

**Hokkaido University**

**Procedure for Application for  
the Degree of Doctor of Engineering**

**(For Applicant)**

**(April 2022 – March 2023)**

**Hokkaido University  
Graduate School of Engineering**

# Table of Contents

Degree application notes .....	1
Notes on preparing degree application .....	1
Schedule for processing application for the degree .....	2
Publication of Doctoral Dissertation on the Internet .....	3
Flowchart of Doctorate Degree Application .....	5
Degree Conferral Schedule for Academic Year 2022	
Schedule of June degree awarding .....	9
Schedule of September degree awarding.....	10
Schedule of December degree awarding.....	11
Schedule of March degree awarding.....	12
Example forms	
Resume (Form 1) .....	13
List of publications (Form 2) .....	14
List of research accomplishments (Form 3) .....	15
Dissertation abstract (Form 4) .....	16
Degree application form .....	17
Thesis Doctoral Dissertation Review Fee Application form.....	19
Report on the acceptance of the dissertation and recommendation of candidate examiners (Form 5) .....	20
Tests and examinations for the dissertation (Form 6, 7) .....	21
Dissertation Review Results (Form 8) .....	23
Results of the dissertation examination (Form 9, 10) .....	24
Abstract of dissertation review (Form 11) .....	26
Notice of open presentation of doctoral dissertation (Form 12) .....	27
Notice of the meeting of the Degree Awarding Advisory Committee (Form13) .....	28
Report from the Degree Awarding Deliberation Comm. (Form 14) .....	29
Report on Dissertation Review (Form 15) .....	30
Handling procedures for delays in online publication of doctoral dissertation .....	31
Pre-Publication Checklist for Doctoral Dissertations on the Internet.....	32
Application for Approval to Suspend Publication of Full Text of Doctoral Dissertation on the Internet (Form 1) .....	33
Confirmation Form for Withholding of Internet Publication of Doctoral Dissertation.....	34
Cancellation of reasons for withholding Internet publication of the full text of the doctoral dissertation (Form 3) .....	35
Notification of the date when the full text of the doctoral dissertation can be published on the Internet (Form 2) .....	36
summary (sample) .....	37
Prevention of Misconduct Research Activities .....	38











## Timetable for graduation in September 2022

\*Refer to "Procedure of processing application" (p5-8) in advance.

	Doctor by coursework	Doctor by dissertation	Required Documents, etc.
①	Beginning of June (about one month before <i>Division Chairmen meeting</i> in July)	Usually, beginning of March (about one month before <i>Division Chairmen meeting</i> in April) * Graduation time differs depending on deliberation length.	<b>[From supervisor (first reviewer) to Academic Affairs Office]</b> Application for ID and Password for Online Dissertation Submission System (Yggdrasil). <b>[Required documents from applicant to corresponding division]</b> a) Dissertation (temporary binding) b) Resume (Form 1) c) List of publications (Form 2) d) List of research accomplishments (Form 3) *applicant who shortens his study period and doctor by dissertation e) Dissertation abstract (Form 4)
②			<b>[Qualifying examination in corresponding Division]</b>
③	<b>Until 21 June</b>	<b>Until 1 April</b>	<b>[Application for award of degree] Until 5:00 p.m.</b> a) Dissertation (temporary binding: 1 copy) b) Resume (Form 1) c) List of publications (Form 2), d) List of research accomplishments (Form 3) *Only applicant who shortens his study period and doctor by dissertation e) Dissertation abstract (Form 4) f) Acceptance of dissertation and recommendation of Dissertation Examination Comm. (Form 5) g) Application form for the degree * Only applicant for Doctor by dissertation. h) Receipt of examination fee * Only applicant for Doctor by dissertation. *If you would like to delay the on-line publication of your dissertation, please refer to p.1, regarding the publication delay procedure and additionally submit required documents.
	<b>29 June</b>	<b>6 April</b>	<b>[Documents needed for deliberation by Division Chairmen meeting]</b> a) Dissertation abstract (Form 4), b) Resume (Form 1) c) List of research accomplishments (Form 3) (*only applicant who shortens the study period and doctor by dissertation needs b) and c))
	<b>1 July</b>	<b>8 April</b>	« <b>Division Chairmen meeting</b> » <b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b> <b>[Appointment of Degree Awarding Deliberation Comm.]</b>
④ ⑤ ⑧	<b>After 4 July</b>	<b>After 11 April</b>	<b>[Dissertation examined by first and co-examiners]</b> Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) <b>[Report of dissertation review result]</b> to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm. a) Report of review result (Form 8) b) Result of examination (Form 9,10) c) Abstract of review result of dissertation (Form 11) * Dissertation (PDF by 23 August) (Send a) ~ c) to chairman of Degree Awarding Deliberation Comm.)
⑥ ⑦ ⑨			<b>[Announcement of public presentation of doctoral dissertation]</b> Announcement of public presentation of doctoral dissertation (Form 12) <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) <b>[Distribution of deliberation references]</b> a) Dissertation (temporary binding) b) Dissertation abstract (Form 4) c) List of research accomplishments (Form 3) *Only applicant who shortens his study period and doctor by dissertation d) Resume (Form 1) *Only applicant who shortens his study period and doctor by dissertation e) Report of review result (Form 8) f) Result of examination (Form 9,10) g) Abstract of review result of dissertation (Form 11) (From Division chairman to comm. member a) ~d) and from supervisor to comm. members e) ~g)
			<b>[Public presentation of doctoral dissertation]</b> <b>[Degree Awarding Deliberation Comm. meeting]</b>
⑩ ⑪	<b>Until 23 August</b>	(same as on the left)	<b>[After deliberation in Degree Awarding Deliberation Comm. meeting]</b> <b>[Report of Degree Awarding Deliberation Comm.]</b> a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * <b>Submit final edition dissertation (PDF) Until 5:00 p.m.</b>
	<b>7 September</b>	(same as on the left)	<b>[Distribution of necessary documents (for Division Chairmen meeting)]</b> a) Report of review result (Form 8) b) Result of examination (Form 9,10) c) Abstract of review result of dissertation (Form 11) d) Report of Degree Awarding Deliberation Comm. (Form 14)
⑫	<b>9 September</b>	(same as on the left)	« <b>Division Chairmen meeting</b> » <b>[Approval of graduation of doctoral course]</b> <b>[Report of dissertation inquisition and vote on graduation]</b>
⑬	<b>Until 2 September</b>	(same as on the left)	<b>[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]</b>
	<b>26 September</b>	(same as on the left)	<b>[Commencement]</b>

(Note)(1) order of ④~⑨ can be arranged flexibly.



## Timetable for graduation in December 2022

\*Refer to "Procedure of processing application" (p5-8) in advance.

	Doctor by coursework	Doctor by dissertation	Required Documents, etc.
①	Beginning of September (about one month before <i>Division Chairmen meeting</i> in October)	Usually, beginning of June (about one month before <i>Division Chairmen meeting</i> in July) * Graduation time differs depending on deliberation length.	<b>[From supervisor (first reviewer) to Academic Affairs Office]</b> Application for ID and Password for Online Dissertation Submission System (Yggdrasil). <b>[Required documents from applicant to corresponding division]</b> a) Dissertation (temporary binding) b) Resume (Form 1) c) List of publications (Form 2) d) List of research accomplishments (Form 3) *applicant who shortens his study period and doctor by dissertation e) Dissertation abstract (Form 4)
②			<b>[Qualifying examination in corresponding Division]</b>
③	<b>Until 27 September</b>	<b>Until 21 June</b>	<b>[Application for award of degree] Until 5:00 p.m.</b> a) Dissertation (temporary binding: 1 copy) b) Resume (Form 1) c) List of publications (Form 2), d) List of research accomplishments (Form 3) *Only applicant who shortens his study period and doctor by dissertation e) Dissertation abstract (Form 4) f) Acceptance of dissertation and recommendation of Dissertation Examination Comm. (Form 5) g) Application form for the degree * Only applicant for Doctor by dissertation. h) Receipt of examination fee * Only applicant for Doctor by dissertation. *If you would like to delay the on-line publication of your dissertation, please refer to p.1, regarding the publication delay procedure and additionally submit required documents.
	<b>5 October</b>	<b>29 June</b>	<b>[Documents needed for deliberation by Division Chairmen meeting]</b> a) Dissertation abstract (Form 4), b) Resume (Form 1) c) List of research accomplishments (Form 3) (*only applicant who shortens the study period and doctor by dissertation needs b) and c))
	<b>7 October</b>	<b>1 July</b>	<b>◀Division Chairmen meeting▶</b> <b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b> <b>[Appointment of Degree Awarding Deliberation Comm.]</b>
④ ⑤ ⑧	<b>After 11 October</b>	<b>After 4 July</b>	<b>[Dissertation examined by first and co-examiners]</b> Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) <b>[Report of dissertation review result]</b> to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm. a) Report of review result (Form 8) b) Result of examination (Form 9,10) c) Abstract of review result of dissertation (Form 11) * Dissertation (PDF by 21 November) (Send a) ~ c) to chairman of Degree Awarding Deliberation Comm.)
⑥ ⑦ ⑨			<b>[Announcement of public presentation of doctoral dissertation]</b> Announcement of public presentation of doctoral dissertation (Form 12) <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) <b>[Distribution of deliberation references]</b> a) Dissertation (temporary binding) b) Dissertation abstract (Form 4) c) List of research accomplishments (Form 3) *Only applicant who shortens his study period and doctor by dissertation d) Resume (Form 1) *Only applicant who shortens his study period and doctor by dissertation e) Report of review result (Form 8) f) Result of examination (Form9,10) g) Abstract of review result of dissertation (Form 11) (From Division chairman to comm. member a) ~d) and from supervisor to comm. members e) ~g)
			<b>[Public presentation of doctoral dissertation]</b> <b>[Degree Awarding Deliberation Comm. meeting]</b>
⑩ ⑪	<b>Until 21 November</b>	(same as on the left)	<b>[After deliberation in Degree Awarding Deliberation Comm. meeting]</b> <b>[Report of Degree Awarding Deliberation Comm.]</b> a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * <b>Submit final edition dissertation (PDF) Until 5:00 p.m.</b>
	<b>30 November</b>	(same as on the left)	<b>[Distribution of necessary documents (for Division Chairmen meeting)]</b> a) Report of review result (Form 8) b) Result of examination (Form 9,10) c) Abstract of review result of dissertation (Form 11) d) Report of Degree Awarding Deliberation Comm. (Form 14)
⑫	<b>2 December</b>	(same as on the left)	<b>◀Division Chairmen meeting▶</b> <b>[Approval of graduation of doctoral course]</b> <b>[Report of dissertation inquisition and vote on graduation]</b>
⑬	<b>Until 2 December</b>	(same as on the left)	<b>[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]</b>
	<b>26 December</b>	(same as on the left)	<b>[Commencement]</b>

(Note)(1) order of ④~⑨ can be arranged flexibly.

## Timetable for graduation in March 2023

\*Refer to "Procedure of processing application" (p5-8) in advance.

	Doctor by coursework	Doctor by dissertation	Required Documents, etc.
①	Beginning of December (about one month before Division chairmen meeting in December)	Usually, beginning of September (about one month before Division chairmen meeting in October) * Graduation time differs depending on deliberation length.	<b>[From supervisor (first reviewer) to Academic Affairs Office]</b> Application for ID and Password for Online Dissertation Submission System (Yggdrasil). <b>[Required documents from applicant to corresponding division]</b> a) Dissertation (temporary binding) b) Resume (Form 1) c) List of publications (Form 2) d) List of research accomplishments (Form 3) *applicant who shortens his study period and doctor by dissertation e) Dissertation abstract (Form 4)
②			<b>[Qualifying examination in corresponding Division]</b>
③	Until [1] 21 November or [2] 21 December	Until 27 September	<b>[Application for award of degree] Until 5:00 p.m.</b> a) Dissertation (temporary binding: 1 copy) b) Resume (Form 1) c) List of publications (Form 2), d) List of research accomplishments (Form 3) *Only applicant who shortens his study period and doctor by dissertation e) Dissertation abstract (Form 4) f) Acceptance of dissertation and recommendation of Dissertation Examination Comm. (Form 5) g) Application form for the degree * Only applicant for Doctor by dissertation. h) Receipt of examination fee * Only applicant for Doctor by dissertation. *If you would like to delay the on-line publication of your dissertation, please refer to p.1, regarding the publication delay procedure and additionally submit required documents.
	[1] 30 November or [2] 11 January	5 October	<b>[Documents needed for deliberation by Division Chairmen meeting]</b> a) Dissertation abstract (Form 4), b) Resume (Form 1) c) List of research accomplishments (Form 3) (*only applicant who shortens the study period and doctor by dissertation needs b) and c))
	[1] 2 December or [2] 13 January	7 October	« <b>Division Chairmen meeting</b> » <b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b> <b>[Appointment of Degree Awarding Deliberation Comm.]</b>
④ ⑤ ⑧	[1] After 5 December [2] After 16 January	After 11 October	<b>[Dissertation examined by first and co-examiners]</b> Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) <b>[Report of dissertation review result]</b> to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm. a) Report of review result (Form 8) b) Result of examination (Form 9,10) c) Abstract of review result of dissertation (Form 11) * Dissertation (PDF by 20 February) (Send a) ~ c) to chairman of Degree Awarding Deliberation Comm.)
⑥ ⑦ ⑨			<b>[Announcement of public presentation of doctoral dissertation]</b> Announcement of public presentation of doctoral dissertation (Form 12) <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) <b>[Distribution of deliberation references]</b> a) Dissertation (temporary binding) b) Dissertation abstract (Form 4) c) List of research accomplishments (Form 3) *Only applicant who shortens his study period and doctor by dissertation d) Resume (Form 1) *Only applicant who shortens his study period and doctor by dissertation e) Report of review result (Form 8) f) Result of examination (Form9,10) g) Abstract of review result of dissertation (Form 11) (From Division chairman to comm. member a) ~d) and from supervisor to comm. members e)~g)
			<b>[Public presentation of doctoral dissertation]</b> <b>[Degree Awarding Deliberation Comm. meeting]</b>
⑩ ⑪	Until 20 February	(same as on the left)	<b>[After deliberation in Degree Awarding Deliberation Comm. meeting]</b> <b>[Report of Degree Awarding Deliberation Comm.]</b> a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * <b>Submit final edition dissertation (PDF) Until 5:00 p.m.</b>
	1 March	(same as on the left)	<b>[Distribution of necessary documents (for Division Chairmen meeting)]</b> a) Report of review result (Form 8) b) Result of examination (Form 9,10) c) Abstract of review result of dissertation (Form 11) d) Report of Degree Awarding Deliberation Comm. (Form 14)
⑫	3 March	(same as on the left)	« <b>Division Chairmen meeting</b> » <b>[Approval of graduation of doctoral course]</b> <b>[Report of dissertation inquisition and vote on graduation]</b>
⑬	Until 3 March	(same as on the left)	<b>[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]</b>
	23 March	(same as on the left)	<b>[Commencement]</b>

(Note)(1) order of ④~⑨ can be arranged flexibly.



























































