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Guidelines for Doctoral Dissertation Application

Graduate School of Medicine, Doctoral Program (Medical Science),
Shiga University of Medical Science

Those seeking the degree of Doctor of Medicine in this program should carefully read these guidelines and ensure they complete all procedures without omission.

1. Flow of Dissertation Application, Review, and Degree Conferral

Application

Submit the required documents within the application period, having met the eligibility criteria.

Note: If there are any issues with the submitted documents, the Graduate School Educational Affairs Unit will contact you. Please respond accordingly.

Application Periods

1st Application: **Jun 1 - Jun 20, by 5:00 PM**
2nd Application: **Dec 1 - Dec 20, by 5:00 PM**

If the last day of the application period falls on a weekend or public holiday, submit by 5:00 PM on the previous business day. Mail submissions not accepted.

▼

Submit Application Data

Submit the electronic data of the application documents.

▼

Acceptance Decision

Upon eligibility review and dissertation assessment, the Graduate School will accept the application.

▼

Prepare Presentation Materials

Prepare materials for the research presentation.

▼

Submit Presentation Slides

Submit the materials to be used in the research presentation.

▼

Research Presentation

Present the content of the doctoral dissertation, engage in Q&A, and undergo public consultation.

▼

Degree Decision

Following deliberation by the Graduate School, the decision to confer the degree will be made.

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Degree Conferral

Attend the degree conferral ceremony upon receiving the notice of the conferral of the degree 'Doctor of Philosophy in Medical Science.'

2. Eligibility for Doctoral Dissertation Application

To be eligible for dissertation review, you must be enrolled in the final year of the Graduate School of Medicine at Shiga University of Medical Science, have earned the required credits, passed the Qualifying Examination (QE), and received the necessary research guidance. Verify the required credits in the Course Registration Guide.

3. Submission of Doctoral Dissertation Application

Submit the required documents listed below to the Graduate School Educational Affairs Unit (Window 3 at the Student Affairs Division) within the application period (see "**1. Flow of Application, Review, and Degree Conferral**"). Documents shown **in red** text in the list below must be submitted by all students, while those in black text are only for applicable individuals. Refer to section "**4. Important Points for Preparing Required Documents**" when preparing documents, and submit 1 bound copy of all documents (**a** to **r**) and 6 bound copies of documents **a** and **h** to l. Submission by mail is not accepted.

Additionally scanned copies should also be kept for data submission (see "**5. Submission of Application Document Data**").

Document download link:

https://www.shiga-med.ac.jp/education-and-support/education/application-for-degree

(Go to the university website > click on “教育・学生支援”>“教育”>“学位申請”>“課程博士”)

Documents to be submitted	**All documents should be printed single-sided on A4 paper and must not be stapled.**	1 bound copy	6 bound copies
a	**Title page**	**1 copy**	**6 copies**
b	**Doctoral Dissertation Review Application Form (Designated format)**	**1 copy**	
c	**Approval of Supervisor (Designated format)**	**1 copy**	
d	Co-authors' Consent Form (Designated format)	1 copy	
e	**Resume (Designated format)**	**1 copy**	
f	Letter of acceptance for publication	1 copy	
g	**Conflict of Interest Declaration for Doctoral Dissertation (Designated format)**	**1 copy**	
h	**List of the papers (Designated format)**	**1 copy**	**6 copies**
i	**Abstract of the Dissertation (Designated format)**	**1 copy**	**6 copies**
j	Report on the Applicant's Contribution	1 **copy**	6 **copies**
k	**Doctoral Dissertation** (with title pages specified in “**a**”)	**1 copy**	**6 copies**
l	Reference Papers (with title pages specified in “**a**”)	1 **copy**	6 **copies**
m	Approval of Ethical Review Committee (copy)	1 **copy**	
n	Approval of Animal Research Committee (copy)	1 **copy**	
o	Approval of Animal life Science Research Ethics Committee (copy)	1 **copy**	
p	Approval for genetically modified experimental design from Genetic Modification Safety Committee (copy)	1 **copy**	
q	Other explanatory documents	1 **copy**	
r	**Doctoral Dissertation Review Application Checklist**	**1 copy**	

4. Important Points for Preparing Required Documents

When preparing the documents listed in "**3. Submission of Doctoral Dissertation Application**," please keep the following points in mind. All documents should be printed single-sided on A4 paper and must not be stapled. Additionally, sample document forms are available on our university website, so you can refer to them as needed.

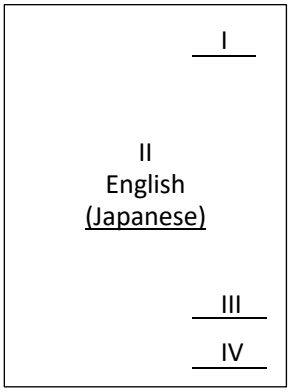
Document to be submitted

a. Title page

Prepare as follows:

I. Clearly indicate whether it is a doctoral dissertation or a reference paper.
II. The title in English, and the Japanese title in parentheses underneath the English one.
III. Write “Graduate School of Medicine, Doctoral Program (Medical Science), Shiga University of Medical Science.”
IV. Applicant’s name (your name)

↓Image of Title Page



d. Consent Form from Co-authors (Designated Format)

- If the dissertation is a co-authored paper, submit consent forms (originals only) **from all co-authors**.
- If co-authors requiring consent are non-Japanese speakers and cannot use the Japanese consent form, refer to the English example provided at the end of this guide to create an English version of the consent form.

e. Resume (Designated Format)

- Write your name exactly as it appears on your student ID card.
- In “現住所” field , enter the address registered with the university. If you have changed your current address, you must complete the address change procedure.
- List your academic history in chronological order from university enrollment onward.
- Double-check for any errors (e.g., spelling, dates of graduation, or employment termination).
- The name at the bottom (“氏名” field) must be handwritten by yourself.

f. Proof of Scheduled Publication

If the dissertation has not yet been published but is accepted for publication, submit documentation proving its scheduled publication.

g. Conflict of Interest Declaration for Doctoral Dissertation (Designated Format)

You should sign the "申告者署名" (Applicant Signature) field, and the corresponding author should sign the "責任著者署名" (Responsible Author Signature) field. The corresponding author is the "Corresponding author" of the paper.

h. List of Publications (Designated Format)

- Provide a Japanese translation in parentheses after the title.
- Indicate if the doctoral or reference papers are scheduled for publication.
- List additional reference papers as required.

i. Abstract of Dissertation (Designated Format)

- Summarize the objectives, methods, results, discussion, and conclusion in this order.
- Keep the abstract in 2 pages.

- Provide a Japanese translation of the title in parentheses.

j. Report on Contributions

- For co-authored dissertations, clarify the sections for which you and each co-author were responsible, indicating that you played a central role.
- If there are more than four co-authors (including you the applicant), provide a reason (example format available).

k. Doctoral Dissertation

- Preferably a single-author paper written in English.
- If co-authored, ensure the following conditions are met:
  - The doctoral applicant is the first author.
  - All co-authors have consented to use the paper as a doctoral dissertation.
  - Co-authors have agreed not to use the paper for another degree application.
- The dissertation should be published or have publication scheduled (accepted) in a journal with an impact factor (IF) of 1.0 or higher in the Journal Citation Reports (JCR). Exceptions apply for newly established journals or other special cases requiring separate review.
- For students enrolled before 2018, the IF requirement does not apply.
- As a general rule, published doctoral dissertations must include the your affiliation with this university or its affiliated hospital.
- In principle, doctoral dissertations must have been published in an academic journal within five years prior to the application date.
- If the dissertation is not yet published at the time of application but is accepted by a journal, the proof of scheduled publication will qualify it as published. When the dissertation is eventually published, submit two reprints to the Graduate School Educational Affairs Unit.
- If the dissertation is unpublished at the time of application, print the main text as follows:
  - Use A4 vertical paper (210mm × 297mm).
  - Add page numbers to each sheet.
  - Print on one side only.
  - Ensure the dissertation is finalized, thoroughly reviewed, and free of corrections before submission.

l. Reference Papers

Reference papers are not the literature cited in the dissertation. Instead, they refer to papers authored by yourself as the primary author, prepared as preliminary research leading up to the doctoral dissertation. If you do not have any papers that meet this criterion, reference papers do not need to be submitted.

r. Doctoral Dissertation Submission Checklist

The phone number and other contact details on this checklist will be used for emergency contact during the research presentation. Ensure accuracy when filling out this information.

5. Submission of Application Document Data

After submitting the required paper documents, send electronic copies (PDF format) of all submitted documents (a to r) to the Graduate School Educational Affairs Unit at hqgs@belle.shiga-med.ac.jp. Each document type should be submitted as a separate file, labeled as "Code_DocumentName" (e.g., "a_TitlePage").

6. Notice of Application Acceptance

The Graduate School Board will review the submitted documents to determine eligibility. You will receive notification of acceptance or rejection via email, with your academic supervisor also notified.

7. Preparation for the Research Presentation

Prepare the presentation materials to be used in "**8. Research Presentation**" as follows, and submit printed copies:

Software: PowerPoint

Format: Disclose any conflicts of interest (COI) regarding the dissertation on the slide following the title slide. For other aspects, such as slide orientation or dimensions, you may use any format.

Printing: A4, single-sided color, with two slides per sheet (arranged vertically).

Submission: Print 4 copies in the format specified above and submit them to the Graduate School Educational Affairs Unit (Window 3 at the Student Affairs Division). No digital data submission is required.

8. Research Presentation

Present and discuss the content of the submitted dissertation, followed by a public consultation. Each presentation session is scheduled for 40 minutes per person (15 minutes for presentation, 15 minutes for Q&A, and 10 minutes for public consultation). At the beginning of the presentation, you must disclose any conflicts of interest (COI) regarding the dissertation. Additionally, please bring a USB memory stick containing the PowerPoint data of your presentation in case of unforeseen circumstances.

Evaluation Criteria for Doctoral Dissertation Review (Doctoral Program)

1	Can the background of the research be explained?
2	Is the purpose of the research clearly stated?
3	Does the candidate understand the characteristics and limitations of the research methods?
4	Is there sufficient understanding and explanation of the research results?
5	Are issues arising from the conclusions logically organized and assessed from various perspectives?
6	Is there an understanding of the research's surrounding field?
7	Can the significance of the research be articulated?
8	Is knowledge of research methods adequate?
9	Is knowledge of the specialized field sufficient?
10	Is there potential for future research development?

9. Degree Conferral Decision

After the research presentation, the Graduate School Board will decide on degree conferral based on the evaluation results from the review panel. you will receive a notification of the decision. Those granted the degree will also receive details on the degree conferral ceremony, which should be confirmed along with the decision notice.

For those whose doctoral dissertation has not yet been published in an academic journal or will not be available on the journal's website, a reprint for deposit must be submitted by this stage.

10. Degree Conferral (Degree Conferral Ceremony)

Attend the degree conferral ceremony as outlined in the notification received during "**9. Degree Conferral Decision**", where you will receive your diploma. If you are unable to attend the ceremony, please inform the Graduate School Educational Affairs Unit in advance. You may then collect your diploma at the counter (Window 3 at the Student Affairs Division) after the ceremony date.

The degree conferred is "Doctor of Philosophy in Medical Science."

Additionally, upon degree conferral, the dissertation's abstract and a summary of the review results will be published on the university website as well as on the website of the National Institution for Academic Degrees and Quality Enhancement of Higher Education.

Note

This guide is based on the Shiga University of Medical Science Degree Regulations and other procedural rules. Content is subject to change without prior notice, so please be sure to check all notifications sent by the Student Affairs Division at each stage of the process.

Contact for this matter:

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