

**Guidance for Dissertation Submission to  
the United Graduate School of Veterinary Science, Yamaguchi University  
(Doctorate by Dissertation, Application After  
Withdrawal From the University with Credits Earned)**

Prepared on April 1, 2011

Revised on April 1, 2015

**1. Candidates eligible for dissertation submission**

- ① Candidates who were enrolled in this graduate school for at least four years, obtained 30 or more credits in the prescribed classes, received the necessary research guidance, and who then withdrew from the university.
- ② Candidates who have passed the graduate school's degree application eligibility screening.

\* Regarding ①

- a. For applications made within a year after withdrawal, the fee for the dissertation review will be exempted, and the same diploma as that for the doctorate by coursework will be conferred. However, the course will not be regarded as complete for the purpose of your academic record.
- b. For applications made more than a year after withdrawal, the fee for the dissertation review must be paid, and a diploma for doctorate by dissertation will be conferred.
- c. For applications made within four years after withdrawal, candidates are required to have two or more academic papers that form the basis of the dissertation published in an academic journal of good standing which has an established referring system (including papers accepted). Furthermore, the candidate will be exempted from taking the foreign language examination in the final exam.
- d. For applications made more than four years after withdrawal, the number of papers required is the same as in ②.
- e. In every case from a. to d., the period after withdrawal is counted not from the day of withdrawal to the day of application but from the day of withdrawal to the application deadline for that year (twice yearly, in either late May or late November).

\* Regarding ②

- a. Candidates must have a research history as prescribed in the following table.

Academic record category	Research history
Graduated from a 6-year veterinary medicine course etc. at a university	5 years or more
Completed a master's course at a graduate school	5 years or more
Graduated from a course at a 4-year university	7 years or more
Candidates other than those referred to above will have their case evaluated by the Graduate School Committee.	

- b. Candidates are required to have one or more academic papers, in addition to the two or more academic papers that form the basis of the dissertation, published in an academic journal of good standing which has an established referring system (including ones accepted). (Two of the above papers must be published in English language journals. Furthermore, the applicant

must be the first author of both the two papers that form the basis of the dissertation and the one additional paper.)

- c. A dissertation review fee (57,000 yen) will be required.
- d. In order to confirm that the candidate has an equal or higher level of academic ability than those who have completed the doctoral course and have been conferred a degree, the candidate must pass a foreign language examination (English) in addition to the review.

\* The following is a list of academic journals of good standing which have an established referring system. (The applicant must be the first author in all of the papers)

- a. Academic journals 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.

## 2. Application for dissertation eligibility screening

The application deadlines for dissertation eligibility screening for candidates in ② of 1 will be twice yearly, in either late March or late September. Refer to 4. Submission documents <Eligibility screening application> for the documents required for the eligibility screening.

## 3. Application period for dissertation review

Candidates can submit a dissertation at anytime, however, they will only be accepted in late May or late November. In addition, degrees will be conferred either in March or September.

## 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>)

<Dissertation review application >

Submission documents (forms)	Required number of copies	Remarks
Dissertation review application form (Separate Form No. 1-2)	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. 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 and one additional paper (Two papers that form the basis of the dissertation for applications within four years after withdrawal with credits earned)
Published reference papers additional to the above academic papers	4 each	Submit as necessary
Certificate of graduation (completion) from the last school you attended	1	Not required for those who withdrew with credits earned
Review fee	57,000 yen	Not required for applications within a year after withdrawal with credits earned. The fee must be transferred to the following account by the application deadline. The Yamaguchi Bank, Yamaguchi Branch (Ordinary Account) 6531912 (Name) National University Corporation, Yamaguchi University  President Masaaki Oka
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.

In order to apply for eligibility screening, submit the following documents by the eligibility screening application deadline (late March or late September).

<Eligibility screening application>

Submission documents (forms)	Required number of copies	Remarks
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Degree application eligibility screening application form (Separate Form No. 8)	1	Your name must be handwritten (seal not required)
Index of published papers (Separate Form No. 9)	1	
Academic papers published in academic journals etc., that form the basis of the dissertation	1 each	The two papers that form the basis of the dissertation and one additional paper
Published reference papers additional to the above papers	1 each	Submit as necessary
Curriculum vitae (Separate Form No. 6)	1	Your name must be handwritten (seal not required)
Certificate of research history (Separate Form No. 7)	1	
A letter of recommendation from a qualified academic staff supervising your research	1	

#### **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. Results of eligibility screening application**

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

#### **7. 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 expected chief examiner's signature and seal.

#### **8. Dissertation**

(1) Format

- (a) Either Japanese or English is acceptable
- (b) Printed on A4 white paper, double spaced
- (c) Follow guidance given by the expected chief examiner 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)

### 9. 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

### 10. Application forms

(1) Dissertation review application form (Separate Form No. 1-2)

- (a) Your name must be handwritten.
- (b) Note that those who withdrew with credits earned should also use Form No. 1-2.

(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 Among the authors' names, the applicant's name should be underlined.
- 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".
- ⑤ If the acceptance happens just before the deadline, separately submit 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 expected chief examiner's signature and seal.
- ⑥ If the offprint is still being printed, submit a galley proof or a copy of the manuscript of the submitted paper, and a copy of the notice of receipt from the journal.

(3) Dissertation abstract (Separate Form No. 3)

- (a) The abstract must be approximately 2,000 characters in Japanese, or 800 words in English.

(b) Bind the upper left with a staple when the abstract comprises several sheets.

(c) Submit 50 copies placed in a separate envelope from the other documents.

(d) Format

① For abstracts in Japanese, use Mincho font with font size 10.5 point. For abstracts in English, fonts are not specified, however, the font size must be 10.5 point.

② The number of characters per line is not specified, however, the format of the form should remain as unchanged as possible.

(4) The abstracts of co-authored research papers (Separate Form No. 4)

If the academic papers that form the basis of the dissertation (main papers) are co-authored (only papers in which the applicant is the first author), the extent of the applicant's research role within the paper's content must be described.

(5) Letter of consent (Separate Form No. 5)

(a) If the main papers are co-authored, a letter of consent will be necessary for all of the authors except the applicant.

(b) The main papers must not have been used as a dissertation by any of the co-authors in the past.

(c) Consult the united graduate school in advance if a letter of consent will be unobtainable due to the unknown whereabouts of a co-author.

(6) Curriculum vitae (Separate Form No. 6)

(a) Applicant's name

① Do not shorten your name as this is how it will appear on your diploma.

② Your name should always be accompanied by a furigana reading.

③ Ensure that your name as it appears on the dissertation, dissertation index and other application documents is consistent.

(b) Permanent address

① State this as it appears in your family register, including the prefecture. Foreign nationals must specify their country.

(c) For your current address, provide an address where you can receive mail.

(d) Academic record

① Include the dates of every enrollment and graduation after graduation from high school.

(e.g.) April 1, XXXX      Enrolled in Veterinary Medicine, Faculty of Agriculture,  
Yamaguchi University

March XX, XXXX Graduated from the above

② Do not include your history as a research student here (include it in the research history).

③ Do not include any history as a non-regular student.

④ If you withdrew with credits earned, the last two lines should appear as follows. (For those who enrolled in April.)

April 1, XXXX      Enrolled in The United Graduate School of Veterinary Science,  
Yamaguchi University

March 31, XXXX Withdrew 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, and not in the academic record.

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).

### **11. Application forms (eligibility screening)**

(1) Degree application eligibility screening application form (Separate Form No. 8)

Your name must be handwritten.

(2) Index of published papers (Separate Form No. 9)

(a) State, in descending order with the most recent first, the academic papers that form the basis of the dissertation.

(b) State other reference papers, if any. Leave it blank if there are none.

(3) Curriculum vitae (Separate Form No. 6)

Prepare according to item (6) of 10. Application forms.

(4) Certificate of research history (Separate Form No. 7)

(a) Confirm that the research period satisfies the application requirement.

(b) Provide the name of the head of your institution, and have the name stamped with an official seal.

(c) Inquire in advance if the institution is a company that does not currently exist.

(5) A letter of recommendation from the qualified academic staff member supervising your research

Have the expected chief examiner write you a letter of recommendation. The form is not specified.

### **12. 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.

### **13. Certificate of graduation (completion) of your last academic record**

Submit a certificate of graduation (completion) from the last school you attended, in a sealed envelope. Note that this submission is not necessary if you withdrew with credits earned at this graduate school.

### **14. Public presentation of dissertation**

Public presentations of the dissertations will be held at the university of the respective chief

examiner (main supervisor) on specified dates from late July to early August for September conferrals, and late January to early February for March conferrals. The presentation will last approximately 40 minutes. There will be a Q&A session of 10 to 20 minutes after the presentation. Detailed schedules will be provided when they are determined.

#### **15. Foreign language examination**

Candidates who did not withdraw with credits earned at this graduate school shall take a written foreign language (English) examination on the day of the review. (An English-Japanese dictionary and Stedman's Medical Dictionary will be provided by the graduate school.)

However, foreign nationals shall write an essay in Japanese or English. (An English-English dictionary and Stedman's Medical Dictionary will be provided by the graduate school.)

#### **16. Inquiries:**

Address: The Academic Office, The United Graduate School of Veterinary Science

1677-1 Yoshida, Yamaguchi-shi, Yamaguchi 753-8511

Tel: 083-933-5937 Fax: 083-933-5938

E-mail: [ve106@yamaguchi-u.ac.jp](mailto:ve106@yamaguchi-u.ac.jp)