

To all students concerned:

FBS Educational Affairs Section

**Application for Doctoral Degree (2026 Academic Year)**

We accept applications for the doctoral degree as outlined below. Those who wish to apply should read the following guidelines carefully and complete the necessary procedures accordingly.

For those who wish to complete the program early, please note that a review process is required to shorten the enrollment period. Be sure to contact the Educational Affairs Section by one year before the desired completion date.

[Requirements for Doctoral Degree Application Eligibility]

Applicants must apply with the approval of their supervisors.

[Conditions for Conducting the Preliminary Defense]

In order to undergo the Preliminary Defense, the applicant must have submitted an international original paper as the first author (co-first authorship is also acceptable) and received at least one round of comments from reviewers.

\* For a co-first-author paper, a written consent form must be submitted stating that the co-author(s) will not use the paper for their degree application.(See page 8 for details.)

Completion Date	Eligible applicants			
	Early Completion	Normal Completion		Extended Completion
		Apr. Entrants	Oct. Entrants	
June	x	x	x	○
September	○	x	○	○
December	x	x	x	○
March	○	○	x	○
Notes	A separate qualifying review in advance is needed. Those who would like to apply for early completion should contact the FBS Educational Affairs Section.		Applicants who have exceeded the normal 5-year (3 years for 3rd-year transferred students) completion term, or those aiming to obtain a degree within three years after "withdrawal with required credits."	

Schedule and List of Required Documents (for AY 2026)						
Degree Conferment Timing & Submission Deadlines				Document Names / Event Titles (★)	Format	Who?
June	September	December	March			
2026 Mar 12 (16:00)	2026 Jun 4 (16:00)	2026 Sep 10 (16:00)	2027 Jan 5 (16:00)	Dissertation title (Japanese and English)	KOAN	All
				Check list	PDF	All
				form 1_Application for Degree	PDF	All
				form 2_List of Theses	PDF	All
				form 3_Abstract of Thesis	PDF	All
				form 4_Applicant History	PDF	All
				form 5_Diploma Confirmation Sheet	PDF	Applicable only
				form 6_Recommendation from SV	PDF	All
				form 7-1_Record of Research Achievements	PDF	All
				Related materials to the record of research achievements	PDF	All
				form 8-1_Approval from Co-First Author(s)	PDF	Applicable only
				Form 9_Pledge	PDF	All
				Form10_Internet Publication Confirmation	PDF	All
				Result of plagiarism check by iThenticate 2.0	PDF	All
Preliminary Version of the Dissertation	PDF	All				
Preliminary Defense Application Form	Forms	All				
Mid-Apr	Late-Jun	Late-Sep	Mid-Jan	★Doctor's Degree Qualifications Committee		
By Apr 30	By Jul 21	By Oct 26	By Jan 29	★Conduct the Preliminary Defense		All
May 8 (16:00)	Jul 24 (16:00)	Oct 28 (16:00)	Feb 2 (16:00)	formB-1_Preliminary Defense Result	PDF	All
				formB-2_Preliminary Defense Result Summary	PDF	All
				Recommendation of DC Members	Forms	All
Mid-May	Aug 5	Early Nov	Feb 10	★Doctor's Degree Qualifications Committee		
May 26	Aug 19	Nov 18	Feb 18	★Rehearsal for the Dissertation Defense		All
May 27	Aug 20	Nov 19	Feb 19 Feb 22	★Dissertation Defense		All
May 29 (16:00)	Aug 26 (16:00)	Nov 24 (16:00)	Feb 26 (16:00)	form7_Dissertation Defense Result Summary	PDF	All
Jun 1 (16:00)		Nov 25 (16:00)		form8_Dissertation Defense Result	PDF	All
Jun 8	Sep 9	Dec 9	Mar 10	Final version of the dissertation	PDF	All
				★Decision of Degree Conferment		
Sep 28			Mar 25	★Commencement Ceremony		

## Reference: English-Japanese Terminology Table

English	Japanese
Enrollment Period	在学期間
Early Completion	早期修了
Withdrawal with Required Credits	単位修得退学
Third-Party Committee	第三者委員会
Consultation Prior to the Preliminary Defense (Pre-Pre Defense Consultation)	予備審査前面談
Doctor's Degree Qualifications Committee (DQC)	博士号資格審査委員会
Preliminary Defense	予備審査 (会)
Preliminary Defense Committee (PDC)	予備審査委員会
Preliminary Defense Committee Members (PDC Members)	予備審査委員
Dissertation Defense	本審査 (会)
Dissertation Committee	本審査委員会
Dissertation Committee Members (DC Members)	本審査委員
Chair	主査
Vice-chair	副査
Core Research Laboratories	基幹講座
Affiliated Laboratories	協力講座
Cooperating Institutes	連携講座
Adjunct Faculties	兼任教員
Educational Affairs Section	大学院係

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### 【About Submission】

- Be sure to meet all submission deadlines.
- Email submissions should be sent to the Educational Affairs Section ( [seimei-daigakuin@office.osaka-u.ac.jp](mailto:seimei-daigakuin@office.osaka-u.ac.jp) )
- The Educational Affairs Section will send confirmation replies upon receiving your email submissions **only if the submission is made with the specified subject line**. You may also receive a receipt notification if you submit the files via FileSender and select "notify me upon downloads."

## 1. Process of the Doctoral Degree Examination

- To apply for the doctoral degree, you must conduct the Pre-pre Defense Consultation. Details will be announced separately.  
Note that those who have withdrawn with required credits do not need to conduct the Pre-pre Defense Consultation.
- The degree examination consists of two stages: the Preliminary Defense and the Dissertation Defense. The required procedures for each stage are explained on the page below.

### ① Conditions for Committee Members

- For the preliminary defense and the dissertation defense, you need a chair and vice-chairs. As the degree applicants must recommend the chair and vice-chairs, please consult with your supervisor and ask faculty members who meet the conditions below to serve as each committee member. Details are provided below.

Preliminary Defense		Chair	Vice Chair 1	Vice Chair2	Vice Chair3
Supervisor	FBS professor	x	x	x	x
	FBS associate professor	x	x	x	x
Core Research Labs	professor	○	○	○	○
Affiliated Labs, Cooperating Institutes, or Adjunct Faculties	professor	x	○	○	○
Core Research Labs, Affiliated Labs, Cooperating Institutes, or Adjunct Faculties	associate professor	x	x	○	○
Other graduate schools or research institutions at other universities	equivalent to professors or associate professors	x	x	x	○

The chair should, in principle, be your supervisor.  
The vice chairs should, in principle, be selected from among the PDC members.

Dissertation Defense		Chair	Vice Chair 1	Vice Chair2	Vice Chair3
Supervisor	FBS professor	◎	x	x	x
	FBS associate professor	x	x	x	◎
Core Research Labs	professor	○	○	○	○
Affiliated Labs, Cooperating Institutes, or Adjunct Faculties	professor	○	○	○	○
Core Research Labs, Affiliated Labs, Cooperating Institutes, or Adjunct Faculties	associate professor	x	x	x	○
Other graduate schools or research institutions at other universities	equivalent to professors or associate professors	x	x	x	○

- It is recommended that at least two of the DC Members be professors who are not Specially Appointed or Guest Professors.
- Examples of possible combinations of the DC Members
  - "professor" & "professor" & "professor" (& "associate professor")
  - "Specially Appointed Professor" & "professor" & "professor"
  - "Guest Professor" & "professor" & "professor" & "Guest Professor"
- Examples of combinations of the DC Members that require contacting the Educational Affairs Section.
  - "Specially Appointed Professor" & "Guest Professor" & "professor"
  - "Guest Professor" & "Guest Professor" & "professor"
- Examples of unacceptable combinations of the DC Members

- "Associate professor" & "professor" "professor"
  - ✧ This is because three professors are required.
- "Specially Appointed Professor" & "Guest Professor" & "Guest Professor"
  - ✧ This is because there are no professors who are not Specially Appointed or Guest Professors.

## 2. Procedures Required for Conducting the Preliminary Defense

### ① Register your dissertation title on KOAN

**\* Those who have withdrawn with required credits should skip this step.**

- 1) Access KOAN via MyHandai
  - 2) Click on the "Student Info" menu
  - 3) Select "Thesis Title Registration"
  - 4) Choose "Doctor's Thesis" for the thesis type \* not "Graduation thesis"
  - 5) Enter your supervisor's name and thesis title (both Japanese and English Titles Required)
  - 6) Click the "Register" button to complete the process
- \* In principle, title changes are not permitted.

### ② Complete the Preliminary Defense Application Form

(<https://forms.office.com/r/65qB7EWCpT>)

- Following the guidance of your supervisor, select the PDC Members.
  - \* If you conducted the Pre-pre Defense Consultation, the PDC members should, in principle, be the same as those involved at that time. If the faculty member who conducted the Pre-pre Defense Consultation with has already retired, you must appoint a different faculty member.
- Please note that your supervisor (including actual supervisor) and any faculty members from the same laboratory as your supervisor are not eligible to serve as PDC Members.
- You must obtain prior informal acceptance from all candidates (chair and vice chairs) before nominating them.
- For a list of laboratories, please refer to the website:  
[https://www.fbs.osaka-u.ac.jp/en/research\\_group/](https://www.fbs.osaka-u.ac.jp/en/research_group/)
- Please also refer to the "[Conditions for Committee Members](#)" on page 4.

Chair	Professor of an FBS Core Research Lab.
Vice Chair 1	FBS Professor (Core Research Labs, Affiliated Labs, Cooperating Institutes, or Adjunct Faculties)
Vice Chair 2	FBS Professor or Associate Professor (Core Research Labs, Affiliated Labs, Cooperating Institutes, or Adjunct Faculties)
Vice Chair 3, 4...	If the PDC members consider it necessary, individuals equivalent to professors or associate professors from other graduate schools or research institutions at other universities can be added as the third, fourth, or additional committee members.

### ③ Submit degree application documents via NII FileSender

\* Only those who have withdrawn with required credits should submit by email.

Subject: [Submission] Doctoral Degree Application Documents (Preliminary Defense)\_Student ID Number\_Name

- 1) Access <https://filesender.nii.ac.jp/>
- 2) Click "Login".
- 3) Under "Login with:", select "The University of Osaka" and click the "Login" button on the right.
- 4) Enter your OUID and password to log in.
- 5) Select one option under "Select an information release consent duration:" and click "Accept."
- 6) Combine the 14 documents listed on the next page (in PDF format) into a single ZIP file and upload it.
  - \* Edit only the "STUDENT ID" and "NAME" parts of each file name. Do not change any other parts.
- 7) Set as shown below and click "Send."

The screenshot shows the FileSender web interface. At the top, there is a navigation bar with "Upload", "Guests", "My Transfers", "My profile", "Help", "About", "Privacy", and "Log-off". Below this is a large dashed box with the text "drag & drop your files here" and buttons for "Clear all" and "Select files". The main form is divided into two columns. The left column contains fields for "From" (redacted), "To:" (with the email "seimei-daigakuin@office.osaka-u.ac.jp" selected), "Subject (optional):" (with "Degree Application (NAME)" entered), and "Message (optional):" (with "NAME (STUDENT ID)" entered). There is also a "File Encryption" checkbox. The right column contains an "Expiry date:" field set to "02/05/2025" and a list of notification options: "Notify me when expired" (checked), "Notify me when upload is done" (unchecked), "Notify me upon downloads" (checked), "Send me a report when expired" (checked), "Include me as a recipient" (unchecked), "Get a link instead of sending to recipients" (unchecked), "User must login to FileSender to download file(s)" (unchecked), and "Web notification when upload is complete" (unchecked). At the bottom center, there is a "Send" button with an upload icon, which is highlighted with a red box.

## Required Documents:

	Check List
01	form 1_Application for Degree
02	form 2_List of Theses
03	form 3_Abstract of Thesis <ul style="list-style-type: none"><li>• Prepare in either Japanese or English.</li></ul>
04	form 4_Applicant History <ul style="list-style-type: none"><li>• The forms differ depending on whether you enrolled in the first year or transferred into the third year.</li></ul>
05	form 5_Diploma Confirmation Sheet <ul style="list-style-type: none"><li>• If you wish your diploma (written in Japanese) to use a different name format from your student ID - including differences in name order or character type (e.g., alphabet, katakana, or kanji) ,please submit this form only if you cannot enter the information in the "Preliminary Defense Application Form."</li></ul>
06	form 6_Recommendation from SV <ul style="list-style-type: none"><li>• It may be prepared by the actual supervisor; however, be sure to have the officially registered supervisor review and confirm the contents.</li></ul>
07-1	form 7-1_Record of Research Achievements
07-2	<ul style="list-style-type: none"><li>• Attach related materials to the record of research achievements (e.g., copies of academic papers or abstracts of research presentations) and combine them into a single PDF file.</li><li>• The file name must be: "07-2_Related materials_Student ID_NAME."</li></ul>
08-1	form 8-1_Approval from Co-First Author(s) <ul style="list-style-type: none"><li>• Obtain approval from all co-first authors if the paper used as the basis for your dissertation has co-first authors. Approval is not required if the paper is still in preparation and has not yet been submitted.</li></ul>
09	Form 9_Pledge
10	Form10_Internet Publication Confirmation
11	Result of plagiarism check by iThenticate 2.0 ( <a href="https://my.osaka-u.ac.jp/admin/kensui/kousei/ithenticate">https://my.osaka-u.ac.jp/admin/kensui/kousei/ithenticate</a> ) <ul style="list-style-type: none"><li>• Ask your supervisor to conduct a plagiarism check using iThenticate 2.0. Submit the resulting report. If your supervisor cannot access iThenticate 2.0, ask them to contact the General Affairs Section (<a href="mailto:seimei-syomu@office.osaka-u.ac.jp">seimei-syomu@office.osaka-u.ac.jp</a> ).</li><li>• The file name must be: "Plagiarism check_Student ID_NAME."</li></ul>
12	Preliminary Version of the Doctoral Dissertation <ul style="list-style-type: none"><li>• The file name must be: "Doctoral Dissertation_Student ID_NAME."</li><li>• Please follow the instruction written in the Student Handbook: <a href="https://www.fbs.osaka-u.ac.jp/en/files/student/student_handbook_2026.pdf">https://www.fbs.osaka-u.ac.jp/en/files/student/student_handbook_2026.pdf</a></li><li>• For matters not specified below, please follow the instructions of your supervisor.</li></ul>

### 3. Procedures for Conducting the Preliminary Defense

#### ① Conducting the Preliminary Defense

- It must be conducted only after receiving notification from the FBS Educational Affairs Section that the PDC members have been approved by the Doctor's Degree Qualifications Committee (DQC). Please note that the notification will be sent to your OU mail.
  - It is possible to coordinate the schedule with the PDC Members before receiving the notification.
- **Submit the degree application documents and reviewer comment to the PDC members.**
  - Check the deadline and submission method with members and follow their instructions.
  - In order to conduct the Preliminary Defense, you must receive at least one round of comments from reviewers by the date of the Preliminary Defense.
- The applicant is responsible for contacting the approved committee members, coordinating the schedule, and securing a venue for the consultation. Please note that all the PDC Members must attend.
  - If you find it difficult to secure a venue yourself, the Educational Affairs Section will book the Seminar Room of FBS on your behalf.
  - If you wish for the Educational Affairs Section to make the reservation or want to check the availability of the room before reserving, please send the following information via email:
    - ◇ Subject: "Seminar Room Reservation (Preliminary Defense)" or "Seminar Room Availability Confirmation (Preliminary Defense)"
    - ◇ Your Name
    - ◇ Preferred Date and Time (up to five options, from first choice to fifth choice)
- In principle, the Preliminary Defense should be conducted as an oral presentation using PowerPoint or similar tools.
- It should last approximately one hour (about 30 minutes for the presentation and 30 minutes for Q&A).
- For any matters not specified above, please consult with the chair of the committee.
- If the PDC Members request it, the Preliminary Defense can also be held online.
- If the applicant does not pass the first Preliminary Defense, a second defense may be held **by the deadline** with the approval of the PDC members. Therefore, it is recommended to hold the preliminary defense at an earlier date before the deadline.

#### ② After the Preliminary Defense, submit the following two items to the Educational Affairs Section via email.

Send the forms with all required information filled in to your Chair and ask them to prepare the documents, and you will be responsible for submitting them.

Subject: [\[Submission\] Doctoral Degree Application Documents \(Preliminary Defense Results\)\\_Student ID Number\\_Name](#)

- FormB-1\_Preliminary Defense Result(博士学位論文予備審査結果報告書)
- FormB-2\_Preliminary Defense Result Summary(論文審査の結果の要旨及び担当者)

**③ Complete the Recommendation Form for Dissertation Committee members (DC Members)**

<https://forms.office.com/r/kJCDjCDgBY>

- Following the guidance of your supervisor, select the DC members.
- DC members must include at least three FBS professors (Core Research Labs, Affiliated Labs, Cooperating Institutes, or Adjunct Faculties).

It is recommended that at least two of the members be professors who are not Specially Appointed or Guest Professors. If the number of such professors is fewer than two, you must consult the FBS Educational Affairs Section in advance, as special review will be required.

- The vice chairs should, in principle, be selected from among the PDC members.
- Please also refer to the ["Conditions for Committee Members"](#) on page 4.

Chair	<ul style="list-style-type: none"> <li>• Your supervisor is an FBS professor →The chair will be your supervisor.</li> <li>• Your supervisor is an FBS associate professor → Select a FBS professor.</li> </ul>
Vice Chair 1	FBS professors
Vice Chair 2	
Vice Chair 3	<ul style="list-style-type: none"> <li>• Your supervisor is an FBS associate professor →"vice chair 3" will be your supervisor.</li> <li>• Your supervisor is an FBS professor →If necessary, Individuals equivalent to professors or associate professors from other graduate schools or research institutions at other universities can be added.</li> </ul>

## 4. How to Conduct the Dissertation Defense

### ① Rehearsal for the Dissertation Defense

- A connection test can be conducted at the Dissertation Defense venue; please ensure to perform this test. Further details will be provided separately to your OU mail.

### ④ Dissertation Defense

- Use PowerPoint or similar tools for your presentation.
- Each person has 20 minutes (10 min presentation + 10 min Q&A).
- The detailed schedule will be announced later.
  - As the program is finalized after the preliminary defense results are confirmed, it will be announced 1-2 weeks before the Dissertation Defense.
- The Dissertation Defense will be held in a hybrid format using Zoom. Please be sure to check the instructions on how to connect because materials will be projected in the venue via Zoom.

### ⑤ After the Dissertation Defense, submit the following three items to the Educational Affairs Section via email.

Send the form with all required information filled in to your Chair and ask them to prepare the documents, and you will be responsible for submitting them.

- Form7\_Dissertation Defense Result Summary(論文審査の結果の要旨及び担当者)
  - Form8\_Dissertation Defense Result(博士学位論文審査結果報告書)
  - Final version of the doctoral dissertation (PDF file)
    - The file name must be: "Doctoral Dissertation\_Student ID\_NAME."
- Subject: [\[Submission\] Doctoral Degree Application Documents \(Dissertation Defense Results\)\\_Student ID Number\\_Name](#)

### ⑥ Faculty Meeting: Decision of Dissertation Results & Degree Conferment

- The results will be announced within a few days after the meeting.