

# Guidance for Submission of Doctoral Thesis of the Joint Graduate School of Veterinary Medicine, Yamaguchi University (Dissertation Doctorate, Application after Withdrawal with Credits Earned)

January 13, 2021, Faculty Committee

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## 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has acquired at least 30 credits for the specified subjects, has received the necessary research guidance, and has withdrawn.

(2) A person who has passed the eligibility examination for the application for a doctoral degree of JVY.

\* For (1):

- a. If you apply within one year from the date of withdrawal, you will be exempted from the examination fee for the doctoral thesis, and will also be treated in the same manner as the so-called course doctorate in terms of degree certificate. However, it will not be regarded as "completion" in terms of an educational background.
- b. If you apply after more than one year after the date of withdrawal, you will need to pay an examination fee for the doctoral thesis and treat your degree as a so-called dissertation doctorate in terms of degree certificate.
- c. If an application is made within four years from the date of withdrawal, you must have at least two or more publications that become the basis of the doctoral thesis, published in highly evaluated academic journals with an established examination system (including cases where publication is accepted). A foreign language test included in the final test shall not be required.
- d. The number of publications applied after more than four years from the date of withdrawal shall be treated in the same manner as (2).
- e. In either of the cases from a. to d., the number of years shall be based on the deadline for receiving an application for that year (twice a year: late May or late November) from the date of withdrawal, not the number of years from the date of withdrawal to the date of application.

\* For (2):

a. A person must have a prescribed research career as set forth in the following table:

Education category	Research career
A person graduated from a university with a six-year veterinary course	5 years or more
A person who completed a master's degree course	5 years or more
A person who graduated from a four-year university course	7 years or more
All other persons other than the above shall be determined at the Faculty Committee	

- b. Must have at least two or more publications that become the basis of the doctoral thesis, published in highly evaluated academic journals with an established examination system (including cases where publication is accepted) and one or more other papers. (Two or more papers shall be published in English journals. Also, the two basic papers and one other publication shall all be those where the applicant is the first author.)
- c. An examination fee for the doctorate thesis is required (57,000 yen).
- d. In order to confirm that the person has completed the doctoral course and has the same or greater academic ability as the person who is conferred with the degree, he/she must take and pass a foreign language (English) test in addition to the examination by the examination committee.

\* The following is a list of highly evaluated academic journals with an established examination system: (The applicant must be the first author of all the publications.)

- 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) Must have two or more publications that fall under a. out of the two or more basic papers and one or more other papers.

Note 2) In the case of multiple lead authors, only the first author listed shall be the lead author.

## 2. Application for an eligibility examination for doctoral thesis

For the doctoral thesis eligibility examination of 1. (2), applications shall be received twice a year by the deadline of late March and late September each year. For the documents required for the eligibility examination, see <Application for eligibility examination> in "4. Documents to be submitted."

## 3. Application timing for a doctoral thesis examination

It may be submitted at any time, but acceptance will be determined in late May or late November. The degree conferral will be in September or March.

## 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))

<Application for doctoral thesis>

Documents to be submitted (Form name)	No. of copies required	Precautions
Application Form for Doctoral Thesis Examination (Appended form No. 1-2)	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, and one or more other papers (For a person within four years after withdrawal with credits: two or more publications that become the basis of the doctoral thesis)
Reference publications other than the above academic publications	1 file each	Submit as required
Certificate of graduation (completion) of the most recent school	1 copy	Not required for those who have withdrawn with credits from the JVY
Examination fee	57,000 yen	Not required for those within one year after withdrawal with credits. Transfer the amount to the following account by the application deadline; The Yamaguchi Bank, Ltd., Yamaguchi Branch (Savings Account) 6531912 (Name) National University Corporation Yamaguchi University President Yukio TANIZAWA
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)
Certificate of e-learning program completion	1 file	Those who have not earned credits for the course "Code of Conduct for Researchers" must take the e-learning program designated by the JVY and submit a certificate of the course completion (digital media). *Those who withdrew from the United Graduate School of Veterinary Science after credits earned: Not required if he/she has already completed an e-learning course on research ethics provided by Japan Society for the Promotion of Science.

When applying for the eligibility examination, the following documents must be submitted by the deadline (late March or late September) of the application for the eligibility examination:

<Application for eligibility examination>

Document to be submitted (Form name)	No. of copies required	Precautions
Application Form for Eligibility Examination for Doctoral Degree (Appended form No. 8)	1 copy	The name of the applicant must be signed by him/herself. (No seal required)
Catalog of Academic Publications (Appended form No. 9)	1 file	
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, and one or more other papers
Reference publications other than the above	1 file each	Submit as required
Resume (Appended form No. 6)	1 copy	The name of the applicant must be signed by him/herself. (No seal required)
Certificate of Research Career (Appended form No. 7)	1 copy	

Recommendation letter from a qualified faculty member in charge of research guidance	1 copy	
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#### 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. Results of the application for eligibility examination

Whether the applicant is eligible or not will be determined at the meeting of the Faculty Committee immediately after the deadline of the application for the eligibility examination. The applicant will then be notified of the result.

#### 7. Academic publications

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

- i. A copy of the pre-publication or submitted paper, or its electronic file.
- ii. 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 prospective main examiner must be included in the printed acceptance letter.

#### 8. Doctoral thesis

##### (1) Format

- (a) Either Japanese or English acceptable
- (b) The format shall be A4 size and double spaced.
- (c) The description of citations, authors, diagrams, and tables shall be under the guidance of the main examiner-to-be.

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

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

#### 9. Submission of data for doctoral thesis

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

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

#### 10. Each application form

##### (1) Application Form for Doctoral Thesis Examination (Appended form No. 1-2)

- (a) The name must be signed by the applicant him/herself.
- (b) Note that a person who has withdrawn with credits will also fall under No. 1-2.

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

- (a) The name must be filled in without abbreviation, as shown in the family register.
- (b) The title of the doctoral thesis in Thesis Catalog must perfectly be the same as the title of doctoral thesis, including ", (comma)" and others.
- (c) 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
  - i. The title shall be filled in referencing the example.
  - ii. The authors must be all included.

- iii. The name of the applicant must be underlined among the authors.
- iv. 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 examiner-to-be 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 your research career.)

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

- iv. For those who have acquired credits and then withdrawn from the school, 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 Withdrawal

(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, not in the Education 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.

#### **11. Each application form (Eligibility examination)**

- (1) Application Form for Eligibility Examination for Doctoral Degree (Appended form No. 8)  
Make sure to sign your name.
- (2) Catalog of Academic Publications (Appended form No. 9)
  - (a) Enter academic publications which become the basis of the doctoral thesis in the order starting with the oldest.
  - (b) Enter any other reference publications. If not, no entry is required.
- (3) Resume (Appended form No. 6)  
Fill in according to (6) of "10. Each application form."
- (4) Certificate of Research Career (Appended form No. 7)
  - (a) Check that the research period meets the application requirements.
  - (b) Fill in the name of the head of the institution to which the applicant belongs, and have the head affix the official seal of his/her post.
  - (c) In case of a company which does not currently exist, inquire of us about it in advance.
- (5) Recommendation letter from a qualified faculty member in charge of research guidance  
Have a recommendation letter written by a faculty member who is scheduled to be the main examiner. There is no specified form.

#### **12. 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.

#### **13. Certificate of graduation (completion) of the most recent school**

Submit a strictly sealed certificate of graduation (completion) of the most recent school. However, those who have withdrawn with credits from the JYU shall not need to submit it.

#### **14. Certificate of e-learning program**

Those who have not earned credits for the course "Code of Conduct for Researchers" must take one of the following e-learning programs and submit the certificate of completion (in electronic media).

- APRIN e-learning program (eAPRIN) by Association for the Promotion of Research Integrity  
Those who wish to take the course should contact the address given in "17. Contact."
- E-learning course on research ethics by Japan Society for the Promotion of Science  
Please register from the following URL, "New Registration (individuals)" to take the course.  
<https://elcore.jsps.go.jp/top.aspx>

#### **15. Public presentation of doctoral thesis**

The public presentation of doctoral thesis will be held on the designated day within late July to early August for those conferred with the degree in September, and within late January to early February for those conferred with the degree in March, at Yamaguchi University. The presentation will last about 40 minutes, followed by a question-and-answer session for 10-20 minutes. Details such as the schedule will be informed shortly after the decision is made.

#### **16. Foreign language test**

Persons except those who have acquired credits and withdrawn from the JVY must take a written examination in a foreign language (English) on the same day of the examination by the examination committee. (An English-Japanese dictionary and the Stedman's Medical Dictionary will be provided by the JVY.)

However, foreign students can choose between Japanese and English essays. (An English dictionary and the Stedman's Medical Dictionary will be provided by the JVY.)

#### **17. 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](mailto:ve106@yamaguchi-u.ac.jp)