> for Posting the Full Text of Doctoral Thesis on the Internet	1
⑨	<b>Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement</b>	1
⑩	<b>Application for the Proof of Residence using the designated sheet</b> *All students with foreign nationality (incl. Permanent resident) <b>WHO DID NOT SUBMIT</b> on admission at Ritsumeikan University are required to acquire it at public office on your residence and submit to Ritsumeikan.	1
⑪	<b>Photograph (only for 乙号 Dissertation-based Doctor)</b> *2.5cm x 3cm, without head dressings, describing the applicant's full name on the back	1
⑫	<b>Application Fee (only for 乙号 Dissertation-based Doctor)</b> *Payment should be by cash only. *For the faculty or administrators of the Ritsumeikan Trust, 100,000 JPY.	200,000 JPY
⑬	<b>Copy of passport and Copy of Residence card</b> (For International Student Only)	1 each
Data (Microsoft Word) of ①②③④⑤⑦⑧⑨⑩ can be downloaded at: <a href="http://www.ritsumei.ac.jp/gsse/eng/cs/degree.html/">http://www.ritsumei.ac.jp/gsse/eng/cs/degree.html/</a>		

## ➤Office to submit

Administrative Office, Graduate School of Science and Engineering (Core Station 1<sup>st</sup> Floor)

## ➤Application Deadline

There are four deadlines for submitting applications for doctoral degrees to the Graduate School of Science and Engineering; **the final weekday of June, the last day of the semester in September, the day before the beginning day of Winter breaks in December, and the final weekday of March.** Applications are to be submitted during the office hours: 10:00a.m.-5:00p.m., Monday - Friday. The office is closed on Monday morning, Saturdays, Sundays, National holidays, and summer and winter breaks. Please be sure to check the exact date on our homepage as times and dates are changed depending on the year. **Late applications will NOT be reviewed until the subsequent review period.**

## ➤Notes

### 1. Procedure for Preparing and Submitting Application Documents

#### (1) Please use the Western calendar for all dates.

#### (2) How to write your name

All international students must use the same name as the one on your residence card. Please write your name in ALPHABETS as below. Write Surname firstly in ALL CAPITAL LETTERS and then First name and Middle name comes after Surname. In First and Middle name, ONLY THE FIRST LETTER should be in CAPITAL. You DO NOT need put “,” (comma) between Surname and First name, and put pronunciation in KATAKANA above characters. Spaces between Surname, First name and Middle name should be half-width.

Examples) ケ ネ デ ィ ジョン フィッツジェラルド      ヤ ン チェンールン  
KENNEDY John Fitzgerald / YANG Chen - Lun

**\*Please note that the name on diploma shall be written as an appearance above.**

- ※ Even if your name appears in Chinese characters for the reason of that your nationality is CHINA or KOREA, please write your name in ALPHABETS.
- ※ The order of the name inscribed on the diploma is basically as stated above, surname, given name and middle name. If you wish to use an alias or change the order of your name due to particular reason, contact the administrative office. Please pay attention for this as the name on diploma and every application forms must be the same.

#### (3) Font, Punctuation marks

Use the same font in all the sentences and be careful especially for numbers and alphabets in half-size / full-size character.

Punctuation marks shall not be mixed such as “、” with “,”/“。” with “.” when writing in Japanese. Numbers shall not be mixed normal numbers with Kanji numbers.

Format of Abstract of Doctoral Thesis [様式-学5] is specified separately, refer to “Note” in the sample of [様式-学5].

#### (4) Application for the Review of Thesis ([様式-学1])

Fill with referring to sample. Applicants are to fill out and put seal on the top portion outlined in bold borders with referring to sample, leave the rest for his/her supervisor to fill out, obtain the signature and seal of the chairperson of the doctoral thesis review committee, and hand it in. Applicants are to hand it in person with the appropriate number of copies of all other necessary documents to the Administrative Office.

\* For example, “Last School Attended” for the students on “Integrated Science and Engineering, Graduate School of Science and Engineering is as following;

**Expected to complete - Doctoral Program in Integrated Science and Engineering, Graduate School of Science and Engineering, Ritsumeikan University, JAPAN**

(5) **Application for Awarding Degrees** ([様式-学2 甲]・[様式-学2 乙])

Fill with referring to sample.

(6) **List of Thesis** ([様式-学3])

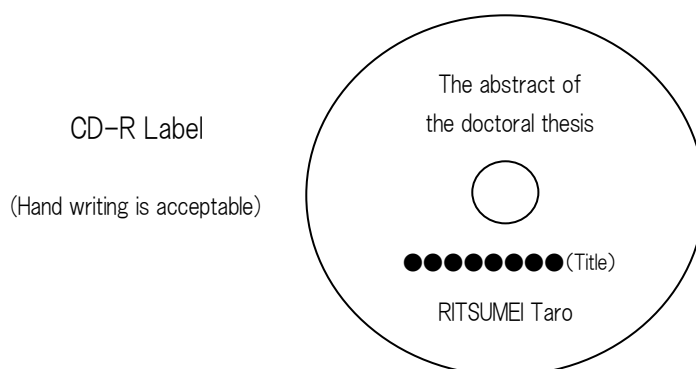
Fill with referring to sample.

(7) **Curriculum Vitae** ([様式-学4])

Fill with referring to sample.

(8) **Abstract of Doctoral Thesis**

- ① The abstract should contain approximately 1000 characters in Japanese and 300 words in English. **The thesis title in English version should be also written in English.**
- ② The abstract will be posted on the university repository through the Internet, therefore submit a **CD-ROM** (to be labeled with “The abstract of the doctoral thesis”, the title of thesis, and full name of the applicant on the body) containing those information both in Japanese and English in Microsoft Word.



(9) **Doctoral Thesis**

- ① Thesis should be written horizontally. It can be written by hand, copied, printed, or typed using a word processor. We ask that it not be written in pencil.
- ② Thesis should include a front page and a table of contents with numbering.
- ③ Thesis should be printed using both sides of each page.
- ④ **Guidelines for Binding Documents**
  - The thesis should be; in A4 size, left-hand side binding, hard cover binding (or leather-like cover binding).
  - If you plan to submit several dissertations which are already published in scholarly journal or etc. ,please edit as one dissertation.
- ⑤ **Number of Doctoral Theses required to be Submitted**
  - You are required to provide seven (7) copies (three for review by chief/vice examiners, three for preservation/inspection) of your thesis when you apply for the conferment of the doctoral degree (Eight (8) needed when you have three (3) vice examiners).

⑥ Thesis in Temporary Binding

- When you apply for the conferment of the doctoral degree, you may submit a thesis in secure temporary binding as following.

**Black cover** : tied with cords purchasable at co-op or stationery shop, paste the printed page on the front page only, back cover not required.

**Simple binding** : order at co-op, you may paste the printed page on front, printed covers and back cover not required.

**Paper cover** : a common paper file which you can purchase wherever at stationers, for example the one called “Kokuyo Flat File”, paste the printed page on the front page only, back cover not required.

- As soon as you finish a defense, you must provide four (4) copies of final bound thesis for our preservation. Substitute thesis will not be accepted under review.

⑦ PDF file to closure the thesis on the Internet

- If you agree to open the thesis on the Institutional Repository R-3 through the Internet, you are required to submit PDF file by CD-ROM containing the full text of doctoral thesis. Please see the attached sheet to make PDF file, “How to make PDF file registered to Institutional Repository R-3”. If you want to make corrections on the thesis, you need to resubmit it.

CD-ROM must be labeled with “The full text of the doctoral thesis”, the title of thesis, and full name of the applicant on the body.

⑧ Regarding the cover:

**【 SAMPLE - Cover and Spine of Thesis 】**

Doctoral Thesis	Doctoral Thesis
② Thesis Title	Thesis Title
② Month Year (Degree awarding)	
③ Doctoral Program in Integrated Science and Engineering Graduate School of Science and Engineering Ritsumeikan University	Full Name
④KENNEDY John Fitzgerald	

← Leave 3cm margin from the applicant's name to the bottom of the spine.

<Notice>

- Write Thesis Title in English only.
- Write the date and the year of Degree Awarding in English
  - Refer to the chart on the next page for details of the date of Degree Awarding.
- Refer to the list of English notation of each major on the page 6.
  - This does not apply to Dissertation Doctor applicants.
- Write applicant's name in alphabet. Pronunciation (FURIGANA) is not required.
  - ※ The cover of final bound must be printed (cutting and pasting is unacceptable).
  - ※ No designated font and size are required.

★ Dates of Degree Application and Degree Awarding

Date of Application	Date of Degree Awarding
March 2017	(Course-based Doctor) September 2017 (Dissertation-based Doctor) July 2017
June 2017	September 2017
September 2017	(Course-based Doctor) March 2018 (Dissertation-based Doctor) December 2017
December 2017	March 2018

【Sample Front Page】

Doctoral Thesis Reviewed  
by Ritsumeikan University

① Thesis Title in English  
(Thesis Title in Japanese)

② Month Year  
\*\*\*\*年\*\*月  
(Date of Degree Awarding)

③ Doctoral Program in \*\*\*\*  
Graduate School of Science and Engineering  
Ritsumeikan University  
立命館大学大学院理工学研究科  
\*\*\*\*専攻博士課程後期課程

④ KENNEDY John Fitzgerald  
ケネディ ジョン フィッツジェラルド

⑤ Supervisor : Professor YAMAMOTO Kenji  
研究指導教員 : 山本 健二教授

<Notice> Each item is required to be written both in English and Japanese as the order above.

- ① Write Thesis Title in both English and Japanese.  
Write lower line within brackets.
- ② Write the date of Degree Awarding in both English and Japanese.  
• Refer to the chart on the previous page for details of the date of Degree Awarding.
- ③ Refer to the chart on the next page for the name of Graduate School and Program.  
• Applicants for Dissertation Doctor are not required to write the above.
- ④ Write applicant's name in both English and Japanese. (Japanese should be in KATAKANA).
- ⑤ Applicants for Dissertation-based Doctor should write as a sample below.  
Principal referee: Professor YAMAMOTO Kenji  
主査 : 山本 健二教授

※ No designated font and size are required.

立命館大学大学院理工学研究科・・・Graduate School of Science and Engineering, Ritsumeikan University 基礎理工学専攻・・・Doctoral Program in Advanced Mathematics and Physics 電子システム専攻・・・Doctoral Program in Advanced Electrical, Electronic and Computer Systems 機械システム専攻・・・Doctoral Program in Advanced Mechanical Engineering and Robotics 環境都市専攻・・・Doctoral Program in Advanced Architectural, Environmental and Civil Engineering
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(10) Put your seal, Signature is acceptable if do not have “Hanko” (seal)

(11) Permission to Include Coauthored Paper in Doctoral Dissertation

Applicant must obtain a permission to include coauthored paper in your doctoral dissertation on the designated format of Graduate School of Science and Engineering titled “Written Acceptance of Coauthor” if there are coauthors on your secondary theses. It must be filled by all the coauthors and submitted on the timing of your application. This permission is also considered as a consent agreement of posting doctoral dissertation on the Internet. Submission with the electronic file such as PDF is accepted in case coauthors are in the distant and overseas. You must report to chief examiner in case you will be missing the submission deadline. It is definitely required as it concerns approval propriety determination of doctoral degree application. Permissions failed to submit on time must be submitted to the administrative office of Graduate School of Science and Engineering as soon as possible.

(12) Check Sheet for posting the Full Text of Doctoral Thesis on the Internet

Students who received Doctorate from the University in and after April 2013 are required to post their doctoral thesis on the Internet through the Institutional Repository R-3 within a year from the date of Degree Awarding.

When you apply for the degree, please submit Check Sheet for posting the Full Text of Doctoral Thesis on the Internet, after checking whether or not you can post it on the Internet, and obtaining permission to use copyrighted materials, patents, confidential information, personal information, etc.

- Access our homepage for a sample and instructions how to complete the procedures.
- For English documents/instructions, consult with the Administrative Office.

※ Those who have not obtained permission **yet** at the time of the application are required to **check every following questions after ‘I need to confirm a few things before publishing’** on the Check Sheet and make every effort to **complete confirming**.

※ If you cannot post your doctoral thesis due to copyright protection or personal information protection, you are required to submit “Abstract of Doctoral Thesis and List of Theses”. Obtain a format data prescribed by GSSE and submit via e-mail immediately after filling out the necessary matters.

(13) Ritsumeikan Research Repository (R-Cube) Registration Consent Agreement

This is to take permission from a Doctoral degree applicant to public the full text or summary of Doctoral Thesis on Ritsumeikan University’s database of Institutional Repository R-3 published on the Internet. Please submit a Consent Agreement when you apply for the degree.

(14) Prevention of Plagiarism

Since 2015, in Ritsumeikan University, the prevention of plagiarism is being held through the software “iThenticate” for every doctoral dissertation to avoid plagiarism before you apply for

<for Applicants> February 23, 2017 updated

doctoral degree. The analysis result is notified chief examiner and applied for further dissertation guidance.

Those who apply for doctoral degree are required to submit the data of whole sentences of your doctoral dissertation in PDF file by 10 days to 7 days prior to the first degree screening committee.

- Refer the attached sheet "How to make PDF file for registration on R-Cube" for the method of conversion into PDF.
- Divide the file in case the size of PDF data of doctoral dissertation exceeds 40MB, 400 pages or 2MB for Raw Text (only the part of text without pictures or other materials).

Please check the date of degree screening committee with chief examiner in advance. Submission of doctoral dissertation for plagiarism analysis can be acceptable before the completion of dissertation.

Doctoral dissertation will be registered with "iThenticate" at the Office of Graduate Studies, analysis result will be notified chief examiner. Chief examiner will contact you in case any modification are required, please follow his/her guidance.

⑥ Other documents to be submitted

**【For 乙号 Dissertation-based Doctor】**

**A) Photograph**

Width 2.5cm x Height 3cm, without head dressings, describing the applicant's full name on the back.

**B) Application Fee**

200,000 JPY \*Payment should be by cash only.

\*Application fee for faculty and administrative staff of the Ritsumeikan Trust is 100,000 JPY.

**【For those with FOREIGN NATIONALITY】 (Both for 甲号・乙号)**

**(1) Resident Card Items Mentioned Certificate**

Below items shall be written on above sheet

\*Not required for those who already submitted on admission.

< ①Name ②Date of Birth ③Sex ④Home Address ⑤Nationality  
⑥Type of Residence ⑦Period of Residence ⑧Expiry Date of Residence  
⑨Numbers of Residence Card>

**(2) Copy of Residence Card or Certificate of Alien Registration (Both side copies)**

Those with foreign nationality shall submit a copy of the latest Residence Card or Certificate of Alien Registration Card with A4 size sheet.

**(3) Copy of Passport (Page with Photograph)**

Submit a copy of valid passport (for International students)

⑦ Thesis Rewarded with Degrees

One copy of each thesis rewarded with a doctoral degree will be held in each of the following locations:

- (1) Ritsumeikan University Library
- (2) Ritsumeikan University Office of Graduate Studies

► **Contact** Administrative Office, Graduate School of Science and Engineering  
Ritsumeikan University, Biwako-Kusatsu Campus (BKC)  
Tel. 077-561-2624 Email. [rikou-in@st.ritsumei.ac.jp](mailto:rikou-in@st.ritsumei.ac.jp)