

Ver. April 1<sup>st</sup>, 2023

# **<Doctoral Dissertation>**

## **Guidelines to Complete Application Forms**

**Meiji University Graduate School**

# 【Examination Request for Doctoral Dissertation】

(1) Please use the designated form by Meiji University and note that the form is different between Katei-Hakushi and Ronbun-Hakushi.

< Note >    Katei-Hakushi        Regulated by Meiji University Degree Regulation Article 5  
                  Ronbun-Hakushi        Regulated by Meiji University Degree Regulation Article 6

(2) Years must be in the international format. (e.g.: 2019, 2020, etc.)

(3) Please fill in the formal name of graduate school and major.

(4) Please fill in your name.

(5) Please refer to the next page and put the degree in XXX of “(Doctor of XXX)” .

(6) Please make sure to change the title in the form if you change the doctoral dissertation title.

(7) Only for Katei-Hakushi:

Supervisor’s name is only allowed to be handwritten by your supervisor.

Please make sure to get approval by your supervisor before submission.

(8) Those who re-enter should write the previous student number. The current number, which is given after re-entrance, should not be written.

(9) Please write “N.A.” if you have nothing to fill in the form and do the same in the other forms, too.

(10) A copy of your passport or certificate of residence must be submitted as a verification document.

Only for Ronbun-Hakushi:

When you submit a certificate of residence, you must also submit a copy of your photo ID.

<List of Degree>

Graduate School of Law : Doctor of Law

Graduate School of Commerce : Doctor of Commerce

Graduate School of Political Science and Economics

Political Science : Doctor of Philosophy in Political Science

Economics : Doctor of Philosophy in Economics

Graduate School of Business Administration : Doctor of Philosophy in Business Administration

Graduate School of Arts and Letters

Japanese Literature : Doctor of Philosophy

English Literature : Doctor of Philosophy

French Literature : Doctor of Philosophy

German Literature : Doctor of Philosophy

Drama and Theatre Arts : Doctor of Philosophy

History : Doctor of Philosophy

Geography : Doctor of Philosophy

Clinical Psycho-Social Sciences : Doctor of Philosophy

Graduate School of Science and Technology

Electrical Engineering : Doctor of Engineering or Philosophy

Mechanical Engineering : Doctor of Engineering or Philosophy

Architecture and Urbanism : Doctor of Engineering or Philosophy

Applied Chemistry : Doctor of Engineering or Philosophy

Fundamental Science and Technology : Doctor of Engineering, Science or Philosophy

Frontier Sciences and Innovation : Doctor of Engineering, Science or Philosophy

Architecture and Urbanism : Doctor of Engineering, Architecture or Philosophy

Computer Science : Doctor of Engineering, Science or Philosophy

Mathematics : Doctor of Science or Philosophy

Physics : Doctor of Science or Philosophy

Graduate School of Agriculture : Doctor of Philosophy

Graduate School of Information and Communication : Doctor of Information and Communication

Graduate School of Humanities : Doctor of Philosophy

Graduate School of Advanced Mathematical Sciences

Mathematical Sciences : Doctor of Mathematical Science or Statistical Science

Frontier Media Science : Doctor of Engineering, Science or Mathematical Sciences

Network Design : Doctor Engineering or Science

Graduate School of Global Japanese Studies : Doctor of Philosophy

Graduate School of Global Governance : Doctor of Philosophy in Global Governance

# **【Resume】**

## **1. In general**

- (1) Please use the Western calendar (Not Japanese era names) when you fill in dates.
- (2) Please write “None” or “N/A” for items that are not applicable or for which you have no information.
- (3) You may resize the fonts, insert line feeds and edit cells if you need additional space or if a section spans 2 pages.

## **2. Photograph**

Please attach your identification photograph (black and white photos may also be used) at the upper left corner of the first page of the Resume form.

\*A cutout of a snapshot or a photocopy of a photograph is NOT acceptable.

## **3. Name**

- (1) Please fill in your name as shown on your passport.

## **4. Date of Birth**

Please fill in your age as of the date you complete the forms.

## **5. Education**

Please list all your educational background including “Name of School”, “Period”, “Graduation/ Withdrawal/ Enrolled”, following graduation from high school (upper secondary school), or specialized upper secondary-level vocational high school, or other schools recognized as equivalent to these schools, beginning with the oldest one.

- (1) Please fill in name of school (undergraduate division), department, major and/or concentration.

\*If the name of the school or department was changed while you were in attendance, please fill in the name as of your graduation or withdrawal date.

- (2) If you studied abroad when you were a student, that experience should be filled in in the “Education” section.

\*If you were abroad as a researcher, that experience should be filled in in the “Employment” section.

- (3) If you were a research student or auditor, that experience should be filled in in the “Education” section

- (4) Regarding graduate schools, please complete the forms as follows: Master (First Two Years of the Doctoral Program) and Doctor (Second Three Years of the Doctoral Program) if applicable, and indicate department and major.

① Withdrawal (from a graduate-level program)

Please indicate either “Withdrawal (coursework completed without degree)” or “Withdrawal (Enrolled for X years)”.

② Currently enrolled

Please state “Enrolled” if you are a student as of the date you complete the forms. Even if you intend to withdraw after submission of the resume, please fill in “Enrolled.”

\*If you graduate or withdraw from a graduate school after submission of the resume, please submit certification of attendance.

(5) If you reenrolled in a graduate school for the purpose of submitting a dissertation, please write “Re-enrollment”

## 6. Academic Degrees

Please indicate type of “Degree (M.A., Ph.D., J.D., M.D., etc.)”, “Name of School”, “Date of acquisition”, beginning with the oldest one. If you earned degrees abroad, please write the official name of degree in the original language. If you earned a doctorate degree, please write “Doctorate by means of Coursework Completion” or “Doctorate by means of Dissertation.”, and “Title of Dissertation”.

## 7. Employment

Please fill in “period of employment” and “employer (company or organization name), division, occupation title, etc.” for all of your employment experiences, beginning with the oldest.

(1) Please fill in “unemployed” if applicable.

(2) Please indicate full-time or part-time if you are a lecturer at other universities.

Example: Lecturer (part-time), School of Law, Meiji University

(3) Please indicate current employment as “yyyy/mm/ ~ Present.”

(4) If you have experience abroad as a researcher, that experience should be indicated in the “Employment” section.

(5) If you were the recipient of a Research Fellowship for Young Scientists from the Japan Society for the Promotion of Science, please indicate it in the “Employment” section.

# 【Professional Experience】

## 1. In general

- (1) Please use the Western calendar (Not Japanese era names) when you fill in dates.
- (2) Please start from the most recent item in each section
- (3) Please insert serial numbers beginning with “1” at each “№.” column.
- (4) Please write “None” or “N/A” for items that are not applicable or for which you have no information.
- (5) Please indicate the appropriate page number and the total number of pages at the bottom of each page. (e.g. 2/10 “page number two out of a total of ten”)
- (6) You may resize the fonts, insert line feeds and edit cells if you need additional space or if a section spans 2 pages.

## 2. Name

Please fill in your name.

## 3. Books and Professional Publications

- \* Please separate published academic papers as “Peer-reviewed” and “Non-peer-reviewed.” And list them separately.
- \* Please list doctoral dissertations and reviews of court cases, etc., in the “Professional Publications” section, and translations, book reviews, dictionaries, etc. in the “Translations, Book Reviews, Creative Works, etc.” section. However, if a doctoral dissertation has been released as a book, please list it in the “books” section.
- \* With regard to a doctoral dissertation, please write “dissertation” following the title of the publication.
- \* If you need to list soon-to-be-released publications among your major research achievements, please write “soon-to-be-released” following the date of publication, and submit certification from the publishers.

### (A) Date of Publication

Please indicate the year and month of publications.

### (B) Title

Please indicate the title of all publications.

### (C) Name of Author

- (a) If the paper is single authored, write the full name of the author.
- (b) If the paper is written by joint authorship, write all the authors in the order in which the paper is written.

(c) If there are many authors, only include several authors omitting others (if any authors' names are omitted, state the number of the authors and the order on the author list for the related researchers).

(d) If a publication has been edited, indicate the name of the editor as well.

(e) Draw a line under your name.

(D) Publisher, Titles of Journal, Vol. and No.

Please list titles of journals including volume and number (vol. no.), etc. as well as the name of the publishing organization (academic association, publisher, or research establishment). If a publisher is located outside of Japan, indicate the name of the country or political entity following the name of publishers.

(E) Page Indication (first and last)

Indicate the first and last numbers of the pages of your publication in a journal or book or those pages of a co-authored publication for which you were responsible. (e.g. pp. 11~23, or pp. iv~xxi)

\* If your publication has appeared in online journals, etc., please indicate its length in number of words or characters.

\* If it is difficult to identify the portion of a publication for which you are responsible, please indicate the reason.

(e.g. It is difficult to identify individual responsibility because the publication describes a joint research project.)

#### **4. Translations, Book Reviews, Creative Works, etc.**

Please list major research achievements related to your specialization and that may be considered as equivalent to an academic publication. (e.g. novels, plays, biographies, works of art, translations or reviews of the works of a major writer, etc.).

#### **5. Conference Presentations**

Please list major presentations that are related to your research specialty, indicate the presentation title, date, and whether you were the sole presenter or a co-presenter. List sole presentation and co-presentations separately but include the name of the conference (or other occasion), date and venue for all. In the case of co-presentation include the name(s) of your co-presenter(s).

#### **6. Additional Special Comments related to Research Activities**

Please list special comments on academic research activities other than mentioned above if any, and write "None" or "N/A" if nothing.

# **【Resume of Doctoral Dissertation】**

## **1. Format**

- (1) Approximately 1,000 words in English
- (2) Horizontal writing in A4 paper
- (3) Use "Times New Roman" font
- (4) 12pt big
- (5) Line space should be 22pt with indented paragraphs except headers. No extra space between paragraphs.

## **2. Instructions for writing Resume of Ph.D. Dissertation**

- (1) Include the heading; "name of Graduate School", academic year, title of the dissertation, major, and your name.
- (2) Insert page number on the bottom and center of the page.
- (3) Staple the papers together on the upper-left corner.

## **3. Submitting documents**

Submit PDF data.

## **4. Others**

Write only outline for the summary, thanks won't be posted.



# **【Summary of Doctoral Dissertation】**

**Summary must be submitted ONLY by those who apply to put Internet Publication of Doctoral Dissertation on hold and get approval by Meiji University. Please follow the instructions by the Graduate School you belong to.**

## **1. Content**

Summary is a short version of Doctoral Dissertation. In principle, the dissertation is supposed to be registered with and published by Meiji Repository. However, unavoidable reasons may allow the registration and publication to be put on hold, and the summary instead of the dissertation is put on the repository in that case. Hence, you should make the summary to clarify the outline and main points of the dissertation.

## **2. Paper Size**

A4

## **3. Words**

Over 2,000 words are necessary. \*No upper limitation

## **4. Form**

- (1) Attach “Cover Page” as page 1, describing Graduate School name, academic year, Doctoral Dissertation title, and your name as shown in the sample.
- (2) Format after page 2 is free.

## **5. Submission**

PDF file without password or encryption.