**The United Graduate School**

**of**

**Agricultural Sciences**

**Iwate University**

**Guidance for Thesis Submission**

**（Doctor of Philosophy）**

**Applicable from April 2025**

**（Revised Edition, March 2025）**

**I. Students are qualified for applying for the doctoral degree if they**

A：Are Current students.

B：Have been enrolled for a standard period of study (3 years) or more, have acquired all the credits required for completion, and apply for a degree within 1 year after withdrawal.

**Ｃ**：have stayed enrolled less than the standard completion years and submit the thesis (short-term completion program students)

**II. Requirements for applying for the doctoral degree**

**1. Applicants in Categories A**

(1) **The intermediate presentation has been completed** by 3 to 9 months before applying for the degree.

(2) Regarding the course credit, applicants must complete all the credits required to graduate at the United Graduate School of Agricultural Sciences, Iwate University.

(3) **One or more** academic papers in Japanese or English (hereinafter, “**published paper**”) have been published in proper publications such as academic journals that have a refereeing system, with the applicant as first author.

(4) The published paper should, in principle, constitute part of the doctoral thesis, which means,

the published paper should be the “main paper” in the “list of papers” to be submitted when applying for the degree.

(5) One or more papers must be published or decided to be published after admission to Iwate UGAS . Even when the paper has not been published by the time of the degree application, the paper is regarded as a published one if the applicant attaches the certificate of publication or contract of publication that shows the formal decision to publish the paper by the academic association or other publishing organization. The certificate is required to contain the applicant’s name, the academic organization’s name, thesis title, Vol. No, and the date and year of publication.

  **2. Applicants in Category B**

1. (1)-(5) in Categories A are required in Category B.

**3. Applicants in Category C**

(1) Applicants must be enrolled in Iwate UGAS for more than a year. Those who have completed the master's program must be enrolled in the graduate school for at least three years, including the master's program.

(2) Applicants should finish the intermediate presentation by 3 to 9 months before the application.

(3) Regarding the course credit, applicants must complete all the credits required to graduate at

 the United Graduate School of Agricultural Sciences, Iwate University.

(4) Satisfy the criteria of either ① or ②.

① There must be at least 5 published papers. The publications must include the work to be published while attending the graduate school where the research applicant is the sole first author.

② There are three or more published papers, and among them, particularly excellent papers are included. A "particularly excellent publication" is a publication whose first author is the applicant whose publication was decided while attending the graduate school, and the treatise falls under any of the following.

1) Academic papers that have received academic awards, paper awards, etc. from academic societies (poster awards, incentive awards, etc. are not included).

2) Prominent researchers in the field (those who have received academic awards, etc., excluding faculty members of constituent universities) have submitted documents certifying that the applicant's research achievements are excellent.

3) Regardless of 1) or 2) above, the achievement should be recognized as an objectively excellent publication.

(5) The applicant’s major advisory professor should recommend him/her.

(6) The published papers of the applicants will be handled as those by applicants in Category A.

**III.　Period for Application**

　　The schedule for applying for the degree will be released in April every year on the website of UGAS.

 (<http://ugas.agr.iwate-u.ac.jp/>)

The deadline for application is basically the date shown on UGAS website, but the schedule is

subject to change. Be sure to find the schedule information on the UGAS website.

**IV. Documents required for applying for the degree.**

1. Doctoral degree application (Form 1) 1 copy

2. List of papers (Form 2) 5 copies

3. Summary of doctoral thesis (Form 3) 5 copies

4. Academic paper (main one) and reference papers, which are the basis for the doctoral thesis

and have been published in journals of an academic association or other publications.

5 copies each

5. Doctoral thesis (in Japanese or English) 5 copies

6. Submission guidelines for Main Paper Publishing Journal (with confirmable peer review system) 1 copy

7. The letter of consent from the coauthor concerning the dissertation (Form No. 4 or No. 4-2)

1 copy

8. Academic Transcript at Iwate UGAS study period

 (Applicable for Category B only) 1 copy

9. Questionnaire regarding online publication of Iwate University doctoral thesis

（岩手大学博士論文のインターネット公表に関する状況報告書）　1 copy

＊If the applicant wishes to apply for a degree with application qualification category C (early completion), applicant must submit an early completion application form through his/her major academic advisor before the intermediate presentation. Please apply for a degree after being approved by the Board of Representatives (代議員会).

＊Applicants need to have a consultation with their major advisory professor on the degree application, as the signature of the major advisory professor is required for the application.

＊The thesis should be compiled in an A4-size file.

＊The numbers of copies in 2 - 5 above is the number of copies for the 4 examination committee members. If there are more than 4 members, please submit an additional copy to the number of members.

**V. The documents and forms above should be submitted to:**

 The United Graduate School office of the constituent university to which the applicant belongs.

 Students belonging to Iwate University ⇒ UGAS office of Iwate University

 Students belonging to Hirosaki University

⇒ the UGS section, office of the Faculty of Agriculture and Life Science

 Students belonging to Yamagata University

⇒ the UGS section, office of the Faculty of Agriculture

Students belonging to Fukushima University

⇒Fukushima University Academic Affairs Division, Food and Agricultural Sciences

 \* The documents and forms that have been accepted at the office will not be returned.

**VI. Refereeing of thesis and final examinations**

 (See the Flow Chart of Degree Application / Examination)

 **1. Examination of thesis**

1. The doctoral thesis submitted by an applicant to the Dean of the United Graduate School will be formally accepted after the Board of Representatives confirms that the applicant is qualified for application and that the submitted documents/forms meet the requirements.
2. The major advisory professor will inform the dean of the recommended members of the Examination Committee (Form 13) and the date for the open refereeing (Form 14). The Examination Committee should consist of four or more members, including one member from each constituent university. The chief examiner should be a major advisory professor, and the examiners should be the first and second associate advisory professors and other committee members.

An academic staff member from a non-constituent university, research institution or other bodies can be included in the committee if the professorate of the doctoral course regards that as necessary.

1. After discussion in the Board or Representatives the dean will set up an examination committee for each thesis and commit the refereeing to it.
2. The Examination Committee will host an open refereeing generally at the chief examiner’s university with the chief examiner serving as the organizer.
3. In the open refereeing applicants make an oral presentation and answer questions.
4. After consulting with the examiners, the chief examiner will submit the “Result Summary of Thesis Refereeing” (Form 8).

 **2. Final examinations**

1. Oral or written examinations on the subjects related to the applicants’ doctoral thesis or on the applicants’ specialized field will be held at the university to which the chief examiner of the Examination Committee belongs.
2. The chief examiner puts the examination results together into “Results Summary of the Final Examinations” (Form 9) and submits it to the Dean.

**VII. Documents that the major advisory professor (chief examiner of an examination committee) should submit**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of document | Form | Copies | When to submit |
| Recommendation of ExaminationCommittee Members | Form 13 | １copy | When applying for the degree |
| Date of Open refereeing | Form 14 | １copy | When applying for the degree |
| Result Summary of Thesis Refereeing  | Form 8 | 1 copy | Soon after refereeing |
| Results Summary of Final Examinations | Form 9 | 1 copy | Soon after refereeing |
| Thesis Summary and Result Summary of Thesis Refereeing  | Form 15 | Data | Separately, Designated date |

**VIII. Decision to award the degree or not**

 The decision is made by the votes in the professorate meeting of the doctoral course. Votes by three-fourths or more of the professors attending the meeting are required to decide to award the degree.

**IX. Submission of the dissertation thesis (doctoral thesis) data file for the Internet publication**

Those who have been decided to receive the doctoral degree, please submit the data file of your doctoral thesis to the Iwate University UGAS office.

 (The submission time is early September for those who plan to confer a degree in September, and early March for those who plan to confer a degree in March).

**Flowchart for Applying for Degree / Refereeing**

　　　　　　　　　　　　　　Consult about the application

 Approve the application

Degree is awarded at the ceremony

The professorate of the doctoral course decides if the applicant passes or fails

The summary of the thesis refereeing and final exams are submitted

Examination Committee referees the thesis,

and holds the open refereeing and final exams

Successful applicants for the doctoral degree must submit a separate copy of the data file of their doctoral thesis along with the online publication status report to the Iwate University UGAS office

The thesis summary and the result summary of thesis refereeing are submitted to the UGAS office

Dean

Board of Representatives accepts application documents. Examination Committee is established. Date for open refereeing is arranged

Board of Representatives confirms the refereeing results

Dean

Application for Degree

Recommend Examination Committee members:
Arrange the date for open refereeing

 **How to Prepare the Application Documents/Forms**

**I. Doctoral Thesis for Applying for the Degree**

* 1. Bind the thesis for the degree application in an A4 size file. Make as many copies as the number of the Examination Committee plus one and submit them to the office. (Example: If the committee has four members, submit five copies.)
	2. The language of the thesis should be Japanese or English.
	3. Use A4 size white paper and print the thesis using a word processor. Print the lines horizontally from left to right if the thesis is written in Japanese.

**II. List of papers**

 See the sample and prepare the list as follows.

1. Title

 Write an English translation for a Japanese title and a Japanese translation for an English title in ( ).

 When writing in English

1. Except for the first word of the sentence, a peculiar word or a scientific name, all words must be written in lowercase letters.
2. Scientific names must be written in italic
3. A period at the end of the title is not necessary except for the abbreviation of scientific nomenclatures, e.g. [L.]

2. Main paper

1. A main paper means a paper that constitutes part of the doctoral thesis with the applicant being the head author. (The summary of a presentation made at an academic conference is not acceptable).
2. By following the sample, write the name of the author, year of publication, title, name of the academic journal, volume and pages in this order (Write out the Journals’ name in chronological order starting from older issuing year).
3. If there is a paper that has not been published yet, be sure to submit the certificate of publishing. The paper is regarded as a published one as long as the applicant is given the certificate in which the editor of the journal specifies the volume and/or issue of the journal in which the paper is to be published.

If the list includes a book, attach the publishing contract.

If there is a paper that has not been published yet, write “(The publishing certificate is attached.)” after the volume number of the issue in which the paper is to be included.

1. About co-authoring
	1. The applicant should play a main role in the joint research for the paper.
	2. The coauthors have not applied for doctoral degree at any other university in the past with the coauthored paper as well as an academic paper for a degree application.

3. The other coauthors should agree on the applicant’s use of the paper as part of his/her doctoral thesis and to submit the consent form of the coauthor on the dissertation (Form No. 4). If the applicant wants to obtain consent at the time of paper submission, please use (Supplementary Form No. 4-2) and submit it.

3. Reference papers

1. A reference paper means an academic paper of which the applicant is one of the authors, besides the main paper. (The summary of a presentation at an academic conference is not acceptable.)
2. See 2-(2) for how to fill out the form.
3. See 2-(3) for an unpublished paper.

4. Indication of a main paper and a reference paper.

 To distinguish the main paper(s) from reference ones, mark the front cover with “Main Paper 1”, “Main Paper 2”……or “Reference Paper 1”, “Reference paper 2” by numbering the papers according to the order of the List of Papers. Put the applicant’s student number and name at the bottom.

**III. Summary of Thesis**

 Fill in the form following the instructions in the note.

**IV. Questionnaire regarding online publication of Iwate University doctoral thesis**

岩手大学博士論文のインターネット公表に関する状況報告書

Please make sure about copyright issues and patent applications before creating your thesis. Please consult with your Major academic supervisor when creating this. It is not necessary to fill in the <University Confirmation Column（大学確認欄）>.

**V. How to bind the documents/forms**

1. For a permanent file (one set)

 1. Doctoral Degree Application

2. List of Papers

3. Summary of the Doctoral Thesis

4. Certificate of Publishing Paper(s) (if necessary)

5. Main Paper(s)

6. Reference Paper(s) (if there is any)

7. Submission guidelines for Main Paper Publishing Journal (with confirmable peer review system)

8. Co-author's consent form for Thesis dissertation

Thesis

Title

Specialty

Name

 (if applicable)

9. Doctoral Thesis.

10. Academic Transcript at Iwate UGAS study period

 (Applicable for Category B only)

11.Questionnaire regarding online publication of Iwate University doctoral thesis

岩手大学博士論文のインターネット公表に関する状況報告書

It is not necessary to fill in the <University Confirmation Column（大学確認欄）>

(2) For the Examination Committee (as many copies as the number of committee members)

　 1. Thesis Refereeing Materials (front cover)

(Front cover)

Thesis Refereeing Materials

Specialty

Name

(XX University)

2. List of Papers

3. Summary of the Doctoral Thesis

4. Certificate of Publishing Paper(s) (if necessary)

5. Main Paper(s)

6. Reference Paper(s) (if there is any)

7. Doctoral Thesis (Bind it into an A4 size file.)

**VI. Forms to be submitted**

The format of the submitted documents can be downloaded from Iwate University UGAS homepage (<http://ugas.agr.iwate-u.ac.jp/>).

Form 1-1

|  |
| --- |
| Doctoral Degree ApplicationDate: / / To: The Dean,  The United Graduate School of Agricultural Sciences, Iwate University Signature by Major Advisory Professor　　　　　　　 　　　　　　 　Applicant　　 　　　　　 　　　 Admitted in (year)UGAS, Iwate University　　　　　　　　　　　　　　　　　　　　 Specialty:　　　　　　　　　　　Applicant’s Signature　　　 　　　　　　　　　 　I apply for the doctoral degree（博士(農学）Doctor (Agriculture)／博士(学術）Doctor (Academic)）by submitting the required documents / forms as below, according to Section 1, Article 6 of the rules for degrees of Iwate University. List of Papers　　　　　　　　　　 　　　　　　　　　　　　　　　 　( ) copiesSummary of Doctoral Thesis　　　　　　　　　　　　　　　　　　　　　( ) copiesAcademic Paper(s) and Reference Paper(s), which constitute the basis for the thesis and have been published in academic journals. ( ) copies eachDoctoral Thesis　　　　　　　　　　　　　　　　　　　　　　　　　　　　　( ) copiesCo-authors' consent form for Thesis dissertation (applicable numberof copies only if applicable) 　　　　　　　　　　　　　　　　 　　　　1 copy each |

Notes: 1. The number of copies should be the number of committee members plus one.

2. Reference paper(s) should be submitted if there is any.

※日本語の学位記は「博士（農学）」「博士（学術）」のどちらか一方になります。主指導教員と相談して選択してください。

※ The Japanese diploma is either "Doctor (Agriculture)" or "Doctor (Academic)". Please consult with your major academic advisor to make your selection.

Form 2

|  |
| --- |
| List of Papers Name Doctoral Thesis 　Title　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　（　　　　　　　　　　　　　　　　　　　　　　　　　）　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 　Main Paper(s)  １． ２． 　　　　　　　　  　Reference Paper(s) １．　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　  ２．　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　  |

Notes: 1. In ( ) fill in the English translation for a Japanese title and the Japanese translation for an English one.

When writing in English

 (1) Except for the first word of the sentence, a peculiar word or a scientific name, all words must be written in lowercase letters.

 (2) Scientific names must be written in italic.

 (3) A period at the end of the title is not necessary except for the abbreviation of scientific nomenclatures, e.g. [L.]

　　　 2. The names of all the authors of a coauthored paper should be written in the order listed in the paper.

3. If there is an unpublished paper, write when and where the paper is planned to be published

4. Please fill in the chapters and reference papers chronologically (in chronological order starting from the older issuing year).

Form 2**（Example）**

|  |
| --- |
| List of Papers Name: Taro Rengo Doctoral Thesis 　Title 　　Identification of the gene families conferring acute cool damage tolerance in rice*Oryza* L.　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　（イネ障害型冷害耐性に関与する遺伝子群の同定）　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Main Papers  １．連合太郎，岩川一平(2008)　　　　　イネの障害型冷害耐性に関する品種間差異　　　　　　　日本作物学会紀事70(1):98-104 ２．Rengo,T, K.Haruno and I.Iwakawa(2009) On the gene families conferring acute cool damage tolerance in rice, *Oryza sativa* L. Japanese Journal of Breeding 51(2)（掲載証明書） 　　　　　　　　  　Reference Papers １．春野京子，連合太郎，岩川一平(2007)　　　　　コムギの雑種強勢の簡易推測法について　　　　　　　育種学雑誌48(11):310-315  ２．岩川一平，連合太郎(2008)　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　  コムギ種子の胚乳蓄積過程の電子顕微鏡的観察　　　　　　　日本作物学会紀事74(2):（掲載証明付） |

Notes: 1. In ( ) fill in the English translation for a Japanese title and the Japanese translation for an English one.

When writing in English

 (1) Except for the first word of the sentence, a peculiar word or a scientific name, all words must be written in lowercase letters.

 (2) Scientific names must be written in italic.

 (3) A period at the end of the title is not necessary except for the abbreviation of scientific nomenclatures, e.g. [L.]

　　　 2. The names of all the authors of a coauthored paper should be written in the order listed in the paper.

3. If there is an unpublished paper, write when and where the paper is planned to be published.

4. Please fill in the chapters and reference papers chronologically (in chronological order starting from the older issuing year).

Form 3

Summary of Doctoral Thesis

　　　Name:

　　　Title

　　　　（　　　　　　　　　　　　　　　　　　　　　 　　）

【Summary】

Notes:1. In ( ) fill in the English translation for a Japanese title and the Japanese

 translation for an English one. (When writing in English, write the name as in the

thesis list.)

2. Theses in Japanese should be about 2,000 characters.

3. Theses in English should be about 1,200 words and with Japanese translation.

4. Do not include figures or tables in the summary.

5. The summary can go over one page.

6. Please make sure to keep about 20 mm margin in all sides of this page.

Form 4

|  |
| --- |
| Letter of Consent　　　　　　　　　　　　　　　　　　　　　　 Date: / / To: The Dean,  The United Graduate School of Agricultural Sciences, Iwate University Co–author （Please sign yourself）　:Affiliation/job title　:This is to certify that I accept the following article written by to submit as an application of Thesis Dissertation for the Doctoral degree to the Graduate School of Agricultural Sciences of Iwate University.  This is to be noted that this paper was not used as a dissertation as well as an academic paper for a degree application in the past, and also this will not be used in the future.Record　Title of Main Paper :　 Author’s name :　Academic Journal name　　　　 　　　　　　　　　　　　(Presented and/or scheduled for publication)(Volume, issue, page) ( ) Year Issued　 　　　　　　　　　　　　 　　　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Form 4-2

|  |
| --- |
| **Letter of Consent**Date: / / To: The Dean, The United Graduate School of Agricultural Sciences, Iwate UniversityCo-author （Please sign yourself）　: Affiliation / job title　: / 　　This is to certify that I accept the following article written by to submit as an application of Thesis Dissertation for the Doctoral degree to the United Graduate School of Agricultural Sciences, Iwate University. This is to be noted that this paper will not be used as a dissertation as well as an academic paper for a degree application in the future.**Record** |
| Title of the paper (at the time of submission) |
| 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 |
| Author’s name (at the time of submission) |
| 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 |
| Name of the journal intended for publication  | 　　　　　　　　　　　　　　　　　　　　　　　　　　 |
| The following is to be filled in after the academic journal publication has been confirmed. |
| Title of the paper (only if there are changes) |
| 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 |
| Author`s name (only if there are changes) |
| 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 |
| Name of the Journal (Volume, Issue, Page)　　　　　　　　　　　（　　　　　　　　） |
| Year of Publication 　　　　　　　　　　　　　　　　　　　　　　　　　　 |

\* Please make an additional note if there have been changes to the paper title or author`s name after obtaining consent at the time of submission..

Form 8

|  |
| --- |
| Result Summary of Thesis Refereeing |
| Name |  |
| Names of the Examiners | Chief Examiner (Signature)　　　　　　　　　　　　　　　　　Examiner　　 　　　　　　　　　　　　　　　　 Examiner　 　　　　　　　　　　　　　　　　　Examiner 　　　　　　　　　　　　　　　　　＊　Add lines if there are more than four examiners. |
| Title |  |

Result Summary of Thesis Refereeing（around 1,000 Japanese characters）

Academic paper(s) on which the thesis is based

Notes: In ( ) fill in the English translation for a Japanese title and the Japanese translation for an English one. (When writing in English, write the name as in the thesis list.)

\* Please fill in only the main publication described in Form 2.

Form 9

|  |
| --- |
| Results Summary of Final Examinations |
| Name |  |
| Names of the Examiners | Chief Examiner (Signature)　　　　　　　　　　　　　　　Examiner 　　　　　　　　　　　　　　　　　　Examiner 　　　　　　　　　　　　　　　　　　Examiner 　　　　　　　　　　　　　　　　　　＊　Add lines if there are more than four examiners. |
| Date of examination | 　Date: |
| Examination form（Circle the form） | 　 Oral / Written |

【Summary】

Form 13

　　　　　　　　　　　　　　　　　　　　　　 Date: / /

To: The Dean,

The United Graduate School of Agricultural Sciences, Iwate University

　　　　　　　　　　　 Major Advisory Professor

Recommendation of Examination Committee Members

　I recommend the candidates below for the examination committee of the degree applicant ( ).

|  |  |  |
| --- | --- | --- |
| Position | Name | University or other bodies |
| Chief Examiner |  |  |
| Examiner |  |  |
| Examiner |  |  |
| Examiner |  |  |

＊　If over four candidates are recommended, add cells to the table above.

Form 14

　　　　　　　　　　　　　　　　　　　　 　　Date: / /

To: The Dean,

The United Graduate School of Agricultural Sciences, Iwate University

　　　　　　　　　　　　　　　　　 Examination Committee

　　　　　　　　　　　　　　　　　 Chief Examiner

Date for the open refereeing for thesis refereeing

We will have the open refereeing for thesis refereeing as below.

　Name of the degree applicant

　Date / Time　　　 / / (month / day / year)

　　　　　　　　　　　　　　From : to : (time)

　Place

|  |  |  |
| --- | --- | --- |
| University, Faculty, Building name, Lecture room & Room name | Doctoral Degree judging Committee Members’ name  | Participation method |
|  |  | □Face-to-face□Multipoint Satellite system□Online |
|  |  | □Face-to-face□Multipoint Satellite system□Online |
|  |  | □Face-to-face□Multipoint Satellite system□Online |
|  |  | □Face-to-face□Multipoint Satellite system□Online |
|  |  | □Face-to-face□Multipoint Satellite system□Online |