

# Guidance for Submission of Doctoral Thesis of the Joint Graduate School of Veterinary Medicine, Yamaguchi University (Course Doctorate)

January 13, 2021, Faculty Committee

Partial Revision: June 16, 2021, Faculty Committee

Partial Revision: April 19, 2023, Faculty Committee

## 1. Eligibility for submitting a doctoral thesis

- (1) A person who has enrolled in the JVY for four years or more, has acquired at least 30 credits for the specified subjects, and has received the necessary research guidance. In addition, a person who published two or more academic publications which become the basis of the doctoral thesis as the first author in "highly evaluated academic journals with an established examination system" (including acceptance).
- (2) A person who has enrolled in the JVY for three years or more, has acquired at least 30 credits the specified subjects, has received the necessary research guidance, has achieved particularly excellent research results, and has been recommended by the main Supervisor. In addition, a person who published two or more academic publications which become the basis of the doctoral thesis as the first author in "highly evaluated academic journals with an established examination system" (including acceptance), published one or more of them in "leading European journals" (including acceptance) with high academic value, and passed the preliminary eligibility examination.

\* The following is a list of highly evaluated academic journals with an established examination system:

- a. They shall be academic journals recorded in one of the following: Medline (PubMed), Web of Science (Science Citation Index Expanded or Social Sciences Citation Index only), or Scopus. These journals shall be limited to English-language publications. In addition, bulletins shall not be accepted in principle.
- b. Journals of the Japan Veterinary Medical Association
- c. If permitted by the JVY other than the above

Note 1) May include publications within one year before the date of admission.

Note 2) Must have one or more papers that fall under a. out of the two or more academic publications that become the basis.

Note 3) In the case of multiple lead authors, only the first author listed shall be the lead author.

\* The "leading European journals" related to particularly excellent research results are as follows:

Journals recorded in one of the following: Medline (PubMed), Web of Science (Science Citation Index Expanded or Social Sciences Citation Index only), or Scopus. In addition, journals within the top 2,000 rankings of impact factor (IF) in the Journal Citation Reports (Science Citation Index Expanded) published during the period of enrollment (up to the date of the doctoral thesis application).

## 2. Application timing for a doctoral thesis examination

- (1) A person who applies within the standard course of study  
By late November of the final year (By late May for those enrolled in October)
- (2) A person who has been enrolled beyond the standard course of study  
May be submitted at any time.

\* In both (1) and (2), the degree conferral will be in March or September.

## 3. Doctoral thesis eligibility examination for short completion

Because an eligibility examination will be required, submit documents for the doctoral thesis eligibility examination for short completion mentioned in "4. Documents to be submitted" as well as a document for the application for the doctoral thesis examination. The deadline for the submission is the same day as the deadline for the application for the doctoral thesis examination.

The applicant will be notified of the eligibility result after being determined at the most recent meeting of the

Faculty Committee.

#### 4. Documents to be submitted

The application form can be downloaded from the website.

"Joint Graduate School of Veterinary Medicine website" → "Current students" → "Guidance" → "Degree thesis"

(URL [https://www.yamaguchi-u.ac.jp/vet/laboratory/gsvm/dissertation\\_e.html](https://www.yamaguchi-u.ac.jp/vet/laboratory/gsvm/dissertation_e.html))

Documents to be submitted (Form name)	No. of copies required	Precautions
Application Form for Doctoral Thesis Examination (Appended form No. 1-1)	1 copy	The name of the applicant must be signed by him/herself. (No seal required)
Thesis Catalog (Appended form No. 2)	1 file	If the title of the doctoral thesis is written in English, the Japanese title must be entered under the English title.
Abstract of Doctoral Thesis (Appended form No. 3)	1 file	<u>Submit in Word format</u> To be prepared in about 2,000 Japanese characters or 800 English words, using up to two pages.
Abstract of Co-authored Publication (Appended form No. 4)	1 file each	Clarify the role of the applicant in each publication.
Written Consent (Appended form No. 5)	1 copy each	In the case of co-authorship, all authors other than the applicant must submit their written consent for each publication. Submission by electronic file is acceptable.
Resume (Appended form No. 6)	1 copy	The name of the applicant in the last line shall be signed by him/herself. (No seal required)
Doctoral thesis for examination	1 file per submission destination	<u>Submit in PDF format</u> Submit to: main Supervisor, all vice-examiners, and Joint Graduate School of Veterinary Medicine, Yamaguchi University. If requested by a thesis examiner, the submission may be made in paper form. In this case, the paper shall be printed in A4 format, and temporarily bound it with double clips, etc.
Academic publications in academic journals and other journals which serve as the basis of the doctoral thesis	1 file each	Two or more publications that become the basis of the doctoral thesis
Publication of the Abstract and Full Text of the Doctoral Thesis	1 copy	Matters to be confirmed on the publication of the abstract and full text of the doctoral thesis by the Yamaguchi University Navigator for Open access Collection and Archives (YUNOCA)

If you wish to apply for **short completion**, submit the following documents in addition to the above.

Documents to be submitted (Form name)	No. of copies	Precautions
Application Form for Eligibility Examination for a Shortened Period of Study (Form 1-1)	1 copy	The name of the applicant must be signed by him/herself. (No seal required)
Record of Eligibility Examination for a Shortened Period of Study (Form 1-2)	1 file	
Written recommendation for a shortened period of study (Form 1-3)	1 copy	The name of the main Supervisor shall be signed by him/herself. (No seal required)

#### 5. How to submit

- Paper form

Submit to the Graduate School Affairs Section of the Joint Faculty of Veterinary Medicine, Yamaguchi University, directly or by post.

Address: Graduate School Affairs Section of the Joint Faculty of Veterinary Medicine, Yamaguchi University, 1677-1 Yoshida, Yamaguchi, 753-8515, Japan

- Digital form

Submit to the Graduate School Affairs Section of the JVY by e-mail: [ve106@yamaguchi-u.ac.jp](mailto:ve106@yamaguchi-u.ac.jp)

If the file is too large to be sent by e-mail, contact the Graduate School Affairs Section.

## 6. Academic publications

If the reprint is "in press," the following two must be submitted:

- A copy of the pre-publication or submitted paper, or its electronic file
- A copy of the acceptance letter from the journal or its electronic file.

\* In this case, the date of receipt, and the signature and seal of the main Supervisor must be included in the printed acceptance letter.

## 7. Doctoral thesis

### (1) Format

- Either Japanese or English acceptable
- The format shall be A4 size and double spaced.
- The description of citations, authors, diagrams, and tables shall be under the guidance of the main Supervisor.

### (2) When submitted in paper form at the request of an examination committee member

- When attaching photos, submit one copy as the original. The duplicate may be reprinted or color-copied.
- Temporary binding with double-clips are acceptable. (Do not make holes.)

## 8. Submission of data for doctoral thesis

The following data of the final doctoral thesis shall be submitted by: **day of week, mm/dd/yyyy.**

- Data of the final doctoral thesis (PDF format)
- Abstract of the doctoral thesis (PDF format)

## 9. Each application form

### (1) Application Form for Doctoral Thesis Examination (Appended form No. 1-1)

- The name must be signed by the applicant him/herself.
- The approval seal or signature of the main Supervisor must be affixed.

### (2) Thesis Catalog (Appended form No. 2)

- The name must be filled in without abbreviation, as shown in the family register.
- The title of the doctoral thesis in Thesis Catalog must perfectly be the same as the title of doctoral thesis, including ", (comma)" and others.
- If the title of the doctoral thesis is written in English, the Japanese translation must be entered in the next line of the English title.

### (d) Main paper

- The title shall be filled in referencing the example.
- The authors must be all included.
- The name of the applicant must be underlined among the authors.
- Academic journal names must comply with the posting rules of the Journal of Veterinary Medical Science (JVMS). The abbreviation for the name of a European journal must follow the description of Medline (PubMed) or Web of Science. Also, the Journal of the Japan Veterinary Medical Association shall be described as the "JVMA Journal."

v. If the reprint is "in press," submit a copy of the pre-publication or submitted paper and a copy of the acceptance letter from the journal.

\* Submission by electronic file is acceptable. In this case, the date of receipt, and the signature and seal of the main Supervisor shall be included in the printed acceptance letter.

(3) Abstract of Doctoral Thesis (Appended form No. 3)

(a) Prepare the abstract in about 2,000 Japanese characters or 800 English words, using up to two pages.

(b) Format

i. In the case of Japanese, the font used shall be in the Mincho typeface and the font size shall be 10.5 points. In English, no font is specified, but the font size must be 10.5 points.

ii. The number of characters per line is not specified, but any changes to the obtained form should be avoided as much as possible.

iii. Line spacing should be one line.

(4) Abstract of Co-authored Publication (Appended form No. 4)

If the academic publication (main paper) which becomes the basis of the doctoral thesis is co-authored (limited to the publication that the applicant is the first author), the role of the applicant in each publication must be indicated.

(5) Written Consent (Appended form No. 5)

(a) In the case of co-authorship of the main paper, submit the written consent of all co-authors other than the applicant.

(b) The main paper shall have not been used by any of its co-authors in the past as a doctoral thesis.

(c) In case co-authors' written consent cannot be obtained due to their unknown whereabouts or other reasons, consult the JVV in advance.

(6) Resume (Appended form No. 6)

(a) Name

i. It will become the name used in the degree certificate, so spell out the name in full.

ii. Make sure to add Furigana.

iii. Make sure that it is the same as that of the doctoral thesis, thesis catalog, and other application documents.

(b) Domicile

i. Fill in the prefecture as shown in the family register. Foreigners must enter their country.

(c) The current address must be filled in with the address to which any mail can be delivered.

(d) Education

i. State the educational background after graduation of high school with the year of the admission and graduation.

E.g., YYYY, April : Department of Veterinary Medicine, Joint Faculty of Veterinary Medicine,  
Yamaguchi University Entrance

YYYY, March : Same as above Graduation

ii. Do not enter here any history as a research student. (Enter it in the research career.)

iii. Do not enter here any history as a non-regular student.

iv. For current students, the last two lines should be: (e.g. April enrollment)

YYYY, April : Joint Graduate School of Veterinary Medicine, Yamaguchi University Entrance

YYYY, March : Same as above Expected completion

(e) Work experience

i. Fill in the name of the company and job title in an annual order (of oldest from the top).

ii. If currently employed, state "To present" in the last line.

(f) Research career

- i. Enter any special research career.
  - ii. Enter the career as a research student in this column.
  - iii. Preferably enter information such as "Research of --- as a -- (job title) at ---- Institute (company, etc)."
- (g) Name in the last line
- i. Make sure to sign the applicant's name by him/herself.

#### **10. Publication of the abstract and full text of the doctoral thesis**

Confirm the details of the publication of the abstract and full text of the doctoral thesis in YUNOCA (Yamaguchi University Navigator for Open access Collection and Archives) before submission.

#### **11. Contact:**

Address: Graduate School Affairs Section of the Joint Faculty of Veterinary Medicine, Yamaguchi University,  
1677-1 Yoshida, Yamaguchi, 753-8515, Japan  
Tel.: +81-83-933-5937 Fax: +81-83-933-5938  
Email: ve106@yamaguchi-u.ac.jp

#### **12. Reference**

<Pub Med>

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