

Ver.22

For 'Kateihaku', Course Doctorate

Handbook for Doctoral Dissertation (Doctor of Philosophy in Agricultural Science)

For students admitted in / after 2010

THE UNITED GRADUATE SCHOOL OF
AGRICULTURAL SCIENCE,
GIFU UNIVERSITY

PARTICIPATING UNIVERSITIES
Shizuoka University
Gifu University

1. Qualifications for Submission

A. Conditions for Fulfillment: For Course Doctorate

- (1) Students who are in their third year of the Graduate School of Agricultural Science, have received necessary research guidance, and have obtained required credits or those who are expected to acquire them by the end of the dissertation exam.
- (2) Students who have studied for over one year in the Graduate School of Agricultural Science, have achieved particularly outstanding research results and are qualified by Board of Representatives to apply for a degree.
- (3) Persons who have withdrawn after three years or more of residency at the Graduate School of Agricultural Science with required credits obtained and are possible to receive Pass/Fail Determination within one year from the next day of withdrawal.
- (4) In addition to fulfilling the conditions in (1) and (3) above, at least two academic papers (independent papers or primary authorship of co-authored papers) that form the basis of the dissertation (hereinafter referred to as “basic background papers”) must be prepared. Up to one review can be counted toward the basic background paper.
- (5) In addition to fulfilling the conditions in (2) above, students must prepare at least three basic background papers.
- (6) The basic background papers indicated in (4) or in (5) must have been published or accepted by a scientific journal with an established system of review. (“Scientific journal” refers to a journal published by an academic or similar society able to nominate candidates to membership in the Science Council of Japan, or an internationally acknowledged scientific journal published by an academic or similar society outside Japan.)

Please consult your primary academic supervisor for further details.

Recognition Standards for Scientific Journals Whose Articles will be Used as
a Prerequisite for Doctoral Dissertations:

I. Scientific Journals

Scientific journals whose articles will be used as a prerequisite for doctoral dissertations must satisfy the conditions below.

1. The articles in the journals must be written in Japanese or English, or both.
2. The journals must have a referee system.
3. The journals must satisfy one or more of the followings.
 - a. Journals listed on Web of Science Core Collection
 - b. Journals listed on Current Contents Connect, Web of Science
 - c. Reviews in Agricultural Science: organized, edited and published by all-Japan UGSAS groups.
 - d. Journals published by groups that are listed in the 19th Session of Registered Research Groups by the Science Council of Japan or their renamed successor groups.
 - e. Journals other than a. to d. above which are recognized by the Board of Representatives and publicly announced by UGSAS.

II. Additional recognition of scientific journals whose articles will be used as a prerequisite for doctoral dissertations:

1. Only qualified academic supervisors can apply to add journals which satisfy the condition I.3.e. above. Those who apply will be required to submit the evidence which proves that the journals satisfy II.2 or II.3 below.
2. In order to add a scientific journal published by an academic research group which has its primal base in Japan to the scientific journals satisfying I.3.e. above, the academic research group must satisfy all of the followings and be evaluated appropriate by the Board of Representatives after hearing from two or more expert committee members.
 - a. Name, purpose, office location, qualifications of active members and the representatives of the group must be provided.
 - b. The group's activities and achievements in relation to the improvement and development of scientific research must exceed three years.

- c. Active members must be 200 or more scientists.
 - d. Meetings for presentations and discussions on scientific research by the active members must be held once or more a year.
 - e. Journals for the presentation of academic research must be published once or more a year.
 - f. General meeting or other equivalent meetings to determine the administrative and action policy of the group must be held once or more a year.
 - g. Requirements to be an active member must not be restricted to individuals who live or work in a specific region.
3. In order to add a journal which does not satisfy II.2. above to the journals recognized under I.3. e. above, the Board of Representatives must unanimously evaluate the journal as a suitable one to publish academic papers that form the basis of the dissertation on it after hearing from two or more expert committee members.

III. Expert committee members

The expert committee members mentioned in II, who are appointed by the Board of Representatives, shall be selected from the qualified academic supervisors whose fields of expertise are close to those of the journal. One of the expert committee members must be a member of the Board of Representatives.

IV. Period of Validity

This agreement is applied from the degree application completing in March 2008.

Supplementary Provisions (Board of Representatives, August 1st, 2023)

This agreement shall come into effect on August 1, 2023.

Reference

When applying to add a journal that does not satisfy II. 2. as a newly recognized scientific journal whose article will be used as a prerequisite for doctoral dissertation review, the following information regarding the journal is generally required to be reported.

- 1. Name of the journal
- 2. Publishing parent organization: If it is an academic association, add information on the association.

3. Publishing company (country)
4. History: number of years of publications, cumulative number of publications
5. Annual number of publications and dissertations
6. Referee system
7. Members of Editorial Board
8. Whether or not there is any restrictions of contributors; if it is an international journal, whether or not there is a bias toward particular countries.
9. The database (index) the journal has been registered for
10. (If available) Acceptance rate
11. (If available) Average period of time from submission to acceptance of about previous 10 papers. Information on the deviation between the length of period may be added.
12. (If available) Correspondence during referee reading
13. Cost of submission and publication
14. Comments by the applicant

2. Submission Period

When applying for the degree within the standard term (three years), or when applying for the degree during the first or second year of study, submissions must be made by the designated date. Those other than mentioned above must contact the office for the details.

3. Documents Required for Degree Application

- (1) Doctoral Application Form (Form No. 1).....1 original
- (2) List of Publications (Form No. 2).....3 copies
- (3) Dissertation (in Japanese or English)※1.....4 copies & 1 PDF
- (4) Dissertation Summary (Form No. 3, approximately 2,000 characters in Japanese or 1,200 words in English).....1 original & 1 PDF
- (5) Document Checklist.....1 original
- (6) Academic papers that form the basis of Dissertations ※2.....4 copies

- (7) Previously presented academic papers ※2 4 copies
- (8) Curriculum Vitae (Form No. 4, Resume) 1 original
- (9) Letter of Consent (Form No. 5, for joint research papers) 1 original each
- (10) Institutional Repository Registration Application Form 1 original
- (11) Other documents that may be necessary:
- a. Family Register Certificate
(For foreign applicants, Certificate of Residence) ※3 1 original
- b. Credit Acquisition Certificate
(The UGSAS Office will prepare and attach this form) 1 original
- c. Any other documents directed to submit

※ To have the dissertation evaluated by the committee, temporarily bind the dissertations and submit a number of copies according to the number of Evaluation Committee members (usually 4 copies, one of which should be a double-sided copy)

- ※1 Where to submit
To your primary academic supervisor.....Number of Evaluation Committee members
To the UGSAS Office..... Dissertation with a double-sided copy + PDF
- ※2 To your primary academic supervisor.....Number of Evaluation Committee members
To the UGSAS Office.....1 copy
- ※3 Japanese nationals.....Family Register Certificate
Non-Japanese citizens.....Certificate of Residence

4. Submission Method

A. Dissertation and Other Documents to be submitted

- Documents must be submitted directly at the Office of the United Graduate School of Agricultural Science, Gifu University (the UGSAS Office), or by registered mail (*kakitome*).

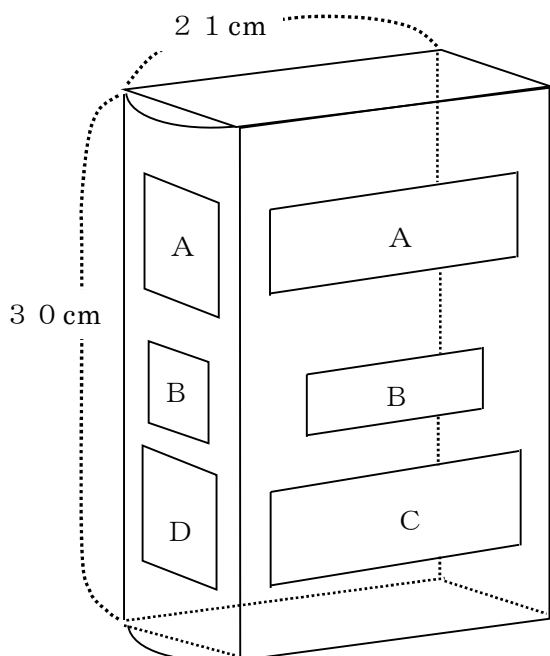
B. All dissertation submissions must be approved by the primary academic supervisor of The United Graduate School of Agricultural Science.

5. Rules for Preparation of Dissertation

A. Dissertation

- (1) Dissertations may be submitted in either Japanese or English.
- (2) Materials should be submitted on A4 size paper, double-spaced (typed, 24 to 26 lines per page), with 2.5 to 3 cm margins on all sides.
- (3) The front cover and the spine of the bound dissertations should indicate the dissertation title (if in English, include Japanese translation on the front cover), year of submission (Western calendar), and name of the author. The name of the United Graduate School, course name, and the participating university the author belongs to should be indicated on the cover above the name of the author (see below).
- (4) If photocopied, the copies should be one-sided only and should be able to endure long-term preservation.
- (5) The bound dissertations should have the following format: (See p. 14)
 - a. A black cover
 - b. Gold lettering
 - c. English title like below:

「Studies on Ecological Management • • •」
Capitalize lower case Capitalize



- A Title of Dissertation
- B Year (Arabic numerals)
- C
 - The United Graduate School of Agricultural Science, Gifu University
 - Name of Course
 - (Name of Participating University)
 - Name of Author
- D Name of Author

- (6) On the first page, the dissertation title and the name of the author should be indicated, and the Table of Contents should continue on the next page.
- (7) In principle, the text should follow in the order of Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgements, and References.

(8) Numerical values shall be used for calculation, and SI units (international unit system) should, in principle, be used for units (see JIS Z8202 and JIS Z8203, published by the Japanese Standards Association).

km, m, cm, mm, μ m, nm, pm, l, dl, ml, μ l, kg, g, mg, μ g, pg, d (days), h (hours), min (minutes), s (seconds), ms, μ s.

(9) The list of references shall be numbered and arranged in the order of citation. They should be cited as “(1)” and “(2–4, 7)”, or “[1]” and “[2–4, 7]” in the text. Details in the list of references should be as follows:

- a. For journals: author name (all authors), title, journal name, volume and first–last page number. (DOI identifiers if necessary.)
- b. For books: author name, title, edition, pages cited, year of publication, publisher, and place of publication.
- c. For contributory works: author name, title of chapter, editor, title of publication, edition, first–last page number, publisher, and place of publication.

Journal abbreviations should refer to *the Igaku Chuo Zasshi*, ISO 4 (Information and documentation –Rules for the abbreviation of title words and titles of publications), etc.

(Examples)

- 1) Kauffman GL, Aures D and Grossman MI. Intravenous indomethacin and aspirin reduce basal gastric mucosal blood flow in dogs. *American Journal of Physiology* 238, 131–134, 1984.
- 2) Colquhoun D and Sigworth FJ. Fitting and statistical analysis of single-channel records. In: Sakmann B and Neher E [eds.], *Single channel recording*. 1st ed, pp. 191–263, Plenum Press, New York.

B. Academic papers that form the basis of Dissertations and Previously Presented Academic Papers

- (1) Academic papers that form the basis of Dissertations should be collected in one volume, provided with a temporary binding at the left margin, and clearly indicated on the cover as Academic papers that form the basis of Dissertations for the dissertation above the name of the author. (See p. 15)
- (2) Previously presented academic papers should be collected in one volume, provided with a temporary binding at the left margin, and clearly indicated on the cover as previously presented academic papers above the name of the author. (See p. 16)

C. Dissertation Summary (Form No.3)

- (1) Dissertation summary should be in Japanese (approximately 2,000 characters) and in English (approximately 1,200 words).
- (2) Summary should be typed using the designated format. (See p. 20)
Prepare 1 copy and PDF (PDF/A).

D. Dissertation Submission

Submit one bookbinding dissertation and its PDF (PDF/A) by the day before the degree acquisition (or the designated day by the UGSAS Office) after your degree has been determined by the committee. In case you make corrections or revisions after submission, be sure to submit the new version and its PDF by 17:00 of the day before the Committee of professors. If not, the old version will be registered on the Gifu University Institutional Repository.

6. Dissertation Evaluation and Final Examination

A. Procedures for Dissertation Evaluation

- (1) The submitted dissertations will be officially accepted after the Committee of Professors (Board of Representatives) has evaluated if the applicants have fulfilled the qualifications for submission and all the necessary documents have been submitted.
- (2) The Committee of Professors (Board of Representatives) will form an Evaluation Committee per dissertation after it has been officially accepted.
- (3) The Evaluation Committee consists of one chair and two or more deputy chairs. The Chair must be, in principle, a faculty member who is qualified as a primary academic supervisor, *excluding* the applicant's primary academic supervisor. Deputy chairs must be, in principle, faculty members who are qualified as primary academic supervisors (if needed, also can include faculty members who are qualified for secondary academic supervisors, except for lecturers can be included) and include professors from each participating university.
- (4) The Committee of Professors (Board of Representatives) can add additional professors/researchers as Evaluation Committee members from other Gifu University graduate programs, other universities' graduate programs, research institutes, and graduate programs or research institutes abroad if particularly necessary.
- (5) The Evaluation Committee will hold a dissertation defense open to the public conducted by the chair at the participating universities where the chair is positioned.
- (6) Dissertation defense consists of oral presentation by the applicant (in principle, presented in Japanese or in English) and followed discussion.
- (7) The Evaluation Committee will announce to each participating universities of the applicant's name, dissertation title, time, date, and venue of defense two weeks prior to the defense.

B. Final Examination

- (1) Applicants below will give an oral presentation that is centered mainly on the insight

into the research area of the dissertation (for those applicants in b. below will take an “exam pursuant to the final examination”, however, the content will be the same as the final examination):

- a. Students who are currently enrolled in the UGSAS; or
- b. Applicants who had been enrolled in the UGSAS for at least 3 years and have completed required credits before withdrawing from the UGSAS, and who apply for a degree within 1 year of their withdrawal from the UGSAS.

- (2) The final examination will be conducted by the chair of the Evaluation Committee in principle at the participating university where the chair is positioned.

C. Reporting of the Evaluation Results

- (1) The chair of the Evaluation Committee, in consultation with the deputy chairs, will submit “Dissertation Evaluation Results” form (Form No. 8), “Final Examination Results” form (Form No. 9) and Dissertation Content Summary to the Dean.
- (2) Based on the report on the results of examination, the Committee of Professors will complete the dissertation evaluation and the final examination during the period of enrollment if the applicant is a student in the UGSAS if the applicant had been enrolled in the UGSAS for at least 3 years and have completed required credits before withdrawing from the UGSAS, and applied for a degree within one year of their withdrawal from the UGSAS.

D. Final Decisions for Conferral of Degrees

- (1) To determine the conferral of degrees, the Dean will assemble a Committee of Professors and discuss about the Dissertation Evaluation Results, Final Examination Results and the Dissertation Content Summary from the Evaluation Committee.
- (2) The final decision of the conferral of degrees will be decided by ballot at the Committee of Professors. 3/4 or more of the members present must approve to pass.
- (3) The Dean will report the results of the Committee of Professors’ final decisions concerning the conferral of degrees to the President of Gifu University.


7. Diploma Sample

For Course Doctorate

年 月 日		論文名	右記の認定により博士（農学）の学位を授与する	岐阜大学大学院連合農学研究科委員会	論文審査及び最終試験に合格したことを認める	指導を〇〇大学において受け所定の単位を修得し学位	本学大学院連合農学研究科〇〇専攻博士課程の研究	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 学 の 印 </div>		農博甲第 号
								岐阜大		
岐阜大学								学位記		
								国籍（国名）		
								氏名		
								年 月 日生		

Certificate Sample

For Course Doctorate


Gifu University

No

**Certificate
of
Doctor's Degree**

The undersigned hereby certify that

*has fulfilled all the requirements of
the doctoral course under the guidance of*

Professor _____ *at the*


The United Graduate School of Agricultural Science, Gifu University
and has been conferred the degree of

Doctor of Philosophy in Agricultural Science

Date _____

President
Gifu University

Dean
The United Graduate School
of Agricultural Science

Gifu, Japan 

8. Publication of Dissertation

A. Publication of Dissertation Summary and Evaluation Summary

Gifu University will publish Dissertation Content Summary and the summary of dissertation evaluation results on the Gifu University Institutional Repository within 3 months from Commencement day.

B. Publication of Dissertation

- (1) Those who have been awarded a Ph.D. degree must publish their dissertations on the Gifu University Institutional Repository within 1 year of receiving the degree. However, this is not necessary if the dissertation has been published officially before receiving the degree.
- (2) The dissertation should be specified as “Ph.D. Dissertation Evaluated by Gifu University” if published.

(From Gifu University Regulations on
Academic Degrees, Article 22)

9. Cancellation of Degree

If the degree had been obtained through illicit means or the degree had been dishonored, the President of Gifu University will consult with the Graduate School Committee (Committee of Professors), cancel the granted degree, have the diploma returned, and release the information to the public.

(From Gifu University Regulations on
Academic Degrees, Article 24)

Front Cover Sample of Dissertation (Japanese Version)

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(和文論文) 2 0 ○ ○ 年

(和文論文) 岐阜大学大学院連合農学研究科

○ ○ 科 学

(○ ○ 大 学)

(和文論文) 柳 戸 太 郎

○○科学は、生物生産科学、生物環境科学、生物資源科学のうちいずれか1つを記入する。

※論文博士の場合は、記入する必要はない。

(○○大学) は、所属する大学名を記入する。

※論文博士の場合は、記入する必要はない。

Front Cover Sample of Dissertation (English Version)

Studies on Ecological . . .
2000 YANAGIDO, Taro

Studies on Ecological . . . ←Title

(○○○○に関する研究) ←Title in Japanese in the ()

2000 ←Year

The United Graduate School of Agricultural Science, Gifu University

Science of ○ ○ ○ ←Your Course

(○ ○ University) ←University that you
study at

YANAGIDO, Taro ←Name of Author

Fill out at ‘Science of ○○○’ on Biological Production, Biological
Environment or Biological Resources

Fill out at (○ ○ University) on Gifu/Shizuoka that you study at

(Cover Sample for Academic papers that form the basis of dissertation)

Academic papers that form the basis of dissertation

Your Name

(Cover Sample for Previously Presented Academic Papers)

Previously Presented Academic Papers

Your Name

受 付 番 号	受 付 年 月 日	受 理 年 月 日	報 告 番 号
甲 第 号	月 日	年 月 日	甲 第 号

-17-

Form No.2: List of Publications

別紙様式第 2 号（第 4 条，第 6 条関係） Form No.2

論 文 目 録
LIST OF PUBLICATIONS

氏 名 _____
Name

学 位 論 文 Dissertation

題 目 _____
Title of Dissertation

学位論文の基礎となる学術論文

Academic Papers that Form the Basis of Dissertation

1 .

2 .

3 .

既 発 表 学 術 論 文

Previously Presented Academic Papers

1 .

2 .

3 .

Form No.3: Dissertation Summary

別紙様式第 3 号（第 4 条，第 6 条関係） Form No.3

学 位 論 文 要 旨
DISSERTATION SUMMARY

氏 名

Name

題 目

Title of Dissertation

学位論文要旨(Dissertation Summary)

Form No.4: Curriculum Vitae

別紙様式第4号（第4条，第6条，第7条関係） Form No.4

履 歴 書 CURRICULUM VITAE		
フリガナ 氏 名 Name (in Katakana) Name (in English)		男 ・ 女 Male/Female
生 年 月 日 Date of birth	年 月 日生 year month day	
本 籍 Country name		
現 住 所 Present address	〒 電話 TEL () —	
学 歴（高等学校卒業以後の学歴を年代順に記入すること。） Academic background (Start from senior high school level)		
研 究 歴（研究期間・研究内容等を年代順に記入すること。） Research history		

職歴 Occupational history
学会及び社会における活動状況 Column on activities in academic societies or the community
賞罰 Special achievements

別紙様式第5号（第4条，第6条関係）Form No.5

承 諾 書
LETTER OF CONSENT

年 月 日
year month day

岐阜大学大学院連合農学研究科長 殿

To the Dean of The United Graduate School of Agricultural Science, Gifu University

共著者氏名
Co-Author's Name Signature

所属・職名
Affiliation and Position

論文題目
Title of Paper

著者名
Author(s) name

学術雑誌名（学会誌） _____ に発表・印刷中・投稿中
Name of Journal published/in press/submitted
(巻・号・頁) (Vol., No., Page) (_____)

発行年月 _____ 年 月
Date published year month

上記論文を _____ 氏が，岐阜大学大学院連合農学研究科へ博士（農学）の学位申請論文として提出することを承諾します。

なお，当該論文は，学位申請の基礎となる学術論文として過去において使用せず，また，将来においても使用しません。

I hereby give my consent for Mr./Ms. _____ to submit the above-mentioned paper in support of his/her doctoral application (in agriculture) at The United Graduate School of Agricultural Science, Gifu University.

This paper has not been used in the past as a paper of fundamental importance for a doctoral application, nor will it be so used in the future.

投稿中，印刷中，発表と進んでもこの書類に効力を持ちます。

This document is valid even if it is being submitted, in press, or published.

Institutional Repository Registration Application Form

機関リポジトリ登録申請書

Institutional Repository Registration Application Form

年 月 日

Date: (yyyy/mm/dd)

岐阜大学附属図書館長 殿

To the Director of Gifu University Library

私が執筆した博士学位論文について、下記のとおり電子データで提出します。

I submit an electronic copy of my doctoral dissertation to the Gifu University Library.

所 属 Faculty Course	連合農学研究科 _____ 専攻 The United Graduate School of Agricultural Science Course: _____	学籍番号 School Registration Number	
(フリガナ) 氏 名 (Katakana) Name	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>姓 Family Name</div> <div>ミドル Middle Name</div> <div>名 Given Name</div> <div>Signature</div> </div>		
修了後の連絡先 (または帰省先) (郵便番号から) Contact Address after Completion/ Returning Home	TEL : _____ E-mail : _____		
論文題目 (和文の場合は英訳、英語 の場合は和訳を、() で 併記すること) Dissertation Title (If in English (Japanese), write Japanese (English) translation in parentheses)			
公表 Publication	<input type="checkbox"/> 岐阜大学機関リポジトリで全文公表します Publish the above dissertation (full text) on the Gifu University Institutional Repository <input type="checkbox"/> 岐阜大学機関リポジトリでの全文公表の延期を希望します。ただし、全文公表可能日までは、博士論文(要約版)を公表します。 Unable to publish the full text of my dissertation on the Gifu University Institutional Repository, and request permission to publish a summary of my dissertation instead. <input type="checkbox"/> <公表可能日> Possible date of full publication 本日より1年以内の場合 (本日より1年以内の月日をご記入ください) ※ 公表可能日 : 令和 年 月 日以降 Date : _____ (yyyy/mm/dd) (No greater than one year) <input type="checkbox"/> <未定の場合> If the date of full publication is undetermined: 本日より1年以内に「機関リポジトリ登録申請書」を提出します。提出しない場合は、その後、博士論文全文をインターネット公表することに同意します。 I agree to contact the UGSAS once a year to inform the current status of the publication by submitting this form. If I fail to apply for the yearly extension, I understand that Gifu University will automatically upload my dissertation.		

裏面あり Continued on Reverse Side

<p>延期を希望する理由(詳細)</p> <p>Reason for requesting delay</p> <p>(Explain in detail)</p>	<p>延期を希望する場合は、記入してください。</p> <p>State the reason for requesting delay.</p>
<p>指導教員確認</p> <p>Supervisor's Confirmation</p>	<div> <div>氏名</div> <div>Name</div> </div> <div> <div>署名又は押印</div> <div>Signature/Seal</div> </div>

学 位 論 文 審 査 結 果 の 要 旨

氏 名 _____

主 査

副 査

副 査

審 査 委 員

副 査

副 査

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副 査

題 目 _____

審 査 結 果 の 要 旨

基礎となる学術論文

1)

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既発表学術論文

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Form No.9: Dissertation Evaluation Results

別紙様式第9号（第9条関係）

最 終 試 験 結 果 の 要 旨

氏 名 _____

主 査

副 査

審 査 委 員

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実施年月日 令和 年 月 日

試験方法（該当のものを○で囲むこと。） □ 頭 ・ 筆 答

試 験 結 果 の 要 旨