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# Guidelines for Degree Applicants (Course Doctorate)

Nagaoka University of Technology  
Division of Academic Affairs

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### 1. Number of Copies of the Dissertation Required for Submission

Documents to Submit	Number of Copies Required	Remarks
Application Form for Dissertation Screening	1 copy	Plagiarism check must be done by academic supervisor.
Dissertation (A4 size)	1 copy	
Dissertation Summary (approx. 300 characters in Japanese)	1 copy	
List of Papers	1 copy	
Abstract of Dissertation (approx. 2,000 characters in Japanese)	1 copy	
Curriculum Vitae	1 copy	
Plagiarism Declaration Form for Dissertation	1 copy	
Letter of acceptance of registration to the Institutional Repository (Doctoral Dissertation)	1 copy	

### 2. How to Apply

(1) Students who apply for the degree must submit, after obtaining approval from their academic supervisor, the designated application form, the dissertation summary and the plagiarism declaration form for dissertation to the Division of Academic Affairs through the Chair of the relevant major.

The submission date shall be the date specified by the University. However, with regard to the submission date for the relevant major, the student shall follow their academic supervisor's instructions.

(2) Students who have submitted the application form must also submit, after obtaining approval from their academic supervisor, the following: the dissertation, the list of papers, the abstract of dissertation, and the curriculum vitae to the Division of Academic Affairs through the head of the relevant major by the date specified by the University.

However, with regard to the submission date for the relevant major, the student shall follow their academic supervisor's instructions.

(3) In the case of international students applying for a degree, the students shall use the name as it is registered in the student's enrollment record (i.e., the name appeared on the Certificate of Residence). In such cases, the names must be written in capital (uppercase) letters.

(4) If any of these points are unclear, please contact your academic supervisor or the Division of Academic Affairs (ext. 9246 or 9248).

### 3. Guidelines for Writing the Dissertation

(1) Use a word processor or a typewriter.

(2) The dissertation must be printed and stored in an A4-sized binder. When producing a copy of the dissertation, use a copying method capable of long-term storage.

(3) The dissertation title and the student's name should be written on the front cover and on the spine. If the dissertation title is written in a non-Japanese language, the Japanese version may be included in parentheses ( ).

(4) After having passed the dissertation defense and being conferred the doctoral degree, the electronic version of the entire dissertation (PDF format) should be submitted using a CD-ROM or other accepted medium.

[Example of the Title Page] (A4-sized Binder)

Spine

Title of the Dissertation (Japanese Translation)	Author
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Front

Title of the Dissertation  (Japanese Translation)
Author

#### 4. Guidelines for Completing the Dissertation Summary

- (1) Write in Japanese (approx. 300 characters written horizontally) or English (approx. 100 words), and use a word processor or a typewriter.
- (2) If the dissertation title is written in a non-Japanese language, include the Japanese version in parentheses ( ).

#### 5. Guidelines for Completing the List of Papers

- (1) If the dissertation title is written in a non-Japanese language, include the Japanese version in parentheses ( ).
- (2) In the section for the “Method and Date of Publication”, write down the date of publication, the title, the type of publication (e.g., journal of a scientific society, journal of a university, academic journal, or a book), and name of book/journal.  
With regard to papers that have not yet been published, write about the publication status (e.g., preparing for submission, in review, or in press).
- (3) In cases when there are also associated publications used in the thesis, include them in the column for “Associated Publications”, written in the same manner as described in the preceding paragraph.
- (4) Do not write anything in the bottom Confirmation section of the form.

#### 6. Guidelines for Completing the Abstract of Dissertation

- (1) Write in Japanese (approx. 2,000 characters written horizontally) or English (approx. 500 words), and use a word processor or a typewriter.
- (2) If the dissertation title is written in a non-Japanese language, include the Japanese version in parentheses ( ).

#### 7. Guidelines for Completing the Curriculum Vitae

- (1) The most recent date (year/month/day) must be the date of submission of the dissertation.
- (2) With regard to academic background, include your academic history beginning from graduation from high school (or college of technology) until enrollment in (or advancement to) the doctoral program.
- (3) With regard to date of birth, Japanese students must write it in Japanese era. For international students, write it in Anno Domini system and numerically in the Year-Month-Day order.

#### 8. Publication of the Abstract of Dissertation (Internet)

- (1) After having conferred the degree, the University shall publish the abstract of dissertation and the abstract of the results of the dissertation screening.
- (2) The University shall post and enable public access to the doctoral dissertation, including the abstract of dissertation, on the Institutional Repository.
- (3) When the degree has been conferred, the abstract of the dissertation will be published on the Internet as stated in paragraph (2) above. Please submit the abstract of dissertation on a CD-ROM or other accepted medium.