

Hokkaido University

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

(For Applicant)

(April 2024 – March 2025)

**Hokkaido University
Graduate School of Engineering**

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Attention on Degree Application

Every division has specific requirements for doctoral degree.

It is therefore recommended that you ascertain the requirements from your division beforehand.

Degree applicants are required to pay tuition fee for the semester in which includes the graduation day by the deadline. Students scheduled to receive degrees in June and December will be charged three months tuition. Also, please note that you are not eligible to apply for a tuition waiver for the first semester if your degree will be awarded in June, and for the second semester if your degree will be awarded in December.

Instruction for Preparing Degree Application Documents

(1) The Online Dissertation Submission System.

Before submitting the required documents to the Academic Affairs Office degree application should be completed through the Online Dissertation Submission System.

ID and password are issued by the Academic Affairs Office upon the request of a supervisor (first reviewer). Please apply from the following.

➤Online Dissertation Submission System (YGGDRASIL)

(https://yggdrasil.eng.hokudai.ac.jp/gakui_shinsei/hakkou/touroku.php)

* Please take into account the time needed to enter the documents and the deadline for submission, and apply well in advance

*If it is difficult to use campus terminal, please contact the Academic Affairs Office.

(2) On-line degree application and documents submission:

Fill in the Resume (Form1), List of Publication (Form2) and Dissertation Abstract (Form4) through the Online Dissertation Submission System. For details, please refer to the page 5 onward. After you press 'confirm/register' button in the online dissertation submission system, Academic Affairs Office will confirm your registration and send you the confirmation notice.

After the "Submit" button is pressed in the degree application system, the Academic Affairs Office checks the contents of the documents that require the signature or seal of the degree applicant (Curriculum Vitae (Form 1) and Thesis Catalog (Form 2), and then asks you to submit the original documents by email. After receiving the request from the Academic Affairs Office, please output the PDF data from the degree application system and submit them to us.

For e³ program students, the Resume (Form 1), the List of Publications (Form 2) and the Dissertation Abstract (Form 4) must be written in English.

(3) How to prepare and submit the final text of the dissertation

- Please submit in PDF format and do not set up password protection.
- Do not scan paper documents, but convert them from Word or other documents using software such as Acrobat or JUST PDF, etc., for the contents to be searchable in HUSCAP database.
- Do not divide the data into chapters but submit them as a single piece of data. However, if the amount of data in a single file exceeds 50 MB, please divide the data into multiple files
-
- It is not necessary to submit a bound thesis. The final PDF data will be registered in the Hokkaido University Library "HUSCAP" and the National Diet Library.
- Please note that in principle, revisions of articles after the submission deadline is not allowed.

Schedule for Processing Application for the Degree

For details, please refer to Timetables for Graduation (p.9-p.12).

Commencement	*28 June		25 September		25 December		25 March 2025	
Application type	Doctor by coursework	Doctor by dissertation	Doctor by coursework	Doctor by dissertation	Doctor by coursework	Doctor by dissertation	Doctor by coursework	Doctor by dissertation
Deadline for the Degree Application	1 Apr.	20 Dec. 2023	19 Jun.	1. Apr.	24 Sep.	19 Jun.	② 20 Nov. ② 18 Dec.	24 Sep.
Division Chairmen Meeting (Acceptance of dissertation)	12 Apr.	12 Jan.	5 Jul.	12 Apr.	4 Oct.	5 Jul.	② 6 Dec. ② 10 Jan. 2025	4 Oct.
Period for reporting on the results (Deadline for submission of the final version of the Thesis)	22 May	22 May	20 Aug.	20 Aug.	20 Nov.	20 Nov.	17 Feb. 2025	17 Feb. 2025
Division Chairmen Meeting (Approval of course, completion and award of doctoral degree)	7 Jun.	7 Jun.	6 Sep.	6 Sep.	6 Dec.	6 Dec.	3 Mar. 2025	3 Mar. 2025

*Degree application from doctors by dissertation who are supposed to receive degree on 28 June 2024 and the relevant meeting for acceptance of their dissertations have already been closed.

On-line publication of the full text of the dissertation

According to the national requirement effective FY2013, dissertation must be published on the internet within a year from your degree is awarded. As digital copy of the dissertation shall be placed in Hokkaido University Collection of Scholarly and Academic Papers (HUSCAP) database. please upload the full text of your dissertation in the "Degree Application System" by the deadline for submission of the final version of your dissertation.

Academic Affairs Office will send a request for the on-line submission after checking all the related documents. Please submit your dissertation through the Online Dissertation Submission System only after you received the request from the Academic Affairs Office.

(1) If you would like to delay the on-line publication of your dissertation

Publication may be withheld when there are unavoidable reasons, such as when the rules of the academic journal to which the doctoral dissertation is submitted do not allow for publication.

When submitting your dissertation, please complete the "Internet Publication Checklist for Doctoral Dissertations" in the "Dissertation Application System" and confirm that your dissertation can be published on the Internet, and submit the following documents to the Graduate School, Academic Affairs Division (Window #2) when you apply for your degree (when you submit your resume, thesis inventory, and provisional copy).

Please complete the appropriate form for the pending Internet publication application from the "Download pending Internet publication application form" on the top page of the Degree Application System, and submit it at the time of application.

➤ If you would like to withhold publication of the full dissertation on the Internet for a certain period.

- Notification of the Date of Availability of Doctoral Dissertation on the Internet (Form 2) on p.36

➤ If you would like to withhold publication of the full dissertation on the Internet for more than one year from the date of graduation.

* Generally, doctoral dissertations cannot be withheld for more than one year from publication on the Internet.

- Application for Approval to Suspend Internet Publication of Full Text of Doctoral Dissertation(Form 1)
- Written Confirmation for Suspending Publication of Doctoral Dissertation on the Internet Publication of Doctoral Dissertation on the Internet p.33
- Cancellation of Reason for Withholding Publication of Doctoral Dissertations on the Internet (Form 3) on p.35
(Maximum of 3 years from April 1 after degree conferment)

- Summary of your full dissertation (Any format. Please submit through the Online Dissertation Submission System)

Note: The differences between "abstract" and "summary" of a doctoral dissertation?

- Abstract: It summarizes the gist that you want to mention throughout the dissertation. Form 4.
- Summary: Submitted only by those who would like to delay the on-line publication of your dissertation for over a year. "Summary" is summarized the whole picture of the dissertation from the contents of the problem setting, methodology, and experimental analysis to conclusions and consideration. It is interpreted that the amount is larger than the abstract. However, at most 10 pages.

- Summaries of the entire dissertation (Free format, it must be uploaded from the Degree Application System by the date of final edition dissertation submission)

If you wish to extend the suspension of publication for "unavoidable reasons," please contact your supervisor and the Graduate School Office, Educational Records and Programs Section at least three months before the date indicated on the Form 1 or Form 2 which have been submitted with your degree application. If no request is made, the full thesis will be published on the indicated date.

(2) Consultation Hotline for "Internet Publication of Doctoral Dissertations"

It is the responsibility of the degree recipient to check the copyright policy of the publisher before publishing the dissertation or publishing it in an academic journal.

If you have any questions about how to check or interpret the submission rules of an academic journal, please contact the following address after checking the website of the Library's Consultation Hotline. Please check the "Consultation Hotline service website" and contact "HUSCAP Team".

➤ Helpline service website:

https://eprints.lib.hokudai.ac.jp/dspace/thesis/hotline_ja.jsp (Japanese ver.)

https://eprints.lib.hokudai.ac.jp/dspace/thesis/hotline_en.jsp (English ver.)

➤ Helpline service contact details:

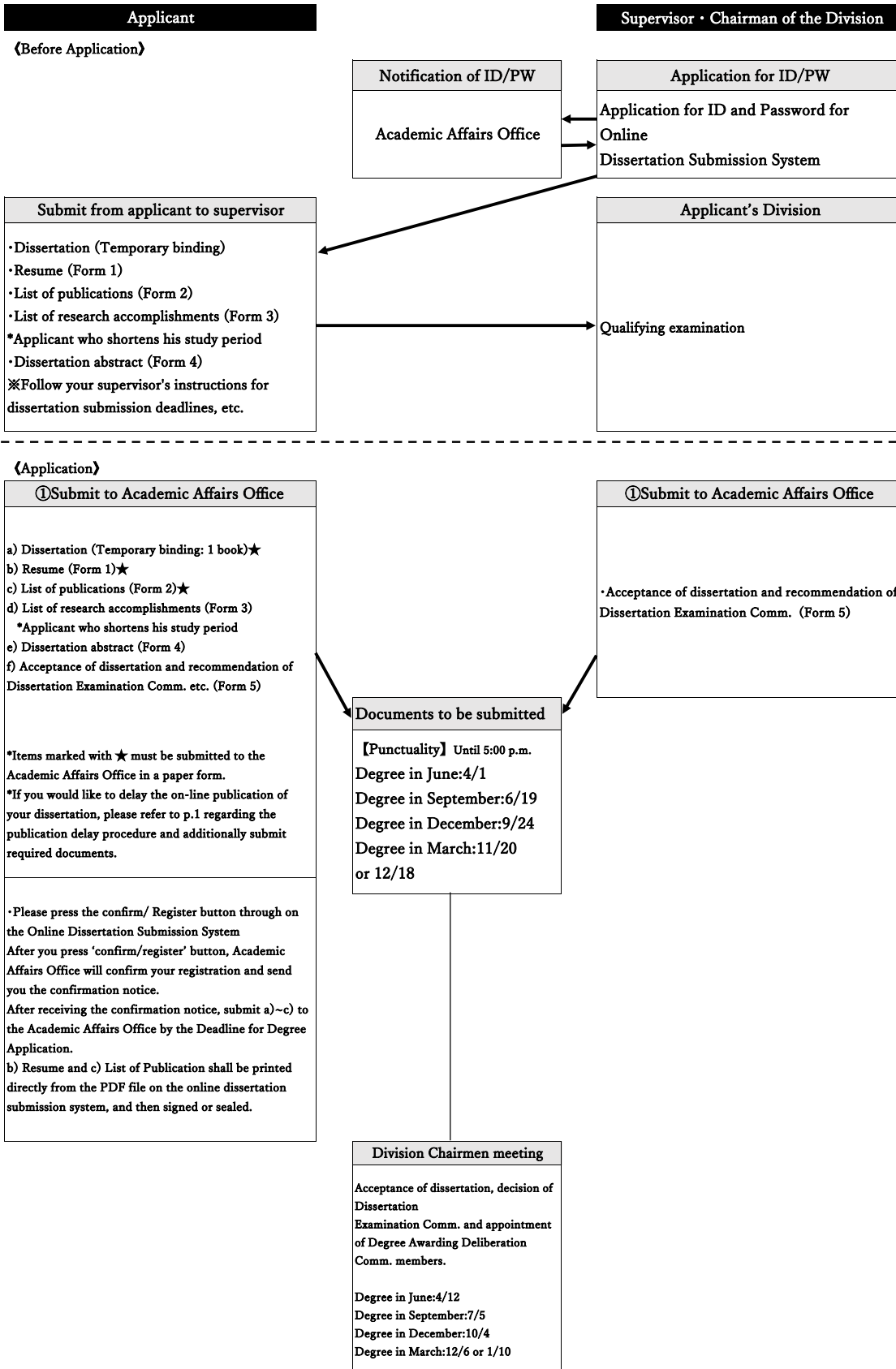
HUSCAP Team, HU Library

e-mail: huscap@lib.hokudai.ac.jp

Flowchart of Doctorate Degree Allocation (Doctor by coursework)

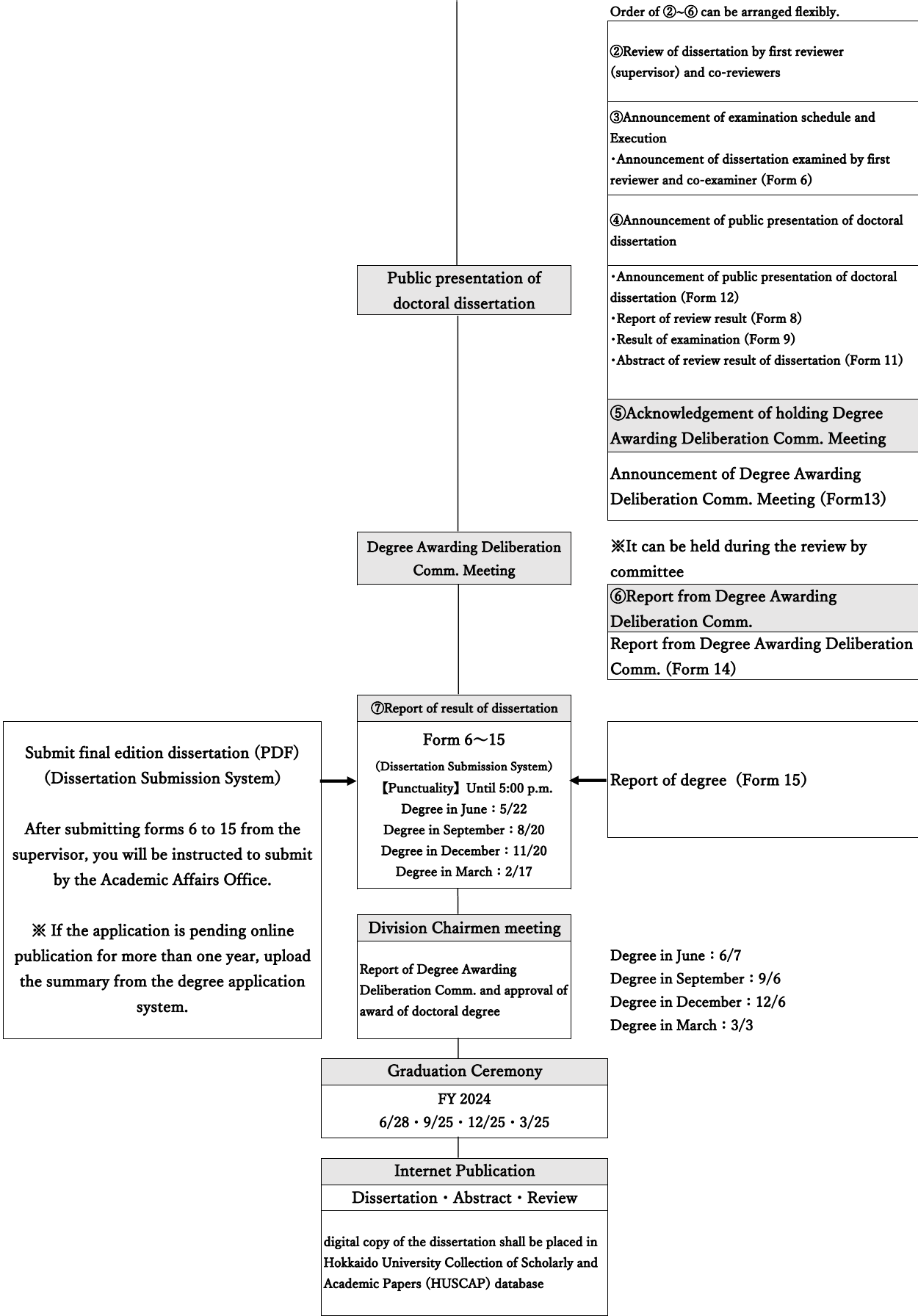
Application section

- I. Applicant who satisfies all requirements except for dissertation examination
- II. Applicant who shortens his study period
- III. Applicant who satisfied all requirements but left the university and returned within one year



Applicant

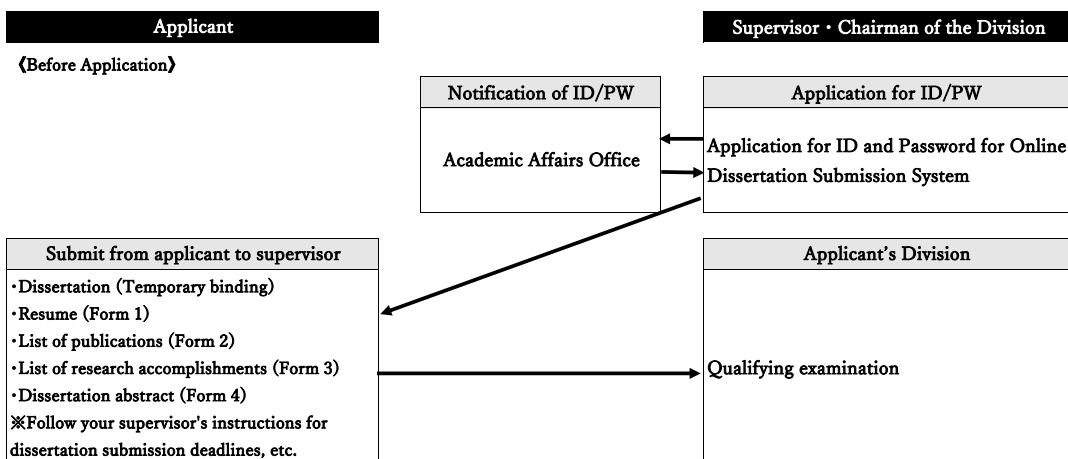
Supervisor · Chairman of the Division



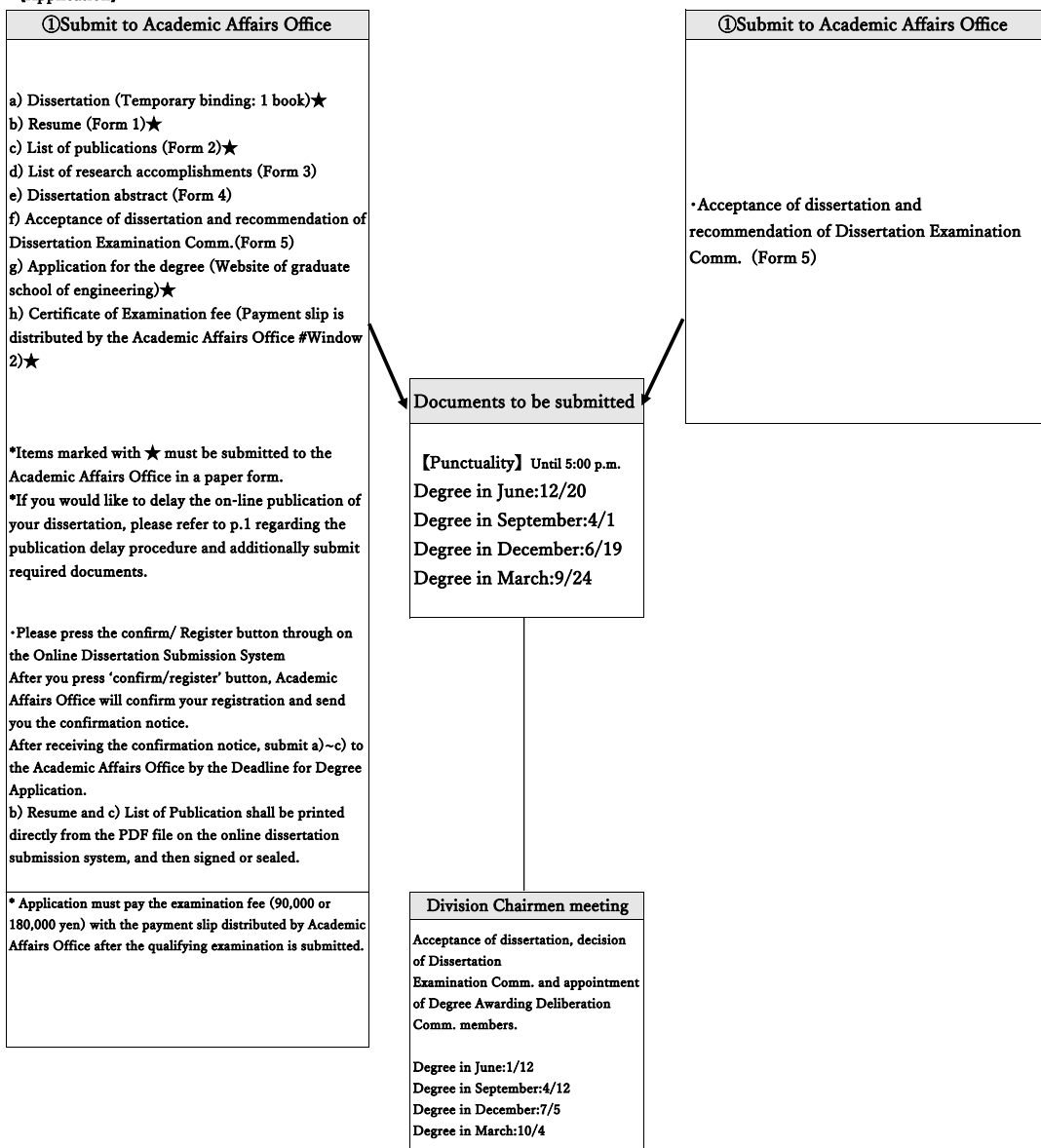
Flowchart of Doctorate Degree Allcation (Doctor by dissertation)

Application section

- I. Applicant who satisfied all requirements but left the university and returned after one year
- II. Applicant who has M.A. and has done research work more than five years
- III. Applicant who has B.A. and has done research work more than six years
- IV. Applicant who has other equivalent research career

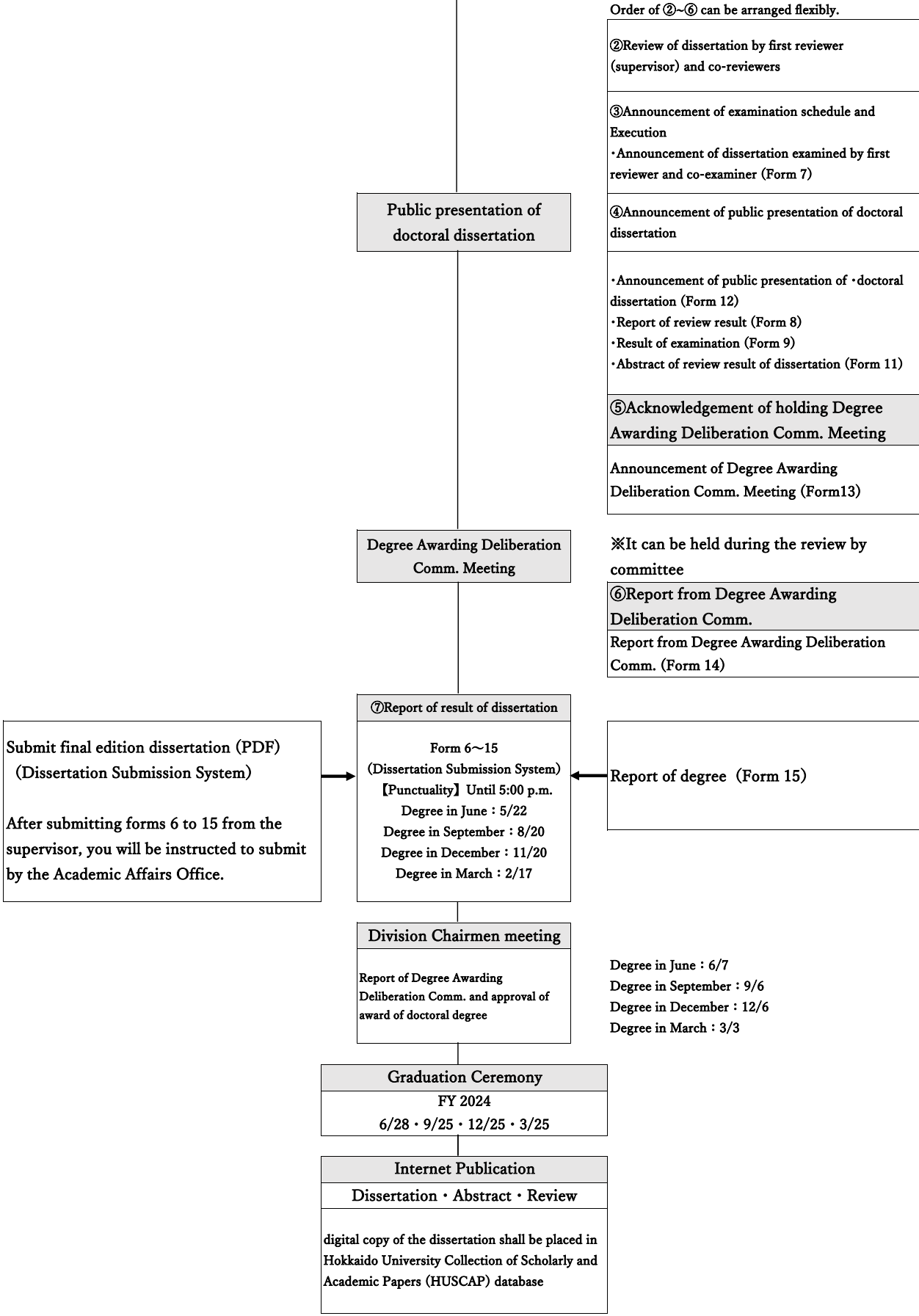


(Application)



Applicant

Supervisor · Chairman of the Division



Timetable for graduation in June 2024 *Refer to “Procedure of processing application” (p5-8) in advance.

	Doctor by coursework	Doctor by dissertation	Required Documents, etc.
①	Beginning of March (about one month before <i>Division Chairmen meeting</i> in April)	Usually, beginning of December (about one month before <i>Division Chairmen meeting</i> in January) * Graduation time differs depending on deliberation length.	[From supervisor (first reviewer) to Academic Affairs Office] Application for ID and Password for Online Dissertation Submission System (Yggdrasil). [Required documents from applicant to corresponding division] 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			[Qualifying examination in corresponding Division]
③	Until 1 April	Until 20 Dec. 2023	[Application for award of degree] Until 5:00 p.m. 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.
	10 April	10 January	[Documents needed for deliberation by Division Chairmen meeting] 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))
	12 April	12 January	« Division Chairmen meeting » [Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members] [Appointment of Degree Awarding Deliberation Comm.]
④ ⑤ ⑧	After 15 April	After 15 January	[Dissertation examined by first and co-examiners] Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) [Report of dissertation review result] 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 24 May) (Send a) ~ c) to chairman of Degree Awarding Deliberation Comm.)
⑥ ⑦ ⑨			[Announcement of public presentation of doctoral dissertation] Announcement of public presentation of doctoral dissertation (Form 12) [Acknowledgement of holding Degree Awarding Deliberation Comm. meeting] Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) [Distribution of deliberation references] 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)
			[Public presentation of doctoral dissertation] [Degree Awarding Deliberation Comm. meeting]
⑩ ⑪	Until 22 May	(same as on the left)	[After deliberation in Degree Awarding Deliberation Comm. meeting] [Report of Degree Awarding Deliberation Comm.] a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * Submit final edition dissertation (PDF) Until 5:00 p.m.
	5 June	(same as on the left)	[Distribution of necessary documents (for Division Chairmen meeting)] 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	7 June	(same as on the left)	« Division Chairmen meeting » [Approval of graduation of doctoral course] [Report of dissertation inquisition and vote on graduation]
⑬	Until 6 June	(same as on the left)	[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]
	28 June	(same as on the left)	[Commencement]

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

Timetable for graduation in September 2024

*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.	<p>[From supervisor (first reviewer) to Academic Affairs Office] Application for ID and Password for Online Dissertation Submission System (Yggdrasil). [Required documents from applicant to corresponding division]</p> <p>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)</p>
②			[Qualifying examination in corresponding Division]
③	Until 19 June	Until 1 April	<p>[Application for award of degree] Until 5:00 p.m.</p> <p>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.</p>
	3 July	10 April	<p>[Documents needed for deliberation by Division Chairmen meeting]</p> <p>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))</p>
	5 July	12 April	<p>◀◀Division Chairmen meeting▶▶ [Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members] [Appointment of Degree Awarding Deliberation Comm.]</p>
④ ⑤ ⑧			<p>[Dissertation examined by first and co-examiners] Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) [Report of dissertation review result] 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.)</p>
⑥ ⑦ ⑨	After 8 July	After 15 April	<p>[Announcement of public presentation of doctoral dissertation] Announcement of public presentation of doctoral dissertation (Form 12) [Acknowledgement of holding Degree Awarding Deliberation Comm. meeting] Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) [Distribution of deliberation references]</p> <p>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)</p>
⑩ ⑪	Until 20 August	(same as on the left)	<p>[After deliberation in Degree Awarding Deliberation Comm. meeting] [Report of Degree Awarding Deliberation Comm.]</p> <p>a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * Submit final edition dissertation (PDF) Until 5:00 p.m.</p>
	4 September	(same as on the left)	<p>[Distribution of necessary documents (for Division Chairmen meeting)]</p> <p>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)</p>
⑫	6 September	(same as on the left)	<p>◀◀Division Chairmen meeting▶▶ [Approval of graduation of doctoral course] [Report of dissertation inquisition and vote on graduation]</p>
⑬	Until 4 September	(same as on the left)	[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]
	25 September	(same as on the left)	[Commencement]

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

Timetable for graduation in December 2024

*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.	[From supervisor (first reviewer) to Academic Affairs Office] Application for ID and Password for Online Dissertation Submission System (Yggdrasil). [Required documents from applicant to corresponding division] 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			[Qualifying examination in corresponding Division]
③	Until 24 September	Until 19 June	[Application for award of degree] Until 5:00 p.m. 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.
	2 October	3 July	[Documents needed for deliberation by Division Chairmen meeting] 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))
	4 October	5 July	◀Division Chairmen meeting▶ [Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members] [Appointment of Degree Awarding Deliberation Comm.]
④ ⑤ ⑧	After 7 October	After 8 July	[Dissertation examined by first and co-examiners] Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) [Report of dissertation review result] 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			[Announcement of public presentation of doctoral dissertation] Announcement of public presentation of doctoral dissertation (Form 12) [Acknowledgement of holding Degree Awarding Deliberation Comm. meeting] Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) [Distribution of deliberation references] 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)
			[Public presentation of doctoral dissertation] [Degree Awarding Deliberation Comm. meeting]
⑩ ⑪	Until 20 November	(same as on the left)	[After deliberation in Degree Awarding Deliberation Comm. meeting] [Report of Degree Awarding Deliberation Comm.] a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * Submit final edition dissertation (PDF) Until 5:00 p.m.
	4 December	(same as on the left)	[Distribution of necessary documents (for Division Chairmen meeting)] 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	6 December	(same as on the left)	◀Division Chairmen meeting▶ [Approval of graduation of doctoral course] [Report of dissertation inquisition and vote on graduation]
⑬	Until 4 December	(same as on the left)	[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]
	25 December	(same as on the left)	[Commencement]

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

Timetable for graduation in March 2025 *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.	[From supervisor (first reviewer) to Academic Affairs Office] Application for ID and Password for Online Dissertation Submission System (Yggdrasil). [Required documents from applicant to corresponding division] 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			[Qualifying examination in corresponding Division]
③	Until [1] 20 November or [2] 18 December	Until 24 September	[Application for award of degree] Until 5:00 p.m. 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] 4 December or [2] 8 January	2 October	[Documents needed for deliberation by Division Chairmen meeting] 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] 6 December or [2] 10 January	4 October	≪ Division Chairmen meeting ≫ [Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members] [Appointment of Degree Awarding Deliberation Comm.]
④ ⑤ ⑧	[1] After 9 December [2] After 14 January	After 7 October	[Dissertation examined by first and co-examiners] Announcement of dissertation examined by first reviewer and co-examiner (Form 6,7) [Report of dissertation review result] 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			[Announcement of public presentation of doctoral dissertation] Announcement of public presentation of doctoral dissertation (Form 12) [Acknowledgement of holding Degree Awarding Deliberation Comm. meeting] Announcement of Degree Awarding Deliberation Comm. Meeting (Form 13) [Distribution of deliberation references] 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)
			[Public presentation of doctoral dissertation] [Degree Awarding Deliberation Comm. meeting]
⑩ ⑪	Until 17 February	(same as on the left)	[After deliberation in Degree Awarding Deliberation Comm. meeting] [Report of Degree Awarding Deliberation Comm.] a) Report of Degree Awarding Deliberation Comm. (Form 14) b) Report of degree (Form 15) * Submit final edition dissertation (PDF) Until 5:00 p.m.
	27 February	(same as on the left)	[Distribution of necessary documents (for Division Chairmen meeting)] 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)	≪ Division Chairmen meeting ≫ [Approval of graduation of doctoral course] [Report of dissertation inquisition and vote on graduation]
⑬	Until 3 March	(same as on the left)	[Notification of graduation (by coursework), Report of dissertation examination (by dissertation)]
	25 March	(same as on the left)	[Commencement]

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

(Form 1 – Sample) RESUME [Doctoral Degree and Doctoral Dissertation]

[Reference in Handout for Division Chairmen Meeting of Doctoral Dissertation]

RESUME

*e³program students must write this document in English.

Nationality:

Current address:

Name:

Date of birth:

Educational background

(*excluding period of research student and auditor. The period of the research student should be entered in the Research Background.)

date/month/year	Name of high school	graduated
date/month/year	Department, Faculty and University name	enrolled
date/month/year	-- same as above --	graduated
date/month/year	Master's program, Division, Graduate School and University name	enrolled
date/month/year	-- same as above --	graduated
date/month/year	Doctoral program, Division, Graduate School and University name	enrolled
date/month/year	-- same as above --	coursework
		expected to complete

(Withdrawal with Completion of Course Credits)

Professional background (*including current profession but excluding part-time work and advancement in the same post)

date/month/year	Name of organization	joined
date/month/year	position, -- same as above --	assigned
date/month/year	position, -- same as above --	transferred to
date/month/year	-- same as above --	resigned
date/month/year	-- same as above --	joined
date/month/year	current position, -- same as above --	transferred to

Research background (*Dates may be omitted.)

(* The period spent in graduate school must be entered. However, if the number of years of research experience exceeds the number of years required for the submission of the dissertation, the applicant may summarize three major research experiences together)

date/month/year	Division, Graduate School and University name, title of research
~ date/month/year	involved in during Master's program.
date/month/year	Division, Graduate School and University name, title of research
~ date/month/year	involved in during Doctoral program.
date/month/year	R & D section and organization name, title of research
~ date/month/yea	involved in until now.

Award/Prize (* Dates may be omitted.)

* Enter only those awards received from academic societies, for papers, oral presentations etc, but not any internal prize records such as Nitobe Award.)

date/month/year	Paper title, Prize name and year from association and country name
-----------------	--

I certify that the above are true records.

Date: eave it blank.

<Name>

<Signature>

* The period of the JSPS Research Fellowship for Young Scientists should be entered in the Research Background (example)

<date/month/year>	Division, Graduate School and University name, title of research> involved in during Master's program.
~ <date/month/year>	(Adopted as a JSPS Research Fellowship for Young Scientists from <date/month/year.

*Please do not exceed an A4 size sheet.

LIST OF PUBLICATIONS

* e³ program students must write this document in English.

Dissertation submitted for the degree

Title: Study on Factors ○○○○○○ the ○○○○ ○○○○○○ on ○○○○○○
(□□□□に作用する□□□□□□への□□□因子に関する研究)

* If the title of the dissertation is in a foreign language, please provide a Japanese translation.

* The title of the thesis entered on this form will be reflected in Forms 4.

*Reference theses: If you are submitting a reference paper along with the dissertation, please enter the title of the reference paper.

None

Or i. Study on Factors ○○○○○○ the ○○○○ ○○○○○○ on ○○○○○○

ii.

(Provide only the titles. If there are two or more types of reference papers, list them.)

* The title of the reference thesis is a thesis that has been determined to be necessary for reference in the examination of the thesis. It's different from Form 3" LIST OF RESEARCH ACCOMPLISHMENTS"

Date: <leave this space blank.>

<Signature>

(This is the list of publication; use another form for the list of research accomplishments.)

(Form 3 - Sample) LIST OF RESEARCH ACCOMPLISHMENTS

【Doctor with shortened period of coursework / Doctor by dissertation】

【Reference for Division Chairmen Meeting of Graduate School for doctoral degree regarding shortening period of coursework and doctor by dissertation】

研究業績目録

氏名

(*Representative examples of research accomplishments must be summarized in three pages of A4.)

1. 論文 (学位論文関係)

(*In case the paper is printed in a booklet, provide page numbers. (ex.pp.〇〇~〇〇))

(*In case that it is a collaborative research, provide co-author's name.)

- (1) □□□□, □□□□, □□□□: 「Development of ○○○○ for ○○ ○○○○」
○○○○誌, Vol. ○○, No. ○○, pp○○-○○ (○○○○年)
- (2) □□□□, □□□□, □□□□: 「○○方法○○の実験システムの○○○○に
関する研究」○○○○誌, Vol. ○○, No. ○○, pp○○-○○ (○○○○年)
- (3) □□□□, □□□□, □□□□: 「○○による○○の○○を用いた○○○○の
研究開発」○○○学会誌○巻○○○~○○頁 (○○○○年)
- (4) □□□□, □□□□, □□□□: 「○○の○○による○○に関する○○○○の
研究」○○○学会誌 (○○○○年○巻○○号掲載決定)

To be published

2. 論文 (その他)

- (1) □□□□, □□□□, □□□□: 「Development of ○○○○ for ○○ ○○○○」
○○○○誌, Vol. ○○, No. ○○, pp○○-○○ (○○○○年)
- (2) □□□□, □□□□, □□□□: 「○○方法○○の実験システムの○○○○に
関する研究」○○○○誌, Vol. ○○, No. ○○, pp○○-○○ (○○○○年)
- (3) その他, ○○○○の○○○○に関連した研究論文○○篇

3. 講演 (学位論文関係) (*Indicate conference title, date and place.)

- (1) □□□□, □□□□, □□□□: 「Development of ○○○○ for ○○ ○○○○」
○○○○学会, ○○○○年○○部門○○○○学術講演会 (○○○○)
- (2) □□□□, □□□□, □□□□: 「○○方法○○の実験システムの○○○○に
関する研究」○○○学会, ○○○○年○○部門○○○シンポジウム (○○○○)
- (3) □□□□, □□□□, □□□□: 「○○による○○の○○を用いた○○○○の
研究開発」○○○学会, ○○○○年○○部門○○○学術講演会 (○○○○)

4. 講演 (その他)

- (1) □□□□, □□□□, □□□□: 「○○方法○○の実験システムの○○○○に
関する研究」○○○学会, ○○○○年○○部門○○○シンポジウム (○○○○)
- (2) その他, ○○○○の○○○○研究に関連した講演○回

5. 特許

本論文に関係した特許○○件

以上

(Form 4 - Sample) DISSERTATION ABSTRACT [Doctor by coursework / Doctor by dissertation]

【Reference in Division Chairmen Meeting of Graduate School for doctoral degree】

* e³ program students must write this document in English

学 位 論 文 内 容 の 要 旨
DISSERTATION ABSTRACT

博士の専攻分野の名称 博士（工学） 氏名 <your name>
(The above phrases in Japanese ask and indicate your degree title, i.e. Doctor of Engineering.)

学 位 論 文 題 名
Title of dissertation submitted for the degree

< Title in English >
(Title in Japanese)

<abstract>
(Abstract must be summarized in 2 A4 size pages.)

学位申請書

貴学学位規程第4条第1項の規程により学位論文、論文目録、
履歴書及び論文審査手数料18万円を添え博士（工学）の学位
の授与の申請をします。

* In accordance with Paragraph 1 of Article 4 of the University's Regulations for Degrees,
I am applying for the doctoral degree of Doctor of Engineering with a thesis,
a thesis inventory, a curriculum vitae, and a thesis screening fee of 180,000 yen.

年 月 日 (Leave here blank.)

氏名 (Signature)

北海道大学総長 殿

(*1. Applicants for the doctoral dissertation must submit the dissertation as soon as possible after the results of the examination of eligibility for submission are reported.)

(*2. Fee for dissertation review differs according to the ministerial ordinance.)

※Please pay dissertation review fee at post office or bank with the payment slip delivered by Academic Affairs Division (Window 2)

APPLICATION FOR THE DEGREE OF DOCTOR OF ENGINEERING

【Doctor by dissertation】 (Applicants concerned with Hokkaido University*)

* Persons affiliated with the University include those who graduated from an undergraduate school, those who were enrolled in a graduate school, and those who are or were employees of the University.

学位申請書

貴学学位規程第4条第1項の規程により学位論文、論文目録、
履歴書及び論文審査手数料9万円を添え博士（工学）の学位
の授与の申請をします。

* In accordance with Paragraph 1 of Article 4 of the University's Regulations for Degrees,
I am applying for the doctoral degree of Doctor of Engineering with a thesis,
a thesis inventory, a curriculum vitae, and a thesis screening fee of 90,000 yen.

■年 ■月 ■日 (Leave here blank.)

氏名 (Signature)

北海道大学総長 殿

(*1. Applicant of doctor by dissertation must submit this document right after successfully passing the qualifying examination.)
(*2. Fee for dissertation review differs according to the ministerial ordinance.)

※Please pay dissertation review fee at post office or bank with the payment slip delivered from Academic Affairs Division (Window 2)

論文博士論文審査手数料
受付証明書貼付用紙
(* 課程博士は審査手数料不要)

Certificate of Examination fee
(* Only applicant for Doctor by dissertation.)

論文審査手数料受付証明書を下記に貼付し、他の提出書類と合わせて提出してください。なお、「受付局日附印」が押印されているか確認してください。

*Please paste certificate of remittance below and submit with other application materials. Please confirm that there is a receiving stamp on the certificate.



令和〇〇年〇〇月〇〇日

学位論文提出者（課程博士）
北 大 工 殿

主 査
北 工 太 郎

学位論文に関する試験の実施について（通知）

このことについて、下記のとおり実施します。

記

日 時 令和〇〇年〇〇月〇〇日（〇） 10：30～
場 所 北大工学部〇〇会議室（A〇〇〇室）
試験科目等

論文審査試験	主 査	教 授	北 工	太 郎
	副 査	教 授	北 工	治 郎
	副 査	教 授	北 工	三 朗
	副 査	准教授	北 工	六 郎
	副 査	教 授	室 工	五 郎

（室蘭工業大学大学院工学研究科）

令和〇〇年〇〇月〇〇日

学位論文提出者（論文博士）
北 大 工 殿

主 査
北 工 太 郎

学位論文に関する試験・試問の実施について（通知）

このことについて、下記のとおり実施します。

記

日 時 令和〇〇年〇〇月〇〇日（〇） 10:00～

場 所 北大工学部〇〇会議室（A〇〇〇室）

試験科目等

1. 論文審査試験

主 査 教 授 北 工 太 郎
副 査 教 授 北 工 治 郎
副 査 教 授 北 工 三 朗
副 査 准教授 北 工 六 郎
副 査 教 授 室 工 五 郎
(室蘭工業大学大学院工学研究科)

2. 試 問 (*科目については、必要なもののみを記入すること。)

(1) 専門科目 〇〇工学, 〇〇工学

(*原則として2科目以上を課すこと。ただし、専門基礎科目及び自由課題を含むことができる。)

(2) 外国語 〇〇語

(*1か国語とする。)

(*英・独・仏・露語のうちから1か国語を課す。

ただし、審査委員が特別の事情があると認めるときは、他の外国語に代えることができる。)

(3) 基礎科目 数学 (*必須), 物理学 (又は) 化学 (物理学・化学はどちらかを選択)

(*大学以上の学歴がある者については、免除する)

*学位規程の運用に関する細則第7条第2項

「試験及び試問を行うに当たり、必要と認める場合には、同規程第7条の規定による審査委員のほか、関連科目担当の教授、准教授又は講師を加えることができる。」

令和〇〇年〇〇月〇〇日

工学院長 殿

主 査
北 工 太 郎

学位論文の審査結果について（報告）

このことについて、本学院博士学位論文審査等取扱内規第9条の規定に基づき、
下記のとおり報告します。

記

1. 学位論文提出者 北 大 工
2. 申請区分 論文博士（*大学卒業者で研究歴6年以上の者）
又は 課程博士（*論文審査を除き修了要件を充たした（見込み）者）
（*「学位申請手続きの流れ」の申請区分から該当する項目を1つ選択して記入すること）
3. 学位論文題名
Study on Factors ○○○○○○ the ○○○○ ○○○○○○ on ○○○○○○
（□□□□に作用する□□□□□への□□□因子に関する研究）
4. 論文受理年月日 令和〇〇年〇〇月〇〇日（*代議員会）
5. 審査終了年月日 令和あ〇〇年〇〇月〇〇日
6. 学位授与についての審査委員の意見
主 査 教 授 北 工 太 郎 可 *又は否
副 査 教 授 北 工 治 郎 可 *又は否
副 査 教 授 北 工 三 朗 可 *又は否
副 査 准教授 北 工 六 郎 可 *又は否
副 査 教 授 室 工 五 郎 可 *又は否
（室蘭工業大学大学院工学研究科）
7. 学位論文の要約の確認（要約提出者のみ） 済 *又は未

(Form 9 - Sample)Result of the dissertation examination 【Doctor by coursework】

令和〇〇年〇〇月〇〇日

工 学 院 長 殿

主 査
北 工 太 郎

学位論文に関する試験の結果について（報告）

このことについて、令和〇〇年〇〇月〇〇日に試験を終了しましたので、下記のとおり報告します。

記

1. 学位論文提出者 北 大 工

2. 試験の結果

（種 別）	（実施月日）	（担 当 教 員）	（判定）	
論文審査試験	〇〇月〇〇日	教 授 北 工 太 郎	合格	*又は不合格
	〇〇月〇〇日	教 授 北 工 治 郎	合格	*又は不合格
	〇〇月〇〇日	教 授 北 工 三 朗	合格	*又は不合格
	〇〇月〇〇日	准教授 北 工 六 郎	合格	*又は不合格
	〇〇月〇〇日	教 授 室 工 五 郎	合格	*又は不合格

（室蘭工業大学大学院工学研究科）

令和〇〇年〇〇月〇〇日

工 学 院 長 殿

主 査
北 工 太 郎

学位論文に関する試験・試問の結果について（報告）

このことについて、令和〇〇年〇〇月〇〇日に試験・試問を終了しましたので、下記のとおり報告します。

記

学位論文提出者 北 大 工

試験・試問の結果

（種 別）	（実施月日）	（担 当 教 員）	（判定）
1. 論文審査試験	〇〇月〇〇日	教 授 北 工 太 郎	合格
	〇〇月〇〇日	教 授 北 工 治 郎	合格
	〇〇月〇〇日	教 授 北 工 三 朗	合格
	〇〇月〇〇日	准教授 北 工 六 郎	合格
	〇〇月〇〇日	教 授 室 工 五 郎	合格

（室蘭工業大学大学院工学研究科）

2. 試 問 （*科目については、必要なもののみを記入すること。）

(1) 専門科目

〇〇工学	〇〇月〇〇日	教 授 北 工 太 郎	合格
〇〇工学	〇〇月〇〇日	教 授 室 工 五 郎	合格

（室蘭工業大学大学院工学研究科）

(2) 外国語

〇〇〇語	〇〇月〇〇日	教 授 北 工 三 朗	合格
------	--------	-------------	----

(3) 基礎科目

数 学	〇〇月〇〇日	教 授 北 工 治 郎	合格
物 理 学	〇〇月〇〇日	教 授 北 工 理 香	合格

（*又は化学） （本学大学院理学研究院）

（*「(〇〇学研究科)」等は、本学院教授会の構成員以外の教員等が担当する場合に記入すること。）

以上により、申請者は、専攻学術に関し、課程修了により博士の学位を授与される者と同等以上の学力があることを確認した。

(Form 11 - Sample)

Abstract of dissertation review 【Doctor by coursework / Doctor by dissertation】

* Supervisor must write this document in Japanese.

学位論文審査の要旨

博士の専攻分野の名称 博士（工学） 氏名 北 大 工

審査担当者 主 査 教 授 北 工 太 郎
副 査 教 授 北 工 治 郎
副 査 教 授 北 工 三 朗
副 査 准教授 北 工 六 郎
副 査 教 授 室 工 五 郎 (室蘭工業大学大学院工学研究科)

学位論文題名

Study on Factors ○○○○ the ○○○ ○○○○ on ○○○○○
(□□□□に作用する□□□□□□への□□□因子に関する研究)

近年○○の○○に関する研究が盛んに行われている。しかし、その多くは○○と○○の○○を目的としており、○○の○○は未開拓の分野で、今後の発展が待たれている状況にある。

本論文は、このような現況にある○○○○○について、○○を用いて、○○に関して○○的に研究し、○○上の有益な○○を得ることを目的として○○したもので、○○○○○○○○○○○○○○○○○○

(以 下 中 略)

これを要するに、著者は、○○について○○○の新知見を得たものであり、○○に対して○○○貢献するところ大なるものがある。よって著者は、北海道大学博士（工学）の学位を授与される資格あるものと認める。

備考

- 1 学位論文題名が外国語で表示されている場合には、日本語訳を（ ）を付して記入すること。
- 2 2,000字以内、A4判2頁以内にまとめること。
- 3 学位論文の内容に即して、研究の成果に対する具体的評価を明記すること。

(Form 12 - Sample) Notice of open presentation of doctoral dissertation

【Doctor by coursework / Doctor by dissertation】

令和〇〇年〇〇月〇〇日

工 学 院 長

専 攻 長

殿 (学位授与審議委員にも周知する)

学位授与審議委員会委員長

北 大 一 郎

公開論文説明会の開催について (通知)

このことについて、下記のとおり開催しますので、関係者に周知方よろしくお取り計らい願います。

記

1. 学位論文提出者 北 大 工
2. 申 請 区 分 論文博士 (*大学卒業者で研究歴6年以上の者)
又は 課程博士 (*論文審査を除き修了要件を充たした(見込み)者)
(*「学位申請手続きの流れ」の申請区分から該当する項目を1つ選択して記入すること)
3. 学位論文題名 (*学位論文題名が外国語で表示されている場合には、日本語訳を()を付して記入すること。)
Study on Factors ○○○○ the ○○○ ○○○ on ○○○○
(□□□□に作用する□□□□□への□□□因子に関する研究)
4. 日 時 令和〇〇年〇〇月〇〇日 (○) 10:00~
5. 場 所 北大工学部〇〇会議室 (A〇〇〇室)
6. 添 付 書 類 学位論文内容の要旨
7. 学位授与審議委員会の構成
委員長 教授 北大 一 郎 委 員 教 授 北 大 七 子
委 員 " 北 大 次 郎 委 員 " 北 工 太 郎
委 員 " 北 大 三 郎 委 員 " 北 工 治 郎
委 員 " 北 大 史 朗 委 員 " 北 工 三 朗
委 員 " 北 大 吾 郎 委 員 准教授 北 工 六 郎
委 員 " 北 大 陸 男 委 員 教 授 室 工 五 郎
(室蘭工業大学大学院工学研究科)
以上 〇〇 名

(Form 13 - Sample) Notice of the meeting of the Degree Awarding Advisory
【Doctor by coursework / Doctor by dissertation】

令和〇〇年〇〇月〇〇日

学位授与審議委員会委員 殿

学位授与審議委員会委員長
北 大 一 郎

学位授与審議委員会の開催について（通知）

このことについて、下記のとおり開催しますので、出席方よろしく申し上げます。

記

1. 学位論文提出者 北 大 工
2. 申 請 区 分 論文博士（*大学卒業者で研究歴6年以上の者）
又は 課程博士（*論文審査を除き修了要件を充たした（見込み）者）
（*「学位申請手続きの流れ」の申請区分から該当する項目を1つ選択して記入すること）
3. 学位論文題名
Study on Factors ○○○○ the ○○○ ○○○○ on ○○○○
（□□□□に作用する□□□□□への□□□因子に関する研究）
4. 日 時 令和〇〇年〇〇月〇〇日（○） 10：00～
5. 場 所 北大工学部〇〇会議室（A〇〇〇室）

備考 学位論文題名が外国語で表示されている場合には、日本語訳を（ ）を付して記入すること。

(Form 14 - Sample) Report from the Degree Awarding Deliberation Comm.

【Doctor by coursework / Doctor by dissertation】

令和〇〇年〇〇月〇〇日

工 学 院 長 殿

学位授与審議委員会委員長
北 大 一 郎

学位授与審議委員会審議結果の報告について（報告）

このことについて、本学院博士学位論文審査等取扱内規第10条第5項の規定に基づき、下記のとおり、学位授与審議委員会の審議結果について報告します。

記

1. 学位論文提出者 北 大 工

2. 申請区分 論文博士（*大学卒業者で研究歴6年以上の者）
又は 課程博士（*論文審査を除き修了要件を充たした（見込み）者）
（*「学位申請手続きの流れ」の申請区分から該当する項目を1つ選択して記入すること）

3. 学位論文題名
Study on Factors 〇〇〇〇 the 〇〇〇 〇〇〇〇 on 〇〇〇〇〇
（□□□□に作用する□□□□□への□□□因子に関する研究）

4. 公開論文説明会
日 時 令和〇〇年〇〇月〇〇日（〇） 10:00～12:00
場 所 北大工学部〇〇会議室（A〇〇〇室）

5. 学位授与審議委員会
第〇回
日 時 令和〇〇年〇〇月〇〇日（〇） 13:30～15:00
場 所 北大工学部〇〇会議室（A〇〇〇室）

第〇回
日 時 令和〇〇年〇〇月〇〇日（〇） 13:30～15:00
場 所 北大工学部〇〇会議室（A〇〇〇室）

6. 学位授与審議委員会の審議結果
第〇回学位授与審議委員会において、審議の結果
可 *又は否 と決定した。

投票数（10） 可とする者（10） ・ 否とする者（0）

学位授与審議委員（〇印は出席者）

○ 教授 北大一郎	○ 教授 北大吾郎	○ 教授 北工治郎
○ 教授 北大次郎	○ 教授 北大陸男	○ 教授 北工三朗
○ 教授 北大三郎	○ 教授 北大七子	○ 准教授 北工六郎
○ 教授 北大史朗	○ 教授 北工太郎	○ 教授 室工五郎

(室蘭工業大学大学院工学研究科)

欠席者の意見 教授 北大七子「可と認める」、教授 北工治郎「可と認める」
*本学院博士学位論文審査等取扱内規第10条（48頁）
*授与審議委員会は、審議委員の3分の2以上の出席を必要とし、議決するには、出席審議委員の3分の2以上の賛成がなければならない。
*Zoom 等での出席も可とし、投票数に含める。

7. 学位授与審議委員会の所見

備考

- 1 学位論文題名が外国語で表示されている場合には、日本語訳を（ ）を付して記入すること。
- 2 6の審議結果を決定する学位授与審議委員会は、審査委員の審査が終了した後に開催すること。
- 3 7の所見は必要があると判断した場合に記入すること。

(Form 15 - Sample) Report on Dissertation Review 【Doctor by coursework / Doctor by

※A4判1頁以内にまとめること。

令和〇〇年〇〇月〇〇日

〇〇専攻

専攻長 殿

主 査

北 工 太 郎

学位論文審査に係る報告について（報告）

このことについて、下記のとおり報告します。

記

1. 学位論文提出者 北 大 工

2. 申請区分 論文博士（*大学卒業者で研究歴6年以上の者）

又は 課程博士（*論文審査を除き修了要件を充たした（見込み）者）

（*「学位申請手続きの流れ」の申請区分から該当する項目を1つ選択して記入すること）

3. 学位論文題名

Study on Factors ○○○○○○ the ○○○○ ○○○○○○ on ○○○○○○

（□□□□に作用する□□□□□への□□□因子に関する研究）

4. 審査経過

①学位論文受理 令和〇〇年〇〇月〇〇日開催の代議員会

②審査終了 令和〇〇年〇〇月〇〇日

③公開論文説明会 令和〇〇年〇〇月〇〇日

④学位授与審議委員会 令和〇〇年〇〇月〇〇日

審議の結果、「可」と判定された。

5. 審査報告

本論文は、……。よって、北海道大学博士（工学）の学位を授与するに値するものと認める。

※A4判1頁以内に収まるよう記載ください。（おおむね10行程度）

Handling Procedures for Delays in Online Publication of Doctoral Dissertation

(November 8, 2013, Division Chairmen Meeting,
Graduate School of Engineering, Hokkaido University)

Based on the Notice on Online Publication for Doctoral Dissertation (May 10, 2013, HU Document No. 580), when a candidate for a doctoral degree based on coursework submits an Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1), Graduate School of Engineering, Hokkaido University, shall publish the full text of the relevant doctoral dissertation no earlier than three years after the date of degree conferment. The handling of related matters shall be as outlined below.

In principle, candidates for a doctoral degree based on dissertation work will not be approved for delayed publication of dissertations. However, if such a delay is granted due to unavoidable circumstances, related matters shall be handled in accordance with the procedures outlined below.

Article 1. Application for Delay in Online Publication of Doctoral Dissertation The following documents must be submitted along with the Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1) when the documentation required for degree application is submitted:

- (1) Summary (referring to the summary of the full text of the doctoral dissertation at issue; the same shall apply hereinafter.)
- (2) Confirmation Form (prescribed by the Graduate School of Engineering)
- (3) Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)

Article 2. Summary Confirmation

When Division Chairmen Meeting decides to accept a doctoral dissertation, the dissertation examination officer in charge shall review the paper and check the related summary.

Article 3. Decisions on Delay in Online Publication of Doctoral Dissertations

When Division Chairmen Meeting decides to confer a doctoral degree, it shall determine whether to allow a delay in online publication of the related doctoral dissertation at the same meeting.

Article 4. Timing for Publication of Doctoral Dissertation Full Text

Graduate School of Engineering shall submit a request for publication of the full doctoral dissertation text on the first April 1 falling no earlier than three years after the date of degree conferment (or the following day if April 1 falls on a public holiday) to the Graduate School Section of the Academic Affairs Division, Academic Affairs Department.

Any applicant giving permission to publish the full text of the doctoral dissertation prior to the above deadline shall submit an updated Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3).

Supplementary provision

These procedures shall be effective as of November 8, 2013.

Prior Checklist for Online Publication of Doctoral Dissertation

According to the degree regulations, those who were conferred the doctoral degree are required to publish the full text of their doctoral dissertation on the Internet within one year after degree conferment. However, this requirement shall not apply when there is unavoidable reason, such as the case where publication of the dissertation in other media is prohibited by regulation of the academic journal.

When you apply for a degree, please use this checklist in advance and check whether online publication of doctoral degree is possible.

When there is a point which you do not understand in check items below, please contact the university library.
(E-mail huscap@lib.hokudai.ac.jp)

Check items

- (1) I checked whether my dissertation does not include the chart or data whose right belongs to others by statute, such as personal information, copyright, and portrait right.

(when the dissertation includes the contents whose right belongs to others)

- I performed procedure for obtaining consent of the person in regard to ①including the contents in the dissertation, ②publishing online within one year after degree conferment.

* When you are not able to obtain consent to ①, please consult with your supervisor.

* When you are not able to obtain consent to ②, please submit "Application for approval of delay in online publication for doctoral dissertation full text(Form 1)", "Confirmation Form for Delay in Online Publication of Doctoral Dissertation", "Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)", "Summary of your full dissertation".

When it corresponds to you, please check (2) - (5).

(when the dissertation has been already published in or submitted to an academic journal)

- (2) I read the regulation of the academic journal and checked whether publishing in the university repository within one year after degree conferment would be accepted.

(when not accepted)

* Please submit the following form correspond to the day when online publication become possible. ①within one year after degree conferment.: "Notification of date for online publication of doctoral dissertation full text" ②more than one year: "Application for approval of delay in online publication for doctoral dissertation full text(Form 1)", "Confirmation Form for Delay in Online Publication of Doctoral Dissertation", " Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)", "Summary of your full dissertation".

(when the dissertation is scheduled to be submitted to an academic journal)

- (3) I read the regulations of the academic journal and checked whether publishing in the university repository would not conflict with the regulation of multiple submissions and so on.

(when conflicts)

* Please submit the following form correspond to the day when online publication become possible. ①within one year after degree conferment.: "Notification of date for online publication of doctoral dissertation full text" ②more than one year: "Application for approval of delay in online publication for doctoral dissertation full text(Form 1)", "Confirmation Form for Delay in Online Publication of Doctoral Dissertation", " Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)", "Summary of your full dissertation (physical copy)".

(when the dissertation is scheduled to be published as a book)

- (4) I checked whether publishing in the university repository within one year after degree conferment would be accepted by the contract with publisher.

(when not accepted)

* Please submit the following form correspond to the day when online publication become possible. ①within one year after degree conferment.: "Notification of date for online publication of doctoral dissertation full text" ②more than one year: "Application for approval of delay in online publication for doctoral dissertation full text(Form 1)", "Confirmation Form for Delay in Online Publication of Doctoral Dissertation", " Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)", "Summary of your full dissertation (physical copy)"

*After publication of the book, you are able to apply for delay of online publication for maximum of ten years.

(when the contents of the dissertation are scheduled to be applied for patent or a utility model)

- (5) I checked the basis and period in which online publication is not possible for application procedure.

* Please submit the following form correspond to the day when online publication become possible. ①within one year after degree conferment.: "Notification of date for online publication of doctoral dissertation full text" ②more than one year: "Application for approval of delay in online publication for doctoral dissertation full text(Form 1)", "Confirmation Form for Delay in Online Publication of Doctoral Dissertation", " Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)", "Summary of your full dissertation (physical copy)".

If you would like to delay the on-line publication of your dissertation for over a year

Date: _____

To the Dean of Graduate School of Engineering:

Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text

I understood those who were conferred the doctoral degree are required to release the full text of their doctoral dissertation. However, I hereby request that my doctoral dissertation be published online in summary form only, as it is not possible to publish the full text on the Internet within one year of degree conferment for the reasons outlined below.

I will notify you as soon as the reasons for the delay request are resolved so that the full text can be published.

1. Reasons for request to delay publishing of full text on the Internet

In the case there is limit for the period of delay, the full text of the dissertation will be published in the university repository automatically after the expected date of resolution for delay request reasons which you write below or the limit for the period of delay.

(Reason about submission to an academic journal or publication as a book)

Because of the regulation of the academic journal to which I have submitted the dissertation, the period I cannot publish the dissertation online continues more than one year from the date of degree conferment (maximum of 3 years).

Journal name () **Date of submission** ()

The dissertation will be submitted to an academic journal which prohibits multiple publications. (maximum of 3 years).

Journal name () **Scheduled date of submission** ()

The dissertation will be published as a book (maximum of 3 years, however, when it is actually published, delay of online publication for maximum of ten years from the publication date of the book is possible).

(Reason about the rights belong to others)

The dissertation includes a specific individual's information (date of resolution is undecided).

The dissertation includes the others' work, and consent about online publishing was not obtained although printing to the dissertation was accepted. (date of resolution is undecided).

(Reason about patent and so on)

Because of application for patent or a utility model, publication of the full text on the Internet would have negative consequences for me until more than one year after degree conferment (date of resolution is undecided).

The dissertation has contents that cannot be published on the Internet for reasons related to physical limitations such as expression based on three-dimensional shapes (date of resolution is undecided).

There is an unavoidable reason not mentioned above. (maximum of 3 years).

*Write down the specific reason.

2. Expected date of resolution for delay request reasons

Date: _____ (dd/mm/yyyy) Undecided

(* Maximum of 3 years from April 1 after degree conferment)

(* As a matter of principle, we can not allow the expected date to be set as "undecided".)

Applicant's name: _____ Seal*

Expected date of degree conferment: _____ (dd/mm/yyyy)

Supervisor approval <small>*Unnecessary if the applicant receives doctorate by dissertation</small>	Seal*
--	-------

*Seals are unnecessary if signatures are used.

If you would like to delay the on-line publication of your dissertation for over a year

Date: _____

To the Dean of Graduate School of Engineering:

**Confirmation Form for Delay in
Online Publication of Doctoral Dissertation**

I hereby confirm my understanding that the full text of my doctoral dissertation will be published online no earlier than the first April 1 three years after the date of my degree conferment based on Article 4 of the Handling Procedures for Delays in Online Publication of Doctoral Dissertation. In conjunction with this, I also hereby submit a Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3) in advance.

I give Graduate School of Engineering full discretion in regard to 1) the timing of Notification (Form 3) submission to the Graduate School Section of the Academic Affairs Division, Academic Affairs Department, and 2) the insertion of my diploma number on the form.

If circumstances enable the full text of the doctoral dissertation to be published prior to the above deadline, I will promptly submit an updated Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3) and request the relevant procedures for full publication in a timely manner.

Applicant's name *Seal not required if the name is hand-written by the applicant.	Seal
Expected date of degree conferment (dd/mm/yyyy)	
Contact details for period after degree conferment	Address: Postal code: Tel.: E-mail:

Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text
(Form 3) – 〈Sample〉

If you would like to delay the on-line publication of your dissertation for over a year

Date: _____

To the Dean of Graduate School of Engineering:

**Notification of Resolution of Reasons for Request to Delay
Online Publication of Doctoral Dissertation Full Text**

I hereby give permission to publish the full text of my doctoral dissertation on the Internet on the following date or later:

01/04/2028(dd/mm/yyyy)

*Maximum of 3 years from April 1 after degree conferment

*Fill in the Christian era

Notifier's name: _____ Seal*

Date of degree conferment: _____ (dd/mm/yyyy)

Diploma number: (Academic Affairs Office will write this number.) _____

*Seal is unnecessary if signature is used.

If you would like to delay the on-line publication of your dissertation for a certain period, less than a year

Date: _____

To the Dean of Graduate School of Engineering:

Notification of Date for Online Publication of Doctoral Dissertation Full Text

I hereby request the publication of the full text of my doctoral dissertation on the Internet on the following date or later:

_____ (dd/mm/yyyy)

* Please specify the date when your dissertation can be surely online published.

Notifier's name: _____ Seal*

Expected date of degree conferment: _____ dd/mm/yyyy)

*Seal is unnecessary if signature is used.

**This form is to be submitted by students who requested that the online publication of their dissertations be delayed for a certain period within a year of degree conferment.

(summary - Sample) 【Doctor by coursework】

【Submitted only by those who would like to delay the on-line publication of your dissertation for over a methodology.】

* e³ program students must write this document in English

Summary

氏名 <your name>

学位論文題名
Title of dissertation submitted for the degree

< Title >

<summary>

Submitted only by those who would like to delay the on-line publication of your dissertation for over a methodology, And experimental analysis to conclusions and consideration. It is interpreted that the amount is larger than the abstract. However, at most 10 pages.

Prevention of Misconduct during Research Activities

1. Code of conduct for scientists at Hokkaido University

Science and scientific research are intended to be applied for the sake of peace, security and the fair and rich future of human society, and research activities based on the development of science and technology and the independent judgment of scientists may only achieve social recognition on the premise of trust and a mandate from society. Therefore, scientists must always ensure transparency of their research activities and accountability to society and be aware of the strict and high ethical principles expected of them.

2. Research Misconduct

Misconduct is nothing less than behavior against the ethical values of researchers. It distorts the quality and purpose of such ethical principles and upsets normal scientific communication within the scientific community. Specifically, typical examples of research misconduct include fabrication and falsification of obtained data or results, plagiarism of other person's research findings or other information, duplicate publication of the same research findings, and inappropriate authorship by not appropriately indicating the authors of referenced research papers.

If research findings that have been honestly obtained by truly appropriate scientific methods turn out to have been mistaken, it is not considered misconduct.

- ① Fabrication : Fabrication is making up of data, research findings or other information that do not exist.
- ② Falsification : Falsification is manipulation of research materials, equipment or processes, such as using data and research findings in a way that is not a true and correct representation of the actual results of the study.
- ③ Plagiarism : Plagiarism is the misappropriation of other researchers' ideas, analysis methods, data, research findings, papers or words without the explicit permission of the relevant researcher or an appropriate indication of where the material comes from.

(An act of so-called copy and paste falls into this type of misconduct. Regarding duplicate publication, if appropriate references are not provided, it is considered self-plagiarism.)

3. Current Measures Against Misconduct

Article 15 of the Hokkaido University Regulations on Academic Degrees stipulate that doctoral dissertations must be published on the Internet. Once your dissertation has been published, other people may evaluate it in various ways using computers or other tools. This must be kept in mind, because Internet plagiarism of students who have to write papers has become a social problem in recent years. Supervisors may check papers using software that can detect misconduct to prevent such behavior.

4. Penalties Against Misconduct

Students engaged in misconduct may be suspended or expelled. In such a case, not only is graduation postponed, but tuition payments also increase during the extra time and scholarships may be suspended or cancelled. Their supervisors are also questioned about their supervisory responsibilities and may be penalized for their share in not preventing the misconduct.

* Quotations without providing appropriate references and copy & paste from the Internet, books and papers

comprise apparent violations of copyright and are subject to criminal charges.