

# Ehime University Graduate School of Science and Engineering

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## Guidelines for Degree Application (Course-based Doctorate)

### Introduction

Those who wish to obtain a doctoral degree upon completion of the Doctoral Program at the Graduate School of Science and Engineering must submit their doctoral dissertation together with the required application documents by the designated deadline, in accordance with these guidelines. These guidelines are based on the “Ehime University Degree Regulations” and the “Detailed Regulations for the Examination of Doctoral Dissertations and the Implementation of the Final Examination in the Doctoral Program at the Graduate School of Science and Engineering (Doctoral Degree Detailed Regulations).”

### 1. Eligibility Requirements for Degree Application (Course-based Doctorate)

To be eligible to apply for a doctoral degree upon completion of the program, the applicant must, by the end of the relevant semester, (excluding those applying for early completion under special provisions) have been enrolled in the doctoral program for at least the standard duration of study and be expected to acquire the credits required for completion. Specific eligibility requirements for those applying under the early completion provisions shall be separately stipulated.

Those who have been enrolled in the doctoral program of this graduate school for more than three years, earned the required credits for completion, and then withdrawn from the program, must refer to the Guidelines for Degree Application (Dissertation Doctorate).

### 2. Required Documents, Submission Deadline, and Submission Place

The following documents must be submitted in person to the Academic Affairs of the Faculty of Engineering at Ehime University...

Submission deadlines:

- December 25 (for students completing in March)
- End of June (for students completing in September)

- If the date falls on a Saturday or Sunday, the following Monday (or Tuesday) will be the deadline.

- Official notice will be given each semester.

Documents to be submitted:

1. APPLICATION FOR DOCTORAL DEGREE (Form No. 1-1) – 1 copy
2. Doctoral Dissertation – 5 copies
3. Abstract of Dissertation (Form No. 3) – 1 copy
4. Curriculum Vitae (Form No. 4) – 1 copy

If submitting reference papers, also include:

5. Contents of the Dissertation (Form No. 2) – 5 copies
6. Reference Papers (Note 1) – 5 copies
7. If unpublished: Letter of acceptance or publishing contract – 1 copy
8. If co-authored: Letter of Consent (Form No. 5) – 1 copy per co-author

Note 1: Reference papers are published works that form the basis of the dissertation and have undergone peer review.

Requirements for submitting reference papers:

- Bind into one volume (left binding), label the cover “Reference Papers,” and include the applicant’s name.
- Co-authored works must not have been used in another doctoral application and must already be published or accepted for publication.
- If a co-author’s consent form cannot be submitted, a written explanation (free format) must be provided.
- Other papers, if submitted, should be bound into one volume, labeled “Other Papers,” and include the applicant’s name.

### 3. Formatting Guidelines for Doctoral Dissertation and Abstract of Dissertation

Reference format: ISO216 A4, font size 11pt, 38 characters/line, 40 lines/page, margins: left/right 25mm, top/bottom 20mm.

- Dissertation: Written in Japanese (horizontal text) or English on A4 paper (double-sided printing allowed). Include required information on the cover, and bind into one left-bound file.

- Abstract: Written in Japanese (up to 2,000 characters) or English (up to 1,500 words) on A4 paper. Figures and symbols must be clear. Use Form No. 3 as reference.

#### ● Steps after Dissertation Submission

##### 1. Dissertation Review

The dissertation will be reviewed by a committee consisting of one chief examiner and at least two sub-examiners. The chief examiner is usually the applicant's main supervisor. Sub-examiners may include faculty from other graduate schools or universities, but at least two committee members must be supervisors from the Graduate School of Science and Engineering. After review (including a public hearing), the committee will conduct a final examination and report the results in writing to the graduate school.

##### 2. Public Hearing

- Organized by the review committee and usually chaired by the chief examiner.
- The applicant will be notified separately of the date and time, and must present the dissertation contents.

##### 3. Final Examination

- Conducted after the dissertation review. Date and time will be notified separately.
- Focuses mainly on the dissertation and related subjects, in written or oral form.
- The Graduate School Faculty Council will decide the result. Applicants will be notified separately.

##### 4. Conferment of Degree

Students who have been enrolled for the required period, completed the prescribed curriculum, earned the necessary credits, and passed the dissertation review and final examination will be certified as graduates and awarded the doctoral degree. Degrees are conferred at the end of the semester: March or September.

#### 5. Publication of Dissertation (Ehime University Institutional Repository)

Doctoral dissertations must be published online through the Ehime University Institutional Repository. Before publication, applicants must confirm copyright and related issues (such as publisher policies). Necessary documents and data must be submitted within three months after the review is completed.

If the dissertation has already been published in a book or journal: Applicants must confirm copyright policies before online publication. The responsibility for copyright issues lies with the author.

##### (1) Required documents for publication:

1. Dissertation Release Consent and Application for Entry in the Ehime University Institutional Repository (Form No. 10) – 1 copy (paper)
2. Checklist for Posting Degree Thesis Online (Form 1) – 1 copy (paper)
3. Electronic data of full dissertation and abstract (PDF/A, ISO-19005) – 1 CD or DVD

##### (2) If requesting exemption (delayed/non-publication):

Submit the following if the dissertation cannot be published immediately:

1. Dissertation Release Consent and Application for Entry in the Ehime University Institutional Repository (Form No. 10) – 1 copy (paper)
2. Checklist for Posting Degree Thesis Online (Form 1) – 1 copy (paper)
3. Electronic data of dissertation and abstract – 2 CDs/DVDs labeled “Confidential/Not Public”
4. Statement of Reasons for Non-Publication (free format) – 1 copy (paper)

- Even if non-public, copies will be sent to the National Diet Library and the Ehime University Library.

-If a thesis is designated as “non-public” due to unavoidable circumstances, the university will confirm the publication status every three years. Furthermore, when the reason for non-publication ceases to exist, the student must promptly submit the “Report on Reason for Delay in Posting Degree Thesis on the University Repository Website (Form 2)”.

Examples of valid reasons for non-publication:

1. Patent application pending
2. Published paper without publisher’s permission for online release
3. Privacy protection
4. Future submission or publication

Submission method: Submit in person to or mail to the Academic Affairs of the Faculty of Engineering at Ehime University..