

# General Cautions for the Doctoral Degree Application

Graduate School of Information, Production and Systems  
Waseda University

## 1. Application procedures for dissertation acceptance

The degree applicant must submit the following documents to the Graduate School office by the designated date (two weeks before the Graduate School Steering Committee meeting that decides acceptance or rejection), as instructed by the supervisor, after receiving a preliminary decision from the Graduate School's Field Council. The Abstract contents and other relevant materials to be submitted must be confirmed by the research supervisor(s).

### [Documents to be submitted]

- PDF data of the Dissertation
- PDF data of the Abstract
- PDF data of the Published papers
- Curriculum Vitae (Form No. 3) – Submit one hard copy
- Research Achievement/Publications Form (Form No. 4) – Submit one hard copy
- Degree Application Form (Form No. 6) – Submit one hard copy
- Application for Early Completion (Form No. 7) – Submit one hard copy (only if you wish to complete the doctoral program in less than three years)

Please submit electronic files via USB or other means, referring to documents (2) and (16) for the dissertation and abstract.

Please download the designated forms from IPS Square for creating each of the following documents to be submitted.

<https://www.waseda.jp/fsci/gips/en/campuslife/ipssquare/>

“Application for Doctoral Degree” on the above page.

The dissertation and Abstract must be prepared according to the 「3. Preparing the documents to be submitted」, which are described below.

If an applicant wishes to make changes to the contents of already submitted materials, the relevant documents may be replaced after obtaining the consent of the chief examiner. The modified documents must be submitted to the Administration Office through the chief examiner.

## 2. Procedures after dissertation acceptance

### Examination Fee

When the Graduate School Administrative Committee accepts a dissertation, the applicant must promptly pay the examination fee as specified below, following the standard regulations concerning the dissertation examination fee. Once paid, the fee cannot be reimbursed.

#### ●For applicants who have completed the University's doctoral course:

If you have submitted a dissertation written under research guidance, or if you left the University before the expiration of the allowed enrollment years after receiving at least three years of research guidance and have submitted your dissertation within three years from the day that you left, you are

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exempted from paying the fee. However, if you have submitted your dissertation after the end of this period, you are considered a doctoral candidate outside the course as defined by Article 17 of the Graduate School Regulations.

● **For other applicants:**

If you did not attend the University's graduate school or if you fall under the category described above, you are required to pay ¥200,000.

**Documents to be Submitted after a dissertation is accepted**

After a dissertation is accepted by the Graduate School Administrative Committee, the applicant, upon receiving final approval from their major professor(s), must submit the following documents to the Graduate School office by the designated date (11 days prior to the Graduate School Steering Committee meeting (Dissertation Examination)).

- PDF data of the Dissertation
- PDF data of the Abstract
- Application for a doctoral degree date(Extended student only) (Form No.17) – Submit one hard copy (only if you extended student)

Please submit electronic files via USB or other means, referring to documents (16).

For details on submitting the electronic version, refer to the "Submission by Electronic Medium" described below.

**Tuition and fees**

If the tuition has not yet been paid, payment must be made by the dissertation passing date.

**Handling of extended students**

Concerning an applicant with more than 3 years of enrollment, if his or her dissertation is accepted, its passing date (the day it was approved by the Graduate School Administrative Committee) or the last date of the semester(March 15 or September 15) will be officially considered as the date that the applicant finished the doctoral course (date of leaving the school).

**3. Preparing the documents to be submitted**

**Style of the dissertation**

1. In principle, the document must be of size A4.
2. Write the year and month of the Graduate School Administrative Committee's acceptance on the front cover using the Western calendar.
3. List the research achievements relevant to the dissertation at the end. However, do not include any unprinted papers yet to be accepted (those submitted for publication).

**Notes for preparing the dissertation Abstract** (Form No.2)

1. In principle, the Abstract must be no more than three pages (excluding the cover).

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2. In principle, word processing print must be used, with 11 point type for the text. (Paste-up allowed)
3. Filling in the Abstract cover
  - (1) For the major and the research direction, applicants who have completed the University's graduate school course must write: Major in Information, Production and Systems Engineering – Research in XXX (laboratory title). Applicants who are outside of the course (non program applicants) must leave this column empty.
  - (2) For the year-month column, write the year and month of the Graduate School Administrative Committee meeting using the Western calendar.
4. For the Curriculum Vitae (personal résumé) (Form No.3), refer to the example and enter the details concerning educational background, employment record, awards and disciplinary actions, and so on, with no omissions.
5. For the Research Achievements/Publications Form (Form No.4), refer to Guideline for Research Achievements/Publications Form (Form No.5) provided separately.

#### **Notes for filling in the degree application form (for non program applicants only)**

Filling in Section 6 of the degree application:

This section must be completed in accordance with Article 21 of the Waseda University Degree Regulations (Dissertation Announcement). "Article 21: A person who has been awarded a doctoral degree must publish the full text of the doctoral dissertation within one year from the day that the degree is conferred. However, this shall not apply if it has been published before the doctoral degree is awarded."

Therefore, if it is already or soon to be published, fill in the relevant details.

#### **Submission by electronic medium**

Store the dissertation and Abstract (PDF data) on an electronic medium (such as a **USB**) for submission. The file names must be: "Your name \_ Dissertation" and "Your name \_ Abstract". If the record is divided into multiple sub-files, all the titles must be numbered.

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