# 学位申請者 Applicants 研究倫理教育 Research Ethics ・研究倫理科目の受講/単位修得(入学年度により異なる) Taking courses in research ethics and obtaining credits for completion of the doctoral program.(It dependes on the year of enrollement.) 教室会議受理申請書類提出 Submission of appliction documents for acceptance at Dept. Meeting 1) 論文(原稿でも可) Doctoral dissertation (copy not final can be accepted) 2) 履歴書 CV 3) 研究業績リスト List of academic achievements

# 受理申請書類提出

For more details on each document above, please confirm

Offprints of articles which have been made public

※詳細は専攻・主査に確認してください。

with your dept. / principal referee

Submission of documents for application of doctorate with Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*)

# 1) 学位申請書・誓約書(原本1部)

4) 発表論文別刷り等

Application Form with Written Oath (one original hardcopy)

# 2) 博士論文概要書(原本1部)

Synopsis (one original hard copy)

#### 3) 申請時情報フォーム(Excel)

Data entry form

#### 4)博士学位申請(受理)チェックリスト(Excel) Check List for Application

※研究科運営委員会2週間前までに理工学術院統合事務所(教学支援課)へ、1)-4)の申請書類のデータを提出してください。1)と2)の原本は、教学支援課での確認後、ご提出頂きます。

The data of above application documents 1)-4) must be submitted to Academic & Student Affairs Section by no later than two weeks before Graduate School Steering Committee. The original documents of 1) & 2) shall be submitted after being checked at the Office.

# 審査料納付【課程外のみ】

Payment of screening fees (only applicable to *Kateigai* application)

# 審査料20万円を納入

※教学支援課からメールでご案内します。

Please pay JPY 200,000 according to instructions mentioned on a email to be sent by the office to Kateigai applicants after Graduate School Steering Committee

## 主査 Principal Referee

# 予備審查開催通知申請

Application for Notice of Preliminary Screening

# 予備審査 Preliminary Screening 1) MyWasedaの申請フォームを通じて、予備審査開催2週間前までに予備審査開催通知を提出してください。

Application for Preliminary Screening: please submit the information through MyWaseda Application Form by no later than 2 weeks before the Preliminary Screening is held.

# 研究指導の主担当教員

To decide whether the applicant is allowed to continue to prepare doctoral dissertaion according to his/her current plan/schedule.

Notice of Preliminary Screening to be made

博士論文の執筆継続可否の決定

開催通知は(理工学術院教員へ)

MyWASEDAで公開

public on MyWASEDA

Principal dissertation supervisor

## 専攻主任 Head of Dept.

# 教室会議

Dept. Meeting

# 専攻による論文受理の決定

Dept. to decide whether the applicant is allowed to make official application for doctorate with Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*)

# 受理申請書類(原案)作成

Preparation of documents for application of doctorate with Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*)

### 1) 申請者の申請資格・提出資料の確認

Confirmation of eligibility of applicant and forms & documents submitted

#### 2) 審査委員会および審査分科会構成員

Referees for doctoral dissertation and Members of Dept. Screening Committee (Shinsa Bunka kai)

#### 3) 学識確認科目・諮問委員(課程外のみ)

Subjects to confirm applicant's academic knowledge and examiners of them (applicable only to Kateigai application)

#### 受理申請書類提出

Submission of documents for application of doctorate with Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*)

#### 1) 受理申請書

※研究科運営委員会2週間前までに理工学術院統合事務所(教学支援課)へ提出してください。

Application form (Excel): to be submitted to Academic & Student Affairs Section by no later than two weeks before Graduate School Steering Committee.

(Kenkyuka Un-ei Iinkai) to decide whether to accept doctorate application

研究科連営委員会受理決定

**Graduate School Steering Committee** 

研究科による論文受理および審査、委員の決 定、学識確認科目、諮問委員決定

Acceptance & screening by Graduate School Steering Committee of doctorate application and its documents, approval by it on dissertation referees and on subjects to confirm applicant's academic knowledge and examiners of them (applicable to *Kateigai* application)

審査委員へ委嘱状発行

Letter of Appointment to be issued for

dissertation refrees

研究科外の審査委員からは承諾書の返送が

Referees affiliated with bodies outside of

Waseda need to send back Letter of

Acceptance for the Appointment

必要です。

# 研究上の不正有無の確認

Confirmation of academic dishonesty / plagiarism on doctoral dissertaion

# 電子的類似判定ツールによる剽窃・盗用の検査

Check on doctoral dissertation in terms of plagiarism by electronic checking tools

# 公聴会開催通知申請

Application for Notice of Doctoral Dissertation Defense

#### 公聴会 I Dissertation Defense

Doctoral Dissertation Defense

博士論文の公聴会(最終口頭試問)開催通知は(理工学術院教員へ)MyWASEDAで公開Final oral examination on doctoral dissertation. Notice of Doctoral Dissertation Defense to be made public on MyWASEDA

# 1) 論文受理決定翌日以後、公聴会開催2週間前までに、MyWasedaの申請フォームを通じて公聴会開催通知を提出してください。

After acceptance of the application by Graduate School Steering
Committee, please submit the information on Doctoral Dissertation
Defense through MyWaseda Application Form by no later than two weeks
before a Doctoral Dissertation Defense is held.

#### 博士論文提出

Submission of final doctoral dissertation

#### 1) 博士論文(最終版)の電子データを提出

※審査分科会開催1週間前までに学位を申請する専攻の 連絡事務室へ提出してください。

Submit the electronic data of final doctoral dissertation to your department liason office by no later than one week before Dept. Screening Committee is held.

#### 審查分科会

Dept. Screening Committee

#### 審査分科会としての合否決定

Decision by Dept. to pass Doctoral Dissertation or not

# 博士論文閲覧

Doctoral Dissertation being available for reading at Dept. liason office

審査分科会で審議する論文閲覧期間(閲覧は審査分科会メンバーの

み)※審査分科会開催前1週間

This final version of doctoral dissertation submitted to Dept. liason office will be available for members of Dept. Screening Committee for one week before the Dept. Screening Committee is held.

#### 進路報告書提出

Submission of career path survey

# 1) 進路報告書(課程内のみ)の電子データを提出

※研究科運営委員会2週間前までに理工学術院統合事務 所(教学支援課)へ提出してください。

Alumni Career Path Survey (only applicable to those who applied in Kateinai category) (Excel) to be submitted as the electronic data to Academic & Student Affairs Section by no later than two weeks before Graduate School Steering Committee (Kenkyuka Un-ei Iinkai).

研究科運営委員会合否決定

Final decision by Graduate School

Steering Committee (Kenkyuka Un-ei Iinkai)

# 研究科で最終合否判定

※研究科運営委員会受理2か月以降~1年以内の研究科運営委員会で最終合否判定 Final decision by Graduate School Steering Committee

This final judgment needs to be made in two months at the earliest but within one year at the latest from the date when docotral dissertation was officially accepted by Graduate School Steering Committee

報告

# 教務部

Results to be reported to Academic Affairs Division (*Kyomubu*)

# 学位授与式

Degree Award Ceremony

# 博士論文,審査報告書,概要の公開

Publication of doctoral dissertation, Synopsis, Doctoral Dissertation Review Report

# 本学リポジトリにて公開

To be made public on repository of Waseda Central Library

#### 合否申請書類提出

Submission of documents for final decision by Graduate School Steering Committee (*Kenkyuka Un-ei Iinkai*)

#### 1) 合否申請書 (Excel)

Application form for final decision for doctoral dissertaion (Excel)

#### 2) 博士論文審査報告書(原本1部)

※審査委員全員の署名が必要です

Doctoral Dissertation Review Report signed by all referees (one original)

#### 3) 博士論文、博士論文概要書(履歴書除く)、博士論文審査報告書の PDF ファイル(※PDF/A形式推奨)

PDF files of Doctoral Dissertation, Synopsis (without CV), and Doctoral Dissertation Review Report (\*PDF/A format recommended)

4) 題目変更申請書(変更があった場合のみ) (Word)

Application form to change dissertation title (only if there has been a change since the application for doctorate)

5) 研究業績一覧表(変更があった場合のみ)(原本1部)

List of research achievements (only if there has been a change since the application for doctorate)

6)博士学位申請(合否)チェックリスト(Word)

Check List for the Final Decision (Word)

Office

※研究科運営委員会2週間前までに理工学術院統合事務所 (教学支援課)へ、1)-6)の申請書類のデータを提出してください。2)と5)の原本 (\*5)は該当時のみ)は、教学支援課での確認後、ご提出頂きます。 The data of above application documents 1)-6) must be submitted to Academic & Student Affairs Section by no later than two weeks before Graduate School Steering Committee. The original documents of 2) & 5) (\*(5) only when applicable) shall be submitted after being checked at the