Forms and Submission Instructions for Doctoral Degree Applications

This document describes the forms and submission procedures for the seven documents required for doctoral degree applications. Before applying, please carefully read "Format and Publication of Doctoral Dissertations and Examination" and "3. Doctoral Degree Application Procedures" of the Academic Affairs Handbook ("Gakuji Youkou"). Then, prepare your documents according to these instructions and submit them by the due date.

If you have any questions or concerns about the submission process, please contact the Geophysics Affairs Office of the Division of Earth and Planetary Sciences:
  ishii@kugi.kyoto-u.ac.jp
in advance to allow sufficient time for consultation.

General Notes:
1. The date to be indicated on each document must be the date of the final submission deadline.
2. Carefully check that the title of the Main Thesis (including the cover page) in Document 3 (D3), D4, and D2 are exactly the same. If the thesis title is in English, a Japanese translation of the thesis title is also required. In particular, carefully check that "the use of upper- and lower-case letters is consistent," "the lettering (italics, etc.) is consistent," and "if the thesis title is in English, the Japanese translation of the thesis title is also consistent".
3. The Chair of the Department of Geophysics in 2025 is Prof. Keiko Kuge.

【**Document 1 (D1)**】
  (a) **An application for Thesis review** for Doctoral Degree (Course)
  (b) **An application for doctoral degree** and **the examination fee (¥ 57,000)** for Doctoral Degree (Thesis/Dissertation)
  [Form] Specified form.
  [How to submit] Bring it directly to the Office.
  [Printed paper] Original printed on A4 paper with a seal or signature. If there are circumstances that prevent submission to the Office counter, please consult with the Office in advance.

【**Document 2 (D2)**】 **The catalog of the doctoral dissertation**
  [Form] Word file, specified form
  [How to submit] PandA
  [File name] Must be "D2025-C-(Last name in lower case letters).docx".
          Example: "D2025-C-chikyu.docx".

【**Document 3 (D3)**】 **Main Thesis, Foundational Papers, and Reference Papers**
D3-1 Main Thesis
  [Form] PDF file, no specific format
  [How to submit] PandA

[File name] Must be "D2025-M-(Last name in lower case letters).pdf".

Example: "D2025-M-chikyu.pdf".

Notes:

1. The title of the Main Thesis must match the title of the other submissions.

2. At the end of the Main Thesis (just before the bibliography), state "The followings are the papers on which the Thesis is based." For published or accepted papers, write the title of the manuscript, the name of the journal, volume, page, year of publication, etc. (published in yyyy (year) mm (month), to be published, or accepted), and the author(s) in this order. For papers in review, write the title of the manuscript, the name of the journal, date of submission (submitted in yyyy (year) mm (month)), and author(s) in this order.

D3-2 Foundational Papers (journal papers which are bases of the Main Thesis)

Submit only published, accepted, and submitted (but not accepted) papers. Do not submit papers in preparation (i.e., not submitted). The file name of each paper must have a serial number as stated in the note of D4 form.

[Form] PDF file, no specific format

[How to submit] PandA

[File name] Must be "D2025-B-(Last name in lower case letters)-n.pdf" where n=1,2,….

Example: "D2025-B-chikyu-1.pdf", "D2025-B-chikyu-2.pdf",

D3-3 Reference Papers (other journal papers)

The file name of each paper must have a serial number as stated in the note of D4.

[Form] PDF file, no specific format

[How to submit] PandA

[File name] Must be "D2025-R-(Last name in lower case letters)-n.pdf" where n=1,2,….

Example: "D2025-R-chikyu-1.pdf", "D2025-R-chikyu-2.pdf",

【Document 4 (D4)】 Application form for conferring doctoral degree

[Form] Word file, specified form

[How to submit] PandA

[File name] Must be "D2025-A-(Last name in lower case letters).docx".

Example: "D2025-A-chikyu-1.docx"

Notes:

1. Keep it to no more than 2 pages in A4 size.

2. The abstract of approximately 500 characters in Japanese or 150 words in English for the main thesis must be included.

3. At the end of your educational background, state "September 24, 2025 Expected to obtain research guidance approval from Division of Earth and Planetary Sciences, Graduate School of Science, Kyoto University.".

【Document 5 (D5)】 Documents of acceptance for peer reviewed English papers accepted by international journals, in case those papers have not published

[Form] PDF file, no specific format

[How to submit] PandA

[File name] Must be "D2025-X-(Last name in lower case letters).pdf".

           Example: "D2025-X-chikyu.pdf"

Note:

1. Submit an acceptance letter indicating the title of the manuscript, the names of all authors, the name of the international journal, the date of acceptance, and the name of the editor, or an online publication such as Early Online Release showing the names of all authors.

【Document 6 (D6)】 Curriculum Vitae

[Form] Word file, specified form

[How to submit] PandA

[File name] Must be "D2025-V-(Last name in lower case letters).docx".

           Example: "D2025-V-chikyu.docx"

Note:

1. If your name contains obsolete characters, prepare, and submit D6 using correct Kanji characters.
2. Include the list of graduation/completion dates.

Reference："Kyoto University, List of Graduation and Completion Dates"

【Document 7 (D7)】 Letter of consent from co-author(s)

[Form] Specified form： Japanese, English

[How to submit] Bring it directly to the Office.

[Printed paper] Original printed on A4 paper with a seal or signature. If there are circumstances that prevent submission to the Office counter, please consult with the Office in advance.

Note:

1. Required if Foundational Papers in D3 are co-authored and have been published, accepted, or are in submission.
2. This document certifies that the co-author(s) agree that the applicant may include as content of the Main Thesis some of the results of their joint research that have been published, accepted, or are in the process of submission.

That's all.