

To all students concerned:

FBS Educational Affairs Section

Application for Doctoral Degree (2025 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.

[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.

* 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.

Completion Date	Eligible applicants			
	Early Completion	Normal Completion		Extended Completion
		Apr. Entrants	Oct. Entrants	
June	×	×	×	○
September	○	×	○	○
December	×	×	×	○
March	○	○	×	○
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 Students Aiming to Obtain a Doctoral Degree in June 2025, September 2025, December 2025, or March 2026)						
Degree Conferment Timing & Submission Deadlines				Document Names / Event Titles (★)	Format	Who?
Jun-25	Sep-25	Dec-25	Mar-26			
	Nov 5 (16:00)		May 22 (16:00)	Recommendation of PDC Members	Forms	All
	Early Dec		Early Jul	★Doctor's Degree Qualifications Committee		
	By Dec 27		By Jul 28	★Conduct the Pre-Pre Defense		All
	Jan 9 (16:00)		Aug 1 (16:00)	form A-1_Report on the Pre-Pre Defense	PDF	All
Mar 13 (16:00)	Jun 12 (16:00)	Sep 11 (16:00)	Jan 6 (16:00)	Dissertation title (Japanese and English)	KOAN	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
				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	Early Jul	Early Oct	Mid-Jan	★Doctor's Degree Qualifications Committee		
By May 1	By Jul 28	By Oct 27	Jan 30	★Conduct the Preliminary Defense		All
May 7 (16:00)	Jul 31 (16:00)	Oct 29 (16:00)	Feb 4 (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	Mid-Aug	Early Nov	Mid-Feb	★Doctor's Degree Qualifications Committee		
Mid-May	Mid-Aug	Early Nov	Mid-Feb	★Rehearsal for the Dissertation Defense		All
May-21	Aug-22	Nov-20	Feb 20 Feb 24	★Dissertation Defense		All
May 23 (16:00)	Aug 27 (16:00)	Nov 25 (16:00)	Feb 27 (16:00)	form7_Dissertation Defense Result Summary	PDF	All
				form8_Dissertation Defense Result	PDF	All
May 26 (16:00)	Aug 28 (16:00)			Final version of the dissertation	PDF	All
Jun-11	Sep-10	Dec-10	Mar-11	★Decision of Degree Conferment		

Schedule and List of Required Documents (for Students Aiming to Obtain a Doctoral Degree in or after AY2026)			
Timing & Submission Deadlines		Document Names / Event Titles (★)	Who?
May 22 (16:00)		form A-3_A Statement of Reasons	Applicable only
May 22 (16:00)		Recommendation of PDC Members	Applicable only
Early Jul		★Doctor's Degree Qualifications Committee	
By Jul 28		★Conduct a Third-Party Committee	Applicable only
Aug 1 (16:00)		form A-2_Report on the Third-Party Committee	Applicable only

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)	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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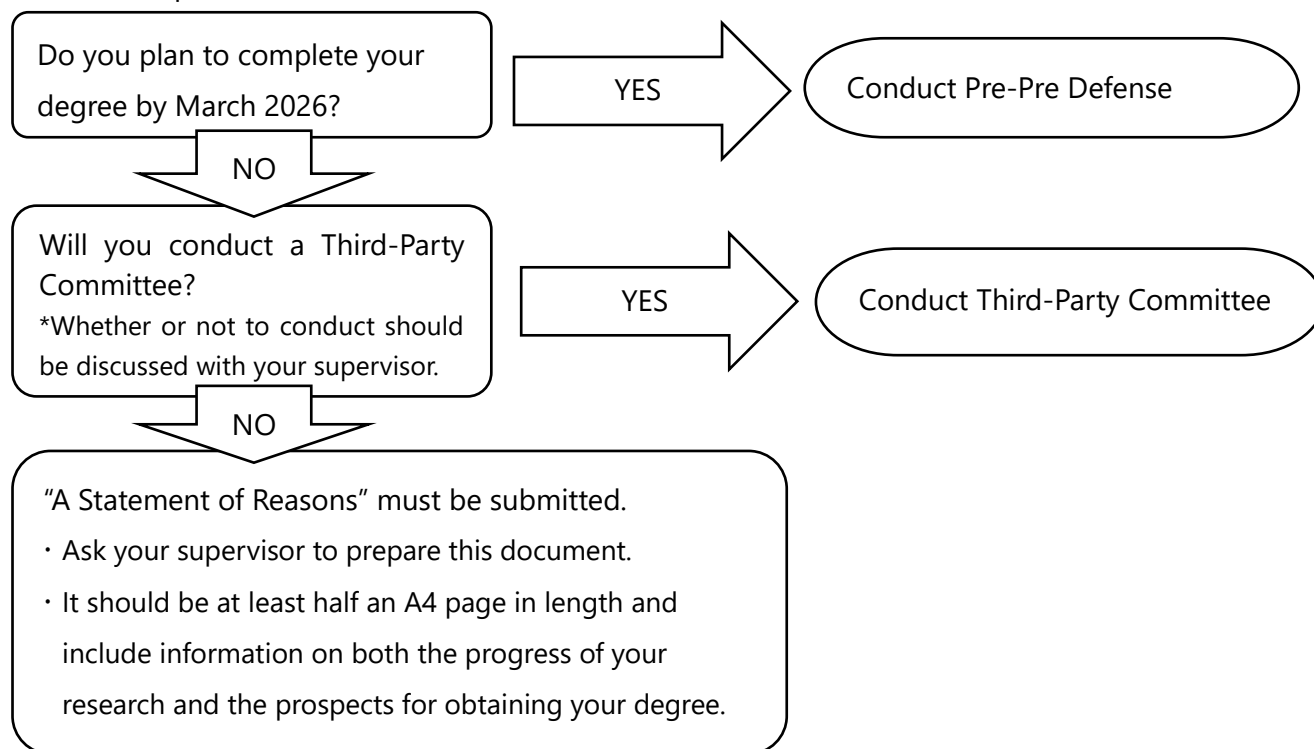
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【About Submission】

- Be sure to meet all submission deadlines.
- Email submissions should be sent to the Educational Affairs Section (seimei-daigakuin@office.osaka-u.ac.jp)
- The Educational Affairs Section will not send confirmation replies upon receiving your email submissions. We also cannot respond to inquiries asking whether the submission has arrived. Instead, we will react with a "👍" using Outlook's reaction feature. Please check the notification (🔔 icon) on the Outlook web or desktop version to confirm receipt.

1. Procedures Required for Conducting the Consultation Prior to the Preliminary Defense (Pre-Pre Defense) and the Third-Party Committee

- The Pre-Pre Defense is mandatory for students who are expected to obtain their degree by March 2026. However, those who have withdrawn with required credits are not required to undergo this process. Please start reading from page 7.
- To determine whether you are required to undergo the Pre-Pre Defense or to hold a Third-Party Committee, please refer to the flowchart below.



① Complete the Recommendation form for Preliminary Defense Committee Members (PDC Members) (<https://forms.office.com/r/A2wkr96SU4>)

- Following the guidance of your supervisor, select the PDC Members.
- Please note that your supervisor and any faculty members from the same laboratory as your supervisor are not eligible to serve as PDC Members. **Also, it is not possible to select from your actual supervisor. (Added May 7, 2025)**
- 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/
- Please also refer to the "Conditions for Committee Members" on the next page.

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.

【Conditions for Committee Members】

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

The PDC members should, in principle, be the same as the Pre-Pre Defense Committee members.

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

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	◎	×	×	×
	FBS associate professor	×	×	×	◎
Core Research Labs	professor	○	○	○	○
Affiliated Labs, Cooperating Institutes, or Adjunct Faculties	professor	○	○	○	○
Core Research Labs, Affiliated Labs, Cooperating Institutes, or Adjunct Faculties	associate professor	×	×	×	○
Other graduate schools or research institutions at other universities	equivalent to professors or associate professors	×	×	×	○

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.

【Examples of possible combinations】

- “professor” & “professor” & “professor”
- “professor” & “professor” & “professor” & “associate professor”
- “Specially Appointed Professor” & “Professor” & “professor”
- “Guest Professor” & “Professor” & “professor”

【Examples of combinations that require contacting the Educational Affairs Section】

- “Specially Appointed Professor” & “Specially Appointed Professor” & “professor”
- “Specially Appointed Professor” & “Guest Professor” & “professor”
- “Guest Professor” & “Professor” & “professor”

【Examples of unacceptable combinations】

- “associate professor” & “professor” & “professor”
- “Specially Appointed Professor” & “Specially Appointed Professor” & “Guest professor”

② Conducting the Pre-Pre Defense or the Third-Party Committee

- The consultation must be conducted only after receiving notification from the FBS Educational Affairs Section that the PDC members or Third-Party Committee members have been approved by the Doctor's Degree Qualifications Committee (DQC).
- The applicant is responsible for contacting the approved committee members, coordinating the schedule, and securing a venue for the consultation.
- In principle, the consultation 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.

③ Submit a report on the Pre-Pre Defense or the Third-Party Committee via email.

- Please ask your Chair to prepare the report, and you will be responsible for submitting it.

2. Procedures Required for Conducting the Preliminary Defense

① Register your dissertation title on KOAN

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

- 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
 - 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 Submit degree application documents via NII FileSender

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

- 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 12 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 NII FileSender web interface. At the top, there are logos for aarinet, UNINETT, HEAnet, and SURF NET. Below the logos is a navigation bar with links: Upload, Guests, My Transfers, My profile, Help, About, Privacy, and Log-off. The main area has a large dashed box with the text "drag & drop your files here". Below this are two buttons: "Clear all" and "Select files". The "Send" form is located below the main area. It has fields for "From" (a blacked-out email), "To:" (seimei-daigakuin@office.osaka-u.ac.jp), "Subject (optional):" (Degree Application (NAME)), and "Message (optional):" (NAME (STUDENT ID)). There is a checkbox for "File Encryption". On the right side of the form, there is an "Expiry date:" field set to 02/05/2025, and a list of checkboxes for notifications: "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 of the form is a "Send" button with a cloud upload icon.

Required Documents:

01	form 1_Application for Degree
02	form 2_List of Theses
03	form 3_Abstract of Thesis <ul style="list-style-type: none"> Prepare in either Japanese or English.
04	form 4_Applicant History <ul style="list-style-type: none"> The forms differ depending on whether you enrolled in the first year or transferred into the third year.
05	form 5_Diploma Confirmation Sheet <ul style="list-style-type: none"> 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 it.
06	form 6_Recommendation from SV
07	form 7-1_Record of Research Achievements <ul style="list-style-type: none"> Attach related materials (e.g., copies of academic papers or abstracts of research presentations) and combine them into a single PDF file.
08	form 8-1_Approval from Co-First Author(s) <ul style="list-style-type: none"> 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.
09	Form 9_Pledge
10	Form10_Internet Publication Confirmation
11	Result of plagiarism check by iThenticate 2.0 (https://my.osaka-u.ac.jp/admin/kensui/kousei/ithenticate) <ul style="list-style-type: none"> 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 (seimei-syomu@office.osaka-u.ac.jp).
12	<p>Preliminary Version of the Doctoral Dissertation</p> <ul style="list-style-type: none"> For matters not specified below, please follow the instructions of your supervisor. <ol style="list-style-type: none"> The dissertation must be a single independent paper written by the applicants themselves and should be a sole-authored paper. It should be written using "I" instead of "we". The dissertation must possess sufficient academic value, and its content must demonstrate a high degree of originality. It must include a chapter that is written in a way that researchers from fields outside the relevant discipline can understand the background, objectives, value, significance, and novelty of the research. While it is acceptable for the dissertation to include content from papers that have already been published by the applicant, it should be written as a cohesive and unified paper. It should be written in either English or Japanese (English is preferred). Those who write their dissertation in Japanese must include an English abstract of approximately 200 to 300 words between the cover page and the Japanese abstract. Based on the above, the doctoral dissertation shall consist of the following components: <ol style="list-style-type: none"> Cover Page (Title, Name, Completion Date) Abstract Table of Contents Main Text Achievements (published papers and conference presentations, etc. If co-authored, the applicant's primary contributions must be clearly stated.) <p>Additionally, the doctoral dissertation should be prepared in A4 format.</p> <p>Reference: Student Handbook https://www.fbs.osaka-u.ac.jp/en/files/student/handbook_2025_eng-20250402.pdf</p>

③ Complete the Preliminary Defense Application Form (<https://forms.office.com/r/MKZzmTsStd>)

- Following the guidance of your supervisor, select the PDC Members.
 - * If a Pre-Pre Defense or Third-Party Committee was conducted, the PDC members should, in principle, be the same as those involved at that time.
- Please note that your supervisor and any faculty members from the same laboratory as your supervisor are not eligible to serve as PDC Members. **Also, it is not possible to select from your actual supervisor.** (Added May 7, 2025)
- 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/
- Please also refer to the "[Conditions for Committee Members](#)" on page 5.

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. 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).
- Submit the degree application documents to the PDC members.
 - * Check the deadline and submission method with members and follow their instructions.
- The applicant is responsible for contacting the approved committee members, coordinating the schedule, and securing a venue for the consultation.
- In principle, the consultation 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 applicant does not pass the first Preliminary Defense, a second defense may be held by the deadline with the approval of the PDC members.

② After the Preliminary Defense, submit the following two items by email.

Ask your Chair to prepare the documents, and you will be responsible for submitting them.

- FormB-1_Preliminary Defense Result
- FormB-2_Preliminary Defense Result Summary

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

(<https://forms.office.com/r/A1BZR6iuDd>)

- 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 6.

Chair	<ul style="list-style-type: none">• Your supervisor is an FBS professor → The chair will be your supervisor.• Your supervisor is an FBS associate professor → Select a FBS professor.
Vice Chair 1	FBS professors
Vice Chair 2	
Vice Chair 3	<ul style="list-style-type: none">• Your supervisor is an FBS associate professor → "vice chair 3" will be your supervisor.• 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.

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.

② 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.

③ After the Dissertation Defense, submit the following three items by email.

Ask your Chair to prepare forms 7 and 8, and you will be responsible for submitting them.

- Form7_Dissertation Defense Result Summary
- Form8_Dissertation Defense Result
- Final version of the doctoral dissertation (PDF file)

④ Faculty Meeting: Decision of Dissertation Results & Degree Conferment

- The results will be announced after the meeting.