

1 . Procedures for the submission of Doctoral Thesis

(for Degree Earned by Completing Doctoral Program)

Doctoral thesis must be submitted for review according to the procedures below. Specific schedules may vary from year to year, so please refer to the schedules of the year that you apply. The schedules, “Procedures of Thesis Review” and various forms are posted at the following URL, on “Thesis” page of Graduate School of Informatics website. Please download and use them as necessary.

<https://informatics.chiba-u.jp/students/graduate/thesis.html>

1) Consultation with main academic advisor

Applicants must consult with their main academic advisors and get approval before applying for their preliminary thesis review. The degree conferred in this graduate school shall be either: 博士 (学术) , or 博士 (工学) .

2) Application for preliminary thesis review

Applicants must submit the application materials for preliminary review to their main academic advisors. Please refer to “2. Required Application Materials”.

3) Preliminary thesis review

Thesis are reviewed beforehand to determine whether or not they are worthy of degree review. Thesis are reviewed by three or more faculty members including applicant’s main academic advisor. Meetings are held for the presentation of the Thesis contents (closed presentation).

4) Application for thesis review

After getting approval from the main academic advisor, the applicant must submit the application documents for thesis review to the Graduate Student Affairs Unit (*Gakumu*), Graduate School of Informatics (Office on the first floor in the Faculty of Engineering Building No. 11). Please refer to “2. Required Application Materials”.

5) Thesis review

Thesis are reviewed to determine if they are qualified for degree. Also, the appropriate name of degree is determined. A review committee is set up for each thesis, and four or more reviewers make the judgment. The review committee reviews the thesis, conducts the final examination and holds the thesis presentation meeting in public.

6) Submission of the Final Thesis Data

Final Thesis must be submitted to Graduate Student Affairs Unit in the format of PDF data. There is no need for bounding with hard cover. As a general rule, thesis will be published on the Internet.

7) Acknowledgement by the Faculty Council

8) Conferment of Degree

As a general rule, degrees are conferred in March and September.

2. Required Application Materials

Once submitted, the materials cannot be changed.

Also, as a general rule, submitted materials are not returned.

2. 1 Application for preliminary thesis review (to be submitted to main academic advisor)

Material (document number)	Number of copy	Preparation outline
Petition for preliminary thesis review (予博1)	1	3. 1
Thesis	Expected number of preliminary reviewers	3. 2
Published papers for thesis (reprints)	Expected number of preliminary reviewers	
Catalog of thesis (博2-1, 博2-2)	Expected number of preliminary reviewers	3. 3
Summary of thesis contents (博3)	Expected number of preliminary reviewers	3. 4
Other reference papers (when needed)	Expected number of preliminary reviewers	3. 5

2. 2 Application for thesis review

Material (document number)	Number of copy	Where to submit	Preparation outline
Petition for thesis review (博1)	1	Graduate Student Affairs Unit	4. 1
Thesis*	Expected number of reviewers	Main academic advisor	4. 2
Published papers for thesis (reprints)	Expected number of reviewers	Main academic advisor	
	1	Graduate Student Affairs Unit	
Catalog of thesis (博2-1, 博2-2)	1	Graduate Student Affairs Unit	4. 3
Summary of thesis contents (博3)	Expected number of reviewers	Main academic advisor	4. 4
	1	Graduate Student Affairs Unit	
Other reference papers (when needed)	Expected number of reviewers	Main academic advisor	4. 5
	1 each	Graduate Student Affairs Unit	
Letter of consent (博5)	1 for each report	Graduate Student Affairs Unit	4. 6

* The thesis can be submitted as the review committee requested. (PDF or Paper-based)

For details, please ask your main academic advisor.

2. 3 Submission of the final thesis data

Material (document number)	Number of copy	Where to submit	Preparation outline
Thesis data in PDF format	1 file	Graduate Student Affairs Unit	5 . 1
Thesis Summery data in PDF format (博 7) (required if thesis is not fully open to public)	1 file	Graduate Student Affairs Unit	5 . 2
Confirmation of Internet Publication of Doctoral Dissertation (Form 1,2*)	1	Graduate Student Affairs Unit	5 . 3

*Form2 will be necessary for those who publish an abstract rather than the entire thesis to change the publication status. In such case, please promptly submit the Form2 to the Graduate Student Affairs Unit (Gakumu).

*If the final thesis copies are not submitted by the due date, the applicants may not be qualified for the degree conferment.

* As for materials with document number, various forms in word file are posted at the following URL. Please download and use them as necessary.

<https://informatics.chiba-u.jp/students/graduate/thesis.html>

2. 4 Notes for Submitted materials

Once submitted, the materials cannot be changed. Also, as a general rule, submitted materials are not returned.

3. How to Prepare the Required Materials (for Application for Preliminary Review)

3. 1 Petition for preliminary thesis review (use Form 予博1)

Use the designated form.

3. 2 Thesis (for preliminary review)

The thesis can be submitted as the review committee requested. (PDF or Paper-based) Following5)-) is the explanation for the thesis submit by paper-based.

- 1) As a general rule, thesis to be submitted for preliminary review must be prepared either in Japanese or English. An applicant wishing to prepare his/her thesis in another language due to extraordinary circumstances must obtain prior approvals from applicant's main academic advisor, then vice-dean(Academic affairs) , and dean of graduate school.
- 2) As a general rule, applicants must use A4 size (210 x 297 mm) portrait paper.
- 3) Information such as thesis title and applicant's name must be written on the front cover and spine.
- 4) Table of contents must follow the front cover, and each page must be numbered.
- 5) Thesis must be bound at the left side, with front cover. Paper folder can be used for preliminary review only.
- 6) It is desirable that thesis be printed on the good quality white paper using word processing software. Chart, graphic, picture, map, and letters which come with can be printed out in color.
- 7) For published papers for thesis, bind submitted manuscript or proof copy (photocopy is acceptable) and write your name and the fact that they are published papers for thesis on the front cover and submit them. For the thesis that has not been published but has been accepted for publication by an academic society, affix the relevant notification or certifying document (or photocopy) on the first page of the submitted manuscript or proof copy.

3. 3 Catalog of thesis (for preliminary review) (use Forms 博2-1, 博2-2)

Use the designated form. Leave the "Report No." space blank. If there is too much information to fill in and cannot fit in Form 博 2-1, use Form 博 2-2 and staple them together.

1) Thesis title

Use the same title as the thesis to be submitted for preliminary review, and if there is a subtitle, write it as well. For non-Japanese title, Japanese translation must also be written.

2) Published papers for thesis

List the published papers relevant to the theme of a thesis you are to submit (basically the Thesis already published in print by review organizations) . Papers that have been submitted and accepted for publication subsequent to review are recognized as equivalent to publications, but that have simply been received as a submission are not eligible. The applicants submit reprints of the listed papers.

3) Method and Date of future publication of unpublished parts

It is assumed that the entire thesis is published but if there are some undisclosed parts in thesis, applicant must indicate the method and date of its publication. The undisclosed part can be published in the future together with previously published content.

4) Reference papers

Reference papers other than the thesis should be listed as such at the discretion of the applicant. The applicant must submit such papers as reprints. Papers pertaining to a different line of research than the thesis may be submitted as a reference for the review. Such papers are referred to as supporting papers. When submitting supporting papers, the applicant must write the title of the paper and clearly mark "Supporting Paper."

3. 4 Summary of thesis contents (for preliminary review) (use Form 博3)

Use the designated form. Write the thesis outline approximately in 600 characters for Japanese in principle, or in 200 words for English.

3. 5 Other reference items

- 1) Assemble reference paper, submitted manuscript, and its proof copy by indicating that they are reference paper (photocopy is acceptable) . If there are two or more of such reference papers, you must bind them together.
- 2) Supporting papers should be bound separately and should have a front cover with the title, applicant's name and affiliation. The front cover for papers that have been published should also include the name, volume, number, page and date of publication of the journal in which it was published and the name of the author (including the co-author) .

4. How to Prepare the Required Materials (for Application for Thesis Review)

General information is same as in 3. How to Prepare the Required Materials (for Application for Preliminary Review).

4. 1 Petition for thesis review (use Form 博1)

Use the designated form. In the parenthesis after 博士 (), put one of degree.

4. 2 Thesis

The thesis can be submitted as the committee requested. (PDF or Paper-based)

For details, please ask your main academic advisor.

As a general rule, thesis must be written in Japanese or English. Applicants wishing to prepare their Thesis in another language due to extraordinary circumstances may only do so if they have received the approvals from Dean of Graduate School of Informatics prior to applying for preliminary review.

Preparation of required materials for thesis review is equivalent to primary thesis review.

4. 3 Catalog of thesis (use Forms 博2-1, 博2-2)

Same procedures as 3.3 Catalog of thesis (for preliminary review). If there is a change after application for preliminary review, use the one after the change.

4. 4 Summary of thesis contents (use Form 博3)

Same procedures as 3.4 Summary of thesis contents (for preliminary review). This summary will be published at Chiba University Academic Result Repository.

4. 5 Other reference items

Reference thesis and supporting paper must be submitted following the procedures described for preliminary review.

4. 6 Letter of consent (Use Form 博5)

When published papers forming the basis of applicant's thesis (including papers that have been accepted for publication) has multiple authors, the applicant needs the consent of the authors if it is to be used in partial or fulfillment of his/her doctoral thesis. In such cases, the applicant must submit a Letter of consent with the names and seals of all co-authors. A Letter of consent is needed for each paper.

5. How to Prepare the Required Materials (for submission of final thesis)

5. 1 Final Thesis data

1) The thesis will be published in PDF format, so please submit it in PDF (PDF/A (ISO-19005)).

(If it is difficult to use PDF/A, you can use other PDF format)

2) Please submit the text in the form of a single electronic file that includes a cover page, table of contents, diagrams, etc.

3) About the settings for the PDF file

To ensure long-term readability, storability and accessibility, please make sure of the following.

- The font format is not dependent on a particular computer model.
(Please do not use the original font which is made by the maker and is not based official standard.)
- The file does not refer to an external information source (external font, etc.).
- No encryption, password, or printing restrictions, etc. have been set.

4) About the File Name

Please create the file name as follows.

R + A + _ (underbar) + student ID

number Ex. RA_10WD1234

5) Submission Method

Graduate Student Affairs Unit will contact you on how to submit the files.

6) Example of front cover

• Make sure to write “(千葉大学審査学位论文)” on the top line on the front cover (see below) in Japanese.

• For submission month, the applicants who complete the courses in September must write August and those who complete the courses in March must write February.

< English Title Sample for who complete the program in March 20XX >

(Front Cover)

<p>(千葉大学審査学位論文)</p> <p>T i t l e</p> <p>February 20XX</p> <p>(※↑Month /Year of Submission)</p> <p>N A M E</p> <p>Graduate School of</p> <p>Informatics</p> <p>CHIBA UNIVERSITY</p>

5. 2 Final Thesis Summary data

- 1) Final Thesis Summary data is not required if your thesis is fully open to public. If you have some sort of reason that you cannot publish the whole thesis, Final Thesis Summary data will be published instead of your thesis.
- 2) Use designated form(Use Form 博7).
- 3) Write the thesis summary approximately 5 to 10 pages in Japanese or English.
Use black ink on A4 size (210 x 297 mm) portrait paper with horizontal writing.
- 4) Final Thesis Summary will be published on the Internet. You have to be very careful of the expression and submit this form after obtaining confirmation and consent from your main academic advisor.
- 5) Contents including copyright, patent, intellectual property matters should not be written in the final thesis summary.
- 6) About the File Name
Please create the file name as follows.
R + A + _ (under bar) + student ID number + _ (under bar)
+ Y Ex. RA_19RD1234_Y
- 7) Submission Method
Graduate Student Affairs Unit will contact you on how to submit the files.

5. 3 Confirmation of Internet Publication of Doctoral Dissertation (Form1)

1) Applicants for a degree will be responsible for checking on rights and taking the other steps necessary at the time of Internet publication.

Fill and submit Form1 after obtaining confirmation and consent from your main academic advisor.

2) If you designate the start date for publication as “Undetermined” and publish an abstract, then, when the reason that made publishing the entire text impossible ceases to exist, please promptly submit Report Related to Internet Publication of Doctoral Dissertation (Form 2) to the Graduate Student Affairs Unit(Gakumu).

※If you want to know details about posting your thesis to CHIBA UNIVERSITY REPOSITORY for Access to Outcomes from Research, refer to the URL below.

<https://www.chiba-u.ac.jp/education/thesis/faq.html>

If you have any questions, please contact your main academic advisor or Graduate Student Affairs Unit (*Gakumu*) below.

【Contact Information】

Graduate Student Affairs Unit
(Gakumu)

Degree Conferment and Thesis

Graduate School of Informatics, Chiba University 1-33 Yayoi-
cho, Inage-ku, Chiba-shi, 263-8522 JAPAN

TEL 043-290-3885/3887

FAX 043-290-3888

E-mail gakui@office.chiba-u.jp

Office Hours : 8:30 - 12:00, 13:00 - 17:00 (Monday through Friday except for national holidays)

Office on the first floor in the Faculty of Engineering Building No.11