

博士学位申請マニュアル —課程による申請（課程内申請）用—

Guide & Entry Manual for Procedures of Application for Doctorate (For those applying for doctorate in “*Kateina*” category)

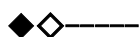
早稲田大学 理工学術院
Waseda University FSE

博士学位申請に関する情報、申請書類は、下記の理工学術院 HP 内（以下、学位論文ページ）からすべて入手できます。

For information related to doctorate application procedures in FSE, please refer to the following URL (the “Thesis and Dissertations Site” herein after) inside FSE’ s Homepage. You can download from the Dr Portal Site & its links the schedule of Graduate School Steering Committees, various forms you need to submit to Academic & Student Affairs Section, and so forth.

＜学位論文ページ（Thesis and Dissertations Site）＞

<http://www.waseda.jp/fsci/students/dissertation/>



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1. 課程内申請 For Applicants in *Kateinai* category

1.1.課程内申請の対象者 Doctorate in “*Kateinai*”

以下の A、B のいずれかに該当する方は課程内申請者となります。いずれの場合でも学位申請前に専攻（教室）の承認を得ていることが前提となります。詳しくは指導教員（主査）に確認してください。

If either A or B herein below is applicable to you, please apply in “*Kateinai*” category. Before making the official application for doctorate in *Kateinai* category with Faculty of Sci. & Eng. (FSE)’s Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*) through Academic & Student Affairs Section (*Kyogaku shienka*, on the 1st fl. of No.51 BLDG. of Nishi-Waseda Campus), you need to have approval in advance from the department you belong to or the major / department from which you withdrew with your Research Guidance (*Kenkyu shidou*) duly completed. For more details, please refer to your dr thesis supervisor (*Shidou kyoin*, charge of supervising your Research Guidance and doctoral thesis) or the academic serving as the principal referee (*Shusa*) in your doctorate application procedures. Generally, your Dr thesis supervisor serves as the principal referee on your D thesis.

A. 本学基幹、創造、先進各理工学研究科の博士後期課程に現在在籍し、所要の研究指導を受け、在籍期間が（研究科運営委員会による最終合否判定が行われる学期終了時点で）3年以上になる方（延長生を含む）。You are currently enrolled in a Dr program at Graduate School of Fundamental, Creative, or Advanced Science & Engineering, taking relevant Research Guidance in the Dr program and will have stayed in the Dr program for 3 years or longer as of the end of a semester in which a Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*) is held for making the final Decision on your doctoral thesis. This case includes extended students.

- 共同先端生命医科学専攻及び共同先進健康科学専攻の場合は、上記に加え、所定の単位数を修得することが必要です。

In addition to the condition mentioned in A above, if you are a Dr program student of Cooperative Major in Advanced Biomedical Sciences or Cooperative Major in Advanced Health Science, you need to earn credits of relevant courses specified by each of the Majors.

- 博士後期課程在学中に優れた研究成果を上げ、研究科運営委員会等が特に認めた場合は、修士課程修了に要した年数（最大2年）及び博士後期課程に在籍する期間が、研究科運営委員会による最終合否判定が行われる学期終了時点で、合計3年以上であれば課程内申請が可能です。詳しくは指導教員（主査）に確認してください。

As regards the necessary period of staying in the Dr program as a requirement of application for doctorate, if you have achieved outstanding academic performances while enrolled in it, and the Graduate School Steering Committee has specifically recognized them, you may be allowed to apply for doctorate with the total years of staying in both Master’s program (maximum 2 years counted) and Dr program 3 years or longer as of the end of a semester in which a Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*) is held for making the final Decision on your doctoral thesis. For more details, please ask your Dr thesis supervisor.

B. 上記博士後期課程に3年以上在学し、所要の研究指導を終了した上で退学した方で、退学日から起算して3年以内に開催される研究科運営委員会で学位申請が受理される方。

You withdrew from a Dr program of any of the aforementioned Graduate Schools at FSE where you stayed for 3 years or longer with your Research Guidance duly completed and can have your application for doctorate approved and accepted by a Graduate School Steering Committee (*Kenkyuka Un-ei Inikai*) to be held within 3 years from your official withdrawal date of the Dr program.

- 共同先端生命医科学専攻及び共同先進健康科学専攻の場合は、上記に加え、所定の単位数を修得していることが必要です。

In addition to the condition mentioned in B above, if you were a Dr program student of Cooperative Major in Advanced Biomedical Sciences or Cooperative Major in Advanced Health Science, you need to have earned credits of relevant courses specified by each of the Majors.

1.2.課程内申請とならない場合 Doctorate in “*Kateigai*”

以下のC~Fの場合は「課程によらない申請」（課程外申請）となります（審査料（20万円）の納入が必要となります）。別途、課程外申請者用の学位申請マニュアルを参照してください。

If any one of the following conditions mentioned in C through F here below is applicable to you, you need to apply for doctorate in “*Kateigai*” category, in which you need to pay 200,000 Japanese Yen as a screening fee. Please refer to a separate guide & manual for *Kateigai* category downloadable below.

C. 上記博士後期課程を、3年以上の研究指導を終了せずに退学した方。

You withdrew from a Dr program of any of the aforementioned Graduate Schools at FSE without completion of Research Guidance for 3 years or longer

D. 上記博士後期課程を、3年以上の研究指導を終了して退学したが、退学日から起算して3年以内に開催される研究科運営委員会で論文申請が受理されなかった方。

Even though you withdrew from a Dr program of any of the aforementioned Graduate Schools at FSE with completion of Research Guidance for 3 years or longer, you could not have your application for doctorate accepted by a Graduate School Steering Committee (*Kenkyuka Un-ei Inikai* 研究科運営委員会) to be held within 3 years from your official withdrawal date of the Dr program.

E. 共同先端生命医科学専攻及び共同先進健康科学専攻を、所定の単位数を修得せずに退学した方、もしくは所定の単位数を修得したが3年以上の研究指導を終了せずに退学した方。

You, as a student affiliated with Cooperative Major in Advanced Biomedical Sciences or Cooperative Major in Advanced Health Science, withdrew from a Dr program of either of the Majors without earning credits of relevant courses specified as required by either of the Majors OR with duly earning them but without completion of Research Guidance for 3 years or longer.

F. 上記課程内申請のA、Bの要件を満たさない方。

You do not fulfill the conditions mentioned in A or B in Section 1.1. herein above.

1.3. 学位論文ページ Thesis and Dissertations Site

博士学位申請に関する情報、申請書類は、下記の理工学術院 HP 内（以下、学位論文ページ）から入手できます。

For information related to doctorate application procedures in FSE, please refer to the following URL (the “Thesis and Dissertations Site” herein after) inside FSE’s Homepage. You can download from the Dr Portal Site & its links the schedule of Graduate School Steering Committees, various forms you need to submit to Academic & Student Affairs Section, and so forth.

<学位論文ページ (Thesis and Dissertations Site) >

<http://www.waseda.jp/fsci/students/dissertation/>

1.4. 学位申請スケジュール A Schedule for Doctrate

学位申請を受理した研究科運営委員会の開催日から**最短 2 か月以降、最長 1 年以内**に開催される同委員会で最終合否判定を申請してください。受理から 1 年以上経過した学位申請は無効となりますので、スケジュール等をよく確認のうえ、手続きを進めてください。審査日程については、学位論文ページ内「博士学位論文審査日程」を参照してください。

If your application for doctorate has been accepted by a Graduate School Steering Committee, you will need to have the final Decision on your Dr thesis by another Graduate School Steering Committee **to be held in 2 month time at the earliest but within one year at the latest from the date your application for doctorate was accepted by the first Graduate School Steering Committee**. In other words, you need to have at least two month period between a Graduate School Steering Committee accepting your application for doctorate and another Steering Committee making the final Decision, but if you cannot have the final Decision on your Dr thesis by the Graduate School Steering Committee within one year as mentioned above, the acceptance of your application will be nullified. Please pay extra attention to scheduling of your doctorate application with full reference to all relevant documents and consultation with your Dr thesis supervisor. Please refer to “Schedules of Application for Doctorate” in the Thesis and Dissertations site.



2.2. 学位申請提出書類 Application Forms for Doctorate

学位申請に関する提出書式は、すべて下記の理工学術院 HP 内の学位論文ページからダウンロードしてください。

All forms you need to submit to Academic & Student Affairs Section in relation to application for doctorate are downloadable in the Thesis and Dissertations site. Please refer to sections here below for more details about individual documents.

< 学位論文ページ (Thesis and Dissertations Site) >

<http://www.waseda.jp/fsci/students/dissertation/>

3. 専攻の予備審査 Preliminary Screening by Dept.

3.1. 予備審査 Preliminary Screening

予備審査は、博士論文の執筆継続の可否、研究科運営委員会への正式な学位申請の可否を専攻（教室）として決定する為のものです。論文、履歴書、研究業績リスト、発表論文別刷り等、専攻で指定した書類を期日までに専攻の連絡事務室に提出してください。なお、提出書類、提出期限等の詳細については、必ず主査または専攻の連絡事務室に確認してください。

Preliminary screening (*Yobi-shinsa*) by Dept. is a procedure where the Dept. you are / were affiliated with will officially approve if you are allowed to continue to write your Dr thesis according to your plans and to officially apply for doctorate with Graduate School Steering Committee. You are requested to submit to your Dept.'s liaison office (*Renraku Jimu shitsu*) by a deadline specified by the Dept. documents such as Dr thesis, CV, a list of your academic achievements, offprints of articles which have been made public on journals, and so forth. For more details about exactly what documents to submit by when, please refer to the principal referee of your Dr thesis and/or the liaison office of your Dept.

3.2. 予備審査開催通知申請 Application Form for Preliminary Screening

主査は開催の2週間前までに**予備審査開催通知申請書**を教学支援課へ提出してください。

In order to hold a preliminary screening by Dept., the principal referee needs to submit a specific form to Academic & Student Affairs Section no later than two weeks before the preliminary screening is held.

3.3. 論文に秘密情報を含む場合 In case of secret information included in your thesis

論文の内容に未発表・未公表の発明、考案その他秘密事項である旨が特定された情報や、その発表が含まれる場合は、予備審査や今後行われる公聴会の参加者に対し、論文が公知となるまでその秘密情報を第三者へ開示、提供、漏えいをしないことを誓約書にて取り交わしてください。

When unpublished or unannounced invention or device or other information specified as secret matters or its publications are included in the contents of your Dr thesis, you need to exchange a written oath with the participants of preliminary screening and the Thesis Defense to be held in future that they shall not disclose, offer or leak the secret information to a third party until your Dr thesis becomes publicly known .

4. 学位申請受理 Acceptance of the Application for Doctorate

4.1. 学位申請者の提出書類 Submission of Documents for Application of Doctorate

学位申請者は、専攻の予備審査終了後、専攻の承認を受けた上で、主査の指示に従い、学位申請の受理を行う研究科運営委員会の**2週間前までに**、下記の書類を教学支援課へ提出してください。

- 博士論文概要 (4.2.1.参照)
- 申請時フォーム (4.2.2.参照)
- 学位申請書・誓約書 (4.2.3.参照)

主査は、学位申請の受理を行う研究科運営委員会の**2週間前までに**、下記の書類を教学支援課へ提出してください。

- 博士論文受理申請書(課程内) (4.2.4を参照)

詳しくは以下4.2以降の説明を参照してください。なお、学位申請者の提出する全ての書式の内容については、指導教員の確認を事前に得ていることが必要です。受理申請をするには、**研究倫理科目を受講していることが必須**となります。詳しくは主査に確認してください。

- 博士学位申請(受理)チェックリスト (4.2.5を参照)

必要書類はすべて下記の理工学術院 HP 内の学位論文ページからダウンロードできます。

<学位論文ページ>

<http://www.waseda.jp/fsci/students/dissertation/>

Having obtained approval from your Dept.'s faculty committee after the preliminary screening, you will have to submit to Academic & Student Affairs Section (*Kyogaku shienka*, at 1st fl. of No.51 BLDG. of Nishi-Waseda Campus) the following documents **no later than two weeks before** a Graduate School Steering Committee which will decide whether to accept your doctoral application. Before submission, you need to obtain approval in advance from the principal referee on contents of all the documents you submit:

- **Synopsis** (refer to Section 4.2.1)
- **Data Entry Form** (refer to Section 4.2.2)
- **Application Form with Written Oath** (refer to Section 4.2.3)

In addition to the documents submitted by you (applicants), your principal referee will have to submit:

- **Application Form** (refer to Section 4.2.4)

to Academic & Student Affairs Section by the same deadline.

As a prerequisite for applying doctorate with a Graduate School Steering Committee, you need to have taken research ethics courses. For more details about this, please refer to your principal referee (thesis supervisor).

- **Check List for Application** (refer to Section 4.2.4)

You can download all documents following URL.

<Thesis and Dissertations Site>

<http://www.waseda.jp/fsci/students/dissertation/>

4.2.研究科運営委員会受理申請書類の提出

Submission of Documents for Doctoral Application by Graduate School Steering Committee

4.2.1.博士論文概要 Synopsis

捺印済原本1部およびその photocopy 1部を提出

One sealed / signed original hard copy and One photocopy of it to be submitted

博士論文概要には、表紙 (1 ページ)、概要本文 (3 ページ)、研究業績書 (3 ページ)、履歴書 (1 ページ) が含まれています。所定の書式に必要な情報を記入し、**全てのページを片面印刷**のうえ、研究業績書及び履歴書の指定箇所に捺印もしくは署名した後、学位申請の受理を行う研究科運営委員会の**2週間前までに**申請者が教学支援課に提出してください。郵送や電子メールでの送付は受け付けていません。

Synopsis includes the following 4 parts: **cover page (1 page), main body (3 pages), List of research achievements (3 pages), and CV (1 page)**. The applicant is requested to download a specific Synopsis format, fill in necessary information on each part of the Synopsis, print out one hard copy **with all pages printed out single-sided**, put your seal or signature on the specified sections on the 1st page of List of research achievements and CV, and submit one original hardcopy and one photocopy of it to Academic & Student Affairs Section **no later than two weeks before** a Graduate School Steering Committee where your doctoral application is to be accepted. We do not accept delivery of the Synopsis by post or email.

4.2.1.1.博士論文概要の表紙について Cover Page of the Synopsys

表紙にはページ数を記入する必要はありません。記入例はセクション 12 を参照してください。

As regards the cover page of the Synopsys, you do not have to put any page number on it. For a sample cover page, please refer to Section 12 herein after. Important points you need to pay attention to in preparing the cover page are shown in a through e herein below.

- a. 表紙上の研究科名 (受理研究科名) は、該当する研究科名 (基幹、創造、先進のいずれれか) を記入してください。共同専攻の方は、先進理工学研究科と記入してください。

The name of the graduate school in the top section on the cover page should be your home graduate school or one from which you withdrew. Please choose the appropriate one from Fundamental, Creative, or Advanced. If you are a student of one of the Cooperative Majors, please input “Graduate School of Advanced Science and Engineering” in this section.

- b. 表紙上の論文題目は、以下の点に注意してください。

As regards the doctoral thesis title written on the cover page, please follow instructions below:

- 博士論文を日本語で執筆する場合、まず日本語で表記し、その下に英訳を併記してください。
If you write the doctoral thesis in Japanese, please input the title in Japanese first and then enter its English translation just below it.
- 博士論文を英語で執筆する場合、まず英語で表記し、その下に日本語訳を併記してください (日本語訳は省略可能です)。
If you write the doctoral thesis in English, please write the title in English first and then place its Japanese translation just below it. The Japanese translation can be omitted from the cover page.

- 博士論文を英語で執筆する場合、題目の日本語訳を省略することも可能ですが、セクション 4.2.2 「申請時情報フォーム」の題目記入欄には、日本語訳を必ず記載してください。

As mentioned above, if you write your doctoral thesis in English, the Japanese title can be omitted on the cover page of the Synopsis. But in the “Data Entry Form” (xls file) mentioned in Section 4.2.2 herein below, you are requested to input the Japanese translation.

- c. 表紙上の申請者氏名欄は、博士論文を日本語で執筆する場合、上段に日本語表記で姓・名の順に記入し、下段にローマ字もしくは英語表記で名・姓の順で記入してください（名は第 1 字を大文字で記入し、それ以降は小文字で、姓は全て大文字で表記）。

As regards the applicant name on the cover page, please refer to the following rules: If you write your doctoral thesis in Japanese, please write your name in Japanese (kanji or katakana, as appropriate) in the upper section with your family name first written and your given name written second. Then in the lower section please write your name in Roman characters or English with your given name written first (like “Thomas”) and then your family name written second (like “SMITH”).

- 博士論文を英語で執筆する場合、上段に英語（ローマ字）表記（Ichiro TANAKA, Thomas SMITH のように、名・姓の順で記入）、下段に日本語表記（田中一郎、スミス トーマスのように、姓・名の順で記入）で記入してください。

If you write your doctoral thesis in English, please write your name in Roman characters or English in the upper section with your given name first written like “Ichiro” or “Thomas” and your family name written second like “TANAKA” or “SMITH” . Then in the lower section please write your name in Japanese (kanji or katakana, as appropriate) with your family name written first like 田中 or スミス and then your given name written second like 一郎 or トーマス.

- d. 表紙上の専攻・研究指導名については、○○専攻・○○研究という形式で、**入学年度の専攻名・研究指導名**を正確に記入してください。**英語で記入する場合は、2010 年度以前に入学した方は専攻の英語表記が Major in に、2011 年度以降に入学した方は Department of となります。**

As regards the names of your home department and Research Guidance on the cover page, please input the correct information of them at admission. Please note that **for those who enrolled in the dr program in AY 2010 or before, the English translation of 専攻 is “Major in” while for those enrolled in AY 2011 or after, it should be “Department of”** .

- 工研を研究指導終了退学後 3 年以内で申請する方は、表紙上の研究科名は該当する新研究科名を記入する一方、専攻・研究指導名は工研入学時の名称を記入してください。

This is related to Japanese students enrolled in Graduate School of Sci. & Eng. which has stopped new enrollment since 2007.

- e. 表紙下部の年月欄は、学位申請が受理される研究科運営委員会の開催年月を西暦表記で記入してください。

As regards the month and year at the bottom part of the cover page, please input the month and year in which the Graduate School Steering Committee is held to accept your application for doctorate.

4.2.1.2.博士論文概要の本文について Synopsis Main Body

概要本文の記入の際は、博士論文を日本語で執筆する場合は、日本語で作成してください。書式は、36文字×37行、明朝体 11 ポイントのフォントを標準としますが、文字数は多少変動しても構いません。**必ず 3 ページにまとめてください。**博士論文を英語で執筆する場合は、日本語もしくは英文で作成してください。概要書をどちらの言語で執筆するかは、主査に確認してください。英語で執筆する場合、フォントは基本的に Times New Roman、Arial のどちらかを使用し、1 ページ 37 行を目安にして、必ず 3 ページにまとめてください。**フッターに必ずページ数 (No.1、No.2、No.3) を記載してください。**

As regards the Synopsis main body (3 pages), if you write your doctoral thesis in Japanese, please write the Synopsis main body in Japanese, following a standard style which is: *Minchotai* font, Font size 11, 36 characters a line, 37 lines a page, 3 pages in total. The number of characters can vary to some extent. If you write your doctoral thesis in English, you can write the Synopsis main body either in Japanese or English. In any case please consult & confirm with your principle referee (thesis supervisor) on which language the Synopsis should be written in. If you write it in English, fonts to be used can be Times New Roman or Arial in font size 11, and the number of lines on one page should be around 37. Please compile the content in 3 pages. Please put page numbers (like No.1, No.2, No.3) in the footer sections on the pages.

4.2.1.3.博士論文概要の研究業績書 List of Research Achievements

博士論文に直接関係のある研究業績を以下の分類順、年代の新しい順に **3 ページ以内**で記入してください（業績の多い場合には「その他何件」と記入してください）。記載方法については、当該分野の学会等で標準的に使用されている文献等の記載方法に従って記載してください。

How to enter the “List of research achievements” section of the Synopsis: in the “By Type” column on the List, please input your research achievements directly related to your doctoral thesis according to the following classifications (“a” through “e” here below) on the new-achievements–first-written basis within 3 pages. If you have too many achievements to put within 3 pages, please omit some by writing, for instance, “3 others.” Please prepare the List according to entry methods / rules generally accepted by academic society / field you belong to.

a. 論文 Academic papers

学術誌原著論文（査読のある学術誌等に掲載されたもの。ただし、アブストラクトは除く）。記載事項は、著者名、題目、掲載誌名、巻号、発表年（月）、頁等。

Original papers which are printed in refereed journals, except for abstracts. Please specify the following information: author name(s), theme of the papers, name & volume number & page number of journals on which they are publicized, year of publication, and so forth.

b. 総説 Reviews

学術誌の解説、講座等。記載事項は、著者名、題目、掲載誌名、巻号、発表年（月）、頁等。

commentaries for journals, academic courses, and so forth. Please specify the following information: author name(s), theme of the papers, name & volume number & page number of journals on which they are publicized, year of publication, and so forth.

c. 講演 Lectures

国際会議、シンポジウム等を含む。記載事項は、講演者名、題目、シンポジウム名、開催場所、開催年月、主催者名等。

lecturers at international conferences, symposia and so forth. Please specify the following information: name(s) of them, themes, places and years & months where and when they were held, names of bodies to hold them, and so forth.

d. 著書 Publications

著書・編著。記載事項は、著者名、題目、出版元、出版年等。

publications written or edited by you. Please specify the following Information: name of author, theme / title, publisher, publishing year, etc.

e. その他 Others

博士論文に直接関係する特許、不定期刊行物、業界誌等に掲載された記事、学内紀要等、更に博士論文に直接関係のない論文、総説、講演、著書、特許も含むものとします。その種別を（ ）を付して記入してください。

items directly related to your doctoral thesis such as patents, articles published on irregular publications, industry magazines, university bulletins, and others indirectly related to your doctoral thesis such as original papers, reviews, commentaries, lectures, publications, patents, and so forth.

f. 論文の連名の記載については、申請者を含め、記載順に全員の氏名を記入してください。ただし、連名、共著者が多い場合は、少なくとも第一著者名、他何名とし、申請者が何番目の著者にあたるかが判るように記載してください。また、論文の中で博士論文の中核を担う主業績になるものには、○印を付して明示してください。

If a given paper has multiple authors, please write all authors including you in the original order. But if there are too many co-authors for a given paper to be mentioned on the List, please mention the 1st author in full and the rest as “others” with indication of your name order in the paper. Among the papers mentioned on the List, please put circles (O) in front of the papers which are regarded as significant contributors to your doctoral thesis.

g. 未印刷論文の取扱いについては、原則として、**採用が決定しているもののみを、(掲載決定)と記入し**、予め掲載誌の巻・号が明らかな場合はそれも記入してください。採否未定のを記載する場合には(投稿中)と明記してください。研究科運営委員会による最終合否判定の資料提出の段階で、(投稿中)の論文が採択されていない場合は、研究業績書の該当部分を削除し、最初のページ右肩の日付も適宜アップデートしたうえで、博士論文概要全体(**履歴書は必ず削除し、概要表紙の日付は変更しない**)をCDROMにPDF/A fileで格納し、修正した研究業績書部分のみをプリントアウト(1部)し捺印のうえ、教学支援課に差替版として提出してください。(投稿中)の論文が、研究科運営委員会による最終合否判定の資料提出の段階で採択されている場合は(投稿中)を削除し、(またその際題目が変更されていれば新しい題目にアップデートする)、博士論文概要全体(**履歴書は必ず削除し、概要表紙の日付は変更しない**)をCDROMにPDF/A fileで格納し、修正した研究業績書部分のみをプリントアウト(1部)し捺印のうえ、教学支援課に差替版として提出してください。

As regards papers which have yet to be publicized on journals, please basically include ones which have already been confirmed to be publicized on them with indication like “in printing” and, if available in advance, with additional information such as volume number of a journal on which the paper will be printed. If you include on the List papers which are yet to be confirmed to be printed on journals, please clearly indicate so like “in application”. When you submit documents to Academic & Student Affairs Section for the final Decision on your Dr thesis by a Graduate School Steering Committee, all the documents to be submitted should be FINAL, so that the List included in the PDF/A version of the Synopsis should also be FINAL. This means that this final List should not include any papers yet to be confirmed to be publicized on journals. So please make sure to revise the List appropriately (i.e., as regards any papers still in the state of “in application” at this stage, please eliminate them from the List. As regards any papers which were initially indicated as “in application” but confirmed to be publicized on journals by the time of application with the Graduate School Steering Committee for the final Decision on your doctoral thesis, please eliminate the indication of “in application” and put down details such as name, volume, page number of the journals with the date indication upper right on the 1st page of it relevantly updated and make this revised List part of the PDF/A file of the Synopsis, which is to be put into the CDROM. Please do not change the month & year on the cover page of the Synopsis, and do eliminate the CV section. Please also submit to us one hard copy of the revised List section with your signature or seal to be put on the 1st page of it as a substitute to what you had already submitted to us.

h. 指定箇所に必ず捺印してください。ページ数 (No.1、No.2、No.3) をヘッダー右に記載してください。

Please put down your signature or seal on the designated place on the 1st page of the List. Please also put page numbers (like No.1, No.2, No.3) on the upper right in the header section of the List page.

4.2.1.3.博士論文概要の履歴書について CV

履歴書 (CV) の記入の際は、セクション 12.3 の記入例を参考にして、学歴、研究歴、職歴、賞罰等、漏れのないように記入し、必要に応じて表・裏で用紙1枚に収めてください (**裏面使用の場合は必ず両面印刷にて提出してください**)。指定箇所に必ず捺印してください。なお、本論文を英語で執筆する場合は、英文で記入しても構いません (捺印に代えて自筆サインでも構いません)。右肩の日付は、受理を決定する研究科運営委員会開催の2週間前迄の日付を記入してください。

When you enter data on the CV section of the Synopsis, please refer to the entry examples mentioned in Section 12.4 herein after, making sure not to miss any important data of history of your education, research and job experiences, award & penalties and so forth and put down your signature or stamp your personal seal on the designated place on the 1st page of the CV. Please compile the contents on one page, but if necessary, you can use another page (i.e., max. two pages are usable), but if the CV has two pages, please make sure to print it out **double-sided**. In the top line of the CV, you see “day/month/year” section, to which please input a date no later than two weeks before the Graduate School Steering Committee is held for accepting your application.

4.2.2.申請時情報フォーム Data Entry Form

xls file をメール送付 : dr@sci.waseda.ac.jp

xls file to be emailed to dr@sci.waseda.ac.jp

申請時情報フォーム (Excel ファイル) を、学位申請の受理を行う研究科運営委員会の **2 週間前までに**申請者が電子メールで教学支援課へ送付してください。

The applicant is requested to download the specified xls file for the “Data Entry Form” and send the filled xls file by email **no later than two weeks before** a Graduate School Steering Committee where the doctoral application is accepted.

4.2.3.学位申請書・誓約書 Application Form with Written Oath

紙媒体 1 部提出 One hardcopy to be submitted

所定のフォームをダウンロードの上、紙媒体 1 部を学位申請の受理を行う研究科運営委員会の **2 週間前までに**申請者が教学支援課へ提出してください。

The applicant is requested to download the specified file for the Form and submit one hardcopy of it to Academic & Student Affairs Section **no later than two weeks before** a Graduate School Steering Committee where your doctoral application is to be accepted.

4.2.4.課程内博士論文受理申請書 Application form for Doctorate in *Kateinai*

紙媒体 1 部提出 One hardcopy to be submitted

- a. 学位申請の受理を行う研究科運営委員会の **2 週間前までに**、主査が教学支援課に提出してください。専攻主任の捺印が必要です。

The principal referee needs to submit this Form to Academic & Students Affairs Section **no later than two weeks before** a Graduate School Steering where the doctoral application is to be accepted. The Form needs to get an approval stamp of the head of the Department.

- b. 学外の副査がいる場合は、申請書上に、副査のフルネーム、自宅住所、TEL 番号、メールアドレス、所属機関、職位等を漏れなく申請書上に記載してください。

If any of referees other than the principal referee are persons affiliated with organizations outside of Waseda University, please write on the Form their full names, their personal home addresses, telephone numbers, organizations they belong to, their positions, and email addresses.

- c. 日本国外の研究機関等に在籍している方が審査員になる場合は、審査を日本国内・外、どちらで行うのかを、欄外に必ず記入してください。また、審査料の振込の際必要となる次の情報を必ず入手し、教学支援課までメール (dr@sci.waseda.ac.jp) で連絡してください。

審査員のフルネーム、自宅住所、振込銀行・支店の正式名称及び住所、銀行口座番号 (IBAN)、銀行の SWIFT Code 等国際送金に必要な各種コード

If referees are affiliated with organizations located outside of Japan, please also mention on the Form if they do activities as referees inside or outside Japan. In addition, please let us know the following information which we need

when paying the referee fees to them: the full names of the referees, the full names and addresses of banks in which they have their bank accounts including branch names, the bank account numbers (IBAN), SWIFT and other similar codes necessary for international money remittance.

- d. 当該審査分科会の構成員ではない副査に投票権を与える場合は、審査分科会構成員の「関連専攻、その他」の欄に記入してください。

Please note that if the names of referees not belonging to Dept. Screening Committee (*Shinsa bunka kai*) which examines the doctoral thesis are mentioned in “関連専攻、その他” section on the Form, they are given the voting rights in the *Shinsa bunka kai*.

4.2.5.博士学位申請（受理）チェックリスト Check List for Application

紙媒体 1 部提出 One hardcopy to be submitted

所定のフォームをダウンロードの上、紙媒体 1 部を学位申請の受理を行う研究科運営委員会の **2 週間前までに**申請者が教学支援課へ提出してください。

The applicant is requested to download the specified file for the Form and submit one hardcopy of it to Academic & Student Affairs Section **no later than two weeks before** a Graduate School Steering Committee where your doctoral application is to be accepted.

5. 公聴会 Thesis Defense

研究科運営委員会の受理決定後、公聴会を行う必要があります。主査は、公聴会開催日の**2週間前までに、公聴会開催通知申請書**を教学支援課に書面にて提出してください（研究科運営委員会の翌日から提出が可能です）。開催日から2週間以上空けられない特段の事情がある場合には、教学支援課に事前に相談してください。

After your application of doctorate has been accepted by a Graduate School Steering Committee, you need to have a Thesis Defense (*Kochoukai*). In order to hold it, the principal referee needs to submit an **Application form for Thesis Defense** to Academic & Student Affairs Section **no later than two weeks before** the Thesis Defense is held. The submission of the form is possible from the following day of the Graduate School Steering Committee where your doctoral application is accepted. If the form cannot be submitted by the aforementioned deadline for inevitable reasons, please consult Academic & Student Affairs Section in advance.

6. 論文題目の変更 Change of the thesis theme

学位申請受理後に論文題目を変更した場合は、「**博士論文題目変更届**」に専攻主任、主査、学位申請者の捺印のうえ、合否判定の研究科運営委員会開催の**2週間前までに、主査が教学支援課へ提出**してください。同時に、「**博士論文題目変更届**」の電子媒体（word file）を、**dr@sci.waseda.ac.jp宛に送付**してください。

When you have to change the title of your doctoral thesis according to instruction of your thesis supervisors after your doctoral application was accepted by the Graduate School Steering Committee, you have to download an **Application Form to Change of Thesis Theme** (word file), fill in necessary information, print out one hardcopy of it, get seals of the department's head, the principal referee, and yourself on it. The completed form needs to be submitted to Academic & Student Affairs Section **by the principal referee no later than two weeks before** the Graduate School Steering Committee to make the final Decision on your Dr thesis. Please also send the word file version by email to dr@sci.waseda.ac.jp.

7. 審査分科会 Dept. Screening Committee

7.1. 専攻の最終合否判定 Judgment by the Dept.

公聴会後に、専攻の審査分科会で、専攻としての合否を決定します（最終的な合否判定は、この後に行われる研究科運営委員会で決定されます）。

After the Thesis Defense, the Dept. Screening Committee (*Shinsa bunka kai*) will decide whether your Dr thesis should pass or fail. This is a judgment by the Dept., and the final Decision will be made by a Graduate School Steering Committee to be held thereafter.

7.2. 最終版博士論文の提出 Submission of Dr Thesis

申請者は、この審査分科会の開催日の**1週間前までに**、最終版の博士論文の紙媒体を1部、専攻の連絡事務室へ提出してください。紙媒体は必ずしも黒表紙の製本したものでなく、バインダー等で仮綴じたものでも構いません（必ず、主査の指示に従ってください）。

You (applicants) are requested to submit to Dept. Liaison Office (*Renraku jimushitsu*) 1 hardcopy of the final version of your Dr thesis **no later than one week before** the said Dept. Screening Committee is held. The hardcopy to be submitted needn't necessarily be a black hard-cover booklet made by a professional bookbindery, but needs to be firmly bound with a plastic / paper binder so that any page won't be missed. In any case please consult your principal referee for instructions on how to prepare the hardcopy.

7.3. 博士論文の類似判定 Implement Plagiarism Check on Dr Thesis

主査は遅くともこの段階までに、iThenticate等の電子的類似判定ツールによる博士論文の剽窃・盗用チェックを行ってください。

Principal referees are requested to implement plagiarism check on Dr thesis by using electronic check tools such as iThenticate by this stage at latest.

8. 最終合否判定申請

Application for Final Decision by Graduate School Steering Committee

8.1.最終合否申請提出書類 Submission of Document for Final Decision

主査は、専攻の審査分科会終了後、最終合否判定を行う研究科運営委員会の**2週間前までに**、下記の書類を教学支援課へ提出してください。

- **博士論文合否申請書（課程内）**（8.2 参照）
- **博士論文審査報告書**（8.3 参照）
- **博士論文**（8.4 参照）
- **博士論文、博士論文概要書、博士論文審査報告書の PDF/A ファイルを格納した CD-ROM**（8.5 参照）
- **博士学位申請（合否）チェックリスト**（8.7 参照）

学位申請者は、最終合否判定を行う研究科運営委員会の**2週間前までに**、下記の書類を教学支援課へ提出してください。

- **進路報告書**（8.6 参照）

必要書類はすべて下記の理工学術院 HP 内の学位論文ページからダウンロードできます。

<学位論文ページ>

<http://www.waseda.jp/fsci/students/dissertation/>

The **principal referee** needs to submit the following documents and CD-ROM to Academic & Student Affairs Section (at 1st fl. of No.51 BLDG. of Nishi-Waseda Campus) **no later than two weeks before** a Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*) where your Dr thesis is examined for the final Decision.

- **Application Form (*Kateina*) for the Final Decision** (refer to Section 8.2)
- **Screening Results Report** (refer to Section 8.3)
- **Dr thesis** (refer to Section 8.4)
- **One CDRom including separate PDF/A files of Dr thesis, Synopsis, and Screening Results Report** (refer to Section 8.5)
- **Check List for the Final Decision**(refer to Section 8.7)

You (**applicant**) needs to submit the following document to Academic & Student Affairs Section (at 1st fl. of No.51 BLDG. of Nishi-Waseda Campus) **no later than two weeks before** a Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*) where your Dr thesis is examined for the final Decision.

- **Alumni Career Path Survey** (refer to Section 8.6)

You can download all documents following URL.

<Thesis and Dissertations Site>

<http://www.waseda.jp/fsci/students/dissertation/>

8.2.博士論文合否申請書（課程外）

Application Form (*Kateina*) for the final Decision

紙媒体 1 部を提出（専攻主任の捺印が必要です）

One hardcopy to be submitted (Please have a seal of the head of the Department on the form)

8.3.博士論文審査報告書 Screening Results Report

片面印刷。紙媒体 2 部を提出

printed out single-sided. 2 hardcopy to be submitted.

- 紙媒体および電子媒体（PDF/Aファイル）での提出が必要です。電子媒体については、セクション8.5で説明する、CD-ROMに格納して提出してください。

PDF/A file of the Screening Results Report as well as hardcopies of it need to be submitted. Please put the pdf file of it into a CD-ROM mentioned in Section 8.5 herein below.

- 表紙の研究科名、題目、申請者氏名、専攻・研究指導名称の記入は、博士論文概要の記入要領に準じます。但し、表紙下の日付は、最終合否判定が行われる研究科運営委員会の開催年月を西暦表記で記入してください。セクション13の記入例を参照してください。

As regards data entry on the cover page of the Report (e.g., name of graduate school, the thesis title, applicant name, names of Major / Dept. and Research Guidance), please make sure that they are **identical to** those on the cover page of the Synopsis submitted by the applicant **except for the month & year, which on the Report should be one in which the Graduate School Steering Committee making the final Decision is held**. For the sample of screening results report, please refer to section 13.

- 本文は3ページ以内にまとめ、最終ページに審査分科会開催の年月を記入してください（表紙の年月とは異なる場合があります）。

The main body of the Report should be written within 3 pages, and **at the last part of the last page, please write down the month & year that the Dept. Screening Committee (*Shinsa Bunkakai*) was held**. This means that the month & date on the cover page of the Report can be different from the one on the last page.

- 最終ページに、審査員のフルネームおよび審査員の有する博士学位も正確に記入したうえで、直筆の署名をしてください。

Please also mention at the end section on the last page the full names of the referees and the doctorates held by them with **their signatures**.

- 審査報告書は、博士論文の執筆言語によらず、日本語もしくは英語で作成してください。

The principal referee can prepare the Screening Results Report either in Japanese or English regardless of the language in which the Dr thesis is written.

8.4.博士論文 Doctoral thesis

両面印刷。紙媒体 2 部を提出

print it out double-sided. Two hardcopies to be submitted

- a. 合否判定を行なう研究科運営委員会における閲覧のため、博士論文を**両面印刷のうえ、紙媒体 2 部を提出**してください。バインダーやステイプラーなどで綴じて、背表紙や表紙で、氏名と論文題目がわかるようにしてください。黒表紙などの製本の必要はありませんが、主査（専攻）からの指示があれば、それに従ってください。研究科運営委員会終了後、研究室宛てに返却します。

Please submit two copies of paper version of your Dr thesis (printed out double-sided) to be shown for the Graduate School Steering Committee to make a Decision. Your Dr thesis should be bound by binder, stapler, etc. so that your name and the thesis title can be seen on the cover page and the spine page. The hardcopy need not be a black hard-cover booklet made by a professional bookbindery, but follow the principal referee's instruction if any. The copies will be returned to your laboratory after the Graduate School Steering Committee was held.

- b. 表紙、内表紙、本文、謝辞、参考文献、研究業績書等をすべて記載してください。内容について必ず主査の確認を得てください。論文の体裁について特に決まりはありませんが、表紙と内表紙については以下の説明のとおり、必要な情報を記載してください。その他の細かい体裁については主査に確認してください。

The doctoral thesis should have all the necessary information including the cover page, the inner cover page, the main body, acknowledgements, bibliography, the lists of research achievements, and so forth. You need to have confirmation from the principal referee (thesis supervisor) on the contents of the doctoral thesis. For points which you need to pay attention to in preparing Dr thesis such as information which should be included on the cover page, the inner cover page, and so forth, please read explanations herein blow. For other style-related inquiries, please refer to your principal referee (thesis supervisor).

- c. **全ての冊子の巻末に、審査員全員の直筆の署名および署名日の記載が必要です。**

All the booklets to be submitted need to have signatures & signature date at the end section written by all the referees for your dr thesis.

- d. 博士論文の**表紙**について以下の確認のうえ、作成してください。巻末のセクション 14 の記入例を参照してください。

Please find here below brief explanations about **information to be included on the cover page** of the doctoral thesis. For a sample cover page, please refer to Section 14.

- 表紙には、論文題目、合否判定を行う研究科運営委員会の開催年月、申請者氏名を記載してください。
On the cover page, please mention the thesis title, the month & year in which a Graduate School Steering Committee is held for the final judgment on your doctoral thesis, and your full name.
- 表紙・内表紙ともに、博士論文を日本語で執筆する場合は、日本語題目の下に英訳を併記してください。博士論文を英語で執筆する場合は、英語題目の下に日本語訳を併記してください(日本語訳は省略可能)。
As regards the Dr thesis title on both the cover page and the inner cover page, if you write your doctoral thesis in Japanese, please write the title in Japanese first and then its English translation just below it. If you write your

doctoral thesis in English, please write it in English first and its Japanese translation just below it. In this case (where you write the thesis in English), you can omit the Japanese translation..

- 表紙・内表紙ともに、最終合否判定を行う研究科運営委員会の開催年月を、執筆言語のみで、西暦表記で記入してください。

Regarding the month & year on both the cover page and the inner cover page, please mention in English the month & year in which the Graduate School Steering Committee is held for the final Decision on your doctoral thesis.

- 氏名については、表紙・内表紙ともに、博士論文概要の表紙の氏名欄と同じ要領で記入してください（英語で執筆する場合は、日本語は省略可能）。

As regards your name on both the cover page and the inner cover page, please write the correct information of your full name in the same way as you do for the cover page of the Synopsis. If you write your doctoral thesis in English, you can omit your name in Japanese.

- e. 博士論文の**内表紙**について以下の確認のうえ、作成してください。セクション 14 の記入例を参照してください。

Please find here below brief explanations about **information to be included on the inner cover page** of the doctoral thesis. For a sample inner cover page, please refer to Section 14 at the end section hereof.

- 内表紙には、表紙に記載のある情報に加えて、**入学時の**大学院名・研究科名、専攻・研究指導名を執筆言語で記載してください。

<記入例>

早稲田大学大学院 ○○理工学研究科

○○専攻○○研究

On the inner cover page, you need to mention, in addition to what you mention on the cover page, the following additional information in English: names of the university and your home graduate school, Major / Department, and Research Guidance. Please precisely describe them at your enrollment in the dr program.

If you enrolled in your Dr program in academic year 2010 or before, please use “Major in XX” while if you enrolled in it in academic year 2011 or after, please use “Department of XX” . If you belong to one of the Cooperative Majors, please use “Cooperative Major in XX” regardless of your enrollment year.

< Sample >

Waseda University Graduate School of XX Science and Engineering,

Major in / Department of XX, Research on XX

< 共同先端生命医科学専攻の方（早稲田大学本属の方） >

※東京女子医科大学本属の方は、大学名の順序を逆にしてください。

早稲田大学大学院先進理工学研究科および東京女子医科大学大学院医学研究科

共同先端生命医科学専攻 ○○研究

< Cooperative Major in Advanced Biomedical Sciences（those who originally belong to Waseda） >

※If you originally belong to TWUMU, the TWUMU should be written first, followed by Waseda.

Waseda University Graduate School of Advanced Science and Engineering AND Tokyo Women's Medical University Graduate School of Medicine

Cooperative Major in Advanced Biomedical Sciences, Research on XX

< 共同先進健康科学専攻の方（早稲田大学本属の方） >

早稲田大学大学院先進理工学研究科および東京農工大学大学院生物システム応用科学府
共同先進健康科学専攻 ○○研究

< Cooperative Major in Advanced Health Science (those who originally belong to Waseda) >

Waseda University Graduate School of Advanced Science and Engineering AND Tokyo University of Agriculture and Technology Graduate School of Bio-Applications and Systems Engineering
Cooperative Major in Advanced Health Science, Research on XX

< 共同原子力専攻の方（早稲田大学本属の方） >

早稲田大学大学院先進理工学研究科および東京都市大学大学院工学研究科
共同原子力専攻 ○○研究

< Cooperative Major in Nuclear Energy (those who originally belong to Waseda) >

Waseda University Graduate School of Advanced Science and Engineering AND Tokyo City University Graduate School of Engineering
Cooperative Major in Nuclear Energy, Research on XX

f. 博士論文末尾に、博士論文に関わる研究業績の一覧を付記してください（博士論文概要の研究業績書を使用しても構いません）。この段階では、未印刷論文の採否未定（投稿中）のものは記入できません。

At the end section of your doctoral thesis, please attach the List of research achievements (* you can use the List of the final Synopsis as the List on the doctoral thesis). Please note that you cannot include in this final List any papers which are yet to be confirmed to be publicized on journals at a time when submitting to Academic & Student Affairs Section for the Graduate School Steering Committee's final judgment. In other words, any papers which were indicated on the List in the Synopsis as "in application" when you had submitted to us for acceptance of your doctoral application by the Graduate School Steering Committee and are still yet to be confirmed publicized on journals CANNOT be included on the said final List in the doctoral thesis and the Synopsis to be submitted to us for the final judgment at the Graduate School Steering Committee.

8.5.博士論文、概要書、審査報告書の電子媒体（PDF/A ファイル）

PDF/A files of Dr thesis, Synopsis, and Screening Results Report

以下の 8.5.1～8.5.3 の PDF/A ファイルを CD-ROM（1 枚）に格納して提出

※CD-ROM 表面に、受理研究科、申請者氏名を明記してください

One CDROM on which separate PDF/A files mentioned in Section 8.5.1. through 8.5.3. herein below are stored, with your name and the name of the Graduate School accepting your doctoral application clearly written on the surface of the CDROM.

PDF ファイルを作成する際は、**必ず PDF/A で作成して CD-ROM に格納**してください。

<Word 2010 を利用した PDF/A 形式ファイルの作成例>

- (1) 「ファイルメニュー」>「保存と送信」>「PDF/XPS ドキュメントの作成」>「PDF/XPS の作成」を選択
- (2) 保存先の下「オプション(O)」を選択
- (3) PDF のオプションで「ISO 19005-1 に準拠(PDF/A)(1)」にチェックし、OK を選択
- (4) 保存先を指定して「発行(S)」を選択

Please prepare the files **with “PDF/A” format.**

<Example of using “Word 2010 to export to PDF/A from Doc.”>

- (1) Select 「File」>「Save & Send」>「Create PDF/XPS Document」>「Create PDF/XPS」
- (2) Click “Options”
- (3) In the “PDF options”, check “ISO 19005-1 compliant(PDF/A)” and click “OK”
- (4) Choose the archive folder and click “Publish”

8.5.1.博士論文の PDF/A PDF/A file of your doctoral thesis

a. 博士論文の巻末に、審査員全員のサインおよび確認日を入れた PDF/A ファイルを挿入してください。

Please ensure that your Dr thesis is signed by all referees with the date of confirmation at the end and that it is included into one PDF/A file.

b. 必ず 1 つの PDF/A ファイルにまとめて CD-ROM に格納してください。ファイル名は **Honbun** としてください。

You need to put all the information of your doctoral thesis into one single PDF/A file with a file name of **Honbun**.

c. 提出された博士論文の PDF/A ファイルは、学位規則第 8 条により、本学図書館のリポジトリおよび検索システム WINE（以下、本学電子公開システムといいます）に登録し、インターネットにて公開します。著作権、特許申請等の理由から、インターネット公開ができない、または公開を留保するべきと判断される場合は、事前に教学支援課へ相談してください。

The submitted PDF/A file of your doctoral thesis is registered on Waseda University Library Repository and Catalogue (WINE) (referred collectively as “Electronic Publication System” or “Waseda EPS”) and to be made public, according to Article 8 of Degree Regulations. If you find it impossible to make your doctoral thesis public through registration & uploading of it on Waseda EPS due to reasons such as copyrights, application for patents, and so forth, please consult Academic & Student Affairs Section in advance.

- d. 本学電子公開システムへ公開するにあたり、申請者は、博士論文に含まれる学術情報の著作権等に関連して、**第三者との紛争が生じることの無いよう、予め関係者との調整を行ってください。**また、本学もリポジトリ等本学ウェブサイトで、著作権法を遵守すること、著作権法で定める制限規定の範囲内の利用、私的複製および引用の限定等について、利用者に周知します。

Before the PDF/A file of your doctoral thesis is uploaded on Waseda EPS, **you are requested to take whatever step necessary to communicate and liaise with all relevant parties, so that no disputes arise from the publication of the doctoral thesis on Waseda EPS in terms of copyrights of any academic information or data included in your doctoral thesis.** Waseda University shall, through its websites including Waseda EPS, request users of Waseda EPS to fully understand and observe all applicable intellectual property rights and copyrights laws as well as applicable limitations specified under the said laws on personal usage, reproduction, and citation of any information or data included in the PDF/A file of your doctoral thesis.

8.5.2.博士論文概要の PDF/A PDF/A file of the Synopsis

- a. CDROM に格納する際、ファイル名は **Gaiyo** としてください。

Please make sure that when you put the PDF/A file of the Synopsis into the CD-ROM, please store it with a file name of **Gaiyo**

- b. **履歴書は削除**して下さい。

Please also make sure **to eliminate the CV** section from the PDF/A file of the Synopsis.

- c. 博士論文概要は、学位規則第 8 条により、論文審査報告書とともに本学電子公開システムにて公開されます。

The Synopsis needs to be made public together with the “Screening Results Report” according to Article 8 of Degree Regulations.

研究科運営委員会の受理後に題目に変更があった場合は、セクション 6 の変更届を提出のうえ、修正後の題目に変更してください。

When the title of the doctoral thesis has changed due to instruction from your thesis supervisors after acceptance at the initial Graduate School Steering Committee, please confirm that the PDF/A file of the Synopsis has the correctly revised title on its cover page. The principal referee needs to submit a specific written form mentioned in Section 6 herein above to report the title change to Academic & Student Affairs Section.

- d. 研究業績の記載に変更がある場合は、セクション 4.2.1.3 を参照し、修正してください（研究業績の 1 ページ目右上の日付も修正してください）。また、**変更した研究業績は、捺印のうえ 1 部を提出**してください。

If there have been changes to the contents of the “List of research achievements” section in the Synopsis due to reasons mentioned in Section 4.2.1.3.i. herein above, please make sure that the PDF/A file of the Synopsis should include the updated List section with the date & year on the 1st page of the List appropriately revised. In addition, you are requested to submit to Academic & Student Affairs Section **one hard copy of the revised List** with your signature or seal put on a relevant place on the 1st page of it.

- e. 題目に変更があった場合や研究業績に更新があった場合も、**表紙下の年月は変更しない**でください（受理された研究科運営委員会の開催年月を記載）。

DO NOT change the month & year on the cover page of the Synopsis; this part must remain the month & year in which the Graduate School Steering Committee accepting your application was held. This original month & year should remain unchanged, even though you have changed the thesis title and/or contents of List of research achievements to be mentioned below.

8.5.3.博士論文審査報告書の PDF/A PDF/A file of the Screening Results Report

- a. CD-ROM に格納する際、ファイル名は **Shinsa** としてください。

Please make sure to put the PDF/A file of the Screening Results Report into the CDROM with a file name of **Shinsa**

- b. PDF/A ファイルには審査員のサインは不要です。

This PDF/A version does not have to have signatures of all the referees on the last page.

8.6.進路報告書 Alumni Career Path Survey

紙媒体 1 部を提出

One hardcopy to be submitted

必要事項を記入し、最終合否判定を行う研究科運営委員会開催日の **2 週間前までに** 教学支援課へ提出してください。

Please submit one hard copy of it (duly filled) to Academic & Student Affairs Section **no later than two weeks before** the Graduate School Steering Committee making the final Decision on your dr thesis.

8.7.博士学位申請（合否）チェックリスト Check List for the Final Decision

紙媒体 1 部を提出

One hardcopy to be submitted

必要事項を記入し、最終合否判定を行う研究科運営委員会開催日の **2 週間前までに** 教学支援課へ提出してください。

Please submit one hard copy of it (duly filled) to Academic & Student Affairs Section **no later than two weeks before** the Graduate School Steering Committee making the final Decision on your dr thesis.

9. 学位取得日 Degree Date

9.1. 博士後期課程在籍中で在籍3年以内に合格した方

Those who are awarded doctorate while you are enrolled in dr programs for 3 years or less

学位取得日（博士後期課程の修了日）は**9月15日**もしくは**3月15日**のどちらかになります。どちらの対象となるかは、「博士学位論文審査日程」で確認してください。

Your official degree date (the date when you are officially awarded your doctorate and when you complete your dr program) is **either September 15 or March 15**, depending on when the Graduate School Steering Committee making the final Decision on your doctoral thesis is held. For more details, please refer to “Schedules of Application for Doctorate” in the following site.

9.2. 博士後期課程に在籍している延長生、研究指導終了による退学後3年以内で申請して合格した方

Those who are awarded doctorate while you are enrolled in dr program for more than 3 years (“extended students”) or you applied for doctorate under the “within 3 years from withdrawal date”

学位取得日は最終合否判定が行われた**研究科運営委員会の開催日**（延長生はこの日が博士後期課程修了日）となります。

Your official degree date is **when the Graduate School Steering Committee making the final Decision on your doctoral thesis was held**. For extended students, this date is also when you completed / graduated from your Dr program.

9.3. 学生証の返却について To return your student ID card

博士後期課程在籍中に合格した方（延長生以外）は、学生証を学位授与式で返却してください。延長生の方で合格した方は、研究科運営委員会の翌日以降、速やかに教学支援課へ返却してください。

If you have earned doctorate while enrolling in the Dr program (except for extended students), you are requested to return your student ID card at the degree award ceremony. If you have earned doctorate while you are an extended student, please return your student ID card to Academic & Student Affairs Section as soon as possible after the Graduate School Steering Committee where the final Decision was made on your doctoral thesis.

9.4. 博士後期課程に在籍している方の学費について The tuitions in your Dr programs

博士後期課程に在籍している方（延長生を含む）は、**学位取得日を含む学期分の学費を期日までに納入する必要があります**。延長生の方は特に注意してください。

If you expect to be awarded your doctorate while you are enrolled in your Dr programs (including a case of being an extended student), **you need to pay the full tuitions by a specified payment deadline for the semester including your degree date** (i.e., semester in which a Graduate School Steering Committee is held for making the final Decision on your Dr thesis). If you are extended students, please pay special attention to this point.

10. 学位授与式 Degree Award Ceremony

10.1. 学位授与式のご案内 Guide of Degree Award Ceremony

研究科運営委員会の最終合否判定で合格した方に対し、早稲田大学教務部教務課から、学位授与式のスケジュール、出欠確認、ガウン・学帽のサイズ確認等につき履歴書に記載のメールアドレスへ通知します（授与式開催の約3週間前）。学位授与式は3月と9月に行われますが、どちらの授与式が対象となるかは「博士学位論文審査日程」で確認してください。

Applicants who have passed the final Decision will be granted doctorates and receive from Academic Affairs Division of Waseda University Headquarters (*Kyomuka*) a separate **notice by email (to be addressed to your email address mentioned in the CV section of the Synopsis** about three weeks before the ceremony) to inform you of the schedule of the ceremony and confirm whether or not you participate in it, the size of the gown and cap to be donned at the ceremony, and so forth. A degree award ceremony is held twice in an academic year, one in March and the other in September. Please check the “Schedules of Application for Doctorate” which degree ceremony you will be eligible to participate in.

<早稲田大学教務部教務課 Academic Affairs Division of Waseda University Headquarters>

早稲田キャンパス大隈会館（20号館）3階

3rd fl. of No.20 BLDG. (*Okuma Kaikan*) in Waseda Campus

E-mail: kyomubu@list.waseda.jp Tel: 03-3204-2253

10.2. 学位記の氏名表記について Name written on the diploma

学位記は和文英文併記となっています。原則として、入学時に登録された情報をもとに学位記の作成を行いますので、必ず合否申請前に現在登録されている自身の氏名表記を確認してください。外国籍の方は、漢字圏の場合は、和文は漢字氏名、英文はローマ字氏名、漢字圏以外の場合は、和文・英文ともにローマ字氏名で表記されます。

<登録されている（学位記に記載される）氏名の確認方法>

MyWASEDA左側メニュー「個人情報照会・変更」 > 「学生基本情報変更」を選択

変更の必要がある場合は、変更の根拠となる書類（パスポート、戸籍謄本など）を持参のうえ、理工学術院統合事務所・教学支援課にて変更の手続きを行ってください。ただし、漢字表記の場合は外字等の都合により希望通り変更できない場合があります。

Waseda University confers diplomas (graduation certificates) written in English and Japanese. In principle, we will prepare a diploma based upon your name in Roman letters and Chinese characters registered when you entered our school, so please check your own name currently registered before application for Final Decision.

How to check your registered name (to be used on diploma):

Log into the MyWASEDA site, open “View/Update Your Own Profile” on the left side, click on “Update Student Profile”, and check your name in Roman letters and Chinese characters.

If you need to change it, please take the procedures at Academic & Student Affairs Section with the documented evidence of change (Roman letters to be changed : copy of passport, Chinese characters to be changed : copy of alien registration card).

1 1. 博士学位証明書、その他の証明書 Doctorate certificate and other certificates

11.1. 博士学位証明書 Doctorate Certificate

発行手続は理工学術院統合事務所・教学支援課で取り扱います。ただし、2005年度（2006年3月）以前に博士号を取得された方の証明書は教務課で取り扱います。学位取得日から約1週間後から発行が可能です。課程内申請者で博士後期課程在籍3年以内に合格した方の学位取得日は3月15日または9月15日となり、この日以降の発行となります。詳しくは教務課もしくは教学支援課へお問い合わせください。

Academic & Student Affairs Section are in charge of issuing the doctorate certificate. But certificates of those who earned their doctorates in March 2006 or before can be issued only by Academic Affairs Division (*Kyomuka*). Please note that issuance of the Dr certificate is possible about 1 week after the official degree date. If you have been awarded doctorate while you have been enrolled in your Dr programs for 3 years or less, your degree date falls on either March 15 or September 15, and issuance of your certificate is possible after this date. For more details about timing of issuance, please contact Academic Affairs Division or Academic & Student Affairs Section.

11.2. 修了証明書 Certificate to prove completion of Dr program

発行手続は理工学術院統合事務所・教学支援課で取り扱います。ただし、2005年度（2006年3月）以前に博士号を取得された方の証明書は教務課で取り扱います。学位取得日から約1週間後から発行が可能です。課程内申請者で博士後期課程在籍3年以内に合格した方の学位取得日は3月15日または9月15日となり、この日以降の発行となります。詳しくは教務課もしくは教学支援課へお問い合わせください。

Academic & Student Affairs Section are in charge of issuing the doctorate certificate. But certificates of those who earned their doctorates in March 2006 or before can be issued only by Academic Affairs Division (*Kyomuka*). Please note that issuance of the Dr certificate is possible about 1 week after the official degree date. If you have been awarded doctorate while you have been enrolled in your Dr programs for 3 years or less, your degree date falls on either March 15 or September 15, and issuance of your certificate is possible after this date. For more details about timing of issuance, please contact Academic Affairs Division or Academic & Student Affairs Section.

退学後3年以内の課程内申請によって博士号を取得された方も「修了証明書」の発行が可能です。ただし、**退学した学歴は残ります**ので、履歴書等には、以下の記入例の様に、**入学、退学、修了を時系列に沿って明記**して下さい。

This certificate can be issued also for those who applied for doctorate in B type mentioned in Section 1.1 herein above (i.e., those who withdrew from Dr programs). Because the fact that you withdrew from Dr programs cannot be changed, however, you are requested to mention the fact of **both withdrawal and completion** of Dr programs in chronological order on your CV. Here below please find an entry example of academic history on CV:

<記入例> (Entry example)

年 Year	月 Month	学 歴 academic history
2012	4	早稲田大学大学院 ●●理工学研究科 博士後期課程 ●●専攻 入学 Enrolled in doctor's program of Dept. of XX of Graduate School of XX, Waseda University
2015	3	早稲田大学大学院 ●●理工学研究科 博士後期課程 ●●専攻 退学 Withdrew from doctor's program of Dept. of XX of Graduate School of XX, Waseda University
2017	6	早稲田大学大学院 ●●理工学研究科 博士後期課程 ●●専攻 修了 Completed doctor's program of Dept. of XX of Graduate School of XX, Waseda University

11.3.博士後期課程の証明書請求について

How to request a certificate proving that a doctoral degree

博士後期課程の証明書発行については、下記のページを参照してください。

For more details about issuance of the certificates, please refer to the following URL.

<理工学術院統合事務所 教学支援課 Academic & Student Affairs Section in SFE>

<http://www.waseda.jp/fsci/students/certificate/>

<早稲田大学教務部教務課 Academic Affairs Division of Waseda University Headquarters>

<http://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/doctoral-certificate>

12. 博士論文概要書の表紙、CV 記入例

Example of data entry on the cover page and the CV of the Synopsis

12.1. 日本語で論文を執筆する場合の概要書の表紙記入例

Example of the cover page of the Synopsis when you write your doctoral thesis in Japanese

早稲田大学大学院 XX 理工学研究科	研究科名は、基幹、創造、先進の何れか該当する名称を記入。共同専攻の場合は、先進、を記入。
博士論文概要	
論文題目	論文題目は、日本語で論文を執筆する場合は、日本語題目を記入し、その下に英訳を記入。英語で執筆する場合は、英語題目を記入し、その下に和訳を記入（但し、和訳は省略可能）。
金属材料の品質向上と評価手法の研究 Studies on Quality Enhancement and Evaluation Methods of Metal Materials	
申請者	申請者名は、上段に日本語で記入し、下段に英語(ローマ字)で、名・姓の順に記入する。 姓は全て大文字 で記入。
早稲田 太郎 Taro WASEDA	
XXX 専攻 XXX 研究	専攻名、研究指導名は、 入学時 の専攻、研究指導名を正確に記入。
20XX 年 X 月	年月は、受理決定する研究科運営委員会の開催年月を記入

12.2. 英語で論文を執筆する場合の概要書の表紙記入例

Example of the cover page of the Synopsis when you write the doctoral thesis in English

Graduate School of XXX Science and Engineering Waeda University	As regards the name of the graduate school, please choose one of Fundamental, Creative, or Advanced. If you are a student of one of the Cooperative Majors, please enter Advanced.
博士論文概要 Doctoral Thesis Synopsis	
論文題目 Thesis Theme	If you write your Dr thesis in English, the thesis title in Japanese can be omitted on the cover page. But if you mention it, it should be just below the title in English.
Studies on Quality Enhancement and Evaluation Methods of Metal Materials 金属材料の品質向上と評価手法の研究	Your given name in English is written first, followed by your family name (with all characters in capital letters). Just below the name in English, please write your full name in Japanese with your family name first written, followed by your given name.
申請者 (Applicant name)	If you enrolled in the Dr program in 2010 or before , please choose " Major in ". If you enrolled in 2011 or after , please choose " Department of ". Please write the correct names of your Major /Department and the Research Guidance at admission.
Thomas SMITH スミス トーマス	
Department of XXX Research on XXX	
XXX, 20XX	The month & year should be one when the Graduate School Steering Committee (<i>Kenkyuka Un-ei Inkai</i>) is held for accepting your application of doctorate.

12.3.CV (和文) の記入例 Entry sample of CV (in Japanese)

* CVは原則1ページにまとめて下さい。最大で2ページまで使用出来ます。2ページの場合は必ず両面印刷して下さい。

【様式2号】

早稲田大学 博士 (工学) 学位申請 履歴書

※ 年号はすべて西暦でご記入ください

(20XX年XX月XX日 現在)

フリガナ	姓 ワセダ	名 タロウ	本籍地 または 国籍	東京都
氏名	早稲田	太郎 印		
ローマ字	WASEDA	Taro		
生年月日	19XX年XX月XX日 (XX 歳)	現住所	〒169-8555 東京都新宿区大久保3-4-1 (TEL: 090-1234-5678) e-mail: Waseda@aoni.waseda.jp	
性別	男			

学 歴 [高等学校入学以降を記入し (入学・編入学) (卒業・修了・退学) 等を区分してください]			
20XX年 4月	東京都 早稲田大学高等学院	入学	
20XX年 3月		卒業	
20XX年 4月	早稲田大学 理工学部 数学科	入学	
20XX年 3月		卒業	
年 月		入学・編入学	
年 月		卒業・修了・退学	
年 月		入学・編入学	
年 月		卒業・修了・退学	
年 月		入学・編入学	
年 月		卒業・修了・退学	
20XX年 4月	(新制大学院修士課程・前期課程) 早稲田大学大学院 基幹理工学研究科 修士課程 数学応用数理専攻	入学	
20XX年 3月		修了	
20XX年 4月	(博士課程・後期課程) 早稲田大学大学院 基幹理工学研究科 博士後期課程 数学応用数理専攻	入学	
20XX年 3月		退学	
修士学位	(取得学位名) 修士 (工学)	(受領大学) 早稲田大学	(受領年月日) 20XX年3月15日
博士学位	(取得学位名)	(受領大学)	(受領年月日)

職 歴 [職歴異動の場合は入社・退社、および身分・資格等を明記してください]	
20XX年 4月 1日	早稲田大学基幹理工学部数学科 助手
年 月 日	
年 月 日	
年 月 日	
年 月 日	
現 職	同上

所属学会および社会活動	
20XX年 5月	社団法人XX学会
年 月	
年 月	

受 賞	
年 月 日	
年 月 日	

12.4.CV (英文) の記入例 Entry sample of CV (in English)

* NB: Please compile the CV in one page, but if you need 2pages (maximum allowable page number), please print it out double-sided.

【様式2号】

早稲田大学 博士 (工学) 学位申請 履歴書

(CV as of XX/●●/20XX for application of Dr. of Engineering Waseda University)

フリガナ (full name in Katakana)	姓(family name) スミス	名 (given name) トーマス	本籍地 または 国籍 (Nationality)	The United States of America
氏名 (full name (Eng))	SMITH	Thomas 印(seal)		
		Signature: XXXXXXXX		
生年月日 (date of birth)	XX/●●/XX (age: XX)	現住所 (Current address in Japan)	〒zip code:169-8555 3-4-1, Okubo, Shinjuku-ku, Tokyo, Japan (Tel no.: 090-XXXX-XXXX) e-mail: SMITH@aoni.waseda.jp	
性別 (sex)	男(M)			

学 歴 [高等学校入学以降を記入し (入学・編入学) (卒業・修了・退学) 等を区分してください]
(Educational history after enrolling at high school with indication of attending, graduated, withdrew)

XXX, 20XX	XXX High School in the U.S.A.	enrolled
XXX, 20XX		graduated
XXX, 20XX	Dept. of XX, School of XX, University of XX in the U.S.A.	enrolled
XXX, 20XX		graduated
Month, Year		enrolled
Month, Year		graduated / withdrew
Month, Year		enrolled
Month, Year		graduated / withdrew
Month, Year		enrolled
Month, Year		graduated / withdrew
Apr., 20XX	Master's program in Major in XX, Graduate School of XX, Waseda University in JAPAN	enrolled
Mar., 20XX		graduated
Apr., 20XX	Doctor's program in Department of XX, Graduate School of XX, Waseda University in Japan	enrolled
Mar., 20XX		withdrew

Master's degree you obtained	(Name of degree) Master of Engineering	awarded by Waseda University	(degree date) XX/March/2013
Doctor's degree you obtained	(Name of degree)	Awarded by	(degree date)

職 歴 [職歴異動の場合は入社・退社、および身分・資格等を明記してください]
Occupational history (with indication of job title, qualification, company names & locations etc.)

Date/Month/Year	
Date/Month/Year	
Date/Month/Year	
Date/Month/Year	
Date/Month/Year	
As of today	

所属学会および社会活動 Academy you belong to & social activities you have done

Date/Month/Year	
Date/Month/Year	
Date/Month/Year	

受 賞 (Awards)

Date/Month/Year	
Date/Month/Year	

13. 博士論文審査報告書の表紙、審査員サイン記入例

Example of data entry on the cover page and the referee's signatures of the Screening Results Report

13.1. 審査報告書の表紙記入例 Entry sample of the cover page

早稲田大学大学院 XX 理工学研究科

博士論文審査報告書

論文題目

金属材料の品質向上と評価手法の研究
Studies on Quality Enhancement and Evaluation Methods of Metal
Materials

申請者
早稲田 太郎
Taro WASEDA

XXX 専攻 XXX 研究

20XX 年 X 月

研究科名、論文題目、申請者名、専攻名、研究指導名は、「博士論文概要書」と同じ表記。

Please make sure that descriptions of the name of the graduate school, the thesis title, the applicant name, the name of the Major or Dept., and the name of the Research Guidance are the same as those on the cover page of the Synopsis.

表紙の日付は、最終合否判定が行われる研究科運営委員会の開催年月を記入。

On the cover page, please input the month & year in which a Graduate School Steering Committee is held for making the final Decision on your doctoral thesis.

13.2. 審査報告書の審査員サイン記入例 Entry sample of the referee's signatures

(本文終わり)

20XX 年 XX 月

審査員

主査 早稲田大学教授 博士 (工学) 早稲田大学 早稲田 一郎
(直筆のサイン)

早稲田大学教授 工学博士 XX 大学 早稲田 二郎
(直筆のサイン)

XX 大学准教授 博士 (理学) XX 大学 早稲田 花子
(直筆のサイン)

文末の日付は、審査分科会の開催年月を記入 (表紙の年月とは異なる場合があります)。

At the last part of the last page, please write down the month & year that the Dept. Screening Committee (*Shinsa Bunkakai*) was held. This means that the month & date on the cover page of the Report can be different from the one on the last page.

最終ページに、審査員のフルネームおよび審査員の有する博士学位も正確に記入したうえで、**直筆の署名**をしてください。

Please also mention at the end section on the last page the full names of the referees and the doctorates held by them with **their signatures**.

14. 博士論文の表紙、内表紙記入例

Example of data entry on the cover page and the inner cover page of the doctoral thesis

14.1. 博士論文を日本語で執筆する場合の表紙、内表紙の記入例

Example of data entry on the cover page and the inner cover page of the doctoral thesis when you write the thesis in Japanese

<表紙 the cover page>

金属材料の品質向上と評価手法の研究
Studies on Quality Enhancement and Evaluation
Methods of Metal Materials

20XX 年 X 月

早稲田 太郎
Taro WASEDA

題目は日英併記。

最終合否判定の研究科運営委員会の開催月を記入。

氏名は日英併記（博士論文概要と同じ表記）。

<内表紙 Inner cover page>

金属材料の品質向上と評価手法の研究
Studies on Quality Enhancement and Evaluation
Methods of Metal Materials

20XX 年 X 月

早稲田大学大学院 XX 理工学研究科
XX 専攻 XX 研究

早稲田 太郎
Taro WASEDA

題目は日英併記。

最終合否判定の研究科運営委員会の開催月を記入

入学時の研究科、専攻、研究指導名を記入。

氏名は日英併記（博士論文概要と同じ表記）。

14.2. 博士論文を英語で執筆する場合の表紙、内表紙の記入例

Example of data entry on the cover page and the inner cover page of the doctoral thesis when you write the thesis in English

<the cover page>

Studies on Quality Enhancement and Evaluation
Methods of Metal Materials
金属材料の品質向上と評価手法の研究

XXX 20XX

Thomas SMITH
スミス トーマス

The title in Japanese can be omitted. But if you mention it, it should be just below the title in English.

Please enter the month & year in which a Graduate School Steering Committee is held for the final Decision on your doctoral thesis.

Your name in Japanese can be omitted. The description of your name(s) hereon should be the same as the one on the cover page of the Synopsis.

<Inner cover page>

Studies on Quality Enhancement and Evaluation
Methods of Metal Materials
金属材料の品質向上と評価手法の研究

XXX 20XX

Waseda University
Graduate School of XXX Science and Engineering
Department of XXX, Research on XXX

Thomas SMITH
スミス トーマス

The title in Japanese can be omitted. But if you mention it, it should be placed just below the title in English.

Please enter the month & year in which a Graduate School Steering Committee is held for the final Decision on your doctoral thesis.

Please enter the correct data of the names of your graduate school, Major / Department, and Research Guidance. If you enrolled in the Dr program **in 2010 or before**, please use “**Major in**”. If you enrolled in the Dr program **in 2011 or after**, please use “**Department of**”.

Your name in Japanese can be omitted. The description of your name here should be the same as one on the cover page of the Synopsis.