

**Procedure for Application for  
the Degree of Doctor of philosophy**

**(For Applicants)**

**(April 2025 – March 2026)**

**Hokkaido University  
Graduate School of Information Science and Technology**

# Table of Contents

|  |    |
|--|----|
| Notes on Degree Applications   | 1  |
| Instructions for Preparing Degree Application Documents                                      | 1  |
| Online Publication of the Full Text of the Dissertation                                      | 2  |
| Schedule for Processing Degree Applications  | 3  |
| Flowchart of Doctorate Degree Application (Doctor by Coursework)                             | 4  |
| Degree Conferral Process for Doctor by Coursework  | 5  |
| Flowchart of Doctorate Degree Application (Doctor by Dissertation)                           | 6  |
| Dissertation Development Plan  | 7  |
| Resume (Form 1 – Sample)   | 10 |
| List of Publications (Form 2 - Sample)   | 11 |
| List of Research Accomplishments (Form 3 - Sample)   | 12 |
| Dissertation Abstract (Form 4 - Sample)  | 13 |
| Prior Checklist for Online Publication of Doctoral Dissertation                              | 14 |
| Application for Doctor of Philosophy Degree  | 15 |
| (Form 5-1 and 5-2 – Sample, doctor by dissertation only)                                     |    |
| Timetables for Graduation in 2025  |    |
| Timetable for Graduation in June 2025  | 18 |
| Timetable for Graduation in September 2025   | 19 |
| Timetable for Graduation in December 2025  | 20 |
| Timetable for Graduation in March 2026   | 21 |
| Amendment of Online Publication System of Doctoral Dissertations                             | 22 |
| Flowchart of Online Publication System of Doctoral Dissertations                             | 24 |
| Application for Extension of Delay in Online Publication for Doctoral Dissertation Full Text | 25 |

\* This English translation is only for reference purposes. The original Japanese document remains the official text. If there are any discrepancies between the original Japanese text and English translation, the original Japanese text shall prevail.

## Notes on Degree Applications

Every course has specific requirements for doctoral degrees.

It is therefore recommended that you ascertain the requirements from your course beforehand.

**Degree applicants are required to pay tuition fee for their final semester by the deadline. Students scheduled to receive degrees in June and December will be charged three months' tuition. Please note that you will not be eligible to apply for a tuition waiver for the first semester if your degree will be awarded in June, or for the second semester if your degree will be awarded in December.**

## Instructions for Preparing Degree Application Documents

### (1) Online Dissertation Submission System

Before submitting the required documents to the Academic Affairs Office, your degree application needs to be completed through the Online Dissertation Submission System.

An ID and password will be issued by the Academic Affairs Office at the request of your supervisor (first reviewer). Please apply from the following site.

#### ➤ Online Dissertation Submission System (YGGDRASIL)

([https://yggdrasil.eng.hokudai.ac.jp/gakui\\_shinsei/hakkou/touroku.php](https://yggdrasil.eng.hokudai.ac.jp/gakui_shinsei/hakkou/touroku.php))

\* Please take into account the time needed to enter the documents and the deadline for submission, and apply well in advance.

### (2) Online degree application and document submission

Fill in the documents through the Online Dissertation Submission System. For details, please refer to page 4 onward. After you click "Confirm/Register" in the online dissertation submission system, the Academic Affairs Office will confirm your registration and send you a confirmation notice.

After you click "Submit" in the degree application system, the Academic Affairs Office will check the contents of the documents that require your signature or seal (Resume (Form 1) and List of Publications (Form 2)), and then email you to request submission of the original documents. After receiving this request from the Academic Affairs Office, please output the PDF data from the degree application system and submit them to us.

Documents prepared by supervisor do not have to be submitted in paper form.

When preparing the documents, please keep the following points in mind.

1. All paper should be A4 size.
2. Resume (Form 1) and List of Publications (Form 2) should not exceed one page each.
3. The outer frame in the example is included as a guide for the necessary margins and should not be included when preparing the document. The binding allowance on the left side and the upper margin should be at least 35mm each. In the case of bag binding, the right side of the document should have the same allowance as the left side, as it will also be bound.
4. If there are multiple options in the example, such as the application category and attached documents, fill in only the necessary items.  
The examples are only one example; these parts should be prepared by each applicant in accordance with the purpose and notes.
5. \*The shaded areas are for your reference or notes and should not be included in the submitted documents.

## Online Publication of the Full Text of the Dissertation

According to the national requirement effective FY2013, dissertations must be published on the internet within a year from the date on which your degree is awarded. A digital copy of the dissertation will be placed in the Hokkaido University Collection of Scholarly and Academic Papers (HUSCAP) database. Please upload the full text of your dissertation in the Degree Application System by the deadline for submission of the final version of your dissertation.

The Academic Affairs Office will send a request for online submission after checking all the related documents. Please submit your dissertation through the Online Dissertation Submission System only after you have received the request from the Academic Affairs Office.

### (1) If you would like to delay the online publication of your dissertation

Publication may be withheld in unavoidable circumstances, such as if you are submitting your dissertation to an academic journal that does not allow publication elsewhere.

When submitting your dissertation, please complete the Internet Publication Checklist for Doctoral Dissertations in the Dissertation Application System and confirm that your dissertation can be published on the Internet, then submit the following documents to the graduate school's Academic Affairs Division (Window #2) when you apply for your degree (when you submit your resume, list of publications, and provisional copy).

Please complete the appropriate form for the pending Internet publication application from "Download pending Internet publication application form" on the top page of the Degree Application System, and submit it at the time of application.

#### ➤ If you would like to withhold publication of the full dissertation on the Internet for a certain period

- Notification of the Date of Availability of Doctoral Dissertation on the Internet (Form 2).

#### ➤ If you would like to withhold publication of the full dissertation on the Internet for more than one year from the date of graduation

\* Generally, doctoral dissertations cannot be withheld for more than one year from publication on the Internet.

- Application for Approval to Suspend Internet Publication of Full Text of Doctoral Dissertation (Form 1)
- Written Confirmation for Suspending Publication of Doctoral Dissertation on the Internet
- 

Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3)

(Maximum of 3 years from April 1 after degree conferment)

- Summary of your full dissertation (any format, please submit through the Online Dissertation Submission System)

Note: The difference between an "abstract" and a "summary" of a doctoral dissertation is as follows

- Abstract: An overview of the points you will cover throughout the dissertation.
- Summary: Submitted only by those who would like to delay the on-line publication of their dissertation for over a year. Outlines the entire dissertation from the problem setting, methodology, and experimental analysis to conclusions and considerations. Applicants tend to interpret this as larger than the abstract, but it should still be no greater than 10 pages.

If you wish to extend the suspension of publication due to unavoidable circumstances, please contact your supervisor and the Educational Records and Programs Section of the Graduate School Office at least three months before the date indicated on Form 1 or Form 2 which were submitted with your degree application. If no request is made, the full dissertation will be published on the indicated date.

## (2) Consultation Hotline for Online Publication of Doctoral Dissertations

It is the responsibility of the degree recipient to check the copyright policy of the publisher before publishing the dissertation, either alone or in an academic journal.

If you have any questions about how to check or interpret the submission rules of an academic journal, please Consultation Hotline service website and then contact the HUSCAP Team.

➤ Helpline service website:

[https://eprints.lib.hokudai.ac.jp/dspace/thesis/hotline\\_ja.jsp](https://eprints.lib.hokudai.ac.jp/dspace/thesis/hotline_ja.jsp) (Japanese ver.)

[https://eprints.lib.hokudai.ac.jp/dspace/thesis/hotline\\_en.jsp](https://eprints.lib.hokudai.ac.jp/dspace/thesis/hotline_en.jsp) (English ver.)

➤ Helpline service contact details:

HUSCAP Team, HU Library

e-mail: [huscap@lib.hokudai.ac.jp](mailto:huscap@lib.hokudai.ac.jp)

## Schedule for Processing Degree Applications

For details, please refer to Timetables for Graduation on p18-p21.

\*Degree applications have already closed for doctors by dissertation who are to receive their degree on 30 June 2025, and the meeting for acceptance of dissertations for this period has already been held.

| Commencement   | *30 June             |                        | 25 September         |                        | 25 December          |                        | 25 March 2026           |                        |
|--|----------------------|------------------------|----------------------|------------------------|----------------------|------------------------|-------------------------|------------------------|
| Application type   | Doctor by coursework | Doctor by dissertation | Doctor by coursework | Doctor by dissertation | Doctor by coursework | Doctor by dissertation | Doctor by coursework    | Doctor by dissertation |
| Deadline for the degree application  | 25 Mar.              | 20 Dec. 2024           | 23 Jun.              | 25 Mar.                | 19 Sep.              | 23 Jun.                | ①21 Nov.<br>②22 Dec.    | 19 Sep.                |
| Course Chairmen's meeting (acceptance of dissertation)   | 5 Apr.               | 9 Jan.                 | 3 Jul.               | 5 Apr.                 | 2 Oct.               | 3 Jul.                 | ①4 Dec.<br>②8 Jan. 2026 | 2 Oct.                 |
| Period for reporting on the results (deadline for submission of the final version of the dissertation) | 26 May               | 26 May                 | 25 Aug.              | 25 Aug.                | 21 Nov.              | 21 Nov.                | 13 Feb. 2026            | 13 Feb. 2026           |
| Course Chairmen's meeting (approval of course, completion and awarding of doctoral degree)             | 5 Jun.               | 5 Jun.                 | 4 Sep.               | 4 Sep.                 | 4 Dec.               | 4 Dec.                 | 27 Feb. 2026            | 27 Feb. 2026           |

## Flowchart of Doctorate Degree Application (Doctor by Coursework)

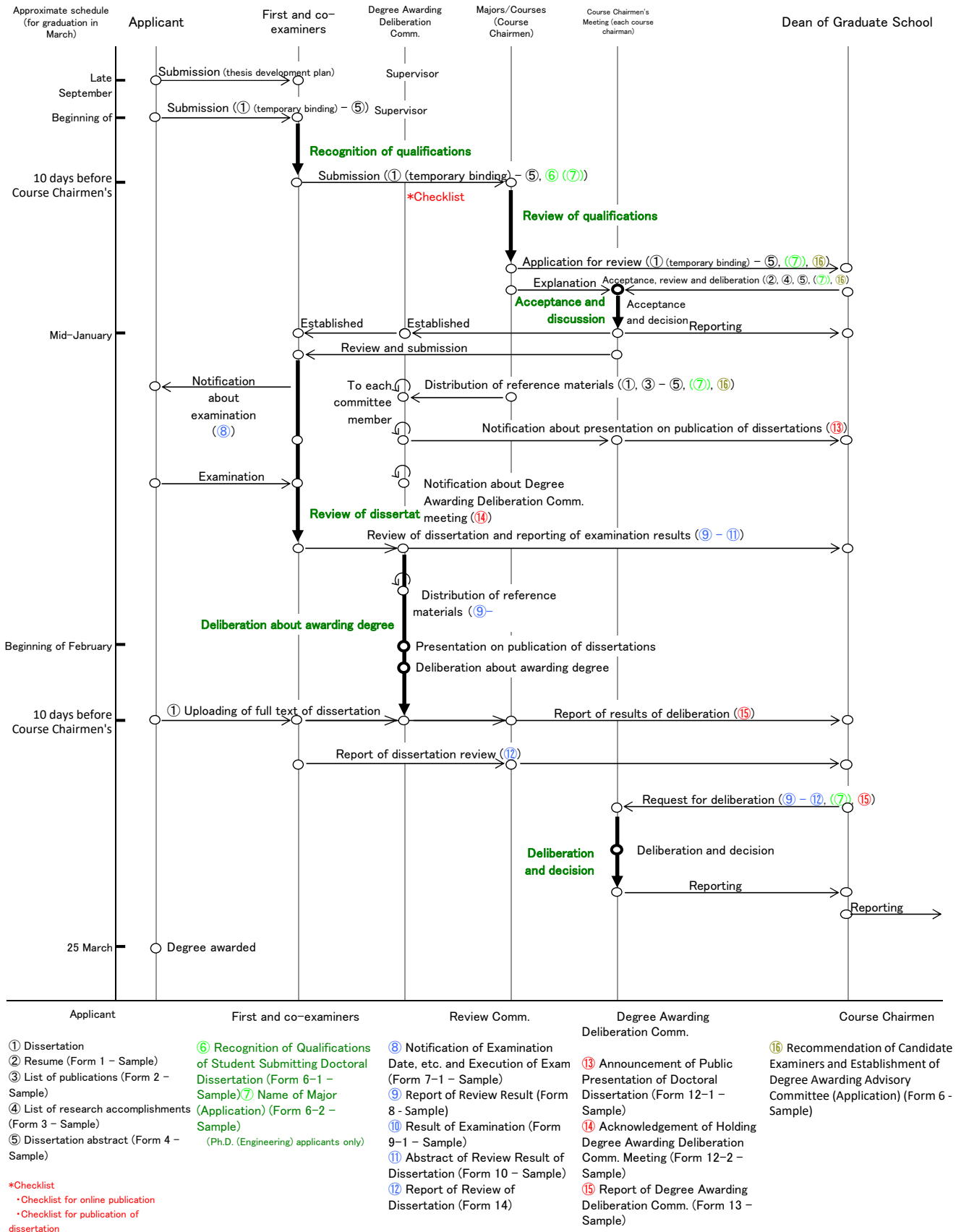
Application categories

- I. Applicants who satisfy all requirements except for the dissertation examination
- II. Applicants who are shortening their study period
- III. Applicants who satisfied all requirements but left the university and returned within one year.

| Submitted by/to  | Documents to be submitted   | Sample form no.  | Remarks  |
|--|---|--|--|
| Applicant to Supervisor                                      | ① Submission of Dissertation Development Plan<br>② Submission of Dissertation<br>• Dissertation<br>• Resume (Form 1)<br>• List of publications (Form 2)<br>• List of research accomplishments (Form 3)<br>• Dissertation abstract (Form 4)<br>• Checklist for online publication  | Form<br><br>Form 1 – Sample<br>Form 2 – Sample<br>Form 3 – Sample<br>Form 4 – Sample                                     | *Follow your supervisor's instructions for dissertation submission deadlines, etc.<br><br>• *Form 4 *Maximum 3,000 characters  |
| Supervisor   | ③ [Qualifying examination in corresponding Division]  | Form 6-1 – Sample  |  |
| Course Meeting   | ④ [Qualifying examination in corresponding Division]  |  |  |
| Course Chairmen to Dean of Graduate School                   | ⑤ [Application for awarding of degree]<br>Result report of the review of your eligibility<br>Recommendation of Dissertation Examination Comm.<br>Appointment of Degree Awarding Deliberation Comm.<br>Notification regarding the type of doctorate<br>*Only if you are applying for a Ph.D. (Engineering)<br>• Dissertation (upload PDF)<br>• Resume (Form 1)<br>• List of publications (Form 2)<br>• List of research accomplishments (Form 3)<br>• Dissertation abstract (Form 4)<br>• Checklist for online publication | Form 6 – Sample<br><br>Form 6-2 – Sample<br><br>Form 1 – Sample<br>Form 2 – Sample<br>Form 3 – Sample<br>Form 4 – Sample | *The supervisor will submit original copies of all documents to the Academic Affairs Division after checking with the course chairman<br>*Signed and undated original copies of the resume and list of publications must be submitted<br>• A physical copy of the dissertation does not need to be submitted |
|  | « Course Chairmen's meeting »<br>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]<br>[Appointment of Degree Awarding Deliberation Comm.]<br>Result report the review of your eligibility<br>Dissertation abstract (Form 4)<br>Resume (Form 1)<br>List of publications (Form 2)   |  | After the acceptance and decision, the course chairman will send the Result Report of Review for Eligibility, etc. (Forms 6 and 6-2), along with the dissertation abstract, resume, and list of publications, to the Chairman of the Degree Awarding Deliberation Comm.                                      |
|  | ⑥ Review of dissertation by first examiner (supervisor) and co-examiners  |  |  |
| Supervisor to Applicant                                      | ⑦ Announcement of examination schedule and execution of examination<br>• Announcement of dissertation examined by first examiner and co-examiner (Form 7)   | Form 7-1 – Sample  |  |
| To Dean  | ⑧ Announcement of public presentation of doctoral dissertation (Form 12)  | Form 12-1 – Sample   |  |
| Degree Awarding Deliberation Comm. Meeting to Comm. member   | ⑨ Degree Awarding Deliberation Comm.<br>a) Dissertation<br>b) List of research accomplishments (Form 3)<br>c) Dissertation abstract (Form 4)<br>Applicants shortening their study period and doctor by dissertation only<br>d) Report of review result (Form 8)<br>e) Result of examination (Form 9)<br>f) Abstract of review result of dissertation (Form 10)  | Form 3- Sample<br>Form 4 – Sample<br><br>Form 8 – Sample<br>Form 9-1 – Sample<br>Form 10 – Sample                        | *For applicants in Category II, the resume (Form 1 – Sample) will be distributed too.  |
| First examiner to Head of Degree Awarding Deliberation Comm. | ⑩ [Report of Degree Awarding Deliberation Comm.]<br>a) Report of review result (Form 8)<br>b) Result of examination (Form 9)<br>c) Abstract of review result of dissertation (Form 10)  | Form 8 – Sample<br>Form 9-1 – Sample<br>Form 10 – Sample   | *The completion of the review will be reported and a), b), and c) will be sent to the Chairman of the Degree Awarding Deliberation Comm.<br>• HU Form 5 *Maximum 2,000 characters<br>• To Dean of Graduate School<br>• A physical copy of the dissertation does not need to be submitted                     |
|  | [Public presentation of doctoral dissertation]  |  | *This can be held during the review by the Review Comm.  |
|  | ⑪ Announcement of Degree Awarding Deliberation Comm.  | Form 12-2 – Sample   | *To be held later if necessary by the Chairman of the Degree Awarding Deliberation Comm.   |
| To Dean  | ⑫ [After deliberation in Degree Awarding Deliberation Comm. meeting]<br>⑬ [Report of Degree Awarding Deliberation Comm.]<br>a) Report of Degree Awarding Deliberation Comm. (Form 13)<br>b) Report of Degree (Form 14)  | Form 13 – Sample<br>Form 14 – Sample   |  |
|  | ⑭ « Course Chairmen's meeting »<br>[Approval of graduation of doctoral course]<br>[Report of dissertation inquisition and vote on graduation]   |  | Hokkaido University Rules Article 10-2 (must be attended by at least 2/3 of committee members, and be agreed by at least 2/3 of attendees)   |
|  | ⑮ [Notification of graduation] [Commencement]   |  | Hokkaido University Academic Degree Rules Article 2  |

- 1) The order of ⑥ to ⑪ can be arranged flexibly.
- 2) The dissertation data will be distributed in advance to be read at the Course Chairmen meeting (⑭).
- 3) Refer to the tables on pages 18 to 21 for the full graduation timetables.

## Flowchart of Doctorate Degree Allocation



## Flowchart of Doctorate Degree Application (Doctor by Dissertation)

### Application categories

- I. Applicants who satisfied all requirements but left the university and returned after one year
- II. Applicants who have a master's degree and have done research work for more than five years
- III. Applicants who have a bachelor's degree and have done research work for more than six years
- IV. Applicants who have another equivalent research career

| Submitted by/to  | Documents to be submitted  | Sample form no.   | Remarks   |
|--|--|---|---|
| Applicant to Supervisor  | ① Submission of Dissertation<br>•Dissertation<br>•Resume (Form 1)<br>•List of publications (Form 2)<br>•List of research accomplishments (Form 3)<br>•Dissertation abstract (Form 4)<br>•Checklist for online publication  | Temporary binding<br><br>Form 1 – Sample<br>Form 2 – Sample<br>Form 3 – Sample<br>Form 4 – Sample | *Attach proof of research accomplishments other than those at research institutes<br>*Form 4 *Maximum 3,000 characters  |
| Supervisor   | ② [Qualifying examination in corresponding Division]   | Form 6-1 – Sample   |   |
| Course Meeting   | ② [Qualifying examination in corresponding Division]   |   | Hokkaido University Academic Degree Rules Article 3   |
| Course Chairmen to Dean of Graduate School   | ④ [Application for awarding of degree]<br>Result report of the review of your eligibility<br>Recommendation of Dissertation Examination Comm.<br>Appointment of Degree Awarding Deliberation Comm.<br>Notification regarding the type of doctorate<br>*Only if you are applying for a Ph.D. (Engineering)<br>•Dissertation<br>•List of research accomplishments (Form 3)<br>•Dissertation abstract (Form 4)<br>•Checklist for online publication | Form 6 – Sample<br><br>Form 6-2 – Sample<br><br>Form 3 – Sample<br>Form 4 – Sample                |   |
| Applicant to President (via Graduate School of Information Science and Technology) | ⑤ [Application for awarding of degree]<br>•Application for degree<br>•Resume (Form 1)<br>•List of publications (Form 2)  | Form 1 – Sample<br>Form 2 – Sample  | * Applicants must pay the examination fee (90,000 or 180,000 yen) with the payment slip distributed by Academic Affairs Office after the qualifying examination is submitted.   |
|  | « Course Chairmen's meeting »<br>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]<br>[Appointment of Degree Awarding Deliberation Comm.]<br>Result report of the review of your eligibility<br>Dissertation abstract (Form 4)<br>Resume (Form 1)<br>List of publications (Form 2)   |   | • After the acceptance and decision, the course chairman will send the Result Report of Review for Eligibility, etc. (Forms 6), along with the dissertation abstract, resume, and list of publications, to the Chairman of the Degree Awarding Deliberation Comm.   |
|  | ⑥ Review of dissertation by first examiner (supervisor) and co-examiners   |   |   |
| Supervisor to Applicant  | ⑦ Announcement of examination schedule and execution of examination<br>•Announcement of dissertation examined by first examiner and co-examiner (Form 7)   | Form 7-2 – Sample   | Hokkaido University Academic Degree Rules Article 6&7   |
| To Dean  | ⑧ Announcement of public presentation of doctoral dissertation (Form 12)   | Form 12-1 – Sample  |   |
| Degree Awarding Deliberation Comm. Meeting To Comm. Member                         | ⑨ Degree Awarding Deliberation Comm.<br>• Dissertation<br>• List of research accomplishments (Form 3)<br>• Dissertation abstract (Form 4)<br>* Applicants shortening their study period and doctor by dissertation only<br>• Report of review result (Form 8)<br>• Result of examination (Form 9)<br>• Abstract of review result of dissertation (Form 10)   | Form 3- Sample<br>Form 4 – Sample<br><br>Form 8 – Sample<br>Form 9-2 – Sample<br>Form 10 – Sample |   |
| First examiner to Head of Degree Awarding Deliberation Comm.                       | ⑩ [Report of Degree Awarding Deliberation Comm.]<br>• Report of review result (Form 8)<br>• Result of examination (Form 9)<br>• Abstract of review result of dissertation (Form 10)  | Form 8 – Sample<br>Form 9-1 – Sample<br>Form 10 – Sample  | *The completion of the review will be reported and a), b), and c) will be sent to the Chairman of the Degree Awarding Deliberation Comm.<br>• HU Form 5 *Maximum 2,000 characters<br>• HU Form 2 *Maximum 800 characters<br>• To Dean of Graduate School<br>• A physical copy of the dissertation does not need to be submitted |
|  | [Public presentation of doctoral dissertation]   |   |   |
|  | ⑪ Announcement of Degree Awarding Deliberation Comm.   | Form 12-2 – Sample  | *To be held later if necessary by the Chairman of the Degree Awarding Deliberation Comm.  |
| To Dean  | ⑫ [After deliberation in Degree Awarding Deliberation Comm. meeting]<br>⑬ [Report of Degree Awarding Deliberation Comm.]<br>• Report of Degree Awarding Deliberation Comm. (Form 13)<br>• Report of Degree (Form 14)   | Form 13 – Sample<br>Form 14 – Sample  |   |
|  | ⑭ « Course Chairmen's meeting »<br>[Approval of graduation of doctoral course]<br>[Report of dissertation inquisition and vote on graduation]  |   | Hokkaido University Academic Degree Rules Article 11 and Hokkaido University Rules 10-2 (must be attended by at least 2/3 of committee members, and be agreed by at least 2/3 of attendees)   |
|  | ⑮ [Notification of graduation]<br>[Commencement]   |   | Hokkaido University Academic Degree Rules Article 2   |

1) The order of ⑥ to ⑪ can be arranged flexibly.

2) The dissertation data will be distributed in advance to be read at the Course Chairmen meeting (⑭).

3) Refer to the tables on pages 18 to 21 for the full graduation timetables.



博士論文執筆計画書

# Dissertation Development Plan

※ Please write up to 4 pages in the order of the items specified. (Each item may be spread over several pages.  
Please submit to your supervisor at least 6 months prior to the scheduled completion of the Doctoral course.

Date (dd/mm/yy) \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

|                                   |         |                          |         |
|-----------------------------------|---------|--------------------------|---------|
| Course                            |         | Student ID               |         |
| Name                              |         | Name of your supervisor  |         |
| Name of your associate supervisor |         |                          |         |
| Year and month of admission       | MM/YY / | Expected completion date | MM/YY / |

|  |  |
|--|--|
| Title of Doctoral Dissertation (tentative)   |  |
| <p><b>Research background, objectives, and methods</b></p> <p>① Describe the background, such as the situation in the relevant field, problems, issues to be solved, and how you came up with the idea.</p> <p>② Provide a specific and clear description of the objectives, methods, and what and to what extent you intend to clarify.</p> |  |
| <p><b>Summary of research results to date and prospects</b></p>  |  |

## **Writing plan for doctoral thesis**

*Describe the organization of the doctoral dissertation (titles of chapters) and plan for the description of each chapter*

## **Novelty and usefulness**

*Describe the novelty (points of uniqueness and creativity) and usefulness (from an academic or industrial perspective)*

**List of your research accomplishments**

*Describe major research achievements related to the doctoral dissertation. Accomplishments under submission may also be listed.*

*Please list accomplishments in chronological order from oldest to newest for each classification, using a standard format.*

*The date and place of submission should be clearly indicated.*

1. 学術雑誌に掲載（採択）された査読付き論文

**01. Papers published in academic journals (refereed)**

2. 国際会議で発表した査読付き論文

**02. Papers used in presentations at international conferences (peer-reviewed)**

**(Form 1 – Sample) Resume [Doctoral Degree and Doctoral Dissertation]****RESUME**

Nationality:

Current address:

Name:

Date of birth:

Educational background

(excluding periods as a research student or auditor. Periods as a research student should be entered in Research Background.)

|  |   |                        |
|--|---|------------------------|
| Day/month/year   | Name of high school   | Graduated              |
| day/month/year   | Department, Faculty and University name                             | Enrolled               |
| day/month/year   | -- Same as above --   | Graduated              |
| day/month/year   | Master's program, Division, Graduate School,<br>and University name | Enrolled               |
| Day/month/year   | -- Same as above --   |                        |
|  | Graduated Day/month/year  | Doctoral               |
| Program, Division, Graduate School,<br>and University name |   | Enrolled               |
| Day/month/year   | -- same as above --   | Coursework             |
|  |   | Expected to completed. |

(Withdrawal with Completion of Course Credits)

Professional background (\*including current profession but excluding part-time work and advancement in the same post)

|                |                                       |             |
|----------------|---------------------------------------|-------------|
| Day/month/year | Name of organization                  | Joined      |
| Day/month/year | Position, -- same as above --         | Assigned    |
| Day/month/year | Position, -- same as above --         | Transferred |
| Day/month/year | -- Same as above --                   | Resigned    |
| Day/month/year | -- Same as above --                   | Joined      |
| Day/month/year | Current position, -- same as above -- | Transferred |

Research background (\*Dates may be omitted.)

(\* The period spent in graduate school must be entered. However, if the number of years of research experience exceeds the number of years required for the submission of the dissertation, the applicant may summarize three major research experiences together.)

|                  |  |
|------------------|--|
| Day/month/year   | Division, Graduate School and University name, title of research |
| - day/month/year | involved in during Master's program.                             |
| Day/month/year   | Division, Graduate School and University name, title of research |
| - day/month/year | involved in during Doctoral program.                             |
| Day/month/year   | R & D section and organization name, title of research           |
| - day/month/year | involved in until now.   |

Award/Prize (\* Dates may be omitted.)

\* Enter only awards received from academic societies, for papers, oral presentations etc., but not any internal prize records such as the Nitobe Award.)

|                |  |
|----------------|--|
| Day/month/year | Paper title, prize name and year from association and country name |
|----------------|--|

I certify that the above are true records.

Date: Leave blank.

&lt;Name&gt;

&lt;Signature&gt;

\* The JSPS Research Fellowship for Young Scientists should be mentioned in the Research Background

|                    |   |
|--------------------|---|
| <Day/month/year>   | Division, Graduate School and University name, title of research involved in during Master's program. |
| ~ <day/month/year> | (Appointed in a JSPS Research Fellowship for Young Scientists from <day/month/year>.                  |

\*Please do not exceed an A4 size sheet.

**(Form 2 - Sample) List of Publications** 【Doctor by coursework / Doctor by dissertation】

**LIST OF PUBLICATIONS**

Dissertation submitted for the degree

Title: Study on Factors of ○○○○○○ on ○○○○ ○○○○○○ in ○○○○○○

(□□□□に作用する□□□□□□への□□□因子に関する研究)

\* If the title of the dissertation is in a foreign language, please provide a Japanese translation.

\* The title of the thesis entered on this form will be reflected in Form 4.

\*Reference papers: If you are submitting reference papers along with the dissertation, please enter the title of the reference papers.

None

Or i. Study on Factors of ○○○○○○ on ○○○○ ○○○○○○ in ○○○○○○

ii.

(Provide only the titles. If there are two or more types of reference papers, list them.)

\* Reference papers must be papers that have been determined to be necessary for reference in the examination of the dissertation. They are different from the List of Research Accomplishments (Form 3).

Date: <Leave blank.>

<Signature>

(This is the list of publications; another form is used for the list of research accomplishments.)

**(Form 3 - Sample) List of Research Accomplishments**

**【Doctor with shortened period of coursework / Doctor by dissertation】**

研究業績目録

LIST OF RESEARCH ACCOMPLISHMENTS

氏名 Name:

(\*Representative examples of research accomplishments must be summarized in three A4 pages.)

(\*If the paper is printed in a booklet, provide page numbers. (ex. pp. 〇〇-〇〇)) (\*If the research is a collaborative study, provide the co-authors' names.)

1. 論文 (学位論文関係) Academic papers (related to the dissertation)

I 査読付学会誌等 Refereed academic journals, etc.

- (1) 北大微斗, 北大情二: 「〇〇〇の〇〇〇依存性に関する研究」, 〇〇〇論文誌, 〇〇巻〇号, pp. 〇〇-〇〇 (20〇〇) (IF=〇, TC=〇 ※)
- (2) B. Hokudai, J1. Hokudai, and J2. Hokudai: Investigation on 〇〇〇〇 for 〇〇, Rev. Sci. 〇〇. Vol. 〇〇, No. 〇, pp. 〇-〇〇 (20〇〇) (IF=〇, TC=〇 \*)

II 査読付国際会議プロシーディング Refereed International Conference Proceedings

- (1) B. Hokudai, J1. Hokudai, and J2. Hokudai: Study on 〇〇〇〇, Proc. of Int. Conf. on 〇〇〇〇〇〇, Greifswald, France, June 〇-〇〇, pp. 〇-〇〇 (20〇〇)
- (2) B. Hokudai, J1. Hokudai, and J2. Hokudai: Investigation on 〇〇〇〇 for 〇〇, Proc. of Int. Conf. on 〇〇〇〇, Rome, Italy, July 〇-〇〇, pp. 〇-〇〇 (20〇〇)

(\*List items that have been accepted for publication, but exclude items that are still under submission and not yet finalized. \*IFs, TCs, and adoption rates should be listed.)

IF : Impact Factor [インパクトファクター] TC : Times Cited [被引用回数]

IF: Impact factor, TC: times cited

2. 論文 (その他) Academic papers (not related to the dissertation)

- (1) 〇〇〇〇〇, 〇〇〇〇〇, 〇〇〇〇〇: 「Development of 〇〇〇〇 for 〇〇 〇〇〇〇」 〇〇〇〇誌, Vol. 〇〇, No. 〇〇, pp. 〇〇-〇〇 (〇〇〇〇年)
- (2) 〇〇〇〇〇, 〇〇〇〇〇, 〇〇〇〇〇: 「〇〇方法〇〇の実験システムの〇〇〇〇に関する研究」 〇〇〇〇誌, Vol. 〇〇, No. 〇〇, pp. 〇〇-〇〇 (〇〇〇〇年)
- (3) その他, 〇〇〇〇の〇〇〇〇に関連した研究論文〇〇篇  
Other research papers on 〇〇〇〇 of 〇〇〇〇 (# papers)

3. 講演 (学位論文関係) (\*Indicate conference title, date and place.)

- (1) 〇〇〇〇〇, 〇〇〇〇〇, 〇〇〇〇〇: 「Development of 〇〇〇〇 for 〇〇 〇〇〇〇」 〇〇〇〇学会, 〇〇〇〇年〇〇部門〇〇〇〇学術講演会 (〇〇〇〇)
- (2) 〇〇〇〇〇, 〇〇〇〇〇, 〇〇〇〇〇: 「〇〇方法〇〇の実験システムの〇〇〇〇に関する研究」 〇〇〇学会, 〇〇〇〇年〇〇部門〇〇〇〇シンポジウム (〇〇〇〇)
- (3) 〇〇〇〇〇, 〇〇〇〇〇, 〇〇〇〇〇: 「〇〇による〇〇の〇〇を用いた〇〇〇〇の研究開発」 〇〇〇学会, 〇〇〇〇年〇〇部門〇〇〇〇学術講演会 (〇〇〇〇)

4. 特許 Patents

本論文に関係した特許〇〇件  
# patents related to dissertation

以上  
End of document

**(Form 4 - Sample) Dissertation Abstract** 【Doctor by coursework / Doctor by dissertation】

学 位 論 文 内 容 の 要 旨  
DISSERTATION ABSTRACT

博士の専攻分野の名称      博士（情報科学）      （※又は博士（工学））      氏名 <your name>  
(The above phrases in Japanese ask and indicate your name and degree title, i.e. Doctor of IST or Engineering.)

学 位 论 文 题 名  
Title of dissertation submitted for the degree

(※博士(工学)の該当となる場合には、予め審査員候補者が検討を行い、主査からコース長あてに報告書(記入例6-2)を提出しておくこと。)

(＊学位論文題名が外国語で表示されている場合には、日本語訳を（ ）を付して記入すること。）

(※内容の要旨は3,000字以内、A4判2頁以内にまとめること。英語でもよく、この場合の文字制限はないが、A4判2頁以内を厳守すること。)

(＊コース長会議配布資料の印刷原稿及び本学の印刷公表原稿となるので、鮮明な印刷に留意すること。)

\*If you are applying for a Ph.D. (Engineering), candidates for the Review Committee must deliberate and the first examiner must submit a report to the Course Chairman (Form 6-2 – Sample) beforehand.

\*If the title of your dissertation is in a foreign language, provide a Japanese translation in ().

\*The abstract must be within 3,000 characters and not exceed two A4 sheets. English is permitted with no word limited, but the abstract must be no longer than two A4 sheets.

\*Make sure the abstract is printed clearly, as it will be copied as a reference material for the Course Chairmen's meeting and for publication by the university.

近年〇〇において〇〇が〇〇しており、〇〇が問題となっている。本研究は、〇〇〇〇〇〇〇〇〇〇〇〇〇〇

In recent years, ○○ has ○○, and the issue of ○○ is occurring. In this study, ○○○○○○○○○○○○○○○○○○○○○

<以下中略>

The rest has been omitted

最後に、 $\alpha$ が $\beta$ であること、又、 $\beta$ が $\alpha$ であることを明らかにした。

Lastly, I found that  $\circ\circ$  is  $\circ\circ$  and  $\circ\circ$  is  $\circ\circ$ .

※学位申請システムの画面上で、該当項目をチェックの上、PDF出力をすると、自動的に下記様式が完成するので、印刷して提出すること。\*When you check these items in the Online Dissertation Submission System and output a PDF, the form below will be filled out automatically. Print it out and submit it.

### Prior Checklist for Online Publication of Doctoral Dissertation

#### Check items

- (1) ☐ I have checked that my dissertation does not include charts or data whose rights belong to others by statute, such as personal information, copyrights, and portrait rights.
- (If the dissertation includes contents whose rights belong to others)
- ☐ I have followed the procedure for obtaining consent from the applicable persons in regard to ① including the contents in the dissertation, ②publishing online within one year after degree conferment.
- \* If you are not able to obtain consent to ①, please consult with your supervisor.
- \* If you are not able to obtain consent to ②, please submit Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1), Confirmation Form for Delay in Online Publication of Doctoral Dissertation, Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3), and "Summary of full dissertation".

Please check items from (2) to (5) that apply to you.

(If the dissertation has been already published in or submitted to an academic journal)

- (2) ☐ I have read the regulations of the academic journal and checked that publishing in the university repository within one year after conferment of my degree will be accepted.
- (If not accepted)
- \* Please submit one of the following forms depending on when online publication will be possible. ① Within one year after conferment of degree: Notification of date for online publication of full text of doctoral dissertation ② More than one year: Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1), Confirmation Form for Delay in Online Publication of Doctoral Dissertation, Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3), and Summary of full dissertation.

(If the dissertation is scheduled to be submitted to an academic journal)

- (3) ☐ I have read the regulations of the academic journal and checked that publishing in the university repository will not conflict with regulations on matters such as multiple submissions.
- (If it conflicts)
- \* Please submit one of the following forms depending on when online publication will be possible. ① Within one year after conferment of degree: Notification of date for online publication of doctoral dissertation full text ②More than one year: Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1), Confirmation Form for Delay in Online Publication of Doctoral Dissertation, Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3), Summary of full dissertation (physical copy).

(If the dissertation is scheduled to be published as a book)

- (4) ☐ I have checked that publishing in the university repository within one year after conferment of my degree will be accepted by the contract with the publisher.
- (If not accepted)
- \* Please submit one of the following forms depending on when online publication will be possible. ① Within one year after conferment of degree: Notification of date for online publication of doctoral dissertation full text ②More than one year: Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1), Confirmation Form for Delay in Online Publication of Doctoral Dissertation, Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3), Summary of full dissertation (physical copy). \*After publication of the book, you will be able to apply for a delay of online publication for a maximum of ten years.

(If the contents of the dissertation are scheduled to be used to apply for a patent or utility model)

- (5) ☐ I have checked the basis and period in which online publication will not possible due to the application procedure.
- \* Please submit one of the following forms depending on when online publication will be possible. ① Within one year after conferment of degree: Notification of date for online publication of doctoral dissertation full text ②More than one year: Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text (Form 1), Confirmation Form for Delay in Online Publication of Doctoral Dissertation, Notification of Resolution of Reasons for Request to Delay Online Publication of Doctoral Dissertation Full Text (Form 3), Summary of full dissertation (physical copy).



外枠は、必要な余白の目安として入れてあるので、書類作成時には入れないこと。

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## 学 位 申 請 書 Application for Degree

貴学学位規程第4条第1項の規定により学位論文、論文目録、  
履歴書及び論文審査手数料18万円を添え博士（情報科学）  
（＊又は博士（工学））の学位の授与を申請します。

In accordance with Article 4, Paragraph 1 of the University's Regulations for Degrees,

I am applying for the doctoral degree of Doctor of Information  
Science/Engineering with a dissertation, list of publications, a resume,  
and a dissertation review fee of 180,000 yen.

令和 年 月 日 (Leave here blank.)

氏名

(Signature)

北海道大学総長 殿

（＊1．博士（工学）の該当となる場合には、予め審査員候補者が検討を行い、主査からコース長あてに報告書（記入例6－1）を提出しておくこと。）

（＊2．論文博士の申請者は、学位論文の学位受理決定後、速やかに提出すること。）

（＊3．論文審査手数料は、改定されることがある。）

(\*1. If you are applying for a Ph.D. (Engineering), candidates for the Review Committee must deliberate and the first examiner must submit a report to the Course Chairman (Form 6-2 – Sample).

\*2. Doctor by dissertation applicants must submit their dissertation as soon as possible after the results of the examination of eligibility for submission are reported.)

(\*3. The dissertation review fee may change.)

\*Please pay the dissertation review fee at a post office or bank with the  
payment slip you received from the Academic Affairs Division (Window  
2)

※論文審査手数料は教務担当から交付される振込用紙により銀行（ゆうちょ銀行を含む）の窓口で払い込むこと。（ATM不可）

**(Form 5-2 – Sample) Application for Doctor of Philosophy Degree  
【Doctor by Dissertation】**

\* Persons affiliated with the University include those who graduated from an undergraduate school, those who were enrolled in a graduate school, and those who are or were employees of the University.

外枠は、必要な余白の目安として入れてあるので、書類作成時には入れないこと。

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学 位 申 請 書  
Application for Degree

貴学学位規程第4条第1項の規定により学位論文、論文目録、  
履歴書及び論文審査手数料9万円を添え博士（情報科学）  
（\*又は博士（工学））の学位の授与を申請します。

\* In accordance with Article 4, Paragraph 1 of the University's  
Regulations for Degrees, I am applying for the doctoral degree  
of Doctor of Information Science/Engineering with a  
dissertation,  
a list of publications, a resume, and a dissertation review fee of 90,000 yen.

令和 年 月 日 ((Leave here blank.))

氏名 (Signature)

北海道大学総長 殿

- ( \* 1 . 博士（工学）の該当となる場合には、予め審査員候補者が検討を行い、主査からコース長あてに報告書（記入例6－1）を提出しておくこと。 )  
( \* 2 . 論文博士の申請者は、学位論文の提出資格審査結果が報告された後、速やかに提出すること。 )  
( \* 3 . 論文審査手数料は、改定されることがある。 )

(\*1. If you are applying for a Ph.D. (Engineering), candidates for the Review Committee must deliberate and the first examiner must submit a report to the Course Chairman (Form 6-2 – Sample).

\*2. Doctor by dissertation applicants must submit their dissertation as soon as possible after the results of the examination of eligibility for submission are reported.)

(\*3. The dissertation review fee may change.)

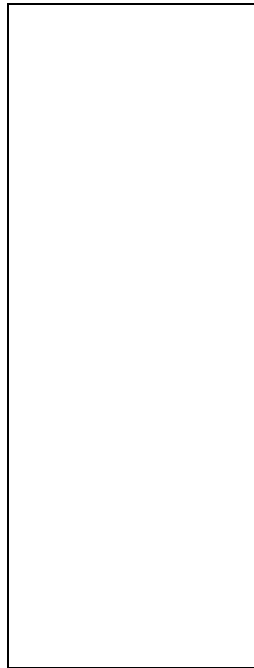
\*Please pay the dissertation review fee at a post office or bank with the payment slip you received from the Academic Affairs Division (Window 2)

※論文審査手数料は教務担当から交付される振込用紙により銀行（ゆうちょ銀行を含む）の窓口で払い込むこと。（ATM不可）

論文博士論文審査手数料  
受付証明書貼付用紙  
(＊課程博士は審査手数料不要)

Certificate of Doctoral Dissertation Examination Fee  
(\*Applicants for Doctor by dissertation only.)

\*Please paste your certificate of remittance below and submit with your other application materials. Please check that there is a receiving stamp on the certificate.



## Timetable for Graduation in June 2025

|   | Doctor by coursework  | Doctor by dissertation  | Required documents, etc.  |
|---|---|---|---|
| ① | Beginning of March (about one month before Course Chairmen's meeting in April)                          | Usually, late December (about one month before Course Chairmen's meeting in January)<br>* Graduation time differs depending on deliberation length. | <b>[Submission of dissertation, etc. by degree applicants]</b><br>a) Dissertation (temporary binding)<br>b) Resume (Form 1 – Sample)<br>c) List of publications (Form 2 – Sample)<br>d) List of research accomplishments (Form 3 – Sample)<br>e) Dissertation abstract<br>f) Checklist for online publication   |
|   |   |   | <b>[Qualifying examination in corresponding Division]</b> (Form 6-1 – Sample)   |
| ② | (Until 10 days before Course Chairmen's meeting in April)<br><b>Until Tue., 25 March 2025</b>           | (Until 17 days before Course Chairmen's meeting in January)<br><b>Until Fri., 20 December 2024</b>  | <b>[Application for awarding of degree]</b><br>a) Recommendation of Candidate Examiners and Establishment of Degree Awarding Advisory Committee (Application) (Form 6 – Sample)<br>b) Name of major (Ph.D. (Engineering) only) (Form 6-2 – Sample)<br>c) Dissertation (temporary binding: PDF) (refer to ①)<br>d) Application form for the degree (Forms 5-1, 2 – Sample) (applicants for Doctor by dissertation only)<br>e) Resume (refer to ①)<br>f) List of publications (refer to ①)<br>g) List of research accomplishments (refer to ①)<br>h) Dissertation abstract (refer to ①)<br>i) Checklist for online publication (refer to ①)<br>j) Checklist for recognition of credits (applicants for Doctor by coursework only) |
|   | <b>Tue., 1 April</b>  | <b>Fri, 27 December, 2024</b>   | <b>[Documents needed for deliberation by Course Chairmen's meeting]</b><br>a) Dissertation abstract (refer to ①), b) Resume (refer to ①)<br>c) List of research accomplishments (refer to ①)  |
|   | <b>Fri., 4 April</b>  | <b>Thu., 9 January</b>  | <b>« Course Chairmen's meeting »</b><br><b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b><br><b>[Appointment of Degree Awarding Deliberation Comm.]</b>  |
| ③ | Immediately after the above   | Immediately after the above   | <b>[Announcement of examination schedule, etc.]</b> (Form 7-1, 2 – Sample)<br><b>[Dissertation examined by first and co-examiners]</b>  |
| ④ | Immediately after the above, until late April   | (same as on the left)   | <b>[Announcement of public presentation of doctoral dissertation]</b> (Form 12-1 – Sample)  |
| ⑤ | Late April  | (same as on the left)   | <b>[Report of dissertation review result]</b><br>to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm.<br>a) Report of review result (Form 8)<br>b) Result of examination (Form 9-1, 2)<br>c) Abstract of review result of dissertation (Form 10)<br>(Send a) to c) to Chairman of Degree Awarding Deliberation Comm.)<br>(Send to Dean of Graduate School by 10 days before Course Chairmen's meeting in June)   |
| ⑥ | Late April  | (same as on the left)   | <b>[Distribution of deliberation references]</b><br>a) Dissertation (temporary binding) (refer to ①)<br>b) Dissertation abstract (refer to ①)<br>c) List of research accomplishments (refer to ①)<br>d) Resume (refer to ①)<br>e) Report of review result (refer to ⑤)<br>f) Result of examination (refer to ⑤)<br>g) Abstract of review result of dissertation (refer to ⑤)<br>(Course chairman will send a) to d) and the first reviewer of the Degree Awarding Deliberation Comm. will send e) to g) to committee members)   |
| ⑦ | After acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members, by mid-May | (same as on the left)   | <b>[Public presentation of doctoral dissertation]</b>   |
| ⑧ | Late April  | (same as on the left)   | <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> (Form 12-2 – Sample)   |
| ⑨ | Mid-May   | (same as on the left)   | <b>[Degree Awarding Deliberation Comm. meeting]</b><br>Degree Awarding Deliberation Comm. meeting to decide on awarding of degree   |
| ⑩ | (Until 10 days before Course Chairmen's meeting in June)<br><b>Until Mon., 26 May</b>                   | (same as on the left)<br>(same as on the left)  | <b>[After completion of Degree Awarding Deliberation Comm. meeting]</b><br><b>[Report of Degree Awarding Deliberation Comm.]</b><br>Report of Degree Awarding Deliberation Comm. (Form 13 – Sample)<br>Report of degree (Form 14 – Sample)<br><b>* Upload full text of dissertation</b>   |
|   | Mon., 2 June  | (same as on the left)   | <b>[Distribution of necessary documents (for Course Chairmen's meeting)]</b><br>a) Report of review result (refer to ⑤)<br>b) Result of examination (refer to ⑤)<br>c) Abstract of review result of dissertation (refer to ⑤)<br>d) Report of Degree Awarding Deliberation Comm. (refer to ⑩)   |
|   | Thu., 5 June  | (same as on the left)   | <b>« Course Chairmen's meeting »</b><br><b>[Approval of graduation of doctoral course]</b><br><b>[Report of dissertation inquisition and vote on graduation]</b>  |
|   | Until Thu., 5 June  | (same as on the left)   | <b>[Notification of graduation (by coursework), report of dissertation examination (by dissertation)]</b>   |
|   | Fri., 30 June   | (same as on the left)   | <b>[Commencement]</b>   |

(Note) The order of ④ to ⑨ can be arranged flexibly. \*Be sure to refer to pages 6 and 8 of this guide.

## Timetable for Graduation in September 2025

|   | Doctor by coursework   | Doctor by dissertation   | Required documents, etc.  |
|---|--|--|---|
| ① | Beginning of June (about one month before Course Chairmen's meeting in July)                               | Usually, late March (about one month before Course Chairmen's meeting in April)<br>* Graduation time differs depending on deliberation length. | <b>[Submission of dissertation, etc. by degree applicants]</b><br>a) Dissertation (temporary binding)<br>b) Resume (Form 1 – Sample)<br>c) List of publications (Form 2 – Sample)<br>d) List of research accomplishments (Form 3 – Sample)<br>e) Dissertation abstract<br>f) Checklist for online publication   |
|   |  |  | <b>[Qualifying examination in corresponding Division]</b> (Form 6-1 – Sample)   |
| ② | (Until 10 days before Course Chairmen's meeting in April)<br><b>Until Mon., 23 June 2025</b>               | (Until 17 days before Course Chairmen's meeting in January)<br><b>Until Tue., 25 March 2025</b>  | <b>[Application for awarding of degree]</b><br>a) Recommendation of Candidate Examiners and Establishment of Degree Awarding Advisory Committee (Application) (Form 6 – Sample)<br>b) Name of major (Ph.D. (Engineering) only) (Form 6-2 – Sample)<br>c) Dissertation (temporary binding: PDF) (refer to ①)<br>d) Application form for the degree (Forms 5-1, 2 – Sample) (applicants for Doctor by dissertation only)<br>e) Resume (refer to ①)<br>f) List of publications (refer to ①)<br>g) List of research accomplishments (refer to ①)<br>h) Dissertation abstract (refer to ①)<br>i) Checklist for online publication (refer to ①)<br>j) Checklist for recognition of credits (applicants for Doctor by coursework only) |
|   | <b>Mon., 30 June</b>   | <b>Tue., 1 April</b>   | <b>[Documents needed for deliberation by Course Chairmen's meeting]</b><br>a) Dissertation abstract (refer to ①), b) Resume (refer to ①)<br>c) List of research accomplishments (refer to ①)  |
|   | <b>Thu., 3 July</b>  | <b>Fri., 4 April</b>   | <b>«Course Chairmen's meeting»</b><br><b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b><br><b>[Appointment of Degree Awarding Deliberation Comm.]</b>  |
| ③ | Immediately after the above  | Immediately after the above  | <b>[Announcement of examination schedule, etc.]</b> (Form 7-1, 2 – Sample)<br><b>[Dissertation examined by first and co-examiners]</b>  |
| ④ | Immediately after the above, until late July   | (same as on the left)  | <b>[Announcement of public presentation of doctoral dissertation]</b> (Form 12-1 – Sample)  |
| ⑤ | Late July  | (same as on the left)  | <b>[Report of dissertation review result]</b><br>to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm.<br>a) Report of review result (Form 8)<br>b) Result of examination (Form 9-1, 2)<br>c) Abstract of review result of dissertation (Form 10)<br>(Send a) to c) to Chairman of Degree Awarding Deliberation Comm.)<br>(Send to Dean of Graduate School by 10 days before Course Chairmen's meeting in June)   |
| ⑥ | Late July  | (same as on the left)  | <b>[Distribution of deliberation references]</b><br>a) Dissertation (temporary binding) (refer to ①)<br>b) Dissertation abstract (refer to ①)<br>c) List of research accomplishments (refer to ①)<br>d) Resume (refer to ①)<br>e) Report of review result (refer to ⑤)<br>f) Result of examination (refer to ⑤)<br>g) Abstract of review result of dissertation (refer to ⑤)<br>(Course chairman will send a) to d) and the first reviewer of the Degree Awarding Deliberation Comm. will send e) to g) to committee members)   |
| ⑦ | After acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members, by mid-August | (same as on the left)  | <b>[Public presentation of doctoral dissertation]</b>   |
| ⑧ | Beginning of August  | (same as on the left)  | <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> (Form 12-2 – Sample)   |
| ⑨ | Mid-August   | (same as on the left)  | <b>[Degree Awarding Deliberation Comm. meeting]</b><br>Degree Awarding Deliberation Comm. meeting to decide on awarding of degree   |
| ⑩ | (Until 10 days before Course Chairmen's meeting in June)<br><b>Until Mon., 25 August</b>                   | (same as on the left)<br>(same as on the left)   | <b>[After completion of Degree Awarding Deliberation Comm. meeting]</b><br><b>[Report of Degree Awarding Deliberation Comm.]</b><br>Report of Degree Awarding Deliberation Comm. (Form 13 – Sample)<br>Report of degree (Form 14 – Sample)<br><b>* Upload full text of dissertation</b>   |
|   | <b>Mon., 1 September</b>   | (same as on the left)  | <b>[Distribution of necessary documents (for Course Chairmen's meeting)]</b><br>a) Report of review result (refer to ⑤)<br>b) Result of examination (refer to ⑤)<br>c) Abstract of review result of dissertation (refer to ⑤)<br>d) Report of Degree Awarding Deliberation Comm. (refer to ⑩)   |
|   | <b>Thu., 4 September</b>   | (same as on the left)  | <b>«Course Chairmen's meeting»</b><br><b>[Approval of graduation of doctoral course]</b><br><b>[Report of dissertation inquisition and vote on graduation]</b>  |
|   | Until Fri., 5 September  | (same as on the left)  | <b>[Notification of graduation (by coursework), report of dissertation examination (by dissertation)]</b>   |
|   | <b>Thu., 25 September</b>  | (same as on the left)  | <b>[Commencement]</b>   |

(Note) The order of ④ to ⑨ can be arranged flexibly. \*Be sure to refer to pages 6 and 8 of this guide.

## Timetable for Graduation in December 2025

|   | Doctor by coursework  | Doctor by dissertation  | Required documents, etc.  |
|---|---|---|---|
| ① | Beginning of September<br>(about one month before<br>Course Chairmen's meeting<br>in October)                         | Usually, late June (about<br>one month before Course<br>Chairmen's meeting in<br>July)<br>* Graduation time differs<br>depending on deliberation<br>length. | <b>[Submission of dissertation, etc. by degree applicants]</b><br>a) Dissertation (temporary binding)<br>b) Resume (Form 1 – Sample)<br>c) List of publications (Form 2 – Sample)<br>d) List of research accomplishments (Form 3 – Sample)<br>e) Dissertation abstract<br>f) Checklist for online publication   |
|   |   |   | <b>[Qualifying examination in corresponding Division]</b> (Form 6-1 – Sample)   |
| ② | (Until 13 days before Course<br>Chairmen's meeting October)<br><b>Until Fri., 19 September 2025</b>                   | (Until 10 days before Course<br>Chairmen's meeting in July)<br><b>Until Mon., 23 June 2025</b>  | <b>[Application for awarding of degree]</b><br>a) Recommendation of Candidate Examiners and Establishment of Degree Awarding Advisory Committee (Application) (Form 6 – Sample)<br>b) Name of major (Ph.D. (Engineering) only) (Form 6-2 – Sample)<br>c) Dissertation (temporary binding: PDF) (refer to ①)<br>d) Application form for the degree (Forms 5-1, 2 – Sample) (applicants for Doctor by dissertation only)<br>e) Resume (refer to ①)<br>f) List of publications (refer to ①)<br>g) List of research accomplishments (refer to ①)<br>h) Dissertation abstract (refer to ①)<br>i) Checklist for online publication (refer to ①)<br>j) Checklist for recognition of credits (applicants for Doctor by coursework only) |
|   | <b>Mon., 29 September</b>   | <b>Mon., 30 June</b>  | <b>[Documents needed for deliberation by Course Chairmen's meeting]</b><br>a) Dissertation abstract (refer to ①), b) Resume (refer to ①)<br>c) List of research accomplishments (refer to ①)  |
|   | <b>Thu., 2 October</b>  | <b>Thu., 3 July</b>   | <b>«Course Chairmen's meeting»</b><br><b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b><br><b>[Appointment of Degree Awarding Deliberation Comm.]</b>  |
| ③ | Immediately after the above   | Immediately after the above   | <b>[Announcement of examination schedule, etc.]</b> (Form 7-1, 2 – Sample)<br><b>[Dissertation examined by first and co-examiners]</b>  |
| ④ | Immediately after the above, until<br>late October  | (same as on the left)   | <b>[Announcement of public presentation of doctoral dissertation]</b> (Form 12-1 – Sample)  |
| ⑤ | Late October  | (same as on the left)   | <b>[Report of dissertation review result]</b><br>to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm.<br>a) Report of review result (Form 8)<br>b) Result of examination (Form 9-1, 2)<br>c) Abstract of review result of dissertation (Form 10)<br>(Send a) to c) to Chairman of Degree Awarding Deliberation Comm.)<br>(Send to Dean of Graduate School by 10 days before Course Chairmen's meeting in June)   |
| ⑥ | Late October  | (same as on the left)   | <b>[Distribution of deliberation references]</b><br>a) Dissertation (temporary binding) (refer to ①)<br>b) Dissertation abstract (refer to ①)<br>c) List of research accomplishments (refer to ①)<br>d) Resume (refer to ①)<br>e) Report of review result (refer to ⑤)<br>f) Result of examination (refer to ⑤)<br>g) Abstract of review result of dissertation (refer to ⑤)<br>(Course chairman will send a) to d) and the first reviewer of the Degree Awarding Deliberation Comm. will send e) to g) to committee members)   |
| ⑦ | After acceptance of dissertation and<br>decision on Degree Awarding<br>Deliberation Comm. members, by<br>mid-November | (same as on the left)   | <b>[Public presentation of doctoral dissertation]</b>   |
| ⑧ | Beginning of November   | (same as on the left)   | <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> (Form 12-2 – Sample)   |
| ⑨ | Mid-November  | (same as on the left)   | <b>[Degree Awarding Deliberation Comm. meeting]</b><br>Degree Awarding Deliberation Comm. meeting to decide on awarding of degree   |
| ⑩ | (Until 13 days before Course<br>Chairmen's meeting in December)<br><b>Until Fri., 21 November</b>                     | (same as on the left)<br>(same as on the left)  | <b>[After completion of Degree Awarding Deliberation Comm. meeting]</b><br><b>[Report of Degree Awarding Deliberation Comm.]</b><br>Report of Degree Awarding Deliberation Comm. (Form 13 – Sample)<br>Report of degree (Form 14 – Sample)<br><b>* Upload full text of dissertation</b>   |
|   | <b>Mon., 1 December</b>   | (same as on the left)   | <b>[Distribution of necessary documents (for Course Chairmen's meeting)]</b><br>a) Report of review result (refer to ⑤)<br>b) Result of examination (refer to ⑤)<br>c) Abstract of review result of dissertation (refer to ⑤)<br>d) Report of Degree Awarding Deliberation Comm. (refer to ⑩)   |
|   | <b>Thu., 4 December</b>   | (same as on the left)   | <b>«Course Chairmen's meeting»</b><br><b>[Approval of graduation of doctoral course]</b><br><b>[Report of dissertation inquisition and vote on graduation]</b>  |
|   | Until Thu., 5 December  | (same as on the left)   | <b>[Notification of graduation (by coursework), report of dissertation examination (by dissertation)]</b>   |
|   | <b>Thu., 25 December</b>  | (same as on the left)   | <b>[Commencement]</b>   |

(Note) The order of ④ to ⑨ can be arranged flexibly. \*Be sure to refer to pages 6 and 8 of this guide.

## Timetable for Graduation in March 2026

|   | Doctor by coursework   | Doctor by dissertation  | Required documents, etc.   |
|---|--|---|--|
| ① | Beginning of December<br>(about one month before<br>Course Chairmen's meeting<br>in December or January)   | Usually, late September<br>(about one month before<br>Course Chairmen's<br>meeting in October)<br>* Graduation time differs<br>depending on deliberation<br>length. | <b>[Submission of dissertation, etc. by degree applicants]</b><br>a) Dissertation (temporary binding)<br>b) Resume (Form 1 – Sample)<br>c) List of publications (Form 2 – Sample)<br>d) List of research accomplishments (Form 3 – Sample)<br>e) Dissertation abstract<br>f) Checklist for online publication  |
| ② | (Until 13 days before Course<br>Chairmen's meeting in December<br>or 17 days before Course<br>Chairmen's meeting in January)<br><b>Until Fri., 21 November<br/>or<br/>Mon., 22 December<br/>2025</b> | (Until 13 days before Course<br>Chairmen's meeting in October)<br><b>Until Fri., 19 September 2025</b>  | <b>[Qualifying examination in corresponding Division]</b> (Form 6-1 – Sample)<br><b>[Application for awarding of degree]</b><br>a) Recommendation of Candidate Examiners and Establishment of Degree Awarding Advisory<br>Committee (Application) (Form 6 – Sample)<br>b) Name of major (Ph.D. (Engineering) only) (Form 6-2 – Sample)<br>c) Dissertation (temporary binding: PDF) (refer to ①)<br>d) Application form for the degree (Forms 5-1, 2 – Sample) (applicants for Doctor by dissertation<br>only)<br>e) Resume (refer to ①)<br>f) List of publications (refer to ①)<br>g) List of research accomplishments (refer to ①)<br>h) Dissertation abstract (refer to ①)<br>i) Checklist for online publication (refer to ①)<br>j) Checklist for recognition of credits (applicants for Doctor by coursework only) |
|   | <b>Mon., 1 December<br/>Or<br/>Mon., 5<br/>January</b>   | <b>Mon., 29 September</b>   | <b>[Documents needed for deliberation by Course Chairmen's meeting]</b><br>a) Dissertation abstract (refer to ①), b) Resume (refer to ①)<br>c) List of research accomplishments (refer to ①)   |
|   | <b>Thu., 4 December 2025<br/>or<br/>Thu. 8<br/>January, 2026</b>   | <b>Thu., 2 October</b>  | <b>«Course Chairmen's meeting»</b><br><b>[Acceptance of dissertation and decision on Degree Awarding Deliberation Comm. members]</b><br><b>[Appointment of Degree Awarding Deliberation Comm.]</b>   |
| ③ | Immediately after the above  | Immediately after the above   | <b>[Announcement of examination schedule, etc.]</b> (Form 7-1, 2 – Sample)<br><b>[Dissertation examined by first and co-examiners]</b>   |
| ④ | Immediately after the above, until<br>late January   | (same as on the left)   | <b>[Announcement of public presentation of doctoral dissertation]</b> (Form 12-1 – Sample)   |
| ⑤ | Late January   | (same as on the left)   | <b>[Report of dissertation review result]</b><br>to Dean of Graduate School and Chairman of Degree Awarding Deliberation Comm.<br>a) Report of review result (Form 8)<br>b) Result of examination (Form 9-1, 2)<br>c) Abstract of review result of dissertation (Form 10)<br>(Send a) to c) to Chairman of Degree Awarding Deliberation Comm.)<br>(Send to Dean of Graduate School by 10 days before Course Chairmen's meeting in<br>June)   |
| ⑥ | Late January   | (same as on the left)   | <b>[Distribution of deliberation references]</b><br>a) Dissertation (temporary binding) (refer to ①)<br>b) Dissertation abstract (refer to ①)<br>c) List of research accomplishments (refer to ①)<br>d) Resume (refer to ①)<br>e) Report of review result (refer to ⑤)<br>f) Result of examination (refer to ⑤)<br>g) Abstract of review result of dissertation (refer to ⑤)<br>(Course chairman will send a) to d) and the first reviewer of the Degree Awarding Deliberation<br>Comm. will send e) to g) to committee members)   |
| ⑦ | After acceptance of dissertation and<br>decision on Degree Awarding<br>Deliberation Comm. members, by<br>mid-February  | (same as on the left)   | <b>[Public presentation of doctoral dissertation]</b>  |
| ⑧ | Beginning of February  | (same as on the left)   | <b>[Acknowledgement of holding Degree Awarding Deliberation Comm. meeting]</b> (Form 12-<br>2 – Sample)  |
| ⑨ | Mid- February  | (same as on the left)   | <b>[Degree Awarding Deliberation Comm. meeting]</b><br>Degree Awarding Deliberation Comm. meeting to decide on awarding of degree  |
| ⑩ | (Until 2 weeks before Course<br>Chairmen's meeting at end of<br>February)<br><b>Until Thu., 12 February</b>  | (same as on the left)<br>(same as on the left)  | <b>[After completion of Degree Awarding Deliberation Comm. meeting]</b><br><b>[Report of Degree Awarding Deliberation Comm.]</b><br>Report of Degree Awarding Deliberation Comm. (Form 13 – Sample)<br>Report of degree (Form 14 – Sample)<br><b>* Upload full text of dissertation</b>  |
|   | <b>Fri., 20 February</b>   | (same as on the left)   | <b>[Distribution of necessary documents (for Course Chairmen's meeting)]</b><br>a) Report of review result (refer to ⑤)<br>b) Result of examination (refer to ⑤)<br>c) Abstract of review result of dissertation (refer to ⑤)<br>d) Report of Degree Awarding Deliberation Comm. (refer to ⑩)  |
|   | <b>Fri., 27 February</b>   | (same as on the left)   | <b>«Course Chairmen's meeting»</b><br><b>[Approval of graduation of doctoral course]</b><br><b>[Report of dissertation inquisition and vote on graduation]</b>   |
|   | Until Fri., 27 February  | (same as on the left)   | <b>[Notification of graduation (by coursework), report of dissertation<br/>examination (by dissertation)]</b>  |
|   | <b>Wed., 25 March</b>  | (same as on the left)   | <b>[Commencement]</b>  |

(Note) The order of ④ to ⑨ can be arranged flexibly. \*Be sure to refer to pages 6 and 8 of this guide.

## **Amendment of Online Publication System of Doctoral Dissertations**

July 2016

Executive Office for Education Reform Workgroup for Deliberation on Graduate School Education

Based on the Ministerial Ordinance Partially Amending the Degree Regulations published on March 11, 2013 (Ministry of Education, Culture, Sports, Science and Technology Ordinance No. 5, 2013), Hokkaido University established a system for online publication of doctoral dissertations, under which doctoral dissertations shall in principle be published online within one year after conferral of the degree. This has been operated over the last three years since June 2013.

However, due the current design of the system, in cases where publication of a doctoral dissertation needs to be withheld for unavoidable reasons and the date on which the dissertation can be released has not been decided, the dissertation cannot be published in its entirety unless an application is submitted by the author. It has become apparent that this poses a high future risk of accumulating a large number of doctoral dissertations whose publication has been withheld with no prospects for publishing them in their entirety.

Additionally, there is insufficient awareness and understanding that doctoral dissertations are in principle published online in their entirety, and there have been cases where authors have withdrawn their doctoral dissertation shortly after publishing it.

This report outlines revisions that we consider necessary in order to ensure reliable operation of the system for online publication of the full text of doctoral dissertations while providing the maximum possible consideration for individual circumstances.

### **1. Prior confirmation with a checklist, etc.**

Doctoral degree holders are required to publish their own doctoral dissertations online, so it is essential that students understand the system.

Therefore, parties such as each graduate school will provide appropriate guidance to persons intending to apply for a degree, such as providing an advance checklist for online publication (separate document).

### **2. More specific, stringent criteria for withholding publication**

The current form used for applications to withhold publication online (reference document: current form 1) asks applicants to select the reason why they wish to withhold publication and then enter the specific details.

However, if, for example, an applicant writes “I intend to publish my dissertation in a journal that does not allow multiple publications” in the section for specific details and sets “Undecided” as the date on which the reason for the delay will be resolved it is not possible to find out when and in what journal they intend to publish it.

To ensure that clear grounds for withholding publication are provided, we will change the form so that the categories are finer and applicants must provide specific details such as the name of the journal where they intend to publish their dissertation and the time it will be published. A rigorous discussion on whether to allow publication to be withheld will be conducted at faculty meetings such as those at each graduate school after reviewing the details of the applicant’s reason (Form 1).

### **3. Establishment of maximum withholding period**

On the current form, applicants are allowed to set “Undecided” as the date on which the reason for the delay will be resolved, but if “Undecided” is set as the date, the dissertation cannot be published without notification by the author even if the author’s circumstances change. This creates a high risk that over the years there will be a growing number of doctoral degree holders who do not submit a notification for a long period of time, and following up on individuals’ situations is logistically difficult.

To prevent cases like this, we will change the procedure so that applicants will in principle not be allowed to set “Undecided” as the date on which the reason for the delay will be resolved, and dissertations will be automatically released five years after the date on which the doctoral degree is conferred. We will not prevent parties such as each graduate school from setting a period shorter than five years.

However, we anticipate that there will be cases where a doctoral dissertation cannot be published after a particular period in cases such as those where the data in it is closely related to other, ongoing research and the author intends to



publish the dissertation, including the data, in an academic journal. Therefore, we will enable the period to be extended by one year at a time through a process in which the author or the faculty member assigned to them at the university submits an application before the deadline using a specific form and approval is given at faculty meetings such as those at each graduate school (Form 4).

The following exceptions to these procedures will be allowed.

(1) Cases involving personal information or intellectual property such as copyrights

Applicants will be allowed to set “Undecided” as the date for releasing their dissertation in exceptional circumstances such as cases where publishing the dissertation will leak details on specific people or violate a copyright belonging to a specific individual or cases where publishing the dissertation will void a patent application or cause the newness of a design to be lost, as these are cases where the reason for the delay evidently cannot be resolved for a considerably long period of time due to laws, regulations, etc. to which the dissertation is subject.

(2) Cases where the dissertation will be published as a book, etc.

In these cases, publishing the dissertation before the end of the withholding period could impact sales of the published material, which would be detrimental to both the author and the publisher. Therefore, these applicants will in principle be allowed to extend the withholding period to up to 10 years after the publication date of the published material.

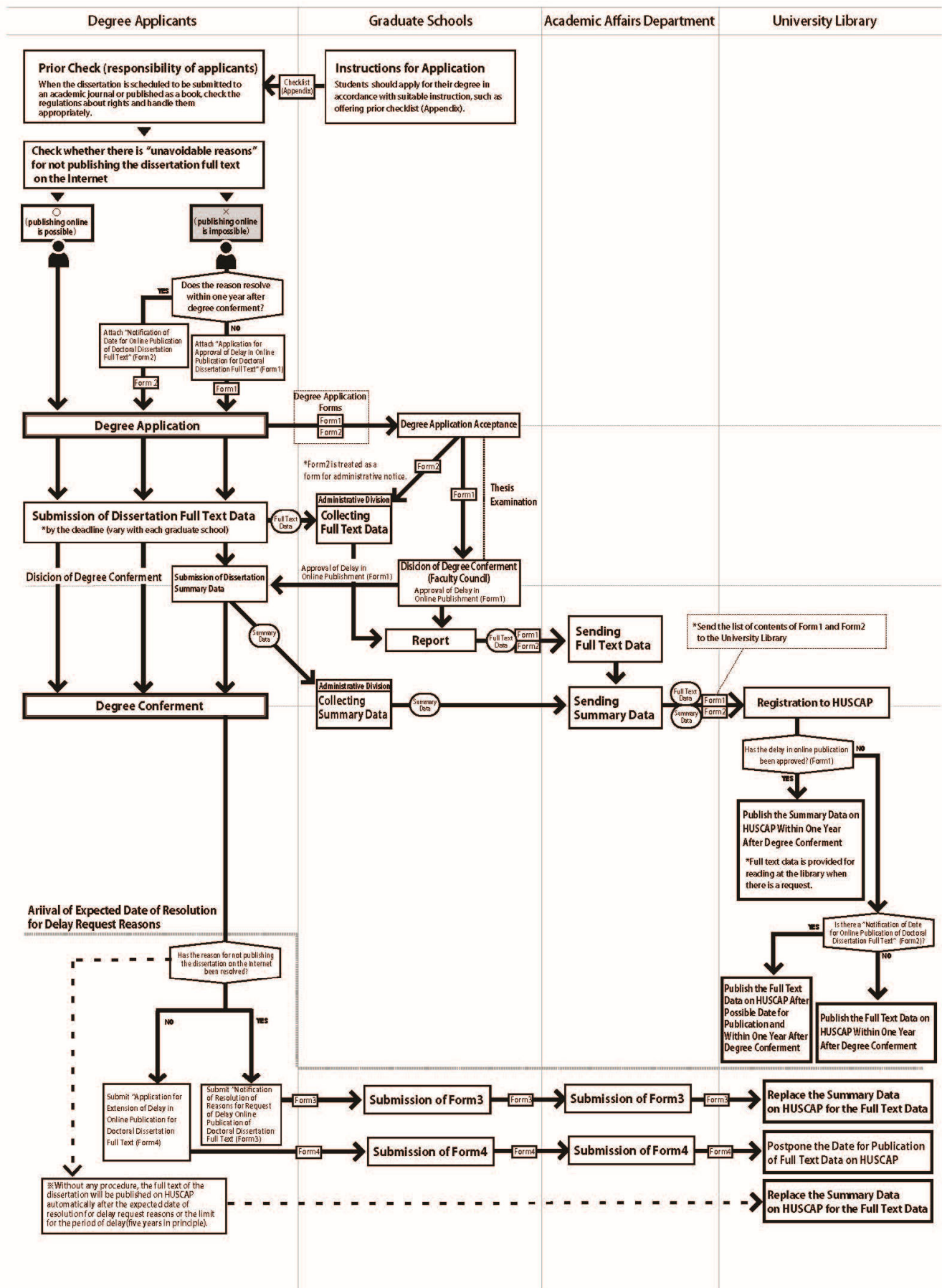
In such cases, an agreement about online publication (permission to publish online and the date of publication online) will be signed with the publisher and the date on which the reason for the delay will be resolved will be written on the application to delay publication online.

However, once the copyright is transferred to the publisher, it cannot be violated, so if the publisher does not give permission to publish the dissertation online, the applicant can set “Undecided” as the date on which the reason for the delay will be resolved if they send written proof such as documentation or copies of emails together with the application form.

#### **4. Enforcement date of amendments to system**

As time is needed to notify parties such as each graduate school about the changes and every student receiving a doctoral degree in the same academic year needs to be treated according to the same conditions, the above amendments to the system will be enforced for students receiving doctoral degrees from June 2017 onwards.

## Flowchart of Online Publication System of Doctoral Dissertations (From the Graduates in 2017 Academic Year)



Date: \_\_\_\_\_

To the Dean of the Graduate School of IST

## Application for Approval of Delay in Online Publication for Doctoral Dissertation Full Text

I understood those who were conferred the doctoral degree are required to release the full text of their doctoral dissertation. However, I hereby request that my doctoral dissertation be published online in summary form only, as it is not possible to publish the full text on the Internet within one year of degree conferment for the reasons outlined below.

I will notify you as soon as the reasons for the delay request are resolved so that the full text can be published.

### 1. Reasons for request to delay publishing of full text on the Internet

In the case there is limit for the period of delay, the full text of the dissertation will be published in the university repository automatically after the expected date of resolution for delay request reasons which you write below or the limit for the period of delay.

When you would like to extend the period of delay, you or the professor who was delegated from you need to submit "Application for Extension of Delay in Online Publication for Doctoral Dissertation Full Text" (another form) by the predetermined day before expiration of the delay period.

#### (Reason about submission to an academic journal or publication as a book)

- ☐ Because of the regulation of the academic journal to which I have submitted the dissertation, the period I cannot publish the dissertation online continues more than one year from the date of degree conferment (maximum of five years, however, annual extension is possible).

**Journal name ( ) Date of submission ( )**

- ☐ The dissertation will be submitted to an academic journal which prohibits multiple publications. (maximum of five years, however, annual extension is possible).

**Journal name ( ) Scheduled date of submission ( )**

- ☐ The dissertation will be published as a book (maximum of five years, however, when it is actually published, delay of online publication for maximum of ten years from the publication date of the book is possible).

#### (Reason about the rights belong to others)

- ☐ The dissertation includes a specific individual's information (date of resolution is undecided).
- ☐ The dissertation includes the others' work, and consent about online publishing was not obtained although printing to the dissertation was accepted. (date of resolution is undecided).

#### (Reason about patent and so on)

- ☐ Because of application for patent or a utility model, publication of the full text on the Internet would have negative consequences for me until more than one year after degree conferment (date of resolution is undecided).
- ☐ The dissertation has contents that cannot be published on the Internet for reasons related to physical limitations such as expression based on three-dimensional shapes (date of resolution is undecided).
- ☐ There is an unavoidable reason not mentioned above. (maximum of five years).

\*Write down the specific reason.

### 2. Expected date of resolution for delay request reasons

- ☐ Date: \_\_\_\_\_ (mm/dd/yyyy) ☐ Undecided

Applicant's name: \_\_\_\_\_ Seal\*

Expected date of degree conferment: \_\_\_\_\_ (mm/dd/yyyy)

|   |       |
|---|-------|
| Supervisor approval<br>*Unnecessary if the applicant receives doctorate by dissertation | Seal* |
|---|-------|

\*Seals are unnecessary if signatures are used.

Diploma Number: \_\_\_\_\_ (Fill in only for graduates)

Date: \_\_\_\_\_

To the Dean of the Graduate School of IST

### **Notification of Date for Online Publication of Doctoral Dissertation Full Text**

I hereby request the publication of the full text of my doctoral dissertation on the Internet on the following date or later:

\_\_\_\_\_ (mm/dd/yyyy)

Notifier's name: \_\_\_\_\_ Seal\*

Expected date of degree conferment: \_\_\_\_\_ (mm/dd/yyyy)

Diploma Number:

\*Seal is unnecessary if signature is used.

\*\*This form is to be submitted by students who requested that the online publication of their dissertations be delayed for a certain period within a year of degree conferment.

Date: \_\_\_\_\_

To the Dean of the Graduate School of IST

**Notification of Resolution of Reasons for Request to Delay Online  
Publication of Doctoral Dissertation Full Text**

I hereby give permission to publish the full text of my doctoral dissertation on the Internet on the following date or later:

\_\_\_\_\_ (mm/dd/yyyy)

Notifier's name: \_\_\_\_\_ Seal\*

Date of degree conferment: \_\_\_\_\_ (mm/dd/yyyy)

Diploma number: \_\_\_\_\_

\*Seal is unnecessary if signature is used.

Date: \_\_\_\_\_

To the Dean of the Graduate School of IST

## Application for Extension of Delay in Online Publication for Doctoral Dissertation Full Text

Although I had applied for delay in online publication for doctoral dissertation full text, I cannot publish at the initial expected date for the following reason. I hereby apply for extension of the period of delay.

I will notify you as soon as the reasons for the delay request are resolved so that the full text can be published.

### 1. Reasons for request to extend

- ☐ Because of the regulation of the academic journal to which I have submitted the dissertation, the period I cannot publish the dissertation online continues.

(extensible period: maximum of one year per application)

\*Write down the journal name, date of submission and so on specifically.

- ☐ Contents of the dissertation have been published as a book.

Date of publication of the book : \_\_\_\_\_

(extensible period: maximum of ten years from the publication date of the book)

### 2. Initial expected date of resolution for delay request reasons

Date: \_\_\_\_\_(mm/dd/yyyy)

### 3. New expected date of resolution for delay request reasons

☐ Date: \_\_\_\_\_(mm/dd/yyyy)

☐ Undecided (You can check only when the copyright is transferred to the publisher and consent about online publication is not obtained.)

Applicant's name \_\_\_\_\_ Seal\*

Diploma number: \_\_\_\_\_

\*Seals are unnecessary if signatures are used.

Date of degree conferment: \_\_\_\_\_(mm/dd/yyyy)

(When delegated from the applicant)

Professor's name \_\_\_\_\_ Seal\*

\*Seals are unnecessary if signatures are used.