

Application Guide for the Award of Doctoral Degrees

For students enrolled in or after April 2016

博士学位申請要項

平成 28 年度以降入学用

As of June 2020

令和 2 年 6 月現在

JAPAN ADVANCED INSTITUTE OF
SCIENCE AND TECHNOLOGY

北陸先端科学技術大学院大学

The Mission of JAIST

JAIST endeavors to foster leaders capable of contributing to the making of a future world by creation of science and technology, through its most advanced education and research in an ideal academic environment.

The Goals of JAIST

- JAIST develops leaders in society or industry who hold credible expertise in the frontier science and technology, broad perspectives, high level of autonomy and communication ability, through its systematic advanced graduate education.
- JAIST, to contribute to societies with research outcomes, creates a center of excellence for advancement of researches for solving problems of our world and society and develops new fields through a variety of basic researches.
- JAIST fosters active global human resources by promoting faculty and student exchanges with leading institutes overseas and globalizing its education and research.

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I. Procedures

Application process for a doctoral degree is as follows.

1 . Announcements

All the necessary information regarding degree application procedures (including how to get the forms, where and when to submit documents) will be announced to all the doctoral students by email by the Educational Service Section.

2 . Requirements

Only doctoral candidates who have fulfilled all the necessary requirements for completion (except for the credits of Required course A) and have passed the preliminary defense can apply for a doctoral degree. Conferring a doctoral degree for the candidates under the Supplemental Student Status must be done during the period of Supplemental Student Status.

3 . Dissertation Submission

After obtaining the supervisor's approval, prepare and submit all the application materials (see Chapter II, 1 and 2) together to the president (via the Educational Service Section) by the submission deadline.

Note that you must have your dissertation verified by your supervisor and the second supervisor to ensure there is no misconduct regarding the dissertation before you submit it. Consult with your supervisors well in advance to plan the time for your dissertation.

4 . Selection of the Committee and the Schedule

The dissertation committee and the schedule will be chosen by JAIST and the candidates will be notified it by email.

5 . Doctoral Defense and Review

(1) Defense

Candidates must make a presentation, which is open to public. The final examination will follow in private.

(2) Dissertation Review

The result of the examination will be discussed at the faculty meeting ordered

by the president. Before the meeting, the dissertation will be open for free access to all the faculty members for a designated period of time and place.

6 . Result Notification

The student number of the successful candidates will be posted on the bulletin board next to the automatic certificate issuing machine in the KS Building (2F). Candidates in Tokyo Satellite will be notified by email.

7 . Degree Conferment

JAIST confers degrees on the designated day of March, June, September and December. The degree conferment ceremony is held on Ishikawa campus (or at a neighboring outside facility in March).

8 . Publication of Dissertation

Those who awarded doctoral degrees must publicize their doctoral dissertation and its abstract. At JAIST by registering the dissertation in the JAIST library repository it will be open to the general public.

II. Application Materials

- The designated application forms should be used. They are available at the end of this book or can be downloaded (<http://www.jaist.ac.jp/private/kyoumu/degree-e.html>).
- The submission deadlines are as follows: early April for those who will complete in June; early July for those who will complete in September; early October for those who will complete in December; early January for those who will complete in March. Details will be announced by email to all the doctoral students.
- No changes in the documents will be allowed after the submission. Submission withdrawal may be allowed if the request is made at latest three business days before the day of defense.
- Application materials will not be returned.
- Some additional documents might be required.

1 . Materials need submitted all together before the submission deadline

Types of Documents	Copy	Designated Forms and notes
Application for Conferment of Degree	1	Form 1
Dissertation	6	
Dissertation Abstract	6	
Confirmation of Personal Details for Diploma	1	Form 2
Notification of Dissertation Verification Result	1	Form 3
Application for Postponement of Publication	1	Form 4: For those who wish to postpone the publication of dissertation
Application for Shortening the Extended Study Period	1	Form 5 If applicable
Entry Status Report of the Self-Assessment System for Global Innovation Creativity	1	Form 6 Only to students enrolled at JAIST from AY2017 onward at Ishikawa campus

2 . Materials need submitted by about 10 days before the formal hearing

Files	Copy	Format
Abstract of dissertation for formal hearing	1	Digital file in PDF format

3 . Materials need submitted all together during the period between the successful defense and the degree conferment ceremony

Files	Copy	Format
Dissertation	1	Digital file in PDF format
Abstract	1	Digital file in PDF format
	1	Digital file in Word format

III. Formatting and Filing Guide

1. Application for Conferment of Degree (Form 1)

- (1) Application must contain the supervisors' approval seals.
- (2) Candidates in Tokyo Satellite can substitute the supervisor's approval seal for an email message which indicates the supervisor's approval.

2. Dissertation

2 - 1. Before submission deadline

Dissertation (6 bound copies) must:

- (1) be written in either Japanese or English.
- (2) have the exact same title on the Application Form for Conferment of Degree.
- (3) be printed on the A4 (210×297mm) sized paper on one side only with the portrait layout and be bound.
- (4) be followed by the instructions (see Chapter V, 3) for the formatting information of the cover pages.
- (5) include the table of contents before the main text.
- (6) have the below sentence at the end of the contents page if you are in the Collaborative Education Program:
"This dissertation was prepared according to the curriculum for the Collaborative Education Program organized by Japan Advanced Institute of Science and Technology and _____ University."
- (7) be bound by the paper file binder and all six copies submitted together.

2 - 2. After the successful defense

A digital file must:

- (1) be submitted by email or in the portable storage device (which will not be returned) before the degree conferment day. Do not include the spine label.
- (2) be submitted in PDF format (PDF/A recommended). The file name should be "paper, <student number>, <author name>".
- (3) not be compressed, password protected or include any kind of security protection. Embedded fonts are required in PDF format.

3. Dissertation Abstract

3 - 1. Before submission deadline

Abstract must:

- (1) be written in English.
- (2) be printed on the A4 (210×297 mm) sized paper with the portrait layout.
- (3) have the font point size 10 and about 45 lines per page.
- (4) have 2.5 cm for top and bottom margins and 2 cm for left and right margins.
- (5) be bound with the dissertation (see Chapter III, 2-1) and must follow the inside cover page.
- (6) be followed by 5 keywords which indicate the content of the paper.

3 - 2. After successful defense

A digital file of abstract must:

- (1) be submitted by email or in the portable storage device (which will not be returned) by the degree conferment day.
- (2) be submitted both in PDF format (PDF/A recommended) and in Word format. The file name should be “abstract, <student number>, <author name>”.
- (3) not be compressed, password protected or include any kind of security protection. Embedded fonts are required in PDF format.

4. Confirmation of Personal Details for Diploma (Form 2)

- (1) The exact name you enter here will appear on the diploma. Print your name clearly and legibly. All the information except for nationality on this form will only be used for the diploma. Certificates will be issued with the name registered in JAIST records.
- (2) Nationality on the form will be reported to the Ministry of Education, Culture, Sports, Science and Technology from JAIST after the degree conferment.

5. Notification of Dissertation/Thesis Verification Result (Form 3)

- (1) Send your dissertation to your supervisor and second supervisor by email (in PDF or Word format) to have it verified.
- (2) Ask your supervisor to fill out the form 3 and get an approval seal and ask the second supervisor also to do the same. Submit the form when you submit

your degree application.

- (3) Candidates in Tokyo Satellite can substitute the supervisor's approval seal for an email message which indicates the supervisor's approval.

6 . Application for Postponement of Publication of Dissertation (Form 4)

See Chapter IV for completing the form.

7 . Application for Shortening the Extended Study Period (Form 5)

- (1) Submit the form evidenced by the approval seal from the supervisor with all the other degree application documents if you wish to shorten the extended period.
- (2) The study period cannot be changed even if the completion in the approved period becomes impossible under any circumstances once the application was approved.
- (3) Candidates in Tokyo Satellite can substitute the supervisor's approval seal for an email message which indicates the supervisor's approval.

8 . Entry Status Report of the Self-Assessment System for Global Innovation Creativity (Form 6)

Enter the latest data of your achievement levels in the Self-Assessment System for Global Innovation Creativity and submit the form evidenced by the approval seal from the supervisor with all the other degree application documents.

Access the link below and start your entry at the Portfolio System.

<https://iportfolio.jaist.ac.jp/users/login>

9 . Abstract of dissertation for formal hearing

Abstract of dissertation helps professors and participants attending the formal hearing to understand your achievement of research well.

- (1) An abstract should consist of 4 pages in total.
- (2) Both English and Japanese are acceptable to write.
- (3) The title of dissertation, your intended degree, the name of your laboratory, student number and your name should be written in the beginning of the first page.
- (4) An abstract consists of the following three parts.

Part 1 : Research Content

Please describe to show a background, an aim and an experimental result of

your research.

Part 2 : Research Purpose

Please describe the academic level of your research, originality, novelty, and possibilities .

Part 3 : Research Accomplishment

Please put a list of your accomplishment of publication. Write the title of article, the names of all authors, the name of magazines, with or without peer review, volumes (numbers), first page and last page of your article (e.g.30-37), year of publication. The dissertation presented at the conference or meeting should be noted with or without peer review.

IV. Publication of Dissertation

- 1 . According to Article 15 of JAIST Degree Regulations, all the doctoral dissertations and the abstracts submitted to JAIST based on the instructions in Chapter II, 3 will be registered in the JAIST library repository, by which the contents will be open to the general public.
- 2 . The Application for Postponement of Publication of Dissertation (Form 4) must be submitted if, for some reasons, the dissertation can not be made open to the general public within six months from the degree conferment day. If more than six months postponement is needed, the Educational Service Section must be consulted in advance. JAIST will make the dissertation generally available after the expiry date of postponement.
- 3 . Even during the publication postponement period, if there is a request for reading, according to Article 15 of JAIST Degree Regulations, JAIST will print out the dissertation submitted based on the instructions in Chapter II, 3 and will allow it to read on the JAIST campus.
- 4 . The Educational Service Section must immediately be notified when it is possible to publish the dissertation even during the publication postponement period. JAIST will make it generally available as soon as it is notified.
- 5 . JAIST will send the doctoral dissertations and the abstracts submitted based on the instructions in Chapter II, 3 to the National Diet Library. They will be open to the general public for viewing at the library or on the internet, and might be copied as much as the copyright law permits.
- 6 . JAIST will publish the dissertation abstract, and the result and the comments of the doctoral dissertation on the JAIST library repository according to Article 14 of JAIST Degree Regulations.

V. Submission Instructions

1. Submission and Contact Information

Submit to and contact:

Educational Service Section

Educational Affairs Department, JAIST

1-1 Asahidai, Nomi, Ishikawa 923-1292

E-mail: kyoumu@ml.jaist.ac.jp

Office hours: 8:30 a.m.–5:15 p.m. (Monday to Friday)

If the documents are sent by post, they should arrive before the submission deadline specified in the email announcement.

2. Notes

- (1) This guide must be thoroughly read before submission. Insufficient application materials will not be accepted.
- (2) If any false statements should be found or there should be lack of necessary information in the application, a degree might not be conferred or the degree could be revoked even after conferment.
- (3) Application will only be accepted during the designated submission period specified in the email announcement.

3. Page Layouts

- (1) Page Layout 1: the front cover page and the spine label
- (2) Page Layout 2: the inside cover page

***Page Layout 1: the front cover page and the spine label**

Spine Label

Front Cover

Doctoral Dissertation (Degree Conferment Month, Year)	1cm 4cm		5cm
(Dissertation Title)	1cm	(Dissertation Title)	
(Author Name) JAIST	6.5cm	(Author Name) Japan Advanced Institute of Science and Technology	4cm 4cm

Note : Replace the words in parentheses with your own information and delete the parentheses.

***Page Layout 2: the inside cover page**

Inside Cover

<p>Doctoral Dissertation</p> <p>(Dissertation Title)</p> <p>(Author Name)</p> <p>Supervisor : (Your supervisor's name)</p> <p>Graduate School of Advanced Science and Technology Japan Advanced Institute of Science and Technology [Intended Degree] (Degree conferment Month and Year)</p>
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Note: Replace the words in parentheses with your own information and delete the parentheses.
The next page of the inside cover should be left blank.
Specify your [Intended Degree]. E.g.: [Knowledge science]

Policies and Rules

1 . Diploma Policy

2 . Regulations for awarding degrees (in Japanese)

Regulations for awarding degrees (e.g. JAIST Degree Regulations and Detailed Regulations on Dissertation Review) can be confirmed on the web site.

<https://education.joureikun.jp/jaist/> (Japanese Only)

Diploma Policy

The Division of Advanced Science and Technology in the Graduate School of Advanced Science and Technology at JAIST sets its educational goal in cultivating innovative talents in advanced science and technology who can take active roles as leaders in society or industrial world with broad vision required in a sustainable society and communication ability in addition to specialization in advanced science and technology.

In the master's program, a master's degree in Knowledge Science, Information Science or Materials Science based on student's main academic fields will be conferred to those who have acquired the abilities listed below and have passed either the Master Thesis Examination and the Final Examination, or the Ph.D. Qualifying Examination after having obtained all the required credits.

Abilities to be acquired during the Master's Program

- Ability to understand fundamental concepts of advanced science and technology in the major field
- Ability to identify and solve problems by the application of specialized knowledge
- Ability to carry out academically and socially valuable research on their own initiative
- Ability to challenge a different field from the major or an unexplored field
- Ability to comprehend diverse cultures and ability to communicate
- High ethical perspectives as a researcher or an engineer

In the doctoral program, a doctoral degree in Knowledge Science, Information Science or Materials Science based on student's main academic fields will be conferred to those who have acquired the abilities listed below in addition to the abilities listed above, produced excellent research achievements in the major field and have passed the Doctoral Dissertation Examination and the Final Examination after having obtained all the required credits.

Abilities to be acquired during the Doctoral Program

- Ability to extensively understand theories and systems of advanced science and technology in the major field

- Ability to design a new and original research and produce world-class research achievements
- Ability to hold a comprehensive view and take leadership in the field of advanced science and technology

Main Academic Fields

Knowledge Science: An academic field that integrates knowledge of design methodology, business management, system science and others related to issues of human, organizations or society, proposes attractive solutions to the issues, and contemplate how to materialize the solutions

Information Science: An academic field that aims to solve problems for humanity and society, pioneer unexplored fields, and produce new innovative basic theories, basic technologies and applications with regard to information processing and communication that supports the information society

Materials Science: An academic field that produce new and innovative materials by aiming at solving problem for humanity and society and pioneering unexplored fields on the basis of physics, chemistry, biology and their relevant science and technology

Forms

Form 1. Application for Conferment of Degree

Form 2. Confirmation of Personal Details for Diploma

Form 3. Notification of Dissertation/Thesis Verification Result

Form 4. Application for Postponement of Publication of Dissertation

Form 5. Application for Shortening the Extended Study Period

Form 6. Entry Status Report of the Self-Assessment System for Global Innovation Creativity

学 位 申 請 書
Application for Conferment of Degree

北陸先端科学技術大学院大学長 宛
To President of JAIST

研究科 School

- ☐ 先端科学技術 Advanced Science and Technology
☐ 知識科学 Knowledge Science
☐ 情報科学 Information Science
☐ マテリアルサイエンス Materials Science

学生番号

Student Number _____

申請者氏名

Applicant's Name _____

北陸先端科学技術大学院大学学位規則第 5 条の規定により、博士の学位の授与を申請します。
According to Article 5 of JAIST Degree Regulations, I apply for a doctoral degree.

論 文 題 目

Dissertation Title _____

論文題目和訳

※英語論文の

場合のみ記入

Japanese Title

希 望 取 得 学 位

Intended degree

- ☐ 博士 (知識科学) Doctor of Science (Knowledge Science)
☐ 博士 (情報科学) Doctor of Science (Information Science)
☐ 博士 (マテリアルサイエンス) Doctor of Science (Materials Science)

主指導教員

Supervisor

副指導教員

Second supervisor

副テーマ指導教員

Advisor for Minor Research Project

Seal

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Seal

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Seal

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学位記記載事項確認書 Confirmation of Personal Details for Diploma

学位記はこの書類に記載された内容で作成する。記載事項は大きく明瞭に記載すること。
The information on this form will appear on your diploma. Print all the information legibly.

研究科 School	<input type="checkbox"/> 先端科学技術 Advanced Science and Technology <input type="checkbox"/> 知識科学 Knowledge Science <input type="checkbox"/> 情報科学 Information Science <input type="checkbox"/> マテリアルサイエンス Materials Science	学生番号 Student Number	
課程 Program	<input type="checkbox"/> 博士前期課程 Master's program <input type="checkbox"/> 博士後期課程 Doctoral program		
(フリガナ) (in Katakana) 氏 名 Name			
生年月日 Date of Birth	<div>Year 年</div> <div>Month 月</div> <div>Day 日</div>	本籍地 Nationality	都道府県

学位記 記載氏名 Name on Diploma (in Kanji or English)	<div></div> <p>※日本人学生は漢字氏名を、留学生は学位記に記載を希望する順序で氏名（英文氏名もしくは日本の漢字氏名のどちらか）を記載する。英文氏名の場合は、すべて大文字で記載すること。 Print your exact name in kanji or English capital letters. The name on this form will appear on the diploma.</p>
学位記英訳 記載氏名 Name on English Translation of Diploma	<div></div> <p>※すべて大文字で記載すること。ただし日本人学生の場合は姓・名の順に記載すること。留学生は上記学位記記載氏名と同一の氏名を学位記英訳に記載する。ただし、留学生で学位記記載氏名に漢字氏名を記載した者は必ず英文氏名を記載すること。 Print your name in English capital letters if kanji is used the previous item. The name on diploma will appear on the translation if it's written in English.</p>

Year Month Day
年 月 日

学位論文等検証結果報告書
Notification of Dissertation/Thesis Verification Result

北陸先端科学技術大学院大学長 宛
To President of JAIST

主指導教員		Seal
Supervisor	_____	印
副指導教員		Seal
Second Supervisor	_____	印

北陸先端科学技術大学院大学における学位論文の検証の実施等に関する要項に基づき検証を行った結果、下記の者の学位論文等について不正の疑いがないことを報告します。
In accordance with JAIST's rules for verification of doctoral dissertation/master's thesis, we performed the verification and hereby report that there is no misconducts discovered regarding the submitted paper whose author is shown below.

記
Details

学位申請者
Applicant :

- ☐ 先端科学技術研究科 Graduate School of Advanced Science and Technology
☐ 知識科学研究科 School of Knowledge Science
☐ 情報科学研究科 School of Information Science
☐ マテリアルサイエンス研究科 School of Materials Science
- ☐ 博士前期課程 Master's program
☐ 博士後期課程 Doctoral program

学生番号
Student Number _____
氏名
Name _____

修了予定時期

Year Month
年 月

Expected time of completion :

Year Month Day
年 月 日

博士学位論文の公表猶予願 Application for Postponement of Publication of Dissertation

北陸先端科学技術大学院大学長 宛

To JAIST President

研究科 School

- ☐ 先端科学技術 Advanced Science and Technology
☐ 知識科学 Knowledge Science
☐ 情報科学 Information Science
☐ マテリアルサイエンス Materials Science

学生番号

Student Number _____

申請者氏名

Applicant's Name _____

私が執筆した博士論文（全文）について、下記事由により公表を猶予願います。

Please grant me the permission to postpone my dissertation publication. The reason follows.

全文公表の 猶予希望事由 Reason	(以下に具体的に記載すること) Specify.
猶予希望期限日※ The date you wish to postpone by※	Year Month Day 年 月 日 まで
学位取得後の 連絡先 Contact information after degree conferment day	住所 Address : 〒 電話番号 Phone Number : メールアドレス Email :

※学位授与予定日から 6 か月以内の日付とすること。

It must be within six months from the degree conferment day.

長期履修短縮申請書
Application for Shortening the Extended Study Period

研究科長 宛
To the School Dean

研究科 School

- ☐ 先端科学技術 Advanced Science and Technology
☐ 知識科学 Knowledge Science
☐ 情報科学 Information Science
☐ マテリアルサイエンス Materials Science

学生番号

Student Number _____

申請者氏名

Applicant's Name _____

学位申請を行うため、以下のとおり長期履修期間の短縮を申請します。

I apply for permission to shorten my extended study period in order to apply for a degree.

入 学 時 期 Enrollment Date	Year Month Day 年 月 日
長期履修許可期間 Approved Study Period	Year Month Day ~ Year Month Day 年 月 日 ~ 年 月 日
短縮後の履修期間 Shortened Period	Year Month Day ~ Year Month Day 年 月 日 ~ 年 月 日

主指導教員

Supervisor _____ Seal 印

学修・研究状況等 Study/Research Progress	
1 年目 1 st Year	
2 年目 2 nd Year	
3 年目 3 rd Year	
4 年目 4 th Year	
5 年目 5 th Year	
6 年目 6 th Year	

長期履修短縮許可書送付先・連絡先 Address the permission should be sent to/Contact Information
<p>Mailing Address:</p> <p>〒</p> <p>電話番号・メールアドレス Phone Number and Email address:</p>

Year Month Day
年 月 日

「グローバルイノベーション創出力評価システム」
入力状況報告書
**Entry Status Report of the Self-Assessment System
For Global Innovation Creativity**

学生番号

Student Number

氏名

Name

グローバルイノベーション創出力評価システムにおいて、ループリックを用いた現時点での到達レベルを入力したことを報告します。

I notify that I completed the latest data entry of my levels of achievement in the four abilities in the Self-Assessment System for Global Innovation Creativity.

入力日 Date of the date entry

Year
年

Month
月

Day
日

主指導教員

Supervisor

Seal

印