

# Doctoral Dissertation Guidelines

## 1. Eligibility

- Students who fulfill either requirement A or B are eligible to submit the doctoral dissertation.
  - A. The following requirements must be met by the end of the month in which the degree is to be conferred.
    - Students must have fulfilled the standard duration of at least 3 years in the program.
    - Students must have completed all program requirements for the degree.
    - Students must have earned 10 credits or more by the day the dissertation is submitted.
  - B. Students must have enrolled in the Ph. D. program for 3 years or longer and earned all credits required for the degree by the day the dissertation is submitted.
- Former students, defined as a student who has withdrawn from the Ph.D. program within the past 3 years but fulfilled the requirement below, are eligible to submit the doctoral dissertation in accordance with Article 4 Paragraph 2 of the University of Tokyo Rules on Academic Degree.
  - Former students must have enrolled in the Ph. D. program for 3 years or longer and earned all necessary credits for the degree.

## 2. Submitting the Title of Doctoral Dissertation Form

### 2.1 Submission period

Students who are classified under eligibility requirement A or B and wish to have their degree conferred in August 2024 (GSP, GPES) or March 2025 (GSP, GPES) must submit the Title of Dissertation Form during the designated periods below. All other students, including former students, must submit the Title of Dissertation Form by the day the dissertation is submitted.

Program	Submission Period
Graduate Program on Global Society (GSP) (for graduation in March 2025)	October 11 (Fri) to 18 (Fri), 2024
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2025)	November 8 (Fri) to 14 (Thu), 2024
Graduate Program on Global Society (GSP) (for graduation in August 2024)	April 3 (Wed) to 5 (Fri), 2024
Graduate Program on Environmental Sciences (GPES) (for graduation in August 2024)	April 3 (Wed) to 5 (Fri), 2024

### 2.2 Submit to:

**PEAK/GPEAK Section, Academic Affairs Division**

### 2.3 Office hours

**10:00 am to 4:00 pm (weekdays only)**

### 2.4 Notes

- The Title of Doctoral Dissertation Form is available online at:  
[https://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](https://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html)

Complete the form and have your advisor stamp it with his personal seal prior to submission.

- The name shown on the Title of Doctoral Dissertation form will appear on your diploma. It should be written in print and in clear and legible fashion. The name on the Title of Doctoral Dissertation Form must match that on your passport or other official document.

For international students whose names are not written in kanji, transcribe your name in Latin alphabet as a substitute. All instances of your name in the dissertation, abstract, curriculum vitae, or list of previous publications and related papers must match the name as it appears on the Title of Dissertation Form. Regarding the use of old-style kanji which cannot be readily typed, consult with the PEAK/GPEAK Section. For detailed information about the spelling of your name, refer to Section 7 below.

### 3. Submitting the Dissertation, Abstract, and Accompanying Documents

#### 3.1 Submission period

Students who are classified under eligibility requirement A or B and wish to have their degree conferred in August 2024 (GSP, GPES) or March 2025 (GSP, GPES) must submit the doctoral dissertation during the designated periods below. All other students, including former students, are allowed to submit the dissertation whenever necessary. In the event that the student, fulfilling the requirements for A above, does not submit the dissertation during the periods specified below, the date of the degree's conferral will be the month following the completion of all requirements for the degree.

Program	Submission Period
Graduate Program on Global Society (GSP) (for graduation in March 2025)	November 19 (Tue) to 29 (Fri), 2024
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2025)	December 2 (Mon) to December 9 (Mon), 2024
Graduate Program on Global Society (GSP) (for graduation in August 2024)	May 7 (Tue) to 9 (Thu), 2024
Graduate Program on Environmental Sciences (GPES) (for graduation in August 2024)	April 17 (Wed) to 23 (Tue), 2024

Notes: -Students must submit the dissertation only after they have received approval from their academic advisor.

-Students that are on leave are not eligible to submit the doctoral dissertation. Those who wish to submit the dissertation must go through the proper procedures to return to the university.

#### 3.2 Submit to:

**PEAK/GPEAK Section, Academic Affairs Division**

#### 3.3 Office Hours

**10:00 am to 4:00 pm (weekdays only)**

**Deadlines are strictly set. Extensions are NOT permitted.**

**Late or incomplete submissions will not be accepted except in special circumstances.**

Note: "Special circumstances" here refers to situations such as unexpected accidents, natural disasters, or any sudden occurrence of a legally designated infectious disease, which is normally unpredictable and cannot be attributed to the student. Printer malfunctions, generally predictable delays in public transportation, and non-serious illnesses are NOT included. If you believe a "special circumstance" applies to your case, you are required to consult with your academic advisor and provide proof or documentation of the fact.

### 3.4 Documents to be submitted

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| (1) <b>Doctoral Dissertation Submission Sheet*</b> :           | 1 original form – use the form  |
| (2) <b>Doctoral Dissertation</b> :                             | 5 copies – printed on size A4 paper   |
| (3) <b>Abstract</b> :  | 5 copies – printed on size A4 paper   |
| (4) <b>Curriculum Vitae*</b> :                                 | 7 copies * – use the form<br>* You must keep the original for 10 years after you obtain the degree.   |
| (5) <b>List of Previous Publications and Related Papers*</b> : | 7 copies * – use the form<br>* You must keep the original for 10 years after you obtain the degree.   |
| (6) <b>Letter of Consent</b> :                                 | 6 copies *– if any co-authors/collaborators involved<br>* You or your co-author(s) must keep the original for 10 years after you obtain the degree. |

Note: Former students must submit, in addition to those documents listed above, a Title of Dissertation Form. Students classified under eligibility requirement A or B who need to change the dissertation title from the one previously submitted are required to notify the PEAK/GPEAK Section of the title changes. Submitting a revised title form is not necessary.

\*Forms for (1), (4) and (5) are available to download from the website at:  
[https://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](https://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html)

### 3.5 Guidelines for Preparing Doctoral Dissertation and Abstract

#### 3.5.1 Doctoral dissertation

- The dissertation must be typed on a computer either in English or Japanese, generally printed on size A4 paper, and bound using thermal binding or tape binding to insure that the dissertation is adhered to the spine. Binding the dissertation in a temporary binder is not acceptable.
- If the dissertation consists of more than 1 volume, number each volume (e.g., 1/2 or 2/2) at the bottom of each spine.

#### 3.5.2 Abstract

- The abstract must be typed on a computer either in English or Japanese. If in Japanese, the abstract must be typed horizontally, and printed on size A4 paper vertically. Do not print the abstract horizontally (i.e., in landscape format).
- Choose a legible size-font. Please note that a 10-point size font is preferred. An exception may be made for an abstract that contains complicated numerical expressions.
- Print “Abstract”, the title of the dissertation, and your name on the upper half of the page and begin the body of the abstract from the lower half of the page.
- The abstract may not exceed 2000 words in English or 4000 characters in Japanese. Figures, tables and chemical symbols should be clear and legible. The abstract should be limited to 4 pages in length or less.

### 4. Items to be submitted after Degree Conferral

Please refer to the website at: [https://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](https://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html)

### 5. Others

- Please note that students with outstanding tuition payments cannot complete the program.
- **The Dissertation Handbook for Ph. D. Candidates** is a helpful resource containing sample formats of the title page, curriculum vitae and list of previous publications and related papers. It is available online at [https://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](https://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html). Please make sure to consult the Handbook prior to the submission period of the Title of Dissertation Form and allow yourself enough time to prepare the dissertation.

- The name shown on the Title of Doctoral Dissertation Form will be the name that appears on your diploma. Print your name clearly and legibly. The name on the Title of Doctoral Dissertation Form must match that on your passport or other official document. For international students whose names are not written in kanji, your name transcribed in Latin alphabet will be used as a substitute. If you intend to use a former surname or if special circumstances apply to the transcription of your name, consult with the PEAK/GPEAK Section.
- International students will also be presented with a Certificate of Degree in English as well as the official diploma, which is to be issued in Japanese only. Note that the name that appears on this certificate must match that on the Title of Doctoral Dissertation Form, including the name order. In particular, students who wish to make the name on the diploma correspond with that shown on their passport or other official document should pay careful attention to the use of their name. The name will be written in upper case lettering. The name on the Title of Doctoral Dissertation Form must be typed on a computer.