

## **Dissertation Preparation Guidelines for Doctoral Degree Program Students in the Graduate School of Engineering**

Students wishing to request a dissertation review are required to prepare documents according to the guidelines herein. If the documents are not properly prepared, they will not be accepted. Make sure to have your documents checked by your academic supervisor and the Student Affairs Section of the Graduate School of Engineering before submission.

### **I Dissertation**

1. The dissertation shall be written in Japanese or English.
2. The dissertation shall be submitted in electronic media (CD-R) and soft-bound papers.
3. The author's information and a dissertation title shall be printed on the CD-R as shown in [Attachment 1\(PDF\)](#).
4. The PDF/A file of dissertation shall be prepared by the guide line as shown in website of [Kobe University Library \(PDF\)](#).
5. The dissertation front cover and spine of book-form dissertations shall appear [as shown in the attachment 2 \(PDF\)](#).
6. The paper size shall be A4.
7. The paper shall be fine white paper.
8. The dissertation shall be written horizontally on portrait-oriented paper.
9. Any foreign language in the text shall be typed.
10. Once a dissertation is submitted, no change or replacement will be allowed to be made. However, wording changes that do not significantly alter the dissertation content, and typographical error corrections may be made upon approval of the Dean of the Graduate School, before the dissertation review is completed.
11. A joint paper that meets the following condition may be used as a doctoral dissertation:
  - The individual submitting the dissertation has received a written statement of consent for use of the paper as a dissertation for a doctoral degree from the coauthors of the paper.

\*Use the given form (Attachment 3) for a written statement of consent. [\(Word\)](#) [\(PDF\)](#)

\*However, in cases where the co-author's consent is unobtainable, e.g., death of coauthor or their being otherwise incommunicado, a written statement detailing the reasons should be written and signed by the individual submitting the dissertation, and submitted to the Student Affairs Section of the Graduate School of Engineering.

### **II Dissertation Abstract**

1. The dissertation abstract shall be written horizontally on portrait-oriented A4 paper and all pages shall be stapled together.
2. The title (including a subtitle) on the abstract shall be exactly the same as the one on

the dissertation to be submitted.

3. Please summarize in 1,200 to 2,400 words in English and in 2,000 to 4,000 characters in Japanese.
4. In a case in which a dissertation comprises a number of chapters, the abstract shall be written in the order of chapters.
5. The abstract is also required to follow the instructions from 1 to 9 of the above-mentioned section I.

### **III Dissertation Review Request**

Four copies of the dissertation are required to be submitted when there are three dissertation examiners (and one additional copy shall be submitted per additional examiner).

Two copies of the dissertation bibliography shall be submitted regardless of the number of examiners.

### **IV Dissertation Bibliography**

#### **1. Title**

- (1) The title (including a subtitle) shall be stated as stated on the dissertation to be submitted.
- (2) If the title is in English, the Japanese translation shall be provided underneath the English title in parentheses.

#### **2. Publication Method and Date**

- (1) The dissertation shall be formally published in a publication, such as a book or a scholarly journal.
- (2) In principle, the entire dissertation shall be published without any changes. However, you may make minor corrections or exclude a part of the dissertation unless it directly impacts the research content when published. Also, the dissertation may be considered as having been formally published, even when the content of the dissertation was published under a different title.
- (3) The dissertation may be divided and published in separate publications based on structural segments, such as chapters or sections, or based on the research topics.
- (4) The dissertation shall be published in the type of publication that is to be archived as a scholarly material at universities and other academic institutions, and is to be available for public reading at any time.
- (5) The dissertation shall be considered as having been formally published, even if it appeared in a privately published publication or another type of publication with a limited number of subscribers, as long as the publication has been distributed to universities and other academic institutions. In such case, a list of the institutions is required to be submitted.
- (6) In a case in which the entire dissertation is published, write its publication date (month and year), the title of the publication in which the dissertation appears, the volume/issue number of the publication (if published in a journal), and other details as needed.

In a case in which a dissertation is divided and published in separate publications, based on

structural segments, such as chapters or sections, or based on other types of segments, write the publication method and date for each segment.

- (7) If chapters or sections of the dissertation have been published under titles different from the title of the dissertation itself, and you wish to have the dissertation considered to have been formally published, please provide the published titles.
- (8) If the dissertation has not been published yet, the scheduled date and method of publication shall be specified as below.

In a case where such information is unavailable when submitting the dissertation (or when submitting the dissertation draft for preliminary review), please write “To be decided.”

#### [Examples]

a. In a case where a dissertation has been accepted by an academic society or any other organization but has not yet been printed or published by the date of submission, even though the date of publication has already been determined:

Title: XXXXXXXXXXXXXXXXXXXXXXXX Academic Journal, Volume X, No. X  
To be published on (month/day/year)

b. In a case where a dissertation is currently being submitted:

Title: XXXXXXXXXXXXXXXXXXXXXXXX  
Currently being submitted to XXXXX Academic Journal  
(To be published on [month/day/year])

c. In a case where a dissertation is soon to be submitted:

Title: XXXXXXXXXXXXXXXXXXXXXXXX  
To be submitted to XXXXXXX Academic Journal  
(To be published on [month/day/year])

In the above cases a. and b., two copies of proof of scheduled publication or two copies of proof of acceptance should be submitted, if available. Publication of doctoral dissertations is prescribed in Article 19 of Kobe University Degree Standards.

### 3. Number of Volumes

- (1) Write the number of volumes that the dissertation comprises.
- (2) When attaching figures and other supporting materials as separate volumes, the number of these volumes shall be included. However, when figures and other supporting materials are not bound into a volume, but are just attachments, write as “X volumes (with attached figures).”

\* Do not write the number of copies of the dissertation you submit, but the number of volumes that make up the dissertation itself. For example, if you have

two volumes (one for the dissertation and the other for figures), write “two volumes.”

## **V Curriculum Vitae**

### **1. Name**

Write your name as it appears on your passport. Do not use nicknames or pseudonyms. (This also applies to the other documents.)

### **2. Current address**

(1) Write your current official home address as stated on your certificate of residence (*juminhyo*).

(2) Also write the name of your apartment or dormitory and your room number, to expedite our communication.

### **3. Education**

(1) List your education chronologically after high school graduation.

(2) List all changes of status while you were a student, including enrollment, leave of absence, re-enrollment, withdrawal, graduation and completion of course.

(3) Write any changes in names of academic institutions and their subordinate units to which you belonged while you were a student.

(4) Describe your education at the Graduate School of Engineering as below:

April 1, XXXX :

Enrolled in the Doctoral Degree Program, XXX Department,  
Graduate School of Engineering, Kobe University

March 25, XXXX:

Scheduled to complete the Doctoral Degree Program, XXX Department,  
Graduate School of Engineering, Kobe University

### **4. Work Experience**

(1) List your full-time work experience chronologically, including places of employment and types of work. Also include your part-time work, if it is related to education and research.

(2) Write your current employment with “To date” below the starting date to clearly indicate that the employment is ongoing.

### **5. Academic and Social Activities**

(1) List academic activities and research history relevant to a degree review in chronological order, or by the type of activity.

(2) Activities to be listed as your history of scholarly research are as follows:

- a. Activities related to your research topics (including joint research)
- b. Activities related to training
- c. Activities related to academic investigations
- d. Activities related to research grants

(3) Do not list any information that applies to education or work experience.

#### 6. Awards

Write any awards that deserve a special note.

### **VI Reference Research Papers**

You may submit a reference research paper which is complementary with the doctoral dissertation and indivisible to have your dissertation reviewed. (It is preferable to have your doctoral dissertation reviewed without such paper.) In such cases, one additional copy of research paper excerpts shall be submitted besides the number of copies of the excerpts equivalent to the number of your electronic media dissertations.