

**Guidance for Dissertation Submission to  
the United Graduate School of Veterinary Science, Yamaguchi University  
(Doctorate by Coursework)**

Prepared on April 1, 2011

Revised on April 1, 2015

**1. Candidates eligible for dissertation submission**

- ① Candidates who have been enrolled in this graduate school for at least four years, have obtained 30 or more credits in the prescribed classes, and who have also received the necessary research guidance. In addition, for the academic papers that form the basis of the dissertation, these candidates must have two or more papers (including ones accepted) of which they were the first author published in an academic journal of good standing which has an established referring system.
- ② Candidates who have been enrolled in this graduate school for at least three years, have obtained 30 or more credits in the prescribed classes, who have also received the necessary research guidance, and who have been recommended by their main supervisor for having produced especially outstanding research achievements. In addition, for the academic papers that form the basis of the dissertation, these candidates must have two or more papers (including ones accepted) of which they were the first author published in an academic journal of good standing which has an established referring system. Of these papers, at least one must be published (including ones accepted) in a leading Western journal of high academic value, and the candidate must have passed the preliminary eligibility screening.

\* The following is a list of academic journals of good standing which have an established referring system

- a. Academic journals that are included either in Medline (PubMed) or Web of Science. Papers in these journals must be written in English. In principle, bulletins are not accepted.
- b. Journals of the Japan Veterinary Medical Association.
- c. Journals otherwise accepted by this graduate school.

Note: Among the two or more academic papers that form the basis of the dissertation, at least one must be from group a. (This applies to those who enrolled after FY2013.)

\* The leading Western journals regarding especially outstanding research achievements are defined as below.

Journals included either in Medline (PubMed) or Web of Science, which are ranked within the top 2,000 JCRs (Journal Citation Reports) listed in descending order of IF (Impact Factor) as published during the enrollment (by the day of dissertation application).

**2. Application period for dissertation review**

- ① Candidates who apply within the standard course term  
By late November (late May for those who enrolled in October) of the final year.
- ② Candidates who have stayed in university beyond the standard course term

Applications can be submitted at any time.

\* Degrees will be conferred in March or September for both ① and ②.

### 3. Dissertation eligibility screening for early completions

These candidates are subject to eligibility screening and must submit the dissertation eligibility screening documents for early completion, as specified in 4. Submission documents, along with the dissertation review application documents. The deadline is the same day as the deadline for the dissertation review application.

Eligibility will be determined at the meeting of the board of representatives held immediately after the deadline, and the applicants will be informed of the result accordingly.

### 4. Submission documents

Application forms can be downloaded from the website.

The United Graduate School of Veterinary Science website → Dissertation (URL <http://ds22.cc.yamaguchi-u.ac.jp/~renju/v06.html>)

\* Among the following documents, students from the University of Miyazaki are required to submit one additional copy of each of the dissertation index, dissertation for review and the academic papers that form the basis of the dissertation.

Submission documents (forms)	Required number of copies	Remarks
Dissertation review application form (Separate Form No. 1-1)	1	Your name must be handwritten (seal not required)
Dissertation index (Separate Form No. 2)	4	If the dissertation title is in English, it must be accompanied with a Japanese title below.
Dissertation abstract (Separate Form No. 3)	50	Maximum 2,000 characters in Japanese, 800 words in English
The abstracts of co-authored research papers (Separate Form No. 4)	1 each	The role of the applicant in each paper must be described.
Letter of consent (Separate Form No. 5)	1 each	For each co-authored paper, a letter of consent is necessary from each of the authors except the applicant.
Curriculum vitae (Separate Form No. 6)	1	Your name on the last line must be handwritten (seal not required)
Dissertation for review	9	* Bind the dissertation with a removable double clip etc. for submission. 4 copies for the Academic Office of the United Graduate School of Veterinary Science, Yamaguchi University (5 copies in the case of

		students from the University of Miyazaki). 1 copy for the main supervisor. 4 copies for the deputy examiners as directed by the main supervisor.
Academic papers published in academic journals etc., that form the basis of the dissertation	4 each	The two papers that form the basis of the dissertation
Publication of the abstract and whole text of the dissertation etc.	1	Confirmation items regarding the publication of the abstract and the whole text of the doctoral dissertation through the Yamaguchi University Navigator for Open access Collection and Archives in accordance with the partially revised Degree Regulations.

Applicants for an **early completion** are required to submit the following documents in addition to the ones specified above.

Submission documents (forms)	Number of copies	Remarks
Dissertation index (Separate Form No. 2)	1	If the dissertation title is in English, it must be accompanied with a Japanese title below.
Curriculum vitae (Separate Form No. 6)	1	Your name on the last line must be handwritten (seal not required)
Eligibility screening application form for early completion of the course (Form 1-1)	1	Your name must be handwritten (seal not required)
Record of eligibility screening for early completion of the course (Form 1-2)	1	
Recommendation for early completion of the course (Form 1-3)	1	The name of the supervisor must be handwritten (seal not required)

## 5. Submission method

(1) Documents must be delivered by hand or mailed to the Academic Office of the United Graduate School of Veterinary Science.

(Addressee) The Academic Office, The United Graduate School of Veterinary Science  
1677-1 Yoshida, Yamaguchi-shi, Yamaguchi 753-8511

(2) A request regarding submission

- ① We would appreciate it if each copy of the dissertation for review is placed in a separate string-tie envelope. (In order for us to subsequently forward the dissertations for examination at the constituent universities.)

## 6. Academic papers

- (1) If the offprint is still being printed, the following are to be submitted.
  - ① A galley proof or copy of the manuscript of the submitted paper
  - ② A copy of the notice of receipt from the journal
- (2) If the acceptance happens just before the deadline, the following is to be submitted.
  - ① A copy of an acceptance notice, or if the notice is in e-mail format, a printed out e-mail message bearing the date of receipt and the supervisor's signature and seal.

## **7. Dissertation**

- (1) Format
  - (a) Either Japanese or English is acceptable
  - (b) Printed on A4 white paper, double spaced
  - (c) Follow guidance given by the main supervisor regarding references, authors, figures and tables.
- (2) When attaching photographs, submit one copy of the dissertation with the originals and use color copies or color prints for the other copies.
- (3) Removable binding using a double clip etc. will suffice at the time of application. (Do not punch the paper)

## **8. Submission of dissertation data**

Regarding the final dissertation, submit the following data by March 16 (by September 30 for those who are conferred their degree in September).

- ① Final dissertation data (PDF)
- ② Dissertation abstract (PDF)
- ③ 1 bound copy of dissertation

## **9. Application forms**

- (1) Dissertation review application form (Separate Form No. 1-1)
  - (a) Your name must be handwritten.
  - (b) The main supervisor's confirmation seal is required.
- (2) Dissertation index (Separate Form No. 2)
  - (a) Print your name without shortening it, as it appears in the family register.
  - (b) The dissertation title must be consistent across all copies, for example regarding "、" and "、".
  - (c) If the dissertation title is in English, it must be accompanied with a Japanese title below.
  - (d) Main papers
    - ① The titles must be consistent with those of the academic papers that form the basis of the dissertation.
    - ② State the names of all authors.
    - ③ Underline the applicant's name in the names of the authors.
    - ④ The names of the academic journals must conform to the Instructions for Authors of the Journal of Veterinary Medical Science (JVMS). The shortened names of Western journals must conform to the abbreviations used in Medline (PubMed) or Web of Science. For a journal of the Japan Veterinary Medical Association, state it as "JVMA Journal".



those who enrolled in April.)

April 1, XXXX      Enrolled in the United Graduate School of Veterinary Sciences,  
Yamaguchi University

March XX, XXXX Expected to graduate from the above.

(e) Work history

- ① Provide the places of work and job titles in chronological order (oldest first).
- ② If you are currently working, state "to date" in the last line.

(f) Research history

- ① Include notable research history.
- ② Include your history as a research student here.
- ③ The desired way of stating the above is: Research on XXX as XXX (job title) at XXX research institute (company etc.).

(g) Rewards and penalties

- ① Include any notable rewards received.
- ② Do not include your degree etc.

(h) Your name in the last line

- ① Your name must be handwritten (signed).

#### **10. Publication of the abstract and whole text of the doctoral dissertation etc.**

Before submission, check the items regarding the publication of the abstract and the whole text of the doctoral dissertation through the Yamaguchi University Navigator for Open access Collection and Archives in accordance with the partially revised Degree Regulations.

#### **11. Inquiries:**

Address: The Academic Office, The United Graduate School of Veterinary Sciences  
1677-1 Yoshida, Yamaguchi-shi, Yamaguchi 753-8511  
Tel: 083-933-5937    Fax: 083-933-5938  
E-mail: ve106@yamaguchi-u.ac.jp

#### **12. Reference**

< Pub Med >

URL: <http://www.ncbi.nlm.nih.gov/pubmed/>