

Steps and Procedures for Thesis Review

Reviews of doctoral theses are conducted in accordance with the following procedures.

Schedules may differ from year to year, so please refer to the schedule for the academic year in question.

The schedule and necessary forms are posted on the Graduate School of Horticulture website “Academic Life”.

(※This schedule is same as Doctoral schedule.)

1) Discussion with your professor responsible for receiving papers

Please discuss your application for a preliminary review of your thesis with professor responsible for receiving papers, and get his/her approval. Applicants may choose either Doctor of philosophy (Agriculture) , Doctor of philosophy (Landscape Architecture) or Doctor of philosophy (philosophy).

2) Applications for Preliminary Thesis Review

Please submit application documents, etc. for preliminary reviews to the Academic Affairs Desk.

Refer to [1. Documents for Submission] for information on documents required for an application.

3) Preliminary Thesis Reviews

Theses are reviewed beforehand to determine whether or not they are worthy of a degree review.

Theses are reviewed by four or more faculty members, including your professor responsible for receiving papers.

Meetings are held for the presentation of the Thesis contents.

You will proceed to a thesis review once your thesis has been judged worthy of a degree review.

4) Applications for Thesis Review (Around January for March completion; Around July for September completion)

Please submit application documents, etc. for a thesis review to the Academic Affairs Desk after receiving approval from your professor responsible for receiving papers. Please include your payment for the review fee of 57,000 yen (as of April 2013).

Refer to [1. Documents for Submission] for information on documents required for an application.

5) Thesis Reviews

Theses are reviewed to determine whether or not they are worthy of a degree and the degree to be conferred will be decided. A review committee is established each time a thesis is submitted, and theses are reviewed by four or more committee members. The review committee conducts the thesis review and holds an open meeting for the thesis presentation.

6) Whether or not an applicant passes is determined within their course based on the review committee’s recommendation.

7) Submission of final thesis

Following conferment of your degree, publication will be carried out using CURATOR (Chiba University Repository for Access to Outcomes from Research). Please therefore submit the data for the entire text of your

thesis to the Academic Affairs Desk. For further details please refer to “4. Guidelines on the Preparation of Documents (for Submission of Final Thesis).”

8) Decisions on completion are made by the Faculty Council.

9) Conferment of Degrees on Students Successfully Completing their Studies.

As a rule, degrees are conferred in March and September.

1. Documents for Submission

1. 1 Applications for a preliminary review (submit 1 to the Academic Affairs Group, others to your main academic advisor)

Documents for Submission	No. of Copies (where there are four reviewers)	Preparation Guidelines #
Application for a Preliminary Thesis Review	1	2. 1
Thesis (for preliminary review)	1 + 4	2. 2
List of Papers (for preliminary review)	1 + 4	2. 3
Summary of Thesis Contents	1 + 4	2. 4
Curriculum Vitae	1 + 4	2. 5
Publications and Reference Papers	1 + 4	2. 6
Diploma (or certificate of completion) from last school attended	1	

1. 2 Application for a thesis review (submit 1 to the Academic Affairs Group, others to your main academic advisor)

Documents for Submission	No. of Copies (where there are four reviewers)	Preparation Guidelines #
Application for Degree	1	3. 1
Thesis	1 + 4	3. 2
List of Papers	1 + 4	3. 3
Summary of Thesis Contents	1 + 4	3. 4
Curriculum Vitae	1 + 4	3. 5
Publications and Reference Papers	1 + 4	3. 6
Letter of Consent	1 copy of each	3. 7
Diploma (or certificate of completion) from last school attended	1	

1. 3 Submission of final thesis (submission of data to the Academic Affairs Desk)

To be submitted	Quantity	Preparation Guidelines #
The data for the entire text of the doctoral thesis (If it is not possible to publish the entire text of the thesis, submit the data for an abstract)	One CD-ROM	4
Confirmation of Internet Publication of Doctoral Dissertation	1	4

1. 4 Cautions regarding applications

Once submitted, documents, etc. cannot be changed. Moreover, as a rule, submitted documents are not returned.

However, specimens, etc. may be returned provided a request is submitted beforehand.

2. Guidelines on the Preparation of Documents (applications for preliminary review)

Please use a document preparation software on a computer to prepare documents.

2. 1 Application for a Preliminary Thesis Review (Preliminary Form 1)

Use the designated form (this can be downloaded from our website).

2. 2 Thesis (for preliminary review)

- 1) As a rule, theses for submission (for preliminary review) must be written in Japanese or English. In cases where this proves difficult due to extraordinary circumstances, please receive the dean's approval via your professor responsible for receiving papers, the program director and the course director.
- 2) As a rule, theses for submission should be printed in black ink on A4 (210 x 297mm) portrait paper with horizontal writing.
- 3) Theses should be bound on the left with a front and back cover. However, a file may be used for theses for preliminary review.
- 4) Please print the thesis title, your name, etc. on the front cover (please refer to the illustrated example).
- 5) The front cover should be followed by the table of contents; include pagination.
- 6) It is desirable for theses to be printed on superior quality white paper using document preparation software.
- 7) Bind reprints, manuscripts for submission or manuscripts for copyediting (or copies), and write your name and the fact that they are publications on the front cover and submit them. For papers that have not been published but have been accepted for publication by an academic society, etc., please affix the relevant notification or certifying document (or copy) to the first page of a copy of the manuscript for submission or the manuscripts for copyediting.

<Samples of the Front Cover and Title Page for a Doctoral Thesis>

- Always write “(Dissertation for Review by Chiba University)” on the top line on the title page (see below).
- The month of submission for students completing their studies in the Spring Semester is July and for those completing in the Fall Semester is January.

(Thesis Cover)

Title Page (First Page of the Thesis)

<p>T I T L E January 20xx ※ ↑ Month/Year of Submission</p> <p>N A M E</p> <p>Graduate School of Horticulture CHIBA UNIVERSITY</p>	<p>(千葉大学審査学位論文) ※←Japanese</p> <p>T I T L E January 20xx ※ ↑ Month/Year of Submission</p> <p>N A M E</p> <p>Graduate School of Horticulture CHIBA UNIVERSITY</p>
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2. 3 List of Papers (for Preliminary Review) (Attached Form 2)

Use the designated form (this can be downloaded from our website).

Do not write anything in the space provided for “Report No.”.

1) Thesis Title

Ensure this is the same as the title of the thesis for submission (for preliminary review).

Write the subtitle, if there is one. Foreign language titles should be accompanied by a Japanese translation.

2) Publications

List publications relevant to the theme of the thesis (papers published in refereed journals). Papers that have been submitted and accepted for publication subsequent to review are recognized as equivalent to publications, but papers that have simply been accepted as a submission are not eligible. Please submit reprints for papers listed.

3) Method and Date of Publication for Unpublished Work

It is assumed that theses will be published in their entirety. If undisclosed content remains after the content of previous publications is accounted for, please indicate the method and date of its publication. The undisclosed content can be published in the future together with previously published content.

4) Other Reference Papers

Papers other than the thesis (including publications) should be listed as such at the discretion of the applicant submitting them. Please submit reprints for listed papers.

When submitting supporting papers for your thesis, please write the title of the paper and ensure it is clearly marked “Supporting Paper”.

When submitting specimens, etc., in addition to filling in this space, please indicate whether you wish to have them returned or not.

2. 4 Summary of Thesis Contents (for Preliminary Review) (Attached Form 3)

Use the designated form (this can be downloaded from our website).

Please summarize your thesis in approximately 300 words.

2. 5 Curriculum Vitae (Attached Form 4)

- 1) Used the designated form (this can be downloaded from our website).
- 2) Write your name as it appears on your family register, write the furigana reading for it, and either sign or set your seal on it.
- 3) Foreign citizens should write their country name in full in the space provided for domicile.
- 4) For the date of birth, Japanese citizens should use the era name and foreign citizens should use the western calendar.
- 5) Write your current address in full (e.g. include your apartment name and number).
- 6) Divide your personal history into two sections: academic history and work history, and list chronologically.
- 7) When writing your academic history, please list your academic history starting with high school. Specify enrollment date, graduation date, including faculty department and graduate school.
- 8) For work history, please write your employer, where you worked, your job title, etc., and write “(to date)” at the end of the line for your current job.
- 9) If all of your information cannot fit on the designated form, please write the remaining information on a separate piece of paper and fasten them together.
- 10) One original (with your seal) and four duplicates of your curriculum vitae are required. The duplicate can be a copy of the original made on superior quality white paper of the same size.

2. 6 Other Reference Papers, Etc.

- 1) Assemble reprints, manuscripts for submission or manuscripts for copyediting of reference papers and submit them in a manner that indicates they are reference papers (copies are acceptable). When the content is divided between two or more papers, please fasten them together for submission.
- 2) Papers pertaining to a different line of research than the thesis may be submitted as a reference for the review. Such papers are referred to as supporting papers. Supporting papers should be prepared in the same way as theses (for preliminary review) and bound separately, published material are acceptable. Supporting papers should have a front cover with the paper’s title, and the applicant’s name and affiliation written on it. The front cover for papers that have been published should also include the name, volume, number, page and date of publication of the journal in which it was published and the name of the author (including co-authors).
- 3) There are no rules on the number of specimens, etc. to be submitted, but please consult the Academic Affairs Desk about what you will submit beforehand and get their approval. Please attach a very detailed list of what you are submitting.

3. Guidelines on the Preparation of Documents (for applications for thesis review)

General cautions regarding the preparation of documents are the same as for 2. Guidelines on the Preparation of Documents (for applications for preliminary review)

3. 1 Application for Degree (Attached Form 1)

Use the designated form (this can be downloaded from our website).

This form requires the seal of approval from your professor responsible for receiving papers (the professor registered as such).

3. 2 Thesis

- 1) As a rule, theses must be prepared in either Japanese or English. Applicants wishing to prepare their thesis in another language due to extraordinary circumstances may only do so if they have received the dean's approval prior to applying for preliminary review.
- 2) As a rule, theses for submission shall be printed in black ink on A4 (210 x 297mm) portrait paper with horizontal writing.
- 3) Theses should be bound on the left together with a soft cover.
- 4) The front cover should be followed by the title page and the table of contents; include pagination.
- 5) It is desirable for theses to be printed typed on superior quality white paper.
- 6) Submission of publications is the same as for preliminary review.

3. 3 List of Papers (Attached Form 2)

The same guidelines as those for the list of papers for preliminary review (2.3) apply.

If anything was changed after applying for preliminary review, please specify.

3. 4 Summary of Thesis Contents (Attached Form 3)

The same guidelines as those for preliminary review (2.4) apply.

3. 5 Curriculum Vitae (Attached Form 4)

The same guidelines as those for preliminary review (2.5) apply.

3. 6 Other Reference Papers

The same guidelines as those for preliminary review (2.6) apply..

3. 7 Letter of Consent (Attached Form 5)

Use the designated form (this can be downloaded from our website).

When a publication forming the basis of the thesis (including papers that have been accepted for publication) has multiple authors, you need the consent of the authors if it is to be used in (partial) fulfillment of your Doctoral Thesis. In such cases, please submit a Letter of Consent with the names and seals of all co-authors.

A Letter of Consent is needed for each paper (when a number of reports have the same title, a Letter of Consent is needed for each report).

4. Guidelines on the Preparation of Documents (for Submission of Final Thesis)

The Academic Degree Regulations (Ministry of Education Ordinance No. 9 of April 1, 1953) allow for individuals who have received a doctoral degree to obtain the cooperation of a university (or the National Institution for

Academic Degrees and University Evaluation) and publish the entire text of the dissertation related to the degree by using the Internet.

At this university, publication is carried out using CURATOR (Chiba University Repository for Access to Outcomes from Research). Therefore, please fill in the necessary information on **Confirmation of Internet Publication of Doctoral Dissertation (Form 1)** and then submit this form, together with the data for the entire text of the doctoral dissertation, to the Academic Affairs Desk.

Moreover, if there is a reason that makes it impossible to publish the entire text of the dissertation within one year from the day the degree was granted, the individual may, upon receiving approval from the graduate school to which he or she belongs, publish an abstract of the dissertation rather than the entire text. Information about such reasons is available on the Chiba University website.

If you designate the start date for publication as “Undetermined” and publish an abstract, then, when the reason that made publishing the entire text impossible ceases to exist, please promptly submit **Report Related to Internet Publication of Doctoral Dissertation (Form 2)** to the Academic Affairs Desk.

Moreover, applicants for a degree will be responsible for checking on rights and taking the other steps necessary at the time of Internet publication.

4. 1 About the Format of the Electronic File

- 1) The dissertation will be published in PDF format, so please submit it in PDF (PDF/A (ISO-19005)).
- 2) Please submit the text in the form of a single electronic file that includes a cover page, table of contents, diagrams, etc.
- 3) About the settings for the PDF file

To ensure long-term readability, storability and accessibility, please make sure of the following.

- The font format is not dependent on a particular computer model.
(Please do not use the original font which is made by the maker and is not based official standard.)
- The file does not refer to an external information source (external font, etc.).
- No encryption, password, or printing restrictions, etc. have been set.

4) About the File Name

Please create the file name as follows.

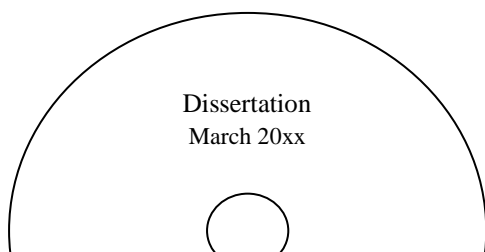
- HB + _ (underbar) + name
(Examples of file names : HB_CHIBA Taro)

- * If you wish to publish an abstract, at the end of the file name enter _ (underbar) + Y.
(Examples of file names : HB_CHIBA Taro_Y)

4. 2 Miscellaneous

FAQs and other information useful when registering your dissertation in CURATOR are provided on the Chiba University website. (http://www.chiba-u.ac.jp/education_research/index.html)

4. 3 Example of entries on a CD-R (for a conferment of degree in March 2014)



Contact Information

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