

# **<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 a copy of your certificate of residence must be submitted as a verification document confirming the applicant's domicile and nationality.
- Only for Ronbun-Hakushi:  
When you submit a certificate of residence, you must also submit a copy of your photo ID.
- (11) When submitting, please ensure that you also submit an Excel file.

<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. Name, Present Address Column, Photograph

- (1) Please fill in your name as shown on your passport.
  - \*Please attach your passport to confirm your name.
  - \*Please write your name in all capital letters.
- (2) Please fill in your age as of the date you complete the forms.
- (3) Please do not forget to fill in the postal code of your current address.  
(e.g. 101-8301 1-1 Kanda-surugadai, Chiyoda-ku, Tokyo, Japan)
- (4) 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.
  - \*It is acceptable to submit a photo data of the applicant's face for a photo ID.

## 3. 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.

If you were enrolled in a school in a country other than Japan, please indicate the name of the country before the 'Name of school, etc.'. < e.g. (USA) Harvard University, Graduate School of Business Administration, Master's Course.

- (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.
  - \*If the name of the school or department has changed after graduation/completion/leaving school, enter the name as it existed at the time of enrolment.
- (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”

#### **4. 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.

For degrees obtained at overseas higher education institutions, if you can describe the official title written in English, please enter it in English. If you cannot the official title written in English, please enter it in its original language and provide an English translation.

If you earned a doctorate degree, please write “Doctorate by means of Coursework Completion” or “Doctorate by means of Dissertation.”, and “Title of Dissertation”.

#### **5. 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 complete the form in the description style of references (APA style, MLA style, etc.) mainly used in your field of specialty or research area. Please note that some graduate schools may ask you to confirm information that is not included in the description style in order to verify your achievements. In such cases, please correct the information according to the instructions of the graduate school staff.

- (1) Please separate published academic papers as “Peer-reviewed” and “Non-peer-reviewed.” And list them separately.
- (2) 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.
- (3) 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.

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

Please list major research achievements related to your research specialty in the same manner as “Books and Professional Publications”.

## **5. Conference Presentations**

Please list major presentations that are related to your research specialty in the same manner as “Books and Professional Publications”.

## **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.